

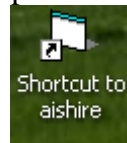
# HIRE

## INTRODUCTION:

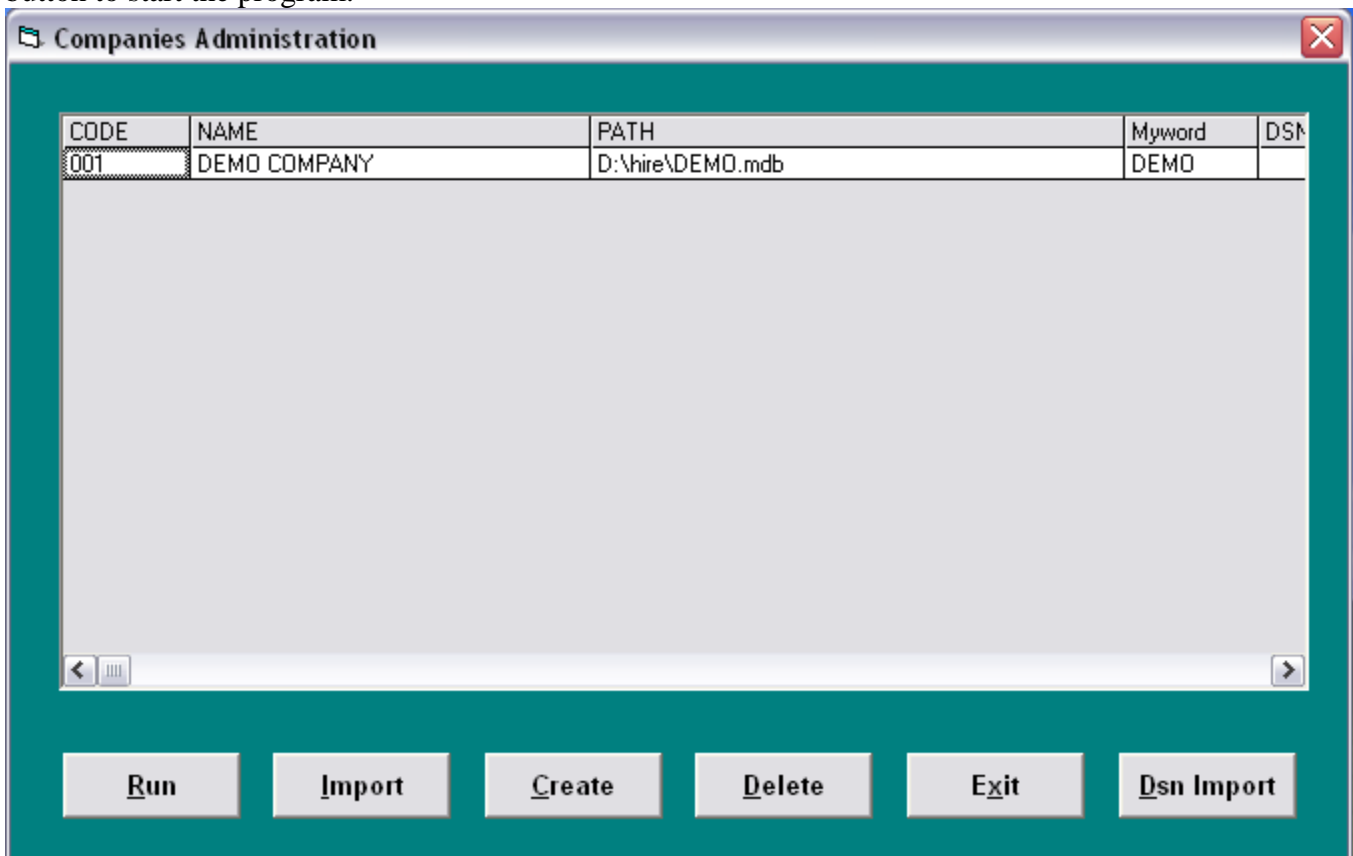
This is versatile software for Shuttering Business. It provides complete solutions to the daily needs of the Shuttering Business. It helps create various ledger accounts, ledger groups, items master, item group, etc. Materials issued or received can also be maintained. Provides both financial and inventory reports. It can be used for Billing and preparing Trail Balance etc.

## Starting Hire software:

Double click on the Hire icon on your desktop.



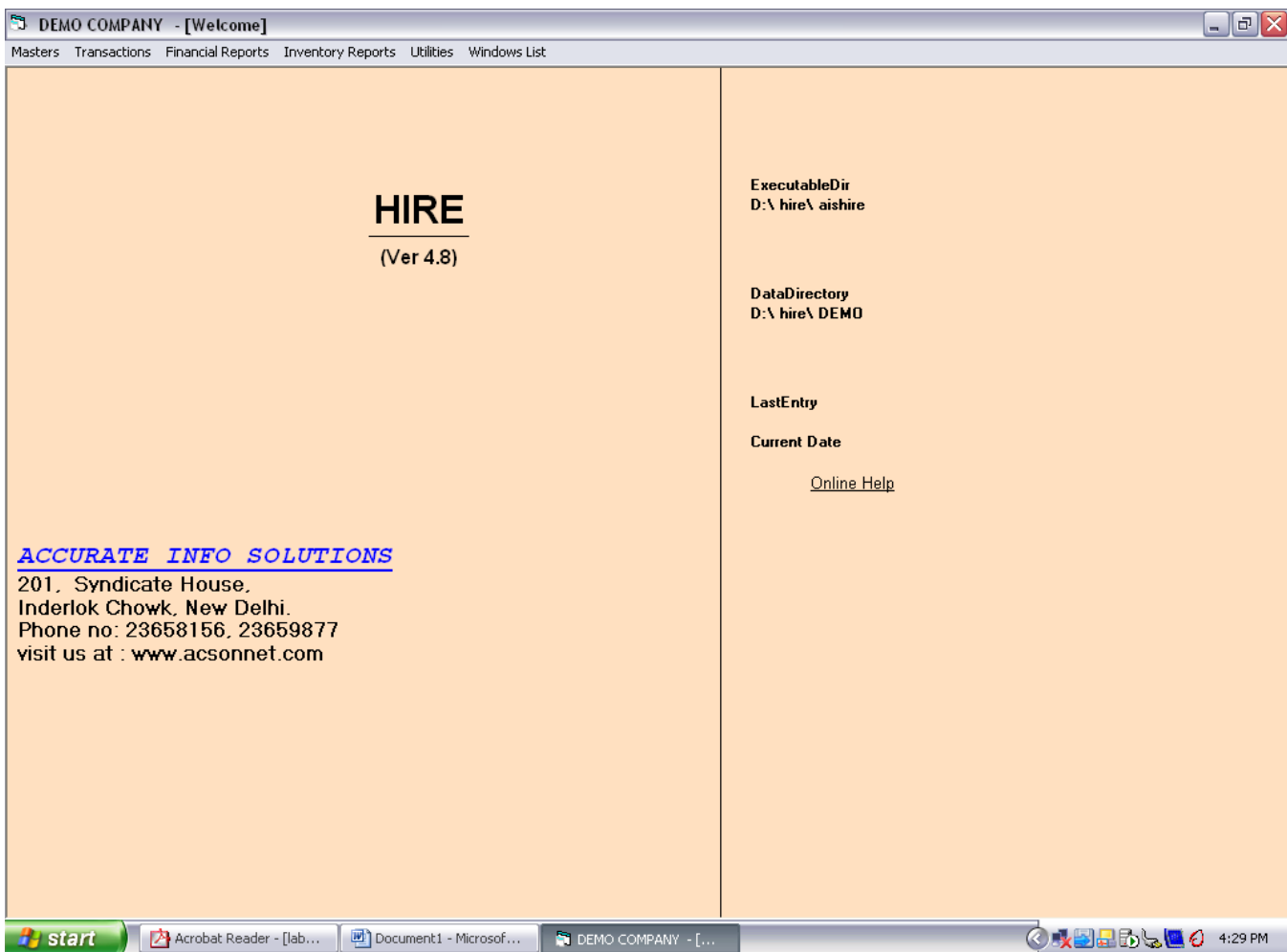
The following window will appear. Here you can create as many company as you want or you can also import companies from your previous database. You can also delete a company by first choosing the company and then clicking on delete button. After creating a company Click on the run button to start the program.



On clicking on Run button the following window of the security check will appear. The window asks you for user name and password. Enter valid user name and password to start the program.

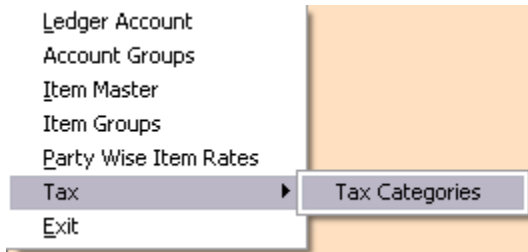


On entering valid user name and password you will see the following screen on the desktop. Now you have created a company and are ready to do dealings in the company.



There are various Menus each having various other options. Each of this options perform certain task. Now we will discuss this menus one by one.

