Using BUSY

In this section, we will discuss about the steps to use BUSY. Using BUSY is a simple five-step process. The steps are:

1. Create Company in BUSY
2. Configure Company
3. Create Masters
4. Record Transactions
5. View/Print Report

1. Create Company in BUSY

After installation of BUSY, the next step is to create a company in BUSY on which you can work upon. To create a company, perform the following steps:

- Run BUSY application.
- On running the BUSY application, *a Security Checked* message box appears. Click the *OK* button in the message box. On clicking the *OK* button, *Start up screen* of BUSY appears. Given here is the screenshot of *Start up screen* of BUSY.

Start up Screen of BUSY

- Click *Company > Create* option to create a new company. On clicking the *Create* option, a *Create Company* window appears. Given here is a screenshot of the *Create Company* window.

  Create Company window

In the window there are various fields in which data needs to be entered. These fields are commonly referred to as Data Fields. Information about a company such as Name, Address and so on are required to be entered in different data fields. Various data fields in the *Add New Company* window are:

- Name – Enter the name of the company in this data field. You can enter a name up to 40 characters.
- Print Name – Enter the Print Name for the company in this data field. The name entered in this data field will appear in the header of the reports. By default, the name entered in the *Name* data field is displayed as Print Name. You can leave this data field blank if you do not want any name to appear on the Print Reports**.**

- F.Y. Beginning From – Financial Year refers to the accounting period. For example, in India, the Financial Year is generally a 12 month period from April 1 to March 31. Enter the financial year beginning date of the company in this data field. You cannot leave this data field blank.

You cannot change the original beginning F. Y. once it is saved. You can go to the successive financial years but cannot go to the F. Y. prior to the original beginning financial year.

- Books Commencing From - In this data field, you have to enter the date from which you start maintaining the books of accounts. By default, the *F. Y. Beginning From* date is displayed as *Books Commencing From* date.

F.Y. Beginning Date and Books Commencing From Date can be different. For example, a Company was incorporated on 1-Jun-2006. In such a case the *F.Y. Beginning From will be 1-4-2006 while the Books Commencing From Date will be 1-6-2006.*

- Address – In the *Address* sub-window there are six data fields. The data fields are:

- Country - Select the country in which the company exist.

If the Country selected is Nepal then a Date Type data field gets activated. In the Date Type data field, you have to select the date type i.e. either Roman Date or Nepali Date in which you want to maintain accounting records. If you select the Nepali Date option then the date entered in F.Y. Beginning Date and Beginning Financial Year Date data field will automatically be converted according to Nepali Date format.

- State – Select the State in which the company exist.
- Currency Symbol - Specify the currency symbol applicable. For example, Rs. $ etc.
- Currency String - Specify the currency string applicable. For example, Rupees, Dollar etc.
- Currency Sub-String - Specify the currency sub-string applicable. For example, the sub-string for Rupees is Paisa or for Dollar is Cent.
- Enable Sales Tax/VAT/GST - If you have selected the country as India then *Enable Sales Tax/VAT* data field will appear otherwise if you have selected a country other than

India then *Enable VAT/GST* data field will appear. Specify 'Y' in this data field to enable Sales Tax/VAT/GST in the company.

- Type - This data field appears if you have specified 'Y' in the *Enable Sales Tax/VAT/GST* data field. Select the type of tax applicable in the company.
- TIN - This data field appears if you have selected the type of tax as VAT. Specify the TIN i.e. Tax Identification Number of your company in this data field.
- LST No. - This data field appears if you have selected the type of tax as LST. Specify the LST number of the company in this data field.
- GST No. - This data field appears if you have selected the type of tax as GST. Specify the GST number of the company in this data field.
- CST No. - This data field appears only if the country selected is India and you have specified 'Y' in the *Enable SalesTax/VAT* data field. Enter the CST number of your company in this data field.
- Default Tax Rate-1 - This data field appears if you have selected a country other than India and has specified 'Y' in the *Enable VAT/GST* data field. Specify the default tax rate applicable for the company.
- Default Tax Rate-2 - This data field appears if you have selected a country other than India and has specified 'Y' in the *Enable VAT/GST* data field. Specify the default tax rate applicable for the company.

After entering data in the data field, click the *OK* button. On clicking the *OK* button, a *Save* message box appears asking your confirmation to save the information entered by you.

- Click the *Yes* button if you want to save the information otherwise click the *NO* button.

On clicking the *Yes* button, a *Copy Masters & Configuration* message box appears. If you are a first time user and creating first company in BUSY then this message box will not appear. It appears only when a company already exist. In the message box there are two buttons. The buttons are:

- Yes – Click this button if you want to copy masters and configurations from some other company. On clicking this button, it will ask you to select an existing company from where the Masters and Configuration settings will be copied.
- No – Click this button if you do not want to copy masters and configuration from any other company.

Once the company is created, a *Congratulations* message box appears confirming the creation of the company.

- Click the *Ok* button in the *Congratulations* message box. On clicking the *Ok* button, a *SuperUser Creation* window appears. Given here is a screenshot of *SuperUser - Creation* window.

