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Chapter 1

Introduction

Welcome to MARWARI, The Friendliest business accounting software. Whether you plan to manage your personal accounts or the finances of your business, you can use MARWARI to simplify record keeping, and track the progress of your financial goals.

You can manage a number of accounts, maintain customer and supplier information, design your own documents such as –vouchers, invoice and bills enters transactions details.

You can generate all regular reports –Final report such asbalance sheet, trial balance, profit & loss statements. Account and group balances, customer and supplier report, stock reports, and tax reports. You can also generate analyses reports to help you to take crucial business decisions.

You'll work in windows that resemble registers, ledger, invoices, journal, and other paper forms that you are probably used to. You can display all your transactions, or only specific transactions-for instance, the customers to whom you have sold items for more than Rs.55000 for a specific period, or the deposit's made during the past six months –and prints reports that's summaries your transaction.

In MARWARI you can perform your basic tasks –setting up your company details, accounts, items, entering transactions, and generating your journal, ledger, trial balance, profit & loss statements, balance sheet- in less than an hour! And you can perform the entire advance task in less than a day. Maintaining your financial information was never so easy!

Chapter 2

Getting Started

This chapter specifies the minimum system requirements to run MARWARI and presents the basic instructions for installing MARWARI. It also explains what you should do if you have a problem while you working with MARWARI.

In this chapter-

- What do you need to run MARWARI?
- How to install MARWARI?

What do you need to run MARWARI?

To run MARWARI, you need:

- Windows XP or later (32 bit)
- Hard disk drive with a minimum of 500MB of free disk space
- VGA or higher resolution monitor.

If you are using a CD-ROM for setting up MARWARI in addition to the requirements mentioned, you need a double –speed CD-ROM drive.

How to install MARWARI?

If you're Upgrading from an earlier version of MARWARI, we recommend that you take a backup of your existing MARWARI data files before installing MARWARI.

Before you install MARWARI, make sure to run of turn off any virus protection programs that may be running on your computer. Some virus protection programs interface with installation.

You can install MARWARI from CD-ROM.

In the installation package, you'll find a small box containing the 'dongle'.

Note: Make sure that the dongle is properly attached. You can't use MARWARI unless the dongle is attached, at all time.

To install MARWARI -

- Make sure that no application is running.
- If you're installing from CD-ROM, insert MARWARI CD-ROM in the drive.
- Double-click on setup.msi file in CD-ROM.
- Follow the instruction on the screen.

You need to register your copy of MARWARI, specifying your name, your organization name, and the product serial number. The product serial number is the number printed on the dongle or compact disk.

Chapter 3

The MARWARI Workplace

This chapter provides instructions on how to start MARWARI and Work with the main screen. If you're new to the windows environment, you'll learn how to choose commands, select dialog box options and the work with document windows.

You will learn how to carry out task that you'll performs frequently, for instance, selecting a date, or printing a document. In This Chapter-

- Starting MARWARI.
- What's on the MARWARI main screen?
- Using dialog boxes.
- Selecting commands.
- Using shortcut keys.
- Using the mouse.
- Understanding Messages.
- What are the conventions used.
- Selecting a date.
- Previewing and printing documents and reports.
- Logging off MARWARI

Starting MARWARI

To log on to MARWARI:

• Click on MARWARI icon on desktop. The logon dialog box appears.

🖳 Login	x
SOFTWARE Software, Website and More	i d . ə
UserName	
Password	
Firm Name Financial Period	
Login Date 25-Jan -2017	

Note- The date field, by default, tasks the system date. You can however, enter a date other then the default displayed.

What's on the MARWARI Main screen?

This Section provides an overview of the major elements on the MARWARI main screen such as menus, toolbars, and status bar. The following illustration identifies each part of the MARWARI Main screen.



Windows title:

Depending on the window that you're working in, the window title displays the name of applications (MARWARI), the company name.

Menu Bar:

It lists the available menus. Each menus contains a list of commands or action that you can carry out.

Title Bar:

It shows the name of window.

Minimize Button:

It reduces the active window to an icon.

Maximize Button:

It enlarges the active window so that it fills the entire desktop. When the window enlarges, the window title appears in the title bar of the main screen.

Close Button:

It close the active window.

Workspace:

This is the largest part of the screen. Windows for tasks appear in the workspace .The menu bar, tool bar, and status bar are always displayed, unless specifically deselected.

Status Bar:

It display information about the currently selected financial year, login user name etc. The status bar displayed by default.

Note:- You Can see in Right Side a List of Buttons also Provide that helps to Use MARWARI.

Using Dialog Boxes

When you choose a command, a dialog box appears so that you can select option. If an option appears dimmed, it is not currently available.

Some dialog boxes provide sets of options.

