



**NCS**

Next Century Software



# **NCS APPLE ACCOUNT**

**MANUAL**



## **INTRODUCTION**

In this sophisticated and rapid growing world where the people have almost a very little time to manage and manipulate their books of accounts but they can't also do away with it. Indeed, it is a matter of irritation when any business is required to maintain its accounts regularly and it is pain taking too. NCS is striving hard to bring relief to the entrepreneurs and organizations whilst enabling them to have better management opportunities. Apple Account is a concrete step towards the objectives of the company and really it is easy to use, too. Its main application is in the trade and purchase industry where it is a bit irritation to record every single object. Now the record keeping has been made easy and it is done by just punching some keys and it's all done! Thanks to NCS Apple Accounts Software.

We hope that the software will be of great benefit to you and it will be appealing, comfortable & interesting.

***NEXT CENTURY SOFTWARE  
KARACHI  
(PAKISTAN)***



## **INSTALLATION**

### **Hard disk Space Requirement:**

This system needs 80MB free space on the hard disk.

### **How to install NCS Apple Accounts**

The installation of this software is very easy. Insert NCS Apple accounts CD in your Drive. Open my computer on the desktop. Click CD icon and run the setup program. This setup program will ask you some basic question, answer them. This software shall be installed automatically and it s coin will be added in the start menu.

**NOTE!** You must install this software in **c:\proj3\apac2000 directory**. Otherwise it will not run.

Before the installation begins the setup program checks hard disk for the necessary files, if these files are on the hard disk it may restart your computer. After restarting the computer the setup shall continue normally. Now it will install ACCESS2000 run time files. You may change the path of this file for the installation. After copying the ACCESS2000 it will restart you computer again. Note the setup program shall copy the business manager files on the hard disk. These files should be installed in the c:\proj3\apac2000 directory. If you will change this path the NCS Apple Accounts will not run.

When the installation is complete the system will inform you about the completion. Now you can run NCS Apple Accounts form the Windows [start] menu.

### **How to uninstall NCS Apple Accounts**

To uninstall the software follow the given steps.

- Click My Computer
- Click Control Panel
- Click Add/Remove program
- Select NCS Apple Accounts
- Click Remove

The utility removal program will be running on the screen. Answer the questions.

After uninstalling these files you must uninstall ACCESS2000 Runtime by following the above steps.

## SYSTEM ADMINISTRATION AND SECURITY

**SET User Password:** The default password is test, if you want to change the password for the user press the button [set user password]. This button is given in the system configuration settings. The system will ask about the current password. Enter the password. Now the system will ask about the new password, enter new password. The system will set new password. Remember! If you forget your password you will lose all your information and program. You will have to reinstall the system and start from the scratch.

## Navigation methods

### Using mouse

The use of mouse in this software provides you a great flexibility and easiness. If you want to operate the system with mouse just go on that object (field) and click mouse button some screen or option will appear based on that option. Try left and right mouse button on different objects because on some fields right mouse button shows a small menu with more options. Normally you can do the following with mouse.

- Close the screen
- Maximize the screen
- Minimize the screen
- Go directly to a field
- Press a button
- Change the size of columns in data sheet view
- Move columns from one place to another in data sheet view.

The above jobs can be performed with the help of mouse very easily. These jobs are difficult to perform with the keyboard.

### Using keyboard

Now a day the maximum object manipulation functions are performed by the mouse and keyboard is used for the data entry. The keyboard buttons are also incorporated for the operation of screen buttons. There is one underlined alphabet on each screen button. When you press a button by pressing the “Alt: key and that underlined alphabet simultaneously the button is activated. This is called hot key. This hot key is given on all the buttons.

### The Navigation Buttons

The Navigation Buttons are discussed below. This bar is given on the lowest part of some data entry screens.

**New:** Press this button to add a new record

FIGURE



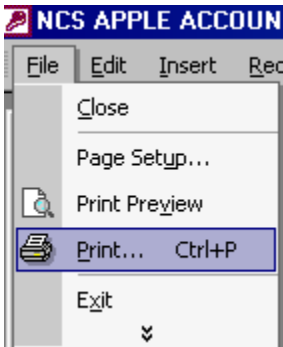
When you have typed your data then press the save button to save the record on disk.

If due to any reason you can not move from one field to another or you are trapped press control button and “W” button simultaneously. This act will close the screen safely.

## HOW TO PRINT VOUCHERS & REPORTS

In order to print any voucher say Cash voucher all you have to do is to open the voucher that you want to print. Select “**Print**” option from the file menu (See figure). Printing the reports also follow the same method.

### **FIGURE:**



## PAGE SETUP

You can use “page setup” option in the file menu. This option consists of the following tabs.

**Margins:** You can select the different forms o margins by selecting top, bottom, left and right button. You can also select the gutter position and size for header and footer OR we can choose default settings.

**Paper Size:** here, we can adjust the size of a paper. We determine its height and width. You can select its orientation which means whether it is a portrait or landscape paper.

