



B V RAJU COLLEGE

VISHNUPUR :: BHIMAVARAM

UNIVERSAL LEARNING

PACT SOFTWARE

PACT Revenue is a suite of business software applications that help enterprises by enabling them to plan, control and optimize business operations with a low cost of ownership.

PACT Revenue is fully customizable to cater to all major industries and business environments that are small, medium, or large in size.

Pact software is an ERP model. This software is an integration of Accounting and Inventory. It contains 2 types they are,

Pact Revenue and Pact Payroll.

We can use the Pact Revenue for Integration of Accounting and Inventory purpose.

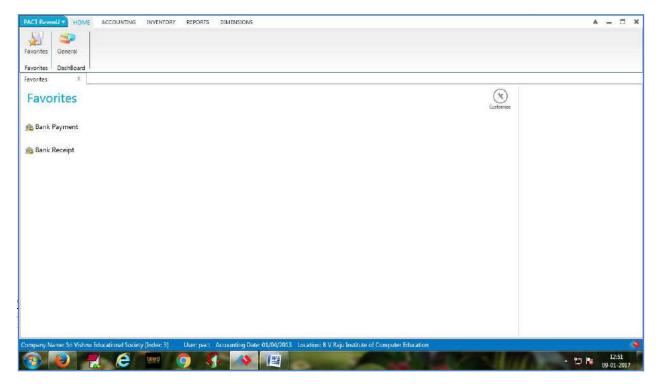
We can use the Pact Payroll for Employee salaries purpose.

1. Pact Revenue: This Application used for we can define the Flow of Accounting and Inventory of particular Organizations.

It's contains different types of menus like Home, Accounting, Inventory, Reports, Dimensions.

Home:

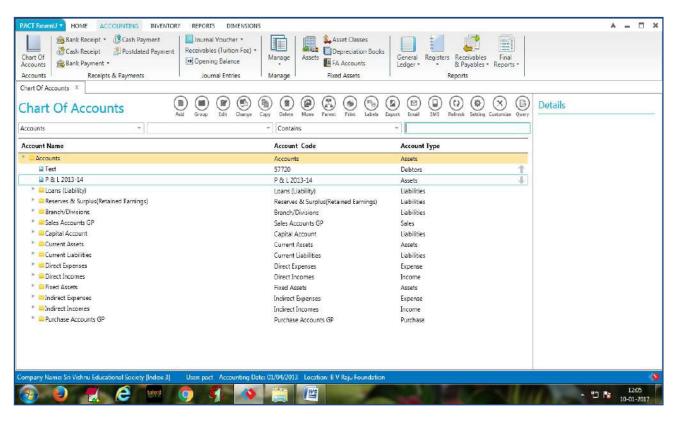
Favorites \rightarrow Customize \rightarrow To Customize the Shortcuts for a particular operations (Screens),like General Ledger ,Chart off Accounts ,Bank payments, Bank receipts ,different types of reports Etc. This Creation is done for easy to display and easy to identification.



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	Delete	Type	Date	Amount	Credit	Debit	Туре	Voucher No	Date
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Accounting:

Chart of Accounts→It's Displays Different Type of accounts Like Capital Accounts, Current Assets, Current Liabilities, Direct Expenses, Direct Incomes.... Etc.In That Screen To Creating a new Accounts, Deletion A/c, Updating A/c. All Accounts are View in one place Like Debtors, creditors, And Some accounts.



Bank Receipt

This Screen is used for to Enter the Student fee Amount paid for Student Through Bank. In that Screen we must enter Amount ,Cheek Number ,Bank Name,(w.r.t Pact Account code) Cheek Date ,Student Account Number, Name ,Amount (fee particulars),Branch, Year, Batch,.....Etc. Finally post the Entry and print .(To Check The student paid fee Amount Details open General Ledger of the Student).

irt Of ounts	😤 Bank Payment 🔹	Postdated Payment	Source Voucher • Receivables (Tuition Fee) Copening Balance	Manage	Asset Classes	General Reg Ledger *		s Final • Reports •	
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* 1 2 3 4 5 6	on aju Foundation	Fee Туре	Amount :	▼ 2016-17	•			HRoomNe	Net Total 0.00

Cash Receipt

This Screen is used for to Enter the Student fee Amount paid for Student Cash by Hand . In that Screen we must enter Amount, Cheek Number, Bank Name, (w.r.t Pact Account code) Cheek Date ,Student Account Number, Name ,Amount (fee particulars),Branch, Year, Batch,.....Etc. Finally post the Entry and print .(To Check The student paid fee Amount Details open General Ledger of the Student)

art Of counts	Cash Receipt	Cash Payment Dostdated Payment Cash Payment Cash Payment Cash Payment Cash Payments Cash Payment Cash	ition Fee) * Manage	Asset Classes	ks General Registers Receivables Final Ledger * * & Reports *	
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		Shri Vishnu College Of Pharmacy	20,000.00	lest	Tones	
1		Shri Vishnu College Of Pharmacy	20,000.00	est	(Griller)	
1 2		Shri Vishnu College Of Pharmacy	20,000.00	est		
1 2 3		Shri Vishnu College Of Pharmacy	20,000.00	est		
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1 2 3 4 5		Shri Vishnu College Of Pharmacy	20,000.00	est		Net Total
2 3 4 5 6		Shri Vishnu College Of Pharmacy	20,000.00	est		Net Total 20,000.000

Bank payment

The Payment is gives to Employs Slayers, Vendors and Other Expenses Payments paid through bank Account. In that Screen we must enter Cheek Number, Bank Name,(w.r.t Pact Account code) ,Party name, Narration, AmountEtc

art Of counts Bank Recei	pt 🕺 Postdated Payment ent -	Receivables (Tuition Fee)	Manage Assets	FA Accounts	General Registers Receivables Final Ledger * * & Reports	
1 (P 4) 200 (11) 7/200	ceipts & Payments	Journal Entries	Manage	Fixed Assets	Reports	- 12
ank Paymer ankPay Date * 3/01/2017 15 acque Date 3/01/2017 15 arration	t ^[Posted] BankPay BVRF/17 Bank Na BVRF-3	/1/N/ + 2 me * • Indian Bank - 466730866		ss (kirana items list enclosed	Cheque Number *	
Extra Fields Cheque1 PartyName M/S.Lakshmi Rama Trad FeeYear	ers Location	i Foundation	Bill Ref No Bill No.2725, d	.3.1.2017. •	Fee Type Fee Types •	
2016-17	*					
# Account Co	de A	ccount Name	Amount	Cost Center	Remarks	
1 BVRF-62	Temple Maintenance	Expenses	8,218.00	Test		
2						
3						
4						
5						Net Total
6						8,218.00
7						

