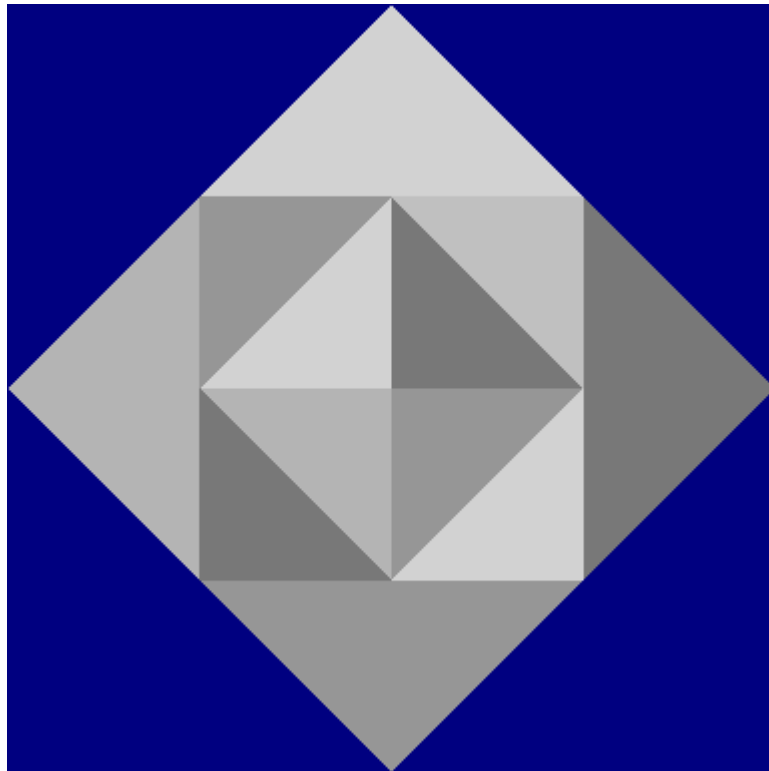


**BACSE**



## **User's Guide**

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## Introduction

We, BACSE Systems are proud of our solution to your business accounting requirements; we strongly feel that you made a great move downloading BACSE; it's a move you'll never regret.

BACSE is a valuable tool that will help you manage your Fixed Assets, Accounts Receivable, Accounts Payable and all types of accounts in your chart of accounts.

In BACSE, you enter Customer Invoices and Receipts, Supplier Invoices and Payments, Debit / Credit Notes and Journal Vouchers. You can also match payments and receipts against invoices, debit and credit notes.

BACSE allows you to print your transactions and also generates all standard accounting reports like General Ledger, Trial Balance, Expenses, Customer/Supplier Ageing, Profit and Loss and Balance Sheet.

BACSE is very easy to use; you should be up and running in less than an hour after installing the application on your computer system.

Unregistered BACSE is free, you can use it as long as you want; there are no restrictions on all master files (Fixed Assets, Accounts Payable, Accounts Receivable, Chart of Accounts, Branches and Departments). For Fixed Assets management, BACSE creates all the accounts needed and the corresponding General Ledger entries (Asset Procurement/Sale and monthly depreciation entries). Fixed assets management is a crucial part for any business accounts management, BACSE unregistered version which is absolutely free has no limit on Fixed Assets management, you can have any number of assets managed by your free copy of BCSE.

BACSE can not be registered before entering thousands of records in General Ledger transactions (Customer/Supplier Invoice, Debit/Credit Note, Receipt/Payment Vouchers and Journal Vouchers). On the average, this might take weeks or months; it might take less than that if you want to enter a backlog of a long period of time.

Once a limit (thousands of ledger records) is reached, you can not add any more transactions, you can still add Fixed Assets and have corresponding transactions posted to General Ledger, but mostly,

you need to add more transactions to have a fully functional solution to your business requirements.

We have chosen this licensing model because we feel that it is fair to give you all the time you need to use the solution, get all the reports and vouchers printed, verify the accuracy, simplicity and all other features of BACSE, then if you agree with us that it is a great and valuable tool, you probably feel that this is a solution worth the small registration fee we are asking (less than USD 50, please check [www.bacse-systems.com](http://www.bacse-systems.com) for the current registration fee).

Naturally, the registration process only enables you to unlock the transaction count limit so that you can continue using your BACSE copy; no data entry effort is lost, you just continue using BACSE as you always did.

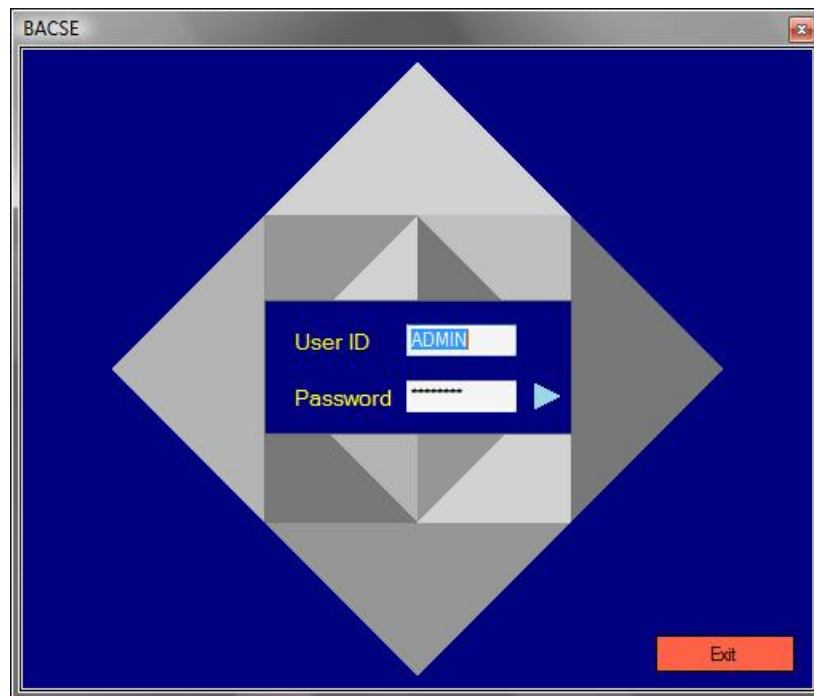
BACSE systems would like to spread this solution to the maximum number of users, we hope (and expect) that in a few years time, hundreds of thousands of users will have BACSE installed on their systems, if that target is achieved, it will make us all proud. We also hope that you'll join our BACSE satisfied users family. And the money, yes, we admit that we want to make money out of BACSE, but we are committed to remain ethical in our attempt to succeed financially, it is important for us that you are aware of the way the system license works from day one so that you won't feel we were unfair in our approach, you are investing time and resources implementing this solution, we want you to know that if you decide that you need all the features that BACSE has to offer, then there is a fee that you need to pay after a transaction limit is reached.

This guide is targeted to BACSE end user, it assumes average knowledge of computer application usage and general accounting principles. No attempt has been made to explain general accounting concepts/theory, which we assume the user is already familiar with.

We hope that BACSE will rise to your expectations and that your business will flourish.

BACSE Systems

## Logon Form



The first time you start BACSE, you can logon using:

User ID: Admin

Password: PASSWORD

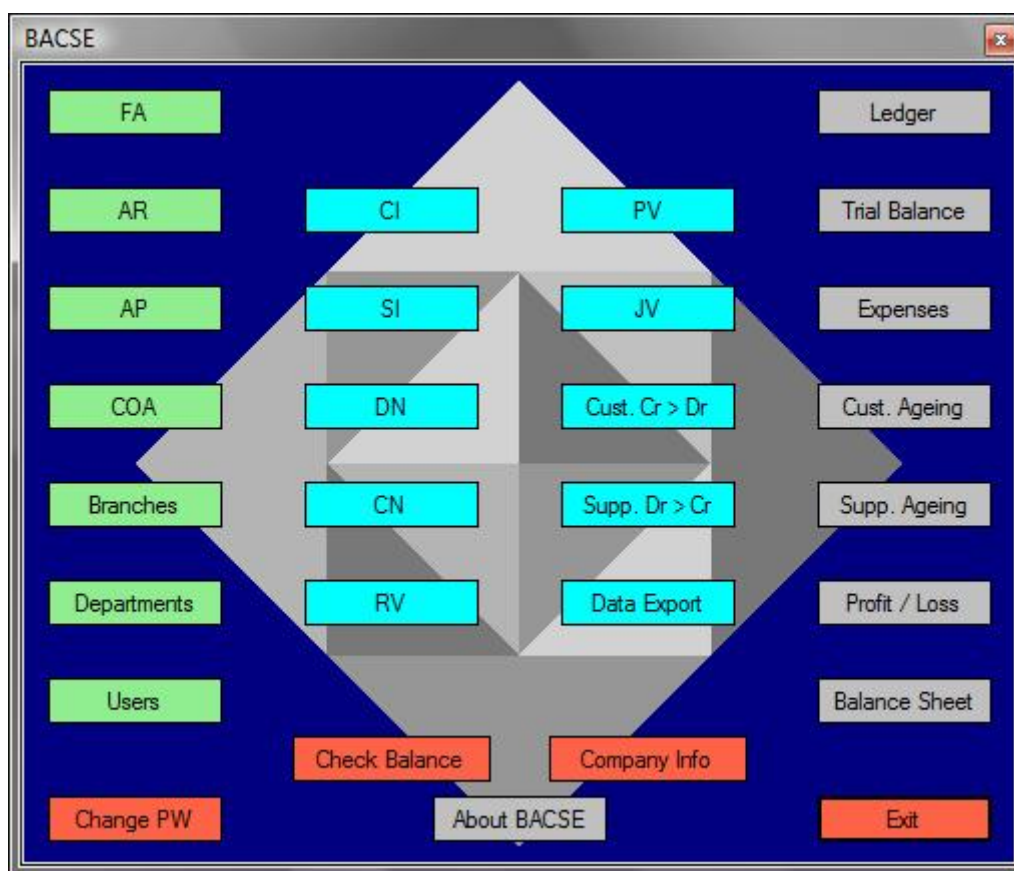
- Enter the user ID
- Press Enter
- Enter the Password
- Press Enter
- Your logon is Validated

If you entered an invalid user ID/Password combination, BACSE responds with this dialogue box:



After successfully entering a valid user ID and password, BACSE takes you to its 'Main Form'

## Main Form



This is BACSE base form that gives you access to all transactions and reports.

The main form includes buttons to access all other forms.

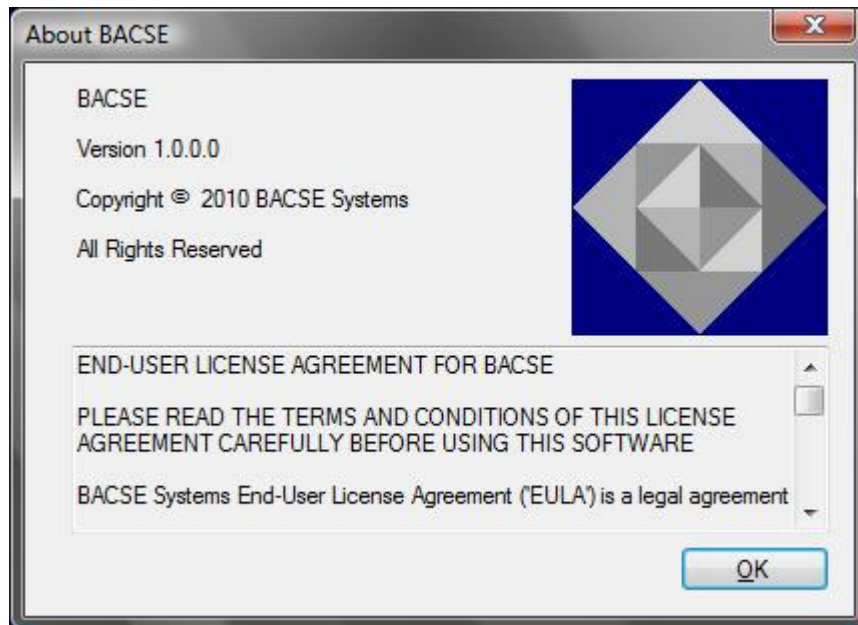
When the mouse pointer is over a button, a tip related to that button pops up, following are the button labels with the corresponding tip BACSE displays for each button:

FA	Fixed Assets
AR	Accounts Receivable
AP	Accounts Payable
COA	Chart of Accounts
Branches	Branches
Departments	Departments
Users	Users
CI	Customer Invoice
SI	Supplier Invoice
DN	Debit Note
CN	Credit Note
RV	Receipt Voucher

PV	Payment Voucher
JV	Journal Voucher
Cust. Cr > Dr	Match Customer Receipts and Credit Notes Against Customer Invoices and Debit Notes
Supp. Dr > Cr	Match Supplier Payments and Debit Notes Against Supplier Invoices and Credit Notes
Data Export	Export Data to csv Files
Ledger	General Ledger Reports
Trial Balance	Trial Balance Report
Expenses	Expenses by Branch / Department
Cust. Ageing	Customer Ageing Report
Supp. Ageing	Supplier Ageing Report
Profit / Loss	Profit / Loss Report
Balance Sheet	Balance Sheet Report
Change PW	Change User Password
Check Balance	Verify Transactions Balance
Company Info	Company and License Information
About BACSE	About BACSE
Exit	Exit BACSE

## About BACSE

Clicking 'About BACSE' button on the main form gives you access to the following form:



In addition to BACSE version number and copy right details, this form includes BACSE end user license agreement (EULA). Please read this license agreement carefully before starting to use BACSE.



## FA (Fixed Assets)

This form allows you to manage your Fixed Assets.

Initially, BACSE has no fixed assets records; you need to add records for your fixed assets.

BACSE accounts including FA accounts are organized into levels from One to Five.

'Fixed Assets' is a Level Two Account, Account Code '101'.

FA parent; a Level One Account is 'Assets', Account Code '1'.

You can organize your Fixed Assets under various levels and groups to suit your business, you don't need specify account codes, BACSE takes care of this for you, all you need to do is to create accounts and give them names, account codes are automatically assigned by BACSE.

- Level One Accounts have single digit codes.
- Level Two Accounts have three digit codes.
- Level Three Accounts have seven digit codes.
- Level Four Accounts have eleven digit codes.
- Level Five Accounts have fifteen digit codes.

The FA form above is just an example and does not resemble any real life structure; following is another example to further clarify the account tree structure:

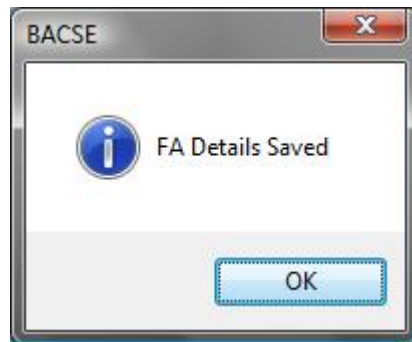
Acc code	Acc Description	Acc Level
1	Assets	1
101	Fixed Assets	2
1010001	Furniture	3
10100010001	Head Office	4
101000100010001	Table	5
101000100010002	Chair	5
10100010002	Branch	4
1010002	Vehicles	3
10100020001	GM Car	4
10100020002	Service Pickup	4

Creating a New Asset Account / Group:

- Select the Parent Account (Initially only Fixed Assets group is available).
- Click 'New Acc' button.
- BACSE adds a new record, assigns the Acc code and gives the new record a default name of 'New Asset'.
- The asset name field is automatically selected; you can type the asset/group name directly.
- If you are creating a group, press 'Save' button and you are done creating the new asset group.
- If you are creating an asset, press enter to move to 'Purchase Date' field.
- Enter the Asset Purchase Date, and then press Enter.
- Enter the Purchase Price, and then press Enter.
- Enter the Asset Life in months, and then press Enter.
- BACSE calculates the disposal date automatically based on the purchase date and life; if the asset is sold or disposed at an earlier date, you can specify this date, otherwise, leave this field as it is, then press enter.
- If the asset is sold for a price, enter the sale price, otherwise, leave this field empty, and then press enter.
- If the asset is not to be depreciated, check the 'No Depreciation' check box.
- Select the Branch that you want to assign this asset to, and then press enter.
- Select the Department that you want to assign this asset to then press 'Save' button.

You need to repeat this process for all your Fixed Assets, creating groups as needed.

BACSE confirms the new asset creation with the following dialogue box:



More on BACSE FA:

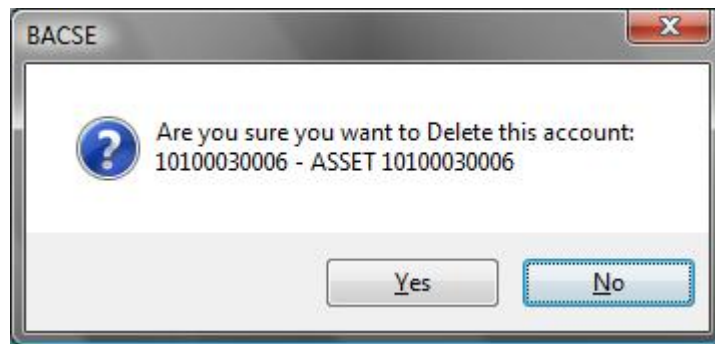
When you create a record in FA, BACSE performs the following tasks automatically:

- Creates an FA Account with code starting with '101'.
- Creates an FA Accumulated Depreciation Account with code starting with '102'.
- Creates an FA cost Liability Account with code starting with '201'.
- Creates an FA Income Account with code starting with '401'.
- Creates an FA Depreciation Expense Account with code starting with '501'.
- Creates an 'FA Procurement' transaction debiting FA Account ('101') and Crediting FA Cost Account ('201') by the 'Purchase Price' amount.
- If 'No Depreciation' is not checked, and this is not a Group (A 'Purchase Price' and 'Life in months' are entered), BACSE creates monthly depreciation entries crediting FA Accumulated Depreciation Account ('102') and debiting FA Depreciation Expense Account ('501')
- If 'Disposal Date' is changed from the calculated value ('Purchase Date' + 'Life in Months'), and/or if 'Sale Price' is entered, an 'Asset Sale' transaction is created removing any remaining debit from FA Account ('101') and removing any remaining Credit in Accumulated Depreciation Account ('102'). BACSE calculates the resultant Profit/Loss due to the asset sale, Credits FA Income Account ('401') by the calculated profit if there is a net profit (Debit by the loss if there is a net loss) and Debit FA Cost account ('201') by the profit amount (Credit if there is a net loss).

To summarize, you just need to enter the form information, creating accounts, asset procurement/disposal/sale, depreciation entries and all asset related GL transactions are created automatically.

You can always change the fixed asset record by selecting it from the list on the left, existing settings are shown on the right, you can change the asset name, purchase date, purchase price, life in months, disposal date, sale price, no depreciation option, assigned branch and department, pressing 'Save' button will update all records to reflect the new settings.

You can also remove an asset from your list of fixed assets by selecting it from the list on the left and pressing the 'Delete' button which brings the following confirmation dialogue box:



Pressing 'Print' button brings the following form on screen:



BACSE allows creating the Fixed Assets list As On a specific month end, showing only assets available at that specific date (Assets purchased after that month end are not displayed, neither are assets sold before or at that month's end).

Pressing 'Print' button prints the report on screen for you to view:

My Wonderful Company Fixed Assets List							
As On: 31-Aug-2010							
Asset Code	Asset Description	Purchase Date	Purchase Price	Life	Month Dep.	Depreciation	Current Value
101	Fixed Assets		4,853,000			4,339,370.25	513,630
1010001	Group 1		1,018,000			894,633.67	123,366
10100010001	ASSET 10100010001	Mar-2002	52,000	16	3,250.00	52,000.00	0
10100010002	ASSET 10100010002	Nov-2007	43,000	95	452.63	15,389.42	27,611
10100010003	ASSET 10100010003	Jul-2004	6,000	107	56.07	4,149.18	1,851
10100010004	ASSET 10100010004	Feb-2001	43,000	74	581.08	43,000.00	0
10100010005	ASSET 10100010005	Apr-2008	30,000	61	491.80	14,262.20	15,738
10100010006	ASSET 10100010006	Jul-2003	95,000	14	6,785.71	95,000.00	0
10100010007	ASSET 10100010007	Oct-2007	12,000	31	387.10	12,000.00	0
10100010008	ASSET 10100010008	Apr-2004	30,000	53	566.04	30,000.00	0
10100010009	ASSET 10100010009	Sep-2002	17,000	80	212.50	17,000.00	0
10100010010	ASSET 10100010010	Feb-2004	34,000	14	2,428.57	34,000.00	0
10100010011	ASSET 10100010011	Apr-2002	35,000	27	1,296.30	35,000.00	0
10100010012	ASSET 10100010012	Dec-2002	90,000	52	1,730.77	90,000.00	0
10100010013	ASSET 10100010013	Apr-2004	34,000	100	340.00	26,180.00	7,820
10100010014	ASSET 10100010014	Oct-2003	37,000	103	359.22	29,815.26	7,185
10100010015	ASSET 10100010015	Sep-2007	8,000	83	96.39	3,470.04	4,530
10100010016	ASSET 10100010016	Aug-2000	13,000	39	333.33	13,000.00	0
10100010017	ASSET 10100010017	May-2000	28,000	70	400.00	28,000.00	0
10100010018	ASSET 10100010018	Mar-2007	8,000	14	571.43	8,000.00	0
10100010019	ASSET 10100010019	May-2004	90,000	13	6,923.08	90,000.00	0
10100010020	ASSET 10100010020	Jan-2003	14,000	112	125.00	11,500.00	2,500
10100010021	ASSET 10100010021	Aug-2005	70,000	69	1,014.49	61,883.89	8,116
10100010022	ASSET 10100010022	May-2004	74,000	103	718.45	54,602.20	19,398
10100010023	ASSET 10100010023	Oct-2007	66,000	55	1,200.00	42,000.00	24,000
10100010024	ASSET 10100010024	Jun-2001	33,000	88	375.00	33,000.00	0
10100010025	ASSET 10100010025	Apr-2003	56,000	97	577.32	51,381.48	4,619
1010002	Group 2		1,294,000			1,201,035.54	92,964
10100020001	ASSET 10100020001	Jan-2001	69,000	102	676.47	69,000.00	0
10100020002	ASSET 10100020002	Aug-2002	79,000	52	1,519.23	79,000.00	0
10100020003	ASSET 10100020003	Jul-2001	89,000	32	2,781.25	89,000.00	0
10100020004	ASSET 10100020004	Aug-2005	21,000	82	256.10	15,622.10	5,378
10100020005	ASSET 10100020005	May-2003	30,000	34	882.35	30,000.00	0
10100020006	ASSET 10100020006	Mar-2004	16,000	67	238.81	16,000.00	0
10100020007	ASSET 10100020007	May-2005	70,000	99	707.07	45,252.48	24,748

The report lists the following information for your fixed assets:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Fixed Assets List'.
- As On Date.

Details

- Asset Code.
- Asset Description.
- Purchase Date.
- Purchase Price.
- Life in Months.
- Month Depreciation (Purchase Price / Life in Months)
- Total Depreciation (Month Depreciation \* Months from Purchase Date till Report Date).
- Current Value (Purchase Price – Total Depreciation).

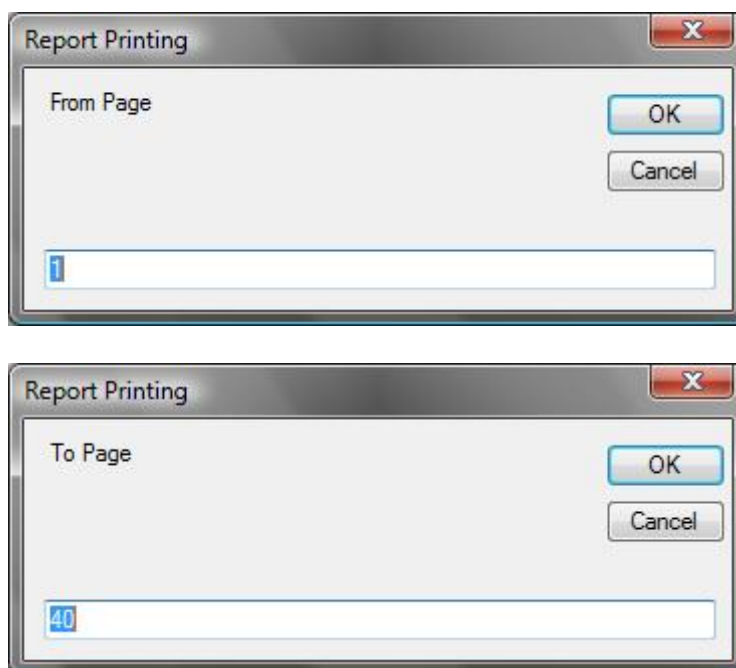
The report includes assets with current value = 0, but does not include sold assets (assets where either sale price is specified, or

disposal date is set to a date before Purchase Date + Life in Months).

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.



## AR (Account Receivable)

This form allows you to manage your Accounts Receivable records.

The screenshot shows the BACSE AR form. On the left, a tree view lists account codes and names, with '10300040001 - AR - Group 4 - Acc. 001' selected. The main form area has the following fields and buttons:

- Name:** AR - Group 4 - Acc. 001 (with a Delete button)
- Address:** Address of Account 10300010001
- Phone:** Phone 1 (with a Fax field and Fax 1 field)
- Email:** Email 1 (with a Post. Add. field and Post Address 1 field)
- Remarks:** Remarks 1
- Cr. Period:** 5 (with a Balance field)
- Branch:** Branch 01 (with a Dept. dropdown menu)
- Buttons:** New Acc, Save, Print, Exit

Initially, BACSE has no Accounts Receivable records and you need to add records for your AR.

BACSE accounts including AR accounts are organized into levels from One to Five.

'Accounts Receivable' is a level Two Account with Account Code '103'.

AR parent, a Level One Account is 'Assets' with Account Code '1'.

You can organize your Accounts Receivable under various levels and groups to suit your business, you don't need to specify account codes, BACSE takes care of that for you, all you need to do is to create accounts and give them names, the account code is automatically assigned by BACSE.

- Level One Accounts have single digit codes.
- Level Two Accounts have three digit codes.
- Level Three Accounts have seven digit codes.
- Level Four Accounts have eleven digit codes.
- Level Five Accounts have fifteen digit codes.

The AR form above is just an example and does not resemble any real life structure; following is another example to further clarify the account tree structure:

Acc code	Acc Description	Acc Level
1	Assets	1

103	Accounts Receivable	2
1030001	Major Customers	3
10300010001	Gold Fish	4
103000100010001	Gold Fish Head Office	5
103000100010002	Gold Fish Branch	5
10300010002	Great Lake	4
1030002	Other Customers	3
10300020001	Green Land	4
10300020002	Blue Sky	4

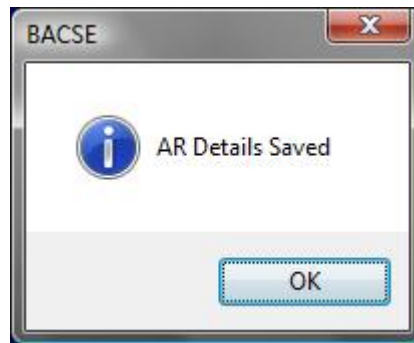
#### Creating a New AR Account / Group:

- Select the Parent Account (Initially only Account Receivable group is available).
- Click 'New Acc' button.
- BACSE adds a new record, assigns the Acc code and gives the new record a default name of 'New Account'.
- The Account Name field is automatically selected; you can type the Account / group name directly.
- If you are creating a group, press 'Save' button and you are done creating the new account group.
- If you are creating a customer account, Press enter to move to 'Address' field.
- Enter the Customer Address, and then press Enter.
- Enter the Customer Phone, and then press Enter.
- Enter the Customer Fax, and then press Enter.
- Enter the Customer Email, and then press Enter.
- Enter the Customer Postal Address, and then press Enter.
- Enter any relevant remarks for the customer record, and then press Enter.
- Enter the Customer Credit Period in Months, and then press Enter.
- Select the Branch that you want to assign this account to, and then press enter.
- Select the Department that you want to assign this account to, and then press 'Save' button.

You need to repeat this process for all your Customers, creating groups as needed.

BACSE confirms the new account creation with the following dialogue box:





More on BACSE AR:

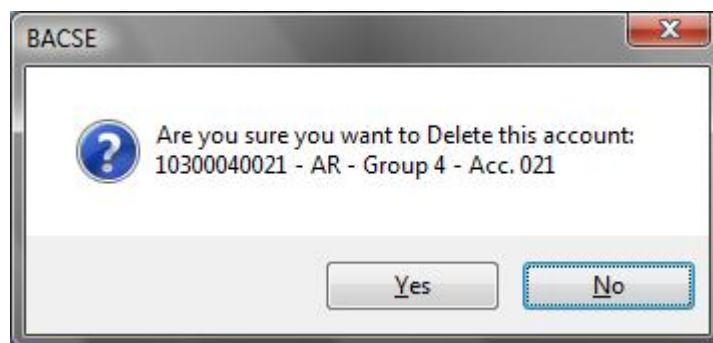
When you create a record in AR; BACSE Creates an AR Account for your customer with a code starting with '103'.

