PHARMA CARE

User Manual

AAKASH INFOTECH

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Shortcut keys

Key	Description
ALT + Q	Item Query
ALT + G	Generic Query
*	Select / Deselect all in Multiple Choices
Start with SPACE	Change Item wise discount and other exp. during sale / purchase item entry.
Start with [-](minus)	For Sale / Purchase return in sale / purchase item entry.
F2	Change working Date or Date Range in Reports.
CTRL + F2	Change report format in Reports
CTRL + F	List of reports. In most reports, CTRL+F shows available report.
F3	**New** – to add any master (Account / Product etc.) from any list of while doing entry press F3
F4	**Edit** - to edit any master (Account / Product etc.) from any list of while doing entry press F4
CTRL + F3	Report setup in Accounts reports like Ledger / Cash / Bank Book / Balance sheet etc.
F5	**Ledger**:to view ledger of any account/product from list.
F9	**Calculator**
TAB	**Audit :** To audit vouchers. **Forward :** In entry, TAB or ENTER moves cursor to next field.
SHIFT + TAB	**Backward:** In entry, SHIFT + TAB moves cursor to previous field.
CTRL + ENTER	**Save:** CTRL + ENTER is shortcut keys for OK button which saves entry.
CTRL + O	**Report Order:** In reports, CTRL + O allows to change report display order.
CTRL + P	**Print:** To print any voucher / reports, CTRL + P key can be used.
CTRL + R	**Repeat Narration:** This shortcut key can be used to repeat last entered narration.
CTRL + Y	**Delete:** CTRL + Y is universal shortcut key to delete any entry / master.
CTRL + TAB	**Task List:** This option displays open option in the software.

IN PRODUCT SELECTION OR ITEM QUERY SHORTCUT KEYS

Key	Description
F3	New Item
F4	Edit Item
CTRL + Y	Delete item
F5	Ledger
F6	Stock
CTRL+G	Generic Query (Same Item)
F8	Place Order
F2	Query (detail of product, MRP, Batch, Expiry, Stock, Generic name, Dealer name, Phone Nos. and also previous scheme)
F11	Purchase Rate Comparisons
F10	Sales of the selected Item.
F7	Purchase of selected Item.
F12 (Wholesale)	MRP wise sales rate (Rate Card) entry. In goods receipt entry like Purchase, Purchase Challan, Opening Stock, Other Receipt etc., when new MRP is entered, MRP wise Sales rate form (Rate Card) will be visible. In this form, we can enter, MRP, TP, CR, Other Exp., Octroi etc. and calculate Local & Outstation sales rates. This Form can be viewed any time by pressing F12 key in Item list.

STARTING PHARMACARE SOFTWARE

To start PharmaCare Software Double click on PharmaCare icon on the desktop. (Windows Main Screen)

CREATE NEW ACCOUNT / PRODUCT / DOCTOR / PATIENT

New Product
Option: Master –> Product

It will display list of Products press **[Insert]** or click on the **Add** Button. New screen will appear to create a new Product. Enter Product name and give other details then press [Enter] or click on **Ok** Button, a new product will be created.

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 existing product, Press F4 or Click on EDIT Button and Press CTRL+Y or click on DELETE Button.

Product Label
Option: Master –> Other Info –> Product Label

You can print a product label from this option also print barcode sticker as per your requirement.

New Doctor
Option: Master –> Doctor

It will display list of Doctors. Press **[Insert]** or click on the **Add** Button. New screen will appear to create a new Doctor. Enter Doctor name and give other details and also Product Detail and Prescription Type to paste item from that doctor's prescription at the time of Sales Bill preparation. Press [Enter] or click on **Ok** Button, a new Doctor will be created.

New Patient
Option: Master –> Patient

It will display list of Patients. Press **[Insert]** or click on the **Add** Button. New screen will appear to create new Patient enter Patient name and give other details and also Product Detail, Qty and Disease type to past items form that patient's regular doses in Sales Bill. Then press [Enter] or click on **Ok** Button, a new Patient will be created.

New Product Company
Option: Master –> Other Info –> Product Company

It will display list of Company. Press **[Insert]** or click on the **Add** Button. New screen will appear to create a new Product Company, Short name and detail of Dealers of that company. Press [Tab] or click on **Ok** Button, a new company will be created.

New Generic
Option: Master –> Other Info –> Generic

It will display list of Generics. Press **[Insert]** or click on the **Add** Button. New screen will appear to create a new Generic then press **[Enter]** or click on **Ok** Button, a new Generic will be created.