Cash payment

The Payment is gives to Employs Slayers, Vendors and Other Expenses Payments paid to cash. In that Screen we must enter, Party name, Account Type, Narration, AmountEtc

rt Of ounts	Cash Receipt	0.000	Durmal Voucher * Receivables (Tuition Fee) * Opening Balance	Manage	FA Accounts L	edger * *	Receivables F & Payables * Rep	inal iorts •	
ounts		8 Payments	Journal Entries	Manage	Fixed Assets	R	eports	- 12	
shPay E /01/201 rration sh paid	Payment ^{(L} Date *	CashPay N BVRF/17/1	<u>/ +</u> 8 . 000	8	Account * Cash • 0407) for the month of DEC 2016 os p	New	That Brite Fa	H.	Account
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28	35	Gifts & Donations		658.00	Test	None	Regular		
3									
4									
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8									
9									Net Total
10				6.058.00				-	6,058.000
_		tional Society (Index: 3)	Users pact Accounting Date						

Journal Voucher

A **journal voucher** (JV) is a method of entering accounting information. JV entries include debit and credit information. They are used to make adjustments to entries already posted in the general ledger that cannot be adjusted using My Financial Desktop. Cash or (stock) transferring from one a/c to another a/c.

t Of unts Bank Payment -	Postdated Payment Receivables (Tuition Fee) *	Nanage Assets	Depreciation Books	General Registers F Ledger * * 8	teceivables Final Payables * Reports *		
unts Receipts 8 rites X General		Manage R	xed Assets	Rep	orts		
Date*	-	006)		Currency	(b)	Account
	ing charges to 02nos, scavenger Staff @ Rs.6,200/-	each, for campus cleaning	purpose, and Bill	for the month of July, 201		- 1	×
extra Fields	CHILDREN AND						Cancel
ocation	BillRefNo	Fee			FeeYearDim		
imt B Seetha Polytechnic	 Bill No.59. dt.01.08.2016. 	• Fee	Types		2016-17	•	
# Account Code	Account Name	DebitAmount	CreditAmount	CostCer	ster	Remarks	
1 SVESB350	House Keeping Expenses	12,400,00	0.00	Test			36 C
2 11096	Tds Payable	0.00	124.00	Test			
3 40219	S. Paidi Raju	0.00	12,276.00	Test			
4							
5							
6							
7							
8							
9							
10		12,400.00	12,400.00				Net Total 12,400.00
	PREVIOUS		NEX		_		CLOSE

Contra Entry

As per the accounting principles, a **Contra entry** is a transaction involving transfer of cash between one cash A/c to another or one cash A/c to another bank A/c i.e., is a transaction indicating transfer of funds from : * Cash account to bank account. * Bank account to cash account...

Cash account to bank account Bank account to cash account...

et Of punts Bank Receipt +	🕃 Cash Payment 💾 Postdated Payment	Ne Opening balance		Asset Classes Depreciation Books FA Accounts	General Registers Receivables Final Ledger - & Ryables - Reports -	
	8. Payments			Fixed Assets	Reports	
ontra Cenero ontra Entry Un xc Date * 100 x/2017 100 stration 100 h. no: 094050, in fry "SELF" (Approved] Do	ments × Contra Entr ic No * iSP/17/1/ - 1 College Debugger	000) rency		Reports Account
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# Account Code		Account Name	DebitAmount	CreditAmount	Remarks	
1 8	Cash		50,000.00	0.00		
2 SBSP-10	Indian Bank-Byrm-4	66730968	0.00	50,000.00		>
3						
4						
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9						
10			50,000.00	50,000.00		
						Net Total
						50,000.000
		S WICCOM PROVIDEN	00000000000000000000000000000000000000			
pany Name: Sri Vishnu Educ	ational Society [Index: 3]	Usen pact Accounting [Jate: 01/04/2013 Lo	cation: Smt B Section	Polytechnic	

Receivables

In This Screen We can enter student's fee particulars. I.e. Debit notes, how much amount pay for Student to college in particular academic year. (Tuition fee, Special fee, Etc)

Of ints	Cash Receipt	Cash Payment Postdated Payment - s & Payments	Receivables (Tuition Fee) *		Asset Classes	Books	Registers Receivables * 8 Payables Reports			
Date 05/2 ratio	016 15	sted]	ument: X Receival VNo - SSP/16/6/ ~ [1110)⊙ੴ Currency Indian®upees	• 1		New (Post & Print	Account
	on Seetha Polytechnic i Perlod	- T 8.	eeTypeDim luition Fee atch TypeDim Regular	•	FeeYearDim 2016-17 Student Status		BatchTyp	ж	*	
Ŧ	Account Code	Acco	ount Name	Year_Dim	Branch_Dim	Debit Amount	Credit Amount	NBAFee	Fee From Scholars	*
1	13093-EC-275	PEDDIBOYINA SRIRAM		I	DECE	15,500.00	0.00	0.00		
2	150	Special Fee		1	DECE	0.00	600.00	0.00		
3	1178	Tuition Fee		П	DECE	0.00	14,900.00	0.00		
4										
5										
6										
8						15,500.00	15,500.00	0.00		Net Total

BRS (Bank Reconciliation Statement) →

A Bank reconciliation statement is a summary of banking and business activity that reconciles an entity's bank account with its financial records. The statement outlines the deposits, withdrawals, and other activity impacting a bank account for a specific period.

A Bank reconciliation is a process That Explains the Difference b/w the Bank Balance Show in an Organization's bank Statement as Supplied by the bank and The Corresponding amount Shown in the Organization's own accounting Records at a particular point of time.

hart Of ccounts	Cash Reco		t Receivables (Tuition Fee)	Manage Fixed Ass	ciation Books counts	Ledger • •	Receivables Fi	nal orts -			
IS BRS		to 10/01/2017 [Cheif War	den C.A.A/c No.785491765] +		Search Filter	C) (1) Refricts Frederic	~~ `	B (B) (V	ral Read File Export	0.00 Dr	
Sno	Dete	Voucher No.	Account	Narration	Cheque No	Amount Dr	Amount Cr	Status	Clearance Date	Outstanding Debit	
1112	Mate	Opening	Account	Nanadubn	chiedrae wo	0.00	0.00	2010/01/21	CIEDIANCE DALE	5,710.00	
	01/04/2013	OPB-SB5P/13/4/1	Opening Balance			5,710.00	0.00	Outstanding		Outstanding Credit	
	11/03/2014	BMD-SBSP/14/3/N/B	Bank Charges	Being bank charges debited			725.00	Outstanding		5,710.00	
	11/03/2014	CNT-SBSP/14/3/1	Journal Voucher	Being Closed Cheif warden a				Outstanding			
										Net Cleared Balance 0.00 Dr	

What is General ledger?

