CRITERION: 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 Strategy Development and Deployment

6.2.3 E-GOVERNANCE IN AREAS OF OPERATION

CONTENT

1.	**IBOSS(EMS)- Apple G web Technology Pvt., Ltd** **Bill** **ERP Document** **Screenshots** **Implementation**
2.	**EASY LIB- Easy Lib Software Private Limited** **Bill** **EPR Document** **Screenshots**
3.	**FINANCE AND ACCOUNT** **AcME Plus** **EPR Document** **Screenshots**

IBOSS (EMS)- Apple G web Technology Pvt., Ltd

ADMINISTRATION

STUDENTS ADMISSION AND SUPPORT

INTERNAL EXAMINATION

BILL

apple G web Technology Pvt. Ltd
2A, No-2/1, Ganesh Nagar, Medavakkam Main Rd, Madipakkam, Chennai - 600 0091
Phone: +91 44 43859949, e-mail: info@appleg.net, Web: www.appleg.net

INVOICE

APPLE G WEB TECHNOLOGY PRIVATE LIMITED	*INVOICE NO.*	AG-170282
PAN : AAGCA3115K	*DATE :*	Sep 29, 20
GSTIN : 33AAGCA3115K1Z0		
SAC : 00440452		

BILLED TO	**SHIPPED TO**
M/S, St.Anne's Degree College for Women **#23, Cambridge Road,Halasuru,** **Bangalore – 560 008.**	**M/S, St.Anne's Degree College for Women** **#23, Cambridge Road,Halasuru,** **Bangalore – 560 008.**

S.NO.	***DESCRIPTION***	***Rate***	***Qty***	***AMOUNT - Rs***
1	iBoss EMS for Academic year 2020-2021 License fee for 18 batch And 19 batch UG & PG students	150.00	657	98550
			Total Assessable Value	98550.00
			CGST@0%	0.00
			SGST@0%	0.00
			IGST@18%	17739.00
			Total Tax	17739.00
			Invoice Total	116289.00
			TOTAL	**116289.00**

Rupees one lakh sixteen thousand two hundred and eighty nine only

Bank Details

Account Number: 0035091337176
Bank: State Bank of India
Branch Name: KILKATTALAI, CHENNAI - 600129
Branch Code : 16545
IFS Code : SBIN0016545
SWIFT Code : sbininbb475

Please make the payment at account transfer or payee cheque/ draft in favour of " **APPLE G WEB TECHNOLOGY PVT LTD**" and quote this invoice for reference

For APPLE G WEB TECHNOLOGY PVT LTD

Ilankumaran .A

ERP DOCUMENT

EDUCATION MANAGEMENT SYSTEM (I BOSS)

USER MANUAL: STUDENT PORTAL **WEB URL**: mssw.ibossems.com

USER NAME (EG): MHRM-16-01 (Register Number of the student)

PASSWORD (EG): 88-11-11 (If the student DOB is 1988-11-11)

The Student Web Portal is created for the students to access their academics details and day today attendance. The Following features are available in the student Portal

- Dashboard
- Current Subjects
- Exam Application
- Student Attendance
- Upcoming Exam
- Result View
- Profile

Dashboard:

In Dashboard students can view the latest updates in his course period. Student can view the Examination Dates, Hall Ticket Release Date and Also the Re-totaling Dates.

Once the student pay the exam Application, Student can Download the Receipt of the payment for the Exam Application.

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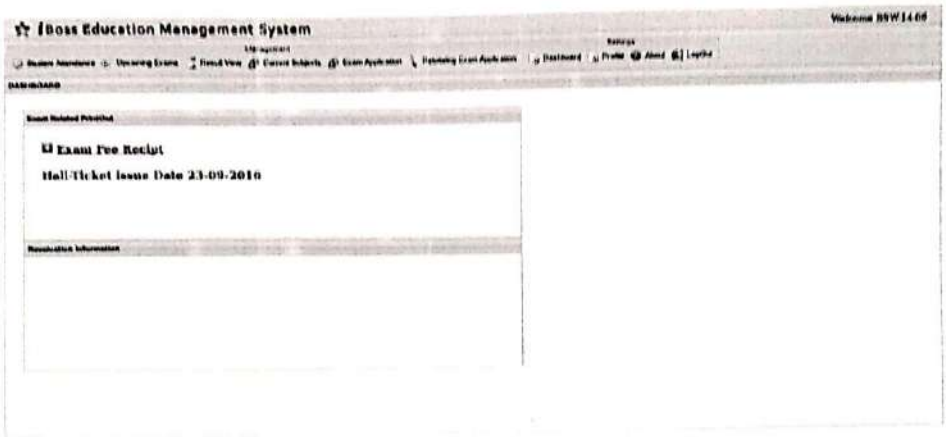

Current Subjects:

Students have to pick their elective papers which they prefer to study.

- 1st semester students should choose all subjects from the drop down(Ex : Part I,Part II, Part III Allied,Part IV Subjects).
    - For UG - Part I,Part II, Part III Allied,Part IV Subjects.
    - For PG - Part III Elective Subjects and Part IV Common Elective subjects.
- For other Semesters, All auto fall subjects like (Part I,Part II,Part IV labe) will be chosen by the system automatically. It cannot be modified. In case, if any modification needed, contact COE office as soon as possible before applying for exam.
- If Allied/Elective subjects have only one subject as a choice then it will be chosen by system itself.
- Core and Core Practical won't be appeared as they are compulsory and no choice.

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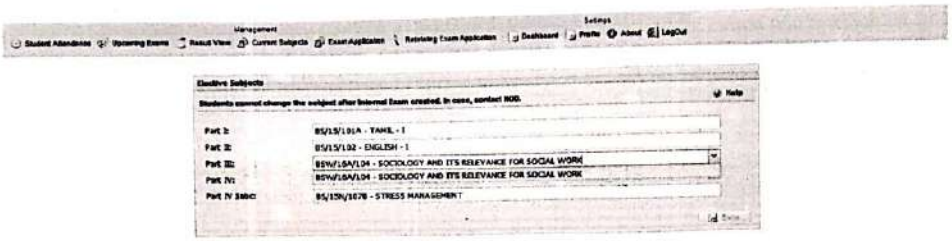

Notes :

- As the student portal released after register number generation, normally first semester electives should be chosen by HOD
- Make sure you are choosing the right subjects. If subject is not listed in the drop down, immediately inform COE department and get the issue resolved and submit the form.
- In case you have chosen wrong subjects, it should be informed COE office immediately. Because it may affect your attendance, Exam application & Hall ticket.
- If subjects have been chosen and saved, then it can't be changed then. If needed request should be made to HOD to change the Elective subject.
- Subjects have chosen in this screen will be automatically displayed in the exam application.

Exam Application:

This screen is available only if upcoming Exam is created by COE team.

Student can apply for Exam and pay exam fees through Exam Application module.

- The subjects which are selected by the student in the elective subjects screen will be displayed in the Exam Application screen along with respective Exam fees for the subjects.
- If the Students have arrear in the previous semester, automatically it will be listed in the Exam application highlighted with Red Color.
- If student prefer to appear for the arrear subjects, they have to select the arrear and click the make payment button.

Nisla. Joseph

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Bangalore - 560 008

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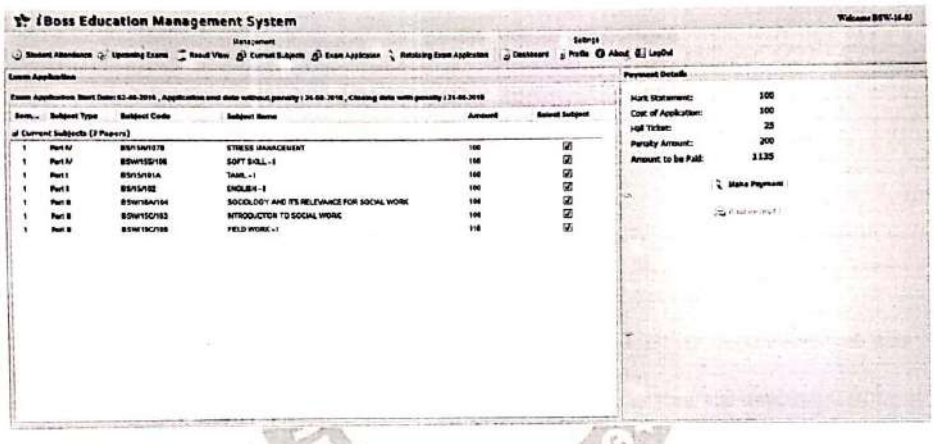
- Kindly verify the subjects selected before make payment. Make payment button will be disabled once payment has been done successfully.
- Student can download the Print Receipt in Exam Application until the Exam Application Close date with penalty.
- If student has login after the Exam application Close date with penalty, then Exam Application Screen will be completely disabled. If student still prefers to apply for exam, it can be possible through COE.



Screen 1: Exam Application Menu

Student Attendance:

Students can View their date today attendance in the student Attendance module.

- If the student is absent for particular Hours and then it will be highlighted as A with a red background.
- Student can view the attendance month wise, date wise and hour wise.
- Once the staff posts the attendance, student can view it in their login.

