

SECTION 06 HIGHRISE ACCOUNTS





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A. Select Company

Step 1. Click on the Select Company option. (*Right Hand Side on Top*)Step 2. Select respective Company and financial year.

	Hello, rajesh 🗸 🍂 🚺 🕅
	Select Company
elect Company	
 In Sa In SaseReservements 	

	31 30	
•	SaasBasedcompany	
	SAMPLE COMPANY 1	
	si 2007-2008	
	1 2008-2009	
	ei 2009-2010	
	ei 2010-2011	
	e 2011-2012	
	8 2012-2013	
	e 2013-2014	
	<u>iii</u> 2014-2015	
	a 2015-2016	
	2016-2017	
	i 2017-2018	
,	SAMPLE COMPANY 2	
•	SAMPLE COMPANY 3	-

Path: Highrise Account/Select Company

B. Company Definition

Step 1. Go to COMPANY – Define Company then Click on the Add Company. You need to fill all the details of Company.

HIGHRISE ACCOUNTS



Company	Account	Voucher	TDS	VAT	Service Tax	WCT	GST	Browse	Reports	Tools	Select Company
Define Comp	any Transf	er Closing Bal	ance								
Add Co	ompany										←Back to define company
▼ Add/E	Edit Compar	ıy									
Compare Highview	n y v Constructio	on Pvt Ltd		Add KC-3	ress - Add			Flat KC-	No 3 - Flat		Name of the Premises/Building KC-3 - Name
City KC-3 - C	City				d/Street/Lane 3 - Road				a/Location 3 - Area		Pin Code 413003
State Mahara	shtra		•	STD 020	Code				ne Number 1504020		EmailID sajid@kanix.com
Short N KC-3 -	ame				er Registratio 123\$	n No					
• TDS I	Details 1										
Deducto Individu			•	TDS	Circle				<mark>I No.</mark> (T4152T		PAN No. ASIPM5262S
Respons	ible Perso	ns Details	8								
Name KC-3 - N	lame				gnation 3 - Designation			Flat KC-	No 3 - Flat		Name Of the Premises/Building KC-3 - Name
Road/S KC-3 - F	treet/Lane Road				n <mark>/Location</mark> 3 - Area			City KC-	3 - City		Pin Code 20
Charles				CTD	Cada			Dha			Markilla Normalian

Path: Highrise Account/ Company /Define Company

Company Information:

Company Master Information divided into four part that is Company Info, TDS Details1, TDS Details2 & VAT/ST Details.

Under Company information user can put the address details of company and the same bifurcate as Flat No, Building Name, Raod, Area, City, State etc. for TDS e-filling purpose.

Under TDS Details 1 put the information with respect to TDS Deductor Type, TDS Circle, TAN, PAN and details of person who is responsible to deduct TDS. Generally the responsible person is the person who signs on the TDS Certificate.

TDS Detail 2 is information required to be fill if the organization is government organization. Under VAT/ST details user can put the CST, LST, TIN, ST details.

GST Registration

On Define company facility to put GST Number has given where user can specify state wise GSTIN numbers of existing companies created in Accounts. First select State under which company is working If the Company is registered for the selected state – click on registered checkbox and enter registration number else enter remark and save as unregistered.

You can select composite option if the Company is registered under composite category.

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×

GST Registration

	pany x Construction 1	•				
	4					
•	29	Karnataka		29AAAPK4152A1Z	01/07/2017	
	32	Kerala			<u> </u>	
	31	Lakshadweep			Ċ	
	23	Madhya Pradesh			Ê	
•	27	Maharashtra		27AAAPK4152A1Z!	22/07/2017	
	14	Manipur			<u></u>	
	17	Meghalaya			<u></u>	

Path: Highrise Account/ Company /Define Company (GST Registration)

Step 2. Click the Save Button.

Edit the Company name:

Step 1. On Define Company Click on EDIT option of the Company whose name you wish to change.

Delete a Company:

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- Step 1. Click on the Company you wish to delete.
- Step 2. Click on the Delete Button. You can only delete those Companies that do not have an Accounting Year or any Accounts defined under it.

C. Accounting Year Definition

Add a new Accounting Year:

- Step 1. Go to Define Company and click on the Accounting Year to which you wish to add the Accounting Year.
- Step 2. You may give the year as '2017-2018' then describe the start and end dates of the Accounting Year. Note: Accounting year should be 12 months.

II DOTNET CON	1PANY						_	
Year	Start Date	End Date	Lock Year	Lock Till	Lock Days	Lock Till Days	V.Bil Post	Action
2016-2017	01/04/2016	31/03/2017		24/11/2016		0		11
2017-2018	01/04/2017	31/03/2018		31/03/2018		0	1	11
	<u> </u>			يلملم :::::		0		8

Step 3. You can lock the year for the specific period by entering the date upto which you want to lock the year and then click on option *Lock Year.*



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Lock year function is used when you wish that nobody should edit or delete the final or audited data. Once data is locked nobody can edit or delete the locked data unless authorized person unlock it.

Note: Either you lock or unlock date of Lock Till should be within Start Date and End Date defined above.

Delete an Accounting Year:

- Step 2. Click on the Accounting Year you wish to delete.
- Step 3. Click on the Delete Button. You can only delete those Accounting Years that do not have any transactions.

D. Fixed Groups

Fixed groups are an essential part of the system as they give an identity to every User-defined group or Account. They are constant and cannot be deleted. They are at the root of the Accounts Tree and every User-defined Group and Account will have a Fixed Group in its Root Path. The same set of Fixed Groups will be available for all Companies.

Fixed Group List

Capital Account Reserves and Surplus Current Assets Bank Account Cash Account Deposits (Assets) Loans and Advances (Assets) Stock-in-hand Sundry Debtors Current Liabilities Advance from Flat holders Duties and Taxes Sundry Creditors Loans (Liability) Bank OCC Secured Loans Unsecured Loans Revenue Accounts Expenditure Income Purchase Sale Suspense CGST SGST IGST

E. User-defined Groups

A group defined by the user is a User-defined Group. Unlike Fixed Groups which are common to all Companies, a User-defined Group will be specific to a Company.



CHAPTER 2: ACCOUNTS MASTER

An Account or a Ledger account is the leaf element in the Accounts Tree. All transactions (Vouchers) will always between Accounts. An Account would be specific for one Company and once defined it would remain active for all the accounting years of that Company.

A. Group Definition

Adding a Group:

To define a new Group in the Company:

- Step 1. Select the Group under which you wish to add a sub-group.
- Step 2. Click the **Add Group** Button. Facility to put new Group by the name will appear and you would be prompt to give a name to this group.
- Step 3. Click on SAVE button.

Company	Account	Voucher	TDS	VAT	Service Tax	WCT	GST	Browse	Reports	Tools			Select Company
Account/Gro	up Definition	Cost Center	Opening	g Balance	Stock Figures	Chequ	e Status						
Accour	nt Definit	ion					Add Grou	ip Ad	d Account	Print	PAN Required	Move Account	GST Registration
		111000-34			Add Gro	up Det	ails						
O GI	oup • A	Account		۲	Group	Name*							Save Delete
		Search											
		truction Pvt Ltd											
	Capital Acc Current As												
	Current Lia												
		e from Flathold	lers										
	 Duties Provision 												
	Sundry												
	+ 📰 AB												
	- 🖻 Suj												
		Supplier - 1 0001 Chaitany	a Supplier										
		AMAR CEMEN											

Path: Highrise Account/ Accounts /Account Definition

Editing the name of a group:

Step 1. To edit a Group name, select the group. The name would be highlight; now type in the new name.

Step 2. Press SAVE.

You can edit the names of User-defined Groups only.

Deleting a Group:

Select a group and click on the Delete Button. You can only delete User-defined Groups that do not have any Account (Ledger).

Move the Group:

Under Move Accounts, user can move the user defined group by using Cut – Paste facility.



B. Account Definition

Adding an Account:

- Step 1. Select on the Group to which you wish to add an Account.
- Step 2. Click on the New Account Button. User need to fill the details of Accounts ledgers.
- Step 3. Press SAVE.

Company Account Voucher TDS VAT	Service Tax WCT GST Browse Reports Too	vls Select Company
Account/Group Definition Cost Center Opening Balance	Stock Figures Cheque Status	
Account Definition	Add Group Add Account Print	PAN Required Move Account GST Registration
Group • Account	Account Name* Contact Pers AMAR CEMENT SUPPLIER PVT AMAR	PUNE
Search	City State PUNE Maharashtra	PIN Code v 0
Capital Accounts Current Assets Current Liabilities	Phone No Email 02461646	Service Tax No
Advance from Flatholders Duties & Taxes Duties & Taxes Duties ons Sundry Creditors	PAN No PAN Status PANAPPLIED	PAN Ref No
	TDS Ledger Name Nature NA ▼ Select	TIN No
 0001 Chaitanya Supplier AMAR CEMENT SUPPLIER PI 	CST No Local Body T	Tax No Bank Branch
 IISample Contractor - Loan Ac IISample Contractor - Ret IITest Contractor 	Bank A/C No IFSC Code	Name On Cheque AMAR CEMENT SUPPLIER
ABCD	Min Balance Status 0.00 Active	Branch Division v Select v +

Path: Highrise Account/ Accounts /Account Group Definition

Editing the name of an Account:

- Step 1. To edit the name of an Account, select the account. The name would be highlight; now type in the new name.
- Step 2. Press SAVE.

Editing the Account information:

- Step 1. Click on the Account whose information you wish to see / modify. The Account information gets displayed in the right hand side information box. You can modify any of the information.
- Step 2. Click on the Save Button.

Deleting an Account:

Step 1. Select the Account you wish to delete.

Step 2. Click on the Delete Button.

Note: You can only delete those Accounts which do not have an Opening Balance and which not contain any transaction.

Other Functions:

On Account Definition form there some other functionalities are also available such as



PAN Required: To generate the list of parties those are not submitted PAN number and generate the letter to demand the PAN number.

Print: To print the list of Ledgers created

Search: To Search the Group or ledger created

- a) Select the criteria you want search whether Group/Account
- b) Enter likely name of Group/ Account you wish to search
- c) Click on Show
- d) All the Groups/ Account similar to the likely name will display in the box
- e) Select on the respective Group/Account to find the same in Account Definition Master

Company	Account	Voucher	TDS	VAT	Service Tax	WCT	GST	Browse	Reports	Tools			Select Compa
ccount/Grou	up Definition	Cost Center	Openin	g Balance	Stock Figures	Chequ	e Status						
Accour	nt Definit	tion				Ad	d Group	Add A	ccount	Print	PAN Required	Move Account	GST Registration
	oup 🏾 🗨 A				Account AMAR C		SUPPLIE	R PVT	Conta AMAR	ct Persor	Ĺ	Address PUNE	
A A-10 A-10				•	City PUNE				State Mahar	rashtra	•	PIN Code 0	
A-10 A-10 A_10	A-102 Vinay 1 A-102 Vinay 1 A-102 Vinay 1 A-104 sachi A-102 sachi A102 sachi A102 manish			Phone N 0246164				Email PAN S			Service Tax No		
A104 ABCI ACC	l abhay pati <mark>l</mark> D URATE STE	EL			TDS Leo	lger Nar	ne			PPLIED	•		
AMA Amai AMA	r Contractor	SUPPLIER F			NA CST No			•	Select Local I	Body Tax	۲ No	Bank Branch	
B Belar	ni Test Contr Works	ractor			Bank A/	C No			IFSC C	Code		Name On Ch AMAR CEMEN	

Path: Highrise Account/ Accounts /Account Group Definition

Document Upload Facility: Document upload facility is provided at account creation level to upload document proof provided by the any party. User need Select the respective account and click on the icon is displaying at right hand side. Afte click on it following screen will display to upload the document.



Upload Documents				>
Select File	Choose File No file chosen		Remark	
		Upload		
Doc Ref	File Name	Remark	Action	

Path: Highrise Account/ Accounts /Account Group Definition

Assign GST Number to Accounts Ledgers:

On Account Group Definition facility to put or view GST Number has given where user can specify state wise GSTIN numbers for party leaders created in Accounts.

First select the party ledger and click GST Registration option. Under GST Registration user can select State under which selected party is working.

If the party is registered for the selected state then click on registered checkbox and enter registration number else enter remark and save as unregistered.

If the State is selected and user is not mark as registered then it will treated as Un-registered Party for selected State.

You can select composite option if the Company is registered under composite category.