All it's usually easier to use the mouse while you work in a dialog box, you can also move from one tab to another, select option; or fill in information with the key board.

Command Buttons:

Click a command button to carry out an action or display another dialog box .Here are the command buttons in MARWARI.



Selecting Commands from Menus

Commands are grouped in menus. Some commands carry out an action immediately. Other displays a dialog box so that you can select options.

Selecting a command using the mouse:

Click the name of the menu on the menu bar, and then click the command name. To close a menu without selecting a command, click outside the menu.

Selecting a command using the keyboard:

Press ALT to make the menu bar active, and then press the key corresponding to the underlined letter in the menu name. To select a command, press the key for the underline letter or number in the command name. To close a menu without selecting a command, press Esc.

Using the Shortcut keys

You can select some command by pressing the shortcut keys listed on the menu to the side of the command. Keys Description F5 To Open a List of Payment

	Vouchers.
F6	To Open List of Receipt
	Vouchers.
F7	To Open List of Journal
	Vouchers.
F8	To Open List of Sale
	Vouchers.
F9	To Open List of Purchase
	Vouchers.
F11	Manage Control Room.
F12	Manage Voucher
	Configuration.
CTRL+S	To Save a Document.
CTRL+P	To Print a Voucher.
CTRL+C	Create New.
CTRL+A	Alter
^F8	Open List of Sale Vouchers.
^F9	Open List of Purchase
	Vouchers.

. Understanding Message

Name	Description	Example
Information	Provide details	The user name
	about the Result	and Password is
	of a command.	not Valid
Warning	Inform you a	Are you sure you
	situation That	Want to delete
	may require a	this Account.
	Decision.	
Critical	Inform you about	A runtime error
	a Situation that	has occurred.
	requires	
	Correction Before	

Work	
continue.	

can

Keyboard Convention	1
Keys	Commands
Enter	Press Enter means that you
	can press Enter or return.
Arrow keys	you can use the up, down,
	left & right Arrow key to
	Move the insertion point in
	A window.
Page up & page down	You can use page up & page
	down to Move the insertion
	point by one page.
Tab	You can use tab to move to
	the next field Or command
	Button in a dialog box.

Mouse conventions

MARWARI provides a calendar wherever you'll have to enter a date. Using the calendar, you'll be able to know the day on which a particular date falls, and you can plan your payments receipts. For example, you may like to ensure that a particular due date doesn't fall on a Sunday.

•	January, 2017					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
	C	<u> </u>	Today:	1/25/	2017	

Selecting a date has a lot of significance in MARWARI. For example, the logon date must be within the current financial year. If you want to enter post dated transactions, you can logon with a future date (a date within the current financial year, but after today's date, that is the system date).

Setting up print options

In MARWARI, you can at the outset, set up options that are applicable to documents & reports. For example you can set up the option to display the border in all documents, or the header information in all reports.

MARWARI provides you three type of copy Original copy, Office Copy & Duplicate copy, for each document. If you want to print only office & original copy then go on firm menu then click on close firm then on option and then select the document which is you want to print and go on duplicate copy column and replace with, None, And viceversa.

Previewing and Printing Documents

In MARWARI, you can preview and print all documents and reports.

- To preview documents and reports: In the MARWARI main screen, from the Report menu, select Transaction Report. Select voucher type and voucher date which is you want to print. Then select the voucher & click on ok.
- To Print Document And Report:

In the MARWARI screen from the Report Menu select Transaction Report, select voucher type and voucher date which is you want to print. Then select the voucher & click on print then on ok.

Logging off MARWARI

After using a Firm/Company, you can

- Close the Firm/Company.
- Log off MARWARI.
- Exit MARWARI.

When you close the firm/company, you come out of the firm to use the more functions.

When you log off MARWARI, the firm that you have been using is closed, but you don't exit MARWARI. You can select another firm and work on it, but you have to log on once again for that firm.

When you click on Exit, you quite the MARWARI.

To close the firm:

• In the MARWARI main screen from the Firm Menu select Close Firm.

To log off MARWARI:

• In the MARWARI main screen from the Firm Menu select Log Off.

To exit MARWARI:-

• In the MARWARI main screen from the Firm Menu select Exit.

Chapter 4

Quick Start

In this chapter, you'll get a feel of working with MARWARI. As you get with acquainted with MARWARI, you will find that its saves your time and helps you perform tasks with ease. You will take only a few minutes to get down to work.

In this chapter:-

- Setting up your Firm/Company.
- Setting up an Account.
- Setting up an Item.
- Entering your First Document.
- Entering your First Purchase Document.
- Entering your First Sale Document.
- Generating the Journal.
- Generating the Ledger.
- Generating the Standard Trial Balance.

