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CYBER ACCOUNT from **SHYGUN SYSTEM**

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Welcome to CYBER ACCOUNT

CYBER ACCOUNT is The first bilingual (English-Arabic) Accounting Software

In CYBER ACCOUNT:

Complete Financial Accounting and Bookkeeping

Vouchering System: Standard accounting vouchers, with support for user-defined vouchers.

Flexible Voucher Numbering System: Automatic or manual numbering of vouchers (including multiple series)

On-line Results: Get your statements, Balance sheets, and all books of accounts instantly as soon as the last voucher is entered.

Drilling and Toggle reports: Zoom top-down from the Balance sheet to the voucher level. Toggle simply between vouchers and statements.

Full Inventory Accounting

Multi Warehouse Inventory: Keep track of your stock at various warehouses.

Online Results: Get your Inventories as soon as the last invoice is entered.

Multi Units Inventory: CA support concepts of 2 units measurement for each item simultaneously.

Basic Finance Management

Cost Center: CA provides you with concurrent allocation of a transaction to cost centers and the possibility to analyze cost/revenue of each cost center in any period of time.

Job Costing: CA allows you to allocate a Job reference to a Batch of sales or purchases and realize the final cost analysis for each Job.

Cheques Control System: CA provides you with:
Warning message for payable and receivable cheques.
Automatic issuance of Journal voucher for cheques.

Complete Purchase & Sales System

Flexible Invoicing: Design your own invoice form, or use standard form with flexible invoice numbering system.

Powerful Customer Database:

- Assign discount level and credit level to each customer.
- Analyze best sellers and worth sellers with comparison chart.
- Issue automatic statement for debit customers, with user-defined cover sheet.

Sales order and Quote: Issue sales order or Quotes, easily followed by an invoice. Albcate the inventory for different orders and full control.

Barcode Facility: You can use barcode reader for invoicing or transfer of goods in different warehouses easily.

Sales Representatives: You can define visitors or sales representatives in invoices.

Graphical Reports: You'll be provided with comprehensive graphical sales reports and analyses.

Multi Currency Accounts

Invoicing and Exchange Facility

You can easily issue any vouchers or invoices with 15 different currencies.

Daily exchange rate can be entered.

All related reports are accessible in master or related currency.

CYBER ACCOUNT has more ...

Multiuser-LAN

Unlimited number of users can simultaneously view or enter information across a LAN. CA automatically detects the users and manages the multiuser system.

Flexible Reports

Get all reports for any specified period: Choose your period of time and category (accounts, goods, warehouses) and get reports and view information. You can even select goods or accounts in any discrete domain.

Data Security System

You can define different user-ID, and simply assign CA capability to each user ID.

CA has much more:

- Calculator
- Action Reminder, you can setup alerts for your desired actiony by date. There are some Company alerts that you can setup CA to notify you like as: check controls and overdue invoices.
- Telephone directory
- Bilingual system- Arabic - English, online switching between languages
- Multi Calendar – Grigourian and Higri
- Import and export data

Getting Started

What You Need to Run CA

There are a few minimum requirements to run CA successfully.

Hardware

- * IBM PC or compatible with 586 or higher processor.
- * 16 megabytes (MB) of memory or higher.
- * 100 MB of available hard disk space.
- * VGA graphic adaptor and color monitor.
- * Floppy 3.5" disk drive.

Optional Hardware

- * Printer (80 or 132 column) for printing invoices & reports.
- * Barcode Reader for reading barcode labels .

Software

- * MS Windows 95,98,2000 or NT 4.

Optional Software

- * Barcode Reader Driver (if Barcode Reader has been used)

Installation

- 1- Before installing CA , make a backup copy of the original disks, store the original in a safe place and use your backup copy to install CA.
- 2- Turn your PC off and connect the Hard lock in right direction on parallel port (usually printer port, between printer and computer). and turn the hardlock screw with a small scredriver.
- 3- Turn your PC on and in ms windows 98 main screen, insert the CA program disk#1 on drive A or B and instart menue run Setup.exe program:
- 4- The first setup eindows will be appeared, then you should naverage the installation procedue by appropriate answers to the questions.

Note: Do not try to install CA by copying files directly from program disk, and always follow installation procedure.

- 5- Set up places the cyber Account and other related icons in the new Shygun programe group.
- 6- To run Cyber Account double click Cyber Account icon:

Note: If you purchased a Network version of CA, procedure of installation is completely similar to single user, except after logging on to network, you should choose network drive (F or other assigned drive) for installation. You should have full- right to making directory and write on selected network drive.