Fixed	Group Select		count mar Supplier	•				
	20	Jharkhand					i	
	29	Karnataka				į.		
	32	Kerala				į.		
	31	Lakshadweep				į.		
	23	Madhya Pradesh						
	27	Maharashtra	۲		27AAAPA4152A1Z2	01/07/2017	t	
	14	Manipur				Ċ		
	17	Meghalaya				ń		

Path: Highrise Account/ Accounts /Account Definition (GST Registration)

C. Adding Cost Centre

- Step 1. Select Cost Centre to create cost center group or cost centre.
- Step 2. Click on *Add Group* to create cost centre group.
- Step 3. Select the cost centre group and click on *Add Cost Centre* to create cost centre and enter the name of the Project as a cost centre.
- Step 4. Click on Save.
- Step 5. To view the Cost centre tree click on the Print Button.



mpany	Account	Voucher	TDS V	/AT	Service Tax	WCT	GST	Browse	Reports	Tools			Select Company
ount/Group	p Definition	Cost Center	Opening Ba	alance	Stock Figures	Chequ	ie Status						
ost Ce	enter											Assign	n State Print
Type 1			,	•	KANIX	HIGHVI	EW						
			,	•		enter Na HIGHVIE			Percer Select	nt Completion t	•	Status Select	•
		Search			Contro Select	I Accou	nt	•	Start E 01/01/1		Ċ	End Date 01/01/1900	ė
Cost C	Center												
	Brick Work											5	ave Delete
1	DECCAN T	OWER											Delete
10	но												
	KANIX HIG	GHVIEW											
1	KANIX PER	TH											
1	Kanix Zain												
1	Prinitng W	ork											
	RCC Work												

Path: Highrise Account/ Accounts /Cost Centre

As in case of GST the source of supply/service and destination of supply/service defines the type and percentage of tax to be calculated, we need to assign state in which the project/ cost centre is getting executed. Following is the process to Assign state to each Cost Centre

Steps: 1 Go to Highrise Accounts/Account/ Cost Centre

Steps: 2 Select Assign State option.

Steps: 3 Select State for each cost centre and click on save.

Option to Apply All is also given, to apply one single state to listed cost centre.

Company Kanix Construction 1	▼ Select	Apply All		
Save				
Cost Centre		State	Remark	
Equipments	Maharashtra	*	•	
Kanix Palace 2017 II	Maharashtra	*	ι,	
1 Kanix Tower	Maharashtra	•		
1_TEST CYCLE 1 Web	Select	•		
54- Athashri C & D	Maharashtra			
- Ethos	Maharashtra	T		
- Highview	Maharashtra			
- Veeran	Maharashtra	•		
4- Virundavan	Maharashtra	¥		

Path: Highrise Account/ Accounts /Cost Centre (Assign State)

D. Transfer Balance

This option is used to transfer closing balances of the previous year to the next accounting year as opening balances.

HIGHRISE ACCOUNTS



Company	Account	Voucher	TDS	VAT	Service Tax	WCT	GST	Browse	Reports	Tools	Sele	ct Company
Define Comp	any Transfe	er Closing Bal	ance									
Transfer	Balance											
▼ Trans	sfer Balance											
Transfe 2017-20	er Closing B)18	alance of t	he year		pening Balan -2019	ce for th	e year				E.	Refresh
	p Wise Trans	fer										
											Save	Transfer
Group N	lame							Tran	sfer Metho	d		
Advance	e from Flatho	lders						Bill	By Bi <mark>ll</mark>			•
Bank Ac	counts							Sing	l <mark>e Line Tran</mark> s	sfer		•
Bank Oc	c							Sing	le Line Trans	sfer		•
Capital /	Accounts							Bill	By Bi <mark>ll</mark>			•
Cash Ac	counts							Sing	le Line Trans	sfer		•
CESS								Bill	By Bill			•

Path: Highrise Account/Company/Transfer Closing Balance

Select appropriate transfer method either Bill By Bill or Single Line Transfer method. Click on Transfer to transfer balances.

E. Opening Balances

Users can entre opening balances manually. Step 1. Select Account for which you want to enter opening balance.

Step 2. Enter the details in screen below main screen.



Company Ac	count	Voucher	TDS	VAT	Service Tax	WCT	GST B	owse Re	eports	Tools			Selec	t Company
ccount/Group De	finition	Cost Center	Openin	g Balance	Stock Figures	Chequ	e Status							
Opening B	alanc	е												
Ledger Type Other than Exp	pense an	d Income	•	For Ac All	count		•						Search	Reset
Show All	🛛 Detai	Is								Print Sho	w Rows: 40	Page: 1 of 4	Go 1 2 3] >>
Opening Stoc	k: 1,50,0	00.00								Dr: 2,52	2,000.00			
Account	Name			Gro	up Name			Debit				Credit		
+ IISample (Contract	or - Loan Ad		Sun	dry Creditors						0.00			0.00
+ IISample	Contract	or - Ret		Sun	dry Creditors						0.00			0.00
- IISample (Contract	or Int		Pro	visions						50,000.00			0.00
Bills: !! Sample	e Contra	ctor Int (Pro	visions	Dr:50,00	0.00 Cr:0.00)									
Date		Bill No			Bill Date		Due Date		Amo	ount		Cost Center	Branc	:h
31/03/2017					31/03/2017		31/03/2017			5000	0.00 DEC	CAN TOWEF •	Select	•
													Save Add I	New Bill
+ IITest Con	tractor			Sun	dry Creditors						0.00			0.00

Path: Highrise Account/ Accounts /Opening Balance

Step 3.Double Click on Save.NOTE- For Credit enter the negative (- ve) sign before the amount.

F. Stock Figure

The opening stock and closing stock can be entered from here.

Step 1.+Select the stock account for which balances to be entered.

Step 2. Give the Date, Amount and Cost Centre in the screen below main screen.

Company	Account	Voucher	TDS	VAT	Service Tax	WCT	GST	Browse	Reports	Tools			Select	Company
	p Definition	Cost Center	Openir	ng Balance	Stock Figures	Chequ	e Status							
Stock F	igure													
												Show Rows: 40	Page: 1 c	of 1 Go
Acco	unt Name			Gr	oup Name					Openi	ng	Cle	osing	
- stock	in hand			Sto	ock - In - Hand						1,50,000.00		1,50	0,000.00
Stock Def	tails (of perr	nitted Cost Ce	entres Or	nly): stock i	n hand (Stock - I	n - Hand	Opening:	1,50,000.00	Closing:1,50,0	000.00)				_
Date					Amoun	t						Cost Center		Action
01/04/201	17			ſ					150000.0	0	НО		۲	î
													Save	Add
Total								1	,50,000.00			1,50,000.00		

Path: Highrise Account/ Accounts /Stock Figure

Step 3. Click on Save



G. Cheque Book

Select the Bank for which you want to create cheque book & select the cheque number range. Click add button to add Cheque Book

<u>الاس</u>	ighrise	Account	•	Highview C	Construction Pv1	t Ltd >> F	Financial Y	'ear (2017-20	018)		Hello, rajesh 🗸	134	KANIX
Company	Account	Voucher	TDS	VAT	Service Tax	WCT	GST	Browse	Report	s Tools		Select Cor	mpany
Account/Grou	p Definition	Cost Center	Openir	ng Balance	Stock Figures	Chequ	e Status						
Add New	Cheques												
D Add	Cheques												
Bank					Cheque Book	k Series	Name			From Cheque No	To Cheque No		_
ICICI Ba	ink			•	CB1-100				+	001	100		
												Add Ba	ck

Path: Highrise Account/ Cheque Status

Cheque Print

While printing the cheques following steps should be followed.

- Step 1. Select the bank name.
- Step 2. Click on Refresh
- Step 3. Select the transaction which you want to print.
- Step 4. Select the task as Print Cheque.
- Step 5. Put Print Date,

Step 6. Click on the OK button

Following are the additional filter criteria given while printing the cheques.

Pending Only: To view transaction those are pending for print only, unselect it to view all the transaction,

Cheque No: To search the transaction by cheque number. Status From Date and To Date Voucher From Date and From Date

Print Date: Select it to print the date on cheque, unselect it to print cheque without date. **Account Payee:** Select it to print the cheque with mark as Account Payee.





npany	Account Vouc	her Tl	OS VAT	Service Tax	WCT	GST Bro	wse Reports	Tools					Select Company
unt/Gro	up Definition Cost C	enter O	pening Balan	ce Stock Figur	-s Cheque S	itatus							
ows	e Cheque Boo	ok										Add New	Cheque book
200.20	e cheque boo	JK										Add New	Cileque Dook
ect B				Series Name									
ICI Ba	ink		Ψ	Select Se			<u>*</u>						
tatus				Cheque No.			State	us Date From			Status Date To		
ending	9		•				01/0	4/2017			31/03/2018		İ
ouche	er Date From			Voucher Da	te To								
1/04/20	017		Ê	31/03/2018			1						
			×								Reset Regi	ister Dele	ete Refresh
int Da	heque ate		•	✓ Account	Payee 🖉 Pri	int Date					Reset Regi	ister Dek	ete Refresh Ok
int Da	heque ate				Payee 🕑 Pri	int Date				Sho	Reset Regi w Rows: 40 ▼ Pag		Ok
rint Cl int Da	heque ate				Payee 🕑 Pri V.N.	int Date	Date	Am	ount	Sho		ge: 1 of 3	Ok
int Da /12/20	heque ate 017	TRA	Ê	Account		nt Date	and the second s	Am	ount 1000.00	1		ge: 1 of 3	0k Go 1 2 8
int Da int Da int Da i/12/20	heque ate 017 Party Name		Ê				18/07/2017	Am		VT		ge: 1 of 3	0k Go 1 2 8
rint Ci int Da /12/20	ate 017 Party Name IISAMPLE CON		Ê	22121		8	18/07/2017 01/07/2017	Am	1000.00	VT BP		ge: 1 of 3	Ok Go 1 2 3
rint Da rint Da ilina i i i i i i i i i i i i i i i i i i	ate 017 Party Name IISAMPLE CON		Ê	22121 123		8	18/07/2017 01/07/2017	Am I I I	1000.00	VT BP		ge: 1 of 3	Ok Go 1 2 3

Path: Highrise Account/ Cheque Status

Update the Status by Selecting other tasks such as:-- Print Cheque

- Reprint ChequeSigning Cheque
- Issue Cheque
- Release Cheque
- Cancel Cheque



CHAPTER 3: VOUCHER

A. Voucher Types

There are 13 Voucher types defined by the system. Each of these corresponds to a type of transaction in Accounts. The user has to select the appropriate type while making a Voucher.

List of Voucher Types:

Cash Receipt	CR	Sale	SV
Cash Payment	CP	Expense	EV
Bank Receipt	BR	Receipt	RR
Bank Payment	BP	Debit Note	DN
Contra	CT	Credit Note	CN
Journal	JV	Memorandum	MV
Purchase	PV		

B. Voucher Entry

Adding a New Voucher:

- Step 1. Go to Voucher Menu, select the Voucher Type.
- Step 2. Fill in all the details of the Voucher. The Voucher will not get saved till the Debit and Credit totals match.
- Step 3. Click on the Save Button to save the Voucher.
- Step 4. The new voucher number will be generate and displayed on the screen after saving it.

ucher	Account Voucher TDS Search Voucher Voucher Browse R/	VAT econcile	Service Tax WCT	GST Browse Rep Bill Adjustment Allow Payme				Select Company
/ouch	er						• Ap	proved O NonApprove
• Vou	cher							
	er Type		Voucher No		Date		Narration	
Bank F	Receipt	•	4 - 01-04-2017	•	01/04/2017	İ	55	
Chequ	e No		Cheque Date 17/11/2017	Ê	Bank		RTGS/NEFT	
 Vour 	cher Details							
		_	(here)					
	Account		Bill	Debit	Credit	Narration	Cost Center 1	Cost Center 2
	123 Sample Contractor Dr 13386708.4 ; Sundry Creditor	▼ rs	Bill Show	Debit	Credit 3,000.00	Narration 55 //	Cost Center 1 HO T	Cost Center 2
Cr 🔻	123 Sample Contractor			Debit		<u>55 //</u>		
Ci ¥ Di ¥	123 Sample Contractor Dr 13386708.4 ; Sundry Creditor	rs				<u>55 //</u>	но т	Select V
Cr 🔻	123 Sample Contractor Dr 13386708.4 ; Sundry Creditor ICICI Bank	rs				<u>55 //</u>	но т	Select V

Path: Highrise Accounts/Voucher / Voucher



Editing a Voucher:

- Step 1. First, select the type of Voucher from the 'Voucher Type' list.
- Step 2. Now select the Voucher Number you wish to edit from the 'Voucher No.' list. The details of the Voucher will be displayed. You can change anything in this Voucher except the Voucher Type and Voucher Number.
- Step 3. Click on the Save Button.

Deleting a Voucher:

- Step 1. Select the Voucher by selecting the 'Voucher Type' and 'Voucher No.'
- Step 2. Click on the Delete Button. You will be prompt to confirm the deletion.

The Voucher will be permanently deleted, and will have to re-enter if it has been wrongly deleted. The same Voucher No. cannot reuse and there will be a gap introduced in the Voucher No. sequence, unless it is the last Voucher of that Type that you have deleted.

