

SECTION 06
HIGHRISE ACCOUNTS

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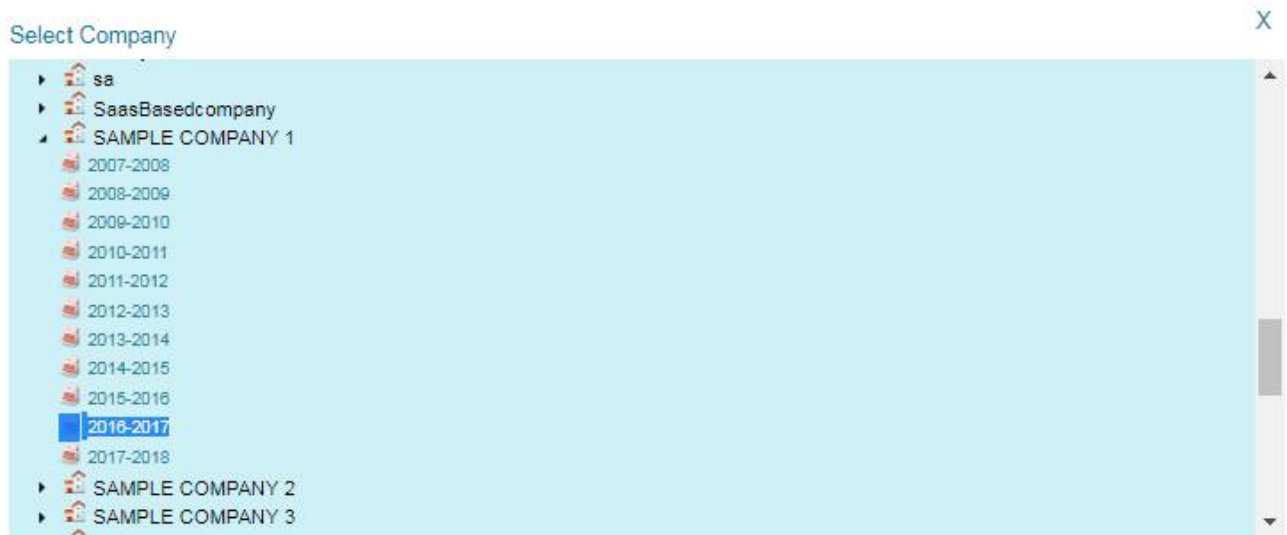
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A. Select Company

Step 1. Click on the **Select Company** option. *(Right Hand Side on Top)*

Step 2. Select respective Company and financial year.



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.

Company	Account	Voucher	TDS	VAT	Service Tax	WCT	GST	Browse	Reports	Tools	Select Company
Define Company											Transfer Closing Balance
Add Company											← Back to define company
▼ Add/Edit Company											
Company Highview Construction Pvt Ltd	Address KC-3 - Add		Flat No KC-3 - Flat		Name of the Premises/Building KC-3 - Name						
City KC-3 - City	Road/Street/Lane KC-3 - Road		Area/Location KC-3 - Area		Pin Code 413003						
State Maharashtra ▼	STD Code 020		Phone Number 2041504020		EmailID sajid@kanix.com						
Short Name KC-3 -	Other Registration No ABC123\$										
▼ TDS Details 1											
Deductor Type Individual/HUF ▼	TDS Circle		TAN No. PSKT4152T		PAN No. ASIPM5262S						
Responsible Persons Details											
Name KC-3 - Name	Designation KC-3 - Designation		Flat No KC-3 - Flat		Name Of the Premises/Building KC-3 - Name						
Road/Street/Lane KC-3 - Road	Area/Location KC-3 - Area		City KC-3 - City		Pin Code 20						
State	STD Code		Phone Number		Mobile Number						

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.

GST Registration

Company Kanix Construction 1									
<input checked="" type="checkbox"/>	29	Karnataka	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29AAAPK4152A1Z!	01/07/2017			
<input type="checkbox"/>	32	Kerala	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	31	Lakshadweep	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	23	Madhya Pradesh	<input type="checkbox"/>	<input type="checkbox"/>					
<input checked="" type="checkbox"/>	27	Maharashtra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27AAAPK4152A1Z!	22/07/2017			
<input type="checkbox"/>	14	Manipur	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	17	Meghalaya	<input type="checkbox"/>	<input type="checkbox"/>					

Save

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:

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.

Accounting Year Details

II DOTNET COMPANY

Year	Start Date	End Date	Lock Year	Lock Till	Lock Days	Lock Till Days	V.Bill Post	Action
2016-2017	01/04/2016	31/03/2017	<input type="checkbox"/>	24/11/2016	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	
2017-2018	01/04/2017	31/03/2018	<input type="checkbox"/>	31/03/2018	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	

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*.

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

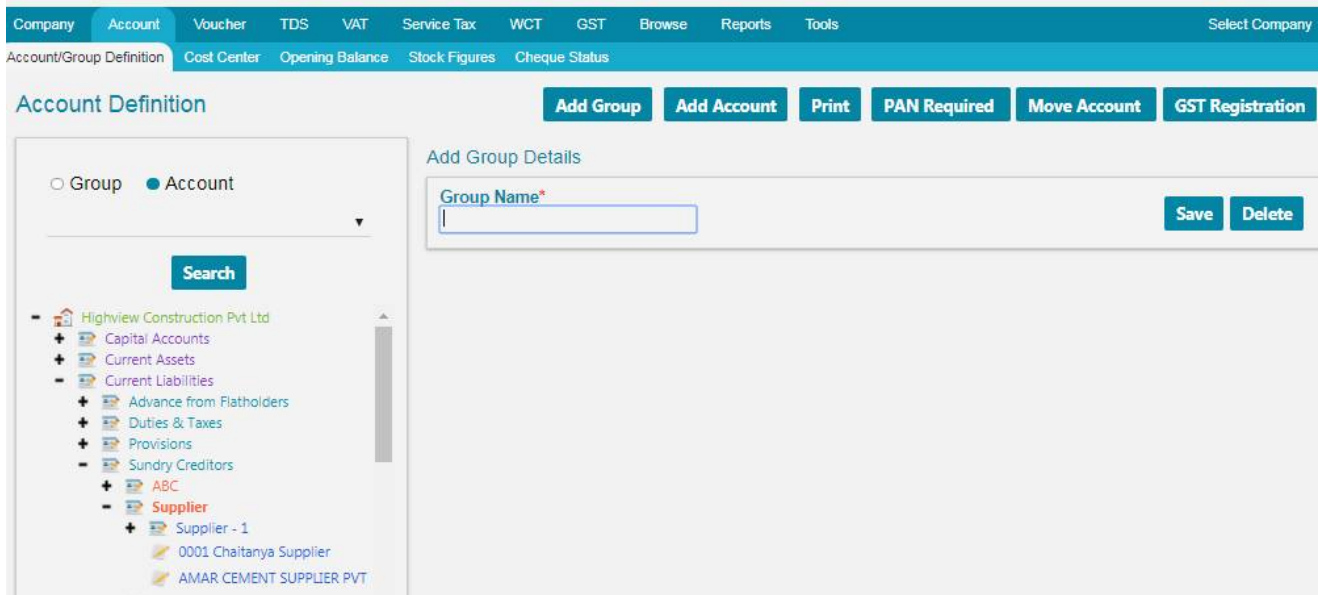
An Account or a Ledger account is the leaf element in the Accounts Tree. All transactions (Vouchers) will always be between Accounts. An Account would be specific for one Company and once defined it would remain active for all the accounting years of that Company.

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.



The screenshot shows the 'Account Definition' window in the Highrise software. On the left, there is a tree view of account groups under 'Highview Construction Pvt Ltd', including categories like Capital Accounts, Current Assets, Current Liabilities, and Supplier. A search bar is present above the tree. On the right, the 'Add Group Details' form is active, featuring a text input field for 'Group Name*' and 'Save' and 'Delete' buttons. The top navigation bar includes various menu items like Company, Account, Voucher, TDS, VAT, Service Tax, WCT, GST, Browse, Reports, Tools, and Select Company.

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).

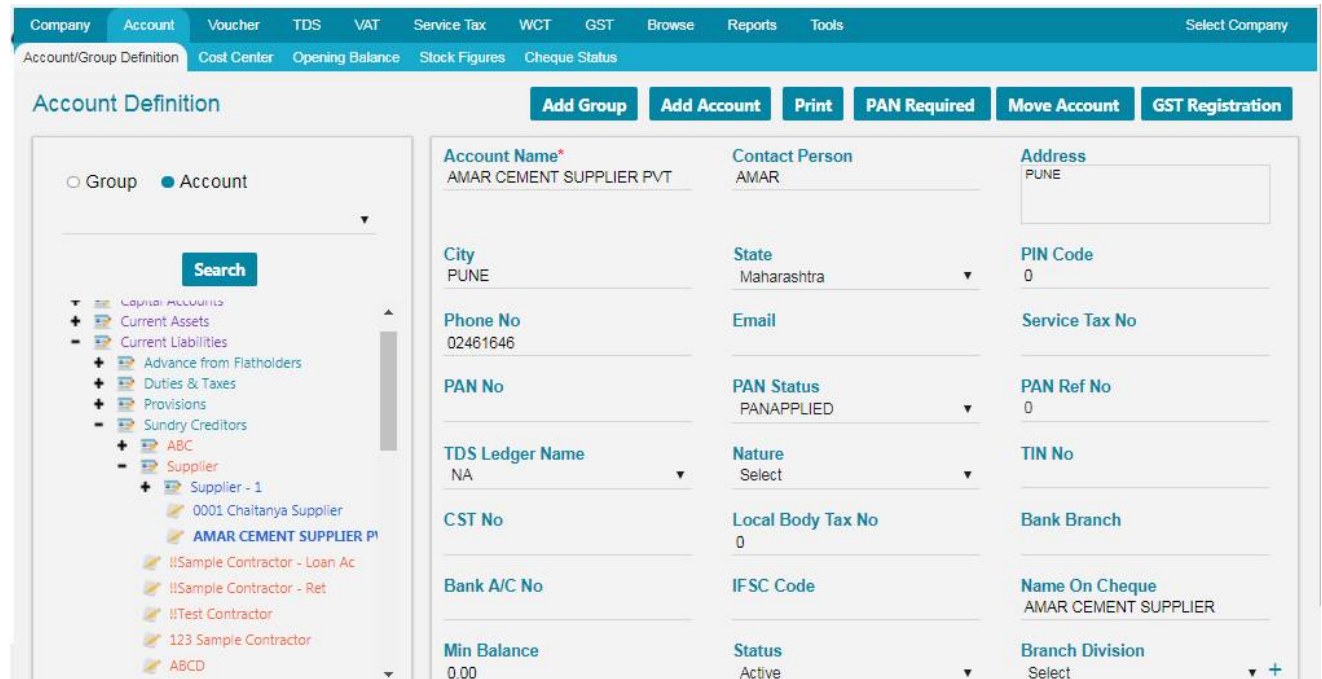
Move the Group:

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.



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:

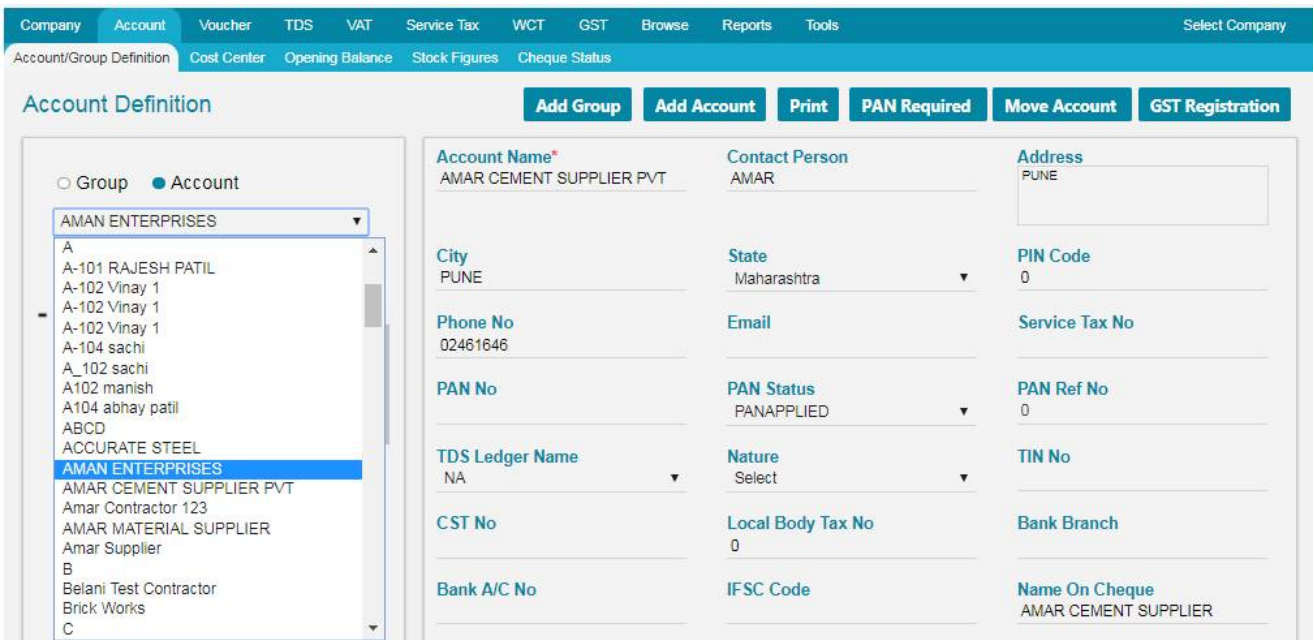
On Account Definition form there some other functionalities are also available such as

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

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



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  displaying at right hand side. Afte click on it following screen will display to upload the document.

