

PURPOSE AND SCOPE OF MODULES:

1) FINANCE:

1.1) Balance Sheet:

Purpose: The Balance Sheet is a statement of financial position of a business at a specific point in time usually at the end of the month or year. By analyzing and reviewing this financial statement the current financial “health” of a business can be determined.

The Balance Sheet sums up the **economic resources** (assets), **obligations** (debts and other long-term liabilities) and the owners’ **Capital** at a particular point of time. It also shows how the economic resources contributed by lenders and shareholders are used in the business. This statement is called a “balance sheet” because at any given time, **Assets** must equal **Liabilities** plus **Capital**, in other words, be in balance.

Procedure:

How to view the Balance Sheet?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**BALANCE SHEET**” form.
- 1.3) Select the Financial Year and Ledger Book according your choice.
- 1.4) Select the Detail / Default option as per required.
- 1.5) Click the “Search” Button.

The image displays a sequence of screenshots from the SIMWEB Finance Module interface, illustrating the steps to view a Balance Sheet. The interface is titled 'SIMWEB' and 'FINANCE MODULE'. The 'BALANCE SHEET' section is highlighted in a blue arrow at the top.

1. The 'Finance' module is selected in the top navigation bar.

2. The 'Balance Sheet' option is selected in the 'Finance' sub-menu.

3. The 'Balance Sheet' form is displayed, showing the 'Financial Year' dropdown set to '2012-2013' and the 'As at' date set to '31/03/2013'. The 'Ledger Book' is set to 'GU'.

4. The 'View' options are set to 'Detail' (selected) and 'Default'. The 'With memo entry' and 'With Zero Balance Item' checkboxes are unchecked.

5. The 'Search' button is clicked to view the 'Balance Sheet Detail'.

1.2) Bank Reconciliation:

Purpose: Bank Reconciliation Statement is a report which compares the bank balance as per company's accounting records with the balance stated in the bank statement.

The purpose of preparing a Bank Reconciliation Statement is to detect any discrepancies between the accounting records of the company and the bank. Such discrepancies might exist due to an error on the part of the company or the bank.

Procedure:

How to prepare the BANK RECONCILIATION STATEMENT?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**BANK RECONCILIATION**” form.
- 1.3) Select the Financial Year and Ledger Book according to your choice and Bank Ledger Name.
- 1.4) Select the Date range.
- 1.5) Click the “Search” Button.
- 1.6) Enter the Date of voucher pass.
- 1.7) Click the “Update” button.

Navigation: SIMWEB > FINANCE MODULE > BANK RECONCILIATION

1 Finance Admin Employee Fee Hostel Inve

2 Bank Reconciliation

3 Financial Year: 2013-2014
Ledger Book: SGIT
Ledger Name: -- Select Ledger Name --

4 Date From: 01/04/2013 Date To: 31/03/2014

5 Search Update

6 Bank Date: Jul 2013

7 Update

S.N. Name	V Date	Desc	Ref	V Type	V No	Bank Date	Chq No
1		Opening Balance					
show 2	SGIT 03/04/2013	TRAVELLING EXPENSES	304005	Payment	18		
show 3	SGIT 09/04/2013	VEHICLE REPAIR & MAINTENANCE EXP	904003	Payment	54	Jul 2013	
show 4	SGIT 13/04/2013	ACCRUED INTEREST ON F.D.R.	1304001	Receipt	34		
show 5	SGIT 13/04/2013	ACCRUED INTEREST ON F.D.R.	1304002	Receipt	35		

1.3) Day Book Detail:

Purpose: A daybook is a descriptive and chronological record of day-to-day financial transactions where all the vouchers of same nature are recorded date-wise or in proper order.

Procedure:

How to view the DAY BOOK DETAIL?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**DAY BOOK DETAIL**” form.
- 1.3) Select the Financial Year and Ledger Book according to your choice.
- 1.4) Select the Group Name and/or the Ledger Name.
- 1.5) Select the Date range.
- 1.6) Click the “Search” Button.

SIMWEB > FINANCE MODULE > DAY BOOK DETAIL

1 Finance Admin Employee Fee Hostel Inventory

2 Quick Links
Balance Sheet
Reconciliation
Day Book Detail
Income Expense Statement
Ledger Detail

3 Day Book Detail

Financial year: 2013-2014
Ledger Book: SGIT

Group: [] Ledger Name: []

Date From: 01/04/2013 To: 31/03/2014

4 **5** **6**

Group (TYPE **) to search
Ledger Name (TYPE **) to search

With Narration

Day Book Detail

1.4) Income Expense Statement:

Purpose: The Income Expense Statement shows the company's revenues and expenses during a particular period

Procedure:

How to view the INCOME EXPENSE STATEMENT?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**INCOME EXPENSE STATEMENT**” form.
- 1.3) Select the Financial Year and Ledger Book according to your choice.
- 1.4) Select the Detail / Default option as per required.
- 1.5) Click the “Search” Button.