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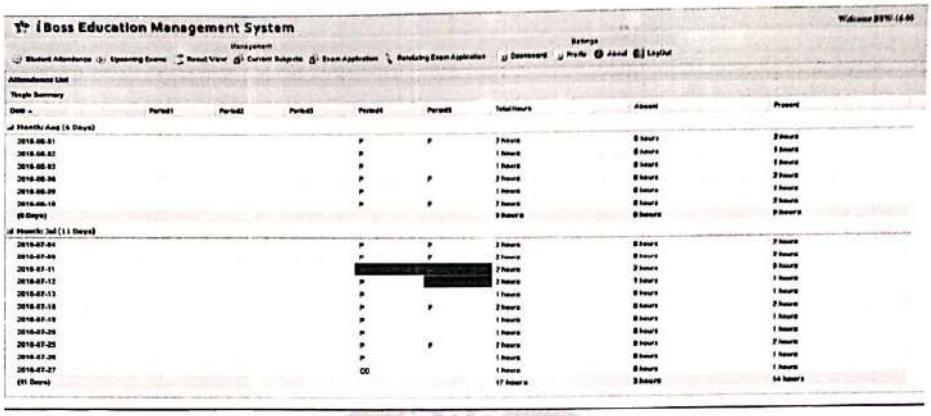
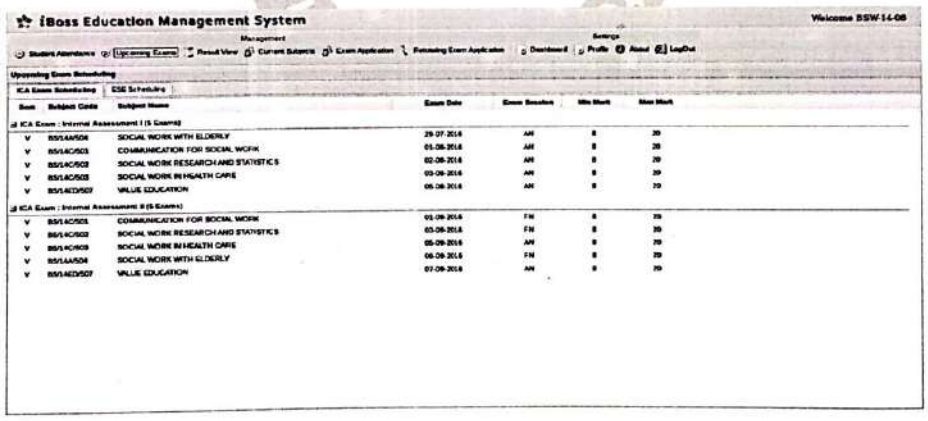


Upcoming Exam:

Student can view the Exam Once Exam Scheduling is done from COE Section

- Under ICA Exam Scheduling, student can view entire internal class assessment exams with date and time and the allocated marks for each subject.
- Under ESE Scheduling, students can view the End Semester Exam Date and time.



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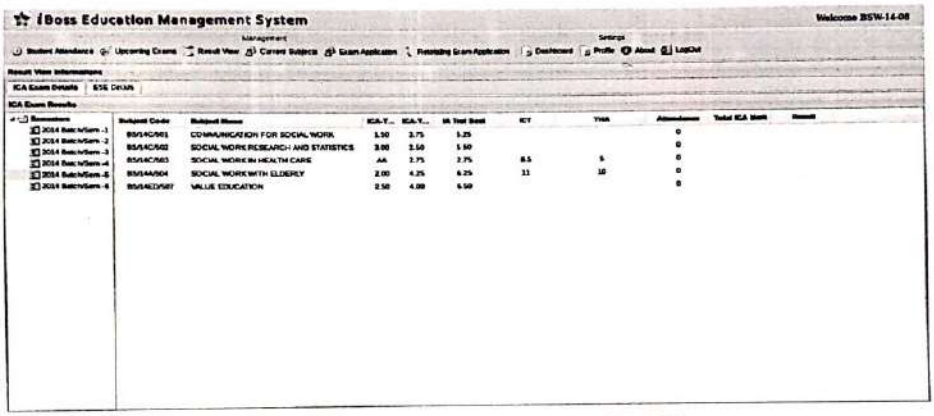
Result View:

Student can view the results of both Internal and External in Result view module

- Under ICA Exam details, student can view all the internal exam semester wise.
- Under ESE details, students can view the End Semester Exam results Exam Group Wise.



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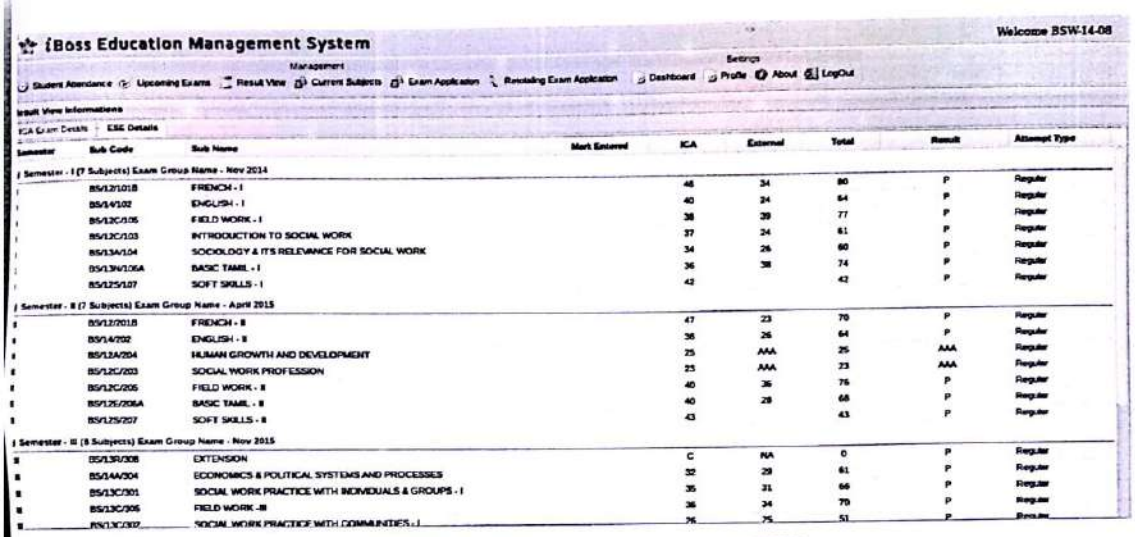

iBoss Education Management System

Welcome BSW-14-08

Management: Student Attendance | Upcoming Exams | Result View | Current Subjects | Exam Application | Revaluing Exam Application

Settings: Dashboard | Profile | About | LogOut

Result View Informations

ICA Exam Details | ESE Details

Semester	Sub Code	Sub Name	Mark Entered	ICA	External	Total	Result	Attempt Type
Semester - I (7 Subjects) Exam Group Name - Nov 2014								
I	BS/12/101B	FRENCH - I		46	34	80	P	Regular
I	BS/14/102	ENGLISH - I		40	24	64	P	Regular
I	BS/12C/105	FIELD WORK - I		38	39	77	P	Regular
I	BS/12C/103	INTRODUCTION TO SOCIAL WORK		37	24	61	P	Regular
I	BS/13A/104	SOCIOLOGY & ITS RELEVANCE FOR SOCIAL WORK		34	26	60	P	Regular
I	BS/13N/106A	BASIC TAMIL - I		36	38	74	P	Regular
I	BS/12S/107	SOFT SKILLS - I		42		42	P	Regular
Semester - II (7 Subjects) Exam Group Name - April 2015								
II	BS/12/201B	FRENCH - II		47	23	70	P	Regular
II	BS/14/202	ENGLISH - II		38	26	64	P	Regular
II	BS/12A/204	HUMAN GROWTH AND DEVELOPMENT		25	AAA	25	AAA	Regular
II	BS/12C/203	SOCIAL WORK PROFESSION		25	AAA	23	AAA	Regular
II	BS/12C/205	FIELD WORK - II		40	36	76	P	Regular
II	BS/12S/206A	BASIC TAMIL - II		40	28	68	P	Regular
II	BS/12S/207	SOFT SKILLS - II		43		43	P	Regular
Semester - III (8 Subjects) Exam Group Name - Nov 2015								
III	BS/13R/308	EXTENSION		C	RA	0	P	Regular
III	BS/14A/304	ECONOMICS & POLITICAL SYSTEMS AND PROCESSES		32	29	61	P	Regular
III	BS/13C/301	SOCIAL WORK PRACTICE WITH INDIVIDUALS & GROUPS - I		35	31	66	P	Regular
III	BS/13C/305	FIELD WORK -III		36	34	70	P	Regular
III	BS/13C/302	SOCIAL WORK PRACTICE WITH COMMUNITIES - I		26	25	51	P	Regular

Profile:

Students can View the Personal information in the Student Profile menu .

All the personal details which are recorded at the time of admission will display in this screen. Student has provision to update the E-Mail and Address. Other information can be changed only by the COE.

