Installation & Startup

Installing Kishan Accounting Software.

Kishan can be installed from CD / other media or it can be downloaded directly from the internet.

To download, go to:
http://www.aakashinfo.com/download/ksetup.exe

After downloading **ksetup.exe,** double – click on it to start installation.

To Install software from CD, insert Kishan accounting software CD into CD drive, setup will start automatically. If Setup does not start automatically, go to: **My Computer -> CD Drive**and double click on **ksetup.exe**

Press **Next** in setup screen to extract necessary Setup files on your computer. After files are extracted, welcome screen will appear. Here select installation path and type of software by pressing **Next** button than press **Finish** to install software in your computer.

Starting KishanAccounting Software.

To start Kishan accounting software, double click on icon on Windows desktop.

Masters

New Company (Firm)

After starting Kishan software, list of existing companies will appear on the screen. To create new company, press **F3**key or click on **NEW**button.

In company creation screen, enter all relevant details for the company (firm) like State, Language for operation, Company Name etc. Additional details like company PAN/TAN/TIN/CST Nos., address detailetc. can be given by pressing **Next**button.

Click **Finish**button to create new company.

*Note:*To change details of existing firm, press **F4**or click**EDIT**button.

New Account

To create new account, go to following menu option.

Option: **Master -> Account**

In this option, list of all existing accounts will be displayed. To create new account just press **INSERT**or click on the **ADD**button. New account creation screen will appear.

In this screen, give details for the account like Account Name, Alias or code, group for the account. Depending on the account's group, different other details will be shown. Enter relevant details here and press **CTRL+ENTER** or clickon**OK**button to create new account.

All the behavior of an account depends on group of that particular account. Following is help regarding selection of account group.

Type Of Account	Suggested Group
Supplier Party	Sundry Creditors
Customers	Sundry Debtors
Bank Account (Current/Savings etc.)	Bank Accounts (Banks)
Bank CC/OD Accounts	Bank OCC A/C
Cash Account	Cash In Hand
VAT Accounts	Duties & Taxes (Type – VAT)
TDS Accounts	Duties & Taxes (Type – TDS)
Bank Loans	Loans (Liability)
Furniture / Car / Buildings etc.	Fixed Assets
Deposits (NSC/Tele. Deposit etc.)	Deposits (Asset)
Partner/Proprietor Accounts	Capital Accounts
Expenses Related to Sale/Purchase	Expenses (Direct)
Other Expenses (Tea / Office Exp. etc.)	Expense Account

*Note:*New account can also be created from accounts list at the time of entry by pressing **F3**or clicking on **NEW**button.To edit existing account, press **F4** or click on **EDIT**button and press **CTRL+Y** or click on **DELETE**to delete.

To enter opening balances of all accounts, go to following option:

Option: **Report -> Balance Sheet ->Trial Balance -
>Opening Balance**

New Product

To create new Product, go to following option:

Option: **Master -> Product**

Here, list of all existing products will be displayed. To create new product, just press **INSERT**or click on the **ADD**button. New product creation screen will appear.

In the product information screen, enter all relevant details of the product like Product name and press **CTRL+ENTER**or click on **OK**button to create new product.

*Note:*New product can also be created from product list at the time of entry by pressing **F3**or clicking on **NEW**button. To edit any existing product press **F4**or click on **EDIT**button and for deletion, press **CTRL+Y** or click **DELETE**button.

New Seller

To create new Seller, go to following option:

Option: **Master ->Seller Master**

Here, list of all existing sellers will be displayed. To create new seller, just press **INSERT**or click on the **ADD**button. New seller creation screen will appear.

In the seller information screen, enter all relevant details of the seller like Seller name and press **CTRL+ENTER**or click on **OK**button to create new seller.

*Note:*New Seller can also be created from seller list at the time of entry by pressing **F3**or clicking on **NEW**button. To edit any existing seller press**F4**or click on **EDIT**button and for deletion, press **CTRL+Y** or click **DELETE**button.