## Masters:



When you click on any option you will get a window where you will see the following.



### **Add: Add is used to enter new records in the list.**

When ever we have to enter new record in the master we just click on the Add button or press the shortcut key Alt+A. On the screen you see that the display has changed the unactive fields are now active and ready to work with. You can fill various fields, which are different for each option, and save the record by pressing OK button on top of the screen. You can move between fields by pressing tab or return key.

### **Edit: Edit is used for editing or updating any previous records.**

To edit a record first of all you have to select the record you want to edit from the list available on the right hand side. Now click Edit button or press Alt+E. After making necessary changes you can save the record by clicking on OK or if you don't want to save the changes click on Cancel.

### **Back: Back button is used to see the previous record.**

By clicking on the Back button you can view previous record.

### **Next: Next button is used to see the next record.**

By clicking on the Next button you can view the next record.

### **List: List is used to view all the records in the Master.**

When ever you click on this option you will get a window displaying all the records of the concerned option. Like in Ledger Account you will see all the ledger accounts.

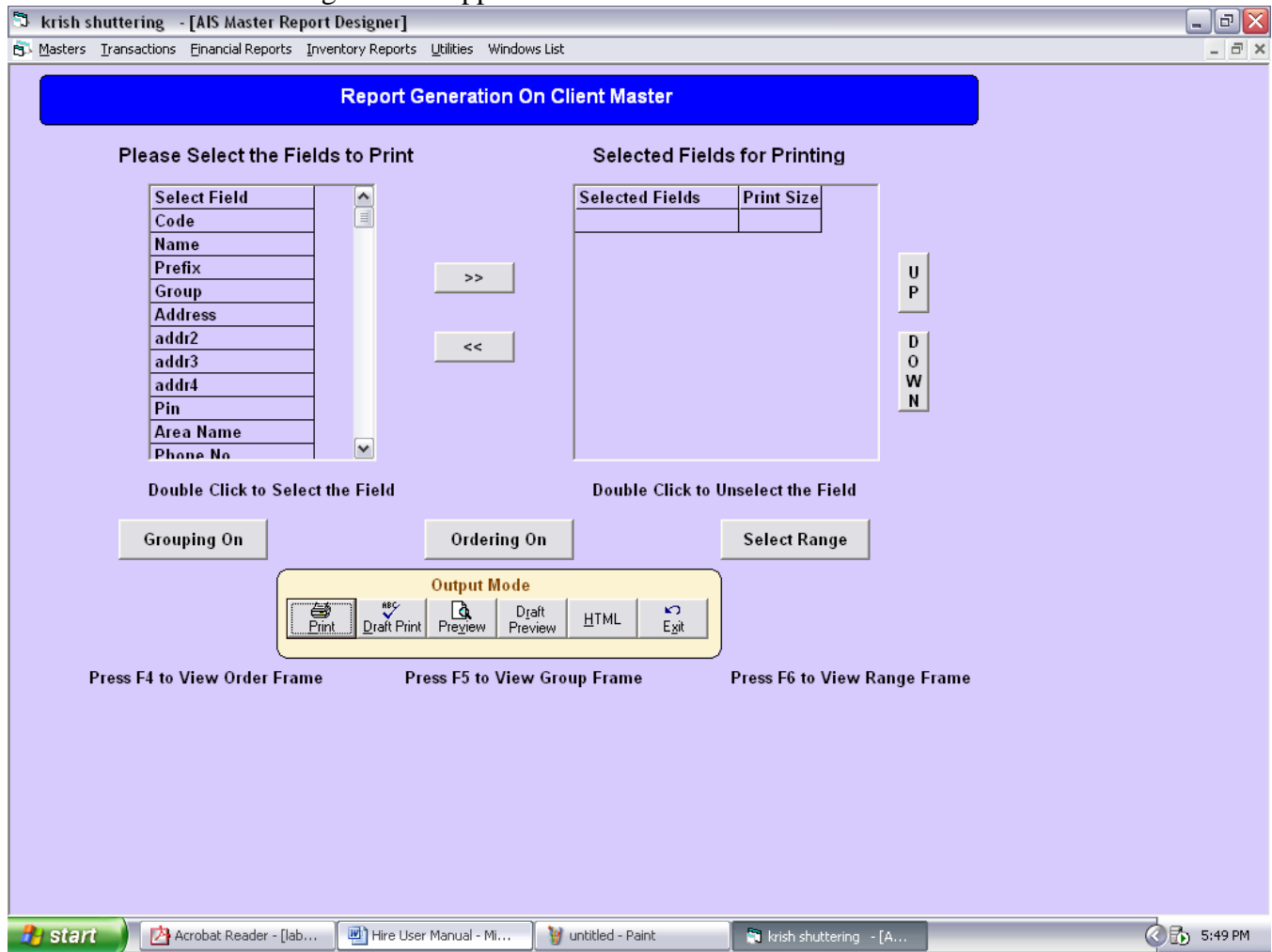
### **Delete: This button is used to delete any record for the master.**

When ever you want to delete any record just select the record and click on delete button. A warning window will appear asking you whether you really want to delete the record. If you want to delete the record click on Yes and if you don't want to delete the record click on No.

### **Exit: To exit the current working window click on Exit button or press Alt+X.**

**Print: This is used to print the reports of the concerned option.**

When ever you want to print the report of the option you are working on you can click on the Print button. The following window appears.



Select the fields you want to be printed in the report by double clicking on the particular field. Like you want Name to be printed then double click on Name Option on left hand side if the Name field appears on the right hand side then you have correctly selected the field. All the fields you select will appear on the right hand side. You can move the fields up and down with UP and Down button. If you want to select all the fields click on >> button and to unselect click on << button.

You can group the records by clicking on Grouping On button. Ordering of the records can be done by clicking on Ordering On button and you can select the range by clicking on Select Range button. The records will be displayed according to this options set by you.

You can see the preview of the report by clicking on Preview button. You can print the report by clicking on Print button. Draft print is used to print the report on Dot matrix printer. You can preview draft format by clicking on Draft Preview button. You can also save the report in HTML format by clicking on HTML button. Exit the current window by clicking on Exit button.

**Grid View: You can view the report in Grid format by clicking on Grid View.**

This option is used to view the report in Grid format.

## Ledger Account:

This option is used to prepare various ledger accounts. When you click on this option you will have the following window.

code	name
BANK	Bank A/C
CASH	CASH A/C
CST	Central Sale
CHALSALE	Challan Issu
CHALRECV	Challan Recd
DIFFOPBA	Difference in
CE	Expenses ac
LST	Local Sale T
OPBAL	Opening Bal
DIFIOBAL	Opening Bal
OPSTK	Opening Sto
PURC	Purchase A/c
PURCRETU	Purchase Re
RO	Round Off A
SALE	SALE A/C
SALERETU	SALE Return

You can add new account by clicking on Add button.

**CODE:** Enter the code for the account here. The code identifies the ledger account so it must be distinct from any other code.

**NAME:** Enter the name of the account here.

**PREFIX:** Enter the prefix here.

**GROUP:** Enter the group to which this ledger belongs here. For example for carriage you can specify the group as expenses.

