



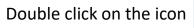
YEAR-END ACCOUNTING PROCEDURES



GUIDE TO START NEW YEAR PROCESS

STEP **01**

Open ERP







	All Available Companies		
	Company	Catalogname	Version
	Shubham Pharmachem Pvt Ltd	ACE_SHUBHAM	1.1.23.22
and the second se			
elect COMPANY			
or which you need to			
reate New Accounting			
ear and			
lick CONTINUE (F2)			
	Connection Info Connected To -> Shubham Pharmachem I	Put Ltd [ACE_SHUBHAM]	
		Ar rea [Here_onoonwin]	
	Server -> SQLSVRVACEERP		



YEAR-END ACCOUNTING PROCEDURES

Keeping your finances in order



Exit

Continue [F2]

Fill login details

Fill up the LOGIN DETAILS

- USER NAME
- PASSWORD
- ACCOUNTING YEAR
- BRANCH
- DIVISION

	User name User Group :	Welcome To AC	CEerp - Please Login User name	
	Password		SUPERVISOR	
2	I Remember Password Accounting Year		User Group : SUPERVISOR Password	
			<u>Passworu</u>	
	Branch	$\mathbf{\Sigma}$	<u>R</u> emember Password	⊻erify
	Division		Accounting Year	
			01/04/2023 - 31/03/2024	+ v
	Login Exit		Division	
			Domestic	
		Option	ns <u>L</u> ogin	<u>E</u> xit



YEAR-END ACCOUNTING PROCEDURES

Open Master Module

	Master
	 Division Master (2.2) Product (2.4) Debtor Master (2.5)
GO TO	Creditor Master (2.6)
MASTER MODULE	- Agent Master (2.7.1) - Location Master (2.7.2)
СПСК	 Transporter Master (2.7.3) Worker Master (2.7.4)
MASTER (2)	 Department Master (2.7.5) Machine Master (2.7.6)
СПСК	- Employee Master (2.7.7) - Consignor (2.7.8)
OTHER MASTER (2.7)	Consignee (2.7.9) Other Master (2.7.10)
сыск	 Cost Center Master (2.7.11) ⊕ Declaration Form Master (2.7.1
ACCOUNTING YEAR (2.7.14)	 Document Series (2.7.13) Accounting Year (2.7.14)



YEAR-END ACCOUNTING PROCEDURES



Provide Period details

Press ENTER on the BLANK ROW in FROM section which will automatically give you the next year FROM period

Srl	From
1	01/04/2017
2	01/04/2018
3	01/04/2019
4	01/04/2020
5	01/04/2021
6	01/04/2022
7	01/04/2023

Srl	From	То
1	01/04/2017	31/03/2018
2	01/04/2018	31/03/2019
3	01/04/2019	31/03/2020
4	01/04/2020	31/03/2021
5	01/04/2021	31/03/2022
6	01/04/2022	31/03/2023
7	01/04/2023	31/03/2024
8	01/04/2024	

Press ENTER on the BLANK ROW in TO section which will automatically give you the next year TO period

_

Perio	Period Details			
Srl	From	То		
1	01/04/2017	31/03/2018		
2	01/04/2018	31/03/2019		
3	01/04/2019	31/03/2020		
4	01/04/2020	31/03/2021		
5	01/04/2021	31/03/2022		
6	01/04/2022	31/03/2023		
7	01/04/2023	31/03/2024		
8	01/04/2024	31/03/2025		

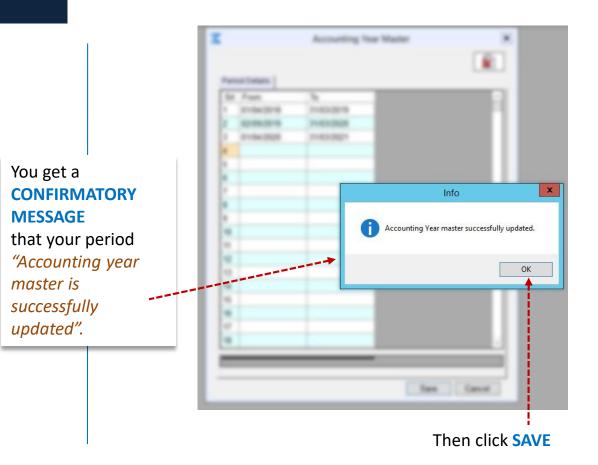


YEAR-END ACCOUNTING PROCEDURES



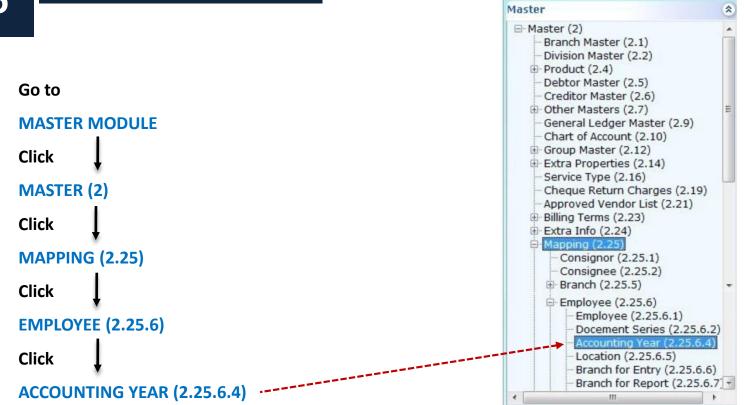
Get confirmation

	16-63822214	To	
1	01/04/2017	31/03/2018	
2	01/04/2018	31/03/2019	
3	01/04/2019	31/03/2020	
4	01/04/2020	31/03/2021	
5	01/04/2021	31/03/2022	
6	01/04/2022	31/03/2023	
7	01/04/2023	31/03/2024	
8	01/04/2024	31/03/2025	