- Generating the Standard Profit and Loss Statements.
- Generating the Balance Sheet.

Modify your Firm/Company Or Change Firm's Information:-

Whether you plan to manage the finances your business or your personnel accounts, you must first setup your company/firm details.

To set up your firm/company details

- 1. Start MARWARI and log on as the user named 'a' with password 'a'.
- 2. From the firm menu, select new firm .The new firm dialog box appears. Enter details in the fields.

			Setting
Firm Info.	Period Info	"S Save	F5 Payment
Name	Name	Esc Quit	F6 Receipt
Demo	2016-2017		C7 Journal Maria
Address			Fr Journal Vouc
	Database Name		F8 Sale
	GPMH1617		F9 Purchase
Muzattamagar			F8 Sale Return
State	Start From		450 Purch Potur
Uttar Pradesh	01- Apr -2016		Ft1 Castel Res
Contact No.	End At		FTT Control Roo
	31-Mar-2017		F12 Vouch Con
Email			
TIN Number			
CST Number			
	Firm Info. Name Demo Address Muzaffarnagar State Uttar Pradesh Cortaci No. Email TIN Namber CST Number	Firm Info. Period Info Name 2016/2017 Address Database Name 2016/2017 Muzaffarnagar State From 01-Apr-2016 IP Otatabase Name 2016/2017 Muzaffarnagar State From 01-Apr-2016 IP Contact No. End At 31-Mar-2017 IP Email	Firm Info. Period Info Image: Save Name Demo 2016/2017 Address Database Name Exc Quit Muzaffarnagar Sauf Sauf From Uttar Pradesh 01-Apr 2016 Image: Save Contact No. End At TIN Number Image: State CST Number CST Number

Firm name:Type the name of your
firm.Address:Type the address of your

	firm.
Email-Id:	Type email address of
	your firm.
TIN Number:	Type the TIN of your
	firm.
C.S.T. Number:	Type the Central Sales
	Tax Registration
	number of you firm.
Period Name:	Type the financial year.
	e.g. '2013-2014'
Database Name:	Type the database name
	of your firm e.g
	test1213.
Start Date:	Type the first date of the
	new financial year.
End Date:	Type the last date of the
	running financial year
	e.g. 31st March 14.

After filling all above entries, Click on save, now your first firm/company ready. The next step is to set account.

Add, Edit, Delete Account

You will probably want to start setting up accounts under the following main groups-Assets, Liabilities, Income, Expense, and Customer, Customer/Supplier, On state Customer, Registered customer etc.

- To set up an account:
 - 1. From the List menu select, Accounts or from Setting Select All List n Select Account.

🚺 Demoj	2016-2017]							- 0 - X
List	Transaction	Tool	Reports	Activate				Settings
A	ccounts							F5 Payment
P	roducts and Se	rvices						F6 Receipt
								F7 Journal Vouch
								F8 Sale
								F9 Purchase
								[^] F8 Sale Return
								*F9 Purch Return
								F11 Control Room
								F12 Vouch Confg
Faspi Ente	rprises Pvt. Ltd. Ver.	17.1.13	User a	Login Date 25-Jan-201	Contact	+91 83070 71699	Period 2016-2017	
@		0	1	la 🔟 🔛	Contraction of the			▲ 隆 🛱 📲 🕂 1:28 PM 1/25/2017



A Scrren Will Open.

Demo[2016-2017] - [Account]	and the second sec	and sugarities, many mount light			0	• ×
List Transaction Tool Repo	orts Activate			2	Settings	- 8 ×
List of Accounts					*C Create	New
Search					*R Refre	sh
AccName	Туре	Edit	Delete	^	Esc Quit	
0% U.P.Goods Purchase	PURCHASE ACCOUNTS	2	1		EDG GON	
0% U.P.Goods Sale	SALES ACCOUNTS	2	1			
0% U.P.Goods Stock	STOCK-IN-HAND	2	1			
14% U.P.Goods Purchase	PURCHASE ACCOUNTS	2	1			
14% U.P.Goods Sale	SALES ACCOUNTS	2	1			
14% U.P.Goods Stock	STOCK-IN-HAND	2	1	1		
15.5% U.P.Goods Purachase	PURCHASE ACCOUNTS	2	1			
15.5% U.P.Goods Sale	SALES ACCOUNTS	2	1			
15.5% U.P.Goods Stock	STOCK-IN-HAND	2	1			
5% U.P.Goods Stock	STOCK-IN-HAND	2	1			
5% U.P.Goods Purchase	PURCHASE ACCOUNTS	2	1 III III III III III III III III III I			
5% U.P.Goods Sale	SALES ACCOUNTS	2	1			
anam	DUTIES & TAXES	2	1			
Bank	BANK ACCOUNTS	2	1			
Bank Exp.	EXPENDITURE ACCOUNT (Indirect)	2	1			
Business Pramotion	EXPENDITURE ACCOUNT (Indirect)	2	1			
Capital Acc.	CAPITAL ACCOUNT	2	1			
Cartage	EXPENDITURE ACCOUNT (Indirect)	2	1			
Cash	CASH-IN-HAND	2	1			
Commisin A/C	EXPENDITURE ACCOUNT (Indirect)	2	1			
Computer & Printer	FIXED ASSETS	2	1			
Customer	SUNDRY DEBTORS	2	1			
Deprisition	EXPENDITURE ACCOUNT (Indirect)	2	1			
Discount On Sale	EXPENDITURE ACCOUNT (Indirect)	2	1			
Flotric Exp	EXPENDITURE ACCOUNT (Indirect.)	<u>b</u>	1	*		
Faspi Enterprises Pvt. Ltd. Ver. 17.1.13 User a	Login Date 26-Jan-2017	Contact +91 83070 71699 Period	2016-2017			
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You Can Edit, Delete or Create a New Account