AR accounts are accessible through the following transactions/reports:

- CI (Customer Invoice).
- RV (Receipt Voucher).
- DN (Debit Note).
- CR (Credit Note).
- Cust. Cr > Dr (Match Customer Receipts and Credit Notes Against Customer Invoices and Debit Notes).
- Customer Ageing Report.

You can always change an AR record by selecting it from the list on the left, existing settings are shown on the right, you can change the Customer Name, Address, Phone, Fax, Email, Postal Address, Remarks, Credit Period, assigned Branch and Department, pressing 'Save' button will update the records to reflect the new settings.

You can also remove an AR account from your list by selecting it from the list on the left and pressing the 'Delete' button which brings the following confirmation dialogue box:



Pressing 'Print' button prints the AR report on screen for you to view:

My Wonderful Company Accounts Receivable							
SNO	Account Code	Account Name	Address	Phone	Fax	Email	Credit
1	103	Accounts Receivable					
2	1030001	AR - Group 1					
3	10300010001	AR - Group 1 - Acc. 001	Address of Account	Phone 1	Fax 1	Email 1	0
4	10300010002	AR - Group 1 - Acc. 002	Address of Account	Phone 2	Fax 2	Email 2	5
5	10300010003	AR - Group 1 - Acc. 003	Address of Account	Phone 3	Fax 3	Email 3	2
6	10300010004	AR - Group 1 - Acc. 004	Address of Account	Phone 4	Fax 4	Email 4	1
7	10300010005	AR - Group 1 - Acc. 005	Address of Account	Phone 5	Fax 5	Email 5	2
8	10300010006	AR - Group 1 - Acc. 006	Address of Account	Phone 6	Fax 6	Email 6	5
9	10300010007	AR - Group 1 - Acc. 007	Address of Account	Phone 7	Fax 7	Email 7	5
10	10300010008	AR - Group 1 - Acc. 008	Address of Account	Phone 8	Fax 8	Email 8	3
11	10300010009	AR - Group 1 - Acc. 009	Address of Account	Phone 9	Fax 9	Email 9	2
12	10300010010	AR - Group 1 - Acc. 010	Address of Account	Phone 10	Fax 10	Email 10	6
13	10300010011	AR - Group 1 - Acc. 011	Address of Account	Phone 11	Fax 11	Email 11	5
14	10300010012	AR - Group 1 - Acc. 012	Address of Account	Phone 12	Fax 12	Email 12	0
15	10300010013	AR - Group 1 - Acc. 013	Address of Account	Phone 13	Fax 13	Email 13	3
16	10300010014	AR - Group 1 - Acc. 014	Address of Account	Phone 14	Fax 14	Email 14	1
17	10300010015	AR - Group 1 - Acc. 015	Address of Account	Phone 15	Fax 15	Email 15	4
18	10300010016	AR - Group 1 - Acc. 016	Address of Account	Phone 16	Fax 16	Email 16	0
19	10300010017	AR - Group 1 - Acc. 017	Address of Account	Phone 17	Fax 17	Email 17	0
20	10300010018	AR - Group 1 - Acc. 018	Address of Account	Phone 18	Fax 18	Email 18	1
21	10300010019	AR - Group 1 - Acc. 019	Address of Account	Phone 19	Fax 19	Email 19	4
22	10300010020	AR - Group 1 - Acc. 020	Address of Account	Phone 20	Fax 20	Email 20	5
23	10300010021	AR - Group 1 - Acc. 021	Address of Account	Phone 21	Fax 21	Email 21	3
24	10300010022	AR - Group 1 - Acc. 022	Address of Account	Phone 22	Fax 22	Email 22	2
25	10300010023	AR - Group 1 - Acc. 023	Address of Account	Phone 23	Fax 23	Email 23	1
26	10300010024	AR - Group 1 - Acc. 024	Address of Account	Phone 24	Fax 24	Email 24	1
27	10300010025	AR - Group 1 - Acc. 025	Address of Account	Phone 25	Fax 25	Email 25	1
28	10300010026	AR - Group 1 - Acc. 026	Address of Account	Phone 26	Fax 26	Email 26	6
29	10300010027	AR - Group 1 - Acc. 027	Address of Account	Phone 27	Fax 27	Email 27	4
30	10300010028	AR - Group 1 - Acc. 028	Address of Account	Phone 28	Fax 28	Email 28	0
31	10300010029	AR - Group 1 - Acc. 029	Address of Account	Phone 29	Fax 29	Email 29	4
32	10300010030	AR - Group 1 - Acc. 030	Address of Account	Phone 30	Fax 30	Email 30	3
33	10300010031	AR - Group 1 - Acc. 031	Address of Account	Phone 31	Fax 31	Email 31	3
34	10300010032	AR - Group 1 - Acc. 032	Address of Account	Phone 32	Fax 32	Email 32	0
35	10300010033	AR - Group 1 - Acc. 033	Address of Account	Phone 33	Fax 33	Email 33	1

08-Aug-2010 21:23:09 1 / 12

Print << < > >> Exit

The report lists the following information for your Accounts Receivable:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Accounts Receivable'.

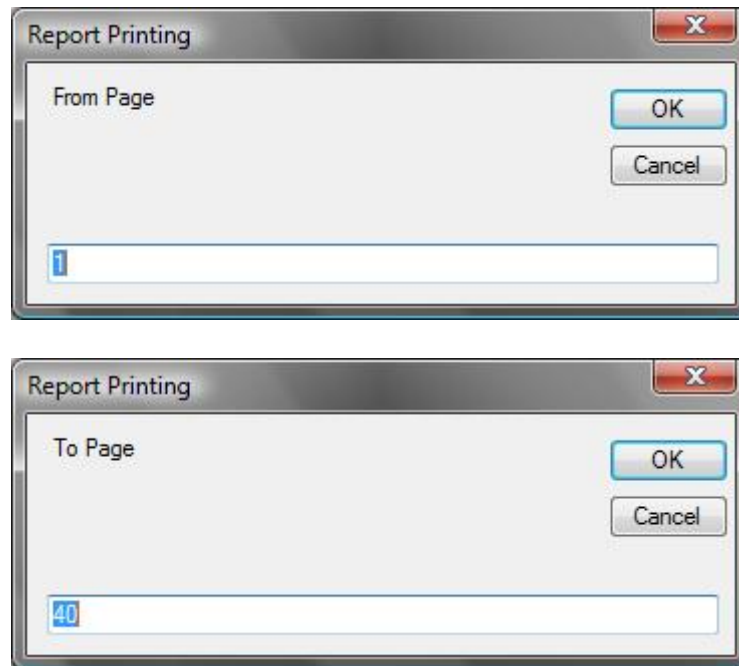
Details

- SNO
- Account Code
- Account (Customer) Name
- Address
- Phone
- Fax
- Email
- Credit Period

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## AP (Accounts Payable)

This form allows you to manage your Accounts Payable records.

The screenshot shows the BACSE AP (Accounts Payable) form. On the left is a tree view of the account structure. The main form area has the following fields and buttons:

- Name:** AP - Group 4 - Acc. 001 (with a Delete button)
- Address:** Address of Account 20300010001
- Phone:** Phone 1 (with a Fax field and Fax 1 field)
- Email:** Email 1 (with a Post. Add. field and Post Address 1 field)
- Remarks:** Remarks 1
- Cr. Period:** 4 (with a Balance field)
- Branch:** Branch 01 (dropdown menu)
- Dept.:** Dept 01 (dropdown menu)
- Buttons:** New Acc, Save, Print, Exit

Initially, BACSE has no Accounts Payable records and you need to add records for your AP.

BACSE accounts including AP accounts are organized into levels from One to Five.

'Accounts Payable' is a level Two Account with Account Code '203'.

AP parent, a Level One Account is 'Liabilities' with Account Code '2'.

You can organize your Accounts Payable under various levels and groups to suit your business, you do not specify account codes, BACSE takes care of that, all you need to do is to create accounts by giving their names and the account code is automatically assigned by BACSE.

- Level One Accounts have single digit codes.
- Level Two Accounts have three digit codes.
- Level Three Accounts have seven digit codes.
- Level Four Accounts have eleven digit codes.
- Level Five Accounts have fifteen digit codes.

The AP form above is just an example and does not resemble any real life structure; following is another example to further clarify the account tree structure

Acc code	Acc Description	Acc Level
2	Liabilities	1
203	Accounts Payable	2

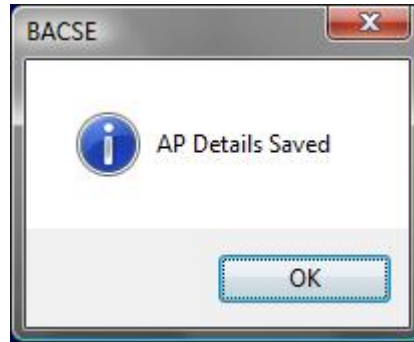
2030001	Major Suppliers	3
20300010001	Blue Ocean	4
203000100010001	Blue Ocean Parts	5
203000100010002	Blue Ocean Machinery	5
20300010002	Grand Canyon	4
2030002	Other Suppliers	3
20300020001	United Contractors	4
20300020002	Green Oasis	4

#### Creating a New AP Account / Group:

- Select the Parent Account (Initially only Account Payable group is available).
- Click 'New Acc' button.
- BACSE adds a new record, assigns the Acc code and gives the new record a default name of 'New Account'.
- The Account Name field is automatically selected; you can type the Account / group name directly.
- If you are creating a group, press 'Save' button and you are done creating the new account group.
- If you are creating a supplier account, Press enter to move to 'Address' field.
- Enter the Supplier Address, and then press Enter.
- Enter the Supplier Phone, and then press Enter.
- Enter the Supplier Fax, and then press Enter.
- Enter the Supplier Email, and then press Enter.
- Enter the Supplier Postal Address, and then press Enter.
- Enter any relevant remarks for the Supplier record, and then press Enter.
- Enter the Supplier Credit Period in Months, and then press Enter.
- Select the Branch that you want to assign this account to, and then press enter.
- Select the Department that you want to assign this account to, and then press 'Save' button.

You need to repeat this process for all your Suppliers, creating groups as needed.

BACSE confirms the new account creation with the following dialogue box:



More on BACSE AP:

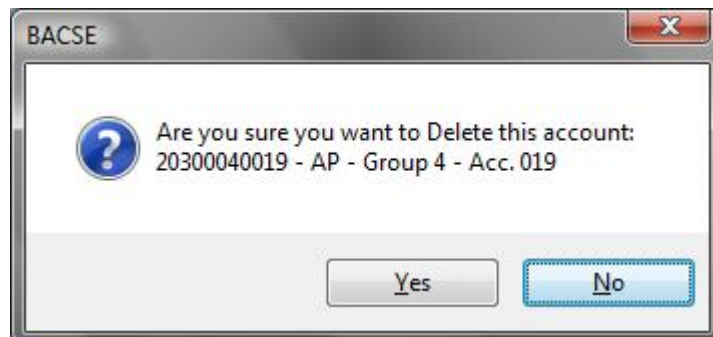
When you create a record in AP; BACSE Creates an AP Account for your Supplier with account code starting with '203'.

AP accounts are involved in the following transactions/reports:

- SI (Supplier Invoice).
- PV (Payment Voucher).
- DN (Debit Note).
- CR (Credit Note).
- Supp. Dr > Cr (Match Supplier Payments and Debit Notes Against Supplier Invoices and Credit Notes).
- Supplier Ageing Report.

You can always change an AP record by selecting it from the list on the left, existing settings are shown on the right, you can change the Supplier Name, Address, Phone, Fax, Email, Postal Address, Remarks, Credit Period, assigned Branch and Department, pressing 'Save' button will update the records to reflect the new settings.

You can also remove an AP account from your list by selecting it from the list on the left and pressing the 'Delete' button which brings the following confirmation dialogue box:



Pressing 'Print' button prints the AP report on screen for you to view:



My Wonderful Company Accounts Payable							
SNO	Account Code	Account Name	Address	Phone	Fax	Email	Credit
1	203	Accounts Payable					
2	2030001	AP - Group 1					
3	20300010001	AP - Group 1 - Acc. 001	Address of Account	Phone 1	Fax 1	Email 1	4
4	20300010002	AP - Group 1 - Acc. 002	Address of Account	Phone 2	Fax 2	Email 2	5
5	20300010003	AP - Group 1 - Acc. 003	Address of Account	Phone 3	Fax 3	Email 3	3
6	20300010004	AP - Group 1 - Acc. 004	Address of Account	Phone 4	Fax 4	Email 4	4
7	20300010005	AP - Group 1 - Acc. 005	Address of Account	Phone 5	Fax 5	Email 5	4
8	20300010006	AP - Group 1 - Acc. 006	Address of Account	Phone 6	Fax 6	Email 6	4
9	20300010007	AP - Group 1 - Acc. 007	Address of Account	Phone 7	Fax 7	Email 7	4
10	20300010008	AP - Group 1 - Acc. 008	Address of Account	Phone 8	Fax 8	Email 8	3
11	20300010009	AP - Group 1 - Acc. 009	Address of Account	Phone 9	Fax 9	Email 9	1
12	20300010010	AP - Group 1 - Acc. 010	Address of Account	Phone 10	Fax 10	Email 10	1
13	20300010011	AP - Group 1 - Acc. 011	Address of Account	Phone 11	Fax 11	Email 11	2
14	20300010012	AP - Group 1 - Acc. 012	Address of Account	Phone 12	Fax 12	Email 12	4
15	20300010013	AP - Group 1 - Acc. 013	Address of Account	Phone 13	Fax 13	Email 13	1
16	20300010014	AP - Group 1 - Acc. 014	Address of Account	Phone 14	Fax 14	Email 14	3
17	20300010015	AP - Group 1 - Acc. 015	Address of Account	Phone 15	Fax 15	Email 15	2
18	20300010016	AP - Group 1 - Acc. 016	Address of Account	Phone 16	Fax 16	Email 16	1
19	20300010017	AP - Group 1 - Acc. 017	Address of Account	Phone 17	Fax 17	Email 17	3
20	20300010018	AP - Group 1 - Acc. 018	Address of Account	Phone 18	Fax 18	Email 18	3
21	20300010019	AP - Group 1 - Acc. 019	Address of Account	Phone 19	Fax 19	Email 19	3
22	20300010020	AP - Group 1 - Acc. 020	Address of Account	Phone 20	Fax 20	Email 20	4
23	20300010021	AP - Group 1 - Acc. 021	Address of Account	Phone 21	Fax 21	Email 21	5
24	20300010022	AP - Group 1 - Acc. 022	Address of Account	Phone 22	Fax 22	Email 22	0
25	20300010023	AP - Group 1 - Acc. 023	Address of Account	Phone 23	Fax 23	Email 23	6
26	20300010024	AP - Group 1 - Acc. 024	Address of Account	Phone 24	Fax 24	Email 24	1
27	20300010025	AP - Group 1 - Acc. 025	Address of Account	Phone 25	Fax 25	Email 25	3
28	20300010026	AP - Group 1 - Acc. 026	Address of Account	Phone 26	Fax 26	Email 26	1
29	20300010027	AP - Group 1 - Acc. 027	Address of Account	Phone 27	Fax 27	Email 27	2
30	20300010028	AP - Group 1 - Acc. 028	Address of Account	Phone 28	Fax 28	Email 28	4
31	20300010029	AP - Group 1 - Acc. 029	Address of Account	Phone 29	Fax 29	Email 29	0
32	20300010030	AP - Group 1 - Acc. 030	Address of Account	Phone 30	Fax 30	Email 30	3
33	20300010031	AP - Group 1 - Acc. 031	Address of Account	Phone 31	Fax 31	Email 31	5
34	20300010032	AP - Group 1 - Acc. 032	Address of Account	Phone 32	Fax 32	Email 32	0
35	20300010033	AP - Group 1 - Acc. 033	Address of Account	Phone 33	Fax 33	Email 33	3

08-Aug-2010 21:25:37 1 / 12

Print << < > >> Exit

The report lists the following information for your Accounts Payable:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Accounts Payable'.

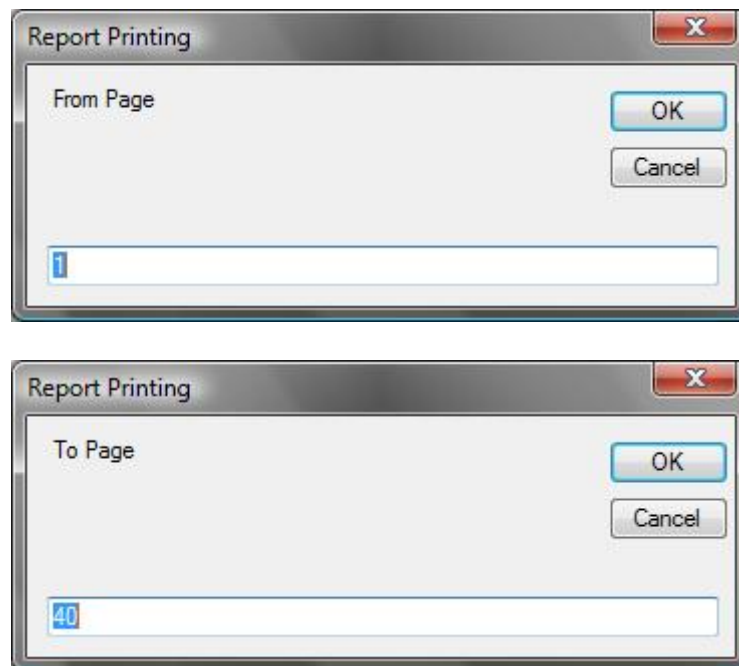
Details

- SNO.
- Account Code.
- Account (Supplier) Name.
- Address.
- Phone.
- Fax.
- Email.
- Credit Period.

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.



## COA (Chart of Accounts)

This form allows you to manage your Chart of Accounts; here you control all accounts other than FA, AR and AP.

COA

- 1 - Assets
  - 101 - Fixed Assets
  - 102 - FA Acc. Dep.
  - 103 - Accounts Receivable
  - 104 - Current Assets
- 2 - Liabilities
  - 201 - FA Costs
  - 202 - Loans
  - 203 - Accounts Payable
  - 204 - Other Liabilities
- 3 - Equity
  - 301 - Stated Capital
  - 302 - Capital Surplus
  - 303 - Retained Earnings
- 4 - Income
  - 401 - FA Income
  - 402 - Sales
  - 403 - Services
  - 404 - Other Income
- 5 - Expenses
  - 501 - FA Dep. Expenses
  - 502 - Wages and Salaries
  - 503 - Rent and Utilities
  - 504 - Other Expenses

Assets

Delete

New Acc

Save

Print

Exit

Initially, BACSE has the default accounts shown above; these accounts can not be deleted.

The COA includes accounts created from other modules (FA, AR and AP); these accounts can not be modified (renamed) from COA.

Accounts that can not be renamed in COA:

- Level 1 Accounts
  - Assets – Account Code 1
  - Liabilities – Account Code 2
  - Equity – Account Code 3
  - Income – Account Code 4
  - Expenses – Account Code 5
- Fixed Assets Related Accounts
  - Codes starting with 101 – Fixed Assets

- Codes starting with 102 – FA Accumulated Depreciation
  - Codes starting with 201 – FA Costs
  - Codes starting with 401 – FA Income
  - Codes starting with 501 – FA Depreciation Expenses
- AR Accounts – Account Codes starting with 103
- AP Accounts – Account Codes starting with 203

All other accounts in COA can be renamed.

COA accounts are organized into levels from One to Five.

You can organize your Accounts under various levels and groups to suit your business, you don't need to specify account codes, BACSE takes care of that for you, all you need to do is to create accounts and give them names and the account codes are automatically assigned by BACSE.

- Level One Accounts have single digit codes.
- Level Two Accounts have three digit codes.
- Level Three Accounts have seven digit codes.
- Level Four Accounts have eleven digit codes.
- Level Five Accounts have fifteen digit codes.

The COA form above is the default initial COA setup; you can modify this setup by renaming existing accounts or adding new accounts through FA, AR and AP modules, you can also add accounts using COA.

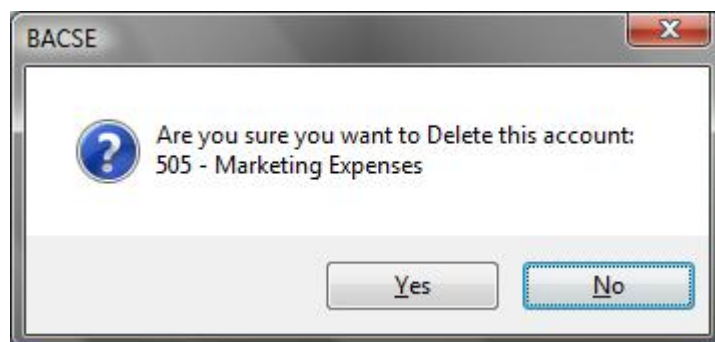
Creating a New Account / Group:

- Select the Parent Account.
- Click 'New Acc' button.
- BACSE adds a new record, assigns the Acc code and gives the new record a default name of 'New Account'.
- The Account Name field is automatically selected, you can type the Account / group name directly.
- Press 'Save' button to save the new account record.

You need to repeat this process for all your accounts, creating groups as needed.

You can always change a COA account by selecting it from the accounts list, its name is displayed in the Account Name field under the list, you can change the Account Name, and pressing 'Save' button will update the account record with the new name.

You can also remove a COA account by selecting it from the list and pressing the 'Delete' button which brings the following confirmation dialogue box:



The 'Delete' button will be disabled for accounts detailed above and group accounts, for other accounts, BACSE checks that the account does not have any transactions, if this is not the case and the account has one or more GL transaction, 'Delete' button is disabled.

Pressing 'Print' button prints the COA report on screen for you to view:

My Wonderful Company Chart of Accounts			
SNO	Account Code	Account Name	Level
596	10300040080	AR - Group 4 - Acc. 080	4
597	10300040081	AR - Group 4 - Acc. 081	4
598	10300040082	AR - Group 4 - Acc. 082	4
599	10300040083	AR - Group 4 - Acc. 083	4
600	10300040084	AR - Group 4 - Acc. 084	4
601	10300040085	AR - Group 4 - Acc. 085	4
602	10300040086	AR - Group 4 - Acc. 086	4
603	10300040087	AR - Group 4 - Acc. 087	4
604	10300040088	AR - Group 4 - Acc. 088	4
605	10300040089	AR - Group 4 - Acc. 089	4
606	10300040090	AR - Group 4 - Acc. 090	4
607	10300040091	AR - Group 4 - Acc. 091	4
608	10300040092	AR - Group 4 - Acc. 092	4
609	10300040093	AR - Group 4 - Acc. 093	4
610	10300040094	AR - Group 4 - Acc. 094	4
611	10300040095	AR - Group 4 - Acc. 095	4
612	10300040096	AR - Group 4 - Acc. 096	4
613	10300040097	AR - Group 4 - Acc. 097	4
614	10300040098	AR - Group 4 - Acc. 098	4
615	10300040099	AR - Group 4 - Acc. 099	4
616	10300040100	AR - Group 4 - Acc. 100	4
617	104	Current Assets	2
618	2	Liabilities	1
619	201	FA Costs	2
620	2010001	FA Cost Group 1	3
621	20100010001	FA Cost ASSET 10100010001	4
622	20100010002	FA Cost ASSET 10100010002	4
623	20100010003	FA Cost ASSET 10100010003	4
624	20100010004	FA Cost ASSET 10100010004	4
625	20100010005	FA Cost ASSET 10100010005	4
626	20100010006	FA Cost ASSET 10100010006	4
627	20100010007	FA Cost ASSET 10100010007	4
628	20100010008	FA Cost ASSET 10100010008	4
629	20100010009	FA Cost ASSET 10100010009	4
630	20100010010	FA Cost ASSET 10100010010	4

08-Aug-2010 21:29:54 18 / 39

Print << < > >> Exit

The report lists the following information for your accounts:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Chart of Accounts'.

Details

- SNO
- Account Code
- Account Name
- Account Level (1 to 5)

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:

The image shows two sequential dialog boxes for report printing. The first dialog box, titled 'Report Printing', has a label 'From Page' and a text input field containing the number '1'. It includes 'OK' and 'Cancel' buttons. The second dialog box, also titled 'Report Printing', has a label 'To Page' and a text input field containing the number '40'. It also includes 'OK' and 'Cancel' buttons.

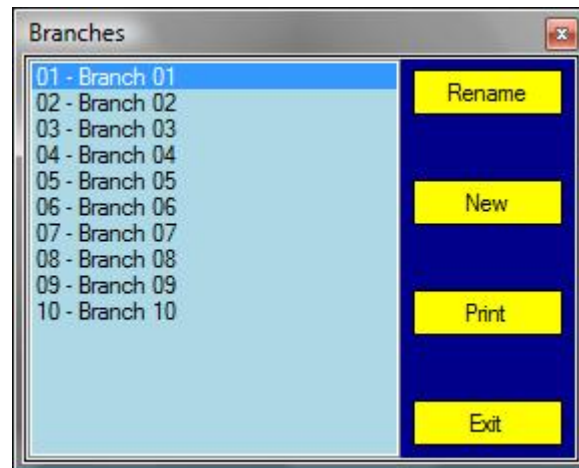
If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

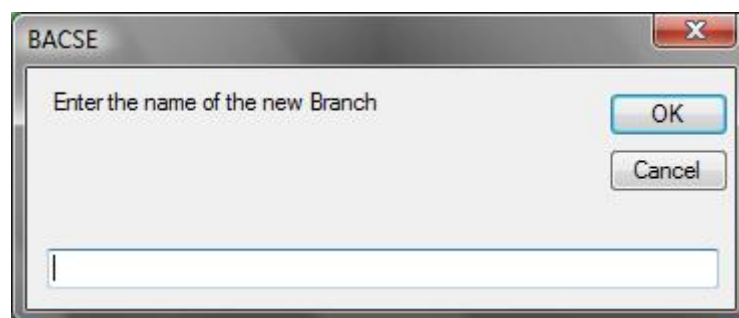
## Branches

This form allows you to manage your list of Branches.

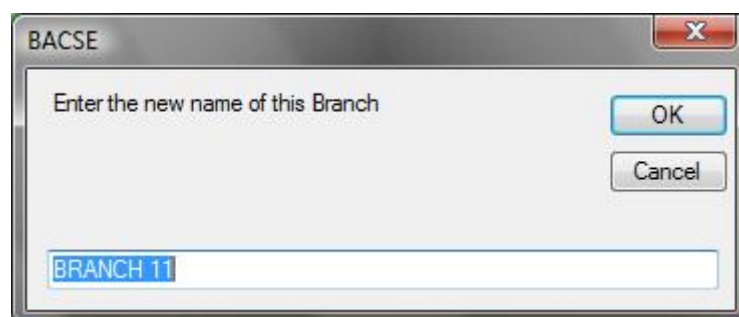
Initially, BACSE has one default branch defined (01 – Branch 01); you can define up to 99 branches (codes 01 to 99).



