Administration

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Administration

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After you have created a company in an accounting software, you need to administer the company i.e. exercise control over the activities that need to be performed such as entering transactions, displaying reports and so on. You can exercise control over these activities using the *Administration* menu. *Administration* menu allows you to create Accounts, Account Groups, Users and so on. Further you can set up the configuration according to your requirement and use various utilities like freezing of data up to a particular date or switching to a different financial year. Most of the these administrative activities are generally performed at the time of creation of a company. The different options under the *Administration* menu are:

- Masters
- Configuration
- Users
- Utilities
- Data Export Import
- Miscellaneous Data Entry
- Change Financial Year

Given here is a screenshot of the *Administration* menu options.

Administration menu options



For information on the menu option, click the appropriate menu option.

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Masters

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Administration > Masters

Busy

In BUSY the term 'Master' signifies information that is generally entered once, usually at the time of creating a company in an accounting software. Master can refer to an Account master, Item master, Cost Center master and so on. On clicking the *Masters* option under the *Administration* menu, a list of options is displayed. Given here is the list of the *Masters* menu options:

- Account
- Account Group
- Cost Centre
- Cost Centre Group
- Currency
- Currency Conversion
- Broker
- Author
- Std. Narration
- Master Series Group
- Item
- Item Group
- Material Centre
- Material Centre Group
- Unit
- Unit Conversion
- Bill Sundry
- Bill of Material
- Scheme
- Sale Type
- Purchase Type
- Tax Category
- TDS Category
- Employee
- Employee Group

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- Salary Component
- Contact
- Contact Group
- Executive
- Miscellaneous Masters
- Bulk Updation

Given here is a screenshot of the *Masters* menu options.

Masters menu options



For more information on the menu options, click the appropriate menu option. In all the masters in BUSY there are some common terms, options and buttons used. We will now discuss such terms, options, and buttons that are common to all the masters in BUSY.

Common Terms

The common terms are:

- Name
- Alias
- Print Name
- Group
- Printing Options

Name

In the *Name* data field, you need to enter the name of the master that you are creating. For example, if you are creating an Account master, you need to enter a name for the same.

☞ You cannot have two masters of the same type with the same name. BUSY does not allow you to create two masters of the same type such as Account, Cost Centre and so on with the same name. Further, blank spaces and reserved names (names of pre-defined masters) are not accepted as names for masters.

Alias

In the *Alias* data field, you need to enter an abbreviation or a short name for the master that you are creating. For example, if you are creating an Account master for State Bank of India then you can enter the Alias as SBI. To refer to a particular master for which an Alias has been entered, you can use either the Name or the Alias. You can leave this data field blank if you do not want to enter an Alias.

Print Name

Print Name refers to the name that will appear on documents given to external parties such as sales invoice, receipt, debit note and so on. Further the Print Name is printed on the *Statement of Account* report. By default, the name entered in the *Name* data field is displayed as Print Name. You can leave this data field blank if you do not want any name to appear on the Print Reports.

Let us understand the significance of Print Name with the help of an example. Smart Clothing Pvt. Ltd., a garment manufacturer deals with two customers with the same name, Gaurav Kapoor, one living in Delhi and the other living in Mumbai. To differentiate between the two Account masters, the company appends the name of the city with their names. Thus, the account names will be Gaurav Kapoor, Delhi and Gaurav Kapoor, Mumbai. Now all the documents concerning these two accounts will have the name of the cities appended with the customer's names. This is not acceptable to the company since it wants only the names of the customers to appear on the reports. For this purpose, the company specifies the Print Name as Gaurav Kapoor for both the accounts. Now the reports will display only Gaurav Kapoor in the header while the account names will remain different.

☞ You can have two masters with the same Print Name.

Parent Group

A Parent Group is commonly referred to as a group. Specifying a group helps to establish a hierarchy for masters. Let us understand with the help of an Account master example. In an Account master the account is classified under an Account Group. An Account Group is a broad level categorization under which similar types of accounts are grouped. Let us suppose you want to create accounts for your customers, Mr. Sanjay and Mr. Vishwas. Both of them are sundry debtors for you. Thus, it makes sense to group them under one Account Group of Sundry Debtors. Moreover, Account Group decides the position of an account in the Balance Sheet. For example, accounts of Mr. Sanjay and Mr. Vishwas will appear under Current Assets on the Assets side of the Balance Sheet. In other words, we can say that on the Asset side of the Balance Sheet, a hierarchy is made with Sundry Debtors at the top followed by the accounts of Mr. Sanjay and Mr. Vishwas. Thus, two levels of hierarchy are established.

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Similar hierarchy can be established with other masters such as Cost Centre and Cost Centre Group by specifying the appropriate Parent Group/Group in the master.

Now that we have discussed the common terms, let us move on to discussing some common options.

Common Options

The common options appear when you click *Administration* > *Masters* > Select a master > *List* option. On clicking the *List* option, a *List* message box appears. In the message box, there are two options:

- Screen - If you want the list of specific masters on the screen, click the *Screen* button.
- Printer - If you want the list of specific masters to be printed, click the *Printer* button.

Screen

On clicking the *Screen* button, a *List of Masters* message box appears. In the message box, there are two options. The options are:

- All Masters - This option displays all the masters of the Master Type for which you are viewing the report.
- Group of Masters - This option displays all the masters under a Master Group of the selected Master Type.

On selecting any of the above option, a *List of Masters* message box appears. In the message box, there are two options. The options are:

- Group Name - This option appears if you have selected Group of Masters option in the List of Masters message box. Select the required Group Master from the list.
- Select Master Series Group - This option appears if you have enabled the *Enable Master Series Group* feature under *Administration > Configuration > Features / Options > Enterprise Features tab*. Select the required Master Series group, masters tagged under which will be displayed in the list.

After specifying required data, click the *Ok* button. On clicking the *Ok* button, a *List of Masters* window appears displaying list of Masters as per the criteria specified by you.

On clicking the *List* button of *Account* and *Item* master, different message box and options appear. The message box and options are explained in Accounts and Item master itself.

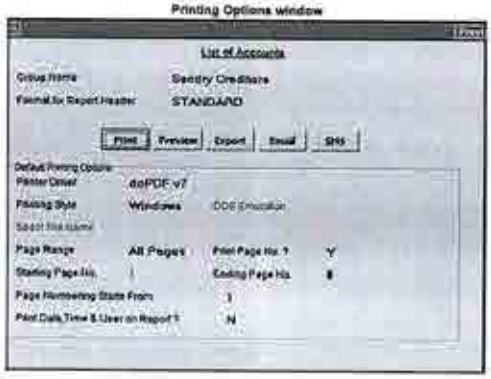
Printer

On clicking the *Printer* button, a *List* message box appears with two options:

- All Specific Masters - This option prints all the specific masters in the company.
- Group of Masters - This option prints only those specific masters that come under the group specified by you.

On clicking any of the two options, a *Printing Options* window appears. Given here is a screenshot of the *Printing Options* window.

Printing Options window



You need to enter appropriate information in the data fields and group that appear in the window. Some of the common data fields and group are:

- Group Name
- Select Master Series Group
- Default Printing Options

Group Name

This option appear if you are printing report for specific group of master. Select the required group from the list.

Select Master Series Group

This option appears if you have enabled the *Enable Master Series Group* feature under *Administration > Configuration > Features / Options > Enterprise Features tab*. Select the required Master Series group, masters tagged under which will be displayed in the list.

Default Printing Options

Under *Default Printing Options* group various data fields related to printing appears. The data fields are:

Printer Driver

By default, the windows printer driver specified in *Administration > Configuration > Hardware Configuration* appears here.

Printing Style

Select Printing style from either of the following two options.

- DOS
- Window

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DOS Emulation
This data field is active only when you specify the *Printing Style* as DOS in the hardware configuration. By default, the DOS Printer Driver as specified in the hardware configuration appears here.

Spool File Name
This option is useful if you want to generate a file containing the voucher information instead of taking a printout. This option helps you since you can make amendments in the voucher information before printing the document. Moreover, by generating the file you can send this file as an e-mail attachment too. You can enter the name of the file in this data field.

Page Range
Select from the list whether you want to print all pages, even number pages or odd number pages of the report.

Print Page No.
Enable this option if you want the page number to be printed on the report.

Starting Page No.
Enter the page no. from which you want to start the printing. By default the page number is 1. Let us understand this with the help of an example. You are printing the list of all the accounts. There is a power failure and as a result printing stops after page 40. When the power is restored, you want to continue with the printing and want to start with page 41. In this case, you can specify the starting page no. as 41 and BUSY will then scroll down the 40 pages on the screen and start printing from page number 41.

Ending Page No.
Enter the page number up to which you want to print the report.

Print Date & Time on Report
Specify 'Y' in this data field if you want to print date and time of printing on the report.

Now that we have discussed the common options, let us move on to discussing some buttons that are common to the masters.

Common Buttons

The common buttons can be categorised in three categories. These categories are:
- Add Option
- Modify Option
- List Option

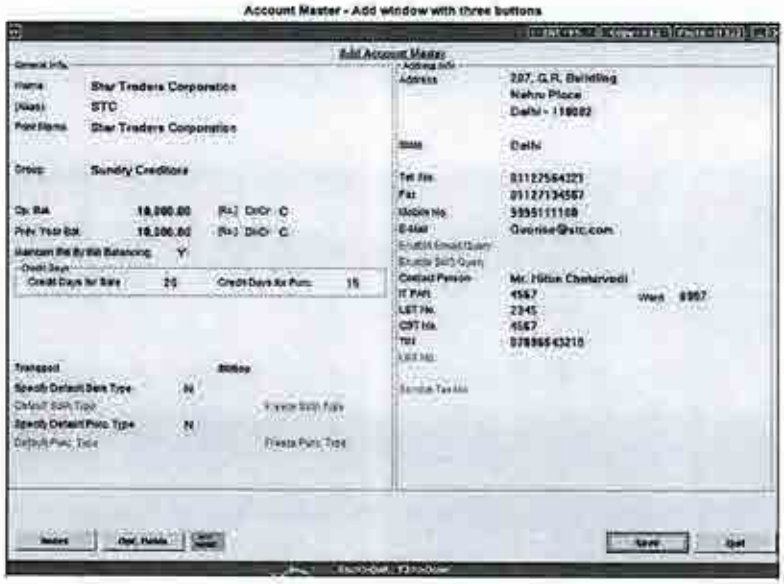
On selecting any of the three options under a master, certain buttons appear. Let us discuss these buttons category-wise.

Add

Under the *Add* option of all the masters, two buttons appear. The buttons are:
- List
- Copy
- Paste

Given here is a screenshot of the *Account Master - Add* window with three buttons.

Account Master - Add window with three buttons



List
This button allows you to generate a list of all the existing masters. The function of this button is similar to that of the *List* option that appears on clicking the master option under the *Masters* menu.

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Copy
This button allows you to copy data from an existing Master. On clicking this button, a *Copy Data from Existing Master* window appears in which you need to select the Master whose data you want to copy.

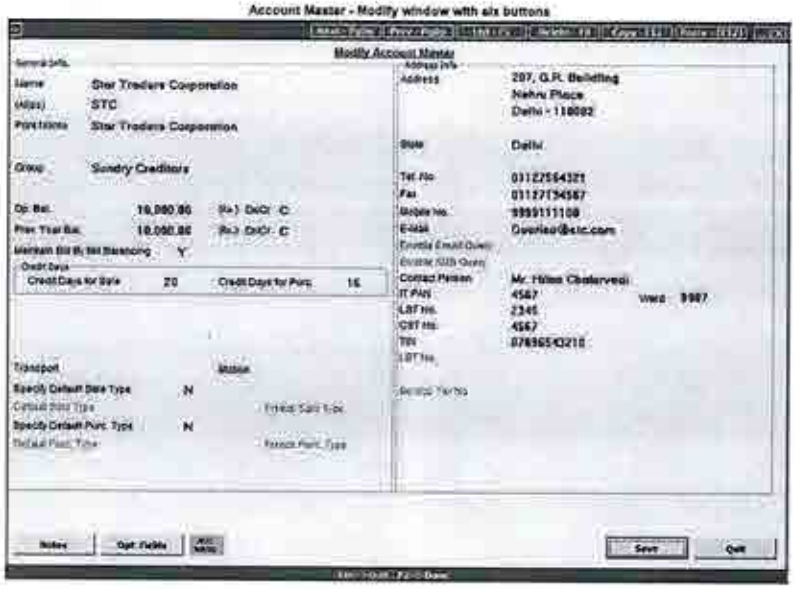
Paste
This button allows you to paste the data from the clipboard to a new master. On clicking this button, a *Paste Master* window appears. Click the *Yes* button to paste the data. To save the new master, you need to give a different name since two masters of the same type with the same name cannot exist.

If you have copied more than one master data to the clipboard and you click the *Paste* button then the last copied master data will be pasted to the new master.

Modify
Under the *Modify* option of all the masters, six buttons appear. The buttons are:
- Delete
- Next
- Previous
- List
- Copy
- Paste

Given here is a screenshot of the *Account Master - Modify* window with six buttons.

Account Master - Modify window with six buttons



Delete
To delete a master, click the *Delete* button.

You cannot delete a master in the conditions listed here:
- Master is a pre-defined master.
- Master is used in any transaction.
- Master is used in any other master.
- Data for the company has been frozen.
- User is not given the permission to modify/delete masters.

Data once deleted cannot be recovered or restored.

Next
This button allows you to go to the next master in the list.

Previous
This button allows you to go to the previous master in the list.

List
To generate a list of all the masters of a particular type in your company, click the *List* button. On clicking the list button, a *List of Masters* window appears.

If you want to view the details of any master in the *List* window, select the master and press the *Enter* key and if you want to return to the *Master - Modify* window, press the *Esc* key.

Copy

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This button allows you to copy the data from an existing master to the clipboard. On clicking the button, a *Master Copied* window appears. Now you can paste the master data to another master by clicking the *Paste* button.

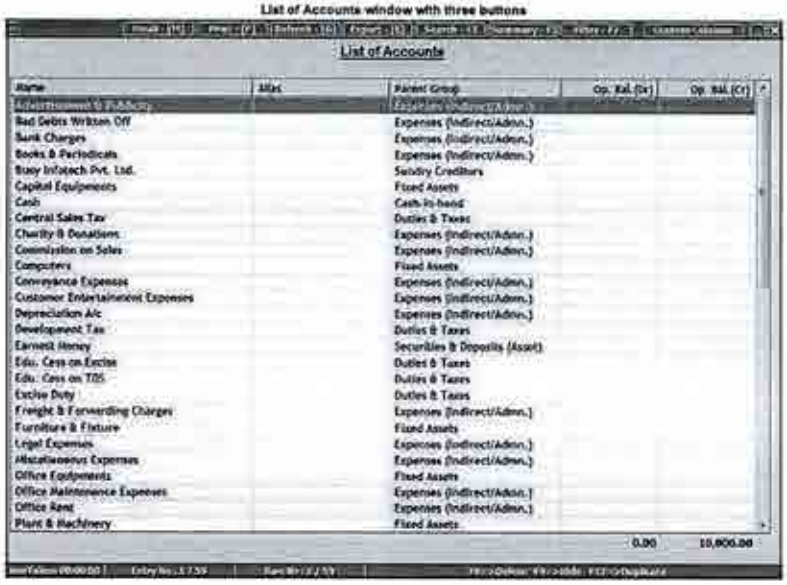
Paste
This button allows you to paste the data from the clipboard to a new/existing master. On clicking this button, a *Paste Master* window appears. Click the *Yes* button to paste the data. To save the new master, you need to give a different name since two masters of the same type with the same name cannot exist.

☞ Depending on the permission given to the user, the user can modify the masters. For information on permissions to user, please view the Users topic.

List
Under the *List* option of all the masters, various buttons appear. The buttons are:
- Refresh
- Export
- Print
- Email
- Filter
- Search

Given here is a screenshot of the *List of Accounts* window with various buttons.

List of Accounts window with three buttons



Refresh
To refresh the information in the window, click the *Refresh* button.

Export
To export the information to another format such as Microsoft Excel, PDF, HTML, CSV and text file, click the *Export* button.

Print
To print the information, click the *Print* button.

Email
To email the information, click the *Email* button.

Filter
Click this button to filter records on the basis of various columns. For example, if you want to view list of accounts having opening balance greater than 10,000 then you can use the Filter option. On clicking the Filter button, a *Filter Options* group gets active at the bottom of the window. In the group, following fields and buttons appear:
- Filter On Field - Under this field, select the column on which you want to filter the report.
- Having - Select the condition for filtration in this field.
- Value - Specify the value for filtering the records in this field.
- Filter - Click this button to filter the records.
- Remove Filter - Click this button to remove filters from the report.

Search
Click this button to search particular record in the report. On clicking this button, a *Search Options* group gets active at the bottom of the window. In the group, following fields and buttons appear:
- Search What - Specify the string to be searched in the report.
- Search In - Select the column under which the specified string is to be searched.

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- Match Case - Enable this checkbox to match case of the search criteria and the value in the report column. Basically it will make your search criteria case sensitive.
- Search Whole Word Only - Enable this option to search the whole string as specified by you. If you do not enable this checkbox then a part of string will also be checked with the value in the report columns.
- Search Next - Click this button to view the next searched record.

For information on masters, click the master in the *Masters* menu options list.

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Account Master

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An Account is a summarized record of various transactions pertaining to a particular account head. It is commonly referred to as a Ledger Account. In BUSY, it is called Account master. All the transactions pertaining to a particular account head are recorded under one Account master. For example, all the transactions of cash payments and cash receipts are recorded under the Cash Account master.

When you create a new company, several Account masters are created by default for your convenience. The default Account masters in case tax type selected at the time of company creation is GST for country India are:

- Add. Cess Adjustable Agnst. Advance
- Add. Cess on GST Input
- Add. Cess on GST Output
- Advertisement & Publicity
- Bad Debts Written Off
- Bank Charges
- Books & Periodicals
- Busy Infotech Pvt. Ltd.
- Capital Equipments
- Cash
- Cess Adjustable Agnst. Advance
- Cess Input Available (RCM)
- Cess on GST Input
- Cess on GST Output
- Cess Output (RCM
- CGST Adjustable Agnst. Advance
- CGST Input
- CGST Input Available (RCM)
- CGST Output
- CGST Output (RCM)
- Charity & Donations
- Commission on Sales
- Computers
- Conveyance Expenses
- Customer Entertainment Expenses
- Depreciation A/c
- Earnest Money
- Edu. Cess on TDS
- Excise Duty
- Freight & Forwarding Charges
- Furniture & Fixture
- IGST Input
- IGST Input Available (RCM)
- IGST Output
- IGST Output (RCM)
- IGST Refundable Agnst. Export / SEZ Unit
- KKC on Service Tax
- Legal Expenses
- Miscellaneous Expenses
- Office Equipments

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- Office Maintenance Expenses
- Office Rent
- Plant & Machinery
- Postal Expenses
- Printing & Stationery
- Profit & Loss
- Purchase
- Rounded Off
- Salary
- Salary & Bonus Payable
- Sales
- Sales Promotion Expenses
- Service Charges Paid
- Service Charges Receipts
- SGST Adjustable Agnst. Advance
- SGST Input
- SGST Input Available (RCM)
- SGST Output
- SGST Output (RCM)
- SHE Cess on TDS
- Staff Welfare Expenses
- Stock
- TCS (Tax Collected at Source)
- TDS (Commission or Brokerage)
- TDS (Contracts to Individuals/HUF)
- TDS (Contracts to Others)
- TDS (Contracts to Transporter)
- TDS (Interest from a Banking Co)
- TDS (Interest from a NonBanking Co)
- TDS (Professionals Services)
- TDS (Rent of Land)
- TDS (Rent of Plant & Machinery)
- TDS (Salary)
- Telephone Expenses
- Travelling Expenses
- Water & Electricity Expenses

The default Account masters in case tax type selected at the time of company creation is VAT are:

- Advertisement & Publicity
- Bad Debts Written Off
- Bank Charges
- Books & Periodicals
- Busy Infotech Pvt. Ltd.
- Capital Equipments
- Cash
- Central Sales Tax
- Charity & Donations
- Commission on Sales
- Computers
- Conveyance Expenses
- Customer Entertainment Expenses
- Depreciation A/c
- Development Tax
- Earnest Money
- Edu. Cess on TDS
- Excise Duty
- Freight & Forwarding Charges
- Furniture & Fixture
- KKC on Service Tax
- Legal Expenses
- Miscellaneous Expenses

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- Office Equipments
- Office Maintenance Expenses
- Office Rent
- Plant & Machinery
- Postal Expenses
- Printing & Stationery
- Profit & Loss
- Purchase
- Rounded Off
- Salary
- Salary & Bonus Payable
- Sales
- Sales Promotion Expenses
- SBC on Service Tax
- Service Charges Paid
- Service Charges Receipts
- Service Tax
- SHE Cess on TDS
- Staff Welfare Expenses
- Stock
- TCS (Tax Collected at Source)
- TDS (Commission or Brokerage)
- TDS (Contracts to Individuals/HUF)
- TDS (Contracts to Others)
- TDS (Contracts to Transporter)
- TDS (Interest from a Banking Co)
- TDS (Interest from a NonBanking Co)
- TDS (Professionals Services)
- TDS (Rent of Land)
- TDS (Rent of Plant & Machinery)
- TDS (Salary)
- Telephone Expenses
- Travelling Expenses
- VAT
- Water & Electricity Expenses

Out of the above default Account masters there are five pre-defined Account masters:
- Cash
- Profit & Loss
- Purchase
- Sales
- Stock

☞ The pre-defined Account masters cannot be deleted. The names of the pre-defined Account masters are Reserved Names i.e. these names cannot be used to create a new Account master or to rename an existing master. For example, Cash is a pre-defined Account master. You can rename the account to Cash-in-Hand but you cannot create a new Account master with the name Cash or rename any existing Account master to Cash. Thus, you can only rename the pre-defined Account masters. For other default Account masters, you can modify or delete them as per your convenience.

To create, modify, or delete an *Account* master, the *Masters* menu provides the *Account* option. To use the option, click *Administration > Masters > Account*.

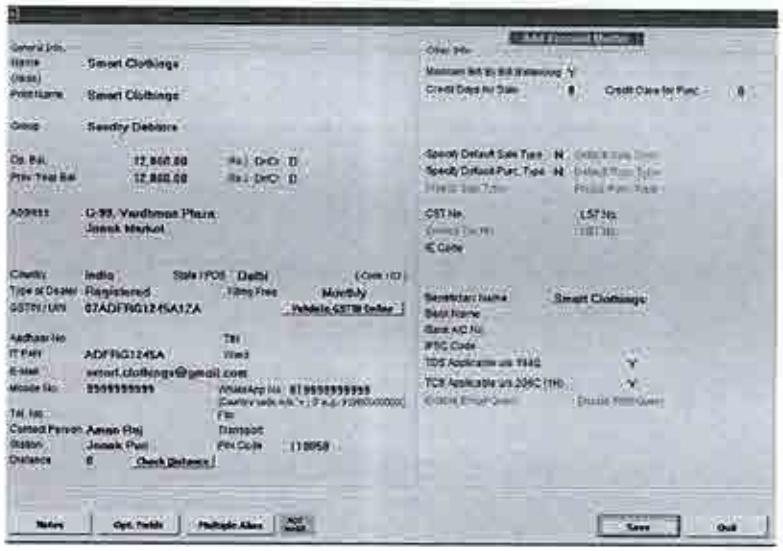
On clicking the *Account* option, various options are displayed. The options are:
- Add
- Modify
- List

Add

On clicking the *Add* option, you can create an Account master. On selecting this option, an *Add Account Master* window appears. Given here is a screenshot of the *Add Account Master* window.

Add Account Master window

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At the top left corner of the *Add Account Master* window, there are three buttons:

- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. To enter information for an account, there are two sub-windows:

- General Info.
- Other Info.

General Info.

In the *General Info.* Sub-window, there are following data fields:

- Name
- Alias
- Print Name
- Group
- Category
- Op. Balance
- Dr/Cr
- Prev. Year
- Dr/Cr
- Address
- Country
- State/POS
- Type of Dealer
- GSTIN/UIN
- Validate GSTIN Online
- Aadhar No.
- TIN
- IT PAN
- Ward
- E-mail
- Mobile No.
- Tel. No.
- Fax
- Contact Person
- Transport
- Station
- PIN Code
- Distance
- Mode

Name

Enter the name of the account to be created. You can enter a name up to 40 characters.

Alias

Enter an abbreviation or a short name for the account. For example, if your account is for Rohan Kapoor then you can enter the Alias as *RK*.

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Print Name
Enter the Print Name for the Account master.

☞ If you have specified 'Y' in the 'Generate Print Name Automatically' data field in the *Administration > Configuration > Masters Configuration* then Print Name as configured in *Masters Configuration* will appear automatically. However you can change it as per your requirement. Also in this case the Print name data field will appear after the Group data field.

Group
Select the appropriate Account Group from the pop-up list of the Account Groups that appears when you enter text in the *Group* data field. When you create a new company, 29 pre-defined Account Groups are created by default.

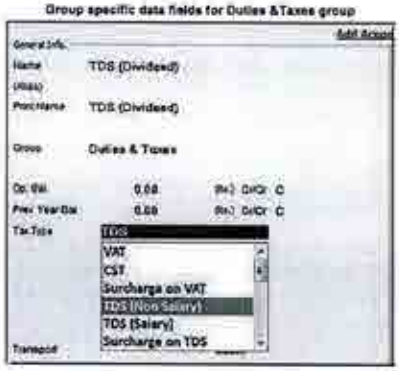
Category
A *Tag Account Category* window appears if you have enabled *Maintain Account Category* feature in *Administration > Configuration > Features / Options > Accounts* Tab. The Caption will depend upon the *Caption Name* specified by you at the time of enabling *Maintain Account Category* feature. You can specify different Account Categories i.e. sub-groups of a single Account in this window. For Example, you can categorize Debtors under different categories (zone wise) such as : North Debtors, East Debtors, etc. and can view reports by applying filter of *Account Category*. You can create a new *Account Category* by pressing F3 key.

For more information click the relevant topic, Name, Alias, Print Name and Group.

Depending on the Account Group selected in the *Group* data field, more information needs to be entered in group specific data fields. In certain Account Groups, additional data fields appear. Let us now discuss the Account Groups in which groups specific data fields appear.

Duties & Taxes Account Group
When the group selected is *Duties & Taxes* then group specific data fields appear. Given here is a screenshot of the *Account Master - Add* window with group specific data fields for *Duties & Taxes* group.

Group specific data fields for Duties &Taxes group



The group specific data fields is:
- Tax Type - Select the type of tax that the account pertains to. You need to specify the Tax Type for TDS and Excise Duty related accounts for the purpose of tagging the accounts. Tagging of the account refers to letting BUSY software know that account is for a particular tax type and whenever this account is used in a voucher the appropriate reporting window should open. In the screenshot given above, the account is for TDS (Dividend). Thus, in this case the tax type is *TDS*.

☞ The options for *Tax Type* that appears in the list depend on the features enabled in the *Configuration* menu. For example, the *TDS* option appears in the list since TDS Reporting has been enabled in *Features/Options* under *Configuration* menu. Let us take another example, if the state selected is Uttar Pradesh and Entry tax is enabled in *Features/Options > Sales Tax & VAT* tab then the option of Entry tax appears in the list.

Fixed Assets Account Group
When the group selected is *Fixed Assets* then a *Rate of Depreciation for Account:* window appears containing group specific data fields. Given here is a screenshot of the *Rate of Depreciation for Account* window.

Rate of Depreciation for Account window



The group specific data fields are:
- According to Income tax Act

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- Depreciation for Ist Half of Year - This rate defines the rate at which annual depreciation will be charged. In other words, if you charge depreciation on an annual basis then specify the annual rate in this data field.
- Depreciation for IInd Half of Year - This rate defines the rate at which half-yearly depreciation will be charged. In other words, if you charge depreciation on half-yearly basis i.e. twice a year then specify the appropriate rate. A default value is entered in this data field that is equivalent to half the rate of depreciation for Ist half of year. For example, if the rate in the first data field is 3% then the default value in the second data field will be 1.5%.
- Opening Balance - This data field is active if *Company's Act Depreciation* feature is selected in *Administration > Configuration > Features/Options > Account* tab. The amount entered here represents the amount on which depreciation according to Income Tax Act will be charged. If you leave this data field blank then depreciation according to the Income Tax Act on opening balance will not be charged. This amount can be different from the opening balance amount specified in the *General Info.* window.

• According to Company's Act
- Rate of Depreciation - This field is active if *Company's Act Depreciation* feature is selected in *Administration > Configuration > Features/Options > Account* tab. This rate defines the rate at which depreciation will be charged on the fixed asset. This rate will be applied to the opening balance specified in the *General Info.* window.

Companies that need to maintain the books of accounts according to the Company Act as well as Income Tax Act need to enable the Company's Act Depreciation feature. The need for this feature arises on two counts. Firstly, there is a requirement that depreciation should be charged in the books of accounts according the Company's Act. Secondly depreciation according to the Income Tax Act should be reflected in the books of account for tax calculation purpose.

Let us understand with the help of an example. There is a fixed asset worth Rs. 100,000. According to the Company Act, depreciation is Rs. 20,000 while according to the Income Tax Act, depreciation is Rs. 25,000. Now in the books of account, journal entry for depreciation of Rs. 20,000 will be entered. According to the Income Tax Act, depreciation of Rs. 25,000 will be reflected in the Balance Sheet manually for tax calculation purpose. Thus, when the balances are carried forward to next financial year, the opening balance for the fixed asset will be Rs. 80,000 as per the Company Act whereas the opening balance according to the Income Tax Act will be Rs. 75,000. This amount of 75,000 will be entered in the Opening Balance data field in Rate of Depreciation window explained above.

Type of Dealer

When the group selected is Sundry Debtors/Sundry Creditors and GST as tax type at the time of company creation, a *Type of Dealer* option appears. Select the type of dealer from the list. Following four options appear in the list.

- Registered - Select this option when party is a registered dealer i.e. party is having GSTIN No.
- Un-Registered - Select this option when party is a un-registered dealer i.e. party is not having GSTIN No.
- Composition - Select this option when party is a composite dealer i.e. party is a small assesse and its turnover is less than 75 lacs in previous year.
- Govt. Body - Select this option when party is a government organisation.
- UIN Holder - Select this option when party is a UIN Holder. A party will be UIN Holder under following cases:
  - Any specialized agency of the United Nations Organization or
  - Any Multilateral Financial Institution and Organization notified under the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947),
  - Consulate or
  - Embassy of foreign countries ;
  - Any other person or classes of person notified by the Commissioner
- Overseas Tourist - This option will appear only when country selected is U.A.E. Select this option when party is a tourist from any country other than U.A.E.

Filing Frequency

Under this field, you can select the report filing frequency of the party. For this there are three options are provided:

- Not Known - Select this option if the return filing frequency of the party is not known to you.
- Monthly - Select this option if the Party files GST returns on monthly basis.
- Quarterly - Select this option if the Party files GST returns on quarterly basis.

GST Details

When the group selected is Expenses and GST as tax type at the time of company creation, a GST Details option appears. Given here is a screenshot of the *Account Master - Add* window with group specific data fields for *Expenses* group.

Group specific data fields for Expenses group



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The group specific data fields are:

- GST Type - Under this data field, following options appear:
  - GST Applicable - Select this option when GST is applicable on expense i.e. you are liable to pay GST on expense account that you are creating. For example, Expenses incurred on office stationery, food & beverages, cab rental, telephone services, etc. attracts GST. Each expense will have a specific GST Rate, SAC/HSN Code, Reverse Charge Nature and Input Tax Eligibility. These expenses need to be configured and booked with utmost care as all the details related to these expenses will be reflected in GST reports.
  - GST Not Applicable - Select this option when GST is not applicable on expenses like Salary&Wages to staff, Interest on loan, Bank Interest etc. These expenses do not attract GST and need not to be reported in GST reports.
  - Non-GST - Select this option when expense account is Non-GST, means some other tax is levied on it. Expenses like Electricity, Water, and Petrol& Diesel are Non-GST Expenses. Although GST is not applicable on these expenses, they need to be reported as Non-GST supplies in GST reports.
- Tax Category - In the Tax Category data field, you need to specify the rate at which GST will be charged whenever this account is debited.
- HSN/SAC Code - In the HSN/SAC Code data field, you need to specify the HSN/SAC Code for the expense account you are creating. On the basis of HSN/SAC Code, specified expenses will be bifurcated in GST reports.
- ITC Eligibility - Under this data field, following options appear:
  - Input Goods – Select this option if the Input tax Credit you are claiming is for input goods.
  - Input Services – Select this option, if the Input Tax Credit you are claiming is for input services i.e. you have taken / made expense on services.
  - Capital Goods – Select this option, if the Input Tax Credit you are claiming is for Capital goods.
  - None – Select this option if Input Tax credit is not allowed for this expense like Food & Beverages, Cab Rentals, Club Membership.
- Reverse Charge - Select the nature of Reverse charge from the list. Following options appear in the list:
  - Based on Daily Limit – Select this option if tax payable under RCM on expense is based on daily expense limit i.e. if daily consolidated expense will be greater than Rs. 5000 then it will be liable for RCM.
  - Compulsory – Select this option if it is compulsory to pay tax under RCM on the expense account.
  - Service Import – Select this option if the expense account belongs to the services taken from a foreign company. If you select this option then tax under RCM will always be payable on the payment made for this account / expense. For example, you have taken Server hosting space from USA then whenever you make payment for this, you need to pay tax to the government under RCM.
  - Not Applicable – Select this option, if tax is not applicable under RCM on the expense account.

In addition to the group specific data fields, there are certain data fields that appear depending on the configuration setting. There are certain configuration settings that affect the creation of an Account master. These are:

- Master Series Group Tagging
- Bank Reconciliation
- Bill-by-Bill Details
- Broker -wise Reporting
- Credit Limits
- Budgets
- Targets
- Fringe Benefit Reporting
- Allocate Expense/Purc. to Items
- Multiple Price List for Items
- Excise Reporting
- TDS Reporting
- Multi Currency
- Ledger Type
- Interest Rate (Payable)
- Interest Rate (Receivable)
- Allow Web Based Reporting
- Type of Dealer

Master Series Group Tagging

If you have enabled the feature of Master Series Group Tagging for *Account* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving Account master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



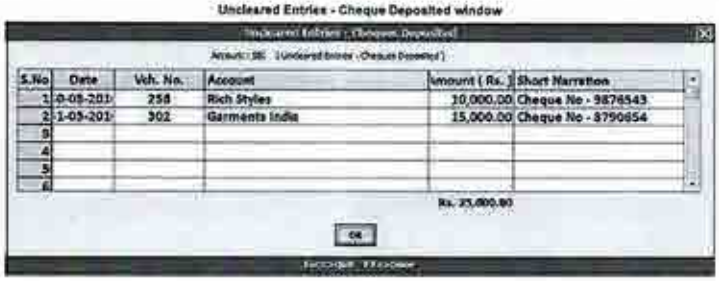
In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the Account master. Tagging Account master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Item, Material Centre and other Masters.

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Bank Reconciliation

If you enable *Bank Reconciliation* feature in *Configuration > Features/Options > Accounts* tab and select the Account Group as Bank or Bank O/D then while saving the *Account* master an *Uncleared Entries - Cheque Deposited/Issued* window appears. In the window you can specify details regarding the uncleared bank entries. Given here is a screenshot of *Uncleared Entries - Cheque Deposited* window.

Uncleared Entries - Cheque Deposited window



S.No	Date	Vch. No.	Account	Amount (Rs.)	Short Narration
1	0-05-201	258	Rich Styles	10,000.00	Cheque No - 9876543
2	1-05-201	302	Garments India	15,000.00	Cheque No - 8790654
3					
4					
5					
6					

Rs. 25,000.00

OK

In the *Uncleared Entries - Cheque Deposited* window, various data fields are:

- Date - Enter the date on which cheque is deposited/issued in/from the bank and which are not yet cleared.
- Account - Select the party from whom the cheque has been received.
- Amount - Enter the cheque amount in this data field.
- Short Narration - Enter the short narration or description about the entry in this data field. You can also enter the cheque number in this data field for your convenience.

This window helps in preparing the Bank Reconciliation Statement.

Bill-by-Bill Details

If you enable *Bill-by-Bill Details* feature in *Configuration > Features/Options > Accounts* tab and have enabled the option of *Enable Bill-by-bill for All Accounts* then a *Maintain Bill by Bill Balancing* option will appear for all the Account Groups. Otherwise the option will appear only for following Account Groups:

- Secured Loans
- Sundry Creditors
- Sundry Debtors
- Unsecured Loans
- Loans & Advances

Given here is a screenshot of an *Account Master - Add* window with the data field for *Bill by Bill Details*.

Data fields for Bill by Bill Details settings



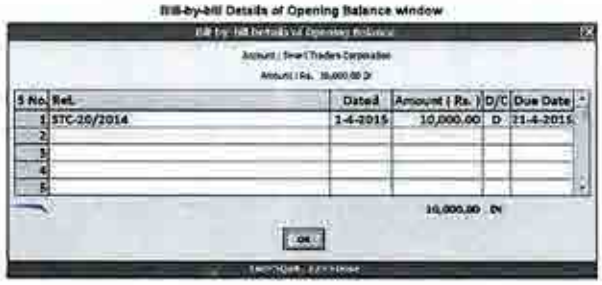
If you enter 'Y' in the *Maintain Bill by Bill Balancing* data field, two data fields become active. These are:

- Credit Days for Sale - Enter the credit days for sale given to the debtor.
- Credit Days for Purchase - Enter the credit days for purchase given by the creditor.

Similar data fields appear for Sundry Debtors, Secured Loans, Unsecured loans account groups.

If you have specified a value greater than zero in *OP. Bal* data field then on clicking the *Save* button, a *Bill-by-bill Details of Opening Balance* window appears. Given here is a screenshot of *Bill-by-bill Details of Opening Balance* window.

Bill-by-bill Details of Opening Balance window



S No.	Ref.	Dated	Amount (Rs.)	D/C	Due Date
1	STC-20/2014	1-4-2015	10,000.00	D	21-4-2015
2					
3					
4					
5					

10,000.00 Dr

OK

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In the window, you can specify references for opening balances. There is a data grid in the *Bill-by-bill Details of Opening Balance* window. Various data fields in the grid are:

- Ref. - Specify the reference number in this data field. After specifying the reference number, a *Broker Details* window appears. This window appears if you have enabled the *Broker-wise Reporting* option in the Administration > Configuration > Features/Options > Accounts tab. In the *Broker Details* window following two data fields appear:
  - Through Broker - Specify 'Y' in this data field if you make sale/purchase transactions to the party through brokers.
  - Broker Name - Select the name of the required broker from the list.
- Dated - Enter the date for the reference.
- Amount - Enter the amount due in this data field.
- D/C - Enter D for debit or C for credit in this data field.
- Due Date - Enter the due date of the bill in this data field.
- Group - This field appears if you have enabled the option of *Enable Grouping of Reference* under Administration > Configuration > Features/Options > Accounts tab > Bill Reference Group window. Select the Bill Reference Group under which the bill reference fall. You can create the Bill Reference Group here itself by pressing the *<F3>* key. Let us understand the relevance of Bill Reference Group with the help of an example. Smart Clothing Company supplies fabric of Raymonds and Reid & Taylor company to Rich Styles company. Now whenever it sells the fabric of Raymond company, it creates a bill and specify its group as Raymond and whenever it sells fabric of Reid & Taylor, it specifies the Bill Group as Reid & Taylor. Now its very easy for the Smart Clothing company to differentiate between the bills to be collected for Raymond fabric and bills to be collected for Reid & Taylor fabric.
- Narration - This data field appears if you have enabled the option of *Enable Bill Reference Grouping* under Administration > Configuration > Features/Options > Accounts tab > Bill Reference Group window. Enter the required narration in this field.

Broker-wise Reporting

If you enable *Broker-wise Reporting* feature in Configuration > Features/Options > Accounts tab and select the *Voucher Level* option in the *Brokerage to be Applied at* group then while saving the *Account* master, a *Broker Details* window appears. However this window appears only for following Account Groups:

- Sundry Debtors
- Sundry Creditors
- Bank
- Cash-in Hand

Given here is a screenshot of *Broker Details* window.

Broker Details window



In the *Broker Details* window, various data fields appear. The data fields are:

- Specify Default Broker - Specify 'Y' in this data field to specify default broker for the Party.
- Broker Name - This data field gets active on specifying 'Y' in the above data field. Select the required broker from the list.
- Freeze Broker - Specify 'Y' in this data field to freeze selected broker with the party. In other words, on specifying 'Y' in this data field, the broker as specified in the *Broker Name* data field will be freezed with the Party and no other broker will allowed to be used with party.
- Specify Default Brokerage - This group gets active only if you have selected *Party* master option in the *Default Brokerage to be picked from* group under *Broker Configuration* window that appears while configuring *Broker-wise Reporting* in *Features / Options*.
- Brokerage Details - This group gets active only if you have specified 'Y' in the above data field. Various options that appear under this group are:
  - Mode - Select the mode of brokerage.
  - Brokerage Percent - Specify the rate / percentage at which brokerage is to be charged.
  - Freeze Brokerage - Specify 'Y' in this data field to freeze rate / percentage of brokerage with the party.

Credit Limits

If you enable *Credit Limits* feature in Configuration > Features/Options > Accounts tab then while creating certain types of accounts, BUSY will ask you whether you want to define credit limit for the accounts. The accounts for which such a data field appears depends on the Account Group. *Credit Limit* window will appear for the following Account Groups:

- Sundry Creditors
- Sundry Debtors

Given here is a screenshot of a *Credit Limit* window.

Credit Limit window

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If you enter 'Y' in the *Want to Define Credit Limit* data field, a data field becomes active. The data field is:
- Maximum Credit Allowed - Enter the maximum amount up to which you can extend credit to your debtor.

This feature helps you keep a track of the credit limit for your parties through the *Credit Limit Variance* report.

Budgets

If you enable the *Budgets* feature in *Configuration > Features/Options > Accounts* tab then while creating certain types of accounts, BUSY will ask you whether you want to define an annual or monthly budget for the accounts. The accounts for which such a data field appears depends on the Account Group. *Budgets for the Account* window will appear for the following Account Groups:
- Expenses (Direct/Indirect)
- Investments
- Fixed Assets

Given here is a screenshot of a *Budgets for the Account* window.

Budgets for the Account window



If you enter 'Y' in the *Want to Define Budgets* data field, certain data fields become active. These are:
- Annual Budget - You can enter the annual budget allocated for the expense/investments/fixed assets in this data field.
- Month-wise data fields - You can enter the month-wise budget allocated for the expense/investments/fixed assets.

If you do not enter any amount in the Month-wise data fields then the amount entered in the Annual Budget data field is divided by 12 and the resultant amount is entered in all the month-wise data fields by default. You can change the default amount in the *Month-wise* data field according to your requirement. Moreover, Monthly Budget amounts may or may not add up to the Annual Budget amount.

In the screenshot, the Annual budget is Rs. 12,000 and this amount is automatically divided by 12 and entered in the *Month-wise* data fields. In the last month-wise data field for March, the default amount of Rs.1,000 has been changed to Rs.500.

Similar data fields appear for Expenses (Direct), Investments, and Fixed Assets Account Groups.

Fringe Benefit Tax (FBT) Reporting

If you enable the *Fringe Benefit Tax Reporting* feature in *Configuration > Features/Options > Accounts* tab then while creating certain type of account, BUSY will ask you whether you want to enable *Fringe Benefit Tax Reporting* for the account. The accounts for which such a data field will appear depends on the Account Group. *FBT Details for Account*: window appears for the *Expense* Account Group. Given here is a screenshot of the *FBT Details for Account* window.

FBT Details for Account window



If you enter 'Y' in the *Enable FBT Reporting* data field, a data field become active. The data field is:
- % of Expense to be taken as FBT - Specify the percentage of expense on which FBT is to be levied. For example, there is a Travelling expense of Rs 100 and you have entered 30 in this data field. Now FBT will be levied on 30% of travelling expense (Rs 100) i.e. FBT will be levied on Rs. 30 (30% of 100).

Cost Centre

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If you have enabled the feature of Cost Centre in *Configuration > Features/Options > Accounts* tab then a *Cost Centre Information* window appears asking you that whenever this account will be debited or credited in the vouchers, its amount would be allocated to a Cost Centre or not. Given here is a screenshot of *Cost Centre Information* window.

Cost Centre Information window



- If you specify 'Y' in the *Allocate Amount to Cost Centres* data field then an *Allocation of Amount to Cost Centre* window will appear in the voucher whenever this account will be debited or credited.

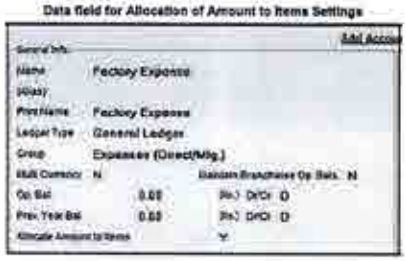
Allocate Expense/Purc. to Items

If you enable *Allocate Expense/Purc. to Items* feature in *Configuration > Features/Options > Inventory* tab then while creating certain types of accounts, BUSY will ask you whether you want to allocate amount to items. The accounts for which such a data field appears depends on the Account Group. *Allocate Amount to Items* data field appears for the following Account Groups:

- Expenses (Direct/Mfg.)
- Purchase

Given here is a screenshot of an *Account Master - Add* window with the *Allocation of Amount to Items* data field.

Data field for Allocation of Amount to Items Settings



If you enter 'Y' in the *Allocate Amount to Items* data field then while entering vouchers, BUSY will ask you to allocate the expense/purchase to items. Similar data fields appear for *Purchase* Account Group.

Multiple Price List for Items

If you enable *Multiple Price List for Items* feature in *Configuration > Features/Options > Inventory tab > Item Pricing Mode in Vouchers option* and disable the *Apply Price Category at User level instead of Party* then while creating certain types of accounts, BUSY will ask you whether you want to specify a price category for the account. The accounts for which such a data field appears depends on the Account Group. *Price Category* data field appears for the following Account Groups:

- Sundry Creditors
- Sundry Debtors
- Cash-in-Hand
- Bank Accounts

Given here is a screenshot of *Account Master - Add* window with the *Price Category* data field.

Data field for Multiple Price List Settings



In the *Price Category* data field, you can specify the category that you want to associate with the account. The relevance of price category can be understood where there are multiple price lists for a single item. You can define the different price lists for an item by specifying different categories in the Item master. Similar data fields appear for Sundry Creditor, Cash-in-Hand and Bank Accounts Account Groups.

For more information on defining price list for an item, click *Multiple Price List for Items* topic.

Excise Reporting

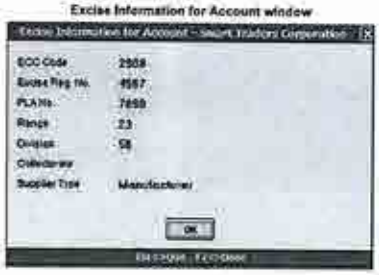
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If you enable the *Excise Reporting* feature in *Configuration > Features/Options > Excise* tab then while creating certain types of accounts BUSY allows you to enter excise related information for the account. The accounts for which such a data field appears depends on the Account Group. *Excise Information for Account:* window appears for the following Account Groups:

- Sundry Creditors
- Sundry Debtors

Given here is a screenshot of the *Excise Information for Account* window.

Excise Information for Account window



There are seven data fields that appear in the message box. These are:

- Excise Reg. No.
- ECC Code
- PLA No.
- Range
- Division
- Collectorate
- Supplier Type

Excise related information needs to be entered in the data fields. This information is given by the excise department except for the Supplier Type information. Similar data fields appear for *Sundry Creditor* Account Group.

TDS/TCS Reporting

If you enable the *TDS/TCS Reporting* feature in *Configuration > Features/Options > TDS/TCS* tab then while creating certain types of accounts BUSY will ask you whether you want to enter TDS/TCS related information for the account. The accounts for which such a data field appears depends on the Account Group. *TDS/TCS Information for Account* window appears for the following Account Groups:

- Sundry Creditors/Sundry Debtors
- Expenses (Direct/Indirect)
- Duties & Taxes

Given here is a screenshot of the *TDS/TCS Information for Account* window for *Sundry Creditor* Account Group.

TDS/TCS Information for Account window



If you specify 'Y' in the *TDS Applicable or TCS Applicable* data field, *Party Payee Category* data field becomes active.

- Select the *Party Payee Category* for the party from the list displayed in the data field.

Similar data field appears for *Sundry Debtor* Account Group.

Similarly, a data field appears for *Expenses* Account Group. Given here is a screenshot of the *TDS/TCS Information for Account* window for *Expenses* Account Group.

TDS/TCS Information for Account window



If you specify 'Y' in the *TDS Applicable* data field, *TDS Category* data field becomes active.

- Select the TDS Category for the party from the list displayed in the data field.

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A data field appears for *Duties & Taxes* Group when Tax Type selected is *TDS(Non Salary)*. Given here is a screenshot of the *TDS Information for Account* window for *Duties & Taxes* Group.

TDS Information for Account window



Select the TDS Category for the account from the list displayed in the data field. TDS Category specified here will be used to deduct TDS (i.e. threshold limit will be determined on the basis of TDS Category specified) at the time of entering advance payment voucher.

TDS Categories refer to the different types of income on which TDS deductions can be made. For example, rent, salaries, fees for professional services and so on are TDS categories. Default TDS categories are the commonly used general TDS categories such as Advertisement, Rent and so on. In case of Expenses-TCS is not applicable.

Multi Currency

If you enable *Multi Currency* feature in the *Configuration > Features/Options > Accounts* tab then a *Multi Currency* data field appears in the *Accounts - Add* window. Specify 'Y' in this data field if you want to enable multi currency for the specified account. On specifying 'Y' in the data field, an *Opening Bal (Composite)* data field and a *Currency-wise Opening Balance* window appears. In the *Currency - wise Opening Balance* window, you have to specify the opening balance of account in different currencies. The total of opening balance of all the currencies (converted to base currency) will then appear in the *Opening Balance (Composite)* data field. Given here is a screenshot of *Currency - wise Opening Balance* window.

Currency - wise Opening Balance window



In the *Currency - wise Opening Balance* window there is a grid in which there are various fields. The fields are:

- Currency - Select the required currency from the list.
- Op. Bal - Enter the opening balance as per the the selected currency.
- D/C - Enter D for debit balance or C for credit balance.
- Op. Bal (Base Currency) - Enter the opening balance of the selected currency according to the base currency. For example, base currency is *Rs* and you have specified opening balance of 100 Dollar. Now 1 dollar = approximately 40 Rs which means 100 dollar = 4000 Rs. Hence in this column you have to specify the value as Rs 4000. An important point to note here is that you can also specify the opening balance for base currency in which value in *Op. Bal.* and *Op. Bal (Base Currency)* fields will remain same.
- After entering the value in all the fields, click the *Ok* button. On clicking the *Ok* button, focus will shift to *Op. Bal (Composite)* data field which will display the total of Opening Balance (base currency) field.

Ledger Type

This data field appears if you have enabled the *Maintain Sub Ledger* feature under *Administration > Configuration > Features / Options > Accounts tab*. Select from the list that the account you are creating is General Ledger or Sub Ledger. On selecting the Sub Ledger option, a data field gets activated. In the data field, you have to select the Main account under which the sub account you are creating will be tagged. For example, you want to tag Petty Cash account under the Cash Account master. For this purpose, while creating Petty Cash Account master, you will select the Ledger Type as Sub Ledger and in the next data field, you will select the Main Ledger as Cash.

Interest Rate (Payable)

This data field appears if you have enabled the option of *Account wise Interest Rate* in *Administration > Configuration > Features / Options > Accounts tab*. Specify the rate of interest applicable for the bills payable amount.

Interest Rate (Receivable)

This data field appears if you have enabled the option of *Account wise Interest Rate* in *Administration > Configuration > Features / Options > Accounts tab*. Specify the rate of interest applicable for the bills receivable amount.

Allow Web Based Reporting

This data field appears if you have enabled the option of *Enable Party-wise Web Based Reporting* in *Administration > Configuration > Features / Options > Enterprise Features* tab. On enabling this option, a Configure button appears on clicking which you need to specify User name and Password for the party.

Now that we have discussed specific data fields for the *Account* master, let us move on to other data fields in the *Account* master.

Op. Balance

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Enter the opening balance for the account. The opening balance for an account is the balance in the account at the beginning of the financial year. For example, on March 31, 2005 fixed assets stood at Rs. 40,000 thus the opening balance for the Fixed Assets account is Rs. 40,000 since on April 1,2005 the fixed assets stood at this amount.

Dr/Cr
Enter D or C in this data field to indicate whether the amount in the *Op. Balance* data field is debit or credit.

Prev. Year
Enter the closing balance of the previous year of an account in this data field. You can enter the previous year balance for an account only if it is a Revenue Account. This is because the balances of revenue accounts are not carried forward to the next financial year. Thus, the opening balances of all revenue accounts are zero. Moreover, you are required to enter the previous year's closing balance of revenue accounts as per Schedule IV of the Companies Act along with the current year's balances.

Dr/Cr
Enter D or C in this data field to indicate whether the amount in the *Prev. Year* data field is debit or credit.

Address
Enter the Address of the party in this data field.

Country
Select Country from the list.

State/POS
This data field appears if the Parent Group selected belongs to Sundry Debtors or Sundry Creditors. Select the state to the which the party belongs to. Based on State selected, BUSY will show state code in front of state. If you want to modify the state code press Alt+M key. A state master window will open in modify mode. Given here is a screenshot of State Master - Modify window.

State Master-Modify window



Please make sure that State code is correct as it will be required in GST related reports.

GSTIN/UIN
This data field appears if the Parent Group selected belongs to Sundry Debtors or Sundry Creditors. Specify the GSTIN/UIN number of the account in this data field.

Validate GSTIN Online
This option appears if the Parent Group selected belongs to Sundry Debtors or Sundry Creditors. You can click on this button to validate GSTIN No. of party. On clicking this button, a *Validate GSTIN* window will appear showing the status and details of GSTIN entered by you. In case there is a mismatch between the Type of Dealer as entered by you and as searched on Portal then BUSY will ask you to change the Type of Dealer to match with the one as entered on Portal.

- It is mandatory to have direct internet connection on the computer system to use this utility.
- 'GSTIN Validation' Service is available in Standard & Enterprise edition only with an active BUSY License Subscription.

Aadhar No.
Specify Aadhaar No. of party in this data field.

TIN
Specify the TIN number of the party in this data field.

IT PAN
Specify PAN No. of party in this data field.

Ward
Specify ward no. in this data field.

E-mail
Enter Email address of the party in this data field.

Mobile No.
Enter mobile number of the party in this data field.

Tel. No.
Enter telephone no. of party in this data field.

Fax
Enter fax no. of party in this data field.

Contact Person
You can enter the name of the person to be contacted in relation to the account. For example, if you are creating an account for a supplier company, Blue Seas System then you can enter the name of the sales officer with whom you regularly communicate for the supplies.

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Transport
Specify the default transporter to be used with the party.

Station
Specify the default station i.e. place where goods have to be dispatched for the party.

PIN Code
Specify PIN Code of the station/place.

Distance
This data field appears only if you have enabled *'E-Way Bill Required'* feature from Administration > Configuration > Features/Options >GST/VAT Tab. Specify approximate distance between 'From and To Place'.

Check Distance
This button appears only if you have enabled *'E-Way Bill Required'* feature from Administration > Configuration > Features/Options >GST/VAT Tab. You can check the distance between *Party Pin Code* as specified above and *Company Pin Code* as specified while configuring E-Way Bill Configuration by clicking on this button. On clicking this button, a *Check and Update Distance* window appears displaying distance between two Pin Codes. You can check the distance and can click on *Update Distance* button to update the distance in *Distance* data field automatically.

Mode
This data field appears only if you have enabled *'E-Way Bill Required'* feature from Administration > Configuration > Features/Options >GST/VAT Tab. Select Mode of Transport for the party in this data field.

In case of Country U.A.E following data fields will appear:
- Emirates
- Emirates ID
- TRN

Enter the relevant data in the data fields.

In case of Country Saudi Arabia, TRN data field will appear. Enter the TRN No. of your company in the data field.

Other Info.

Specify Default Sale Type
Specify 'Y' in this data field to tag a Sale Type with the Account Master. By tagging the Sale Type with the Account master, whenever the Account master will be used in a Qty Out. voucher, the Sale Type tagged with it will automatically be loaded in the voucher.

Sale Type
This data field gets active on specifying 'Y' in the *Specify Default Sale Type* data field. Select the Sale Type from the list which is to be tagged with the Account master.

Freeze Sale Type
This data field gets active on specifying 'Y' in the *Specify Default Sale Type* data field. Specify 'Y' in this data field to freeze the Sale Type used with the Account Master. By freezing Sale Type with Account master, no other Sale Type will be allowed to used with the Account master.

Specify Default Purchase Type
Specify 'Y' in this data field to tag a Purchase Type with the Account Master. By tagging the Purchase Type with the Account master, whenever the Account master will be used in a Qt. In voucher, the Purchase Type tagged with it will automatically be loaded in the voucher.

Purchase Type
This data field gets active on specifying 'Y' in the *Specify Default Purchase Type* data field. Select the Purchase Type from the list which is to be tagged with the Account master.

Freeze Purchase Type
This data field gets active on specifying 'Y' in the *Specify Default Purchase Type* data field. Specify 'Y' in this data field to freeze the Purchase Type used with the Account Master. By freezing Purchase Type with Account master, no other Purchase Type will be allowed to used with the Account master.

CST No.
Specify the CST number of the account in this data field.

LST No.
Specify the LST number of the account in this data field.

IE Code
Specify Import Export code in this data field.

Beneficiary Name
Specify Beneficiary Name i.e. Bank Account Holder Name in this data field. By default Company Name will appear in this data field. This is required to maintain bank details of the party which will be used at the time of making payment (RTGS,NEFT) to the party.

Bank Name
Specify Bank Name i.e. Bank in which Company has its Account.

Bank A/C No.
Specify Bank Account Number in this data field.

IFSC Code
Specify Bank IFSC Code in this data field.

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TDS Applicable u/s 194Q
Specify 'Y' in this data field, if you want a Warning message for deduction of TDS should appear even if threshold limit of INR 50 Lakhs is not crossed in the voucher.

TCS Applicable u/s 206C(1H)
Specify 'Y' in this data field, if you want a Warning message for collection of TCS should appear even if threshold limit of INR 50 Lakhs is not crossed in the voucher.

Enable SMS Query
This data field appears if you have specified 'Y' in the *Allow SMS Query to your Parties* feature that appears while configuring *Enable SMS Query* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Specify 'Y' in this data field if you want to allow party to query through SMS on BUSY data. Basically on specifying 'Y' in this data field, party will be able to get its account details through SMS.

Enable Email Query
This data field appears if you have specified 'Y' in the *Allow Email Query to your Parties* feature that appears appears while configuring *Enable Email Query* feature under *Features / Options > Enterprise Features* tab. Specify 'Y' in this data field if you want to allow party to query through Email on BUSY data. Basically on specifying 'Y' in this data field, party will be able to get its account details through Email.

BDEP ID
This data field appears if you have enabled *Enable 'BUSY Data Exchange Platform' (BDEP)* option in the *Administration > Configuration > Features/Options > General tab*. Specify BDEP ID of party in this data field.

- A *'Search BDEP ID'* button is provided in front of *BDEP ID* data field. On clicking this button, a BDEP ID for GSTIN/UIN/Mobile No./E-Mail ID window appears displaying BDEP ID for the GSTIN/UIN/Mobile No./E-Mail ID as specified above in the party master.
- You can also verify the BDEP ID of party by clicking *'Verify'* button. On clicking *'Verify'* button, a *BDEP Details* window appears displaying the details of that BDEP ID. You can verify the details of the party i.e. the BDEP ID specified by you belongs to same party or not. An *'Update back 'BDEP Details' to Master'* button is provided on BDEP details window. On clicking this button, BDEP details of the party will be updated in the master.

☞ To use BDEP service, both the Parties (seller & buyer) must have registered for BDEP service and should have specified each other's BDEP ID in Account Master in order to exchange data from BDEP.

Allow Access to Mobile App
This data field appears if you have enabled *'Enable Mobile App for Parties'* option under *'Enable BUSY Mobile App'* feature in the *Administration > Configuration > Features/Options > General tab*. Specify 'Y' in this data field to allow the party to access its Account ledger, Bills Receivable/Bills Payable and Stock Status reports. On specifying 'Y' in this data field, a *Config* button appears. On clicking Config button a *'Party Mobile App Details'* window appears. In *'Party Mobile App Details'* window following data field appears:

- User Name - Specify a unique User Name here which is to be used by the Party while login to the Mobile App.
- Password - Specify Password here which is to be used by the Party while login to the Mobile App.
- Allow Stock Status - Specify 'Y' in this data field if you want to allow the Party to view *Stock Status* report also.

D.L. No.
This data field appears if you have enabled the *Maintain Drug License Number* option in the *Administration > Configuration > Features/Options > Inventory tab* and Parent Group selected belongs to Sundry Debtors or Sundry Creditors. Specify the drug license number of the party in this data field.

Enable Cheque Printing
This data field appears if you have enabled *Cheque Printing* option in the *Administration > Configuration > Features/Options > Accounts tab*. Specify 'Y' in this data field to enable cheque printing for this bank.

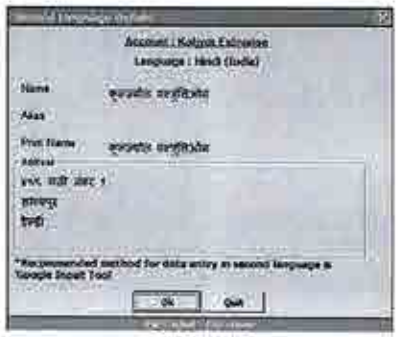
Default Format
Select default format to be used for printing cheques of this bank. You can create formats by using the *Administration > Configuration > Cheque Printing* option.

Cheque Printing Name
Specify name of the account which is to be printed on the cheques.

Apart from these data fields, certain buttons also appear in the *Account* master. Let us discuss these buttons in detail.

Second Language
This button appears only when you have enabled *'Enable Second language Support'* option that appears under *Administration > Configuration > Features/Options > General* tab. On clicking this button a *'Second language details'* window appears. You can specify Account Name, Alias, Print Name and Address in any other language specified by you at the time of enabling this feature. This will be helpful at the time of invoice printing where the specified data can be print in second language. Given here is a screenshot of *Second Language Details* window.





Notes

Click this button to enter Notes for the *Account* master. On clicking this button, an *Account Notes* message box appears. This message box appears if you have not enabled the feature of *Maintain Notes with Account master* in *Administration > Configuration > Features / Options > Accounts* tab. Otherwise, if you want to enable this feature from *Account* master itself then click *Yes* button in the message box. After enabling this feature, you can enter Notes for the *Account* master. For adding Notes, a *Notes* window appears on clicking the *Notes* button. Enter appropriate Notes in the window. Given here is a screenshot of *Notes* window with Notes entered in it.

Notes window



Optional Fields

Click this button to enter value for the Optional Fields of *Account* master. On clicking this button, an *Optional Fields* message box appears. This message box appears if you have not enabled the Optional Fields for *Account* master in *Administration > Configuration > Masters Configuration* option. Otherwise if you want to enable and configure this feature from *Account* master itself then click *Yes* button in the message box. After enabling and configuring this feature, you can enter value for the Optional Fields. To enter value for Optional Fields, click the *Optional Fields* button provided in the *Account* master. On clicking the *Optional Fields* button, an Optional Fields window appears in which you can enter the required values. Given here is a screenshot of *Optional Fields* window.

Optional Fields window



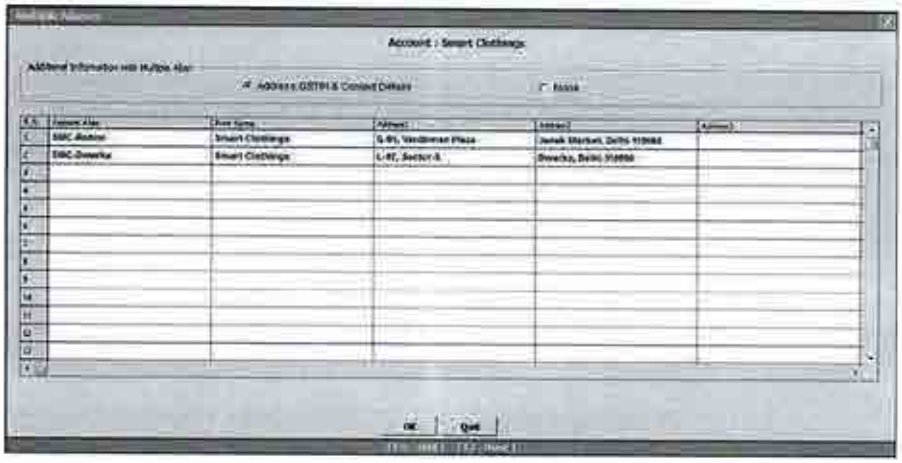
Multiple Alias

Click this button to maintain multiple aliases with Account master. On clicking this button, a *Multiple Alias* message box appears. This message box appears if you have not enabled the *Maintain Multiple Account Aliases* option in *Administration > Configuration > Features / Options > Accounts* option. Otherwise if you want to enable and configure this feature from *Account* master itself then click *Yes* button in the message box. After enabling and configuring this feature, you can enter multiple aliases with different Address, GSTIN and Contact details for a single account.

To enter multiple aliases for an account, click *Multiple Alias* button provided in the *Account* master. On clicking the *Multiple Alias* button, a *Multiple Aliases* window appears in which you can enter multiple aliases with different Address, GSTIN and Contact details for a single account. Given here is a screenshot of *Multiple Aliases* window.

Multiple Alias window

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Connected Contacts
This button appears if you have enabled the Enquiry or Support Management feature in *Features / Options > Enquiry / Support Management* tab. Click this button to view list of contacts that are connected with the Account master.

Create Contact
This button appears if you have enabled the Enquiry or Support Management feature in *Features / Options > Enquiry / Support Management* tab. Click this button to create a Contact master for the Account.

Acc Image
This button displays the image of the Account master if it exists in the folder specified for the Accounts images in the *Administration > Configuration > Features/Options > Accounts* tab. Otherwise, if no image is found for the Account master then it will display the text as AccImage.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new account information. If you do not want to create a new account then click the *Quit* button.

If screen resolution of your machine is 1280 and above, extra space in right hand side of the voucher will show extra information entered in optional fields or in pop-up windows at the time of entering voucher.

Modify

With the *Modify* option, you can make modifications to the account details as per your requirements. For example, you can change the name, alias and other information of the account. To modify the account details, click *Administration > Masters > Account > Modify* option.

- On clicking the *Modify* option, a *Select Account to Modify* window appears.
- Select the account that you want to modify and click the *Select* button. Next an *Account Master - Modify* window appears. This window is similar to the *Account Master - Add* window. You can make appropriate changes in the *Account Master - Modify* window.

At the top left corner of the *Account Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. There are certain limitations in modifying the account information. Let us discuss these limitations in detail. You cannot modify the data fields listed here:

- Group
- Op. Bal.
- Prev. Year

Group
You cannot modify the *Group* data field in the conditions listed here:

- Account is a pre-defined account.
- Data for the company is frozen.

Op. Bal.
You cannot modify the *Op. Bal.* data field in the conditions listed here:

- Current F.Y is not same as the Beginning F.Y - Let us understand this with the help of an example. You opened an account for Mr. Sharma in 2004-2005 with the opening balance of Rs. 1,000. You switch the accounts to next year i.e. 2005-2006. Now the current F.Y (2005-06) is not the same as the Beginning F.Y. (2004-05), thus you cannot change the opening balance for Mr. Sharma's account.
- Data for the company is frozen.

Prev. Year
You cannot modify the *Prev. Year* data field in the conditions listed here:

- Current F.Y and the Beginning F.Y are not same.

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- Data for the company is frozen.
- Account is a non-revenue account.

Now that you are aware of the limitations, you can make suitable modifications in the data fields.
- After you have made the modifications in the account information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the accounts of your company. On clicking the *List* option, a *List of Accounts* message box appears. In the message box, there are two options:
- Screen - If you want the list of accounts on the screen, click the *Screen* button.
- Printer - If you want the list of accounts to be printed, click the *Printer* button.

Screen

On clicking the *Screen* button, a *Report Options* message box appears. In the message box, there are three options:
- Standard Format - This option displays accounts in the standard format as set by BUSY.
- Configurable (Alphabetical) - This option displays all the accounts in an alphabetical order.
- Configurable (Hierarchical) - This option displays all the accounts in a hierarchy of the Account Groups.

Standard Format

Select this option to view list of accounts in the standard format as set by BUSY. On selecting this option, an *Accounts List* message box appears. In the message box, there are two options. The options are:
- All Accounts - This option displays all the accounts in the company.
- Group of Accounts - This option displays only those accounts that come under the Account Group specified by you.

On selecting either of the options, a *List of Account* window appears with following options.
- Group Name - This option appears if you have selected *Group of Accounts* option in the *Accounts List* message box. Select the required Account Group for which you want to view the list.
- Select Master Series Group - This option appears if you have enabled the *Enable Master Series Group* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Select the required Master Series Group, accounts tagged under which will be displayed in the list.

On selecting any of the above option, a *List of Accounts* window appears displaying list of accounts as per the criteria specified by you. At the top left corner of the *List of Account* window, there are various buttons. The buttons are:
- Email
- Print
- Refresh
- Export
- Filter
- Search

Configurable (Alphabetical)

Select this option to view list of accounts in an alphabetical order. On selecting this option, an *Accounts List* message box appears. In the message box, there are two options. The options are:
- All Accounts - Select this option to view list of all the accounts.
- Group of Accounts - Select this option to view list of accounts falling under a particular Account Group.

On selecting any of the above option, a *List of Accounts* window appears displaying list of accounts as per the criteria specified by you. At the top left corner of the *List of Accounts* window, there are two buttons. The buttons are:
- Export
- Refresh

Configurable (Hierarchical)

Select this option to view list of accounts in the hierarchy of their Account Groups. On selecting this option a *Chart of Accounts* window appears. Given here is a screenshot of the *Chart of Accounts* window.

Chart of Accounts window

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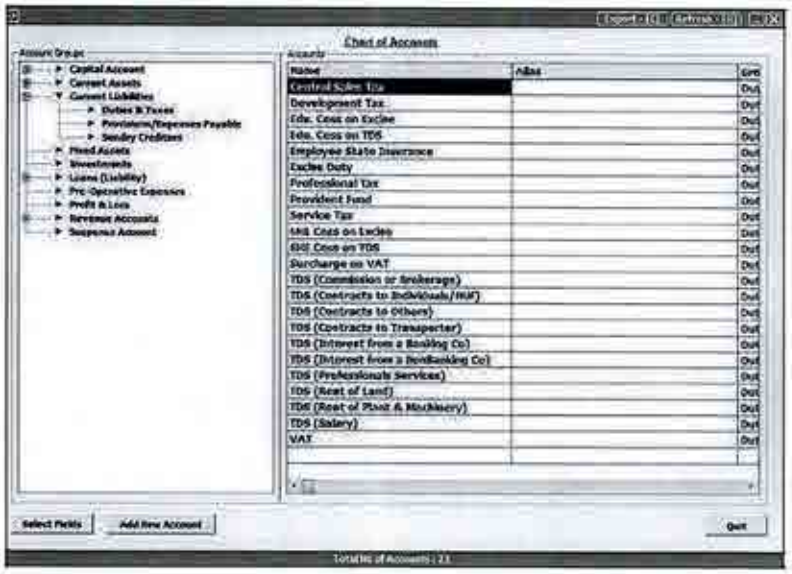


Chart of Accounts window displays the account in the hierarchy of Account Groups. At the top and bottom of the window there are certain options:

- Export - This option allows you to export the account information to another format such as HTML, MS Excel format or Text file.
- Refresh - This option allows you to refresh the list of accounts.
- Select Fields - This option allows you to customize the data fields that are displayed in the window. By default five data fields appear. These data fields are *Name, Alias, Group, Op. Bal.*, and *Prev. Year*. You can add or delete any data field according to your requirement.
- Add New Accounts - This option allow you to add a new *Account* master.
- Quit - This option allows you to close the window.

Printer

On clicking the *Printer* button, a *List of Accounts* message box appears with two options:

- All Accounts - This option prints all the accounts in the company.
- Group of Accounts - This option prints only those accounts that come under the Account Group specified by you.

On selecting any of the two options, a *Printing Options* window appears. You need to enter the appropriate information in the data fields in the window. Some of the common data fields that appear are:

- Group Name - This option appears if you have selected *Group of Accounts* option in the *List of Accounts* message box. Select the required Account Group.
- Select Master Series Group - This option appears if you have enabled the *Enable Master Series Group* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Select the required Master Series Group, accounts tagged under which will be displayed in the list.
- Starting Page No.
- Print Page No. on Report
- Printer Driver
- DOS Emulation
- Spool File Name

For information on the printing options, click Printing Options. You can enter the information in the data fields for printing purpose.

- After you have entered the information, click the *Ok* button to print the account information.

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Account Group Master

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Administration > Masters > Account Group Master

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An Account Group is a broad level categorization under which similar types of accounts are grouped under one Account Group. All accounts are classified under Account Groups. Let us understand with the help of an example. You want to create accounts for your customers, Mr. Sanjay and Mr. Vishwas. Both of them are sundry debtors for you. Thus, it makes sense to group them under one Account Group of Sundry Debtors. Moreover, the Account Group decides the position of an account in the Balance Sheet. For example, the account of Mr. Sanjay and Mr. Vishwas will appear under Current Assets on the Assets side of the Balance Sheet.

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In BUSY, Account Groups can be created or modified using the *Account Group* master. When you create a new company, 29 Account Group masters are created by default for your convenience. The default Account Group masters are:

- Bank Accounts
- Bank O/D Accounts
- Capital Account
- Cash-in-Hand
- Current Assets
- Current Liabilities
- Duties & Taxes
- Expenses (Direct/Mfg.)
- Expenses (Indirect/Admn.)
- Fixed Assets
- Income (Direct/Opr.)
- Income (Indirect)
- Investments
- Loans & Advances (Assets)
- Loans (Liability)
- Pre-operative Expenses
- Profit & Loss
- Provisions/Expenses Payable
- Purchase
- Reserves & Surplus
- Revenue Accounts
- Sale
- Secured Loans
- Securities & Deposits (Assets)
- Stock-in-Hand
- Sundry Creditors
- Sundry Debtors
- Suspense Account
- Unsecured Loans

All the 29 default Account Group masters are pre-defined Account Group masters.

Pre-defined Account Group masters cannot be deleted. The names of the pre-defined Account Group masters are Reserved Names i.e. these names cannot be used to create a new Account Group master or to rename an existing master. For example, Bank Accounts is a pre-defined Account Group master. You can rename the account to Bank but you cannot create a new Account Group master with the name Bank Accounts or rename an existing Account Group master to Bank Accounts. Thus, you can only rename the pre-defined Account Group masters. For other default Account Group masters, you can modify or delete them as per your convenience.

Pre-defined Account Groups in BUSY are based on the common requirements of the Indian Accounting System. Let us discuss the classification of the Account Groups in BUSY in detail.

Classification of Account Groups

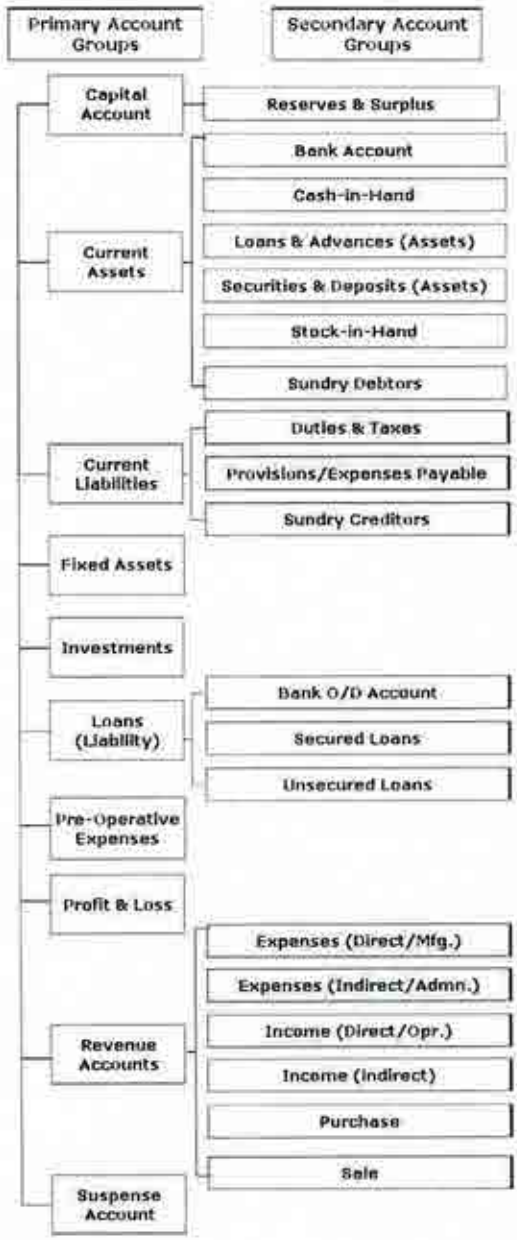
Pre-defined Account Groups are classified in primarily two categories:

- Primary - These Account Groups represent the top-most level in the hierarchy of Account Groups.
- Secondary - These Accounts Groups are grouped under the Primary Groups. For example, Cash-in-Hand is a secondary group under the *Current Assets* Primary Group.

To help you understand the classification of the Account Groups, given here is a diagram of the hierarchical representation of the Account Groups.

Hierarchical Chart of Account Groups

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Let us discuss each Account Group in detail.

Capital Account

Capital Account Group maintains the capital accounts and the reserves accounts for the company. Some examples of the accounts that can be opened under this Account Group are Share Capital Account, Partner's Capital Accounts, Proprietor's Capital Account and so on. The secondary Account Group under Capital Account Group is Reserves & Surplus.

Reserves & Surplus

Under this Account Group, accounts such as General Reserve, Reserve Fund can be opened.

Current Assets

Current Assets Account Group maintains the accounts for the current assets of the company. Current Assets are those that are kept for a short term for converting into cash or for resale. For example, unsold goods, cash at bank, and cash in hand are current assets. The secondary Account Groups under Current Assets Account Group are:

- Bank Account
- Cash-in-Hand
- Loans & Advances
- Securities & Deposits
- Stock-in-Hand

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• Sundry Debtors

Bank Account
Under this Account Group, Current Accounts, Saving Accounts and other Bank Accounts can be opened.

Cash-in-Hand
Under this Account Group BUSY creates a pre-defined account, Cash account. You can open other accounts such as Petty Cash account under this Account Group.

Loans & Advances (Assets)
Under this Account Group, you can create accounts for the advances or loans extended to parties or customers. For example, you can create accounts for Advances against salaries or Advances for purchase of Fixed Assets.

Securities & Deposits (Assets)
Under this Account Group, you can create accounts for deposits or securities with external parties. For example, you can create accounts for deposits such as Fixed Deposit, Rental deposits, Deposits with Telecom/Electricity department and so on. By default, BUSY creates an account, Earnest Money under this group.

Stock-in-Hand
Under this Account Group, BUSY creates a pre-defined account, Stock account. You can open other accounts such as Raw Material Stock, Work-in-Progress Stock, Finished Goods Stock and so on under this group.

☞ *Stock-in-Hand* is a special group. There are two reasons for this. Firstly, you cannot open a sub-group under the *Stock-in-Hand* group. Secondly, the ledger accounts under this group cannot be debited or credited through any transaction.

Sundry Debtors
Under this Account Group, you can create accounts of debtors of the company. A debtor is a person or business concern that owes money to another business concern.

Current Liabilities
Current Liabilities Account Group maintains the accounts for the current liabilities of the company. Current liabilities are those liabilities that are payable in a short-term (within one-year). For example, creditors, bank overdrafts, bills payable, and short-term loans are current liabilities. The secondary Account Groups under *Current Liabilities* Account Group are:
• Duties & Taxes
• Provisions/Expenses Payable
• Sundry Creditors

Duties & Taxes
Under this Account Group, you can create accounts for all the tax related accounts such as Excise Duty, Sales Tax and so on. By default, BUSY creates various accounts. For example - Central Sales Tax, Edu. Cess on TDS, Excise Duty, TCS, TDS(Rent of Land), TDS (Salary), VAT and so on.

Provisions/Expenses Payable
Under this Account Group, you can create accounts for provisions made or payable expenses. For example, you can create accounts for Provision for Salary, Telephone charges, Electricity charges and so on. By default, BUSY creates an account, Salary & Bonus Payable.

Sundry Creditors
Under this Account Group, you can create accounts of creditors of the company. A creditor is a person or business concern to which a business concern owes money. By default, BUSY creates an account, Busy Infotech Pvt. Ltd.

Fixed Assets
Fixed Assets Account Group maintains the accounts for the fixed assets of the company. Fixed Assets are assets purchased for the purpose of operating the business and not for resale. For example, land, building, machinery, furniture, and car. By default, BUSY creates five accounts. These are Capital Equipments, Computers, Furniture & Fixture, Office Equipments, and Plant & Machinery.

Investments
Investments Account Group maintains the accounts for the investments made by the company. For example, you can create accounts for investments of the company in shares, bonds, or securities of other companies.

Loans (Liability)
Loans (Liability) Account Group maintains accounts for the loans or advances taken by the company from outside agencies. For example, if the company has taken a loan from a bank then the company can open a Loan account under this group. The secondary Account Groups under *Loans (Liability)* Account Group are:
• Bank O/D Account
• Secured Loans
• Unsecured Loans

Bank O/D Account
Under this Account Group, you can create account for all the overdraft accounts with bank such as Cash Credit Limit, Bill Discounting and so on.

Secured Loans
Under this Account Group, you can create accounts for all the secured loans taken by the company. Secured loans are those loans against which some kind of collateral security has been deposited with the bank or a financial institution. Collateral security can be in the form of equipment, real estate, marketable securities or certificates of deposits.

Unsecured Loans

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Under this Account Group, you can create accounts for all the unsecured loans taken by the company. Unsecured loans are those loans against which no security has been deposited with the giver of the loan. Generally such loans are given by outside parties such as directors or partners.

Pre-Operative Expenses
Pre-Operative Expenses Account Group maintains the accounts for the expenses incurred for bringing a company or business into existence. These expenses are also known as preliminary expenses. For example, expenses incurred for floating a company or obtaining a license are preliminary expenses. Such expenses are capitalized and each year a proportionate amount is written off to the Profit & Loss Account.

Profit & Loss
Profit & Loss Account Group maintains the Profit & Loss account that is created by default in BUSY.

☞ Profit & Loss Account Group is a reserved group. You cannot open a sub-group or an account under the Profit & Loss Account Group.

Revenue Accounts
Revenue Accounts Account Groups maintains the revenue accounts that affect the profit or loss of the business. Revenue accounts are those that are included in the Profit & Loss Account and Trading Account of the company. For example, telephone expenses, discount received and so on.

☞ *Revenue Accounts* Account Group is a reserved group. You cannot open an account or a sub-group directly under the *Revenue Accounts* Account Group. You can open an account or a sub-group under the secondary account groups of Revenue Accounts.

The secondary Account Groups under Revenue Accounts Account Group are:
- Expenses (Direct/Mfg.)
- Expenses (Indirect/Admn.)
- Income (Direct/Opr.)
- Income (Indirect)
- Purchase
- Sale

Expenses (Direct/Mfg.)
Under this Account Group, you can create accounts for direct expenses. Direct expenses refer to those expenses that are incurred on the goods purchased till they are brought to the place of business for sale. For example, carriage or freight inwards, manufacturing wages, power and fuel, factory lighting, and factory rent and rates and so on. These are also known as Manufacturing expenses. By default, BUSY creates an account, Telephone Expenses.

Expenses (Indirect)
Under this Account Group, you can create accounts for indirect expenses. Indirect expenses are those expenses that are incurred for carrying on the day-to-day business. For example, rent, salaries, and so on. The indirect expenses can be further classified as:
- Selling & Distribution Expenses
- Administrative and Office Management Expenses
- Financial Expenses

By default, BUSY creates 22 accounts. Some of these are Advertisement & Publicity and Water & Electricity.

Income (Direct/Opr.)
Under this Account Group, you can create accounts for direct income. Direct income is the return on work done or return on investments. You can create accounts for non-sales revenue such as Professional Service Fees, License Fee, Legal Service, Consultancy Fee and so on.

Income (Indirect)
Under this Account Group, you can create accounts for indirect income. Indirect income refers to the income that arises from non-trading activities. For example, interest on fixed deposits is indirect income.

Purchase
Under this Account Group, you can create accounts for recording the purchasing activities of the business. The term 'Purchases' refers to inventory purchased by the business concern. Purchases includes both cash and credit purchase of inventory. Inventory refers to the goods purchased for resale or for producing the finished products for sale.

☞ Goods purchased by the proprietor or partner for his personal purpose must be recorded in a separate account.

By default, BUSY creates an account, Purchase.

Sale
Under this Account Group, you can create accounts for recording the sale of goods for the purpose of business. The term 'Sale' includes both cash and credit sale of goods.

☞ The term 'Sale' does not include the sale of a fixed asset. Goods sold on consignment or hire purchase or sale on return basis should be recorded separately.

By default, BUSY creates an account, Sales.

Suspense Account
Suspense Account Account Group maintains accounts that are used to track the money paid or received where the nature of transaction cannot be ascertained. For example, if there is a difference in the totals of the Trial Balance then the difference is transferred to the suspense account in case the error cannot be located. As and when the error is located, the suspense account is closed by transferring the amount to the proper account. If the suspense

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account cannot be closed, then it is displayed in the Balance Sheet. If the balance of suspense account is debit it will appear on the asset side otherwise it will appear on the liability side.

Importance of Classifying Account Groups
The flexibility of creating sub-groups under the groups according to your requirements helps in organizing large number of accounts in a systematic manner. This in turn enhances the information system in the organisation.

Let us understand with the help of an example. Smart Clothing Company is a garment manufacturer. The company has a wide network of suppliers of raw material spread across the country. Now the company wants to classify the suppliers based on their geographical location. For this purpose, Smart Clothing creates four sub-groups, SC North India, SC South India, SC East India, and SC West India. These groups are created under the Sundry Creditors Account Group.

Classification of account groups should be governed by the needs of your organization. Use this facility of grouping various account groups judiciously. Do not create unnecessary hierarchy in account groups since it can lead to confusion.

Key Points while classifying Account Groups
Given here are the key points to be kept in mind when you are creating Account Groups.
- Create accounts for income or expenditure under the Revenue Accounts Account Group only. The reason is that only the Revenue Accounts Account Group and Stock-In-Hand Account Group affect the Profit & Loss account of the company.
- Create tax related accounts under the Duties & Taxes Account Group. The basic functionality of Duties & Taxes Account Group is to maintain accounts for sales tax, excise duty and other such liabilities of the company towards the government.
- Create a Sundry Debtor or Sundry Creditor account based on the type and the frequency of transactions that you carry out with the party. Let us understand with the help of an example. Smart Clothing Company is a garment manufacturer. The company has a wide network of suppliers of raw material spread across the country. Silk Store is a supplier as well as a customer for the company. Since the company buys more than it sells to Silk Store thus it has classified Silk Store as a Sundry Creditor.

BUSY does not distinguish between Sundry Debtors and Sundry Creditors while entering the sales or purchase vouchers. Thus, you can enter both Sales and Purchase voucher for Sundry Debtors and Sundry Creditors.

To create, modify, or delete an Account Group master, the *Masters* menu provides the *Account Group* option. To use the option, click *Administration > Masters > Account Group*.
- On clicking the *Account Group* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add
- On clicking the *Add* option, a *Group Master - Add* window appears. Given here is a screenshot of the *Group Master - Add* window.

Group Master - Add window



At the top left corner of the *Group Master - Add* window, there are three buttons:
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. To enter information for a group, there are four data fields:
- Group Name
- Alias
- Primary Group (Y/N)
- Under Group

Group Name
Enter the name of the Account Group to be created. You can enter a name upto 40 characters.

Account Group and Account master are two different masters. Thus, you can create an Account master and an Account Group with the same name. As a standard practice you should avoid giving same name to Account Group and Account master to avoid confusion.

Alias
Enter an abbreviation or a short name for the Account Group.

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Primary Group (Y/N)
Enter 'Y' if you want to create a Primary Group. Primary groups are the groups that are at the top-most level in group hierarchy and do not come under any other group. These groups are the Parent Groups that are directly displayed in the Balance Sheet. By default, the 29 predefined Account Groups are displayed in the Primary Group list.

For more information click the topics, Group Name, Alias and Primary Group.

Under Group
This data field becomes active only if you enter 'N' in the *Primary Group* data field. Enter the group under which you want to create the sub-group. You can select from the drop-down list of all the existing Account Groups and sub-groups in alphabetical order. In the screenshot given above, this data field is inactive since Contingent Liability is a Primary Group.

Depending on the group selected and configuration settings, more information needs to be entered in configuration specific data fields. There are certain configuration settings that affect the creation of an Account Group master. These are:
- Tag Master Series Group
- Credit Limits
- Budgets
- Targets
- FBT

Tag Master Series Group
If you have enabled the feature of Master Series Group Tagging for *Account Group* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving *Account Group* master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the Account Group master. Tagging Account Group master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account Group, Item, Material Centre and other Masters.

Credit Limits
If you enable *Credit Limits* feature in Configuration > Features/Options > Accounts tab then while creating certain types of account groups, BUSY will ask you whether you want to define credit limit for the account groups. The account groups for which such a data field appears depends on the group selected in the *Under Group* data field. *Credit Limit for the Account Group* window appears for the following Account Groups:
- Sundry Creditors
- Sundry Debtors

Given here is a screenshot of a *Credit Limit for the Account Group* window.

Credit Limit for the Account Group window



If you enter 'Y' in the *Want to Define Credit Limit* data field, a data field becomes active. The data field is:
- Maximum Credit Allowed - Enter the maximum amount up to which you can extend credit to your Account Group of debtor.

Similar data fields appear for *Sundry Creditor* Account Group. This feature helps you keep a track of the credit limit for your Account Groups of parties through the *Credit Limit Variance* report.

Budgets
If you enable the *Budgets* feature in Configuration > Features/Options > Accounts tab then while creating certain types of account groups, BUSY will ask you whether you want to define an annual or monthly budget for the Account Groups. The Account Groups for which such a data field appears depends on the group selected in the *Under Group* data field. *Budgets for the Account Group* window appears for the following Account Groups:
- Expenses (Direct/Indirect)
- Investments
- Fixed Assets

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Given here is a screenshot of a *Budgets for the Account Group* window.

Budgets for the Account Group window



If you enter 'Y' in the *Want to Define Budgets* data field, certain data fields become active. These are:

- Annual Budget - You can enter the annual budget allocated for the expense/investments/fixed assets in this data field.
- Month-wise data fields - You can enter the month-wise budget allocated for the expense/investments/fixed assets.

If you do not enter any amount in the Month-wise data fields then the amount entered in the Annual Budget data field is divided by 12 and the resultant amount is entered in all the month-wise data fields by default. You can change the default amount in the Month-wise data field according to your requirement.

In the screenshot, the Annual budget is Rs. 12,000 and this amount is automatically divided by 12 and is entered in the Month-wise data fields. In the last month-wise data field for March, the default amount of Rs.1,000 has been changed to Rs.500.

Similar data fields appear for *Expenses (Direct), Investments, and Fixed Assets* Account Groups.

FBT

If you enable the *FBT Reporting* and check the checkbox *Calculate FBT at Group Level* in the *Options for FBT* window that appears on clicking the *Configure* button next to the *FBT reporting* option in the *Administration > Configuration > Features/Options > Accounts* tab then while creating certain types of Account Groups, BUSY will ask you whether you want to calculate FBT at Group level. The Account Groups for which such a data field appears depends on the group selected in the *Under Group* data field. *FBT Details for the Account Group* window appears for the following Account Groups:

- Expenses (Indirect/Admn)
- Expenses (Direc/Mfg)

Given here is a screenshot of *FBT Details for Account Group* window.

FBT Details for Account Group window



If you enter 'Y' in the *Enable FBT Reporting* option, a data field gets activated. The data field is:

- % of Expense to be taken as FBT - This amount specifies on what percentage of the expense should FBT be levied. For example, there is a travelling expense of Rs 100 then if you enter the value as 30 in the *% of Expense to be taken as FBT* data field then FBT will be levied on 30% of Rs. 100 i.e. FBT will be levied on Rs. 30.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Account Group information. If you do not want to create a new Account Group then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the Account Group details as per your requirements. For example, you can change the name, alias and other information of the Account Group. To modify the Account Group details, click *Administration > Masters > Account Group > Modify* option.

- On clicking the *Modify* option, a *Select Group to Modify* window appears.
- Select the Account Group that you want to modify and click the *Select* button. Next a *Group Master - Modify* window appears. This window is similar to the *Group Master - Add* window. You can make appropriate changes in the Group *Master - Modify* window.

At the top left corner of the *Group Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

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For information about the function of the buttons, click the buttons.

There are certain limitations in modifying the Account Group information. You cannot modify the data fields listed here:
- Primary Group (Y/N) - You cannot change the data entered in this field if the Account Group being modified is pre-defined.
- Under Group - You cannot change the Account Group selected here if the Account Group being modified is pre-defined.

Now you can make appropriate modifications in the Account Group information.
- After you made the modifications in the Account Group Information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the account groups of your company. On clicking the *List* option, a *List of Account Groups* message box appears. In the message box, there are two options:
- Screen - If you want the list of Account Groups on the screen, click the *Screen* button.
- Printer - If you want the list of Account Groups to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Cost Centre Master

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In BUSY you can enter details related to Cost Centres by activating the *Cost Centres* option in *Administration > Configuration > Features/Options > Account* tab. A Cost Centre is an entity to which various incomes and expenses can be allocated so as to judge its performance. Cost Centres of a company can be its different branches, departments, products, sales executives or even different projects. For example, a company may have different sales executives in its Sales department. These sales executives are the Cost Centres for the company. The company allocates funds to them and keeps a record of the income earned by them. Now the company can keep track of all the expenses and revenue with the help of Cost Centres. Thus the company can easily figure out the expense incurred and the income accrued from these Cost Centres and analyze the cost-benefit ratio which in turn helps in making the optimum utilization of the available resources.

To create, modify, or delete a Cost Centre, the *Masters* menu provides the *Cost Centre* option. To use the option, click *Administration > Masters > Cost Centre*.

On clicking the *Cost Centre* option, three options are displayed. The options are:
- Add
- Modify
- List

Add

On clicking the *Add* option, a *Cost Centre Master - Add* window appears. Given here is a screenshot of the *Cost Centre Master - Add* window.

Cost Centre Master - Add window



At the top left corner of the *Cost Centre Master - Add* window, there are three buttons:
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. Information about a Cost Centre such as name, address and so on are required to be entered in different data fields. All the data fields falling under *Cost Centre Master - Add* window are:
- Name
- Alias
- Parent Group
- Op. Bal.
- Dr/Cr

Name

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Enter name of the Cost Centre to be created. You can enter a name up to 40 characters.

Alias

Enter an Alias for the Cost Centre in this data field.

Parent Group
Enter the group under which the Cost Centre falls. For example a company has different branches all over the Delhi and the company classifies its sales executives according to the branch in which they work. Hence, it maintains the Parent Group as North Delhi branch, South Delhi branch and so on. In the screenshot given above the Parent Group is *North Delhi Branch*.

For more information, click the topic, Name and Alias.

Op. Bal.
Enter opening balance for the Cost Centre in this data field.

Dr/Cr
Enter 'D' for debit or 'C' for credit depending on the type of opening balance at the Cost Centre.

Master Series Group Tagging
If you have enabled the feature of Master Series Group Tagging for *Cost Centre* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving Cost Centre master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the Cost Centre master. Tagging Cost Centre master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Cost Centre, Material Centre and other Masters.

After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Cost Centre information.On clicking the Save button, an Account-wise Opening balance window appears in which you can specify account-wise opening balance of the Cost Centre. This window appears only if you have enabled the feature of *Account-wise Opening Balance* that appears while configuring Cost Centre in *Features / Options > Accounts* tab.

Modify

With the *Modify* option, you can make modifications to the Cost Centre details as per your requirements. For example, you can change the Name, Alias and other information of the Cost Centre. To modify the Cost Centre details, click *Administration > Masters > Cost Centre > Modify* option.

- On clicking the *Modify* option, a *Select Cost Centre to Modify* window appears.
- Select the Cost Centre that you want to modify and click the *Select* button. Next a *Cost Centre Master - Modify* window appears. This window is similar to the *Cost Centre Master - Add* window.

At the top left corner of the *Cost Centre Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. With the *Modify* option, you can make modifications to the Cost Centre details as per your requirements. For example, you can change the Name of the Cost Centre or the Alias. For information on different data fields that can be modified, please view the *Add* option in the *Cost Centre* master. Now you can make appropriate modifications in the Cost Centre information.

- After you have made the modifications in the Cost Centre information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Cost Centres of your company. On clicking the *List* option, a *List of Cost Centre* message box appears. In the message box, there are two options:

- Screen - If you want the list of Cost Centres on the screen, click the *Screen* button.
- Printer - If you want the list of Cost Centres to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

SeeAlso

Allocating Income/Expense to Cost Centre

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Cost Centre Group Master

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In BUSY you can enter details related to Cost Centre Groups by activating the *Cost Centres* option in *Administration > Configuration > Features/Options > Account* tab. A Cost Centre Group is a broad level categorization under which similar types of Cost Centres are grouped. All Cost Centres are classified under Cost Centre Groups. Let us understand Cost Centre Group with the help of an example. A Multi National company has BPOs all over the world. In India itself it has many BPOs, hence it classifies these BPOs under the Cost Centre Groups North India, South India and so on.

In BUSY, Cost Centre Groups can be created or modified using the *Cost Centre Group* master. When you create a new company a Cost Centre Group, *General*, is created by default. The Cost Centre Groups are classified in primarily two categories:

- Primary - These Cost Centre groups represent the top-most level in the hierarchy of Cost Centre Groups.
- Secondary - These Cost Centre Groups are grouped under the Primary groups.

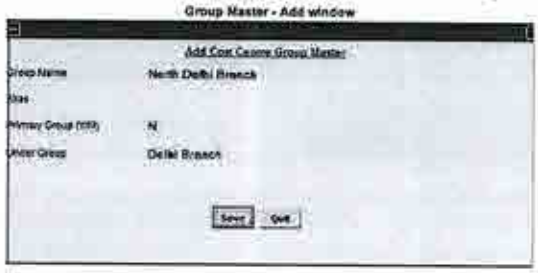
To create, modify, or delete a Cost Centre Group, the *Masters* menu provides the *Cost Centre Group* option. To use the option, click *Administration > Masters > Cost Centre Group*.

- On clicking the *Cost Centre Group* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Group Master - Add* window appears. Given here is a screenshot of the *Group Master - Add* window.

Group Master - Add window



At the top left corner of the *Group Master - Add* window, there are two buttons:

- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. To enter information for a group, there are four data fields:

- Group Name
- Alias
- Primary Group (Y/N)
- Under Group

Group Name
Enter the name of the Cost Centre Group to be created.

Cost Centre Group and Cost Centre master are two different masters. Thus, you can create a Cost Centre master and a Cost Centre Group with the same name. As a standard practice you should avoid giving same name to Cost Centre Group and Cost Centre master to avoid confusion.

Alias
Enter an abbreviation or a short name for the Cost Centre Group.

Primary Group (Y/N)
Enter 'Y' in this data field if you want to create a Primary Group. You can refer to Primary Group as Parent Group. Parent Groups are the groups that are at the top-most level in group hierarchy and do not come under any other group.

Under Group
This data field becomes active only if you enter 'N' in the *Primary Group* data field. Select the group under which you want to create the sub-group. You can select from the drop-down list of all the existing Cost Centre Groups and sub-groups in alphabetical order. Let us understand with the help of an example. A Multi National Company has different branches in India, and it maintain their names as North India, South India and so on. Now it further put all these groups under the group India. Hence, India becomes the Parent Group under which these groups fall. In the screenshot given above the Cost Centre Group North India is taken under the group India.

For more information, click the topic, Name, Alias and Primary Group.

Master Series Group Tagging

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If you have enabled the feature of Master Series Group Tagging for *Cost Centre Group* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving *Cost Centre Group* master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Cost Centre Group* master. Tagging *Cost Centre Group* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account Group, Cost Centre Group, Material Centre and other Masters.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Cost Centre Group information. If you do not want to create a new Cost Centre Group then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the Cost Centre Group details as per your requirements. For example, you can change the Name, Alias and other information of the Cost Centre Group. To modify the Cost Centre Group details, click *Administration > Masters > Cost Centre Group > Modify* option.

- On clicking the *Modify* option, a *Select Group to Modify* window appears.
- Select the Cost Centre Group that you want to modify and click the *Select* button. Next a *Group Master - Modify* window appears. This window is similar to the *Group Master - Add* window. You can make appropriate changes in the *Group Master - Modify* window.

At the top left corner of the *Group Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Cost Centre Group information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Cost Centre Groups of your company. On clicking the *List* option, a *List of Cost Centre Groups* message box appears. In the message box, there are two options:

- Screen - If you want the list of Cost Centre Groups on the screen, click the *Screen* button.
- Printer - If you want the list of Cost Centre Groups to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Currency Master

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In BUSY, you can enter details related to currency only if you enable the *Multi Currency* option in the *Administration > Configuration > Features/Options > Account* tab. To enter, modify or list details related to currency, *Masters* menu provides the *Currency* option. To use the option, click *Administration > Masters > Currency*.

- On clicking the *Currency* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Currency Master - Add window* appears. Given here is a screenshot of the *Currency Master - Add* window.

Currency Master - Add window

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At the top left corner of the *Currency Master - Add* window, there are three buttons:
List
Copy
Paste

For information about the function of the buttons, click the buttons. In the *Currency Master-Add* window there are four data fields. The data fields are:
- Currency Symbol
- Currency String
- Currency Sub-String
- Currency Conversion Mode
- Currency Code for E-Invoice

Currency Symbol
Enter the currency symbol in this data field. For example symbol for Rupees currency is ₹.

Currency String
Enter the currency string in this data field. For example, currency string for Rupees currency is *Rupees*.

Currency Sub-String
Enter the currency sub-string in this data field. For example, currency sub-string for Rupees currency is *Paisa*.

Currency Conversion Mode
Select the currency conversion mode that you want to use in *Currency Conversion* master. There are two options in this data field. The options are:
- *BPA* - Select this option if you want to enter number of Base Currency per Alternate Currency.

☞ Select this option if the Alternate currency is bigger or has higher value than Base Currency.

- *APB* - Select this option if you want to enter number of Alternate Currency per Base Currency.

☞ Select this option if the Base currency is bigger or has higher value than Alternate Currency.

☞ Base Currency is the currency which you have entered either at the time of creating a new company or under General tab in *Administration > Configuration > Features/Options > General* tab.

Let us understand both *BPA* and *APB* option with the help of an example.

Smart Clothing, a garment manufacturing company has *Rupees* as base currency. The company enters a voucher of 100 dollar i.e., it specified alternate currency as *Dollar* and conversion factor as 50 in the voucher. Now if the company had selected the *BPA* option in the *Currency* master then value of the voucher in base currency will be calculated as follows:

If Alt currency is 1, Base Currency = 50 (as conversion factor = 50)

If Alt currency is 100, Base currency = 50 X 100 = **5000**.

Hence the value of voucher in Base currency will be **5000.**

If the company had selected the *APB* option in the *Currency* master, value of voucher in Base currency will be calculated as follows:

If Alt currency is 50, Base Currency = 1 (as conversion factor = 50)

If Alt currency is 100, Base currency = 100 / 50 = **2**.

Hence the value of voucher in Base currency will be **2**.

Currency Code for E-Invoice
Enter the currency code in this data field. This is required for generating E-Invoice for Export transactions. You can refer to E-Invoice Portal for getting Currency Code of various currencies.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new currency information. If you do not want to create a new *Currency* master then click the *Quit* button.

Modify

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With the *Modify* option, you can make modifications to the currency details as per your requirements. For example, you can change the symbol, string of the currency. To modify the currency details, click *Administration > Masters > Currency > Modify* option.

- On clicking the *Modify* option, a *Select Currency to Modify* window appears.
- Select the currency that you want to modify and click the *Select* button. Next a *Currency Master - Modify* window appears. This window is similar to the *Currency Master - Add* window. You can make appropriate changes in the *Currency Master - Modify* window.

At the top left corner of the *Currency Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the currency information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the currencies of your company. On clicking the *List* option, a *List of Currency* message box appears. In the message box, there are two options:

- Screen - If you want the list of currencies on the screen, click the *Screen* button.
- Printer - If you want the list of currencies to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Currency Conversion Master

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In BUSY, you can enter details related to Currency Conversion only if you enable the *Multi Currency* option in the *Administration > Configuration > Features/Options > Accounts* tab. Each country has its own currency and the standard foreign exchange rate for each currency varies day to day. For example, 1 dollar = approximate 50 rupees and this conversion rate changes very frequently or almost every day. Companies in import-export business daily have to do the transactions according to the conversion factor that exist between the base and alternate currencies on that particular date. Hence, for this purpose BUSY provides the *Currency Conversion* master. In *Currency Conversion* master you can set the standard, selling and buying rates for various currencies on a particular date.

To create, modify, or delete a Currency Conversion factor, the *Masters* menu provides the *Currency Conversion* option. To use this option, click *Administration > Masters > Currency Conversion*.

- On clicking the *Currency Conversion* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Currency Conversion Master - Add* window appears. Given here is a screenshot of the *Currency Conversion Master - Add* window.

Currency Conversion Master - Add window



At the top left corner of the *Currency Conversion Master - Add* window, there are three buttons. The buttons are:

- List
- Copy
- Paste

For information about the function of the button, click buttons. In the window there is a data field and a grid. The data field and grid are:

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- Date
- Rate Details

Date
Enter the date on which the rates or conversion between the main currency and other currencies is to be specified.

Rate Details
In the *Rate Details* grid, there are four data fields. The data fields are:
  - *Currency* - Select the currency for which the rates or conversion factor is to be specified.
  - *Standard Rate* - Enter the standard rate in Base Currency for the currency selected on the date specified in the *Date* data field. This rate will be applicable for Sales/Purchase transactions.
  - Selling Rate - Enter the selling rate in Base Currency for the currency selected on the date specified in the *Date* data field. This rate will be applicable for Receipt transactions.
  - Buying Rate - Enter the buying rate in Base Currency for the currency selected on the date specified in the *Date* data field. This rate will be applicable for Payment transactions.
- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new *Currency Conversion* master. If you do not want to create a new *Currency Conversion* master then click the *Quit* button.

Modify
With the *Modify* option, you can make modifications to the currency conversion details as per your requirements. For example, you can change the standard, selling rate of the currency . To modify the currency conversion details, click *Administration > Masters > Currency Conversion > Modify* option.
- On clicking the *Modify* option, a *List of Currency Conversions* window appears.
- Select the currency that you want to modify and press the *Enter* key. Next a *Currency Conversion - Modify* window appears. This window is similar to the *Currency Conversion - Add* window. You can make appropriate changes in the *Currency Conversion - Modify* window.

At the top left corner of the *Currency Conversion - Modify* window, there are six buttons:
- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.
- After you have made the modifications in the currency conversion information, click the *Save* button to save the changes.

List
List menu option allows you to generate a list of all the Currency Conversions of your company. On clicking the *List* option, a *List of Currency Conversions* message box appears. In the message box, there are two options:
- Screen - If you want the list of Currency Conversions on the screen, click the *Screen* button.
- Printer - If you want the list of Currency Conversions to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

Currency Master

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Broker Master

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In BUSY you can enter broker related details by activating the option of *Broker-wise Reporting* in *Administration > Configuration > Features/Options > Accounts* tab. A broker is a person through whom an organization/individual carries out sales/purchase transactions. Brokers can be called the facilitators of trade. In return for their work, organizations/individuals pay brokerage to the brokers. To create, modify, or delete a Broker, the *Masters* menu provides the *Broker* option. To use the option, click *Administration > Masters > Broker*.

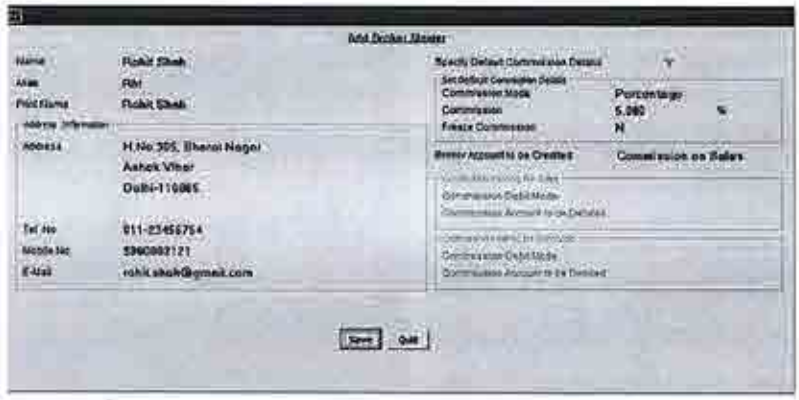
The term as specified in place of Broker in *Administration > Configuration > Features/Options > Accounts* tab will appear here. For example, if you have specified the caption for Broker as Doctor while configuring *Salesman/Broker-wise Reporting* in *Features/Options > Accounts* tab then in place of Broker master, Doctor master will appear.

- On clicking the *Broker* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add
On clicking the *Add* option, a *Broker Master - Add* window appears. Given here is a screenshot of the *Broker Master - Add* window.

Broker Master - Add window

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At the top left corner of the *Broker Master - Add* window, there are three buttons:
List
Copy
Paste

For information about the function of the buttons, click the buttons. Information about a broker such as name, address, brokerage mode, default brokerage and so on are required to be entered in different data fields. All the data fields falling under *Broker Master - Add* window are:

- Name
- Alias
- Print Name
- Address
- Specify Default Commission Details
- Set Default Commission Details
- Broker Account to be Credited
- Commission Posting for Sales
- Commission for Purchase

Name
Enter the name of the broker to be created. You can enter a name up to 40 characters.

Alias

Enter an Alias for the broker in this data field.

Print Name
By default, the name entered in the *Name* data field is displayed as Print Name. You can leave this data field blank if you do not want any name to appear on the Print Reports.

Address
Enter the address of the broker in this field. The address can include the name of the state, city and PIN code.

Specify Default Commission Details
This data field gets active only if you have selected *Broker master* option in *Default Brokerage to be picked* from group under *Broker Configuration* window that appears while configuring *Broker-wise Reporting* in *Features / Options*. Specify 'Y' in this data field if you want to specify the default brokerage mode and rate.

Set Default Commission Details
This group gets activated if you have specified 'Y' in the *Specify Default Commission* data field. Under this group, three options appear. The options are:

- Commission Mode - Select the default Commission mode for the broker.
- Commission - Specify default rate / percentage at which Commission is charged for the broker.
- Freeze Commission - Specify 'Y' in this data field to freeze rate / percentage of Commission with the Broker.

Broker Account to be Credited
Specify the account to be used for crediting the commission amount.

Commission Posting For Sales
This group gets active if you have enabled the option of *Post Commission in Accounts* in *Administration > Configuration > Features / Options > Accounts* tab. Under this group, you can specify the accounts in which Commission amount will be debited and credited at the time of sales. Various options that appear under this group are:

- Commission Debit Mode - Select mode of debiting Commission amount. In the list three options are provided. The options are:
  - Specify Account Here - Select this option to specify an account in *Broker* master to which Commission amount will be debited.
  - Adjust in Sale Account - Select this option to debit Commission amount in Sales account.
  - Adjust in Party Account - Select this option to debit Commission amount to the Party's account.
- Commission Account to be Debited - This option gets active only on selecting *Specify Account Here* option in the above data field. Select the account to which Commission amount is to be debited.

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Commission Posting For Purchase

This group gets active if you have enabled the option of *Post Commission in Accounts* in *Administration > Configuration > Features / Options > Accounts* tab. Under this group, you can specify the accounts in which Commission amount will be debited and credited at the time of purchase. Various options that appear under this group are:

- Commission Debit Mode - Select mode of debiting Commission amount. In the list three options are provided. The options are:
  - Specify Account Here - Select this option to specify an account in *Broker* master to which Commission amount will be debited.
  - Adjust in Sale Account - Select this option to debit Commission amount in Sales account.
  - Adjust in Party Account - Select this option to debit Commission amount to the Party's account.
- Commission Account to be Debited - This option gets active only on selecting *Specify Account Here* option in the above data field. Select the account to which Commission amount is to be debited.

For more information, click the topic, Name, Alias, Print Name.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Broker information. If you do not want to create a new Broker then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the broker details as per your requirements. For example, you can change the name, alias and so on of the broker. To modify the broker details, click *Administration > Masters > Broker > Modify* option.

- On clicking the *Modify* option, a *Select Broker to Modify* window appears.
- Select the broker that you want to modify and click the *Select* button. Next a *Broker Master - Modify* window appears. This window is similar to the *Broker Master - Add* window. You can make appropriate changes in the *Broker Master - Modify* window.

At the top left corner of the *Broker Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the broker information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the brokers of your company. On clicking the *List* option, a *List of Brokers* message box appears. In the message box, there are two options:

- Screen - If you want the list of brokers on the screen, click the *Screen* button.
- Printer - If you want the list of brokers to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

Brokerage Calculation Report

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Author Master

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In BUSY you can enter details related to author by activating the option of *Royalty Calculation* in *Administration > Configuration > Features/Options > Account* tab. An author is a person who writes books, stories or articles. In general, the author contacts a publisher/publishing house for selling the books written by him. The publisher/publishing house in turn pays royalty to the author. In other words, royalty is the amount paid to an author depending on the sale of the books by the publisher or the publishing house. To create, modify, or delete an Author, the *Masters* menu provides the *Author* option. To use the option, click *Administration > Masters > Author.*

- On clicking the *Author* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

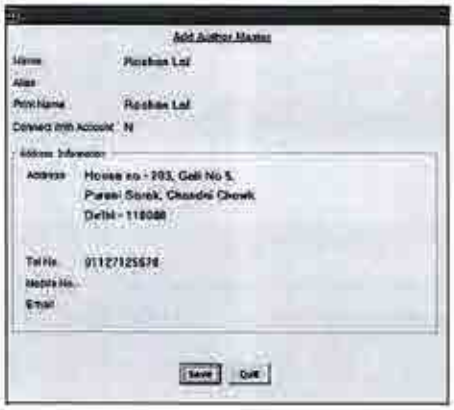
Add

- On clicking the *Add* option, an *Author Master - Add* window appears. Given here is a screenshot of the *Author Master - Add* window.

Author Master - Add window



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At the top left corner of the *Author Master - Add* window, there are three buttons:

- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. Information about an author such as name, address and so on are required to be entered in different data fields. All the data fields falling under *Author Master - Add* window are:

- Name
- Alias
- Print Name
- Address

Name
Enter the name of the author to be created. You can enter a name up to 40 characters.

Alias
Enter an Alias for the author in this data field.

Print Name
By default, the name entered in the *Name* data field is displayed as Print Name. You can leave this data field blank if you do not want any name to appear on the Print Reports.

Connect with Account
Specify 'Y' in this data field to connect Author master to an Account master. By connecting Autthor to an Account, Royalty for the Author will be credited to this account.

Address
Enter the address of the author in this data field. The address can also include name of the State, City and Pin code.

For more information, click the topic Name, Alias, Print Name.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new author information. If you do not want to create a new author then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the author details as per your requirements. For example, you can change the name, alias and other information of the author. To modify the author details, click *Administration > Masters > Author > Modify* option.

- On clicking the *Modify* option, a *Select Author to Modify* window appears.
- Select the author that you want to modify and click the *Select* button. Next an *Author Master - Modify* window appears. This window is similar to the *Author Master - Add* window. You can make appropriate changes in the *Author Master - Modify* window.

At the top left corner of the *Author Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the author information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the authors of your company. On clicking the *List* option, a *List of Authors* message box appears. In the message box, there are two options:

- Screen - If you want the list of authors on the screen, click the *Screen* button.

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- Printer - If you want the list of authors to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

Royalty Calculation Report

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Standard Narration Master

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Generally, a narration is a sentence or a line that contains particulars of an act, incident or event. In accounting scenario, it is a common practice to write a standard narration with every journal/voucher entry. The standard narration is a two or three line explanation giving precise information about the voucher entry. Generally, narrations are similar for each voucher type. Hence, to avoid repetition of typing the same narration again and again, BUSY provides the feature of Standard Narration. With Standard Narrations you can define the narrations for individual vouchers in advance and later on use them at the time of voucher entry.

You can create infinite number of Standard Narrations for individual vouchers and later on use them at the time of entering the specified voucher by pressing the *F4* key.

To create, modify, or delete a Standard Narration, the *Masters* menu provides the *Standard Narration* option. To use the *Standard Narration* option, click *Administration > Masters > Standard Narration*.

- On clicking the *Standard Narration* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the Add option, a *Standard Narration Master - Add* window appears. Given here is a screenshot of the *Standard Narration Master - Add* window.

Standard Narration Master - Add window



At the top left corner of the *Standard Narration Master - Add* window, there is a button, *List*. For information about the function of the button, click List. All the data fields falling under *Standard Narration Master - Add window* are:

- Voucher Type
- Narration

Voucher Type

Select the voucher type from the list for which you want to create a standard narration.

Narration

Type the standard narration in this field. You can enter a narration up to 188 characters in case of accounting vouchers such as *Receipt, Payment* and so on and 94 characters for other voucher types.

- After you have entered the appropriate information, click the *Save* button to save the new standard narration. If you do not want to create a new standard narration then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications in the Standard Narrations as per your requirements. To modify the Standard Narration, click *Administration > Masters > Std. Narration > Modify* option.

- On clicking the *Modify* option, a *List of Std. Narrations* window appears.
- Select the Standard Narration that you want to modify and press the *Enter* key. Next a *Std. Narration Master - Modify* window appears. This window is similar to the *Std. Narration Master - Add* window. You can make appropriate changes in the *Std. Narration Master - Modify* window.

At the top left corner of the *Std. Narration Master - Modify* window, there are two buttons:

- Delete - You can delete a master based on certain conditions.
- List

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Standard Narration, click the *Save* button to save the changes.

List

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List menu option allows you to generate a list of all the standard narrations of your company. On clicking the List option, a *List of Standard Narration* message box appears. In the message box, there are two options:

- Screen - If you want the list of standard narrations on the screen, click the *Screen* button.
- Printer - If you want the list of standard narrations to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Master Series Group Master

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This Master appears in *Masters* menu only if you have enabled the *Enable Master Series Group Tagging* feature in the *Administration > Configuration > Features / Options > Enterprise Feature tab*. Master Series Group refers to a Group under which various masters of different Master Types can be put together. For example, in a single Master Series Group, you can tag Account master, Item master, Bill Sundry master and so on. It basically serves as a bunch of those masters that you want to assign to selected Users.

Let us understand Master Series Group with the help of an example. In your company, you want User1 to use only the accounts of local Sundry Debtors / Creditors, only VAT Bill Sundry master and local Sale / Purchase Types. For this purpose you will create a Master Series Group with any name, suppose *Local Dealings*, add all the Account masters created for local parties to it, add VAT Bill Sundry master to it and then add all those Sale / Purchase Types that are created for local transactions. After adding all the required masters to the Master Series Group, you will tag the Master Series Group *Local Dealings* to the User1. Now whenever User1 will login the company he will be able to use only those masters that are tagged under *Local Dealings* Master Series Group.

To create, modify or delete a *Master Series Group* master, the *Masters* menu provides the *Master Series Group* master. To use the *Master Series Group* option, click *Administration > Masters > Master Series Group*.

- On clicking the *Master Series Group* master, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

On clicking the *Add* option, a *Master Series Group Master - Add* window appears. Given here is a screenshot of *Master Series Group Master - Add* window.

Master Series Group Master - Add window



In the *Master Series Group Master - Add* window, following data field appears:

- Name

Name

Enter name for the Master Series Group master.

Modify

With the *Modify* option, you can make modifications in the Master Series Group name as per your requirement. To modify the Master Series Group name, click *Administration > Masters > Master Series Group > Modify* option.

- On clicking the *Modify* option, a *List of Master Series Group* window appears.
- Select the Master Series Group that you want to modify and press the *Enter* key. Next a *Master Series Group Master - Modify* window appears. This window is similar to the *Master Series Group Master - Add* window. You can make appropriate changes in the *Master Series Group Master - Modify* window.

At the top right corner of the *Master Series Group Master - Modify* window, there are various buttons:

- Delete - You can delete a master based on certain conditions.
- Next PageDn
- Prev PageUp
- List

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Master Series Group name, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Master Series Groups of your company. On clicking the *List* option, a *List of Master Series Group* message box appears. In the message box, there are two options:

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- Screen - If you want the list of Master Series Groups on the screen, click the *Screen* button.
- Printer - If you want the list of Master Series Groups to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

Tagging Master to Master Series Group
Tagging Master Series Group to User

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Item Master

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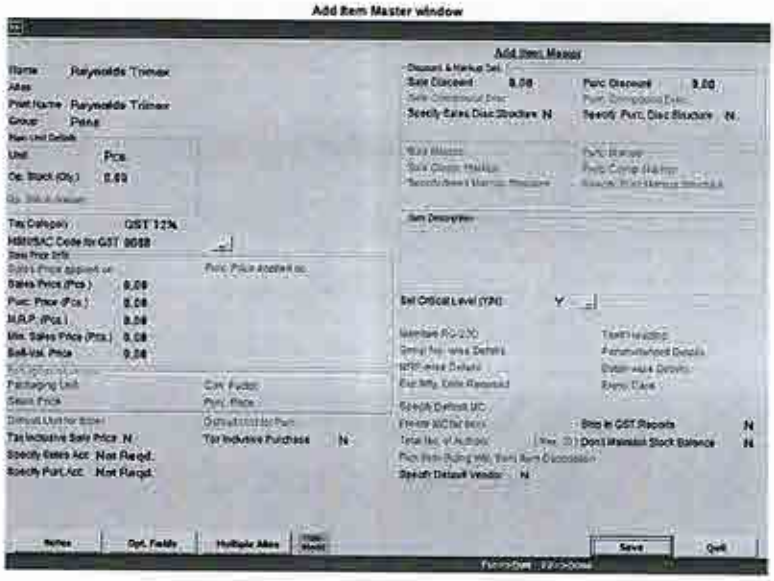
An item is a good, commodity, or service that is traded or rendered for the purpose of business. An item can be raw material, finished goods, by-products, or service. In BUSY you can enter item related details by using the *Item* option in the *Master* menu. To create, modify, or delete an *Item* master, the *Masters* menu provides the *Item* option. To use the option, click *Administration > Masters > Item*.

- On clicking the *Item* option, various options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, you can create a single item master. On selecting this option, an *Add Item Master* window appears. Given here is a screenshot of the *Add Item Master* window.

Add Item Master window



At the top left corner of the *Add Item Master* window, there are three buttons:

List
Copy
Paste

For information about the function of the buttons, click the buttons. The data fields that appear in the *Add Item Master* window can be grouped in six groups. The groups are:

- General Information
- Main Unit Details
- Tax Details
- Item Price Info
- Item Description
- Critical Levels

General Information

In the *General Info.* group, there are four data fields:

- Name
- Alias
- Print Name

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• Group

Name
Enter the name of the item up to 40 characters.

Alias
Enter an Alias for the item in this data field. If you have enabled the option of *Multiple Alias in Item master* in Administration > Configuration > Features / Options > POS tab then on pressing *Enter* key in this data field, a *Multiple Aliases* window appears. In the window, you can specify various Alias for the item. You can enter maximum ten Alias for an item.

☞ Each & every Alias you enter should be unique and should not match with any item name or Alias.

Print Name
By default, the name entered in the *Name* data field is displayed as *Print Name*. You can leave this data field blank if you do not want any name to appear on the Print Reports.

☞ If you have specified 'Y' in the *Generate Print Name Automatically* data field in the Administration > Configuration > Masters Configuration then Print Name as configured in *Masters Configuration* will appear automatically. However, you can change it as per your requirement. Also, in this case the *Print Name* data field will appear after the *Group* data field.

Group
Select the appropriate Item Group from the list that appears when you enter text in the *Group* data field.

For more information, click the topic Name, Alias and Print Name.

Main Unit Details
In the *Main Unit Details* group, following data fields appear:
• Unit
• Op. Stock (Qty.)
• Op. Stock (value)

Unit
Select the Main unit of measurement from the list. If you are creating service item then select unit 'N.A' provided in the list. On selecting this unit *Don't Maintain Stock Balance* option will be automatically set to 'Y' thus, stock of that item will not be maintained and Qty./Price will be skipped automatically during data entry.

Op. Stock (Qty.)
Enter the opening stock in terms of quantity in this data field. If opening stock is greater than zero and you have created more than one *Material Centre* master then while saving *Item* master, a *Material Centre Wise Opening Stock Details* window appears. Given below is a screenshot of *Material Centre Wise Opening Stock Details* window.

Material Centre Wise Opening Stock Details window



• Select the Material Centre name, quantity to be adjusted and the amount of item in the respective fields.

☞ The total quantity adjusted in the *Material Centre Wise Opening Stock Details* window should be equal to the Opening Stock of item entered in the *Op. Stock (Qty.)* data field in *Main Unit Details* group.

Op. Stock (Value)
This data field gets activated only when you enter quantity of the opening stock greater than zero. Enter the value of the opening stock in this data field.

Tax Details
In this group, following data fields appear:
• Tax Category
• HSN/SAC code for GST

Tax Category
Select the Tax Category under which an item falls. You can also create a Tax Category by pressing <F3> key in this data field. On selecting a Tax Category, details of the tax as specified in the selected Tax Category will appear in this group.

HSN/SAC Code for GST

Registrar

Enter *HSN/SAC* code of the item as specified by the government. This HSN/SAC Code is very important in GST Reporting.
A button is provided with HSN/SAC Code for GST field. On click of this button a window will pop-up where date-wise HSN Codes can be specified. This is required when HSN Code for the item is changed from a particular date. Thus, by specifying HSN Code w.e.f a particular date, all the transactions for the item before that date will be having previous HSN Code only i.e. previous records will not get affected in any ways. Similarly, transactions after the date specified will be having changed HSN and will be reflected in GST reports respectively. Given below is the screenshot of Date wise HSN Info window.

Date wise HSN Info window



In case of Country U.A.E and Saudi Arabia *'VAT Tax Code'* data field will appear instead of *'HSN/SAC Code for GST'*. Enter the item *VAT Tax Code* in the data field.

Item Price Info
In the *Item Price Info* group, following data fields appear:
- Sales Price
- Purchase Price
- MRP
- Min. Sales Price
- Self Val. Price
- Tax Inclusive Sales Price
- Tax Inclusive Purchase Price
- Specify Sales Acc
- Specify Purc Acc

Sales Price
Enter the sales price for the item in this data field. The sales price entered here will automatically be displayed while you are entering a *Sales* voucher. If you leave this data field blank then by default BUSY will show its value as zero.

Purchase Price
Enter the purchase price of the item in this data field. The purchase price entered here will automatically be displayed while you are entering a *Purchase* voucher. If you leave this data field blank then by default BUSY will show its value as zero.

M.R.P
Enter the Maximum Retail Price (M.R.P) of the item in this data field. This data field is useful while calculating the royalty amount and the amount of excise to be paid. If you do not enter any value in this data field then by default BUSY will show the M.R.P as zero.

Minimum Sale Price
Enter the Minimum Sales Price of the item in this data field. The relevance of this data field is due to the *Warning Alarm* option of the *Configuration* menu. If you have set the Warning Alarm for Minimum Sale Price then in *Sales* voucher if you enter the sale price less than the value specified in this data field, a message box asking you to give a greater price will be displayed.

Self Val. Price
Enter here the price to be used for valuation of closing stock of the item. This option is useful only when you have specified the stock valuation method as *Self-Evaluation* in the *Administration > Configuration > Features/Options > Inventory* tab.

Tax Inclusive Sales Price
By specifying 'Y' in this data field, sale price will include tax as specified in Item master. Then at the time of voucher feeding, price of the item will split automatically as per item's tax category and basic price will be shown.

Tax Inclusive Purchase Price
By specifying 'Y' in this data field, purchase price will include tax as specified in Item master. Then at the time of voucher feeding, price of the item will split automatically as per item's tax category and basic price will be shown.

Specify Sales Acc
Select from the list whether you want to specify sale account to be credited on sale of item with each item master. Following three options appear in the list:
- Not Reqd. - Select this option if you do not want to specify any separate account to be credited when this item is being sold.
- Specify Here - Select this option if you want to specify the account to be credited when this item is being sold here in Item Master itself.
- Specify in Vch. - Select this option if you want to specify the account to be credited in Voucher when this item is being sold.

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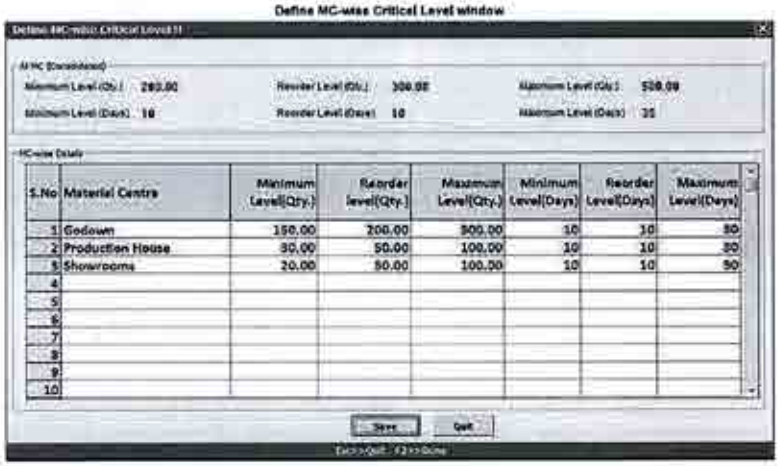
Specify Purc Acc
Select from the list whether you want to specify purchase account to be credited on purchase of item with each item master. Following three options appear in the list:

- Not Reqd. - Select this option if you do not want to specify any separate account to be credited when this item is being purchased.
- Specify Here - Select this option if you want to specify the account to be credited when this item is being purchased here in Item Master itself.
- Specify in Vch. - Select this option if you want to specify the account to be credited in Voucher when this item is being purchased.

Item Description
Enter the description of the item in various text boxes that appear in this group.

Set Critical Levels
Critical levels implies setting the minimum/maximum/re-order stock level and the number of days for which such levels can be maintained for an item. Setting critical levels for different items will help in generating *Critical Level reports* and *Warning Alarms* whenever the quantity of the item reaches its critical level. When you specify 'Y' in the *Set Critical Level* option, a *Configure* button gets active. On clicking the *Configure* button, a *Define MC-wise Critical Level* window appears. Given here is a screenshot of *Define MC-wise Critical Level* window

Define MC-wise Critical Level window



In the *Define MC-wise Critical Level* window, you can specify critical levels consolidated for all the MCs and also MC-wise bifurcation for the same. Various options that appear in the window are:

All MC (Consolidated)
Under this group, you have to specify critical levels combined for all the Material Centres. Various fields that appear under this group are:

- Maximum Level (Qty) - Enter the maximum quantity of item to be kept.
- Maximum Level (Days)- Enter the maximum number of days for which the maximum level of stock is to be kept.
- Minimum Level (Qty) - Enter the minimum quantity of item to be kept.
- Minimum Level (Days) - Enter the maximum number of days for which the minimum level of stock is to be kept.
- Reorder Level (Qty) - Enter the quantity after which the item is to be reordered.
- Reorder Level (Days) - Enter the maximum number of days for which the reorder level of item is to be kept.

MC-wise Details
Under this grid, you have to specify critical levels to be set for individual Material Centres. Various fields that appear under this grid are:

- Material Centre - Select Material Centre in this field.
- Maximum Level (Qty) - Enter the maximum quantity of item to be kept.
- Maximum Level (Days)- Enter the maximum number of days for which the maximum level of stock is to be kept.
- Minimum Level (Qty) - Enter the minimum quantity of item to be kept.
- Minimum Level (Days) - Enter the maximum number of days for which the minimum level of stock is to be kept.
- Reorder Level (Qty) - Enter the quantity after which the item is to be reordered.
- Reorder Level (Days) - Enter the maximum number of days for which the reorder level of item is to be kept.

Skip in GST Reports
Specify 'Y' in this data field if you want that transactions in which this Item will be used should not be considered for generating GST reports. In other words, if you specify 'Y' in this data field then GST reports will not take into account the transactions entered for this item. For Example; In industries like travel agency, cost of ticket is not to be reflected anywhere in GST.

Don't Maintain Stock Balance
Specify 'Y' in this data field if you do not want to maintain stock balance of the item. For Service items that are not required to be printed in Stock Ledger, you can specify 'Y' in this data field.

Specify Default Vendor
Specify 'Y' in this data field to specify default vendor for this item. The vendor you specify here will be used in auto generation of Purchase Orders.

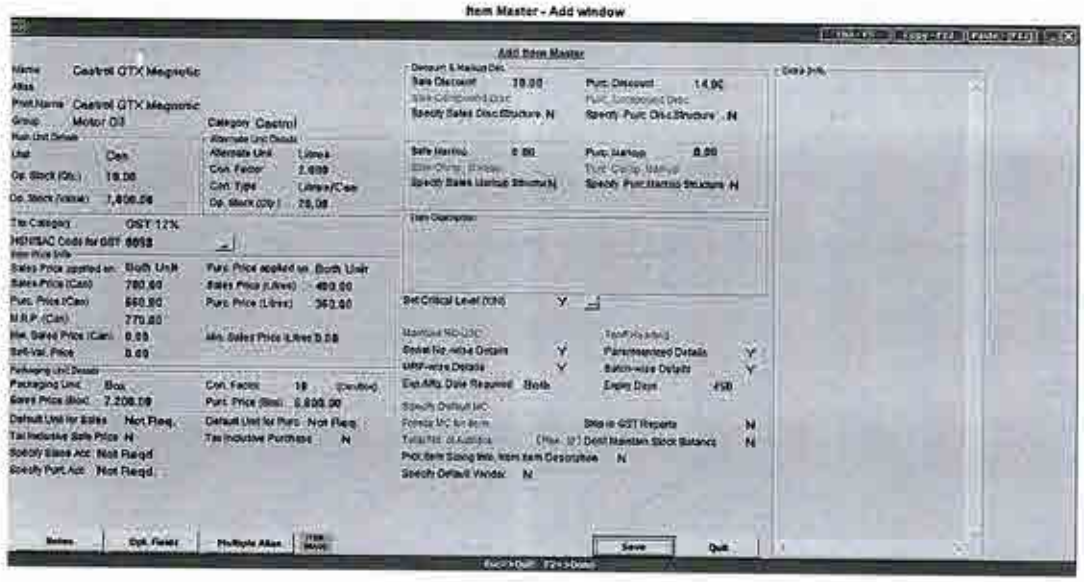
Till now we have discussed all the default data fields. Now we will discuss configuration specific data fields. Configuration specific data fields are those fields which appear only after enabling certain options in the *Configuration* menu. In the *Item* master, the data fields that are configuration specific are listed here:

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- Category
- Master Series Group Tagging
- Optional Fields
- Alternate Unit Details
- Item Price Info
- Packaging Unit Details
- Default Price Levels for Item
- Branch - wise Price Info
- Stock-Val Method
- Specify Contract
- Warranty / AMC in Months
- Maintain RG-23D
- Tariff Heading
- Batch-wise Details
- Expiry Days / Month
- Serial No.-wise Details
- MRP-wise Details
- Parameterized Details
- Specify Sales/Purchase Accounts
- Second language
- Specify Default MC
- Freeze MC for Item
- Total No. of Authors
- Pick Item Sizing Info. from Item Description

Given here is a screenshot of the *Item Master - Add* window with all the configuration specific data fields.

Item Master - Add window



Let us discuss configuration specific data fields in detail.

Category

A *Tag Item Category* window appears if you have enabled *Maintain Item Category* feature in *Administration > Configuration > Features / Options > Inventory* Tab. The Caption will depend upon the *Caption Name* specified by you at the time of enabling *Maintain Item Category* feature. You can specify different *Item Categories* i.e. sub-groups of a single item in this data field. For Example, An *Item* Redmi Note 5 falls under *Item Group* Smart Phones. You can specify Xiaomi (brand name) as *Item Category* and can view report by applying filter of *Item Category* (brand wise). You can create a new *Item Category* by pressing F3 key.

Master Series Group Tagging

If you have enabled the feature of Master Series Group Tagging for *Item* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving *Item* master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window

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In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Item* master. Tagging *Item* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Item, Material Centre and other Masters.

Optional Fields
If you have defined *Optional Fields* under *Administration > Configuration > Masters Configuration* option then while adding a new item whenever you enter a group for the item, an *Optional Fields* window appears. Given here is a screenshot of *Optional Fields* window.

Optional Fields window



- Enter the value in Optional Fields and click *Ok* button.

Alternate Unit Details
Alternate unit refers to the unit of measurement other than the Main Unit. This data field appears only after enabling the *Alternate Unit of Items* option in *Administration > Configuration > Features/Options > Inventory* tab. In the *Alternate Unit of Item* group, there are four data fields:

- Alternate Unit
- Con. Factor
- Con. Type
- Op. Stock (Qty.)

Alternate Unit
Enter the Alternate unit for the item. For example, a company deals in mobil oil which are purchased and sold in cans where, 1 Can = 2 litres of oil. But they wants to view the stock in litres. For this they have to specify Main unit as *Can* and Alternate unit as *litres*.

Con. factor
Enter conversion factor between the Main Unit and the Alternate Unit i.e. the number of Alternate units per Main unit. For example, Main Unit *Can* consists of 2 litres of oil. Hence the conversion factor between *litres* and Can is 2. The conversion factor specified here will be applied to this particular item only.

Con. Type
Select the conversion type from the list i.e. Alternate per Main quantity or Main per Alternate quantity. If you select Main unit per Alternate unit then it reflects the number of Main units per Alternate unit. If you select Alternate unit per Main unit then it reflects the number of Alternate units per Main unit. For example, you have taken Main unit as Can and Alternate unit as litres and specified Conversion Factor as 2. Now in *Conversion Type* if you choose Can/litres, it means that 1 Can = 2 litres of oil whereas if you choose litres/Can, then it means 2 litres = 1 Can.

Op. Stock (Qty.)
Enter opening stock of quantity in the Alternate unit.

If the option of *Alternate Unit of Item* is enabled and opening stock is greater than zero then while saving the *Item* master, a *Material Centre Wise Opening Stock Details* window will appear displaying Qty. in *Alternate Unit also*. Given here is a screenshot displaying *Qty. in Alternate Unit*.

Material Centre Wise Opening Stock Details window



Item Price Info.
Under *Item Price Info* group, following data fields appears if you have specified a different Main and Alternate unit. Various data fields that appear under this group are:

Sales Price to be applied on
Select whether you want to apply sale price on Main unit, Alternate unit or Both units. On selecting Both units option, you need to specify sales price as applicable for Main unit and Alternate unit separately.

Purc. Price to be applied on
Select whether you want to apply sale price on Main unit, Alternate unit or Both units. On selecting Both units option, you need to specify sales price as applicable for Main unit and Alternate unit separately.

Sale Price (Alt Unit)
Specify sale price of item in alternate unit.

Purc Price (Alt Unit)
Specify purchase price of item in Alternate unit.

Min sale Price (Alt Unit)
Specify minimum sale price of item in Alternate unit.

Packaging Unit Details
Packaging unit refers to the unit in which Item is packed for the purpose of further trading or reselling in bulk quantity. Thus, packaging unit makes carrying of goods easier from one place to another. For example - 10 Cans are packed in a Box so as to sell them easily in bulk quantity. Here, Packaging unit is Box. Generally, Packaging unit is used by manufacturers and wholesalers who deals in bulk quantity. This data field gets active only after enabling the *Packaging Unit Details* option in *Administration > Configuration > Features/Options > Inventory* tab. In the Packaging *Unit Details* group, there are four data fields:

- Packaging Unit
- Con. factor
- Sales price (Packaging Unit)
- Purc. price (Packaging Unit)

Packaging Unit
Enter the Packaging Unit for the item.

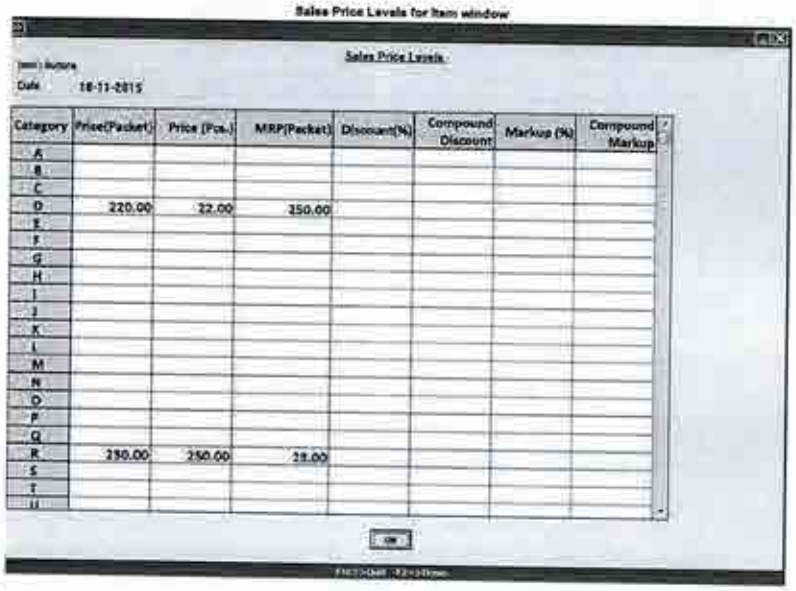
Con. factor
Enter conversion factor between the Main Unit and the Packaging Unit i.e. the number of Main units per packaging Unit. For example, 10 Cans of oil are packed in 1 Box. Hence the conversion factor between *Cans* and *Box* is ten. The conversion factor specified here will be applied to this particular item only.

Sales Price (Packaging Unit)
Specify sales price of item in packaging unit.

Purc. Price (Packaging Unit)
Specify purchase price of item in packaging unit.

Define Price Levels for Item
If you have enabled the *Multiple Price List for Items* feature in *Administration > Configuration > Features/Options > Inventory tab > Item Pricing Mode in Vouchers option* then on pressing the *Enter* key in the *Sales Price/Purchase Price* data field in *Item Price Info* group, a *Define Price Levels for Item* window appears. Given here is a screenshot of the *Sales Price Levels for Item* window.

Sales Price Levels for Item window



Category	Price(Packet)	Price (Pcs.)	MRP(Packet)	Discount(%)	Compound Discount	Markup (%)	Compound Markup
A							
B							
C							
D	220.00	22.00	250.00				
E							
F							
G							
H							
I							
J							
K							
L							
M							
N							
O							
P							
Q							
R	230.00	250.00	28.00				
S							
T							
U							

In the window you can define 26 price categories along with their MRP, discount and Markup rates for a single item. This feature is useful if you sell individual item at different rates to different parties. For this purpose you can define price-discount structure based on different categories of parties. After you have defined price categories you can map the party account to the appropriate category in the *Account master*.

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If you have enabled the feature of *Enable Date-wise Pricing* in the *Features / Options > Inventory* tab then you can specify Price categories date-wise also. Basically, you can specify a date for which the pries as per the category will be applicable. The prices will be applicable up to the next date for which you would specify the prices as per Price Category.

Discount & Markup Details
This data field gets active only after selecting simple/compound discount/markup in item wise discount/markup option in *Administration > Configuration > Features/Options > Inventory* tab.

Sale Discount
This data field appears if you have selected *Simple Discount* option in the *Item-wise Discount Type* data field in *Administration > Configuration > Features / Options > Inventory* tab. Specify the amount / percentage of sale discount applicable for the item.

Purchase Discount
This data field appears if you have selected *Simple Discount* option in the *Item-wise Discount Type* data field in *Administration > Configuration > Features / Options > Inventory* tab. Specify the amount / percentage of purchase discount applicable for the item.

Sale Compound Discount
This data field appears if you have selected *Compound Discount* option in the *Item-wise Discount Type* data field in *Administration > Configuration > Features / Options > Inventory* tab. Specify the amount / percentage of sale discount applicable for the item.

Purchase Compound Discount
This data field appears if you have selected *Compound Discount* option in the *Item-wise Discount Type* data field in *Administration > Configuration > Features / Options > Inventory* tab. Specify the amount / percentage of purchase discount applicable for the item.

Specify Sale Disc Structure
Select discount structure applicable for the item at the time of sale. The list will display Discount Structures created using *Administration > Masters > Miscellaneous Masters > Discount Structure* option.

Specify Purchase Discount Structure
Select discount structure applicable for the item at the time of purchase. The list will display Discount Structures created using *Administration > Masters > Miscellaneous Masters > Discount Structure* option.

Sale MarkUp
This data field appears if you have selected *Simple MarkUp* option in the *Item-wise MarkUp Type* data field in *Administration > Configuration > Features / Options > Inventory* tab. Specify the amount / percentage of sale MarkUp applicable for the item.

Purchase MarkUp
This data field appears if you have selected *Compound MarkUp* option in the *Item-wise MarkUp Type* data field in *Administration > Configuration > Features / Options > Inventory* tab. Specify the amount / percentage of purchase MarkUp applicable for the item.

Sale Compound MarkUp
This data field appears if you have selected *Compund MarkUp* option in the *Item-wise MarkUp Type* data field in *Administration > Configuration > Features / Options > Inventory* tab. Specify the amount / percentage of sale MarkUp applicable for the item.

Purchase Compound MarkUp
This data field appears if you have selected *Compund MarkUp* option in the *Item-wise MarkUp Type* data field in *Administration > Configuration > Features / Options > Inventory* tab. Specify the amount / percentage of purchase MarkUp applicable for the item.

Specify Sale Markup Structure
Select MarkUp structure applicable for the item at the time of sale. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the button, a *Markup Structure Tagging for Sale* window appears in which you can select various Markup structures applicable for the item and the date from which they are applicable.

Specify Purchase MarkUp Structure
Select MarkUp structure applicable for the item at the time of purchase. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the button, a *Markup Structure Tagging for Purchase* window appears in which you can select various Markup structures applicable for the item and the date from which they are applicable.

Date-wise Price Info
This button appears if you have enabled the option of *Enable Date-wise Pricing* in *Administration > Configuration > Features / Options > Inventory* tab. On clicking this button, an *Update Date-wise Item Price Info.* window appears. Given here is a screenshot of *Update Item Date-wise Price Info. window.*

Update Item Date-wise Price Info. window



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In the window, you can specify various prices as applicable on the specified date. These prices will be effective till the next date for which you will enter the new prices.

Branch - wise Price Info
This button appears in the *Item Price Info.* group only if you have enabled *Enable Multi Branch* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. On clicking the button, a *Branch wise Price Information* window appears. In the *Branch wise Price Information* window, a grid with various fields appear. Various fields in the grid are:

- Date - This column appears if you have enabled the option of *Enable Date-wise Pricing* in *Features / Options > Inventory* tab. Specify date in this data field for which the prices are applicable. Prices will be applicable till the next date for which prices will be entered.
- Branch Name - Select Branch name for which you want to define the sale / purchase price.
- Sales Price (Main unit) - Enter Sales price of the item in main unit for the selected Branch.
- Sales Price (Alt Unit) - Enter Sales price of the item in alternate unit for the selected Branch.
- Purc. Price (Main unit)- Enter Purchase price of the item in main unit for the selected Branch.
- Purc. Price (Alternate unit)- Enter Purchase price of the item in alternate unit for the selected Branch.
- MRP - Enter MRP of the item at the selected Branch.
- Min. Sale Price (Main unit) - Enter minimum Sales price of the item in main unit for the selected Branch.
- Min. Sale Price (Alt unit) - Enter minimum Sales price of the item in alternate unit for the selected Branch.
- Self Val Price - Enter self valuation price of the item at the selected Branch.
- Sales Disc. - Enter Sales discount for the item at the selected Branch.
- Sale Disc (Cmp) - Enter compound discount amount / percentage for the item at selected Branch.
- Purc. Disc - Enter Purchase discount for the item at the selected Branch.
- Purc. Disc (Cmp)- Enter compound discount amount / percentage for the item at selected Branch.
- Sale Makp- Enter sale markup amount / percentage for the item at selected Branch.
- Sale Mrkp(Cmp)- Enter compound markup amount / percentage for the item at selected Branch.
- Purc Makp - Enter markup amount / percentage for the item at selected Branch.
- Purc Mrkp(Cmp)- Enter compound markup amount / percentage for the item at selected Branch.

After entering the required details, click the *Save* button to save the Branch wise price details for the item.

Stock Val. Method
This data field appears only when you enable the *Separate Stock Valuation method for Item* option in *Administration > Configuration > Features/Options > Inventory* tab. Select the required Stock Valuation method from the list which will be used for valuation of closing stock of the item.

Specify Contract
This data field appears if you have enabled the option of *Maintain Item AMC/Warranty for Support Calls* that appears while configuring *Support Management* feature in *Administration > Configuration Features / Options > Enterprise Features* tab. Select from the list that whether you want AMC, Warranty to be maintained with this Item or not.

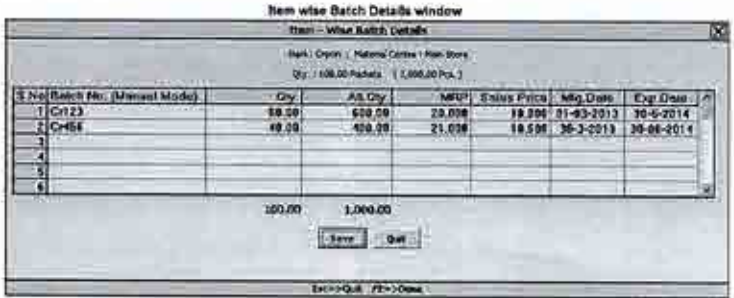
AMC/Warranty Months
This data field appears if you have selected *AMC* or *Warranty* option in the *Specify Contract* data field. Specify number of months for which AMC or Warranty is applicable with teh item.

Maintain RG-23D
This data field appears only when you have selected *Trading* in the *Type of Excise Reporting* option in *Administration > Configuration > Features/Options > Excise* tab. This register contains details of the purchase and sale of goods by the dealer. All the purchase and sales transactions for a particular item are recorded in this register separately. Enter 'Y' in this data field only if you want to maintain RG-23D details of the item otherwise enter 'N' in this data field. If you specify 'Y' in this data field, then an *RG-23D Details* window appears in the required vouchers in which you can enter relevant details.

Tariff Heading
Tariff heading is a group or heading given by the Excise department under which various items fall. This data field appears only when you enable *Excise Duty* under *Administration > Configuration > Features/Options > Excise* tab. Enter the Tariff heading of the item in this data field.

Batch-Wise Details
This data field appears only when you have enabled *Batch wise Details* option in *Administration > Configuration > Features/Options > Inventory* tab. If you specify 'Y' in this field then while saving the *Item* master, an *Item Wise Batch Details* window appears. Given below is a screenshot displaying *Item Wise Batch Details* window.

Item wise Batch Details window



In the *Item wise Batch Details* window, various data fields appear. The data fields are:

- Batch No. (Manual Mode) - Enter batch number in this data field.

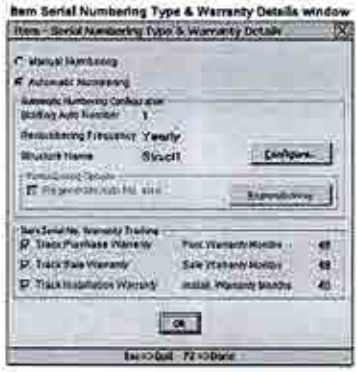
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- Qty - By default the opening stock as entered in the *Item Master - Add* window appears here. You can change it as per your requirement.
- Alt. Qty. This data field appears if the option of *Alternate Unit of Item* in *Administration > Configuration > Features/Options > Inventory* tab. Enter the quantity to be adjusted in the batch as per the Alternate unit.
- MRP - This data field appears if you have enabled the *Maintain MRP* option in *Batch - wise Details Options* window that appears while configuring Batch - wise Details in *Administration > Configuration > Features / Options > Inventory* tab. Enter Item MRP in this data field.
- Sales Price - This data field appears if you have enabled *Maintain Sale Price* option in *Batch - wise Details Options* window that appears while configuring Batch - wise Details in *Administration > Configuration > Features / Options > Inventory* tab. . Enter Sales price of the item in this data field.
- Mfg. Date - This data field appears if you have selected *Full Date Format* or *Month Year Format* option in the *Batch Manufacturing Date Input Format* sub group in *Batch-wise Detail Options* window in *Administration > Configuration > Features/Options > Inventory* tab. Enter the batch manufacturing date in this data field.
- Exp. Date - This data field appears if you have selected *Full Date Format* or *Month Year Format* option in the *Batch Expiry Date Input Format* sub group in *Batch-wise Detail Options* window in *Administration > Configuration > Features/Options > Inventory* tab. Enter the batch expiry date in this data field.

Expiry Days / Month
This data field appears if you have enabled Batch-wise Details option and have maintained Expiry date also for the items. Specify default number of expiry days or month of item in this data field.

Serial No.-wise Details
This data field appears if you have enabled the *Serial No. - wise Details* option in the *Administration > Configuration > Features/Options > Inventory* tab. If you specify 'Y' in this field then while saving the *Item* master, an *Item Serial Numbering Type & Warranty Details* window appears. Given here is a screenshot of *Item Serial Numbering Type & Warranty Details* window.

Item Serial Numbering Type & Warranty Details window



In the *Item Serial Numbering Type & Warranty Details* window, you can specify the type of Serial numbering i.e. Manual or Automatic required with the item. You can also create and configure Structure for the Automatic Serial Numbers or can tag an existing structure with the item. In the *Item Serial Number Type & Warranty Details* window, there are various data fields and options. The data fields and options are:

- Manual Numbering
- Automatic Numbering
- Automatic Numbering Configuration
- Renumbering Options
- Item Serial No. Warranty Tracking

Manual Numbering
Select this option if you want to maintain serial number manually with the item.

Automatic Numbering
Select this option if you want to generate serial number automatically with the item.

Automatic Numbering Configuration
This group gets activated if you have selected the *Automatic Numbering* option. In the group, three data fields and a button appear. The data fields and button are:

- Starting Auto Number
- Renumbering Frequency
- Structure Name
- Configure

Starting Auto Number
Specify the starting number from which the first auto number will be generated.

Renumbering Frequency
Select the renumbering frequency from the list. Renumbering frequency refers to the frequency or time interval after which the Serial number generation will start from the beginning. For example, if you have selected *Monthly* option from the list then after every month, Serial numbers will be generated from the first auto number specified.

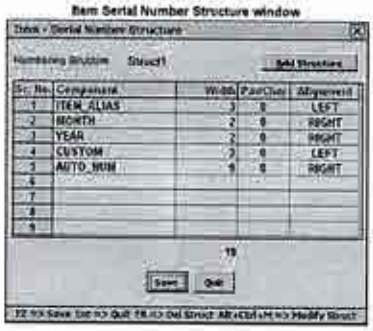
Structure Name
Select the structure to be tagged with the item for generation of automatic Serial number.

Configure

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Click this button to create or configure a structure for generation of automatic serial numbers. On clicking the *Configure* button, an *Item Serial Number Structure* window appears. Given here is a screenshot of *Item Serial Number Structure* window.

Item Serial Number Structure window



In the *Item Serial Number Structure* window, a data field, button and a grid appears. The data field, button and grid are:

- Numbering Structure - Select the required Numbering structure.
- Add Structure - Click this button to add a new structure. On clicking this button, an *Add Structure* window appears. In the window, specify the name of the structure.
- Structure Configuration grid - In this grid, you can specify the components to be included in the Item serial number. Various fields in the grid are:
  - Component - Select Item component from the list that is to be included in the Item Serial number. There are various item components and one *Custom* option in the list. On selecting the *Custom* option, a *Custom Component* window appears. In the window, specify the string to be included in the Serial number.
  - Width - Specify the character width to be used for the component.
  - Pad Char - Specify the padding character to be added to the component.
  - Alignment - Select the required alignment for the component.

Renumbering Options

This group gets activated if you open the *Item* master in the *Modify* mode and an auto serial number is already generated for the item. Under this group, an option and a button appears. The option and button are:

- Regenerate Auto No. also - Enable this option if you want to regenerate auto number part also of the Item Serial number.
- Renumbering - Click this button to regenerate the Item Serial numbers. On clicking this button, an *Item Serial Numbers Renumbering* message box appears. Click the *Yes* button in the message box to regenerate the existing Serial numbers. If you have enabled the *Regenerate Auto No. also* option then auto number part of the existing Serial number will also be regenerated otherwise only the other components of the existing Serial number will be changed. For example, you have made changes in the Item Serial number Structure and specified the Custom string as DEF instead of ABC and Auto Number of five characters instead of three characters. Three auto Serial numbers ABC001, ABC002 and ABC003 already exist for the item. Now if the option of *Regenerate Auto Serial Number also* is not enabled then then on clicking the *Renumbering* button, existing Serial numbers will be changed to DEF001, DEF002, DEF003. Otherwise if the option of *Regenerate Auto Number also* option is enabled then existing Serial numbers will be changed to DEF00001, DEF00002, DEF00003.
- Click the *Save* button.

☞ Serial Numbers created manually will not be regenerated.

Item Serial No. Warranty Tracking

This group gets activated if you have enabled the *Maintain Item Serial No. Warranty also* option in the *Sr. No.- wise Detail Options* window that appears while configuring *Sr. No.* details in *Administration > Configuration > Features/Options > Inventory* tab. Under this group, there are various data fields. The data fields are:

- Track Purchase Warranty - Enable this option, if you want to maintain Purchase warranty.
- Purc Warranty Months - This option appears if you have enabled *Track Purchase Warranty* option. Specify default Purchase warranty months.
- Track Sales Warranty - Enable this option, if you want to maintain Sales warranty.
- Sale Warranty Months - This option appears if you have enabled *Track Sales Warranty* option. Specify default Sales warranty months.
- Track Installation Warranty - This option is active only if you have enabled the option of *Maintain Item Serial No. Installation details also* that appears while configuring serial number details in *Administration > Configuration > Features/Options > Inventory* tab. Enable this option if you want to maintain item serial number installation details.
- Install. Warranty Months - Specify the default item serial number installation warranty months.

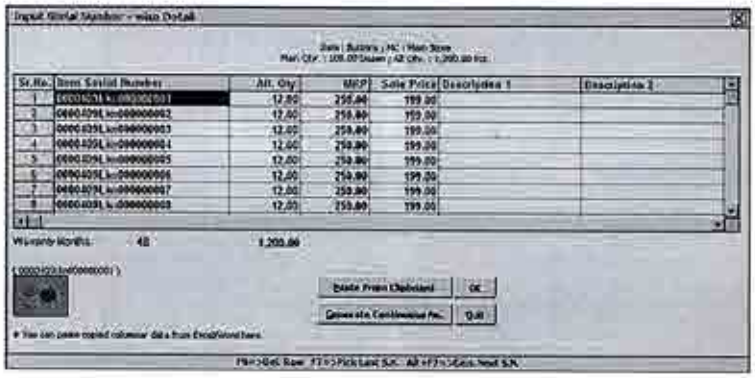
If you have specified some opening stock and have specified 'Y' in the *Enable Serial No. Tracking* data field then while saving the *Item* master, an *Input Serial Number wise Detail* window appears.

The data fields and option in the *Input Serial Number wise Detail* window are dependent on the option selected in the *Item Serial Numbering Type & Warranty Details* window. Let us first discuss the *Input Serial Number wise Details* window that appears on selecting *Manual Numbering* option.

Given here is a screenshot of *Input Serial Number Wise Detail* window if you have selected the *Manual Numbering* option in the *Item Serial Numbering Type & Warranty Details* window.

Input Serial Number Wise Detail window

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In the window, a data field, grid and various buttons appear. The data field, grid and buttons are:

- Warranty Months
- Serial No. Detail grid
- Paste From Clipboard
- Generate Serial No.

Warranty Months

This data field appears if you have enabled *Track Purchase Warranty* option in *Item Serial Numbering Type & Warranty Details* window. Specify the warranty months for the item.

Serial No. Detail Grid

In the *Serial No. Detail* grid, there are various fields. The fields are:

- Item Serial Number - Enter the item serial number in this data field.
- Alt. Qty. - This field appears if you have enabled the option of *Maintain Item Serial Number Alt Unit detail also* in the *Serial Number - wise Detail Options* window that appear while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab and have specified different Main and Alternate unit with item. Specify the quantity in Alternate unit for the specific Serial number.
- MRP - This field appears if you have enabled the option of *Maintain MRP also* in the *Serial Number - wise Detail Options* window that appears while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab. By default the Item MRP as entered in the *MRP* data field of the *Item* master appears here. You can change it as per your requirement.
- Sale Price - This field appears if you have enabled the option of *Maintain Sale Price also along with MRP* in the *Serial Number - wise Detail Options* window that appear while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab. By default the Item Sale price as entered in the *Sale Price* data field of the *Item* master appears here. You can change it as per your requirement.
- Description - Various columns as specified in the *Item Serial No. - wise Description* window that appears while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab appears here. Enter the Serial number description in various columns.

Paste From Clipboard

Click this button to paste data from clipboard to various fields of the *Serial Number Detail* grid.

Generate Serial No.

Click this button to specify the basis for generation of serial number. On clicking this button, a *Generate Auto Item Serial Numbers* window appears. In the window, there are various data fields. The data fields are:

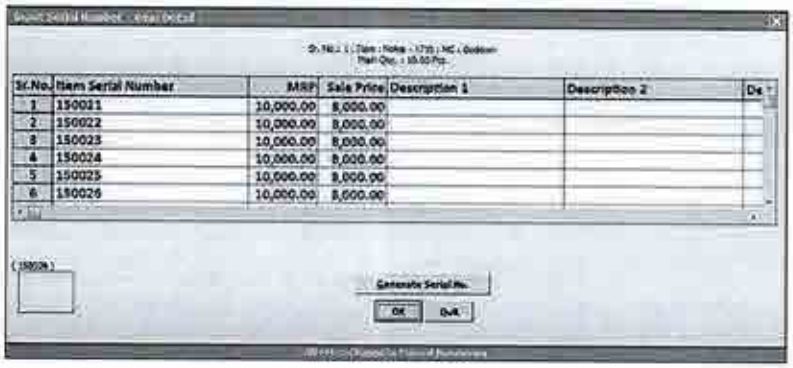
- Starting Serial No. - Enter the starting serial number in this field.
- No. of Serial Numbers - Enter the number of Serial numbers to be generated.
- Alt Qty. - This field appears if you have enabled the option of *Maintain Item Serial Number Alt Unit detail also* in the *Serial Number - wise Detail Options* window that appear while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab and have specified different Main and Alternate unit with item. Specify the quantity in Alternate unit for the Serial number.
- Item MRP - This field appears if you have enabled the option of *Maintain MRP also* in the *Serial Number - wise Detail Options* window that appear while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab. By default Item MRP as entered in the *MRP* data field of the *Item* master appears here. You can change it as per your requirement.
- Sales Price - This field appears if you have enabled the option of *Maintain Sale Price also along with MRP* in the *Serial Number - wise Detail Options* window that appear while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab. By default Item Sale price as entered in the *Sale Price* data field of the *Item* master appears here. You can change it as per your requirement.

On the basis of the data specified in the *Generate Auto Item Serial Numbers* window, serial numbers and other information will be generated and will be filled in the *Serial No. Detail* grid.

Let us now discuss the *Input Serial Number wise Details* window that appears on selecting the *Automatic Numbering* option. Given here is a screenshot of *Input Serial Number wise Details* window that appears on selecting the *Automatic Numbering* option.

Input Serial Number - wise Details window

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Sr.No.	Item Serial Number	MRP	Sale Price	Description 1	Description 2	De
1	150021	10,000.00	8,000.00			
2	150022	10,000.00	8,000.00			
3	150023	10,000.00	8,000.00			
4	150024	10,000.00	8,000.00			
5	150025	10,000.00	8,000.00			
6	150026	10,000.00	8,000.00			

In the *Input Serial Number - wise Details* window, various data fields and buttons are:

- Serial Number Details grid - In the *Serial Number Details* grid, there are various fields. The fields are:
  - Item Serial Number - By default the Serial numbers are created as per the structure specified for the Serial number generation in the *Item* master. You cannot change the auto generated Serial numbers.
  - Alt. Qty. - This field appears if you have enabled the option of *Maintain Item Serial Number Alt Unit detail also* in the *Serial Number - wise Detail Options* window that appears while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab and have specified different Main and Alternate unit with item. Specify the quantity in alternate unit for the specific Serial number.
  - MRP - This field appears if you have enabled the option of *Maintain MRP also* in the *Serial Number - wise Detail Options* window that appears while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab. By default the Item MRP as entered in the *MRP* data field of the *Item* master appears here. You can change it as per your requirement.
  - Sale Price - This field appears if you have enabled the option of *Maintain Sale Price also along with MRP* in the *Serial Number - wise Detail Options* window that appear while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab. By default the Item Sale price as entered in the *Sale Price* data field of the *Item* master appears here. You can change it as per your requirement.
  - Description - Various columns as specified in the *Item Serial No. - wise Description* window that appears while configuring Sr. No. details in Administration > Configuration > Features/Options > Inventory tab appears here. Enter the Serial number description in various columns.
- Warranty Months - This data field appears if you have enabled *Track Purchase Warranty* option in the *Item Serial Numbering Type & Warranty Details* window in the selected Item master. Enter the purchase warranty months in this data field.
- Regenerate Serial No. - Click this button to regenerate Item Serial numbers. This feature is useful in following case:
  - In a Multi user mode, if two users simultaneously opens the *Input Serial Number wise Details* window then both of them will be allotted same Serial numbers. In such a case, User who first clicks the *Save* button will get the allotted Serial number and when the other User will click the *Save* button then he will get an error message that Serial number already exists. In such a case, User can click this button to regenerate the Serial numbers.

MRP-wise Details

This data field appears if you have enabled the *MRP-wise Details* feature in Administration > Configuration > Features/Options > Inventory tab. Enable this option if you want to maintain MRP-wise stock of the item. This option can be used only if you have specified 'N' in *Batch-wise Detail, Parameter-wise Details* and *Serial No.-wise Details* option. If you enable this option and have specified some opening stock of the item then while saving the Item, an *MRP/Sale Price - wise Opening Stock* window appears in which you can enter MRP/Sales Price related details of the opening stock. Given here is a screenshot of *MRP/Sale Price - wise Opening Stock* window.

MRP/Sale Price - wise Opening Stock window



S.No.	MRP	Sale Price	Quantity	Amount
1	250.00	200.00	100.00	2,000.00
2				
3				
4				
5				

In the *MRP/Sale Price - wise Opening Stock* window, various data fields appear. The data fields are:

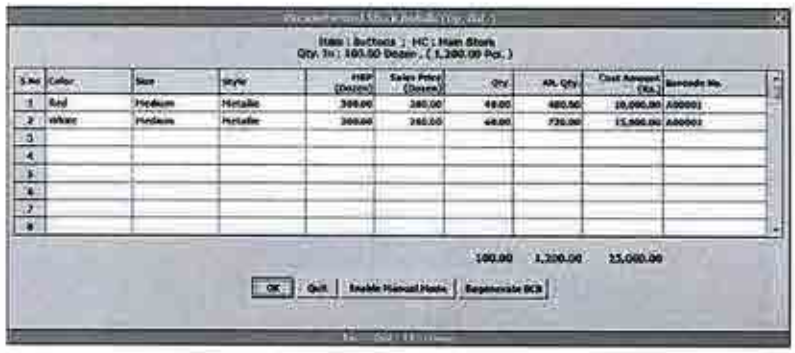
- MRP - Enter MRP of item in this data field.
- Sales Price - This data field gets activated if you have enabled *Maintain Sale Price also along with MRP* option in *MRP - wise Detail Options* window in Administration > Configuration > Features/Options > Inventory tab. Enter Sales price of the item in this data field.
- Quantity - By default opening stock as entered in the *Item Master - Add* window appears here. You can change it as per your requirement.
- Amount - By default value as calculated by multiplying quantity with MRP appears here. You can change it as per your requirement.
- Click the *Ok* button.

Parameterized Details

This data field appears if you have enabled the *Parameterized* Details option in the Administration > Configuration > Features/Options > Inventory tab. If you specify 'Y' in this field then while saving the *Item* master, a *Parameterized Stock Details* window appear. Given here is a screenshot of *Parameterized Stock Details (Op. Bal.)* window.

Parameterized Stock Details (Op. Bal.) window

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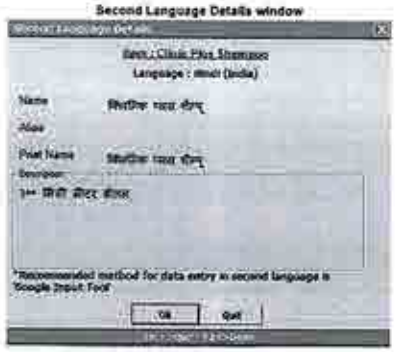
In the *Parameterized Stock Details (Op. Bal.)* window, various parameters as specified for the Item Group under which the Item falls appear. Various data fields under the *Parameterized Stock Details* window are:

- Parameter - Various fields with Parameter names as configured in the *Item Group* master appears in the grid. Specify the value for each item parameter.
- MRP - This data field appears if you have enabled the option of *Maintain MRP also* in the *Parameter - wise Detail Options* window that appear while configuring parameter details in Administration > Configuration > Features/Options > Inventory tab. By default the Item MRP as entered in the *MRP* data field of the *Item* master appears here. You can change it as per your requirement.
- Sale Price - This field appears if you have enabled the option of *Maintain Sale Price also along with MRP* in the *Parameter - wise Detail Options* window that appear while configuring parameter details in Administration > Configuration > Features/Options > Inventory tab. By default the Item Sale price as entered in the *Sale Price* data field of the *Item* master appears here. You can change it as per your requirement.
- Qty - Specify the quantity in Main unit of item for parameter combination.
- Alt. Qty - This data field appears if you have enabled the *Alternate unit of Item* option in Administration > Configuration > Features/Option > Inventory tab. By default the quantity as calculated by the conversion factor specified with the parameter value in *Input Parameter Value Details* window that appear while configuring Parameter-wise Details in *Features/Options > Inventory* tab appears here. You can change it as per your requirement.
- Cost Amount - This data field appears if you have enabled the *Input Transaction Price & Value for each Parameter Combination* option in *Parameter - wise Details* window in *Features/Options > Inventory* tab. Specify the amount of item for this parameter combination.
- Bar Code No. - This data field appears if you have enabled the feature of *Generate Bar Code No.* in the *Parameterized Stock Details* window that appears while configuring Parameterized Details feature under *Administration > Configuration > Features / Options > Inventory* tab. If you have selected *Automatic* mode for generation of BCN then this data field displays the Bar Code number generated for the each parameterized row of item. Otherwise if you have selected manual mode of BCN generation then you have to specify the BCN in this data field.
- Enable Manual Mode - This button appears if you have selected *Automatic* mode for generation of BCN. Click this button if you want to switch to *Manual* mode for generation of BCN.
- Regenerate BCN - Click this button to regenerate BCN. This feature is useful in following case:
  - In a Multi user mode, if two users simultaneously opens the *Parameterized Stock Details* window then both of them will be allotted same BCN. In such a case, user who first clicks the *Save* button will get the allotted BCN and when the other user will click the *Save* button then he will get an error message that BCN already exists. In such a case, user can click this button to regenerate the BCN.

Second Language

This button appears only when you have enabled *'Enable Second language Support'* option that appears under Administration > Configuration > Features/Options > General tab. On clicking this button a *'Second language Details'* window appears. You can specify Item Name, Alias, Print Name and Description in any other language specified by you at the time of enabling this feature. This will be helpful at the time of Invoice printing where the specified data can be print in second language. Given here is a screenshot of *Second Language Details* window.

Second Language Details window



Specify Default MC

This data field appears if you have enabled the option of *Specify MC at Item Level* that appears while configuring *Enable Multi - Godown Inventory* option in Administration > Configuration > Features / Options > Inventory tab. Specify 'Y' in this data field to tag Material Centre to the item. On specifying 'Y' in this data field, a data field next to it appears. Select the required Material Centre to be tagged with the item.

Freeze MC for Item

This data field gets active on specifying 'Y' in the *Specify Default MC* data field. Specify 'Y' in this data field to freeze the selected Material Centre with the item. Freezing here implies that the item will be despatched / received from / at the selected Material Centre only. In other words, while making sale /

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purchase transaction for the item, no Material Centre will be asked and the stock of the item will be increased / decreased at the selected Material Centre only.

Total No of Authors
This data field appears only when you enable the *Royalty calculation* option in *Administration > Configuration > Features/Options > Accounts* tab. Enter in this data field, the number of authors to whom royalty is to be paid. You can enter maximum 10 number of authors. When you enter a value greater than zero in this field then a *Royalty Info* window appears. Given here is a screenshot displaying *Royalty Info* window.

Royalty Info window



- Select name of the author and the percentage of royalty to be paid in the respective fields.
- Specify the discount percentage (if any) to be provided on MRP / Sale price of the item.

Pick Item Sizing Info from Item Description
Specify 'Y' in this data field if you want to maintain item sizing information for this item. On specifying 'Y' in this data field, an *Applicable on Unit* data field gets activated. This field gets activated only if you have enabled *Alternate unit with Item* feature in *Administration > Configuration > Features/Options > Inventory* tab, and have specified different Main and Alternate unit for the item. Select from the list Main or Alternate unit on which you want item sizing information to be applicable.
- After you have entered appropriate information in all the data fields, click the *Save* button to save the new item information.

On clicking the *Save* button, an *Item Sale Price Calculation Configuration* window appears. This window appears if you have enabled the *Calculate Item Sales Price from Purchase Price* option in *Administration > Configuration > Features / Options > Inventory tab*. Given here is a screenshot of *Item Sale Price Calculation Configuration* window.

Update Item Sale Price Configuration window



In the *Item Sale Price Calculation Configuration* window, following groups with various data fields appear:
- Required At
- Updation Mode
- Round Off Mode

Required At
Select the level at which sale price updation is required. You can update item's sale price, sale price for each parameter combination or for each serial number of item.

Updation Mode
Select the updation mode according to which sale price will be updated. Various options under this group are:
- Absolute
- Percentage
- Percentage Inclusive

Absolute
Select this option to add an absolute amount to purchase price to make it sale price. On enabling this option, a *Specify Amount* data field appears in which you can specify the amount which will be added to the purchase price to make the sale price.

Percentage
Select this option to add certain percentage of purchase price to purchase price itself to make it as sale price. On enabling this option, a *Specify Percentage* data field appears in which you can specify percentage of purchase price which will be added to the purchase price to create new sale price.

Percentage Inclusive
Select this option to specify the percentage which when subtracted from sale price comes equivalent to purchase price. For example, if Purchase price is Rs. 100 and you specify percentage as 10 then it means:

Sale Price - 10% of Sale Price = 100

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or in other words

Sale Price = Purchase Price * 100
100 - (Specified Percentage)

Now as per above formula, Sale Price will come as 111.11 and when you subtract 10% of Sale Price i.e. 11.11 from Sale Price then it comes equal to Rs. 100 (111.11 - 11.11).

Rounding Off Mode
Under this group, you can select the rounding off option for the sale price. Various options under this group are:
- Always Upper - Select this option to round off sale price always on the upper side.
- Always Lower - Select thus option to round off sale price always on the lower side.
- Automatic - Select this option to round off sale price automatically. For example, you have specified Rounding off nearest to 10, in such a case if value is less than 5 it will be rounded off to 0 and if value is greater than 5 then it will be rounded off to 10.
- None - Select this option if you do not want to round off sale price.
- Rounding off nearest to - Specify the number, nearest to which the sale price will be rounded off.

Consider Purchase Price Basis
Select the basis on which purchase price is to be considered from the list. Following options appear under the list:
- List price - List price is the book price or market price at which an item is purchased. For example - Smart Clothing purchased a shirt for Rs.500. So, *list price =Rs.500.*
- Discounted price - Discounted price is *List price* minus *Discount received.* For example - Smart Clothing purchased a shirt of Rs.500 at a discount of 10%. So, *Discounted price* is *500 - 10% of 500 = 450*
- Effective price – Effective price is the total amount paid for purchasing an Item including charges in bill sundry. For example - Smart Clothing purchased a shirt of Rs.500 at a discount of 10% and Rs.40 as alteration charges charged in bill sundry. So, *Effective price is 500 – 10% of 500 + 40 = 490.*

☞ In case of *Effective price*, Bill sundry master must affects the cost of goods in purchase. So, you have to specify 'Y' in front of *'Affects the cost of goods in purchase'* in Bill Sundry master.

- All inclusive price – All inclusive price is the total amount paid for purchasing an Item including VAT and other bill sundries. For example - Smart Clothing purchased a shirt of Rs.500 at a discount of 10% and Rs.40 as alteration charges + 12.5%VAT in bill sundry. So, *All inclusive price is 500 – 10% of 500 + 40 +12.5% of 500 = 552.5.*

On clicking the *Ok* button, a *Broker Details* window appears. This window appears if you have selected *Item Level* option in the *Brokerage to be specified at* group under *Broker Configuration* window that appears while configuring *Broker-wise Reporting* in *Features / Options*. Given here is a screenshot of *Broker Details* window.

Broker Details window



In the *Broker Details* window, various data fields appear. The data fields are:
- Specify Default Broker - Specify 'Y' in this data field to specify default broker for the item.
- Broker Name - This data field gets active on specifying 'Y' in the above data field. Select the required broker from the list.
- Freeze Broker - Specify 'Y' in this data field to freeze selected broker with the item. In other words, on specifying 'Y' in this data field, the broker as specified in the *Broker Name* data field will be freezed with the item and no other broker will allowed to be used with item.
- Specify Default Brokerage - This group gets active only if you have selected *Item* master option in the *Default Brokerage to be picked from* group under *Broker Configuration* window that appears while configuring *Broker-wise Reporting* in *Features / Options*.
- Brokerage Details - This group gets active only if you have specified 'Y' in the above data field. Various options that appear under this group are:
  - Mode - Select the mode of brokerage.
  - Brokerage Percent - Specify the rate / percentage at which brokerage is to be charged.
  - Freeze Brokerage - Specify 'Y' in this data field to freeze rate / percentage of brokerage with the item.

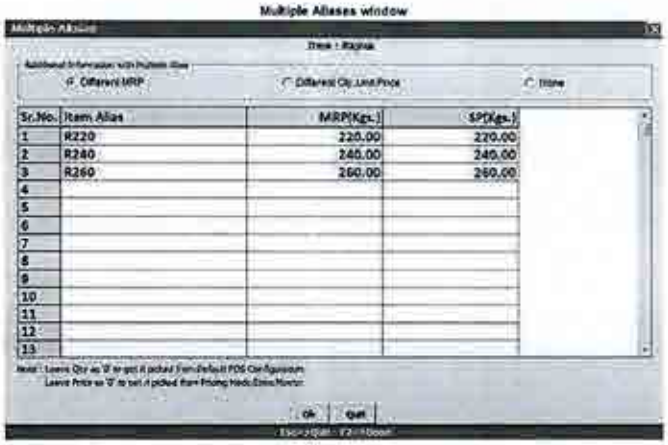
☞ If the state selected in *Administration > Configuration > Features/Options > General* tab is Rajasthan then two more data fields *Schedule Entry No.* and *Serial No.* appear in the *Item Master - Add* window. Specify the required data in the data fields.
If the state selected in *Administration > Configuration > Features/Options > General* tab is Uttar Pradesh then a *Commodity Code* data field appears in the *Item Master - Add* window. Specify the required data in the data field.

At the bottom of the *Item* master window, following buttons appear:
- Notes - Click this button to enter Notes for the *Item* master. On clicking this button, an *Item Notes* message box appears. This message box appears if you have not enabled the feature of *Maintain Notes with Item master* in *Administration > Configuration > Features / Options > Inventory* tab. Otherwise, if you want to enable this feature from *Item* master itself then click *Yes* button in the message box. After enabling this feature, you can enter Notes for the *Item* master. For adding Notes, a *Notes* window appears on clicking the *Notes* button. Enter appropriate Notes in the window.

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- Opt. Fields - Click this button to enter value for the Optional Fields of Item master. On clicking this button, an *Optional Fields* message box appears. This message box appears if you have not enabled the Optional Fields for *Item* master in *Administration > Configuration > Masters Configuration* option. Otherwise if you want to enable and configure this feature from *Item* master itself then click *Yes* button in the message box. After enabling and configuring this feature, you can enter value for the Optional Fields. To enter value for Optional Fields, click the *Optional Fields* button provided in the *Item* master. On clicking the *Optional Fields* button, an *Optional Fields* window appears in which you can enter the required values.
- Multiple Alias - Click this button to enter multiple Alias for the item. On clicking this button, a *Multiple Alias* message box appears. This message box appears if you have not enabled the option of *Multiple Alias in Item master* in *Administration > Configuration > Features / Options > POS tab*. If you want to enable this feature then click the *Yes* button in the message box. After enabling this feature, a *Multiple Aliases* window appears. Given here is a screenshot of *Multiple Aliases* window.

Multiple Aliases window



In the window, there are three options:

- *Different MRP* - Select this option if, you want to specify different M.R.P for multiple Alias of an Item. For example - You have purchased rajma for Rs. 220/kg. When you purchased it again you get it for Rs. 240/kg. So, in this case you can specify multiple alias for rajma with different M.R.P.'s and selling price. Now, at the time of sale, whichever Item alias you will select, price will be displayed as specified with the selected Alias.
- *Different Qty.,Unit, Price* - Select this option if, you want to specify different qty., unit and price of an Item. For example, you deal in Rice and maintain different packages of 5 kgs., 2 kgs., 1kg., 500gm. and 250gm. Now, you can maintain various Alias for rice and specify different qty., unit and price for them.

To specify different quantities, first you have to create *Unit Conversion* masters.

- *None* - Select this option when you just want to specify various Alias of an item and not price.

You can enter maximum hundred Alias for an item.

- Item Image - This button displays the image of the *Item* master if it exists in the folder specified for the Items images in the *Administration > Configuration > Features/Options > Inventory* tab. Otherwise, if no image is found for the *Item* master then it will display the text as Item Image.

- Click the *Save* button to save the item details. If you do not want to create a new item then click the *Quit* button.

If screen resolution of your machine is 1280 and above, extra space in right hand side of the voucher will show extra information entered in optional fields or in pop-up windows at the time of entering voucher.

Modify

With the *Modify* option, you can make modifications to the item details as per your requirements. For example, you can change the name, alias and so on of the item. To modify the item details, click *Administration > Masters > Item > Modify* option.

- On clicking the *Modify*option, a *Select Item to Modify* window appears.
- Select the item that you want to modify and click the *Select* button. Next an *Item Master - Modify* window appears. This window is similar to the *Item Master - Add* window. You can make appropriate changes in the *Item Master - Modify* window.

At the top left corner of the *Item Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

There are certain limitations in modifying the item information. Let us discuss these limitations in detail. You cannot modify the data fields listed here:

- Unit
- Alternate Unit
- Opening stock in Main and Alternate Unit

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- Packaging Unit

Unit
You cannot modify a unit in the conditions listed here:
- The item has been used in any other master like BOM
- Any transaction exists for this item

Alternate Unit
You cannot modify an Alternate unit in the conditions listed here:
- Any transaction exists for this item

Opening Stock in Main and Alternate unit
You cannot modify opening stock of Main and Alternate unit in the conditions listed here:
- If the current financial year and beginning financial year are not same
- Data has been frozen

Packaging Unit
You cannot modify Packaging unit in the conditions listed here:
- Any transaction exists for this item

Now that you are aware of the limitations, you can make modifications in the data fields.
- After you have made the modifications in the item information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the items of your company. On clicking the *List* option, a *List of Items* message box appears. In the message box, there are two options:
- Screen - If you want the list of items on the screen, click the *Screen* button.
- Printer - If you want the list of items to be printed, click the *Printer* button.

Screen

On clicking the *Screen* button, a *Report Options* message box appears. In this message box, there are three options:
- Standard Format - This option displays items in the standard format as set by BUSY.
- Configurable (Alphabetical) - This option displays all the items in an alphabetical order.
- Configurable (Hierarchical) - This option displays all the items in a hierarchy of the item Groups.

Standard Format

Select this option to view list of items in the standard format as set by BUSY. On selecting this option, an *Items List* message box appears. In the message box, there are two options. The options are:
- All Items - This option displays all the items in the company.
- Group of Items - This option displays only those items that come under the Item Group specified by you.

On selecting either of the options, a *List of Items* window appears with following options.
- Group Name - This option appears if you have selected *Group of Items* option in the *Items List* message box. Select the required Item Group for which you want to view the list.
- Select Master Series Group - This option appears if you have enabled the *Enable Master Series Group* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Select the required Master Series Group, items tagged under which will be displayed in the list.
- Filter on Tax Category? - Specify 'Y' in this data field if you want to filter list of items Tax Category wise.
- Select Tax Category - This option gets enabled only when you specify 'Y' in *Select Tax Category* data field. Select the Tax Category on which you want to filter the list.
- Show Tax Category also? - Specify 'Y' in this data field if you ant to see Tax Category in list of Items.

On selecting any of the above option, a *List of Items* window appears displaying list of items as per the criteria specified by you. At the top left corner of the *List of Items* window, there are various buttons. The buttons are:
- Email
- Print
- Refresh
- Export
- Filter
- Search

Configurable (Alphabetical)

Select this option to view list of items in an alphabetical order. On selecting this option, an *Items List* message box appears. In the message box, there are two options. The options are:
- All Items - Select this option to view list of all the items.
- Group of Items - Select this option to view list of items falling under a particular Item Group.

On selecting any of the above option, a *List of Items* window appears displaying list of items as per the criteria specified by you. At the top left corner of the *List of Items* window, there are two buttons. The buttons are:
- Export
- Refresh

Configurable (Hierarchical)

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Select this option to view list of items in the hierarchy of their Item Groups. On selecting this *option* a *Chart of Items* window appears. *Chart of Items* window displays the items in the hierarchy of Item Groups. At the top and bottom of the window there are certain options:

- Export - This option allows you to export the item information to another format such as HTML, MS Excel format or Text file.
- Refresh - This option allows you to refresh the list of items.
- Select Fields - This option allows you to customize the data fields that are displayed in the window. By default five data fields appear. These data fields are *Name, Alias, GroupName, Op. Amt.,* and *Op. Stock*. You can add or delete any data field according to your requirement.
- Add New Items - This option allow you to add a new *Item* master.
- Quit - This option allows you to close the window.

Printer

On clicking the *Printer* button, a *List of Items* message box appears with two options:

- All Items - This option prints all the items in the company.
- Group of Items - This option prints only those items that come under the Item Group specified by you.

On selecting any of the two options, a *Printing Options* window appears. You need to enter the appropriate information in the data fields in the window. Some of the common data fields that appear are:

- Group Name - This option appears if you have selected *Group of Items* option in the *List of Items* message box. Select the required Item Group.
- Select Master Series Group - This option appears if you have enabled the *Enable Master Series Group* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Select the required Master Series Group, items tagged under which will be displayed in the list.
- Starting Page No.
- Print Page No. on Report
- Printer Driver
- DOS Emulation
- Spool File Name

For information on the printing options, click Printing Options. You can enter the information in the data fields for printing purpose.

- After you have entered the information, click the *Ok* button to print the item information.