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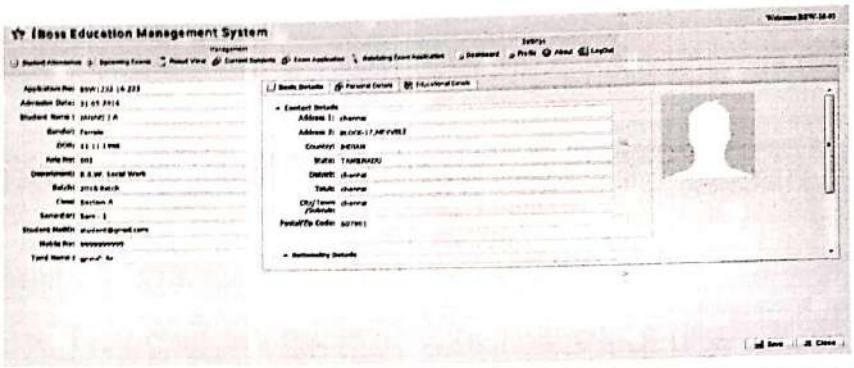

Education Management System
iBoss

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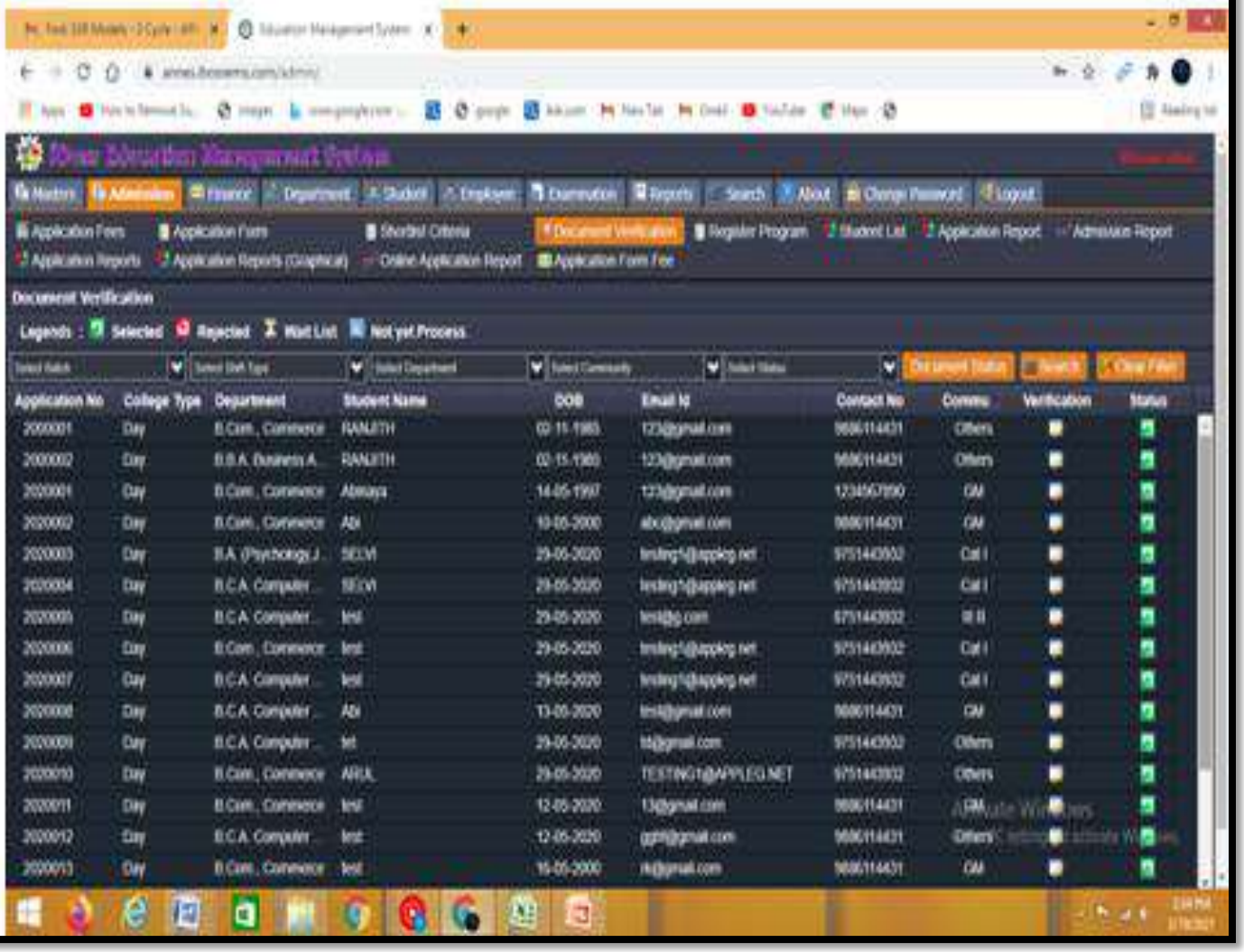
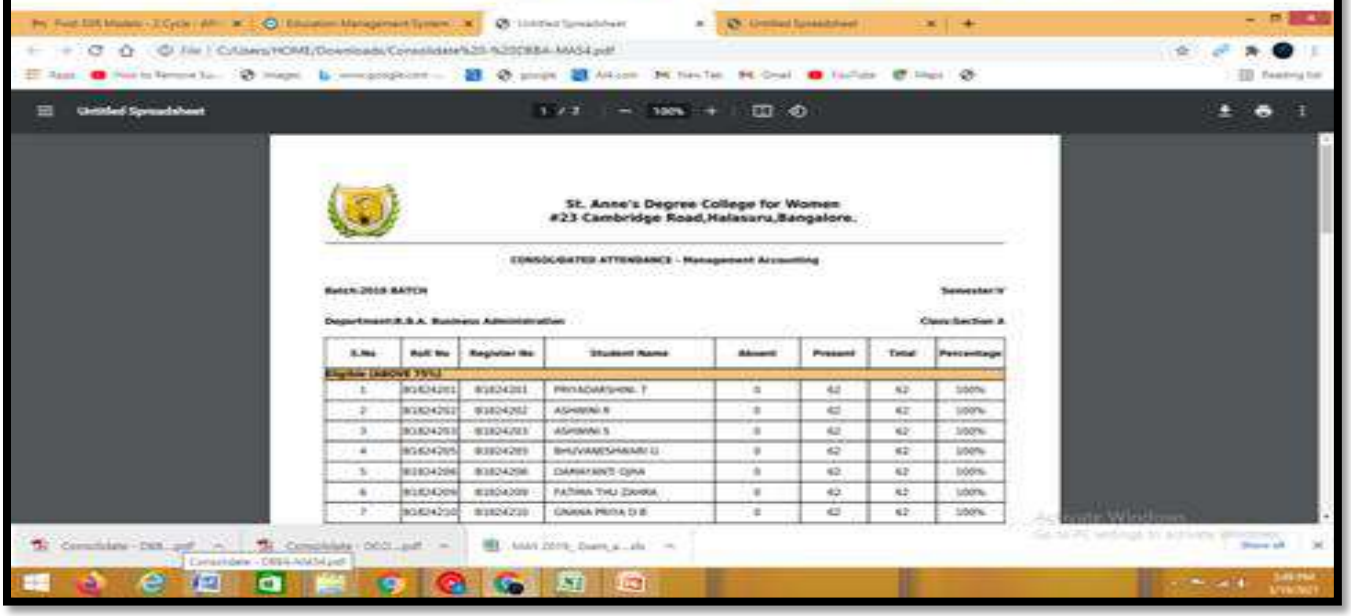
SCREENSHORTS

ADMISSION



STUDENT ATTENDANCE



St. Anne's Degree College for Women
#23 Cambridge Road,Halasuru,Bangalore.

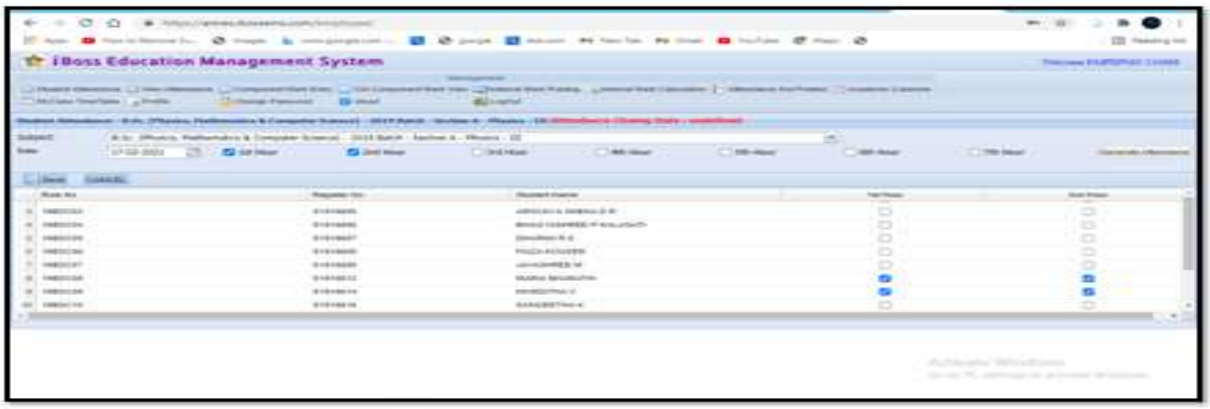
CONSOLIDATED ATTENDANCE - Management Accounting

