

MYACCOUNTANT ACCOUNTING SOFTWARE

December 2011

By

LogicBench Software Solutions

Features

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- ❑ Developed in Microsoft Access 2003.
- ❑ No installation complexities involved.
- ❑ Can be easily moved from one computer to another.
- ❑ Do not require any IT expertise for maintenance.

Features

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- ❑ Entry at only single location (Vouchers).
- ❑ All other reports are generated with click of button.
- ❑ Relieves your pain of maintaining complex accounting books.
- ❑ No more calculations and tabulations on your side now. The software will do it for you.

Report Generated

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- Journal
- Ledger
- Trial Balance
- Profit & Loss Account/Income Statement
- Balance Sheet
- Summary of Accounts

My Accountant Files

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□ Three Files

□ Accounts.mde

- Contains Forms, Reports, and Menu
- The user opens only this file in MS Access

□ Passwords.mdb

- This file contains the security data of the database
- Users and Passwords and their privileges

□ Sub-Office Database Files

- Contain the actual data of individual sub-office
- Peshawar.mdb, London.mdb, etc.
- Separate file created for new sub-office

Users

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- Manager
- Administrator
- Project Accountant

User Rights

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Function	Manager	Admin	Accountant
Preparing Voucher	Yes	Yes	Yes
Posting Voucher	Yes	Yes	Yes
Printing Reports	Yes	Yes	Yes
Preparing COA	Yes	Yes	Yes
Deleting COA	Yes	Yes	No
Editing in voucher	Yes	No	No
Visiting Other project	Yes	Yes	No

Running the Application

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- Pretty simple
- Just Double Click on the file “Accounts.mde”

Login Screen

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Logon

Name:
Manager

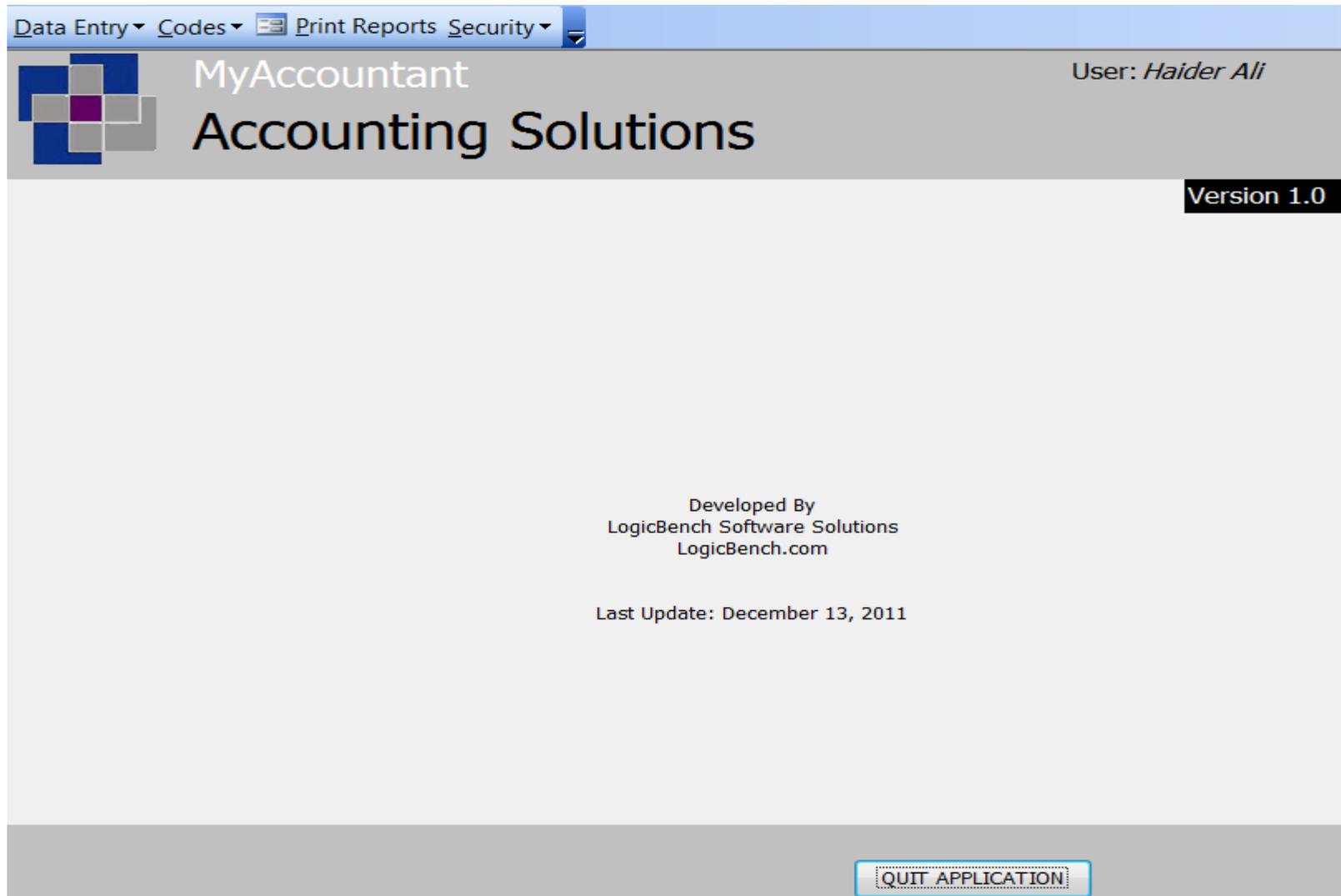
Password:

OK

Cancel

The Main Form

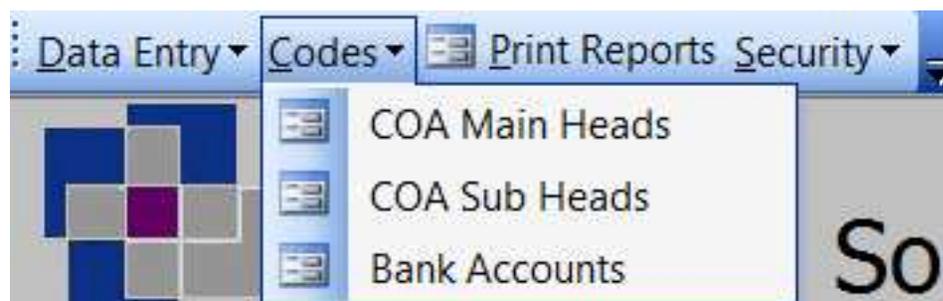
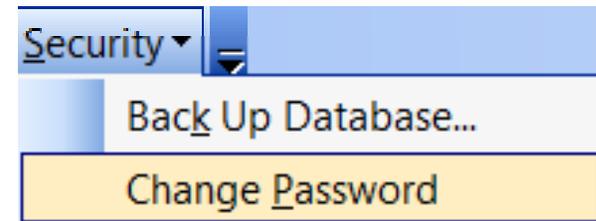
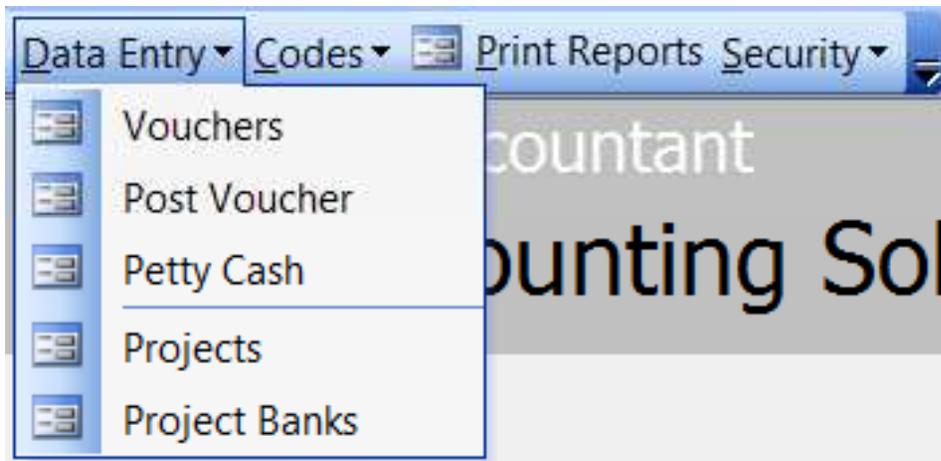
10



