

# ***ABCAUS EXCEL ACCOUNTING***

***ABCAUS is one for all solution for a small professional firm. It provides synchronised outputs and provisions for:***

- 1. Bill Issue***
- 2. Receipt Issue***
- 3. Accounting***
- 4. Client Outstanding Tracking***

***Though ABCAUS has been conceptualised for "Cash Basis of Accounting", provisions have been made to know the status of receivables from Client and also current Service Tax Liability amount is also displayed.***

***Let's Begin;***

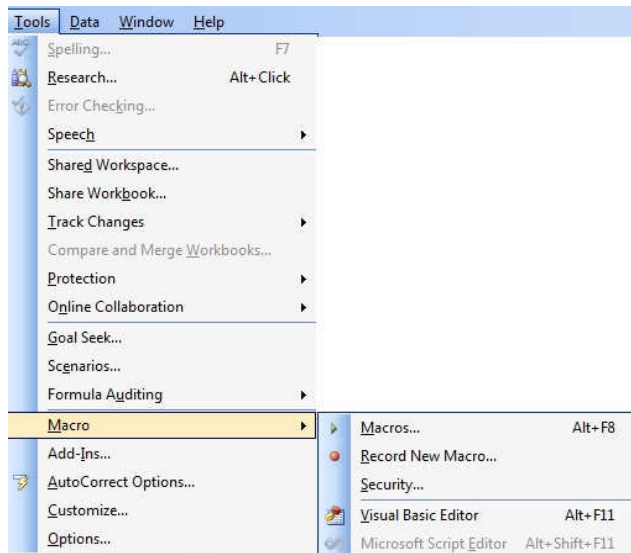
## ***A. Configuration Settings:***

### ***A.1 Macro should be enabled***

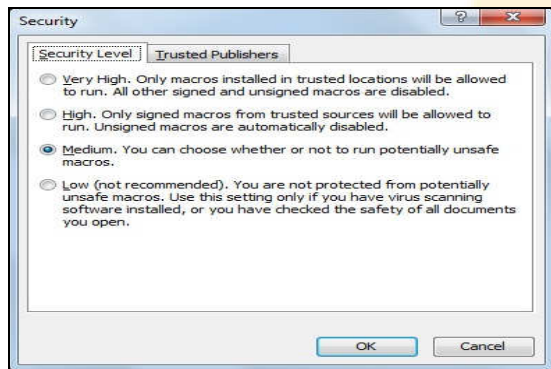
***Macro must be enabled to use the ABCAUS. For this you will need the following steps:***

#### ***In Excel 2003 or earlier versions***

***Go to Tools> >Macro>Security***



Set macro Security to Medium



On File Opening you will be asked to enable macros, Choose Enable Macros



***In Excel 2007 or later versions***

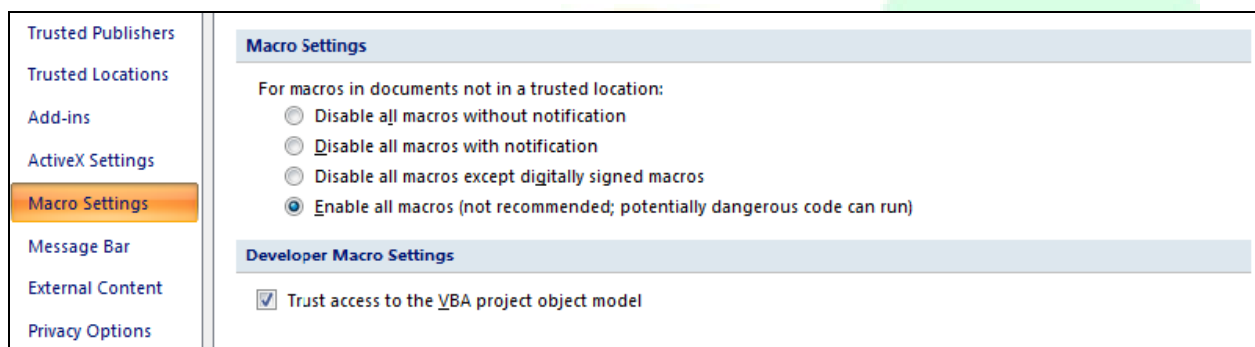
Run Excel2007 then click Office Button at the topmost left