For New Click on Create New Button. Screen Will Look Like this.

list Transaction Tool Reports Activate		🖉 Settings – 🖻
Account Info. Account Info. Name Print Name Opening Balance 0 Print Name Type Credit Limit Rs 0 Days 0 TN PAN Status Enable Dayble	Address1 Address2 State Uttar Pradesh Ph No. Emaild Account Group Agent Name Note	Settings - P Save Esc Quit

2. Type Account name, then select the account type dialog box appears.

3. Select appropriate the account type, and click ok. The account dialog box for the selected account type appears.

4. Enter the details in the fields.

Name	Type the name of the
	account
Туре	Displays the type of
	account, based on your
	Selection In the select
	account type dialog box.
Opening Balance	Enter the opening balance
	for the new account.
Address1/Address2	Type the customer address.
Phone No.	Type the customer contact
	number.
Email-id	Type customer email-id if
	any.
Account Group	Select an account group in
-	the dialog box.

5. Click on save or CTRL+S to save the new account. To setup other new accounts under other account type, follow the steps.

Add, Edit, Delete Product & Services:-

Items are material that you buy from your suppliers, or sell to your customers.

In MARWARI, You can set up any number of item/product. You can specify the selling price and buying rate for each item/product. You can also specify:

• Opening stock quantity for an item.

• Minimum stock to be maintained for each item/product.

To set up an item/product:-

1. From the setup menu, click on product, and select description. The setup items/product window appears.



OR



2. Click on Product and Services. The new description dialog box appears.

lemo[20:	16-201/] - [Descript	ion]													0
ist	Transaction	Tool	Reports	Activate									1	Settings	- 6
ompar	ny/Manfacturer					Brand/Item (Group				Color/Variant			*S Save	
														Esc Quit	
ax Cate	egory *				Display	Name*									
												Add Packing			
			Š									<u>.</u>	-		
king	Purchase	Retail	Rate-X	Rate-Y	Rate-Z	MRP	Wholesale	Skucode	ShortCode	Commission	Commission(Openi Stock	ng Warning Level			
terpr	ises Pvt. Ltd. Ver.	17.1.13	User a		Login Date	25-Jan-2017	C	iontact +918	13070 71699	Period 2010	-2017				

3. Enter the details in the fields. Then click on save to save the description.

Entering details in the new description dialog box:-

Company Name	Type the manufacturer
	name.
Item	Select the item in the item
	dialog Box.
Color	Select color if any otherwise
	select none.
Tax Category	Select tax category in the
	tax Category dialog box.
Description	Type the product name
-	which is You want shown in
	the software.
Add Packing	Add Packing (Its
-	Compulsory).

Note- After above procedure click on Save or CTRL+S to save the new item/product.

Add, Edit, Delete Payment / Receipt Voucher:-

In MARWARI Software You can also Create Payment / Receipt Vouchers Like Bank Payment or Cash Payment or Cash Receipt or Bank Revceipt Voucher.

Click on Payment Button or Click on Payment Option from Transaction.

1. A Sreen Will Open n Click on new Button to Create a New Payment Voucher.

Demo[2	016-2017] - [Paymer	rt)	1000			- Deca	and Company		and a				10	0 ×
List	Transaction	Tool	Reports	Activate								1	Settings	- 8
	Dat	e(DD/MM/	mm						Voucher Type				*S Save	
	23	Jan -2017											*P Print	
	Car	h/Bank Ac	count										Charges	Window
										Total:	0		Esc Quit	
	Nar	ation												
	C N	a 4a	nount Name					Amoun	lostument No	Instrument Date	1			
	0.14	0. 10	outini realitio					Autour	instrument rec	Inse unioni, Date				
aspi Enterp	prises Pvt. Ltd. Ver	171.13	User a		Login Date	26-Jan-2017	Ce	ntact 91 83070 71	699 Period 200	16-2017				

- 2. Fill Necessary Fields.
- 3. Save the Voucher.