See Also

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Item related Reports

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Item Group Master

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Administration > Masters > Item Group Master

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An Item Group is a broad level categorization under which similar types of items are grouped. All items are classified under *Item Groups*. In BUSY, *Item Groups* can be created or modified using the *Item Group* master. When you create a new company an Item Group, General, is created by default for your convenience. *Item Groups* are classified in primarily two categories:

- Primary - These item groups represent the top-most level in the hierarchy of item groups.
- Secondary - These item groups are grouped under the Primary groups.

To create, modify, or delete an *Item Group* master, the *Masters* menu provides the *Item Group* option. To use the option, click *Administration > Masters > Item Group*.

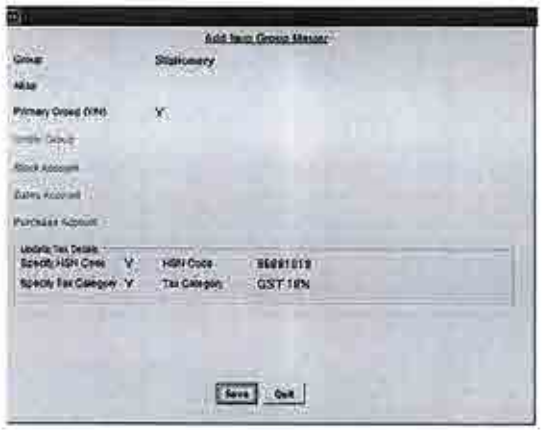
- On clicking the *Item Group* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, an *Item Group Master - Add* window appears. Given here is a screenshot of the *Item Group Master - Add* window.

Item Group Master - Add window

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At the top left corner of the *Group Master - Add* window, there are three buttons:
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

To enter information for an item group, there are various data fields:
- Group Name
- Alias
- Primary Group (Y/N)
- Under Group
- Stock Account
- Sales Account
- Purchase Account
- Update Tax Details Group
- Tag Bill Reference Group
- Parameterized Stock Details Configuration

Group Name
Enter the name of the Item Group to be created. You can enter a name up to 40 characters.

Item Group and Item master are two different masters. Thus, you can create an item master and an Item Group with the same name. As a standard practice you should avoid giving same name to Item Group and Item master to avoid confusion.

Alias
Enter an abbreviation or a short name for the Item Group.

Primary Group (Y/N)
Enter 'Y' if you want to create a Primary Group. You can refer to *Primary Group* as Parent Group. Parent groups are the groups that are at the top-most level in group hierarchy and do not come under any other group.

Under Group
This data field becomes active only if you enter 'N' in the *Primary Group* data field. Select the group under which you want to create the sub-group. You can select from the drop-down list of all the existing Item Groups and sub-groups in alphabetical order. In the screenshot given above, Item Group *Zip* is taken under the Primary Group *Accessories*

For more information, click the topic Name, Alias, and Primary Group.

Stock Account
This data field appears if you have selected *Item Group* option in *Tag Stock. Acc. With* feature in *Adminsitration > Configuration > Features / Options > Inventory* tab. Select the account to be debited / credited when items falling under this Item Group will be purchased / sold.

Sales Account
This data field appears if you have selected *Item Group* option in *Tag Sale / Purc. Acc. With* feature in *Adminsitration > Configuration > Features / Options > Inventory* tab. Select the account to be debited when the items falling under this Group will be purchased.

Purchase Account
This data field appears if you have selected *Item Group* option in *Tag Sale / Purc. Acc. With* feature in *Adminsitration > Configuration > Features / Options > Inventory* tab. Select the account to be credited when the items fallling under this Group will be sold.

Update Tax Details Group
This group appears if you have selected *GST as* Tax Type at the time of company creation. Under this group, following two data fields appear:

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Specify HSN Code

Specify 'Y' in this data field to enter HSN code of a particular Item group.

HSN Code

This data field appears when you have specified 'Y' in *Specify HSN Code* option. Specify HSN Code of the Item group. All the Items falling under a particular Item group will have same HSN Code as specified by you.

Specify Tax Category

Specify 'Y' in this data field to enter tax rate of a particular Item group.

Tax Category

This data field appears when you have specified 'Y' in *Specify Tax Category* option. Specify Tax rate of the Item group. All the Items falling under a particular Item group will have same Tax rate as specified by you.

Tag Bill Reference Group

This group appears if you have selected *Item Group* option in *Tag Bill Reference Group With* option while configuring *Bill-by-bill Details* under *Features/Options > Accounts* tab. Under this group, following two data fields appear:

Specify Bill Reference Group

This data field appears if you have selected *Item Group* option in *Tag Bill Reference Group With* option while configuring *Bill-by-bill Details* under *Features/Options > Accounts* tab. Specify 'Y' in this data field to tag Bill Reference Group with the *Item Group* master.

Bill Reference Group

This data field gets active, if you have specified 'Y' in the *Specify Bill Reference Group* data field. Select the required Bill Reference Group to be tagged with *Item Group* master.

Parameterized Stock Details Configuration

This group appears if you have selected the *Parameterized Details* option in the *Batch/MRP/Serial No. / Parameter-wise Details* window in *Inventory* tab. Under this group two options appear. The options are:

- Use Default Config
- Use Separate Configuration
- Use Separate Structure for BCN Generation

Use Default Config

Select this option if you want to use default parameterized configuration with the Item group as specified in the *Features/Options*.

Use Separate Configuration

Select this option if you want to define a separate parameterized configuration for the Item Group. On selecting this option, a data field and button gets active. The data field and button are:

- No. of Parameters - Specify the number of parameters required with the Item of this Item Group.
- Configure - Click this button to configure parameter details. On clicking this button, a *Parameterized Stock Configuration* window appears. Given here is a screenshot of *Parameterized Stock Configuration* window.

Parameterized Stock Configuration window



In the *Parameterized Stock Configuration* window, various data fields appear. Number of data fields that appear are equivalent to the number of parameters specified in the *Specify No. of Parameters* data field. Various data fields that appear are:

- Name - Enter the name for the parameter.
- Entry Type - Enter the type of parameter. In this data field, there are two options. The options are:
  - Open - Select this option if you want to enter value for the parameter at the time of data entry.
  - Predefined Value - Select this option if you want to define a list of the various parameter value and later select the value from the list at the time of entry. For example, you have created a parameter named Size and you want to define a list of various values such as M, XL, XXL so that at the time of data entry you can choose the exact value. For this purpose, you can choose the *Predefined* option.
- Add Values - This button gets activated if you have selected the *Predefined* option. On clicking this button, an *Input Parameter Value Details* window appears. In the window, you can specify different value for the list. Given here is a screenshot of *Input Parameter Value Details* window.

Input Parameter Value Details window

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- Parameter Value - Specify the value for the parameter this data field.
- Alias - Specify Alias for parameter value.
- Specify Alt.Unit Con. Factor - This data field is active only if you have enabled the *Alternate Unit of Items* option. Specify 'Y' in this data field if you want to maintain parameter wise conversion factor between the Main and Alternate unit of item.
- Con. Factor - This data field is active only if you have specified 'Y' in the *Specify Alt.Unit Con. Factor* data field. Specify the conversion factor between the Main and Alternate unit of the item. The conversion factor you specify here will be applicable for this parameter only.

Use Separate Structure for BCN generation

This option appears if you have enabled the option of BarCode number generation while configuring Parametrized Configuration. Enable this option if you want to specify a separate BCN generation configuration for the Item Group. On enabling this option, you can select the structure applicable for BCN generation and can configure the Structure also. To configure a structure, you need to click *Structure Config* button that appears next to this option. On clicking the *Structure Config* button, a *BCN Structure Configuration* window appears. Given here is a screenshot of *BCN Structure Configuration* window.

BCN Structure Configuration window

In the*BCN Structure Configuration* window, following options appear:

- BCN Structure - Select required BCN Structure.
- Add Structure - Click this button to add a new structure.
- BCN Strcuture Configuration Grid - Under this grid following fields appear:
  - Component - Select the component to be used in Bar Code number generation.
  - Width - Specify the number of characters to be used for the select component.
  - Padding Char - Specify the padding character to be added to make it equal to the total width specified.
  - Alignment - Specify the alignment of the component.

Master Series Group Tagging

If you have enabled the feature of Master Series Group Tagging for *Item Group* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving Item Group master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the Item Group master. Tagging Account master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Item, Item Group and other Masters.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Item Group information. If you do not want to create a new Item Group then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the Item Group details as per your requirements. For example, you can change the name, alias of the Item Group. To modify the Item Group details, click *Administration > Masters > Item Group > Modify* option.

- On clicking the *Modify* option, a *Select Group to Modify* window appears.
- Select the Item Group that you want to modify and click the *Select* button. Next an *Item Group Master - Modify* window appears. This window is similar to the *Item Group Master - Add* window. You can make appropriate changes in the *Item Group Master - Modify* window.
- An *Update In Items* button appears when you have selected GST as tax type at the time of company creation. On clicking this button all the changes made like HSN Code, Tax Category will be updated in Item master.

At the top left corner of the *Group Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

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For information about the function of the buttons, click the buttons.
- After you have made the modifications in the Item Group information, click the *Save* button to save the changes.

List
List menu option allows you to generate a list of all the item groups of your company. On clicking the *List* option, a *List of Item Groups* message box appears. In the message box, there are two options:
- Screen - If you want the list of item groups on the screen, click the *Screen* button.
- Printer - If you want the list of item groups to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Material Centre Master

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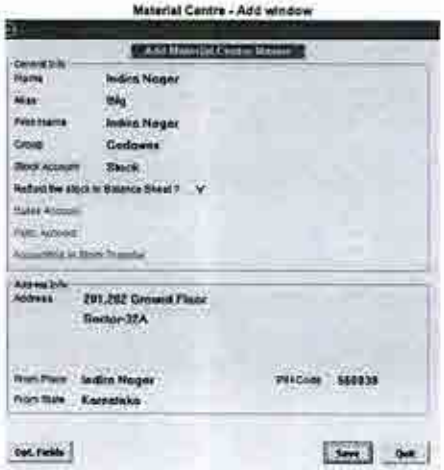
Administration > Masters > Material Centre Master

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This option appears in *Masters* menu only if you have enabled the feature of *Enable Multi-Godown* in *Administration > Configuration > Features/Options > Inventory tab*. A Material Centre can be defined as a place where the stock is kept. For example, a Material Centre can be a godown, production floor, almirahs, stores and so on. For example, Smart Clothing, a garment manufacturing company, keeps the stock of cotton yarn in the stores and finished product like shirts/trousers in the godown. Thus, for Smart Clothing the godowns and stores are Material Centres. When you create a new company, a Material Centre, Main Store, is created by default for your convenience. To create, modify, or delete a Material Centre, the *Masters* menu provides the *Material Centre* option. To use the option, click *Administration > Masters > Material Centre*.
- On clicking the *Material Centre* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add
- On clicking the *Add* option, an *Add Material Centre Master* window appears. Given here is a screenshot of *Add Material Centre Master* window.

Material Centre - Add window



At the top left corner of the *Add Material Centre Master* window, there are three buttons:
List
Copy
Paste

For information about the function of the buttons, click the buttons. To enter information for a Material Centre, there are two sub-windows:
- General Info.
- Address Info.

General Info.
In the *General Info.* Sub-window, there are six data fields:
- Name
- Alias
- Print Name
- Group

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- Stock
- Reflect the stock in Balance Sheet
- Sales Account
- Purc. Account
- Specify Bill Reference Group
- Bill Reference Group

Name
Enter name of the Material Centre in this data field. You can enter a name upto 40 characters.

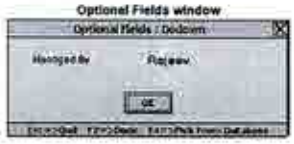
Alias
Enter an abbreviation or a short name for the Material Centre.

Print Name
Enter the Print Name for the Material Centre.

If you have specified 'Y' in the 'Generate Print Name Automatically' data field in the *Administration > Configuration > Masters Configuration* then Print Name as configured in *Masters Configuration* will appear automatically. However you can change it as per your requirement. Also, in this case the *Print Name* data field will appear after the *Group* data field.

Group
Select appropriate Material Centre Group under which the Material Centre falls. After selecting the Material Centre Group, when you press *Enter* key, an *Optional Fields* window appears. This window appears if you have specified Optional Fields for Material Centre in *Administration > Configuration > Masters Configuration* option. Given here is a screenshot of *Optional Fields* window.

Optional Fields window



- Enter the value in optional fields and click *Ok* button.

For more information, click the relevant topics, Name, Alias, Print Name and Group.

Stock
This data field appears if you have selected *Item Group* option in *Tag Sale / Purc. Acc. With* feature in *Administration > Configuration > Features / Options > Inventory* tab. Select the account under which the stock of particular Material Centre falls. In other words, you need to specify the account in which the value of stock at the Material Centre will be recorded. Generally, some companies use the name Stock account while some use Stock-in-Hand. You can select the account as per your requirement. By default, Stock account appears in this data field.

Reflect Stock in Balance Sheet
If you enter 'Y' in this field then stock of this Material Centre will be displayed in the Balance Sheet otherwise stock of this Material Centre will not be displayed in the Balance Sheet.

Sales Account
This data field gets active only if you have selected the *Material Centre* option in *Sale / Purchase Account In* feature that appears under *Administration > Configuration > Features/Options > Inventory* tab. Select the account to be credited when an item is sold from this Material Centre.

Purc. Account
This data field gets active only if you have selected the *Material Centre* option in *Sale / Purchase Account In* feature that appears under *Administration > Configuration > Features/Options > Inventory* tab. Select the account to be debited when an item is received at this Material Centre.

Specify Bill Reference Group
This data field appears if you have selected *Material Centre* option in *Tag Bill Reference Group With* option while configuring *Bill-by-bill Details* under *Features/Options > Accounts* tab. Specify 'Y' in this data field to tag Bill Reference Group with the *Material Centre* master.

Bill Reference Group
This data field gets active, if you have specified 'Y' in the *Specify Bill Reference Group* data field. Select the required Bill Reference Group to be tagged with Mateial Centre master.

Address Info
In the *Address Info* Sub-window, following data field appears.

Address
Enter the address of the Material Centre in this field. The address can include city, state, and Pin code.

From Place
This data field appears only if you have enabled *'E-Way Bill Required'* feature from *Administration > Configuration > Features/Options >GST/VAT* Tab. Specify location/city of Material Centre. This is required in case, you have multiple Godowns at different locations (with different Place & PIN Code) from where delivery can be made.

Pin Code
This data field appears only if you have enabled *'E-Way Bill Required'* feature from *Administration > Configuration > Features/Options >GST/VAT* Tab. Specify PIN Code of location/city of Material Centre.

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From State
This data field appears only if you have enabled *'E-Way Bill Required'* feature from *Administration > Configuration > Features/Options >GST/VAT* Tab. Specify State where Material Centre is situated. This is required in case, you have multiple Godowns at different locations (in different states) from where delivery can be made.

At the bottom of the *Add Material Centre Master* window, an *Optional Fields* button appears. Click this button to enter value for the Optional Fields configured for *Material Centre* master. On clicking this button, an *Optional Fields* message box appears. This message box appears if you have not enabled the Optional Fields for the Material Centre master in *Administration > Configuration > Masters Configuration* option. In the message box, there are two buttons, *Yes* and *No*. Click the *Yes* button in the message box to enable and configure Optional Fields. After enabling and configuring this feature, you can enter value for the Optional Fields by clicking the *Optional Fields* button provided in the master. On clicking the *Optional Fields* button, an *Optional Fields* window appears in which you can enter the required values.

After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Material Centre information. On clicking the *Save* button, a *Tag Master Series Group* window appears. This window appears if you have enabled the feature of Master Series Group Tagging for *Material Centre* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Material Centre* master. Tagging *Material Centre* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Item, Material Centre and other Masters.

On clicking the *Ok* button in *Tag Master Series Group* window, an *Excise Information for Material Centre* window appears. This window appears if Excise is enabled for the company. Enter required details in the window and click the *Ok* button to save the information entered by you.

Modify

With the *Modify* option, you can make modifications to the Material Centre details as per your requirements. For example, you can change the name, alias of the Material Centre. To modify the Material Centre details, click *Administration > Masters > Material Centre > Modify* option.

- On clicking the *Modify* option, a *Select Material Centre to Modify* window appears.
- Select the Material Centre that you want to modify and click the *Select* button. Next a *Material Centre Master - Modify* window appears. This window is similar to the *Material Centre Master - Add* window. You can make appropriate changes in the *Material Centre Master - Modify* window.

At the top left corner of the *Material Centre Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Material Centre information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Material Centres of your company. On clicking the *List* option, a *List of Material Centre* message box appears. In the message box, there are two options:

- Screen - If you want the list of Material Centres on the screen, click the *Screen* button.
- Printer - If you want the list of Material Centres to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

Allocating Stock to Material Centre in Item Master
Material Centre related Reports

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Material Centre Group Master

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Administration > Masters > Material Centre Group Master

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This option appears in *Masters* menu only if you have enabled the feature of *Enable Multi-Godown* in *Administration > Configuration > Features/Options > Inventory tab*. A Material Centre Group is a broad level categorization under which similar types of Material Centres are grouped. All Material Centres are classified under Material Centre Groups. For example, Smart Clothing, a garment manufacturing company, has many godowns in the Delhi region that can be categorized under the group North Delhi Godowns, South Delhi Godowns and so on. In BUSY, Material Centre Groups can be created or modified using the *Material Centre Group* master. When you create a new company, three Material Centre Groups, Godown, Production Floors, and Stores are created by default for your convenience.

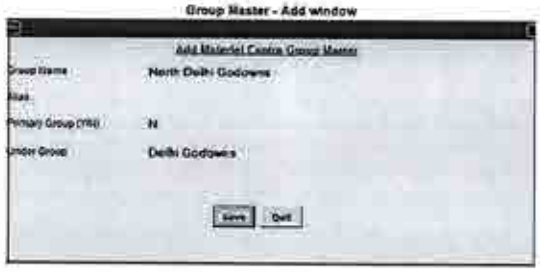
Material Centre Groups can be classified in primarily two categories:
- Primary - These Material Centre Groups represent the top-most level in the hierarchy of Material Centre Groups.
- Secondary - These Material Centre Groups are grouped under the Primary groups.

To create, modify, or delete a Material Centre Group, the *Masters* menu provides the *Material Centre Group* option. To use the option, click *Administration > Masters > Material Centre Group*.
- On clicking the *Material Centre Group* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Group Master - Add* window appears. Given here is a screenshot of the *Group Master - Add* window.

Group Master - Add window



At the top left corner of the *Group Master - Add* window, there are three buttons:
List
Copy
Paste

For information about the function of the buttons, click the buttons. To enter information for a group, there are four data fields:
- Group Name
- Alias
- Primary Group (Y/N)
- Under Group

Group Name
Enter the name of the Material Centre Group to be created.

Material Centre Group and Material Centre are two different masters. Thus, you can create a Material Centre master and a Material Centre Group with the same name. As a standard practice you should avoid giving same name to Material Centre Group and Material Centre master to avoid confusion.

Alias
Enter an abbreviation or a short name for the Material Centre Group.

Primary Group (Y/N)
Enter 'Y' in this data field if you want to create the Material Centre Group as a Primary Group. You can refer to Primary Group as Parent Group. Parent groups are the groups that are at the top-most level in group hierarchy and do not come under any other group.

Under Group
This data field becomes active only if you enter 'N' in the *Primary Group* data field. Select the group under which you want to create the Material Centre Groups as sub-group. You can select from the drop-down list of all the existing Material Centre Groups and sub-groups in alphabetical order. Let us understand with the help of an example. Smart Clothing company maintains different Material Centre Groups for Delhi with the name North Delhi Godowns, South Delhi Godowns and so on. It categorizes all these Material Centre Groups under the Primary Group, Delhi Godowns. Thus, it selects *Delhi Godowns* in the *Under Group* data field to categorize *North Delhi Godowns* Material Centre Group as sub-group under *Delhi Godowns* Primary Group.

For more information, click the topic Name, Alias, and Primary Group.

Master Series Group Tagging
If you have enabled the feature of Master Series Group Tagging for *Material Centre Group* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving *Material Centre Group* master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window

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In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Material Centre* Group master. Tagging *Material Centre* Group master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account Group, Item, Material Centre Group and other Masters.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Material Centre Group information. If you do not want to create a new Material Centre Group then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the Material Centre Group details as per your requirements. For example, you can change the name, alias of the Material Centre Group. To modify the Material Centre Group details, click *Administration > Masters > Mat. Centre Group > Modify* option.

- On clicking the *Modify* option, a *Select Group to Modify* window appears.
- Select the Material Centre Group that you want to modify and click the *Select* button. Next a *Group Master - Modify* window appears. This window is similar to the *Group Master - Add* window. You can make appropriate changes in the *Group Master - Modify* window.

At the top left corner of the *Group Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Material Centre Group information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Material Centre Groups of your company. On clicking the *List* option, a *List of Material Centre Groups* message box appears. In the message box, there are two options:

- Screen - If you want the list of Material Centre Groups on the screen, click the *Screen* button.
- Printer - If you want the list of Material Centre Groups to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Unit Master

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Administration > Masters > Unit Master

Busy

A unit can be any division of quantity accepted as standard unit of measurement or exchange. A unit defines a measurement standard or we can say a parameter to measure the items. There are different units to measure different items like the unit of wheat can be KG/Quintal, unit of oil is Litres and so on. In BUSY when you create a new company then by default some standard units are created for your convenience.

To create, modify, or delete a Unit, the *Masters* menu provides the *Unit* option. To use the option, click *Administration > Masters > Unit*.

On clicking the *Unit* option, three options are displayed. The options are:

- Add
- Modify
- List

Add

On clicking the *Add* option, a *Unit Master - Add* window appears. Given here is a screenshot of the *Unit Master - Add* window.

Unit Master - Add window

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Sanganer Airport, Jaipur-302031



At the top left corner of the *Unit Master - Add* window, there are three buttons:
List
Copy
Paste

For information about the function of the buttons, click the buttons. The data fields falling under *Unit Master - Add* window are:
- Unit Name
- Alias
- Print Name
- UQC (for GST e-Return)
- UQC (for E-Way Bill)
- UQC (for E-Invoice)
- Second language

Unit Name
Enter the name of the unit to be created. You can enter a name upto 10 characters.

Alias
Enter an Alias for the unit in this data field.

Print Name
Enter the Print Name for the unit.

UQC (for GST e-Return)
Select the Unit Quantity Code (UQC) that will be reflected in GST e-Return from the list.

UQC (for E-Way Bill)
Select the Unit Quantity Code (UQC) from the list for generating E-Way bill.

UQC (for E-Invoice)
Select the Unit Quantity Code (UQC) from the list for generating E-Invoice. You can refer to E-Invoice Portal for getting UQC of various units.

Second Language
This button appears only if you have enabled *'Second Language Support'* feature from Administration > Configuration > Features/Options >General Tab. Click on this button to specify Unit Master details in Second language. The details specified will be used for Invoice Printing.

For more information, click the relevant topics, Name and Print Name.
- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new unit information. If you do not want to create a new unit then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the Unit details as per your requirements. For example, you can change the name, print name of the unit. To modify the unit details, click *Administration > Masters > Unit > Modify* option.
- On clicking the *Modify* option, a *Select Unit to Modify* window appears.
- Select the unit that you want to modify and click the *Select* button. Next a *Unit Master - Modify* window appears. This window is similar to the *Unit Master - Add* window. You can make appropriate changes in the *Unit Master - Modify* window.

At the top left corner of the *Unit Master - Modify* window, there are six buttons:
- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.
- After you have made the modifications in the Unit information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the units of your company. On clicking the *List* option, a *List of Unit* message box appears. In the message box, there are two options:
- Screen - If you want the list of units on the screen, click the *Screen* button.

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- Printer - If you want the list of units to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

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Specifying Unit in Item Master

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Unit Conversion Master

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Administration > Masters > Unit Conversion Master

Busy

Unit Conversion refers to number of Sub units per Main unit. For example there is a grocery shop that trades in wheat, rice and other edibles. Now the grocery shop owner purchases wheat and makes the payment at the rate Rs 15 per kg. Although the purchase is in terms of Kgs but when the goods are received wheat is packed in bags. Each bag contains 25 Kgs of wheat. Thus, now the grocery shop owner needs to maintain wheat in terms of two units, Bags (Main unit) and Kgs (Sub unit). As one bag contains 25 kgs of wheat the conversion factor between kgs and bags will be 25 i.e. number of Sub units per Main unit.

When you create a new company then by default three conversion factors are defined for your convenience. These default conversion factors are summarized in the table below.

Main Unit	*Sub Unit*	*Con. Factor*
Dozen	Pcs.	12.00
Kgs.	Gms.	1000.00
Tonne	Kgs	1000.00

There are some notable features of Unit Conversion. These are:

- Conversion factors created in the *Unit Conversion* master can be applied to any item.
- You can also specify conversion factor while you are adding a new item. The conversion factor defined at the time of adding a new item will be applied to that particular item only. Let us continue with the above example in which the shopkeeper has defined conversion factor between kgs and bags as 25. The shopkeeper purchases rice wherein each bag contains 30 kgs of rice. Now the conversion factor will become 30. Thus while entering Rice in the *Item* master the shopkeeper can select Main unit as Kgs and Sub unit as Bags and can enter conversion factor as 30. This conversion factor will be applied to only item rice.

To create, modify, or delete a Unit Conversion, the *Masters* menu provides the *Unit Conversion* option. To use the option, click *Administration > Masters > Unit Conversion*.

- On clicking the *Unit Conversion* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Unit Conversion Master - Add* window appears. Given here is a screenshot of the *Unit Conversion Master - Add* window.

Unit Conversion Master - Add window



At the top left corner of the *Unit Conversion Master - Add* window, there is a button, *List*. For information about the function of the button, click List. All the fields falling under *Unit Conversion Master - Add* window are:

- Main Unit
- Sub Unit
- Con. Factor

Main Unit
Select the Main unit from the list.

Sub Unit
Select the Sub unit from the list

Con. Factor
Enter the conversion factor here i.e. the number of Sub units per Main unit.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new unit conversion information. If you do not want to create a new Unit Conversion then click the *Quit* button.

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Modify

With the *Modify* option, you can make modifications to the unit conversion details as per your requirements. For example, you can change the main unit, sub unit of the unit conversion. To modify the unit conversion details, click *Administration > Masters > Unit Conversion > Modify* option.

- On clicking the *Modify* option, a *List of Unit Conversions* window appears.
- Select the unit conversion that you want to modify and press the *Enter* key. Next a *Unit Conversion - Modify* window appears. This window is similar to the *Unit Conversion - Add* window. You can make appropriate changes in the *Unit Conversion - Modify* window.

At the top left corner of the *Unit Conversion - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the unit conversion information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Unit Conversions of your company. On clicking the *List* option, a *List of Unit Conversions* message box appears. In the message box, there are two options:

- Screen - If you want the list of Unit Conversions on the screen, click the *Screen* button.
- Printer - If you want the list of Unit Conversions to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

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Defining Conversion Factor in Item Master

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Bill Sundry Master

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Administration > Masters > Bill Sundry Master

Busy

Bill Sundry is an entity that is used to record the extra income/expense over and above the sale/purchase amount. These are used in invoice and other documents. Let us understand the concept of Bill Sundry with the help of an invoice format. An Invoice can be classified into three sections. The different sections are:

- Header
- Body
- Footer

First section is Header that consists of Date, Bill No., Party Name. Second section is Body that consists of item related information such as item description, price, quantity and so on. Third section is footer that contains information about Tax, Freight and Forwarding, Discount and so on.

The third section containing information like sale tax, discount, freight etc. can be referred to as Bill Sundry in BUSY. Bill Sundries are trade specific and hence vary from business to business.

When you create a new company, BUSY creates some default Bill Sundries for your convenience. The default Bill Sundries are:

- Central Sales Tax
- Cess on GST
- CGST
- Development Tax
- Discount
- Excise Duty
- Freight and Forwarding Charges
- Krishi Kalyan Cess
- IGST
- Rounded Off (-)
- Rounded Off (+)
- Service Tax
- SGST
- Surcharge on VAT
- Surcharge on VAT(Retail Purchase)
- Swachh Bharat Cess
- Tax Collected at Source
- VAT
- VAT(Retail Purchase)

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By using Rounded Off (+) and Rounded Off (-) Bill Sundries, you can round off the amount by adding or subtracting the relevant amount. For example, if your total bill amount is Rs 3134.10 then you can use Rounded Off (-) Bill Sundry and subtract the extra 10 paise and the final amount will then be Rs 3134.

If the country selected at the time of creation of the company is other than India then different Bill Sundries as per the country selected are created by default.

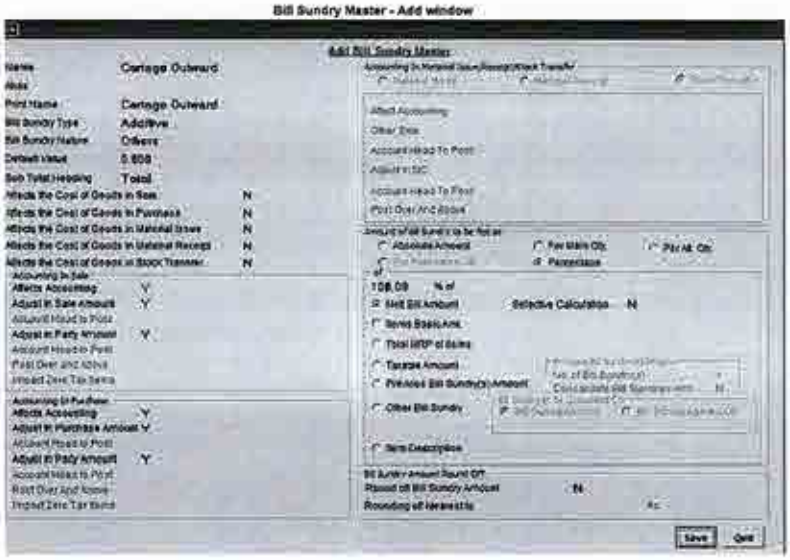
To create, modify, or delete a Bill Sundry, the *Masters* menu provides the *Bill Sundry* option. To use the option, click *Administration > Masters > Bill Sundry*.

- On clicking the *Bill Sundry* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Bill Sundry Master - Add* window appears. Given here is a screenshot of the *Bill Sundry Master - Add* window.

Bill Sundry Master - Add window



At the top left corner of the *Bill Sundry Master - Add* window, there are three buttons:

- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. The various data fields falling under *Bill Sundry Master - Add* window are:

- Name
- Alias
- Print Name
- Bill Sundry Type
- Bill Sundry Nature
- Default Value
- Sub Total Heading
- Accounting In Sale
- Accounting in Purchase
- Affects the Cost of Goods in Sale
- Affects the Cost of Goods in Purchase
- Affects the Cost of Goods in Material Issue
- Affects the Cost of Goods in Material Receipt
- Affects the Cost of Goods in Stock Transfer
- Amount of Bill Sundry to be fed as
- Bill Sundry Amount Round Off

Name
Enter the name of the Bill Sundry to be created. You can enter a name up to 40 characters.

Alias
Enter an Alias for the Bill Sundry in this data field.

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Print Name
Enter the Print Name of the Bill Sundry.

Bill Sundry Type
Select whether the Bill Sundry you are creating is Additive in nature or subtractive in nature.

Bill Sundry Nature
Select the nature or type of Bill Sundry. For example, if you are creating the Bill Sundry for IGST then select IGST option from the list or if you are creating a Bill Sundry master for Discount, select Discount option from the list.

Default Value
Enter the default value for this Bill Sundry. The amount specified here is used as a default amount or percentage to be charged as Bill Sundry in voucher.

Sub Total Heading
The default value in this data field is *Total*. The value specified in this data field act as heading for the sub total to be printed on the invoice. Here sub total refers to the amount of bill before charging this Bill Sundry.

Affects the Cost of Goods in Sale
If you specify 'Y' in this data field then the amount of this Bill Sundry will be added to or deducted from the cost of goods sold. This in turn affects the value of the goods and the gross profit of the organization. If you enter a *Sales* voucher in which you have charged a Bill Sundry in which the *Affects the Cost of Goods in Sale* data field is set to 'N' then the value of stock in the *Balance sheet* and Inventory related reports will be shown excluding the amount of Bill Sundry charged. For example, you have entered a *Sales* voucher according to which items worth Rs 2,000 on which Bill Sundry *Freight & Forwarding* of Rs 200 is charged. Now if this data field is set to 'Y' in the *Freight & Forwarding* Bill Sundry then cost of good will be displayed as Rs 2,200 else it will be displayed as Rs 2,000.

☞ Cost of Goods Sold = Opening Stock + Net Purchases + Direct Expenses – Closing Stock

Affects the Cost of Goods in Purchase
If you specify 'Y' in this data field then the amount of this Bill Sundry will be added to or deducted from the value of cost of goods purchased. This in turn affect the value of the stock. While entering a Purchase voucher if you have charged a Bill Sundry whose *Affects the Cost of Goods in Purchase* data field is set to 'Y' then the value of stock in the *Balance sheet* and Inventory related reports will be shown including the amount of Bill Sundry charged.

Affects the Cost of Goods in Material Issue
If you specify 'Y' in this data field then the amount of this Bill Sundry will be added to or deducted from the value of cost of goods issued. This in turn affects the value of the stock. While entering a *Mat. Issued to Party* voucher if you have charged a Bill Sundry whose *Affects the Cost of Goods in Material Issue* data field is set to 'Y' then the value of stock in the Inventory and other related reports will be shown including the amount of Bill Sundry charged.

Affects the Cost of Goods in Material Receipt
If you specify 'Y' in this data field then the amount of this Bill Sundry will be added to or deducted from the value of cost of goods received. This in turn affects the value of the stock. While entering a *Mat. Rcvd. from Party* voucher if you have charged a Bill Sundry whose *Affects the Cost of Goods in Material Receipt* data field is set to 'Y' then the value of stock in the Inventory and other related reports will be shown including the amount of Bill Sundry charged.

Affects the Cost of Goods in Stock Transfer
If you specify 'Y' in this data field then the amount of this Bill Sundry will be added to or deducted from the value of cost of goods transferred. This in turn affects the value of the stock. While entering a *Stock Transfer* voucher if you have charged a Bill Sundry whose *Affects the Cost of Goods in Stock Transfer* data field is set to 'Y' then the value of stock in the *Inventory* and other related reports will be shown including the amount of Bill Sundry charged.

Accounting in Sale
Under this group, you can specify that how the accounting aspect of Bill Sundry will be maintained. For this purpose, various data fields are provided under this group. The data fields are:

Affects Accounting
Specify 'Y' in this data field to maintain accounting aspect of the Bill Sundry.

Adjust in Sale Amount
If you specify 'Y' in this data field then the amount corresponding to this Bill Sundry in invoice will be posted in *Sales* account. If you specify 'N' in this data field then a data field appears next to it. In the data field select whether you want to specify account head to post in Bill Sundry itself or in voucher i.e. at the time of making data entry. If you select *Specify Here* option then *Account Head to Post* data field gets activated in which you can select some other ledger account.

Account Head to Post
This field gets activated only when you have specified 'N' in the *Adjust in Sale Amount* data field and have selected *Specify Here* option. Select the ledger account from the list where the amount of Bill Sundry is to be posted. For example if you want to post amount of Bill Sundry in Surcharge account then you can select the *Surcharge* account from the list.

Adjust in Party Account
If you specify 'Y' in this data field then the amount corresponding to this Bill Sundry in invoice will be posted in *Party* account also. If you specify 'N' in this data field then a data field appears next to it. In the data field select whether you want to specify account head to post in Bill Sundry itself or in voucher i.e. at the time of making data entry. If you select *Specify Here* option then *Account Head to Post* data field gets activated in which you can select some other ledger account.

Account Head to Post
This field gets activated only when you have specified 'N' in the *Adjust in Party Amount* data field and have selected the *Specify Here* option. Select the account from the list where the amount of Bill Sundry is to be posted. For example if you want to post amount of Bill Sundry in Surcharge account then you can select the *Surcharge* account from the list.

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Post Over and Above
This data field gets active only if you are not posting Bill Sundry amount to sale account but posting it to party account. Enable this option to directly adjust Bill Sundry amount to party account.

Impact Zero Tax Items
This field gets activated only when you have specified 'N' in the *Adjust in Sale Amount* data field. Specify 'Y' in this data field if you want to include impact of the bill sundry applied in case of Zero Tax (Exempt/Zero Rated/Nil Rated) or Multi Tax transactions. For example, in a voucher *Sale Type* selected is *L/GST-Exempt* and freight is applied in bill sundry. If this option is set to 'N' then freight will not be included in taxable amount, but if this option is set to 'Y' then freight amount will be included in taxable amount (without posting freight in Sales account) and will be reflected in GST Reports.

Accounting in Purchase
Under this group, you can specify that how the accounting aspect of Bill Sundry will be maintained. For this purpose, various data fields are provided under this group. The data fields are:

Affects Accounting
Specify 'Y' in this data field to maintain accounting aspect of the Bill Sundry.

Adjust in Purchase Amount
If you specify 'Y' in this data field then the amount corresponding to this Bill Sundry in invoice will be posted in *Purchase* account. If you specify 'N' in this data field then a data field appears next to it. In the data field select whether you want to specify account head to post in Bill Sundry itself or in voucher i.e. at the time of making data entry. If you select *Specify Here* option then *Account Head to Post* data field gets activated in which you can select some other ledger account.

Account Head to Post
This field gets activated only when you have specified 'N' in the *Adjust in Purchase Amount* data field and have selected *Specify Here* option. Select the ledger account from the list where the amount of Bill Sundry is to be posted.

Adjust in Party Account
If you specify 'Y' in this data field then the amount corresponding to this Bill Sundry in invoice will be posted in *Party* account also. If you specify 'N' in this data field then a data field appears next to it. In the data field select whether you want to specify account head to post in Bill Sundry itself or in voucher i.e. at the time of making data entry. If you select *Specify Here* option then *Account Head to Post* data field gets activated in which you can select some other ledger account.

Account Head to Post
This field gets activated only when you have specified 'N' in the *Adjust in Party Amount* data field and have selected the *Specify Here* option. Select the account from the list where the amount of Bill Sundry is to be posted.

Post Over and Above
This data field gets active only if you are not posting Bill Sundry amount to Purchase account but posting it to Party account. Enable this option to directly adjust Bill Sundry amount to party account.

Impact Zero Tax Items
This field gets activated only when you have specified 'N' in the *Adjust in Sale Amount* data field. Specify 'Y' in this data field if you want to include impact of the bill sundry applied in case of Zero Tax (Exempt/Zero Rated/Nil Rated) or Multi Tax transactions. For example, in a voucher *Purchase Type* selected is *L/GST-Exempt* and freight is applied in bill sundry. If this option is set to 'N' then freight will not be included in taxable amount, but if this option is set to 'Y' then freight amount will be included in taxable amount (without posting freight in Purchase account) and will be reflected in GST Reports.

Accounting in Material Issue / Receipt / Stock Transfer
This group gets active if you have enabled the option of *Accounting in Pure Inventory vouchers* in *Features / Options > Inventory* tab. Under this group, you can configure accounting aspect of the Bill sundry for pure inventory vouchers. There are various data fields and options that appear under this group. The data fields and options are:

- Material Issue - Select this option to configure accounting aspect of Bill Sundry oif used in Material Issue voucher.
- Material Receipt - Select this option to configure accounting aspect of Bill Sundry oif used in Material Receipt voucher.
- Stock Transfer - Select this option to configure accounting aspect of Bill Sundry oif used in Stock Transfer voucher.

Affects Accounting
Specify 'Y' in this data field to maintain accounting aspect of the Bill Sundry.

Other Side
In the data field select whether you want to specify account head to post in Bill Sundry itself or in voucher i.e. at the time of making data entry. If you select *Specify Here* option then *Account Head to Post* data field gets activated in which you can select some other ledger account.

Account Head to Post
This field gets activated only when you have selected *Specify Here* option. Select the ledger account from the list where the amount of Bill Sundry is to be posted.

Adjust in Party Account
If you specify 'Y' in this data field then the amount corresponding to this Bill Sundry in invoice will be posted in *Party* account also. If you specify 'N' in this data field then a data field appears next to it. In the data field select whether you want to specify account head to post in Bill Sundry itself or in voucher i.e. at the time of making data entry. If you select *Specify Here* option then *Account Head to Post* data field gets activated in which you can select some other ledger account.

Account Head to Post
This field gets activated only when you have specified 'N' in the *Adjust in Party Amount* data field and have selected the *Specify Here* option. Select the account from the list where the amount of Bill Sundry is to be posted.

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Post Over and Above
This data field gets active only if you are not posting Bill Sundry amount to Material Issue / Receipt / Stock Transfer account but posting it to Party account. Enable this option to directly adjust Bill Sundry amount to party account.

Amount of Bill Sundry to be fed as
In this group you have to select the option according to which the amount of Bill Sundry will be entered at the time of voucher entry. The five options available are:

- Absolute Amount
- Per Main Qty.
- Per Alt Qty.
- Per Packaging Qty.
- Percentage

Let us discuss the above options in detail.

Absolute Amount
Select this option if you want to directly enter the amount of Bill Sundry. For example, a company want to enter education cess as Rs 100 then it can select this option and specify 100 in the *Default Value* data field. Now whenever the company will use this Bill Sundry in the vouchers, the Bill Sundry amount will automatically will be displayed as Rs 100.

Per Main Qty.
If you select this option then amount of Bill Sundry will be calculated as per the main quantity. For example, a company always charges Rs 10 per unit as Freight & Forwarding charges on items sold. For this purpose it can specify 10 in the *Default Value* data field and select the *Per Main Qty.* option. Now whenever company will use *Freight & Forwarding* Bill Sundry in the voucher, the amount of Bill Sundry will be calculated as per the formula; qty of item sold * 10. Let us further elaborate this example. The company enters a *Sales* voucher according to which 4 quintals of an item is sold. Now on charging *Freight & Forwarding* Bill sundry, BUSY will automatically display the amount of Freight & Forwarding as Rs 40 (10*4) where 10 is rate and 4 is the quantity in Main unit.

Per Alt Qty.
This option gets activated only if you have enabled the feature of *Alternate Units of Item* in *Administration > Configuration > Features/Options > Inventory* tab. If you select this field then the amount of Bill Sundry will be fed on the basis of Alternate unit of quantity. Continuing with the above example, with Main unit *Quintal, Kg* is specified as Alternate unit and each quintal comprise of 100 kgs. Now if the company selects this option then the amount of Bill Sundry will be 4,000 (10 *400) where 10 is the rate and 400 is the quantity in Alternate unit.

Per Packaging Qty.
This option gets activated only if you have enabled the feature of *Packaging Units of Item* in *Administration > Configuration > Features/Options > Inventory* tab. If you select this field then the amount of Bill Sundry will be fed on the basis of Packaging unit of quantity. For example, a company allows discount of Rs 10 per box where box is Packaging unit and pcs. is Main unit and 1 Box = 10 pcs. Now, whenever company will use *Discount* Bill Sundry in the voucher, the amount of Bill Sundry will be calculated as per the formula; qty of item sold (in packaging unit) * 10. Let us further elaborate this example. The company enters a *Sales* voucher according to which 2 boxes of an item are sold. Now on applying *Discount* Bill sundry, BUSY will automatically display the amount of Discount as Rs 20 (10*2) where 10 is rate and 2 is the quantity in Packaging unit.

Percentage
If you select this option then a group gets activated wherein you can select the amount and percentage according to which the Bill Sundry will be calculated. Let us discuss the different options of the *Percentage* group in detail. We assume that percentage according to which Bill Sundry is to be charged is 10%.

Nett Bill Amount
Select this option if you want to calculate the amount of Bill Sundry on Nett bill amount. Nett bill amount implies the bill amount inclusive of tax. For example, an item of Rs 100 is taxable at the rate of 10 % then nett bill amount will be 110 (100+10% of 100). Since we have taken percentage as 10 the Bill Sundry will be charged on Rs 11 i.e. 10 % of 110. Thus, the Bill Sundry amount will be 1.10.

Items Basic Amount
Select this option if you want to calculate amount of Bill Sundry on the actual cost of goods excluding any type of tax. For example an item of Rs 100 is taxable at the rate of 10%. Now the actual cost of good is Rs 100 only. Thus, Bill Sundry will be charged on Rs 10 i.e. 10% of 100. Thus the Bill Sundry amount will be 1.

Selective Calculation
This option gets active if you have selected *Nett Bill Amount* or *Item Basic Amount* option. Specify 'Y' in this option, if you wish to calculate Bill Sundry amount on the values as chosen by you. On specifying 'Y' in this data field, a *Select Options* button gets active. On clicking the *Select Options* button, a *Bill Sundry to be Applied On* window appears in which you can select various values on which the Bill Sundry amount is to be calculated.

Total MRP of Items
Select this option if you want to calculate Bill Sundry amount on MRP of item entered in the *Item* master. For example, the sale price of an item is Rs 100 but the MRP is Rs 150. Now the Bill Sundry will be charged on Rs 15 i.e. 10% of 150. Thus the Bill Sundry amount will be 1.5. If you enabled the option of *Enable Free Qty in Voucher* under *Administration > Configuration > Features / Options > Inventory* tab then an option *Include Free Qty* also appears. On enabling this option, MRP of items will be considered including the free quantity of items.

Taxable Amount
Select this option if you want to calculate amount of Bill Sundry on the taxable amount.

Previous Bill Sundry(s) Amount
Select this option if you want to calculate Bill Sundry amount according to a previous Bill Sundry in the voucher. If you select this option then a *Previous Bill Sundry Detail* group gets activated. In this group the two data fields that appear are:

- No. of Bill Sundry(s) - Enter the number of previous Bill Sundries to be taken into account when the Bill Sundry amount is to be calculated. You can take into account maximum of 9 Bill Sundries.

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- Consolidate Bill Sundries Amount - This field will become active only if you have specified a number other than 1 and 0 in the above data field. If you specify 'Y' in this data field then the consolidated amount of the Bill Sundries will be taken into account. The amount of those many number of Bill Sundries will be taken into account as the number specified in the *No. of Bill Sundry* data field. For example, you have entered a *Sales* voucher in which you have charged three Bill Sundries amounting Rs 10, Rs 20 and Rs 30 respectively and this Bill Sundry is at the forth position. Now if you have specified 'Y' in the *Consolidate Bill Sundry Amount* data field and '2' in the *No. of Bill Sundry(s)* data field then the value of the two Bill Sundries counting back from the current Bill Sundry (i.e. two Bill Sundry from the current Bill Sundry) will be consolidated i.e. 30+20 = 50. Bill Sundry will be charged on Rs 5 i.e. 10 % of 50. Bill Sundries are picked by doing back counting from the current position. In other words, since the current Bill Sundry is at fourth position thus counting back two reaches the Bill Sundry of Rs. 20.

If you specify 'N' in this field then it will take into account the amount of Bill Sundry lying at the position mentioned in the *No. of Bill Sundry(s)* data field counting back from the current Bill Sundry. For example while entering a *Sales* voucher you have charged three Bill Sundries amounting to Rs 10, Rs 20 and Rs 30 respectively. Now if you had specified 'N' in the *Consolidate Bill Sundry Amount* data field and '2' in the *No. of Bill Sundry(s)* data field then Bill Sundry will be charged on Rs. 2 i.e. 10 % of 20 as Bill Sundry lying at second position counting back from the current Bill Sundry is of Rs 20.

Other Bill Sundry

Select this option to calculate Bill Sundry amount on some other Bill Sundry used in voucher. On enabling this option, a *Bill Sundry to be Calculated On* group gets active. In the group, following options appear:

- Bill Sundry Amount - On selecting this option, Bill Sundry will be calculated on selected Bill Sundry amount.
- Bill Sundry Applied On - On selecting this option, Bill Sundry will be calculated on Bill Sundry on which selected Bill Sundry is dependent.

Item Description

Select this option to specify any formula on the basis of which Bill Sundry value will be calculated at the time of applying in the voucher. On selecting this option, a *Config.* button appears. On clicking *Config.* button, a *Specify Formula* window appears. Specify formula in this window which is to be used to calculate Bill Sundry value.

Bill Sundry Amount Round Off

Round Off Bill Sundry Amount

Specify 'Y' in this data field if you want to round off the Bill Sundry amount in the voucher entry.

Rounding Off Nearest to

Specify the amount upto which you want to round off the Bill Sundry amount. For example, you want to round off bill sundry amount nearest to Rs. 10. So, in this case if bill sundry amount is Rs. 287 then it will round off to 290 (in case of upper limit and automatic) and 280 (in case of lower limit).

Amount Round Off Configuration

In the *Amount Round Off Configuration* sub group, you can specify the method according to which the Bill Sundry amount will be round off. In the sub group, there are three options. The options are:

- Upper Limit - Select this option if you want to round off the value in a voucher to the upper limit.
- Lower Limit - Select this option if you want to round off the value in a voucher to the lower limit.
- Automatic - Select this option if you want to round off the value to upper/lower limit in a voucher automatically.

After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Bill Sundry information. On clicking the *Save* button, a *Tag Master Series Group* window appears. This window appears if you have enabled the feature of Master Series Group Tagging for *Bill Sundry* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Bill Sundry* master. Tagging *Bill Sundry* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Item, Bill Sundry and other Masters.

If you do not want to create a new Bill Sundry then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the Bill Sundry details as per your requirements. For example, you can change the name, alias and other information of the Bill Sundry. To modify the Bill Sundry details, click *Administration > Masters > Bill Sundry > Modify* option.

- On clicking the *Modify* option, a *Select Bill Sundry to Modify* window appears.
- Select the Bill Sundry that you want to modify and click the *Select* button. Next a *Bill Sundry Master - Modify* window appears. This window is similar to the *Bill Sundry Master - Add* window. You can make appropriate changes in the *Bill Sundry Master - Modify* window.

At the top left corner of the *Bill Sundry Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.

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- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

The data fields of *Amount of Bill Sundry to be Fed As* and *Type* group cannot be modified if any transaction exist for the Bill Sundry.

It is necessary to execute the Rewrite command in case any transaction exist for the Bill Sundry and you are modifying any of the below mentioned fields:

☞ Affects the cost of goods in Sale/Purchase field
Adjust in Sale/Purchase Amount field
Account Head to Post field

Rewrite command can be executed by clicking the *HouseKeeping > Rewrite Books* option.

- After you have made the modifications in the Bill Sundry information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Bill Sundries of your company. On clicking the List option, a *List of Bill Sundry* message box appears. In the message box, there are two options:

- Screen - If you want the list of Bill Sundries on the screen, click the *Screen* button.
- Printer - If you want the list of Bill Sundries to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

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Using Bill Sundry in Vouchers/
Bill Sundry Report

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Bill of Material Master

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Administration > Masters > Bill of Material Master

Busy

In BUSY you can enter details related to Bill of Material by activating the *Enable Manufacturing Features* option in *Administration > Configuration > Features/Options > Inventory* tab. By default, this option is enabled. A Bill of Material (BOM) can be referred to as defining the composition for manufacturing/producing an item. Bill of Material signifies the consumption and production relation between the items. In BUSY, BOM is a master that you need to create for the items that are manufactured. It includes information about raw material consumed and by-products generated in the production process. This feature is very useful for manufacturing concerns. For example, Smart Clothing, a garment manufacturing company, produces clothes from cotton yarn and in the process scrap is also generated. Thus the company can create a Bill of Material in which it can specify the quantity of cloth to be produced, cotton yarn consumed and scrap generated in the production process.

To create, modify, or delete a Bill of Material, the *Masters* menu provides the *Bill of Material* option. To use the option, click *Administration > Masters > Bill of Material*.

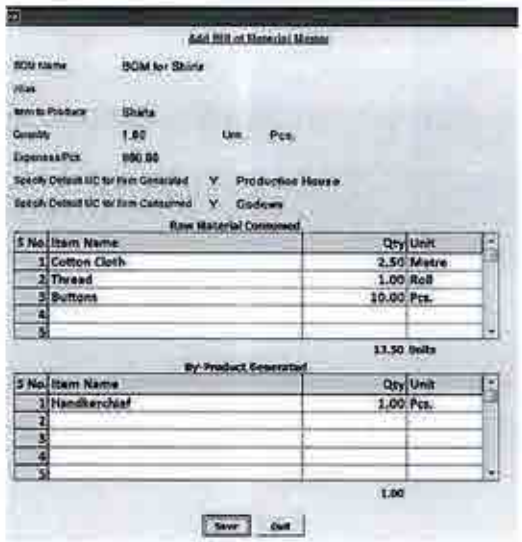
- On clicking the *Bill of Material* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Bill of Material Master - Add* window appears. Given here is a screenshot of the *Bill of Material Master - Add* window.

Bill of Material Master - Add window

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At the top left corner of the *Bill of Material Master - Add* window, there are three buttons:

- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. Various data fields falling under Bill of Material are:

- BOM Name
- Item to Produce
- Quantity
- Unit
- Expenses/Unit
- Specify Default MC for Item Generated
- Specify Default MC for Item Consumed
- Raw Material Consumed
- By-Product Generated

Let us discuss these fields in detail.

BOM Name
Enter the name for Bill of Material in this data field. You can enter a name up to 40 characters.

Item to Produce
Select the item to be produced.

Quantity
Enter the quantity to be produced.

Unit
Select the unit of the item. By default the Main unit defined in the *Item* master appears. You can change the unit to Alternate unit or any other unit that has a unit conversion relation with the Main unit.

If you specify a unit other than the Main unit, Alternate unit, or a unit related to the Main unit through Unit Conversion then an *Invalid Data* message box appears informing that the unit is invalid. Click the *Ok* button and change the unit to Main unit/Alternate unit/Unit related to Main unit through *Unit Conversion* master.

Expense/Unit
Under this data field, you can specify the cost of production of per unit of item.

Specify Default MC for Item Generated
Specify 'Y' in this data field to specify default Material Centre to be used in voucher for items being generated. On specifying 'Y' in this data field, you need to specify default Material Centre in the data field that appears next to it.

Specify Default MC for Item Consumed
Specify 'Y' in this data field to specify default Material Centre to be used in voucher for items being consumed. On specifying 'Y' in this data field, you need to specify default Material Centre in the data field that appears next to it.

Other than these fields the two grids that appear in the *Bill of Material Master - Add* window are:

- Raw Material Consumed
- By-Product Generated

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Let us discuss these grids in detail.

Raw Material Consumed
In this grid you have to enter details related to the raw material consumed in the process of production. Different fields that appear in the grid are:
- Item Name - Select the name of the item consumed.
- Qty - Enter the quantity consumed in the production process.
- Unit - Select the unit of the item consumed. By default the Main unit defined in the *Item* master appears. You can change the unit to Alternate unit or any other unit that has a unit conversion relation with the Main unit.

By - Product Generated
In this grid you have to enter details related to the by-products generated in the process of production. Different fields that appear in the grid are:
- Item Name - Select the name of the item generated.
- Qty - Enter the quantity generated in the production process.
- Unit - Select the unit of the item generated. By default the Main unit defined in the *Item* master appears. You can change the unit to Alternate unit or any other unit that has a unit conversion relation with the Main unit

Let us discuss configuration specific data fields in detail.

Master Series Group Tagging
If you have enabled the feature of Master Series Group Tagging for *Bill of Material* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving *Bill of Material* master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Bill of Material* master. Tagging *Bill of Material* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Item, Material Centre and other Masters.

After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Bill of Material details. If you do not want to create a new Bill of Material then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the BOM details as per your requirements. For example, you can change the BOM name, item to produce and other information of BOM. To modify the BOM details, click *Administration > Masters > Bill Of Material > Modify* option.
- On clicking the *Modify* option, a *Select BOM to Modify* window appears.
- Select the BOM that you want to modify and click the *Select* button. Next a *Bill Of Material Master - Modify* window appears. This window is similar to the *Bill Of Master - Add* window. You can make appropriate changes in the *Bill Of Material Master - Modify* window.

At the top left corner of the *Bill Of Material Master - Modify* window, there are six buttons:
- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.
- After you have made the modifications in the BOM information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Bill of Materials of your company. On clicking the *List* option, a *List of Bill of Material* message box appears. In the message box, there are two options:
- Screen - If you want the list of Bill of Materials on the screen, click the *Screen* button.
- Printer - If you want the list of Bill of Materials to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

Production Voucher/Unassemble Voucher
Production Reports

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Scheme Master

Administration > Masters > Scheme Master

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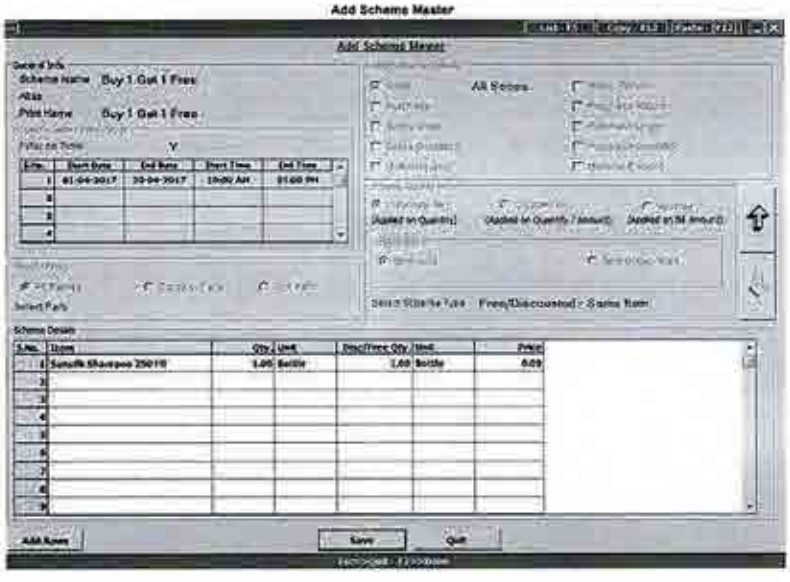
This option appears in *Masters* menu only if you have enabled the feature of *Enable Scheme* in *Administration > Configuration > Features / Options > Inventory* tab. With *Scheme* master, you can create different types of schemes as applicable on various items for a specified period of time, such as buy one get one free, 30% off on all the items, buy one item and get another item at 50% price, get Rs. 1000 off on total bill value greater than 10,000 and so on. Almost any type of scheme can be created using Scheme master.

To create, modify or delete a *Scheme*, *Masters* menu provides the *Scheme* option. On clicking the *Scheme* option, following three options appear:
- Add
- Modify
- List

Add

On clicking the *Add* option, an *Add Scheme Master* window appears. Given here is a screenshot of *Add Scheme Master* window.

Add Scheme Master



At the top left corner of the *Add Scheme Master* window, there are three buttons:
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. Various groups falling under *Add Scheme Master* window are:
- General Info
- Specify Date / Time Range
- Specify Party
- Select Voucher Details
- Scheme Applied On
- Scheme Details

General Info

Under this group following data fields and sub group appears:
- Scheme Name
- Alias
- Print Name

Scheme Name

Enter Scheme name in this data field.

Alias

Enter Alias for Scheme in this data field.

Print Name

Enter Print name of Scheme in this data field.

For more information, click the relevant topics, Name, Alias, Print Name.

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Specify Date / Time Range
Under this group, you need to specify date or time range for which the scheme would be applicable. In the group,following option and grid appears.

Filter on Time
Specify 'Y' in this data field to specify time period for which scheme is applicable. For example, Happy Hours, extended 10% discount between 9 AM and 11 AM and so on.

In the grid, following fields appear

Start Date
Specify date from which the scheme would be applicable.

End Date
Specify date up to which the scheme would be applicable.

Start Time / End Time
Specify Start time and End time for which the scheme would be applicable. For example, 25% discount on bengali sweets from 8:00 p.m. till 11:00 p.m.

Specify Party
Under this group, you need to specify party(s) for which the scheme would be applicable. Various data fields that appear under this group are:
- All Parties - Select this option if scheme would be applicable for all the parties.
- Group of Parties - Select this option if scheme would be applicable for a particular Group of Parties.
- One Party - Select this option if scheme would be applicable for a particular party.
- Select Party / Party Group - Select required Party / Party Group from the list.

Select Voucher Details
Under this group, you have to select the voucher types for which the scheme would be applicable.

Scheme Applied On
Under this group, you need to specify the criteria for applying scheme. Criteria here implies that scheme is to be levied on bill value or item quantity. For example, a scheme offers two unit of an item free on purchasing ten units of item. This is the case of item quantity basis scheme type. Similarly a Scheme offers two units of an item free on total bill value of more than Rs. 1,000. This is the case of voucher amount basis scheme type.

Various data fields that appear under this group are:

Item
Select this option if scheme is to be be applied as per item selected in the voucher. On selecting this option, scheme would be applied on item quantity basis.

Clubbed On
Select this option if scheme is to be applied on clubbing together all the items of an item group or values of Item Optional Fields. Under this option, scheme can be applied quantity wise or Amount wise. For example, 1 item is given as free on buying any 5 products of MC Can Frozen Foods group or 10% discount on buying items of Nestle Group worth Rs. 1000 and so on.

Voucher
Select this option if scheme is to be applied as per voucher amount. On selecting this option, scheme would be applicable on voucher amount basis.

Applicable on
This sub group gets active if you have selected the *Item* option. Under this group, you need to specify total item quantity for applying scheme should be considered for individual items or for total of all the items falling under a group.

Item-wise
Select this option if scheme is to be applied on total of individual item quantity. For example, on purchase of ten units of Camlin Pencils, one Gel Pen is free. In such a case, you need to select this option and scheme would be applied in voucher only if ten or more units of Camlin pencils will be sold in a voucher.

Item Group - wise
Select this option if scheme is to be applied on a particular Item group. For example, if a scheme is applicable on all the items of a particular Group then you can select this option.

Select Scheme Type
If you have selected *Item* option then following options appear in this data field:
- Price - Select this option to specify scheme price depending upon the Item quantity sold. For example, on purchase of ten units of an item, its price would be Rs.100 and on purchase of more than ten units of an item, its price would be Rs.90. Further, you can specify these details in *Scheme Details* grid.
- Discount - Select this option to specify scheme discount based on item quantity sold.
- Free - Same Qty - Select this option to specify number of free quantity units of same item on sale of particular item quantity sold.
- Free - Diff Qty - Select this option to specify number of free quantity units of different item on sale of particular item quantity sold.

If you have selected *Clubbed On* option, then following Scheme Type appears:

Quantity - wise
- Discount - Select this option to specify Scheme discount based on total items sold of an Item Group.
- Free Qty - Least Value - Select this option to specify an item to be given as free from all the items sold of a particular Item Group. Item of least value will be given as free.
- Free / Discounted - Diff Item - Select this option to give a different item as free on sale of particular items sold from an Item Group.

Amount - wise

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- Discount - Select this option to give discount on total of items purchased of a group. For example, 10% discount on buying items from Nestle Group worth Rs. 1000.
- Free / Discounted - Diff Item - Select this option to give a different item as free. For example, on purchase of items of Nestle Group worth Rs. 500, 1 packet of Nescafe is free.

If you have selected *Voucher* option then following options appear in this data field:
- Discount (Bill Sundry) - Select this option to specify Discount percentage on overall bill amount when bill amount is greater than certain amount.
- Discount (Item wise) - Select this option to specify Discount percentage to be given on each item when bill amount is greater than certain amount.
- Free / Discounted Item - Select this option to specify free item quantity or item to be given at discounted rate when bill amount is greater than a certain amount.

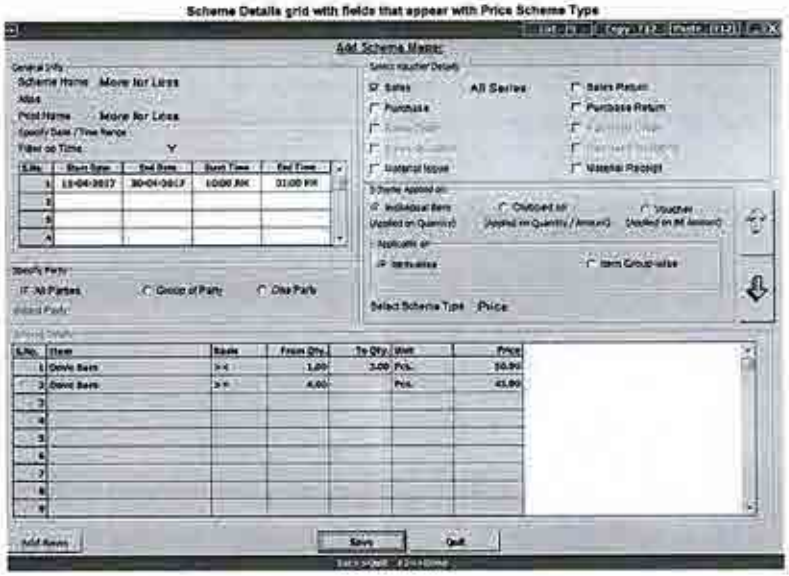
Let us discuss each of these option in detail along with explaining the fields that appear in *Scheme Details* grid for each Scheme Type option. First of all we will discuss Scheme Type that appears for *Item* option.

Scheme Type - Price
Under this scheme type you can specify the price of the item depending upon the item quantity sold. For example, on purchase of three Dove bars, the price would be Rs. 50 each and on purchase of five Dove bars, price would be Rs. 45 each bar. This type of schemes can be applied using this option.

After selecting this Scheme Type, click the *Down Arrow* key button. On clicking the *Down Arrow* key button, *Scheme Details* grid will get activated with following fields:
- Item - Select item on which scheme is to be applied.
- Basis - Select basis for item quantity. Under this field, following two options appear:
  - >< - Select this option to specify item quantity between a particular range i.e. from 2 to 5 or 5 to 10 and so on.
  - >= - Select this option to specify item quantity as equal to or greater than i.e. 2 or more than 2 and so on.
- From Qty - Specify item quantity from which scheme is to be applied.
- Up to Qty - Specify item quantity up to which scheme is to be applied.
- Unit - Select item unit in this field on which scheme is to be applied.
- Price - Enter scheme price in this field.

Given below is a screenshot of *Scheme Details* grid with fields that appear with *Price* Scheme Type.

Scheme Details grid with fields that appear with Price Scheme Type



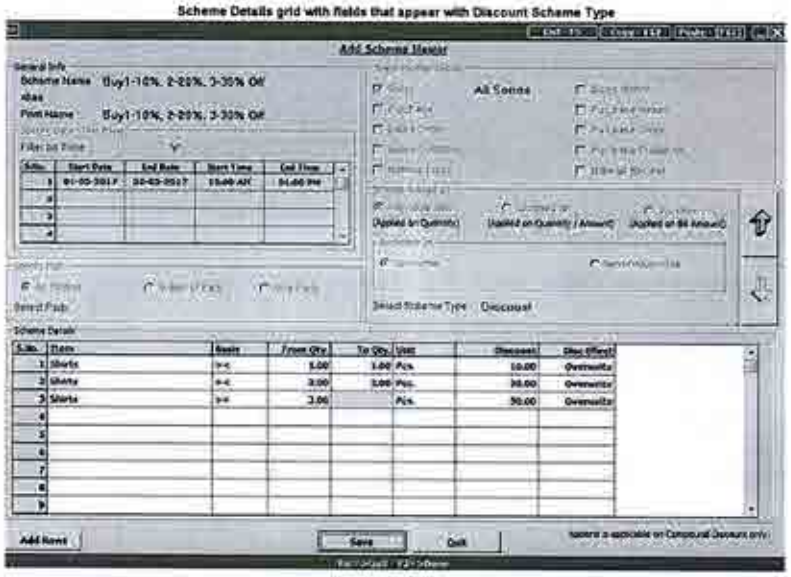
Scheme Type - Discount
Under this Scheme Type, you can specify discount to be given on item based upon item quantity sold. For example, buy 1 Shirt @10% discount, 2 shirts at 20% discount and 3 & above Shirts @ 30% discount. This type of schemes can be applied using this option.

After selecting this Scheme Type, click the *Down Arrow Key* button. On clicking the *Down Arrow key* button, *Scheme Details* grid will get activated with following fields:
- Item - Select item on which scheme is to be applied.
- Basis - Select basis for item quantity. Under this field, following two options appear:
  - >< - Select this option to specify item quantity between a particular range i.e. from 2 to 5 or 5 to 10 and so on.
  - >= - Select this option to specify item quantity as equal to or greater than certain quantity i.e. 2 or more than 2 and so on.
- From Qty - Specify item quantity from which scheme is to be applied.
- Up to Qty - Specify item quantity up to which scheme is to be applied.
- Unit - Select item unit in this field on which scheme is to be applied.
- Discount - Enter discount to be given in this field.

Given below is a screenshot of *Scheme Details* grid with fields that appear with *Discount* Scheme Type.

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Scheme Details grid with fields that appear with Discount Scheme Type



Schem Type - Free/Discounted - Same Item

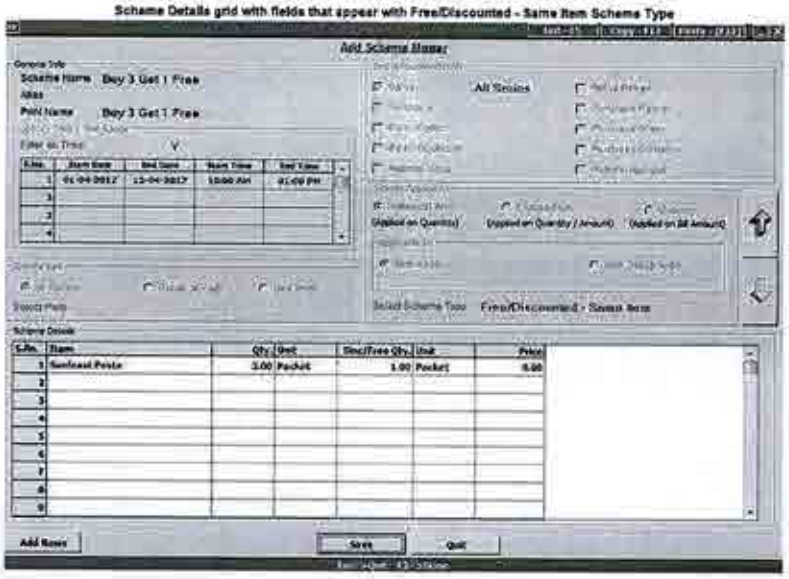
Under this Scheme Type, you can specify number of free units to be given based upon item quantity sold. For example, with purchase of 5 litres of Refined Oil, 1litre of Refine Oil is free or on purchase of 5 litres of oil, 1 litre oil is given for Rs. 1 only. This type of scheme can be applied using this option.

After selecting this Scheme Type, click the *Down Arrow Key* button. On clicking the *Down Arrow key* button, *Scheme Details* grid will get activated with following fields:

- Item - Select item on which scheme is to be applied.
- Qty - Enter item quantity upon which the scheme is to be given.
- Unit - Select item unit on which scheme is to be applied.
- Free Qty. - Enter free quantity to be given.
- Unit - Select unit for free quantity.
- Price - Enter zero in this field to give item as free otherwise enter a price at which the item is to be given.

Given below is a screenshot of *Scheme Details* grid with fields that appear with *Free/Discounted - Same Item* Scheme Type.

Scheme Details grid with fields that appear with Free/Discounted - Same Item Scheme Type



Scheme Type - Free / Discounted - Diff Item

Under this Scheme Type, you can specify number of free units of some other item to be given based upon item quantity sold. For example, on purchase of 10 pencils, one Eraser is given free. This type of scheme can be applied using this Scheme Type.

After selecting this Scheme Type, click the *Down Arrow Key* button. On clicking the *Down Arrow key* button, *Scheme Details* grid will get activated with following fields:

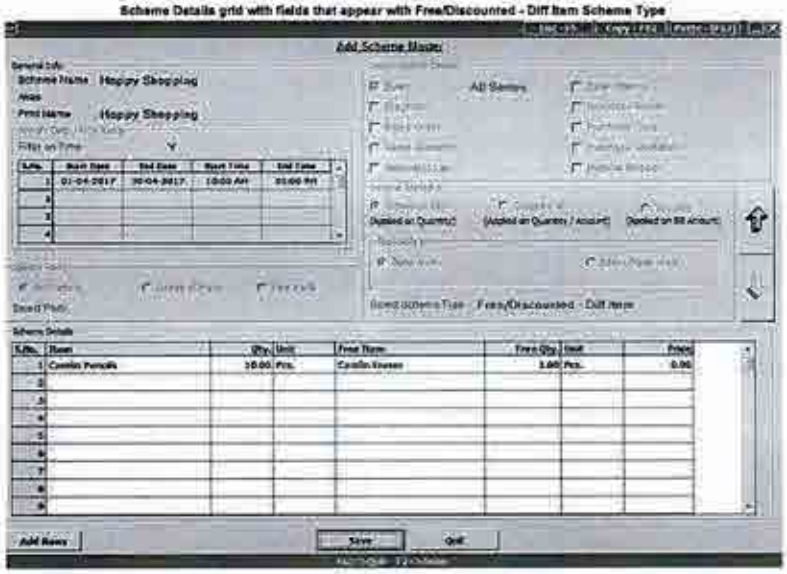
- Item - Select item on which scheme is to be applied.

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- Qty - Enter item quantity upon which the scheme is to be given.
- Unit - Select item unit on which scheme is to be applied.
- Free Item - Select item which is to be given as free or at discounted rate.
- Free Qty. - Enter free/discounted quantity to be given.
- Unit - Select unit for free item.
- Price - Enter zero in this field to give free/discounted item as absolutely free otherwise enter a price at which the free/discounted item is to be given.

Given below is a screenshot of *Scheme Details* grid with fields that appear with *Free/Discounted - Diff Item* Scheme Type.

Scheme Details grid with fields that appear with Free/Discounted - Diff Item Scheme Type



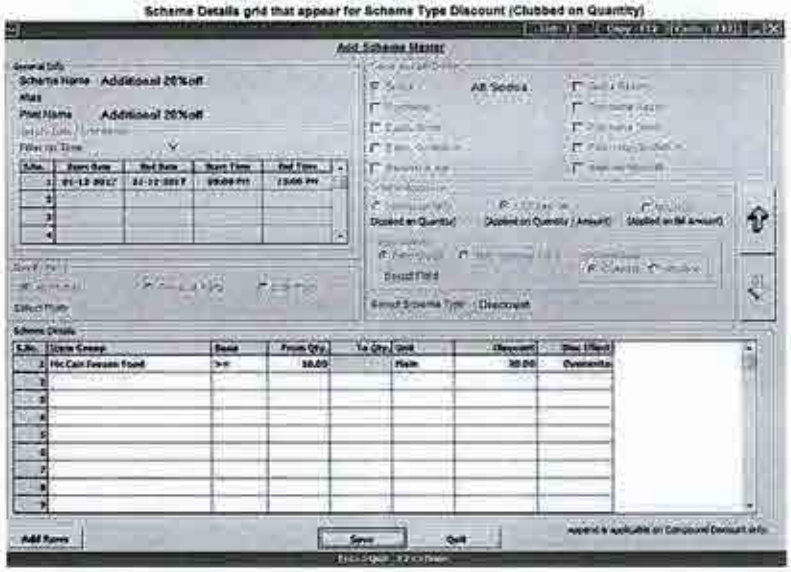
Now we will discuss Scheme Type for *Clubbed On* option.

Clubbed On - Quantity

Scheme Type - Discount

Select this option to give items at a discounted rate. For example, on buying 10 or more items of MC Can Frozen Food Group, 20% discount is given. Given here is a screenshot of Scheme Type Clubbed on - Quantity - Discount.

Scheme Details grid that appear for Scheme Type Discount (Clubbed on Quantity)

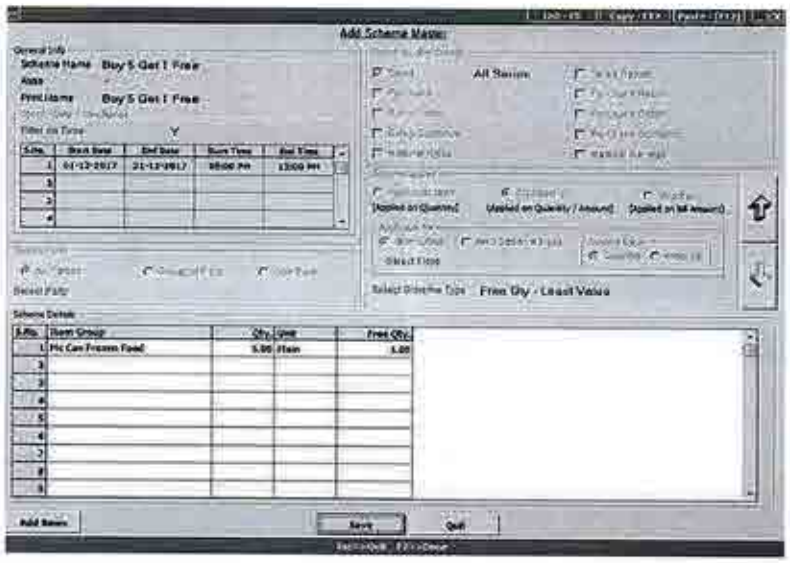


Scheme Type - Free Qty. Least Value

Select this option to give one least priced item as free from all the items of the specified Group. For example, on purchase of 5 Items of Mc Can Frozen Food Group, 1 item will be given as free. Given here is a screenshot of Clubbed On - Quantity - Free Qty. Least Value.

Scheme Details grid that appears for Scheme Type - Free Qty. Least Value (Clubbed On - Quantity)

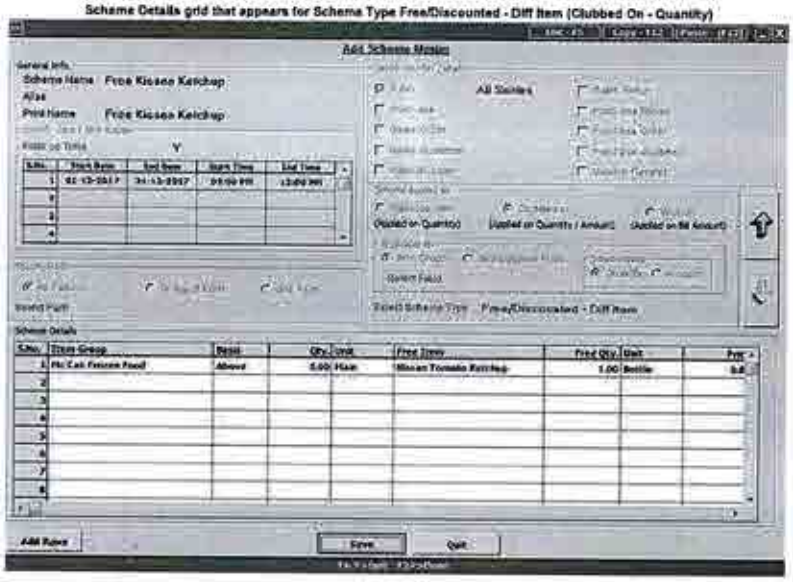
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Scheme Type - Free / Discounted - Diff Item

Select this option to give a different item as free on sale of certain item quantity from an Item Group. For example, on buying any 5 items of MC Can Frozen Food Group, a bottle of Kissan Tomato Ketchup is free. Given here is a screenshot displaying Scheme Type for Clubbed On - Quantity - Free /Discounted - Diff Item.

Scheme Details grid that appears for Scheme Type Free/Discounted - Diff Item (Clubbed On - Quantity)



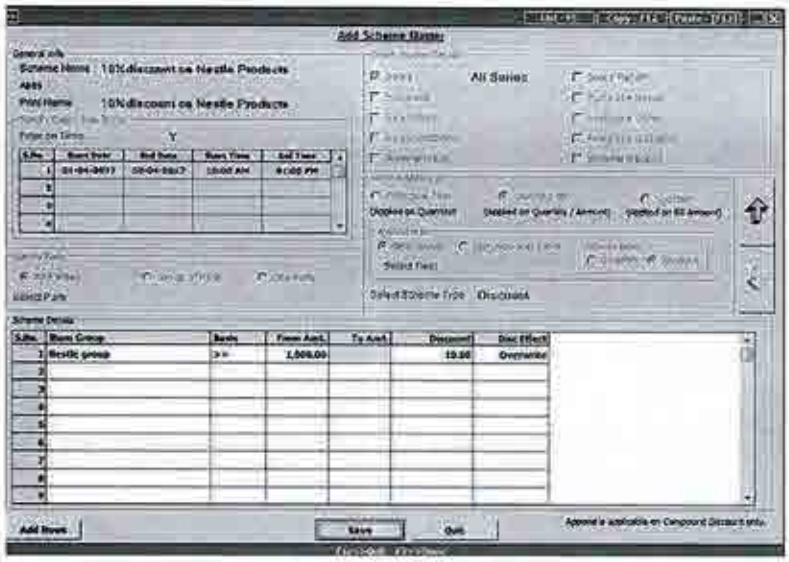
Clubbed on - Amount

Scheme Type - Discount

Select this option to give discount on total of items purchased of a group. For example, 10% discount on buying items from Nestle Group worth Rs. 1000. Given here is a screenshot displaying Scheme Type for Clubbed On - Amount - Discount.

Scheme Details grid that appears for Scheme Type Discount (Clubbed On - Amount)

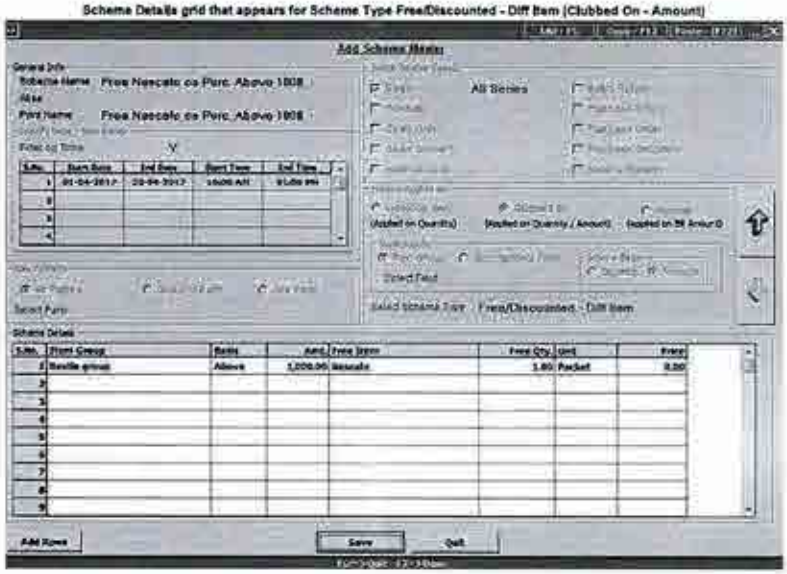
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Scheme Type - Free / Discounted - Diff Item

Select this option to give a different item as free on buying goods greater than a certain amount from a particular Item Group. For example, on purchase of items of Nestle Group worth Rs. 500, 1 packet of Nescafe is free. Given here is a screenshot displaying Scheme Type for Clubbed On - Amount - Free /Discounted - Diff Item.

Scheme Details grid that appears for Scheme Type Free/Discounted - Diff Item (Clubbed On - Amount)



If you have selected Voucher option then following Scheme Types appear.

Scheme Type - Discount Bill Sundry

Under this Scheme Type, you can specify Discount Bill Sundry to be applied in the voucher when bill amount is greater than a specified amount. For example, on total bill value greater than Rs.10,000, a discount of 10% is to be given or flat Rs. 1500 off on bill value greater than Rs. 12,000. This type of schemes can be applied using this option.

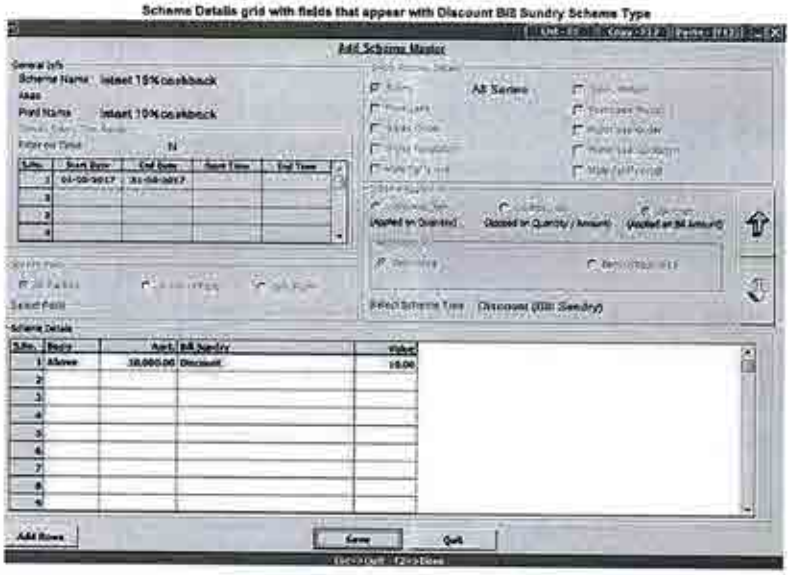
After selecting this Scheme Type, click the *Down Arrow Key* button. On clicking the *Down Arrow key* button, *Scheme Details* grid will get activated with following fields:

- Basis - Select basis for voucher amount. Under this field, following two options appear:
  - Upto - Select this option to specify voucher amount up to which the scheme will be applied.
  - Above - Select this option to specify amount above which scheme will be applied.
- Amount - Enter voucher amount above/upto which scheme is to be applied.
- Bill Sundry - Specify Bill Sundry to be applied in the voucher.
- Value - Specify value for Bill Sundry.

Given below is a screenshot of *Scheme Details* grid with fields that appear with *Discount Bill Sundry* Scheme Type.

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Scheme Details grid with fields that appear with Discount Bill Sundry Scheme Type



Scheme Type - Discount (Item-wise)

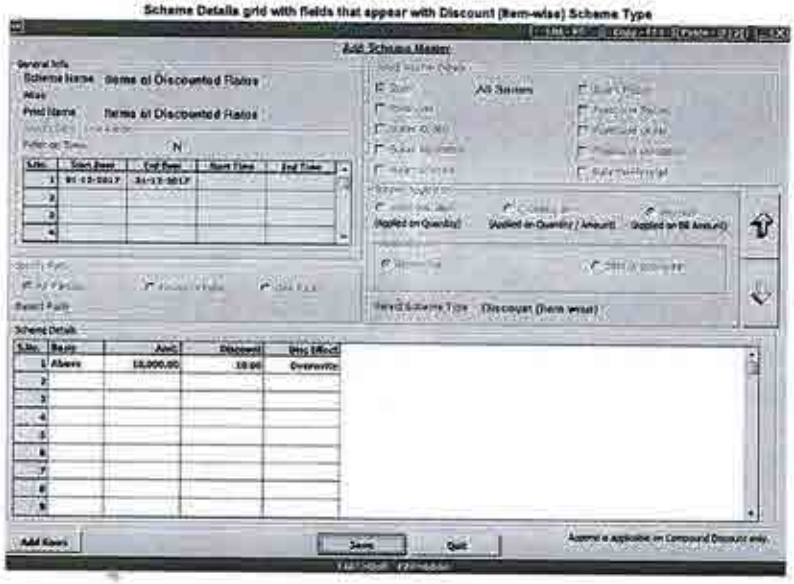
Under this Scheme Type, you can specify discount to be given on items if the bill amount is greater than a specified amount. For example, if bill amount is greater than 10,000 then all the items in the bill will be given at 10% discount. This type of schemes can be applied using this option.

After selecting this Scheme Type, click the *Down Arrow Key* button. On clicking the *Down Arrow key* button, *Scheme Details* grid will get activated with following fields:

- Basis - Select basis for voucher amount. Under this field, following two options appear:
  - Upto - Select this option to specify voucher amount up to which the scheme will be applied.
  - Above - Select this option to specify amount above which scheme will be applied.
- Amount - Enter voucher amount above/upto which scheme is to be applied.
- Discount - Enter discount to be given on each item in the bill.

Given below is a screenshot of *Scheme Details* grid with fields that appear with *Discount (Item-wise)* Scheme Type.

Scheme Details grid with fields that appear with Discount (Item-wise) Scheme Type



Scheme Type - Free / Discounted Item

Under this Scheme Type, you can specify item to be given as free or at discounted rate, if bill amount is greater than a specified amount. For example, on total purchase of Rs. 20,000, a Blanket is given free. To apply this type of scheme, you can use this option.

After selecting this Scheme Type, click the *Down Arrow Key* button. On clicking the *Down Arrow key* button, *Scheme Details* grid will get activated with following fields:

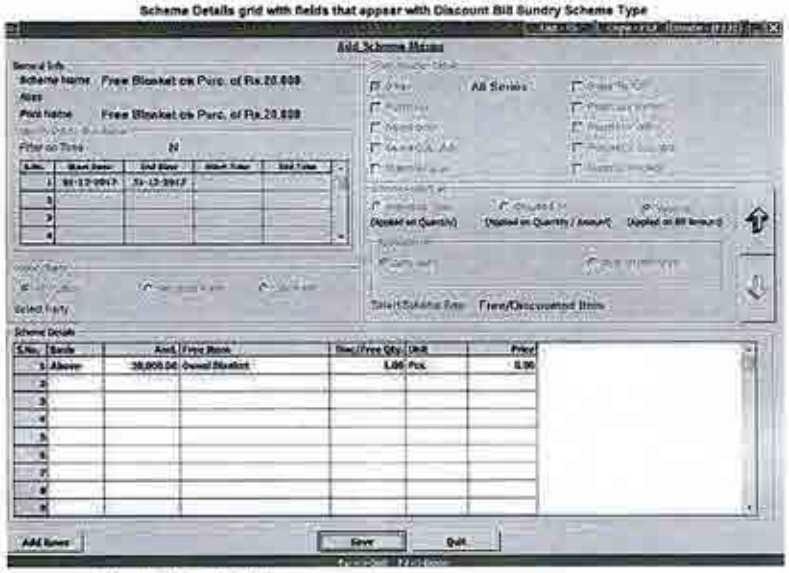
- Basis - Select basis for voucher amount. Under this field, following two options appear:
  - Upto - Select this option to specify voucher amount up to which the scheme will be applied.

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- Above - Select this option to specify amount above which scheme will be applied.
- Amount - Enter voucher amount above/upto which scheme is to be applied.
- Bill Sundry - Specify Bill Sundry to be applied in the voucher.
- Value - Specify value for Bill Sundry.

Given below is a screenshot of *Scheme Details* grid with fields that appear with *Discount Bill Sundry* Scheme Type.

Scheme Details grid with fields that appear with Discount Bill Sundry Scheme Type



- Basis - Select basis for voucher amount. Under this field, following two options appear:
  - Upto - Select this option to specify voucher amount up to which the scheme will be applied.
  - Above - Select this option to specify amount above which scheme will be applied.
- Amount - Enter voucher amount above/upto which scheme is to be applied.
- Free Item - Select item which is to be given as free or at discounted rate.
- Free Qty. - Enter free/discounted quantity to be given.
- Unit - Select unit for free item.
- Price - Enter zero in this field to give free/discounted item as absolutely free otherwise enter a price at which the free/discounted item is to be given.

Let us discuss configuration specific data fields in detail.

Master Series Group Tagging

If you have enabled the feature of Master Series Group Tagging for *Scheme* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving *Scheme* master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Scheme* master. Tagging *Scheme* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Item, Material Centre and other Masters.

After entering the required details, click the *Save* button to save Scheme details.

Modify

With the *Modify* option, you can make modifications in the *Scheme* master as per your requirements. To modify the Scheme details, click *Administration > Masters > Scheme > Modify* option.

- On clicking the *Modify* option, a *List of Schemes* window appears.
- Select the Contact that you want to modify and press the *<Enter>* key. Next a *Scheme Master - Modify* window appears. This window is similar to the *Scheme Master - Add* window. You can make appropriate changes in the *Scheme Master - Modify* window.

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At the top right corner of the *Scheme Master - Modify* window, there are various buttons:
- Delete - You can delete a master based on certain conditions.
- Next PageDn
- Prev PageUp
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.
- After you have made the modifications in the *Scheme* details, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Schemes of your company. On clicking the List option, a *List of Schemes* message box appears. In the message box, there are two options:
- Screen - If you want the list of *Schemes* on the screen, click the *Screen* button.
- Printer - If you want the list of *Schemes* to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Sale Type Master

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Sale Type refers to the classification of sales on the basis of type of sale made i.e. local or central and rate of sales tax charged. *Sale Type* master appears in the *Masters* menu only if you have specified the type of tax as VAT/GST at the time of company creation. In BUSY when you create a new company, few Sale Types are created by default for your convenience.

Following default Sale Types are created when you have selected VAT as Tax type at the time of company creation:
- C/10%
- C/C-Form
- C/StockTfr
- Services
- VAT/1 %(R)
- VAT/1 %(T)
- VAT/12.5 % (R)
- VAT/12.5 % (T)
- VAT/5 % (R)
- VAT/5 % (T)
- VAT/Exempt
- VAT/ItemWise(R)
- VAT/ItemWise(T)
- VAT/Multi Rate (R)
- VAT/Multi Rate (T)
- VAT/TaxIncl. (R)
- VAT/TaxIncl. (T)

Following default Sale Types are created when you have selected GST as tax type at the time of company creation:
- I/GST-12%
- I/GST-18%
- I/GST-28%
- I/GST-5%
- I/GST-Exempt
- I/GST-Export(Taxable)
- I/GST-Export(ZeroRated)
- I/GST-ItemWise
- I/GST-MultiRate
- I/GST-TaxIncl.
- I/GST-ZeroRated
- L/GST-12%
- L/GST-18%
- L/GST-28%
- L/GST-5%
- L/GST-Exempt
- L/GST-ItemWise
- L/GST-MultiRate

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- L/GST-StockTrf.
- L/GST-TaxIncl.
- L/GST-ZeroRated

At the top of the *Sale Type* window, a label will appear displaying whether the Sale Type master is created for VAT or for GST. This would be required when both VAT and GST are enabled in a single financial year.

If the country selected at the time of creation of the company is other than India then different Sale Types as per the country selected are created by default.

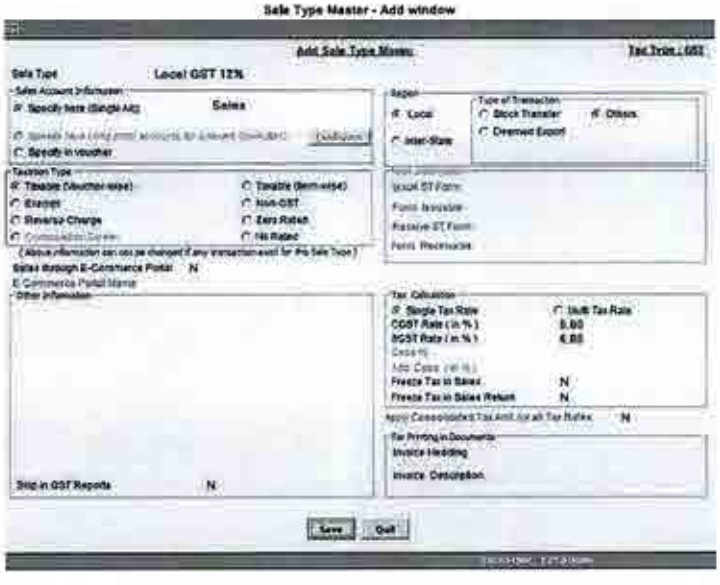
These Sale Types cover almost all types of tax slabs used for calculating tax. To create, modify, or delete a Sale Type, the *Masters* menu provides the *Sale Type* option. To use the option, click *Administration > Masters > Sale Type*.

- On clicking the *Sale Type* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Sale Type Master - Add* window appears. Given here is a screenshot of the *Sale Type Master - Add* window.

Sale Type Master - Add window



At the top left corner of the *Sale Type Master - Add* window, there are three buttons:

List
Copy
Paste

For information about the function of the buttons, click the buttons. Information about a Sale Type such as type, sale account and so on are required to be entered in different data fields. The data fields that appear in the *Sale Type Master - Add* window can be grouped in eight groups. The groups are:

- General
- Sales Account Information
- Taxation Type
- Applicable for E-Commerce
- Sales through E-Commerce Portal
- Other Information
- Region
- Form Information
- Tax Calculation
- For Printing in Documents

Let us discuss these groups in detail.

General

Sale Type

Enter a name for the Sale Type to be created in this data field. You can enter a name up to 10 characters. The name should be given in such a way that it specifies details about the Sale Type. For example, if you want to create a Sale Type which is used for central transactions and the tax charged on it is 14% then you can enter the name as C-14%. In this way, the name of the Sale Type is indicative of the type of sale and the sales tax rate.

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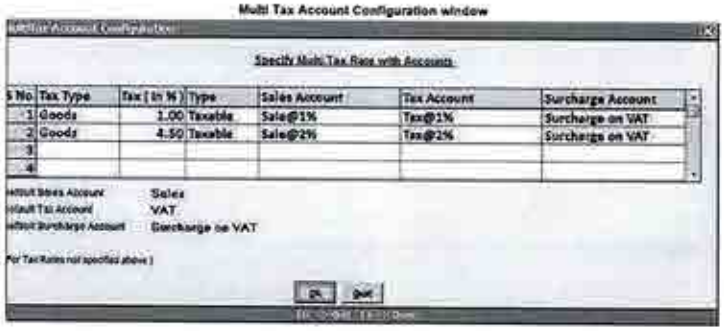
Sales Account Information
This group gets active only if you have selected the *Sale / Purc Type* option in *Sale / Purchase Account In* feature that appears under *Administration > Configuration > Features/Options > Inventory* tab. Under this group there are three options. The options are:

- Specify here (Single Account)
- Specify here (Separate Accounts for different Tax Rates)
- Specify in Voucher

Specify here (Single Account)
In this data field, you can select the account in which all the entries related to this Sale Type are to be posted.

Specify here (Separate Accounts for different Tax Rates)
This data field gets activated only on selecting *Taxable (Item - wise)* option in the *Taxation Type* group. Enable this option if you want to specify separate account for each tax rate. This option is most useful for multiple tax rates used in single voucher in which you want entries to be posted in account according to the tax rate charged/paid on the item. For example, you want all the entries related to 4% tax to be posted in *Sales4%* account and all the entries related to 10% tax to be posted in *Sales10%* account then you can specify *Sales4%* account for the 4% tax rate and *Sales10%* account for the 10% tax rate. On selecting this option, a *Configure* button appears. On clicking the *Configure* button, a *Multi Tax Account Configuration* window appears. Given here is a screenshot of *Multi Tax Account Configuration* window.

Multi Tax Account Configuration window



In the *Multi Tax Account Configuration* window, a grid and various data field appear. The grid and data fields are:

- Tax Details grid - Various fields in the grid are:
  - Tax (in %) - This filed appears if you have selected tax Type as VAT. Specify the rate of tax in this field.
  - IGST (%) - This data field appears if you have selected the Tax Type as GST and Region as Central. Specify the rate of IGST in this data field.
  - CGST (%) - This data field appears if you have selected the Tax Type as GST and Region as Local. Specify the rate of CGST in this data field.
  - SGST (%) - This data field appears if you have selected the Tax Type as GST and Region as Local. Specify the rate of SGST in this data field.
  - Type - Focus comes to this field only if you specify 0 in the *Tax (in%), IGST(%), SGST(%), or CGST (%)* field. Select from the list the type of taxation.
  - Sales Accounts - Select the sale account to which the entry will be posted when the specified tax rate will be charged/paid.
  - Tax Account - Select the tax account to which the entry will be posted when the specified tax rate will be charged/paid.
  - Surcharge / Cess Account - This field appears if you have enabled Surcharge / Cess for the company. Select the surcharge / cess account to which the entry will be posted when the specified tax rate will be charged/paid.
- Default Sales Account - Select the default sale account to which the entry will be posted for tax rate not specified in the *Tax Details* grid.
- Default Tax Account - Select the default tax account to which the entry will be posted for tax rate not specified in the *Tax Details* grid.
- Default Surcharge / Cess Account - Select the default surcharge / cess account to which the entry will be posted for tax rate not specified in the *Tax Details* grid.

Specify in Voucher
Select this option if you want to specify the Sales account to which the entry will be posted in the *Sales* voucher itself. On selecting this option, a *Sale Account* data field will appear in the voucher in which you can specify the required account.

Taxation Type
In this group you can select the type of taxation to be used in this Sale Type. If you have selected GST as Tax type for Country India at the time of company creation then following options will be available in this group:

- Taxable (Voucher-wise)
- Taxable (Item-wise)
- Exempt
- Non-GST
- Reverse Charge
- Zero Rated
- Nil Rated

Let us discuss these options in detail.

Taxable (Voucher - wise)
Select this option if single tax rate is to be levied on items in a single Sales Invoice. For example, Smart Clothing made a sale to Rich Style company that includes Shirts, trousers, jeans taxable @ 12.5%. So, in this case Smart Clothing will enable *Taxable (Voucher - wise)* option.

Taxable (Item - wise)

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Select this option if different tax rates are to be levied on different items in a single Sales Invoice. If there are different items of different tax rates in a Sale invoice then this option provides the facility of charging different tax rates to individual items. For example, Smart Clothing company made a sale to Rich Style company that includes Shirts taxable @ 4 % and Buttons taxable @ 12.5%. Now with this option, when the company enters a single *Sales* voucher for the two items, an *Item-wise VAT / GST* window will appear for each item in which it can enter the tax rate for the particular item.

Exempt
Select this option if the Sale Type is used for exempted items. Exempted items are those items that are exempted from tax under certain conditions. For example, glass industry is exempted from tax in Himachal Pradesh while it may not be exempted from tax in other states.

Non-GST
Select this option if the Sale Type is used for Non-GST items like Petrol, Diesel etc.

Reverse Charge
Select this option if the Sale Type is used for items/services on which seller is not liable to pay tax whereas receiver/buyer has to pay tax under RCM to the government. For example, Legal/Transportation services.

Zero Rated
Select this option if the Sale Type is used for Zero Rated items like export under bond/letter of undertaking is zero rated.

Nil Rated
Select this option if the Sale Type is used for Nil Rated items like non-branded rice, pulses are nil rated.

If you have selected VAT as Tax type at the time of company creation then following options will be available in this group:
- Taxable (Voucher-wise)
- Taxable (Item-wise)
- Against ST Form
- Tax Paid
- Exempt
- Tax Free
- Lump Sum Dealer
- Un-Regd. Dealer

Let us discuss these options in detail.

Taxable (Voucher - wise)
Select this option if single tax rate is to be levied on items in a single Sales Invoice. For example, Smart Clothing made a sale to Rich Style company that includes Shirts, trousers, jeans taxable @ 12.5%. So, in this case Smart Clothing will enable *Taxable (Voucher - wise)* option.

Taxable (item - wise)
Select this option if different tax rates are to be levied on different items in a single Sales Invoice. If there are different items of different tax rates in a Sale invoice then this option provides the facility of charging different tax rates to individual items. For example, Smart Clothing company made a sale to Rich Style company that includes Shirts taxable @ 4 % and Buttons taxable @ 12.5%. Now with this option, when the company enters a single *Sales* voucher for the two items, an *Item-wise VAT / GST* window will appear for each item in which it can enter the tax rate for the particular item.

Against ST Form
Select this option if you make sales against a ST Form. For example, Smart Clothing, a garment manufacturing company sells ready made garments to Rich Style company from which it receives a ST Form instead of sales tax. Thus, in this case Smart Clothing will create a Sale Type with the taxation type as *Against ST Form*.

Tax Paid
Select this option if you deal in items for which tax is already paid and you issue tax paid bills to your customer. For example, in case of tax paid at first point of sale, the seller can issue a tax paid bill to the customer.

Exempt
Select this option if the Sale Type is used for exempted items. Exempted items are those items that are exempted from tax under certain conditions. For example, glass industry is exempted from tax in Himachal Pradesh while it may not be exempted from tax in other states.

Tax Free
Select this option if the Sale Type is used for tax free items. For example, salt is a tax free item all over India irrespective of any state in which your company exist.

If the country selected is other than India then instead of Tax Free, Zero Rated option appears.

Lump-sum Dealer
This option does not get activated in the Sale Type because you do not need to create a separate Sale Type for lump-sum dealers since sale to lump-sum dealers is treated as sale to a customer. Thus, for such sales you will use the Sale Type as defined for sale to a customer.

If the country selected at the time of creation of a company is other than India then the Lump-sum Dealer option is changed to Zero Rated option in Sale Type/Purchase Type master.

Un-registered Dealer
This option is not active for Sale Type because you do not need to create a separate Sale Type for un-registered dealers since sale to un-registered dealers is treated as sale to a customer. Thus, for such sales you will use the Sale Type as defined for sale to a customer.

Sales through E-Commerce Portal
Specify 'Y' in this data field if this Sale Type is for E- Commerce.



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E-Commerce Portal Name
Specify name of the E-Commerce portal.

Other Information
There are various taxation type specific data fields. The data fields are:

- Tax Invoice
- Calculate Tax on MRP
- Tax Inclusive Item Price
- Hide Item Tax Rate window
- Calculate Tax on 100 % of Amount
- Tax on MRP Mode
- Adjust Tax/Schg. in Sales Account
- Tax Account
- Surcharge Account
- VAT Return Category
- Show/Print Deemed Tax
- Skip in GST/VAT Reports

Given here is a screenshot of the *Sale Type Master - Add* window displaying different taxation type specific data fields.

Taxation Type specific data fields



Let us discuss in detail the different taxation type specific data fields.

Tax Invoice
This data field appears only if you have selected Tax Type as VAT and if you have selected either *Taxable (Voucher - wise)* or *Taxable (Item - wise)* option from the *Taxation Type* sub-group. If you set these data field to 'Y' then this Sale Type will come under the Tax Invoice. The advantage of making the Sale Type as Tax Invoice is that Tax Invoice can be printed on your document. This, in turn, allows the buyer to claim Input Tax Credit (ITC) since ITC can be claimed only on Tax invoices.

☞ If the state selected in Administration > Configuration > Features/Options > General tab is Punjab and you set the Tax Invoice data field to 'Y' then 'VAT Invoice' will be printed on the invoice. This feature is provided keeping in mind the requirements of the state government.

Calculate Tax on Item MRP
This data field gets activated after selecting *Taxable (Item - wise) Tax* option from the *Taxation Type* sub-group. By default the value is set to 'N'. Set this data field to 'Y' if you want to calculate tax on MRP of the item entered at the time of voucher entry or in the *Item* master. If you have not entered the Item MRP at either places then BUSY will calculate the tax rate on zero amount. To enter Item MRP at the time of voucher entry, please view the *Administration > Configuration > Vouchers Configuration > Voucher Configuration* topic and to enter Item MRP in *Item* master, please view the *Item Price Info* group in *Administration > Masters > Item* topic.

Tax Inclusive Item Price
This data field gets activated after selecting *Taxable (Item - wise)* option from the *Taxation Type* sub-group. By default the value is set to 'N'. Set this data field to 'Y' if you want to enter item price inclusive of tax. Tax Inclusive implies that user has to enter the item quantity, final price inclusive of tax and tax rate only. BUSY will perform a reverse calculation for calculating the amount of tax levied and the actual price of item without tax. This option is useful when the user is making a sale to a person who is not concerned about the tax rate applied or price of item without tax and simply wants to know the final price of the item.

Hide Item Tax Rate window
This data field gets activated if you have entered 'Y' in the *Tax Inclusive Item Price* data field. By default the value of the data field is set to 'N'. This data field is useful at the time of voucher entry. With this data field set to 'N' an *Item Tax Rate* window appears at the time of voucher entry in which you can enter the tax rates on individual item. However if you have specified tax rates with each item separately in the *Item* master then you can set this data field to 'Y'. By

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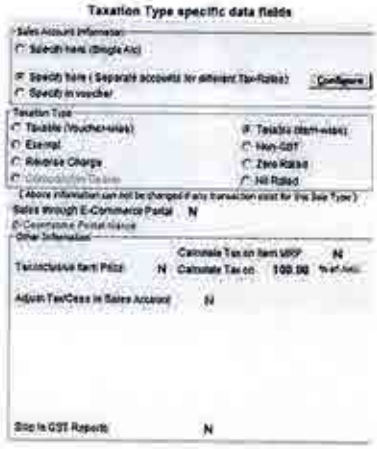
E-Commerce Portal Name
Specify name of the E-Commerce portal.

Other Information
There are various taxation type specific data fields. The data fields are:

- Tax Invoice
- Calculate Tax on MRP
- Tax Inclusive Item Price
- Hide Item Tax Rate window
- Calculate Tax on 100 % of Amount
- Tax on MRP Mode
- Adjust Tax/Schg. in Sales Account
- Tax Account
- Surcharge Account
- VAT Return Category
- Show/Print Deemed Tax
- Skip in GST/VAT Reports

Given here is a screenshot of the *Sale Type Master - Add* window displaying different taxation type specific data fields.

Taxation Type specific data fields



Let us discuss in detail the different taxation type specific data fields.

Tax Invoice
This data field appears only if you have selected Tax Type as VAT and if you have selected either *Taxable (Voucher - wise)* or *Taxable (Item - wise)* option from the *Taxation Type* sub-group. If you set these data field to 'Y' then this Sale Type will come under the Tax Invoice. The advantage of making the Sale Type as Tax Invoice is that Tax Invoice can be printed on your document. This, in turn, allows the buyer to claim Input Tax Credit (ITC) since ITC can be claimed only on Tax Invoices.

If the state selected in Administration > Configuration > Features/Options > General tab is Punjab and you set the Tax Invoice data field to 'Y' then 'VAT Invoice' will be printed on the invoice. This feature is provided keeping in mind the requirements of the state government.

Calculate Tax on Item MRP
This data field gets activated after selecting *Taxable (Item - wise) Tax* option from the *Taxation Type* sub-group. By default the value is set to 'N'. Set this data field to 'Y' if you want to calculate tax on MRP of the item entered at the time of voucher entry or in the *Item* master. If you have not entered the Item MRP at either places then BUSY will calculate the tax rate on zero amount. To enter Item MRP at the time of voucher entry, please view the *Administration > Configuration > Vouchers Configuration > Voucher Configuration* topic and to enter Item MRP in *Item* master, please view the *Item Price Info* group in *Administration > Masters > Item* topic.

Tax Inclusive Item Price
This data field gets activated after selecting *Taxable (Item - wise)* option from the *Taxation Type* sub-group. By default the value is set to 'N'. Set this data field to 'Y' if you want to enter item price inclusive of tax. Tax Inclusive implies that user has to enter the item quantity, final price inclusive of tax and tax rate only. BUSY will perform a reverse calculation for calculating the amount of tax levied and the actual price of item without tax. This option is useful when the user is making a sale to a person who is not concerned about the tax rate applied or price of item without tax and simply wants to know the final price of the item.

Hide Item Tax Rate window
This data field gets activated if you have entered 'Y' in the *Tax Inclusive Item Price* data field. By default the value of the data field is set to 'N'. This data field is useful at the time of voucher entry. With this data field set to 'N' an *Item Tax Rate* window appears at the time of voucher entry in which you can enter the tax rates on individual item. However if you have specified tax rates with each item separately in the *Item* master then you can set this data field to 'Y'. By

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setting this data field to 'Y' the *Item Tax Rate* window will not appear at the time of voucher entry and the tax rate specified with the item in *Item* master will be considered for calculating the tax.

Calculated Tax on 100 % of Amount
This data field gets activated after selecting the *Taxable (Item - wise)* option from the *Taxation Type* sub-group and entering 'N' in the *Tax Inclusive Item Price* data field. By default the value is set to '100%'. You can specify the percentage of the item amount on which tax is to be calculated. Let us understand with the help of an example. Smart Clothing sells ready made garments of various types to it's dealers. Since the tax rate is different for different garments, it creates a *Taxable (Item - wise)* Sale Type. Further, it is fixed that whatever the tax rate is, tax will be calculated on 80% of the item amount. For this purpose Smart Clothing specifies 80% in *Calculated Tax on __% of Amount* data field. This option is useful if the tax rate is fixed at a certain percentage of the item amount.

Tax on MRP Mode
This data field appears if you have specified 'Y' in the *Calculate Tax on Item MRP* data field. Under this data field, there are two options. The options are:
- Inclusive - Select this option if tax is already included in the Item MRP. Busy will do the reverse calculation and calculate amount of tax out of the item MRP specified.
- Over and Above - Select this option if tax is not included in the item MRP. In this case tax rate will be applied on Item MRP and tax will be calculated on the item MRP specified. For example, if you have specified Item MRP as 100 and Tax Percentege as 10 then in case of *Inclusive* option, tax will be 9.09 and taxable amount will be 90.91 and in case of *Over and Above* option, tax will be 10 (100*10% of 100) and taxable amount will be 100.

Adjust Tax/Schg. / Cess in Sales Account
This data field appears if you have selected *Taxable (Item - wise)* option in the *Taxation Type* sub-group. Specify 'Y' in this data field if you want to adjust tax/surcharge/ cess amount in the Sales account itself.

Tax Account
This data field gets activated after selecting *Taxable (Item - wise)* option from the *Taxation Type* sub-group and have specified 'N' in the *Adjust Tax in Sales Account* data field. Select the tax account in which the entry will be posted for this Sale Type.

Surcharge / Cess Account
This data field gets activated if you have enabled Surcharge / Cess option at the time of configuring GST/VAT for the company and have selected *Taxable (Item - wise)* option from the *Taxation Type* sub-group and have specified 'N' in the *Adjust Tax in Sales Account* data field. Select the Surcharge / Cess account in which the entry will be posted for this Sale Type.

☞ Calculated Tax on 100 % of Amount data field is active by default. This data field is replaced by Hide Item Tax Rate window data field when the *Tax Inclusive Item Price* data field is set to 'Y'.

Add. Cess Account
This data field appears if you have enabled *Additional Cess* option at the time of configuring GST/VAT for the company and have selected *Taxable (Item - wise)* option from the *Taxation Type* sub-group and have specified 'N' in the *Adjust Tax in Sales Account* data field. Select the Additional Cess account in which the entry will be posted for this Sale Type.

State Cess Account
This data field appears if you have enabled *State Cess* option at the time of configuring GST/VAT for the company and have selected *Taxable (Item - wise)* option from the *Taxation Type* sub-group and have specified 'N' in the *Adjust Tax in Sales Account* data field. Select the State Cess account in which the entry will be posted for this Sale Type.

Exclude 'State Cess' at Item Level
This data field appears if you have enabled *State Cess* option at the time of configuring GST/VAT for the company and have selected *Taxable (Item - wise* option from the *Taxation Type* sub-group . Specify 'Y' under this data field, if you don't want to apply State Cess at Item Level. This is required in case of item -wise GST transactions where tax is applied to items at Item-level but State Cess is to be applied at voucher level.

VAT Return Category
This data field appears only if you have selected Tax Type as VAT. Select the type of VAT Return Category from the list. Values in the list are state specific. For example, if you have selected the state as Delhi then *Work Contract Act* option appears in the list.

Show/Print Deemed Tax
This data field appears only if you have selected Exempt/No Tax/Non-GST/Zero Rated/Nil Rated option under Taxation Type group. Specify 'Y' in this data field if you want to view/print deemed tax in transactions/invoice as no tax is applied in voucher. For Example, you are entering an Export transaction which is Zero Rated. Now, if you have enabled this option then you can view *Deemed Tax* appearing in left side of the voucher showing Tax amount calculated on Item and same will be printed in Invoice.

Skip in GST/VAT Reports
Specify 'Y' in this data field if you want that transactions in which this Sale Type will be used should not be considered for generating GST/VAT reports. In other words, if you specify 'Y' in this data field then GST/VAT reports will not take into account the transactions entered for this Sale Type.

Region
The two options that appear in this group are:
- Local - Select this option if the Sale Type is used for local transactions.
- Central - Select this option if the Sale Type is used for central transactions.



On selecting any of the above option, a Type of Transaction sub-window appears. Various data fields that appear in this sub-window are dependent on the type of tax selected i.e. VAT or GST. If the tax type selected is VAT then following options will appear:

- Stock Transfer - Select this option if the Sale Type is meant for transfer of stock.
- Others - Select this option if the Sale Type is meant for interstate or intra state sales of goods.
- Export (Normal) - This option appears if you have selected the Central option. Select this option if the Sale Type is meant for normal export of goods.
- Export (High Sea) - This option appears if you have selected the Central option. Select this option if the Sale Type is meant for High Sea export of goods.
- Sale in Transit - This option appears if you have selected the Central option. Select this option if you made the purchase from one party and sell it to another party without goods being delivered at your Material Centre. In other words, the stock will be directly sent to the party to whom the sale is to be made from the party from whom you have purchased the goods.

☞ If you select Central in the Region group then Tax Invoice data field gets deactivated.

If you have selected Tax Type as GST then following data fields will appear:

- Stock Transfer - Select this option if the Sale Type is meant for transfer of stock.
- Others - Select this option if the Sale Type is meant for interstate or intra state sales of goods.
- Export (Normal) - Select this option if the Sale Type is meant for normal export of goods.
- Deemed Export - Select this option if Sale Type is meant for deemed export i.e. you made sale to an export who will further export the goods.
- SEZ Unit - Select this option if Sale Type is meant for sale to SEZ places.

Form Information

This group gets activated if you have selected the tax type as VAT and have selected the option of *Against ST Form* in the *Taxation Type* group. The different data fields in this group are:

- Issue ST Form
- Form Issuable
- Receive ST Form
- Form Receivable

Issue ST Form

Set this option to 'Y' if ST form is issuable against the sale in the Sale Type being created.

Form Issuable

This data field get activated if you have specified 'Y' in the previous option. Select from the list, the type of form being issued under this Sale Type.

Receive ST Form

Set this option to 'Y' if ST form is receivable against the sale in the Sale Type being created.

Form Receivable

This data field gets activated if you have specified 'Y' in the previous option. Select from the list, the type of form being received under this Sale Type.

Tax Calculation

This group gets activated if you have selected the option of either *Taxable* or *Against ST Form* in the *Taxation Type* sub-group. The different data fields in this group are:

- Single Tax Rate
- Multi Tax Rate
- Tax (in %)
- Surcharge (in %)
- Freeze Tax in Sales
- Freeze Tax in Sales Return
- Apply Consolidated Tax Amt. for all Tax Rates

Single Tax Rate

Select this option if single tax rate is to be applied on various items used in a voucher.

Multi Tax Rate

Select this option if different tax rates are to be applied on various items used in a voucher. For example, Smart Clothing company made a sale to Rich Style company that includes 10 items with 4 items taxable at 10% and 6 items taxable at 12.5%. Now the company will enter a *Sales* voucher and specify the ten items. It will then charge two bill sundries of 4% and 12.5%. Now BUSY will charge the 4% tax on items taxable at 4% and 12.5% tax on items taxable at 12.5%. BUSY will pick the item tax rates from *Item* master. If no tax rate is specified in the *Item* Master then BUSY will not charge any rate of tax on it.

Tax (in %)

This option appears if you have selected Tax Type as VAT. This option gets activated if you have selected the *Single Tax Rate* option. Enter here the percentage to be charged as tax under this Sale Type.

IGST Rate (in %)

This data field appears if you have selected Tax Type as GST and have selected *Inter-State* option in *Region* group. Enter here the percentage to be charged as tax under this Sale Type.

CGST Rate (in %)

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This data field appears if you have selected Tax Type as GST and have selected *Local* option in *Region* group. Enter here the percentage to be charged as CGST under this Sale Type.

SGST Rate (In %)
This data field appears if you have selected Tax Type as GST and have selected *Local* option in Region group. Enter here the percentage to be charged as SGST under this Sale Type.

Surcharge / Cess (In %)
This data field is active only if you have specified 'Y' in the *Enable Add. Tax / Schg./Cess* option in *Administration > Configuration > Features / Options > VAT/GST* tab. Enter rate of surcharge/cess to be charged under this Sale Type.

Freeze Tax in Sale
By default the value in this data field is set to 'N'. If you set this data field to 'Y' then while entering a *Sales* voucher for this Sale Type you necessarily have to select the Bill Sundry as mentioned under the Sale Type. Moreover, you cannot enter a tax rate in the voucher other than the one specified in the Sale Type.

Freeze Tax in Sales Return
By default the value in this data field is set to 'N'. If you set this data field to 'Y' then while entering a *Sale Return* voucher for this Sale Type you necessarily have to select the Bill Sundry as mentioned under the Sale Type. Moreover, you cannot enter a tax rate in the voucher other than the one specified in the Sale Type.

Apply Consolidated Tax Amt. for all Tax Rates
This data field appears if you have selected *Multi Tax Rate* option under *Tax Calculation* group. Specify 'Y' in this data field, if you want to apply a single GST Bill Sundry for multi-rate transactions.

For Printing in Documents
The two data fields that appear in this group are:

Invoice Heading
Enter here the text to be displayed in the invoice heading. For example if this Sale Type is for Tax invoice then you can enter the heading as *Tax Invoice*.

Invoice Description
Enter here a description about the invoice in this field. For example, if you are making a Sale Type as Retail Invoice then you can enter invoice description as *No Input Tax Credit*.

If the state selected in *Administration > Configuration > Features/Options > Regional Settings* tab is U.P. then an additional data field, *Non VAT Goods* appears. You can specify either Y/N in the data field for the purpose of reporting. Based on Y/N in the data field the transactions are categorised under Non VAT goods category or VAT goods category.

After you have entered the appropriate information, click the *Save* button to save the *Sale Type* master. On clicking the *Save* button, a *Tag Master Series Group* window appears. This window appears if you have enabled the feature of Master Series Group Tagging for *Sale Type* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Sale Type* master. Tagging *Sale Type* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Sale Type, Item, Material Centre and other Masters.

Modify

With the *Modify* option, you can make modifications to the Sale Type details as per your requirements. For example, you can change the name, alias and other information of the Sale Type. To modify the Sale Type details, click *Administration > Masters > Sale Type > Modify* option.

- On clicking the *Modify* option, a *Select Sale Type to Modify* window appears.
- Select the Sale Type that you want to modify and click the *Select* button. Next a *Sale Type Master - Modify* window appears. This window is similar to the *Sale Type Master - Add* window. You can make appropriate changes in the *Sale Type Master - Modify* window.

At the top left corner of the *Sale Type Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous

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- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

The data fields of *Taxation Type* sub-group cannot be modified if any transaction exists for the Sale Type.

It is necessary to execute the Rewrite command in case a transaction exists for the Sale Type and you have modified the *Sales Account* data field. Rewrite command can be executed by clicking the *HouseKeeping* > *Rewrite Books* option.

- After you have made the modifications in the Sale Type details, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Sale Types of your company. On clicking the *List* option, a *List of Sale Type* message box appears. In the message box, there are two options:

- Screen - If you want the list of Sale Types on the screen, click the *Screen* button.
- Printer - If you want the list of Sale Types to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

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Using Sale Types in Voucher, Sale Type Reports

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Purchase Type Master

Previous Next

Administration > Masters > Purchase Type Master

Busy

Purchase Type refers to the classification of purchase on the basis of type of purchase made i.e local or central and rate of sale tax paid. *Purchase Type* master appear in the *Masters* menu if you have specified the type of tax as VAT/GST at the time of company creation. In BUSY when you create a new company then by default some Purchase Types are created for your convenience.

Following default Purchase Types are created when you have selected VAT as tax type at the time of company creation:

- C/10%
- C/C-Form
- C/StockTfr
- VAT/1 %(R)
- VAT/1 %(T)
- VAT/12.5 % (R)
- VAT/12.5 % (T)
- VAT/4 % (R)
- VAT/4 % (T)
- VAT/Exempt
- VAT/MultiTax (R)
- VAT/MultiTax (T)
- VAT/TaxIncl. (R)
- VAT/TaxIncl. (T)

Following default Purchase Types are created when you have selected GST as tax type at the time of company creation:

- I/GST-12%
- I/GST-18%
- I/GST-28%
- I/GST-5%
- I/GST-Exempt
- I/GST-Import
- I/GST-ItemWise
- I/GST-MultiRate
- I/GST-TaxIncl.
- I/GST-ZeroRated
- L/GST-12%
- L/GST-18%
- L/GST-28%
- L/GST-5%
- L/GST-Exempt
- L/GST-ItemWise
- L/GST-MultiRate
- L/GST-StockTrf.
- L/GST-TaxIncl.

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- L/GST-Unreg(RCM)
- L/GST-ZeroRated

At the top of the *Purchase Type Master* window, a label will appear displaying whether the Purchase Type master is created for VAT or for GST. This would be required when both VAT and GST are enabled in a single financial year.

☞ If the country selected at the time of creation of the company is other than India then different Purchase Types as per the country selected are created by default.

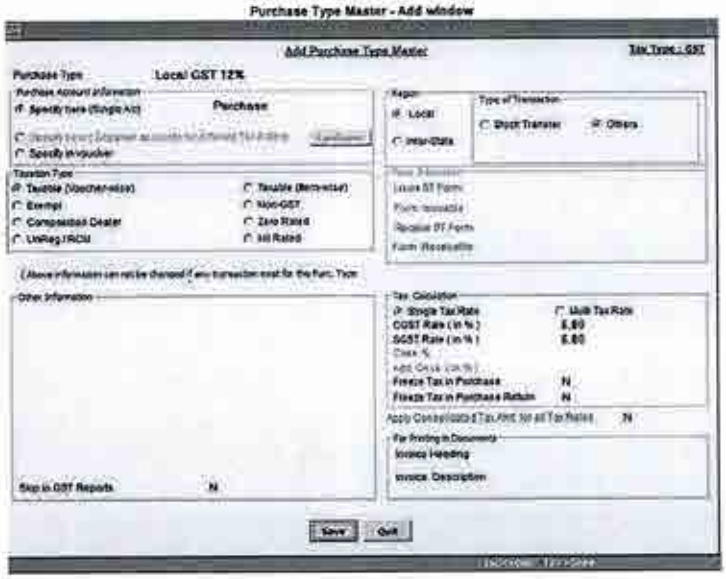
These Purchase Type cover almost all types of tax slabs used for taxation. To create, modify, or delete a Purchase Type, the *Masters* menu provides the *Purchase Type* option. To use the option, click *Administration > Masters > Purchase Type*.

- On clicking the *Purchase Type* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Purchase Type Master - Add* window appears. Given here is a screenshot of the *Purchase Type Master - Add* window.

Purchase Type Master - Add window



At the top left corner of the *Purchase Type Master - Add* window, there are three buttons:
List
Copy
Paste

For information about the function of the buttons, click the buttons. Information about a Purchase Type such as Type, Purchase account and so on are required to be entered in different data fields. The data fields that appear in the *Purchase Type Master - Add* window can be grouped in eight groups. These groups are:

- General
- Purchase Account Information
- Taxation Type
- Other Information
- Region
- Form Information
- Tax Calculation
- For Printing in Documents

Let us discuss these groups in detail.

General

Purchase Type

Enter a name for the Purchase Type to be created in this data field. You can enter a name up to 10 characters. The name should be given in such a way that it should specify details about the Purchase Type. For example if you want to create a Purchase Type which is used for central transactions and the tax charged on it is 14% then you can enter name as C-14%. In this way, the name of the Purchase Type is indicative of the type of purchase and the sales tax rate.

Purchase Account Information

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This group gets activated only if you had disabled the option of *Separate Sale/Purchase Account with Item* in *Administration > Configuration > Features / Options > Inventory* tab. If you have enabled the option of *Separate Sale / Purchase Account with Item* in *Administration > Configuration > Features / Options > Inventory* tab and have specified the name of account in the *Purchase Account* data field of the *Item* master then BUSY will automatically post the entry for this Purchase Type in that particular account. There are three options under this group. The options are:

- Specify here (Purchase Account)
- Specify here (Separate accounts for different Tax Rates)
- Specify in Vouchers

Specify here (Purchase account)
In this data field, you can select the account in which all the entries related to this Purchase Type are to be posted.

Specify here (Separate accounts for different Tax Rates)
This data field gets activated only on selecting *Taxable (Item - wise)* option in the *Taxation Type* group. Enable this option if you want to specify separate account for each tax rate. This option is useful for multiple tax rates used in single voucher in which you want entries to be posted in account according to the tax rate paid on the item. For example, you want all the entries related to 4% tax to be posted in *Purc4%* account and entries related to 10% tax to be posted in *Purc10%* account then you can specify *Purc4%* account for the 4% tax rate and *Purc10%* account for the 10% tax rate. On selecting this option, a *Configure* button appears. On clicking the *Configure* button, a *Multi Tax Account Configuration* window appears. In the *Multi Tax Account Configuration* window, a grid and various data field appear. The grid and data fields are:

- Tax Details grid - Various fields in the grid are:
  - Tax (in %) - This data field appears if you have selected the Tax Type as VAT. Specify the rate of tax in this field.
  - IGST (%) - This data field appears if you have selected the Tax Type as GST and Region as Central. Specify the rate of IGST in this data field.
  - CGST (%) - This data field appears if you have selected the Tax Type as GST and Region as Local. Specify the rate of CGST in this data field.
  - SGST (%) - This data field appears if you have selected the Tax Type as GST and Region as Local. Specify the rate of SGST in this data field.
  - Type - Focus comes to this field only if you specify 0 in the Tax (in%) field. Select from the list the type of taxation.
  - Purchase Account - Select the purchase account to which the entry will be posted when the specified tax rate will be charged/paid.
  - Tax Account - Select the tax account to which the entry will be posted when the specified tax rate will be charged/paid.
  - Surcharge / Cess Account - This field appears if you have enabled Surcharge / Cess for the company. Select the surcharge / cess account to which the entry will be posted when the specified tax rate will be charged/paid.
- Default Sales Account - Select the default purchase account to which the entry will be posted for tax rate not specified in the *Tax Details* grid.
- Default Tax Account - Select the default tax account to which the entry will be posted for tax rate not specified in the *Tax Details* grid.
- Default Surcharge / Cess Account - Select the default surcharge / cess account to which the entry will be posted for tax rate not specified in the *Tax Details* grid.

Specify in Voucher
Select this option if you want to specify the Purchase account to which the entry will be posted in the Purchase voucher itself. On selecting this option, a *Purchase Account* data field will appear in the voucher in which you can specify the required account.

Taxation Type
In this group you can select the type of taxation to be used in this Purchase Type. If you have selected GST as Tax type for Country India at the time of company creation then following options will be available in this group:

- Taxable (Voucher-wise)
- Taxable (Item-wise)
- Exempt
- Non-GST
- Composition Dealer
- Zero Rated
- UnReg/RCM
- Nil Rated

Let us discuss these options in detail.

Taxable (Voucher - wise)
Select this option if single tax rate is to be paid on items in a single Purchase Invoice. For example, Rich Style company purchases Shirts, trousers, jeans taxable @ 12.5% from Smart Clothing company. Now with this option when the company enters a single *Purchase* voucher for items, a single tax rate of 12.5% will be applied on all the items.

Taxable (Item - wise)
Select this option if different types of tax rates are to be applied in a single Purchase invoice. If there are different items of different tax rates in a single *Purchase* voucher then this option provides the facility of paying different tax rates to individual items. For example, Rich Style company purchases Shirts taxable @ 4% and Buttons @ 12.5 % from Smart Clothing company. Now with this option when the company enters a single *Purchase* voucher for both the items, an *Item-wise VAT* window appears in which it can specify tax rates for individual items.

Exempt
Select this option if the Purchase Type is used for exempted items. Exempted items are those items that are exempted from tax under certain conditions. For example, glass industry is exempted from tax in Himachal Pradesh while it may not be exempted from tax in other states.

Non-GST
Select this option if the Purchase Type is used for Non-GST items like Petrol, Diesel etc.

Composition Dealer
Select this option if the Purchase Type is used for buying goods from a Composition Dealer.

Zero Rated
Select this option if the Purchase Type is used for Zero Rated items.

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UnReg/RCM
Select this option if the Purchase Type is used for buying goods from an Unregistered dealer and are applicable for RCM.

Nil Rated
Select this option if the Purchase Type is used for Zero Rated items like non-branded rice, pulses are nil rated.

If you have selected VAT as Tax type at the time of company creation then following options will be available in this group:
- Taxable (Voucher-wise)
- Taxable (Item-wise)
- Against ST Form
- Tax Paid
- Exempt
- Tax Free
- Lump Sum Dealer
- Un-Regd. Dealer

Let us discuss these options in detail.

Taxable (Voucher - wise)
Select this option if single tax rate is to be paid on items in a single Purchase Invoice. For example, Rich Style company purchases Shirts, trousers, jeans taxable @ 12.5% from Smart Clothing company. Now with this option when the company enters a single *Purchase* voucher for items, a single tax rate of 12.5% will be applied on all the items.

Taxable (Item - wise)
Select this option if different types of tax rates are to be applied in a single Purchase invoice. If there are different items of different tax rates in a single *Purchase* voucher then this option provides the facility of paying different tax rates to individual items. For example, Rich Style company purchases Shirts taxable @ 4% and Buttons @ 12.5 % from Smart Clothing company. Now with this option when the company enters a single *Purchase* voucher for both the items, an *Item-wise VAT* window appears in which it can specify tax rates for individual items.

Against ST Form
Select this option if you have made a purchase against any ST Form. For example, Smart Clothing Garment manufacturing company purchases cotton yarn on which it does not pay sale tax but issues a ST Form. In this case Smart Clothing company can create a Purchase Type with the taxation type being *Against ST Form*.

Tax Paid
Select this option if tax is already paid for the items.

Exempt
Select this option if the Purchase Type being created is to be used for exempted items.

Zero Rated
Select this option if the Purchase Type being created is used for zero rated items i.e. no tax is to be charged on item.

Lump Sum Dealer
Select this option if you are creating a Purchase Type for the goods that are purchased from lump sum dealers.

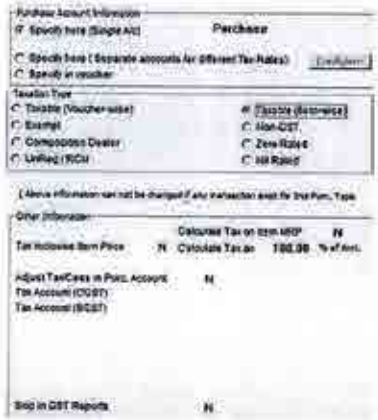
Un-Regd. Dealer
Select this option if you are creating a Purchase Type for the goods that are purchased from an un-registered dealer.

Other Information
In this group various data fields appear. The data fields are:
- Tax Invoice
- Calculate Tax on Item MRP
- Tax Inclusive item Price
- Hide Item Tax Rate window
- Calculate Tax on 100 % of Amount
- Tax on MRP Mode
- Adjust Tax/Schg. in Purchase Account
- Tax Account
- Surcharge Account
- Capital Purchase
- VAT Return Category
- Show/Print Deemed Tax
- Skip in VAT/CST Reports

Given here is a screenshot of the *Purchase Type Master - Add* window displaying taxation type specific data fields.

Taxation Type specific data fields

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Let us discuss in detail the taxation type specific fields.

Tax Invoice
This data field gets activated if you have selected Tax Type as VAT and have selected the option of either *Taxable(Voucher - wise) or Taxable (Item - wise)* option from the *Taxation Type* sub-group. If you set this data field to 'Y' then this Purchase Type entitles the holder to claim Input Tax Credit (ITC).

Calculate Tax on Item MRP
This data field gets activated after selecting the option of *Taxable (Item - wise)* from the *Taxation Type* sub-group. By default the value of this data field is set to 'N'. Set this data field to 'Y' if you want to calculate tax on MRP of the item entered at the time of voucher entry or in the *Item* master. If you have not entered the Item MRP at either places then BUSY will calculate the tax rate on zero amount. To enter Item MRP at the time of voucher entry, please view the *Administration > Configuration > Voucher Configuration > Voucher Configuration* topic and to enter Item MRP in *Item* master, please view the *Item Price Info* group in *Administration > Masters > Item* topic.

Tax Inclusive Item Price
This data field gets activated after selecting the option of *Taxable (Item - wise)* from the *Taxation Type* sub-group. By default the value of this data field is set to 'N'. Set this data field to 'Y' if you want to enter item price inclusive of tax. Let us understand this option with the help of an example. Smart Clothing, a garment manufacturing company, purchases cotton yarn from another company and is not concerned about the item price without tax and rate of tax applied on item. Instead it wants total price of items inclusive of tax rates. Now with this option whenever the company will enter a *Purchase* voucher and select this Purchase Type, an *Item-wise VAT Rates* window will appear for each item in which it can enter tax rate applied on individual items.

Hide Item Tax Rate window
This data field gets activated if you have entered 'Y' in the *Tax Inclusive Item Price* window data field. By default the value of the data field is set to 'N'. This data field is useful at the time of voucher entry. With this data field being set to 'N' an *Item Tax Rate* window appears at the time of voucher entry in which you can enter the tax rates for individual item. However if you have specified tax rates with each item separately in the *Item* master then you can set this data field to 'Y'. By setting this data field to 'Y' the *Item Tax Rate* window will not appear at the time of voucher entry and the tax rate specified with the item in *Item* master will be considered for calculating the tax.

Calculate Tax on 100 % of Amount
This data field gets activated after selecting the *Taxable (Item - wise)* option from the *Taxation Type* sub-group and entering 'N' in the *Tax Inclusive Item Price* data field. By default the value is set to '100%'. You can specify the percentage of the item amount on which tax is to be calculated. Let us understand with the help of an example. Smart Clothing purchases ready made garments of various types from it's dealers. Since the tax rate is different for different garments, it creates a *Taxable (Item - wise)* Purchase Type. Further, it is fixed that whatever the tax rate is, tax will be calculated on 80% of the item amount. For this purpose, Smart Clothing specifies 80% in *Calculated Tax on __% of Amount* data field. This option is useful if the tax rate is fixed at a certain percentage of the item amount.

Tax on MRP Mode
This data field appears if you have specified 'Y' in the *Calculate Tax on Item MRP* data field. Under this data field, there are two options. The options are:
- Inclusive - Select this option if tax is already included in the Item MRP. Busy will do the reverse calculation and calculate amount of tax out of the item MRP specified.
- Over and Above - Select this option if tax is not included in the item MRP. In this case tax rate will be applied on Item MRP and tax will be calculated on the item MRP specified. For example, if you have specified Item MRP as 100 and Tax Percentage as 10 then in case of *Inclusive* option, tax will be 9.09 and taxable amount will be 90.91 and in case of *Over and Above* option, tax will be 10(100*10% of 100) and taxable amount will be 100.

Adjust Tax/Schg./ Cess in Purchase Account
This data field appears if you have selected*Taxable (Item - wise)* option in the *Taxation Type* sub-group. Specify 'Y' in this data field if you want to adjust tax/surcharge/cess amount in the Purchase account itself.

Tax Account
This data field gets activated after selecting *Taxable (Item - wise)* option from the *Taxation Type* sub-group and have specified 'N' in the *Adjust Tax in Purchase Account* data field. Select the tax account in which the entry will be posted for this Purchase Type.

Surcharge / Cess Account
This data field gets activated if you have enabled Surcharge / cess for the company and have selected *Taxable (Item - wise)* option from the *Taxation Type* sub-group and have specified 'N' in the *Adjust Tax in Purchase Account* data field. Select the surcharge / cess account in which the entry will be posted for this Purchase Type.

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Capital Purchase
This data field appears if you have selected Tax Type as VAT. Set this option to 'Y' if the Purchase Type is for capital purchases. This option is helpful as Input Tax Credit (ITC) can be claimed on Capital Purchases such as machinery and so on. By specifying 'Y' in this data field, related transactions will be displayed in the ITC column in appropriate reports thus making it easier to claim ITC.

VAT Return Category
This data field appears if you have selected Tax Type as VAT. Select the type of VAT Return Category from the list. Values in the list are state specific. For example, if you have selected the state as Delhi then *Work Contract Act* option appears in the list.

Show/Print Deemed Tax
This data field appears only if you have selected Exempt/No Tax/Non-GST/Zero Rated/Nil Rated option under Taxation Type group. Specify 'Y' in this data field if you want to view/print deemed tax in transactions/invoice as no tax is applied in voucher. For Example, you are entering an Import transaction which is Zero Rated. Now, if you have enabled this option then you can view *Deemed Tax* appearing in left side of the voucher showing Tax amount calculated on Item and same will be printed in Invoice.

Skip in VAT/ CST / GST Reports
Specify 'Y' in this data field if you want that transactions in which this Purchase Type will be used should not be considered for generating VAT / CST and GST reports. In other words, if you specify 'Y' in this data field then transactions having this Purchase Type will not be included while generating VAT / CST or GST reports.

Region
The two options that appear in this group are:
- Local - Select this option if the Purchase Type being created is used for local transactions.
- Central - Select this option if the Purchase Type being created is used for central transactions.

On selecting any of the above option, a *Type of Transaction* sub-window appears. Various data fields that appear in this sub-window are dependent on type of tax selected i.e. VAT or GST. If you have selected the Tax Type as VAT then following data fields appear:
- Stock Transfer - Select this option if the Purchase Type is meant for transfer of stock.
- Others - Select this option if the Purchase Type is meant for interstate or intra state purchase of goods.
- Import (Normal) - This option appears if you have selected the *Central* option in the *Region* group. Select this option if the Purchase Type is meant for normal import of goods.
- Import (High Sea) - This option appears if you have selected the *Central* option in *Region* group. Select this option if the Purchase Type is meant for High Sea import of goods.
- Purc. for Sale in Transit - This option appears if you have selected the *Central* option in *Region* group. Select this option if you are making a purchase of goods that will be directly sent to the party to whom you have to sell this goods. The goods that you will purchase will not be delivered at your Material Centre but will directly be sent to the party for whom you have purchased these goods.

If you select Central from the group then Input Tax Credit and Capital Purchase data fields will get deactivated.

If you have selected the Tax Type as GST for Country India then following data fields appear:
- Stock Transfer - Select this option if the Purchase Type is meant for transfer of stock.
- Others - Select this option if the Purchase Type is meant for interstate or intra state purchase of goods.
- Import (Normal) - This option appears if you have selected the *Central* option in the *Region* group. Select this option if the Purchase Type is meant for normal import of goods.
- SEZ Unit - Select this option if Purchase type is meant for import of goods from SEZ place.

Form Information
This group gets activated if you have selected the Tax Type as VAT and have selected the option of *Against ST Form* in the *Taxation Type* sub-group. Various data fields in this group are:
- Issue ST Form
- Form Issuable
- Receives ST Form
- Form Receivable

Issue ST Form
Set this option to 'Y' if sale tax form is issuable against the purchase in the Purchase Type being created.

Form Issuable
This field get activated if you have set 'Y' in the previous field. Select from the list, the type of form being issued under this Purchase Type.

Receive ST Form
Set this option to 'Y' if any sale tax form is receivable against the purchase in the Purchase Type being created.

Form Receivable
This field gets activated if you have set 'Y' in the previous field. Select from the list, the type of form being received under this Purchase Type.

Tax Calculation
This group gets activated if you have selected the option of either *Taxable* or *Against ST Form* in the *Taxation Type* sub-group. The different data fields in this group are:
- Single Tax Rate
- Multi Tax Rate
- Tax (in %)

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- Surcharge (in %)
- Freeze Tax in Sales
- Freeze Tax in sales Return
- Apply Consolidated Tax Amt. for all Tax Rates

Single Tax Rate
Select this option if single tax rate is to be applied on various items used in a voucher.

Multi Tax Rate
Select this option if different tax rates are to be applied on various items used in a voucher. For example, Smart Clothing company made a purchase from Rich Style company that includes 10 items with 4 items taxable at 10% and 6 items taxable at 12.5%. Now the company will enter a *Purchase* voucher and specify the ten items. It will then add two Bill Sundries of 4% and 12.5%. Now BUSY will charge the 4% tax on items taxable at 4% and 12.5% tax on items taxable at 12.5%. BUSY will pick the item tax rates from item master. If no tax rate is specified for a item in the *Item* master then BUSY will not charge any rate of tax on that particular item.

Tax (in %)
This option gets activated if you have selected the *Single Tax Rate* option. Enter here the percentage to be charged as tax under this Purchase Type.

Surcharge / Cess (in %)
This data field is active only if you have specified 'Y' in the *Enable Add. Tax / Schg. / Cess* option in *Administration > Configuration > Features / Options > VAT/GST* tab. Enter rate of surcharge / cess to be charged under this Purchase Type.

Freeze Tax in Purchase
By default the value of this data field is set to 'N'. If you set this data field to 'Y' then while entering a *Purchase* voucher for this Purchase Type you necessarily have to select the Bill Sundry as mentioned under the Purchase Type. Moreover, you cannot enter a tax rate in the voucher other than the one specified in the Purchase Type.

Freeze Tax in Purchase Return
By default the value of this data field is set to 'N'. If you set this data field to 'Y' then while entering a *Purchase Return* voucher for this Purchase Type you necessarily have to select the Bill Sundry as mentioned under the Purchase Type. Moreover, you cannot enter a tax rate in the voucher other than the one specified in the Purchase Type.

Apply Consolidated Tax Amt. for all Tax Rates
This data field appears if you have selected *Multi Tax Rate* option under *Tax Calculation* group. Specify 'Y' in this data field, if you want to apply a single GST Bill Sundry for multi-rate transactions.

For Printing in Documents
The two data fields that appear in this group are:

Invoice Heading
Enter here the text to be displayed in the invoice heading.

Invoice Description
Enter a description about the invoice in this data field.

After you have entered the appropriate information, click the *Save* button to save the *Purchase Type* master. On clicking the *Save* button, a *Tag Master Series Group* window appears. This window appears if you have enabled the feature of Master Series Group Tagging for *Purchase Type* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab. Given here is a screenshot of *Tag Master Series Group* window.

Tag Master Series Group window



In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Purchase Type* master. Tagging *Sale Type* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Purchase Type, Item, Material Centre and other Masters.

Modify

With the *Modify* option, you can make modifications to the Purchase Type details as per your requirement. For example, you can change the name, alias and other information of the Purchase Type. To modify the Purchase Type details, click *Administration > Masters > Purchase Type > Modify* option.

- On clicking the *Modify* option, a *Select Purchase Type to Modify* window appears.
- Select the Purchase Type that you want to modify and click the *Select* button. Next a Purchase Type *Master - Modify* window appears. This window is similar to the *Purchase Type Master - Add* window. You can make appropriate changes in the *Purchase Type Master - Modify* window.

At the top left corner of the *Purchase Type Master - Modify* window, there are six buttons:

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- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

The data fields of *Taxation Type* sub-window cannot be modified if any transaction exists for the Purchase Type.

It is necessary to execute the Rewrite command in case any transaction exists for the Purchase Type and you have modified the Purchase account data field. Rewrite command can be executed by going to *HouseKeeping > Rewrite Books* option.

- After you have made the modifications in the Purchase Type details, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Purchase Types of your company. On clicking the *List* option, a *List of Purchase Type* message box appears. In the message box, there are two options:

- Screen - If you want the list of Purchase Types on the screen, click the *Screen* button.
- Printer - If you want the list of Purchase Types to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

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Using Purchase Type in Vouchers, Purchase Type Report

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Tax Category Master

Administration > Masters > Tax Category Master

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Tax Category master appears in *Masters* menu only if you have enabled VAT / GST for the company. Under *Tax Category* master, you can specify the tax rates which will be applicable for the items with whom the *Tax Category* master will be tagged. Under a single Tax Category, you can specify different tax rates and the date from which they are applicable.

To create, modify or delete a *Tax Category* master, *Masters* menu provides the *Tax Category* option. To use the option, click *Administration > Masters > Tax Category*.

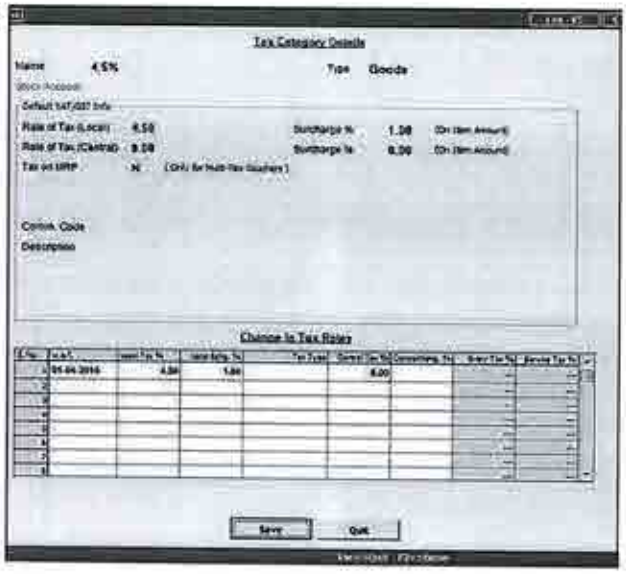
- On clicking the *Tax Category* option, various options are displayed. The options are:
  - Add
  - Modify
  - List

Add

On clicking the *Add* option you can create single Tax Category master. On selecting this option, a *Tax Category Details* window appears. Given here is a screenshot of *Tax Category Details* window.

Tax Category Details window (For VAT)

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In the *Tax Category Details* window, following data field, group and grid appear:

- Name
- Type
- Stock Account
- VAT / GST Info.
- Changes in Tax Rate

Item-wise Cess to be calculated on
Under this group, three options appear. The options are:

- Item Amt. - Select this option if you want to calculate Cess on item amount.
- Tax Amt. - Select this option if you want to calculate Cess on tax amount.
- Item and Tax Amount - Select this option if you want to calculate Cess on item (taxable) + tax amount.

Name
Specify the name for the Tax Category.

Type
Select the type of tax from the list i.e. Goods or Services.

Stock Account
This data field appears if you have selected *Tax Category* option in *Tag Stock. Acc. With* feature in *Administration > Configuration > Features / Options > Inventory* tab. Select the stock account to be debited / credited when items for this Tax Category will be purchased / sold.

VAT / GST Info.
Under this group, you can specify local and central tax rates and the surcharge rates. Following data fields will appear if you have selected VAT as Tax type at the time of company creation:

- Rate of Tax (Local)
- Rate of Tax (Central)
- Taxation Type
- Surcharge %
- Tax on MRP

Rate of Tax (Local)
Specify the tax rate to be charged when an item will be sold / purchased locally i.e. within state.

Rate of Tax (Central)
Specify the tax rate to be charged when an item will be sold / purchased centrally i.e. outside state.

Taxation Type
This data field gets active on specifying a tax rate as zero. Select the reason for the zero tax rate.

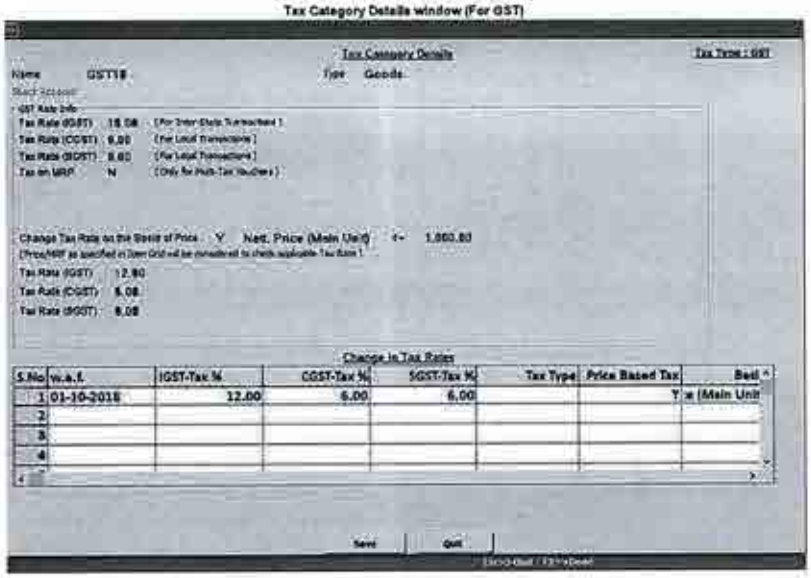
Surcharge %
This data field gets active on specifying a tax percentage greater than zero. Specify the surcharge percentage to be charged for local and central transactions.

Tax on MRP
Specify 'Y' in this data field if tax is to be charged on item MRP.

If you have selected GST as tax type at the time of company creation then following Tax Category Add window will appear:

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Tax Category Details window (For GST)



Following data fields will appear if you have selected GST as Tax type :

- Tax Rate (IGST)
- Tax Rate (CGST)
- Tax Rate (SGST)
- Tax on MRP
- Zero Tax Type
- Specify Cess Rate
- Specify ACess Rate
- Change Tax Rate on the basis of Price

Tax Rate (IGST)
Specify the tax rate to be charged when an item will be sold / purchased outside the state. The tax amount collected will be deposited to Central government.

Tax Rate (CGST)
Specify the tax rate to be charged when an item will be sold / purchased within the state. The tax amount collected will be deposited to Central government.

Tax Rate (SGST)
Specify the tax rate to be charged when an item will be sold / purchased within the state. The tax amount collected will be deposited to State government.

Tax on MRP
Specify 'Y' in this data field if tax is to be charged on item MRP.

Zero Tax Type
Select from the list whether tax is exempted or zero rated.

Specify Cess Rate
This data field will appear if you have enabled 'Enable Cess' option at the time of creating company or from VAT/GST Configuration. Specify 'Y' in this data field to specify cess rate. After specifying cess rate select the basis from the list i.e. cess is to be calculated on percentage basis, per main/packaging or alternate unit.

Specify ACess Rate
This data field will appear if you have enabled 'Enable Additional Cess' option at the time of creating company or from VAT/GST Configuration. Specify 'Y' in this data field to specify ACess rate. After specifying ACess rate select the basis from the list i.e. ACess is to be calculated on percentage basis, per main/packaging or alternate unit.

☞ If you charge Cess and Additional Cess at fixed rate then you can specify rate for Cess and Additional Cess in Tax Category master and while entering voucher, it will appear by default and you can not modify its rate in the voucher. This implies that Cess and Additional Cess rate specified in Tax Category master works as a validation i.e. the same rate of Cess and Additional Cess must be applied in the voucher.
On the other hand if Cess and Additional Cess rate varies in different vouchers then you can leave Cess and Additional Cess rate as zero in Tax Category master and specify the required Cess and Additional Cess rate in voucher.

Change Tax Rate on the basis of Price
Specify 'Y' in this data field if Item Tax Rate depends upon its price. For example, if price of an Item is less than 1000 then 5% tax is to be charged and if price is more than 1000 then 18% tax will be charged. After specifying 'Y' in the data field some options will appear where you have to specify the price and tax related details. Now, when you will enter voucher Item tax rate will be automatically picked from Tax category master depending upon the price entered.

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Changes in Tax Rate

Under the *Changes in Tax Rate* grid, you can specify the date from which the tax rates are applicable for the items. For example, from Oct 2017 onwards, GST tax rate is reduced from 14% to 12%. In such a case, in the first row of the grid, you can specify the w.e.f. date as July 2017 and specify the tax rate as 14%. In the second row of the grid, you can specify the w.e.f. date as Oct 2017 and specify the tax rate as 12%. Now for transactions that have taken place from July to September, the tax will be charged at 14% and for transactions that will take place from Oct onwards, the tax will be charged at 12%.

Also, you can specify Item tax rates date wise on the basis of Item's amount. For example, from Oct 2017, if price of an Item is less than 1000 then 5% tax is to be charged and if price is more than 1000 then 18% tax will be charged. In such a case, in the first row of the grid, you can specify the w.e.f. date as Oct 2017, specify price based tax as 'Y', select the basis, specify price and tax rate. Similarly, In the second row of the grid, again specify the w.e.f. date as Oct 2017 and specify price based tax as 'Y', select the basis, specify price and tax rate. Now, when you will enter voucher form Oct onwards, Item tax rate will be automatically picked from Tax category master depending upon the price entered.

- After you have entered the appropriate information, click the *Save* button to save the new *Tax Category*. If you do not want to create a new *Tax Category* then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications in the *Tax Category* as per your requirements. To modify the *Tax Category*, click *Administration > Masters > Tax Category > Modify* option.

- On clicking the *Modify* option, a *List of Tax Category* window appears.
- Select the *Tax Category* that you want to modify and press the *<Enter>* key. Next a *Tax Category Master - Modify* window appears. This window is similar to the *Tax Category Master - Add* window. You can make appropriate changes in the *Tax Category Master - Modify* window.

At the top right corner of the *Tax Category Master - Modify* window, there are various buttons:

- Delete - You can delete a master based on certain conditions.
- Next PageDn
- Prev PageUp
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the *Tax Category*, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the tax category of your company. On clicking the List option, a *List of Tax Category* message box appears. In the message box, there are two options:

- Screen - If you want the list of Tax category on the screen, click the *Screen* button.
- Printer - If you want the list of Tax category to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

Tagging Tax Category in Item master

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TDS Category Master

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Busy

In BUSY you can enter details related to TDS Category if you have enabled TDS in *Administration > Configuration > Features/Options > TDS* tab. TDS (Tax Deducted at Source) Category refers to the different types of income on which TDS deductions can be made. For example, rent, salaries, commission are TDS categories. On clicking the *Create Default TDS Categories* button in *Administration > Configuration > Features/Options > TDS* tab, BUSY creates nine default TDS categories. The default TDS categories are:

- Commission or Brokerage
- Contracts to Individual / HUF
- Contracts to Others
- Contracts to Transporters
- Fees for Professional Services
- Interest from Banking Co.
- Interest Other than from a Banking Co.
- Rent of Land, Building, Furniture etc.
- Rent of Plant & Machinery

To create, modify, or delete a TDS Category, the *Masters* menu provides the *TDS Category* option. To use the option, click *Administration > Masters > TDS Category*.

- On clicking the *TDS Category* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

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Add

- On clicking the *Add* option, a *TDS Category Master - Add* window appears. Given here is a screenshot of *TDS Category Master - Add* window.

TDS Category Master - Add window



At the top left corner of the *TDS Category Master - Add* window, there are three buttons:
List
Copy
Paste

For information about the function of the buttons, click the buttons. Details about a TDS Category such as name, section code and so on are required to be entered in different data fields. The different data fields falling in the *TDS Category Master - Add* window are:

- TDS Category Name
- Section Code
- Date (W.e.f)
- TDS Rates

Let us discuss these data fields in detail.

TDS Category Name
Enter name for TDS Category in this data field. You can enter a name up to 40 characters.

Section Code
Enter in this data field the section code, as provided by the IT department under which the TDS Category falls.

Date (w.e.f)
Enter date from which the TDS rates as specified in the *TDS Rate* grid will be applicable. Rates will be applicable till the date new with effect from date is not specified. For example, you have specified with effect from date as 14th May 2020 then the TDS rates as specified in the TDS Rate grid will be applicable from 14th May 2020 and will continue to be applicable till the time you enter a new with effect from date.

TDS Rates

In this grid the different data fields that appear are:

Payee Category
Payee is the individual/company that receives the payment for rendering services. Select in this data field the different Payee Categories that can be mapped to the TDS Category being created. For example, in *Winning From Horse Races and Lotteries* TDS Category the Payee Categories can be *Domestic Company* and *Individual - Residents*.

You can map one TDS Category to more than one Payee Category. For example, under the TDS Category, Winnings from Horse Races and Lotteries, you can have two payee categories, Domestic Company and Individual - Residents. This means that you can deduct TDS for both the payees under the same TDS Category.

Threshold Limit
The threshold limit defines the upper (maximum) limit that the income can reach and not be taxed. Once the threshold limit is crossed TDS has to be deducted. Enter in this data field, the threshold limit for the payee specified in the *Payee Category* data field.

TDS (with PAN) %
Enter the rate at which TDS will be deducted for the payee having a valid PAN number.

TDS (without PAN) %
Enter the rate at which TDS will be deducted for the payee not having a valid PAN number.

Surcharge %
Enter the surcharge rate to be deducted additionally for the payee, if any.

Edu. Cess %
Enter the Education cess rate to be deducted additionally for the payee, if any.

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SHE Cess %
Enter the SHE cess rate to be deducted additionally for the payee, if any.

- After you have entered the appropriate details in all the data fields, click the *Save* button to save the new TDS Category detail. If you do not want to create a new TDS Category then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the TDS category details as per your requirements. For example, you can change the TDS Category name, section code and so on of the TDS Category. To modify the TDS Category details, click *Administration > Masters > TDS Category > Modify* option.

- On clicking the *Modify* option, a *Select TDS Category to Modify* window appears.
- Select the TDS category that you want to modify and click the *Select* button. Next a *TDS Category Master - Modify* window appears. This window is similar to the *TDS Category Master - Add* window. You can make appropriate changes in the *TDS Category Master - Modify* window.

At the top left corner of the *TDS Category Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the TDS Category information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the TDS categories of your company. On clicking the *List* option, a *List of TDS Category* message box appears. In the message box, there are two options:

- Screen - If you want the list of TDS Categories on the screen, click the *Screen* button.
- Printer - If you want the list of TDS Categories to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

See Also

Recording TDS Transactionsin Journal/Payment Vouchers,
TDS Reports

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Employee Master

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Administration > Masters > Employee Master

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Employees data forms the base for any payroll software as all the records are maintained for the employees and all the reports are generated for the employees. Thus we can say that Employee master is one of the most important master in Payroll. In the *Employee* master, you can enter details about the employees such as name, father's name, employee code, address and so on. To create an *Employee* master, click *Administration > Master > Employee* option.

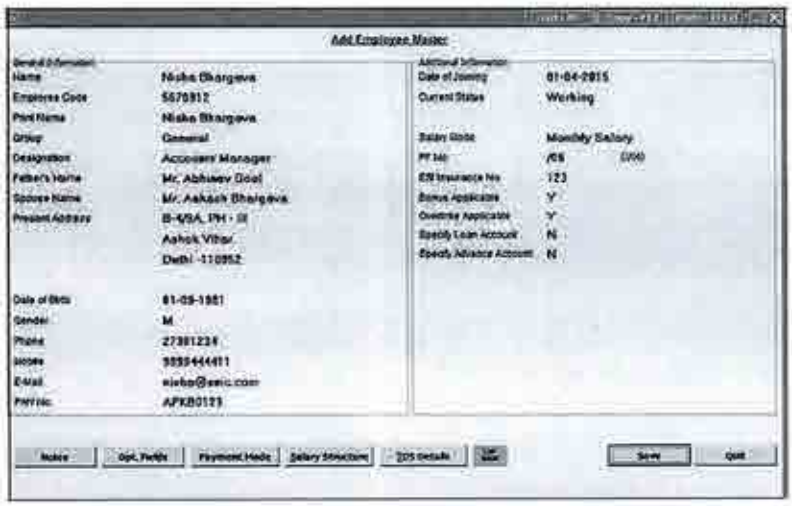
- On clicking the *Employee* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

On clicking the *Add* option, an *Employee Master - Add* window appears. Given here is a screenshot of the *Employee Master - Add* window.

Employee Master - Add window

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In the *Employee Master - Add* window, there are two groups that contain various data fields. The groups are:

- General Information
- Additional Information

General Information

In the *General Information* group there are various data fields. The data fields are:

- Name
- Employee Code
- Print Name
- Group
- Father's Name
- Spouse Name
- Present Address
- Date of Birth
- Gender
- Phone
- Mobile
- Email
- PAN No.

Name

Enter the name of the employee in this data field. You can enter a name up to 40 characters.

Employee Code

Enter Employee code of the employee in this data field.

Print Name

Enter Print name for the employee in this data field.

If you have specified 'Y' in the 'Generate Print Name Automatically' data field in the *Administration > Configuration > Masters Configuration* then Print Name as configured in *Masters Configuration* will appear automatically. However you can change it as per your requirement. Also in this case the Print name data field will appear after the *Group* data field.

Group

Select Employee Group from the list. You can create Employee group from here itself also by pressing *F3* key.

Father's name

Enter employee's father name in this data field.

Spouse Name

Enter husband/wife name of the employee in this data field.

Present Address

Enter present address of the employee in various data fields provided.

Date of Birth

Enter date of birth of the employee in this data field.

Gender

Enter *M* for Male employees and *F* for Female employees in this data field.

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Phone
Enter phone number of the employee in this data field.

Mobile
Enter Mobile number of the employee in this data field.

Email
Enter Email address of the employee in this data field.

PAN No.
Enter PAN number of the employee in this data field

Additional Information
In the *Additional Information* group there are various data fields. The data fields are:
- Date of Joining
- Current Status
- Last Working Day
- PF No.
- ESI Insurance No.
- Bonus Applicable
- Overtime Applicable

Date of Joining
Enter date of joining of the employee in this data field.

Current Status
Select current status of the employee i.e. working or resigned.

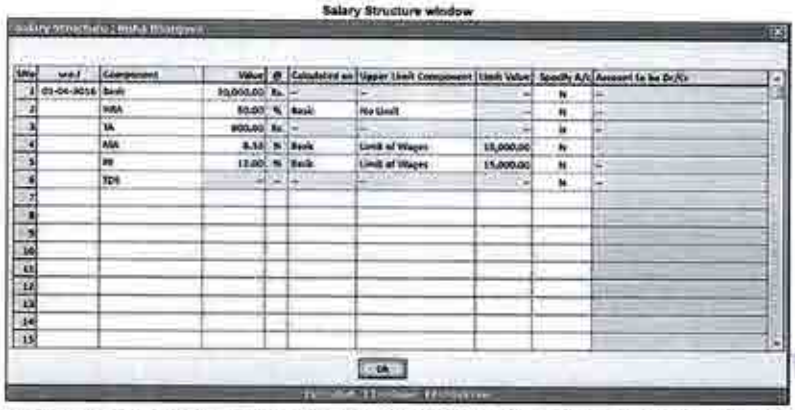
Last Working Day
This data field gets active only if you have selected the current status of employee as resigned. Enter the last working date of the employee in this data field.

PF No.
This data filed appears if you have enabled PF reporting at the time of Payroll configuration under *Features / Options*. Enter Provident fund number of the employee in this data field.

ESI Insurance No
This data filed appears if you have enabled ESI reporting at the time of Payroll configuration under *Features / Options*. Enter ESI insurance number of the employee in this data field.

At the bottom of the *Add - Employee Master* window, following buttons appear:
- Notes - Click this button to enter Notes for the *Employee* master. On clicking this button, an *Employee Notes* message box appears. This message box appears if you have not enabled the feature of *Maintain Notes with Employee master* while configuring Payroll feature in *Features / Options > Enterprise Features* tab. Otherwise, if you want to enable this feature from *Employee* master itself then click *Yes* button in the message box. After enabling this feature, you can enter Notes for the *Employee* master. For adding Notes, a *Notes* window appears on clicking the *Notes* button. Enter appropriate Notes in the window.
- Opt. Fields - Click this button to enter value for the Optional Fields of *Employee* master. On clicking this button, an *Optional Fields* message box appears. This message box appears if you have not enabled the Optional Fields for *Employee* master in *Administration > Configuration > Masters Configuration* option. Otherwise if you want to enable and configure this feature from *Employee* master itself then click *Yes* button in the message box. After enabling and configuring this feature, you can enter value for the Optional Fields. To enter value for Optional Fields, click the *Optional Fields* button provided in the *Employee* master. On clicking the *Optional Fields* button, an *Optional Fields* window appears in which you can enter the required values.
- Payment Mode - Click this button to enter details of payment mode of the employee. On clicking this button, a *Payment Mode Details* window appears which is similar to the one that appears at the time of saving the *Employee* master.
- Salary Structure - Click this button to specify or tag salary structure details of the employee. On clicking this button, a *Salary Structure* window appears. Given here is a screenshot of *Salary Structure* window.

Salary Structure window

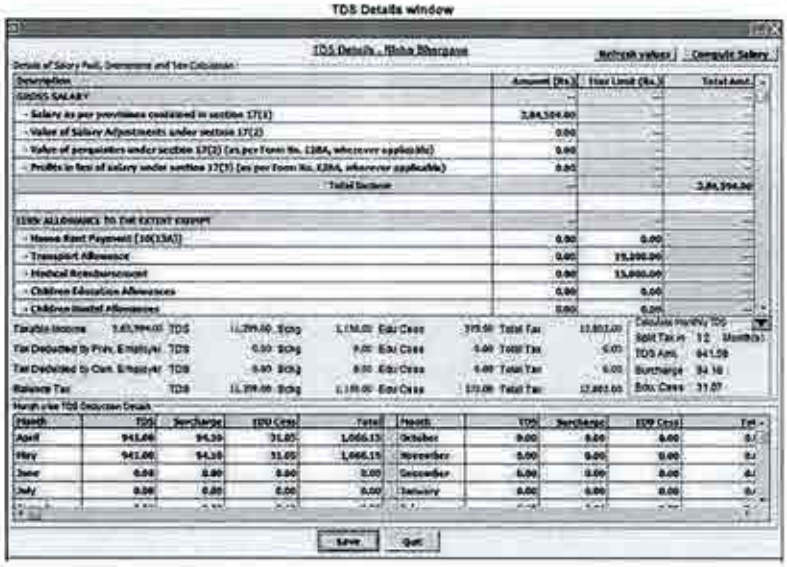


In the *Salary Structure* window, you need to specify the salary components that are applicable for the employee. For example, Basic, HRA, DA and so on. By default various *Salary Component* masters are created for your convenience. However if you wish to create more *Salary Component* masters then you can do

so by using the *Salary Component master*. In the window, you can also specify the date from which various components are applicable for the employee's salary. In the *Salary Structure* window, a grid with various fields appear. Various fields in the grid are:

- w.e.f. - Specify date from which the Salary Component will be applicable for the employee.
- Component - Select the required Salary Component from the list.
- Value - Enter amount of Salary Component applicable for the employee.
- @ - This column displays the rate at which value of the Salary Component is to be calculated.
- Calculated On - Select Salary Component on which the value of the selected Component is to be calculated. For example, if HRA is equivalent to 50% of Basic salary then you can select *Basic* in this field.
- Upper Limit Component - Under this field, following three options appear:
  - No Limit - Select this option if there is no limit to the Salary Component.
  - Limit of Wages - Select this option if you wish to apply limit on Wages. For example, PF is calculated as 12% of Basic salary but in some companies it is calculated maximum on Basic of Rs 6500. In such a case, you can select this option.
  - Limit of Component Amt. - Select this option if you wish to apply limit on Component amount itself. For example, Travelling Allowance in some companies is limited to Rs. 800 per month only. In such a case, you can select this option.
- Limit Value - Specify the maximum limit applicable. If you have selected the *Limit of Wages* option then specify the maximum limit on which the value of Salary Component is to be calculated. If you have selected the *Limit of Component Amt.* option then specify maximum limit of the Salary Component.
- Specify A/c - Select 'Y' to specify different account in which salary component amount for this employee will be posted.
- A/c to be debited / credited - Select account in which the salary component amount will be debited / credited.
- TDS Details - This button appears only if you have enabled TDS reporting in Payroll. Click this button to specify TDS details of the employee. On clicking this button, a *TDS Details* window appears. Given here is a screenshot of *TDS Details* window.

TDS Details window



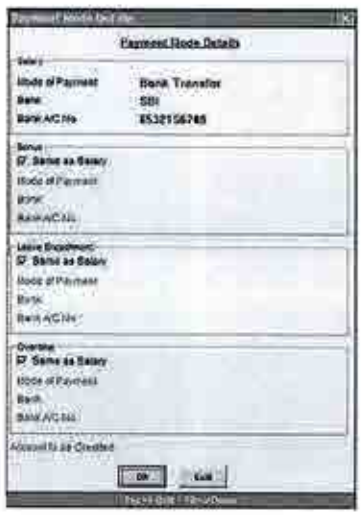
In the *TDS Details* window, various groups and buttons appear. The groups and buttons are:

- Details of Salary Paid, Exemptions and Tax Calculation - Under this group, you can specify details of the salary paid to the employee and details of savings as given by the employee.
- Reset Savings - Click this button to reset details of savings as given by the employee.
- Compute Projected Salary - Click this button to compute projected or estimated annual salary of the employee.
- Tax Details - This group displays the tax calculation details as per the details entered by you. This group is only for reference purpose.
- Monthly TDS Deductions - This group displays the monthly TDS details. Under this group a data field, *Split Tax in _ Months* appear in which you need to specify the total months in which tax amount is to be proportionately divided. BUSY will then displays the month-wise TDS and Edu. Cess details in this group.
- Month wise TDS Deduction Details - By default, this group displays the month-wise tax amount as calculated by BUSY. However, you can make changes in it as per your requirement.

After entering the required details in *Add - Employee Master* window, click the *Save* button to save employee details. On clicking the *Save* button, a *Payment Mode Details* window appears. Given here is a screenshot of *Payment Details* window.

Payment Details window

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In the *Payment Mode Details* window, following two groups appear:

- Salary
- Leave Encashment

Salary

Under *Salary* group, you need to specify mode through which salary will be paid to the employee. Various data fields that appear under this group are:

- Mode of Payment - Select from the list whether salary is to be paid in cash, cheque, through bank transfer or it just need to be credited to an account and actually will be paid later on.
- Bank - This data field gets active if you have selected *Bank Transfer* in the above option. Select the bank in which account of the employee exists.
- Bank A/c No. - Enter bank account number of the employee in this data field.
- Account to be Credited - This data field appears if you have selected *Credit* option in the *Mode of Payment* data field. Select the account to be credited for salary payable.

Leave Encashment

Under *Leave Encashment* group, you need to specify mode through which amount of leave encashment will be paid to the employee. All the data fields that appear under this group are similar to the ones that appear in the *Salary* group. However one extra option, *Same As Salary* appears under this group. Select this option if all the payment details are same as you have entered for Salary payment mode.

After entering the required details, click the *Ok* button in *Payment Details* window. On clicking the *Ok* button, a *Passport/Visa & Contract Details* window appears. This window appears if you have enabled the option of *Maintain Passport/Visa & Contract Details with Employees* while configuring Payroll in *Features / Options* window. Given here is a screenshot of *Passport/Visa & Contract Details* window.

Passport/Visa & Contract Details window



In the window, following data fields appear:

- Passport No.
- Country of Issue
- Passport Expiry Date
- Visa No.
- Visa Expiry Date
- Work Permit No.
- Contract Start Date
- Contract End Date

Enter required details in all the data fields and click the *Ok* button.

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On clicking the *Ok* button, a *Tag Master Series Group* window appears. This window appears if you have enabled the feature of Master Series Group Tagging for *Employee* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab. In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Employee* master. Tagging *Employee* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account, Item, Material Centre and other Masters.

Modify

With the *Modify* option, you can make modifications to the employee details as per your requirements. For example, you can change the name, employee code or any other such detail. To modify the employee details, click *Administration > Masters > Employee > Modify* option.

- On clicking the *Modify* option, a *Select Employee to Modify* window appears.
- Select the employee whose details you want to modify and click the *Select* button. Next a *Modify Employee Master* window appears. This window is similar to the *Add Employee Master* window. You can make appropriate changes in the *Modify Employee Master* window.

At the top left corner of the *Modify Employee Master* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

List

List menu option allows you to generate a list of all the employees of your company. On clicking the *List* option, a *List of Employees* message box appears. In the message box, there are two options:

- Screen - If you want the list of employees on the screen, click the *Screen* button.
- Printer - If you want the list of employees to be printed, click the *Printer* button.

Screen

On clicking the *Screen* button, a *Report Options* message box appears. In this message box, there are three options:

- Standard Format - This option displays employees in the standard format as set by BUSY.
- Configurable (Alphabetical) - This option displays all the employees in an alphabetical order.
- Configurable (Hierarchical) - This option displays all the employees in a hierarchy of the Employee Groups.

Standard Format

Select this option to view list of employees in the standard format as set by BUSY. On selecting this option, an *Employees List* message box appears. In the message box, there are two options. The options are:

- All Employees - This option displays all the employees in the company.
- Group of Employees - This option displays only those employees which come under the Employee Group specified by you.

On selecting either of the options, a *List of Employees* window appears with following options.

- Group Name - This option appears if you have selected *Group of Employees* option in the *Employees List* message box. Select the required Employee Group for which you want to view the list.

On selecting any of the above option, a *List of Employees* window appears displaying list of employees as per the criteria specified by you. At the top left corner of the *List of Employees* window, there are various buttons. The buttons are:

- Email
- Print
- Refresh
- Export
- Filter
- Search

Configurable (Alphabetical)

Select this option to view list of employees in an alphabetical order. On selecting this option, an *Employees List* message box appears. In the message box, there are two options. The options are:

- All Employees - Select this option to view list of all the employees.
- Group of Employees - Select this option to view list of employees falling under a particular Employee Group.

On selecting any of the above option, a *List of Employees* window appears displaying list of employees as per the criteria specified by you. At the top left corner of the *List of Employees* window, there are two buttons. The buttons are:

- Export
- Refresh

Configurable (Hierarchical)

Select this option to view list of employees in the hierarchy of their Employee Groups. On selecting this *option* a *Chart of Employees* window appears. *Chart of Employees* window displays the employees in the hierarchy of Employee Groups. At the top and bottom of the window there are certain options:

- Export - This option allows you to export the employee information to another format such as HTML, MS Excel format or Text file.
- Refresh - This option allows you to refresh the list of emloyees.

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- Select Fields - This option allows you to customize the data fields that are displayed in the window. These data fields are *Name, Employee Code*. You can add or delete any data field according to your requirement.
- Add New Employees - This option allow you to add a new *Employee* master.
- Quit - This option allows you to close the window.

Printer

On clicking the *Printer* button, a *List of Employees* message box appears with two options:

- All Employees - This option prints all the employees in the company.
- Group of Employees - This option prints only those employees that come under the Employee Group specified by you.

On selecting any of the two options, a *Printing Options* window appears. You need to enter the appropriate information in the data fields in the window. Some of the common data fields that appear are:

- Group Name - This option appears if you have selected *Group of Employees* option in the *List of Employees* message box. Select the required Employee Group.
- Starting Page No.
- Print Page No. on Report
- Printer Driver
- DOS Emulation
- Spool File Name

For information on the printing options, click Printing Options. You can enter the information in the data fields for printing purpose.

- After you have entered the information, click the *Ok* button to print the employee details.

See Also

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Salary Component Master

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Employee Group Master

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Administration > Masters > Employee Group Master

Busy

An Employee Group is a broad level categorization under which similar types of Employees are grouped. All Employees are classified under Employee Groups. In BUSY, Employee Groups can be created or modified using the *Employee Group* master. When you create a new company an Employee Group, *General*, is created by default. The Employee Groups are classified in primarily two categories:

- Primary - These Employee groups represent the top-most level in the hierarchy of Employee Groups.
- Secondary - These Employee Groups are grouped under the Primary groups.

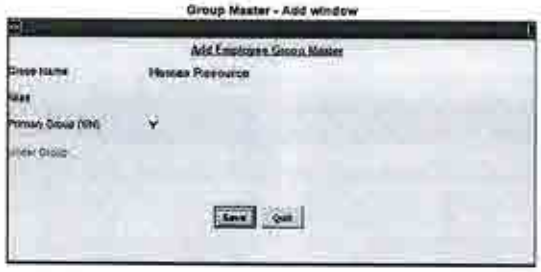
To create, modify, or delete a Employee Group, the *Masters* menu provides the *Employee Group* option. To use the option, click *Administration > Masters > Employee Group*.

- On clicking the *Employee Group* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Group Master - Add* window appears. Given here is a screenshot of Group Master - Add window.

Group Master - Add window



At the top left corner of the *Group Master - Add* window, there are three buttons:

- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. To enter information for a group, there are four data fields:

- Group Name
- Alias
- Primary Group (Y/N)
- Under Group

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Group Name
Enter the name of the Employee Group to be created.

Employee Group and Employee master are two different masters. Thus, you can create a Employee master and a Employee Group with the same name. As a standard practice you should avoid giving same name to Employee Group and Employee master to avoid confusion.

Alias
Enter an abbreviation or a short name for the Employee Group.

Primary Group (Y/N)
Enter 'Y' in this data field if you want to create a Primary Group. You can refer to Primary Group as Parent Group. Parent Groups are the groups that are at the top-most level in group hierarchy and do not come under any other group.

Under Group
This data field becomes active only if you enter 'N' in the *Primary Group* data field. Select the group under which you want to create the sub-group. You can select from the drop-down list of all the existing Employee Groups and sub-groups in alphabetical order.

For more information, click the topic, Name, Alias and Primary Group.

Master Series Group Tagging
If you have enabled the feature of Master Series Group Tagging for *Employee Group* master in *Select Master Type for Master Series Group Tagging* window that appears while configuring *Master Series Group Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab then while saving *Employee Group* master, a *Tag Master Series Group* window appears. Given here is a screenshot of *Tag Master Series Group* window.

In the *Tag Master Series Group* window, you can select the Master Series Groups to which you want to add the *Employee Group* master. Tagging *Employee Group* master to a Master Series Group refers to adding master in the Master Series Group. The Users who are tagged to a particular Master Series Group will be able to access only those Masters that are tagged to the Master Series Group allotted to them. A Master Series Group can have various Masters of different Master Types. For example, in a single Master Series Group, you can tag Account Group, Item, Material Centre Group and other Masters.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Employee Group information. If you do not want to create a new Employee Group then click the *Quit* button.

Modify

With the *Modify* option, you can make modifications to the Employee Group details as per your requirement. For example, you can change the Name, Alias and other information of the Employee Group. To modify the Employee Group details, click *Administration > Masters > Employee Group > Modify* option.

- On clicking the *Modify* option, a *Select Group to Modify* window appears.
- Select the Employee Group that you want to modify and click the *Select* button. Next a *Group Master - Modify* window appears. This window is similar to the *Group Master - Add* window. You can make appropriate changes in the *Group Master - Modify* window.

At the top left corner of the *Group Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Employee Group information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Employee Groups of your company. On clicking the *List* option, a *List of Employee Groups* message box appears. In the message box, there are two options:

- Screen - If you want the list of Employee Groups on the screen, click the *Screen* button.
- Printer - If you want the list of Employee Groups to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Salary Component Master

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Salary Component refers to any component, be it Earning, Deduction or Adjustment that forms salary of the employee. For example, Basic, HRA, DA, PF, ESI and so on. By default, various salary components are created for your convenience. However, if you wish to create more salary components then you can do so by using the *Salary Component* option provided under *Administration > Master > Salary Component* option.

On clicking the *Salary Component* option, three options are displayed. The options are:

- Add

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- Modify
- List

Add

On clicking the *Add* option, an *Add Salary Component Master* window appears. Given here is a screenshot of *Add Salary Component Master* window.

Add Salary Component Master window



In the *Add Salary Component Master* window, following groups and data fields appear:

- Name
- Short Name
- Print Name
- Can Edit Value during Data Entry
- Type of Component
- Affect Leave Encashment
- Affect Overtime
- Affect Unpaid Days
- Affect TDS
- Affect Bonus
- Contribution Details
- Include Leave Encashment Amount in Salary
- Include Bonus Amount in Salary
- Include Overtime Amount in Salary
- Basis for Component Master
- Set Default Value for Component
- Select Basis for Upper Limit

Name

Enter name of the Salary Component master in this data field.

Short Name

Enter short name of the Salary Component master in this data field.

Print Name

Enter print name of the Salary Component master in this data field.

Can Edit Value during Data Entry

Specify 'Y' in this data field to edit or make changes in components value in the *Salary Calculation* voucher.

Type of Component

Select type of Salary Component master under this group. Various options that appear under this group are:

- Earning
- Deduction
- Salary Adjustment

We will discuss each of these type in detail as all further data fields and options in *Add Salary Component Master* window are dependent on these types.

Earning

Select this option if Salary Component master you are creating is an earning for the employee. On selecting this option, various data fields gets active. The data fields are:

Account to be Debited

This data field appears if you have enabled the option of *Maintain Accounting with Payroll* while configuring Payroll in *Features / Options*. Select the account to be debited when payment for this Earning component will be made.

Affect Leave Encashment

Enable this option if the Earning component you are creating is to be added in calculating the Leave Encashment amount.

Affect Overtime

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Enable this option if the Earning component you are creating is to be added in calculating the Overtime amount.

Affect Unpaid Days
Enable this option if the Earning Component you are creating is to be considered while calculating the Unpaid days of the employee. Basically it implies that while deducting salary for un paid days, the amount of this Earning component is to be included in it or not.

Affect TDS
This option appears only if you have enabled TDS in the Payroll. Enable this option if the Earning component you are creating is to be considered while calculating the tDS. Basically it implies that the amount of Earning component is to be included in the salary for tax calculation purpose or not.

Affect Bonus
Enable this option if the Earning component you are creating is to be added in calculating the Bonus amount.

Basis for Component Master
Under this group you have to specify the basis for calculating the Earning amount. Basis here implies that Earning amount is to be given as certain percentage of any other component or of gross salary or Earning amount is to be fixed as an absolute amount. Under this group, two options appear. The options are:

Percentage of
Select this option if Earning amount is to be calculated as percentage of some other component or salary. There are three options in the list. The options are:
- Basic - Select this option if amount is to be calculated as certain percentage of Basic.
- Gross Salary - Select this option if amount is to be calculated as certain percentage of gross salary.
- Selective - Select this option if amount is to be calculated as certain percentage of various components. On selecting this option, a *Components* button appear on clicking which you can select the required components and specify the percentage to be given as Earning amount.

Absolute
Select this option to calculate Earning amount as an absolute amount.

Set Default Value for Component
Under this group, you can specify default value for the Earning and whether the Earning amount is to be round off or not. Various data fields that appear under this group are:

Default Value
Specify default value for the Earning in this data field. If you have selected *Percentage Of* option in the above group then specify default percentage otherwise if you have selected *Absolute* option then specify absolute amount.

Round Off
Specify 'Y' in this data field to round off Earning amount.

Round Off Configuration
Select the round off category.

Select Basis for Upper Limit
Under this group, you can specify whether you want to apply any limit to the Earning amount. Various data fields that appear under this group are:

Set Upper Limit As
Under this data field, following three options appear:
- No Limit - Select this option if there is no maximum limit for the Earning amount.
- Limit of Wages - Select this option if you want to fix limit on the components on which the amount of this Earning is to be calculated. For example, for Medical Allowance, some employers fix maximum limit of basic as 15000 which implies that Medical Allowance will be calculated on a maximum basic of 15000. In such a case, you can select this option.
- Limit of Component Amt - Select this option if you want to Earning amount as an absolute amount. For example, some employers give Travelling Allowance as maximum of Rs. 800. In such a case, you can select this option.

Limit Value
Specify the maximum limit value in this data field.

Statutory Deduction
Select this option if Salary Component master you are creating is a deduction for the employee. On selecting this option various data fields get active. The data fields are:

Type of Deduction
Select the type of deduction from the list. Various options that appear in the list are:
- EPF - Select this option if the deduction is for Employee Provident Fund.
- ESI - Select this option if the deduction is for Employee State Insurance Corporation.
- Professional Tax - Select this option if deduction is for Professional tax.
- LWF - Select this option if deduction is for Labour Welfare Fund. This is required in Haryana state of India.
- Others - Select this option if deduction is for any other type apart from the options mentioned above such as Labour Welfare fund and so on.

Account to be Credited
Select the account to be credited for Deduction amount.

Affect Leave Encashment
Enable this option if the Deduction is applicable for leave encashment also.

Affect Overtime
Enable this option if the Deduction is applicable for overtime also.

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Include Leave Encashment Amount in Salary
This option appears only if you have selected *Professional Tax* option in *Type of Deduction* data field. Enable this option if Leave Encashment amount is to be included in Salary for calculating Professional Tax amount.

Include Overtime Amount in Salary
This option appears only if you have selected *Professional Tax* option in *Type of Deduction* data field. Enable this option if Overtime amount is to be included in Salary for calculating Professional Tax amount.

Include Bonus Amount in Salary
This option appears only if you have selected *Professional Tax* option in *Type of Deduction* data field. Enable this option if Bonus amount is to be included in Salary for calculating Professional tax amount.

Contribution Details
Under this group, you can tag any contribution details to the Deduction component. Data fields that appear under this group are:

Tag Contribution
Specify 'Y' in this data field to tag contribution details to the Deduction component.

Contribution Details
This grid appears if you have selected *ESI* or *Other* option in the *Type of Deduction* data field. Enter contribution details in various fields provided.

Round Off
Enable this option to round off Contribution amount.

Round Off Category
Select the round off category from the list.

Account to be Debited
Select the account to be debited for Contribution amount.

Account to be Credited
Select the account to be credited for Contribution amount.