A) General ledger is nothing but all accounts are maintained ledger.

Image: Bank Receipt Image: Bank Receipt Image: Bank Receipt Image: Bank Payment Imag	Receivables •	PDC BC Currence BRS Custom Budget O Manage	ize 😧 Assets 📻 Ge	neral gger * Receivables & Payables * Final Reports *
orites X General Ledger X				
General Ledger				
Select Cost Center Account	Ψ.		From Date	To Date
Accounts	• Contains • S	earch	01/04/2013 15	21/07/2013 15
Accounts *	Contains * 5	earch		
Account Name		Accou	Print Each Account On Se	50 107
► Accounts		Accour	Show Accounts Without	Transactions
🗎 K Siva Prasada Raju		21195	🛃 Show Accounts With Zer	o Closing Balance
🗎 B N & Company		21194	Print Account Index	
🗎 House Keeping Materials		21190		
🗎 P.Sridhar (Asst.professor)		21189	Dimension Wise Divisio	an 👻
🗎 Marvel Electronic Components		21188	Foreign Currency	~
🔓 Gaurav Electronic		21187	Show Detail Report (Inve	ntory)
Modern Electronics		21185	Show Detail Report (Acco	
🗎 Kone Elevator India Pvt., Ltd		21184	5550 20 33	Sunning)
🗎 V.Ravi		21182	Sort On	
🗎 Hanuman Electricals & Hardware		21179	◯ Code	Tree Order
🗎 Hanuman Electricals & Hardware		21178		
🔋 Infosams Technology & Media Lto		21177	Location	
🗎 Telangana Publications Pvt., Ltd.		21176	🗌 All	19 S
🗎 J.Venkata Subba Rao		21175	Anjani Projects & Const	r.
🗎 T.Subramanyam		21174	B V Raju Foundation BVRIT HYDERABAD Coll	
🗎 Sniadha Marketina Itd		21149		
			ACCOUNT	
			Set Defaults 0	K Cancel
pany Name: Sri Vishnu Educational Society Use	er: admin Accounting Date: 01/04/	2013 Location: Sri Vishr	u Educational Society	
	[W] (\$			🔺 🖿 📋 🛃 🌗 12:02

How to active the administrator in Windows 7?

- A) Right click of my computer ->Select the Manage ->Local users & groups -> Right click of users -> go to properties -> unselect the disable option. How to give the administrator rights to user?
- A) Right click of computer->Click manage->select Local users and groups -> select users >right click of particular user select properties ->click member of option and select the administrator -> press ok button.

Who is Creditor?

A) Creditor is nothing but Giver.

Who is Debtor?

A) Debtor is nothing but Receiver.

What is Account?

A) Account is nothing but Ledger.

Purchase Process in Inventory:

P. Indent /P. Requisition (PI/PR)	To prepare Purchase indent Number like 17/1/11.
\downarrow	
Purchase Proposal (PP)	To take Purchase indent Number Link 17/1/11
	And done the proposal in different Levels
	Of a assigned.
\downarrow	
Purchase Order (PO)	Store people we can check the Purchase Proposal and where the Items are available of
	A particular Vendor to Order the Different Items.
\downarrow	
Goods Received Note (GRN)	Store people we can receive the raised indent Items against PO.
\downarrow	
Issue Indent	To prepare the issuing Items based on user/
	Employee Request, when store person have the user required items.
\downarrow	
Issue	We can issue the items to user/employee against issue indent.

Finally We can check The system generating report stock to physical stock.

Finally we can tally the GRN items is equal to issued items.

Finally, we can say the Closing Stock means compare the Good received items and issued Items,

Then If GRI = Issued Items then we can said that Closing Stock=0.

Then If GRI > Issued Items then we can said that Closing Stock!=0 and some stock is there in Store. Simply we can say that GRN Items = Issued item + Closing Stock **Inventory** \rightarrow Inventory is an asset that is owned by a business that has the express purpose of being sold to a customer. This includes items sold to end customers or distributors. It includes raw materials, work in process, and finished goods.

Items \rightarrow To display list of Items in PACT and to create new items (products).

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tems *	Full Text	• • • • • •	Contains	and mark		- Sean	5 1 1 1 1 1 1 1 1	the string several to	Item Code	
item Code	Item Name	UOM							Item Name *	
Products	Products									
27909	2017 Planners	Nos							Status *	
₽ 27867	CH-110-5W Blue CASA	Nos							Active	
27856	CH-11D-5W Green CASA	Nos							Item Type *	
27865	Hybrid Lillies	Nos							General	
L 27864	Tornia	Nos								
27862	korean carpet grass	Sft							Valuation	
27829	tripod stand	Nos							Weighted Average	
₽ 27814	50 inch LED TV	Nos							Item Group *	Searc
27813	Logitech BCC950	Nas							Products	
1200000002	Podiam (4' Hight, 2.5'' Width, 2' L	Nos							UOM	
120000001	Logitech c920	Nos							Nos	
12000000000	Wacom dtu1631	Nos							nus	
Job Works	Job Works	Nos								\bigcirc
Books School	Books School	Nos								×
Books Degree	Books Degree	Nos							Save Detail	Cancel
Aggregates	Aggregates	Nos								
Books Dental 500001 to 600000	Books Dental 500001 to 600000	Nos								
🕨 😑 Books Engineering - 600001 to 7000	Books Engineering - 600001 to 70	Nos								
Books Pharmacy - 700001 to 800000		Nos								
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Chemicals	Chemicals	Nos								
* 📫 Civil	Civil	Nos								
Petromutar Eneros	C	A.1								

What is Purchase Requisition?