Or

*YOU CAN USE THE DEFAULT SETTINGS.*

You can customize the paper source and layout or use default settings for each.

## PRINT PREVIEW

This option allows you to preview the document before sending it to print.

**NB:** If you have trouble seeing preview then make sure that your printer is properly installed on your computer.



### **PRINT**

By selecting this option a print dialog box appears in which we have to determine printer name, paper range by selecting all or current page or by determining the page numbers.

You also have to determine the number of copies to be printed or either to Collate it or not.

We also have an option to print all pages in range, odd pages or even pages.

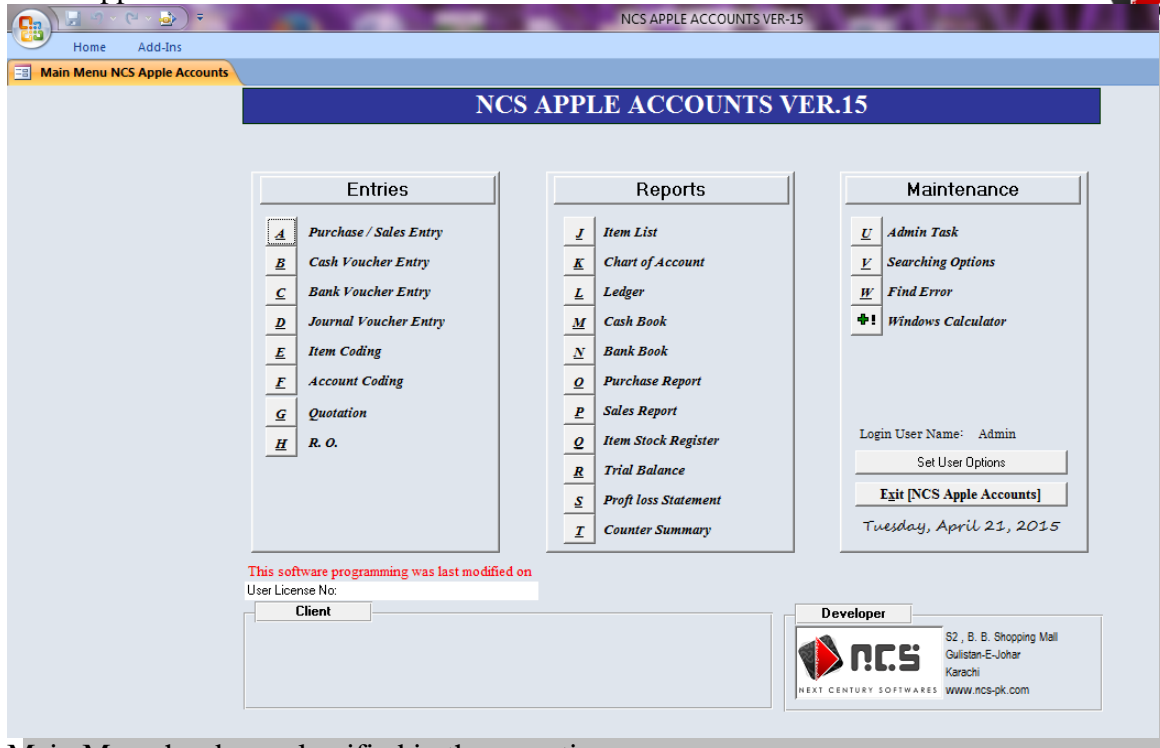
### **HOW TO WORK WITH NCS APPLE ACCOUNTS SOFTWARE**

Select NCS Apple Accounts from the windows [start] menu.

Then the software will ask you a system password. The default password for the software is “TEST”. Enter password and then click OK.

After pressing OK you will see a Main Menu as given in the figure.

FIGURE:



Main Menu has been classified in three portions.

- Entries
- Reports
- Maintenance

Each of these sections are discussed in their respective headings.

## ENTRIES

In this section you can record your purchase, sales entry, cash, journal and bank voucher entry and there are some more features which are discussed individually as follows.

### **PURCHASE ENTRY:**

By pressing this button you will see a box as given in the figure. Here you can record any of your purchase transaction. You can print it from the file menu.

PURCHASE ENTRY

Purchase Entry

**Invoice No.**

**Purchase Date**

**Party Invoice**

**A/c Name**

**Party Name**

**Remarks**

**Voucher #.**

**Cancel Invoice**

**Voucher #.**

Item Name	Code	Warranty	Serial #.	Quantity	Rate	Amount
Scanners	2		54Ax9d	15	12000	180,000.00
	0			0	0	0.00

<b>Total</b>	<b>180,000.00</b>
<b>Disc. %/Amt</b>	<b>0.00 0.00</b>
<b>Net Amount</b>	<b>180,000.00</b>

First	Back	5	Next	Last	search	Add	Edit	Save Invoice	View Invoice	Print Invoice	exit
-------	------	---	------	------	--------	-----	------	--------------	--------------	---------------	------

**FIELDS:**

**Invoice no:** The system will automatically assign the invoice no

**Purchase date:** Enter the purchase bill date here.

**Party Invoice:** Record the invoice number of your party in this field.

**Account Name:** Select the name of the party if you have purchased on credit. If not then select Cash/Bank account.

**Remarks:** Here you can make any remarks if you want to.

**Voucher No:** System will automatically assign the voucher no.

**Item Name:** Select the name of the item you have purchased. Remember that this item has been coded first in the “Item Coding” option.