**ADDRESS:** Enter the address of the party here.

**PIN, PHONE NUMBER, AREA NAME, MOBILE, FAX, EMAIL:** You can provide this information in the concerned boxes.

**CST NO:** You can provide the Central Sale Tax No. here.

**CST DATE:** You can provide the Central Sale Tax Date here.

**TIN NO:** You can provide the Tin Number here.

**PREVIOUS BALANCE:** Previous balance if any can be specified here.

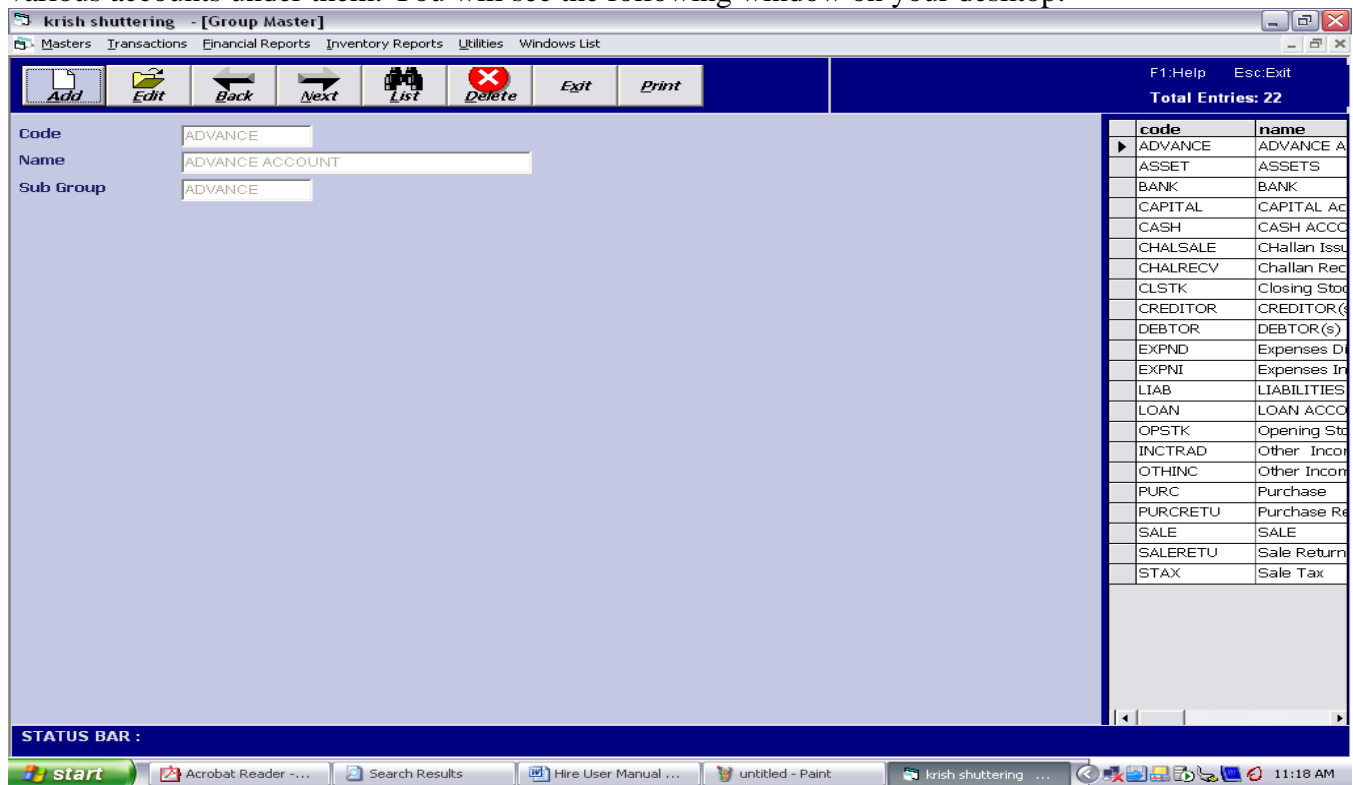
**Op. Bal.:** You can specify the opening balance of the account here.

**Op.Bal.D/C:** If any balance is to be carried forward can be specified here.

Provide above details in the respective fields and click on Ok button to save the account.

### Accounts Group:

With this option you can create account groups for further use. This groups can be used to group various accounts under them. You will see the following window on your desktop.



**Code:** Enter the code for the group here.

**Name:** Enter the name of the account group here.

**Sub Group:** You can also specify any sub group for the group in this field.

When you finish entering the details click on Ok button to save the record.

## Item Master:

This option is used to enter details of various items used in your company. You will see the following window on your desktop when you click this option.

code	name
GENERAL	GENERAL IT

**Code:** You can provide the code for the item here.

**Name:** You can provide the name of the item here.

**Grp:** You can specify the group for the item here. For example for steel plates of different sizes you can specify the group as Steel Plate.

**Rent Rate:** You can specify the rent charges for the item in this field.

**Item Cost:** You can specify the cost of the item here.

**Purc. Rate:** You can specify the purchase price of the item here.

**Tax (%):** Tax percent if any can be specified here.

When done filling this fields click on Ok button to save the record.

## Item Group:

This option is used to specify the group for particular type of items. Like bamboos of different sizes can be grouped under same head.

The screenshot shows the 'Item Group Master' window. The main area contains the following fields:

Code	<input type="text"/>
Name	<input type="text"/>
Is Main	<input type="text"/>
Main Grp	<input type="text"/>

The right side of the window shows a table with the following structure:



The status bar at the bottom of the window displays 'STATUS BAR :'. The Windows taskbar at the bottom shows the Start button and several open applications: Acrobat Reader - [lab...], Search Results, Hire User Manual - Mi..., untitled - Paint, and krish shuttering - [It...]. The system clock shows 11:38 AM.

**Code:** Here you can enter the code for the group to identify the group distinctively.

**Name:** Enter the name for the group here.

**Is Main:** Here enter Y if you want the group to be main else enter N.

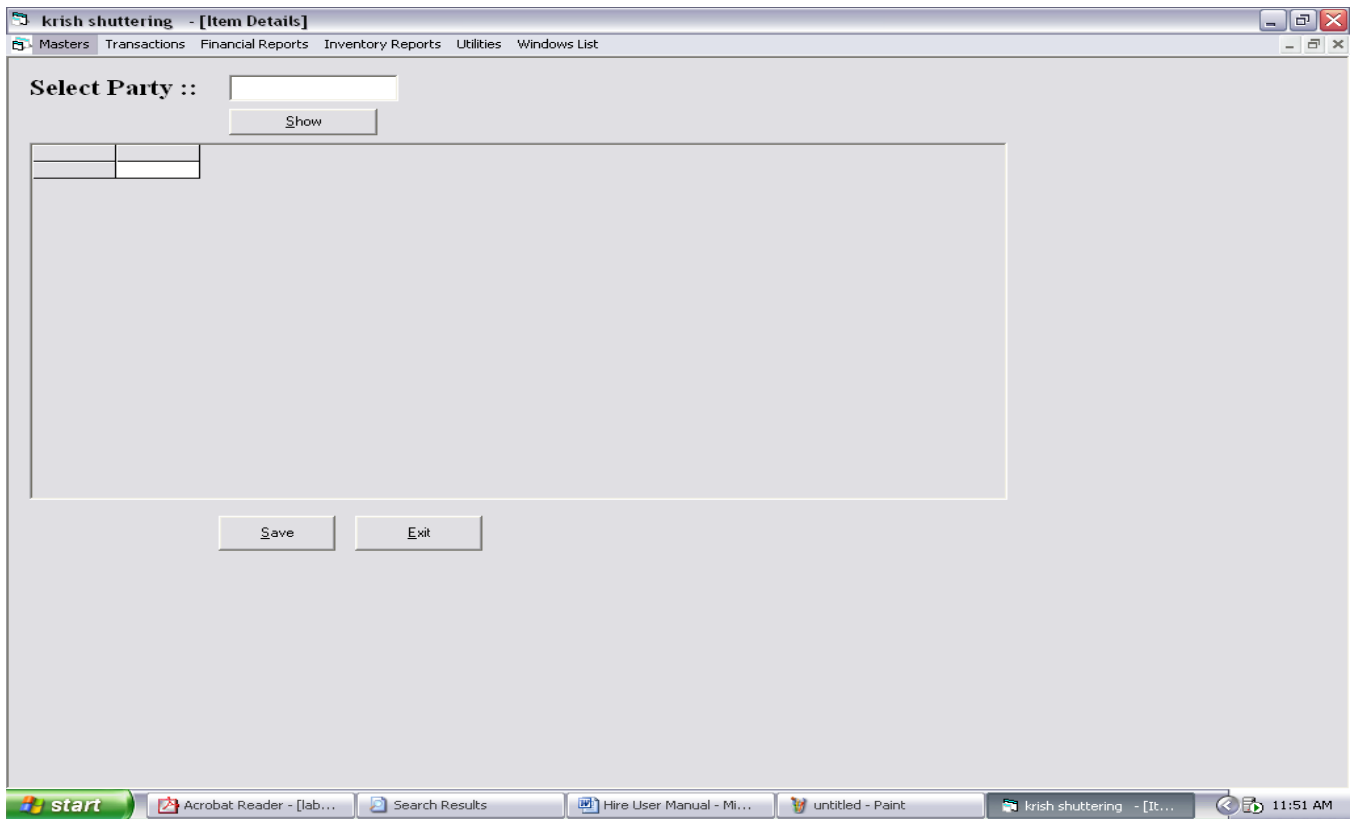
**Main Grp:** If you specified N in the Is Main field then enter the main group name to which this group belongs in this field.

When finished entering all the details click on the Ok button to save the record.

