

How to enter advance money by Member (Prior to make any Bill) :

Master Record → Initialisation of Software

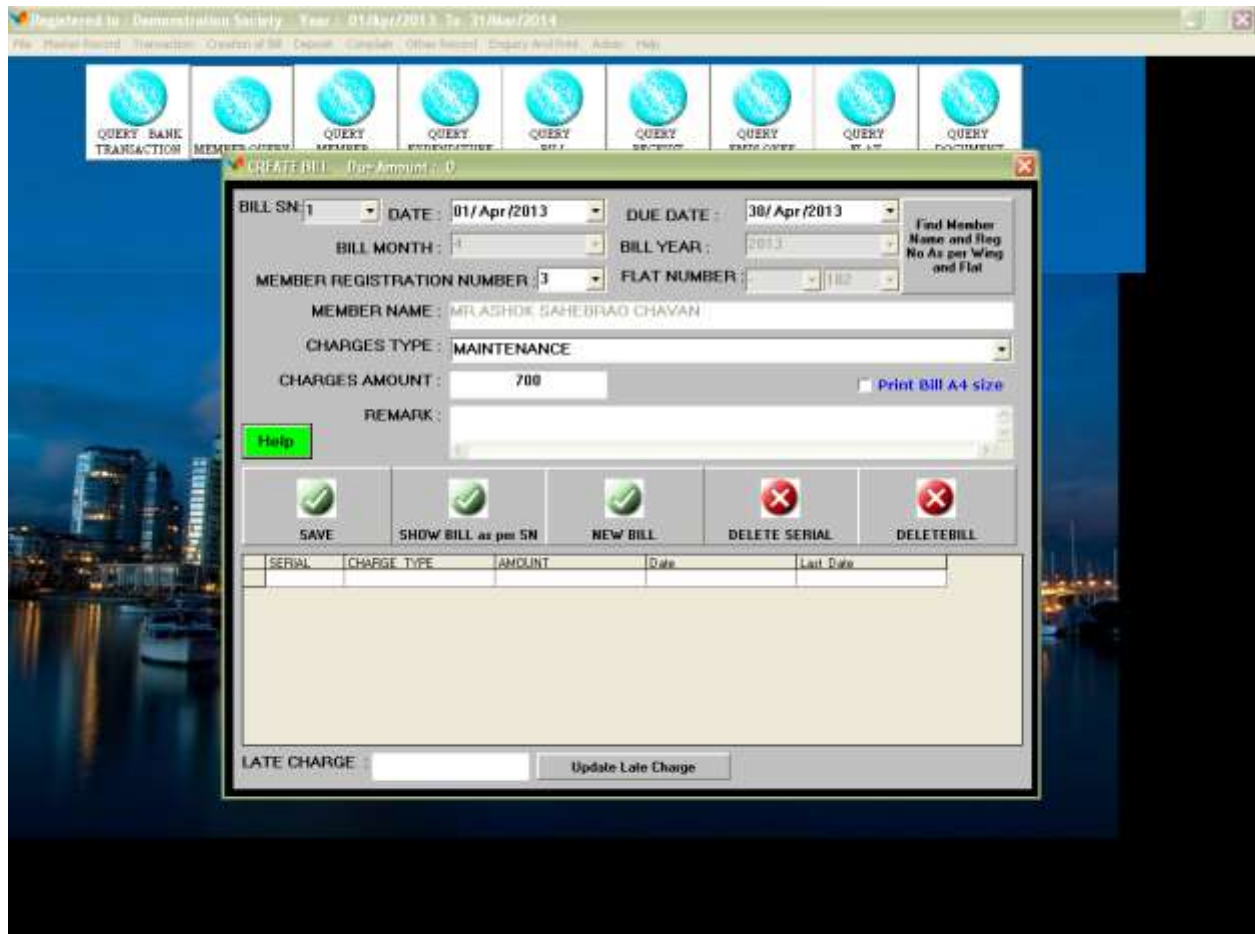
Enter previous due with negative sign

The screenshot shows a software window titled "Initialisation of Software (Please insert data only once after purchase of software)". The window is divided into several sections:

- Top Bar:** Contains menu items: File, Master Record, Transaction, Creation of Bill, Deposit, Cancellation, Other Record, Enquiry and Print, Admin, Help.
- Navigation Bar:** A row of icons for various queries: QUERY BANK TRANSACTION, MEMBER QUERY, QUERY MEMBER, QUERY EXPENDITURE, QUERY BILL, QUERY RECEIPT, QUERY EMPLOYEE, QUERY FLAT, QUERY DOCUMENT.
- Initialization Form:**
 - UID:** 00000, **Password:** 0
 - DATE:** 01/Apr/2013
 - ACCOUNTNUMBER:** [Empty field]
 - BANK NAME:** [Empty field]
 - BANK BRANCH:** [Empty field]
 - AMOUNT:** [Empty field]
 - Buttons:** Save Balance, DELETE, OPENING CASH, OPENING BANK BALANCE
- Previous Due of Member:**
 - DATE:** 01/Apr/2013, **MEMBER REGISTRATION NUMBER:** 3
 - MR. ASHOK SAHEBRAO CHAVAN**
 - PREVIOUS DUE:** -700
 - PREVIOUS LATE CHARGE:** 0
 - Buttons:** SAVE, SHOW, DELETE ALL
- Withdrawal Amount for Cash in Hand:**
 - DATE:** 01/Apr/2013, **A/c No.:** [Empty field]
 - AMOUNT:** [Empty field]
 - Buttons:** Withdraw
- Bottom Left:** Two buttons: "Insert Last Year Balance of Member" and "Insert Last Year Bank Balance".

Now if you make bill on Apr

Creation of Bill → Manual





CREATE BILL (Pay Amount : 0)

BILL SN: 1 DATE: 01/Apr/2013 DUE DATE: 30/Apr/2013 **Find Member Name and Reg No As per Wing and Flat**

BILL MONTH: 4 BILL YEAR: 2013

MEMBER REGISTRATION NUMBER: 1 FLAT NUMBER: 102

MEMBER NAME: MR. ASHOK SAHEBRAO CHAVAN

CHARGES TYPE: MAINTENANCE

CHARGES AMOUNT: Print Bill A4 size

REMARK: -

Help

SAVE SHOW BILL as per SN NEW BILL DELETE SERIAL DELETEBILL

SERIAL	CHARGE TYPE	AMOUNT	Date	Last Date
1	MAINTENANCE	700	04/01/2013	30/04/2013

LATE CHARGE:

Then Bill will be generated for 0.00

The screenshot displays a software window with two identical bill templates side-by-side. The window title is '1 of 1' and 'Total: 100%'. The bills are for 'Demonstration Society' and are titled 'Monthly Member's Contribution Bill'. The left bill shows a total due of 700.00, while the right bill shows a total due of 0.00. Both bills list items like MAINTENANCE (700.00) and LATE CHARGE (0.00).

Demonstration Society	
ABCXYZXYZ(O) 12342003-04 DT: 01/01/2004	
DEMONSTRATION ADDRESS, DEMO ROAD, DEMO STREET, CITY - 100200	
<u>Monthly Member's Contribution Bill</u>	
Bill No: 1	Month: APR 2013 Date: 4Jan/2013
	Due Date: 30/Apr/2013
Mr. / Mrs. : MR.ASHOK SAHEBRAO CHAVAN	
Flat No : - 102	
The following are the contribution charges payable by you as per resolution passed in General Body Meeting. You are requested to make payment before the due Date.	
Particulars	Amount in Rs
MAINTENANCE	700.00
LATE CHARGE :	0.00
TOTAL BILL DUE FOR THIS MONTH :	700.00
PREVIOUS ADVANCE REMAINING	700.00
LESS ADJUSTED :	-0.00
NOW ADVANCE REMAINING	0.00
President / Treasurer / Secretary / Accountant	

Demonstration Society	
ABCXYZXYZ(O) 12342003-04 DT: 01/01/2004	
DEMONSTRATION ADDRESS, DEMO ROAD, DEMO STREET, CITY - 100200	
<u>Monthly Member's Contribution Bill</u>	
Bill No: 1	Month: APR 2013 Date: 4Jan/2013
	Due Date: 30/Apr/2013
Mr. / Mrs. : MR.ASHOK SAHEBRAO CHAVAN	
Flat No : - 102	
The following are the contribution charges payable by you as per resolution passed in General Body Meeting. You are requested to make payment before the due Date.	
Particulars	Amount in Rs
MAINTENANCE	700.00
LATE CHARGE :	0.00
TOTAL BILL DUE FOR THIS MONTH :	700.00
PREVIOUS ADVANCE REMAINING	700.00
LESS ADJUSTED :	0.00
NOW ADVANCE REMAINING	0.00
President / Treasurer / Secretary / Accountant	