Voucher Search

In this screen you can search voucher narration wise, date range wise, amount range wise, voucher type wise, cheque number wise.

Search Voucher									
Narration Like			From Date 01/04/2017	8	To Date 31/03/2018		曲	Voucher Type Bank Payment	•
Cheque No.			Bill No.		For Account Select		•	Amount>=	
Amount <=			Select Hide Cr Hide Dr		With Details				
									Print Search Re
Search Result									
		/						Show Rows: 40 ¥	Page: 1 of Go <<
Date	VT	V No.	Particular	Dr		Cr	Cost Centre	-	Narration
)7/ <mark>08/20</mark> 17	BP	1	123 Sample Contractor		13,75,000.00	0.00	но		sd ed
07/06/2017	BP	1	ICICI Bank		0.00	13,75,000,00	но		sd ed
07/08/2017	BP	2	123 Sample Contractor		10.00	0.00	но		4520
07/ <mark>08/</mark> 2017	BP	2	ICICI Bank		0.00	10.00	но		4520
09/06/2017	BP	3	123 Sample Contractor		10.00	0.00	но		dsfds ds
09/06/2017	BP	3	ICICI Bank		0.00	10.00	но		dsfds ds
19/06/2017	BP	4	123 Sample Contractor		20.00	0.00	но		kjjh 10
	BP	4	ICICI Bank		0.00	20.00	но		kjjh 10
19/06/2017	BP	5	AMAN ENTERPRISES		5,000.00	0.00	но		Advance against PO No - 348
			ICICI Bank		0.00	5,000.00	но		Advance against PO No - 348
3/07/2017	BP	5	10101 Dollar						
3/07/2017 3/07/2017		5	CGST 2.5% Receivable RCM		0.00	80,00	но		Advance against PO No - 348
09/06/2017 13/07/2017 13/07/2017 13/07/2017 13/07/2017	BP				0.00 80.00	80.00 0.00			Advance against PO No - 348 Advance against PO No - 348

Path: Highrise Accounts/Voucher Search



Narration Master

You can enter narration here in narration master.

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Nucher Search Voucher Browse Reconditation <mark>Namation Matter</mark> Bill Adjustment Allow Payment Payment Voucher	Select Compar
Narration Master	
	Show Rows: 40 🔻 Page: 1 of 1 Go
Narration	Actio
Being payment against bill no 123	1
Being payment against bill no n122	1
Being Purchases made against bill no	1
cheque	21
cheque from own contribution.	×1
cheque from own contribution.	/1
cheque from own contribution.	21
cheque from own contribution.	/1
cheque from own contribution.	/1
cheque from own contribution.	/1
PURCHASE OF ELECTRICAL WORK - BILL NO. 2222 - DEW DROPS	21
PURCHASE OF FABRICATION MATERIAL - BILL NO. 2222 - DEW DROPS	/1
PURCHASE OF NEW HANDSET OF NOKIA - B.NO.	/1

Path: Highrise Accounts/Voucher / Narration Master

C. Bill Adjustment :-

- a) Manual
- 1. Select the account
- 2. Select the bill & fill the amount. After in right side window put the amount on whom you Want to adjust.





II By Bill														•	Manuel
Filter															
elect Accou 123 Sample C				- Q Cost	Centre		Q	All Bran	ches						
Search Resu	ılt														
Debit Side (Sales/F	ayme	ents)					Credit Sid	le (P	urcha	ase/Receipts)				
VDate	VT	VNo	Bill No	Pending	Adj Amount	Cost Center	Branch	VDate	VT	VNo	Bill No	Pending	Adj Amount	Cost Center	Branch
18/07/2017	5P	9		5,000.00		но		31/10/2017	CR	3	86	-4,500.00	-	Kanix Zain	2
01/07/2017	6P	11		1,500.00		но		10/04/2017	CR	1		-2,000.00		но	
19/10/2017	CP	1		100.00		но		10/07/2017	CR	2	ι.	-3,000.00		Kanix Zain	
13/10/2017	JV	67	nbnn	1,400.00		но		01/08/2017	PV	9	1	-1,50,000.00		но	8333
13/10/2017	JV	68	b444	1,400.00		но		01/08/2017	PV	10	1dasf	-1,99,000.00	1	но	
13/10/2017	JV	69		1,40,00,000.00		но		03/08/2017	JV	15	LD-Aug01	-1,000.00		но	
13/10/2017	JV	70	4e	8,700.00		но		03/08/2017	JV	16	OC1-Aug01	-800.00		HO	
13/10/2017	JV	71	88	500.00		но		03/08/2017	JV	19	L-123	-1,600.00		но	
12/04/2017	CP	3		3,000.00	-	но		03/08/2017	JV	20	OC1-123	-1,400.00		но	
13/10/2017	JV.	72		1,200.00	1	но		03/08/2017	JV	21	OC2-123	-1,200.00		но	
13/10/2017	JV	74	b11	1,000.00		Kanix Zain		04/08/2017	JV	30	L-123	-1,600.00		но	
13/10/2017	JV	75	btt	580.00		Kantx Zain		04/08/2017	JV	31	OC1-123	-1,200.00		но	
22/11/2017	5P	21		15,000.00	7	но		04/08/2017	JV	32	OC2-123	-1,000.00	1	но	
31/03/2017	OPBal	2		2,000.00		но		04/08/2017	JV	34	LB-6666	-1,888.00		но	
03/04/2017	CP	2		5.900.00		но		04/08/2017	JV	35	OC1-6565	-1.652.00		но	

Path: Highrise Accounts/Voucher / Bill Adjustment / Manual

- b) Bill Adjustment Auto
- 1. Select the Type whether creditor or debtor. After that select the account
- 2. Select Adjust

Company Accou	nt Voucher	TDS VAT Ser	vice Tax GST	WCT Bro	owse Reports To	ols		Select Company
oucher Search Vou	cher Voucher Bro	owse Reconcilation	Narration Master	Bill Adjustment	Allow Payment Payme	ent Voucher		
Bill By Bill								O Manuele Au
▼ Filter								
CreditorO Del	otor		Select Acc	ount		All Branc	hes	
			AWAN EN	IERFRIGES				
▼ Search Result				TERPRISES				
✓ Search Result ∨Date	VNo	Bill Amt	Outstanding Amount	Bill No	Bill Date	Due Date	Cost Center	Branch
VDate	VNo	Bill Amt -42.372.00	Outstanding	Bill No	Bill Date		Cost Center	Branch
VDate	ANS: S		Outstanding Amount	Bill No 12356		Due Date		Branch
VDate 13/07/2017 09/08/2017	11	-42,372.00	Outstanding Amount -42,372.00	Bill No 12356 PB-1974	01/07/2017	Due Date	но	Branch
	11 36 38 39	-42,372.00 -18.842.26	Outstanding Amount -42,372.00 -18,842.28	Bill No 12356 PB-1974 2	01/07/2017 09/08/2017	Due Date 01/07/2017 09/08/2017	но	Branch
VDate 13/07/2017 09/08/2017 22/08/2017	11 36 38	-42,372.00 -18,842.28 -2,950.00	Outstanding Amount -42,372.00 -18,842.26 -2,950.00	Bill No 12356 PB-1974 2 5	01/07/2017 09/08/2017 22/08/2017	Due Date 01/07/2017 09/08/2017 22/08/2017	но но но	Branch

Path: Highrise Accounts/Voucher / Bill Adjustment / Auto



D. Reconciliation

a) Manual Reconciliation.

- Step 1. Select the bank for reconciliation.
- Step 2. Select Show All option and click Refresh.
- Step 3. For entering the clearing dates click on the *Edit* option then click on Reco Date in the main screen.

▼ Filter									
For Accourt ICICI BANK		34131		🖌 🔲 All	Status Pending				0 m Date /04/2017
To Date 22/12/2017				Ê					Search
 Search R 	esult								
Current Bal 69000.00 Dr	lance				Credit Pendi 11000.00 Cr	ng		Re 0.0	conciled Balance 0
Debit Pend 80000.00 Dr	ing				Difference 69000.00 Dr			Ch	eque No
									Search Print Print Dishonered Cheques
									Show Rows: 40 ▼ Page: 1 of 1 G
Date	V.T.	V No	Chq No	NEFT Code	Chq Date	Description	Debit	Credit	Reco Date Party Name Action
01/04/2017	BR	3	121		11/07/17	Test Loan Party	80,000.00	0.00	🛅 ICICI BANK 1010 🗷 😒
04/06/2017	BP	16	4 5		11/07/17	Test Loan Party	0.00	3,000.00	Image: Processing of the second se
									26 27 28 29 30 1 2

Path: Highrise Accounts/Voucher / Reconciliation

b) Auto Reconciliation

- Step 1. For auto reconciliation click on *Auto Reconciliation* button.
- Step 2. Select the Bank.
- Step 3. Configure the Structure as per Spread Sheet (Excel) received from bank through e-mail.
- Step 4. Upload the excel sheet of bank statement file. Data in the Excel Sheet will show automatically on this screen.
- Step 5. Save it and click on Process button. After clicking on Process entries which are not in Highrise Accounts will show in Orange Colour and which are present in Highrise Accounts will show in Blue Colour.

21





Highrise Accounts ~ Highview C	construction Pvt Ltd >> Financial Year (2017-2018)	Helio, rajesh 🗸 📫 🚺
Company Account Voucher TDS VAT	Service Tax GST WCT Browse Reports	Tools Select Company
Auto Reconciliation		Reconcilation
▼ Filter		
Bank ICICI BANK 101012134131	▼ Choose File No file chosen ±	Configure
Configure		×
*Start Row 3	*Trans Date Col No 2	*Cheque No Column No 3
*Narration Col No 5	*Debit Amt Column No 10	*Credit Amt Col No 11
(*) Numbers Only		Save
L		

Ш	lighrise	Account	is 🗸 🛛 F	lighview	Construction P	vt Ltd >> i	Financial N	Year (2017-2	1018)		Hello, rajesh 🗸	1 34	KANIX
Company	Account	Voucher	TDS	VAT	Service Tax	GST	WCT	Browse	Reports	Tools		Select C	ompany
Auto Re	econciliat	tion										Reconci	lation
▼Filter													
Bank ICICI BA	NK 1010121	34131				ect File	No file chos	sen	1			Config	jure

Path: Highrise Accounts/Voucher / Reconciliation

E. Allow Payment

Here authorized person can mark for the payments which are outstanding so that the executive or cashier can make payments only the marked payment voucher.

Step 1. Select the party for which payment is outstanding from Select Account Step 2. Click on Refresh button

HIGHRISE ACCOUNTS



ompany	Account	/oucher	TDS VA	T Servic	e Tax GST	WCT	Browse	Reports	Tools		Select Compan
icher Sea	arch Voucher	Voucher Bro	wse Recor	cilation Na	arration Master	Bill Adjustm	ent Allow F	Payment F	ayment Vou	:her	
llow Pa	ayment										
▼ Filter											
Select Ac AMAN E	CCOUNT NTERPRISES			•	Cost Centr	re			Q	Voucher Date C 22/12/2017	
Bill Date 22/12/201				(iii)							
Cash/Bai	nk										
Bank/Ca	ash						Balanc	e			<u>^</u>
cash in h	and						6,500.00	0 Dr			
ICICI Bar	nk						1,03,770	0.00 Cr			
ICICI BA	NK 101012134	131					69,000.0	00 Dr			
											+
											Refresh Reset
Search	Details										
Vouche	er Oustand	ing Bills De	tails								
Sr No.	Account Na	Group name						Oustanding			
						0-30) 30-60) 60-9	D	>90	Total
1	AMAN ENT	TERPRISE	s s	undry Cred	litors	0.	00 0.0	0.0	00	-95,064.26	-95,064.26
4											•

Path: Highrise Accounts/Voucher / Allow Payment

Step 3. Step 4.

Click on Accounts Name to view outstanding details Put Outstanding Amount against each bill and Click on SAVE Button.