**Code:** After selecting the item, system automatically displays its account code.

**Warranty:** Enter the period of warranty of the item, if any.

**Serial No:** In this field you are required to put the serial number of the item purchased.

**Quantity:** Here you will write the no. of the items purchased.

**Rate:** Enter the per unit rate of the item purchased.

**Amount:** System will automatically calculate the amount of the items purchased.

**Total:** The amount will be automatically totaled in this field.

**Discount:** Express the discount in the percentage and the system will calculate the discount on the amount for you.

**Net Amount:** Finally, the system will show the net amount of the item purchased.

**Buttons:**

**Save Invoice:** After typing the invoice press “Save Invoice” button.

**First:** In order to view the first invoice, press this button.

**Last:** To view the last voucher, use this button.

**Search:** If you want to find an invoice, you can use this option.

**Add:** If you want to make another invoice, press “Add” button.



## NCS Apple Accounts – User Guide



**Edit:** In order to make changes in a previously made invoice, press “Edit” button.

**View invoice:** In order to find that how your invoice will look like, press this option.

**Print invoice:** Invoice can be printed through this button.

**Cancel invoice:** If you want to cancel any invoice use the button “Cancel Invoice”

**Exit:** Press “Exit” to return to main menu.

**SALES ENTRY:**

SALES ENTRY

Sales Entry

Invoice No.	5	A/c Name	Aslam	Voucher #.	15
Sales Date	23-Apr-03	Party Name		<input type="button" value="Cancel Invoice"/>	
Your Invoice #.	55	Remarks	sold scanner on credit		

Item Name	Code	Warranty	Serial No.	Quantity	Rate	Amount
Scanners	2		k2wef635	2	18,000.00	36,000.00
	0			0	0.00	0.00

Total	36,000.00
Disc. %/Amt	0.00   0.00
Net Amount	36,000.00

First	Back	5	Next	Last	seaRch	Add	Edit	Save Voucher	View Invoice	Print Invoice	eXit
-------	------	---	------	------	--------	-----	------	--------------	--------------	---------------	------

**Description:**

Through this screen you can make any sale invoice. The invoice can be printed by selecting the print option from the file menu.

**Fields:**

**Invoice no:** The system will automatically assign the invoice no

**Sales date:** Enter the date here.

**Party Invoice:** Record the invoice number of your party in this field.

**Account Name:** Select the name of the party if you have sold on credit. If not then select Cash/Bank account.

**Remarks:** Here you can make any remarks if you want to.

**Voucher No:** System will automatically assign the voucher no.

**Item Name:** Select the name of the item you have sold. Remember that this item has been coded first in the “Item Coding” option.

**Code:** After selecting the item, system automatically displays its account code.

**Warranty:** Enter the period of warranty of the item, if any.

**Serial No:** In this field you are required to put the serial number of the item sold.

**Quantity:** Here you will write the no. of the items sold.

**Rate:** Enter the per unit rate of the item sold.

**Amount:** System will automatically calculate the amount of the items sold.

**Total:** the amount will be automatically totaled in this field.

**Discount:** express the discount in the percentage and the system will calculate the discount on the amount for you.

**Net Amount:** Finally, the system will show the net amount of the items sold.

**Buttons:**

**Save Invoice:** After typing the invoice press “Save Invoice” button.

**First:** In order to view the first invoice, press this button.



**Last:** To view the last voucher, use this button.

**Search:** If you want to find an invoice, you can use this option.

**Add:** If you want to make another invoice, press “Add” button.

**Edit:** In order to make changes in a previously made invoice, press “Edit” button.

**View invoice:** In order to find that how your invoice will look like, press this option.

**Print invoice:** Invoice can be printed through this button.

**Cancel invoice:** If you want to cancel any invoice use the button “Cancel Invoice”

This button will delete the invoice from the database. The cancelled or deleted invoice is not recoverable.

**Exit:** Press “Exit” to return to main menu.

### CASH BOOK ENTRY:

CASH VOUCHER ENTRY SCREEN

**Cash Book Entry**

Voucher Number:

Voucher Date:

Voucher Type:

Account Name	Code	Remarks	Amount
SALES ACCOUNT	6	sold 2 printer	2000.00
*	0		0.00
Total>>>>>>>>>>>>>>>>>>			2000.00

**Description:**

From this screen you are enabled to make any cash entry either it be Cash Receipt or Payment. You can print this voucher from the print option in the file menu.