Configuration
This button appears if you have selected the *EPF* option in the *Type of Deduction* data field. Click this button to configure EPF Contribution details. On clicking this button, a *Configure Value for Provident Fund* window appears in which you can configure Provident Fund values.

Basis for Component Master
Under this group, you can specify the basis according to which Deduction amount is to be calculated. For details on this group, please refer to the Earning component above.

☞ If you have selected Professional Tax option then in the *Basis for Component Master* group,a *Slab Details* grid appear in which you can specify different slabs applicable for calculating Professional tax.

Set Default Value for Component
Under this group, you can specify default Deduction value and round off configuration. For details on this group, please refer to the Earning component above.

Select Basis for Upper Limit
Under this group, you can specify whether you want to apply any limit on the Deduction amount. For details on this group, please refer to the Earning component above.

Salary Adjustment
Select this option if Salary Component master you are creating is a type of adjustment for the employee. On selecting this option various data fields get active. The data fields are:

Nature of Adjustment
Select whether the Adjustment component you are creating is to be added in the salary or is to be deducted from the salary. Two options that appear under this data field are:
- Additive - Select this option if Adjustment amount is to be added in the salary.
- Subtractive - Select this option if Adjustment amount is to be deducted from the salary.

Type
This data field appears if you have selected the *Nature of Adjustment* as Subtractive. Select whether the Adjustment is for TDS or any other type.

Account to be Debited / Credited
Select account to be debited / credited for the Adjustment amount.

Affect Leave Encashment
Enable this option if the Adjustment component you are creating is to be added in calculating the Leave Encashment amount if it is additive in nature or is to be deducted from Leave Encashment amount if it is subtractive in nature.

Affect Overtime
Enable this option if the Adjustment component you are creating is to be added in calculating the Overtime amount or is to be deducted from Overtime amount if it is subtractive in nature.

Affect Unpaid Days

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Enable this option if the Adjustment component you are creating is to be considered while calculating the Unpaid days of the employee. Basically it implies that while deducting salary for un paid days, the amount of this Adjustment component is to be included in it or not.

Affect TDS
This option appears only if you have enabled TDS in the Payroll. Enable this option if the Adjustment component you are creating is to be considered while calculating the TDS. Basically it implies that amount of Adjustment component is to be included in the salary for tax calculation purpose or not.

Affect CTC
This option appears if you have selected *Nature of Adjustment* as Additive. Enable this option to include the Adjustment amount in calculating CTC of the employee.

Tax deduction in Leave Encashment
This option appears if you have selected TDS option in Type data field. Enable this option if Leave Encashment amount is to be included in salary for calculating TDS.

Tax deduction in Overtime
This option appears if you have selected TDS option in Type data field. Enable this option if Overtime amount is to be included in salary for calculating TDS.

Tax deduction in Bonus
This option appears if you have selected TDS option in *Type* data field. Enable this option if Bonus amount is to be included in salary for calculating TDS.

Basis for Component Master
Under this group, you can specify the basis according to which Adjustment amount is to be calculated. For details on this group, please refer to the Earning component above.

If you have selected *TDS* option in *Type* data field then in the *Basis for Component Master* group,a *Slab Details* grid appear in which you can specify different slabs applicable for calculating TDS.

Set Default Value for Component
Under this group, you can specify default Adjustment value and round off configuration. For details on this group, please refer to the Earning component above.

Select Basis for Upper Limit
Under this group, you can specify whether you want to apply any limit on the Adjustment amount. For details on this group, please refer to the Earning component above.

After entering required details, click the *Save* button to save the *Salary Component* master.

Modify

With the *Modify* option, you can make modifications to the Salary Component details as per your requirement. To modify the unit details, click *Administration > Masters > Salary Component > Modify* option.

- On clicking the *Modify* option, a *Select Salary Component to Modify* window appears.
- Select the Salary Component that you want to modify and click the *Select* button. Next a *Modify Salary Component Master* window appears. This window is similar to the *Add Salary Component Master* window. You can make appropriate changes in the *Modify Salary Component Master* window.

At the top left corner of the *Modify Salary Component* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Salary Component information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Salary Components of your company. On clicking the *List* option, a *List of Salary Components* message box appears. In the message box, there are two options:

- Screen - If you want the list of Salary Components on the screen, click the *Screen* button.
- Printer - If you want the list of Salary Components to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Contact Master

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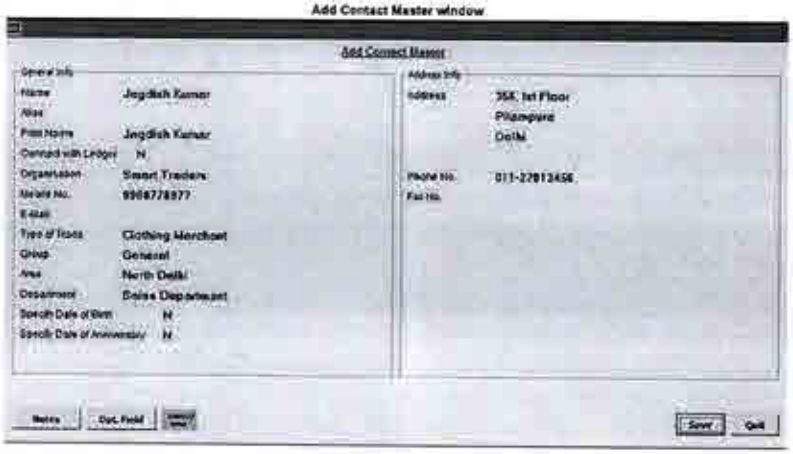
In *Contact* master, you can maintain details of the persons or parties who enquired about your company's products. Contacts are not directly the customers or clients of your company but can be referred to the persons who are interested in buying your company's products or have contacted you through any reference, advertisement or any other source. Though, if you want you can connect Contacts to existing parties also.

To create, modify or delete *Contact* master, *Masters* menu provides *Contact* option. On clicking the *Contact* option, following three options are displayed:
- Add
- Modify
- List

Add

On clicking the *Add* option, an *Add Contact Master* window appears. Given here is a screenshot of *Add Contact Master* window.

Add Contact Master window



In the *Add Contact Master* window, following two groups appear:
- General Info.
- Address Info.

General Info

Under this group, you need to enter general information about the Contact master. Various data fields that appear under this group are:
- Name
- Alias
- Print Name
- Connect with Ledger
- Organisation
- Mobile No.
- E-Mail
- Type of Trade
- Group
- Area
- Department
- Specify Date of Birth
- Specify Date of Anniversary

Name
Enter name of the Contact master in this data field.

Alias
Enter Alias for the Contact master in this data field.

Print Name
Enter Print Name for the Contact master in this data field.

For more information click the relevant topic, Name, Alias and Print Name.

Connect with Ledger
Specify 'Y' in this data field to connect Contact person to an existing party. After specifying 'Y' in this data field, select the party / account to which you want to link the Contact master.

Organisation
Enter organisation name of the Contact.

Mobile No.
Enter mobile no. of the Contact.

E-mail

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Enter E-mail address of the Contact.

Type of Trade
Enter type of trade in which Contact is dealing.

Group
Select required Contact Group from the list.

Area
Select area under which the Contact's address fall.

Department
Select department of the Contact person.

Specify Date of Birth
Specify 'Y' in this data field if you want to enter date of birth of the Contact person.

Specify Date of Anniversary
Specify 'Y' in this data field if you want to enter date of anniversary of Contact person.

Address Info.
Under this group, you need to enter address related details of the Contact person. Various data fields that appear under this group are:

Address
Enter address of the Contact in data fields provided.

Phone No.
Enter phone number of the Contact in this data field.

Fax No.
Enter Fax number of the Contact in this data field.

At the bottom of the Contact master window, following buttons appear:

- Notes - Click this button to enter Notes for the *Contact* master. On clicking this button, a Contact *Notes* message box appears. This message box appears if you have not enabled the feature of *Maintain Notes with Contact master* in *Administration > Configuration > Features / Options > Enterprise Features* tab. Otherwise, if you want to enable this feature from *Contact* master itself then click *Yes* button in the message box. After enabling this feature, you can enter Notes for the *Contact* master. For adding Notes, a *Notes* window appears on clicking the *Notes* button. Enter appropriate Notes in the window.
- Opt. Fields - Click this button to enter value for the Optional Fields of Contact master. On clicking this button, an *Optional Fields* message box appears. This message box appears if you have not enabled the Optional Fields for *Contact* master in *Administration > Configuration > Masters Configuration* option. Otherwise if you want to enable and configure this feature from *Contact* master itself then click *Yes* button in the message box. After enabling and configuring this feature, you can enter value for the Optional Fields. To enter value for Optional Fields, click the *Optional Fields* button provided in the *Contact* master. On clicking the *Optional Fields* button, an *Optional Fields* window appears in which you can enter the required values.
- Contact Image - This button displays image of *Contact* master if it exists in the folder specified for the Contact images in the *Administration > Configuration > Features/Options > Call Management* tab. Otherwise, if no image is found for the *Contact* master then it will display the text as ContactImage.

After entering data in all the data fields, click the *Save* button to save the *Contact* master.

On clicking the Save button, Party account will be created automatically if you have selected *Auto* option under *Enquiry Management* configuration. If you have selected *Ask* option under *Enquiry Management* configuration then, a *Create Party* message box will pop-up asking whether to create Party account automatically. Click 'Yes' button if you want to create party account with the same details as mentioned in the contact master.

Modify

With the *Modify* option, you can make modifications in the *Contact* master as per your requirements. To modify the *Contact* details, click *Administration > Masters > Contact > Modify* option.

- On clicking the *Modify* option, a *List of Contacts* window appears.
- Select the Contact that you want to modify and press the *<Enter>* key. Next a *Contact Master - Modify* window appears. This window is similar to the *Contact Master - Add* window. You can make appropriate changes in the *Contact Master - Modify* window.

At the top right corner of the *Contact Master - Modify* window, there are various buttons:

- Delete - You can delete a master based on certain conditions.
- Next PageDn
- Prev PageUp
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the *Contact* details, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Contacts of your company. On clicking the List option, a *List of Contacts* message box appears. In the message box, there are two options:

- Screen - If you want the list of Contacts on the screen, click the *Screen* button.
- Printer - If you want the list of Contacts to be printed, click the *Printer* button.

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For more information, click the topics, Screen and Printer.

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Contact Group Master

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A Contact Group is a broad level categorization under which similar types of Contacts are grouped. All Contacts are classified under Contact Group. In BUSY, Contact Group can be created or modified using the *Contact Group* master. When you create a new company a Contact Group, *General*, is created by default. The Contact Groups are classified in primarily two categories:

- Primary - These Contact groups represent the top-most level in the hierarchy of Contact Groups.
- Secondary - These Contact Groups are grouped under the Primary groups.

To create, modify, or delete a Contact Group, the *Masters* menu provides the *Contact Group* option. To use the option, click *Administration > Masters > Contact Group*.

- On clicking the *Contact Group* option, three options are displayed. The options are:
  - Add
  - Modify
  - List

Add

- On clicking the *Add* option, a *Group Master - Add* window appears. Given here is a screenshot of the *Group Master - Add* window.

Group Master - Add window



At the top left corner of the *Group Master - Add* window, there are three buttons:

- List
- Copy
- Paste

For information about the function of the buttons, click the buttons. To enter information for a group, there are four data fields:

- Group Name
- Alias
- Primary Group (Y/N)
- Under Group

Group Name

Enter the name of the Contact Group to be created.

Contact Group master and Contact master are two different masters. Thus, you can create a Contact master and a Contact Group master with the same name. As a standard practice you should avoid giving same name to Contact Group master and Contact master to avoid confusion.

Alias

Enter an abbreviation or a short name for the Contact Group.

Primary Group (Y/N)

Enter 'Y' in this data field if you want to create a Primary Group. You can refer to Primary Group as Parent Group. Parent Groups are the groups that are at the top-most level in group hierarchy and do not come under any other group.

Under Group

This data field becomes active only if you enter 'N' in the *Primary Group* data field. Select the group under which you want to create the sub-group. You can select from the drop-down list of all the existing Contact Groups and sub-groups in alphabetical order.

For more information, click the topic, Name, Alias and Primary Group.

- After you have entered the appropriate information in all the data fields, click the *Save* button to save the new Contact Group information. If you do not want to create a new Contact Group then click the *Quit* button.

Modify

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With the *Modify* option, you can make modifications to the Contact Group details as per your requirements. For example, you can change the Name, Alias and other information of the Contact Group. To modify the Contact Group details, click *Administration > Masters > Contact Group > Modify* option.

- On clicking the *Modify* option, a *Select Group to Modify* window appears.
- Select the Contact Group that you want to modify and click the *Select* button. Next a *Group Master - Modify* window appears. This window is similar to the *Group Master - Add* window. You can make appropriate changes in the *Group Master - Modify* window.

At the top left corner of the *Group Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Contact Group information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Contact Groups of your company. On clicking the *List* option, a *List of Contact Groups* message box appears. In the message box, there are two options:

- Screen - If you want the list of Contact Groups on the screen, click the *Screen* button.
- Printer - If you want the list of Contact Groups to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Executive Master

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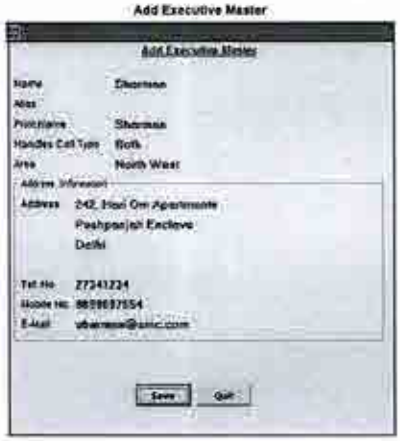
In *Executive* master, you can maintain details of your company's executives. Executive master appears in *Masters* menu only if you have enabled any of the three options of *Enable Enquiry Management*, *Enable Support Management* or *Enable Indent Management* under *Administration > Configuration > Features / Options > Enterprise Features/Call Management* tab. To create, modify or delete *Executive* master, *Masters* menu provides *Executive* option. On clicking the *Executive* option, following three options are displayed:

- Add
- Modify
- List

Add

On clicking the *Add* option, an *Add Executive Master* window appears. Given here is a screenshot of *Add Executive Master* window.

Add Executive Master



In the *Add Executive Master* window, following data fields appear:

- Name
- Alias
- Print Name
- Address Information

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Name
Enter name of the Executive. You can enter a name up to 40 characters.

Alias

Enter an Alias for the Executive in this data field.

Print Name
Enter Print Name for the Executive master in this data field.

For more information click the relevant topic, Name, Alias and Print Name.

Area Allocated to Executive
Select Area which is allocated to Executive for handling of work.

Address Information
In the *Address Information* group, you need to enter address related details of the Executive. Various data fields that appear under this group are:
- Address - Enter address of the Executive in various data fields provided.
- Tel No. - Enter telephone number of the Executive in this data field.
- Mobile No. - Enter Mobile number of the Executive in this data field.
- Email - Enter Email address of the Executive in this data field.

After entering required details, click *Save* button to save *Executive* master.

Modify

With the *Modify* option, you can make modifications in the *Executive* master as per your requirements. To modify the *Executive* details, click *Administration > Masters > Executive > Modify* option.
- On clicking the *Modify* option, a *List of Executives* window appears.
- Select the *Executive* that you want to modify and press the *<Enter>* key. Next an *Executive Master - Modify* window appears. This window is similar to the *Executive Master - Add* window. You can make appropriate changes in the *Executive Master - Modify* window.

At the top right corner of the *Executive Master - Modify* window, there are various buttons:
- Delete - You can delete a master based on certain conditions.
- Next PageDn
- Prev PageUp
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.
- After you have made modification in the *Executive* details, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Executives of your company. On clicking the *List* option, a *List of Executives* message box appears. In the message box, there are two options:
- Screen - If you want the list of Executives on the screen, click the *Screen* button.
- Printer - If you want the list of Executives to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Miscellaneous Masters

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Miscellaneous masters menu provides various masters which are required under various situations. On clicking this option following options appear.
- Discount Structure
- MarkUp Structure
- State
- Country
- Area
- Type of Trade
- Cont. Dept.

Let us discuss these Masters in detail.

Discount Structure

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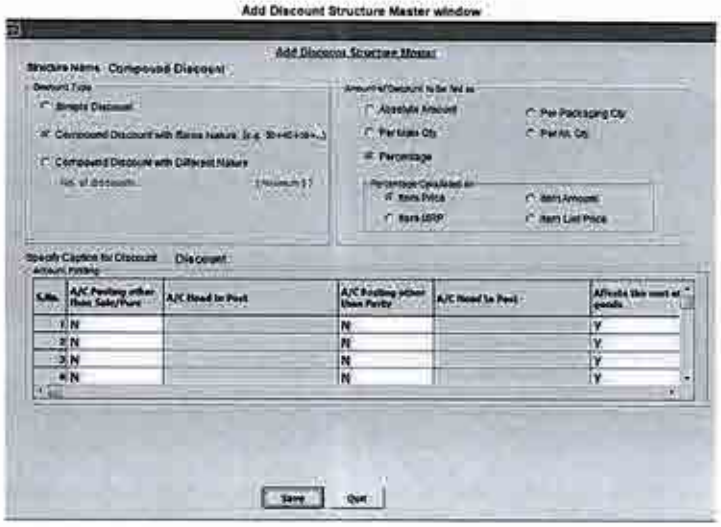
This menu appears only if you have enabled *Item-wise Discount* option under *Administration > Configuration > Features / Options > Inventory* tab. Using *Discount Structure* option, you can create various structures for providing discounts on item. On clicking the *Discount Structure* option, three options are displayed. The options are:

- Add
- Modify
- List

Add

On clicking the *Add* option, an *Add Discount Structure Master* window appears. Given here is a screenshot of *Add Discount Structure Master* window.

Add Discount Structure Master window



In the *Add Discount Structure Master* window, various data fields and options appear. The data fields and options are:

- Structure Name
- Discount Type
- Amount of Discount to be Fed As
- Specify Caption for Discount
- Account Posting
- Affect Accounting in Material Issue
- Affect Accounting in Material Receipt
- Affect Accounting in Stock Transfer

Structure Name

Specify discount structure name in this data field.

Discount Type

Under this group, you can select the type of discount applicable. Three types of discount provided are:

- Simple Discount
- Compound Discount with Same Nature
- Compound Discount with Different Nature

Simple Discount

Select this option to use simple discount for the items.

Compound Discount with Same Structure

Select this option to use compound discount such as 50+40. Also you can select this option only if you want same nature of discounts to be applicable for an item at the time of voucher entry.

Compound Discount with Different Nature

Select this option to use compound discount with different nature for an item. For example, at the time of voucher entry, you want to provide discount on an item in the form as mentioned below:

First, 10% discount on the item

Second, if the total item amount reaches 10,000 then an additional lumpsum discount of Rs.500.

To implement such discount structure, you can use Compound Discount with Different Nature option.

Amount of Discount to be Fed As

In this group you can configure item-wise discount based on four options. The options are:

- Absolute Amount
- Per Main Qty.

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- Percentage
- Per Packaging Qty.
- Per Alt. Qty.

Absolute Amount
Select this option if you want to enter an absolute amount of discount for an item i.e. a lumpsum amount to be deducted from actual item amount.

Per Main Qty.
Select this option if you want to give discount per main quantity. If you select this option then you need to enter the price and discount amount per main quantity in the *Item Price & Discount* window that appears when you enter a voucher for the voucher series. The discount amount (discount/main qty * quantity) is deducted from the amount (price * quantity) and the price is recalculated based on the net amount.

Percentage
Select this option if you want to give discount at a specified rate on the item price/amount/MRP. You can select on what price do you want to give discount based on the following options:

- Item Price - If you select this option then you need to enter the price and discount in percentage in the *Item Price & Discount* window that appears when you enter a voucher for the voucher series. The discount is deducted from the price and the amount is calculated based on net price * quantity.
- Item MRP - If you select this option then you need to enter the price and discount in percentage in the *Item Price & Discount* window that appears when you enter a voucher for the voucher series. The discount is calculated on the Item MRP that is specified in the *Item* master. The discount is then deducted from the price specified in the window and the amount is calculated based on net price * quantity.
- Item Amount - If you select this option then you need to enter the price and discount in percentage in the *Item Price & Discount* window that appears when you enter a voucher for the voucher series. The discount is deducted from the item amount (price * quantity) and the price is recalculated based on the net item amount (item amount - discount).
- Item List Price - Select this option to calculate discount on item list price.

In both the *Item Price* option and *Item Amount* option the net price and net amount is nearly same. The difference between the two options is in their use. You can use the *Item Price* option if you give discount based on price limit and you can use the *Item Amount* option if you give discount based on amount limit.

Per Packaging Qty.
Select this option if you want to give discount per packaging quantity. If you select this option then you need to enter the price and discount amount per packaging quantity in the *Item Price & Discount* window that appears when you enter a voucher for the voucher series. The discount amount (discount/packaging qty * quantity) is deducted from the amount (price * quantity) and the price is recalculated based on the net amount.

Per Alt. Qty.
Select this option if you want to give discount per alternate quantity. If you select this option then you need to enter the price and discount amount per alternate quantity in the *Item Price & Discount* window that appears when you enter a voucher for the voucher series. The discount amount (discount/alternate qty * quantity) is deducted from the amount (price * quantity) and the price is recalculated based on the net amount.

To be able to deduct discount/alternate quantity you need to perform either of the two steps before specifying the price and discount/alternate quantity:

- Change the Main Unit (default unit) to Alternate Unit in the *Item* grid in the voucher.

OR

- Specify the quantity in Alternate Unit in the *Qty. in Alternate Unit* window that appears when you click the *Unit* data field in the *Item* grid.

Specify Caption for Discount
Specify the caption to be used for specifying discount at the time of voucher entry.

Account Posting
Under this grid, various fields appear. The fields are:

- Discount Caption - This field appears if you have selected the *Compound Discount with Different Nature* option. Specify the caption to be used for specifying discount at the time of voucher entry.
- A/C Posting other than Sale/Purc - Specify 'Y' in this data field if you want to post discount amount in a separate account other than Sale/Purchase account.
- A/C Head to Post - Select the account head in which discount amount is to be posted.
- A/C Posting other than Party - Specify 'Y' in this data field if you want to post discount amount other than Party account.
- A/C Head to Post - Select the account other than Party account in which discount amount is to be posted.
- Affects the cost of goods - Specify 'Y' in this data field to affect discount amount in cost of goods.

If you have specified separate accounts for posting both sides of discount amount (debit & credit), it will act as non-impact Discount in voucher.

Affect Accounting in Material Issue
This data field appears if you have enabled the option of *Affect Accounting in Pure Inventory Vouchers* under *Administration > Configuration > Features / Options > Inventory* tab. Specify 'Y' in this data field to maintain accounting of discount provided in Material issue voucher.

Affect Accounting in Material Receipt
This data field appears if you have enabled the option of *Affect Accounting in Pure Inventory Vouchers* under *Administration > Configuration > Features / Options > Inventory* tab. Specify 'Y' in this data field to maintain accounting of discount provided in Material Receipt voucher.

Affect Accounting in Stock Transfer
This data field appears if you have enabled the option of *Affect Accounting in Pure Inventory Vouchers* under *Administration > Configuration > Features / Options > Inventory* tab. Specify 'Y' in this data field to maintain accounting of discount provided in Stock Transfer voucher.

After entering required details, click the *Save* button to save Discount structure.

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Modify

With the *Modify* option, you can make modifications to the discount structure as per your requirements. For example, you can change the name, alias and other information of the Discount structure. To modify the Discount Structure details, click *Administration > Masters > Miscellaneous Masters > Discount Structure > Modify* option.

- On clicking the *Modify* option, a *Select Discount Structure to Modify* window appears.
- Select the Discount Structure that you want to modify and click the *Select* button. Next a Discount Structure *Master - Modify* window appears. This window is similar to the *Discount Structure Master - Add* window. You can make appropriate changes in the *Discount Structure Master - Modify* window.

At the top left corner of the *Discount Structure Master - Modify* window, there are six buttons:

- Delete - You can delete a master based on certain conditions. Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.

- After you have made the modifications in the Discount Structure information, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the Discount Structures of your company. On clicking the *List* option, a *List of Discount Structures* message box appears. In the message box, there are two options:

- Screen - If you want to view the list of Discount Structure on the screen, click the *Screen* button.
- Printer - If you want the list of Discount Structures to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

MarkUp Structure

This menu appears only if you have enabled *Item-wise MarkUp* option under *Administration > Configuration > Features / Options > Inventory* tab. Using *MarkUp Structure* option, you can create various MarkUp structure for an item. On clicking the *MarkUp Structure* option, three options are displayed. The options are:

- Add
- Modify
- List

Add

On clicking the *Add* option, an *Add MarkUp Structure Master* window appears. In the *Add MarkUp Structure Master* window, various data fields and options appear. The data fields and options are:

- Structure Name
- MarkUp Type
- Amount of MarkUp to be Fed As
- Account Posting

Structure Name

Specify MarkUp structure name in this data field.

MarkUp Type

Under this group, you can select the type of MarkUp applicable. Three types of MarkUp provided are:

- Simple MarkUp
- Compound MarkUp with Same Nature
- Compound MarkUp with Different Nature

Simple MarkUp

Select this option to use simple MarkUp for the items.

Compound MarkUp with Same Structure

Select this option to use compound MarkUp such as 50+40. Also you can select this option only if you want same nature of discounts applicable for an item.

Compound MarkUp with Different Nature

Select this option to use compound MarkUp with different nature for an item.

Amount of MarkUp to be Fed As

In this group you can configure item-wise MarkUp based on four options. The options are:

- Absolute Amount
- Per Main Qty.
- Percentage
- Per Packaging Qty.
- Per Alt. Qty.

Absolute Amount

Select this option if you want to enter an absolute amount of MarkUp for an item. If you select this option then you need to enter the price and MarkUp amount in the *Item Price & MarkUp* window that appears when you enter a voucher for the voucher series. The MarkUp is added to the amount (price * quantity) and the price is recalculated based on the net amount.

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Per Main Qty.
Select this option if you want to specify MarkUp per main quantity. If you select this option then you need to enter the price and MarkUp amount per main quantity in the *Item Price & MarkUp* window that appears when you enter a voucher for the voucher series. The MarkUp amount (MarkUp/main qty * quantity) is added from the amount (price * quantity) and the price is recalculated based on the net amount.

Percentage
Select this option if you want to specify MarkUp at a specified rate on the item price/amount/MRP. You can select on what price do you want to specify MarkUp based on the following options:

- Item Price - If you select this option then you need to enter the price and MarkUp in percentage in the *Item Price & MarkUp* window that appears when you enter a voucher for the voucher series. The MarkUp is deducted from the price and the amount is calculated based on net price * quantity.
- Item MRP - If you select this option then you need to enter the price and MarkUp in percentage in the *Item Price & MarkUp* window that appears when you enter a voucher for the voucher series. The MarkUp is calculated on the Item MRP that is specified in the *Item* master. The MarkUp is then deducted from the price specified in the window and the amount is calculated based on net price * quantity.
- Item Amount - If you select this option then you need to enter the price and MarkUp in percentage in the *Item Price & MarkUp* window that appears when you enter a voucher for the voucher series. The MarkUp is deducted from the item amount (price * quantity) and the price is recalculated based on the net item amount (item amount - MarkUp).
- Item List Price - Select this option to calculate MarkUp on item list price.

In both the *Item Price* option and *Item Amount* option the net price and net amount is nearly same. The difference between the two options is in their use. You can use the *Item Price* option if you give MarkUp based on price limit and you can use the *Item Amount* option if you specify MarkUp based on amount limit.

Per Packaging Qty.
Select this option if you want to give discount per packaging quantity. If you select this option then you need to enter the price and discount amount per packaging quantity in the *Item Price & Discount* window that appears when you enter a voucher for the voucher series. The discount amount (discount/packaging qty * quantity) is deducted from the amount (price * quantity) and the price is recalculated based on the net amount.

Per Alt. Qty.
Select this option if you want to specify MarkUp per alternate quantity. If you select this option then you need to enter the price and MarkUp amount per alternate quantity in the *Item Price & MarkUp* window that appears when you enter a voucher for the voucher series. The MarkUp amount (MarkUp/alternate qty * quantity) is deducted from the amount (price * quantity) and the price is recalculated based on the net amount.

To be able to deduct MarkUp/alternate quantity you need to perform either of the two steps before specifying the price and MarkUp/alternate quantity:

- Change the Main Unit (default unit) to Alternate Unit in the *Item* grid in the voucher.

OR

- Specify the quantity in Alternate Unit in the *Qty. in Alternate Unit* window that appears when you click the *Unit* data field in the *Item* grid.

Specify MarkUp Caption
Specify the caption to be used for specifying MarkUp at the time of voucher entry.

Account Posting
Under this grid, various fields appear. The fields are:

- MarkUp Caption - This field appears if you have selected the Compound MarkUp with Different Nature option. Specify the caption to be used for specifying MarkUp at the time of voucher entry.
- A/C Posting other than Sale/Purc - Specify 'Y' in this data field if you want to post MarkUp amount in a separate account other than Sale/Purchase account.
- A/C Head to Post - Select the account head in which MarkUp amount is to be posted.
- A/C Posting other than Party - Specify 'Y' in this data field if you want to post MarkUp amount other than Party account.
- A/C Head to Post - Select the account other than Party account in which MarkUp amount is to be posted.
- Affects the cost of goods - Specify 'Y' in this data field to affect MarkUp amount in cost of goods.

If you have specified separate accounts for posting both sides of discount amount (debit & credit), it will act as non-impact MarkUp in voucher.

Affect Accounting in Material Issue
This data field appears if you have enabled the option of *Affect Accounting in Pure Inventory Vouchers* under *Administration > Configuration > Features / Options > Inventory* tab. Specify 'Y' in this data field to maintain accounting of markup used in Material Issue voucher.

Affect Accounting in Material Receipt
This data field appears if you have enabled the option of *Affect Accounting in Pure Inventory Vouchers* under *Administration > Configuration > Features / Options > Inventory* tab. Specify 'Y' in this data field to maintain accounting of markup used in Material Receipt voucher.

Affect Accounting in Stock Transfer
This data field appears if you have enabled the option of *Affect Accounting in Pure Inventory Vouchers* under *Administration > Configuration > Features / Options > Inventory* tab. Specify 'Y' in this data field to maintain accounting of markup used in Stock Transfer voucher.

After entering required details, click the *Save* button to save MarkUp structure.

Modify
With the Modify option, you can make modifications to the MarkUp structure as per your requirements. For example, you can change the name, alias and other information of the MarkUp structure. To modify the MarkUp Structure details, click Administration > Masters > Miscellaneous Masters > MarkUp Structure > Modify option.

- On clicking the Modify option, a Select MarkUp Structure to Modify window appears.

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- Select the MarkUp Structure that you want to modify and click the Select button. Next a MarkUp Structure Master - Modify window appears. This window is similar to the MarkUp Structure Master - Add window. You can make appropriate changes in the MarkUp Structure Master - Modify window.

At the top left corner of the *MarkUp Structure Master - Modify* window, there are six buttons:
- Delete - You can delete a master based on certain conditions.
- Next
- Previous
- List
- Copy
- Paste

For information about the function of the buttons, click the buttons.
- After you have made the modifications in the MarkUp structure information, click the *Save* button to save the changes.

List
List menu option allows you to generate a list of all the MarkUp Structures of your company. On clicking the *List* option, a *List of MarkUp Structures* message box appears. In the message box, there are two options:
- Screen - If you want to view the list of MarkUp Structure on the screen, click the *Screen* button.
- Printer - If you want the list of MarkUp Structures to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

State
Using *State* option, you can create or modify any state or state code. On clicking the *State* option, three options are displayed. The options are:
- Add
- Modify
- List

Add
On clicking the *Add* option, a *State Master-Add* window appears. Given here is a screenshot of *State Master-Add* window.

State Master-Add window



In the State Master-Add window there are two data fields:
- Name - Enter the name of State in this data field.
- State Code - Enter the State Code in this data field. This State Code will be used in GST reports to bifurcate the transactions state-wise.

After entering required details, click the *Save* button to save State Master.

Modify
With the Modify option, you can make modifications to the *State Master* as per your requirements.

At the top left corner of the *State Master - Modify* window, there are four buttons:
- Next
- Previous
- List
- Delete - You can delete a master based on certain conditions.

For information about the function of the buttons, click the buttons.
- After you have made the modifications , click the *Save* button to save the changes.

List
List menu option allows you to generate a list of all the *State Masters*. On clicking the *List* option, a *List of State Master* message box appears. In the message box, there are two options:
- Screen - If you want to view the list of *State Master* on the screen, click the *Screen* button.
- Printer - If you want the list of *State Master* to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

Country
Using *Country* option, you can create or modify any country. On clicking the *Country* option, three options are displayed. The options are:
- Add
- Modify
- List

Add
On clicking the *Add* option, a *Country Master-Add* window appears. Given here is a screenshot of *Country Master-Add* window.

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Country Master-Add window



In the Country Master-Add window there are two data fields:
- Name - Enter the name of Country in this data field.
- Country Code - Enter the Country Code in this data field. This is required to generate E-Invoice for Export transactions. You can refer to E-Invocie Portal for getting Country Code of various countries.

After entering required details, click the *Save* button to save Country Master.

Modify
With the Modify option, you can make modifications to the *Country Master* as per your requirements.

At the top left corner of the *Country Master - Modify* window, there are four buttons:
- Next
- Previous
- List
- Delete - You can delete a master based on certain conditions.

For information about the function of the buttons, click the buttons.
- After you have made the modifications , click the *Save* button to save the changes.

List
List menu option allows you to generate a list of all the *Country Masters*. On clicking the *List* option, a *List of Country Master* message box appears. In the message box, there are two options:
- Screen - If you want to view the list of *Country Master* on the screen, click the *Screen* button.
- Printer - If you want the list of *Country Master* to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

Area
This option appears only when you have enabled *'Maintain Area with Contact, Party and Executive Master' option under Administration > Features/Options > Enquiry/Support Management tab.* Using Area option, you can create or modify the area which is required to be feed in Contact Master at the time of creating Contact. On clicking the *Area* option, three options are displayed. The options are:
- Add
- Modify
- List

Add
On clicking the *Add* option, an *Area Master-Add* window appears. Given here is a screenshot of *Area Master-Add* window.

Area Master-Add window



Enter the name of Area and click *Save* button to save Area Master.

Modify
With the Modify option, you can make modifications to the *Area Master* as per your requirement.

At the top left corner of the *Area Master - Modify* window, there are four buttons:
- Next
- Previous
- List
- Delete - You can delete a master based on certain conditions.

For information about the function of the buttons, click the buttons.
- After you have made the modifications , click the *Save* button to save the changes.

List
List menu option allows you to generate a list of all the *Area Masters* . On clicking the *List* option, a *List of Area Master* message box appears. In the message box, there are two options:
- Screen - If you want to view the list of *Area Master* on the screen, click the *Screen* button.

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- Printer - If you want the list of *Area Master* to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

Type of Trade

This option appears only when you have enabled *'Enquiry/Support Management' option under Administration > Features/Options > Enquiry/Support Management tab.* Using *Type of Trade* option, you can create or modify any type of trade which is required to be feed in Contact Master at the time of creating Contact. Type of Trade refers to type of business in which contact is dealing. On clicking the *Type of Trade* option, three options are displayed. The options are:

- Add
- Modify
- List

Add

On clicking the *Add* option, a *Type of Trade Master-Add* window appears. Given here is a screenshot of *Type of Trade Master-Add* window.

Type of Trade Master-Add window



Enter the name of Type of Trade and click *Save* button to save Type of Trade Master.

Modify

With the Modify option, you can make modifications to the *Type of Trade Master* as per your requirement.

At the top left corner of the *Type of Trade Master - Modify* window, there are four buttons:

- Next
- Previous
- List
- Delete - You can delete a master based on certain conditions.

For information about the function of the buttons, click the buttons.

- After you have made the modifications , click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the *Type of Trade Masters*. On clicking the *List* option, a *List of Type of Trade Master* message box appears. In the message box, there are two options:

- Screen - If you want to view the list of *Type of Trade Master* on the screen, click the *Screen* button.
- Printer - If you want the list of *Type of Trade Master* to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

Cont. Dept.

This option appears only when you have enabled *'Enquiry/Support Management' option under Administration > Features/Options > Enquiry/Support Management tab.* Using *Cont. Dept.* option, you can create or modify any contact department which is required to be feed in Contact Master at the time of creating Contact. Cont. Dept. refers to the department in organization from which contact belongs to. On clicking the *Cont. Dept.* option, three options are displayed. The options are:

- Add
- Modify
- List

Add

On clicking the *Add* option, a *Cont. Dept. Master-Add* window appears. Given here is a screenshot of *Cont. Dept. Master-Add* window.

Cont. Dept. Master-Add window



Enter the name of Cont. Dept. and click *Save* button to save Cont. Dept. Master.

Modify

With the Modify option, you can make modifications to the *Cont. Dept. Master* as per your requirement.

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At the top left corner of the *Cont. Dept. Master - Modify* window, there are four buttons:

- Next
- Previous
- List
- Delete - You can delete a master based on certain conditions.

For information about the function of the buttons, click the buttons.

- After you have made the modifications , click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the *Cont. Dept. Masters* . On clicking the *List* option, a *List of Cont. Dept. Master* message box appears. In the message box, there are two options:

- Screen - If you want to view the list of *Cont. Dept. Master* on the screen, click the *Screen* button.
- Printer - If you want the list of *Cont. Dept. Master* to be printed, click the *Printer* button.

For more information, click the topics, Screen and Printer.

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Bulk Updation

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Administration > Masters > Bulk Updation

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Under this menu, you can add / modify Account, Item and Tax Category masters. This menu is created especially to take care of bulk updation of GSTIN, State, HSN Code, Tax Category and GST rates in Account, Item and Tax Category master respectively. Various options that appear under this menu are:

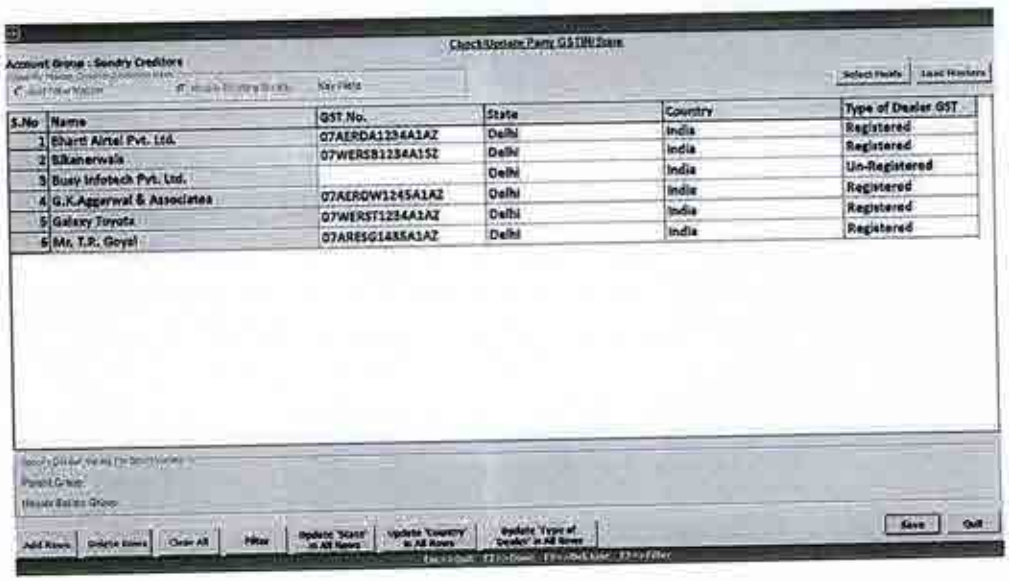
- Check/Update Party GSTIN/State
- Check/Update Expense GST Details
- Check/Update Item HSN/Tax Category
- Check/Update GST Rates in Tax Categories
- Check/Update Account Second Language Details
- Check/Update Item Second Language Details
- Multiple Account Creation/Modification
- Multiple Item Creation/Modification
- Multiple Tax Category Creation/Modification

Check/Update Party GSTIN/State

Select this option to update GSTIN number, state, country and type of dealer of existing Account masters. With this option, you can update GSTIN, state, country and type of dealer of multiple parties at one go. This will be very beneficial when initially companies will switch from VAT to GST and need to update GSTIN number, state, country and type of dealer of all the parties. On selecting this option, a *Select Range* window will appear. In the window, you need to select the Account Master Range i.e. whether you want to make updations for All Parties, Selected Parties or Group of Parties. On specifying the Account master range, a *Check/Update Party GSTIN/State* window appears. Given here is a screenshot of *Check/Update Party GSTIN/State* window.

Check/Update Party GSTIN/State window

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In the window, update the GSTIN, state, country and type of dealer of the parties.

- On clicking *Filter* button, a Filter window appears in which you can select the basis to filter loaded data on the basis of any value in existing fields.
- On clicking *Update 'State' in All Rows* button, a Specify State for Accounts window appears in which you can select the state which will be updated in all the Rows shown in the window.
- On clicking *Update 'Country' in All Rows* button, a Specify Country for Accounts window appears in which you can select the country which will be updated in all the Rows shown in the window.
- On clicking *Update 'Type of Dealer' in All Rows* button, a Specify Type of Dealer for Accounts window appears in which you can select the type of dealer which will be updated in all the Rows shown in the window.

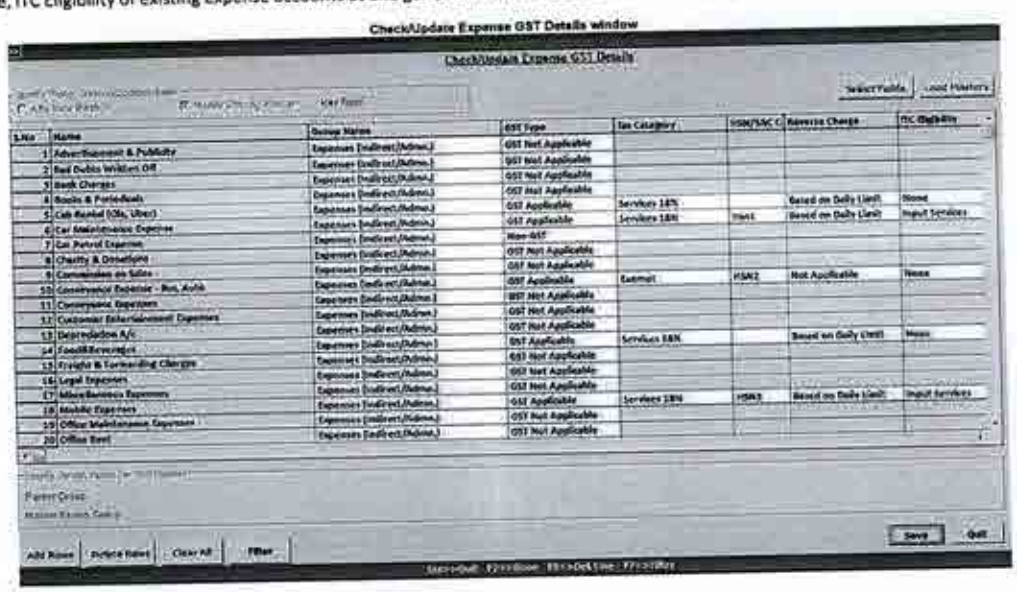
Click *Save* button to save the updated information.

In case of Country U.A.E the above option will appear as 'Check/Update Party TRN/Emirates'.
In case of Country Saudi Arabia the above caption will appear as 'Check/Update Party TRN'.

Check/Update Expense GST Details

Select this option to update GST Details of existing Expense Account masters. With this option, you can update GST Type, Tax Category, HSN/SAC Code, Reverse Charge, ITC Eligibility of existing Expense accounts at one go. Given here is a screenshot of Check/Update Expense GST Details window.

Check/Update Expense GST Details window



- On clicking *Filter* button, a Filter window appears in which you can select the basis to filter loaded data on the basis of any value in existing fields. For example, you want to filter those Expense accounts which have GST Type as GST Applicable.

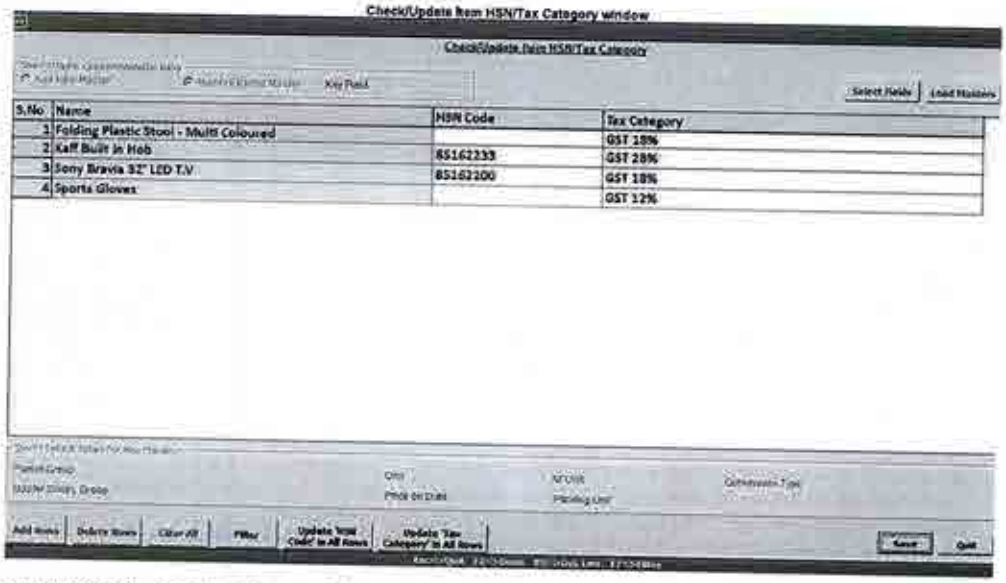
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Click *Save* button to save the updated information.

Check/Update Item HSN/Tax Category

Select this option to update HSN Code and Tax Category in multiple Item masters in one go. Basically on selecting this option, you can check and update HSN Code and Tax Category in various item masters on a single screen. This will be very beneficial when initially companies will switch from VAT to GST and need to update HSN Code and Tax Category of all the items. On selecting this option, a *Select Range* window will appear. In the window, you need to select the Item Master Range i.e. whether you want to make updations for All Items, Selected Items or Group of Items. On specifying the item master range, a Check/Update Item HSN/Tax Category window appears. Given here is a screenshot of Check/Update Item HSN/Tax Category window.

Check/Update Item HSN/Tax Category window



In the window, update the HSN Code and Tax Category of the items.

- On clicking *Filter* button, a Filter window appears in which you can select the basis to filter loaded data on the basis of any value in existing fields. For example, you want to filter those items which have blank HSN Code.
- On clicking *Update 'HSN Code' in All Rows and Update 'Tax Category' in All Rows* button, a Specify HSN Code / Tax Category for Items window appears in which you can specify the HSN Code / Tax Category which will be updated in all the items shown in the window.

Click *Save* button to save the updated information.

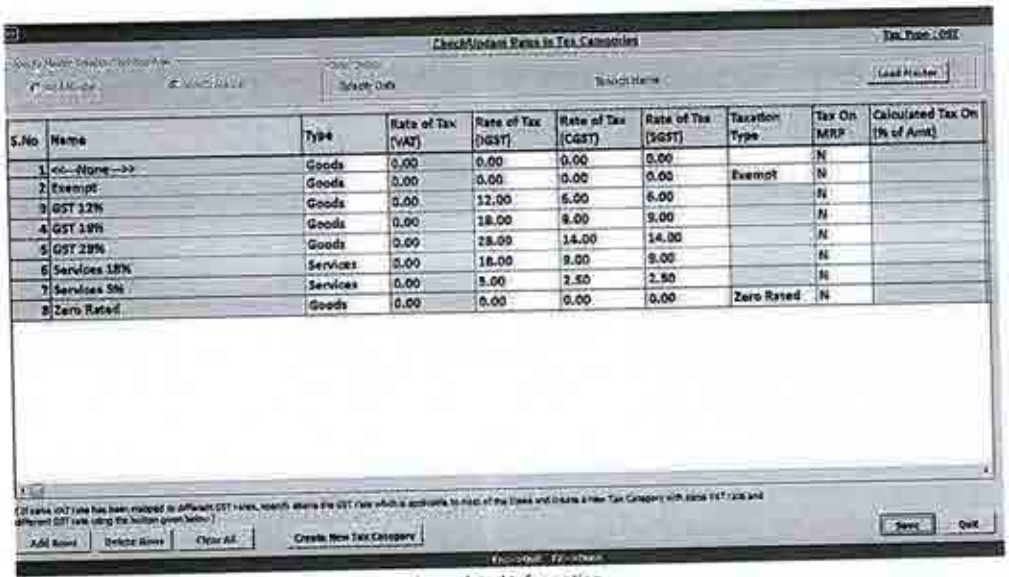
In case of Country U.A.E and Saudi Arabia, the above option will appear as 'Check/Update Item Code/Tax Category'.

Check/Update GST Rates in Tax Category

With this option, you can check and update VAT or GST tax rates in multiple Tax Categories in one go. This will be very beneficial when initially companies will switch from VAT to GST and need to update GST rates in Tax Category masters. On selecting this option, a *Check / Update Rates in Tax Category* window appears. Given here is a screenshot of *Check / Update Rates in Tax Category* window.

Check / Update Rates in Tax Category window

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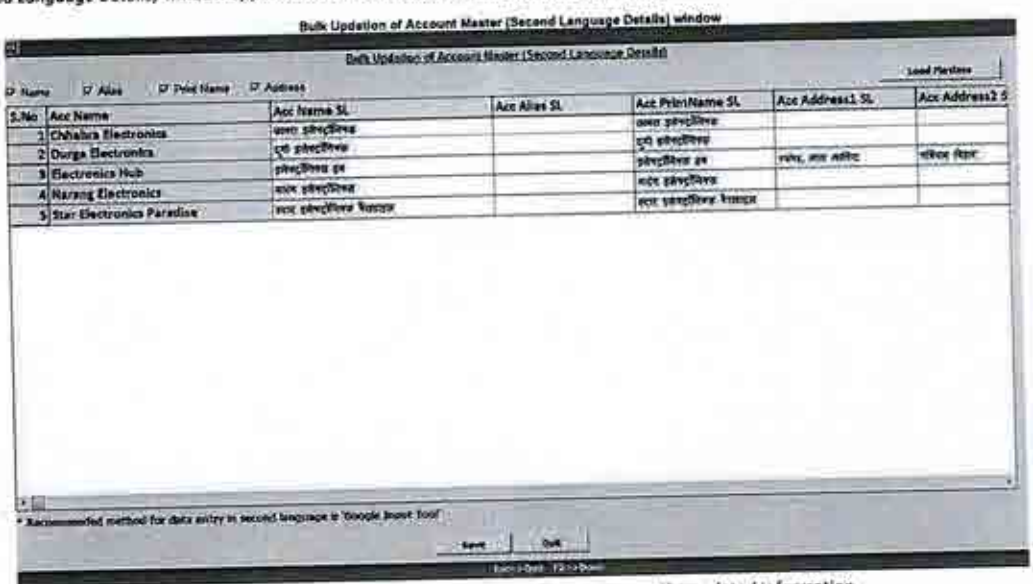
S.No	Name	Type	Rate of Tax (VAT)	Rate of Tax (IGST)	Rate of Tax (CGST)	Rate of Tax (SGST)	Taxation Type	Tax On MRP	Calculated Tax On (% of Amt)
1	<<--None-->>	Goods	0.00	0.00	0.00	0.00		N	
2	Exempt	Goods	0.00	0.00	0.00	0.00	Exempt	N	
3	GST 12%	Goods	0.00	12.00	6.00	6.00		N	
4	GST 18%	Goods	0.00	18.00	9.00	9.00		N	
5	GST 28%	Goods	0.00	28.00	14.00	14.00		N	
6	Services 18%	Services	0.00	18.00	9.00	9.00		N	
7	Services 5%	Services	0.00	5.00	2.50	2.50		N	
8	Zero Rated	Goods	0.00	0.00	0.00	0.00	Zero Rated	N	

In the window, update the tax rates and click *Save* button to save the updated information.

Check/Update Account Second Language Details

With this option, you can check and update Second language details in Account Master in one go. On selecting this option, a *Bulk Updation of Account Master (Second Language Details)* window appears. Given here is a screenshot of *Bulk Updation of Account Master (Second Language Details)* window.

Bulk Updation of Account Master (Second Language Details) window



S.No	Acc Name	Acc Name SL	Acc Alias SL	Acc PrintName SL	Acc Address1 SL	Acc Address2 S
1	Chhabra Electronics					
2	Durga Electronics					
3	Electronics Hub					
4	Narang Electronics					
5	Star Electronics Paradise					

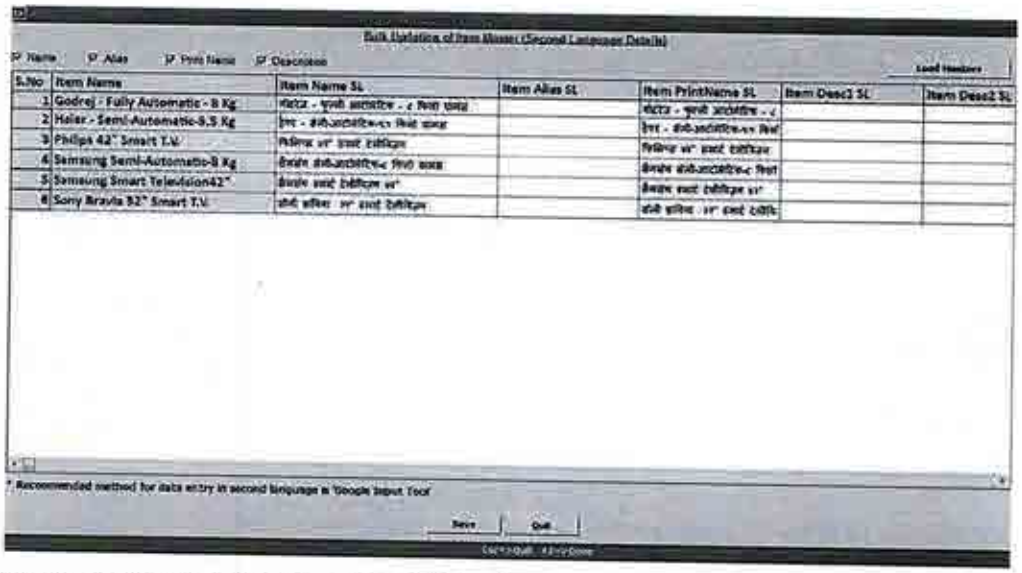
In the window, update Account Master details in Second language and click *Save* button to save the updated information.

Check/Update Item Second Language Details

With this option, you can check and update Second language details in Item Master in one go. On selecting this option, a *Bulk Updation of Item Master (Second Language Details)* window appears. Given here is a screenshot of *Bulk Updation of Item Master (Second Language Details)* window.

Bulk Updation of Account Master (Second Language Details) window

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In the window, update Item Master details in Second language and click *Save* button to save the updated information.

Multiple Account Creation/Modification

With this option, you can create and modify multiple accounts in one go. With this option, you can specify Name, Alias, Parent Group and other fields as per your requirement on a single screen for as many new accounts as you want to create and click *Save* button once to create multiple Account masters. Along with adding multiple accounts, you can also modify multiple accounts on a single screen by using this utility.
For detailed help on this option, click Multiple Account Creation / Modification utility.

Multiple Item Creation Modification

With this option, you can create and modify multiple items in one go. With this option, you can specify Name, Alias, Parent Group and other fields as per your requirement on a single screen for as many new items as you want to create and click *Save* button once to create multiple Item masters. Along with adding multiple items, you can also modify multiple items on a single screen by using this utility.
For detailed help on this option, click Multiple Item Creation / Modification utility.

Multiple Tax Category Creation / Modification

With this option, you can create and modify multiple Tax Categories in one go. With this option, you can specify Name, tax rates and other fields as per your requirement on a single screen for as many new Tax Categories as you want to create and click *Save* button once to create multiple Tax Category masters. Along with adding multiple Tax Categories, you can also modify multiple Tax Categories on a single screen by using this option.
For detailed help on this option, click Multiple Tax Category Creation / Modification utility.

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Configuration

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Administration > Configuration

Busy

Configuration menu is the backbone of BUSY software. Based on the settings in the *Configuration* menu, you can customise BUSY according to your requirement. On clicking the *Configuration* option under the *Administration* menu, a list of options is displayed. Given here is the list of the *Configuration* menu options:

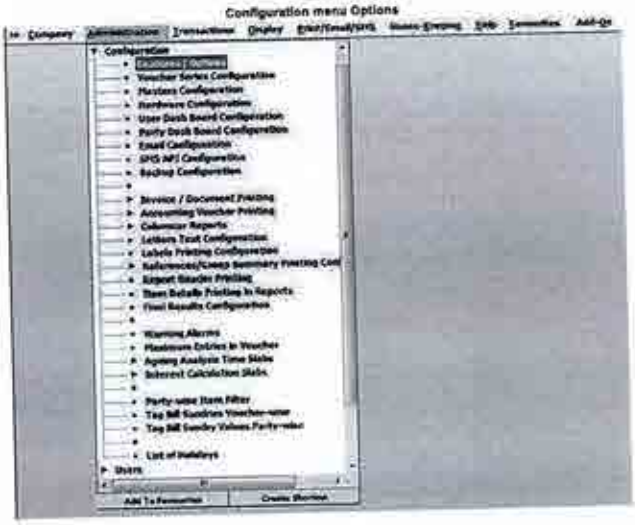
- Features/Options
- Voucher Series Configuration
- Masters Configuration
- Hardware Configuration
- Target Configuration
- User Dashboard Configuration
- Party Dashboard Configuration
- Email Configuration
- SMS API Configuration
- Backup Configuration
- Invoice / Document Printing
- Accounting Voucher Printing
- Letters Text Configuration

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- Labels Printing Configuration
- Columnar Reports
- Reference Printing Configuration
- Report Header Printing
- Item Details Printing in Reports
- Cheque Printing
- Final Results Configuration
- Warning Alarms
- Maximum Entries in Voucher
- Ageing Analysis Time Slabs
- Interest Calculation Slabs
- Party Item Price Structure
- Item Quantity Discount Structure
- Item Parameter-wise Pricing
- Item Parameter-wise Critical Level
- Party - wise Item Codes
- Party - wise Item Filter
- Tag Bill Sundries Voucher-wise
- Tag Bill Sundry Values Party-wise
- List of Holidays
- Control Masters
- Party-Item Analysis Report

Given here is a screenshot of the *Configuration* menu Options.

Configuration menu Options



For information on configuration options, click the option in the *Configuration* menu options list.

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See Also

Masters Menu

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Features/Options

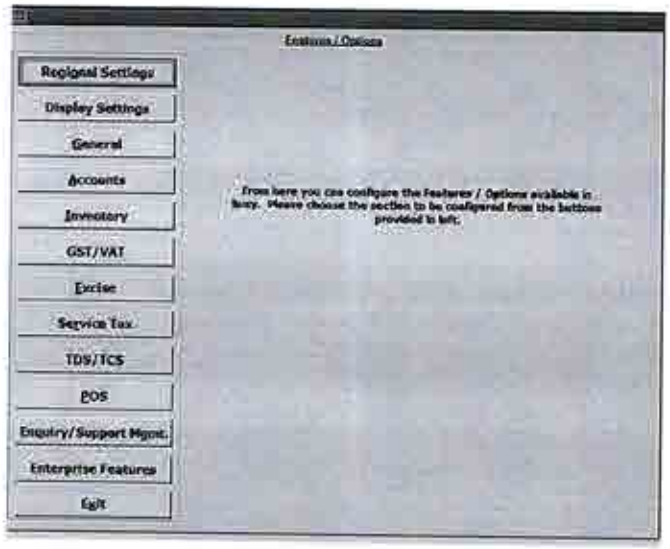
Administration > Configuration > Features/Options

Busy

On clicking the *Features/Options* option under the *Configuration* menu, a *Features/Options* window appears. Given here is a screenshot of the *Features/Options* window.

Features/Options window

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There are various tabs/sections in the *Features/Options* window. These are:

- Regional Settings
- Display Settings
- General
- Accounts
- Inventory
- GST/VAT
- Excise
- Service Tax
- TDS/TCS
- POS
- Enquiry/Support Mgmt.
- Enterprise Features
- Trade Specific Configuration

By default, *Regional Settings* tab is active. These tabs represent different features that can be configured according to your requirement. Let us discuss each tab and its features one by one.

Regional Settings

Under the *Regional Settings* tab, you can provide basic information about your accounting needs such as currency, date format and so on. Various fields available are:

- Date Format
- Date Separator
- Currency Symbol
- Currency String
- Currency Sub-String
- Currency Decimal Places
- Currency Font
- Currency Character
- Format for displaying Numbers
- Skip Currency Separator in Numbers Formatting
- Country and State Information

Date Format

In this data field, two options are listed. One is the DD/MM/YYYY format while the other is MM/DD/YYYY. Select the appropriate option as per your requirement. By default, *DD/MM/YYYY* is selected.

Date Separator

Enter a date separator for the dates. For example, you can select a hyphen (-) or a colon (:) as a date separator. By default, hyphen is selected.

Currency Symbol

Enter the currency symbol of the country where your company exist. Some examples of currency symbols are Rs, $ and so on. By default, *'Rs.'* appears in the data field.

Currency String

Enter the currency string of the country where your company exist. Currency String refers to the monetary unit such as Rupees and Dollars. By default, *Rupees* appears in the data field.

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Currency Sub-String
Enter the currency sub-string of the country where your company exist. Currency Sub-string refers to the sub-monetary unit such as Paise for Rupees or Cents for Dollar. By default, *Paise* appears in the data field.

Currency Decimal Places
Enter the number of digits that appear after the decimal. For example, if you enter 2 then a number will be displayed up to 2 digits after the decimal. Thus, if the number is 58.3456 then 58.34 will be displayed. By default, 2 is the value in the data field.

Currency Font
Specify the font to be used for printing currency symbol.

Currency Character
Specify character to be used for printing currency symbol. For example, to print symbol for currency Rupee, you can use the font as *Rupee Foradion* and character as (`). On saving this configuration, currency symbol will be printed as ₹ in the documents.

Format for displaying numbers
In this data field, you can select format for displaying numbers from the two options that appear in this data field. One option is the Indian Decimal System (9,99,99,999.99) and other is the International Decimal System (999,999,999.99). Select the appropriate option. By default, the *Indian Decimal System* option is selected.

Skip Currency Separator in Numbers Formatting
Specify 'Y' in this data field if you do not want the currency separator i.e. comma to appear in numbers. For example, nine thousand will appear as 9000 in number if you specify 'Y'. Otherwise nine thousand will appear as 9,000. By default, 'N' is the value in the data field.

Country and State Information
In this box there are two data fields. These are:
- Country - Select the country where your company exists from the list that appears in the data field.
- State - This data field is active only when you select India as the country in the *Country* data field. Select the appropriate state from the list that appears in the data field. By default, Delhi is selected in the data field.

☞ If in User Profile, a User has been given access to a particular state only then *State* field will not appear for that User.

- After you have entered the appropriate information, click the *Save* button to save the information.

Display Settings

Under the *Display Settings* tab, you can set various options, provided under this tab are:
- Maintaining Background Image
- Specify Image
- Fit to Screen
- Top / Left
- Maintain Company Logo Image
- Specify Company Logo Image

Maintain Background Image
Specify 'Y' in this data field to maintain background image in BUSY.

Specify Image
Specify path of the image file which is to be set as background image.

Fit to Screen
Specify 'Y' in this data field to fit image automatically to the screen. If you specify 'N' in this data field then you have to specify the top and left margin.

Top / Left
Specify top and left margin from where the image is to be displayed.

Maintain Company Logo Image
Specify 'Y' in this data field to view your company's logo at the bottom right corner of the BUSY screen.

Specify Company Logo Image
Specify path of the image file which is to be set as Company logo image.

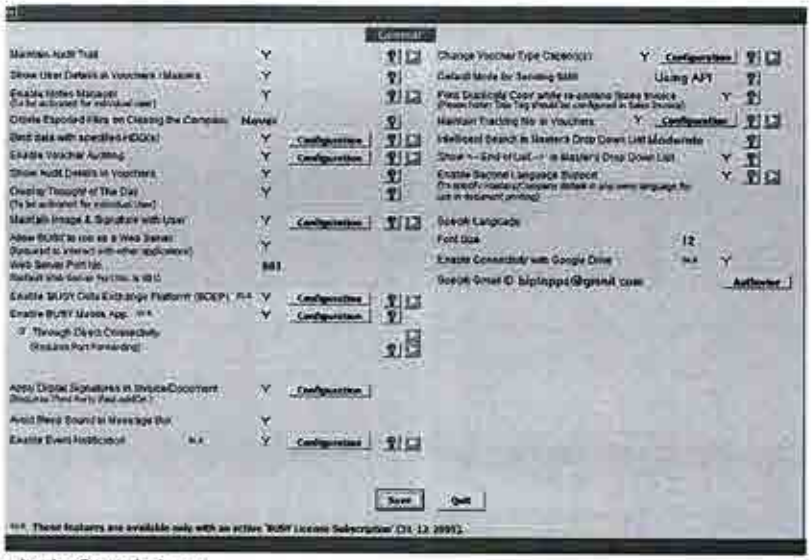
☞ The image file should be in JPEG (*.jpg;*.jpeg;*.jpe;*.jfif) or 24-bit Bitmap (*.bmp;*.dib) format.

General

Under the *General* tab, you can set general features as per your requirement. Given here is a screenshot of the *Features/Options* window with active *General* tab.

Features/Options window with active General tab

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Various features provided under the *General* tab are:

- Maintain Audit Trail
- Show Users Details in Vouchers / Masters
- Enable Notes Manager
- Delete Exported Files on Closing the Company
- Bind data with specified HDD(s)
- Enable Voucher Auditing
- Show Audit Details in Vouchers
- Display Thought of the Day
- Maintain Image and Signature with User
- Allow BUSY to run as a Web Server
- Web Server Port No.
- Enable 'BUSY Data Exchange Platform' (BDEP)
- Enable BUSY Mobile App
- Apply Digital Signature in Invoice/Document
- Avoid Beep Sound in Message Box
- Enable Event Notification
- Change Voucher Type Caption(s)
- Default Mode for Sending SMS
- Print 'Duplicate Copy' while re-printing Sales Invoice
- Maintain Tracking No. in Vouchers
- Intelligent Search in Masters Dropdown List
- Show '<-- End of List -->' in Master's Drop Down List
- Enable Second language Support
- Enable Connectivity with Google Drive

Maintain Audit Trail

Audit Trail refers to keeping record of all the activities related to each and every business transaction. Objective behind maintaining Audit trail is to track and discourage fraudulent changes in business related transactions and keep a check over data discrepancy. Audit Trail feature keep tracks of all the entries related to vouchers and is very useful in checking any discrepancy of data and reconciliation of data. Specify 'Y' in this data field if you want to maintain Audit Trail otherwise specify 'N'. By default, 'Y' is the value in the data field.

☞ To view Audit Trail report for Multiple vouchers for a specified data range, click *Display > Check List > Audit Trail* option. On clicking the *Audit Trail* option, *an Audit Trail* window appears. You can specify different filtration criteria based on which the Audit Trail report will be generated.

Along with maintaining Audit Trail you can also delete the Audit Trail.

- To delete the Audit Trail, click the *Delete History* button. On clicking the *Delete History* button, a *Delete* Audit Trail *History* message box appears confirming the delete action.
- Click the *Yes* button to delete the Audit Trail.

☞ *Delete History* button is active only when the *Maintain Audit Trail* option is set to 'N'.

Show User Details in Vouchers / Masters

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Specify 'Y' in this data field to view creation, modification and approval details of Master / Voucher in modification mode. All these details will be shown at the bottom of the Masters / Vouchers. On clicking these details in the Master / Voucher, a Report will pop up displaying complete history of Master / Voucher.

Enable Notes Manager

Specify 'Y' in this data field if you want to maintain Notes Manager in the company. Notes Manager acts as a personal diary or organiser for the user. User can set reminders for the tasks to be done or can set the deadline date & time for the tasks in the Notes Manager. Enabling Notes Manager here will enable the Notes Manager at global level. However you can enable/disable Notes Manager for individual Users by using the *Users* menu.

To use *Notes Manager* feature, *Notes Manager* utility is provided in *Utilities* menu.

This feature is not available with BUSY BS model.

Delete Exported Files on Closing the Company

Exported files refer to the files that are exported from BUSY in html, txt, xls or pdf format. With this option, you can delete the files that are exported to *System* folder of the company. In the list there are three options. The options are:

- Never - Select this option if you do not want to delete exported files from the *System* folder.
- Ask before deletion - Select this option if you want to delete exported files from *System* folder but only with your permission. On selecting this option, if any file with html, txt, xls or pdf format exists in *System* folder of Busywin then a message box will appear at the time of closing the company. In the message box, you can either choose to delete the exported files or to retain the exported files.
- Delete Automatically - Select this option if you want to delete exported files from the *System* folder of the Busywin whenever you close the company.

Bind data with specified HDD(s)

Specify 'Y' in this data field to bind hard disk with the company data. By binding hard disk to the company, you can work on the company only from hard disk which is bound with the company. On specifying 'Y' in this data field, a *Configuration* button appears. On clicking the *Configuration* button, a *Hard Disk Binding Configuration* window appears. Given here is a screenshot of *Hard Disk Binding Configuration* window.

Hard Disk Binding Configuration window



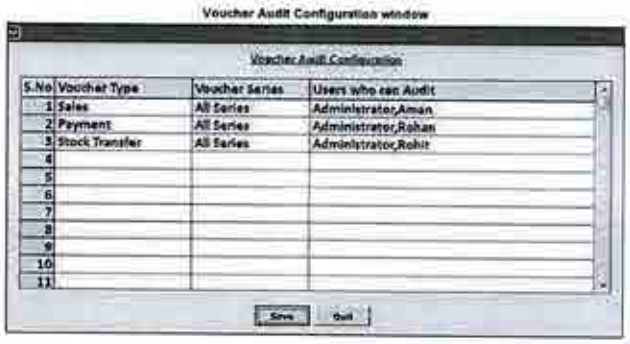
In the *Hard Disk Binding Configuration* window, following data fields appear:

- Specify Hard Disk Serial No - Specify Hard Disk serial numbers to which the company data is to be bound. You can work on the company only from the Hard Disk serial numbers specified here. To get the Hard Disk Serial number of your computer, click on the button *Click to Get Hard Disk Serial No.* and automatically the hard disk number of your computer will be append to the text box where HDD Serial No. is to be specified.
- Specify Error message if accessed through Invalid Hard Disk - Specify the message to be displayed when company data is accessed through a Hard Disk which is not bound with the company.
- Display Company in 'List of Companies' if accessed through Invalid Hard Disk - On specifying 'N' in this data field, Company will be visible in the List of Companies only on the Hard Disks which are bound with the Company.

Enable Voucher Auditing

Specify 'Y' in this data field if you want to enable auditing of the vouchers. Voucher Auditing refers to checking the accuracy of voucher and marking it as audited after which no modification is allowed in the voucher. On enabling the *Voucher Auditing* feature, all the vouchers will be fed as un-audited vouchers and only the authorised Users can audit them. You can authorise Users who can audit the vouchers and once a voucher has been audited neither modification nor deletion will be allowed for the voucher. On specifying 'Y' in this data field, a *Configuration* button appears. Given here is a screenshot of *Voucher Audit Configuration* window.

Voucher Audit Configuration window



In *Voucher Audit Configuration* window, a grid with following fields appears:

- Voucher Type - Select the voucher type for which you want to set audit rights.
- Voucher Series - Select the series for which audit rights are to be set.
- Users who can Audit - Select the Users who can audit the selected Voucher Type or Series.

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Click the *Save* button to save the configuration specified by you.

To audit a voucher, a *Voucher Audit* Report is provided in *Display > Check List* menu which displays list of all the unaudited vouchers. In the report, you can select the voucher to be audited and press the *<F4>* key to audit the voucher.

Show Audit Details in Voucher
Specify 'Y' in this option to view audit details in the voucher. Basically when you open a voucher in *Modify* mode then a label will appear at the bottom of the voucher displaying whether the voucher is audited or un-audited.

Display Thought of the Day
Specify 'Y' in this option if you want to view Thought of the Day at the time of company startup. This option should be enabled User-wise also. The Users for whom this option is enabled, a thought or motivational quote will be displayed when the User log on to the Company.

Maintain Image and Signature with User
Specify 'Y' in this data field to maintain User-wise image and signature. By enabling this option, image and signature of the User can be printed on the reports. On enabling this option, a *Configuration* button appears. On clicking the *Configuration* button, an *Options for Images* window appears. Given here is a screenshot of *Options for Images* window.

Options for Images window



In the *Options for Images* window, following data fields appear:

- Maintain Image with User - Enable this option to maintain User-wise images. On enabling this option, an *Image Folder* data field gets active in which you can specify the folder where images for the Users are kept. Matching of image with the User will be done on the basis of Image and User name. Image name should be similar to the User name in order to tag particular image to the User.
- Save User Image in Database - This option appears only if you are working in Client - Server edition. Enable this option to save the User images in company's database.
- Maintain Signature Image with User - Enable this option to maintain Signature with the User. On enabling this option, an *Image Folder* data field appears in which you can specify path of the folder where images are kept.
- Save User Signature Image in Database - This option appears if you are working in Client - Server edition. Enable this option to save the User Signature image in Company's database.

☞ The Image file should be in JPEG (*.jpg;*.jpeg;*.jpe;*.jfif) or 24-bit Bitmap (*.bmp;*.dib) format.

Allow BUSY to run as a Web Server
Enable this option to run BUSY as a Web Server. This is required to run BUSY Mobile App and also allows BUSY to interact with other applications. By default this option is set to 'Y'. You can disable it if this option is not required by you.

Web Server Port No.
Specify Web Server Port No. in this data field. Default Port No. will be automatically filled on enable of *'Allow BUSY to run as a Web Server'* option. You can change the Port No. if required.

Enable 'BUSY Data Exchange Platform' (BDEP)
With the help of BDEP Service, companies can exchange their data (Invoices) with other companies using BUSY. For example, Company A sells goods to Company B. In this case Sales made by Company A is the Purchase for Company B. If both A & B are using BUSY then with the help of BDEP Service, Company A can exchange its Sale vouchers with Company B. Thus, Company B need not to enter Purchase vouchers manually, instead it will import vouchers from BDEP which are uploaded by Company A.

On specifying *'Y'* under this option, a *Configuration* button appears. Click *'Configuration'* button to configure BDEP Service. On clicking Configuration button, a *BDEP Configuration* window appears. Given below is the screenshot of *BDEP Configuration* window.

BDEP Configuration window

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If you already have a BDEP ID for this company then specify the same here in BDEP Login Details else create a new one using *Create New ID* button provided in right hand side and specify the same.

☞ You need to create a Unique BDEP ID for each company.

At the left hand side of BDEP Configuration window following buttons appear:

- Create New ID
- Update Profile
- Change Password
- Forgot Password
- Delete ID

Now, let us discus the above mentioned buttons in detail:

a) *Create New ID* – Click this button to create a Unique BDEP ID and Password. On clicking *Create New ID* button, a *Create New BDEP ID* window appears. Given below is the screenshot of *Create New BDEP ID* window.

Create New BDEP ID window



Under *Create New BDEP ID* window following details needs to be specified:

- ***BDEP ID*** – Specify a unique BDEP ID in this data field. For Example – Smart Clothings can specify 'Smart Clothings' as BDEP ID. BDEP ID must be unique for every company. However, it will remain same across all financial years.
- ***Password*** – Specify password in this data field.
- ***Recheck Password*** – Specify the password again to recheck the password.
- ***Name*** – Specify the name of your company in this data field.
- ***Address*** – Specify the address of your company in this data field.
- ***Mobile*** – Specify the mobile no. of contact person in this data field.
- ***Whatsapp No.*** – Specify the whatsapp no. of contact person in this data field. This is required to send notifications through BUSY BNS App.
- ***Email*** – Specify the email id of your company in this data field.
- ***Contact Person*** – Specify the name of contact person in this data field.
- ***Type of Trade*** – Specify the type of trade of your company.
- ***GSTIN*** – Specify the GSTIN No. of your company in this data field.
- ***IT PAN*** – Specify the IT PAN No. of your company in this data field.
- ***BDEP Logo*** – Browse the file path here to specify a BDEP logo.

b) *Update Profile* – Click this button to update your profile details (Address, Contact Person, Mobile No. etc.).

c) *Change Password* – Click this button to change the password.

d) *Forgot Password* – Click this button, in case you forgot the password. On clicking this button, a *Retrieve Password* message box appears. Given below is the screenshot of *Retrieve Password* message box.

Retrieve Password Message Box

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Click *Yes* button to receive password on your registered E-Mail ID.

e) *Delete ID* -- Click this button to delete an existing BDEP ID.

Enable BUSY Mobile App
Enable this option to access your company data on BUSY Mobile App. On specifying 'Y' in this data field, a *Configuration* button appears. Click *'Configuration'* button to configure Mobile App for Parties. On clicking Configuration button, an *'Options for Mobile App'* window appears. Check the checkbox *'Enable Mobile App. for Parties'* if you want to allow parties to access their Account ledger, Bills Receivable/Payable and Stock Status reports.

To access BUSY Mobile App above three options must be enabled which are:
- Allow BUSY to run as a Web Server
- Web Server Port No
- Enable 'BUSY Data Exchange Platform' (BDEP)

To run BUSY Mobile App on your Android Mobile, *Port Forwarding & Opening* needs to be done also. But from BUSY 18 (Rel 1.2) onwards, only *Port Forwarding in Router* needs to be done.

BDEP and Mobile App features are available only in Standard & Enterprise Edition with an active BUSY License Subscription.

Apply Digital Signature in Invoice/Document
Enable this option, if you want to digitally sign the Invoices/Documents exported in PDF format, which can further be shared via e-mail to concerned persons. Following are the benefits of Digitally Signed Invoices:
- Digital Signature is a specific type of e-signature that guarantees the authenticity of a document.
- Digital Signatures are as authentic as hand written signatures.
- Invoices / Documents can be immediately delivered to recipients over email.

Avoid Beep Sound in Message Box
Enable this option, if you want to avoid beep sound in message box that appears on clicking any button on the message box.

Enable Event Notification
Enable this option, if you want to receive notifications on BUSY BNS App regarding various actions of Users such as Company Log In, Log Out, Add/Modify/Delete Master, Add/Modify/Delete Voucher etc.

Change Voucher Type Caption(s)
Enable this option to specify different caption or name for individual series of vouchers. On enabling this option, various options for specifying Short name and long name will be enabled in Voucher Configuration.

Default Mode for Sending SMS
Under this data field, you can select that by default SMS will be sent using API or Phone.

Print 'Duplicate Copy' while Re-printing Sales Invoice
Enable this option to print 'Duplicate Copy' on the Sales invoice whenever it is being re-printed. To use this option, you must enable *Print Copy Title* option under *Administration > Configuration > Invoice / Document Printing > Standard > Sales Invoice* option.

Maintain Tracking No. in Vouchers
Enable this option to maintain a unique tracking number in selected vouchers. By maintaining Tracking number, vouchers of different nature can be linked together to cover all the stages through which a single transaction passes. For example, a Sales Order is placed and a tracking number (SO1) is given to it. At the time of sale against this order, the tracking number SO1 can be specified in the Sales voucher thus linking the *Sale Order* voucher to *Sale* voucher. Further when the payment will be received for this sale then the Tracking number SO1 can be specified in *Payment* voucher thus linking *Sale* voucher to *Payment* voucher. Hence starting from an order placed to payment received, complete transaction can be linked through unique Tracking number. Further, all the reports related to Tracking number history to the movement of Tracking number can also be viewed / printed.

On enabling the *Maintain Tracking No. in Vouchers* option, a *Configuration* button appears. On clicking the button, you can select the voucher types for which you want to maintain tracking number.

Intelligent Search in Masters Dropdown List
Select *Not Required* option to disable intelligent search in Master's Dropdown list i.e. searching for entered string will be restricted only to the exact match found for the Master name / alias.

On selecting *Moderate* option in Master's dropdown list that appears at the time of data entry, the string entered by you will display all those Masters in whose name / alias the string is found.

On selecting *High* option, master will be searched in random order also. For example, if you have entered Gupta Shalini then it will display master Shalini Gupta also in the list.

Show '<-- End of List -->' in Master's Drop Down List
Enable this option to view '<-- End of List -->' option in master's drop down list during data entry. On clicking this option in master's drop down list during data entry, focus will automatically shift to next grid and there is no need to press F2 or Escape key to escape from the grid.

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This option will work for:

- Inventory vouchers (Sales, Purchase and POS) for Item and Bill Sundry grid.
- Accounting Vouchers (Payment and Receipt) only in case of Single Entry mode.

Enable Second language Support

With the help of *'Enable Second language Support'* feature you can set a second language which is other than English and can specify some of the company and master details in that language. This option will be helpful at the time of printing vouchers. Now user can print the invoice in his own language i.e. in second language selected by him (Hindi, Arabic, etc.). To use this option, you need to download ***'google input tools'***. After downloading google input tools run the set up and install google toolbar. Next you need to specify the language and font size under *'Enable Second language Support'* option.

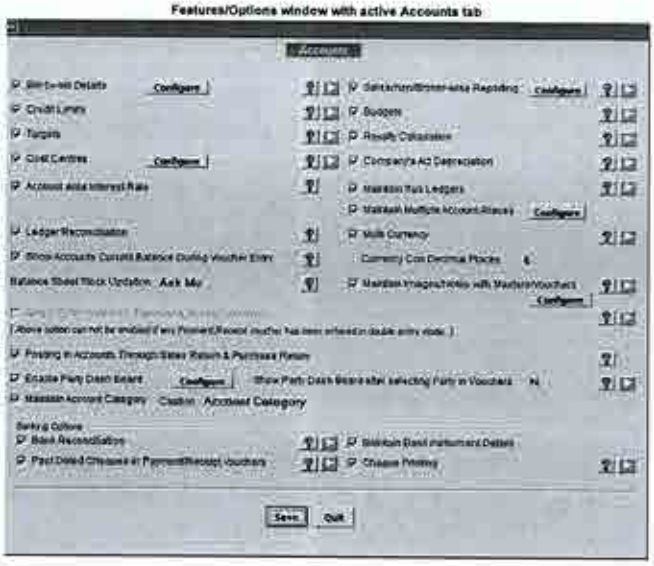
Enable Connectivity with Google Drive

With the help of *'Enable Connectivity with Google Drive'* feature you can maintain database of reports, documents, images on Cloud i.e. Google Drive / Google Sheet. After enabling this feature, you need to specify Gmail ID and click *Authorise* button.

Make sure that you are already logged in from the specified Gmail ID in default browser. This will result in Authorising 'BUSY' to use your credentials for upload on Google Drive / Google Sheet.

Under the *Accounts* tab, you can configure account related features such as credit limits, budgets, Cost Centres and so on. Given here is a screenshot of the *Features/Options* window with active *Accounts* tab.

Features/Options window with active Accounts tab



Under the *Accounts* tab there are various features. These are:

- Bill-by-bill Details
- Salesman/Broker-wise Reporting
- Credit Limits
- Budgets
- Targets
- Royalty Calculation
- Cost Centre
- Company's Act Depreciation
- Account wise Interest Rates
- Maintain Sub Ledger
- Maintain Multiple Account Aliases
- Ledger Reconciliation
- Multi Currency
- Currency Cen Decimal Places
- Show Accounts Current Balance During Voucher Entry
- Balance Sheet Stock Updation
- Maintain Images/Notes with Masters/Vouchers
- Single Entry System for Payment & Receipt Vouchers
- Posting in Accounts Through Sales Return & Purchase Return
- Enable Party Dashboard
- Show Party Dash Board after selecting Party in Vouchers
- Maintain Account Category
- Bank Reconciliation
- Maintain Bank Instrument Details

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- Post Dated Cheques in Payment/Receipt Vouchers
- Cheque Printing

Bill-by-bill Details

The use of this feature is dependent on primarily two factors. The factors are:

- Keeping Track of Due Dates
- Easy Reconciliation of Accounts

Keeping Track of Due Dates

Let us understand this factor with the help of an example. Garments India is a debtor for Smart Clothing. Garments India buys regularly from Smart Clothing and makes the payment in bulk at the end of the month. Now Smart Clothing needs to keep record of the payments due and their corresponding due dates. From the *Account Ledger* only the amount of payment due can be seen but not the due date. In such a case, by enabling *Bill-by-Bill Details* feature, you can enter the due date for different transactions and can view the reports for bills receivables/payables and so on.

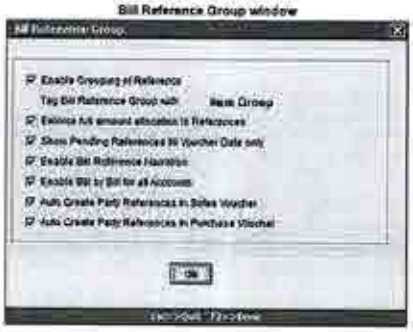
Easy Reconciliation of Accounts

Let us understand this factor with the help of an example. Garments India buys from Smart Clothing and makes the payment on a regular basis. Since there are numerous transactions of sales and receipts in a month thus it is difficult for Smart Clothing to keep track of the transactions/account status for Garments India. In such a case, by enabling *Bill-by-Bill Details* feature, Smart Clothing can keep track of sales and corresponding receipts for Garments India.

Till now we have discussed the use of this feature, let us move onto the steps to implement the feature. To implement *Bill-by-Bill Details*, perform the following steps:

- Enable *Bill-by-bill Details* feature in *Accounts* tab under *Features/Options*. On enabling this option, a *Configure* button appears. On clicking the *Configure* button, a *Bill Reference Group* window appears. Given here is a screenshot of *Bill Reference Group* window.

Bill Reference Group window



- In the window, following options appear:
  - Enable Grouping of Reference - On enabling this option, various bills can be grouped under a Bill Reference group. Bill Reference Group can be created in the *Bill-by-bill Details* window itself by pressing the *<F3>* key.
  - Tag Bill Reference Group with - Under this data field, following three options appear:
    - None - Select this option if you do not want to tag Bill Sundry Reference Group.
    - Item Master - Select this option to tag Bill Sundry Reference Group with item master.
    - Material Centre Master - Select this option to tag Bill Sundry Reference Group with item master.
  - Enforce Full Amount Allocation to References - On specifying 'Y' in this data field, a voucher will be saved only when the full voucher amount is allocated to the bill references.
  - Show Pending References till Voucher Date only - On enabling this option, pending references created on or before the voucher date will only be shown for adjustment.
  - Enable Bill Reference Narration - Enable this option to enter Bill Reference narration in the *Bill-by-bill Details* window at the time of entering vouchers.
  - Enable Bill-by-bill for All Accounts - Enable this option to enable Bill-by -bill feature for all the accounts. Otherwise the feature can be enabled only for Party and Loan Account master.
  - Auto Create Party References in Sale Voucher - Enable this option to automatically create bill references while saving *Sales* voucher. Basically on enabling this option, *Bill-by-bill Details* window will not appear in *Sales* voucher but bill reference will be created in the background.
  - Auto Create Party References in Purchase Voucher - Enable this option to automatically create bill references while saving *Purchase* voucher. Basically on enabling this option, *Bill-by-bill Details* window will not appear in *Purchase* voucher but bill reference will be created in the background.
- Click the *Ok* button.

o Configure the accounts of sundry debtors/creditors for bill-by-bill details by specifying 'Y' in the Maintain Bill by Bill Balancing option that appears in the Account Master window.

o Create a new reference or append an existing reference when entering a Sales/Purchase/Payment/Receipt voucher. To create/append/adjust a reference, you need to enter the following details:

- Method - Select the method from the three methods, New ref., Append, and Adjustment.
- Ref. - Enter a reference number. The voucher number is generally the reference number for the bill-by-bill adjustment.
  - If you are entering a new reference then the voucher number is displayed by default in the data field.
  - If you are appending/adjusting a reference then it displays a list containing the previously created references. Select a reference from the list.

☞ Creating a reference is like writing down an entry in a notebook for use in the future. References remember on your behalf the due payments/receipts. To distinguish between references, you need to give unique reference numbers. By default, the voucher number is taken as the reference number. You can give a different reference number according to your requirement.

- Amount - Enter amount to be appended/adjusted.
- D/C - Enter D for Debit or C for Credit depending on whether the amount is payable or receivable.

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- Due Date - Enter due date for the new reference.
- Group - Enter Bill Reference Group.

- To view the Bill by Bill Details related reports such as *Bills Receivable, Bills Payable, Bill-wise Statement, Ageing Analysis*, click Display > Outstanding Analysis > select the required report.

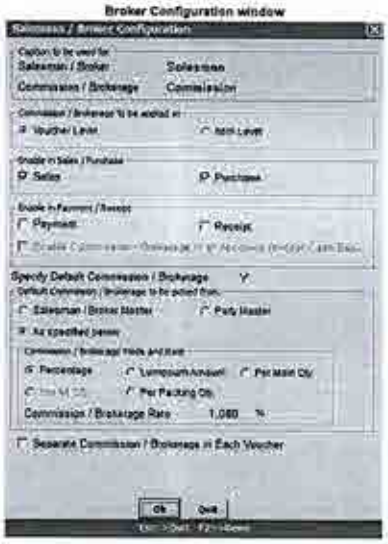
☞ You can create multiple references for a single transaction. Multiple references are useful when you know that the payment will be received/made in installments. Thus, in such scenario at the time of entering the transaction, you can create multiple references with appropriate due dates. This will enable you to keep track of the due dates and the status of the transaction.

Broker-wise Reporting

This feature is useful if your organization interacts with broker or any other person such as Salesman, Commission Agent and so on for business transactions. In such a case, you will need to maintain broker related details such as the broker's name, rate of brokerage and so on. To implement *Broker-wise Reporting*, perform the following steps:

- Enable *Broker-wise Reporting* feature in the *Accounts* tab under *Features / Options*. On selecting the *Broker-wise Reporting* option, a *Configure* button appears. On clicking the *Configure* button, a *Broker Configuration* window appears. Given here is a screenshot of *Broker Configuration* window.

Broker Configuration window



In the *Broker Configuration* window, following groups and data fields appear:

- Caption to be used for:
  - Broker - Specify the caption to be used in place of Broker. For example, if you specify Salesman in this data field then in place of Broker the term Salesman will be used throughout the BUSY. Similarly if you specify Doctor in this data field then instead of Broker, the term Doctor will be used.
  - Brokerage - Specify the caption to be used in place of Brokerage. For example, if you use Salesman in place of Broker then you can specify the term as Commission in this data field. Similarly for Doctor, you can use the term as Fees or Charges.
- Brokerage to be applied at:
  - Voucher Level - Select this option if you want to apply brokerage only once in a voucher i.e. brokerage is to be calculated on final bill. On selecting this option, Broker and brokerage related details will be asked at the time of saving the voucher.
  - Item Level - Select this option if you want to apply brokerage separately with each item of the voucher. On selecting this option, broker and brokerage related details will be asked with each item of the voucher.
- Enable In:
  - Sales - Select this option if you want to enable brokerage for *Sales* voucher.
  - Purchase - Select this option if you want to enable brokerage for *Purchase* voucher.
- Enable In:
  - Payment - Select this option if you want to enable brokerage for *Payment* voucher.
  - Receipt - Select this option if you want to enable brokerage for *Receipt* voucher.
  - Enable Commission/Brokerage in all accounts (except cash/bank) - This option gets enabled when you select any of the option from payment or receipt. Select this option if you want to enable brokerage for all accounts except cash/bank.
- Specify default Brokerage - Specify 'Y' in this data field if you want to specify default mode and rate of brokerage.
- Default Brokerage to be picked from - Under this group, you have to select the option from which the default mode and rate of brokerage will be picked. Various options under this group are:
  - Broker master - Select this option to pick default mode and rate of brokerage from Broker master.
  - Party master - This option appears if you have selected the *Voucher Level* option. Select this option to pick default mode and rate of brokerage from *Account* master.
  - Item master - This option appears if you have selected the *Item Level* option. Select this option to pick default mode and rate of brokerage from *Item* master.
  - As Specified Below - Select this option to pick default mode and rate of brokerage from as specified in the configuration i.e. in the group that appears next to this option.
- Brokerage Mode and Rate - Select the mode through which brokerage will be calculated and specify the rate at which brokerage is to be calculated. Under this group there are various options:

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- Percentage - Select this option if you want to calculate brokerage on percentage basis.
- Lumpsum Amount - Select this option if you want to give brokerage as an absolute amount.
- Per Main Qty. - Select this option if you want to calculate brokerage on per Main quantity.
- Per Alt. Qty. - This option appears if you have enabled the *Enable Alternate Quantity* feature in *Inventory* tab. Select this option if you want to calculate brokerage on per Alternate quantity.
- Per Packing Qty. - This option appears if you have enabled the *Enable Packaging Unit of Items* feature in *Inventory* tab. Select this option if you want to calculate brokerage on per Packing quantity.
- Brokerage Rate - Specify the default rate of brokerage. If you have selected the *Percentage* option then specify the default percentage, if you have selected *Lumpsum Amount* option then specify the amount to be given as brokerage or if you have selected *Per Main Qty/Per Alt. Qty* option then specify the brokerage for per Main/Alternate quantity.

- Separate Brokerage in Each Voucher - Specify 'Y' in this data field if you want to specify separate rate of commission / brokerage with each voucher. Basically, on specifying 'Y' in this data field, commission / brokerage mode will be picked from default configuration but rate of commission / brokerage needs to be entered by User.
- Post Brokerage in Accounts - Specify 'Y' in this data field if you want to post commission / brokerage in separate accounts. After enabling this option, in Salesman / Broker master, you can specify accounts to be debited / credited for commission / brokerage amount.

- Click the *Ok* button.

- Create *Broker* masters for different brokers.
- Tag *Broker* master to various parties in Account / Item master and if required specify the default mode and rate of brokerage.
- Enter broker and brokerage related details in the *Broker Details* window that appears when you enter a *Sales/Purchase* voucher.
- To view the brokerage payable/receivable, click *Display > Brokerage Calculation* option.

This feature is not available with BUSY BS model.

Credit Limits

This feature is useful in monitoring the amount of credit extended to the parties. Let us understand with the help of an example. Garments India is a debtor for Smart Clothing. Garments India regularly purchases goods on credit from Smart Clothing. Due to manual monitoring of credit, Garments India often exceeds the credit limit. To know such discrepancy, Smart Clothing enables the *Credit Limit* feature. To implement the *Credit Limit* feature, perform the following steps:

- Enable *Credit Limits* feature in the *Accounts* tab under *Features / Options*.
- Specify the *Maximum Credit Limit for Sundry Debtors/Creditors account under the Masters menu*.
- View the *Credit Limit Variance* report to find out which parties have exceeded their credit limit. To view the *Credit Limit Variance* report, click *Display > MIS Reports > Credit Limit Variance option*.
  - Select the accounts and specify the date.
  - View the *Credit Limit Variance* report based on the credit limit specified and actual credit taken.

This feature is not available with BUSY BS model.

Budgets

This feature is useful if you want to monitor annual/monthly expenditure items such as expenses, investments, and so on. For example, if you estimate that the administrative expenses should not exceed Rs. 50,000 in a year then you can specify the annual budget and view the *Budget Variance* report to monitor the discrepancy between the budget and actual expenses. To implement the *Budgets* feature, perform the following steps:

- Enable *Budgets* feature in the *Accounts* tab under *Features / Options*.
- Specify the *Annual* and *Monthly Budgets* for Expenses / Fixed Assets / Investments Account under the *Masters* menu.
- View the *Budget Variance* report to find out which expenditure item has exceeded the budget limit. To view the *Budget Variance* report, click *Display > MIS Reports > Budget Variance*.
  - Select the required account.
  - View the *Budget Variance* report based on the budget specified and actual expenditure.

Targets

Enable this option to set various Sale / Purchase Targets. You can set targets for different combinations of items, parties and so on and moreover can specify up to three targets for the same combination. After enabling this option, you can use the Target Configuration option to define various targets. To implement the *Targets* feature, perform the following steps:

- Enable *Targets* feature in the *Accounts* tab under *Features / Options*.
- Specify different types of Targets using *Configuration > Target Configuration* option.
- View the *Target Variance* report.

This feature is not available with BUSY BS model.

Royalty Calculation

Royalty is the amount paid to an author or any other such person on sale of books, articles and so on. Let us understand with the help of an example. An author contacts a publisher/publishing house for selling books written by him. The publisher/publishing house sells the books on behalf of the author and pays royalty to the author at a certain rate on the sale amount. You can enable this feature if royalty is payable on the items that you trade. To implement the *Royalty Calculation* feature, perform the following steps:

- Enable *Royalty Calculation* feature in the *Accounts* tab under *Features / Options*.
- Create *Author masters* for different authors.
- Specify the *Author master in the Item master* along with the rate of royalty in percentage. This is mapping of the authors with the items that sell on their behalf.
- View the *Royalty Calculation* report to find out the amount of royalty payable to the authors. To view the *Royalty Calculation* report, click *Display > Royalty Calculation option*.
  - Select the required author and the dates.
  - View the *Royalty Calculation* report based on the author, sale amount, and rate of royalty.

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This feature is not available with BUSY BS model.

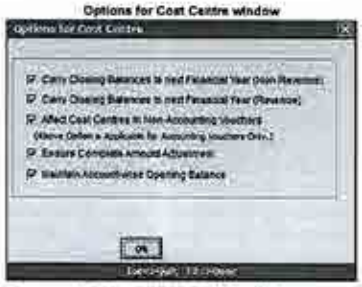
Cost Centres

Cost Centre in an organisation refers to an entity to which incomes and expenses can be allocated. The purpose of allocating incomes/expenses is that it helps in cost-benefit analysis of different Cost Centres. Depending on the type of business, Cost Centres can be branches, departments, sales executives, or products of a company. Let us understand the use of Cost Centres with the help of an example. Smart Clothing, a garment manufacturer, has two wholesale outlets. One is in Delhi and the other is in Gurgaon. Now the company wants to know which of the two a relatively profitable outlet is. Such knowledge is necessary for making strategic business decisions. For this purpose, it needs to have profitability or a cost-benefit analysis wherein all the expenses (cost) and all the incomes (benefits) of both the outlets are listed. This is possible with the *Cost Centre* feature.

To implement the *Cost Centres* feature, perform the following steps:

- Enable *Cost Centres* feature in the *Accounts* tab under *Features/Options*. On selecting the *Cost Centres* feature, a *Configure* button is activated. Click the button to configure various options related to Cost Centre. On clicking the button, an *Options for Cost Centre* window appears. Given here is a screenshot of the *Options for Cost Centre* window.

Options for Cost Centre window



  - Carry Closing Balances to next Financial Year (Non Revenue) - Select this checkbox if you want to carry the closing balance of the Cost Centre for non revenue accounts to the next financial year.
  - Carry Closing Balances to next Financial Year (Revenue) - Select this checkbox if you want to carry the closing balance of the Cost Centre for revenue accounts to the next financial year.
  - Affect Cost Centres in Non-Accounting voucher - Select this checkbox if you want to allocate income/expense to various Cost Centres in non accounting vouchers also such as Material Issue/Receipt, Stock Transfer and so on.
  - Ensure Complete Amount Adjustment - Select this checkbox if you want that the amount allocated to Cost Centres should exactly match the bill amount. This option is applicable only on Accounting vouchers such as Payment, Receipt and so on.
  - Maintain account-wise Opening Balance - Enable this option to maintain opening balance account-wise for Cost Centres.

- Create *Cost Centre*/*Cost Centre Group* masters for Cost Centres of your business.
- Allocate the amount of income/expense to the appropriate Cost Centre while entering a voucher. This is known as mapping of the income/expense with the Cost Centres.
- View the *Cost Centres* report to find out the cost-benefit position of the Cost Centres. To view the *Cost Centres* report, click *Display > Cost Centres report > Select the required report*.
  - Select the Cost Centre and specify the date.
  - View the *Cost Centres* report based on the Cost Centre and the amount of income/expense allocated.

This feature is not available with BUSY BS model.

Company's Act Depreciation

By default, depreciation is charged according to the IT Act. In case your organisation follows the Company's Act then you can enable this feature to charge depreciation on fixed assets according to the Company's Act. To implement *Company's Act Depreciation* feature, perform the following steps:

- Enable *Company's Act Depreciation* feature in the *Accounts* tab under *Features / Options*.
- Specify the rate of depreciation according to the Company's Act in the *Rate of Depreciation for the Account* window that appears when you create an account under the Fixed Assets Account Group.
- View the *Depreciation Chart* for list of all the fixed assets with the rate of depreciation, final value, depreciation value and so on. To view the *Depreciation Chart*, click *Display > Depreciation Chart > Company's Act (w.d.v. method) option*.

Companies that need to maintain the books of accounts according to the Company's Act as well as Income Tax Act need to enable the *Company's Act Depreciation* feature. The need for this feature arises on two counts. Firstly, there is a requirement that depreciation should be charged in the books of accounts according to Company's Act. Secondly depreciation according to the Income Tax Act should be reflected in the books of account for tax calculation purpose.

Let us understand with the help of an example. There is a fixed asset worth Rs. 1,00,000. According to the Company's Act, depreciation is Rs. 20,000 while according to the Income Tax Act, depreciation is Rs. 25,000. Now in the books of accounts journal entry for depreciation will be entered for Rs. 20,000. According to the Income Tax Act, depreciation of Rs. 25,000 will be reflected in the Balance Sheet manually for tax calculation purpose. Thus, when the balances are carried forward to the next financial year, the opening balance for the fixed asset will be Rs. 80,000 as per the Company's Act whereas the opening balance according to the Income Tax Act will be Rs.75,000. This amount of Rs. 75,000 will be entered in the Opening Balance data field in Rate of Depreciation window for Income Tax Act in Account master that appears when you specify the *Group* as *Fixed Asset*.

Account wise Interest Rate

With *Account wise Interest Rate* option, you can specify interest rates separately for bill receivable and bills payable with each party. Basically on enabling this option, an *Interest Rate (Payable)* and *Interest Rate (Receivable)* data fields start appearing in Account master in which you can specify interest rates. These interest rates will then be used in Interest Calculation report for the purpose of calculating interest amount.

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Maintain Sub Ledgers
Enable this option to maintain sub ledger - wise accounting also. Sub ledger refers to a sub account of a Main account. For example, you want to maintain two sub accounts Petty Cash1 and Petty Cash2 under the Main account Cash. This is possible only if you enable this feature. To implement this feature, you need to perform the following steps:
- Enable *Maintain Sub Ledger* feature in *Accounts* tab under *Features / Options*.
- Specify whether account is a General Ledger or Sub Ledger in *Accounts* master.
- Enter Sub Ledger details in Accounting vouchers.
- View relevant reports.

This feature is not available with BUSY BS model.

Maintain Multiple Account Aliases
Enable this option to maintain multiple aliases with accounts also. On enabling this option, a *Configure* button appears. On clicking *Configure* button, an *Options for Multiple Alias* window appears. In *Options for Multiple Alias* window, following option appears:
- Specify Different Address Details with Multiple Alias - Check this checkbox to maintain different address with each alias. This is required when a party has different branches or delivery locations.

Ledger Reconciliation
Enable this option to reconcile ledgers of a party. This option is useful if there is some discrepancy as per the party's record and as per the record maintained by you. To reconcile ledgers, you need to perform the following steps:
- In User Profile, specify 'Y' in the *Can Reconcile Ledger* option for the Users to whom you want to give Ledger Reconciliation rights.
- Reconcile Ledger by using the Account Ledger and Sub Ledger reports. In these reports you can reconcile each entry by using the *F4* key.

Multi Currency
Enable this feature if you want to maintain accounts of your company in more than one currency. Generally, companies in import-export business have to deal in more than one currency. For this purpose they can enable the *Multi Currency* feature.

To implement *Multi Currency* feature, perform the following steps:
- Enable *Multi Currency* feature in *Accounts* tab under *Features / Options*.
- Create Currency / Currency Conversion masters.
- Enable Multi Currency in required accounts.
- Enter data in the *Conversion Details* window that appears at the time of entering various vouchers.
- View reports in various currencies.

This feature is not available with BUSY BS model.

Currency Con Decimal Places
Specify the decimal places required for the currency conversion factor.

Show Accounts Current Balance During Voucher Entry
By default, this feature is enabled in a new company. If this feature is enabled then on selecting an account in a voucher the current balance of the account appears in the voucher. This helps you to know the current status of the account. Thus, if you are exceeding the balance in the account then you are aware of this, right at the time of entering the voucher. On the other hand, if this feature is disabled then the current balance of account does not appear when you select an account in a voucher.

To disable this feature, uncheck the checkbox *Show Accounts Current Balance During Voucher Entry* in the *Accounts* tab in *Features / Options*.

Balance Sheet Stock Updation
Select an option from the list according to which balance sheet stock is to be updated. Various options in the list are:
- Manually - Select this option if you want to update Balance sheet stock manually. On selecting this option, you can manually enter stock for each month in the Balance Sheet report.
- Stock Status - Select this option if you want to reflect stock in the Balance sheet as calculated by BUSY, by using the Stock Valuation methods and the vouchers entered for various items.
- Ask Me - On selecting this option, an *Update Balance Sheet Stock* option will appear in the Report Options window that appears on opening the Balance Sheet report. You can then specify Yes/No in the option as per your requirement.

Maintain Images/Notes with Master/Voucher
Enable this option if you want to maintain image/notes with the *Account* master and Accounting vouchers. On enabling this option, an *Options for Images and Notes* window appears. Given here is a screenshot of *Options for Images and Notes* window.

Options for Images and Notes window

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In the *Options for Images and Notes* window, there are various data fields. The data fields are:

- Maintain Image with Account Master - Enable this option if you want to maintain image for the Account master.
- Image Folder - This data field gets activated if you have enabled the *Maintain Image with Account Master* option. Specify the path of the folder from where the images for the Account masters are to be picked. You can also select the path by clicking the *Browse* button. The image folder you specify here should contain the images that have the name similar to the name or Alias of the Account masters you use. Images will be tagged with the Account master by matching the Account Name or Alias with the Image name. All the Accounts images should be kept in one folder as you can specify only one folder name from where the images for the Account master will be picked.

Let us understand this option with the help of an example. In this data field, you have specified a folder named *AccountImages* along with its path. The folder contains four images with the name GI, VG, Trends and Vogue and you have three Account masters with the following Name and Alias:

Name	Alias
Trends	
Vogue	VG
Garment India	GI

In this case with *Trends* Account master, BUSY will tag the image named *Trends*; with *Vogue* Account master, BUSY will tag the image named *Vogue* and with *Garment India* Account master, BUSY will tag the image named *GI*. An important point to note here is that first priority will always be of Account name. If images with both Account name and Alias exist then the image with matching Account name will be tagged with the Account master. As seen above that in *Account Images* folder images with both Account Name and Alias (Vogue and VG) exist but the image named *Vogue* is tagged with the *Vogue* Account master.

- Save Account Master Image on Google Drive - Enable this option if you want to save images of Account Masters on Google Drive.
- Save Account Master Image in Database - This option is available only in SQL mode. Enable this option to save images in your company's database.
- Maintain Notes with Account master - Enable this option if you want to maintain Notes with *Account* master. On enabling this option, a data field gets active in which you can specify the number of characters to be used in a single line while viewing / printing Notes for the *Account* master. For example, if you have specified 80 in this data field then only 80 characters will be displayed / printed in a single row and after every 80 characters, new character will start from the next line. On enabling this option, a *Notes* button gets active in the *Account* master by clicking which you can enter notes for the *Accounts* master.
- Show Account Notes in Data Entry - Enable this option to view party notes at the time of making data entry. Basically on enabling this option, when you select an account in a voucher and press *Enter* key, the notes entered with it will be displayed in a window.
- Maintain Image with Accounting vouchers - Enable this option if you want to maintain image of Accounting voucher. On enabling this option, a *Vch Image Folder* data field gets activated in the *Administration > Configuration > Vouchers Configuration*. You can specify the path of the Voucher Images folder in that data field.
- Save Accounting Vouchers Image on Google Drive - Enable this option if you want to save images of Accounting Vouchers on Google Drive.
- Save Accounting Documents on Google Drive - Enable this option if you want to save pdf file of Accounting Vouchers i.e. invoices on Google Drive.
- Save Accounting Voucher Images in Database - This option is available only in SQL mode. Enable this option to save images in your company's database.
- Maintain Notes with Accounting Vouchers - Enable this option if you want to maintain notes with Accounting vouchers. On enabling this option, a data field gets active in which you can specify the number of characters to be used in a single line while viewing / printing Notes for the voucher. For example, if you have specified 80 in this data field then only 80 characters will be displayed / printed in a single row and after every 80 characters, new character will start from the next line. On enabling this option, a *Notes* button gets active in the Accounting vouchers by clicking which you can enter notes for the voucher.

On enabling the *Maintain Images/Notes with Master/Voucher* option, a *Configure* button also appear on click of which the *Options for Images and Notes* window appears.

☞ The image file should be in JPEG (*.jpg;*.jpeg;*.jpe;*.jfif) or 24-bit Bitmap (*.bmp;*.dib) format.

This feature is not available with BUSY BS model.

Single Entry System for Payment & Receipt Vouchers

Enable this feature if you want to maintain single entry system for payment and receipt vouchers. Now, while entering a *Payment/Receipt* voucher you only need to select the payment/receipt mode and specify the affected account. You do not need to remember and specify the debit/credit aspect for the affected accounts. Thus, reduces the burden in such a way that you only need to know whether the voucher you are entering is a *Payment* or a *Receipt* voucher.

☞ If any transaction exists for Payment/Receipt voucher as per double entry system then this option will appear in disabled mode which implies that you cannot shift from double entry mode to single entry mode after entering any transactions in double entry mode. However, vice versa is possible.

Posting In Account Through Sales Return & Purchase Return

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By default, this feature is enabled in a new company. This feature should be enabled if you want to post the sale return/purchase return directly to Sale/Purchase account. Let us understand with the help of an example. For the month of October 2005 for Smart Clothing, there was a *Sales* and a *Sales Return* voucher for Rs. 10,000 and 5,000 respectively. Now if this feature is enabled then in the Sales account both the transactions are posted and the net balance is Rs. 5,000 credit. In this way, both the Inventory and accounting aspect of goods returned are taken care of.

Now let us understand the scenario where this feature may be disabled. Smart Clothing does not want the *Sale Return* voucher to be posted to the Sale account directly. Instead it issues a credit note to reflect the debt on part of the organisation/individual returning the goods. For example, using the above scenario, let us suppose that the feature was disabled. Thus, only the *Sales* voucher will be posted to the *Sales* account and the balance will be Rs. 10,000. Now for the goods returned, a *Sales Return* voucher is entered that takes care of the inventory aspect of the transaction but the accounting aspect is left out. For this purpose, Smart Clothing enters a credit note against the organisation returning the goods thus taking care of the accounting aspect of the transaction.

To disable this feature, uncheck the checkbox *Posting in Account Through Sales Return & Purchase Return* in the *Accounts* tab in *Features / Options*.

☞ If you enable/disable this feature in an existing company then you need to rewrite books for the company so that all the transactions are posted according to the new setting. To rewrite books, click *House-Keeping > Rewrite Books*.

Enable Party Dashboard

Enable this option to view Party's dashboard during voucher entry. Basically on enabling this option you can either select to view Party's dashboard on selecting the party in the voucher or click the *Show Dashboard* button to view dashboard for the party selected in the voucher. Dashboard is a fully configurable single screen representation of party's data (static, transactional, summary). You can also create multiple formats for Party Dashboard by using the *Party Dashboard Configuration* provided under *Administration > Configuration* menu.

On enabling *Enable Party Dash Board during Data Entry* option, a *Party Dash Board Configuration* window appears in which you are required to specify the Users who can view Party Dash Board and format in which they can view the Party Dash Board. Given below is a screenshot of *Party Dash Board Configuration* window.

Party Dash Board Configuration window



In the *Party Dash Board Configuration* window, a grid with following fields appear:

- Voucher Type - Select required voucher type in Party Dash Board is to be shown.
- Voucher Series - Select required Voucher Series in which Party Dash Board is to be shown.
- Users - Select Users who are authorised to view Party Dash Board.
- Format Name - Select required Party Dash Board format.
- Show during Data Entry - Select 'Yes' in the list if you wish to invoke Party Dash Board after selecting Party in the voucher. Basically if this option is set to Yes then Party Dash Board will pop up on selecting party in the voucher and would display Party details as configured in the format.

You can also leave configuration in the window as blank to enable Party Dash Board for all the vouchers. Also, in case you leave the configuration as blank then a data field appears asking you to specify whether Party Dash Board is to be invoked at party selection in data entry.

Maintain Account Category

Enable this option if you want to categorize *Account* under a sub-group. Basically, *Account Category* is a sub-group of *Account* on the basis of which you can filter the reports. By enabling this option, a *Caption* data field will appear where you can specify the caption by which *Account Category* data field will appear in *Account* Master. Like, if you have specified *Category* as *Caption* then *Category* data field will appear in *Account* Master where you can specify the name of category and later on view reports by applying filter of *Account Category*.

For Example, you can categorize Debtors under different categories (zone wise) such as : North Debtors, East Debtors, etc. and can view reports by applying filter of *Account Category*.

Bank Reconciliation

Enable this option if you want to maintain bank reconciliation statement and want to enter cheque issued/deposited details.

Maintain Bank Instrument Details

Enable this option if you want to maintain bank instrument details (Instrument type & no.) under *Payment / Receipt* vouchers. On selecting this option, *Inst. Type and Inst. No.* columns will appear in *Payment / Receipt* vouchers.

Post Dated Cheques in Payment/Receipt Vouchers

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Enable this option to enter *Payment/Receipt* vouchers for Post Dated Cheques. To enter Post Dated Cheques in *Payment / Receipt* vouchers, perform the following steps:

- Enable *Post Dated Cheques in Payment / Receipt Vouchers* option in *Accounts* tab under *Features / Options*.
- Specify the type of payment / receipt as *PDC* in *Payment / Receipt* voucher and enter PDC date.
- View *PDC Details* report in *Accounts Summary*.

You can also configure Warning alarms for Post Dated Cheques (PDC).

Cheque Printing

Enable this option to create and configure different Cheque printing formats in BUSY. Once formats are created, you can then print cheques for different banks. To implement this feature, you need to perform the following steps:

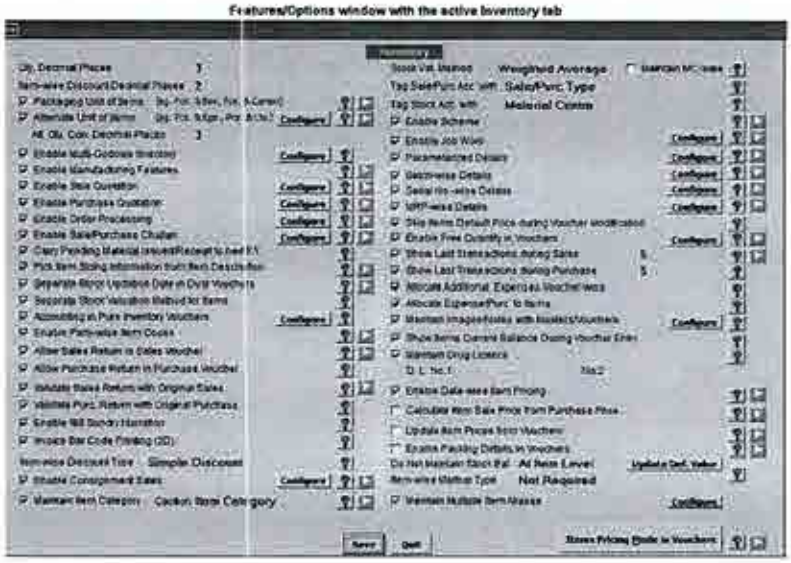
- Create and configure different cheque formats for individual banks by using the *Administration > Configuration > Cheque Printing* option.
- Specify 'Y' in the *Enable Cheque Printing* option in the *Account* master for the banks for which you want to enable the cheque printing. On specifying 'Y' in this data field, a *Default Cheque Format* field will appear in which you can select the format according to which the cheque for the specified Bank will be printed.
- Specify Cheque printing name of the parties for which you want to print separate name to be printed on the cheque. For this, a *Cheque Printing Name* data field is provided under *Account* master.
- Enter voucher and print the cheque in the required format.
- You can do bulk printing of cheques by using the *Print Utilities > Cheque Printing* option.

After you have entered the appropriate information, click the *Save* button to save the information.

Inventory

Under the *Inventory* tab, you can configure the inventory related features such as Stock Valuation method, Alternate unit of items, and so on. Given here is a screenshot of the *Features/Options* window with the active *Inventory* tab.

Features/Options window with the active Inventory tab



Under the *Inventory* tab there are various features. These are:

- Qty. Decimal Places
- Item-wise Discount Decimal Places
- Packaging Units of Items
- Alternate Units of Items
- Alt. Qty. Con. Decimal Places
- Enable Multi-Godown Inventory
- Enable Manufacturing Features
- Enable Sale Quotation
- Enable Purchase Quotation
- Enable Order Processing
- Enable Sale/Purchase Challan
- Carry Pending Material Issue/Receipt to Next F.Y.
- Pick Item Sizing Information from Item Description
- Separate Stock Updation Date in Dual Vouchers
- Separate Stock Valuation Method for Items
- Accounting in Pure Inventory Vouchers
- Enable Party-wise Item Codes
- Allow Sale Return in Sales voucher
- Allow Purchase Return in Purchase voucher
- Validate Sales Return with Original Sales

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- Validate Purchase Return with Original Purchase
- Enable Bill Sundry Narration
- Invoice Bar Code Printing (2D)
- Item-wise Discount Type
- Enable Consignment Sales
- Maintain Item Category
- Stock Val. Method
- Tag Sale / Purc. Acc with
- Tag Stock Acc. With
- Enable Scheme
- Enable Job Work
- Parameterized Details
- Batch-wise Details
- Serial No.-wise Details
- MRP-wise Details
- Skip Items Default Price during Voucher Modification
- Enable Free Quantity in Vouchers
- Show Last Transactions during Sales
- Show Last Transactions during Purchase
- Allocate Additional Expenses Voucher-wise
- Allocate Expense/Purc. to Items
- Maintain Images/Notes with Master/Voucher
- Show Items Current Balance During Voucher Entry
- Maintain Drug License Number
- Enable Date-wise Item Pricing
- Calculate Item Sale Price from Purchase Price
- Update Prices in Item Master
- Enable Packing Details in Vouchers
- Do Not Maintain Stock Balance
- Item-wise MarkUp Type
- Maintain Multiple Item Aliases
- Items Pricing Mode in Vouchers

Qty. Decimal Places
This value represents the number of decimal places that appear for the quantity in the books. In other words, whenever you enter a quantity, the number of digits that appear after the decimal places is determined by the value in this data field. For example, if you enter 3 in this data field then 3 digits after the decimal will be displayed. Thus, if the quantity is 100.5541 then 100.554 will be displayed. By default, 1 is the value in the data field.

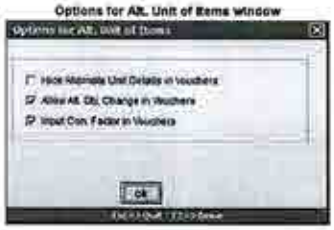
Item-wise Discount Decimal Places
This value represents the number of decimal places that appear for the item discount in the books. In other words, whenever you enter item discount, the number of digits that appear after the decimal places is determined by the value in this data field.

Packaging Unit of Items
Packaging unit refers to the unit in which item is packed. There is no other connection between the Main unit and Packaging unit. For example, you purchase boxes of item Engine Oils wherein each box contains 10 bottles of Engine Oil. Apart from this there is no other connection between Box and Bottle. Unlike Alternate unit in which 1 bottle can have varied quantities like 1 litre, 5 litre, in packaging unit you need to specify the unit only in which the item is packed.

Alternate Unit of Items
With Alternate unit, you can maintain an item quantity in more than one unit and specify different conversion factors between the Main unit and Alternate unit. For example, item Engine Oil comes in bottles and quantity in each bottle can be different like a bottle of 5 litre, a bottle of 1 litre and so on. In such a case, you can specify Main unit as Bottle and Alternate Unit as Litres. Now whenever you will use this item in transactions, you can specify the quantity in Bottles as well as Litres also.

To implement *Alternate Unit of Items* feature, perform the following steps:
- Enable the *Alternate Unit of Items* feature in the *Inventory* tab under *Features/Options*. On selecting the feature, a *Configure* button is activated.
  - Click the *Configure* button to configure Alternate Unit settings. On clicking the *Configure* button an *Options for Alt. Unit of Items* window appears. Given here is a screenshot of the *Options for Alt. Unit of Items* window.

Options for Alt. Unit of Items window



There are three checkboxes in the window. The three checkboxes are:

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- Hide Alternate Unit Details in Vouchers - Check this checkbox if you do not want to enter item details in Alternate unit separately at the time of voucher entry.
- Allow Alt. Qty. Change in Vouchers - Check this checkbox if you want to change the alternate quantity for an item when you enter a voucher. By default, this option is checked.
- Input Con. Factor in Vouchers - Check this checkbox if you want to specify the conversion factor at the time of entering the voucher.

- Specify the Alternate unit, Conversion Factor and Conversion Type in the *Item* master for those items which you want to maintain in terms of Main unit and Alternate unit.

Conversion factor is the number of Alternate units per Main Unit . For example, the relation between Kgs. and Bags (Alternate unit and Main unit) is 30/1 i.e. 30 kgs. of wheat is equals to one bag of wheat.

- Enter the transactions for items along with the alternate unit information.
- View Inventory reports for Main unit, Alternate unit, or both. To view the reports, click *Display > Inventory Books/Inventory Summary > Select the required report*.

Let us further elaborate packaging and alternate unit. Following example will depict a clear picture of difference between packaging and alternate unit.

1 Can of Castrol GTX Engine oil = 2 litres of oil and 10 Cans = 1 Box.
In this case *Can* is Main unit, *Box* is Packaging unit and *Litres* is Alternate unit.

This feature is not available with BUSY BS model.

Alt. Qty. Con. Decimal Places
This feature gets active after enabling the *Alternate Unit of Items* feature. Specify the number of decimal places required for the conversion factor between the Main and Alternate quantity. For example, you have specified 1 in this data field and have specified conversion factor as 15.28 for an item. In this case alternate quantity for the item will be calculated by multiplying Main quantity with 15.2 and not with 15.28.

Enable Multi-Godown Inventory
Enable this option if you want to maintain details of Material Centre from where the goods have been dispatched or where the goods have been received. A Material Centre is a place where stock of raw material, semi-finished, finished products and so on can be stored. On enabling this feature, a *Configure* button appears. On clicking the *Configure* button, an *Options for MC Level* window appears. Given here is a screenshot of *Options for MC Level* window.

Options for MC Level window



In the *Options for MC Level* window, following option appears.

- Material Centre at Item Level - Enable this option if you want to maintain Material Centre details along with each Item. On enabling this option, you can specify Material Centre with each Item in the *Item* master. Also while entering an inventory voucher, you can specify Material Centre from where the item has been dispatched or Material Centre where the item has been received with each item of the voucher.

On enabling the *Enable Multi-Godown Inventory* feature, *Material Centre* and *Material Centre Group* masters appear in the *Masters* menu and *Stock Transfer* voucher appears in the *Transactions* menu. To maintain Multi-Godown inventory, perform the following steps:

- Enable the *Enable Multi-Godown Inventory* feature and if required enable the *Material Centre at Item Level* option in *Options for MC Level* window.
- Create *Material Centre Group* and *Material Centre* master.
- Tag Material Centre to individual Items (this is applicable only if the option of *Material Centre at Item Level* is enabled).
- Use *Material Centre* masters to maintain record of inventory.

Enable Manufacturing Features
Manufacturing Features refer to the features that are required in a manufacturing concern. Let us understand with the help of an example. Smart Clothing, a garment manufacturer, needs to maintain a record of manufacturing inventory. For this purpose it enables the manufacturing feature.

With the help of the manufacturing feature it can maintain a record of quantity produced, unassembled and so on. The main sub-features of Manufacturing Feature are:

- Bill of Material
- Production
- Unassemble

Bill of Material
A Bill of Material (BOM) signifies the input and output relation between the items. Let us understand with the help of an example. Smart Clothing manufactures ready made garments such as jeans. In producing a pair of jeans, it requires fabric and thread. Thus, we can say that the inputs are fabric and thread while the output is jeans. In BUSY, BOM is a master that you need to create for the items that are manufactured. When we create a BOM for jeans we will specify the inputs and the output. In this way it helps us to categorise the various items as input and output. Further it simplifies the process of entering production and unassemble vouchers.

Production

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Production simply refers to the items that are produced. In BUSY, Production is a voucher. You can enter a production voucher for the items produced in the same way as enter Sales or Purchase vouchers. In the production process the fabric, thread (inputs) are processed into jeans (output). Thus, Smart Clothing will enter a Production voucher for the jeans produced.

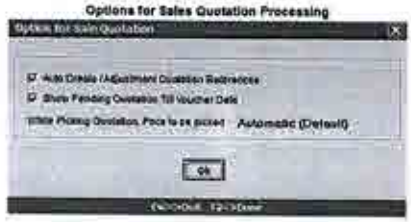
Unassemble
Unassemble is simply the opposite of production. In BUSY, Unassemble is a voucher that you enter when you unassemble items or goods. For example, in car parts manufacturing concern, an Unassemble voucher will be entered when a car part is unassembled. In the unassembling process the car part (output) is broken down into components (input).

Now that we have discussed the sub-features in Manufacturing, let us move on to implementing manufacturing feature in BUSY. To implement Manufacturing Features in BUSY, perform the following steps:
- Enable the *Enable Manufacturing Features* in the *Inventory* tab under *Features/Options*.
- Create *Bill of Material* masters for the items that your organisation manufactures.
- Enter the transactions using *Production* and *Unassemble* vouchers.
- View manufacturing related reports such as *Consumption Analysis*, *Production Planning* and *Bill of Material Details* to determine the status of the manufacturing inventory. To view the reports, click *Display* > Select the required report.

This feature is not available with BUSY BS model.

Enable Sales Quotation
Sales Quotation refers to the quotation entered for the sales. It is the very first step of Pre Sales cycle. Enable this option if you first enter quotation for any sale to be made. On enabling this option, a *Configure* button gets active. On clicking the *Configure* button, an *Options for Sales Quotation Processing* window appears. Given here is a screenshot of *Options for Sales Quotation Processing* window.

Options for Sales Quotation Processing



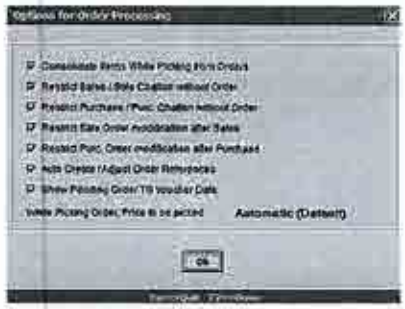
In the *Options for Sales Quotation Processing* window, following data field appears:
- Auto Create / Adjustment Quotation References - Enable this option if you want to create reference for quotation automatically and automatically adjusting them in Sales voucher. Basically on enabling this option, BUSY will automatically create reference for the Quotation and will not show *Quotation* window at the time of saving the *Sales Quotation* voucher. Similarly in *Sales / Sales Order* voucher, *Quotation Adjustment* window will not appear and quotations will be adjusted automatically depending upon the party and items selected in the voucher.
- Show Pending Quotation Till Voucher Date - On enabling this option, pending references created on or before the voucher date will only be shown for adjustment.
- While Picking Quotation, Price to be picked - Under this data field, select required option from which item price is to be picked while adjusting Sales Quotation in Sales voucher. Different options provided in the list are:
  - Automatic (Default) - On selecting this option, first price will be picked from Quotation and if no price is found in Quotation then from Item master or pricing mode.
  - Always from References - On selecting this option, prices will always be picked from Sales Quotation even if they are specified as zero.
  - Always from Pricing Mode - On selecting this option, prices will always be shown as per pricing mode selected and not from Sale Quotation.

Enable Purchase Quotation
Purchase Quotation refers to the quotation entered for making purchases. It is the very first step of Pre Purchase cycle. Enable this option if you first enter quotation for any purchases to be made. On enabling this option, a *Configure* button gets active. On clicking the *Configure* button, an *Options for Purchase Quotation Processing* window appears with the following data field:
- Auto Create / Adjustment Quotation References - Enable this option if you want to create reference for quotation automatically and automatically adjust them in Purchase / Purchase Order voucher. Basically on enabling this option, BUSY will automatically create reference for the Quotation and will not show *Quotation* window at the time of saving the *Purchase Quotation* voucher. Similarly in *Purchase / Purchase Order* voucher, *Quotation Adjustment* window will not appear and quotation will be adjusted automatically depending upon the party and item selected in the voucher.
- Show Pending Quotation Till Voucher Date - On enabling this option, pending references created on or before the voucher date will only be shown for adjustment.
- While Picking Quotation, Price to be picked - Under this data field, select required option from which item price is to be picked while adjusting Purchase Quotation in Purchase voucher. Different options provided in the list are:
  - Automatic (Default) - On selecting this option, first price will be picked from Quotation and if no price is found in Quotation then from Item master or pricing mode.
  - Always from References - On selecting this option, prices will always be picked from Purchase Quotation even if they are specified as zero.
  - Always from Pricing Mode - On selecting this option, prices will always be shown as per pricing mode selected and not from Purchase Quotation.

Enable Order Processing
This feature is useful if your organisation receives sales/purchase orders and makes adjustments against the same. In other words, if the organisation implements a pre-purchase cycle/pre-sale cycle in which purchase/sales is made against an order and the orders need to be tracked then you can enable this feature. To implement *Order Processing*, perform the following steps:
- Enable the *Enable Order Processing* feature in *Inventory* tab under *Features/Options*. On enabling the feature, a *Configure* button is activated. To configure, click the button and then an *Options for Order Processing* window appears. Given here is a screenshot of the *Options for Order Processing* window.

Options for Order Processing window

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- Consolidate Items While Picking from Orders - Check this checkbox if you want to consolidate quantity and amount for the same item when you select more than one order. Let us understand with the help of an example. You created two sales orders for one item. Now while entering a *Sales* voucher you want to adjust both the sales orders and want that the quantity and amount of sales orders should be added and displayed in one line. For this purpose, check this checkbox and while entering the *Sales* voucher you can select more than one sales order by pressing the F11 key of the keyboard. On pressing the F11 key, a *Select Pending Orders to Pick the Items* window appears. Select the orders and BUSY will add the quantity and amount of the two sale orders and will display the sum in one line in the voucher.
- Restrict Sales/ Sale Challan without Order - Check this checkbox if you want to restrict entering of *Sales* voucher without being adjusted with any order reference.
- Restrict Purchase/ Purchase Challan without Order - Check this checkbox if you want to restrict entering of *Purchase* voucher without being adjusted with any order reference.
- Restrict Sale Order modification after Sales - Select this option if you do not want to allow modification of Sales Order once a Sale is made against it.
- Restrict Purc. Order Modification after Purchase - Select this option if you do not want to allow modification of Purchase Order once a Purchase is made against it.
- Auto Create / Adjust Order References - Select this option if you want to create Order references automatically while saving Sales / Purchase Order voucher and automatically adjust them at the time of saving Sale / Purchase voucher. Basically on enabling this option, *Order Reference* window will not appear at the time of saving the Sales / Purchase Order vouchers and reference will automatically be created with voucher number treated as reference number. Similarly in Sale / Purchase vouchers also, *Order Adjustment* window will not appear and Orders will be adjusted automatically depending upon the party and items selected in the voucher.
- Show Pending Order Till Voucher Date - On enabling this option, pending references created on or before the voucher date will only be shown for adjustment.
- While picking Order, price to be picked - Under this data field, select required option from which item price is to be picked while adjusting Sale / Purchase Orders in Sale / Purchase vouchers. Different options provided in the list are:
  - Automatic (Default) - On selecting this option, first price will be picked from Order and if no price is found in Order then from Item master or pricing mode.
  - Always from References - On selecting this option, prices will always be picked from Sale / Purchase Order even if they are specified as zero.
  - Always from Pricing Mode - On selecting this option, prices will always be shown as per pricing mode selected and not from Sale / Purchase Order.

- Enter the *Sales/Purchase Order* voucher.
- Enter the *Sale/Purchase* voucher and make the adjustments against the *Sale/Purchase Orders*.
- View order processing related reports such as *Pending Orders* or *Order-wise Statement* to determine the status of the orders. To view the Order Processing reports, click the *Display > Order Processing* > Select the required report.

The order processing vouchers, Sales order and Purchase order do not affect the accounting aspect of the Company. These transactions are a mere record of the orders for sale or purchase.

This feature is not available with BUSY BS model.

Enable Sale/Purchase Challan

Enable this option to make sale/purchase transactions against challan. Challan refers to a document for the delivery of the goods. On enabling the *Enable Sale/Purchase Challan* option, a *Configure* button gets activated. On clicking the *Configure* button, an *Options for Challan* window appears. In the window there are various options. The options are:

- Consolidate Items while Picking from Challans - Check this checkbox if you want to consolidate quantity and amount for the same item when you select more than one challan.
- Restrict Sales without Challan - Check this checkbox if you want to restrict entering of *Sales* voucher without being adjusted with any challan reference.
- Restrict Purchase without Challan - Check this checkbox if you want to restrict entering of *Purchase* voucher without being adjusted with any challan reference.
- Restrict Sale Return without Challan - Check this checkbox if you want to restrict entering of *Sale Return* voucher without being adjusted with any challan reference.
- Restrict Purc. Return without Challan - Check this checkbox if you want to restrict entering of *Purchase Return* voucher without being adjusted with any challan reference.
- Skip default price in Sale Challan - Check this checkbox, if you do not want default item price to be displayed while entering the Sales challan. In other words, on enabling this option by default price will be displayed as zero while entering a Sale challan voucher.
- Skip default price in Purchase Challan - Check this checkbox, if you do not want default item price to be displayed while entering the Purchase challan. In other words, on enabling this option by default price will be displayed as zero while entering a Purchase challan voucher.
- Auto Create / Adjust Challan References - Select this option if you want to create Challan references automatically while saving Sales / Purchase Challan and automatically adjusting them in Sales / Purchase voucher. Basically on enabling this option, no *Challan Reference* window will appear at the time of saving the Material Issue / Receipt voucher and reference will automatically be created with voucher number treated as reference number. Similarly in

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Sales / Purchase vouchers, no *Adjustment Against Challan* window will appear and challans will be adjusted automatically depending upon the party and items selected in the voucher.

- Show Pending Challan Till Voucher Date - On enabling this option, pending references created on or before the voucher date will only be shown for adjustment.
- While picking Order, price to be picked - Under this data field, select required option from which item price is to be picked while adjusting Sale / Purchase Challan in Sale / Purchase vouchers. Different options provided in the list are:
  - Automatic (Default) - On selecting this option, first price will be picked from Challan and if no price is found in Challan then from Item master or pricing mode.
  - Always from References - On selecting this option, prices will always be picked from Sale / Purchase Challan even if they are specified as zero.
  - Always from Pricing Mode - On selecting this option, prices will always be shown as per pricing mode selected and not from Sale / Purchase Challan.

To implement the Challan, perform the following steps:

- Enable the option of *Enable Sale/Purchase Challan* in *Features/Options*.
- Create Challan reference using the Material Issue/Rcpt. vouchers.
- Adjust the Challan reference in Sale/Purchase, Sale Return/Purchase Return vouchers.
- View Challan related reports by clicking the *Display > Order/Challan Processing* option.

This feature is not available in BUSY BS model.

Carry Pending Material Issue/Receipt to Next F.Y.

Select this option if you want to carry pending Material Issue/Receipt to the next financial year. Material that is issued in this financial year and not yet received will become material receivable in the next financial year and material that is received in this financial year and not issued back will become material issuable in the next financial year. If you disable this option then pending balances of Material Issue and Receipt will not be carried to the next financial year.

This feature is not available with BUSY BS model.

Pick Item Sizing Information from Item Description

Enable this data field if you want to pick item sizing information from *Item Description* window. Let us understand this feature with the help of an example. A Timber trader needs to enter the dimension of wood like 30*20*25 and wants that BUSY will automatically calculate the area of the wood. Let us take another example, a cloth merchant has sold 15 'thaans' of clothes. Each 'thaan' contains different meters of cloth such as one thaan contains 50 metres of cloth, another thaan contains 55 metres of cloth and so on. In such a scenario, cloth merchant needs that he will enter the value as 50+55+52+58+59... and BUSY will calculate the total metre of cloth that make up 15 thaans. With *Item Sizing Information* feature, this can be done. You just have to enter the values at the voucher level and BUSY will do the necessary calculations. To use this feature, perform the following steps:

- Enable the *Pick Item Sizing Information from Item Description* option in *Inventory* tab under *Features/Options*.
- Specify the line number from which the Item Sizing Information is to be picked in the *Item Description* window in Vouchers Configuration.
- Enable Item Sizing Information in Item master - In *Item* master, specify 'Y' in the *Pick Item Sizing Information from Item Description* data field to enable *Item Sizing Information* feature for the item.
- Enter Item Sizing Information in the voucher.

Separate Stock Updation Date in Dual Vouchers

By enabling this feature, you can enter a different stock updation date than the one for the voucher when you are entering a dual voucher. Let us understand with the help of an example. Smart Clothing purchased raw material on January 10, 2006 but it received the goods on January 15, 2006. Thus, although the transaction took place on January 10, the stock was actually updated on January 15. In such a case, Smart Clothing will enable the *Separate Stock Updation Date* feature and enter January 10 as the voucher date and January 15 as the stock updation date. To implement the *Separate Stock Updation Date in Dual Vouchers*, perform the following steps:

- Enable the *Separate Stock Updation Date in Dual Vouchers* in *Inventory* tab under *Features/Options*.
- Enter the actual Stock Updation date in the *Stock Updation date* window that appears when you enter the voucher date in Sales/Purchase/Sale Return/Purchase Return voucher.
- View the stock related reports to verify the actual stock updation date. To view stock related reports, click the *Display > Select a stock related report*.

You can enter the Stock Updation date only when you enter dual vouchers namely, Sales/Purchase/Sale Return/Purchase Return. This is because dual vouchers affect both the accounting and inventory aspect. Thus, by entering a Stock Updation date, the stock will be updated as per the date specified in the *Stock Updation Date* window in the relevant voucher.

Separate Stock Valuation Method for Items

This feature is useful if you want to value the closing stock of different items using different methods. Let us understand with the help of an example. Smart Clothing keeps stock of two items, fabric and garment accessories. It wants to evaluate the closing stock of both the items using different methods. For this purpose it enables the *Separate Stock Valuation Method for Items*. To implement *Separate Stock Valuation Method for Items* feature, perform the following steps:

- Enable the *Separate Stock Valuation Method for Items* option in *Inventory* tab under *Features/Options*.
- Select stock valuation method in the *Stock-val. Method* data field in the *Item* masters.
- View item stock related reports by clicking the *Display* > Select an item stock related report.

Accounting in Pure Inventory Vouchers

Enable this option to maintain accounting with pure inventory vouchers like Material Issue / Receipt and Stock Transfer. On enabling this option, a *Configure* button appears. On clicking the *Configure* button, an *Accounting in Pure Inventory Vouchers* window appears with following three options:

- Enable Accounting in Material Issue - Enable this option to maintain accounting in Material Issue vouchers.
- Enable Accounting in Material Receipt - Enable this option to maintain accounting in Material Receipt vouchers.
- Enable Accounting in Stock Transfer - Enable this option to maintain accounting in Stock Transfer vouchers.

On enabling this option, in *Bill Sundry* master, you can specify the accounts in which the Bill Sundry amount of Material Issue / Receipt or Stock Transfer voucher is to be posted.

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Enable Party-wise Item Codes
Enable this option to specify codes of an item for individual parties. On enabling this option, a *Party-wise Item Codes* option starts appearing in *Configuration* menu. By using that option you can specify item codes for individual parties.

Allow Sale Return in Sales voucher
Enable this option if you want to enter Sale return quantity in the *Sales* voucher. You can enter the sale return quantity by using a (-) minus sign. In the *Sales* voucher, quantity with a minus sign will be treated as quantity returned and the stock will be increased accordingly.

This feature is not available with BUSY BS model.

Allow Purchase Return in Purchase voucher
Enable this option if you want to enter purchase return quantity in the *Purchase* voucher. You can enter the purchase return quantity with a (-) minus sign. In *Purchase* voucher, quantity entered with a minus sign will be treated as purchase return and the stock will be decreased accordingly.

This feature is not available with BUSY BS model.

Validate Sales Return with Original Sales
Enable this option if you want to verify the Sales Return with the Sale bill against which the goods were sold. By enabling this option, an *Original Sales Details* window appears in the Sales Return voucher in which you can enter details of the original Sales bill. BUSY will then check its authenticity by checking the item quantity of both Sales Return and Sales voucher as quantity returned should not be greater than as entered in Sales voucher, price should not be greater than as of Sales voucher and so on.

Validate Purchase Return with Original Purchase
Enable this option if you want to verify the Purchase Return with the Purchase bill against which the goods were purchased. By enabling this option, an *Original Purchase Details* window appears in the Purchase Return voucher in which you can enter details of the original Purchases bill. BUSY will then check its authenticity by checking the item quantity of both Purchase Return and Purchase voucher as quantity returned should not be greater than as entered in Purchase voucher, price should not be greater than as of Purchase voucher and so on.

Enable Bill Sundry Narration
Enable this option to enter narration for the Bill Sundry at the time of voucher entry. On enabling this option, a *Narration* field will appear in the *Bill Sundry Details* grid in the voucher. You can then enter narration for each Bill Sundry charged at the voucher level.

Invoice Bar Code Printing (2D)
This feature is useful if you want to print the information on the invoice in the form of a Bar Code. Let us understand with the help of an example. Smart Clothing has a chain of wholesalers selling its items. Now when Smart Clothing sells the goods to the wholesalers, it has to pass on information such as item description, rate of tax, date of manufacture and so on to the wholesalers. The use of this information is in keeping a cross check on the outgoing goods. Maintaining invoice information on a large scale is very difficult. Thus, Smart Clothing wants to convert invoice information into Bar Codes. Thus, when goods are sent out then the check on the outgoing goods is done with the help of the invoice Bar Codes. In this way, the cross check process takes less time and effort. For this purpose, Smart Clothing enables the *Invoice Bar Code Printing*. To implement *Invoice Bar Code Printing*, perform the following steps:

- Enable the *Invoice Bar Code Printing* option in *Inventory* tab under *Features/Options*.
- Print the Invoice Bar Codes in two ways:
  - You can print Invoice Bar Codes while entering a *Sales* voucher.
  - If you want to print the Invoice Bar Codes in bulk then click the *Printing > Print Utilities > Bar Codes*.

The bar codes are coded internally in BUSY. You do not need to attach any third party tool for coding the invoice bar codes.

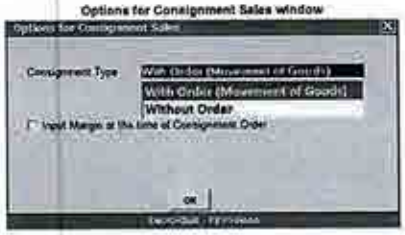
This feature is not available with BUSY BS model.

Item-wise Discount Type
Select from the list the type of discount to be applicable on the items you trade. In the data field, there are three options. The options are:

- Not Required - Select this option if you do not want to implement any discount structure.
- Simple Discount - Select this option to implement simple discount structure.
- Compound Discount - Select this option to implement compound discount structure.

Enable Consignment Sales
Enable this option if you want to use Consignment Sales feature. This feature is specifically designed for commission agents who search for potential buyers to sell the goods and gets profit by selling goods to the customers after adding their margin to the price. For all the dealings, the commission agents needs to maintain his books to keep a record of all the transactions. On enabling this feature, a *Configure* button appears. On clicking the *Configure* button, an *Options for Consignment Sales* window appears. Given here is a screenshot of *Options for Consignment Sales* window.

Options for Consignment Sales window



In the *Options for Sales Quotation Processing* window, following data field appears:

- Consignment Type - Select *Consignment Type* from the list i.e. *With Order* or *Without Order*. Select *With Order* option if Consignment Sales is to be used with order booking or select Without Order option if order booking is not required.

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- Input Margin at the time of Consignment Order - This option appears if you have selected Consignment Type as *With Order* in the above data field. Check this checkbox if you want to Maintain Margin at the time of entering Consignment Order i.e. Sales Order. Margin is the income of commission agent and on the basis of Margin, Selling Price will be calculated at the time of booking Consignment Order. Mathematically, ***Sale Price = Purc. Price + Margin***
- Margin to be Applied on - This option appears if you have selected *Input Margin at the time of Consignment Order* option. Select from the list whether Margin is to be applied on Price/Discount/Ask in Voucher.
  - Price – Select this option, if Margin is to be applied on Price i.e. Sale Price is to be calculated using the formula: ***Sale Price = Purc. Price + Margin.***
  - Discount – Select this option, if Margin is to be applied on Discount i.e. Sale Discount will be calculated using the formula: ***Sale Discount = Purc. Discount - Margin.***
  - Ask in Voucher – Select this option, if you want to specify the same in voucher.
- Maintain Customer at the time of Purchase - This option appears if you have selected Consignment Type as *Without Order* in the above data field. Check this checkbox if you want to Maintain Customer details at the time of Purchase. On enabling this option, a *Consignment Details for Customer* window will appear at the time of selecting Party in voucher where you need to specify the Customer to whom the goods will be sold. This option is useful only if, you know the customer to whom the goods will be sold at the time of purchase itself.
- Maintain Price of Source Voucher - This option appears if you have selected Consignment Type as *Without Order* in the above data field. Check this checkbox if you want to Maintain Price of Source Voucher. For Example, you have entered Purchase Voucher for Item A at Rs.500. Then while entering Sale Voucher, price for item A will automatically appear as Rs. 500.

Maintain Item Category
Enable this option if you want to categorize *Item* under a sub-group. Basically, *Item Category* is a sub-group of *Item* on the basis of which you can filter the reports. By enabling this option, a *Caption* data field will appear where you can specify the caption by which *Item Category* data field will appear in *Item* Master. Like, if you have specified *Category* as *Caption* then *Category* data field will appear in *Item* Master where you can specify the name of category and later on view reports by applying filter of Item Category.
For Example, An *Item* Redmi Note 5 falls under *Item Group* Smart Phones. You can specify Xiaomi (brand name) as *Item Category* and can view reports by applying filter of *Item Category* (brand wise).

Stock Val. Method
In this data field, you need to specify the stock valuation method that you want to use for valuing the closing stock. You can select Stock val. method from the list that appears when you click in the data field. The various stock valuation methods are:
- FIFO
- LIFO
- Last Purchase
- Last Qty. In
- Last Sale
- Self Evaluation
- Weighted Average
- Avg. Price(Qty. In)
- Avg. Price(Invoice)

By default, Weighted Average method is selected.

☞ Stock Valuation method specified here is used for the valuation of closing stock only. It is important to note that the closing stock of one month is the opening stock of next month. Thus, the stock valuation method affects the closing stock/opening stock that appears in inventory reports such as Stock Status report. An exception to the above rule is the opening stock on the first date of beginning financial year. The opening stock on the first date is valued at the price specified in the *Item* master.

In order to understand the methods we will use the example given here. Smart Clothing listed the purchase and sale transactions for the month of December. It wants to do a comparative analysis of all the methods to determine which method is best suited for the organisation. For this purpose it values the stock by all the methods. The transactions for the month of December are given in the form of a table here.

Date	Transaction	Quantity	Sale/Purchase Price
01-12-2018	Purchase	100	100
10-12-2018	Purchase	100	200
15-12-2018	Sale	50	200
25-12-2018	Sale	30	300

The quantity of closing stock on 31-12-2005 is 120. For all the stock valuation methods, the quantity will remain the same only the value of stock will differ. Let us discuss each method one by one.

FIFO
Under First In First Out method, the quantity of item purchased first is assumed to be sold first. In the example the quantity sold on December 15 (first sale) will be assumed to be the quantity that was purchased first on December 1. In this way the valuation of closing stock will be as given here:

Quantity from first purchase 20 Pcs. @ Rs.100 = Rs. 2,000

Quantity from second purchase 100 Pcs. @ Rs.200 = Rs. 20,000

Total = 120 Pcs. Rs. 22,000

LIFO
Under Last In First Out method, the quantity of item purchased last is assumed to be sold first. In the example the quantity sold on December 15 (first sale) will be assumed to be quantity that was purchased last on December 10. In this way the valuation of closing stock will be as given here:

Quantity from first purchase 100 Pcs. @ Rs.100 = Rs. 10,000

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Quantity from second purchase 20 Pcs. @ Rs.200 = Rs. 4,000

Total = 120 Pcs. Rs. 14,000

Last Purchase
Under Last Purchase method, closing stock is valued at the price of the last purchase. In the example the quantity of closing stock will be valued at the price of last purchase on December 10. Thus, the valuation of closing stock will be as given here:

Closing Stock Quantity = 120 Pcs.

Last Purchase Price = Rs. 200

Value of Closing Stock = 120 Pcs. @ Rs. 200 = Rs. 24,000

Last Qty. In
Under Last Qty. In method, closing stock is valued at the price of the last purchase or last material receipt, whichever is latest. In the example the quantity of closing stock will be valued at the price of last purchase on December 10. Thus, the valuation of closing stock will be as given here:

Closing Stock Quantity = 120 Pcs.

Last Qty. In Price = Rs. 200

Value of Closing Stock = 120 Pcs. @ Rs. 200 = Rs. 24,000

Last Sale
Under Last Sale method, closing stock is valued at the price of the last sale. In the example the quantity of closing stock will be valued at the price of last sale on December 25. Thus, the valuation of closing stock will be as given here:

Closing Stock Quantity = 120 Pcs.

Last Sale Price = Rs. 300

Value of Closing Stock = 120 Pcs. @ Rs. 300 = Rs. 36,000

Self Evaluation
Under this method closing stock is valued at the Self-Valuation price entered in the *Item* master. In the example the closing stock will be valued at the self-valuation price in the Item master. Thus, the valuation of closing stock will be as given here:

Closing Stock Quantity = 120 Pcs.

Self-Valuation Price = Rs. 100

Value of Closing Stock = 120 Pcs. @ Rs. 100 = Rs. 12,000

Weighted Average
Under Weighted Average method, closing stock is valued at the weighted average price based on the prices of all the quantities purchased or received. In other words, all the purchase and material receipt transactions for the item are considered while calculating the weighted average price. In the example the closing stock is valued at the weighted average price of the two purchase transactions on December 1 and December 10. Thus, the valuation of closing stock will be as given here:

Closing Stock Quantity = 120 Pcs.

Weighted Avg Price = (Qty1*Price1 + Qty2*Price2 +...) / (Total Quantity)

= (100*100 + 100*200) / (100 + 100)

Value of Closing Stock = Weighted Average Price * Closing Stock

= 150 * 120 = 18,000

Avg. Price (Qty. In)
Under Average Price (Qty. in) method, closing stock is valued by dividing total amount in by total quantity in. In the example, closing stock will be valued at total amount in i.e. 30,000 divide by total quantity in i.e. 200. Hence the closing stock will be valued at 30,000/200 i.e. 150. Valuation of closing stock will be as given here:

Closing Stock Quantity = 120 Pcs.

Average Price = Rs. 150

Value of Closing Stock = 120 Pcs. @ Rs. 150 = Rs. 18,000

Average Price (Invoice)
Under Average Price (Invoice) method, closing stock is valued by dividing total amount in by total quantity in through Purchase voucher. Under this method, Sale / Purchase challan price will not be considered for valuing closing stock. For example, if you have entered a Purchase challan at some value and have not entered a Purchase against it then also it will not pick price from challan (i.e. Material Received from Party voucher) and instead will show the price as zero.

Maintain MC-wise
Check this checkbox if you want to apply stock-valuation method MC-wise i.e. stock valuation for all material centres will be done separately. Whereas, if this checkbox is disabled then stock valuation method will be applied all across material centres.

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Tag Sale / Purc. Acc
Select from the list whether you want to specify sale / purchase account to be debited / credited on purchase / sale of item with each item master or Sale / Purchase Type master or with Material Centre master or with Item Group. If you select the *Item* option then Sale / Purchase account will be asked with each item in *Item* master. If you select *Sale/Purc Type* option then Sale / Purchase account will be asked in *Sale / Purchase Type* master. If you select *Material Centre* option then Sale / Purchase account will be asked in *Material Centre* master. If you select *Item Group* option then Sale / Purchase account will be asked in *Item Group* master.

Tag Stock Acc. with
Select from the list whether you want to tag Stock account with Item Group master, Material Centre master or Tax Category master. On selecting any of the option, Stock account will be asked in the selected Master.

Enable Scheme
Enable this option to enable Scheme feature in BUSY. With Scheme feature, you can create almost any type of scheme and implement it at voucher level. On enabling this option *Scheme* master starts appearing in *Masters* menu using which you can create multiple schemes. Later on the scheme shall be applied in the voucher as per the requirement.

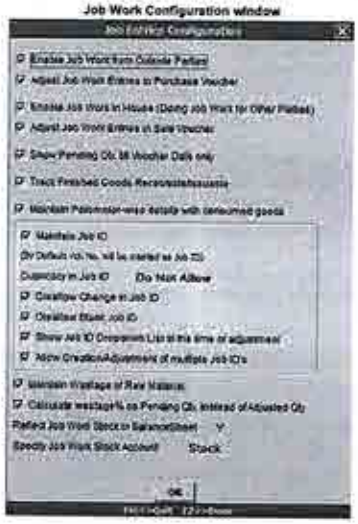
Enable Job Work
Job Work refers to outsourcing of manufacturing work. Basically, job work process involves giving raw material to an outside firm or person (artisan, craftsman or job worker) for applying specialized skills on it and making it into a finished product. In the whole job work process, raw material goes through multiple stages, changes its characteristics and then become a finished product.

Let us take one business example to make the concept of Job work more clear. A goldsmith gives metal such as gold to the craftsman for crafting it into an ornament (ring, necklace). So the goldsmith is giving raw material (metal) to the craftsman and getting finished product (ornaments) from him. This process is termed as Job work.

Job Work can either be In House or Out House. In House Job work implies when you are taking order for job work i.e., you are doing job work for other parties. Out House Job Work refers to giving material to other parties for job work. In BUSY, we have catered to both the options.

On enabling the *Enable Job Work* option, a *Configure* button gets active. On clicking the *Configure* button, a *Job Work Configuration* window appears. Given here is a screenshot of *Job Work Configuration* window.

Job Work Configuration window



In the *Job Work Configuration* window, following data fields appear:

- Enable Job Work from Outside Parties - Enable this option if your company gets job work done from outside parties.
- Adjust Job Work Entries in Purchase Voucher - Enable this option to adjust Job ID's in Purchase vouchers also.
- Enable Job Work in House (Doing Job Work for Other Parties) - Enable this option, if your company does the job work for other parties.
- Adjust Job Work Entries in Sales Voucher - Enable this option to adjust Job ID's in Sales vouchers also.
- Show Pending Qty. till voucher Date Only - Enable this option to view pending quantity of an item till voucher date only. Basically with this option, at the time of adjustment, pending quantity will be calculated till voucher date only. Otherwise, if you do not enable this option, total pending quantity of the item will be displayed irrespective of the voucher date.
- Track Finished Goods Receivable / Issuable - Enable this option if you wish to maintain details of finished good you will receive or issue on completion of job work. On enabling this option, a Finished Goods to be Received / Issued window will appear in Material Issue / Receipt vouchers in which you can specify items that would be issued / received after job work.
- Maintain Parameter-wise details with consumed goods - This option gets enabled when you have enable *Parameterized Details* option in Inventory tab. Enable this option if you wish to maintain parameter-wise details for raw material consumed.
- Maintain Job ID - Enable this option to maintain job ID. Job ID is the unique number given to each job work and further all transactions can be carried out using job ID only. By default, voucher number will appear as job ID, however, you can change it as per your requirement.
- Duplicacy in Job ID - Under this data field, following options appear:
  - Do Not Allow - Select this option to restrict duplicate job ID's.
  - Allow Within Same Party - Select this option to allow duplicate job ID's for the same party i.e. if party is same then job ID can be duplicated in vouchers.
  - Allow within all parties - Enable this option to allow duplicate job ID irrespective of the party.

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- Disallow change in job ID - Enable this option to restrict any modification in the job ID.
- Disallow blank job ID - Enable this option to restrict blank job ID's.
- Show Job ID dropdown list at the time of adjustment - Enable this option to view list of existing job ID's at the time of adjusting job entries.
- Allow Creation/Adjustment of multiple Job ID's - Enable this option to create or adjust multiple job ID's.
- Maintain Wastage of Raw material - Enable this option to maintain wastage details of raw material consumed in the process of job work.
- Calculate wastage% on Pending Qty. instead of Adjusted Qty. - Enable this option to calculate wastage percentage on pending qty. of job work. In case, you have not enable this option then wastage percentage will be calculated on adjusted quantity.
- Reflect Job Work Stock in Balance Sheet - Specify 'Y' in this data field if you want job work stock to be shown in Balance Sheet.
- Specify Job Work Stock Account - Specify job work stock account in which the raw material sent for job work is maintained.

This feature is not available with BUSY BS model.

Parameterized Details

With *Parameterized Details* feature, you can maintain stock of an item with different parameters or attributes. Parameters are the additional characteristics that can be defined for an item. For example, for an item Shirt, different parameters could be Size and Color. By maintaining parameterized stock, you can make sale/purchase on the basis of item parameters and can view parameterized stock reports also. Continuing with above example, you can anytime check availability of Shirts with size XL and color Blue or on any other parameter.

To implement the *Parameterized Details* feature, perform the following steps:

- Enable *Parameterized Details* feature in *Features/Options* and specify the default parameter configuration.
- Specify the Parameterized configuration applicable for the Item Group.
- Enable Parameter-wise Details for individual items.
- Enter Sale/Purchase transactions and specify the item parameter values.
- View *Parameter-wise Stock Status* reports.

On enabling the *Parameterized Details* option, a *Configure* button appears. On clicking the *Configure* button, a *Parameterized Stock Detail Options* window appears. Given here is a screenshot of *Parameterized Stock Detail Options* window.

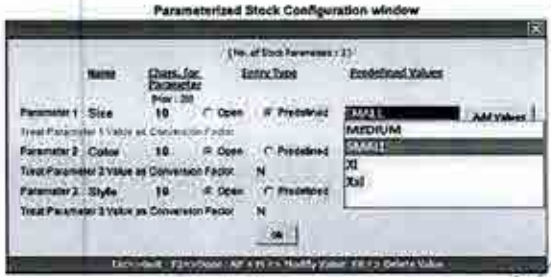
Parameterized Stock Detail Options window



In the *Parameterized Stock Detail Options* window, there are various options. The options are:

- *Specify No. of Parameters* - Specify number of parameters required with an item. You can specify maximum three parameters with an item. The number of parameters specified here are default parameter numbers. For individual items, you can specify parameters with each Item Group. However you cannot specify more number of parameters with an Item Group than as specified here. After specifying the number of parameters required, click the *Configure* button to configure the default parameter details. On clicking the *Configure* button, a *Parameterized Stock Configuration* window appears. Given here is a screenshot of *Parameterized Stock Configuration* window.

Parameterized Stock Configuration window



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In the *Parameterized Stock Configuration* window, various data fields appear. Number of data fields that appear are equivalent to the number of parameters specified in the *Specify No. of Parameters* data field. Various data fields that appear are:

- Name - Enter the name for the parameter.
- Chars. for Parameter - Specify the maximum number of characters required for entering parameter value. You can specify maximum of 20 characters.
- Entry Type - Enter the type of parameter. In this data field, there are two options. The options are:
  - Open - Select this option if you want to enter value for the parameter at the time of data entry.
  - Predefined Value - Select this option if you want to define a list of various parameter value and later select the value from the list at the time of entry. For example, you have created a parameter named Size and you want to define a list of various values such as M, XL, XXL so that at the time of data entry you can choose the exact value. For this purpose, you can choose the *Predefined* option.

☞ You can create new pre-defined parameter values using *F3* key during data entry also.

- Add Values - This button gets activated if you have selected the *Predefined* option. On clicking this button, an *Input Parameter Value Details* window appears. In the window, you can specify different value for the list. Given here is a screenshot of *Input Parameter Value Details* window.

Input Parameter Value Details window



  - Parameter Value - Specify the value for the parameter this data field.
  - Alias - Specify Alias for parameter value.
  - Specify Alt.Unit Con. Factor - This data field is active only if you have enabled the *Alternate Unit of Items* option. Specify 'Y' in this data field if you want to maintain parameter wise conversion factor between the Main and Alternate unit of item.
  - Con. Factor - This data field is active only if you have specified 'Y' in the *Specify Alt.Unit Con. Factor* data field. Specify conversion factor between Main and Alternate unit of the item. The conversion factor you specify here will be applicable for this parameter only.

☞ Parameter-wise Configuration you specify here is default configuration. You can specify different parameter configuration with each Item Group also.

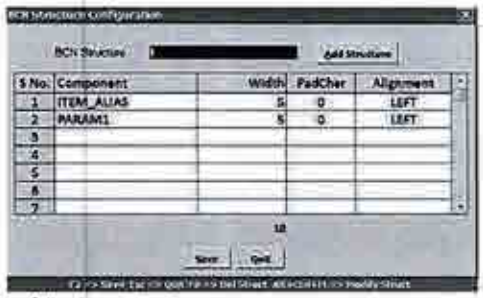
- Treat Parameter Value as Conversion Factor - This data field appears after each Parameter name and gets active only if you specify the *Entry Type* as *Open* for a parameter. Specify 'Y' in this data field if you want to treat the value entered in the parameter column as the conversion factor. At the time of data entry, value entered for the parameter will be multiplied with the main quantity to get the quantity in alternate unit.

- *Parameter Stock Adjustment Through Dropdown List* - Specify 'Y' in this data field if you by default want to have a dropdown list at the time of adjusting parametrized stock. With this, a dropdown list displaying value of stock to be adjusted will appear on enter of parameter name columns. If you specify 'N' in this data field then while adjusting parametrized stock, you have to manually enter the parameterized stock adjustment details.
- *Pick Parameter through Dropdown List (Qty. In)* - This data field works only when you have disabled the option of *Generate Bar Code No.* Specify 'Y' in this data field if you want to pick parameters through dropdown list at the time of quantity inwards.
- *Adjustment W/O Stock* - Select the option from the list whether you want to allow, disallow or give warning only at the time of adjusting stock to a BCN having zero stock.
- *Input Transaction Price & Value for each Parameter Combination* - Enable this option if you want to enter price & amount for each parameter combination.
  - Enable Parameter Discount - Enable this option if you want to specify discount separately for each parameter combination.
  - Enable Parameter Markup - Enable this option if you want to specify markup separately for each parameter combination.
- *Maintain Sale Price* - Enable this option if you want to maintain Sale price of item parameter combinations.
- *Maintain MRP* - Enable this option if you want to maintain MRP with item parameter combinations.
- *Enforce Full Qty. Allocation to Parameters* - Enable this option to adjust full voucher quantity to parametrized quantity.
- *Generate BarCode No.* - Enable this data field to generate Bar Code number. Bar Code number will be a unique number generated for each parameterized row of an item. On enabling this data field, *BarCode No. Config* group gets active. Various data fields under this group are:
  - *Default BCN Generation Mode* - Select whether you want to generate BCN automatically or manually.
  - *Automatic Mode Configuration* - This group gets active only if you have selected Automatic mode for BarCode generation. Under this mode, following options appear:
  - *Specify BCN Generation Basis* -
    - Continuous Number - Select this option if you want to generate BarCode numbers continuously i.e. you will specify the prefix and at the end a numeric number will be added with increment of 1. Various options that appears on selecting this option are:
      - Prefix - Specify prefix for the Bar Code number.
      - No. of Characters for Barcode Numbers - Specify the number of characters to be used for generating auto number part of Bar Code number.
      - BCN Format - There are two options under this data field. The options are:
        - Alpha-numeric - On selecting this option BUSY will generate alphanumeric Bar Code number i.e. BCN will contain both alphabets and numbers.
        - Numeric - On selecting this option, BUSY will generate numeric Bar Code number i.e. BCN will contain only numbers.
      - Unique BCN generation for Each Qty. - Enable this option if you want to generate a Unique BCN for each quantity of same item.
      - Allow Duplicate of BCN - Specify 'Y' in this data field if you want to allow duplication of BCN.
      - Deletion of BCN source with Adjustments - Select from the list whether you want to allow, disallow or give warning only at the time of deletion of a BCN entry after it has been adjusted in another transaction.
    - Item Parameter Values - Select this option to generate BCN numbers on the basis of parameter values specified. On selecting this option, a group gets active in which you can specify the structure for generating BarCode number on the basis of Parameter value. First, you need to create a structure and

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then configure it. Given here is a screenshot of *BCN Structure Configuration* window for creating and configuring structure on the basis of Parameter value.

BCN Structure Configuration window



In the *BCN Structure Configuration* window, following options appear:

- BCN Structure - Select required BCN Structure.
- Add Structure - Click this button to add a new structure.
- BCN Structure Configuration Grid - Under this grid following fields appear:
  - Component - Select the component to be used in Bar Code number generation.
  - Width - Specify the number of characters to be used for the select component.
  - Padding Char - Specify the padding character to be added to make it equal to the total width specified
  - Alignment - Specify the alignment of the component.
- Maintain Item BCN Image - Specify 'Y' in this data field if you want to maintain image with Item BCN. This image will appear at the time of data entry and can be printed in Invoice also.
- BCN Image Path - Specify the Path of the folder in which images of BCN are kept.

- *Group Parametrized Stock on the basis of Alternate Qty. Con. Factor* - This data field gets active only if you have enabled the feature of *Alternate Units of Items* under *Features / Options > Inventory* tab. Enable this option if you want to group parameters on the basis of alternate quantity conversion factor also. Basically on enabling this option, it will not club the alternate quantity for the same parameters and will show separate combinations for different alternate quantity entered for the same parameter.
- *Group Parametrized Stock on the basis of Sales Price* - This data field gets active only if you have enabled *Maintain Sales Price* option. Enable this option if you want to group parameters on the basis of sales price also.
- *Carry Negative Parameters to next F.Y.* - Specify 'Y' in this data field to carry parameters having negative stock also to next financial year.

This feature is not available with BUSY BS model.

Batch-wise Details

This feature is useful if you want to maintain Batch-wise stock of items. The use of this feature is dependent on primarily two factors. The factors are:

- Keeping Track of Manufacturing and Expiry Dates - By maintaining Batch-wise details with the item, you can create various batches for an item and specify the manufacturing and expiry date for the batch items. Let us understand this factor with the help of an example. PentaMed Medicos is a pharmaceutical company. It manufactures medicines and sells them in batches wherein each batch has an expiry date. Since medicines cannot be used after the expiry date, thus it needs to maintain an accurate record of the medicines batch-wise. In such a case *Batch-wise Details* feature can help. By enabling this feature, you can enter the expiry date for different stocks of item and can view the reports Batch/MRP-wise.
- Easy Reconciliation of Items Stock - With *Batch-wise Detail* feature you can easily reconcile items stock. Let us understand this factor with the help of the example. PentaMed Medicos manufactures and sells medicines on a regular basis. Since there are numerous transactions of sale and receipt in a month thus it is difficult for PentaMed Medicos to keep a track of the stock of items. In such a case *Batch-wise Details* feature can help. By enabling this feature, PentaMed Medicos can keep a track of the batch-wise stock of items thus determining the items that have not been sold for a long time.

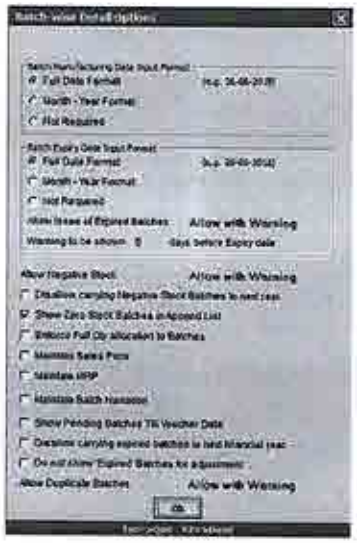
To implement the *Batch-wise Details* feature, perform the following steps:

- Enable the *Batch-wise Details* feature in *Features/Options*.
- Enable the *Batch-wise Details* feature in *Item master* by specifying 'Y' in the *Batch-wise Details* option that appears in *Item master*.
- Create a new batch or append an existing batch while entering an inventory related voucher such as *Sales or Purchase voucher*.
- View the Batch/MRP related reports such as *Batch-wise Stock, Batch-wise Statement, Expired Items, Batch Reference Details* and so on. To view the reports, click *Display > Batch-wise Reports > Select the report*.

On enabling this feature, a *Configure* button appears. Click the *Configure* button to configure the Batch details. On clicking the *Configure* button, a *Batch - wise Detail Options* window appears. Given here is a screenshot of *Batch - wise Detail Options* window.

Batch-wise Detail Options window

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In the *Batch - wise Detail Options* window, there are various data fields and options. Let us discuss these options and data fields in detail.

- Batch Manufacturing Date Input Format - Various options under this sub group are:
  - Full Date Format - Select this option if you want to maintain manufacturing date of items in full date format i.e. Date, Month and Year. If you select this option then Manufacturing date will appear as 13/10/2008.
  - Month Year Format - Select this option if you want to maintain manufacturing date of items in Month Year format i.e. Month and Year. If you select this option then Manufacturing date will appear as Oct 2008.
  - Not Required - Select this option if you do not want to maintain record of Manufacturing date.
- Batch Expiry Date Input Format - Various options under this sub group are:
  - Full Date Format - Select this option if you want to maintain expiry date of items in full date format i.e. Date, Month and Year. If you select this option then Expiry date will appear as 13/10/2008.
  - Month Year Format - Select this option if you want to maintain expiry date of items in Month Year format i.e. Month and Year. If you select this option then Expiry date will appear as Oct 2008.
  - Not Required - Select this option if you do not want to maintain record of Expiry date.
- Allow Issue of Expired Batches - Select whether you want to allow issuing of expired batches or not. There are three options under this data field. The options are:
  - Allow - Select this option to allow issuing of expired batches.
  - Don't Allow - Select this option to do not allow issuing of expired batches.
  - Allow with Warning - Select this option if you want to allow / disallow issuing of expired batches with a warning message i.e., first a warning message should be shown and then User should be able to select whether to issue or not to issue expired batches.
- Waning to be shown number of days before expiry date - Specify the number of days left before expiry of batch from which the warning message should start appearing at the time of data entry.
- Allow Negative Stock - Select whether you want to allow negative stock or want to give a warning only for negative stock or does not want to allow negative stock at all.
- Disallow carrying negative stock Batches to next Year - Enable this option to not allow carrying forward batches with negative stock to the next financial year.
- Show Zero Quantity Batches in Append List - Enable this option to show zero balance batches in the list showing batches to append.
- Enforce full Qty Allocation to Batches - Enable this option to allocate full voucher quantity to the batches.
- Maintain Sales Price - Enable this option to maintain Batch-wise Sales Price.
- Maintain MRP - Enable this option to maintain Batch-wise MRP.
- Maintain Batch Narration - Enable this option to enter narration for each batch reference.
- Show Pending Batches till Voucher Date - Enable this option to show batches (for adjustment) which are created on or before the Sale voucher date.
- Disallow Carrying Expired Batches to Next F.Y. - Enable this option to do not carry item's expired batches to next financial year.
- Do not Show 'Expired' Batches for Adjustment - Enable this option if you do not want to view expired batches in drop down list appearing at the time of entering Sales.
- Allow Duplicate Batches - Select whether you want to allow Duplicate Batches at the time of Purchase or not. There are three options under this data field. The options are:
  - Allow - Select this option to allow Duplicate Batches at the time of Purchase.
  - Don't Allow - Select this option for not allowing Duplicate Batches at the time of Purchase.
  - Allow with Warning - Select this option if you want to allow / disallow Duplicate Batches at the time of Purchase with a warning message i.e., first a warning message should be shown and then User will decide whether to allow / disallow Duplicate Batches.

This feature is not available with BUSY BS model.

Serial No.-wise Details

Enable this option if you want to maintain serial no.-wise stock of an item. With *Serial Number-wise Details* feature, you can enter/create serial number for each unit of item. Main use of this feature is for Retail Stores or in FMCG trade. Main advantage of creating Serial Number is that, you can configure it as per your requirement and specify the item components to be included in the Serial Number. For example, to generate a Serial Number of 12 characters, you can

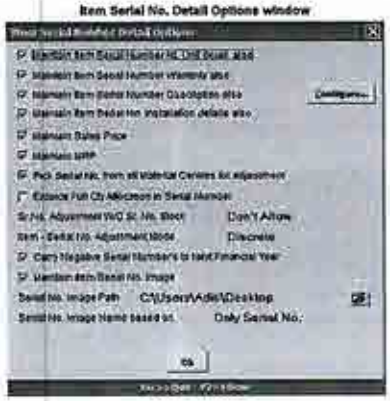
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specify in advance that first 4 characters are for Item Alias, next 2 characters are for Month then next 2 characters are for year and last 4 characters are the auto generated numbers. Hence, by looking at a Serial Number, you can get various details about the item.

To implement *Serial Number - wise Details* feature, perform the following steps:
- Enable the *Serial Number - wise Details* feature in *Features/Options*.
- Enable the *Enable Serial Number - wise Tracking* feature in the *Item master* and specify the Serial Number mode i.e. Manual or Automatic.
- Create a new Serial Number or adjust an existing Serial Number in the Sale/Purchase transactions.
- View Serial Number related reports using the *Display > Item Sr. No - wise Reports option*.

On enabling the *Serial No.-wise Details* feature, a *Configure* button appear. Click the *Configure* button to configure the serial number wise details. On clicking the *Serial No.-wise Details* feature, an *Item Serial No. Detail Options* window appears. Given here is a screenshot of *Item Serial No. Detail Options* window.

Item Serial No. Detail Options window



In the *Item Serial No. Detail Options* window, there are various options. The options are:
- Maintain Item Serial Number Alt. Unit detail also - Enable this option if you want to maintain alternate unit details with each serial number.
- Maintain Item Serial Number Warranty also - Specify 'Y' to maintain warranty months for Sales/Purchase.
- Maintain Item Serial No. Description also - Enable this option if you want to enter description separately with each serial number. On enabling this option, an *Item Serial No. - wise Description* window appears and a *Configure* button appears. On clicking the *Configure* button, *Item Serial No-wise Description* window appears. In the window, specify the number of description lines required in the *No. of Description Lines* data field. You can enter a value up to 10 in this data field. On entering a value between 1-10, appropriate number of *Title* and *Width* data fields become active in which you can specify titles for different lines and the number of size or characters to be used for each description line.
- Maintain Item Serial No. Installation details also - Enable this option if you want to maintain installation details of the item serial number. After enabling this option, you can enable installation details for the required items in the item master. To enter installation details, a *Serial Number Installation Details* utility is provided in *Utilities* menu.
- Maintain MRP - Enable this option if you want to maintain MRP with Serial numbers.
- Maintain Sales Price - Enable this option if you want to maintain Sale price with item serial number.
- Pick Serial No. for all MC for adjustment - Enable this option if you want to pick serial numbers from all the Material Centres for adjustment. On enabling this option there will not be any check of Material Center while adjusting the serial numbers.
- Enforce Full Qty Allocation in Serial Number - Enable this option to adjust full quantity with serial number wise item quantity entered.
- Sr. No. Adjustment w/o Sr.No. Stock - Select the action to be taken if the User enters a Serial number for adjustment which does not exist in the records.
- Item-Serial No. Adjustment Mode - Select the serial number adjustment mode i.e. Continuous or Discrete. If you select the *Continuous* option then while adjusting serial numbers total item quantity as entered in the Item grid will appear in the *Total Sr. No. to be Selected* data field. Otherwise if you select the *Discrete* option then always 1 will appear in the *Total Sr. No. to be Selected* data field in the *Adjust Item Serial No.* window.
- Carry Negative Serial Numbers to Next Financial Year - Enable this option to carry serial numbers with negative stock to next financial year.
- Maintain Item Serial No. Image - Enable this checkbox if you want to maintain image of item serial number.
- Serial No. Image Path - This data field gets active only if you have specified 'Y' in the *Maintain Item Serial No. Image* checkbox. Specify name and path of the folder from where item serial number image is to be picked.
- Serial No. Image Name based on - Select option from the list according to which you have named the images which are to be picked for serial number. In other words, select the method according to which image and serial number will be matched. In the list, there are three options. The options are:
  - Only Serial No. - Select this option if you have named images with serial number only.
  - Item Name + Serial No. - Select this option if you have named images with item name followed by serial number.
  - Item Alias + Serial No. - Select this option if you have named images with item Alias followed by Serial number.

This feature is not available with BUSY BS model.

MRP-wise Details

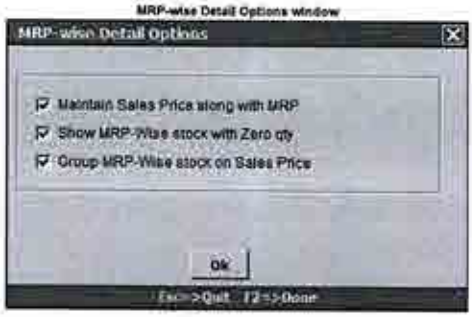
With *MRP-wise Details* feature, you can keep track of the item MRP also. You can maintain MRP-wise stock of the items and can view the report MRP-wise. For example, an item is purchased at three different MRPs and you want to know the sale made for the three different MRPs then you can view the *MRP-wise Stock Status* report.

To implement the *MRP-wise Details* feature, perform the following steps:
- Enable *MRP-wise Details* feature in *Features/Options*.
- Enter MRP related details in the *Item master*.
- Enter Item MRP in the Sale/Purchase transactions.
- View *MRP-wise Stock Status report*.

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On enabling the *MRP-wise Details* feature, a *Configure* button appears. On clicking the *Configure* button, an *MRP-wise Detail Options* window appears. Given here is a screenshot of *MRP-wise Detail Options* window.

MRP-wise Detail Options window



In the *MRP-wise Detail Options* window, following options appears. The option is:

- Maintain Sales Price along with MRP - Enable this option if you want to maintain Sale Price also along with Item MRP.
- Show MRP -wise Stock with Zero Qty - Enable this option to view those MRP also in which there is no pending quantity.
- Group MRP - wise Stock on Sales Price - Enable this option to group MRP on the basis of MRP + Sales Price. Basically on enabling this option stock with similar MRP and Sales Price will be clubbed.

This feature is not available with BUSY BS model.

Skip Items Default Price during Voucher Modification

The use of this feature can be understood with the help of an example. At Smart Clothing *Sales/Purchase* vouchers are entered daily. There are two items, skirt and shirt, the names of which are very similar. Due to this many times wrong item is entered in the *Sales* vouchers, although the price entered is correct. For example, if the voucher is for the sale of shirts then by mistake skirts had been entered as the item. To rectify the mistake, the *Sale* voucher is modified. Now when the item is changed in the voucher the price is also changed because the default price specified in the *Item* master is automatically picked up and displayed in the *Price* data field. This increases the workload since one needs to modify the item and the price as well. To avoid this extra workload, Smart Clothing enables the *Skip Items Default Price during Voucher Modification* feature. To implement the feature, perform the following steps:

- Enable the *Skip Items Default Price during Voucher Modification* option in *Inventory* tab under *Features/Options*.
- Change the item in the voucher as per your requirement. You do not need to change the price since previous price is retained.

Enable Free Quantity in Vouchers

Enable this option if you want to enter item free quantity details in the voucher. On enabling this option, you can enter item quantity in the format 10+3 or 5+1 which specifies that three units of an item are free with 10 units of an item or one unit of an item is free with five units of an item.

By enabling this option you can specify the billed quantity + free quantity in the item quantity field in the item grid of different vouchers. Quantity entered after a + symbol will be treated as free quantity and quantity entered before a + symbol will be treated as billed quantity. Price will be applicable only on billed quantity. All further calculations such as calculation of Bill Sundry amount will be done on billed quantity only. After enabling this option, you can also enter the quantity without any free quantity. It means that enabling of this option will not affect the way you enter item quantity when this option is disabled. To implement *Free Quantity with Vouchers* feature, perform the following steps:

- Enable *Free Quantity in Vouchers* feature in *Features/Options > Inventory* tab. On enabling this option, a *Configure* button appears. On clicking the *Configure* button, an *Options for Free Qty.* window appears. In the window, an option *Calculate GST on Free Qty. (In case of tax on MRP)* appears. Enable this option if you want to calculate GST on free quantity also. This option would be applicable only if you are charging GST on Item MRP.
- Enter free quantity such as 10+2 at the voucher level.
- View *Item Free Quantity Details* report.

Show Last Transactions during Sales

Enable this option and specify the number of previous sales transactions you want to view at the time of making Sales.

Show Last Transactions during Purchase

Enable this option and specify the number of previous purchase transactions you want to view at the time of making Purchase.

Allocate Additional Expenses Voucher - wise

Enable this option if you want to allocate any additional expenses incurred during item quantity in or item quantity generated to the whole bill. On enabling this option, an *Allocate Additional Expenses* window will appear in the *Quantity In* vouchers in which you can specify the amount of additional expenses incurred on the bill. These additional expenses will then be added proportionately to price of all the items used in the voucher.

Allocate Expense/Purc. to Items

This feature is useful if you want to allocate the expenses or purchases to items. The use of this feature is in doing the costing of the items. In other words, by allocating expense/purchase to items you can determine the contribution of different items in total expenses/purchases. To implement this feature, perform the following steps:

- Enable *Allocate Expense/Purc. to Items* feature in *Inventory* tab under *Features/Options*.
- Enable the *Allocate Expense/Purc to Items feature in Account masters* by specifying 'Y' in the *Allocate Amount to Item* option that appears in the *Account Master* window. You can enable the option for only those accounts that appear under the Account Groups, Expenses (Direct) and Purchase.
- Enter allocation related details in the *Allocation of Expense/Purchase to Items* window that appears when you enter a voucher. The window appears only when you enter pure accounting vouchers such as Receipt, Payment, and Journal.

☞ You can allocate expense/purchase to items only when you enter pure accounting vouchers such as Payment because when you enter vouchers such as Sales/Purchase the sale/purchase gets allocated to the item automatically.

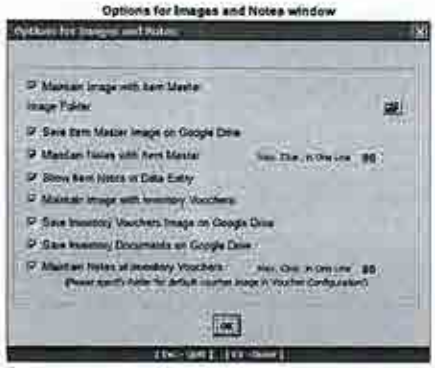
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There is no specific report for allocation of expense/purchase to item feature. You can view the effect of allocation of expense/purchase in inventory related reports such as *Stock Status* report. Moreover, this effect is visible only when the stock valuation method is Weighted Average.

Maintain Images/Notes with Master/Voucher

Enable this option if you want to maintain images/notes with *Item* master and inventory vouchers. On enabling this option, an *Options for Images and Notes* window appears. Given here is a screenshot of *Options for Images and Notes* window.

Options for Images and Notes window



In the *Options for Images and Notes* window there are various options. The options are:

- Maintain Image with Item Master - Enable this option if you want to maintain image for *Item* master.
- Image Folder - This data field gets activated if you have enabled the *Maintain Image with Item Master* option. Specify the path of the folder from where the images for the *Item* masters are to be picked. You can also select the folder path by clicking the *Browse* button. The image folder you specify here should contain the images that have the name similar to the name or Alias of the Item masters you use. Images will be tagged with the Item masters by matching the Item Name or Alias with the image name. All the Item images should be kept in one folder as you can specify only one folder name from where the images for the Item masters will be picked.

Let us understand this option with the help of an example. In the *Image Folder* data field, you have specified a folder named *ItemImages* along with its path. The folder contains four images with the name Btn, Buttons, Shirts and Blt and you have three Item masters with the following Name and Alias:

Name	Alias
Shirts	
Buttons	Btn
Belts	Blt

Now with *Shirts* Item master, BUSY will tag the image named *Shirts*; with *Buttons* Item master, BUSY will tag the image named *Buttons* and with *Belts* Item master, BUSY will tag the image named *Blt*. An important point to note here is that first priority will always be of Item name. If images with both Item name and Alias exist then the image with matching Item name will be tagged with the Item master. As seen above that in *ItemImages* folder there are two images with the name Buttons and Btn but the image named *Buttons* will be tagged with the *Buttons* Item master.

- Save Item Master Image on Google Drive - Enable this option if you want to saves images of Item Masters on Google Drive.
- Save Item Master Image in Database - This option is available only in SQL mode. Enable this option to save images in your company's database.
- Maintain Notes with Item master - Enable this option if you want to maintain Notes with *Item* master. On enabling this option, a data field gets active in which you can specify the number of characters to be used in a single line while viewing / printing Notes for the *Item* master. For example, if you have specified 80 in this data field then only 80 characters will be displayed / printed in a single row and after every 80 characters, new character will start from the next line. On enabling this option, a *Notes* button gets active in the *Item* master by clicking which you can enter notes for the *Item* master.
- Show Item Notes in Data Entry - Enable this option to view item notes at the time of making data entry. Basically on enabling this option, when you select an item in a voucher and press *Enter* key, the notes entered with it will be displayed in a window.
- Maintain Image with Inventory voucher - Enable this option if you want to maintain image of Inventory voucher. On enabling this option, a *Vch Image Folder* data field gets activated in the *Administration > Configuration > Vouchers Configuration*. You can specify the path of the Voucher Images folder in that data field.
- Save Inventory Voucher Image on Google Drive - Enable this option if you want to saves images of Inventory Vouchers on Google Drive.
- Save Inventory Documents on Google Drive - Enable this option if you want to saves pdf file of Inventory Vouchers i.e. Invoices on Google Drive.
- Save Inventory Voucher Images in Database - This option is available only in SQL mode. Enable this option to save images in your company's database.
- Maintain Notes with Inventory vouchers - Enable this option to maintain notes with Inventory vouchers. On enabling this option, a data field gets active in which you can specify the number of characters to be used in a single line while viewing / printing Notes for the voucher. For example, if you have specified 80 in this data field then only 80 characters will be displayed / printed in a single row and after every 80 characters, new character will start from the next line. On enabling this option, a *Notes* button gets active in the Inventory vouchers by clicking which you can enter notes for the voucher.

On enabling the *Maintain Images/Notes with Master/Voucher* option, a *Configure* button also appears on click of which the *Options for Images and Notes* window appears.

The image file should be in JPEG (*.jpg;*.jpeg;*.jpe;*.jfif) or 24-bit Bitmap (*.bmp;*.dib) format.

This feature is not available with BUSY BS model.

Show Items Current Balance During Voucher Entry

By default, this feature is enabled in a new company. If this feature is enabled then when you select an item in a voucher the current stock balance of the item appears in the voucher. This helps you to know the current status of the item. Thus, if you are exceeding the balance for the item you are aware of this,

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right at the time of entering the voucher. On the other hand, if this feature is disabled then the current balance of item does not appear when you select an item in a voucher.

To disable this feature, uncheck the checkbox *Show Items Current Balance During Voucher Entry* in the *Inventory* tab in *Features/Options*.

Maintain Drug License Number
Enable this option if you want to maintain drug license number. This feature is useful for pharmaceutical firms. On enabling this option, two data fields get activated. Specify the drug license numbers of the company in these data fields.