The Menu Bar

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Data Entry ▾ Codes ▾  Print Reports Security ▾



COA: Main Heads

Chart of Accounts

Main Heads

Code	Main Head
C 1000	International remuneration
C 1234	Profit & Loss
C 1500	Local Remuneration
C 2000	Technical Support Staff
C 2500	Support Staff
C 3000	Out of Pocket Expenses
C 3200	M & E Unclaimable
C 3250	Vehicle Purchase
C 3500	POL for Vehicle
C 4000	Vehicle Rent
C 4500	Repair & Maintenance
C 5000	Registration

EXIT

COA Sub-Heads

Chart of Accounts
Sub Heads

Main Head C 5500 **Welfare & Allowances** ▼

	Sub Head Cod	Sub Head	Post Title:	AccountType
▶	C 5501	Staff Welfare		Expenses
	C 5502	Social Welfare		Expenses
	C 5503	Eid Allowance		Expenses
	C 5504	Compensation for services		Expenses
*				

Record: [Left Arrow] [Right Arrow] 1 [Left Arrow] [Right Arrow] [*] of 4

EXIT Print

Vouchers Entry

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Vouchers

VoucherType Payment ▼

Name

Project Project-1 ▼

Cheque No

Date

Voucher No

Voucher Status: Posted ▼

Main Head	Sub Head	DR	CR
Out of Pocket Expenses ▼ C 3013	Entertainment Staff ▼	7,509	
POL for Vehicle ▼ C 3510	POL- 4201 ▼	6,200	
Repair & Maintenance ▼ C 4503	R & M- 956 ▼	4,930	
Out of Pocket Expenses ▼ C 3006	Gas bill ▼	170	
Out of Pocket Expenses ▼ C 3016	Taxi Fare / Travelling ▼	1,170	
Out of Pocket Expenses ▼ C 3018	Toll Tax ▼	520	
POL for Vehicle ▼ C 3505	CNG- 862 ▼	310	
POL for Vehicle ▼ C 3502	CNG- 956 ▼	252	
Support Staff ▼ C 2502	xx ▼	2,500	
▶ Repair & Maintenance ▼ C 4504	R & M- 862 ▼	1,190	
Bank ▼ C 6821	Muslim Commercial Bank ▼		24,751
Total:		24,751	24,751

In Words:

DELETE THIS VOUCHER
ADD NEW VOUCHER
FIND VOUCHER
EXIT
Print

Post Voucher

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Post Voucher	
Select Voucher:	<input type="text"/> 30/07/10 ▼
VoucherID	<input type="text"/> 183
Date	<input type="text"/> 30/07/10
Name	<input type="text"/> Digit ware Technology
ProjectCode	<input type="text"/> 16 ▼
Check No	<input type="text"/> 7653311
VoucherType	<input type="text"/> Payment ▼
VoucherNo	<input type="text"/>
Amount	<input type="text"/> 81,400
VoucherStatus	<input type="text"/> Temporary ▼
Description	<input type="text"/> loan to M & E.