Batch:2018 BATCH — Semester:V

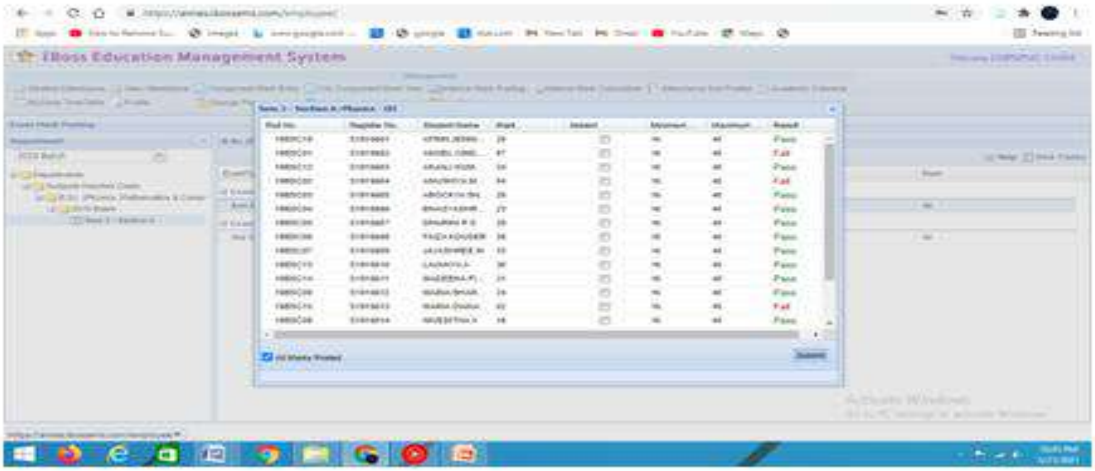
Department:B.B.A. Business Administration — Class Section:A

S.No	Roll No	Register No	Student Name	Absent	Present	Total	Percentage
Eligible (ABOVE 75%)							
1	B1824201	B1824201	PRIYADARSHINI. T	0	42	42	100%
2	B1824202	B1824202	ASHWINI R	0	42	42	100%
3	B1824203	B1824203	ASHWINI S	0	42	42	100%
4	B1824205	B1824205	BHUVANESHWARI G	0	42	42	100%
5	B1824206	B1824206	DARWANTI OJHA	0	42	42	100%
6	B1824209	B1824209	FATIMA THU ZOHRA	0	42	42	100%
7	B1824210	B1824210	GNANA PRIYA D B	0	42	42	100%

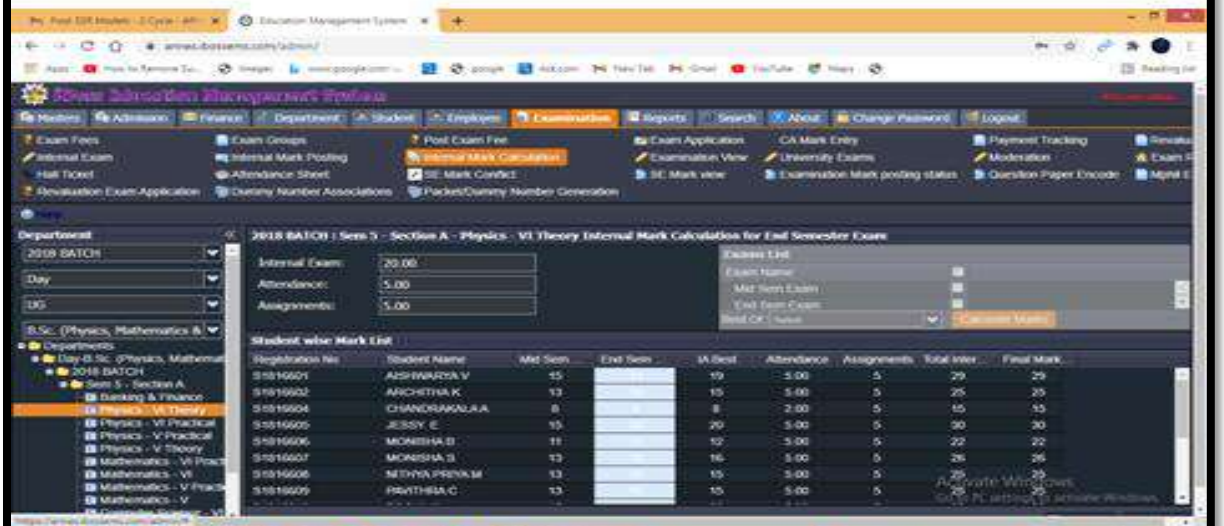
STUDENT ATTENDANCE



INTERNAL EXAMINATION



INTERNAL EXAMINATION



IMPLEMENTATION

***i*Boss**

Education Management System

for

St. Anne's Degree College for Women ,
Bangalore

Software Proposal

SUBMITTED BY APPLE G WEB TECHNOLOGY PVT. LTD.

Version	2	**Prepared by**	D.Rajaselvi
CRS Ref No	11/EMS- iboss	**Authorized by**	A.Ilankumaran
Ref. No	Annes/iboss/Spec. No.1	**Reference**	www.appleg.net, emsvirtual.com

Document History

Date	Name	Version	Description
16/11/2013	iboss – Education Management System	2	

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Neila. Joseph
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GENERAL REQUIREMENTS

1. Technical Assistance

APPLE-G would require Technical Assistance during the development phase to solve the technical queries also need permission to **access the server from remote for installation andmaintenance.**

2. Security Clearance

Your college would provide the APPLE-G team with the necessary permits required for entry intorequired premises.

Performance Requirements

The user should be properly trained to handle the program.
The user should be prepared well and enter the appropriate information as per the instructions, whichwill improve the performance of the product and its output.

The user should be advised to do their appropriate responsible activities only.

Safety Requirements for Admin module

The authentication information for admin login should be kept confidential.

Security Requirements

The security part of accessing this product will be implemented in a professional way, whichwill be helpful for the administrator to administer the entire product.

Software Quality Attributes

This product is tested by the testing team based on the common standard testing procedures.

Time schedule for Implementation and Training

Total Number of Days required is 60 working Days from the received date of Purchase order for Implementation of **iboss** EMS for Institution.
On successful implementation, training will be given to Institution members.

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Additional functionality or customization need extra time based on the requirements

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TERMS AND CONDITIONS

1. A designated System Administrator and Software Support Engineer of the Client would be briefedof all the procedures and would be expected to be available throughout the installation period.

2. Post installation technical support will be as follows
   a. Telephonic/On-line Support – All working days during business hours between 10.00 hrs. to 17.00 hrs(Indian time) for one Year from date of installation.
   b. E-mail Support - All working days during business hours between10.00 hrs to 17.00 hrs forone Year from date of installation.

3. The client should designate a coordinator. All scheduling, authorization and documentationduring the installation period will be through the coordinator and treated as final.

4. Training schedule fixed should be strictly adhered to.

5. It would be expected of the client to provide full support during the time of installation.

6. The Client should provide communication and Internet facility to the members of theImplementation Team to assist them in efficiently installing our solution.

7. **Input of data and populating the databases is to be done by the Client.**

8. Relocation of server/software is chargeable on man hour basis.

9. Boarding & Lodging should be taken care by the Institution during Implementation, on-siteCustomization & training period

10. Any other terms & conditions which is not covered under this will be updated after mutualacceptance from both partie

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Commercial Quote:

Boss in SAAS Model - Cloud computing

Cloud computing is defined as hardware and software that deliver a service over a network – usuallythe Internet.

* **The primary benefits of a SAAS model is** the technology also enables Organization from naturaldisasters such as ***floods and fires as well as man-made problems like theft and destruction to property***. So to safe guard against natural disasters cloud computing is good.

The other main advantage come in the form of both technology cost savings and greater efficiencies in the areas of hardware, software, maintenance and staffing. But it doesn't end there – SAAS drives numerous other operational and financial benefits as well.

Application in SAAS (Software As A Service)
The cost includes the following:

- ☐ Analysis and Documentation of Various University Syllabus & StructureERP Development according to the need & Support for five years.
- ☐ The license cost will be remained same upto five years. Implementation, Training and Data Backup,ERP Server Hardware and Software Maintenance, SSL Certificate and Code Encryption forSecured Transaction
- ☐ Payment Gateway Integration if needs
- ☐ All curriculum activities from **Admission to Alumni** with necessary tracking system
- ☐ Data Migration of Existing Students,Professors and subject details incase of supply fromclient as required by AppleG
- ☐ A round the clock Support Centre available on Email, Phone or Chat can assist you using our Remote Support System, where our Support Executive will be able to access your server or yourdesktop remotely and offer your real-time support. Post-implementation, you will also be provided with a detailed user-guide.
- ☐ Multiple College Activities can be monitored in Single ERP with Necessary Graphical MIS Reportsand
- ☐No other Hidden cost

S.No	Particulars	SAAS in Cloud Computing (INR)
1	Initial Investment	Nil
2	Software Cost	Nil
3	Hardware Maintenance Cost	Nil
4	Software Maintenance	Nil
5	License Cost	150/student/academic year
6	Software Up-gradation	Nil

