



# User's Guide

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# Chapter 1

## Introduction

Welcome to MARWARI, The Friendliest business accounting software. Whether you plan to manage your personal accounts or the finances of your business, you can use MARWARI to simplify record keeping, and track the progress of your financial goals.

You can manage a number of accounts, maintain customer and supplier information, design your own documents such as –vouchers, invoice and bills enters transactions details.

You can generate all regular reports –Final report such as– balance sheet, trial balance, profit & loss statements. Account and group balances, customer and supplier report, stock reports, and tax reports. You can also generate

analyses reports to help you to take crucial business decisions.

You'll work in windows that resemble registers, ledger, invoices, journal, and other paper forms that you are probably used to. You can display all your transactions, or only specific transactions—for instance, the customers to whom you have sold items for more than Rs.55000 for a specific period, or the deposit's made during the past six months –and prints reports that's summaries your transaction.

In MARWARI you can perform your basic tasks –setting up your company details, accounts, items, entering transactions, and generating your journal, ledger, trial balance, profit & loss statements, balance sheet- in less than an hour! And you can perform the entire advance task in less than a day. Maintaining your financial information was never so easy!

## Chapter 2

### Getting Started

This chapter specifies the minimum system requirements to run MARWARI and presents the basic instructions for installing MARWARI. It also explains what you should do if you have a problem while you working with MARWARI.

In this chapter-

- What do you need to run MARWARI?
- How to install MARWARI?

### What do you need to run MARWARI?

To run MARWARI, you need:

- Windows XP or later (32 bit)
- Hard disk drive with a minimum of 500MB of free disk space
- VGA or higher resolution monitor.

If you are using a CD-ROM for setting up MARWARI in addition to the requirements mentioned, you need a double-speed CD-ROM drive.

## How to install MARWARI?

If you're Upgrading from an earlier version of MARWARI, we recommend that you take a backup of your existing MARWARI data files before installing MARWARI.

Before you install MARWARI, make sure to run of turn off any virus protection programs that may be running on your computer. Some virus protection programs interface with installation.

You can install MARWARI from CD-ROM.

In the installation package, you'll find a small box containing the 'dongle'.

**Note:** Make sure that the dongle is properly attached. You can't use MARWARI unless the dongle is attached, at all time.

To install MARWARI -

- Make sure that no application is running.
- If you're installing from CD-ROM, insert MARWARI CD-ROM in the drive.
- Double-click on setup.msi file in CD-ROM.
- Follow the instruction on the screen.

You need to register your copy of MARWARI, specifying your name, your organization name, and the product serial number. The product serial number is the number printed on the dongle or compact disk.

## Chapter 3

### The MARWARI Workplace

This chapter provides instructions on how to start MARWARI and Work with the main screen. If you're new to the windows environment, you'll learn how to choose commands, select dialog box options and the work with document windows.

You will learn how to carry out task that you'll performs frequently, for instance, selecting a date, or printing a document. In This Chapter-

- Starting MARWARI.
- What's on the MARWARI main screen?
- Using dialog boxes.
- Selecting commands.
- Using shortcut keys.
- Using the mouse.
- Understanding Messages.
- What are the conventions used.
- Selecting a date.
- Previewing and printing documents and reports.
- Logging off MARWARI

### Starting MARWARI

To log on to MARWARI:

- Click on MARWARI icon on desktop. The logon dialog box appears.

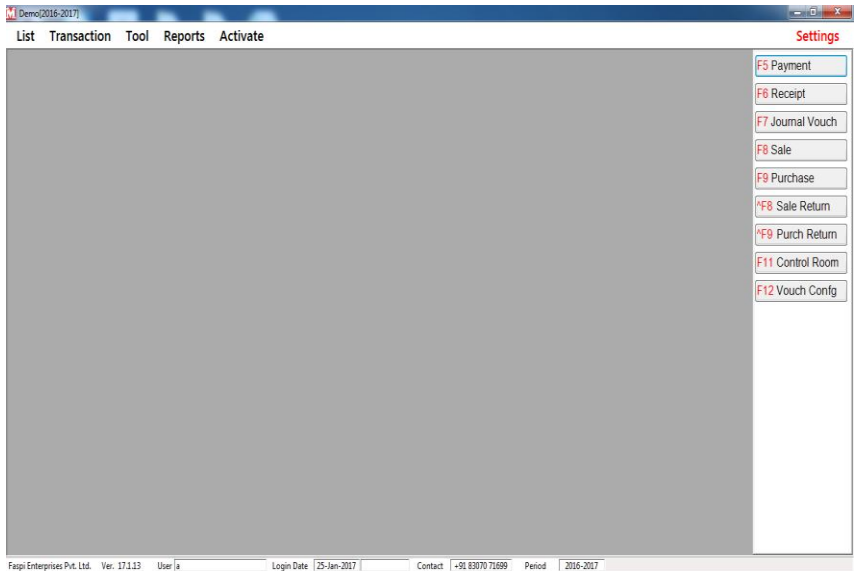


The screenshot shows a Windows-style dialog box titled "Login". At the top left is the MARWARI logo, which consists of the word "MARWARI" in a bold, red, sans-serif font with horizontal lines underneath, and the word "SOFTWARE" in a smaller, black, sans-serif font below it. To the right of the logo, the text "Faspi Enterprises Pvt. Ltd." is displayed in a bold, black, sans-serif font, with "Software, Website and More.." in a smaller, regular, black, sans-serif font below it. The dialog box contains several input fields: "UserName" and "Password" are in the top section, "Firm Name" and "Financial Period" are in the middle section, and "Login Date" is in the bottom left section. The "Login Date" field shows "25-Jan-2017" and has a small calendar icon to its right. At the bottom right of the dialog box are two blue buttons with white text: "Login" and "Close".

Note- The date field, by default, takes the system date. You can however, enter a date other than the default displayed.

## What's on the MARWARI Main screen?

This Section provides an overview of the major elements on the MARWARI main screen such as menus, toolbars, and status bar. The following illustration identifies each part of the MARWARI Main screen.



## Windows title:

Depending on the window that you're working in, the window title displays the name of applications (MARWARI), the company name.

## Menu Bar:

It lists the available menus. Each menu contains a list of commands or action that you can carry out.

## Title Bar:

It shows the name of window.

## Minimize Button:

It reduces the active window to an icon.

