

# Tried Soft - Manual of Books of Account

## 1.Account Settings

### 1. Bank

- i. Open menu "Account"
- ii. Open Submenu "Bank"
- iii. Enter Account Number
- iv. Enter Bank Name and Branch
- v. Submit to Save

TRIEDSOFT

Dashboard

Accounts

Transactions

Acc Reports

Balance Sheet

Asstes

Head

Dashboard

List Sub Head Bank Vendor Preset Preset Students Liability Inventory

Add Bank details

Bank Name Branch Place A/c No.\*

name branch 000000 Submit Cancel

Copy CSV Excel PDF Print Search:

Sl.No	Bank	Branch	A/c.No	Action
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### 2. Add Ledger Head

- i. Open Menu "Ledger"
- ii. Enter Ledger Head
- iii. "Click ON" the boxes applied
- iv. Submit to Save

TRIEDSOFT

Dashboard

Accounts

Transactions

Acc Reports

Balance Sheet

Asstes

Head

Dashboard

Home > Ledger Head

Add Ledger head

Ledger head

title

TDS Applicable

GST Applicable

Income & Expenditure

Asset

Liability

Submit Cancel

Sl.No	Title	TDS	GST	Income & Expende	Asset	Liability
1	Bank Transactions	N	N	Y	N	N
2	Tax	N	N	Y	N	N

### 3. Add Ledger Subhead

- i. Open Menu "Account"
- ii. Open Submenu "Sub Head"
- iii. Select Ledger Head to add Ledger Subhead
- iv. Enter Ledger Subhead (Add year at the end of each subhead Eg: Tuition Fee 2017)
- v. Submit to Save

The screenshot shows the TRIEDSOFT Dashboard with the 'Accounts' menu selected. The 'Sub Head' tab is active, displaying the 'Add Ledger Subhead' form. The form includes a dropdown for 'Ledger Head' (currently set to '-- Select Head --') and a text input for 'Subhead\*'. Below the form are buttons for 'Submit' and 'Cancel'. A table below the form lists existing subheads with columns for SI.No, Head, SubHead, GST/TDS, and Action.

SI.No	Head	SubHead	GST/TDS	Action
1	Bank Transactions	Deposit	0	<a href="#">Edit</a> <a href="#">Delete</a>
2	Bank Transactions	Withdrawal	0	<a href="#">Edit</a> <a href="#">Delete</a>
3	Bank Transactions	Inter Bank Transfer	0	<a href="#">Edit</a> <a href="#">Delete</a>
4	Tax	Tax GST	0	<a href="#">Edit</a> <a href="#">Delete</a>
5	Tax	Tax TDS	0	<a href="#">Edit</a> <a href="#">Delete</a>

### 4. Edit Ledger Subhead

- i. Open Menu "Account"
- ii. Open Submenu "Sub Head"
- iii. Click Edit button from Action
- iv. Edit
- v. Submit to Save

### 5. Preset Fees to Students of a Class

The screenshot shows the TRIEDSOFT Dashboard with the 'Accounts' menu selected. The 'Preset' tab is active, displaying the 'Preset' form. The form includes dropdowns for 'Academic Year' (2019-2020) and 'Semester' (Choose Semester). Below these are dropdowns for 'Class' (Choose Class), 'Division', 'Head' (Choose Head), 'Subhead', and 'Amount' (00). There are 'Add Items', 'Submit', and 'Reset' buttons. A second form below shows 'Academic Year' (2019-2020) and 'Class' (Choose Class) with a 'Submit' button.

- i. Open Menu “Account”
- ii. Open Submenu “Preset”
- iii. Select Class, Division/ Semester
- iv. Select Ledger Head and Ledger Subhead
- v. Enter amount.
- vi. Click on “Add Item” to Add more fields
- vii. Submit to Save

## 6. Edit Preset Fees to the Students

- i. Open Menu “Account”
- ii. Open Submenu “Preset Students”
- iii. Select Class, Division/ Semester
- iv. Edit amounts in Ledger Subheads
- v. Submit to Save

# 2. Transactions

## 1. Cashbook

- i. Open Menu “Transactions”
- ii. Open the sub link “Cashbook”
- iii. Put From Date and To Date to see transaction details