**Fields:**

**Voucher No:** System will automatically assign the voucher number here. Note that if you delete any voucher then system won't assign any voucher bearing the same number again.

**Voucher Date:** Enter the date of the voucher here.

**Voucher type:** Select the type of the voucher that is, if it is a receipt then select "receipt (In)" or it's a payment then select "payment (out)". System will automatically debit and credit the corresponding entries.

**Account name:** Select the name of the account in this field.

**Code:** automatically displays the selected account code.

**Remarks:** Enter the remarks, if any

**Amount:** Enter the amount in this field

**Total:** System will total the amount for you.

**Buttons:**

**First:** To view the first voucher, press this button

**Back:** Press this button to view the previous voucher

**Next:** To view the next voucher

**Last:** To examine the last voucher, press this button

**Search:** In order to find any voucher, use this option

**Add:** If you want to make any new voucher, use this button

**Cancel Voucher:** this button enables you to cancel any previously made voucher.

**Edit:** This button make changes in any voucher made before.

**Save voucher:** In order to save the voucher use this option



## NCS Apple Accounts – User Guide



**Last:** To examine the last voucher, press this button

**Search:** In order to find any voucher, use this option

**Add:** If you want to make any new voucher, use this button

**Cancel Voucher:** This button enables you to cancel any previously made voucher.

**Edit:** This button make changes in any voucher made before.

**Save voucher:** In order to save the voucher use this option

**Print voucher:** You can print the voucher by using this option

**Exit:** Click this button to return to the Main Menu.

**JOURNAL VOUCHER ENTRY SCREEN**

**Voucher Entry**

Voucher Number

Voucher Date

Account Name	Code	Remarks	Debit	Credit
Blix	10	B/f	0.00	14250.00
PURCHASE ACCOUNT	4	b/f	14250.00	0.00
*	0		0.00	0.00
<b>Total&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>			14250.00	14250.00

**Description:** The Journal entry can be made through this screen. You can print the journal voucher from the same screen.

**Fields:**

**Voucher No:** System will automatically assign the voucher number here. Note that if you delete any voucher then system won't assign any voucher bearing the same number again.

**Voucher Date:** Enter the date of the voucher here.

**Account name:** Select the name of the account in this field.

**Code:** Automatically displays the selected account code.

**Remarks:** Enter the remarks, if any

**Amount:** Enter the amount in this field

**Total:** System will total the amount for you.

**Debit:** Enter debit amount. If this account is being debited.

**Credit:** Enter credit amount if the account is to be credited.

**Validation:** The system checks that the voucher debit and credit amounts are equal. It does not save an unbalanced voucher

**Buttons:**

**First:** To view the first voucher, press this button

**Back:** Press this button to view the previous voucher

**Next:** To view the next voucher

**Last:** To examine the last voucher, press this button

**Search:** In order to find any voucher, use this option

**Add:** If you want to make any new voucher, use this button

**Cancel Voucher:** This button enables you to cancel any previously made voucher.

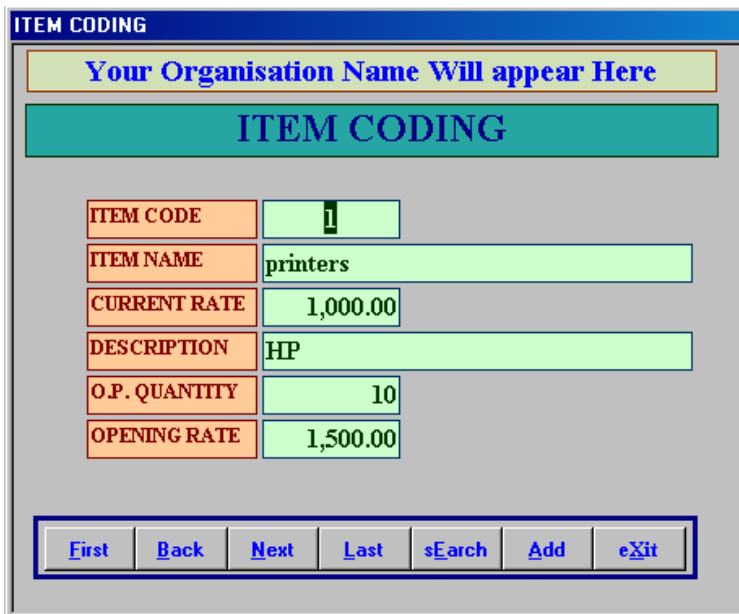
**Edit:** This button make changes in any voucher made before.