### **Maximize Button:**

It enlarges the active window so that it fills the entire desktop. When the window enlarges, the window title appears in the title bar of the main screen.

### **Close Button:**

It close the active window.

### **Workspace:**

This is the largest part of the screen. Windows for tasks appear in the workspace .The menu bar, tool bar, and status bar are always displayed, unless specifically deselected.

### **Status Bar:**

It display information about the currently selected financial year, login user name etc. The status bar displayed by default.

Note:- You Can see in Right Side a List of Buttons also Provide that helps to Use MARWARI.

## **Using Dialog Boxes**

When you choose a command, a dialog box appears so that you can select option. If an option appears dimmed, it is not currently available.

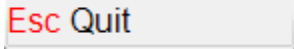
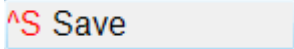
Some dialog boxes provide sets of options.

All it's usually easier to use the mouse while you work in a dialog box, you can also move from one tab to another, select option; or fill in information with the key board.

### **Command Buttons:**



Click a command button to carry out an action or display another dialog box .Here are the command buttons in MARWARI.

A rectangular button with a light gray background and a thin black border. The text "Esc Quit" is displayed in a sans-serif font, with "Esc" in red and "Quit" in black.A rectangular button with a light gray background and a thin blue border. The text "^S Save" is displayed in a sans-serif font, with "^S" in red and "Save" in black.

## Selecting Commands from Menus

Commands are grouped in menus. Some commands carry out an action immediately. Other displays a dialog box so that you can select options.

### Selecting a command using the mouse:

Click the name of the menu on the menu bar, and then click the command name. To close a menu without selecting a command, click outside the menu.

### Selecting a command using the keyboard:

Press ALT to make the menu bar active, and then press the key corresponding to the underlined letter in the menu name. To select a command, press the key for the underline letter or number in the command name. To close a menu without selecting a command, press Esc.

## Using the Shortcut keys

You can select some command by pressing the shortcut keys listed on the menu to the side of the command.

Keys	Description
F5	To Open a List of Payment

	Vouchers.
F6	To Open List of Receipt Vouchers.
F7	To Open List of Journal Vouchers.
F8	To Open List of Sale Vouchers.
F9	To Open List of Purchase Vouchers.
F11	Manage Control Room.
F12	Manage Voucher Configuration.
CTRL+S	To Save a Document.
CTRL+P	To Print a Voucher.
CTRL+C	Create New.
CTRL+A	Alter
^F8	Open List of Sale Vouchers.
^F9	Open List of Purchase Vouchers.

## Understanding Message

<b>Name</b>	<b>Description</b>	<b>Example</b>
Information	Provide details about the Result of a command.	The user name and Password is not Valid
Warning	Inform you a situation That may require a Decision.	Are you sure you Want to delete this Account.
Critical	Inform you about a Situation that requires Correction Before	A runtime error has occurred.

Work can  
continue.

## Keyboard Convention

### Keys

Enter

Arrow keys

Page up & page down

Tab

### Commands

Press Enter means that you can press Enter or return.

you can use the up, down, left & right Arrow key to Move the insertion point in A window.

You can use page up & page down to Move the insertion point by one page.

You can use tab to move to the next field Or command Button in a dialog box.

## Mouse conventions

MARWARI provides a calendar wherever you'll have to enter a date. Using the calendar, you'll be able to know the day on which a particular date falls, and you can plan your payments receipts. For example, you may like to ensure that a particular due date doesn't fall on a Sunday.

January, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: 1/25/2017

Selecting a date has a lot of significance in MARWARI. For example, the logon date must be within the current financial year. If you want to enter post dated transactions, you can logon with a future date (a date within the current financial year, but after today's date, that is the system date).

## Setting up print options

In MARWARI, you can at the outset, set up options that are applicable to documents & reports. For example you can set up the option to display the border in all documents, or the header information in all reports.

MARWARI provides you three type of copy Original copy, Office Copy & Duplicate copy, for each document. If you want to print only office & original copy then go on firm menu then click on close firm then on option and then select the document which is you want to print and go on duplicate copy column and replace with, None, And vice-versa.

## Previewing and Printing Documents

In MARWARI, you can preview and print all documents and reports.

- To preview documents and reports:  
In the MARWARI main screen, from the Report menu, select Transaction Report. Select voucher type and voucher date which is you want to print. Then select the voucher & click on ok.
- To Print Document And Report:

In the MARWARI screen from the Report Menu select Transaction Report, select voucher type and voucher date which is you want to print. Then select the voucher & click on print then on ok.

## Logging off MARWARI

After using a Firm/Company, you can

- Close the Firm/Company.
- Log off MARWARI.
- Exit MARWARI.

When you close the firm/company, you come out of the firm to use the more functions.

When you log off MARWARI, the firm that you have been using is closed, but you don't exit MARWARI. You can select another firm and work on it, but you have to log on once again for that firm.

When you click on Exit, you quite the MARWARI.

To close the firm:

- In the MARWARI main screen from the Firm Menu select Close Firm.

To log off MARWARI:

- In the MARWARI main screen from the Firm Menu select Log Off.

To exit MARWARI:-

- In the MARWARI main screen from the Firm Menu select Exit.

## Chapter 4

### Quick Start

In this chapter, you'll get a feel of working with MARWARI. As you get with acquainted with MARWARI, you will find that its saves your time and helps you perform tasks with ease. You will take only a few minutes to get down to work.

In this chapter:-

- Setting up your Firm/Company.
- Setting up an Account.
- Setting up an Item.
- Entering your First Document.
- Entering your First Purchase Document.
- Entering your First Sale Document.
- Generating the Journal.
- Generating the Ledger.
- Generating the Standard Trial Balance.

- Generating the Standard Profit and Loss Statements.
- Generating the Balance Sheet.

## Modify your Firm/Company Or Change Firm's Information:-

Whether you plan to manage the finances your business or your personnel accounts, you must first setup your company/firm details.

To set up your firm/company details

1. Start MARWARI and log on as the user named 'a' with password 'a'.
2. From the firm menu, select new firm .The new firm dialog box appears. Enter details in the fields.

Firm name:

Type the name of your firm.

Address:

Type the address of your

	firm.
Email-Id:	Type email address of your firm.
TIN Number:	Type the TIN of your firm.
C.S.T. Number:	Type the Central Sales Tax Registration number of you firm.
Period Name:	Type the financial year. e.g. '2013-2014'
Database Name:	Type the database name of your firm e.g test1213.
Start Date:	Type the first date of the new financial year.
End Date:	Type the last date of the running financial year e.g. 31 <sup>st</sup> March 14.

