ABOUT

ICEBERGO Software Solutions aims at providing the world with state-of-the-art user friendly Accounting and Inventory Applications, which are exclusively designed and developed in Microsoft® Access and deployed using Microsoft® Access Runtime. Our application design concepts are based on classical straight forward principles, which make our software applications highly comprehensive and easily operative to the professional and the laymen alike.

Our Software Solutions are designed for lifetime usage, which once installed will function Year to Year without any End of the Year complications or additional maintenance expenses. The Free Version of our masterpiece accounting software can be downloaded from our website at www.icebergo.com

SYSTEM REQUIREMENTS

Windows XP (Service Pack 2) / Windows Vista / Windows 7

USER MANUAL

On Log-in with the right Admin password 12345, the application opens up with the Form KEYBOARD, The main items on the KEYBOARD can be listed as below,

- PURCHASE
- SALES
- RECEIPTS
- PAYMENT
- LEDGER
- STATEMENT
- ADMIN

Now, let us go through the above mentioned items one by one,

PURCHASE

On clicking the PURCHASE button the PURCHASE REGISTER form opens up, this form serves as a Purchase Register, where Purchase Orders can be made or Purchase Invoice registered,

In order to register a Purchase, A Vendor / Supplier account should be created and the Purchasing materials added. In order to register a Vendor / Supplier click on the VENDORS button on the bottom of the form,

The CONTACTS form will open up, click on the ADD button to add a new Vendor / Supplier or select a Vendor / Supplier name and click on the Edit button to edit an already registered Vendor / Supplier,

The Contact form can also be used as a Contact Management Solution.

In order to register Materials, click on the MATERIALS button on the bottom of the form, the MATERIALS form will open up.

Click on the ADD button to add new Material or select a Material and click on the Edit button to edit an already registered Material, In the MATERIAL REGISTER form Combo fields like Category, brand, location etc, will require item to be added before the items can be selected in the Combo fields. Just click on the button with the field names on the left of these fields to add a new item to the combo fields.

Returning to the PURCHASE REGISTER, Select Vendor / Supplier in the Vendor ID field and continue with entering data in all the other fields such as

Date	Date of Purchase
No.	Purchase Order Number
Vendor Ref.	Vendors / Suppliers Quotation ref. etc.
Bill nO.	Purchase Bill Number, if Purchase bill is entered
bD	Purchase Bill Date, if Purchase bill is entered.
Notes.	Notes if any
Tr.	Type of Purchase Transaction, Cash, Credit etc.

After entering data in all the above fields, press tab or enter to come down to the Subform, where the Material details are to be entered. Select the Material Code from the Combo field and all other details of the materials will be auto filled, enter the Purchase quantity and tab on to the next field to select the next material code. Select and enter all materials required with their respective ordering quantity.

The details in the Tax % (T%), Discount % (D%) and Cost field can be edited and changed to meet requirements directly without going into the Materials form.

After entering all the Materials and their required quantities click on REFRESH button, and then click on the Job or Local button in the Purchase Order section on the Ribbon (A collection of button on the top portion of the Program) to preview and print Job or Local Purchase Order.

If you have entered a Purchase Bill and do not need a Purchase Order, click on the PURCHASE LOG button on the right side of the PURCHASE REGISTER Form to preview and print a Purchase log.

The PURCHASE REGISTER Form and the Ribbon contains some other reports, the details of which are as below

Location - PURCHASE REGISTER FORM:

DAILY PURCHASE (report)	Returns the total daily purchase of the day

Location - RIBBON:

SERACH (form)	Returns all material details for Search including stock, price etc.
PURCHASE (form)	Returns all the Purchase made todate
UNDELIVERED (form)	Returns all the undelivered materials todate
VENDOR (form)	Returns the monthly purchase from each vendor / supplier for each year
GRV (report)	Returns the Goods Receipt Voucher.

It is important to note that all materials purchased from the MATERIAL REGISTER will be added to stock only when the materials are marked as delivered, this can be done by ticking the Delivered (Del) field on the left side of the Subform which is also the first field (column) of the form.

In order to edit an already entered Purchase, Select the Purchase Order in the black coloured combo box on the top right of the PURCHASE REGISTER form and click on Edit, this will open up the selected Purchase Order or Purchase bill for editing.

After a Purchase Order or Purchase Bill is finalized the Purchase can be signed and locked for further editing by Signing the Purchase Order, this can be done by following the path KEYBOARD > ADMIN > Sign Purchase Orders, The Signing process can be done only by a User, who has access to the Admin Tab on the Keyboard, Instruction on how to add Users and assign permission will be discussed in detail, later in this document.

SALES

On clicking the SALES button the SALES REGISTER form opens up, this form serves as a SALES Register, where sales invoices can be made,

In order to make a sale, A Customer account should be created, In order to register a Customer click on the CUSTOMERS button on the bottom of the form,

The CONTACTS form will open up, click on the ADD button to add a new Customer or select a Customer name and click on the Edit button to edit an already registered Customer,

The Contact form is the same form used to register Vendor / Supplier earlier and can also be used as a Contact Management Solution.

Returning to the SALES REGISTER, Select Customer in the Customer ID field and continue with entering data in all the other fields such as

Date	Date of Sales
No.	Invoice Number
Ref/Others.	Customer LPO ref. etc.
Notes.	Notes if any
Sm.	Name of Salesman
Tr.	Type of Purchase Transaction, Cash, Credit etc.

