SHE Technologies

A Software, Web Development & Consultant Co.

Accounts.Net Guide

Ver 1.6

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SHE Technologies

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1. Accounts User Guide

1.1. Open GL Account

Go to Menu: Accounts → Entry → Create Account

- Click "COA"
- Click on Head (To open account under this head) i.e. TENGIBLE ASSETS

- Give Account Title
- Save

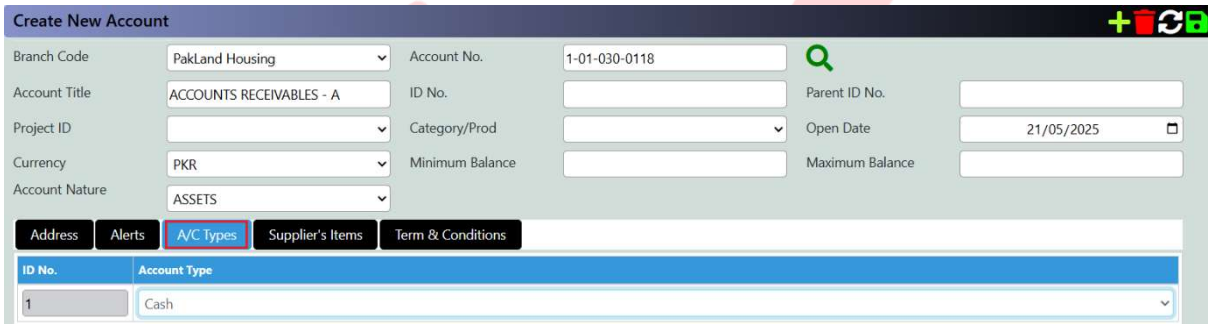
1.1.1. Account Type

- You can assign Multi Account Types to Cash and Bank Accounts.
  i.e. Cash, Bank, Cash + Bank, Etc.

1.2. Update - Account Title

Go to Menu: Accounts → Entry → Update Account

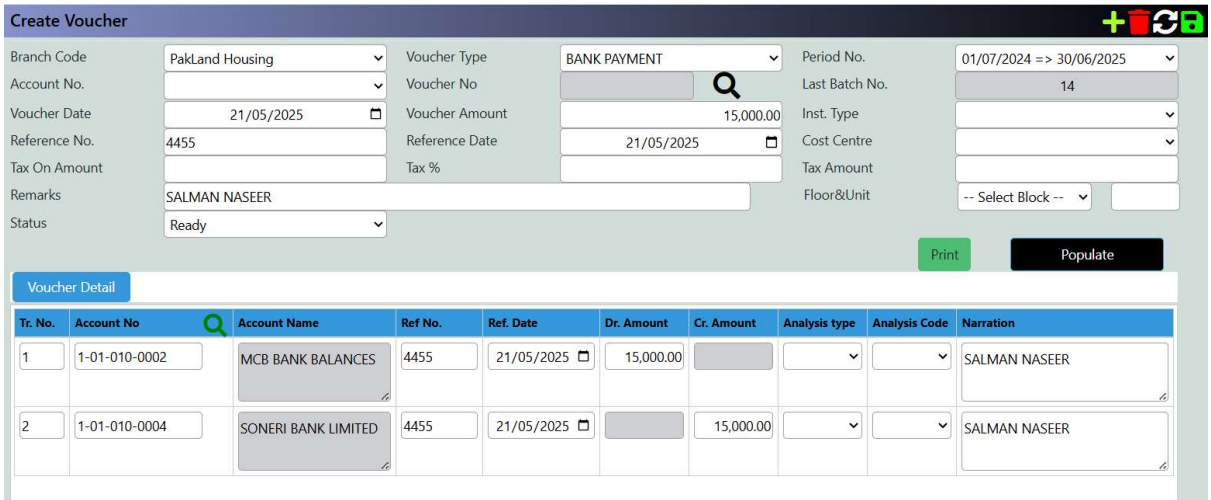
- Click search button
- Select Account
- Change Title
- Save