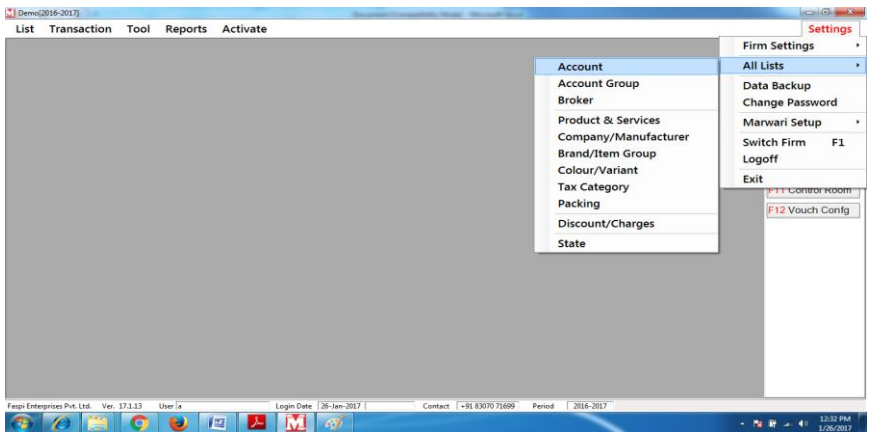
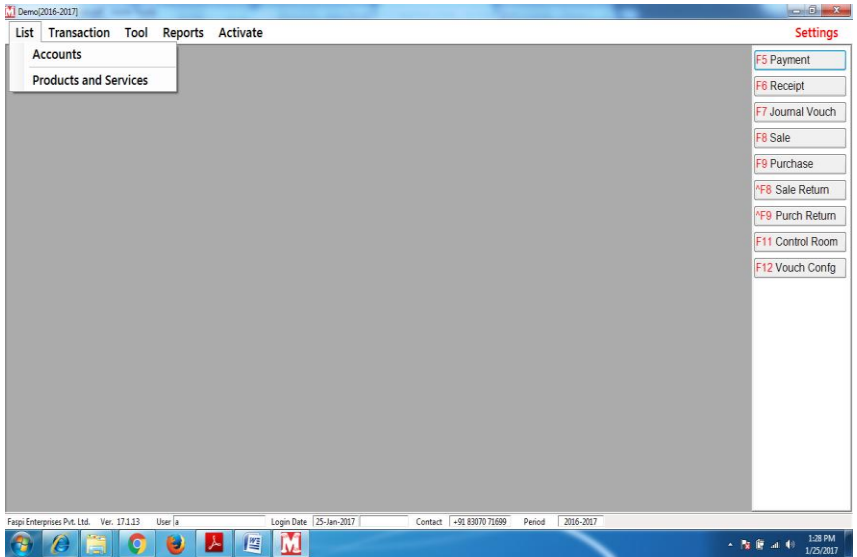
After filling all above entries, Click on save, now your first firm/company ready. The next step is to set account.

## Add, Edit, Delete Account

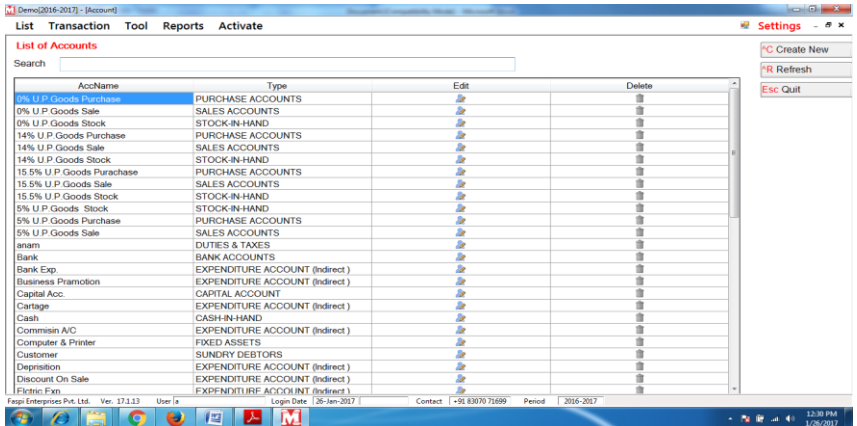
You will probably want to start setting up accounts under the following main groups-Assets, Liabilities, Income, Expense, and Customer, Customer/Supplier, On state Customer, Registered customer etc.

- To set up an account:
  1. From the List menu select, Accounts or from Setting Select All List n Select Account.



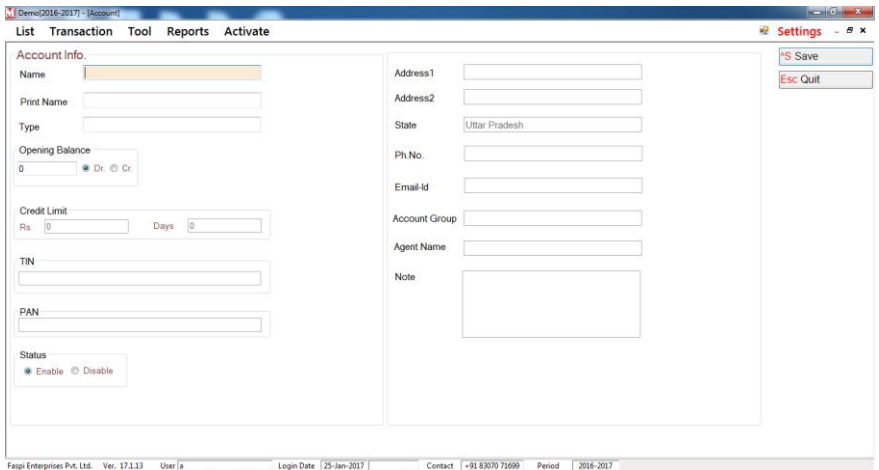


A Screen Will Open.



You Can Edit, Delete or Create a New Account

For New Click on Create New Button. Screen Will Look Like this.