New Uses
Option: Master –> Other Info –> Medicine Uses

It will display list of Medicine Uses. Press **[Insert]** or click on the **Add** Button. New screen will appear to create a new Medicine Uses then press [Enter] or click on **Ok** Button a new Medicine Used will be created.

New Drug Type
Option: Master – Other Info – Drug Type

It will display list of Drug Types. Press **[Insert]** or click on the **Add** Button. New screen will appear to create a new Drug Type then press **[Enter]** or click on **Ok** Button. New Drug Type will be created.

New Account
Option: Master –> Account

It will display list of accounts press **[Insert]** or click on the **Add** Button. New screen will appear to create a new account enter account name, group and give other details then press [Enter] or click on **Ok** Button, a new account will be created. Press F4 for other Details.

Type of Account	Suggested Group
Supplier Party / Purchaser	Sundry Creditors
Customer	Sundry Debtors
Bank Account (Current / Saving a/c)	Bank Accounts (Banks)
Bank CC / OD Accounts	Bank OCC A/c
Cash Account	Cash in hand
Sales Account	Sales Account
Purchase Account	Purchase Account
Vat Account	Duties & Taxes (Type : VAT)
Bank Loans	Loans (Liability)
Furniture / Car / Buildings Etc.	Fixed Assets
Partner / Proprietor Accounts	Capital Accounts
Expenses Related to Sales Purchase	Expenses (Direct)
Other Expense (Tea/Office/Petrol Etc.)	Expenses 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 Button.

To Enter opening balances of all accounts go to following option

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

Wholesale Only:

In wholesale, Party account have additional details like, Billing Method (**Cash/Debit**), Bill Series (**Cash / Debit** & **Retail/Tax**), Rate Type (**Local/Outstation/Specific**) etc.

Selected billing type comes in invoice as default. If you want to it change for particular bill, it can be changed.

If you want to change rate in every bill, select rate type as **Specific.**

Local Rate = Local rate in Mrp/Rate Master entered rate

Out Station = Outstation rate in MRP/Rate Master entered Rate

**Specific = Local rate for that mrp and you can change the rate at the time of sales
           entry**

C.R. = Company Rate (our purchase rate)

PURCHASE

Purchase Bill
Option: Transaction -> Purchase Entry ->Purchase Invoice

List of Purchase Bills will be displayed. Press **INSERT** or click on **NEW** button to add entry in purchase bill. Enter details like cash/Debit Bill, Party Name , Bill no etc. Then enter product detail, like Product Name, MRP, Batch no, Expiry Date, Qty, Free Qty, Rate (PTR), Amount. Enter details of expenses like Discount, Credit Note, Others Press **TAB** Button and press **CTRL+ENTER** or click on **OK** Button to save entry.

To **Edit** existing entry, press ENTER on that entry and Press **CTRL+Y** to delete entry.

If you have created purchase order than any pending purchase order of the Party will be displayed after selection of Party. We can select items from this list by pressing **ENTER**. After selecting order, press **TAB** to copy items into entry.

If we want to change Item wise Discount and / or any other expenses, start Item entry with **SPACE** other wise **press ENTER** on blank line to start item entry**.**

Press **F11** in Rate to view **Rate** comparison with different Wholesaler.

To adjust **Credit Note**, press **SPACE in Credit Note Expense.** Pending Credit note item will be displayed. Enter rate and Credit note amount will be calculated automatically (**Credit Note** can be entered from **Transaction ->Stock Entry -> Expiry Issue**)

In Purchase, Item quantity will be entered in Strip Packing and will be converted to loose packing automatically by multiplying with Conversion Unit of product Master and Sales Rate is calculate automatically by MRP (Maximum Retail Price)

Purchase Challan
Option: Transaction -> 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 prepare **Bill From Challan** go to:
   Option: Transaction->Purchase Entry->Bill From Challan

   Select Party name & Cash/Debit. Pending Challan List for that party is displayed.
   - Select all items of Single Challan by **SPACE**.
   - Select single item by **ENTER**
   - Select all pending Challan by **[*]**

   Press **TAB** key to exit pending Challan list and paste all details in Item entry.
b. To view **Pending Challan** go to:
   Report: Reports->Challan Reports->Purchase Challan. To see report for all Challan Press **F7** or **CLEARED/ALL** button.

