
eZcom – Manual

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A. Install eZcom

- Insert CD
- Click "Next "
- Choose "I accept the agreement", if you agree
- Click "Next"
- Select Path where you want to install eZcom
- Click "Next"
- Select Start menu where you would like to create eZcom
- Click "Next"
- Select your Tasks (Create a desktop icon, Install MSDE, Updating Existing version) you want to Install
- Click "Next"
- Click "Install"

Note:

- "Create a desktop icon" – To Create eZcom login Icon in the desktop.
- "Install msde" - For Database support. This option is not needed if the MS-SQL already installed in the system.
- "Updating existing version" – To Update existing version of eZcom.
- eZcom supports Windows 2000 or higher versions and MSDE / SQL 2000 or higher versions only.

B. Create Company

- Double click eZcom icon on the desktop or select from Start menu
- Click "New Company"
- Select which type of business you want
- Enter Company Name
- Select the Financial year
- Click "Save"

C. Open a Company

- Double click eZcom icon on the desktop or select from Start menu
- Select Company which you want to Open
- Click "Apply"
- Select User name
- Enter Password, if any
- Select Cost center, if any
- Select Date
- Click "OK"

D. Company Details (Setup >Company Details)

This window is used to enter the necessary information about the company. And these information are required for final statements, reports, sales bills etc.

E. Ledger Creation (Setup >Financial Accounting >Ledger Creation)

- Select which group the Ledger falls under.
- Select appropriate "Account Type" from the list.
- Enter Ledger name.
- If any outstanding bill amount, select "Outstanding" and enter bill details and click "OK" or enter Opening Balance.
- Select "Debit / Credit"
- Click "Save"

Note:

- eZcom have some common ledgers.
- If you want to create a Customer account then create it under the Account Type "Customer".
- If you want to create a Supplier account then create it under the Account Type "Supplier".
- If you want to create a Bank account then create it under the Account Type "Bank".
- If you want to create any Expense or Income account then create it under the Account Type "General".

F. Create Basic Unit (Setup >Inventory >Basic Unit)

- Enter Basic Unit.
[Fog eg: If you want to create the basic unit "Number" then enter "Number" in the basic unit column]
- Enter Alias name
[Alias name means the short name of basic unit "No"]
- Click "Save"

G. Create Derived Unit (Setup >Inventory >Derived Unit)

- This window is used to assign conversion value of units
For eg: 1 box = 10 number.
- Select the derived unit in first column
 - Enter conversion value in second column
 - Select basic unit in third column.
 - Click "Save"

H. Create Category (Setup >Inventory >Category)

a. Main Category

For eg: We can enter a category name "Rice".

- First select "Main Category"
- Enter Category name [eg: Rice]
- Click "Save"

b. Sub Category

For eg: "Raw rice" under main category "Rice"

- Select main category "Rice"
- Enter sub category [eg: Raw rice]
- Click "Save"

Note: For getting VAT Reports properly we must create the Main category and Sub category on the basis of VAT Rate.

I. Create an Item (Setup >Inventory >Item Creation)

- Select category (From left side window) in which the item is to be created
- Enter the Item Name
- Select the Item Type
- Select Basic Unit
- Enter the Tax Rate
[For eg: 4%, 12.5%]
- Click "Fixing Accounts" (For Item wise account)
 - Opening Stock Account – Select corresponding Opening Stock Account
 - Closing Stock Dr Account – Select corresponding Closing Stock Debit Account
 - Closing Stock Cr Account – Select corresponding Closing Stock Credit Account
 - Purchase – Select corresponding Purchase Account
 - Sales – Select corresponding Sales Account
 - Purchase Tax – Select corresponding Input Tax Account
 - Sales Tax – Select corresponding Output Tax Account
 - Click "Hide"
- Click "Rates & Stock Levels"
 - Enter the necessary fields
 - Click "Hide"
- Click "Save"

[Then appear a new message for entering opening stock, if any, click "Yes"]

Note:

- To fix accounts for entire items based on Tax Percentage, Choose "Utilities > Updation Tool"