Go to **Excel Option>Trust Centre>Trust Centre Settings>Macro Settings**, then check the following two settings

Enable All Macros

Trust Access to the VBA Project Object Model



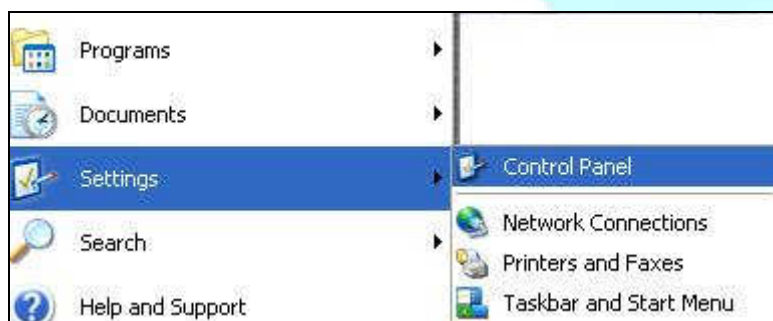
## A.2 Regional Settings

The date format must be set to English (UK) in the user's computer

For this you will need the following steps:

**In Excel 2003 or earlier versions**

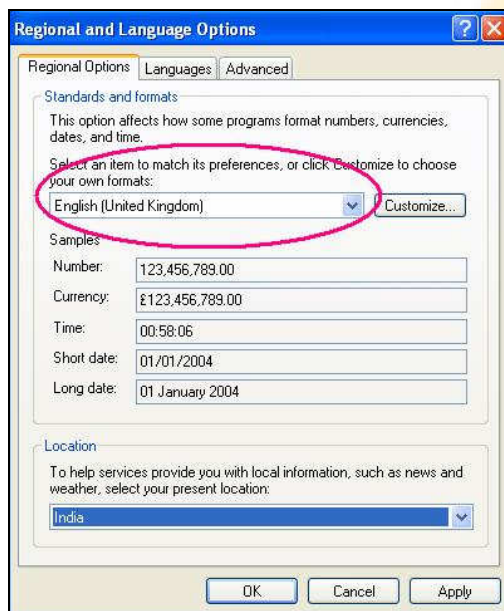
Go to **Start >Settings >Control Panel**



Select Regional and languages Settings:

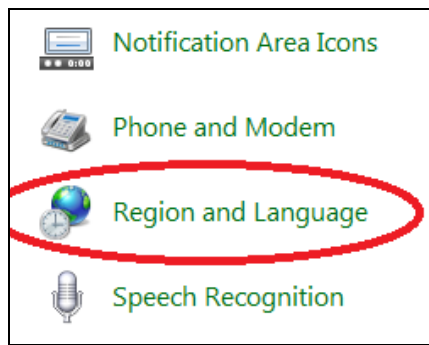


*Select English (UK) as under*



***In Excel 2007 or later versions***

Go to **Start >Control Panel> Region and language**



*Under Format, select English (UK) click Apply and Apply*



## **B. Data Entry:**



## B.1 Database Creation

Before you should make any entry, database must be created. Go to database from the main menu and create basic database like name , address of the firm, opening Trial Balance Entries and heads of Income and Expenditures.

	A	B	C	D	E
1		<b>Add Details Here</b>			<b>HELP</b>
2					
3					
4		<b>Firms Details</b>			
5		Name of the Firm	Lohani & Co		
6		Address of the Firm	15 Chandganj Garden, Lucknow		
7		PAN of the Firm			
8		Service Tax Regn No			
9					
10		Select Accounting Year	From	To	
11			01/04/2012	31/03/2013	
12					
13					
14		<b>Create Balance Sheet Ledgers Here</b>		<b>Fill Opening Balances</b>	
15		Account Head	Group	Debit Rs.	Credit Rs.
16		Cash	Cash in Hand	1,000	
17		Bank of Baroda	Bank Account	(2,000)	
18		State Bank of India	Bank Account	2,500	
19		Advance	Current Assets		
20		Capital	Capital		20,000
21		Loan	Loan Liability		1,800
22		Car	Fixed Assets	50,000	
23		Furniture	Fixed Assets		
24		Books	Fixed Assets		

## B.2 Currency Setting

Right click on the cell and select format cell option

Format Cells

Number | Alignment | Font | Border | Fill | Protection

Category: General | Number | **Currency** | Accounting | Date | Time | Percentage | Fraction | Scientific | Text | Special | Custom

Sample:

Decimal places: 2

Symbol: Bengali (India)

Negative: -1,234.10

1,234.10

-1,234.10

-1,234.10

€ Euro (€ 123)

€ Euro (123 €)

€ Dutch (Belgium)

€ Dutch (Netherlands)

€ English (Ireland)

€ Estonian (Estonia)

€ Euro (€ 123)

€ Euro (123 €)

Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column.