Voucher Ousta	nding Bills Detail	5						
VDate	VNo	νт	Bill No	Bill Date	Due Date	Bill Amt	Cost Center	OS Amt
01/07/2017	48	PV	b123	01/01/1900	01/01/1900	-17,700.00	Brick Work	
15/07/2017	49	PV	B99999	01/01/1900	01/01/1900	- <mark>53,10</mark> 0.00	Brick Work	
01/08/2017	13	JV	TRNSBNO-123	31/07/2017	31/07/2017	-2,000.00	HO	
03/08/2017	14	JV	TR-Aug01	03/08/2017	03/08/2017	-2,700.00	HO	
03/08/2017	17	JV	OC2-Aug01	03/08/2017	03/08/2017	-1,200.00	HO	
03/08/2017	18	JV	TR-123	03/08/2017	03/08/2017	-3,186.00	HO	
04/08/2017	29	JV	TR-123	04/08/2017	04/08/2017	-2,500.00	но	
04/08/2017	33	JV	TR-6666	04/08/2017	04/08/2017	-3,186.00	HO	
04/08/2017	37	JV	TB-1978	04/08/2017	04/08/2017	-2,700.00	HO	
04/08/2017	41	JV	TB-1974	04/08/2017	04/08/2017	-2,991.60	HO	
04/08/2017	45	JV	TB-1974	04/08/2017	04/08/2017	-2,992.00	HO	
05/08/2017	61	JV	TR-1974	05/08/2017	05/08/2017	-2,991.60	HO	
05/08/2017	48	CN	TR-1974	05/08/2017	05/08/2017	-664.80	HO	
4	Bill Amou	nt		Oustanding Amo	punt	A	low Payment	
-97,912.00			-86,812.00			0.00		

Path: Highrise Accounts/Voucher / Allow Voucher

F. Payment Voucher

Now executive or Cashier can make the payment of the parties those bills are allowed by authorized person through Allow Payment.

- Step 1. Select the Party for which payment is to be made
- Step 2. Click on Accounts Name

HIGHRISE ACCOUNTS



	Highrise	Account	s 🗸 I	lighview	Constructio	n Pvt Ltd >	> Financia	Year (2017-	-2018)			Hello	, rajesh 🗸	134	
ompa	any Account	Voucher	TDS	VAT	Service T	x GST	WCT	Browse	Repo	rts Tools				Select C	ompan
iche	Search Voucher	Voucher B	rowse	Reconcila	tion Narra	ion Master	Bill Adjus	tment Allo	w Paymen	Payment Vouch	er				
ay	ment Vouch	er													
F	ilter														
• s	earch Details														
		ng Bills Det	ails												
															_
10.77	ash/Bank CICI BANK 101012	2134131			•	Cost Cer DECCAN	itre I TOWER			•	Voucher 22/12/201				m
											LETTERED				
	heque No 468406					Cheque 22/12/201				Ê			Make Payme	ent Res	et
-					_							-			
1	Account Name	a l	Gro	up Nam	e	To	otal Bill A	nount	T	otal Outstandin	9	Total Allow Pay	ment		
3	123 Sample Co	ntractor	Sun	dry Crec	ditors			-2,42,89	91.60	-2	41,891.60			-26,613	40
•	AMAN ENTERP	PRISES	Sun	dry Crea	ditors			-96,06	64.26		95,064.26			-42,422	00
•			1			1							-		,
			Total		Bill	Amount	Ou	standing A	Amount	Allow Pay	nent	Paying now			
		Total Pa	yable			-96064	4.26	-9	5064.26		-42422		0		

Path: Highrise Accounts/Voucher / Payment Voucher

Step 3. Enter the *Payment Now* Amount and SAVE it

Highrise	Accounts 🗸 🛛 High	view Construction Pvt Ltd >>	Financial Year (2017-20	18)			Hello, ra	ijesh 🗸 🍂 🛔 👔
ompany Account		AT Service Tax WCT	GST Browse	Reports Tools				Select Comp
		oncilation Narration Master	Bill Adjustment Allow P	ayment Payment Vouche	r]			
ayment Vouche	er							
Filter								
▼ Search Details								
/oucher Oustandin	ng Bills Details							
Bill Date	Due Date	Bill Amt	Cost Center	OS Amt	OS Days	Allow Payment	Paying Now	Remark
01/07/2017	01/07/2017	-42,372.00	но	-42,372.00	181	-42,372.00	-42372.00	
09/08/2017	09/08/2017	-18,842.26	но	-18,842.26	142	-18.00	-18.00	
22/08/2017	22/08/2017	-2,950.00	HO	-2,950.00	129	-2.00	-2.00	
22/08/2017	22/08/2017	-20,000.00	HO	-20,000.00	129	-20.00	-20.00	
22/08/2017	22/08/2017	-5,900.00	HO	-5,900.00	129	-5.00	-5.00	
22/08/2017	22/08/2017	-6,000.00	HO	-5,000.00	129	-5.00	-5.00	
22/12/2017	22/12/2017	-4,950 <mark>.0</mark> 0	KANIX HIGHVIEW	- <mark>4</mark> ,950.00	7	-4.00	-4.00	
22/12/2017	22/12/2017	-4,700.00	DECCAN TOWER	-4,700.00	7	-500.00	-500.00	

Path: Highrise Accounts/Voucher / Payment Voucher

Step 4. Select the details of Bank Name, Cost Centre, Voucher Date, Cheque No, Cheque Date, and Click on *Make Payment* Button.



	Highrise	Account	is 🗸 📔	Highview Co	onstruction P	Pvt Ltd >>	Financial Y	/ear (2017-	2018)							Hello, rajest	~ 1	134	KANI
Company		Voucher	TDS		Service Tax	WCT	GST	Browse	Repor		ìools							Select Co	ompany
/oucher	Search Voucher	Voucher B	rowse	Reconcilatio	n Narration	Master	Bill Adjustr	nent Allov	v Payment	Payn	nent Voucher								
Paym	nent Voucher	r																	
► Filt	er																		
▼ Sea	rch Details																		
Vouch	Oustanding	Bills Det	tails																
	h/Bank				Cost Ce	entre					Voucher Da	ate			Cheque No				
ICI	CI Bank			•	НО				٠		29/12/2017				12345				
	eque Date 12/2017			, the	1											Make Pa	ayment	Rese	t
	Account Name		G	roup Nam	e	т	otal Bill A	mount		Total C	Outstanding	1	Total Allow F	Payment		Total Paying	now		Vou
	AMAN ENTERP	PRISES	S	undry Cred	litors			-1,05,7	14.26		-1,(04,714.26			-596.00		-42,	926.00	
4													-						Þ
					Total		Bill Am	ount	Oust	anding	Amount	Allow	Payment	Paying	now				
				Total Pa	yable			0.00			0.00		0.00		0.00				

Path: Highrise Accounts/Voucher / Payment Voucher

Step 5. Voucher entry is get generated automatically.



CHAPTER 4: COMPLIANCE

The system helps you maintain account of TDS deduction, TDS amount paid and TDS certificates issued. You have to follow the steps to use this feature effectively.

A. TDS

a) Create TDS Accounts

Define a new TDS Account under Current Liabilities / Duties & Taxes / TDS, for every different type TDS deduction.

ompany A	ccount	Voucher	TDS	VAT	Service Tax	GST	WCT	Browse	Reports	Tools				Select Compan
ount/Group De	efinition ©	ost Center	Openin	g Balance	Stock Figures	Cheque	e Status							
							Record u	pdated succe	essfully!					
ccount D	Definitio	n				Ade	d Group	Add A	ccount	Print	PAN Requi	red	Move Account	GST Registration
○ Group	o • Acc	oun <mark>t</mark>				t Name* 6 on contra	actors an	d sub-co	Contac	t Person	1		Address	
	Se	arch		•	City 0				State Select			¥	PIN Code 0	
🕈 😰 Ca	Current Assets		Î	Phone 1 8600016				Email support	@kanix.co	om		Service Tax No		
+ 🔛	urrent Liabilit Advance fr Duties & T	om Flathold	ders		PAN No				PAN St PANAF			•	PAN Ref No 0	
:	CESS CGST IGST				TDS 1	dger Nan %	ne	•	Nature Compa			•	TIN No	
+	Service SGST TDS	Tax S 1 % on c	ontro et ar		CST No				Local E 0	Body Tax	No		Bank Branch	
	🖉 TD	S 10 % S 2 %	ontractor	s and	Bank A	C No			IFSC C	ode			Name On Cheo TDS 1 %on cont	ue ractors and sub-cor
	סד 🏏 סד 🎽	S 2% S Payable o	in Brokera	ge 🖕	Min Bal	ance			Status Active			•	Branch Divisio Select	n 🗸 +
+ [► E	Interest	Rate				ster Cod	le		A/C Category 1	

Path: Highrise Accounts/ Account/Account Account/Group Definition

b) TDS Percentages

You can define the TDS percentages as basic percentage and education cess/surcharge (if any) thereon. These percentages are available in the Account/Group definition form where you can assign a percentage to every TDS account.



					10 A.	100 - 50	KAN
ompany Account Voucher	TDS VAT Service Tax GST WCT Brow	vse Reports	Tools			Select (Company
S Master TDS Payment TDS Chal	lan TDS Report TDS Banks						
TDS Master							
TDS Account	TDS Section	TDS Limit	TDS Percent	TDS Surcharge	TDS Cess	TDS Net	Actio
TDS 1 % on contractors and s	194C - Payments to contractors and sub-contr 🔻	0.00	1.00	0.00	0.00	1.00	C
TDS 10 %	194C - Payments to contractors and sub-contra	0.00	1.00	0.00	0.00	1.00	1
TDS 2 %		0.00	0.00	0.00	0.00	0.00	1
TDS 2%	194C - Payments to contractors and sub-contra	0.00	2.00	0.00	0.00	2.00	1
TDS Payable on Brokerage	194H - Commission or brokerage	0.00	1.00	0.00	0.00	1.00	1
TDS Receivable - (Deducted b		0.00	0.00	0.00	0.00	0.00	1

Path: Highrise Accounts/ TDS/ TDS Master

Note: Changing the percentage or assigning a new percentage to a TDS account will not affect any of the TDS deductions made earlier. The percentage at the time of TDS deduction saved along with the transaction.

c) TDS Payment

The TDS deducted from the amount payable to party has to be credited into the IT department. The procedure is as follows:

HIGHRISE ACCOUNTS



Company	Account	Voucher	TDS	VAT	Service Tax	GST	WCT	Browse	Reports	Tools					Select Co	mpany
TDS Master	TDS Payment	TDS Cha	allan 1	IDS Report	TDS Banks											
TDS Pa	ayment															
► Filter																
▼ Paym	ent Details															
and the second second	ash/Bank ANK 10101213	4131		,	Sec 194		ients to co	ontractors ar	id sub-contra	acto 🔻	Paid Into Bank of mah	narashtar	a		,	•
Cost Ce DECCA	ntre N TOWER			,		for Inter	142.0			•	A/c for Othe OC1 Charge	C. Accession	int		,	•
Cheque 4806446	que No 64464					que Dat 2/2017	e			İ	Other Amou 0	unt				
Narratio					Boo	k Entry				i	Calculate Int	erest	Make Paym	ent	Pay Onli	ine
					J									0.1.(2)	1	
	PAN	Accou	unt		V Type	V	No	V Da	ate	Bill Amou	int TDS A	mount	Interest		Ded Ren	nark
	ASIPM4152M	123 S	ample (Contractor	Journal	7	В	15/1	0/2017	10000	00.00	2000.00		D	Select	•
	Tota				Bill	Amount			т	DS Amount			Int	erest	2	
	1012		Payabl	0	CALL &	anount	10000	0.00		D'S Amount	2000.00			GIGOL	3	
	1	w			10000				2000.00			0				
India's fir	st Construction	ERP Softwa	ire.										Powered b	y Kanix	Infotech Pv	/t Ltd.

Path: Highrise Accounts/ TDS/Payment

Saving the Voucher:

Click on the Save Button when done, and a Cash or Bank Payment Voucher will be creating for the total deducted amount.

Selecting a TDS Account:

For every TDS account a separate payment has to be made. Select one of the TDS accounts from the list. The details of all the vouchers where TDS has been deducted under this account will be displayed. The list will show only those deductions for which payment has not been done yet.

Entering payment details:

Enter all the details regarding the payment. Specify the date and the mode of payment whether Cash or Bank. In case of Bank payment, give cheque details

d) TDS Bank Master

You can define the banks where TDS is normally paid. The banks defined are common for all the companies. You have to select one of these banks while making a payment of the TDS deducted.



ompany Acco	unt Voucher	TDS	VAT	Service Tax	GST	WCT	Browse	Reports	Tools		Select (Compan
S Master TDS F	ayment TDS C	hallan	TDS Report	TDS Banks								
lank Maste	r											
Bank Maste	r											
Bank Name						В	SR Code					
Bank of maharas	htara					4	046948360				C	î
BOI						41	25635				1	1
BOM						89	9978				1	1
HSBC											11	Î
HSBC						00)1				1	Î
HSBC						00)1				1	î
CICI BANK LTE)					14	1554533				1	Î
DBI Bank						48	36 <mark>4</mark> 64644				1	î
- r						70	0.700					-

Path: H2K Accounts/TDS /TDS Banks

e) TDS Challans Details

You can update the challans details in *Challan Detail Update* by selecting TDS account and TDS code. You can check the TDS paid details in *Challan Details Browse*.

ompany Account Vouc	her TDS	VAT	Service Tax	GST	WCT	Browse	Reports	Tools		Select Compa
Master TDS Payment TD	S Challan	DS Report	TDS Banks							
DS Challan										
Filter										
▼ Details										
Account Name	TDS Se	ection	Ba	ank Nam	е	(Cheque Dat	е	Cheque No	Actions
TDS 1 % on contractors	194C		Ba	ank of ma	harasht	ara 2	2/12/2017		84648846	Challan Details
TDS Amount 50.00				S Code 5948360					TDS Surcharge 0.00	
TDS EDU CESS 0.00			TDS 0.00	5 Interes	t				TDS Penalty 0.00	
Total Amount 50		Illan No 484384					Book Entry			
										_
										Save

Path: Highrise Accounts/TDS/TDSChallan.

f) TDS Reports

The following reports on TDS module are available for a given date range.