Note: On network installation the FAST-EYE Hardcard should Install on File-Server. For this purpose the Hard-card will be inserted on file-server blanked ISA slot on right direction (Face of the Hard card should be as same as other card face on the ISA slots) it is recommended to do this work by a computer expert person.

Starting CYBER ACCOUNT

To run cyber Account, please double click CA icon in Shygun program group. To run CA for the first time, it s necessary to set up a new comrany. You will see a windows in clicks following options:

- 1- Open an existing company
- 2- Set up a new company
- 3- Convert Data from old Dos version CA to windows CA version.

By choosing each one of the a bove mentroned buttous click there will be different navegation aids to finalizing the procedure.

Point Of Sales installation

If you have purchased Cyber Account accompanied by P.O.S. software, it is necessary to install P.O.S software also in any cashier PC. . P.O.S. installation procedure is very similar to CA installation.

If you don't use a network for installing P.O.S. and CA, so you should connect the P.O.S. hard-lock on PC at the first (as explained for CA installation) and then navigate the installation procedure.

A Tutorial Guide

Make Ready CYBER ACCOUNT to work.

CA is an easy-to-use software for accounting and bookkeeping of your business.

CA is more than just a collection of accounting, inventory control, sales & purchases software. More importantly, all of these softwares are linked together. With just issuing the invoices all other function will be done automatically.

This chapter guide you on a step by step tour of the many CA features and functions, when you finished this chapter, you should be able to fit your business accounting, sales & purchases, inventory controls, cheques controls on CA.

Open an existing company

By choosing open an existing company option you will see a first & different companies that have been defined before.

You can choose your desired company by click the mouse button on when the highlight bar is on the company name. Then you will see the CA main page and you can manage your accounting system as will be explained later in this user Guide.

In this case you do not need to study the next part of this chapter set up a new company on CA and you can directly go to A Tutorial Guide's chapter By choosing convert data from old Dos version & CA you will see a dialog box asking you the full Data address of Old Dos CA version. By your confirmation, a new company the last Dos version set up will be created and all Data will be converted as well. When the convert procedure being finished you can choose open an existing company and follow the instructions.

1- Start point

Note: if you have enabled the following parameters in A new Company set up :

Copy a sample chart & account

Type do Accounts in chart & Accounts in formatia

So the following brief explanation to starting of your real accounting is very useful, However if you have choose to build your own chart of accounts some part of this chapter will not be applicable for you.

Suppose, today is the first day that we decide to use CA for our business. First of all it is necessary we know our financing situation (opening Balances). So we should prepare at least the following information :

1-a- A complete list of items in each warehouses including:

description, quantity and average purchasing price for each item.

1-b- Cash amount in our cashier

1-c- Cash amount in each bank account.

1-d- List of receivable cheques (Notes) that we have in our office (the customers have paid) with later due date.

1-e- List of payable cheques (Notes) that we have paid to vendors with later due date.

1-f- List of the all customers and amount of their debit.

1-g- List of the all vendors and amount of their credit.

2- Primary data entry

2-1- Chart of Accounts

The first step for data entry is add and modify the simple chart of Accounts. CA optionally considers 4 level for each account. Account main group level, Account group level Account subsidiaring level and account level.

From Maintain menu, select chart of Accounts to add and modify, chart of accounts or any the level of Accountings.

To be able to in put all collected data on the first step we need to have at least the following accounts in our chart of Accounts:

- 2-a Cashier this account represents Cashier account of our association.
- 2-b Inventory this account represents Inventory account for all warehouses.
- 2-c Gross Income this account represents gross income (balance of sales price & cost of the Goods)
- 2-d Cheques payable this account keeps all cheques payable.
- 2-e Cheques receivable this account keeps all cheques receivable.

Note: If you change the method of calculation of profit or loss (Accounts updating method) to "sales Volume" instead of 2-c we will have two following Accounts:

- 2-c-1- Cost of Good sold
- 2-c-2- Sales Volume

These accounts can not be deleted, but the name of each account can be modified by us. For this purpose we can select the account name from the account menu-select by pressing Ctrl+<Enter> then we should press Ctrl+E to modify the name of account.

For introducing other accounts, we ought to only enter the name of the new accounts. Other requested information in this form are optional, as well as name of account group level.

For entry collected data on first step (1-b 1-g) we need to introduce following accounts.

- 2-f- One account for Equity of your association, description of this account can be the same name of your association.
- 2-g- For each Bank account (1-c) we need to introduce one account in Cyber Account.
- 2-h- One account for each customer list (1-f) and one account for each vender on the creditors list (1-g)
- 2-i- One account for each association expenses like payroll expenses, utilities expenses and so on.
- 2-j- Sales Discounts
- 2-k- purchase Discounts

2-2 Inventory Items Information

Second part of primary data entry is introducing inventory items. For this purpose from maintain menu, select inventory items.

