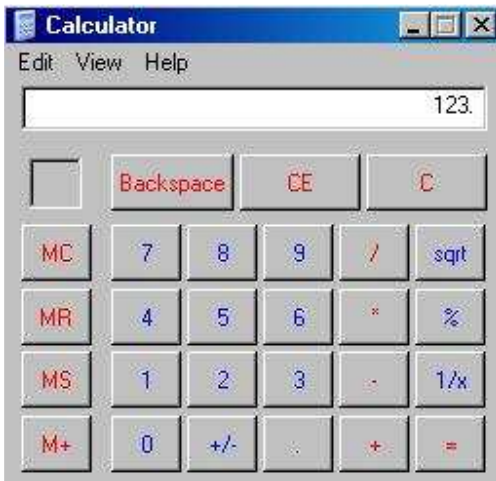


# Tools

## Calculator

Tools > Change Year

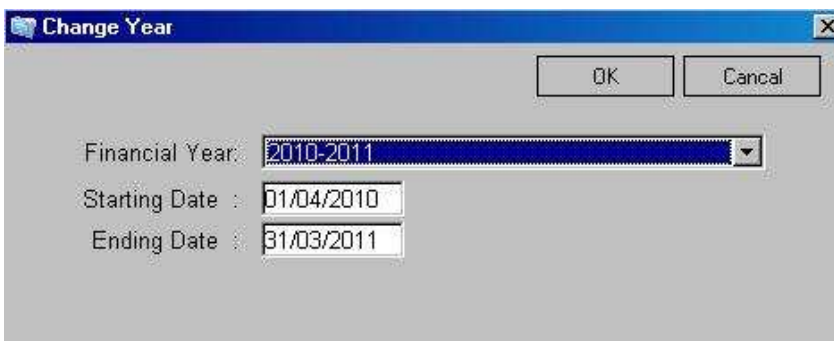
For using calculator from system click on Tools > Calculator



## Change Year

Tools > Change Year

This screen is used for changing the financial year. If you want to change financial year then select the financial year from drop down list and click on OK to change financial year.



## Backup

Tools > Backup

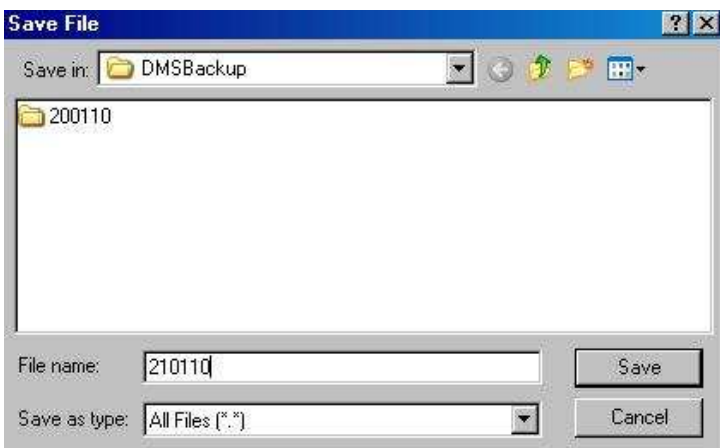
To take current data backup in selected location this screen is used.

To take backup select backup location give folder name where you want to save data and click save to take backup on selected location.

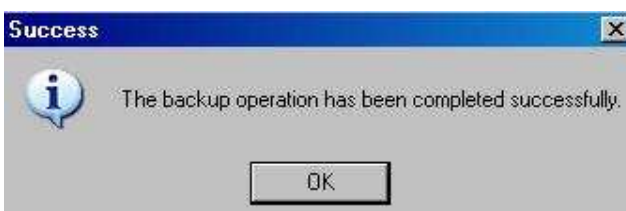
Backup will take all financial years data in one file. In below picture, you see one button in circle. Click on this button to set backup path.



Set Backup path from Click on backup button. Make required backup folder on any hard drive. Type Backup file name in date format. To save backup click on Save button.



Click on Start Backup button. After some time system gives you below message. Click on OK button.



# Document

## Document Master

Document > Document Master

From this transaction you can add all documents in system. Here you can save different type of documents eg. Word, Excel, Pdf, JPG, etc...