**Save voucher:** In order to save the voucher use this option

**Print voucher:** You can print the voucher by using this option

**Exit:** Click this button to return to the Main Menu

**ITEM CODING:**



**Description:**

From this screen you can easily encode the items that are used in the sales and purchase invoices. The various fields used in this screen are explained below:

**Fields:**

**Item code:** system will automatically assign code no. to the item

**Item name:** enter the name of the item here.

**Current rate:** enter the cost price of the item here.

**Description:** give some details about the item, if any.

**O.P. Quantity:** enter the quantity of the item which you have in the opening. You may enter your current stock quantity in the field.

**Opening rate:** give the opening rate of the item here.

**Buttons:**

**First:** to view the first item coding use this button

**Back:** use this button to view the previous item.

**Next:** use this button to view the next item.

**Last:** displays the last item encoded.

**Search:** helps you to find any item.

**Add:** to add a new item, use this option

**Exit:** Press “Exit” to return to the main menu.





If you want to create a **NEW GROUP** then double clicks on the group field a new screen of Group will appear on the screen. Here you can add the new item groups.

**ACCOUNT CODING:**

**PARTY CODING**

Your Organisation Name Will appear Here

**A/C CODING**

A/C CODE	8
A/C NAME	Aslam
ADDRESS	GJ, Khi
PHONE NO.	8113500
MOBILE NO.	0300 8121855
FAX NO.	65489841
REMARKS	
OPENING BALANCE	4500
IT IS A PARTY A/C	<input checked="" type="checkbox"/> IT IS BANK A/C <input type="checkbox"/>
IT IS A P/L A/C	<input type="checkbox"/> COUNTER SUMMARY <input type="checkbox"/>

First Back Next Last sEarch Add eXit

**Description:**

From this screen you can do the account coding of your customers as well as your suppliers. This screen works the same as the “**Item coding**” does. Here the account no is Generated automatically. Enter the detail of your supplier or customer.

Select the check box if,

- It is a party A/c
- It is Bank A/c
- It is a P/L A/c
- Or a Counter Summary

**GROUP:** Use the group option if you want to put your accounts in different categories. For example, you want to maintain tow list of accounts for buyer and second for sellers then select buyer from the group field fro the buyers if you want to create a new group the double click on the group field o screen title this shall appear click < button and write new Account group.

**ACCOUNT GROUP ENTRY**

ACCOUNT GROUP ENTRY

CODE 1

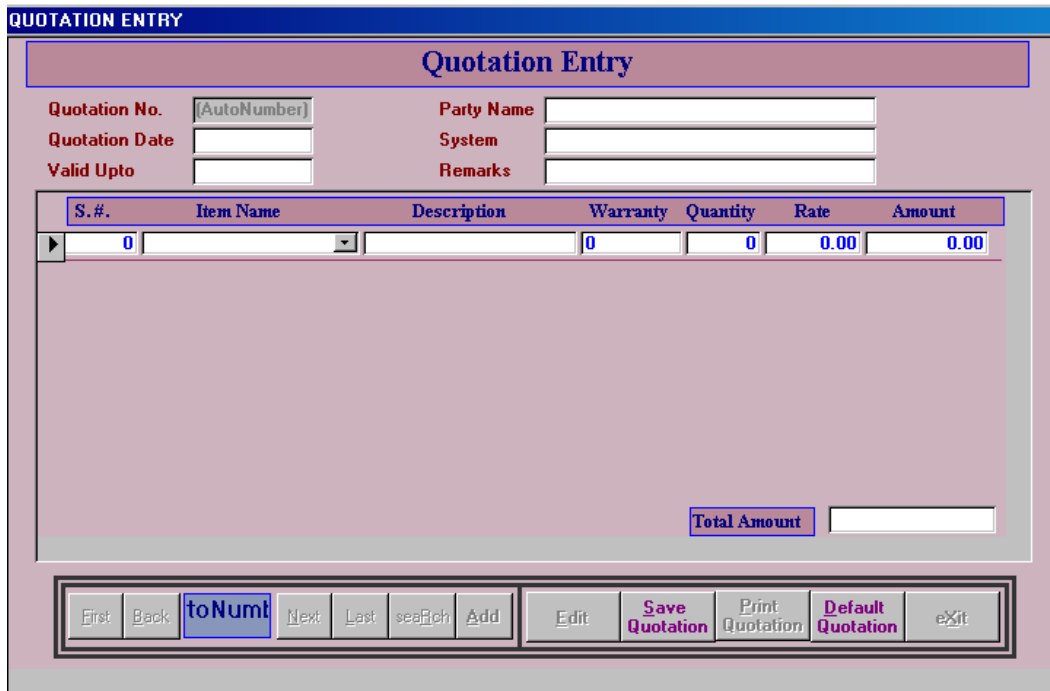
NAME BUYERS

Record: 1 of 2

Press close button to close the screen. Now on account window, open the Group account, the newly added account will appear in the list.

**QUOTATION:**

Apple account software has solved in keeping your quotation slip as current as it can be. In order to make, view or print any quotation press the “Quotation” button in the main menu.



In order to make a new quotation press “Add” button. A window will appear having different fields that are discussed below.