OK Cancel

Click the tab "Currency" and under the drop down "Symbol" use the currency you want to appear next to the amount.

### B.3 Client Records

ABCAUS has been designed on Cash basis of Accounting. However, as said earlier for memorandum record purpose it allows you to keep a track of your dues from Clients. You are required to create Clients database as on 1<sup>st</sup> day of the accounting year.

**From Main Menu> Go to Registers>Clients Records>Add or Modify Openings**

Add the names and opening due balances from the client here.

### B.4 Voucher Entries

From Main Menu> Go to Voucher Entry and Select type of Voucher



The 'Select Payment Voucher' dialog box contains four buttons: 'PAYMENT' (blue), 'RECEIPT' (purple), 'CONTRA' (green), and 'JOURNAL' (grey). Below these buttons is a label 'Date of Last Entry' followed by a black rectangular input field and the text 'DD/MM/YYYY'.



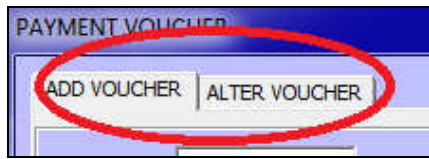
The 'PAYMENT VOUCHER' form has two tabs: 'ADD VOUCHER' and 'ALTER VOUCHER'. The 'ADD VOUCHER' tab is active. It contains the following fields and controls:

- DATE** (DD/MM/YYYY): 18/09/2012
- V No.**: PV-01
- Amount**: (empty field)
- DEBIT**: (dropdown menu)
- CREDIT**: (dropdown menu)
- Narration**: (text area)
- Current Cash Balance**: 1000
- Buttons**: OK (blue), CLEAR (green), EXIT (red)



### B.5 Voucher Alteration

After selecting appropriate type of Voucher you can add or alter vouchers



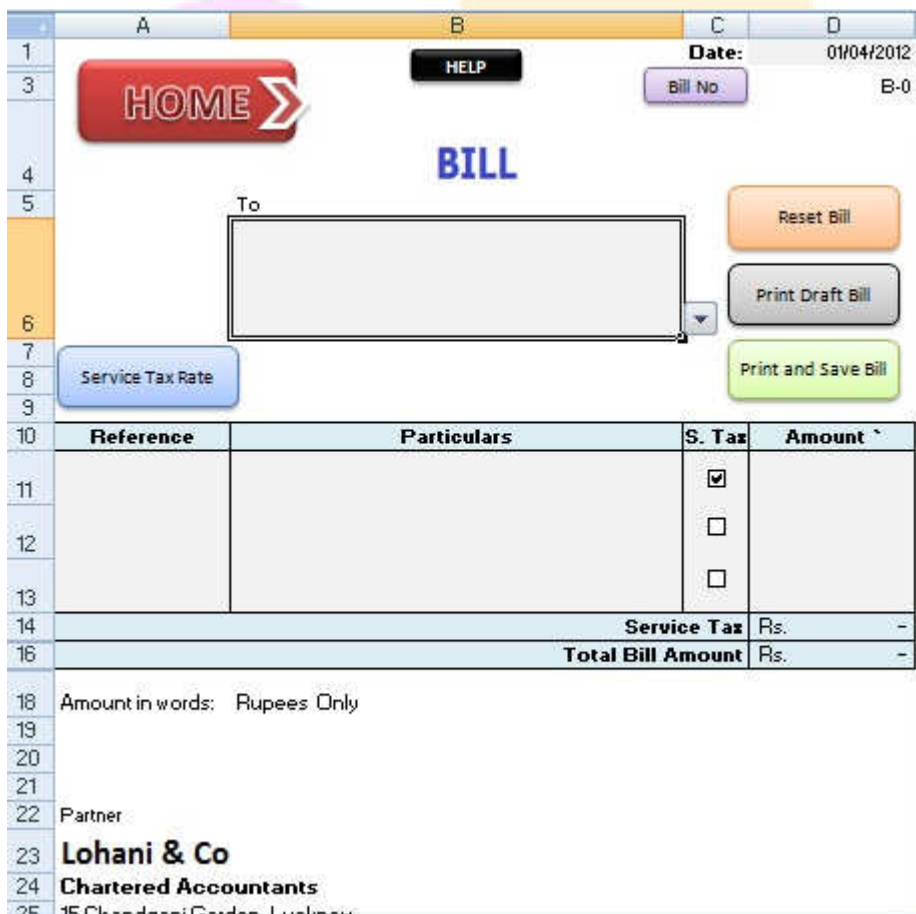
Use DD/MM/YYYY Format.

