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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 asbalance 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.

🖳 Login	×
SOFTWARE Software, Website and N	
UserName	
Password	
Firm Name Financial Period	
Login Date 25-Jan-2017 IV Close	e

Note- The date field, by default, tasks the system date. You can however, enter a date other then 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 menus 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

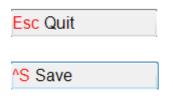
When you choose a command, a dialog box appears so that you can select option. If an option appears dimmed, it is not currently available.

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.



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

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

Work	
continue.	

can

Keyboard Convention	1
Keys	Commands
Enter	Press Enter means that you
	can press Enter or return.
Arrow keys	you can use the up, down,
	left & right Arrow key to
	Move the insertion point in
	A window.
Page up & page down	You can use page up & page
	down to Move the insertion
	point by one page.
Tab	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.

•		Jan	uary, 2	017		×
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 viceversa.

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.

Modify Company			Setting
Firm Info.	Period Info	⁴ S Save	F5 Payment
Name	Name	Esc Quit	F6 Receipt
Demo	2016-2017		F7 Journal Vouc
Address			
			F8 Sale
	GPMH1617		F9 Purchase
muzamamagar			*F8 Sale Return
State	Start From		+F9 Purch Retur
Uttar Pradesh	01- Apr -2016		F11 Control Roo
Contact No.	End At		F12 Vouch Conf
	31-Mar-2017		F12 Voder Com
Email			
TIN Number			
CST Number			
	Firm Info. Name Demo Address Muzaffarnagar State Uttar Pradesh Contact No. Email TIN Number	Firm Info. Period Info Name Name Demo 2016-2017 Address Database Name Muzzifismagar Stat From State 01-Apr 3018 Ontact No End At TIN Number TIN Number	Firm Info. Period Info Save Name Name Eic Quit Demo 2016/2017 Eic Quit Address Database Name GPMH1617 Muzeffarnagar State State From Utar Pradesh 61-Apr-2016 - Contact No. End At TIN Number TIN Number

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. 31st March 14.

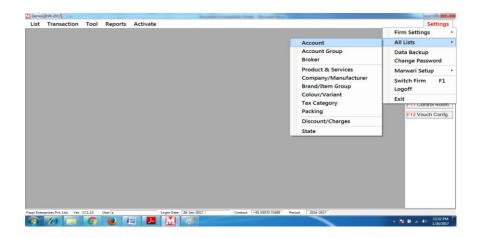
After filling all above entries, Click on save, now your first firm/company ready. The next step is to set account.

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.

🚺 Demoj	2016-2017]							- 0 - X
List	Transaction	Tool	Reports	Activate				Settings
A	ccounts							F5 Payment
P	roducts and Se	rvices						F6 Receipt
								F7 Journal Vouch
								F8 Sale
								F9 Purchase
								[^] F8 Sale Return
								*F9 Purch Return
								F11 Control Room
								F12 Vouch Confg
Faspi Ente	rprises Pvt. Ltd. Ver.	17.1.13	User a	Login Date 25-Jan-201	Contact	+91 83070 71699	Period 2016-2017	
@		0	1	la 🕅 🔛 🚽	Contraction of the			▲ 🍇 🗑 .al 🕕 1:28 PM 1/25/2017



A Scrren Will Open.