The most important part of the inventory item name or code should be entered in the inventory ID field and the complete name of inventory item in the description field. Filling other requested fields on this form is optional. For each inventory item we can define measurnig unit like as kg, meter,... maximum & minimum stock of inventory in warehouses, filling these tow fields enables warning message when inventory level of related item meets the defined level. There are 5 sales price level for each enventory item. These prices can be used as default sales price in sales invoices.

Note 1: CA supports multi-unit system for each inventory item. So you can define the second unit and related coefficient here. CA also provides dependency or undependency between two units.

Note 2: If we stock one good in different warehouses, it is enough, to define the description and other information in this part only once.

3- Complementary data entry

Before we start daily utilization of CA we should enter our last financing conditions and inventory items in our different warehouses, so we should follow this procedure.

In main menu chose <Input and Edit menu> and then <General Ledger Transaction Entry menu>.

3-a- In the first row of this form we will choose the " Cashier" account (2-a) and then debit this account same amount of cash (1-b) in our cashier, then in the second row we choose capital account (2-f) and then credit this account in the same amount.

3-b- In the second journal in each row, we chose one of the bank account (2-g) and then debit that Bank account same amount of that Bank (1-c). After entering all Bank data in the last line capital account (2-f) should become credit total amounts of all Banks accounts.

Note: If you are using CA just in the start of your business, so it is not necessary to follow next steps of data entry and you can directly start with CA options.

3-c - In the 3rd Journal, in each row, we choos cheques (notes) receivable account (2-e) and then for each cheques (notes) that, we have received it before and do not meet the due date (1-d) we will to debit this account and then enter the specification of the cheques. The payment condition for these cheques will be set on " not paid ". After entering all receivable cheques in the last line capital account (2-f) should become credit total amounts of all cheques.

3-d- In the 4th journal , in each row we choose cheques (notes) payable account (2-d) and then for each cheque (note) that, we have paid it before and do not meet the due date, (1-e), we will to credit this account and then enter the specification of the cheques, the payment condition for these cheques also will be set on "not paid ".

After entering all payable cheques, in the last row capital account (2-f) will become debit total amounts of all cheques.

Note: In CA 6.00 the cheque Book option in <View and Cheque Books><Payable cheque Book> for payable cheque is available. So instead of issuing journal for each payable cheque it is casier to introduce our cheque Book here and set the condition of each cheque to the right condition.

3-e- In the 6th journal, in each row, we should choose one of the debtors list (1-f) and debit that account in the same extent of debit amount, then in the last row of this journal capital account should become credit total amount of all debits.

3-f- In the 6th journal, in each row, we should choose one of the creditors list (1-g) and credit that account in the same extent of credit amount, then in the last row of this journal, capital account (2-f) should become debit total amount of credits.

3-g- For each warehouses, we need to use one purchase invoice, so we select in main menu <Input and Edit>, <Invoicing menu> and then <Purchase Invoice menu >.

Since we would like to enter our primary inventory so we choose the capital account (2-f) as the name of supplier in the purchase invoice. In each row of this invoice we select one of the inventory items (list 1-a) and then enter the quantity and average purchase price of that item. In the exiting step, we should press "Y" to credit the account and then we should bypass enter cashier account.

4- CA ready to use Now

With the above mentioned procedures now CA is ready to operate with full options.

CYBER ACCOUNT OPTIONS

1- Accounting:

1-1 Specifications:

CA, accounting system is a multi-level, multi-currency, accounting with the following main specifications:

a- Since CA is Sales and Accounting, Purchasing and sales and Inventory control integrated system, so automatic accounts updating System has been defined. There are 2 methods to update accounts after issuing any inventory transaction: (For example Sales transaction)

1- Sales margin

In this method gross profit or less will be calculated on-line and will be stored in the account named "Gross Income and Discount".

2- Sales volume

But in this method inventory transaction will effect in 3 accounts:

- Cost of Inventory items
- Discount
- Sales volume

In this method you will have whole sales amount from the start date of financial period in one account, but to achieve to the gross profit or loss you should balance the <Cost of inventory items> account and <Sales volume> account.

Note: Changing the above mentioned method should be done before any sales/purchases transaction.

b- Each financial transaction in CA can be done by master currency or by other 12 currency. Daily rate of each currency can be entered in <Environment> <Foreign Currency information> <Daily Exchange rate>

Note: To activate the multi-currency option in CA the <Would you like to active multi-currency system?> parameter in <Account preference> <CA preferences> <Environment> change to "Yes".

c- Accounts coding system

In spite of other Accounting system, defining account code for each account is not compulsory. But using this facility will help us to obtain more and more accounting reports.