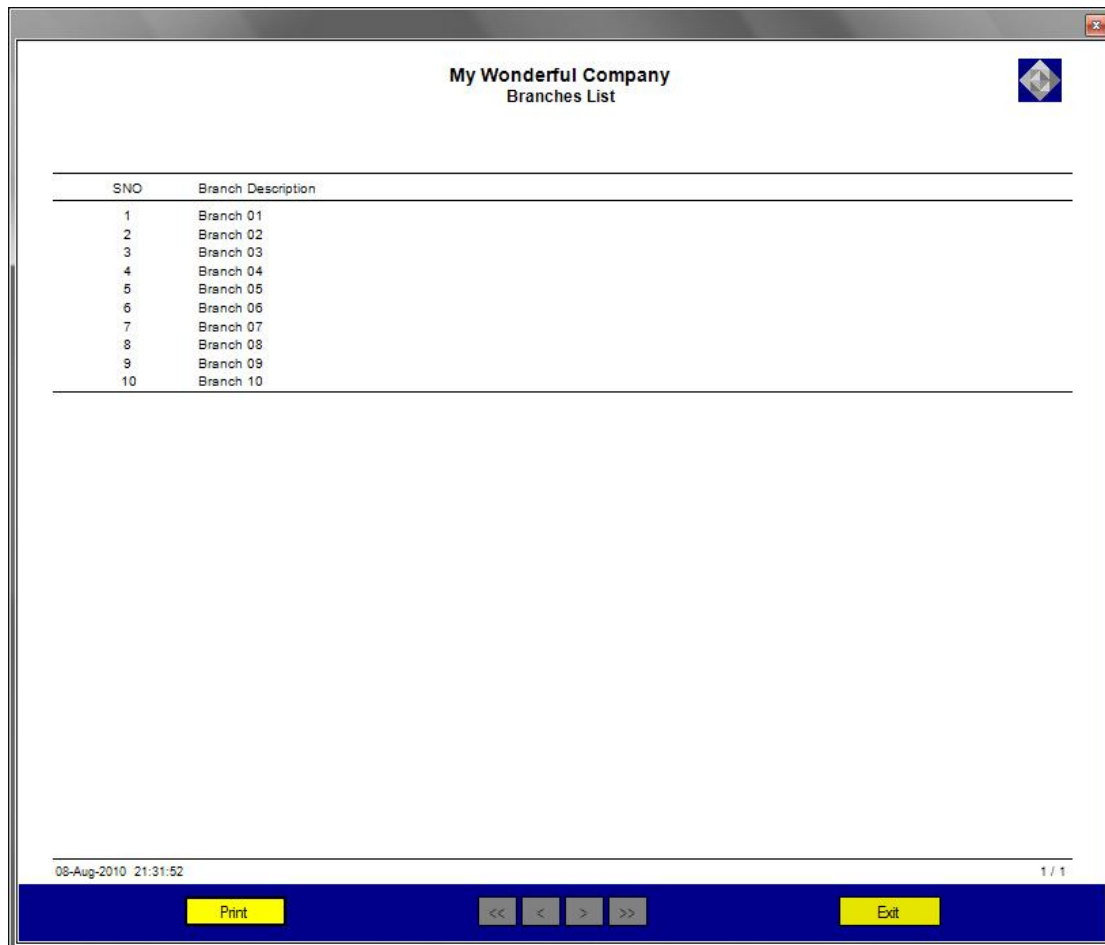
You add new branches by pressing 'New' button, BACSE requests you to specify the branch name with the following dialogue box:



You can rename any Branch by pressing the 'Rename' button which displays the following dialogue box:



You can print your list of branches by pressing the 'Print' button which displays the following print preview form:



SNO	Branch Description
1	Branch 01
2	Branch 02
3	Branch 03
4	Branch 04
5	Branch 05
6	Branch 06
7	Branch 07
8	Branch 08
9	Branch 09
10	Branch 10

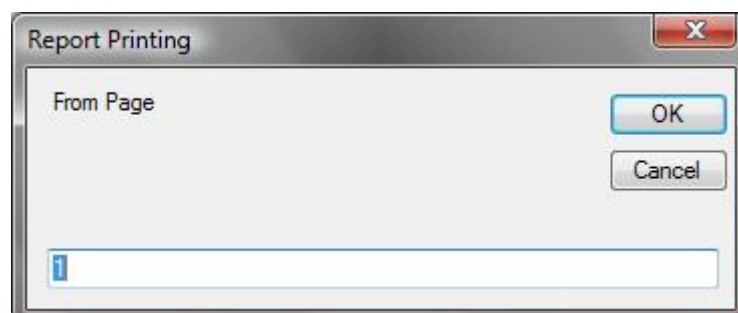
08-Aug-2010 21:31:52 1 / 1

Print << < > >> Exit

### Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



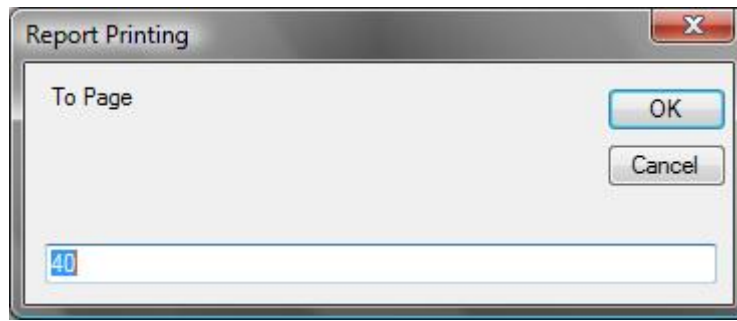
Report Printing

From Page

OK

Cancel

i



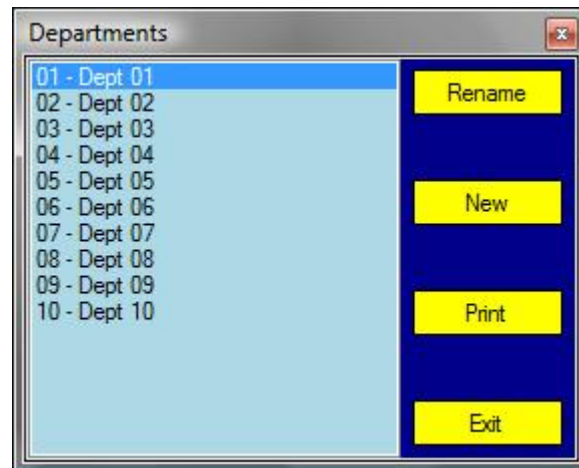
If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

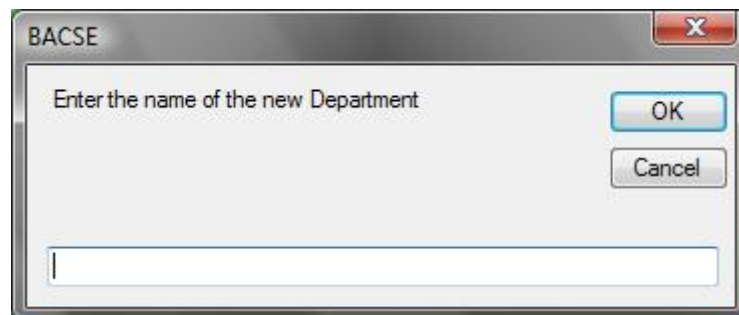
## Departments

This form allows you to manage your list of Departments.

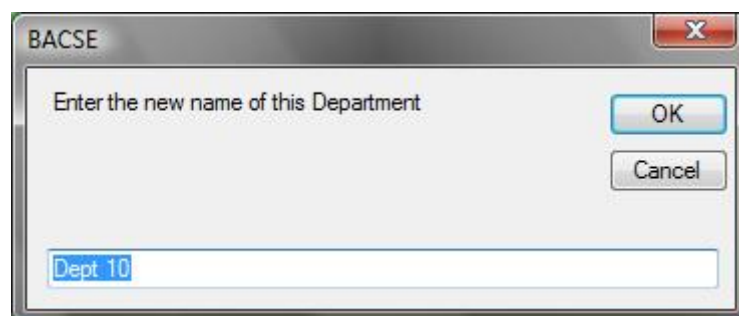
Initially, BACSE has one default Department defined (01 – Dept 01); you can define up to 99 departments (codes 01 to 99).



You add new departments by pressing 'New' button, BACSE requests you to specify the department name with the following dialogue box:



You can rename any department by pressing the 'Rename' button which displays the following dialogue box:



You can print your list of departments by pressing the 'Print' button which displays the following print preview form:



SNO	Department Description
1	Dept 01
2	Dept 02
3	Dept 03
4	Dept 04
5	Dept 05
6	Dept 06
7	Dept 07
8	Dept 08
9	Dept 09
10	Dept 10

08-Aug-2010 21:33:08 1 / 1

Print << < > >> Exit

### Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

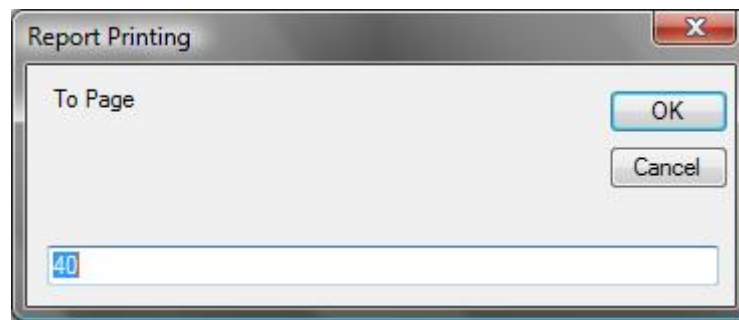
If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:

Report Printing

From Page

1

OK Cancel



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

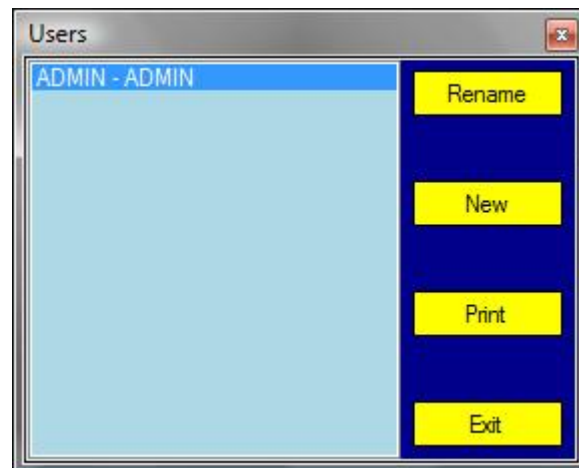
All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## Users

This form allows you to manage your list of Users.

Initially, BACSE has one default User Account defined (Admin); you can define additional user accounts as needed.

Users form is only available when you logon as 'Admin'



You add new users by pressing 'New' button, BACSE requests you to specify the user logon ID with the following dialogue box:

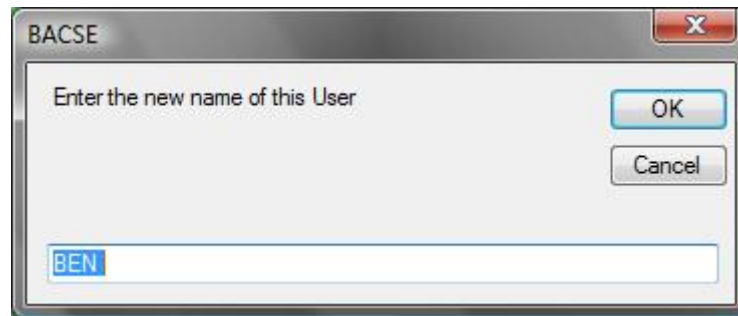


In addition to the logon ID, you need to enter the user name, which you enter by responding to the following dialogue box:



A new user ID is created, the default password is the logon ID; this password can be changed when you logon with the new ID using the 'Change PW' button on the Main Form.

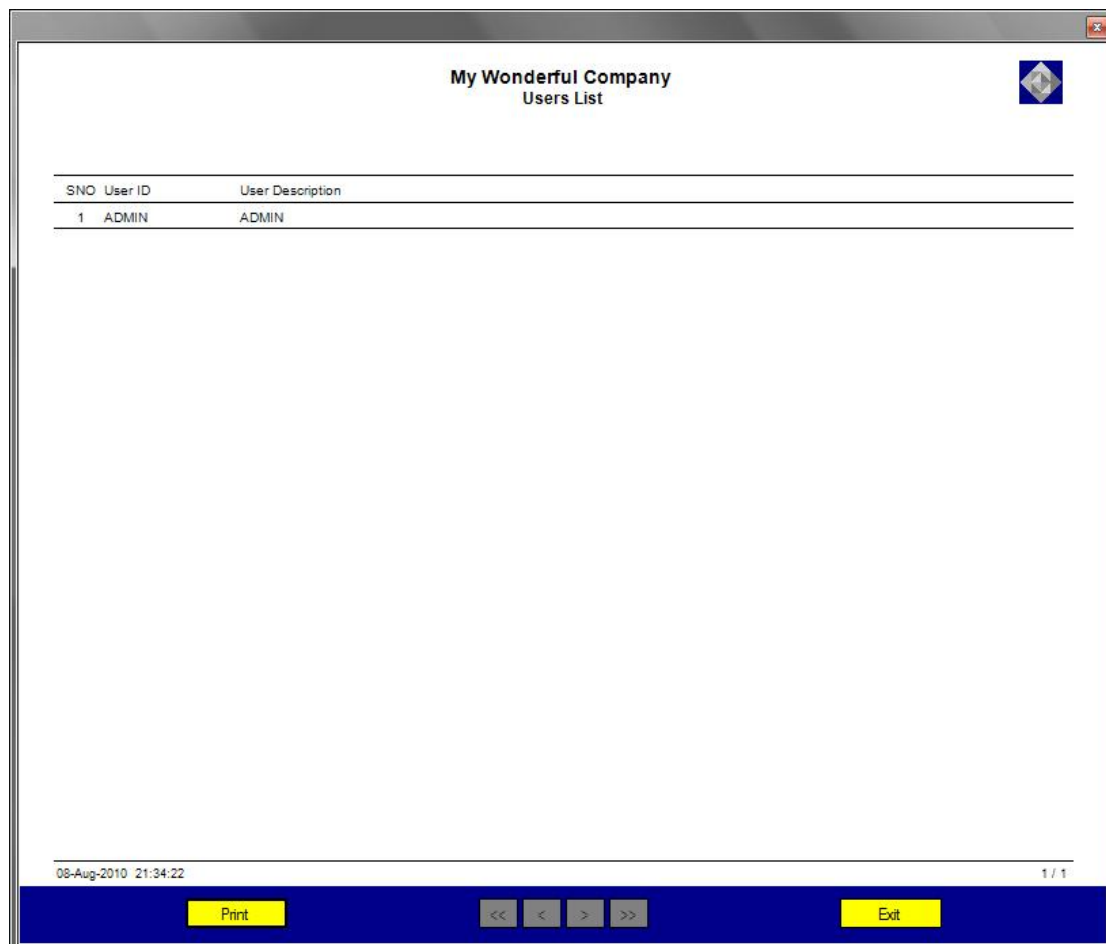
You can rename any user by pressing the 'Rename' button which displays the following dialogue box:



A Windows-style dialog box titled "BACSE" with a close button (X) in the top right corner. The main text inside the box says "Enter the new name of this User". Below this text is a text input field containing the text "BEN". To the right of the input field are two buttons: "OK" and "Cancel".

This changes the User Name; it does not affect the User ID or Password.

You can print your list of users by pressing the 'Print' button which displays the following print preview form:



A print preview window titled "My Wonderful Company Users List". The window has a header area with the company name and a logo. Below the header is a table with two columns: "SNO" and "User ID". The table contains one row with the values "1" and "ADMIN". Below the table is a footer area with a date and time stamp "08-Aug-2010 21:34:22" and a page number "1 / 1". At the bottom of the window are two yellow buttons labeled "Print" and "Exit", and a set of navigation arrows.

SNO	User ID
1	ADMIN

### Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:

The image shows two sequential dialog boxes for report printing. The first dialog box, titled 'Report Printing', has a label 'From Page' and a text input field containing the number '1'. It includes 'OK' and 'Cancel' buttons. The second dialog box, also titled 'Report Printing', has a label 'To Page' and a text input field containing the number '40'. It also includes 'OK' and 'Cancel' buttons.

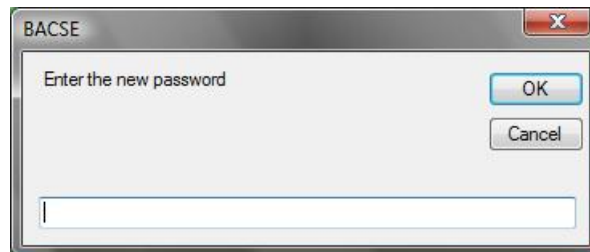
If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

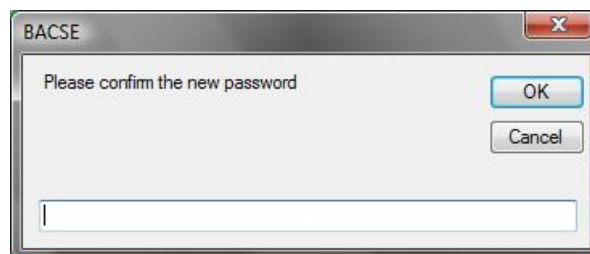
## Change PW

The 'Change PW' button on the main form allows you to change the currently logged on user password.

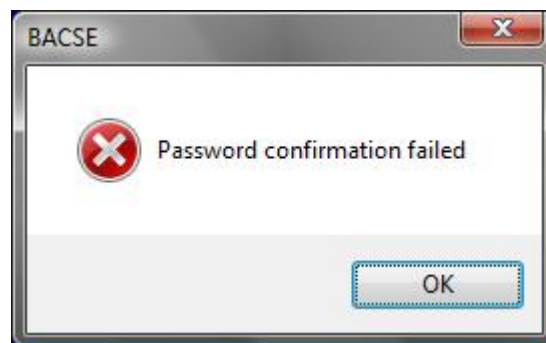
Pressing this button displays the following dialogue box:



Enter the new password and press OK, confirm the new password.



If the two entries are not matching, BACSE rejects the change.



Otherwise, the new password is accepted and you are notified with the following dialogue box:



## CI (Customer Invoice)

CI (Customer Invoice) is the form where you enter new invoices or change existing invoices for your customers (AR).

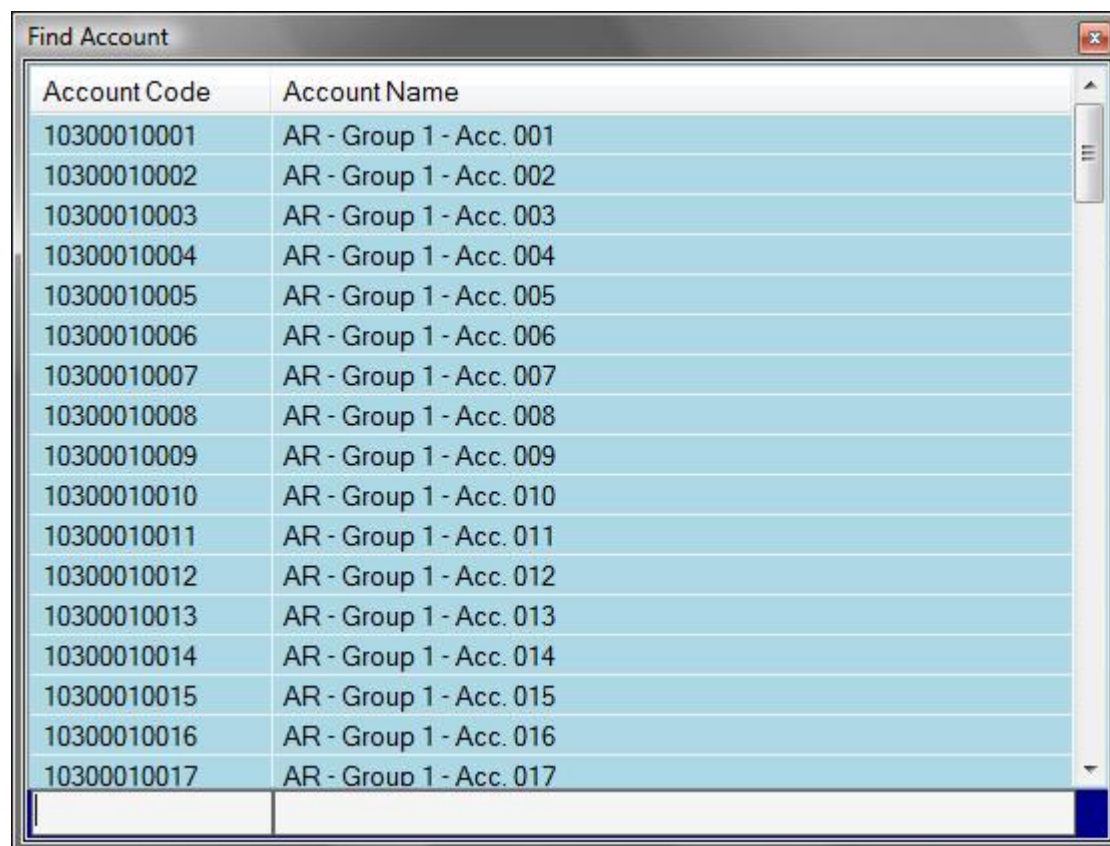
SN	Account	Credit	Description	Branch	Dept
1	402 - Sales	368.00	Description 1	Branch 04	Dept 06
2	402 - Sales	860.00	Description 2	Branch 02	Dept 05
3	402 - Sales	928.00	Description 3	Branch 02	Dept 01
4	403 - Services	906.00	Description 4	Branch 04	Dept 05
5	402 - Sales	558.00	Description 5	Branch 03	Dept 08
6	402 - Sales	812.00	Description 6	Branch 01	Dept 03
7	402 - Sales	333.00	Description 7	Branch 07	Dept 04
8	402 - Sales	51.00	Description 8	Branch 08	Dept 08
9	402 - Sales	965.00	Description 9	Branch 04	Dept 05
10	403 - Services	826.00	Description 10	Branch 07	Dept 06
11	402 - Sales	547.00	Description 11	Branch 04	Dept 02
12	402 - Sales	425.00	Description 12	Branch 09	Dept 06
13	402 - Sales	529.00	Description 13	Branch 03	Dept 05
14	404 - Other Income	833.00	Description 14	Branch 05	Dept 10
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
		8,941.00			

The form contains the following fields:

### Transaction Header Fields:

- **Doc Date:** This is the document entry date, it affects the automatically generated Doc. No., and moreover, this date is the transaction date in GL.
- **Doc. No.:** Document Number is generated automatically, it has two parts:
  - First part composed of CI concatenated with a 4 digit number representing the year in Doc. Date and a two digit number representing the month in Doc. Date. Hence the first part of the Doc. No. has the following format: 'CIYYYYMM'
  - Second part is a four digit number representing the transaction sequence for the particular month (Doc. Date month). This number starts at '0001' for the first transaction and can reach up to '9999' for the last transaction, so you can have up to 9,999 transactions per month. You retrieve existing transactions by entering the transaction number in this field.
- **Narration:** Explanatory text that clarifies the transaction and applies to it as a whole.

- Customer: An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



The screenshot shows a window titled "Find Account" with a table of accounts. The table has two columns: "Account Code" and "Account Name". The accounts listed are AR - Group 1 - Acc. 001 through AR - Group 1 - Acc. 017. The first row is highlighted in blue.

Account Code	Account Name
10300010001	AR - Group 1 - Acc. 001
10300010002	AR - Group 1 - Acc. 002
10300010003	AR - Group 1 - Acc. 003
10300010004	AR - Group 1 - Acc. 004
10300010005	AR - Group 1 - Acc. 005
10300010006	AR - Group 1 - Acc. 006
10300010007	AR - Group 1 - Acc. 007
10300010008	AR - Group 1 - Acc. 008
10300010009	AR - Group 1 - Acc. 009
10300010010	AR - Group 1 - Acc. 010
10300010011	AR - Group 1 - Acc. 011
10300010012	AR - Group 1 - Acc. 012
10300010013	AR - Group 1 - Acc. 013
10300010014	AR - Group 1 - Acc. 014
10300010015	AR - Group 1 - Acc. 015
10300010016	AR - Group 1 - Acc. 016
10300010017	AR - Group 1 - Acc. 017

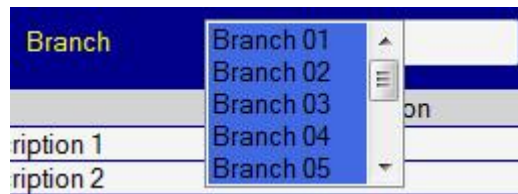
You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In CI Customer field, only accounts receivable are selectable (Accounts with codes starting with '103').

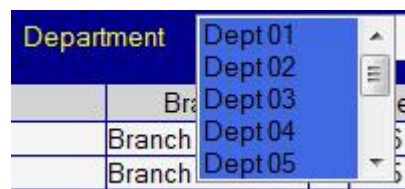
- Branch: This is the branch under which the customer is debited for this Invoice in GL, when entering this field, BACSE displays the list of branches for you to select from:





A screenshot of a software interface showing a dropdown menu for 'Branch'. The menu is open, displaying a list of five options: 'Branch 01', 'Branch 02', 'Branch 03', 'Branch 04', and 'Branch 05'. The 'Branch' label is in a blue header box. Below the menu, there are labels for 'Description 1' and 'Description 2'.

- **Department:** This is the department under which the customer is debited for this Invoice in GL, when entering this field, BACSE displays the list of departments for you to select from:

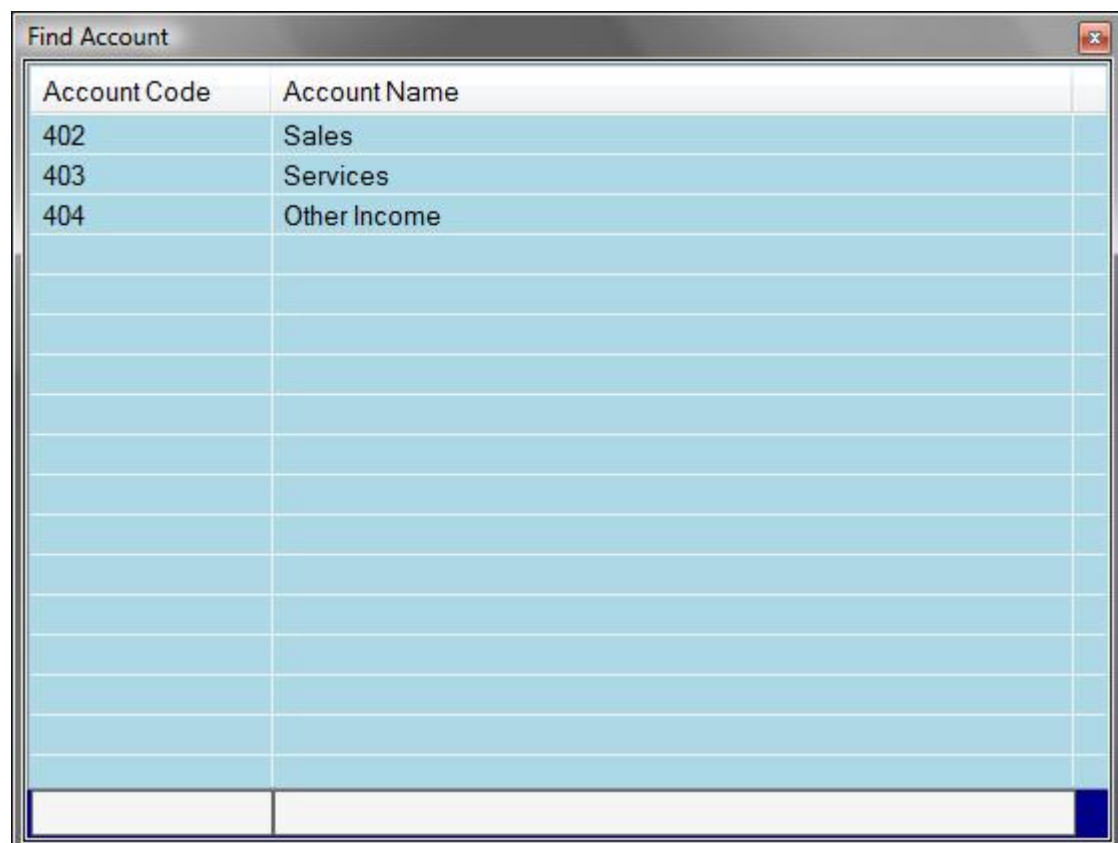


A screenshot of a software interface showing a dropdown menu for 'Department'. The menu is open, displaying a list of five options: 'Dept01', 'Dept02', 'Dept03', 'Dept04', and 'Dept05'. The 'Department' label is in a blue header box. Below the menu, there are labels for 'Branch' and 'Branch'.

#### Transaction Details Fields:

The transaction details can be up to 30 rows and include the following fields in each row:

- **Income Account:** An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



A screenshot of a 'Find Account' dialog box. It features a table with two columns: 'Account Code' and 'Account Name'. The table contains three rows of data: '402 Sales', '403 Services', and '404 Other Income'. Below the table, there are two empty input fields for searching or selecting an account. The dialog box has a standard Windows-style title bar and window controls.

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In CI Income Account fields, only Income accounts excluding FA income accounts are selectable (Accounts with codes starting with '4' except for accounts starting with '401').