- 1. Outstanding TDS payment
- 2. Outstanding TDS certificates



3. TDS deduction details

pany Account Voucher TDS VAT Master TDS Payment TDS Challan TDS Report	TDS Banks	Reports Tools			Select Compar
port					
Cost Center	Show TDS Details				
Brick Work DECCAN TOWER HO	TDS Report Type TDS Deduction O TDS Payment	From 01/04/2017	m	To Date 31/03/2018	ţ.
	Account (Optional) TDS 1 % on contractors and sub V	Party (Optional) AMAN ENTERPRISES	•		Show
Kanix Zain	Select TDS 1 % on contractors and sub-contr TDS 10 %				17
RCC Work	TDS 2 % TDS 2% TDS Payable on Brokerage				
	TDS Receivable - (Deducted by Custo	mer)			

Path: Highrise Accounts/TDS/Reports

Select fixed sub group and click on New Category to create a new category. User can create various vat categories under fixed subgroup category with defining vat rate, conversion rate (if any), deemed sales rate (if any).

Select "Auto Calculation" if you want calculate vat automatically after selecting respective vat category and putting assessable value while doing vat configuration at voucher level.

Select "Active" if you want display the vat category in list while doing vat configuration at voucher level.

B. GST

a) Create GST Category

For creation of GST tax scheme and preparing GST returns based on it we first need to create GST categories in accounts module. If you do not wish to take out GST returns from Highrise accounts, you can directly start creating GST tax scheme in Highrise Purchase Module. Refer GST tax scheme section below for more details.

GST Categories: a. Supply of Goods and b. Services GST Tax is a tax levied on supply of goods and services across India. GST is a destination based consumption tax, and the taxable event is Supply as against the existing taxable events of sale, manufacture or provision of service Under GST separate treatment has given for supply from

- Registered Dealer,
- Unregistered Dealer.



In case of receipt of supply from an unregistered person, the registered person who is receiving goods or services shall be liable to pay tax under reverse charge mechanism Further separate classification has given for

- Exempted Supply,
- Nil rated supply,
- Export &
- Import.

Considering above provisions GST Categories are further classified as under

Company	Account	Voucher	TDS	VAT	Service Tax	GST	WCT	Browse	Reports	Tools
ST Category	GST Vou	cher Browse	GSTR1	GSTR2						
GST Ca	tegory					1				
🗉 Kani	x Construct	tion 1								
	GST INW									
		- Registere	d Supply							
		- Unregister		ý.						
		- Composite								
		- Exempted		Juppiy						
æ		- Nil Rated								
H		- Non GST								
æ	Inward		1113							
= 📕	GST OUT									
æ		d - Register	ed Suppl	y						
æ	Uutwar	d - Unregist	ered Sup	ply						
	Uutwar	d - Custome	er Supply							
Œ	Je Outwar	d - Exempte	ed Supply							
H	📕 Outwar	rd - Nil Rate	d Supply							
	Je Outwar	rd - Non GS	T Supply							
æ	Outwar	rd - Export								

Path: Highrise Accounts/GST/GST Category

Dual GST Concept:

In consideration of the federal structure of India, Dual GST has been chosen wherein tax would be jointly levied by both Centre government and state government (or Union Territory) on supply of goods and services.

The components of Dual GST are: CGST: Central GST





SGST/UT GST: State GST/Union Territory GST IGST: Integrated GST

- On intrastate (within state) transactions CGST+SGST (or CGST + UTGST) is applicable and
- On interstate transactions, IGST is applicable. In line with the above concept GST is classified as CGST, SGST, UTGST, IGST & Cess. All these GST types are provided in "GST Master Code"

Highrise Accounts V Kanix Construction 1	l >> Financial Year (2017-18)				Hello, rajesh 🗸	134 XAN
Company Account Voucher TDS VAT Service T	ax GST WCT Browse	Reports Tools				Select Company
GST Category GST Voucher Browse GSTR1 GSTR2	and the second second second second second second second second second second second second second second second					
GST Category						
	GST Category					
Delete Category	Category Name	GST Rate	GST Master Code		Supply Type	
Kanix Construction 1 GST INWARD	Input CGST 6% RD	6.00	CGST	•	Intra State	•
B Inward - Registered Supply						
Input CGST 6% RD	Active					
Input SGST 6% RD						
Input CGST 9% RD						Save
Input SGST 9% RD						
Input IGST 12% RD						
Input CGST 2.5% RD						
Input SGST 2.5% RD						
Input IGST 5% RD						
Input IGST 10% RD						
Input CGST 9% URD						
Input SGST 9% URD						

Path: Highrise Accounts/GST/GST Category

In case of import IGST will be applicable and Export is taxable at zero rated. So based on location of Supply GST Supply type is classified as:

- Intra State
- Inter State
- Import
- Export
- Deemed Export
- Export to SEZ unit

All the above classifications are fixed and based on these data returns - GSTR 1 (Outward Supply), GSTR 2 (Inward Supply) etc. will be prepared.

Creation of user define categories

As currently GST rates are broadly classified under 0%, 5%, 12%, 18% & 28%, so accordingly user can create user define tax categories and assign respective GST Master Code and Type of Supply. Appropriate GST Rate should specify for each user define GST category under "GST Rate" filed. Each user define category should mark as "Active" so accordingly it will reflect for GST configuration. So further user can mark it as Inactive those are not in use.

b) GST Voucher Browse

GST Voucher Browse has given to view all transaction having GST ledgers or GST configured vouchers . GST ledger means ledger those are created under fixed group GST (Current Liabilities/Duties & Taxes). Transaction those are configured with GST will be mark with color code.

33



Highrise Accounts V	Kanix Con	struction 1 >> Financial	l Year (2017-18)						Hello, ra	ajesh 🗸	134	XA
mpany Account Voucher TDS	g vat	Service Tax GST	WCT Browse F	teports Tools							Select	Compan
Category GST Voucher Browse GST	R1 GSTR2											
▼ Filter												
State GSTIN		From Date		To Date				GST Accou	int			
Maharashtra - 27AAAPK4152A1Z5	Ŧ	01/07/2017		iii 31/07/2	017			All				¥.
Party Account		Voucher Type		GSTC	onfig Status			Transaction				
All	*	13 all selected!		✓ All	sing suits		•	All	, ijpe			-
/oucher Status All		Portal Status		Charge	Туре		*	Supply Typ	e			*
All		All		All			·	All				
Supply Item Type All	*	Amount Sign	it	Export	GST Details							
			Search	Export To Excel	Reset							
Search Decult				Export to Exect	Inc. Set							
Search Result	Dil No	Rill Data P				Supply Type	Gross Amount	Party Amount	Acc Amount	COST	9097	1097
Search Result	Bill No	Bill Date Pr	arty Address	GSTIN	State	Supply Type	Gross Amount	Party Amount	Ass Amount	CGST	SGST	IGST
V.Date V.No V.Type V.Status + 01-Jul-2017 20 BP Non Approv	ed 2645	01-Jul-2017				Supply Type	708.48	Party Amount	Ass Amount	CGST	SGST	IGST
V.Date V.No V.Type V.Status + 01-Jul-2017 20 BP Non Approv + 01-Jul-2017 21 BP Non Approv	ed 2645	01-Jul-2017 01-Jul-2017	arty Address	GSTIN	State	Supply Type	708.48 1,471.03					
V.Date V.No V.Type V.Status D1-Jul-2017	ed 2645	01-Jul-2017	arty Address		State	Supply Type	708.48	Party Amount 1,12,000.00	Ass Amount 100000.00		SGST 6,000.00	IGST 0.0
V.Date V.No V.Type V.Status + 01-Jul-2017 20 BP Non Approv + 01-Jul-2017 21 BP Non Approv	red 2645 red 2644 1	01-Jul-2017 01-Jul-2017	arty Address	GSTIN	State 2 Maharashtra		708.48 1,471.03					

Path: Highrise Accounts/GST/GST Voucher Browse

C. GST Configuration

To do or view GST configuration user can click on first column Config. (click on + Sign).

In GST config user can allow to do/view/edit GST Configuration. Step 1: From GST Voucher Browse user should click on + sign.

Step 2: All basic details like Party Name, Party State, Charge Type, Transaction Type, Supply Type, Supply Item Type will auto selected, user can also change it as required.

Step 3: To do GST Configuration user should click on Add Line and select appropriate GST Category, put HSN/SAC code, select Trans Type, put GST % for Service Provide or Receiver, put Assessable Value, GST rate and GST amount will automatically populated.

HIGHRISE ACCOUNTS



	V.Date	V.No	V.Type	V.Status	Bill No	Bill Date	Party	Address	GSTIN	State	Supply Type	Gross Amount	Party Amount	As
+	01-Jul-2017	20	BP	Non Approved	2645	01-Jul-2017						708.48		
•	01-Jul-2017	21	BP	Non Approved	2644	01-Jul-2017						1,471.03		Г
+	01-Jul-2017	7	PV	Approved	1	01-Jul-2017	Amar Supplier		27AAAPA4152A1Z2	Maharashtra	Intra State	1,12,000.00	1,12,000.00	
+	01-Jul-2017	12	PV	Non Approved	8569	01-Jul-2017	Test Contractor	pune narayan prth	27AAAPK4152A1Z5	Maharashtra	Intra State	240.37	240.37	Γ
+	01-Jul-2017	13	PV	Non Approved	2563	01-Jul-2017	Test Contractor	pune narayan prth		Andaman and Nicobar	Inter State	40,689.60	40,609.80	Г
•	03-Jul-2017	19	BP	Non Approved	2646	03-Jul-2017						1,217.96		Г
+	04-Jul-2017	18	BP	Non Approved	2647	04-Jul-2017						18,387.85		Г
- 1	06-Jul-2017	26	BP	Approved	2648	06-Jul-2017						1,12,000.00		Γ
HH	y A/C Nam Supplier ply Type	le		▼ □ All		Nadu y Item Type		Charge Ty	pe	Trai	nsaction Ty	pe	•	
	GST C		Ý	HS	IN SAC Co			SP/SR %	Assessable Value			GST		
D I	nput CGST	14%				A		0		0	0		0	

Path: Highrise Accounts/GST/GST Voucher Browse

D. GST Report

a) GSTR -1 Report

Filter													
tate GS Maharasi	<mark>TIN</mark> htra - 27AAAPK	(4 <mark>152A1Z</mark> 5	•	From Dat 01/07/201			1.0.0	To Date 31/07/201	17		Ó	Voucher Status Approved	
						1	Search	Reset					
Search	Dooult												
Jearch	Result												
Select													
Select	All	B2C5(7)	CDNR(9B)	CDNUR(9B)	EXP(6)	Advance Receive	ed(11B)	Advance	Adjusted(11	3) Nil rated,	exempted n	on GST(8)	
Select /	All B2CL(5)		CDNR(9B)		EXP(6)	Advance Receive	ed(11B)	Advance	Adjusted(111	3) Nil rated,	exempted n	ion GST(8)	
Select / 28(4) upplies	All B2CL(5) made to cons	sumers and	d unregistere	d persons.		Advance Receive Reverse Charge				 Nil rated, Voucher Ty 	_	ion GST(8)	
Select / 328(4) Supplies	All B2CL(5) made to cons	sumers and Invoice No	d unregistere	d persons. Invoice Type		Reverse Charge		ue Rate		/.No Voucher Ty	_	ion GST(8)	
Select / 28(4) upplies	B2CL(5) made to cons	sumers and Invoice No C-101	d unregistered Invoice Value	d persons. Invoice Type Regular	Place Of Supply	Reverse Charge N	Taxable Valu	ue Rate	V.Date	/.No Voucher Ty L Sales	_	ion GST(8)	