Upload Documents

Select File No file chosen Remark:

Doc Ref	File Name	Remark	Action
			Download Delete

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.

GST Registration

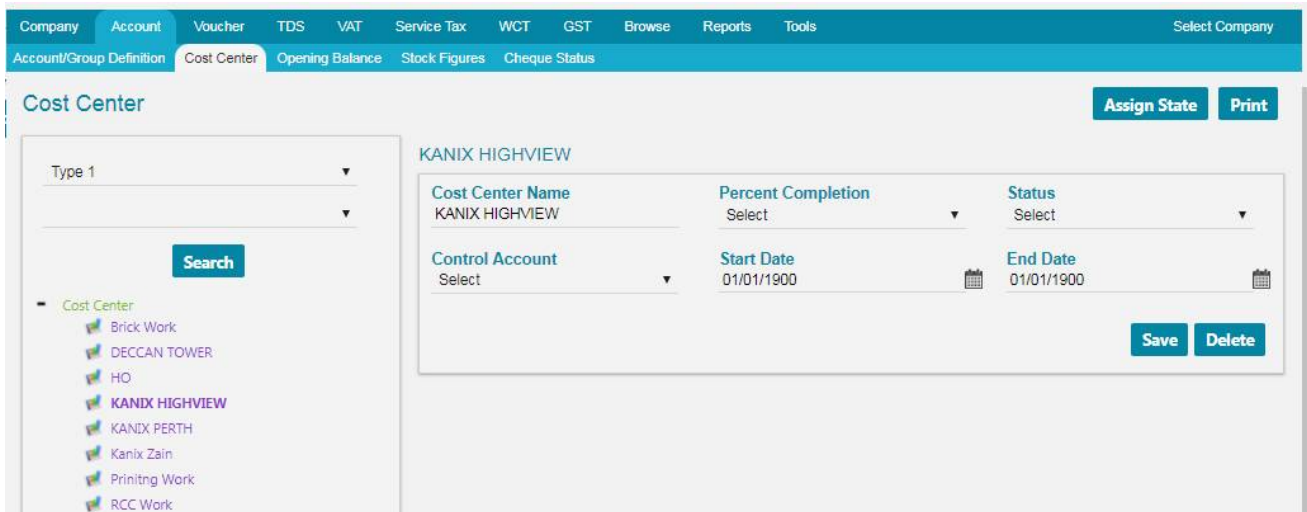
Fixed Group: Select Account: Amar Supplier

State	Registered	GSTIN	Registration Date
<input type="checkbox"/> 20 Jharkhand	<input type="checkbox"/>		
<input type="checkbox"/> 29 Karnataka	<input type="checkbox"/>		
<input type="checkbox"/> 32 Kerala	<input type="checkbox"/>		
<input type="checkbox"/> 31 Lakshadweep	<input type="checkbox"/>		
<input type="checkbox"/> 23 Madhya Pradesh	<input type="checkbox"/>		
<input checked="" type="checkbox"/> 27 Maharashtra	<input checked="" type="checkbox"/>	27AAAPA4152A1Z2	01/07/2017
<input type="checkbox"/> 14 Manipur	<input type="checkbox"/>		
<input type="checkbox"/> 17 Meghalaya	<input type="checkbox"/>		

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.



The screenshot shows the 'Cost Center' management interface. At the top, there is a navigation bar with options like Company, Account, Voucher, TDS, VAT, Service Tax, WCT, GST, Browse, Reports, Tools, and Select Company. Below this, there are sub-navigation options: Account/Group Definition, Cost Center (selected), Opening Balance, Stock Figures, and Cheque Status. The main area is titled 'Cost Center' and contains a search box on the left with a list of cost centers including Brick Work, DECCAN TOWER, HO, KANIX HIGHVIEW, KANIX PERTH, Kanix Zain, Printing Work, and RCC Work. On the right, there is a form for 'KANIX HIGHVIEW' with fields for Cost Center Name, Percent Completion, Status, Control Account, Start Date, and End Date. Buttons for 'Assign State', 'Print', 'Save', and 'Delete' are visible.

Path: Highrise Account/ Accounts /Cost Centre

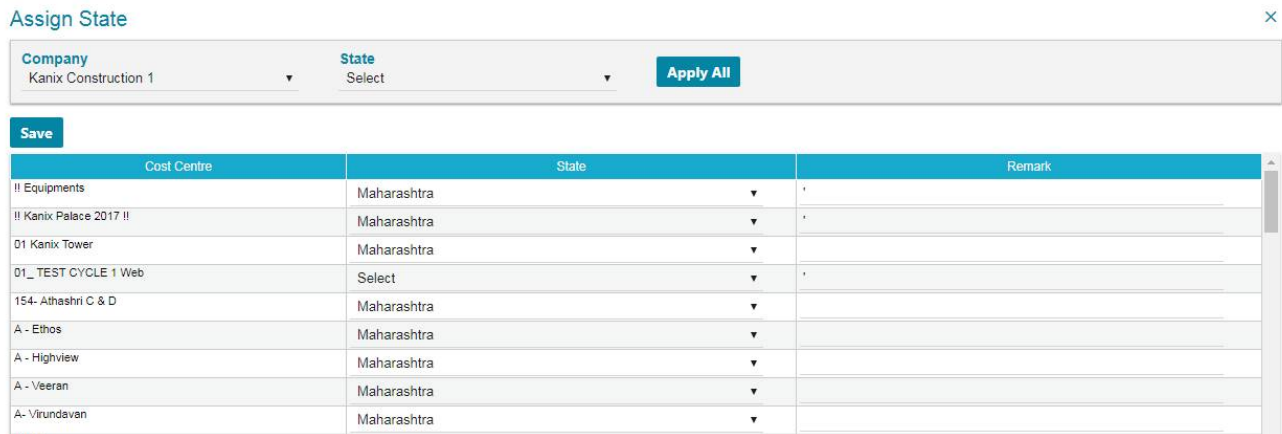
As in case of GST the source of supply/service and destination of supply/service defines the type and percentage of tax to be calculated, we need to assign state in which the project/ cost centre is getting executed. Following is the process to Assign state to each Cost Centre

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.



The screenshot shows the 'Assign State' dialog box. It has a 'Company' dropdown set to 'Kanix Construction 1' and a 'State' dropdown set to 'Select'. An 'Apply All' button is present. Below this is a 'Save' button and a table with columns for Cost Centre, State, and Remark. The table lists various cost centers with 'Maharashtra' assigned to most of them.

Cost Centre	State	Remark
!! Equipments	Maharashtra	
!! Kanix Palace 2017 !!	Maharashtra	
D1 Kanix Tower	Maharashtra	
D1_ TEST CYCLE 1 Web	Select	
154- Athashri C & D	Maharashtra	
A - Ethos	Maharashtra	
A - Highview	Maharashtra	
A - Veeran	Maharashtra	
A- Virundevan	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.

Company	Account	Voucher	TDS	VAT	Service Tax	WCT	GST	Browse	Reports	Tools	Select Company
Define Company											
Transfer Closing Balance											
Transfer Balance											
▼ Transfer Balance Transfer Closing Balance of the year 2017-2018 as Opening Balance for the year 2018-2019 Refresh											
▼ Group Wise Transfer Save Transfer											
Group Name	Transfer Method										
Advance from Flatholders	Bill By Bill ▼										
Bank Accounts	Single Line Transfer ▼										
Bank Occ	Single Line Transfer ▼										
Capital Accounts	Bill By Bill ▼										
Cash Accounts	Single Line Transfer ▼										
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 enter 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 Account Voucher TDS VAT Service Tax WCT GST Browse Reports Tools Select Company

Account/Group Definition Cost Center Opening Balance Stock Figures Cheque Status

Opening Balance

Ledger Type For Account
 Other than Expense and Income All Search Reset

Show All Details Print Show Rows: 40 Page: 1 of 4 Go 1 2 3 ... >>

Opening Stock: 1,50,000.00 Dr: 2,52,000.00

Account Name	Group Name	Debit	Credit
+ !!Sample Contractor - Loan Ac	Sundry Creditors		0.00
+ !!Sample Contractor - Ret	Sundry Creditors		0.00
- !!Sample Contractor Int	Provisions	50,000.00	0.00

Bills: !!Sample Contractor Int (Provisions | Dr:50,000.00 | Cr:0.00)

Date	Bill No	Bill Date	Due Date	Amount	Cost Center	Branch
31/03/2017		31/03/2017	31/03/2017	50000.00	DECCAN TOWE	--Select--

Save Add New Bill

+ !!Test Contractor	Sundry 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

Account/Group Definition Cost Center Opening Balance Stock Figures Cheque Status

Stock Figure

Show Rows: 40 Page: 1 of 1 Go

Account Name	Group Name	Opening	Closing
- stock in hand	Stock - In - Hand	1,50,000.00	1,50,000.00

Stock Details (of permitted Cost Centres Only): stock in hand (Stock - In - Hand | Opening:1,50,000.00 | Closing:1,50,000.00)

Date	Amount	Cost Center	Action
01/04/2017	150000.00	HO	🗑

Save Add

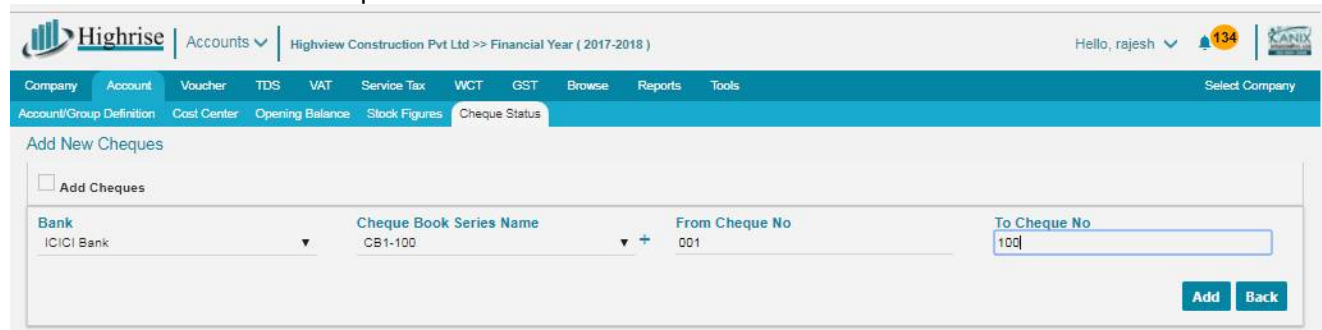
Total		1,50,000.00	1,50,000.00
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Path: Highrise Account/ Accounts /Stock Figure

- 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



The screenshot shows the 'Add New Cheques' interface in the Highrise Accounts software. The top navigation bar includes 'Company', 'Account', 'Voucher', 'TDS', 'VAT', 'Service Tax', 'WCT', 'GST', 'Browse', 'Reports', and 'Tools'. The 'Accounts' dropdown is set to 'Highview Construction Pvt Ltd >> Financial Year (2017-2018)'. The user is logged in as 'Hello, rajesh' with 134 notifications. The 'Cheque Status' tab is active. The form contains the following fields:

- Add Cheques
- Bank: ICICI Bank
- Cheque Book Series Name: CB1-100
- From Cheque No: 001
- To Cheque No: 100

Buttons: Add, Back

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.

Highrise | Accounts | Highview Construction Pvt Ltd >> Financial Year (2017-2018) | Hello, rajesh | 134 | KANIX

Company | Account | Voucher | TDS | VAT | Service Tax | WCT | GST | Browse | Reports | Tools | Select Company

Account/Group Definition | Cost Center | Opening Balance | Stock Figures | **Cheque Status**

Browse Cheque Book

Add New Cheque book

Select Bank: ICICI Bank | Series Name: Select Se...

Status: Pending | Cheque No.: | Status Date From: 01/04/2017 | Status Date To: 31/03/2018

Voucher Date From: 01/04/2017 | Voucher Date To: 31/03/2018

Select task: Print Cheque

Reset Register Delete Refresh

Print Date: 21/12/2017 | Account Payee Print Date **Ok**

Show Rows: 40 | Page: 1 of 3 | Go 1 2 3

Party Name	Ch No	V.N.	Date	Amount	VT	Printed By
!!SAMPLE CONTRA...	22121	8	18/07/2017	1000.00	BP	
!!SAMPLE CONTRA...	123	11	01/07/2017	5900.00	BP	
	987654	0				
cash in hand	123654	1	01/04/2017	26000.00	CN	
	2	14	18/07/2017	120.00	BP	

Path: Highrise Account/ Cheque Status

Update the Status by Selecting other tasks such as:-

- Print Cheque
- Reprint Cheque
- Signing 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.

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.