List of Accounts				C Create Nev
Search				*R Refresh
AccName	Туре	Edit	Delete	Esc Quit
0% U.P.Goods Purchase	PURCHASE ACCOUNTS	2	1	Cot dan
0% U.P.Goods Sale	SALES ACCOUNTS	2	1	
0% U.P.Goods Stock	STOCK-IN-HAND	2	1	
14% U.P.Goods Purchase	PURCHASE ACCOUNTS	2	1	
14% U.P.Goods Sale	SALES ACCOUNTS	2	1	
14% U.P.Goods Stock	STOCK-IN-HAND	2	*	1
15.5% U.P.Goods Purachase	PURCHASE ACCOUNTS	2	1	
15.5% U.P.Goods Sale	SALES ACCOUNTS	2	1	
15.5% U.P.Goods Stock	STOCK-IN-HAND	2	1	
5% U.P.Goods Stock	STOCK-IN-HAND	2		
5% U.P.Goods Purchase	PURCHASE ACCOUNTS	2	1	
5% U.P.Goods Sale	SALES ACCOUNTS	2		
anam	DUTIES & TAXES	2	1	
Bank	BANK ACCOUNTS	2	1	
Bank Exp.	EXPENDITURE ACCOUNT (Indirect)	2	1	
Business Pramotion	EXPENDITURE ACCOUNT (Indirect)	2	1	
Capital Acc.	CAPITAL ACCOUNT	2	1	
Cartage	EXPENDITURE ACCOUNT (Indirect)	2	1	
Cash	CASH-IN-HAND	2		
Commisin A/C	EXPENDITURE ACCOUNT (Indirect)	2	1	
Computer & Printer	FIXED ASSETS	2		
Customer	SUNDRY DEBTORS	2	1	
Deprisition	EXPENDITURE ACCOUNT (Indirect)	2	±	
Discount On Sale	EXPENDITURE ACCOUNT (Indirect)	2	1	
Fletric Exp	EXPENDITURE ACCOUNT (Indirect.)	20	A	w.
pi Enterprises Pvt. Ltd. Ver. 17.1.13 Use	a Login Date 26-Jan-2017	Contact +91 83070 71699 Period	2016-2017	

You Can Edit, Delete or Create a New Account

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

Demo[2016-2017] - [Account] List Transaction Tool Reports Activate		🚽 🖉 🛲
Account Info. Account Info. Name Print Name Opening Balance 0 Print Name Type Credit Limit Rs 0 Days 0 TN PAN Status Enable Daable	Address1 Address2 State Uttar Pradesh Ph No. Emaild Account Group Agent Name Note	Settings - P Save Esc Quit

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.

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

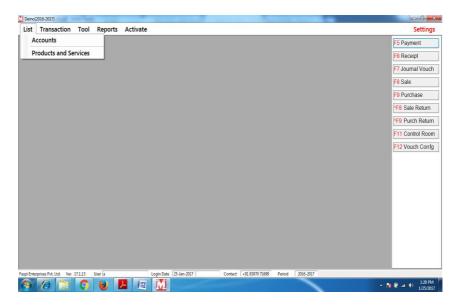
In MARWARI, You can set up any number of item/product. You can specify the selling price and buying rate for each item/product. You can also specify:

• Opening stock quantity for an item.

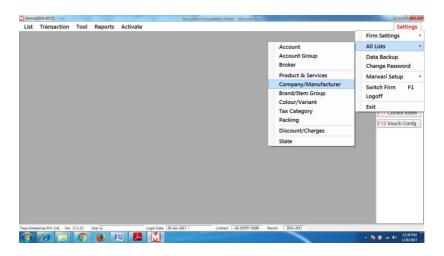
• Minimum stock to be maintained for each item/product.

To set up an item/product:-

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



OR



2. Click on Product and Services. The new description dialog box appears.

-	16-2017] - [Descript Transaction		Reports	Activate											ettings	- 8
	ny/Manfacturer		neports	Activite		Brand/Item (Group	_			Color/Varian	nt	_		S Save	
Fax Cat	egory *				Display	y Name *						Ac	dd Packing	E	isc Quit	
Packing	Purchase	Retail	Rate-X	Rate-Y	Rate-Z	MRP	Wholesale	Skucode	ShortCode	Commission?	Commission(Sto	ening 1 ick 1	Warning Level]		
	ites Put. Ltd. Ver		User [a			[25-Jan-2017		ontact -91		Period 2016						

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
I	which is You want shown in
	the software.
Add Packing	Add Packing (Its
C	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 Sreen Will Open n Click on new Button to Create a New Payment Voucher.