Path: Highrise Accounts/GST/GSTR 1



b) GSTR -2 Report

Filter	r																						
	<mark>3 S TIN</mark> rashtra -	27AAAPI	<4152A1Z5		•		rom Date 1/07/2017	-			Ē	To Date 31/07/20	17				Ê		cher S proved	Status			۲
										Se	arch	Reset											
Soar	ch Resu	lt																					
Sean																							
	ct All																						
	Ct All		PORT GOOD	os II	MPOR	T SERVI		DNR CDNUR	NIL	Advan	ice (TX)	ADV	PAID (TXPD)									
Selec 28	B2BU					100000			NIL	Advan	ice (TX)	ADV	PAID ((TXPD)									
Seleo 28 etails	B2BU	oices of	inward suj	pplies fr	rom r	egister	ed Persi	on.															
Seleo 28 etails	B2BUR s of invo R Inovice	oices of Invoice	inward suj	pplies fr	rom r	egister	ed Persi				Serial I No.				IGST	CGST	SGST	CESS	IGST ITC	CGST ITC	CGST ITC	SGST ITC	Rev.Char
Selec 28 etails	B2BUR s of invo R Inovice Date 01-Jul-	olces of Invoice No	inward suj	pplies fr V.Date 01-Jul-	rom r V.No	egister V.Type PV	ed Persi Party Name Amar	on.	Invoice Type	Place Of	Serial I No.	Eligibility		Taxable Value					пс	CGST ITC -6000.00	CGST ITC -6000.00		
Selec 2B etails No 1	B2BUR s of invo Date 01-Jul- 2017 01-Jul-	oices of Invoice No	inward sup Invoice Value	V.Date	rom r V.No 7	PV PV	ed Persi Party Name Amar Supplier Amar	on. GSTIN/UIN(Party)	Invoice Type 0.00	Place Of Supply	Serial I No.	Eligibility IP	Rate	Taxable Value	0.00	-6000.00	-6000.00	0.00	ПС 0.00			ITC	N
Selec 2B etails SF No 1 1 2	B2BUR s of invo Date 01-Jul- 2017	lices of Invoice No 1	inward sup Invoice Value 112000.00	V.Date 01-Jul- 2017 01-Jul- 2017	V.No 7 7	PV PV PV	ed Persi Party Name Amar Supplier Amar Supplier	on. GSTIN/UIN(Party) 27AAAPA4152A1Z2	Invoice Type 0.00 12.00	Place Of Supply R	Serial No.	Eligibility IP IP	Rate	Taxable Value 0.00 100000.00	0.00	-6000.00	-6000.00 6000.00	0.00 0.00	ПС 0.00 0.00	-6000.00 6000.00	-6000.00 6000.00	пс 0.00 0.00	N N

Path: Highrise Accounts/GST/GSTR 2



CHAPTER 5: BALANCE SHEET AND PROFIT & LOSS A/C

A. Balance Sheet

Whenever the Balance Sheet is called for, it is processed as on date and displayed on screen. The user has the option of viewing it as on any date in the selected accounting year. To do this, change the date on screen and Click on the Refresh Button.

The Drill Down facility is available for the Balance Sheet; by virtue of which you can go down to Voucher View level to view any information.

You can see the Balance Sheet in the Browse Menu/ Browse Tree/ Balance Sheet. Here you can expand all the Groups and Subgroups by clicking on *Expand All* button.

ompany	Account	Voucher	TDS	VAT	Service Tax	GST	WCT	Browse	Repo	rts	Tools		Select Comp
ger Browse	Trial Bala	nce Profit L	oss Bal	lance Sheet	Cash Flow	Interes	t Browse	Interest Cal	cuation	Trial	Balance - V3	Account Tree	Trial Balance - Branch
alance	Sheet												
From Date 01/04/2017				data 	To Date 31/03/2018					m	Cost Centr Select Cost	Sector and	(
													Show Print
Balance	Sheet	Browse											
			iabilities								Assets		
-	Acc	count	iabilities		Amount				Ассон	unt	Assets	Аг	nount
+ Capita	Acc al Accounts		iabilities		Amount	0.00		+ Fixed Asset		unt	Assets	Аг	nount 0.00
			iabilities		Amount 2,532,45			+ Fixed Asset + Current Ass	s	unt	Assets	Ал	
+ Currer	al Accounts		iabilities		2,532,45				s ets	unt	Assets	Аг	0.00
+ Currer	al Accounts nt Liabilities s (Liabillity)		liabilities		2,532,45	52.5 Cr 0.00 Cr		+ Current Ass	s ets	unt	Assets	Ar	0.00 121,680.00 Dr
+ Currer + Loans - Credit	al Accounts nt Liabilities s (Liabillity)		iabilities		2,532,45 85,000	52.5 Cr 0.00 Cr 52.5 Cr		+ Current Ass + Investments - Debit Total	s ets	unt	Assets	Ал	0.00 121,680.00 Dr 0.00 271,680.00 Dr
+ Currer + Loans - Credit	al Accounts nt Liabilities s (Liabillity) Total		iabilities		2,532,49 85,000 2,617,49	52.5 Cr 0.00 Cr 52.5 Cr		+ Current Ass + Investments	s ets	unt	Assets	Ал	0.00 121,680.00 Dr 0.00

Path: Highrise Accounts/ Browse Menu/ Browse Tree/ Balance Sheet

B. Profit and Loss Account.

Display the Profit and Loss Account for the accounting year. The user can specify any date range within the selected accounting year and Click on the Refresh Button to view the P & L statement for the period.

You can see the Balance Sheet in the Browse Menu/ Browse Tree/ Profit Loss. Here you can expand all the Groups and Subgroups by clicking on *Expand All* button.



pany	Account	Vou	cher	TDS	VAT	Service Tax	GST	WCT	Browse	Repor	ts	Tools		Sele	ct Compa
r Browse	Trial Bala	ance	Profit Lo	oss E	alance Shee	et Cash Flow	Interes	t Browse	Interest Cal	cuation	Tria	il Balance - V3	Account Tree	Trial Balance	e - Branch
ofit An	nd Loss														
om Date /04/2017					**	To Date 31/03/2018				ſ		Cost Centre Select Cost (C
ofit An	nd Loss	Bro	owse											Show	Print
			Par	ticulars								Particulars			
	A	ccount		ticulars		Amount	-			Accourt	nt	Particulars	Ал	nount	
+ Openii	A/ ing Stock	ccount		ticulars		Amount 150,000.	00 Dr		+ Sales Accoun		nt	Particulars	Ал	nount 900,000.00 C	r
				ticulars					+ Sales Accoun + Closing Stock	ts	nt	Particulars	Ал		
+ Purcha	ing Stock			ticulars		150,000.	2.5 Dr			ts	nt	Particulars	Ап	900,000.00 C	
+ Purcha	ing Stock ase Accounts			ticulars		150,000. 3,251,252	2.5 Dr			ts	nt	Particulars	Ал	900,000.00 C	r
+ Purcha	ing Stock ase Accounts			ticulars		150,000. 3,251,252	2.5 Dr 00 Dr		+ Closing Stock	ts	nt	Particulars	Ал	900,000.00 C 150,000.00 C	r
+ Purcha + Direct	ing Stock ase Accounts	5		ticulars		150,000. 3,251,252 345,420.	2.5 Dr 00 Dr 2.5 Dr		+ Closing Stock	ts	nt	Particulars	Arr	900,000.00 C 150,000.00 C 2,696,672.5 C	r r
+ Purcha + Direct	ing Stock ase Accounts : Expenses	5		ticulars		150,000. 3,251,252 345,420 3,746,672	2.5 Dr 00 Dr 2.5 Dr		+ Closing Stock Gross Loss Total	ts	nt	Particulars	Ап	900,000.00 C 150,000.00 C 2,696,672.5 C 3,746,672.5 C	r r D

Path: Highrise Accounts/ Browse Menu/ Browse Tree/ Profit Loss.

The Drill Down facility is available for the Profit and Loss Account; by virtue of which you can go down to Voucher View level to view any information.

C. Trial Balance

Display the Trial Balance for the accounting year. The user can specify any date range within the selected accounting year and Click on the Refresh Button to view the Trial Balance for the period.

Here you can expand all the Groups and Subgroups by clicking on *Expand All* button.



per Browse Trial Balance Profit Loss	Balance Sheet Ca	sh Flow Interest Browse I	nterest Calcuation Trial Balance -	V3 Account Tree Trial Balan	ce - Branch
ial Balance					
rom Date	m	To Date	Ē	Cost Centre	
1/04/2017		31/03/2018			
earch		Select			
-Select	• Q	Opening Balance			
		Closing Balance			
		With Zero Balance		Show Ex	pand All Print Exc
		food a second second second second second second second second second second second second second second second			
		With Ledgers			
		Single Column(Dr/Cr)			
Trial Balance Browse					
		Onening Balansa	Dehit	Cradit	Closing Balance
Account		Opening Balance	Debit	Credit	Closing Balance
Account + Capital Accounts		0.00 0	Dr 0.00	0.00	0.0
Account + Capital Accounts + Loans (Liability)		0.00 C 3,000.00 C	Dr 0.00 Cr 10,000.00	0.00 92,000.00	0.0 85,000.0
Account + Capital Accounts		0.00 0	Dr 0.00 Cr 10,000.00 Dr 15,654,915.28	0.00	0.0 85,000.0 2,532,452.
Account + Capital Accounts + Leans (Liability) + Current Liabilities		0.00 0 3,000.00 (105,000.00 0	Dr 0.00 Dr 10.000.00 Dr 15,854.915.26 Dr 0.00	0.00 92,000.00 18,292,367.76	0.0 85,000.0 2,532,452. 0.0
Account + Capital Accounts + Loans (Liability) + Current Liabilities + Fixed Assets		0.00 0 3,000.00 (105,000.00 0 0.00 0	Dr 0.00 Dr 0.00 Dr 10,000,00 Dr 15,854,915,26 Dr 0.00 Dr 138,500,00	0.00 92,000.00 18,292,367.76 0.00	0.0 86.000.0 2.632,452 0.0 121,680.0
Account + Capital Accounts + Loans (Liability) + Current Liabilities + Fixed Assets + Current Assets		0.00 (3.000.00 (105.000.00 (0.00 (150.000.00 (or 0.00 cr 10.000.00 or 15.654.915.26 or 0.00 or 138.500.00 or 0.00	0.00 92,000.00 18,292,367,76 0.00 186,820.00	0.0 86,000.0 2,632,452. 0.0 121,680.0 0.0
Account + Capital Accounts + Loans (Liability) + Current Liabilities + Fixed Assets + Current Assets + Investments		0.00 3.000.00 106,000.00 0.00 150,000.00 150,000.00 0.00	Dr 0.00 Cr 10.000.00 Dr 15.654.915.26 Dr 0.00 Dr 138.500.00 Dr 0.00 Dr 0.00	0.00 92.000.00 18.292.387.76 0.00 166.820.00 0.00	0.00 85,000.00 2,532,452.4 0.00 121,680.00 0.00 900.000.00
Account + Capital Accounts + Loans (Liability) + Current Liabilities + Fixed Assets + Current Assets + Current Assets + Investments + Bies Accounts + Purchase Accounts + Income (Revenue)		0.00 3.000.00 106,000.00 0.00 150,000.00 0.00 0.00 0.00 0.00	Dr 0.00 Dr 10,000,00 Dr 15,654,915.26 Dr 0.00 Dr 138,500,00 Dr 0.00 Dr 0.00 Dr 0.00 Dr 0.00	0.00 92.000.00 18.292.367.76 0.00 166,820.00 0.00 900.000.00	0.00 86,000.00 2,632,452.1 0.00 121,680.00 121,680.00 900,000.00 8,251,252.1
Account + Capital Accounts + Loans (Liability) + Current Liabilities + Fixed Assets + Current Assets + Investments + Sales Accounts + Purchase Accounts + Income (Revenue) + Direct Expenses		0.00 3.000.00 106.000.00 150.000.00 150.000.00 0.00 0.00	br 0.00 cr 10.000.00 br 15,654,915.28 br 0.00 br 0.00	0.00 92.000.00 18.292.387.76 0.00 166.820.00 0.00 900.000.00 59.510.00 0.00 0.00	0.00 86,000.00 2,532,452,4 0.00 121,880.00 900,000.00 900,000.00 3,251,252,4 0.00
Account + Capital Accounts + Loans (Liabilify) + Current Liabilities + Fixed Assets + Extremt Assets + Investments + Bales Accounts + Purchase Accounts + Income (Revenue)		0.00 3.000.00 106.00.00 150.00.00 150.00.00 0.00 0.00 0.0	Dr 0.00 Cr 10.000.00 Dr 15,654,915.26 Dr 0.00 Dr 138,500.00 Dr 0.00	0.00 92,000.00 18,292,387,76 0.00 166,820.00 0.00 0.00 0.00 50,510.00 0.00	Closing Balance 0.00 85,00.00 2.832,452 0.00 121,880.00 0.00 0.00 0.00 0.00 0.00 0.00 0.
Account + Capital Accounts + Loans (Liability) + Current Liabilities + Fixed Assets + Current Assets + Investments + Sales Accounts + Purchase Accounts + Income (Revenue) + Direct Expenses		0.00 3.000.00 106.000.00 150.000.00 150.000.00 0.00 0.00	Dr 0.00 Cr 10.000.00 Dr 15.854.915.26 Dr 0.00 Dr 3.310.762.5 Dr 0.00 Dr 3.8,00.00 Dr 38,000.00 Dr 0.00	0.00 92.000.00 18.292.387.76 0.00 166.820.00 0.00 900.000.00 59.510.00 0.00 0.00	0.00 85,000.00 2,532,452,452,452,452,4 121,860,00 900,000.00 3,251,252,4 0.00 345,420.00 345,420.00

Path: Highrise Accounts/ Browse Menu/ Browse Tree/ Trial Balance

The Drill Down facility is available for the Trial Balance; by virtue of which you can go down to Voucher View level to view any information.