User can also alter/edit voucher from Main Menu>Accounts>DayBook through

**Edit Vouchers**

Button  
Press Edit Button and cells shall be unlocked for editing voucher. After you have made required changes, press "Update" Button.

### C. Issue of a BILL/Receipts to Client:

A screenshot of a software interface for issuing a bill or receipt. The interface includes a 'HOME' button, a 'HELP' button, and a 'Date' field set to '01/04/2012'. There is a 'Bill No.' field with 'B-0' entered. A large 'BILL' label is prominently displayed. Below this, there is a 'To' field with a dropdown arrow. To the right of the 'To' field are three buttons: 'Reset Bill', 'Print Draft Bill', and 'Print and Save Bill'. A 'Service Tax Rate' button is located on the left. The main part of the form is a table with four columns: 'Reference', 'Particulars', 'S. Tax', and 'Amount'. The table has several rows, with the last two rows showing 'Service Tax' and 'Total Bill Amount'. At the bottom, there is a section for 'Amount in words: Rupees Only', a 'Partner' field, and the company name 'Lohani & Co Chartered Accountants' with an address in Lucknow.

### Bill /Receipt Numbers

ABCAUS shall auto calculate Bill /Receipt Numbers after you put the starting Number of the Bill/Receipt.



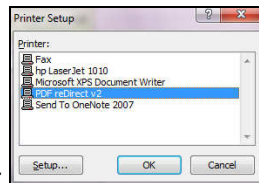
## **Printing of Bills/Receipts**

After the Bill/Receipt is finalised,

click on "Print and Save" Button

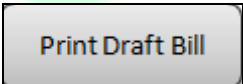
Print and Save Bill

Print and Save  
Receipt



You shall be asked to select a printer

Once you select the printer and click OK, the Bill/Receipt shall be printed and the details of the same shall be summarised automatically to Bill /Receipt Register which can be viewed from Main Menu>Registers>

If the Bill/Receipt is not final and you want just a draft Bill/Receipt, use  Button.

**It is advisable to select a PDF Printer for printing of final Bills/Receipts and keep them saved in hard copies for future retrieval**

## **D. Cancellation of A Bill or Receipt:**

### **Cancellation of a Bill**

In case a Bill issued to a client is required to be cancelled, follow the following Steps:

- (a) Delete the contents of the entire row containing Bill to be cancelled in Bill Register

Go to Main Menu>Registers>Bill Register

Use Edit Button to unlock the cells and remove the contents of the complete row.

Use Lock Button to again lock the unlocked cells.

- (b) Delete the contents of the entire row containing Bill to be cancelled in Clients Ledger

Go to Main Menu>Registers>Clients Record>Clients Register

Use Edit Button to unlock the cells and remove the contents of the complete row.

Use Lock Button to again lock the unlocked cells.

Note: Though you shall be able to delete the entries of the Bill. You can't use the same Bill Number again.