Accounts in CA will have 3 level.

- Main group level
- Group level
- Account detailed level

To activate the code system for accounts the <Accessing to Account based on code> parameter in <Accounting parameter> should be set to "Yes".

1-2 Accounts definition:

Account main group and group level can be entered in <Input & Edit> <Account Group Information> Details of account can be entered through <Input & Edit> <Account Information>.

Accounts information is including:

- Account group (comes from account group information)
- Account code
- Account number (i.e. last name)
- Account names (i.e. first name)
- Title
- Tel No. 1
- Tel No. 2
- Address 1
- Address 2
- Telex
- Fax
- Postal code (zipcode)
- Credit limit (entering amount in this field lead CA to control the balance of customer in the end of any financial transaction and bring a warning message it is necessary)
- Job costing ("Yes" or "No" enable or disable the job costing facility for related account)
- Price level (each inventory item or production can be sold by 8 pre-defined price)

1-3 Accounts transaction

All accounting transactions in CA can be entered manually or automatically through vouchering system. In the end of issuing any voucher CA will prompt you and then will issue the related Journal transaction.

Sales, purchase and will be described in chapter "sales and purchasing". Other vouchers that CA supports are:

- Journal transaction entry form

This voucher is a standard journal form and you can directly enter any financial transaction. Each row in this form is contains:

- 1- raw number
- 2- Account code (C/A)
- 3- Description of transaction
- 4- Debit amount
- 5- Credit amount
- 6- Type of payment (Cash/cheque)
- 7- Cheque No. (if type of payment set to cheque)
- 8- Due date (if type of payment set to cheque)
- 9- Payment condition (if type of payment set to cheque)

following short-cut key in this form will to activate the raw to get the transaction information

Ctrl-d to delete the raw.

Ctrl-E : to change the voucher date

Ctrl-W : to watch detail transaction of activated account.

Ctrl-U : to active multi-currency for related raw

Ctrl-P : to print voucher

Ctrl-J : to input a general description for the related voucher the main purposes of this voucher are:

1- Receive or pay an amount

For this purpose we will choose the required account and debit or credit that account. Payment condition can be entered also. If type of payment be on cash, cashier account will be updated automatically and you can see the result on the next row as well as if type of payment be on cheques and paid condition of cheques set on "not paid " Cheques (notes) receivable or payable will be updated automatically.

2- Input expenses

When some expenses happen in our association for updating related accounts we can use this option also. Expenses could be payroll expenses, financial expenses, properties rent expenses and so on .

3- End of financial period operations

Usually in the end of the one financial period, expenses account and gross margin accounts will be balanced by net margin accounts. So we can use this option to introduce related operations for this purpose.

Other important accounting vouchers are:

- Payment voucher

In any purpose if you pay any amount by cash or cheque you can issue one payment voucher.

6- Receipt voucher

To input any obtained amount from someone.

7- Debit Note

To debit someone in any purpose

8- Credit Note

In the end of all above mentioned voucher, the Daily Journal Voucher will be issued automatically.

2- Sales & Purchases / Warehousing on CA

2-1 Inventory Item information:

Second part of primary data entry is introducing inventory items. For this purpose we should navigate through <Input and Edit> and <Inventory items information> menu.

The most important part of the inventory item name should be entered in the description field. Assigning a code to each inventory item is optional, for this purpose it is enough we start the description of item with assigned code. So the inventory items will be sorted according to entered code, otherwise inventory items will be sorted alphabetically. Filling other requested fields on this form is optional. For each inventory item we can define counting unit like kg, ton,... maximum & minimum level of inventory in warehouses, filling these two fields enables warning message when inventory level of related item meet the defined level . Minimum and maximum prices are 2 different sales price for each item. These prices can be used as default sales price in sales invoicing.

In the end of this form you can enter complementary information for defined item, in some cases that the entered description of item is not enough for recognition of item, 250 extra line can be entered for related item as complementary data. These data optionally can be printed in sales invoices.

2-2 Sales & Purchases Transactions

2-2-1 Sales

Since the sales procedure in any firm is directly in touch with customers, so it is important that any applied software does this job in best circumstances. For this purpose CA has considered two way for sales invoice issuing.

- Through Point Of Sales.

- Directly by CA.

The first method will be more applicable for supermarkets or some firms that number of issued invoices in a specific period is considerable.

Barcode Reader Facility

In P.O.S or in CA issuing invoices can be easily done by Barcode facility.

for this purpose we should set the parameter of " Activate Barcode " in <General Preferences> <Environment menu> to Yes in CA. In P.O.S activation Barcode can be done by hitting Alt+B in any part of the program.

