

A QUICK HOW-TO ON KALCULATE



Financial Accounting & Inventory Management

First Software Package on LINUX in India & Asia-Pacific

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As you click on the Kalculate icon on your desktop, you will reach the Kalculate's opening screen.

On top, you have 2 lines of menu. Top line is the usual-old-style drop-down menu system and the second line is the new menu system. We will guide you here through the new menu system, although you can use either of them.

Click on Masters:

You will see 5 lines of buttons, a total of 19 buttons.

For the first time, and whenever you want to create a new company, click on "New Company" button. This will ask you for software password. which, unless given separately with the package, is 123.

In the next screen, click on "New" button and you will have a series of screens where you are required to fill the basic details of the company for which the accounts are to be written. By "company", we mean the organisation for which the accounts are to be written and maintained.

These screens are self-explanatory and easy to fill-in.

At the end of it, you will have this "company" created. Now, select the created company and click on "Open Company" button on the right side and you can open the company after entering the password in the new window that will appear. Alternatively, close all the screens and come back to the main screens from where you started and proceed to open the company that you created as detailed below.

Please make sure that you remember the password you chose for the company. If this password is forgotten, we cannot help you find it.

Click on "Open Company" button and from the options, select the company and the financial year to be opened.

Give the password of the company and the selected company will open for working.

At the bottom of the screen, the company name, year, user will be shown.

You can add any number of users (on single user package, these will be data entry users working on same computer- either physically present on the same computer or having logged-in to this computer through the network) through the "New User" button. Enter the user name, password and click "Add"

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Having added your users, you will need to assign them to the company. Go to "User Setup" and add the users (form among the new users created) to the company.

Click "Add" and in next window, you can select the user/s one by one and "Add" them to the company.

From the "User Setup" window, you can select the users and give them the required permissions by clicking on "permission" button.

Here, you can give permission to any user for any combination of features. Any user can be restricted to any level of working, as you will see for yourself in the next screens after clicking on "Permission" button.

You can either give Global (total) permission for an aspect (add, modify, delete, print - view is part of print option) or go further and give permission for any combination of every option.

For example:

Clicking on the arrow at left to "masters" you will open the options that can be selected.

Don't forget to click on "Apply" button after selecting the options.

Henceforth, the users should login to the package from the "User Login" button only as the "Open Company" button is meant for the Super User only.

Having created a company, you will find that the package has created many groups and ledgers for you, but you are still required to fine tune this process.

For example:

the package has opened two banks Bank 1 and Bank 2 which should be appropriately named by you.

Also, you would have own specific ledgers and groups and they would need to be accordingly created by you.

For this, click on "Chart of Accounts". Click on "Selected Company" arrow and the four primary groups open up (Income, Expenses, Assets, Liabilities).

Clicking on the arrow on the left of any group will open the tree further. Here, you can create the groups (sub-groups can be to any level) and ledgers. You can also assign the Groups to various Schedules so as to get the Schedule-VI reports.

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Let's do an example:

Rename the Bank1: In Chart of Accounts, in Assets group, open the "Current Assets, Loans & Advances" subgroup, go further to "Cash and Bank Balances" and then to "Bank Balances". Here you will find Bank 1 and Bank 2. Select Bank 1, click on Edit button and change the name of bank to what it should be, for example, State Bank of India. Modify the Opening balance, as required, and click on "Apply".

This change is done.

Similarly, you can modify any existing group/s and ledgers, delete those not required, create new ones.

It is always suggested to define the tree structure of your Groups, sub-groups (to whatever depth you need) and ledgers, before creating them in the chart of accounts. Take care of the Schedule numbers also.

You can create your Customers and Suppliers also here, but, we suggest you do that in the "Address Book" option. The benefit of doing this will be that, apart from creating the customers and suppliers, you will also get the address book, which is a very useful thing to have.

For this, click on "Address Book" menu and create Suppliers through "Supplier Entry" and Customers through "Customer Entry".

From the "Address Book" button, you can get the address book of all of them, of the Customers alone, and of the Suppliers alone.

Now, in the "Masters" menu, we proceed further with the setup.

Click on "Currency Setup" and select the currency you wish to use in Kalculate for your accounting.

Here, you can choose the name of currency, its Symbol, Decimal spaces (max upto 3 decimals) and also the secondary currency name (Paise, Cents, etc.).