The image illustrates the procedure to view the Income Expense Statement through five numbered steps:


- 1**: The user navigates to the **FINANCE** module in the top navigation bar.
- 2**: The user selects the **Income Expense Statement** option from the **Quick Links** section.
- 3**: The **Income Expense Statement** form is displayed, showing the **Financial year** set to **2013-2014** and the **Ledger Book** set to **SGIT**.
- 4**: The **View** options are set to **Detail**, and the **With memo entry** checkbox is checked.
- 5**: The user clicks the **Search** button to generate the report.

1.5) Ledger Detail:

Purpose: A **ledger** is the principal book or computer file for recording and totaling monetary transactions by account, with debits and credits in separate columns and a beginning balance and ending balance for each account.

Procedure:

How to view the LEDGER DETAIL?

- 1.1) Go to the “FINANCE” module.
- 1.2) Select the “LEDGER DETAIL” form.
- 1.3) Select the Ledger Book.
- 1.4) Select the Ledger according to your choice.
- 1.5) Click the “Show” Button.
- 1.6) if you want to see the history of ledger from starting, click on “SHOW LEDGER FROM STARTING”.
- 1.7) if you want to see the complete detail of ledger, click on 

SIMWEB >
 FINANCE MODULE >
 LEDGER DETAIL

1

2

3

4

5

6

7

Ledger Name (TYPE **) to search

1.6) Trial Balance:

Purpose: A bookkeeping worksheet in which the balances of all ledgers are compiled into debit and credit columns. A company prepares a trial balance periodically, usually at the end of every reporting period. The general purpose of producing a trial balance is to ensure the entries in a company's bookkeeping system are mathematically correct.

Procedure:

How to view the TRIAL BALANCE?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**TRIAL BALANCE**” form.
- 1.3) Select the search parameters for view (Default /with Transaction / Detailed / Month wise).
- 1.4) Select the Financial Year and the Ledger Book according to your choice.
- 1.5) Select the Date range.
- 1.6) Click the “Search” Button.

The screenshot illustrates the steps to access the Trial Balance form in the SIMWEB Finance Module. At the top, a navigation bar shows 'SIMWEB' (1), 'FINANCE MODULE', and 'TRIAL BALANCE'. Below this, the 'Finance' module is selected in the top menu. The 'Quick Links' section contains a 'Trial Balance' link (2). The 'Trial Balance' form is displayed with search parameters: 'View' set to 'With Transaction' (3), 'Date From' 01/04/2013 and 'To' 31/03/2014 (5), 'Financial Year' 2013-2014 (4), and 'Ledger Book' SGIT (4). A 'Search' button (6) is located at the bottom right of the form.

1.7) Budget Entry:

Purpose: A budget is a set of interlinked plans that quantitatively describe an entity's projected future operations. A budget is used as a yardstick against which to measure actual operating results, for the allocation of funding, and as a plan for future operations.

Procedure:

How to make entry on BUDGET ENTRY?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**BUDGET ENTRY**” form.
- 1.3) Select the Financial Year, Account type and Group Name.
- 1.4) Enter the Group Amount and Click on Search Button.
- 1.5) Enter the Amount in respect of each ledger.
- 1.6) Click the “Save” Button.

1

SIMWEB > FINANCE MODULE > BUDGET ENTRY

2

Finance Admin Employee Fee Hostel Inventory Library Mess

Quick Links

- Balance Sheet
- Bank Reconciliation
- Day Book Detail
- Income Expense Statement
- Ledger Detail

Transactional Pop

Balance Sheet

Bank Reconciliation

Day Book Detail

Income Expense Statement

Ledger Detail

Budget Entry

Ledger Creation

Voucher Creation

3

Budget Entry

Search Parameters

Financial year: 2013-2014

Account Type: Income

Group Name: - Select -

Group Amount: 0 Cr.

Search

4

All Ledger

Income (Direct)

Income (Indirect)

Non-Refundable Fee

5

All Ledger

S.N.	Ledger Name	SGIT	SGIT Trns	Total	BalType
1.	INTEREST ON F.D.R.	1110	0	1110	Cr.
2.	INTEREST ON INCOME TAX REFUND ORDER	1110	0	1110	Cr.
3.	ONLINE TEST & OTHER FEE	2230	0	2230	Cr.
4.	Prospectus A/c (Student)	3330	0	3330	Cr.
5.	Registration Amount (Student)	1110	0	1110	Cr.
6.	SPONSORSHIP	5670	0	5670	Cr.
		14560	0	14560	Cr.

6

Save Copy

1.8) Ledger Creation:

Purpose: It is used for to create a ledger of Fee Head / Employee / Vendor etc.

Procedure:

How to create a LEDGER?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**LEDGER CREATION**” form.
- 1.3) Click the “New Entry” Button.
- 1.4) Select the Financial Year and Ledger Book according to your choice.
- 1.5) Select the Group and Enter the Ledger Name.
- 1.6) Enter the Opening Balance and its type.
- 1.7) Click the “Save” Button.

SIMWEB > FINANCE MODULE > LEDGER CREATION

1 Finance Admin Employee Fee Hostel Inventory Library Mess

Quick Links Transactional Pop

Balance Sheet Trial Balance
Bank Reconciliation Teller System
Day Book Detail Entry
Income Expense Statement Ledger Creation
Ledger Detail Voucher Creation

2 Ledger Creation

Add New Ledger All Ledgers Undergroup Search Search Result

4 Add New Ledger

Financial year: 2013-2014
Ledger Book: ledger1314
Group: Sundry Creditors (fixed Assets)
Ledger Name: JAVED KHAN
Opening Balance: 0 Cr.
Closing Balance: 12600 Cr.