New Vehicle

To create new Vehicle, go to following option:

Option: **Master -> Vehicle Master**

Here, list of all existing vehicle will be displayed. To create new vehicle, just press **INSERT**or click on the **ADD**button. New vehicle creation screen will appear.

In the vehicle information screen, enter all relevant details of the vehicle likeVehicle name and press **CTRL+ENTER**or click on **OK**button to create new vehicle.

Note: New Vehicle can also be created from vehicle list at the time of entry by pressing **F3**or clicking on **NEW**button. To edit any existing vehicle press**F4**or click on **EDIT**button and for deletion, press **CTRL+Y** or click **DELETE**button.

Trading

Purchase Entry

1. **Weight Slip Entry**
   Option: **Trading -> Weight Slip**

Here give date for weight slip and if purchasing for other party than select purchaser party name and then select Item. If we are purchasing for ourselves than create Self Account under Sundry Creditors group and select as purchaser party.

List of existing weight slips for particular date/party/item will be displayed. Here enter **New** weight slip by pressing **Enter** on blank line. Give details like Party Name, Quality etc.To **Edit** existing entry, go to that entry and press **Enter.** To**Delete**entry, press **CTRL+Y** on that entry.

Note:
a) Expenses and VAT details can be set from **Setup -> Voucher Setup ->Purc. Invoice ->Entry Type & Extra Details**options.
b) To change details like Purchaser party / Item / Date etc., click on **Change Det.**Button or press **F5.**

2. **Purchase Statement**
   Option: **Trading -> Purchase Statement**

List for Statements will be displayed. Press **INS**or click on **NEW** button to add entry.

Here, give details like Challan No./Date, Purchaser Name, Item Name, Quality (If statement is for selected quality), Weight slip

from and to date. All the weight slip entries matching above criteria will be displayed. To change any entry, go to that entry and press **Enter.** To **Delete** entry, press **CTRL+Y** on that entry.

Note:
a) Expenses details can be set from **Setup -> Voucher Setup ->Purchase Statement ->Entry Type & Extra Details** options.
b) To prepare purchase statement from Purchase Bill instead of weight slip go to **Setup -> Voucher Setup ->Purchase Statement** and set option, **Purchase Statement From** to **Purchase.**

1. **Purchase Invoice**
   Option: **Trading-> Purchase Entry ->Purchase Invoice**

List for Purchase bills will be displayed. Press **INS** or click on **NEW** button to add entry.

In Purchase bill entry, enter details like Cash/Debit bill, Party name, Expense Type, Date, Bill no. etc. Than enter product detail, like Product Name, Qty, Rate and Amount. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER** on that entry and press **CTRL+Y** to delete entry. Enter details of

expenses (Freight/Labour etc.) and VAT and press **CTRL+ENTER** or click on **OK**button to save entry.

Note:
a) To Generate Purchase Bill from Weight Slip, use following option:
   Trading -> Purchase Entry ->Bill From Slip
b) Expenses and VAT details can be set from **Setup -> Voucher Setup ->Purchase Invoice ->Entry Type & Extra Details**options.
c) To print Purchase bill after saving it, go to **Setup -> Voucher Setup ->Purchase Invoice.**Set **Online Bill Printing**option to **Yes** and select bill printing format and enter no. of copies to print.
d) For Online E-Mail, SMS also set appropriate options from **Setup -> Voucher Setup ->Purchase Invoice**

2. **Purchase Return**
   Option: **Trading-> Purchase Entry ->Purchase Return**

   From above option, Purchase return entry can be entered. Method of entry and other options are similar to purchase invoice.

3. **Purchase Challan**

Option: **Trading-> Purchase Entry ->Purchase Challan**

From above option, Purchase Challan entry can be entered. Method of entry and other options are similar to Purchase invoice.