Enable Date-wise Item Pricing
Enable this option to specify date-wise pricing modes. Basically on enabling this option, you can specify pricing mode applicable on a particular date. The prices will be applicable till the next date for which you will enter the new prices. You can specify date-wise price in Item master or in the different pricing modes available.

Calculate Item Sale Price from Purchase Price
Enable this option to calculate item sale price on the basis of purchase price entered for the item. For example, you always sell items with a margin of 15 percent. In such a case, you can easily calculate sales price by adding 15 percent to purchase price and updating it to sale price. On enabling this option, a *Configure* button appears. On clicking the *Configure* button, an Update Sales price window appears with the following option:

- Show Sales price at the time of voucher saving - On enabling this option Item Sales Price Calculation Configuration will be asked at the time of Voucher saving instead of Item Master.

On enabling this option, an *Update Item Sale Price Configuration* window will appear in Item master in which you can specify the configuration on the basis of which item's sale price is to be updated.

Update Prices in Item master
Enable this option to update Sale price or Purchase price in *Item* master on the basis of latest transaction entered for the item. On enabling this option, a *Configure* button appears. On clicking the *Configure* button, an Options for *Update Item Price* window appears with the following two options:

- Update Last Sale Price - Select this option to update Sale price of Item master on the basis of last sale transaction entered for the item.
- Update Last Purchase Price - Select this option to update Purchase price of Item master on the basis of last purchase transaction entered for the item.

Enable Packing Details in Vouchers
Enable this option to enter packaging details of the goods in the voucher. On enabling this option, a *Packing Details* window will appear in the vouchers in which you need to enter the packing details. To implement this feature, you need to perform the following steps:

- Enable Packing Details, Voucher-series wise and configure the columns as per your requirement.
- Enter packing details in the *Packing Details* window in the required vouchers.

Do Not Maintain Stock Balance
This data field is useful if you do not want to maintain stock of the items. The option is basically required for service items in which there is no need to maintain stock of the item. Under this data field, following three options appear:

- Not Applicable - Select this option to maintain stock balance for all items.
- At Item Level - Select this option to maintain stock balance of certain items. Basically on selecting this option you need to specify in each item separately that whether stock balance for the item is to be maintained or not.
- In All Items - Select this option to do not maintain stock balance for any of the item.

Next to this data field, a *Configuration* button appears. On clicking the *Configuration* button, a *Don't Maintain Stock* message box appears with following options:

- Applicable - Select this option if the option selected in Do Not Maintain stock Balance is applicable for all items.
- Not Applicable - Select this option if the option selected in Do not Maintain Stock Balance is not applicable for all the items.
- Cancel - Select this option to cancel the command.

Item-wise MarkUp Type
Select from the list, the type of Markup to be applicable for the items you trade. Basically Markup is the additional expense or any other amount which increases cost of the item. In the data field, there are three options. The options are:

- Not Required - Select this option if you do not want to implement any MarkUp structure.
- Simple MarkUp - Select this option to implement simple MarkUp structure.
- Compound MarkUp - Select this option to implement compound MarkUp structure.

Maintain Multiple Item Aliases
Select this option if you want to create multiple alias of an item. On enabling this option, you can enter more than one Alias for various items while creating an *Item* master. On enabling the *Maintain Multiple Item Aliases* option, a *Configure* button appears. On clicking the *Configure* button, an *Options for Multiple Alias* window appears. Given here is a screenshot of *Options for Multiple Alias* window.

Options for Multiple Alias window



In the *Options for Multiple Alias* window following option appear:

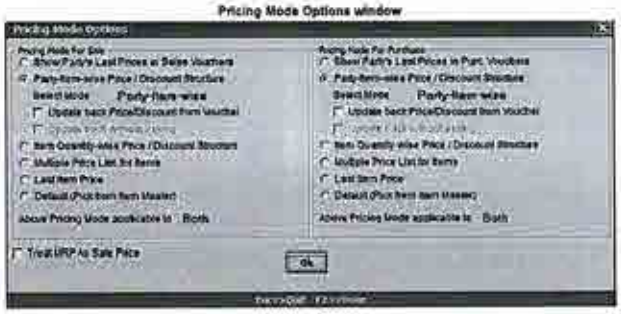
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- Specify Different MRP/Qty,Unit,Price with Multiple Alias - Enable this option if, you want to specify different M.R.P for multiple Alias of an item or different unit and price for a particular quantity of an Item. On enabling this option, you can enter different MRP, or different qty., unit and price for *multiple Alias of an Item* while creating an item master.

Items Pricing Mode in Vouchers

Click this button to set the item pricing mode for the vouchers. Pricing mode implies the default prices to be picked in the voucher. On clicking the button, a *Pricing Mode Options* window appears in which you can select the mode according to which default item price will be displayed in voucher. You can specify separate Pricing mode for Sale and Purchase. Given here is a screenshot of *Pricing Mode Options* window.

Pricing Mode Options window



In the *Pricing Mode Options* window, two groups appear. In the *Pricing Mode for Sale* group, you can select the Pricing mode applicable for Sale and in *Pricing Mode for Purchase* group, you can select the Pricing mode applicable for purchase. Same options appear in both the groups. The options are:

- Show Party's Last Prices in Sales / Purchase vouchers
- Party-Item-wise Price / Discount Structure
- Item Quantity-wise Price / Discount Structure
- Multiple Price List for Items
- Last Item Price
- Default (Pick from item master)
- Above Pricing Mode applicable to
- Treat MRP as Sale Price

Show Party's Last Prices in Sales / Purchase vouchers

This feature is useful if you want to keep a track of the price at which you sell/purchase items to/from a party. Let us understand with the help of an example. Smart Clothing regularly sells garments accessories and jeans to Garments India. It sells both the items at different prices. Now it wants that whenever it enters a *Sales* voucher for Garments India, the sale price of garment accessories in the last *Sales* voucher should be displayed in the voucher. In this way, Smart Clothing does not need to remember the sales prices of the items for Garments India. For this purpose, it enables the *Show Party's Last Prices in Sales/Purchase Vouchers* feature. To implement this feature, perform the following steps:

- Enable the *Show Party's Last Prices in Sales/Purchase Vouchers* option in *Inventory* tab under *Features/Options*.
- Enter the *Sales/Purchase* voucher for the party and select the item for sale. On selecting the item the sale/purchase price from the last *Sales/Purchase* voucher is automatically displayed in the *Price* data field. The price is displayed based on the party and item selected.

On selecting this option, a *Configure* button appears on clicking which an *Options for Last Party Price* window appears. In the window, enable the option of *Check Transaction Unit-wise* to pick price from last party transaction entered for the unit in which you are entering the current voucher. For example, if you are entering a voucher in Alternate unit then BUSY will pick party's last transaction entered in alternate unit for the item and display its transaction price.

Party-Item-wise Price / Discount Structure

The use of this feature is when you want to define price-discount structure based on different parties. Let us understand with the help of an example. Smart Clothing, sells ready made garments to a number of wholesalers on a regular basis. It provides discount at different rates to different wholesalers/parties. Now it is difficult to remember the discount rates and sale price for numerous parties. Thus, to simplify the situation, Smart Clothing enables the *Party-Item-wise Price/Discount structure* feature. On enabling this feature, a *Party Item Price Structure* option appears in the *Administration > Configuration* menu. To implement the feature, perform the following steps:

- Enable the *Party-Item-wise Price/Discount* option in *Inventory* tab under *Features/Options*.
- Configure the price/discount structure by clicking *Administration > Configuration > Party-Item Price Structure > Sales/Purchase*. On clicking the option, a *Party-Item-wise Sales/Purchase Price/Discount Structure* window appears.
  - Select the party and an item.
  - Specify rate of discount, sale price, discount amount per unit, and MRP.
- Enter the *Sales/Purchase* voucher for the party and select the item. On selecting the party and item the discounted sale/purchase price is automatically displayed in the *Price* data field. The price is displayed based on the configuration of price/discount structure for parties.

On selecting this option, a Select Mode data field and Update back Price/Discount from voucher checkbox gets active.

- Select Mode - Select the required mode from the list.
- Update back Price/Discount from voucher - On checking this checkbox, Price/Discount of Item will get updated in *Party-Item Price Structure* whenever you will enter a voucher with different Item Price or Discount on Item. While entering a voucher when you will enter a different price of an Item or Discount on Item, a message box will pop-up asking whether to update Price/Discount in the *Party-Item Price Structure* or not.
- Update back without asking - This checkbox gets active, if you have checked *Update back Price/Discount from voucher* checkbox. On checking this checkbox Price/Discount will automatically get updated in *Party-Item Price Structure* while entering a voucher with different Item Price/Discount.

This feature provides a lot of flexibility in terms of defining price/discount structure and is generally used in trading concerns.

Item Quantity-wise Price/Discount Structure

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The use of this feature is when you want to define price-discount structure based on different item quantities. Let us understand with the help of an example. Smart Clothing, sells ready made garments to a number of wholesalers. It determines discount rate and sales price on the basis of quantity sold. If the quantity sold is above 500 pieces then the discount rate is 40% while if the quantity sold is up to 500 pieces then the discount rate is 35%. Now Smart Clothing has to remember the different discount rates based on the quantity sold. To simplify this situation, Smart Clothing enables the *Item Quantity-wise Price/Discount Structure* feature. On enabling this feature, an *Item Quantity Discount Structure* option appears in the *Administration > Configuration* menu. Now it can specify the different discount rates for different quantity limits. To implement the *Item Quantity-wise Price/Discount Structure* option, perform the following steps:

- Enable the *Item Quantity-wise Price/Discount Structure* option in *Inventory* tab under *Features/Options*.
- Configure the quantity/price/discount structure by clicking *Administration > Configuration > Item Quantity Discount Structure > Sales/Purchase*. On clicking the option, an *Item Quantity-wise Price/Discount Structure* window appears.
  - Select the Item / Item Group.
  - Specify basis (upto or above), quantity, sale price, rate of discount, and discount amount per unit.
- Enter the Sales / Purchase voucher for an item and specify the quantity for sale. On specifying the quantity and item the discounted sale / purchase price is automatically displayed in the *Price* data field. The price is displayed based on the configuration of price / discount structure for different quantities.

Multiple Price List for Items

The use of this feature is when you want to define price-discount structure based on different categories of parties/accounts. Let us understand with the help of an example. Smart Clothing, sells ready made garments to namely three types of parties, Distributors, Wholesalers and Retailer on a regular basis. Now based on the category to which a party belongs the discount and sale price is determined. For example, for the distributors the discount rate is 40% while for the retailers it is 35%. Now Smart Clothing has to remember different discount rates based on categories. To simplify the situation, Smart Clothing enables the *Multiple Price List for Items*. Now it can specify the different discount rates for three different categories and map the party account to the appropriate category. To implement the *Multiple Price List for Items* feature, perform the following steps:

- Enable the *Multiple Price List for Items* option in *Inventory* tab under *Features/Options*. On enabling the feature a *Conf.* button is activated. To configure, click the button and then an *Options for Multiple Price Lists* window appears. Given here is a screenshot of the *Options for Multiple Price Lists* window.

Options for Multiple Price Lists window



In the above window there are various options which are as follows:

- *After Party in Voucher* - Select this option if you want to specify Price Category after selecting party in the voucher.
- *After Item in Voucher* - Select this option if you want to specify Price Category after selecting item in the voucher.
- *Apply Price Category at User level instead of Party* - Enable this option to specify price category User-wise instead of Party-wise. If you enable this option then price category will be asked with each User in User Profile and if you disable this option then price category will be asked with each Party master.

After enabling the Multiple Price List for Items option, next step is to specify Party / User Category and then prices for each Category in Item master. We will now discuss all these steps starting with specifying category in Account master.

- *Specify the price category to which a party/account belongs in the Account master*. In this way you can map the party/account to the price category for an item.
- Specify Price category with User. If you have enable the option of *Apply Price Category at User Level Instead of Party* option while configuring Multiple Price List for Items option in Features / Options > Inventory tab then you need to specify the Price Category in User Profile instead of Party master. In the User Profile, two fields Price Category (A - Z) for Sales and Price Category (A – Z) for Purchase appear. Specify price category for sales and for purchase as applicable for the User.
- Specify the discount rate and price for 26 price categories from A to Z in the *Define Price Levels for Item window* that appears when you press the *Enter* key on the *Sales Price* data field in the *Item* master.
  - Select the price category from A to Z.
  - Specify rate of discount and sale price for the category.
- Enter the *Sales / Sales Return* / Purchase / Purchase Return voucher for the party / account and select the item. On selecting the party / account, a *Price Category for Party* window appears displaying the price category specified for the party in the Account master. You can modify this price category as per your requirement. On selecting the item in the voucher, a *Price Category for Item* window appears displaying the price category. You can change the price category as per your requirement. The discounted sale / purchase price will automatically be then displayed in the *Price* data field.

This feature is generally used in manufacturing concerns.

This feature is not available with BUSY BS model.

Last Item Price

Select this option if you want to pick item's price according to the last sale/purchase transaction made for the item. The price for the item in the voucher is displayed depending on the item selected. On selecting this option, a *Configure* button appears on clicking which an *Options for Last Item Price* window appears. In the window, enable the option of *Check Transaction Unit-wise* to pick last transaction price entered for the unit in which you are entering the current voucher. For example, if you are entering a voucher in Alternate unit then BUSY will pick the last transaction entered in alternate unit for the item and display its transaction price.

Default (Pick from Item master)

Enable this feature if you want to pick default prices for voucher from *Item* master.

Above Pricing Mode Applicable to

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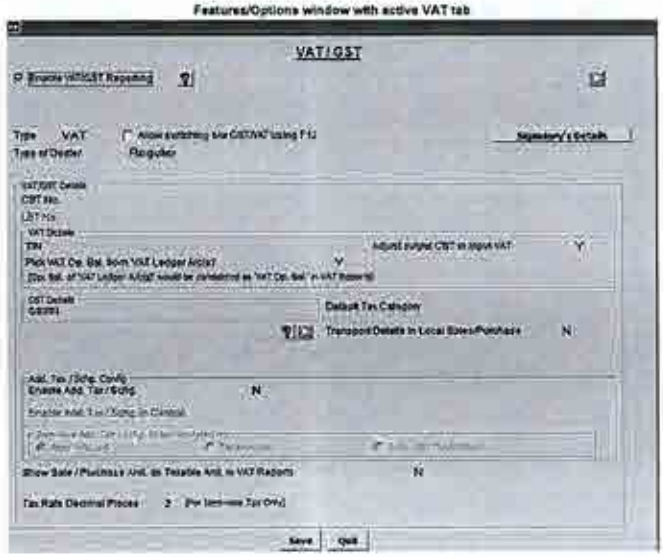
Select from the list whether Pricing Mode selected above is applicable to Price/MRP, Discount/Markup or Both.

Treat MRP as Sale Price
This feature is useful if you have enabled *Batch-wise Details* and further selected the *Maintain MRP Also* option in the *Batch / MRP / Sr. No. wise Details Options* window that appear while configuring the *Batch/MRP/Sr. No. wise Detail* option in *Administration > Configuration > Features/Options > Inventory* tab. Enable this option if you want to make item MRP entered in the *Item-wise Batch Details* window in the *Purchase* voucher as Sale Price in the *Sale* voucher. Let us understand this feature with the help of an example. While entering Purchase voucher, you have entered item MRP as Rs 100 in the *Item-wise Batch Details* window and later you are adjusting this batch in the *Sales* voucher. Now as you select the batch, Item MRP i.e. Rs 100 will be displayed as Sales Price or Rs 100 will be displayed in the *Price* column of the *Item* grid.

GST/VAT

Under the *GST/VAT* tab, you can enable GST/VAT for your company. In addition, you can provide tax related information about your company such as registration number, surcharge and so on. Given here is a screenshot of the *Features/Options* window with the active *VAT* tab.

Features/Options window with active VAT tab



- To enable *VAT*, click the checkbox *Enable VAT/GST Reporting*. On enabling this feature, various data fields become active. These are:
  - Type
  - Type of Dealer
  - Signatory Details
  - CST No.
  - TIN
  - TRN
  - Adjust Output CST in Input VAT
  - Pick VAT Op. Bal. from VAT Ledger A/c(s)'
  - Transport Details in Local Sales/Purchase
  - Enable Add. Tax / Schg.
  - Caption
  - Enable Add. Tax / Schg. in Central transactions
  - Item-wise Add. Tax / Schg. to be calculated on
  - Show Sale / Purchase Amt. as Taxable Amt in VAT Reports
  - Tax Rate Decimal Places

Type
Select the type of tax i.e. VAT applicable in the company.

Type of Dealer
Select from the list whether the company is a Regular or Composition dealer.
- Regular Dealer - Select this option when company is a large assessee and its turnover is more than 75 lacs in previous year.
- Composition Dealer - Select this option when company is a small assessee and its turnover is less than 75 lacs in previous year.

Signatory Details
Click the *Signatory's Details* button to enter the name, father/husband name and designation of the person on behalf of whom the VAT related reports are submitted to the concerned authorities. On clicking the button, an *Authorised Signatory Details* window appears in which you can enter the name, and designation of the concerned person.

CST No.
Enter the CST (Central Sales Tax) registration number of your company in the data field.

TIN

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Enter the TIN number for your company in this data field. If you have specified TIN at the time of company creation then that value will appear by default in this data field.

TRN
In case of country U.A.E and Saudi Arabia TRN has to be specified instead of TIN No. Enter the TRN number for your company in this data field. If you have specified TRN at the time of company creation then that value will appear by default in this data field.

Adjust Output CST in Input VAT
Specify 'Y' if you want to adjust Output CST in Input VAT. The central government allows you to adjust Output CST (payable) amount against Input VAT (claimable). By default, the value in the data field is 'Y'.

Pick VAT Op. Bal. from VAT Ledger A/C(s)
Specify 'Y' in this data field if you want to consider VAT accounts balances as opening balances. If there is a debit balance in VAT account then only it will be considered as opening balance.

Transport Details in Local Sales/Purchase
Specify 'Y' in this data field if you want to enter transport details in local sales/purchase transactions. If you specify 'Y' then while entering Sales/Purchase voucher for local (within state) transactions, a *Transport Details* window appears. In the window you can enter transport related details such as *Transport, GR/RR No., Vehicle No.*, and *Station*. By default the value in the data field is 'N'.

Enable Add. Tax/ Schg.
Specify 'Y' in the data field if you want to levy Additional tax / Surcharge on VAT/CST.

Caption
Enter name for the surcharge/additional tax. The name you mention here will appear as heading for *Surcharge/Additional Tax* column in all the VAT/CST reports and Invoices.

Enable Add. Tax / Schg. in Central transactions
This data fields gets active if you have specified 'Y' in the *Enable Add. Tax / Schg.* data field. Specify 'Y' in this data field if you want to enable additional tax / surcharge in central transactions.

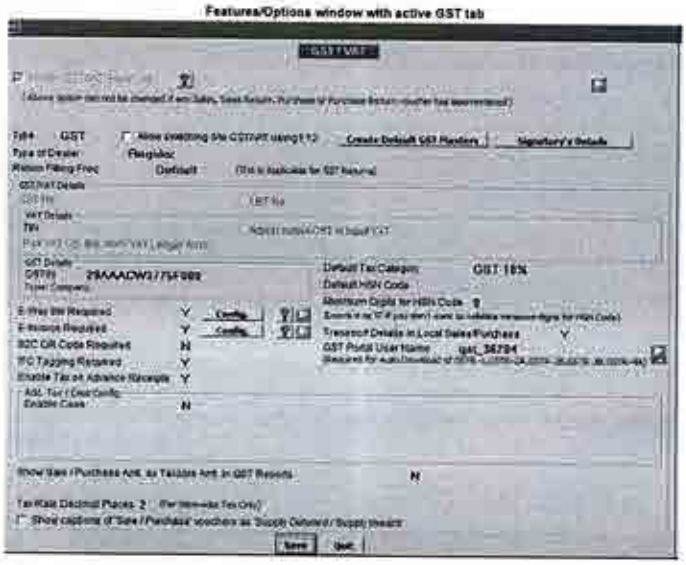
Item-wise Add. Tax / Schg. to be calculated on
Select whether Item-wise additional tax / surcharge is to be calculated on:
- Item Amount,
- Tax Amount, or
- Item and Tax Amount

Show Sale / Purchase Amt. as Taxable Amt. in VAT Reports
Specify 'Y' in this data field if you always want to display the Sale / Purchase amount as the amount on which tax is charged. Otherwise if you specify 'N' in this data field then the actual amount generally the MRP on which tax is charged will be displayed in the report. For example, an item's MRP is Rs. 100 and its Sale price is Rs. 90. The tax is charged on the MRP of the item i.e. on Rs. 100. Now if you specify 'Y' in this data field then Rs. 90 will be displayed as taxable amount otherwise Rs. 100 will be displayed as taxable amount.

Tax Rate Decimal Places
In this data field you can specify no. of decimals for GST/VAT rate. This will be applicable only in case of item-wise tax.

Given here is a screenshot of the *Features/Options* window with the active *GST* tab.

Features/Options window with active GST tab



To enable *GST*, click the checkbox *Enable GST/VAT Reporting*. On enabling this feature, various data fields become active. These are:
- Type

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- Allow switching b/w GST/VAT using F12
- Create Default GST Masters
- Signatory's Details
- Type of Dealer
- Return Filing Frequency
- VAT Details
- GST Details
- E-Way Bill Required
- E-Invoice Required
- B2C QR Code Required
- ITC Tagging Required
- Enable Tax on Advance Receipts
- Default Tax Category
- Default HSN Code
- Minimum Digits for HSN Code
- Transport Details in Local Sales/Purchase
- GST Portal User Name
- Add. Tax / Cess Config
- Show Sale / Purchase Amt. as Taxable Amt in GST Reports
- Tax Rate Decimal Places
- Show Captions of 'Sale / Purchase' vouchers as 'Supply Outward / Supply Inward'

Type
Select the type of tax i.e. GST applicable in the company.

Allow switching b/w GST/VAT using F12
Check this checkbox if you want to switch between GST and VAT. You can switch between GST and VAT by pressing F12 key anytime while working in company.

Create Default GST Masters
Click the *Create Default GST Masters* button to create default GST masters. At the time of creating a new company by default GST masters will be created. So, you need not to click this button. But when you enable GST in an existing company, then you need to click on this button in order to create default GST masters.

Signatory's Details
Click the *Signatory's Details* button to enter the name, father/husband name and designation of the person on behalf of whom the VAT related reports are submitted to the concerned authorities. On clicking the button, an *Authorised Signatory Details* window appears in which you can enter the name, designation, mobile number and Email ID of the concerned person.

Type of Dealer
Select from the list whether the company is a Regular or Composite dealer.
- Regular Dealer - Select this option when company is a large assesse and its turnover is more than 75 lacs in previous year.
- Composite Dealer - Select this option when company is a small assesse and its turnover is less than 75 lacs in previous year.

Return Filing Frequency
This data field appears if you have selected the Type of Dealer as Regular. Select from the list the frequency at which you file GST return. Under this filed following three options appear:
- Default - On selecting this option, you can specify the date range for generating the GSTR1 report. In Reconciliation and Comparison reports, BUSY will ask at the time of report generation that whether report is to b e genrated on montly basis or on quarterly basis.
- Monthly - Select this option if you are filing reports on the monthly basis. On selecting this option, a *Select Month* Report Option will appear while generating the GSTR1, Reconciliation and Comparison Reports and you can select the required month for which you want to generate report.
- Quarterly - Select this option if you are filing reports on the quarterly basis. On selecting this option, a *Select Quarter* Report Option will appear while generating the GSTR1, Reconciliation and Comparison Reports and you can select the required quarter for which you want to generate report.

Tax Rate %
This data field appears if you have selected the Type of Dealer as Composition. Specify the default tax rate in this data field.

VAT Details
In the *VAT Details* sub-group, following data field appears:

TIN
You can specify *TIN No.* of your company in this data field.

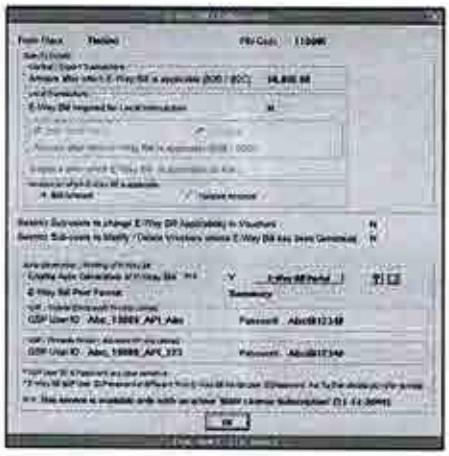
GST Details
In the *GST Details* sub-group, following data field appears:

GSTIN
Specify GSTIN No. in this data field. If you have specified GSTIN No. at the time of company creation then that number will appear by default in this data field.

E-Way Bill Required
Specify 'Y' under this option if E-Way Bill is required. After specifying 'Y' under *'E-Way Bill Required'* option, click Configure button. On clicking Configuration button, an *E-Way Bill Configuration* window appears. Given below is the screenshot of *E-Way Bill Configuration* window.

E-Way Bill Configuration window

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In E-Way Bill Configuration window following data field appears:

- *From Place* – Specify location/city from where the movement of goods will start.
- *PIN Code* – Specify PIN Code of location/city from where the movement of goods will start.
- *Amount after which E-Way Bill is applicable (B2B/B2C)* – Specify amount for central transaction (B2B/B2C) after which E-Way Bill will be applicable.
- *E-Way Bill required for Local transaction* – Specify 'Y' in this data field if E-Way Bill is required in local transactions.
- *Applicable for transactions* – Select whether E-Way Bill is applicable for *'Both B2B/B2C'* or *'Only B2B'* transactions.
- *Amount after which E-Way Bill is Applicable (B2B)* – Specify amount for local transaction (B2B) after which E-Way Bill will be applicable.
- *Distance after which E-Way Bill is applicable (in KM.)* – Specify distance after which E-Way Bill will be applicable in case of local transactions. If E-Way Bill is applicable for all local transactions irrespective of distance, then leave this field as zero.
- *Amount on which E-Way Bill is applicable* – Select whether E-Way Bill will be applicable on *'Bill Amount'* or *'Taxable Amount'*.
- *Restrict sub-users to change E-Way Bill applicability in Vouchers* – Specify 'Y' in this data field if you want to restrict sub-user for not to change E-Way Bill applicability in vouchers.
- *Restrict sub-users to Modify/Delete vouchers whose E-Way Bill has been generated* – Specify 'Y' in this data field if you want to restrict sub-user for modification/deletion of vouchers whose E-Way Bill is already generated.
- *Auto Generation of E-Way Bill*
  - *Enable Auto Generation of E-Way Bill* – Specify 'Y' in this data field if you want to generate E-Way Bill No. automatically from BUSY.
  - *E-Way Bill Printing Format* – Select E-Way Bill Printing format from the list. Following two options appear in the list:
    - *Summary* - Select this option to print E-Way Bill in summarized form.
    - *Detailed* - Select this option to print E-Way Bill in detailed form. In this case HSN Code related details of items will also be printed.
  - *GSP User ID (Webtel Electrosoft Private Limited)* - Specify E-Way Bill GSP User ID for 'Webtel' in this data field.
  - *GSP Password (Webtel Electrosoft Private Limited)* - Specify E-Way Bill GSP Password for 'Webtel' in this data field.
  - *GSP User ID (Pinnacle Finserv Advisors Private Limited)* - Specify E-Way Bill GSP User ID for 'Pinnacle' in this data field.
  - *GSP Password (Pinnacle Finserv Advisors Private Limited)* - Specify E-Way Bill GSP Password for 'Pinnacle' in this data field.

For Auto Generation of E-Way Bill, BUSY uses GSP service of *'Webtel Electrosoft Private Limited'*. But sometimes due to technical glitch or any other reason API stops working and as a result E-Way Bill can't be generated directly from BUSY. So, in this case user has to generate E-Way Bill manually leading to distress among users. To overcome this problem BUSY has done integration with one more GSP *'Pinnacle Finserv Advisors Private Limited'* so that if one API is not working, API of another GSP can be used for Auto Generation of E-Way Bill.

Auto-Generation of E-Way Bill option is available only in Standard & Enterprise Edition with an active BUSY License Subscription.

Click *'OK'* button to save the configuration.

E-Invoice Required

Specify 'Y' under this option if E-Invoice is required. After specifying 'Y' under *'E-Invoice Required'* option, click Configure button. On clicking Configuration button, an *E-Invoice Configuration* window appears. Given below is the screenshot of *E-Invoice Configuration* window.

E-Invoice Configuration window

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In E-Invoice Configuration window following data field appears:

- *From Place* – Specify location/city from where the movement of goods will start.
- *PIN Code* – Specify PIN Code of location/city from where the movement of goods will start.
- *Restrict sub-users to change E-Invoice applicability in Vouchers* – Specify 'Y' in this data field if you want to restrict sub-user for not to change E-Invoice applicability in vouchers.
- *Restrict sub-users to Modify/Delete vouchers whose E-Invoice has been generated* – Specify 'Y' in this data field if you want to restrict sub-user for modification/deletion of vouchers whose E-Invoice is already generated.
- *GSP User ID (Webtel Electrosoft Private Limited)* – Specify E-Invoice GSP User ID for 'Webtel' in this data field.
- *GSP Password (Webtel Electrosoft Private Limited)* – Specify E-Invoice GSP Password for 'Webtel' in this data field.
- *GSP User ID (Pinnacle Finserv Advisors Private Limited)* – Specify E-Invoice GSP User ID for 'Pinnacle' in this data field.
- *GSP Password (Pinnacle Finserv Advisors Private Limited)* – Specify E-Invoice GSP Password for 'Pinnacle' in this data field.

For Auto Generation of E-Invoice, BUSY uses GSP service of '*Webtel Electrosoft Private Limited*'. But sometimes due to technical glitch or any other reason API stops working and as a result E-Invoice can't be generated directly from BUSY. So, in this case user has to generate E-Invoice manually leading to distress among users. To overcome this problem BUSY has done integration with one more GSP '*Pinnacle Finserv Advisors Private Limited*' so that if one API is not working, API of another GSP can be used for Auto Generation of E-Invoice.

Click '*OK*' button to save the configuration.

B2C QR Code Required
Specify 'Y' in this data field if you want to print QR Code on B2C invoices.

ITC Tagging Required
Specify 'Y' in this data fied if you want to enable Monthly ITC Tagging utility. *Monthly ITC Tagging* utility is used to enter status of each voucher like Claimed, Pending, Ineligible, Not to be Claimed by comparing BUSY data with the GSTR2A downloaded from BUSY Portal. The status as entered for the transaction in *Monthly ITC Tagging* utility, will be used to claim ITC and the same will be reflected in GSTR 3B.

Enable Tax on Advance Receipts
Specify 'Y' in this data field if you want to enable Tax on Advance Receipt. On enabling this option, all the relevant reports will also get enabled.

Default Tax Category
You can specify default tax category in this data field. The tax category specified here will be then automatically picked while creating *Item* Masters.

Default HSN Code
You can specify default HSN Code in this data field. The HSN Code specified here will be then automatically picked while creating *Item* Masters.

Minimum Digits for HSN Code
Specify no. of minimum digits to be entered for HSN Code. On specifying minimum digits, a warning will appear in Item Master if you have entered more or less digits of HSN Code as configured. You can leave this field as '0' if you don't want to specify minimum digits for HSN Code.

Transport Details in Local Sales/Purchase
Specify 'Y' in this data field if you want to enter transport details in local sales/purchase transactions. If you specify 'Y' then while entering Sales/Purchase voucher for local (within state) transactions, a *Transport Details* window appears. In the window you can enter transport related details such as *Transport, GR/RR No., Vehicle No.*, and *Station*. By default the value in the data field is '*N*'.

GST Portal User Name
Specify GST Portal User Name in this data field. This is required in case of Auto Download of GSTR-1,2A,2B,3B & 4A from GST Portal.

Add. Tax / Cess Config
In the *Add. Tax / Cess Config* sub-group, following data field appears:

Enable Cess
Specify 'Y' in this data field if you want to enable *Cess*.

Caption
Enter name for the cess. The name you mention here will appear as heading for *Cess* column in all the GST reports and Invoices.

Enable Additional Cess
Specify 'Y' in this data field if you want to enable *Additional Cess*.

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Caption
Enter name for the additional cess. The name you mention here will appear as heading for *Additional Cess* column in all the GST reports and Invoices.

Show Sale / Purchase Amt. as Taxable Amt. in GST Reports
Specify 'Y' in this data field if you always want to display the Sale / Purchase amount as the amount on which tax is charged. Otherwise if you specify 'N' in this data field then the actual amount generally the MRP on which tax is charged will be displayed in the report. For example, an item's MRP is Rs. 100 and its Sale price is Rs. 90. The tax is charged on the MRP of the item i.e. on Rs. 100. Now if you specify 'Y' in this data field then Rs. 90 will be displayed as taxable amount otherwise Rs. 100 will be displayed as taxable amount.

Tax Rate Decimal Places
In this data field you can specify no. of decimals for GST/VAT rate. This will be applicable only in case of Item-wise tax.

Show Caption of 'Sale / Purchase' Vouchers as 'Supply Outward/Supply Inward'
On enabling this option voucher caption will appear as Supply Outward and Supply Inward for Sales and Purchase voucher respectively. Basically in GST, instead of Sale / Purchase, terms Supply Outward and Supply Inward will be used.

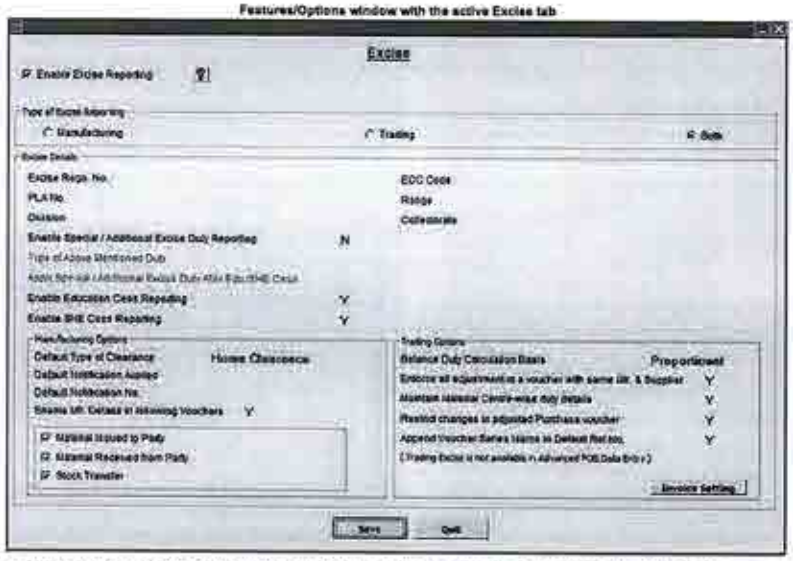
Excise

Under the *Excise* tab, you can enable Excise reporting for your company. In addition you can provide excise related information such as registration number, range, division and so on.

☞ Excise feature is not available with Basic Edition of BUSY.

Given here is a screenshot of the *Features/Options* window with the active *Excise* tab.

Features/Options window with the active Excise tab



- To enable the feature, check the checkbox *Enable Excise Reporting*. On enabling this feature, following data fields and groups get active:

Type of Excise Reporting
Select the type of Excise reporting that your company has to follow. The two types are:
- Mfg. - Select this option if you follow *Manufacturing Excise Reporting*.
- Trading - Select this option if you follow *Trading Excise Reporting*.
- *Both* - Select this option if you follow both Trading & Manufacturing Excise.

Excise Regn. No.
Enter the Excise registration number in the data field.

ECC Code
Enter the ECC Code in the data field.

PLA No.
Enter the PLA number in the data field.

Range
Enter the Range in the data field.

Collectorate
Enter the Collectorate in the data field.

☞ The information about registration number, range and so on is made available to you when you register with the Excise Department. Thus, you should contact the Excise Department if you do not have the required information.

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Enable Special/Additional Excise Duty Reporting
Specify 'Y' in this data field if you want to levy special or additional Excise duty. By default, the value in the data field is 'N'.

Type of Excise Duty
This data field becomes active if you have specified 'Y' in the *Enable Special/Additional Excise Duty Reporting* data field. Select the type of duty from the list of options, *SED* and *AED*, in the data field.

Apply Special/Additional Excise Duty after Edu /SHE Cess
This data field gets activated if you have selected the *Trading* option in the *Type of Excise Reporting* data field and further specified 'Y' in the *Enable Special/Additional Excise Duty Reporting* data field. Specify 'Y' in this data field if you want to calculate the amount of AED/SED on Nett Bill Amount. If you specify 'Y' in this data field then the amount of AED/SED will be calculated after considering the amount of Education Cess and SHE Cess (if enabled).

Enable Education Cess Reporting
Specify 'Y' in this data field if you want to levy Education cess and include the information in reporting. By default, the value in the data field is 'N'.

Enable SHE Cess Reporting
This data field gets activated if you have specified 'Y' in the *Enable Education Cess Reporting* data field. Specify 'Y' in this data field if you want to enable Secondary Higher Education Cess and include information in the reporting.

Manufacturing Options
This group gets active for Manufacturing Excise. Various data fields that appear under this group are:

Default Type of Clearance
Select default clearance type.

Default Notification Availed
Specify default notification availed.

Default Notification No
Enter default notification number.

Enable Mfr. Details in following vouchers
Specify 'Y' in this data field to enable Manufacturing Excise for following vouchers:
- Material Issued to Party - Enable this checkbox if you want to enter Excise details in *Material Issued to Party* vouchers.
- Material Received from Party - Enable this checkbox if you want to enter Excise details in *Material Received From Party* vouchers.
- Stock Transfer - Enable this checkbox if you want to enter Excise details in *Stock Transfer* vouchers.

Trading Options
This group gets active for Trading Excise. Various data fields that appear under this group are:

Balance Duty Calculation Basis
Select whether you want to show actual duty details or the proportional duty details to be reflected. Actual duty details refers to the amount of duty passed on and proportional duty details refers to the amount of duty as per the quantity passed on. For example, a supplier has purchased 100 pieces of an item on which he has paid Excise of Rs 120. Now the supplier further sold 50 pieces and collects Rs 61 as Excise. In such a case, actual Excise duty is Rs 61 and proportional Excise duty is Rs 60.

Enforce all adjustment in voucher with same Mfr. & Supplier
This data field gets activated if you have selected the *Trading* option in the *Type of Excise Reporting* data field. Specify 'Y' in this data field if you want to allow entering of vouchers with only same manufacturer and supplier for all the items used in the voucher.

Maintain Material Centre - wise Duty Details
Specify 'Y' in this data field to filter Excise references Material Centre - wise.

Restrict Changes in adjusted Purchase voucher
This data field gets activated if you have selected the *Trading* option in the *Type of Excise Reporting* data field. Specify 'Y' in this data field to restrict modification of Purchase vouchers which have been adjusted in any of the *Sales* voucher.

Append Voucher Series Name in Default Ref No
Specify 'Y' in this data field to append voucher series along with voucher number and date to Trading Excise reference number created by BUSY.

Invoice Setting
This button becomes active if you have selected *Trading* option in the *Type of Excise Reporting* data field. Click the *Invoice Setting* button to set different standard Invoice formats for *Trading Excise Reporting*. On clicking the button an *Invoice Setting* window appears. Given here is a screenshot of the *Invoice Setting* window.

Invoice Setting window



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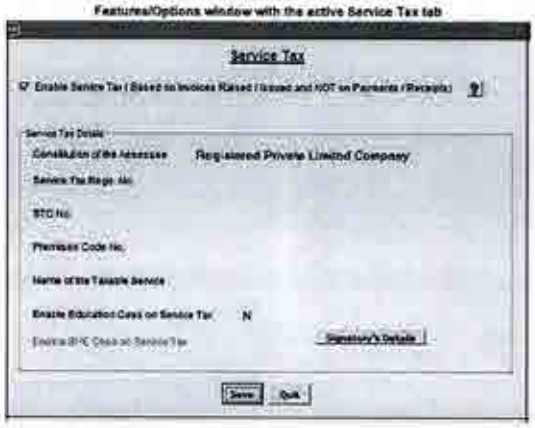
There are four *Standard Invoice Format* options in the window along with a data field.
- Select the appropriate option and data field and click the *Ok* button.

Excise tab is not available in BUSY BS model and for the countries other than India.

Service Tax

Under the *Service Tax* tab, you can enable service tax reporting for your company. In addition you can provide Service tax related information such as registration number. Given here is a screenshot of the *Features/Options* window with the active *Service Tax* tab.

Features/Options window with the active Service Tax tab



- To enable the *Service Tax* feature, check the checkbox *Enable Service Tax Reporting*. On enabling this feature, various data fields and one button become active. These are:
  - Constitution of the Assessee
  - Service Tax Regn. No.
  - STC No.
  - Premises Code No.
  - Name of the Taxable Service
  - Enable Swachh Baharat Cess (SBC)
  - Enable Krishi Kalyan Cess (KKC)
  - Enable Education Cess on Service Tax
  - Enable SHE Cess on Service Tax
  - Signatory's Details

Constitution of the Assessee
Select the Assessee's constitution.

Service Tax Regn. No.
Enter the Service Tax registration number in this data field.

STC No.
Enter the Service Tax Category number in this data field.

Premises Code No.
Enter the Premises Code number in this data field.

Name of the Taxable Service
Enter the name of the taxable service you are rendering. The name entered here will appear on top of the Service tax returns.

Enabel Swachh Bharat Cess
Specify 'Y' in this data field if you need to levy Swachh Bharat Cess (SBC) on Service tax and include the information in reporting. On specifying 'Y' in this data field, a *Default SBC Rate* (%) data field appears in which you need to specify the default SBC percentage to be charged on Service tax.

Enabel Krishi Kalyan Cess
Specify 'Y' in this data field if you need to levy Krishi Kalyan Cess (KKC) on Service tax and include the information in reporting. On specifying 'Y' in this data field, a Default KKC Rate (%) data field appears in which you need to specify the default KKC percentage to be charged on Service tax.

Enable Education Cess on Service Tax
Specify 'Y' if you want to levy education cess on Service tax and include the information in reporting. By default, the value in the data field is 'N'. If you specify 'Y' then you can configure control masters for Education Cess and view related information in Service tax reporting.

Enable SHE Cess on Service Tax
Specify 'Y' in this data field if you want to levy SHE Cess on Service tax and include the information in the reporting.

Signatory Details
Click this button to enter the name, father/husband name and designation of the authorised person. On clicking this button, an *Authorised Signatory's Details* window appears in which you can enter the required details.

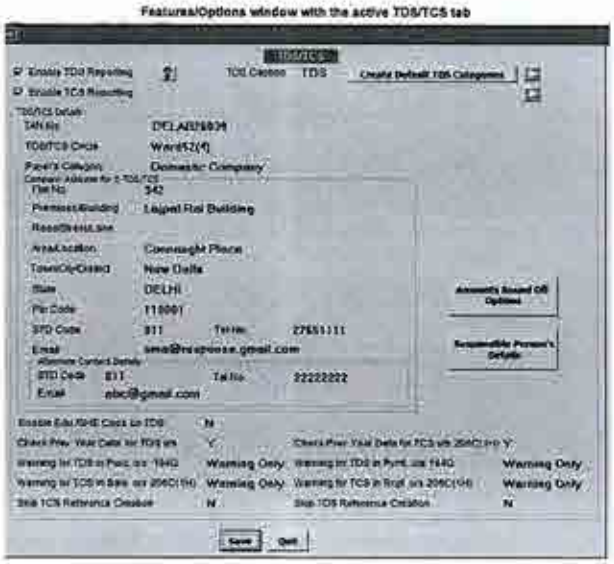
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Service Tax tab is not available for the countries other than India.

TDS/TCS

Under the *TDS/TCS* tab, you can enable TDS/TCS reporting for your company. In addition you can provide TDS/TCS related information such as TAN number, payer's category, address and so on. Given here is a screenshot of the *Features/Options* window with the active *TDS/TCS* tab.

Features/Options window with the active TDS/TCS tab



- To enable the *TDS* feature, click the checkbox *Enable TDS Reporting*.
- To enable the *TCS* feature, click the checkbox *Enable TCS Reporting*.

On enabling these features, various buttons, data fields and groups gets active which are as follows:

TDS Caption

Specify the caption to be used for TDS. For example, in some countries TDS is being referred as With Holding Tax (WTH).

Create Default TDS Categories

Click this button to create default TDS categories. TDS Categories refer to the different types of income on which TDS deductions can be made. For example, rent, salaries, fees for professional services and so on are TDS categories. Default TDS categories are the commonly used general TDS categories such as advertisement, rent and so on. On clicking the button, a *Create Default TDS Categories* message box appears.

- Click the *Yes* button to create the TDS categories.

TAN No.

Enter the Tax Deduction Account Number. This is a unique number that the payer receives on getting registered for TDS with the IT Department.

TDS/TCS Circle

This information is received along with the TAN Number from the IT Department. It contains information regarding the category of the payer.

Payer's Category

Select the category to which the payer belongs from the list that appears in the data field. In the screenshot given above, the category is Domestic Company. This means that Smart Clothing Company, the payer, is a domestic company.

Company Address for E-TDS/TCS

Under this group there are various data fields. You need to enter appropriate information in the data fields for the purpose of reporting. The information pertains to the company. The data fields are:

- Flat No.
- Premises/Building
- Road/Street/Lane
- Area/Location
- Town/City/District
- State
- Pin Code
- STD Code
- Tel No.
- Email
- Alternate Contact Details
  - STD Code
  - Tel No.
  - Email

Enable EDU./ SHE Cess on TDS

This data field gets active, if TCS Reporting is enabled. Specify 'Y' in this data field to enable EDU./SHE Cess on TDS.

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Check Prev. Year Data for TDS u/s 194Q
Specify 'Y' under this data field, if you want to check previous year data to apply TDS i.e. if threshold limit of INR 50 lakhs is crossed in previous year then TDS will be applied in current year also irrespective of threshold limit is crossed or not.

Check Prev. Year Data for TCS u/s 206C(1H)
Specify 'Y' under this data field, if you want to check previous year data to apply TCS i.e. if threshold limit of INR 50 lakhs is crossed in previous year then TCS will be applied in current year also irrespective of threshold limit is crossed or not.

Warning for TDS in Purchase u/s 194Q
Under this data field, following options appear:

- *No Action* – Select this option, if you do not want any action to be taken if the condition for applying TDS Bill Sundry is met and you have not applied the TDS Bill Sundry in the voucher.
- *Warning Only* – Select this option, if you want BUSY to show a warning message for applying TDS Bill Sundry in the voucher. Basically on selecting this option, if the condition for applying TDS will be met and User has not applied TDS Bill Sundry then a message will be shown to the User and he has to decide whether to apply TDS Bill Sundry or not.
- *Don't Allow* – Select this option, if you want BUSY to do not allow voucher saving without applying TDS Bill Sundry. Basically on selecting this option if the condition for applying TDS Bill Sundry is met and User has not applied TDS Bill Sundry then BUSY will not allow to save the voucher.

Warning for TDS in Payment u/s 194Q
Under this data field, you need to select the action to be taken if TDS is not applied in the Payment voucher and condition for applying TCS is met in the voucher.

Warning for TCS in Sale u/s 206C(1H)
Under this data field, following options appear:

- *No Action* – Select this option, if you do not want any action to be taken if the condition for applying TCS Bill Sundry is met and you have not applied the TCS Bill Sundry in the voucher.
- *Warning Only* – Select this option, if you want BUSY to show a warning message for applying TCS Bill Sundry in the voucher. Basically on selecting this option, if the condition for applying TCS will be met and User has not applied TCS Bill Sundry then a message will be shown to the User and he has to decide whether to apply TCS Bill Sundry or not.
- *Don't Allow* – Select this option, if you want BUSY to do not allow voucher saving without applying TCS Bill Sundry. Basically on selecting this option if the condition for applying TCS Bill Sundry is met and User has not applied TCS Bill Sundry then BUSY will not allow to save the voucher.

Warning for TCS in Receipt u/s 206C(1H)
Under this data field, you need to select the action to be taken if TCS is not applied in the Receipt voucher and condition for applying TCS is met in the voucher.

Skip TCS Reference Creation
Enable this option if you do not want to maintain TCS references and want to maintain ledger only.

Skip TDS Reference Creation
Enable this option if you do not want to maintain TDS references and want to maintain ledger only.

Amount Round Off Options
Click this button to configure rounding off options for TDS/TCS. On clicking this button, an *Amount Round Off Configuration* window appears. Given here is a screenshot of *Amount Round Off Configuration* window.

Amount Round Off Configuration window



On specifying 'Y' in the *Round Off TDS/TCS Duty Amounts* data field, an *Amount Round Off Configuration* group gets activated. In the *Amount Round Off Configuration* group there are various options. The options are:

- Always Upper - Select this option if you want to do the rounding off always on upper side. For example, if the value is 201.30 then it will be rounded off to 202.
- Always Lower - Select this option if you want to do the rounding off always on lower side. For example, if the value is 201.30 then it will be rounded off to 201.
- Automatic - Select this option if you want to do the rounding off automatically depending on the value in decimal. For example, if the value is 201.30 then it will be rounded off to 201, or if the value is 201.80 then it will be rounded off to 202.
- TDS/TCS Amt. - Select this option if you want to round off TDS/TCS amount.
- Surcharge Amt. - Select this option if you want to round off Surcharge amount.
- Edu.Cess Amt. - Select this option if you want to round off Education Cess amount.
- SHE Cess Amt. - Select this option if you want to round off SHE Cess amount.

Responsible Person's Details
Click this button to enter details for the responsible person who is responsible for handling the TDS/TCS system for the payer. On clicking the button, a *Responsible Person's Details* window appears. Given here is a screenshot of the *Responsible Person's Details* window.

Responsible Person's Details window

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You need to enter appropriate information in the data fields for the purpose of reporting. The information pertains to the responsible person. The data fields are:

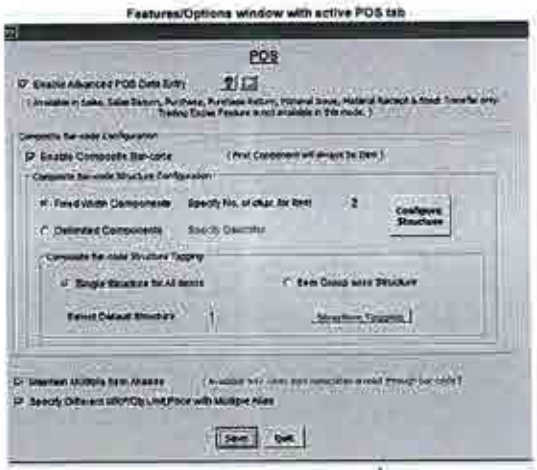
- Name - Enter the name of the person who is responsible for handling the TDS/TCS system for the payer. This person will be contacted by the IT Department in case of any clarifications required or discrepancy in the records.
- S/o,D/o,W/o - Enter the father/husband name of the authorized person.
- Designation - Enter the designation of the person who has been named in the previous field.
- Flat No.
- Premises/Building
- Road/Street/Lane
- Area/Location
- Town/City/District
- State
- Pin Code
- STD Code
- Tel No.
- Email
- Mobile No.
- Alternate Contact Details
  - o STD Code
  - o Tel No.
  - o Email
- Click the *Ok* button to save the details.

TDS/TCS tab is not available for the countries other than India and Pakistan.

POS

Under the *POS* tab, you can enable POS Billing Details for various vouchers. POS refers to Point of Sale. POS is useful for the sale counters where final billing is done and where faster bill entry is required. POS provides you with the facility to specify most of the billing details in advance so that at the time of voucher entry minimal details are required to be entered. You can configure POS Billing Details in *Administration > Configuration > Vouchers Configuration*. Given here is a screenshot of *Features/Options* window with active *POS* tab.

Features/Options window with active POS tab



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- Enable the checkbox *Enable Advanced POS Data Entry* to enter advanced POS Billing details in vouchers. On selecting this checkbox, a *Composite Bar Code Configuration* group gets activated. In the group, you can enable and configure Composite Bar Code structure. To enable Composite Bar Code enable the checkbox *Enable Composite Bar-Code*.

On enabling *Enable Composite Bar Code* checkbox, you can read other item information such as price, unit and so on along with item name from the Bar Code. After enabling this checkbox you can also configure structure for the Bar Code. Let us now discuss the steps to configure Bar Code Structure. To configure Bar Code structure, you have to first select the *Composite* option. On selecting the *Composite* option, two sub-groups become active. The sub-groups are:

- Select Bar Code Configuration
- Set Structure Config Info

Select Bar Code Configuration

In the *Select Bar Code Configuration* sub-group, you can configure the Bar Code structure. Under this sub-group, there are various data fields and one button. The data fields and button are:

- Fixed Width Component
- Specify No. of Char. for Item
- Delimited Components
- Specify delimiter
- Configure Structure

Fixed Width Components

Select this option if you want to separate one field from another by character length.

Specify No. of Char. for Item

This data field gets activated only if you have selected the *Fixed Width Components* option. Specify the maximum character length for item name/alias.

Delimited Components

Select this option if you want to separate one field from other by a delimiter sign.

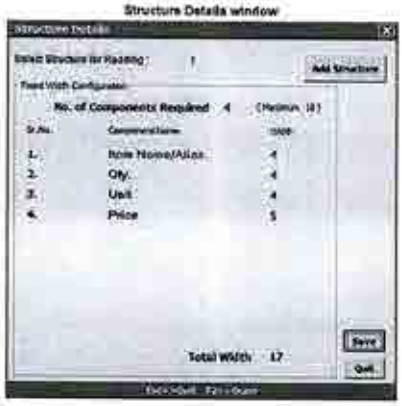
Specify Delimeter

This data field gets activated only if you have selected *Delimited Components* option. Specify the delimiter sign for separating different fields.

Configure Structure

Click this button to configure Bar Code structure. On clicking this button, a *Structure Details* window appears. Given here is a screenshot of *Structure Details* window.

Structure Details window



In the *Structure Details* window, you can create and configure different Bar Code structures. To create a Bar Code structure, click *Add Structure* button in the window itself. On clicking the *Add Structure* button, a *Bar Code Structure - Add* window appears. In the window enter the name for the Bar Code structure and click the *Save* button.

To configure Bar Code Structure, select the structure name in the *Select Structure For Reading* data field. On selecting the structure name, a *Delimeter/Fixed Width Configuration* group gets activated. In the group, there is an option, *No of Components Required* in which you have to specify the number of item components required. You can enter a number from 1 to 10. On entering a number in the range 1-10, appropriate number of fields become active. In the screenshot given above, the number of component is 4, hence four data fields have become active.

You have to select the item component in the order in which you want them to be read from the Bar Code. The first component will always remain item name/alias. Further if you have selected the *Fixed Width Components* option in the *Select Bar Code Configuration* sub-group then a *Width* data field also gets activated. In the field you have to specify the character length for the item component.

Let us understand this with the help of an example. You have selected three item components Qty., Unit and Price and specified the Width as 4, 5 and 7. Also as mentioned above that first component will always remain item name/alias and the Fixed Width specified for it is 10. Now while reading Bar Code, BUSY will treat first ten characters as item name/alias, next four characters as quantity, next five characters as unit and next seven characters as item price.

- Click the *Save* button to save the structure details.

Set Structure Config Info

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Under this group, you can set the default structure for all the items or can tag different structures to different Item Groups. Various data fields and button that appear under this group are:

- Single Structure for All Items
- Item Group-wise Structure
- Select Default Structure
- Structure Tagging

Single Structure for All Items
Select this option if you want to select a single Bar Code structure that will be applicable for all the items.

Item Group-wise Structure
Select this option if you want to apply separate Bar Code structures for different Item Groups.

Select Default Structure
Select the default structure to be applicable for all the items and Item Groups for which no structure is defined.

Structure Tagging
This button gets active if you have selected the *Item Group-wise Structure* data field. Click this button to define separate Bar Code structures for different items. On clicking this button, a *Composite Bar-code Structure Tagging* window appears. Given here is a screenshot of *Composite Bar-code Structure Tagging* window.

Composite Bar-code Structure Tagging window



In the *Composite Bar-code Structure Tagging* window, all the Item Groups appear. Select the structure to be applicable for the group in the *Structure* field.

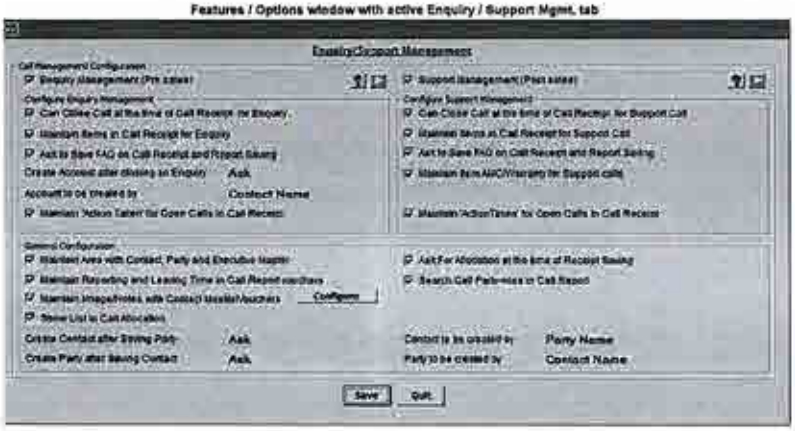
- Click the *Save* button to save the configuration.

POS tab is not available in BUSY BS model.

Enquiry / Support Mgmt.

Enquiry / Support Mgmt. tab provides features related to Customer Relationship Management (CRM) and Customer Support Management (CSM). Under this tab you can enable Enquiry which is a pre sale process and Support which is a post sale process. Given here is a screenshot of *Features / Options* window with active *Enquiry/Support Mgmt.* tab.

Features / Options window with active Enquiry / Support Mgmt. tab



Various options that appear under *Enquiry / Support Mgmt.* tab are:

- Enquiry Management (Pre Sales)
- Support Management (Post Sales)
- Enquiry Configuration

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- Support Configuration
- General Configuration

Enquiry Management (Pre Sales)
Enquiry Management refers to handling of enquiry calls and maintaining complete details of it. Enable this option to enter Enquiry related details in BUSY. On enabling this option, Call Receipt, Call Allocation and Call Report voucher starts appearing in Transactions menu using which you can enter data for the calls received for enquiry and further action taken on them.

Support Management (Post Sales)
Support Management refers to providing support to your existing clients regarding products in which you trade and maintaining a systematic record for it. Enable this option to enter Support related details in BUSY. On enabling this option, Call Receipt, Call Allocation and Call Report voucher starts appearing in Transactions menu using which you can enter data for the calls received for support and further action taken on them.

Enquiry Configuration
This group gets active if you have enabled the *Enquiry Management (Pre Sale)* option. Various fields that appear under this group are:
- Can Close Call at the time of Call Receipt for Enquiry - Enable this option to allow User to close call in *Call Receipt* voucher also.
- Maintain Items in Call Receipt for Enquiry - Enable this option to maintain item details in *Call Receipt* voucher for Enquiry call. This option is useful if you wish to keep a record of items for which an enquiry is raised from customers.
- Ask to save FAQ on Call Receipt and Report Saving - Enable this option to save FAQ from the Call Receipt & Call Report vouchers. Basically on enabling this option, BUSY will ask you to save FAQ at the time of saving the Call Receipt and Call Report vouchers. By default Call Receipt Remarks will be shown as Question and Action Suggested Remarks will be shown as Answer. However you can make required changes in it.
- Create Account after closing an Enquiry - Enable this option to create an account for the Contact from whom the enquiry has been raised. On enabling this option, a *Create Account from Contact* message box will appear on saving the Call Receipt and Call Report voucher using which you can create an Account master for the Contact. However this message box will appear only if the Call status is Closed and Sub Status is Successful.
- Account to be created by - This data field gets active only if you have enabled the option of Create Account after closing an Enquiry. Select by which name Account is to be created i.e. by Contact Name or by Organisation Name.
- Maintain 'Action Taken' for Open Calls in Call Receipt - Enable this option to enter details of action taken for open calls also. Basically on enabling this option, an 'Action Taken' data field will appear in Call Receipt vouchers even if the call is still open.

Support Configuration
This group gets active if you have enabled the Support *Management (Post Sale)* option. Various fields that appear under this group are:
- Can Close Call at the time of Call Receipt for Support Call - Enable this option to allow User to close call in *Call Receipt* voucher also.
- Maintain Items in Call Receipt for Support Calls - Enable this option to maintain item details in *Call Receipt* voucher for Support calls.
- Ask to save FAQ on Call Receipt and Report Saving - Enable this option to save FAQ from the Call Receipt & Call Report vouchers. Basically on enabling this option, BUSY will ask you to save FAQ at the time of saving the Call Receipt and Call Report vouchers. By default Call Receipt Remarks will be shown as Question and Action Suggested Remarks will be shown as Answer. However you can make required changes in it.
- Maintain Item AMC/Warranty with Support Calls - This option appears if you have enabled *Enable Support Management* option. Enable this option to maintain details of Item warranty or AMC with Support calls. On enabling this option, you can specify warranty or AMC months with an item. Afterwards in the Sales voucher, create warranty reference and later on at the time of warranty expiration can convert it to AMC by adjusting against reference created for warranty. Also Warranty / AMC reference will be shown in Party Dash Board in Call Receipts vouchers for reference purpose.
- Maintain 'Action Taken' for Open Calls in Call Receipt - Enable this option to enter details of action taken for open calls also. Basically on enabling this option, an 'Action Taken' data field will appear in Call Receipt vouchers even if the call is still open.

General Configuration
Various options that appear under this group are:
- Maintain Area with Contact and Executive Master - Enable this option to maintain details of area being allocated to the Executive or area under which the Contact person's address fall.
- Ask for Allocation at the time of Call Receipt Saving - Enable this option to get a message for allocation of call at the time of saving *Call Receipt* voucher. Basically on enabling this option, a message box asking for Call Allocation will appear at the time of saving *Call Receipt* voucher.
- Maintain Reporting and Leaving Time in Call Report Voucher - Enable this option to maintain Executive's reporting and leaving time in the clients office premises in the Call Report voucher.
- Search Call Party-wise in Call Report Voucher - Enable this option to sort list of Calls in Call report voucher by Party name. On enabling this option the calls list will be sorted party - wise and not call number-wise.
- Maintain Image/Notes with Contact Master/Vouchers - Enable this option to maintain images / notes with the voucher. On enabling this option, an *Options for Images and Notes* window appears. In the *Options for Images and Notes* window, there are various data fields. The data fields are:
  - Maintain Image with Contact Master - Enable this option if you want to maintain image for the Contact master.
  - Image Folder - This data field gets activated if you have enabled the *Maintain Image with Contact Master* option. Specify the path of the folder from where the images for the Contact masters are to be picked. You can also select the path by clicking the *Browse* button. The image folder you specify here should contain the images that have the name similar to the name or Alias of the Contact masters you use. Images will be tagged with the Contact master by matching the Contact Name or Alias with the Image name. All the Contact images should be kept in one folder as you can specify only one folder name from where the images for the Contact master will be picked.
  - Save Contact Master Image in Database - This option is available only in SQL mode. Enable this option to save images in your company's database.
  - Maintain Notes with Contact master - Enable this option if you want to maintain Notes with *Contact* master. On enabling this option, a data field gets active in which you can specify the number of characters to be used in a single line while viewing / printing Notes for the *Contact* master. For example, if you have specified 80 in this data field then only 80 characters will be displayed / printed in a single row and after every 80 characters, new character will start from the next line. On enabling this option, a *Notes* button gets active in the *Contact* master by clicking which you can enter notes for the Contact master.
  - Show Contact Notes in Data Entry - Enable this option to view Contact notes at the time of making data entry. Basically on enabling this option, when you select Contact in a voucher and press *Enter* key, the notes entered with it will be displayed in a window.
  - Maintain Image with Call Mgmt. vouchers - Enable this option if you want to maintain image of Call Management Vouchers (Call Receipt, Call Allocation & Call Report vouchers). On enabling this option, a *Vch Image Folder* data field gets activated in the *Administration > Configuration > Vouchers Configuration*. You can specify the path of the Voucher Images folder in that data field.

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- Save Call Mgmt. Voucher Images in Database - This option is available only in SQL mode. Enable this option to save images in your company's database.
- Maintain Notes with Call Mgmt. Vouchers - Enable this option if you want to maintain notes with Call Management vouchers. On enabling this option, a data field gets active in which you can specify the number of characters to be used in a single line while viewing / printing Notes for the voucher. For example, if you have specified 80 in this data field then only 80 characters will be displayed / printed in a single row and after every 80 characters, new character will start from the next line. On enabling this option, a *Notes* button gets active in the *Call Receipt, Call Allocation* & *Call Report* vouchers on clicking which you can enter notes for the voucher.

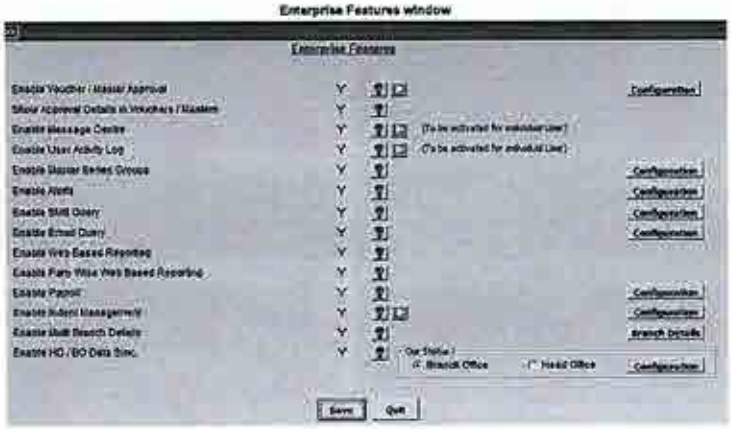
- Show List in Call Allocation - Enable this option if you want to view list of pending calls in grid at the time of entering Call Allocation voucher instead of loading the pending calls using *'Load Calls'* button.
- Create Contact after saving Party - Under this data field, you need to select appropriate option from the list provided. The options provided are:
  - Auto - Select this option to automatically create *Contact* master on saving the *Account* master with Sundry Debtors or Sundry Creditors Group. If this option is selected then on saving *Account* master, a *Contact* master will automatically be created with the same name as specified for the Account or Party.
  - Ask - On selecting this option, BUSY will pop up a message box asking to create *Contact* master after saving the Party master.
  - Never - Select this option if you do not wish to create *Contact* master on saving *Account* master.
- Contact to be created By - Select whether contact is to be created by Contact Name or Party Name.
- Create Party after saving Contact - Under this data field, you need to select appropriate option from the list provided. The options provided are:
  - Auto - Select this option to automatically create *Party* master with Sundry Debtors or Sundry Creditors Group while saving the *Contact* master. If this option is selected then on saving *Contact* master, *Account* master will automatically be created with the same name as specified for the *Contact* master.
  - Ask - On selecting this option, BUSY will pop up a message box asking to create *Account* master after saving the *Contact* master.
  - Never - Select this option if you do not wish to create *Account* master on saving *Contact* master.
- Party to be created By - Select whether party is to be created by Contact Name or Organisation Name.

Enquiry / Support Management tab is available in Enterprise Edition only.

Enterprise Features

This tab is available only in the Enterprise edition of BUSY and cover features that are available only in Enterprise edition of BUSY. Given here is a screenshot of *Enterprise Features* window.

Enterprise Features window



Various options that can be configured under *Enterprise Features* window are:

- Enable Voucher / Master Approval
- Show Approval Details in Vouchers / Masters
- Enable Message Centre
- Enable User Activity Log
- Enable Master Series Groups
- Enable Alerts
- Enable SMS Query
- Enable Email Query
- Enable Web Based Reporting
- Enable Party-wise Web Based Reporting
- Enable Payroll
- Enable Indent Management
- Enable Multi Branch Details
- Enable HO /BO Data Sync

Enable Voucher / Master Approval

Specify 'Y' in this data field to enable Voucher / Master approval feature. On enabling this feature, you can tag various Users to different voucher series and Masters which they can approve. Basically by enabling this feature, you can distribute approval rights of different vouchers and Masters to different Users. On enabling this feature, a *Configure* button appears. On clicking the *Configure* button, a *Voucher / Master Approval* message box appears. In the message box, following two options appear:

- Vouchers - Select this option if you want to configure approval rights for various vouchers and their series.
- Master - Select this option if you want to configure approval rights for Account and Item masters.

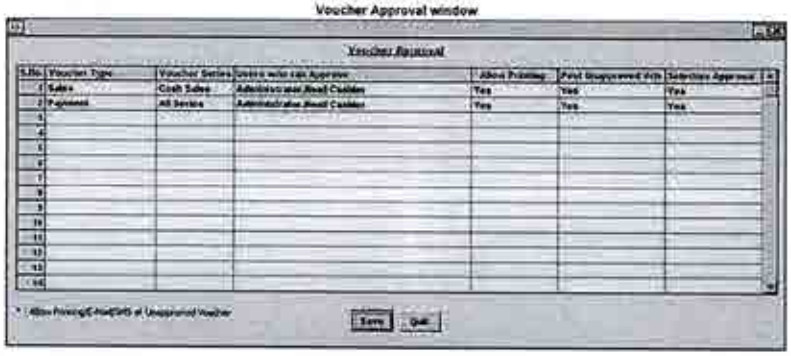
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Let us discuss these options in detail.

Vouchers

On selecting the *Vouchers* option, a *Voucher Approval* window appears. Given here is a screenshot of *Voucher Approval* window.

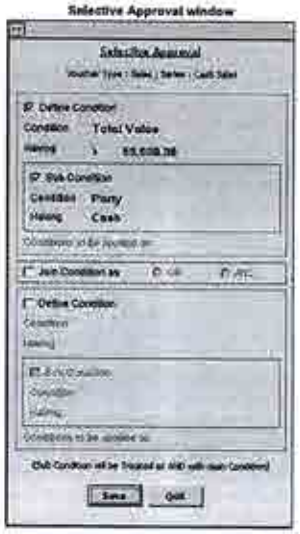
Voucher Approval window



In the *Voucher Approval* window, a grid with various fields appear. Various fields in the grid are:

- Voucher Type - Select the voucher type for which you want to configure approval rights.
- Voucher Series - Select the voucher series for which you want to configure approval rights.
- Users who can Approve - Select the Users who can approve the vouchers of the selected voucher series. On pressing the *Enter* key in this field, a *Select Users* window appears which displays name of the SuperUser and all the sub-users of the company. Select the Users to whom you want to give right to approve vouchers of the selected Voucher Series.
- Allow Printing - Select *'Yes'* option if you want to allow printing of unapproved vouchers otherwise select the *'No'* option. On selecting the *'No'* option, you are not allowed to print the vouchers which are still unapproved.
- Post Unapproved Vch - Select *'Yes'* option from the list if you want to adjust unapproved vouchers. On selecting *'Yes'* option, unapproved vouchers will be taken into consideration while displaying any kind of report. Also, you can create and adjust references in unapproved vouchers but the references of unapproved vouchers cannot be adjusted in other vouchers. In simple words, on specifying 'Y' in this field, posting of accounting and inventory entries of unapproved vouchers will be done and will be displayed in required report.
- Selective Approval - Select *Yes* option from the list if you want to put some conditions for approving the voucher. For example, you want if a voucher of more than Rs. 50,000 is entered then it must be first approved by SuperUser or all the cash payments must be first approved by the User HeadCashier then you can use the *Selective Approval* feature. On selecting *Yes* option from the list, a *Selective Approval* window appears. Given here is a screenshot of *Selective Approval* window.

Selective Approval window



In the *Selective Approval* window, there are three groups. The groups are:

- Condition 1
- Join Condition As
- Condition 2

Condition 1

Under this group, you can specify the conditions on occurrence of which approval is required. Various options that appear under this group are:

- Define Condition - Enable this option to specify condition for the voucher approval.
- Condition - Select the Voucher Component on which condition is to be applied. For example, you want that whenever a Sales voucher of more than Rs. 50,000 is entered, it should be first approved by the Head Cashier. For this purpose, you will select the *Total Value* option from the list.

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- Having - Select the required operator and enter the value for applying the condition. Continuing with above example, you will select the operator as '>' and enter the value as 50,000.
- Sub Condition - Select this option to specify a Sub condition with the Main condition specified above. If you specify a Sub condition then approval will be required when both the Main and Sub conditions will be met. For example, you want that whenever a Sales voucher with cash sales more than Rs. 50,000 is entered, it should be first approved by Head Cashier. For this purpose, you can specify the Sub condition with the Main condition specified above.
- Condition - Select the Voucher component on which condition is to be applied. Continuing with the example, select the *Party* component from the list.
- Having - Select the required operator and enter the value for applying the condition. Continuing with our example, select the *Cash* option from the list.
- Condition to be Applied On - This data field gets active for *Production*, *Unassemble* and *Stock Journal* voucher. In this data field, you have to select that the conditions you have specified are applicable for Items Generated or for Items Consumed.

Join Condition As
Enable this option if you want to specify some more conditions along with the conditions specified in the *Condition 1* group. After enabling this option, you can select either the 'Or' or 'And' option. Here 'Or' implies that either Condition 1 or Condition 2 (explained below) are met, then approval is required and 'And' implies that both Condition 1 and Condition 2 are met only then the approval is required.

Condition 2
Under this group, you can specify the conditions on occurrence of which approval is required. This group is totally similar to the *Condition 1* group explained above.

Masters
On selecting the *Masters* option, a *Master Approval* window appears. In the *Master Approval* window, a grid with various fields appear. Various fields in the grid are:
- Master Type - Select the Master type for which you want to configure approval rights. You can configure approval rights either for Account master or for Item master.
- User who can Approve - Select the Users who can approve the selected Master Type. On pressing *Enter* key in this field, a *Select Users* window appears which displays name of the SuperUser and all the sub-users of the company. Select the Users to whom you want to give right to approve Masters entered for the selected Master Type.
- Allow Transactions - Select 'Yes' option from the list if you want unapproved Masters to be used in vouchers. If you select *'No'* option from the list then unapproved Masters will not appear in vouchers.
- Selective Approval - Select *Yes* option from the list if you want to put some conditions for approving the master. For example, you want that whenever an *Account* master with opening balance of more than Rs. 50,000 is entered, it should be first approved by the SuperUser. For this purpose, you can use the *Selective Approval* feature. On selecting *Yes* option from the list, a *Selective Approval* window appears. This window is explained above in the *Voucher Approval* feature.

To use the *Voucher / Master Approval* feature, you need to perform the following steps:
- Enable Voucher / Master Approval feature in *Features / Options* and configure approval rights.
- Open Vouchers / Masters in modify mode to approve them. To approve the voucher, the User having approval rights should open the Vouchers / Masters in modify mode and then save them. On saving by the authorised User, Voucher / Master will be treated as approved voucher.
- Vouchers / Masters can also be approved by using *Administration > Utilities > Miscellaneous Data Entry > Approve Vouchers / Masters option*.
- View approved / unapproved entries in *Checklist > Voucher / Master Approval report*.

Show Approval Details in Vouchers / Masters
Specify 'Y' in this data field to view approval details such as approved by, approval date & time and so on at the bottom of the Vouchers / Masters.

Enable Message Centre
Specify 'Y' in this data field if you want to enable Message Centre for the company. On enabling this option you can send and receive mail to/from all the Users created in the company. Enabling Message Centre here will enable the Message Centre at the global level. However you can enable/disable Message Centre for individual Users by using the *Users* menu.

To send/receive mails through Message Centre, *Message Centre* utility is provided in *Utilities* menu.

Enable User Activity Log
Specify 'Y' in this data field to maintain User log. User log here refers to tracing all the activities of sub Users and viewing them as and when required. To maintain User log, you need to perform the following steps:
- Enable *User Activity Log* features in *Features / Options*.
- Specify 'Y' in the *Maintain User Log* data field in the *Users* menu for the Users for whom you want to maintain User log.
- View User log under *Display > Check List > User Log* option.

Enable Master Series Groups
Specify 'Y' in this data field if you want to enable Master Series Groups feature. Master Series Group refers to a group under which various masters of different Master Types can be tagged. For example, in a single Master Series Group, you can tag Account master, Item master, Bill Sundry master and so on. It basically serves as a bunch of those masters that you want to assign to selected Users. On specifying 'Y' in this option, a *Configure* button gets active. On clicking the *Configure* button, a *Select Master Type for Master Series Group* window appears. The window displays list of Master Types that can be tagged to a Master Series Group. Select the Master Type for which you want to enable *Master Series Group Tagging* feature.

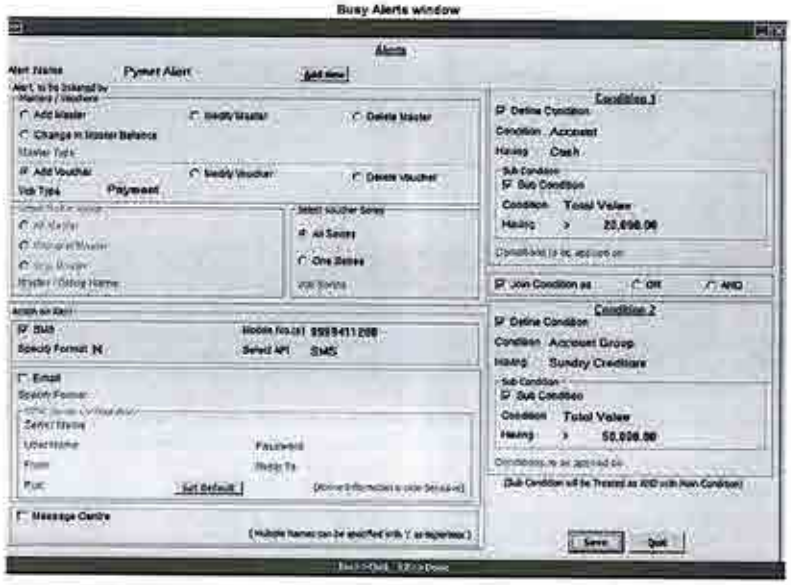
To use the *Master Series Group Tagging* feature, perform the following steps:
- Specify 'Y' in the *Enable Master Series Groups* feature in *Features / Options*.
- Create *Master Series Group master*.
- Tag different Masters to Master Series Group. For this purpose, a *Tag Master Series Group window* appears on saving the relevant Master. Select the Master Series Group in the window to which the Master is to be added.
- Tag Master Series Group to the *Users*.

Enable Alerts

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Specify 'Y' in this data field if you want to create alerts for various conditions that can appear at the time of data entry and can have a negative effect on data. Alerts basically refers to intimating a person about a specified condition. For example, you want that whenever a sub user makes a payment of more than Rs. 50,000, a message should be sent to the SuperUser. For this and various other conditions, you can create different Alerts. In BUSY, you have the option to send message, Email or SMS to a person whenever the condition you have specified for raising Alert will be met. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, a *Busy Alerts* window appears in which you can create and configure various Alerts. Given here is a screenshot of *Busy Alerts* window.

Busy Alerts window



In the *Busy Alerts* window there are various groups and options. The groups and options are:

- Alert Name
- Add New
- Alert to be Initiated By
- Master Type
- Vch Type
- Select Range
- Action on Alert
- Condition 1
- Join Condition As
- Condition 2

Alert Name

Select the Alert name whose configuration is to be defined.

Add New

Click this button to add a new Alert. On clicking this button, an *Alert Name - Add* window appears in which you can specify the name for the Alert.

Alert to be Initiated By

Under this group, you have to select the action on which Alert is to be started. For example, you want to create an Alert for the condition that whenever a new *Account* master is added with an opening balance greater than Rs. 20,000, an Alert will be raised. For this purpose, you can select the *Add Master* option under this group. Various options under this group are:

- Add Master - Select this option if Alert is to be started on adding a new Master.
- Modify Master - Select this option if Alert is to be started on modifying an existing Master.
- Delete Master - Select this option if Alert is to be started on deleting a Master.
- Change in Master Balance - Select this option if Alert is to be started whenever there is a change in Masters opening balance.
- Add Voucher - Select this option if Alert is to be started on adding a new Voucher.
- Modify Voucher - Select this option if Alert is to be started on modifying an existing Voucher.
- Delete Voucher - Select this option if Alert is to be started on deleting a Voucher.

Master Type

This option gets active if you have selected *Add Master, Modify Master, Delete Master* or *Change in Master Balances* option in the above group. Select the Master Type for which you want to configure the Alert.

Vch Type

This option gets active if you have selected *Add Voucher, Modify Voucher* or *Delete Voucher* option in the *Alert to be Initiated By* group. Select the Voucher Type for which you want to configure the Alert.

Select Range

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Under this group, you have to select the range of Masters or Vouchers for which the Alert is to be configured. If you have selected the *Master Type* option then you can select the range of Masters and if you have selected the *Vch Type* option then you can select the range of Vouchers. For example, you want to create an Alert for the condition that whenever there is a change in Master Balances of *Sundry Debtors* Account Group, an Alert will be raised. For this purpose, you can select the *Group of Masters* option and further select the Account Group as Sundry Debtors. Various options that appear under this group are:

- One Master - Select this option to configure Alert for a particular Master.
- Group of Masters - Select this option to configure Alert for a particular Group of Masters.
- All Masters - Select this option to configure Alert for all the Masters.
- Master / Group Name - This data field gets active, if you have selected *One Master* or *Group of Masters* option. Select the required Master / Master Group from the list.
- One Series - Select this option to configure Alert for a particular Voucher Series.
- All Series - Select this option to configure Alert for all the Voucher Series.
- Vch Series - This option gets active only if you have selected *One Series* option. Select the required Voucher Series from the list for which you want to configure the Alert.

Action on Alert

Under this group, you have to specify the action to be taken when the condition specified for the Alert arises. For example, you want to send an Email to the Super User whenever a Sub User makes a payment of more than Rs. 50,000. In such a case, you can select the *Email* option under this group and specify the Email address to which Email is to be sent. Various options and sub groups that appear under this group are:

- SMS - Select this option to send an SMS whenever the condition specified in the Alert arises. On selecting this option, three data fields get active. The data fields are:
  - Mobile Number - Select the mobile numbers to which SMS is to be sent.
  - Select Format - Select the format according to which SMS is to be sent. Formats created using *Administrator > Configuration > SMS Configuration* option appear in the list.
  - Select API - Select API using which SMS is to be sent.
- Email - Select this option to send an Email whenever the condition specified in the Alert arises. On selecting this option, two data fields get active. The data fields are:
  - Email IDs - Specify the Email addresses to which the Email is to be sent. You can specify more than one Email address and separate them by using a semicolon (;).
  - Specify Format - Specify 'Y' in this data field to format for sending Email. After specifying 'Y', select the required format. Formats created using *Invoice/Document Printing > Advanced* option and whose *Nature of Format* is *Email* will appear here.
- SMTP Server Configuration - This sub group gets active only if you have selected the *Email* option. Under this group, you can specify the configuration for SMTP Server through which Email will be sent. Various data fields under this sub group are:
  - Server Name - Specify the Server name through which Email will be sent.
  - User Name - Enter the User name or the Login ID through which mails will be sent. The user ID which you specify here should exist on the Server specified above.
  - Password - Enter the password in this data field that you use to access the Login ID specified in the *User Name* data field.
  - From - Enter the name of the person or company on behalf of which the Email will be sent.
  - Reply To - Enter Email address at which the person receiving the Email will send reply of the Email.
- Message Centre - Select this option if you want to send a message through Message Centre. On selecting this option, a data field appears next to it in which you can specify the User names to which message will be sent. You can specify more than one User name by separating them through a semicolon (;).

Condition 1

Under this group, you can specify the conditions on occurrence of which Alert will be raised. Various options that appear under this group are:

- Define Condition - Enable this option to specify condition for the Alert.
- Condition - Select the Master / Voucher Component on which Alert is to be applied. For example, you want that whenever a Sales voucher with item discount more than 20% is entered, an Alert will be raised. For this purpose you will select the *Item Discount* component in this data field.
- Having - Select the required operator and enter the value for raising the Alert. Continuing with above example, you will select the operator as '>' and enter the value as 20.
- Sub Condition - Select this option to specify a Sub condition with the Main condition specified above. If you specify a Sub condition then Alert will be raised when both the Main and Sub conditions will be met . For example, you want that whenever a Sales voucher with Item Discount more than 20% and Item Price below its Min Sale Price is entered then an Alert will be raised. For this purpose, you can specify the Sub condition with the Main condition specified above.
- Condition - Select the Master / Voucher component on which Alert is to be applied. Continuing with the example, select the *Below Min Price* component from the list.
- Having - Select the required operator and enter the value for raising Alert.
- Condition to be Applied On - This data field gets active for *Production*, *Unassemble* and *Stock Journal* voucher. In this data field, you have to select that the conditions you have specified are applicable for Items Generated or for Items Consumed.

Join Condition As

Enable this option if you want to specify some more conditions along with the conditions specified in the *Condition 1* group. After enabling this option, you can select either the 'Or' or 'And' option. Here 'Or' implies that either Condition 1 or Condition 2 (explained below) are met, the Alert will be raised and 'And' implies that both Condition 1 and Condition 2 are met only then the Alert will be raised.

Condition 2

Under this group, you can specify the conditions on occurrence of which, an Alert will be raised. This group is totally similar to the *Condition 1* group explained above.

- Click the *Save* button to save the Alert configuration.

Enable SMS Query

Enable this option to enable SMS Query feature. With *SMS Query* feature, you send a query as SMS on BUSY data and in return will get a reply (answer for the query) through SMS. SMS Query is a very powerful feature. With this feature, you can get details like account balance / outstanding / daily sales / daily

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receipts etc. on your mobile by just sending an SMS. Even your parties can get their balance from the company data by just sending an SMS and without bothering you for the same. On enabling the *SMS Query* feature, a *Configuration* button appears. On clicking the *Configuration* button, an *SMS Query* window appears with the following data fields:

- Valid Mobile No(s) - Specify the mobile numbers which are to be tagged with company's data. Mobile numbers specified here will be eligible for fetching company's data. Basically, you will specify your own mobile numbers in this data field to get the company's data.
- Allow SMS Query to your Parties - Specify 'Y' in this data field to allow your parties to use SMS Query feature. After specifying 'Y' in this data field, you have to enable *SMS Query* feature for each party separately in Account master. Only those parties for which this feature is enabled will be able to send and receive SMS on BUSY data.

Enable Email Query

Enable this option to enable Email Query feature. With *Email Query* feature, you can send a query as in the Subject Line of the Email on BUSY data and in turn BUSY will send you an Email with the result or report as an attachment file. With this feature, you can get details like account ledger / outstanding / daily sales / daily receipts etc. on your Email by just sending an Email. Even your parties can get their balance from the company data through Email without bothering you for the same. On enabling the Email Query feature, a Configuration button appears. On clicking the Configuration button, an Email Query window appears with the following data fields:

- Valid Email ID(s) - Specify the Email IDs which are to be tagged with company's data. Email IDs specified here will be eligible for fetching company's data. Basically, you will specify your own Email IDs in this data field to get the company's data.
- Allow Email Query to your Parties - Specify 'Y' in this data field to allow your parties to use Email Query feature. After specifying 'Y' in this data field, you have to enable Email Query feature for each party separately in Account master. Only those parties for which this feature is enabled will be able to send and receive Email on BUSY data.

Enable Web Based Reporting

Enable this option to enable web based reporting in the company. With web based reporting feature, you can view certain reports online from anywhere and from any device.

Enable Party-wise Web Based Reporting

Enable this option if you want to allow your parties to use web based reporting feature. With this feature, parties can view certain reports online. After enabling this option, you need to enable this feature for individual parties in Account master.

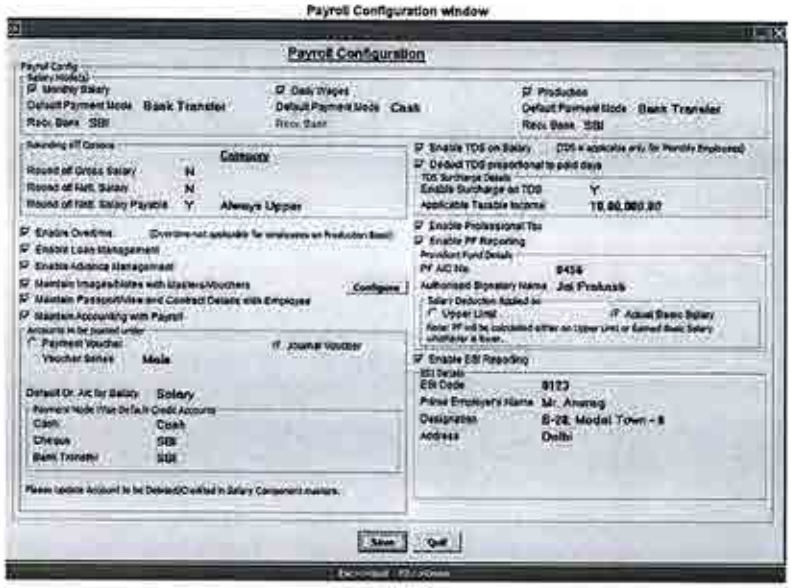
Enable Payroll

Specify 'Y' in this data field to enable payroll in the company. Payroll feature of BUSY offers capturing full employee details along with configurable salary structures, calculation of salary on monthly, daily or production basis; Overtime, Leave Encashment, Bonus reports and all the statutory reports such as PF, ESI, TDS and Professional tax. On enabling this option, various Masters, one voucher and various reports starts appearing in BUSY. Various Masters & Transactions that appear on enabling this option are:

- Employee, Employee Group and Salary Component master in Masters menu
- Salary Calculation in Transactions menu
- Payroll Reports in Display / Printing menu

On specifying 'Y' in the *Enable Payroll* feature, a *Configuration* button gets active. On clicking the *Configuration* button, a *Payroll Configuration* window appears. Given here is a screenshot of *Payroll Configuration* window.

Payroll Configuration window



In the *Payroll Configuration* window, there are various data fields and options. The data fields and options are:

- Salary Modes
- Rounding Off Options
- Enable Overtime
- Enable Loan Management
- Enable Advance Management

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- Maintain Images/Notes with Voucher
- Maintain Passport / Visa / Contract Details with Employee
- Maintain Accounting with Payroll
- Accounts to be Posted Under
- Enable TDS on Salary
- Enable Professional Tax
- Enable PF Reporting
- Enable ESI Reporting

Salary Modes
Under this group, you can select modes according to which salary is paid to the employees. Various options under this group are:

Monthly Salary
Enable this option if you pay salary to the employees on monthly basis. On enabling this option, you can specify default payment mode in the *Default Payment Mode* data field according to which salary will be paid to the employees. If you have selected the *Default Payment Mode* as *Bank Transfer* then you need to specify the default Bank account also. Payment mode specified here will be used as default mode and can be changed with each Employee master and in Salary voucher also.

Daily wages
Enable this option if you make payment to the employees on daily basis. On enabling this option, you can specify default payment mode in the *Default Payment Mode* data field according to which wages will be paid to the employees. If you have selected the *Default Payment Mode* as *Bank Transfer* then you need to specify the default Bank account also. Payment mode specified here will be used as default mode and can be changed with each Employee master and in Salary voucher also.

Production
Enable this option if you make payment to the employees on the basis of production done. For example, for each unit produced by an employee, a payment of Rs. 50 is made. Hence if an employee has produced 20 pieces, a payment of Rs. 1000 will be made to him. On enabling this option, you can specify default payment mode in the *Default Payment Mode* data field according to which wages will be paid to the employees. If you have selected the *Default Payment Mode* as *Bank Transfer* then you need to specify the default Bank account also. Payment mode specified here will be used as default mode and can be changed with each Employee master and in Salary voucher also.

Rounding Off Options
Under this group, various options appear in which you need to specify whether you want to round off certain amounts and also the mode according to which they will be rounded off. Various options that appear under this group are:

- Round Off Gross Salary - Specify 'Y' in this data field to round off the gross salary. Gross salary refers to the Basic salary plus any other Earnings of the employee. On specifying 'Y' in this field, you need to specify the category according to which gross salary will be rounded off. Various categories according to which salary can be rounded off are:
  - Always Upper - Select this option to round off gross salary always on the upper or higher side.
  - Always Lower - Select this option to round off gross salary always on the lower side.
  - Automatic - Select this option to round off gross salary automatically in BUSY i.e. round off decimal value less than .5 to lower limit and greater than or equal to .5 to the upper limit.
- Round Off Net Salary - Specify 'Y' in this data field to round off net salary. Nett salary refers to Gross Salary minus any Deductions. On specifying 'Y' in this field, you need to specify the category according to which net salary will be rounded off.
- Round Off Net Payable - Specify 'Y' in this data field to round off the net payable salary. Net payable salary refers to the Net Salary plus/minus any Adjustments. On specifying 'Y' in this field, you need to specify the category according to which net payable salary will be rounded off.

Enable Overtime
Enable this option to enable *Overtime* feature in the company. After enabling this option, you need to enable Overtime feature for individual employees.

Enable Loan Management
Enable this option to enable loan management feature in Payroll. On enabling this option, you can maintain loan amount, interest payabe, loan amount due and other related details for the employee. You can specify loan details for employees by following below mentioned steps:

- Enable Loan Management for the required employees in Employee master.
- Create Salary Component master for Loan.
- Tag Loan Salary Component in Employee's Salary Structure.
- Specify Loan schedule for employee by using *Administration > Miscellaneous Data Entry > Employee Loan Scheduling* option. While entering *Salary Calculation* voucher, loan and interest amount will automatically be deducted as per the schedule specified using *Employee Loan Scheduling* option.

Enable Advance Management
Enable this option to maintain details of advance amount paid to the employees. On enabling this option, you can maintain details of advance amount paid and pending amount due from the employee. You can specify Advance amount related details by following below mentioned steps:

- Enable *Advance Management* feature for the required employees in *Employee* master.
- Create *Salary Component* master for Advance.
- Tag Advance Salary Component in Employee's Salary Structure.
- Specify Advance schedule for employee by using *Administration > Miscellaneous Data Entry > Employee Advance Scheduling* option. While entering *Salary Calculation* voucher, Advance amount will automatically be deducted as per the schedule specified using *Employee Advance Scheduling* option.

Maintain Images / Notes with Masters / Vouchers
Enable this option to maintain notes and images with each *Employee* master and *Salary Calculation* voucher. On enabling this option, a *Configure* button appears next to it. On clicking the *Configure* button, an *Options for Images and Notes* window appears with following options:

- Maintain Image with Employee Master - Enable this option if you want to maintain image of the employee.

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- Image Folder - This data field gets activated if you have enabled the *Maintain Image with Employee Master* option. Specify path of the folder from where images for Employee masters are to be picked. You can also select path by clicking the *Browse* button. The image folder you specify here should contain images that have the name similar to the name or Alias of the Employee masters you use.
- Save Employee Master Image in Database - This option is available only in SQL mode. Enable this option to save images in your company's database.
- Maintain Notes with Employee master - Enable this option if you want to maintain Notes with *Employee* master. On enabling this option, a data field gets active in which you can specify the number of characters to be used in a single line while viewing / printing Notes for the Employee master. For example, if you have specified 80 in this data field then only 80 characters will be displayed / printed in a single row and after every 80 characters, new character will start from the next line. On enabling this option, a *Notes* button gets active in the *Employee* master on clicking which you can enter notes for the Employee master.
- Show Employee Notes in Data Entry - Enable this option to view employee notes at the time of making data entry. Basically on enabling this option, when you select an employee in a voucher and press *Enter* key, the notes entered with it will be displayed in a window.
- Maintain Image with Salary vouchers - Enable this option if you want to maintain image with Salary voucher. On enabling this option, a *Vch Image Folder* data field gets activated in the *Administration > Configuration > Vouchers Configuration*. You can specify the path of the Voucher Images folder in that data field.
- Save Salary Voucher Images in Database - This option is available only in SQL mode. Enable this option to save Salary voucher images in your company's database.
- Maintain Notes with Salary Vouchers - Enable this option if you want to maintain notes with Salary vouchers. On enabling this option, a data field gets active in which you can specify the number of characters to be used in a single line while viewing / printing Notes for the voucher. For example, if you have specified 80 in this data field then only 80 characters will be displayed / printed in a single row and after every 80 characters, new character will start from the next line. On enabling this option, a *Notes* button gets active in the Salary vouchers on clicking which you can enter notes for the voucher.

Maintain Passport / Visa / Contract details with Employee

Enable this option to maintain passport / visa / contract details of employee. On enabling this option, *Passport/Visa and Contract Details* window starts appearing in *Employee* master. In the window, you can enter required details of the employee.

Maintain Accounting with Payroll

Enable this option to post accounting entry of the payroll. Basically on enabling this option, you can maintain accounts in which salary and other amounts are to be debited / credited.

Accounts to be Posted Under

This group gets active only if you have enabled *Maintain Accounting with Payroll* option. Under this group, you can specify accounts in which posting of salary and other related amount will be done. Various data fields that appear under this group are:

- Payment Voucher - Select this option if you want to enter a *Payment* voucher for salary paid to the employees. An important point to note here is that Payment voucher will be entered only in Double entry mode.
- Journal Voucher - Select this option if you want to enter a *Journal* voucher for salary paid to the employee.
- Voucher Series - Select default voucher series.
- Default Dr. Acc for Salary - Select default salary account to be debited.
- Payment Mode - wise Default Credit Accounts - Under this group, you need to specify default accounts to be credited for payments made by cash, bank transfer or cheque.

Enable TDS on Salary

Enable this option to enable TDS in Payroll. This option can be enabled only if TDS is enabled in Company configuration.

Deduct TDS proportional to paid days

Enable this option to deduct monthly TDS in proportion to total paid days for the month. For example, in the *TDS Details* window that appears in Employee master, Rs. 3,000 TDS deduction for the month June is specified for an employee. Now, if that employee has only 20 paid days in month of June then instead of Rs. 3,000, his TDS deduction for June will be Rs. 2,000 (Monthly TDS Deduction / No. of Days in the month * Paid Days in the month).

TDS Surcharge Details

This group gets active if you have enabled the option of *Enable TDS on Salary*. Following two options appear under this group:

- Enable Surcharge on TDS - Enable this option to enable Surcharge on TDS.
- Applicable Taxable Income - Specify the minimum taxable income upon which surcharge will be levied.

Enable Professional Tax

Enable this option to enable Professional tax reporting in payroll.

Enable PF Reporting

Enable this option to enable Provident Fund reporting in Payroll. On enabling this option, a *Provident Fund Details* sub group gets active. In the group, following two data fields and a sub group appear:

- PF A/C No - Specify the provident fund account number of the company in this data field.
- Authorised Signatory Name - Specify name of the person authorised for maintaining provident fund details.
- Salary Deduction Applied On - Under this group, you need to select that for calculating PF amount, basis for salary deduction, if any, is to be taken as Basic Salary of the employee or Upper Limit of Wages specified for the employee. For example, an employee's basic salary is Rs.30,000 and Upper Limit of Wages is Rs.15,000 and he has only ten working days in a month. In such a case if you select Upper Limit of Wages option then PF amount will be calculated on Rs. 15000/30 *10 = 5,000. If you select Actual Basic Salary option then PF amount will be calculated on Rs. 30,000/30*10 = 10,000. In this case, Earned Basic Salary amount is less than Upper Limit of wages i.e. Rs. 15,000 hence PF will be calculated on Rs. 10,000.
  - Upper Limit of Wages - Select this option to take upper limit of wages as the basis for deducting salary for calculating PF amount.
  - Actual Basic Salary - Select this option to take either earned basic salary or Upper Limit of Wages whichever is lower as the basis for calculating PF amount. Please note, on selecting this option, there will not be any deduction from Upper Limit of Wages and unpaid days if any of the employee will be deducted from his basic salary. After that employee's earned basic salary (i.e. basic salary after deduction) and Upper Limit will be compared and PF will be calculated on whichever is lower.

Enable ESI Reporting

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Enable this option to enable ESI reporting in the payroll. On enabling this option, an *ESI Details* sub group gets active. Various data fields that appear under this group are:

- ESI Code - Specify the ESI Code of the company in this data field.
- Prime Employer Details - Under this data field, you need to specify details of the Prime Employer. Various sub options that appear under this data field are:
  - Name - Enter name of the Prime Employer in this data field.
  - Designation - Enter designation of the Prime Employer in this data field.
  - Address - Enter address of the Prime Employer in this data field.

After entering data in the required data fields, click *Ok* button to save payroll configuration.

Enable Indent Management

Indent management refers to raising of purchase indent by an executive or department for further purchase of goods. Basically in every organisation there is a fixed format for raising indent. Indent clearly states the items required along with the quantity and other specification details. On enabling the *Enable Indent Management* feature, a *Configuration* button appears. On clicking the *Configuration* button, an *Options for Indent* window appears. Given here is a screenshot of *Options for Indent* window.

Options for Indent window



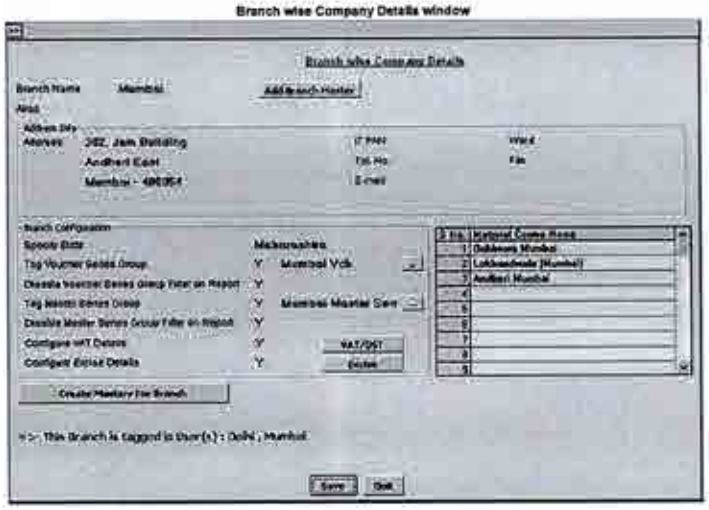
- Auto Create / Adjustment Indent References - Enable this option to automatically create indent references on saving the *Purchase Indent* voucher. Basically on enabling this option, window for creating indent references will not appear in the voucher but references will be created automatically with voucher number as its reference number. At the time of adjustment of indent, if you pick indents through *F11* key then *Adjustment Against Indent* window will not appear in the voucher.
- Show Pending Indent Till Voucher Date - On enabling this option, pending references created on or before the voucher date will only be shown for adjustment.

- Click *Ok* button to save the configuration.

Enable Multi Branch Details

Specify 'Y' in this data field to maintain multi branch details of the company. This feature is useful for the companies that have various branches at different locations. On specifying 'Y' in this data field, a *Branch Details* button gets active. On clicking the *Branch Details* button, a *Branch wise Company Details* window appears. Given here is a screenshot of *Branch wise Company Details* window.

Branch wise Company Details window



In the *Branch wise Company Details* window, there are various data fields and groups. The data fields and groups are:

- Branch Name
- Alias
- Address Info
- Branch Configuration
- Material Centre Name
- Create Masters for Branch

Branch Name

Select the branch name for which you want to enter the details. Next to this data field, an *Add Branch Master* button appears for adding a new Branch master. On clicking the *Add Branch Master* button, a *Branch Master - Add* window appears. Given here is a screenshot of *Branch Master - Add* window.

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Branch Master - Add window



- In the *Branch Master - Add* window, following data fields appear:
  - Name - Specify name of the Branch in this data field.
  - Create Voucher Series Grp - Specify 'Y' in this data field to create a Voucher Series Group with the name as specified for the Branch master. For example, if you have specified Branch name as Mumbai then a Voucher Series Group with the name Mumbai will be created on specifying 'Y' in this data field.
  - Create User - Specify 'Y' in this data field to create User with the name as specified for the Branch master.
  - Create MC - Specify 'Y' in this data field to create Material Centre with the name as specified for the Branch master.

Alias
Enter Alias for the *Branch* master in this data field.

Address Info
Under this group, you can specify the Branch address details. Various data fields under this group are:
- Address - Enter address of the Branch in various data fields provided.
- IT PAN - Enter IT PAN of the Branch.
- Ward - Enter Ward under which Branch falls.
- Tel. No. - Enter Telephone number of the Branch.
- Fax - Enter Fax number of the Branch.
- Email - Enter Email address of the Branch.

Branch Configuration
Under *Branch Configuration* group, you can specify the company configuration for the selected Branch. Various data fields that appear under this group are:
- State
- Tag Voucher Series Group
- Disable Voucher Series Group Filter on Report
- Tag Master Series Group
- Disable Master Series Group Filter on Report
- Configure VAT Details
- Configure Excise Details

State
Select state in which the Branch exist.

Tag Voucher Series Group
Specify 'Y' in this data field if you want to tag a Voucher Series Group to the *Branch* master. On specifying 'Y' in this data field, a data field and a button appears next to it. In the data field, you can select the Voucher Series Group which is to be tagged to the Branch master. However if you wish to create a new Voucher Series Group then click the button that appears next to the data field. On clicking the button, it will open the *Voucher Series Group - Add* window in which you can create the Voucher Series Group.

Disable Voucher Series Group Filter on Report
This option gets active only on specifying 'Y' in the *Tag Voucher Series Group* data field. Specify 'Y' in this data field if you do not want any check of Voucher Series Group in the reports. Basically, on specifying 'Y' in this data field, the Branch will be able to view / print reports for all the Voucher Series Groups instead of viewing / printing reports only for Voucher Series Group tagged with it.

Tag Master Series Group
This data field gets active only if you have enabled the *Enable Master Series Tagging* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Specify 'Y' in this data field to tag a Master Series Group to the Branch master. On specifying 'Y' in this data field, a data field and a button appears next to it. In the data field, you can select the Master Series Group which is to be tagged to the Branch master. However, if you wish to create a new Master Series Group then click the button that appears next. On clicking the button, it will open the *Master Series Group - Add* window in which you can create a new *Master Series Group* master.

Disable Master Series Group Filter on Report
This option gets active only on specifying 'Y' in the *Tag Master Series Group* data field. Specify 'Y' in this data field if you do not want any check of Master Series Group in the reports for the Branch master. Basically, on specifying 'Y' in this data field, the Branch will be able to view / print reports for all the Master Series Groups instead of viewing / printing reports only for Master Series Group tagged with it.

Configure VAT Details
This data field gets active only if you have enabled VAT / GST for the company. Specify 'Y' in this data field to configure VAT details for the Branch. On specifying 'Y' in this data field, a *VAT/GST* button appears. Click the *VAT/GST* button to configure VAT details for the Branch. On clicking the *VAT/GST* button, a *VAT / GST* window appears in which you can specify VAT/GST details of the Branch. This window is similar to the one that appears on clicking the *Administration > Configuration > Features / Options > VAT/GST* tab. The details you save here will be applicable for this Branch only.

Configure Excise Details

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This data field gets active only if you have enabled Excise for the company. Specify 'Y' in this data field to configure Excise details for the Branch. On specifying 'Y' in this data field, a *Configure* button appears. Click the *Configure* button to enter Excise details for the Branch. On clicking the *Configure* button, an *Excise* window appears in which you can specify the Excise details of the Branch. This window is similar to the one that appears on clicking the *Administration > Configuration > Features / Options > Excise* tab. The details you save here will be applicable for this Branch only.

Material Centre Name
Under this group, you can select the Material Centres that are to be tagged with the Branch master. Branch Office can use only the Material Centres which are specified under this group.

Create Masters for Branch
Click this button to create multiple masters for a Branch in one go. On clicking this button, a *Multiple Masters Creation* window appears. In the window, there are various options and data fields. The options and data fields are:

Select Master Type for which Masters are to be created
Under this group, select Master Type for which masters are to be created. Various options that appear under this group are:
- Account - Select this option to create Account masters.
- Bill Sundry - Select this option to create Bill Sundry masters.
- Sale Type - Select this option to create Sale Type masters.
- Purchase Type - Select this option to create Purchase Type masters.
- Select Master Series Group to Load Masters - Select the Master series group, masters belonging to which will be displayed in a list for selection.
- Select Account Group for which Masters are to be created - This data field appears for Account master only. Select the Account group under which masters are to be created.

Select Master
This group displays list of masters as per the criterion specified by you. Select the masters for which new masters are to be created by adding prefix/suffix to it.

Configure Master Name
Various options that appear under this group are:
- Specify Suffix to be added - Specify the suffix to be added to the selected Master name.
- Specify Prefix to be added - Specify prefix to be added to the selected Master name.
- Specify Delimiter b/w Master name and Suffix / Prefix - Specify the delimiter sign to be added between Master name and suffix / prefix.
- Create Account Group pertaining to Account also - Specify 'Y' in this data field to create Account Group also by adding suffix / prefix to selected Account Group.

After entering the required data, click the *Create Masters* button to create multiple masters for the Branch.

After entering the required details, click the *Save* button to save the Branch master configuration.

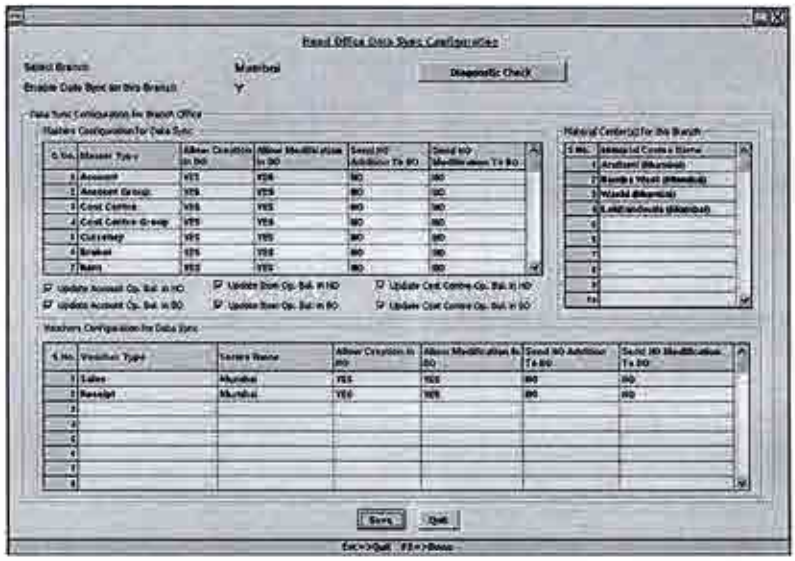
Enable HO / BO Data Sync
Specify 'Y' in this option to enable data synchronization between Head office and Branch office. On specifying 'Y' in this data field, an *Our Status* group gets active. Let us discuss this group in detail.

Our Status
Under this group, you can specify whether you are at the Head office or at the Branch office level and accordingly further specify the data synchronization configuration. In the group, following two options and a button appears:
- Branch Office - Select this option if you are at the Branch Office level.
- Head Office - Select this option if you are at the Head Office level.
- Configuration - Click this button to specify data synchronization details for Head Office or Branch Office. If you have selected the *Head Office* option then on clicking this button, a *Head Office Data Sync Configuration* window appears and if you have selected the *Branch Office* option then on clicking the button, a *Branch Office Data Sync Configuration* window appears. Let us discuss one by one both these windows in detail.

In the *Head Office Data Sync Configuration* window, you have to specify the data synchronization details for the Head Office where data of all the Branch offices will be added or merged. Given here is a screenshot of *Head Office Data Sync Configuration* window.

Head Office Data Sync Configuration window

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In the *Head Office Data Sync* window, various data fields and groups appear. The data fields and groups are:

- Select Branch
- Enable Data Sync for this Branch
- Data Sync Configuration for Branch Office

Select Branch
Select the Branch office from which data is to be synchronized.

Enable Data Sync for this Branch
Specify 'Y' in this data field to allow Branch to send / receive data to / from Head Office.

Data Sync Configuration for Branch Office
Under this group, you have to specify the data synchronization configuration for the Branch office. Under this group, three sub groups appear:

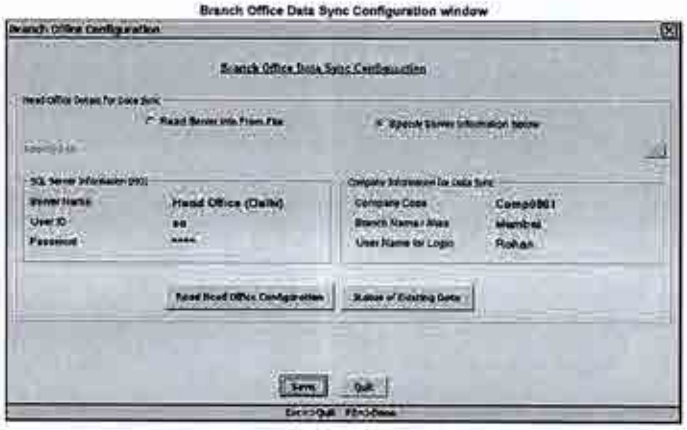
- Masters Configuration for Data Sync - Under the group, a grid appears in which you can specify which Master Types can be added / modified in Branch Office, addition / modification made in Head Office is to be sent to the Branch Office or not and so on. Various options under this grid are:
  - Master Type – This field displays the Master Type.
  - Allow Creation in BO – Specify 'Yes' in this data field to allow creation of the specified Master Type in the Branch Office. For example, in the *Master Type* data field you have selected Item and in this data field, you have specified 'Yes' then only the Branch office will be allowed to create an Item master. Otherwise if you have specified 'No' in this data field then specified Branch office will not be allowed to create *Item* master.
  - Allow Modification in BO - Specify 'Yes' in this data field to allow modifying the specified Master Type in the Branch Office. For example, if you have selected Master Type as Item and specified 'Yes' in this data field then only you will be allowed to modify or make any change in the Item master at the Branch office. Otherwise if you specify 'No' in this data field then you will not be allowed to make any modifications in the Branch office.
  - Send HO Addition to BO – Specify 'Yes' in this data field to send any addition in the specified Master Type to the Branch Office. For example, you have selected Master Types as Item and have specified 'Yes' in this data field then if any Item master is added at the Head Office then that master will be added to the Branch office data.
  - Send HO Modification to BO – Specify 'Yes' in this data field to send any modification in the specified Master Type to the Branch Office. For example, you have selected Master Types as Item and have specified 'Yes' in this data field then if any changes are made in the Item master at the Head Office then those changes will be updated in the Branch office at the time of data synchronization.
  - Update Account / Item / Cost Centre Opening Balance to HO – Enable the checkbox against the required option whose opening balance you want to get updated in the Head Office.
  - Update Account / Item / Cost Centre Opening Balance to BO – Enable the checkbox against the required option whose opening balance you want to get updated in the Branch Office.
- Specify Material Centre of Branch - Select the Material Centres of Branch office whose data is to be synchronized with Head Office. Vouchers having Material Centre as specified in the list will only be received by the Head Office from this Branch.
- Vouchers Configuration for Data Sync - Under this group, you can specify configuration for the vouchers synchronization. In the group, a grid displaying Voucher Types and Series of the Voucher Series Group tagged with the Branch Office appears. In the grid, you can specify that vouchers of which series can be added / modified in the Branch office and addition/modification of which voucher series is to be sent to the Branch Office. Various options that appear in the grid are:
  - Voucher Type – This field displays the voucher type.
  - Series Name – This field displays the voucher series. Only those voucher series are displayed in the list that are grouped under the Voucher Series Group tagged with the Branch.
  - Allow Creation in BO – Specify 'Yes' in this field to allow addition of vouchers for the specified Voucher series in the Branch Office.
  - Allow Modification in BO – Specify 'Yes' in this field to allow modification of vouchers for the specified Voucher series in the Branch Office.
  - Send HO Addition to BO – Specify 'Yes' in this data field to send newly added vouchers of the specified Voucher series from Head Office to the Branch Office.
  - Send HO Modification to BO – Specify 'Yes' in this data field to send modified vouchers of the specified Voucher series from Head Office to the Branch Office.

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After specifying the required configuration, click the *Save* button to save the Head Office configuration for the Branch.

After discussing the *Head Office Data Sync Configuration* window, let us now discuss the *Branch Office Data Sync Configuration* window. In the *Branch Office Data Sync Configuration* window, each Branch has to specify the Head Office Server configuration where data will be synchronized. Given here is a screenshot of *Branch Office Data Sync Configuration* window.

Branch Office Data Sync Configuration window



In the *Branch Office Data Sync Configuration* window, following options and buttons appear:

- Head Office Details for Data Sync
- SQL Server Information (HO)
- Company Information for Data Sync
- Read Head Office Configuration
- Status of Existing Data

Head Office Details for Data Sync

Under this group, you have to specify the Head Office Server details where data is to be sent. Various options that appear under this group are:

- Read Server Info From File - Select this option if you want to read the Head Office Server details from a file.
- Specify Server Information below - Select this option if you want to specify Server details in the window itself.
- Specify File - This data field gets active, if you have selected the *Read Server Info From File* option. Specify the path and name of Security file from where the Head Office Server details are to be picked.
- SQL Server Information (HO) - This group gets active, if you have selected the *Specify Server Information Below* option. Under this group, various data fields and button appear. Various data fields and button are:
  - Server Name - Specify the Head Office Server name.
  - User ID - Specify the User ID of the Head Office Server.
  - Password - Specify the password for the Head Office Server.
- Company Information for Data Sync - Under this group, you have to specify details through which User will login to the company kept at Head Office Server. Various data fields that appear under this group are:
  - Company Code - Specify the company code of the company kept at the Head Office Server to which data will be synchronized.
  - Branch Name / Alias - Specify the name / alias of your Branch office.
  - User Name - Specify the User name of the Branch office through which it can login to the Head Office company.

☞ Branch as specified in the Branch Name / Alias data field should be tagged to the User specified in the User Name data field. For example, in the Branch Name / Alias data field, you have specified Mumbai and in the User data field you have specified Rohan. In this case, in the User Profile of User Rohan, you must have specified Branch as Mumbai otherwise BUSY will not allow User Rohan to access or use the Branch's data on the Head Office Server. It is also mandatory that User Rohan is created at the Head Office irrespective of the fact that it is created at Branch Office or not.

- Read Head Office Configuration - Click this button to check any discrepancies between the configuration specified by you and the configuration specified at the Head Office. Basically it checks for the following configuration and displays a message if there is a mismatch between the Branch Office and Head Office configuration:
  - Invalid Server Details
  - Invalid Company Details
  - Invalid Material Centres
  - Invalid User
- Status of Existing Data - Click this button to send existing data (i.e. data till current date) to the Head Office. On clicking this button, a *Status of Existing Data* message box appears asking your permission to send data to the Head Office. Click the *Yes* button in the message box to send data to the Head Office. If you have already sent the data then it will overwrite the data at the Head office.
- Click the *Save* button to save the configuration specified by you.

Trade Specific Configuration

☞ This button will appear only when new company is created.

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Under Trade Specific Configuration, you can select the type of trade in which you are dealing. On selecting the trade type, default configuration will be set automatically i.e. all the features required in the trade type selected by you will be enabled. You can disable any of the feature if, you don't require it in your business.
Various trade types provided are as under:

- Pharmaceuticals - Retail
- Pharmaceuticals - Distributor
- Electronics - Retail
- Mobile - Retail
- Mobile - Distributor
- FMCG - Retail
- FMCG - Distributor
- Garment - Retail
- Garment - Distributor

See Also

Display

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Voucher Series Configuration

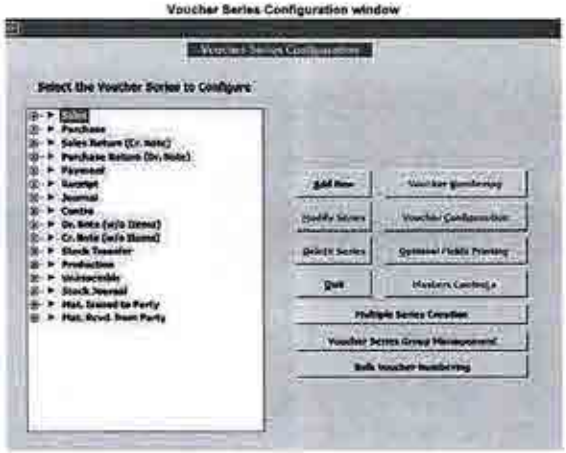
Administration > Configuration > Voucher SeriesConfiguration

Busy

In *Voucher Series Configuration*, you can configure voucher series for different types of vouchers. For example, you can configure automatic voucher numbering, Optional Fields for a particular voucher series and so on. Let us understand with the help of an example. Smart Clothing, a garment manufacturer, sells garments through both wholesalers and it's own chain of retail outlets. At the retail outlets, it has appointed cashiers to enter the sales transactions. For retail sales transactions it wants to configure a voucher series that will have certain special features such as Additional Fields with Item, Item Description and so on. For this purpose, it configures a voucher series in the *Voucher Series Configuration* window.

Given here is a screenshot of the *Voucher Series Configuration* window.

Voucher Series Configuration window



You can configure a voucher series for all the voucher types such as Sales, Purchase, Debit Note, Production and so on by selecting a voucher type in the left pane of the *Voucher Series Configuration* window. By default, a voucher series, *Main*, is created for all the vouchers. You can perform various operations on the voucher series. To perform various operations, there are various buttons. The buttons are:

- Add New
- Modify Series
- Delete Series
- Voucher Numbering
- Voucher Configuration
- Optional Fields Printing
- Masters Controls
- Voucher Series Group Management
- Multiple Series Creation
- Bulk Voucher Numbering
- Quit

Add New

Click this button to create a new voucher series. You need to enter a name for the new voucher series and click the *Save* button. This button is active when you select a voucher type in the left pane of the *Voucher Configuration* window.

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Modify Series
Click this button to modify an existing voucher series. You can modify name of the voucher series. This button is active when you select a voucher series in the left pane of the *Voucher Configuration* window.

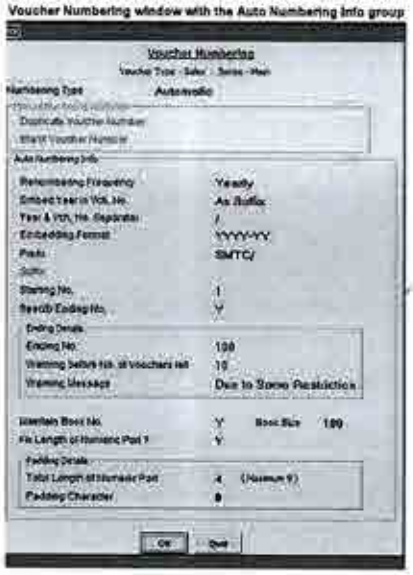
Delete Series
Click this button to delete an existing voucher series. You need to select a voucher series in the left pane of the *Voucher Configuration* window and then click the *Delete Series* button.

Voucher Numbering
Click this button to configure voucher numbering for a voucher series. This button is active when you select a voucher series in the left pane of the *Voucher Configuration* window. On clicking this button, a *Voucher Numbering* window appears in which there is a data field, Numbering Type.

Numbering Type
Select the numbering type from the list displayed in this data field. The options in the list are:
- Automatic
- Manual
- Not Required

Automatic
Select this option if you want that the voucher numbers should be generated automatically at the time of entering the vouchers. If you select this option then an *Auto Numbering Info* group is activated. Given here is a screenshot of the *Voucher Numbering* window with the *Auto Numbering Info* group.

Voucher Numbering window with the Auto Numbering Info group



In the group, enter the data in data fields listed here:
- *Renumbering Frequency* - You can select the renumbering frequency from the thee options, *Daily, Monthly* and *Yearly*. Let us understand all the above four data fields with the help of an example. Smart Clothing company has specified *SI* as Prefix, *Vch* as Suffix, *1* as Starting No. and *Daily* as Renumbering Frequency for the *Main* series of *Sales* voucher. Now when the company enters a *Sales* vouchers with Main series on 1-04-06 the first voucher number will be SI1Vch, second voucher number will be SI2Vch and so on. As the company has selected *Daily* as renumbering frequency, SI1Vch will be the voucher number for the first voucher entered on 2-04-06.
- *Embed Date/Month/Year in Vch. No.* - Select from the list whether you want to embed date/month/year in voucher number as prefix or suffix or do not want to embed date/month/year in voucher number. In case of Yearly Renumbering frequency, Year will be embedded in voucher number, in case of Daily Renumbering Frequency, Date will be embedded in voucher number and in case of Monthly Renumbering Frequency, Month will be embedded in voucher number.
- *Date/Month/Year & Vch. No. Separator* - This data field gets active only if you have specified 'Y' in the above data field. Specify the separator to be used between Date/Month/Year and voucher number.
- *Embedding Format*
- *Prefix* - This data field will be active only if you have not selected *Prefix* option in the *Embed* Date/Month/Year *in Voucher No* data field. Enter a prefix for the voucher series. Prefix refers to the text (alphabetic/numeric/alphanumeric) that appears at the beginning of the voucher number. If you have selected *Prefix* option in the *Embed* Date/Month/Year *in Voucher No* data field then Date/Month/Year will automatically be treated as prefix for the voucher number.
- *Suffix* - This data field will be active only if you have not selected *Suffix* option in the *Embed* Date/Month/Year *in Voucher No* data field. Enter a suffix for the voucher series. Suffix refers to the text (alphabetic/numeric/alphanumeric) that appears at the end of the voucher number. If you have selected *Suffix* option in the *Embed* Date/Month/Year *in Voucher No* data field then Date/Month/Year will automatically be treated as suffix for the voucher number.
- *Starting No.* - Enter the starting number for the voucher.
- *Specify Ending No.* - Specify 'Y' in this data field if you want to specify ending number for the voucher series.
- *Ending No.* - This data field gets active if you have specified 'Y' in the *Specify Ending No.* data field. Specify the ending number for the voucher series in this data field. For example if you have specified 100 in this data field then you cannot enter more than 100 vouchers in the selected series.

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- *Warning before No. of Vouchers Left* - Specify the number of vouchers left before which a warning message is to be generated. For example if you have specified 100 in the *Ending No.* data field and 10 in this field then after voucher number 90, a message will appear that only 10 more vouchers can be entered for the selected series.
- *Warning message* - Enter the warning message that will be displayed at the time of voucher entry. The message you specify here will be appended with the warning message that appears when specified number of vouchers are left for the series.
- *Maintain Book No.* - Specify 'Y' in this data field if you want to maintain book numbers for the voucher.
- *Book Size* - Specify the size of the book in this data field. For example, each book in which voucher details are maintained has 50 pages or can have entry of 50 vouchers only then you can specify the book size as 50.
- *Fix Length of Numeric Part* - Specify 'Y' in this data field if you want to fix number of digits for numeric character. Let us understand this with the help of an example. Smart Clothing has specified *Suffix* as SI, *Prefix* as Vch and *Starting number* as 1. It wants that the voucher series should always have four numeric characters which means that if it specify *Starting number* as 1 then it will be displayed as '0001' or '###1'. For this purpose it will specify 'Y' in this data field. On specifying 'Y' in this data field, a *Padding Details* group is activated. Various data fields in the *Padding Details* group are:
  - Total Length of Numeric Part - Specify the number of digits for numeric characters in this data field. Continuing with the above example, specify '4' in this data field.
  - Padding Characters - Enter the character that is to be added to the numeric part in the voucher numbering. The value you specify in this data field will be added to the numeric character if it has less digits than the value specified in the *Total Number of Digits* data field. You can enter 0, special characters such as #, $, symbols such as +, - or any other alphabet in this data field. Continuing with the above example, if you specify '0' in this data field then first voucher number will be *SI0001Vch*, 99th voucher number will be *SI0099Vch*, 999th voucher number will be *SI0999Vch* and so on.

If you configure a voucher series for a voucher type for which there are existing vouchers, then the renumbering of vouchers can disturb the existing voucher numbering. Thus, you should avoid configuring the voucher series for existing vouchers.

While creating new company, the short name specified will be set as prefix and year will be set as suffix in case of *Automatic* Numbering Type.

Manual

Select this option if you want to enter a voucher number manually at the time of entering a voucher. If you select *Manual* option then a *Manual Numbering Validation* group gets activated. In the group there are two options. The options are:

- *Duplicate Voucher Number* - Select from the list that on entering a duplicate voucher number, BUSY should give a warning message or does not allow you to enter duplicate voucher number or should not perform any action.
- *Blank Voucher Number* - Select from the list that on not entering a voucher number, BUSY should give a warning message or does not allow you to enter voucher without voucher number or should not perform any action.

Not Required

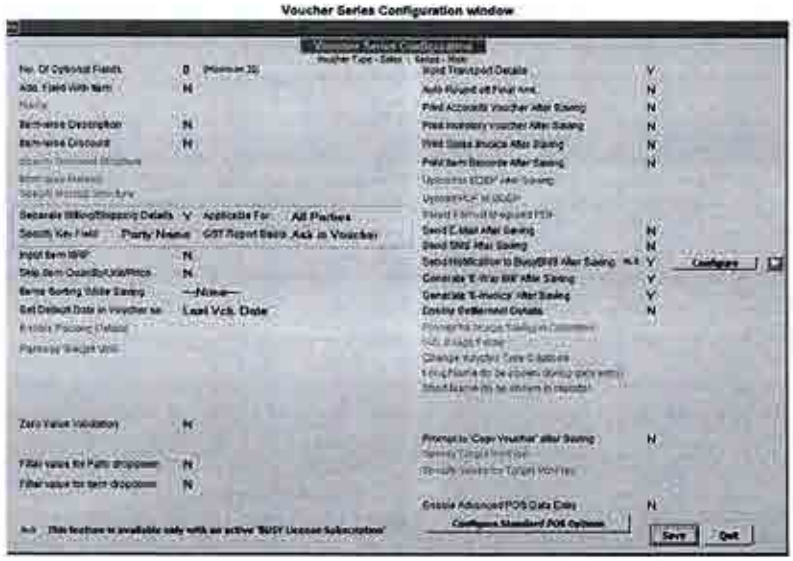
Select this option if you do not want to enter a voucher number for the vouchers. If you select this option then the *Vch No.* data field is deactivated at the time of entering a voucher.

To use the configured voucher series, you need to select the voucher series in the *Series* data field at the time of entering a voucher.

Voucher Configuration

Click this button to configure voucher configuration for a voucher series. This button is active when you select a voucher series in the left pane of the *Voucher Configuration* window. On clicking this button, a *Voucher Series Configuration* window appears in which there are various data fields. Given here is a screenshot of the *Voucher Series Configuration* window.

Voucher Series Configuration window



The above screenshot is for *Sales* voucher. Depending on the voucher selected, some or all of the following data fields will appear in the *Voucher Series Configuration* window. The data fields are:

- No. of Optional Fields

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- Add. Field With Item
- Name
- Item-wise Description
- Item-wise Discount
- Specify Discount Structure
- Item-wise MarkUp
- Specify MarkUp Structure
- Separate Billing / Shipping Details
- Specify Key Field
- Input Item MRP
- Skip Item Qty/Unit/Price
- Items Sorting While Saving
- Set Default Date in Voucher as
- Enable Packing Details
- Package Weight Unit
- Specify Default Tran Type
- Select Tran Type
- Zero Value Validation
- Filter Value for Party Dropdown
- Filter Value for Item Dropdown
- Scheme to be considered at
- Input Transport Details
- Auto Round off Final Amt
- Print Accounts Voucher After Saving
- Print Inventory Voucher After Saving
- Print Sales Invoice after Saving
- Print Item Bar Code after Saving
- Upload to BDEP after Saving
- Upload PDF to BDEP
- Select Format to upload PDF
- Send E-mail After Saving
- Send SMS After Saving
- Send Notification to BusyBNS After Saving
- Generate 'E-Way Bill' After Saving
- Generate 'E-Invoice' After Saving
- Enable Settlement Details
- Vch Image Folder
- Change Voucher Type Captions
- Long Name (to be shown during Data Entry)
- Short Name (to be shown in Reports)
- Excise Applicability
- Excise Type
- Prompt to 'Copy Voucher' after Saving
- Specify Target Vch Type
- Specify Series for Target Vch Type
- Show Tax Summary
- Enable Advanced POS Data Entry
- Configure POS Options
- Configure Salary Components
- Separate Configuration for Salary Posting

Certain data fields are active for particular vouchers. Along with the data fields the specific vouchers are listed. To explain options for the *Voucher Configuration* button we have taken the voucher type as Sales Invoice.

No. of Optional Fields

Enter the number of the Optional Fields for which you want to enter the data at the time of entering a voucher. For example, in case of a *Sales* voucher if you want to enter details such as type of item sold then you can create an Optional Field for the same. The Optional Field will appear at the time of entering the *Sales* voucher in the particular voucher series. You can enter a number ranging between 1-20. Thus, you can have a maximum of 20 Optional Fields. The default value is 0. This data field is active for all the voucher types. On specifying a number between 1 to 20, a *Configure* button gets active. Click the *Configure* button to configure Optional Field details. On clicking the Configure button, a Voucher Optional Field Configuration window appears with following data fields:

- Field Name - Enter a name for the Optional Field in this data field.
- Type - Select the Type for the Optional Field. Here, Type specifies that the value that will be entered in the Optional Field will be in Numeric form, Text form, Date form or simple Yes / No form.
- Decimal Places - This data field gets active if you have selected the *Type* as *Numeric*. Specify the number of decimal places required while entering the value in Optional Field.
- Maintain Master Database - Specify 'Y' in this data field to treat Optional Field value as Master value. On specifying 'Y' in this data field, you can pick the value of Optional Field from a list displaying values already entered for that Optional Field. Otherwise, to enter a new value, you have to first add it in the list using *F3* key and then select that value from the list.

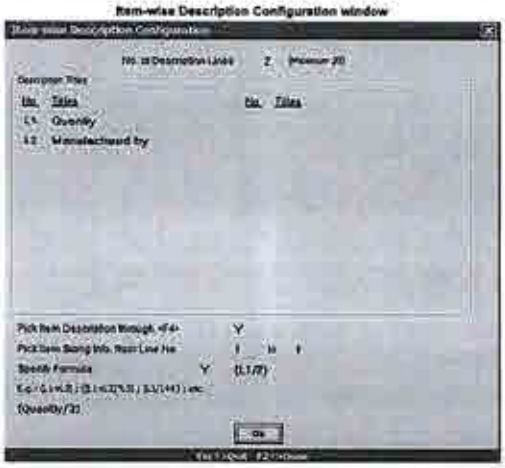
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Add. Field With Item
Specify 'Y' in this data field if you want an additional field to appear when you enter the item name in a voucher. If you specify 'Y' then an *Item Add. Field* window appears wherein you can enter the additional information. By default, 'N' is the value in this data field. This data field is active for Sales/Purchase/Sale Return/Purchase Return/ Stock Transfer/Production/Unassemble/Stock Journal/Material Issue/Material Receipt voucher.

Name
This field is activated when you specify 'Y' in the *Add. Field With Item* data field. Specify the name of the additional field in this data field. By default, *Type of Item* is displayed as the name of the additional field.

Item-wise Description
Specify 'Y' in this data field if you want *Item Description* window to appear when you enter the item name in a voucher. By default, 'N' is the value in this data field. This data field is active for Sale/Purchase/Sale Return/Purchase Return/ Stock Transfer/Production/Unassemble/Stock Journal/Material Issue/ Material Receipt voucher. If you specify 'Y' in this data field then a *Configure* button next to this data field is activated. On clicking this button, an *Item-wise Description Configuration* window appears in which you can specify the number of lines and the titles for the line that will appear in the *Item Description* window at the time of voucher entry. Given here is a screenshot of *Item-wise Description Configuration* window.

Item-wise Description Configuration window



No of Description Lines
Specify the number of lines that will appear in the *Item Description* window at the time of voucher entry in this data field. You can enter a value up to 20 in this data field. On entering a value between 1-20, appropriate number of *Title* data fields becomes active in which you can specify titles for different lines.

Pick Item Description through <F4>
Specify 'Y' in this data field if you want to pick item description from already entered vouchers of same type and having same series. While entering voucher, if you press *F4* key in the *Item Description* window then a list will pop up containing all the item descriptions already entered. Pick the required item description from the list and it will be saved accordingly.

Pick Item Sizing Information From Line No.
This data field is activated if you have specified 'Y' in the *Pick Item Sizing Information from Item Description* data field in *Administration > Configuration > Features/Options > Inventory* tab. Specify the number of lines from which you want to pick the item sizing information. For example, if you have specified *3 to 4* in this data field then line number 3 and 4 of *Item Description* window will be used as Item Sizing information.

Specify Formula
Specify 'Y' in this data field if you want to specify formula. For example - You want to Add line1 and line2 and multiply the sum by line3. In this case you can specify the formula : ((L1+L2)*L3)

Item-wise Discount
Specify 'Y' in this data field if you want to specify item-wise discount when you enter the item in a voucher. By default, 'N' is the value in this data field. This data field is active for Sales/Purchase/Sale Return/Purchase Return/Stock Transfer/Material Issue/Material Receipt voucher.

Specify Discount Structure
Select the type of discount structure applicable for the vouchers entered for the selected voucher series. The data field displays list of Discount Structures created using *Administration > Masters > Miscellaneous Masters > Discount Structure option*.

Item-wise Markup
Specify 'Y' in this data field if you want to specify item-wise Markup when you enter an item in a voucher.

Specify Markup Structure
Select the type of MarkUp structure to be applicable for the vouchers entered for the selected voucher series. The data field displays list of Markup structures created using *Administration > Masters > Miscellaneous Masters > Markup Structure option*.

Separate Billing / Shipping Details
Specify 'Y' if you want to print Separate Billing / Shipping Details on the invoice. On specifying 'Y' in Separate Billing / Shipping Details some data field becomes active which are as:

- Applicable for - Select from the list whether you want Separate Billing / Shipping Details window will appear at the time of entering voucher for All parties or only for Cash/Bank.

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- Specify Key Field - Select the Key field from the list i.e. whether you want to fetch party details as per party name, mobile no. or e-mail id.
- GST Report Basis - This data field will appear only in case of *Sales* voucher configuration. Select the GST Report Basis from the list i.e. you want to reflect the data in GST reports as per party master or billing / shipping details or you want to specify it at the time of data entry.

Let us understand with the help of an example. Smart Clothing, a garment manufacturer, receives request from one of it's retail customers to print their name on the invoices. Now when the cashier at the retail outlet enters the Sales transactions the cash account is affected since Smart Clothing does not want to keep a track of the customers. Thus, on the invoice instead of the customer's name cash account is printed. Now due to the special request Smart Clothing needs to print the customer's name on the invoice in addition to cash account. For this purpose, it performs the following steps:

- Specify 'Y' in the *Separate Billing Details* data field in *Voucher Configuration*.
- Specify 'Y' in the *Print Billing / Shipping Details* Separately option in *Administration > Configuration > Invoice / Document Printing > Standard* option.
- Enter the billing details in the *Billing Details* window that appears when you enter the Party Name in the voucher.
- Print the voucher.

After performing the above steps, the billed party name in addition to the party name will be printed on the voucher. By default, 'N' is the value in this data field. This data field is active for Sales/Purchase/Sale Return/Purchase Return vouchers.

☞ In case of Sales voucher this option is used for both i.e. to print separate billing/shipping details in invoice and reflect data in GST Reports.

Specify Key Field

This data field gets active if you have specified 'Y' in the *Separate Billing Details* data field. Select the key field on pressing *Enter* key on which, existing billing details (if exists) will be loaded in the window.

Input Item MRP

Specify 'Y' in this data field if you want to enter and print Item MRP at the time of entering a voucher. By default, 'N' is the value in this data field. If you specify 'Y' then when you enter a voucher for the voucher series you can enter Item MRP and print the MRP amount (Item MRP * Quantity) on the voucher. To enter and print Item MRP, perform the following steps:

- Specify 'Y' in the *Input Item MRP* data field in *Voucher Configuration*.
- Configure an invoice format to print item MRP by adding the *MRP_GRAND_TOTAL* field in the format. This field display the *MRP* amount (Item MRP * Quantity).
- Enter item MRP in the *Input Item MRP* window that appears when you click on the Item data field in the grid in the voucher. If you have specified the MRP for the item in the Item master then by default that MRP value is displayed in the *Input Item MRP* window.
- Print the voucher based on the format created for item MRP.

After performing the above steps, item MRP will be printed on the voucher. This data field is active for Sales/Purchase/Sale Return/Purchase Return/Stock Transfer/Material Issue/Material Receipt vouchers only.

Skip Item Qty/Unit/Price

Specify 'Y' in this data field if you want to skip quantity, unit and price fields in the Item grid at the time of voucher entry. On specifying 'Y' in this data field, quantity, unit and price fields of Item grid will become de-active at the time of voucher entry. This feature is useful for company's falling under Service Tax Category in which the services rendered cannot be measured in terms of quantity, unit or price per unit.

Items Sorting While Saving

Select from the list the type of sorting to be applied on the items at the time of voucher saving. In the list there are various options. The options are:

- None - Select this option if you do not want to sort voucher items at the time of voucher saving. On selecting this option, order of the items used in the voucher will not be changed at the time of voucher saving.
- Alphabetically Item-wise - Select this option if you want to sort items alphabetically at the time of voucher saving. On selecting this option all the items used in the voucher will be sorted automatically.
- Alphabetically Item Group-wise - Select this option if you want to sort items group - wise at the time of voucher saving. On selecting this option, all the items will be sorted according to their Parent Group. For example, there are three items in a voucher, Cotton Cloth, Shirts and Ties in which Shirts and Ties Item masters belong to *Finished Goods* Parent Group and Cotton Cloth *Item* master belong to *Raw Material* Parent group. In this case, first items of *Finished Goods* group will appear and that too sorted alphabetically and then the items of Raw Material Group will appear. So the final order of the items will be Shirts, Ties and Cotton Cloth.
- Alphabetically MC - wise - Select this option to sort items Material Centre - wise at the time of voucher saving. On selecting this option, all the items will be sorted Material Centre - wise.
- Alphabetically AF wise - Select this option to sort items Additional Fields wise at the time of voucher saving.
- Alphabetically OF-1 - Select this option to sort items Optional Field 1 wise at the time of voucher saving.
- Alphabetically OF-2 - Select this option to sort items Optional Field 2 wise at the time of voucher saving.

Set Default Date in Voucher as

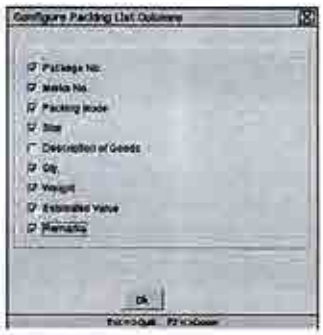
This data field gets active if you have specified 'N' in the *Enable Advanced POS Configuration* option in *Vouchers Configuration*. Select from the list whether you want system date or last voucher date to appear in *Date* data field at the time of entering voucher.

Enable Packing Details

This data field appears only if you have enabled *Enable Packing Details* feature in *Administration* > Configuration > Features / Options > Inventory tab. Specify 'Y' in this data field to enter packing details at the time of voucher entry. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, a *Configure Packing List Columns* window appears. Given here is a screenshot of *Configure Packing List Columns* window.

Configure Packing List Columns window

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In the *Configure Packing List Columns* window, various options appear. Enable the option for which you want to enter data at the time of data entry.

Package Weight Unit
Specify the package weight unit in this data field.

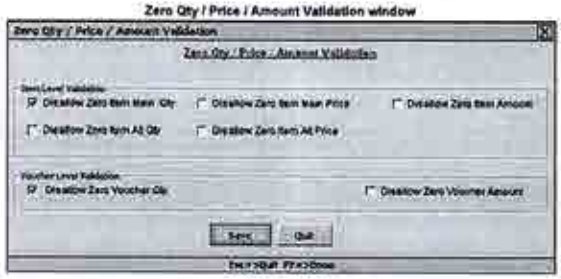
Specify Default Tran Type
This data field appears for Sale, Purchase, Sale Return, Purchase Return, Material Issued to Party and Material Rcvd. from Party vouchers. In the data field, there are three options. The options are:

- No - Select this option if you do not want to specify default tran type.
- Yes (Variable) - Select this option if you wish to specify default Tran Type but it can be changeable at the time of data entry. For example, if you select this option and specify default Tran Type as 'Direct' for Sales voucher in the 'Select Tran Type' data field then while entering Sale voucher, by default Tran Type will appear as 'Direct' but you can change it to 'Against Challan' also.
- Yes (Fixed) - Select this option if you wish to specify default Tran Type and also want that the Tran Type should not be changed at the time of data entry.

Select Tran Type
This data field appears if you have selected 'Yes (Variable)' or 'Yes (Fixed)' option in the *Specify Default Tran Type* data field. Select default tran type as per your requirement.

Zero Value Validation
Specify 'Y' in this data field to apply validations or restrictions for entering a zero quantity or price / amount for item. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, a *Zero Qty / Price / Amount Validation* window appears. Given here is a screenshot of *Zero Qty / Price / Amount Validation* window.

Zero Qty / Price / Amount Validation window



In the *Zero Qty / Price / Amount Validation* window, following two groups appear:

- Item Level Validation
- Voucher Level Validation

Item Level Validation
Under this group, you can specify whether you want to allow zero quantity, price or amount for an item in the voucher. Various data fields that appear under this group are:

- Disallow Zero Item Main Qty - Enable this option to disallow entering zero main quantity for an item in the voucher.
- Disallow Zero Item Alt. Qty - Enable this option to disallow entering zero alternate quantity for an item in the voucher.
- Disallow Zero Item Main Price - Enable this option to disallow entering zero price for main quantity of an item in the voucher.
- Disallow Zero Item Alt. Price - Enable this option to disallow entering zero price for alternate quantity of an item in the voucher.
- Disallow Zero Item Amount - Enable this option to disallow entering zero amount for an item in the voucher.

Voucher Level Validation
Under this group, you can specify whether you want to allow zero quantity or zero amount in the voucher. Under this group, following two data fields appear:

- Disallow Zero Voucher Qty. - Enable this option to disallow a voucher from being saved with total zero item quantity.
- Disallow Zero Voucher Amount - Enable this option to disallow a voucher from being saved with total zero amount.

Filter Value for Party Dropdown
Specify 'Y' in this data field to filter party details list that appear in the voucher. On specifying 'Y' in this data field, a data field appears next to it in which you can specify the value based on which Party records will be filtered and shown in the list in voucher.

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Filter Value for Item Dropdown
Specify 'Y' in this data field to filter item details list that appear in the voucher. On specifying 'Y' in this data field, a data field appears next to it in which you can specify the value based on which item records will be filtered and shown in the list in voucher.

Scheme to be considered at
Select whether the scheme is to be applied after each row in the Item Details grid in voucher or after consolidating similar items in the Item Details grid in the voucher.

Input Transport Details
Specify 'Y' in this data field if you want to enter and print transport related details at the time of entering a voucher. By default, 'Y' is the value in this data field. If you specify 'Y' then while entering a voucher for this voucher series you can enter transport related details also. To enter and print transport related details, perform the following steps:
- Specify 'Y' in the *Input Transport Details* data field in *Voucher Configuration*.
- Configure an invoice format to print the transport details. For example, to print the vehicle number, add the 'VEHICLE_NO' field in the format.
- Enter transport details in the *Transport Details* window that appears when you click the *Narration* data field in the voucher.
- Print the voucher based on the format created for transport details.

After performing the above steps, the transport details will be printed on the voucher. This data field is active for Sales/Purchase/Sale Return/Purchase Return/Stock Transfer/Material Issue/Material Receipt vouchers only.

Auto Round off Final Amt.
Specify 'Y' in this data field if you want to round off the value in a voucher automatically. By default, 'N' is the value in this data field. This data field is active for Sales/Purchase/Sale Return/Purchase Return/Stock Transfer/Material Issue/Material Receipt voucher. If you specify 'Y' then a button next to this data field is activated. Click this button to configure round off option in vouchers. On clicking this button, an *Auto Round off Options* window appears. Given here is a screenshot of the *Auto Round off Options* window.

Auto Round off Options window



You can configure round off based on three options. The options are:
- Always Upper
- Always Lower
- Automatic

Always Upper
Select this option if you want to round off the value in a voucher to the upper limit. Let us understand with the help of an example. You enter two *Sales* vouchers for Rs. 570.12 and 570.89. Now you want to round off the values in the vouchers to the upper limit irrespective of the actual decimal value. Thus, the rounded off values in both vouchers will be Rs. 571. To enable this option, perform the following steps:
- Select the *Always Upper* option.
- Select a Bill Sundry for rounding off the values in the *Bill Sundry* data field that appears when you select the *Always Upper* option. You can select only those Bill Sundries which have *Additive* specified in the *Type* option in the Bill Sundry master.
- Click the *Yes/No* button in the *Auto Round off* window that appears when you enter a voucher. On clicking the *Yes* button the Bill Sundry selected in *Voucher Configuration* is added automatically to the voucher and the value is rounded off.

Always Lower
Select this option if you want to round off the value in a voucher to the lower limit. Let us understand with the help of an example. You enter two *Sales* vouchers for Rs. 570.12 and 570.89. Now you want to round off the values in the vouchers to the lower limit irrespective of the actual decimal value. Thus, the rounded off values in both vouchers will be Rs. 570. To enable this option, perform the following steps:
- Select the *Always Lower* option.
- Select a Bill Sundry for rounding off the values in the *Bill Sundry* data field that appears when you select the *Always Lower* option. You can select only those Bill Sundries which have *Subtractive* specified in the *Type* option in the *Bill Sundry* master.
- Click the *Yes/No* button in the *Auto Round off* window that appears when you enter a voucher. On clicking the *Yes* button the Bill Sundry selected in *Voucher Configuration* is added automatically to the voucher and the value is rounded off.

Automatic
Select this option if you want to round off the value to upper/lower limit in a voucher automatically. Let us understand with the help of an example. You enter two Sales vouchers for Rs. 570.12 and 570.89. Now BUSY will automatically round off decimal value less than .5 to lower limit and greater than or equal to .5 to the upper limit. Thus, the rounded off values in the vouchers will be Rs. 570 and Rs. 571 respectively. To enable this option, perform the following steps:
- Select the *Automatic* option.
- Select the Bill Sundries for rounding off the values in the two data fields, *Bill Sundry (Upper)* and *Bill Sundry (Lower)* that appear when you select the *Automatic* option. In *Bill Sundry(Upper)* data field, you can select only those Bill Sundries which have *Additive* specified in the *Type* option in the Bill Sundry master. In *Bill Sundry (Lower)* data field, you can select only those Bill Sundries which have *Subtractive* specified in the *Type* option in the Bill Sundry master.

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- Click *Yes/No* button in the *Auto Round off* window that appears when you enter a voucher. On clicking the *Yes* button the Bill Sundry selected in *Voucher Configuration* is added automatically to the voucher and the value is rounded off.

By default, this option is enabled.

Rounding Off Nearest To

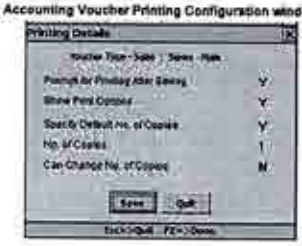
Specify limit to which the amount is to be rounded off.

Ask Before Adding Round-Off Bill Sundry
Specify 'Y' if you want that a message box should appear asking you whether you want to add an auto round-off Bill Sundry when you save a voucher. If you specify 'N' then the specified auto round-off Bill Sundry is added by default in the voucher.

Print Accounts Voucher After Saving
Specify 'Y' in this data field if you want to print the accounts voucher and to configure various options related to printing. You can print the accounts voucher if you want to keep a systematic track of the accounts. For example, Smart Clothing may want to send the accounts vouchers to the Accounts department for accurate account management. The accounts voucher is similar to the invoice except that it does not have extra information such as TIN, Terms & Conditions and so on. The accounts voucher contains information pertaining to the debit/credit aspect of a transaction. By default, 'N' is the value in this data field. This data field is active for Sales/Purchase/Sale Return/Purchase Return vouchers.

On specifying 'Y' in this group, a *Configure* button gets activated. On clicking the *Configure* button, an *Accounting Voucher Printing Configuration* window appears. Given here is a screenshot of *Accounting Voucher Printing Configuration* window.

Accounting Voucher Printing Configuration window



In the *Accounting Voucher Printing Configuration* window there are various data fields. The data fields are:
- Prompt for Printing After Saving - On specifying 'Y' in this data field, a message box asking to print accounts voucher will appear at the time of saving the voucher. Otherwise no such message box will appear and it will show the *Printing Options* form or directly print the invoice if *Show Print Options* option is set to 'N'.
- Show Print Options - Specify 'Y' in this data field if you want *Printing Options* form to appear at the time of accounts voucher printing.
- Specify Default No. of Copies - Specify 'Y' in this data field if you want to specify the default number of copies to be printed for the accounts voucher otherwise specify 'N'.
- No. of Copies - This data field is activated if you have specified 'Y' in the *Specify Default No. of Copies* data field. Specify the number of copies that you want to print for the accounts voucher.
- Can Change No. of Copies - This data field gets activated if you have specified 'Y' in the *Specify Default No. of Copies* data field. Specify 'Y' if you want to change the number of copies to print for the accounts voucher at the time of printing the accounts voucher.

Print Inventory Voucher After Saving
Specify 'Y' in this data field if you want to print the inventory voucher. You can print the inventory voucher if you want to keep a systematic track of the inventory. For example, Smart Clothing may want to send the inventory vouchers to the Inventory department for accurate inventory management. The inventory voucher is similar to the invoice except that it does not have extra information such as TIN, Terms & Conditions and so on. The inventory voucher contains information pertaining to the sold/purchased goods only. By default, 'N' is the value in this data field. This data field is active for Sales/Purchase/Sale Return/Purchase Return vouchers.

In Payment/Receipt/Journal/Contra/Debit Note/Credit Note/Stock Transfer/Production/Unassemble/Stock Journal/Material Issue/Material Receipt vouchers instead of Print Inventory/Accounts Voucher data field, a Print Voucher data field appears.

On specifying 'Y' in this data field, a *Configure* button gets activated. On clicking the *Configure* button, an *Inventory Voucher Printing Configuration* window appears. In the window all the data fields are similar to the data fields that appear in the *Accounts Voucher Printing* window explained above.

Print Sales Invoice After Saving
Specify 'Y' in this data field to configure Sales invoice printing. On specifying 'Y' in this data field, an *Invoice Printing Configuration* window appears. Given here is a screenshot of *Invoice Printing Configuration* window.

Invoice Printing Configuration window

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The data field appears specific to the type of voucher. For example, for Purchase voucher, a Purchase Invoice Printing after Voucher Saving data field appears. Similarly for Sales Order/Purchase Order/Sales Return/Purchase Return/Payment/Receipt/Debit Note/Credit Note/Stock Transfer/ Material Issue/ Material Receipt vouchers, a voucher specific data field appears.

In the *Invoice Printing Configuration* window, there is one data field and two groups:
- No. of Formats
- Specify Formats
- Format Configuration

No. of Formats
Specify number of formats you want to configure.

Specify Formats
Depending on the value specified in the *No. of Formats* data field, minimum one and maximum four options get activated. Select the required format number that you want to configure.

Format Configuration
In the *Format Configuration* group, you can configure the selected format. Various data fields in the *Format Configuration* group are:
- Printing Invoice Format - Select the format in which the invoice will be printed. By default, *STANDARD* format is selected. *STANDARD* is the format created by default for a new company.
- Prompt for Printing After Saving - On specifying 'Y' in this data field, a message box asking to print accounts voucher will appear at the time of saving the voucher. Otherwise no such message box will appear and it will show the *Printing Options* form or directly print the invoice if *Show Print Options* option is set to 'N'.
- Show Print Options - Specify 'Y' in this data field if you want *Printing Options* form to appear at the time of accounts voucher printing.
- Specify Default No. of Copies - Specify 'Y' in this data field if you want to specify the default number of copies to be printed for the voucher otherwise specify 'N'.
- No. of Copies - This data field is activated if you have specified 'Y' in the *Specify Default No. of Copies* data field. Specify the number of copies that you want to print for the voucher.
- Can Change No. of Copies - This data field gets activated if you have specified 'Y' in the *Specify Default No. of Copies* data field. Specify 'Y' if you want to change the number of copies to be printed for the voucher at the time of printing the voucher.

After entering the required configuration, click the *Save* button.

Print Item BarCode after Saving
Specify 'Y' in this data field to print item Bar Code after saving the voucher.

Upload to BDEP after Saving
Select the option from the list. Following options appear in the list:
- *Not Reqd.* – Select this option if you don't want to upload voucher on BDEP for this series.
- *Upload after Asking* – Select this option, if you want that a message box will pop-up asking for upload of voucher on BDEP at the time of voucher saving.
- *Upload w/o Asking* – Select this option if you want to upload voucher automatically to BDEP at the time of saving. In this case, no message box will pop-up asking for upload of voucher on BDEP.

Upload PDF to BDEP after Saving
Specify 'Y' under this data field if you want to upload Invoice PDF file also to BDEP.

Select Format to upload PDF
Select format of Invoice for which PDF file is to be uploaded.

Send E-mail after Saving
Specify 'Y' in this data field to send an E-mail to the party after saving the voucher. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, an *E-Mail Details* window appears in which you can configure various formats for sending Email. In the *E-Mail Details* window, one data field and two groups appear. The data field and groups are:
- No. of Formats
- Specify Format
- Format Configuration

No. of Formats
Specify number of formats you want to configure.

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Specify Format
Depending on the value specified in the *No. of Formats* data field, minimum one and maximum four options get activated. Select the required format number that you want to configure.

Format Configuration
In the *Format Configuration* group, you can configure the selected format. Various data fields in the *Format Configuration* group are:
- E-Mail Format - Select the format you want to configure. It will display all those formats that are created using *Document Printing > Advanced* option and whose nature of format is Email.
- Prompt for Sending Email - On specifying 'Y' in this data field, a message box asking to E-mail voucher details will appear after saving the voucher.
- Show E-Mail Options - Specify 'Y' in this data field to view Email sending options before sending the E-Mail.
- Send to Party - Specify 'Y' in this data field, if you want to send Email to party.
- BCC to Self - Specify 'Y' in this data field, if you want to BCC Email to self also.
- Self Email ID - This data field appears, if you have specified 'Y' under *BCC to Self* data field. Specify Self Email ID in this data field.
- CC to Broker - This data field appears, if you have enabled *'Salesman/Broker-wise Reporting'* feature. Specify 'Y' in this data field to CC Email to broker also.

After entering the required configuration, click the *Save* button.

Send SMS after Saving
Specify 'Y' in this data field to send SMS to the party after saving the voucher. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, an *SMS Details* window appears in which you can configure various formats for sending SMS. In the *SMS Details* window, one data field and two groups appear. The data field and groups are:
- No. of Formats
- Specify Format
- Format Configuration

No. of Formats
Specify number of formats you want to configure.

Specify Formats
Depending on the value specified in the *No. of Formats* data field, minimum one and maximum four options get activated. Select the required format number that you want to configure.

Format Configuration
In the *Format Configuration* group, you can configure the selected format. Various data fields in the *Format Configuration* group are:
- SMS Format - Select the format you want to configure. It will display all those formats that are created using *Document Printing > Advanced* option and whose nature of format is SMS.
- Prompt for Sending SMS - On specifying 'Y' in this data field, a message box asking to SMS voucher details will appear after saving the voucher.
- Show SMS Options - Specify 'Y' in this data field to view SMS sending options before sending the SMS.
- Send to Party – Specify 'Y' in this data field, if you want to send SMS to party.
- Send to Self – Specify 'Y' in this data field, if you want to send SMS to self as well.
- Self Mob. No. – Specify your Mobile No. on which you want to receive the SMS.
- Send to Broker – This data field appears, if you have enabled *'Salesman/Broker-wise Reporting'* feature. Specify 'Y' in this data field, if you want to send SMS to broker as well.

After entering the required configuration, click the *Save* button.

Send Notification to BusyBNS After Saving
Specify 'Y' in this data field if you want to Send Notification to BusyBNS App after saving of invoice. On specifying 'Y', a *Configure* button appears. On clicking *Configure* button, a *Notification Details* window appears. Given below is the screenshot of *Notification Details* window.

Notification Details window



Under *Notification Details* window, specify following details:
- No. of Formats – Specify the number of formats required for sending notification(s). You can select upto maximum of 4 formats.
- Specify Format – Select the required format and specify configuration for the same by entering required data in below data fields. Similarly you can specify different configuration for different formats.
- Send PDF Attachment – Specify 'Y' in this data field, if you want to send invoice as PDF file.
- Select Format – Select format from the list as per which notification(s) will be sent.
- Prompt for Sending Notification – Specify 'Y' in this data field, if you want that a message box will be prompted at the time of saving the voucher asking for sending notification(s).

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- Show Notification Options – Specify 'Y' in this data field, if you want to view options for sending notification at the time of sending notification(s).
- Send to Party – Specify 'Y' in this data field, if you want to send invoice to party.
- Send to Self – Specify 'Y' in this data field, if you want to send notification to self as well.
- Self Mob. No. – Specify Mobile No. on which you want to receive the notification.
- Send to Broker – This data field appears, if you have enabled *'Salesman/Broker-wise Reporting'* feature. Specify 'Y' in this data field, if you want to send notification to broker as well.

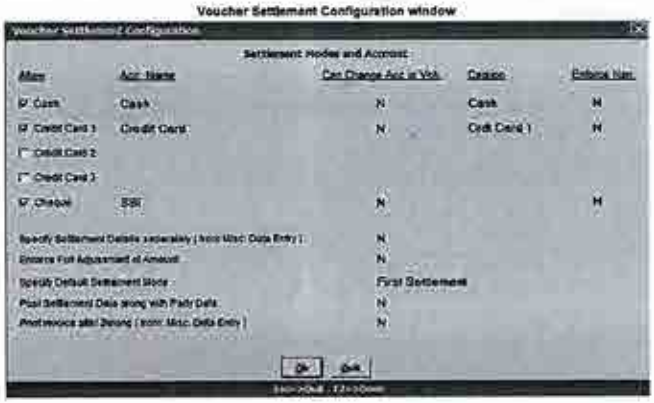
After entering the required configuration, click the *Save* button.

Generate 'E-Way Bill' After Saving
Specify 'Y' in this data field if you want to generate E-Way Bill at the time of saving the voucher.

Generate 'E-Invoice' After Saving
Specify 'Y' in this data field if you want to generate E-Invocie at the time of saving the voucher.

Enable Settlement Details
Specify 'Y' in this data field if you want to specify settlement details with the voucher. This option is available for Sales, Purchase, Sale Return and Purchase Return vouchers. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, a *Voucher Settlement Configuration* window appears. Given here is a screenshot of *Voucher Settlement Configuration* window.

Voucher Settlement Configuration window



In the *Voucher Settlement Configuration* window, various data fields and options appear. The data fields and options are:

- Allow - There are various options given under this data field. The options are:
  - Cash - Enable this option if you accept or make cash payment.
  - CC (M/C-1) - Select this option if you accept credit card payments also.
  - CC (M/C-2) - Select this option if you accept or make payment through more than one credit card.
  - CC (M/C-3) - Select this option if you accept or make payment through more than two credit cards.
  - Cheque - Select this option if you accept or make cheque payments.
- Acc Name - Specify the name of the account to which the amount will be adjusted for the corresponding payment option. For example, if you specify *Cash A/c* in this data field in front of *Cash* option then all the payments made through Cash will go to Cash account.
- Can Change Acc. in Vch. - Specify 'Y' in this data field if you want to change account specified here in voucher.
- Caption - Specify the caption for the corresponding payment mode in the voucher. For example if you specify Cash Payments in this data field in front of *Cash* option then in voucher instead of Cash, Cash Payment will appear in the *Amount Settlement Details* group.
- Enforce Narr. - Specify 'Y' in this data field if you do not want a voucher to be saved unless a narration is entered in the corresponding field.
- Specify Settlement Details Separately (from Miscellaneous Data Entry) - Specify 'Y' in this data field to enter settlement details through *Miscellaneous Data Entry > Update Settlement Details* option. On specifying 'Y' in this data field, you will not be allowed to enter settlement details in the *Add* mode of voucher.
- Enforce Full Adjustment of Amount - Specify 'Y' in this data field if you want that at the time of voucher entry, full amount of the voucher should be adjusted in the *Amount Settlement Details* group. If you specify 'Y' in this data field, then at the time of voucher entry, you have to adjust full bill amount manually in the various payment modes available in the voucher. BUSY will not allow you to save the voucher unless you adjust the full bill amount. On the other hand, if you specify 'N' in this data field and do not adjust full bill amount in the various payment modes available in the voucher then the balance bill amount will be debited/credited to the party (as selected in the voucher) account. A label will appear in the voucher displaying the balance amount debited/credited to the party.
- Specify Default Settlement Mode - This data field becomes active when you have specified 'N' in *Enforce Full Adjustment of Amount* data field . Select the required default settlement mode form the list.
- Post Settlement Data along with Party Data - Specify 'Y in this data field to post entry for both settlement and party details of voucher.
- Print Invoice After Saving (from Miscellaneous Data Entry) - Specify 'Y' in this data field to print invoice after feeding settlement details from *Update Settlement Details* utility under *Administration > Miscellaneous Data Entry* option. On specifying 'Y' in this data field, a data field gets active in which you are required to select the format for printing the invoice.

Vch Image Folder
This data field appears if you have enabled the option of *Maintain Image of Accounting/Inventory* voucher in the *Administration > Configuration > Features/Options > Accounts/Inventory* tab. Specify the path of the folder from where the images of the vouchers are to be picked. You can also select the path by clicking the *Browse* button. Images will be tagged with the voucher by matching the Image name and Voucher number. Path of the folder specified here will be applicable only for the series which you are configuring. For example, you are configuring *Main* series of *Sales* voucher and in the *Vch Image*

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Folder data field, you have specified a folder named *MainVchImages* along with its path. The folder contains two images with the name sl001 and sl002. Now the image named sl001 will be tagged to the Sales voucher that has the Voucher Series as Main and voucher number as sl001 and sl002 image will be tagged to the Sales voucher that has the Voucher Series as Main and Voucher number as sl002.

Change Voucher Type Captions
This data field appears if you have enabled the option of *Specify Caption for Vch Type in Vch Series* data field under *Administration > Configuration > Features / Options > General* tab. On enabling this option, you can specify Long name and Short name for the vouchers entered for this voucher series.

Long Name (to be shown during data entry)
Enter Long name for the vouchers in this data field. Long name will appear as the name of the voucher at the time of data entry.

Short Name (to be shown in reports)
Enter Short name for the voucher in this data field. Short Name will appear as name of the voucher in the reports.

Excise Applicability
Select whether Excise is applicable for this voucher series or not.

Excise Type
Select type of Excise duty applicable for the voucher series.

Prompt to 'Copy Voucher' after saving
On specifying 'Y' in this data field, a message box prompting to copy voucher will appear at the time of saving the voucher. On clicking the *Yes* button in the message box, *Copy Voucher (Sale to Purchase)* utility will appear on screen in which you can specify the required criteria and copy the voucher.

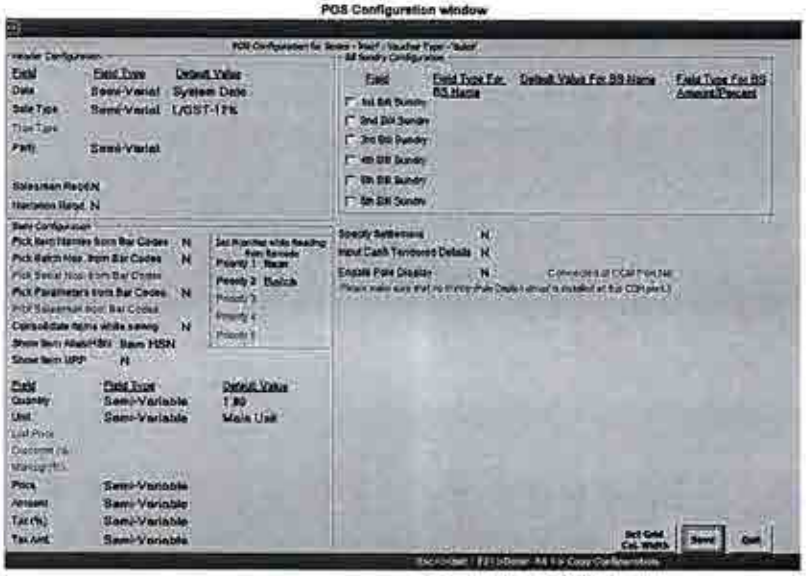
Specify Target Vch Type
Select the voucher type to which the voucher is to be copied. For example, you want to copy Sales voucher to Purchase voucher then select Purchase in this data field.

Specify Series for Target Vch Type
Select series of selected voucher type in which the voucher is to be copied.

Show Tax Summary
Specify 'Y' in this data field to show Tax Summary on screen at the time of entering voucher.

Enable Advanced POS Data Entry
This data field appears if you have enabled POS Billing Details in the *Administration > Configuration > Features/Options > POS* tab. This field appears for Sales/Purchase, Sales Return/Purchase Return and Material Issues/Receipt vouchers. Specify 'Y' in this data field if you want to enable advance POS data entry. On specifying 'Y' in this data field, a *Configure Advanced POS Option* button gets activated. Click the *Configure Advanced POS Option* button to configure the POS Billing details. On clicking the *Configure Advanced POS Option* button, a *POS Configuration* window appears. Given here is a screenshot of *POS Configuration* window.

POS Configuration window



In the *POS Configuration* window, there are various groups and data fields. The groups and data fields are:

- Header Configuration
- Body Configuration
- Bill Sundry Configuration
- Specify Settlement
- Settlement Modes and Accounts
- Input Cash Tendered Details
- Enable Pole Display

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- Set Grid Col. Width

Header Configuration

In the *Header Configuration* group, you can configure header details. There are three options in this group. The options are:

- Field - This option displays name of various fields that appear at the top of the voucher. Various fields displayed under this option are: Date, Sale Type, Mat. Centre, Party, Broker Reqd. and Narration Reqd.
- Field Type - Under this option, you have to select the type of field from the list. In the list, there are three options. The options are:
  - Fixed - Select this option if you want to fix the value of the corresponding data field in the voucher.
  - Variable - Select this option if you do not want to fix the value of the corresponding data field in the voucher.
  - Semi Variable - Select this option if you want that at the time of voucher entry, focus do not come to the corresponding data field. But, if any time during the voucher entry, you want to change the value in the data field then you should be able to do this. To change the value in the data field in vouchers, you have to click the mouse button in the data field and then only you will be able to change the value in the field.
- Default Value - Specify the default value that will appear in the corresponding data field in the voucher. If you have selected the *Fixed* option in the *Field Type* data field then the value specified in the *Default Value* option cannot be changed at the time of voucher entry.

Let us understand the above three options with the help of an example. Suppose, you have specified the following values in the *Header Configuration* group:

Field	Field Type	Default Value
Date	Fixed	System Date
Sale Type	Semi Variable	C10%
Mat. Centre	Variable	Godown
Party	Variable	Rich Styles

Now, according to the above mentioned values, at the time of voucher entry, you will not be able to change the value in the *Date* field as its Field Type is set to *Fixed*. The focus will directly come to the *Party* field which will display the default value as *Rich Styles* but if you want, you can make changes in it as its Field Type is set to *Variable*. After this, the focus will shift to *Mat. Centre* field which will display the default value as Godown and again you can make changes in it because its Field Type is also set to *Variable*. The focus will never shift to *Sale Type* field as its Field Type is set to *Semi Variable*. To change value in *Sale Type* field, you have to click the mouse button on the field and then you can change the value in it.

Body Configuration

In the *Body Configuration* group, you can configure various options that appear in the Body part of the voucher. In this group there are two data fields and various options. The data fields and options are:

- Pick Item Names from Bar Codes
- Pick Batch No. from Bar Codes
- Pick Serial No. from Bar Codes
- Pick Parameters from Bar Codes
- Pick Broker from Bar Codes
- Consolidate Item while Saving
- Show Item Alias/HSN
- Show Item MRP
- Field
- Field Type
- Default Value
- Set Priorities while reading from Bar Code

Pick Item Names from Bar Code

Specify 'Y' in this data field if you want to pick the item names in the voucher from the Bar Codes based on the exact match found. On specifying 'Y' the Bar Code is read and is matched with the item names stored in the database. If it matches exactly then the item name is directly entered into the Item Name data field. In case no exact match is found then an error message is displayed on the screen.

Pick Batch No. from Bar Code

This data field appears if you have enabled *Batch - wise Details* option in Administration > Configuration > Features/Options > Inventory tab. Specify 'Y' in this data field if you want to pick batch number in the voucher from the Bar Codes based on the exact match found. On specifying 'Y' the Bar Code is read and is matched with the batch numbers stored in the database. If it matches exactly then the batch number is directly entered into the *Batch No.* data field. If no exact match is found then an error message is displayed on the screen.

If you specify 'N' then the batch number is read from the Bar Code and the exact/nearest match is searched for. If no exact match is found then the nearest match is entered as the batch number in the *Item Name* data field. The default value is 'N' in this data field.

Pick Serial No. from Bar Codes

This data field appears if you have enabled *Serial No. - wise Details* option in Administration > Configuration > Features/Options > Inventory tab. Specify 'Y' in this data field if you want to pick serial number in the voucher from the Bar Codes based on the exact match found.

Pick Parameters from Bar Codes

This data field appears if you have enabled *Parameter - wise Details* option in Administration > Configuration > Features/Options > Inventory tab. Specify 'Y' in this data field if you want to pick parameters in the voucher from the Bar Codes based on the exact match found.

Pick Broker from Bar Codes

This data field appears if you have enabled *Broker-wise Reporting* option in Administration > Configuration > Features/Options > Inventory tab. Specify 'Y' in this data field if you want to pick Broker master in the voucher from the Bar Codes based on the exact match found.

Consolidate Item while Saving

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Specify 'Y' in this data field if you want to consolidate the item information when you save the voucher. Let us understand with the help of an example. For a Sales Bar Code. Thus, the same item information is entered five times in five lines. Now the cashier wants to consolidate the same item information in one line. For this purpose, it specifies 'Y' in this data field. By default, 'N' is the value in this data field.

Show Item Alias/HSN
Specify 'Y' in this data field to show *Item Alias/HSN Code* column in the *Item Details* grid in voucher entry.

Show Item MRP
Specify 'Y' in this data field to show *Item MRP* column in the *Item Details* grid in voucher entry.

Field
This option displays name of various fields that appear in the body part of the voucher. Various fields displayed under this option are: Quantity, Unit, List Price, Discount %, Price, Taxable Amt., Tax (%) and Tax Amt.

Field Type
Under this option, you have to select the type of field from the list. In the list, there are three options. The options are:
- Fixed - Select this option if you want to fix the value of the corresponding data field in the voucher.
- Variable - Select this option if you do not want to fix the value of the corresponding data field in the voucher.
- Semi Variable - Select this option if you want that at the time of voucher entry, focus do not come to the corresponding data field but if you want to change the value in the data field then you have to click the mouse button in the data field and then it will allow you to change the value of the data field.

Default Value
Specify the default value that will appear in the corresponding data field in the voucher. You can specify the default value only for *Quantity* and *Unit* field. For all other fields, the default value will depend upon the configuration settings. If no configuration settings are defined then it will pick the values from *Item* master. If you have not specified the values in the *Item* master also then it will display the value as zero.

Set Priorities while Reading from Bar Code
Under this group, you have to specify the priority for reading the Bar Code value. Setting priorities refers to defining the search criteria while reading the Bar Code Value for loading the item details. For example, you have set Priority 1 as Item Name and Priority 2 as Sr. No. Now while reading Bar Code value, BUSY will first of all search item name and if the value of the Bar Code matches with an item name then it will load the item's details. Suppose, if the value of Bar Code does not match with an item name then BUSY will search the item serial numbers. If the Bar Code value matches with any serial number then BUSY will pick the item details from that serial number and then load the details in item grid. If a Bar Code value matches to more than one Sr. No. then it will display the list of Serial numbers that are matching with the Bar Code value.

Bill Sundry Configuration
Under *Bill Sundry Configuration* group, you can configure the Bill Sundry details. There are various data fields in this group. The data fields are:
- Field
- Field Type for BS Name
- Default Value for BS Name
- Field Type for BS Value

Field
This field displays six options. The options are: 1st Bill Sundry, 2nd Bill Sundry... up to 6th Bill Sundry. Enable the checkbox against the Bill Sundry. For example, if you want two Bill Sundries in your voucher then enable the checkboxes against *1st Bill Sundry* and *2nd Bill Sundry* option.

Field Type for BS Name
Under this option, you have to select the type of field from the list. In the list, there are three options. The options are:
- Fixed - Select this option if you want to fix the name of the Bill Sundry in the voucher.
- Variable - Select this option if you do not want to fix name of the Bill Sundry in the voucher.
- Semi Variable - Select this option if you want that at the time of voucher entry, focus does not come to the corresponding Bill Sundry name but in case you want to select any other Bill Sundry then you should click the mouse button in the Bill Sundry Name and it will allow you to select some other Bill Sundry.

Default Value for BS Name
Specify the default Bill Sundry for the option selected. For example, if you have enabled *1st Bill Sundry* option and specified *CST* in *Default Value* field then in the voucher, first Bill Sundry would be for CST.

Field Type for BS Value
Under this option, you have to select the type of field from the list. In the list, there are three options. The options are:
- Fixed - Select this option if you want to fix the value of Bill Sundry in the voucher.
- Variable - Select this option if you do not want to fix value of Bill Sundry in the voucher.
- Semi Variable - Select this option if you want that at the time of voucher entry, focus does not come to the corresponding Bill Sundry value but in case you want to enter some other value then you should click the mouse button in the Value data field and it will allow you to enter some other value for the Bill Sundry.

Specify Settlement
Specify 'Y' in this data field if you want to enter amount settlement details at the time of voucher entry.

Settlement Mode and Account
This group gets activated if you have specified 'Y' in the *Specify Settlement* data field. In this group, you can specify various details related to the amount given by the party. These details will appear in the *Amount Settlement Details* group at the time of voucher entry. There are various data fields and options in this group. The data fields and options are:
- *Allow* - There are various options given under this data field. The options are:
  - Cash - Enable this option to enter amount received in cash.
  - Credit Card1- Enable this option to enter amount received from credit card machine 1.

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- Credit Card2- Enable this option to enter amount received from credit card machine 2.
- Credit Card3- Enable this option to enter amount received from credit card machine 3.
- Cheque - Enable this option to enter amount received through cheque.

- *Acc Name* - Specify the name of the account to which the amount will be adjusted for the corresponding payment option. For example, if you specify *Cash A/c* in this data field in front of *Cash* option then all the payments made through Cash will go to Cash account.
- *Can Change Acc in Vch.* - Specify 'Y' in this data field to allow changing of account to be adjusted for the amount during the data entry.
- *Caption* - Specify the caption for the corresponding payment mode in the voucher. For example if you specify Cash Payments in this data field in front of *Cash* option then in voucher instead of Cash, Cash Payment will appear in the *Amount Settlement Details* group.
- *Enforce Narr.* - Specify 'Y' in this data field if you do not want a voucher to be saved unless a narration is entered in the corresponding field.
- *Specify Settlement Details separately (from Misc. Data Entry)* - Specify 'Y' in this data field to enter settlement details through utility provided under Miscellaneous Data Entry section.
- *Enforce Full Adjustment of Amount* - Specify 'Y' in this data field if you want that at the time of voucher entry, full amount of the voucher should be adjusted in the *Amount Settlement Details* group. If you specify 'Y' in this data field, then at the time of voucher entry, you have to adjust full bill amount manually in the various payment modes available in the voucher. BUSY will not allow you to save the voucher unless you adjust the full bill amount. On the other hand, if you specify 'N' in this data field and do not adjust full bill amount in the various payment modes available in the voucher then the balance bill amount will be debited/credited to the party (as selected in the voucher) account. A label will appear in the voucher displaying the balance amount debited/credited to the party.
- *Specify Default Settlement Mode* - Select default settlement mode i.e. Automatic or First Settlement.
- *Post Settlement Data along with Party Data* - Specify 'Y' in this data field to post settlement details also along with party details.
- *Print Invoice After Saving (from Misc. data Entry)* - Specify 'Y' in this data field to print invoice after saving settlement details in Miscellaneous Data Entry.

Input Cash Tendered Details
Specify 'Y' in this data field if you want to enter cash tendered details in the voucher.

Cash Tendered Details group gets activated at the time of voucher entry when both of the following conditions are fulfilled:
1. You have enabled *Cash* option in the *Settlement Mode and Account* group.
2. You have specified 'Y' in the *Input Cash Tendered Details* group.

Enable Pole Display
Specify 'Y' in this data field to enable Pole display of the bill. Pole display refers to displaying bill amount to the customer on the machines specifically made for this purpose. On specifying 'Y' in this data field, a *Connected at Com Port No.* data field gets active. In this dat field, you have to specify the Com Port number to which Printer, Pole Display driver is attached.

Set Grid Col. Width
Click this button to configure width of each column of the item grid that appear in the relevant voucher. On clicking this button, a *Grid Configuration* window appears. Given here is a screenshot of *Grid Configuration* window.

Grid Configuration window



Specify width for each column of grid and click the *Ok* button. You cannot specify the total column width more than 8.75 inches.

After entering the required details, click the *Save* button to save the POS configuration.

Configure Standard POS Options
For Sales/Purchase and Sales Return/Purchase Return voucher, this button gets active only on specifying 'N' in the *Enable POS Billing* data field. For Stock Transfer, Production, Unassemble, Stock Journal, Material Issued to Party and Material Received from Party vouchers, this button appears directly on the screen. On clicking this button, a *Standard POS Configuration* window appears. Given here is a screenshot of *Standard POS Configuration* window.

Standard POS Configuration window

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In the *Standard POS Configuration* window, there are various data fields. The data fields are:

- Pick Item Names from Bar Codes
- Default Qty.
- Add. <ENTER> Keys after Item
- Consolidate Items while Saving
- Pick Batch Nos. from Bar Codes
- Default Qty.
- Add. <ENTER> Keys after Batch
- Pick Serial No. from Bar Codes
- Pick Parameters from Bar Codes

Pick Item Names from Bar Codes
Specify 'Y' in this data field if you want to pick the item names in the voucher from the Bar Codes based on the exact match found. On specifying 'Y' the Bar Code is read and is matched with the item names stored in the database. If it matches exactly then the item name is directly entered into the *Item Name* data field. In case no exact match is found then an error message is displayed on the screen.

If you specify 'N' then the item name is read from the Bar Code and the exact/nearest match is searched for. If no exact match is found then the nearest match is entered as the item name in the *Item Name* data field. The default value is 'N' in this data field.

Default Qty.
Enter the quantity that you want to be displayed by default in the *Item Quantity* data field when you enter a voucher. Generally, the default quantity is set to 1. By default, 0 is the value in the data field.

Add. <ENTER> Keys after Item
Enter the number of *<Enter>* presses that you want to skip to move to the next line in the grid. Let us understand with the help of an example. While entering a *Sales* voucher, the cashier uses the Bar Code feature and reads the item name from the Bar Code. The price for the item is generated automatically based on the price in the *Item* master. Now the cashier wants to move to the next row to enter another item. For this purpose, it presses the <Enter> key three times. When the number of items is large this becomes a tedious process. To avoid this the cashier can enter the number of <Enter> presses required in this data field. Thus, if the cashier enters three in this data field then after entering the item name, BUSY will directly move to the fourth column in the grid assuming that the <Enter> key has been pressed three times. If the fourth column does not exist, it moves to next line.

By default, 0 is the value in the data field.

Consolidate Items while Saving
Specify 'Y' in this data field if you want to consolidate the item information when you save the voucher. Let us understand with the help of an example. For a *Sales* invoice there are five pieces of the same item. Now the cashier has to read the item information using the Bar Code. Thus, the same item information is entered five times in five lines. Now the cashier wants to consolidate the same item information in one line. For this purpose, it specifies 'Y' in this data field. By default, 'N' is the value in this data field.

Pick Batch Nos. from Bar Codes
This data field appears if you have enabled *Batch - wise Details* option in the Administration > Configuration > Features/Options > Inventory tab. Specify 'Y' in this data field if you want to pick the batch number in the voucher from the Bar Codes based on the exact match found. On specifying 'Y' the Bar Code is read and is matched with the batch numbers stored in the database. If it matches exactly then the batch number is directly entered into the *Batch No.* data field. If no exact match is found then an error message is displayed on the screen.

If you specify 'N' then the batch numbers is read from the bar code and the exact/nearest match is searched for. If no exact match is found then the nearest match is entered as the batch number in the *Item Name* data field. The default value is 'N' in this data field.

Default Qty.
This data field appears if you have enabled *Batch - wise Details* option in Administration > Configuration > Features/Options > Inventory tab. Enter the quantity that you want to be displayed by default in the *Batch Quantity* data field when you enter a voucher. By default, 0 is the value in the data field.

Add. <ENTER> Keys after Batch
This data field appears if you have enabled *Batch - wise Details* option in Administration > Configuration > Features/Options > Inventory tab. Enter the number of <Enter> presses that you want to skip to move to the next line in the grid. Let us understand with the help of an example. While entering a sales voucher, the cashier uses the bar code feature and reads the batch information of an item from the bar code. Now the cashier wants to move to the next row to enter batch information for another item. For this purpose, it presses the <Enter> key three times. When the number of items is large this becomes a tedious process. To avoid the repeated pressing of the <Enter> key, the cashier can enter the number of <Enter> presses required in this data field. Thus, if the cashier enters three in this data field then after entering the Batch Nos., BUSY will directly move to the fourth column in the grid assuming that the *<Enter>* key has been pressed three times. If the fourth column does not exist, it moves to next line.

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By default, 0 is the value in the data field.

Pick Serial No. from Bar Codes
This data field appears if you have enabled *Serial No. - wise Details* option in *Administration > Configuration > Features / Options > Inventory tab*. Specify 'Y' in this data field if you want to pick serial number in the vouchers from Bar Codes based on the exact match found.

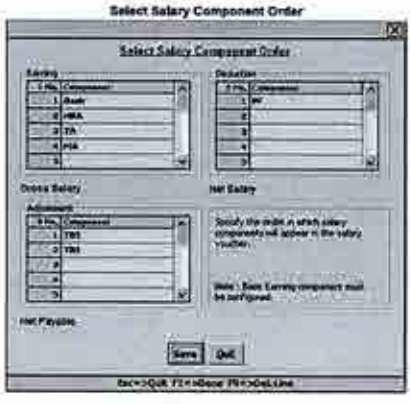
Pick Parameters from Bar Codes
This data field appears if you have enabled *Parameterized Details* option in *Administration > Configuration > Features / Options > Inventory tab*. Specify 'Y' in this data field if you want to pick parameters in the vouchers from Bar Codes based on the exact match found.

Configure Salary Components
This button appears only if you have enabled the feature of *Payroll* under *Administration > Configuration > Features / Options > Enterprise Features* tab and appears only for *Salary Calculation* voucher. On clicking this button, a *Select Salary Component Order* window appears in which you have to specify the order of salary components that will appear in the *Salary Calculation* voucher. For example, you calculate salary components in the following order:

- Basic - Earning
- HRA - Earning
- TA - Earning
- MA - Earning
- PF - Deduction
- TDS - Adjustment

In such a case, you have to specify the same order in Earning, Deduction and Adjustment grids in the window.(Please refer to the screenshot below).

Select Salary Component Order



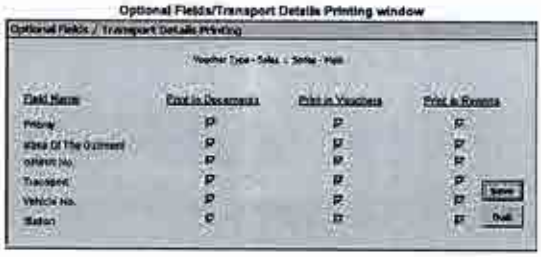
An important point to note here is that while entering *Salary Calculation* vouchers, only those employees will be included in the voucher whose salary components as specified in the *Salary Structure* window in *Employee* master and *Select Salary Component Order* window (explained above)are in same order.

Separate Configuration for Salary Posting
Under this group, you can specify accounts in which posting of salary and other related amount will be done. Various data fields that appear under this group are:

- Payment Voucher - Select this option if you want to enter a *Payment* voucher for salary paid to the employees. An important point to note here is that Payment voucher will be entered only in Double entry mode.
- Journal Voucher - Select this option if you want to enter a *Journal* voucher for salary paid to the employee.
- Voucher Series - Select default voucher series.