For those items that barcode have been defined, barcode scanning device is moved across the symbol (Barcode label) from one side to the other and for those that Barcode have not been defined, we can directly input number printed in the below of the Barcode symbol.

Note: For proper utilization of Barcode reader the driver of the Barcode scanner should be installed on your PC first.

After issuing invoice, discount can be applied by hitting Ctrl+A Keys in any row of issued invoice. So we can enter discount amount explicitly or implicitly. By pressing Esc we can return to invoice issuing mode. Invoice amount updating causes to update discount amounts also.

Enter sales related expenses

Some expenses like: transportation expense or installation expense may have been charged to the customer account through sales invoice. For this purpose expenses can be charged by hitting Ctrl+H keys in any row of invoice. We can charge Maximum 3 different expenses in each sales invoice. Expenses also can be entered explicitly or implicitly. Different name of expenses can be defined in <Environment> <Define Cost menu> and set-up the 3 related parameters in <Invoicing Preferences> <CA Preferences> <Environment> menu

Printing sales invoice or customer bill.

Printing the issued invoices can be done by pressing Ctrl+P.

CA has been considered one standard invoice form, but for better desirability, CA has also invoice definition form, facility by this facility we can define our desired form of invoices properly for more information to How define the forms please see

Updating invoice related accounts

CA use on-line processing method, so when we decide to exit from sales invoice the following message will appear on screen:

Positive answer to this question causes CA automatically issue a related journal transaction.

Note: Bypassing this step causes accounts do not update properly. For avoiding this matter you can set up the parameter < Automatic Journal Issuing after Invoicing > on <Accounting Preferences > on <Environment > menu to Yes.

If you forgot to change the above mentioned parameter and bypassed this step, this problem can be solved easily by recalling this invoice and exit, CA in exit time will check the account updating condition and ask you again.

Also the list of un-updated invoices would be available by <control> on <pre-repair> on <Data file control> on <System> menu.

Invoice payment condition

After updating invoice related accounts CA will ask you about payment conditions.

If total amount of invoice not paid in any type, we can bypass this step, but if some payments happened, we should answer Yes to the following question.

Do you enter payment conditions?(Y/N)

All customer payments in cash or cheques or another notes will be entered in the payment form.

Each payments also will update related accounts automatically and transaction will be added to the related journal transaction form.

Multi Currency invoice

CA supports multi-currency invoice using in this regard to change the cuurrency after the invoice form please hit the CTRL-U to change the currency. So you can print the invoice by activated currency, but the accounting will be impenented by master currency

Note : If you are interested to see how CA issued invoice related journal transaction you can recall that invoice and then press Ctrl+S or in main menu select < Input and Edit > then < General Ledger Transaction Entry > menu and then select the related journal transaction.

Note : For issuing sales invoices through preforma invoice you can set up the < Issuing invoice through preforma invoice?> parameter on <Invoicing preferences > on <Environment> menu to Yes and then enter the preforma invoice serial number in the field of preinvoice.

Note : Sales person name for each sales invoice can be entered by setting up the < Ask sales person name in sales invoices > to Yes. Related sales person reports are available on <Sales volume through sales person> on <Statistical sales and purchase reports > on < Invoicing reports > on < Reports > menu.

The main: short-cuts activated in invoicing are:

- Ctrl-A: to input discount for invoice
- Ctrl-H: to assign related expences to invoice
- Ctrl-J: to input more information for each invoice row
- Ctrl-E: to change the date and customer name in invoice
- Ctrl-G: for activate the payment and other agewise information
- Ctrl-I: to assign Job/Cost center to each invoice row
- Alt-W: to get more information for related inventory
- Ctrl-P: to print the invoice

2-2-2- Purchasing

Purchasing procedure is most like to sales procedure. All facilities referred on sales invoice issuing will be available also.

The most important different will happen on related account updating, that will done by CA automatically.

Note: Reciept and delivery statements issuing in operational point of view is similar to purchase invoice and these sales invoice usually use to transfer inventory items from one warehouse to another.

2-2-3- Sales or purchase returns

When some sold or purchased items return to the shop by customer or by us, we can issue sales return or purchase return notes, procedure for these notes is very similar to sales and purchase invoices.

2-2-4- Proforma Invoice:

Before doing a sales, you can prepare a proforma invoice for each deal optionally. This facility is available in <Input and Edit> <Invoicing> <Proforma Invoice> if proforma invoice has been led to an invoice, all information in the proforma invoice can be transfered to related invoices by input the P/I number in the reference field of sales invoice form.