### ***Cancellation of a Receipt***

*In case a Receipt issued to a client is required to be cancelled, follow all the following three Steps:*

- (a) *Delete the contents of the entire row containing Receipt to be cancelled in Receipt Register*

*Go to Main Menu>Registers>Receipt Register*

*Use Edit Button to unlock the cells and remove the contents of the complete row.*

*Use Lock Button to again lock the unlocked cells.*

- (b) *Delete the contents of the entire row containing Receipt to be cancelled in Clients Ledger*

*Go to Main Menu>Registers>Clients Record>Clients Register*

*Use Edit Button to unlock the cells and remove the contents of the complete row.*

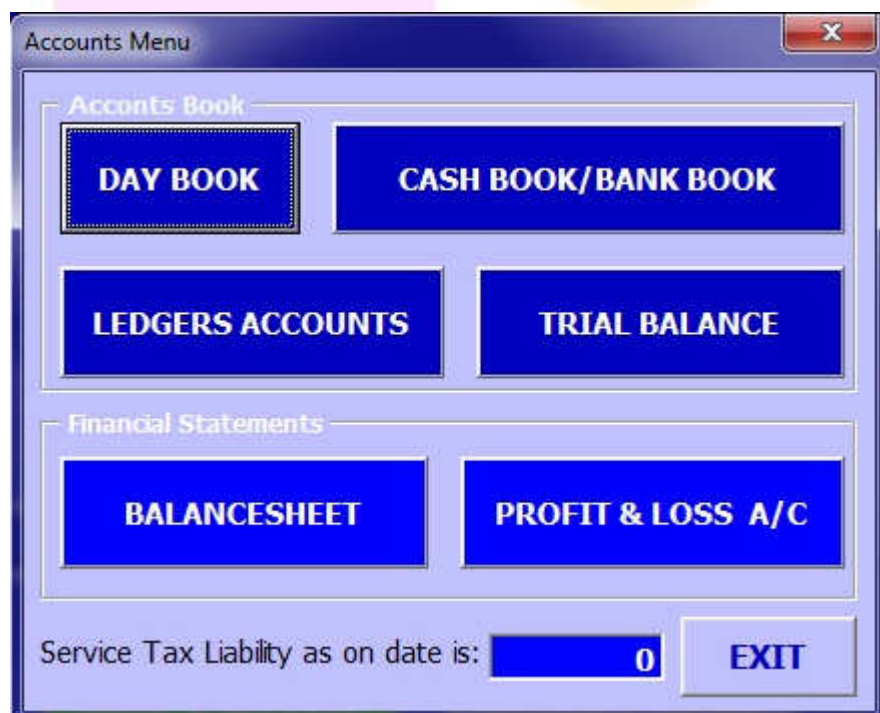
*Use Lock Button to again lock the unlocked cells.*

- (c) *Delete the entry from the Day book*

*As per Steps in B.4 above, alter the concerned Receipt Voucher.*

Note: Though you shall be able to delete the entries of the Receipt. Receipt Number and date of the cancelled Receipt shall continue to be reflected in day Book.

### ***E. View Accounts:***



#### ***Day Book***

*Daybook can be viewed from Main Menu>Accounts>DayBook*

### **Cash Book/Bank Book**

Cash or Bank Book can be generated from Main Menu>Accounts>cash Book/Bank Book>Generate

### **Ledger Accounts**

Any Ledger Account can be generated from Main Menu>Accounts>Ledger Accounts

### **Client Ledger Accounts**

Any Client Ledger Account can be generated from Main Menu>Registers> Client Records>Client Ledger.

### **Trial Balance**

Trial Balance can be accessed from Main Menu>Accounts>Trial Balance

### **Balance Sheet**

Balance Sheet is available for viewing at Main Menu>Accounts>BalanceSheet

### **Profit and Loss Account**

P&L Account is available for viewing at Main Menu>Accounts>Profit and Loss Account

## **F. View Registers:**

### **Bill Register**

Summary of Bill raised is available at Main Menu>Registers> Bill Register


### **Receipt Register**

Summary of Receipts issued is available at Main Menu>Registers> Receipt Register

### **Clients Record**

Summary of Clients Outstanding is available at Main Menu>Registers> Client Records

## **G. Navigation:**

Use  Button to come to main menu from any sheet.

## **H. Pop-up Help Boxes**

**Popup Help Boxes have been added to assist ABCAUS users, read them carefully.**

## **I. Exiting ABCAUS**



***Use Exit Button at the main menu to close ABCAUS.***

***If any user encounter any error or have any query feel free to write to me at [info@abcaus.in](mailto:info@abcaus.in)***

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