	016-2017] - [Paymer					- Change	and Company	and the set of							0 ×
List	Transaction	Tool	Reports	Activate									1	Settings	- 8
	Dat	e(DD/MM/	mm							Voucher Type				*S Save	
	225-	Jan -2017												*P Print	
	Cas	h/Bank Ac	count											Charges	Window
											Total:	0		Esc Quit	
	Narr	ation													
	SN	a 40	count Name					57	Amount	Instrument No	Instrument Date				
	0.14	0. 10	oouni raamo						-unount	instrument NO	Inse unioni Date				
aspi Enterj	prises Pvt. Ltd. Ver	171.13	User a	김 🎵	Login Date	26-Jan-2017		Contact 91	83070 7169	9 Period 200	16-2017				1249 PM 1/26/2017

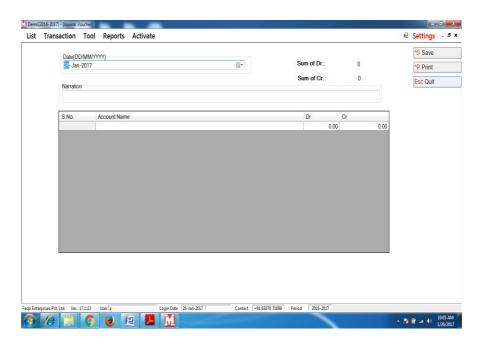
- 2. Fill Necessary Fields.
- 3. Save the Voucher.

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 documentlet'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.

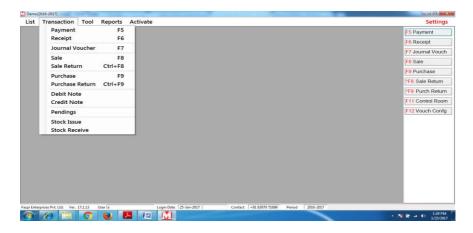
Displays the total credit amount.

- 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.

	st Transactio	ion Tool Reports	Activ	ate								-	Settings	- 0
extension Parter are inclusive offaxes extension Pering code 0		Voucher Type	No.	Header Ad	ccount			Curr. B					*S Save	
S. Deerge Here: Value: Amount Amount 0.00 Tax 0.00 Nanation Amount 0.00 Nanation Amount 0.00 Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanation Nanatio						em Stock			1				P Print	
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Sub Trade 000 Sub Trade 000 Sub Trade 000 Sub Trade 000 Sub Trade 000 Amount 000 Nametrin 0000 Nametrin 000 Nametrin 000	-te-	S.M Description		Packing			RP Q.C						*F5 Ctrl+f	5
Charges We An 2017	cher No.				0	00		0 0	0				Change \	/No.
Challan Ch	cher Date												Charges 1	Windo
Sub Total 0.00 S. Diarge Name Value Amount Amount 0.00 Tax 0.00 Namaton Amount Amount 0.00 Namaton Amount Amo	Jan -2017												Challan	
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Arourt 0.00 Ter 0.00 Arourt 0.00 Har Arourt 0.00 Har Arourt 0.00		S. Charge Name Value	Amount	1		S. O	arge Name							
Namaton Anount 0.00 Pound Off 0.00 Het Anount 0.00														
Namaton Anount 0.00 Pound Off 0.00 Het Anount 0.00														
Namaton Anount 0.00 Pound Off 0.00 Het Anount 0.00														
A Road Of 0.05 Het Anout 0.00			0.00) Так		0.00			0.00					
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Enterprises Pvt. Ltd. Ver. 17.113 User /a Login Date (25-Jan -2017) Contact (~91,82010 7/1599 Period 2016-2017														
Enterprises Put. Ltd. Ver. 17.113 User /a Login Date (25-Jan-2017) Contact (~91.82010 71699 Period 2016-2017)														
interprises Pvt. 1td. Ver. 17.1.13 User a Login Date 26-Jan-2017 Contact +91.83070 71659 Period 2016-2017														
	interprises Pvt. Ltd.	Ver. 17.1.13 User a		Log	in Date 2	6-Jan-2017	_	Contact	+91 83070 71699	Period	2016-2017			

2. Enter the details in the fields.

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

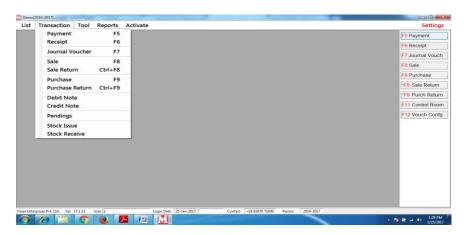
- 3. After entering the details, do one of the following:
 - To save the document and return to the document window, click Save.
 - To print the document, click print.
 - Quit.
 - Change Voucher Number.