- Credit: The Credit amount for the current row of this transaction.
- Description: Explanatory text that clarifies the current row of the transaction.
- Branch: This is the branch under which the income account is credited for the current row of the transaction in GL, when entering this field, BACSE displays the list of branches for you to select from:

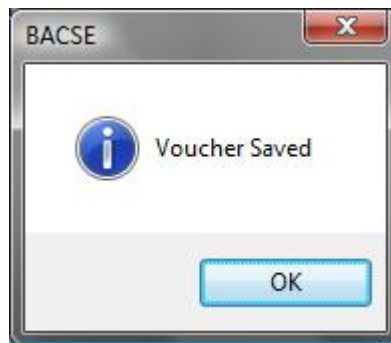
Branch	
Branch 04	D
Branch 01	D
Branch 02	D
Branch 03	D
Branch 04	D
Branch 05	D
Branch 07	D

- Department: This is the department under which the income account is credited for the current row of the transaction in GL, when entering this field, BACSE displays the list of departments for you to select from:

Dept.	
Dept 06	
Dept 05	
Dept 01	
Dept 02	
Dept 03	
Dept 04	
Dept 05	
Dept 08	

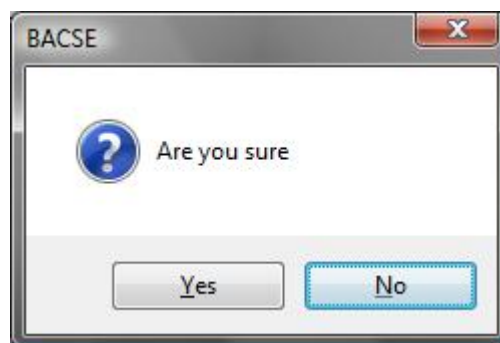
Saving your transaction:

Press the 'Save' button to save your transaction, BACSE saves your transaction and notifies you with the following dialogue box:



Clearing the Form:

If you need to clear the form and start a new transaction entry process (discarding any entered information), you click the 'Clear' button, BACSE asks for your confirmation before taking any action by displaying the following dialogue box:



Printing the Transaction:

You can print the transaction by pressing the 'Print' button; BACSE displays a print preview form similar to the following sample:

My Wonderful Company Customer Invoice					
Doc. No: CI2010080050			Doc. Date: 17-Aug-2010		
Narration: Narration for CI No. 907					
10300020012 - AR - Group 2 - Acc. 012			Branch 06, Dept 08		
SNO	Account Code	Account Name	Description	Credit Branch	Dept
1	402	Sales	Description 1	368.00 Branch 04	Dept 06
2	402	Sales	Description 2	860.00 Branch 02	Dept 05
3	402	Sales	Description 3	928.00 Branch 02	Dept 01
4	403	Services	Description 4	906.00 Branch 04	Dept 05
5	402	Sales	Description 5	558.00 Branch 03	Dept 08
6	402	Sales	Description 6	812.00 Branch 01	Dept 03
7	402	Sales	Description 7	333.00 Branch 07	Dept 04
8	402	Sales	Description 8	51.00 Branch 08	Dept 08
9	402	Sales	Description 9	965.00 Branch 04	Dept 05
10	403	Services	Description 10	826.00 Branch 07	Dept 06
11	402	Sales	Description 11	547.00 Branch 04	Dept 02
12	402	Sales	Description 12	425.00 Branch 09	Dept 06
13	402	Sales	Description 13	529.00 Branch 03	Dept 05
14	404	Other Income	Description 14	833.00 Branch 05	Dept 10
<b>Totals:</b>				<b>8,941.00</b>	

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Print << < > >> Exit

Customer Invoices print outs contain the following fields:

#### Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Voucher Type: 'Customer Invoice'
- Document Number: This field is formatted as: 'CIYYYYMMNNNN'
- Document Date
- Document Narration
- Customer Account Number and Customer Name
- Transaction Branch and Department

#### Details:

- SNO: Row Serial Number
- Account Code: The Account code for the income account credited
- Account Name: The Account name for the income account credited
- Description: The description for the current transaction row
- Credit: The credit amount for the current transaction row

- Branch: The branch under which the income account is credited for the current transaction row
- Department: The department under which the income account is credited for the current transaction row

Report Footer:

BACSE displays the total transaction amount; that is the sum of all detail rows credit amounts.

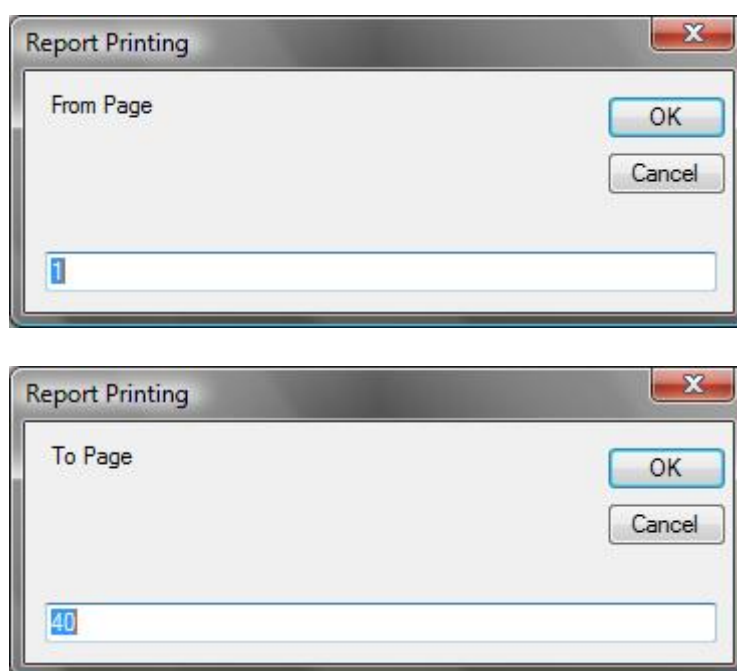
Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## SI (Supplier Invoice)

SI (Supplier Invoice) is the form where you enter new invoices or change existing invoices for your suppliers (AP).

SN	Account	Debit	Description	Branch	Dept
1	503 - Rent and Utilities	973.00	Description 1	Branch 10	Dept 01
2	502 - Wages and Salaries	894.00	Description 2	Branch 02	Dept 05
3	502 - Wages and Salaries	93.00	Description 3	Branch 04	Dept 01
4	503 - Rent and Utilities	743.00	Description 4	Branch 09	Dept 05
5	502 - Wages and Salaries	477.00	Description 5	Branch 07	Dept 10
6	502 - Wages and Salaries	227.00	Description 6	Branch 03	Dept 05
7	503 - Rent and Utilities	691.00	Description 7	Branch 04	Dept 05
8	503 - Rent and Utilities	269.00	Description 8	Branch 09	Dept 09
9	502 - Wages and Salaries	573.00	Description 9	Branch 04	Dept 05
10	502 - Wages and Salaries	838.00	Description 10	Branch 02	Dept 07
11	502 - Wages and Salaries	846.00	Description 11	Branch 06	Dept 05
12	503 - Rent and Utilities	188.00	Description 12	Branch 05	Dept 06
13	502 - Wages and Salaries	977.00	Description 13	Branch 05	Dept 07
14	502 - Wages and Salaries	339.00	Description 14	Branch 06	Dept 02
15	503 - Rent and Utilities	285.00	Description 15	Branch 04	Dept 03
16	502 - Wages and Salaries	810.00	Description 16	Branch 03	Dept 07
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

9,223.00

Save Clear Print Exit

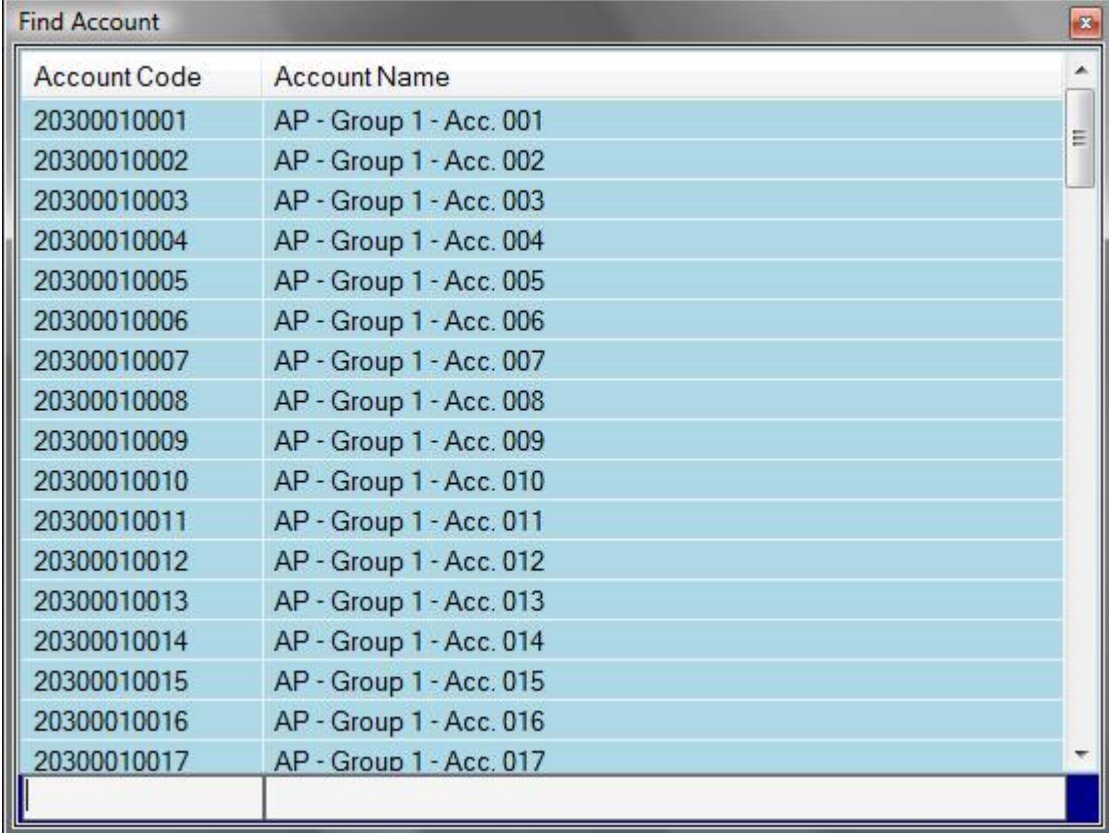
The form contains the following fields:

Transaction Header Fields:

- Doc Date: This is the document entry date, it affects the automatically generated Doc. No., and moreover, this date is the transaction date in GL.
- Doc. No.: Document Number is generated automatically, it has two parts:
  - First part composed of SI concatenated with a 4 digit number representing the year in Doc. Date and a two digit number representing the month in Doc. Date. Hence the first part of the Doc. No. has the following format: 'SIYYYYMM'
  - Second part is a four digit number representing the transaction sequence for the particular month (Doc. Date month). This number starts at '0001' for the first transaction and can reach up to '9999' for the last transaction, so you can have up to 9,999 transactions per month. You retrieve existing transactions by entering the transaction number in this field.



- Narration: Explanatory text that clarifies the transaction and applies to it as a whole.
- Supplier: An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



The image shows a 'Find Account' dialog box with a table of accounts. The table has two columns: 'Account Code' and 'Account Name'. The accounts listed are AP - Group 1 - Acc. 001 through AP - Group 1 - Acc. 017. The dialog box has a title bar with 'Find Account' and a close button. There are also search and selection controls on the right side of the table.

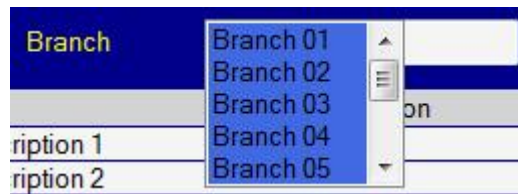
Account Code	Account Name
20300010001	AP - Group 1 - Acc. 001
20300010002	AP - Group 1 - Acc. 002
20300010003	AP - Group 1 - Acc. 003
20300010004	AP - Group 1 - Acc. 004
20300010005	AP - Group 1 - Acc. 005
20300010006	AP - Group 1 - Acc. 006
20300010007	AP - Group 1 - Acc. 007
20300010008	AP - Group 1 - Acc. 008
20300010009	AP - Group 1 - Acc. 009
20300010010	AP - Group 1 - Acc. 010
20300010011	AP - Group 1 - Acc. 011
20300010012	AP - Group 1 - Acc. 012
20300010013	AP - Group 1 - Acc. 013
20300010014	AP - Group 1 - Acc. 014
20300010015	AP - Group 1 - Acc. 015
20300010016	AP - Group 1 - Acc. 016
20300010017	AP - Group 1 - Acc. 017

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

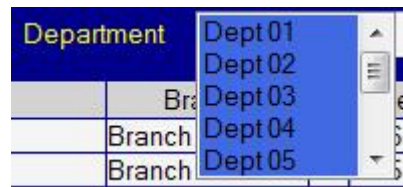
In SI Supplier field, only accounts payable are selectable (Accounts with codes starting with '203').

- Branch: This is the branch under which the supplier is credited for this Invoice in GL, when entering this field, BACSE displays the list of branches for you to select from:



A screenshot of a software interface showing a dropdown menu for 'Branch'. The menu is open, displaying a list of five options: 'Branch 01', 'Branch 02', 'Branch 03', 'Branch 04', and 'Branch 05'. The background shows a table with columns 'Branch', 'Description 1', and 'Description 2'.

- **Department:** This is the department under which the supplier is credited for this Invoice in GL, when entering this field, BACSE displays the list of departments for you to select from:

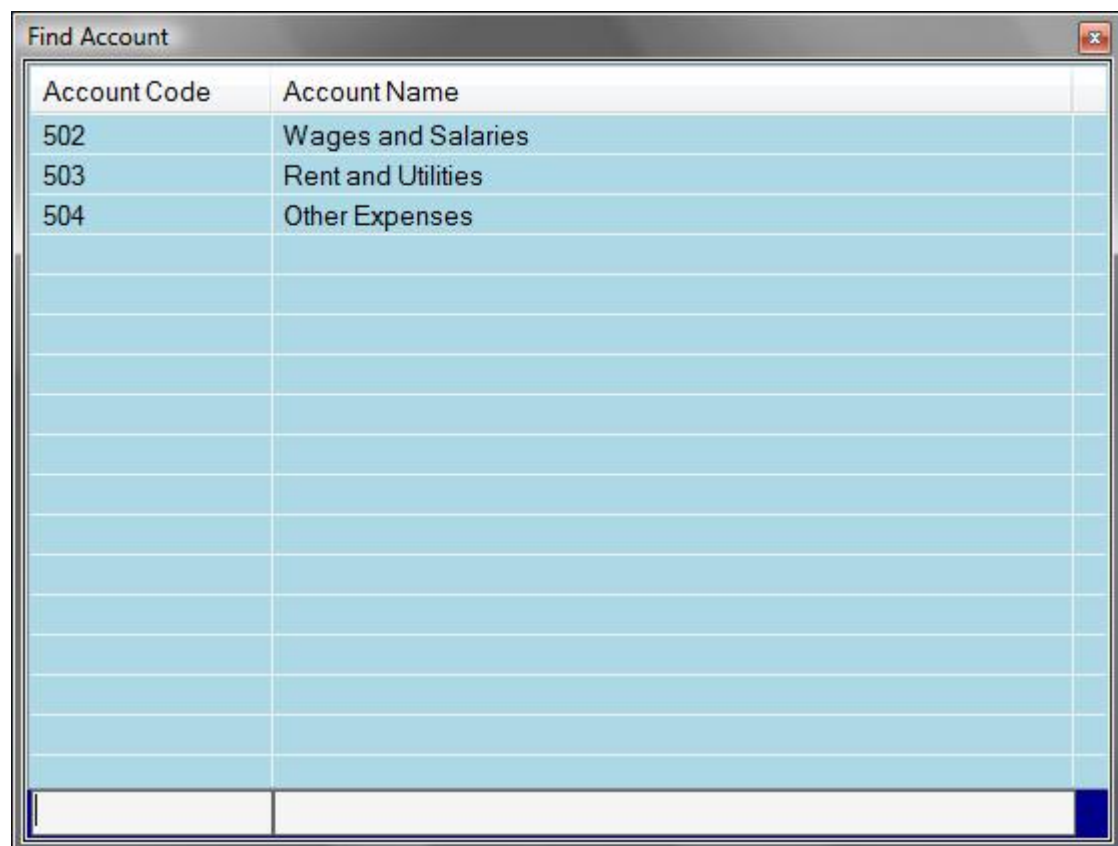


A screenshot of a software interface showing a dropdown menu for 'Department'. The menu is open, displaying a list of five options: 'Dept01', 'Dept02', 'Dept03', 'Dept04', and 'Dept05'. The background shows a table with columns 'Department', 'Branch', and 'Description'.

#### Transaction Details Fields:

The transaction details can be up to 30 rows and include the following fields in each row:

- **Expense Account:** An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



A screenshot of a 'Find Account' dialog box. The dialog has a title bar with 'Find Account' and a close button. It contains a table with two columns: 'Account Code' and 'Account Name'. The table has three rows of data: '502 Wages and Salaries', '503 Rent and Utilities', and '504 Other Expenses'. Below the table, there are two empty input fields for searching or filtering.



You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In SI Expense Account fields, only Expense accounts excluding FA Depreciation Expense accounts are selectable (Accounts with codes starting with '5' except for accounts starting with '501').

- Debit: The Debit amount for the current row of this transaction.
- Description: Explanatory text that clarifies the current row of the transaction.
- Branch: This is the branch under which the expense account is debited for the current row of the transaction in GL, when entering this field, BACSE displays the list of branches for you to select from:

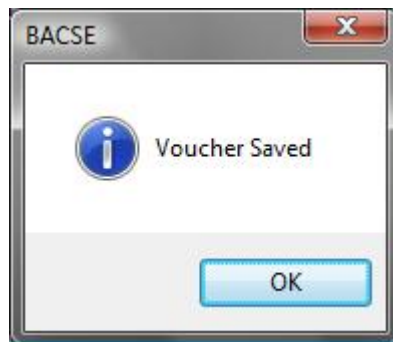
Branch	
Branch 04	D
Branch 01	D
Branch 02	D
Branch 03	D
Branch 04	D
Branch 05	D
Branch 07	D

- Department: This is the department under which the expense account is debited for the current row of the transaction in GL, when entering this field, BACSE displays the list of departments for you to select from:

Dept.	
Dept 06	
Dept 05	
Dept 01	
Dept 02	
Dept 03	
Dept 04	
Dept 05	
Dept 08	

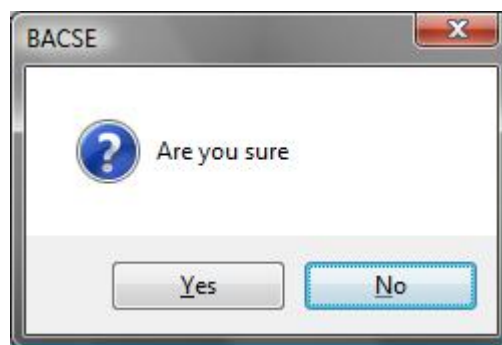
Saving your transaction:

Press the 'Save' button to save your transaction, BACSE saves your transaction and notifies you with the following dialogue box:



Clearing the Form:

If you need to clear the form and start a new transaction entry process (discarding any entered information), you click the 'Clear' button, BACSE asks for your confirmation before taking any action by displaying the following dialogue box:



Printing the Transaction:

You can print the transaction by pressing the 'Print' button; BACSE displays a print preview form similar to the following sample:

My Wonderful Company Supplier Invoice					
Doc. No: SI2010080030			Doc. Date: 18-Aug-2010		
Narration: Narration for SI No. 930					
20300020006 - AP - Group 2 - Acc. 006			Branch 03, Dept 02		
SNO	Account Code	Account Name	Description	Debit Branch	Dept
1	503	Rent and Utilities	Description 1	973.00 Branch 10	Dept 01
2	502	Wages and Salaries	Description 2	894.00 Branch 02	Dept 05
3	502	Wages and Salaries	Description 3	93.00 Branch 04	Dept 01
4	503	Rent and Utilities	Description 4	743.00 Branch 09	Dept 05
5	502	Wages and Salaries	Description 5	477.00 Branch 07	Dept 10
6	502	Wages and Salaries	Description 6	227.00 Branch 03	Dept 05
7	503	Rent and Utilities	Description 7	691.00 Branch 04	Dept 05
8	503	Rent and Utilities	Description 8	269.00 Branch 09	Dept 09
9	502	Wages and Salaries	Description 9	673.00 Branch 04	Dept 05
10	502	Wages and Salaries	Description 10	838.00 Branch 02	Dept 07
11	502	Wages and Salaries	Description 11	846.00 Branch 06	Dept 05
12	503	Rent and Utilities	Description 12	188.00 Branch 05	Dept 06
13	502	Wages and Salaries	Description 13	977.00 Branch 05	Dept 07
14	502	Wages and Salaries	Description 14	339.00 Branch 06	Dept 02
15	503	Rent and Utilities	Description 15	285.00 Branch 04	Dept 03
16	502	Wages and Salaries	Description 16	810.00 Branch 03	Dept 07
Totals:				9,223.00	

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Print << < > >> Exit

Supplier Invoices print outs contain the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Voucher Type: 'Supplier Invoice'
- Document Number: This field is formatted as: 'SIYYYYMMNNNN'
- Document Date
- Document Narration
- Supplier Account Number and Supplier Name
- Transaction Branch and Department

Details:

- SNO: Row Serial Number
- Account Code: The Account code for the expense account debited
- Account Name: The Account name for the expense account debited
- Description: The description for the current transaction row
- Debit: The debit amount for the current transaction row

- Branch: The branch under which the expense account is debited for the current transaction row
- Department: The department under which the expense account is debited for the current transaction row

Report Footer:

BACSE displays the total transaction amount; that is the sum of all detail rows debit amounts.

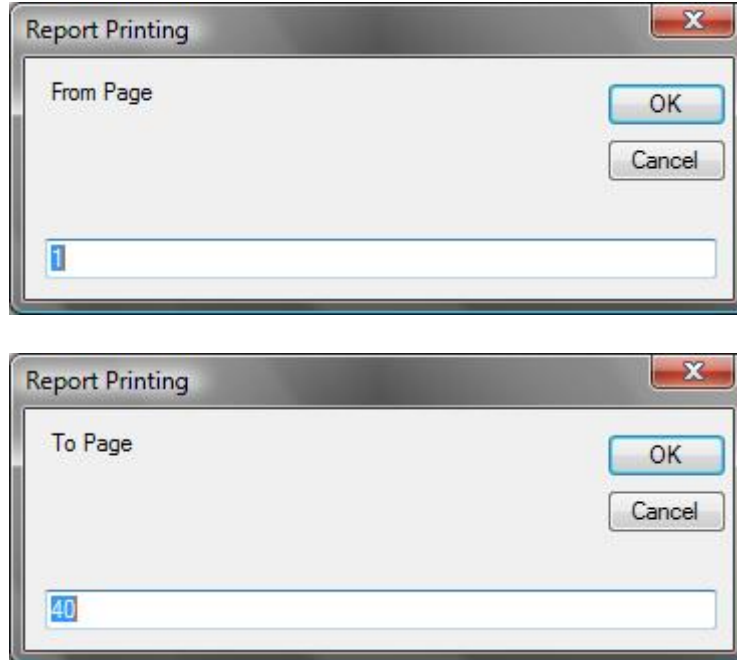
Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## DN (Debit Note)

DN (Debit Note) is the form where you enter new Debit Notes or change existing ones for your customers (AR) and suppliers (AP).

SN	Account	Credit	Description	Branch	Dept
1	404 - Other Income	783.00	Description 1	Branch 09	Dept 06
2	403 - Services	342.00	Description 2	Branch 05	Dept 08
3	402 - Sales	736.00	Description 3	Branch 02	Dept 05
4	402 - Sales	164.00	Description 4	Branch 02	Dept 07
5	402 - Sales	700.00	Description 5	Branch 02	Dept 06
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					

2,725.00

Save Clear Print Exit

The form contains the following fields:

### Transaction Header Fields:

- **Doc Date:** This is the document entry date, it affects the automatically generated Doc. No., and moreover, this date is the transaction date in GL.
- **Doc. No.:** Document Number is generated automatically, it has two parts:
  - First part composed of DN concatenated with a 4 digit number representing the year in Doc. Date and a two digit number representing the month in Doc. Date. Hence the first part of the Doc. No. has the following format: 'DNYYYMM'
  - Second part is a four digit number representing the transaction sequence for the particular month (Doc. Date month). This number starts at '0001' for the first transaction and can reach up to '9999' for the last transaction, so you can have up to 9,999 transactions per month. You retrieve existing transactions by entering the transaction number in this field.
- **Narration:** Explanatory text that clarifies the transaction and applies to it as a whole.

- **Dr Account:** An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:


[illegible]

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In Dr Account field, only accounts receivable and accounts payable are selectable (Accounts with codes starting with '103' or '203').

- **Branch:** This is the branch under which the Dr Account is debited for this Invoice in GL, when entering this field, BACSE displays the list of branches for you to select from:



- Department: This is the department under which the Dr Account is debited for this Invoice in GL, when entering this field, BACSE displays the list of departments for you to select from:

Department	
	Dept 01
	Dept 02
	Dept 03
	Dept 04
	Dept 05

## Transaction Details Fields:

The transaction details can be up to 30 rows and include the following fields in each row:

- **Credit Account:** An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:

[illegible]



You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In DN Credit Account fields, only Income and Expense accounts excluding FA Depreciation Expense and FA Income accounts are selectable (Accounts with codes starting with '4' or '5' except for accounts starting with '401' or '501').

- Credit: The Credit amount for the current row of this transaction.
- Description: Explanatory text that clarifies the current row of the transaction.
- Branch: This is the branch under which the credit account is credited for the current row of the transaction in GL, when entering this field, BACSE displays the list of branches for you to select from:

Branch	
Branch 04	D
Branch 01	D
Branch 02	D
Branch 03	D
Branch 04	D
Branch 05	D
Branch 07	D

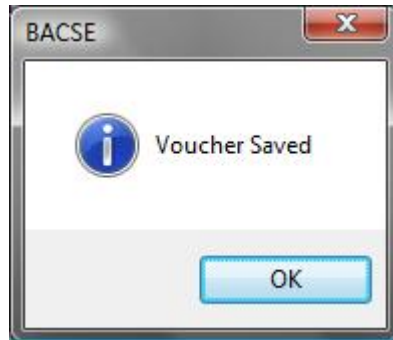
- Department: This is the department under which the credit account is credited for the current row of the transaction in GL, when entering this field, BACSE displays the list of departments for you to select from:

Dept.	
Dept 06	
Dept 05	
Dept 01	
Dept 02	
Dept 03	
Dept 04	
Dept 05	
Dept 08	



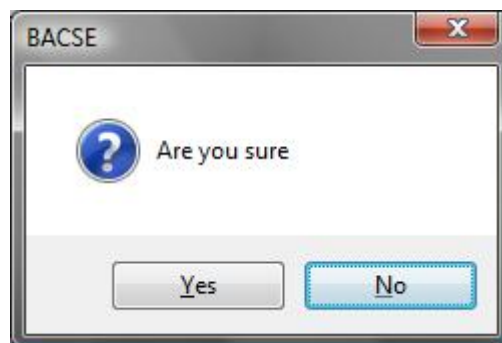
### Saving your transaction:

Press the 'Save' button to save your transaction, BACSE saves your transaction and notifies you with the following dialogue box:



### Clearing the Form:

If you need to clear the form and start a new transaction entry process (discarding any entered information), you click the 'Clear' button, BACSE asks for your confirmation before taking any action by displaying the following dialogue box:



### Printing the Transaction:

You can print the transaction by pressing the 'Print' button; BACSE displays a print preview form similar to the following sample:

My Wonderful Company Debit Note					
Doc. No: DN2010080006			Doc. Date: 09-Aug-2010		
Narration: Narration for DN No. 99					
10300030068 - AR - Group 3 - Acc. 068			Branch 06, Dept 01		
SNO	Account Code	Account Name	Description	Credit Branch	Dept
1	404	Other Income	Description 1	783.00 Branch 09	Dept 06
2	403	Services	Description 2	342.00 Branch 05	Dept 08
3	402	Sales	Description 3	736.00 Branch 02	Dept 05
4	402	Sales	Description 4	164.00 Branch 02	Dept 07
5	402	Sales	Description 5	700.00 Branch 02	Dept 06
<b>Totals:</b>				<b>2,725.00</b>	

08-Aug-2010 22:01:28 1 / 1

Print << < > >> Exit

Debit Notes print outs contain the following fields:

#### Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Voucher Type: 'Debit Note'
- Document Number: This field is formatted as: 'DNYYYYMMNNNN'
- Document Date
- Document Narration
- Debit Account Number and Account Name
- Transaction Branch and Department

#### Details:

- SNO: Row Serial Number
- Account Code: The Account code for the credited account
- Account Name: The Account name for the credited account
- Description: The description for the current transaction row
- Credit: The credit amount for the current transaction row
- Branch: The branch under which the credit account is credited for the current transaction row

- Department: The department under which the credit account is credited for the current transaction row

#### Report Footer:

BACSE displays the total transaction amount; that is the sum of all detail rows credit amounts.

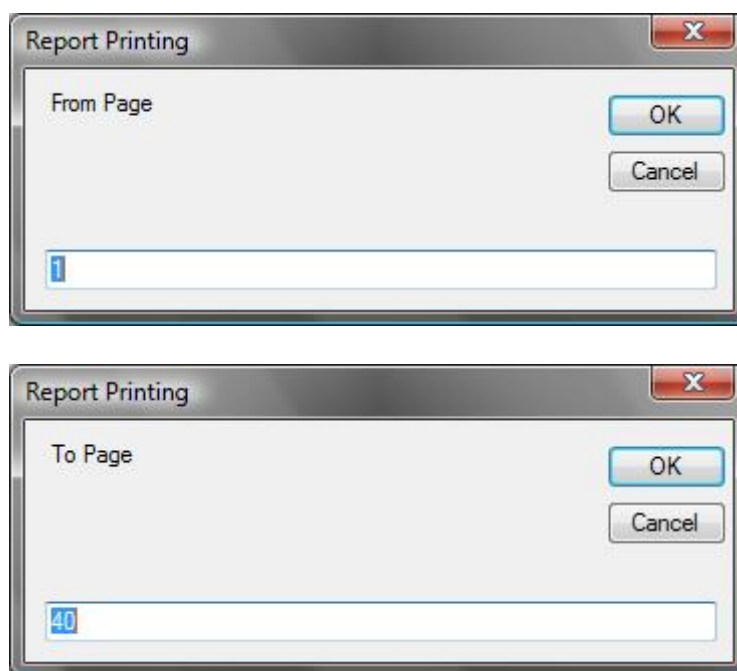
#### Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

#### Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## CN (Credit Note)

CN (Credit Note) is the form where you enter new Credit Notes or change existing ones for your customers (AR) and suppliers (AP).

