

ABCAUS is one for all solution for a small professional firm. It provides synchronised outputs and provisions for:

- 1. Bill Issue**
- 2. Receipt Issue**
- 3. Accounting**
- 4. Client Outstanding Tracking**

Though ABCAUS has been conceptualised for "*Cash Basis of Accounting*", provisions have been made to know the status of receivables from Client and also current Service Tax Liability amount is also displayed.

Let's Begin;

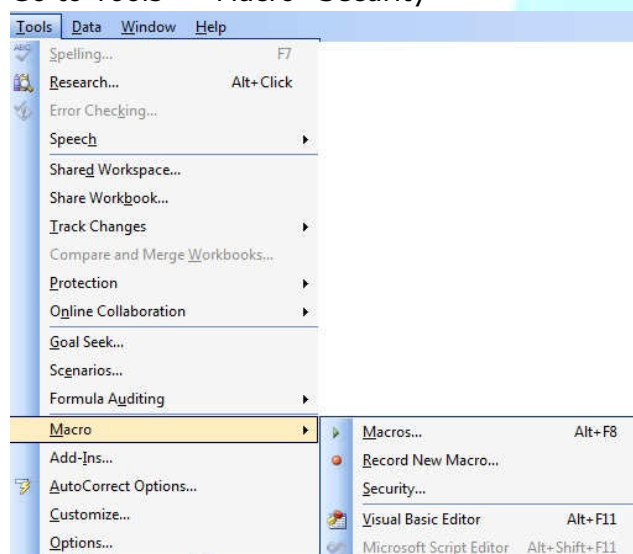
A. Configuration Settings:

A.1 Macro should be enabled

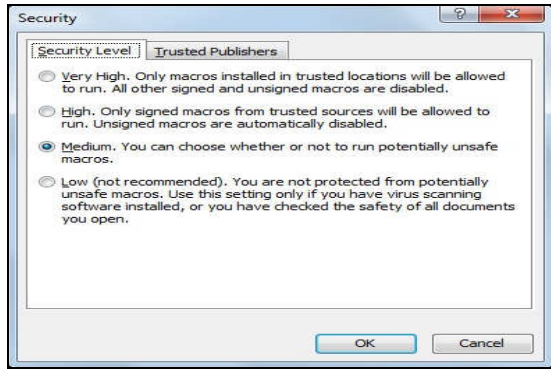
Macro must be enabled to use the ABCAUS. For this you will need the following steps:

In Excel 2003 or earlier versions

Go to Tools> >Macro>Security



Set macro Security to Medium



On File Opening you will be asked to enable macros, Choose Enable Macros



In Excel 2007 or later versions

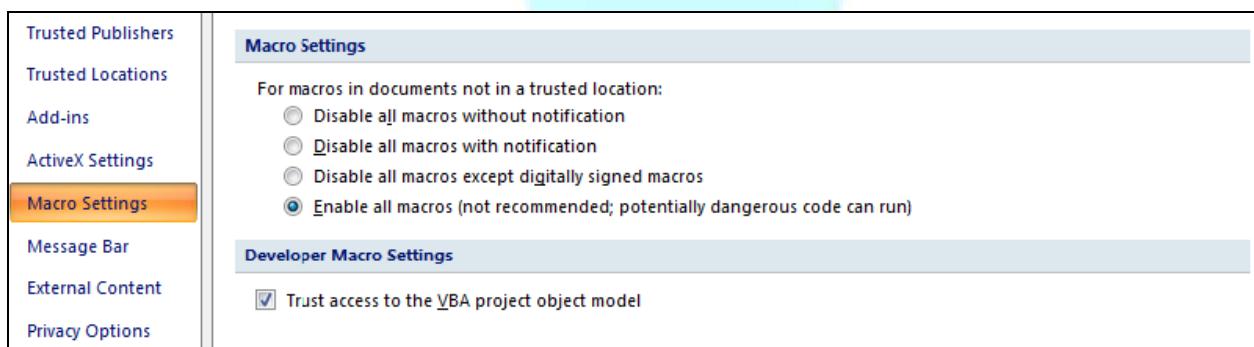
Run Excel2007 then click Office Button at the topmost left