**Quotation Number:** It is assigned automatically by the system.

**Quotation Date:** Enter the date here.

**Valid Upto:** Enter the date upto which the quotation will remain valid.

**Party Name:** Enter the name of the party to whom you are sending the quotation.

**S. No:** enter the serial no here.

**Item Name:** Select the name of the item from the drop down menu.

**Description:** click here to add any description.

**Warranty:** Enter the warranty if any

**Quantity:** give the quantity of the items being quoted.

**Rate:** Enter the rate of the item

**Amount:** System will calculate the amount of the items being quoted.

**Total Amount:** It will also be calculated by the system.

**Buttons:**

**First:** To view the first quotation, press this button

**Back:** Press this button to view the previous quotation

**Next:** To view the next quotation

**Last:** To examine the last quotation, press this button



**Search:** In order to find any quotation, use this option

**Add:** If you want to make any new quotation, use this button

**Cancel Quotation:** this button enables you to cancel any previously made quotation.

**Edit:** This button make changes in any quotation made before.

**Save quotation:** In order to save the quotation use this option

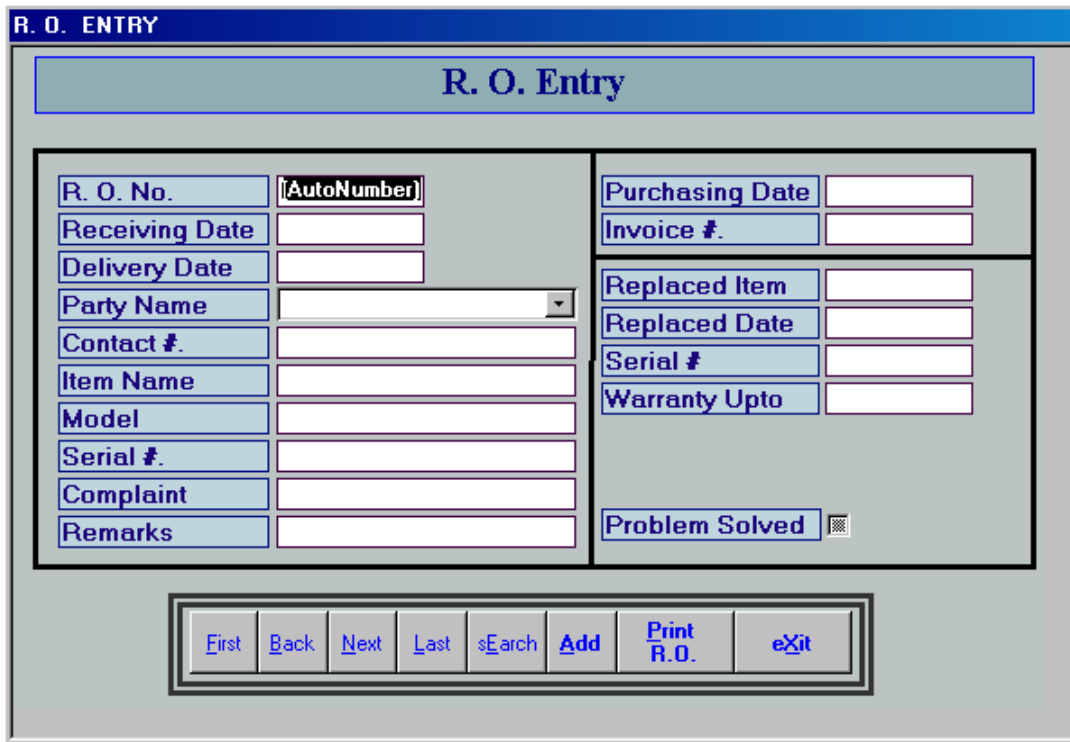
**Default quotation:** Press this option to view the quotation that has been set as “Default Quotation Setting” in the “System Options” which can be found on the main menu.

**Print quotation:** You can print the quotation by using this option

**Exit:** Click this button to return to the Main Menu.

**R.O. ENTRY (REPAIR ORDER):**

If you receive some item for the repair then you can issue a repair order slip from this screen. Press “RO Entry” button in the main menu. A window will appear as shown below.



The screenshot shows a window titled "R. O. ENTRY" with a sub-header "R. O. Entry". The window contains two columns of input fields:

- Left Column:** R. O. No. (with a small box containing "AutoNumber"), Receiving Date, Delivery Date, Party Name (with a dropdown arrow), Contact #., Item Name, Model, Serial #., Complaint, and Remarks.
- Right Column:** Purchasing Date, Invoice #., Replaced Item, Replaced Date, Serial #., Warranty Upto, and a "Problem Solved" checkbox.

At the bottom of the window is a navigation bar with buttons: First, Back, Next, Last, Search, Add, Print R.O., and Exit.

R.O. Entry window will contain numerous fields that are discussed individually as follows.