Reports Selection Form

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Print Report

Select Date

From:

To:

Select Account Head

Main Head All

Sub Head: All

Select Report

- Petty Cash Register
- Vouchers
- Ledger
- Trial Balance
- Brief Trial Balance
- Income Statement
- Journal
- Brief Income Statement
- Balance Sheet
- Brief Balance Sheet
- Summary Sheet

Petty Cash Voucher

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PETTY CASH VOUCHER

NAME: HAIDER ALI

DATE: 12/12/11

PROJECT: PROJECT-1

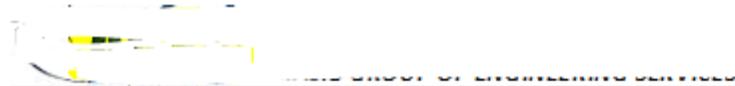
PCV: PCV 001

MAIN HEAD		SUB HEAD		DR
C 2000	Technical Support Staff	C 2001	TBN	500
C 2500	Support Staff	C 2502	xx	300
C 2000	Technical Support Staff	C 2001	TBN	0
TOTAL				800

IN WORDS: *eight hundred rupees only.*

Vouchers

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BANK PAYMENT VOUCHER

NAME: MEERA KHAN

CHEQUE No: 454564

DATE: 05/07/10

PROJECT: PROJECT-1

VOUCHER No:

MAIN HEAD	SUB-HEAD	CODE	DR	CR
Out of Pocket Expenses	Entertainment Staff	C 3013	7,509	
POL for Vehicle	POL- 4201	C 3510	6,200	
Repair & Maintenance	R & M- 956	C 4503	4,930	
Out of Pocket Expenses	Gas bill	C 3006	170	
Out of Pocket Expenses	Taxi Fare / Travelling	C 3016	1,170	
Out of Pocket Expenses	Toll Tax	C 3018	520	
POL for Vehicle	CNG- 862	C 3505	310	
POL for Vehicle	CNG- 956	C 3502	252	
Support Staff	xx	C 2502	2,500	
Repair & Maintenance	R & M- 862	C 4504	1,190	
Bank	Muslim Commercial Bank	C 6821		24,751
TOTAL:			24,751	24,751

IN WORDS: twenty-four thousand seven hundred fifty-one rupees only.

Journal

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JOURNAL

PROJECT: PROJECT-1

FROM: 05/07/10 To: 08/07/11

DATE	PARTICULARS	CODE	CHECK NO	VOUCHER No	DR	CR
05/07/10	Entertainment Staff	C 3013	454564		7,509	
	POL- 4201	C 3510	454564		6,200	
	R & M- 956	C 4503	454564		4,930	
	Gas bill	C 3006	454564		170	
	Taxi Fare / Travelling	C 3016	454564		1,170	
	Toll Tax	C 3018	454564		520	
	CNG- 862	C 3505	454564		310	
	CNG- 956	C 3502	454564		252	
	xx	C 2502	454564		2,500	
	R & M- 862	C 4504	454564		1,190	
	Muslim Commercial Bank	C 6821	454564			24,751
TOTAL:					24,751	24,751

Ledger

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LEDGER

PROJECT: PROJECT-1

FROM: 05/07/10 To: 08/07/11

C 1500 LOCAL REMUNERATION

C 1501 XX

DATE	MAIN HEAD	SUB HEAD		CHEQUE/ VOUCHER No.	DR	CR
31/07/10	Bank	C 6821	Muslim Commercial Bank	7653315	40,000	
BALANCE					0	40,000
TOTAL					40,000	40,000

Ledger

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PROJECT: PROJECT-1

FROM: 05/07/10 To: 08/07/11

C 1500 LOCAL REMUNERATION

C 1504 XX

DATE	MAIN HEAD	SUB HEAD		CHEQUE/ VOUCHER No.	DR	CR
03/11/10	Bank	C 6821	Muslim Commercial Bank	8064287	80,500	
30/11/10	Bank	C 6821	Muslim Commercial Bank			80,500
30/11/10	Bank	C 6821	Muslim Commercial Bank	8285548	80,500	
31/12/10	Bank	C 6821	Muslim Commercial Bank	8066830	60,000	
31/01/11	Bank	C 6821	Muslim Commercial Bank	8066882	60,000	
02/06/11	Bank	C 6821	Muslim Commercial Bank	8603438	53,333	
09/06/11	Bank	C 6821	Muslim Commercial Bank	8603450	27,826	
BALANCE					0	281,659
TOTAL					362,159	362,159