Purchase Order
Option: Transaction -> Purchase Entry ->Purchase Order

Here all order item will be displayed. Press **ENTER** on particular entry to change detail like **Order Party**, **Qty, F.Qty**. You can enter new order by pressing **INSERT**. Press **CTRL + Y to** delete order. Purchase order can be printed by pressing **CTRL + P.** To send SMS, press **CTRL + M.** For E-Mail of order, press **CTRL+E.**

Purchase Order (Auto)
Option: Transaction -> Purchase Entry ->Purchase Order (Auto)

From this option we can generate automatic purchase orders based on **Sales** and **Re-order level**. Press **GENERATE** button to save in order.

Product Scheme
Option: Transaction -> Purchase Entry ->Purchase Scheme

This option will display Product Schemes received by us in Purchase Entry. Product schemes is updated when we enter Free Qty in Purchase Bill / Challan. We can also add new scheme, edit existing scheme and delete it using this option.

SALES ENTRY

Sales Invoice
Option: Transaction -> Sales Entry ->Sales Invoice

List of Sale Bills will be displayed. Press **INSERT** or click on **NEW** button to add entry in Sales bill. Enter details like cash/Debit / General/ Credit Card, Doctor, Patient name, Patient address etc.

If there are any pending Cash Memo of that patient than it will be shown after selection of Patient.

In the list of Patient, press **F2** to view **History** of that patient. From **Patient History**, we can see previous bills of that patient by pressing **ENTER** on that entry and by pressing **Copy** button or pressing **F12** key, we can paste items of particular bill into current bill.

We can paste items from **Fix Prescription of Doctor / Patient** or **Previous Bill** in running bill by pressing **Prescription** button or pressing **F11** key for **fast billing**.

Now enter product detail, like Product Name & Qty. Batch Name, MRP, Expiry & Sales rate will automatically filled depending upon batch selection.

If there is only one batch in an item than it will be automatically selected otherwise list of batch for that item will be displayed. Press ENTER to select Batch.

We can enter **Temporary Purchase** at the of Sales entry by pressing **Temp. Purchase** Button or pressing **F11** in Batch Selection Popup. This Temporary purchase item will be adjusted in Purchase Bill when same batch. After adjusting this Temporary Purchase, it will be deleted automatically.

Enter **O (O = Orange)** after Qty to add item in Purchase order. If Item quantity is less than re-order quantity, **O** will be automatically replaced in this column.

If **General** type, Single Challan of a particular date & user will be created. We can select entries from this Challan by pressing **[+]** and convert into other Challan by pressing **F7** and in Sales Bill by pressing **F8**.

Wholesale Only:

In the item entry, after product selection history of the item for current party will be displayed.

You can enter **Sales Return in Sales Bill** by starting Item entry with **[-]** key instead of **ENTER** key.

To view **Profit** for this bill, press **Profit** Button or press **F12.**

Wholesale Only:

To see history of the product, press **F2** or **History** button

To see margin on particular product, Press **F3** or **Margin** button.

To Calculate Net Rate, press **F12** or **Net Rate** button.

Press **CTRL+ENTER** or click on **OK** Button to save entry.

In Sales Bill List

- Press **[Enter] for Edit**
- Press **[CTRL+Y] For Delete**
- Press **[F4 Range] For** Selective Bill Number.
- Press **[CTRL+P]** to Print Bill.

Sales Challan
Option: Transaction -> Sales Entry ->Sales Challan

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

Wholesale Only:

In Sales Challan, for the first challan of party software will first ask bill no as per master bill series entered in party master. You can select bill series and bill date. In next challan of the same party, already created pending bill can be selected or new bill can be generated. If current challan should be added in already open bill, select existing bill by

pressing **ENTER**. If new bill is to be generated, than select **New Bill** you want add in same bill you can press ENTER on this bill no if you want to create this challan in new bill select new bill option.

After selection of bill no., existing challan for the bill selected will be displayed. Here old challan can be **edited** by pressing **F4** and deleted by pressing **CTRL+Y**. When bill end process is done, Bill No and Bill Date comes from here.

Note:

a. To prepare **Bill From Challan** go to:
   Option: Transaction->Sales Entry->Bill From Challan

   Select Party name & Cash/Debit. Pending Challan List for that party is displayed.
   - Select all items of Single Challan by **SPACE**.
   - Select single item by **ENTER**
   - Select all pending Challan by **[*]**

   Press **TAB** key to exit pending Challan list and paste all details in Item entry.

b. To view **Pending Challan** go to:
   Report: Reports->Challan Reports->Sales Challan

   See all Challan report Press **F7** or **CLEARED/ALL** button.

c. To Delete Sales Challan after converting to Bill go to:
   Setup -> Voucher Setup -> Sales Invoice
   Set **Delete Challan After Bill Preparation** option to **YES.**

Pending Cash Memo
Option: Transaction -> Sales Entry ->Pending Cash Memo

You can Add / Edit / Delete Pending Cash Bill Amount in this option.