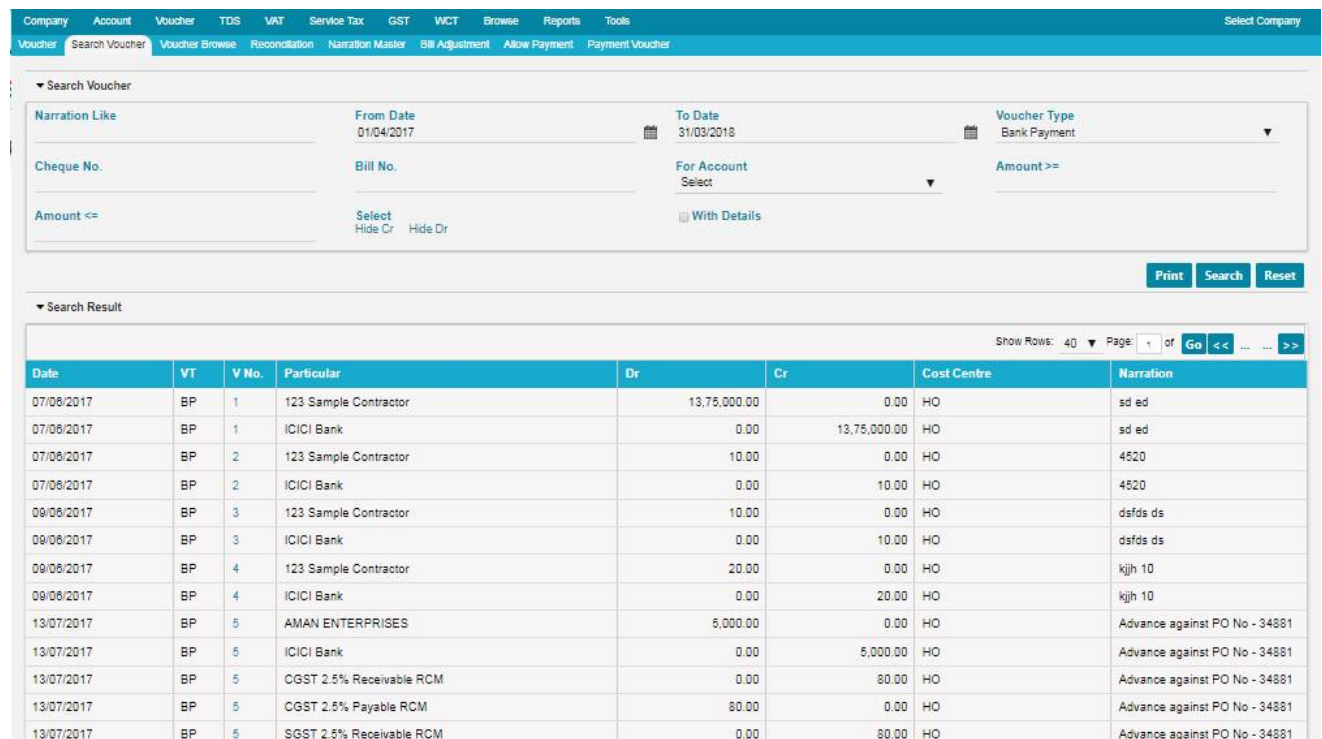
Deleting a Voucher:

- 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.

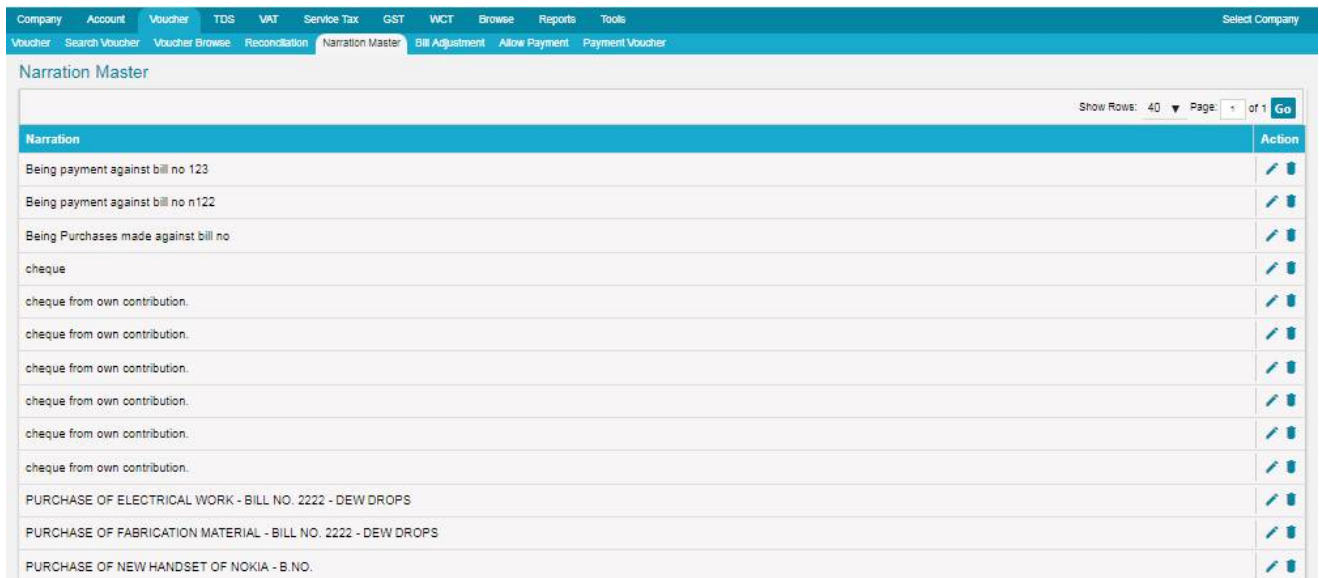




























Date	VT	V No.	Particular	Dr	Cr	Cost Centre	Narration
07/06/2017	BP	1	123 Sample Contractor	13,75,000.00	0.00	HO	sd ed
07/06/2017	BP	1	ICICI Bank	0.00	13,75,000.00	HO	sd ed
07/06/2017	BP	2	123 Sample Contractor	10.00	0.00	HO	4520
07/06/2017	BP	2	ICICI Bank	0.00	10.00	HO	4520
09/06/2017	BP	3	123 Sample Contractor	10.00	0.00	HO	dsfds ds
09/06/2017	BP	3	ICICI Bank	0.00	10.00	HO	dsfds ds
09/06/2017	BP	4	123 Sample Contractor	20.00	0.00	HO	kjih 10
09/06/2017	BP	4	ICICI Bank	0.00	20.00	HO	kjih 10
13/07/2017	BP	5	AMAN ENTERPRISES	5,000.00	0.00	HO	Advance against PO No - 34881
13/07/2017	BP	5	ICICI Bank	0.00	5,000.00	HO	Advance against PO No - 34881
13/07/2017	BP	5	CGST 2.5% Receivable RCM	0.00	80.00	HO	Advance against PO No - 34881
13/07/2017	BP	5	CGST 2.5% Payable RCM	80.00	0.00	HO	Advance against PO No - 34881
13/07/2017	BP	5	SGST 2.5% Receivable RCM	0.00	80.00	HO	Advance against PO No - 34881

Path: Highrise Accounts/Voucher Search

Narration Master

You can enter narration here in narration master.



Narration	Action
Being payment against bill no 123	 
Being payment against bill no n122	 
Being Purchases made against bill no	 
cheque	 
cheque from own contribution.	 
cheque from own contribution.	 
cheque from own contribution.	 
cheque from own contribution.	 
cheque from own contribution.	 
cheque from own contribution.	 
PURCHASE OF ELECTRICAL WORK - BILL NO. 2222 - DEW DROPS	 
PURCHASE OF FABRICATION MATERIAL - BILL NO. 2222 - DEW DROPS	 
PURCHASE OF NEW HANDSET OF NOKIA - B NO.	 

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.

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Voucher Search Voucher Voucher Browse Reconciliation Narration Master **Bill Adjustment** Allow Payment Payment Voucher

Bill By Bill Manual Auto

▼ Filter

Select Account: 123 Sample Contractor Cost Centre All Branches

▼ Search Result

Debit Side (Sales/Payments)								Credit Side (Purchase/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	BP	9		5,000.00		HO		31/10/2017	CR	3	ss	-4,500.00		Kanix Zain	
01/07/2017	BP	11		1,500.00		HO		10/04/2017	CR	1		-2,000.00		HO	
19/10/2017	CP	1		100.00		HO		10/07/2017	CR	2	l	-3,000.00		Kanix Zain	
13/10/2017	JV	67	nbnn	1,400.00		HO		01/08/2017	PV	9	1	-1,50,000.00		HO	aaaa
13/10/2017	JV	68	b444	1,400.00		HO		01/08/2017	PV	10	10aaf	-1,99,000.00		HO	
13/10/2017	JV	66		1,40,00,000.00		HO		03/08/2017	JV	15	LD-Aug01	-1,000.00		HO	
13/10/2017	JV	70	4e	8,700.00		HO		03/08/2017	JV	16	OC1-Aug01	-800.00		HO	
13/10/2017	JV	71	ss	500.00		HO		03/08/2017	JV	19	L-123	-1,600.00		HO	
12/04/2017	CP	3		3,000.00		HO		03/08/2017	JV	20	OC1-123	-1,400.00		HO	
13/10/2017	JV	72		1,200.00		HO		03/08/2017	JV	21	OC2-123	-1,200.00		HO	
13/10/2017	JV	74	b11	1,000.00		Kanix Zain		04/08/2017	JV	30	L-123	-1,500.00		HO	
13/10/2017	JV	75	btt	580.00		Kanix Zain		04/08/2017	JV	31	OC1-123	-1,200.00		HO	
22/11/2017	BP	21		15,000.00		HO		04/08/2017	JV	32	OC2-123	-1,000.00		HO	
31/03/2017	OPBal	2		2,000.00		HO		04/08/2017	JV	34	LB-6666	-1,888.00		HO	
03/04/2017	CP	2		5,900.00		HO		04/08/2017	JV	35	OC1-6666	-1,652.00		HO	

Save

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 Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Voucher Search Voucher Voucher Browse Reconciliation Narration Master **Bill Adjustment** Allow Payment Payment Voucher

Bill By Bill Manual Auto

▼ Filter

Creditor Debtor Select Account: AMAN ENTERPRISES All Branches

▼ Search Result

VDate	VNo	Bill Amt	Outstanding Amount	Bill No	Bill Date	Due Date	Cost Center	Branch
13/07/2017	11	-42,372.00	-42,372.00	12356	01/07/2017	01/07/2017	HO	
09/08/2017	38	-18,842.26	-18,842.26	PB-1974	09/08/2017	09/08/2017	HO	
22/08/2017	38	-2,950.00	-2,950.00	2	22/08/2017	22/08/2017	HO	
22/08/2017	39	-20,000.00	-20,000.00	5	22/08/2017	22/08/2017	HO	
22/08/2017	40	-5,900.00	-5,900.00	1	22/08/2017	22/08/2017	HO	
22/08/2017	41	-6,000.00	-6,000.00	123	22/08/2017	22/08/2017	HO	

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 Account: ICICI BANK 101012134131 Status: Pending From Date: 01/04/2017

To Date: 22/12/2017 **Search**

▼ Search Result

Current Balance 69000.00 Dr	Credit Pending 11000.00 Cr	Reconciled Balance 0.00
Debit Pending 80000.00 Dr	Difference 69000.00 Dr	Cheque No

Search **Print** **Print Dishonored Cheques**

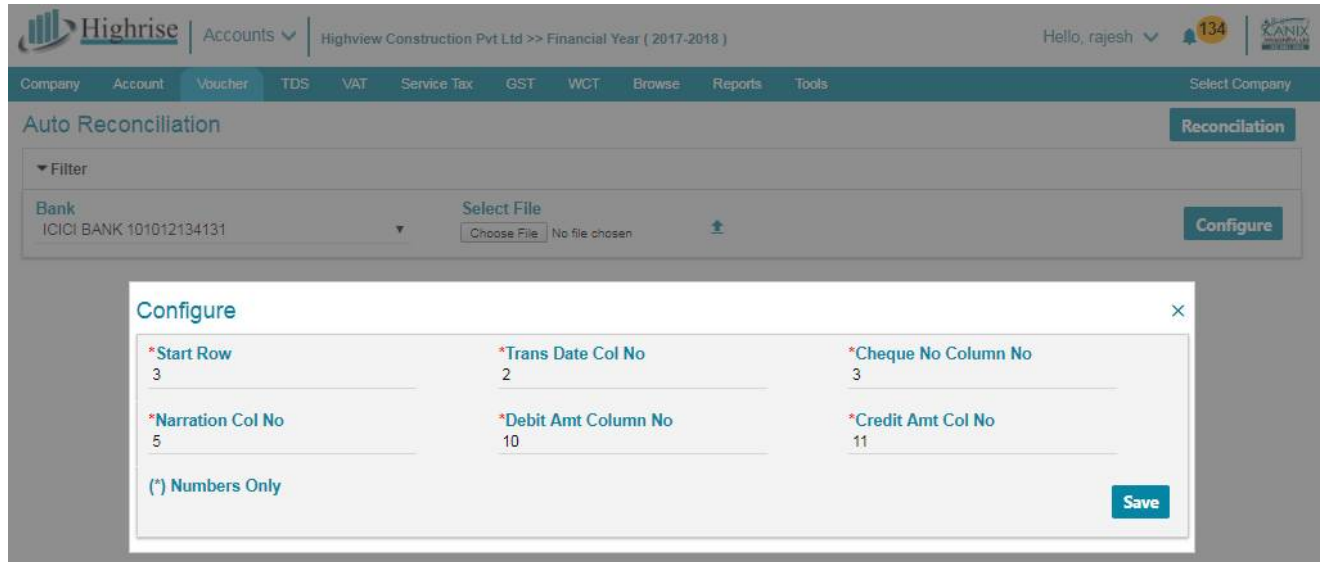
Show Rows: 40 Page: 1 of 1 **Go**

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	45		11/07/17	Test Loan Party	0.00	3,000.00		...	Disho...
04/06/2017	BP	17	1	NEFT	11/07/17	Test Loan Party	0.00	2,000.00		...	Disho...