In the window there are three data fields. The data fields are:

- Super User – Enter the name of SuperUser in this data field. A SuperUser is at the top level of hierarchy. A SuperUser is like the owner of a business who has all the rights and access privileges in the business. There can be only one SuperUser for a company. He has the right to create or modify any number of users. In addition, he has the right to enter, modify, delete and list any data of the company.
- Password - Enter the password for the SuperUser. You can enter a password containing maximum of 20 characters. When you enter the password it will appear in the form of asterisks (*) to maintain secrecy.
- Recheck Password - You are required to re-enter the password. This is done to confirm your password. If the password entered in the *Recheck Password* data field does not match with the password entered in the *Password* data field then an *Error* message will appear. In such a case, you will need to enter the password again in the *Recheck Password* data field.

After entering the data in the data fields, click the *Save* button. On clicking the *Save* button, a *Save* message box appears.

- Click the *Yes* button in the *Save* message box to save the SuperUser. Next, BUSY will create the SuperUser for the company.

After the creation of the SuperUser, BUSY automatically opens the *Features / Options* window in which you can configure various features and options as required in the company.

2. Configure Company

Once the company is created, you can then configure the company as per your requirement. BUSY provides you numerous features that you can use as per your company's requirement. By default some features are enabled in the newly created company. Let us understand the need for configuring a company with the help of an example. Digitech Electronics, a computer manufacturing company wants to have the following features in its company:

To enable above-mentioned and many other features, BUSY provides the *Configuration* menu. To enable various features in BUSY, perform the following steps:

- Click *Administration > Configuration* menu.

- On clicking the *Configuration* menu, a list of option is displayed. Given here is a screenshot of options displayed in the *Configuration* menu.

Configuration menu

In the *Configuration* menu, there are various options. We will discuss the *Features/Options* option only. For details on all the other options in the *Configuration* menu, you can refer to the Help provided in BUSY.

Features/Options

Features/Options option provides you numerous features and options that you can activate or deactivate as per your requirement. On clicking the *Features/Options* option, a *Features/Options* window appears. Given here is a screenshot of *Features/Options* window.

Features/Options window

There are many tabs in the *Features/Options* window. The tabs provided in the *Features/Options* window are:

- General
- Accounts
- Inventory
- Sales Tax & VAT
- Excise
- Service Tax
- TDS
- POS
- Enterprise Features

Let us discuss each tab one by one.

General

When *Features/Options* window is opened then by default *General* tab is active. The above screenshot shows the *Features/Options* window with active *General* tab. Under the *General* tab, you can provide basic information about your accounting needs such as currency, date format and so on. Various options available in *General* tab are:

- Currency Symbol - Enter the currency symbol of the country where your company exist. For example, Rs, &.

- Currency String - Enter the currency string of the country where your company exist. For example, Rupees, Dollar.
- Currency Sub string - Enter the currency sub-string of the country where your company exist. For example the sub-string for Rupees is Paisa, for Dollar is Cent.
- Format for displaying numbers – Two options are listed in this data field. One is the Indian Decimal System (9,99,99,999.99) and the other is the International Decimal System (999,999,999.99). Select the appropriate option from the list.
- Skip Currency Separator in Numbers - Specify 'Y' in this data field if you do not want the currency separator i.e. comma to appear in numbers. For example, nine thousand will appear as 9000 in number if you specify 'Y'. On the other hand, if you specify 'N' in this data field then nine thousand will appear as 9,000. By default, 'N' is the value in the data field.
- Date Format - In this data field, two options are listed. One is the DD/MM/YYYY format while the other is MM/DD/YYYY. Select the appropriate option as per your requirement.
- Date Separator - Enter a date separator for the dates. For example, you can select a hyphen (-) or a colon (:) as a date separator.
- Currency Decimal Places - Enter the number for decimal places that you want. For example, if you enter 2 then 2 digits after the decimal will be displayed. Thus, if the number is 58.3456 then 58.34 will be displayed.
- Country and State Information - In this box there are two data fields. These are:
  o Country - Select the country from the list that appears in the data field.
  o State - This data field is active only when you select India as the country in the *Country* data field. Select the appropriate state from the list that appears in the data field.
- Maintain Data Checklist - Data checklist refers to the list of the actions (addition and modification) taken by the users on vouchers and masters. Specify 'Y' in this data field if you want to maintain a data checklist other wise specify 'N'. You can also delete the checklist by clicking the *Delete History* button that appears when you specify 'N' in this data field.
- Enable Notes Manager - Enable this option to enable Notes Manager in the company. Notes Manager acts as a personal diary or organiser in which you can write various tasks and notes and can set reminders for the same also.

Accounts

Under the *Accounts* tab, you can configure account related features such as credit limits, budgets, Cost Centres and so on. Given here is a screenshot of the *Features/Options* window with the active *Accounts* tab.

Features/Options window with the active Accounts tab

Various options available in the *Accounts* tab are:

- Bill-by-Bill Details – Enable this option if you want to maintain bill-by-bill balancing of records.

- Broker-wise Reporting – Enable this option if you want to maintain brokers details. This feature is useful if your organization interacts through brokers for business transactions. In such a case, you will need to maintain broker related details such as the broker's name, rate of brokerage and so on.

- Credit Limit - Enable this option if you want to fix credit limits for sundry debtors and creditors.

- Budget – Enable this option if you want to fix annual/monthly budgets for expenses.

- Targets - Enable this option if you want to fix targets for income and sale.

- Royalty Calculation - Royalty is the amount paid to an author or any other such person on sale of books, articles and so on. You can enable this feature if royalty is payable on the items that you trade.