**Left Side:** In title type required document name. In name you can type customer name or any file name. You can save documents file number and bill number wise.

**Right Side:** In this side you can add one by one document of selected file or customer. First click on Add button. Click on Import button which shown in circle for select required document.

After selecting documents then click on OK button to save all information.

**Document Master**

Delete [OK] [Cancel]

Doc No: 2 Date: 22/01/2010

Title: BALANCE SHEET

Name: PROMPT COMPUTER SERVICES

File No: 100012

Bill No: [ ]

Narration: [ ]

Sr.	Document Name	Narration
1)	PCS BAL SHEET.pdf	
2)		

[Add] [Delete] [Import]

**PROMPT COMPUTER SERVICES**

Balance Sheet for the period : 01/04/2008 to : 31/03/2009 Page 1 of 1

Liabilities	Cr Amount	Assets	Dr Amount
<b>Capital Account</b>	<b>253,688.00 Cr.</b>	<b>Sundry Debtors</b>	<b>151,073.15 Dr.</b>
SANDIP SHANTILAL	135,856.00 Cr.	AKASH KAMBLE	71.00 Dr.
SANJAY SHANTILAL	117,832.00 Cr.	ANIL SHELAR	589.00 Dr.
<b>Sundry Creditors</b>	<b>154,769.36 Cr.</b>	ARCHANA BHOSALE	1,452.00 Dr.
ABHIJEET JAVALKAR	8,172.00 Cr.	BALKRUSHNA PAWAR	7,585.00 Dr.
AJAYSETH JAIN	8,906.00 Cr.	BANSILAL CHORDIYA	71,862.00 Dr.
DELHI FOOD MATERIAL CORNER	91,236.16 Cr.	CHANDAN SUPER MARKET	0.55 Dr.
DIAMOND BISCUIT SUPPLIER	6,655.11 Cr.	CHORDIYA SALES	8,025.40 Dr.

## Document Report

Document > Document Report

If you want to view required customer detail or required file or required documents then click on Document Report from Document option.

In search column types required document number or title or customer name or file no. then click on "Go" button to search required document.

After completing searching you can view required document.

To view document detail double click in title column.

In below you can view all documents which save in document master.

If you want to view any document then double click on document name or single click on document name and then click on export button which shown in Red circle.

After click on this button you can view document in right side.

The screenshot displays the 'Document Report' window in the RetailPlus software. The search criteria are 'BALANCE SHEET'. The document details on the left include Doc No: 4, Date: 22/01/2010, Title: BALANCE SHEET, Name: NET TECHNOLOGY, File No: 10002145, and Bill No: . The main area shows a balance sheet for 'NET TECHNOLOGY' for the period 01/04/2008 to 31/03/2009. The table lists liabilities and assets with their respective amounts. A list of documents is shown at the bottom left, with the third item 'Net Tech Trial Bal.pdf' circled in red. The status bar at the bottom indicates '1 of 2' pages and '8.5 x 12 in' size.

NET TECHNOLOGY			
Balance Sheet for the period : 01/04/2008 to : 31/03/2009			
Liabilities	Cr Amount	Assets	Dr Amount
Capital Account	253,688.00 Cr.	Sundry Debtors	151,073.15 Dr.
SANDIP SHANTILAL	135,856.00 Cr.	AKASH KAMBLE	71.00 Dr.
SANJAY SHANTILAL	117,832.00 Cr.	ANIL SHELAR	589.00 Dr.
Sundry Creditors	154,769.36 Cr.	ARCHANA BHOSALE	1,452.00 Dr.
ABHJEET JAVALKAR	8,172.00 Cr.	BALKRUSHNA PAWAR	7,585.00 Dr.
AJAYSETH JAIN	8,906.00 Cr.	BANSILAL CHORDIYA	71,862.00 Dr.
DELHI FOOD MATERIAL CORNER	91,236.16 Cr.	CHANDAN SUPER MARKET	0.55 Dr.
DIAMOND BISCUIT SUPPLIER	6,655.11 Cr.	CHORDIYA SALES	8,025.40 Dr.
PUROHIT TRADERS	35,836.09 Cr.	DEEPAK SUKHDEV SINGH	30,165.00 Dr.
RAJ TRADERS	3,964.00 Cr.	RAJESH GENERAL STORES	11,400.00 Dr.
Nett Profit	107,281.20 Cr.	RANJIT GENERAL SHOPEE	11,682.20 Dr.
		sanjay	2,680.00 Dr.
		vaibhav	840.00 Dr.
		VAIBHAV GENERAL STORES	4,721.00 Dr.
		Bank Accounts	276,237.00 Dr.
		BANK OF MAHARASHTRA	99,318.00 Dr.
		CENTURIAN BANK LTD	101,823.00 Dr.
		COSMOS CO-OP BANK LTD	25,519.00 Dr.
		STAT BANK OF INDIA	49,577.00 Dr.
		Cash-in-hand	49,325.56 Dr.
		CASH	49,325.56 Dr.
		Duties & Taxes	436.25 Dr.