1.3. Voucher Creation

Go to Menu: Accounts → Entry → Create Voucher

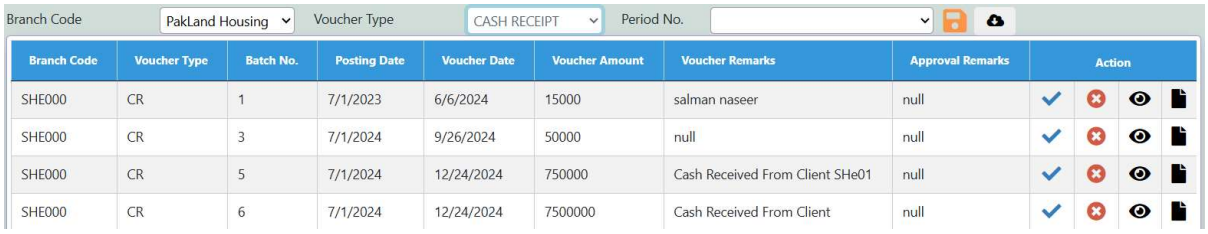
- Select Voucher Type I.e. Cash Payment
- Select Posting Period i.e. 01/07/2020
- Voucher Date
- Instrument Type (**Optional** for Bank Vouchers)
- Reference No. (**Optional**)
- Reference Date. (**Optional**)
- Remarks
- Cost Center (Optional)
  (See analysis Code section to Open Cost Center)
- Enter Voucher Detail Lines (Dr / Cr)
- Analysis Code **Optional**
  Use cost center for accounts in voucher detail lines.
- You can click "A/C Open" to Open new account during voucher posting



1.4. Voucher Finalize (All)

Go to Menu: Accounts → Entry → Voucher Finalize

- Select Voucher Type i.e. Bank Payment
- Tick voucher to finalize i.e. BP-308 / Select All
  You can click inquiry button to see voucher details before finalize
- **Save** To Finalize

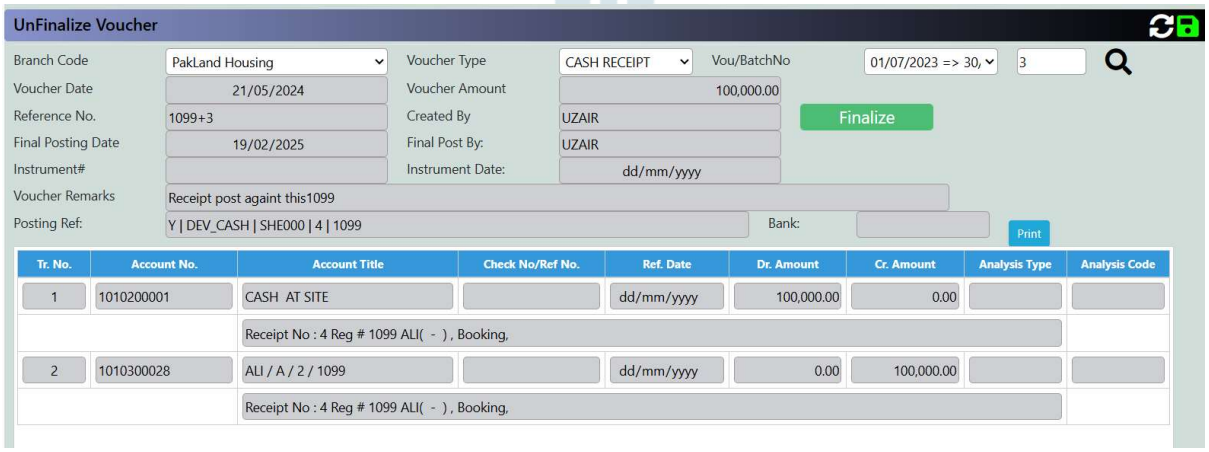


Branch Code	Voucher Type	Batch No.	Posting Date	Voucher Date	Voucher Amount	Voucher Remarks	Approval Remarks	Action
SHE000	CR	1	7/1/2023	6/6/2024	15000	salman naseer	null	
SHE000	CR	3	7/1/2024	9/26/2024	50000	null	null	
SHE000	CR	5	7/1/2024	12/24/2024	750000	Cash Received From Client SHe01	null	
SHE000	CR	6	7/1/2024	12/24/2024	7500000	Cash Received From Client	null	