- Cost Centre - Enable this option if you want to maintain details of Cost Centres. Cost Centre in an organisation refers to an entity to which incomes and expenses can be allocated. The purpose of allocating income/expenses is that it helps you to do a cost-benefit analysis for different Cost Centres. Depending on the type of business, Cost Centres can be branches, departments, sales executives, or products of a company.

- Company's Act Depreciation - By default, depreciation is charged according to the IT Act. In case your organisation follows the Company's Act then you can enable this feature to charge depreciation on fixed assets according to the Company's Act.

- Posting in Accounts through Sales Return & Purchase Return - By default, this feature is enabled in a new company. This feature should be enabled if you want to post the sale return/purchase return directly to sale/purchase account.

- Double Entry System for Payment and Receipt Vouchers – By default this feature is enabled in a new company. You can disable this feature if you want to use Single Entry System for payment and Receipt vouchers.

- Show Accounts Current Balance During Voucher Entry - By default, this feature is enabled in a new company. If this feature is enabled then when you select an account in a voucher, the current balance of the account appears in the voucher. This helps you to know the current status of the account.

- Fringe Benefit Tax Reporting - Fringe Benefit Tax (FBT) is a tax on perquisites or fringe benefits provided by an employer to his employees, in addition to the cash salary or wages paid. If your company falls under the FBT system then you can enable this feature.

- Multi Currency - Enable this option if you want to use more than one currency for making transactions.
- Carry Uncleared bank Entries to Next Financial Year - Select this option if you want to carry uncleared bank entries to the next financial year.
- Post Dated Cheques in Payment/Receipt Vouchers - Enable this option if you want to enter post dated cheques in Payment/Receipt vouchers.
- Maintain Images/Notes with Master/Voucher - Enable this option to maintain Image/Notes for Account master and to maintain image of Accounting vouchers.

Inventory

Under the *Inventory* tab, you can configure the inventory related features such as Stock Valuation method, Alternate Unit of items, and so on. Given here is a screenshot of the *Features/Options* window with the active *Inventory* tab.

Features/Options window with the active Inventory tab

Various options available in the *Inventory* tab are:

- Qty. Decimal Places - This value represents the number of decimal places that appear for the quantity in the books. In other words, whenever you enter a quantity, the number of digits that appear after the decimal places is determined by the value in this data field.
- Stock Val. Method - In this data field, you need to specify the stock valuation method that you want to use for valuing the closing stock.
- Enable Manufacturing Features - Manufacturing Features refer to the features that are required in a manufacturing concern. By default this feature is enabled in a new company. You can disable this feature if your company is not in manufacturing business.
- Enable Multi-Godown Inventory - Enable this option if you want to maintain stock at more than one Material Centre.
- Alternate Unit of Items - Enable this option if you want to maintain stock of items in Alternate unit also. With Alternate unit of items, you can maintain an item in more than one unit. For example, one box of CDs contains 50 CDs and if the company wants to maintain stock of CDs in both boxes and pieces then the company can enable this feature.
- Batch.-wise Details - Enable this option if you want to maintain batch-wise stock of items.
- Enable Sale/Purchase Challan - Enable this option if you want to make Sale/Purchase/Sale Return/Purchase Return against challan.

- Enable Free Quantity in Voucher - Enable this option if you want to enter free quantity details in voucher.

- Enable Bill Sundry Narration - Enable this option if you want to enter narration for the Bill Sundry at the time of voucher entry.

- Allocate Expense/Purc. to Items - Enable this option if you want to allocate the expenses or purchases to items. The use of this feature is in doing the costing of the items. In other words, by allocating expense/purchase to items you can determine the contribution of different items in total expenses/purchases.

- Invoice Bar Code Printing - Enable this option if you want to print the information on the invoice in the form of a Bar Code.

- Update Prices in Masters - Enable this option if the sale/purchase price of items changes frequently and you want to update sales price in Masters with latest sale price entered in Voucher.

- Skip Item Default Price During Voucher Entry – Enable this option if you want to skip the default price of the item at the time of voucher modification.

- Enable Order Processing - Enable this option if your organisation receives sales/purchase orders and makes adjustments against the same. In other words, if the organisation implements a pre-purchase cycle/pre-sale cycle in which purchase/sale is made against an order and the orders need to be tracked then you can enable this feature.

- Maintain Drug License Number - Enable this option if you want to maintain drug license number. This feature is useful for pharmaceutical firms. On enabling this option, a data field next to it gets activated. Specify the drug license number of the company in this data field.

- Show Items Current Balance during Voucher Entry - Enable this option to view item current balance during voucher entry.

- Serial No. - wise Details - Enable this option to maintain serial number wise stock of item.

- Carry Pending Material Issue/Receipt to next F.Y. - Specify 'Y' in this data field if you want to carry pending Material Issued/Received balances to the next financial year.

- MRP-wise Details - Enable this option to maintain MRP wise details of the item.

- Pick Item Sizing Information from Description - Enable this option if you want to pick Item sizing information from *Item Description* window.

- Parameterized Details - Enable this option to maintain parameterized stock.

- Separate Stock Updation Date in Dual Vouchers – Enable this feature if you want to maintain separate stock updation date in dual vouchers. Let us understand this option with the help of an example. Digitech Company purchased raw material on April 10, 2006 but it received the goods on April 15, 2006. Thus, although the transaction took place on April 10, the stock was actually updated on April 15. In such a case, Digitech

will enable the *Separate Stock Updation Date* feature and enter April 10 as the voucher date and April 15 as the stock updation date.