Optional Fields Printing
Click this button to configure Optional Fields printing. This button is active when you select a voucher series in the left pane of the *Voucher Configuration* window. On clicking this button an *Optional Fields/Transport Details Printing* window appears in which there are various data fields. The data fields are the Optional Fields that you have configured by clicking the *Voucher Configuration* button and the transport detail fields. Given here is a screenshot of the *Optional Fields/Transport Details Printing* window.

Optional Fields/Transport Details Printing window



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In this window, you can specify in which of the three options, Documents, Vouchers and Reports, the Optional Fields and transport fields should be printed. To specify the same, you need to select the checkbox against the Optional/Transport detail field under Print in Documents/Vouchers/Reports column. By default, all the checkboxes are selected for all the columns.

The need for printing options can be understood with the help of an example. You may want that the transport details should be printed on the Sales invoice whereas the make of the garment is not required to be printed on the Sales invoice. For this purpose, select the checkbox against the transport data fields under the Print in Vouchers column.

Masters Controls

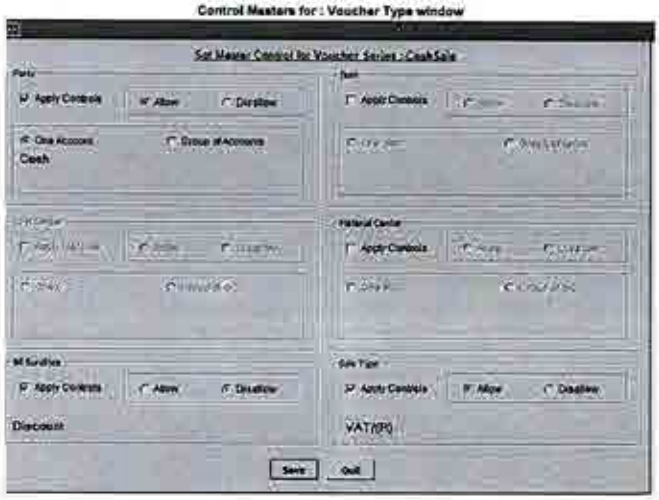
Click this button if you want to configure control on masters such as party, item and so on. Let us understand the relevance of control on masters with the help of an example. In the retail outlets of Smart Clothing the cashier enters the vouchers for the retail sales. Now Smart Clothing wants to impose control on data entry part on the cashier's side. For example, it wants that the only the cash account should be affected in all retail sales since the company does not accept payment in any other mode. Moreover since no discount is allowed to customers, Smart Clothing wants that under no circumstances should the discount Bill Sundry be used. For these purposes, it applies control on masters by clicking the *Masters Controls* button.

The *Masters Controls* button is active when you select a voucher series in the left pane of the *Voucher Configuration* window. On clicking this button a *Control Masters for : Voucher Type* window appears in which there are various data fields.

Certain data fields are active for particular vouchers. There is a note at the end, to list the different fields that are active for different vouchers. To explain the options for the Masters Controls button we have taken the voucher type as Sales Invoice.

Given here is a screenshot of the *Control Masters for : Voucher Type* window.

Control Masters for : Voucher Type window



In the window there are primarily six masters on which you can apply control. The masters are:

- Party/Account/Source MC
- Item
- Cost Centre
- Material Centre/Target MC
- Bill Sundries
- Sale Type/Purchase Type

To apply controls on masters, perform the following steps:

- Select the check box *Apply Controls* for the master for which you want to apply the control. For example, in the screenshot, the *Apply Controls* checkbox is selected for Party.
- Select either, *Allow or Disallow* option to specify the type of control. For example, in the screenshot, the *Allow* option for Party is selected.
- Select either, *One Account/Item/CC/MC or Group of Account/Item/CC/MC* option to specify the specific master/masters on which you want to apply control. For example, in the screenshot, *One Account* option for Party is selected.
- Select the specific *Party/Item/CC/MC/Bill Sundries/Sale Type* on which the control is applied. For example, in the screenshot, one *Cash* account for Party is selected.

The voucher types and active data fields are listed here:

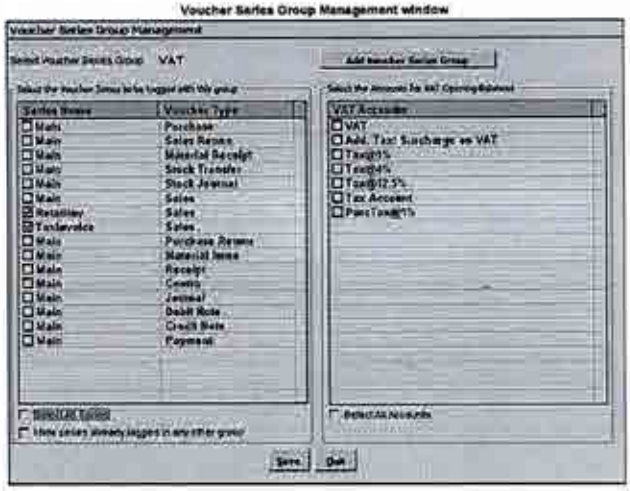
Voucher Types	Options
• Purchase/ Purchase Return	: Options are same as in Sales/Sale Return
• Receipt / Payment /Journal/ Contra/Debit Note/Credit Note	: Account Debit/Credit and Cost Centre
• Stock Transfer	: Source MC, Item, and Target MC
• Production/Unassemble/Stock Journal	: Item and Material Centre
• Material Issue/Material Receipt	: Party, Item, Material Centre, Bill Sundries

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Voucher Series Group Management

With *Voucher Series Group Management* option, you can specify various series under a Voucher Series Group. This is useful when a company has offices in different states and data is centralised and VAT reports are required to be generated state-wise. On selecting the *Voucher Series Group Management* option, a *Voucher Series Group Management* window appears. Given here is a screenshot of *Voucher Series Group Management* window.

Voucher Series Group Management window



In the *Voucher Series Group Management* window, following two groups, one data field and one button appear:

- Select Voucher Series Group
- Add Voucher Series Group
- Select the Voucher Series to be tagged with this group
- Select the Accounts for VAT Opening Balance

Select Voucher Series Group

Select the required voucher series group.

Add Voucher Series Group

Click this button to add a new voucher series group. On clicking this option, a *Voucher Series Group - Add* window appears in which you can specify the name for the new Voucher Series group.

Select the Voucher Series to be tagged with this group

Under this group, name of all the voucher series appear. In front of voucher series, voucher type to which the series belongs to appears. Select the voucher series that will fall under the selected Voucher Series group.

At the bottom of this group, there are two options. The options are:

- Select All Series - Select this option to select all the listed series in one go.
- Hide series already tagged in any other group - Select this option to hide those series from the list that are covered under any other Voucher Series Group.

Select the Accounts for VAT Opening Balances

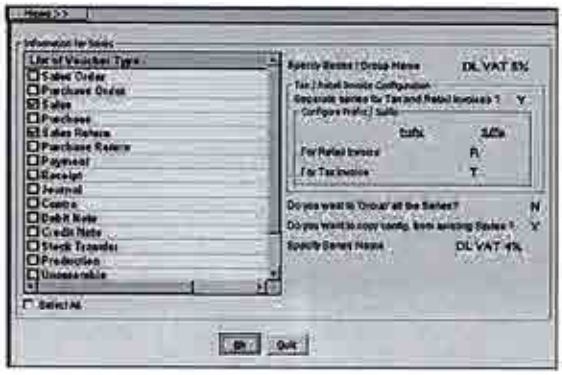
Under this group, all the Account masters that have the tax category as VAT/GST will appear. Select the accounts from which VAT/GST opening balances will be picked.

Multiple Series Creation

With *Multiple Series Creation* option, you can create series for different voucher types in one go. For example, you want to create TaxInvoice series for Sale, Purchase, Sale Return and Purchase Return vouchers. For this purpose, you can use this option and specify the series name and voucher types for which the series is to be created. BUSY will then create specified series for all the selected voucher types. On clicking the *Multiple Series Creation* button, a *Create Multiple Series* window appears. Given here is a screenshot of *Create Multiple Series* window.

Create Multiple Series window

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In the *Create Multiple Series* window, there are various data fields and groups. The data fields and groups are:

- Information for Series
- Specify Series Group Name
- Tax / Retail Invoice Configuration
- Do You want to Group all the Series
- Do You want to copy config. from existing Series
- Specify Series Name

Information for Series
This group displays the list of all the voucher types. Select the voucher type for whom you want to create voucher series.

Specify Series / Group Name
Specify name of the Series / Voucher Series Group.

Tax / Retail Invoice Configuration
Under this group, you can specify separate suffix / prefix for Tax and Retail invoice series. Various data fields under this group are:

Separate Series for Tax and Retail Invoice
Specify 'Y' in this data field to create separate series for Tax and Retail invoice.

Configure Prefix / Suffix
Under this group, you can specify the suffix and prefix to be used with the series. You can specify separate suffix and prefix for Tax and Retail series, if you have specified 'Y' in the *Separate Series for Tax and Retail Invoice* data field.

Do you want to 'Group' all the Series
Specify 'Y' in this data field to group all the series under one Voucher Series Group. The name specified in the *Specify Series / Group Name* data field will become the name for the Voucher Series Group.

Do you want to copy config. from existing Series
Specify 'Y' in this data field to copy configuration of any existing voucher series.

Specify Series Name
This data field gets active only on specifying 'Y' in the above data field. Specify the Voucher series from which the configuration is to be copied.

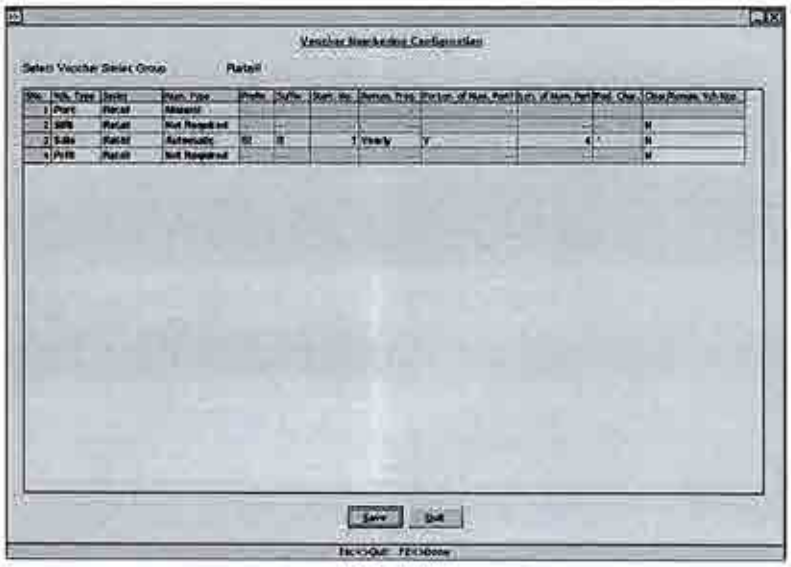
After entering the required data, click the *Ok* button to create new voucher series / group.

Bulk Voucher Numbering

With *Bulk Voucher Numbering* option, you can specify voucher numbering for all the series falling under a particular group in one go. On clicking the *Bulk Voucher Numbering* button, a *Voucher Numbering Configuration* window appears. Given here is a screenshot of *Voucher Numbering Configuration* window.

Voucher Numbering Configuration window

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In the *Voucher Numbering Configuration* window, following data field and group appears:

- Select Voucher Series Group
- Voucher Numbering Grid

Select Voucher Series Group
Select the Voucher Series Group for which you want to set the voucher numbering.

Voucher Numbering Grid
Under this grid, there are various columns. All the columns are similar to the data fields that appear in the *Voucher Numbering* window. For detailed help on all the columns, please refer to the Voucher Numbering window above.

Quit
Click this button to exit from the window.

See Also

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Configuring Formats for Vouchers

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Masters Configuration

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Administration > Configuration > Masters Configuration

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In the *Masters Configuration*, you can configure Masters with regard to Optional Fields, Print Name and Masters drop down list. Let us discuss these configuration on by one.

Optional Field Configuration

Each company has its own different requirement and it is practically very difficult to cater to every company's need. For this purpose we introduced the concept of Optional Fields. Optional Fields are the user defined fields which vary from user to user. Let us understand the concept of Optional Fields with the help of an example. Smart Clothing is a garment manufacturer. Now when it enters Item information using the *Item* master, it is not able to enter all the required information. For example, it needs to enter the make of the garment, name of the designer of the garment and so on. Since in the Item Description data field, it has already entered a lengthy description, it needs additional fields to enter the information. For this purpose, it configures Optional Fields in *Masters Configuration* for Item.

Masters Drop Down List

Under *Masters Drop Down List* configuration, you can configure various master elements or components to be displayed in the list that appears while selecting an Item / Account. For example, you want Item's current stock and Sale Price to be displayed in the list while selecting an Item / Account then you can specify Current Stock and Item Sale Price fields in the list that appears for configuring additional fields.

You can also configure various elements or components to be displayed for the selected master at the bottom of the list. For example, you want to view Item's Sale Price, Tax Category at the bottom of the list then you can configure this option.

Print Name Configuration

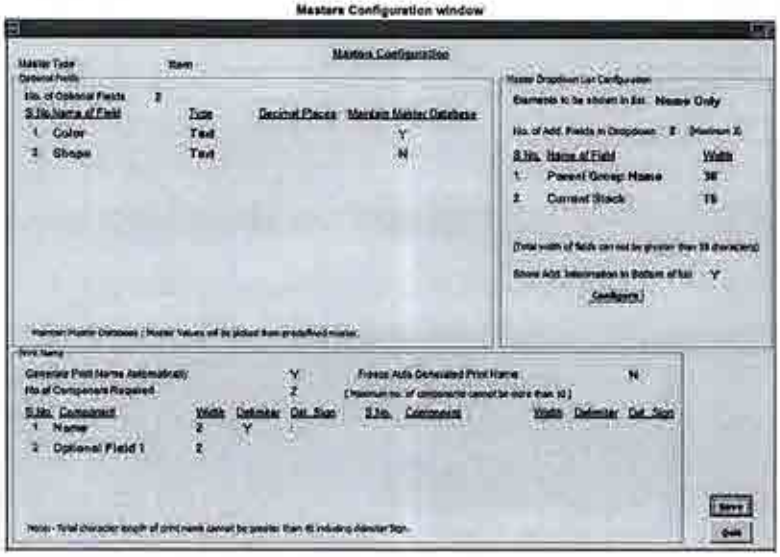
Print Name Configuration refers to specifying the configuration for generating Print Name automatically. In the configuration, you can specify various item components to be included while generating the Print Name.

Let us now discuss configuring Optional Fields, Print Name and Masters Drop down List in detail.

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Given here is a screenshot of the *Masters Configuration* window.

Masters Configuration window



In the *Masters Configuration* window, there is one data field and three groups. The data field and groups are:

- Master Type
- Optional Fields
- Additional Field in Drop Down List
- Print Name

Master Type

Select the type of master for which you want to configure Optional Fields.

Optional Fields

Under this group, you can configure various Optional Fields for the Master selected in the *Master Type* data field. Under this group, a *No. of Optional Fields* data field appears. Let us discuss this data field in detail.

No. of Optional Fields

Enter the number of Optional Fields that you want to configure. You can enter maximum 10 Optional Fields. By default, zero is the value in the data field. On entering a number in the range 1-10, the appropriate number of fields become active below the data field.

Various data fields that become active are:

- Name of Field - Enter name for the Optional Field in this data field.
- Type - Select the Type for the Optional Field. Here Type specifies that the value that will be entered in the Optional Field will be in numeric form, text form, Date form or simple Yes / No form.
- Decimal Places - This data field gets active if you have selected the Type as Numeric. Specify the number of decimal places required while entering the value in Optional Field.
- Maintain Master Database - Specify 'Y' in this data field to treat Optional Field value as Master value. On specifying 'Y' in this data field, you can pick the value of Optional Field from a list displaying values already entered for that Optional Field. Otherwise to enter a new value, you have to first add it in the list using *F3* key and then select that value from the list.

You can enter additional information for specific master in the Optional Fields that appear at the time of creating/modifying the respective master. For example, Smart Clothing has configured Optional Fields for Item master and now when it creates/modifies an Item master it can enter additional information in the Optional Fields.

You can view Optional Fields information in the reports, Invoices and so on by configuring the formats for the same. You can configure the formats under the *Administration > Configuration > Document Configuration/Columnar Account Books* option. In the formats you need to include the Optional Fields.

Further, you can print Optional Field information in the reports by specifying 'Y' in the *Print Optional Fields* data field in the *Printing Options* window.

Master Drop down List Configuration

Under *Master Drop Down List Configuration* group, you can specify the additional fields to be displayed in the Item / Account list and additional information to be displayed at the bottom of list for selected Item / Account. You can specify Additional fields / information only for Item and Account master. Under this group, following two data fields appear:

No. of Additional Fields in Drop down List

Specify the number of additional fields required for the list. You can specify maximum three additional fields for the list. On specifying a number from 1 to 3 in this data field, equivalent number of following data fields get activated in the group:

- Name of Field - Select the name of the field to be displayed in the Item / Account list.

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- Width - Specify the number of characters to be used for the selected field.

Show Add. Information in the bottom of List
Specify 'Y' in this data field to configure data fields to be viewed at the bottom of the selected Masters during data entry. On specifying 'Y' in this data field, a *Configure* button gets active. On clicking the *Configure* button, a *Configure Additional Info for Master* window appears.

In the *Configure Additional Info for Master* window, click the *Fields Available* button or press *Alt+F4* key to load list of data fields that can be viewed at the bottom of the Masters list during data entry.

It is necessary to run *Regenerate Help Files* command after making any changes in the *Additional Fields in Drop Down List* option and *Show Add. Information in Bottom of List* option.

Print Name
Under *Print Name* group, you can specify that whether you want to automatically generate Print Name for the selected Master. Also you can specify the configuration for generating Print Name automatically. Under this group, various data fields appear. The data fields are:
- Generate Print Name Automatically
- Freeze Auto Generated Print Name
- No. of Components Required

Generate Print Name Automatically
Specify 'Y' in this data field if you want to generate Print Name automatically for the selected Master.

Freeze Auto Generated Print Name
Specify 'Y' in this data field to freeze auto generated Print Name. Freezing auto generated Print Name implies that User will not be able to change or modify auto generated Print Name in the Item master.

No. of Components Required
Specify the number of components required for generating the Print Name. You can specify a number between 1 and 10.

On specifying a value in the *No. of Components Required* data field, equivalent number of following data fields get activated in the group:
- Component - Select the required component from th list.
- Width - Specify the number of characters to be used for the selected component.
- Delimiter - Specify 'Y' in this data field if you want a delimiter sign after the component. This data field does not appear for the last component as there is no need to give a delimiter sign at the end of the Print Name.
- Del Sign - This data field gets activated if you have if you have specified 'Y' in the Delimiter data field. Specify the delimiter sign to be used after the component.

After entering the required details, click the *Save* button.

See Also
Master menu, Document Configuration, Columnar Account Books

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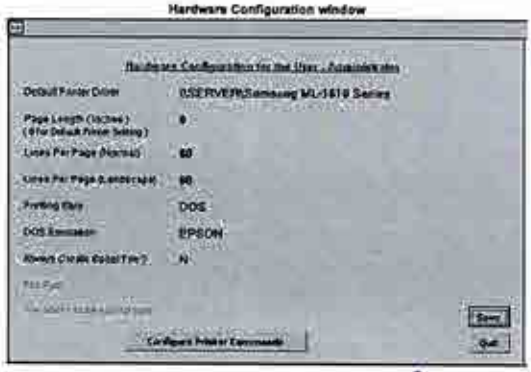
Hardware Configuration

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Hardware Configuration refers to the printer settings that are required for printing documents. Given here is a screenshot of the *Hardware Configuration* window with the default settings.

Hardware Configuration window



Various data fields under *Hardware Configuration* window are:
- Default Printer Driver
- Page Length (Inches)

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- Lines Per Page (Normal)
- Lines Per Page (Landscape)
- Printing Style

Default Printer Driver
Select the printer driver that you want to use for print commands. By default, the printer driver specified in the *Control Panel > Printer* settings of your computer is displayed in this data field. In the screenshot, *HP Laserjet 5MP* is the default printer driver since this is the driver specified in the Printer settings of the computer.

The printer driver selected in this data field performs different functions for different printing styles. If you select Windows printing style then the printer driver selected here is used. If you select DOS printing style then the printer driver selected here is used to denote the location of the printer only. For example, BUSY will print to the LPT1 port, if it is specified in the properties of the printer driver selected here.

Page Length (Inches)
Specify the length of the paper on which you want to print the documents.

Lines Per Page (Normal)
Specify the number of lines that will be printed on a single page. The default value is 60.

Lines Per Page (Landscape)
Specify the number of lines that will be printed on a single page, if you select the orientation as Landscape. The default value is 60.

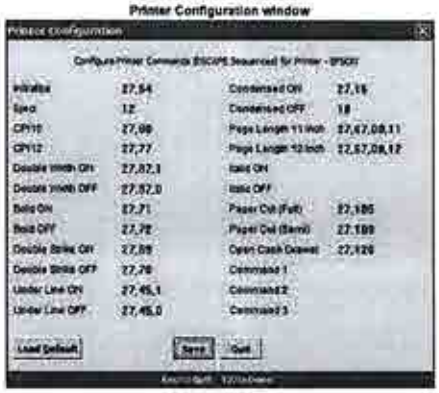
Printing Style
You can select the Printing Style from either of the following two options:
- DOS
- Windows

DOS
If you select this option then printing will be done in Draft mode. If you select the Printing Style as DOS then a data field and a button gets active. The data field and button are:
- DOS Emulation - Select the DOS printer driver to be used from the list of options displayed in the data field. If the printer driver you are using is not listed, choose the one that is nearest to it in print characteristics. For example, if you are using a dot matrix printer of Wipro, you can choose the printer driver as Epson. By default, Epson is selected as the DOS Printer Driver.

The printer driver selected in DOS Emulation data field and Default Printer Driver can be same or different. This is because both the drivers specified in the two data fields perform different functions when the printing style is DOS. The printer driver in *Default Printer Driver* data field denotes the location of the printer only while the printer driver in DOS Emulation is used for printing the documents in DOS printing style.

- Always Create Spool File - Specify 'Y' in this data field to create spool file instead of printing the report. Basically on specifying 'Y' in this data field, when you click *Print* button while printing the report then instead of printing the report, BUSY will create a spool file for it.
- File Path - This data field gets active only if you have specified 'Y' in the *Always Create Spool File* data field. Specify path in this data field, where the spool file will be created.
- File Name to be Picked From - This data field gets active only if you have specified 'Y' in the *Always Create Spool File* data field. Select the required option according to which report name for the spool file will be generated.
- Configure Printer Command - Click this button to configure various commands for DOS Printer. On clicking this button, a *Printer Configuration* window appears. Given here is a screenshot of *Printer Configuration* window.

Printer Configuration window



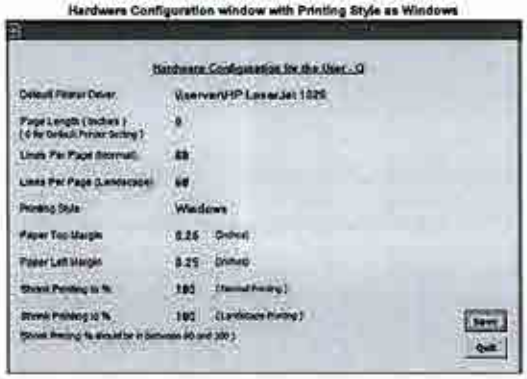
In the *Printer Configuration* window, you can configure various Printer commands. Apart from the Printer commands given you can also configure any other three commands in the *Command 1, 2 & 3* data fields. If you want to load the default settings then click the *Load Default* button.

Windows
If you select the *Printing Style* as *Windows* then printing will be done in Graphics mode. In case of *Windows Printing Style*, the default printer driver will generally be the same as the printer you are using. For example, if you are using HP Laserjet 5MP printer, the default driver will be HP Laserjet 5MP.

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If you select the *Printing Style* as *Windows* then four data fields become active. Given here is a screenshot of the *Hardware Configuration* window with the Printing Style as Windows.

Hardware Configuration window with Printing Style as Windows



The four data fields that appear are:

- Paper Top Margin - Specify the margin, in inches, for the top of the page. By default, the top margin is zero.
- Paper Left Margin - Specify the margin, in inches, for the left side of the page. By default, the left margin is zero.
- Shrink Printing to % (Normal) - Specify the percentage to which the document is to be reduced for printing in Normal mode. This feature allows you to scale the document for printing and thus helping you to avoid adjusting margins.
- Shrink Printing to % (Landscape) - Specify the percentage to which the document is to be reduced for printing in Landscape mode. This feature allows you to scale the document for printing and thus helping you to avoid adjusting margins.

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Target Configuration

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Administration > Configuration > Target Configuration

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This option appears under Configuration menu only if you have enabled *Targets* feature under *Administration > Configuration > Features / Options > Accounts tab*. With *Target Configuration* option, you can specify various targets for the Broker, Party, Party Group, Item and Item Group. You can also specify incentive basis for targets achieved. Accordingly you can view the *Target Variance* report in which you can view which targets are achieved and which are not. On clicking the *Target Configuration* option, two options appear. The options are:

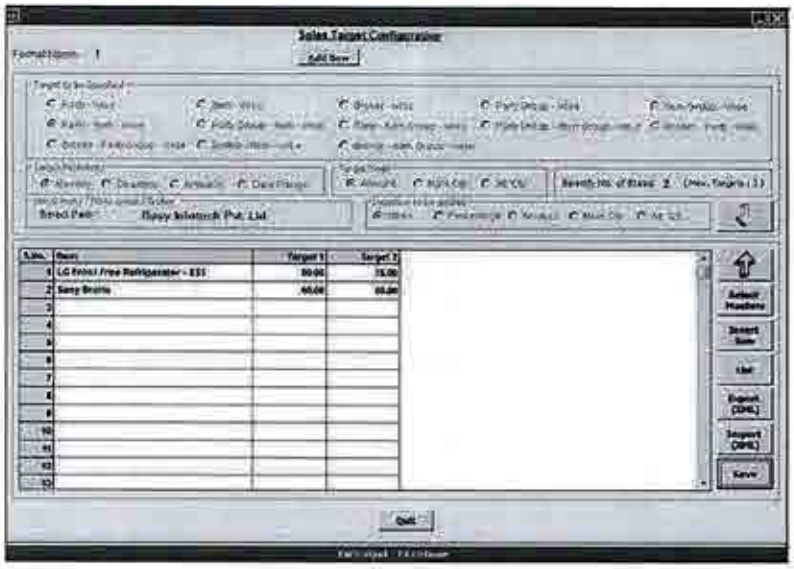
- Sale - Click this option to specify Sales targets.
- Purchase - Click this option to specify Purchase targets.

On clicking any of the above option, a *Target Configuration* window appears. In this section, we will discuss the *Sales Target Configuration* window as both Sales and Purchase Target Configuration windows are totally similar to each other.

Given here is a screenshot of *Sales Target Configuration* window.

Sales Target Configuration window

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In the *Sales Target Configuration* window, following data fields and options appear:

- Format Name
- Add New
- Target to be Specified
- Target Periodicity
- Target Mode
- Specify No. of Slabs
- Select Party / Party Group / Broker
- Incentive to be Applied
- Target Details
- Select Masters
- Insert Row
- List
- Export (XML)
- Import (XML)

Format Name
Select the format you want to configure.

Add New
Click this button to add a new format for the target. On clicking this button, a Target Format - Add window appears in which you can specify the name of the format.

Target to be specified
This group shows list of various options for which you want to set the target. For example, you can set target for party, Broker, combination of party and item and so on.

Target Periodicity
Under this group, following options appear:

- Monthly - On selecting this option, the target you will specify will be treated as target set for each month. Basically on selecting this option, you can view the Target Variance report month-wise.
- Quarterly - On selecting this option, the target you will specify will be treated as target set for each quarter. Basically on selecting this option, you can view the Target Variance report quarter-wise.
- Annually - On selecting this option, the target you will specify will be treated as target set for a year. Basically on selecting this option, you can view the Target Variance report on yearly basis.
- Date Range - On selecting this option, the target you will specify will be treated as target set for a date range. Basically on selecting this option, you can view the Target Variance report for a date range as specified by you.

Target Mode
Under this group, following three options appear:

- Amount - Select this option to set target for a particular amount. For example, you can set sales target in Rupees for a particular month, quarter or year.
- Main Qty. - Select this option to set target as per Main quantity of item. For example, you can set sales target of selling 100 pieces of an item in a month, quarter or year.
- Alt Qty. - Select this option to set target as per Alternate quantity of the item.

Specify No. of Slabs

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Specify the number of slabs you want to set. You can set maximum three slabs. For example, you have three targets for your Sales team i.e. Base, Stretch and Jackpot. In such a case, you can specify three slabs,Target1, Target2 and Target3 and then you can define the minimum limit for these targets.

Select Party / Party Group / Broker
Select the Party, Party Group or Broker for which you want to set the target.

Incentive to be Applied
Under this group, you can select the basis according to which incentives are to be given on target. Incentive will be applied only when the targets specified are achieved. Various options that appear under this group are:

- None - Select this option if you do not wish to calculate incentive on targets.
- Percentage - Select this option to calculate incentive on percentage basis i.e. percentage of total target set. For example if incentive percent is 1 then 1percent would be calculated on total sale amount.
- Amount - Select this option to set an absolute amount of incentive for the target.
- Main Qty. - Select this option to calculate incentive amount on per main unit of item. For example, incentive amount is Rs 2 per unit then incentive amount would be 2 multiply by number of units sold.
- Alt. Qty - Select this option to calculate incentive on per alternate quantity.

Target Details
Under this group, you can specify the targets for party, item or Broker. Under this group, a grid with following fields appear:

- Party / Item / Broker - Select the party, item, broker from the list.
- Target 1 - Specify minimum limit for the target. Value specified here will be treated as amount or quantity depending upon the option selected in the Target Mode group.
- Target 2 - This field appears if you have specified more than one Targets in the *Specify No. of Targets* field. Specify minimum limit for the second target. Value specified here will be treated as amount or quantity depending upon the option selected in the Target Mode group.
- Target 3 - This field appears if you have specified more than two Targets in the *Specify No. of Targets* field. Specify minimum limit for the second target. Value specified here will be treated as amount or quantity depending upon the option selected in the Target Mode group.
- Incentive - This field appears if you have selected Percentage/Amount/Main Qty./Alt. Qty as the basis of incentive. Specify value of incentive which is to be used for calculation of incentive once targets are achieved.

Select Masters
Click this button to select masters from the list displayed. On clicking this button, a *Select Account / Item / Broker* window appears in which you can select the required Accounts / Items / Brokers.

Insert Row
Click this button to insert appropriate number of rows in the *Target Details* grid. On clicking this button, an *Insert Row* window appears in which you can specify the number of rows to be inserted in the grid.

List
Click this button to view list of targets set for the Party / Party Group, Item / Item Group or Broker.

Export(XML)
Click this button to export target configuration to XML file.

Import(XML)
Click this button to import XML file.

After entering the required data, click the *Save* button to save the Target Configuration.

See Also

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Enabling Targets
Target Variance

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User Dashboard Configuration

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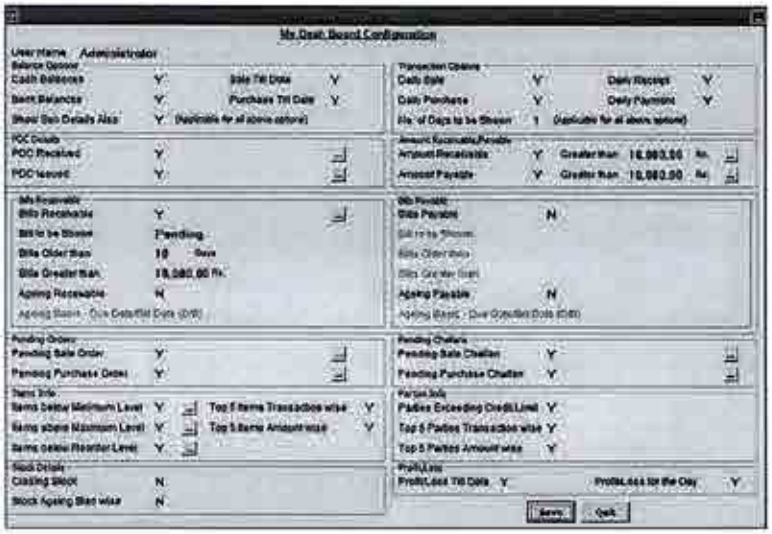
Administration > Configuration > User Dashboard Configuration

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With *User Dashboard Configuration* option, you can configure dashboard report as per your requirement. Dashboard is your own personalised report in which you can view various reports as per your requirement. On clicking *User Dashboard Configuration* window, a *User Dashboard Configuration* window appears. Given here is a screenshot of *User Dashboard Configuration* window.

User Dashboard Configuration window

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In the *User Dashboard Configuration* window, following groups appear:

- User Name
- Balance Option
- Transaction Option
- PDC Details
- Amount Receivable / Payable
- Bills Receivable
- Bills Payable
- Pending Orders
- Pending Challans
- Items Info
- Parties Info
- Stock Details
- Profit / Loss

User Name

Select the User name for which the report is to be configured.

Balance Options

Under this group, enable various balances options that will be displayed in the Dashboard report. Various options that appear under this group are:

- Cash Balances - Enable this option to view cash balance in the report.
- Bank Balances - Enable this option to view bank balance in the report.
- Sale Till Date - Enable this option to view sales details till the report date in the report.
- Purchase Till Date - Enable this option to view purchase details till the report date in the report.
- Show Sub Details - Enable this option to view sub details for all above options in the report.

Transaction Options

Under this group, enable various transactions option that will be displayed in the Dashboard report. Various options that appear under this group are:

- Daily Sale - Enable this option to display daily sales up to the day specified in the *No. of Previous Days* data field.
- Daily Purchase - Enable this option to display daily purchases up to the day specified in the *No. of Previous Days* data field.
- Daily Payment - Enable this option to display daily payment details up to the day specified in the *No. of Previous Days* data field.
- Daily Receipt - Enable this option to display daily receipt details up to the day specified in the *No. of Previous Days* data field.
- No of Previous Days - Specify number of days up to which the above mentioned details are to be shown in the report.

PDC Details

Under this group, following two options appear:

- PDC to be Deposited - Enable this option to display details of PDC to be deposited. On enabling this option, a button appears next to it. On clicking the button, a *PDC Received* window appears with following two options:
  - *One Bank* - Select this option to view PDC to be deposited for a particular bank. On selecting this option, a *Bank* data fields get active in which you can select the required bank.
  - *All Banks* - Select this option to view PDC to be deposited for all the banks.
- PDC to be Issued - Enable this option to display details of PDC to be issued. On enabling this option, a button appears next to it. On clicking the button, a *PDC Issued* window appears with following two options:
  - *One Bank* - Select this option to view PDC to be issued for a particular bank. On selecting this option, a *Bank* data fields get active in which you can select the required bank.
  - *All Banks* - Select this option to view PDC to be issued for all the banks.

Amount Receivable / Payable

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Under this group, following two options appear:

- Amount Receivable - Specify 'Y' in this option to view amount receivable details in the report. On specifying 'Y' in this data field, a *Greater Than* data field appears next to it in which you can specify the minimum amount above which the amount receivable is to displayed in the report. Next to this option, a button also appears. On clicking the button, an *Amount Receivable* window appears with following two options:
  - *Group of Accounts* - Select this option to view amount receivable for the parties falling under a particular Account Group. On selecting this option, a *Group* data fields get active in which you can select the required Account Group.
  - *All Accounts* - Select this option to view amount receivable for all the Account Groups.
- Amount Payable - Specify 'Y' in this option to view amount payable details in the report. On specifying 'Y' in this data field, a *Greater Than* data field appears next to it in which you can specify the minimum amount above which the amount payable is to displayed in the report. Next to this option, a button also appears. On clicking the button, an *Amount Payable* window appears with following two options:
  - *Group of Accounts* - Select this option to view amount payable for the parties falling under a particular Account Group. On selecting this option, a *Group* data fields get active in which you can select the required Account Group.
  - *All Accounts* - Select this option to view amount payable for all the Account Groups.

Bills Receivable / Payable

Under this group, following options appear:

- Bills Receivable / Payable - Enable this option to display bills receivable / payable details in the report. On enabling this option, a button appears next to it. On clicking the button, a *Bills Receivable / Payable* window appears with following three options:
  - *One Account* - Select this option to view bills receivable / payable for a particular Account. On selecting this option, an *Account* data field appears in which you can select the required account.
  - *Group of Accounts* - Select this option to view bill receivable / payable for a particular Account Group. On selecting this option, a *Group* data field appears in which you can select the required Account Group.
  - *All Accounts* - Select this option to view bills receivable / payable for all the accounts.
- To be Shown for - Select the type of bills to be displayed.
- Bills Older than - Specify number of days, bills older than which will be displayed in the report.
- Bills Greater than - Specify the amount, bills greater than which will be displayed in the report.
- Ageing Receivable / Payable - Enable this option to display ageing receivable / payable details in the report. On enabling this option, a button appears next to it. On clicking the button, an *Ageing Receivable / Payable* window appears with following three options:
  - *One Account* - Select this option to view ageing receivable / payable for a particular Account. On selecting this option, an *Account* data field appears in which you can select the required account.
  - *Group of Accounts* - Select this option to view ageing receivable / payable for a particular Account Group. On selecting this option, a *Group* data field appears in which you can select the required Account Group.
  - *All Accounts* - Select this option to view ageing receivable / payable for all the accounts.
- Ageing Basis - Due Date / Bill Date - Specify basis for generating ageing receivable / payable.

Pending Orders

Under this group, following options appear:

- Pending Sale Order - Enable this option to display pending sales order. On enabling this option, a button appears. On clicking the button, a *Sale Order* window appears with following three groups:
  - *Account Range* - Under this group, three options appear. The options are:
    - *One Account* - Select this option to view pending sales order for a particular account. On selecting this option, an *Account* data field appears in which you can select the required account.
    - *Group of Accounts* - Select this option to view pending sales order for a particular Account Group. On selecting this option, a *Group* data field appears in which you can select the required Account Group.
    - *All Accounts* - Select this option to view pending sales order for all the accounts.
  - *Item Range* - Under this group, three options appear. The options are:
    - *One Item* - Select this option to view pending sales order for a particular Item. On selecting this option, an *Item* data field appears in which you can select the required Item.
    - *Group of Items* - Select this option to view pending sales order for a particular Item Group. On selecting this option, a *Group* data fields appear in which you can select the required Item Group.
    - *All Items* - Select this option to view pending sales order for all the items.
  - *MC Range* - Under this group, two options appear. The options are:
    - *One MC* - Select this option to view pending sales order for a particular Material Centre. On selecting this option, an *MC* data field appears in which you can select the required Material Centre.
    - *All MC* - Select this option to view pending sales order for all the Material Centres.
- Pending Purchase Order - Enable this option to display pending purchase order. On enabling this option, a button appears. On clicking the button, a *Purchase Order* window appears which is totally similar to the *Sale Order* window explained above.

Pending Challan

Under this group, following options appear:

- Pending Sale Challan - Enable this option to view pending sales challan in the report. On enabling this option, a button appears. On clicking the button, a *Sale Challan* window appears with following three groups:
  - *Account Range* - Under this group, three options appear. The options are:
    - *One Account* - Select this option to view pending sales challan for a particular account. On selecting this option, an *Account* data field appears in which you can select the required account.
    - *Group of Accounts* - Select this option to view pending sales challan for a particular Account Group. On selecting this option, a *Group* data field appears in which you can select the required Account Group.
    - *All Accounts* - Select this option to view pending sales challan for all the accounts.
  - *Item Range* - Under this group, three options appear. The options are:
    - *One Item* - Select this option to view pending sales challan for a particular item. On selecting this option, an *Item* data field appears in which you can select the required Item.

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- *Group of Items* - Select this option to view pending sales challan for a particular Item Group. On selecting this option, a *Group* data fields appear in which you can select the required Item Group.
- *All Items* - Select this option to view pending sales challan for all the items.

o *MC Range* - Under this group, two options appear. The options are:
- *One MC* - Select this option to view pending sales challan for a particular Material Centre. On selecting this option, an *MC* data field appears in which you can select the required Material Centre.
- *All MC* - Select this option to view pending sales challan for all the Material Centres.

- Pending Purchase Challan - Enable this option to view pending purchase challan in the report. On enabling this option, a button appears. On clicking the button, a *Purchase Challan* window appears which is totally similar to the *Sale Challan* window explained above.

Items Info

Under this group, following options appear:
- Items at Minimum Level - Enable this option to view items reaching their minimum level. On enabling this option, a button appears next to it. On clicking the button, a *Minimum Level* window appears. In the window there are two groups. The groups are:
  - o Item Range - Under this group, following two options appear:
    - Group of Items - Select this option to view items falling under a particular Item Group. On selecting this option, a *Group* data field appears in which you can select the required Item Group.
    - All Items - Select this option to view report for all the items.
  - o MC Range - Under this group, following three options appear:
    - One MC - Select this option to view report for a particular Material Centre. On selecting this option, an *MC* data field appears in which you can select the required Material Centre.
    - Group of MC - Select this option to view report for a particular Material Centre group. On selecting this option, a Group data field appears in which you can select the required Material Centre Group.
    - All MC - Select this option to view report for all the Material Centres.
- Items at Maximum Level - Enable this option to view items reaching their maximum level. On enabling this option, a button appears. On clicking the button, a *Maximum Level* window appears which is totally similar to the *Minimum Level* window explained above.
- Items at Reorder Level - Enable this option to view items reaching their Reorder level. On enabling this option, a button appears. On clicking the button, a *Reorder Level* window appears which is totally similar to the *Minimum Level* window explained above.
- Top 5 Items Transaction-wise - Enable this option to view top five items that have maximum transactions.
- Top 5 Items Amount-wise - Enable this option to view top five items that have highest amount of sale.

Parties Info

Under this group, following options appear:
- Parties Exceeding Credit Limit - Enable this option to view parties that have exceeded their credit limit.
- Top 5 Parties Transaction - wise- Enable this option to view top five parties that have maximum transactions.
- Top 5 Parties Amount - wise - Enable this option to view top five parties that have highest amount of transactions.

Stock Details

Under this group, following two options appear:
- Closing Stock - Enable this option to display closing stock details in the report. On enabling this option, a *Closing Stock* window appears with following two groups:
  - o Item Range - Under this group, following three options appear:
    - One Item - Select this option to view closing stock for a particular item. On selecting this option, an *Item Name* data field appears in which you can select the required item.
    - Group of Items - Select this option to view closing stock for all the items falling under a particular Item Group. On selecting this option, a *Group Name* data field appears in which you can select the required Item Group.
    - All Items - Select this option to view closing stock of all the items.
  - o MC Range
- Stock-wise Ageing Slabs - Enable this option to display stock-wise ageing slab details in the report.On enabling this option, a button appears next to it. On clicking the button, a *Stock Ageing* window appears which is similar to the *Closing Stock* window explained above.

Profit / Loss

Under this group, following options appear:
- Profit/Loss till date - Enable this option to view profit & loss details till teh date you will be viewing Dashboard report.
- Profit / Loss for the day - Enable this option to view profit / loss for the date for which you will be viewing Dashboard report.

After entering required data, click *Save* button to save the Dashboard configuration.

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Dashboard Report

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Party Dashboard Configuration

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Administration > Configuration > Party Dashboard Configuration

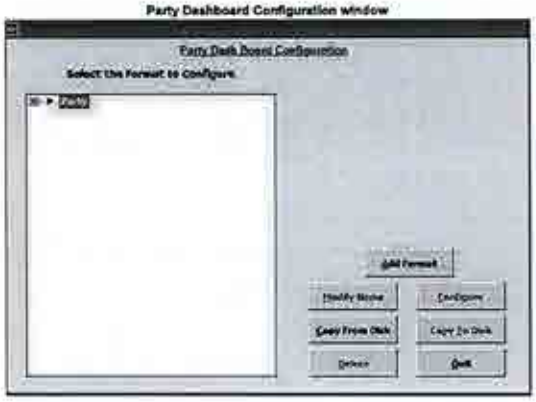
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This option appears in *Configuration* menu only if you have enabled the option of *Show Party Dashboard during Data Entry* under *Administration > Configuration > Features / Options > Accounts* tab. Using this option, you can configure various formats for displaying Party Dashboard. Party Dashboard will

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be displayed during data entry by clicking the Show Party Details button or after party selection. On selecting this option, a *Party Dashboard Configuration* window appears. Given here is a screenshot of *Party Dashboard Configuration* window.

Party Dashboard Configuration window



The window is divided into two panes. In the left pane, a *Party* option appears which displays different formats that you have created for Party Dashboard and in the right pane, various buttons appear. The buttons are:

- Preview
- Configure
- Add Format
- Modify Name
- Copy from Disk
- Copy to Disk
- Delete
- Quit

Let us discuss each of these buttons in detail.

Add Format
Click this button to add a new format. You can create multiple formats and specify different configuration in each of them and hence can view Party Dashboard according to different formats.

Modify Name
Click this button to modify format name.

Copy from Disk
Click this button to copy a format from the disk.

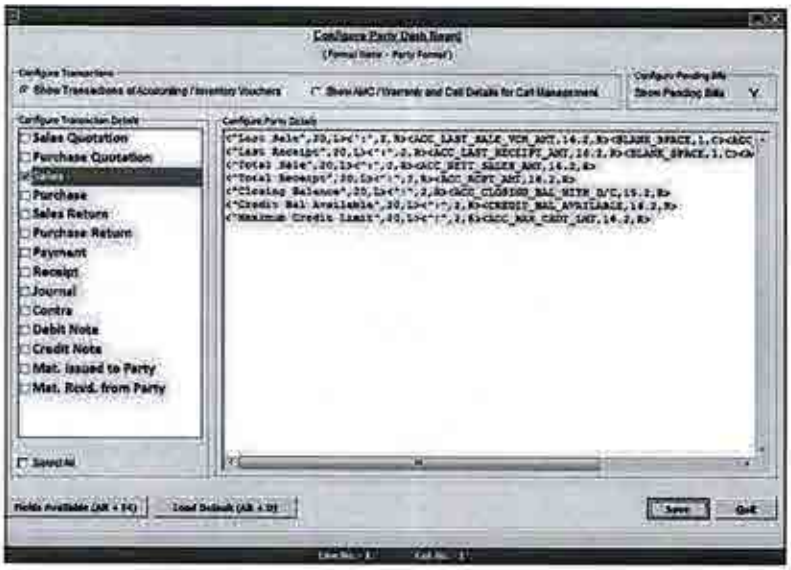
Copy to Disk
Click the *Copy to Disk* button to copy the selected format to a specified location on a storage media such as hard disk or floppy disk. On clicking this button, a *Browse for Folder* window appears.

- Select the location where you want to copy the format and click the *Ok* button. On clicking the *Ok* button, a *Copying Format* window appears confirming the copy to the specified location.
- Click the *Ok* button to copy the format.

Configure
Click this button to configure the format for Party Dashboard. On clicking this option, a *Configure Party Dashboard* window appears. Given here is a screenshot of *Configure Party Dashboard* window.

Configure Party Dashboard window

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In the *Configure Party Dashboard* window, following options appear:

- Configure Transactions
- Pending Bills / Orders
- Configure Transactions Details
- Configure Party Details
- Fields Available
- Load Default

Configure Transactions

In the *Configure Transactions* group, following two options appear:

- Show Transactions of Accounting / Inventory Vouchers - Select this option to view details of accounting and inventory vouchers entered for the party.
- Show AMC/Warranty and Call Details for Call Management - Select this option to view AMC/Warranty and Call related details for the party in Call Receipt voucher.

Pending Bills / Orders

Under this group following option appear:

- Show Pending Orders - Specify 'Y' in this data field to view details of pending bills of the party.
- Show Pending Bills - Specify 'Y' in this data field to view details of pending bills of the party.
- Default Priority - If you have enabled both the options above then specify default priority i.e. by default pending bills are to be shown or pending orders are to be shown in Dashboard window.

Configure Transaction details

Under this group, you have to select voucher types whose transactions for the party you want to view in the Party Dashboard.

Configure Party Details

Under this group, you shall enter the static data or dynamic data which you want to view in Party Dashboard. Dynamic data can be picked using Alt+F4 key.

Fields Available

Fields refer to the data fields that are displayed in the document such as Alias, Party Name, date of voucher, and so on. Fields contain dynamic data. Dynamic data is the data that is loaded at runtime or the data that can be changed at anytime. Dynamic data refers to data that is displayed using the data fields. Examples of data fields are <PARTY_NAME,40> or <BILL_DATE,10>. Click this button to select the required data fields.

Load Default

Click this button to load default configuration as created by BUSY for Party Dashboard.

After entering configuration details, click the *Save* button to save format for Party Dashboard.

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Viewing Party Dashboard during Data Entry

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Email Configuration

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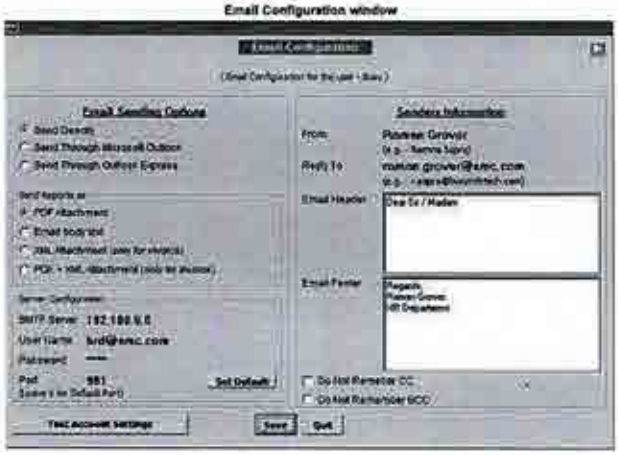
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In *Email Configuration*, you can configure various options for Emailing reports through BUSY. In *Email Configuration*, you can specify the server configurations or can select the option to pick the Server Configuration settings defined in the Outlook Express. Here you can also specify the Header and Footer for the reports that will be mailed. The reports will be mailed as HTML attachment.

To use *Email Configuration* option, click *Administration > Configuration > Email Configuration*. On clicking the *Email configuration* option, an *Email Configuration* window appears. Given here is a screenshot of *Email Configuration* window.

Email Configuration window



In the *Email Configuration* window there are two groups. The groups are:
- Email Sending Options
- Senders Information

Email Sending Options

In the *Email Sending Options* group, there are various data fields, options and subgroups. The data fields, options and subgroups are:
- Send Through Microsoft Outlook
- Send Directly
- Send Through Outlook Express
- Send Reports as
- Server Configuration

Send Through Microsoft Outlook
Select this option if you want to send mails through the settings defined in Microsoft Outlook. If you select this option then the server, user ID and password details will be picked from the configuration settings specified in the Microsoft Outlook on your local machine.

Send Directly
Select this option if you want to send mails directly through the Server Configurations specified in the *Email Configuration* option itself. You can send Emails through Yahoo, Hotmail and Gmail also by using this option.

Send Through Outlook Express
Select this option if you want to send mails through the settings defined in Outlook Express. If you select this option then the server, user ID and password details will be picked from the configuration settings specified in the Outlook Express on your local machine.

Send Reports As
In this group there are various options. The options are:
- Email Body Text
- PDF Attachment
- XML Attachment (only for invoice)
- PDF + XML Attachment (only for invoice)

Email Body Text
Select this option if you want to send reports as part of Email and not as an attachment.

PDF Attachment
Select this option if you want to send the report as a PDF attachment.

XML Attachment (only for invoice)
Select this option if you want to send the invoice as XML attachment. Only invoices can be mailed with this option.

PDF + XML Attachment (only for invoice)
Select this option if you want to send the invoice as PDF + XML attachment. Only invoices can be mailed with this option.

Server Configuration
If you have selected the *Send Directly* option then this sub group is activated. In the *Server Configuration* sub group there are four data fields. The data fields are:

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- SMTP Server
- User Name
- Password
- Port

SMTP Server
Specify the Simple Mail Transfer Protocol (SMTP) Server via which your mails are sent. For example, you have your own web site through which you send and receive mails and the IP Address of the SMTP Server is 192.100.0.01 then specify *192.100.0.01* in this data field.

User Name
Enter the User name or the Login ID through which mails will be sent. The user ID which you specify here should exist on the server specified above. For example, Smart Clothing Company has its own web site *WWW.SMC.com* and has different mail IDs created on it. Now it wants that all the mails will be sent through the mail ID *Manager@SMC.com* then it has to specify *Manager@SMC.com* in this data field.

Password
Enter the password in this data field that you use to access the Login Id specified in the *User Name* data field. Continuing with the above example, the password for Login ID Manager@SMC.com is ABC123 then specify ABC123 in this data field. The password you enter here will be displayed in the asterisk (*) form.

Port
Specify the SMTP port from which mails will be sent or click the *Default* button to specify the default SMTP port.

Senders Information
In the *Senders Information* group you can enter details regarding the sender of the email. In the *Senders Information* group there are various data fields. The data fields are:
- From
- Reply To
- Email Header
- Email Footer

From
This data field gets activated if you have selected the *Send Directly* option in the *Email Sender Option* group. Enter the name of the person or company on behalf of which Email will be sent. For example, if the Email ID belongs to the Manager of your company then you can enter the name of the Manager in this data field or if it is a reminder sent by the company to its customers then you can enter the name of the company in this data field and so on.

Reply To
Enter the Email address at which the person receiving the Email will sent the reply to you. Continuing with the above mentioned example, Smart Clothing wants that all the replies should come to *Feedback@SMC.com* Login ID then it has to specify *Feedback@SMC.com* in this data field.

Email Header
Enter the text that will appear in the header of the Email in this data field.

Email Footer
Enter the text that will appear in the footer of the Email in this data field.

Do Not Remember CC
Check this checkbox if you don't want to repeat the same CC E-mail ID in next mail.

Do Not Remember BCC
Check this checkbox if you don't want to repeat the same BCC E-mail ID in next mail.

Test Account Settings
Click this button to check the server configuration specified by you i.e. Outgoing Server and User Name / Password specified for sending e-mail are correct or not.

After entering the data in all the data fields, click the *Save* button to save the Email Configuration details.

See Also

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Email Reports through BUSY

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SMS API Configuration

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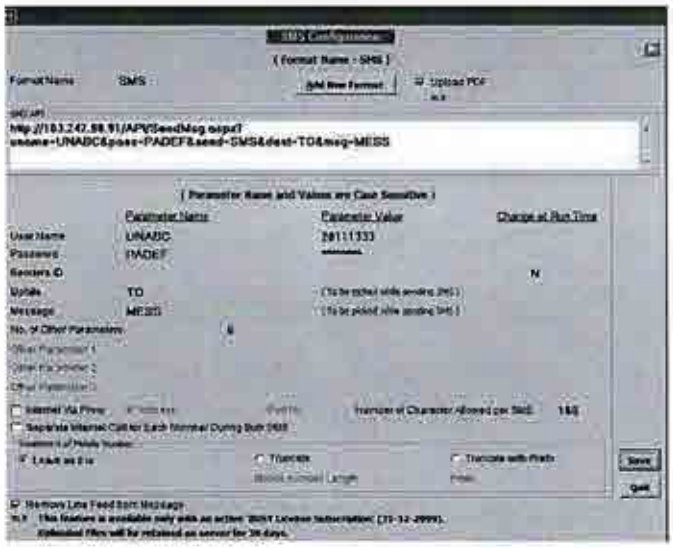
Administration > Configuration > SMS API Configuration

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With *SMS API Configuration* option, you can configure settings for sending SMS through Server. You can create and configure different formats for sending SMS. On clicking the *SMS API Configuration* option, a *SMS Configuration* window appears. Given here is a screenshot of *SMS Configuration* window.

SMS Configuration window

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In the *SMS API Configuration* window, there are various data fields and groups. The data fields and groups are:

- Format
- SMS API
- Parameter Configuration

Format
Select the format for SMS configuration. You can create a new format also by clicking the *Add New Format* button that appears next to this data field. On clicking the *Add New Format* button, a *SMS Configuration* window appear in which you can specify the format name.

Upload PDF
Check this checkbox, if you want to send PDF file as attachment along with SMS.

SMS API
SMS API is the Web address provided by the SMS provider. SMS API contains parameters like User name, Password, Senders ID, Mobile number, Message and so on. In this group, you have to specify API via which SMS will be sent. This API is provided by the SMS provider.

Parameter Configuration
This group gets activated on specifying an SMS API. Various data fields under this group are:

- Parameter Name
- Parameter Value
- Change at Run Time
- No of Other Parameters
- Internet Via Proxy
- IP Address
- Port Number
- No. of Characters allowed per SMS
- Separate Internet Call for Each Number during Bulk SMS

Parameter Name
Under this data field, specify the Parameter name for the various parameters such as User name, Password, Senders ID, Mobile number and Message.

Parameter Value
Under this data field, specify the value for various parameters. This data field is not active for Mobile number and Message parameters as value for these parameter will be specified at the time of sending message.

Change at Run Time
This data field is active for only SendersID parameter and Other Parameters that are specified by User. Specify 'Y' in this data field if you want to change value of the parameter at the time of sending SMS.

No. of Other Parameters
Specify the number of parameters required other than the above specified parameters for the configuration. You can specify maximum three other parameters. On specifying a value from 1 to 3, equivalent number of other parameters column become active. In front of each column, specify the parameter name, value and whether its value can be changed at Run Time.

Internet Via Proxy
Enable this option if are using Proxy on Internet Server.

IP Address
Specify the IP Address of the Proxy Server.

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Port Number
Specify the Port number of the Proxy Server.

Number of Characters allowed per SMS
Specify the number of characters allowed per SMS. Maximum limit for characters in a SMS is provided by the SMS provider.

Separate Internet Call for Each Number during Bulk SMS
In certain APIs, there was a problem that while sending bulk SMS, different SMS were being sent to mobile number of the first party only. For example, if you are sending five SMS to different parties then all these five messages will be sent to first party only. If you are also facing the same problem then you can enable this option. On enabling this option, after each message is sent to all the selected parties, Internet connection will be disabled and will be started again to send the next message.

Treatment of Mobile Number
Under this group, you can specify any changes to be made to the Mobile number to which SMS is to be sent. Under this group, there are three options. The options are:

- Leave as it is - Select this option if you do not want to make any changes in the Mobile number.
- Truncate - Select this option if you want to truncate the Mobile number. Here truncate specifies the length to which Mobile number is to be reduced. On selecting this option, a *Mobile Number Length* data field will get active. Specify the digits in this data field up to which you want to truncate the mobile number. For example, you have specified 10 in the *Mobile Number Length* data field then the last ten digits of the Mobile number will be retained and rest will be removed.
- Truncate with Prefix - Select this option if you want to truncate mobile number with a prefix. On selecting this option, *Mobile Number Length* and *Prefix* data fields will get active. Specify the length and Prefix for Mobile number in the fields respectively.

Remove Line Feed from Message
Check this checkbox if you want to remove extra lines feeded i.e. blank line space from message.

After entering the required details, click the *Save* button to save the format.

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Backup Configuration

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Administration > Configuration > Backup Configuration

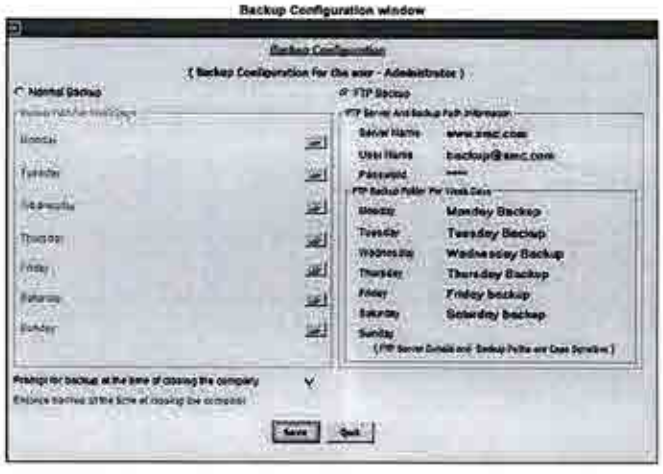
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Backup Configuration feature provides you the facility to specify the path where the backup is to be taken for different days. Backup means making a copy of the data. Backup provides you safety of data. For example, the data of Smart Clothing, a garment manufacturing company, gets corrupted due to abnormal termination of program. Now if the company had taken backup of the data, then it can restore the data up to the date on which backup was taken.

It is always recommended to take backups on regular intervals.

To use *Backup Configuration* option, click *Administration > Configuration > Backup Configuration*. On clicking *Backup Configuration* option, a *Backup Configuration* window appears. Given here is a screenshot of *Backup Configuration* window.

Backup Configuration window



In the *Backup Configuration* window, following data fields and group appear:

- Normal Backup
- FTP Backup
- Prompt for backup at the time of closing the company
- Enforce backup at the time of closing the company

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Let us discuss these groups and data fields in detail.

Normal Backup
Select this option if you want to specify Backup Configuration details for the backup to be taken on hard disk or any other removable disk. On selecting this option, one group appears. The group is:
- Backup Path for Week Days

Backup Path for Week Days
In this group, the following seven data fields appear:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

In the data fields mentioned above, enter the path for taking backup of data or browse the path by using the *Browse* button. For example, if you are taking a backup on Monday, then the data will get stored at the path specified in the *Monday* data field.

FTP Backup
Select this option if you want to specify backup configuration details for the backup to be taken on FTP Server. On selecting this option, two groups appear. The groups are:
- FTP Server and Backup Path Information
- FTP Backup Folder for Week Days

FTP Server and Backup Path Information
In this group, there are various data fields. The data fields are:
- Server
- User Name
- Password

Server
Specify the name of the server where you want to take backup.

User Name
Specify the user name for the internet server where backup has to be taken.

Password
Specify the password for the user name specified in the *User Name* data field.

FTP Backup Folder for Week Days
In this group, the following seven data fields appear:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

In the data fields mentioned above, enter the name of the folder for backup of data. For example, if you are taking a backup on Monday, then the data will get stored in the folder specified in the *Monday* data field.

Prompt for backup at the time of closing the company
If you enter 'Y' in this data field then at the time of closing a company a *Proceed For Backup* message box appears asking your confirmation to take backup of the data. This message actually acts as a reminder for you to take a backup every time you close a company.

Enforce Backup at the time of closing the Company
On specifying 'Y' in this data field, you will not be able to quit company without taking company backup.
- After entering the necessary details, click *Save* button to save the configuration settings. If you do not want to save the configuration, click *Quit* button.

See Also
Taking Backups
Restore Databases

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Invoice / Document Printing

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With the Invoice / *Document Printing* option, you can configure various documents as per your requirement. You can create your own formats for printing various documents. For example, you want to print Sales Invoice in a format other than the one provided by BUSY. For this purpose, you can create the format for Sales Invoice and configure it as per your requirement. For creating and configuring different formats, BUSY provides the *Invoice / Document Printing* option.

To use Invoice / *Document Printing* option, click *Administration* > *Configuration* > *Invoice / Document Printing* option. On clicking the *Invoice / Document Printing* option, three options are displayed. The options are:

- Standard
- Advanced
- Copy Title Configuration
- Tax Summary Configuration

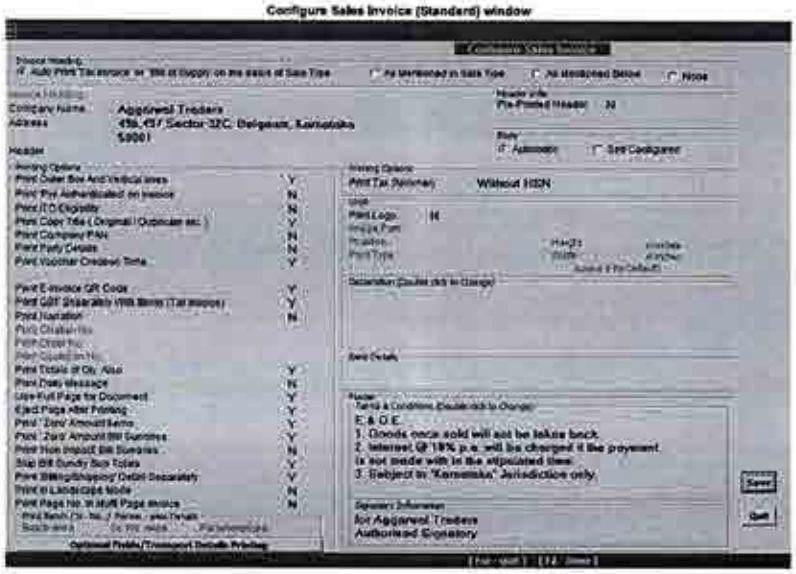
Standard

With the *Standard* option, you can configure the document for basic design such as company name, address, signatory information and so on plus you can also configure the Body Items, configure Logo and Optional Fields printing and can also specify whether outer box and vertical lines are to be printed in the document. On clicking the *Standard* option, a *Select Standard Document Configuration* window appears. In the window, a list of documents is displayed. The list covers almost all the Invoices. Select the document that you want to configure. On selecting the document, a *Configure Document (Standard)* window appears. Various data fields in the *Configure Document (Standard)* window are dependent on the document selected in the list.

To explain various data fields of *Standard* option, we will take example of *Sales Invoice* and *Receipt* document. Let us first start with the Standard configuration of Sales Invoice.

To configure Sales Invoice format, click *Administration* > *Configuration* > *Document Printing* > *Sales Invoice* option. On clicking the *Sales Invoice* option, a *Configure Sales Invoice (Standard)* window appears. Given here is a screenshot of *Configure Sales Invoice (Standard)* window.

Configure Sales Invoice (Standard) window



In the *Configure Sales Invoice (Standard)* window there are various data fields. The data fields are:

- Invoice Heading
- Company Name
- Header Info.
- Address
- Body
- Header
- Printing Options
- Logo
- Declaration
- Footer

Invoice Heading

There are four options in this data field. The options are:

- Auto Print 'Tax Invoice' or 'Retail Invoice' on the basis of the Sale Type – If you select this option then Tax/Retail Invoice as mentioned in the Sale Type will appear in the document.
- As Mentioned Below – If you select this option then Invoice Heading as specified in the *Invoice Heading* data field will appear in the document.
- As Mentioned in Sale Type - If you select this option then the Invoice Heading as mentioned in *Invoice Heading* data field in the *For Printing in Documents* Option Box in the Sale Type master will appear in the document.
- None - Select this option if you do not want to print an Invoice heading.

By default, the first option is selected.

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Company Name
Enter name of the company in this data field. By default, the company name as mentioned at the time of company creation is displayed in this data field. This data field will be deactivated on specifying 'Y' in the *Pre-Printed Header* data field.

Header Info
Under *Header Info.* group, two data fields appear. The data fields are:
- Pre-Printed Header
- No. of Lines to Skip

Pre-Printed Header
Specify 'Y' in this data field if the page on which you are printing the document has a pre printed header. For example, you are printing the document on the letter head of your company, in this case you need to leave some space at the top of the page so that printing will start after a specified region. For this purpose, you have to specify 'Y' in this data field. On specifying 'Y' in this data field, Company Name, Address, Header and Logo sub group will be deactivated as it will be assumed that these details will not be required to print in case of paper having a pre printed header.

No. of Lines to skip
This data field gets activated if you have specified 'Y' in the *Pre-Printed Header* data field. Specify the number of lines to be skipped from the top of the page before starting the printing.

Address

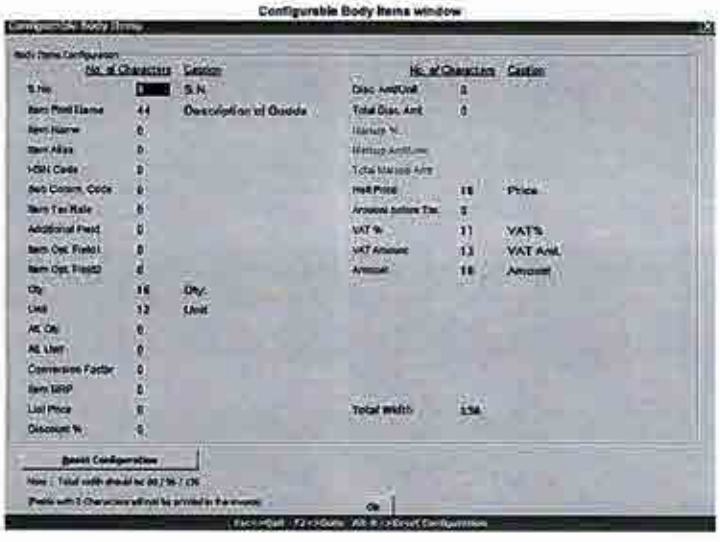
Enter the address of the company in this data field. This data field will be deactivated on specifying 'Y' in the *Pre-Printed Header* data field.

Body
Under this group, there are two options. The options are:
- Automatic
- Self Configured

Automatic
Select this option if you want Body Items to appear in the default format as designed by BUSY.

Self Configured
Select this option if you want to configure Body items. On selecting this option, a button appears next to this data field. On clicking the button, a *Configurable Body Items* window appears. Given here is a screenshot of *Configurable Body Items* window.

Configurable Body Items window



In the *Configurable Body Items* window, specify the total character length to be used for each item component and the caption or heading to be used for it in the report. If you do not want to print any item component then specify the character length as zero for it.

If you have enabled GST in your company then a checkbox of *Remove Unnecessary GST Columns* is provided. If this option is enabled then all unnecessary GST related columns will be removed from printing. Basically if in central transactions, columns of CGST and LGST will not appears and in local transactions column for IGST will not appear. On disabling this option, all the three columns (CGST, SGST, IGST) will appear in the invoice whether blank or non blank.

Header
Enter the header for the document in this data field. For example, in the screenshot given above, SMC, abbreviated name for the company is written in the data field. This data field will be deactivated on specifying 'Y' in the *Pre-Printed Header* data field.

Printing Options
Under this sub group, there are various data fields. The data fields are:
- Print Outer Box & Vertical Lines

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- Print 'Pre Authenticated' on Invoice
- Print ITC Eligibility
- Print Copy Title (Original/Duplicate etc.)
- Print Company PAN
- Print Party Details
- Print Voucher Creation Time
- Print E-Invoice QR Code
- Print VAT / GST Separately With Items (Tax Invoice)
- Print Narration
- Print Challan No.
- Print Order No.
- Print Totals of Qty. Also
- Print Daily Message
- Use Full Page for Document
- Eject Page After Printing
- Print Zero Amount Bill Sundries
- Print Non Impact Bill Sundries
- Print Excise Details Also
- Skip Bill Sundry Subtotals
- Print Billing/Shipping Details separately
- Print in Landscape Mode
- Print Page No. in Multi Page Invoice
- Print Batch / Serial No. / Param - wise Details
- Optional Fields & Transport Details Printing

Print Outer Box & Vertical Lines
Specify 'Y' in this data field if you want to print outer box and vertical lines in the document.

Print 'Pre Authenticated on Invoice'
Specify 'Y' in this data field to print 'Pre Authenticated' on Sales Invoice.

Print ITC Eligibility
Specify 'Y' in this data field if you want to display the status of ITC (Input Tax Credit) Eligibility in the document.

Print Copy Title (Original/Duplicate etc.)
Specify 'Y' if you want to print copy title. The copy title information is picked from the *Copy Title Configuration* under *Document Printing*. For more information on Copy Title, please refer to the *Copy Title Configuration* topic explained below.

Print Company PAN
Specify 'Y' in this data field to print Company PAN number also in the reports.

Print Party details
Specify 'Y' in this data field to print Party details also in the reports. On specifying 'Y' in this data field, a Configure button appears on clicking which a *Printing Options for Party Details* window appears with following options:
- Print PAN - Enable this option to print Party's PAN number.
- Print Email ID - Enable this option to print Party's Email ID.
- Print Mobile - Enable this option to print Party's Mobile number.
- Print Aadhaar No. - Enable this option to print Party's Aadhaar No.
- Print State Separately - Enable this option to print Party's State separately.
- Print PIN Code - Enable this option to print Party's PIN Code.

Print Voucher Creation Time
Specify 'Y' in this data field, if you want to display the time of creation of the voucher in the document. By default, the value is 'N' in this data field.

Print E-Invoice QR Code
Specify 'Y' if you want to print the E-Invoice QR Code while printing the invoice.

Print GST/VAT Separately With Items (Tax Invoice)
Specify 'Y' if you want to print GST/VAT amount with items. This is possible in case of Multi Tax or Tax Inclusive Sale Types. For example, in case of Multi Tax if you want the tax amount to be printed separately with all the items then specify 'Y'. Similarly, in case of Tax Inclusive if you want the tax amount to be reflected along with the items (by reverse calculation) then specify 'Y'.

Print Narration
Specify 'Y' in this data field if you want to print narration in the document.

Print Challan No.
This data field appears if you have enabled the *Enable Sale/Purchase Challan* option in the *Administration > Configuration > Features/Options > Inventory* tab.
Specify 'Y' in this data field if you want to print challan number details in the document.

Print Order No.
This data field appears if you have enabled the *Enable Order Processing* option in the *Administration > Configuration > Features/Options > Inventory* tab.
Specify 'Y' in this data field if you want to print order number details in the document.

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Print Totals of Qty. Also
Specify 'Y' in this data field if you want to display the totals of the quantity of multiple items. For example, if you have made a single invoice for five items and you specify 'Y' then the sum of the quantity sold for all the items is displayed. By default, the value is 'N'.

Print Daily Message
Specify 'Y' in this data field if you want to print daily message in the document. Daily message will be picked from the *Update Daily Message* option provided under the *Utilities* menu.

Use Full Page for Document
Specify 'Y' if you want to use the full page for the document. Let us understand with the help of an example. For Smart Clothing, the sale invoice is made separately for different items. In a single invoice there is only one item and consequently the space taken while printing the invoice is very less. If Smart Clothing specifies 'N' in this data field then while printing the invoice, printing is stopped after the item information of first invoice is printed. This enable the second invoice to be printed on the same page.

Eject Page After Printing
Specify 'Y' if you want to eject the page after printing. Let us understand with the help of an example. Smart Clothing specifies 'N' in this data field. Now when printing the invoice, after the invoice is printed the printer stops at the last point and does not cover the full length of the page. On the other hand, if Smart Clothing specifies 'Y' then the printer will cover the full length of the page even if actual printing finishes in the middle of the page.

Print Zero Amount Items
Enable this option to print items with zero amount in the transaction.

Print Zero Amount Bill Sundries
Specify 'Y' in this data field if you want to print those Bill Sundries also which have a zero amount in the voucher.

Print Non Impact Bill Sundries
Enable this option to print non impact Bill Sundries also.

Print Excise Details Also
Specify 'Y' in this data field if you want to print Excise details also. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, a *Printing Options for Excise Details* window appears. In the window, select the required options that you want to print in the invoice.

Skip Bill Sundry Sub Total
Enable this option if you do not want to print sub total of Bill Sundry.

Print Billing/Shipping Details Separately
Enable this option to print separate billing / shipping details in the invoice.

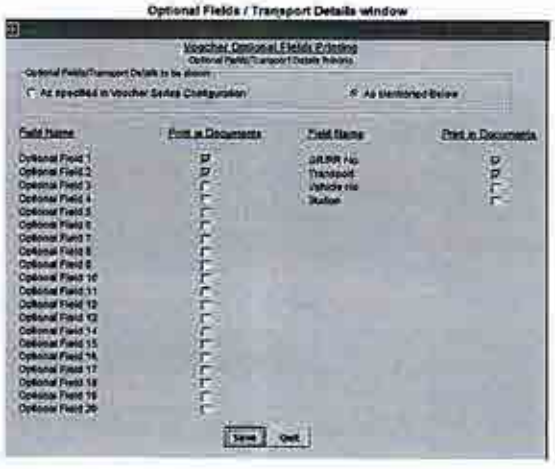
Print in Landscape Mode
Enable this option to print invoice in Landscape mode.

Print Page No. in Multi Page Invoice
Enable this option to print Page No. at the bottom of every page if invoice spreads across multiple pages.

Print Batch/Sr. No. /Param - wise Details
This sub group appears if you have enabled *Enable Batch-wise Details*, *Enable Serial No. - wise Details* or *Enable Parameterized Details* option in *Administration > Configuration > Features/Options > Inventory* tab. Under this group, three options appear: Batch-wise, Sr.No.-wise, Parameterized. Specify 'Y' against the options that you want to print in the document.

Optional Fields / Transport Details Printing
Click this button to configure printing of Optional Fields and Transport details. On clicking this button, an *Optional Fields / Transport Details* window appears. Given here is a screenshot of *Optional Fields / Transport Details* window.

Optional Fields / Transport Details window



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In the *Optional Fields / Transport Details* window, select *As Specified in Voucher Series Configuration* option, if you want to pick printing configuration of Optional Fields & Transport Details from the Vouchers Configurations. On selecting this option, printing of Optional Fields & Transport details will be dependent on the configuration settings in Vouchers Configuration.

If you want to configure Optional Fields & Transport details printing then select the *As Mentioned Below* option. On selecting this option, all the further data fields gets activated and you can specify which of the Optional Fields and transport fields should be printed in the documents. To specify the same, you need to select the checkbox against the *Optional/Transport details* field under *Print in Documents* column.

Print Tax Summary
Under *Print Tax Summary* option, you can select from the list i.e. whether you want to print tax summary or you do not want to Print Tax Summary. Following options appear in the list:
- Without HSN,
- With HSN,
- Line-wise as per old format,
- With HSN & Main Qty.,
- With HSN & Alt. Qty.,
- Configurable
- Not Required

Logo
Under *Logo* group, you can specify whether you want to print any logo in the document and further specify different characteristics for logo. Various data fields under *Logo* group are:
- Print Logo - Specify 'Y' in this data field if you want to print a logo in the document.
- Image Path - Specify the path of the logo to be printed in the document.
- Position - Select the position at which the logo is to be printed in the document.
- Print Type - Select the print type from the list. In the list, there are two options. The options are:
  - Superimpose - Select this option if you want to superimpose the image. If you select this option then image will be printed at the specified position and can overlap any text or image placed at that position.
  - Create Space - Select this option to create space for the image. If you select this option then first space will be created for the image at the specified position and then the image will be printed. In this case image will not overlap any existing text or image.
- Height - Specify the height of the image. Specify 0 in this data field if you want to print default height of the image.
- Width - Specify the width of the image. Specify 0 in this data field if you want to print default width of the image.

Declaration
Enter the declaration, if any, in the data field. You can change the caption 'Declaration' as per your requirement by double clicking on it.

Footer
Under *Footer* group, two data fields appear. The data fields are:
- Terms & Conditions
- Signatory Information

Terms & Conditions
Enter the terms & conditions, if any, in the data field. By default, terms and conditions commonly stated are displayed in the data field. You can change these as per your requirement. Also, you can change the caption 'Terms & Conditions' as per your requirement by double clicking on it.

Signatory Information
There are two data fields under *Signatory Information*. You can specify any information that you would like to display as signatory information in these data fields. By default, in the first data field, the name of the company is displayed while in the second data field 'Authorised Signatory' is displayed.
- Click the *Save* button to save the standard configuration settings.

Second Language
This button appears only if you have enabled *'Second Language Support'* feature from Administration > Configuration > Features/Options >General Tab. On clicking this button, a 'Second Language Printing' window appears where you need to specify whether static text and data fields are to be printed in English or Second language.

Advanced

With *Advanced* option, you can configure documents for more advanced features and can design full documents or invoices as per your requirement. Using *Advanced Configuration* option, you can take document designing to a higher level. For example, you can select the data fields to be displayed in the document or you can decide whether the text should appear bold or italicised. On similar lines, there are many other designing features that can be used.

Before discussing *Advanced* option in detail, let us first discuss various parts in which a document is divided or we can say various parts of documents that can be configured. For explaining different parts of a document, we will categorise documents under two type. The two type of documents are:
- Accounting vouchers
- Dual vouchers

Accounting vouchers
Accounting vouchers include vouchers in which only the accounting aspect is maintained. These include Receipt, Payment, Debit Note and Credit Note voucher type. If you select any of the accounting voucher then you can configure the whole document by using the *Configure* option.

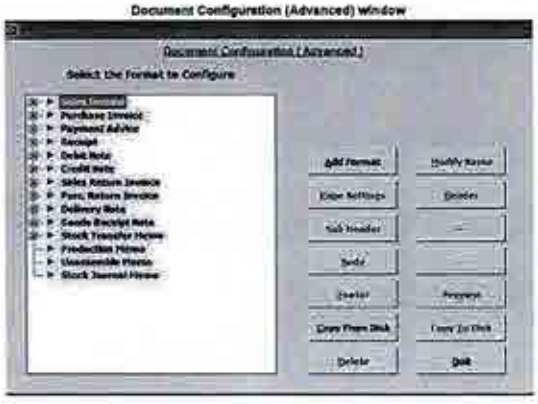
Dual vouchers
Dual vouchers include vouchers in which both the accounting and inventory part of the document is maintained. These include Sales, Purchase, Sales Return, Purchase Return, Sales Order, Purchase Order, Stock Transfer, Material Issued to Party, Material Received from Party voucher types. If you select any of the dual voucher then you can configure the document in three parts:

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- Header - In the Header configuration, you can configure header part of the bill. All the configuration you specify in this part will be printed in the header of the bill. Generally, company name, company TIN number, bill number appears in the header of the bill.
- Body - In the Body configuration, you can define settings for the body of the bill. Body configuration of a bill generally include item details, such as item name, quantity, price, Bill Sundry and so on.
- Footer - In the Footer configuration, you can configure footer part of the bill. All the configuration, you specify here will be printed in the footer of the bill. Generally, company's terms & conditions, signatory details, total bill value appears in the footer of the bill.

Let us now discuss the Advanced Configuration in detail. To define advance configuration for a document, click *Administration > Configuration > Document Printing > Advanced* option. On clicking the *Advanced* option, a *Document Configuration (Advanced)* window appears. Given here is a screenshot of *Document Configuration (Advanced)* window.

Document Configuration (Advanced) Window



In the *Document Configuration (Advanced)* option, name of the documents appear on the left hand side and various buttons appear on the right hand side. We will discuss all the buttons in the window one by one.

- Add Format
- Modify Name
- Page Settings
- Configure
- Header
- Sub Header
- Sub Header 1
- Sub Header 2
- Body
- Body 1
- Body 2
- Footer
- Preview
- Copy From Disk
- Copy To Disk
- Delete
- Quit

Add Format

Click this button to add a new format for the document. On clicking the button, a *Document Format - Add* window appears. Given here is a screenshot of *Document Format - Add* window.

Document Format - Add window



- Enter name of the format in the *Format Name* data field and click the *Save* button.

Modify Name

Click this button to modify name of the format.

Page Settings

To specify the page settings, first select a voucher type on the left hand side and further select the format for which you want to define the page settings. On clicking the *Page Settings* button, a *Page Setting* window appears. Data fields in the *Page Settings* window are dependent on the type of voucher selected in the left hand side of the *Document Configuration (Advanced)* window. If you have selected an Accounting voucher type then the following data fields appear:

- No. of Lines to be used - Specify the number of lines to be used for document.

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- Eject document after Printing - Specify 'Y' in this data field if you want to eject page after printing the document.
- No. of Documents per Page - This data field gets active only if you have specified 'Y' in the *Eject Invoice After Footer Printing* option. Specify number of documents to be printed on each page.
- Print in Landscape Mode - Specify 'Y' in this data field to print document in landscape mode.
- Printing Style - Select the required printing style.
- Print Outer box - Specify 'Y' in this data field if you want to print outer box and vertical lines in the document.
- Nature of Format - Select the action to be taken on clicking the *Ok* button in the Print reports. For example, if you select *Email* option then on clicking *Ok* button in Print Reports, the report will be emailed instead of getting printed. Similarly if you select the *SMS* option the report will be sent as SMS.
- Set Printer Configuration - Specify 'Y' in this data field to specify default printer configuration to be used while printing invoice with this format. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, a *Hardware Configuration for the Format* window appears in which you can specify the default printer configuration. For more details on *Hardware Configuration for the Format* window, refer to Hardware Configuration topic.
- Spool File Configuration - This group gets activated if you have selected *Nature of Format* as Spool File. Under this group, following four data fields appear:
  - File Name - Select whether you want spool file name as voucher number, voucher series + voucher number or want to specify any predefined name.
  - Specify Name - This field gets activated if you have selected Predefined option in the above data field. Specify name for the spool file in this data field.
  - File Extension - specify extension for the spool file i.e. whether excel file or text file is to be generated.
  - File Path - Specify path where spool file will be generated.

If you have selected a Dual voucher type then following data fields appear in the *Page Settings* window:

- Document to be Printed as - This group appears if you have enabled Packing Details feature under Administration > Configuration > Features / Options > Inventory tab. Under this group, following two options appear:
  - Invoice - Select this option to if you want to print an invoice.
  - Packing List - Select this option if you want to print packing list using this format.
- No. of Lines For Header - Specify number of lines to be allocated for printing the header part of the bill.
- No. of Lines for Body - Specify number of lines to be allocated for printing the body part of the bill.
- No. of Lines for Footer - Specify number of lines to be allocated for printing the footer part of the bill.
- Use full body space - Specify 'Y' in this data field if you want to use full lines as allocated for the body part of the bill. Let us understand this with the help of an example. You have allocated 40 lines for the bill body and you are printing a Sales Invoice that needed only four lines in the bill body part. Now if you have specified 'Y' in this data field then BUSY will leave 36 lines and print the footer after the 40th line whereas if you have specified 'N' in this data field then BUSY will trim 36 lines and will print the footer after the fourth line.
- Eject Invoice after Footer Printing - Specify 'Y' in this data field if you want to eject page after printing footer of the bill.
- No. of Documents per Page - This data field gets active only if you have specified 'Y' in the *Eject Invoice After Footer Printing* option. Specify number of documents to be printed on each page.
- Printing Style - Select the required printing style.
- Print Outer box - Specify 'Y' in this data field if you want to print outer box and vertical lines in the document.
- No. of Lines to Skip from Top - Specify the number of lines to be skipped from the top of the page before starting the printing. This field is useful if you are printing on the stationery that already has some pre printed header.
- Set Printer Configuration - Specify 'Y' in this data field to specify default printer configuration to be used while printing invoice with this format. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, a *Hardware Configuration for the Format* window appears in which you can specify the default printer configuration. For more details on *Hardware Configuration for the Format* window, refer to Hardware Configuration topic.
- Enable Double Item Body - Specify 'Y' in this data field to print Body section twice in the invoice. This is basically required for invoice which are printed for trading Excise.
- Print in Landscape Mode - Specify 'Y' in this data field to print the document in the landscape mode.
- Nature of Format - Select the action to be taken on clicking the *Ok* button in the Print reports. For example, if you select *Email* option then on clicking *Ok* button in Print Reports, the report will be emailed instead of getting printed. Similarly if you select the *SMS* option the report will be sent as SMS.
- Print Page No. in Multi Page Invoice - Select this option to print Page No. at the bottom of every page if invoice spreads across multiple pages.
- Print Footer on last page only in Multi-Page Invoice - Specify 'Y' in this data field if you want that in multi pages invoice, footer will be printed only on last page.
- Print Zero Amount Entries - Specify 'Y' in this data field to print Bill Sundries having zero amount.
- Print Zero Amount Bill Sundries - Specify 'Y' in this data field if you want to print those Bill Sundries also which have a zero amount in the voucher.
- Print Non Impact Bill Sundries - Specify 'Y' in this data field to print non impact Bill Sundries in the invoice.
- Enable Item Grouping in Body Printing - Specify 'Y' in this data field to enable Item Grouping in Body printing. On specifying 'Y' in this data field, you can specify the action to be taken after printing of each item or after printing items of an Item Group or after printing items of a Material Centre.
- Basis for Grouping - Select the basis according to which action is to be taken. If you select the *Item* option then action specified in the next data field will be taken after printing of each item. If you select the *Item Group* option then action specified in the next data field will be taken after printing all the items of an Item Group. If you select the *Material Centre* option then the action specified in the next data field will be taken after printing all the items of a Material Centre.
- Action after each Group - Select the action to be taken after printing each item or all items of an Item Group or all items of a Material Centre as specified in the above data field.
- No. of lines to skip after each group - Specify number of lines to be skipped after printing of each item / all items of an Item Group / all items of a Material Centre.
- Repeat after each Group - Select the combination which is to berepeated after printing of each group. Various combinations provided under this option are: Header + Grand Total, Header + Sub Totals, Sub Header + Grand Total, Sub Header + Sub Totals.
- Reset Item Serial No. with each Group - Specify 'Y' in this data field to start serial number from one after printing of each group.
- Maximum Item Entries Per Page - Specify maximum number of items to be printed on a single page. If you do not want to specify any maximum limit then specify zero in this data field.
- Password Required - Specify 'Y' in this data field to specify password with Invoice/Document formats. At the time of designing a new format, you can specify password and then that password is required to edit / backup / restore that format.
- Password - Specify the password to secure format.

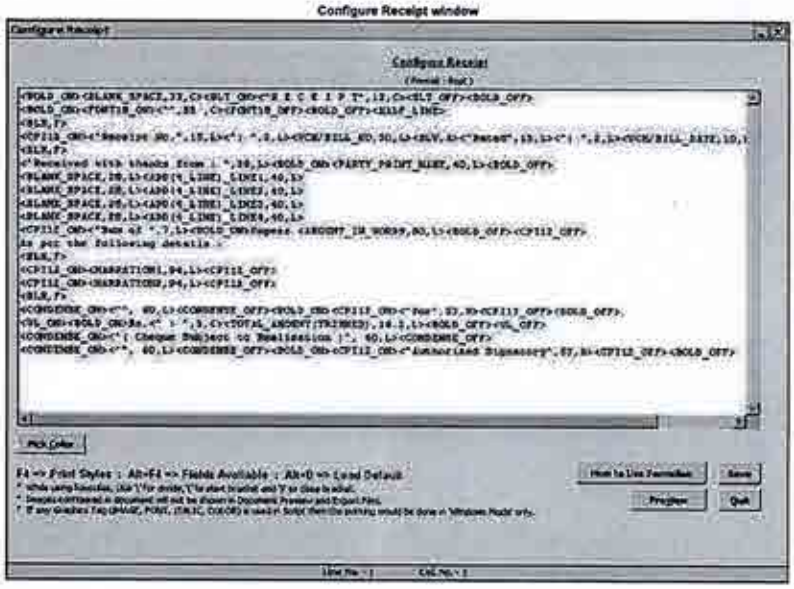
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- Confirm Password - Renter the password to confirm.
- Club Packing Details on Page No. - This option appears if you have enabled *Packing Details* feature under *Administration > Configuration > Features / Options > Inventory* tab. Specify 'Y' in this data field to club packing details on the basis of package number.
- Spool File Configuration - This group gets activated if you have selected *Nature of Format* as Spool File. Under this group, following four data fields appear:
  - File Name - Select whether you want spool file name as voucher number, voucher series + voucher number or want to specify any predefined name.
  - Specify Name - This field gets activated if you have selected Predefined option in the above data field. Specify name for the spool file in this data field.
  - File Extension - specify extension for the spool file i.e. whether excel file or text file is to be generated.
  - File Path - Specify path where spool file will be generated.

Configure

This button appears only for Accounting vouchers. To define advanced configuration for a document, select the required document from the left hand side of the *Document Configuration (Advanced)* window and further select the required format. After selecting the required format, click the *Configure* button. On clicking the *Configure* button, a *Configure Document* window appears. In the window you can define the advanced configurations for the selected format and voucher type. Given here is a screenshot of *Configure Receipt* window with default configuration.

Configure Receipt window



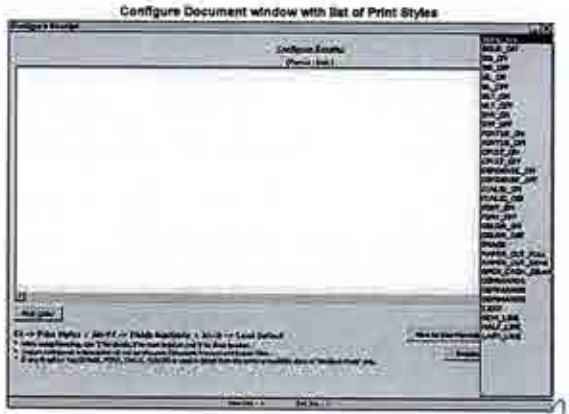
If you want to view and use the default configuration as provided by BUSY then press *<Alt+D>* key. On pressing the *<Alt+D>* key, the default configuration will appear in the *Configure Document* window.

In the *Configure Receipt* window, you can configure the full document as per your requirement. In the window, all the print styles are provided for designing the documents and all the data fields related to the document are provided to print in the document. You can select the data fields as per your requirement. Beside selecting the data fields, you can also specify the static data to be printed in the document. Basically there are three elements for document designing i.e. Print Styles, Fields and Static Data. Let us discuss these elements in detail.

Print Styles

Print styles are various formatting related styles that can be added to document to make it more appealing. For example, Bold, Underline, Italic, Image and so on. To use print styles in the document, press *<F4>* key from the keyboard. On pressing the *<F4>* key, a list of print styles will be displayed on the screen. Given here is a screenshot of list of print styles that appear in the *Configure Document* window.

Configure Document window with list of Print Styles



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To use print styles in the document, select the print style from the list and press the *<Enter>* key. On pressing the *<Enter>* key, the selected print style will be displayed in the *Configure Document* window.

☞ For detailed help on using the Print Styles, please refer to the document 'Document Designing in BUSY'.

Data Fields (Dynamic Data)

Data Fields refers to data fields of BUSY available for the selected document. All the data fields that appear in the BUSY in the selected document are available for printing. To use various data fields in the document press *<Alt+F4>* key. On pressing *<Alt+F4>* key, a list of available data fields appear. Select the required data field and press *<Enter>* key. On pressing the *<Enter>* key, selected data field will appear in the *Configure Document* window.

☞ You can also use formulae with the data fields. For example, you want to print amount of an item then you can specify the formula as {<Price * Quantity,16.2,R>}. This will print the value of item price multiplied by its quantity. For detailed help on formulae, click Formula Help.

☞ You can also use query in the Document Designing. You can create various queries using Query System provided under Display menu and use them while designing document. For this three fields, <SQL_QUERY_DATE,Name,10,C>, <SQL_QUERY_NUM,Name,16.2,R>, <SQL_QUERY_TEXT,Name,16,L> are provided. In all these queries in place of name, you have to write the name of the query created using *Query System > SQL Query* option and you will get the required results.

☞ You can also print Bar code of a field by using the #bc tag. The syntax for the same will be <item_Name, '#bc'40, L>.

Static Data

Static data refers to data that is entered at the time of creating the format such as company name and which remains unchanged throughout. If you want to add some features to static data then you have to specify the static data in between the carrot symbols. Otherwise if you do not want to tag any formatting features to static data then simply write the text in the *Configure Document* window. The format for specifying the static data in between the carrot symbols is <^TIN:^, 6, L>. Here *TIN:* is the text that will be printed as it is in the report , 6 is the space allocated for it in the report and L symbolises that text will appear left aligned. Otherwise if you do not want to add any formatting tag then simply write TIN: in the *Configure Document* window. Let us now have a look at using print styles, data fields and static data in the document with the help of an example. Busy Infotech wants to print following things in the header of the document:

1. Company Name (in Bold and in the centre of the report)
2. TIN: TIN number of the company
3. Name of the Party (Font color - blue)

To configure header for the above mentioned features, perform the following steps:

Feature 1: To print Company name in bold letters and in the centre of the report, perform the following steps:

- Press *<F4>* key and select the *<BOLD_ON>* print style from the list.
- Press *<Alt+F4>* key, select the *<COMPANY_NAME>* field and press the *<Enter>* key. On pressing the <Enter> key, Company Name field will appear in the *Configure* window in the following format:
- <COMPANY_NAME,40,L>. Here 40 is the space allocated for company name and L symbolises that text will appear left aligned. To centrally align the text, write 'C' instead of 'L'.

☞ If you want company name to be printed in the centre of the report then instead of 40 write 80. Here we are assuming that the report will be printed in 80 col. printer in which a line contains 80 characters. By specifying 80, BUSY will allocate one full line for company name and will centrally align it according to the full line space.

- Press *<F4>* key and select the <BOLD_OFF> print style.

Feature 2: To print both static and dynamic data, perform the following steps:

- Type TIN: in the *Configure Document* window.
- Press *<Alt+F4>* key, select the *<COMPANY_TIN_NO>* field and press the *<Enter>* key.

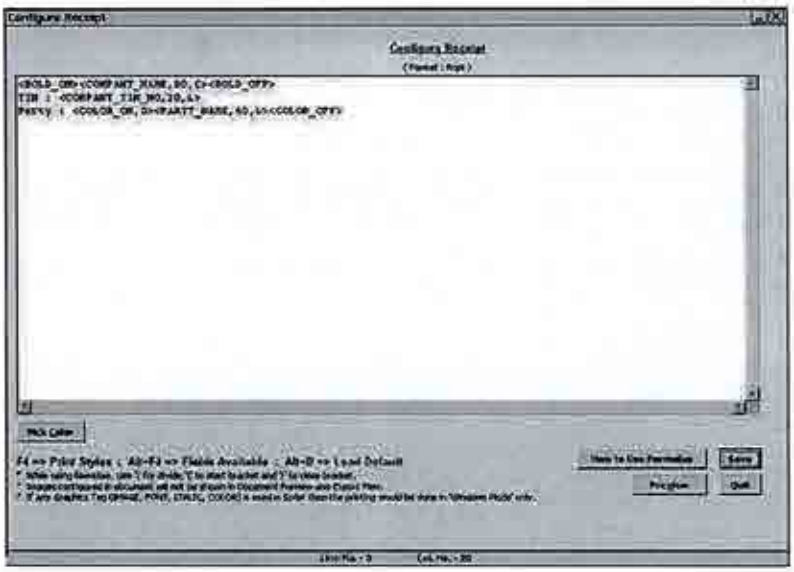
Feature 3: To print party name in blue color, perform the following steps:

- Press *<F4>* key and select the Color_On print style. To help you know the code of the color, there is a *Pick Color* button. On clicking the button, a *Color* window appears. You can select the color of your choice and click the *Ok* button. On clicking the *Ok* button the code of the color appears in the text box next to the *Pick Color* button. You can copy this color code by using short cut key *Ctrl+C* and paste it in the COLOR_ON print style parameter using short cut key Ctrl+V.
- Press *<Alt+F4>* key and select the *<PARTY_NAME>* field.
- Press *<F4>* key and select the *<COLOR_OFF>* print style.

Given here is a screenshot of *Configure Document* window with all the above configuration.

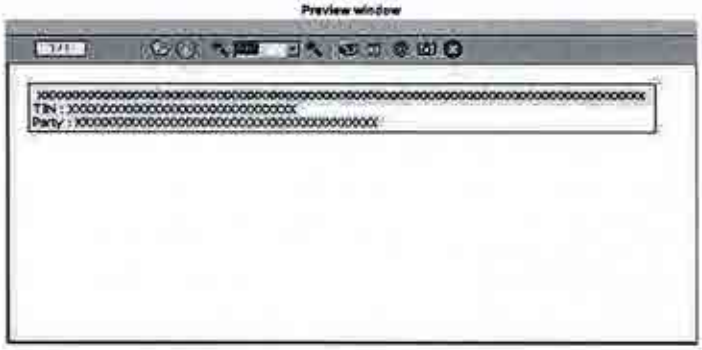
Configure Document window

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To preview the document, click the *Preview* button. Given here is a screenshot of *Preview* window that appears on clicking the *Preview* button.

Preview window



The data appears in the xxxxxxxxxx.... format since currently no data is available. Actual data will appear at the time of printing.

Header
This button appears if you have selected a Dual voucher type. In the *Header* option, you can configure the details to be printed in the header of the bill. On clicking the *Header* button, a *Configure Invoice Header* window appears. In the window, specify the required configuration to be printed in the header of the bill. For applying print styles and using data fields and static data in the header, please refer to the *Configure* option above.

Sub Header
This button appears if you have selected a Dual voucher type. In the *Sub Header* option, you can configure the details to be printed in the sub header of the bill. On clicking the *Sub Header* button, a *Configure Invoice Sub Header* window appears. In the window, specify the required configuration to be printed in the sub header of the bill. For applying print styles and using data fields and static data in the sub header, please refer to the *Configure* option above.

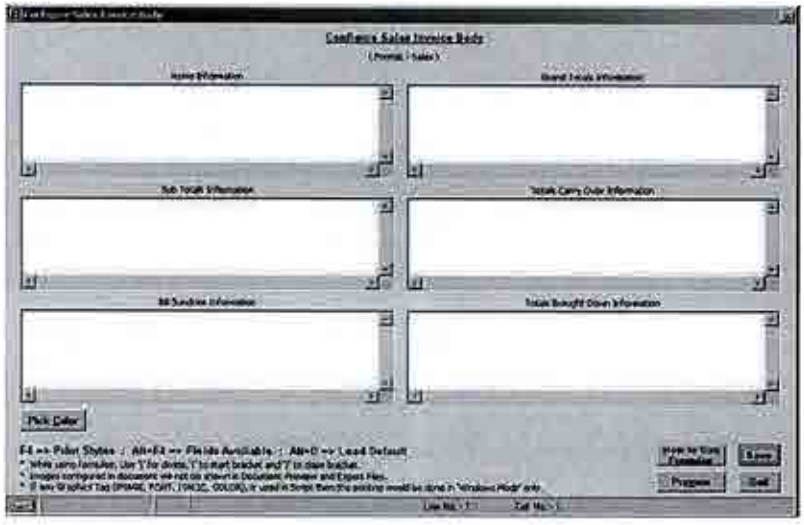
Sub Header 1
This button appears if you have selected a pure inventory voucher. In the pure inventory vouchers, you have the option to specify two sub headers, one for items generated and another for items consumed. On clicking the *Sub Header1* button, a *Configure Invoice Sub Header1* window appears. In the window, specify the required configuration to be printed in the sub header of the bill. For applying print styles and using data fields and static data in the sub header, please refer to the *Configure* option above.

Sub Header 2
This button appears if you have selected a pure inventory voucher. In the pure inventory vouchers, you have the option to specify two sub headers, one for items generated and another for items consumed. On clicking the *Sub Header2* button, a *Configure Invoice Sub Header2* window appears. In the window, specify the required configuration to be printed in the sub header of the bill. For applying print styles and using data fields and static data in the sub header, please refer to the *Configure* option above.

Body
This button gets active only if you have selected a Dual voucher type. In the *Body* option, you can configure the details to be printed in the Bill body. On clicking the *Body* option, a *Configure Invoice Body* window appears. Given here is a screenshot of *Configure Invoice Body* window.

Configure Invoice Body window

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In the *Configure Invoice Body* window, we have provided the option to specify separate configuration for various sections of the bill body. For this purpose, we have divided Configure Invoice Body into six sections. The sections are:

- Items Information - In this section you can specify the configuration for items information to be printed in the bill body.
- Sub Total Information - In this section you can specify the configuration for sub total to be printed in the report. Sub total refers to the items total amount without charging any Bill Sundry.
- Bill Sundries Information - In this section you can specify the configuration for Bill Sundries information to be printed in the report.
- Grand Totals Information - In this section you can specify the configuration for grand total information to be printed in the report. Grand Total information refers to the total bill amount inclusive of all item and bill sundry amount.
- Total Carry Over Information - In this section you can specify the configuration for total carry over information to be printed in the report.
- Total Brought Down Information - In this section you can specify the configuration for total brought down information to be printed in the report.

Let us understand configuration of various sections of the Bill body with the help of an example. Busy Infotech wants the following configuration for the bill body:

1.	Serial Number	3 char	left align	condensed
2.	Item Name	40 char	left align	
3.	Quantity	10 char +3 char after decimal	left align	
4.	Unit	10 char	left align	condensed
5.	Bill Sundry sub total heading	40 char	right align	
6.	Bill Sundry Name	40 char	left align	

In the above table, first four features are for item information and last two are for Bill Sundry information. Hence for first four points, you have to specify the configuration under *Items Information* section and for last two points you have to specify the configuration under *Bill Sundry Information* section. Let us now have a look at the steps to configure above mentioned points.

- To specify Serial Number, press *<Alt+F4>* key, select *SR_NO* field. On selecting SR_NO field it will appear in the Items information in the following format <SR_NO,3,L>. Here 3 is the number of characters and C symbolises that the text will be centrally aligned. Change 'C' to 'L' to make the text left aligned. To condense the Serial number field, add <CONDENSE_ON> tag before the <SR_NO> by pressing the *<F4>* key and selecting the <CONDENSE_ON> tag and add the <CONDENSE_OFF> tag after the <SR_NO> field.
- To add Item Name, press *<Alt+F4>* key and select the ITEM_NAME field.
- To add Item quantity, press *<Alt+F4>* key and select the *<QUANTITY>* field. The *Quantity* field will appear in the *Items Information* in the <QUANTITY,16.3,R> format. Here 16.3 symbolises that 16 digits can be specified before decimal and 3 digits after decimal. Change 16 to 10 to allocate 10 digits for quantity before decimal. Also change R to L to make text left aligned.
- To add Unit, press *<Alt+F4>* key and select the <MAIN_UNIT_PRINT_NAME> field. Specify <CONDENSE_ON> tag before the <MAIN_UNIT_PRINT_NAME> field and <CONDENSE_OFF> tag after the <MAIN_UNIT_PRINT_NAME> field.
- To add Bill Sundry sub total filed, press *<Alt+F4>* key and select the <BS_SUBTOTAL_HEADING> field. The Bill sundry sub total field will appear in the <BS_SUBTOTAL_HEADING,40,R> format in the Bill Sundry Information section.
- To add Bill Sundry Name, press *<Alt+F4>* key and select the <BS_NAME> field.

Body 1

This button gets active only if you have selected a pure inventory voucher. In the pure inventory voucher, you have the option to configure separate Body section for items consumed and items generated. On clicking the *Body 1* option, a Configure Invoice *Body 1* window appears. In the window, you have to specify the required configuration to be printed in the body of the bill. For applying print styles and using data field in the Body, please refer to the *Body* option above.

Body 2

This button gets active only if you have selected a pure inventory voucher. In the pure inventory voucher, you have the option to configure separate Body secttion for items consumed and items generated. On clicking the *Body 2* option, a Configure Invoice *Body 2* window appears. In the window, you have to specify the required configuration to be printed in the body of bill. For applying prints styles and using data fields in the Body, please refer to the *Body* option above.

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Footer
This button gets active only if you have selected a Dual voucher Type. In the *Footer* option, you can configure the details to be printed in the footer of the bill. On clicking the *Footer* button, a *Configure Invoice Footer* window appears. In the window, you have to specify the required configuration to be printed in the footer of the bill. For applying print styles and using data fields and static data in the footer, please refer to the *Configure* option above.

Preview
Click this button to view what your document will look like after printing. It will display the document in the format in which it will be printed.

Copy From Disk
Copy From Disk button is provided to copy configuration of a format that is stored on hard disk or any removable disk. On clicking this button, a *Browse for Folder* window appears. Select the path and name of the file containing format configuration and click *Ok* button. On clicking the *Ok* button, a new format will be added in the selected document.

Copy To Disk
Copy To Disk button is provided to copy configuration of a format on hard disk or any other removable disk. To copy a format, select the format and click the *Copy To Disk* button and specify the path where the format is to be copied.

Delete
Click this button to delete the selected format.

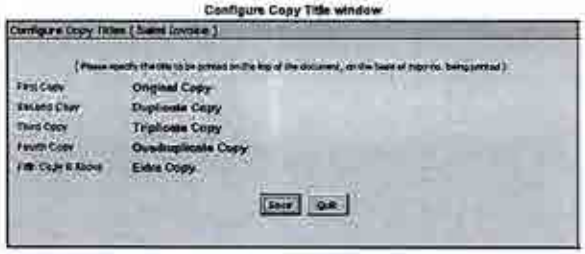
Quit
Click this button to exit from the *Document Configuration (Advanced)* window.

Copy Title Configuration

With *Copy Title Configuration* option, you can specify the title to be printed on the copies of the bill. Let us take the case for VAT. In VAT regime it is mandatory to mention title or heading (like Original/Duplicate..) on all the copies of Invoices as buyer is eligible for ITC purely on the basis of it. Now different users may require different headings to be printed on their original and duplicate copies of Invoices like some user may want to print title as 'Original Copy' while some other user may want to print titles as 'Original Copy (for buyer)' and so on. Hence to print their own standardized titles or heading on the copy of Invoices, BUSY provides its Users with the option of *Copy Title Configuration*.

On clicking the *Copy Title Configuration* option, a list of documents is displayed. Select the required document from the list. On selecting the document, a *Configure Copy Title* window appears. Given here is a screenshot of *Configure Copy Title* window.

Configure Copy Title window



In the *Configure Copy Title* window, there are five data fields. The data fields are:
- First Copy - Specify the title to be printed on the first copy of the bill.
- Second Copy - Specify the title to be printed on the second copy of the bill.
- Third Copy - Specify the title to be printed on the third copy of the bill.
- Fourth Copy - Specify the title to be printed on the fourth copy of the bill.
- Fifth Copy & Above - Specify the title to be printed on fifth or above copies of the bill.

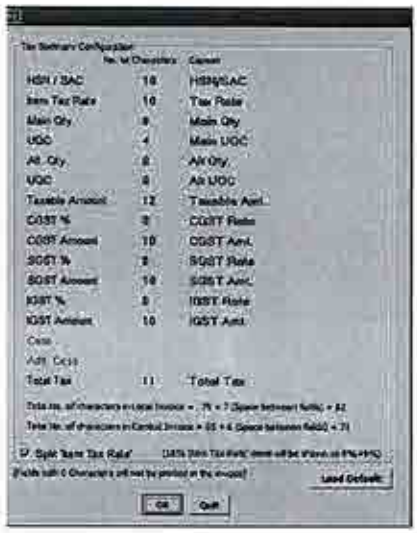
After specifying the required titles, click the *Save* button to save the Copy Title configuration.

Tax Summary Configuration

With *Tax Summary Configuration* option, you can specify the size and captions of all the columns being used in GST Summary printing. On clicking *Tax Summary Configuration* option, a *Tax Summary Configuration* window appears. Given here is a screenshot of *Tax Summary Configuration* window.

Tax Summary Configuration window

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In the *Tax Summary Configuration* window, there are various data fields. You can specify the size and captions for all the columns being used in GST Summary Printing.

- *Split 'Item Tax Rate'* - A *Split 'Item Tax Rate'* checkbox is provided. Check this checkbox if you want to split item tax rate. For Example, Item Tax Rate 18% will be shown as 9% + 9%.
- *Load Default* - Click this button to load default Tax Summary Configuration.

After specifying the required details, click the *OK* button to save the Tax Summary Configuration.

See Also

Printing the Documents

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Accounting Voucher Printing

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Administration > Configuration > Accounting Voucher Printing

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In Accounting *Voucher Printing*, you can configure the printing formats for Accounting vouchers such as *Sales* vouchers, *Purchase* vouchers, *Payment* vouchers and so on. On selecting the *Accounting Voucher Printing* option, two options are displayed. The options are:

- Standard
- Advanced

Standard

With the *Standard* option, you can configure accounting vouchers for basic design such as company name, address, signatory information. On clicking the *Standard* option, a *Select Standard Voucher Configuration* window appears. In the window, a list of vouchers is displayed. Select the voucher that you want to configure. On selecting the voucher, a *Configure Voucher (Standard)* window appears. Various data fields in the *Configure Voucher (Standard)* window are dependent on the voucher selected in the list.

Given here is a screenshot of the *Configure Payment Voucher (Standard)* window.

Configure Payment Voucher (Standard) window

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In the *Tax Summary Configuration* window, there are various data fields. You can specify the size and captions for all the columns being used in GST Summary Printing.

- *Split 'Item Tax Rate'* - A *Split 'Item Tax Rate'* checkbox is provided. Check this checkbox if you want to split item tax rate. For Example, Item Tax Rate 18% will be shown as 9% + 9%.
- *Load Default* - Click this button to load default Tax Summary Configuration.

After specifying the required details, click the *OK* button to save the Tax Summary Configuration.

See Also

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Accounting Voucher Printing

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Administration > Configuration > Accounting Voucher Printing

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In Accounting *Voucher Printing*, you can configure the printing formats for Accounting vouchers such as *Sales* vouchers, *Purchase* vouchers, *Payment* vouchers and so on. On selecting the *Accounting Voucher Printing* option, two options are displayed. The options are:

- Standard
- Advanced

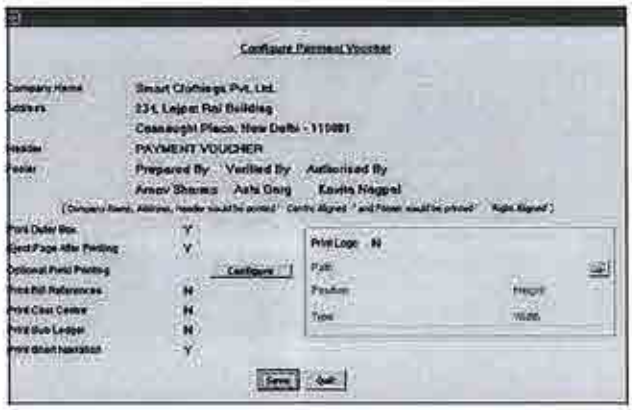
Standard

With the *Standard* option, you can configure accounting vouchers for basic design such as company name, address, signatory information. On clicking the *Standard* option, a *Select Standard Voucher Configuration* window appears. In the window, a list of vouchers is displayed. Select the voucher that you want to configure. On selecting the voucher, a *Configure Voucher (Standard)* window appears. Various data fields in the *Configure Voucher (Standard)* window are dependent on the voucher selected in the list.

Given here is a screenshot of the *Configure Payment Voucher (Standard)* window.

Configure Payment Voucher (Standard) window

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In the *Configure Voucher (Standard)* window, there are various data fields. The data fields are:

- Company Name
- Address
- Header
- Footer

Company Name
Specify the company name that you want to print on the top of the voucher. By default, this data field displays name of the company for which you are configuring voucher format.

Address
Specify the address that you want to print on the voucher.

Header
Specify the details that you want to print on the header of the voucher. By default voucher name appears in this data field.

Footer
Specify the details that you want to print on the footer of the voucher.

Print Outer Box
Specify 'Y' to print Outer box.

Eject Page After Printing
Specify 'Y' if you want to eject the page after printing. Let us understand with the help of an example. Smart Clothing specifies 'N' in this data field. Now when printing the invoice, after the invoice is printed the printer stops at the last point and does not cover the full length of the page. On the other hand, if Smart Clothing specifies 'Y' then the printer will cover the full length of the page even if actual printing finishes in the middle of the page.

Optional Field Printing
Specify 'Y' to print Optional Fields.

Print Bill Reference
Specify 'Y' to print bill reference details.

Print Cost Centre
Specify 'Y' to print Cost Centre details.

Print Sub Ledger
Specify 'Y' to print sub ledgers also.

Print Short Narration
Specify 'Y' to print short narration.

Print Logo
Specify 'Y' in this data field to print logo in the voucher.

Image Path
Specify path of the logo to be printed in the document.

Position
Select the position at which the logo is to be printed in the document.

Print Type
Select the print type from the list. In the list, there are two options. The options are:

- Superimpose - Select this option if you want to superimpose the image. If you select this option then image will be printed at the specified position and can overlap any text or image placed at that position.
- Create Space - Select this option to create space for the image. If you select this option then first space will be created for the image at the specified position and then the image will be printed. In this case image will not overlap any existing text or image.

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Height
Specify height of the image. Specify 0 in this data field if you want to print default height of the image.

Width
Specify width of the image. Specify 0 in this data field if you want to print default width of the image.
- After entering the necessary details, click the *Save* button to save the settings.

Advanced

Under *Advanced* section, you can configure Accounting voucher for more advanced features and can design full voucher as per your requirement. Using *Advanced Configuration* option, you can take designing to a higher level. For example, you can select the data fields to be printed in the voucher or you can decide whether the text should appear bold or italicised. On similar lines, there are many other designing features that can be used.

On clicking the *Advanced* option, an *Accounting Voucher Configuration (Advanced)* window appears. In the window, name of the vouchers appears on the left hand side and various buttons appear on the right hand side. We will discuss these buttons one by one.
- Preview
- Add Format
- Modify Name
- Page Settings
- Configure
- Header
- Body
- Footer
- Copy From Disk
- Copy To Disk
- Delete
- Quit

Preview
Click this button to view what your voucher will look like after printing. It will display the voucher in the format in which it will be printed.

Add Format
Click this button to add a new format for the document.

Modify Format
Click this button to modify name of the format.

Page Settings
To specify the page settings, first select a voucher type on the left hand side and further select the format for which you want to define the page settings. On clicking the *Page Settings* button, a *Page Setting* window appears.
- No of Lines For Header - Specify number of lines to be allocated for printing the header part of the voucher.
- No. of Lines for Body - Specify number of lines to be allocated for printing the body part of the voucher.
- No. of Lines for Footer - Specify number of lines to be allocated for printing the footer part of the voucher.
- Use full body space - Specify 'Y' in this data field if you want to use full lines as allocated for the body part of the voucher. Let us understand this with the help of an example. You have allocated 40 lines for the voucher body and you are printing a Sales Invoice that needed only four lines in the bill body part. Now if you have specified 'Y' in this data field then BUSY will leave 36 lines and print the footer after the 40th line whereas if you have specified 'N' in this data field then BUSY will trim 36 lines and will print the footer after the fourth line.
- Eject Voucher after Footer Printing - Specify 'Y' in this data field if you want to eject page after printing footer of the voucher.
- No. of Vouchers per Page - This data field gets active only if you have specified 'Y' in the *Eject Invoice After Footer Printing* option. Specify number of vouchers to be printed on each page.
- Printing Style - Select the required printing style.
- Print Outer box - Specify 'Y' in this data field if you want to print outer box and vertical lines in the voucher.
- No. of Lines to Skip from Top - Specify the number of lines to be skipped from the top of the page before starting the printing. This field is useful if you are printing on the stationery that already has some pre printed header.
- Set Printer Configuration - Specify 'Y' in this data field to specify default printer configuration to be used while printing voucher with this format. On specifying 'Y' in this data field, a *Configure* button appears. On clicking the *Configure* button, a *Hardware Configuration for the Format* window appears inw which you can specify the default printer configuration. For more details on *Hardware Configuration for the Format* window, refer to *Hardware Configuration* topic.
- Nature of Format - Select the action to be taken on clicking the *Ok* button in the Print reports. For example, if you select *Email* option then on clicking *Ok* button while printing, the voucher will be emailed instead of getting printed. Similarly if you select the *SMS* option the voucher will be sent as SMS.
- Spool File Configuration - This groupgets active if you have selected Spool File option in the Nature of Format data field. Under this group, you can specify spool file configuration such as file name, file extension and file path.
- Print in Landscape Mode - Specify 'Y' in this data field to print the voucher in the landscape mode.
- Print Footer on last page only in Multi-Page Invoice - Specify 'Y' in this data field if you want that in multi pages voucher, footer will be printed only on last page.

Header

In the *Header* option, you can configure the details to be printed in the header of the bill. On clicking the *Header* button, a *Configure Voucher Header* window appear. In the window, specify the required configuration to be printed in the header of the voucher.

Body

In the *Body* option, you can configure the details to be printed in the voucher body. On clicking the *Body* option, a *Configure Voucher Body* window appears. Given here is a screenshot of *Configure Voucher Body* window.

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In the *Configure Voucher Body* window, we have provided the option to specify separate configuration for various sections of the voucher body. For this purpose we have divided Configure Voucher Body into various sections. The sections are:

- Accounts Information - In this section you can specify the configuration for accounts information to be printed in the bill body.
- Grand Totals Information - In this section you can specify the configuration for grand total information to be printed in the voucher.
- Total Carry Over Information - In this section you can specify the configuration for total carry over information to be printed in the voucher.
- Total Brought Down Information - In this section you can specify the configuration for total brought down information to be printed in the voucher.

Footer
In the *Footer* option, you can configure the details to be printed in the footer of the voucher. On clicking the *Footer* button, a *Configure Voucher Footer* window appears. In the window, you have to specify the required configuration to be printed in the footer of the voucher.

Copy From Disk
Copy From Disk button is provided to copy configuration of a format that is stored on hard disk or any removable disk. On clicking this button, a *Browse for Folder* window appears. Select the path and name of the file containing format configuration and click *Ok* button. On clicking the *Ok* button, a new format will be added in the selected document.

Copy To Disk
Copy To Disk button is provided to copy configuration of a format on hard disk or any other removable disk. To copy a format, select the format and click the *Copy To Disk* button and specify the path where the format is to be copied.

Delete
Click this button to delete the selected format.

Quit
Click this button to exit from the *Accounting Voucher Configuration (Advanced)* window.

For detailed help on using various Fields, Print Styles, Formulae in Advanced Voucher Configuration, you can refer to the *Invoice / Document Printing* topic.

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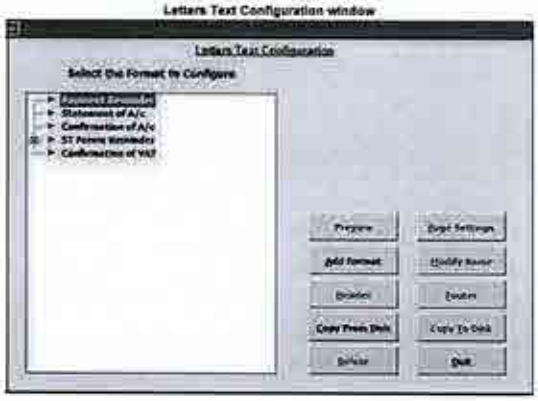
Letters Text Configuration

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In *Letters Text Configuration*, you can define the format for various business letters. For example, you can define the format for Payment Reminder letter to be sent to the sundry debtors. On selecting the *Letters Text Configuration* option, a *Letters Text Configuration* window appears. Given here is a screenshot of the *Letters Text Configuration* window.

Letters Text Configuration window



You can configure the format for four options. The options are:

- Payment Reminder - This is the reminder letter for sending to the parties from whom payment is pending.
- Statement of A/c - This is covering letter for sending along with the statement of account of a party.
- Confirmation of A/c - This is the letter for sending to the parties to confirm their ledger balance.
- ST Forms Reminder - This is the reminder letter for sending to the party from whom a ST Form is due to be received.

The Confirmation of A/c letter can also be used to design a general mailer/circular to be sent to all the parties because you have the option to print this letter for zero balance parties also. For example, if you wish to inform all your parties about a change in the address of your office, you can define the text for the same through Confirmation of A/c letter. Further, while printing the same enable the option to include zero balance parties and the mailer will get printed for all parties.

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- Select the option for which you want to configure the format. On selecting an option, two buttons become active. The buttons are:
  - Add Format - Click this button if you want to add a new format.
  - Copy From Disk - Click this button if you want to copy a format from the disk.
- Click the *Add Format* button available on the right side of the *Letters Text Configuration* window to add a new format. On clicking the *Add Format* button, a *Document Format – Add* window appears.

☞ You can create multiple formats for a letter.

- Enter the name for the format and click the *Save* button to save the format. On clicking the *Save* button the window closes and a plus (+) sign appears next to the account register for which you have created the format.
- Click the *plus (+)* sign and select the format that you have created. On selecting the format, various buttons become active. The buttons are:
  - Preview
  - Modify Name
  - Page Settings
  - Configure
  - Copy to Disk
  - Delete
  - Quit

☞ In this topic we have explained only the steps to configure and preview a format. For detailed information please refer to the *Columnar Account Books* topic under *Administration > Configuration* menu.

Let us discuss each of the buttons in detail.

Preview
Click this button to view what your document will look like after printing. On clicking this button a *Preview Screen* appears. For more information on *Preview Screen*, please refer to *Administration > Configuration > Columnar Account Books* topic.

Modify Name
Click this button to modify the name of an existing format.

Page Settings
Click this button to define the page settings. On clicking this button, a *Page Settings* window appears. In the window there are two data fields. The data fields are:
- Printing Style - Select the font in which the printing is to be done.
- Nature of Format - Select the action to be taken on clicking the *Ok* button while printing the letters. For example, if you select *Email* option then on clicking *Ok* button, letters will be emailed instead of getting printed. Similarly if you select the *SMS* option letters will be sent as SMS.

Configure
Click this button to configure the format. You can configure the format for two elements. The two elements are:
- Print Styles
- Fields (Dynamic Data)

Print Styles
Print Styles refer to the tags that are used to define formatting styles such as bold, italics, and so on.

Fields
Fields refer to the data fields that are displayed in the document such as Alias, Party Name, date of voucher, and so on. Fields contain dynamic data. Dynamic data is the data that is loaded at runtime or the data that can be changed at anytime. Dynamic data refers to data that is displayed using the data fields. Examples of data fields are <PARTY_NAME,40> or <BILL_DATE,10>.

On clicking the *Configure* button, a *Configure* window appears. Using the shortcut commands such as *F4*, *Alt+F4*, and so on you can define the configuration settings.
- Press *F4* key to invoke the list of print styles available.
- Select the print style to be chosen > Press *Enter* key from the keyboard.

After the print style has been added, you need to add the field to be displayed.
- Press *Alt+F4* key to invoke the list of fields available.
- Select the field to be chosen > Press *Enter* key from the keyboard.

After adding the field you need to add the closing print style for the print style used.

☞ If you do not close the print styles then the formatting style specified in the print style will be used throughout the format. For example, if you do not add a closing print style for BOLD_ON then all the text that you enter after the print style will be displayed in bold.

- Press *F4* key to invoke the list of print styles available > Select the closing print style > Press *Enter* key from the keyboard.
- Click the *Preview* button to view the preview of the header.

Similarly, you can add other fields and print styles in the format. For more information on configuring a format, please refer to *Administration > Configuration > Columnar Account Books* topic.

Copy to Disk

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Click the *Copy to Disk* button to copy the selected format to a specified location on a storage media such as hard disk or floppy disk. On clicking this button, a *Browse for Folder* window appears.

- Select the location where you want to copy the format and click the *Ok* button. On clicking the *Ok* button, a *Copying Format* window appears confirming the copy to the specified location.
- Click the *Ok* button to copy the format.

Delete
Click this button to delete a format.

Quit
Click this button if you want to quit the *Letter Text Configuration* option.

See Also

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Printing the Payment Reminders/Statement of A/c/ Confirmation of A/c/ST Form Reminders

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Labels Printing Configuration

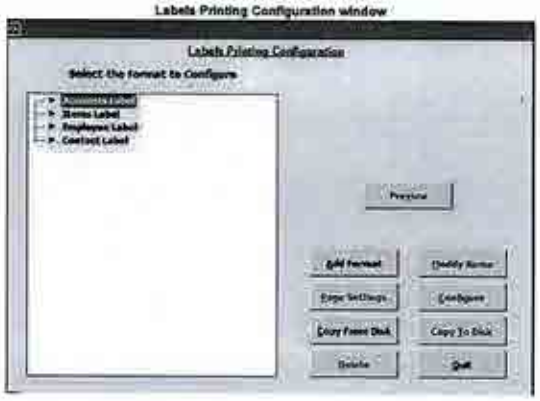
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Administration > Configuration > Labels Printing Configuration

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In *Labels Printing Configuration*, you can define the format for various labels. For example, you want to paste labels on the item for easy identification of items. For this purpose, you can create labels for the items in which you can display the item information such as name, description and so on. On selecting the *Labels Printing Configuration* option, a *Labels Printing Configuration* window appears. Given here is a screenshot of the *Labels Printing Configuration* window.

Labels Printing Configuration window



You can configure the format for two options. The options are:

- Accounts Label - Accounts labels are used to specify different formats for the printing of labels for accounts.
- Items Label - Items labels are used to specify different formats for the printing of labels for items.
- Select the option for which you want to configure the format. On selecting an option, two buttons become active. The buttons are:
  - Add Format - Click this button if you want to add a new format.
  - Copy From Disk - Click this button if you want to copy a format from the disk.
- Click the *Add Format* button available on the right side of the *Labels Printing Configuration* window to add a new format. On clicking the *Add Format* button, a *Document Format – Add* window appears.

☞ You can create multiple formats for a label.

- Enter the name for the format and click the *Save* button to save the format. On clicking the *Save* button the window closes and a plus (+) sign appears next to the account register for which you have created the format.
- Click the *plus (+)* sign and select the format that you have created. On selecting the format, various buttons become active. The buttons are:
  - Preview
  - Modify Name
  - Page Settings
  - Configure
  - Copy to Disk
  - Delete
  - Quit

☞ In this topic we have explained only the steps to configure and preview a format. For detailed information please refer to the *Columnar Account Books topic under Administration > Configuration* menu.

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Let us discuss each of the buttons in detail.

Preview
Click this button to view what your document will look like after printing. On clicking this button, a *Preview Screen* appears. For more information on *Preview Screen*, please refer to *Administration > Configuration > Columnar Account Books* topic.

Modify Name
Click this button to modify the name of an existing format.

Page Settings
Click this button to configure the page settings. On clicking this button, an *Accounts/Items Label Page Settings* window appears. Given here is a screenshot of the *Accounts Label Page Settings* window.

Accounts Label Page Settings window



In the window, various data fields are:
- No. of Labels in One Row
- Space Between Labels (No. of Characters)
- No. of Labels in One Sheet
- Space Between Labels (No. of Lines)
- Printing Style
- Nature of Format

No. of Labels in One Row
Specify the number of labels that you want to print in one row. You can enter a number between 1 - 9. By default, 2 is the value in the data field.

Space Between Labels (No. of Characters)
Specify the number of spaces, in terms of characters, between the labels in one row. You can enter a number between 1 - 99. By default, 0 is the value in the data field.

No. of Labels in One Sheet
Specify the number of labels that you want to print in one sheet. You can enter a number between 1 - 99. By default, 14 is the value in the data field.

Space Between Labels (No. of Lines)
Specify the number of spaces, in terms of lines, between the labels in one sheet. You can enter a number between 1 - 99. By default, 2 is the value in the data field.

Printing Style
Select font in which label is to be printed.

Nature of Format
Select the action to be taken on clicking the *Ok* button while printing labels.
- Click the *Save* button to save the page settings.

Configure
Click this button to configure the format. You can configure the format for two elements. The two elements are:
- Print Styles
- Fields (Dynamic Data)

Print Styles
Print Styles refer to the tags that are used to define formatting styles such as bold, italics, and so on.

Fields
Fields refer to the data fields that are displayed in the document such as Alias, Party Name, date of voucher, and so on. Fields contain dynamic data. Dynamic data is the data that is loaded at runtime or the data that can be changed at anytime. Dynamic data refers to data that is displayed using the data fields. Examples of data fields are <PARTY_NAME,40> or <BILL_DATE,10>.

On clicking the *Configure* button, a *Configure Accounts/Items Label* window appears. Using the shortcut commands such as F4, Alt+F4, and so on you can define the configuration settings.
- Press *F4* key to invoke the list of print styles available.
- Select the print style to be chosen > Press *Enter* key from the keyboard.

After the print style has been added, you need to add the field to be displayed.
- Press *Alt+F4* key to invoke the list of fields available.

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- Select the field to be chosen > Press *Enter* key from the keyboard.

After adding the field you need to add the closing print style for the print style used.

☞ If you do not close the print styles then the formatting style specified in the print style will be used throughout the format. For example, if you do not add a closing print style for BOLD_ON then all the text that you enter after the print style will be displayed in bold.

- Press *F4* key to invoke the list of print styles available > Select the closing print style > Press *Enter* key from the keyboard.
- Click the *Preview* button to view the preview of the header.

Similarly, you can add other fields and print styles in the format. For more information on configuring a format, please refer to *Administration > Configuration > Columnar Account Books* topic.

Copy to Disk
Click the *Copy to Disk* button to copy the selected format to a specified location on a storage media such as hard disk or floppy disk. On clicking this button, a *Browse for Folder* window appears.

- Select the location where you want to copy the format and click the *Ok* button. On clicking the *Ok* button, a *Copying Format* window appears confirming the copy to the specified location.
- Click the *Ok* button to copy the format.

Delete
Click this button to delete a format.

Quit
Click this button if you want to quit the *Labels Printing Configuration* option.

See Also
Printing the Accounts Label/Items Label

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Columnar Reports

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Administration > Configuration > Columnar Reports

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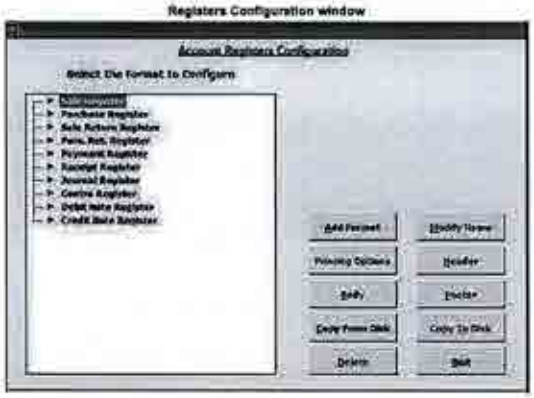
In *Columnar Reports*, you can configure the formats for printing various reports. You can configure the formats for following reports and registers:

- Account Registers
- Inventory Registers
- Payroll Registers
- Multiple Column Cash/Bank Book
- Stock Status
- Party Item Analysis
- VAT Registers
- Parameterized Stock Status

Account Registers

On selecting this option, a *Registers Configuration* window appears. Given here is a screenshot of the *Registers Configuration* window.

Registers Configuration window



You can define formats for ten account registers, *Sales Register, Purchase Register, Sale Return Register, Purchase Return Register, Payment Register, Receipt Register, Journal Register, Contra Register, Debit Note Register* and *Credit Note Register*.

- Select the account register for which you want to configure the format. On selecting an account register, two buttons become active. The buttons are:
  - Add Format - Click this button if you want to add a new format.
  - Copy From Disk - Click this button if you want to copy a format from the disk.

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- Click the *Add Format* button available on the right side of the *Registers Configuration* window to add a new format. On clicking the *Add Format* button, a *Document Format – Add* window appears.

You can create multiple formats for an account register.

- Enter the name for the format and click the *Save* button to save the format. On clicking the *Save* button the window closes and a plus (+) sign appears next to the account register for which you have created the format.
- Click the *plus (+)* sign and select the format that you have created. On selecting the format, various buttons become active. The buttons are:
  - Modify Name
  - Header
  - Body
  - Footer
  - Copy to Disk
  - Delete
  - Quit

Let us discuss each of the buttons in detail.

Modify Name

Click this button to modify the name of an existing format.

Before we discuss the *Header, Body,* and *Footer* buttons, we should familiarize ourselves with the common terms used in format configuration settings. The configuration settings can be defined for two elements. The two elements are:

- Print Styles
- Fields (Dynamic Data)

Print Styles

Print Styles refer to the tags that are used to define formatting styles such as bold, italics, and so on.

Fields

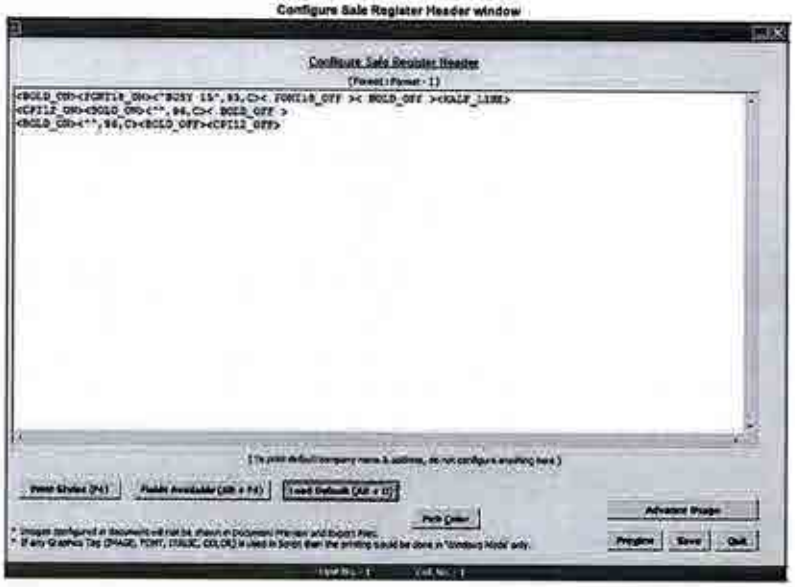
Fields refer to the data fields that are displayed in the document such as Alias, Party Name, date of voucher, and so on. Fields contain dynamic data. Dynamic data is the data that is loaded at runtime or the data that can be changed at anytime. Dynamic data refers to data that is displayed using the data fields. Examples of data fields are <PARTY_NAME,40> or <BILL_DATE,10>.

Let us now discuss the buttons.

Header

Click the *Header* button to configure the header for the account register. On clicking the *Header* button, a *Configure Register Header* window appears. Given here is a screenshot of *Configure Sale Register Header* window.

Configure Sale Register Header window



Using the shortcut commands such as F4, Alt+F4, and so on you can define the configuration settings.

- Press *F4* key to invoke the list of available print styles.
- Select the print style to be chosen > Press *Enter* key on the keyboard. In the screenshot given above, the <BOLD_ON> print style is selected.

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After the print style has been added, you need to add the field to be displayed.

- Press *Alt+F4* key to invoke the list of available fields.
- Select the field to be chosen > Press *Enter* key on the keyboard. In the screenshot given above, the <TIN_NO> field is selected.

After adding the field you need to add the closing print style for the print style used.

If you do not close the print styles then the formatting style specified in the print style will be used throughout the format. For example, if you do not add a closing print style for BOLD_ON then all the text that you enter after the print style will be displayed in bold.

- Press *F4* key to invoke the list of print styles available > Select the closing print style > Press *Enter* key on the keyboard. In the screenshot given above, the <BOLD_OFF> print style is selected.
- Click the *Preview* button to view what the document will look like after printing. On clicking the *Preview* button, a *Preview Screen* appears.

The data in the Preview screen appears as XXXX.../9999... since currently no data is available. At the time of printing, actual data from TIN number will be displayed in the given space.

Click How to Use Formulae button for detailed help on using formulae.

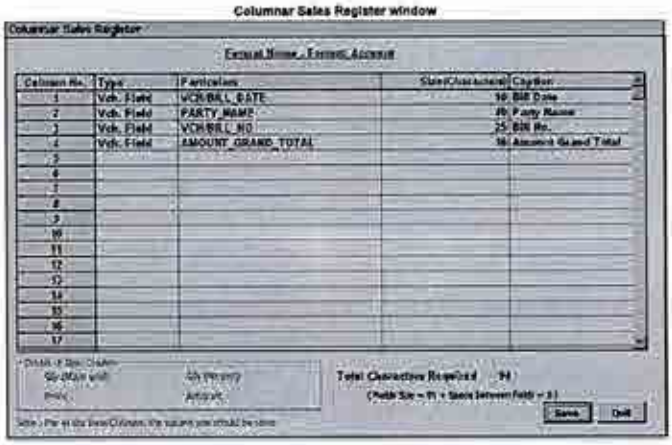
Similarly, you can add other fields and print styles in the header of a register.

Body

Click the *Body* button to configure the body for the account register. On clicking the *Body* button, a *Default Columns* message box appears asking you whether you want to display the default body columns for the register.

- Click the *Yes/No* button. On clicking the *Yes/No* button, a *Columnar Registers* window appears. Given here is a screenshot of *Columnar Sales Registers* window with the default body columns.

Columnar Sales Register window



Various data fields in the window are:

- Type
- Particulars
- Size (Characters)
- Caption

Type

Select the type of field that you want to display in the format. In case of Dual vouchers, four options appear, *Account, Vch. Field, Item Field* and *Item*. In case of Accounting register three options, *Account, Header Field* and *Body Field* appears.

Particulars

Select the particulars for the type of field that you want to display. You can select the particular from the list that is displayed in the data field. The list depends on the type selected in the *Type* data field. For example, if you have selected *Item Field* option in the *Type* data field then in *Particulars* data field the list of all item related fields will appear.

Size (Characters)

By default, the size of the particular field is displayed in this data field. You can change the size as per your requirement.

Caption

Specify the caption for the particular field to be displayed in the report.

While selecting a field in *Particulars* column, some fields will be shown with an asterisk " * " symbol. This indicates that on using these fields, report may take a little more time in generation or we can say that speed of the report may get reduced on using these fields.

Details of Item Column

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This sub group gets activated if you have selected the *Item* option in the *Type* field. In the subgroup, you have to specify the bifurcation of the total character size defined for the Item. For example, you have defined that for printing item details, 40 characters are to be used. Now in this section you have to specify that out of 40, how many characters are to be used each for Main Qty, Alternate Qty, Price and Amount. The character bifurcation specified here will be used for all the items selected above.

- Click the *Save* button to save the body settings.

Footer

Click the *Footer* button to configure the footer for the account register. On clicking the *Footer* button, a *Configure Register Footer* window appears. This window is similar to the *Configure Sale Register Header* window.

Using the shortcut commands such as *F4*, *Alt+F4*, and so on, you can define the configuration settings.

- Press *F4* key to invoke the list of available print styles.
- Select the print style to be chosen > Press *Enter* key on the keyboard. In the screenshot given above, the <UL_ON> print style is selected.

After the print style has been added, you need to add the field to be displayed.

- Press *Alt+F4* key to invoke the list of available fields.
- Select the field to be chosen > Press *Enter* key on the keyboard. In the screenshot given above, the <COMPANY_EMAIL> field is selected.

After adding the field you need to add the closing print style for the print style used.

- Press *F4* key to invoke the list of available print styles > Select the closing print style > Press *Enter* key on the keyboard. In the screenshot given above, the <UL_OFF> print style is selected.
- Click the *Preview* button to view the preview of the header. On clicking the *Preview* button, a *Preview Screen* appears.

Copy to Disk

Click the *Copy to Disk* button to copy the selected format to a specified location on a storage media such as hard disk or floppy disk. On clicking this button, a *Browse for Folder* window appears.

- Select the location where you want to copy the format and click the *Ok* button. On clicking the *Ok* button, a *Copying Format* window appears confirming the copy to the specified location.
- Click the *Ok* button to copy the format.

Delete

Click this button to delete a format.

Quit

Click this button if you want to quit the option.

Inventory Registers

Inventory Registers option is very much similar to the Accounts Registers option. The only difference between the two is that using *Accounts Registers* option, you can configure formats for the Dual vouchers and the Accounting vouchers and using the Inventory Registers option, you can configure formats for Dual vouchers and Inventory vouchers.

On clicking the *Inventory Registers* option, a *Registers Configuration* window appears. For detailed help on *Registers Configuration* window, refer to the *Accounts Registers* option explained above.

Payroll Registers

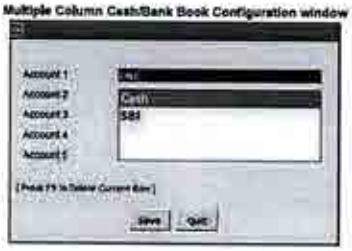
This option appears under Columnar Reports only if you have enabled the feature of Payroll under *Administration > Configuration > Features / Options > Enterprise Features* tab. Under Payroll Registers, you can configure formats for Salary, Bonus, Leave Encashment and Overtime registers.

On clicking the *Payroll Registers* option, a *Payroll Registers Configuration* window appears. For detailed help on *Payroll Registers Configuration* window, refer to the *Accounts Registers* option explained above.

Multiple Column Cash/Bank Book

On selecting this option, a *Multiple Column Cash/Bank Book Configuration* window appears. Given here is a screenshot of the *Multiple Column Cash/Bank Book Configuration* window.

Multiple Column Cash/Bank Book Configuration window



Using this option you can configure five accounts to be displayed in the *Multiple Column Cash/Bank Book*. The five accounts configured in this option are displayed in five columns. The data fields in the window are:

- Account 1
- Account 2
- Account 3
- Account 4
- Account 5

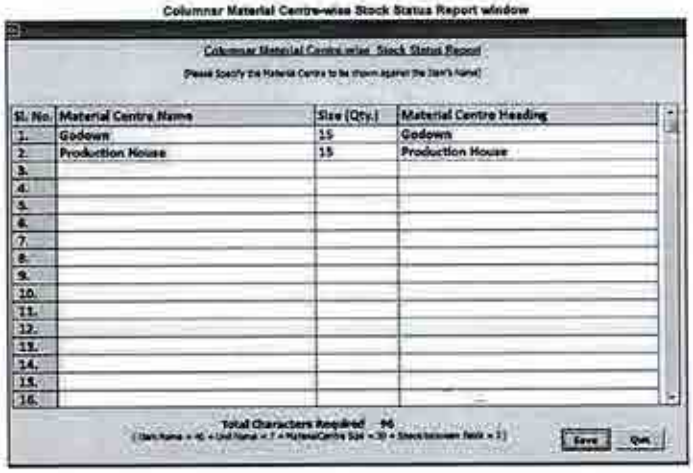
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You can select the accounts to be displayed from the list of accounts that appears in the data fields. All the accounts that appear in the list fall under the Account Groups Cash-in-hand, Bank and Bank Overdraft.

Stock Status

This option appears if you have enabled the feature of *Enable Multi-Godown Inventory* under *Administration > Configuration > Features/Options > Inventory* tab. On selecting this option, a *Columnar Material Centre-wise Stock Status Report* window appears. Given here is a screenshot of *Columnar Material Centre-wise Stock Status Report* window.

Columnar Material Centre-wise Stock Status Report window



Using this option, you can configure Material Centre to be displayed against each item. Material Centres selected in this window will be displayed in front of each item in the *Stock Status > Columnar reports*. Given here are the data fields that appear in the *Columnar Material Centre-wise Stock Status Report* window

Material Centre
Select the Material Centre to be displayed in the reports from the list of Material Centres that appears in the data field. You can select a maximum of 32 Material Centres at a time.

Size (Characters)
Specify the number of characters to be used for displaying the Material Centre details. You can enter a number between 1-99. By default, 15 is the value in the data field.

Heading
Specify the heading for the Material Centre. By default, the Material Centre name is displayed in this data field.

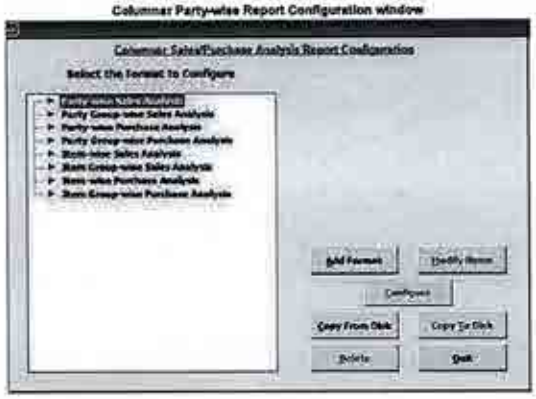
- Click the *Save* button to save the settings.

Party Item Analysis

In *Party-Item Analysis* option, you can configure the items along with the order of the items to be displayed in *Sales Analysis Columnar reports* / *Purchase Analysis Columnar reports*. Let us understand the relevance of this option with the help of an example. Smart Clothing, a garment manufacturer, created 10 item masters but presently deals in only 5 items. If it generates *Sales/Purchase Analysis Columnar* report for all items then in report those 5 items will also be displayed, which are currently not in use. But by configuring columnar *Party-Item Analysis Reports*, it can view report for the required items only.

On clicking the *Party-Item Analysis* option, a *Columnar Party-wise Report Configuration* window appears. Given here is a screenshot of *Columnar Party-wise Report Configuration* window.

Columnar Party-wise Report Configuration window



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You can define format for various *Columnar Sales / Purchase Analysis* reports. Select the option for which you want to configure the format. On selecting an option, two buttons become active. The buttons are:

- Add Format - Click this button if you want to add a new format.
- Copy From Disk - Click this button if you want to copy a format from the disk.
- Click the *Add Format* button available on the right side of the window to add a new format. On clicking the *Add Format* button, a *Document Format – Add* window appears.
- Enter the name for the format and click the *Save* button to save the format. On clicking the *Save* button the window closes and a plus (+) sign appears next to the option for which you have created the format.
- Click the *plus (+)* sign and select the format that you have created. On selecting the format, various buttons become active. The buttons are:
  - Modify Name
  - Configure
  - Copy To Disk
  - Delete
  - Quit

In this section we will discuss only the *Configure* button. All other buttons are well explained above in the *Account Register* option. For explaining *Configure* button, we will take example of *Party-wise Sales Analysis* report. Configuration of all other options is also totally similar.

Configure

On clicking the *Configure* button, a *Columnar Party-wise Sales Analysis Report for Format* window appears. Given here is a screenshot of *Columnar Party-wise Sales Analysis Report for Format* window.



Given here are the data fields that appear in the *Columnar Party-wise Sales Analysis Report for Format* window.

- Format to be Configured For
- Name of Item
- Size (Qty.)
- Heading

Format to be Configured For

Select whether you want to configure format for a particular item or group of items.

Name of Item/Item Group

Select the Item/Item Group to be displayed in the reports from the list of items that appears in the data field. You can select a maximum of 128 items at a time.

Size (Qty.)

Specify the number of characters to be used for displaying the item quantity. You can enter a number between 1-99. By default, 15 is the value in the data field.

Item Heading/Item Group Heading

Specify the heading for the Item/Item Group. By default, the Item/Item Group name is displayed in this data field.

- Click the *Save* button to save the settings.

VAT Registers

On clicking the *VAT Registers* option, a *Register Configuration* window appears. In the *Register Configuration* window, you can define format for *Columnar VAT Sale/Purchase* and *Columnar VAT Sales/Purchase Return Registers*. Select the option for which you want to configure the format. On selecting an option, two buttons become active. The buttons are:

- Add Format - Click this button if you want to add a new format.
- Copy From Disk - Click this button if you want to copy a format from the disk.

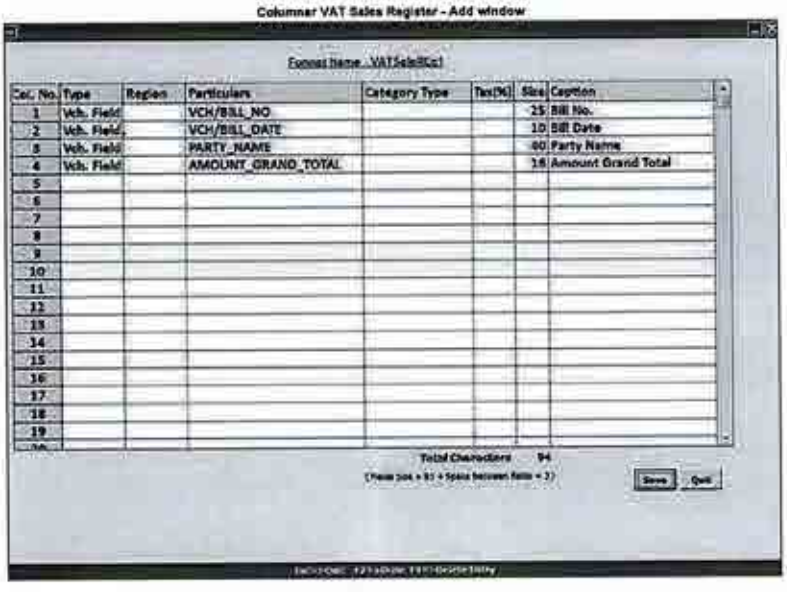
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- Click the *Add Format* button available on the right side of the window to add a new format. On clicking the *Add Format* button, a *Document Format – Add* window appears.
- Enter the name for the format and click the *Save* button to save the format. On clicking the *Save* button the window closes and a plus (+) sign appears next to the option for which you have created the format.
- Click the *plus (+)* sign and select the format that you have created. On selecting the format, various buttons become active. The buttons are:
  - Modify Name
  - Page Settings
  - Header
  - Body
  - Footer
  - Copy From Disk
  - Copy To Disk
  - Delete
  - Quit

In this section we will discuss only the *Body* button. All other buttons are well explained above in the *Accounts Register* option.

On clicking the *Body* option, a *Columnar VAT Register - Add* window appears. Given here is a screenshot of *Columnar VAT Sales Register - Add* window.

Columnar VAT Sales Register - Add window



In the *Columnar VAT Sales Register - Add* window, there are various data fields. The data fields are:

- Type
- Region
- Particulars
- Category Type
- Tax (%)
- Size
- Caption

Type
Select from the list that whether you want Tax related or Voucher related fields in the report column.

Region
Focus comes to this field only if you have selected *Tax field* option in the *Type* data field. Select whether you want tax fields for local taxation or for central taxation.

Particulars
Select the particulars for the type of field that you want to display. You can select the particular from the list that is displayed in the data field. The list depends on the type selected in the *Type* data field. For example, if you have selected *Tax Field* option in the *Type* data field then in *Particulars* data field the list of all tax related fields appear.

Category Type
Focus comes to this field if you have selected the *Tax Field* option in the Type data field. Select the required category from the list.

Tax(%)
Focus comes to this field if you have selected the *Taxable* option in the *Category Type* data field. Enter the tax percentage in this field.

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Size
Specify the character size to be used for the column.

Caption
Specify a caption for the column.
- Click the *Save* button to save the settings.

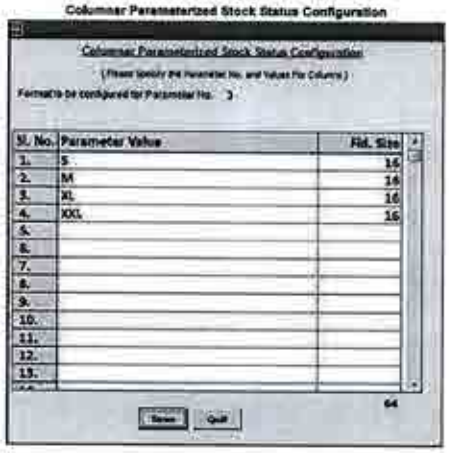
Parameterized Stock Status
On clicking the *Parameterized Stock Status* option, a *Columnar Parameterized Stock Status Configuration* window appears. In the *Parameterized Stock Status Configuration* window, you can define format for *parameterized closing/opening stock status* reports. Select the option for which you want to configure the format. On selecting an option, two buttons become active. The buttons are:
- Add Format - Click this button if you want to add a new format.
- Copy From Disk - Click this button if you want to copy a format from the disk.
- Click the *Add Format* button available on the right side of the window to add a new format. On clicking the *Add Format* button, a *Document Format – Add* window appears.

- Enter the name for the format and click the *Save* button to save the format. On clicking the *Save* button the window closes and a plus (+) sign appears next to the option for which you have created the format.

- Click the *plus (+)* sign and select the format that you have created. On selecting the format, various buttons become active. The buttons are:
  - Modify Name
  - Page Settings
  - Header
  - Body
  - Footer
  - Copy From Disk
  - Copy To Disk
  - Delete
  - Quit

In this section, we will discuss about the *Configure* button. On clicking the *Configure* button, a *Columnar Parameterized Stock Status Configuration* window appears. Given here is a screenshot of *Columnar Parameterized Stock Status Configuration* window.

Columnar Parameterized Stock Status Configuration



In the *Columnar Parameterized Stock Status Configuration* window, a data field and a grid appears. The data field and grid are:
- Format to be configured for Parameter No.
- Parameter Details

Format to be configured for Parameter No.
Specify the parameter number for which Report columns are to be generated.

Parameter Details
Under *Parameter Details* grid, there are various fields. The fields are:
- Parameter Value - Specify the parameter value for the parameter number specified in the *Format to be configured for Parameter No.* data field. For example, you have specified 3 in the *Format to be configured for Parameter No.* data field and at the the third number *Style* parameter is specified for an item and in the *Parameter Value* grid, you have specified the value as S,M,XL and XXl. In this case the report columns will be: Style (S), Style (M), Style (XL) and Style (XXL).
- Size - Specify the width or character size to be used in the report for specified parameter value.

After entering the required details, click the Save button to save the format.

See Also

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Printing the Account Registers/Cash or Bank Book
Printing the Sales/Purchase Analysis Columnar Reports
Printing Columnar VAT Registers
Printing Columnar Stock Status

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Reference Printing Configuration

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This option appears in *Configuration* menu if any or all of the following options are enabled in the *Features/Options*.
- Bill-byBill Details in *Accounts* tab.
- Enable Sale/Purchase Challan, Enable Order Processing, Enable Batch-wise Details, Enable Serial No.-wise Details, Enable Parameterized Details in *Inventory* tab.

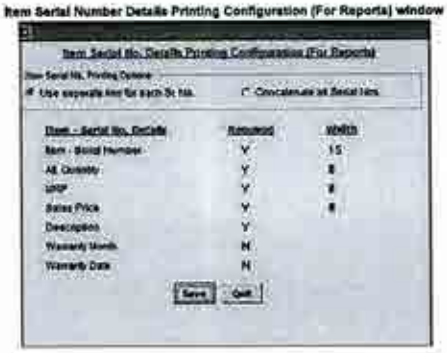
On clicking this option, various options are displayed. The options that appear are dependent on the features selected in the *Features/Options* window. The options are:
- Bill Reference Details Printing (Reports)
- Bill Reference Details Printing (Documents)
- Batch Details Printing (Reports)
- Batch Details Printing (Documents)
- Item Sr. No. Details Printing (Reports)
- Item Sr. No. Details Printing (Documents)
- Order Details Printing (Reports)
- Order Details Printing (Documents)
- Challan Details Printing (Reports)
- Challan Details Printing (Documents)
- Param. Stock Details Printing (Documents)
- Param. Stock Details Printing (Reports)

Under all these options, you can configure Bill / Batch / Sr. No. / Order / Challan / Parameter details to be printed in documents/reports.

Separate options are given to configure reference printing for reports and documents. Configuration of all the references is similar. To explain the steps to configure reference printing, we will take example of Serial No. Printing Configuration.

To configure Serial number printing for reports, click *Item Sr. No. Details Printing (Reports)* option. On clicking the option, an *Item Serial Number Details Printing Configuration (For Reports)* window appears. Given here is a screenshot of *Item Serial Number Details Printing Configuration (For Reports)* window.

Item Serial Number Details Printing Configuration (For Reports) window



In the *Item Serial Number Details Printing Configuration (For Reports)* window, there are various data fields and options. The data fields and options are:
- Use Separate Line for each Sr. No.
- Concatenate All Serial Nos.
- Item Serial Number Details
- Required
- Width

Use Separate Line for each Sr. No.
Enable this option if you want each Serial number and its details to be printed in separate lines. This means that in a single row only the details of one serial number will be printed; even if there is a space to print full other serial number details then also the next serial number will be printed in the next line.

Concatenate All Serial Nos.
Enable this option if you want to print serial numbers in continuation. Serial numbers will be separated by a comma (,) sign. Serial number will be printed in continuation only if there is a space for printing full details of next serial number. This field is dependent on the value as specified in the <SERIALNO_CONTINUOUS> tag in the format defined using the *Advanced* option. For example, you have specified the tag as <SERIALNO_CONTINUOUS, 40> then 40 characters will be used for each serial number and its details. Now if you have serial number details are of 19 characters then two serial numbers will be printed in a single row but if the serial number details are of 22 characters then a single serial number details will be printed in a row.

Item Serial No. Details
This column displays the list of all the components of Item serial number. List of Components is dependent on the options selected in the *Batch/MRP/Serial Number - wise Details Options* window in *Administration > Configuration > Features/Options > Inventory tab*.

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Required
This data field appears in front of each Serial Number component. Specify 'Y' in this data field if you want to print Serial number component displayed in front of this data field.

Width
This data field appears in front of each Serial number component except Description. Specify the characters to be used for printing each Serial number component. In case of Serial No. Description, all the descriptions entered for the Serial number will be printed.

- Click the *Save* button to save the Serial number details printing configuration.

To configure printing for other references, follow the same steps as mentioned for the Serial No. Printing Configuration.

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Report Header Printing

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Administration > Configuration > Report Header Printing

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In *Report Header Printing*, you can configure header for the reports to be printed. Basically you can use separate report header for individual reports. You can specify Logo, Images, any text that you want to print in Report Header and set the alignment for the text also. Report Printing basically provides you the flexibility to configure header of your company's reports as per your requirement.

To configure Report Header printing, click *Administration > Configuration > Report Header Printing* option. On clicking the *Report Header Printing* option, a *Report Configuration* window appears. The window is divided into two panes. In the left pane, a *Report Header* option appears which displays different formats you create for Report Header and in the right pane, various buttons appear. The buttons are:

- Preview
- Configure
- Add Format
- Modify Name
- Copy from Disk
- Copy to Disk
- Delete
- Quit

Let us discuss each of these buttons in detail.

Add Format
Click this button to add a new format. You can create multiple formats and specify different configuration in each of them and hence can print Report header according to different formats.

Modify Name
Click this button to modify format name.

Copy from Disk
Click this button to copy a format from the disk.

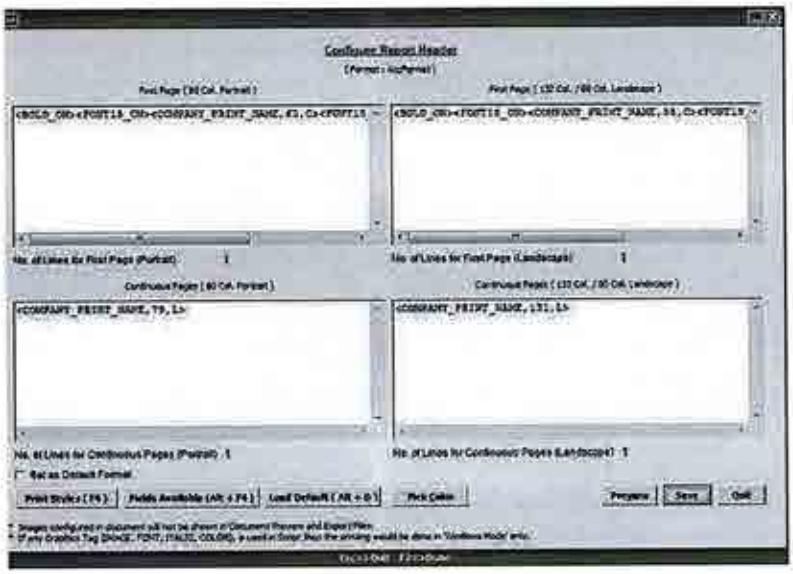
Copy to Disk
Click the *Copy to Disk* button to copy the selected format to a specified location on a storage media such as hard disk or floppy disk. On clicking this button, a *Browse for Folder* window appears.

- Select the location where you want to copy the format and click the *Ok* button. On clicking the *Ok* button, a *Copying Format* window appears confirming the copy to the specified location.
- Click the *Ok* button to copy the format.

Configure
Click this button to configure the Report Header. On clicking this option, a *Configure Report Header* window appears. Given here is a screenshot of *Configure Report Header* window.

Configure Report Header window

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In the *Configure Report Header* window, you can specify different configuration for report to be printed in 80 column and report to be printed in 132 column. Let us discuss various options provided in the window in detail.

- First Page (80 Col. Portrait) - Specify the configuration for the first page of report header if the report is being printed in 80 column portrait mode.
- First Page (132 Col. Portrait / Landscape) - Specify the configuration for first page of report header if the report is being printed in 132 column portrait or landscape mode.
- Continuous Page (80 Col. Portrait) - Specify the configuration for succeeding pages of report header if the report is being printed in 80 column portrait mode.
- Continuous Page (132 Col. Portrait / Landscape) - Specify the configuration for succeeding pages of report header if the report is being printed in 132 column portrait or landscape mode.
- No. of Lines for First Page (80 Col. Portrait) - Specify the number of lines to be used for report header on the first page of report if report is being printed in 80 column portrait mode.
- No. of Lines for First Page (132 Col. Portrait / Landscape) - Specify the number of lines to be used for report header on the first page of report if report is being printed in 132 column portrait or landscape mode.
- No of Lines for Continuous Pages (80 Col. Portrait) - Specify the number of lines to be used for report header on the succeeding pages of report if report is being printed in 80 column portrait mode.
- No of Lines for Continuous Page (132 Col. Portrait / Landscape) - Specify the number of lines to be used for report header on the succeeding pages of report if report is being printed in 132 column portrait or landscape mode.
- Set as Default Format - Enable this checkbox to set this format as default format for report header.

To configure Report Header, various buttons are provided on click of which, you can select the print styles, data fields of BUSY, color code to be used in the Report header. Various buttons are:

- Print Styles
- Fields Available
- Load Default
- Pick Color

Print Styles
Print Styles refer to the tags that are used to define formatting styles such as bold, italics, and so on. On clicking this button, a list of available Print Styles appear. Select the required print style from the list.

Fields Available
Fields refer to the data fields that are displayed in the document such as Alias, Party Name, date of voucher, and so on. Fields contain dynamic data. Dynamic data is the data that is loaded at runtime or the data that can be changed at anytime. Dynamic data refers to data that is displayed using the data fields. Examples of data fields are <PARTY_NAME,40> or <BILL_DATE,10>. Click this button to select the required data fields.

Load Default
Click this button to load default configuration as created by BUSY for Report Header.

Pick Color
Click this button to select a color and view its color code.

After specifying the required configuration, click the *Preview* button to preview the Report Header. If you find it OK then click the *Save* button to save the format as created by you.

See Also
Printing Reports

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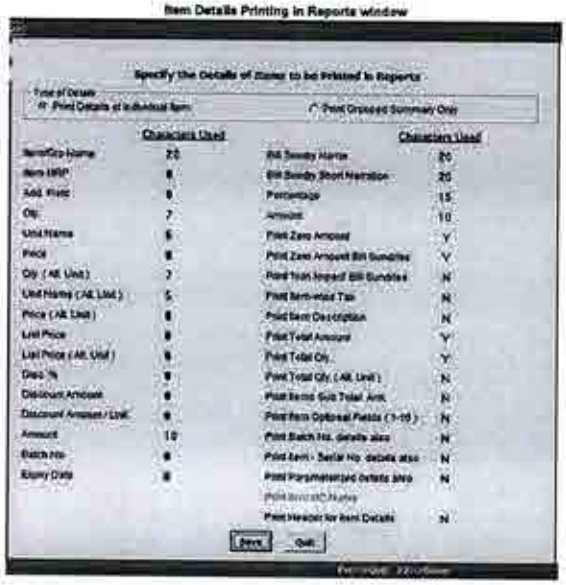
Item Details Printing in Reports

Administration > Configuration > Item Details Printing in Reports

Busy

In *Item Details Printing in Reports*, you can configure item details to be printed in the reports. For example, if you want to print specific item details such as Add.Field, Unit name and so on in the reports then you can configure these details in the *Item Details Printing in Reports* option. On selecting this feature, an *Item Details Printing in Reports* window appears. Given here is a screenshot of the *Item Details Printing in Reports* window.

Item Details Printing in Reports window



You can print item details using two options in the *Type of Details* group. The options are:

- Print Details of Individual Item
- Print Grouped Summary Only

Print Details of Individual Item

If you select this option then complete details of all the items affected in the reports will be printed.

Print Grouped Summary Only

If you select this option then a grouped summary of all the items affected in the reports will be printed.

Depending on the option selected in the *Type of Details* group, certain data fields are activated. The data fields are:

- Item/Grp. Name
- Add. Field
- Qty.
- Unit Name
- Price
- Qty. (Alt. Unit)
- Unit Name (Alt. Unit)
- Price (Alt. Unit)
- Amount
- Batch No.
- Expiry Date
- Bill Sundry Name
- Bill Sundry Short Narration
- Percentage
- Amount
- Print Item-wise Tax
- Print Item Description
- Print Total Amount
- Print Total Qty.
- Print Total Qty. (Alt. Unit)
- Print Items Sub Total Amt.
- Print Item Optional Fields (1-10)
- Print Item Serial No. - Details Also

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- Print Parameterized Details Also
- Print Header for Item Details Also

If you have selected the *Print Grouped Summary Only* option in *Type of Details* group then the following options are deactivated: Add. Field, Price, Price (Alt. Unit), Batch No., Expiry Date, Print Item wise Tax and Print Item Description.

Item/Grp. Name
Specify the number of characters to be used for printing this field in the reports. By default, 20 is value in this data field.

Add. Field
Specify the number of characters to be used for printing this field in the reports. By default, 0 is value in this data field.

Qty.
Specify the number of characters to be used for printing this field in the reports. By default, 7 is value in this data field.

Unit Name
Specify the number of characters to be used for printing this field in the reports. By default, 5 is value in this data field.

Price
Specify the number of characters to be used for printing this field in the reports. By default, 8 is value in this data field.

Qty. (Alt. Unit)
Specify the number of characters to be used for printing this field in the reports. This data field appears if you have enabled *Alternate Unit of Items* feature in *Administration > Configuration > Features/Options > Inventory tab*. By default, 7 is value in this data field.

Unit Name (Alt. Unit)
Specify the number of characters to be used for printing this field in the reports. This data field appears if you have enabled *Alternate Unit of Items* feature in *Administration > Configuration > Features/Options > Inventory tab*. By default, 5 is value in this data field.

Price (Alt. Unit)
Specify the number of characters to be used for printing this field in the reports. This data field appears if you have enabled *Alternate Unit of Items* feature in *Administration > Configuration > Features/Options > Inventory tab*. By default, 8 is value in this data field.

Amount
Specify the number of characters to be used for printing this field in the reports. By default, 10 is value in this data field.

Batch No.
Specify the number of characters to be used for printing this field in the reports. This data field appears if you have selected *Batch - wise Details* option in the *Batch/MRP/Serial Number - wise Details Options* window that appears while configuring Batch/MRP/Serial No. details in *Administration > Configuration > Features/Options > Inventory tab*. By default, 0 is value in this data field.

Expiry Date
Specify the number of characters to be used for printing this field in the reports. This data field appears if you have selected *Batch - wise Details* option in the *Batch/MRP/Serial Number - wise Details Options* window that appears while configuring Batch/MRP/Serial No. details in *Administration > Configuration > Features/Options > Inventory tab*. By default, 0 is value in this data field.

Bill Sundry Name
Specify the number of characters to be used for printing this field in the reports. By default, 20 is value in this data field.

Print Bill Sundry with Short Narration
This data field appears if you have enabled the *Enable Bill Sundry narration* option in *Administration > Configuration > Features/Options > Inventory* tab.
Specify the number of characters to be used for printing this field in the reports. By default, 20 is the value in this data field.

Percentage
Specify the number of characters to be used for printing this field in the reports. By default, 15 is value in this data field.

Amount
Specify the number of characters to be used for printing this field in the reports. By default, 10 is value in this data field.

Print Item wise Tax
Specify 'Y' if you want to print the item wise tax in the reports. By default, 'N' is the value in this data field.

Print Item Description
Specify 'Y' if you want to print the item description in the reports. By default, 'N' is the value in this data field.

Print Total Amount
Specify 'Y' if you want to print the total amount in the reports. By default, 'Y' is the value in this data field.

Print Total Qty.
Specify 'Y' if you want to print the total quantity in the reports. By default, 'Y' is the value in this data field.

Print Total Qty. (Alt. Unit)
Specify 'Y' if you want to print the total quantity in Alternate Unit in the reports. This data field appears if you have enabled *Alternate Unit of Items* feature in *Administration > Configuration > Features/Options > Inventory tab*. By default, 'N' is the value in this data field.

Print Item Sub Total Amt.
Specify 'Y' if you want to print the item sub total amount in the reports. By default, 'N' is the value in this data field.

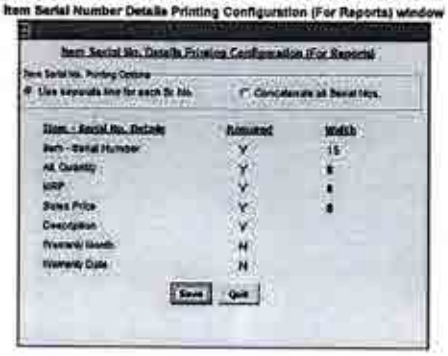
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Print Item Optional Fields (1-10)
Specify 'Y' in this data field to print item Optional Fields.

Print Batch No. details also
This data field gets activated if you have enabled the *Batch.-wise Details* option in Administration > Configuration > Features/Options > Inventory tab. Specify 'Y' in this data field if you want print item batch number details in the reports. On specifying 'Y' in this data field, a button appears. Click the button to configure various batch number components to be printed in the report.

Print Item Serial No. - Details Also
This data field gets activated if you have enabled the *Serial No.-wise Details* option in Administration > Configuration > Features/Options > Inventory tab. Specify 'Y' in this data field if you want to print Item Serial number details in the reports. On specifying 'Y' in this data field, a button appears. Click the button to configure various Serial number components to be printed in the report. On clicking the button, an *Item Serial Number Details Printing Configuration (For Reports)* window appears. Given here is a screenshot of *Item Serial Number Details Printing Configuration (For Reports)* window.

Item Serial Number Details Printing Configuration (For Reports) window



In the *Item Serial Number Details Printing Configuration (For Reports)* window, there are various data fields and options. The data fields and options are:
- Use Separate Line for each Sr. No.
- Concatenate All Serial Nos.
- Item Serial Number Details
- Required
- Width

Use Separate Page for each Sr. No.
Enable this option if you want each Serial number and its details to be printed in separate lines. This means that in a single row only the details of one serial number will be printed; even if there is a space to print full other serial number details then also the next serial number will be printed in the next line.

Concatenate All Serial Nos.
Enable this option if you want to print serial numbers in continuation. Serial numbers will be separated by a comma (,) sign. Serial number will be printed in continuation only if there is a space for printing full details of next serial number. This field is dependent on the value as specified in the <SERIALNO_CONTINUOUS> tag in the format defined using the *Advanced* option. For example, you have specified the tag as <SERIALNO_CONTINUOUS, 40> then 40 characters will be used for each serial number and its details. Now if you have serial number details are of 19 characters then two serial numbers will be printed in a single row but if the serial number details are of 22 characters then a single serial number details will be printed in a row.

Item Serial No. Details
This column displays the list of all the components of Item serial number. List of Components is dependent on the options selected in the *Serial Number -wise Details Options* window in Administration > Configuration > Features/Options > Inventory tab.

Required
This data field appears in front of each Serial Number component. Specify 'Y' in this data field if you want to print Serial number component displayed in front of this data field.

Width
This data field appears in front of each Serial number component except Description. Specify the characters to be used for printing each Serial number component. In case of Serial No. Description, all the descriptions entered for the Serial number will be printed.
- Click the *Save* button to save the Serial number details printing configuration.

You can configure Item Details Printing at the time of printing the reports also. For this purpose, you need to specify 'Y' in the *Print Item Details* data field that appears in the *Printing Options* window. On specifying 'Y', a button next to the data field is activated. Click the button to configure Item Details Printing.

Print Parameterized Details Also
This data field gets activated if you have enabled the *Parameterized Details* option in Administration > Configuration > Features/Options > Inventory tab. Specify 'Y' in this data field if you want to print Item Serial number details in the reports. On specifying 'Y' in this data field, a button appears. Click the button to configure various parameter components to be printed in the report.

See Also

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Cheque Printing

Administration > Configuration > Cheque Printing

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This option appears in the *Configuration* menu only if you have enabled the *Cheque Printing* option in the Administration > Configuration > Features / Options > Accounts tab. By using the *Cheque Printing* option, you can create and configure different formats in which a cheque can be printed. On clicking the Cheque Printing option, a *Select Format for Cheque Configuration* window appears.

On the left hand side of the window, a pane displays already created formats and on the right hand side of the window, various buttons appear to for creating, configuring the Cheque Printing Format. Various buttons that appear in the window are:

- Add Format
- Modify Format
- Delete Format
- Configure Format
- Read Config Data from File
- Write Config Data to File

Add Format
Click this button to create a new format. On clicking the *Add Format* button, a *Document Format – Add* window appears. Specify name of the format in this window.

Modify Format
Click this button to modify name of an existing format.

Delete Format
Click this button to delete an existing format.

Configure Format
Click this button to configure a format. On clicking this button, a *Cheque Configuration for Format* window appears with following groups:

- Select Format Type
- Print Settings
- Cheque Settings

Select Format Type
Under this group, following data fields appear:

- Select Scale Mode for Printing - Select whether you want to specify measurement in inches or millimeter.
- Select Printing Mode - Select the mode in which you want to do the printing i.e. Portrait mode or Landscape mode.

Print Settings
Under this group, following data fields appear:

- Set Printer Configuration - Specify 'Y' in this data field to set the printer configuration.
- Printer Driver - Select the Printer Driver from the list.s
- Top Margin (Page) - Specify top margin for the page.
- Left Margin (Page) - Specify left margin for the page.

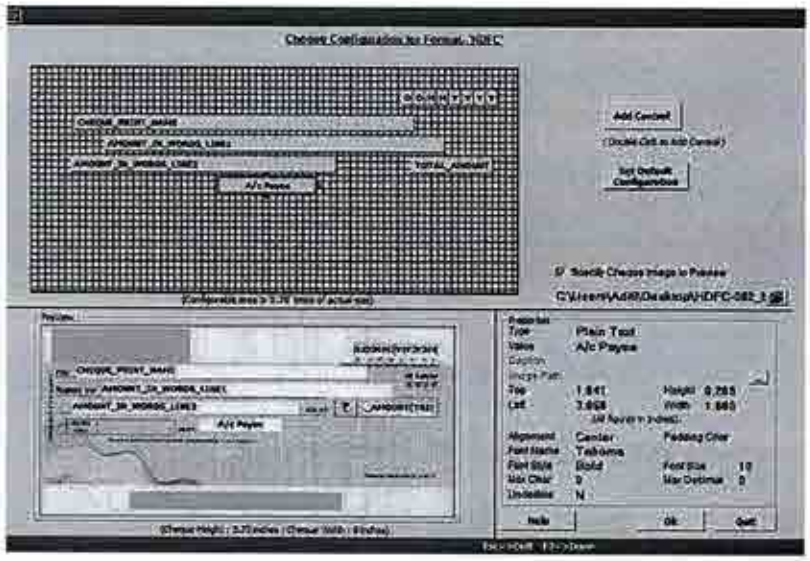
Cheque Settings
Under this group, following data fields appear:

- Cheque Height - Specify height of the cheque in inches or millimeter as you have specified in the *Select Scale Mode for Printing* option.
- Cheque Width - Specify width of the cheque in inches or millimeter as you have specified in the *Select Scale Mode for Printing* option.

Configure Cheque
Click this button to configure cheque format. By using this button, you can design cheque by using the drag and drop feature. Along with this, you can also preview the cheque design at the time bottom of the window. The window is divided into three panes, Top Pane, Bottom Left Pane and Bottom Right Pane. Top Pane is basically used for designing cheque format wherein you can drag and drop components as per your requirement. Bottom Left Pane displays the preview of the cheque. Bottom right pane displays all the data fields and options through which you can configure the cheque. Given here is a screenshot of *Cheque Configuration for Format* window.

Cheque Configuration for Format window

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Various data fields and options that appear in the pane are:

- Add Control - Click this button to add a control in the cheque. After adding a control, you can set properties of the control such as whether control is for image, data field or plain text.
- Set Default Configuration - Click this button to reset the current settings to default settings as set by BUSY.
- Specify Cheque Image in Preview - Enable this option to specify cheque image to be shown in preview. After enabling this option specify the path where cheque image is kept. This would help in designing cheque more conveniently as you can directly view the positioning of various fields or control added by you.
- Properties - Under this group, you can set the properties for the control added. Various options available under this group are:
  - Type - Select type of the component i.e. whether the component will display plain text, an image, Bar Code or value of any data field.
  - Value - Select value for the component. If you have selected *Plain Text* option in the above data field then specify the text to be displayed in the label.
  - Caption - Specify caption for the component.
  - Image Path - Specify the path from where image is to be picked.
  - Top - Specify top margin for the component.
  - Left - Specify left margin for the component.
  - Height - Specify height of the component.
  - Width - Specify width of the component.
  - Alignment - Select alignment for the text to be displayed.
  - Padding Char - Specify padding character.
  - Font Name - Select font name in which text is to be displayed.
  - Font Style - Select font style in which text is to be displayed.
  - Font Size - Select font size for the text.
  - Max Char - Specify maximum characters to be used in the component.
  - Max Decimal - Specify maximum decimal paces to be used in the component.
  - Underline - Specify 'Y' if you want to underline the text.

After entering the required details, click the *Ok* button to save the configuration.

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Final Results Configuration

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With *Final Results Configuration* option you can configure different formats in which you want to view the final statements i.e. Balance Sheet and Profit & Loss account. On clicking this option, a *Final Result Configuration* window appears.

In the window, you can configure different formats for Balance Sheet and Profit & Loss Account. Select the option for which you want to configure the format. On selecting an option, two buttons become active. The buttons are:

- Add Format - Click this button if you want to add a new format.
- Copy From Disk - Click this button if you want to copy a format from the disk.

- Click the *Add Format* button available on the right side of the *Final Results Configuration* window to add a new format. On clicking the *Add Format* button, a *Document Format – Add* window appears.

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You can create multiple formats for Balance Sheet or Profit & Loss account.

- Enter name for the format and click *Save* button to save the format. On clicking the *Save* button the window closes and a plus (+) sign appears next to the option for which you have created the format.
- Click the *plus (+)* sign and select the format that you have created. On selecting the format, various buttons become active. The buttons are:
  - Modify Name
  - Configure
  - Copy to Disk
  - Delete
  - Quit

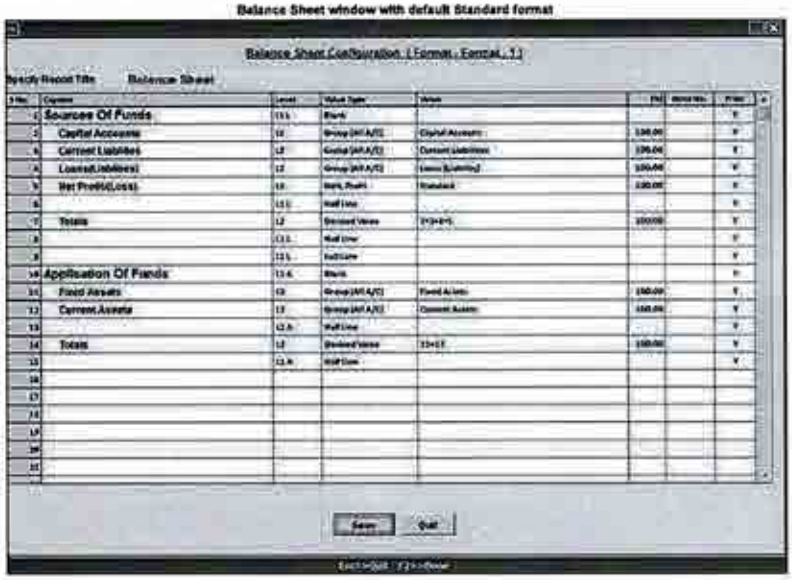
Let us discuss these buttons in detail.

Modify Name
Click this button to modify name of the format.

Configure
Click this button to configure the selected format. On clicking this button, a message box appears with three options. The options are:
- Standard - Select this option to load default format for standard Balance Sheet or P&L account.
- Schedule VI - Select this option to load default Balance Sheet or P&L account format as per Schedule VI.
- IFRS - Select this option to load default Balance Sheet or P&L account as per IFRS.

On selecting any of the option, a *Balance Sheet* or *P&L Account* window appears with default format as per the selected option. Given below is a screenshot of Balance Sheet window with default Standard format.

Balance Sheet window with default Standard format



In the window, you can make the following changes as per your requirement:
- Specify Report Title - In this data field, you can specify the title for the report. For example, instead of Balance Sheet, you want the name as Balance Sheet for Fin. Year 2014-15, then you this name in the data field.
- Caption - Under this column, you can change the caption of the account. The caption you will enter here will be displayed as it is in the Balance Sheet.
- Level - Under this column, you can specify the level at which the account will be displayed. You can select from the four option i.e. L1,L2,L3,L4. Each level will have different color and font size. L2 entries will be shown as subheading under L1. L3 entries will be shown as sub heading under L2 and L4 entries will be shown as sub heading under L3.
- Value Type - Select the type of value required for the account. For example, opening stock, closing stock, a full line and so on. If you want, you can leave value type as Blank also.
- Value - Select the value for the selected value type. For example, if you have selected the Value Type as Group then select the required groups under this field.
- % - Specify the percentage of value to be shown. By default the value will be 100 percent but in case you want to show certain percentage of a value then you can specify the required percentage in this field.
- Note No - Specify note number in this field.
- Print - Specify 'Y' in this data field to display this column in the report. If you specify 'N' in this field then the corresponding column will not appear in the report. This can be used for columns that are used for deriving value of any other column.

Click the *Save* button to save the required configuration.

See Also

Display Final Results

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Warning Alarms

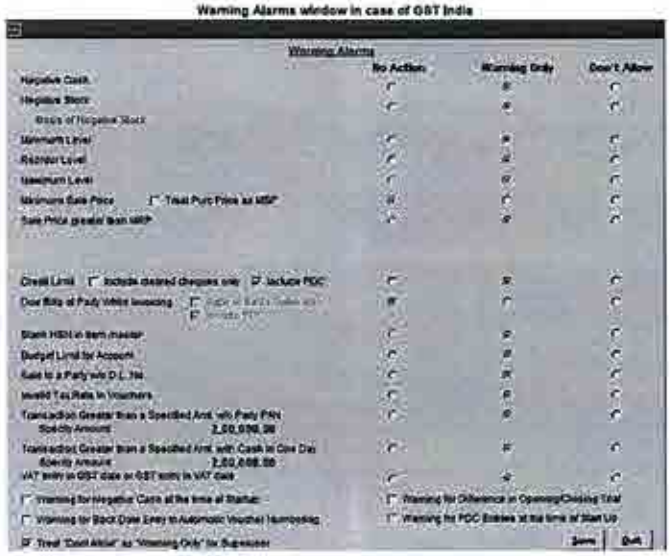
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Administration > Configuration > Warning Alarms

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In Warning Alarms, you can configure different types of alerts for different situations. Let us understand with the help of an example. Smart Clothing, a garment manufacturer, sells and purchases goods on daily basis. On most of the sales, discount is given at different rates. In such scenarios, there is always a risk that the sales price may fall below the minimum sale price specified in the Item master. To avoid such a risk Smart Clothing wants to configure some alarm system that can alert the company when the sales price falls below the minimum sales price. For this purpose, it selects the *Warning Alarm* option under *Configuration* menu. On clicking the option, a *Warning Alarms* window appears. Given here is a screenshot of the *Warning Alarms* window.

Warning Alarms window in case of GST India



Using the *Warning Alarms* option, you can select different types of alerts for certain conditions. There are three types of alerts that can be configured. These are:

- No Action - No action is taken if the condition occurs.
- Warning Only - Only a warning message is displayed if the condition occurs.
- Don't Allow - You cannot complete the action or move forward if the condition occurs. To move forward you need to make appropriate changes as per the condition. Please Note, for Super User, this option will work as Warning Only which implies that if logged in from Super User, the condition would not be enforced rather a Warning message will be shown to the User.

To configure an alert, select appropriate alert against the condition. Let us discuss different conditions for which you can configure the alerts.

Negative Cash
Configure this option if you want to generate an alert when the cash balance goes negative. By default, this option is configured for *Warning Only* alert.

Negative Stock
Configure this option if you want to generate an alert when the stock (item) balance goes negative. If you have enabled the option of *Alternate Unit of Items* then a *Basis of Negative Stock* option will get activated on selecting this option. Under this option, following four options appear:

- Main Qty. - Select this option to check negative stock only for main quantity.
- Alt. Qty - Select this option to check negative stock only for alternate quantity.
- Main and Alt. Qty. - Select this option to check negative stock for both main and alternate quantity. This implies that the option will work only when both main and alternate quantity are going negative.
- Main or Alt. Qty. - Select this option to check negative stock for main or for alternate quantity. This implies that option will work when any of the item quantity i.e. main or alternate is going negative.

By default, this option is configured for *Warning Only* alert.

Minimum Level
Configure this option if you want to generate an alert when the stock balance goes below the minimum level specified in the *Item* master. By default, this option is configured for *Warning Only* alert.

