

How to enter last Year Balance of member:

Master Record → Initialisation of Software (1):

1. Enter UID and Password
2. Select Member Registration Number
3. Write Previous Due
4. Write Previous Late Charge
5. Click Save
6. Repeat 2 to 5 for all members.
7. Entered data can be seen by clicking Show

Registered to : AVYANG CO-OPERATIVE HOUSING SOCIETY LTD. Year : 01/Apr/2016 To 31/Mar/2017

File Master Record Transaction Creation of Bill Deposit Complain Other Record Enquiry And Print Admin Help

Initialisation of Software (Please insert data only once after purchase of software)

Help Password  
UID: 00000 Password: 00000

Insert Bill and Receipt starting Number prior to use of software  
Bill Starting Number :  Save  
Receipt Starting Number :  Save

DELETED  
OPENING CASH OPENING BANK BALANCE

Opening Bank Balance  
DATE : 01/Apr/2016  
ACCOUNTNUMBER : 022110100005215  
BANK NAME : THANE JANATA SAHAKARI BANK  
BANK BRANCH : GREEN ACERES  
AMOUNT : 598443  
Save Balance

Previous Due of Member  
DATE : 01/Apr/2016 MEMBER REGISTRATION NUMBER : 1  
SANTOSH DESHPANDE MRS.SONALI DESHPANDE AVYANG 101  
PREVIOUS DUE : 31593  
PREVIOUS LATE CHARGE : 0  
SAVE SHOW DELETE ALL

Insert Last Year Balance of Member Insert Last Year Bank Balance

Opening Cash in Hand  
DATE : 01/Apr/2016  
AMOUNT :  Save Opening Cash

How to Enter Charges:

Master Record → Type of Charges

1. Enter Charges Name
2. Select From Date
3. Select To Date
4. Select Duration of Deposit
5. Write Value
6. Click Save

Software will make auto Bill for member, if Member assigned same charges ( ), with Date From to Date To.

For example MUNICIPAL TAXES (Rs: 1000/-) saved with Date From 01 Apr 2016 to 30 Nov 2016. Now if Bill made for Dec 2016, then Software will not calculate for Rs 1000/- , it will calculate for Rs 0/- .

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**Charges Type**

Serial : 1

Charges Name: SINKING FUND

From : 01/Apr/2016 To : 31/Mar/2017

Duration of Deposit : Monthly Charges Type GENERAL

Value in Rs/- : 90

SAVE UPDATE DELETE SHOW Get Last Year Data

SN	Charges Name	Charges Type	Date From	Date To
18	COMPLEX FED CHARGES	GENERAL	4/1/2016	3/31/2017
17	ELECTRICITY CHARGES	GENERAL	4/1/2016	3/31/2017
6	ENTERANCE FEES	RESERVE	4/1/2011	3/31/2012
11	INTEREST ON DEFAULTED DUES	-	4/1/2011	9/17/2008
2	LATE CHARGE	-	4/1/2011	8/31/2011
5	MAINTENANCE	-	4/1/2011	8/31/2011
13	MUNICIPAL TAXES	GENERAL	4/1/2016	3/31/2017
3	NON OCCUPANCY	GENERAL	4/1/2016	3/31/2017
23	PAINTING FUND	GENERAL	4/1/2016	4/30/2016
20	PARKING CHARGES OPEN FOUR WHEELAR	GENERAL	4/1/2016	3/31/2017
19	PARKING CHARGES STII T FOUR WHEFIAR	GENERAL	4/1/2016	3/31/2017

MAINTENANCE , SINKING FUND , NON OCCUPANCY CHARGES Will be decided on Page  
Master Record → 1. Flat or Shop Detail

How to Make Bill Automatically for All Members:

First all Members to be assigned with concerned Charges Type:

Master Record → 7 Assign Charges to Member For Billing:

Assign All Members with Charges

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Assign Charges Type

MEMBER REGISTRATION NUMBER : 1

MEMBER NAME : SANTOSH DESHPANDE MRS.SONALI DESHPANDE FLAT : AVYA 101

CHARGES TYPE	ASSIGNED FOR ABOVE MEMBER
<input checked="" type="checkbox"/> COMPLEX FED CHARGES	<input type="checkbox"/> COMPLEX FED CHARGES
<input checked="" type="checkbox"/> ELECTRICITY CHARGES	<input type="checkbox"/> ELECTRICITY CHARGES
<input type="checkbox"/> ENTERANCE FEES	<input type="checkbox"/> MUNICIPAL TAXES
<input type="checkbox"/> INTEREST ON DEFAULTED DUES	<input type="checkbox"/> PAINTING FUND
<input type="checkbox"/> LATE CHARGE	<input type="checkbox"/> PARKING CHARGES STILT FOUR WHEEL
<input type="checkbox"/> MAINTENANCE	<input type="checkbox"/> PARKING CHARGES TWO WHEELAR
<input checked="" type="checkbox"/> MUNICIPAL TAXES	<input type="checkbox"/> REPAIRS AND MAINTENANCE
<input type="checkbox"/> NON OCCUPANCY	<input type="checkbox"/> SERVICE CHARGES
<input checked="" type="checkbox"/> PAINTING FUND	<input type="checkbox"/> SINKING FUND
<input type="checkbox"/> PARKING CHARGES OPEN FOUR WHE	<input type="checkbox"/> WATER CHARGES
<input checked="" type="checkbox"/> PARKING CHARGES STILT FOUR WHE	
<input type="checkbox"/> PARKING CHARGES ( 1 FOUR WHEELA	
<input type="checkbox"/> PARKING CHARGES ( 1 TWO WHEELAR	
<input type="checkbox"/> PARKING CHARGES 2ND TWO WHEELA	