Go to **Excel Option>Trust Centre>Trust Centre Settings>Macro Settings**, then check the following two settings

Enable All Macros

Trust Access to the VBA Project Object Model



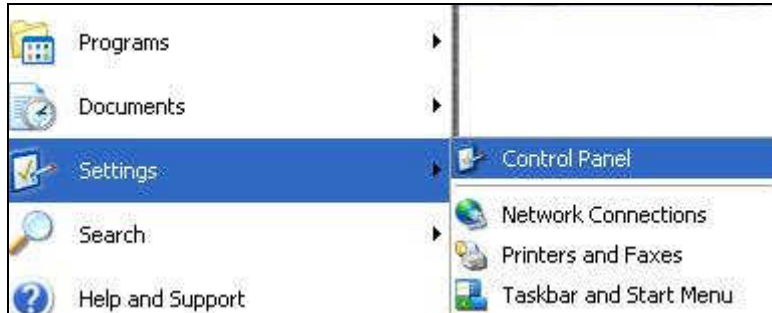
A.2 Regional Settings

The date format must be set to English (UK) in the user's computer

For this you will need the following steps:

In Excel 2003 or earlier versions

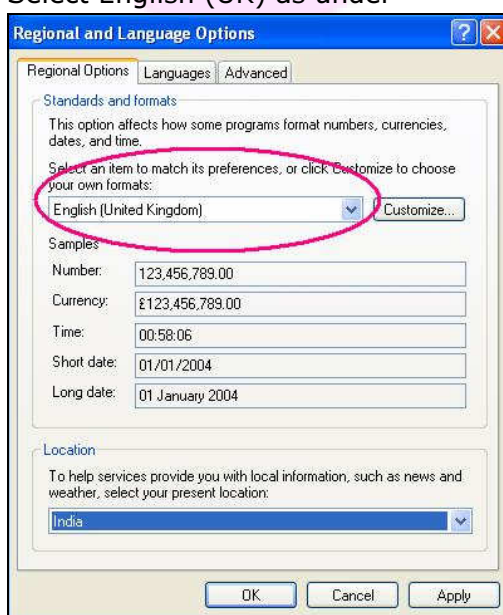
Go to **Start >Settings >Control Panel**



Select Regional and languages Settings:

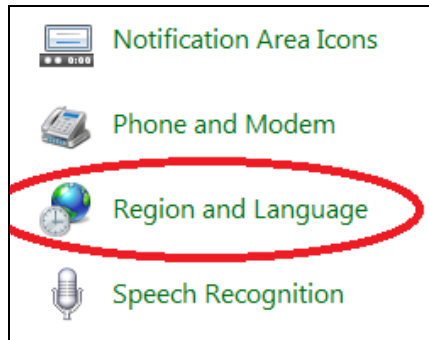


Select English (UK) as under



In Excel 2007 or later versions

Go to **Start >Control Panel> Region and language**



Under Format, select English (UK) click Apply and Apply



B. Data Entry:

B.1 Database Creation

Before you should make any entry, database must be created. Go to database from the main menu and create basic database like name , address of the firm, opening Trial Balance Entries and heads of Income and Expenditures.

B.2 Client Records

ABCAUS has been designed on Cash basis of Accounting. However, as said earlier for memorandum record purpose it allows you to keep a track of your dues from Clients. You are required to create Clients database as on 1st day of the accounting year.

From Main Menu> Go to Registers>Clients Records>Add or Modify Openings

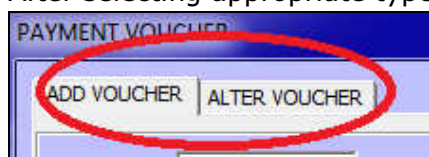
Add the names and opening due balances from the client here.

B.3 Voucher Entries

From Main Menu> Go to Voucher Entry and Select type of Voucher

B.4 Voucher Alteration

After selecting appropriate type of Voucher you can add or alter vouchers



Use DD/MM/YYYY Format.

