

SACC 1.0
AN ACCOUNTING SOFTWARE FOR
INSTITUTES

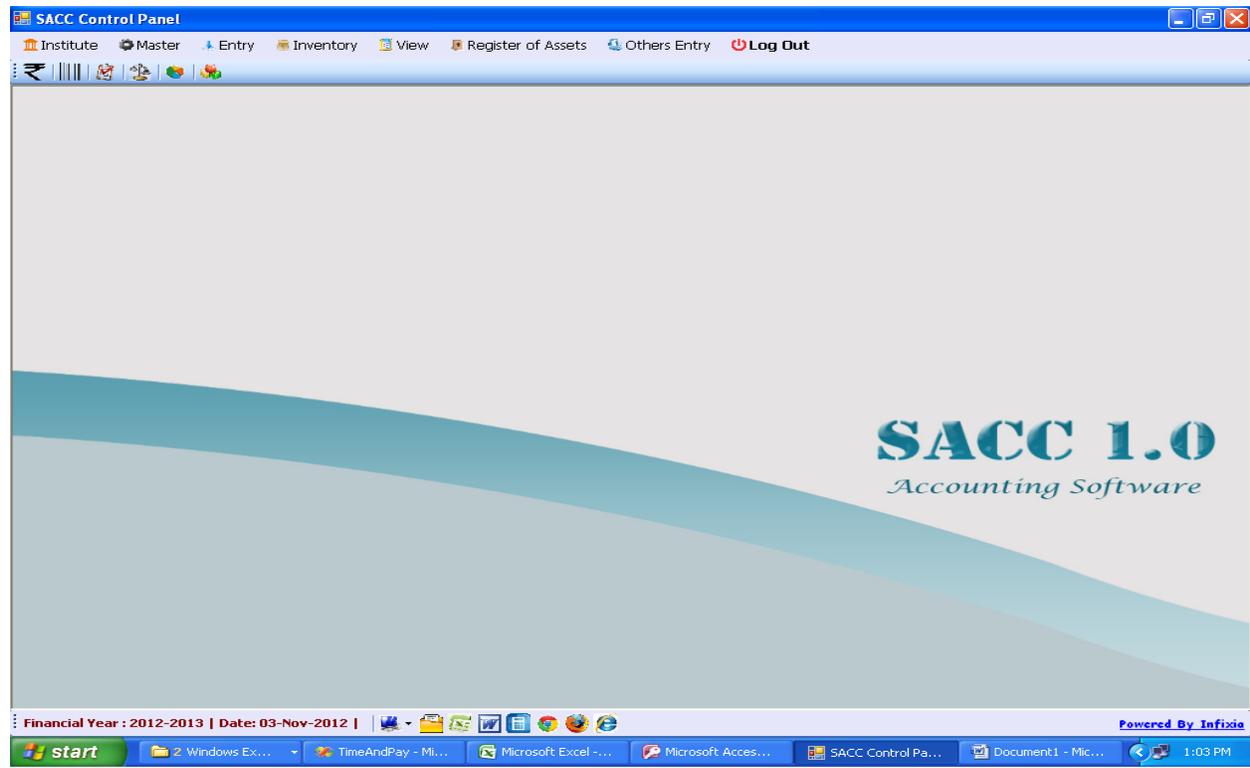
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Introduction

'SACC 1.0' is an accounting software for maintaining the accounts of an institute. A Business accounts software is very large and it is very critical to understand how to utilize it for an institute and additionally there is no scope for fees collection. But using SACC we can easily collect fees, promote student from one class or semester to another, voucher entry, purchase entry, sales entry and view balance sheet, P/L account, trial balance report and others reports like fees report, cash bank entry report, ledger wise report etc. Every organization has a specified list of inventory. Using this software, we can keep a total track of our stock after being purchased or sold. By using this software we can also allocate the stock in different ways such as room wise, staff wise, student wise and reject stocks from inventory according to the materials which are being damaged or which went missing. This software is also having the amazing feature by which we can recover the stocks from the damaged or missing list. By using this application, we can also add NSS, Scholarship, Fund allotment, Alumni certificate in other entry section and view different reports on entry.

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MODULES IN BRIEF

Basically, in this software there are six modules, which are as follows:

- Master Section
- Student Module
- Account Module
- Inventory Module
- Other Module (NSS, Scholarship , Fund Allotment, Alumni Certificate)
- Report Section

Now let us study these modules in detail:

1. Master Section:



This section is for implementing all of the settings of this software. We can set Sessions (academic and financial settings), Classes, Sections, Rooms, Fees head, fees structure, Unit for item, and lastly add new list or inventory of stocks.

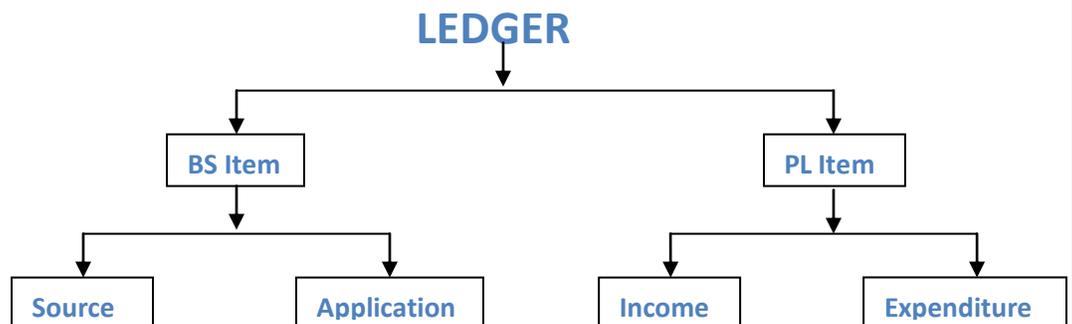
Now let us know the set of rules by which we can set the accounts section.