Trial Balance

TRIAL BALANCE

PROJECT: PROJECT-1

FROM: 05/07/10 To 08/07/11

MAIN HEAD		SUB HEAD		DR	CR
C 1500	Local Remuneration	C 1501	xx	40,000	0
		C 1502	xx	121,738	0
		C 1503	xx	13,333	0
		C 1504	xx	281,659	0
		C 1506	xx	108,000	0
		C 1507	xx	100,000	0
		C 1508	xx	11,667	0
		C 1509	xx	25,000	0
		C 1510	xx	200,000	0
C 2500	Support Staff	C 2501	xx	61,667	0
		C 2502	xx	4,500	0
		C 2503	xx	2,000	0

Brief Trial Balance

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BRIEF TRIAL BALANCE

PROJECT: PROJECT-1

FROM: 05/07/10

To: 08/07/11

MAIN HEAD		DR	CR
C 1500	Local Remuneration	901,397	0
C 2500	Support Staff	488,067	0
C 3000	Out of Pocket Expenses	1,395,573	0
C 3200	M & E Unclaimable	9,600	0
C 3500	POL for Vehicle	125,647	0
C 4500	Repair & Maintenance	177,005	0
C 5000	Registration	50,800	0
C 5500	Welfare & Allowances	510,400	0
C 5700	Miscellaneous expenses	299,915	0
C 6000	Staff Advance	695,077	6,000

Income Statement

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PROFIT & LOSS ACCOUNT

PROJECT: PROJECT-1

FROM: 05/07/10 To: 08/07/11

REVENUE

MAIN HEAD		SUB HEAD		AMOUNT
C 7500	Revenue	C 7501	xx	869,423
		C 7502	xx	1,381,000
		C 7503	xx	1,283,700
		C 7504	xx	2,916,657
		C 7505	xx	1,662,532
		C 7506	xx	2,987,991
		C 7507	xx	2,358,561
TOTAL:				13,459,864

EXPENSES

MAIN HEAD		SUB HEAD		AMOUNT
C 1500	Local Remuneration	C 1501	xx	40,000
		C 1502	xx	121,738

Brief Income Statement

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BRIEF PROFIT & LOSS ACCOUNT

PROJECT: PROJECT-1

FROM: 05/07/10 To: 08/07/11

REVENUE

MAIN HEAD		AMOUNT
C 7500	Revenue	13,459,864
TOTAL:		13,459,864

EXPENSES

MAIN HEAD		AMOUNT
C 1500	Local Remuneration	901,397
C 2500	Support Staff	488,067
C 3000	Out of Pocket Expenses	1,395,573
C 3200	M & E Unclaimable	9,600
C 3500	POL for Vehicle	125,647
C 4500	Repair & Maintenance	177,005
C 5000	Registration	50,800

Balance Sheet

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BALANCE SHEET

PROJECT: PROJECT-1

FROM: 05/07/10 To: 08/07/11

ASSETS

MAIN HEAD		SUB HEAD		AMOUNT
C 6000	Staff Advance	C 6001	xx	105,000
		C 6002	xx	119,066
		C 6004	xx	348,661
		C 6005	xx	54,350
		C 6006	xx	9,000
		C 6008	xx	-6,000
		C 6010	xx	10,000
		C 6013	xx	14,000
		C 6017	xx	35,000
C 6500	Advance for Expenses	C 6509	xx	-1,670
C 6750	Petty Cash	C 6753	xxx	73,000
C 6820	Bank	C 6821	Muslim Commercial Bank	7,158,892
C 7000	Assets	C 7001	Office Security	50,000
		C 7002	Advance Office Rent	-7,000
		C 7003	CPU	547,300