J. Purchase bill (Trading > Purchase > Purchase Bill)

- Select the Purchase Date
- Select the Purchase Account (for bill wise posting)
- To change the Purchase Type, select the purchase type from the list
- Select the Supplier, if needed (It is compulsory for Credit Purchase)
- Click "Inventory Details" (This window is used for entering items purchased)
 - Press enter key and select the item and enter the quantity, unit, rate, tax etc: Use the enter key to move to the next field
 - Click "Hide", after entering all items
- Click on "Other Expense" to enter Bill wise Discount, Tax, Other expense, etc
 - Click "OK"
- Click on "Other Details" to enter Transportation details, Remarks, etc
 - Use Enter/Esc key to exit from "Other Details"
- Enter the Bill Number, Bill Date, Due Date
- Select "Cash" for Cash Purchase and "Credit" for Credit Purchase
- Select "Print" to print the Purchase Bill
- Click "Save"

Note:

- Click "Other Expense" to enter the miscellaneous expenses like discount, tax, freight etc
- To edit a bill, click "View" and double click the corresponding bill
- To delete a bill, click "View", select the bill and then click "Delete"

K. Purchase Return (Trading > Purchase > Purchase Return)

- Select the Return Date
- Select the Return Account
- To change the Purchase Type, select the purchase type from the list
- Select the Supplier, if needed (It is compulsory for Credit Return)
- Enter reference number, if any (Return number is the default number)
- Click "Inventory Details" (This window is used for entering items returned)
 - Press enter key and select the item and enter the quantity, unit, rate, tax etc: Use the enter key to move to the next field
 - Click "Hide", after entering all items
- Click on "Other Expense" to enter Bill wise Discount, Other expense, etc
 - Click "OK"
- Enter Remarks, if any
- Click "Debit note"
 - Select Bill No
 - Enter Remarks, if any
 - Click "Print" (To Print Debit note)

- Click "OK"

- Click "Settling Bills" for ageing adjustments, if any
- Select "Cash" for cash return and "Credit" for credit return
- Click "Save"

Note:

- Click "Other Expense" to enter the miscellaneous expenses like discount, tax, freight etc
- To edit a Purchase Return, click "View" and double click the corresponding bill
- To delete a Purchase Return, click "View", select the bill and then click "Delete"

L. Sales Bill (Trading > Sales)

- Select the Sales Date
- To change Sales Type, select the Sales Type from the list
- Select the Customer, if needed (It is compulsory for Credit sales)
- Enter Items details
 - Press enter key to select the Item
 - Enter the Quantity
 - Select the Unit and enter the Rate, Tax etc
 - Use the enter key to move to the next field
- Click on "Other Expense" to enter Bill wise Discount, Other expense, etc
 - Click "OK"
- Click on "Other Details" to enter Transportation details, Remarks, etc
 - Use Enter/Esc key to exit from "Other Details"
- Select "Cash" for cash sales and "Credit" for credit sale
- Enter Billing Name & Address, if any
- Click "Save"

Note:

- Click the other expense box, you can enter the miscellaneous expenses like discount, commission etc
- Select "Print" to print sales bill
- To edit a bill, click "View" and double click the corresponding bill
- To delete the last bill, click "View", select the bill and then click "Delete"
- To cancel a sales bill click "View", select the bill and then click "Sales Cancel"

M. Sales Return (Trading > Sales > Sales Return)

- Select the Return Date
- Select the Return Account
- To change the Sales Type, select the Sales Type from the list
- Select the Customer, if needed (It is compulsory for Credit Return)
- Enter reference number, if any (Return number is the default number)
- Click "Inventory Details" (This window is used for entering items returned)
 - Press enter key and select the item and enter the quantity, unit, rate, tax, etc
 - Use the enter key to move to the next field
 - Click "Hide", after entering all items
- Click on "Other Expense" to enter Bill wise Discount, Other expense, etc
 - Click "OK"
- Enter Remarks, if any
- Click "Credit note"
 - Select Bill No
 - Enter Remarks, if any
 - Click "Print" (To Print Credit note)
 - Click "OK"
- Click "Settling Bills" for ageing adjustments, if any
- Select "Cash" for cash return and "Credit" for credit return
- Click "Save"