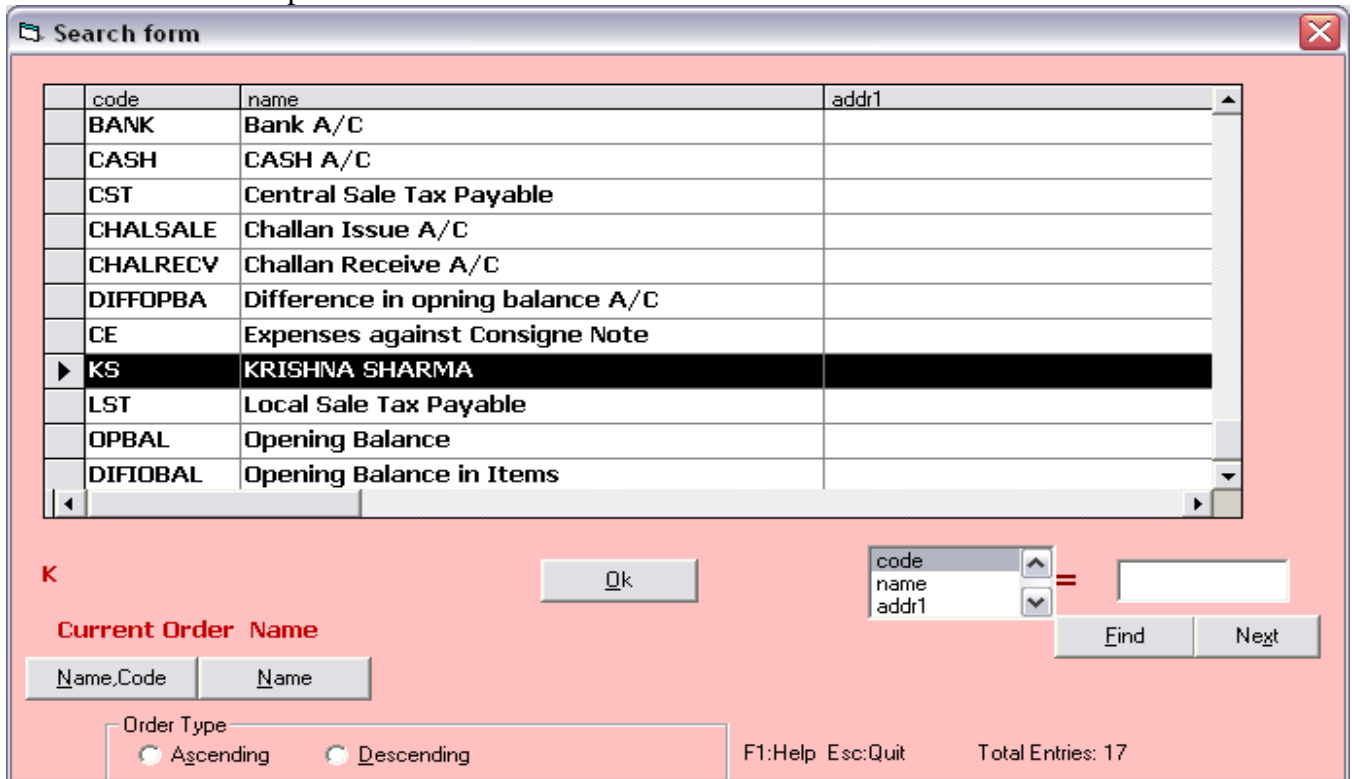
## Party Wise Item Rates:

Through this option you can specify different rates for different parties. This option provides you the flexibility of creating various rate list for various parties. You will see the following window when you click on the option.





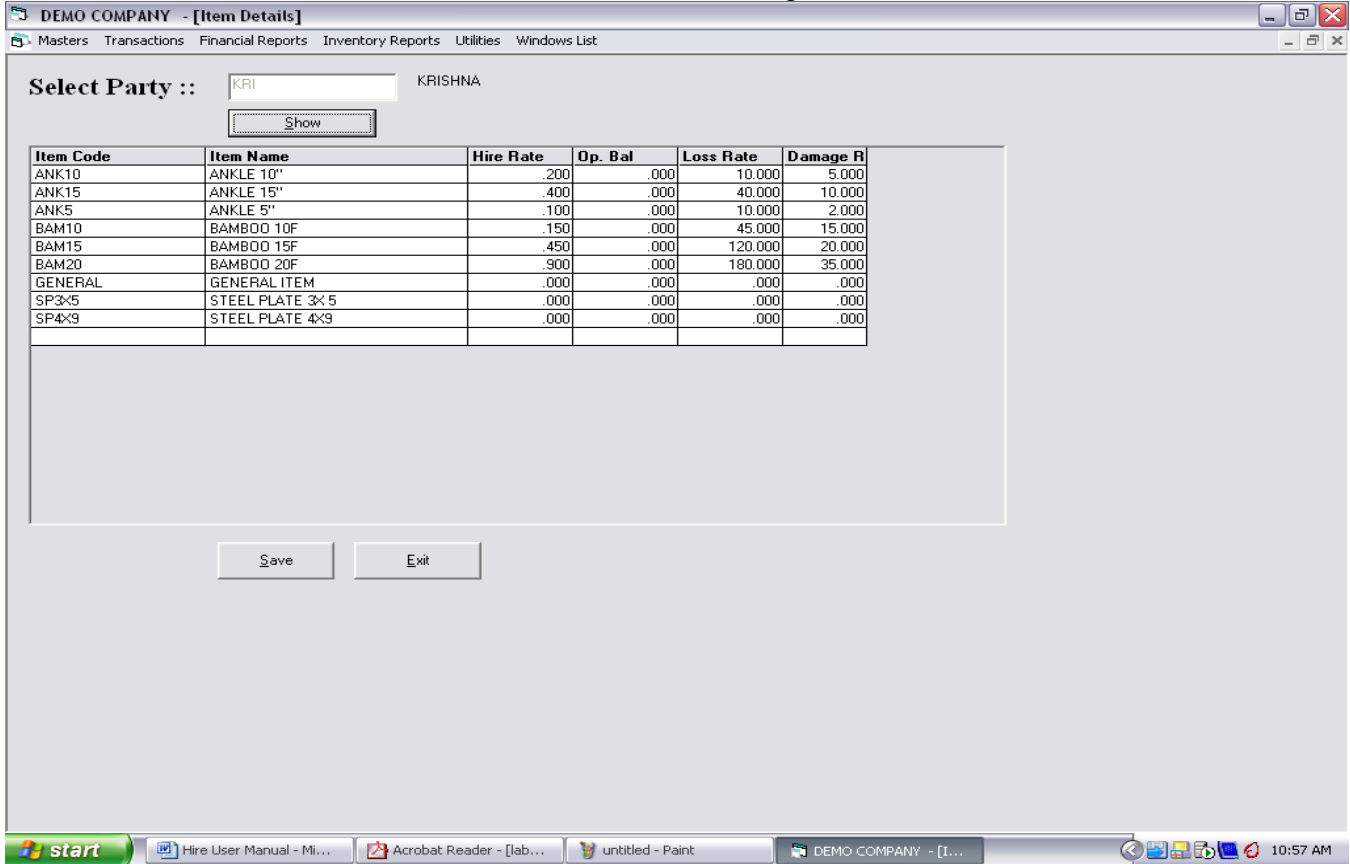
**Select Party:** Enter the code of the party for which you want to specify item rates. If you don't remember the code then just type anything and press return key you will see following Search window on the desktop.



You can order the fields in this form according to **Name, code** or **Name** alone. You can also specify order type either **Ascending** or **Descending**. You can also search for a particular field by providing the search option on the right hand side of the form. It can be either code, name, address etc.

Select the party for whom you want to enter the item rates and then click on Ok button. The previous screen will now display the name of the party in the Select Party field.

Now click on **Show** button and the window will change as follows.



This table shows all the items available with the company. You can provide **Hire Rates, Op. Bal, Loss Rate, and Damage Rate**, for the concerned party here. After entering the desired fields press save button to save the changes.

### Tax (Tax Categories):

This option is used to create various tax groups under which different taxes can be adjusted. The following window appears when clicked on this option.

DEMO COMPANY - [Sale Tax]

Masters Transactions Financial Reports Inventory Reports Utilities Windows List

Add Edit Back Next List Delete Exit Print

F1:Help Esc:Exit  
Total Entries: 2

Sale Tax Type: RD  
 Name: REGD. DEALER  
 Tax: 0  
 Type: L  
 Form1 Type: ST1  
 Form2 Type: ST35  
 Form3 Type:   
 Form4 Type:   
 Form5 Type:   
 STAX Ledger: CBT  
 Line to print:   
 Is VAT type:

code	name
RD	REGD. DEAL
TP	TAX PAID

STATUS BAR :

start Hire User Manual - Mi... Acrobat Reader - [lab... untitled - Paint DEMO COMPANY - [S... 11:07 AM

**Sale Tax Type:** Here we have to enter the type of tax.

**Name:** Here we can specify the name of the tax.

**Tax:** The amount of tax will be written here.

**Form1 Type, Form2 Type, Form3 Type, Form4 Type:** All these fields are used to specify the form types associated with the tax.

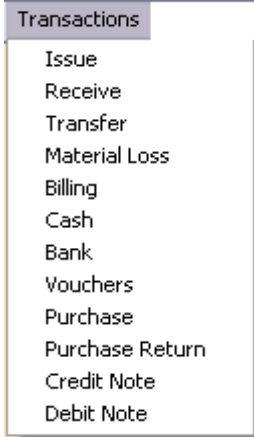
**STAX Ledger:** This field is used to give the ledger with which the tax is associated.

**Line to print:** In this field you can give the line to be printed when this tax is payed.

**Is VAT type:** Here you can specify **Y** if the tax is VAT type or **N** if it isn't.

When done filling this fields click on Ok button to save the record.

# Transactions:



This option is used to perform various transactions like Issue of items, Receipt, Transfer, Billing, Material loss etc. Now we will look at each option one by one.

## Issue:

When a company issues items on hire he can make the entry of the issue in this section. The following issue window will appear on clicking this option.