5 Book Total Opening Balance

Rs.	181,247,148.95 Dr.
Rs.	283,408,450.00 Cr.
Rs.	132,161,307.05 Cr.

6 Personal Detail

Party's Name: _____ Mobile No: _____
Email Id: _____ TIN Nu(VAT): _____
Income Tax No(PAN): _____ Service Tax No: _____
Permanent Address: HASAN PUR ROAD, KHICHRA, GHAZILABAD Corresponding Address: _____
Remark: _____

3 New Entry Edit Delete

7 Save Cancel

How to edit an existing Ledger?

1. Go to the Search Tab
2. Enter the particular ledger on which you want to make change.
3. Click the "Search" Button.
4. Select the Ledger through search result.
5. Click the "EDIT" button.
6. Make the change in appropriate field.
7. Click the "Save" Button.

The first screenshot shows the search interface. The 'Search' button is highlighted with a red circle containing the number 1. The 'L Ledger Name' field is set to 'Global' (2). The 'Search' button is highlighted with a red circle containing the number 3.

The second screenshot shows the search results table. The 'Select' button is highlighted with a red circle containing the number 4. The 'Edit' button is highlighted with a red circle containing the number 5. The table contains one record:

Book Name	L Ledger Name	Group Name	Opening Balance	Op Bal Type	Dr Transaction	Cr Transaction	Closing
ledger1314	GLOBAL INFOWAYS	Sundry Creditors (Indirect Expenses)	0	Dr.	0	0	0

The third screenshot shows the 'Create New Ledger' form. The 'Save' button is highlighted with a red circle containing the number 7. The form fields are filled with the following data:

- Financial year: 2013-2014
- L Ledger Book: ledger1314
- Group: Sundry Creditors (Indirect Expenses)
- L Ledger Name: GLOBAL INFOWAYS
- Opening Balance: 0
- Closing Balance: 0
- Party's Name: [Empty]
- Email Id: [Empty]
- Income Tax No(PAN): AAHFG2838B
- Permanent Address: MAGTECH TOWER, C-56/34, SEC-82, NOIDA-201301
- Mobile No: [Empty]
- TIN No(VAT): [Empty]
- Service Tax No: [Empty]
- Corresponding Address: [Empty]
- Remark: [Empty]

How to Delete a Ledger?

1. Please follow above 4 steps to search the desired data and Click on Delete Button.

The screenshot shows the 'Delete' button highlighted with a red circle containing the number 1.

1.9) Voucher Creation:

Purpose: A voucher is a document that shows goods have bought or services have been rendered, authorizes payment, and indicates the ledger account(s) in which these transactions have to be recorded.

Procedure:

How to create a VOUCHER?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**VOUCHER CREATION**” form.
- 1.3) Click the New Entry Button.
- 1.4) Select the Financial Year and Ledger Book according to your choice.
- 1.5) Select the Voucher type (Journal / Receipt / Payment / Contra / Memo).
- 1.6) Enter the Ledger Name with amount on Dr. and Cr. Type.
- 1.7) Enter Narration and click on Save Button.
- 1.8) If, you want to audit a voucher, click on “Audit Button”.

The screenshot displays the SIMWEB Finance Module interface for Voucher Creation. The top navigation bar shows 'SIMWEB' and 'FINANCE MODULE', with 'VOUCHER CREATION' selected. The main menu includes 'Finance', 'Admin', 'Employee', 'Fee', 'Hostel', 'Inventory', 'Library', and 'Mess'. The 'Quick Links' section lists various financial functions, with 'Voucher Creation' highlighted. The 'Voucher Creation' form includes fields for 'Financial Year' (2013-2014), 'Select Book' (BGIT), 'Wednesday 05/06/2013', 'Bill No', and 'Bill Date' (7/07/2013). A table with columns 'Dr/Cr', 'Ledger', 'Dr Amount', 'Cr Amount', 'Che No.', and 'Che Date' is visible, with two entries: 'PRINTING & STATIONERY EXPENSES [27147 Dr.]' and 'GIRISH CHAND SHARMA [350 Cr.]'. The 'Narration' field contains text about printing charges. At the bottom, there are buttons for 'New Entry', 'Print', 'Audit', and 'Print'. A 'Total Cr' field shows 350.00. A '5' is circled next to a vertical menu on the right with options like 'Contra F4', 'Payment F5', 'Receipt F6', 'Journal F7', and 'Memo F8'. A '6' is circled next to the table. A '7' is circled next to the 'Save' button at the bottom. An '8' is circled next to the 'Total Cr' field.