Note:

- Click "Other Expense" to enter the miscellaneous expenses like discount, tax, freight etc
- To edit a Sales Return, click "View" and double click the corresponding bill
- To delete a Sales Return, click "View", select the bill and then click "Delete"

N. Receipt Voucher (Financial accounting > Receipt Voucher)

Cash receipt for outstanding Sales Bill

- Select the Receipt Type "Sales"
- Select the "Cash"
- Select the "Outstanding / Cheque Details"
- Select the "Customer"
- Enter the "Received Amount"
- Click "OK"
- Click "Save"

Bank receipt for outstanding Sales Bill

- Select the Receipt Type "Sales"
- Click "Bank" and select the "Bank Account"
- Select the "Outstanding / Cheque Details"
- Select the "Customer"
- Enter "Received Amount"
- Click "OK"
- Click "Save"

Note: 1. To enter contra transactions click "Contra" and select the bank from the "Ledger Heads" and enter "Narration" and "Amount" then click "Save".

Note: 2. To enter income like Commission Received, Discount Received etc, select the income account from "Ledger Heads", enter "Narration" and "Amount" then click "Save".

Note: 3. Always choose Receipt Type "Voucher" for "Contra" and other receipts.

O. Payment Voucher (Financial Accounting > Payment Voucher)

Cash payment for outstanding Purchase Bill

- Select the Payment Type "Purchase"
- Select the "Cash"
- Select the "Outstanding / Cheque Details"
- Select "Supplier"
- Enter "Paid Amount"
- Click "OK"
- Click "Save"

Bank payment for outstanding Purchase Bill

- Select the payment type purchase.
- Click "Bank" and select the "Bank Account"
- Select the "Outstanding / Cheque Details"
- Select the "Supplier"
- Enter "Paid Amount"
- Click "OK"
- Click "Save"

Note: 1. To enter contra transactions click "Contra" and select the bank from the "Ledger Heads" and enter "Narration" and "Amount" then click "Save".

Note: 2. To enter expense like salary, rent etc, select the expense account from "Ledger Heads", enter "Narration" and "Amount" then click "Save".
Note: 3. Always choose Payment Type "Voucher" for "Contra" and other payments.

P. Journal Voucher (Financial Accounting > Journal Voucher)

This voucher is mainly used for entering the non-cash, non-bank and other outstanding transactions and adjustment entries

- Select the Debit Account from "Ledger Heads"
- Enter the "Debit Amount"
- Press enter key
- Select the Debit Account from "Ledger Heads"
- Enter the "Credit Amount"
- Press enter key
- Click "Save"

Note: 1. Enter Narration on "Narration" if needed

Note: 2. Select "Outstanding" for enter Bill details, if any

Note: 3. "Save" is active only when Debit and Credit amount will be same

REPORTS

Q. Trading Reports

Trading >Purchase >Select Purchase ----reports
Trading >Sales >Select Sales reports

R. Stock Reports

Stock Maintenance >Select the report

S. VAT Reports

To take the VAT reports,
Vat Statements> Purchase > Select the report
Vat Statements> Sales > Select the report

Note: Sales Statement and Purchase Statement is mainly used for filing VAT Return (Monthly and Annual)

T. Financial Reports

To view Ledger, Cash Book, Bank Book, Day Book, Journal Book, Trial Balance, Trading Account, Profit & Loss Account, Balance Sheet etc. Click on "Financial Reports" menu and choose the required reports.