Add, Edit, Delete Journal Voucher:-

MARWARI gives you the flexibility to use different types of documents (vouchers, invoices, receipts, bills etc.) depending on the transaction you want to record. Now you'll learn how to enter details in your first documentlet's say a journal voucher.

To enter details in a journal voucher:

1. From the Transaction Menu, select Journal Voucher. The document window appears.



2. Enter the details in the fields.

Date	Displays today's date (that is the Login date) as the
	date of Transaction. You can
	However, Change the date.
Narration	Type a narration.
Account	Enter the account that is
	debited or credited from the
	Account list Select the
	Account you want.
Dr.	Type the debit amount.
Cr.	Type the credit amount.
Sum of Dr.	Displays the total debit amount.

Sum of Cr.

Displays the total credit amount.

- 3. After entering the details, do one of the following:
 - To save the document click Save.
 - To print the document, click print.

Add, Edit, Delete Purchase / Purchase Return Voucher:-

MARWARI gives you the flexibility to use different types of purchase (Ex-State Purchase, On-State Purchase and Unregistered Purchase that is purchase from unregistered dealer.) depending on the transaction you want to record. Now you'll learn how to enter details in your first purchase document.

You can Open Purchase Voucher from main window or By Shortcut Key (F9) or You can use Transaction Menu.



To enter details in purchase:

1. From the Transaction Menu, select Purchase (On State). The purchase document layout appears.

ist Transact	ion Tool Reports	Activ	ate							12	Settings	- 0
ate(DD/MM/YYYY)	Voucher Type	No.	Header Ac	count			Curr. B	lalance 0			*S Save	
					em Stock			v			*P Print	
	Rates are inclusive of taxe	IS									Esc Quit	
	S.M Description		Packing	Quantity	Rate MRI	P Q.D.@	C.D.%	Amount			*F5 Ctrl+f5	t.
pher ucher No.				0	0 0	0	0	0			Change V	No.
ucher Date											Charges W	Vindo
-Jan -2017 💮 +	-										Challan	
											O Other D	etails
						s	ib Total	0.00				
	S. Charge Name Value	Amount			S. Char	rge Name	Value	Amount				
		-										
	least	0.00	Tax		0.00							
	Naration					Amount		0.00				
		*				Round Off		0.00				
						Net Amoun		0.00				
Enterprises Pvt. Ltd.	Ver. 17.1.13 User a		Logi	n Date 2	6-Jan-2017	0	ontact	+91 83070 7169	99 Period 2016-2017			

2. Enter the details in the fields.

Voucher Date	Displays today's date (that is the Login date) as the
	date of Transaction. You can
	However, Change the date.
Voucher Type	Select a Voucher Type that
	the Purchase is on state, Ex
	State .
Voucher Number	Voucher/Bill Number
Header Account	Enter the account from the
	Account list select the
	Account of supplier from
	where you purchase goods.
Current Balance	It Will Display the current
	Balance of Selected
	Account.
Item Stock	It will Display the current
Construction Manual Anna	Stock of Item.
Supplier Voucher Number	Supplier's Voucher Number
Supplier voucher Date	Here Supplier's voucher
Itom Crid	Date. Select on Item With ite
Item Griu	Decking and enter all grid
	fields
Charges Grid	Display Charges
Tax Grid	Display Taxes it calculate
	automatically
Narration	Type a narration.
Amount	It Displays the amount
	before round off.
Round Off	If you want to round off an
	amount.
Net Amount	Actual Amount.

- 3. After entering the details, do one of the following:
 - To save the document and return to the document window, click Save.
 - To print the document, click print.
 - Quit.
 - Change Voucher Number.

Add, Edit, Delete Sale / Sale Return Voucher

MARWARI gives you the flexibility to use different types of sale (Including Tax Sale, Excluding Tax Sale and Ex-State Sale, depending on the transaction you want to record. Now you'll learn how to enter details in your first sale document, let's say Excluding Tax Sale.

To enter details in Excluding Tax Sale:

- 1. From the Transaction Menu, select Sale.
- 2. Use Short cut key (F8).
- 3. Click on Sale Button form main Window.