**** As per request from college management, we are ready to offer free license for currentfinal year student**

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Commercial Terms

1. 50% advance along with work order & balance after employee training.
2. Contract period for minimum three years
3. Small customization and changes will be done at free of cost
4. For any New Enhancement or New Functionality ,Major Flow Changes ,New modules **After Implementation** will be chargeable

Apple G web Technology Pvt Ltd,

D.Rajaselvi (Director)
40,5th Main Road, CLC works Road, New Colony,Chrompet,
Chennai -4409944721221 / 09841039266 / +91 44 2238 2227
www.appleg.net / www.worldcolleges.info /
www.cmsvirtual.cominfo@appleg.in /
applegrafics@hotmail.com / ilan@appleg.net

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EASY LIB- EASY LIB SOFTWARE PRIVATE LIMITED

STUDENT SUPPORT

BILLS

12

Easylib Software Private Limited
No. 1147/B, 1st Floor, 18th 'B' Main Road,
Behind National Public School, 5th Block, Rajajinagar,
Bangalore- 560 010. INDIA
Ph: +91-80-6559 1051, 2012 3420, Telefax : +91-80-23153279

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Library Automation Services
Bringing Knowledge & People Closer
info@easylibsoft.com
www.easylibsoft.com
www.easylib.net

ST. ANNE'S DEGREE COLLEGE FOR WOMEN LIBRARY

INVOICE

Easylib Software Pvt. Ltd 1147/B,1st Floor,18th'B'Main Road, Behind National Public School, Near Dobighat,5th Block,Rajajinagar Bangalore-560 010 Ph: 080-23153279	Invoice No. **ESPL/I/109/2014-15** Buyer's Order No.	Dated **11-Mar-15** Dated	
CUSTOMER: **The Principal** **St. Anns Degree College for Women** 2, Someshwarpura, Ulsoor - (Halasuru) Bangalore 560008 Ph: 080-2551 0871	**Delivery Mode** By Hand	**Destination** bangalore	
Particular	**Qty**	**Unit Cost**	**Amount(Rs.)**
1.Easylib Professional software 4 user Licence Pack	1	60,000.00	60,000.00
2. Zebra Barcode Printer GC420t	1	26,000.00	26,000.00
3. Polyester Labels 50X25 across 2	20000	0.45	9,000.00
4. Resin Ribbons 110mmX74mts	4	900.00	3,600.00
		Sub total	98,600.00
		TAX VAT 5.5%	5,423.00
		Total	104,023.00
Amount receivable (in Words) **One Lakha Four Thousand Twenty Three Only**			
Please issue the Cheque/DD in favour of **Easylib Software Pvt. Ltd.**, Bangalore Only.			
TIN: 29100349933 **PAN No: AAACI4648D** KST NO.91118347 CST NO.91168340	Remarks:		
Bank Details:- Bank ; Axis Bank Ltd Account No: 913020054279006 ISFC No: UTIB0000693 Branch: Majestic	Signature & Date		

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इंडियन बैंक Indian Bank

इलाहाबाद ALLAHABAD

Page No: 1

Fund Transfer NEFT e-Receipt

From Account	6138344181
Branch Details	00697 - ULSOOR
To Account Number	10010830399
Beneficiary Name	Easylib Software Pvt Ltd
Transfer Amount (INR)	21240.00
Amount in Words	Rupees Twenty One Thousand Two Hundred and Forty Only
Commission	0.0
Bank Name	IDFC BANK LIMITED
Branch Name	BANGALORE RESIDENCY ROAD
IFSC Code	IDFB0080151
Remarks	Easylib software AMC
Transaction Date	28/07/2021
UTR No	IDIBH21209219685

Generated Time: 28/07/2021 15:12:19
(Note: This is a computer generated receipt and does not require any signature/stamp.)

ERP DOCUMENT

Getting Started With

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Library Automation Services

Bringing Knowledge & People Closer

EASYLIB

Entire Automation System for Libraries

Easylib Software Pvt. Ltd.

 # 41, 2nd Floor, 9th 'B' Cross, West of Chord Road, 2nd Stage,

Mahalakshmipura Post, Rajajinagar,

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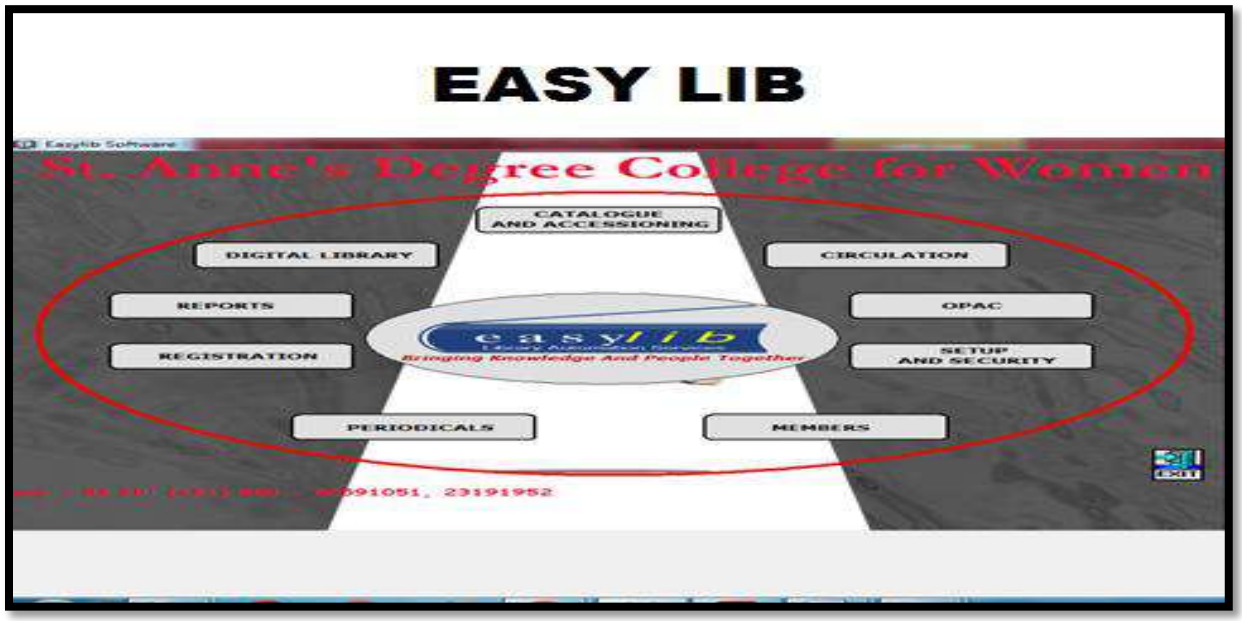
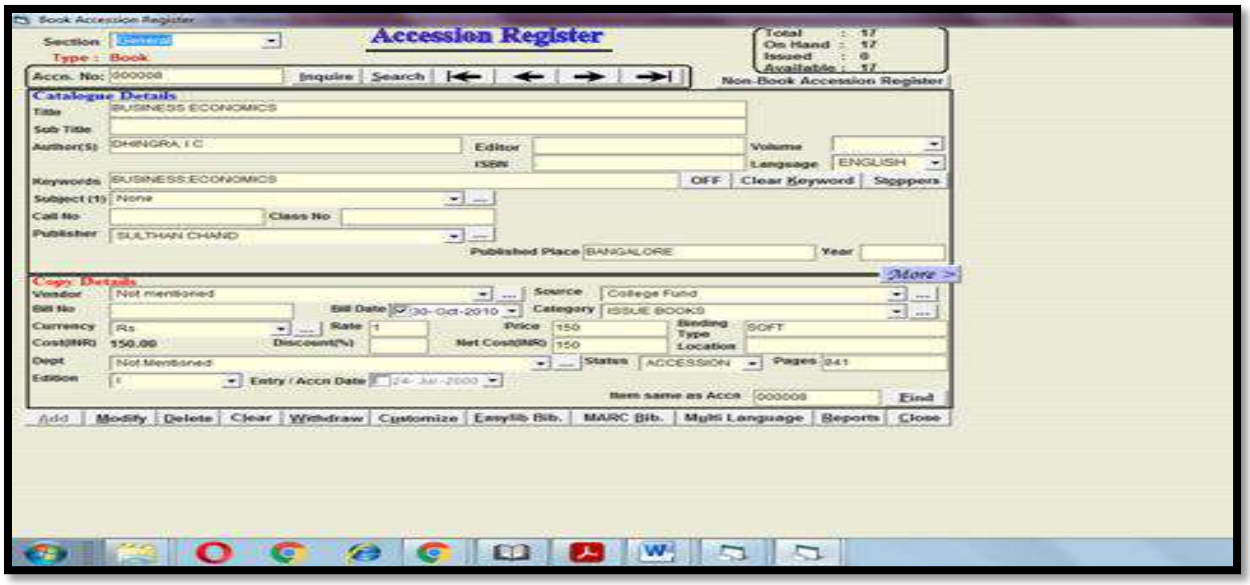
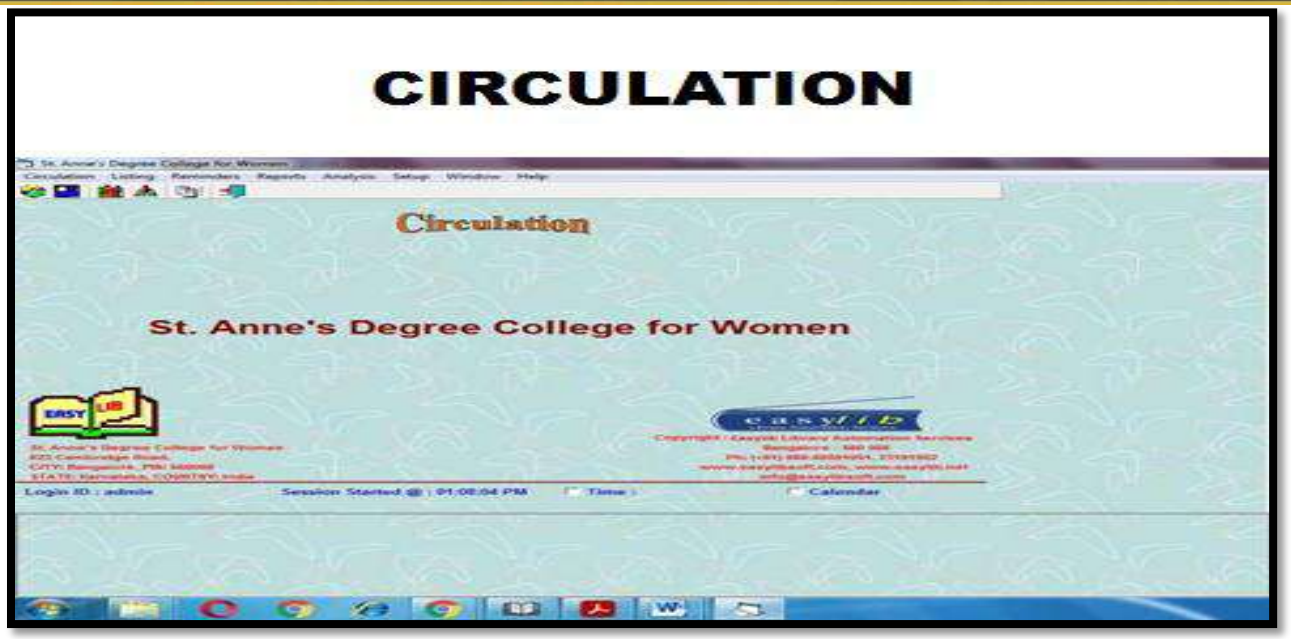
SCREENSHORTS