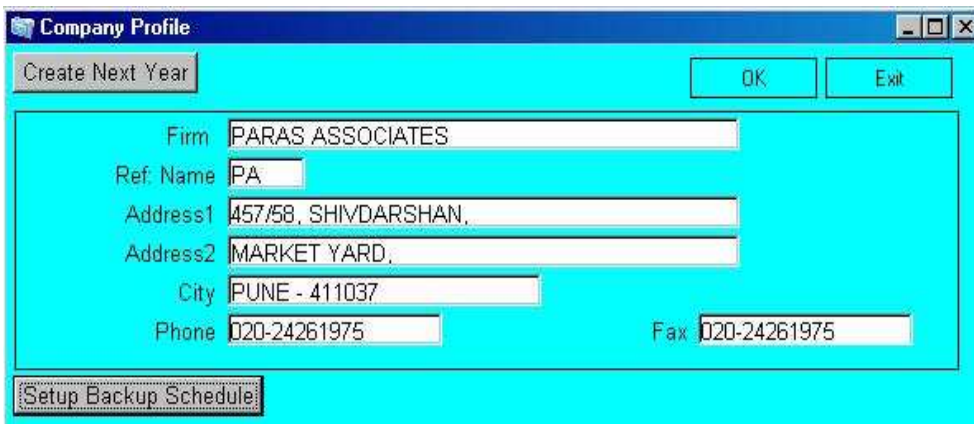
# System

## Company

System > Company

From this screen you can update your company details like company name, address, tax number etc. For your convenience there will be a demo by default. You can change the demo name to your c company name & other details. After filling all details click on 'OK' button to save the company's detail.

To open company profile click on main menu System > Company



The screenshot shows a window titled "Company Profile" with a blue title bar and standard window controls. The window has a light blue background. At the top left is a button labeled "Create Next Year". At the top right are two buttons labeled "OK" and "Exit". Below these is a form with the following fields:

Firm	PARAS ASSOCIATES
Ref. Name	PA
Address1	457/58, SHIVDARSHAN,
Address2	MARKET YARD,
City	PUNE - 411037
Phone	020-24261975
Fax	020-24261975

At the bottom left of the window is a button labeled "Setup Backup Schedule".

## Register System

System > Tools

This is a RetailPlus registration screen. To register your system in "Prompt Computer Services" this is giving you one the registration key. To enter new in this screen your system will be registered till you can use Retailplus as an evaluation version. Even after registration you must get new key from Prompt Computer Services periodically to update system. Type new key send by Prompt Computer Services in new key column.

To register new key this screen is used.

**Register System**

Your Software Limitation is Over.  
Update new registration from Your Program vendor: [OR]  
PROMPT COMPUTER SERVICES, POONA. for Register  
1st Floor, 457/58 Shiv Darshan, Opp. Shivaji Statue,  
Gultekadi, Pune - 411 037 (Maharashtra - INDIA)  
Tel: 020-24261975

Computer Name : **COMP1**

OLD KEY : 52919-12901-95572-35131-27885-08971-9

Please Send above Key to  
PROMPT COMPUTER SERVICES  
and get new key

Enter New Key send by Prompt Computer Services

NEW KEY :

--	--	--	--	--	--	--

OK