Note:

a) To use Challan option, first go to **Setup -> Company Setup ->Advance Setup**and set option **Challan Required** to **Yes**

b) To prepare Bill from Challan, go to **Option**: **Trading-> Purchase Entry ->Bill from Challan.**

c) To view Pending Challan, go to **Report -> Trading ->Sauda/Challan->Receipt Challan**

4. **Purchase Sauda**

Option: **Transaction -> Purchase Entry ->Purchase Sauda**

From above option, Purchase Sauda entry can be entered. Method of entry and other options are similar to purchase invoice.

Note:

a) To use Sauda option, first go to **Setup -> Company Setup ->Advance Entry**and set option **Sauda Required** to **Yes**

b) To adjust Sauda against Purchase Bill / Challan, at the time of Bill / Challan entry, press **CTRL+O** or click **Sauda**for list of pending sauda.

c) To view Pending Sauda, go to **Report -> Trading ->Sauda/Challan->Purchase Sauda**

Sales Entry

1. Sales Invoice

Option: **Trading -> Sale Entry ->Sales Invoice**

List for Sales invoice will be displayed. Press **INS**or click on **NEW** button to add entry.

In sales invoice entry, enter details like Cash/Debit bill, Party name, Inv. Type, Date, Bill no. etc. Than enter product detail, like Product Name, Qty, Rate and Amount. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER**on that entry and press **CTRL+Y**to delete entry. Enter details of expenses (Freight/Discount etc.) and VAT and press **CTRL+ENTER** or click on **OK**button to save entry.

Note:

a) Expenses and VAT details can be set from **Setup -> Voucher Setup ->Sales Invoice ->Entry Type & Extra Details**options.

b) To print Sales bill after saving it, go to **Setup -> Voucher Setup ->Sales Invoice.**Set **Online Bill Printing**option to

Yes and select bill printing format and enter no. of copies to print.

c) For Online E-Mail, SMS also set appropriate options from **Setup -> Voucher Setup ->Sales Invoice**

3. **Sales Return**
   Option: **Trading -> Sales Entry ->Sales Return**

   From above option, Sales return entry can be entered. Method of entry and other options are similar to sales invoice.

4. **Sales Challan**
   Option: **Trading -> Sales Entry ->Sales Challan**

   From above option, Sales Challan entry can be entered. Method of entry and other options are similar to sales invoice.

   Note:
   a) To use Challan option, first go to **Setup -> Company Setup ->Advance Setup**and set option **Challan Required** to **Yes**
   b) To prepare Bill from Challan, go to **Option**: **Trading-> Sales Entry ->Bill from Challan.**
   c) To view Pending Challan, go to **Report -> Trading ->Sauda/Challan->Issue Challan**

5. **Sales Sauda**
   Option: **Trading-> Sales Entry ->Sales Sauda**

From above option, Sales Sauda entry can be entered. Method of entry and other options are similar to sales invoice.

Note:
a) To use Order option, first go to **Setup -> Company Setup ->Advance Setup**and set option **Sauda Required** to **Yes**
b) To adjust order against Sales Bill / Challan, at the time of Bill / Challan entry, press **CTRL+O** or click **SAUDA** for list of pending orders.
c) To view Pending Order, go to **Report -> Trading ->Sauda/Challan->Sales Sauda**

Stock Entry

1 **Stock Journal / Production.**
Option: **Trading-> Stock Entry ->Stock Journal**
Trading-> Production

List for vouchers will be displayed. Press **INS**or click on **NEW** button to add entry.

In Stock Journal / Production entry, enter Voucher Date &No, select Process (Excess/Shortage/General) in case of Stock Journal & Other Process in case of Production entry. In Production, you can create new process by pressing **F3** or clicking on **NEW** button. After process selection, production

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entry which is defined in Process will come automatically. Details of more than one product can be entered by pressing Enter on blank line. To edit existing entry, press **ENTER**on that entry and press **CTRL+Y**to delete entry. Press **ENTER** or click on **OK**button to save entry.