DEMO COMPANY - [ISSUE]

Masters Transactions Financial Reports Inventory Reports Utilities Windows List

Add Edit Back Next List Delete Exit

Issue No CH00004 Date 28 / 07 / 2006

Party Code KRI KRISHNA

Billing Code KRI KRISHNA

Time 12:00:00 AM

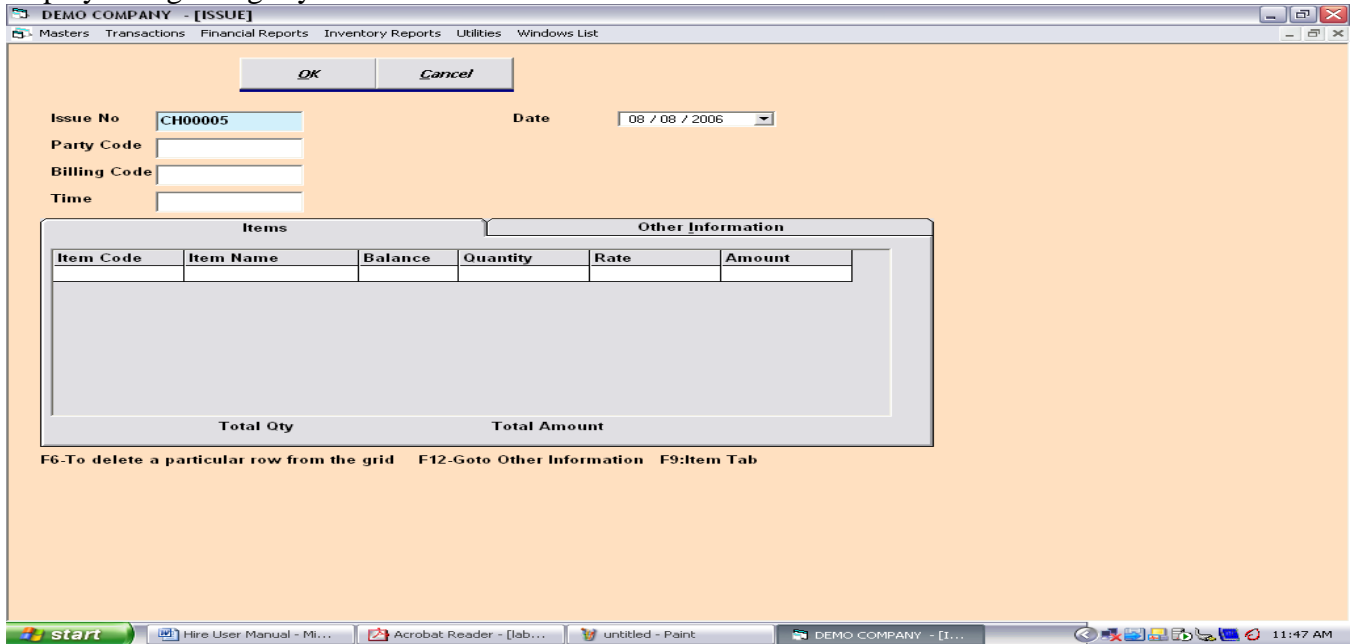
Items			Other Information		
Item Code	Item Name	Balance	Quantity	Rate	Amount
ANK15	ANKLE 15"	40	40	0.4	16
ANK5	ANKLE 5"	80	30	0.1	3
BAM15	BAMBOO 15F	50	30	0.45	13.5
BAM10	BAMBOO 10F	60	60	0.15	9

Total Qty 160 Total Amount 41

F12-Goto Other Information F9:Item Tab

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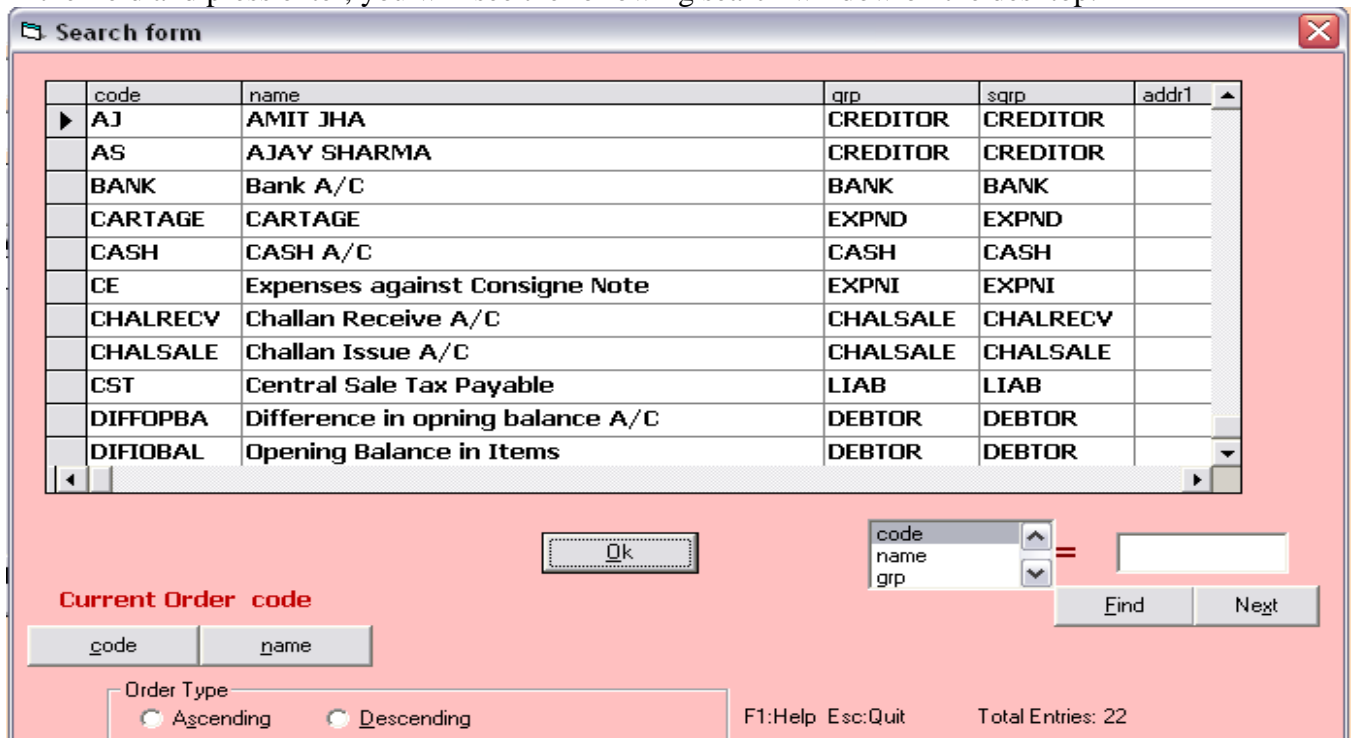
When new issue is made click on add button and the fields will be activated and the window display changes slightly.



**Issue No:** It will take the issue number automatically but one can also change the number is he wishes to

**Date:** Current date is displayed in this field if you want to change the date you can do so by clicking on the field.

**Party Code:** You can enter the party code here. If you don't remember the party code just type anything in the field and press enter, you will see the following search window on the desktop.



Choose the party and press Ok button.

**Billing Code:** Use this field to specify the name of the person, by whose name the bill will be prepared.

**Time:** This field is used to specify the time of issue of items.

There are two tabs in the screen above **Items** and **Other Information**. In **Items** tab provide the information regarding the items issued like Item code, Item name, Balance, Quantity, Rate and Amount in the respective fields. In **Other Information** provide other information like Cartage, Loading/Unloading, LAFFA Charges, Misc. Charges and Vehicle No. After entering the required field press Ok button to save the record.

### Receive:

When a party returns items which it has hired the company can make the entries related to it in this option. The following Receive Window will appear when you click on this option.

DEMO COMPANY - [RECEIVE]

Masters Transactions Financial Reports Inventory Reports Utilities Windows List

Add Edit Back Next List Delete Exit

Issue No CH0003 Date 20 / 08 / 2006

Party Code KRI KRISHNA

Billing Code KRI

Time 12:00:00 AM

Item Code	Item Name	Quantity	Rate	Balance
ANK10	ANKLE 10"	40	0.4	
ANK15	ANKLE 15"	10	0.5	
BAM10	BAMBOO 10F	55	0.2	
ANK5	ANKLE 5"	80	0.1	
BAM15	BAMBOO 15F	40	0.5	
BAM20	BAMBOO 20F	40	1	
SP3X5	STEEL PLATE 3X 5	40	0.5	

(F6-To delete a particular row from the grid) Total Qty 305

F7 - For Narration F8 - To view the details of Breakage and Repair  
F9:Item Tab F12-Goto Other Information

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Give the required details here, like, Issue No., Date, Party Code, Billing Code, Time. Also provide details in the **Item** tab and **Other Information** tab. After entering the required details press Ok button to save the record.

### Transfer:

When a party wants to return the items issued to him and another party wants to hire some items available to that party. A company can transfer items from first party to the second party. In this case this option is used to enter the details of the transaction. The following Transfer Window will appear on clicking on this option.

**Transfer:** This field automatically generates the transfer no but you can change the number according to your requirement.