🚺 Demo[2016-2017] - [Sale]		and Company's Name of Street State		
List Transaction Tool Reports	Activate			🗟 Settings 🗉 🖉 🗙
Date(DD/MM/YYYY) Voucher Type	No. Header Account	Curr. Balance		^S Save
	Last Purchase Bate been Socie	Apert		^P Print
Rates are inclusive of taxe	s 0			Esc Quit
S.N. Description	Packing Quantity Rate M	IRP Q.D.E.C.D.% Amount Tat		AE5 Ctrl±f5
0. 0000000	0 0 0	0 0 0		FJ GIIHJ
				Change VNo.
				Charges Window
				Challan
				10 Other Details
<		Set Tatal 000		L
Rate Option S. Charge Name Value @ Ratel Whole Sale @ Rate - Y Rate - Z @ Rate - Z Monort	Amount 5.0	hage Name Value Amount		
Naraton		Amount 0.00		
	~	Round Off 0.00		
		Net Amount 0.00		
	*			
Faspi Enterprises Pvt. Ltd. Ver. 17.1.13 User a	Login Date 26-Jan-2017	Contact +91 83070 71699	Period 2016-2017	
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2. Enter the details in the fields. Voucher Date Displays today's date (that

Displays today s date (that
is the Login date) as the
date of Transaction. You can
However, Change the date.
Select the series you want to
enter that is Tax Invoice,
Bill or Cash Memo.
Voucher/Bill Number
Enter the account from the
Account list select the
Account of customer to
whom you sale goods or
cash.
It will display the current

	balance of selected Account.
Last purchase Rate	It will display the Last
-	Purchase Rate of Selected
	Item.
Narration	Type a narration.
Item Grid	Item Grid Contain all the
	information of sale Item like
	packing (Unit) name of
	Item (Description) number
	of unit sale (Quantity) rate
	on which item is sale and
	amount (Quantity * Pata)
	E (Cl
Charges Window Left Side	Enter Charges.
Taxes Window	Taxes Will Calc
Charges Window Right	Enter Charges if Necessary.
Side	
Amount	Display Amount after all
	taxes and Charges.
Round off	Eneter Round off if
	necessary.
Net Amount	Net Amount after Round off.

3. After entering the details, do one of the following:

- To save the document and return to the document window, click Save.
- To save and print the document, click save and print.

Add, Edit, Delete Tax Category:-

In MARWARI you can also set different Tax category.

- 1. Click on Settings menu and then All List Option and then Tax Category .
- 2. A Screen Will open that look like this.

et of TaxCalogorine				(
scorraxcategones				*C Create New
arch				*R Refresh
Name	Commodity_Code	Edit	Delete	Esc Quit
resvive	2A087004	2	1	
ushes	2A117001	2	1	
alk Powder	01032002	2		
emicals	2A029002	2		
oth	01021005	2	1	
re waste	2A049002	2	1	
n. 4%	02000001	2	1	
n Oxide	2C055001	2		
s & Shellac	01051002	2	1	
e And Dolomite	2A074001	2	1	
rbal Chips	05000029	2	1	
nerals	2A089001	2		
er Col Mat.	2C131001	2	1	
nts etc.	05000039	2	1	
lishes	2C268001	2	1	
f Adhesive Tape	2C178001	2	1	
ite Cement	05000015	2	1	
on Develo	2A087007	2	1	

from this list you can Edit Delete an Existing Tax Category.

Click on Create new Button to Create a New Tax Category.

t Transaction Too	Reports	Activate							Settings	- 8
ax Category Name			Commodity C	ode		Item Type		·	^S Save Esc Quit	
Local Purchase				Local Sa	Sale ale Account					
S.No. Tax Account		Tax Name	Tax Rate	S.No. 1	Tax Account	Tax Name	Tax Rate			
Central Purchase				Centr	al Sale					
Central Purchase				Central	al Sale Sale Account					
Central Purchase Central Purchase Account S No. Tax Account		Tax Name	Tax Rate	Central Central S.No. 1	al Sale Sale Account Tax Account	Tax Name	Tax Rate			
Central Purchase Defitral Purchase Account S.No. Tax Account		Tax Name	Tax Rate	Central S.No. 1	al Sale Sale Account Tax Account	Tax Name	Tax Rate]		

After Filling All Necessary Fields Click on Save Button or Use CTRL+S .

Journal

You can generate a journal to view daily transaction such as sales, purchase, receipts and payments entered in documents.

The journal provide following details:

- Document number, series and date.
- Account and narration.
- Credit amount and debit amount.
- Date wise total amount transacted.
- Document wise total amount.