Note : Select Member Reg No then Charges Type. Click ASSIGN. It will Delete old assigned data and Assign New data

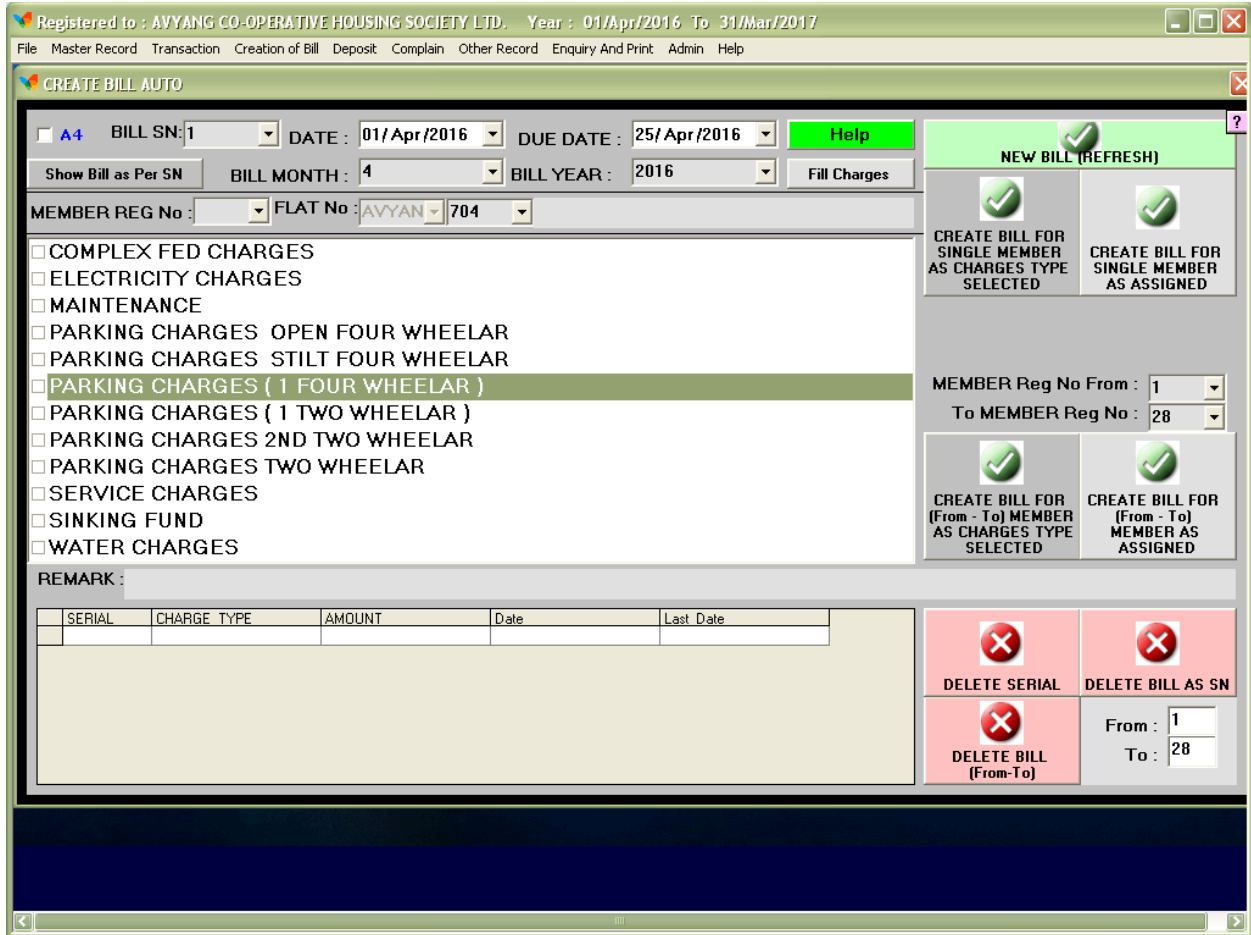
ASSIGN SHOW ASSIGN REPORT DELETE ASSIGN AS SELECTED DELETE ALL ASSIGNED DATA Get Last Year Data

This data will be used by software to generate Auto Bill for all the Members

Creation of Bill Auto:

1. Select MEMBER Reg No From
2. Select To Member Reg No
3. Click Button: CREATE BILL FOR (From-To) MEMBER AS ASSIGNED

Software will generate Bills for all members.



For example Now Bill for Member 1 Generated by Software can be seen by Selecting BILL SN: and clicking Button: Show Bill as per SN

Bill		
Name SANTOSH DESHPANDE MRS.SONALI DESHPANDE		Bill No : 1
Bill for the month APR 2016		Date : 1/Apr/2016
Flat/Garage/ShopNo : AVYANG 101		Due Date : 25/Apr/2016
SN	Particulars	Amount (Rs)
1	COMPLEX FED CHARGES	125.00
2	ELECTRICITY CHARGES	360.00
3	MUNICIPAL TAXES	270.00
4	PAINTING FUND	2,000.00
5	PARKING CHARGES STILT FOUR WHEELAR	70.00
6	PARKING CHARGES TWO WHEELAR	30.00
7	REPAIRS AND MAINTENANCE	375.00
8	SERVICE CHARGES	680.00
9	SINKING FUND	90.00
10	WATER CHARGES	180.00
Total :		4,180.00
Add : Interest :		0.00
Less : Adjustment :		0.00
Arrears :		31,593.00
Amount Paybale		35,773.00

As you can see last year Balance 31,773/- adjusted by software .

Bills for all members generated automatically.