Brief Balance Sheet

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BRIEF BALANCE SHEET

PROJECT: PROJECT-1

FROM: 05/07/10 To: 08/07/11

ASSETS

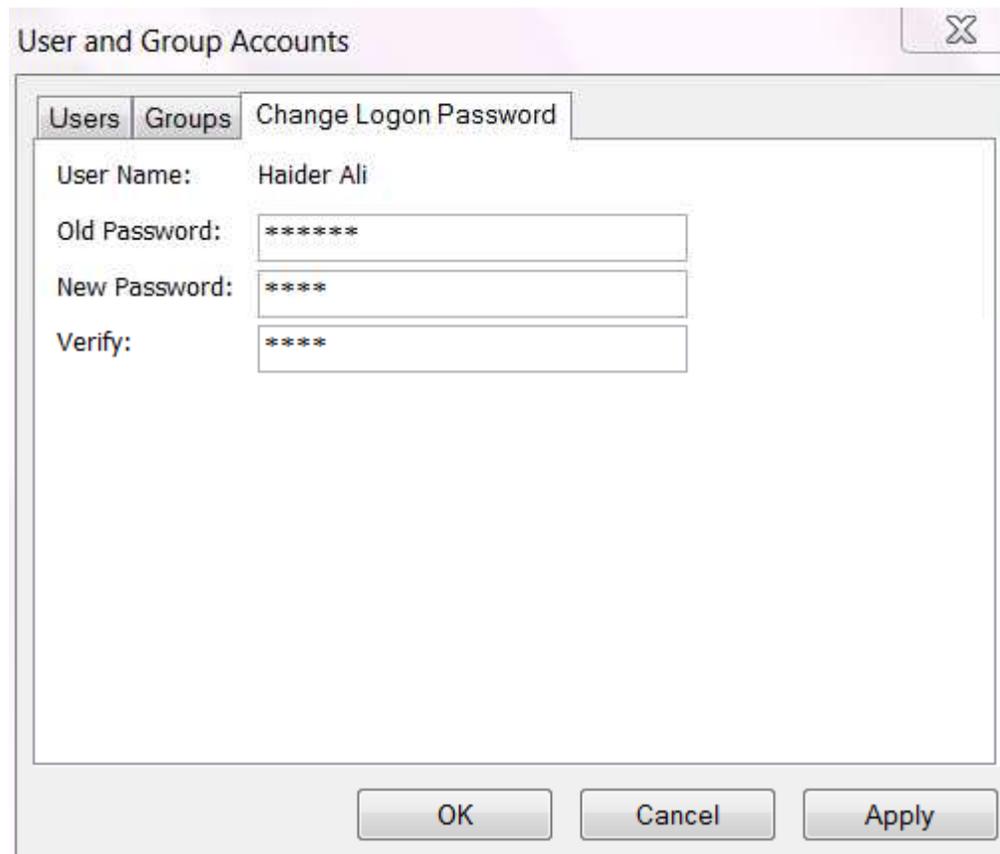
MAIN HEAD		AMOUNT
C 6000	Staff Advance	689,077
C 6500	Advance for Expenses	-1,670
C 6750	Petty Cash	73,000
C 6820	Bank	7,158,892
C 7000	Assets	1,424,168
C 8000	Loan to Projects & JV	-436,543
C 8600	Loans Receivable	35,000
TOTAL:		8,941,924

LIABILITIES

MAIN HEAD		AMOUNT
C 8400	Loans Payable	150,000
C 8800	Income Tax Deducted From Salaries	-7,955
TOTAL:		142,045