The screenshot displays the TRIEDSOFT Transaction Cashbook interface. The sidebar on the left contains navigation links: Dashboard, Accounts, Transactions (highlighted), Acc Reports, Balance Sheet, Asstes, and Head. The main content area is titled 'Transaction' and features a sub-menu with options: Cash Book, Receipt, Payment, Receipt with GST, Payment with TDS, Bank Deposit, Bank Withdraw, Inter Bank Transfer, and Pay Tax. Below the sub-menu, there are input fields for 'From' (01/09/2010), 'To' (01/04/2010), and 'Status' (ACTIVE), along with a 'Submit' button. A table with columns for SI.No, Date, Name, Head, Sub Head, Remark, Rt.No, Credit, Vr.No, Debit, Trans, and ACTION is shown, but it contains no data. At the bottom, there is a summary section with fields for Previous Balance (Bank), Income, Cash in Bank, Cash Withdraw (Bank), Current Balance (Total), Previous Balance (Hand), Expenditure, Total Balance, Current Balance (Hand), Previous Balance (Total), Cash in Hand, Cash Deposit (Bank), and Current Balance (Bank).

## 2. Receipt

The screenshot displays the TRIEDSOFT software interface for adding a receipt. The sidebar on the left contains navigation links: Dashboard, Accounts, Transactions (highlighted), Acc Reports, Balance Sheet, Asstes, and Head. The main content area is titled 'Transactions' and features a sub-menu bar with options: Cash Book, Receipt (selected), Payment, Receipt with GST, Payment with TDS, Bank Deposit, Bank Withdraw, Inter Bank Transfer, and Pay Tax. Below this, the 'Add Receipt' form is visible, containing the following fields and controls:

- Date:** A date input field with the placeholder 'dd/mm/yyyy'.
- Academic Year:** A dropdown menu currently showing '2019-2020'.
- Category:** Radio buttons for 'Students' (selected), 'Staff', and 'Other'.
- Class:** A dropdown menu showing 'Students'.
- GST No.:** An empty text input field.
- PAN No.:** An empty text input field.
- Head:** A dropdown menu with 'Choose Head' selected.
- Subhead:** A dropdown menu with an empty selection.
- Remark:** A text input field with the placeholder 'Remark'.
- Amount:** A text input field with the placeholder '00'.
- Payment Method:** Radio buttons for 'Cash' (selected) and 'Bank'.
- Buttons:** 'Add Items', 'Submit', and 'Cancel'.
- Summary:** 'Total Items : 1' and 'Total Amount : 0'.

- i. Open Menu "Transactions"
- ii. Open Submenu "Receipt"
- iii. Put date (Click on the date in the calendar)
- iv. If it is Student follow the below instruction
  - a. Select Class from the drop box.
  - b. Select student name
- v. If it is Staff follow the below instruction
  - a. Click on "Staff" button
  - b. Select category of staff
  - c. Select name
- vi. If it is Others follow the below instruction
  - a. Click on "Others" button
  - b. Type the Name of Person/organization
  - c. Type Address
- vii. Select Ledger Head
- viii. Select Ledger Subhead
- ix. Type Narration if have
- x. Enter amount
- xi. "Add New Item" to add more columns
- xii. Click on "X" mark to cancel a column
- xiii. Click on Bank if through Bank
- xiv. If it is Cheque follow the below instruction
  - a. Select the Bank Account to which the money is to be deposited.
  - b. Put Cheque number
  - c. Put Cheque issued Bank

- d. Put Cheque issued Date
- xv. If it is DD follow the below instruction
  - a. Click on “DD” button
  - b. Select the Bank Account to which the money is to be deposited.
  - c. Put DD number
  - d. Put DD issued Bank
  - e. Put DD issued Date
- xvi. If it is other type of bank transactions like online banking/RTGS/NEFT etc follow the below instruction
  - a. Click on “Bank Transaction” button
  - b. Select the Bank Account to which the money is to be deposited.
  - c. Put Bank Transaction number
  - d. Put Payee’s Bank
  - e. Put Bank Transaction Date
- xvii. Submit
- xviii. Print Receipt
- xix. Click to Receipt to make new transaction

### 3. Payment/Voucher

The screenshot shows the 'Add Voucher' form in the TRIEDSOFT software. The form is titled 'Add Voucher' and is located under the 'Transactions' menu. The form includes the following fields and options:

- Date:** 01/09/2019
- Academic Year:** 2019-2020
- Category:**  Students,  Staff,  Vendors,  Other
- Class:** Choose Class (dropdown)
- PAN No.:** (text input)
- Head:** Choose Head (dropdown)
- Subhead:** (dropdown)
- Remark:** Remark (text input)
- Amount:** 00 (text input)
- Inventory:** (checkbox)
- Buttons:** Add Items, Submit, Cancel
- Summary:** Total Items : 1, Total Amount : 0
- Payment Type:**  Cash,  Bank

- i. Open Menu “Transactions”
- ii. Open Submenu “Payment”
- iii. Put date (Click on the date in the calendar)
- iv. If it is Student follow the below instruction
  - a. Select Class from the drop box.
  - b. Select student name
- v. If it is a regular Vendor follow the below instruction

- a. Click on "Vendor" button
- b. Type/Select Vendor
- vi. If it is Staff follow the below instruction
  - a. Click on "Staff" button
  - b. Select category of staff
  - c. Select name
- vii. If it is Others follow the below instruction
  - a. Click on "Others" button
  - b. Type the Name of Person/organization
  - c. Type Address
- viii. Select Ledger Head
- ix. Select Ledger Subhead
- x. Type Narration if have
- xi. Enter amount
- xii. "Add New Item" to add more columns
- xiii. Click on "X" mark to cancel a column
- xiv. Click on Bank if the payment is through Bank
- xv. If it is Cheque follow the below instruction
  - a. Select the Bank Account from which the money is to be paid.
  - b. Put Cheque number
  - c. Put Cheque issued Bank
  - d. Put Cheque issued Date
- xvi. If it is DD follow the below instruction
  - a. Click on "DD" button
  - b. Select the Bank Account from which the money is to be paid.
  - c. Put DD number
  - d. Put DD issued Bank
  - e. Put DD issued Date
- xvii. If it is other type of bank transactions like online banking/RTGS/NEFT etc follow the below instruction
  - a. Click on "Bank Transaction" button
  - b. Select the Bank Account from which the money is to be paid.
  - c. Put Bank Transaction number
  - d. Put Payee's Bank
  - e. Put Bank Transaction Date
- xviii. Submit
- xix. Print Voucher
- xx. Click to Payment to make new transaction

## 4. Bank Withdrawal

The screenshot shows the TRIEDSOFT software interface. The left sidebar contains a menu with options: Dashboard, Accounts, Transactions (highlighted), Acc Reports, Balance Sheet, Asstes, and Head. The main content area is titled "Transactions" and has a sub-menu with options: Cash Book, Receipt, Payment, Receipt with GST, Payment with TDS, Bank Deposit, Bank Withdrawal (highlighted), Inter Bank Transfer, and Pay Tax. The "Bank Deposit" form is displayed, with the following fields: Date (01/09/2019), Academic Year (2019-2020), Name\*, Head (Choose Head), Subhead (Choose SubHead), Remark, and Amount (00). Below these fields are radio buttons for "Bank" (selected) and "Cheque", and a "Choose Bank" dropdown menu. At the bottom are "Submit" and "Cancel" buttons.

- i. Open Menu “Transactions”
- ii. Open Submenu “Bank Withdrawal”
- iii. Put date (Click on the date in the calendar)
- iv. Type the Name / Designation of Person who withdraw the money
- v. Select Ledger Head “Bank Transaction”
- vi. Select Ledger Subhead “Bank Withdrawal”
- vii. Type the amount
- viii. Select the Bank Account from which the money is withdrawing.
- ix. Put Cheque number
- x. Put Cheque issued Date
- xi. Submit

## 5. Bank Deposit

The screenshot shows the TRIEDSOFT software interface. The left sidebar contains a menu with options: Dashboard, Accounts, Transactions (highlighted), Acc Reports, Balance Sheet, Asstes, and Head. The main content area is titled "Transactions" and has a sub-menu with options: Cash Book, Receipt, Payment, Receipt with GST, Payment with TDS, Bank Deposit, Bank Withdrawal (highlighted), Inter Bank Transfer, and Pay Tax. The "Bank Withdrawal" form is displayed, with the following fields: Date (01/09/2019), Academic Year (2019-2020), Name\*, Head (Choose Head), Subhead (Choose SubHead), Remark, and Amount (00). Below these fields are radio buttons for "Bank" and "Cheque" (selected), and a "Choose Bank" dropdown menu. At the bottom are "Submit" and "Cancel" buttons.