Note:
a) To Enable Production / Stock Journal vouchers, go to **Setup -> Company Setup ->Advance Setup**option.
b) To setup process definition of Production voucher, go to **Master -> Process Master**

Commission

Seller Entry

1. Inward Entry
Option: **Commission -> Inward Entry**

List for vouchers will be displayed. Press **INS**or click on **NEW** button to add entry.

In Inward Entry, enter Voucher Date & No, Seller Name, Vehicle No. etc. and then enter product details like Product Name Bags & KG. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER**on that entry and

press **CTRL+Y**to delete entry. Press **ENTER** or click on **OK**button to save entry.

Note:
a) To generate auto Truck rent payment voucher, go to **Setup ->Voucher Setup->Inward Entry**and set **Generate Auto Truck Rent** voucher to **Yes**.
b) Advance given to Seller against Inward can also be entered in Inward voucher entry.

2. **Seller Bill**
   Option: **Commission -> Seller Bill**

   List for vouchers will be displayed. Press **INS**or click on **NEW** button to add entry.

   In Seller Bill entry, enter Voucher Date & No, Seller Name, and Vehicle No. etc. and then enter product details like Purchaser Name, Product Name Bags & KG. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER**on that entry and press **CTRL+Y**to delete entry. Press **ENTER** or click on **OK**button to save entry.

   Note:
   a) Expenses details can be set from **Setup-> Voucher Setup ->Seller Bill ->Entry Type & Extra Details**options.

b) To print Seller bill after saving it, go to **Setup -> Voucher Setup ->Seller Bill.**Set **Online Bill Printing**option to **Yes** and select bill printing format and enter no. of copies to print.

c) For Online E-Mail, SMS also set appropriate options from **Setup -> Voucher Setup ->Seller Bill**

3. **Auto Sales Bill**
   Option: **Commission -> Auto Sales Bill**

   In this option, enter date for bill and also select other details from the options. Press **OK** or **CTRL+ENTER** to generate Commission Sales Bills.

   Note:
   a) Expense and VAT details can be set from **Setup -> Voucher Setup ->Sales Bill (Commission) ->Entry Type & Extra Details**options.

   b) To print Sales bill after saving it, go to **Setup -> Voucher Setup ->Sales Bill (Commission).**Set **Online Bill Printing**option to **Yes** and select bill printing format and enter no. of copies to print.

   c) For Online E-Mail, SMS also set appropriate options from **Setup ->**

Voucher Setup ->Sales Bill (Commission)

4. **Sales Bill (Commission)**
   Option: **Commission -> Sales Invoice**

   List for Sales invoice will be displayed. Press **INS**or click on **NEW** button to add entry.

   In sales invoice entry, enter details like Cash/Debit bill, Party name, Inv. Type, Date, Bill no. etc. Than enter product detail, like Product Name, Qty, Rate and Amount. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER**on that entry and press **CTRL+Y**to delete entry. Enter details of expenses (Freight/Discount etc.) and VAT and press **CTRL+ENTER** or click on **OK**button to save entry.

   Note:

   a) Expenses and VAT details can be set from **Setup -> Voucher Setup ->Sales Bill (Commission) ->Entry Type & Extra Details** options.

   b) To print Sales bill after saving it, go to **Setup -> Voucher Setup ->Sales Bill (Commission).**Set **Online Bill Printing**option to **Yes** and select bill printing format and enter no. of copies to print.

c) For Online E-Mail, SMS also set appropriate options from **Setup -> Voucher Setup ->Sales Bill (Commission)**

5. **Change Sales Bill Party in all Seller Bills and Sales Bill**
   Option: **Commission -> Change Party**

   In this option, enter date for bill, From Party and To Party name. All bills for From Party on that date will be displayed.

   Press **ENTER** to select the bills for which party name is to be changed. Party name will be changed in Sales bill and all related Seller Bills.

   Press **OK** or **CTRL+ENTER** to change party.

Accounts

Cash / Bank Entry

Kishan provides many ways to enter Cash/Bank transactions depending upon your requirements

1. **Quick Entry**

   Quick entry is simplest and quickest way to enter cash / bank transaction.