U. Take Backup manually (Utilities> Data Backup)

- Select Company Name
- Select Financial Year
- Click "Browse" for choosing backup location and enter File Name
- Click "Backup"

Note:

Importance of data backup

Backup of data file is essential for recovering our lost data due to any hardware or software problems of our computer. So we must take backup of our eZcom Database daily

Select "Data Backup " from "Utilities" menu. Here we can take backup into our convenient location, using browse option (take backup with date)

We suggest you to write Data Backup every day on a CD. While writing CD, if you choose option "Multi session" then, that CD can be used several times. In this case keep a unique writing speed eg: "16X"

V. Restore the Backup (Utilities> Data Restore)

- Select Company Name
- Select Financial Year
- Click "Browse" to select the backup file
- Click "Restore"

W. Auto Backup

It is compulsory to take the back up of the company whenever we close the eZcom each time .We can use this data backup to restore, if the data got corrupted or if there is any problem with the system. While closing the eZcom, a message appears "Do you want to take the backup of <Company Name>". Click yes and the back up will be activated and will be kept in the folder "Database backup" on eZcom installed location. Next time when you take backup of the same company and it will overwrite the existing backup file.

X. Trouble Shooting

Steps to overcome general issues

- a. "Invalid Server Name or Password "
 - If eZcom shows the above message then take following steps
- Start SQL server, if it is stopped
 - Double click SQL server from task bar (near System Date and Time), then SQL Server service manager will be opened

- Select "SQL Server" from Services
- If "Start/Continue" button is active then Click on that button
- Select "Auto-start service when OS starts", if it is unchecked
- Select "SQL Server Agent" from Services
- If "Start/Continue" button is active then Click on that button
- Select "Auto-start service when OS starts", if it is unchecked
- Close the window, after the status is changed
- Open eZcom

Note:

If icon related to SQL Server is not available on task bar, then do below option to open "SQL Server Service Manager"

- Select "Run" from Start menu
- Type "sqlmangr" and click "OK", then "SQL Server Service Manager" will be opened

If problem not rectified by the above steps

- Delete file "Server.ipsr" from eZcom installed location
- Open eZcom
- Enter Server Name (Server Name is available on SQL Server Service Manager), or put a dot on that place, in case of single machine
- Enter password – "ezcom"

b. System is not responding

- Reset or Shut Down and Start the computer

c. "Save" not working, or improper working

- Close and re-open eZcom

If problem still exists

- Reset or Shut Down and Start the computer

d. Problem related to software working on network (Client Machine)

- Ensure that, access to server machine through network is working
- Ensure that SQL Server is running on both Client and Server Machines
- Delete file "Server.ipsr" from eZcom installed location
- Open eZcom
- Enter name of the Server machine
- Enter password – "ezcom"

e. Problem related to DOS print

- Ensure that printer is "On line"
- Ensure that, printer support DOS print. For that
 - Select "Run" from Start menu

- Type, "edit" and click "OK". Then edit screen will be opened
- Type anything in it and select "Print" from "File" menu (Alt + F + P)
- If the document is printed, then we can ensure that printer is accepting dos print
- Switch Off and On the printer
- Check and Save eZcom print Settings
 - Setup > Settings > Trading
 - Click "Save"

f. Printed document not matching with given print

- Select default printer – (Start >Settings > Printers)
- Double click on default printer to open (printer icon with a tick)
- It shows a list of pending files
- Select one by one from the list and press "Delete" in key board or right click on pending file, and choose "Cancel" from menu

Y. VAT Accounting – General Information

➤ Ledger Creation

- Create separate Sales Account, Purchase Account, Output Tax Account and Input Tax Account for posting on the basis of Tax Percentage e.g. "Sales Account 4%" (eZcom already created that type of Ledgers)

➤ Category Creation

- Create sub categories under main category "VAT Items", on the basis of tax percentage e.g. "Tax 4 % items"
- Create new sub category, on the basis of product nature, under the above specified sub category e.g. "Provisional Items"

➤ Fixing Accounts

- At the time of Item Creation, assign item to Ledger Account on the basis of Tax Percentage. (Also use Updation Tool Ref: Item Creation)

➤ Sales Type / Purchase Type Creation

- To keep Sales / Purchase on the basis of transaction type, then create Sales Type / Purchase Type according to transaction type e.g. " Local Sales Form 8".