- i. Open Menu “Transactions”
- ii. Open Submenu “Bank Deposit”
- iii. Put date (Click on the date in the calendar)
- iv. Type the Name / Designation of Person who Deposit the money
- v. Select Ledger Head “Bank Transaction”
- vi. Select Ledger Subhead “Bank Deposit”
- vii. Type the amount
- viii. Select the Bank Account to which the money is Depositing.
- ix. Submit

## 6. Inter Bank Transfer – To inter transfer fund from one account to another

The screenshot shows the TRIEDSOFT software interface. The left sidebar contains navigation options: Dashboard, Accounts, Transactions (highlighted), Acc Reports, Balance Sheet, Assets, and Head. The main content area is titled 'Transactions' and has a breadcrumb trail: Home > Inter Bank Transfer. Below the breadcrumb, there are tabs for various transaction types: Cash Book, Receipt, Payment, Receipt with GST, Payment with TDS, Bank Deposit, Bank Withdraw, Inter Bank Transfer (highlighted), and Pay Tax. The 'Inter Bank Transfer' form contains the following fields:

- Date: 01/09/2019
- Academic Year: 2019-2020
- Name: [Text Field]
- Debit Bank Account: Choose Bank
- Credit Bank Account: Choose Bank
- Head: Choose Head
- Subhead: Choose SubHead
- Remark: Remark
- Amount: 00

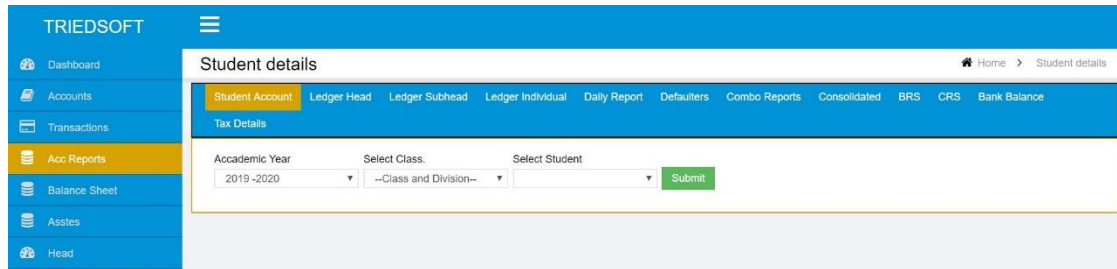
At the bottom of the form, there are two buttons: 'Submit' (green) and 'Cancel' (red).

- i. Open Menu “Transactions”
- ii. Open Submenu “Inter Bank Transfer”
- iii. Put date (Click on the date in the calendar)
- iv. Select Debit Bank account
- v. Select Credit Bank account
- vi. Type the Name / Designation of Person who Deposit the money
- vii. Select Ledger Head “Bank Transaction”
- viii. Select Ledger Subhead “Inter Bank Transfer”
- ix. Type the amount
- x. Submit