SN	Account	Debit	Description	Branch	Dept
1	502 - Wages and Salaries	242.00	Description 1	Branch 04	Dept 07
2	502 - Wages and Salaries	153.00	Description 2	Branch 09	Dept 05
3	503 - Rent and Utilities	709.00	Description 3	Branch 06	Dept 10
4	503 - Rent and Utilities	907.00	Description 4	Branch 09	Dept 07
5	502 - Wages and Salaries	170.00	Description 5	Branch 08	Dept 03
6	502 - Wages and Salaries	55.00	Description 6	Branch 04	Dept 08
7	502 - Wages and Salaries	177.00	Description 7	Branch 08	Dept 09
8	503 - Rent and Utilities	343.00	Description 8	Branch 04	Dept 10
9	503 - Rent and Utilities	252.00	Description 9	Branch 03	Dept 09
10	502 - Wages and Salaries	102.00	Description 10	Branch 03	Dept 05
11	503 - Rent and Utilities	874.00	Description 11	Branch 06	Dept 04
12	502 - Wages and Salaries	435.00	Description 12	Branch 02	Dept 09
13	502 - Wages and Salaries	629.00	Description 13	Branch 08	Dept 08
14	502 - Wages and Salaries	160.00	Description 14	Branch 05	Dept 05
15	503 - Rent and Utilities	731.00	Description 15	Branch 05	Dept 05
16	503 - Rent and Utilities	71.00	Description 16	Branch 02	Dept 02
17	503 - Rent and Utilities	403.00	Description 17	Branch 09	Dept 10
18	503 - Rent and Utilities	387.00	Description 18	Branch 02	Dept 03
19	503 - Rent and Utilities	816.00	Description 19	Branch 10	Dept 05
20	502 - Wages and Salaries	458.00	Description 20	Branch 06	Dept 03
21	502 - Wages and Salaries	562.00	Description 21	Branch 09	Dept 02
22	503 - Rent and Utilities	97.00	Description 22	Branch 10	Dept 01
23	503 - Rent and Utilities	888.00	Description 23	Branch 04	Dept 06
24	502 - Wages and Salaries	105.00	Description 24	Branch 06	Dept 02
25	503 - Rent and Utilities	146.00	Description 25	Branch 08	Dept 03
26	502 - Wages and Salaries	863.00	Description 26	Branch 09	Dept 02
27	502 - Wages and Salaries	190.00	Description 27	Branch 05	Dept 04
28	503 - Rent and Utilities	55.00	Description 28	Branch 08	Dept 03
29					
30					
		10,980.00			

The form contains the following fields:

### Transaction Header Fields:

- **Doc Date:** This is the document entry date, it affects the automatically generated Doc. No., and moreover, this date is the transaction date in GL.
- **Doc. No.:** Document Number is generated automatically, it has two parts:
  - First part composed of CN concatenated with a 4 digit number representing the year in Doc. Date and a two digit number representing the month in Doc. Date. Hence the first part of the Doc. No. has the following format: 'CNYYYYMM'
  - Second part is a four digit number representing the transaction sequence for the particular month (Doc. Date month). This number starts at '0001' for the first transaction and can reach up to '9999' for the last transaction, so you can have up to 9,999 transactions per month. You retrieve existing transactions by entering the transaction number in this field.
- **Narration:** Explanatory text that clarifies the transaction and applies to it as a whole.

- **Cr Account:** An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:


[illegible]

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In Cr Account field, only accounts receivable and accounts payable are selectable (Accounts with codes starting with '103' or '203').

- **Branch:** This is the branch under which the Cr Account is credited for this Invoice in GL, when entering this field, BACSE displays the list of branches for you to select from:



- Department: This is the department under which the Cr Account is credited for this Invoice in GL, when entering this field, BACSE displays the list of departments for you to select from:

Department	
	Dept 01
	Dept 02
	Dept 03
	Dept 04
	Dept 05

## Transaction Details Fields:

The transaction details can be up to 30 rows and include the following fields in each row:

- Debit Account: An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:

[illegible]

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In CN Debit Account fields, only Income and Expense accounts excluding FA Depreciation Expense and FA Income accounts are selectable (Accounts with codes starting with '4' or '5' except for accounts starting with '401' or '501').

- Debit: The Debit amount for the current row of this transaction.
- Description: Explanatory text that clarifies the current row of the transaction.
- Branch: This is the branch under which the Debit account is debited for the current row of the transaction in GL, when entering this field, BACSE displays the list of branches for you to select from:

Branch	
Branch 04	D
Branch 01	D
Branch 02	D
Branch 03	D
Branch 04	D
Branch 05	D
Branch 07	D

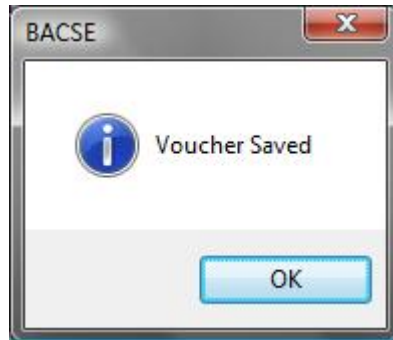
- Department: This is the department under which the debit account is debited for the current row of the transaction in GL, when entering this field, BACSE displays the list of departments for you to select from:

Dept.	
Dept 06	
Dept 05	
Dept 01	
Dept 02	
Dept 03	
Dept 04	
Dept 05	
Dept 08	



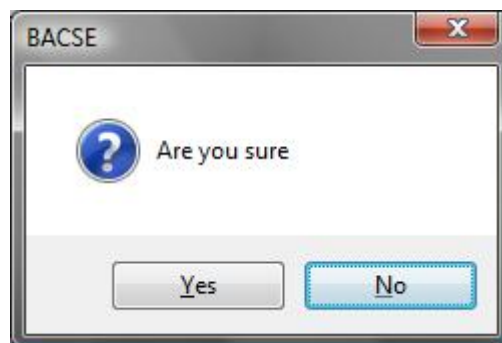
### Saving your transaction:

Press the 'Save' button to save your transaction, BACSE saves your transaction and notifies you with the following dialogue box:



### Clearing the Form:

If you need to clear the form and start a new transaction entry process (discarding any entered information), you click the 'Clear' button, BACSE asks for your confirmation before taking any action by displaying the following dialogue box:



### Printing the Transaction:

You can print the transaction by pressing the 'Print' button; BACSE displays a print preview form similar to the following sample:



My Wonderful Company Credit Note					
Doc. No: CN2010080001			Doc. Date: 05-Aug-2010		
Narration: Narration for CN No. 3					
10300010074 - AR - Group 1 - Acc. 074			Branch 07, Dept 06		
SNO	Account Code	Account Name	Description	Debit Branch	Dept
1	402	Sales	Description 1	549.00 Branch 01	Dept 10
2	402	Sales	Description 2	122.00 Branch 04	Dept 05
3	403	Services	Description 3	721.00 Branch 04	Dept 09
4	403	Services	Description 4	563.00 Branch 04	Dept 05
5	402	Sales	Description 5	883.00 Branch 05	Dept 06
6	403	Services	Description 6	467.00 Branch 09	Dept 02
7	403	Services	Description 7	557.00 Branch 06	Dept 09
8	402	Sales	Description 8	787.00 Branch 08	Dept 01
9	401	FA Income	Description 9	93.00 Branch 06	Dept 03
10	403	Services	Description 10	252.00 Branch 05	Dept 05
11	402	Sales	Description 11	434.00 Branch 05	Dept 02
12	401	FA Income	Description 12	785.00 Branch 03	Dept 06
13	402	Sales	Description 13	586.00 Branch 10	Dept 06
14	402	Sales	Description 14	639.00 Branch 06	Dept 09
15	401	FA Income	Description 15	638.00 Branch 06	Dept 06
16	402	Sales	Description 16	981.00 Branch 09	Dept 02
17	403	Services	Description 17	430.00 Branch 09	Dept 09
18	401	FA Income	Description 18	887.00 Branch 04	Dept 06
19	402	Sales	Description 19	203.00 Branch 05	Dept 05
20	401	FA Income	Description 20	957.00 Branch 07	Dept 05
21	401	FA Income	Description 21	839.00 Branch 02	Dept 02
<b>Totals:</b>				<b>12,373.00</b>	

05-Aug-2010 07:07:50 1 / 1

Print << < > >> Exit

Credit Notes print outs contain the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Voucher Type: 'Credit Note'
- Document Number: This field is formatted as: 'CNYYYYMMNNNN'
- Document Date
- Document Narration
- Credit Account Number and Account Name
- Transaction Branch and Department

Details:

- SNO: Row Serial Number
- Account Code: The Account code for the debited account
- Account Name: The Account name for the debited account
- Description: The description for the current transaction row
- Debit: The debit amount for the current transaction row
- Branch: The branch under which the debit account is debited for the current transaction row

- Department: The department under which the debit account is debited for the current transaction row

#### Report Footer:

BACSE displays the total transaction amount; that is the sum of all detail rows debit amounts.

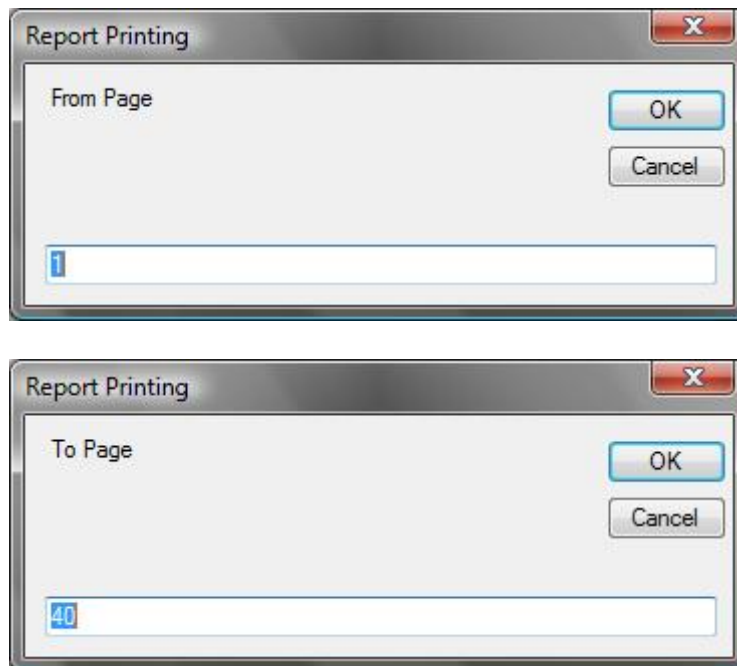
#### Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

#### Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## RV (Receipt Voucher)

RV (Receipt Voucher) is the form where you enter new receipts or change existing receipts for your customers (AR).

SN	Account	Debit	Description	Branch	Dept
1	104 - Current Assets	2,806.00	Description 1	Branch 03	Dept 01
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					

2,806.00

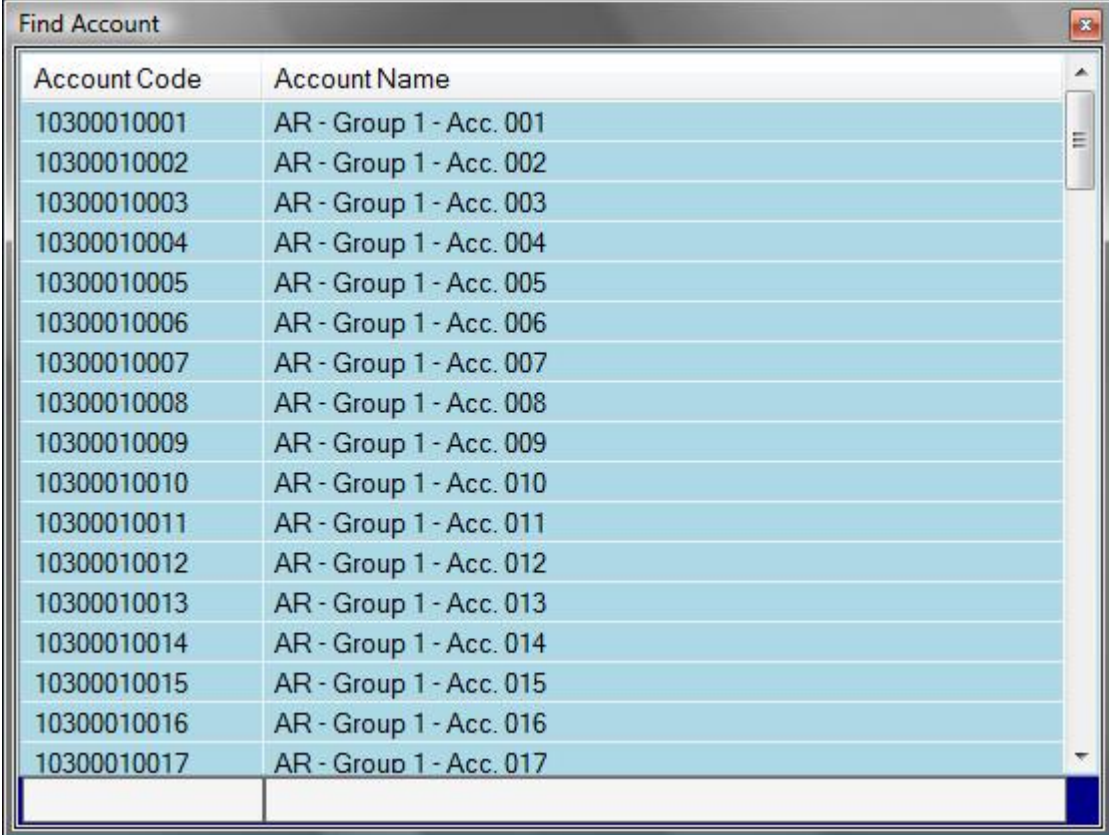
Save Clear Print Exit

The form contains the following fields:

### Transaction Header Fields:

- **Doc Date:** This is the document entry date, it affects the automatically generated Doc. No., and moreover, this date is the transaction date in GL.
- **Doc. No.:** Document Number is generated automatically, it has two parts:
  - First part composed of RV concatenated with a 4 digit number representing the year in Doc. Date and a two digit number representing the month in Doc. Date. Hence the first part of the Doc. No. has the following format: 'RVYYYYMM'
  - Second part is a four digit number representing the transaction sequence for the particular month (Doc. Date month). This number starts at '0001' for the first transaction and can reach up to '9999' for the last transaction, so you can have up to 9,999 transactions per month. You retrieve existing transactions by entering the transaction number in this field.
- **Narration:** Explanatory text that clarifies the transaction and applies to it as a whole.

- Customer: An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



The screenshot shows a window titled "Find Account" with a table of accounts. The table has two columns: "Account Code" and "Account Name". The accounts listed are AR - Group 1 - Acc. 001 through AR - Group 1 - Acc. 017. The window has a standard Windows-style title bar with a close button (X) in the top right corner. There is a vertical scrollbar on the right side of the table.

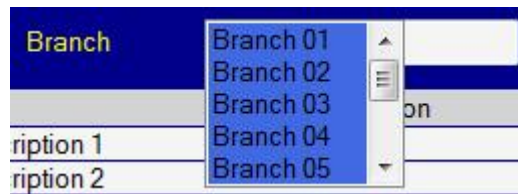
Account Code	Account Name
10300010001	AR - Group 1 - Acc. 001
10300010002	AR - Group 1 - Acc. 002
10300010003	AR - Group 1 - Acc. 003
10300010004	AR - Group 1 - Acc. 004
10300010005	AR - Group 1 - Acc. 005
10300010006	AR - Group 1 - Acc. 006
10300010007	AR - Group 1 - Acc. 007
10300010008	AR - Group 1 - Acc. 008
10300010009	AR - Group 1 - Acc. 009
10300010010	AR - Group 1 - Acc. 010
10300010011	AR - Group 1 - Acc. 011
10300010012	AR - Group 1 - Acc. 012
10300010013	AR - Group 1 - Acc. 013
10300010014	AR - Group 1 - Acc. 014
10300010015	AR - Group 1 - Acc. 015
10300010016	AR - Group 1 - Acc. 016
10300010017	AR - Group 1 - Acc. 017

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

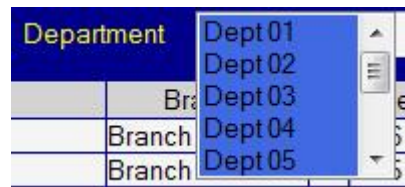
In RV Customer field, only accounts receivable are selectable (Accounts with codes starting with '103').

- Branch: This is the branch under which the customer is credited for this receipt in GL, when entering this field, BACSE displays the list of branches for you to select from:



A screenshot of a software interface showing a dropdown menu for 'Branch'. The menu is open, displaying a list of five options: 'Branch 01', 'Branch 02', 'Branch 03', 'Branch 04', and 'Branch 05'. The 'Branch' label is in a blue header box. Below the menu, there are two input fields labeled 'Description 1' and 'Description 2'.

- Department: This is the department under which the customer is credited for this receipt in GL, when entering this field, BACSE displays the list of departments for you to select from:

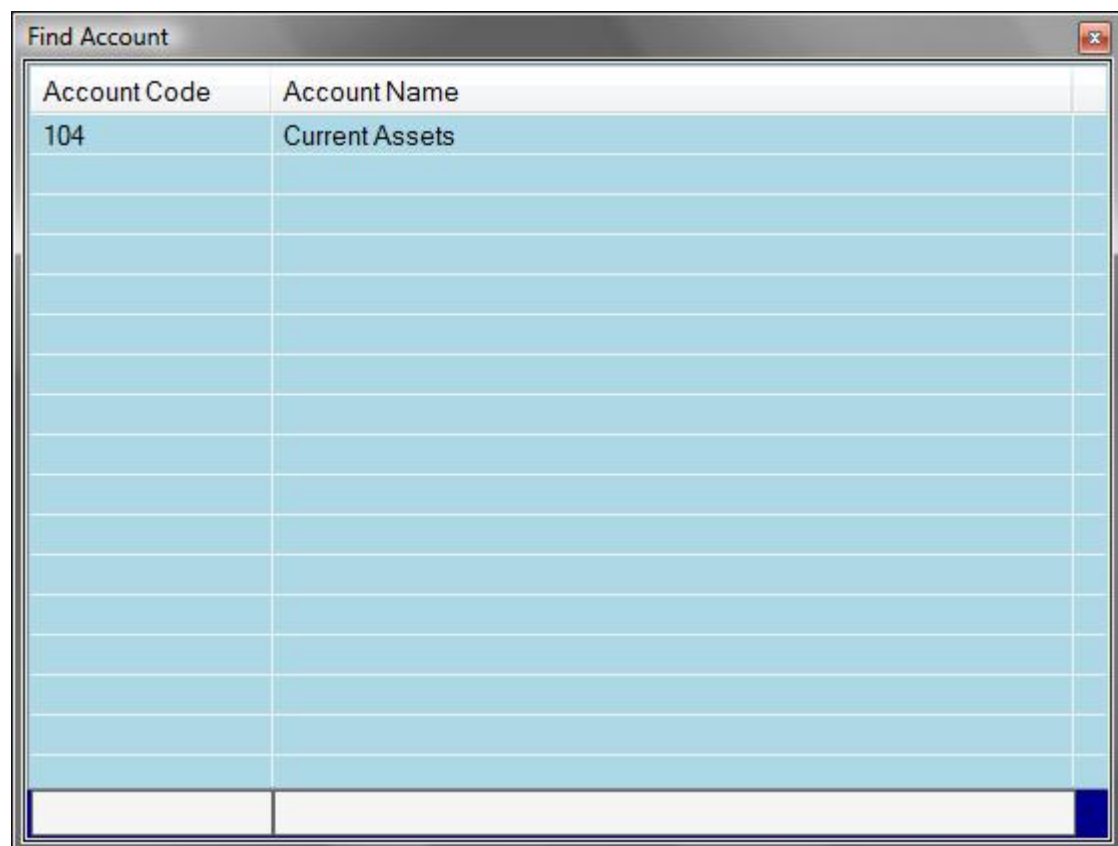


A screenshot of a software interface showing a dropdown menu for 'Department'. The menu is open, displaying a list of five options: 'Dept01', 'Dept02', 'Dept03', 'Dept04', and 'Dept05'. The 'Department' label is in a blue header box. Below the menu, there are two input fields labeled 'Branch'.

#### Transaction Details Fields:

The transaction details can be up to 30 rows and include the following fields in each row:

- Debit Account: An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



A screenshot of a 'Find Account' dialog box. The dialog has a title bar with 'Find Account' and a close button. It contains a table with two columns: 'Account Code' and 'Account Name'. The first row shows '104' in the 'Account Code' column and 'Current Assets' in the 'Account Name' column. Below this row, there are 28 empty rows for additional entries. At the bottom of the dialog, there are two empty input fields.

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In RV Debit Account fields, only Asset accounts excluding Fixed Assets, Fixed Assets Acc. Depreciation and Accounts Receivable are selectable (Accounts with codes starting with '1' except for accounts starting with '101', '102' or '103').

- Debit: The Debit amount for the current row of this transaction.
- Description: Explanatory text that clarifies the current row of the transaction.
- Branch: This is the branch under which the debit account is debited for the current row of the transaction in GL, when entering this field, BACSE displays the list of branches for you to select from:

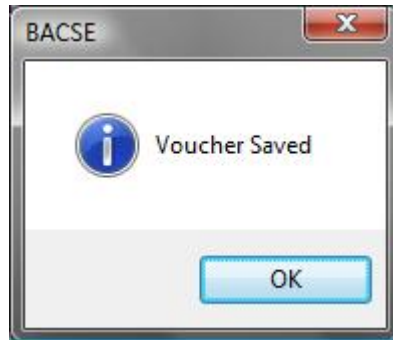
Branch	
Branch 04	D
Branch 01	D
Branch 02	D
Branch 03	D
Branch 04	D
Branch 05	D
Branch 07	D

- Department: This is the department under which the debit account is debited for the current row of the transaction in GL, when entering this field, BACSE displays the list of departments for you to select from:

Dept.	
Dept 06	
Dept 05	
Dept 01	
Dept 02	
Dept 03	
Dept 04	
Dept 05	
Dept 08	

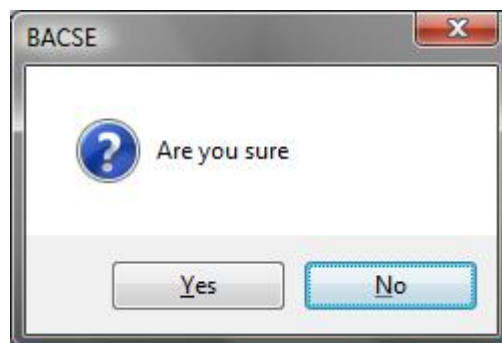
### Saving your transaction:

Press the 'Save' button to save your transaction, BACSE saves your transaction and notifies you with the following dialogue box:



### Clearing the Form:

If you need to clear the form and start a new transaction entry process (discarding any entered information), you click the 'Clear' button, BACSE asks for your confirmation before taking any action by displaying the following dialogue box:



### Printing the Transaction:

You can print the transaction by pressing the 'Print' button; BACSE displays a print preview form similar to the following sample:



**My Wonderful Company**  
Receipt Voucher

Doc. No: RV2010080021      Doc. Date: 30-Aug-2010  
 Narration: Narration for RV No. 524  
 10300020048 - AR - Group 2 - Acc. 048      Branch 02, Dept 08

SNO	Account Code	Account Name	Description	Debit Branch	Dept
1	104	Current Assets	Description 1	2,806.00 Branch 03	Dept 01
<b>Totals:</b>				<b>2,806.00</b>	

08-Aug-2010 07:12:13 1 / 1

Print
<< < > >>
Exit

Customer Receipt Vouchers print outs contain the following fields:

**Header:**

- Your Company Name: All BACSE reports contain your company name as the main header
- Voucher Type: 'Receipt Voucher'
- Document Number: This field is formatted as: 'RVYYYYMMNNNN'
- Document Date
- Document Narration
- Customer Account Number and Customer Name
- Transaction Branch and Department

**Details:**

- SNO: Row Serial Number
- Account Code: The Account code for the debit account debited
- Account Name: The Account name for the debit account debited
- Description: The description for the current transaction row
- Debit: The debit amount for the current transaction row
- Branch: The branch under which the debit account is debited for the current transaction row



- Department: The department under which the debit account is debited for the current transaction row

#### Report Footer:

BACSE displays the total transaction amount; that is the sum of all detail rows debit amounts.

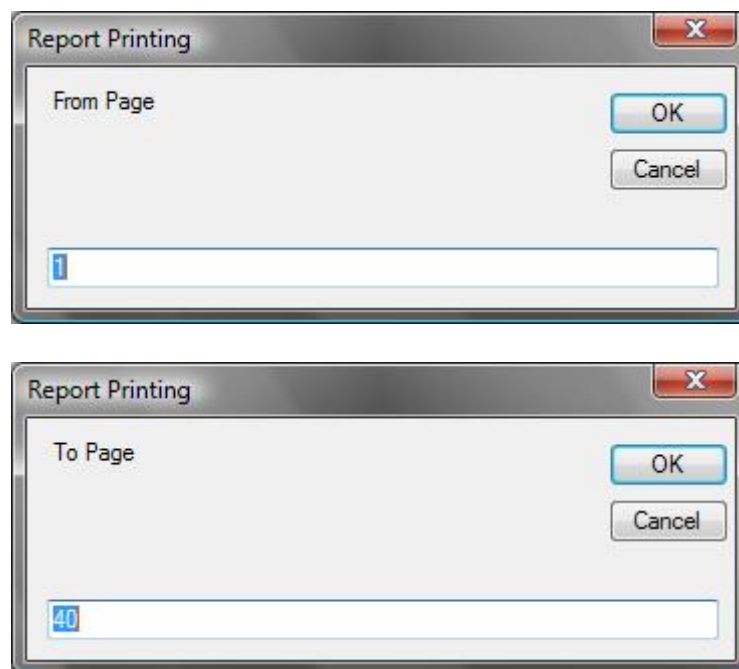
#### Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

#### Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## PV (Payment Voucher)

PV (Payment Voucher) is the form where you enter new payments or change existing payments for your suppliers (AP).

SN	Account	Credit	Description	Branch	Dept
1	104 - Current Assets	14,255.00	Description 1	Branch 08	Dept 05
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					

14,255.00

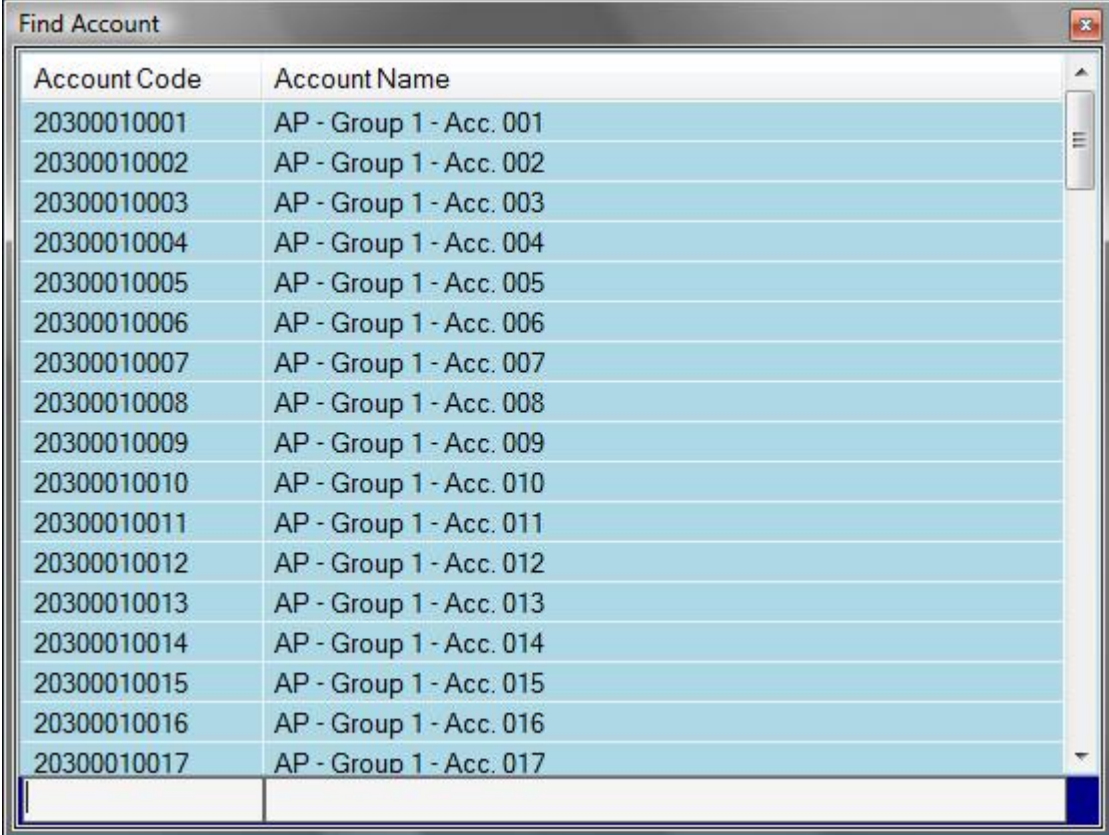
Save Clear Print Exit

The form contains the following fields:

### Transaction Header Fields:

- **Doc Date:** This is the document entry date, it affects the automatically generated Doc. No., and moreover, this date is the transaction date in GL.
- **Doc. No.:** Document Number is generated automatically, it has two parts:
  - First part composed of PV concatenated with a 4 digit number representing the year in Doc. Date and a two digit number representing the month in Doc. Date. Hence the first part of the Doc. No. has the following format: 'PVYYYYMM'
  - Second part is a four digit number representing the transaction sequence for the particular month (Doc. Date month). This number starts at '0001' for the first transaction and can reach up to '9999' for the last transaction, so you can have up to 9,999 transactions per month. You retrieve existing transactions by entering the transaction number in this field.
- **Narration:** Explanatory text that clarifies the transaction and applies to it as a whole.