1.5. Voucher Un-Finalize

Systems → Accounts → Un-Finalize Voucher

- Select Voucher i.e. Bank Payment, 01-07-2022, 16
- Save



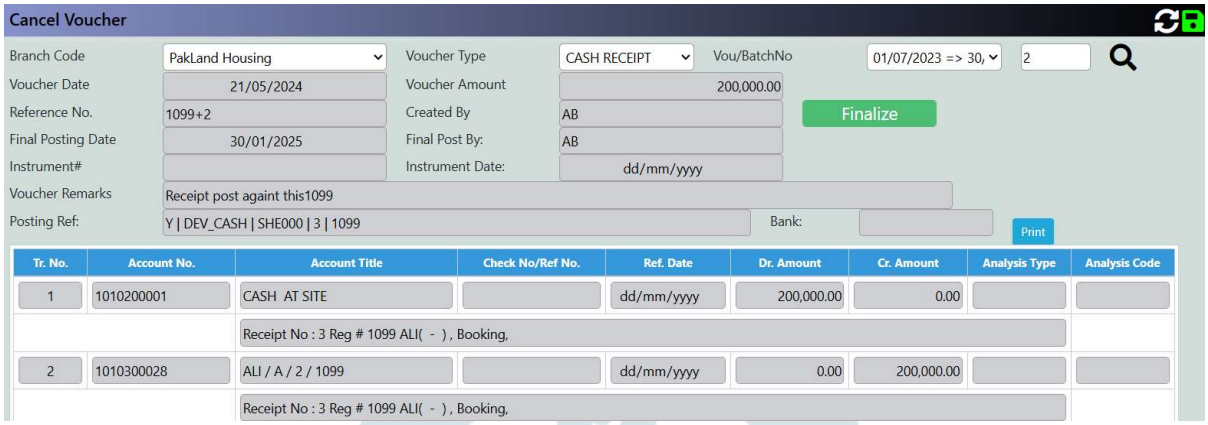
Tr. No.	Account No.	Account Title	Check No/Ref No.	Ref. Date	Dr. Amount	Cr. Amount	Analysis Type	Analysis Code
1	1010200001	CASH AT SITE		dd/mm/yyyy	100,000.00	0.00		
		Receipt No : 4 Reg # 1099 ALI(-) , Booking,						
2	1010300028	ALI / A / 2 / 1099		dd/mm/yyyy	0.00	100,000.00		
		Receipt No : 4 Reg # 1099 ALI(-) , Booking,						

Note: Only for manual voucher. (Not for auto vouchers)

1.6. Cancellation – Finalized Voucher

Go to Menu: Accounts → Entry → Voucher Cancellation

- Select voucher type + select posting period
- Enter Voucher No
- Save



2. Accounts Parameter Guide

2.1. Accounts Parameters

Go to Menu: Accounts → Parameters → Account Parameters

Account Parameter

Account Types | Voucher Type | Voucher No | COA Type | Currency | Product | Unit Wise Voucher Type

Voucher Type	Voucher Descritpion	Pay / Receive	Order No
BP	BANK PAYMENT	Payment	1
BPV	BANK PAYMENT VOUCHER	Payment	8
BR	BANK RECEIPT	Receive	2
BRS	BANK RECEIPT SALES	Receive	3
CP	CASH PAYMENT	Payment	4
CR	CASH RECEIPT	Receive	5
JV	JOURNAL VOUCHER		6
ONLINE	MOBILE APP	Receive	10
SJV	JV SALES	General	7

2.2. Unit wise Vouchers

Go to Menu: Accounts → Parameters → Account Parameters

- Write Account Type for Voucher Type to link
  i.e. BANKS for BP, BR
  i.e. CASH for CP, CR

Account Parameter

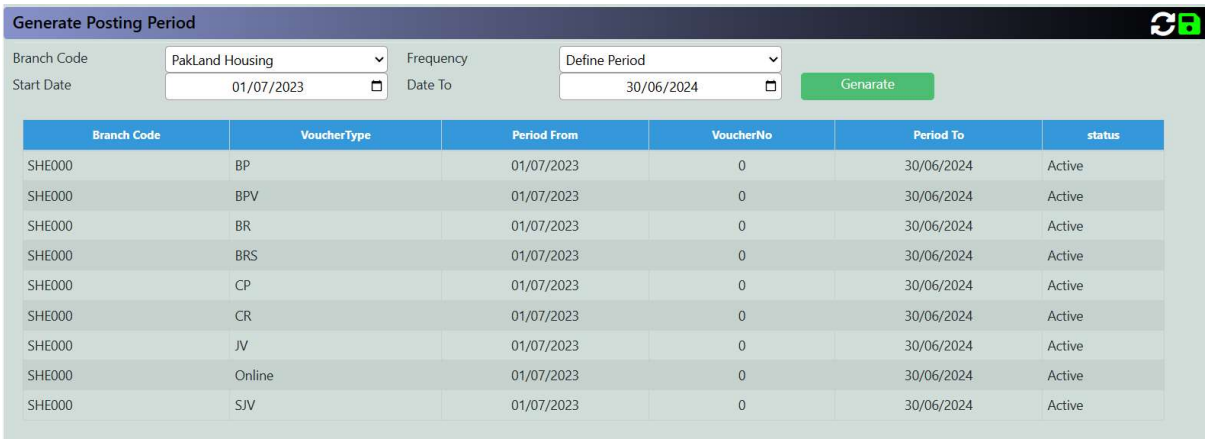
Account Types | Voucher Type | Voucher No | COA Type | Currency | Product | Unit Wise Voucher Type