- Separate Sales/Purchase Account with Items - Enable this option if your organisation wants to maintain separate sales/purchase account for different items. Let us understand with the help of an example. Digitech Company maintains separate sales account for garments based on different VAT rates. For example, it maintains two sales accounts, Sales 4% and Sales 12.5%. Now it wants to associate the items with the respective sales accounts. For this purpose, Digitech enables the *Separate Sales/Purchase Account with items* feature.

- Separate Stock Valuation Methods for Items - Enable this option if you want to value the closing stock of different items using different methods.

- Items Pricing Mode in Vouchers - Select the required pricing mode.

- Maintain Images/Notes with Master/Voucher - Enable this option if you want to maintain images/notes with *Item* master and image of *Inventory* vouchers.

- Allow Purchase Return in Purchase voucher - Enable this option if you want to enter purchase return quantity in *Purchase* voucher. Quantity entered with a (-) minus sign will be treated as return quantity.

- Allow Sales Return in Sales voucher - Enable this option if you want to enter sales return quantity in *Sales* voucher. Quantity entered with a (-) minus sign will be treated as return quantity.

Sales Tax/VAT/GST

Under the *Sales Tax/VAT/GST* tab, you can enable Sales Tax/ VAT/GST for your company. In addition, you can provide tax related information about your company such as registration number, surcharge and so on. By default, this feature is enabled for a new company.

Excise

Under the *Excise* tab, you can enable excise reporting for your company. In addition you can provide excise related information such as registration number, range, division and so on. Given here is a screenshot of the *Features/Options* window with the active *Excise* tab.

Features/Options window with the active Excise tab

To enable the Excise Reporting, perform the following steps:

- Enable the *Enable Excise Reporting* checkbox.
- On enabling *the Excise Reporting* checkbox, various data fields get activated.
- Enter data in these data fields. You can also select the type of Excise duty you follow i.e. Manufacturing Excise or Trading Excise.

- Click the *Save* button to save the details.

Service Tax

Under the *Service Tax* tab, you can enable service tax reporting for your company. In addition you can provide service tax related information such as registration number.

TDS

Under the *TDS* tab, you can enable TDS reporting for your company. In addition you can provide TDS related information such as TAN number, payer's category, address and so on.

For more information on implementing various features provided in *Features/Options* window, you can refer to the Help provided in BUSY.

POS

Under this tab, you can enable advance POS data entry for Sale/Sale Return and Purchase/Purchase Return vouchers.

Enterprise Features

This tab is active only for the Enterprise edition of BUSY. With this tab you can enable and configure features available in Enterprise edition such as Voucher / Master Approval, Multi Branch accounting and so on.

3. Create Masters

Once the company is created and configured, the next step is to create masters. In BUSY the term 'Master' signifies the information that is generally entered once, usually at the time of creating a company in accounting software. In a company numerous transactions take place. To record these transactions some accounts are required. Generally in India, double entry system is followed in which each transaction has a dual effect. With each transaction one account is debited and one is credited. For example, if you are purchasing machinery in cash then machinery account will be debited and cash account will be credited. To record such transactions you need two accounts i.e. Machinery and Cash account. These accounts are referred as Account master in BUSY. Let us take another example, you have sold 50 computers and 20 Printers and you want to print a bill for the items sold. For this you have to create two items in BUSY i.e. Computers and Printers. Such items are referred to as Item master in BUSY.

BUSY provides you with various masters such as Account master, Item master, Material Centre master and so on. Given here is a screenshot of various Masters provided by BUSY.
Masters Menu

- Select the required Master. On selecting any master, three options are displayed. The options are:
    - o   Add – Select this option if you want to add a new master.
    - o   Modify – Select this option if you want to modify an existing master.
    - o   List – Select this option if you want to view/print the list of existing masters.

Let us now discuss the creation of masters in BUSY. For explaining the steps to create a master, we will take example of *Account* and *Item* master.

For help on creation of other Masters, you can refer to Help provided in BUSY.

Create Account master

An Account is a summarized record of various transactions pertaining to a particular account head. It is commonly referred to as a Ledger Account. In BUSY, it is called Account master. All the transactions pertaining to a particular account head are recorded under one Account master. For example, your company has many Sundry Creditors and Debtors hence you need to create different accounts for different Sundry Creditors and Debtors. To create an Account master in BUSY, perform the following steps:

- Click *Administration > Masters > Account > Add* option.

On clicking the *Add* option, an *Account Master-Add* window appears. Given here is a screenshot *of Account Master- Add* window.

Account Master-Add window

In the *Account Master-Add* window there are various data fields. The data fields are:

- Name – Enter the name for the account in this data field. You can enter a name up to 40 characters. In the screenshot given above, the name is taken as Rich Styles.
- Alias – Enter an alias for the account in this data field. An alias refers to an abbreviation or a short name for the account.
- Print Name – *Print Name* refers to the name that will appear on documents given to external parties such as sales invoice, receipt, debit note and so on. Further the Print Name is printed on the *Statement of Account* report. By default, the name entered in

the *Name* data field is displayed as Print Name. You can leave this data field blank if you do not want any name to appear on the Print Reports.

Two Masters in BUSY cannot have same Name but can have same Print Name.

