

# Capital plus Ver. 4.0

## User Manual

### Program Install

#### Date settings

Time Double Click Correct Month, date, Year Select -apply -Ok

#### Short date Format Settings

Start Click Settings Click-Control panel Click – Date,Time,Lanuage and Regional Options Click- Regional and Lanuage Options Click –Customize Click- Date Click-Short date Format-Type -dd/mm/yyyy- Apply click – Ok –Click , Apply click – Ok –Click

#### Setup Install

Setup Double Click- Setup Double Click- Ok –Change Directory Click- Drives –Select Drive Eg:D,E,F (Any One Select)- Path – D:\ Type Capital Plus –Yes Click-Computer Icon Click – Ok Click

#### General Programms

Package Double Click General Double Click – Copy (Precision Accountant Icon ,Data Icon ,Pcn Dll Icon ,Pcn Ocx Icon)- My computer Double click – Local Disk(D) Double Click- Capital Plus – Double Click – Paste-Yes To all – click- Data Double Click – Delete No need Data – Apply All Patch (One by One)- Precision Accountant Icon – Mouse Right Button Click – Send To Deskstop Click-Shortcut To Precision Accountant Icon – Mouse Right Button Click –Rename Click – Capital Plus Ver 4.0

**Company Group Creation** Capital Plus Ver 4.0 – Double Click –Cancel Click - New Click – Company Group Click- Company Code – Select Data (PIN,TIN)- Group Name- Company Name Type- Update - Click

**Company Creation** Capital Plus Ver 4.0 – Double Click –Cancel Click- New Click – Company Click- Ok Click- Company- Select Data(TIN,PIN)- Rename Data(Company Name)- Print Name reports – Type Company name, Address – Type Address,

Reg.No1: Type TIN:/PIN:;Reg.No3 – THE KRALA VALUE ADDED TAX RULES 2005- Update Click

#### Patch Run

Capital Plus Ver 4.0- Mouse Right Button Click- Property Click, Find Target –Click- Data Double Click-  
Apply All Patch (One by One)

## **Start Program**

Double Precision Accountant icon on the Desktop  
Click 'Connect'  
Click 'OK'

## **Close Program**

Click Master  
“ Exit  
“ Cancel  
“ Yes

## **New Item Creation**

Click Master  
“ Item Master  
Press F5  
Item code - Type Item code  
Description – Type Item Name  
Print Name – Press Enter  
Group – Type Group Name  
Tax% -Type Tax%  
Unit – Select 'Pcs'  
To save an item press Ctrl+S

## **Stock Entry**

Click Master  
Item Master  
Press F5  
  
Select “Item code”  
  
Opening Stock Details  
  
Purate - Type Purchase Rate  
RRate Type Retail Rate  
Quantity – Type Stock Qty  
  
Press Ctrl+U to Update

## **Customer Creation**

Master  
Ledger  
Press F5  
Press Enter  
Account – Type Customer Name  
Under - Select 'Sundry Debtors' from the List  
Click Address  
Type Address and Other Details about the Customer  
Ctrl+ S to Save

## **Supplier Creation**

Master  
Ledger  
Press F5  
Press Enter  
Account – Type Supplier Name  
Under - Select 'Sundry Creditors' from the List  
Click Address  
Type Address and Other Details about the Supplier  
Ctrl+ S to Save

## **Bank Name Creation**

Master  
Ledger  
Press F5  
Bank - TickBank  
Press Enter  
Account – Type BankName  
Under - Select 'Bank Accounts/Bank OD account' from the List  
Ctrl+ S to Save

## **Expense Name Creation**

Master  
Ledger  
Press F5  
Press Enter  
Account – Type Expense Name  
Under - Select 'Expense' from the List  
Ctrl+ S to Save

## **Price Change**

Master  
Price List  
Select 'Item Code'  
Change the Rates  
Press Ctrl+ U to Update

## **Sales – Billing**

Transaction  
Sales  
Press F5  
Bill no – Enter  
Date – Enter  
Account – Select 'Customer Name'  
Party name – Enter  
  
Item code – Type Code  
Select Code  
Press Enter  
Description – Enter  
Billed Qty – Type Qty  
Rate- Type /Enter  
Next Code  
To Close Bill Press Enter Until ask Save yes/No  
Print Yes/No –Enter to Print the Bill