   Option: **Accounts -> Quick Entry ->Cash / Bank**

   Here select Cash / Bank account from list, than select receipt or payment.

List of vouchers of particular type will be displayed. In this list:

a) To enter new entry, go to blank line and press **Enter.** Enter Voucher Date, Voucher / Cheque No, Account Name, Amount and Narration.

b) To edit existing entry, press **Enter**or click on **EDIT**button and to delete, press **CTRL+Y**or click **DELETE.**

c) To change voucher type (Receipt/ Payment) press **F3** or click **VOU. TYPE.**

d) To change Cash/Bank account, press **F4**or click **CHANGE A/C.**

e) To change date range, press **F2**or click **DATE**

f) To audit existing entry press **TAB** or click on **AUDIT**

2. **Simple Entry**
   Option: **Accounts -> Cash Entry**
   Option: **Accounts -> Bank Entry**

List of voucher types (Cash Receipt / Cash Payment / Bank Receipt/ Bank Payment / Contra) will be displayed. Select required voucher type and press **Enter.**

Voucher list for selected voucher type will be displayed. Press **INS**or click on **NEW** button to add entry.

For Cheque Book (Bank Payment) & Slip Book (Bank Receipt) entry, select proper bank account, and

enter details like voucher no., date, account name amount and narration.

For Cash Receipt / Payment entry, select Cash Account and enter details.

*Note:*For additional details in cash/ bank entry like Kasar/ Discount/ Bank Commission etc., we can create Entry Type/Extra details from Voucher setup.

3. **Multiple Entry**

To enter details of receipt / payment of multiple accounts

Option: **Accounts-> Journal Entry**
List of voucher types (Cash Receipt / Cash Payment / Bank Receipt/ Bank Payment / Contra) will be displayed. Select required voucher type and press enter.

Voucher list for selected voucher type will be displayed. Press **INS**or click on **NEW** button to add entry.

Here enter detail like Voucher date etc. and enter multiple detail of entry. Here first account will be always Cash / Bank Account.

Journal / Credit Note / Debit Note

Option: **Accounts-> Journal Entry**

List of voucher types (Journal / Credit Note /Debit Note etc.) will be displayed. Select required voucher type and press enter.

Voucher list for selected voucher type will be displayed. Press **INS**or click on **NEW** button to add entry.

Here enter detail like Voucher date etc. and enter multiple detail of entry. If effect of this voucher should be given in VAT reports, than VAT should be selected in Tax type field.

Reporting

Receivable / Payable

Kishan can maintain Party balance in two ways.

a) Simple

In simple method party's receipt / payment is adjusted against net balance.

Option: **Report -> Outstanding ->Receivable**for simple receivable report.

Option: **Report -> Outstanding ->Payable**for simple payable report.

Option: **Report -> Outstanding ->Pending Cash Memo**for pending Cash Memo list.

b) Bill To Bill

In this method party's receipt / payment amount is adjusted against particular Bill. Also there is provision for on Account balance. **Option**: **Report -> Outstanding ->Bill wise Receivable**for bill to bill receivable report. **Option**: **Report -> Outstanding ->Bill wise Payable**for bill to bill payable report.

On selecting above options, different report format list will be displayed, select appropriate format to view report.

Note:

a) To activate Bill To Bill outstanding, go to **Setup -> Company Setup ->Advance Setup**andset **Bill to Bill Outstanding** option to **Yes.**

b) For Graph of Monthly Receivable / Payable, press **CTRL+G** or click **GRAPH.**

c) To print Collection Letter or current report, press **CTRL+P**or click **PRINT.**

d) To send outstanding SMS to parties, press **CTRL+M**or click **SMS.**

e) To send outstanding E-Mail, go to print option and by selecting E-mail in report option, window for E-mail will open.

f) To view analytical reports like payment performance, press **CTRL+A**or click **ANALYSIS.**