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.



The screenshot shows the 'Auto Reconciliation' interface in Highrise Accounts. The 'Bank' dropdown is set to 'ICICI BANK 101012134131'. The 'Configure' dialog box is open, showing the following settings:

*Start Row	*Trans Date Col No	*Cheque No Column No
3	2	3
*Narration Col No	*Debit Amt Column No	*Credit Amt Col No
5	10	11

(*) Numbers Only

Buttons: Reconciliation, Configure, Save



The screenshot shows the 'Auto Reconciliation' interface in Highrise Accounts. The 'Bank' dropdown is set to 'ICICI BANK 101012134131'. The 'Configure' dialog box is closed. Buttons: Reconciliation, Configure

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

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Voucher Search Voucher Voucher Browse Reconciliation Narration Master Bill Adjustment Allow Payment Payment Voucher

Allow Payment

▼ Filter

Select Account AMAN ENTERPRISES Cost Centre Voucher Date 22/12/2017

Bill Date 22/12/2017

Cash/Bank

Bank/Cash	Balance
cash in hand	6,500.00 Dr
ICICI Bank	1,03,770.00 Cr
ICICI BANK 101012134131	69,000.00 Dr

Refresh Reset

▼ Search Details

Voucher Outstanding Bills Details

Sr No.	Account Name	Group name	Outstanding				Total
			0-30	30-60	60-90	>90	
1	AMAN ENTERPRISES	Sundry Creditors	0.00	0.00	0.00	-95,064.26	-95,064.26

Path: Highrise Accounts/Voucher / Allow Payment

- Step 3. Click on Accounts Name to view outstanding details
- Step 4. Put Outstanding Amount against each bill and Click on SAVE Button.

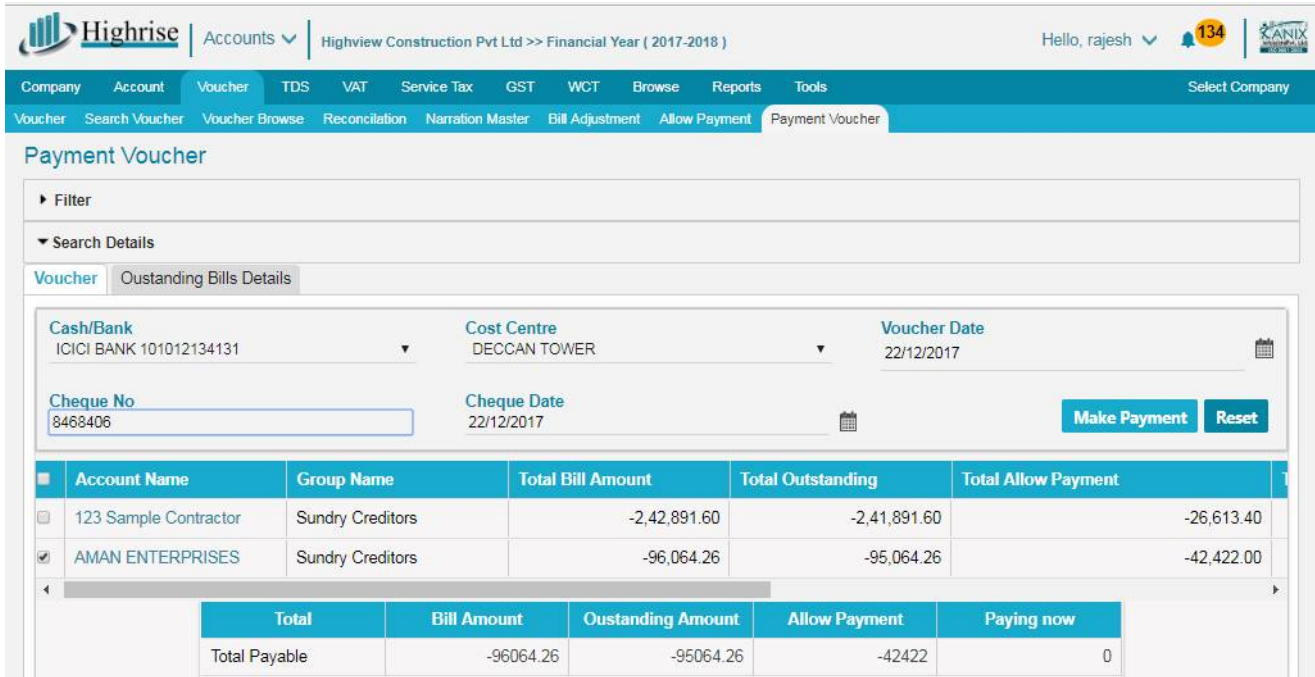
Voucher Outstanding Bills Details								
VDate	VNo	VT	Bill No	Bill Date	Due Date	Bill Amt	Cost Center	OS Amt
01/07/2017	48	PV	b123	01/01/1900	01/01/1900	-17,700.00	Brick Work	
15/07/2017	49	PV	B99999	01/01/1900	01/01/1900	-53,100.00	Brick Work	
01/08/2017	13	JV	TRNSBNO-123	31/07/2017	31/07/2017	-2,000.00	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	HO	
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	
Bill Amount			Outstanding Amount			Allow 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 | Highview Construction Pvt Ltd >> Financial Year (2017-2018) | Hello, rajesh | 134

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Voucher Search Voucher Voucher Browse Reconciliation Narration Master Bill Adjustment Allow Payment Payment Voucher

Payment Voucher

Filter

Search Details

Voucher Outstanding Bills Details

Cash/Bank: ICICI BANK 101012134131 | Cost Centre: DECCAN TOWER | Voucher Date: 22/12/2017

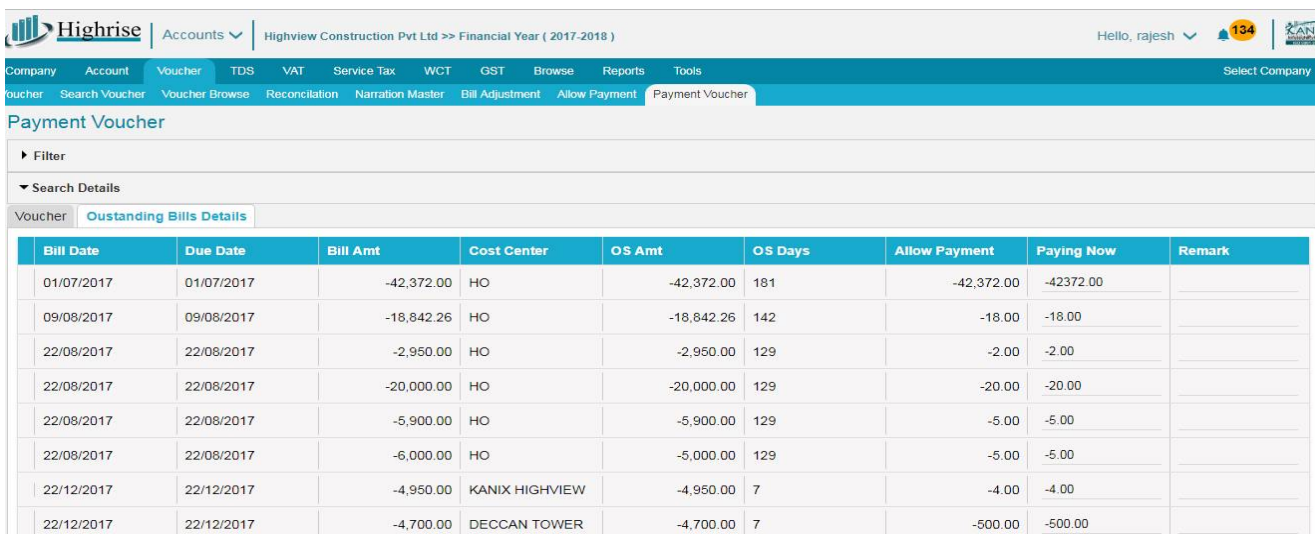
Cheque No: 8468406 | Cheque Date: 22/12/2017

Make Payment Reset

Account Name	Group Name	Total Bill Amount	Total Outstanding	Total Allow Payment	
123 Sample Contractor	Sundry Creditors	-2,42,891.60	-2,41,891.60	-26,613.40	
AMAN ENTERPRISES	Sundry Creditors	-96,064.26	-95,064.26	-42,422.00	
Total		Bill Amount	Outstanding Amount	Allow Payment	Paying now
Total Payable		-96064.26	-95064.26	-42422	0

Path: Highrise Accounts/Voucher / Payment Voucher

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



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Company Account Voucher TDS VAT Service Tax WCT GST Browse Reports Tools Select Company

Voucher Search Voucher Voucher Browse Reconciliation Narration Master Bill Adjustment Allow Payment Payment Voucher

Payment Voucher

Filter

Search Details

Voucher Outstanding 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	HO	-42,372.00	181	-42,372.00	-42372.00	
09/08/2017	09/08/2017	-18,842.26	HO	-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	-4,950.00	KANIX HIGHVIEW	-4,950.00	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.

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Company Account Voucher TDS VAT Service Tax WCT GST Browse Reports Tools Select Company

Voucher Search Voucher Voucher Browse Reconciliation Narration Master Bill Adjustment Allow Payment **Payment Voucher**

Payment Voucher

Filter

Search Details

Voucher Outstanding Bills Details

Cash/Bank: ICICI Bank | Cost Centre: HO | Voucher Date: 29/12/2017 | Cheque No: 12345

Cheque Date: 29/12/2017 | **Make Payment** | **Reset**

Account Name	Group Name	Total Bill Amount	Total Outstanding	Total Allow Payment	Total Paying now
AMAN ENTERPRISES	Sundry Creditors	-1,05,714.26	-1,04,714.26	-596.00	-42,926.00
Total		Bill Amount	Outstanding Amount	Allow Payment	Paying now
Total Payable		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.

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.

Highrise | Accounts | Highview Construction Pvt Ltd >> Financial Year (2017-2018) | Hello, rajesh | 134 | KANIX

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

TDS Master TDS Payment TDS Challan TDS Report TDS Banks

TDS Master

TDS Account	TDS Section	TDS Limit	TDS Percent	TDS Surcharge	TDS Cess	TDS Net	Action
TDS 1 % on contractors and s...	194C - Payments to contractors and sub-contr ▾	0.00	1.00	0.00	0.00	1.00	⌂ ...
TDS 10 %	194C - Payments to contractors and sub-contra...	0.00	1.00	0.00	0.00	1.00	✎
TDS 2 %		0.00	0.00	0.00	0.00	0.00	✎
TDS 2%	194C - Payments to contractors and sub-contra...	0.00	2.00	0.00	0.00	2.00	✎
TDS Payable on Brokerage	194H - Commission or brokerage	0.00	1.00	0.00	0.00	1.00	✎
TDS Receivable - (Deducted b...		0.00	0.00	0.00	0.00	0.00	✎

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:

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company									
TDS Master TDS Payment TDS Challan TDS Report TDS Banks									
TDS Payment									
Filter									
Payment Details									
All <input type="checkbox"/> Cash/Bank ICICI BANK 101012134131			Section 194C - Payments to contractors and sub-contracto			Paid Into Bank of maharashtra			
Cost Centre DECCAN TOWER			A/c for Interest LBT Expenses			A/c for Other Amount OC1 Charges			
Cheque No 48064464			Cheque Date 22/12/2017			Other Amount 0			
Narration TDS Payment			Book Entry <input type="checkbox"/>			<input type="button" value="Calculate Interest"/> <input type="button" value="Make Payment"/> <input type="button" value="Pay Online"/>			
■	PAN	Account	V Type	V No	V Date	Bill Amount	TDS Amount	Interest	Ded Remark
<input checked="" type="checkbox"/>	ASIPM4152M	123 Sample Contractor	Journal	78	15/10/2017	100000.00	2000.00	0	Select
Total		Bill Amount		TDS Amount		Interest			
Total Payable		100000.00		2000.00		0			
Total Payable Now		100000.00		2000.00		0			
India's first Construction ERP Software. Powered by Kanix Infotech Pvt 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.

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

TDS Master TDS Payment TDS Challan TDS Report TDS Banks

Bank Master

Bank Master

Bank Name	BSR Code		
Bank of maharashtra	4046948360		
BOI	4125635		
BOM	89978		
HSBC			
HSBC	001		
HSBC	001		
ICICI BANK LTD	14554533		
IDBI Bank	486464644		

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*.