Next is "Unit Master", where you can define simple and complex units. With the mix of both options, you can create units of any levels of complexity.

For example, let's say, you are selling/buying an item in Single units, Box containing 7 units, another Bigger box containing 4 of the small boxes (each containing 7 units).

For this, you will first create a simple unit No. (Number) or Pcs. (or whatever you call it).

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For this, click on Simple, write the name of Unit and click "Add" button. This unit is created.

Let's say you chose to call it "Nos."

Next is the Box containing 7 Nos.. Let's name it "Box7".

Click on Complex, write the name of unit as "Box7", select the Base Unit to be "Nos." and the Conversion Qty to be 7. Click "Add" button and this complex unit is created.

Next is the Bigger Box containing 4 of the small boxes (each containing 7 units). Let's name it "Box28".

Click on Complex, write the name of unit as "Box28", select the Base Unit to be "Box7" and the Conversion Qty to be 4. Click "Add" button and this complex unit is created.

You can thus create units of any level of complexity and also multiple units for the same item. For example, you may be selling an item in units as well as by weight.

Next is "Item Master" button. Through this option, you create the Groups, Sub-groups (any level of sub-groups can be there, like the chart of accounts) and the items.

It is not compulsory to create groups and sub-groups.

So, the tree containing your items can be simple or of any level of complexity.

Having created the Groups and Sub-groups, select the group in which you want to create an item and click on "Add Item" button.

Enter the Product Code, Item Name.

Click appropriately on the Item Type (Sale Item or Purchase Item, or both).

You can have upto 5 units for an item and the price of each of the units entered against that.

A new Unit (if not already created) can be created by clicking on the "Unit" button, without having to close this window and going through the "Unit Master" button.

Enter the appropriate Stock Information (Opening stock, its Value and Rate).

Enter the Reorder, Minimal level and maximum level information. Click on "OK" button and the item has been created. Create as many items as you require and then close the window by clicking on "Close" button.

Next is "Inventory Flow Setup". Here you can choose the option of the inventory flow and billing process that you would be following in your organisation.

Enable Batch Process: This would give you the batch process if your sales are as per different batches.

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Issue Sales Acknowledgment / Despatch Items on Sales / Issue Invoice / Item wise Discount :

Click on the options that you would like to use in your organisation.

Having clicked the options, click on "Save" and close the box.

Challan Type: This takes you to the box where you create the master entries of the types of **Delivery Challans and Goods Receipt Notes** that you wish to use.

Select the type of document (Delivery Challan / Goods Receipt Note), Enter the name of the document and click on "Add" button to create it.

Any created document can be modified or deleted by choosing the appropriate buttons here.

Numbering Setup: This takes you to the box where you decide the numbering options for your Order Acknowledgment, Challan and Invoice.

Select the document (Order Acknowledgment, Challan and Invoice), Select the Automatic or Manual option (according to how you want the numbering to happen), Enter the prefix for the document, Select the restarting of the numbering (Yearly, Monthly, Daily or Never), and enter the Starting number.

Having entered the options for each document, save it and then close the box.

Narration Setup takes you the box where various narrations are stored. Select the Narration option and enter it in the "Entry" box and save it through "Apply" button.

The stored narrations can be edited or deleted through appropriate buttons here.

Sundry Setup: Here you open a new window through which various items for the billing process can be created.

For example, Discount, Sales Tax (All options that are used in billing at the bottom portion of the bill, after the items description, rates, quantity, value, etc.) etc. are created form here.

Let's create one item - Discount - as an example.

Click "Add" and write the name that you want to have in the order acknowledgment/challan/invoice. It could be "Special Discount".

Select the ledger to which this amount would be posted. If the ledger does not exist, you can click on "New" and create the ledger.

Let's say you are posting it to "Discount" ledger. Select Discount.

Select the option according to how it is to be charged (Total Value or Total Value+Packing Forwarding),

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Let's say it is the second option.

Click on the option whether it is sales account or purchase account, let's say it is sales account; choose Add or Subtract. Here it would be Subtract.

Select the type of rate (Percentage or Amount) and enter the amount. If it is 10%, click on percentage and enter 10 in the amount box. Click Apply to have it completed.

You can create as many items as you need to.

The created items can be edited and/or deleted through the relevant buttons.

Merge Ledgers: This option is used when you want to merge two ledgers into one.