- Group – Select the Group or head under which the account falls. You can create an Account Group from here itself by pressing *F3* key. In the screenshot given above Account Group is taken as Sundry Creditors.
- Op. Bal. - Enter the opening balance for the account. The opening balance for an account is the balance in the account at the beginning of the financial year. For example, on March 31, 2006 fixed assets stood at Rs. 40,000 thus the opening balance for the Fixed Assets account is Rs. 40,000 since on April 1,2006 the fixed assets stood at this amount.
- Dr/Cr - Enter D or C in this data field to indicate whether the amount in the *Op. Balance* data field is debit or credit.
- Prev. Year - Enter the closing balance of the previous year of an account in this data field. You can enter the previous year balance for an account only if it is a Revenue Account. This is because the balances of revenue accounts are not carried forward to the next financial year. Thus, the opening balances of all revenue accounts are zero. Moreover, you are required to enter the previous year's closing balance of revenue accounts as per Schedule IV of the Companies Act along with the current year's balances.
- Dr/Cr - Enter D or C in this data field to indicate whether the amount in the *Prev. Year* data field is debit or credit.
- Address Info.
  - Address
  - Tel No
  - Fax.
  - Mobile No.
  - E-mail
  - Contact - You can enter the name of the person to be contacted in relation to the account. For example, if you are creating an account for a supplier company Blue Seas System then you can enter the name of the sales officer with whom you regularly communicate for the supplies.
  - IT PAN
  - Ward
  - LST No. – This data field is active only when Sales Tax is enabled. Enter the Local Sales Tax number of the party in this data field.

- CST No. – This data field is active only when Sales Tax is enabled. Enter the Central ales Tax number of the party in this data field.
- TIN No. - This data field is active only when VAT is enabled. In case VAT is not enabled but Sales Tax Reporting is enabled then *ST-37* data field is enabled in place of *TIN No.*
- Service Tax - This data field is active only when Service Tax Reporting is enabled.

After entering appropriate data in the data fields, click the *Save* button to save the account information.

Create Item master

An item is a good, commodity, or service that is traded or rendered for the purpose of business. An item can be raw material, finished goods, by-products, or service. For example, you regularly sell and purchase items. Now to enter sales/purchase transactions you need to create different items. To create items in BUSY, perform the following steps:

- Click *Administration > Masters > Item > Add* option.

On clicking the *Add* option, an *Item Master-Add* window appears. Given here is a screenshot of *Item Master-Add* window.

Item Master-Add window

In the *Item Master – Add* window, there are various data fields and groups. The data fields and groups are:

- Name – Enter the name of the item in this data field. In the screenshot given above the name of the item is Computer.
- Alias – Enter an alias for the item in this data field.
- Print Name – Enter the Print Name for the item in this data field.
- Group – Select the group under which the item falls. You can categorise different items under different Item Groups. For example, Pen, Pencils, Registers can fall under the group Stationary. Similarly, Computers, Printers can fall under the group Electronic Goods. In the screenshot given above, the Group is taken as Electronic Goods.
- Main Unit Details – In this group, you can enter details related to the unit of the item. In the group there are three data fields. The data fields are:

- Unit – Select the unit of measurement of the item. You can create different units by using the *Unit* master. In the screenshot given above the unit is taken as *Piece*s.
- Op. Stock Qty. – Enter the opening stock of the item in this data field. If opening stock is greater than zero and you have created more than one Material Centre then while saving *Item* master, a *Material Centre Wise Opening Stock Details* window appears. Given here is a screenshot of *Material Centre Wise Opening Stock Details* window.

Material Centre Wise Opening Stock Details window

- Select the Material Centre name, quantity to be adjusted and the amount of items in the respective fields.

A Material Centre is a place where the stock is kept. *A Material Centre can be a godown, production floor, stores and so on. You can create different Material by enabling Enable Multi-Godown feature in Administration > Configuration > Features/Options > Inventory tab and then by creating Material Centre using Administration > Masters > Material Centre > Add option.*

- Op. stock Value - This field gets activated only when you enter the quantity of the opening stock greater than zero. Enter the value of the opening stock in this data field.
- Item Price Info – In this group, you can enter price related information of the item. In the group there are various data fields. The data fields are:
  - Sales Price - Enter the sales price for the item in this data field. The sales price entered here will automatically be shown while you are entering a *Sale*s voucher.
  - Purchase Price - Enter the purchase price of the item in this data field. If you leave this field blank then by default BUSY will show its value as zero.
  - M.R.P - Enter the Maximum Retail Price (M.R.P) of the item in this data field. This data field is useful while calculating the royalty amount and the amount of excise to be paid. If you do not enter any value then by default BUSY will show the M.R.P as zero.
  - Minimum Sales Price - Enter the Minimum Sales Price of the item in this data field.
  - Self Val. Price - Enter the price to be used at the time of stock valuation in this data field.

- Item Description - Enter the description of the item in different text boxes that appear in this group.
- Sales Tax/VAT Info – In the Sales Tax/ VAT Info group, you can enter tax related details about the item. In the group there are two data fields. The data fields are:
    - Rate of Tax (Local) - Enter in this data field the Local Sales Tax (LST) rate to be applied on the item.
    - Rate of Tax (Central) - Enter in this data field the Central Sales Tax (CST) of rate to be applied on the item.