After entering data in all the above fields, press tab or enter to come down to the Subform, where the Material details are to be entered. Select the Material Code from the Combo field and all other details of the materials will be auto filled, enter the sales quantity and tab on to the next field to select the next material code. Select and enter all materials required with their respective ordering quantity.

Ticking the Deduct column will change the invoice amount into minus amount transforming the invoice into a Credit Note. The details in the Tax % (T%), Discount % (D%) and Price field can be edited and changed to meet requirements directly without going into the Materials form.

After entering all the Materials and their required quantities click on REFRESH button, and then click on any of the required invoice buttons on the SALES REGISTER FORM or on the Ribbon (A collection of button on the top portion of the Program) to preview and print the Sales Invoice required. Materials will not be available for sales if the Stock is zero or less than zero.

The SALES REGISTER Form and the Ribbon contains some other reports, the details of which are as below

Location - <u>SALES REGISTER FORM:</u>

DAILY SALES (report)	Returns the total daily sales of the day
TRANSACTIONS (report)	Returns all the transactions for the day

Location - <u>RIBBON:</u>

SERACH (form)	Returns all material details for Search including stock, price etc.
SALES (form)	Returns all the sales made todate
UNDELIVERED (form)	Returns all the undelivered materials todate

For all the other reports on the SALES REGISTER Form and ribbon, the caption on the Report is self explanatory.

RECEIPTS

On clicking the RECEIPTS button the RECEIPT REGISTER form opens up, Accounts Receivable is made easier and dealt with in this form.

Select the name of the Customer from which money is received in the Received From combo field on the top left of the RECEIPT REGISTER Form and tab on to enter the Total Receipt Amount, Remarks and proceed to the subform.

All the invoices made through the SALES REGISTER will be available in the subform, select the invoice against which money is received and fill in the book and receipt column with the mode of receipt and amount received respectively.

The RECEIPT REGISTER Form and the Ribbon contains reports, the details of which are as below

Location - RECEIPT REGISTER FORM:

COMPLETE (report)	Returns the complete Statement of Receivables for the selected customer
PENDING (report)	Returns the pending Statement of Receivables for the selected customer
DETAILS (report)	Returns the details of all receipts from customers

Location - RIBBON:

VOUCHER Small (report)	Returns the receipt voucher in A5 Size
VOUCHER Large (report)	Returns the receipt voucher in A4 Size

PAYMENT

On clicking the PAYMENT button the PAYMENT REGISTER form opens up, Accounts Payable is made easier and dealt with in this form.

Select the name of the Vendor / Supplier to which money is paid in the Paid To combo field on the top left of the PAYMENT REGISTER Form and tab on to enter the Total Paid Amount, Remarks and proceed to the subform.

All the Purchase Orders / Purchase Invoice made or entered through the PURCHASE REGISTER will be available in the subform, select the order / invoice against which the payment is made and fill in the book and payments column with the mode of payment and amount paid respectively.

The PAYMENT REGISTER Form and the Ribbon contains reports, the details of which are as below

Location - PAYMENT REGISTER FORM:

COMPLETE (report)	Returns the complete Statement of Payables for the selected customer
PENDING (report)	Returns the pending Statement of Payables for the selected customer
DETAILS (report)	Returns the details of all payments to vendors / suppliers

Location - RIBBON:

VOUCHER Small (report)	Returns the payment voucher in A5 Size
VOUCHER Large (report)	Returns the payment voucher in A4 Size

For all the other reports on the ribbon of RECEIPT REGISTER & PAYMENT REGISTER, the caption on the Report is self explanatory.

LEDGER

On clicking the LEDGER button the GENERAL LEDGERS form opens up, expenses and other incomes related to the business are recorded and accounted through this form.

Enter the date of the transaction in the box on the extreme left and tab on to proceed to the subform where the details of expenses or incomes are entered

Select the respective account head from the Code Combo box and proceed to enter the particulars, nature of transaction and amount in their respective fields' viz. Particulars, Book, Income or Expense.

The GENERAL LEDGER Form and the Ribbon contains reports, the details of which are as below

Location – GENERAL LEDGER FORM:

ACCOUNT BALANCE (report)	Returns the summary of all Account Heads (Salary, Rent, etc.)
BOOK BALANCE (report)	Returns the summary of all Book Heads (Cash, Bank, etc.)
DAILY JOURNAL (report)	Returns the transaction journal for the day

Location - RIBBON:

VOUCHER Small (report)	Returns the journal voucher in A5 Size
VOUCHER Large (report)	Returns the journal voucher in A4 Size
VOUCHER List (report)	Returns the list of journal vouchers

New Account Heads and Book Heads can be registered by clicking on the Account Register and Book Register buttons on the bottom of the GENERAL LEDGERS Form.

STATEMENT

On clicking the STATEMENT button the STATEMENTS & REPORTS form opens up, this form contains a variety of reports which can be accessed by clicking on their respective buttons; the reports on the Form are as below:

ITEM LIST
PRICE LIST
STOCK UPDATE
STOCK RE-ORDER
SALES STATEMENT
PURCHASE STATEMENT
SALES TAX
PURCHASE TAX
DAY BOOK & YEAR BOOK

ADMIN

On clicking the ADMIN button the ADMINISTRATION form opens up, this is the form where new user accounts are created, click on ADD USER and fill in the required fields to add new user. Existing users and their permissions can be edited by selecting the user in the box on the bottom right and clicking on the OPEN button.

The ADMIN form also provides links to open signature forms where sales invoice, purchase orders, receipt vouchers, payment vouchers and journal vouchers can be signed to restrict further editing by users other than with Admin Access.