To generate the journal:-

1. From the Reports Menu, click Account Report and then select Journal.

Demo[2016-2017] - [Journal]		Concession of the local division of the loca		0
List Transaction	Tool Reports Activate			🖩 Settings -
Account Date From 01-Apr-2015	▼ Date To 26-Jan-2017 ■▼	ubmit	X	
Doc Number	Account	Narration	Amount (Dr.) Amount (Cr.)	
20-Jan-2017				
CHP 20170120 1	anam	Cheque/D.D. No. 6567 Dt. 27-Feb-2017	54,647.00	
	Cash	test	54,647.00	
		Day Total	54,647.00 54,647.00	
21-Jan-2017				
CHP 20170121 1	5% U.P.Goods Purchase	Being Cash Paid	100.00	
	Bank	Being Cash Paid	2,000.00	
	Cash	Being Cash Paid	2,100.00	
		Day Total	2,100.00 2,100.00	
		Total Amount	56,747.00 56,747.00	
aspi Enterprises Pvt. Ltd. Ver. 1	7.1.13 User a Login D	ate 26-Jan-2017 Contact +91 83070 71	99 Period 2016-2017	
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Ledger

You can generate a ledger to view the summarized or detailed classification of accounts. The ledger provides the following details-

4. Account Name

5. Opening balance and closing balance for each account, along with the debit or credit sign.

- 6. Document date
- 7. Document series and number
- 8. Narration

9. Each transaction amount in the corresponding debit column or credit column

10. Running balance

To generate the ledger

1. From the Report Menu, point the Account Report, click Ledger. The Ledger dialog box appears.

🚮 Demo[2	016-2017]			Constant Con	and the second line is			
List	Transaction	Tool	Reports Activate					Settings
								F5 Payment
								E6 Receipt
								ro Receipt
			Name		Balance			F7 Journal Vouch
			0% U.P.Goods Purchase		0.00 Cr.			F8 Sale
			0% U.P.Goods Sale		0.00 Cr.		E	
			0% U.P.Goods Stock		0.00 Cr.			F9 Purchase
			14% U.P.Goods Purchase		0.00 Cr.			AF8 Sale Return
			14% U.P.Goods Sale		0.00 Cr.		_	
			14% U.P.Goods Stock		0.00 Gr.			*F9 Purch Return
			15.5% U.P.Goods Purachase		0.00 Cr.		- 1	F11 Control Room
			15.5% U.P.Goods Sale		0.00 Cr.			
			15.5% U.P.Goode Stock		0.00 Cr.			F12 Vouch Confg
			5% U.P.Goods Stock		0.00 Gr.			
			5% U.P.Goods Purchase		100.00 DF.			
			54 C.P.30005 3de		0.00 G.		-	
					Find ?			
			Name: 14% U.P.Goods	Stock	Tin number 0			
			Balance: 0.00 Cr.		Account Type: STOCK	-IN-HAND		
			Address1: None		Account Group:			
			Address2: None		Agent:			
			Phone: 0		3			
Easni Enten	nrises Put. Ltd. Ver.	17.1.13 Us	er a	onin Date 26-Jan-2017	Contact +91 83070 71699 P	erind 2016-2017		
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Account Cash Date From Dr Apr - 2016	Date To 26-Jan -2017	Submit			
Document No.	Particular	Amount Dr.	Amount Cr.	Running Balance Dr./Cr.	
lash					
	Opening Balance			0.00	
0-Jan-2017					
HP 20170120 1	test		54,647.00	54,647.00 Cr.	
1-Jan-2017					
HP 20170121 1	Being Cash Paid		2,100.00	56,747.00 Cr.	
		0.00	56,747.00		
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standard trial balance

You can generate the standard trial balance to view the debit and credit balances of the accounts, and to check their arithmetical accuracy as on a particular date.

To generating standard trial balance:

1. From the Report Menu, point to Accounts Reports, click on Trial Balance, select Standard Trial Balance. The standard trial balance dialog box appears.

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ist Transacti	on T <u>o</u> ol	Reports Accou VAT F Custo Broke Suppl Sale F Purch Stock Other	Activate ant Report Report ar Report ier Report Report Report Report Report Report		Journal (DOS) Ctrl+J Journal Ledger Ctrl+L Detail Ledger Cash Book Trial Balance • Moved Account Summary Account Group Balance Trading A/c and Profit & Loss	Standard Trial Balance Opening Trial Balance Grouped Trial Balance	Setting F5 Payment F6 Receipt F7 Journal Vouci F8 Sale F9 Purchase F9 Purch Return F9 Purch Return F91 Control Roor
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				- D - DC - D	017 Contact 01 92070 71600 Deviad	2016 2017	
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Demo[2016-2017] - [Standard Trial Balance]	NAME INCOME AND	- 0 - X-
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Accessed Date From BARY 2016 • Date To 26-Jan-2017 •		
Acourt	Amount (Dr.) Amount (Cr.)	
5% U.P.Goods Purchase	100.00	
anam	54,747.00	
Bank	2,000.00	
Cash	56./4/.00	
moy Diference in Occuring Tabl	100.00	
Total Amount	56 947 00 56 947 00	
Faspi Enterprises Pvt. Ltd. Ver. 17.1.13 User a Login Date 26-Jan-2017 Co	ntact +91 83070 71699 Period 2016-2017	
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Profit & Loss statements

You can generate the profit & loss statements to obtain a global view of your firm/company's income, expense and net profit or loss for a specific period.