ACCESION REGISTER



CIRCULATION



Sl No	Trans No.	Accn. No	Item type/Category	Description	Issue date	Due date	Renewed	Fine
1	2645	002574	ISSUE BOOKS	MAHILA SANKALANA	12-May-2016	11-Jun-2016	0	0
2	2646	006792	ISSUE BOOKS	MAHILA SAHITYA	12-May-2016	11-Jun-2016	0	0
3	2809	002684	ISSUE BOOKS	DALITHARA BHADUKU MAI	30-Jun-2016	30-Jul-2016	0	0
4	2810	002393	ISSUE BOOKS	KANNADA DALITHA SAHITH	30-Jun-2016	30-Jul-2016	0	0
5	2811	002227	ISSUE BOOKS	DEVARANNU KURITHU ONE	30-Jun-2016	30-Jul-2016	0	0
6	2812	004175	ISSUE BOOKS	BHARATHIYA SAMSKRUTH	30-Jun-2016	30-Jul-2016	0	0
7	2813	002181	ISSUE BOOKS	DALITHAJNA	30-Jun-2016	30-Jul-2016	0	0
8	2908	E00295	ISSUE BOOKS	DHALITHA SAHITHYA DHAF	09-Jul-2016	08-Aug-2016	0	0
9	2909	002221	ISSUE BOOKS	MANTESWAMI KAVYA	09-Jul-2016	08-Aug-2016	0	0
10	2910	004161	ISSUE BOOKS	SUVARNA VISHARA SAHITI	09-Jul-2016	08-Aug-2016	0	0
11	9056	002667	ISSUE BOOKS	KU VI. AVARA KATHA SAHI	18-Jan-2019	18-Apr-2019	0	0
12	9057	002238	ISSUE BOOKS	RANDHAYA DHALITHA SAH	18-Jan-2019	18-Apr-2019	0	0

FINANCE AND ACCOUNTS

AcME PLUS

ERP DOCUMENT

Introduction

AcMEplus
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Welcome to AcMEplus Online Help

Congratulations! on choosing **AcMEplus - A Compatible Accounting Package for NGOs**.

AcMEplus is a comprehensive accounting application ideal for acquiring, organizing and managing the organization's financial transactions and accounting related information.

In real-time, posting is easier than a batch processing because few user steps are involved and software was rated on that capability. In AcMEplus, screens are logical and intuitive to an accountant and their design are consistent, speeding the learning process.

AcMEplus is newly featured for Code & Codeless Systems, which makes AcMEplus more user centric, compared to other Accounting packages.

Also, AcMEplus has a wide variety of reports and tools that are very much applicable to all real time situations.

AcMEplus continues to be a fast and easy-to-use accounts management package that everyone from novices to professionals can use.

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How to Use this Help

This Online Help has been authored to guide both Administrator and Lay person to use AcMEplus. The first time users of this version of AcMEplus are suggested to go through this Help along with the package before starting to use it for real time requirements. Others, who have experience of working with the previous version, can use this Help for reference, as and when required.

Using AcMEplus Online Help

This online help of AcMEplus provides information or instruction, on using AcMEplus features as well as step-by-step guide to work on the package's functionalities. It is authored to fit both the Beginner and the Expert level for computers as well for accounts.

Understanding Help Standards

The Note icon in some topics indicates some limits, peculiarities or needed prerequisites for using that feature.

The Tip icon indicates some useful information and hints to work on that feature of AcMEplus.

The Caution icon highlighted text with red background represents that it is a caution given for that feature.

Getting more out of help

In a help topic, you can click the blue colored words to see other information related to the topic. By clicking the underlined words, **Related Topics**, **See Also** at the end of the topics and the title of the topic(s) listed. Click the same link or outside the content to hide the information.

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AcMEplus Home Page

The Home Page is destined to meet the real time need of every AcMEplus user, and to kick start the accounting activities of the organization from home page itself. On top below the menu bar there is a horizontal bar, which holds links to often used features like Receipts, Payments, Journal etc. for flexibility and on right end of this bar there is also facility to browse between the active screens.

Below the above mentioned bar there is another bar, which displays the Institute name and the current accounting year.

Links to Frequently accessed Features

On top left corner there is a block with buttons, which provides link to frequently used features like Receipts, Payments, Bank Reconciliation Statement (BRS), Depreciation, Journal, Journal Register etc. Clicking on it will open the relevant screen.

Reports

This part of home page displays and provides link to the list of reports available in AcMEplus. Click the arrow beside the caption Reports to navigate between reports listed. Double click any of the report's title displayed to view that report.

Receipts and Payments Details

This section gives information on receipts and payments of the selected Project and its account division. Select project by clicking the arrow button before the name of the project that is in display. Select the account division by clicking the check box beside the captions Local and Foreign of A/c division. On selecting the Project and A/c division, the relevant transactions passed on that project for that year are displayed.

Statistical Chart

Based on the receipt and payment transactions of the selected project, a statistical chart is displayed with bar chart representation by default. To view the chart in other forms like, pie chart, step chart, line chart etc. right click on the chart area and select the required chart from the popup menu.

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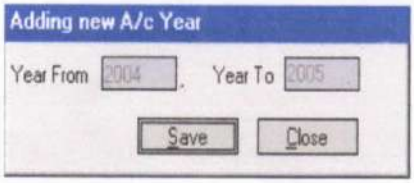
Accounting Year

Accounting Year - is a period of year, for which accounts are prepared, and it is usually one year. This feature of AcMEplus is used to create new accounting year(s) and switching between accounting years on need.

To Add a New Accounting Year

1. 'Select Tools > A/c Year. A screen is displayed with accounting year list.
2. Click Add button to create a new accounting year. A form is displayed with a next accounting year in a disabled state.



3. Click Save and exit from the window.

To switch between the accounting years

1. Either click Switch To button or Double click on the required accounting year, to switch from one accounting year to another.
2. Make sure the conformity.
3. Click Close button to exit.

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Open Database

AcMEplus have the facility to switch between databases. It allows handling data of the organization in multiple databases and switching on to it on the needed circumstances. To open, click File > Open database option.

1. A window is displayed for selecting the database. Either double click or select the database and click Open button in the window.
2. On selecting the database a confirmation is required for fixing the database as permanent. Clicking Ok will open AcMEplus with the selected database ready to work.

This option works only with valid AcMEplus databases.

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Accounts Preliminary

Accounts Preliminary is the primary one among the submenus listed under A/c Basis. Creation of fundamentals like project, group, heads etc., which are the essential features to record transactions are done here.

- Project
- Group
- Head
- Operating bank
- Voucher
- Cost Centre
- Head Opening Balance

A/c Preliminary

Project	Group	Head	Operating Bank	Voucher	Cost Centre

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Managing Accounts Basis

In order to work with transactions smoothly, certain fundamentals like projects, accounting heads, operating banks, donors and their country under a/c preliminary, a/c info and a/c assistance has to be initiated. These records can be exported/ imported to a new database to avoid the rework of data entry and errors in re-entering the records.