○ If you want to Audit/Lock the vouchers in a Particular Range:-

1. Select the Financial Year and Book.
2. Enter the Date Range for voucher Locking.
3. Click the “Save” Button.

The screenshot shows the 'Lock Voucher Audit Date' window. At the top, there are tabs for 'Voucher', 'Search', 'Result', and 'Lock Voucher Audit Date'. Below the tabs, there are dropdown menus for 'Financial Year' (2013-2014) and 'Select Book' (SGIT). A table with the following columns is visible: 'From Date', 'To Date', 'Authority', and 'Status'. The 'From Date' and 'To Date' fields are both set to 17/07/2013. At the bottom of the window, there are buttons for 'Add New Row' and 'Save'. Red circles with numbers 1, 2, and 3 highlight the 'Financial Year' dropdown, the date range input, and the 'Save' button respectively.

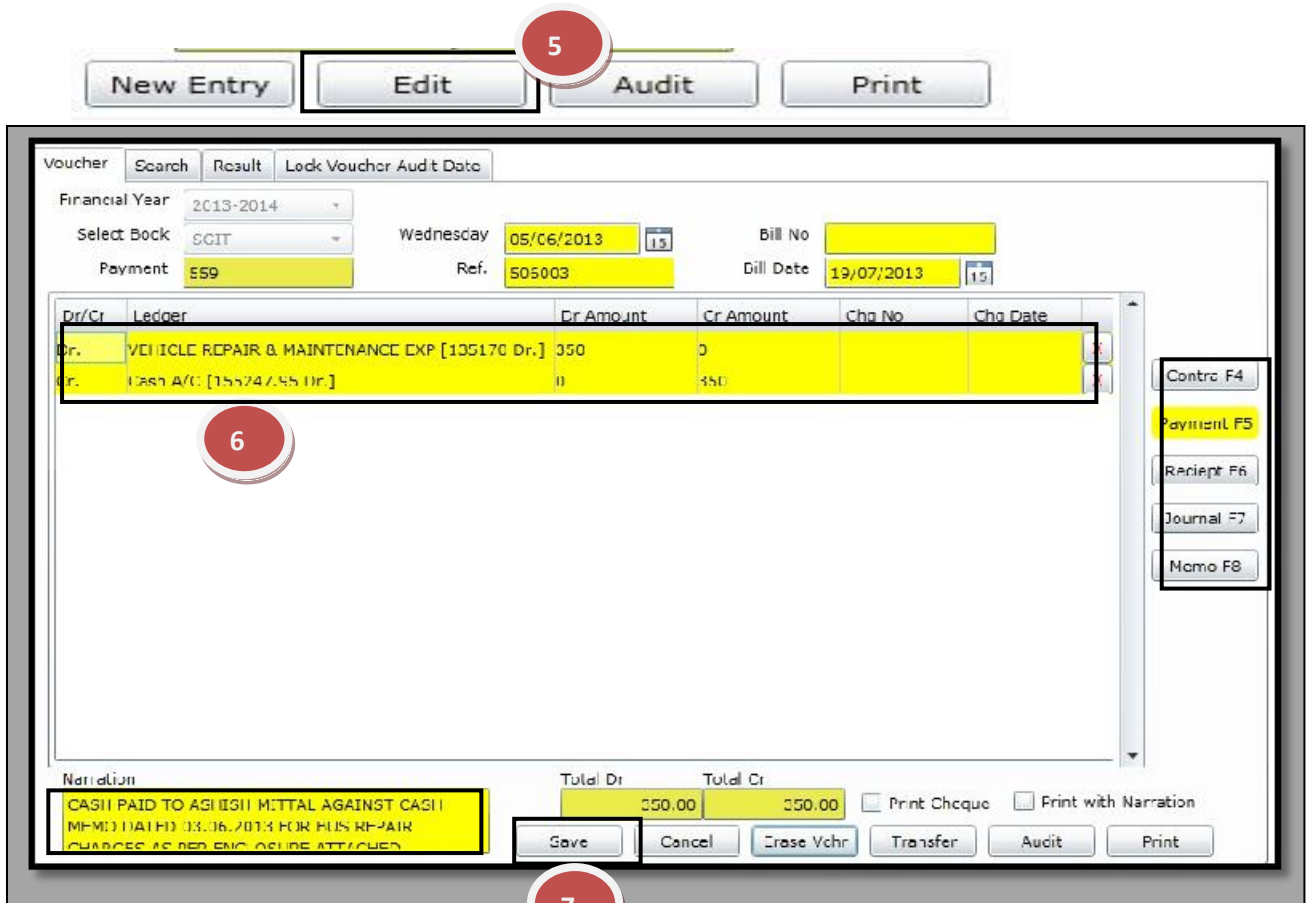
How to edit an existing Voucher?

1. Go to the Search Tab
2. Enter the detail of particular Voucher on which you want to make change.
3. Click the “Search” Button.
4. Select the Voucher through search result.
5. Click on “Edit” Button.
6. Make the change in appropriate field.
7. Click the “Save” Button.