To generating the Profit & Loss statements:

1. From the Report Menu, point to Accounts Reports, and click Profit & Loss. The Profit and Loss dialog box appears.

Demo[2016-1	-2017]	-				Contraction in class 200		- 0 - X
List Tra	ansaction	Tool	Reports	Activate				Settings
1			Acco VAT I Custo	unt Report Report omer Report	• •	Journal (DOS) Ctrl+J Journal Ledger Ctrl+L		F5 Payment F6 Receipt
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			Purch Stock	nase Report Report	، ،	Moved Account Summary Account Group Balance Trading A/c and Profit & Loss		^F8 Sale Return ^F9 Purch Return F11 Control Room
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M Demo[2016-2017] - [Profit And Loss]	 Decision decision 	- 0 - X
List Transaction Tool Reports Acti	vate	🖷 Settings – 🖉 🛪
Account Date From Date From Date To 25-Jan -2017		
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54 U.P.Goods Purchase 100.00	Gross Loss 100.00	
Gross Total	100.00 Gross Total 100.00	
Gross Loss	100.00	
	Net Loss 100.00	
Net lotai	100.00 Net lotal 100.00	
Faspi Enterprises Pvt. Ltd. Ver. 17.1.13 User a	Login Date 26-Jan-2017 Contact +91 83070 71699 Period 2016-2017	
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Balance Sheet

You can generate the standard balance sheet to view your firm/company's assets, liabilities and equity as of a particular day.

To generating the Balance Sheet:

1. From the Report Menu, point to Accounts Report, and click

List Transaction Tool Report Activate Settings Account Report UAT Report Uatomer Report Broker Report Supplier Report Supplier Report Stock Report Stock Report Stock Report Customer's OutStanding Graphical Report Customer's OutStanding Customer's OutSt	Demo[2016-2017]			- Č -×
Account Report Journal (DOS) Ctrl+J VAT Report Journal Ledger Ctrl+L Gustomer Report Broker Report Detail Ledger Ctrl+L Supplier Report Other Report Detail Ledger Ctrl+L Sale Report Moved Account Summary Account Group Balance Purchase Report Stock Report Trading A/c and Profit & Loss Balance Sheet F12 Vouch Confg Graphical Report Trading A/c and Profit & Loss Balance Sheet F12 Vouch Confg	List Transaction Tool	Reports Activate		Settings
VAT Report Journal Customer Report Broker Report Broker Report Cash Book Supplier Report Cash Book Sale Report Cash Book Purchase Report Moved Account Summary Account Group Balance Trading A/c and Profit & Loss Balance Sheet El 2 Vouch Conig		Account Report	Journal (DOS) Ctrl+J	F5 Payment
Customer Report Broker Report Broker Report Detail Ledger Supplier Report Cash Book Sale Report Trial Balance Purchase Report Moved Account Srummary Account Group Balance Trading A/c and Profit & Loss Balance 'S OutStanding Trading A/c and Profit & Loss Balance Sheet Balance Sheet		VAT Report	• Journal	F6 Receipt
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Supplier Report Sale Report Purchase Report Stock Report Other Report Customer's OutStanding Graphical Report Fig Sale Return Fig Purchase Fig Sale Return Fig Purchase Fig Sale Return Fig Purchase Fig Sale Return Fig Purchase Fig Sale Return Fig Substanting Graphical Report Fig Sale Return Fig Substanting Graphical Report Fig Sale Return Fig Substanting Graphical Report Fig Sale Return Fig Substanting Graphical Report Fig Substanting Graphical Report Fig Substanting Graphical Report Fig Substanting Fig Substantin		Broker Report	Detail Ledger	F8 Sale
Sale Report Purchase Report Stock Report Other Report Customer's OutStanding Graphical Report Fil Control Room Fil Control Room Fi		Supplier Report	Cash Book	F9 Purchase
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Stock Report Account Group Balance Other Report Trading A/c and Profit & Loss Balance Sheet F11 Control Room F12 Vouch Confg Graphical Report		Purchase Report	Moved Account Summary	"F8 Sale Return
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Graphical Report Balance Sheet F12 Vouch Confg Graphical Report Graphical Report Graphical Report		Other Report	Trading A/c and Profit & Loss	F11 Control Room
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iotal		-54,747.00	Total		-54,747.00	
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