Reorder Level
Configure this option if you want to generate an alert when the stock balance goes below the reorder level specified in the *Item* master. By default, this option is configured for *Warning Only* alert.

Maximum Level
Configure this option if you want to generate an alert when the stock balance goes above/beyond the maximum level specified in the *Item* master. By default, this option is configured for *Warning Only* alert.

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Minimum Sale Price
Configure this option if you want to generate an alert when the sale price in a voucher goes below the minimum sale price. By default, this option is configured for *No Action* alert.

- A *'Treat Purc Price as MSP'* checkbox option is provided with the Minimum Sale Price option. Select this option if you want to generate an alert when the sale price in a voucher goes below the minimum sale price and minimum sale price is not less than purchase price. This option is generally required when user wants to restrict sales price below purchase price.

Sale Price greater than MRP
Configure this option if you want to generate an alert when the sale price in a voucher goes above/beyond the MRP specified in the *Item* master. By default, this option is configured for *Warning Only* alert.

Tax Invoice to / from a Party W/O TIN
This option will appear when you have selected tax type as VAT at the time of company creation. Configure this option if you want to generate an alert when a Tax Invoice is issued/received to/from a party whose TIN No. is not entered in the *Account* master. By default, this option is configured for *Warning Only* alert. This option appears only if you have selected the type of tax as VAT at the time of company creation.s

Retail Invoice to / from a Party with TIN
This option will appear when you have selected tax type as VAT at the time of company creation. Configure this option if you want to generate an alert when a Retail Invoice is issued/received to/from a party whose TIN No. is entered in the *Account* master. By default, this option is configured for *Warning Only* alert. This option appears only if you have selected the type of tax as VAT at the time of company creation.

Credit Limit
Configure this option if you want to generate an alert when the credit allowed to a party goes beyond the credit limit specified in the *Account* master. This option appears if you have enabled the *Credit Limit* feature in *Administration > Configuration Features/Options > Accounts tab*. By default, this option is configured for *Warning Only* alert.

- An *'Include cleared cheques only'* checkbox is provided with Credit Limit option. Check this checkbox if you want to include cleared cheques only for calculation of credit limit available.
- An *'Include PDC Entries'* checkbox is also provided with Credit Limit option. Enable this option if you want to consider PDC entries also. On enabling this option, PDC entries will be considered before calculating the total credit given to the party.

Due Bills of Party While Invoicing
Configure this option if you want to generate an alert when a new credit invoice is raised against a party for whom due bills remain. This option appears if you have enabled the *Bill-by-Bill Details* feature in *Administration > Configuration > Features/Options > Accounts tab*. By default, this option is configured for *No Action* alert.

- An *'Apply in Sales Order also'* checkbox is provided with Due Bills of Party While Invoicing option. Check this checkbox if you want to generate an alert for Sales Order voucher also. On enabling this option, you will get a warning at the time of entering Sales Order voucher if there are pending due bills against the party.
- An *'Include PDC'* checkbox is also provided with Due Bills of Party While Invoicing option. Check this checkbox if you want to include PDC entries.

Blank HSN in Item master
Configure this option if you want to generate an alert when an Item master is saved without entering HSN/SAC code. By default, this option is configured for *Warning Only* alert.

Budget Limit for Account
Configure this option if you want to generate an alert if the budget limit of the account is crossed. This option appears if you have enabled *Budgets* option in *Administration > Configuration > Features/Options > Accounts tab*. By default, this option is configured for *Warning Only* alert.

Sale to a Party w/o D.L. No
Configure this option if you want to generate an alert when sale is made to a party whose Drug License number is not specified. This option appears if you have enabled the *Maintain Drug License Number* feature in *Administration > Configuration > Features/Options > Inventory tab*. By default, this option is configured for *Warning Only* alert.

Invalid Tax Rate in Vouchers
Configure this option to generate an alert when there is a conflict in tax rates of item and Sale Type used in the voucher.

Transaction greater than a specified Amount w/o Party PAN
Configure this option to generate an alarm when transaction is made to / from a party without PAN number and more than a specified amount.

Specify Amount
This data field gets active only on configuring the above option for *Warning Only* or *Don't Allow* alert. Specify the amount exceeding which an alert will be generated at the time of making transaction to / from a party without having a PAN number.

Transaction greater than a specified Amount with Cash in One Day
Configure this option to generate an alarm when cash transaction from a single account exceed a specified limit in single day.

Specify Amount
This data field gets active only on configuring the above option for *Warning Only* or *Don't Allow* alert. Specify the amount exceeding which an alert will be generated at the time of making cash transaction from a single account.

Besides the above listed conditions there are certain more conditions that display a warning . Let us discuss these conditions.

Warning for Negative Cash at the time of Startup
Select this option if you want to generate a warning for negative cash balance when a company is opened. By default, this option is not selected.

Warning for Difference in Opening/Closing Trial

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Select this option if you want to generate a warning for difference in Opening/Closing Trial Balance when a company is opened. By default, this option is not selected.

Warning For PDC Entries at the time of Start Up
Select this option if you want to generate a warning for Cheques to be issued/deposited on the current date when a company is opened. This option appears if you have enabled option of *Post Dated Cheques in Payment/Receipt Vouchers* in Administration > Configuration > Features/Options > Accounts tab. By default this option is not selected.

Warning for Back Date Entry in Automatic Voucher Numbering
Select this option if you want to generate a warning for entering back date vouchers in case of auto numbering of vouchers.

Treat "Dont Allow" as "Warning Only" for Superuser
Select this option if you want treat "Dont Allow" option as a warning only in case of a Superuser.

See Also
Features/Options

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Maximum Entries in Voucher

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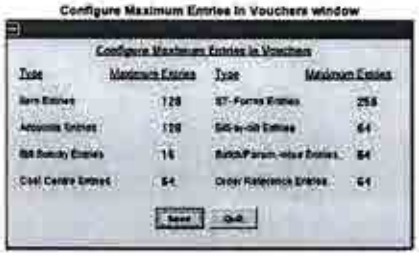
Administration > Configuration > Maximum Entries in Voucher

Busy

In *Maximum Entries in Voucher*, you can configure the maximum number of entries that can be made in a voucher for different options such as Item, Account, Bill Sundries and so on.

Let us understand with the help of an example. Smart Clothing, a garment manufacturer, sells and purchases multiple goods on daily basis. Many times multiple items are sold to a single customer. Ideally, all the items entries for a single customer should be made in a single *Sales* voucher but by default BUSY allows entries of 128 items in a voucher. Using *Maximum Entries in Voucher* option under *Configuration* menu, Smart Clothing can change the maximum number of items in a voucher up to 999. On selecting the *Maximum Entries in Voucher* option, a *Configure Maximum Entries in Vouchers* window appears. Given here is a screenshot of the *Configure Maximum Entries in Vouchers* window with the default values.

Configure Maximum Entries in Vouchers window



You can configure maximum entries for eight options. The options are:
- Item Entries
- Accounts Entries
- Bill Sundry Entries
- Cost Centre Entries
- ST - Form Entries
- Bill-by-Bill Entries
- Batch-wise Entries
- Order Reference Entries

Item Entries
Enter a number specifying the maximum number of entries of items in a voucher. By default, 128 is the value in this data field. Based on the value in the data field BUSY will allow item entry in the vouchers.

Accounts Entries
Enter a number specifying the maximum number of entries of accounts in a voucher. By default, 128 is the value in this data field. Based on the value in the data field BUSY will allow account entry in the vouchers.

Bill Sundry Entries
Enter a number specifying the maximum number of entries of Bill Sundries in a voucher. By default, 16 is the value in this data field. Based on the value in the data field BUSY will allow Bill Sundry entry in the vouchers.

Cost Centre Entries
Enter a number specifying the maximum number of entries of Cost Centres in a voucher. By default, 64 is the value in this data field. Based on the value in the data field BUSY will allow Cost Centre entry in the vouchers.

ST - Form Entries

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This option appears if you have selected the country as India at the time of creation of the company. Enter a number specifying the maximum number of entries of ST forms in a voucher. By default, 256 is the value in this data field. Based on the value in the data field BUSY will allow ST Form entry in the vouchers.

Bill-by-Bill Entries
Enter a number specifying the maximum number of entries of bill-by-bill details in a voucher. By default, 64 is the value in this data field. Based on the value in the data field BUSY will allow bill-by-bill detail entry in the vouchers.

Batch-wise Entries
Enter a number specifying the maximum number of entries of batch-wise details in a voucher. By default, 64 is the value in this data field. Based on the value in the data field BUSY will allow batch-wise detail entry in the vouchers.

Order Entries
Enter a number specifying the maximum number of entries of orders in a voucher. By default, 64 is the value in this data field. Based on the value in the data field BUSY will allow order entry in the vouchers.

You can enter a value between 1 and 999 for all the options. Thus, BUSY allows maximum of 999 entries and minimum of 1 entry in the vouchers.

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Ageing Analysis Time Slabs

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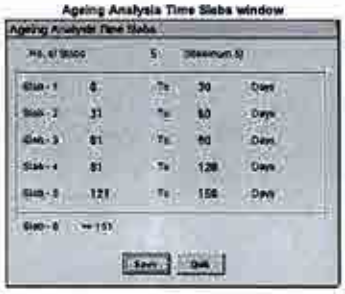
Administration > Configuration > Ageing Analysis Time Slabs

Busy

In *Ageing Analysis Time Slabs*, you can configure various time slabs under which you can categorise the overdue bills. On clicking the *Ageing Analysis Time Slabs* option, two options are displayed. The options are:
- Accounts
- Inventory

You can define separate slabs for Accounts & Inventory. On selecting any of the the option an *Ageing Analysis Time Slabs* window appears. Given here is a screenshot of the *Ageing Analysis Time Slabs* window with the default values.

Ageing Analysis Time Slabs window



There are various data fields in the window. The data fields are:
- No. of Slabs - specify the number of slabs you want to configure. You can configure maximum five time slabs for both Accounts & Inventory option:
- Slab - 1
- Slab - 2
- Slab - 3
- Slab - 4
- Slab - 5

Enter the time slabs for various options. By default the time slabs are 0-30 days, 31-60 days, 61-90 days and 91-120 and 121-150 days. The overdue bills are categorized according to these slabs. For example, in Slab1 the time slab is 0-30 days. If there is a bill due on April 15 and it has not been cleared as yet then on April 20 it will be overdue for 5 days. Thus, it will be categorised under Slab1 time slab in the *Ageing Analysis* reports.

You can view categorization of overdue bills under the following reports:
- *Outstanding Analysis* > *Ageing Receivable / Payable*
- *Accounts Summary* > *Account Ageing FIFO (Receivable / Payable)*
- *Inventory Summary* > *Stock Ageing FIFO*
- *Batch-wise Reports* > *Batch Ageing*

See Also

Bill-by-Bill Details feature

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Interest Calculation Slabs

Administration > Configuration > Interest Calculation Slabs

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Interest Calculation Slabs help you to specify different slabs or rates according to which interest is to be calculated. With this feature you can specify interest rates to be applied on all the pending bills after their due date. The interest rates specified here will be applied to bills of all the parties. For example, Smart Clothing, a garment manufacturing company, makes a sale of shirts to Rich Style company. Rich Style company instead of making payment, issues bill to the company for future payment. Now if the Rich Styles company does not make the payment till the due date of the bills, Smart Clothing company will then charge interest on the amount due, according to the interest rates of the company. To calculate interest on such bills, it can specify different interest calculation slabs in the *Interest Calculation Slabs* option. BUSY will then automatically calculates the interest rates according to the slabs specified.

To use *Interest Calculation Slabs* option, click *Administration* > *Configuration* > *Interest Calculation Slabs*. On clicking *Interest Calculation Slabs* option, the following two options appear:

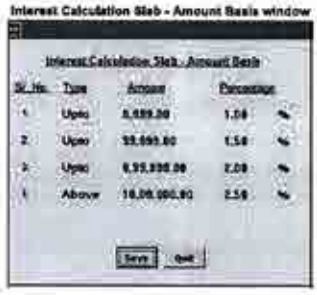
- Amount Basis
- Day Basis

Let us discuss these two options in detail.

Amount Basis

On clicking this option an *Interest Calculation Slab - Amount Basis* window appears. Given here is a screenshot of *Interest Calculation Slab - Amount Basis* window.

Interest Calculation Slab - Amount Basis window



In the *Interest Calculation Slab - Amount Basis* window, the following data fields appear:

- Type
- Amount
- Percentage

Before discussing these data fields, given here is an example that will help you in specifying the data in these data fields. Smart Clothing, a garment manufacturing company, has the following interest calculation slabs:

Amount (in Rs.)	*Rate of Interest in %*
From 1 to 999	1
From 1000 to 4999	1.5
From 5000 to 9999	2
From 10000 to 99000	2.5
Above 99000	3

To enter the values as given in the table, the company has to enter data as given in the above screenshot. Now let us discuss these data fields in detail.

Type

In this data field *Upto* and *Above* two options appear. Select the relevant option from the list. For example, if you want that if the amount is up to 999 Rs. then interest at 2% is charged then select the *Basis* as *Upto*. Similarly, if the amount is above 999 Rs. then the interest rate is 5% then select the Basis as *Above*.

It is compulsory to specify *Above* to determine upper limit, when you select Type as *Upto*.

Amount

Enter the amount in this data field upto which or above which the percentage of interest will be charged. As shown in the above screenshot, for specifying interest rate up to 999, select the *Upto* option from the *Type* data field and enter 999 in the *Amount* data field. To specify interest rates for the amount above 9999, select the *Above* option from the *Type* data field and enter 9,999 in the *Amount* data field.

Percentage

Enter the interest percentage to be charged on the amount in this data field.

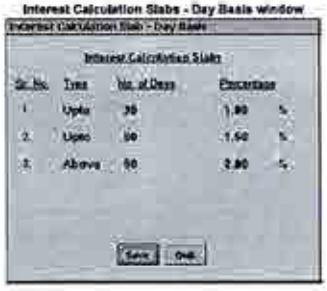
- After entering the required details, click the *Save* button to save the interest calculation slab details. If you do not want to specify interest calculation slabs click the *Quit* button.

Day Basis

On clicking this option an *Interest Calculation Slabs - Day Basis* window appears. Given here is a screenshot of *Interest Calculation Slabs - Day Basis window.*

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Interest Calculation Slabs - Day Basis window



In the Interest Calculation Slabs - Day Basis window, following data fields appear:
- Type
- No. of Days
- Percentage

Let us discuss these data fields in detail.

Type
In this data field *Upto* and *Above* two options appear. Select the relevant option from the list. For example, if you want that if the number of days is up to 30 then interest at 2% should be charged then select the *Basis* as *Upto*. Similarly, if the number of days is above 30 days then interest at 5% should be charged then select the Basis as *Above*.

☞ It is compulsory to specify *Above* to determine upper limit, when you select *Type* as *Upto*.

No. of Days
Enter in this data field the number of days up to which or above which the interest will be calculated. As shown in the above screenshot, for specifying interest rate upto 30 days, you have to select the *Upto* option from the *Type* data field and enter 30 in the *No. of Days* data field and to specify interest rates for the days above 60, select the *Above* option from the *Type* data field and enter 60 in the *No. of Days* data field.

Percentage
Enter the interest percentage to be charged on the amount in this data field.
- After entering the required details, click *Save* button to save the interest calculation slab details. If you do not want to specify interest calculation slabs click *Quit* button.

See Also

Back To Top
Enabling Bill-by-Bill Details
Reports on Interest Calculation

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Party-Item Price Structure

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Administration > Configuration > Party-Item Price Structure

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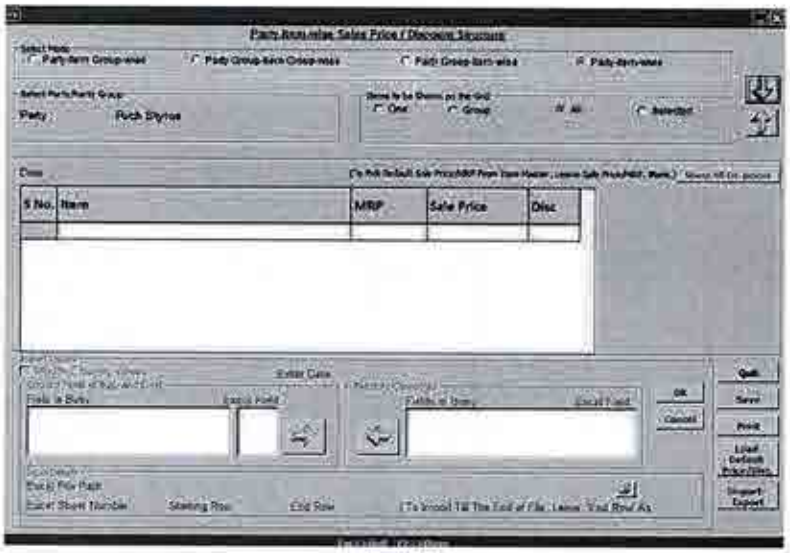
This option appears in *Administration > Configuration* menu if you have enabled the *Party-Item-wise Price/Discount Structure* feature in *Administration > Configuration > Features/Options > Inventory* tab > *Item Pricing Mode in Vouchers* option. In *Party-Item Price Structure*, you can define the price-discount structure based on different parties. Let us understand with the help of an example. Smart Clothing, sells readymade garments to a number of wholesalers on a regular basis. It allows different rates of discount to different wholesalers/parties. Now it is difficult to remember the discount rates and sale price for numerous parties. Thus, to simplify the situation Smart Clothing uses the *Party-Item wise Price Structure* option.

On clicking *Administration > Configuration > Party-Item Price Structure*, two options appear. The two options are:
- Sales
- Purchase

On clicking either of the two options, a *Party-Item-wise Sales/Purchase Price / Discount Structure* window appears. Given here is a screenshot of the *Party-Item-wise Sales Price / Discount Structure* window.

Party-Item-wise Sales Price / Discount Structure window

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The window is divided into two panes, Top pane and Bottom pane. Let us first discuss the Top pane. In the Top pane there are three groups of data fields. The groups are:

- Price and Discount Structure to be specified for
- Select Mode
- Select Party/Party Group
- Items to be Shown on the Grid

Price and Discount Structure to be specified for

This data field appears if you have enabled the option of *Enable Multi Branch Details* in *Features / Options* > *Enterprise Features* tab. Select Head Office or required branch for which the pricing structure would be applicable.

Select Mode

In the *Select Mode* group there are four options based on which you can configure the party-item price structure. The options are:

- Party-Item Group-wise
- Party Group-Item Group-wise
- Party Group-Item-wise
- Party-Item-wise

Select the option as per your requirement. Let us understand the options with the help of an example. Smart Clothing, a garment manufacturer sells the item, Buttons to a party, Garments India at a price different than the usual price. It wants to configure the special item price structure for the party and the item. For this purpose, it selects the fourth option, *Party-Item-wise*. Similarly, other options can be selected based on your requirement.

Select Party/Party Group

In the *Select Party/Party Group* group, the data fields appear based on the option selected in the *Select Mode* group. The data fields are:

- Party - This data field appears if you have selected a Party related option in the *Select Mode* group.
- Party Group - This data field appears if you have selected a Party Group related option in the *Select Mode* group.

In the screenshot, the *Party* data field appears since a Party related option, *Party-Item-wise*, is selected in the *Select Mode* group.

- Select the appropriate Party/Party Group in the data field.

Item to be Shown on the Grid

In the *Item to be Shown on the Grid* group the options appear if you have selected an Item related option such as *Party Group-Item-wise* and *Party-Item-wise*. The options are:

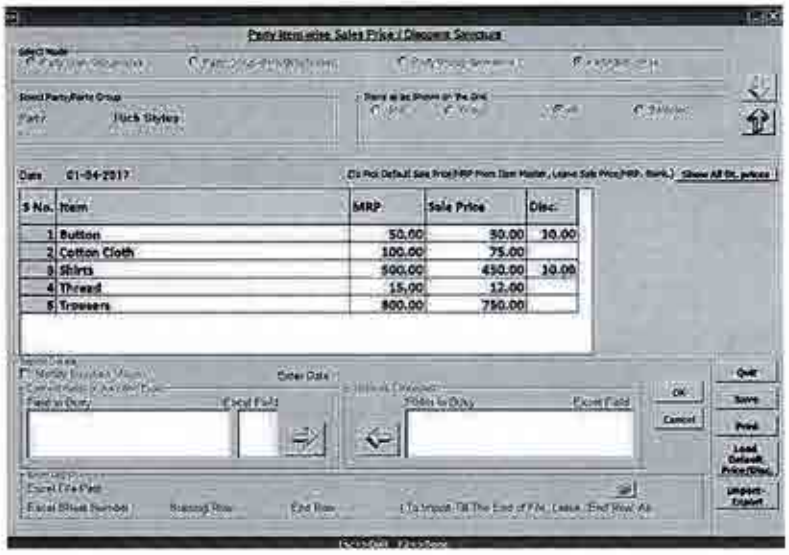
- One - Select this option if you want to apply the party-item price structure on particular item . On selecting this option, a data field appears in which you can select the item.
- Group - Select this option if you want to apply the party-item price structure on items of a Item Group. On selecting this option, a data field appears in which you can select the Item Group.
- All - Select this option if you want to apply the party-item price structure on all the items.
- Selected - Select this option if you want to apply the party-item price structure on selected items.

After you have configured the party-item settings in the Top pane, you need to specify the price and discount structure for the same.

- Click the *Down Arrow* button at the right side of the Top pane to specify the price and discount structure. On clicking the *Down Arrow* button, the Bottom pane is activated. Given here is a screenshot of the active Bottom Pane.

Party-Item-wise Sales Price/Discount Structure window

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In the Bottom pane, there are various data fields and buttons. The data fields and buttons are:

- Date
- Item/Item Group
- MRP
- Sale Price
- Disc.
- Show all Dt. prices

Date

This data field appears if you have enabled the option of *Enable Date-wise Item Pricing* in *Features / Options > Inventory* tab. Specify the date for which the Item Price structure is applicable. This Item Price Structure will be applicable till the date you enter a next structure.

☞ When you will be entering the prices for an Item/Item Group again then for your reference Last entry Date will appear in front of Date.

Item/Item Group

In this data field, all the Items/Item groups based on the options selected in the Top pane are displayed.

☞ If you do not want to specify the party-item price structure for an item/Item Group that appears in the Item/Item Group data field then do not specify the discount rate, sale price and so on in the data fields such as Disc. and Sale Price for the particular Item/Item Group.

MRP

Specify the MRP that you want to apply on the Item/Item Group.

Sale Price

Specify the sale price that you want to apply on the Item/Item Group.

☞ If you have specified both Sale Price and MRP then Sales Price is applied on the price. Depending on whether Voucher Configurations for Item MRP has been configured the MRP is only displayed at the time of voucher entry.

Disc.

Specify the discount percentage that you want to apply on the Item/Item Group.

Show All Dt. Prices

This option will appear only when you have *Enable Date-wise Item price* option in *Administration > Configuration > Features/Options > Inventory* tab. Click this button to view date-wise prices for a particular Item. Select the Item for which you want to view prices for all dates and click *Show All Dt. Prices* button. On clicking *Show All Dt. Prices* button, a *Date-wise Item Prices* window will appear showing all prices for an Item. Given here is a screenshot of Date-wise Item Price window.

Date-wise Item Price window

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Import Details
This group gets active on clicking the Import - Export button. Under this group, you have to specify various details related to import of data from Excel file. Various options that appear under this group are:

Connect Fields of BUSY and Excel
Under this group, two options appear:
- Fields in BUSY
- Excel Field

Fields in BUSY
Fields in BUSY option displays list of all existing data fields that are related to Bill-by-Bill References. Select from the list the data field that you want to import. For example, if you want to import Party Name then select the option *Party_Name* from the *Fields in BUSY* option.

Excel Field
Excel Fields option displays all the names of the columns of the Excel sheet. Select the column name that has the data pertaining to the data field selected in the *Item Fields* option. For example, if the Party Names are stored in column 'A' of the Excel sheet then you have to select 'A' from the *Excel Field* option.

After selecting the options from both the lists click the right arrow (-->) button that appears on the right side of this group to map both the *Excel Fields* and *Fields in BUSY* option. Mapping both field specifies that the column name selected in *Excel Fields* option contains information related to the data field selected in *Fields in BUSY* option.

Fields as Connected
This group displays the fields that are selected in the *Connect Fields of BUSY and Excel* group. If you wish to remove any field from the list then select the field and click the left arrow (<--) button that appears on the left side of the group.

Modify Existing Values
Enable this option to modify existing values.

Enter Date
Enter Date

Excel Details
Under this group, following options appear:

Excel File Path
Enter the path of the file from where you want to import the data. You can also browse the path by clicking the *Browse* button.

Excel Sheet Number
Enter the Excel sheet number from where you want to import data. Excel sheet number refers to the position at which the Excel sheet is placed in the Excel file.

☞ In case you have renamed the Excel sheets and have given them non-numeric/alphanumeric name then you have to count the position at which the required Excel sheet lies in the Excel file and specify that number in the Excel Sheet data field.

Starting Row
Enter the starting row number in this data field from where data is to be picked.

End Row
Enter the last row number up to which data is to be picked. For example, the data is placed till the 50th row in the Excel sheet then you can enter 50 in this data field.

☞ If you want to import data till the last row of Excel sheet then you can enter zero/last row number in this data field.

- Click the *Quit* button to quit the option.
- Click the *Save* button to save the party-item price structure.
- Click the *Print* button to print the party-item price structure. On clicking the *Print* button a *Save Changes* message box appears with the three options, *Save*, *Save and Print*, and *Don't Save*.
  - Select the appropriate option. On selecting an option, a *Party-Item Price Structure* message box appears with the two options, *One Date* and *All Date*.
  - Select the appropriate option. On selecting an option, a *Party-Item Price Structure* message box appears with the three options, *One Party*, *Group of Parties*, and *All Parties*.
  - Select the option for which you want to print the party-item price structure. Depending on the option selected, a *Printing Options* window appears.

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- Specify appropriate information in the data fields in the *Printing Options* window. The data fields are:
  - Party/Party Group Name
  - Print Zero Value Items/Groups
  - Format for Report Header
  - Printer Driver
  - Printing Style
  - DOS Emulation
  - Spool File Name
  - Page Range
  - Print Page No.
  - Starting Page No.
  - Ending Page No.
  - Page Numbering Starts from
  - Print Date, Time & User on Report

Load Default Price/Disc
Click this button to load default price/discount structure in the grid.

Import - Export
Select this option to Export/Import Party Item Price configuration to Excel/XML file. On Clicking this button four options appear. Select the required option.

Export (Excel)
Select this option to export Party Item Price configuration to Excel file. On clicking this button, an *Export Report Data* window appears in which you can specify the path and the name of the file to which configuration is to be exported.

Import (Excel)
Select this option to Import Party Item Price configuration from an Excel file, On clicking this button, an Import Details group gets active in the window. Let us now discuss this group in detail.

Export (XML)
Select this option to export Party Item Price Configuration to XML format. On clicking this button, an *Export Sales Price / Discount Structures* window appears in which you can specify the path of the file to which data is to be exported.

Import (XML)
Select this option to import Party Item Price configuration from an XML file. On clicking this button, an *Import Party Item - wise Sales Price / Discount Structure* window appears in which you can specify path of the file from which data is to be imported.

Party-Item Price Structure defined in this option is helpful in two ways:
1. Price and discount structure comes into effect at the time of voucher entry, simplifying the voucher entry process.
2. Price and discount structure information such as MRP can be printed on the reports.

See Also
Voucher Configuration for Item-wise Discount/MRP

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Item Quantity Discount Structure

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Administration > Configuration > Item Quantity Discount Structure

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This option appears in *Administration > Configuration* menu if you have enabled *Item Quantity-wise Price/Discount Structure* feature in *Administration > Configuration > Features/Options > Inventory* tab > Item Pricing Mode in Vouchers option. In *Item Quantity Discount Structure*, you can define the price-discount structure based on different quantities. Let us understand with the help of an example. Smart Clothing, sells readymade garments to a number of wholesalers. Now based on the quantity sold, the discount rate and sale price is determined. For example, if the quantity sold is above 500 pieces then the discount rate is 40% and discount rate for the quantity sold upto 500 pieces is 35%. Now Smart Clothing has to remember the different discount rates based on the quantity sold. To simplify the situation, Smart Clothing uses the *Item Quantity Discount Structure* option.

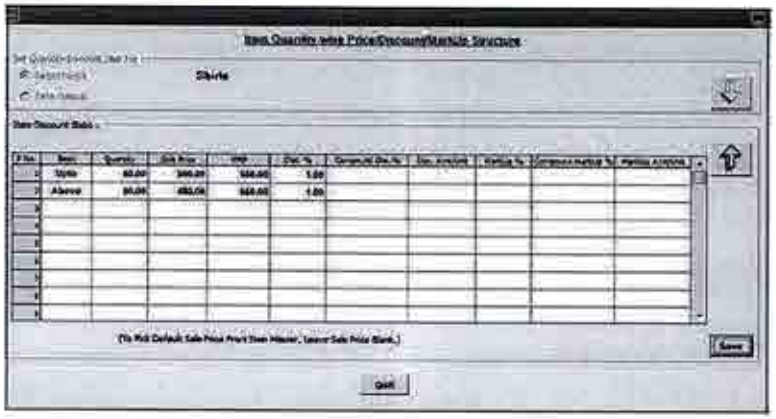
Item Quantity Discount Structure defined in this option is helpful in two ways:
1. Quantity and Discount Structure comes into effect at the time of voucher entry simplifying the voucher entry process.
2. Quantity and Discount Structure information can be printed on the reports.

On clicking *Administration > Configuration > Item Quantity Discount Structure*, two options appear. The two options are:
- Sales
- Purchase

On clicking either of the two options, an *Item Quantity-wise Price/Discount Structure for Sale/Purchase Voucher* window appears. Given here is a screenshot of the *Item Quantity-wise Price/Discount Structure for Sale Voucher* window.

Item Quantity-wise Price/Discount Structure for Sale Voucher window

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The window can be divided into two groups. The groups are:
- Set Quantity Discount Slab For
- Item Discount Slabs

Set Quantity Discount Slab For
In the *Set Quantity Discount Slab For* group there are two data fields. The data fields are:
- Item Name
- Item Group

Item Name
Select this data field and specify the item for which you want to specify the quantity discount structure.

Item Group
Select this data field and specify the Item Group for which you want to specify the quantity discount structure.

After you have specified the Item/Item Group, you need to specify the quantity and discount structure for the same.
- Click the *Down Arrow* button on the right side of the *Set Quantity Discount Slab For* group to specify the quantity and discount structure. On clicking the *Down Arrow* button, the *Item Discount Slabs* group is activated.

Item Discount Slabs
In the *Item Discount Slabs* group there are five data fields. The data fields are:
- Enter Date
- Basis
- Quantity
- Sale Price
- Disc. %
- Disc. Amt/Unit

Enter Date
This data field appears if you have enabled the option of *Enable Date-wise Item Pricing* in *Features / Options > Inventory* tab. Specify the date for which the Item Qty-wise Price/Discount structure is applicable. This Item Qty.-wise Price / Discount Structure will be applicable till the date you enter a next structure.

Basis
Select the basis from the two options, *Upto* and *Above*. For example, if you want that if the quantity is upto 500 kg then discount at 10% is to be given then select the *Basis* as *Upto*. Similarly, if the quantity is above 500 kg then discount at 5% is to be given then select the Basis as *Above*.

It is compulsory to specify *Above* to determine upper limit, when you select *Basis* as *Upto*.

Quantity
Specify the quantity upto/above which the discount is given. For example, in the screenshot the quantity is *500*.

Sale Price
Specify the sale price at which the Item/Item Group is to be sold depending on the quantity.

Disc. %
Specify the discount rate at which discount is to be given on the Item/Item Group depending on the quantity.

Disc. Amt/Unit
Specify the discount amount per unit at which discount is to be given on the Item/Item Group depending on the quantity.
- Click the *Save* button to save the item quantity discount structure.
- Click the *Quit* button to quit the option.

If you have specified both Disc.% and Disc. Amt/Unit then depending on *Voucher Configurations > Item-wise Discount*, either one of them or both will be applied. Let us understand this:

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Case 1 - Voucher Configuration not specified: If you specify both Disc. % and Disc. Amt/Unit then both the Disc.% and Disc. Amt/Unit is applied on the sales price in absence of Voucher Configuration settings.
Case 2 - Voucher Configuration specified:If you specify both Disc. % and Disc. Amt/Unit then depending on the settings in Voucher Configuration, either Disc% or Disc.Amt./Unit is applied.

See Also

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Voucher Configuration for Item-wise Discount

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Item Parameter - wise Pricing

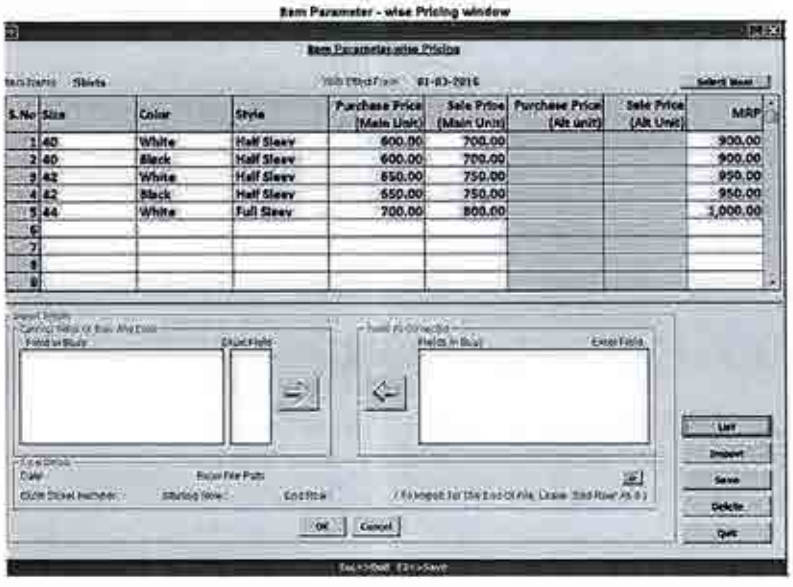
Administration > Configuration > Item Parameter - wise Pricing

Busy

This option appears in *Configuration* menu only if you have enabled *Parameterized Details* option in the *Administration > Configuration > Features / Options > Inventory* tab. With *Item Praramater - wise Pricing* option, you can set prices for different parameter combinations of an Item. You can also export and import parameter - wise prices of items from Excel sheet by using this option.

On clicking the *Item Parameter - wise Pricing* option, an *Item Parameter - wise Pricing* window appears. Given here is a screenshot of *Item Parameter -wise Pricing* window.

Item Parameter - wise Pricing window



In the *Item Parameter - wise Pricing* window, following data fields and options appear:

- Item Name
- With Effect From
- Price Config
- Export Details
- Import Details

Item Name
Select the item for which you want to set parameter - wise prices.

With Effect From
Enter the date from which the prices will be applicable.

Price Config
Under this grid, you can set the prices for different parameter combinations. In the grid, following columns appear:

- Param 1 - Enter the value for first parameter.
- Param 2 - Enter value for second parameter.
- Param 3 - Enter value for third parameter.
- Purchase Price (Main unit)- Enter Purchase price for the specified parameter combination in main unit.
- Sales Price (Main unit) - Enter Sales price for the specified parameter combination in main unit.
- Purchase Price (Alt unit)- Enter Purchase price for the specified parameter combination in alternate unit.
- Sales Price (Alt unit) - Enter Sales price for the specified parameter combination in alternate unit.
- MRP - Enter MRP of the specified parameter combination.

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Export Details
Under this group, you can specify the details of the Excel file to which parameter - wise prices of items are to be exported. This group gets active on clicking the *Export* button given at the right hand side of the window. Various data fields that appear under this group are:
- One Item - Select this option to export parameter - wise prices of a particular item.
- Group of Items - Select this option to export parameter - wise prices of particular Group of Items.
- All Items - Select this option to export parameter - wise prices of all the items.
- Select Item / Item Group - Select the Item / Item Group whose data is to be exported.
- Excel File Path - Specify the path of Excel file to which data is to be exported.
- Click the *Ok* button to export the parameter - wise prices of items.

Import Details
Under this group, you can specify the details of the Excel file from which parameter - wise prices of items are to be imported. This group gets active only on clicking the *Import* button. Various data fields under this group are:
- Connect Fields of BUSY and Excel - This group has two sections:
  - Field in BUSY - Select from the list the data field that you want to import. For example, if you want to import item name then select the option *Item_Name* from the list.
  - Excel Field - Select the column name that has the data pertaining to the data field selected in the *Fields in BUSY* option. For example, if the name of the items are stored in column 'A' of the Excel sheet then you have to select 'A' from the *Excel Field* option.
- Field as Connected - This group displays the fields that are selected in the *Connect Fields of BUSY and Excel* group. If you wish to remove any field from the list then select the field and click the left arrow (-->) button that appears on the left side of the group.
- Excel Details - Under this group, following data fields appear:
  - Default Date - Specify the default dat for importing data.
  - Excel File Path - Specify path of the Excel file from which data is to be imported.
  - Excel Sheet Number - Specify the Excel sheet number from which data is to be imported.
  - Starting Row - Enter the starting row number in this data field from where data is to be picked.
  - End Row - Enter the last row number up to which data is to be picked. For example, the data is placed till the 50th row in the Excel sheet then you can enter 50 in this data field.
- Click *Ok* button to import the data.

See Also

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Enabling Parameterized Details

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Item BCN - wise Pricing

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Administration > Configuration > Item Parameter - wise Pricing

Busy

This option appears in *Configuration* menu only if you have enabled *Parameterized Details* option in the *Administration > Configuration > Features / Options > Inventory* tab and have enabled the option of Generate BarCode No. With *Item BCN - wise Pricing* option, you can set prices for different BCN number of an item. You can also export and import BCN - wise prices of items from Excel sheet by using this option.

On clicking the *Item BCN - wise Pricing* option, an *Item BCN - wise Pricing* window appears. In the *Item BCN - wise Pricing* window, following data fields and options appear:
- Item Name
- With Effect From
- Price Config
- Export Details
- Import Details

Item Name
Select the item for which you want to set BCN - wise prices.

With Effect From
Enter the date from which the prices will be applicable.

Price Config
Under this grid, you can set the prices for different parameter combinations. In the grid, following columns appear:
- BCN - Specify required BCN.
- Param 1 - Enter the value for first parameter.
- Param 2 - Enter value for second parameter.
- Param 3 - Enter value for third parameter.
- Purchase Price (Main unit)- Enter Purchase price for the specified BCN in main unit.
- Sales Price (Main unit) - Enter Sales price for the specified BCN in main unit.
- Purchase Price (Alt unit)- Enter Purchase price for the specified BCN in alternate unit.
- Sales Price (Alt unit) - Enter Sales price for the specified BCN in alternate unit.
- MRP - Enter MRP of the specified BCN.
- Purc. Disc - Enter purchase price of the specified BCN.
- Sale Disc - Enter sales discount for the specified BCN.

Export Details

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Under this group, you can specify the details of the Excel file to which BCN - wise prices of items are to be exported. This group gets active on clicking the *Export* button given at the right hand side of the window. Various data fields that appear under this group are:

- One Item - Select this option to export BCN - wise prices of a particular item.
- Group of Items - Select this option to export BCN - wise prices of particular Group of items.
- All Items - Select this option to export BCN - wise prices of all the items.
- Select Item / Item Group - Select the Item / Item Group whose data is to be exported.
- Excel File Path - Specify the path of Excel file to which data is to be exported.
- Click the *Ok* button to export the parameter - wise prices of items.

Import Details

Under this group, you can specify the details of the Excel file from which BCN - wise prices of items are to be imported. This group gets active only on clicking the *Import* button. Various data fields under this group are:

- Connect Fields of BUSY and Excel - This group has two sections:
  - Field in BUSY - Select from the list the data field that you want to import. For example, if you want to import item name then select the option *Item_Name* from the list.
  - Excel Field - Select the column name that has the data pertaining to the data field selected in the *Fields in BUSY* option. For example, if the name of the items are stored in column 'A' of the Excel sheet then you have to select 'A' from the *Excel Field* option.
- Field as Connected - This group displays the fields that are selected in the *Connect Fields of BUSY and Excel* group. If you wish to remove any field from the list then select the field and click the left arrow (-->) button that appears on the left side of the group.
- Excel Details - Under this group, following data fields appear:
  - Default Date - Specify the default dat for importing data.
  - Excel File Path - Specify path of the Excel file from which data is to be imported.
  - Excel Sheet Number - Specify the Excel sheet number from which data is to be imported.
  - Starting Row - Enter the starting row number in this data field from where data is to be picked.
  - End Row - Enter the last row number up to which data is to be picked. For example, the data is placed till the 50th row in the Excel sheet then you can enter 50 in this data field.
- Click *Ok* button to import the data.

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Enabling Parameterized Details

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Item Parameter - wise Critical Level

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Administration > Configuration > Item Parameter wise Critical level

Busy

This option appears in *Configuration* menu only if you have enabled *Parameterized Details* option in the *Administration > Configuration > Features / Options > Inventory* tab. With *Item Parameter-wise Critical Level* option, you can specify critical level for each parameter combination of an item. For example, there is an item Shirt with parameters, Size, Color and Style and various values in it are as follows:

Combination	Size	Color	Style
1	40	White	Half Sleeves
2	42	White	Half Sleeves
3	44	White	Half Sleeves
4	44	White	Full Sleeves

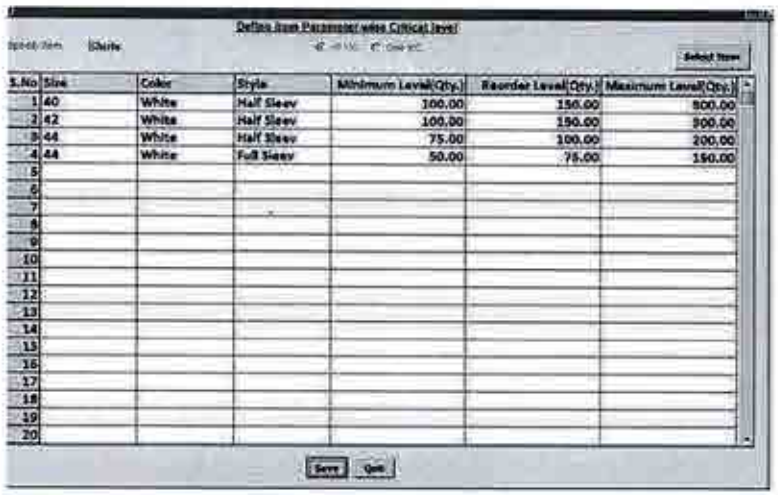
Now with this utility, you can specify critical level for each parameter combination.

On clicking the *Item Parameter-wise Critical Level* option, a *Define Item Critical Level* window appears. Given here is a screenshot of *Define Item Critical Level* window.

Define Item Critical Level window



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In the *Define Item Critical Level* window, following options appear:

- Specify Item
- All MC
- One MC
- Select Param/Item
- Param Details Grid

Specify Item
Select item for which you want to specify critical levels.

All MC
Select this option if critical levels are to be defined for all the Material Centres. Basically on selecting this option, stock will be considered of all the material Centres.

One MC
Select this option to set parameter wise critical levels for a particular Material Centre. On selecting this option, next you have to select Material Centre for which you want to set the critical levels.

Select Param / Item
Click this button to enter parameter-wise critical level details or to select Item.

Param Details Grid
Under this grid, you can specify item critical levels for various parameter combinations. Various fields that appear under this grid are:

- Param1 - Enter value for first parameter.
- Param2 - Enter value for second parameter.
- Param3 - Enter value for third parameter.
- Minimum Level (Qty.) - Enter minimum quantity level for the specified parameter combination.
- Reorder Level (Qty.) - Enter reorder quantity level for the specified parameter combination.
- Maximum Level (Qty.) - Enter maximum quantity level for the specified parameter combination.

After entering required details, click the *Save button* to save item parameter wise critical levels.

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Enabling Parameterized Details

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Party-wise Item Codes

Configuration > Party-wise Item Codes

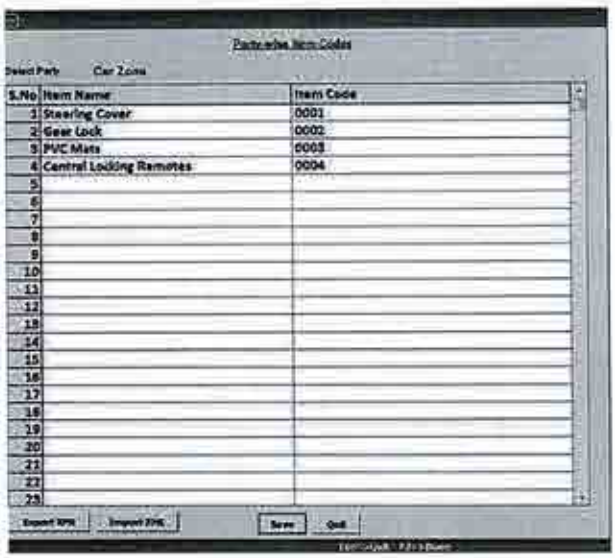
Busy

With this utility, you can specify codes for the item for individual party. Basically this feature is useful, if same item is called by different name or different code by individual parties. On enabling this feature, a *Party-wise Item Codes* option starts appearing in the *Configuration* menu.

Given here is a screenshot of *Party-wise Item Codes* window that appears on clicking the *Party-wise Item Codes* option under *Configuration* menu.

Party-wise Item Codes window

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In the *Party-wise Item Codes* window, specify codes for different items to be used for the party. Item Code as specified here will appear while entering transaction for the party. It implies that in the Item Details list, code of the item as specified for the party will appear at the time of data entry.

You can export/import Party-wise Item codes in XML format. It is useful for those organisations where same Party-wise Item codes are being used in multiple branches.

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Party-wise Item Filter

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Configuration > Party-wise Item Filter

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With this utility you can specify the filtration value for items based on which items will be filtered for a party. This utility is most useful for distribution business where items are segregated based upon their supplier or manufacturer. For example, a distributor gets items from various companies like Hindustan Unilever, Nestle and Britannia. In such a case he would want that while entering Purchase voucher, if he selects Party as Hindustan Unilever then items belonging to Hindustan Unilever company only appears in the list. This will decrease the size of list and increase the speed of the data entry. Searching will be done on item's additional components defined with the Item master.

On selecting this utility, a *Tag Party-wise Item Filter* window appears. Given here is a screenshot of *Tag Party-wise Item Filter* window.

Tag Party-wise Item Filter window



In the *Tag Party-wise Item Filter* window, a grid with following two fields appear:

- Party Name - Select Party for which filtration value is to be specified.
- Item Filter Value - Specify filtration value i.e. string based upon which item list will be filtered.

Click *Save* button to save the configuration.

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Tag Bill Sundries Voucher-wise

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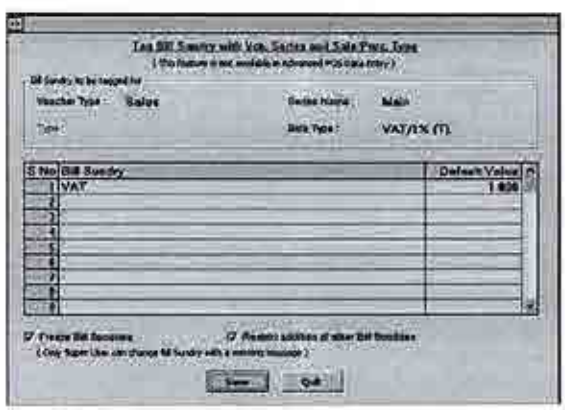
Administration > Configuration > Tag Bill Sundries Voucher-wise

Busy

Tag Bill Sundries Voucher-wise option, provides facility to specify in advance, the Bill sundries to be used with particular Sale / Purchase Type of a voucher series. You can even freeze the Bill sundry to be used with Sale / Purchase type and restrict addition of any other Bill Sundry to be used with the specified Sale / Purchase Type. After tagging Bill Sundry with the Sale / Purchase Type of a voucher series, whenever you will enter the voucher and select the series and Sale / Purchase Type, the default Bill Sundries tagged with them will be loaded in the voucher. This option is very useful as it will eliminate the chances of applying wrong Bill Sundries or saving voucher without charging Bill Sundry.

To tag Bill Sundry with Voucher series and Sale / Purchase Type, click *Administration > Configuration > Tag Bill Sundries Voucher-wise* option. On clicking the *Tag Bill Sundries Voucher-wise* option, a *Tag Bill Sundries with Voucher Series and Sale / Purchase Type* window appears. Given here is a screenshot of *Tag Bill Sundries with Voucher Series and Sale / Purchase Type* window.

Tag Bill Sundries with Voucher Series and Sale / Purchase Type window



In the *Tag Bill Sundries with Voucher Series and Sale / Purchase Type* window, following options appear:

- Bill Sundries to be Tagged for
- Bill Sundry Details
- Freeze Default Bill Sundries
- Restrict Addition of other Bill Sundries
- List of Combinations

Bill Sundries to be Tagged for

Under this group, following data fields appear:

- Voucher Type
- Series Name
- Type
- Sale / Purchase Type

Voucher Type

Select voucher type for which you want to tag Bill Sundry.

Series Name

Select voucher series for which you want to tag Bill Sundry.

Type

This data field gets active only for Material Issue / Receipt vouchers. Select the type of Material Issue / Receipt transaction for which you want to tag Bill Sundry value.

Sale / Purchase Type

Select the sale / Purchase type for which you want to tag Bill Sundry.

Bill Sundry Details

Under *Bill Sundry Details* grid, you can select the Bill Sundries along with the value to be tagged with the selected voucher series and Sale / Purchase Type. Under this grid, following two fields appear:

- Bill Sundry - Select the required Bill Sundry from the list.

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- Default Value - Specify value to be charged for the Bill Sundry.
- Freeze Value - Specify 'Y' in this data field to freeze Bill Sundry value.

Freeze Above Template
Enable this checkbox to freeze the template or the combination as set by you. By freezing the template, you cannot make any changes in the Bill Sundries structure as defined by you.

Restrict Addition of Other Bill Sundries
Enable this checkbox if you want that no other Bill Sundry apart from tagged Bill sundries should be added in the voucher.

List of Combinations
Click this button to view the already created Bill Sundry tagging structures or comabinations.

After entering required data fields, click the *Save* button to save the configuration entered by you.

See Also

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Voucher Template Tagging
Tag Bill Sundries Value Party-wise
Specify default Sale/Puc Type with Party

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Tag Bill Sundry Values Party-wise

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Tag Bill Sundry Values Party-wise option, provides facility to specify in advance Bill sundries value to be tagged with a party or party group. After tagging Bill sundry value with a Party or Party group, whenever you enter a voucher and select the specified party, default Bill sundries along with the value at which they are to be charged will automatically appears in the report.

To configure Bill Sundry values Party wise, click *Administration > Configuration > Tag Bill Sundry Values Party-wise* option. On clicking the *Tag Bill Sundry Values Party-wise* option, a *Tag Party/Party Group-wise Bill Sundry Value* window appears. Given here is a screenshot of *Tag Party/Party Group-wise Bill Sundry Value* window.

Tag Party/Party Group-wise Bill Sundry Value window



In the *Tag Party/Party Group-wise Bill Sundry Value* window, following options appear:

- Voucher Type
- Select Bill Sundry
- Tagging to be Done
- Party/Group-wise Value

Voucher Type
Select required voucher type from the list.

Tagging to be done
Under this group, following two options appear:

- Party-wise - Select this option to specify default Bill Sundry value for individual parties.
- Party Group-wise - Select this option to specify default Bill Sundry value for each Party group.

Load Master
Click this button to select Party/Party Groups for which tagging is required.

Party/Group-wise Value
Under this grid, following two fields appear:

- Party/Party Group Name - This data field displays the selected party/Party Group.
- Value - Specify default Bill Sundry value to be charged with party / Party Group.

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Freeze Default Bill Sundry value with Party
Enable this option to freeze default Bill sundry values for the party/Party Group. On freezing the values, you cannot change Bill Sundry or its value as tagged with the party in the voucher.

After entering required details, click *Save* button to save the configuration.

See Also

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Voucher Template Tagging
Tag Bill Sundries Voucher-wise
Specify default Sale/Puc Type with Party

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List of Holidays

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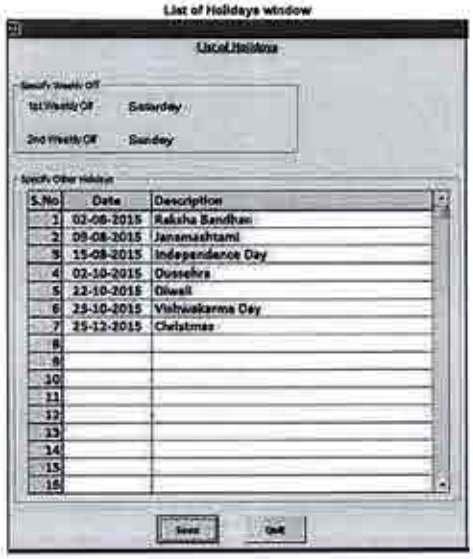
Administration > Configuration > List of Holidays

Busy

With *List of Holidays* option, you can specify the weekly offs and the holidays given to the employees in a given financial year. The benefit of adding List of Holidays is that if a User is by mistake entering a voucher for a weekly off or holiday then a warning message will appear informing him about the mistake. This option is also helpful in Voucher Replication as vouchers will not be replicated for weekly offs or holidays.

To specify weekly offs / holidays, click *Administration > Configuration > List of Holidays* option. On clicking the *List of Holidays* option, a *List of Holidays* window appears. Given here is a screenshot of *List of Holidays* window.

List of Holidays window



In the *List of Holidays* window, following groups appear:

- Specify Weekly Off
- Specify Other Holidays

Specify Weekly Off
Under this group, you can specify weekly offs given by your company. You can specify two weekly offs. However if there is no weekly off then you can select *None* option also. Under this group, following two data fields appear:

- 1st Weekly Off - Select the day on which weekly off is given in your company.
- 2nd Weekly Off - Select the day on which second weekly off is given in your company.

Specify Other Holidays
Under this group, a grid appears in which you can configure other holidays given in your company. These holidays could be for any festival, National Holidays or any other Gazetted or Restricted holiday. You can specify it as per your requirement. Grid that appears under this group has following two columns:

- Date - Specify date on which the holiday is to be given.
- Description - Enter description for the holiday given such as Diwali, Independence Day and so on.

After entering required data, click the *Save* button to save the List of Holidays.

See Also

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Voucher Replication

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Administration > Users

Users menu provides the facility to create unlimited number of users in a company. Creating different users provides you with the flexibility to delegate authority and responsibility to different users and at the same time restricting the users from having unauthorized access to records. With the help of this option you can restrict/allow users for various activities such as modifying vouchers, masters, company information, changing price, discount in vouchers and so on. When you create a new company, by default a Super User is created. Super User has the right to create other users, grant/deny them rights/access to various modules of BUSY. You can compare the Super User to the Administrator of the company who decides the authority, responsibility, and jobs to be given to all other employees (Other Users in our case). Thus, in BUSY you can divide the users in two categories. The categories are:

- Super User
- Other User

A company in BUSY can have only one Super User and any number of Other Users.

In case you have enabled *'Enable BUSY Mobile App'* feature through *Administration > Configuration > Features/Options > General* tab, then in that case following two menu appears under User option:

- ***BUSY User*** - BUSY User is same as of User. It's name is changed to BUSY User so that it is easy to differentiate between normal user i.e. BUSY User and Mobile App User. BUSY User is further divided in two categories as mentioned above for Users. The categories are:
  - Super User
  - Other User
- *Mobile App User* - Mobile App User is the user who can access BUSY Mobile App only. He has no rights to access BUSY on desktop.

Let us first discuss the different features that are available when you login as a ***Super User***. When you login as Super User only then you can create, modify or delete a user. To create, modify or delete a user, the *Administration > Users* menu provides you with the different options. The options are:

- Add
- Modify
- List

Given here is a screenshot of *Users menu* option.

Users menu Option



Add

On clicking the *Add* option, a *User Profile - Add* window appears. Given here is a screenshot of the *User Profile - Add* window.

User Profile - Add window



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User Profile Add option will not appear if, you have disabled *User Authentication*. To enable User Authentication go to: *Users > Modify* option.

At the top left corner of the *User Profile - Add* window, there are two buttons:
- List - Click this button to list all the existing users.
- Paste - Click this button to paste the values copied from some other users details.

Details about a user such as name, password and so on are required to be entered in different data fields. The data fields that appear in the *User Profile - Add* window can be grouped into following groups:
- User Configuration
- User Controls
- Set Masters Controls Data Entry
- Menu Rights

Let us discuss these groups in detail.

User Configuration
In this group various data fields appear. The data fields are:

User Name
Enter the name of the user in this data field.

Password
Enter the password for the user in this data field. Using this password the user will be able to access the company.

Recheck Password
Enter here the password that you have specified in the *Password* data field for confirmation purpose.

Hierarchy Level
Specify the Hierarchy level of the User in the company. The person having the highest authority should be assigned level as 0 then the Users subordinate to him should be assigned hierarchy level as 1 and so on. For example, in a company following hierarchy is followed: Manager -- Asst. Manager -- Team Leader -- Executives. In this case the hierarchy level will be as follows: Manager (0) -- Asst. Manager (1) -- Team Leader (2) -- Executives (3).

The advantage of specifying the hierarchy level is with User Log and Message Centre. In Message Center, while sending a message, a User can make that message as Note for the Users having hierarchy level lower than him. In User log, a User can view the User log activity of the Users having lower hierarchy level. Continuing with the above example, a Manager can view User Log activity of Asst. Manager, Team Leaders and Executives. An Asst. Manager can view User Log activity of Team Leaders and Executives. A Team Leader can view User Log activity of Executives. An Executive cannot view User Log activity of any other User as he is at the the lowest hierarchy level.

Department
Enter the department name of the User.

Specify Branch for this User
This data field is active only if you have enabled *Enable Multi Branch Details* feature in *Administration > Configuration > Features / Options > Enterprise Features tab*. Specify 'Y' in this data field to tag a Branch to the User.

Specify State for this User
This data field appears if you have enabled Sales Tax/VAT for the company and have not enabled the *Enable Multi Branch Details* feature in *Administration > Configuration > Features / Options > Enterprise Features tab*. Specify 'Y' in this data field if you want user to work on a particular state. On specifying 'Y' in this data field, a list with all the states will appear. Select the state for which you want user to work. For example, you have selected the state as Rajasthan, in such a case user will be able to view Invoice and Report Formats only for the Rajasthan state.

Specify Voucher Series Group
Specify 'Y' in this data field to tag a Voucher Series group to the User. On specifying 'Y' in this data field, a data field next to it appears in which you can select the required Voucher Series group.

Disable Voucher Series Group Filter on Report
This option gets active only on specifying 'Y' in the *Tag Voucher Series Group* data field. Specify 'Y' in this data field if you do not want any check of Voucher Series Group in the reports for the User. Basically, on specifying 'Y' in this data field, the User will be able to view / print report for all the Voucher Series Groups instead of viewing / printing reports only for Voucher Series Group tagged with it.

Specify Master Series Group
This data field gets active only if you have enabled the *Enable Master Series Tagging* feature in *Administration > Configuration > Features / Options > Enterprise Features window*. Specify 'Y' in this data field to tag a Master Series Group to the User. On specifying 'Y' in this data field, a data field next to it appears in which you can select the required Master Series group.

Disable Master Series Group Filter on Report
This option gets active only on specifying 'Y' in the *Tag Master Series Group* data field. Specify 'Y' in this data field if you do not want any check of Master Series Group in the reports for the User. Basically, on specifying 'Y' in this data field, the User will be able to view / print reports for all the Master Series Groups instead of viewing / printing reports only for Master Series Group tagged with it.

Bind User with specified HDD(s)
Specify 'Y' in this data field to bind User with specified Hard Disk number. The User will be allow to work from only those computers whose Hard disk serial number is tagged with it. On specifying 'Y' in this data field, a *Configuration* button appears. On clicking the *Configuration* button, a *Hard Disk Binding Configuration* window appears. In the window, following data fields appear:

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- Specify Hard Disk Serial No. - Specify hard disk serial numbers to be tagged with the User.
- Specify Error message if accessed through Invalid Hard Disk - Specify error message to be shown to the User when he tries to access data from the hard disk to which he is not bound.

Specify Executive
This data field gets active only if you have enabled the Enquiry/Support Management feature in *Administration > Configuration > Features / Options > Enquiry/Support Mgmt. tab*. Specify 'Y' and select executive to be tagged with the user.

Bind Executive with User
This data field gets active if you specify 'Y' in specify executive and tag an executive with the user. Specify 'Y' in this data field to enable tagged executive to enter call report voucher for other executives.

Read Control from Other User
Specify 'Y' in this data field to read control for this User from some other User. On specifying 'Y' in this data field, a data field next to it appears in which you can select the required User. All the rights and controls as applicable for the User selected in the data field will also be applicable for the Users you are creating. Once you have specified 'Y' in this data field then all other groups in the window disappear.

User Controls
In the *User Controls* group, various data fields are:

Allow Modification of Company
Set this data field to 'Y' if you want to allow other user to make modifications in the company information such as name, address and so on.

Allow Price Change in Voucher
Set this data field to 'Y' if you want other user to make modifications in the price of the item in different vouchers. On specifying 'N' in this data field, a *Disallow Price Configuration* window appears in which you can select the vouchers for which price change is not allowed.

Allow Discount Change
Set this data field to 'Y' if you want to allow other user to make modifications in the discount allowed on items. If you have enabled the option of *Item Wise Discount* in *Administration > Configuration > Vouchers Configuration > Voucher Configuration* then an *Item Price & Markup* window appears at the time of voucher entry in which you can enter the markup for the item. Now with this data field set to 'Y', the user will be able to change the markup in the *Item Price & Markup* window at the time of modification or creation of relevant vouchers. Also if this option is set to 'Y' only then the user will be able to use and modify *Discount* Bill Sundry in the voucher.

Allow Markup Change
Set this data field to 'Y' if you want to allow other user to make modifications in the markup charged on items. If you have enabled the option of *Item Wise Markup* in *Administration > Configuration > Vouchers Configuration > Voucher Configuration* then an *Item Wise Discount* window appears at the time of voucher entry in which you can enter the discount for the item. Now with this data field set to 'Y', the user will be able to change the discount in the *Item Wise Discount* window at the time of modification or creation of relevant vouchers.

Allow Re-printing of Documents
Set this data field to 'Y' if you want to allow the user to re-print the documents. Re-printing of documents refers to a situation where a document such as sales invoice has been printed once and it is printed again using the *Print* button or the *Printing* menu.

Hide Value of Items in Reports
Specify 'Y' in this data field if you do not want User to view value of item in the reports. On specifying 'Y' in this data field, 'Show/Print Value of Items' option will not appear in the *Report/Printing Options* window.

Hide Values of Items in Vouchers
Specify 'Y' in this data field to hide item's price and amount columns in pure inventory vouchers i.e. Production, Unassemble, Stock Journal, Stock Transfer, Mat. Issued to Party and Mat. Rcvd. from Party.

Maintain Notes Manager
This data field appears if you have specified 'Y' in the *Maintain Notes Manager* data field in the *Administration > Configuration > Features/Options > General* tab. Specify 'Y' in this data field, if you want to enable Notes Manager for the selected user.

Show Notes Manager at Startup
This data field is active only if you specify 'Y' in the *Maintain Notes Manager* data field. Specify 'Y' in this data field if you want Notes Manager screen to appear at the time of the start of the company. If you specify 'Y' in this data field then first of all Notes Manager screen will appear when the selected user login the company.

Show User Dashboard at Startup
This data field is active only if you have configured Dashboard for the User. Enable this option to view dashboard report at the start of company.

Show Approval Entries at Startup
This option appears if you have specified 'Y' in the *Enable Voucher / Master Approval* option in the *Administration > Configuration > Features / Options > Enterprise Features* tab. Specify 'Y' in this data field to allow user to view approved entries at the time of company startup.

Show Rejected Entries at Startup
This option appears if you have specified 'Y' in the *Enable Voucher / Master Approval* option in the *Administration > Configuration > Features / Options > Enterprise Features* tab. Specify 'Y' in this data field to allow user to view rejected entries at the time of company startup.

Allow Email of Reporting
Specify 'Y' in this data field if you want to allow the user to Email reports through BUSY.

Allow SMS of Reporting

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Specify 'Y' in this data field if you want to allow the user to SMS reports through BUSY.

Allow Export of Reports
Specify 'Y' in this data field if you want to allow User to export the reports.

Allow Data Backup
Specify 'Y' in this data field if you want to allow user to take backup of the company.

Allow Printing of Vouchers
Specify 'Y' in this data field if you want to allow user to print the vouchers.

Restrict Back Date Entry
Set this data field to 'Y' if you want to restrict other user from making back date entries. Back date entries refers to entering back date vouchers or making modification in the existing voucher details. On specifying 'Y' in this data field, a *Config.* button gets activated. Click the *Config.* button to configure restrictions for back date entries. On clicking the *Config.* button, a *Back Dated Entries Restriction* window appears. Given here is a screenshot of *Back Dated Entries Restriction* window.

Back Dated Entries Restriction



In the *Back Dated Entries Restriction* window, you can set the number of back days entries to be allowed to the user for a particular voucher type and series. In the window there is a grid and two options. The grid and options are:

- Back Date Entries grid
- Allow Back Date Entries
- Don't Allow Back Date Entries

Back Date Entries Grid
In the *Back Date Entries* grid, there are three fields. The fields are:

- Voucher Type - Select the required voucher type.
- Voucher Series - Select the series on which you want to put the back date entry restriction. If you want to restrict all the series of the selected voucher type then you can select the *All Series* option.
- Back Days Allowed - Specify the number of days for which back date entry will be allowed for the selected voucher type and series. Back date entry is calculated from the voucher creation date. Back days will be calculated from the last voucher date. For example, last voucher entered for the selected voucher type and series is of 1/6/2018 and you have allowed back date entry for 30 days. In such a case you can make modification in only those vouchers that were entered after 1/5/2018.

Allow Back Date Entries
Select this option if you want to allow back date entries for all the voucher type and series that are not configured in the *Back Date Entries* grid.

Don't Allow Back Date Entries
Select this option if you do not want to allow back date entries for the voucher types and series that are not configured in the *Back Date Entries* grid. For example, a company wants to allow user Rupesh to make back date entries for *Main* series of *Sales* voucher only and that also for one month and not more than that. In such a case, it can select the *Sales* voucher type then select *Main* option and specify 30 in the *Back Days number* allowed data field. After this the company has to select *Don't Allow Back Date Entries* option to restrict user from making back date entries for all other voucher types and series other than the *Main* series of the *Sales* voucher type.

Enable Message Centre
This option appears if you have specified 'Y' in the *Enable Message Centre* option in the *Administration > Configuration > Features / Options > Enterprise Features* tab. Specify 'Y' in this option if you want to enable Message centre for the User.

Show Message Centre at Start up
This option gets active if you have specified 'Y' in the *Enable Message Centre* option above. Specify 'Y' in this option if you want to open Message Centre screen when the User log on to the company.

Display Thought of the Day
This option appears if you have specified 'Y' in the *Thought of the Day* option in *Administration > Configuration > Features / Options > General* tab. Specify 'Y' in this data field if you want to view thought of the day / motivational thought at the time of company startup.

Maintain Data Checklist
This data field appears if you have specified 'Y' in the *Maintain Data Checklist* option in the *Administration > Configuration > Features/Options > General* tab. Specify 'Y' in this data if you want to maintain data checklist for the selected user. If you specify 'N' in this data field then the data checklist for the user will not be maintained.

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Maintain User Activity Log
This data field appears if you have enabled *Enable User Log* feature under Administration > Configuration > Features / Options > Enterprise Features tab. Specify 'Y' in this data field if you want to maintain User activity log for the User.

Auto Data Saving Received from BO
This data field appears if you have *Enable HO/BO Data Sync* option in Administration > Configuration > Features / Options > Enterprise Features tab and you are at the Head office. Specify 'Y' in this data field to allow user for auto data saving received from BO.

Ask for Data Sync
This data field appears if you have *Enable HO/BO Data Sync* option in Administration > Configuration > Features / Options > Enterprise Features tab and you are at the Branch office. Specify 'Y' in this data field to allow user for data synchronization of HO and BO.

SQL Query Mode
Select the access rights to be given to the user for SQL Query Executor. In the list there are three options:
- Don't Allow - If you select this option then the user will not be able to use the *SQL Query Executor* option at all.
- Execute Only - If you select this option then user will be able to only execute the already created queries in the *SQL Query Executor* option.
- Create and Execute - If you select this option then user will be able to both create and execute *SQL Query Executor* option.

Show Last Transactions during Sales
This data field appears if you have enabled the option of *Show Last Sales Transactions* in Administration > Configuration > Features / Options > Inventory tab. Specify 'Y' in this data field to allow User to view previous sales transactions while adding a Sales voucher.

Show Last Transactions during Purchase
This data field appears if you have enabled the option of *Show Last Purchase Transactions* in Administration > Configuration > Features / Options > Inventory tab. Specify 'Y' in this data field to allow User to view previous purchase transactions while adding a Purchase voucher.

Can Regularize PDC
This data field appears if you have enabled the option of *Post Dated Cheques in Payment / Receipt* voucher in Administration > Configuration > Features / Options > Accounts tab. Specify 'Y' in this data field to allow User to regularize post dated cheques.

Can Reconcile Ledger
This data field appears if you have enabled the option of Ledger Reconciliation in Administration > Configuration > Features / Options > Accounts tab. Specify 'Y' in this data field to allow User to do ledger reconciliation.

Allow Web Based Reporting
This data field appears if you have enabled the option of Web Based Reporting under Administration > Configuration > Features / Options > Enterprise Features tab. Specify 'Y' in this data field to allow user to do Web Based Reporting.

Allow Modification of Data Entry from Captions
Specify 'Y' in this data field to allow user to change caption during master/ voucher data entry.

Create Financial Year
Specify 'Y' in this data field to allow user to Create financial year.

Allow Overwrite of Data while Restoring Backup
Specify 'Y' in this data field to allow user to overwrite the data at the time of restoring backup.

Always send Email/SMS/Notification in offline Mode
Specify 'Y' in this data field to allow User to always send Email/SMS/Notification in offline mode, if an error occurs at the time of sending Email/SMS/Notification.

Prompt to Send Offline Email/SMS/Notification
Specify 'Y' in this data field to prompt a message on regular intervals for sending Email/SMS/Notification which are pending in offline mode.

Allow Customization of Reports
Specify 'Y' in this data field to allow user to customize the reports.

Restrict Grid Entries Deletion in Sales and Hide Entry in Reports
Specify 'Y' in this data field to disallow User from using *F9* key during Sales voucher feeding and hide rows at the time of viewing screen reports. With this option enabled, User will not be allowed to delete any item entry from Sales voucher and also will not be able to escape the Sales voucher if any item entry is entered i.e. if an item is entered then User cannot escape the bill without saving. Also, User is not allowed to hide any row using F9 key at the time of viewing screen reports under *Display* menu.

Allow to digitally sign documents
This data field appears if you have enabled the option of *Apply Digital Signatures in Invoices/Documents* in Administration > Configuration > Features / Options > General tab. Specify 'Y' in this data field to allow User to digitally sign the Invoices / Documents.

Set Master Controls Data Entry
Click this button to set Master Control for the user for the data entry part. You can also set generalized Master Controls for all the users through Administration > Configuration > Vouchers Configuration option. To set Masters Control for a particular user, click the *Master Controls for This User* button. Master Controls refer to allowing/ disallowing user from using certain masters such as Party, Bill Sundry, Item and so on. For example, user Rupesh makes entry for all the sales made in credit and you never give discounts on the sales made in credit. In such a case, you would want that under no circumstances, the *Discount* Bill Sundry should be used by user Rupesh in the *CrdtSales* series of *Sales* voucher. For putting this control and many other control, you can use the *Master Control for This User* option.

On clicking the *Set Masters Control Data Entry* button, a *Master Control For User* window appears. In the *Master Control For User* window, list of all the voucher types along with the voucher series is given. Select the required voucher series on which you want to apply the Master Controls.

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If you apply a Master Control on a series then that series will appear in Bold.

On selecting a voucher series, a *Set Master Control* button gets activated. Click the button to set Master Controls for the selected series. On clicking the button, a *Set Master Control for Voucher Type and Series* window appears. Given here is a screenshot of *Set Master Control for Voucher Type and Series* window.

Set Master Control for Voucher Type and Series window



In the *Control Master for Voucher Type and Series* window, various masters appear depending on the voucher type selected in the *Master Control For User* window.

In the window there are primarily six masters on which you can apply control. The masters are:

- Party/Account/Source MC
- Item
- Cost Centre
- Material Centre/Target MC
- Bill Sundries
- Sale Type/Purchase Type

To apply control on the masters, perform the following steps:

- Select the checkbox *Apply Control* for the Master for which you want to apply the controls. For example, you want to apply control on Account master then select the *Apply Control* option in the *Party* group.
- Select the *Allow* or *Disallow* option depending upon the type of control you wish to apply. For example, you want to allow user to use only certain type of accounts then select the *Allow* option.
- Select either *One Account/Item/CC/MC or Group of Account/Item/CC/MC* option to specify the specific master/masters on which you want to apply control. For example, you want to allow user to use only those accounts that fall under a certain Account group then you can select *Group of Accounts* option.
- Select the specific *Party/Item/CC/MC/Bill Sundries/Sale Type* on which the control is applied. For example, you want to allow user to use only accounts of Sundry Debtor Account Group then you can specify the Account Group as Sundry Debtor.
- Specify 'Y' or 'N' depending upon your need in the *Apply Control With-in Parent Group Only* data field. If you specify 'Y' in this data field then the control will be applicable only for the Account/Items/MC/CC or Group of Accounts/Item/MC/CC falling under the selected Master/Group of Master. This data field implies that whether you want to limit the control to the Parent Group of selected Master/Group of Master or want to apply control on all other masters or Group of Masters of the same Master Type. For example You want to allow user Rupesh to enter *Sales* voucher for only Busy Infotech Sundry Creditors and not for any other Sundry Creditor. For this purpose you can select the Busy Infotech account in the *Party* group and specify 'Y' in the *Apply Control With-in Parent Group Only* data field. With this user Rupesh can use only Busy Infotech account from Sundry Creditors group but can also use all other accounts that fall under Sundry Debtor, Cash and Bank group. It means that control is applicable only for Sundry Creditors group and not for any other group.

Menu Rights

This group allows you to set the preferences for different users. By setting preferences we mean giving/denying access to different menu and sub-menu options such as *Transaction, Master, Configuration* and so on. Given here is a screenshot of *Menu Rights* section.

User Profile - Add window

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Using *Menu Rights* option you can allow/restrict the User from having access to different menus and sub-menus. To allow access to any option, enable the required option and to restrict the User from having access to any option simply disable the required option.

- To enable a option select the checkbox against the required option and to disable the option deselect the checkbox against the required option.

For example, you want that user Rupesh should have right to only view the *Masters* and not to make any addition or modification in any of the Master. For this purpose you have to enable the option *View* in all the Masters and disable all other options for the Masters.

Modify

- On clicking the *Modify* option, a *Select User To Modify* window appears.
- Select the User that you want to modify and click the *Select* button. If you select the Super User, then a *Super User - Modify* window appears. In the window, there are various data fields. The data fields are:
  - User Authentication Required - By default *Y/N* will appear in this data field depending upon the option specified under *Super User Creation* window at the time of company creation. Specify *Y/N* in this data field to enable /disable User Authentication. If User Authentication is enabled, then whenever you will open the company you are required to specify User Name and Password or Vice-versa.
  - SuperUser Name - This data field displays the name of the Super User. You can change it as per your requirement.
  - Password - This data field displays the password in asterisk form for the Super User. You can change it as per your requirement.
  - Recheck Password - This data field displays the password in asterisk form of the Super User. If you have changed the password in the *Password* data field then re-enter that password in this data field.
  - Maintain Data Checklist - This data field appears only if you have specified 'Y' in the *Maintain Data Checklist* option in *Administration > Configuration > Features/Options > General* tab. Specify 'Y' in this data field if you want to maintain data checklist for the Super User.
  - Maintain User Activity log - This data field appears if you have enabled *Enable User Log* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Specify 'Y' in this data field if you want to maintain User activity log for the User.
  - Maintain Notes manager - This data field appears if you have specified 'Y' in the *Maintain Notes Manager* option in the *Administration > Configuration > Features/Options > General* tab. Specify 'Y' in this data field if you want to enable Notes Manager for the Super User.
  - Show Notes Manager at Startup - This data field is active only if you have specified 'Y' in the *Maintain Notes Manager* data field. Specify 'Y' in this data field, if you want Notes manager screen to appear every time Super User login the company. On specifying 'Y' in this data field, whenever the Super User opens the company, first of all the Notes Manager screen will appear.
  - Enable Message Centre - This option appears if you have specified 'Y' in the *Enable Message Centre* option in the *Administration > Configuration > Features / Options > General* tab. Specify 'Y' in this option if you want to enable Message centre for the Super User.
  - Show Message Centre at Start up - This option gets active if you have specified 'Y' in the *Enable Message Centre* option above. Specify 'Y' in this option if you want to open Message Centre screen when the Super User log on to the company.
  - Show User Dash Board at Start up - This data field is active only if you have configured Dashboard for the User. Enable this option to view User dashboard report at the start of company.
  - Display Thought of the Day - This option appears if you have specified 'Y' in the *Thought of the Day* option in *Administration > Configuration > Features / Options > General* tab. Specify 'Y' in this data field if you want to view thought of the day / motivational thought at the time of company startup.
  - Show Approval Entries at Startup - This option appears if you have specified 'Y' in the *Enable Voucher / Master Approval* option in the *Administration > Configuration > Features / Options > General* tab. Specify 'Y' in this data field if you want to view approved entries at the time of company startup.
  - Always send Email / SMS / Notification in Offline mode - Specify in this data field to always send Email / SMS / Notification to the Offline mode, if an error occurs at the time of sending Email / SMS / Notification.
  - Prompt to send pending Offline - Specify 'Y' in this data field to prompt a message at regular intervals for sending Email / SMS / Notification which are pending in offline mode.
  - Auto Data Saving Received from BO - This data field appears if you have *Enable HO/BO Data Sync* option in *Administration > Configuration > Features / Options > Enterprise Features* tab and you are at the Head office. Specify 'Y' in this data field for auto data saving received from BO.
  - Ask for Data Sync - This data field appears if you have *Enable HO/BO Data Sync* option in *Administration > Configuration > Features / Options > Enterprise Features* tab and you are at the Branch office. Specify 'Y' in this data field for data synchronization of HO and BO.
  - Price Category (A-Z) - This data field is active only if you have selected Item Pricing Mode as *Multiple Price List for Items* under *Administration > Configuration > Features / Options > Inventory* tab. Specify 'Y' in this data field to specify price category for sales and purchase.
  - Bind Data with Specified HDD(s) - Specify 'Y' in this data field to bind data with specified Hard Disk number. The super user will then be working only on those computers whose Hard disk serial number is tagged with it. On specifying 'Y' in this data field, a *Configuration* button appears. On clicking the *Configuration* button, a *Hard Disk Binding Configuration* window appears. In the window, following data fields appear:
    - Specify Hard Disk Serial No. - Specify hard disk serial numbers to be tagged.
    - Specify Error message if accessed through Invalid Hard Disk - Specify error message to be shown to the User when he tries to access data from the hard disk to which he is not bound.
  - Specify Executive - This data field gets active only if you have enabled the Enquiry/Support Management feature in *Administration > Configuration > Features / Options > Enquiry/Support Mgmt. tab*. Specify 'Y' and select executive to be tagged.

If you select any User other than the Super User then a *User Profile - Modify* window appears. This window is similar to the *User Profile - Add* window.

At the top left corner of the *User Profile - Modify* window, there are six buttons:

- Delete - To delete a record

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- Next - To go to next record
- Previous - To go to previous record
- List - To list all the existing records
- Copy - To copy the record
- Paste - To paste the copied record

With the *Modify* option, you can make modifications to the User details as per your requirements. For example, you can change the name of the User or can restrict/add rights given to him. For information on different data fields that can be modified, please view the *Add* option in the *Users* menu. Now you can make appropriate modifications in the user information.

- After you have made the modifications in the user details, click the *Save* button to save the changes.

List

List menu option allows you to generate a list of all the users of your company.

- Click the *List* option. On clicking the *List* option, a *List of Users* window appears that displays the list of all the existing users.

Now let us discuss the ***Other User*** option. If you login as other user i.e. other than the Super User then in the *Users* menu, only the *Change Password* option appears. Given here is a screenshot of *Users* menu options when you login as other user.

User menu Options



On clicking the *Change Password* option, a *User Password - Modification* window appears in which the user can change the password by entering the necessary details.

Super User has the authority to change the password of any user at any time.

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Mobile App Users

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Mobile App User is the user who can access BUSY Mobile App only. To access BUSY Mobile App, user needs to provide company's BDEP ID, User Name and Password provided to him by the company. After providing login details, he can access BUSY Mobile App completely or partially depending upon the rights provided to him.

A BUSY Mobile App User can login through BUSY App only. He has no rights to access BUSY through desktop.

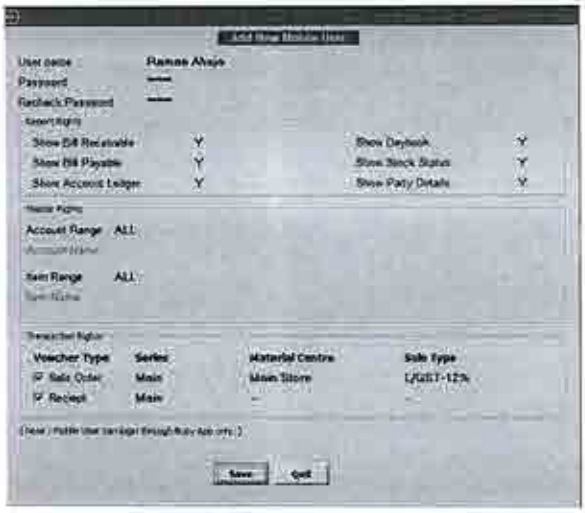
To create, modify or delete a Mobile App user, the *Administration > Users > Mobile App Users* menu provides you with the different options. The options are:

- Add
- Modify
- List

Add

On clicking the *Add* option, an *Add New Mobile User* window appears. Given here is a screenshot of *Add New Mobile User window.*

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Details about a user such as name, password and so on are required to be entered in different data fields. The data fields that appear in the *Add New Mobile window* are as follows:

User Name
Enter the name of the user in this data field. This User Name is to be specified by the user to access the BUSY Mobile App.

Password
Enter the password for the user in this data field. This Password is to be specified by the user to access the BUSY Mobile App.

Recheck Password
Enter here the password that you have specified in the *Password* data field for confirmation purpose.

Report Rights
In this group various Report data fields appear which are provided in BUSY Mobile App. The data fields are:

Show Bills Receivable
Specify 'Y' in this data field to allow User to view *Bills Receivable* report in BUSY Mobile App.

Show Bills Payable
Specify 'Y' in this data field to allow User to view *Bills Payable* report in BUSY Mobile App.

Show Account Ledger
Specify 'Y' in this data field to allow User to view *Account Ledgers* in BUSY Mobile App.

Show Day Book
Specify 'Y' in this data field to allow User to view *Day Book* in BUSY Mobile App.

Show Stock Status
Specify 'Y' in this data field to allow User to view *Stock Status* report in BUSY Mobile App.

Show Party Details
Specify 'Y' in this data field to allow User to view *Party Details* (Contact Person, Address, Contact No. etc.) in BUSY Mobile App.

Master Rights
In this group various data fields appear. The data fields are:

Account Range
Select Account Range from the list i.e you want to allow user to view report for *One, Group, Selected* or *All* Accounts.

Account Name
This data field appears, if you have selected *One* option under *Account Range* data field. Select Account Name for which you want user can view the report.

Account Group
This data field appears, if you have selected *Group* option under *Account Range* data field. Select Account Group for which you want user can view the report.

Item Range
Select Item Range form the list i.e you want to allow user to view report for *One, Group, Selected* or *All* Items.

Item Name
This data field appears, if you have selected *One* option under *Item Range* data field. Select Item Name for which you want user can view the report.

Item Group
This data field appears, if you have selected *Group* option under *Item Range* data field. Select Item Group for which you want user can view the report.

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Transaction Rights
In this group various voucher options appear which you can assign to user so that he can enter transactions/vouchers through Busy Mobile App. The options are as follows:

Sale Order
Select *Sales Order* if you want to allow user to enter *Sales Order* voucher. After selecting *Sales Order* option, select the required Series, Material Centre and Sale Type.

Receipt
Select *Receipt* if you want to allow user to enter *Receipt* voucher. After selecting *Receipt* option, select the required Series also.

Skip Price in BUSY App Order Feeding
Enable this option if you do not want to enter item's price while feeding Sales Order from BUSY App.

Default Salesman for Busy App sync vouchers
This option appears if you have enabled *Salesman / Broker - wise Reporting* feature in *Administration --> Configuration --> Features / Options --> Accounts* tab. Specify 'Y' in this data field to tag a default Broker / Salesman master with this User. On tagging a Broker / Salesman master with the User, same will be used when any Sales Order / Receipt voucher is entered from Mobile app by this user.

Modify

- On clicking the *Modify* option, a *Select User To Modify* window appears.
- Select the User that you want to modify and click the *Select* button. On selecting any User a *Modify Mobile User* window appears. This window is similar to the *Add New Mobile User* window.

List

List menu option allows you to generate a list of all the mobile users.

- Click the *List* option. On clicking the *List* option, a *List of Mobile Users* window appears that displays the list of all the existing mobile users.

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Utilities

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Utilities menu provides you additional features to make work more efficient and easier. For example, if you do not want the existing transactions to be changed then you can use the *Data Freezing* utility or if you want to import data then you can use the *Import Masters* utility. There are many utilities provided in BUSY. For your convenience, we have categorised these utilities under different heads or groups. On clicking these groups, a list of utilities provided in them appears. To use different utilities, click *Administration > Utilities* option. On clicking the *Utilities* option, a list of options is displayed. Given here is the list of the *Utilities* menu option.

- Data Freezing
- Reference Management
- Send Email
- Send SMS
- Send Notification
- Offline E-mail / SMS
- Pending Alerts E-mail/SMS
- Notes Manager
- Message Centre
- Block Account / Item
- De-Activate Masters
- Mapping of Masters
- Upload Data on IRD Server

Given here is a screenshot of *Utilities* menu options.

Utilities menu options

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For more information on the menu options, click the appropriate menu option.

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Administration > Utilities > Data Freezing

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Data Freezing refers to freezing of data on a specific date so that no modifications can be made in the records entered before the specified date. Once the data is frozen on a particular date then you cannot add, modify, or delete a master/voucher before that date. Data freezing is helpful when you have checked the accuracy of your records and do not want to make any modifications in the existing records. To freeze the data, BUSY provides you with the option of *Data Freezing* in the *Utilities* menu.

You can either freeze the data fully or partially. By full freezing of data we mean that no modification can be made in any of the masters/vouchers entered before the freezing date. By partial freezing we mean that no modification can be made in those masters/vouchers for which the data has been freezed. With partial data freezing, you have the option to freeze data for selected voucher type and series. For example, you have freezed data for only *Main* series of *Sales* voucher. In such a case data will be freezed for only the Main series of the Sales voucher and you will not be able to modify the Sales vouchers having Main series but can make modification in other series and voucher types. You can also specify separate freezing date for individual series of each voucher type. On selecting the *Data Freezing* option, a *Data Freezing* message box appears. In the message box there are two options. The options are:

- Full - Select this option if you want to freeze the full data.
- Partial - Select this option if you want to freeze the data partially or for selected voucher types and series.

Full

On selecting the *Full* option, a *Data Freezing* window appears. Given here is a screenshot of *Data Freezing* window.

Data Freezing window



Let us discuss the data fields of the *Data Freezing* window. The data fields are:

- Freeze Data
- Freezing Date

Freeze Data

Enter 'Y' in this data field if you want to freeze the data.

Freezing Date

Enter date in this data field on which you want to freeze the data. For example, if you have entered the date in the *Freezing Date* data field as 01/04/2006 then you cannot delete or make modifications in any voucher or master that has been entered before this date.

If data is already frozen then you can unfreeze the data by entering 'N' in the *Freeze Data* data field. In the *Data Freezing* window a note always appears showing whether the data is currently frozen or not.

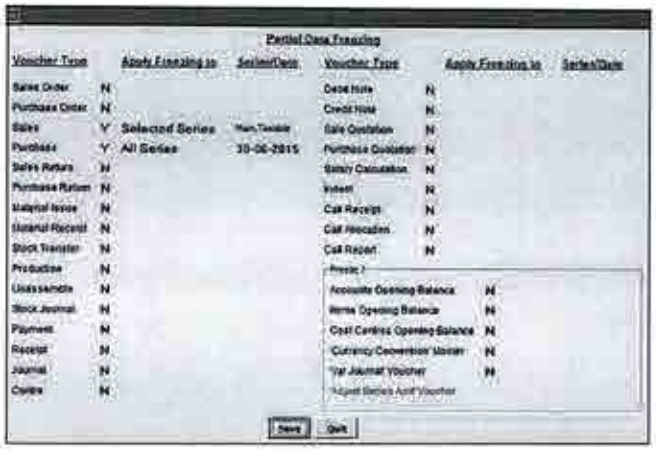
After you have entered the appropriate details in the data fields, click the *Ok* button to freeze the data.

Partial

On selecting this option, a *Partial Data Freezing* window appears. Given here is a screenshot of *Partial Data Freezing* window.

Partial Data Freezing window

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In the *Partial Data Freezing* window, various data fields and groups are:

- Voucher Type
- Apply Freezing To
- Series/Date
- Freeze

Voucher Type

Under *Voucher Type* data field, all the voucher types are given. Specify 'Y' against the voucher type for which you want to freeze the data.

Apply Freezing To

This data field gets active when you specify 'Y' against the voucher type. Select from the list that whether you want to freeze data for all the series or for selected series. If you select the *All Series* option then you have to specify the freezing date for the voucher type in the *Series/Date* data field. If you select the *Selected Series* option then a *Series-wise Data Freezing* window appears. Given here is a screenshot of *Series-wise Data Freezing* window.

Series-wise Data Freezing window



In the *Series-wise Data Freezing* window, a grid appears. The fields in the grid are:

- Voucher Series - Select the voucher series for which you want to freeze the data.
- Freeze till Date - Enter the date up to which you want to freeze the data for the series.

Click the *Save* button to save the series wise data freezing.

Series/Date

If you have selected the *All Series* option in the *Apply Freezing To* data field then you have to enter the date up to which data is to be freezed for all the series of the voucher type. If you have selected the *Selected Series* option then this data field displays the name of the series for which data has been freezed.

Freeze

Under *Freeze* group, various options are given. The options are:

- Accounts Opening Balance - Specify 'Y' in this data field if you do not want to make changes in opening balance of Accounts.
- Item Opening Balance - Specify 'Y' in this data field if you do not want to make changes in opening balance of Items.
- Cost Centre Opening Balance - Specify 'Y' in this data field if you do not want to make changes in opening balance of Cost Centres.
- Currency Conversion master - Specify 'Y' in this data field if you want to freeze data for *Currency Conversion* master. After specifying 'Y' in this data field, specify the date up to which the data is to be freezed.
- 'VAT Journal' voucher - Specify 'Y' in this data field if you want to freeze data for *VAT Journal* vouchers. After specifying 'Y' in this data field, specify the date up to which the data is to be freezed.
- 'Adjust Excise Amt.' voucher - Specify 'Y' in this data field if you want to freeze data for *Adjust Excise Amt.* vouchers. After specifying 'Y' in this data field, specify the date up to which data is to be freezed.

After you have entered the appropriate details, click the *Save* button to save the data freezing details.

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Reference Management

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Reference Management option provides various utilities for managing Bill-wise and Batch-wise references. Under *Reference Management* option, different utilities are provided to clear previous bill/batch references, adjust bill/batch references and so on. On clicking the *Reference Management* option, a list of options is displayed. The options are:

- Clear References
- Auto Adjust References
- Reference Adjustment Wizard

To view detailed help on the topics listed above, click the topic.

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Send Email

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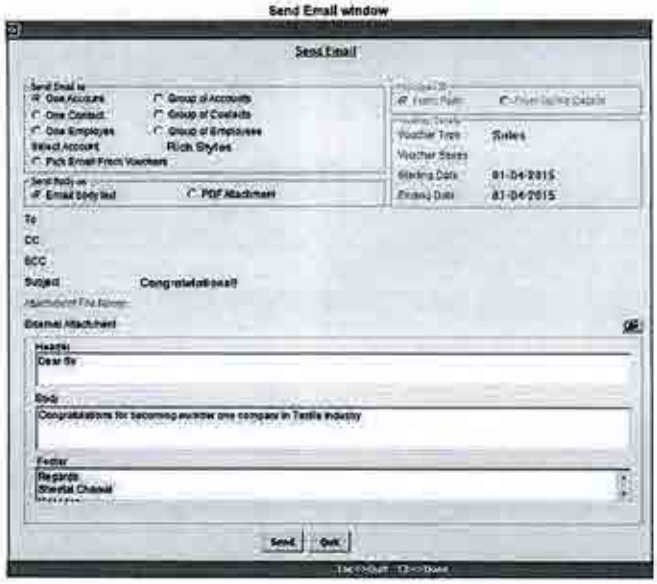
Administration > Utilities > Send Email

Busy

Send Email option is used to send Email through BUSY. With this option you can send any file as an Email attachment including the reports generated through BUSY. To send Email through BUSY, *Utilities* menu provides the *Send Email* option. To use the option, click *Administration > Utilities > Send Email.*

On clicking the *Send Email* option, a *Send Email* window appears. Given here is a screenshot of *Send Email* window.

Send Email window



In the *Send Email* window there are various data fields. The data fields are:

- Send Email To
- Send Body As
- To
- CC
- BCC
- Subject
- Attachment File Name
- External File Attachment
- Header
- Body
- Footer

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Send Email To
In this data field, you can specify that whether you want to send Email to an individual party or group of parties. The various options in this data field are:

- One Account - Select this option if you want to send Email to a single party.
- Group of Accounts - Select this option if you want to send Email to a group of parties.
- Select Account - This option gets activated if you have selected *One Account* option. Select the name of the required party to whom you want to send an Email.
- Select Group - This option gets activated if you have selected *Group of Accounts* option. Select the name of the required Account Group to whom you want to send an Email.

Send Body As
Select the format according to which the report will be emailed. By default the option as specified in *Administration > Configuration > Email Configuration* appears here.

To
Enter the Email address of the person or company to which you want to send the Email.

CC
Enter the Email address of the person or company to which you want to send the carbon copy of the Email.

BCC
Enter the Email address of the person or company to which you want to send the blind carbon copy of the Email.

Subject
Enter the subject for the Email in this data field.

Attachment File Name
This data field gets activated if you have selected the *PDF Attachment* option in the *Send Body As* group. Enter the name for the attachment file.

External Attachment
Specify an external file that you want to send with the Email. Select the file path by using the *Browse* button.

Header
Enter the text that will appear in the header of the Email.

Body
Enter the text, message or any other information that you want to send in the Email. This text will be sent as an Email attachment. This attachment will be sent with the name as specified in the *Attachment File Name* data field.

Footer
Enter the text that will appear in the footer of the Email.

After entering all the details, click the *Send* button to send the Email.

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Send SMS

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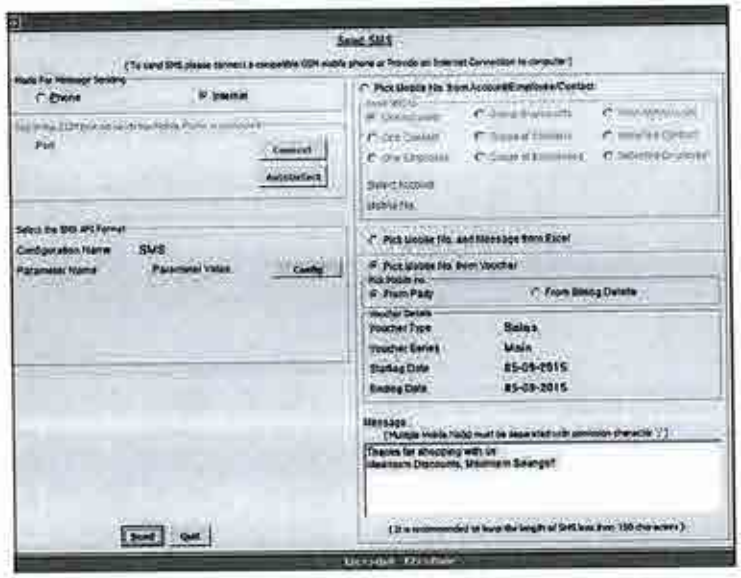
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With *Send SMS* option you can send SMS through BUSY with the help of any GSM compatible mobile phone or GSM MODEM which is Infrared / Bluetooth / Data Cable enabled or an Internet Server. To send SMS through BUSY, *Utilities* menu provides the *Send SMS* option. To use the option, click *Administration > Utilities > Send SMS*.

On clicking the *Send SMS* option, a *Send SMS* window appears. Given here is a screenshot of *Send SMS* window.

Send SMS window

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In the *Send SMS* window there are various data fields and groups. The data fields and groups are:

- Mode for Message Sending
- Select the COM Port on which the Mobile phone is connected
- Select the SMS API Format
- Send SMS To
- Voucher Details
- Mobile Number
- Message

Mode for Message Sending

Under this group, there are two options. The options are:

- Phone - Select this option if you want to send SMS through a Mobile phone.
- Internet - Select this option if you want to send SMS through an Internet Server.

Select the COM Port on which the Mobile phone is connected

This group gets active if you have selected the *Phone* option in the *Mode for Message Sending* group. In this group there is a data field and two buttons. The data field and buttons are:

- Port
- Connect
- Auto Detect

Port

Select the port to which the Mobile phone/MODEM through which SMS will be sent is attached.

Connect

Click the *Connect* button to connect BUSY to the port to which mobile phone/MODEM is attached.

Auto Detect

Click the *Auto Detect* button if you do not know the COM Port where the mobile phone/MODEM is attached. On clicking this button, BUSY will automatically detect the COM Port where mobile phone/MODEM is attached.

Select the SMS API Format

This group gets active if you have selected the *Internet* option in the *Mode for Message Sending* group. In this group, there are various data fields. The data fields are:

- Configuration - Select the format according to which the SMS is to be sent. On selecting a format, a *Config* button next to it gets active. Click this button to configure the selected format.
- Parameter Name - This column display the name of the parameters in which the *Change at Runtime* option is set to 'Y' in the SMS Configuration.
- Parameter Vale - This column displays the value as specified in at time of configuring the selected format. You can change it as per your requirement.

Send SMS

In the *Send SMS* group, there are various sub groups and data fields. The sub groups and data fields are:

- Send SMS To
- Mobile Number
- Message

Send SMS To

In the *Send SMS To* group there are various options. The options are:

- One Account - Select this option if you want to send SMS to a single party.

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- Group of Accounts - Select this option if you want to send SMS to a group of parties.
- Selected Accounts - Select this option if you want to send SMS to selected parties. On selecting this option, a *List of Accounts* window will appear in which you can select the required parties to whom SMS is to be sent.
- Pick Mobile No. and Message from Excel - Select this option if you want to pick mobile number and message from an Excel sheet. On selecting this option SMS will be sent on the mobile numbers specified in the Excel sheet. This option also provides the facility to send bulk SMS in one go and at the same time each party receives a different message. On selecting this option, a *Pick Mobile No. and Message from Excel* window appears. Given here is a screenshot of *Pick Mobile No. and Message from Excel* window.

Pick Mobile No. and Message from Excel window



In the *Pick Mobile No. and Message from Excel* window, there are two groups. The groups are:

- Excel Data Information - Under this group, there are two options. The options are:
  - Mobile Number - Select the column of the Excel sheet from where mobile numbers are to be picked.
  - Pick Message - Select this option if you want to pick message also from Excel sheet. On selecting this option a list will appear in which you have to select the Excel column from where the message will be picked.
- Excel File Information - Under this group, there are four data fields. The data fields are:
  - Excel File Path - Specify the path of the Excel file from which the data is to be picked.
  - Excel Sheet Number - Specify the Excel sheet number from which data is to be picked.
  - Starting Row - Specify the starting row number from which data is to be picked.
  - Ending Row - Specify the ending row number up to which data is to be picked.
- Click the *Ok* button to pick details from the specified Excel sheet.

- Pick Mobile No from Voucher - Select this option if you want to pick mobile number of the parties from the voucher. Under this data field, there are two options. The options are:
  - From Party - Select this option if mobile number of the party is to be picked from Party master.
  - From Billing Details - Select this option if mobile number of the party is to be picked from the Billing Details window that appears at the time of entering voucher.
- Select Account - This data field gets activated if you have selected *One Account* option. Select the name of the required party to whom you want to send an SMS.
- Select Group - This data field gets activated if you have selected *Group of Accounts* option. Select the name of the required Account Group to whom you want to send an SMS.

Voucher Details

This group gets active if you have selected the *Pick Mobile No from Voucher* option. Various data fields that appear under this group are:

- Voucher Type - Select the required Voucher type for which SMS is to be sent.
- Voucher Series - Select the required voucher series for which SMS is to be sent.
- Starting Date - Specify the date from which vouchers are to be picked for sending SMS.
- Ending Date - Specify the date up to which vouchers are to be picked for sending SMS.

Mobile Number

This option gets activated if you have selected the *One Account* option in the *Send SMS To* group. Enter the mobile number of the party to whom you want to send an SMS.

If you have selected the *Group of Accounts* option then BUSY will automatically pick the Mobile number from the Account master. For parties whose mobile numbers are not entered in the Account master, BUSY will show you a message to enter the mobile number for the respective party.

Message

Enter the message that you want to send to the party. If you have selected the *Pick Message* option in the *Pick Mobile No. / Message from Excel* window then this field become inactive as then message will be picked from Excel sheet itself.

After you have entered the necessary details, click the *Send* button to send the SMS. After the SMS is sent, a Report will appear displaying the total numbers on which SMS has been sent successfully and the total numbers on which SMS has not been sent successfully.

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Send Notification

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With *Send Notification* option you can send notification in bulk to various parties / employees / contacts in one go. Notification will be sent on Mobile numbers as specified with parties / employees / contacts and BUSY BNS app must be installed on the mobile for receiving the notification. For sending Notification, you must have enabled the *Enable BUSY Data Exchange Platform BDEP* feature in *Administration > Configuration > Features / Options > General* tab. On selecting the *Send Notification* option, a *Send Notification* window appears. Given here is a screenshot of *Send Notification* window.

In the *Send Notification* window, following data fields and options appear:

Send Notification window



Pick Mobile Number from Account / Employee / Contact

Enable this option to send Notification to selected Parties / Employees / Contacts from the Mobile number as specified in Account / Employee / Contact master. On enabling this option, a *Send Notification To* group gets activated. Various options that appear under *Send Notification To* group are:

- One Account / Employee / Contact - Select this option to send notification to a particular Party / Employee/ Contact. On selecting this option, following two options get activated:
  - Select Account / Employee / Contact - Select required Party / Employee / Contact from the list.
  - Mobile No. - Specify the mobile number to which you want to send the Notification. You can specify multiple mobile numbers and separate them using a semicolon.
- Group of Account / Employee / Contact - Select this option if you want to send notification to a particular Group of Account / Employee / Contact. On selecting this option, following option get activated:
  - Select Account / Employee / Contact Group - Select the required Account / Employee / Contact group from the list.
- Selected Account / Employee / Contact - Select this option to send notification to selected Accounts / Employees / Contacts. On selecting this option, a window will appear in which you can select the required Accounts / Employees / Contacts.

Pick Mobile Number and Message from Excel

Select this option if you want to pick mobile number and message from an Excel sheet. On selecting this option Notification will be sent on the mobile numbers specified in the Excel sheet. This option also provides the facility to send bulk Notifications in one go and at the same time each party / employee / contact receives a different message. On selecting this option, a *Pick Mobile No. and Message from Excel* window appears. Given here is a screenshot of *Pick Mobile No. and Message from Excel* window.

Pick Mobile No. and Message from Excel window



In the *Pick Mobile No. and Message from Excel* window, there are two groups. The groups are:

- Excel Data Information - Under this group, there are two options. The options are:
  - Mobile Number - Select the column of the Excel sheet from where mobile numbers are to be picked.
  - Pick Message - Select this option if you want to pick message also from Excel sheet. On selecting this option a list will appear in which you have to select the Excel column from where the message will be picked.

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- Excel File Information - Under this group, there are four data fields. The data fields are:
  - Excel File Path - Specify the path of the Excel file from which the data is to be picked.
  - Excel Sheet Number - Specify the Excel sheet number from which data is to be picked.
  - Starting Row - Specify the starting row number from which data is to be picked.
  - Ending Row - Specify the ending row number up to which data is to be picked.
- Click the *Ok* button to pick details from the specified Excel sheet.

Pick Mobile No from Voucher

Select this option if you want to pick mobile number of the parties from the voucher. Under this data field, there are two options. The options are:

- From Party - Select this option if mobile number of the party is to be picked from Account master.
- From Billing Details - Select this option if mobile number of the party is to be picked from the *Billing Details* window that appears at the time of entering voucher.

Voucher Details

This group gets active if you have selected the *Pick Mobile No from Voucher* option. Various data fields that appear under this group are:

- Voucher Type - Select the required Voucher type for which Notification is to be sent.
- Voucher Series - Select the required voucher series for which Notification is to be sent.
- Starting Date - Specify the date from which vouchers are to be picked for sending Notification.
- Ending Date - Specify the date up to which vouchers are to be picked for sending Notification.

Message

Enter the message that you want to send to the party. If you have selected the *Pick Message* option in the *Pick Mobile No. / Message from Excel* window then this field become inactive as then message will be picked from Excel sheet itself.

After you have entered the necessary details, click the *Send* button to send the Notification. After the Notification is sent, a Report will appear displaying the total numbers on which Notification has been sent successfully and the total numbers on which Notification has not been sent successfully.

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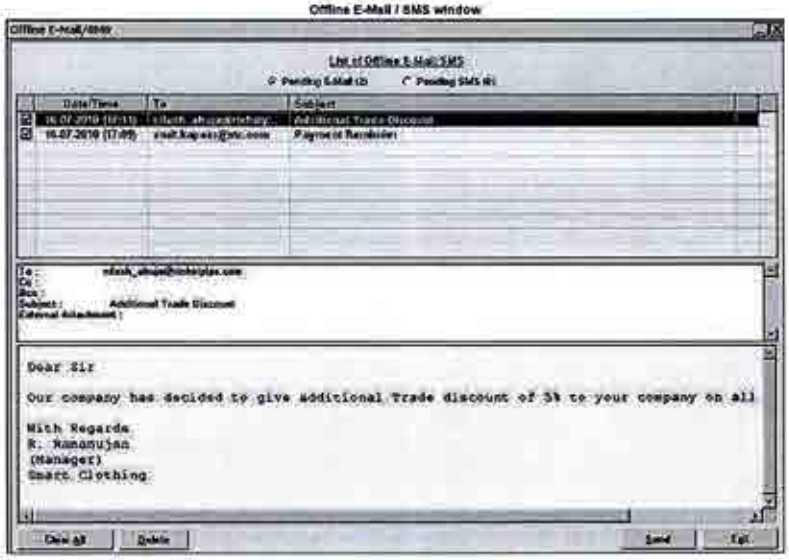
Offline E-Mail/SMS

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With *Offline E-Mail/SMS* utility, you can view and send pending Emails and SMS that are not yet sent due to any reason such as problem in internet connection, incorrect IP configuration and so on. To use *Offline E-Mail / SMS* utility, click *Administration > Utilities > Offline Email / SMS* option. On clicking the *Offline E-Mail / SMS* option, an *Offline E-Mail / SMS* window appears. Given here is a screenshot of *Offline E-Mail / SMS* window.

Offline E-Mail / SMS window



At the top of the *Offline E-Mail / SMS* window, following two options are provided:

- Pending E-Mail - Select this option to view list of all the pending Emails.
- Pending SMS - Select this option to view list of all the pending SMS.

Depending on the option selected i.e. *Pending E-Mail* or *Pending SMS*, details of pending Emails / SMS are displayed in the window.

At the bottom of the window, following buttons are provided:

- Clear All / Select All - Click this button to select / de-select all the pending Emails or SMS.

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- Delete - Click this button to delete the selected Email or SMS.
- Send - Click this button to send pending Emails or SMS.

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Pending E-Mail/SMS

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With *Pending Alerts E-Mail/SMS* utility, you can view and send pending Alerts that are not yet sent due to any reason such as problem in internet, incorrect IP configuration and so on. On selecting this option, a *Pending Alerts* window appears.

At the top of the *Pending Alerts*window, following two options are provided:
- Send Pending Alerts E-Mail - Select this option to send all the pending Emails for Alerts.
- Send Pending Alerts SMS - Select this option to send all the pending SMS for Alerts.

At the bottom of the window, following buttons are provided:
- Clear All / Select All - Click this button to select / de-select all the pending Emails or SMS.
- Delete - Click this button to delete the selected Email or SMS.
- Send - Click this button to send pending Emails or SMS.

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Notes Manager

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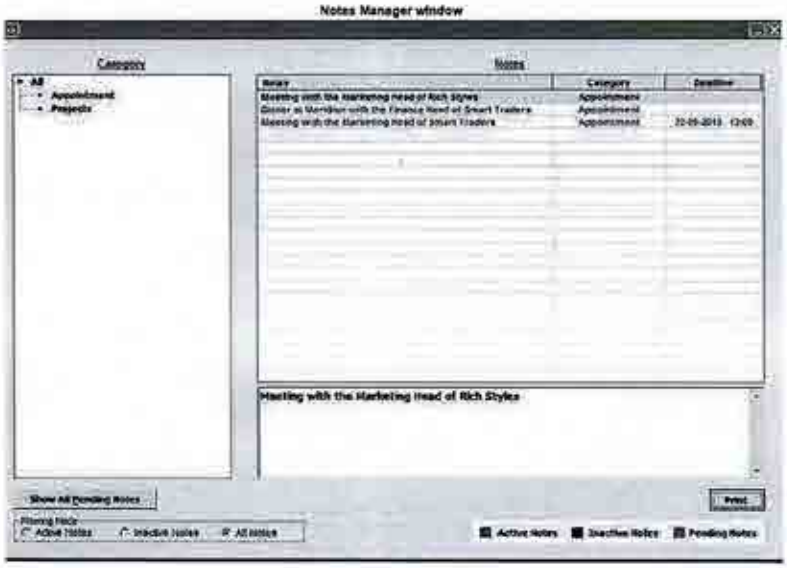
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This utility appears in *Utilities* menu only if you have enabled the *Enable Notes Manager* feature in *Administration > Configuration > Features / Options > General* tab. Notes Manager acts as a personal diary or organiser for the User. With Notes Manager User can set the deadline date & time for the work to be done, set the reminders for the deadline date & time or can simply write a diary entry or make notes for the pending work. User can also create different categories under which the notes can be categorised.

Notes Manager feature also needs to be enabled User-wise i.e. you have to enable Notes Manager for individual Users of the company. To enable / disable Notes Manager for individual Users, you can use *Administration > Users* option.

To use the *Notes Manager* utility, click *Administration > Utilities > Notes Manager* option. On clicking the *Notes Manager* option, a *Notes Manager* window appears. Given here is a screenshot of *Notes Manager* window.

Notes Manager window



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Notes Manager window is basically divided into three panes. Left pane displays the list of categories created, top right pane displays the first line of the notes and bottom right pane displays the description of the Note selected above.

To create a new Category, click the *Alt+F3* key. On clicking the *Alt+F3* key, an *Add Category* window appears. Given here is a screenshot of *Add Category* window.

Add Category window



In the *Add Category* window, there are various data fields. The data fields are:
- Category Name
- Primary Category
- Under Category

Category Name
Enter the name of the Category to be created.

Primary Category
Specify 'Y' in this data field if the Category being created is the Primary Category i.e. it does not fall under any other Category.

Under Category
This field is active only if you have specified 'N' in the *Primary Category* data field. Select the Category under which the Category being created falls.
- Click the *Save* button to save the Category.

After creating the required Categories, you can add Notes in them. To add a Note to the Category, first select the required Category and then press the *F3* key. On pressing the *F3* key, an *Add Note* window appears. Given here is a screenshot of *Add Note* window.

Add Note window



In the *Add Note* window, there are various data fields and a group. The data fields and group are:
- Category
- Note
- Specify Deadline Date & Time

Category
Select the required Category from the list. By default the Category you have selected in the *Notes Manager* window appears as selected in the list. You can change it as per your requirement.

Note
Enter Note description in this data field. Description entered here will be shown under the selected Category in the *Notes Manager* window.

Set Deadline Date & Time
Under this group, you can set the deadline date & time for the task written as Note. You can also set the reminders for the deadline date & time. In this group, there are various data fields. The data fields are:
- Specify Deadline - Specify 'Y' in this data field if you want to set the deadline for the Note. On specifying 'Y' in this data field, all other data fields in the group gets activated.
- Date - Enter deadline date in this data field.
- Time - Enter deadline time in this data field.
- Reminder Note - Specify 'Y' in this data field if you want to set reminder for the Note.
- Reminder Interval - Select the occurrence of the reminder from the list. You can set the reminder interval from the list. For example, if you want reminder to appear only once then you can select the *Only Once* option from the list. On selecting the *Only Once* option, the reminder message will be popped up on

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the deadline date & time and will not appear again. If you select any other option from the list then reminder message will appear after each interval selected in the list unless you set the *Status* of the Note as *Inactive*.

On double clicking a Note or pressing the *<Enter>* key on the Note, a *Modify Note* window appears in which you can make modification in the Note. In the *Modify Note* window, you can change the Status of Note as Inactive to make the Note inactive.

At the bottom of the *Notes Manger* window, a *Filtering Mode* group, *Show Pending Notes* and *Print* button appears. Let us discuss these buttons and group in detail.

- *Filtering Mode* - Under this group, there are three options. The options are:
  - Active Notes - Select this option to view only the active Notes.
  - Inactive Notes - Select this option to view all the inactive Notes.
  - All Notes - Select this option to view all the Notes.
- Show Pending Notes - Click this button to view all the pending Notes.
- Print - Click this button to print a Note. On clicking the button, a *Print Category - wise* message box appears. This message box appears if you are printing Notes for all the categories. Click the *Yes* button in the message box to print category - wise Notes other wise click the *No* button. On clicking either of the button, a *Printing Options* window appears. Enter required data in *Printing Options* window and click the *Ok* button to print the Notes.

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Message Centre

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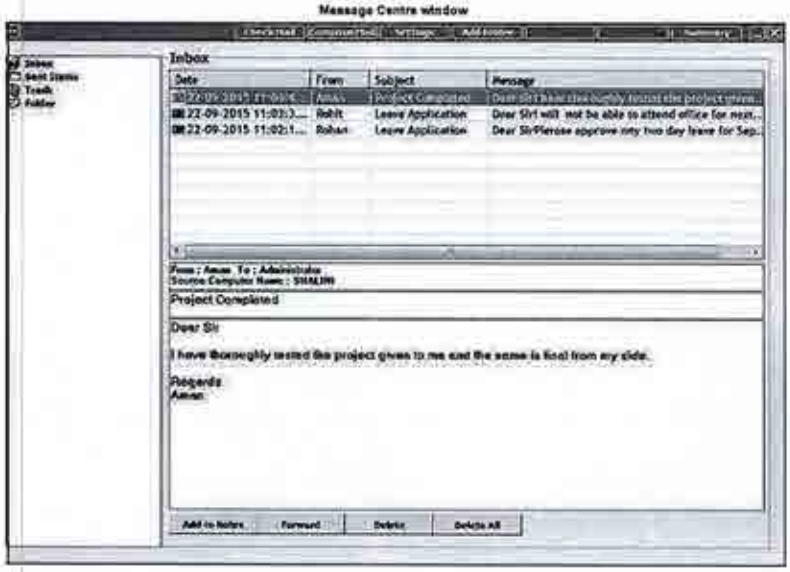
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This option appears in *Utilities* menu only if you have enabled the *Enable Message Centre* option in the *Administration > Configuration > Features / Options > Enterprise Features tab*. With Message Centre, you can send and receive mails to / from the Users created for the company. It basically acts as a mail messenger for all the Users that are created for a company.

Message Centre feature also needs to be enabled User-wise i.e. you have to enable Message Centre for individual Users of the company. To enable / disable Message Centre for individual Users, you can use *Administration > Users* option.

To use *Message Centre* feature, you need to click *Administration > Utilities > Message Centre* option. On selecting the *Message Centre* option, a *Message Centre* window appears. Given here is a screenshot of *Message Centre* window.

Message Centre window



Message Centre window is basically divided into three panes i.e. top, left and right pane. We will discuss these panes one by one.

In the top pane of the *Message Centre* window, there are various buttons. The buttons are:

- Check Mail
- Compose Mail
- Settings
- Add Folder
- Modify Folder

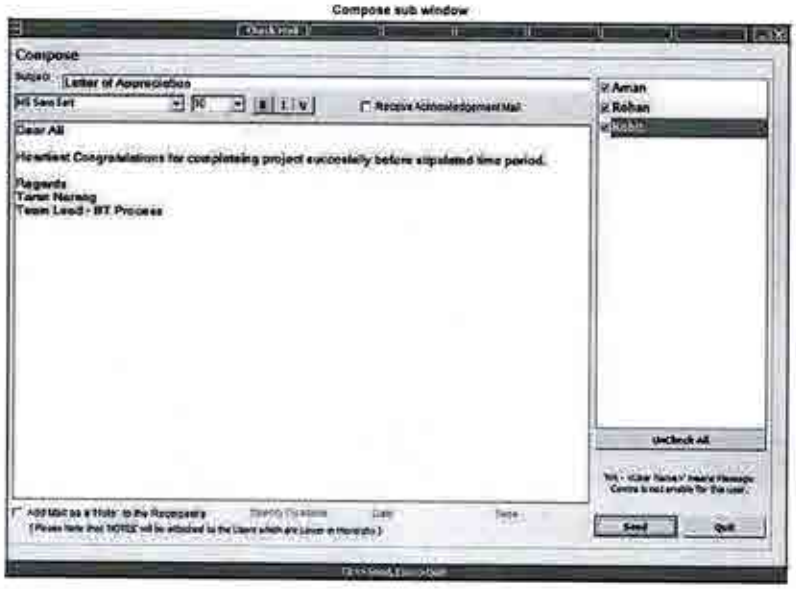
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- Delete Folder
- Summary

Check Mail
Click this button to check for any new mail in the mailbox.

Compose Mail
Click this button to compose a new mail. On clicking this button, a *Compose* sub window appears in the right pane. In the *Compose* sub window, you can write message which is to be sent. Given here is a screenshot of *Compose* sub window.

Compose sub window



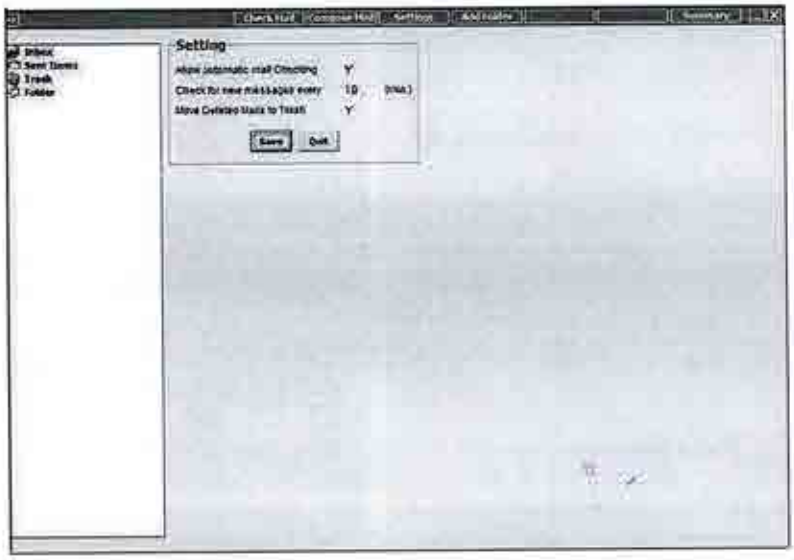
In the *Compose* sub window, following fields and options appear:

- Subject - Write the subject of the mail in this data field.
- Font - Select font style in which you want to write text in the mail.
- Size - Select the font size in which you want to write text in the mail.
- BIU - Select the required buttons for making the text bold, italic or underline.
- List of Users - This part shows name of the Users created in BUSY. The Users that have not been given right to use *Mail Messenger* in *User Profile* will appear with a 'NA' text written with them. This means that you cannot send mail to these Users.
- Check / Uncheck All - Select this button to select / de-select all Users in one go.
- Receive Acknowledgment Mail - Enable this option if you want to receive an acknowledgment when the recipient will read the message.
- Message - Write the message that you want to send to other Users.
- Add Mail as Note to the Recipient - Enable this checkbox to make mail as a note also for the recipient. By enabling this option a note for the mail will also be added to the Notes Manager of the User. Basically with this option, you can make a reminder of the mail as by making it a note, the recipient wil be aware of the mail through various reminders generated by Notes Manager. You can make mail as note for only those recipients which are lower in hierarchy of your company. For setting hierarchy of the Users, please refer to User Profile.
- Specify Deadline - Specify 'Y' in this data field to set deadline for the note.
- Date - Enter deadline date for the note in this field.
- Time - Enter deadline time for the note in this field.

Settings
Click this button to configure settings for the Mail Messenger. On clicking this button, a *Settings* sub window appears in the right hand side pane. Given here is a screenshot of *Settings* sub window.

Settings sub window

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In the *Settings* sub window, following two data fields appear:

- Allow automatic mail seeking - Specify 'Y' in this data field if you want to check for new mails automatically after regular time period.
- Check for new messages every - Specify the time period after which Mail messenger will automatically check for the new mails. This data field gets active only if you have specified 'Y' in the Allow automatic mail seeking data field.
- Move Deleted Mails to Trash - Specify 'Y' in this folder to move deleted mails to the *Trash* folder. However if you do not wish to keep a record of deleted mails and want the mails should be deleted permanently on clicking the *Delete* key from the keyboard then specify 'N' in this folder.

Add Folder

This button gets active if you have selected any folder in the left pane. Click this button to add a new folder in the left pane. You can create various folders to categorise your mails under different folders. Once you create different folders then you can drag and drop mails to these folders. For example, you have created three folders with the name *Personal, Official* and *Bills*. You can then drag and drop mails related to your personal work in *Personal* folder, mails related to official work in *Official* folder and bills related mails to *Bills* folder. On clicking the *Add Folder* button, a *Create Folder* sub window appears. Specify the name of the folder to be created in this window and click the *Save* button.

Modify Folder

This button gets active if you have selected any folder created by you in the left pane. Click this button to modify folder name. On clicking this button, a *Modify Folder* window appears in which you can change the folder name.

Delete Folder

This button gets active if you have selected any folder created by you in the left pane. Click this button to delete the folder.

Summary

Click this button to view summary of all the folders. On clicking this button, a *Summary* sub-window appears in which name of all the folders along with total messages and unread messages for each folder appears.

See Also

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Enable Message Centre
Enable Message Centre User-wise

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Block Account / Item

Administration > Utilities > Block Account / Item

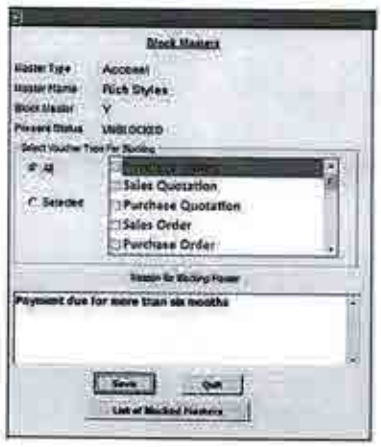
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With *Block Masters* utility, you can block certain masters to be further used in selected or all the transaction. For example, a party has an outstanding amount of more than Rs. 1,00,000 and you do not want any further sale transaction with the party unless the previous dues are clear. For this purpose, you can block the party to be used in Sale transaction and can allow the party to be used in Receipt transactions.

To use the *Block Masters* utility, click *Administration > Utilities > Block Masters* option. On clicking the *Block Masters* option, a *Block Masters* window appears. Given here is a screenshot of *Block Masters* window.

Block Masters window

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In the *Block Masters* window, following data fields appear:

- Master Type
- Master Name
- Block Master
- Present Status
- Select Voucher Type for Blocking
- Reason for Blocking Master

Master Type
Select the Master Type whose masters you want to block.

Master Name
Select the master which you want to block.

Block Master
Specify 'Y' to block the selected Master.

Present Status
This data field displays the present status of the Master i.e. whether the Master is currently blocked or not.

Select Voucher Type for Blocking
Under this data field, two options appear. The options are:

- All - Select this option to block the master in all the transactions.
- Selected - Select this option to block the Master in selected transactions. On selecting this option, a list of Voucher Types appear. Select the voucher type for which you want to block the Master.

Reason for Blocking Master
Enter notes, remarks or reason if any for blocking the particular Master.

After entering the required details, click the *Block* button to block the selected Master.

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De-Activate Masters

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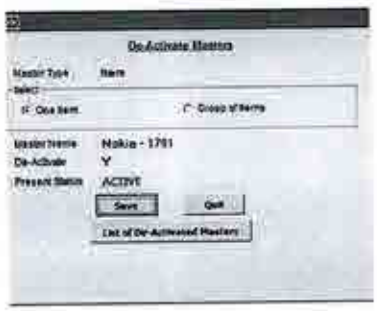
Administration > Utilities > De-Activate Masters

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De-Activate Masters option is used to deactivate masters that are not further used in transactions. For example, a Mobile Store owner may want to de-activate a mobile model whose production has been stopped by the company and is further not available in the market. On deactivating a master it would not be shown in the list of Masters. To deactivate a Master, *Utilities* menu provides the *De-Activate Master* option. On clicking the *De-Activate Master* opOtion, a *De-Activate Master* window appears. Given here is a screenshot of *De-Activate Master* window.

De-Activate Master window

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In the *De-Activate Master* window, following data fields appear:

- Master Type
- Select
- Master Name
- De-Activate
- Present Status

Master Type
Select the Master Type whose Masters you want to block.

Select
Under this data field, select whether you want to deactivate a particular master or particular Master Group.

Master Name
Select the Master / Group to be deactivated.

De-Activate
Specify 'Y' in this data field to deactivate the selected Master. If the selected Master is already deactivated then specify 'N' in this data field to activate the Master.

Present Status
This data field displays the present status of the Master i.e. whether the Master is currently active or de-active.

At the bottom of the window, a *List of De-Activated Masters* button appears. Click this button to view the list of Masters that are already deactivated.

- Click the *Save* button to deactivate / activate the selected Master.

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Mapping of Masters

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Administration > Utilities > Mapping of Masters

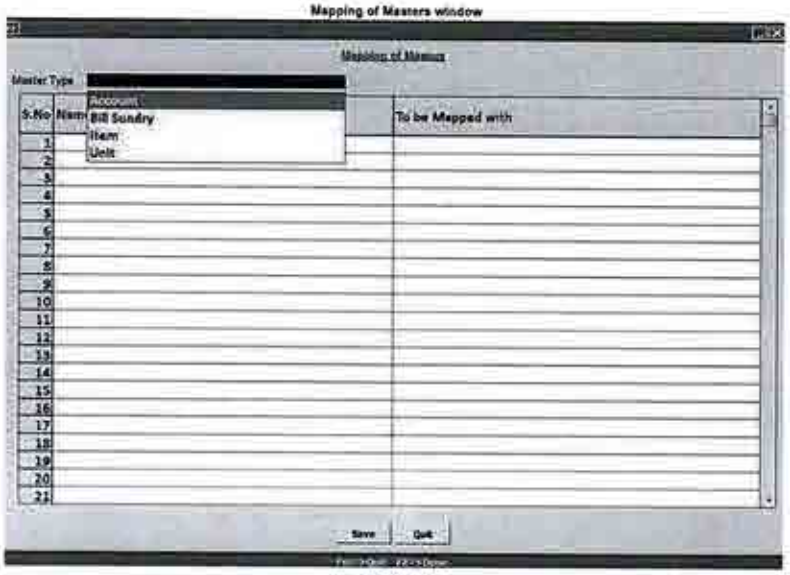
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Mapping of Masters option, provides facility to map any Account, Bill Sundry, Item or Unit master with existing Account, Bill Sundry, Item or Unit master. This is required when a single Account, Bill Sundry, Item or Unit master is known by different names by different parties. Thus, in this case you can map the masters instead of creating new.

Let, us understand this with the help of an example.
You are importing some Purchase vouchers in your company. In a Voucher ***Item*** - *Head & Shoulders* & ***Unit*** - *Pieces* is found. But in your company ***Item*** - *Head & shoulders Shampoo* and ***Unit*** - *Pcs*. is found. So, you can map ***Item*** - Head & Shoulders with Head & Shoulders Shampoo and **Unit** Pieces with Pcs. instead of creating new masters. You can map the masters in one go using this utility or you can map the masters at the time of importing the vouchers itself. Given here is a screenshot of *Mapping of Masters* window.

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Mapping of Masters window



- Select the Master Type for which you want to do mapping.
- Under *Name* column write the name of master of which you want to do mapping.
- Under *To be Mapped with* column write the name of master with which you want to map the master.

After entering required data, click the *Save* button.

See Also

Purchase Voucher

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Upload Data on IRD Server

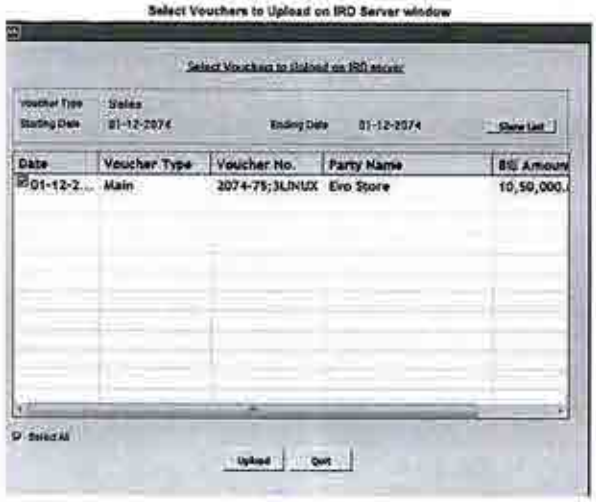
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Administration > Utilities > Upload Data on IRD Server

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Upload data on IRD Server option appears in utility menu only when country selected is Nepal. This utility is used to bulk upload Sales and Sales Return vouchers on IRD Server. This option is to be used when vouchers are not uploaded at the time of saving due to internet connectivity or any other reason. On clicking *Upload Data on IRD Server* option, a *Select Vouchers to Upload on IRD Server* window appears. Given here is a screenshot of *Select Vouchers to Upload on IRD Server* window.

Select Vouchers to Upload on IRD Server window



In the *Select Vouchers to Upload on IRD Server* window, following data fields appear:

- Voucher Type
- Starting Date
- Ending Date

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- Show list

Voucher Type
Select the Voucher Type which you want to upload on IRD Server.

Starting Date
Specify the date from which you want to view the vouchers.

Ending Date
Specify the date upto which you want to view the vouchers.

Show list
Click on *Show list* button to view vouchers for specified date range.

Select the vouchers which you want to upload on IRD Server and click Upload button.

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Bulk Updations

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Bulk Updation option provides various utilities that can be used to update data in one go. For example, if you want to update tax rate of all the items then you can do so by using *Update Item Tax Rate* utility and there is no need to update tax rate for individual items. On clicking the *Bulk Updations* option, a list of options is displayed. The options are:

- Update Bal. Sheet Stock
- Master Series Group Tagging
- Masters Synchronization
- Update Master Print Name
- Merge Masters
- Delete Unused Masters
- Update Item Tax Category
- Update Item Critical Levels
- Update Item Price/Discount
- Update Item Discount Structure
- Update Item MarkUp Structure
- Multiple Account Creation
- Multiple Item Creation
- Multiple Contact Creation
- Generate Contact Masters for Account
- Multiple Tax Category Creation / Modification
- Bulk Voucher Creation/Modification
- Update Sale Price Calculation Configuration
- Auto Generate Production vouchers
- Regenerate Manufacturing vouchers
- Generate Pending Consignment Sales
- Auto Generate Forex Gain/Loss vouchers
- Auto Creation of Invoice / Challan
- Bulk Payments
- Copy Vouchers (Sale to Purchase)
- Voucher Replication
- Set Voucher as Template
- Voucher Template Tagging
- Save Images in Database
- Create AMC / Warranty References
- Update Salary Structure

To view detailed help on the topics listed above, click the required topic.

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Update Bal. Sheet Stock

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Administration > Bulk Updation > Update Bal. Sheet Stock

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Update Bal. Sheet Stock utility provides you the facility to specify the basis according to which the closing stock of Balance Sheet is to be updated. With this utility you can update Balance Sheet closing stock of all the months in one go. To specify a basis for updation of Balance Sheet closing stock, *Bulk Updation* menu provides the *Update Bal. Sheet Stock* option. To use *Update Bal. Sheet Stock* option, click *Administration > Bulk Updations > Update Bal. Sheet Stock* option. On clicking the *Update Bal. Sheet Stock* option, an *Update Balance Sheet Stock* window appears. Given here is a screenshot of *Update Balance Sheet Stock* window.

Update Balance Sheet Stock window



In the *Update Balance Sheet Stock* window, the following data fields appear:

- Books Stock
- GP Ratio
- GP Ratio %

Let us discuss these data fields in detail.

Books Stock

Select this data field if you want to update Balance Sheet closing stock according to the book value of the stock. Book value refers to the value that is calculated based on the records entered in the books of accounts for the items. If you select this data field then the closing stock of different items will be updated according to the book value.

GP Ratio

Select this data field if you want to update Balance Sheet closing stock according to the Gross Profit ratio.

Gross Profit Ratio = Gross Profit / Net Sales

While viewing the Balance Sheet report under *Display > Balance Sheet* option, specify 'N' in the Update Balance Sheet Stock Also data field to view the report as per the G.P. Ratio.

GP Ratio %

This data field gets activated if you have selected the *GP Ratio* data field. Enter the Gross Profit ratio percentage in this data field. For example, a grocery shop dealer deals in various items like wheat, rice and so on. Now it is very difficult for him to ascertain the closing stock of different items but he knows based on previous year experiences that the closing stock value on an average works out to be 10% of the respective year's Gross Profit. Thus, the shopkeeper can specify the Gross Profit ratio as 10% and BUSY will do a reverse calculation to calculate the closing stock according to percentage specified. Thus the closing stock value will work out to be 10% of the Gross Profit.

- After you have selected the Balance Sheet closing stock updation method, click the *OK* button to update the Balance Sheet closing stock.
- On clicking the *Ok* button, an *Update Balance Sheet Stock* message box appears. In the message box, three buttons appear. The buttons are:
  - Ok - Click this button to update the Balance Sheet closing stock of the given month.
  - Skip - Click this button to skip the updation of Balance Sheet closing stock of the given month.
  - All - Click this button to update Balance Sheet closing stock of all the months.

See Also

Balance Sheet Report

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Master Series Group Tagging

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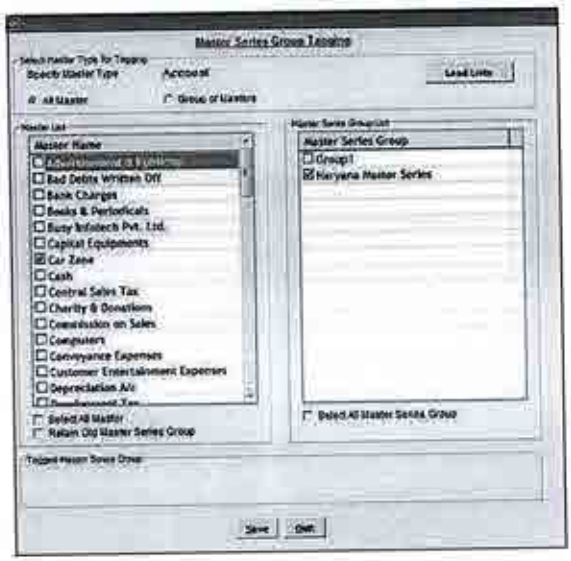
Administration > Bulk Updations > Master Series Group Tagging

Busy

With *Master Series Group Tagging* utility, you can tag various Master Series Groups to different Masters in one go. To use the *Master Series Group Tagging* utility, click *Administration > Utilities > Master Series Group Tagging* option. On clicking the *Master Series Group Tagging* option, a *Master Series Group Tagging* window appears. Given here is a screenshot of *Master Series Group Tagging* window.

Master Series Group Tagging window

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In the *Master Series Group Tagging* window, various groups appear. The groups are:

- Select Master Type for Tagging
- Master List
- Master Series Group List
- Tagged Master Series Group

Select Master Type for Tagging
Under this group, you can select the Master Type and its Masters to which the Master Series Groups are to be tagged. Various options that appear under this group are:

- Specify Master Type
- All Masters
- Group of Masters

Specify Master Type
Select the required Master Type from the list.

All Masters
Select this option if you want to add all or selected Masters to Master Series Group.

Group of Masters
Select this option if you want to add Masters of a particular Group to Master Series Group.

Master List
This group displays the list of all Masters or Group of Masters as per the options selected in the above group. Select the required Masters that you want to add to a Master Series Group. In the group, apart from list of Masters, following two options also appear:

- Select All Master - Enable this checkbox to select all the Masters in list in one go.
- Retain Old Series Group - Enable this checkbox to retain old Master Series Groups also to which the Master was already tagged.

Master Series Group List
This group displays list of all the Master Series Group. Select the Master Series Group to which you want to add the Masters selected in the *Master List* group. Under this group, following option also appear:

- Select All Master Series Group - Enable this checkbox to select all the Master Series Group in one go.

Tagged Master Series Group
This group displays the Master Series Group tagged to the Master selected in the Master List.

After entering the required details, click the *Save* button to tag the Master Series Group to the Masters.

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See Also

Master Series Group Master
Tagging Master Series Group to Master
Tagging Master Series Group to User
Tagging Master Series Group to Branch

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Masters Synchronization

Administration > Bulk Updation > Masters Synchronization

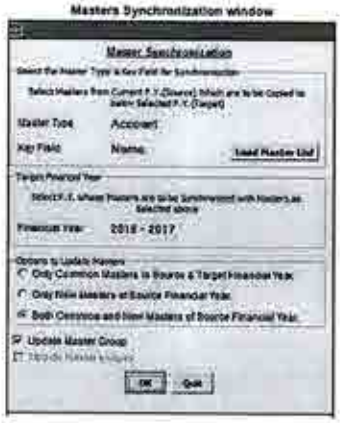
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Masters Synchronization utility provides you the facility to synchronize Masters of one financial year to another financial year. In other words, if you want to coordinate masters of two different financial year then you can use this utility. Financial Year in which you are working will be taken as base year from which masters will be copied to the financial year of your choice. To synchronize the masters, *Utility* menu provides the *Masters Synchronization* option. To use the option, click *Administration > Utilities > Bulk Updation & Voucher Templates > Masters Synchronization*.

- On clicking the *Masters Synchronization* option, a *Master Synchronization* window appears. Given here is a screenshot of *Master Synchronization* window.

Masters Synchronization window



In the *Master Synchronization* window, various data fields and groups are:

- Select the Master Type & Key Field
- Target Financial Year
- Options to Update Masters
- Update Master Group
- Update Master Images

Select the Master Type & Key Field

In the *Select Master Type & Key Field* group, two data fields appear. The data fields are:

- Master Type
- Key Field

Master Type

In the *Master Type* data field, a list of Master Type that can be synchronized appears. Select the required Master Type that you want to synchronize.

Key Field

In the *Key Field* data field, two options Name and Alias appears. Select Name, if you want to make Name as Key Field else select Alias if you want to make Alias as Key Field. Key Field is the unique identifier or the base according to which Masters will be synchronized. For example, in the base year three items, Item1, Item2 and Item3 having I1, I2 and I3 as alias respectively exist and in the Target year an Item, Item3 having Alias as I2 exists. Now while synchronizing masters, if you have selected Key field as Alias then data of Item3 will be synchronized with Item2 of base year and if the Key Field is selected as Name then data of Item3 will be synchronized with Item3 of base year.

On selecting the Key Field, a *Load Master List* button gets activated. Click this button to select the required Masters that you want to synchronize.

- On clicking the *Load Master List* button, a *List of Master* window appears. In the *List of Master* window, list of all the masters that fall under the selected *Master Type* appears. For example, if you have selected *Accounts* in *Master Type* data field then a *List of Accounts* window appears or if you have selected *Item* in *Master Type* data field then *List of Items* window appears. Given here is a screenshot of *List of Master* window when *Account* option is selected in the *Master Type* data field.

List of Accounts window



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In the *List of Accounts* window, various data fields are:

- All Accounts - Select this option if you want to synchronize all the accounts.
- Account Group - Select this option if you want to synchronize accounts falling under a particular Account Group. Specify the Account Group that you want to synchronize.
  - Click the *Show List* button to view the list of accounts.
- List of Accounts - This grid shows list of accounts. Select accounts that you want to synchronize.
- Select All - This checkbox appears only if you have clicked the *Show List* button. Select this check box if you want to select all accounts displayed in the *List of Account* grid for synchronization.

After selecting any of the above option, click the *Ok* button.

Target Financial Year

In this group, only one data field appears. The data field is:

- Financial Year

Financial Year

This data field displays the list of all the financial year created in your company other than the one in which you are working. Select the required Financial year to which masters of the base financial year will be synchronized.

Options to Update Masters

In the *Options to Update Masters* group, three options appear. The options are:

- Only Common Masters in Source & Target Financial Year
- Only New Masters of Source Financial Year
- Both Existing & New Masters of Source Financial Year

Only Common Masters in Source & Target Financial Year

Select this option, if you want to update only those Masters that exist in both the source and target financial year.

Only New Masters of Source Financial Year

Select this option, if you want to update only those masters that does not exist in the target financial year. In other words, if you select this option then Masters that exist only in the source financial Year will be added to target financial year.

Both Existing & New Masters of Source Financial Year

Select this option, if you want that common Masters will get updated and the new Masters will be added to the target financial year.

Update Master Group

Select this option if you want to update Master group also.

Update Master Images

This option appears only if you have enabled the option of Maintain Master Images in Features / Options tab and have enabled the option of *Save Master Images in Database*. Select this option to update Master images also.

After entering the required details, click the *Ok* button to synchronize the Masters. On clicking the *Ok* button, a *Master Synchronization* message box appears asking your confirmation to synchronize the Masters.

- Click the *Yes* button if you want to synchronize the Masters otherwise click the *No* button.

On clicking the *Yes* button, a *Masters Synchronization* message box appears. In the message box, click the *Yes* button if you want to view the Log file, else click the *No* button.

On clicking the *Yes* button, a *Masters Synchronization Log file* window appears, displaying the details of Synchronization process.

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Party Item Price Structure Synchronisation

Administration > Bulk Updations > Party Item Price Structure Synchronisation

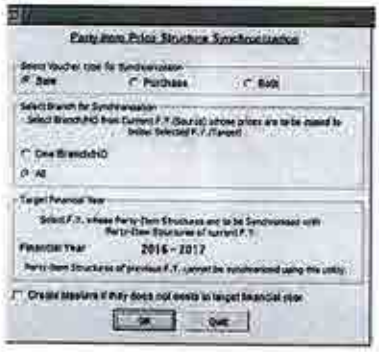
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With Party Item Price Synchronisation utility, you can synchronize Party item price structures of one financial year to another financial year. In other words, if you want to coordinate price structures of two different financial year then you can use this utility. Financial Year in which you are working will be taken as base year from which party item price structures will be copied to the financial year of your choice.

On clicking the *Party Item Price Structure Synchronisation* utility, a *Party Item Price Structure Synchronisation* window appears. Given here is a screenshot of *Party Item Price Structure Synchronisation* window.

Party Item Price Structure Synchronisation window

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In the window, following data fields appear:

- Select Voucher Type for Synchronisation
- Select Branch for Synchronisation
- Target Financial Year
- Create Masters if they do not exist in target financial year

Select Voucher Type for Synchronisation
Select required voucher type i.e. Sale, Purchase or both whose pricing structures are to be synchronised.

Select Branch for Synchronisation
This group appears if you have enabled *Multi Branch* feature in *Features / Options > Enterprise Features* tab. Select Ho or required branch whose party item price structure is to be synchronised.

Target Financial Year
Select target financial year in which party item price structures are to be synchronised.

Create Masters if they do not exist in target financial year
Enable this checkbox to create Party / Item masters if they do no exist in the financial year in which you are synchronising the data.

After entering the required details, click the *Ok* button to synchronise the party item price structures.

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Update Master Print Name

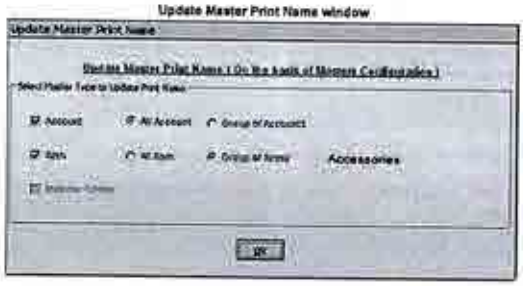
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Administration > Bulk Updations > Update Master Print Name

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This utility is provided to update Print Name automatically for all the Account/Item/MC masters in one go. The utility will update Print name of masters based on the configuration specified in the Masters Configuration. With the help of this utility, you can also update Print name of the masters that already exist. On clicking the utility, an *Update Master Print Name* window appears. Given here is a screenshot of *Update Master Print Name* window.

Update Master Print Name window



In the *Update Master Print Name* window, there are three options. The options are:

- Account
- Item
- Material Centre

Account
This option is active only if you have specified 'Y' in the *Generate Print Name Automatically* data field for Account master in *Administration > Configuration > Masters Configuration*. Select this option if you want to update Print Name automatically for the Account master. On selecting this option, two options become active. The two options are:

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- All Account - Select this option if you want to update Print Name for all the Account masters.
- Group of Accounts - Select this option if you want to update Print Name for all the accounts falling under a particular Account Group. On selecting this option, a field appears in which you can specify the required Account Group whose accounts are to be updated for Print Name.

Item

This option is active only if you have specified 'Y' in the *Generate Print Name Automatically* data field for Item master in *Administration > Configuration > Masters Configuration*. Select this option if you want to update Print Name automatically for the Item master. On selecting this option, two options become active. The two options are:

- All Items - Select this option if you want to update Print Name for all the Item masters.
- Group of Items - Select this option if you want to update Print Name for all the items falling under a particular Item Group. On selecting this option, a field appears in which you can specify the required Item Group whose items are to be updated for Print Name.

Material Centre

This option is active only if you have specified 'Y' in the *Generate Print Name Automatically* data field for Material Centre master in *Administration > Configuration > Masters Configuration*. Select this option if you want to update Print Name automatically for the Material Centre master. On selecting this option, two options become active. The two options are:

- All MCs - Select this option if you want to update Print Name for all the Material Centre masters.
- Group of MC - Select this option if you want to update Print Name for all the Material Centres falling under a particular Material Centre Group. On selecting this option, a field appears in which you can specify the required Material Centre Group whose Material Centres are to be updated for Print Name.

After selecting the required options, click the *Ok* button to update the Master Print Name.

See Also

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Masters Configuration

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Merge Masters

Administration > Bulk Updation > Merge Masters

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Merge Masters utility provides the facility to merge different masters. Generally, merging refers to combining of two files in such a way that the resulting file has the same structure as the two individual files. For example, if two files contain a list of names in alphabetical order, merging the two files results in one file with all the names still in alphabetical order. BUSY provides you the facility to merge *Item, Accounts* and *Cost Centres* masters. The need for merging masters can be explained with the help of an example. Smart Clothing, a garment manufacturing company, deals with two firms Rich Style and Garment India. Owner of both the firms is same and he wants to view the combined ledger of both the firms. For this purpose Smart Clothing company can merge the accounts of Rich Style and Garment India and can send the combined ledger to the owner of the firms.

Use the *Merge Masters* utility with care since the masters once merged cannot be demerged or reversed.

To merge masters, the *Utilities* menu provides the *Merge Masters* option. To use *Merge Masters* option, click *Administration > Utilities > Bulk Updation & Voucher Templates > Merge Masters*. On clicking the *Merge Masters* option three options appear. The options are:

- Items
- Accounts
- Cost Centres

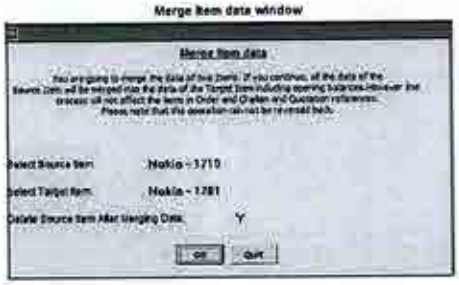
The option of Cost Centres appears if you have enabled the feature of Cost Centre in Administration > Configuration > Features/Options > Account tab.

Let us discuss these options in detail.

Items

On clicking the *Items* option, a *Merge Item data* window appears. Given here is a screenshot of *Merge Item data* window.

Merge Item data window



In *Merge Item data* window, the following data fields appear:

- Select Source Item
- Select Target Item
- Delete Source Item After Merging

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Let us discuss these data fields in detail.

Select Source Item
Source item refers to the item that has to be merged with another item. Select from the list, the name of the item that has to be merged. For example, you want to merge details of item *Buttons Mumbai* with *Buttons Delhi* then you can select *Buttons Mumbai* from the list.

Select Target Item
Target item refers to the item with which another item is to be merged. Select from the list, the name of the item with which another item is to be merged. For example, if you want to merge *Buttons Mumbai* with *Buttons Delhi* then you can select *Buttons Delhi* from the list.

☞ If the source item is used in a voucher then after merging it with the target item, the source item in the vouchers will be replaced by the target item.

Delete Source Item After Merging
Enter 'Y' in this data field if you want to delete the source item after merging with the target item. If you enter 'N' in this data field then name of the source item will remains in the *Item* master list but without the corresponding item data

- After you have entered the necessary details, click *Ok* button to merge the data.
- On clicking the *Ok* button a *Start Data Merging* message box appears. Click *Yes* button in the message box if you want to continue the merging process.

Accounts

On clicking the *Accounts* option a *Merge Account data* window appears. This window is similar to the *Merge Item data* window. The different data fields of *Merge Account data* window are:

- Select Source Account
- Select Target Account
- Delete Source Account after Merging

Let us discuss these data fields in detail.

Select Source Account
Select from the list, the name of the account that is to be merged.

Select Target Account
Select from the list, the name of the account with which another account is to be merged.

Delete Source Account After Merging
Enter 'Y' in this data field if you want to delete source account after merging. If you enter 'N' in this data field then name of the source account will remains in the *Account* master list but without corresponding account data.

☞ If the feature of *Bill-by-Bill Details* is enabled and there exist a same reference number in both the accounts then the accounts will not be merged.

- After you have entered the necessary details, click the *Ok* button to merge the data.
- On clicking the *Ok* button, a *Start Data Merging* message box appears. Click *Yes* in the message box if you want to continue the merging process.

Cost Centres

This option appears in *Utilities* menu if you have enabled the feature of *Cost Centres* in *Administration > Configuration > Features/Options > Accounts* tab. On clicking this option, a *Merge Cost Centre data* window appears. This window is similar to the *Merge Item data* window. The different data fields of *Merge Cost Centres data* window are:

- Select Source Cost Centre
- Select Target Cost Centre
- Delete Source Cost Centre after Merging

Let us discuss these data fields in detail.

Select Source Cost Centre
Select from the list, the name of the Cost Centre that is to be merged.

Select Target Cost Centre
Select from the list, the name of the Cost Centre with which another Cost Centre is to be merged.

Delete Source Cost Centre After Merging
Enter 'Y' in this data field if you want to delete source Cost Centre after merging. If you enter 'N' in this data field then name of the source Cost Centre will remain in the *Cost Centre* master list but without the corresponding Cost Centre data.

- After you have entered the necessary details, click the *Ok* button to merge the data.
- On clicking the *Ok* button, a *Start Data Merging* message box appears. Click *Yes* button in the message box if you want to continue the merging process.

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Delete Unused Masters

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Administration > Bulk Updations > Delete Unused Masters

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With this option you can delete masters that do not have any transaction in the current financial year. On selecting this option, a window appears with following two groups:

- Select Master Type for Deletion
- Accounts Deletion For

Select Master Type for Deletion
Under this group, various Master Types appear. Select Master Type for which masters are to be deleted.

Accounts Deletion For
Under this group, following options appears:

- Delete Master - Enable this option to delete masters for selected Master Type.
- Delete Master Group - Enable this option to delete masters of a selected Master Group. On enabling this option, you have to select the required Master Group.
- Delete Master with Op. Balance - Specify 'Y' in this data field to delete masters having opening balance also.

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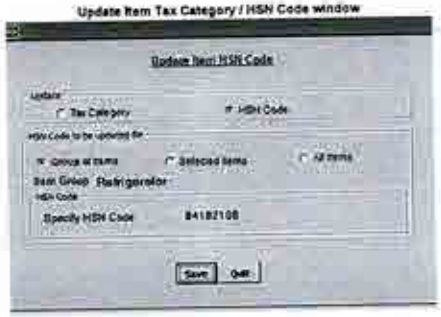
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Update Item Tax Category / HSN Code

Busy

With Update Item Tax Category / HSN Code utility, you can update Tax Category / HSN code for all the items, Group of Items or selected items in one go. To use the *Update Item Tax Category* / HSN Code utility, click *Administration > Bulk Updation > Update Item Tax Category/ HSN Code* option. On clicking the *Update Item Tax Category* / HSN Code option, an *Update Item Tax Category* / HSN Code window appears. Given here is a screenshot of *Update Item Tax Category* / HSN Code window.

Update Item Tax Category / HSN Code window



In the *Update Item Tax Category* / HSN Code window, following group appear:

- Update
- Tax Category / HSN Code to be updated for

Update
Under this group, select whether you want to update Tax Category or HSN Code for the items.

Tax Category / HSN Code to be Updated for
Under this group various options and a sub group appears. The options and sub group are:

- All Items
- Group of Items
- Selected Items
- Item Group
- Specify Tax Category/HSN Code

All Items
Select this option to update Tax Category / HSN Code for all the items.

Group of Items
Select this option to update Tax Category / HSN Code for a particular Group of Items.

Selected Items
Select this option to update Tax Category / HSN Code for selected items. On selecting this option, a window appears in which you can select the required items for which the Tax Category / HSN Code is to be updated.

Item Group
This data field gets active only on selecting the Group of Items option. Select the required Item Group for which Tax Category / HSN Code is to be updated.

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Specify Tax Category / HSN Code
Under this group, following data field appears:

Filter on HSN Code
Specify 'Y' in this data field to apply filter on HSN Code.

Specify HSN Code
Specify HSN Code in this data field for which you want to change the tax category.

Specify Tax Category
Select the Tax Category from the list by which all the items, Group of Items or Selected Items are to be updated.

Specify HSN Code
Specify the HSN Code to be updated in Items, Group of Items or selected items.

- Click the *Update* button to update the Tax Category for items.

See Also

Tax Category Master,
Tax Category in Item master

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Update Item Critical Levels

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Administration > Bulk Updation > Update Item Critical Levels

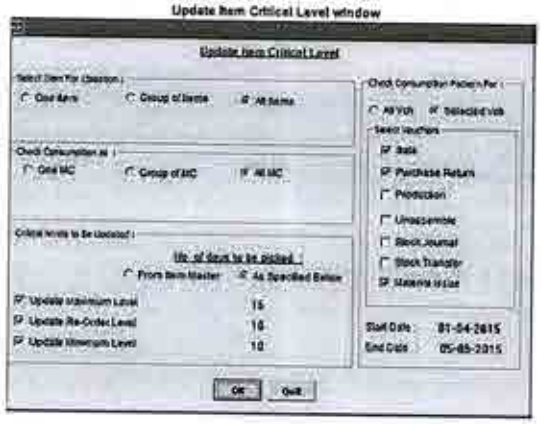
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Update Item Critical Levels utility provides you the facility to set critical levels for different items. This utility is generally used to update items critical level in bulk. Critical levels implies setting the minimum/maximum/re-order stock level and the number of days for which such levels can be maintained for an item. Setting critical levels for different items will help in generating *Critical Level reports* and *Warning Alarms* whenever the quantity of the item reaches its critical level. *Update Item Critical Level* utility provides you different data fields that will be used to calculate number of days for which maximum/re-order/minimum level is to be kept and according to this calculation the critical levels of the selected items will be updated in the *Item master*.

Let us understand this utility with the help of an example. Suppose, you deal in approximate 100 items and you want to update Reorder levels for all the items so that whenever an item reaches its Reorder level, you get to know about it and you can further produce that item. One main point here is that how will you decide the Reorder level or in other words what is the least stock after which the production of the item has to take place. To solve this problem, you can use the *Update Item Critical Level* utility. In the *Update Item Critical Level* utility, you just have to specify a date range in between which the consumption of the item is to be checked and the number of days for which you want to maintain the stock in advance. BUSY will then calculate per day consumption of the item and multiply it with the number of days. For example, per day consumption of an item as calculated by the utility is 20 pieces and you want to maintain 10 days stock in advance then 200 pieces will be the Reorder level. The Reorder level in Item master will then be updated by the value calculated through this utility.

To update item critical levels, click *Administration > Utilities > Bulk Updation & Voucher Templates > Update Item Critical Levels* option. On clicking *Update Item Critical Levels* option an *Update Item Critical Level* window appears. Given here is a screenshot of *Update Item Critical Levels* window.

Update Item Critical Level window



The different data fields of *Update Item Critical Levels* window are grouped in four groups. The groups are:

- Select Item For Updation
- Check Consumption at
- Critical Levels to be Updated
- Check Consumption Pattern For

Let us discuss these different groups in detail.

Critical Levels are updated based on the following formula:

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[(Quantity Out during the specified date range/Number of days between Start Date and End Date) * Number of days specified either in Item master or here itself]

Let us understand with the help of an example. In the screenshot given above, the quantity out is picked from the selected vouchers. Since a sale of only 100 unit of items was made during the date range from April 1 to April 30. Thus the equation for critical levels will be:
Maximum Level = [(100/30*30)
Re-Order Level = [(100/30*20]
Minimum Level = [(100/30*10]

Select Item For Updation
In the *Select Item for Updation* group, the following data fields and options appear:
- One Item
- Group of Item
- All Items
- Item
- Item Group

One Item
Select this option if you want to set critical levels for a particular item.

Group of Item
Select this option if you want to set critical levels for a group of item.

All Items
Select this option if you want to set critical levels for all the items.

Item
This data field gets activated if you have selected the *One Item* option This data field displays a list of all the items. Select from the list the name of the item for which you want to set critical levels.

Item Group
This data field gets activated if you have selected *Group of Item* data field. This field displays the list of all the Item Groups. Select from the list the name of the Item Group for which you want to set critical levels.

Check Consumption at
In this group, the following data fields and options appear:
- One MC
- Group of MC
- All MC
- Material Centre
- Material Centre Group

One MC
Select this option if you want to set critical levels according to the consumption of stock at a particular Material Centre.

Group of MC
Select this option if you want to set critical levels according to the consumption of stock at a particular Material Centre Group.

All MC
Select this option if you want to set critical levels according to the consumption of stock at all the Material Centres.

Material centre
This data field gets activated if you have selected *One MC* option. This data field displays the list of all Material Centres. Select from the list the name of the required Material Centre.

Material Centre Group
This data field gets activated if you have selected *Group of MC* option. This data field displays the list of all the Material Centre Groups. Select from the list the name of the required Material Centre Group.

Critical Levels to be Updated
In this group, the following data fields and options appear:
- No of Days to be Picked
- Update Maximum Level
- Update Re-order Level
- Update Minimum Level

No of Days to be Picked
In this data field the following two options appear:
- From Item Master - Select this option if you want to pick number of days required for setting the critical levels as specified in the *Item* masters.
- As Specified Below - Select this option if you want to enter the number of days required for setting the critical levels in the *Update Item Critical Level* window itself. On selecting this option, three data fields appear in front of *Update Maximum Level*, *Update Minimum Level*, *Update Re-order Level* options in which you can specify the number of days up to which the maximum, minimum or re-order level is to be kept.

Update Maximum Level

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Select this option if you want to set critical levels for maximum level of stock.

Update Re-order Level
Select this option if you want to set critical levels for re-order level of stock.

Update Minimum Level
Select this option if you want to set critical levels for minimum level of stock.

Check Consumption Pattern For
Consumption pattern is the consumption trend of the items. In other words, it refers to ascertaining the trend of quantity out of different items over a specified period, which in turn, helps us to know the consumption pattern for the items. You can check the consumption pattern on the basis of all/selected vouchers within the specified date range. For this purpose the following data fields and options appear:

- All Vch
- Selected Vch
- Start Date
- End Date

Let us discuss these data fields in detail.

All Vch
Select this option if you want to check the consumption pattern of items according to all the quantity out vouchers such as Sales, Material Issued to Party and so on.

Selected Vouch.
Select this option if you want to check the consumption pattern of items according to the selected vouchers. On selecting this data field, a *Select Vouchers* data field gets activated.

- Select Vouchers - This data field displays the list of different quantity out vouchers. Select the voucher(s) according to which you want to check the consumption pattern of different items.

Start Date
Enter here the start date to be taken into consideration for checking the consumption pattern of quantity out of different items.

End Date
Enter here the end date to be taken into consideration for checking the consumption pattern of quantity out of different items.

- After you have entered the required details, click *OK* button to update item critical levels.
- On clicking *Ok* button an *Update Item* message box appears asking your confirmation for updating critical levels. Click *Yes* button to update the critical levels otherwise click *No* button.

See Also

Setting Critical Levels in Item Master

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Update Item Discount Structure

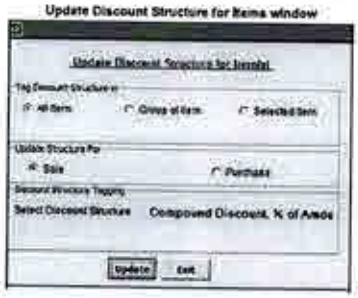
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Administration > Bulk Updation > Update Item Discount Structure

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With this utility, you can update discount structure for various items in a single go. On clicking the *Update Item Discount Structure* option, an *Update Discount Structure for Items* window appears. Given here is a screenshot of *Update Discount Structure for Items* window.

Update Discount Structure for Items window



In the *Update Discount Structure for Items* window, following groups appear:

- Tag Discount Structure In
- Update Structure For
- Discount Structure Tagging

Tag Discount Structure In
Under this group, following three options appear:

- All Items - Select this option to update discount structure for all the items.

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- Group of Items - Select this option to update discount structure for a particular Group of items. On selecting this option, a *Select Item Group* data field appears in which you can select the required Item Group.
- Selected Items - Select this option to update discount structure for selected items. On selecting this option, a window appears in which you can select the required items.

Update Structure For
Under this group, you have to select that whether you have to update sale discount structure or purchase discount structure.

Discount Structure Tagging
Under this group, following two data fields appear:
- Select Discount Structure - Select discount structure which is to be updated in All Items / Selected Items / Group of Items.
- Date - Enter date from which discount structure is applicable.

After entering data in required data field, click the *Update* button to update discount structure in items.

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Update Item Markup Structure

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With this utility, you can update Markup structure for various items in a single go. On clicking the *Update Item Markup Structure* option, an *Update Markup Structure for Items* window appears. In the *Update Markup Structure for Items* window, following groups appear:
- Tag Markup Structure In
- Update Structure For
- Markup Structure Tagging

Tag Markup Structure In
Under this group, following three options appear:
- All Items - Select this option to update Markup structure for all the items.
- Group of Items - Select this option to update Markup structure for a particular Group of items. On selecting this option, a *Select Item Group* data field appears in which you can select the required Item Group.
- Selected Items - Select this option to update Markup structure for selected items. On selecting this option, a window appears in which you can select the required items.

Update Structure For
Under this group, you have to select that whether you have to update sale Markup structure or purchase Markup structure.

Markup Structure Tagging
Under this group, following two data fields appear:
- Select Markup Structure - Select Markup structure which is to be updated in All Items / selected Items / Group of Items.
- Date - Enter date from which Markup structure is applicable.

After entering data in required data field, click the *Update* button to update Markup structure in items.

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Update Sale Price Calculation Config

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This utility appears in the *Bulk Updations* menu only if you have enabled the feature of *Calculate Item Sale Price from Purchase Price* under *Administration > Configuration > Features / Options > Inventory* tab. With this utility you can specify a common criteria according to which sale price of all items, Group of items or selected items will be updated.

To use this utility, click *Administration > Utilities > Bulk Updation & Voucher Templates > Update Sale Price Calculation Config* option. On clicking the *Update Sale Price Calculation Config* option, an *Update Sale Price Calculation Config* window appears. In the window, following options appear:
- Sale Price to be Updated For
- Update Sale Price in Item Master

Sale Price to be Updated For
Under this group following data fields and button appear:
- All Items - Select this option to update Sale price calculation configuration for all the items.
- Group of Items - Select this option to update sale price calculation configuration for all items falling under a particular Item Group.

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- Selected Items - Select this option to update sale price calculation configuration for selected items. On selecting this option, a window appears in which you can select the required items.
- Group of Items - This data field appears if you have selected Group of Items option. Select required Item Group from the list.
- Configure - Click this button to configure Sale price updation with respect to purchase price. On clicking this button, an *Item Sale Price Calculation Configuration* window appears. Given here is a screenshot of *Item Sale Price Calculation Configuration* window.

Item Sale Price Calculation Configuration window



In the *Item Sale Price Calculation Configuration* window, following groups with various data fields appear:

- Required At
- Updation Mode
- Round Off Mode

Required At
Select the level at which sale price updation is required. You can update item's sale price, sale price for each parameter combination or for each serial number of item.

Updation Mode
Select the updation mode according to which sale price will be updated. Various options under this group are:

Absolute

Percentage

Percentage Inclusive

Absolute
Select this option to add an absolute amount to purchase price to make it sale price. On enabling this option, a *Specify Amount* data field appears in which you can specify the amount which will be added to the purchase price to make the sale price.

Percentage
Select this option to add certain percentage of purchase price to purchase price itself to make it as sale price. On enabling this option, a *Specify Percentage* data field appears in which you can specify percentage of purchase price which will be added to the purchase price to create new sale price.

Percentage Inclusive
Select this option to specify the percentage which when subtracted from sale price comes equivalent to purchase price. For example, if Purchase price is Rs. 100 and you specify percentage as 10 then it means:

Sale Price - 10% of Sale Price = 100

or in other words

$$\text{Sale Price} = \frac{\text{Purchase Price} * 100}{100 - (\text{Specified Percentage})}$$

Now as per above formula, Sale Price will come as 111.11 and when you subtract 10% of Sale Price i.e. 11.11 from Sale Price then it comes equal to Rs. 100 (111.11 - 11.11).

Rounding Off Mode
Under this group, you can select the rounding off option for the sale price. Various options under this group are:

Always Upper - Select this option to round off sale price always on the upper side.

Always Lower - Select thus option to round off sale price always on the lower side.

Automatic - Select this option to round off sale price automatically. For example, you have specified Rounding off nearest to 10, in such a case if value is less than 5 it will be rounded off to 0 and if value is greater than 5 then it will be rounded off to 10.

None - Select this option if you do not want to round off sale price.

Rounding off nearest to - Specify the number, nearest to which the sale price will be rounded off.

Update Sale Price in Item master

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Enable this option to update Sale price in item master as per the configuration specified in the *Item Sale Price Calculation Configuration* window.

After entering required details, click Update button to update Item sale price calculation configuration.

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Update Prices to be Applied on

Administration > Bulk Updation > Update Prices to be Applied On

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With this utility, you can set the unit on which sale / purchase price is to be applied. In item master, you can specify the unit on which sale / purchase price is to be applied but with this utility, you can specify for many items, all items or items falling under a group in one go. On selecting this option, an *Update Prices to be Applied On* window appears with following groups:

- Select Item for Updation
- Set Prices to be Applied On

Select Item for Updation

Under this group, following options appear:

- All Items - Select this option if you wish to set prices to be applied on for all the items.
- Group of Items - Select this option if you wish to set prices to be applied on for particular Group of items. On selecting this option you need to select the item Group whose items are to be updated.
- Select Items - Select this option if you wish to set prices to be applied on for selected items. On selecting this option you need to select the items which are to be updated.

Set Prices to be Applied On

Under this group, following options appear:

- Sale Price to be Applied On - Select whether Sale price is to be applied on Main unit, Alternate unit or for both the units.
- Purchase Price to be Applied On - Select whether Purchase price is to be applied on Main unit, Alternate unit or for both the units.

After entering the required details, click *Update* button to update *Set Prices to be Applied On* option in *Item* master.

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Update Item Price/Discount

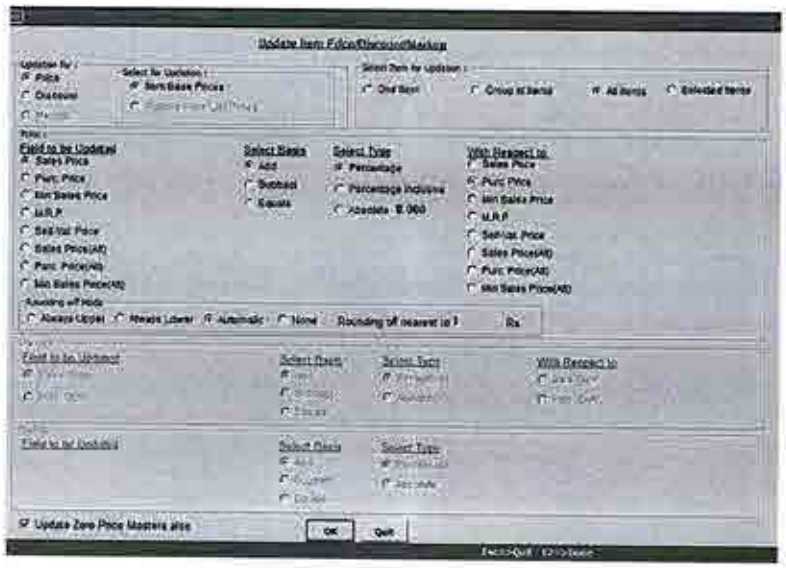
Administration > Bulk Updation > Update Item Price/Discount

Busy

With *Update Item Price/Discount* utility, you can update price/discount of items based on various combinations and criteria. For example, you want to update Sales Price of a particular Group of Items by 10% then you can do so by using this utility. To use *Update Item Price/Discount* utility, click *Administration > Bulk Updation > Update Item Price/Discount* option. On clicking the *Update Item Price/Discount* option, an *Update Item Price/Discount/Markup* window appears. Given here is a screenshot of *Update Item Price/Discount/Markup* window.

Update Item Price/Discount/Markup window

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In the *Update Item Price/Discount/Markup* window, there are various groups and data fields. The groups and data fields are:

- Updation For
- Select Item for Updation
- Price
- Discount
- Markup
- Update Zero Price Masters Also

Updation For

In this group, you have to select whether you want to update item price or discount. In the group various options appear. The options are:

- Price
- Discount
- Markup
- Select For Updation

Price

Select this option if you want to update item price.

Discount

Select this option if you want to update item discount.

Markup

Select this option if you want to update item markup.

Select For Updation

In this group, there are two options. The options are:

- Item Base Prices - Select this option if you want to update item base price/ discount as entered in the *Item Master - Add* window.
- Multiple Price List Prices - This option gets activated only if you have selected the *Pricing Mode* as *Multiple Price List* in *Administration > Configuration > Features/Options > Inventory* tab. Select this option if you want to update item price/discount that are entered in the *Price Level for Item* window that appears in *Item* master.

Select Item for Updation

Under this group various options appear. The options are:

- One Item - Select this option if you want to update item price/discount/markup for a particular item.
- Group of Items - Select this option if you want to update item price/discount/markup for a particular Group of Items.
- All Items - Select this option if you want to update item price/discount/markup for all the items.
- Selected Items - Select this option if you want to update Item/price/discount/markup for selected items.
- Select Item - This field appears if you have selected the *One Item* option. Select the required Item from the list.
- Select Item Group - This field appears if you have selected the *Group of Items* option. Select the required Item Group from the list.

Price

This group gets activated if you have selected the *Price* option in the *Updation For* group. Various sub groups that appear under this group are:

- Field to be Updated
- Select Basis
- Select Type
- With Respect To

Field to be Updated

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Under this group various options displaying different type of item prices appear. Option under this group appears on the basis of option selected in the *Select For Updation* sub group in the *Updation For* group. If you have selected the *Item Base Price* option then different options appear otherwise if you have selected *Multiple Price List Prices* option then different options appear. Select the required option for which you want to update the price. For example, if you want to update Sale Price of the item then select the *Sale Price* option or if you want to update MRP of the item then select the *MRP* option and so on.

Select Category
This group gets activated if you have selected the *Multiple Price List Prices* option in the *Select For Updation* sub group in the *Updation For* group. Under this heading two options, *From* and *To* appears. Enter the price categories for which prices are to be updated. For example, you want to update price for Price Category A to H then you have to specify *A* in *From* field and *H* in *To* field.

Select Basis
Under this heading three options *Add, Subtract* and *Equal* appears. Select the required option based on which price will be updated.

Select Type
Select type according to which the prices will be updated. Under this heading, following three options appear:
- Percentage - Select this option if you want to update prices by certain percentage. After slecting this option, you have to specify the required percentage also.
- Percentage Inclusive - Select this option if updated price will be inclusive of the percentage you specify. For example, if you are updating sale price with respect to purchase price and you have specified percentage inclusive as 10 then in this case Sale price + 10% of Sale price = Purchase Price.
- Absolute - Select this option if you want to update prices by an absolute amount. After selecting this option, you have to specifty an amount by which prices are to be updated.

With Respect to
Select the required option according to which prices will be updated.

Rounding Off Mode
Under this group, you can select the rounding off option for the price to be updated. Various options under this group are:
- Always Upper - Select this option to round off updated price always on the upper side.
- Always Lower - Select thus option to round off updated price always on the lower side.
- Automatic - Select this option to round off updated price automatically. For exmple, you have specified Rounding off nearest to 10, in such a case if value is less than 5 it will be rounded off to 0 and if value is greater than 5 then it will be rounded off to 10.
- None - Select this option if you do not want to round off updated price.
- Rounding off nearest to - Specify the number, nearest to which the updated price will be rounded off.

Let us understand all the options in the *Price* group with the help of an example. Suppose, you want to update Sales Price of an item by 10 % of the existing Purchase Price. In such a case, you have to select the following options: *Sales Price* in *Field to be Updated* group, *Add* in *Select Basis* group, *Percentage* in *Select Type* group, specify 10 in the data field that appear in the *Select Type* group and select *Purc. Price* in the *With Respect To* data field.

To take the above example, a little further, suppose items' Sales Price is 100 and Purchase Price is 80. In such a case 10 % of Purchase Price i.e. 8 will be added to 80 and Sales Price will be updated by 88 (80+8).

W.R.T Sale/Purc/MRP
This group gets activated if you have selected the *Multiple Price List Prices* option in the *Select For Updation* sub group in the *Updation For* group and have selected *Sales Price, Purc. Price or MRP* option in the *With Respect To* group. Under this group two options appear. The options are:
- Base Price - Select this option if you want to update price with respect to sale price/purc. price/discount as entered in the *Item* master.
- Category - Select this option if you want to update price with respect to sale price/purc. price/MRP entered in the *Price Level for Item* window in the *Item* master. On selecting this option, a list appears next to this option. Select the category according to which the prices will be updated. For example, you want to update Sale Price of categories *A to H* by *M* category then you have to select *M* from the list.

Select MRP
This group appears if you have selected the *Category* option in the *W.R.T Sale/Purc./MRP* group and have selected the *MRP* option in the *With Respect To* group. Select whether you want to update prices with respect to Sales MRP or Purchase MRP.

Discount
This group gets activated if you have selected the *Discount* option in the *Updation For* group. Various options that appear under this group are:
- Field to be Updated
- Select Category
- Select Basis
- Select Type
- With Respect To

Field to be Updated
Under this heading, two options, Sales Disc. and Purc. Disc appears. Select whether you want to update Sales discount or Purchase discount.

Select Category
This group appears if you have selected the *Multiple Price List* Prices option in the *Select Prices for Updation* sub group in *Updation* group. Specify the categories from and up to which the discounts are to be updated.

Select Basis
In the group there are three options, Add, Subtract and Equal. Select required option based on which discount is to be updated.

Select Type
Select type according to which discount is to be updated.

With Respect To

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Under this heading select whether Sale/Purchase discount is updated according to Sale Price, Purchase Price or Self price. On selecting the Sale Price or Purchase Price option, a field next to it appears in which you have to Specify Sale/Purchase price category according to which prices will be updated.

Markup

This group gets activated if you have selected the *Markup* option in the *Updation For* group. Various options that appear under this group are:

- Field to be Updated
- Select Category
- Select Basis
- Select Type
- With Respect To

Field to be Updated

Under this heading, two options, Sales markup and Purc. markup appears. Select whether you want to update Sales markup or Purchase markup.

Select Category

This group appears if you have selected the *Multiple Price List* Prices option in the *Select Prices for Updation* sub group in *Updation* group. Specify the categories from and up to which the discounts are to be updated.

Select Basis

In the group there are three options, Add, Subtract and Equal. Select required option based on which markup is to be updated.

Select Type

Select type according to which markup is to be updated.

With Respect To

Under this heading select whether Sale/Purchase markup is updated according to Sale Price, Purchase Price or Self price. On selecting the Sale Price or Purchase Price option, a field next to it appears in which you have to Specify Sale/Purchase price category according to which prices will be updated.

Update Zero Price Masters Also

Select this option if you want to update price/discount for items having zero price specified in them.

After selecting the appropriate options, click the *Ok* button to update item price/discount.

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Multiple Account Creation / Modification

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Administration > Bulk Updation > Multiple Account Creation

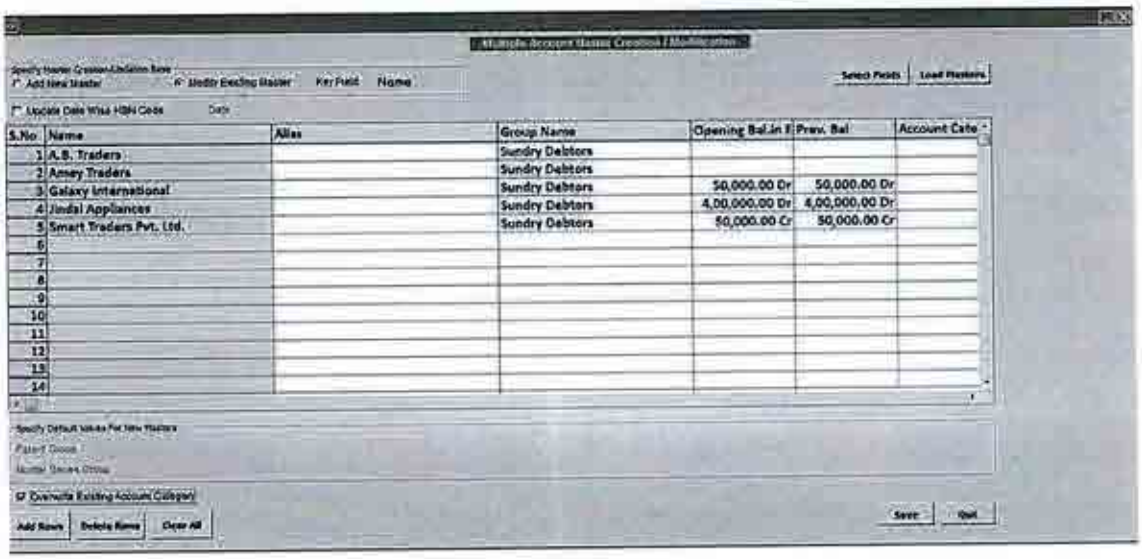
Busy

Multiple Account Creation utility provides the facility to create or modify multiple accounts in one go. In the utility, you can specify name, Alias, Parent Group and other fields as per your requirement on a single screen for as many new accounts as you want to create and click *Save* button once to create multiple Account masters. Along with adding multiple accounts, you can also modify multiple accounts on a single screen by using this utility.

To use *Multiple Account Creation* utility, click *Administrator > Configuration > Bulk Updation & Voucher Templates > Multiple Account Creation* option. On clicking the *Multiple Account Creation* option, a *Multiple Account Master Creation / Modification* window appears. Given here is a screenshot of *Multiple Account Master Creation / Modification* window.

Multiple Account Master Creation / Modification window

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In the *Multiple Account Master Creation / Modification* window, following options appear:

- Specify Master Creation / Updation Basis
- Select Fields
- Load Masters
- Account Details Grid
- Specify Default Values for New Masters
- Overwrite Existing Account Category
- Add Rows
- Delete Rows

Specify Master Creation / Updation Basis
Select whether you want to create new masters or modify existing masters or both. If you have selected *Modify Existing Master* options then a *Key Field* data field also gets activated in which you need to specify whether Account Name or Account Alias is to be taken as basis for modification of existing masters.

Select Fields
Click this button to select fields for *Accounts* master in which you need to add some data. By default, various data fields are provided in *Accounts Details* grid. however you can add more data fields using this button.

Load Masters
Click this button to select masters whose data is to be loaded in *Accounts Details* grid. This option is useful for modifying existing master. Basically you can view those masters in the grid whose data you want to modify.

Accounts Details Grid
In the *Accounts Details* grid, you can add data in various data fields for creation of new masters or modify existing masters.

Overwrite Existing Account Category
This option appears if you have enabled the option of *Maintain Account Category* under *Features / Options > Accounts* tab. Enable this option if you want to overwrite existing Account Category with the new Account Category specified in the grid above. If you disable this option then BUSY will retain existing Account category also along with the new Account Category.

Specify Default Values for New Masters
Under this group, following two data fields appear:

- Parent Group - Specify default Parent Group for the Account masters to be created.
- Master Series Group - Specify default Master Series Group for the Account masters to be created.

Add Rows
Click this button to insert new rows in the Account Details grid. On clicking this button, a sub window appears in which you need to specify the number of rows to be inserted.

Delete Rows
Click this button to delete rows in the Accounts Details grid. On clicking this button, a sub window appears in which you need to specify number of rows to be deleted. The specified rows will be deleted from the end of the grid.

After entering required details, click the *Save* button to create/update multiple Accounts masters.

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Multiple Item Creation / Modification

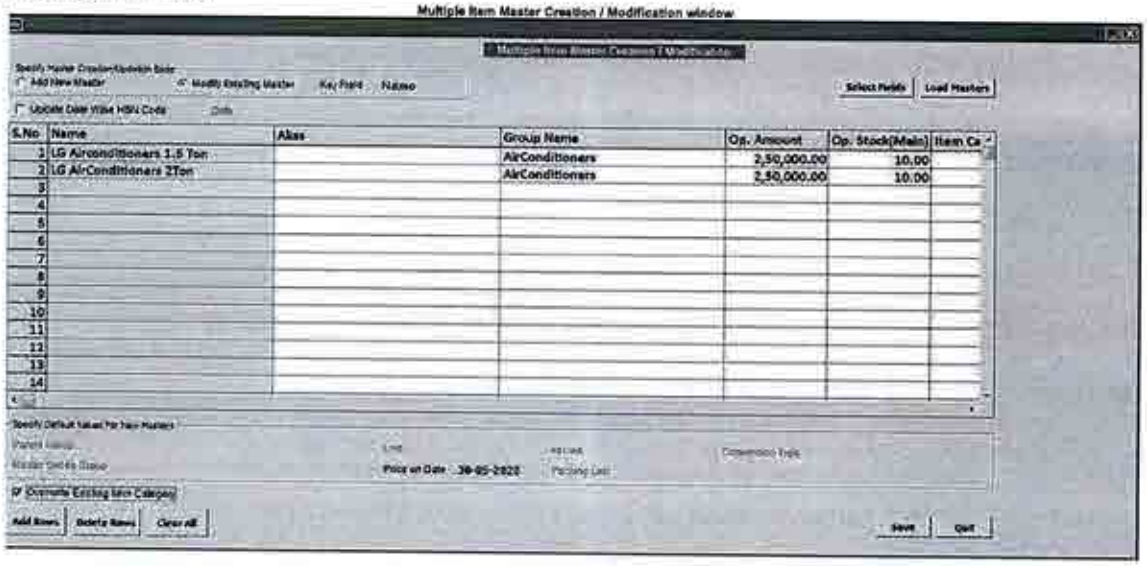
Administration > Bulk Updation > Multiple Item Creation / Modification

Busy

Multiple Item Creation / Modification utility provides the facility to create or modify multiple items in one go. In the utility, you can specify name, Alias, Parent Group and other fields as per your requirement on a single screen for as many new items as you want to create and click *Save* button once to create multiple item masters. Along with adding multiple items, you can also modify multiple items on a single screen by using this utility.

To use *Multiple Item Creation* utility, click *Administration > Configuration > Bulk Updation & Voucher Templates > Multiple Item Creation* option. On clicking the *Multiple Item Creation* option, a *Multiple Item Master Creation / Modification* window appears. Given here is a screenshot of *Multiple Item Master Creation / Modification* window.

Multiple Item Master Creation / Modification window



In the *Multiple Item Master Creation / Modification* window, following options appear:

- Specify Master Creation / Updation Basis
- Select Fields
- Load Masters
- Item Details Grid
- Specify Default Values for New Masters
- Overwrite Existing Item Category
- Add Rows
- Delete Rows

Specify Master Creation / Updation Basis

Select whether you want to create new masters or modify existing masters or both. If you have selected *Modify Existing Master* options then a *Key Field* data field also gets activated in which you need to specify whether Item Name or Item Alias is to be taken as basis for modification of existing masters.

Select Fields

Click this button to select fields for *Items* master in which you need to add some data. By default, various data fields are provided in *Items Details* grid, however you can add more data fields using this button.

Load Masters

Click this button to select masters whose data is to be loaded in *Items Details* grid. This option is useful for modifying existing master. Basically you can view those masters in the grid whose data you want to modify.

Items Details Grid

In the *Items Details* grid, you can add data in various data fields for creation of new masters or modify existing masters.

Specify Default Values for New Masters

Under this group, those data fields appear which are mandatory for saving Item masters but no data is specified for then in the Item Details grid. Basically you have to specify default values for these data fields which will be saved in new item masters.

- Parent Group - Specify default Parent Group for the Item masters to be created.
- Master Series Group - Specify default Master Series Group for the Item masters to be created.
- Unit - Specify default Main unit for the Item masters to be created.
- Alternate Unit - Specify default Alternate unit for the Item masters to be created.
- Conversion Type - Specify default conversion type for Main & Alternate unit.
- Price on Date - Specify date on which item prices are applicable.

Overwrite Existing Item Category

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This option appears if you have enabled the option of *Maintain Item Category* under *Features / Options > Inventory* tab. Enable this option if you want to overwrite existing Item Category with the new Item Category specified in the grid above. If you disable this option then BUSY will retain existing Item category also along with the new Item Category.

Add Rows
Click this button to insert new rows in the *Item Details* grid. On clicking this button, a sub window appears in which you need to specify the number of rows to be inserted.

Delete Rows
Click this button to delete rows in the *Items Details* grid. On clicking this button, a sub window appears in which you need to specify number of rows to be deleted. The specified rows will be deleted from the end of the grid.

After entering required details, click the *Save* button to create/update multiple *Item* masters.

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Multiple Contact Creation / Modification

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Multiple Contact Creation utility provides the facility to create or modify multiple Contacts in one go. In the utility, you can specify name, Alias, Parent Group and other fields as per your requirement on a single screen for as many new Contacts as you want to create and click *Save* button once to create multiple Contact masters. Along with adding multiple Contacts, you can also modify multiple Contacts on a single screen by using this utility.