The screenshot shows the 'Search' window. At the top, there are tabs for 'Voucher', 'Search', 'Result', and 'Lock Voucher Audit Date'. The 'Search' tab is active. Below the tabs, there are various search criteria fields: 'Financial Year' (2013-2014), 'Select Book' (GU), 'Voucher Date Between' (01/06/2013 to 15/02/08/2013), 'Voucher Type' (-- Select --), 'Voucher No Between', 'Cheque Date Between', 'Total Amount Between', 'Ledger Name', 'Status' (Active), 'Auth Altered', 'Creation Date Between', 'Alter Date Between', 'Transfer Voucher Type' (-- Select --), 'Bill No', 'Ledger Amount Between', 'Cheque No', and 'Narration'. At the bottom, there are checkboxes for 'Audited Voucher' and 'Unaudited Voucher', and buttons for 'Search' and 'Clear'. A search result table is overlaid on the search form, showing columns: 'V. Date', 'V. Type', 'V', 'Ref', 'Particulars', and 'Amount'. The table contains five rows of results. Red circles with numbers 1, 2, 3, and 4 highlight the 'Search' tab, the search criteria fields, the 'Search' button, and the search result table respectively.

V. Date	V. Type	V	Ref	Particulars	Amount
30/05/2013	Receipt	1	Receipt N	Cash A/C	5,000.00
30/05/2013	Receipt	2	Receipt N	Cash A/C	5,000.00
30/05/2013	Receipt	3	Reg Rec I	Registration Am	1,200.00
22/05/2013	Journal	4	Waiver R	Academic Fee	5,000.00
01/05/2013	Journal	5	Salary D	Sanjay Vaish(EN	31,174.00

1. g e



How to Cancel a Voucher?

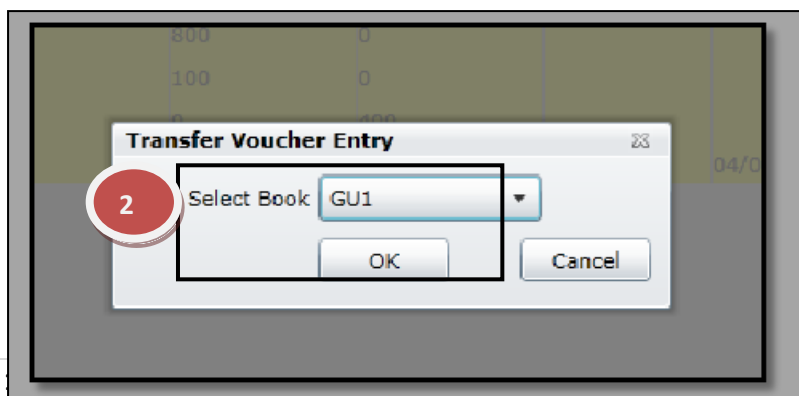
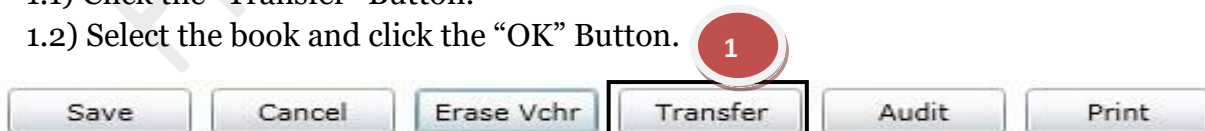
1. Please follow above 5 steps to search the desired data and Click on” Erase Voucher” Button.



How to Transfer a voucher from one book to another book?

Please follow above 5 steps to search the desired data then

- 1.1) Click the “Transfer” Button.
- 1.2) Select the book and click the “OK” Button.



1.10) Voucher Detail:

Purpose: It is used for to view the complete detail of any particular ledger

Procedure:

How to view the VOUCHER DETAIL?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**VOUCHER DETAIL**” form.
- 1.3) Select the Ledger Book and Ledger according to your choice.
- 1.4) Select the Date Range according to your choice.
- 1.5) If, you want to Ledger Detail with narration, click on “Narration” check box.
- 1.6) Click the “Show” Button.

1 Finance Admin Employee Fee Hostel Inventory Library

2 Voucher Detail

3 Ledger Book Iedger1314 V Type All Tms Type Both Report

4 Date From 01/04/2013 To 31/03/2014

5 With Narration

6 Show Print

Ledger (TYPE **) to search

Total Opening Balance

Voucher Date	Particular	V Type	V No	Dr. Amount	Cr. Amount	Balance	Ref
	Opening Balance			230,499.95	0.00	0.00	
Show 01/04/2013	A.A. ELECTRICAL WORKS	Receipt	1	1.00	0.00	230,500.95Dr.	
Show 01/04/2013	VEHICLE REPAIR & MAINTENANCE EXP	Payment	3	0.00	5,000.00	225,500.95Dr.	104003
Show 01/04/2013	Degree Fees Receivable	Receipt	2	250.00	0.00	225,750.95Dr.	Receipt
Show 01/04/2013	Tuition Fee Receivable	Receipt	3	23,000.00	0.00	248,750.95Dr.	Receipt

1.11) Cheque Book Entry:

Purpose: It is used for to make entry of a cheque book of particular bank and these cheque numbers used in payment.

Procedure:

How to update the cheque number in CHEQUE BOOK ENTRY?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**CHEQUE BOOK ENTRY**” form.
- 1.3) Click the “New Entry” Button.
- 1.4) Select the Bank Name and enter the Cheque Number Range.
- 1.5) Click the “Save” Button.