Sale / Purchase / Stock & VAT Reports

i.   Sales / Purchase Register

For Trading Sale/Purchase

Option: **Reports ->Trading -> Register ->Sales Register**
Option: **Reports ->Trading -> Register ->Purchase Register**

For Commission
Option: **Reports ->Commission -> Register ->Sales Register**
Option: **Reports ->Commission -> Register ->Seller Register**

By selecting above option, different type of Sale/Purchase register formats will be displayed. Select desired format and press **enter** to view report.

ii. **Stock Reports**

For Trading Stock
Option: **Reports ->Trading -> Stock Reports ->Product Ledger**

By selecting above option, different type of product / stock report formats like Product Ledger, Stock Statement, and Stock Statement on Amount etc. will be displayed. Select desired format and press enter to view report. In this report, ledger of particular product can be viewed by pressing **ENTER** on that product.

*Note:*To view analytical stock reports like Stock FIFO report, Negative Stock report, Multi Product

Ledgers etc., select Product Ledger Report format and press **CTRL+P.**

Option: **Report ->Trading ->Stock Reports ->Party wise Report**
By selecting above option, different type of party / product wise sales and inventory report like Party wise Issue Summary / Receipt Summary can be viewed. Select desired format and press **enter** to view report.

 For Commission Stock
Option: **Reports ->Commission -> Stock Reports ->Inward Register**
Option: **Report ->Commission ->Stock Reports ->Party wise Report**

iii. **VAT Report / VAT Forms**
Option: **Report -> VAT ->Sale-Purchase Summary**
Above option gives different types of VAT calculation reports like VAT Summary, CN Register, DN Register etc.

Option: **Report -> VAT ->VAT Reports**
Above option generates statutory VAT Forms as per Government's guidelines.

Option: **Report -> VAT ->E-Return Forms**
Above option generates statutory VAT e-Returns as per Government's guidelines.

Accounts Reports

1. Account Books
Account Ledger
Option: **Report -> Account Books ->Ledger**

Different type of formats for list of all accounts will be displayed. Select required format and press **ENTER.**

In account list, press enter on any account to generate ledger of that account.

Note:

a) To print **Multiple ledger**, select 1st Report format of account list and press **CTRL+P**or click on **PRINT**

b) Press **CTRL+F2** or click **FORMAT** for different type of ledger format like Vertical, Horizontal, Monthly Summary, Daily summary etc.

c) Press **{+}** key for ledger of Next account (in alphabetical order) &**{ -}** key for Previous account.

d) Click on Account Name for list of accounts and to view ledger of another account, select the account and press **Enter**

e) Press**CTRL+G**or click on **Graph**to print / view graph

f) For setup of Ledger report press **CTRL+F3**or click **SETUP**

g) To edit any voucher, press **ENTER** or double-click on any voucher.

h) To delete any voucher press **CTRL+Y**or click **DELETE**

i) To add new voucher, press **INSERT**or click**NEW**

j) To print report press **CTRL+P**or click **PRINT**

Cash Book

Option: **Report -> Account Books ->Cash Book**

List of Accounts under **Cash In Hand** group will be displayed. In this list press enter on Cash account to view cash book of that account.

Note:

a) To view / adjust N**egative Cash**, press **F4**in Cash Book report.

b) All above features explained in **Ledger** works in **Cash Book** also.

Bank Book

Option: **Report -> Account Books ->Bank Book**

List of Accounts under **Bank Accounts / Bank OCC Accounts** group will be displayed. In this list press enter on any bank account to view bank book of that account.

Note:

a) For **Bank Reconciliation,** press **F6**in Bank Book report.

b) All above features explained in **Ledger** works in **Bank Book** also.

Day Book

Option: **Report -> Account Books ->Day Book**

By selecting this option, day book will be displayed. To select / deselect voucher types which are included in this report, press **F4**.

Note: All above features explained in **Ledger** works in **Bank Book** also.

2. **Final Reports**

Trial Balance

Option: **Report -> Balance Sheet ->Trial Balance**

By selecting this option, Trial Balance will be displayed. Here press **CTRL+F2** or click on **FORMAT**tochange display format, press **ENTER** on any account or click **LEDGER** to view account ledger of that account and **CTRL+F3** or click on **SETUP** for report setup.