Patient View
Option: Transaction -> Sales Entry ->Pending Cash Memo

This option is used to view details of Regular Patients and set reminders. We can order Patient List by Patient Name & Reminder Date. We can send Direct SMS & E-Mail to patient using this option.

STOCK ENTRY

Opening Stock
Option: **Transaction -> Stock Entry -> Opening Stock**

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

In Opening Stock entry, enter details like Voucher Date, Voucher No etc., than enter opening stock detail, like Product Name, I/R (I->Issue, R->Receipt), 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.

Other Issue / Receipt
Option: **Transaction -> Stock Entry -> Other In / Out**

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

Method of Entry is similar to Opening Stock entry.

Note: Other Issue / Receipt has no accounting effect. It is strictly for Stock Receipt and Issue.

Expiry Issue
Option: **Transaction -> Stock Entry -> Expiry Issue**

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

Method of Entry is similar to Opening Stock entry.

Note: Amount of Expiry Issue voucher can be adjusted in Purchase bill by pressing **SPACE** in Credit Note option.

PharmaCare 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: **Transaction -> 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: **Transaction -> Cash/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.

3. Multiple Entry

To enter details of receipt / payment of multiple accounts

Option: **Transaction -> 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

Journal / Credit Note / Debit Note
Option: **Transaction -> 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.

Wholesale Only:

CREDIT NOTE / DEBIT NOTE WITH STOCK

Credit Note / Debit Note
Option: **Transaction -> Credit Note / Debit Note -> Credit Note**
Option: **Transaction -> Credit Note / Debit Note -> Debit Note**

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. Method of entry is similar to Sale / Purchase transaction. But here in item entry, stock effect (**Yes/No**) and reason (**Expiry / Rate Diff/ Brakeage etc..**) will be asked.

SALES REPORTS

Daily sales
Option: Reports->Sales->Sales Reports->daily sales

In this report, Item wise sales with purchase rate, margin amt and margin % is displayed

Doctor wise / Company wise sales
Option: Reports->Sales->Sales Reports->Doctor   wise /Company wise

This report displays Doctor wise / Product Company wise Sales reports. First select Doctor Name by pressing **ENTER.** Multiple Doctors can be selected her. Press **[*]** to select all doctors in the list. Press **TAB** and enter date range for the report.

Doctor wise / Product wise sales
Option: Reports->Sales->Sales Reports->Doctor   wise /Product wise Sales

Same selection as per doctor wise company wise report.

Company wise / Doctor wise
Option: Reports->Sales->Sales Reports->Company Doctor wise

Same selection as per doctor wise company wise reports.

Product / Doctor wise sales
Option: Reports->Sales->Sales Reports->Company Doctor   wise

Same selection as per doctor wise company wise reports.

Schedule H1 Report
Option: Reports->Sales->Sales Reports->Schedule H1 Report

This report gives, schedule H1 drugs report as per government specifications.

Sales Register
Option: Report -> Register -> Sales Register

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

Wholesale Only:
Different types of sales reports
Option: Reports->Sales->Sales Reports->Daily Sales
Option: Reports->Sales->Sales Reports->Party wise Issue Summary
Option: Reports->Sales->Sales Reports->City / Itemwise sales
Option: Reports->Sales->Sales Reports->Item / City sales
Option: Reports->Sales->Sales Reports->Party / Itemwise sales
Option: Reports->Sales->Sales Reports->Item / Partywise sales
Option: Reports->Sales->Sales Reports->Company / City / Itemwise
Option: Reports->Sales->Sales Reports->Company wise sales

Same selection as per doctor wise company wise reports.

Price List
Option: Report -> Sales -> Price List

Price List can be viewed / printed by using this option.

C/N Register & D/N Register
Option: Report -> Sales -> C/N Register
Option: Report -> Sales -> D/N Register

Register of Credit Note and Debit Note can be viewed here.

Pending Debit Note Report
Option: Report -> Sales -> Pending D/N

List of Pending Debit Notes can be viewed from here.

Delivery Summary Report
Option: Report -> Sales -> Delivery Summary Report

List of products to be delivered can be viewed from here.

Stock & Sales
Option: Report -> Stock Report -> Stock & Sales

This reports displays company wise stock & sales position for given date range. By selecting above option, Company Name, Date Range etc… options will be displayed.

After selecting company and other option, company wise stock & sales report will be displayed.