A) PR is nothing but request for our requiring items.

q Da		(Open)	Req No * BVRICE/17/1/	* 2	006	Submit	New Delete	Parent Value	Product
mati			<u>.</u>						-
		Sports And Games							(x)
Locat 8 V F Purch	ields Signature ion Name laju Institute of Co aseIndentNo 8VRICE/17/1/2	mputer Educatie =	P urp ose For the Purpose of Material Required	MCA Sports And Games Period	Department Physical Education	Employee G.PAVAN	Name KUMAR RAJU	•	Cancel
ø	Product Code	It	em Name		ItemSpecification	UOM	Required Qty	UnitPri	
1	498769	Mementos Big		Mementos Big		Nas	50.00		>
2	498770	Mementos Medium	1.	Mementos Mediun	n	Nos	60.00		
3	498771	Mementos Small		Mementos Small		Nos	15.00		
4									
5									
6									
7									
8									
9									
							135.00		Net Total
									18,000.00

What is Purchase Proposal?

A)Purchase Proposal is nothing but decide to take a single decision.

varites	1.000	posal ^{[Posted}	1 prover ecoge	= P. Req	x	Purchase Proposal 😤		(a) (a (5) (6	Rep	orts	
roposal									New Per ret	Produ	uct.	
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endor N	Name *		Narration	dire Roman	1				1/1	-11	(×))
Link	Info											
	acherNo: PID-BV	RICE/17/1/1										
5elect	all Item Code		- Contains		Ψ.		Sear	ch Filter				
# 1	Item Code	Item Name	Required Qty	QOH	Executed R	Balance Re	Link Value	POType	GrossFC	StockValueFC	Site	Vendor Nam
1	498759	Mementos Big	100		0	100	100	Local Purchase	15,000.00	15000	APCL BURITH NE	Purchase Inde
2 🔳	498770	Mementos Mediu	100		0	100	100	Local Purchase	12,500.00	12500	APCL BURITH NE	Purchase Inde
3 🔟	498771	Mementos Small	15		0	15	15	Local Purchase	1,500.00	1500	APCL BVRITH Niz	Purchase Inde
4 🔳	498769	Mementos Big	4		0	4	4	Local Purchase	1,000.00	1000	APCL BVRITH Niz	Purchase Inde
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8												
9											Total	
10												
										6,6	47.74	
		ducational Society (Ir				13 Location: B V Raju				1		

What is Purchase Order?

A) PO is nothing but finally our required items give the order to selected vendor.

PACT RevealU HOME ACCOUN Issues Indent ReturnableGatePass-OUT Items Items Issues Issues	P.Reg + EP.PInv P.Eng + P.Quot + Coods Rec + P.Ord + E.Goods Ret Purchase	NNS O.P. Stock • Caracter Phy Stk Taking OPhy Stk Posting Shortage OF Stk Excess OF Stock Stock	Stock Journa	al Manage Manage	Stock Sales Pur Ledger * Registers * Reg	chase Reports
Favorites X P.Ord P.Ord [Draft] PODate* [18/01/2017 15] Vendor Name* Currency IndianRupees 1 Extro Fields Terms	× PONo* BVRICE/17/1// + 1 Narration	<u>1 *</u> ⊙⊙®		nk Map	Post Delete Post & Print [Open]	Product
Purchase Order Type Local Purchase Product Code	OtherTerms	Taxes ItemSpecification	UOM	Qty	UnitPrice	>
1 2 3						
4 5 6						
7						Net Total 0.00
ompany Name: Sri Vishnu Educationol	Society (Index: 3) User: pact Accounting	Date: 01/04/2013 Location: B V Raju Inst	itute of Compute	r Education		• 🕒 🎼 🔢 11:52 18:01:2017

What is Good Receive Note?

A) GRN is nothing but note the received our delivered items from vendor.

	Issues Indent * ReturnableGatePass-OUT * Issues	P.Req * P.Quv *	P Enq •			Sales Pur Registers + Regi	ichase Order sterse Management • Reports
vorites	× P.Ord	X Goods Rec X		atore	manage		Repure
	ds Rec ^(Draft)	- Cools Net				D Cost & Frint	Reports
SRN Date		GRN No *		Lin	ак Мар		Product
18/01/20	- LANG	8VRICE/17/1/ * 1	006		COLORD PROFESSION		3
Sill Date		Bill No *	Vendor Name *	Pe	nding List	[Open]	-
Show Cali	the second se			~			(×)
larration	a*		1				Cancel
	Account Purchase Indent						
1	Purchase Indent Ids Signature	▼ GatePassDt	Lr/Lorry No				*
1 Extra Fie GatePar	Purchase Indent ds Signature sssNo	GatePassDt				DCDH	*
l Extra Fie	Purchase Indent Ids Signature		Lr/Lorry No ItemSpecification	UOM POQIy	y PO_BalQty	DCQty	*
L Extra Fie GatePar	Purchase Indent ds Signature sssNo	GatePassDt		UOM POQIy	y PO_BalQty	DCQty	*
1 Extra Fie GatePar	Purchase Indent ds Signature sssNo	GatePassDt		UOM POQty	y PO_BalQty	DCQty	*
1 Extra Fie GatePas 1 2 3	Purchase Indent ds Signature sssNo	GatePassDt		UOM POQIy	y PO_BalQty	DCQty	*
1 Extra Fie GatePar 1 2 3 4	Purchase Indent ds Signature sssNo	GatePassDt		UOM POQIy	y PO_BelQty	DCQty	
1 Extra Fie GatePar 1 2 3 4 5	Purchase Indent ds Signature sssNo	GatePassDt		UOM POQIy	y PO_BalQty	DCQty	> Net Total
1 Extra Fie GatePar 1 2 3 4	Purchase Indent ds Signature sssNo	GatePassDt		UOM POQIy	y PO_BelQty	DCOty	

Stock Ledger: list of items to display under ledger wise.