2-2-5- Sales Order (Booking)

Sometimes you need to book the inventory for some customers and then assign the book value to the customer and issue the invoice, any sales order can be issued from related Proforma Invoice.

When you use sales order facility you can manage your real inventory (as you can see in your warehouse) and free inventory (unassigned inventory).

Each order has 3 conditions:

1- Assigned

Each row in sales order form can be marked by (Ins) and then assigned by pressing (CTRL) and (H) simultaneously. CA considers this row of sales order as a certain order and assigned inventory will be updated.

2- Unassigned

While above mentioned procedure had not been implanted for any raw in the order form. It will be considered as an unassigned order.

3- Sold

Sales invoice can be issued for all marked raws in any sales order form by pressing (CTRL) and (S), after issuing invoice through sales order it is necessary the unit price and other invoice related information add to the invoice through <Input/Edit><Invoicing><Sales Invoice>

Note: If you are interested to inform about the nearest cheques due dates without attempting to call this part of program, you can set up the " warning message for payable\receivable cheques in front panel " parameter to Yes in < Account Preferences > on < Environment > menu. Then in each attempt to run the CA program, you can see the list of payable or receivable cheques with passed due dates or with 3 next days due date. Fig 10 shows the form for updating the cheques payment conditions.

Changing cheques (notes) condition can be done by Tab key then you will choose the destination bank account for that cheques. For this operation one Journal will be issued.

3- Cheque Books:

CA has two powerful cheque books, one for receivable cheques and other for payable cheques. These two cheque books are available on <View and Cheque Control><Receivable Cheques> and <Payable Cheques>.

Each cheque in CA can be in one of the following condition:

- 1- Blank (for payable cheques just after registration)
- 2- Paid
- 3- Cancelled
- 4 Wot paid
- 5- Returned
- 6- Transferred to
- 7- Under processing (when cheques are on the bank procedure to get the money)
- 8- Change to cash
- 9- For warranty

You can change condition of any cheque in any time to each other. All related transaction will be updated automatically by CA.

There are more than 600 reports to show details information of cheques in many orders for example:

- One Date filter
- Data filter
- Cheque number filter
- Cheque amount filter
- cheque received or paid to who?
- List of cheques sorted by number
- Sorted by one data
- Sorted by recipient or giver name
- Find cheques based on description, data, and more.

4- Work with multiple warehouses

In CA we can handle 255 different warehouses. First of all we should introduce name and code of each storage to the CA through < Storage Information > menu from < Input and Edit >. In invoicing time it is necessary we set the storage code in first of invoice issuance.

5- Reports

CA reports with a wide variety of uses, help us to know our account, sales, purchases and warehouses conditions also comparative reports by graph & chart facilities are available.

CA reports are categorised in following category.

1- Account Reports

These reports will show all financial condition of our association. In Accounts Reports, balance sheet, cash flow, expenses, journal subsidiary ledger are available. Some statistical reports to compare the accounts conditions also are available.

2- Cash and Cheques Reports

Since the cash and cheques conditions is very important to control, these reports have been assigned to show the cashier and cheques condition. Also search and find cheques by cheque number amount or due date is possible.

3- Invoicing Reports

These reports show sales and purchase conditions. More than 30 reports will guide you to recognise best sellers, worths sellers best customers,... and compare the quantity and amount of sales & purchases.

4- Inventory Reports

These reports show inventory turnover and last conditions of inventory in all warehouses.

5- Job Costing:

CA allows you to allocate a Job reference to a batch of sales or purchase or any accounting transaction and submit to you the final cost analysis for each job.

This option will be available by following set up:

1- Change the <Job Costing Enable / Disable> in <Environment><CA preferences><Accounting preferences> to "Yes".

2- Define the Cost / center or Job in <Input & Edit><Job/Cost center Information>

3- In <Account information> enable the cost center/Job costing.

4- In <Inventory Item information> enable the cost center/Job costing.

5- In Journal Transaction after input the debit or credit amount you can assign the Job no.

6- In Invoicing after input the information of each row by pressing the Ctrl and I you can assign the Job.

7- The related reports are available on <Reports><Accounting Reports><Job costing Reports>

6- Data security options.

Protecting your data from unauthorised access will be done in CA by defining 7 level of accessibility in < Environment > < Assign Options to Security Levels> and < Passwords>.

For each item of menu you can define 7 level of access.

For protecting your data from some unpredictable problems also CA has been considered a powerful backup & restore system. Compressed and normal backup are available by set up the "Backup and Restore method " parameter in < General Preferences > in < Environment > menu.

Backup & Restore can be done through < File Management > on <System> menu.

Note: It is strictly recommended to make backup in the end of each working day (2 series -One for odd days and one for even days) and keep the backup diskettes in safe place.