- A/c Preliminary
- A/c Info
- A/c Assistance
- A/c Basis Export
- A/c Basis Import

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Transactions

Transaction - is of three types Cash Transactions, Bank Transactions and Contra. Using AcMEplus for transacting purpose, makes the work more easier. So, how to go about with transactions in AcMEplus? Well, in AcMEplus there is a menu item for Cash and Bank Transactions. In which, transaction is posted separately for,

- Receipts
- Payments
- Contra
- In Kind
- Journal

See Common Features to perform general operations such as find, filter etc. in the above mentioned transactions.

Kindly pay attention to the following before saving the transaction,

1. Check for Transaction Date
2. Check for project and its division
3. Check for Transaction type (i.e. Receipts, Payments and Contra)

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Common Features in Transactions

In AcMEplus some common features are provided here and there. To work on these features, apply the following procedures.

- Editing Transaction
- Finding Transaction
- Filtering Group of Transactions
- Deleting Transaction
- Inserting Rows between Transactions
- Moving Transaction
- Updating Common Purpose for Transactions
- Printing Transactions
- Balance Reminder
- Right Click Options

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Abstract

Monthly Abstract (Receipts and/ or Payments)

This report gives a general information on receipts and/ or payments of the selected project for the specified period. Select the project and other required settings from customize report window or click Customize button on the toolbar to do the above selection.

Select Reports > Abstract >

Monthly Abstract (Payments)	-	To generate monthly report on payments of the selected project.
Monthly Abstract (Receipts)	-	To generate monthly report on receipts of the selected project.
Monthly Abstract (Receipts and Payments)	-	To generate monthly report on receipts and payments of the selected project.

Multi Abstract (Receipts and/ or Payments)

This report gives a general information on the receipts and/ or payments made in monthly basis for the specified period. It projects with the clear picture of the Financial status of the institute or the organization. This report also forms main source of information in preparation of auditing. The report can be generated for Single or Joint Account.

Select Reports > Abstract >

Multiple Abstract (Payments)	-	To generate report on payments of the selected project
Multiple Abstract (Receipts)	-	To generate report on receipts of the selected project
Multiple Abstract (Receipts and Payments)	-	To generate report on receipts and payments of the selected project

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MULTI ABSTRACT (PAYMENTS)FOR THE PERIOD APRIL - 2001 - JUNE - 2001

Mother Theresa Hostel - Local Account Con tribution

Particulars	Apr	May	Jun	Total
Donations		7,000.00		7,000.00
Depreciation	12,000.00		2,500.00	14,500.00
Electricity		5,500.00	6,250.00	11,750.00
Maintenance	500,000.00			500,000.00
Purchases	15,000.00	12,000.00	7,500.00	34,500.00
Remuneration	1,000.00			1,000.00
Rent			5,000.00	5,000.00
Wages	15,000.00		13,500.00	28,500.00
Furniture		10,000.00		10,000.00
Loan	10,000.00	7,500.00	5,000.00	22,500.00
Total Payments	553,000.00	42,000.00	39,750.00	634,750.00
Closing Balance				
Cash	190,095.00	148,095.00	108,345.00	108,345.00
Bank	-104,500.00	-104,500.00	-104,500.00	-104,500.00
Fixed Deposit	10000.00	10000.00	10000.00	10000.00
Grand Total	638,595.00	85,595.00	43,595.00	638,595.00

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Cash Journal

Cash journal is a statement of all cash transactions for a specified period of time with opening and closing balance for the period. Select Reports > Books of Accounts > Cash Journal.

A report screen is displayed, double clicking on any Cash Journal in the report will take to the transactions edit screen.

Helping Hands Association -Chennai

CASH JOURNAL FOR THE PERIOD TO April - 2001

Mother Theresa Hostel - Local Account Con tribution

Date	V/R	Particulars	Receipts (Rs.)	Payments (Rs.)
01/04/2001	1	Opening Balance P1016 Loan *Hostel Fees to Mr. Jhon*	-10,500.00	10,000.00
	1	02 Cash in Hand *Being Loan paid*		10,000.00
	2	01 Cash at Bank *Being remuneration paid*	5,000.00	
	2	P1005 Maintenance		500,000.00
	3	01 Cash at Bank *Being remuneration paid*	6,500.00	
	3	P1007 Remuneration		1,000.00
	3	P1046 Fees Outstanding *Being outstanding fees to be receiv month*	343,545.00	
	4	P1009 Furniture *Being depreciation calculated*	15,000.00	
	4	01 Cash at Bank *Being remuneration paid*	120,000.00	

Bank Journal

Bank Journal is a statement of all Bank Transactions made in the specified period. Select Reports > Books of Accounts > Bank Journal.

A report screen is displayed, double clicking on any Bank Journal in the report will take to the transactions edit screen.

Cash/ Bank Book

This report is acquired to have an detailed information about Receipts received and Payments made in cash & through bank. There is also facility to view the day-wise balance of receipts and payments. To view this report, select Reports > Books of Accounts > Cash/ Bank Book.

Bank Book

This report gives the information about the bank transaction for the specified period. It displays the information such as Withdrawals, Deposits and everyday Balance for the specified period. To access this report, select Reports > Books of Accounts > Bank Book.

Ledger

Ledger is maintained to know at a glance what amount a customer owes relating to all entries of his accounts are brought together on a page in the shape of an account. This report also gives the information about head-wise balances for each heads attached to the project. Select Reports > Books of Accounts > Ledger.

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GENERAL LEDGER FOR THE PERIOD TO September - 2001

Multipurpose Hall - Local Account Con tribution

Date	Particulars	Debit	Credit	Closing Balance
Building				
01/04/2001	Opening Balance	45,000.00		45,000.00 Dr
01/04/2001	By Bank		25,000.00	20,000.00 Dr
01/04/2001	By Cash		75,750.00	55,750.00 Cr
01/04/2001	Purchases	50,000.00		5,750.00 Cr
	Total	**95,000.00**	**100,750.00**	**5,750.00 Cr**
Capital Fund				
01/04/2001	Opening Balance		110,000.00	110,000.00 Cr
01/04/2001	Furniture		2,500.00	112,500.00 Cr
01/04/2001	Purchases		25,500.00	138,000.00 Cr
08/05/2001	Travel		1,500.00	139,500.00 Cr
	Total	0.00	139,500.00	139,500.00cr

Cash Flow

This report is acquired to have the information about the Cash flow from hand. That is, it gives the detail of the receipts received in cash and payments made through cash and the day-wise balance. To generate this report, select Reports > Books of Accounts > Cash Flow.

Bank Flow

This report is for having the information about the cash flowed by means of Bank. This report gives the details of the In flow and Out flow of the cash in bank and their balances. Select Reports > Books of Accounts > Bank Flow to generate this report.

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Cost Centre Abstract Receipts and/ or Payments

In these reports abstract receipts and/ or payments is displayed as a whole for the selected period or month(s) under the Cost Centre.

Select Reports > Cost Centre >

Abstract (Receipts)	-	To generate report on Receipts of the selected Project and Cost Centre.
Abstract (Payments)	-	To generate report on Payments of the selected Project and Cost Centre.
Abstract (Receipts and Payments)	-	To generate report on receipts and payments of the selected project.

Cost Centre Multi Abstract Receipts and/ or Payments

These reports displays the abstract information of Receipts and/ or Payments made in the particular period by month-wise. This report also gives head-wise balance for heads attached to that project.
Click Reports > Cost Centre > and select,

Multi Abstract (Receipts)	-	To generate report on Receipts of the selected Project and Cost Centre
Multi Abstract (Payments)	-	To generate report on Payments of the selected Project and Cost Centre
Multi Abstract (Receipts and Payments)	-	To generate report on receipts and payments of the selected project

Cost Centre Cash Journal

This report displays the Cash Journals made under a particular Cost Centre heads. To generate this report select Reports > Cost Centre > Cash Journal. A screen is displayed, double clicking on any Cash Journal under the particular cost centre will take to Transaction Edit screen.

Cost Centre Bank Journal

This report displays the Bank Journals made under a particular Cost Centre heads. To generate this report, select Reports > Cost Centre > Bank Journal. A screen is displayed, double clicking on any Bank Journal under the particular cost centre will take to Transactions Edit screen.

Cost Centre Cash Bank Book

This report displays the transactions made under both Cash and Bank. To generate this report select Reports > Cost Centre > Cash/ Bank Book a report screen is displayed.

Ledger

This report gives the status on the cost centre-wise balances for each heads attached to the project. Generate this report by selecting Reports > Cost Centre > Ledger.

Receipts and Payments

The Receipts and Payments made under the particular Cost Centre for the specified period is displayed. To generate this report select Reports > Cost Centre > Receipts and Payments a report screen is displayed.