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- **General Ledger**

With the help of this section, we can add the ledger from this section. There are four types of ledger available in this section, which are Source, Application, Income, Expenditure, Source and Application for BS item and Income and Expenditure for PL item.



BS → BS stands for Balance Sheet

PL → PL stands for Profit and Loss Statement

- **Complete Chart**

Complete chart is the hierarchy of Group, Sub group and Ledger. Here we can see the relation between the groups, subgroups, and ledger and add groups, subgroups, ledger and also edit them. In complete chart there is a four part

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Source and Application which is BS item and Income and Expenditure which is a PL item.

- **Creditors and Debtors**

We can add vendor details from this section. If we add vendors from this section then we can use this data of vendors or clients from a totally different section. There are two types of vendors, namely Creditors and Debtors.

- **Bill and ID Setup**

This section is for setting up of bill numbers for Fees receipt, Purchase, Sales, Cash bank, Journal voucher, Scholarship, Requisition for one financial session etc.

From here we can set the ID's for students and staff for a particular financial session.

- **Tax Setup**

This section is for setting tax applied on student fees, purchase, sales and voucher entry. Tax amount will be calculated on the basis of formula which will be set at the time of tax setting.

- **Report Path**

This section is for setting report path for student's fees collection receipts, cash bank receipts, journal voucher receipts for future use.

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- **Institute Settings**

There are two sections in this module namely, A/C settings and Extra settings. In account settings we can set ledger for different accounts like Purchase A/C, Sales A/C, Sundry creditors A/C, Income A/C etc.

And from the feature of extra settings we can set the approval for different form like voucher form, cash bank form etc. If we tick 'is approval apply' then entry details pending for approved from higher authority, after that the account will be affected. And also set the round off option for different form.

2. Student Module:



This section is for adding student data and collection of fees from students according to the student ID or class, section and roll no. The various forms included in this section are as follows:

- **Student Enrollment**

Add student with the requisite details which are used at the time of fees collection. And collect admission fees from this section after successfully adding a student.

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- **Promote Student**

Promote students from one class or semester to the next class or semester including the academic and financial sessions.

- **Fees Collection**

Collect fees from students according to the fees type (admission, monthly etc) and print the receipt of the fees. And view the fees given by the students after giving the student details.

3. Accounts Module:



This section is the main part and most vital section of this application. From this section we will be able to access cash bank entry, voucher entry, purchase, sales and BRS form.

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- **Cash bank voucher**

All cash and bank related issue will be done from this section. Mainly cash and bank transaction will be done here. If we purchase an item from the purchase form then the payment will be done by cash bank entry form. We can pay multiple payments against a party after select creditor or debtor's ledger and select a sub ledger (party name). We can print out the voucher receipt after successfully saved the data.

- **Journal Vouchers**

Miscellaneous expenses will be added from here. There is an option for approval of the voucher entry for accounting reflect.

- **Purchase**

Item will be purchased from here and added to the inventory automatically.

- **Sales**

Old failed materials will be sold from this section.

- **Voucher Approved**

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Administrator will be given permission to which voucher entry is acceptable or not.

- **Real Time BRS**

To prevent the conflict between bank balance and real balance we need to use this section.

4. Inventory Module:



We can see the current stock from inventory. And allocate these materials for room, staff and student.

Forms included in this section is-

- **Existing Item**

View the up-to-date stock

- **Materials Allotment**

Allocate materials in different forms i.e. room wise, student wise, staff wise.

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- **Damage/Missing Materials**

We can reject materials from a particular room or staff.

5. Other Module:



This module includes NSS, Scholarship, Fund allotment, Alumni certificate.

Forms included in this section are as follows-

- **NSS**

We can add a program and participants details from this section

- **Scholarship**

Scholarship details will be added by the help of this section.

- **Fund Allotment**

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Different Types of fund will be allocated to various departments.

- **Alumni Certificate**

List of all the passed out students record will be saved in this section.

6. Report Section:



This module is to view all the reports of this application.

➤ Student enrollment report

- ID wise
- Date range wise
- Academic session wise
- Class/course and section/semester wise
- Session and particular student wise

➤ Fees collection report

- ID wise
- Class and section wise
- Financial session wise
- Date range wise
- Particular student wise

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➤ **Inventory stock summery report**

➤ **Cash bank report**

- **Bill no wise**
- **Customer name wise**
- **Bill date wise**
- **Bill no and date wise**
- **Bill date range wise**

➤ **Voucher report**

- **Bill no wise**
- **Bill date wise**
- **Bill no and date wise**
- **Date range wise**

➤ **Purchase report**

- **Bill no wise**
- **Vendor name wise**
- **Date range wise**
- **Bill no and date range wise**
- **Vendor name and bill date wise**

➤ **Sales report**

- **Bill no wise**
- **Vendor name wise**
- **Date range wise**
- **Bill no and date range wise**
- **Vendor name and bill date wise**

➤ **Cash/Bank ledger wise report**

➤ **Daily balance**

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- Trial balance
- Profit & loss account
- Balance sheet
- Ledger wise report
- Net position of fund

- NSS Report
 - Program no wise
 - Program date wise

- Scholarship Report
 - Scholarship no wise

- Fund Allotment Report
 - Fund ID wise
 - Fund name wise
 - Date wise

- Alumni Report
 - Session wise student report
 - Session wise passed student report

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