User can also alter/edit voucher from Main Menu>Accounts>DayBook through Button

Edit Vouchers

Press Edit Button and cells shall be unlocked for editing voucher. After you have made required changes, press "Update" Button.

C. Issue of a BILL/Receipts to Client:

Bill /Receipt Numbers

ABCAUS shall auto calculate Bill /Receipt Numbers after you put the starting Number of the Bill/Receipt.

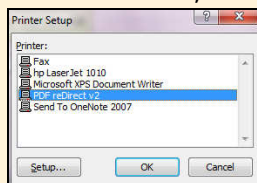
Printing of Bills/Receipts

After the Bill/Receipt is finalised,

click on "Print and Save" Button

Print and Save Bill

Print and Save Receipt



You shall be asked to select a printer

Once you select the printer and click OK, the Bill/Receipt shall be printed and the details of the same shall be summarised automatically to Bill /Receipt Register which can be viewed from Main Menu>Registers>

If the Bill/Receipt is not final and you want just a draft Bill/Receipt, use

Print Draft Bill

It is advisable to select a PDF Printer for printing of final Bills/Receipts and keep them saved in hard copies for future retrieval

D. Cancellation of A Bill or Receipt:

Cancellation of a Bill

In case a Bill issued to a client is required to be cancelled, follow the following Steps:

- (a) Delete the contents of the entire row containing Bill to be cancelled in Bill Register
Go to Main Menu>Registers>Bill Register
Use Edit Button to unlock the cells and remove the contents of the complete row.
Use Lock Button to again lock the unlocked cells.
- (b) Delete the contents of the entire row containing Bill to be cancelled in Clients Ledger
Go to Main Menu>Registers>Clients Record>Clients Register
Use Edit Button to unlock the cells and remove the contents of the complete row.
Use Lock Button to again lock the unlocked cells.

Note: Though you shall be able to delete the entries of the Bill. You can't use the same Bill Number again.

Cancellation of a Receipt

In case a Receipt issued to a client is required to be cancelled, follow all the following three Steps:

- (a) Delete the contents of the entire row containing Receipt to be cancelled in Receipt Register
Go to Main Menu>Registers>Receipt Register
Use Edit Button to unlock the cells and remove the contents of the complete row.
Use Lock Button to again lock the unlocked cells.
- (b) Delete the contents of the entire row containing Receipt to be cancelled in Clients Ledger
Go to Main Menu>Registers>Clients Record>Clients Register
Use Edit Button to unlock the cells and remove the contents of the complete row.
Use Lock Button to again lock the unlocked cells.
- (c) Delete the entry from the Day book
As per Steps in B.4 above, alter the concerned Receipt Voucher.

Note: Though you shall be able to delete the entries of the Receipt. Receipt Number and date of the cancelled Receipt shall continue to be reflected in day Book.

E. View Accounts:

Day Book

Daybook can be viewed from Main Menu>Accounts>DayBook

Cash Book/Bank Book

Cash or Bank Book can be generated from Main Menu>Accounts>cash Book/Bank Book>Generate

Ledger Accounts

Any Ledger Account can be generated from Main Menu>Accounts>Ledger Accounts

Client Ledger Accounts

Any Client Ledger Account can be generated from Main Menu>Registers> Client Records>Client Ledger.

Trial Balance

Trial Balance can be accessed from Main Menu>Accounts>Trial Balance

Balance Sheet

Balance Sheet is available for viewing at Main Menu>Accounts>BalanceSheet

Profit and Loss Account

P&L Account is available for viewing at Main Menu>Accounts>Profit and Loss Account

F. View Registers:

Bill Register

Summary of Bill raised is available at Main Menu>Registers> Bill Register

Receipt Register

Summary of Receipts issued is available at Main Menu>Registers> Receipt Register

Clients Record

Summary of Clients Outstanding is available at Main Menu>Registers> Client Records

G. Navigation:

Use  Button to come to main menu from any sheet.

H. Pop-up Help Boxes

Popup Help Boxes have been added to assist ABCAUS users, read them carefully.

I. Exiting ABCAUS

Use Exit Button at the main menu to close ABCAUS.



If any user encounter any error or have any query feel free to write to me at lohni@yahoo.com

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