**Date:** Enter the date in this field.

**Party Code:** Enter the code of the party to whom the items are transferred.

**From Party:** Enter the code of the party from whom the items are transferred to the other party.

**Billing Code:** Enter the code of the party by whose name the bill will be prepared.

**Time:** Enter the time of the transfer here.

Provide necessary details in the **Items** tab and **Other Information** tab. Press Ok button to save the record.

### **Material Loss:**

When some items are destroyed or damaged when with the party, in such case the items can be entered in Material loss. The details of the destroyed items can be entered here to update the record. Following Material Loss Window will appear on clicking on this option.

DEMO COMPANY - [Material Lost]

Masters Transactions Financial Reports Inventory Reports Utilities Windows List

OK Cancel

Serial No. LH00002 Date 08 / 08 / 2006

Party Code

Billing Code

Time

Items			Other Information		
Item Code	Item Name	Balance	Quantity	Rate	Amount
Total Qty		Total Amount			

F6-To delete a particular row from the grid F12-Goto Other Information F9:Item Tab

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12:45 PM

**Serial No.** Enter the serial number of here.

**Date:** Enter the date here.

**Party Code:** Enter the code of the party by whom the items are destroyed.

**Billing Code:** Enter the code of the party to whose name the bill will be prepared.

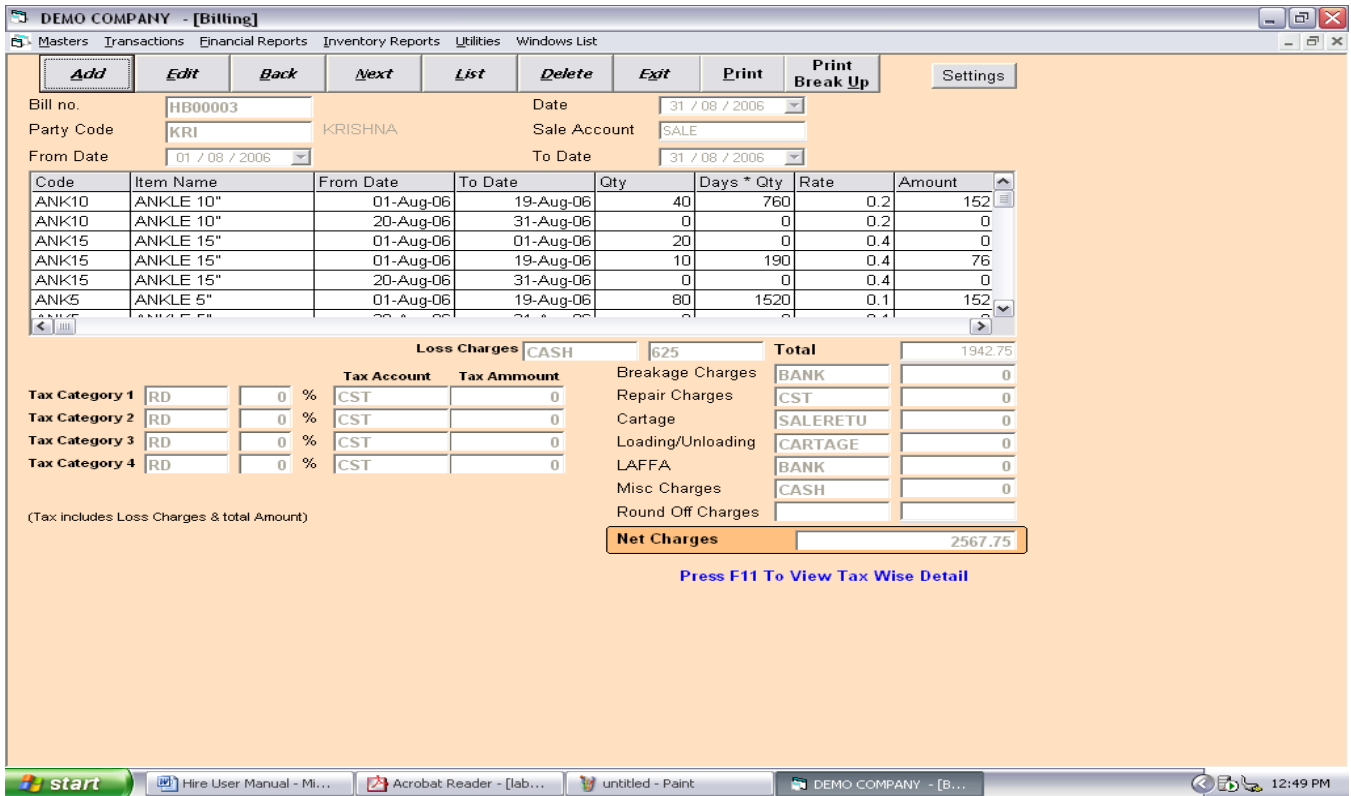
**Time:** Enter the time of the material loss.

Provide necessary details in the **Items** tab and **Other Information** tab. Press Ok button to save the record.

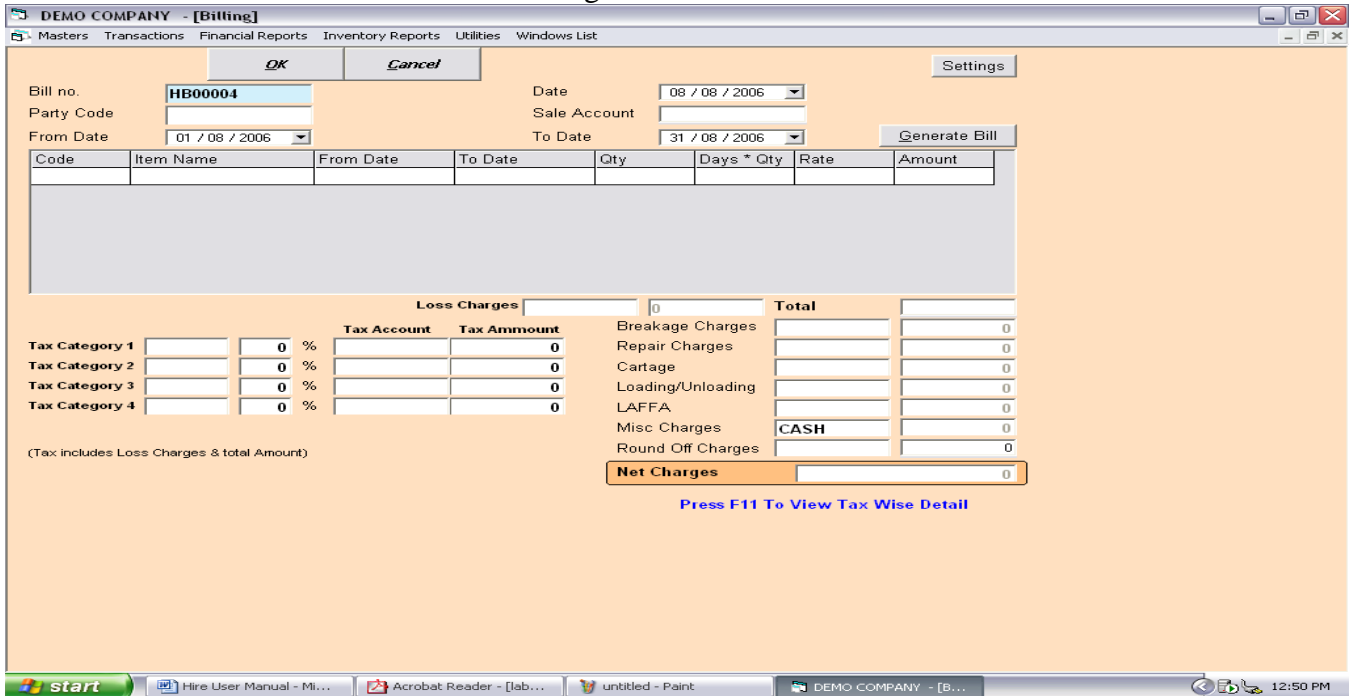
### **Billing:**

This option is used to prepare the Bill for the concerned party. The following window will appear on clicking this option.





Click on Add button and the screen will change as follows.