Party wise Receipt Summary
Option: Reports->Purchase->Purchase Reports->Party wise receipt summary

Party wise purchase Qty and amount is displayed. We can view detailed report for particular party by pressing **ENTER**.

Scheme Received Report
Option: Reports->Purchase->Purchase Reports->Scheme Received Report

Product wise free Qty received report.

Item Wise Percentage Report
Option: Reports->Purchase->Purchase Reports->Item wise percentage reports

This report displays our margin with % and rupees of all the items we have purchased.

Purchase Register
Option: Report -> Register -> Sales Register

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

EXPIRY & STOCK

Expiry Issue Report
Option: Reports->Challan->Expiry Issue

Same option of purchase Challan report.

Product Ledger
Option: Reports->Stock Reports ->Product Ledger

In this report we can see all product stock related reports. We can see detailed **Batch Ledger** of a particular product by pressing **ENTER** key on that product. By pressing **CTRL + F**, following other reports can also be viewed.

- Stock Statement
- Vat Slab wise summary report
- Group wise
- Non moving product wise
- Re order level report
- Item wise GP Report
- Non moving Company wise
- Product VAT Slab
- Stock Statement On Amount (Select method for Closing Amount Cl.Stock (CTRL+M)
- Minimum Stock Level
- Product List

In all report we can filter data using **F3** key or pressing **FILTER** button.

Batch Expiry
Option: Reports->Stock reports ->Batch Expiry

In this report Batch wise stock of all items can be viewed. Also we can see **Near Expiry Item Report** from this option.

From Expiry Report, we can select expired items by pressing **F5** and issue them to Purchase Party directly from Report.

RECEIVABLE / PAYABLE

PharmaCare 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.

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 -> General Options** and set **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, press **CTRL+E** or click **E-MAIL.**
f) To view analytical reports like payment performance, press **CTRL+A** or click **ANALYSIS.**

Wholesale Only:

Pending Cash Memo
Option: **Report -> Outstanding -> Pending Cash Memo**

To view Party wise / Bill wise list of pending cash memo, this option can be used.

VAT REPORT / VAT FORMS

VAT Report
Option: **Report -> VAT -> VAT Report**

Above option gives different types of VAT calculation reports like VAT Summary, CN Register, DN Register etc.

VAT Forms
Option: **Report -> VAT -> VAT Forms**

Above option generates statutory VAT Forms as per Government's guidelines.

VAT E-Return
Option: **Report -> VAT -> VAT E-Return**

Above option generates statutory VAT e-Returns as per Government's guidelines.

VAT Integrity
Option: **Report -> VAT -> VAT Integrity report**

Above option detects any VAT related errors in vouchers.

ACCOUNTS REPORTS

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:

- To print **Multiple ledger**, select 1st Report format of account list and press
  CTRL+P or click on **PRINT**
- Press **CTRL+F2** or click **FORMAT** for different type of ledger format like Vertical,
  Horizontal, Monthly Summary, Daily summary etc.
- Press **{+}** key for ledger of Next account (in alphabetical order) & **{ -}** key for
  Previous account.
- Click on Account Name for list of accounts and to view ledger of another
  account, select the account and press **Enter**
- Press **CTRL+G** or click on **Graph** to print / view graph
- For setup of Ledger report press **CTRL+F3** or click **SETUP**
- To edit any voucher, press **ENTER** or double- click on any voucher.
- To delete any voucher press **CTRL+Y** or click **DELETE**
- To add new voucher, press **INSERT** or click **NEW**
- 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 **Day Book** also.

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** to change 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** for Trading 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

Daily Status
Option: Report -> Analytical Report -> Daily Status

By selecting this option, Status report of current date will be displayed. In this report, Cash & Debit Sale / Purchase transaction and Receipt & Payment of Cash & Bank accounts will be displayed.

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.

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

This option displays different types of Sales & Purchase analytical reports.
Party wise Report
Option: Report -> Analytical Report -> Party wise Report

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

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

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

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

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

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.

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** to update 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 Each Audit** option to **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

PharmaCare software provides 3 type of security.

Software Security

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

Company wise Security

To set Company Password, go to **Option**: **Setup -> Software Setup** and set security type as Company. Go to company master and set password for that company. Once password is set, PharmaCare will ask for password each time that company is selected.

User wise Security

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

PLUS – GENERAL PURPOSE ACCOUNTING SOFTWARE

KISHAN – SOFTWARE FOR APMC MERCHANTS

DALAL – SOFTWARE FOR CANVASSING AGENTS