Ex: sports &games \rightarrow cricket \rightarrow balls, bats....etc

issues Indent - ReturnableGatePass- ams Issues rorites × P.Ord	P.Ord + Goods Ret Purchase	I ▼ Phy Stk Taking ③Phy St Phy Stk Taking ③Phy St Shortage Of Stk ■ Excess Store Ledger ×	k Posting Of Stock	ournal Manage Manage Manage	Report
	Stock Ledger Select Cost Center Product Rems - Full Text	* Contains * Searc		From Date To Date 01/04/2013 13 18/01/2017 15	
	Item Code Image: Plants Image: Plants <td>Hern Name Plants Pinting & Stationary Science Equipments Sports & Games Bodminton 498001 to 498050 Ball Badminton 498051 to 498100 Basket Ball 498101 to 498150 Bourg 4981551 to 498200</td> <td>INOS.</td> <td>Sort On Multiple Units © Code © Tree Order</td> <td></td>	Hern Name Plants Pinting & Stationary Science Equipments Sports & Games Bodminton 498001 to 498050 Ball Badminton 498051 to 498100 Basket Ball 498101 to 498150 Bourg 4981551 to 498200	INOS.	Sort On Multiple Units © Code © Tree Order	
	Boong 95021 (2000) Boong 95021 (2000) Boong 95020 (2000) Boong 95201 (2000) Boong 95201 (2000) Boong 95201 (2000) Boong 95201 Boong 9520 Boong 9520 B	boxing 446.53.16 e 460.00 Corriost 49250 (2010 e 498.50) Cricket 498301 to 498.400 Cricket 498301 to 498.400 Cricket Abdominal guards Cricket Abdominal guards Cricket Bats Cricket Bats Cricket Bats Cricket Bats	Nos Nos Nos Nos Nos Nos Nos Nos Nos	Location All B V Raju Foundation C B V Raju Institute of Computer Educ B V Raju Institute of Technology PRODUCT	
iny Name: Sri Vishnu Educ		Encloset Patting Gloves		OK Cancel	12.0

How to create user?

A) Go to administrator -> select users ->click the add option -> type the user name, select role and enter password -> select the assign and assign the particular location.

PACT RevenU HOME ACCC	DUNTING INVENTORY REPORT	S DIMENSIONS ADMIN	ISTRATION			A _	□ ×
Global Preferences Coups	gner 🕄 Quick Views 🎡 Price Ch		t Terms 🔝 🙆 Backup		Notifications	Workflow	
Manage	D	efine		Process			
Favorites X List of Us	ers X Users	х					
Users				Save			
User Name *	Role						
Password	Confirm Password						
General Assign Allow	v	i.					
First Name	Middle Name	Last Name	Address1				
Address2	Address3	City	State				
ZIP	Country	Phone1	Phone2				
Fax	Email1	Email2	Website				
Description							
ļ							
Company Name: Sri Vishnu Educatio	onal Society User: admin Acc	ounting Date: 01/04/2013 L	ocation: Sri Vishnu Education	al Society			*
							4111

How to create role?

A) Go to administrator -> select roles -> click the add option -> type the role name and select active status ->select the every module to the particular role.

PACT RevenU HOME ACCOUNTING INVENTORY REPORTS DIMENSIONS ADMINISTRATION	A — D
Image: Control of the second contex and control of the second control of the se	Import Copy Masters Backup Bulk Deletion Restore Notifications
Manage Define	Process
Favorites X List of Roles X Roles Creation X	the end of the total of the
Role	Save Copy Preview
Role Name * Status	
Description	
Service Administration Rentals Company Allow Home Accounting Inventory Production CRM Reports	Assign Dimensions
 ▲ Favorites □Read □Customize ▲ □DashBoard 	
DashBoard Create Read Wiew	
 General General-DashBoard Sales Sales-DashBoard 	
Manage A Preferences Update Read	
Gloabal Preference Customize Customize	
Company Name: Sri Vishnu Educational Society User: admin Accounting Date: 01/04/2013 Location: Sri Vish	hnu Educational Society

How to create the company?

A) Go to PACT Revenue -> Click the company -> select the new company -> Enter the code, name & date.

	OUNTING INVENTORY REPOR	RTS DIMENSIONS ADMINISTR	ATION	A _ D >
Global references Coups Manage	Wiews Ocdes Listviews Look Up igner Quick Views Price Ch	Construction of the second sec	ns 🔢 🙆 Backup 🔓 Bulk Deletion 😭	1912 (1912)
avorites X Add Con		Jennie	in process	
Add Company			Save Customize	
Code *		Language	Drag a photo here	
		English 👻	Diag a proto nele	
lame *				
arent Company	Status	Accounting Date *		
5	* Active *	7/20/2013 15		
Accounting Period				
Start Month January 👻	End Month December *	90-4		
Contacts Company i	Extra Field Tab Prefere	nces Jobs		
Address1	Extra Field Tab Prefere Address2	Address3	City	
		all better and the state of the	City Phone1	
Address1	Address2	Address3		
Address1 State Phone2	Address2 Zip	Address3 Country	Phone1	
Address1 State	Address2 Zip	Address3 Country	Phone1	
Address1 State Phone2	Address2 Zip	Address3 Country	Phone1	
Address1 State Phone2	Address2 Zip	Address3 Country	Phone1	
Address1 State Phone2	Address2 Zip	Address3 Country	Phone1	
Address1 State Phone2	Address2 Zip	Address3 Country	Phone1	
Address1 State Phone2	Address2 Zip	Address3 Country	Phone1	
Address1 State Phone2	Address2 Zip Fax	Address3 Country	Phone1 Email 2	

How to Round off the Net amount?

A) One round off field is added and press the F2 key parallel to related item price in the Round off field.

What is sales return?

Sales return nothing but credit. Sold item return to us is called sales return.

What is purchase return?

Purchase returns nothing but debit. Purchased item given to them is called purchase return.

Chart of a/c:

Bankce: This is overdue (credit) a/c.

Petty cash ->it is a some part of the total amount.

Purchase flow	Sales flow
Purchase Requisition	Sales quotation
Purchase order	Sales order
Goods received	Delivery Chillan
	I
Purchase Invoice	Sales Invoice
Purchase return	Sales receipt
	Sales return

<u>Trading Income</u>: This is directly affected to our business flow.

How to import the data?

A) Go to Administration -> select import -> Select the feature name, browse the filename and unselect the code auto generate and update check boxes -> Select the feature field name -> press import button.

PACT RevenU V HOME ACCOUN	ITING INVENTORY REPORT	S DIMENSIONS ADMINIST		Import	🔛 Copy Masters 👫 Average Ra	te Reconciliation		
Global Roles Documen Preferences Croups Designer	nt		rms III Definition of Batch rms III Cheque Books		Bulk Deletion	Resave	Notifications	
Manage		Define			Process		Notifications	
Import X						1993 - 1995 - 1995	(s)	
Import					Open	Proview Sava	(a) mport	
Feature	+ F	ile Name	Browse					
Duplicate Name Allowed	5	Code Auto Generate 🛛 🖓 Up	date 🗌 Code Based	Delimeter				
Field Name	Feature Field Name							
Compony Name: Sri Vishnu Educationa		ounting Date: 01/04/2013 Locat						0

How to update the data?