Branch Code	Voucher Type	Voucher Category	Acount No
SHE000	BANK PAYMENT	Bank	BANKS
SHE000	BANK RECEIPT	Bank	BANKS
SHE000	CASH PAYMENT	Cash	CASH
SHE000	CASH RECEIPT	Cash	CASH
SHE000	JOURNAL VOUCHER	Journal	
SHE000	Mobile app	Journal	ONLINE TRANSACTION
SHE000	JV SALES	Journal	

2.3. Make New Posting Period

Maintenance → Accounts → Parameters → Make New Posting Period

- Select Branch
- Frequency = Defined Period i.e. 01/07/2023 to 30/06/2024
  1 posting period for all voucher types
- Click "Generate"
- OK + Save

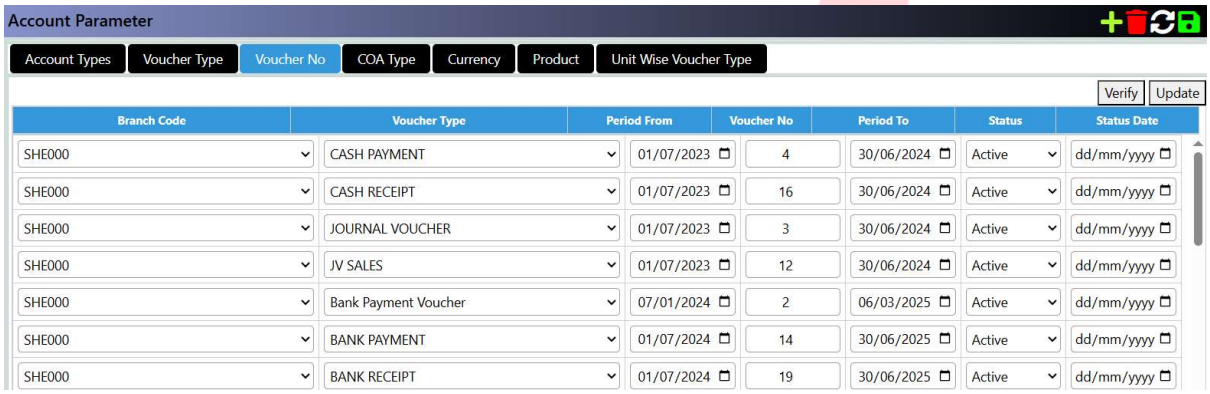


Branch Code	VoucherType	Period From	VoucherNo	Period To	status
SHE000	BP	01/07/2023	0	30/06/2024	Active
SHE000	BPV	01/07/2023	0	30/06/2024	Active
SHE000	BR	01/07/2023	0	30/06/2024	Active
SHE000	BRS	01/07/2023	0	30/06/2024	Active
SHE000	CP	01/07/2023	0	30/06/2024	Active
SHE000	CR	01/07/2023	0	30/06/2024	Active
SHE000	JV	01/07/2023	0	30/06/2024	Active
SHE000	Online	01/07/2023	0	30/06/2024	Active
SHE000	SJV	01/07/2023	0	30/06/2024	Active

2.4. Posting Period Active / Close (Changes / Deletion)

Maintenance → Accounts → Parameters → Account Parameters

- Select Status "Active / Close"