Transfer Opening Balances: This is used when you want to transfer the closing balances of one year to the next year.

Create the new financial year and then click on this button to complete the job.

Create your suppliers and ledgers. This is the next step of the setup and you can create them in the ledger option through the "Chart of Accounts" button, but we suggest you do it through the "Address Book" menu.

This will give you additional benefit of creating an address book (of Suppliers, of Clients, and of all of them together).

Click on The entry button and enter the details and click "OK" to save it.

If this is the first financial year of the company, there would be no "Open balances", otherwise through the "Chart of Accounts" option, you will need to enter the opening balances of all accounts.

With this the setup is complete and you are ready to start entering the vouchers.

Click on the voucher menu and you are presented with all the voucher options there

Cash Receipt: Here you enter the cash received.

Click on the option and you see the voucher window.

Select the date, choose the account (ledger), or create it, if it does not exist, by clicking on "New Ledger" button.

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Enter the amount. The current balance of the account is shown there.

Enter the narration for the voucher (no limit on the length of the narration).

Click "OK" to enter the voucher.

The second part of the entry (affecting the cash book) is done automatically by the software, reducing your work and possible mistakes by 50%.

Click "Add" to enter the next voucher.

Click "Print" to print the voucher.

Already entered vouchers can be modified/deleted through the relevant buttons given.

Cash Payment: It works exactly the same as Cash Receipt voucher.

Bank Receipt / Bank Payment: They work same as cash vouchers, except that you need to select the bank (if you have more than one bank accounts), enter the details of the instrument (cheque, DD, Payorder) and bank name.

Journal Vouchers: There are 5 types of them : Journal voucher, Journal Sales Voucher, journal Purchase Voucher, Debit Note and Credit Note. Select the type of voucher and enter the Debit and Credit entries. Rest of the details (Date, Account, Narration) are entered as the earlier vouchers mentioned above.

This takes care of the financial vouchers.

Rest of the vouchers are related to Inventory (Purchase, Sales, Stocks).

Order Acknowledgment: When you receive an order (for supply of your sales items), you click on this button and create the order acknowledgment.

The Order Acknowledgment can be saved, printed for the client as well as for your record.

Create Challan: When you are ready to despatch the material, click on "Process Existing Vouchers", select the date range of the Order Acknowledgment you need, and select on Sales Order Acknowledgment in the drop-down menu and click on "OK" button.

This will give you the list of Order Acknowledgment vouchers. Select the one you need by double-clicking

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it. This will open the Order Acknowledgment window.

Click on the "Challan" button and you get the corresponding challan created.

You may modify the values as required and save by "Apply" button; print it through the "Print" button.

Create Invoice: You can click on the "Invoice" button and create the invoice that you need.

You can also select a challan through the "Process Existing Vouchers" button and create the corresponding Invoice.

Sales Return: To record the sales-returns (sold material returned to you), you choose this option.

Here, as you will enter the original invoice number (against which the sales was done), you will get all details of the invoice.

You can edit the information to match that of the returned material and update the records.

You have the option of printing the Sales Return through the Print option.

Stock Adjustments: These are done through the Stock Adjustment Voucher (Add) and Stock Adjustment Voucher (Deduct) as the case may be.

Goods Receipt Note: When you receive purchased material, it is recorded through this option.

Purchase Invoice: For all material purchased, you can use this option.

Purchase Return: To record the return of material purchased by you, this option is used.

This completes the voucher entries.

Reports:

Having completed the voucher entries, we can now look at the numerous reports that we can generate from Kalculate.

Reports are divided into 4 parts :

Financial Registers : The typical financial registers/reports required.

Inventory Registers : The typical Inventory registers/reports required.

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Final Reports : Trial Balance, Profit & Loss Account, and the Balance Sheet.

MIS Reports : The additional reports that KALCULATE offers to you.

View & Print Reports :

For any report/register, click on the button pertaining to it and give the date-range for which you need the report. Click on OK and you will see a new window with all the vouchers of the given date-range. Here, you can double-click on any voucher to edit it.

Click on the "Print" button to reach the "Print Report" window, where you can print the report/register either to the printer or create a PS file (which can then be converted to a PDF file). The PS file will be created in your home directory. You can click on "Print Preview" button to preview the report/register. From the preview window, you can click on the Printer icon to print the report/register directly to your printer.