2. Type Account name, then select the account type dialog box appears.

3. Select appropriate the account type, and click ok. The account dialog box for the selected account type appears.

4. Enter the details in the fields.

<b>Name</b>	Type the name of the account
<b>Type</b>	Displays the type of account, based on your Selection In the select account type dialog box.
<b>Opening Balance</b>	Enter the opening balance for the new account.
<b>Address1/Address2</b>	Type the customer address.
<b>Phone No.</b>	Type the customer contact number.
<b>Email-id</b>	Type customer email-id if any.
<b>Account Group</b>	Select an account group in the dialog box.

5. Click on save or CTRL+S to save the new account. To setup other new accounts under other account type, follow the steps.

## Add, Edit, Delete Product & Services:-

Items are material that you buy from your suppliers, or sell to your customers.

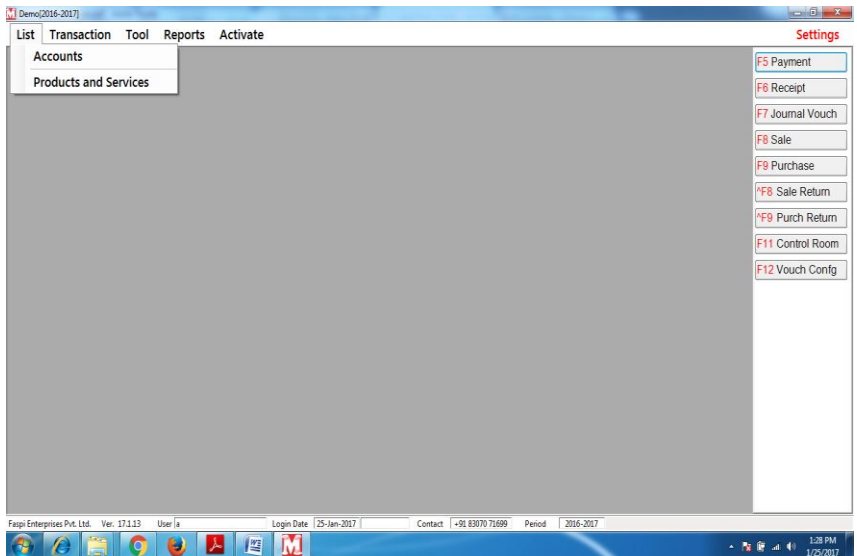
In MARWARI, You can set up any number of item/product. You can specify the selling price and buying rate for each item/product. You can also specify:

- Opening stock quantity for an item.

- Minimum stock to be maintained for each item/product.

To set up an item/product:-

1. From the setup menu, click on product, and select description. The setup items/product window appears.



OR



3. Enter the details in the fields. Then click on save to save the description.

Entering details in the new description dialog box:-

Company Name	Type the manufacturer name.
Item	Select the item in the item dialog Box.
Color	Select color if any otherwise select none.
Tax Category	Select tax category in the tax Category dialog box.
Description	Type the product name which is You want shown in the software.
Add Packing	Add Packing (Its Compulsory).

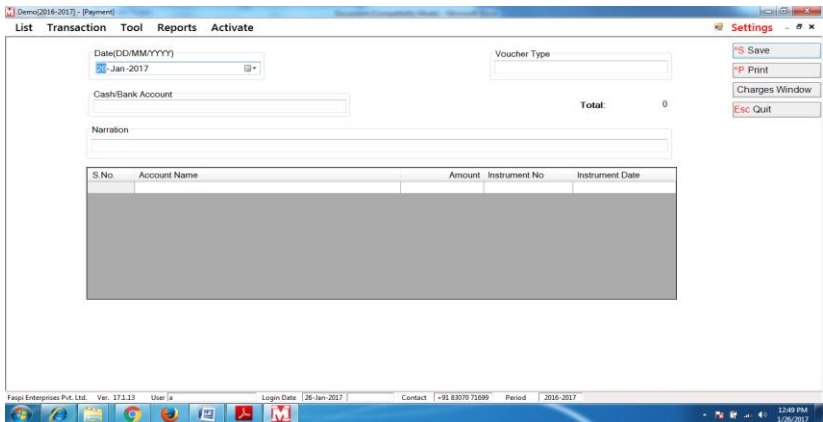
Note- After above procedure click on Save or CTRL+S to save the new item/product.

## Add, Edit, Delete Payment / Receipt Voucher:-

In MARWARI Software You can also Create Payment / Receipt Vouchers Like Bank Payment or Cash Payment or Cash Receipt or Bank Revceipt Voucher.

Click on Payment Button or Click on Payment Option from Transaction.

1. A Screen Will Open n Click on new Button to Create a New Payment Voucher.



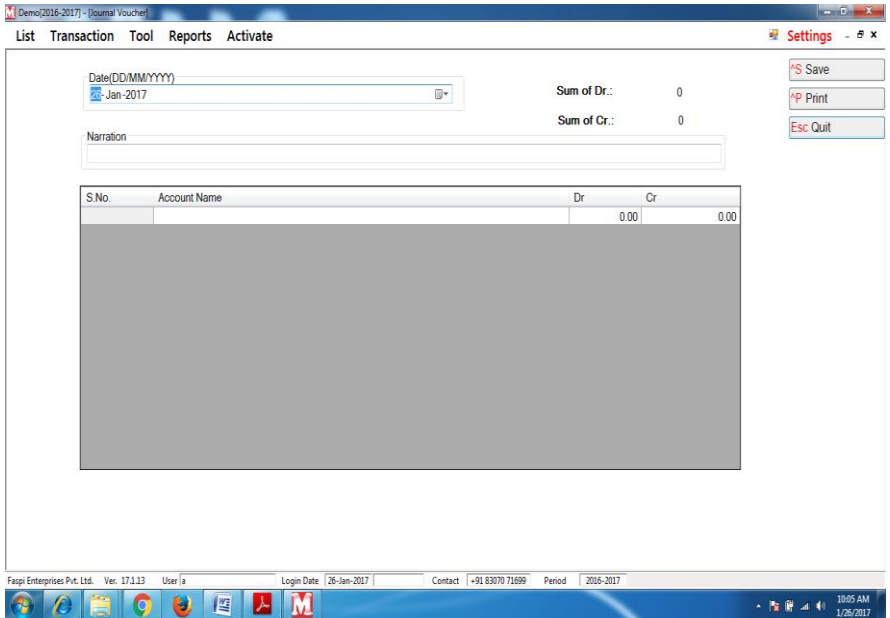
2. Fill Necessary Fields.
3. Save the Voucher .