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.



🚺 Demo[2016-2017] - [Sale]	Construction Construction	_ 0 <u>_ X</u>
List Transaction	Tool Reports Activate	🖷 Settings 🗉 🖉 🗙
Date(DD/MM/YYYY) W	oucher Type No. Header Account Curr. Balance	^S Save
	Last Purchase Rate tem Stock Agent	^P Print
	Rates are inclusive of taxes 0	Esc Quit
s	I/ Description Packing Quantity Rate MRP Q.D.€ C.D.%, Amount Ta	^F5 Ctrl+f5
		Change VNo.
		Charges Window
		Challan
		10 Other Details
*	Sub Total 0.00	
- Rate Option @ Retail @ Whole Sale @ Rate - X @ Rate - Y @ Rate - Z @ MRP	S Orage Name Volue Anount	
O MHP	Naration Amount 0.00	
	A Round Off 0.00	
	Net Amount 0.00	
	*	
Faspi Enterprises Pvt. Ltd. Ver.		
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2. Enter the details in the fields. Voucher Date Displays today's date (that

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

Last purchase Rate	balance of selected Account. It will display the Last Purchase Rate of Selected Item.
Narration	Type a narration.
Item Grid	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)
Changes Window Left	•
Charges Window Left Side	Enter Charges.
Taxes Window	Taxes Will Calc
Charges Window Right Side	Enter Charges if Necessary.
Amount	Display Amount after all taxes and Charges.
Round off	Eneter Round off if necessary.
Net Amount	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.

				*C Create New
earch				*R Refresh
Name	Commodity_Code	Edit	Delete	Esc Quit
	2A087004	2	1	
rushes	2A117001	2	1	
halk Powder	01032002	2	±	
hemicals	2A029002	2	1	
oth	01021005	2	1	
bre waste	2A049002	2	1	
en. 4%	02000001	2	1	
n Oxide	2C055001	2	1	
ic & Shellac	01051002	2	1	
me And Dolomite	2A074001	2	1	
arbal Chips	05000029	2	1	
inerals	24089001	2	1	
ther Col Mat.	2C131001	2	1	
aints etc.	05000039	2	1	
olishes	2C268001	20	1	
elf Adhesive Tape	2C178001	2	1	
hite Cement	05000015	2	1	
fire Brush	2A087007	2	1	

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

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

t Transaction Tool	Reports	Activate						2	Settings	- 8
ax Category Name			Commodity C	ode		Item Type		•	^S Save Esc Quit	
Local Purchase				Local Sa	Sale ale Account					
S.No. Tax Account		Tax Name	Tax Rate	S.No.	Tax Account	Tax Name	Tax Rate			
Central Purchase				Centr	al Sale					
Central Purchase					al Sale					
		Tax Name	Tax Rate	Central		Tax Name	Tax Rate			
Central Purchase Account			Tax Rate	Central	Sale Account	Tax Name	Tax Rate			

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.

List mansactio	on Tool Reports Activate				🖷 Settings – 🖻
Account Date From 01-Apr-2015	Date To 26-Jan-2017	Submit	XX		
Doc Number	Account	Narration	Amount (Dr.)	Amount (Cr.)	
10-Jan-2017					
HP 20170120 1	anam	Cheque/D.D. No. 6567 Dt. 27-Feb-2017	54,647.00		
	Cash	test		54,647.00	
		Day Total	54,647.00	54,647.00	
-Jan-2017					
IP 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	
		Day Total	2,100.00	2,100.00	
		Total Amount	56,747.00	56,747.00	
pi Enterprises Pvr. Ltd.	Ve: 17113 User/a to	gin Date. [26-10-207] Contact. [+28,8507	071699 Period 2011	5-2017	

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.