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

TDS Master TDS Payment TDS Challan TDS Report TDS Banks

TDS Challan

Filter

Details

Account Name	TDS Section	Bank Name	Cheque Date	Cheque No	Actions
TDS 1 % on contractors...	194C	Bank of maharashtra	22/12/2017	84648846	Challan Details

TDS Amount 50.00	TDS Section 194C	BRS Code 4046948360	TDS Surcharge 0.00
TDS EDU CESS 0.00	TDS Interest 0.00	TDS Penalty 0.00	
Total Amount 50	Challan No 841484384	Book Entry <input checked="" type="checkbox"/>	

Save

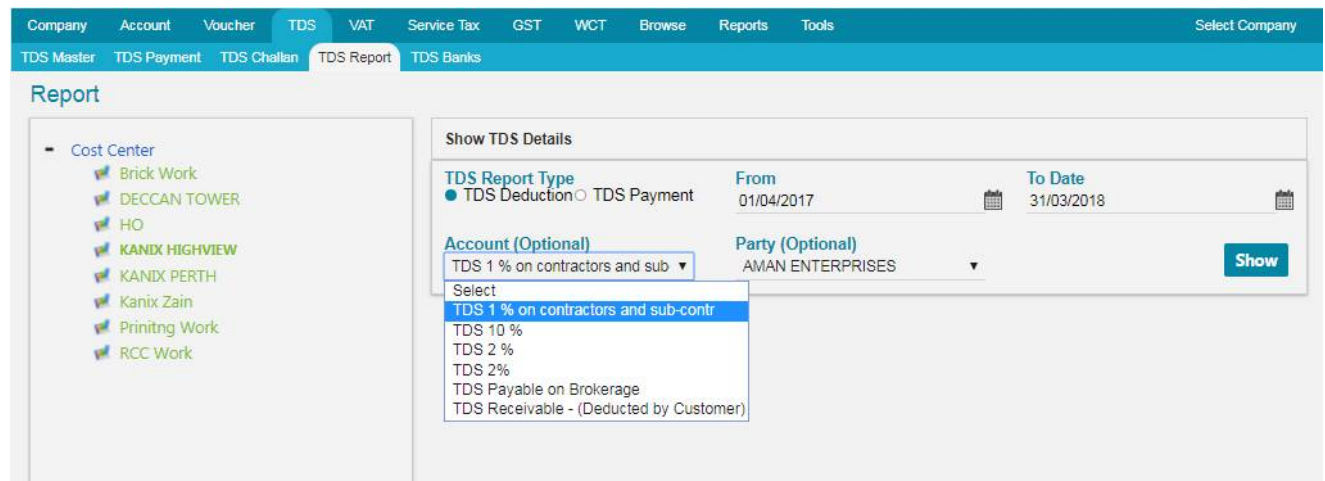
Path: Highrise Accounts/TDS/TDSChallan.

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



The screenshot shows the 'TDS Report' interface in Highrise Accounts. The top navigation bar includes 'Company', 'Account', 'Voucher', 'TDS', 'VAT', 'Service Tax', 'GST', 'WCT', 'Browse', 'Reports', and 'Tools'. The 'TDS' tab is active, and the 'TDS Report' sub-tab is selected. The main area is titled 'Report' and contains a 'Show TDS Details' form. On the left, there is a 'Cost Center' tree with items like 'Brick Work', 'DECCAN TOWER', 'HO', 'KANDX HIGHVIEW', 'KANDX PERTH', 'Kanix Zain', 'Printng Work', and 'RCC Work'. The 'Show TDS Details' form has the following fields: 'TDS Report Type' (radio buttons for 'TDS Deduction' and 'TDS Payment'), 'From' (01/04/2017), 'To Date' (31/03/2018), 'Account (Optional)' (a dropdown menu with 'TDS 1 % on contractors and sub' selected), and 'Party (Optional)' (AMAN ENTERPRISES). A 'Show' button is located to the right of the 'Party' field.

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.

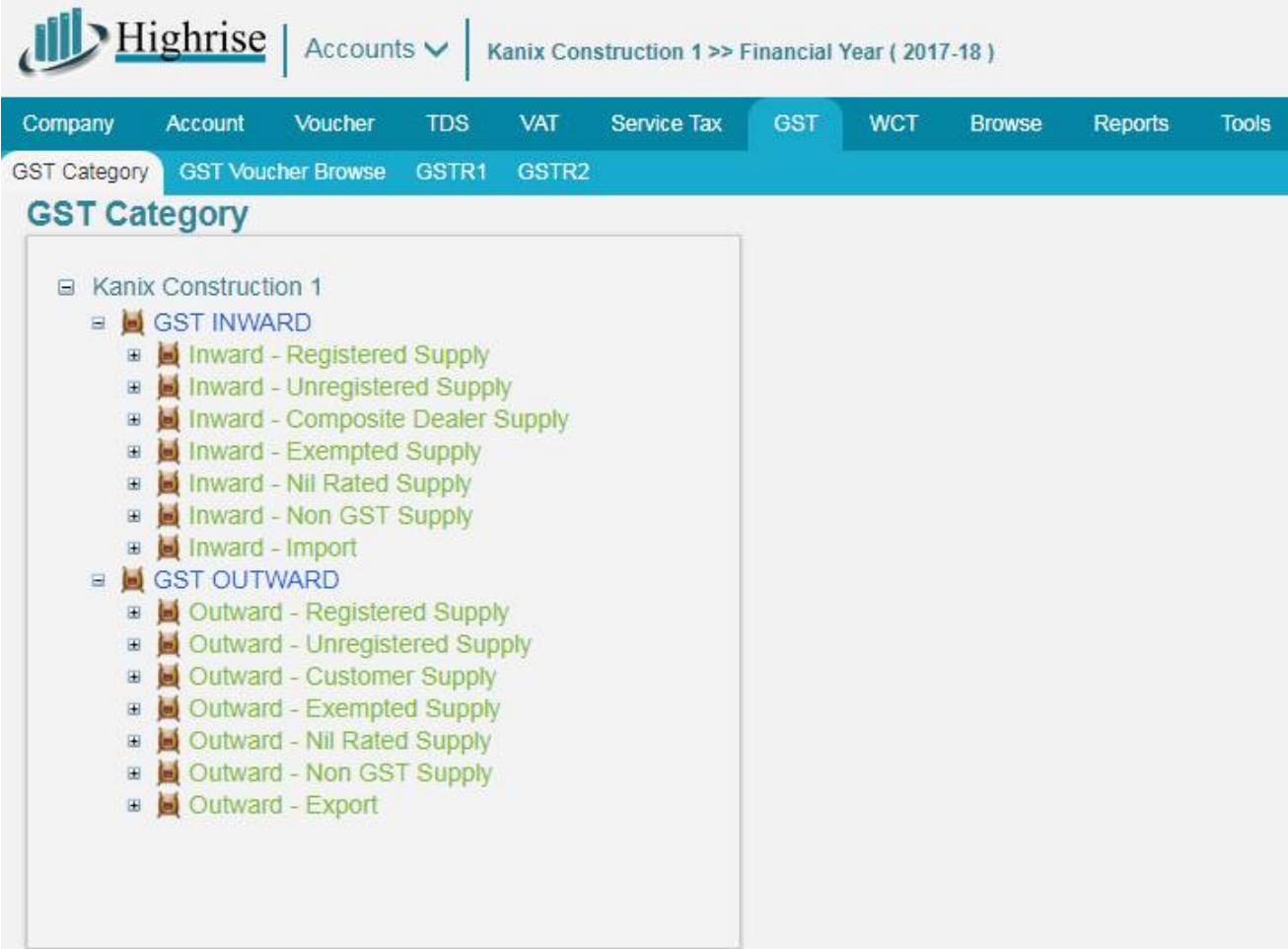
GST Categories: a. Supply of Goods and b. Services GST Tax is a tax levied on supply of goods and services across India. GST is a destination based consumption tax, and the taxable event is Supply as against the existing taxable events of sale, manufacture or provision of service Under GST separate treatment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



The screenshot shows the Highrise Accounts interface for Kanix Construction 1, Financial Year (2017-18). The navigation menu includes Company, Account, Voucher, TDS, VAT, Service Tax, GST, WCT, Browse, Reports, and Tools. The GST menu is expanded to show GST Category, GST Voucher Browse, GSTR1, and GSTR2. The GST Category section is further expanded to show a tree structure:

- [-] Kanix Construction 1
 - [-] GST INWARD
 - [+] Inward - Registered Supply
 - [+] Inward - Unregistered Supply
 - [+] Inward - Composite Dealer Supply
 - [+] Inward - Exempted Supply
 - [+] Inward - Nil Rated Supply
 - [+] Inward - Non GST Supply
 - [+] Inward - Import
 - [-] GST OUTWARD
 - [+] Outward - Registered Supply
 - [+] Outward - Unregistered Supply
 - [+] Outward - Customer Supply
 - [+] Outward - Exempted Supply
 - [+] Outward - Nil Rated Supply
 - [+] Outward - Non GST Supply
 - [+] Outward - Export

Path: Highrise Accounts/GST/GST Category

Dual GST Concept:

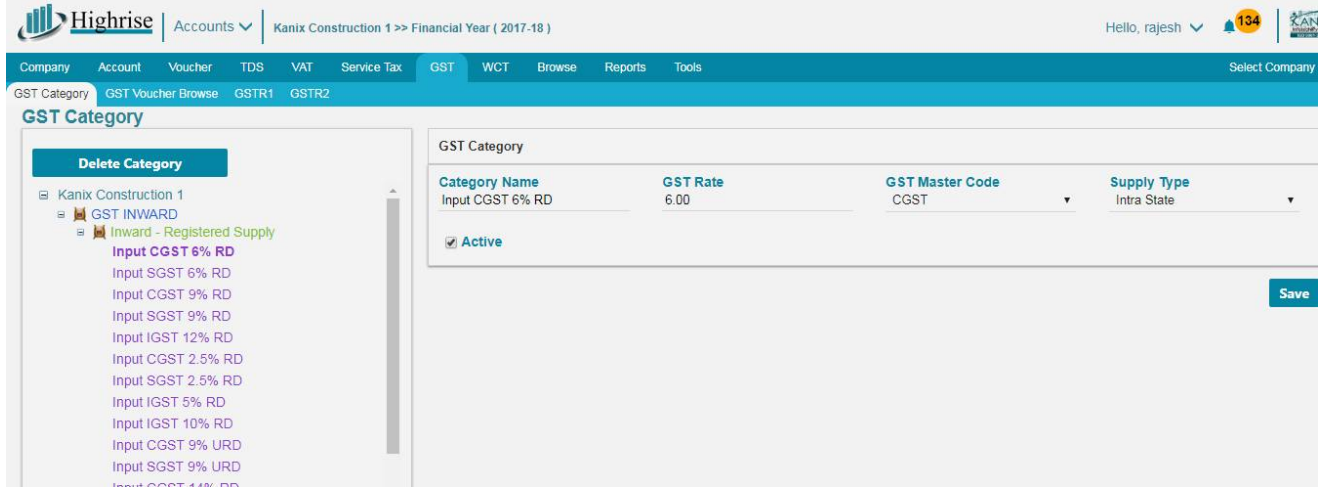
In consideration of the federal structure of India, Dual GST has been chosen wherein tax would be jointly levied by both Centre government and state government (or Union Territory) on supply of goods and services.

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”



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

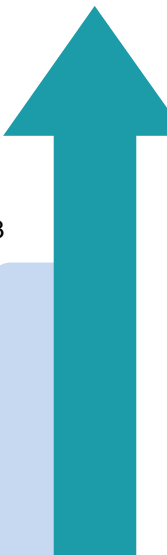
All the above classifications are fixed and based on these data returns - GSTR 1 (Outward Supply), GSTR 2 (Inward Supply) etc. will be prepared.

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.



Highrise Accounts Kanix Construction 1 >> Financial Year (2017-18) Hello, rajesh 134

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

GST Category GST Voucher Browse GSTR1 GSTR2

Filter

State GSTIN Maharashtra - 27AAAPK4152A1Z5 From Date 01/07/2017 To Date 31/07/2017 GST Account All

Party Account All Voucher Type 13 all selected! GST Config Status All Transaction Type All

Voucher Status All Portal Status All Charge Type All Supply Type All

Supply Item Type All Amount Sign Debit Credit Export GST Details

Search Export To Excel Reset

Search Result

	V.Date	V.No	V.Type	V.Status	Bill No	Bill Date	Party	Address	GSTIN	State	Supply Type	Gross Amount	Party Amount	Ass Amount	CGST	SGST	IGST	C
	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						
	01-Jul-2017	7	PV	Approved	1	01-Jul-2017	Amar Supplier		27AAAPA4152A1Z2	Maharashtra	Intra State	1,12,000.00	1,12,000.00	100000.00	6,000.00	6,000.00	0.00	
	01-Jul-2017	12	PV	Non Approved	6569	01-Jul-2017	Test Contractor	pune nareyan prith	27AAAPK4152A1Z5	Maharashtra	Intra State	240.37	240.37	237.09	0.00	0.29	0.54	
	01-Jul-2017	13	PV	Non Approved	2583	01-Jul-2017	Test Contractor	pune narayan prith		Andaman and Nicobar	Inter State	40,689.80	40,609.80	40530.00	133.00	0.00	26.60	
	01-Jul-2017	10	BP	Non Approved	2646	01-Jul-2017						1,217.96						

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.