## Add, Edit, Delete Journal Voucher:-

MARWARI gives you the flexibility to use different types of documents (vouchers, invoices, receipts, bills etc.) depending on the transaction you want to record. Now you'll learn how to enter details in your first document-let's say a journal voucher.

### To enter details in a journal voucher:

1. From the Transaction Menu, select Journal Voucher. The document window appears.



## 2. Enter the details in the fields.

Date

Displays today's date (that is the Login date) as the date of Transaction. You can However, Change the date.

Narration

Type a narration.

Account

Enter the account that is debited or credited from the Account list Select the Account you want.

Dr.

Type the debit amount.

Cr.

Type the credit amount.

Sum of Dr.

Displays the total debit amount.



Sum of Cr.

Displays the total credit amount.

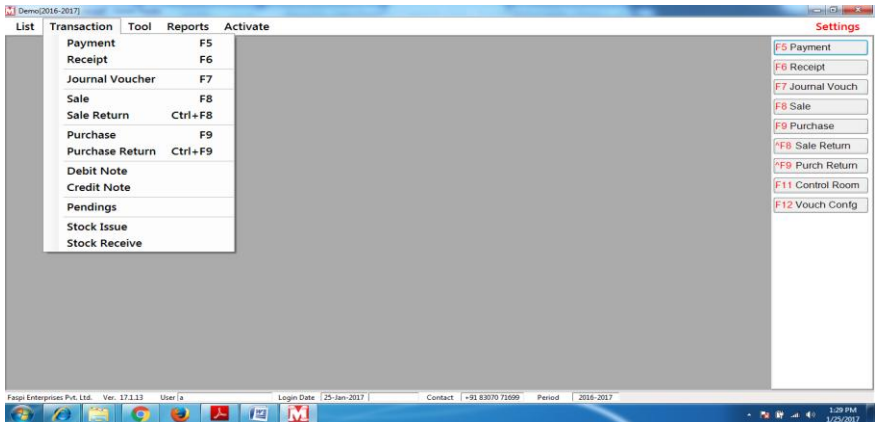
3. After entering the details, do one of the following:

- To save the document click Save.
- To print the document, click print.

## **Add, Edit, Delete Purchase / Purchase Return Voucher:-**

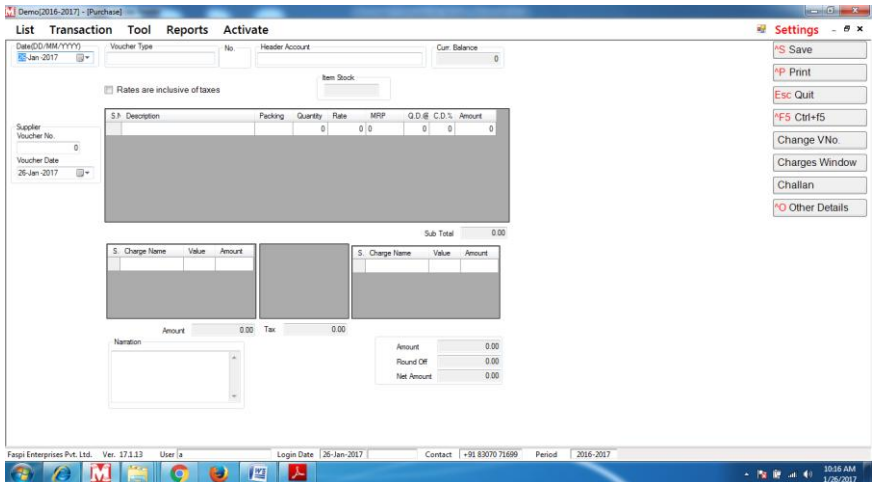
MARWARI gives you the flexibility to use different types of purchase (Ex-State Purchase, On-State Purchase and Unregistered Purchase that is purchase from unregistered dealer.) depending on the transaction you want to record. Now you'll learn how to enter details in your first purchase document.

You can Open Purchase Voucher from main window or By Shortcut Key (F9) or You can use Transaction Menu.



To enter details in purchase:

1. From the Transaction Menu, select Purchase (On State). The purchase document layout appears.



2. Enter the details in the fields.

<b>Voucher Date</b>	Displays today's date (that is the Login date) as the date of Transaction. You can However, Change the date.
<b>Voucher Type</b>	Select a Voucher Type that the Purchase is on state, Ex State .
<b>Voucher Number</b>	Voucher/Bill Number
<b>Header Account</b>	Enter the account from the Account list select the Account of supplier from where you purchase goods.
<b>Current Balance</b>	It Will Display the current Balance of Selected Account.
<b>Item Stock</b>	It Will Display the current stock of Item.
<b>Supplier Voucher Number</b>	Supplier's Voucher Number
<b>Supplier Voucher Date</b>	Here Supplier's Voucher Date.
<b>Item Grid</b>	Select an Item With its Packing and enter all grid fields.
<b>Charges Grid</b>	Display Charges.
<b>Tax Grid</b>	Display Taxes it calculate automatically.
<b>Narration</b>	Type a narration.
<b>Amount</b>	It Displays the amount before round off.
<b>Round Off</b>	If you want to round off an amount.
<b>Net Amount</b>	Actual Amount.

3. After entering the details, do one of the following:

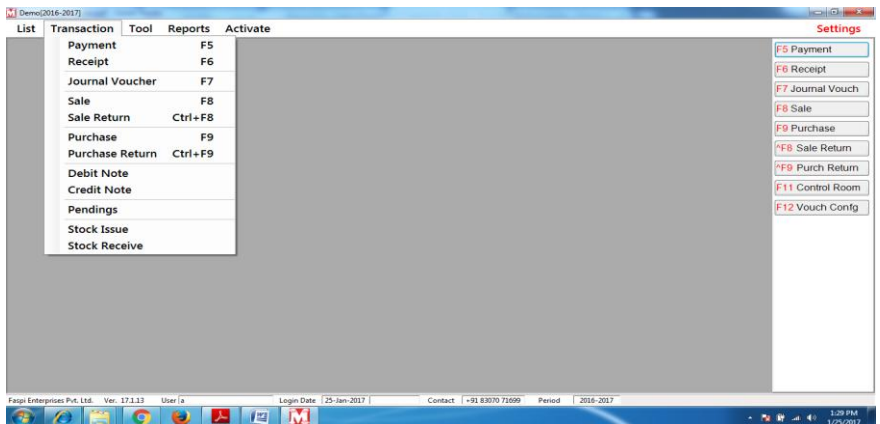
- To save the document and return to the document window, click Save.
- To print the document, click print.
- Quit.
- Change Voucher Number.