Trading Account

Option: **Report -> Balance Sheet ->Trading Account**

By selecting this option, Trading Account will be displayed. Here press **CTRL+S** or click on **SCHEDULE SETUP** for schedule wise printing setting, press **CTRL+M** or click on **STOCK**

METHOD to set stock calculation method, press **CTRL+Z** or click on **STOCK**to give stock value if stock method is **NONE**.

Profit & Loss Statement

Option: **Report -> Balance Sheet ->P &L Statement**

By selecting this option, P & L Statement will be displayed. Here press **F4** or click on **TRADING A/C** forTrading A/c and **F3** or click on **Auto Entry** for Auto Voucher Entry of expenses etc.

Balance Sheet

Option: **Report -> Balance Sheet ->Balance Sheet**

By selecting this option, Balance Sheet will be displayed. Here press **F4** or click on **P & L A/C** for Profit & Loss Statement and **F3** or click on **Havala Effect** for virtual Havala effect.

Other Reports

Analytical Reports

1. **Performance Report**

Option: **Report -> Analytical Report ->Performance Report**

In this option, 3 year's Group wise comparison analysis will be displayed. Press **F5** or click on **RATIO ANALYSIS** for different type of analytical ratio.

2. **Sale / Purchase Report**

Option: **Report -> Analytical Report ->Sale / Purchase Report**

This option displays different types of Sales & Purchase analytical reports.

3. **Party wise Report**

Option: **Report -> Analytical Report ->Party wise Report**

This option displays different types of Party / City / Area wise Sales & Purchase analytical reports.

4. **Account Analysis**

Option: **Report -> Analytical Report ->Account Analysis**

This option displays different types of Account wise transaction analysis reports.

5. **Fund Flow**

Option: **Report -> Analytical Report ->Fund Flow**

This option displays month wise working capital in & out flow.

6. **Cash Flow**

Option: **Report -> Analytical Report ->Cash Flow**

This option displays month wise cash movement.

Interest Calculation

Option: **Report -> Other Report ->Interest Report**

This option is used for Interest calculation (Simple & Compound) with option for Havala& TDS.

Option: **Report -> Other Report ->Bill wise Interest**

This option is used for Bill to Bill Interest calculation (Simple & Compound) with option for Havala& TDS.

Declaration Forms Report

Option: **Report -> Other Report ->Forms Report**

This option generates different types of Pending declaration forms report. Option for printing **Form collection letter** is also available.

TDS Havala, Form 16 A and other TDS reports

Option: **Utility->Havala->TDS ->TDS Payable**

This option displays report of TDS to be deducted by us and payable to government. Press **CTRL+H**or click on **HAVALA**to generate TDS Havala.

Option: **Utility ->Havala->TDS ->TDS Deducted by Other**

This option displays report of TDS to be deducted by opposite party.

Option: **Utility ->Havala->TDS Challan**

Once TDS Havala is done from above option, this option generates **Form 16 A** and other TDS related reports.

*Note:*Definition of TDS (rate of TDS / Limit etc.) can be given at the time of Account opening or from**Option**: **Utility ->Havala->Havala Setup.**

Final Havala& New Year

Interest / Depreciation / Capital Havala.

Option: **Utility ->Havala->Interest**

This option displays report of interest payable on Secured/ Unsecured loan accounts. Press **CTRL+H** or click on **HAVALA** for Havala entry.

Option: **Utility ->Havala->Depreciation**

This option displays Depreciation chart of Fixed Assets accounts. Press **CTRL+H** or click on **HAVALA** for Havala entry.

Option: **Utility ->Havala->Capital**

This option displays profit share of Capital accounts. Press **CTRL+H** or click on **HAVALA** for Havala entry.