If you want to specify Advanced configuration for tax rates then click the button that appears in the Sales Tax/VAT Info sub-window. On clicking this button an Advance Sales Tax/VAT *Configuration window appears. Enter appropriate information in the window.*

- Set Critical Levels - Critical levels implies setting the minimum or maximum level in terms of quantity or number of days for an item. Setting critical levels for different items will help in generating critical level reports and warning alarms whenever the quantity of the item reaches its critical level. When you specify 'Y' in the *Set Critical Level* option then *Critical Level* group gets activated. In the group there are three data fields. The data fields are:
    - Maximum Level – In Maximum Level, following two data fields appear:
        - Qty - Enter here the maximum quantity of item to be kept.
        - No. of days - Enter here the maximum number of days for which the maximum level of stock is to be kept.
    - Minimum Level - In Minimum Level, following two data fields appear:
        - Qty - Enter here the minimum quantity of item to be kept.
        - No. of days - Enter here the maximum number of days for which the minimum level of stock is to be kept.
    - Re-order Level - In Reorder Level, two data fields appear:
        - Qty - Enter here the quantity after which the item is to be reordered.
        - No. of days - Enter here the maximum number of days for which the reorder level of item is to be kept.

After entering appropriate data in the data fields, click the *Save* button to save the item information.

4. Record Transactions

After the masters are created, the next step is to record the transactions using vouchers. Entering transactions means recording of entries in vouchers such as Sales/Sales Return, Purchase/Purchase Return, Payment/Receipt and so on. For example, Digitech Electronics

made a sale of computers. To maintain accurate records the company will record this transaction in a *Sales* voucher. To record day-to-day transactions BUSY provides you with various vouchers. To record entries in the vouchers, perform the following steps:

- Click *Transactions menu*. On clicking the *Transactions* menu, a list of vouchers is displayed. Given here is a screenshot of various vouchers that appears in *Transactions* menu.

Transactions menu

- Select the required voucher. On selecting the voucher, three options are displayed. The options are:
    - o Add – Select this option if you want to add a new voucher.
    - o Modify – Select this option if you want to modify an existing voucher.
    - o List – Select this option if you want to print/view the list of existing vouchers.

In a general business scenario, the most frequently used vouchers are Sale/Purchase, Payment/Receipt and Journal vouchers. We will now discuss the steps to record transaction in these vouchers. For help on other vouchers, you can refer to the Help provided in BUSY.

Recording transactions in Purchase voucher

To record the transaction for Purchase made, you can use the *Purchase* voucher. To enter transactions in *Purchase* voucher, perform the following steps:

- Click *Transactions > Purchase > Add* option.
- On clicking the *Add* option, a *Purchase-Add* window appears. Given here is a screenshot of the *Purchase-Add* window.

 Purchase-Add window

In the *Purchase-Add* window there are various data fields. The data fields are:

- Series – Select the voucher series from the list that is displayed in this data field. You can create different voucher series to maintain a systematic record. For example, you can have different series for Credit and Cash Purchases. To create a voucher series, perform the following steps:
    - o *Click Administration > Configuration > Vouchers Configuration* option.

- On clicking the *Vouchers Configuration* option, a *Voucher Configuration* window appears. Select the required voucher in the window and then click the *Add New* option.
- On clicking the *Add New* option, a *Voucher Series-Add* window appears. Specify the name of the voucher series in the window and click the *Save* button.

- **Date** – Specify the date for the purchase transaction in this data field.
- **Vch No.** – Enter the voucher number in this data field. You can set automatic voucher numbering also. To set *Auto Voucher numbering,* perform the following steps:
  - C*lick Administration > Configuration > Vouchers Configuration* option.
  - On clicking the *Vouchers Configuration* option, a *Voucher Configuration* window appears. Select the required voucher and series in the window and then click the *Voucher Numbering* option.
  - On clicking the *Voucher Numbering* option, a *Voucher Numbering* window appears. In the window, set the *Numbering Type* to *Automatic* and enter data in the required data fields.
  - Click the *Save* button to save the information.
- **Purc Type** – Select the Purchase Type from the list that is displayed in the data field. Purchase Type refers to the classification of purchase on the basis of type of purchase made i.e. local or central and the Sales Tax/VAT charged. For example, if you have purchased goods on which VAT @ 4 % is paid then you can select the Purchase Type as VAT4% (T) where T indicates a Tax Invoice. If it is Retail Invoice then you can select the Purchase Type as VAT 4%(R). To create different Purchase Types, BUSY provides you with *Purchase Type* master. To create a *Purchase Type* master, perform the following steps:
  - Click *Administration > Master > Purchase Type> Add* option.
  - On clicking the *Add* option, a *Purchase Type Master-Add* window appears. Enter the necessary details in the window.
  - Click the *Save* button to save the details.
- **Party** – Select the party/account to be affected in the *Purchase* voucher. You can select the party/account from the list that is displayed in the data field. For example, if you have purchased goods from Rich Style Company on credit basis then you can select Rich Styles from the list. The list displays the name of the accounts that falls under Sundry Debtors/Creditors, Cash-in-Hand, Bank Account Group. You can create an Account from here itself by pressing *F3* key.
- **Mat. Centre** – Select the name of the Material Centre from the list where the goods are received. To create different Material Centres, BUSY provides you *Material Centre* master. To create a *Material Centre* master, perform the following steps:
  - Click *Administration > Master > Material Centre> Add* option.
  - On clicking the *Add* option, a Material *Centre-Add* window appears. Enter the necessary details in the window.