🚺 Demo[i	016-2017]			Course Corp.	and these second lines			
List	Transaction	Tool R	Reports Activate					Settings
								F5 Payment
								F6 Receipt
			Name		Balance			F7 Journal Vouch
			0% U.P.Goods Purchase		0.00 Cr.			F8 Sale
			0% U.P.Goods Sale		0.00 Cr.		E	
			0% U.P.Goods Stock		0.00 Cr.			F9 Purchase
			14% U.P.Goods Purchase		0.00 Cr.			AF8 Sale Return
			14% U.P.Goods Sale		0.00 Cr.		_	
			14% U.P.Goods Stock		0.00 Cr.			^F9 Purch Return
			15.5% U.P.Goode Purachase		0.00 Cr.			F11 Control Room
			15.5% U.P.Goods Sale		0.00 Cr.			
			15.5% U.P.Gooda Stock 5% U.P.Gooda Stock		0.00 Cr.			F12 Vouch Confg
			5% U.P.Goods Stock 5% U.P.Goods Purchase		100.00 Dr.			
			5% U.P.Goods Sale		0.00 Cr.			
			5% C.P. Goods Sale		0.00 Cr.			
					Find ?			
			Name: 14% U.P.Goods S	Stock	Tin number: 0			
			Balance: 0.00 Cr.		Account Type: STOCK	-IN-HAND		
			Address1: None		Account Group:			
			Address2: None		Agent:			
			Phone: 0		3			
Earni Enter	prises Pvt. Ltd. Ver. 1	17.1.13 Use	er la log	in Date 26-Jan-2017	Contact +91.83070 71699 P	eriod 2016-2017		
					Compet 132 03070 72055 Pi	1010-2017		* 👔 🕃 at 🔹 10:34 AM

	ion Tool Reports Activate					🖷 Settings	- 6)
Account Cash Date From Apr-2016	Subm	Print	Prepiew)	X			
Document No.	Particular	Amount Dr.	Amount Cr.	Running Balance	Dr./Cr.		
sh							
	Opening Balance			0.00			
Jan-2017				0.00			
20170120 1	test		54,647.00	54,647.00	Gr.		
Jan-2017							
P 20170121 1	Being Cash Paid		2.100.00	56,747.00	Cr.		
		0.00	56,747.00				
pi Enterprises Pvt. Ltd.	Ver. 17.13 Upr 5 Logn Dete	X-Jan-207 [Contest	-91 83070 71699	Period 2016-2017			

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.

st Transaction Tool Rep	orts Activate			Setting
1	Account Report	Journal (DOS) Ctrl+J		F5 Payment
١	/AT Report	• Journal		F6 Receipt
C	Customer Report	Ledger Ctrl+L		F7 Journal Vouc
	Broker Report Supplier Report	Detail Ledger		F8 Sale
S		Cash Book Trial Balance		F9 Purchase
2	Sale Report	•	Standard That balance	AF8 Sale Return
F	Purchase Report	Moved Account Summary	Opening Trial Balance Grouped Trial Balance	
S	Stock Report	, Account Group Balance	Grouped mar balance	⁴ F9 Purch Retu
C	Other Report	 Trading A/c and Profit & Loss 		F11 Control Roo
C	Customer's OutStanding	, Balance Sheet		F12 Vouch Cont
(Graphical Report			
				L
Enterprises Pvt. Ltd. Ver. 17.1.13 User a	Login Date 2	26-Jan-2017 Contact +91 83070 71699 Perio	d 2016-2017	
				- 👔 🗑 🛋 🌒 10:38 Al

Demo[2016-2017] - [Standard Trial Balance]	The Proof Ball	- 0 - X -
List Transaction Tool Reports Activate		🖷 Settings 🗉 🖷 🗙
Accessed Caldword Cal		
Account	Amount (Dr.) Amount (Cr.)	
5% U.P. Goods Purchase	100.00	
anam	54,747.00	
Bank	2,000.00	
Cash	56,747.00	
rincy Difference in Opening Tital	200.00	
Total Amount	56,947.00 56,947.00	
Faspi Enterprises Pvt. Ltd. Ver. 17.1.13 User a Login Date 26-Jan-2017 Cor	ntact +91 83070 71699 Period 2016-2017	
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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.