- Supplier: An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



The screenshot shows a window titled "Find Account" with a table of accounts. The table has two columns: "Account Code" and "Account Name". The accounts listed are all from "AP - Group 1" and range from "Acc. 001" to "Acc. 017". The window has a standard Windows-style title bar and a scroll bar on the right.

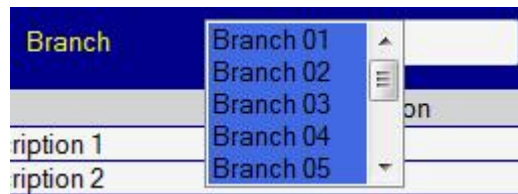
Account Code	Account Name
20300010001	AP - Group 1 - Acc. 001
20300010002	AP - Group 1 - Acc. 002
20300010003	AP - Group 1 - Acc. 003
20300010004	AP - Group 1 - Acc. 004
20300010005	AP - Group 1 - Acc. 005
20300010006	AP - Group 1 - Acc. 006
20300010007	AP - Group 1 - Acc. 007
20300010008	AP - Group 1 - Acc. 008
20300010009	AP - Group 1 - Acc. 009
20300010010	AP - Group 1 - Acc. 010
20300010011	AP - Group 1 - Acc. 011
20300010012	AP - Group 1 - Acc. 012
20300010013	AP - Group 1 - Acc. 013
20300010014	AP - Group 1 - Acc. 014
20300010015	AP - Group 1 - Acc. 015
20300010016	AP - Group 1 - Acc. 016
20300010017	AP - Group 1 - Acc. 017

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

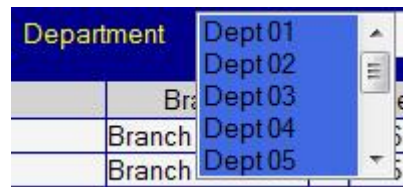
In PV Customer field, only accounts payable are selectable (Accounts with codes starting with '203').

- Branch: This is the branch under which the supplier is debited for this payment in GL, when entering this field, BACSE displays the list of branches for you to select from:



A screenshot of a software interface showing a dropdown menu for 'Branch'. The menu is open, displaying a list of five options: 'Branch 01', 'Branch 02', 'Branch 03', 'Branch 04', and 'Branch 05'. The background shows a table with columns 'Branch', 'Description 1', and 'Description 2'.

- **Department:** This is the department under which the supplier is debited for this payment in GL, when entering this field, BACSE displays the list of departments for you to select from:

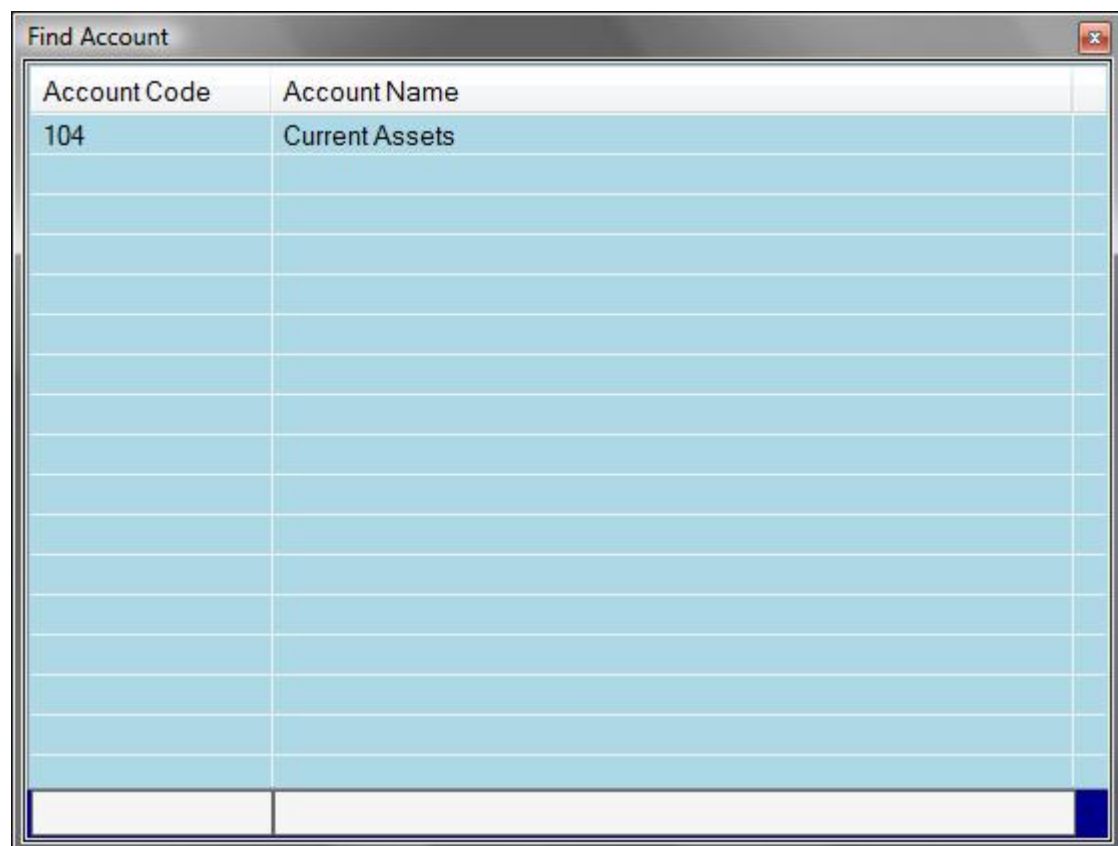


A screenshot of a software interface showing a dropdown menu for 'Department'. The menu is open, displaying a list of five options: 'Dept01', 'Dept02', 'Dept03', 'Dept04', and 'Dept05'. The background shows a table with columns 'Department', 'Branch', and 'Description'.

#### Transaction Details Fields:

The transaction details can be up to 30 rows and include the following fields in each row:

- **Credit Account:** An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



A screenshot of a 'Find Account' dialog box. It features a table with two columns: 'Account Code' and 'Account Name'. The first row contains the values '104' and 'Current Assets'. Below this, there are 28 empty rows for additional entries. The dialog box has a standard Windows-style title bar and a close button in the top right corner.

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In PV Credit Account fields, only Asset accounts excluding Fixed Assets, Fixed Assets Acc. Depreciation and Accounts Receivable are selectable (Accounts with codes starting with '1' except for accounts starting with '101', '102' or '103').

- Credit: The Credit amount for the current row of this transaction.
- Description: Explanatory text that clarifies the current row of the transaction.
- Branch: This is the branch under which the credit account is credited for the current row of the transaction in GL, when entering this field, BACSE displays the list of branches for you to select from:

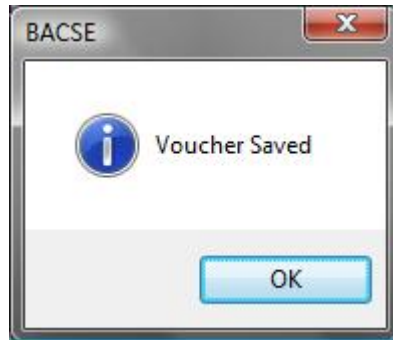
Branch	
Branch 04	D
Branch 01	D
Branch 02	D
Branch 03	D
Branch 04	D
Branch 05	D
Branch 07	D

- Department: This is the department under which the credit account is credited for the current row of the transaction in GL, when entering this field, BACSE displays the list of departments for you to select from:

Dept.	
Dept 06	
Dept 05	
Dept 01	
Dept 02	
Dept 03	
Dept 04	
Dept 05	
Dept 08	

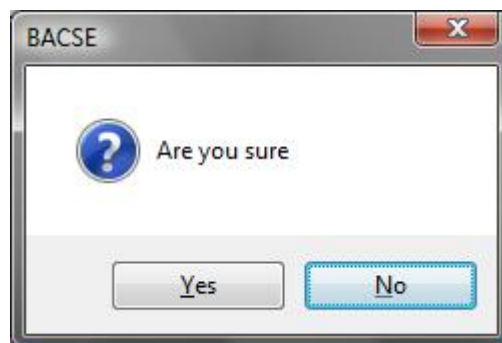
### Saving your transaction:

Press the 'Save' button to save your transaction, BACSE saves your transaction and notifies you with the following dialogue box:



### Clearing the Form:

If you need to clear the form and start a new transaction entry process (discarding any entered information), you click the 'Clear' button, BACSE asks for your confirmation before taking any action by displaying the following dialogue box:



### Printing the Transaction:

You can print the transaction by pressing the 'Print' button; BACSE displays a print preview form similar to the following sample:

**My Wonderful Company**  
Payment Voucher

Doc. No: PV2010080050  
Narration: Narration for PV No. 913  
20300020025 - AP - Group 2 - Acc. 025

Doc. Date: 12-Aug-2010  
Branch 07, Dept 08

SNO	Account Code	Account Name	Description	Credit Branch	Dept
1	104	Current Assets	Description 1	14,255.00 Branch 08	Dept 05
Totals:				14,255.00	

08-Aug-2010 21:02:57 1 / 1

Print << < > >> Exit

Supplier Payment Vouchers print outs contain the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Voucher Type: 'Payment Voucher'
- Document Number: This field is formatted as: 'PVYYYYMMNNNN'
- Document Date
- Document Narration
- Supplier Account Number and Supplier Name
- Transaction Branch and Department

Details:

- SNO: Row Serial Number
- Account Code: The Account code for the credit account credited
- Account Name: The Account name for the credit account credited
- Description: The description for the current transaction row
- Credit: The credit amount for the current transaction row



- Branch: The branch under which the credit account is credited for the current transaction row
- Department: The department under which the credit account is credited for the current transaction row

Report Footer:

BACSE displays the total transaction amount; that is the sum of all detail rows debit amounts.

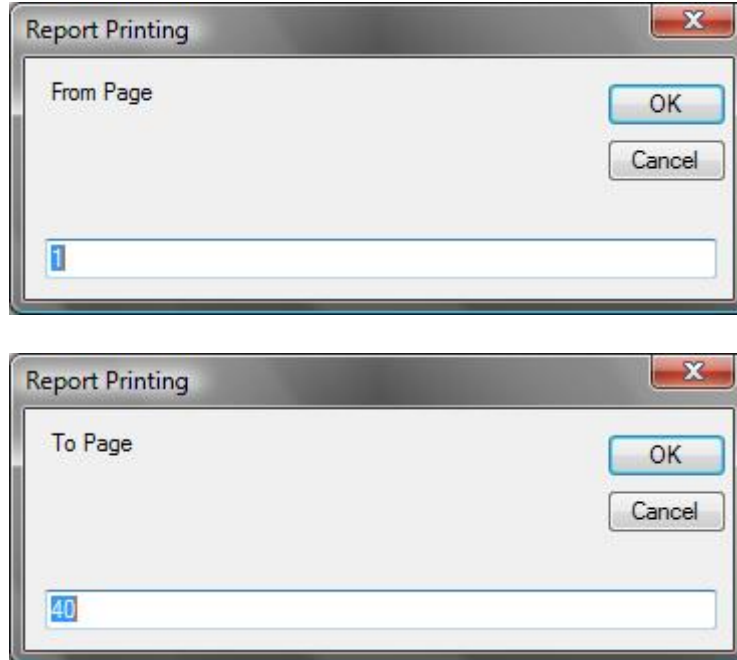
Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.



## JV (Journal Voucher)

JV (Journal Voucher) is the form where you enter new Journal Vouchers or change existing ones for your accounts.

SN	Account	Debit	Credit	Description	Branch	Dept
1	401 - FA Income	286.00		Description 1	Branch 03	Dept 05
2	104 - Current Assets		286.00	Description 1	Branch 04	Dept 09
3	401 - FA Income	926.00		Description 2	Branch 01	Dept 10
4	401 - FA Income		926.00	Description 2	Branch 06	Dept 07
5	402 - Sales	654.00		Description 3	Branch 01	Dept 10
6	401 - FA Income		654.00	Description 3	Branch 08	Dept 10
7	104 - Current Assets	191.00		Description 4	Branch 06	Dept 07
8	401 - FA Income		191.00	Description 4	Branch 06	Dept 04
9	202 - Loans	589.00		Description 5	Branch 07	Dept 08
10	403 - Services		589.00	Description 5	Branch 09	Dept 02
11	502 - Wages and Salaries	415.00		Description 6	Branch 08	Dept 04
12	502 - Wages and Salaries		415.00	Description 6	Branch 07	Dept 07
13	301 - Stated Capital	973.00		Description 7	Branch 07	Dept 05
14	202 - Loans		973.00	Description 7	Branch 04	Dept 05
15	301 - Stated Capital	162.00		Description 8	Branch 09	Dept 05
16	401 - FA Income		162.00	Description 8	Branch 01	Dept 06
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Summary: Debit 4,196.00, Credit 4,196.00

Buttons: Save, Clear, Print, Exit

The form contains the following fields:

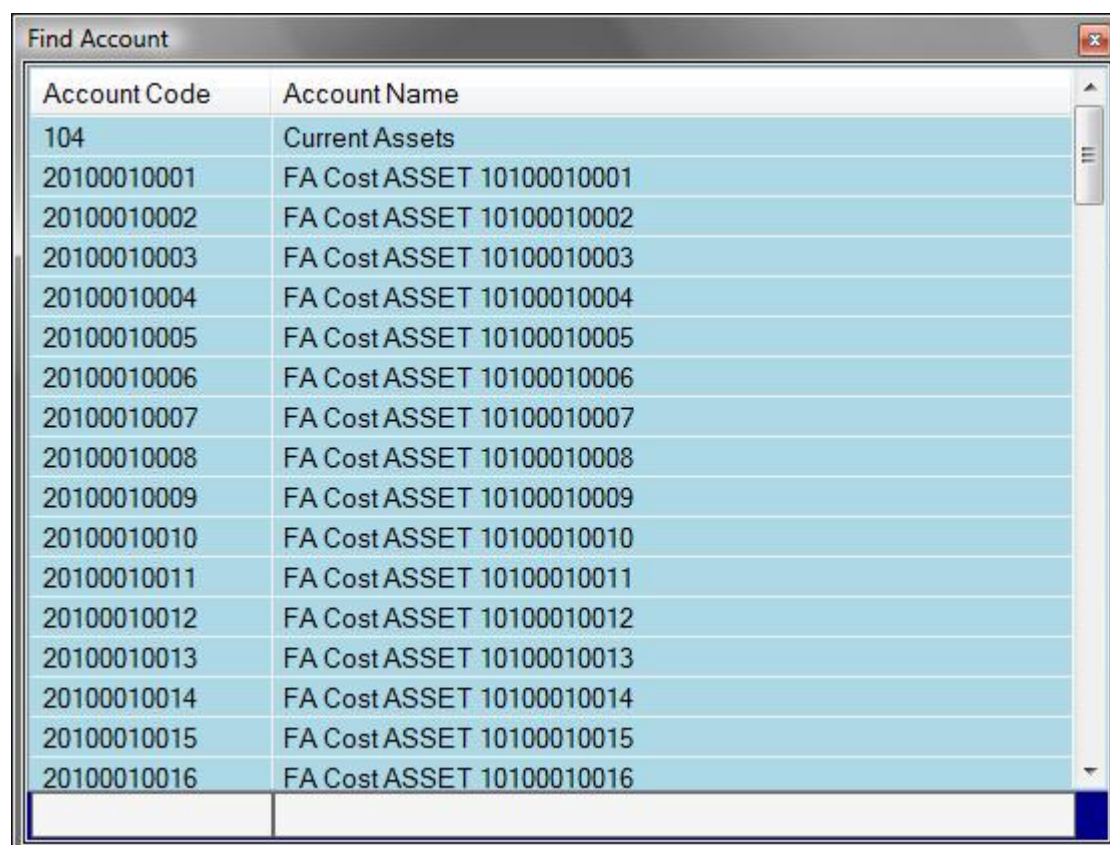
Transaction Header Fields:

- **Doc Date:** This is the document entry date, it affects the automatically generated Doc. No., and moreover, this date is the transaction date in GL.
- **Doc. No.:** Document Number is generated automatically, it has two parts:
  - First part composed of JV concatenated with a 4 digit number representing the year in Doc. Date and a two digit number representing the month in Doc. Date. Hence the first part of the Doc. No. has the following format: 'JVYYYYMM'
  - Second part is a four digit number representing the transaction sequence for the particular month (Doc. Date month). This number starts at '0001' for the first transaction and can reach up to '9999' for the last transaction, so you can have up to 9,999 transactions per month. You retrieve existing transactions by entering the transaction number in this field.
- **Narration:** Explanatory text that clarifies the transaction and applies to it as a whole.

### Transaction Details Fields:

The transaction details can be up to 30 rows and include the following fields in each row:

- **Account:** An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:



The screenshot shows a window titled "Find Account" with a table of accounts. The table has two columns: "Account Code" and "Account Name". The first row is highlighted in blue.

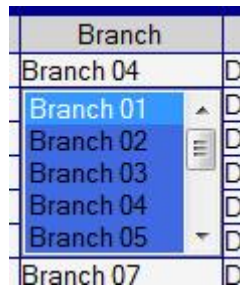
Account Code	Account Name
104	Current Assets
20100010001	FA CostASSET 10100010001
20100010002	FA CostASSET 10100010002
20100010003	FA CostASSET 10100010003
20100010004	FA CostASSET 10100010004
20100010005	FA CostASSET 10100010005
20100010006	FA CostASSET 10100010006
20100010007	FA CostASSET 10100010007
20100010008	FA CostASSET 10100010008
20100010009	FA CostASSET 10100010009
20100010010	FA CostASSET 10100010010
20100010011	FA CostASSET 10100010011
20100010012	FA CostASSET 10100010012
20100010013	FA CostASSET 10100010013
20100010014	FA CostASSET 10100010014
20100010015	FA CostASSET 10100010015
20100010016	FA CostASSET 10100010016

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

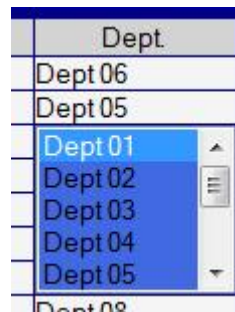
You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In JV Account fields, all COA accounts are selectable except for Fixed Assets, FA Acc. Depreciation, Accounts Receivable, Accounts Payable and FA Depreciation Expenses (All accounts except for account codes starting with '101', '102', '103', '203' and '501').

- Debit: The Debit amount for the current row of this transaction (if you enter a debit amount, you can not enter a credit amount).
- Credit: The Credit amount for the current row of this transaction (if you enter a credit amount, you can not enter a debit amount).
- Description: Explanatory text that clarifies the current row of the transaction.
- Branch: This is the branch under which the account is debited or credited for the current row of the transaction in GL, when entering this field, BACSE displays the list of branches for you to select from:

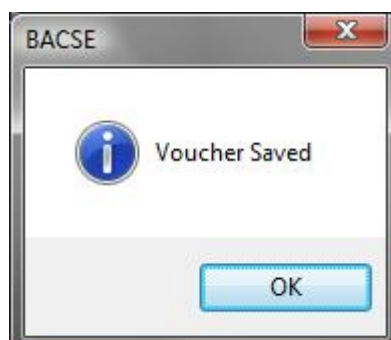


- Department: This is the department under which the account is debited or credited for the current row of the transaction in GL, when entering this field, BACSE displays the list of departments for you to select from:



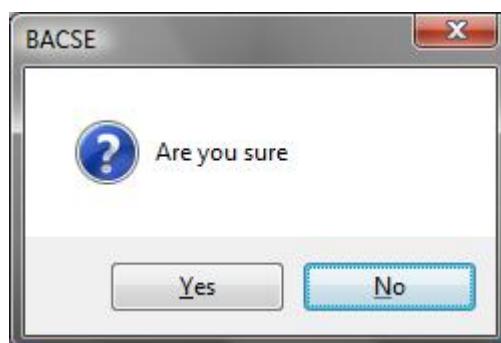
Saving your transaction:

Press the 'Save' button to save your transaction, BACSE saves your transaction and notifies you with the following dialogue box:



### Clearing the Form:

If you need to clear the form and start a new transaction entry process (discarding any entered information), you click the 'Clear' button, BACSE asks for your confirmation before taking any action by displaying the following dialogue box:



### Printing the Transaction:

You can print the transaction by pressing the 'Print' button; BACSE displays a print preview form similar to the following sample:

My Wonderful Company Journal Voucher						
Doc. No: JV2010080030 Narration: Narration for JV No. 568				Doc. Date: 29-Aug-2010		
SNO	Account Code	Account Name	Description	Debit	Credit Branch	Dept
1	401	FA Income	Description 1	286.00	Branch 03	Dept 05
2	104	Current Assets	Description 1		286.00 Branch 04	Dept 09
3	401	FA Income	Description 2	926.00	Branch 01	Dept 10
4	401	FA Income	Description 2		926.00 Branch 06	Dept 07
5	402	Sales	Description 3	654.00	Branch 01	Dept 10
6	401	FA Income	Description 3		654.00 Branch 08	Dept 10
7	104	Current Assets	Description 4	191.00	Branch 06	Dept 07
8	401	FA Income	Description 4		191.00 Branch 06	Dept 04
9	202	Loans	Description 5	589.00	Branch 07	Dept 08
10	403	Services	Description 5		589.00 Branch 09	Dept 02
11	502	Wages and Salaries	Description 6	415.00	Branch 08	Dept 04
12	502	Wages and Salaries	Description 6		415.00 Branch 07	Dept 07
13	301	Stated Capital	Description 7	973.00	Branch 07	Dept 05
14	202	Loans	Description 7		973.00 Branch 04	Dept 05
15	301	Stated Capital	Description 8	162.00	Branch 09	Dept 05
16	401	FA Income	Description 8		162.00 Branch 01	Dept 06
<b>Totals:</b>				<b>4,196.00</b>	<b>4,196.00</b>	

09-Aug-2010 21:06:31 1 / 1

Print << < > >> Exit

Journal Voucher print outs contain the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Voucher Type: 'Journal Voucher'
- Document Number: This field is formatted as: 'JVYYYYMMNNNN'
- Document Date
- Document Narration

Details:

- SNO: Row Serial Number
- Account Code: The Account code debited or credited
- Account Name: The Account name for the account debited or credited
- Description: The description for the current transaction row
- Debit: The debit amount for the current transaction row
- Credit: The credit amount for the current transaction row
- Branch: The branch under which the account is debited or credited for the current transaction row
- Department: The department under which the account is debited or credited for the current transaction row

Report Footer:

BACSE displays the total debit and the total credit amounts; that is the sum of all detail rows debit and credit amounts.

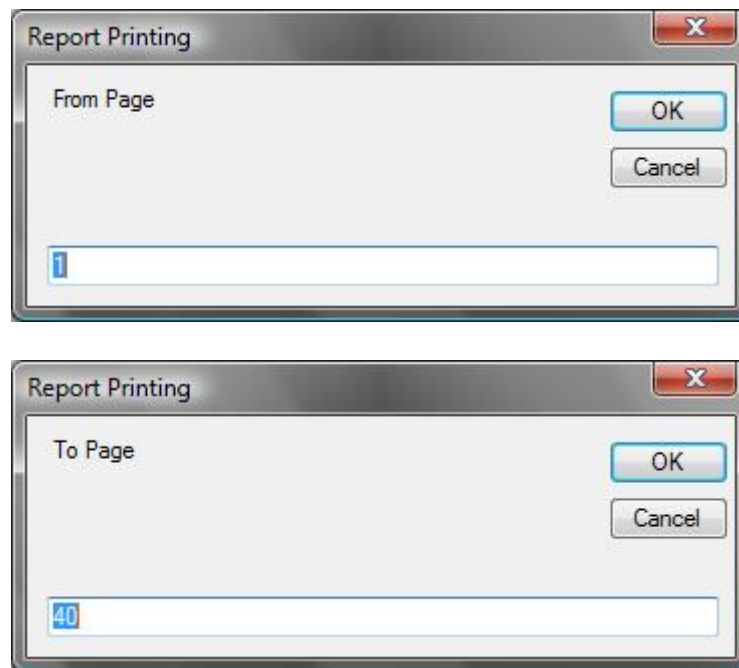
Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.



## Cust. Cr > Dr

You use this form to match customer receipts and credit Notes against customer invoices and debit notes. This process is needed as it affects customer ageing report.

Customer Credit Matching

Customer: 10300010001 - AR - Group 1 - Acc. 001

Document No.	Total	Matched	Balance
RV2009080005	6,931.00	6,931.00	0.00
RV2011020038	2,698.00	2,698.00	0.00
<b>9,629.00    9,629.00    0.00</b>			

Document No.	Total	Paid	Balance
CI2009050005	6,931.00	6,931.00	0.00
CI2010110038	2,698.00	2,698.00	0.00
DN2010010001	6,993.00	0.00	6,993.00
<b>16,622.00    9,629.00    6,993.00</b>			

Current Balance: 6,993.00

Match Amount: 0.00

Match    Exit

The form contains the following fields:

- Customer: An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:

Find Account

Account Code	Account Name
10300010001	AR - Group 1 - Acc. 001
10300010002	AR - Group 1 - Acc. 002
10300010003	AR - Group 1 - Acc. 003
10300010004	AR - Group 1 - Acc. 004
10300010005	AR - Group 1 - Acc. 005
10300010006	AR - Group 1 - Acc. 006
10300010007	AR - Group 1 - Acc. 007
10300010008	AR - Group 1 - Acc. 008
10300010009	AR - Group 1 - Acc. 009
10300010010	AR - Group 1 - Acc. 010
10300010011	AR - Group 1 - Acc. 011
10300010012	AR - Group 1 - Acc. 012
10300010013	AR - Group 1 - Acc. 013
10300010014	AR - Group 1 - Acc. 014
10300010015	AR - Group 1 - Acc. 015
10300010016	AR - Group 1 - Acc. 016
10300010017	AR - Group 1 - Acc. 017



You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In Customer field, only accounts receivable are selectable (Accounts with codes starting with '103').

- Credit List: a list of the selected customer credit transactions (Receipt Vouchers and Credit Notes), the list includes the following columns:
  - Document Number: Document reference number
  - Total: credit document total amount
  - Matched: Amount matched against debit documents
  - Balance: Document total – Matched amount
- Debit List: A list of the selected customer debit transactions (Invoices and Debit Notes), the list include the following columns:
  - Document Number: Document reference number
  - Total: Debit document total amount
  - Paid: Amount paid through matching credit documents
  - Balance: Document total – Paid amount
- Match Amount: The selected credit document amount that you would like to match against the selected debit document

BACSE displays the totals for all the numeric columns (total, matched and balance for Credit Transactions and total, paid and balance for Debit Transactions), also the current Customer balance (Debit Balance) is calculated as the difference between the total debit balance and total credit balance.

Whenever you select a credit document, any matched debit document(s) against the selected credit document is highlighted with a green background color.

A single credit document can be matched against one or more debit documents, in order to cancel a mach against a particular debit document, select the debit and credit documents, set the Match Amount field to '0' and press the 'Match' button. To match any amount (should be less than or equal to the credit transaction

remaining unmatched balance), select the credit transaction and the desired debit transaction, enter the desired match amount and click the 'Match' button.

## Supp. Dr > Cr

You use this form to match supplier payments and debit Notes against supplier invoices and credit notes. This process is needed as it affects supplier ageing report.