*Note:*Definition of Interest / Depreciation / Capital can be given at the time of Account opening or from**Option**: **Utility ->Havala->Havala Setup.**

Create New Year

Option: **Utility -> Year End ->New Year**

Use this option to create new financial year.

Once year is created and you change transaction in **Previous Year**, than use **Option**: **Utility -> Year End ->Update Balance** option in **Previous Year** toupdate account and stock balance in new financial year.

Other Useful Features

Data Audit

Audit feature is used to tally/ check already entered data. By using Audit option we can mark a Voucher as checked or audited. To Audit any entry in any report, Press **TAB** on that entry or click on **AUDIT** button. Check (✓) sign will appear in that entry.

We can also password protect / lock audited entry. To password protect entry, go to **Option**: **Setup -> Company Setup ->General Options**and set **Lock Audited Vouchers** option to **YES**. If you want to enter password at each audit than set **Password at EachAudit**optionto**YES.**

Data Freeze

Option: **Utility->Advance Utility->Data Freeze**

Data freeze option is used to lock data of particular date range. It is also possible to freeze data of particular voucher type.

Personal Diary

Option: **Utility -> Personal Diary**

This option provides utilities like Reminders, Appointment, Address Book, Mail merge letters etc.

Security

Kishan software provides 3 type of security.

a) Software Security

To set Software Password, go to **Option**: **Setup ->Security -> Setup** and set security type as software. Kishan will ask for Software Password. Once software password is set, Kishan will ask for password each time software is started.

b) Company wise Security

To set Company Password, go to **Option**: **Setup ->Security ->Setup**and set security type as **None**. Go to company master and set password for that company. Once password is set, Kishan will ask for password each time that company is selected.

c) User wise Security

To set User wise security, go to **Option**: **Setup -> Security ->Setup**and set security type as User wise. Go to company master and set user & password for that company. Once password is set, Kishan will ask for user name and password each time that company is selected. To create users, go to **Option**: **Setup -> Security-> Setup-> User Detail**

Common Keys

Key	Uses
F1	**Help:** This key is used to get **HELP** regarding any option of thesoftware.
SHIFT+F1	**Narration Help:** Innarration, if some details are repeated often, than by pressing SHIFT+F1, list of common narration phrases like Receipt No., Bank Names etc. is displayed.
F2	**Date:** To change working date of entry or date range in report.
CTRL+F2	**Change Report Format:** In any report, by pressing **CTRL+F2,** we can change report display format.
CTRL+F	**List of Report Formats:** In most reports, **CTRL+F** shows list of available report display formats.
F3	**New:** To add any master (Account, Products etc.) from any list while doing entry, press **F3** **Filter:** In any report, to filter data with different criteria, press **F3**
CTRL+F3	**Report Setup:** In accounts reports like Ledger/Cash Book / Balance sheet etc., **CTRL+F3** shows setup options.
F4	**Edit:** To edit any master (Account, Products etc.) from list, press **F4**
F5	**Ledger:** To view ledger of any Account / Product from Account/Product list, press **F5**
F9	**Calculator:** To use calculator anywhere in software, press **F9**
TAB	**Audit**: To audit voucher from voucher list or in any report. **Forward:** In entry screens, **TAB** or **ENTER** moves to next entry field.
SHIFT+TAB	**Backward:** In entry screens, **SHIFT+TAB** moves to previous entry field.
CTRL+TAB	**Task List:** This key is used to get list of open screens anywhere from software.
CTRL+ENTER	**Save: CTRL+ENTER** is shortcut key for **OK** button which is used to save any entry.
CTRL+O	**Change Order:** In reports, CTRL+O allow to change ordering of report data.
CTRL+P	**Print: CTRL+P** is universal key for Printing throughout the software.
CTRL+R	**Repeat Narration:** In entry, by pressing CTRL+R, narration of previous voucher can be repeated.
CTRL+S	**Master Selection:** In some reports, master selection like account/product etc. can be done using **CTRL+S** key.
CTRL+Y	**Delete: CTRL+Y** isuniversal key for deleting any voucher/master.