Note: If you are interested to inform about the nearest cheques due dates without attempting to call this part of program, you can set up the " warning message for payable\receivable cheques in front panel " parameter to Yes in < Account Preferences > on < Environment > menu. Then in each attempt to run the CA program, you can see the list of payable or receivable cheques with passed due dates or with 3 next days due date. Fig 10 shows the form for updating the cheques payment conditions.

Changing cheques (notes) condition can be done by Tab key then you will choose the destination bank account for that cheques. For this operation one Journal will be issued.

3- Cheque Books:

CA has two powerful cheque books, one for receivable cheques and other for payable cheques. These two cheque books are available on <View and Cheque Control><Receivable Cheques> and <Payable Cheques>.

Each cheque in CA can be in one of the following condition:

- 1- Blank (for payable cheques just after registration)
- 2- Paid
- 3- Cancelled
- 4 Wot paid
- 5- Returned
- 6- Transferred to
- 7- Under processing (when cheques are on the bank procedure to get the money)
- 8- Change to cash
- 9- For warranty

You can change condition of any cheque in any time to each other. All related transaction will be updated automatically by CA.

There are more than 600 reports to show details information of cheques in many orders for example:

- One Date filter
- Data filter
- Cheque number filter
- Cheque amount filter
- cheque received or paid to who?
- List of cheques sorted by number
- Sorted by one data
- Sorted by recipient or giver name
- Find cheques based on description, data, and more.

4- Work with multiple warehouses

In CA we can handle 255 different warehouses. First of all we should introduce name and code of each storage to the CA through < Storage Information > menu from < Input and Edit >. In invoicing time it is necessary we set the storage code in first of invoice issuance.

5- Reports

CA reports with a wide variety of uses, help us to know our account, sales, purchases and warehouses conditions also comparative reports by graph & chart facilities are available.

CA reports are categorised in following category.

1- Account Reports

These reports will show all financial condition of our association. In Accounts Reports, balance sheet, cash flow, expenses, journal subsidiary ledger are available. Some statistical reports to compare the accounts conditions also are available.

2- Cash and Cheques Reports

Since the cash and cheques conditions is very important to control, these reports have been assigned to show the cashier and cheques condition. Also search and find cheques by cheque number amount or due date is possible.

3- Invoicing Reports

These reports show sales and purchase conditions. More than 30 reports will guide you to recognise best sellers, worths sellers best customers,... and compare the quantity and amount of sales & purchases.

4- Inventory Reports

These reports show inventory turnover and last conditions of inventory in all warehouses.

5- Job Costing:

CA allows you to allocate a Job reference to a batch of sales or purchase or any accounting transaction and submit to you the final cost analysis for each job.

This option will be available by following set up:

1- Change the <Job Costing Enable / Disable> in <Environment><CA preferences><Accounting preferences> to "Yes".

2- Define the Cost / center or Job in <Input & Edit><Job/Cost center Information>

3- In <Account information> enable the cost center/Job costing.

4- In <Inventory Item information> enable the cost center/Job costing.

5- In Journal Transaction after input the debit or credit amount you can assign the Job no.

6- In Invoicing after input the information of each row by pressing the Ctrl and I you can assign the Job.

7- The related reports are available on <Reports><Accounting Reports><Job costing Reports>

6- Data security options.

Protecting your data from unauthorised access will be done in CA by defining 7 level of accessibility in < Environment > < Assign Options to Security Levels> and < Passwords>.

For each item of menu you can define 7 level of access.

For protecting your data from some unpredictable problems also CA has been considered a powerful backup & restore system. Compressed and normal backup are available by set up the "Backup and Restore method " parameter in < General Preferences > in < Environment > menu.

Backup & Restore can be done through < File Management > on < System > menu.

Note: It is strictly recommended to make backup in the end of each working day (2 series -One for odd days and one for even days) and keep the backup diskettes in safe place.

CYBER ACCOUNT Utilities

In addition to the main functions and features, CA provides several helpful utilities

Changing CYBER ACCOUNT language and date

CA language can be changed to farsi or English easily. Changing Gregorian and Higri dates function is also available. In CA, when active calendar changes to Higri or Gregorian all entered date including transaction date, invoice dates, cheques due date and ... will be changed to selected calendar and vice-versa. These options can be set up on the " CA Language " and " Calendar " parameter on < General parameter menu > on < Environment menu >.

Transaction find options

An inventory transaction or General Ledger transaction can be found by a little part of transaction information.

* A general ledger transaction can be found by entering one of the following information.

- Any part of transaction description
- Range of credit or debit amount of transaction
- Any part of account description

If entered part of description matches with main description of the transaction or debit or credit amount settle on the entered range of amount, the transaction will be find.