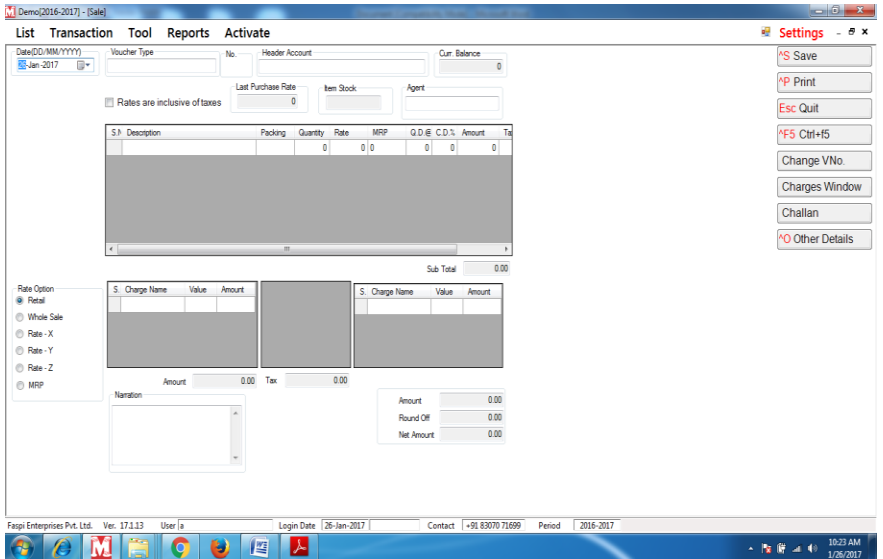
## Add, Edit, Delete Sale / Sale Return Voucher

MARWARI gives you the flexibility to use different types of sale (Including Tax Sale, Excluding Tax Sale and Ex-State Sale, depending on the transaction you want to record. Now you'll learn how to enter details in your first sale document, let's say Excluding Tax Sale.

To enter details in Excluding Tax Sale:

1. From the Transaction Menu, select Sale.
2. Use Short cut key (F8).
3. Click on Sale Button form main Window.





2. Enter the details in the fields.

**Voucher Date**

Displays today's date (that is the Login date) as the date of Transaction. You can However, Change the date.

**Voucher Type**

Select the series you want to enter that is Tax Invoice, Bill or Cash Memo.

**Voucher Number**

Voucher/Bill Number

**Header Account Name**

Enter the account from the Account list select the Account of customer to whom you sale goods or cash.

**Current Balance**

It will display the current

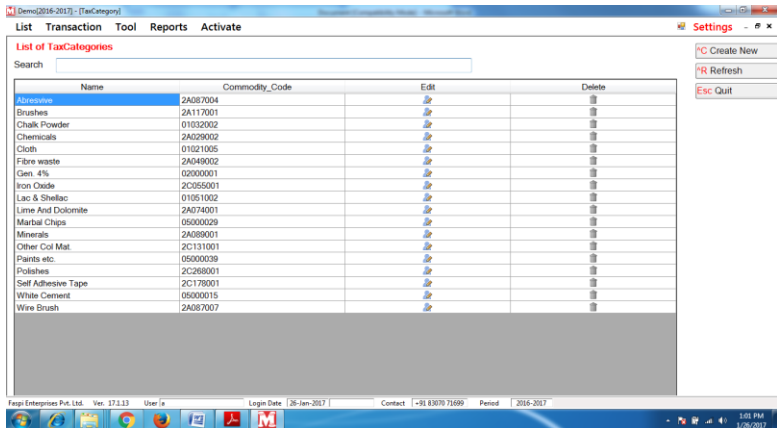
<b>Last purchase Rate</b>		balance of selected Account. It will display the Last Purchase Rate of Selected Item.
<b>Narration</b>		Type a narration.
<b>Item Grid</b>		Item Grid Contain all the information of sale Item like packing (Unit), name of Item (Description), number of unit sale (Quantity), rate on which item is sale and amount (Quantity * Rate)
<b>Charges Window Left Side</b>		Enter Charges.
<b>Taxes Window</b>		Taxes Will Calc
<b>Charges Window Right Side</b>		Enter Charges if Necessary.
<b>Amount</b>		Display Amount after all taxes and Charges.
<b>Round off</b>		Eneter Round off if necessary.
<b>Net Amount</b>		Net Amount after Round off.

3. After entering the details, do one of the following:
- To save the document and return to the document window, click Save.
  - To save and print the document, click save and print.

**Add, Edit, Delete Tax Category:-**

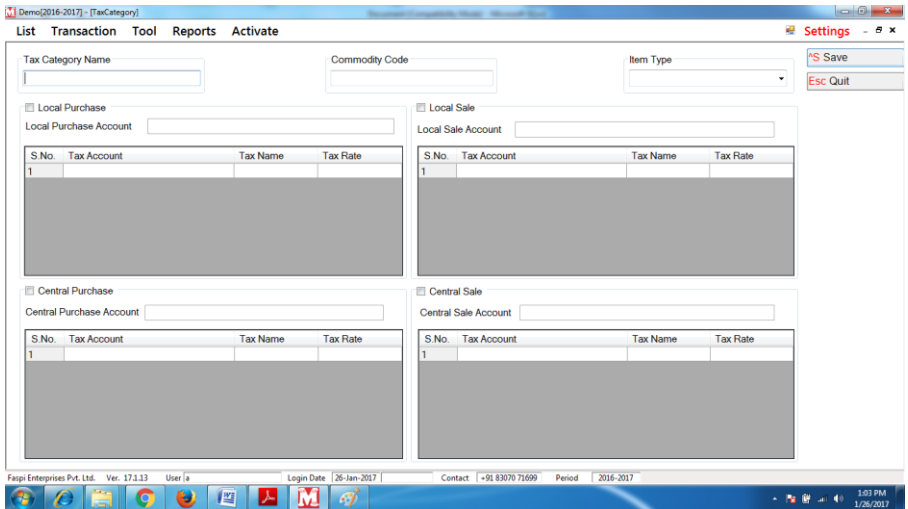
In MARWARI you can also set different Tax category.

1. Click on Settings menu and then All List Option and then Tax Category .
2. A Screen Will open that look like this.
- 3.



from this list you can Edit Delete an Existing Tax Category.