Supplier Debit Matching

Supplier: 20300010010 - AP - Group 1 - Acc. 010

Document No.	Total	Matched	Balance
PV2009050008	2,453.00	2,453.00	0.00
PV2009110011	11,493.00	11,493.00	0.00
PV2010030010	1,330.00	1,330.00	0.00
PV2010050010	9,278.00	9,278.00	0.00
PV2010090023	3,621.00	3,621.00	0.00
PV2010100020	6,582.00	6,582.00	0.00
PV2010120029	5,964.00	5,964.00	0.00
PV2010120046	11,977.00	11,977.00	0.00
<b>Total</b>	<b>52,698.00</b>	<b>52,698.00</b>	<b>0.00</b>

Document No.	Total	Paid	Balance
CN2010100001	2,362.00	0.00	2,362.00
SI2009020008	2,453.00	2,453.00	0.00
SI2009080011	11,493.00	11,493.00	0.00
SI2009120010	1,330.00	1,330.00	0.00
SI2010020010	9,278.00	9,278.00	0.00
SI2010060023	3,621.00	3,621.00	0.00
SI2010070020	6,582.00	6,582.00	0.00
SI2010090029	5,964.00	5,964.00	0.00
SI2010090046	11,977.00	11,977.00	0.00
<b>Total</b>	<b>55,060.00</b>	<b>52,698.00</b>	<b>2,362.00</b>

Current Balance: 2,362.00

Match Amount: 0.00

Match Exit

The form contains the following fields:

- Supplier: An Account entry field, whenever you enter this field, BACSE displays the following Account Selection form that allows you to search for and select your account:

Find Account

Account Code	Account Name
20300010001	AP - Group 1 - Acc. 001
20300010002	AP - Group 1 - Acc. 002
20300010003	AP - Group 1 - Acc. 003
20300010004	AP - Group 1 - Acc. 004
20300010005	AP - Group 1 - Acc. 005
20300010006	AP - Group 1 - Acc. 006
20300010007	AP - Group 1 - Acc. 007
20300010008	AP - Group 1 - Acc. 008
20300010009	AP - Group 1 - Acc. 009
20300010010	AP - Group 1 - Acc. 010
20300010011	AP - Group 1 - Acc. 011
20300010012	AP - Group 1 - Acc. 012
20300010013	AP - Group 1 - Acc. 013
20300010014	AP - Group 1 - Acc. 014
20300010015	AP - Group 1 - Acc. 015
20300010016	AP - Group 1 - Acc. 016
20300010017	AP - Group 1 - Acc. 017

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In Supplier field, only accounts payable are selectable (Accounts with codes starting with '203').

- Debit List: a list of the selected supplier debit transactions (Payment Vouchers and Debit Notes), the list includes the following columns:
  - Document Number: Document reference number
  - Total: Debit document total amount
  - Matched: Amount matched against credit documents
  - Balance: Document total – Matched amount
- Credit List: A list of the selected supplier credit transactions (Invoices and Credit Notes), the list include the following columns:
  - Document Number: Document reference number
  - Total: Credit document total amount
  - Paid: Amount paid through matching debit documents
  - Balance: Document total – Paid amount
- Match Amount: The selected debit document amount that you would like to match against the selected credit document

BACSE displays the totals for all the numeric columns (total, matched and balance for Debit Transactions and total, paid and balance for Credit Transactions), also the current Supplier balance (Credit Balance) is calculated as the difference between the total credit balance and total debit balance).

Whenever you select a debit document, any matched credit document(s) against the selected debit document is highlighted with a green background color.

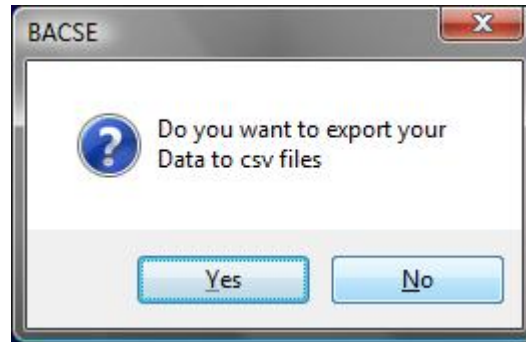
A single debit document can be matched against one or more credit documents, in order to cancel a mach against a particular credit document, select the debit and credit documents, set the Match Amount field to '0' and press the 'Match' button. To match any amount (should be less than or equal to the debit transaction

remaining unmatched balance), select the debit transaction and the desired credit transaction, enter the desired match amount and click the 'Match' button.

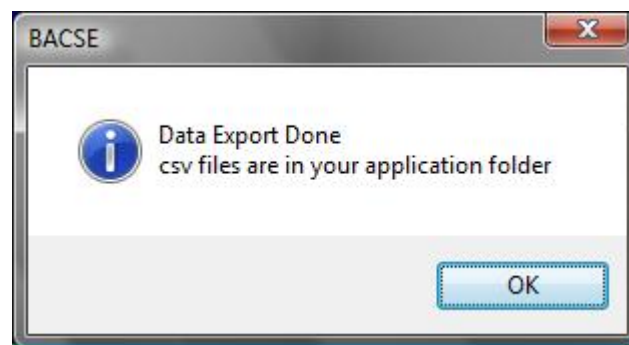
## Data Export

BACSE allows you to export all your data to a group of CSV files, this can be useful if you need to create customized reports or transfer your data to other information systems.

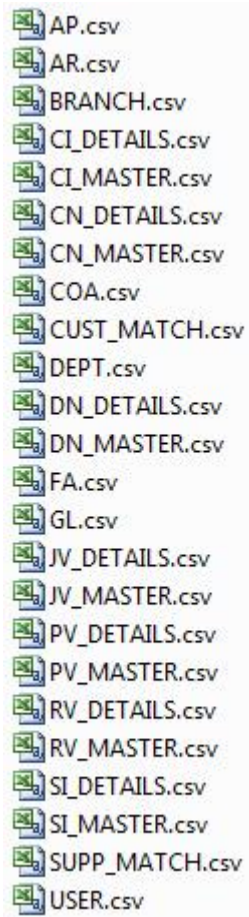
When you click the 'Data Export' button on the main form, BACSE responds displaying the following confirmation form:



Once done, BACSE confirms the success of the data export process with the following dialogue box:



The data is exported as a group of 24 files with .csv file name extension, the files are placed under the same folder as BACSE.exe; following is a screen shot of the exported files:

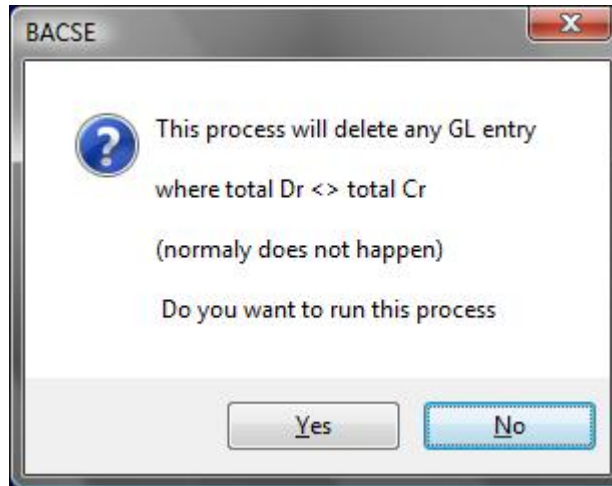


AP.csv  
AR.csv  
BRANCH.csv  
CI\_DETAILS.csv  
CI\_MASTER.csv  
CN\_DETAILS.csv  
CN\_MASTER.csv  
COA.csv  
CUST\_MATCH.csv  
DEPT.csv  
DN\_DETAILS.csv  
DN\_MASTER.csv  
FA.csv  
GL.csv  
JV\_DETAILS.csv  
JV\_MASTER.csv  
PV\_DETAILS.csv  
PV\_MASTER.csv  
RV\_DETAILS.csv  
RV\_MASTER.csv  
SI\_DETAILS.csv  
SI\_MASTER.csv  
SUPP\_MATCH.csv  
USER.csv

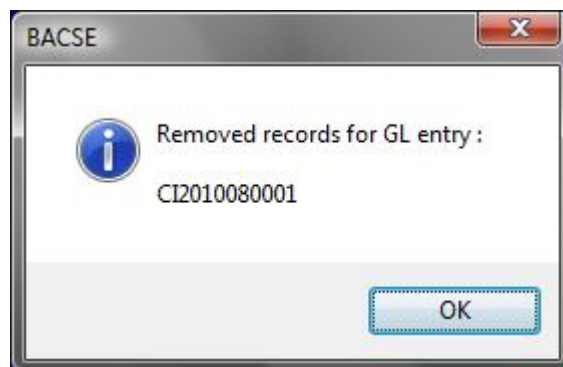


## Check Balance

All transactions in BACSE are supposed to be balanced, whenever you print the trial balance report, you are supposed to find that the total debit amount matches the total credit amount. In the unlikely event that there are transaction(s) that are unbalanced (total transaction debit amount is not equal to total transaction credit amount), BACSE provides the check balance option that goes through all your transaction.

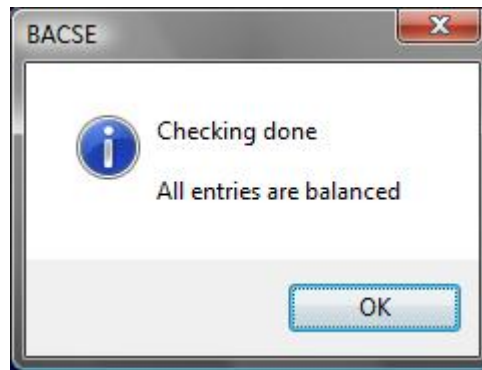


If an unbalanced transaction is found, BACSE informs you about it by showing the transaction reference number and then deletes all records related to this unbalanced transaction as shown in this sample:



A similar dialogue box is shown for each unbalanced transaction individually.

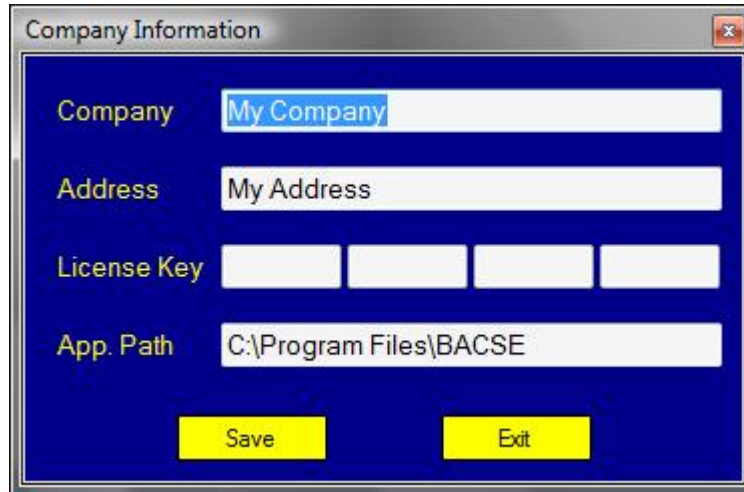
Once all transactions are verified, BACSE displays the following confirmation:



Note: Normally, you don't get any unbalanced transaction in BACSE system database, this tool has been included to cover cases where an external factor is involved (successful unauthorized access to the database) or an unhandled situation that might arise which BACSE development team did not anticipate.

## Company Information

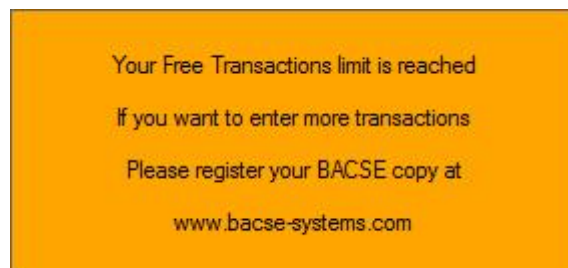
You use company information form to enter your company name and address, this form also allows you to enter the license key for your BACSE copy if you decided to upgrade your free copy to a registered one.



The 'Company' field is your company's name that appears as the main header of all your reports, in a BACSE registered copy, this field can not be changed; this also applies to 'Address' field. You can change your company's name and address as long as you are using the free copy of BACSE, once you register your copy and enter the license key, you can not change these fields.

'License Key' is initially disabled since your free copy of BACSE allows you to enter thousands of transaction records for you to have enough time to use BACSE and feel confident that it provides a great value to your business.

Once your limit of free transactions is exceeded, BACSE informs you by showing the following message on the main form:

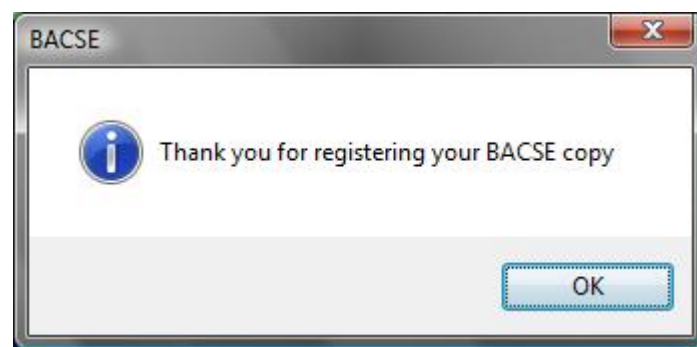


Once this limit is reached, BACSE creates a text file named 'BACSEProductKey-[Your Company Name]-[Your Company Address-System Date].txt' under your BACSE application directory, you need

to send this file to BACSE systems so that we can send you your license key, please refer to registration instructions on [www.bacse-systems.com](http://www.bacse-systems.com)

Once you receive your sixteen character license key, enter the key in the four part license key field in this form, your license key is valid only for your copy of BACSE, the validation is performed against your copy of BACSE and verifies key information in your BACSE database, so it is critical that you backup your database as the key will not work without your database.

A valid key is accepted and BACSE reports that with this dialogue box:



Once this is done, the transaction limit box is removed from your main form and you can enter any number of transactions you want, there is no limit.

## **System Backup**

BACSE database is composed of one file (MyDatabase.sdf) that exists under the same application folder as BACSE.exe.

You are advised to backup your database at least once a day, ideally after finishing your work for the day, more frequent backup is recommended if you have plenty of work during the day that you do not want to lose in case of a system crash.

Your database file (MyDatabase.sdf) contain all your work, it is the only thing you need to worry about, the other files can always be downloaded and installed, all you need to do is to copy your database file to the same folder where your application is installed and your system is restored completely.

System Backup best practices are highly recommended, you should not rely on one backup copy on the same hard drive where the application is installed, instead, you should have another copy on a different storage space (another hard drive, a compact disk or a tape), you are the best person to decide how important your data is, based on that, you might decide to keep a copy of your database in another remote office and update this backup copy on a daily basis or even more frequently.

## Ledger

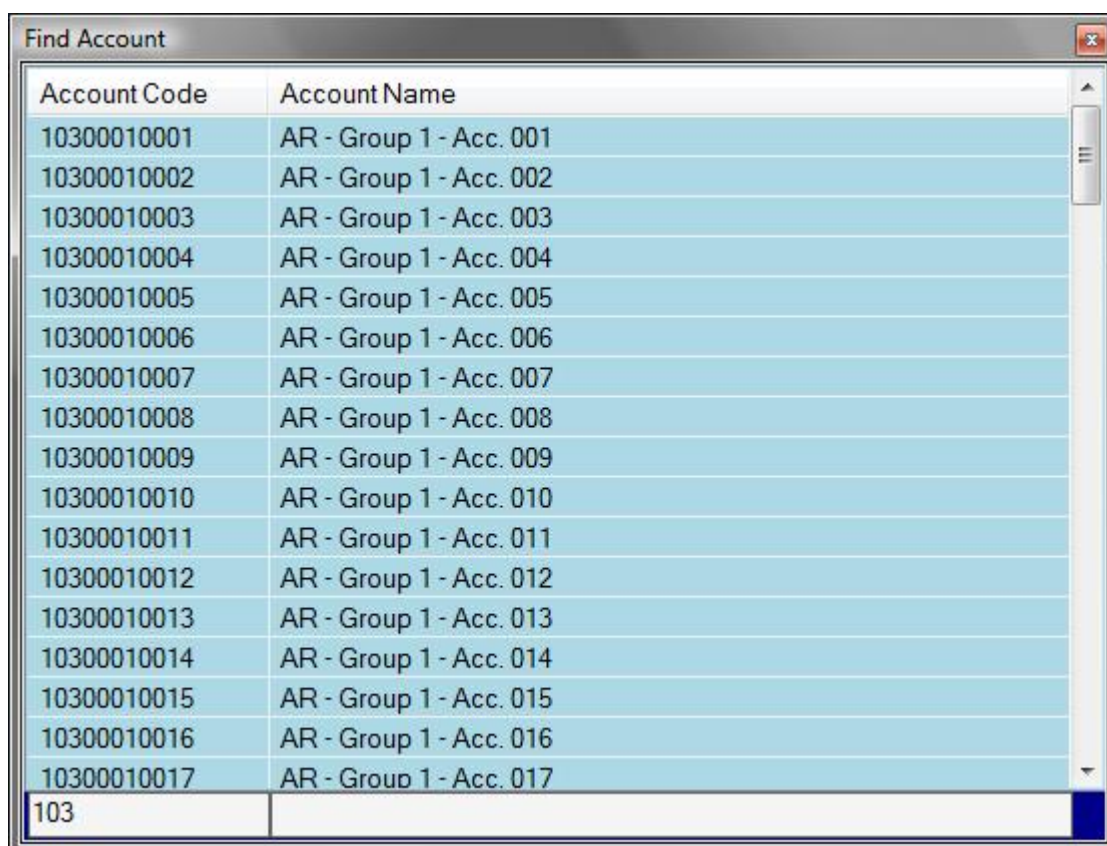
This form allows you to print ledger reports for your accounts.



The Ledger form is a window with a blue background. It contains three input fields: 'First Account' with the value '10300010001 - AR - Group 1 - Acc. 001', 'Last Account' with the value '10300010005 - AR - Group 1 - Acc. 005', and 'From' with the value '01-Jan-2010' and a calendar icon. There is also a 'To' field with the value '31-Jul-2010' and a calendar icon. At the bottom, there are two yellow buttons: 'Print' and 'Exit'.

First Account / Last Account:

These are Account entry fields, whenever you enter these fields, BACSE displays the following Account Selection form that allows you to search for and select your account:



The Find Account form is a window with a blue background. It contains a table with two columns: 'Account Code' and 'Account Name'. The table lists 17 accounts, all starting with '1030001' and followed by a number from 001 to 017, and the name 'AR - Group 1 - Acc. 001' to 'AR - Group 1 - Acc. 017'. At the bottom, there is a search field with the value '103'.

Account Code	Account Name
10300010001	AR - Group 1 - Acc. 001
10300010002	AR - Group 1 - Acc. 002
10300010003	AR - Group 1 - Acc. 003
10300010004	AR - Group 1 - Acc. 004
10300010005	AR - Group 1 - Acc. 005
10300010006	AR - Group 1 - Acc. 006
10300010007	AR - Group 1 - Acc. 007
10300010008	AR - Group 1 - Acc. 008
10300010009	AR - Group 1 - Acc. 009
10300010010	AR - Group 1 - Acc. 010
10300010011	AR - Group 1 - Acc. 011
10300010012	AR - Group 1 - Acc. 012
10300010013	AR - Group 1 - Acc. 013
10300010014	AR - Group 1 - Acc. 014
10300010015	AR - Group 1 - Acc. 015
10300010016	AR - Group 1 - Acc. 016
10300010017	AR - Group 1 - Acc. 017

You search for your account by typing the account number in the account field or any part of the account name in the account name field. If you are using search by account number, the form will list accounts starting with the characters you typed so far. If you are

searching by account name, the system shows accounts containing the text you typed.

You can select an account by double clicking on it or pressing 'Enter' key while the account is selected, you can also close the form without selecting any account by pressing 'esc' key.

In Ledger Account fields, all COA accounts are selectable, account code range is provided for your convenience, in the example above, five accounts (10300010001, 10300010002, 10300010003, 10300010004 and 10300010005) are selected and BACSE provides five ledger reports for these accounts.

From: The starting date for your ledger report

To: The ending date for your ledger report

Pressing the 'Print' button displays the ledger report which is similar to the following sample:

My Wonderful Company Ledger Report						
Account Code: 10300010002			Account Name: AR - Group 1 - Acc. 002			
Starting Date: 01-Jan-2010			Ending Date: 31-Jul-2010			
Doc. No.	Trans. Date	Trans. Description	Debit	Credit	Branch	Dept.
OB	01-Jan-2010	OB	13,536.00			
CI2010030016	09-Mar-2010	Narration for CI No. 336	7,116.00		Branch 10	Dept 04
RV2010030031	30-Mar-2010	Narration for RV No. 862		13,536.00	Branch 02	Dept 06
CI2010040048	06-Apr-2010	Narration for CI No. 982	6,949.00		Branch 03	Dept 10
RV2010060016	09-Jun-2010	Narration for RV No. 336		7,116.00	Branch 02	Dept 01
RV2010070048	06-Jul-2010	Narration for RV No. 982		6,949.00	Branch 08	Dept 04
CI2010070008	11-Jul-2010	Narration for CI No. 172	13,542.00		Branch 07	Dept 10
<b>Totals:</b>			<b>41,143.00</b>	<b>27,601.00</b>	<b>Balance:</b>	<b>13,542.00</b>

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Print << < > >> Exit

Ledger reports contain the following fields:

Header:



- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Ledger Report'
- Account Code: This field is formatted as: 'JVYYYYMMNNNN'
- Account Name
- Starting Date
- Ending Date

Details:

- Doc. No.: GL Document Number, All GL documents have a number formatted as TTYYYYYMMNNNN, where TT is the voucher type, examples are 'JV', 'CI', 'SI', 'RV', 'PV', 'CN' and 'DN', YYYY is the year of the transaction date like '2010', MM is the month of the transaction date like '03' for March, NNNN is the transaction serial number for that transaction type and month (First transaction is '0001')
- Trans. Date: The transaction date
- Trans. Description: The transaction description
- Debit: The debit amount for current row
- Credit: The credit amount for the current row
- Branch: The branch under which the debit/credit is recorded
- Department: The department under which the debit/credit is recorded
- Totals: The report also shows the total debit (sum of debit amount in all rows) and total credit (sum of credit amount in all rows) and the total debit balance (total debit – total credit)

The first row in Ledger Report is 'OB' which stands for the 'Opening Balance', BACSE calculates the OB by taking the sum of all transactions (Debit - Credit) for the concerned account up to the report starting date.

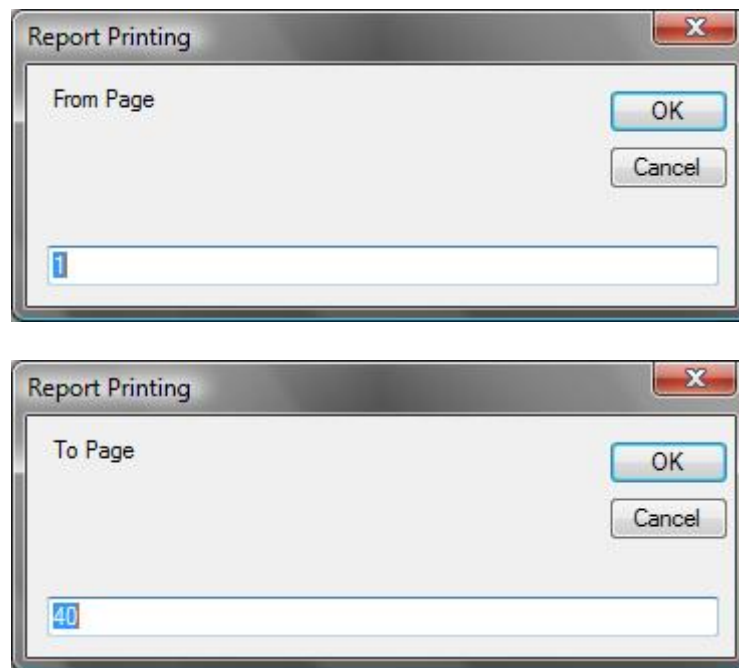
Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## Trial Balance

This form allows you to print your trial balance at for a certain period.

- From: The starting date for your trial balance report
- To: The ending date for your trial balance report
- Maximum Acc Level: The maximum account level to show in the trial balance report, options available are One, Two, Three Four and Five

Pressing the 'Print' button displays the trial balance report which is similar to the following sample:

My Wonderful Company Trial Balance Report					
Starting Date: 01-Jan-2010		Ending Date: 30-Jun-2010		Showing accounts up to level: Two	
Acc No	Acc Name	OB	Dr	Cr	CB
1	Assets	1,861,939.00	4,040,430.00	4,211,352.11	1,691,016.89
101	Fixed Assets	4,902,000.00	0.00	0.00	4,902,000.00
102	FA Acc. Dep.	-3,964,614.00	0.00	188,305.11	-4,152,919.11
103	Accounts Receivable	1,021,982.00	2,093,304.00	1,971,118.00	1,144,168.00
104	Current Assets	-97,429.00	1,947,126.00	2,051,929.00	-202,232.00
2	Liabilities	-5,924,135.00	2,201,675.00	2,362,035.00	-6,084,495.00
201	FA Costs	-4,902,000.00	0.00	0.00	-4,902,000.00
202	Loans	-15,171.00	119,161.00	118,693.00	-14,703.00
203	Accounts Payable	-1,006,964.00	2,082,514.00	2,243,342.00	-1,167,792.00
3	Equity	-8,165.00	345,337.00	339,954.00	-2,792.00
301	Stated Capital	-5,259.00	110,868.00	115,596.00	-9,987.00
302	Capital Surplus	573.00	110,328.00	113,215.00	-2,315.00
303	Retained Earnings	-3,479.00	124,141.00	111,152.00	9,510.00
4	Income	-3,801,567.00	438,253.00	2,455,685.00	-5,818,999.00
401	FA Income	-989,165.00	134,326.00	662,791.00	-1,517,630.00
402	Sales	-1,965,366.00	162,715.00	1,165,884.00	-2,968,535.00
403	Services	-847,036.00	141,212.00	627,010.00	-1,332,834.00
5	Expenses	7,871,928.00	2,580,721.11	237,380.00	10,215,269.11
501	FA Dep. Expenses	3,964,614.00	188,305.11	0.00	4,152,919.11
502	Wages and Salaries	1,922,337.00	1,232,278.00	150,682.00	3,003,933.00
503	Rent and Utilities	1,984,977.00	1,160,138.00	85,698.00	3,058,417.00
Totals:		0.00	9,606,416.11	9,606,416.11	0.00

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Print << < > >> Exit

Trial Balance report contains the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Trial Balance Report'
- Starting Date
- Ending Date
- Showing Account up to Level: Here the maximum account level shown in the report is reported

Details:

- Acc No: Account Number
- Acc Name: Account Name
- OB: Opening Balance, This is the sum of all transactions for this account before the report starting date (Debit - Credit)
- Dr: Total Period Debit, the sum of all transactions debit amount during the report period (starting date to ending date)
- Cr: Total Period Credit, the sum of all transactions credit amount during the report period (starting date to ending date)
- CB: Debit Closing Balance calculated as  $OB + Dr - Cr$
- Totals: The report also shows the totals for OB, Dr, Cr and CB, what is included in the totals are level one accounts only, this is because all accounts eventually belong to a level one account, level one account balance includes the balance for all it's level two sub accounts, a level two account includes the balance and transactions of all it's level three sub accounts and so on, so level one accounts reflect the summary for all transactions.

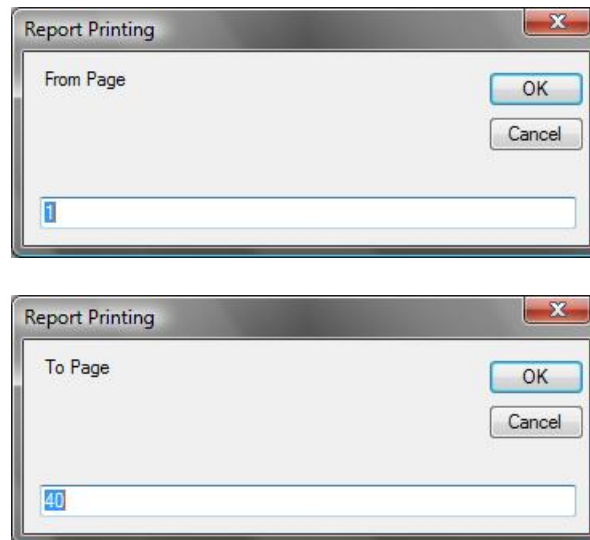
Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## Expenses

This form allows you to print the expenses report for a certain period.