YEAR-END ACCOUNTING PROCEDURES



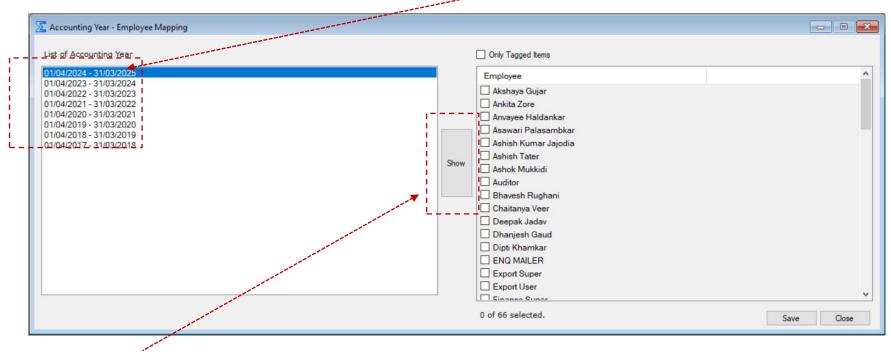


YEAR-END ACCOUNTING PROCEDURES



STEP **07**

Under list of accounting year, **SELECT** the **FINANCIAL PERIOD**.



Click **SHOW** to activate the list of employees.



YEAR-END ACCOUNTING PROCEDURES



Employee Mapping

Under list of accounting year, select the financial period and the TAG THE EMPLOYEE whom you want to give access for the next financial year.

Employee		
Akshaya Gujar		
Ankita Zore		
Anvayee Haldankar		
Asawari Palasambkar		
Ashish Kumar Jajodia		
Ashish Tater		
Ashok Mukkidi		
Auditor		
Bhavesh Rughani		
Chaitanya Veer		
Deepak Jadav		
Dhanjesh Gaud		
Dipti Khamkar		
Export Super		
Export User		



YEAR-END ACCOUNTING PROCEDURES Keeping your finances in order



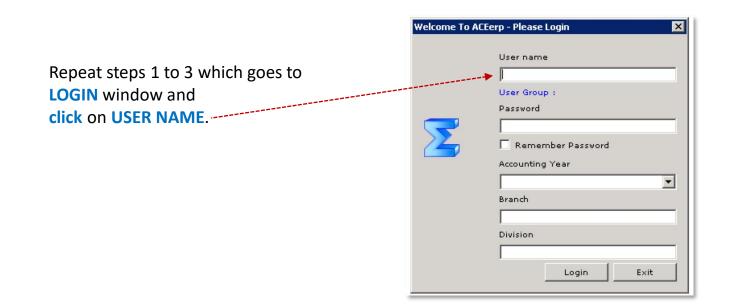
Employee Mapping

ist of Accounting Year 1/04/2024 - 31/03/2025 1/04/2022 - 31/03/2023 1/04/2021 - 31/03/2022 1/04/2019 - 31/03/2020 1/04/2018 - 31/03/2019 1/04/2017 - 31/03/2018	✓ Only Tagged Items Employee ✓ Anvayee Haldankar ✓ Manisha Wangankar ✓ Pooja Rawool ✓ Prajakta Pawaskar	
	4 of 4 selected.	Save Close



YEAR-END ACCOUNTING PROCEDURES





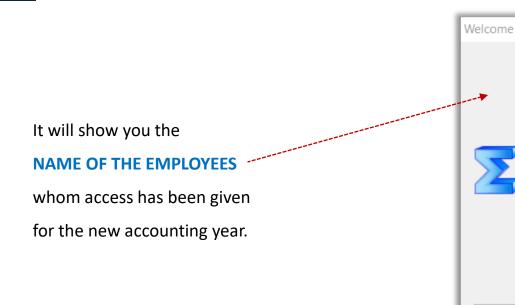


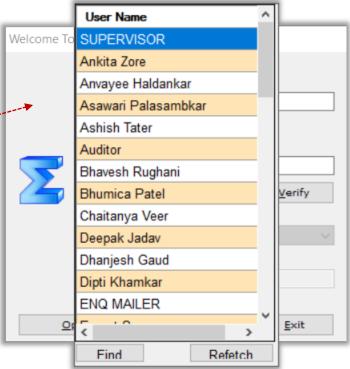
YEAR-END ACCOUNTING PROCEDURES





New Accounting Year







YEAR-END ACCOUNTING PROCEDURES Keeping your finances in order



New Accounting Year

Repeat steps 1 to 3 and it will
show you the
NEW ACCOUNTING YEAR

weicome to A	ACEerp - Please Login
	<u>U</u> ser name
$\mathbf{\Sigma}$	SUPERVISOR
	User Group : SUPERVISOR Password

	Remember Password Verify
	Accounting Year
	▶ 01/04/2024 - 31/03/2025 V
	Division
	Domestic
Opti	ons Login Exit



YEAR-END ACCOUNTING PROCEDURES

Keeping your finances in order



THANKS

FOR GOING THROUGH



START NEW YEAR PROCESS

WISH YOU A PROSPEROUS NEW FINANCIAL YEAR 2024-25!



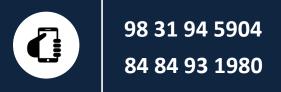






In case of any problem You may contact our **ACE**erp helpdesk.





Coral Soff'wares Ltd 122/1/1G, Satyendra Nath Majumdar Sarani Kolkata 700026 www.coral.in



YEAR-END ACCOUNTING PROCEDURES