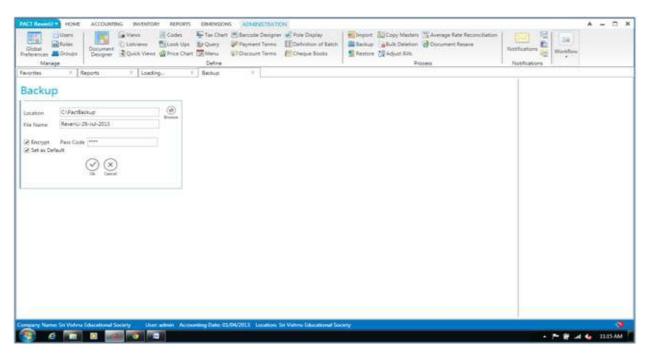
A) Go to Administration -> select import -> Select the feature name, browse the filename and only select the update check box -> Select the feature field name -> press import button.

PACT RevenU •	HOME ACCOUNTING	5 INVENTORY REPORTS	DIMENSIONS ADMINISTRATIO	ис							* - ¤	×
Global Preferences Gr Manage	oles Document	Views Codes Listviews Look Ups Quick Views Price Chart		r Pole Display Definition of Batch Cheque Books	Backup	Copy Masters	Document R		Notifications	Workflow		
Import	.8											
Import							() Open	Proview Sava	(a) teoport			
Feature		+ File	Name	0								
Duplicate Nam	ne Allowed		Code Auto Generate 🛛 📝 Update	Browse	Delimeter							
Field	d Name	Feature Field Name										
Company Name: Sri	Vishnu Educational So	iety User: admin Accou	inting Date: 01/04/2013 Location:	Sri Vishnu Educational So	tiety				<i>a:</i>			٥.
🔭 🥴									1	Pr 🛱 📶	🍓 11:34 AM	М

How to take the backup?

A)1)Go to Administration -> select backup ->browse the location, filename, pass code -> press ok button.

2) go to server open backup folder to collect back up.



How to restore?

A) Go to Administration -> select backup -> browse the location, pass code, new company -> press ok button.

Albert Albert Albert Albert	ADMEDITATION Tarcole Designer all Pole Display Payment Terms III Deductor of Each Descut Terms III Collection of Each		opy Masters 🕌 Romoge Rate Recordia al Dependent 🔐 Document Recave Guit Bills Process	Non-Kations	Det
	Restore				
	Lecetion Decrypt Past code		() Trans		
	Tieve Company.	1			
	File Name	Size	Date Created		
	6	2) (X)			
	3	S Gen			

How to bulk deletion?

A) Go to Administration -> select the bulk deletion -> select the particular document -> set the particular date -> press ok button then display document no's -> then select the select all check box -> press ok button.

Gobal Preference	-Bui	ers Codes Truct fes Decement Christian Codes France	Natt 💌 Barcode Designer 💣 Pole Display y 🕼 Payment Termy 🔣 Definition of Batch	Stripport Copy Matters Annuage Pate Reconciliation Encour Factors Adjust Join Factors Adjust Join	A = 0 X
5 Buix Devel	lanage	Def	4	Procesa	NotKeators
Bulk Document Purchase	Del	Date Wise Date Wise Date Wise Date Wise Date Wise			1
Select	sil.	Doc No	Status		
X X X X X X X X X X X X X X X X X X X	1 2 3 4 5 6 7 8 9 10 11 12	IPU-BVRCE/13/7/18 IPU-BVRCE/13/7/18 IPU-BVRCE/13/7/18 IPU-SSP1/3/7/18 IPU-SSP1/3/7/16 IPU-SSP1/3/7/18 IPU-SSP1/3/7/16 IPU-SSP1/3/7/18 IPU-SSP1/3/7/16 IPU-SSP1/3/7/18 IPU-SSP1/3/7/16 IPU-SSP1/3/7/18 IPU-SSP1/3/7/16 IPU-SSP1/3/7/18 IPU-SSP1/3/7/16 IPU-SSP1/3/7/18 IPU-SSP1/3/7/12 IPU-SSP1/3/7/18 IPU-SSP1/3/7/12 IPU-SSP1/3/7/18 IPU-SSP1/3/7/12 IPU-SSP1/3/7/18 IPU-SSP1/3/7/12 IPU-SSP1/3/7/18 IPU-SSP1/3/7/12 IPU-SSP1/3/7/18 IPU-SSP1/3/7/12 IPU-SSP1/3/7/18			
orgery (e: 01/04/2013 Location: Sn Vishna Solucational Sc	clary.	
	e				- 🎮 🗑 🚙 🍁 1207.9M

How to update the new kit?

A) First of all back up the DB -> uninstall the pact revenue and db ->install the new pact db and revenue,

If you want to upgrade -> click the upgrade option.

If you want to restore -> click the restore option.

AdminOctions Company Versions Manage			
			Upgrade Refresh Backup Restore
Select All Select DB Index Company Code	Company Name	Version No	
Select DB index Company code	Company Name	Version No	
		214	
🚱 🖉 🗐 🖬 🚳 🚳			🔺 🏴 🙀 👍 11:48 AM

How to design the print layout?

A) First of all we select the particular document -> Go to customize -> select the print layout
 -> select layout then display the particular layout -> then we can design and modify the layout.

For example we can select the purchase order,

Takes Enquiry	B Delvery Challen + C B Issues Return es	eft Reg Allow Di Ping - P Quit - Ginda Rec - P Chit - Goods Ret Ruchase	STRATON	D Reorder La DUOM	nel X-Cutternize 🔞 💭 © Portmences 🕹 Stock Ladger Manage	k = □ Sales Repters + Punchaa Repters + Foul Reports + Reports
General Views	Numeric Fields Print Layou	Dider.	Text Fields Dynamic Set	Unking	Preferences Copy Document	Cocument Layout Temp Product
Noti Layout Punitase Orde	Yoocher Ho	@Name PORCHASE ORDER			Despi lad Me Lar Lard	C C C C C C C C C C C C C C C C C C C
@Address1 @Address2 @Address3 %earto @@Puttle	@Addess2 @Addess2 @Addess3		I BPONs			
Date @Puttle	identCt Den g		Cure @PODate	1		
the Associate Associate	191	1004 Qy 0	Mathematic Value Based Proc. @Value Direct of Oncourt @Directoref_Call Col: 0.0025 @ED_censuref_Call Col: 0.0025 @ED_censuref_Call Col: 0.00255 @CESS_cencef_Call Vert @SHE_Call @VAT_Call Vert @VAT_Call @VAT_Call			

What is trail balance?