To use *Multiple Contact Creation* utility, click *Administrator > Configuration > Bulk Updation & Voucher Templates > Multiple Contact Creation* option. On clicking the *Multiple Contact Creation* option, a *Multiple Contact Master Creation / Modification* window appears.

In the *Multiple Contact Master Creation / Modification* window, following options appear:
- Specify Master Creation / Updation Basis
- Select Fields
- Load Masters
- Contact Details Grid
- Specify Default Values for New Masters
- Add Rows
- Delete Rows

Specify Master Creation / Updation Basis
Select whether you want to create new masters or modify existing masters or both. If you have selected *Modify Existing Master* options then a *Key Field* data field also gets activated in which you need to specify whether Contact Name or Contact Alias is to be taken as basis for modification of existing masters.

Select Fields
Click this button to select fields for *Contacts* master in which you need to add some data. By default, various data fields are provided in *Contacts Details* grid, however you can add more data fields using this button.

Load Masters
Click this button to select masters whose data is to be loaded in *Contacts Details* grid. This option is useful for modifying existing master. Basically you can view those masters in the grid whose data you want to modify.

Contacts Details Grid
In the *Contacts Details* grid, you can add data in various data fields for creation of new masters or modify existing masters.

Specify Default Values for New Masters
Under this group, following two data fields appear:
- Parent Group - Specify default Parent Group for the Contact masters to be created.
- Master Series Group - Specify default Master Series Group for the Contact masters to be created.

Add Rows
Click this button to insert new rows in the Contact Details grid. On clicking this button, a sub window appears in which you need to specify the number of rows to be inserted.

Delete Rows
Click this button to delete rows in the Contacts Details grid. On clicking this button, a sub window appears in which you need to specify number of rows to be deleted. The specified rows will be deleted from the end of the grid.

After entering required details, click the *Save* button to create/update multiple Contacts masters.

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Generate Contact Masters for Account

Administration > Bulk Updation > Generate Contact Masters for Account

Busy

This option appears only if you have enabled *Enable Enquiry Management* option under *Administration > Configuration > Features / Options > Enterprise Features* tab. With *Generate Contact Masters for Account* utility provides the facility to create Contact masters for selected Accounts / Accounts Group. On selecting the *Generate Contacts for Account* option, a *Generate Contact Master* window appears in which you have to select Accounts or Account Groups for whose accounts, Contact are to be created.

Click the *Ok* button in the utility to create Contacts for the selected Accounts. Contacts will be created with same name as Account master.

See Also

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Enabling Enquiry Management
Contact Master

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Multiple Tax Category Creation / Modification

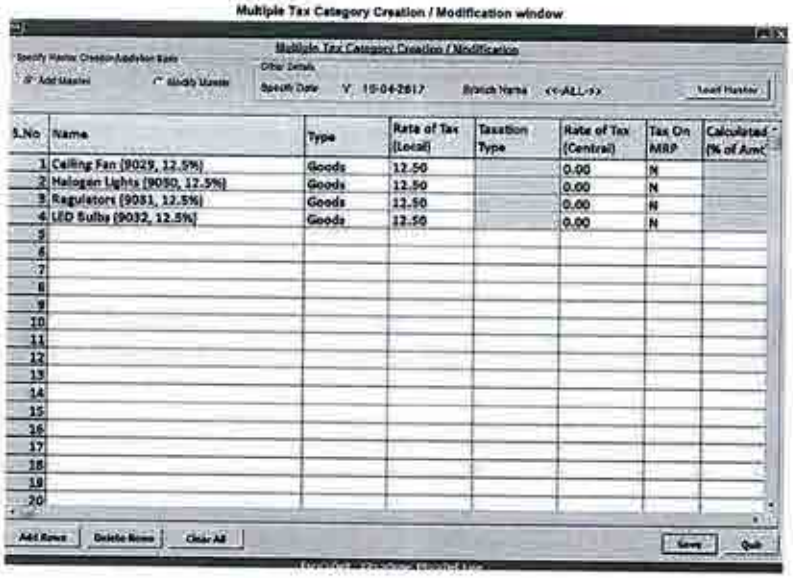
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Administration > Bulk Updation > Multiple Tax Category Creation / Modification

Busy

With this utility, you can create / modify multiple tax categories on a single screen. On selecting this option, a *Multiple Tax Category Creation / Modification* window appears. Given here is a screenshot of *Multiple Tax Category Creation / Modification* window.

Multiple Tax Category Creation / Modification window



In the *Multiple Tax Category Creation / Modification* window, following data fields appear:

- Specify Master Creation / Updation Basis
- Other Details
- Tax Details

Specify Master Creation / Updation Basis

Under this group, following two data fields appear:

- Add Master - Select this option to add new Tax Category masters.
- Modify Master - Select this option to modify existing Tax Category masters.

Other details

Under this group, following two data fields appear:

- Specify Date - Specify 'Y' in this data field if you want to specify date on which the tax category is added/modified. The date specified will be shown under 'w.e.f.' in Tax Category master.
- Branch Name - This option gets active only when you have *Enable Multi Branch Details* option under Enterprise features tab. Select the branch for which you want to add/modify tax category.
- Load Master - Load Master button becomes active only on selecting Modify Master option. On clicking the button, a window appears in which you can select the required Tax Category masters in which you want to make any changes.

Tax Details

Under this grid, following data fields appear:

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- Name - Specify Tax Category name.
- Type - Select the type of tax from the list i.e. Goods or Services.
- Rate of Tax (Local) - Specify the tax rate to be charged when an item will be sold / purchased locally i.e. within state.
- Surcharge % - This data field gets active on specifying a tax percentage greater than zero. Specify the surcharge percentage to be charged for local transactions
- Taxation Type -This data field gets active on specifying a tax rate as zero. Select the reason for the zero tax rate.
- Rate of Tax (Central) - Specify the tax rate to be charged when an item will be sold / purchased centrally i.e. outside state.
- Surcharge % - This data field gets active on specifying a tax percentage greater than zero. Specify the surcharge percentage to be charged for central transactions
- Tax on MRP - Specify 'Y' in this data field if tax is to be charged on item MRP.
- Calculated Tax on (% of MRP) - Specify the perecntage of MRP on which tax is to be charged.
- Tax on MRP Mode - Under this field, following two options appear:
  - Over and Above - Select this option if tax is to be calculated on percentage of MRP specifiedd.
  - Inclusive - Select this option if tax amount is inculded in the percentage of MRP specified.

After entering required data in the fields, click the *Save* button to add / update *Tax Category* masters.

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Bulk Voucher Creation/Modification

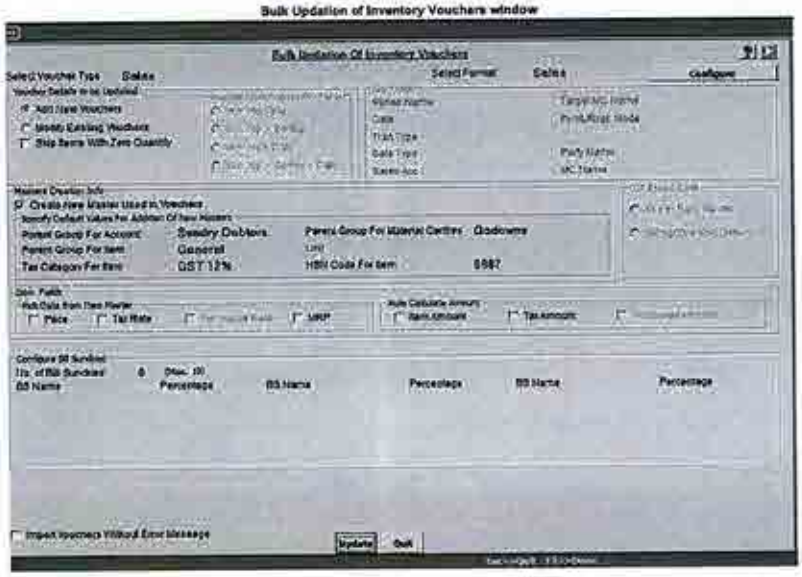
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Administration > Bulk Updations > Bulk Voucher Creation / Modification

Busy

With this utility, you can create/modify multiple inventory vouchers in one go. Under this utility, you need to create a format defining columns for the vouchers in which data is to be entered. After that you need to click the *Update* button in the utility and a screen will appear displaying the specified columns. You can then add values in those columns i.e. create multiple vouchers in one go. Similarly, you can load multiple vouchers that are already entered and make required changes in them i.e. modify data in them.
On selecting this option, a *Bulk Updation of Inventory Vouchers* window appears. Given here is a screenshot of *Bulk Updation of Inventory Vouchers* window.

Bulk Updation of Inventory Vouchers window



In *Bulk Updation of Inventory Vouchers* window, there are various groups and data fields. The groups and data fields are:

- Select Voucher Type
- Select Format
- Voucher Details to be Updated
- Key Fields
- Masters Creation Info
- Item Fields
- Auto Calculate Amount
- Configure Bill Sundries

Select Voucher Type
Select the voucher type whose vouchers you want to add or modify. For example, if you want to add or modify *Sales* voucher then select the *Sales* option.

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Select Format
Select the format according to which vouchers will be added or modified. Next to this data field, a *Configure* button is given to create and configure a format. Configure the format as per your requirement.

Voucher Details to be Updated
Under this group following options and sub groups appear:
- Add New Voucher
- Modify Existing Voucher
- Skip Items with zero Qty.
- Voucher Identification Key Fields
- Key Fields

Add New Vouchers
Select this option if you want to add new vouchers.

Modify Existing Vouchers
Select this option if you want to modify the existing vouchers.

Skip items with zero qty.
Enable this option if you do not want to add / modify vouchers having item quantity as zero.

Voucher Identification Key Fields
This group gets activated on selecting the *Modify Existing Vouchers* option in the *Voucher Identification Key Fields* group. In this group, four options appear. Select the option based on which the vouchers will be modified. The options are:
- Voucher No. - Select this option if you want to modify vouchers on the basis of voucher number.
- Voucher No. + Date - Select this option if you want to modify vouchers on the basis of voucher number and voucher date.
- Voucher No. + Series - Select this option if you want to modify vouchers on the basis of voucher number and voucher series.
- Voucher No. + Series + Date - Select this option if you want to modify vouchers on the basis of voucher number, voucher date and voucher series.

Key Fields
In the *Key Fields* group, various options as per the voucher type selected appears. These fields are mandatory fields and cannot be left blank while saving a voucher. Hence, you have to specify the default value to be stored in these fields when any of the field is blank in the Excel sheet at the time of import of vouchers. Various fields in this group are:
- Series Name - Enter the default series name.
- Date - Enter the default voucher date.
- Sale/Purchase Type - Enter the default Sale/Purchase type.
- Party Name - Enter the default party name.
- MC Name - Enter default Material Centre name.
- Target MC Name - Enter default target Material Centre name.
- Type of Cheque - Select the default type of cheque i.e. Regular or PDC.

Masters Creation Info
Under this group, you can specify whether you want to create new masters automatically that are used in the vouchers and further specify the default Parent Group to be used for them. Under the group, there are various options. The options are:
- Create New Master Used in Vouchers
- Specify Default Values for Addition of New Masters

Create New Master Used in Voucher
Enable this option to create masters automatically in case they are not found in BUSY data. On enabling this option, a *Specify Default Value for Addition of New Masters* group gets activated in which you need to specify default values to be used foe mandatory fields for creating various masters.

Specify Default Values for Addition of New Masters
Under this sub group, various data fields appear. The data fields are:
- Parent Group for Account - This data field appears if you have selected *PARTY_NAME* component while configuring the selected format. Specify the default Parent Group for the new Account masters.
- Parent Group for Item - This data field appears if you have selected *ITEM_NAME* component while configuring the selected format. Specify the default Parent Group for the new Item masters.
- Parent Group for Material Centre - This data field appears if you have selected *MC_NAME* component while configuring the selected format. Specify the default Parent Group for the new Material Centre masters.
- Unit - This data field appears if you have not selected the *Unit* component while configuring the selected format. Specify the default Unit for Items in this data field.
- Tax Category for Item - This data field appears if you have not selected the *Tax Category* component while configuring the selected format. Specify the default Tax Category for Items in this data field.
- HSN Code for Item - This data field appears if you have not selected the *HSN Code* component while configuring the selected format. Specify the default HSN Code for Items in this data field.

Item Fields
Under this group, following sub groups appear:
- Pick Data from Item master - Under this sub group, you can select whether item price and tax related details are to be picked from Item master. Various options that appear under this sub group are:
  - Price - Select this option if you want item price to be picked from item master itself. If you select this option then there is no need to define an Excel column in the Format from which item prices are to be picked. Prices will always be picked from Item master itself as entered in BUSY.
  - Tax Rate - Select this option if you want tax rate as applicable in the voucher to be picked from item master itself.

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- MRP - Select this option if you want item MRP to be picked from Item master itself.

- Auto Calculate Amount - Under this sub group, you can select various options that will be automatically calculated while importing vouchers. For example, you do not want to maintain item amount from Excel sheet and want it to be calculated automatically by multiplying item quantity and price. In such a case, you can select auto calculate Item Amount option. Various options that appear under this sub group are:
  - Item Amount - Select this option to auto calculate item amount by multiplying item price with item quantity as specified in the voucher.
  - Tax Amount - Select this option to auto calculate tax amount.

Configure Bill Sundries

This group gets active if you have not specified columns for Bill Sundry in the selected format. Under this group, you need to specify the Bill Sundries along with the percentage to be used in the vouchers. Various options that appear under this group are:

- No. of Bill Sundries - Specify total number of Bill Sundries.
- BS Name - Specify name of the Bill Sundry to be levied in the voucher.
- Percentage - Specify percentage at which Bill sundry is to be levied.

After entering data in appropriate data fields, click the *Update* button provided at the bottom of the screen. On clicking the *Update* button, an *Add/Modify Vouchers window* appears with the columns as configured in the selected format. If you are adding new vouchers then specify data for the new vouchers. If you are modifying existing vouchers then make the required changes in existing voucher data displayed on screen.

Given here are screenshots of *Add Sales Voucher window* and *Modify Sales Voucher* window.

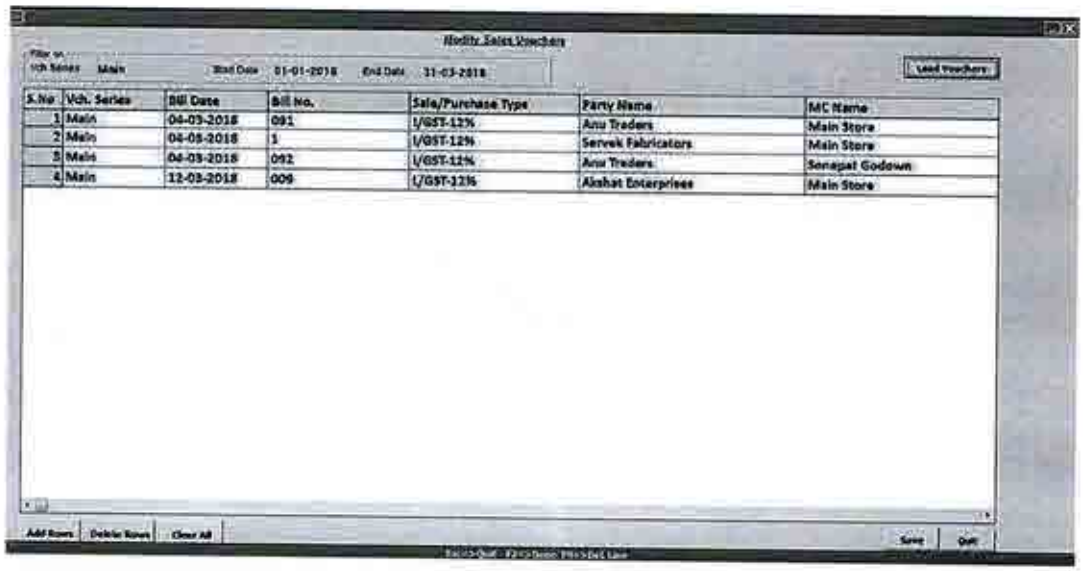
Add Sales Vouchers window



In Add Sales Vouchers window, you can manually enter the data or you can copy paste data from excel sheet. Click Save button to save the data.

Modify Sales Vouchers window

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In Modify Sales Vouchers window, select the voucher series for which you want to modify the vouchers. Specify Start and End date and click Load Vouchers button. On clicking Load Vouchers button, Vouchers data will be loaded as feeded earlier. Modify the data as per your requirement and click *Save* button to save the data.

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Auto Generate Production Vouchers

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Administration > Bulk Updation > Auto Generate Production Vouchers

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This option appears in *Utilities* menu if you have selected the *Enable Manufacturing Features* checkbox in *Administration > Configuration > Features/Options > Inventory* tab. By default, this feature is enabled for a new company. *Auto Generate Production Vouchers* utility provides the facility for auto generation of *Production* vouchers for the items having negative stock within the specified date range. *Production* vouchers are generated to keep record of the raw material consumed and the by-products generated while producing a particular item. For example, Smart Clothing, a garment manufacturing company, has entered all its *Sales* vouchers but forgot to enter the corresponding *Production* vouchers. As a result, the item stock becomes negative. Now instead of entering separate *Production* vouchers for corresponding *Sales* vouchers, Smart Clothing can use the *Auto Generate Production Vouchers* utility to automatically generate the *Production* voucher for the negative stock.

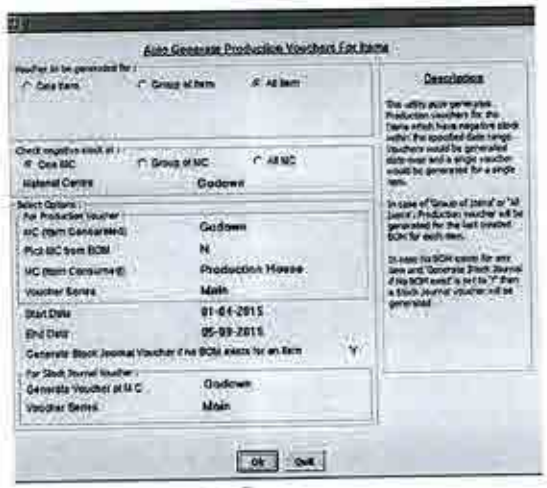
☞ A single Production voucher with item quantity equal to the negative stock of the item is generated for each item having negative stock.

To auto generate *Production* vouchers, click *Administration > Utilities > Bulk Updation & Voucher Templates > Auto Generate Production Vouchers* option. On clicking the *Auto Generate Production Vouchers* option, a *Generate Production Voucher* window appears. Given here is a screenshot of *Generate Production Voucher* window.

Generate Production Voucher window

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In the *Generate Production Vouchers* window the following groups and data fields appear:

- Voucher To Be Generated For
- Check Negative Stock At
- For Production Voucher
- Start Date
- End Date
- Generate Stock Journal Voucher if no BOM exists for an item
- For Stock Journal Voucher

Voucher To Be Generated For

In this group, the following data fields and options appear:

- One Item
- Group of Item
- All Items
- Item
- Bill of Material
- Item Group

One Item

Select this option if you want to generate *Production* voucher for a particular item.

Group of Item

Select this option if you want to generate *Production* voucher for a particular group of item.

All Items

Select this option if you want to generate *Production* voucher for all the items.

Item

This data field gets activated if you have selected the *One Item* option. This data field displays the list of all the items. Select from the list the name of the required item. If the item selected has a Bill of Material created for it then a *Bill of Material* data field appears.

- Bill of Material - This data field displays the list of all the Bill of Materials created for the selected item. Select from the list the name of the required *Bill of Material*.

Item Group

This data field gets activated if you have selected the *Group of Item* option. This data field displays list of all the Item Groups. Select from the list the name of the required Item Group.

In case you have selected Group of Item or All Items data field, Production voucher will be generated on the basis of last created Bill of Material. In case of Group of Item data field the last Bill of Material created for an item falling under the Item Group will be considered whereas for All Items the last Bill of Material created for any item will be considered.

Check Negative Stock At

In this group, the following data fields and options appear:

- One MC
- Group of MC
- All MC
- Material Centre
- Material Centre Group

One MC

Select this option if you want to check negative stock of items at a particular Material Centre.

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Group of MC
Select this option if you want to check negative stock of items at a particular Material Centre Group.

All MC
Select this option if you want to check negative stock of items at all the Material Centres.

Material Centre
This data field gets activated if you have selected the *One MC* option. This data field displays list of all the Material Centres. Select from the list the name of the required Material Centre.

Material Centre Group
This data field gets activated if you have selected the *Group of MC* option. This data field displays list of all the Material Centre Groups. Select from the list the name of the required Material Centre Group.

For Production Voucher
In this group, the following data fields appear:
- Generate Voucher at MC
- Voucher Series

Let us discuss these two data fields in detail.

Generate Voucher at MC
Select from the list the name of the Material Centre where *Production* voucher is to be generated.

Voucher Series
Select from the list the name of the voucher series to be used for generating *Production* voucher.

For Production Voucher group does not appear if you select an item for which no Bill of Material is created.

Start Date
Enter start date from which the vouchers will be considered for calculating the negative stock.

End Date
Enter end date up to which the vouchers will be considered for calculating the negative stock.

Generate Stock Journal Voucher if no BOM exists for an item
This data field appears if you have selected an item for which no Bill of Material exists. If you specify 'Y' in this data field then a *Stock Journal* voucher will be generated instead of *Production* voucher. If you specify 'N' in this data field then no *Production* voucher will be generated since it is necessary to specify a BOM in the *Production* voucher for the item. Thus, an *Invalid Data* message box appears informing you that no *Production/Stock Journal* voucher can be generated. In such a case, either you create a BOM for the item or specify 'Y in this data field to proceed further.

For Stock Journal Voucher
This group becomes active if you specify 'Y' in the *Generate Stock Journal Voucher if no BOM exists for an item* data field. In this group, the following two data fields appear:
- Generate Voucher at MC
- Voucher Series

Generate Voucher at MC
Select from the list, the name of the Material Centre at which the *Stock Journal* voucher is to be generated.

Voucher Series
Select from the list, the name of the voucher series that will be used in generation of *Stock Journal* voucher.

In the *Auto Generate Production Voucher* window, instructions are given on the right side to help you perform the required operations.

- After you have entered the required details click the *Ok* button to generate *Production* voucher. On clicking the *Ok* button, a *Generate Production Voucher* message box appears asking your confirmation for generating *Production* voucher.
- Click the *Yes* button to generate the *Production* voucher otherwise click the *No* button.

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Regenerate Manufacturing Vouchers

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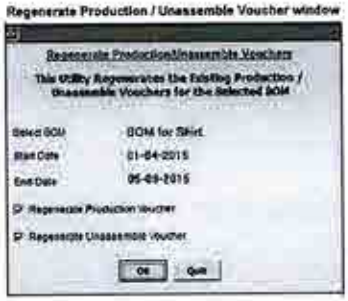
Regenerate Manufacturing Voucher utility is provided to regenerate manufacturing (*Production* and *Unassemble*) vouchers if the composition of BOM used in the vouchers has been changed. Let us understand this utility with the help of an example. Smart Clothing, a garment manufacturing company has created a BOM in which it had specified that for making 1 piece of shirt 1.5 metre of cloth is required. It generated all the *Production* vouchers accordingly. Later on it discovered that for each piece of shirt 10 buttons are also required which it has not specified in the BOM. Now with this utility, the company does not have

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to update all the *Production* vouchers. It had to just update the BOM and all the *Production* or *Unassemble* vouchers related to the BOM will be regenerated automatically.

To use the *Regenerate Manufacturing Vouchers* utility, click *Administration > Utilities > Bulk Updation & Voucher Templates > Regenerate Manufacturing vouchers* option. On clicking the *Regenerate Manufacturing Vouchers* utility, a *Regenerate Production / Unassemble Voucher* window appears. Given here is a screenshot of *Regenerate Production / Unassemble Voucher* window.

Regenerate Production / Unassemble Voucher window



In the *Regenerate Production / Unassemble Voucher* window, there are various data fields and options. The data fields and options are:

- Select BOM
- Start Date
- End Date
- Regenerate Production Voucher
- Regenerate Unassemble Voucher

Select BOM
Select from the list the required BOM whose composition has been changed.

Start Date
Specify the starting date from which the related manufacturing vouchers have to be regenerated.

End Date
Specify the end date up to which the related manufacturing vouchers have to be regenerated.

Regenerate Production Voucher
Select this option to regenerate *Production* vouchers that fall under the above specified date range and in which the above selected BOM is used.

Regenerate Unassemble Voucher
Select this option if you want to regenerate *Unassemble* vouchers that fall under the above specified date range and in which the above selected BOM is used.

After entering the required data, click the *Ok* button. On clicking the *Ok* button, a *Regenerate Production/Unassemble Vouchers* message box appears, asking your confirmation to regenerate manufacturing vouchers. Click *Yes* button if you want to regenerate the manufacturing vouchers.

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See Also

BOM master, Production, Unassemble

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Bulk Payments

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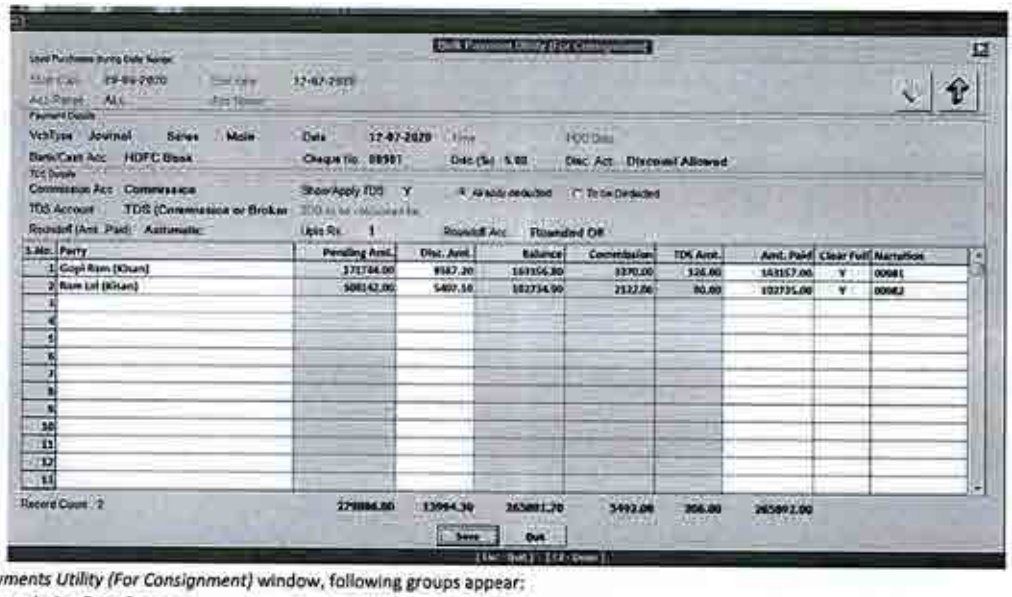
Bulk Payments utility as the name suggests, is used to enter payments in bulk like if you are making multiple payments then you can use this utility to specify details for each payment and BUSY will post a Payment voucher for all the details specified. With the utility, you can specify payment details for pending consignment vouchers, on account amount payable or pending bill references. To use Bulk Payments utility, click *Administration > Bulk Updations > Bulk Payments* option. If Consignment feature is enabled then on clicking Bulk Payments option, *Bulk Payment Utility (For Consignment)* window will appear else *Bulk Payment Utility* window will appear. We will discuss both the windows in detail.

- Bulk Payment Utility (For Consignment)
- Bulk Payment Utility

Given here is a screenshot of *Bulk Payments Utility (For Consignment)* window.

Bulk Payment Utility (For Consignment) window

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In the *Bulk Payments Utility (For Consignment)* window, following groups appear:

- Load Purchases during Date Range
- Payment Details
- TDS Details
- Payment Grid

Let us now discuss these groups in detail.

Load Purchases during Date Range

Under this group you need to specify the date range and party/s for which purchase transactions are to be considered. Various data fields provided under this group are:

- Start Date - Specify the start date from which the purchase transactions are to be picked.
- End Date - Specify the end date upto which purchase transactions are to be picked.
- Acc Range - Select whether you want to pick purchase transactions within the specified date range for all the parties, group of parties or for selected parties.
- Acc Group - This data field gets enabled, if you have selected *Group* option under *Acc Range* data field. Specify hte group of parties for which you want to pick purchase transactions.

After specifying these details, click the *Down Arrow Key* button. On clicking the *Down Arrow Key* button, *Payment Details* group gets activated. We will now discuss various options provided under this group in detail.

Payment Details

Under this group you need to specify payment related details like voucher date, series and so on. Various data fields that appear under this group are:

- Vch Type - Select whether you want to post a *Journal* voucher or a *Payment* voucher.
- Series - Select required voucher series under which voucher will be posted.
- Date - Specify the date for which voucher will be posted.
- Type - This data field gets active if you have enabled the option of *Post Dated Cheques* under *Features / Options > Accounts* tab. Select whether you want to post a Regular voucher or a PDC voucher.
- PDC Date - This data field gets active if you have selected the *PDC* option in the *Type* data field. Specify the PDC i.e. Post Dated Cheque date in this data field.
- Bank / Cash Acc - Select required Bank / Cash account from the list.
- Cheque No(s) - This data field gets active if you have specified any Bank account in the Bank / Cash Acc data field. Specify the starting cheque number in this data field, this cheque number will be incremented by 1 and will appear automatically in the *Narration* field in the *Payment* grid.
- Disc % - Specify the percentage at which discount is to be given if any.
- Disc Acc - Select the account for posting the discount amount.

TDS Details

Under this group you need to specify details related to TDS deducted and commission paid in the transaction. Various data fields provided under this group are:

- Commission Acc. - Select the account that you have used for posting the commission amount.
- Show / Apply TDS - Specify 'Y' in this data field to view TDS details, if TDS is already deducted or to apply TDS in case it is not yet deducted in Purchase voucher.
- TDS Account - Select the relevant TDS account in which TDS amount will be posted.
- TDS to be calculated for - Select whether TDS is to be calculated for all transactions irrespective of the amount or only for the transactions in which threshold limit is being crossed.
- Roundoff (Amt. Paid) - Select the option from the list for roundoff the final amount that is to be paid.

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- Upto Rs. - Specify the amount upto which amount should be rounded off.
- Rounfoff Acc. - Select the relevant account for posting the roundoff amount.

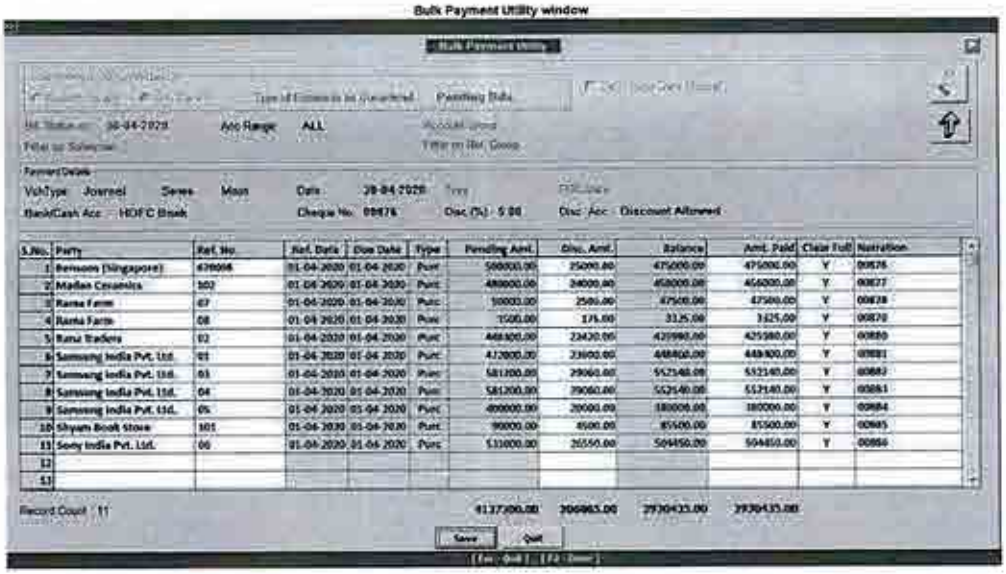
Payment Grid

Payment Grid displays the pending payment details as on specified date range. Various fields that appear in this group are:

- Party - This column displays the name of the party to which transaction belong.
- Pending Amt. - This column displays the pending amount of the transaction.
- Disc. Amt. - This column displays the discount amount. Discount amount is calculated by applying the percentage you have specified in the *Disc%* field in the *Payment Details* group. One more condition here is that if you are specifying 'Y' in the *Clear Full* column and there is a difference between Balance amount and Paid Amount then the difference amount will be treated as discount. For example, pending amount is 5850 and you have paid 5800 and have specified 'Y' in the *Clear Full* column then the balance 50 will be shown in *Disc. Amt* column.
- Balance - This column displays the balance amount.
- Commission - This column displays the commission amount charged on the transaction.
- TDS Amt - This column appears if you have specified 'Y' in the *Apply TDS* option that appears in *Payment Details* grid. This column displays the TDS amount calculated on the transaction.
- Amt. Paid - This column displays the the payment amount i.e. the amount you are paying for the entry.
- Clear Full - Specify 'Y' in this data field if party full amount is to be cleared. i.e. no pending balance is to be shown. This is usually done when *Amount Paid* is less than the *Pending amount*. So, in this case full amount i.e. pending balance of the party is cleared.
- Narration - This column displays the cheque number. Cheque numbers are entered automatically by incrementing 1 in the number you have specified in the *Cheque No.(s)* data field that appears in the *Payment Details* group. However you can enter cheque number manually also or you can specify any other narration as per your requirement.

Given here is a screenshot of *Bulk Payments Utility* window.

Bulk Payment Utility window



In the *Bulk Payments Utility* window, following groups appear:

- Load pending Amount on the Basis of
- Payment Details
- Payment Grid

Let us now discuss these groups in detail.

Load Pending Amount on the basis of

Under this group, you are required to specify whether you want to view pending amount for all the Bill References or On Account Entries. For this, following options are provided:

- Amount Payable - Select this option if you want to view payment details for On Account entries i.e. entries for which no bill references are created.
- Bills Payable - Select this option to view payment details for all the bill references created. On selecting this option, *Type of Entries to be Considered* data field gets active in which you need to select whether you want to view pending or due bills.
- Type of Entries to be Considered - Under this option, you need to specify whether you want to view bill references for the bill that are pending or for the bills that are due. If a bills due date is 10th April then till 10th April that bill is considered as *Pending* and after 10th April its is considered as *Due*.
- Bill Status As On - Enter date on which Bill Status is to be considered.
- Acc Range - Select whether you want to view payment details for All Parties, Group of Parties or Selected Parties.
- Acc Group - This data field gets active if you have selected Group option in the *Acc Range* data field. Select the required Account Group from the list for which you want to view payment details.
- Filter on Salesman - This data field gets active if you have enabled the *Broker / Salesman - wise Reporting Feature* in *Features / Options > Accounts* tab. Specify 'Y' in this data field if you want to view payment details linked to a specific Broker / Salesman and select the required Broker / Salesman.

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- Filter on Ref Group - This data field gets active if you have enabled *Bill Reference Grouping* feature while configuring Bill-by-Bill Details in *Features / Options > Accounts* tab. Specify 'Y' in this data field and then select the required Bill Reference Group, transactions belonging to which you want to view for making payment details.
- Enter Party Data Manually - Check this checkbox, if you want to select Party details manually and not by default loading as per details specified.

After specifying these details, click the *Down Arrow Key* button. On clicking the *Down Arrow Key* button, *Payment Details* group gets activated. We will now discuss various options provided under this group in detail.

Payment Details

- Vch Type - Select whether you want to post a *Journal* voucher or a *Payment* voucher.
- Series - Select required voucher series under which voucher will be posted.
- Date - Specify the date for which voucher will be posted.
- Type - This data field gets active if you have enabled the option of *Post Dated Cheques* under *Features / Options > Accounts* tab. Select whether you want to post a Regular voucher or a PDC voucher.
- PDC Date - This data field gets active if you have selected the *PDC* option in the *Type* data field. Specify the PDC i.e. Post Dated Cheque date in this data field.
- Bank / Cash Acc - Select required Bank / Cash account from the list.
- Cheque No - This data field gets active if you have specified any Bank account in the Bank / Cash Acc data field. Specify the starting cheque number in this data field, this cheque number will be incremented by 1 and will appear automatically in the *Narration* field in the *Payment* grid.
- Disc % - Specify the percentage at which discount is to be given if any.
- Disc Acc - Select the account for posting the discount amount.
- Apply TDS - Specify 'Y' in this data field to apply TDS also while making payment.
- TDS Category - Select the required TDS Category from the list.

Payment Grid

Payment Grid displays the amount payable / bill references as per the criteria specified in the *Load Payment Details on basis of* group. Various fields that appear in the group are:

- Party - This column displays the name of the party to which transaction belong.
- Ref. No. - This column displays the bill reference number.
- Ref. Date - This column displays the bill reference date.
- Due Date - This column displays the due date of the reference.
- Type - This column displays the voucher type under which the reference was created.
- Pending Amt. - This column displays the pending amount of the transaction.
- Disc. Amt. - This column displays the discount amount. Discount amount is calculated by applying the percentage you have specified in the *Disc%* field in the *Payment Details* group. One more condition here is that if you are specifying 'Y' in the *Clear Full* column and there is a difference between Balance amount and Paid Amount then the difference amount will be treated as discount. For example, pending amount is 5850 and you have paid 5800 and have specified 'Y' in the *Clear Full* column then the balance 50 will be shown in *Disc. Amt* column.
- Balance - This column displays the balance amount.
- TDS Amt - This column appears if you have specified 'Y' in the *Apply TDS* option that appears in *Payment Details* grid. This column displays the TDS amount calculated on the transaction.
- Amt. Paid - Enter the payment amount i.e. the amount you are paying for the entry.
- Clear Full - Specify 'Y' in this data field if party full amount is to be cleared. i.e. no pending balance is to be shown. This is usually done when *Amount Paid* is less than the *Pending amount*. So, in this case full amount i.e. pending balance of the party is cleared.
- Narration - This column displays the cheque number. Cheque numbers are entered automatically by incrementing 1 in the number you have specified in the *Cheque No.(s)* data field that appears in the *Payment Details* group. However you can enter cheque number manually also or you can specify any other narration as per your requirement.

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Bulk Receipts

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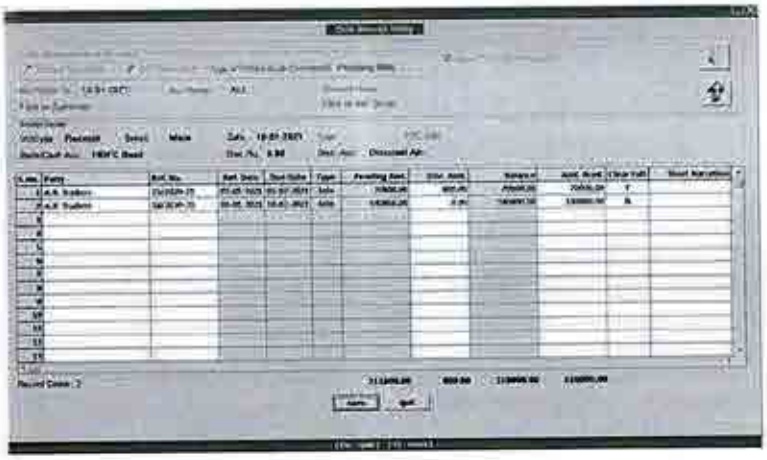
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Bulk Receipts utility is provided in BUSY to enter multiple receipts in one go using a single screen. With this utility, you can view all the pending bills receivable or amount receivable and post Receipt or Journal voucher separately for each party. You can also select a party manually in the utility and then specify the payment received details against it or can adjust the payment received against the bills receivable. This utility is very helpful in both the cases i.e. if you are collectively entering payment received details for all the parties or you want to select a party manually and then adjust amount received details against it.

On clicking the *Bulk Receipts* option, a *Bulk Receipt Utility* window will appear. Given here is a screenshot of *Bulk Receipt Utility* window.

Bulk Receipt Utility window

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In the *Bulk Receipt Utility* window, following groups appear:

- Load pending Amount on the basis of
- Receipt Grid
- Receipt Details

Let us now discuss these groups in detail.

Load Pending Amount on the basis of

Under this section, you need to specify whether you want to pick On Account Entries, Bill References, Salesman wise details and so on. For this following data fields are provided under this group:

- Amount Receivable – Select this option to load details of total amount receivable from the party as on specified date.
- Bill Receivable – Select this option to load pending / due amount as per the bill references created.
- Type of Entries to be considered – Select whether you want to load Pending references or Due references. A bill is said to be pending till the due date has not passed. For example, a bill is due on 10th January then till 10th January it will be considered as Pending and after 10th January it will be considered as Due.
- Report Date – This data field gets active if you have selected the *Amount Receivable* option. Specify the date on which amount receivable is to be considered.
- Bill Status As On – This data field appears if you have selected *Bill References* option. Specify the date on which bill reference status is to be considered i.e. whether it is pending or due on the specified date.
- Acc Range – Select whether you want to load report for all Accounts, Group of Accounts or for selected Accounts. On selecting the *Group* option, you need to select the required Account Group in the *Acc Grp* data field. If you select the *Selected* option then you need to select the required Accounts from the *Select Accounts* window.
- Filter on Salesman – This data field appears if you have enabled the *Broker-wise Reporting* feature in *Features / Options*. Specify 'Y' in this data field to load pending amount receivable for a particular Broker / Salesman. On specifying 'Y' in this data field, a *Salesman* data field appears in which you can select the required Broker / Salesman.
- Filter on Ref. Group – This data field appears if you have enabled the *Bill Reference Grouping* feature while configuring *Bill-by-Bill Details* feature and have selected Bill References option above. Specify 'Y' in this data field to load bill reference belonging to a particular Bill Reference Group.
- Enter Party Data Manually – Enable this option if you want to enter party data manually in the *Receipt* grid. This option is useful if you wish to enter details party wise i.e. you want to select a particular party and then specify amount received details for it.

After specifying these details, click the *Down Arrow Key* button. On clicking the *Down Arrow Key* button, *Receipt Grid* section gets activated. We will now discuss various options provided under this section in detail.

Receipt Grid

Under this grid, pending amount receivable or bill receivable will appear and you can enter details of payment received for them. If the option of *Enter Party Data* Manually is enabled then you need to select the party for which the amount is received. After selecting the party, if the option of *Amount Receivable* is enabled then BUSY will display the pending / due amount of the party otherwise if the option of *Bills Receivable* is enabled then you need to select the required bill references against which the payment is received.

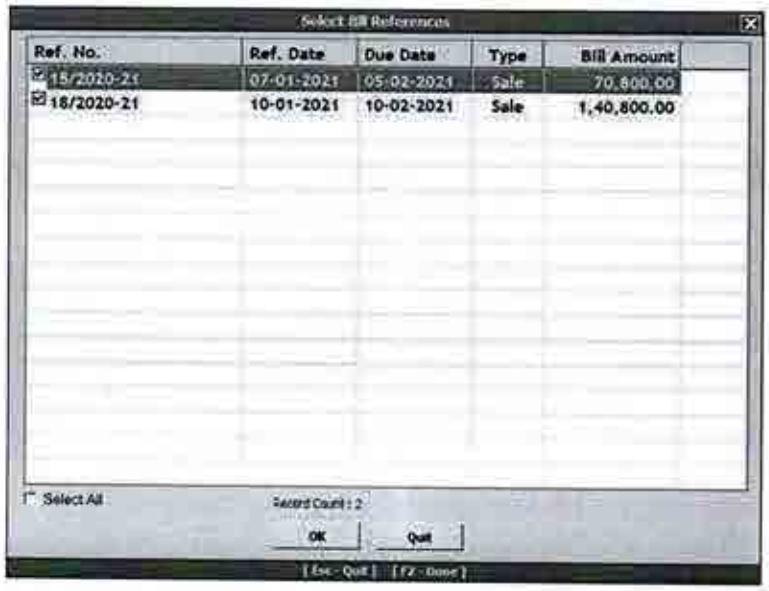
But if *Enter Party Data Manually* option is disabled then based on the data specified above i.e. *Load pending Amount on the Basis of* grid, all the references details for all/ group of parties will appear in the grid and you need to specify the amount received details. Again if the option of *Amount Receivable* is enabled then BUSY will display amount receivable from all / group of parties and you need to specify the amount received details.

Now we will discuss various columns that appear in the *Receipt* grid:

- Party – Select the required party from the list for which you want to enter amount received details. On selecting the Party, a *Select Bill Reference* window appears. This window appears if you have selected *Bills Receivable* option in the above grid. Given here is a screenshot of *Select Bill Reference* window displaying pending / due bills for the party.

Select Bill Reference window

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Select required bill references from the party against which you have received the payment. On selecting references, its details will be loaded in the grid. If you have disabled the option of *Enter Party Details* then you are not required to select the party. The column will display name of the party and the amount / bills receivable details in succeeding columns.

- Ref No. – This column displays the pending / due bill references for the selected party. If you have selected any bill reference number in the *Select Bill Reference* window then by default that number would appear in this column. If you have not selected any bill reference in the *Select Bill Reference* window then you can select the required reference from the list. Again if the option of *Enter Party Data Manually* is disabled then this column will display the reference number.
- Ref. Date – This column displays the date when the selected reference was created.
- Due Date – This column displays the due date of the selected reference.
- Type – This column displays the voucher type for which this reference was created.
- Pending Amount – This column displays the total pending amount for the reference.
- Disc. Amt. – This column will display the discount amount if any. Discount amount will be calculated either using the percentage specified in the *Disc. (%)* data field or if the amount received is less than the Pending amount and you have specified 'Y' in the *Clear Full* column then the difference amount will be treated as discount amount and will be shown in this data field.
- Balance – This column displays the balance amount to be paid. This amount can be same as pending amount or can be different in case the entry is already cleared partially.
- Amt. Paid – In this column you need to specify the amount received i.e. the amount you have received against the entry / reference.
- Clear Full – Specify 'Y' in this column to fully clear the entry otherwise specify 'N' to partially clear the entry. However, in case amount received is less than the Pending amount then on specifying 'Y' in this column difference amount will be shown as discount amount and on specifying 'N' in this column entry will be shown as partially cleared and difference amount will not be treated as discount amount.
- Narration – Specify narration if any in this data field.

Receipt Details

Under *Receipt Details* section, you need to specify details regarding the Journal / Receipt voucher to be posted i.e. voucher series, date and other related details for the voucher that will be posted for the payment received. Various data fields that appear in the group are:

- Voucher Type – Select from the list whether you want to post a *Journal* voucher or a *Receipt* voucher.
- Series – Select the voucher series in which voucher is to be posted.
- Date – Specify the date for which you are receiving payment. Date specified here will be used as voucher date.
- Type – This data field appears if you are posting a *Receipt* voucher. Select whether the payment you have received is a Regular payment or Post dated cheque (PDC).
- PDC Date – This data field gets active if you have selected *PDC* option in the above data field. Specify the PDC date in this data field.
- Bank / Cash A/c – Select the required bank or cash account which is to be debited in the voucher.
- Disc. % - Specify the percentage of discount to be given if any.
- Disc. Acc. – Specify the account for posting the discount amount.

After entering details when you click *Save* button, *Journal / Receipt* voucher will be posted for each party.

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Generate Pending Consignment Sales

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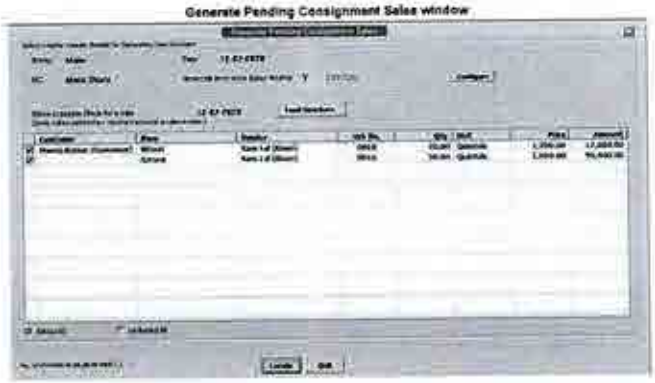
Administration > Bulk Updation > Generate Pending Consignment Sales

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Generate Pending Consignment Sales utility is provided to auto generate Sales Invoice from pending consignment transactions (without order). Basically, with this utility you can auto generate pending consignment Sales Invoice from Consignment Purchase (without order) in one go. This menu will appear only if you have enabled the feature of *Consignment Sales* (without order) in *Administration > Configuration > Features/Options > Inventory* tab. On clicking this menu, a *Create Consignment Vouchers* window will appear. Given below is the screenshot of *Generate Pending Consignment Sales* window.

Generate Pending Consignment Sales window



In the *Generate Pending Consignment Sales* window, following data fields and options appear. The data fields and options are:

- Select Voucher Header Details for Generating Sale Vouchers
- Show Issuable Stock for a Date

Select Voucher Header Details for Generating Sale Vouchers
Under this group, following data fields appear:

Series
Select Series from the list for which you want to generate sale vouchers.

Date
Select Date for which you want to generate sale vouchers.

MC
Select Material Centre name from the list for which you want to generate sale vouchers.

Generate Item-wise Sales Invoice
Specify 'Y' in this data field, if you want to specify different Sale Type for different items. On specifying 'Y' in this data field, a *Configure Item-wise Sale Type* window appears in which you can specify different Sale Types for different Items. This is required, because every item has different expense and tax structure. So, on the basis of Sale Type tagged; Bill Sundries as tagged under Tag Bill Sundries Voucher-wise utility will be applied automatically.

Sale Type
This data field gets active if you have specified 'N' under Generate Item-wise Sales Invoice option. Select Sale Type from the list for which you want to generate sale vouchers.

Show Issuable Stock for a Date
Under this data field, specify the date for which you want to view pending consignment purchase vouchers for which sale vouchers are to be generated.

Load Vouchers
Click *Load Vouchers* button to load pending consignment purchase vouchers for the date specified above.

Now, select the vouchers for which you want to generate sale vouchers and click *Create* button. On clicking *Create* button, a *Create Consignment Vouchers* message box appears asking to create sale vouchers for pending stock. Click *Yes* button to create vouchers. On clicking *Yes* button, required vouchers will be created.

Click *Quit* button to quit from the window.

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Auto Generate Forex Gain/Loss Vouchers

Administration > Bulk Updation > Auto Generate Forex Gain /Loss Vouchers

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This utility appears in *Utilities* menu if you have enabled the feature of *Multi Currency* in the *Administration > Configuration > Features/Options > Accounts* tab. This utility provides you the facility to auto generate a *Journal* voucher for the differences in the amount due to the change or fluctuations in conversion rate between the two currencies.

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Let us understand this utility with the help of an example. Smart Clothing company has the following transactions with Global Internationals in the month of April:

Date	*Transactions*	*In Dollar*	*Conv. Rate*	*In Rs*
1-4-07	Opening Balance (Dr)	10	40	400
10-4-07	Sale Transaction (Dr)	20	41	820
20-4-07	Receipt (Cr)	20	42	840
30-4-07	Total	10 (dr)		380 (dr)

According to the above transactions on 30-4-2007, Global Internationals company has a debit balance of 10 dollar or 380 Rs with Smart Clothing company or in other words Smart Clothing company has to take 10 dollar or 380 Rs from Global Internationals. Now on 30-4-2007, conversion rate between Dollar and Rs is 45 which means Smart Clothing company has to take 10 dollar but 450 Rs from Global Internationals.

This difference amount i.e. 450 - 380 = 70 Rs can be adjusted through *Auto Generate Forex Gain/Loss voucher* utility. The utility will create a *Journal* voucher in which it will post the following entry:

Dr: Forex Gain/Loss A/c = 70 (A/c specified for adjustment)

Cr: Global Internationals = 70

To auto generate forex gains/loss, click *Administration > Utilities > Bulk Updation & Voucher Templates > Auto Generate Forex Gain/Loss vouchers* option. On clicking the *Auto Generate Forex Gain/Loss Voucher* option, an *Auto Generate Forex Gain/Loss Voucher* window appears. Given here is a screenshot of *Auto Generate Forex Gain/Loss Voucher* window.

Auto Generate Forex Gain/Loss Voucher window



In *Auto Generate Forex Gain/Loss Voucher* window there are two groups in which there are various data fields and options. The groups are:

- Voucher to be generated for
- Options for Forex Gain/Loss voucher

Voucher to be Generated For

In this group there are three options. The options are:

- One Account
- Group of Account
- Selected Accounts

One Account

Select this option if you want to adjust forex gain/loss amount for a particular account. On selecting this option, a *Select Account* data field gets activated in which you can select the required account.

Group of Accounts

Select this option if you want to adjust forex gain/loss amount for all the accounts falling under a particular Account Group. On selecting this option, a *Select Account Group* data field gets activated in which you can select the required Account Group.

Selected Accounts

Select this option if you want to adjust forex gain/loss amount for selected accounts. On selecting this option, a *List of Accounts* window appears. Select the accounts for which you want to generate the *Journal* voucher.

Options for Forex Gain/Loss Vouchers

In this group, there are various data fields. The data fields are:

- Forex Gain/Loss Account Name
- Revaluation Currency
- Revaluation Type
- Start Date
- End Date
- Journal Voucher Series
- Revaluation Rate

Forex Gain/Loss Account Name

Select the account from the list to which the difference amount will be posted.

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Revaluation Currency
Select the currency, transactions made in which will be considered for generating loss/gain amount.

Revaluation Type
Select from the list, the type of revaluation. In the list there are following two options:
- Net of Transactions - Select this option if you want to consider only the transactions made in the specified date range.
- Closing Balance - Select this option if you want to consider opening balance of the currency along with the transactions made in the specified date range.

Start Date
Specify the start date, transactions made on and after which will be considered for generation of forex gain/loss.

End Date
Specify the end date, transactions made up to which will be considered for generation of forex gain/loss.

Journal Voucher Series
Select the voucher series to be used in the auto generated *Journal* voucher.

Revaluation Rate
Specify the revaluation or conversion rate on the date on which you are generating the revaluation *Journal* voucher. By default the standard rate specified in the *Currency Conversion* master for the date specified in the *End Date* data field appears. You can change it as per your requirement.

After entering the required details, click the *Ok* button to auto generate the forex gain/loss voucher. On clicking the *Ok* button, a *Generate Revaluation Voucher* message box appears asking your confirmation to start the process of generating *Journal* voucher. Click the *Yes* button in the message box to start the process of generating revaluation *Journal* voucher.

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See Also

Enabling Multi Currency,
Entering Transactions for Multi Currency

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Auto Creation of Invoice / Challan

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Auto Creation of Invoice / Challan utility is used to create Challan from an Order or to create Invoice from Order or Challan. By using this option, you can create Challan / Order in Bulk at one go. This utility appears only if you have enabled *Enable Order Processing* or *Enable Sale / Purchase Challan* option in *Administration > Configuration > Features / Options > Inventory* tab. On clicking this utility, three options appear. The options are:
- Invoice from Challan
- Invoice from Order
- Challan from Order

Invoice from Challan

Invoice from Challan option is used to create Sale / Purchase invoice for the pending challans. On clicking this option, a *Create Invoice from Challan* window appears. Given here is a screenshot of *Create Invoice from Challan* window.

Create Invoice from Challan window



In the *Create Invoice from Challan* window, there are various groups and data fields. The groups and data fields are:
- Select Voucher Type and Other Details

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- Pick Challan For
- Select Required Challan
- Invoice to be Created For

Select Voucher Type and Other Details
Under this group, following data fields appear:
- Voucher Type - Select Voucher Type from the list i.e. Material Issue or Material Receipt.
- Voucher Series - Select required voucher series from which challans are to be picked.
- Challan Type - Select type of challans to be picked.
- Start Date - Specify date from which vouchers are to be considered for picking challans.
- End Date - Specify date up to which vouchers are to be considered for picking challans.

Pick Challan For
Under this group, following data fields appear:
- One Party - Select this option to pick challans created for a particular party.
- Group of Parties - Select this option to pick challans created for Group of Parties.
- All Parties - Select this option to pick all the challans as per the criteria specified in the above group.
- Select Party / Party Group - Select required Party / Party Group from the list.

Select Required Challan
This group displays challans as per the criteria specified in above two groups. Select required challans from the grid for which you want to create Invoice.

Invoice to be created for
Under this group, following data fields appear:
- Series - Select series for which invoice is to be generated.
- Sale / Purchase Type - Select Sale / Purchase Type for the invoice to be generated.
- Separate Invoice for each Challan - Enable this option to create separate invoice for each selected challan. Otherwise if you do not enable this option then a single invoice will be generated for all the challans.
- Invoice Date same as Challan Date - This option gets active only on enabling the Separate Invoice for each Challan option. Enable this option if you want to make challan date as invoice date.
- Invoice Date - Specify date on which invoice is to be generated.

After entering required details, click *Generate* button to generate invoice for selected challans.

If Item-wise tax is not specified in Order / Challan then tax will be calculated automatically in Invoice.

Invoice from Order
Invoice from Order option is used to create Invoice from pending Orders. On clicking this option, a *Create Invoice from Order* window appears which is totally similar to the Create invoice from Challan window explained above.

Challan from Order
Challan from Order option is used to create challan from pending Orders. You can create Sale / Purchase Challan from the pending Sale / Purchase Orders. On clicking this option, a *Create Challan from Order* window appears which is totally similar to the Create Invoice from Challan window explained above.

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Copy Vouchers (Sale to Purchase)

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Administration > Bulk Updation > Copy Vouchers (Sale to Purchase)

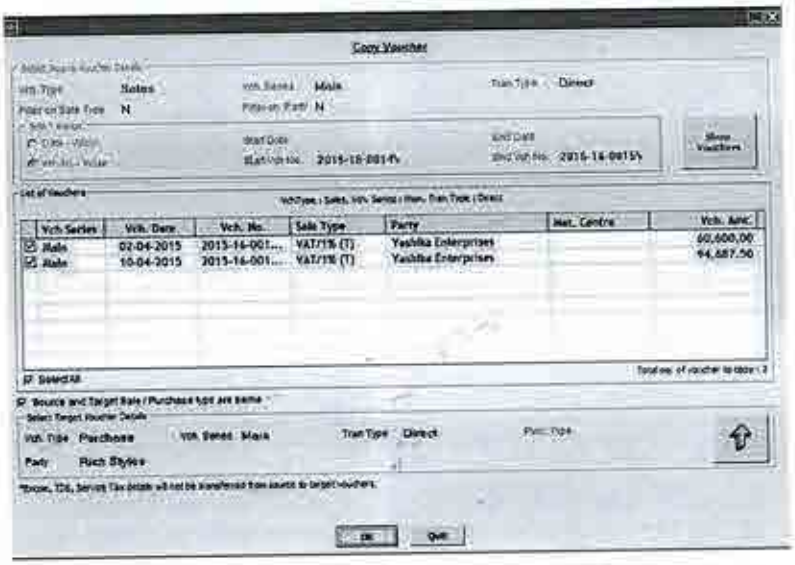
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With *Copy Vouchers (Sale to Purchase)* option, you can copy vouchers from one voucher type to another voucher type such as from Sale to Purchase or Sales Order to Purchase Order. Need for this utility arises mainly if you are transferring stock from one Branch to another. In such a case sales of one Branch would become purchase for another Branch. With this utility you need not re-enter Purchase voucher but can copy already entered Sales voucher to Purchase voucher.

On clicking the *Copy Vouchers* option, a *Copy Vouchers* window appears. Given here is a screenshot of *Copy Vouchers* window.

Copy Vouchers window

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In the *Copy Vouchers* window, following options appear:

- Select Source Voucher Details
- List of Vouchers
- Source and Target Sale / Purchase Type are Same
- Select Target Voucher Details

Select Source Voucher Details
Under this group, following data fields appear:

Vch. Type
Select voucher type whose vouchers you want to copy.

Vch. Series
Select voucher series whose vouchers you want to copy.

Tran Type
This data field appears for sale / Purchase vouchers. Select the required transaction type.

Filter on Sale Type
Specify 'Y' in this data field to copy Sale / Purchase vouchers for selected Sale / Purchase Type. After specifying 'Y' in this data field, select required Sale / Purchase Type.

Filter on Party
Specify 'Y' in this data field to copy vouchers for a particular Party. After specifying 'Y' in this data field, select required Party.

Select Range
Under this group, you need to specify date range or voucher number range, vouchers falling under which are to be copied. Following two options appear under this group:

- Date-wise - Select this option to copy vouchers for a particular date. After selecting this option, you are required to specify starting and ending date for considering the vouchers.
- Voucher No. - wise - Select this option to copy vouchers for particular voucher numbers. After selecting this option, you need to specify starting and ending voucher numbers.

List of Vouchers
This grid display list of vouchers as per the criteria specified by you. Select vouchers from the list that are to be copied.

Source and Target Sale / Purchase Type are Same
Enable this option if you wish to have same Sale / Purchase Type in Source and Target vouchers.

Select Target Voucher Details
Under this group, you need to specify details for the vouchers that will be created using this utility. Various data fields under this group are:

Vch. Type
Select voucher type for vouchers to be created.

Vch. Series
Select voucher series for vouchers to be created.

Tran Type
This data field appears for sale / Purchase vouchers. Select the required transaction type for the vouchers to be created.

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Sale / Purc Type
Select required Sale / Purchase type for the vouchers to be created.

Party
Select Party for the vouchers to be created.

Click the *Ok* button in the utility to create new vouchers.

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Voucher Replication

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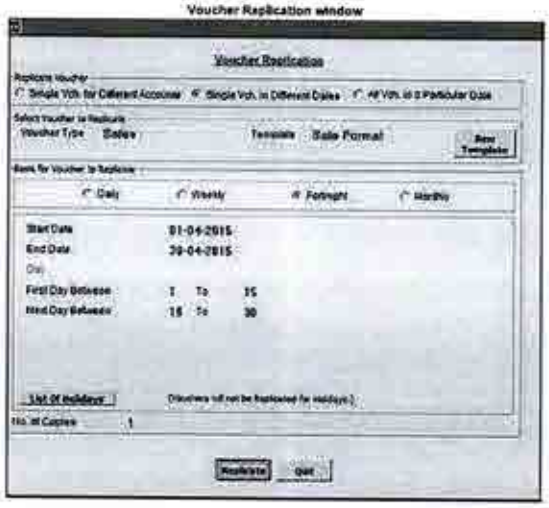
Administration > Bulk Updation > Voucher Replication

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Voucher Replication utility provides you with the facility to replicate vouchers for different parties on a particular date or for a single party on different dates. Let us understand the use of this utility with the help of an example. A Cable Operator has approximate 500 customers and on the 1st of every month, he is required to generate bill for all the 500 customers which is a tedious process for him. With the help of this utility he can set one voucher or bill as a template which will be taken as base voucher and a bill for each party will then be generated automatically.

To use the *Voucher Replication* utility, click *Administration > Utilities > Bulk Updation & Voucher Templates > Voucher Replication* option. On clicking the *Voucher Replication* option, a *Voucher Replication* window appears. Given here is a screenshot of *Voucher Replication* window.

Voucher Replication window



In the *Voucher Replication* window, there are three groups and a data field. The groups and data field are:
- Replicate Voucher For
- Select Voucher to Replicate
- Basis for Voucher to Replicate
- Select Voucher
- List of Holidays
- No. of Copies

Replicate Voucher For
In this group, there are three options. The options are:
- Different Accounts
- Different Dates
- Same Date

Different Accounts
Select this option if you want to replicate vouchers for different accounts. On selecting this option, all the details specified in the template voucher will remain same and only the account name will change in each voucher. This option is not enabled in purely inventory vouchers such as Stock Transfer, Production, Unassemble, Stock Journal, Material Issued to Party and Material Received from party.

Different Dates
Select this option if you want to replicate vouchers for different dates. On selecting this option, all the details specified in the template voucher remain same and only the date will get changed.

Same Date

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Select this option if you want to replicate all the selected vouchers for a specified date. With this option, the selected vouchers will be replicated for a date as specified by you.

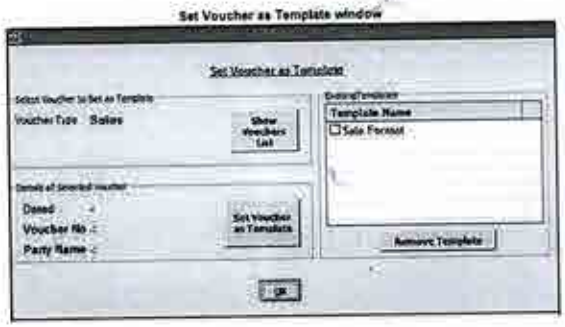
Select Voucher to Replicate
In the *Select Voucher to Replicate* group, there are two data fields and one button. The data fields and button are:
- Voucher Type
- Template
- New Template

Voucher Type
Select the required voucher type from the list.

Template
This data field displays the list of all the templates created for the selected voucher type. Select the required template from the list. This data field is not active, if you are replicating the vouchers for same date.

New Template
Click this button if you want to create a new template. On clicking this button, a *Set Voucher as Template* window appears. Given here is a screenshot of *Set Voucher as Template* window.

Set Voucher as Template window



☞ You can create templates through *Set Template as Voucher* utility in *Administration > Utilities > Set Voucher as Template* option.

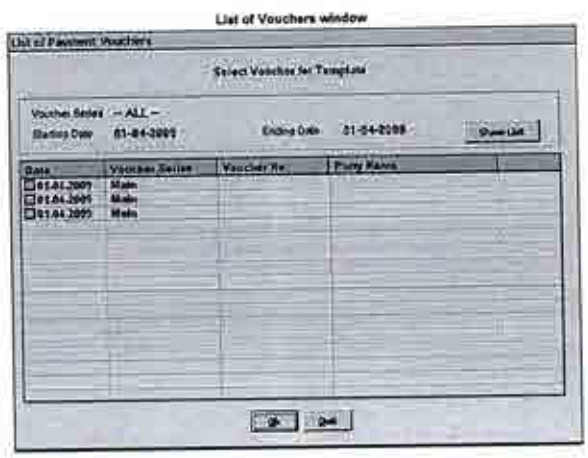
In the *Set Voucher as Template* window, there are various groups. The groups are:
- Select Voucher to Set as Template
- Existing Templates
- Details of Selected Voucher

Select Voucher to set as Template
In this group there is a data field and a button. The data field and button are:
- Voucher Type
- Show Vouchers List

Voucher Type
Select the required voucher type from the list.

Show Vouchers List
Click this button to select the voucher you want to set as template. On clicking this button, a *List of Vouchers* window appears. Given here is a screenshot of *List of Vouchers* window.

List of Vouchers window



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In the *List of Vouchers* window, there are various data fields and one button. The data fields and button are:

- Voucher Series - Select the required voucher series from the list.
- Starting Date - Specify the starting date, vouchers entered on or after which will be displayed in the list.
- Ending Date - Specify the ending date, vouchers entered on or before which will be displayed in the list.
- Show List - Click this button to view the list of vouchers matching to the above criteria. On clicking the button, a list displaying the relevant vouchers will appear. Select the required voucher from the list and click the *Ok* button.

Details of Selected Voucher

This group displays the relevant details of the selected voucher. In the group, there is a *Set Voucher as Template* button. Click this button to set the selected voucher as template. On clicking this button, an *Enter Template Name* window appears. Given here is a screenshot of *Enter Template Name* window.

Enter Template Name



- Enter a name for the template in the window and click the *Ok* button.

Existing Template

This group displays the list of all the templates created for the selected voucher type. Select the required template from the list. If you want to remove any template then select the template and click the *Remove Template* button.

After specifying the required details, press the *Esc* key to return to the *Voucher Replication* window.

Basis for Voucher to Replicate

This group gets activated on selecting any of the option in the *Select Voucher to Replicate* group. All the options displayed under this group are dependent on the option selected in the *Select Voucher to Replicate* group. Let us first discuss the options that appears on selecting the *Different Accounts* option.

- Date of Voucher - Specify the date for which the vouchers are to be generated.
- Select Account for which Vouchers are to be Generated - Click this button to select different accounts for which vouchers are to be replicated. On clicking this button, a *List of Accounts* window appears in which there are different criteria based on which you can select various accounts.
- Select Account to Replicate - If you have selected an Accounting voucher type such as Payment, Receipt, Journal then this option gets activated. This option displays the name of the accounts used in the template voucher. Select the account that has to be replaced by the new account while doing the voucher replication.

Let us now discuss various options that appear on selecting *Different Dates* option.

- Daily - Select this option if you want to replicate vouchers daily with in the specified date range.
- Weekly - Select this option if you want to replicate vouchers on the weekly basis within a specified date range.
- Fortnight - Select this option if you want to replicate vouchers on every fortnight between the specified date range.
- Monthly - Select this option if you want to replicate vouchers on the monthly basis within the specified date range.
- Start Date - Specify the starting date that will be considered for the replication of the vouchers.
- End Date - Specify the ending date that will be considered for the replication of vouchers.
- Day - This data field appears if you have selected the *Weekly* option. Select the day of the week on which vouchers will be replicated between the specified date range.
- First Day Between - This data field appears if you have selected the *Fortnight* option. Specify the first and the last day between which the vouchers will be replicated for first fortnight of the month.
- Next Day Between - This data field appears if you have selected the *Fortnight* option. Specify the first and the last day between which vouchers will be replicated for the second fortnight of the month.
- Skip Weekday - Specify 'Y' in this data field if you want to skip a day of the week i.e. want to select a day on which no vouchers will be replicated. On specifying 'Y' in this data field, you can select the required weekday. This field is useful if you do not want to replicate vouchers on weekly off or week holiday.
- Generate Amount Randomly - Specify 'Y' in this data field to generate vouchers for random amounts. Basically on specifying 'Y' in this data field, voucher amount will also be changed along with voucher date and there would be a different amount in each replicated voucher.
- Range - This data field gets active on specifying 'Y' in the *Generate Amount Randomly* data field. Under this data field specify the minimum and maximum amount, between which the voucher amount will be generated for the replicated vouchers.
- Total Amount - Select this option to specify total amount for which vouchers are to be replicated.

Let us now discuss various options that appear on selecting the *Same Date* option.

- Select Voucher - Click this button to select the vouchers which are to be replicated. On clicking this button, a Select Voucher to Replicate window appears in which you can select the vouchers to be replicated.
- Date - Specify date in this data field for which vouchers are to be replicated.

List of Holidays

Click this button to view list of holidays as configured using *Administration > Configuration > List of Holidays* option. Voucher Replication will not be done on days / dates which are configured as weekly offs / holidays

No of Copies

Enter the number of copies to be generated for each replicated voucher.

- After entering required details, click *Replicate* button to replicate the vouchers.

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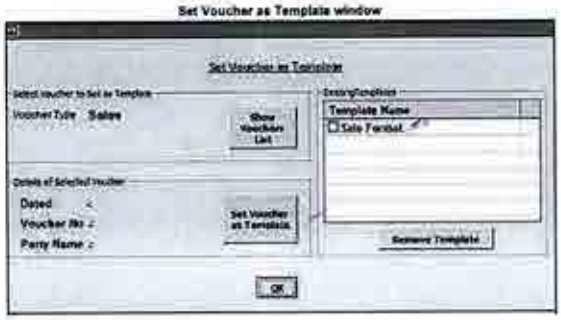
Set Voucher As Template

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With *Set Voucher as Template* option you can set a voucher as base voucher or template based on which vouchers will be replicated. You can replicate vouchers with the *Voucher Replication* utility provided in the *Administration > Configuration > Utilities > Bulk Updation & Voucher Templates* menu. To use this option, click *Administration > Utilities > Bulk Updation & Voucher Templates > Set Voucher as Template* option.

On clicking the *Set Voucher as Template* option, a *Set Voucher as Template* window appears. Given here is a screenshot of *Set Voucher as Template* window.

Set Voucher as Template window



In the *Set Voucher as Template* window, there are various groups. The groups are:

- Select Vouchers to Set as Template
- Existing Template
- Details of Selected Vouchers

Select Vouchers to set as Template

In this group there is a data field and a button. The data field and button are:

- Voucher Type
- Show Vouchers List

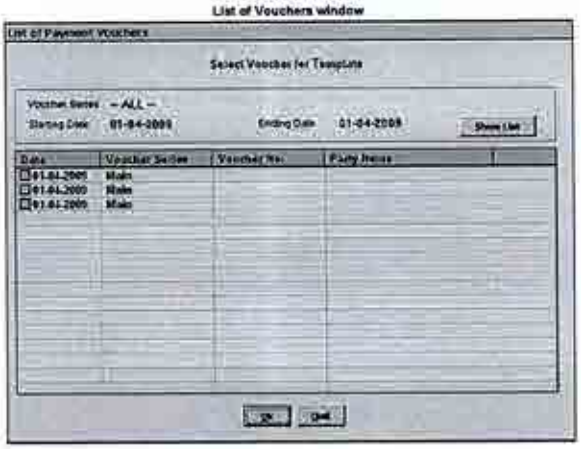
Voucher Type

Select the required voucher type from the list.

Show Vouchers List

Click this button to select the voucher you want to set as template. On clicking this button, a *List of Vouchers* window appears. Given here is a screenshot of *List of Vouchers* window.

List of Vouchers window



In the *List of Vouchers* window, there are various data fields and one button. The data fields and button are:

- Voucher Series - Select the required voucher series from the list.
- Starting Date - Specify the starting date, vouchers entered on or after which will be displayed in the list.
- Ending Date - Specify the ending date, vouchers entered on or before which will be displayed in the list.
- Show List - Click this button to view the list of vouchers matching to the above criteria. On clicking the button, a list displaying the relevant vouchers will appear. Select the required voucher from the list and click the *Ok* button.

Details of Selected Voucher

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This group displays the relevant details of the selected voucher. In the group, there is a *Set Voucher as Template* button. Click this button to set the selected voucher as template. On clicking this button, an *Enter Template Name* window appears. Given here is a screenshot of *Enter Template Name* window.

Enter Template Name



- Enter a name for the template in the window and click the *Ok* button.

Select Template

This group displays the list of all the templates created for the selected voucher type. Select the required template from the list. If you want to remove any template then select the template and click the *Remove Template* button.

After specifying the required details, press the *Esc* key to quit the window.

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Voucher Template Tagging

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Administration > Bulk Updations > Voucher Template Tagging

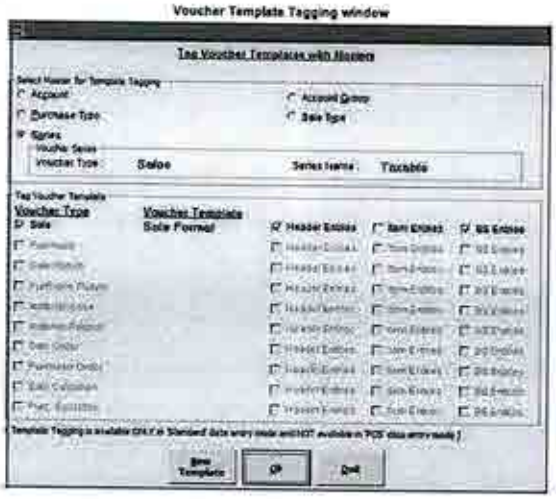
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With *Voucher Template Tagging* utility you can tag template to a voucher on the basis of selected Masters or Voucher Series. In other words you can predefine the settings to be loaded in the voucher when a particular Party, Sale/Purchase Type or Voucher series is selected. You can tag different template to various voucher types for the selected Master or Voucher series.

Let us understand this utility with the help of an example. Smart Clothing, a garment manufacturing company always sells a particular item to Rich Styles company and the Bill Sundries levied in the voucher are also always same. In such a case, Smart Clothing company can tag a voucher template with the Rich Styles party. Now whenever the Smart Clothing company will enter a *Sales* voucher for Rich Styles party, all item, header and Bill Sundry information will be displayed automatically in the voucher. All this information will be picked from the voucher template tagged in the utility.

To tag template to different voucher types, click *Administration > Utilities > Bulk Updation & Voucher Templates > Voucher Template Tagging* option. On clicking the *Voucher Template Tagging* option, a *Voucher Template Tagging* window appears. Given here is a screenshot of *Voucher Template Tagging* window.

Voucher Template Tagging window



In the *Voucher Template Tagging* window, there are two groups. The groups are:

- Select Master
- Voucher Template Tagging

Select Masters

In the *Select Masters* group, there are various options for which you can tag the template to a voucher. The options are:

- Account - Select this option if you want to tag template to a voucher type on the basis of party selected. After selecting this option you have to select the party for which you want to tag the template.
- Account Group - Select this option if you want to tag template to a voucher type on the basis of parties falling under a particular group. After selecting this option you have to select the Account Group for which you want to tag the template. Template will be tagged to all the parties falling under the selected Account Group.

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- Purchase Type - Select this option if you want to tag template to *Purchase/Purchase Return* vouchers on the basis of Purchase Type. After selecting this option you have to select the Purchase Type for which you want to tag the template.
- Sale Type - Select this option if you want to tag template to *Sale/Sale Return* vouchers on the basis of Sale Type. After selecting this option you have to select the Sale Type for which you want to tag the template.
- Series - Select this option if you want to tag template to a voucher type on the basis of series selected. On selecting this option, a *Voucher Series* group gets activated. In the *Voucher Series* group there are two options. The options are:
  - Voucher Type - Select the required voucher type.
  - Series Name - Select the series for the selected voucher type on the basis of which template will be tagged to the voucher. For example, you have selected *Sales* in the *Voucher Type* data field and *Main* in the *Series Name* data field. Now whenever you select the series as *Main* in the *Sales* voucher, all the settings defined in the tagged voucher template will be loaded automatically in the voucher.

Voucher Template Tagging
In the *Voucher Template Tagging* group, list of Dual vouchers i.e vouchers for which both the accounting and inventory aspect is maintained is given. In front of each voucher type, list of templates created for the voucher type appears. You have to select the required template for the voucher type and further select the option to display Header, Item or Bill Sundries entries in the voucher.

Let us understand the various data fields and options of the *Voucher Template Tagging* group with the help of an example. You want to tag voucher template named *Temp1* to the *Sales* voucher and further want that only the Items and Bill Sundries information will be loaded at the time of voucher entry. For this purpose you have to enable *Sales* option, select *Temp1* template from the list that appear in front of *Sales* option and disable the *Header Entries* option.

You can create a template for the voucher type in the Voucher Template Tagging window by clicking the Create New Template button. On clicking the Create New Template button, a Set Voucher as Template window appears in which you can create the template for the voucher type.

After entering the required information in the *Voucher Template Tagging* window, click the *Ok* button to save the voucher template tagging.

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Save Images in Database

Administration > Bulk Updation > Save Images in Database

Busy

With *Save Images in Database* option, you can save various images in company's database. This utility appears in the menu only if you are working in a Client - Server edition. This option is useful if you want to have a centralised database for the images so that any of the Company's User can use the images. On selecting this option, three options appear. The options are:
- Save Master Images
- Save Voucher Images
- Save General Images

Save Master Images
This option appears in the menu only if you have enabled the option of *Save Images in Database* that appears while configuring *Maintain Images / Notes with Master / Voucher* option under Administration > Configuration > Features / Options > Accounts/Inventory tab. With this utility, you can save Master images in your company's data. On clicking the *Save Master Images* option, a *Save Master Images* window appears. In the window, following data fields appear:
- Master Type
- Image Folder
- Overwrite Existing Images

Master Type
Select the master type for which you want to save the images in the database.

Image Folder
Specify the image folder path from where the images are to be picked and store in the database.

Overwrite Existing Images
Enable this option to replace existing images with the current images.

After specifying the necessary details, click the *Save* button to store images in company's database.

Save Voucher Images
This option appears in the menu only if you have enabled the option of *Save Images in Database* that appears while configuring *Maintain Images / Notes with Master / Voucher* option under Administration > Configuration > Features / Options > Accounts/Inventory tab. With this utility, you can save voucher images in your company's data. On clicking the *Save Voucher Images* option, a *Save Voucher Images* window appears. In the window, following data fields appear:
- Voucher Type
- Series
- Image Folder
- Overwrite Existing Images

Voucher Type

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Select the voucher type for which you want to save the images in the database.

Series
Select the series for which you want to store images in the database

Image Folder
Specify the image folder path from where the images are to be picked and stored in the database.

Overwrite Existing Images
Enable this option to replace existing images with the current images.

After specifying the necessary details, click the *Save* button to store images in company's database.

Save General Images

This option is used to store general images such as company's logo in the database. You can then use the image in various documents by using the IMAGE_PATH tag in *Invoice / Document Printing > Advanced* option. On clicking the *General Images* option, a *Save General Images* window appears. In the window there are two data fields. The data fields are:

- Image Name
- Image File Path

Image Name
Specify name for the image in this folder.

Image File Path
Specify path of folder where image is to be picked and stored in database.

After entering the required details, click the *Save* button to store the image in company's database.

See Also

Enabling Maintain Images with Master / Voucher feature

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Create AMC / Warranty References

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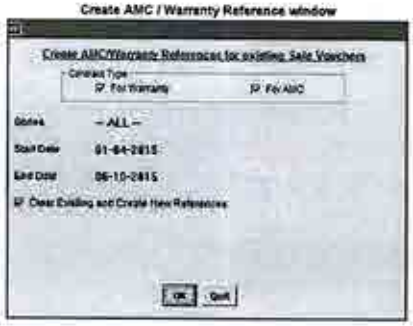
Administration > Utilities > Bulk Updations > Create AMC/Warranty References

Busy

With *Create AMC / Warranty References* utility, you can create Warranty or AMC references for the items in Sales voucher. This utility is required if you have started using feature of Support Management in middle of financial year and want to automatically create Warranty / AMC references for the existing vouchers. The utility will check the Contract types of items used in voucher and based upon it will create the reference. For example, if an Item's Contract Type is set as Warranty in Item master then warranty reference will be created for it and if the Contract Types is set as AMC in Item master then AMC reference will be created for it.

On clicking the *Create AMC / Warranty Reference* utility, a Create AMC / Warranty Reference for existing Sales voucher window appears. Given here is a screenshot of *Create AMC / Warranty Reference* window.

Create AMC / Warranty Reference window



In the window, following options appear:

- Contract Type
- Series
- Start Date
- End Date
- Clear Existing and Create New References

Contract Type
Select whether you want to create AMC references, warranty references or both.

Start Date
Enter start date from which vouchers are to be considered.

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End Date
Enter end date up to which vouchers are to be considered.

Clear Existing and Create new References
Enable this checkbox to delete exiting references and create new references for them also.

After entering the required details, click the *Ok* button. On clicking the *Ok* button, a *Creating References for AMC / Warranty* message box appears asking your confirmation to create AMC / Warranty references. Click *Yes* button in the message box to start the process of creating AMC / Warranty references.

See Also

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Enabling Warranty / AMC feature

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Update Salary Structure

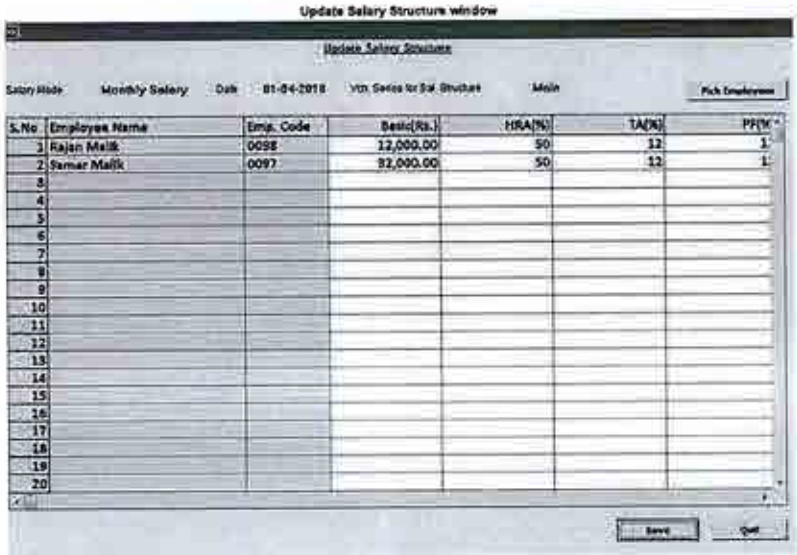
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Administration > Utilities > Bulk Updations > Update Salary Structure

Busy

With *Update Salary Structure* utility, you can update Salary Structure of various employees in one go by using a single screen. On selecting this option, an *Update Salary Structure* window appears. Given here is a screenshot of *Update Salary Structure* window.

Update Salary Structure window



In the *Update Salary Structure* window, following options appear:

- Salary Mode
- Date
- Vch. Series for Salary Structure
- Pick Employees

Salary Mode
Select Salary Mode of the Employees for whom you are updating Salary Structure.

Date
Specify Date w.e.f. the Updated Salary Structure will be applicable.

Vch. Series for Salary Structure
Select Voucher series for which Salary Structure is to be updated.

Pick Employees
Click *Pick Employees* button and select the employees for whom salary structure is to be updated.

After selecting the employees, employees name with their current salary structure will appear on the screen. Edit the salary structure details and click the *Save* button to update salary structure for various employees. Salary Structure of selected employees will be updated respectively.

See Also

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Employee Master

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Data Export Import

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Administration > Data Export Import

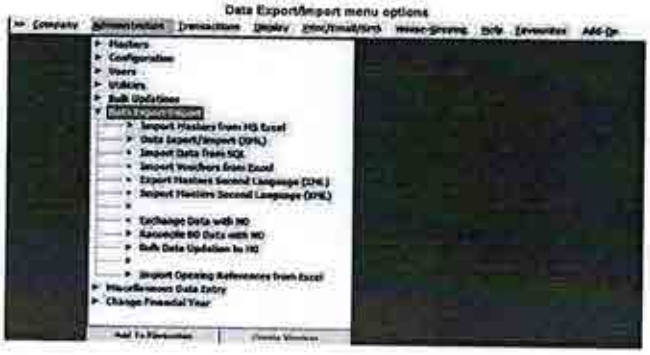
Busy

Data Export Import option provides various options for export/import of data through BUSY. On clicking the *Data Export Import* option, a list of options is displayed. The different options under the Data Export/Import menu are:

- Import Masters from MS Excel
- Data Export/Import (XML)
- Import Data from SQL/Access
- Import Vouchers From Excel
- Export Masters Second Language (XML)
- Import Masters Second Language (XML)
- Data Export/Import (BDEP)
- Import Opening References from Excel
- Receive Data from BO
- Data Sync Explorer
- BO Sync Timing Details
- Exchange Data with HO
- Reconcile BO Data with HO
- Bulk Data Updation to HO/BO

Given here is a screenshot of *Data Export/Import menu options*.

Data Export/Import menu options



For more information on the menu options, click the appropriate menu option.

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Import Masters from MS Excel

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Administration > Utilities > Data Export/Import > Import Masters

Busy

Import Master utility helps you import existing data from Excel sheet to BUSY. Thus, it provides you the facility of not entering the masters information already entered Excel sheet again to BUSY. For example, if you maintain information related to accounts and items in an excel sheet then to work in BUSY you do not have to add these masters in BUSY. You can simply import the data from the Excel sheet that contains the relevant information. BUSY.

To import masters, *Utilities* menu provides the *Import Masters* option. To use the option, click *Administration > Utilities > Data Export Import > Import Masters from MS Excel*

On clicking the *Import Masters from MS Excel option* , following options are displayed:

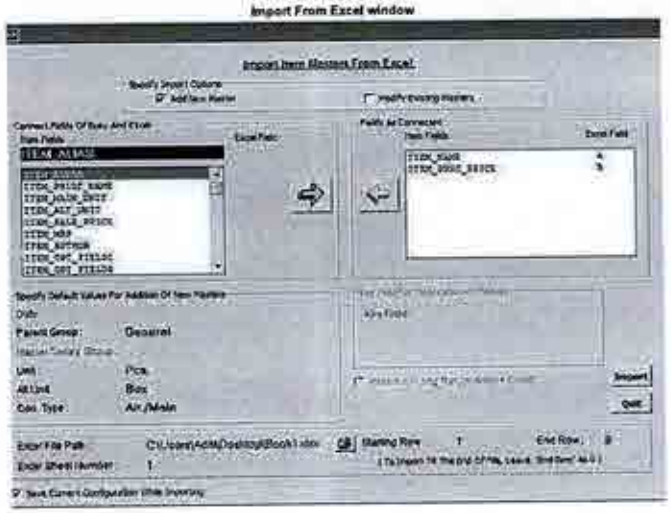
- Items
- Accounts
- Broker
- Author
- Employee
- Contacts
- Bill of Materials

Items

Items option allows you to import *Item* masters. On clicking the *Items* option, an *Import From Excel* window appears. Given here is a screenshot of *Import From Excel* window.

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Import From Excel window



All the data fields of *Import From Excel* window are grouped in seven groups. The groups are:

- Specify Import Options
- Connect Fields of BUSY and Excel
- Fields as Connected
- Specify Default Values for Addition of New Masters
- Key Field For Modification of Master
- Excel Details
- Save Current Configuration While Importing

Let us discuss these groups in detail.

Specify Import Options

The two data fields that appear in this group are:

- Add New Master
- Modify Existing Masters

Let us discuss these data fields in detail.

Add New Master

If you enable this data field then at the time of importing masters, only new masters will be added automatically. For example, an *Item* master named *Cotton Cloth* exists both in the Excel sheet and the existing BUSY data then the *Cotton Cloth* item of Excel sheet will not get imported. Only those masters that are not present/created in BUSY data will get imported from the Excel sheet.

Modify Existing Masters

If you enable this data field then at the time of importing masters the existing masters will be replaced by the new one. For example, an *Item* master named *Cotton Cloth* exists both in the Excel sheet and existing BUSY data then data from Excel sheet will overwrite the item information in BUSY data.

Connect Fields of BUSY and Excel

In the *Connect Fields of BUSY and Excel* group two options appear. The options are:

- Item Fields
- Excel Fields

Let us discuss these options in detail.

Item Fields

Item Fields option displays the list of all existing data fields that appear at the time of adding a new item. Select from the list the data field that you want to import. For example, if you want to import item name then select the option *Item_Name* from the *Item Fields* option.

☞ You have to necessarily select ITEM_NAME data field for importing the masters. This is because ITEM_NAME is the unique identifier for the masters since two masters cannot have the same name. In case you have not selected the ITEM_NAME data field, an Invalid Data message box appears asking you to select the data field.
You can type the field name (full or partial) in the text box provided and the list of field will be filtered making it easy to search the desired field.

Excel Fields

Excel Fields option displays all the names of the columns of the Excel sheet. Select the column name that has the data pertaining to the data field selected in the *Item Fields* option. For example, if the name of the items are stored in column 'A' of the Excel sheet then you have to select 'A' from the *Excel Field* option.

After selecting the options from both the lists click the right arrow (-->) button that appears on the right side of this group to map both the *Excel Fields* and *Item Fields* option. Mapping both field specifies that the column name selected in *Excel Fields* option contains information related to the data field selected in *Item Fields* option.

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Fields as Connected
This group displays the fields that are selected in the *Connect Fields of BUSY and Excel* group. If you wish to remove any field from the list then select the field and click the left arrow (-->) button that appears on the left side of the group.

Specify Default Values for Addition of New Masters
This group consist of three data fields. The data fields are:
- Parent Group
- Unit
- Alt. Unit

Before discussing these data fields in detail let us first explain the relevance of these data fields. In BUSY whenever you enter a new item, it is mandatory for you to enter Parent Group, Unit and Alternate unit (in case you have enabled the option of Alternate Unit). BUSY does not allow you to enter an item without specifying values in these data fields. Now at the time of importing masters if you do not import these data fields then you have to specify a default value to be entered in these data fields for the imported masters. You can however later on change the values in these data fields while you are working in BUSY.

Parent Group
This data field gets activated if you have not selected *ITEM_GROUP* data field from the *Item Field* option in the *Connect Field of BUSY and Excel* group. Select from the list the default Parent Group for the new item masters being imported.

Unit
This data field gets activated if you have not selected *ITEM_MAIN_UNIT* data field from the *Item Fields* option in the *Connect Field of BUSY and Excel* group. Select from the list the default unit for the new item masters being imported.

Alt. Unit
This data field gets activated if you have not selected *ITEM_ALT_UNIT* data field from the *Item fields* option in the *Connect Field of BUSY and Excel* group. Select from the list the default Alternate unit for the new item master.

Key Field For Modification of Master
Key Field
Key field implies the data field which is taken as the base for importing data. This data field gets activated if you have selected both *Item Name* and *Item Alias* data field from the *Connect Fields of BUSY and Excel* group and have selected the Modify Existing Master option. The need for selecting a *Key Field* arises because while importing item information the *ITEM_NAME* data field will generally be selected. In this scenario there is no problem since the masters can be referred to by the name since it is unique. The problem arises when you have selected both *ITEM_NAME* and *ITEM_ALIAS* data fields. This is because you can use both the Name or the Alias to refer to an item. Thus to maintain uniqueness of *Item* masters while importing data, you are allowed to select the key field as the base for importing data.

Select from the list, *Item Name* or *Item Alias*, that you want to make as key field. For example, in Excel sheet an item, Buttons has Alias as 102 and in BUSY data an item, Zip also has the Alias as 102. Now at the time of importing masters, if you have made *Item Alias* as the key field then the item Zip will get replaced by the item Button. This is because key field is Item Alias and since it is found in BUSY data, the Item Name will be overwritten by the imported master detail. On the other hand if you have made Item Name as key field then no data will be imported since in BUSY data, no item with the name of Button exist.

Excel Details
Excel File Path
Enter the path of the file from where you want to import the data. You can also browse the path by clicking the *Browse* button.

Excel Sheet
Enter the Excel sheet number from where you want to import data. Excel sheet number refers to the position at which the Excel sheet is placed in the Excel file.

In case you have renamed the Excel sheets and have given them non-numeric/alphanumeric name then you have to count the position at which the required Excel sheet lies in the Excel file and specify that number in the Excel Sheet data field.

Starting Row
Enter the starting row number in this data field from where data is to be picked.

End Row
Enter the last row number up to which data is to be picked. For example, the data is placed till the 50th row in the Excel sheet then you can enter 50 in this data field.

If you want to import data till the last row of Excel sheet then you can enter zero/last row number in this data field.

Save Current Configuration While Importing
Enable this data field if you want to retain current import configuration for next time import of data. In other words, if you enable this data field then all the settings defined currently in the *Import From Excel* window will get saved and will be displayed automatically at the next time import of data.
- After you have entered the necessary details, click the *Import* button to import data. If you do not want to import data then click the *Quit* button.

Accounts
On clicking the *Accounts* option an *Import From Excel* window appears.

All the groups in the Import From Excel window that appears on clicking the Accounts option are same as the ones that appear in the *Import From Excel* window that appears on clicking the *Items* option.



All the data fields of *Import From Excel* window are grouped into seven groups. The groups are:

- Specify Import Options
  - Add New Master
  - Modify Existing Master
- Connect Fields of BUSY and Excel
  - Accounts Field - The option displays the list of all existing data fields that appear at the time of adding a new *Account* master. Select from the list the fields that you want to import. For example, if you want to import account name then select the option *Account_Name* from the *Account Fields* option.
  - Excel Field - The option displays all the names of the columns in the Excel sheet. Select the column name that has the data pertaining to the field selected in the *Account Fields* option. For example, name of the accounts are stored in column 'A' of the Excel sheet then you have to select 'A' from the *Excel Field* option.
- Fields as Connected
  - Accounts Field
  - Excel Fields
- Specify Default Values for Addition of New Masters - In this group only *Parent Group* option appears.
  - Parent Group - Parent Group is a mandatory data field while adding a new *Account* master in BUSY. At the time of import of data if you do not import Parent Group information then you have to specify a default Parent Group from the existing ones in BUSY. Thus, this data field gets activated when you do not select *Acc_Group* data field from the list of *Account Fields* data field that appear in the *Connect Fields of BUSY and Excel* group. In such a case specify a default Parent Group for the accounts being imported.
- Key Field For Modification of Master
  - Key Field
- Excel Details
  - Excel File Path
  - Excel Sheet
  - Starting Row
  - End Row
- Save Current Configuration while Importing

- After you have entered the necessary details click the *Import* button to import data. If you do not want to import data then click the *Quit* button.

Broker
Using the *Broker* option, you can import details of *Broker* master. On clicking this option, an *Import Broker Masters from Excel* window appears. All the data fields and options in the window are similar to the data fields and options that appears in the *Import Item Masters from Excel* window. Hence for detailed information, please refer to *Import Item Masters from Excel* window above.

Author
Using the *Author* option, you can import details of *Author* master. On clicking this option, an *Import Author Masters from Excel* window appears. All the data fields and options in the window are similar to the data fields and options that appears in the *Import Item Masters from Excel* window. Hence for detailed information, please refer to *Import Item Masters from Excel* window above.

Employee
Using the *Employee* option, you can import details of *Employee* master. On clicking this option, an *Import Employee Masters from Excel* window appears. All the data fields and options in the window are similar to the data fields and options that appears in the *Import Item Masters from Excel* window. Hence for detailed information, please refer to *Import Item Masters from Excel* window above.

Contacts
Using the *Contacts* option, you can import details of *Contact* master. On clicking this option, an *Import Contact Masters from Excel* window appears. All the data fields and options in the window are similar to the data fields and options that appears in the *Import Item Masters from Excel* window. Hence for detailed information, please refer to *Import Item Masters from Excel* window above.

Bill of Materials
Using the *Bill of Materials* option, you can import details of *Bill of Material* master. On clicking this option, an *Import BOM Master from Excel* window appears. All the data fields and options in the window are similar to the data fields and options that appears in the *Import Item Masters from Excel* window. Hence for detailed information, please refer to *Import Item Masters from Excel* window above.

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Data Export/Import (XML)

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Data Export/Import (XML) utility is provided to export and import data of one company to another company. The data of one company will be exported to a file and then can be imported to another company. To import/export data, *Data Export/Import* menu provide *Data Export/Import (XML)* option. To use the option, click *Administration > Data Export/Import > Data Export/Import (XML)*. On clicking the *Data Export/Import (XML)* option, two options appear. The options are:

- Export
- Import

Export

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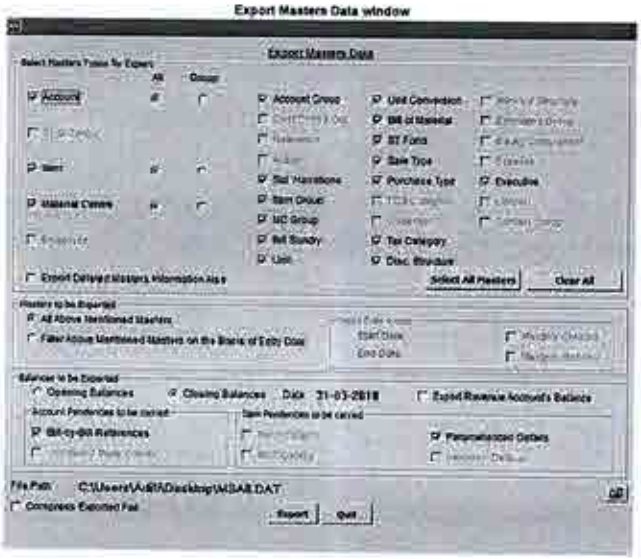
Export option provides the facility to export data of a company to a file. The data can later be imported from that file to another company. On clicking the *Export* option, two options appear. The options are:

- Masters
- Transactions

Masters

Masters option is used to export data of Masters only. On clicking the *Masters* option, an *Export Masters Data* window appears. Given here is a screenshot of *Export Masters Data* window.

Export Masters Data window



In the *Export Masters Data* window, there are various groups, buttons and data fields. The various groups, buttons and data fields are:

- Select Master Type for Export
- Export Deleted Masters Information Also
- Select All Masters
- Clear All
- Masters to be Exported
- Balances to be Exported
- File Path
- Compress Exported File

Select Master Type For Export

In the *Select Master Type For Export* group, list of all the Masters appear. Select the required Masters to be exported. If you select *Account, Cost Centre, Item* or *Material Centre* masters then two options get activated. The options are:

- *All* - Select this option if you want to export all the masters of selected Master type.
- *Group* - Select this option if you want to export masters belonging to a particular Group. On selecting this option, a list displaying the name of Group masters appears. Select the required Group from the list.

Export Deleted Masters Information Also

This data field gets activated if you have specified 'Y' in the *Maintain Data Checklist* option in *Administration > Configuration > Features/Options > General* tab. Select this option if you want to export deleted Masters also.

Select All Masters

Select this option to select all the masters in one go.

Clear All

Select this option to deselect all the masters in one go.

Masters to be Exported

Under this group, following data fields appear:

All Above Mentioned Masters

Select this option to export all the masters of teh selected Master Types.

Filter Above Mentioned Masters on the Basis of Entry Date

Select this option if you want to export masters based on the actual date on which the Masters were created/modified. This features is useful only if the *Maintain Data Check List* option is enabled in *Administration > Configuration > Features/Options > General* tab. Let us understand with the help of an example. Smart Clothing, a garment manufacturing company wants to export only those Masters that are modified between 1-Apr-2006 and 3-Apr-2006. Now, if the feature of *Maintain Data check List* is enabled then BUSY will export Masters that are modified between these dates. Otherwise, if the feature of *Maintain Data Check list* is not enabled then it is not possible to find out the Masters modified between a specified date range. On selecting this option, a *Select Date Range* group gets activated. Let us discuss this group in detail.

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Select Date Range
In this group there are four options. The options are:
- Start Date - Specify the starting date, masters created/modified after which will be exported.
- End Date - Specify the ending date, masters created/modified before which will be exported.
- Masters Created - Select this option if you want to export only those masters that are created between the date range specified in the *Start Date* and *End Date* data field.
- Masters Modified - Select this option if you want to export only those masters that are modified between the date range specified in the *Start Date* and *End Date* data field.

☞ If the feature of *Maintain Data Checklist* is not enabled then you cannot export Masters according to Entry Date.

Balance to be Exported
Under this group, following options appear:
- Opening Balance - Select this option to export opening balances of the Masters.
- Closing Balance - Select this option to export closing balances of the Masters.
- Date - Specify date on which the closing balance is to be considered.
- Export Revenue Account's Balance - Enable this option to export Revenue account's closing balance also.

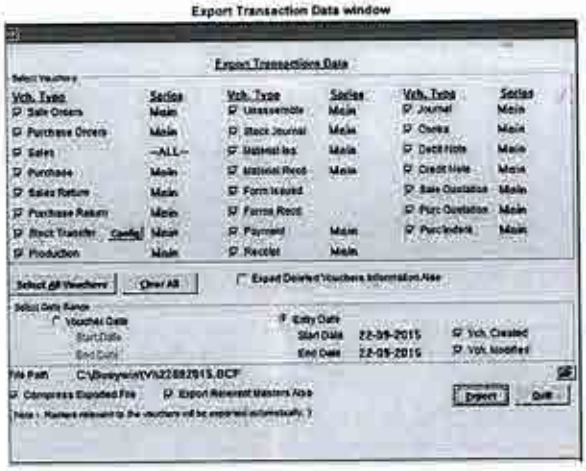
File Path
Specify the path of the file in which the data will be stored.

Compress Exported File
Select this data field if you want to create a compressed file also.
- After entering the data in all the data fields, click the *Export* button to start exporting the data.
- On clicking the *Export* button, a *Start Data Export* message box appears, asking your confirmation to start the Export process. Click the *Yes* button if you want to export the data otherwise click the *No* button.

Transactions

Transactions option is provided to export data of all or selected vouchers. On clicking the *Transactions* option, an *Export Transaction Data* window appears. Given here is a screenshot of *Export Transaction Data* window.

Export Transaction Data window



In the *Export Transaction Data* window, there are various data fields, groups and buttons. The various data fields, groups and buttons are:
- Select Voucher
- Select All Vouchers
- Clear All
- Export Deleted Vouchers Information Also
- Select Date Range
- File Path
- Compress Exported File
- Export Relevant Masters Also

Select Vouchers
In *Select Vouchers* group, there are two data fields. The data field are:
- Vch. Type
- Series

Vch. Type
Select the type of vouchers that you want to export. By default all the voucher types are selected. You can deselect the voucher types that you do not want to export. If *Stock Transfer* voucher type is selected then a *Config* button gets activated. On clicking the *Config* button, a *Configure Material Centre* window appears. Given here is a screenshot of *Configure Material Centre* window.

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Configure Material Centre window



In the window there are three options. The options are:

- *All MC* - Select this option if you want to export those *Stock Transfer* vouchers in which stock is transferred from any of the Material Centres.
- *Group of MC* - Select this option if you want to export those *Stock Transfer* vouchers in which stock is transferred from all the Material Centres falling under a particular Material Centre Group. On selecting this option, a data field displaying list of Material Centre Groups appears next to this option. Select the required Material Centre Group from the list.
- *One MC* - Select this option if you want to export those *Stock Transfer* vouchers in which stock is transferred from a particular Material Centre. On selecting this option, a data field displaying list of Material Centres appears next to this option. Select the required Material Centre from the list.

Series
This data field displays a list of series created for each voucher type. Select the required voucher series from the list.

Select All Vouchers
Click this button if you want to select all the vouchers in one go.

Clear All Vouchers
Click this button if you want to de-select all the vouchers in one go.

Export Deleted Vouchers Information Also
This data field gets activated if you have specified 'Y' in the *Maintain Data Checklist* option in *Administration > Configuration > Features/Options > General* tab. Select this option if you want to export deleted vouchers also.

Select Date Range
In the *Select Date Range* group there are two data fields. The data fields are:

- Voucher Date
- Entry Date

Voucher Date
Select this data field if you want to export vouchers based on the date entered in the *Date* data field in the vouchers. On selecting this data field, two options get activated. The options are:

- *Start Date* - Specify the starting date from which vouchers will be exported.
- *End Date* - Specify the ending date up to which the vouchers will be exported.

Entry Date
Select this data field if you want to export vouchers based on the actual date on which the vouchers were created/modified. This features is useful only if the *Maintain Data Check List* option is enabled in *Administration > Configuration > Features/Options > General* tab. Let us understand with the help of an example. Smart Clothing, a garment manufacturing company wants to export only those vouchers that are modified between 1-Apr-2006 and 3-Apr-2006. Now, if the feature of *Maintain Data check List* is enabled then BUSY will export vouchers that are modified between these dates. Otherwise, if the feature of *Maintain Data Check list* is not enabled then it is not possible to ascertain the modified vouchers between a specified date range.

☞ If the feature of *Maintain Data Checklist* is not enabled then you cannot export vouchers according to Entry Date.

File Path
Specify the path of the file in which the data will be stored.

Compress Exported File
Enable this option if you want to create a compressed file also.

Export Relevant Masters Also
On enabling this option, Masters related to vouchers or Masters used in vouchers will be exported automatically along with their other details also. Basically if you disable this option then Masters along with only mandatory details like Group, Unit will be exported but if you enable this option then complete Master details (whichever will be found in existing Masters from which the details are being imported like address, telephone number) will be imported.

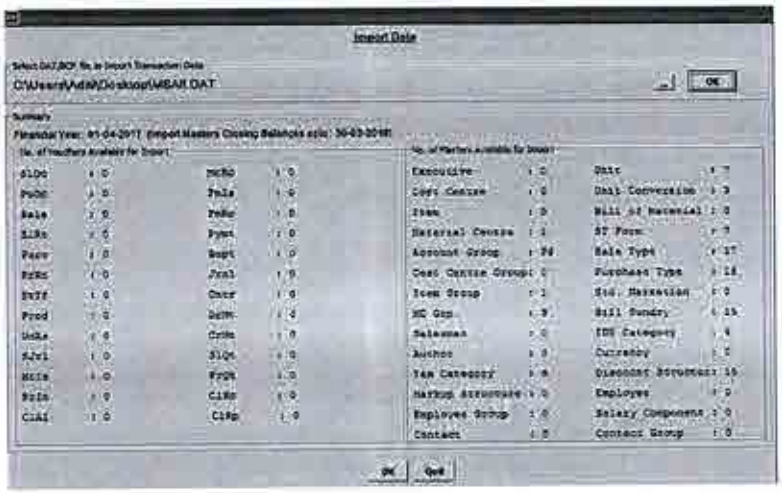
After entering the data in all the data fields, click the *Export* button to start exporting the data.

- On clicking the *Export* button, a *Start Data Export* message box appears asking your confirmation to start the Export process. Click the *Yes* button if you want to export the data otherwise click the *No* button.

Import
With *Import* option you can import data from the file that contains exported data. On clicking the *Import* option, an *Import Transaction Data* window appears. Given here is a screenshot of *Import Transaction Data* window.

Import Transaction Data window

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In the *Import Transaction Data* window, a *Select DAT/BCF file to Import Transaction Data* data field appears. Specify the path of the required file in this data field and click the *OK* button.

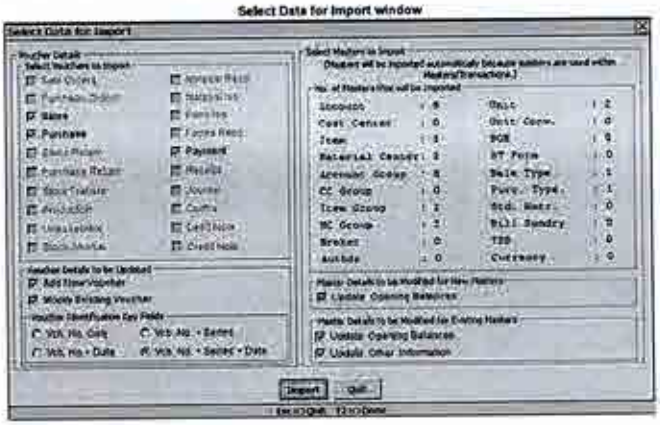
- On clicking the *OK* button, a *Summary* group gets activated. The group displays the number of Masters and Vouchers available for import.

At the bottom of the *Import Transaction Data* window there are two buttons. The buttons are:

- *OK* - Click this button if you want to import the data.
- *Quit* - Click this button if you do not want to import the data.

On clicking the *OK* button, a *Select Data for Import* window appears. Given here is a screenshot of *Select Data for Import* window.

Select Data for Import window



In the window there are various data fields and groups. The data fields and groups are:

- Select Voucher to Import
- Voucher Details to be Modified
- Voucher Identification Key Field
- No. of Masters that will be Imported
- Masters Details to be Modified for New Masters
- Masters Details to be Modified for Existing Masters

Select Voucher to Import

Select Voucher to Import group displays the list of voucher types that can be imported. Select the type of vouchers you want to import.

Voucher Details to be Modified

Under *Voucher Details to be Modified* group, there are two options. The options are:

- Add New Voucher
- Modify Existing Voucher

Add New Voucher

Select this option if you want to import only those vouchers which does not exist in the company in which you are importing the data. For example, you are importing a *Sales* voucher numbered *SI123*. A *Sales* voucher with this number already exist in the company in which you are importing the data. Now if you have selected this option then the *Sales* voucher of the file from which data is being imported will not be added to the company in which data is being imported.

Modify Existing Voucher

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Select this option if you want to modify the vouchers that exist in the company is which you are importing the data. For example, you are importing a *Sales* voucher numbered *SI123*. A *Sales* voucher with this number already exist in the company in which you are importing the data. Now if you have selected this option then the *Sales* voucher that exist in the company in which data is being imported will be replaced by the *Sales* voucher that exist in the file.

Voucher Identification Key Field
This group gets activated if you have selected the option of *Modify Existing Vouchers*. In the group you have to select the basis on which the vouchers will be modified. There are four options provided in this group. The options are:

- Vch No. Only - Select this option if you want to modify vouchers on the basis of voucher number only. If you select this option then vouchers having similar voucher number as in imported data will get replaced.
- Vch No.+ Date - Select this option if you want to modify vouchers on the basis of voucher number and date. If you select this option then vouchers having similar combination of voucher number and date as in imported data will get replaced.
- Vch No+ Series - Select this option if you want to modify vouchers on the basis of voucher number and series. If you select this option then vouchers having similar combination of voucher number and series as in imported data will get replaced.
- Vch No.+ Date + Series - Select this option if you want to modify vouchers on the basis of voucher number, series and date only. If you select this option then vouchers having similar combination of voucher number, series and date as in imported data will get replaced.

No. of Masters that will be Imported
This groups displays the number of masters that will be imported.

Master Details to be Modified for New Masters
Under *Master Details to be Modified for New Masters* group, following option appear:

- Update Opening Balances

Update Opening Balances
Select this option if you want to update opening balance of the new Masters also.

Master Details to be Modified for Existing Masters
Under *Master Details to be Modified for Existing Masters* group, there are two options. The options are:

- Update Opening Balances
- Update Other Information

Update Opening Balances
Select this option if you want to update only opening balances of the Masters. For example, you are importing an Account master named Rich Styles. A master with this name already exist in the company in which you are importing the data. Now if you select this option then the opening balance of the existing master will be replaced by the imported master.

Update Other Information
Select this option if you want to update other information i.e. all other information except Opening Balance.

- After entering the data in the data fields, click the *Import* button to import the data.
- On clicking the *Import* button, various message box appears depending on the company's configuration and data that already exist. The message boxes are:
  - *Checking Sensitive Configuration for Source And Target Companies* - This message box appears if the configurations which affect accounts and inventory related transactions of both the companies (from where the data is exported to where the data is imported) does not match. Click the *Match Company Configuration* button to automatically update the configuration of the target company. After the configuration is matched, click the *OK* button to import the data.
  - *Checking Non Sensitive Configuration for Source And Target Companies* - This message box appears if the configuration that does not affect accounts and inventory related transactions of both the companies (from where the data is exported to where the data is imported) do not match. Click the *Match Company Configuration* button to automatically update the configuration of the target company. After the configuration is matched, click the *OK* button to import the data.

If none of the *Update Opening Balances* and *Update Other Information* option is selected then no changes will be made in the existing vouchers.

- On clicking the *Ok* button, a *Start Import* message box appears asking your confirmation to start the Import process. Click the *Yes* button if you want to import the data otherwise click the *No* button.

On clicking the *Yes* button, BUSY will start the import process. If the vouchers with same series, date or voucher number (as the combination specified in the *Voucher Identification Key Field* group) already exist in the target company then a *Confirm Vch. Replace* message box appears. In the message box there are four options. The options are:

- *Skip* - Select this option if you want to skip the particular voucher that has same voucher series, date or voucher number as shown in the message box.
- *Skip All* - Select this option if you want to skip all the vouchers that have same series, date or number in the target company.
- *Overwrite* - Select this option if you want to overwrite the particular voucher that has same series, date or number as shown in the message box.
- *Overwrite All* - Select this option if you want to overwrite all the vouchers that have same series, date or number in the target company.

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Import Data from SQL/Access

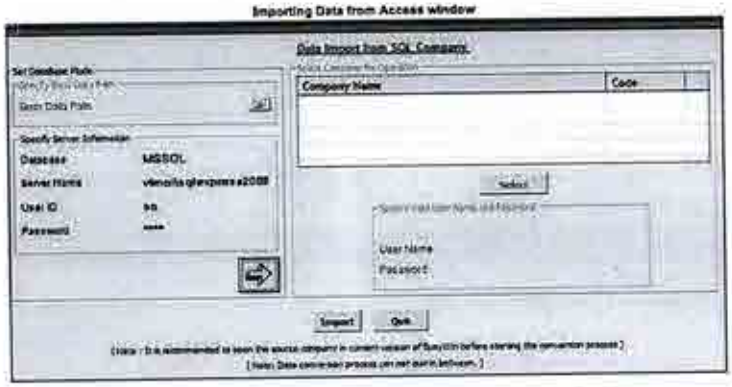
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Import BUSY SQL/Access Data option provides the facility to convert SQL data to Access format and Access data to SQL format. If you are working in File-Server mode then *Import Data from SQL* option appears. Using this option you can convert MSAccess data to MSSQL data. If you are working in Client-Server mode then both Import Data from Access and Import Data from SQL option appears. Using this option you can convert MSSQL data to MSAccess data or can import SQL data of some other company in existing company.

On selecting the *Import Data from SQL/Access* option, an *Importing Data from SQL/Access* window appears. Given here is a screenshot of *Importing Data from Access* window.

Importing Data from Access window



In the *Importing Data from Access* window there are various groups and data fields. The groups and data fields are:

- Set Database Mode
- Set Server Information
- Select Company for Operation
- Specify valid User Name and Password

Set Database Mode

This group is activated if you are converting data from Access to SQL. Under this group a data field appears. The data field is:

- Busy Data Path - Specify the path, where the required company exist.

Set Server Information

This group is activated if you are converting data from SQL to Access. Under this group, there are four data fields. The data fields are:

- Database - Specify the database name in this data field. (Fixed as MSSQL for the time being).
- Server Name - Specify the Server name in this data field as specified at the time of registering a new Server.
- User ID - Specify a valid MSSQL server User ID in this data field. Default MSSQL user name is *Sa*.
- Password - Specify password that you have specified for the user name at the time of registering for a new server.

Select Company for Operation

This group displays the list of the companies that exist at the path/server specified. Select the required company whose data is to be converted to Access / SQL.

Specify Valid User Name and Password

This group gets activated on selecting a company in the above group. Under this group, there are two data fields. The data fields are:

- User Name - Enter the Super user name for the company.
- Password - Enter the password for the Super user.

After entering the required details, click the *Import* button to import the data.

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Import Vouchers From Excel

Administration > Data Export/Import > Import Vouchers From Excel

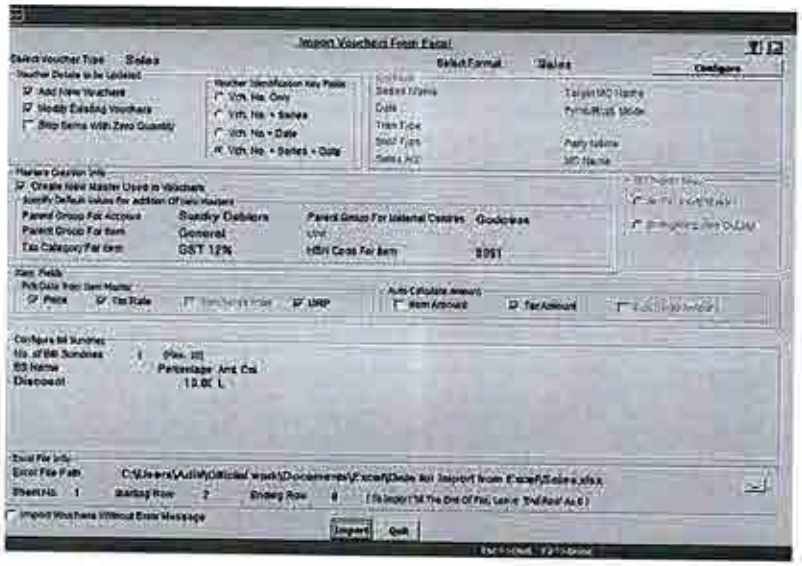
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With *Import Vouchers From Excel* option, you can import vouchers from Excel sheet. You can specify what type of data is placed in different Excel columns and BUSY will then import data accordingly.

To use the utility, click *Administration > Data Export/Import > Import Voucher From Excel* option. On clicking the *Import Voucher From Excel* option, an *Import Voucher From Excel* window appears. Given here is a screenshot of *Import Vouchers From Excel* window.

Import Vouchers From Excel window

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In *Import Voucher From Excel* window, there are various groups and data fields. The groups and data fields are:

- Select Voucher Type
- Select Format
- Voucher Details to be Updated
- Key Fields
- Masters Creation Info
- GST Report Basis
- Item Fields
- Configure Bill Sundries
- Excel File Info.
- Import Vouchers without Error Message

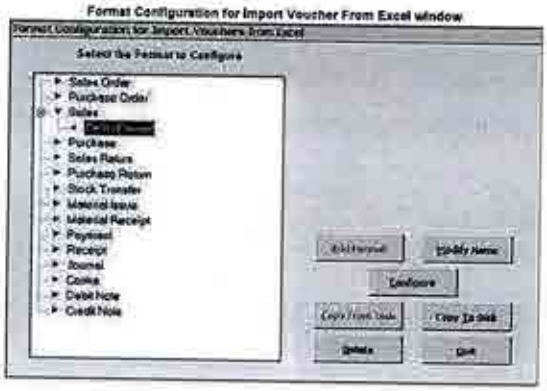
Select Voucher Type

Select the voucher type whose vouchers you want to import. For example, if you want to import *Sales* voucher then select the *Sales* option.

Select Format

Select the format according to which vouchers will be imported. Next to this data field, a *Configure* button is given to create and configure a format. On clicking the *Configure* button, a *Format Configuration for Import Voucher From Excel* window appears. Given here is a screenshot of *Format Configuration for Import Voucher From Excel* window.

Format Configuration for Import Voucher From Excel window



On the left hand side of *Format Configuration for Import Voucher From Excel* window, list of voucher types appears and on the right hand side of the window, various buttons are given. The buttons are:

- Add Format
- Modify Name
- Configure
- Copy from Disk
- Copy to Disk
- Delete

Add Format

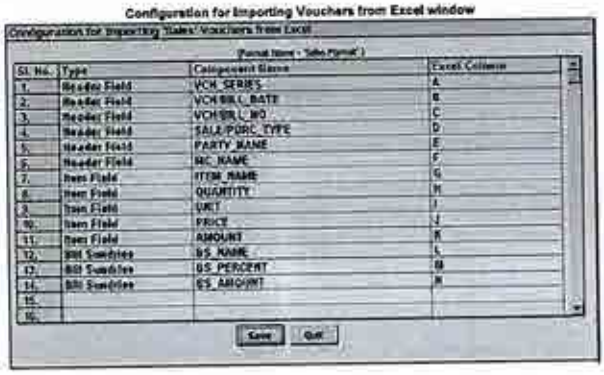
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Click this button to add a new format for the voucher type. On clicking the button, an *Import Excel Format - Add* window appears. In the window, specify the format name and click the *Save* button.

Modify Name
Click this button to modify name of the format.

Configure
To configure format for a voucher type, select the required voucher type from the left hand side of the *Format Configuration for Import Vouchers from Excel* window and further select the required format. After selecting the required format, click the *Configure* button. On clicking the *Configure* button, a *Configuration for Importing Vouchers from Excel* window appears. Given here is a screenshot of *Configuration for Importing Vouchers from Excel* window.

Configuration for Importing Vouchers from Excel window



In the *Configuration for Importing Vouchers from Excel* window, a grid with three columns appear. The columns are:

- Type - If you have selected Inventory voucher type then three options appear in this column. The options are: Header Entries, Item Entries and Bill Sundries Entries. If you have selected an Accounting voucher type then two options: *Header Entries* and *Body* appear in this column. Select the required option from the list.
- Component Name - This column displays the list of all the fields for the type selected in the *Type* column. For example, if you have selected *Header Entries* option then all the fields that appear in the header of the voucher appears in this column. Select the required component from the list.
- Excel Column - This column displays all the Excel fields. Select the Excel field in which the data pertaining to the field selected in the *Component* column is placed. For example, in the Excel sheet from which data is to be imported, column *A* contains voucher series of the voucher. In such a case, you have to select *Header Entries* option from the *Type* column, *Vch_Series* option from the *Component Name* column and 'A' from the *Excel Columns* column.

Voucher Details to be Updated
Under this group following options and sub groups appear:

- Add New Voucher
- Modify Existing Voucher
- Skip Items with zero Qty.
- Voucher Identification Key Fields
- Key Fields

Add New Voucher
Select this option if you want to add new vouchers.

Modify Existing Voucher
Select this option if you want to modify the existing vouchers.

Skip Items with zero qty.
Enable this option if you do not want to add / modify vouchers having zero stock.

Voucher Identification Key Fields
This group gets activated on selecting the *Modify Existing Vouchers* option in the *Voucher Identification Key Fields* group. In this group, four options appear. Select the option based on which the vouchers will be modified. The options are:

- Voucher No. - Select this option if you want to modify vouchers on the basis of voucher number.
- Voucher No. + Date - Select this option if you want to modify vouchers on the basis of voucher number and voucher date.
- Voucher No. + Series - Select this option if you want to modify vouchers on the basis of voucher number and voucher series.
- Voucher No. + Series + Date - Select this option if you want to modify vouchers on the basis of voucher number, voucher date and voucher series.

Key Fields
In the *Key Fields* group, various options as per the voucher type selected appears. These fields are mandatory fields and cannot be left blank while saving a voucher. Hence, you have to specify the default value to be stored in these fields when any of the field is blank in the Excel sheet at the time of import of vouchers. Various fields in this group are:

- Series Name - Enter the default series name.
- Date - Enter the default voucher date.
- Sale/Purchase Type - Enter the default Sale/Purchase type.
- Party Name - Enter the default party name.
- MC Name - Enter default Material Centre name.
- Target MC Name - Enter default target Material Centre name.

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• Type of Cheque - Select the default type of cheque i.e. Regular or PDC.

Masters Creation Info
Under this group, you can specify whether you want to create new masters automatically that are used in the vouchers and further specify the default Parent Group to be used for them. Under the group, there are various options. The options are:
• Create New Master Used in Voucher
• Specify Default Values for Addition of New Masters

Create New Master Used in Voucher
Enable this option if you want to create new masters automatically that are used in the vouchers being imported.

Specify Default Values for Addition of New Masters
Under this sub group, various data fields appear. The data fields are:
• *Parent Group for Account* - This data field appears if you have selected *PARTY_NAME* component while configuring the selected format. Specify the default Parent Group for the new Account masters.
• *Parent Group for Item* - This data field appears if you have selected *ITEM_NAME* component while configuring the selected format. Specify the default Parent Group for the new Item masters.
• *Parent Group for Material Centre* - This data field appears if you have selected *MC_NAME* component while configuring the selected format. Specify the default Parent Group for the new Material Centre masters.
• *Unit* - This data field appears if you have not selected the *Unit* component while configuring the selected format. Specify the default Unit for Items in this data field.
• *Tax Category for Item* - This data field appears if you have not selected the *Tax Category* component while configuring the selected format. Specify the default Tax Category for Items in this data field.
• *HSN Code for Item* - This data field appears if you have not selected the *HSN Code* component while configuring the selected format. Specify the default HSN Code for Items in this data field.

GST Report Basis
Under this group, following sub groups appear:
• As Per Party Master - Select this option if you want to generate GST Report as per details entered in Party Master.
• Billing/Shipping Details - Select this option if you want to generate GST Report as per details entered in Billing/Shipping Details.

Item Fields
Under this group, following sub groups appear:
• Pick Data from item master - Under this sub group, you can select whether you want to fill various voucher columns from Item master. Various options that appear under this sub group are:
  o Price - Select this option if you want item price to be picked from item master. Basically on selecting this option, you do not need to specify Excel column from where item price will be picked, instead it will be picked from Item master itself.
  o Tax Rate - Select this option if you want tax rate as applicable in the voucher to be picked from Item master itself.
  o Surcharge Rate - Select this option if you want surcharge rate as applicable in the voucher to be picked from Item master itself.
  o MRP - Select this option if you want item MRP to be picked from Item master itself.

• Auto Calculate Amount - Under this sub group, you can select various options that will be automatically calculated while importing vouchers. For example, you do not want to maintain item amount from Excel sheet and want it to be calculated automatically by multiplying item quantity and price. In such a case, you can select auto calculate Item Amount option. Various options that appear under this sub group are:
  o Item Amount - Select this option to auto calculate item amount by multiplying item price with item quantity as specified in the voucher.
  o Tax Amount - Select this option to auto calculate tax amount.
  o Surcharge Amount - Select this option to auto calculate surcharge amount.

Configure Bill Sundries
Under this group, you can specify Bill Sundry name, its percentage and the Excel column from which its amount is to be picked. Various options that appear under this group are:
• No. of Bill Sundries - Specify total number of Bill Sundries.
• BS Name - Specify name of the Bill Sundry to be levied in the voucher.
• Percentage - Specify percentage at which Bill sundry is to be levied.
• Amt. Col - Select Excel column from which Bill Sundry amount is to be picked.

Excel File Info.
Under this group, you have to specify details about the Excel file from which you are importing the data. Various data fields that appear under this group are:
• Excel Sheet - Specify the path of the Excel file from which data is to be imported.
• Starting Row - Specify the starting row number from which data is to be imported.
• Ending Row - Specify the ending row number up to which data is to be imported.
• Sheet No. - Specify the Excel sheet number from which data is to be imported.

Import Voucher without Error message
If you enable this option then no error message will appear at the time of import of vouchers. In case any problem occurred at the time of import then default option will be considered as *Skip All for Add New Vouchers* and *Overwrite All for Modify Existing Voucher* option. Let us understand this with the help of an example. While importing vouchers, you have selected *Add New Voucher option* and at the time of import, an error occurred. In such a case, instead of showing you an error message, BUSY will automatically skip all those vouchers in which a problem has occurred.

After entering data in appropriate data fields, click the *Import* button to import the data. On clicking the *Import* button, a *Start Data Import* message box appears. Click the *Yes* button in the message box to import the data.

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Export Masters Second language (XML)

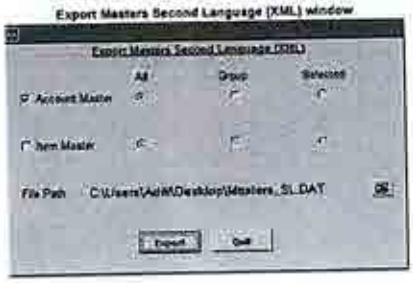
Previous Next

Administration > Data Export/Import > Export Masters Second language (XML)

Busy

With Export Masters Second language (XML) option, you can Export Second language data which is feeded in Masters in XML file format. On selecting the *Export Masters Second language (XML)* option, an *Export Masters Second language (XML)* window appears. Given here is a screenshot of *Export Masters Second language (XML)* window.

Export Masters Second Language (XML) window



Select the Type of Master i.e. Account or Item and specify the file path where exported file is to be saved. After specifying the file path click Export button to export second language details.

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Import Masters Second language (XML)

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Administration > Data Export/Import > Import Masters Second language (XML)

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With Import Masters Second language (XML) option, you can Import the Exported file of Second language data (XML file format) to any company. On selecting the *Import Masters Second language (XML)* option, an *Import Masters Second language (XML)* window appears. Given here is a screenshot of *Import Masters Second language (XML)* window.

Import Masters Second Language (XML) window



Specify the file path to Import Second language details and click Import button.

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Data Export/Import (BDEP)

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Administration > Data Export/Import > Data Export/Import (BDEP)

Busy

Data Export/Import (BDEP) utility is provided to download the data received on BDEP, check the status of vouchers uploaded on BDEP and for bulk upload of vouchers on BDEP. On clicking the *Data Export/Import (BDEP) option* , following options are displayed:

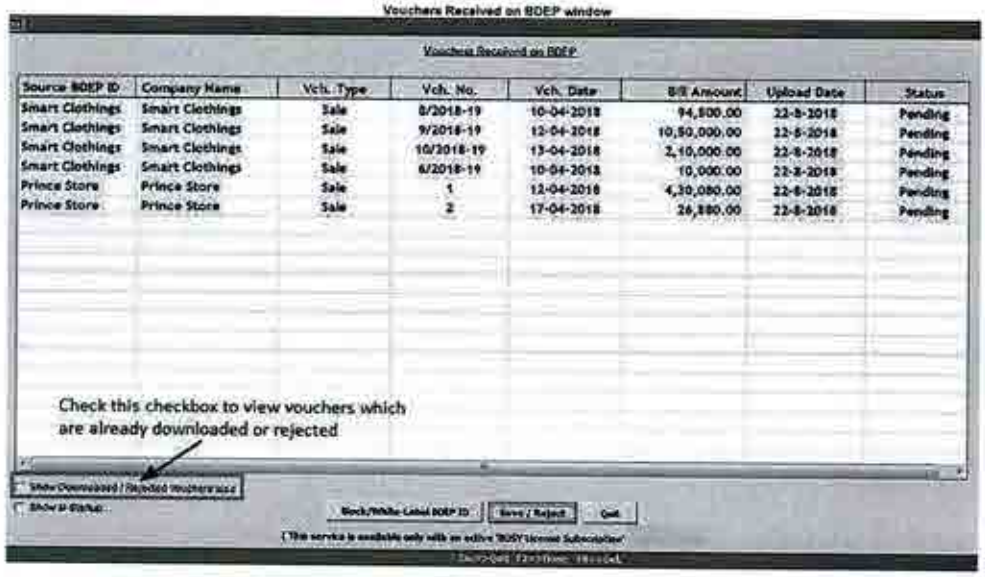
- Data Received on BDEP
- Data Sent to BDEP
- Bulk Voucher Upload to BDEP

Data Received on BDEP

With this option, Party can download the vouchers which are received on *BDEP* i.e. vouchers which are uploaded by other parties on BDEP. On clicking *Data Received on BDEP* option, a *Vouchers Received on BDEP* window appears displaying the voucher details which are received on BDEP i.e. which are uploaded by other parties. Given below is the screenshot of *Vouchers Received on BDEP* window.

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Vouchers Received on BOEP window



Select the voucher appearing on the screen to Save or Reject. On clicking the voucher, *'Voucher to be Saved As'* window appears. Given below is the screenshot of *'Voucher to be Saved As'* window.

Voucher to be Saved As window



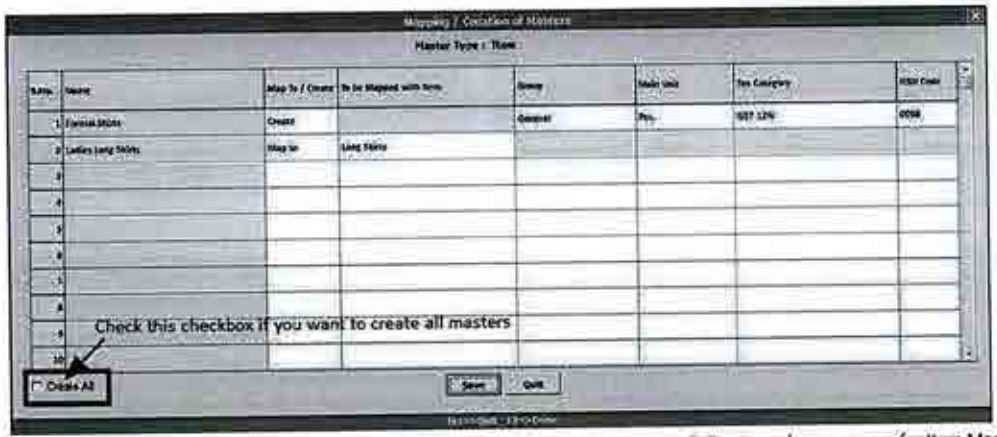
In *'Voucher to be Saved As'* window, following options appear:

- *Save As* – Select this option to save the voucher. Following details needs to be specified if you want to save the voucher:
  - *Voucher to be saved as* – Select from the list whether voucher to be saved as Purchase or Sales.
  - *Select the Series* – Select the series in which you want to save the voucher.
  - *Download Invoice PDF* – Check this checkbox to download PDF file of Invoice.
  - *Specify Path* – Specify the path where you want to save the downloaded PDF file.
- *Reject* – Select this option if you want to reject the voucher. On selecting this option, *'Specify Reason for Rejection'* data field gets enabled. Specify the reason for rejecting the voucher.

If you have selected *Save As* option, then at the time of saving the voucher a *Mapping/Creation of Masters* window appears. This window appears if masters used in the voucher are not found in your company. Given below is the screenshot of *Mapping/ Creation of Masters* window.

Mapping/Creation of Masters window

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Under *Mapping/ Creation of Masters* window various columns appear depending on the Master type. Following columns appear for Item Master:

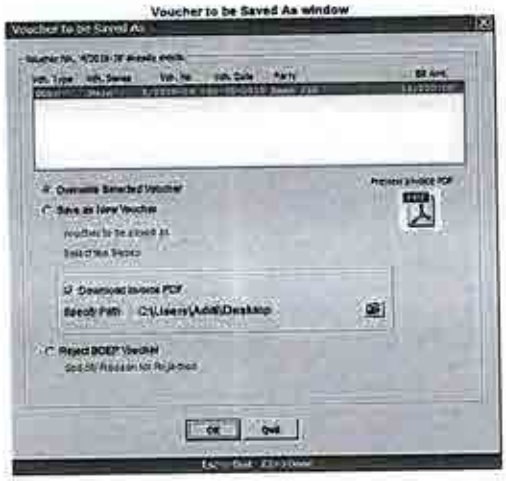
- *Name* – This column will display the name of Item which is not found in your company data.
- *Map To/Create* – Select the option from the list i.e. either you want to map the item or create a new item.
  - Select Map To option if you want to map the item with the item existing in your company with some other name. For Example, Item Shirt is existing in your company as item name Kameez. In this case you can map Item Shirt with Item Kameez.
  - Select Create option if you want to create a new item.
- *To be Mapped with Item* – This column gets enabled, if you have selected Map To option in the previous column. Select the name of item existing in your company with which you want to map the item.
- *Group* – This column gets enabled, if you have selected Create option in the previous column. Specify the group of the item which is to be created.
- *Main Unit* – This column gets enabled, if you have selected Create option in the previous column. Specify the Main Unit of the item which is to be created.
- *Tax Category* – This column gets enabled, if you have selected Create option in the previous column. Specify the Tax Category of the item which is to be created.
- *HSN Code* – This column gets enabled, if you have selected Create option in the previous column. Specify the HSN Code of the item which is to be created.

Click Save button to save the mapping information. After saving of items mapping, window for other masters may also open up if not found in your data.

Once the mapping of masters is complete, Add voucher screen will appear with all the data filled automatically. Here you can verify the voucher details, make any changes if required and save the voucher.

While downloading voucher from BDEP, if voucher no. already exists in your company then you will be prompted to either create a new voucher or modify existing voucher as shown below:

Voucher to be Saved As window



In the above window following options are provided:

- *Overwrite Selected Voucher* – Select this option to overwrite the selected voucher i.e voucher which already exists in your company.
- *Save as New Voucher* – Select this option to save the voucher received as a new voucher.
  - *Download Invoice PDF* – Check this checkbox to download PDF file of Invoice.
  - *Specify Path* – Specify the path where you want to save the downloaded PDF file.
- *Reject BDEP Voucher* – Select this option to reject the voucher received on BDEP. Also, specify the reason for rejecting the voucher in *'Specify Reason for Rejection'* data field.

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Here you can choose whether to save it as new voucher or modify existing voucher.

Block/White-Label BDEP ID

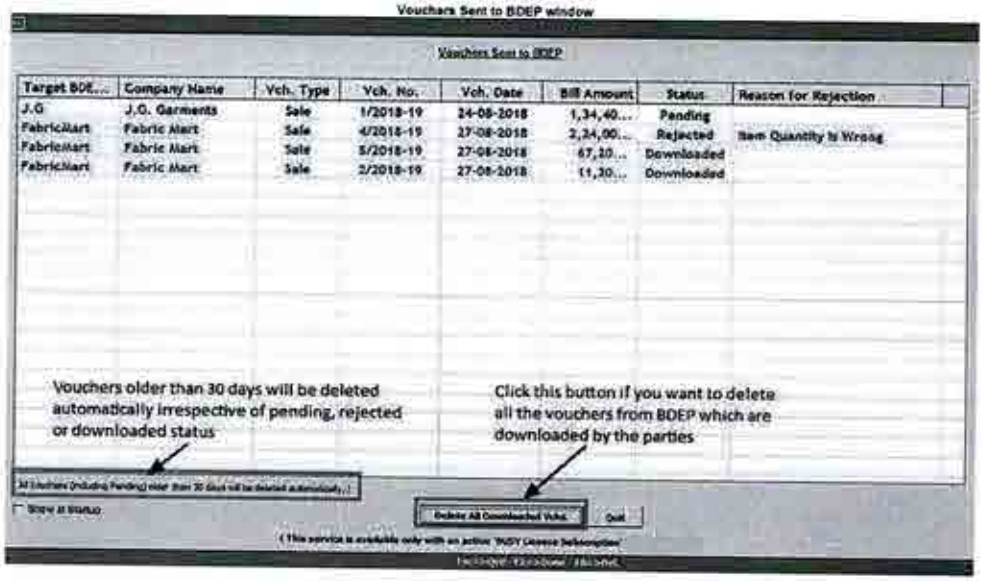
A *Block/White-Label BDEP ID* button is provided at the bottom of *Vouchers Received on BDEP* window. From here you can either block BDEP IDs or white-label BDEP IDs as described below:

- *Block BDEP ID* – Select this option if you want to block some BDEP IDs i.e. you don't want to receive data from some specific BDEP IDs. On clicking this button, a *Block BDEP ID* window appears. Specify the BDEP IDs which you want to block.
- *White-Label BDEP ID* – Select this option if you want to receive data from some specific BDEP IDs only. On clicking this button, a *White-Label BDEP ID* window appears. Specify the BDEP IDs from which you want to receive data.

Data sent to BDEP

With this option, you can view the status of data sent to BDEP (vouchers uploaded on BDEP) i.e. whether they are downloaded, rejected or pending. On clicking *Data Sent to BDEP* option, a *Vouchers Sent to BDEP* window appears displaying the status of vouchers which were uploaded on BDEP. Given below is the screenshot of *Vouchers Sent to BDEP* window.

Vouchers Sent to BDEP window



In *Vouchers Sent to BDEP* window, you can view status of the vouchers. Different Status will appear in different conditions:

- **Downloaded** – This status will appear when the other party has downloaded the voucher. Now, you can delete the downloaded vouchers from BDEP using F8 shortcut key or *Delete All Downloaded Vchs.* button provided at the bottom of the window.
- **Rejected** – This status will appear when the other party has rejected the voucher. Reason for rejection of the voucher is specified in next column. In case of rejected voucher, two actions are suggested:
  - Either modify the voucher as per the reason specified and upload it to BDEP again. OR
  - Delete the voucher from BDEP.
- **Pending** – This status will appear when the other party has not taken any action against the voucher.

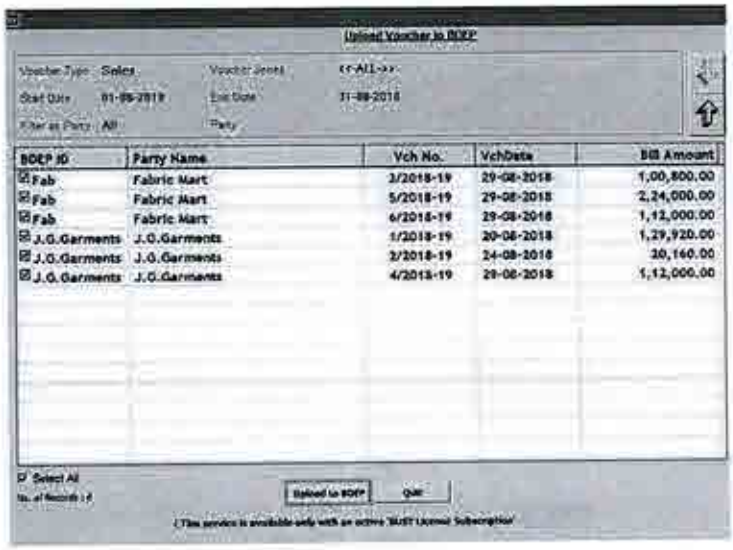
From above window you can easily check the status of vouchers sent to BDEP and delete the downloaded vouchers from BDEP.

Bulk Voucher Upload to BDEP

With this option, you can upload multiple vouchers on BDEP in one go. On clicking *Bulk Voucher Upload to BDEP* option, an *Upload Voucher to BDEP* window appears. Given below is the screenshot of *Upload Voucher to BDEP* window.

Upload Voucher to BDEP window

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In *Upload Voucher to BDEP* window, specify the following details:

- *Voucher Type* – Select Voucher type for which you want to upload data on BDEP.
- *Voucher Series* – Select Voucher series for which you want to upload data on BDEP.
- *Start Date* – Specify the Starting date from which you want to upload data on BDEP.
- *End Date* – Specify the Ending date upto which you want to upload data on BDEP.
- *Filter on Party* – Select from the list you want to apply filter for All/Group/One party.
- *Party* – Select Party/Party group for which you want to upload data on BDEP.

After specifying required details, click downward arrow button. On clicking downward arrow button, voucher details will appear as per the details specified by you.

Select the vouchers you want to upload on BDEP and click *Upload to BDEP* button. Thus, you can upload multiple vouchers to BDEP for different Parties.

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See Also

Enable BUSY Data Exchange Platform (BDEP)

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Import Opening References from Excel

Administration > Utilities > Data Export/Import > Import Opening References from Excel

Busy

With Import Opening References from Excel option, you can import opening details of Trading Excise references, bill references, Parameter, Serial number and Batch details from Excel file. On clicking the *Import Opening References from Excel* option, following options appear:

- Import Opening Bill References
- Import Opening Serial No. Details
- Import Opening Parameter Details
- Import Opening Batch Details

For details on the above options, click the required option.

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Receive Data from BO

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Administration > Data Export/Import > Receive Data from BO

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This option appears in *Data Export / Import* menu only if you have enabled the feature of *Enable HO / BO Data Sync* in *Administration > Configuration > Features / Options > Enterprise Features* tab and you are at the Head Office level. With this option, Head Office can receive data from Branch Office. On clicking this option, a *Data Sync* window appears. Click the *Start Saving* button in the window to start the process of receiving data from the Branch office.

Receive Data from BO option will work only when a Branch Office has sent data using the *Exchange Data with HO* option. In other words we can say that Branch Office has to use the *Exchange Data with HO* option to send data to the Head Office and Head Office has to use the *Receive Data from BO*

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option to receive data from Branch office. Both these options are dependent on each other as when the Branch Office uses the *Exchange Data with HO* option, all the data to be sent basically gets ready to be merged with Head Office data and gets merged at the Head Office only when the Head Office uses the *Receive Data from BO* option.

See Also

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Enable HO / BO Data Sync

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Data Sync Explorer

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Administration > Data Export/Import > Data Sync Explorer

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This option appears in *Data Export / Import* menu only if you have enabled the feature of *Enable HO / BO Data Sync* in *Administration > Configuration > Features / Options > Enterprise Features* tab and you are at the Head Office level. On clicking this option, a *Data Sync Explorer* window appears. Select the Branch from the list for which you want to check the data that is sent or that is to be receive. Click the OK button. On clicking OK button a Data Sync Explorer screen appears which will show the Vouchers/Masters that are sending to BO or that are receiving from BO.

See Also

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Enable HO / BO Data Sync

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BO Sync Timing Details

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Administration > Data Export/Import > BO Sync Timing Details

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This option appears in *Data Export / Import* menu only if you have enabled the feature of *Enable HO / BO Data Sync* in *Administration > Configuration > Features / Options > Enterprise Features* tab and you are at the Head Office level. On clicking this option, a *BO Sync Timing Details* window appears. In *BO Sync Timing Details* window following options appear :

- Select Branch - Select the Branch from the list for which you want to view BO sync timing details.
- Starting Date - Enter Starting date from when you want to view BO sync timing details.
- Ending Date - Enter Ending date till when you want to view BO sync timing details.

Click OK button. On clicking OK button a BO Sync timing details screen appears which will reflect the time when data synchronization with a particular branch has been done.

See Also

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Enable HO / BO Data Sync

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Exchange Data with HO

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Administration > Data Export/Import > Exchange Data with HO

Busy

This option appears in *Data Export / Import* menu only if you have enabled the feature of *Enable HO / BO Data Sync* in *Administration > Configuration > Features / Options > Enterprise Features* tab and you are at the Branch Office level. With this option, Branch Office can send/receive data from Head Office. This option is useful if you are working in the Offline mode and want to add / merge data to the Head Office. With this option, Branch office can send data to the Head Office. On selecting this option, a *Data to be Sent to HO / Data to be Receive from HO* window appears. In the window, following buttons appear:

- Untagged Voucher Series - Click this button to check vouchers having series which is not tagged in the Voucher Series Group specified with the Branch.
- Unnumbered Vouchers - Click this button to check vouchers with blank voucher number.
- Masters_Vouchers with Invalid MC - Click this button to check item masters and Vouchers having Material Centre which is not tagged with the Branch.
- Send Data to HO - Click this button to send Branch's data to the Head Office.
- Receive Data from HO - Click this button to receive data from Head Office.
- Send / Receive Data from HO - Click this button to send and receive data simultaneously to / from Head Office.

See Also

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Enable HO / BO Data Sync

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Reconcile BO Data with HO

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Administration > Data Export / Import > Reconcile BO Data with HO

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This option appears in *Data Export / Import* menu only if you have enabled the feature of *Enable HO / BO Data Sync* in *Administration > Configuration > Features / Options > Enterprise Features* tab and you are at the Branch Office level. On clicking this option *Reconcile BO Vouchers* option appears. Click this

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option to reconcile BO Data with HO, on clicking this option HO-BO Vouchers Reconciliation window appears. Select Voucher type for which you want to reconcile BO data with HO. After selecting voucher type click OK button. On clicking OK button HO-BO Vouchers Reconciliation screen appears . All the vouchers related to voucher type will be matched and any Discrepency, if found will be shown.

See Also

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Enable HO / BO Data Sync
Branch Office Configuration

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Bulk Data Updation to HO / BO

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Administration > Data Export/Import > Bulk Data Updation to HO / BO

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With *Bulk Data Updation to HO / BO* option, you can send Masters and Transactions to the Head Office / Branch Office as per your requirement. With this option, you can select Masters to be sent to the Head Office / Branch Office or the transactions of a specified date range or of a particular voucher type or voucher series to be sent to the Head Office / Branch Office. With this option you can specify the range of Masters or Vouchers to be sent to Head Office / Branch Office and to actually send the data, you have to use the the *Exchange Data with HO* or *Receive Data from BO* option provided under *Administration > Data Export / Import* menu.

Let us understand with the help of an example. You have sent certain data to the Head Office and later on it was found that voucher numbering of Payment vouchers for the month of April was not proper and hence you need to send the Payment vouchers of the April month again to the Head Office. For this purpose, you can select the *Administration → Data Export / Import → Bulk Data Updation to HO → Transactions* option. On selecting the option, a *Send Bulk Data to Head Office* window appears in which you can specify the date range from 1st April to 30th April and select the Voucher Type as *Payment* and click the *Ok* button. On clicking the Ok button, a *Data Sync* message box will appear asking you to run the *Exchange Data with HO* option to send the selected vouchers to the Head Office. Click the *Ok* button in the message box and then select the *Exchange Data with HO* option to send selected vouchers to the Head Office. On using the *Exchange Data with HO* option, all the Payment vouchers for the month of April will be sent to the Head Office.

On selecting the *Bulk Data Updation to HO / BO* option, following two options appear:

- Masters
- Transactions

Let us discuss both these options in detail.

Masters

With *Masters* option, you can select Master Types to be sent to the Head Office / Branch Office as per your requirement. Basically with this option, you have the choice to select the Master Types which are to be sent to the Head Office or Branch Office. On clicking the *Masters* option, a *Send Bulk Masters to HO / BO* window appears. Given here is a screenshot of *Send Bulk Masters to HO / BO* window.

Send Bulk Masters to HO / BO window



In the *Send Bulk Masters to HO / BO* window, following two groups appear:

- Select Masters for Synchronization - Under this group, you can select the Mater Types whose Masters are to be sent to the Head Office / Branch Office.
- Select Branch Office for Masters to be Posted - This group gets active only if you are at the Head Office level. Select the Branch masters to which data is to be sent.

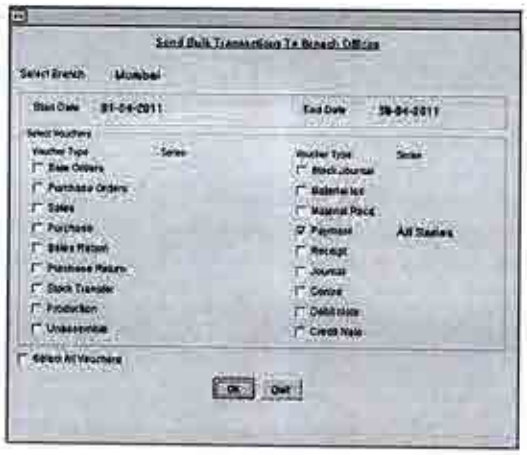
Click the *Ok* button to make data ready to be sent to HO / BO. To send data to the HO/ BO, you have to select the *Exchange Data with HO or Receive Data from BO* option provided under *Administration > Data Export / Import* menu.

Transactions

With *Transactions* option, you can specify date range or Series, according to which vouchers are to be sent to the Head Office or Branch Office. On selecting the *Transactions* option, a *Send Bulk Transaction to Head Office / Branch Office* window appears. Given here is a screenshot of *Send Bulk Transaction to Head Office / Branch Office* window.

Send Bulk Transaction to Head Office / Branch Office window

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In the *Send Bulk Transaction to Head Office / Branch Office* window, following data fields and groups appear:

- Select Branch - This data field appears if you are at the Head Office level. Select the Branch to which data is to be sent.
- Start Date - Specify the starting date, vouchers entered on or after which will be sent to the Head Office / Branch Office.
- End Date - Specify the end date vouchers entered on or before which will be sent to the Head Office / Branch Office.
- Select Vouchers - Under this group, you can select the Voucher Type along with the voucher series, vouchers belonging to which will be sent to the Head Office / Branch Office.

After specifying the required selection criteria, click the *Ok* button to make data ready to be sent to the Head Office / Branch Office. To send selected data to the Head Office / Branch Office, you have to select the *Exchange Data with HO or Receive Data from BO* option provided under *Administration > Data Export / Import* menu.

See Also

Enable HO / BO Data Sync
Exchange Data with HO
Receive Data from BO

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Miscellaneous Data Entry

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Administration > Miscellaneous Data Entry

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With *Miscellaneous Data Entry* option, you can make data entries that cannot be categorised as day to day transactions or that are not part of day to day activities but require entering records from time to time. On clicking the *Miscellaneous Data Entry* option, a list of options is displayed. Given here is a screenshot of *Miscellaneous Data Entry* menu.

Miscellaneous Data Entry menu



Various options in the menu are:

- Update Daily Message
- Serial No. Installation Details
- Update Comm. Code Description
- Update Transport Details
- Approve Vouchers / Masters
- Update Purchase Bill No. / Date
- Regularize PDC
- Update Billing/Shipping Details
- Update Settlement Details

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- Update Item Serial No. Details
- Update Voucher Optional Fields
- Update HSN/SAC Description
- Input Transporter's GSTIN/ID
- Second Language Dictionary
- Emp. Loan / Advance Scheduling
- Update Tariff Heading Description
- Opening Information

To view detailed help on the topics listed above, click the topic.

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Serial No. Installation Details

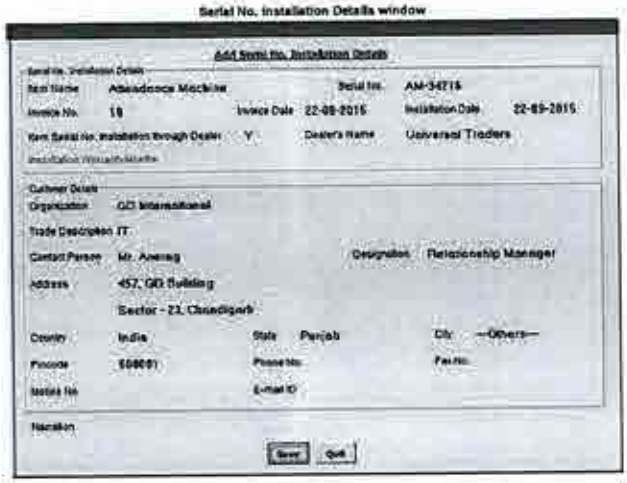
Administration > Miscellaneous Data Entry > Serial No. Installation Details

Busy

This option appears in *Utilities* menu only if you have enabled the *Maintain Item Serial No. Installation details also* option that appears while configuring Serial number details in the *Administration > Configuration > Features / Options > Inventory* tab. With this utility, you can enter installation details of an item serial number. Installation details include the installation date, installation warranty, customer's details and so on.

To use the *Serial No. Installation Details* utility, click *Administration > Miscellaneous Data Entry > Serial No. Installation Details* option. On clicking the *Serial No. Installation Details* option, a *Serial No. Installation Details* window appears. Given here is a screenshot of *Serial No. Installation Details* window.

Serial No. Installation Details window



In the *Serial No. Installation Details* window, there are two groups and one data field. The groups and data field are:

- Serial No. Installation Details
- Customer Details
- Narration

Serial No. Installation Details

Under *Serial No. Installation Details* group, you can enter details related to serial number installation such as Serial number, Invoice date, installation date and installation warranty. There are various data fields that appear under this group. The data fields are:

- Item Name
- Serial No.
- Invoice No.
- Invoice Date
- Installation Date
- Item Serial No. Installation through Dealer
- Dealer's Name
- Installation Warranty Months

Item Name

Select the required item from the list.

Serial No.

Enter the serial number of the item for which you want to enter the installation details.

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If the combination of Item name and Serial number already exist then the Serial No. Installation window will open in modify mode.

Invoice No.
Enter the bill number of the voucher through which the item was sold.

Invoice Date
Enter the date of the voucher through which the item was sold.

Installation Date
Enter the date on which the item was installed at the customers office.

Item Serial No. Installation through Dealer
Specify 'Y' in this data field if the item was installed through a dealer.

Dealer's Name
Select the name of the dealer through which the item was installed.

Installation Warranty Months
This data field is active only if you have enabled the *Track Installation Warranty* option in the *Item Serial Numbering Type & Warranty Details* window that appears in Item master. By default the warranty months specified in the *Install. Warranty Months* data field in the *Item Serial Numbering Type & Warranty Details* window that appears in Item master appears here. You can change it as per your requirement.

Customer Details
In the *Customer Details* group, you can specify the details about the customer to whom the item has been sold and where the installation has taken place. In the *Customer Details* group, there are various data fields. The data fields are:

- Organization - Enter the name of the organization of the customer.
- Trade Description - Enter description about trade of the customer.
- Contact Person - Enter the name of the contact person.
- Designation - Enter designation of the contact person.
- Address - Enter customer's address.
- Country - Select the country where the customer's office exist. You can create a new *Country* master by pressing the *F3* key.
- State - Select the state where the customer's office exist. You can create a new *State* master by pressing the *F3* key.
- City - Select the city where the customer's office exist. You can create a new *City* master by pressing the *F3* key.
- Pincode - Enter Pincode of the customer's office.
- Phone No. - Enter phone number of the customer.
- Fax No. - Enter fax number of the customer.
- Mobile No. - Enter mobile number of the customer.
- Email ID - Enter Email ID of the customer.

Narration
Enter narration or remarks about the serial number installation in this data field.

After entering the required details, click the *Save* button to save the item serial number installation details.

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Update Daily Message

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Administration > Miscellaneous Data Entry > Update Daily Message

Busy

Update Daily Message utility is used to input messages that can be printed on the Invoice. The main use of this utility is for printing day to day promotional offers given by the company. For example, your company offers daily new schemes to the customers and you want to print these schemes on each and every bill given to the customer. For this purpose, you can input the scheme in the *Update Daily message* utility and specify the dates on which the scheme is to be printed on the bill. Separate daily messages can be specified for each voucher type.

To use the *Update Daily Message* utility, click *Administration > Miscellaneous Data Entry > Update Daily Message* option. On clicking the *Update Daily Message* option, an *Update Daily Message* window appears. Given here is a screenshot of *Update Daily Message* window.

Update Daily Message window



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In the Update *Daily Message* window, there are various data fields. The data fields are:
- Date
- Voucher Type
- Voucher Series
- Daily Message
- Valid For

Date
Specify the date for which you want to enter the daily message.

Voucher Type
Select the voucher type for which you want to input the daily message.

Voucher Series
Select the voucher series for which you want to input the daily message.

Daily Message
Enter the message to be printed on the bill.

Valid For
Specify the number of days for which message is valid. For example, in the *Date* data field, you have specified the value as 20/4/09 and in the Valid For days data field, you have specified the value as 2 then the message will be printed on the bills entered on 20/4/09 and 21/4/09. However if you want to use the message for unlimited period with in the current financial year then specify '0' in this data field.

To print Daily Message in Standard Invoice, specify 'Y' in the Print Daily Message option in the Administration > Configuration > Document Printing > Standard option. However you can also configure printing of daily message in the Administration > Configuration > Document Printing > Advanced option also.

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Update Transport Details

Administration > Miscellaneous Data Entry > Update Transport Details

Busy

With *Update Transport Details* utility, you can update transport and E-Way Bill details of various vouchers. With this utility, one does not need to modify each & every voucher to update the transport and E-Way Bill details instead one can use this utility to update transport and E-Way Bill details of several vouchers in one go. To use the *Update Transport Details* utility, click *Administration > Miscellaneous Data Entry > Update Transport Details* option.

On clicking the *Update Transport Details* option, an *Update Transport Details* message box appears. This message box appears if you have specified 'Y' in the *Transport Details in Local Sale/Purchase* option that appears under *Administration > Configuration > Features/Options > GST/VAT* tab. In the message box, there are three options. The options are:
- *Central* - Select this option if you want to update transport and E-Way Bill details for central (inter state) transactions.
- *Local* - Select this option if you want to update transport and E-Way Bill details for local (intra state) transactions.
- *Both* - Select this option if you want to update transport and E-Way Bill details for both central & local transactions.

On selecting any of the above option, an *Update Transport Details* message box appears. In the message box, there are three options. The options are:
- *One Party* - Select this option if you want to update transport and E-Way Bill details for the vouchers of a particular party.
- *Group of Parties* - Select this option if you want to update transport and E-Way Bill details for the vouchers of a particular Group of Parties.
- *All Parties* - Select this option if you want to update transport and E-Way Bill details for the vouchers entered for all the parties.

On selecting any of the above option, an *Update Transport Details* message box appears. In the message box, there are two options. The options are:
- *Date-wise* - Select this option if you want to update transport and E-Way Bill details for the vouchers belonging to a specific date range.
- *Voucher-wise* - Select this option if you want to update transport and E-Way Bill details for the vouchers belonging to a specific voucher no. range.

On selecting any of the above option, a *Report Options* window appears. Given here are the data field that appears in the *Report Options* window.

Report Options
- *Select Party*
- *Select Group*
- *Select Voucher Type*
- *Voucher Series*
- *Starting Date / Vch. No.*
- *Ending Date / Vch. No.*
- *Transport Entries to be Picked*
- *Filter E-Way Bill Voucher*

Select Party
This data field appears if you have selected the *One Party* option in the *Update Transport Details* message box. Select the required party.

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Select Group
This data field appears if you have selected the *Group of Parties* option in the *Update Transport Details* message box. Select the required Party Group.

Select Voucher Type
Select the required voucher type.

Select Voucher Series
Select the required voucher series.

Starting Date / Vch. No.
Specify the date vouchers entered on or after which will be displayed for updating transport details or Specify the voucher no. from which vouchers entered will be displayed for updating transport details.

Ending Date / Vch. No.
Specify the date vouchers entered on or before which will be displayed for updating transport details or Specify the voucher no. till which vouchers entered will be displayed for updating transport details.

Transport Entries to be Picked
Select from the list the type of transport entries to be picked i.e. vouchers having all the transport details as blank, vouchers having any of the transport detail as blank or all the vouchers.

Filter E-Way Bill Voucher
Select from the list the vouchers to be filtered as per E-Way Bill details specified in them i.e. vouchers in which E-Way Bill required is set to 'Y' or vouchers in which E-Way Bill required is set to 'N' or both type of vouchers.

After entering the required details, click the *Ok* button. On clicking the *Ok* button, an *Update Transport Details* window appears. The window displays list of vouchers along with transportation details as per the data specified in the *Report Options* window and *Update Transport Details* message box. Given here is a screenshot of *Update Transport Details* window.

Update Transport Details window



In the *Update Transport Details* window, update the transport and E-Way Bill details by clicking the required column and entering/updating details in it.

- Click *Save* button to save the transport and E-Way Bill details. or
- Click *Save and Print* button to update the voucher details and print invoice from here itself.

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Approve Vouchers / Masters

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Administration > Miscellaneous Data Entry > Approve Vouchers / Masters

Busy

This utility appears only if you have enabled the *Enable Voucher / Master Approval* option in *Administration > Configuration > Features / Options > Enterprise Features* tab. This utility provides the option to approve vouchers / masters that are not yet approved. Basically it will display those Masters and vouchers on which the currently logged in User has the right of approval. You can also reject unapproved masters & vouchers.

On clicking the *Approve Vouchers / Masters* option under *Administration > Miscellaneous Data Entry* an *Approve Entries* message box appears. In the message box, there are two options. The options are:

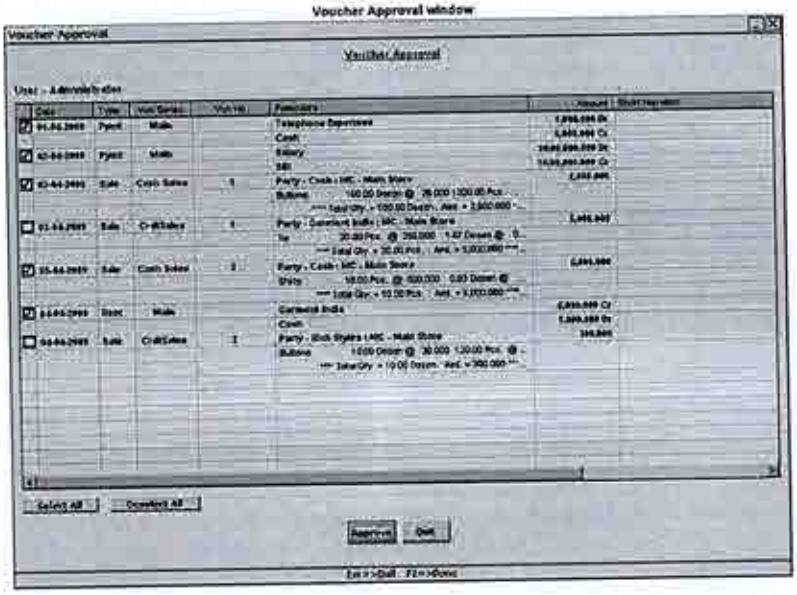
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- Vouchers - Select this option if you want to approve voucher entries. On selecting this option, a *Voucher Approval Details* window appears with following options:
  - Select Voucher Types - Select required voucher type from the list.
  - Voucher Series - Select required voucher series.
  - Starting Date - Enter stating date from which un approved vouchers are to be displayed.
  - Ending Date - Enter ending date up to which un approved vouchers are to be displayed.
- Masters - Select this option if you want to approve Master entries.

On selecting the *Voucher* option, a *Voucher Approval* window appears and on selecting the *Masters* option, a *Master Approval* window appears. Both the windows show details of unapproved Vouchers / Masters. You simply need to select the Vouchers / Masters that are to be approved and click the *Approve* button. Let us discuss approval of Voucher / Master entries by explaining the Voucher Approval procedure. Master Approval procedure is totally similar to Voucher Approval procedure.

Given here is a screenshot of *Voucher Approval* window.

Voucher Approval window



In the *Voucher Approval* window, a grid and four buttons appear. The grid and buttons are:

- Voucher Details Grid - This grid shows details of all the unapproved vouchers. In front of each voucher, a checkbox appears. Check the checkbox of vouchers that you want to approve.
- Select All - Click this button to select all the vouchers in the grid for approval.
- Deselect All - Click this button to deselect all the vouchers in the grid.
- Include Rejected Entries - Enable this option to include rejected entries also in the grid.
- Approve - Click this button to approve the selected vouchers.
- Reject - Click this button to reject voucher & master.
- Quit - Click this button to quit the Voucher Approval screen.

See Also

Enable Voucher / Master Approval
Voucher / Master Approval Report

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Update Purchase Bill No./Date

Administration > Miscellaneous Data Entry > Update Purchase Bill No. / Date

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This utility is provided to update Bill number or Date of the Purchase vouchers in one go. With this utility, you need not modify each & every Purchase voucher to modify it original purchase bill number and date provided by the supplier of the goods instead you can use this utility to update bill number / date for several vouchers in one go.

On clicking this utility, an *Update Purchase Bill No. / Date* message box appears. In the message box, there are three options. The options are:

- *One Party* - Select this option to update purchase bills for a particular party.
- *Group of Parties* - Select this option to update purchase bills for a particular Group of Party.
- *All Parties* - Select this option to update purchase bills for all the parties

On selecting any of the above option, an *Update Purchase Bill No. / Date* message box appears. In the message box, there are two options. The options are:

- *Date - wise* - Select this option if you want to update purchase bills for a particular date range.
- *Voucher No. - wise* - Select this option to update purchase bills for a set of voucher numbers.

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On selecting any of the above option, an *Update Purchase Bill No. / Date* window appears with following Report Options:

Report Options
- *Select Party*
- *Select Group*
- *Starting Date*
- *Ending Date*
- *Voucher Series*
- *Starting Vch No*
- *Ending Vch No*

Select Party
This data field appears if you have selected *One Party* option in the *Update Purchase Bill No. / Date* message box. Select the required party from the list.

Select Group
This data field appears if you have selected *Group of Parties* option in the *Update Purchase Bill No. / Date* message box. Select the required Party Group from the list.

Starting Date
Specify starting date from which the vouchers are to be considered.

Ending Date
Specify ending date up to which vouchers are to be considered.

Voucher Series
Select the series vouchers belonging to which are to be updated.

Starting Vch No
Specify the voucher number from which the vouchers are to be considered.

Ending Vch No
Specify voucher number up to which vouchers are to be considered.

After entering data in the required data fields, click the *Ok* button. On clicking the *Ok* button, an *Update Purchase Bill No. / Date* window appears. The window displays the list of vouchers as per the specified criteria. Given here is a screenshot of *Update Purchase Bill No. / Date* window.

Update Purchase Bill No. / Date window

Update Purchase Bill No./Date

Series : ALL
Voucher Type : Purchase
From 01-04-2015 to 05-09-2015

S.No	Date	Vch./Bill No.	Party Name	Purchase Bill No.	Purchase Bill Date
1	01-04-2015	1	Smart Traders	1	01-04-2015
2	01-04-2015	4	Rich Styles	4	01-04-2015

In the window, update bill number or date by clicking the required column and entering / updating the data in it.

After entering / updating the required details, click the *Ok* button to save the changes made by you.

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Regularize PDC

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Administration > Miscellaneous Data Entry > Regularize PDC

Busy

This utility appears only if you have enabled the *Post Dated Cheques in Payment / Receipt Vouchers* feature in *Administration > Configuration > Features / Options > Accounts tab*. With this utility you can regularize one or all PDC vouchers in single click. To use this utility, click *Administration > Miscellaneous Data Entry > Regularize PDC* option. On clicking the *Regularize PDC* option, a *PDC Details* message box appears. In the message box, there are two options. The options are:
- *One Bank* - Select this option if you want to regularize PDC vouchers of a single Bank.
- *All Banks* - Select this option if you want to regularize PDC vouchers of all the Banks.

On selecting any of the above option, a *PDC Details* window appears with various data fields. The data fields are:
- Select Voucher Series Group
- Bank Name
- PDC Start Date
- PDC End Date

Select Voucher Series Group

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This data field appears if you have created any Voucher Series Group using *Administration > Configuration > Vouchers Configuration > Voucher Series Group Management* option. Select the required Voucher Series Group from the list.

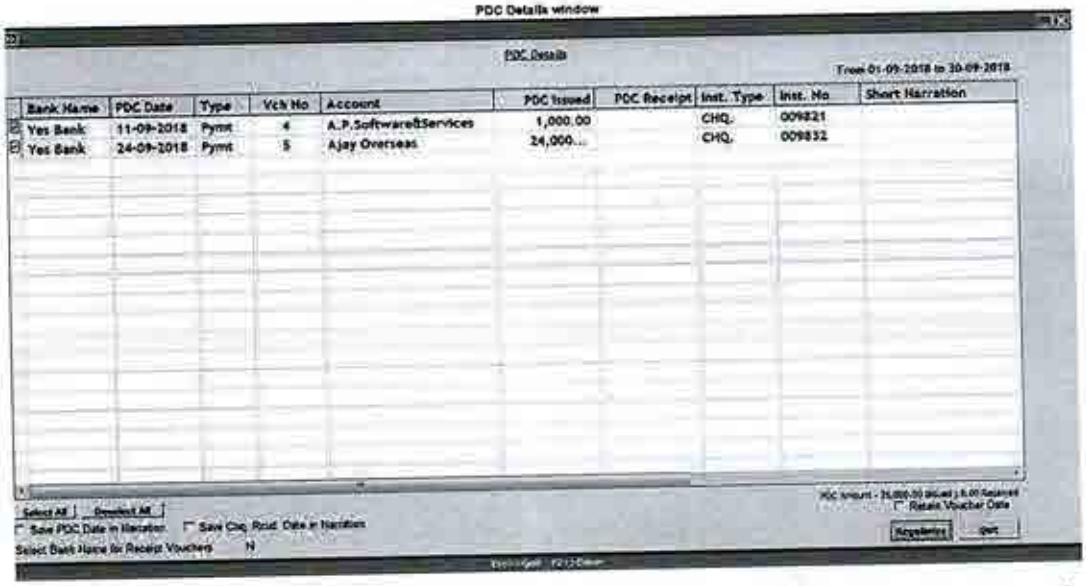
Bank Name
This data field appears if you have selected *One Bank* option in the *PDC Details* window. Select the required Bank name from the list.

PDC Start Date
Specify PDC start date. Vouchers having same or greater PDC date will be displayed for regularization.

PDC End Date
Specify PDC end date. Vouchers having same or less PDC date will be displayed for regularization.

After entering required data in all the data fields, click the *Ok* button. On clicking the *Ok* button, a *PDC Details* window appears with list of relevant PDC vouchers. Given here is a screenshot of *PDC Details* window.

PDC Details window



In the *PDC Details* window, a grid displaying voucher details appear. Select the checkbox against the vouchers that you want to regularize. After selecting the checkboxes for the required vouchers, click the *Regularize* button to regularize the selected vouchers.

At the bottom of the *PDC Details* window following options appear:

- Save PDC Date in Narration - Enable this checkbox to save PDC date in Narration field of the voucher.
- Save Chq. Rcvd. Date in Narration - Enable this checkbox to save cheque received date i.e. voucher date in narration field of the voucher.
- Select Bank Name for Receipt Voucher - Specify 'Y' in this data field to specify name of the Bank where all the cheques have been deposited. After specifying 'Y' in this data field, one more data field appears in which you can select the required Bank name. Bank name you specify here will automatically replace the existing Bank name in the selected Receipt vouchers.
- Retain Voucher Date - Enable this checkbox to retain voucher date as specified in voucher. In case this checkbox is disabled then PDC date will be set as voucher date.

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See Also

Enable PDC
Payment / Receipt Voucher

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Update Billing / ShippingDetails

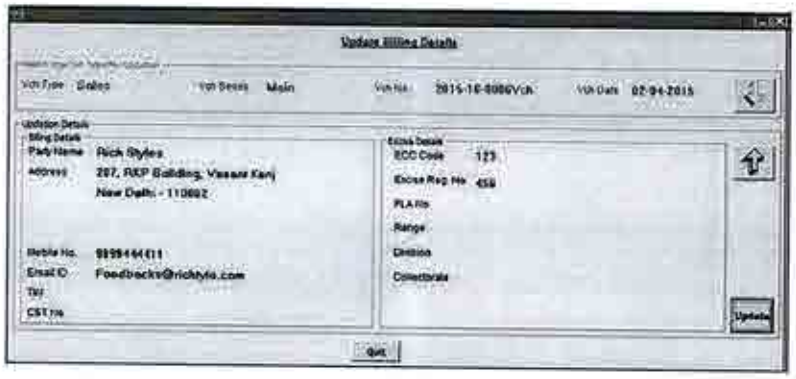
Administration > Miscellaneous Data Entry > Update Billing Details

Busy

This utility is provided to update billing details of a voucher. The utility is useful if you maintain separate billing details with the voucher and need to update address and other details of the place where goods have been despatched / received. On selecting this option, an *Update Billing Details* window appears. Given here is a screenshot of *Update Billing Details* window.

Update Billing / Shipping Details window

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In the *Update Billing Details* window following groups appear:
- Select Voucher Type for Updation
- Updation Details

Select Voucher Type for Updation
Under this group, following data fields appear:
- Voucher Type - Select required voucher type from the list.
- Voucher Series - Select required voucher series.
- Voucher No. - Enter voucher number for which you want to update billing and other related details.

After entering the required details click the down arrow button that appears on the right hand side to update the billing details.

Updation Details
Under this group, following two sub groups appear:
- Billing Details - Under this group, various data fields appear in which you can update the billing details of the party.
- Excise Details - This group gets active if you have enabled Excise in the company. Under this group, various data fields appear in which you can update the excise related details of the billing address of the party.

After entering the required details, click the Update button to update billing details.

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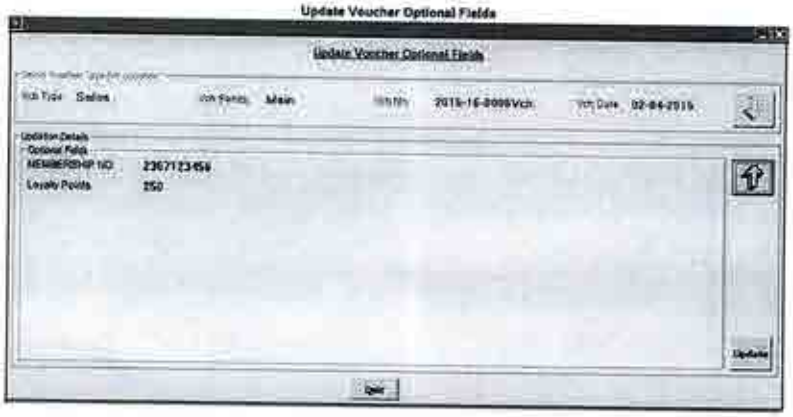
Update Voucher Optional Fields

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Busy

This utility is provided to update Optional Fields of the voucher. This utility provides the option to edit voucher Optional Fields directly by specifying the voucher number without opening full voucher in modify mode. On clicking the *Update Voucher Optional Fields* option, an *Update Voucher Optional Fields* window appears. Given here is a screenshot of *Update Voucher Optional Fields* window.

Update Voucher Optional Fields



In the *Update Voucher Optional Fields* window, following groups appear:
- Select Voucher Type for Updation
- Updation Details

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Select Voucher Type for Updation
Under this group, following data fields appear:
- Voucher Type - Select the voucher type such as Sale, Purchase for which you want to update Voucher Optional Fields.
- Voucher Series - Select required voucher series, vouchers belonging to which need to be updated for Optional Field data.
- Voucher Number - Enter voucher number of the voucher for which you want to update Optional Field data.

After entering data in the data fields of *Select Voucher Type for Updation* group, click the *Down Arrow* button. On clicking the button, *Updation Details* group gets active.

Updation Details
Under *Updation Details* group, you can update Optional Fields of the voucher. Various Optional Fields as configured in the voucher series selected will appear in this group. Enter required data in the Optional Fields.

After entering data in Optional Fields, click the *Update* button to update Optional Fields data.

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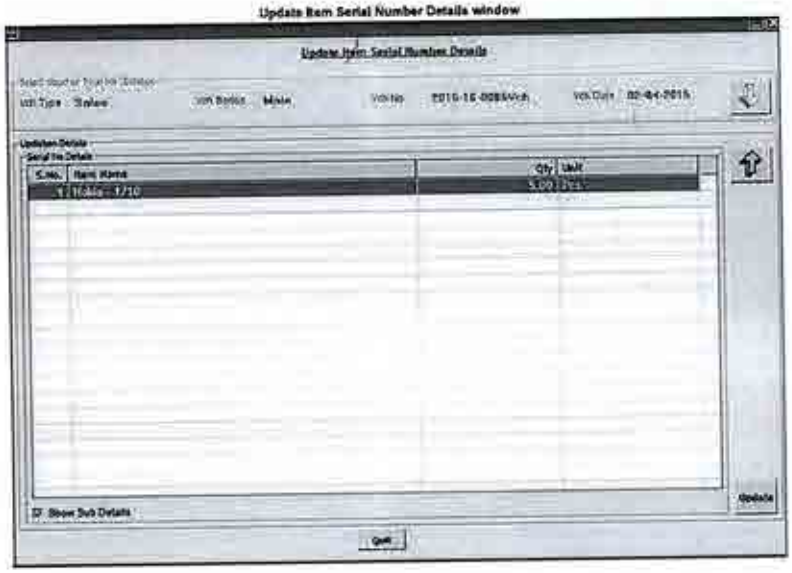
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Update Item Serial No. Details

Busy

This utility is provided to update serial number details of various items of a voucher. On clicking this option, an *Update Item Serial Number Details* window appears. Given here is a screenshot of *Update Item Serial Number Details* window.

Update Item Serial Number Details window



In the *Update Item Serial Number Details* window, following two groups appear:
- Select Voucher Type for Updation
- Serial No Details
- Show Sub Details
- Show Items Consumed / Generated

Select Voucher Type for Updation
Under this group, following data fields appear:
- Voucher Type - Select required voucher type from the list.
- Voucher Series - Select required voucher series.
- Voucher No. - Enter voucher number for which you want to update item serial number details.

After entering the required details, click the down arrow button that appears on the right hand side to update the item serial number details.

Serial No Details
Under this group, a grid appears which displays various items of the selected voucher along with its quantity and unit. Double click on the item or press *Enter* key on the item to enter its serial number details. On double clicking the item or pressing *Enter* key on the item, a *Serial Number Details* window appears in which you can enter or select the required serial numbers.

Show Sub Details
On enabling this checkbox, item serial number details will be shown as sub details along with item name in the grid.

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Show Items Generated / Consumed
This button appears for Stock Journal, Production and Unassemble vouchers. Click this button to enter serial number details for item consumed / generated in the voucher.

After entering required data, click the *Ok* button to update item serial number details of the voucher.

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Emp. Loan / Advance Scheduling

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Administration > Miscellaneous Data Entry > Emp. Loan / Advance Scheduling

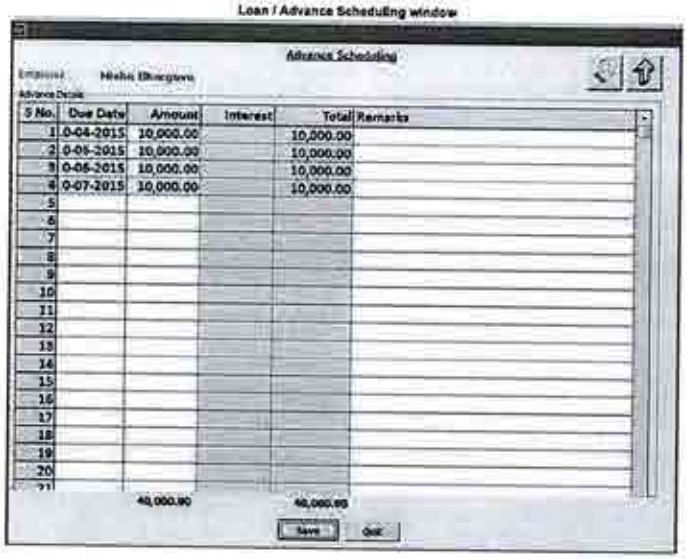
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This utility appears only if you have enabled the feature of *Enable Loan / Advance Management* under *Administration > Configuration > Features / Options > Enterprise Features > Enable Payroll* option. Using this utility you can enter loan and advance payment schedule of employees. In the schedule you can specify the due date, installment amount, interest if any and so on. Information entered in this utility will be used in generating *Salary Calculation* voucher. While generating *Salary Calculation* voucher, installment amount as specified for the employee for that month will automatically be deducted from his salary.

On clicking the *Emp. Loan / Advance Scheduling* option, a *Loan / Advance Scheduling* message box appears with following two options:
- *Advance* - Select this option to enter schedule for payment of advance amount of an employee.
- *Loan* - Select this option to enter schedule for payment of loan amount of an employee.

On selecting any of the above option, a *Loan / Advance Scheduling* window appears. Given here is a screenshot of *Loan / Advance Scheduling* window.

Loan / Advance Scheduling window



In the window, following data field and grid appears:
- Employee
- Advance / Loan Details

Employee
Select employee for which loan / advance details are to be entered.

After selecting the employee, click the *Down Arrow* button to enter loan / advance details for the employee. On clicking the *Down Arrow* button, a *Loan / Advance Details* grid gets active. Various fields that appear in the grid are:
- Due Date - Enter due date of loan / advance payment in this data field.
- Amount - Enter loan / advance payment amount to be paid on the specified due date.
- Interest - Enter amount of interest payable in this data field.
- Total - This column displays total amount payable i.e. Amount + Interest.
- Remarks - Enter remarks if any in this data field.

After entering required details in the window, click the *Save* button to save loan / advance schedule for an employee.

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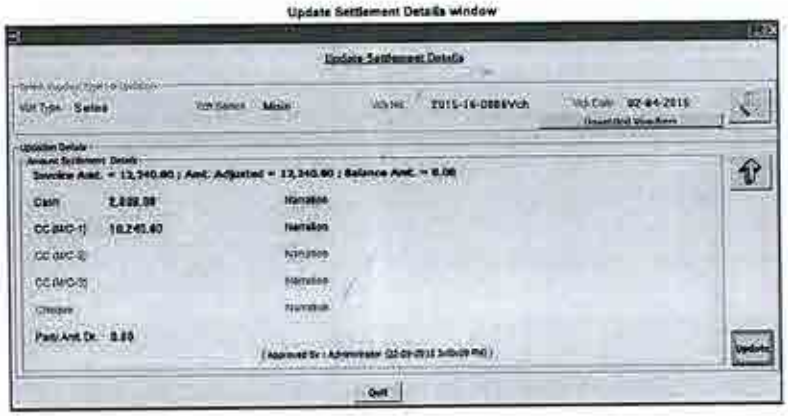
Update Settlement Details

Administration > Miscellaneous Data Entry > Update Settlement Details

Busy

This utility is provided to update settlement details of the voucher. On clicking this option, an *Update Settlement Details* window appears. Given here is a screenshot of *Update Settlement Details* window.

Update Settlement Details window



In the *Update Settlement Details* window, following two groups appear:

- Select Voucher Type for Updation
- Amount Settlement Details
- Cash Tendered Details

Select Voucher Type for Updation

Under this group, following data fields and a button appear:

- Voucher Type - Select required voucher type from the list.
- Voucher Series - Select required voucher series from the list.
- Voucher No. - Enter voucher number for which you want to update settlement details.
- Voucher Date - Enter voucher date for which you want to update settlement details.
- Unsettled Vouchers - Click this button to view and select the voucher for which you want to update the settlement details. You can filter unsettled vouchers for all party or for a single party.

After entering data in the required data fields, click the down arrow button to update settlement details of the selected voucher.

Amount Settlement Details

Under this group, various settlement related data fields as configured for the voucher series appears. Enter appropriate data in the data fields and click *Update* button to update the settlement details of the voucher.

Cash Tendered Details

Enter appropriate data in Cash tendered and cash to be returned data fields.

After voucher settlement details are updated, an *Invoice Printing* message box appears. The message box appears if you have specified 'Y' in the *Print Invoice After Saving (from Miscellaneous Data Entry)* option that appears while configuring settlement details under Voucher Configuration. Click the *Yes* button in the message box to print invoice directly from the utility.