Click on Create new Button to Create a New Tax Category.



After Filling All Necessary Fields Click on Save Button or Use CTRL+S .

## Journal

You can generate a journal to view daily transaction such as sales, purchase, receipts and payments entered in documents.

The journal provide following details:

- Document number, series and date.
- Account and narration.
- Credit amount and debit amount.
- Date wise total amount transacted.
- Document wise total amount.

To generate the journal:-



1. From the Reports Menu, click Account Report and then select Journal.

Account:  Submit

Date From: 01-Apr-2015 Date To: 25-Jan-2017

Print Preview X

Doc Number	Account	Narration	Amount (Dr.)	Amount (Cr.)
<b>20-Jan-2017</b>				
CHP 20170120 1	Janam	Cheque/D.D. No. 6567 Dt. 27-Feb-2017	54,647.00	
	Cash	test		54,647.00
		<b>Day Total</b>	<b>54,647.00</b>	<b>54,647.00</b>
<b>21-Jan-2017</b>				
CHP 20170121 1	5% U.P. Goods Purchase	Being Cash Paid	100.00	
	Bank	Being Cash Paid	2,000.00	
	Cash	Being Cash Paid		2,100.00
		<b>Day Total</b>	<b>2,100.00</b>	<b>2,100.00</b>
		<b>Total Amount</b>	<b>56,747.00</b>	<b>56,747.00</b>

Fasgi Enterprises Pvt. Ltd. Ver. 17.1.13 User ja Login Date 25-Jan-2017 Contact +91 83070 71699 Period 2016-2017

10:32 AM 1/26/2017

## Ledger

You can generate a ledger to view the summarized or detailed classification of accounts. The ledger provides the following details-

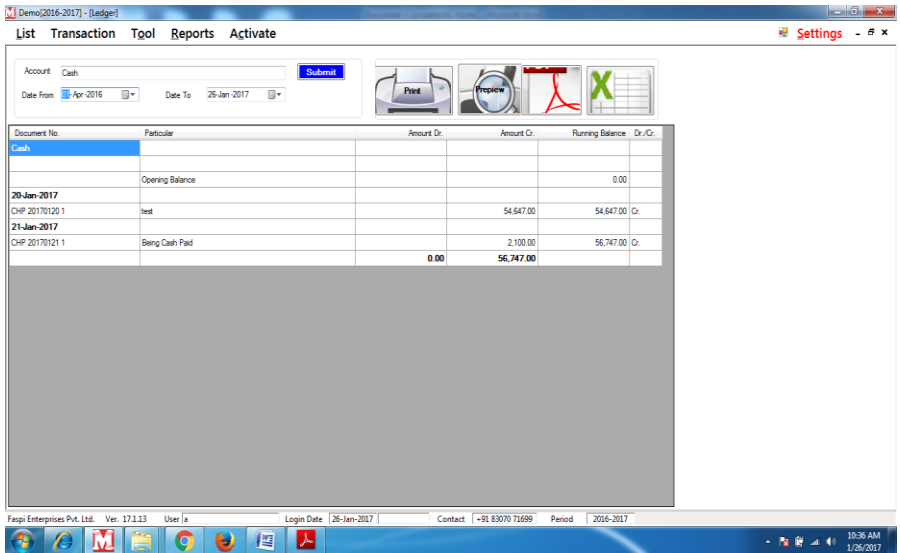
4. Account Name
5. Opening balance and closing balance for each account, along with the debit or credit sign.
6. Document date
7. Document series and number
8. Narration
9. Each transaction amount in the corresponding debit column or credit column

## 10. Running balance

### To generate the ledger

1. From the Report Menu, point the Account Report, click Ledger. The Ledger dialog box appears.



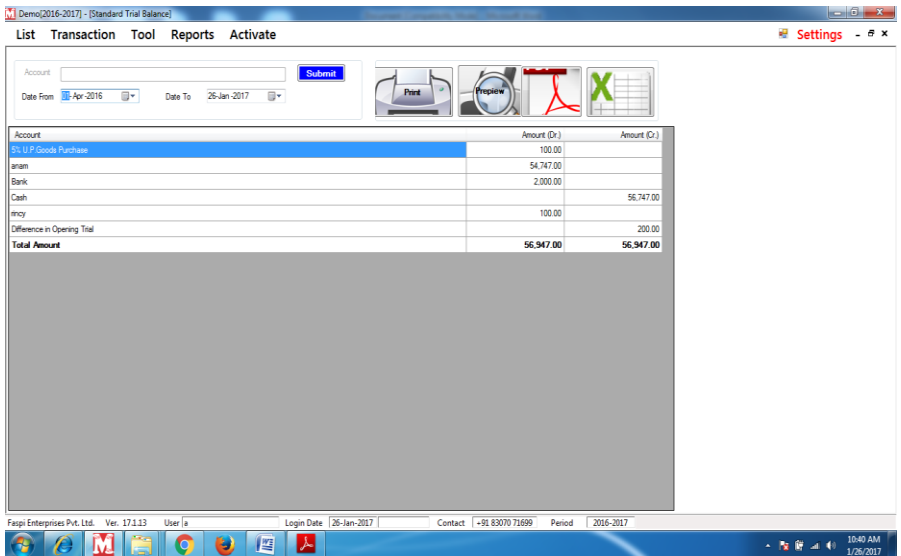
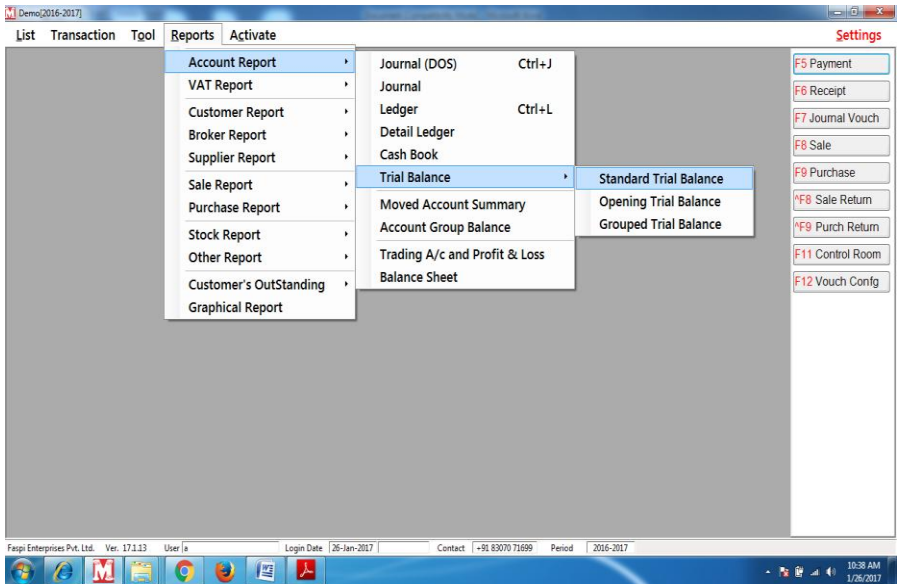


## standard trial balance

You can generate the standard trial balance to view the debit and credit balances of the accounts, and to check their arithmetical accuracy as on a particular date.