	ion Tool	Reports Activate		Setting
		Account Report	Journal (DOS) Ctrl+J	F5 Payment
		VAT Report	• Journal	F6 Receipt
		Customer Report	Ledger Ctrl+L	F7 Journal Vouc
		Broker Report	Detail Ledger	F8 Sale
		Supplier Report	Cash Book	F9 Purchase
		Sale Report	, Trial Balance >	*F8 Sale Return
		Purchase Report	Moved Account Summary	
		Stock Report	, Account Group Balance	^{^F9} Purch Retu
		Other Report	Trading A/c and Profit & Loss	F11 Control Roo
		Customer's OutStanding	, Balance Sheet	F12 Vouch Con
		Graphical Report		
Enterprises Pvt. Ltd.	Ver. 17.1.13	User a Login Diete (25-Jan-2027 Context [-51:8307/7599 Period [205-3027	

List Tran Account Date From Rev archase U.U.P.Goods Purch ross Total ross Loss et Total			rts Activ 26-Jan -2017 100.00	Epenses 100.00	Accort Cosing Rock Gross Loss Gross Total		Income 100.00 100.00	₩ Settings	_ = >
Date From B-4 coount archase I: U.P.Goods Purch ross Total ross Loss		Date To		Epenses 100.00	Accort Cosing Rock Gross Loss Gross Total		100.00		
Date From B-4 coount archase I: U.P.Goods Purch ross Total ross Loss		Date To		Epenses 100.00	Accort Cosing Rock Gross Loss Gross Total		100.00		
ccount archaee i U.P.Goods Purch ross Total ross Loss		Date To		Expenses 100.00	Accort Closing Stock Gross Loss Gross Total		100.00		
urchase I U.P. Goods Purch ross Total	hase		100.00	100.00	Closing Stock Gross Loss Gross Total		100.00		
i U.P. Goods Purch ross Total ross Loss	hase		100.00	100.00	Gross Loss Gross Total				
ross Total ross Loss	hase		100.00	100.00	Gross Total				
ross Loss				100.00	Gross Total				
ross Loss							100.00		
				100.00					
et Total									
et Total					Net Loss		100.00		
				100.00	Net Total		100.00		
pi Enterprises Pv	at Ital Ver 171	.13 User a		Login Date 2	26-Jan-2017 Contact +91.830	70 71699 Period 2016-2017			
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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	F5 Payment
	VAT Report	• Journal	F6 Receipt
	Customer Report	, Ledger Ctrl+L	F7 Journal Vouch
	Broker Report	Detail Ledger	F8 Sale
	Supplier Report	Cash Book	F9 Purchase
	Sale Report	, Trial Balance ·	4F8 Sale Return
	Purchase Report	Moved Account Summary	
	Stock Report	Account Group Balance	^{4F9} Purch Return
	Other Report	Trading A/c and Profit & Loss	F11 Control Room
	Customer's OutStanding	Balance Sheet	F12 Vouch Confg
	Graphical Report		
Faspi Enterprises Pvt. Ltd. Ver. 17.1.13	User a Login Date 2	6-Jan-2017 Contact +91 83070 71699 Period 2016-2017	
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			ALCH LVAT

List Transaction Tool R Accost Date From #Arr-2016		Attount -100.00	Print		Amount	🗟 Settings – 🔊
Date From B-Apr-2016 T+ Dat Libities Net Loss		Amount -100.00	Assets		Amount	
Het Loss		-100.00			Amount	
			Closing Sock			
Outies & Taxes						
	E 4 7 47 44	-54,747.00	Cash in Hand		-56,747.00	
nam	-54,747.00		Cash	-56,747.00		
undry Creditors			Bank in Hand		2,000.00	
ncy	-100.00		Bank	2,000.00		
Afference in Opening Trial		200.00				
fotal		-54,747.00	Total		-54,747.00	
sspi Enterprises Pvt. Ltd. Ver. 17.1.13 Use	r a	Login Date 2	6-Jan-2017 Contact	+91 83070 71699 Period 20	16-2017	• 💽 🕅 at 40 1043 AN