**Bill No.:** Provide the Bill no. in this field.

**Date:** Provide the Bill date here.

**Party Code:** The code of the party to whose name the Bill will be prepared should be entered here.

**Sale Account:** Enter the ledger account to which this bill will be debited.

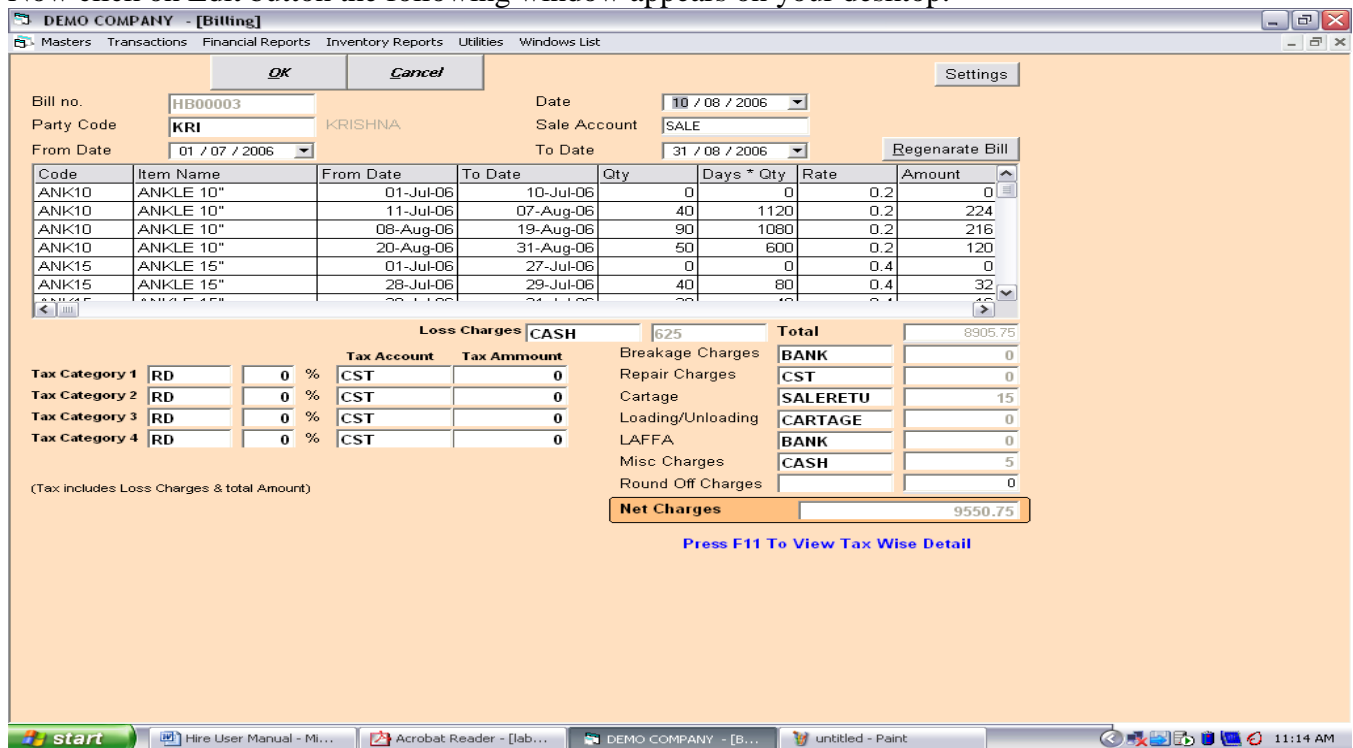
**From Date, To Date:** Enter the date from which the bill is to be prepared in From Date field, also enter the date up to which the bill is to be prepared in To Date.

**Tax Categories:** This fields are used to provide tax details.

**Loss Charges, Breakage Charges, Repair Charges, Cartage, Loading/ Unloading, LAFFA Charges, Misc. Charges, Round of Charges:** All these charges are automatically taken from the Chelan and also can be modified by the user.

After entering the required fields press on Generate Bill Button to prepare the Bill. Press on Ok button to save the bill.

**Edit:** This button can be used to edit a previously prepared bill. Select a bill from the list of all bills. Now click on Edit button the following window appears on your desktop.



Now change the required field and click on Regenerate Bill button to generate the new edited bill. Save it using Ok button.

**Back, Next:** This two button are used to move backward and forward respectively between records.

**List:** This option is used to display the list of all the accounts and helps us to select one of the several accounts for our use.

**Delete:** Select any bill and press on delete button to delete the record. The records once deleted can be recovered.

**Print:** This button is used to print the bill.

**Print Break Up:** If you want to print break up you can use this option. It will give you other debit details.

## Cash:

This option is used to prepare cash vouchers. For cash transaction you can use this option. The following screen appears when you click on this option.

The screenshot shows the 'CASH entry' window. At the top, there are fields for 'Date' (10 / 08 / 2006), 'Type' (Payment), and 'Unmarked'. Below these are 'Voucher Number', 'ReceiptNo.', and 'CASH A/c'. The main area is a table titled 'Vouchers' with columns 'Account', 'Name', and 'Debit'. At the bottom, there are navigation instructions: 'Press F4 to Mark Voucher', 'Press F5 to Un Mark Voucher', 'Press F7 to Continue more entries', 'Press F9 to goto Narration', 'Press F8 to Save Voucher', and 'Total'. There are also buttons for 'Options', 'Ok', 'Cancel', 'EXIT', and 'SaveNPrint'. At the very bottom, there are more instructions: 'Press F2 for ledger of account', 'Press F3 for selecting from old voucher', and 'Press F6 for deleting an entry in voucher'.

**Date:** This field already contains the current system date. You can also change the date if you like.

**Type:** This field is used to specify the type of transaction like receipt or payment.

**Voucher Number:** Voucher Number will be automatically assigned to this field. You cannot change this value.

**Receipt No.:** If the type of transaction is Receipt than this field will automatically take a value. You can also edit this value.

**Cash A/C:** This field will take the value CASH and will display the current cash balance on the right hand side of the field.

Now in the **Voucher** tab fill in the details of the account to be debited or credited for payment and receipt respectively. If you want you can also provide the narration. The voucher can be marked using **F4** and unmarked using **F5**. To continue with more entries press **F7** and to save the record press **F8**. The Total field will display the total amount debited or credited.

**F2:** This key can be used to open ledger account.

**F3:** This key can be used to select the voucher entries from an old voucher.

**F6:** This key can be used to delete an entry from the voucher.

After you finish entering the details and saving all the entries press on Exit button to exit the window.

## Bank:

This option is used to prepare Bank vouchers. For Bank transaction you can use this option. The following screen appears when you click on this option.

DEMO COMPANY - [CASH entry.....]

Masters Transactions Financial Reports Inventory Reports Utilities Windows List

Date: 10 / 08 / 2006 Type: Payment Unmarked

Voucher Number: ReceiptNo.:

CASH A/c:

**Vouchers**

Account	Name	Debit
---------	------	-------

Press F4 to Mark Voucher Press F5 to Un Mark Voucher Press F7 to Continue more entries Press F9 to goto Narration Press F8 to Save Voucher

Total:

**Narration**

Options: Ok Cancel SaveNPrint

Press F2 for ledger of account Press F3 for selecting from old voucher Press F6 for deleting an entry in voucher

**Date:** This field already contains the current system date. You can also change the date if you like.

**Type:** This field is used to specify the type of transaction like receipt or payment.

**Voucher Number:** Voucher Number will be automatically assigned to this field. You cannot change this value.

**Receipt No.:** If the type of transaction is Receipt than this field will automatically take a value. You can also edit this value.

**Bank A/C:** This field will take the value BANK and will display the current bank balance on the right hand side of the field.

Now in the **Voucher** tab fill in the details of the account to be debited or credited for payment and receipt. If you want you can also provide the narration. The voucher can be marked using **F4** and unmarked using **F5**. To continue with more entries press **F7** and to save the record press **F8**. The Total field will display the total amount debited or credited.

**F2:** This key can be used to open ledger account.

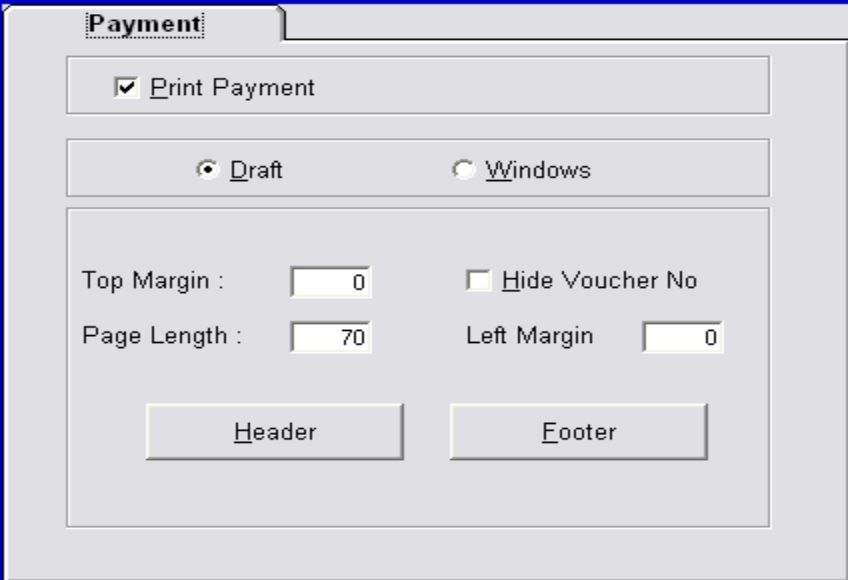
**F3:** This key can be used to select the voucher entries from an old voucher.

**F6:** This key can be used to delete an entry from the voucher.

After you finish entering the details and saving all the entries press on Exit button to exit the window.

**Note:**

In both **Cash** and **Bank** the Option button is used to enter the print details of the record. The following window appears when you click on this button.