To generating standard trial balance:

1. From the Report Menu, point to Accounts Reports, click on Trial Balance, select Standard Trial Balance. The standard trial balance dialog box appears.

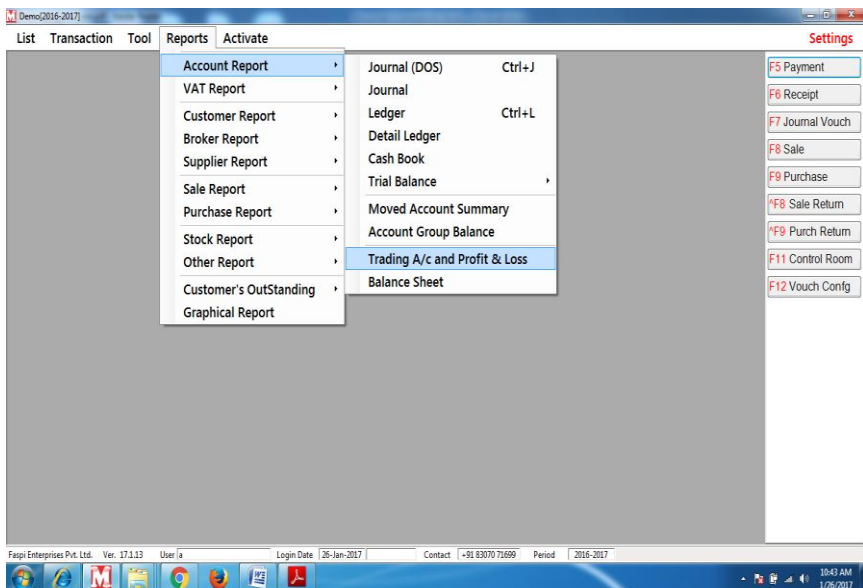


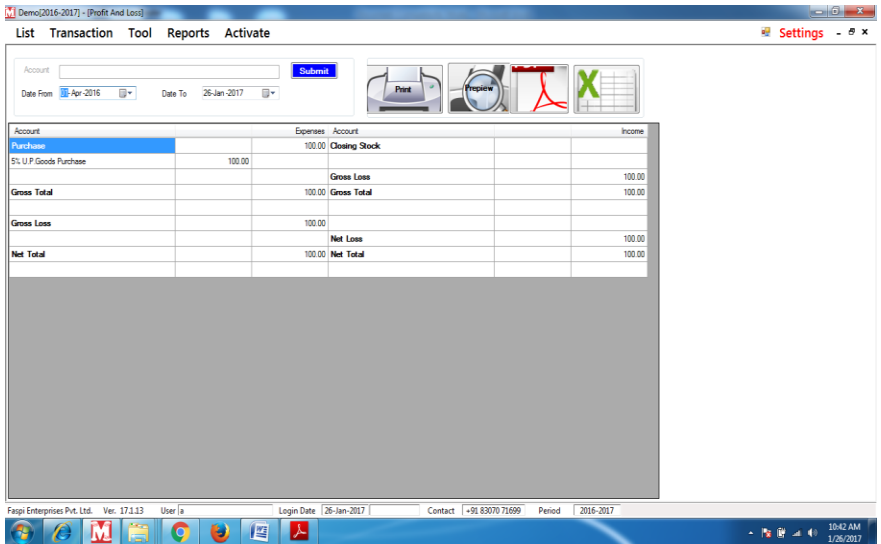
## Profit & Loss statements

You can generate the profit & loss statements to obtain a global view of your firm/company's income, expense and net profit or loss for a specific period.

To generating the Profit & Loss statements:

1. From the Report Menu, point to Accounts Reports, and click Profit & Loss. The Profit and Loss dialog box appears.





## Balance Sheet

You can generate the standard balance sheet to view your firm/company's assets, liabilities and equity as of a particular day.

To generating the Balance Sheet:

1. From the Report Menu, point to Accounts Report, and click

Demo(2016-2017)

List Transaction Tool Reports Activate Settings

- Account Report
  - Journal (DOS) Ctrl+J
  - VAT Report
    - Journal
  - Customer Report
    - Ledger Ctrl+L
  - Broker Report
    - Detail Ledger
  - Supplier Report
    - Cash Book
  - Sale Report
    - Trial Balance
  - Purchase Report
    - Moved Account Summary
  - Stock Report
    - Account Group Balance
  - Other Report
    - Trading A/c and Profit & Loss
  - Customer's Outstanding
    - Balance Sheet
  - Graphical Report

F5 Payment  
 F6 Receipt  
 F7 Journal Vouch  
 F8 Sale  
 F9 Purchase  
 F8 Sale Return  
 F9 Purch Return  
 F11 Control Room  
 F12 Vouch Confg

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Demo(2016-2017) - [Balance Sheet]

List Transaction Tool Reports Activate Settings

Account: Subtotal

Date From: 01-Apr-2016 Date To: 26-Jan-2017

Print Refresh Home Excel

Liabilities	Amount	Assets	Amount
<b>Net Loss</b>	-100.00	<b>Closing Stock</b>	
<b>Duties &amp; Taxes</b>	-54,747.00	<b>Cash in Hand</b>	-56,747.00
	-54,747.00	Cash	56,747.00
<b>Sundry Creditors</b>	-100.00	<b>Bank in Hand</b>	2,000.00
	-100.00	Bank	2,000.00
<b>Difference in Opening Total</b>	200.00		
<b>Total</b>	<b>-54,747.00</b>	<b>Total</b>	<b>-54,747.00</b>

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