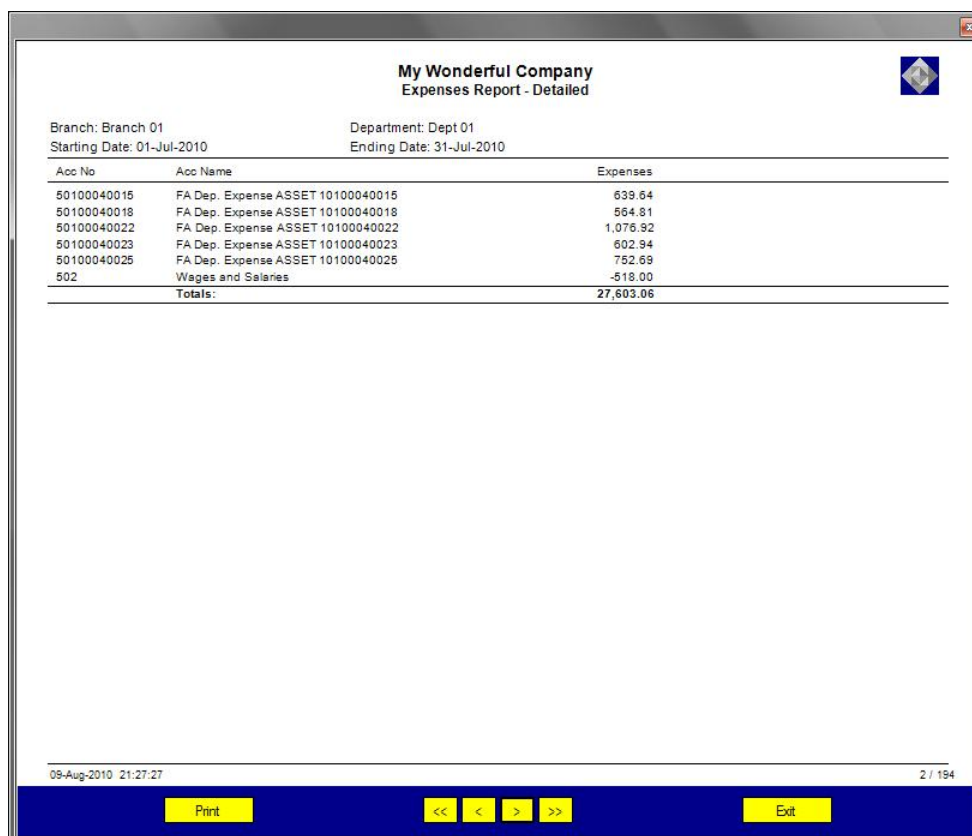


The screenshot shows a window titled "Expenses" with a blue background. It contains two date pickers: "From" set to "01-Jul-2010" and "To" set to "31-Jul-2010". Below these are two radio buttons: "Detailed" (selected) and "Summary". At the bottom are two yellow buttons: "Print" and "Exit".

- From: The starting date for your expenses report
- To: The ending date for your expenses report
- Detailed / Summary: Expenses report can be printed as a detailed report (individual accounts) or a summary report (branch and department summary)

Pressing the 'Print' button displays the expenses report.

Detailed expenses report: Following is a sample of this report:



The screenshot shows a window titled "My Wonderful Company Expenses Report - Detailed". It displays the following information:

Branch: Branch 01      Department: Dept 01  
 Starting Date: 01-Jul-2010      Ending Date: 31-Jul-2010

Acc No	Acc Name	Expenses
50100040015	FA Dep. Expense ASSET 10100040015	639.64
50100040018	FA Dep. Expense ASSET 10100040018	564.81
50100040022	FA Dep. Expense ASSET 10100040022	1,076.92
50100040023	FA Dep. Expense ASSET 10100040023	602.94
50100040025	FA Dep. Expense ASSET 10100040025	752.69
502	Wages and Salaries	-518.00
<b>Totals:</b>		<b>27,603.06</b>

At the bottom of the window, there is a status bar showing "09-Aug-2010 21:27:27" and "2 / 194". Below the status bar are several buttons: "Print", navigation buttons "<<", "<", ">", ">>", and "Exit".

The detailed expenses report contains the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Expenses Report - Detailed'
- Branch and Department: The report is grouped by branch and department, whenever branch or department changes, a new page is started to report on the particular branch/department.
- Starting Date
- Ending Date

Details:

- Acc No: Account Number
- Acc Name: Account Name
- Expenses: The total (debit) amount for this account during the period under the current branch/department

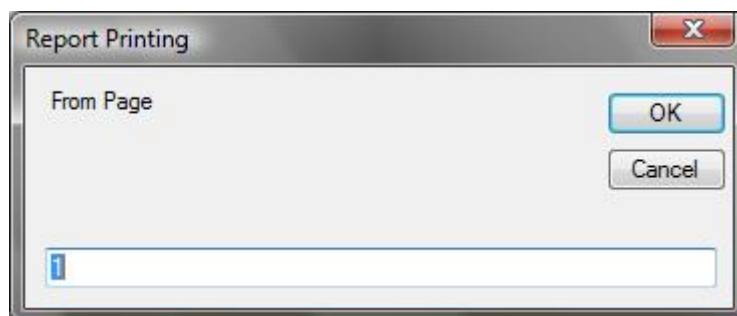
Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

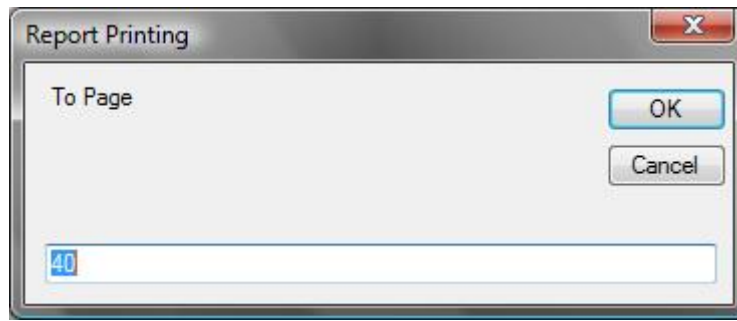
Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:







If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

Summary Expenses Report: Following is a sample of this report:

My Wonderful Company Expenses Report - Summary		
Starting Date: 01-Jul-2010		Ending Date: 31-Jul-2010
Branch	Department	Expenses
Branch 08	Dept 01	2,455.00
Branch 08	Dept 02	5,532.00
Branch 08	Dept 03	3,960.00
Branch 08	Dept 04	7,385.00
Branch 08	Dept 05	2,845.00
Branch 08	Dept 06	5,287.00
Branch 08	Dept 07	7,630.00
Branch 08	Dept 08	2,407.00
Branch 08	Dept 09	4,678.00
Branch 08	Dept 10	1,797.00
Branch 09	Dept 01	1,597.00
Branch 09	Dept 02	5,757.00
Branch 09	Dept 03	6,800.00
Branch 09	Dept 04	4,616.00
Branch 09	Dept 05	3,630.00
Branch 09	Dept 06	5,774.00
Branch 09	Dept 07	6,050.00
Branch 09	Dept 08	4,387.00
Branch 09	Dept 09	4,308.00
Branch 09	Dept 10	131.00
Branch 10	Dept 01	923.00
Branch 10	Dept 02	581.00
Branch 10	Dept 03	3,153.00
Branch 10	Dept 04	603.00
Branch 10	Dept 05	2,740.00
Branch 10	Dept 06	3,384.00
Branch 10	Dept 07	-1,033.00
Branch 10	Dept 08	3,329.00
Branch 10	Dept 09	2,571.00
Branch 10	Dept 10	1,211.00
<b>Totals:</b>		<b>413,296.06</b>

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Print << < > >> Exit

The detailed expenses report contains the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header

- Report Title: 'Expenses Report - Summary'
- Starting Date
- Ending Date

Details:

- Branch
- Department
- Expenses: The total (debit) amount during the period under the current row branch/department

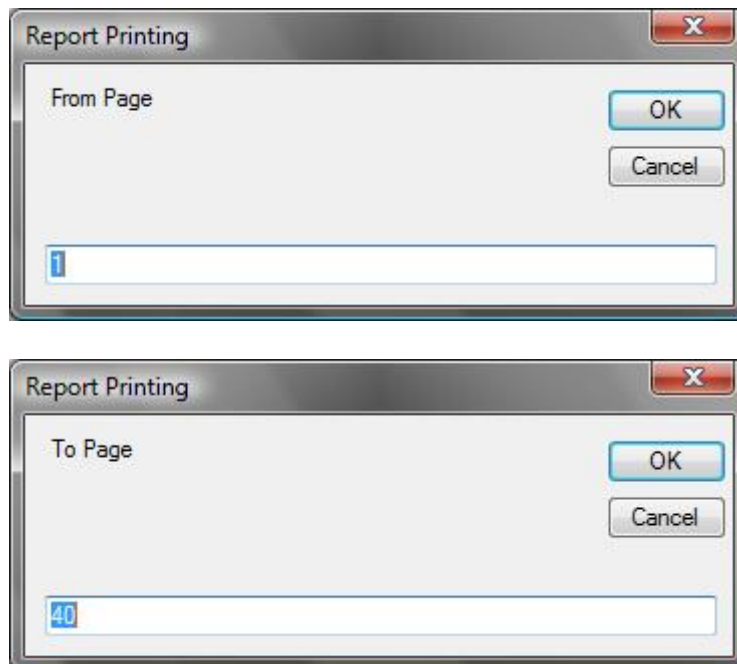
Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## Cust. Ageing

This form allows you to print your Customer Ageing report at a specific date.

- As On: The Month for your Ageing report (report printed as on the end of the selected month)

Pressing the 'Print' button displays the Customer Ageing report which is similar to the following sample:

Acc No	Acc Name	Cr	Balance	Jul	Jun	May	Apr	Older	OD	Match
10300030088	AR - Group 3 - Acc. 088	1	11,064	0	0	0	0	11,064	11,064	0
10300030089	AR - Group 3 - Acc. 089	6	7,304	0	7,304	0	0	0	0	0
10300030092	AR - Group 3 - Acc. 092	2	5,978	0	0	5,978	0	0	5,978	0
10300030095	AR - Group 3 - Acc. 095	4	8,769	8,769	0	0	0	0	0	0
10300030097	AR - Group 3 - Acc. 097	4	6,749	2,307	0	4,442	0	0	0	0
10300030098	AR - Group 3 - Acc. 098	3	-5,660	0	0	0	0	0	0	5,660
10300030099	AR - Group 3 - Acc. 099	0	3,346	3,346	0	0	0	0	3,346	0
<b>Total Dr:</b>			<b>1,358,434</b>	<b>395,785</b>	<b>343,917</b>	<b>373,496</b>	<b>1,828</b>	<b>243,408</b>	<b>550,174</b>	<b>202,236</b>
<b>Total Cr:</b>			<b>202,236</b>							
<b>Balance:</b>			<b>1,156,198</b>							

Customer ageing report contains the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Customer Ageing Report'
- As On Date

Details:

- Acc No: Customer's Account Number
- Acc Name: Customer's Account Name
- Cr: Customer's Credit Period
- Balance: Customer Debit Balance on the end of the report month
- Month 1: This is the month name of the As On Date, this columns includes the customer balance that comes from customer invoices and debit notes issued at this month
- Month 2: This is the month name of the month before the As On Date, this columns includes the customer balance that comes from customer invoices and debit notes issued at this month
- Month 3: This is the month name of the month two months before the As On Date, this columns includes the customer balance that comes from customer invoices and debit notes issued at this month
- Month 4: This is the month name of the month three months before the of the As On Date, this columns includes the customer balance that comes from customer invoices and debit notes issued at this month
- Older: This columns includes the customer balance that comes from customer invoices and debit notes issued before more than three months from the As On Date
- OD: This is the customer Overdue amount, it is calculated based on the Credit period and month balance details, If the customer has a Credit period of 0, all the balance is due, if the customer has a Credit period of three months, then Month 4 and Older amounts are due
- Match: This column shows the sum of customer credit transactions (Receipt Vouchers and Credit Notes) that are not matched, if the customer balance is equal to the sum of Month1, Month2, Month3, Month4 and Older Match column is zero, otherwise, Match column is nonzero and represents the amount that is not matched. It is not unusual to have an amount in the Match column as some customers might have a credit balance for one reason or another.
- Report Footer: BACSE displays the Total for customer Debit Balance, Sum of balances for each month, total Overdue amount and total Match amount. If there is one or more customers with a total credit balance, the sum of all credit

balances is shown separately, in this case, the total balance is also shown on a separate line (Total Debit – Total Credit)

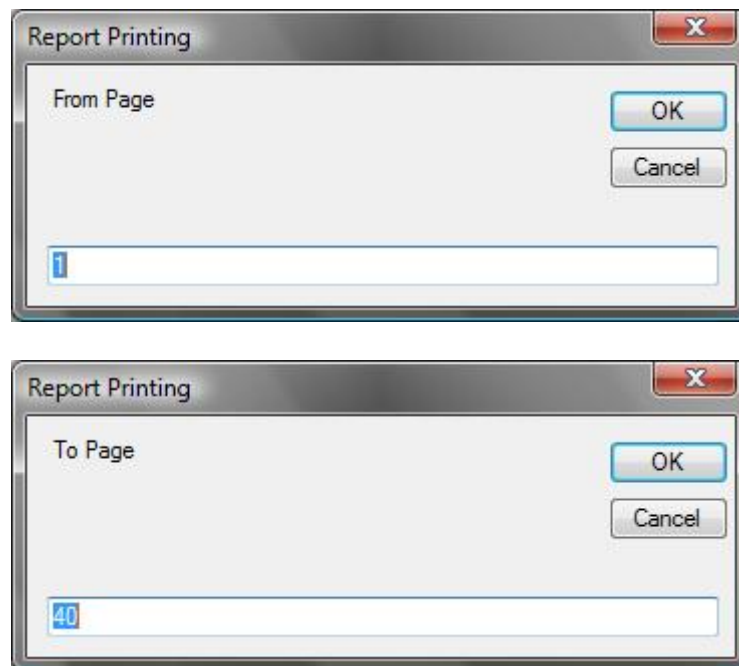
#### Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

#### Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## Supp. Ageing

This form allows you to print your Supplier Ageing report at a specific date.

Supplier Ageing Report

As On Jun-2010

Print Exit

- As On: The Month for your Ageing report (report printed as on the end of the selected month)

Pressing the 'Print' button displays the Supplier Ageing report which is similar to the following sample:

My Wonderful Company Supplier Ageing Report										
As On: Jun-2010										
Acc No	Acc Name	Cr	Balance	Jun	May	Apr	Mar	Older	OD	Match
20300030068	AP - Group 3 - Acc. 068	5	-996	0	11,832	0	0	0	0	12,828
20300030069	AP - Group 3 - Acc. 069	4	12,462	0	12,462	0	0	0	0	0
20300030070	AP - Group 3 - Acc. 070	1	8,456	0	8,456	0	0	0	8,456	0
20300030071	AP - Group 3 - Acc. 071	3	10,481	0	0	10,481	0	0	0	0
20300030072	AP - Group 3 - Acc. 072	5	16,172	0	0	9,486	0	6,686	6,686	0
20300030074	AP - Group 3 - Acc. 074	6	3,288	0	0	7,930	0	0	0	4,642
20300030075	AP - Group 3 - Acc. 075	0	1,443	0	1,443	0	0	0	1,443	0
20300030076	AP - Group 3 - Acc. 076	2	13,234	8,745	0	4,489	0	0	4,489	0
20300030078	AP - Group 3 - Acc. 078	1	-4,623	11,599	0	0	0	0	0	16,222
20300030079	AP - Group 3 - Acc. 079	3	23,276	0	23,276	0	0	0	0	0
20300030080	AP - Group 3 - Acc. 080	2	-2,977	0	0	0	0	0	0	2,977
20300030081	AP - Group 3 - Acc. 081	4	-16,669	0	0	0	0	0	0	16,669
20300030082	AP - Group 3 - Acc. 082	1	20,122	0	9,284	10,838	0	0	20,122	0
20300030085	AP - Group 3 - Acc. 085	0	3,486	0	0	3,486	0	0	3,486	0
20300030087	AP - Group 3 - Acc. 087	6	6,723	6,723	0	0	0	0	0	0
20300030089	AP - Group 3 - Acc. 089	2	14,041	14,041	0	0	0	0	0	0
20300030090	AP - Group 3 - Acc. 090	4	-27	0	0	0	0	0	0	27
20300030091	AP - Group 3 - Acc. 091	1	14,845	0	14,021	824	0	0	14,845	0
20300030092	AP - Group 3 - Acc. 092	2	9,404	0	19,622	0	0	0	0	10,218
20300030093	AP - Group 3 - Acc. 093	3	10,471	0	8,026	0	0	4,481	4,481	2,036
20300030094	AP - Group 3 - Acc. 094	3	3,763	3,763	0	0	0	0	0	0
20300030097	AP - Group 3 - Acc. 097	5	-13,690	0	0	0	0	0	0	13,690
20300030098	AP - Group 3 - Acc. 098	4	8,725	0	0	0	0	8,725	8,725	0
20300030099	AP - Group 3 - Acc. 099	2	0	0	0	0	0	0	0	0
<b>Total Cr:</b>			<b>1,500,711</b>	<b>345,142</b>	<b>480,205</b>	<b>380,115</b>	<b>4,783</b>	<b>290,466</b>	<b>502,831</b>	<b>332,919</b>
<b>Total Dr:</b>			<b>332,919</b>							
<b>Balance:</b>			<b>1,167,792</b>							

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Print << < > >> Exit

Supplier ageing report contains the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Supplier Ageing Report'
- As On Date

Details:

- Acc No: Supplier's Account Number
- Acc Name: Supplier's Account Name
- Cr: Supplier's Credit Period
- Balance: Supplier Credit Balance on the end of the report month
- Month 1: This is the month name of the As On Date, this columns includes the supplier balance that comes from supplier invoices and credit notes issued at this month
- Month 2: This is the month name of the month before the As On Date, this columns includes the supplier balance that comes from supplier invoices and credit notes issued at this month
- Month 3: This is the month name of the month two months before the As On Date, this columns includes the supplier balance that comes from supplier invoices and credit notes issued at this month
- Month 4: This is the month name of the month three months before the of the As On Date, this columns includes the supplier balance that comes from supplier invoices and credit notes issued at this month
- Older: This columns includes the supplier balance that comes from supplier invoices and credit notes issued before more than three months from the As On Date
- OD: This is the supplier Overdue amount, it is calculated based on the Credit period and month balance details, If the supplier has a Credit period of 0, all the balance is due, if the supplier has a Credit period of three months, then Month 4 and Older amounts are due
- Match: This column shows the sum of supplier debit transactions (Payment Vouchers and Debit Notes) that are not matched, if the supplier balance is equal to the sum of Month1, Month2, Month3, Month4 and Older Match column is zero, otherwise, Match column is nonzero and represents the amount that is not matched. It is not unusual to have an amount in the Match column as some suppliers might have a debit balance for one reason or another.
- Report Footer: BACSE displays the Total for supplier Credit Balance, Sum of balances for each month, total Overdue amount and total Match amount. If there is one or more suppliers with a total debit balance, the sum of all debit



balances is shown separately, in this case, the total balance is also shown on a separate line (Total Credit - Total Debit)

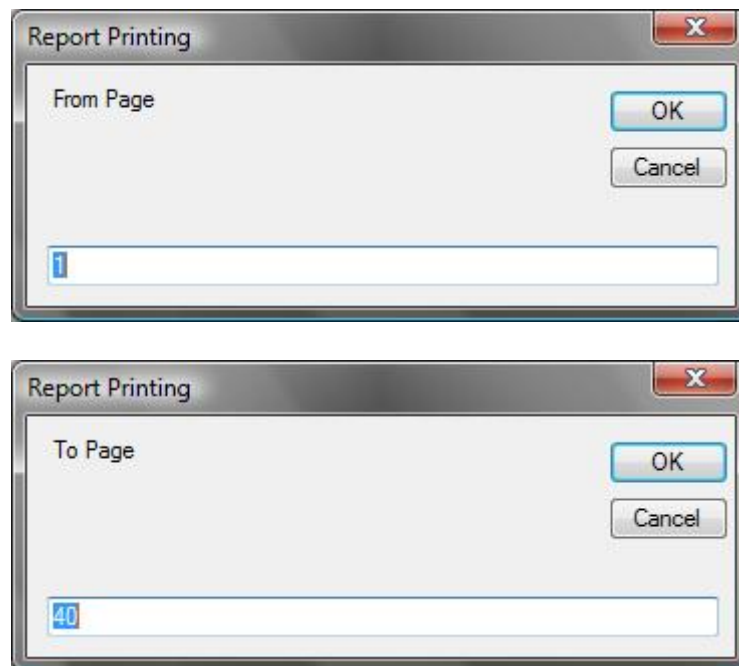
#### Page Footer:

BACSE shows the Print Date and Time on the left side of the page footer and the 'Page No' / 'Report Page Count' on the right.

#### Print Preview Form:

The report preview form includes page navigation buttons (First, Next, Previous and Last), a 'Print' button and an 'Exit' button.

If you press the 'Print' button, and the report includes more than one page, BACSE requests the page range that you would like to print by displaying the following dialogue boxes:



If the report includes only one page, these boxes are not displayed; BACSE then prints the report pages on your default printer.

All reports in BACSE have Landscape Orientation, so you should be setting your Default Printer Options to print in Landscape.

## Profit / Loss

This form allows you to print your Profit / Loss report during a certain period.

Profit / Loss Statement

From 01-Jan-2010 To 30-Jun-2010

Maximum Acc Level Two

Print Exit

- From: The starting date for your profit / loss report
- To: The ending date for your profit / loss report
- Maximum Acc Level: The maximum account level to show in the profit / loss report, options available are One, Two, Three Four and Five

Pressing the 'Print' button displays the profit / loss report which is similar to the following sample:

**My Wonderful Company**  
Profit / Loss Statement

Starting Date: 01-Jan-2010 Ending Date: 30-Jun-2010 Showing accounts up to level: Three

Acc No	Acc Name	Revenues	Expenses	Profit / Loss
4	Income	2,455,685.00	438,253.00	
401	FA Income	662,791.00	134,326.00	
402	Sales	1,165,884.00	162,715.00	
403	Services	627,010.00	141,212.00	
5	Expenses	237,380.00	2,580,721.11	
501	FA Dep. Expenses	0.00	188,305.11	
5010001	FA Dep. Expense - Group 1	0.00	70,609.66	
5010002	FA Dep. Expense - Group 2	0.00	35,125.40	
5010003	FA Dep. Expense - Group 3	0.00	32,140.56	
5010004	FA Dep. Expense - Group 4	0.00	50,429.49	
502	Wages and Salaries	150,582.00	1,232,278.00	
503	Rent and Utilities	86,698.00	1,160,138.00	
	<b>Totals:</b>	<b>2,693,065.00</b>	<b>3,018,974.11</b>	<b>-325,909.11</b>

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Print << < > >> Exit

Profit / Loss report contains the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Profit Loss statement'
- Starting Date
- Ending Date
- Showing Account up to Level: Here the maximum account level shown in the report is reported

Details:

- Acc No: Income / Expense Account Number
- Acc Name: Income / Expense Account Name
- Revenues: This column shows the total credit for income and expense accounts
- Expenses: This column shows the total debit for income and expense accounts
- Totals: The report also shows the totals for Revenues and Expenses, the total profit is calculated as the total revenues – the total expenses, what is included in the totals are level one accounts only, this is because all accounts eventually belong to a level one account, level one account balance includes the balance for all it's level two sub accounts, a level two account includes the balance and transactions of all it's level three sub accounts and so on, so level one accounts reflect the summary for all transactions.

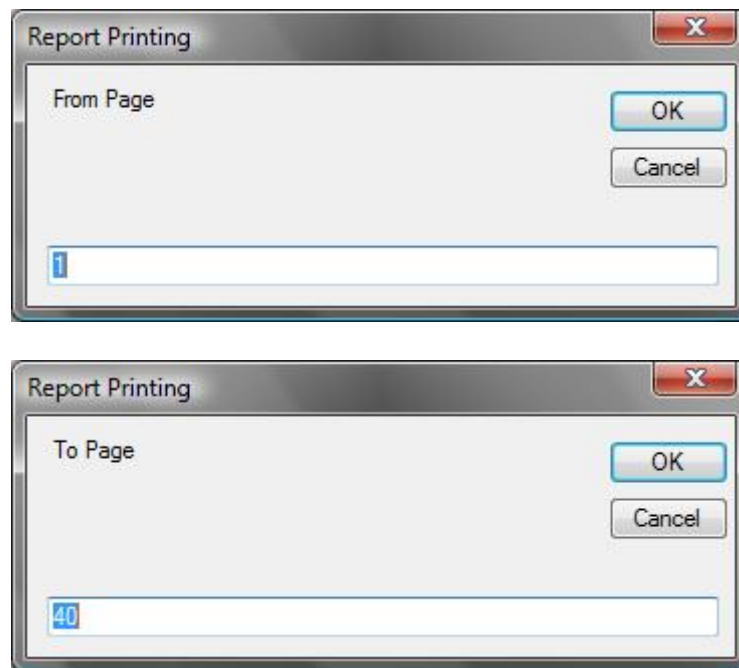
Page Footer:

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## Balance Sheet

This form allows you to print your Balance Sheet report on a particular month end.

- As On: The Month for your Balance Sheet report (report printed as on the end of the selected month)
- Maximum Acc Level: The maximum account level to show in the Balance Sheet report, options available are One, Two, Three Four and Five

Pressing the 'Print' button displays the Balance Sheet report which is similar to the following sample:

My Wonderful Company Balance Sheet			
As On: 31-Dec-2009 Showing accounts up to level: Three			
Acc No	Acc Name	Dr	Cr
1	Assets	1,974,192.19	
101	Fixed Assets	5,162,000.00	
1010001	Group 1	1,412,000.00	
1010002	Group 2	1,210,000.00	
1010003	Group 3	1,263,000.00	
1010004	Group 4	1,277,000.00	
102	FA Acc. Dep.	-4,372,090.81	
1020001	Acc. Dep. - Group 1	-1,194,882.75	
1020002	Acc. Dep. - Group 2	-890,517.20	
1020003	Acc. Dep. - Group 3	-1,135,051.97	
1020004	Acc. Dep. - Group 4	-1,051,638.89	
103	Accounts Receivable	1,055,942.00	
1030001	AR - Group 1	411,012.00	
1030002	AR - Group 2	351,097.00	
1030003	AR - Group 3	293,833.00	
104	Current Assets	128,341.00	
2	Liabilities		6,157,085.00
201	FA Costs		5,162,000.00
2010001	FA Cost Group 1		1,412,000.00
2010002	FA Cost Group 2		1,210,000.00
2010003	FA Cost Group 3		1,263,000.00
2010004	FA Cost Group 4		1,277,000.00
202	Loans		16,125.00
203	Accounts Payable		978,960.00
2030001	AP - Group 1		405,050.00
2030002	AP - Group 2		295,203.00
2030003	AP - Group 3		278,707.00
3	Equity		-14,698.00
301	Stated Capital		-20,995.00
302	Capital Surplus		8,704.00
303	Retained Earnings		-2,407.00
P	Profit / Loss		-4,168,194.81
	Totals:	1,974,192.19	1,974,192.19

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Balance Sheet report contains the following fields:

Header:

- Your Company Name: All BACSE reports contain your company name as the main header
- Report Title: 'Balance Sheet'
- As On Date
- Showing Account up to Level: Here the maximum account level shown in the report is reported

Details:

- Acc No: Account Number
- Acc Name: Account Name
- Dr: This column shows the total debit for the account in the current row
- Cr: This column shows the total credit for the account in the current row
- Balance Sheet accounts are Assets, Liabilities and Equity, Income and Expenses are summarized in the last row as Profit / Loss and shown on the credit side (Positive value is shown if there is a total profit)
- Totals: The report also shows the totals for debit and credit accounts.

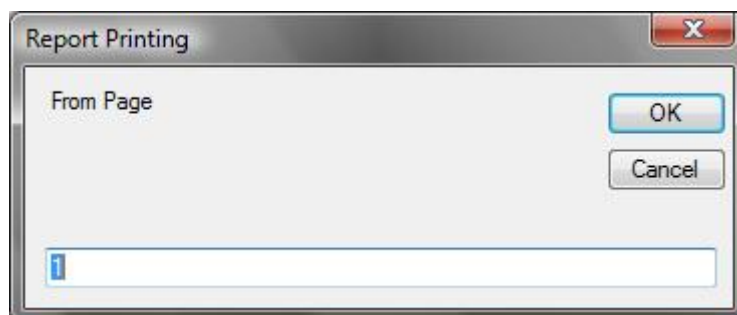
Page Footer:

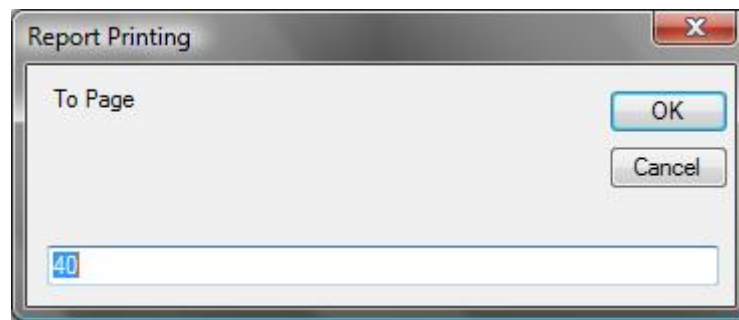
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