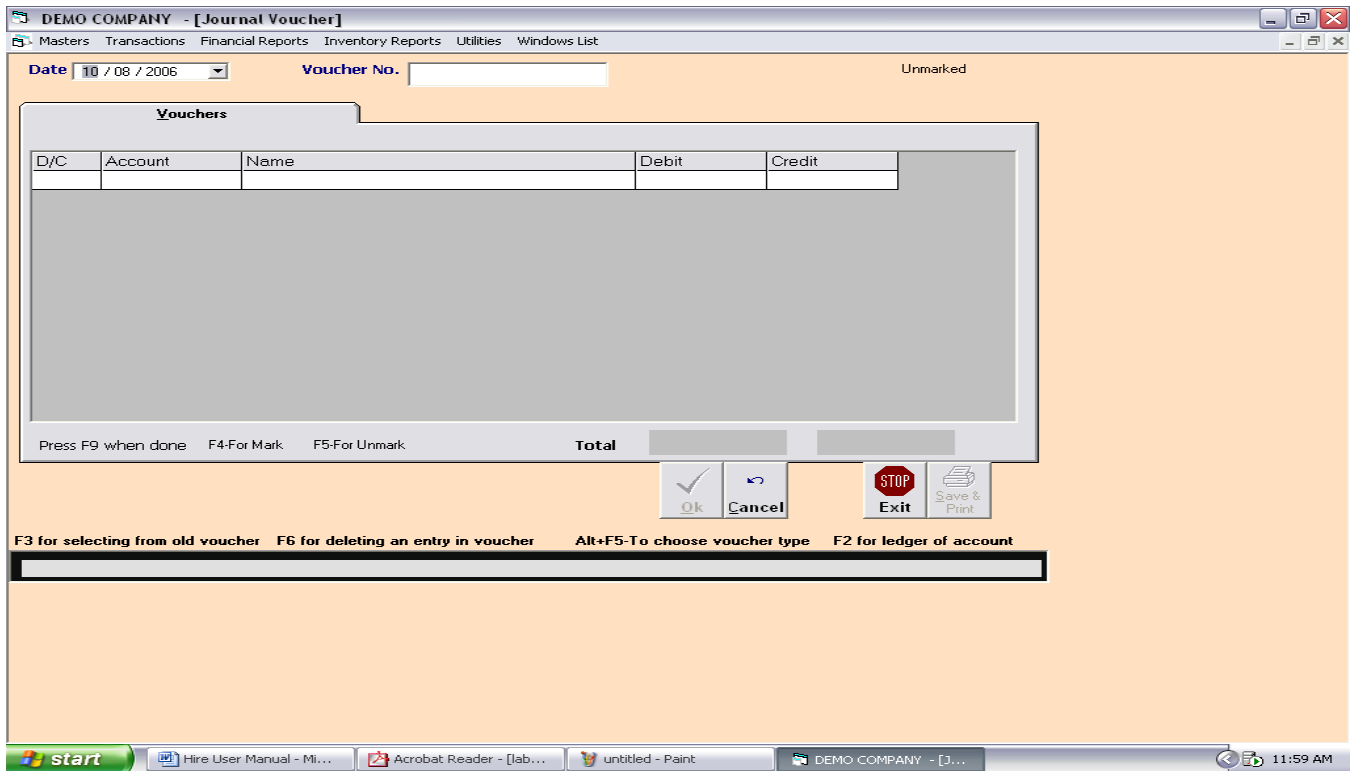


The screenshot shows a window titled "Payment" with a tabbed interface. The "Print Payment" checkbox is checked. Below it are two radio buttons: "Draft" (selected) and "Windows". There are four input fields: "Top Margin" (0), "Page Length" (70), "Left Margin" (0), and "Hide Voucher No" (unchecked). At the bottom of the window are two buttons: "Header" and "Footer". Below the window are two buttons: "Save" and "Exit".

You can provide the print details in this window. If you want draft print then select Draft radio button and for windows print select Windows radio button. Set the Top Margin, Page Length, Left Margin. If you don't want to show the voucher number in the print you can select the Hide Voucher No to hide the voucher number in the print. You can set the Header and Footer for the page by clicking on Header and Footer button.

**Vouchers:**

For other type of vouchers you can use this option. The following window will appear when you click on this option.



**Date:** This field will display the current system date, you can also edit the date.

**Voucher No:** This field will display the voucher number automatically and you also can edit the voucher number yourself.

In the Voucher tab in the D/C column enter D or C for debit or credit respectively. Fill in other details and press F9 when done to save the voucher. Press F4 to mark the voucher and F5 to unmark the voucher.

**F2:** This key can be used to open ledger account.

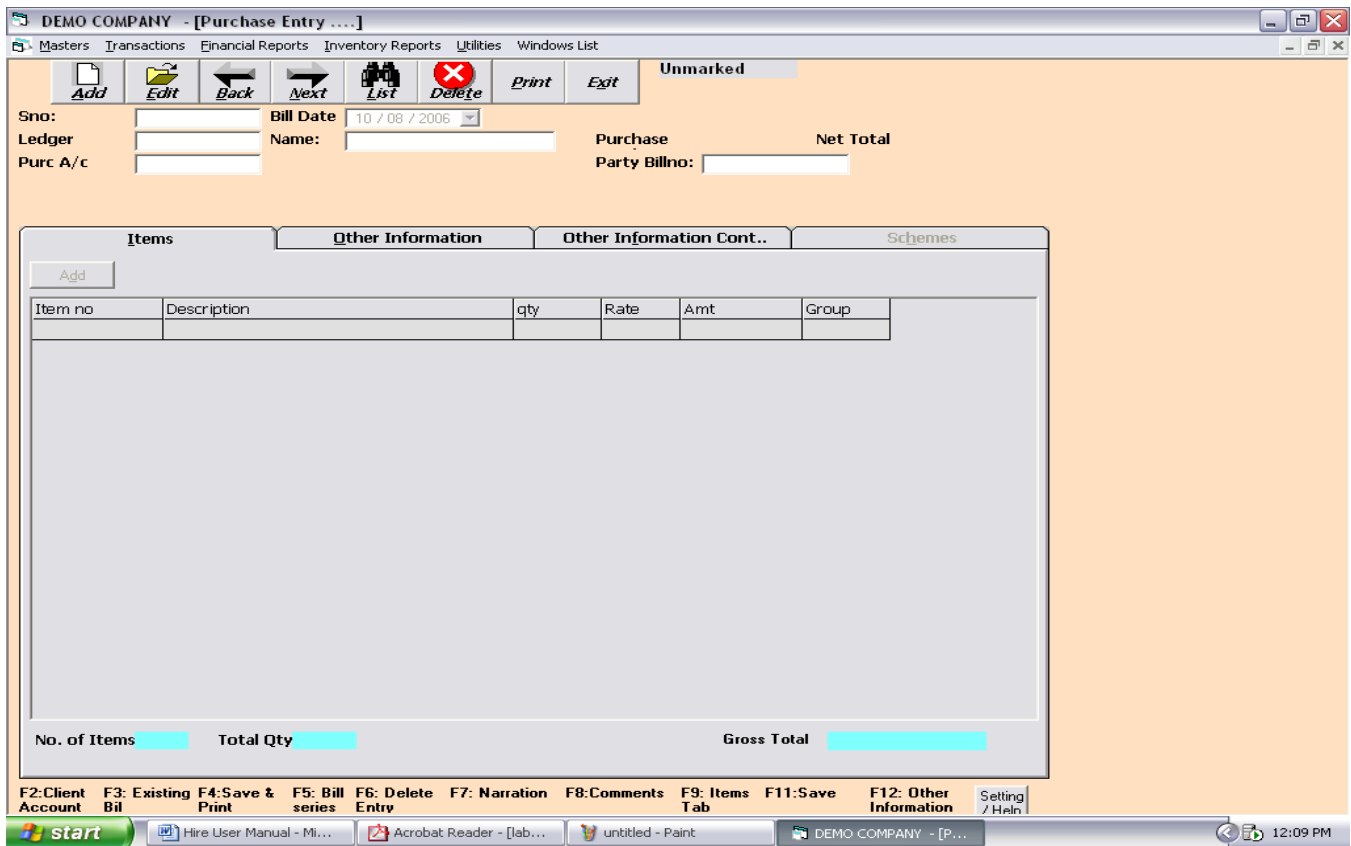
**F3:** This key can be used to select the voucher entries from an old voucher.

**F6:** This key can be used to delete an entry from the voucher.

**Alt+F5:** This key is used to choose the voucher type.

## **Purchase:**

Purchase of items can be maintained through this option. Any items purchased will be entered through this option. The following window appears when we click on this option.



Click on Add button to activate the fields.

**Serial No:** This field will automatically take the serial number but you can edit this serial number if you wish to.

**Bill Date:** This field will automatically take the current system date but you can provide any date in this field.

**Ledger:** Enter the ledger account which will be credited for the purchase.

**Purchase, Net Total:** This fields will show the purchase and net amount respectively.

**Purchase A/C:** This field will show Purchase account automatically.

**Party Bill No:** Enter the party bill number in this field.

In Items tab fill the details related to the items purchased. The details includ