**R.O. No:** System will automatically add the number of the R.O. entry.

**Receiving Date:** here you will enter the date when the item was received.

**Delivery Date:** enter the date when the item was delivered.

**Party Name:** Enter the name of the party or select it from the list.

**Contact:** Write the contact of the party, it may be pager no, mobile no or phone no.

**Item Name:** Write the name of the item that is received for repair.

**Model:** Enter the model no here

**Serial NO:** Serial no of the product is entered here

**Complaint:** Enter the problem that is reported by the customer

**Remarks:** Enter the remarks, if any

**Purchasing Date:** Here you will enter the date of the item when it was purchased from you by the customer.

**Invoice No:** Enter the invoice of the item purchased

**Replaced Item:** if you have replaced the item then give its details here

**Replaced Date:** Give the date when it was replaced

**Serial No:** write the serial no of the replaced item here.

**Warranty Upto:** If the item covers any warranty then give its details here.

All these detail will ensure the integrity and the accuracy of all your business transaction and will assist you in running your business timely and smoothly.

**BUTTONS:**

## NCS Apple Accounts – User Guide



**First:** To view the first entry use this button

**Back:** Use this button to view the previous entry.

**Next:** Use this button to view the next entry.

**Last:** Displays the last entry added.

**Search:** Helps you to find any RO entry.

**Add:** To add a new entry, use this option

**Print R.O:** In order to print the currently opened R.O. slip, use print option in the file menu.

**Exit:** Press “Exit” to return to the main menu.



**ITEM LIST:**

In order to view the items that are encoded press the button “Item List” from the main menu. You can print the list by using the print option from the file menu.

**CHART OF ACCOUNT:**

Figure:



**Your Organisation Name Will appear Here**

- Obtain user license before use
- Obtain user license before use
- Obtain user license before use

*Chart of Account*

A/C Code	Account Name	Contact
2	BANK 1	
3	BANK 2	
1	CASH IN HAND	
4	PURCHASE ACCOUNT	
5	PURCHASE DISCOUNT	
6	SALES ACCOUNT	
7	SALES DISCOUNT	

Pressing the “CHART OF ACCOUNT” button will give you an overview of all the accounts along with their account codes. You can print it by selecting “Print” option from the file menu. It will also give you an insight whether it is Cash account, Bank account or Profit/Loss account.

**NOTE:** This screen does not enable you to change any account information. You can change the status of the accounts from “Edit account name/type” option given in the Main Menu

**LEDGER:**



**LEDGER PAGE**

**LEDGER NAME AND DATE OPTIONS**

NOTE: You must enter valid date from the financial year. Select the Name of ledger page from the list.

Name:

From:  To:

In order to view any account in the ledger click “Ledger” button and select the account head from the List. Enter the date in which you want to view the ledger transactions. Then press View button. Click exit to return to Main Menu.

**CASH/BANK BOOK:**

This works in the same way as Ledger option does. Please refer “Ledger”. You just need to click the button of the book either it is cash book or bank book. Then you will be asked to enter the date within which you want to see the transactions. After entering starting and ending date you just need to hit the **View** button.

**CASH BOOK**

**CASH ACCOUNT NAME AND DATE OPTIONS**

NOTE: You must enter valid date from the financial year. Select the Name of Cash Account from the list.

From:  To:

**PURCHASE REPORT:**

In order to view the report of the purchases that you have made in your accounting period click the button “Purchase Report” from the “Main Menu”. You will see a box (as shown in figure) that will ask you to enter the period during which you want to see the purchases that you have made.





PURCHASE BOOK			
PARTY/ITEM NAME AND DATE OPTIONS			
From:	<input type="text" value="1/1/01"/>	To:	<input type="text" value="12/31/02"/>
Party Wise		Item Wise	
<input type="text"/>		<input type="text"/>	
<input type="button" value="Party Wise"/>	<input type="button" value="Item Wise"/>	<input type="button" value="Detailed"/>	<input type="button" value="Exit"/>

If you want to view the report Party wise then enter the name of the party and press the button party wise. Or if you want to see the report item wise then enter the name of the item and press the button “Item Wise”. If you want to see the item detail along with its party name then press “Detailed” button. The date From and To is required for the detailed report. In order to return to main menu, press “Exit”.

**SALES REPORT:**

SALES BOOK			
PARTY/ITEM NAME AND DATE OPTIONS			
From:	<input type="text" value="1/1/01"/>	To:	<input type="text" value="12/31/02"/>
Party Wise		Item Wise	
<input type="text"/>		<input type="text"/>	
<input type="button" value="Party Wise"/>	<input type="button" value="Item Wise"/>	<input type="button" value="Detailed"/>	<input type="button" value="Exit"/>

In order to view the report of the sales that you have made in your accounting period click the button “sales Report” from the “Main Menu”. You will see a box (as shown in figure) that will ask you to enter the period during which you want to see the purchases that you have made.