▼ Search Result

	V.Date	V.No	V.Type	V.Status	Bill No	Bill Date	Party	Address	GSTIN	State	Supply Type	Gross Amount	Party Amount	Ass
<input type="checkbox"/>	+ 01-Jul-2017	20	BP	Non Approved	2645	01-Jul-2017						708.48		
<input type="checkbox"/>	+ 01-Jul-2017	21	BP	Non Approved	2644	01-Jul-2017						1,471.03		
<input type="checkbox"/>	+ 01-Jul-2017	7	PV	Approved	1	01-Jul-2017	Amar Supplier		27AAAPA4152A1Z2	Maharashtra	Intra State	1,12,000.00	1,12,000.00	100
<input type="checkbox"/>	+ 01-Jul-2017	12	PV	Non Approved	8569	01-Jul-2017	Test Contractor	pune narayan prth	27AAAPK4152A1Z5	Maharashtra	Intra State	240.37	240.37	
<input type="checkbox"/>	+ 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	40
<input type="checkbox"/>	+ 03-Jul-2017	19	BP	Non Approved	2646	03-Jul-2017						1,217.96		
<input type="checkbox"/>	+ 04-Jul-2017	18	BP	Non Approved	2647	04-Jul-2017						18,387.85		
<input type="checkbox"/>	- 06-Jul-2017	26	BP	Approved	2648	06-Jul-2017						1,12,000.00		

Party A/C Name: HHSupplier | Party State: Tamil Nadu | Charge Type: | Transaction Type: | Supply Type: | Supply Item Type: |

GST Category	HSN SAC Code	TranType	SP/SR %	Assessable Value	GST Rate %	GST Amt
CD Input CGST 14%		All	0	0	0	0

Add Save

Path: Highrise Accounts/GST/GST Voucher Browse

D. GST Report

a) GSTR -1 Report

GST Category | GST Voucher Browse | **GSTR1** | GSTR2

▼ Filter

State GSTIN: Maharashtra - 27AAAPK4152A1Z5 | From Date: 01/07/2017 | To Date: 31/07/2017 | Voucher Status: Approved

Search Reset

▼ Search Result

Select All

B2B(4) | B2CL(5) | B2CS(7) | **CDNR(9B)** | CDNR(9B) | EXP(6) | Advance Received(11B) | Advance Adjusted(11B) | Nil rated, exempted non GST(8)

Supplies made to consumers and unregistered persons.

SR No	Invoice Date	Invoice No	Invoice Value	Invoice Type	Place Of Supply	Reverse Charge	Taxable Value	Rate	V.Date	V.No	Voucher Type
<input type="checkbox"/> 1	25-Jul-2017	C-101	1120000.00	Regular	27-Maharashtra	N	0.00	0.00	25-Jul-2017	1	Sales
<input type="checkbox"/> 2	25-Jul-2017	C-101	1120000.00	Regular	27-Maharashtra	N	24000.00	2.00	25-Jul-2017	1	Sales
<input type="checkbox"/> 3	25-Jul-2017	C-101	1120000.00	Regular	27-Maharashtra	N	1000000.00	12.00	25-Jul-2017	1	Sales

Format: Format 1 | Delete selected record(s) from GSTR2 List | Generate Report

Path: Highrise Accounts/GST/GSTR 1

b) GSTR -2 Report

GST Category GST Voucher Browse GSTR1 **GSTR2**

▼ Filter

State GSTIN Maharashtra - 27AAAPK4152A1Z5 From Date 01/07/2017 To Date 31/07/2017 Voucher Status Approved

Search Reset

▼ Search Result

Select All

B2B B2BUR IMPORT GOODS IMPORT SERVICE CDNR CDNUR NIL Advance (TX) ADV PAID (TXPD)

Details of invoices of inward supplies from registered Person.

SR No	Invoice Date	Invoice No	Invoice Value	V.Date	V.No	V.Type	Party Name	GSTIN/UIN(Party)	Invoice Type	Place Of Supply	Serial No.	Eligibility	Rate	Taxable Value	IGST	CGST	SGST	CESS	IGST ITC	CGST ITC	SGST ITC	Rev.Change	
<input type="checkbox"/> 1	01-Jul-2017	1	112000.00	01-Jul-2017	7	PV	Amar Supplier	27AAAPA4152A1Z2	0.00	R	1	IP	0.00	0.00	0.00	-6000.00	-6000.00	0.00	0.00	-6000.00	-6000.00	0.00	N
<input type="checkbox"/> 2	01-Jul-2017	1	112000.00	01-Jul-2017	7	PV	Amar Supplier	27AAAPA4152A1Z2	12.00	R	2	IP	12.00	100000.00	0.00	6000.00	6000.00	0.00	0.00	6000.00	6000.00	0.00	N
<input type="checkbox"/> 3	15-Jul-2017	2-A	224000.00	15-Jul-2017	8	PV	Amar Supplier	27AAAPA4152A1Z2	0.00	R	1	IP	0.00	0.00	0.00	-12000.00	-12000.00	0.00	0.00	-12000.00	-12000.00	0.00	N
<input type="checkbox"/> 4	15-Jul-2017	2-A	224000.00	15-Jul-2017	8	PV	Amar Supplier	27AAAPA4152A1Z2	12.00	R	2	IP	12.00	200000.00	0.00	12000.00	12000.00	0.00	0.00	12000.00	12000.00	0.00	N

Format 1 Delete selected record(s) from GSTR1 List Generate Report

Path: Highrise Accounts/GST/GSTR 2

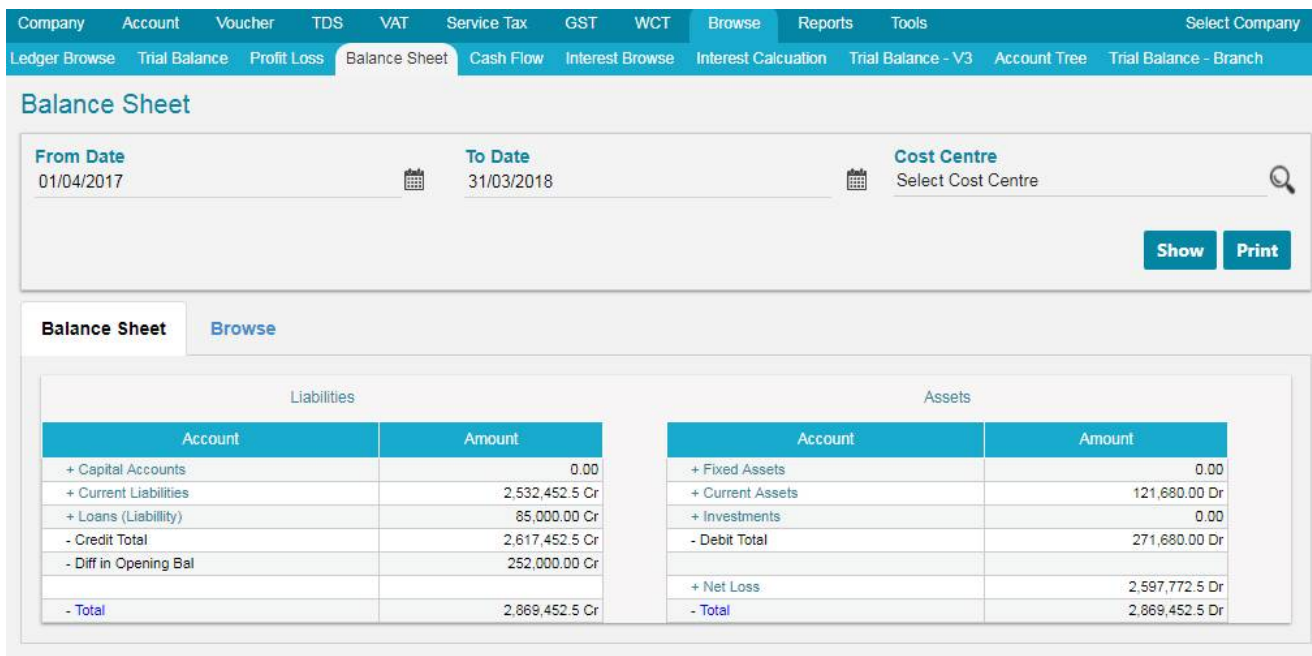
CHAPTER 5: BALANCE SHEET AND PROFIT & LOSS A/C

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.



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.

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Ledger Browse Trial Balance Profit Loss Balance Sheet Cash Flow Interest Browse Interest Calculation Trial Balance - V3 Account Tree Trial Balance - Branch

Profit And Loss

From Date: 01/04/2017 To Date: 31/03/2018 Cost Centre: Select Cost Centre

Show Print

Profit And Loss Browse

Particulars		Particulars	
Account	Amount	Account	Amount
+ Opening Stock	150,000.00 Dr	+ Sales Accounts	900,000.00 Cr
+ Purchase Accounts	3,251,252.5 Dr	+ Closing Stock	150,000.00 Cr
+ Direct Expenses	345,420.00 Dr		
		- Gross Loss	2,696,672.5 Cr
- Total	3,746,672.5 Dr	- Total	3,746,672.5 Cr
+ Expenditure Accounts	37,000.00 Dr	+ Income (Revenue)	0.00
		- Net Loss	2,733,672.5 Cr
		- Total	2,733,672.5 Cr
- Total	2,733,672.5 Dr		

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.

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Ledger Browse Trial Balance Profit Loss Balance Sheet Cash Flow Interest Browse Interest Calculation Trial Balance - V3 Account Tree Trial Balance - Branch

Trial Balance

From Date: 01/04/2017 To Date: 31/03/2018 Cost Centre: [Search]

Search: --Select--

Select:

- Opening Balance
- Closing Balance
- With Zero Balance
- With Ledgers
- Single Column(Dr/Cr)

Show Expand All Print Excel

Account	Opening Balance	Debit	Credit	Closing Balance
+ Capital Accounts	0.00 Dr	0.00	0.00	0.00 Dr
+ Loans (Liability)	3,000.00 Cr	10,000.00	92,000.00	86,000.00 Cr
+ Current Liabilities	106,000.00 Dr	15,654,915.26	18,292,367.78	2,632,462.5 Cr
+ Fixed Assets	0.00 Dr	0.00	0.00	0.00 Dr
+ Current Assets	150,000.00 Dr	138,500.00	166,820.00	121,880.00 Dr
+ Investments	0.00 Dr	0.00	0.00	0.00 Dr
+ Sales Accounts	0.00 Dr	0.00	900,000.00	900,000.00 Cr
+ Purchase Accounts	0.00 Dr	3,310,762.5	59,510.00	3,251,252.5 Dr
+ Income (Revenue)	0.00 Dr	0.00	0.00	0.00 Dr
+ Direct Expenses	0.00 Dr	345,420.00	0.00	345,420.00 Dr
+ Expenditure Accounts	0.00 Dr	38,000.00	1,000.00	37,000.00 Dr
Profit and Loss	0.00 Dr	0.00	0.00	0.00 Dr
Total	252,000.00 Dr	19,497,597.76	19,511,697.76	237,900.00 Dr

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.

Highrise | Accounts ▾ | Highview Construction Pvt Ltd >> Financial Year (2017-2018) | Hello, rajesh ▾ | 134 | KANIX

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Ledger Browse Trial Balance Profit Loss Balance Sheet Cash Flow Interest Browse Interest Calculation Trial Balance - V3 Account Tree Trial Balance - Branch

Cash Flow

From Date: 01/04/2017 | To Date: 31/03/2018 | Cost Centre: _____

Show Print

Cash Flow Browse

Inflow		Outflow	
Account	Amount	Account	Amount
+ Loans (Liability)	80,000.00 Cr	+ Loans (Liability)	10,000.00 Dr
+ Current Liabilities	21,280.00 Cr	+ Current Liabilities	119,480.00 Dr
- Total	101,280.00 Cr	+ Direct Expenses	120.00 Dr
- Net	28,320.00 Dr	- Total	129,600.00 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.

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Ledger Browse Trial Balance Profit Loss Balance Sheet Cash Flow Interest Browse Interest Calculation Trial Balance - V3 Account Tree Trial Balance - Branch

Browse

From Date: 01/04/2017 To Date: 31/03/2018 Select: Ledgers Cost Centre:

Multicolumnar Format Show Print

Browse

Account	Closing Balance
+ Capital Accounts	0.00 Dr
+ Loans (Liability)	89,000.00 Dr
- Current Liabilities	34,052,283.02 Dr
+ Advance from Flatholders	1,059,000.00 Dr
+ Duties & Taxes	15,059,752.66 Dr
+ Provisions	50,000.00 Dr
- Sundry Creditors	17,883,530.36 Dr
- Supplier	45,000.00 Dr
- 0001 Chaitanya Supplier	45,000.00 Dr
- !!Sample Contractor - Loan Ac	10,000.00 Dr
- !!Teet Contractor	28,712.00 Dr
- 123 Sample Contractor	14,725,491.6 Dr
- AMAN ENTERPRISES	152,014.26 Dr
- Amar Contractor 123	1,706,531.25 Dr
- AMAR MATERIAL SUPPLIER	625,000.00 Dr
- ramesh	500,000.00 Dr
- RK Construction - Rat	90,781.25 Dr
+ Fixed Assets	0.00 Dr
+ Current Assets	455,320.00 Dr
+ Investments	0.00 Dr
+ Sales Accounts	900,000.00 Dr
+ Purchase Accounts	3,370,272.5 Dr
+ Income (Revenue)	0.00 Dr
+ Direct Expenses	345,420.00 Dr
+ Expenditure Accounts	39,000.00 Dr

F. Ledger –
You can browse ledger through this window

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Ledger Browse Trial Balance Profit Loss Balance Sheet Cash Flow Interest Browse Interest Calculation Trial Balance - V3 Account Tree Trial Balance - Branch

▼ Filter

From Date: 01/04/2017 To Date: 31/03/2018 Group: 49 all selected!