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RECEIPTS AND PAYMENTS FOR THE PERIOD TO 01/04/2001 To 30/03/2002

Mother Theresa Hostelers- Local Account Con tribution

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
Opening Balance			
Cash on hand	-10'500.00		
Cash at bank	10'000.00		
Electricity	1,800.00	Maintenance	500,000.00
Building	100,750.00	Remuneration	1,000.00
Furniture	17,500.00	Purchases	15,000.00
Fixed Deposits	50,000.00	Wages	15,000.00
Travel	1,550.00	Loan	10,000.00
Purchases	25,000.00	Depreciation	12,000.00
Sales'Account	15,500.00		
Wages	9,500.00		
Interest	9,450.00		
Interest Outstanding	5,500.00		
Donations	11,000.00		
Rent	3,500.00		
Fees	20,000.00		

Income and Expenditure

The Income and Expenses/ Expenditure made under the particular Cost Centre for the specified period is displayed. To generate this report, select Reports > Cost Centre > Income and Expenditure. Customize the report to the requirement and process the report.

Cost Centre Surplus and Deficit Statement

This report helps in identifying the total gain and shortage obtained based on the total receipts incurred and the total payments done through that cost centre for the specified period. To generate this report, select Report > Cost Centre > Cost Centre Surplus and Deficit Statement.

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Trial Balance

The object of preparing this statement is to test the arithmetical accuracy of the records. Trial Balance is not a proof of accuracy, because it may not reveal certain types of errors. To access this report, select Reports > Final Accounts > Trial Balance.

The amount in the Opening Balance of Debit and Credit and the amount in the Current Balance of Debit and Credit is a aggregated amount of transactions, double click the Debit and Credit amount to view the individual transaction amount. The closing balance in the trial balance is calculated with the convention ((Opening Debit bal.+ Current Debit bal.) - (Opening Credit bal.+ Current Credit bal.)). If the amount has negative balance after calculation, it will be destined in the debit column of the closing balance, otherwise it will be on the credit side.

Receipts and Payments

The Receipts and Payments Account reflects the movement of funds. It is nothing but a summary of transactions under various broad Heads, which helps to know how the funds are received and utilized. In a receipts and payments account, both capital and revenue items have to be considered. It is almost a reproduction of the Cash Book, but classified under major Heads of Receipts and Payments. The Receipts and Payments Account will show the actual inflow and outflow of funds and not entries passed for provision such as outstanding expenses, depreciation etc.

Income and Expenditure

This report shows an analysis of the Income and Expenditure of the accounts in the organization. The report is split into two blocks and gives the information about the Income and Expenditure of a particular project for specified period. With this AcMEplus allows the facility of adding In Kind transaction to the report. To generate this report, click Final Accounts > Income and Expenditure.

Balance Sheet

This is a document, which reflects the financial status of the account in terms of assets, liabilities and worth. This report also reflects on the Fixed assets schedule and split schedule for Current Assets and Liabilities. This report is also used to compare between the Balance sheet of Previous year with the Current year. To print the report select Reports > Final Accounts > Balance Sheet with schedule and a report screen is displayed.

Helping Hands Association -Chennai

BALANCE SHEET AS AT April 2003

Mother Theresa Hostelers- Local Con tribution Account

VALUE AS ON 31/03/2003	LIABILITIES	VALUE AS ON 30/04/2003	VALUE AS ON 31/03/2003	ASSETS	VALUE AS ON 30/04/2003
1.611 .677.71	Capital Fund	1.693 .177.71	1.561 .677.71	Fixed Assets Gross Block	1.561 .677.71
			50.000.00	Current Assets	131 .500.00
1.611 .677.71	TOTAL	1.693 .177.71	1.611 .677.71	TOTAL	1.693 .177.71

Receipts and Payments with Previous Year

This report, reflects the financial status of the account in terms of assets, liabilities, worth and movement of funds. To generate, click Reports > Final Accounts > Receipts and Payments with Previous Year.

Income and Expenditure with Previous Year

This report helps to compare the financial status of previous and current year with respect to Income and Expenditure A/cs. To generate, select Reports > Final Accounts > Income and Expenditure with Previous Year.

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These reports in financial documents are used to generate vouchers for the passed Cash and Bank transactions. Reports regarding the full transaction information of cash, bank, and journal, can also be generated under this report category.

Cash Bank Voucher

Select Reports > Financial Documents > Cash/ Bank Voucher. A screen displays the transaction of the default Project. To shift to other projects, division and/ or month select them by pressing relevant drop down boxes . To generate report for the needed transactions, double click the transactions or the vouchers. Ensure that the tick mark appears beside the transaction. Click Report button to view the report.

Cash Bank Receipts

Click Reports > Financial Documents > Cash/ Bank Receipts. A screen displays the same interface of the previous report. To generate report follow the same procedure explained above.

Journal Voucher

Click Reports > Financial Documents > Journal Voucher. A screen displayed with the same interface of the previous report. To generate report for journal voucher follow the same procedure explained above.

Helping Hands Association -Chennai
JOURNAL VOUCHER

Journal Voucher No.	2	Fund/Project Code		Date	01/04/2001

Particulars	Debit Amount	Credit Amount
	Rs.	Rs.
Sundry Creditors	4,000.00	
Sales Account		4,000.00
Totals	4'000.00	4'000.00
Four thousand		

Prepared by (Accountant) — Approved by (Authorised Person)

Cash and Bank Transactions

This report gives you the basic information related to Cash and Bank Transaction passed within specified period on the customize window for selected project. Select Report > Financial Documents > Journal Transactions to get this report.

Journal Transactions

A report to give you the basic information of journal transactions passed for selected project in the specified period on the customize window. Select Report > Financial Documents > Journal Transactions to generate this report.

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Reports Manipulation

Customizing a Report

On selecting the reports on the Reports menu will display the relevant report in the default format. To tailor these reports to the need, click Customize button in the report tool bar. On clicking the button will display a screen with a set of tabs displayed.

On the Date Tab,

Specifying the "Date From" and "Date To" by pressing the down arrow mark button on the text of the dates is done here.

View Image

On the Project Tab,

Selecting Project (s) and A/c Division (s) is done

To perform the other options Right Click .

View Image

On the Font/ Color Tab,

Selection of fonts and color for the report columns is done. To select the font click the [...] button under the font column and to select the font color click the [...] button under the color column of the Font/ Color tab. On selecting the Font and color for the particular column of the report on clicking the column will give the preview of the Text.

View Image

On the Page Setup Tab,

Fixing up the Margins, Paper Size and Orientation, Page Footer, Report Date and Page Number and for including Head Codes, Narrations, Horizontal Line and Vertical Line to the reports are done here. It also has customizable head width option to adjust the column display size of head codes, when it is displayed in the report.

View Image

On the Cost Centre Tab,

Selecting the Cost Centre for the report displayed is done here. Either double click on the box before the name of the cost centre or right click and choose "Select Top 11" or Press Ctrl+S and to deselect all right and select the "Deselect All" or Press Ctrl+U. A tick mark is displayed, click Ok.

View Image

On the Head Tab,

Selecting the Head for the reports displayed is done here. Either double click on the box before the name of the Head or right click and choose "Select Top ---"(--- it will show the number of the available heads attached to the group) or Press Ctrl+S. A tick mark is appears before the selected head, click Ok. Use the Groups pane to view only those heads that have been attached to that group.

Only one group can be selected at a time.

View Image

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Exporting the Report to other formats

Click Export Report button in the Report screen toolbar. A window is displayed with a list of formats and destinations, select the format to export the file and the destination folder from appropriate drop down boxes.

On selecting **Application** as the export destination path the report gets exported and it opens on the relevant Application to the selected format. E.g. If the format is chosen as Adobe Acrobat PDF and Application as the Destination for exporting then on finishing the operation the exported reports gets open on the Adobe Acrobat

Reader.

On selecting the **Disk File** as the export destination path the report gets exported and it gets saved on the portable disk like Floppy disk and Compact disk. On finishing the operation the exported report gets stored in the specified portable disks.

E.g. If the Microsoft word format is chosen with Disk file as destination for exporting, a screen is displayed for selecting the path of the portable disk drive. After selecting the path the report gets exported to the selected format. The time may vary from 1 sec to 1hour depending on the number of pages on the report.

Printing the Report

This facility helps to print the displayed report in the report viewer screen. Click Print button in the toolbar displayed above. A small screen will be displayed with the default system printer name. Set it up with the needed information like Page Range, the number of copies to be made of each page and how it should be printed i.e. whether it should be printed with collate option or without that option. Click Ok.

Zooming the Report to the Customizable form

The close-up view of the report can be seen by "zoom in" or "zoom out" to see more of the page at a reduced size of a report. Click the down arrow button next to the Zoom box 100 %. Click the zoom setting from the list.

Finding a letter or a word from the report

This option in the report helps to find the word or a letter from the report that is currently opened. Click the text box with the caption Find and type a letter or the word that is needed to be searched. After typing the Keywords give an enter or click Find button to find the text. On giving enter or pressing the button will highlight the key letter or the word in the report. Continue giving enter or pressing Find Next button to find more words which relates the keyword. At the end of the search a message window is displayed, click Ok to exit.

Right Click options

Click on the report to select the required part and the selected part is displayed with red box, right click on it a menu is displayed with the heading Text or Field Name as per the selection made. Select Copy to copy the content and Selecting Freeze will divide the screen into four parts. Click the scroll bar to view the changes. And again follow the same procedure to release the Freeze option.

Click on the report to select the required block and the selected block is displayed with blue box, right click on it and select Copy to copy the whole block.

Right click on any part of the report screen, select customization option, a window is displayed and follow the same procedure of Customizing a Report.

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