Branch Code	Voucher Type	Period From	Voucher No	Period To	Status	Status Date
SHE000	CASH PAYMENT	01/07/2023	4	30/06/2024	Active	dd/mm/yyyy
SHE000	CASH RECEIPT	01/07/2023	16	30/06/2024	Active	dd/mm/yyyy
SHE000	JOURNAL VOUCHER	01/07/2023	3	30/06/2024	Active	dd/mm/yyyy
SHE000	JV SALES	01/07/2023	12	30/06/2024	Active	dd/mm/yyyy
SHE000	Bank Payment Voucher	07/01/2024	2	06/03/2025	Active	dd/mm/yyyy
SHE000	BANK PAYMENT	01/07/2024	14	30/06/2025	Active	dd/mm/yyyy
SHE000	BANK RECEIPT	01/07/2024	19	30/06/2025	Active	dd/mm/yyyy

2.4.1. Update Voucher No.

- Voucher No is Last posted voucher
  i.e. Last CR posted is CR-13 as per above screenshot, and next will be CR-14
- Click **Verify** Button to Check if Voucher No. is OK
- Click **Update** Button if Voucher No. is Not OK + Save

2.4.2. Change / Delete Posting Period

- You can do changes in posting periods
  - Date Range Changes (In case of mistake in opening periods)
  - Voucher No. Changes
  - Status Changes
- You can Delete any posting periods
  (In case of mistakenly opened)

2.5. Chart of Accounts

Go to Menu: Accounts → Parameters → Chart of Accounts

- Select COA Type i.e. Main
- Add New Line to Add Head
  - COA No.
  - Title
  - Level
- You can do changes also

Chart Of Account

COA Type: Chart of Account

Ser No.	COA No.	Account Title	Level No.
1	1-00-000-0000	ASSETS	1
2	1-01-000-0000	CURRENT ASSET	2
3	1-01-010-0000	BANK BALANCES	3
4	1-01-010-9005	ONLINE TRANSATION	3
5	1-01-020-0000	CASH BALANCES	3

2.5.1. Chart of Accounts 4 Level

- For Posting at level 4 You need to define 3 levels in COA
- All posting accounts will be open under 3rd level of COA

PakLand Housing
Chart Of Account
Chart Of Account Type: Chart of Account
Up to Level: 3

Report ID: 31-9-91-01
Print Date: 21/05/2025
Print Time: 3:01 PM
Print By: SHE
Page No: 1 of 2

COA/AC No.	Account Title	Level No.
1-00-000-0000	ASSETS	1
1-01-000-0000	CURRENT ASSET	2
1-01-010-0000	BANK BALANCES	3
1-01-010-9005	ONLINE TRANSATION	3
1-01-020-0000	CASH BALANCES	3
1-01-030-0000	ACCOUNTS RECEIVABLES	3

2.5.2. Chart of Accounts 5 Level

- For Posting at Level 5 you need to define 4 levels in COA
- All posting accounts will open under 4th level of COA

Chart of Account - With Full Detail
Chart of Account Type : MAIN

Page 1 of 23
Date: 17/03/2021 04:12 pm
Print By: SU

COA/AC No.	Account Title	Level No.
1-00-000-0000-00000	LIABILITIES	1
1-05-000-0000-00000	CAPITAL & RESERVE	2
1-10-000-0000-00000	EQUITY	2
1-10-005-0000-00000	EQUITY	3
1-10-005-0005-00000	EQUITY	4
1-10-005-0005-00001	Equity - Salman Naseer	5
1-10-005-0005-00002	Equity - Usman Naseer	5
1-20-000-0000-00000	LONG TERM LIABILITIES	2

2.6. Account Opening Balances

Go to Menu: Accounts → Parameters → Account Closing Balances

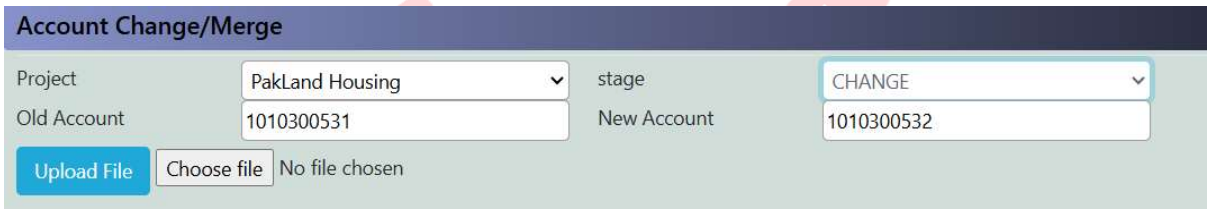
- Select Branch
- Can Type in Search and Click OK to Filter
- Enter Dr / Cr Balances
- Click "Post"

This balance will be opening balance when you see ledgers, trails, and different accounting reports.