Account: 163 all selected! Voucher Type: 13 all selected! Cost Centre: Select Cost Centre

Posting Status: Approved Zero Balance: Debit Balance:

Credit Balance:

Refresh Reset

▼ Search Details

Account List Ledger Browse Monthwise Daywise Multi Columnner Global Ledger

Show Rows: 40 Page: 1 of 5 Go 1 2 3 ... >> Print

Account Name	Group Name	Fixed Group	Closing Balance
!!Sample Contractor - Loan Ac	Sundry Creditors	Sundry Creditors	10,000.00 Dr
!!Sample Contractor - Ret	Sundry Creditors	Sundry Creditors	0.00 Dr
!!Sample Contractor Int	Provisions	Provisions	50,000.00 Dr
!!Test Contractor	Sundry Creditors	Sundry Creditors	25,512.00 Cr

Path: H2K Accounts/Browse/Ledger

a) Ledger Browse

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

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company																																															
Ledger Browse Trial Balance Profit Loss Balance Sheet Cash Flow Interest Browse Interest Calculation Trial Balance - V3 Account Tree Trial Balance - Branch																																															
<p>▼ Filter</p> <p>From Date: 01/04/2017 To Date: 31/03/2018 Group: 49 all selected! Account: 163 all selected! All</p> <p>Voucher Type: 13 all selected! Cost Centre: Select Cost Centre Posting Status: Approved Zero Balance</p> <p>Debit Balance Credit Balance</p> <p style="text-align: right;">Refresh Reset</p>																																															
<p>▼ Search Details</p> <p>Account List Ledger Browse Monthwise Daywise Multi Columnner Global Ledger</p> <p style="text-align: right;">Show Rows: 40 Page: 1 of 5 Go 1 2 3 ... >> Print</p> <table border="1"> <thead> <tr> <th>Account Name</th> <th>Group Name</th> <th>Fixed Group</th> <th>Closing Balance</th> </tr> </thead> <tbody> <tr> <td>!!Sample Contractor - Loan Ac</td> <td>Sundry Creditors</td> <td>Sundry Creditors</td> <td>10,000.00 Dr</td> </tr> <tr> <td>!!Sample Contractor - Ret</td> <td>Sundry Creditors</td> <td>Sundry Creditors</td> <td>0.00 Dr</td> </tr> <tr> <td>!!Sample Contractor Int</td> <td>Provisions</td> <td>Provisions</td> <td>50,000.00 Dr</td> </tr> <tr> <td>!!Test Contractor</td> <td>Sundry Creditors</td> <td>Sundry Creditors</td> <td>25,512.00 Cr</td> </tr> <tr> <td>!!Test Contractor Ret</td> <td>Current Liabilities</td> <td>Current Liabilities</td> <td>0.00 Dr</td> </tr> <tr> <td>!!Test Supplier</td> <td>Provisions</td> <td>Provisions</td> <td>0.00 Dr</td> </tr> <tr> <td><<>></td> <td>KANIX Tower</td> <td>Advance from Flatholders</td> <td>0.00 Dr</td> </tr> <tr> <td><<>></td> <td>Bank Accounts</td> <td>Bank Accounts</td> <td>0.00 Dr</td> </tr> <tr> <td>0001 Chaitanya Supplier</td> <td>Supplier</td> <td>Sundry Creditors</td> <td>45,000.00 Dr</td> </tr> <tr> <td>123 Sample Contractor</td> <td>Sundry Creditors</td> <td>Sundry Creditors</td> <td>1,33,86,708.40 Dr</td> </tr> </tbody> </table>				Account Name	Group Name	Fixed Group	Closing Balance	!!Sample Contractor - Loan Ac	Sundry Creditors	Sundry Creditors	10,000.00 Dr	!!Sample Contractor - Ret	Sundry Creditors	Sundry Creditors	0.00 Dr	!!Sample Contractor Int	Provisions	Provisions	50,000.00 Dr	!!Test Contractor	Sundry Creditors	Sundry Creditors	25,512.00 Cr	!!Test Contractor Ret	Current Liabilities	Current Liabilities	0.00 Dr	!!Test Supplier	Provisions	Provisions	0.00 Dr	<<>>	KANIX Tower	Advance from Flatholders	0.00 Dr	<<>>	Bank Accounts	Bank Accounts	0.00 Dr	0001 Chaitanya Supplier	Supplier	Sundry Creditors	45,000.00 Dr	123 Sample Contractor	Sundry Creditors	Sundry Creditors	1,33,86,708.40 Dr
Account Name	Group Name	Fixed Group	Closing Balance																																												
!!Sample Contractor - Loan Ac	Sundry Creditors	Sundry Creditors	10,000.00 Dr																																												
!!Sample Contractor - Ret	Sundry Creditors	Sundry Creditors	0.00 Dr																																												
!!Sample Contractor Int	Provisions	Provisions	50,000.00 Dr																																												
!!Test Contractor	Sundry Creditors	Sundry Creditors	25,512.00 Cr																																												
!!Test Contractor Ret	Current Liabilities	Current Liabilities	0.00 Dr																																												
!!Test Supplier	Provisions	Provisions	0.00 Dr																																												
<<>>	KANIX Tower	Advance from Flatholders	0.00 Dr																																												
<<>>	Bank Accounts	Bank Accounts	0.00 Dr																																												
0001 Chaitanya Supplier	Supplier	Sundry Creditors	45,000.00 Dr																																												
123 Sample Contractor	Sundry Creditors	Sundry Creditors	1,33,86,708.40 Dr																																												

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.

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Ledger Browse Trial Balance Profit Loss Balance Sheet Cash Flow Interest Browse Interest Calculation Trial Balance - V3 Account Tree Trial Balance - Branch

Trial Balance

Current From Date: 01/04/2017 | Current To Date: 31/03/2018 | Previous From Date: 01/04/2017 | Previous To Date: 31/03/2018

Select: Opening Balance, Closing Balance, With Zero Balance, With Ledgers, Single Column(Dr/Cr), Previous Period Balance

Cost Centre: Search: --Select--

Show Expand All Print Excel

Account	OP. Bal.	Debit	Credit	Cl. Bal.
+ Capital Accounts	0.00 Dr	0.00	0.00	0.00 Dr
+ Loans (Liability)	3,000.00 Cr	10,000.00	92,000.00	99,000.00 Dr
+ Current Liabilities	105,000.00 Dr	15,654,915.26	18,292,367.76	34,052,283.02 Dr
+ Fixed Assets	0.00 Dr	0.00	0.00	0.00 Dr
+ Current Assets	150,000.00 Dr	138,500.00	166,820.00	455,320.00 Dr
+ Investments	0.00 Dr	0.00	0.00	0.00 Dr
+ Sales Accounts	0.00 Dr	0.00	900,000.00	900,000.00 Dr
+ Purchase Accounts	0.00 Dr	3,310,762.5	59,510.00	3,370,272.5 Dr
+ Income (Revenue)	0.00 Dr	0.00	0.00	0.00 Dr
+ Direct Expenses	0.00 Dr	345,420.00	0.00	345,420.00 Dr
+ Expenditure Accounts	0.00 Dr	38,000.00	1,000.00	39,000.00 Dr
Profit and Loss	0.00 Dr	0.00	0.00	0.00 Dr
Total	252,000.00 Dr	19,497,597.76	19,511,697.76	39,261,295.52 Dr

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 Tax GST WCT Browse Reports Tools Select Company

Ledger Browse Trial Balance Profit Loss Balance Sheet Cash Flow Interest Browse Interest Calculation Trial Balance - V3 Account Tree Trial Balance - Branch

Browse Interest Calculation

Filter: Account: AMAN ENTERPRISES | Interest Rate (p/a): | From Date: 01/04/2017 | To Date: 22/12/2017

Search Print

Search Result

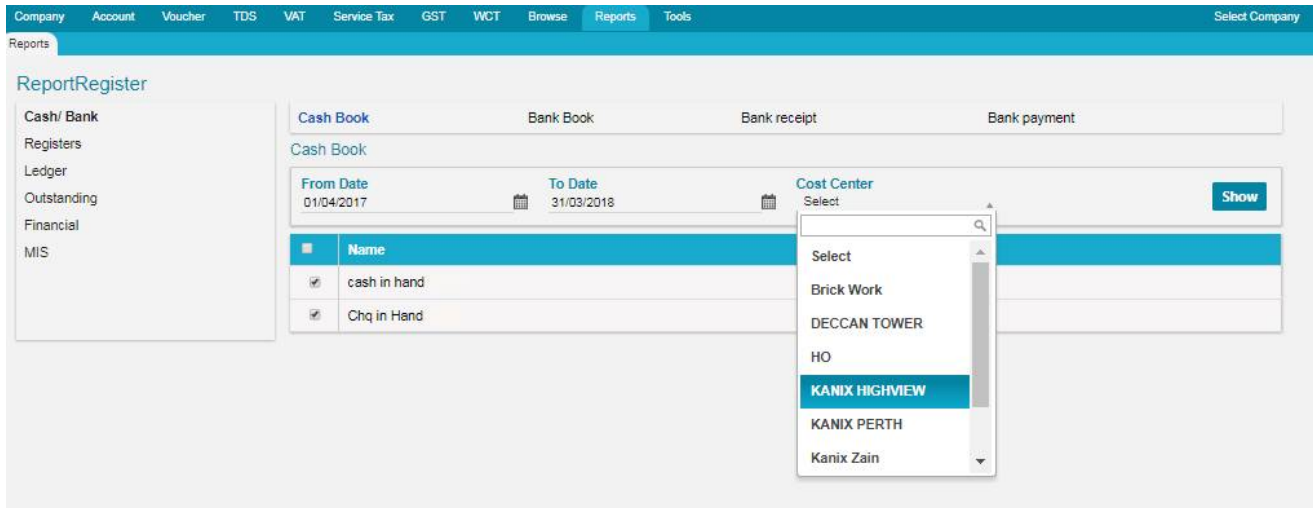
Date	Description	Amount	VT	Balance	Days	Interest
01/04/2017	Opening Balance	0.0000		50000.00	0	0.00
13/07/2017	paid msss	-42372.0000	JV	7628.00	103	0.00
09/08/2017	Bill No PB-1974 dt. 9 /8 /20...	-18842.2600	PV	-11214.26	27	0.00
22/08/2017	Bill No 2 dt. 22/8 /2017 CH...	-2950.0000	PV	-14164.26	13	0.00
22/08/2017	Bill No 5 dt. 22/8 /2017 CH...	-20000.0000	PV	-34164.26	0	0.00
22/08/2017	Bill No 1 dt. 22/8 /2017 CH...	-5900.0000	PV	-40064.26	0	0.00
22/08/2017	Bill No 123 dt. 22/8 /2017 ...	-6000.0000	PV	-46064.26	0	0.00
22/08/2017	Advance against PO No - ...	1000.0000	BP	-45064.26	0	0.00
22/12/2017	Bill of other chrges	-4950.0000	JV	-50014.26	122	0.00
22/12/2017	Closing Balance	0.0000		-50014.26	1	0.00
					Total Days : 266	Net Interest Rs. : 0 Dr

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

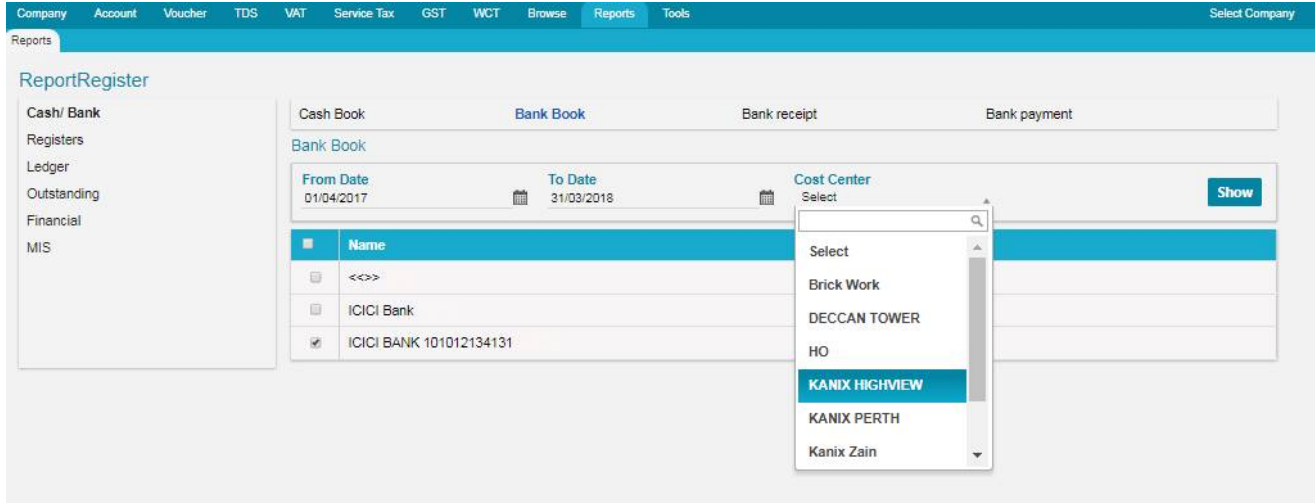


The screenshot shows the 'Report Register' interface in Highrise Accounts. The 'Reports' menu is active, and the 'Cash Book' report is selected. The interface includes a navigation menu on the left with options like 'Cash/ Bank', 'Registers', 'Ledger', 'Outstanding', 'Financial', and 'MIS'. The main area shows the 'Cash Book' report configuration with fields for 'From Date' (01/04/2017), 'To Date' (31/03/2018), and 'Cost Center' (Select). A dropdown menu for 'Cost Center' is open, showing options: 'Select', 'Brick Work', 'DECCAN TOWER', 'HO', 'KANIX HIGHVIEW' (highlighted), 'KANIX PERTH', and 'Kanix Zain'. A 'Show' button is visible on the right.