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Update HSN / SAC Description

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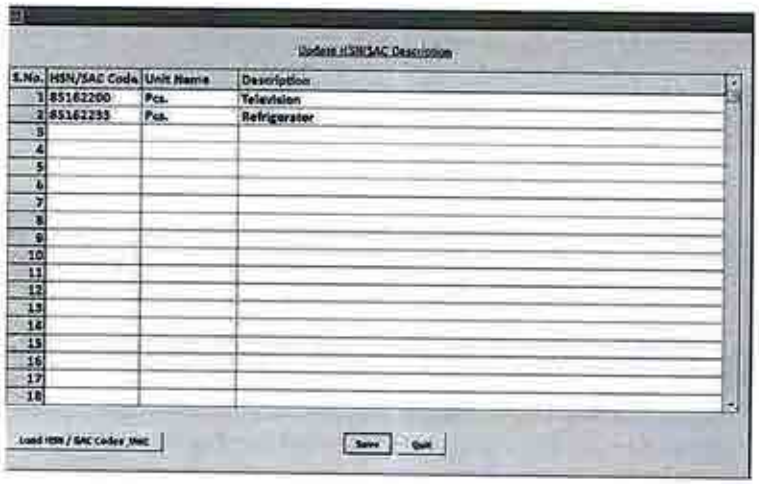
Administration > Miscellaneous Data Entry > Update HSN / SAC Description

Busy

This utility appears only if you have *selected the Tax Type* as *GST* for Country India. With this utility, you can update HSN / SAC Code along with its description. On selecting this option, an Update HSN/ SAC Description window appears. Given here is a screenshot of *Update HSN/ SAC Description* window.

Update HSN / SAC Description window

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In the *Update HSN / SAC Description* window, a grid with following columns appear:

- HSN / SAC Code - Enter HSN / SAC Code in this data field.
- Unit Name - Enter Unit Name in this data field.
- Description - Enter description of the HSN / SAC Code in this column.

Load HSN/SAC Codes Unit

Select this button to load all existing HSN Codes & Units in grid to specify description accordingly.

You can also specify multiple entries for same HSN Code with different Units.

After entering required details in the window, click the *Save* button to save HSN / SAC Description.

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Input Transporter's GSTIN/ID

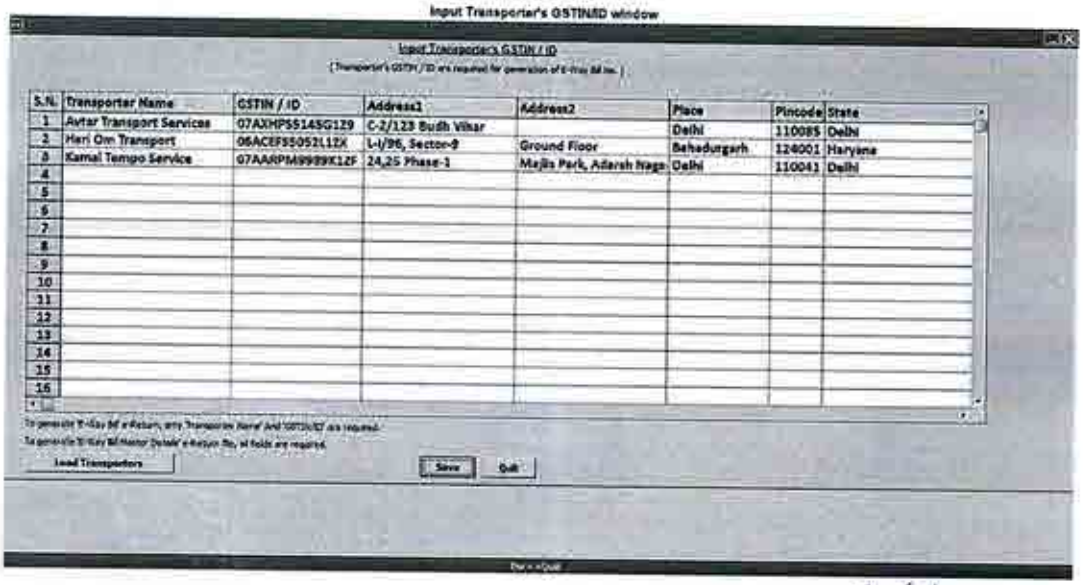
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Administration > Miscellaneous Data Entry > Input Transporter's GSTIN/ID

Busy

With this utility, you can specify Transporter's GSTIN No. or Transporter's ID. You can load transporters name by clicking on *'Load Transporters'* button given at the bottom of the window. Transporter's GSTIN/ID is mandatory to be specified as same will be required to generate E-Way Bill No. Given here is a screenshot of *Input Transporter's GSTIN/ID* window.

Input Transporter's GSTIN/ID window



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- To generate E-Way Bill number, Transporter Name and GSTIN/ID is mandatory to be specified.
- Other information such as Address, Place, Pin Code, State, Mobile No., etc. is optional.

After entering required details in the window, click the *Save* button to save Transporter's GSTIN/ID.

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Update Port Address Details

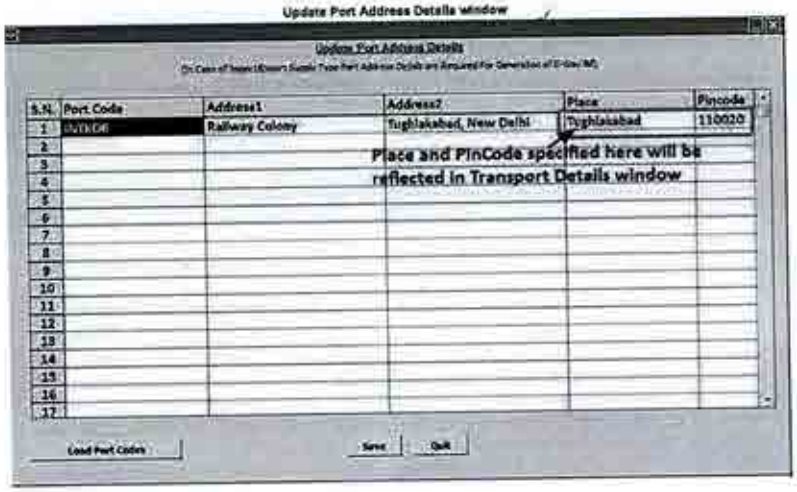
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Administration > Miscellaneous Data Entry > Update Port Address Details

Busy

With this utility, you can update port address details for different ports in one go. Port Address details are required for generating E-Way bill for Export/Import/SEZ supply type. You can load port codes by clicking on *'Load Port Codes'* button given at the bottom of the window. Given here is a screenshot of *Update Port Address Details* window.

Update Port Address Details window



You can specify Place and PIN Code in Transport Details window also as both are picked from Transport Details window.

After entering required details in the window, click the *Save* button to save Port Address details

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Second Language Dictionary

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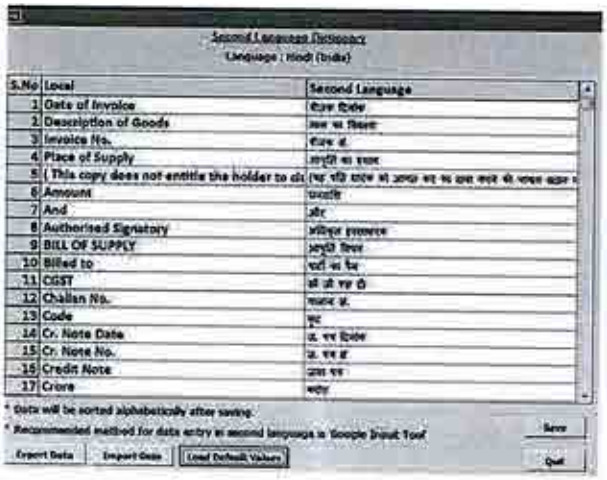
Administration > Miscellaneous Data Entry > Second Language Dictionary

Busy

This utility appears only if you have enabled *'Second Language Support'* feature from Administration > Configuration > Features/Options >General Tab. On clicking this utility, a Second Language Dictionary window appears where a default dictionary for common words used in invoice printing is provided. Also, you can create your own personalised dictionary as per your requirement. Given below is the screenshot of Second language Dictionary window.

Second Language Dictionary window

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☞ Data entered in dictionary will be sorted alphabetically after saving the dictionary.

At the bottom of Second language Dictionary window following buttons are provided:

- Export Data – Click on this button in case you have created your own dictionary and want to export it to other company.
- Import Data – Click on this button to import your own dictionary.
- Load Default Values – Click on this button to load default dictionary.

After adding or modifying the words, click the *Save* button to save the dictionary.

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Opening Information

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In *Opening Information*, you can enter the opening information for the following options:

- Excise Op. Balance
- Service Tax Op. Balance
- Material Receivable
- Material Returnable
- Pending Sales Quotation
- Pending Purchase Quotation
- Pending Sales Orders
- Pending Purchase Orders
- Pending Challan
- Job Work - Out Side
- Job Work - In House
- Pending Indents
- Pending Consignment (Customer-wise)/Pending Consignment Order (Customer-wise)
- Pending Consignment (Vendor-wise)/Pending Consignment Order (Vendor-wise)

Before discussing these options, let us discuss the need of entering Opening Information with the help of an example. Smart Clothing, a garment manufacturing company was established in the year 2000. At that time it maintains accounts manually. In the year 2002 it purchases BUSY. Now there were some pending Sales Order of the year 2001 which were not adjusted in that year and it wants to adjust these orders in the year 2002. It can then enter such orders by using the Opening Information option.

Let us now discuss each option in detail.

☞ The opening information for any of the options can be fed only in the beginning financial year of the company. In the successive financial years, the closing information of the previous year can be carried forward as the opening information of the new year.

Excise Op. Balance

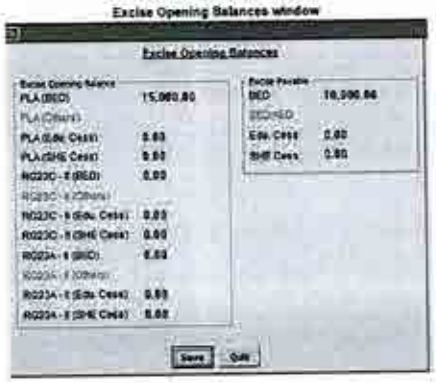
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This option appears if you have enabled *Excise Reporting* feature in *Administration > Configuration > Features/Options* window. Depending on the excise reporting that you have selected in *Administration > Configuration > Features/Options > Excise > Type of Excise Reporting* option, a window appears on selecting *Excise Op. Balance*.

Let us discuss each option in detail.

Mfr. Excise
On selecting this option an *Excise Opening Balances* window appears. Given here is a screenshot of *Excise Opening Balances* window.

Excise Opening Balances window



In the *Excise Opening Balances* window, two groups appear in which there are various data fields. The groups and their data fields are:

- Excise Opening Balance
  - PLA (BED)
  - PLA (AED)
  - PLA (Edu. Cess)
  - PLA (SHE Cess)
  - RG23C - II (BED)
  - RG23C - II (AED)
  - RG23C - II (Edu. Cess)
  - RG23C - II (SHE Cess)
  - RG23A - II (BED)
  - RG23A - II (AED)
  - RG23A - II (Edu. Cess)
  - RG23A - II (SHE Cess)
- Excise Payable
  - BED
  - SED
  - Edu. Cess
  - SHE Cess

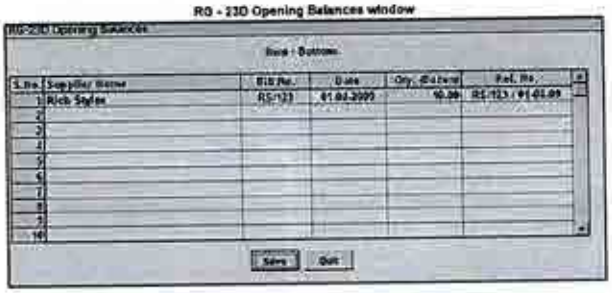
You will need to enter opening information for Manufacturing Excise only if you are a new user who has recently configured Manufacturing Excise Reporting. In *Excise Opening Balance* group, you need to enter Excise amount receivable from the government and in *Excise Payable* group, you need to enter Excise amount payable to the government at the start of the financial year.

Trading Excise
On selecting this option a *Select Item* window appears.

- Select the item for which you want to enter opening information.
- Click the *Select* button.

On clicking the *Select* button, an *RG - 23D Opening Balances* window appears. Given here is a screenshot of the *RG - 23D Opening Balances* window.

RG - 23D Opening Balances window



Given here are the data fields that appear in the *RG - 23D Opening Balances* window.

- Supplier Name

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- Bill No.
- Date
- Qty
- Ref. No.

You will need to enter opening information for Trading Excise only if you are a new user who has recently configured Trading Excise Reporting. In such a case, you may need to enter some opening information for items.

- Enter appropriate information in the data fields. For example, in the screenshot given above, certain information has been entered. From the information we can conclude that buttons were purchased from Great Clothes, the supplier on 04-01-06. Further, the bill number, quantity purchased, and reference number is specified.
- Press the *Enter* key after you enter the Ref. No. On pressing the *Enter* key a *Manufacturer's Detail* window appears. Given here is a screenshot of the *Manufacturer's Detail* window.

Manufacturer's Detail window



Given here are the data fields that appear in the *Manufacturer's Details* window.

- RG 23D Page No.
- RG 23D Entry S.No.
- Manufacturer Name
- Bill No.
- Date
- Total Qty.
- Ass. value
- Rate of BED (%)
- BED Amount
- Rate of AED (%)
- AED Amount
- Rate of Edu. Cess (%)
- Edu. Cess Amount
- Rate of SHE Cess (%)
- SHE Cess Amount

The data fields for Cess and OED (Other Excise Duty) such as AED/SED are active if you have enabled the Cess and OED in *Administration > Configuration > Features/Options > Excise* tab.

If you have specified 'Y' in the Apply Special/Additional Excise Duty on Nett Bill Amount data field and Education/SHE Cess data fields in *Administration > Configuration > Features/Options > Excise* tab then the SED/AED amount will be calculated after considering the Cess amount. Also the order in which data fields appear in the *Manufacturer's Details* window also get changed. *AED/SED* data field appears after Cess data fields.

- Enter appropriate information in the data fields. For example, in the screenshot given above, certain information has been entered. From the information we can conclude that Great Clothes, the supplier purchased buttons from Sanjay Kumar on 01-04-06. Further, the RG 23-D Page No, RG 23-D Entry S.No., Bill number, Quantity purchased, Assessable value and BED rate are specified.
- Click the *Ok* button and the *Save* button to save the opening information.

Service Tax Op. Balance

This option appears only if you have enabled Service Tax Reporting under *Administration > Configuration > Features/Options* window. On selecting the *Service Tax* option, a *Service Tax Opening Balance* window appears. Given here is a screenshot of *Service Tax Opening Balance* window.

Service Tax Opening Balance window

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In the *Service Tax Opening Balance* window you need to enter the opening Service tax, Education Cess and SHE Cess amount.

Material Receivable

You can enter opening information regarding material receivable from a party using this option. On selecting this option, a *Select Party* window appears.

- Select the party for which you want to enter opening information.
- Click the *Select* button. On clicking the *Select* button, a *Material Receivable from Parties* window appears. Given here is a screenshot of the *Material Receivable from Parties* window.

Material Receivable from Parties window



Given here are the data fields that appear in the *Material Receivable from Parties* window.

- Item
- Qty. (Main Unit)
- Amount

Enter appropriate information in the data fields.

Material Returnable

You can enter opening information regarding material returnable to a party using this option. On selecting this option, a *Select Party* window appears.

- Select the party for which you want to enter opening information.
- Click the *Select* button. On clicking the *Select* button, a *Material Returnable to Parties* window appears which is similar to the *Material Receivable From Parties* window.

Given here are the data fields that appear in the *Material Returnable From Parties* window.

- Item
- Qty. (Main Unit)
- Amount

Enter appropriate information in the data fields.

Pending Sale Quotation

This option appears if you have enabled the *Enable Sale Quotation* feature in *Administration > Configuration > Features/Options > Inventory tab*. On selecting this option, an *Opening Information (Sales Quotation)* window appears.

- Select the party and item in the *Party* and *Item* data fields for which you want to enter the opening information.
- Click the *Ok* button. On clicking the *Ok* button, another *Opening Information (Sales Quotation)* window appears.

Given here are the data fields that appear in the *Opening Information (Sales Quotation)* window.

- Ref. No.
- Dated
- Qty.
- Price
- Amount
- Due Date

Enter appropriate information in the data fields.

Pending Purchase Quotation

This option appears if you have enabled the *Enable Purchase Quotation* feature in *Administration > Configuration > Features/Options > Inventory tab*. On selecting this option, an *Opening Information (purchase Quotation)* window appears.

- Select the party and item in the *Party* and *Item* data fields for which you want to enter the opening information.
- Click the *Ok* button. On clicking the *Ok* button, another *Opening Information (Purchase Quotation)* window appears.

Given here are the data fields that appear in the *Opening Information (Purchase Quotation)* window.

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- Ref. No.
- Dated
- Qty.
- Price
- Amount
- Due Date

Enter appropriate information in the data fields.

Pending Sales Orders

This option appears if you have enabled the *Enable Order Processing* feature in *Administration > Configuration > Features/Options > Inventory* tab. On selecting this option, an *Opening Information (Sales Order)* window appears.

- Select the party and item in the *Party* and *Item* data fields for which you want to enter the opening information.
- Click the *Ok* button. On clicking the *Ok* button, another *Opening Information (Sales Order)* window appears. Given here is a screenshot of the *Opening Information (Sales Order)* window.

Opening Information (Sales Order) window



Given here are the data fields that appear in the *Opening Information (Sales Order)* window.

- Ref. No.
- Dated
- Qty.
- Price
- Amount
- Due Date

Enter appropriate information in the data fields.

Pending Purchase Orders

This option appears if you have enabled the *Enable Order Processing* feature in *Administration > Configuration > Features/Options > Inventory* tab. On selecting this option, an *Opening Information (Purchase Order)* window appears.

- Select the party and item in the *Party* and *Item* data fields for which you want to enter the opening information.
- Click the *Ok* button. On clicking the *Ok* button, another *Opening Information (Purchase Order)* window appears which is similar to the *Opening Information (Sales Order)* window.

Given here are the data fields that appear in the *Opening Information (Purchase Order)*window.

- Ref. No.
- Dated
- Qty.
- Price
- Amount
- Due Date

Enter appropriate information in the data fields.

The opening information for Pending Sales/Purchase Orders is reflected as the opening balance/brought down balance in the Order Processing reports. You can adjust the Sales/Purchase transaction against the opening information for Sales/Purchase Orders displayed in this option.

Pending Challan

This option appears if you have enabled the *Enable Sale/Purchase Challan* option in the *Administration > configuration > Features/Options > Inventory* tab. On clicking this option, four options are displayed. The options are:

- Sale
- Purchase
- Sale Return
- Purchase return

Sale

With this option, you can enter information regarding pending sales Challan of the previous year. On selecting this option, an *Opening Information (Sales)* window appears. In the window, there are various data fields. The data fields are:

- Party
- Item

Party

Select the party whose pending Sales challans you want to enter.

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Item
Select the Item for which you want to enter the pending Sales Challan.

On selecting the required data in the data fields, click the *Ok* button. On clicking the *Ok* button, an *Opening Information (Sales)* window appears. In the window there are various data fields. The data fields are:
- Ref. No. - Enter the Challan reference number.
- Dated - Enter the Challan reference creation date.
- Material Centre - Select the required Material Centre.
- Qty. - Enter the quantity of the item.
- Price (Rs.) - Enter the price for the item.
- Amount (Rs.) - Enter the total amount of the item.
- Due Date - Enter the Challan reference due date.

After entering the required data, click the *Save* button.

Purchase
With this option, you can enter information regarding pending purchase Challan of the previous year. On selecting this option, an *Opening Information (Purchase)* window appears. In the window, there are various data fields. The data fields are:
- Party
- Item

Party
Select the party whose pending purchase Challans you want to enter.

Item
Select the item for which you want to enter the pending purchase Challan.

On selecting the required data in the data fields, click the *Ok* button. On clicking the *Ok* button, an *Opening Information (Purchase)* window appears. In the window there are various data fields. The data fields are:
- Ref. No. - Enter the Challan reference number.
- Dated - Enter the Challan reference creation date.
- Material Centre - Select the required Material Centre.
- Qty. - Enter the quantity of the item.
- Price (Rs.) - Enter the price for the item.
- Amount (Rs.) - Enter the total amount of the item.
- Due Date - Enter the Challan reference due date.

After entering the required data, click the *Save* button.

Sales Return
With this option, you can enter information regarding pending sale return Challan of the previous year. On selecting this option, an *Opening Information (Sales Return)* window appears. In the window, there are various data fields. The data fields are:
- Party
- Item

Party
Select the party whose pending sale return Challans you want to enter.

Item
Select the item for which you want to enter the pending sale return Challan.

On selecting the required data in the data fields, click the *Ok* button. On clicking the *Ok* button, an *Opening Information (Sales Return)* window appears. In the window there are various data fields. The data fields are:
- Ref. No. - Enter the Challan reference number.
- Dated - Enter the Challan reference creation date.
- Material Centre - Select the required Material Centre.
- Qty. - Enter the quantity of the item.
- Price (Rs.) - Enter the price for the item.
- Amount (Rs.) - Enter the total amount of the item.
- Due Date - Enter the Challan reference due date.

After entering the required data, click the *Save* button.

Purchase Return
With this option, you can enter information regarding pending purchase return Challan of the previous year. On selecting this option, an *Opening Information (Purchase Return)* window appears. In the window, there are various data fields. The data fields are:
- Party
- Item

Party
Select the party whose pending purchase return Challans you want to enter.

Item
Select the Item for which you want to enter the pending purchase return Challan.

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On selecting the required data in the data fields, click the *Ok* button. On clicking the *Ok* button, an *Opening Information (Purchase Return)* window appears. In the window there are various data fields. The data fields are:

- Ref. No. - Enter the Challan reference number.
- Dated - Enter the Challan reference creation date.
- Material Centre - Select the required Material Centre.
- Qty. - Enter the quantity of the item.
- Price (Rs.) - Enter the price for the item.
- Amount (Rs.) - Enter the total amount of the item.
- Due Date - Enter the Challan reference due date

After entering the required data, click the *Save* button.

Job Work - Out Side

This option appears if you have enabled the *Enable Job work feature in Administration > Configuration > Features/Options > Inventory tab* and further enabled the *Enable Job Work from Outside Parties* option. On selecting this option, *Job Work Opening (Out Side)* window appears.

- Select the party in the *Party* data field for which you want to enter the opening information. After selecting the party, enter data in the following data fields:
  - Job ID
  - Date
  - Item
  - Unit
  - Qty.
  - Amount
  - Due Date

Job Work - In House

This option appears if you have enabled the *Enable Job work feature in Administration > Configuration > Features/Options > Inventory tab* and further enabled the *Enable Job Work In House (Doing Job Work for Other Parties)* option. On selecting this option, *Job Work Opening (In House)* window appears.

- Select the party in the *Party* data field for which you want to enter the opening information. After selecting the party, enter data in the following data fields:
  - Job ID
  - Date
  - Item
  - Unit
  - Qty.
  - Amount
  - Due Date

Pending Indents

With this option you can enter information of pending purchase indents of previous year. On selecting this option, an *Opening Information (Purchase Indent)* window appears. In the window, there are various data fields. The data fields are:

- Material Centre
- Item

Party

Select the Material centre whose pending purchase indents you want to enter.

Item

Select the Item for which you want to enter the pending purchase indents.

On selecting the required data in the data fields, click the *Ok* button. On clicking the *Ok* button, an *Opening Information (Purchase Indent)* window appears. In the window there are various data fields. The data fields are:

- Ref. No. - Enter the indent reference number.
- Dated - Enter the Indent reference creation date.
- Executive Name - Select the required Executive name
- Qty. - Enter the quantity of the item.
- Due Date - Enter the Indent reference due date.

After entering the required data, click the *Save* button.

Pending Consignment (Customer-wise) / Pending Consignment Order (Customer-wise)

This option appears if you have enabled the *Enable Consignment Sales* feature in *Administration > Configuration > Features/Options > Inventory* tab. On selecting this option, a *Pending Consignment (Customer-wise)* window appears. Given here are the data fields that appear in the *Pending Consignment (Customer-wise)* window.

- Select Customer
- Vendor
- Item
- Qty.
- Unit
- Alt. Qty.
- Unit
- Price

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- Discount
- Markup

Enter appropriate information in the data fields and click *OK* button.

Pending Consignment (Vendor-wise) / Pending Consignment Order (Vendor-wise)

This option appears if you have enabled the *Enable Consignment Sales* feature in Administration > Configuration > Features/Options > Inventory tab. On selecting this option, a *Pending Consignment (Vendor-wise)* window appears. Given here are the data fields that appear in the *Pending Consignment (Vendor -wise)* window.

- Select Vendor
- Customer
- Item
- Qty.
- Unit
- Alt. Qty.
- Unit
- Price
- Discount
- Markup

Enter appropriate information in the data fields and click *OK* button.

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See Also

Enabling Excise Reporting/Order Processing /Challan

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FAQ Database

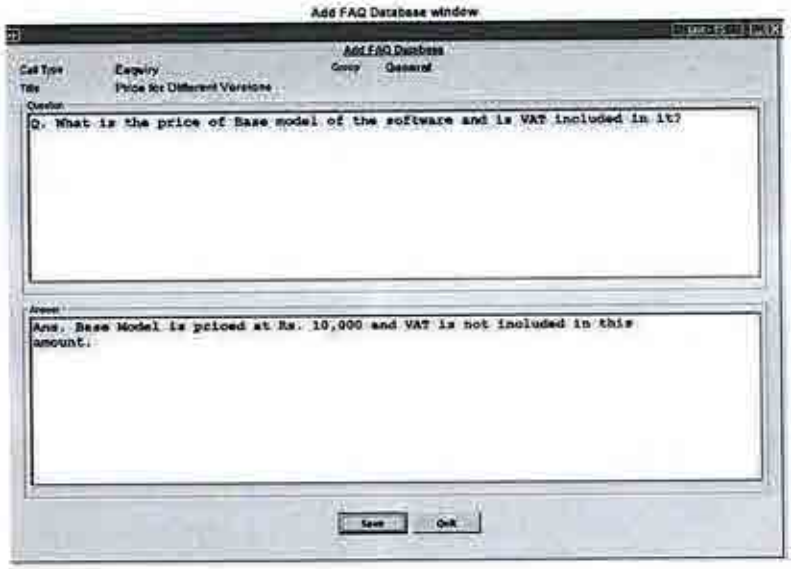
Administration > Miscellaneous Data Entry > FAQ Database

Busy

This option appears in *Miscellaneous Data Entry* utilities only if you have enabled the option of *Enquiry Management* or *Support Management* under *Enquiry / Support Management* tab in *Features / Options*. With FAQ Database option, you can build FAQ (Frequently Asked Questions) for different questions asked by customers / clients / contacts and the possible solution for these problems. FAQ can act as a referral or guide to the Executives of your company as they can refer to the FAQ for answers or solutions to various problems. For this a *FAQ* button is provided in Call Receipt and Call Report vouchers.

On clicking the *FAQ Database* option, an *Add FAQ Database* window appears. Given here is a screenshot of *Add FAQ Database* window.

Add FAQ Database window



In the *Add FAQ Database* window, following data fields appear:

- Call Type
- Group
- Problem Title
- Question
- Answer

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Call Type
Select whether you are entering FAQ for Enquiry call or Support call.

Group
Select group under which you want to categorise the FAQ.

Problem Title
Enter title for the problem you are entering.

Question
Enter description of the question.

Answer
Enter possible solution for the question entered in the *Question* data field.

Click *Save* button to save the FAQ.

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Update Tariff Heading Description

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Administration > Miscellaneous Data Entry > Update Tariff Heading Description

Busy

This utility appears only if you have enabled the With *Update Tariff Heading Description* utility, you can enter description for individual tariff headings. Description entered here will be used for display / printing in reports. On clicking this option, an *Update Tariff Heading - wise Description* window appears. In the window, a grid appears with following two fields:

- Tariff Heading - Enter tariff heading in this field.
- Description - Enter description for the tariff heading in this fields.

After entering description for individual tariff headings, click the *Save* button.

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Change Financial Year

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Administration > Change Financial Year

Busy

Change Financial Year menu provides the facility to switch to a new financial year or to view/modify records of any previous financial year. This utility is helpful for an existing company at the beginning of a new financial year. For example, generally in India the accounting year is from 1st April to 31st March. Now on 1st April of every year, a company needs to carry forward its accounts and other balances to the new financial year. For this purpose company can use the *Change Financial Year* menu. With this menu option, all the accounts of the previous year are retained separately and the balances are carried forward to the new financial year.

To change financial year, click *Administration* > *Change Financial Year* menu. If you are changing a financial year for the first time then on clicking *Change Financial Year* option, only one option of *New Financial Year From 01-04-XXXX* appears. Given here is a screenshot of *Change Financial Year* menu if you change financial year for the first time.

Change Financial Year menu



If you have already used this menu option to change a financial year then on clicking *Change Financial Year* option, different options will be available for either switching back to a previous year record or switching to a new financial year. Given here is a screenshot displaying different options of *Change Financial Year* menu if you have previously used this option.

Change Financial Year menu

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The different options of *Change Financial Year* menu are:

- F.Y Year From - 01-04-XXXX [F11]
- New Year From - 01-04-XXXX

Let us discuss these options in detail.

F.Y. Year From - 01-04-XXXX

Select this option if you want to view or modify records of any previous financial year. The need for this option can be explained with the help of an example. Smart Clothing, a garment manufacturing company, has switched to a new financial Year (1-04-2018) on 1st April. Later on the company discovers that there was some discrepancy in Balance Sheet record for previous year and it wants to correct the records. Now the company can use *F.Y Year From 01-04-2017* option to switch back to the previous year and correct the records as per the requirement

- On clicking this option, a *Change F.Y* message box appears asking for your confirmation to change the financial Year. Click the *Yes* button if you want to switch to the previous financial year otherwise click the *No* button.

If you switch to any previous financial year and make changes then when you switch back to the current financial year, then a *Carry Balances* message box appears asking for your confirmation to carry forward the balances of the previous year to the new year. If you click the *Yes* button in the *Carry Balances* message box then again a *Carry Balances* message box appear. Given here is a screenshot of *Carry Balances* message box.

Carry Balances Message box



In the message box there are two options. The options are:

- All Masters - Select this option if you want to update all the masters.
- New & Changed Masters - Select this option if you want to update only those masters in which some changes has been made.

On selecting either of the option, a Change Financial Year window appears with following options:

- *Carry VAT/Excise/Service Tax masters to the next F.Y.* - Enable this checkbox if you want to carry *VAT/Excise/Service Tax* masters to the next financial year. If this checkbox is not enabled then unnecessary *VAT/Excise/Service Tax* related masters will not be carried to next financial year as in most of the cases these will not be required from F.Y. 2018.
- *Carry Account's full details (Address, Registration details etc.) to next year* - Enable this option if you want to carry forward account address, registration details etc. to the next year. This option is available for Super User only.
- *Carry Item's full details (Description, Price, HSN Codes etc.) to next year* - Enable this option if you want to carry forward Item's full details such as prices, description etc. to next year. This option is available for Super User only.
- *Don't carry Item Balances* - Enable this checkbox if you don't want to carry Item Balances to next year. This is required when Item balances are actually not maintained and carrying of current Item balances to next year is not required. This option is available for Super User only.
- *Item masters to be carried* - Select Item masters to be carried from the list. There are three options in the list:
  - *All* - Select this option if you want to carry all Item masters.
  - *Closing Bal.* - Select this option if you want to carry those Item masters only which are having some closing balance.
  - *Moved/Closing Bal.* - Select this option if you want to carry those Item masters for which any transaction has been taken place during the year or are having some closing balance.

  This option is available for Super User only.
- *Party masters to be carried* - Select Party masters to be carried from the list. There are three options in the list:
  - *All* - Select this option if you want to carry all party masters.
  - *Closing Bal.* - Select this option if you want to carry those party masters only which are having some closing balance.
  - *Moved/Closing Bal.* - Select this option if you want to carry those Party masters for which any transaction has been taken place during the year or are having some closing balance.

  This option is available for Super User only.

Click *Start* button to start the process of switching to next financial year. On clicking the *Start* button, a message box appears specifying which Account and Item details will be updated.

Click Yes button to continue carrying static information of Account and Item Master.

To switch financial year you can also use F11 shortcut key.

A *Carry Uncleared Entries to Next F.Y.* message box will also appears. This message box appears if you have enabled the *Bank Reconciliation* feature in *Administration > Configuration > Features/Options > Accounts tab* and in any Bank account; you have more than 50 percent of the entries for which clearing date has not yet entered. If you click the *No* button in the message box then the uncleared entries carried forward previously will also get deleted. Otherwise if you click the *Yes* button then all the uncleared entries of the previous year will be carried forward to the new financial year.

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Company

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In an accounting software, the first step in maintaining records is to create a company, Thus, managing a company is an important task while using a business accounting software. *Company* menu helps you to manage a company through various menu options that help you to perform different functions in a company. The menu options are:

- Open Company
- Create Company
- Backup Data
- Restore Data
- Split Financial Year
- Delete Company / Single Financial Year
- Reindex Database
- Convert Data to Old Structure
- Set Data Directory
- Set Server Information
- Select BUSY Model
- Remote Support Software
- License Management
- Training / Help Videos
- Check BUSY Updates
- Download BUSYAgent
- Exit BUSY

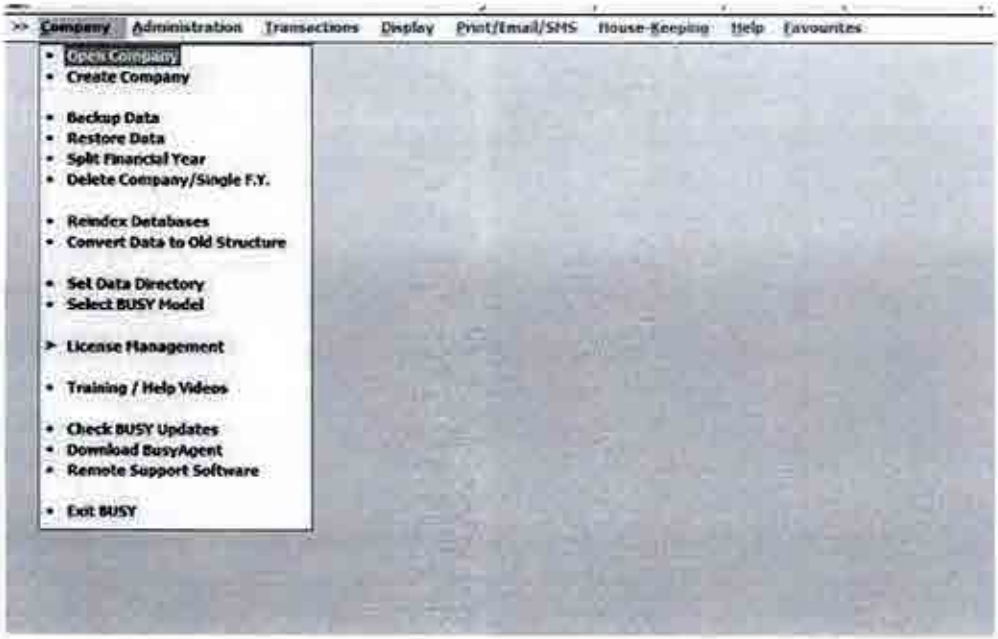
Once you open a company then only following two options appear in *Company* menu:

- Close Company
- Edit Company

Given here is a screenshot of the *Company* menu options when no company is opened.

Company menu Options

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For information on the menu option, click the appropriate menu option.

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Open Company

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Company > Open Company

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To open an existing company, the *Company* menu provides the *Open Company* option.

- Click the *Open* Company option. On clicking the *Open* Company option, a *Select Company for Operation* window appears.
- Select the company that you want to open and click the *Select* button.
- Search Company - Enter name of the company you want to search and same will be filtered in the list of company. This option is useful in quick searching of a company name from the list and is also beneficial when number of companies in the list is large.
- Check on *'Show Data Size'* checkbox if you want to view data size of companies.
- Check on 'Show Financial Year(s)' checkbox if you want to view financial year(s) of companies.

If you are opening a company created using a version released before BUSY 16 (Rel 6.0) then a message box *Data Conversion Required* will appear. In the message box, click *Convert* button to convert file structure from mdb format to bds format to protect data from virus / ransom ware attacks. It is mandatory to convert file structure (mdb) to new structure(bds) to open company in new versions (BUSY 16 (Rel 6.0)) onwards.

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The message box will appear only for Access data structure files and not for SQL based files.

On clicking the *Select* button, a window appears in which you have to enter the User Name and Password that you would have specified at the time of creation of a company in the *Security Check* window. After specifying the User Name and Password click the *Ok* button.

After you enter the correct user name and password, BUSY will open the company for you.

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Create Company

Company > Create Company

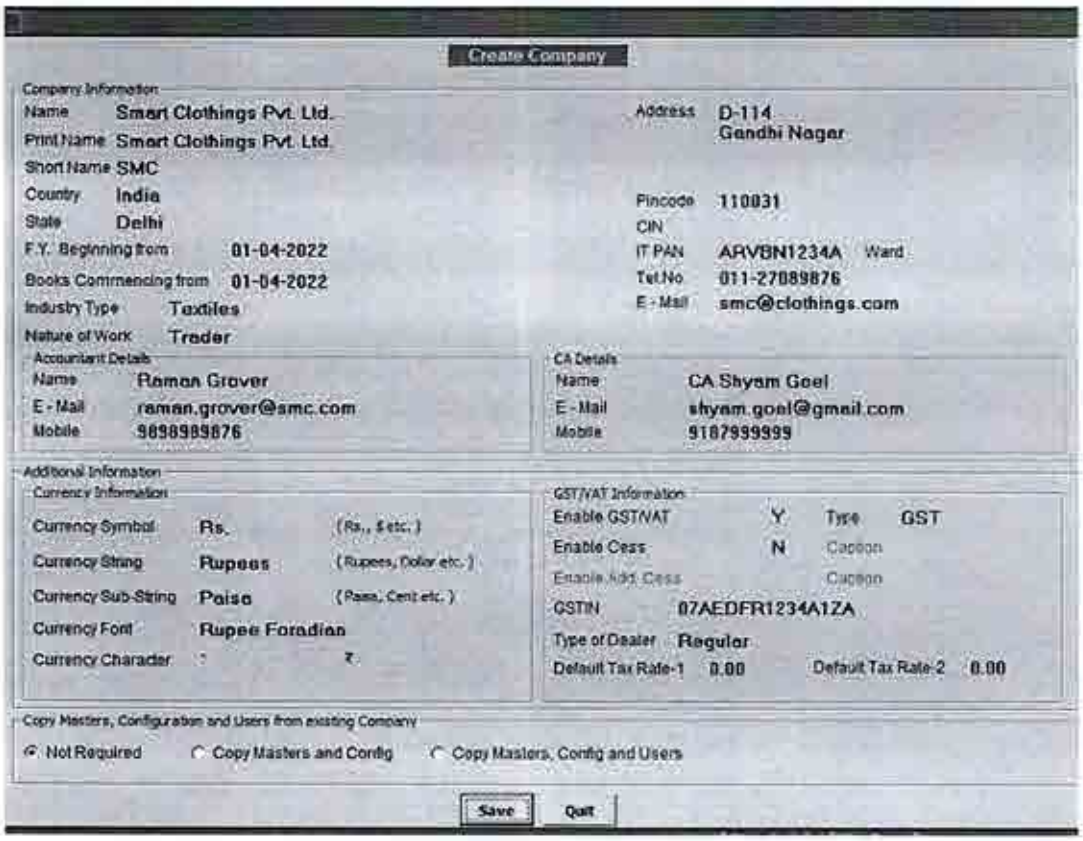
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You can create a new company by using the *Create Company* option in the *Company* menu.

- Click the *Create Company* option to create a new company. On clicking the *Create Company* option, a *Create Company* window appears. Given here is a screenshot of the *Create Company* window.

Create Company window

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In the window there are many fields in which data or information about the company needs to be entered. These fields are commonly referred to as Data Fields. Information about a company such as Name, Address and so on are required to be entered in different data fields. All the data fields in the window are categorised under following groups:

Company Information
Under *Company Information* group, following data fields appear:

Name
Enter the name of the company to be created. You can enter a name up to 40 characters. In the screenshot given above, the name is *Smart Clothing Private Limited.*

☞ You cannot have two companies with the same name. BUSY does not allow you to create two companies with the same name.

Print Name
Print Name refers to the name that appears on all the printed reports for the company. Let us understand the significance of Print Name with the help of an example. Electronics India, a manufacturer of electrical equipments, wants to maintain the data of each financial year separately. For this purpose, Electronics India creates companies with the financial years appended to the names. For example, the names of the companies are Electronics India (1999-00) and Electronics India (2000-01). Now all the reports of the companies will have the financial year appended with the names of the companies. This is not acceptable to the Electronics India since it wants only the names

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of the companies to appear on the reports. For this purpose, Electronics India specifies the Print Name as Electronics India for both the companies. Now the reports will display only Electronics India in the header while the company names remain different.

By default, the name entered in the *Name* data field is displayed as Print Name. You can leave this data field blank if you do not want any name to appear on the Print Reports. In the screenshot given above the Print Name is *Smart Clothing Private Limited*.

☞ You can have two companies with the same Print Name.

Short Name

Specify short name for the company in this data field. For example, if your company name is Smart Clothing then you can write SMC in this data field. Basically, in this data field, you can specify the abbreviation that you use for Company name.

Country

Specify the country in which the company exist.

☞ If the Country selected is Nepal then a *Date Type* data field gets activated. In the *Date Type* data field, you have to select the date type i.e. either Roman Date or Nepali Date in which you want to maintain accounting records. If you select the Nepali Date option then the date entered in *F.Y. Beginning from* and *Books Commencing From* data fields will automatically be converted according to Nepali Date format.

State

Specify the state in which the company exist.

☞ If you select country other than India then *State* data field gets deactivated.

Emirates

This data field appears in case country selected is U.A.E. Specify the Emirates in which the company exist.

Date Type

This data field appears if you have selected Country as Nepal. Select whether you want to maintain date in Roman format or Nepali format.

F.Y. Beginning from

F.Y. is an abbreviated form for Financial Year. Financial Year refers to the accounting period. For example, in India, the Financial Year is generally a 12 month period from April 1 to March 31.

⊗ 'F.Y. Beginning from' data field cannot be left blank.

F.Y. is entered in the dd/mm/yyyy format where dd is the date, mm is the month and yyyy is the year.

Books Commencing from

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In this data field, you will enter the date from which you start the books of accounts. By default, the *F. Y. Beginning from* date is displayed as *Books Commencing from* date.

☞ *F.Y. Beginning from* and *Books Commencing from* dates can be different also. Let us understand with the help of an example. Blue Books Company, a book publisher, was incorporated on 01-06-2005. In this case, the 'F. Y. Beginning from' date will be 01-04-2005 while the 'Books Commencing From' date will be 01-06-2005. The reason is that the books of account will be recorded from the date on which the company is incorporated while the financial year is always a 12 month period generally from 01-04-xxxx - 31-03-xxxx.

Industry Type
Select Industry type from the list.

Nature of Work
Select Nature of work from the list.

Address
Enter address of the company in the given data fields.

IT Pan
Enter IT PAN of the company in this data field.

Tel. No.
Enter telephone number of the company in this data field.

Ward
Enter ward under which the company falls.

Fax
Enter Fax number of the company.

E-mail
Enter email address of the company.

Accountant Details
Under Accountant Details group, you are required to enter details of company's accountant. Various data fields under this group are:

Name
Specify name of accountant in this data field.

E-Mail
Specify E-Mail ID of accountant in this data field.

Mobile
Specify Mobile No. of accountant in this data field.

CA Details

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Under CA Details group, you are required to enter details of company's accountant. Various data fields under this group are:

Name
Specify name of CA in this data field.

E-Mail
Specify E-Mail ID of CA in this data field.

Mobile
Specify Mobile No. of CA in this data field.

Additional Information
Under Additional Information group, following two groups appears:
- Currency Information
- GST/VAT Information

Let us discuss both these groups one by one.

Currency Information
Under Currency information group, you are required to enter details of the currency where your company exists. Various data fields under this group are:

Currency Symbol
Specify the currency symbol applicable.

Currency String
Specify the currency string applicable.

Currency Sub-String
Specify the currency sub-string applicable.

Currency Font
Specify the font to be used for printing currency symbol.

Currency Character
Specify character to be used for printing currency symbol. For example, to print symbol for currency Rupee, you can use the font as *Rupee Foradian* and character as (`). On saving this configuration, currency symbol will be printed as ₹ in the documents.

GST/VAT Information
Under this group, you need to specify VAT/GST related details about your company. Various data fields that appear under this group are:

Enable GST/VAT
Specify 'Y' in this data field to enable GST/VAT in the company.

Type
If you have specified 'Y' in the *GST/VAT* data field then this data field will get active. Select the type of tax i.e. GST/VAT applicable in the company.

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Enable Add. Tax/Schg.
This option appears if you have selected *VAT* as tax type. Specify 'Y' in this data field if you want to enable Additional tax / Surcharge in the company.

Enable Cess
This option appears if you have selected *GST* as tax type for Country India. Specify 'Y' in this data field if you want to enable Cess.

Caption
Specify the caption to be used for Surcharge / Additional tax / Cess in case of GST/VAT.

Enable Add. Cess
This option appears if you have selected *GST* as tax type for Country India. Specify 'Y' in this data field if you want to enable Add. Cess.

Caption
Specify the caption to be used for Additional Cess in case of GST for Country India.

GSTIN
This data field appears if you have selected the type of tax as *GST* for Country India. Specify the GSTIN number of the company in this data field.

TRN
This data field appears if you have selected the type of tax as *VAT* for Country U.A.E and Saudi Arabia. Specify the TRN i.e. Tax Registration Number of your company in this data field.

TIN
This data field appears if you have selected the type of tax as *VAT* for Country Pakistan, Nepal, Nigeria, Ghana, Singapore, United Kingdom, United States of America, South Africa, Mauritius, Gambia, Egypt, Zambia, Congo, Philippines, etc. Specify the TIN i.e. Tax Identification Number of your company in this data field.

Type of Dealer
This data field appears if you have selected the type of tax as *GST*. Select from the list whether the company is a Regular or Composition dealer.

- Regular - Select this option when company is a large assesse and its turnover is more than 75 lacs in previous year.
- Composition - Select this option when company is a small assesse and its turnover is less than 75 lacs in previous year.

Default Tax Rate-1
Specify the default tax rate applicable for the company. On the basis of tax rate specified relevant Sale Type and Purchase Type masters will be created automatically.

Default Tax Rate-2
Specify the default tax rate applicable for the company. On the basis of tax rate specified relevant Sale Type and Purchase Type masters will be created automatically.

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In case of Regular Dealer for GST India above two data fields will appear. But, in case of Composition dealer following data field will appear:

Default Tax Rate-1
Specify the default tax rate as per which tax is to be paid to government. The tax rate specified here will be then used to calculate tax payable.

Copy Masters, Configuration and Users from existing Company
Under Copy Masters, Configuration and Users from existing Company group following options appear:

- Not Required – Click this button if you do not want to Copy Masters, Configuration or Users settings from any other company.
- Copy Masters & Config – Click this button if you want to Copy Masters and Configurations settings from some other company. On clicking this button, it will ask you to select an existing company from where the Masters and Configuration settings will be copied.
- Copy Masters, Config & Users – Click this button if you want to Copy Masters, Configurations settings and User details from some other company. On clicking this button, it will ask you to select an existing company from where the Masters, Configuration settings and Users will be copied.

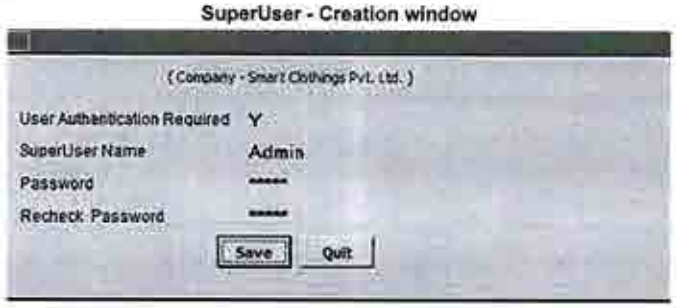
After entering the appropriate information, click the *OK* button.

- On clicking the *Ok* button a *Save* message box appears.
- Click the *Yes* button in the *Save* message box to save the information.

Once the company is created, a *Congratulations* message box appears confirming the creation of the company.

- Click the *Ok* button in the *Congratulations* message box. On clicking the *Ok* button, a *SuperUser Creation* window appears. Given here is a screenshot of *SuperUser Creation* window.

SuperUser - Creation window



Before we discuss the creation of SuperUser, let us discuss the concept of SuperUser.

SuperUser
SuperUser is the top most user in the hierarchy of users in BUSY. A SuperUser is like the owner of a business who has all the rights and access privileges in the business. It is the SuperUser who defines the rights and access of other users. SuperUser is defined at the time of creation of a company. There can be only one SuperUser for a company. He has the right to create or modify any number of users. In addition, he has the right to enter, modify, delete and list any data of the company.

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To create a SuperUser you need to enter some information in the appropriate data fields. Listed here are the fields:

User Authentication Required
Specify *'Y'* in this data field, if user authentication is required else specify *'N'*. On specifying *'N'* in this data field, user authentication will be skipped and you can login to the company directly without specifying UserName and Password.

SuperUser name
This data field appears, if you have specified 'Y' under *'User Authentication Required;* data field. Enter the name of the SuperUser in this data field. You can enter a SuperUser name containing maximum of 20 characters.

Password
Enter the password for the SuperUser. You can enter a password containing maximum of 20 characters. When you enter the password it will appear in the form of asterisks (*) to maintain secrecy.

Recheck password
You are required to re-enter the password. This is done to confirm your password. If the password entered in *Recheck Password* data field does not match with the password entered in *Password* data field then an *Error* Message will appear. In such a case, you will need to enter the password again in the *Recheck Password* data field.

- Enter information in the data fields and click the *Save* button. Next, a *Save* message box appears.
- Click *Yes* button in the *Save* message box to save the SuperUser. Next, BUSY will create the SuperUser for the company.

After creation of the SuperUser, BUSY automatically opens the *Features / Options* window in which you can set the features and options as required in the company. If you do not want to set features and options then click the *Quit* button. You can set features and options later by clicking the *Administration > Configuration > Features / Options* window.

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Backup Data

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While using an accounting software, security of data is as important as the accuracy of data. It is necessary to ensure that the data remains secure to ensure smooth working of organization. There can be circumstances in which the data may get corrupted. In such a case, if there is a backup of the

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data then you can restore the data from the backup and continue with your work without any hindrance.

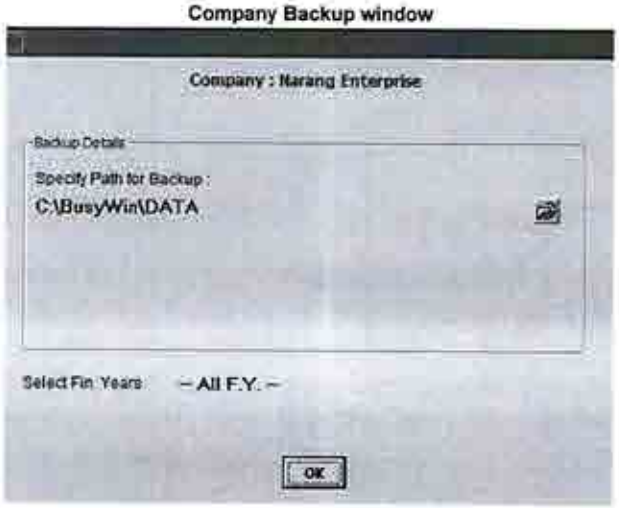
☞ It is recommended that you take regular backup of the data to avoid loss of data due to unexpected problems like data corruption, virus attack, abnormal shutdown of the PC, hard disk crash and so on.

To take backup for a company, the *Company* menu provides the *Backup* option.

- Click the *Backup Data* option. On clicking the *Backup Data* option, a *Select Company for Backup* window appears that lists down all the existing companies.
- Select the company for which you want to take backup and click the *Select* button. Next, an *Authority Check* window appears asking for a valid user name and password for the company. Enter the user name and password and click the *OK* button.

Next a *Company Backup* window appears. Given here is a screenshot of *Company Backup* window.

Company Backup window



In the *Company Backup* window, following data field appears:

Path for Backup

In this data field, enter the path where you want the backup data to be stored. The path can either be on the hard disk or a removable disk such as a floppy disk or a CD. If you have specified a path for taking backup on individual days in the *Administration > Configuration > Backup Configuration* option then by default that path appears in this data field. For example, if you are taking Backup on Monday and in the *Administration > Configuration > Backup Configuration* option, you have specified path for taking Backup on Monday as C:\Backup\Monday then C:\Backup\Monday will appear in this data field.

You can set path for taking Backup on individual days by using *Administration > Configuration > Backup Configuration* option.

☞

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You can also give a path that is not yet created. Let us understand with the help of an example. You specify the Path for Backup as C:\Backup. The Backup folder is not created as yet. In this case, BUSY will ask you that do you want to create the specified folder as it is not yet created.

If you are working on a Client - Server model and you are taking Backup from Client machine then an additional data field, *Shared Folder Path* also appears.

In this case, in the *Path for Backup* data field, you can specify the path for only that folder to which you have access rights. The folder can be on any computer on the network but you must have the rights to access that folder. The Backup copy will be created at the path specified in the *Path for Backup* data field.

In the *Shared Folder Path* data field, you have to specify the path of the folder which must be on the Server machine and it should be a shared folder. First the backup copy will be temporarily created in this folder and then it will be finally saved in the folder as specified in the *Path for Backup* data field.

Select Fin. Years
In this data field, select the financial years for which you want to take backup.

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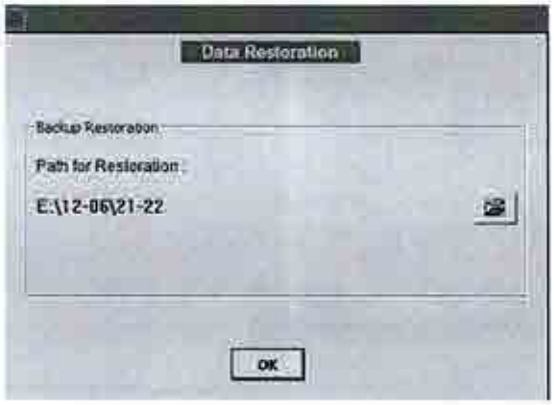
Data can get corrupted or lost due to various reasons such as virus attack, hard disk crash and so on. In such a case, if you have taken backup of the data then data can be restored using the backup copy. To restore the data for a company, the *Company* menu provides the *Restore* option.

☞ You do not need to open the company for which you want to restore the data. You need to start BUSY, click the *Company* menu, and select the *Restore* option.

- Click the *Restore Data* option. On clicking the *Restore* option, a *Data Restoration* window appears asking from where you want to restore the data. Given here is a screenshot of the *Data Restoration* window.

Data Restoration window

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Backup Restoration

Path for Restoration

Enter the path in the *Path for Restoration* data field. A *Data Restoration* message box appears confirming the backup copy found at the path.

After specifying the path, click the *Ok* button to start the Restoration process.

If you are restoring the full data of a company and a company with the same name exists in BUSY then BUSY will open a *Company Exist* message box. It will ask you whether it should overwrite the existing data for the company. If you click the *Yes* button, Super User name and Password will be asked. After specifying valid Super User name and Password, BUSY will overwrite the existing data with the backup copy. If you click the *No* button, BUSY will create another company with the same name. To differentiate the two companies BUSY will append the current date with the newly created company.

Similar is the case if you are restoring the data of a single financial year of a company and a company with the same financial year exists in BUSY then BUSY will open a *F.Y. Exist* message box. It will ask you whether it should overwrite the existing data for the company. If you click the *Yes* button, BUSY will overwrite the existing data with the backup copy. If you click the *No* button, BUSY will create another company with the same financial year. To differentiate the two companies BUSY will append the current date with the newly created company.

On successful completion of data restoration, a *Data Restoration Successful* message box appears.

- Click the *Ok* button to close the message box.

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Split Financial Year

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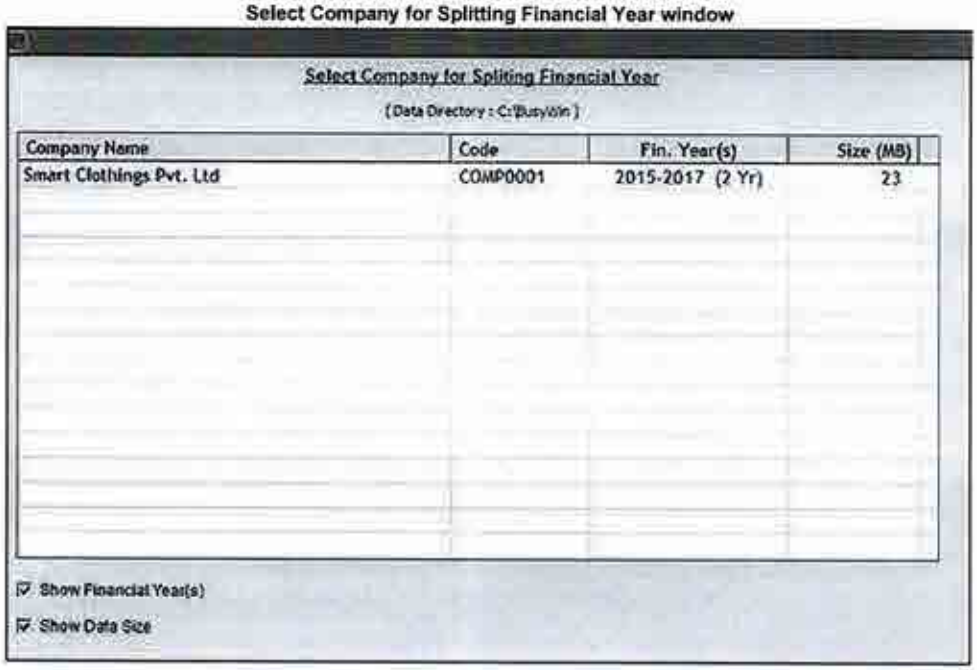
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Split Financial Year option can be used to create a separate company from the first financial year of an existing company. After splitting the company, you also have the option to delete the financial year for which a separate company is created. Company created using this option will have name of the existing company with financial year from which it is created appended to it.

On selecting the *Split Financial Year* option, a *Select Company for Splitting Financial Year* window will appear. Given here is a screenshot of *Select Company for Splitting Financial Year* window.

Select Company for Splitting Financial Year window



In the *Select Company for Splitting Financial Year* window, a grid displaying Company Name, Code, Financial Year and Size appears. Select required company from the list. On selecting the Company, a window will appear asking for Super User Name and Password. On specifying valid Super User name and password, a *Split Single Financial Year* window appears displaying first & last financial year of the company. Select the financial year which is to be split. Given here is a screenshot of *Split Single Financial Year* window.

Split Single Financial Year window



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In the window, a checkbox, *After splitting delete above financial year from the Company* appears. On enabling this option the financial year for which separate company is created will be deleted from the company.

Click *Split* button in the window to split the financial year.

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Delete Company / Single F.Y.

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To delete a company, the *Company* menu provides the *Delete Company* / Single F.Y. option.

- Click the *Delete Company / Single F.Y.* option. On clicking the *Delete Company / Single F.Y.* option, a *Select Company for Deletion* window appears that lists down all the existing companies.
- Select the company that you want to delete and click the *Select* button. On clicking the *Select* button, an *Authority Check* window appears for the SuperUser Name and Password. Enter the SuperUser name and password and click the *Ok* button.

Only the SuperUser has the authority to delete a company. If the user name and password entered by you does not match the SuperUser name and password, BUSY will open a *Can't Delete* message box informing you that you do not have the authority to delete the company.

Next a *Delete Company* message box appears giving you two options to delete a company:

- Complete Company
- Single F.Y. (Financial Year)

The two options are explained here.

Complete Company

If you select the *Complete Company* option, BUSY will delete all the records for the company for all the years.

- On selecting *Complete Company* option, a *Data Deletion* message box appears.
- Click the *Yes* button to delete the all the records for the company.

Data once deleted cannot be recovered or restored.

A *Company Deleted* message box appears to inform that the specified company has been deleted.

Single F.Y.

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On selecting *Single F.Y.* option, BUSY will check the number of financial years that you have recorded data for. If you have entered records for more than one financial year, BUSY will open a *Select F.Y.* message box asking you to select either the first or the last financial year for deletion.

☞ While deleting the records for a company financial year wise, you can delete only the last or the first financial year records. You cannot delete a middle financial year record. This is done to maintain integrity of data. Let us understand with the help of an example. You have entered records for three years starting from 2002-2003 till 2004-2005. Now you want to delete the records for 2003-2004. In this case, you will first have to delete either 2002-2003 or 2004-2005 records then you can delete 2003-2004 records.

After you select a financial year for deletion, BUSY will open a *Data Deletion* message box confirming the deletion.

- On clicking the *Yes* button, a *Data Deleted* message box appears informing you that the specified financial year has been deleted successfully.

If you have recorded data for one financial year only, BUSY will open a *Can't Delete* message box informing you that since you have only one financial year this option cannot be used. In such a case, you will have to select the *Complete Company* option.

- Click the *Ok* button and select the *Complete Company* option.

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BUSY stores the records in a database. Sometimes the data can get corrupted due to various reasons such as virus attack and so on. In such a case, you can Reindex the database to repair the corrupted data.

☞ If you are unable to open a company due to some missing or corrupted files or are unable to work properly in BUSY, run the *Reindex Databases* option to correct the problem.

To Reindex the database for a company, the *Company* menu provides the *Reindex Databases* option. *Reindex Databases* option helps to repair the corrupted data by means of reindexing. Reindexing refers to rewriting the index for the database. An index in the database is like the index of a book that allows you to access different topics easily and quickly. In addition, the *Reindex Databases* option frees up the unused space in the database and makes the database compact. *Reindex Databases* option is also provided in the *Housekeeping* menu that gets activated only when a company is open. The main reason of giving the *Reindex Databases* option in the *Company* menu is that sometime due

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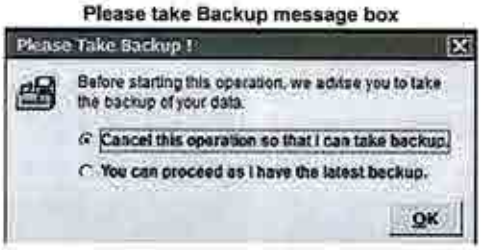
to some problem, company does not get opened. In that case, you can use the *Reindex Databases* option, without opening the company and you might get the problem repaired.

- Click the *Reindex Databases* option. On clicking the *Reindex Databases* option, a *Select Company for Reindexing Databases* window appears asking for the company for which the database is to be restored.
- Select the company that you want to Reindex the database for and click the *Select* button. A *Please Take Backup* message box appears advising you to take backup of the data before reindexing the database.

☞ You are advised to take a backup of the data before reindexing the databases.

Given here is a screenshot of the *Please Take Backup* message box.

Please take Backup message box



- Select the appropriate option and click the *Ok* button. A *Reindexing Databases* message box appears confirming the Reindex action.
- Click the *Ok* button to start the reindexing process.

⊗ The process of reindexing databases takes some time. Do not close BUSY when the databases are being reindexed as it might cause some problem.

A *Databases Reindexed Successfully* message box appears on the successful Reindex of the database.

- Click the *Ok* button to close the message box.

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Convert Data to Old Structure

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Company > Convert Data to Old Structure

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With BUSY 16 (Rel 6.0) onwards, data file structure of Access will automatically be changed from mdb format to bds format. This is done to protect files against virus attack / ransom ware attack as usually virus is attacking files with mdb extension.

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However if you wish to convert data of new version i.e. BUSY Rel 16 (Rel 6.0) onwards to older format basically bds format to mdb format then you can use this utility. Need for this utility will arise to make new data compatible with older versions i.e. to run data on BUSY version released before BUSY 16 (Rel 6.0).

On selecting this utility, a *Convert Data Files* window will appear displaying number of companies of new versions and old versions. New version refers to BUSY 16 (Rel 6.0) onwards and old version refers to all releases before BUSY 16 (Rel 6.0).

Click *Convert* button to start the process of converting bds data files (that were previously changed from mdb to bds format) to again mdb format.

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Set Data Directory

Company > Set Data Directory

Busy

This option appears in *Company* menu, if you are running BUSY in File-Server mode. Data Directory refers to the directory where you want the company data to be stored. By default, BUSY stores company data in the COMP000x directory under the parent directory DATA stored under the path, Hard Drive\BusyWin.

For example, you have installed BUSY in C drive of your computer under BusyWin directory. Further you have created a company in BUSY. In such a case, the default directory for company will be C:\BusyWin\DATA\COMP001. Similarly, if you create a second company then it will be stored under COMP0002 folder under DATA folder.



An important point here is that the data directory is different from the directory or folder where BUSY, the application is stored. Let us understand with the help of an example. You have installed BUSY in C:\BusyWin. You want to set the data directory in another drive, D. You can store the data in a different directory with the help of the *Set Data Directory* option available in the *Company* menu. You can store the data on the hard disk or a removable disk such as a pen drive, zip disk and so on. Thus, it is not necessary that the data should be stored in the same directory as the application. The two storage directories can be different.

You can set the data directory by using the *Set Data Directory* option in the *Company* menu.

Click the *Set Data Directory* option. On clicking the *Set Data Directory* option, a *Set Data Directory* window appears.

Given here is a screenshot of the *Set Data Directory* window.

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Set Data Directory window



In the window, following two options appear:

- Set Data Directory Manually
- Read Data Directory from Security File

Let us discuss these options in detail.

Set Data Directory Manually

Enable this option to set data directory manullay i.e. specify the path where data is to be stored. On enabling thsi option, following group gets active.

Data Directory

Under this group, following two options appear:

Data Path

Enter the path where you want the data to be stored and click the *Ok* button. By default, the path is 'C:\BusyWin\DATA'.

Generate Data Path File

Select this option if you want to generate a security file. Security file is generated to hide data directory details from the clients. The benefit of generating security file is that you do not have to give path details where data is stored to the Users. Instead you just have to give the path of the security file to the Usesr and they can then be able to work on the data. On selecting this option, a group gets activated. The group is:

Generate Data Path File for Data Directory

In this group various data field appears which are as follows:

- Companies Allowed
- Data Path File
- Generate Data Path File
- Password Required on Data Path File

Companies Allowed

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Specify the code of the companies to which the user will have access. Companies code must be separated by semicolons (;). For example, you want that user can access only three companies Comp001, Comp002 and Comp003. In such a case, you have to specify Comp001;Comp002;Comp003 in this data field.

Data Path File
Specify the path and the name for the security file. You can also select the path by using the *Browse* button.

Generate Data Path File
Click this button to generate the security file. On clicking this button, a *Data Path File Password* window appears. Given here is a screenshot of *Data Path File Password* window.

Data Path File Password window



- Specify the password for the file in the *Password* data field.

Password Required on Data Path File
Select this option if you want to make the file password protected. Benefit of giving password is that only those clients to whom you have disclosed the password will be able to connect to the data directory.

Read Data Directory from Security File
Select this option if you want to read data directory details from the security file. This option is more useful for the Users. To use this option it is necessary that you have already created a Security file. In this option, you have to specify the name of the security file from which the information is to be read. After providing a valid security file name, you will be able to connect to the data. On selecting this option, a *Read Server Information from Security File* group gets activated. In the group there is one data field. The data field is:

Security File Name
Specify the path for the required security file or you can select the path by clicking the *Browse* button. If you select a file on which password has been provided then you have to give the password for the file and only then you can connect to the data.

Above information is Valid for Current Session Only
Select this checkbox, if you want that the path or configuration specified above will not get saved and is valid by the time you have not closed BUSY. After closing the BUSY, when you open it again then the default data directory will appear and not the one on which you have last worked. On the contrary, if you do not select this checkbox then the the information specified in the window will get saved and next time when you open BUSY then the saved information will be displayed in the window.
After entering the necessary details, click the *Save* button to save the Server information.

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☞ The default data directory depends on where BUSY is stored. For example, if BUSY is installed in *C* drive then the default data directory will be C:\BusyWin\DATA. If BUSY is installed in *D* drive then the default data directory will be D:\BusyWin\DATA. If you want, you can change the path of data directory to another location.

We have discussed the setting of data directory till now. Another important application of Data directory is in the case of Multi User version of BUSY. Let us discuss this in detail.

Setting Data Directory for Multi User Version

In a multi user setup there is LAN wherein data storage is centralised. In other words, data is stored on the hard disk of any one of the computers, generally the server. All the other computers, the client nodes, access the hard disk of the server to use the data. To enable the client nodes to access the data, you need to ensure that the path for data directory on all the client nodes is same i.e. server address path.

Let us understand with the help of an example. You have a network of three computers, A, B, and C. 'A' is the server while 'B' and 'C' are client nodes. The data is stored on 'A' in a folder, *MyData* on C drive. Thus the path for data directory on the server will be C:\MyData. To enable the client nodes to access the data, you need to specify the data directory path similar to the server path. The path on client nodes will be \\Server\C\MyData, alternatively if you have mapped the drive letter to access the server hard disk as F, thus the path will be F:\MyData on the client nodes. Now the data entered from all the three computers will get stored at one location i.e. on the server.

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Set Server Information

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Company > Set Server Information

Busy

This option appears in *Company* menu, if you are running BUSY in Client-Server mode. While running BUSY in Client-Server mode, instead of *Set Data Directory, Set Server Information* option appears. With the *Set Server Information* option, you can set server information either manually or can generate a security file from where the server information can be read. On clicking the *Set Server Information* option under *Company* menu, a *Server Information* window appears. Given here is a screenshot of *Set Server Information* window.

Set Server Information window

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In the *Server Information* window, there are two options. The options are:

- Set Server Information Manually
- Read Server Information from Security File

Set Server Information Manually

Select this option, if you want to specify server information manually. On selecting this option, a *Set Server Information Manually* group gets activated. In the group there are various data fields and one option. The data fields and option are:

- Database
- Server Name
- User ID
- Password
- Generate Security File

Database

Specify the database name in this data field. (Fixed as MSSQL for the time being).

Server Name

Specify the Server name in this data field as specified at the time of registering a new Server.

User ID

Specify a valid MSSQL server User ID in this data field. Default MSSQL user name is *Sa*.

Password

Specify password that you have specified for the user name at the time of registering for a new server.

Generate Security File

Select this option if you want to generate a security file. Security file is generated to hide server details from the clients. The benefit of generating security file is that you do not have to give server details to the clients. Instead you just have to give the path of the security file to the clients and they can then be able to work on the server. On selecting this option, a group gets activated. The group is:

Generate Security File for user 'Name'

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In this group two data fields, one button and one option appears. The data field, button and option are:

- Companies Allowed
- Security File Name
- Generate Security File
- Password Required on Security File

Companies Allowed
Specify the code of the companies to which the user will have access. Companies code must be separated by semicolons (;). For example, you want that user can access only three companies Comp001, Comp002 and Comp003. In such a case, you have to specify Comp001;Comp002;Comp003 in this data field.

Security File Name
Specify the path and the name for the security file. You can also select the path by using the *Browse* button.

Generate Security File
Click this button to generate the security file.

Password Required on Security File
Select this option if you want to make the file password protected. Benefit of giving password is that only those clients to whom you have disclosed the password will be able to connect to the server.

Read Server Information from Security File
Select this option if you want to read server details from the security file. This option is more useful for the clients. To use this option it is necessary that you have already created a Security file. In this option, you have to specify the name of the security file from which the information is to be read. After providing a valid security file name, you will be able to connect to the server. On selecting this option, a *Read Server Information from Security File* group gets activated. In the group there is one data field. The data field is:

Security File Name
Specify the path for the required security file or you can select the path by clicking the *Browse* button. If you select a file on which password has been provided then you have to give the password for the file and only then you can connect to the server.

Above information is Valid for Current Session Only
Select this checkbox if you want that the Server information provided in the *Server Information* window will be saved only till the BUSY is opened. Once you close the BUSY and again open it then the default Server information will appear. On the other hand, if you do not select this checkbox then the information specified in the *Server Information* window will get saved and next time when you open BUSY then the saved information will be displayed in the *Server Information* window.

After entering the necessary details, click the *Save* button to save the Server information.

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Select BUSY Model

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Company > Select BUSY Model

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Select BUSY Model option provides flexibility to choose the BUSY model in which you want to work. This option is useful for people who download the BUSY software from internet or who have a demo copy of the BUSY software but do not know various features available in different models of BUSY.

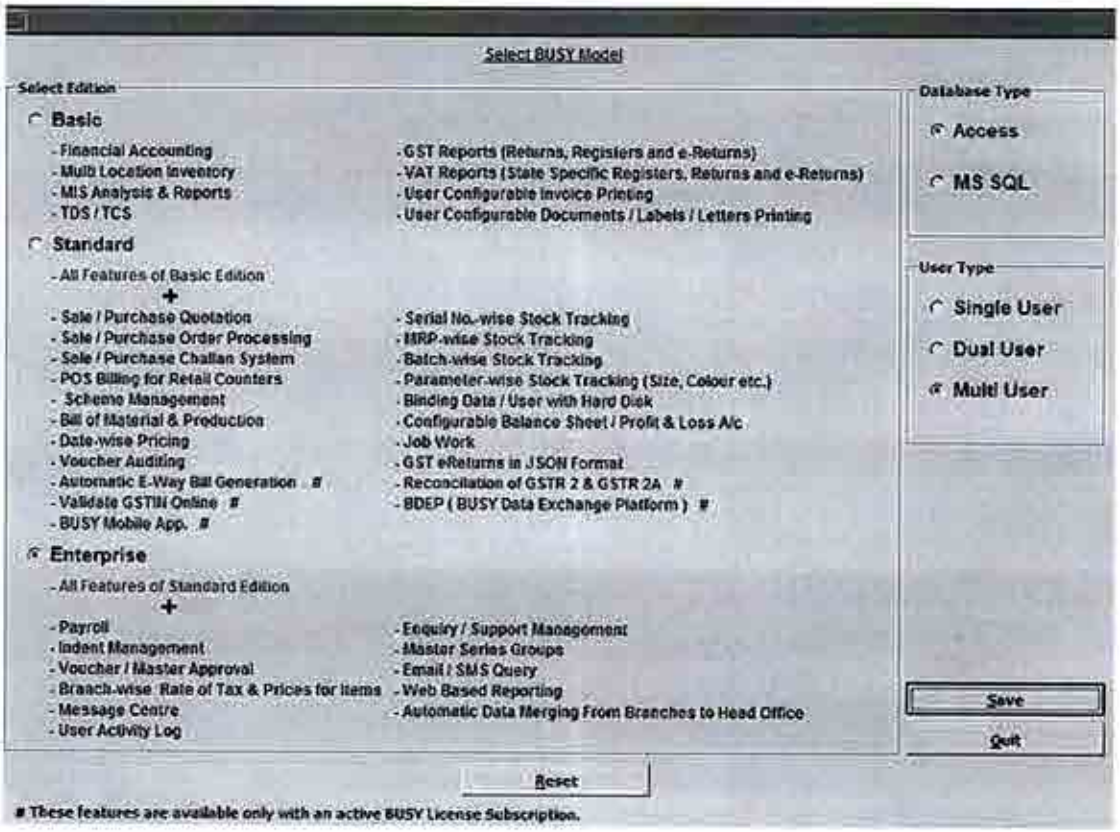
Select BUSY Model screen displays the model-wise features provided in BUSY. Users who have a demo copy and want to buy a regular version of BUSY can work on different models of BUSY on trial basis and decide that which BUSY model best suits their company's need. However if a person is using regular version of BUSY and wants to upgrade it to a higher model then he can also check the availability of features in higher models and then accordingly upgrade BUSY to a higher model.

In simple words, *Select BUSY Model* provides the option to run BUSY on trial basis in each and every model provided by BUSY. After reviewing various features available in different models, an individual or company can purchase BUSY in required model.

On clicking the *Select BUSY Model* option, a *Select BUSY Model* window appears. Given here is a screenshot of *Select BUSY Model* window.

Select BUSY Model window

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Select BUSY Model window is basically divided into three parts:

- Select Edition
- Database Type
- User Type

Select Edition

This part of the *Select BUSY Model* window displays all the available BUSY models. Each model displays the basic features available in addition to the features available in its preceding or lower model. You can select the model as per your requirement.

Database Type

Under this part, two options, *MS Access* and *MS SQL* appear. Basically BUSY uses either of these two databases for its back-end processing. You can select the required database type. This option is not available for BUSY BS model as BS model uses only *MS Access* as its database type.

User Type

Under this part, you can select that whether you want to run BUSY in single-user mode or multi-user mode. If you use *MS SQL* as database type then you can run BUSY only in multi-user mode.

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To reflect any changes in BUSY application, you have to restart the BUSY application. For example, if you have selected edition as *Enterprise* then you have to restart the BUSY application to run it in Enterprise edition.

If a security device (Dongle) is attached on the computer and you have selected a model other than as specified in Dongle then a *Model Conflict* message box appears on running the BUSY application. If you want to run BUSY as per the dongle information then click the *As per Security Device* button in the message box otherwise if you want to run BUSY application in the model as specified by you using the *Select BUSY Model* option then click the *As Specified by You* button.

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Remote Support Software

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Using *Remote Support Software* option, you can download any of the two software (TeamViewer or Any Desk) which are primarily used for providing online support. After downloading any of these software, you can allow third person to take your system on remote and can actually see the problem you are facing. This inturn helps in prompt support or resolving of problem as other person is directly looking into the problem you are facing without having any misunderstanding regarding the same.

On clicking the *Remote Support Software* option, a '*Remote Support Software*' message box appears. Given here is the screenshot of *Remote Support Software* message box.

Remote Support Software message box



- On clicking TeamViewer 9, a *Download TeamViewer 9* window appears. Press OK button to download TeamViewer 9. TeamViewer 9 will be saved in BUSY folder, thus can be invoked automatically next time without downloading.
- On clicking Other Software, you are redirected to a webpage (Internet connection is a must) where you have to select either of the two options i.e. Team Viewer or Ammy Admin. After selecting the appropriate option, you can proceed with the download process.

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License Management

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Company > License Management

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License Management menu provides various options for registering BUSY for soft lock license file, generating system info file, upgrading BUSY if using hard lock i.e. Dongle and so on. On clicking the *License Management* option, various options are displayed. The options are:

- Soft Lock Registration
- Generate System Info.
- Re-Validate Soft Lock License
- Get Soft Lock License File
- Get SoftLock Activation Key
- Change Soft Lock Email ID / Password
- Surrender SoftLock License
- Upgrade BUSY (For Dongle Only)
- Update Signature (For Dongle Only)
- Update Dongle Registration Details

Soft Lock Registration

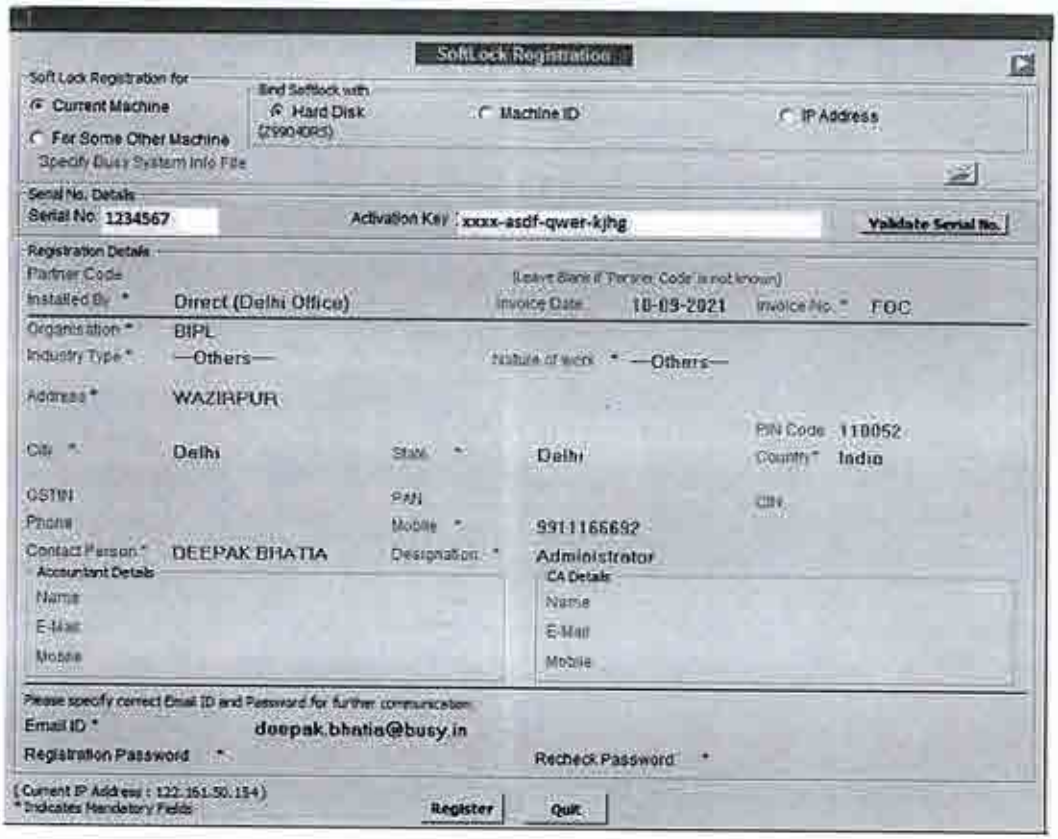
Registering for Soft lock security feature is a very simple process and can be done by Users itself or if they want they can get it done through Channel Partners also. The only constraint or check is the requirement to validate the Soft lock License file at least once in 30 days failing which the product will be opened in Demo mode. Validating License file is not a procedure; it is just that you need to have an internet connection while BUSY is opened at least once in 30 days.

Once BUSY gets the Internet connection, it will validate the License file itself. However for the clients whose computers have a regular Internet connection, there is no issue as BUSY will automatically validate the License file itself as soon as it gets the Internet connection.

Soft Lock registration is a very simple process. For Soft Lock registration, you need to click the *Soft Lock Registration* option provided under *License Management* sub menu of *Company* menu. On clicking the option, a *Soft Lock Registration* window appears. Given here is a screenshot of *Soft Lock Registration* window.

Soft Lock Registration window

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In the *Soft Lock Registration* window, there are various data fields and groups. The data fields and groups are:

- Soft Lock Registration for
- Bind Softlock with
- Serial No. Details
- Registration Details
- Accountant Details
- CA Details
- Email Details

Soft Lock Registration for

Under this group, following two options appear:

- Current Machine
- For Some Other Machine

Current Machine

Select this option if you are registering BUSY for same computer from which you are using this option.

For Some Other Machine

Select this option if you are registering BUSY for some other computer. On selecting this option, following data fields get active:

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- Specify BUSY System Info File - Under this data field, you have to specify path of the file which is generated on the computer for which you are registering BUSY. Basically this file contains system information of the computer for which you are registering BUSY. With Soft lock security feature, you can run BUSY only on that computer for which you have registered the BUSY. This implies that if you have registered BUSY for System1 then you cannot use BUSY on System2 by just copying License file on System2.

☞ To generate System Info file, you have to use the *Generate System Info file* option provided under *Company* menu (explained below).

☞ If you are registering BUSY for the same computer then System file will be generated automatically and you will not be required to use the *Generate System Info file* option.

☞ If you want to bound Softlock with unique Computer ID and not Hard disk than you press ctrl + shift + alt + M. On pressing this combination, a label "(Forced to Bound with Machine ID)" will appear on the form. This states that softlock is now bound with Computer ID and not hard disk.

Bind Softlock with

Under *Bind Softlock with* group, following options appear:

- Hard Disk – Select this option if you want to bind Softlock with Hard Disk number.
- Machine ID – Select this option if you want to bind Softlock with Machine ID. In case, you have multiple hard disk on your computer from which you are registering the softlock file then it is recommended to bind softlock file with Machine ID as a single machine will have only one Machine ID but can have multiple Hard Disk numbers. For Server machines, it is recommended to bind softlock file with Machine ID.
- IP Address – Select this option if you want to bind softlock with Static IP of the computer. It is recommended when the data is hosted on server and hard disk number and machine ID's are either not accessible or keep on changing. Basically when you are using data from any remote location then static IP of the Server is required as the Static IP is fixed and hence you can bind softlock with the Static IP.

Serial No Details

Under *Serial No. Details* group, following options appear:

- Serial No.
- Activation Key

Serial No.

Enter Serial number of your BUSY package in this data field.

Activation Key

Enter activation key of your BUSY package in this data field. If you are an existing User then you have to obtain the activation key from BUSY office. Otherwise for new customers it is provided along with the package.

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After entering the Serial number and Activation key, click the *Validate Serial No* button to check the authenticity of Serial number and Activation key. On entering a valid combination of Serial number and Activation key, you will be allowed to register BUSY.

Registration Details

This group gets active only when BUSY has validated your Serial number and Activation key. Under this group, you are required to enter certain details about your BUSY package and about your organization. Various data fields that appear under this group are:

- Partner Code - Enter Partner Code from whom you have purchased BUSY. If Partner Code is not known, you can leave this field blank.
- Installed By - Enter name of the person/organisation who has installed BUSY.
- Invoice Date - Enter invoice date in this data field. Invoice date cannot be less than the dispatch date of serial number being registered.
- Invoice No. - Enter invoice number in this data field.
- Organisation - Enter name of your organisation in this data field.
- Industry Type - Select the type of industry i.e. trade you deal in.
- Nature of Work - Select the nature of work in this data field.
- Address - Enter your organisation's address in this data field.
- PIN Code - Enter PIN code in this data field.
- City - Select city where your organisation is located.
- State - Select state in this data field.
- Country - Select country in this data field.
- GSTIN - Enter company GSTIN in this data field.
- PAN - Enter company PAN in this data field.
- CIN - Enter company CIN in this data field.
- Phone - Enter phone number of your organisation in this data field.
- Mobile - Enter mobile number of the contact person in this data field.
- Contact Person - Enter name of the contact person of your organisation in this data field.
- Designation - Enter designation of the contact person in this data field.

Accountant Details

This group gets active only when BUSY has validated your Serial number and Activation key. Under this group, you are required to enter details of Company's Accountant. Various data fields that appear under this group are:

- Name - Enter Name of the accountant in this data field.
- Email - Enter Email ID of accountant in this data field.
- Mobile - Enter Mobile No. of accountant in this data field.

CA Details

This group gets active only when BUSY has validated your Serial number and Activation key. Under this group, you are required to enter details of Company's Accountant. Various data fields that appear under this group are:

- Name - Enter Name of the CA in this data field.
- Email - Enter Email ID of CA in this data field.
- Mobile - Enter Mobile No. of CA in this data field.

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Email Details

Under this group, you need to specify Email ID and the password. Email ID you specify here will be used for all further communications from BUSY such as sending the License file and so on. Various data fields that appear under this group are:

- Email ID - Enter your Email ID in this data field.
- Registration Password - Enter password for the Email ID in this data field.
- Recheck Password - Re-enter password in this data field.

After entering the required details, click the *Register* button to register for the Soft lock security feature. On successful registration, a Soft Lock License file will be sent to you on the Email ID as specified in the *Soft Lock Registration* window. You have to then copy the License file in the System folder of Busywin. With this you have completed the registration process and now you can run BUSY with Soft Lock security feature.

Generate System Info.

In case you do not have Internet connection on the computer for which you want to register BUSY then in that case you would register BUSY from some other computer which is having Internet connection. But at the same time, in the Registration process (explained above) if you are registering BUSY for some other computer then you need to specify the path of System Info file (generated on the computer for which you are registering BUSY). Now to generate System Info file for computer for which BUSY is to be registered, you have to use the *Generate System Info File* option.

On clicking the *Generate System Info File* option, a System Info file will be created and the path of the same will be displayed to you. You have to then copy this file onto the computer having Internet connection and from which you are registering the BUSY. Now at the time of registration, you will specify the path of this System Info file and register BUSY for Soft Lock security feature.

For example, you want to register BUSY for System1 but System1 does not have an Internet connection and you are registering BUSY from System2 which is having Internet connection. In such a case, you would use *Generate System Info File* option on System1 and generate the System Info file. Now you will copy this file to System2 and specify its path in the *Soft Lock Registration* window and continue with registration process.

Re-Validate Soft Lock License

To re-validate the License file, you have to click the *Re-validate Soft Lock License* option provided under *License Management* sub menu of *Company* menu. On clicking this option, a message box appears asking you that do you want to validate License file. Click *Yes* button in the message box to validate the License file.

☞ As mentioned earlier also that revalidating License file is not a procedure. It is just that you need to have an Internet connection once in 90 days. It is necessary to have an Internet connection at least once in 90 days, else BUSY will automatically start in Demo mode. Once BUSY will get into the Demo mode then you need to revalidate the License file.

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☞ It is mandatory to have Internet connection to revalidate the Soft Lock License file.

Get Soft Lock License File

In case your License file gets corrupted or you have lost the file due to System format or any other reason then you can obtain the Soft lock License file again from BUSY by using the *Get Soft Lock License file* option. On clicking this option, a *Get Soft Lock License File* window appears. Given here is a screenshot of *Get Soft Lock License File* window.

Get Soft Lock License File



In the *Get Soft Lock License File* window, following data fields appear:

- Serial No. – Enter BUSY serial number in this field.
- Email ID – Enter Email ID which you have entered at the time of Soft Lock registration. License file will be sent on this Email ID only.
- Registration Password – Enter password that you have specified at the time of Soft lock registration. It is only after getting a valid combination of Email ID and password that Soft Lock license file will be again sent to you.

After entering the required details, click the *Get License File* button to get License file on the Email ID as specified by you.

Get SoftLock Activation Key

Change Soft Lock Email ID / Password

Using this option, you can change Email ID and password that you have specified at the time of SoftLock registration. This option is required if you have by mistake entered a wrong Email ID at the time of SoftLock registration. On selecting this option, a *Change Soft Lock License Email ID / Password* window appears. Various data fields that appear in the *Change Soft Lock Email ID / Password* window are:

- Serial No. - Enter serial number of your BUSY package in this data field.
- Registration Password - Enter the registration password in this data field.
- Validate - Click this button to validate serial number with the password. It is after getting a valid serial number and password, you would be allowed to change the Email ID.
- New Email ID - Enter new Email ID in this data field.
- Password - Enter password in this data field.

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- Recheck Password - Enter password in this data field to confirm the password as entered by you in the previous data field.

Surrender SoftLock License

Using Surrender SoftLock License option, you can surrender your existing softlock license and opt for another license file. An important point to note here is that if you are formatting your system then you do not need to generate a new license file. Instead you can use the existing softlock license file. New softlock license file is needed only when you are shifting your work to some other computer.

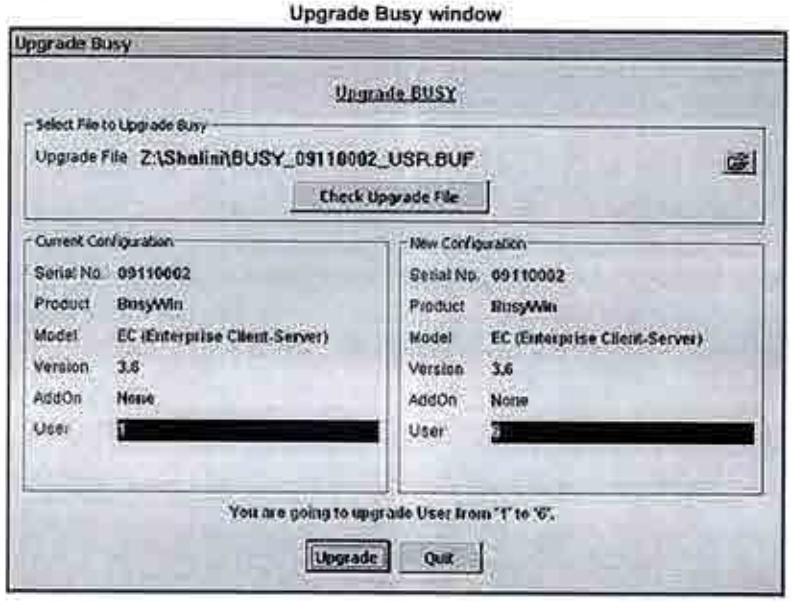
Upgrade BUSY (For Dongle Only)

All information about the BUSY application such as model, version, serial number and so on is stored in the Dongle provided with the BUSY. With the *Upgrade BUSY* option you can update the Dongle information. Updating Dongle information can mean any updation in the BUSY such as model update or version update. To make any updation in BUSY, we will provide you with a file. You have to store that file on your computer and have to specify the path and name of the file in the *Upgrade BUSY* option. BUSY will then read the information from that file and update the software accordingly.

Let us understand working of *Upgrade BUSY* option with the help of an example. Suppose, you are currently using *SM* edition of BUSY and want to update it to the *EM* Edition. In such a case, you have to contact BUSY office from where in you will be provided with a file which you have to store on your computer. After you have stored the file on your computer, you have to open BUSY and select *Upgrade BUSY* option in the *Company* menu. In the *Upgrade BUSY* option, you have to specify the path of the file provided to you and click the *Update* button. BUSY will then be updated from *SM* to *EM* edition.

To use *Upgrade BUSY* option, click *Company > License Management > Upgrade BUSY* option. On clicking the *Upgrade BUSY* option, an *Upgrade Busy* window appears. Given here is a screenshot of *Upgrade Busy* window.

Upgrade Busy window



In the *Upgrade Busy* window, there is one data field and two groups. The data field and groups are:

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- Source File to Upgrade Busy
- Current Configuration
- New Configuration

Source File to Upgrade Busy
Specify path of the file provided by BUSY to you. You can also select the path by clicking the *Browse* button.

Current Configuration
This group displays the current configuration stored in the Dongle. Information provided in this group is:
- Serial Number - This field displays the serial number of the dongle.
- Product - This field displays the product you are currently using. If you are using BUSY then it will display BUSY, if you are using CSM software of BUSY then it will display CSM and so on.
- Model - This field displays the model you are using such as SS, PM and so on.
- Version - This field displays the version you are using such as 3.4, 3.5 and so on.
- AddOn - This field displays whether you are using any AddOn of BUSY.

New Configuration
When you select a file in the *Source File to Upgrade Busy* data field then this group displays the new configurations as stored in the file.
- Click the *Upgrade* button to upgrade BUSY.

Update Signature (For Dongle Only)
In case of any error or corruption due to which you are not able to work on BUSY, *Update Signature* option can be used. This option can only be used by Dongle user. A signature file will be sent to the user which needs to be updated so as to work smoothly.

Update Dongle Registration Details
In case the user does not have an Internet connection and his dongle registration details are not updated with the company then the user can contact channel partner and get a registration file. This registration file is to be send to the company using *Update Dongle Registration Details* option provided under *License Management* sub menu of *Company* menu. With the help of registration file the company will fetch the dongle registration details and update it in their data for future references.

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BUSY has created Training and Help videos to help users for smooth working in BUSY. Training videos are meant for users who are new to BUSY and do not know how to get started with it. These videos will help you in learning BUSY in a structured manner and after viewing these videos you will be able to use BUSY without any problem. Help videos are feature specific videos intended to help User to make most use of the features provided and to get in-depth knowledge about using the features. Videos are made with simple to understand methodology and are made in English and Hindi language. Videos are available on our You Tube channel. To view the videos click Watch Now button and BUSY will redirect you to the YouTube channel where you can view the videos as per your requirement.

- A 'Getting Started with BUSY - For India and Outside India' video is also available. This video is designed for the users who are new to BUSY but have adequate knowledge of computerised accounting. So, this video will give a quick overview on how to start working with BUSY.
- GST Help Contents are hosted on busywin.com which have collection of GST help videos and documents. GST related videos and documents are designed specifically to help you understand different concepts of GST and its implementation in BUSY.

☞ To view Help videos on You Tube you are required to have internet connection on your computer.

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Check BUSY Updates

Previous Next

Company > Check BUSY Updates

Busy

Check BUSY Updates option provides information regarding latest product and statutory updates available. Till now for every new release of Busy, user had to download full installer of Busy. Now *Product Update* for new release and *Statutory Update* for changes made in Statutory reports (VAT/GST/Excise/TDS/TCS) will be available which is much smaller in size and can be installed over an existing installation of Busy. Information regarding current BUSY release installed in your computer and latest BUSY release available is also provided. If you are using old version you will be advised to download the latest release which you can download from there itself. User can download the relevant file as per his/her requirement.

☞ User can also download full setup of BUSY instead of downloading product and stat update.

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Download BUSYAgent

Company > Download BUSYAgent

Busy

With the help of Download BUSYAgent option, you can download setup for BUSYAgent utility. BUSYAgent Utility is designed for automatic scheduled background activities related to BUSY like Automatic Data Backup, Automatic Payment Reminders, Automatic Data Synchronisation, License Server, etc. As of now only Auto Backup is provided.

To use BUSYAgent utility, you need to configure the details for one time only and after that the scheduled activities like backup will be created automatically as per the backup schedule specified at the time of configuration.

☞ BUSYAgent Utility is compatible with BUSY18 onwards.

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Exit BUSY

Previous Next

Company > Exit BUSY

Busy

To exit from BUSY, *Company* menu provides the *Exit BUSY* option.

☞ If a company is active in BUSY, you cannot close BUSY. First you need to close the active company and then click the *Exit BUSY* option to exit from BUSY.

- Click the *Exit Company* option. On clicking the *Exit Company* option, BUSY will be closed.

☞ To maintain integrity of data, you should exit from BUSY by clicking the *Exit BUSY* option only.

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Close Company

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Company > Close Company

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Busy

To close an active company, the *Company* menu provides the *Close Company* option. *Close Company* option is active only when a company is active or open.

- Click the *Close Company* option. On clicking the *Close* option, BUSY closes the active company and returns to the Main window of BUSY.

☞ You cannot exit from BUSY until and unless the active company is closed. If you try to exit from BUSY without closing the active company, a *Can't Quit* message box appears asking you to close the company before quitting. Thus, it is necessary to close the active company in order to exit from BUSY.

On clicking the *Close* option the Main window of BUSY appears.

☞ When a company is closed all the Main menu Options except the *Company* menu option become inactive. Thus, only the *Company* menu remains active.

See Also

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Exiting from BUSY

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Edit Company

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Company > Edit Company

Busy

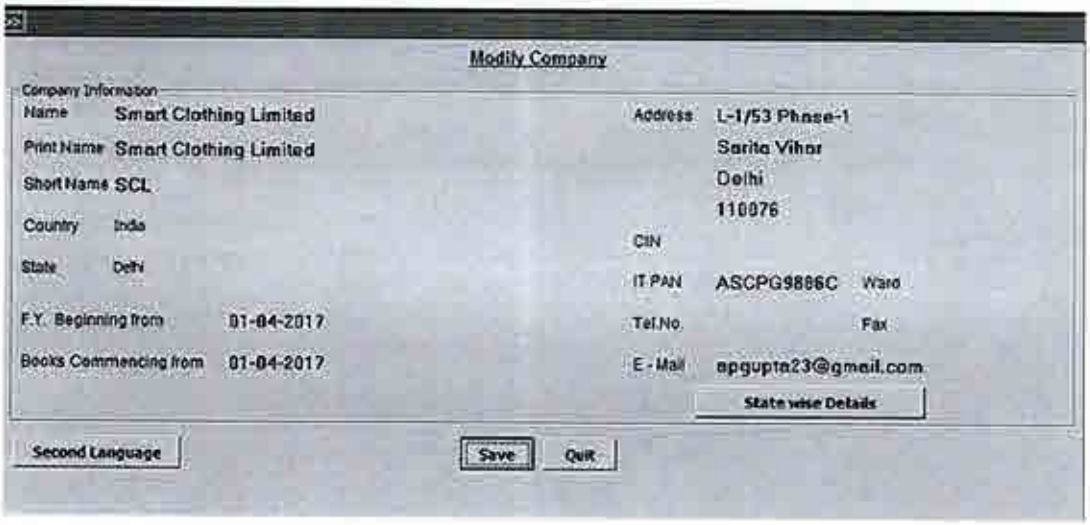
To edit the information for an existing company, the *Company* menu provides the *Edit Company* option. *Edit Company* option is active only when a company is active or open.

☞ Depending on the rights given to the User, the User can edit the company information. For information on rights to User, please view the Users menu topic.

- Click the *Edit Company* option. On clicking the *Edit Company* option, a *Modify Company* window appears. Given here is a screenshot of *Modify Company* window.

Modify Company window

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Various data fields that you can modify are:

- Name
- Print Name
- Short Name
- Country
- State
- F.Y. Beginning from
- Books Commencing From
- Address
- CIN
- IT PAN
- Ward
- Tel. No.
- Fax
- E-mail
- State wise Details
- Second Language

State wise Details

Click this button if your office has multiple branches across India and you want to enter address and other sales tax related details of each state separately. On clicking the *State wise Details* button, a *State wise Company Details* window appears. Given here is a screenshot of *State wise Company Details* window.

State wise Company Details window

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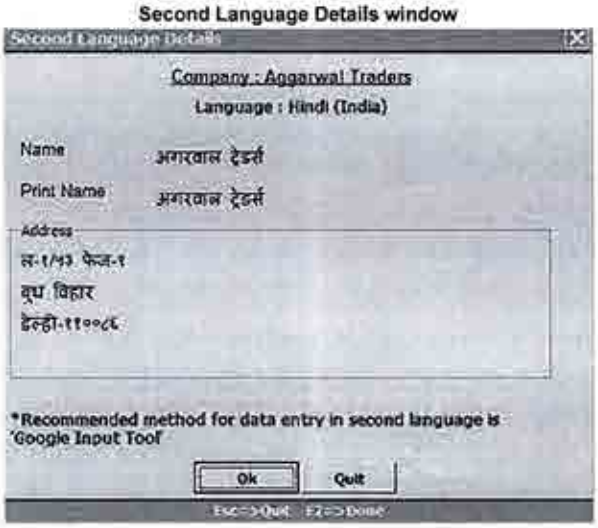
In the *State wise Company Details* window, following data field and groups appear:

- State - Select the state for which you want to enter the address.
- General - Under the *General* group, you can enter the address of the office and other information such as Email, Fax, IT PAN, Ward and so on.
- Sales Tax / VAT - Under the Sales Tax / VAT group, you can enter the TIN, CST No., GSTIN.

Second Language

This button appears only when you have enabled *'Enable Second language Support'* option that appears under *Administration > Configuration > Features/Options > General* tab. On clicking this button a *'Second language Details'* window appears. You can specify Company Name, Print Name and Address in any other language specified by you at the time of enabling this feature. This will be helpful at the time of Invoice printing where the specified data can be print in second language. Given here is a screenshot of *Second language Details* window.

Second Language Details window



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- After you make the required changes, click the *Save* button. On clicking the *Save* button, a *Save* message box appears.
- Click the *Yes* button in the *Save* message box if you want to save the changes otherwise click the *No* button.

After you save the changes, the Main Screen of BUSY will be displayed.

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Display

Previous Next

Display

Busy

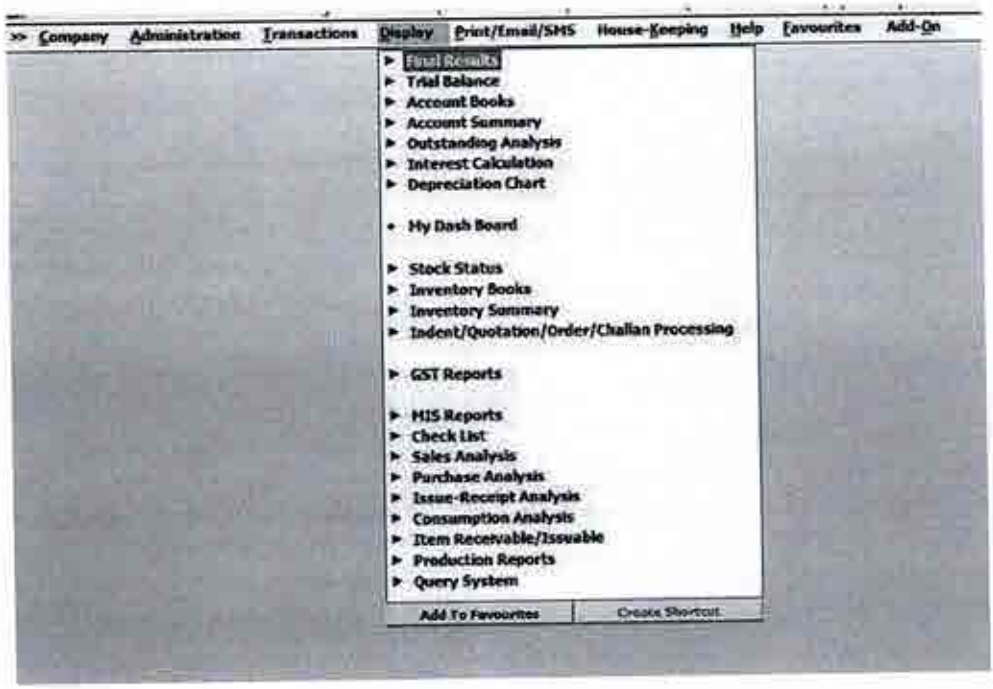
After you have created the masters for the company, defined the configuration settings, and entered the transactions for the company, the next step is to view the reports based on your requirement. Viewing reports means viewing the data entered in the vouchers and masters in an organised and systematic manner. For example, Smart Clothing, a garment manufacturer, wants to determine the profit earned for the first quarter. For this purpose it views the *Profit & Loss Summary* report in the *Display* menu. For viewing different reports, the *Display* menu provides the following options:

- Balance Sheet
- Trial Balance
- Account Books
- Accounts Summary
- Cost Centre Reports
- Outstanding Analysis
- Interest Calculation
- Depreciation Chart
- Bank Reconciliation
- Brokerage Calculation
- Royalty Calculation
- Dashboard
- Stock Status
- Inventory Books
- Inventory Summary
- Batch / MRP/ Sr. No. / Param - wise Report
- Order / Challan Processing
- India GST Reports
- VAT Reports
- TDS/TCS Reports
- MIS Reports
- Check List
- Sales Analysis
- Purchase Analysis
- Issue-Receipt Analysis
- Consumption Analysis
- Item Receivable/Issuable Analysis
- Production Reports
- Query System

Given here is a screenshot of *Display* menu options.

Display menu Option

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For information on the menu option, click the options. In all the reports in BUSY the main components are the columns that display the data. The columns display the data based on primarily two options:

- Options chosen in the message boxes
- Options chosen in the *Report Options* window

Since the message boxes, report options, and columns are used throughout the reports in BUSY, we have explained them in a particular manner for your convenience. We will now discuss the manner in which the common options in the reports are presented to help you familiarize with the same.

The options that appear in the message boxes are displayed in the format given here:

- ***All Parties*** - Select this option if you want to display the report for all the parties.
- ***Group of Parties*** - Select this option if you want to display the report for a group of parties.
- ***One Party*** - Select this option if you want to display the report for one party.
- ***Selected Party*** - Select this option if you want to display the report for selected parties.

☞ You can press the first letter key of the above options. Like *'A'* for *'All'*, *'G'* for *'Group'*, *'S'* for *'Selected'* and *'O'* for *'One'*.

The report options that appear in the *Report Options* window are displayed in the format given here:

Report Options

- *Select Party/Party Group*
- *Generate Report for a Single Broker Only*

Select Party/Party Group
Select the party/party group for which you want to generate the report.

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Generate Report for a Single Broker only

Specify 'Y' if you want to generate the report for a single broker. If you want to generate the report for all the brokers then specify 'N'.

The columns appear in the report are displayed in the format given here:

- ***Sale Amt.*** - This column displays the sale amount.
- ***Sale Return Amt.*** - This column displays the sale return amount.
- ***Nett. Sale Amt.*** - This column displays the nett sale amount.

Maintain Notes

You can maintain notes at the time of viewing report on screen by pressing **<ALT+N>.** On pressing **<ALT+N>** key, a *Report Notes* window appears in which you can add new notes or delete existing notes.

At the top left corner of each report, various buttons appear. The buttons are:

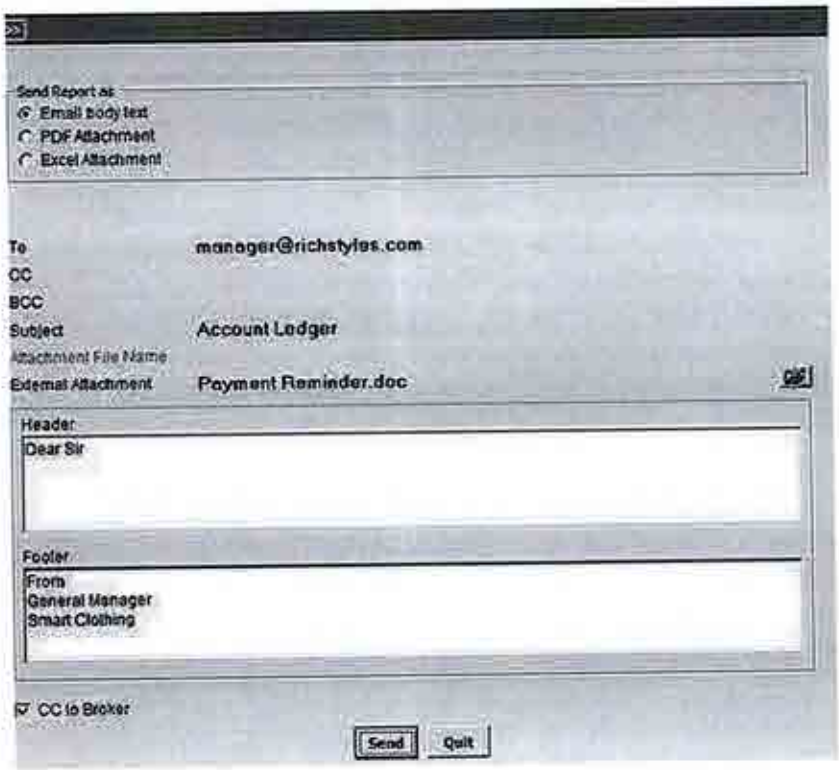
- Email
- Print
- Refresh
- Export
- Search
- Summary
- Filter
- Custom Columns

Email

To Email the reports, click *Email* button. On clicking the *Email* button, a *Send Email* window appears. Given here is a screenshot of *Send Email* window.

Send Email window

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In the *Send Email* window there are various data fields. The data fields are:

- EMail Options - This group appears only if you are printing the report for more than one party and report is being generated for each party independently such as Payment Reminder report, Statement of Account report and so on. In this group, there are two options. The options are:
  - Send Email To Individual Party - Select this option if you want to send Email to individual parties on the Email address as entered in Account master.
  - Send Email To ID mentioned below - Select this option, if you want to send Email to a specific Email address only.
- Send Report As - Select the format according to which the report will be emailed. By default the option as specified in *Administration > Configuration > Email Configuration* appears here.
- To - This data field appears only if you have selected the *Send Email To ID mentioned below* option in *EMail Options* group. Enter the Email address of the person or company to which you want to send the Email.
- CC - Enter the Email address of the person or company to which you want to send the carbon copy of the Email.
- BCC - Enter the Email address of the person or company to which you want to send the blank carbon copy of the Email.
- Subject - Enter the subject for the Email in this data field. By default name of the report you are mailing appears in this data field.
- Attachment File Name - This option gets active only if you have selected the *PDF Attachment* option in the *Send Report As* group. By default the name of the report appears here. You can change it as per your requirement.
- External Attachment - Specify an external file that you want to send with the Email. Select the file path by using the *Browse* button.

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- Header - Enter the text you want to appear in the header of the Email. By default the text specified in the *Email Header* option in the *Administration > Configuration > Email Configuration* option appears here.
- Footer - Enter the text you want to appear in the footer of the Email. By default the text specified in the *Email Footer* option in the *Administration > Configuration > Email Configuration* option appears here.
- CC to specified Broker - Enable this option to email report also to the broker tagged with the party.

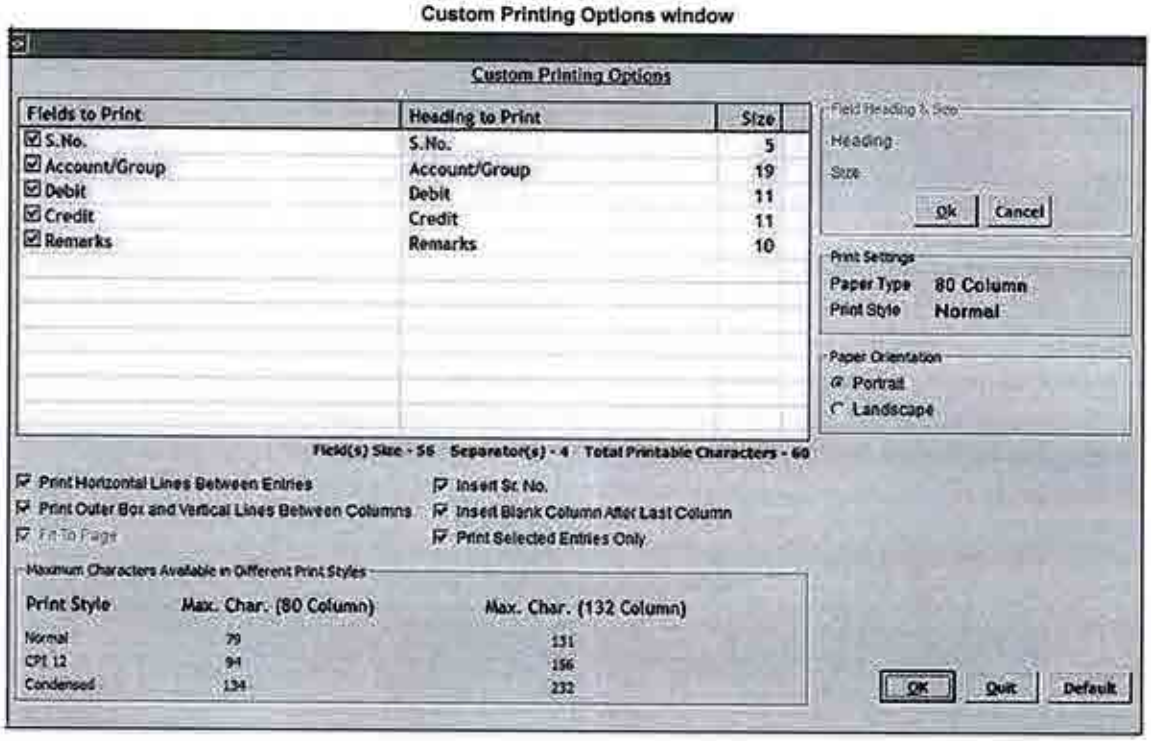
After entering required details, click the *Send* button to send Email.

Print

To print the information, click the *Print* button. On clicking the *Print* button, a *Print* message box appears. In the message box there are two options. The options are:

- From BUSY - Click this option if you want to print report as per the columns set for printing the report. On clicking this option, a *Printing Options* window appears. Specify data in *Printing Options* window and click the *Ok* button to print the report.
- As it is from Grid - Click this option if you want to print report as it is displayed on the screen. On clicking this option, a *Print From Grid Options* window appears. Given here is a screenshot of *Custom Printing Options* window.

Custom Printing Options window



In the *Custom Printing Options* window, various options appear in which you can select the columns to be printed in the report. Let us discuss the options that appear in the *Custom Printing Options* window in detail.

Columns Grid

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Columns grid displays all the columns of the report along with the heading and size of the column. In front of each column, a checkbox is provided which you can enable / disable as per your requirement. This implies you can enable checkbox against those columns only which you want to print in the report.

Field Heading & Size
This group gets active on double clicking any column in the Columns grid. Under this group, following two data fields appear:

- Heading – Specify the heading to be printed for selected column of the report.
- Size – Specify size of the column for printing in report i.e. number of characters to be used for column width.

Print Setting
Under this group, you need to specify the paper type I.e. 80 column or 132 column and print style accordingly.

Paper Orientation
This group gets activated if you have selected *80 Column* option in the *Paper Type* data field. Select whether you want to print report in Portrait mode or Landscape mode.

Print Horizontal Lines Between Entries
Select this option to print horizontal lines between the two entries of the report.

Print Outer Box and Vertical Lines Between Columns
Select this option to print outer box and vertical lines between the two columns of the report.

Fit to Page
Select this option to fit report on single page.

Insert Serial No.
Seleect this option to insert first column for serial numbeer in the reeport.

Insert Blank Column After Last Column
Select this option to insert a blank column at the end of the report. This column can be used for giving remarks.

Print Selected Entries Only
Select this option if you want to print only selected rows in the report.

After entering the required details, click the *Ok* button to print the report.

☞ To view detail of a column in any report either double-click the column or select the column and press the *Enter* key in the *Report* window. This will open another window in which you can view the report details. For example, in the Balance Sheet double-click the 'Profit for the period' field to view the details of profit computation.

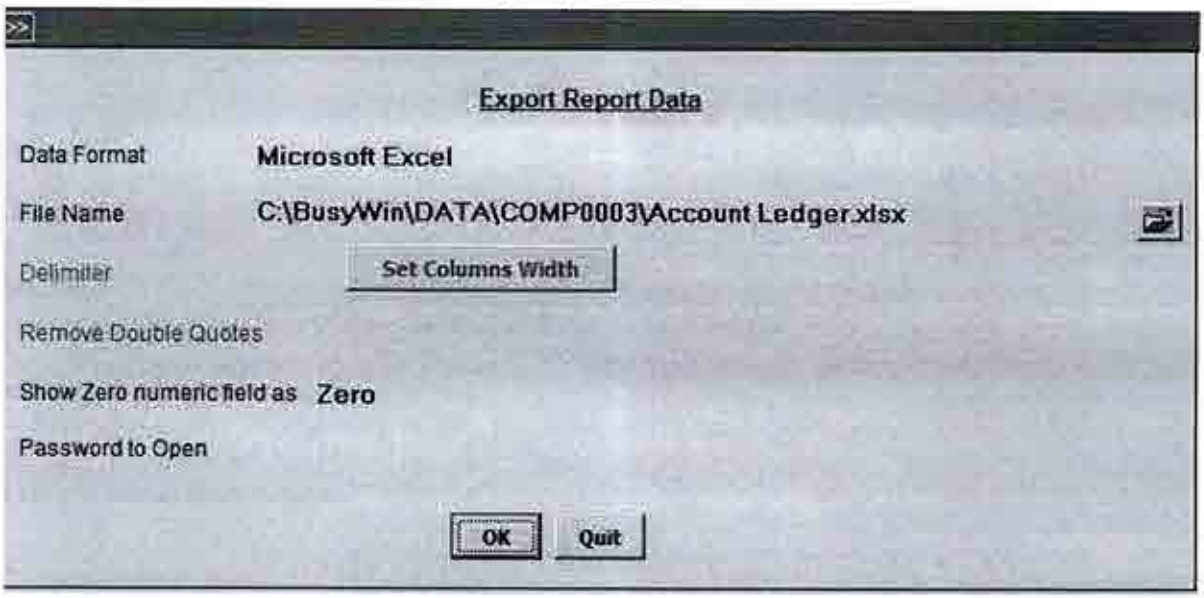
☞ While viewing report, you can use F2 key to change the date range for which you are viewing the report.

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Refresh
To refresh the information in the window, click the *Refresh* button.

Export
Data of reports can be exported in pdf, xls, html, csv or txt format. On clicking the *Export* button provided at the top of the report, an *Export Report Data* window appears. Given here is a screenshot of *Export Report Data* window.

Export Report Data window



In the Export Report Data window, following data fields appear:

Data Format
Select the format in which you want to export the report.

File Name
Specify file name and path at which the exported file is to be created.

Delimiter
This data field gets active only if you have selected the Text File – Delimited option in the Data Format data field. Specify the delimiter sign to separate value of each column of the report.

Set Column Width
This button gets active only if you have selected Text File – Fixed Width option in the Data Format data field. Click this button to specify the width of each column of the report. On clicking this button, a Set Columns Width window appears in which you can specify width for each column of the report.

Remove Double Quotes
Specify 'Y' in this data field to remove double quotes from the exported data.

Show Zero Numeric Field as
This data file is active only if you are exporting report to Excel format. Select whether zero value is to be shown as a zero, ---, blank, or nil in the report.

Password to Open

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Specify the password for the file. This password will be used to open the file.

After entering appropriate data in the data fields, click the *Ok* button to export the report in required format.

Search

With Search button, you can search for any text or value in the Report. Apart from clicking the Search button, F3 key can also be used to search data in the report. This option is extremely helpful in reports with huge data or large number of entries wherein searching a particular record is difficult and time consuming task. On clicking the Search button or pressing the F3 key in the report, a Search Option box gets activated at the bottom of the report. On clicking the Search button, a Search Options group appears at the bottom of the Report. In the group, following options appear:

- Search What – Under this option, User need to specify the text or data to be searched. For example, in the Day Book, you need to search for a particular cheque number then you can specify that cheque number in this data field and press Enter key or click Search Next F3 button to search for the cheque number in the report.
- Search In – Under this option, all the columns of the report appear. You can select either All option to search data in all the columns of the report or you can select a particular column to search data in that particular column only.
- Search Type – Under this option, you can specify the type of search to be made i.e. the search string to be searched in full or in parts and so on. Various options provided under the list are:
  - Exact match – Select this option to search for the records having complete search string i.e. no extra words or no less words than the specified string.
  - As It is – Select this option to search for the string as it is as specified in the Search What data field i.e. it should have search string as it is specified in the record but can have any extra words before or after that string
  - Having (All Words) – Select this option to search for the records in which all the words of the string are found. Search string should be found in same order as specified but can have any words in between them also.
  - Having (Any Word) – Select this option to search for records having any of the words as specified in the search string i.e. if you have specified two words in the search string then it will search for records in which either two of the words are present or any one of the word is present.
- Match case – Enable this checkbox to make searching case sensitive i.e. upper case and lower case letters should be same in the record found. For example, if you have searched for Tarun Narang then on enabling this option record tarun narang will not be shown in search result.

Summary

Click this button to summarize records with similar values. For example, you want to summarize a report on the basis of accounts. In such a case BUSY will display combined records for each account. On clicking the *Summary* button, a *Summary* group appears. In the group there are following options:

- Single Level – Select this option if you want to summarize records on a single column of the report.
- Double Level – Select this option if you want to summarize records on the basis of two columns of the report.
- Summarize on 1st level – Select the column on which you want to summarize the report.

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- Summarize on 2nd level – This data field gets activated if you have enabled the Double Level option. Select the second column on which report is to be summarized.
- Auto Summary – On enabling this option, by default Summary Options appear whenever you open the report. You do not need to click the Summary button to activate the Summary options.
- Show Sub Details – Enable this option to view summarized entries as sub details of the combined entry.
- Summarize – Click this button to summarize report as per the criteria specified by you.

Filter

Click this button to filter records in the report on the basis of criterion specified by you. For example, you want to view only those records in which the amount is greater than 50,000. In such a case you can use the filter option and specify the criteria as Amount > 50,000. BUSY will then display only those records which have amount greater than 50,000. On clicking the *Filter* button, a *Filter Options* group gets active. In the *Filter Options* group, following options appear:

- Single Filter – Select this option if you want to apply single filtration criteria in the report. In other words, if you need to apply filters on single column then you are required to select this option. On selecting this option, following data fields appear:
  - Filter on Field – Select the report column from the list on which filtration criteria is to be applied. For example, you want to view report for amount greater than 10,000 then you can select the Amount column from the list.
  - Operator – Select the required operator from the list. If you are filtering a non-numeric column then you can use the Having or Not Having operator. If you are filtering a numeric column then you can use the greater than, less than, equal to or in between operators.
  - Value 1 – Specify the filtration value in this data field.
  - Value 2 – This data field is active only on selecting the >< operator. Under this data field, you need to specify the second filtration criteria. For example, you want to view records of those parties only from which bills of more than Rs. 5,000 but less than Rs. 1,00,000 are receivable. In such a case, you will select the >< operator and specify 5,000 in Value1 data field and 1,00,000 in the Value2 data field.
  - Filter Type – This data field appears if you have selected Having or Not Having operator. Under this field, you need to select that records Having (As IT Is) filtration value, Having (All Words) in filtration value or Having (Any Word) in filtration value are to be shown.
  - Match Case – Enable this option if the values filtered should be case sensitive also.
- Multiple Filter – Select this option if you want to apply multiple filtration criteria in the report. In other words, if you want to apply filter on multiple columns of the report then you are required to select this option. On selecting this option, a Configure Multiple Filter window appears. In the Configure Multiple Filter window, you can specify filtration criteria on more than one column. All the fields that appears in this window are similar to the one explained above for Single Filter option.
- Auto Filter – On enabling this option whenever you open the report, by default Filter Options appear activated. You need not click the Filter button to specify the filtration criteria.
- Filter Row-wise – Enable this option to filter records on each row instead of each entry. Basic difference between each row and entry is that an entry can have multiple rows like an item entry can have multiple rows for parameterized details but row means a single line or row of report.
- Check Sub-details – Enable this option if you want to filter records by searching sub details like narration etc.

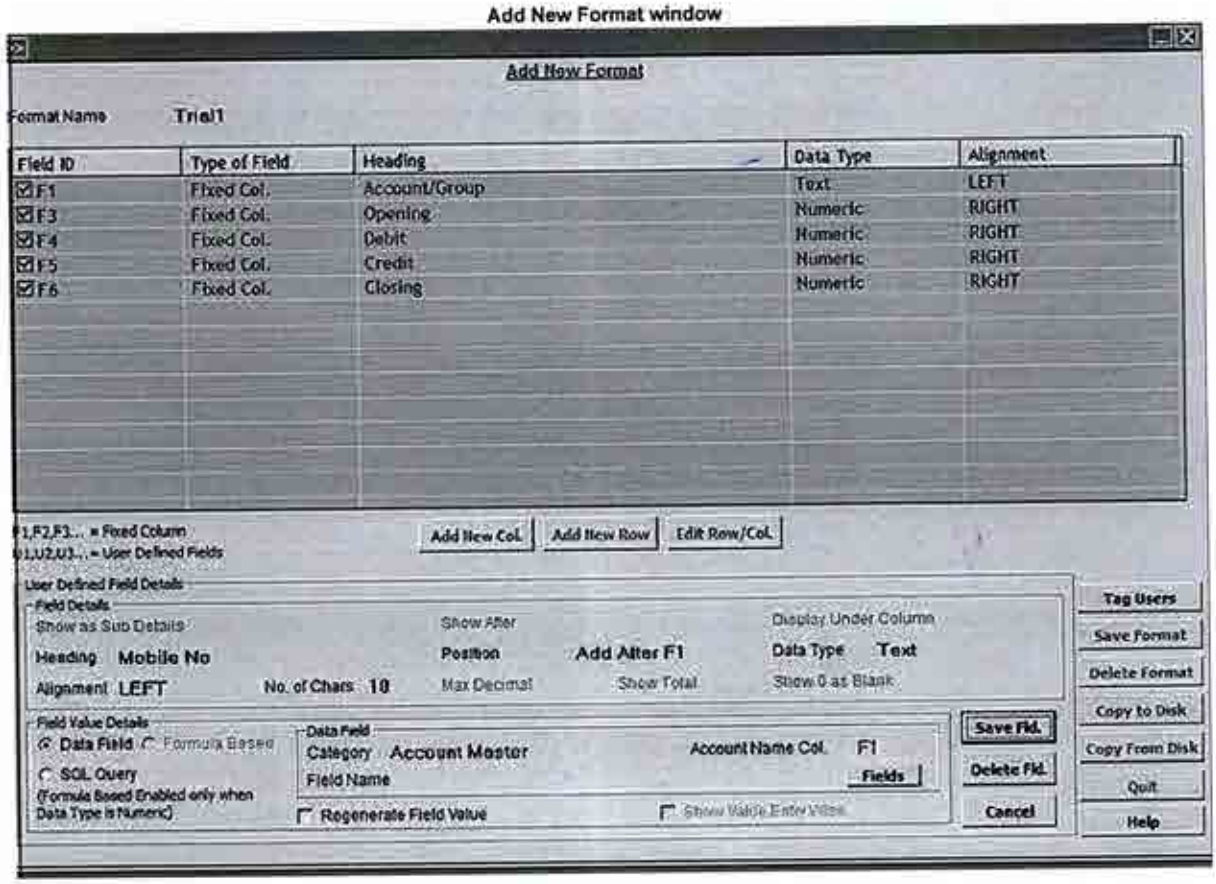
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- Filter – Click this button to filter the report as per the filtration criteria.

Custom Columns

With *Custom Columns*, you can add n number of columns or rows to any report. You can configure any number of formats for the report and view report in any of the configured format. You can configure separate format for each report. This is a very powerful feature as with this feature you can customise report as per your requirement. To add or configure a format in the report, a *Custom Column* button is given on the top of the report. On clicking the button, an *Add New Format* window appears. Given here is a screenshot of *Add New Format* window.

Add New Format window



In the *Add New Format* window, following data field and options appear:

- Format Name
- Existing Field Details
- Add New Col.
- Add New Row
- Edit Row / Col
- Field Details
- Field Value Details
- Data Field
- Regenerate Field Value while Grouping
- Tag User

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- Save Format
- Delete Format

Let us discuss these data fields in detail.

Format Name
Enter name of the format in this data field.

Existing Field Details
This grid displays existing fields of the report.

Add New Col.
Click this button to add new column in the report.

Add New Row
Click this button to add new row in the report.

Edit Row / Col
Click this button to edit an existing row or column.

Field Details
Under this group, you can specify details of the new row / column added. Various data fields that appear under this group are:

- Show As Sub Detail - This data field gets active if you are adding a new row to the report. Specify 'Y' in this data field to show newly added row as sub detail of exiting column.
- Show After - Select whether you want to display row details after each entry or each row.
- Display Under Column - Select column under which the newly added row details are to be displayed.
- Heading - This data field gets active if you are adding a new column to the report. Specify heading for the column in this report.
- Position - Specify the position where the newly added column is to be placed. Basically you have to select an existing column after which this column will be displayed in the report.
- Data Type - Specify the data type for the column.
- Alignment - Specify alignment for the data that will appear in the column.
- No. of Chars - Specify number of characters to be used for the newly added column.
- Max Decimal - This data field appears if you have selected the Data Type as Numeric. Specify maximum number of characters to be used for decimal places in the column.
- Show Total - Specify 'Y' in this data field to display totals of this column also.
- Show 0 as Blank - Specify 'Y' in this data field to display blank column for zero value.

Field Value Details
Under this group you can specify details of the newly added row / column's value. Various data fields that appear under this group are:

- Field Value Details - Select whether the column/row value is a data field or you want to use some formula in that column/row.
- Data Field - Under this sub group, following options appear:

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- Category - Select the category under which the data of the newly added row/column falls. For example, if you are adding a new column for Party Address then you can select the field as Account master.
- Master Name Col - This data field appears only if you have selected Account Master or Item master option in the previous data field. Select the column name which will be treated as Master for picking data.
- Field Name - This field displays name of the data field which is selected for displaying value in the column.
- Fields - Click this button to select the required data field from the list.

- Regenerate Field Value while Grouping - Enable this option to regenerate or recalculate field values once the whole report is generated. For example, you have added Op. Bal column in the Day Book. Now Opening Balance column will appear with each entry of a party and hence will add the value of opening balance with each entry. To avoid such a problem, you can enable this option.

☞ Some of the fields added will slow down the report. They will be marked in grey colour while defining the custom columns.

Tag Users

Click this button to tag Users to the format. By tagging users, we mean that only the selected Users will be able to view the report in the format you are configuring.

Save Format

Click this button to save the configured format.

Delete Format

Click this button to delete the configured format.

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Print/Email/SMS

Print/Email/SMS

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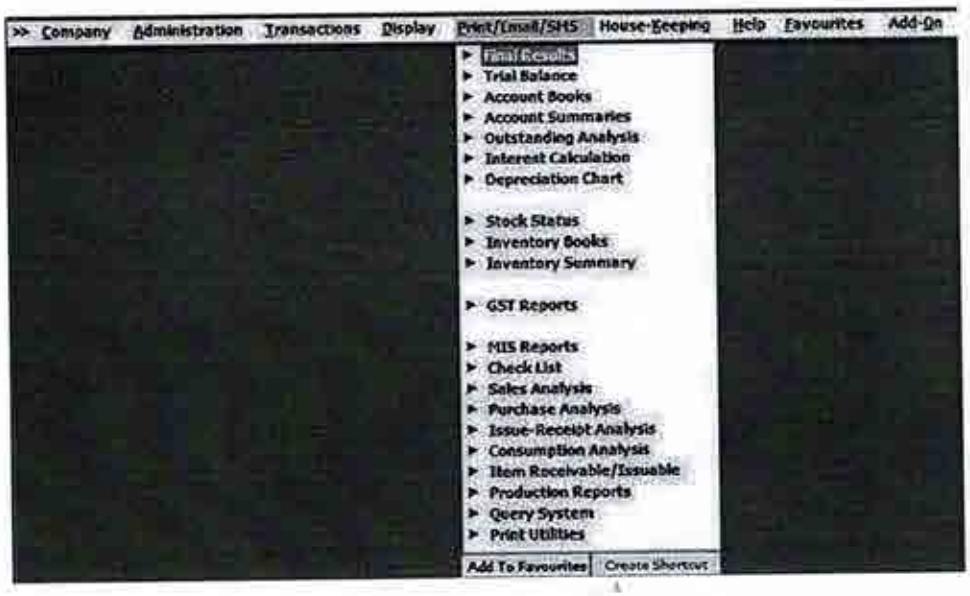
For printing, emailing and to SMS different reports, the Print/Email/SMS menu provides the following options:

- Balance Sheet
- Trial Balance
- Account Books
- Accounts Summary
- Cost Centre Reports
- Outstanding Analysis
- Interest Calculation
- Depreciation Chart
- Bank Reconciliation
- Brokerage Calculation
- Royalty Calculation
- Stock Status
- Inventory Books
- Inventory Summary
- Batch / MRP / Sr. No. / Param - wise Reports
- Order / Challan Processing
- India GST Reports
- VAT Reports
- TDS/TCS Reports
- MIS Reports
- Check List
- Sales Analysis
- Purchase Analysis
- Issue-Receipt Analysis
- Consumption Analysis
- Items Receivable/Issuable
- Production Reports
- Query System
- Print Utilities

Given here is a screenshot of *Print/Email/SMS* menu.

Print/Email/SMS menu

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For information on the *Print/Email/SMS* menu, click the options. In all the options under the *Print/Email/SMS* menu there are some common options that appear in the *Printing Options* window. Let us first discuss the common options.

Printing Options

- *Starting Voucher No.*
- *Ending Voucher No.*
- *Starting Date*
- *Ending Date*
- *Report Date*
- *Report to be Shown In*
- *Items to be shown by*
- *Accounts to be Shown By*
- *Currency Name*
- *Voucher Series*
- *Account name*
- *Select Master Series Group*
- *Select Voucher Series Group*
- *Print Vch/Bill No.*
- *Print Short Narration*
- *Print Long Narration*
- *Print Optional Fields*
- *Print Party ST No.*
- *Print Address of Accounts*
- *Print Zero Balance Accounts Also*
- *Print Header Only Once in a Page*
- *Use Separate Page for Each Entry*
- *Use Slip Format*
- *Rate of Interest(%)*

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- *No. of Days In a Year*
- *Bill Status as on*
- *Types of Entries to be Considered*
- *Show On Acc. Amount & Ledger Bal. Also*
- *Filter on Item Optional Fields*
- *Optional Field Value*
- *Filter on Account Optional Fields*
- *Optional Field Value*
- *Filter on MC Optional Fields*
- *Optional Field Value*
- *Default Printing Options*

Starting Voucher No.
Specify the voucher no. from which the vouchers are to be considered for printing the report.

Ending Voucher No.
Specify the voucher no. up to which the vouchers are to be considered for printing the report.

Starting Date
Specify the starting date from which the vouchers are to be considered for printing the report.

Ending Date
Specify the ending date up to which the vouchers are to be considered for printing the report.

Report Date
Specify the date on which you want to print the report.

Report to be Printed in
This data field appears if you have enabled the *Alternate Unit of Items* option in *Administration > Configuration > Features/Options > Inventory* tab. Select the unit in which you want to print the report. You can print the report in Main unit/Alternate unit/Both units.

Item to be Printed By
Select Item Name, Alias or Print Name from the list that you want to be printed in the report. Let us understand with the help of an example. You have selected *Alias* option from the list now in the report instead of Item Name, Item Alias will be printed under the heading Item Detail.

Accounts to be Printed By
Select from the list that whether you want Account Name, Alias or Print Name to be printed in the report. Let us understand with the help of an example. You have selected *Alias* option from the list now in the report instead of Account Name, Account Alias will be printed under the heading Account Detail.

Pick Transactions for Currency
This data field appears if you have enabled the *Multi Currency* feature in the *Administration > Configuration > Features/Options > Accounts* tab. Select the currency, transactions made in which will be considered for the report.

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Currency Details
Select the currency in which you want to print the report. You can view the report in Base, Alternate or Both the currencies.

Voucher Series
Specify the voucher series for which you want to print the report.

Account Name
Specify the account name for which you want to print the report.

Select Master Series Group
This data field appears if you have enabled *Enable Master Series Group* feature in *Administration > Configuration > Features / Options > Enterprise Features* tab. Select the required Master Series Group for which you want to print the report.

Select Voucher Series Group
This data field appears if you have created any Voucher Series Group using *Administration > Configuration > Vouchers Configuration > Voucher Series Group Management* option. Select the required Voucher Series Group from the list for which you want to print the report.

Print Vch/Bill No.
Specify 'Y' in this data field if you want to print the voucher number in the report.

Print Short Narration
Specify 'Y' in this data field if you want to print the Short Narration in the report.

Print Long Narration
Specify 'Y' in this data field if you want to print the Long Narration in the report.

Print Optional Fields
Specify 'Y' in this data field if you want to print the Optional Fields in the report.

Print Party ST No.
Specify 'Y' in this data field if you want to print Sales Tax number of party in the report.

Print Address of Accounts
Specify 'Y' in this data field if you want to print address of parties in the report.

Print Zero Balance Accounts Also
Specify 'Y' in this data field if you want to print the accounts with zero balance along with non-zero balance accounts in the report.

Print Header Only Once in a Page
Specify 'Y' in this data field if you want to print header once on a page in the report.

Use Separate Page for Each entry
Specify 'Y' in this data field if you want to print details of each entry on a separate page.

Use Slip Format

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Specify 'Y' in this data field if you want to print the report in the Slip Format. Slip Format is a predefined format in BUSY which prints the report in condensed form.

Rate of Interest (%)
Specify the rate of interest which you want to use to calculate the interest in the report.

No. of days in a Year
Specify the no. of days in the year.

Bill Status as on
Specify the date on which you want to consider the status of bill for printing the report.

Types of Entries to be Considered
Specify the type of entries that should be considered for printing the report. For example, you can print the report for all the pending entries or for the entries which are due on the specified date.

Print On Acc. Amount & Ledger Bal. Also
Specify 'Y' in this data field if you want to print On Account entries amount and ledger balance in the report.

Filter on Item Optional Field
This data field appears if you have configured Optional Fields for Item master and have also maintained Master database for an Optional Field. The list displays those Optional Fields in which 'Y' is specified in the *Maintain Master Database* option in the Masters Configuration. Select the Optional Field from the list for which you want to filter items.

Optional Field Value
Select the Optional field value according to which the items will be filtered. For example, you have selected Color in the above data field and White in this data field then only those items will appear in the report in which Color is specified as White.

Filter on Account Optional Field
This data field appears if you have configured Optional Fields for Accounts master and have also maintained Master database for an Optional Field. The list displays those Optional Fields in which 'Y' is specified in the *Maintain Master Database* option in the Masters Configuration. Select the Optional Field from the list for which you want to filter accounts.

Optional Field Value
Select the Optional field value according to which the accounts will be filtered. For example, you have selected Zone in the above data field and East in this data field then only those Accounts will appear in the report in which Zone is specified as East.

Filter on MC Optional Field
This data field appears if you have configured Optional Fields for Material Centre master and have also maintained Master database for an Optional Field. The list displays those Optional Fields in which 'Y' is specified in the *Maintain Master Database* option in the Masters Configuration. Select the Optional Field from the list for which you want to filter Material Centres.

Optional Field Value

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Select the Optional field value according to which Material Centres will be filtered.

Default Printing Options

In the *Default Printing Options* group, various options appear. The options are:

- Printer Driver
- Printing Style
- DOS Emulation
- Spool File Name
- Page Range
- Print Page No.
- Starting Page No.
- Ending Page No.
- Page Numbering Starts From
- Print Date & Time on Report

Printer Driver

Specify the printer driver which you want to use to print the report. By default, the printer driver specified in *Configuration > Hardware Configuration* option appears here.

Printing Style

Select Printing style from either of the following two options.

- DOS
- Windows

DOS Emulation

This data field is active only when you specify the *Printing Style* as DOS in the hardware configuration.

Spool File Name

This option is useful if you want to generate a file containing the account information instead of taking a printout. This option helps you since you can make amendments in the master information before printing the document. Moreover, by generating the file you can send this file as an Email attachment too. You can enter the name of the file in this data field.

Page Range

Select pages to print. You can print all the pages or even pages or odd pages.

Print Page No.

Specify 'Y' in this data field if you want the page number to be printed on the report.

Starting Page No.

Enter the page no. from which you want to start the printing. By default the page number is 1. Let us understand this with the help of an example. You are printing the list of all the accounts. There is a power failure and as a result printing stops after page 40. When the power is restored, you want to continue with the printing and want to start with page 41. In this case, you can specify the starting page no. as 41 and BUSY will then scroll down the 40 pages on the screen and start printing from page number 41.

Ending Page No.

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Specify the page number up to which the report is to be printed.

Page Numbering Starts From
Specify the page number to be printed on the first page of the report.

Print Date on Time on Report
Specify 'Y' in this data field if you want to print user name, date and time of printing the report on the report. On specifying 'Y' in this data field, a *Config.* button appears. On clicking the *Config.* button, an *Additional Printing Options* window appears. In the window there are three options. The options are:

- Print System Date - Select this option if you want to print system date on the report.
- Print System Time - Select this option if you want to print system time on the report.
- Print User Name - Select this option if you want to print print user name on the report.

After selecting the required options, click the *Ok* button.

At the top left corner of the *Printing Options* window, there are four buttons. The buttons are:

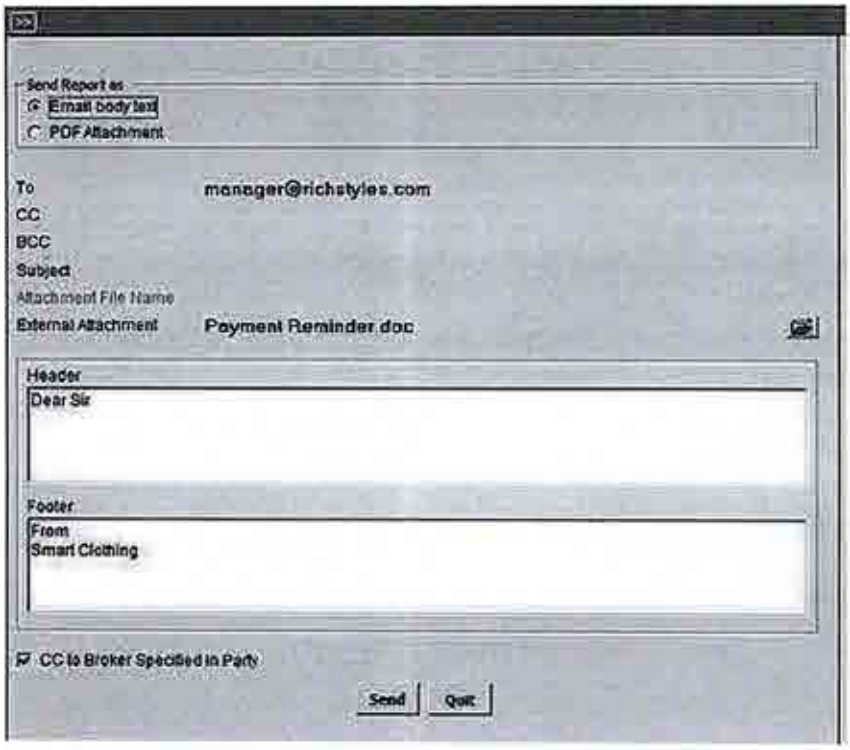
- Export
- Email
- SMS
- Preview

Export
To export the report to another format such as HTML, MS Excel and so on, click the *Export* button.

Email
To email the report, click *Email* button. On clicking the *Email* button, a *Send Email* window appears. Given here is a screenshot of *Send Email* window.

Send Email window

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In the *Send Email* window there are various groups and data fields. The groups and data fields are:

- EMail Options - This group appears only if you are printing the report for more than one party and report is being generated for each party independently such as *Payment Reminder* report, *Statement of Account* report and so on. In this group, there are two options. The options are:
  - Send Email To Individual Party - Select this option if you want to send Email to individual party on the Email address as entered in Account master.
  - Send Email To ID mentioned below - Select this option, if you want to send Email to a specific Email address only.
- Send Report As - Select the format according to which the report will be emailed. By default the option as specified in *Configuration > Email Configuration* appears here.
- To - This data field appears only if you have selected *Send Email To ID mentioned below* option in *EMail Options* group. Enter the Email address of the person or company to which you want to send the Email.
- CC - Enter the Email address of the person or company to which you want to send the carbon copy of the Email.
- BCC- Enter the Email address of the person or company to which you want to send the blank carbon copy of the Email.
- Attachment File - This option gets active if you have selected *PDF Attachment* option in the *Send Report As* group. By default the name of the report appears here. You can change it as per your requirement.
- External Attachment - Enter an external file which you want to send with the Email. Select the file path by using the *Browse* button.
- Header - Enter the text that you want to appear in the header of the Email. By default the text specified in the *Email Header* option in the *Administration > Configuration > Email Configuration* option appears here.

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- Footer - Enter the text that you want to appear in the footer of the Email. By default the text specified in the *Email Footer* option in the *Administration > Configuration > Email Configuration* option appears here.

☞ In the case of Individual Party, if Email address is not entered in *Account* master then BUSY will show a message to enter Email address of the party.

After entering the required details, click the *Send* button to send the Email.

SMS

Using *SMS* button, you can send different reports as an SMS through GSM mobile phone/GSM MODEM which is Infrared/Data Cable/Bluetooth enabled or an Internet Server. To send the report, click *SMS* button. On clicking the *SMS* button, a *Send SMS* window appears. Given here is a screenshot of *Send SMS* window.

Send SMS window



In the *Send SMS* window, there are various groups and data fields. The groups and data fields are:

- Phone - Select this option if you want to send SMS through Mobile phone.
- Internet - Select this option if you want to send SMS through Internet.
- Select the COM Port on which the Mobile Phone is connected - This group gets activated if you have selected the phone option in the Send SMS window. In the group, there is a data field and two buttons. The data field and buttons are:
  - Port - Select the COM Port where mobile phone/MODEM through which SMS will be sent is attached.
  - Auto Detect - If you don't know the COM Port where mobile phone/MODEM is attached, click *Auto Detect* button. On clicking the button, it will automatically detect the COM Port where mobile phone/MODEM is attached.
  - Connect - After detecting the COM Port, click *Connect* button to connect BUSY with the mobile phone/MODEM.

☞

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The process of connecting takes some time so do not close BUSY while connecting to the COM Port.

- Select the SMS API Format - This group gets active if you have selected the *Internet* option in the *Send SMS* window. Under this group, there are various data fields. The data fields are:
  - Configuration - Select the format according to which the SMS is to be sent. On selecting a format, a *Config* button next to it gets active. Click this button to configure the selected format.
  - Parameter Name - This column display the name of the parameters in which the *Change at Runtime* option is set to 'Y' in the SMS Configuration.
  - Parameter Vale - This column displays the value as specified in at time of configuring the selected format. You can change it as per your requirement.
- Send SMS to - This option appears in *Send SMS* window only if you are printing the report for more than one party and report is being generated for each party independently such as Payment Reminder report, Statement of Account report and so on. In the *Send SMS to* group, there are two options. The options are:
  - Individual Party - Select this option, if you want to send SMS to individual parties on the mobile number as entered in *Account* master.
  - Selected Mobile Number - Select this option, if you want to send SMS to a specific mobile number only.
- Mobile Number - This data field appears only if you have selected *Selected Mobile Number* data field in *Send SMS to* group or you are printing the report for one party. Enter the mobile number on which you want to send the SMS.

☞ In case of Individual Party, if mobile number is not entered in *Account* master then BUSY will show a message to enter mobile number of the respective party.

After entering all the details, click the *Send* button to send the SMS. If you have sent SMS to multiple parties then a Report displaying the parties to whom the SMS has been sent successfully will appear.

Preview
Click this button to preview the report before final printing.

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House-keeping

Previous Next

House-keeping

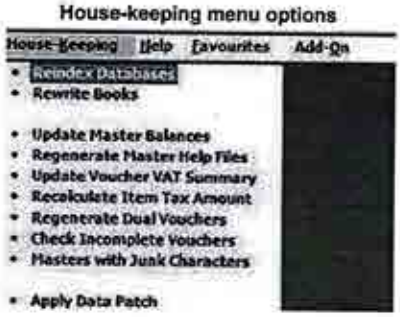
Busy

House-keeping menu helps you to maintain data in an efficient manner. It allows you to keep the data updated and provides facility to repair data. For example, your data gets corrupted due to virus attack, in such a case, you can repair data using *Rebuild Databases* option of *House-keeping* menu. Various options under *House-keeping* menu are:

- Rebuild Databases
- Rewrite Books
- Update Master Balances
- Regenerate Master Help Files
- Update Voucher VAT Summary
- Recalculate Item Tax Amount
- Update Batch / Order Prices
- Regenerate Dual Vouchers
- Check Incomplete Vouchers
- Regenerate Call Management Vouchers
- Check Junk Characters

Given here is a screenshot of the *House-keeping* menu options.

House-keeping menu options



For information on the menu option, click the appropriate menu option.

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Reindex Databases

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House-keeping > Reindex Databases

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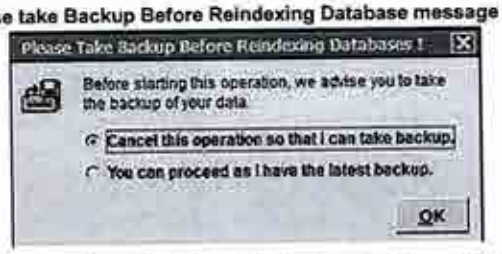
BUSY stores the records in a database. Sometimes the data can get corrupted due to various reasons such as virus attack, hard disk crash and so on. In such a case, you can Reindex the databases to repair the corrupted data. *Reindex Databases* option helps to repair the corrupted data by means of reindexing. Reindexing refers to rewriting the index for the database. An index in the database is like the index of a book that allows you to access different topics easily and quickly. In addition, the *Reindex Databases* option frees up the unused space in the database and makes the database compact.

On clicking the *Reindex Databases* option, a *Please Take Backup Before Reindexing Databases* message box appears advising you to take backup of the data before reindexing the database.

You are advised to take a backup of the data before reindexing the databases.

Given here is a screenshot of the *Please Take Backup Before Reindexing Databases* message box.

Please take Backup Before Reindexing Database message box



- Select the appropriate option and click the *Ok* button. On clicking the *Ok* button a *Reindex Databases* message box appears confirming the Reindex action.
- Click the *Ok* button to start the rebuilding process.

The process of reindexing databases takes some time. Do not close BUSY when the databases are being reindexed.

A *Databases Reindexed Successfully* message box appears on the successful Reindex of the database.

- Click the *Ok* button to close the message box.

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Rewrite Books

House-keeping > Rewrite Books

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Rewrite Books refers to re-entering transactions in the books of account. Rewriting of books performs re-entry in books according to the changes made and rebuilds the data. Rewrite of books is necessary

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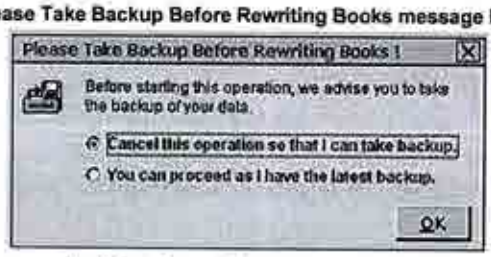
in cases where the values in the database maybe entered incompletely or some changes are made in the configuration of the company. For example, at the time of entering a voucher, due to power failure or other reason the transaction was not entered completely. Next time, when BUSY is used then that incomplete transaction may generate some problem. In such a case you can rewrite the books to repair the data. Similarly, if you have changed the *Sales Account* data field in *Sale Type* master then it is necessary to use the *Rewrite Books* option to update the transactions that already exists for that Sale Type.

On clicking the *Rewrite Books* option, a *Please Take Backup Before Rewriting Books* message box appears advising you to take backup of the data before rewriting the books.

You are advised to take backup of the data before rewriting the books.

Given here is a screenshot of the *Please Take Backup Before Rewriting Books* message box.

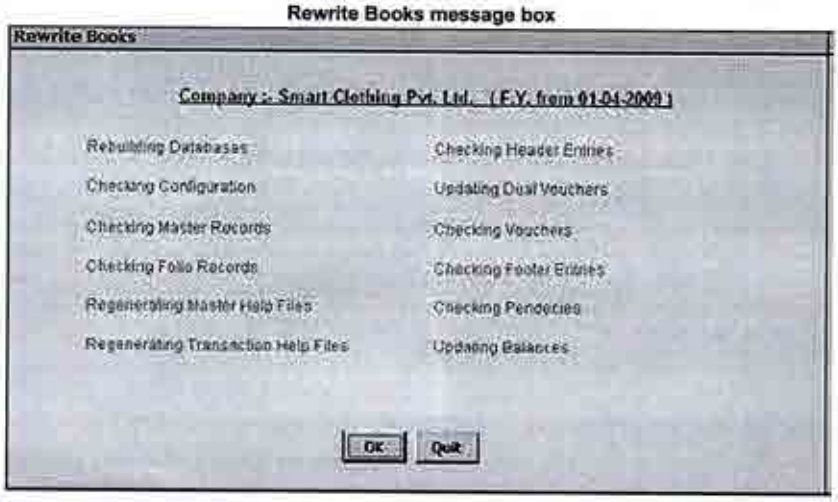
Please Take Backup Before Rewriting Books message box



- Select the appropriate option and click the *Ok* button. On clicking the *Ok* button a *Rewrite Books* message box appears confirming the rewriting action.

Given here is a screenshot of *Rewrite Books* message box.

Rewrite Books message box



- Click the *Ok* button to start the rewriting process.

The process of rewriting books takes some time. Do not close BUSY when the books are being rewritten.

A *Books Rewrite Successful* message box appears on the successful rewriting of books.

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- Click the *Ok* button to close the message box.

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Update Master Balances

House-Keeping > Update Master Balances

Busy

Update Master Balances option is provided to update balances of all the masters. The need for this option arises in conditions when the balances of the masters get disturbed due to any reason such as abnormal termination and so on. With this option you can update the balances of all the masters from the starting of the financial year. To use the *Update Master Balances* option, click *House-keeping > Update Master Balances* option.

On clicking the *Update Master Balances* option, an *Update Master Balances* window appears. Click the *Ok* button in the window to start the updation process. Once the updation process is completed, a message box displaying that the balances of all the masters is updated will appear.

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Regenerate Master Help Files

House-Keeping > Regenerate Master Help Files

Busy

This option needs to be executed only if you have made changes in the Additional Fields that are displayed in the Masters list. The file make all the back end changes required to successfully implement the changes made in the configurable Masters list. To regenerate Master Help files, click *House-Keeping > Regenerate Master Help Files* option. On clicking the *Regenerate Master Help Files* option, a *Regenerate Master Help File* window appears. In the window, there are four options:

- All Masters
- Account only
- Item only
- Sale / Purchase Type only

Select the option as per your requirement and click *Ok* button in the window to regenerate the Master Help files.

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Update Voucher VAT/GST Summary

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House-Keeping > Update Voucher VAT/GST Summary

Busy

Select this option to update Voucher VAT/GST Summary. This option is to be executed only if any value in the VAT/GST Summary is not coming correctly. In other words, if you are having any problem with the values of the VAT/GST Summary then you can run this utility to fix the problem. On selecting this option an *Update Vouchers* message box will appear. Select whether you want to update complete or partial vouchers. Given here is a screenshot of *Update Vouchers* message box.

Update Vouchers Message Box



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Recalculate Item Tax Amount

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House-Keeping > Recalculate Item Tax Amount

Busy

This utility will recalculate tax values in vouchers according to Tax Category and it will work only in case of Tax Inclusive Vouchers.

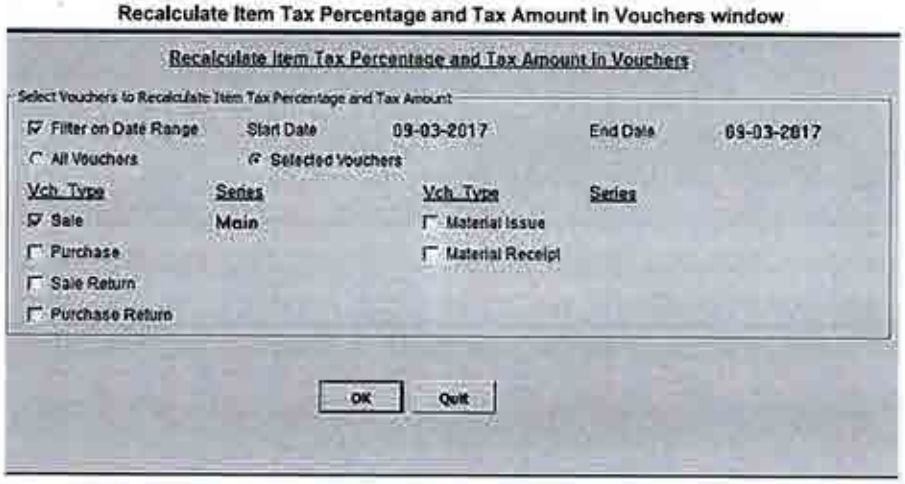
By using this utility, there will be no impact on total voucher amount instead it will recalculate the item tax amount included in the item amount. This option is useful if you have by mistake specified incorrect tax amount with the item. For example, in a voucher an item's total amount is 1000 inclusive of 5% VAT amount. Now you realise that instead of 5% this item is taxable at 12.5% and total 1000 amount is inclusive of 12.5% tax rate and not 5% tax rate. Hence in such a case BUSY will recalculate the tax amount included in the item amount although the total item amount of Rs. 1000 will remain the same.

Continuing with above example, in case of 5% tax rate, total item amount is 1000, in which item amount is 952.38 and tax amount is 47.62. In case of 12.5 % tax rate, total item amount is 1000 itself but the item amount is 888.88 and tax amount is 111.12.

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On selecting this option a *Recalculate Item Tax percentage* and *Tax Amount in Vouchers* window appears. Given here is a screenshot of *Recalculate Item Tax Percentage and Tax Amount in Vouchers window.*

Recalculate Item Tax Percentage and Tax Amount in Vouchers window



In the *Recalculate Item Tax percentage* and *Tax Amount in Vouchers* window following options appear:

- Filter on Date Range - Check this check box if you want to specify a particular date range for which you want to recalculate Item tax amount.
- Start Date - Specify Start Date in this data field from which you want to recalculate Item tax amount.
- End Date - Specify End Date in this data field up to which you want to recalculate Item tax amount.
- All Vouchers - Check this checkbox if you want to recalculate Item tax amount for all voucher types.
- Selected Vouchers - Check this checkbox if you want to recalculate Item tax amount for specific vouchers types.
- Vch Type - This option gets active if you have enabled *Selected vouchers* option. Select the voucher type for which you want to recalculate Item tax amount.
- Series - Select the voucher series for the vouchers for which you want to recalculate Item tax amount.

Click *OK* button. On clicking the *Ok* button, Item Tax Percentage and Tax amount will be recalculated for the selected vouchers.

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Update Batch / Order / Challan / Param Price

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House-Keeping > Update Batch / Order / Challan / Param Price

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Busy

With this utility, you can update price for the existing batches, orders, challans and Parameters. This is required for the data of the versions older than 3.5 (h). Main use of updating batch, order, challan and Parameter nprices is to show batch, order, challan and parameter prices in the report. This utility needs to be run once to update batch, order,r challan or parameter prices of the existing data. To use the utility, click *Administration > Utilities > Bulk Updation & Voucher Templates > Update Batch/Order/Challan / Param Prices* option. On clicking the *Update Batch/Order/Challan / Param Prices* option, two options are displayed. The options are:

- Batches - Select this option if you want to update the prices for batches.
- Orders - Select this option if you want to update the prices for orders.
- Challan - Select this option if you want to update the prices for challans.
- Parameter - Select this option if you want to update the nett prices for parameters.

On selecting any of the above option, an *Update Batch/Order/Challan Prices* window appears. In the window, click the *Ok* button to update the batch/order/challan prices for existing data.

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Regenerate Dual Vouchers

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House-Keeping > Regenerate Dual Vouchers

Busy

This option can be used if at some stage you find that there is some difference in stock or accounting entries or you have made any changes in Bill Sundry configuration and want to regenerate all the vouchers in bulk. On selecting this option, a *Please Take Backup* message box appears prompting you to take backup of data before using this command. After selecting the appropriate option in the message box, a Regenerate Accounting Information for Dual Vouchers window appears in which you can specify the filtration criteria and click the Ok button to regenerate the vouchers.

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Check Incomplete Vouchers

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House-Keeping > Check Incomplete Vouchers

Busy

Use this option to check vouchers that have been save with incomplete data. Incomplete data in the voucher can be because of unexpected system shutdown, breaking of network connection or any other such beyond control factor.

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Regenerate Call Management Vouchers

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House-Keeping > Regenerate Call Management Vouchers

Busy

This option is to be used by only those users who have upgraded their BUSY license from BUSY 17 to BUSY 18. Regenerate Call Management Vouchers utility is to be run in order to update Call Management Vouchers due to some database changes made in BUSY18.

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Check Junk Characters

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House-Keeping > Check Junk Characters

Busy

Use this option to check presence of junk characters in Masters. Sometimes because of junk characters saved in master, problem in data appears and data needs to be send for data repair. With this utility you can check presence of such characters in masters and correct them as per your requirement.

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For information on the menu option, click the options. In all the vouchers in BUSY there are some common options and buttons used. We will now discuss such options and buttons that are common to all the vouchers in BUSY.

Master Search in Voucher Grid

With this option, you can search a Master in Voucher grid. For example, you have entered 200 items in Item grid while entering a Sales voucher. Now you want to search for a particular item. This would definitely be a very tedious process. To ease this work, a shortcut key, *Ctrl + Alt + S* is provided. On clicking this key combination, a *Search Master* window appears in which you can type the required Master name. In the window there are various option also to make search procedure more easy. The options are:

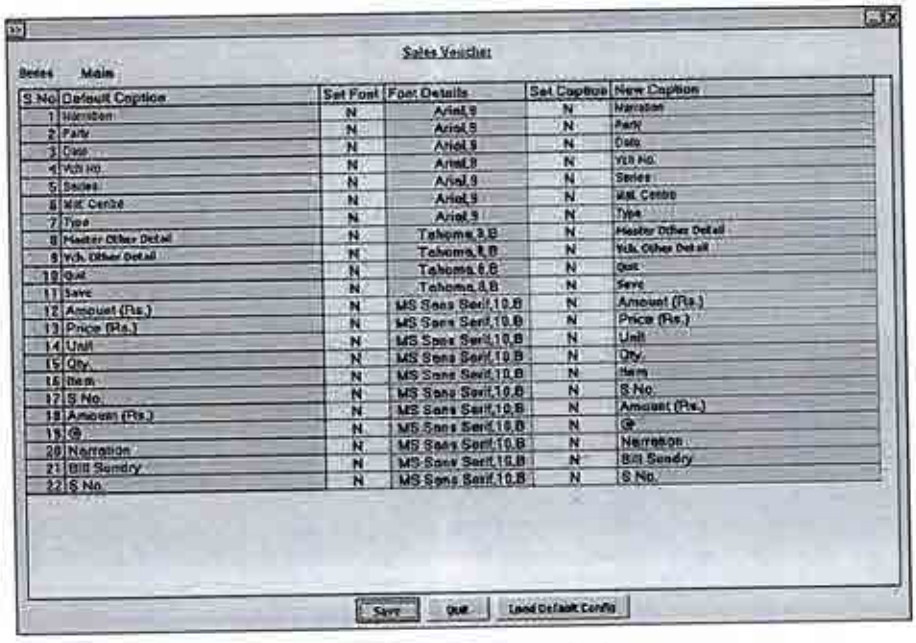
- Exact Match - Select this option to search for Master name matching exactly to the word that you have typed in Search field.
- Having As It Is - Select this option to search for Master name having words in exact order or sequence as it is typed in Search field.
- Having (All Words) - Select this option to search for the Master name having all the words that you have typed in Search field.
- Having (Any Word) - Select this option to search for Master name having any of the word that you have typed in Search field.
- Match Case - Enable this option to search master having name in exact case as typed in Search field.

Modify Caption

With this option, you can modify any caption in the voucher. To modify the captions, shortcut key Alt + Ctrl + Shift + C is provided. On clicking this key combination, a window appears displaying all the captions used in the voucher. You can change the caption name, font size and style as per your requirement. Given below is a screenshot displaying all the captions that appear in Sales Voucher window.

Change Captions (Sales Voucher)

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In the window, there are various columns and data fields. The columns and data fields are:

- Series - Select the series for which you want to change the caption name or Font style or size.
- Default Caption - This column displays the caption as it is appear in the voucher.
- Set Font - Specify 'Y in this column to change the font style and size.
- Font Details - This column displays default font style and size. You can change it as per your requirement.
- Set Caption - Specify 'Y' in this data field to change the caption name.
- New Caption - Specify the new caption.

Common Options

The common options appear when you click *Transactions* > Select a voucher > *List* option. On clicking the *List* option, a *List* message box appears.

In the message box, there are two options:

- Screen - If you want the list of specific vouchers on the screen, click the *Screen* button.
- Printer - If you want the list of specific vouchers to be printed, click the *Printer* button.

Screen

On clicking the *Screen* button, a *Report Options* window appears. In this window, there are various data fields:

- Voucher Series - Select the voucher series from the list for which you want to view the vouchers. The list displays all the voucher series along with an option, *ALL*. If you want to display all the vouchers irrespective of the series then select the *ALL* option.
- Select Master Series Group - This option appears if you have enabled the *Enable Master Series Group* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Select the required Master Series group, masters tagged under which will only be considered for generating the list of vouchers. Basically it will display only those vouchers in which masters which are tagged under selected Master Series Group has been used. For inventory or dual vouchers, only Party and Material Centre master will be checked. If both the Party and Material Centre masters as used in the voucher are tagged under the selected Master Series Group then only the voucher will be displayed in the list. In the accounting vouchers, if any of the account used in the voucher is tagged under the Master Series Group then the voucher will be displayed in the list.
- Starting Date - Specify the start date from which you want to view the vouchers.
- Ending Date - Specify the end date till which you want to view the vouchers.
- Report to be Shown in - Select the unit in which you want to view the voucher details. You can select from the options, Main unit, Alt. unit, or Both units.
- Accounts to be Shown By - Select from the list that whether you want Account Name, Alias or Print Name to be displayed in the report. Let us understand with the help of an example. You have selected *Alias* from the list then in the report instead of Account Name, Account Alias will be displayed under the heading Account Detail.
- Items to be Shown By - Select from the list that whether you want Item Name, Alias or Print Name to be displayed in the report. Let us understand with the help of an example. You have selected *Alias* from the list then in the report instead of Item Name, Item Alias will be displayed under the heading *Item Detail*.

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After you have entered the details, click the *Ok* button. On clicking the *Ok* button, a *List* window displaying the vouchers appear. At the top left corner of the *List* window, there are four buttons:

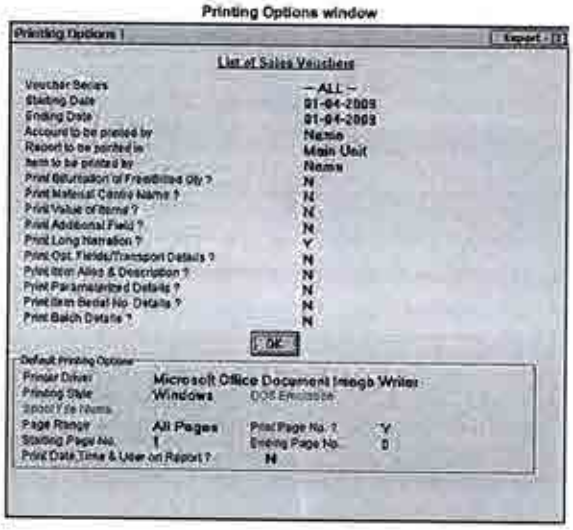
- Refresh
- Export
- Print
- Email

For more information, click the buttons.

Printer

On clicking the *Printer* button, a *Printing Options* window appears. Given here is a screenshot of the *Printing Options* window.

Printing Options window



You need to enter the appropriate information in the data fields in the window. Some of the common data fields that appear are:

- Voucher Series
- Select Master Series Group
- Starting Date
- Ending Date
- Accounts to be Printed By
- Report to be Printed in
- Items to be Printed By
- Print Material Centre Name
- Print Value of Items Also
- Print Additional Field
- Print Long Narration
- Print Optional Fields
- Print Item Alias & Description also
- Print Item Batch / Serial No / Parameter Details
- Default Printing Options

Voucher Series

Select the voucher series from the list for which you want to print the vouchers. The list displays all the voucher series along with an option, *ALL*. If you want to print all the vouchers irrespective of the series then select the *ALL* option.

Select Master Series Group

This option appears if you have enabled the *Enable Master Series Group* feature under *Administration > Configuration > Features / Options > Enterprise Features* tab. Select the required Master Series group, masters tagged under which will only be considered for generating the list of vouchers. Basically it will print only those vouchers in which masters which are tagged under selected Master Series Group has been used. For inventory or dual vouchers, only Party and Material Centre master will be checked. If both the Party and Material Centre masters as used in the voucher are tagged under the selected Master Series Group then only the voucher will be printed in the list. In the accounting vouchers, if any of the account used in the voucher is tagged under the Master Series Group then the voucher will be printed in the list.

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Starting Date
Specify the start date from which you want to print the vouchers.

Ending Date
Specify the end date till which you want to print the vouchers.

Accounts to be Printed By
Select from the list that whether you want Account Name, Alias or Print Name to be displayed in the report. Let us understand with the help of an example. You have selected *Alias* from the list then in the report instead of Account Name, Account Alias will be printed under the heading Account Detail.

Print Payment / Receipt Advice
This data field appears for Payment / Receipt vouchers. Various options in this data field are:

- With Account Amount - Select this option to print first account and its amount as used in the voucher.
- With Voucher Amount - Select this option to print first account as used in the voucher and full voucher amount.
- With Cash / Bank Amount - Select this option to print amount as debited/credited to cash/bank account.
- For Individual Account - Select this option to print details of each account used in the voucher.
- For Sub Ledger - Select this option to print sub ledger-wise details.

Report to be Printed in
Select the unit in which you want to print the voucher details. You can select from the options, Main unit, Alt. unit, or Both units.

Items to be Printed By
Select from the list that whether you want Item Name, Alias or Print Name to be printed in the report. Let us understand with the help of an example. You have selected *Alias* from the list then in the report instead of Item Name, Item Alias will be printed under the heading Item Detail.

Print Material Centre Name
Specify 'Y' if you want to print the Material Centre name with the vouchers. By default, 'N' is the value in the data field.

Print Value of Items Also
Specify 'Y' if you want to print the value of items with the vouchers. By default, 'N' is the value in the data field.

Print Additional Field
Specify 'Y' if you want to print the additional fields with the vouchers. By default, 'N' is the value in the data field. Additional fields are those fields that are configured in *Administration > Configuration > Voucher Configuration*.

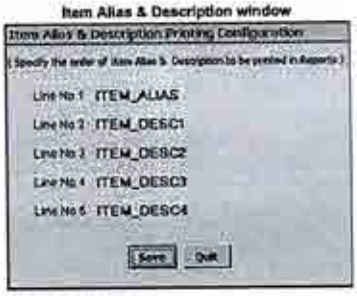
Print Long Narration
Specify 'Y' if you want to print the long narration that is specified in the voucher. By default, 'Y' is the value in the data field.

Print Optional Fields
Specify 'Y' if you want to print the Optional Fields with the vouchers. By default, 'N' is the value in the data field. Optional Fields are those that are configured in *Administration > Configuration > Voucher Configuration*.

Print Item Alias & Description also
Specify 'Y' if you want to print Item Alias and description with the vouchers. By default, 'N' is the value in the data field. On specifying 'Y' a button appears next to the data field.

- Click the button to configure Item Alias and description printing. On clicking the button, an *Item Alias & Description Printing* window appears. Given here is a screenshot of the *Item Alias & Description Printing* window.

Item Alias & Description window



- Select the item detail that you want to print with the vouchers.
- Click the *Save* button.

Print Item Batch / Serial No / Parameter Details

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Specify 'Y' in this data field to print item's batch, serial number or parameter details.

Default Printing Options
Under *Default Printing Options* group various data fields related to printing appears. The data fields are:

Printer Driver
By default, the windows printer driver specified in *Administration > Configuration > Hardware Configuration* appears here.

Printing Style
Select Printing style from either of the following two options:
- DOS
- Window

DOS Emulation
This data field is active only when you specify the *Printing Style* as DOS in the hardware configuration. By default, the DOS Printer Driver as specified in the hardware configuration appears here.

Spool File Name
This option is useful if you want to generate a file containing the voucher information instead of taking a printout. This option helps you since you can make amendments in the voucher information before printing the document. Moreover, by generating the file you can send this file as an e-mail attachment too. You can enter the name of the file in this data field.

Page Range
Select from the list whether you want to print all pages, even number pages or odd number pages of the report.

Print Page No.
Enable this option if you want the page number to be printed on the report.

Starting Page No.
Enter the page no. from which you want to start the printing. By default the page number is 1. Let us understand this with the help of an example. You are printing the list of all the accounts. There is a power failure and as a result printing stops after page 40. When the power is restored, you want to continue with the printing and want to start with page 41. In this case, you can specify the starting page no. as 41 and BUSY will then scroll down the 40 pages on the screen and start printing from page number 41.

Ending Page No.
Enter the page number up to which you want to print the report.

Print Date & Time on Report
Specify 'Y' in this data field if you want to print date and time of printing on the report.

After you have entered the details, click the *Print* button to print the list of the vouchers.

At the top left corner of the *Printing Options* window, there are three buttons:
- Export - To export the report in a particular format.
- Email - To Email the report.
- SMS - To SMS the report.

Now that we have discussed the common options, let us move on to discussing some buttons that are common to the vouchers.

Common Buttons

The common buttons can be categorised in three categories. These categories are:
- Add
- Modify
- List

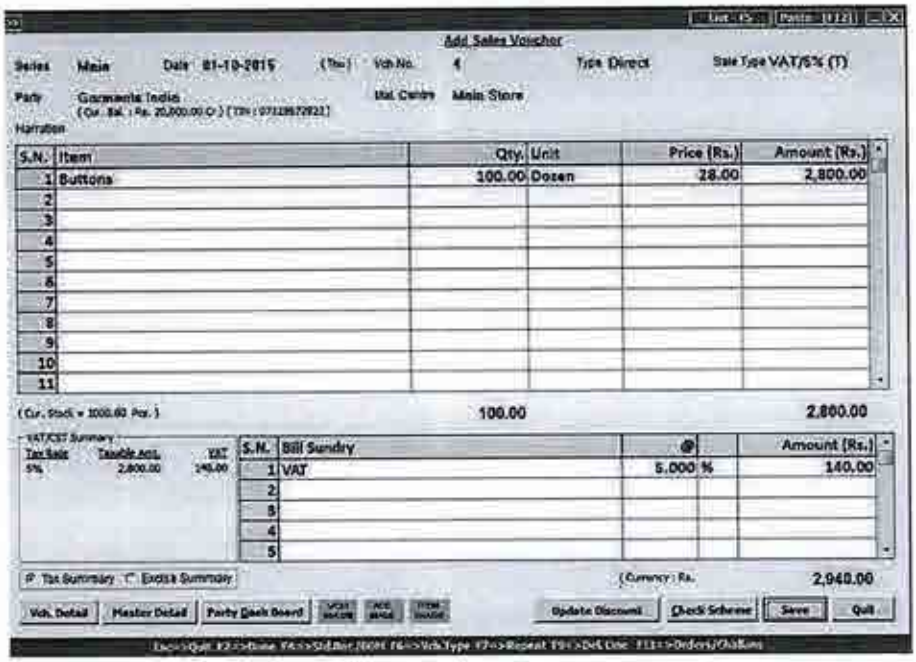
On selecting any of the three options under a voucher, certain buttons appear. Let us discuss these buttons category-wise.

Add
Under the *Add* option of all the vouchers, two buttons appear. The buttons are:
- List
- Paste

Given here is a screenshot of the *Add - Sales Voucher* window with two buttons.

Add - Sales Voucher window

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List

This button allows you to generate a list of all the existing vouchers. The function of this button is similar to that of the *List* option that appears on selecting a voucher under the *Transactions* menu.

Paste

This button allows you to paste the data from the clipboard or XML to a new voucher. On clicking this button, a *Paste Data* window appears having two options:

- *Clipboard* - Select this option if you want to paste the data from clipboard.
- *XML* - Select this option if you want to paste the data from XML.

Given here is the Screenshot of Paste Data window:

Paste Data Window



On clicking *Clipboard* button voucher from clipboard will be pasted. But when you click XML button an Import voucher window will open. Specify the path of XML file in File Name data filed and click OK button. Given here is the Screenshot of Import Voucher window:

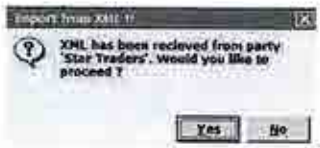
Import Voucher Window



On clicking OK button an Import from XML message box will pop-up. Click yes button, if you want to proceed. Given here is the Screenshot of Import from XML message box:

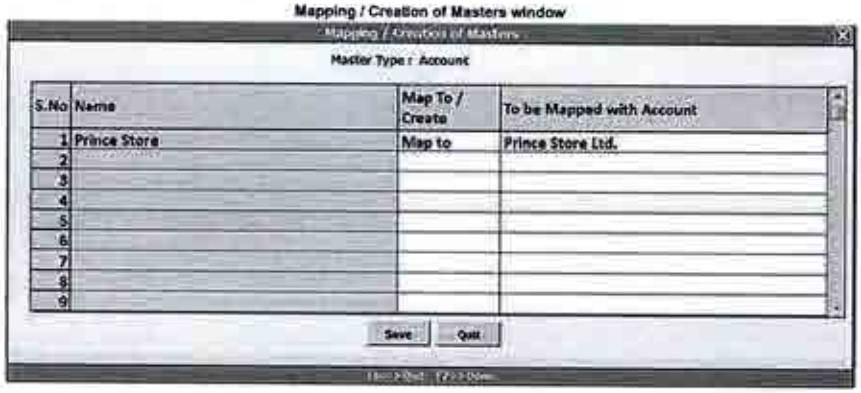
Import from XML message box

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On clicking *Yes* button voucher will get import. But, at the time of import if masters (Account, Item, Bill Sundry, Unit) are not found then window will pop-up asking either to create the master/s automatically or map them with some existing master. Given here is a screenshot of Mapping / Creation of Masters Window:

Mapping / Creation of Masters window



- If you want to map the party account with some existing Account master enter *Map To* in the data field. And then enter the existing Account name in *To be Mapped with Item* column.
- If you want to create the party account enter *Create* in the data field. New Account master will be created automatically.

Similarly, one by one window will pop-up asking for map to / create Item, Bill Sundry, Unit masters
This mapping can also be done through configuration using *Administration > Configuration > Mapping of Masters*.

If you have copied more than one voucher data from the clipboard and you click the *Paste* button then the last copied voucher data will be pasted to the new voucher.

Modify

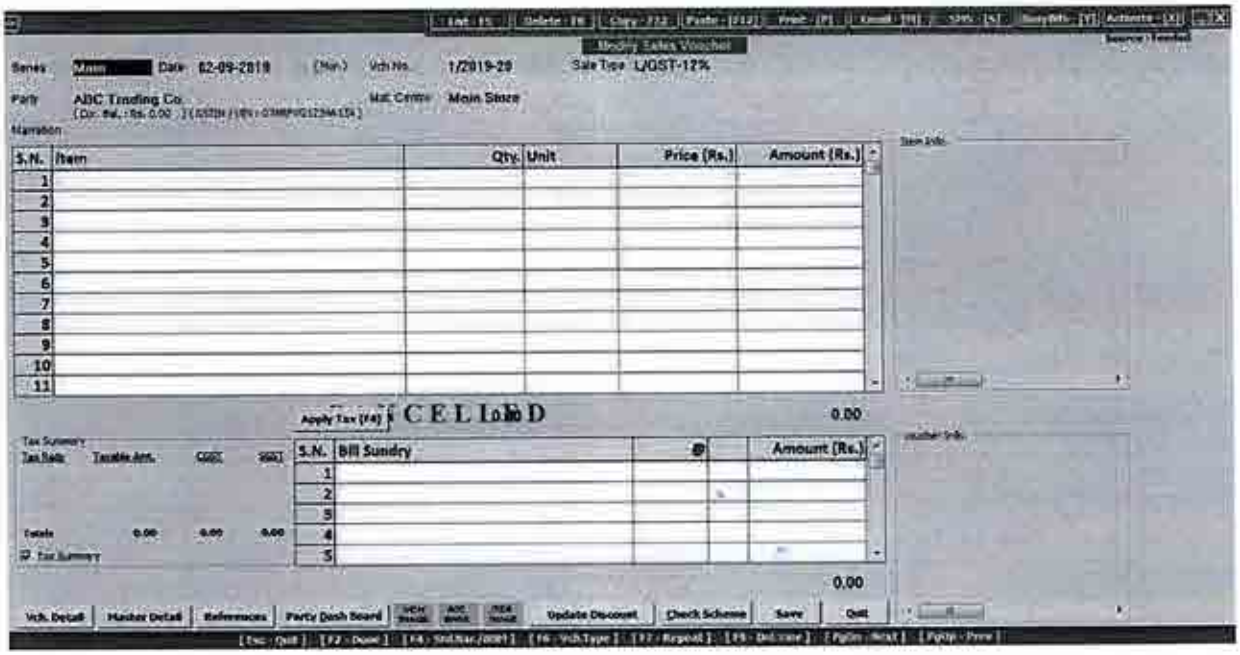
Under the *Modify* option of all the vouchers, various buttons appear. The buttons are:

- Delete
- List
- Copy
- Paste
- Print
- Email
- SMS
- BusyBNS
- Cancel
- Activate

Given here is a screenshot of the *Sales - Modify* window with various buttons.

Sales - Modify window

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Delete

To delete a voucher, click the *Delete* button.

You cannot modify/delete a voucher in the conditions listed here:

- Data has been frozen till the date of the voucher.
- Sales Tax form has been issued/received against the voucher. In this case, all fields, except Party Name, Vch. Date, Vch. No. and Sale Type, can be modified but the voucher cannot be deleted
- User is not given the permission to modify/delete vouchers.

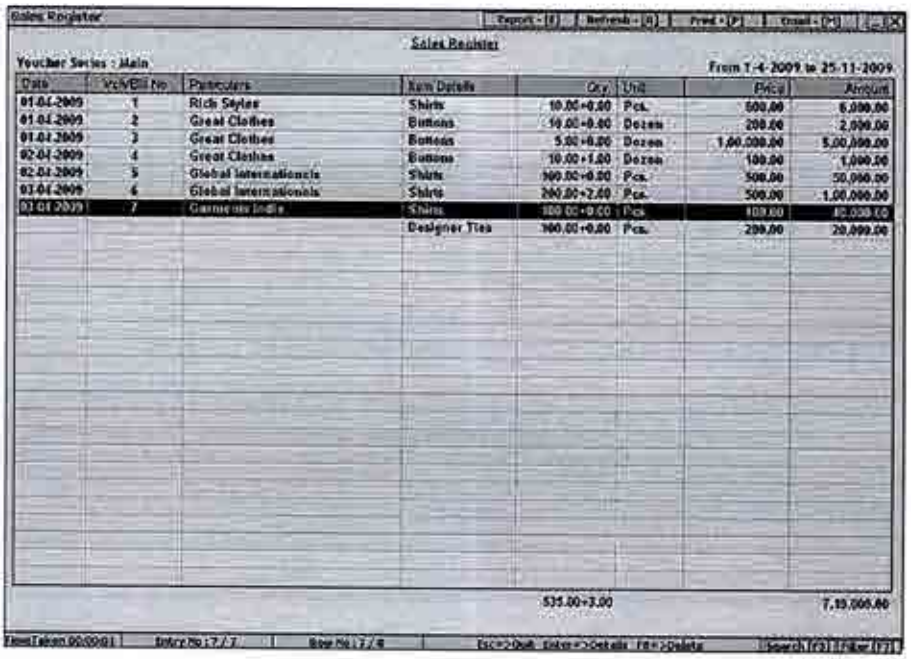
Data once deleted cannot be recovered or restored.

List

To generate a list of all the vouchers of a particular type in your company, click the *List* button. On clicking the *List* button, a *Register* window appears. Given here is a screenshot of the *Sales Register* window that appears on clicking the *List* button in the *Sales - Modify* window.

Sales Register window

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☞ If you want to view the details of a voucher in the Register window, select the voucher and press the *Enter* key and if you want to return to the *Voucher - Modify* window, press the *Esc* key.

Copy

This button allows you to copy the data from an existing voucher to the clipboard or to duplicate a voucher. On clicking the button, a *Copy Data* message box appears with following two option:

- Duplicate Voucher - Click this button to create a duplicate voucher.
- Copy to Clipboard - Click this button to copy data to the clipboard.

Paste

This button allows you to paste the data from the clipboard to a new/existing voucher. On clicking this button, a *Paste Voucher* window appears. Click the *Yes* button to paste the data.

Print

This button allows you to print the voucher. On clicking this button, *Printing* message box appears asking you whether you want to print the invoice, invoice bar code, inventory, account voucher and so on.

- Click the *Yes* button depending on the document that you want to print. On clicking the *Yes* button, a *Printing Options* window appears.
- Enter appropriate information in the data fields.
- Click the *Ok* button.

Email

This button allows you to Email voucher details to the party. On clicking this button, a *Send Email* window appears in which you can select the format according to which Email is to be sent.

SMS

This button allows you to SMS voucher details to the party. On clicking this button, a *Send SMS* window appears in which you can select the format according to which SMS is to be sent.

BusyBNS

This button allows you to send notification to BusyBNS App. On clicking this button, a *Send Notification* window appears in which you can select the format according to which SMS is to be sent. After selecting format, click *Send* button. On clicking *Send* button, a *Notification Details* window appears showing the notification details i.e. message body, mobile no. You can edit the details, if required.

Cancel

Click this button to cancel the voucher. On clicking this button, only the header information of the voucher will be retained and all other details will be deleted. Vouchers will not be allowed to cancel if voucher series / date / voucher number is changed before cancellation. Cancelled vouchers will be reflected only in VAT Registers and Columnar Registers.

Registrar
The IIHMR University
1, Prabhu Dayal Marg
Near Sanganer Airport, Jaipur-302029

Activate
This button appears only in Cancelled vouchers. Click this button to activate the cancelled vouchers. Activating voucher means changing its status from cancelled to normal functioning voucher.

Depending on the permission given to the User, the User can modify the vouchers. For information on permissions to User, please view the Users menu topic.

List
Under the *List* option of all the vouchers, four buttons appear. The buttons are:
- Refresh
- Export
- Print
- Email

Given here is a screenshot of the *List of Sales Vouchers* window with the four buttons.

List of Sales Voucher window with four buttons



Refresh
To refresh the information in the window, click the *Refresh* button.

Export
To export the information to another format such as HTML, PDF, MS Excel, and text file, click the *Export* button.

Print
To print the information, click the *Print* button. On clicking the *Print* button, a *Printing Options* window appears.

Email
To email the information, click the *Email* button.

For information on voucher, click the voucher in the *Transactions* menu options list.

See Also

Hardware Configuration

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