The image shows a sequence of three screenshots from the SIMWEB Finance Module, illustrating the steps to add a new cheque book entry. The screenshots are numbered 1 through 5.

Step 1: The user navigates to the **FINANCE** module. The breadcrumb trail shows **SIMWEB > FINANCE MODULE > CHEQUE BOOK ENTRY**. The **Finance** menu item is highlighted.

Step 2: The **Cheque Book Entry** form is selected from the Quick Links menu. The form is titled **Cheque Book Entry** and includes tabs for **Cheque Book Master**, **Search**, and **Search Result**. The **New Entry** button is highlighted.

Step 3: The **New Entry** form is displayed. The **Bank Name** field is set to **Syndicate Bank**. The **Cheque Start No** is **000075** and the **Cheque End No** is **000100**. The **Save** button is highlighted.

Step 4: The **Save** button is clicked, and the entry is saved. The **Save** button is highlighted.

Step 5: The **Save** button is clicked, and the entry is saved. The **Save** button is highlighted.

How to edit an existing Cheque Data?

1. Go to the Search Tab
2. Enter the detail of particular cheque book on which you want to make change.
3. Click the “Search” Button.
4. Select the particular record through search result.
5. Click the “Edit” Button.
6. Make the change in appropriate field.
7. Click the “Save” Button.

The screenshots illustrate the following steps:

1. The user navigates to the 'Search' tab in the 'Cheque Book Master' section.
2. The user enters 'synd' in the 'Bank Name' field.
3. The user clicks the 'Search' button.
4. The search results table shows one record with S.N. 1, Bank Name 'Syndicate Bank', Chq No From '000075', and Chq No To '000100'. The 'Select' button is highlighted.
5. The user clicks the 'Edit' button.
6. The user makes changes in the 'Edit' form, specifically the 'Status' dropdown menu.
7. The user clicks the 'Save' button.

How to delete an existing Cheque Data?

1. Please follow above 4 steps to search the desired data and Click the “Delete” Button.



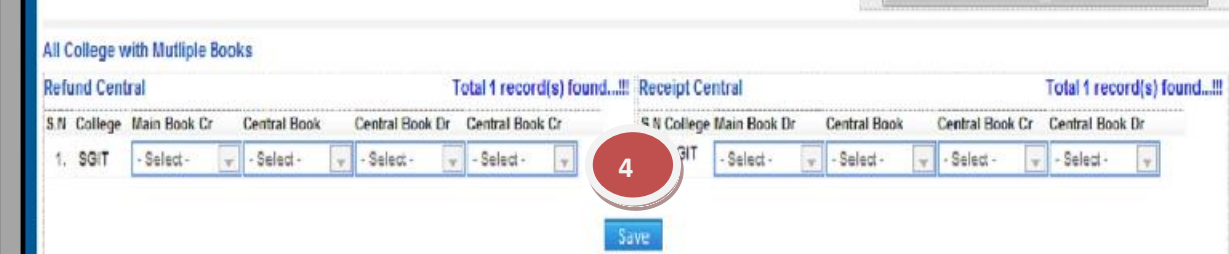
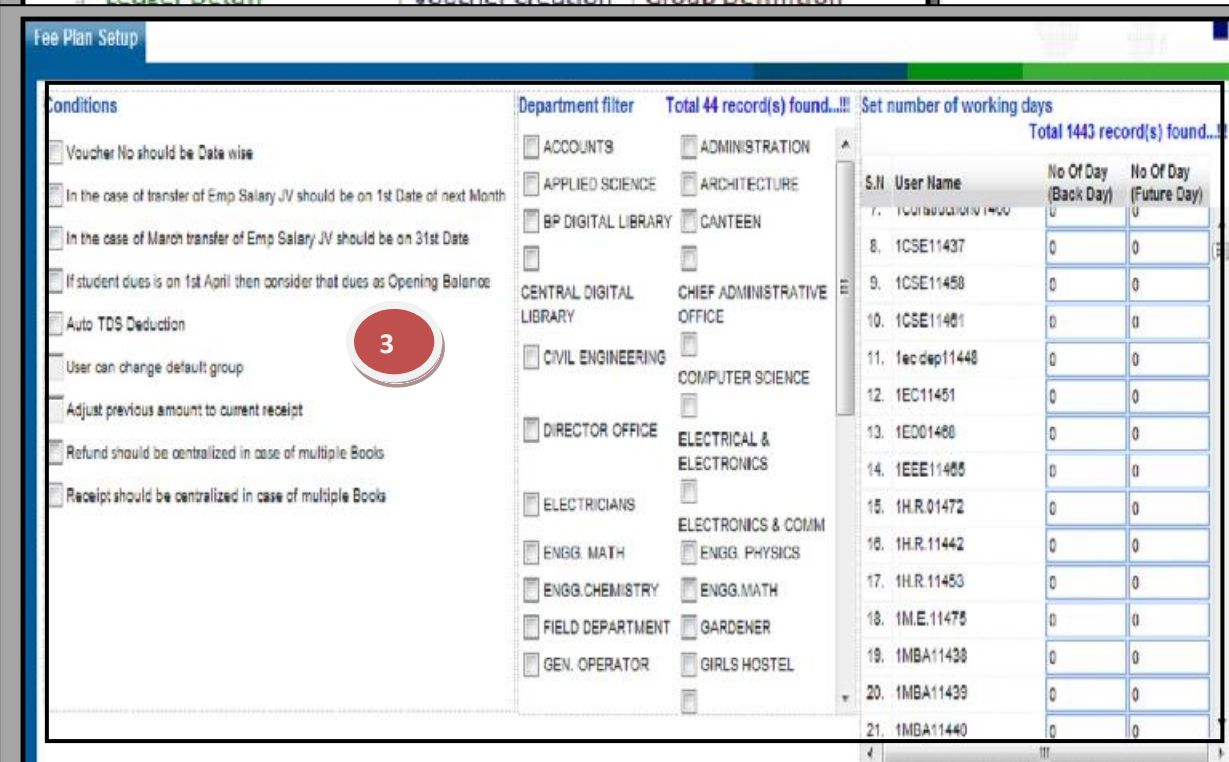
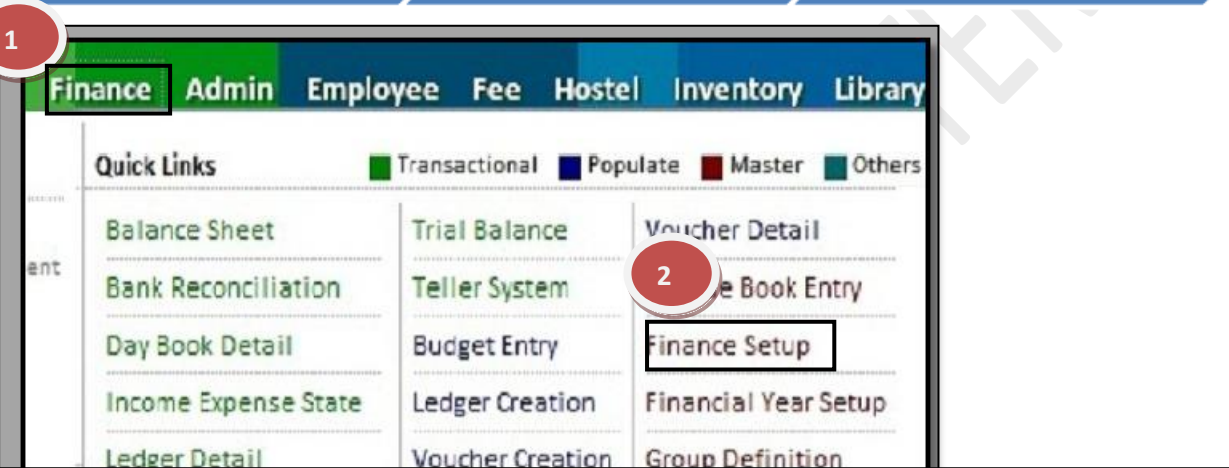
1.12) Finance Setup:

Purpose: It is used to define the rule for accounting in software.

Procedure:

How to update the accounting rules in FINANCE SETUP?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**FINANCE SETUP**” form.
- 1.3) Select the Conditions.
- 1.4) Click the “Save” Button.





1.13) Financial Year Setup:

Purpose: Accounting period that can start on 1st April of a calendar year and End on 31st March of Next Year. At the end, account books are closed, profit or loss is computed, and financial reports are prepared.

Procedure:

How to create the New FINANCIAL YEAR?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**FINANCIAL YEAR SETUP**” form.
- 1.3) Click the “Create” button according the college name.

The screenshot illustrates the steps to create a new financial year in the SIMWEB system. It is divided into three numbered steps:

- Step 1:** The user navigates to the **SIMWEB** system, then to the **FINANCE MODULE**, and finally to the **FINANCIAL YEAR SETUP** page. The **Finance** menu item is highlighted.
- Step 2:** In the **Financial Year Setup** page, the user selects the **Financial Year Setup** option from the list of available actions. The **Financial Year Setup** link is highlighted with a red circle.
- Step 3:** The user is presented with a table of colleges and their financial years. The **Create** button for the college **SGIT (SGIT)** is highlighted with a red circle.

S.N	College Name	2014-2015	2013-2014
1.	SGIT (SGIT)	<input type="button" value="Create"/>	<input checked="" type="checkbox"/>

1.14) Group Definition:

Purpose: In order to organize and manage a large number of Ledger Accounts better, they are arranged in account group. There are 4 Major groups (Assets, Liabilities, Income and Expense). So when creating a Ledger account, you must specify an **account group**.

Procedure:

How to create a new GROUP?

- 1.1) Go to the “**FINANCE**” module.
- 1.2) Select the “**GROUP DEFINITION**” form.
- 1.3) Click the “New Entry” Button.
- 1.4) Enter the Group Name.
- 1.5) Select the Master Group and Group Type.
- 1.6) Click the “Save” Button.

The screenshot illustrates the steps to create a new group in the SIMWEB software. The interface is divided into three main sections: SIMWEB, FINANCE MODULE, and GROUP DEFINITION. The first section shows the navigation menu with 'Finance' selected. The second section shows a grid of quick links, with 'Group Definition' highlighted. The third section shows the 'Group Definition' form with fields for Group Name, Master Group, and Group Type, and buttons for Save, Cancel, Custom Report, and Print.