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



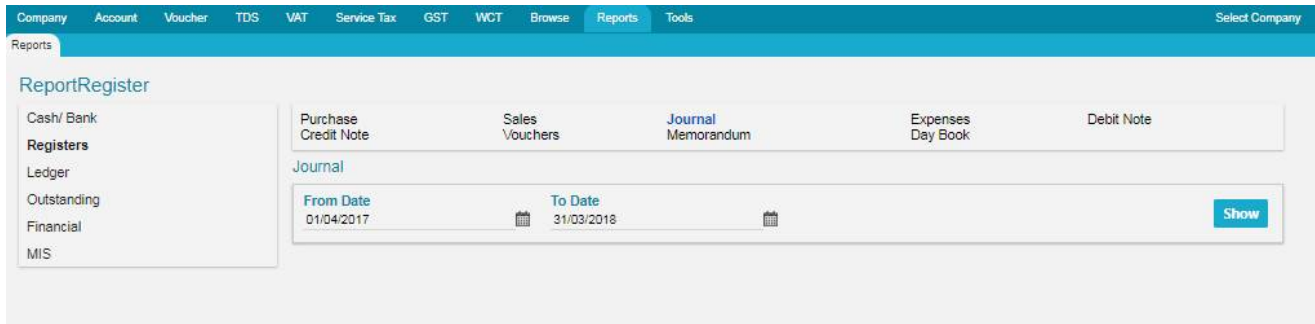
Path: Highrise Accounts/Reports/Bank Book

C. Registers

a) Register Reports – Normal

1. Select the register type
 - Purchase
 - Sales
 - Journal
 - Expenses
 - Debit Note
 - Credit Note
 - Voucher
 - Memorandum
 - Day Book

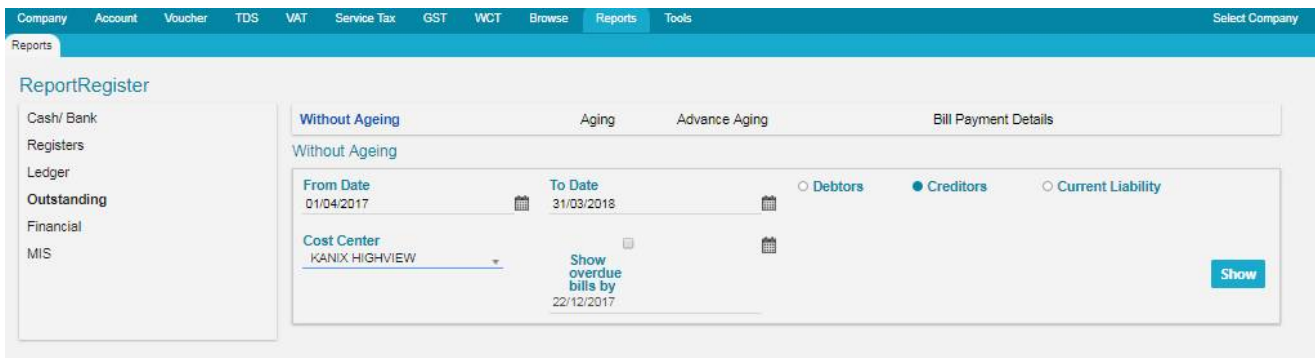
2. Specify the date range.
3. Click on Show.



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 Browse Reports Tools Select Company

Reports

ReportRegister

Cash/ Bank
Registers
Ledger
Outstanding
Financial
MIS

Without Ageing Aging Advance Aging Bill Payment Details

Without Ageing

From Date 01/04/2017 To Date 31/03/2018 Debtors Creditors Current Liability

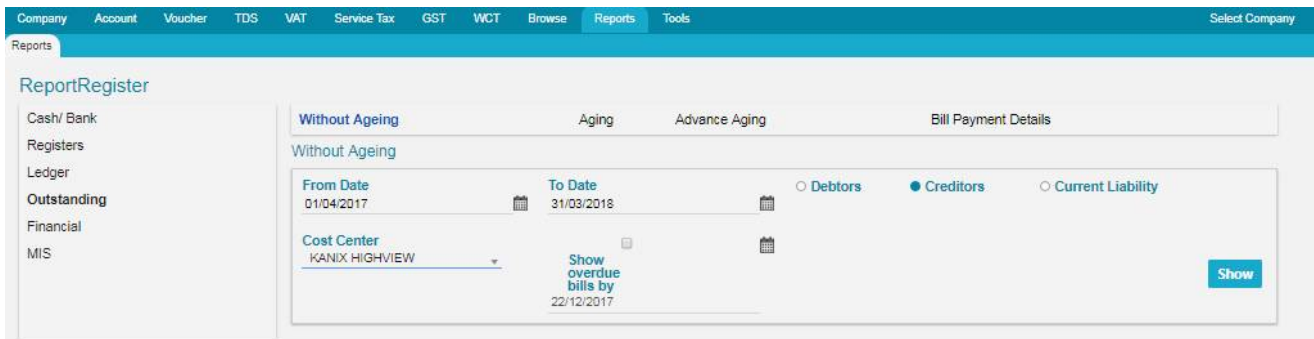
Cost Center KANIX HIGHVIEW Show overdue bills by 22/12/2017 Show

Path: Highrise Accounts/Reports/Outstanding Bills

OutStanding Bills										
SAMPLE COMPANY 1										
Date	V No	Bill No	Bill Date	Due Date	Narration	Amount	Balance Amt	Cost Centre		
A.B. DEVKAR										
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	
							- 5500.00	- 5500.00		
A.R. DEOKAR										
20/06/2009	PV	556	61	31/05/2009	19/06/2009	PURCHASE OF FIRE SYSTEM BILL	- 221225.00	- 221225.00	ADMIN	
							- 221225.00	- 221225.00		
IDBI BANK LTD										
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 AGAIN	- 33063.00	- 33063.00	ADMIN	
							3836218.00	3836218.00		

E. Bill Payment Details

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



Path: Highrise Accounts/Reports/Bill Payment Details

Bill Payment Details

Highrise

SAMPLE COMPANY 1

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

Chapter 6: Tools

A. Statistics:

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

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company			
Statistics Audit Trail Browse Account Linking Rebuild Tree Account Category Move Account Tally Interface Account User Right			
Statistic			
▶ Types Of Accounts ▼ Types Of Vouchers From Date: 01/04/2017 To Date: 31/03/2018 Cost Centre: Select Cost Centre <input type="button" value="Search"/>			
Description	Posted	UnPosted	
Cash Receipt	3		
Cash Payment	3		
Bank Receipt	2	2	
Bank Payment	15	9	
Contra	2		
Journal	52	9	
Purchase	12	28	
Sales	3	1	
Expense		7	
Receipt			
Debit Note	1	7	
Credit Note	7	26	
Memorandum			
Total	100	89	
Grand Total	189		
▶ Vouchers Statistics			

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

Company Account Voucher TDS VAT Service Tax GST WCT Browse Reports Tools Select Company

Statistics **Audit Trail Browse** Account Linking Rebuild Tree Account Category Move Account Tally Interface Account User Right

Audit Trail ● Audit Trail Browse ○ Audit Configuration

Audit Trail Browse

Company Name: Highview Construction Pvt Ltd
 Trail Type: Select
 Accounting Year: Select
 Voucher Type: Select
 User Name: Select an Option
 Voucher No: Select
 Computer Name: Select an Option
 From: 01/04/2017
 To Date: 31/03/2018

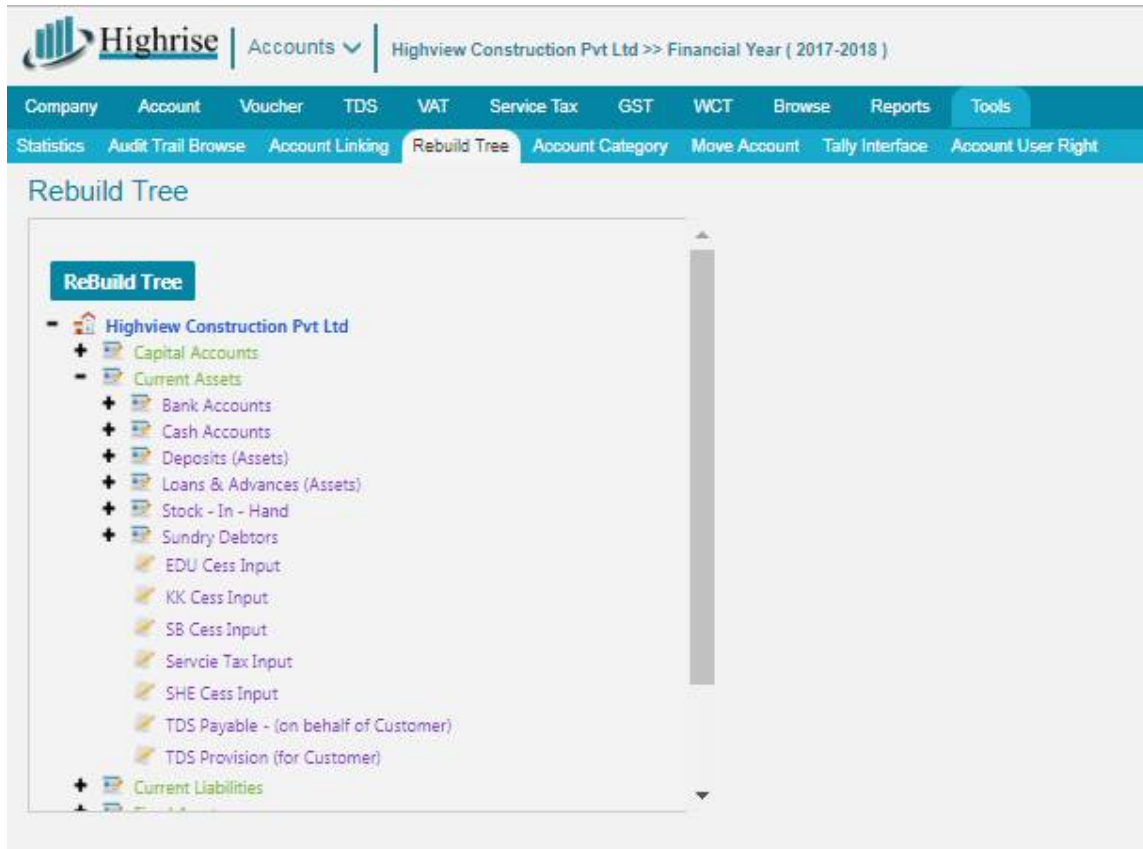
Search Print Reset

Search Result

No	Trail Type	Company Name	Account Year	Voucher Type	Voucher No	User Name	Ho
1	Account Edited	Highview Construction Pvt...			0	rajesh	19
2	Company Edited	Highview Construction Pvt...			0	raghvendra.agrawal	19
3	Account Edited	Highview Construction Pvt...			0	sanjay.agrawal	CC
4	Account Edited	Highview Construction Pvt...			0	sanjay.agrawal	CC
5	Voucher Added	Highview Construction Pvt...	2017-2018	Sales	2	sajid.mulla	CC
6		Highview Construction Pvt...	2017-2018	Sales	2	sajid.mulla	CC
7	Voucher Added	Highview Construction Pvt...	2017-2018	Sales	3	sajid.mulla	CC
8		Highview Construction Pvt...	2017-2018	Sales	3	sajid.mulla	CC
9		Highview Construction Pvt...	2017-2018	Sales	3	sajid.mulla	CC
10	Voucher Added	Highview Construction Pvt...	2017-2018	Sales	4	sajid.mulla	CC
11		Highview Construction Pvt...	2017-2018	Sales	4	sajid.mulla	CC

Path: H2K Accounts/Tools/ Audit Trail Browse

C. Rebuild Tree:



Path: Highrise Accounts/Tools/Rebuild Tree