Note:

- Sales Type can create in Sales form, and Purchase Type can create in Purchase form

-
- Item wise Accounts for Purchase and Sales
 - Select "Item wise Account for Purchase and Sales" from Setup > Settings > General

Z. Settings

Setup > Settings

A. General Settings

1. Cost Center Settings

- **Report without cost center separation:** To take report without grouping data by cost centers
- **Report with cost center separation:** To take report by grouping data by cost centers
- **Report With General Cost Center Only:** To take report of cost center not specified

2. Counter:

- This is used to set counter number of the corresponding machine. This is mainly for supermarket

3. Comma Separation:

- By this option we can format amounts in three different ways, i.e. No Separator, Million Format and Lakhs Format

4. Item Wise Accounts for Purchase and Sales:

- This option is used to post entry to accounts on the basis of accounts fixed during Item Creation

5. Batch System:

- To keep inventory in different batch on the basis of its Expiry date, Rate and Batch No

6. Item Code Wise:

- This option is used to select Item on the basis of Item Code

7. Bill wise Sales Return:

- This option is used to make Sales Return against the Sales Bill while entering the Inventory Details

8. Registration Number In VAT Reports:

- This option specifies Registration numbers to be displayed in the VAT reports

9. Number of Bill Printouts:

- This is for specifying the number of bill copies to be Printed

10.Lines required in Preprint:

- This option is used whether lines required in pre-print bill formats

B. Trading

a. Sales Bill Settings (Trading> Select "Sales Bill")

1. Print Options:

- a. **Print Preview:** This option is used whether preview required before Printing
- b. **Pre Print Format:** This option is for printing on pre-printed stationery.
- c. **With Full Page:** This option is for printing in full page (A4)
- d. **Group By Category:** This option is for printing bill on the basis of Category instead of Item Name
- e. **Horizontal Format:** This option is for printing bill in VAT format (It contains up to 12 columns)

2. Display Options:

Specifies the fields to print

3. Set Sales Bill Type:

This option specifies default Bill Type

4. Cash Transaction Type

This option specifies default transaction type (Cash/Credit)

5. Selling Price:

This option specifies default selling price

6. Lines to skip:

This is used to set number of lines to be skipped after printing a bill

7. Fields Length:

This option is for fixing the field size in the printout

8. Default Sales Type:

This option specifies the default Sales Type

9. Default Stock Type:

This option specifies default Stock type

10. Default DOS Print:

This option specifies default printing mode (Dos/Windows)

11. Rounding:

This Option is for auto rounding bill amount

12. Auto Calculate Sales Rate With Excise And Discount:

This option is for calculating sales rate inclusive of Excise and Discount in bills Printout.

13. **Without Tax:** This option is for auto calculating Selling Price without tax.
14. **Without Discount:** This option is for showing discount in the Sales bill.
15. **Tax on MRP:** This option is used to calculate tax on the basis of MRP
16. **Default Remarks:** This option is for displaying remarks of the previous transaction based on sales type, as default
17. **Free Quantity Tab:** To navigate to Free Quantity while entering inventory details, select this option other wise ignore it

b. Purchase Bill

1. **Print Options:**
 - a. **Print Preview:** This option is used whether preview required before Printing
 - b. **Pre Print Format:** This option is for printing on pre-printed stationery.
 - c. **With Full Page:** This option is for printing in full page (A4)
 - d. **Group By Category:** This option is for printing bill on the basis of Category instead of Item Name
2. **Display Options:**
Specifies the fields to print
3. **Set Purchase Bill Type:**
This option specifies default Bill Type
4. **Cash Transaction Type**
This option specifies default transaction type (Cash/Credit)
5. **Fields Length:** This option is for fixing the field size in the printout
6. **Default Purchase Type:** This option specifies default Purchase type.
7. **Default Stock Type:** This option specifies default Stock type.
8. **Rounding:** This Option is for auto rounding bill amount

9. **Free Quantity-Tab:** If you want to navigate to Free Quantity check this option, other wise ignore it.

10. **Auto Calculate Purchase Rate With Excise And Discount:** This option is for calculating sales rate inclusive of Excise and Discount in bills Printout.

c. Barcode-Supermarket Bill

1. **Entry using Barcode:**
It specifies to enable Barcode entry
2. **Supermarket Sales Bill**
To print Sales Bill in Supermarket Bill format

Press F1 in corresponding field for the Detailed Help