Change Password

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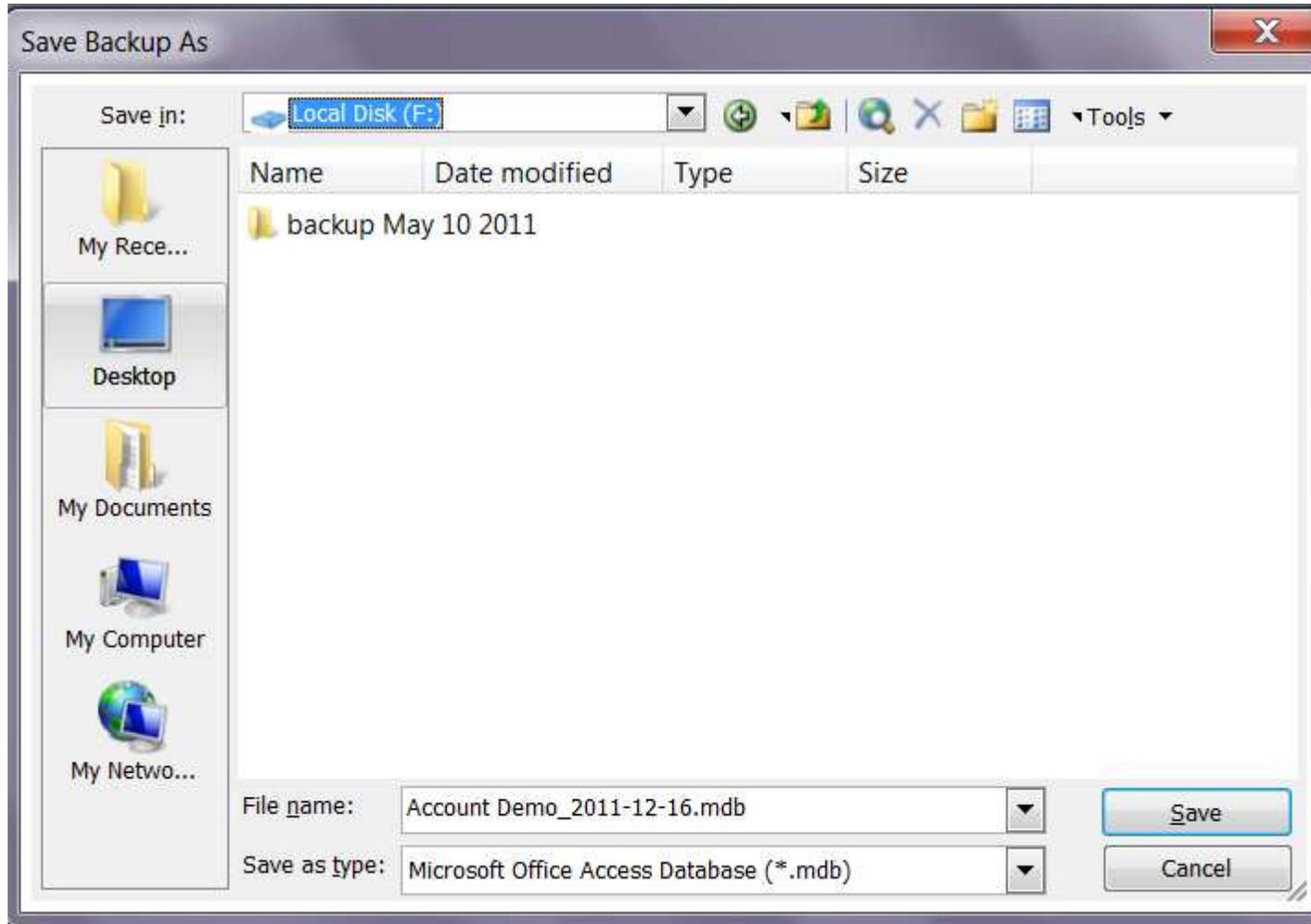
The image shows a screenshot of the 'User and Group Accounts' dialog box in Windows. The 'Change Logon Password' tab is selected. The dialog box contains the following fields:

- User Name: Haider Ali
- Old Password: [Redacted with asterisks]
- New Password: [Redacted with asterisks]
- Verify: [Redacted with asterisks]

At the bottom of the dialog box, there are three buttons: 'OK', 'Cancel', and 'Apply'.

Backup Database

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End