An invoicing transaction also can be found by entering range of transaction amount or any part of the goods description.

Accounts & goods find option

In all part of CA program, when we decide to select an account or goods, we will observe a list box (menu-select) that help us to find accounts or goods alphabetically. In this menu selects, a powerful find function is available by pressing Ctrl+F. By this function finding an account or goods name will be done by recognising a little part of description field.

Calculator

A calculator is available in CA . You can call calculator by pressing Ctrl+L in any part of the program. Calculator window can be replaced by Ctrl+F5 and then cursor movement. The results of calculator operation can be inserted to a numeric field by Ctrl+I keys.

Calendar

CA calendar lets you trace appointments and view days, weeks, or month date value in Gregorian and Higri dates. Calendar can be called by pressing Ctrl+T keys in any part of the program. You can define your own working and unworking days in CA calendar and also you can enter your appointments and important events on desired days. You can set up CA calendar to inform you in CA entrance panel , once a date arrives with a notation on it.

This parameter can be set up on the " Show daily notes in CA front panel " parameter to Yes on < General parameters menu > on < Environment menu>.

Telephone directory

A complete telephone directory is available in CA. Each telephone information can be categorised by your options.

In CA you can save address, telephone and other information of customers and dealers when you introduced an account. Updating telephone number in account information causes updating tel. directory.

Telephone directory can be called by Ctrl+N hot keys.
To open a classification options in subject field you can use Ctrl+X keys.

Multi currency feature

CA keeps 12 different daily currency information like Rial, US\$, Dhms and more.

CA master currency also can be selected from these 12 currencies, this option is available on <Environment menu> then <Foreign Exchange menu>.

Any financial transaction or invoicing can be entered by one of each currency.

When the multi-currency parameter in enable, accounts statement can be achieved by master currency or related currency.

Import / Export

CA supports export data to text files and import data from text files.

This option is available on <System> <Import> and <Export> format of the file which we would like export or import can be define on <Import/Export format definition>

Customized Report

There is a powerfull report generator in CA and you can define columnial or form based reports on <Reports> <Customized Reports> menue.

Appendix B

Solutions to common problems

Problem1 : On attempting to run CA you receive warning:
Hard lock is not connected

Solution: CA cannot find hardlock on parallel port, make sure hardlock is installed correctly & firmly. If the problem has not been solved you can change the parallel port to LPT2 or check hardlock on other PC. If the problem has been solved, be sure your original PC parallel (Printer) port has problem, otherwise please contact your dealer.

Problem2: On attempting to run CA you receive the warning:
Program too big to fit in memory.

Solution: Largest executable program size is too small
Probably there are some resident program in low memory. First of all turn off and on your PC and examin again. If the problem has not been solved, then check PC and Autoexec.Bat file and remark the residents program or handle them to high memory area.

Problem 3: After password entering CA exit Automatically to Dos prompt without any message.

Solution: Certainly entered password is unacceptable, but if you are sure about the password, please check the hardlock fitting on parallel port.

Problem 4: After password entering CA exit And you receive " error running Hes.exe "

Solution : Hes.exe has not been run before CA running. Probably you have not used running batch file to run CA, or Hes.exe statement in running batch file have been omitted . You can easily add Hes.exe statement in running batch file before CA statement.

Problem 5: During work with CA, execution of program interrupted and exit to Dos prompt or hang-up.

Solution : Files and buffers in your config.sys changed by another software or do not set correctly.
Files=60 and buffers=40 are suitable for CA.

Problem 6: It seems any "on printer" reports don't operate.

Solution : You have set up " send reports to file" to " YES ".
So all printing reports will prepare on Ascii file. Please on <Report > menu
<Define Reports Format > change the above mentioned parameter to " N"

Problem 7: In normal backup receive warning:
Backup file missing.

Solution: Please check on your Dos Directory for MS DOS backup.exe file. (One version of backup.exe file automatically unzip on CA directory) also please check your PC config.sys file to be sure that there is following statement on it:
Device:\Dos\setver.exe

Problem 8: Results in some reports are not the same results in another reports for example remain amount of one account are not equal to the amount shown on balance sheet for same account or for same inventory items

Solutions: This problem has been encountered when power of the PC interrupted or some problems causes to exit CA unnormally. CA predicts a solution for this problem. <Data file Control> <Control list > and <pre-repair> will check all data file and will repair all of them.

Problem 9: Some unrecognised character observe in data lists.

Solution : This problem also may happen in unnormally exit from program and you can use <Data File Control > <Repair> to solve this problem. If the problem has not been solved it is recommended to use last data file backup.