2.7. Change Account No. (Change / Merge)

Go to Menu: Accounts → Parameters → Account No. Change

- Select Branch
- Old A/C # (Current Account No.)
- New A/C # (New Account No.)
- Click "OK"



3. Reports

30-11-01 - Ledger

PakLand Housing
PakLand Housing
Account Ledger
Account No : 1-01-010-0002
Title :MCB BANK BALANCES
From Date: 01/07/2024 **To:** 30/06/2025

Report ID: 31-9-11-01
Page No: 1 of 1
Print Date: 21/05/2025
Print Time: 03:31:22 PM
Print By: SHE

Opening Balance: 0 CR

Date	Vou. Type	Vou. No.	Transaction Narration	Ref/Chq. #	Ref/Chq. Dt	Dr. Amt	Cr. Amt	Closing Balance
12/10/2024	BP	3	Deposited in the bank	0124		0	500,000	**500,000 CR**
12/10/2024	BP	3	Deposited in the bank	0124		0	500,000	**1,000,000 CR**
22/10/2024	BP	4	,			0	100	**1,000,100 CR**
20/12/2024	BP	9	Being advance salary paid to Mr.Babar via bank transfer	101023		100,000	0	**900,100 CR**
					Total :	**100,000**	**1,000,100**	

30-25-11 – Day Book

PakLand Housing
PakLand Housing
Day Book Report
From Date:14/12/2024 **To:**14/12/2024

Report ID: 31-9-25-11
Print Date: 21/05/2025
Print Time: 3:36 PM
Page No: 1 of 1

Credit					Debit				
Account No	**Account Title**	**Date**	**Vou.Type & No.**	**Amount**	**Account No**	**Account Title**	**Date**	**Vou.Type & No.**	**Amount**
1010100005	UBL	14/12/2024	BPV-1	40,000	1010100006	SHE TECHNOLOGIES	14/12/2024	BPV-1	40,000
Being payment of bills through bank					Being payment of bills through bank				
1010100005	UBL	14/12/2024	BPV-2	40,000	1010100006	SHE TECHNOLOGIES	14/12/2024	BPV-2	40,000
Being payment of bills through bank					Being payment of bills through bank				
1010300002	MURTAZA MARKETING	14/12/2024	CR-4	600,000	1010100005	UBL	14/12/2024	BP-5	40,000
Cash Received From Central Park					Being loan paid to Irfan via bank				
1010600001	IRFAN	14/12/2024	BP-5	40,000	1020400001	CENTRAL PARK	14/12/2024	CR-4	600,000
Being loan paid to Irfan via bank					Cash Received From Central Park				
			Total:	**720,000**				**Total:**	**720,000**

30-31-49 – Trail Balance

PakLand Housing
PakLand Housing
Multi LevelTrial Balance
From Acc: 0-00-000-0000 **To:** 9-99-999-9999
From Date:01/07/2024 **To:**21/05/2025
Up to Level: 3

Report ID: 31-9-31-41
Print Date: 21/05/2025
Print Time: 3:38 PM
Print By: SHE
Page No: 2 of 2

Acc Code	Account Descriptiom	Open Balance		Activity		Closing Balance	
		Debit	Credit	Debit	Credit	Debit	Credit
4-01-010-0000	SALARIES & WAGES	0	0	64,000	0	64,000	0
4-01-030-0000	ENTERTAINMENT EXPENSE	0	0	331,550	0	331,550	0
4-01-150-0000	OTHER EXPENSE	0	0	0	0	0	0
4-01-170-0000	DEALER REBATE	14,967,500	0	4,074,000	564,000	18,477,500	0
4-01-180-0000	FINE + EXTRA CHARGE	0	0	0	0	0	0
4-01-190-0000	FUEL EXPENSE	0	0	20,000	0	20,000	0
4-01-250-0000	PAYROLL	0	0	0	0	0	0
4-01-260-0000	REPAIR & MAINTENANCE VEHICLES	0	0	5,000	0	5,000	0
	Total	**50,820,000**	**53,320,000**	**728,921,439**	**728,921,439**	**617,130,415**	**619,630,415**

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