If you want to view the report Party wise then enter the name of the party and press the button party wise. Or if you want to see the report item wise then enter the name of the item and press the button “Item Wise”. If you want to see the item detail along with its party name then press “Detailed” button. In order to return to main menu, press “Exit”.

**STOCK REGISTER:**

**STOCK REGISTER**

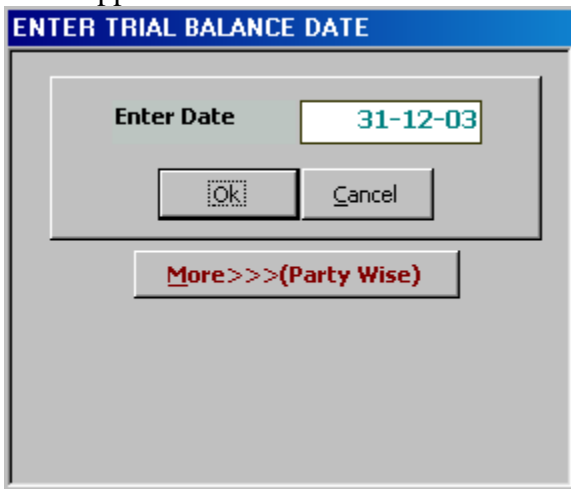
**ITEM NAME AND DATE OPTIONS**

**Name**

**From:**  **To:**

In order to view the items present in your stock along with their current status use this option. Enter the account name or select it from the list. Enter the date of the period during which you want to check your item's stock. If you want to view the stock register then press "Stock Register" button otherwise press "Item Ledger" button. In order to return to the main menu click the button "Exit". You can print the report of the stock by pointing the cursor on the file menu and selecting the print option.

## TRIAL BALANCE:

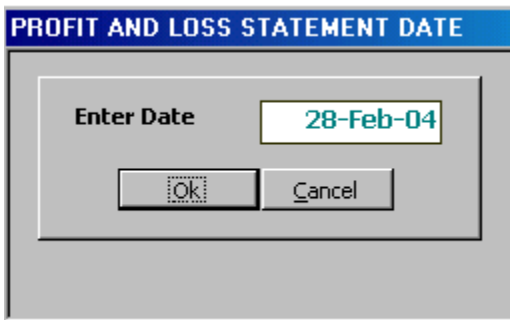


In order to view the accounts with their balances you just need to press “Trial Balance” button from the “Main Menu”. Enter the date on which you want to see your accounts balances and press OK. You can also view your accounts party wise which can be done by press “party wise” button in this box. You can print the details of your accounts by using print option from the file menu.

#### **PROFIT AND LOSS ACCOUNT:**

In order to make any profit and loss statement or to view the profitability of your company, you just need to press the “Profit/Loss” button. This will ask you to enter the date on which you want to see your “Profit/Loss” status. Then press OK button.

To exit click close button at the corner of the screen.



#### **COUNTER SUMMARY:**

In order to view the Counter Summary, you just need to press the “Counter Summary” button. This will ask you to enter the date on which you want to see your “Counter Summary” status. Then press OK button. To exit click close button at the corner of the screen.

#### **MAINTENANCE:**

This section comprises of the following options. These are discussed individually as under.

SYSTEM CONFIGURATION											
SYSTEM SETTINGS											
<table border="1"> <thead> <tr> <th>DATE SETTING</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>Starting Date <input type="text" value="01-01-01"/></td> <td rowspan="2">Quotation <input type="text" value="#Name?"/></td> </tr> <tr> <td>Ending Date <input type="text" value="31-12-02"/></td> </tr> </tbody> </table>	DATE SETTING	REMARKS	Starting Date <input type="text" value="01-01-01"/>	Quotation <input type="text" value="#Name?"/>	Ending Date <input type="text" value="31-12-02"/>						
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<input type="button" value="Exit"/>											

**DATE SETTING:**

Here you can enter the date of your current accounting period in which you want to record your transactions. You need to enter a starting date as well as an ending date of your financial year.

**SYSTEM SETTING:**

This feature comprises of the following options;

- **SET SYSTEM PASSWORD:**

With the help of this option you can either set or change your system password setting. Press the option and follow its directions. The default system password is “test”.

- **SYSTEM REFRESH**

This option is used to delete all the transactions and records as well as the “chart of account”. After deletion you have to create “chart of account” first. To create “chart of account” see “CHART OF ACCOUNT”.

- **QUOTATION SETTING**

Here you can make the “Default Quotation Item” setting. This setting can be applied in the “Quotation” option in the main menu.

**UPDATE USER LICENSE:**

This option is used to update the user license granted under the authority of the NCS.

**EXIT**

In order to close the NCS Apple Accounts, press the button “Exit from NCS Apple Account”, which will take you to the windows desktop.



**Some Last words:**

Enjoy the exciting features of this software and we hope that you will experience this software more than what you have thought about any of this kind. Thank you for purchasing this incredible tool that will assist you in all the way of your business endeavor!