

ENTRY

NEW ACCOUNT

SETTINGS

This Utility is Designed,
made and provided By
PULKIT SHARMA,
contact details below
for more Support

SATAX

Sharma accounts and taxation solutions

MOB: 9632192440

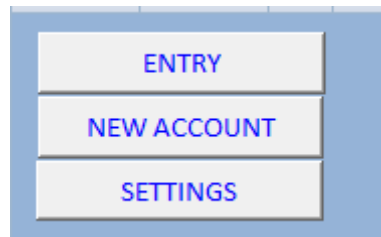
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BASIC INSTRUCTIONS

- Enable Macros.
- Do not Insert or Delete any Row/Column anywhere in this Workbook.
- “Data Entry” is the only Sheet which should be used for updating transactions, do not directly modify any transaction entered.
- Master, Trial Balance Profit – Loss are automated sheets, do not change any Formula.
- Do not change any Formula anywhere in Excel.
- Before recording any transaction update the Opening Bank balance in Master sheet(Cell F3 or G3).

HOW TO USE

- On Home Screen you can see 3 Buttons



- Click on ‘**NEW ACCOUNT**’ to Create a New Party/Expenses / Income/Asset Item.
- Click on ‘**ENTRY**’ to Record a Transaction (Ex: Making Bill, Recording Expenses Etc.)
- Click on ‘**SETTINGS**’ to update the basic information about your business.

HOW TO RECORD A TRANSACTION

- Click on ‘**ENTRY**’ button on Home Tab to Record a Transaction (Ex: Making Bill, Recording Expenses Etc.)
- Options are available on screen select the appropriate option (For example Select SALE button if you want to record and issue a Sale Bill/Invoice).

☒ SALE	☐ EXPENSE JOURNAL	☐ INCOME JOURNAL	☐ JOURNAL	☐ RECEIPT	☐ PAYMENT	☐ DEBIT NOTE	☐ CREDIT NOTE
☐ NO TDS				☐ NO TDS	☐ NO TDS		

- Fill the Respective Form appearing on screen.

PARTY	DATE	DISCRIPTION	AMOUNT	SERVICE TAX
Tds Payable	21-May-12			0
				UPDATE

ABOVE FORM APPEARING ON SELECTING SALE BUTTON

- After filing form click on update.
- On clicking 'UPDATE' button, 'OUTPUT' will open. Select the appropriate button. And Print the Bill/Voucher, If required.

☐ Tax Invoice

☐ Debit Note

☐ Credit Note

☒ Journal

☐ Bank Voucher

SELECT APPROPRIATE OPTION.

HOW TO CREATE NEW ACCOUNT

- Click on '**NEW ACCOUNT**' button on Home Tab to Create a New Party/Expenses / Income/Asset Item .
- Following Screen will appear

☐ Party Account/Asset/Liability account
 ☒ Expense head Account
 ☐ Income Accounts
 HOME

ACCOUNT NAME	Opening balance (if middle of year)	CATEGORY	OTHER
UPDATE			

- Fill the Form and click on Update.

HOW TO CHANGE SETTINGS

- Click on 'SETTINGS' button on Home screen.
- Following screen will appear

SETTINGS		HOME
COMPANY NAME	ABC LTD	
COMPANY ADDRESS	#110, 7THCROSS ROAD, VIJAYANAGAR, BANGALORE, KARNATAKA - 560040	
COMPANY PAN	12345678910	
COMPANY SERVICE TAX NUMBER	1.23429E+11	
SERVICE TAX RATE	12.36%	
TDS HEADS	TDS - PROFESSIONAL/TECHNICAL	
	TDS - SALARY	
	TDS - RENT	
	TDS - COMMISSION	
	TDS - INTEREST	
	TDS - CONTRACT	
WEBSITE:	WWW.ABCLTD.COM	
TELEPHONE		
MOBILE	9632192440	
EMAIL:	pulkitsharma28@gmail.com	

ABOVE FILLED SCREEN WILL APPEAR, CHANGE THE INFORMATION ACCORDINGLY

- Fill the Form and click on Home Button

HOW TO VIEW PARTY ACCOUNT/EXPENSE/INCOME ACCOUNT

- Go to 'Trial balance' tab select the appropriate Pivot Table, and right click and select REFRESH.

Party Balance			Income/Expenses		
Values			Values		
PARTY	Sum of DEBIT	Sum of CREDIT	Row Labels	Count of DEBIT	Count of CREDIT
(blank)	0	0	(blank)		
Grand Total	0	0	Grand Total		

SELECT YOUR REQUIRED PIVOT TABLE FROM ABOVE PIVOT TABLES AND REFRESH

- Double click the Amount appearing in front of Party/Expense/Income account you want to view.

For further Assistance/Clarification Call 9632192440 or mail at pulkitsharma@sataxsolutions.com

This utility is from

SHARMA ACCOUNTS AND TAXATION SOLUTIONS (SATAX) – Professionals