D. Cash Flow

Display the Cash flow within the specified date range. The user can specify any date range within the selected accounting year and Click on the Refresh Button to view the cash flow for the period.

Here you can expand all the Groups and Subgroups by clicking on *Expand All* button.



Ingi	rise Account	ts 🗸 🛛 High	view Cor	struction Pvt I	td >> Financial	Year (2017-2018)		Hello, raje	esh 🗸 🍂 🚺
mpany Acco	ount Voucher	TDS V	AT S	ervice Tax	GST WCT	Browse	Reports	Tools		Select Com
er Browse Tr	ial Balance Profit	Loss Baland	e Sheet	Cash Flow	Interest Browse	Interest Calcua	tion Tria	l Balance - V3	Account Tree	Trial Balance - Branch
ash Flow										
From Date 01/04/2017			Ê	To Date 31/03/2018				Cost Centre	e	
Cash Flow	Browse									
		Inflow						Outflow		
									1	
	Account			Amount			Account		4	mount
+ Loans (Liab	2.1927/2007/0927			Amount 80,000.	DD Cr	+ Loans (Liabillity	States and a second second		4	mount 10,000.00 Dr
+ Loans (Liab + Current Lial	illity)			NUCLASSION CONTRACTOR OF		+ Loans (Liabillity + Current Liabiliti)		A	descent of the second second second second second second second second second second second second second second
110 500 500 500	illity)			80,000.	00 Cr	100 00000000000000000000000000000000000) es		-	10,000.00 Dr

E. Group List

Displays the Group list within the financial year specified. Double click on Group will shows all ledger within that group and double click on particular Ledger will shows all the transactions for that ledger.



pany Account Voucher TDS	VAT	Service Tax	GST WCT	Browse	Reports	Tools				Select Com
Browse Trial Balance Profit Loss E	Balance Sheet	Cash Flow	Interest Browse	Interest Gal	cuation T	rial Balance - V3	Account Tree	Trial Balance - Branch		
wse										
om Date		To Date				Select			Cost Centre	
/04/2017	m	31/03/2018								
						Ledgers		•		
						Multicol	umnar Format			
										Show Pri
wse										
			Account						Closing Balance	
+ Capital Accounts										0.0
+ Loans (Llability)										99,000.01
- Current Liabilities										34,052,283.0
+ Advance from Flatholders										1,059,000.0
+ Duties & Taxes										15,059,752.6
+ Provisions										50,000.0
- Sundry Creditors										17,883,530.3
- Supplier										45,000.0
- 0001 Chaltanya Supplier										45,000.0
- ISample Contractor - Loan Ac										10,000.0
- !!Test Contractor										28,712.0
- 123 Sample Contractor										14,725,491,
- AMAN ENTERPRISES										152,014.2
- Amar Contractor 123										1,706,531.2
- AMAR MATERIAL SUPPLIER										625,000.0
- ramesh										500,000.01
- RK Contruction - Ret										90,781.2
+ Fixed Assets										0.0
+ Current Assets										455,320.0
+ Investments										0.00
+ Sales Accounts										900,000.00
+ Purchase Accounts										3,370,272.
+ Income (Revenue)										0.00
+ Direct Expenses										345,420.00
+ Expenditure Accounts										39.000.00

F. Ledger –

You can browse ledger through this window





mpany Accour	nt Voucher	TDS VAT	Servic	e Tax GST	WCT	Browse F	eports	Tools			Select Compa
er Browse Trial	Balance Profit Lo	ss Balance She	eet Ca	sh Flow Inter	est Browse	Interest Calcuat	ion Trial	Balance - V3	3 Account Tree	Trial Balance	- Branch
 Filter 											
From Date 01/04/2017			Ċ	To Date 31/03/2018					Group 49 all selecte	dl	•
Account 163 all selected!		•		Voucher Ty 13 all selec				•	Cost Centre Select Cost Ce	entre	C
Posting Status Approved			•	Zero Balar	ice				Debit Balanc	e	
Credit Balance											
Credit Balance											Refresh Res
											Refresh Reso
Search Details	Ledger Browse	Monthwise	Dayw	ise Multi (Columner	Global Ledg	er				Refresh Rese
Search Details		Monthwise	Dayw	ise Multi C	Columner	Global Ledg		Rows: 40	▼ Page: 1 (#5 <mark>Go</mark> 1 2	
Search Details	Ledger Browse		Dayw up Nam		Columner	Global Ledg	Show	Rows: 40		of 5 <mark>Go</mark> 1 2 Closing Balan	3 >> Print
Search Details Account List	Ledger Browse	Grou		e	Columner	Fixed G	Show			and the second second	3 >> Print
Search Details Account List Account Name	Ledger Browse	Grou	up Nam	e litors	Columner	Fixed G Sundry (Show roup			and the second second	3 >> Print ice 10,000.00 D
Search Details Account List Il Account Name IISample Contra	Ledger Browse actor - Loan Ac actor - Ret	Grou Sunc Sunc	up Nam dry Cred	e litors	Columner	Fixed G Sundry (Show roup Creditors Creditors			and the second second	3 >> Print

Path: H2K Accounts/Browse/Ledger

a) Ledger Browse

In party ledger browse new column for reconciliation date is added.



npany Account Voucher	TDS VAT	Service Tax GST WCT	Browse Reports	Tools		Select Compa
er Browse Trial Balance Profit Lo	oss Balance Shee	t Cash Flow Interest Browse	Interest Calcuation Tr	ial Balance - V3 Account Tree Trial Ba	lance - Branch	
• Filter						
From Date 01/04/2017	m	To Date 31/03/2018	i	Group 49 all selected!	 Account 163 all sele 	ectedl 🗸 🖉
foucher Type 13 all selected!	•	Cost Centre Select Cost Centre	Q	Posting Status Approved	Zero Balan	
ebit Balance		Credit Balance				
ccount List Ledger Browse	Monthwise	Daywise Multi Columner	Global Ledger	Show	Rows: 4D y Page: 1 of 5	Go 1 2 3 >> Prin
Account Name		Group Name		Fixed Group	Closing Bal	ance
ISample Contractor - Loan Ac		Sundry Creditors		Sundry Creditors		10,000.00 (
Sample Contractor - Ret		Sundry Creditors		Sundry Creditors		0.001
		Provisions				
Sample Contractor Int		FIONISIONS		Provisions		50,000.00 (
		Sundry Creditors		Sundry Creditors		
ITest Contractor		100000000				25,512.00 (
IlTest Contractor IlTest Contractor Ret		Sundry Creditors		Sundry Creditors		25,512.00 0 0.00 t
ITest Contractor ITest Contractor Ret ITest Supplier		Sundry Creditors Current Liabilities		Sundry Creditors Current Liabilities		25,512.00 (0.00 t 0.00 t
ITTest Contractor ITTest Contractor Ret ITTest Supplier		Sundry Creditors Current Liabilities Provisions		Sundry Creditors Current Liabilities Provisions		25,512.00 C 0.00 C 0.00 C 0.00 C
IISample Contractor Int IITest Contractor Ret IITest Supplier <<>> <<>> 0001 Chaitanya Supplier		Sundry Creditors Current Liabilities Provisions KANIX Tower		Sundry Creditors Current Liabilities Provisions Advance from Flatholders		50,000.00 D 25,512.00 C 0.00 D 0.00 D 0.00 D 0.00 D 45,000.00 D

b) Account List (Approved)

In Accounts list (Approved) ledgers those having transaction only can view.

c) Account List (Non Approved)

In Accounts list (Non Approved) ledger those having non approved transaction are displayed. It also generates the reports for non approved transaction for selected period and selected voucher type.



ipany Account Voucher TDS VAT	Service Tax GST WCT Browse Reports	Tools		Select Comp
er Browse Trial Balance Profit Loss Balance She	eet Cash Flow Interest Browse Interest Calcuation	Trial Balance - V3 Account Tree Trial Bal	larice - Branch	
al Balance				
urrent From Date 1/04/2017	Current To Date 31/03/2018	Previous From Date	Previous To Dat	te
elect	Cost Centre	Search	0	
Opening Balance		Select	<u> </u>	
Closing Balance				
With Zero Balance			Show	Expand All Print Exce
With Ledgers				Contraction of the second second
u				
ST 1 S 1 (S 1S 1				
Prvious Period Balance				
Prvious Period Balance	OP, Bal.	Debit	Credit	Ci, Bail,
Prvious Period Balance ial Balance Browse Account + Capital Accounts	0.00 Dr	0.00	0.00	0.00
Prvious Period Balance ial Balance Browse Account + Capital Accounts + Loans (Lability)	0.00 Dr 3,000.00 Cr	0.00 10,000.00	0.00 92,000.00	0.00 99,000.00
Prvious Period Balance ial Balance Browse Account + Capital Accounts + Loan (Labrity) + Current Labrity	0.00 Dr 3,000.00 Cr 105,000.00 Dr	0.00 10,000.00 15,654,915.26	0.00 92,000.00 18,292,367.76	0.00 99,000.00 34,052,283.02
Prvious Period Balance ial Balance Browse Account + Capital Accounts + Curren Llabilities + Fixed Accests	0.00 Dr 3.000.00 Cr 105.000.00 Dr 0.00 Dr	0.00 10,000.00 15,654,915.26 0.00	0.00 92,000.00 18,292,367.78 0.00	0.00 99,000.00 34,052,283.02 0.00
Prvious Period Balance rial Balance Browse Account + Capital Accounts + Loans (Lability) + Current Labilities + Flued Assets - Current Assets	0.00 Dr 3,000.00 Cr 165,000.00 Dr 0.00 Dr 150,000.00 Dr	0.00 10,000.00 15,654,915,26 0.00 138,500.00	0.00 92,000.00 18,292,367.76 0.00 186,820,00	0.00 99,000.00 34,052,283.02 0.00 455,320.00
Prvious Period Balance rial Balance Browse Account + Capital Accounts + Loan (Lability) + Current Labilities + Fixed Assets + Current Assets + Linvestments	0.00 Dr 3.000.00 Cr 105.000.00 Dr 0.00 Dr 150.000.00 Dr 6.00 Dr	0.00 10,000.00 15,654,915.26 0.00 138,500.00 0.00	0.00 92,000.00 18,222,367.76 0.00 186,820.00 186,820.00	0.00 99,000.00 34,052,283.02 0.00 455,320.00 0.00
Prvious Period Balance rial Balance	0.00 Dr 3.000.00 Cr 105,000.00 Dr 0.00 Dr 150,000.00 Dr 0.00 Dr 0.00 Dr	0.00 10,000.00 15,654,915.26 0.00 138,500.00 0.00 0.00	0.00 92,000.00 18,292,367.76 0.00 166,820.00 0.00 900,000.00	0.00 99,000.00 34,052,283.02 0.00 455,320.00 0.00 9.00,000.00
Prvious Period Balance rial Balance Capital Accounts + Capital Accounts + Capital Accounts + Current Labilities + Fixed Acessis + Investments + Investments + Sales Accounts + Sude Accounts	0.00 Dr 3.000.00 Cr 105,000.00 Dr 150,000.00 Dr 150,000 Dr 0.00 Dr 0.00 Dr 0.00 Dr	0.00 10,000,00 13,654,915,26 0.00 138,500,00 0.00 0.00 0,3,10,752,5	0.00 92,000 00 18,222,357 76 0.00 166,820 00 900,000 00 900,000 00 55,510 00	0.00 99,000.00 34,052,283.02 0.00 455,320.00 900,000.00 3,370,272.5
Prvious Period Balance Trial Balance Browse Cocount	0.00 Dr 3.000.00 Cr 105.000.00 Dr 6.00 Dr 150.000 Dr 0.00 Dr 0.00 Dr 0.00 Dr 0.00 Dr	0.00 10,000.00 15,854,915,26 0.00 138,500.00 0.00 0.00 3,310,762.5 0.00	0.00 92,000.00 18,222,367.76 0.00 166,820.00 0.00 900,000.00 69,510.00 0.00	0.00 99.000.00 34.052.253.02 9.00 4.055,320.00 900.000.00 900.000.00 3,370.272.6
Prvious Period Balance Trial Balance Browse Capital Accounts + Capital Accounts + Capital Accounts + Capital Assets - Toted Assets + Divestments * Sales Accounts + Investments * Sales Accounts + Investments + Investments + Divest Expenses * Other theorems * Divest Expenses * Divest Expenses	0.00 Dr 3.000.00 Cr 1105.000.00 Dr 150.000.00 Dr 0.00 Dr 0.00 Dr 0.00 Dr 0.00 Dr 0.00 Dr 0.00 Dr	0.00 10,000.00 13,654,915,26 0.00 138,500,00 0.00 0.00 0.310,762,5 0.00 345,420,00	0.00 92,000 00 19,329,357 76 0.00 1968,520.00 900,000.00 900,000.00 55,510.00 6,5,510.00 0.00	0.001 99.000.001 43.4052.2253.02 4455.330.001 900.000.001 3.370.272.5 0.001 3.454.2000
Account + Capital Accounts + Loans (Lability) + Current Labilities + Fixed Assets + Current Assets + Univestments + Investments + Sales Accounts + Priconase Accounts + Purchase Accounts + Purchase Accounts + Purchase Accounts + Purchase Accounts + Romer (Revenue)	0.00 Dr 3.000.00 Cr 105.000.00 Dr 6.00 Dr 150.000 Dr 0.00 Dr 0.00 Dr 0.00 Dr 0.00 Dr	0.00 10,000.00 15,854,915,26 0.00 138,500.00 0.00 0.00 3,310,762.5 0.00	0.00 92,000.00 18,222,367.76 0.00 166,820.00 0.00 900,000.00 69,510.00 0.00	Cl. Bal. 0.00 34,052,283.02 0.00 4455,330.00 900,000.00 3,370,272,6 0.00 3,370,272,6 0.00 0.345,420.00 0.345,420.00 0.00