The paper setting will be taken from the printer, which you would have setup already for your computer.

This procedure will be same for all the reports.

Financial Registers (reports) :

Cash Book / Cash Receipt Book / Cash Payment Book : Click on the respective button, give the date-range for which you want the report/register to be printed/viewed and go ahead as mentioned above.

Bank Book / Bank Receipt Book / Bank Payment Book : Click on the respective button, give the date-range for which you want the report/register to be printed/viewed, select the Bank and go ahead as mentioned above.

Ledger Book : Click on the ledger button, give the date-range for which you want the report/register to be printed/viewed, select the ledger and go ahead as mentioned above.

Day Book / Journal Book / Debit Note Book / Credit Note Book : Click on the respective button, give the date-range for which you want the report/register to be printed/viewed and go ahead as mentioned above.

Customer Book / Supplier Book : Click on the ledger button, give the date-range for which you want the report/register to be printed/viewed, select the ledger and go ahead as mentioned above.

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Inventory Registers (reports) :

Order Acknowledgment Register / Challan Register / Sales Register / Sales Return Register / Goods Receipt Note Register / Invoice Register / Purchase Invoice Register / Purchase Register / Purchase Return Register / Stock Movement / Stock Adjustment

Details : Click on the respective button, give the date-range for which you want the report/register to be printed/viewed and go ahead as mentioned above.

Sales Summary : Click on the button, give the date-range for which you want the report/register to be printed/viewed, Select the Type of summary and go ahead as mentioned above.

Purchase Summary : Click on the respective button, give the date-range for which you want the report/register to be printed/viewed, Select the Type of summary, and go ahead as mentioned above.

Stock Register : Click on the respective button, give the date till which you want the report/register to be printed/viewed and go ahead as mentioned above.

Current Stock Balance : Click on the respective button and go ahead as mentioned above.

Final Reports :

Trial Balance : Click on the button, give the date on which you want the Trial Balance. Choose the Detail / Summary option. Click on Print button and you reach the window through which you can preview and/or print the report.

Profit & Loss A/C: Click on the button, give the date on which you want the Profit & Loss Account statement. Click on OK button and you reach the window through which you can preview and/or print the report.

Balance Sheet : Click on the button, give the date on which you want the Profit & Loss Account statement. Click on OK button and you reach the window through which you can preview and/or print the

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report.

MIS Reports :

Group Summary : Click on the button. Select the Ledger Group Head and Print to preview / print.

Statement of Debtors with Ageing : Click on the button. Enter the date as on which you need the report and Print to preview / print.

Statement of Creditors with Ageing : Click on the button. Enter the date as on which you need the report and Print to preview / print.

Service Tax Registers : Click on the button. Enter the date range for which you need the report and Print to preview / print.

TDS Registers : Click on the button. Enter the date range for which you need the report and Print to preview / print.

Sales Tax / VAT Registers : Click on the button. Enter the date range for which you need the report and Print to preview / print.

Account Statement Confirmation : Click on the button. Enter the date range for which you need the report, Select the Customer whose statement you need, or select all Customers and Print to preview / print.

Payment Reminder : Click on the button. Enter the date range for which you need the report, Select the Customer whose statement you need, or select all Customers and Print to preview / print.

Negative Cash Warning : Click on the button. Enter the date range for which you need the report and Print to preview / print.

Depreciation Statement : Click on the button. Enter the date as on which you need the report and Print to preview / print.

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Item Ledger : Click on the button. Enter the date range for which you need the report, Select the Item for which you need the statement, or select all Items and Print to preview / print.

Re-Order Level Report : Click on the button and Print to preview / print.

Stock Valuation : Click on the button. Select the date as on which you need the report. Select the Item and the method of valuation and click on Print to preview / print.

Batch Reports : Click on the button, Select the date range for the report, Select the Batch, or click to select all the Batches and click on "OK" to preview / print.

Customer Ledger : Click on the button, Select the date range for the report, Select the Customer, or click to select all the Customers and click on "OK" to preview / print.

Supplier Ledger : Click on the button, Select the date range for the report, Select the Supplier, or click to select all the Suppliers and click on "OK" to preview / print.

Close and Exit from Kalculate program :

From "Masters" menu, click on "Close Company". This will close the database. Click on "Exit" and then "OK" on the next screen and you will exit from Kalculate application.

For Further help/information, Contact: support@kalculate.com

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