- o Click the *Save* button to save the details.
- Narration – Enter a narration for the voucher in this data field. A narration is a two or three line explanation giving precise information about the voucher entry. You can create narrations in advance using the *Std. Narration* master and then use them here with the help of *F4* key.
- Item Details Grid – In the *Item Details* grid, you can enter details of the items purchased. Various data fields in the *Item Details* grid are:
  - o Item - Select the item purchased from the list that is displayed in the data field. Items created in *Item* master are displayed in this data field.
  - o Qty. – Enter the quantity of the item purchased.
  - o Unit – By default the unit specified in the *Item* master appears here. You can select the Main unit, Alternate Unit or any other unit that has a conversion factor defined with the Main unit.
  - o Price - By default, the purchase price of the item specified in the *Item* master is displayed here. You can change it as per your requirement.
  - o Amount - By default, the amount calculated by multiplying the quantity and price is displayed in this data field. You can change the amount as per your requirement. If you change the amount then the price will be adjusted automatically.
- Bill Sundry Details grid – In the *Bill Sundry Details* grid, you can enter details related to the Bill Sundry. Bill Sundry is an entity that is used to record the extra income/expense over and above the sale/purchase amount. For example, you have purchased an item on which you have paid VAT @ 4% and Freight and Forwarding charges amounting to Rs 200. These extra income/expense are referred to as Bill Sundry and are recorded in the *Bill Sundry Details* grid. You can create different Bill Sundries using *Bill Sundry* master. To create *Bill Sundry* master, perform the following steps:
  - o Click *Administration > Master > Bill Sundry> Add* option.
  - o On clicking the *Add* option, a Bill *Sundry Master-Add* window appears. Enter the required details in the window.
  - o Click the *Save* button to save the details.

In the *Bill Sundry Details* grid there are various data fields. The data fields are:

- o Bill Sundry - Select the Bill Sundry to be levied on the purchase transaction. You can select the Bill Sundry from the list that is displayed in the data field.
- o @ - By default, the value specified in the Bill Sundry is displayed here. You can change it as per your requirement.
- o Bill Sundry Fed As - Although no name is given to this data field, we have specified a name for your convenience. Depending on the settings in the *Bill Sundry* master, either /Main Unit, /Alternate Unit, % is displayed in this data field.

This data field signifies how the Bill Sundry is calculated. For example, if the Bill Sundry is calculated on percentage basis then % will appear in this data field. You cannot change the value of this data field.

- o Amount - By default, the amount calculated based on the value in the @ data field is displayed in this data field. You can change this value as per your requirement without affecting any other data field.

- Click the *Save* button to save the purchase transaction.

Recording transactions in Sales voucher

To record the transaction for sales made, you can use the *Sales* voucher. To enter transactions in *Sales* voucher, perform the following steps:

- Click *Transactions > Sales > Add* option.
- On clicking the *Add* option, a *Sales-Add* window appears. Given here is a screenshot of the *Sales-Add* window.

Sales-Add window

The data fields that appear in the *Sales* voucher are similar to those that appear in *Purchase* voucher.

- Enter appropriate data in the data fields.
- Click the *Save* button to save the details.

Recording transactions in Payment voucher

You can enter the Payment transactions for the payment made in either cash or cheque/DD by your organization/company to your suppliers/customers. In BUSY you can enter payment related details by using the *Payment* voucher. For example, you have paid telephone and electricity bills through cash. To record this transaction, you can use the *Payment* voucher. To record transactions in a *Payment* voucher, perform the following steps:

- Click *Transactions > Payment > Add* option.

On clicking the *Add* option, a *Payment Voucher-Add* window appears. Given here is a screenshot of *Payment Voucher-Add* window.

Payment Voucher-Add window

In the *Payment Voucher-Add* window there are various data fields. The data field are:

- Voucher Series - Select the series from the list that is displayed in this data field. You can create your own voucher series. For creating voucher series, refer to *Purchase* voucher explained above.
- Date – Enter the date of the *Payment* voucher.
- Vch No. – Enter the voucher number in this data field. You can set the automatic voucher numbering also. To set automatic voucher numbering, refer to *Purchase* voucher explained above.
- Account Details grid – In the *Account Details* grid you can enter account related information such as accounts debited/credited, amount debited/credited and so on. Various fields in the *Account Details* grid are:
    - D/C - Specify 'D' for debit or 'C' for credit in the data field. By default, 'D' for debit appears in the data field. You can change it as per your requirement.
    - Account - Select the account to be affected in the Payment voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall are determined by the value in the D/C data field. For example, if you have specified 'C' in the D/C data field then only the accounts that fall under the account groups, Cash-in-Hand and Bank Accounts are displayed.
    - Debit - If you have specified 'D' in the D/C data field then the focus appears in this data field. Specify the amount to be debited to the account selected.
    - Credit - If you have specified 'C' in the D/C data field then the focus appears in this data field. Specify the amount to be credited to the account selected.
    - Short Narration - Specify a short narration with a maximum of 40 characters for the payment transaction. You can select a short narration from existing Short Narrations by pressing the F4 key. On pressing the F4 key, a list of all the Short Narrations entered so far in *Payment* vouchers appears.
- Narration - Specify the narration for the payment transaction. You can select a narration from existing narrations defined in the *Std. Narration* master for *Payment* voucher by pressing the *F4* key.