1. SIMWEB

2. FINANCE MODULE

3. GROUP DEFINITION

1. Finance Admin Employee Fee Hostel Inventory Library

Quick Links

Transactional Populate Master Others

Balance Sheet Trial Balance Voucher Detail

Bank Reconciliation Teller System Cheque Book Entry

Day Book Detail Budget Entry Finance Setup

Income Expense State Ledger Creation Fiscal Year Setup

Ledger Detail Voucher Creation Group Definition

New Entry Edit Delete

Group Definition

Add New Group

Group Name

Master Group -- Master Group -- Total Ledger(0)

Group Type Assets

Save Cancel Custom Report Print

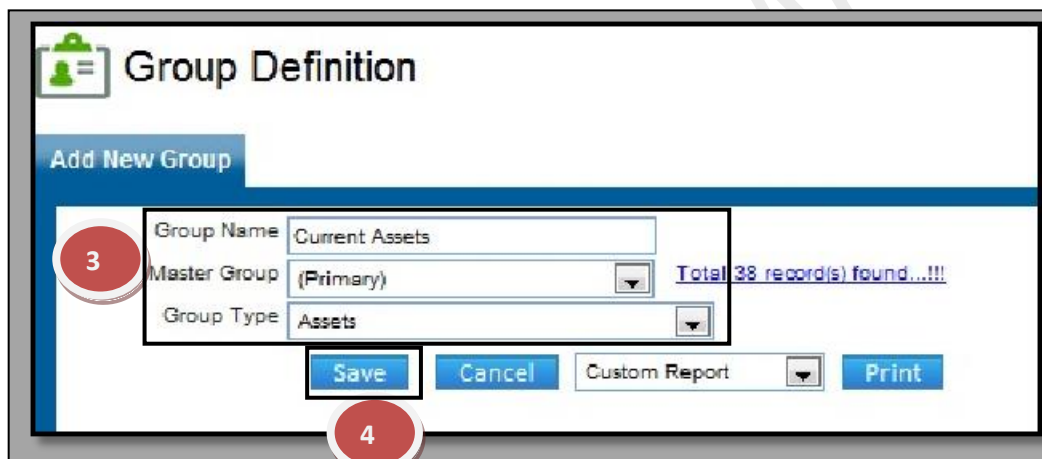
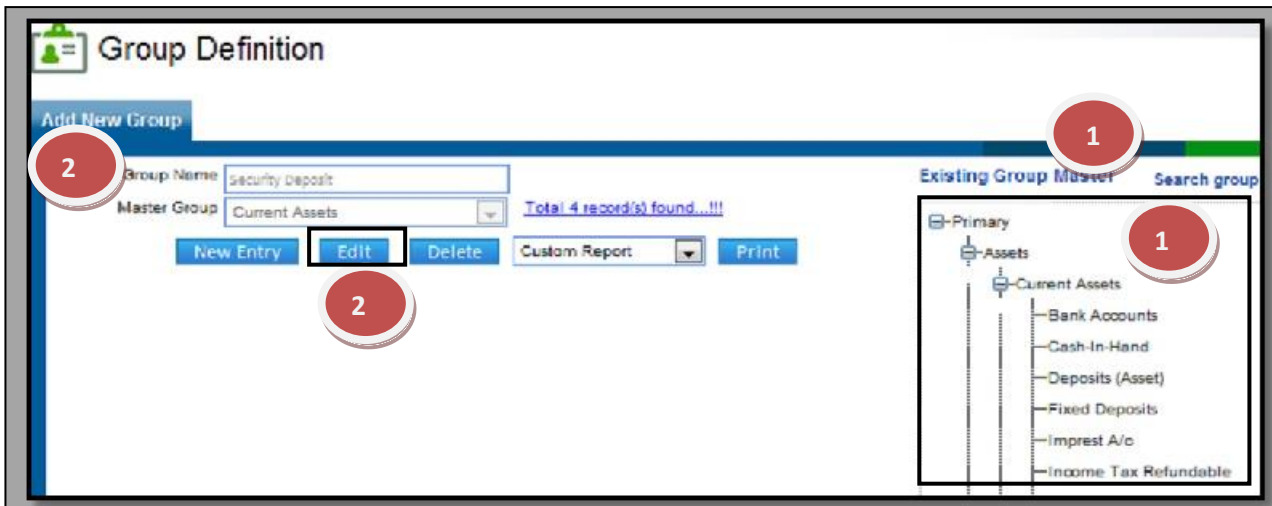
Existing Group Master

Primary

- Assets
- Liabilities
- Income
- Expenses

How to edit an existing Group?

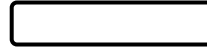
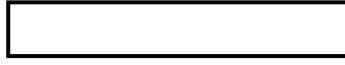
1. Select the group from right hand list of all groups.
2. Click the “Edit” Button
3. Change the data according to need.
4. Click the “Save” Button.



How to delete an existing Group?

1. Please follow above 1 step to get the desired data and Click the “Delete” Button.





PROPRIETARY MATERIAL