G. Interest Calculation

- 1. Select the Account for which you want to calculate interest
- 2. Select Rate Of Interest
- 3. Select the period for which you want to calculate the interest

Company Account	Voucher TDS VAT Service Ta	x GST WCT Browse	Reports Tools			Select Company
ger Browse Trial Bal	ance Profit Loss Balance Sheet Cash F	low Interest Browse Interest Ca	Ilcuation Trial Balance - V3 /	Account Tree Trial Balance - Branch		
rowse Interes	t Calculation					
▼ Filter						
Account		st Rate (p/a)	From Date 01/04/2017		To Date 22/12/2017	
	<u> </u>		01/04/2017		22/12/2017	ĺ
						Search Print
 Search Result 						
Date	Description	Amount	VT	Balance	Days	Interest
01/04/2017	Opening Balance	0.0000		50000.00	0	0.0
13/07/2017	paid mss	-42372.0000	٦V	7628.00	103	0.0
09/08/2017	Bill No PB-1974 dt. 9 /8 /20	-18842.2600	PV	-11214.26	27	0.0
22/08/2017	Bill No 2 dt. 22/8 /2017 CH	-2950.0000	PV	-14164.26	13	0.0
22/08/2017	Bill No 5 dt. 22/8 /2017 CH	-20000.0000	PV	-34164.26	0	0.0
22/08/2017	Bill No 1 dt. 22/8 /2017 CH	-5900.0000	PV	-40064.26	0	0.0
22/08/2017	Bill No 123 dt. 22/8 /2017	-6000.0000	PV	-46064.26	0	0.0
22/08/2017	Advance against PO No	1000.0000	BP	-45064.26	0	0.0
22/12/2017	Bill of other chrages	-4950.0000	J∨	-50014.26	122	0.0
	Closing Balance	0.0000		-50014.26	1	0.0
22/12/2017	clocking balance					

Path: Highrise Accounts/Browse/Interest Calculation



CHAPTER 6: REPORTS

A. Cash Book

- 1. Select the account you want to see in the report
- 2. Enter the date range
- 3. Click on Show

Company	Account	Voucher	TDS	VAT	Service Tax	GST	WET	Browse	Reports	Tools				Select Company
Reports														
Report	Register													
Cash/ B	lank			Cas	sh Book			Bank E	ook		Bank re	ceipt	Bank payment	
Register	rs			Cas	h Book									
Ledger Outstan Financia	Carlos Carlos				om Date /04/2017				Date 03/2018		Ċ	Cost Center Select	<u>م</u>	Show
MIS					Name							Select	A	
				æ	cash in h	and						Brick Work		
				2	Chq in H	and						DECCAN TOWER		
												но		
												KANIX HIGHVIEW		
												KANIX PERTH		
												Kanix Zain	-	

Path: Highrise Accounts/Reports/Cash Book

B. Bank Book.

- 1. Select the account you want to see in the report
- 2. Select the cost center
- 3. Enter the date range



ompany Account Voucher ⁻ ports	TDS VAT S	Service Tax GST	WCT Br	owse Reports To	oks			Select Compan
ReportRegister								
Cash/ Bank	Cash E	Book	Ban	k Book	Bank re	eceipt	Bank payment	
Registers	Bank B	Book						
Ledger Outstanding	From 01/04/		Ē	To Date 31/03/2018	t	Cost Center Select	*	Show
Financial							٩.	
MIS		Name				Select	A	
	0	<<>>				Brick Work		
	0	ICICI Bank				DECCAN TOWER		
		ICICI BANK 1010	12134131			но		
						KANIX HIGHVIEW		
						KANIX PERTH		
						Kanix Zain	+	

Path: Highrise Accounts/Reports/Bank Book

C. Registers

- a) Register Reports Normal
 - 1. Select the register type
 - Purchase
 - Sales
 - Journal
 - Expenses
 - Debit Note
 - Credit Note
 - Voucher
 - Memorandum
 - Day Book
 - 2. Specify the date range.
 - 3. Click on Show.

-

-

-

Company	Account	Voucher	TDS	VAT	Service Tax	GST	WCT	Browse	Reports	Tools			Select Company
ports													
ReportF	Register												
Cash/ Ba	nk				chase dit Note			ales ouchers		Journal Memorandum	Expenses Day Book	Debit Note	
Registers	8						V	ouchers		Memorandum	Day Book		
Ledger				Jour	mal								
Outstandi	ing			Fre	om Date			To D	ate				
Financial				01	/04/2017			31/0	3/2018	Ē			Show
MIS				-									

Path: Highrise Accounts/Reports/Registers



D. Outstanding Bill Report

1. Select the option

-

- Without Aging or
 - Aging
- 2. Select Ledger Category
 - Debtor or
 - Creditor or
 - Current Liability
- 3. Select the From Date and To Date
- 4. Select Cost Centre (Optional)
- 5. Click on Show

Company Account	Voucher	TDS	VAT	Service Tax	GST	WCT	Brows	e Reports	Tools				Select Comp
eports													
ReportRegister													
Cash/ Bank			Wit	thout Ageing				Aging	Advance Aging		Bill Payment	Details	
Registers			With	nout Ageing									
Ledger Outstanding				om Date /04/2017				Date 1/03/2018	Ê	O Debtors	Creditors	O Current Liability	
Financial MIS				st Center ANIX HIGHVIE	N	•	2	Show overdue bills by 2/12/2017	Ē				Show

Path: Highrise Accounts/Reports/Outstanding Bills

OutStanding Bills

SAMPLE COMPANY 1

Date		V No	Bill No	Bill Date	Due Date	Narration	Amount	Balance Ami	Cost Centre
A.B. DEVKA	R								
15/10/2009	BP	1576		15/10/2010	15/10/2010	AMT PAID WEEKLY WATCHMAN F	80000.00	80000.00	ADMIN
15/10/2009	JV	535	986645	15/10/2009	15/10/2009		- 85500.00	- 85500.00	ADMIN
1011012000			2000.0	1011012000	10/10/2000		0000000	00000.00	
A.B. DEVKA	R					-	- 5500.00	- 5500.00	
A.R. DE OKA	D								
20/06/2009	PV	556	61	31/05/2009	19/06/2009	PURCHASE OF FIRE SYSTEM BILL	- 221225.00	- 221225.00	ADMIN
20/00/2007	* *	550	01	51/05/2009	17/00/2007	TOROTHISE OF THE STOTEM BIEL	- 221222.00	- 221227.00	1112/10/119
A.R. DE OKA	R					-	- 221225.00	- 221225.00	
IDBI BANK I	TD								
20/06/2009	BP	1013		20/05/2009	20/05/2009	BILL NO 61,62	- 315038.00	- 315038.00	ADMIN
07/07/2009	BR	512	4399	06/07/2009	01/01/1900	Receipt No 4399 : RECD TOWARDS I	6525.00	6525.00	ADMIN
30/07/2009	BP	1550		01/01/1900	01/01/1900	BILL NO 78	- 7965.00	- 7965.00	ADMIN
23/07/2009	BP	1434		01/01/1900	01/01/1900	BILL NO 901	- 36774.00	- 36774.00	ADMIN
28/07/2009	BP	1487		01/01/1900	01/01/1900	BILL NO -074	- 978750.00	- 978750.00	ADMIN
08/04/2009	BP	40		01/01/1900	01/01/1900	BILL NO- 6433	- 38790.00	- 38790.00	ADMIN
13/04/2009	BR	53	3879	11/04/2009	01/01/1900	Receipt No 3879 : AS PART PAYMEN	5000000.00	5000000.00	ADMIN
17/04/2009	BP	282		01/01/1900	01/01/1900	BILL NO 04/03/2009	- 35360.00	- 35360.00	ADMIN
14/05/2009	BP	591		01/01/1900	01/01/1900	BILL NO 21	- 21550.00	- 21550.00	ADMIN
20/05/2009	BR	260	4109	20/05/2009	01/01/1900	Receipt No 4109 : RECD TOWARDS I	441000.00	441000.00	ADMIN
21/05/2009	BP	712		01/01/1900	01/01/1900	BILL NO 402	- 63513.00	- 63513.00	ADMIN
08/06/2009	BP	933		20/05/2009	20/05/2009	BILL NO 52,51	- 80504.00	- 80504.00	ADMIN
19/06/2009	BP	1000		20/05/2009	20/05/2009	PAID TO ABHIJIT CONTN AGAINS	- 33063.00	- 33063.00	ADMIN
IDBI BANK I						-	3836218.00	3836218.00	

E. Bill Payment Details

- 1. Select Debtor or creditor
- 2. Select the Account
- 3. Select The cost centre & date range

company Account Voucher TDS	VAT Service Tax GST WCT	Browse Reports	Tools		Select Company
eports					
ReportRegister					
Cash/ Bank	Without Ageing	Aging	Advance Aging	Bill Payment Details	
Registers	Without Ageing				
Ledger	From Date	To Date	O Deb	ebtors Creditors Current Liability	
Outstanding	01/04/2017	31/03/2018	m		
Financial	Cost Center				
MIS		Show overdue bills by 22/12/2017	land		Show

Path: Highrise Accounts/Reports/Bill Payment Details



Highrise



Bill Payment Details Highrise SAMPLE COMPANY 1 Date V No Bill No Bill Date Due Date Narration Balance Ami Cost Centre Amount DEBTORS - KANIX 30/06/2009 JV 30/06/2009 30/06/2009 BEING REVERSALE ENTRY PASSED FO 441 - 33470813.00 - 33470813.00 ADMIN Adj. Amt. V Amt 30/06/2009 JV 442 30/06/2009 30/06/2009 BEING ENTRY PASSED FOR SALE OF FL 21193188.00 21193188.00 ADMIN Adj. Amt. V Amt DEBTORS - KANIX - 12277625.00 - 12277625.00 Grand Total: - 12277625.00 - 12277625.00

49



Chapter 6: Tools

A. Statistics:

Statistics is used to show the summery of vouchers type .The vouchers are posted or Unposted can be known from here.

ompany Account Voucher	TDS VAT Service Tax GST	WCT Browse Reports Tools		Select Compan
tistics Audit Trail Browse Account	r Linking Rebuild Tree Account Callegory	Move Account Tally Interface Account User Right		
Types Of Accounts				
▼ Types Of Vouchers				
From Date 01/04/2017	To Date 31/03/2018	Cost Centre	Q	Search
Description			Posted	UnPoste
Cash Receipt			3	
Cash Payment			3	
Bank Receipt			2	
Bank Payment			15	
Contra			2	
Journal			52	
Purchase			12	
Sales			3	
Expense				
Receipt				
Debit Note			1	
Credit Note			7	04
Memorandum				
Total			100	1
Grand Total			189	

Path: Highrise Accounts/Tools/statistics

B. Audit Trail Browse

Selecting the audit trail browse we have an audit trail for every transaction made in the software. *Path: Highrise Accounts/Reports/Outstanding Bills*



	Account Voucher TDS	VAT Service Tax GST V	VCT Browse Report	Tools		Sei	ect Compa
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hview Construction Pvt... 2017-2018 Sales 4 Path: H2K Accounts/Tools/ Audit Trail Browse





C. Rebuild Tree:

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Path: Highrise Accounts/Tools/Rebuild Tree