## **Purchase**

Transaction  
Purchase  
Press F5  
Bill no – Enter  
Date –Enter  
Account – Select Supplier Name –Enter  
P Bill no – Type Party's Invoice No  
P date –Type Party's Invoice Date  
Party name –Enter  
  
Item code – Type –Select item code –Enter  
Description –Enter  
Billed Qty-Type Quantity  
Rate – Type Rate

Next Item  
To Close Bill Press Ctrl+ S

## **Account Voucher Entry**

### **Payments**

Transaction  
Account Vouchers  
Voucher Type – Select 'Payments'  
Press F5 Press Enter  
Voucher No – Enter  
Voucher Date-Enter  
Particulars – type –Select Account –Enter  
Debit – Type Amount  
Cr –Enter  
Particular – Select 'Cash-In-Hand' – Enter  
Credit- Enter  
Narration – Type any Notes  
Press Enter Save

### **Receipts**

Transaction  
Account Vouchers  
Voucher Type – Select 'Receipt'  
Press F5 Press Enter  
Voucher No – Enter  
Voucher Date-Enter  
Particulars – type –Select Account –Enter  
Credit – Type Amount  
Dr –Enter  
Particular – Select 'Cash-In-Hand' – Enter  
Debit- Enter  
Narration – Type any Notes  
Press Enter Save

## **LEDGER BALANCE**

### **Customer Balance**

Report – Account – Ledger Balance – Group - Sundry Debtors (Select) - Account Name (Select) - Ok  
**Supplier Balance**

Report – Account - Ledger Balance – Group – Sundry Creditors (Select) - Account Name (Select) - Ok

## **STOCK REGISTER**

Reports – Stock Register – Current Stock List – Select Items – Ok

## **DAILY CASH BALANCE**

Report – Accounts – Daily Cash Balance (Select Date) – Ok – Date Double Click

## **BACKUP/ CLOSE PROGRAM**

Master – Exit

Browse – Local Drives - Select Backup (Double Click) – Ok – Backup - Completed Successfully – Cancel - Yes

## **UNIT CREATION**

Master - Unit master – F5 – Type Unit (Noes,Kg,Pkt,Gm)

Formal Name (Number,Kilograms,Packet,Grams)

Ctrl +S

## **SUBUNIT CREATION**

Master - Unit master – F5 – Select Unit (Pkt,)

Subunit – Click – Select item – Subunit select – Conversion Factor(Kg)

## **NEW VOUCHOR BOOK CREATION**

Master – Vouchor type – Type Vouchor Book (sale,Purchase)

Abbreviation – type(sal,Pur)

Vouchor type – select(Sale,Purchase)

Vouchor Account – sale Account/Purchase Account

Advanced – Click

click – (Allow bill wise entry, Show Bill sundry

Select - Default Rate

Ctrl +S

## **BILL SUNDRIES CREATION**

Master – Bill sundries – F5 – Sundry Name Type ([Vat@12.5%](#) Vat@4%)

Click - TaxA mount

Bill sundries – F5 – Sundry Name Type -(Cess, Cash discount, Rounded, Other Charges)

Ctrl +S

## **CONFIGURE BILL SUNDRIES**

Master – Configure Bill sundries – F5 - Voucher type – select Sale/Purchase - Bill sundries – Select - [Vat@12.5%](#) Vat@4% - Gross Amount – Click –Percentage – Type (4/12.5) – Operation – Add – Adjust in – Click – Select (Sale –[Out Put Tax12.5%/ Out Put Tax 4%]Purchase – In Put Tax12.5%/ In Put Tax4%) – ctrl +u

Configure Bill sundries – F5 - Voucher type – select Sale/Purchase - Bill sundries – Select – Cess –Tax Amount – Click - Percentage – Type (1) Operation – Add – Adjust in – Click- Select(Purchase –input cess/sale –Output cess) – ctrl+u

Configure Bill sundries – F5 - Voucher type – select Sale/Purchase - Bill sundries – Select – Cash Discount- Click -Tax amount -Operation – Deduct –ctrl+u

Configure Bill sundries – F5 - Voucher type – select Sale/Purchase - Bill sundries – Select – Rounded – Operation - None –Adjust in –Click – Select – Rounded – ctrl+u