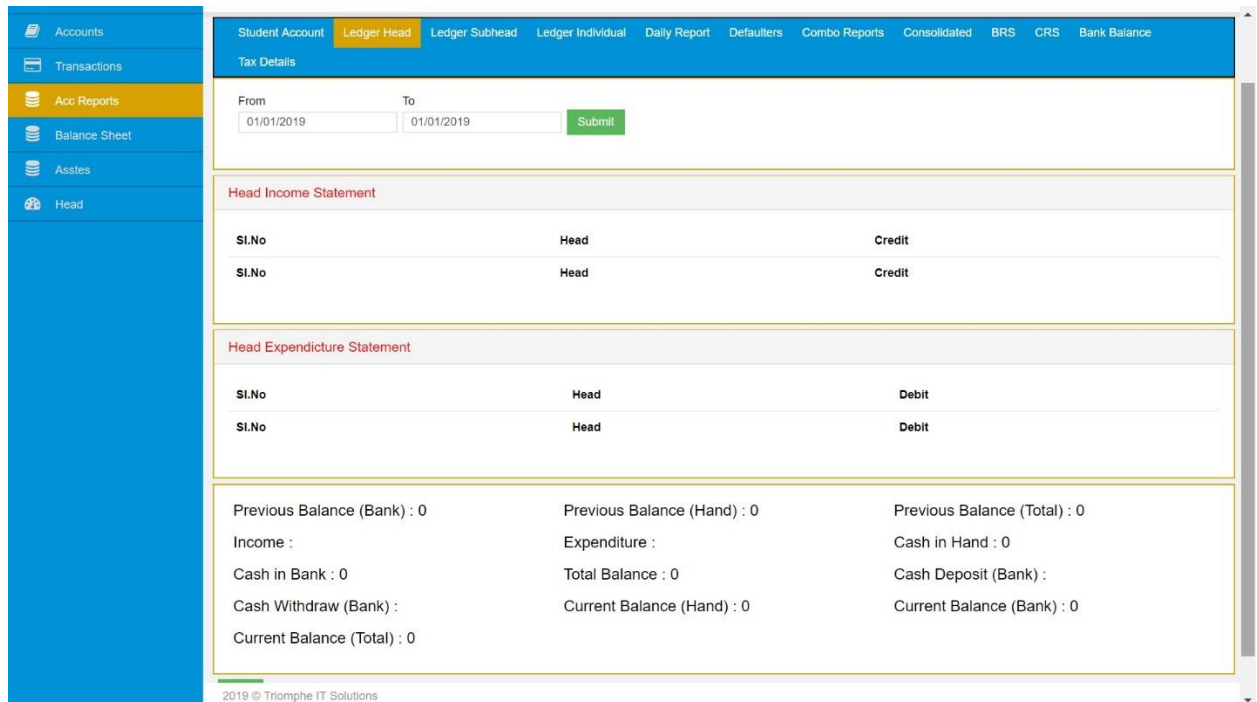
# 3.Account Reports

## 1. To View and Print the details of Personal Account



- i. Open Menu “Acc Reports”
- ii. Open Submenu “Personal Account”
- iii. Select the class
- iv. Select the student
- v. Click View button from Action
- vi. Print

## 2. Statement Ledger Head



- i. Open Menu “Acc Reports”
- ii. Open Submenu “Statement Head”
- iii. Select from Date

- iv. Select to date
- v. Submit
- vi. Print

### **3. Statement Ledger Subhead**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "Statement Subhead"
- iii. Select from Date
- iv. Select to date
- v. Submit
- vi. Print

### **4. Statement Individual Ledger Head**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "Statement Individual"
- iii. Select from Date
- iv. Select to date
- v. Select Ledger Head
- vi. Select Ledger Subhead
- vii. Submit
- viii. Print

### **5. Statement Daily Ledger Report**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "Daily Report"
- iii. Select from Date
- iv. Select to date
- v. Submit
- vi. Print

### **6. Defaulter List**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "Defaulters"
- iii. Select Class
- iv. Select from Date
- v. Select to date
- vi. Select Ledger Head
- vii. Select Ledger Subhead

- viii. Submit
- ix. Print

**7. Combo Report**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "Combo Report"
- iii. Select Class
- iv. Select from Date
- v. Select to date
- vi. Select Ledger Subheads
- vii. Submit
- viii. Print

**8. Consolidated Cashbook Report**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "Consolidated Report"
- iii. Select from Date
- iv. Select to date
- v. Submit
- vi. Print

**9. Bank Reconciliation Statement (BRS)**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "BRS"
- iii. Select from Date
- iv. Select to date
- v. Submit
- vi. Print

**10. Cash Reconciliation Statement (CRS)**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "CRS"
- iii. Select from Date
- iv. Select to date
- v. Submit
- vi. Print

## **11. Bank Balance**

- i. Open Menu "Acc Reports"
- ii. Open Submenu "Bank Balance"
- iii. Select from Date
- iv. Select to date
- v. Submit
- vi. Print

# **4. Other Details**

## **1. Asset**

- i. Open Menu "Asset"
- ii. Enter Details
- iii. Save
- iv. Click in action to edit

## **2. Liability**

- i. Open Menu "Account"
- ii. Open Submenu "Liability"
- iii. Enter Details
- iv. Save
- v. Click in action to edit

## **3. Inventory**

- i. Open Menu "Account"
- ii. Open Submenu "Inventory"
- iii. Enter Details
- iv. Save
- v. Click in action to edit