A) A **Trial Balance** is a list of all the General ledger **accounts** (both revenue and capital) contained in the ledger of a business. It shows the debit and credit balance.

Chart Of	nk Receipt • 💼 Bank Payment • sh Receipt 🔅 Cash Payment stdated Receipt 🛃 Postdated Paym	Receivables *	ucher • 🔄 Opening E Debit Not • (IV) 💽 Credit Not	c 的		Cheque Discoun	Acete Dep			eceivables Payables *	Final Reports •
Accounts	Receipts & Payments	14	Journal Entries		Manag	e	Fixed	Assets	Rep	orts	
Document Design	X Trial Balance X										
Trial Bala	nce 01/04/2013 to 26/07/20	013				(C) Refre		aport Email Pret 5	Filter This	Report	
Full Text	* Contai	ns	*						Account Code		Sho
Account Code	Account Name	Op.Debit	Op.Credit	Tr.Debit	Tr.Credit	Closing Debit	Closing Credit	Net Balance	Condition	None	7
21241	Indian Bank (Bus & Cars) Loa	орьсные	opicieuri	2.00.000.0		2.00.000.00	closing creat	2.00.000.00Dr	Account Nam	c	Short
21219	Frontier Business Systems (P		7,455.00	7,455.0		100000000000		0.00Dr	Condition	None	
21028	CH Prakash (Head office)		400.500000	2,000.0	0	2.000.00		2.000.00Dr	Op.Debit		💽 Sho
21011	Indian energy exchange			2.80.000 0	0	2.80.000.00		2.80.000.00Dr	Condition	None	1
20970	A. Vijaya Bharathi			5,00,000.0	0	5,00,000.00		5,00,000.00Dr	Op.Credit		Sho
20952	Telephone A/C			3,349.0	0	3,349.00		3,349.00Dr	Condition	None	
Current Assets	Current Assets	3,95,261.38	58,613.00	2,96,70,271.1	5 2,57,78,720.00	2,96,36,058.15	2,54,17,858.62	42,18,199.53Dr	Tr.Debit		🛃 Sho
Bank Accounts	Bank Accounts	1,57,753.38	0.00	73,39,784.0	0 2.52,20,121.00	73,39,784.00	2,50,62,367.62	1,77,22,583.62Cr	Condition	None	
SVESB82	Bank of Baroda-0836020			65,59,670.0	0	65,59,670.00		65,59,670.00Dr	Tr.Credit		🛃 Sho
SVE38366	Indian Bank- 466 731 214	1,57,753.38			2.52,20,121,00		2,50,62,367 62	2,50,62,367.62Cr	Condition	None	
SVESB537	Punjab National Bank493			7,40,000.0	0	7,40,000.00		7,40,000.00Dr	Closing Debit		🗐 Sho
SVESB707	TERM LOAN 4 (BOB 083			40,114.0	0	40,114.00		40,114.00Dr	Condition	None	2001000
Salary Advance	Salary Advance	16,000.00	0.00	43,560.0	00.0	59,560.00	0.00	59,560.00Dr	Closing Credit		🖌 Sho
1671	Govind Kumar (Security	12,000.00				12,000.00		12,000.00Dr	Condition	None	
1670	K. Srinu (driver)	4,000.00		10,500.0	0	14,500.00		14,500.00Dr	Net Balance		I Sho
VDC-122	K Umesh Varma			33,060.0	0	33,060.00		33,060.00Dr	Condition	None	
Capital Work in	Capital Work in Progress	0.00	0.00	1,38,99,677.6	5 0.00	1,38,99,677.65	0.00	1,38,99,677.65Dr		hereite	
18136	Ballies			1.05,952.0	0	1,05,952.00		1,05,952.00Dr	Filter	Clear	Cancel
eveepson	Engineering B-Block			1 30 708 0	0	1 20 705 00		1 20 708 000/			

What is profit and loss account?

A) Profit and loss: an account compiled at the end of an accounting period to show gross and net profit or loss.

Chart Of	k Receipt + 🚓 Bank Payment + n Receipt 🔐 Cash Payment Idated Receipt 🛃 Postdated Payment	Receivables *	her • Opening Bal Debit Note IV) Credit Note	BRS SCustomize	Cheque Discount	Asset Classes Assets Assets Assets Assets Assets Asset Classes Gene Gene Ledge		Receivables Final & Payables * Reports *
Accounts Receipts & Payments Journal Entries				Manag	e	Fixed Assets	Re	ports
rofit & Loss			10-20-421					
Profit & L	OSS 01/04/2013 to 26/07/2013				(i) Refresh R	legenerate Filter Export Email Print Previo	e	s Report
Full Text	* Contains		*				Account Cor	de 🖉 Sho
Account Code	Account Name	Balance	Account Code	Account Name	Balance		Condition	None
Account cour	EXPENSES	Durance	recourt code	INCOME	Continee		Account Nar	me 🐼 Sho
21239	Scholorships	0.00	Sales Accounts GP	Sales Accounts GP 0.00			Condition	None
21190	House Keeping Materials		Sales Accounts	Sales Accounts	0.00		Balance	In Short
21011	Indian energy exchange 2.80.000.00 980		980	MODROM 279/2010-11	0.00		Condition	None
21009			984	SR/WOS-A/ET- 83/2011 (G) D	0.00			
20994	Transport Contractor Payment	0.00	Direct Incomes	Direct Incomes	57,84,424.00		Filter	Clear Cancel
20972	B.V.Raju Knowledge Center Exp	0.00	Transportation Inc.	Transportation Income	0.00			
20952	Telephone A/C	3,349.00	16591	Reffered Batch fee	0.00		>	
BVRF-135	Profit & Loss A/c	0.00	16515	Hospital Income (Evening Clinic)	0.00			
3VCP-345	BVRF H.O	0.00	1754	Rent Recived	0.00			
SVCP-315	Express Publications Ltd	0.00	1753	Rent Recieved	0.00			
SVCP-316	GAYATRI AUTO PHOTOS	0.00	BVRICE177	Mis Fee (MSc)	0.00			
BVCP-318	Gopi Krishna Fancy Mart	0.00	BVRICE 133	Interest on FDRs	0.00			
SVCP-349	IPA Membership	0.00	BVRICE95	Fine A/c	0.00			
SVCP-321	K V SUBBA RAJU	0.00	BVRICE31	Breakage A/c	0.00			
SVCP-322	Lakshmi Canteen	0.00	1655	School Fee	0.00			
BVCP-350	LIC (SSS)	0.00	Def COGS Accounts	Def COGS Accounts	0.00			
SVCP-351	M.Pharm Advance Tution	0.00	Fee Receivable	Fee Receivable	0.00			
euro ona	Pavan Brothers Diolfal Stu	0.00	Diselecte Me De	Princinal's A/c. Receints	0.00			

What is use of the profit and loss account?