- Click the *Save* button to save the payment details.

Recording transactions in Receipt voucher

You can enter the Receipt transactions for the money received in either cash or cheque/DD from your customers/suppliers. For example, you have received a payment for the goods sold by your company. To record this transaction, you can use the *Receipt* voucher. Given here is a screenshot of *Receipt* voucher-Add window.

Receipt voucher-Add window

The data fields that appear in the *Receipt* voucher are similar to those that appear in *Payment* voucher.

- Enter appropriate data in the data fields.
- Click the *Save* button to save the details.

Recording Journal entries

You can enter *Journal* transactions for transactions that you cannot categorise as Sale, Purchase, Payment, or Receipt. For example, you can record the depreciation charges on fixed assets as a Journal transaction. In BUSY you can
enter miscellaneous transactions related details by using the *Journal* voucher. To enter a *Journal* voucher, perform the following steps:

- Click *Administration > Journal > Add* option.

On clicking the *Add* option, a *Journal Voucher–Add* window appears. Given here is a screenshot of *Journal Voucher-Add* window.

Journal Voucher-Add window

Enter appropriate data in all the data fields. The data fields that appear in the *Journal* voucher are similar to the data fields that appear in *Payment/Receipt* voucher.

- Enter appropriate data in the data fields.
- Click the *Save* button to save the details.

5. View/Print Reports

After the transactions are entered, the next step is to view/print reports for the transactions entered. Viewing/Printing reports means viewing/printing the data entered in the vouchers and masters in an organised and systematic manner. For example, you want to determine the profit earned for the first quarter and current status of stock. For this purpose you can view/print the *Profit & Loss Summary* report and the *Stock Status* reports respectively. If you want the reports to be displayed on the screen then you can click the *Display* menu and select the relevant report. If you want to print the report on paper then you can select the *Printing* menu.

Given here is a screenshot of *Display* menu displaying various reports provided by BUSY.
 Display menu

Generally the companies require the following types of reports:

- Ledger Accounts and Trial Balance
- Financial Statement
- Current Status of Stock
- Outstanding Analysis

Let us now discuss the steps to view the above-mentioned reports in BUSY.

View Ledger Accounts and Trial Balance

Ledger Accounts

To view the *Ledger Accounts* in BUSY, perform the following steps:

- Click *Display > Account Books > Ledger* option.
- Enter the appropriate information in the *Report Options* window such as Account name, Starting Date and Ending Date.
- Click the *OK* button to view the Ledger.

Given here is a screenshot of the *Account Ledger* window.

Account Ledger window

To view the details of a field, either double-Click the field or select the field and press Enter key. This will open another window that will help you view the details. For example, in the Ledger double-click the Pymnt field to view the Payment voucher through which the payment is made.

Trial Balance

To view the Trial Balance, perform the following steps:

- Click the *Display > Trial Balance* option.
- Select either of the two options, *All Groups* or *Group of Accounts.*
- Enter the month at the end of which you want to view the Trial Balance in the *Report Options* window.
- Click the *Ok* button to view the Trial Balance.

Given here is a screenshot of the *Trial Balance* window.

Trial Balance window

In traditional Accounting, you need to create the Ledger Accounts and Trial Balance manually whereas while using an accounting software you need to enter only vouchers. Ledger Accounts and Trial Balance are created automatically

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View Financial Statement

Profit & Loss Summary

To view Profit & Loss Summary, perform the following steps:

- Click *Display > Accounts Summary > Profit & Loss Summary* option*.*
- Specify whether you want to view the detailed Profit & Loss Summary in the *Report Options* window.
- Click the *Ok* button.

Given here is a screenshot of the *Profit & Loss Summary* window.

Profit & Loss Summary window

Balance Sheet

To view Balance Sheet of the Company, perform the following steps:

- Click *Display > Balance Sheet* option.
- Enter the month at the end of which you want to view the Balance Sheet and specify whether you want to update the Balance Sheet stock in the *Report Options* window.
- Click the *Ok* button.

Given here is a screenshot of the *Balance Sheet* window.

Balance Sheet window

View Current Stock Status

Stock Status

To view *Stock Status* Reports, perform the following steps:

- Click *Display > Stock Status* option.
- Select whether you want to view the closing stock or the opening stock report.
- Enter appropriate data and click the *Ok* button.

Given here is a screenshot of *Stock Status* window.

Stock Status window

Outstanding Analysis

Amount Receivable

To view *Amount Receivable* Reports, perform the following steps:

- Click *Display > Outstanding Analysis > Amount Receivable* option.
- Select whether you want to view the report for All Accounts or Group of Accounts.
- Enter appropriate data and click the *Ok* button.

Given here is a screenshot of *Amounts Receivable* window.

Amounts Receivable window

Amount Payable

To view *Amount Payable* Reports, perform the following steps:

- Click *Display > Outstanding Analysis > Amount Payable* option.
- Select whether you want to view the report for All Accounts or Group of Accounts.
- Enter appropriate data and click the *Ok* button.

Given here is a screenshot of *Amounts Payable* window.

Amounts Payable window

Similarly, you can print the reports also. For printing the reports, click *Printing* menu and select the relevant report.

After going through the document, you will be able to successfully use BUSY in your company.

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