A) A statement of all debits and credits in a double-entry account book, with any disagreement indicating an error.

Chart Of Accounts		Receivables * Receivables * Credit Note (JV)	Debit Note	PDC III Currency III Cheqi BBRS Customize LCTR Budget OPreferences	Analysis Accets			Receivables & Payables	Final Reports •		
Accounts	Receipts & Payments	Journal	Entries	Manage		Fixed Assets	Re	ports			
Salance Sheet X											
Balance She	et 01/04/2013 to 26/07/201	3			() Refresh Regenerate	Pitter Export Email Print	Preview Filter Thi	s Report			
Full Text	(*) Contains		*				Account Co	le	I∕I Sho		
	a subar an anna an a	1 installation			ALCO ALCO ALCO AL	Ť	Condition	None			
Account Code	Account Name	Balance	Account Code	Account Name	Balance		Account Nor	ne	Short		
21241	LIABILITIES	2.00.000.00Dr	21020	ASSETS	2.000.00		Condition	None	-		
20970	Indian Bank (Bus & Cars) Loa		Current Assets	CH.Prakash (Head office) Current Assets	45.68.574.53		Balance		🛃 Sho		
	A. Vijaya Bharathi						Condition	None			
Current Liabilities	Current Liabilities Duties & Taxes		Bank Accounts	Bank Accounts Bank of Baroda-0836020000	1.77,22,583.62Cr		001000054-00500.00	Tovene			
Duties & Taxes	CESS	6,70,125.76Dr		Indian Bank- 486 731 214	65,59,670.00 2,50,62,367,62Cr		Filter	Clear	Cancel		
A Street	ED	0.0415 151222 100415	SVESB366	Punjab National Bank493	2007-30158015001500						
134	SHE	2,79,278.70Dr		TERM LOAN 4 (BOB 083	7,40,000.00		>				
136	Vat		SVESB707	Salary Advance	40,114.00						
132	Loans & Advances(Liability)		Salary Advance	Govind Kumar (Security Offic	59,560.00						
Loans & Advances(Lie	Vishnu Dental College	90,20,000,00Dr		K. Snnu (driver)	12,000.00						
VDH111		90,20,000.00Dr			14,500.00						
Loans (Liability)	Loans (Liability)	1,31,71,366.00		K Umésh Varma	33,060.00						
1818	INDIAN BANK HYD -INN		Capital Work in Progress		1,38,99,677.65						
Secured Loans	Secured Loans	5,08,900.00Dr		Ballies	1,05,952.00						
SVESB354	Indian Bank (Maruthi	27.000.00Dr		Engineering B-Block	1,39,796.00						
SVESB365	Indian Bank (School B	4,16,000.00Dr		Construction Of Sita M	1,67,033.00						
1780	Indian Bank Tractor Lo	37,500.00Dr	SVESB690	Water Sump	23,180.00						
SVESB369	Indian Bank(TATA Magi	28,400.00Dr	1654	SVECW C Block Extent	7,200.00						
Incourad Lanas	Linsecured Loans	1.97.48.986.00	1840	Fna College C-Block New	4.14.407.00						

List of Reports: To display the list of Reports i.e students are displaying branch wise or year wise, Debit note Repot, Tuition fee Report Due Report...etc

List of eports	Accountin	19									
avorites	× Repo	~	earReport_Ye ×								
eeY		Year_Branch	194 B-	01-2017		() Refresh Regeneral	to Filtor Export Email) Filter This		
ull Text		- Conta	âns	-					Sno		She
	In provinciona program	1		120120	Language V	-	10 12 10 10 10 10 10 10 10 10 10 10 10 10 10	-	Condition	None	
Sno	Account Code	Account Name	Debit	Credit	TotalDue	SchoarshipDue	StudentDue	Branch	Account Cod	0 :	🛃 Shi
016-17				102/022 011	0.000001	0.001		10000	Condition	None	
	143112201001	ADABALA SUHASINI	14,000.00	12,000.00	2,000.00	0.00	2,000.00		Account Nam		🛃 Sh
	143112201008	BELLAPU JAYA VEN	14,000.00	0.0	14,000.00	0.00	14,000.00		Condition	None	(9) an
6	133112237209	BUNGA MOHAN	18,500.00	0.00	18,500.00	0.00	18,500.00		51,46,16,86,26	None	
18 10	141263400026	JOGI MURALI SRIK	15,000.00	15,000.00	0.00	0.00		B.Com(Voc)	Deblt	Francisco	🕑 Sh
	133112241309	DAGANI SUHASINI	14,000.00	0.00	14,000.00	0.00	14,000.00		Condition	None	
15 24	143112201002	AKELLA VENKATA N	14,000.00	12,000.00	2,000.00	0.00	2,000.00	EUV 5	Credit		🖌 Sh
64 57	143112201012	DAYAM DYVASKAR	14,000.00	5,000.00	9,000.00	0.00	9,000.00		Condition	None	
	143112201003	AKULA SURYA PRAS	14,000.00	14,000,00	0.00	0.00		MPC	TotalDue		SH
	143112201007	BANDREDDI KIRAN	14,000.00	14,000.00	0.00	0.00		MPC	Condition	None	No.
0	143112201004	AKULA SWETHA	14,000.00	10,000.00	4,000.00	0.00	4,000.00		SchoershipDu		🖌 Sh
1	143112201015	DOREDLA SAI DHA	14,000.00	14,000.00	0.00	0.00		MPC	Condition		l€ ⊃n
2	143112201005	ALLURI TULASI	14,000.00	14,000.00	0.00	0.00		MPC		None	
3	143112201030	KOTAGIRI LAKSHMI	14,000.00	14,000.00	0.00	0.00		MPC	StudentDue		🗹 Sh
4	143112201015	ELURI VENKATESW	14,000.00	14,000.00	0.00	0.00		MPC	Condition	None	
5	143112201032	KUNUKU BALA SUB	14,000.00	0.00	14,000.00	0.00	14,000.00				
6	143112201005	BADETI DURGA	14,000.00	14,000.00	0.00	0.00	0.00	MPC	Filter	Clear	Cancel