

# CHIPS

## Challan and Invoice Printing System

An Efficient tool for small business organization

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### Overview

Challan and Invoice Printing System (CHIPS) is a perfect software suitable for small business organizations or dealers or traders who are involved in retail trading of any kind of products. CHIPS can keep track of Purchases, Sales, Receipts, Payments, Tax Forms, Inventory, and generate various MIS reports.

LITE version of CHIPS can be used for just managing Challans, Sales, Receipts, and Forms by a product trading company. For this functionality, configure your company as a Product Trading company.

LITE version can also be used by Service Providers to raise Invoices to customers for providing services to them and track Receipts for Invoice raised. For this functionality, configure your company as a Service Provider.

#### Features of LITE version:

- Manage User
- Manage Customers
- Manage Products
- Prepare Delivery Challans
- Bill your Customers
- Track Receipts for Bills raised
- Track Sales Tax Forms
- Data Backup
- 16 MIS Reports + 6 Individual reports

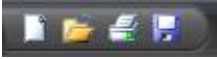
PRO version of CHIPS is the full-fledged version with all features. In PRO version, you can configure multiple organizations and manage all the activities of your business as a Product trading company. If, your company is dealing in purchase and sale of any kind of products, PRO version is suitable for you.

#### Features of PRO version:

- Manage User
- Manage Suppliers
- Manage Products
- Prepare Material Receipts
- Track Purchases
- Track Payments to Suppliers
- Track Purchase Tax Forms
- Manage Customers
- Prepare Delivery Challans
- Bill your Customers
- Track Receipts for Bills raised
- Track Sales Tax Forms
- Manage Inventory
- Data Backup
- 46 MIS Reports + 7 Individual reports

## Challan and Invoice Printing System

CHIPS software has 4 common functions through which you can operate all the software features.



### **Reset | Open | Print | Save**

**Reset** – Click on this function button or just press the **F5** key to clear all the data on the opened feature. This function lets you make new record entry.

**Open** – Click on this function button or just press the **F2** key to slide in a list of all previously saved records. Master data are listed in alphabetical order and day to day transaction records are listed in reverse order of record date saved. Double click on the required record or scroll down to the required record and press ENTER key. This process will load the selected record data into the opened feature so you can make changes to the data.

**Print** – Click on this function button or just press **F8** key to generate a report that can be printed. Reports designed for various features can be printed from those features. MIS reports feature generates multiple reports after selecting the report name and specifying corresponding parameters.

**Save** – Click on this function button or just press the **F10** key to save record from the selected feature. If all necessary validations are passed in selected feature, the record is saved.

CHIPS software is categorized into 5 Sections – Administration, Records, Reports, Utilities, and Help. Each section is explained in detailed manner.

## Administration

Administration section has total 10 features to manage all the master data, settings & software license.



### Manage Users

This feature will let you create multiple user credentials.

Specify *Username, Password, User Type, and Display Name*. Credentials specified with 'Admin' type will have full access rights throughout the software. For Credentials specified with 'User' type, individual features can be allocated for access. Display name specified is displayed in the bottom right panel of application window when this user logs into the software.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created user credentials or block a particular user, click on Open function button or press F2 key which will slide list of previously created user credentials. Double click on required Username or scroll down to the required username and press Enter key. This will retrieve all the user details for modifications in Edit mode. You can even Block a particular user by tick marking 'Block this User' checkbox. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted. In case you have created any records by logging in with the selected user, then that user cannot be deleted.

Note:

1. By default one inbuilt Admin user is provided with CHIPS software.
2. In Evaluation mode, you can create one more user credential. Licensed version allows you to create unlimited user credentials.

### Company Profile

This feature will let you create your Organization details.

Specify your Organization name, select whether it is a Service Provider or a Product Trading Company. Specify Production and Head Office address details along with Email, website, PAN No., VAT & CST No.'s, and a Declaration to be printed in Invoice. You can also set prefixes for transactions related to Challan, Invoice, Material receipt, Purchase, and Stock Adjustment.

Organization name, Address & contact details specified here will be printed in all the reports as a Header.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Organization details, click on Open function button or press F2 key which will slide list of previously created Organizations. Double click on required Organization name or scroll down to the required Organization name and press Enter key. This will retrieve all the Organization details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You

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will be asked to confirm deletion and the record will be permanently deleted. In case you have created any other records after creating Company profile then that company cannot be deleted.

Note:

1. If you are a Product trading company then select 'Product trading' option. This will enable all the features in the software. Selecting 'Service Provider' option will disable features related to Purchases, Stock Adjustments, Payments, forms to be issued, and all related MIS reports. This option is similar to CHIPS LITE version of software.

### Customer Info

This feature will let you manage your Customer details.

Specify your Customer name. Tick mark if the customer is out of state party. Specify address, Telephone numbers, Fax No., email address, VAT No., CST No., PAN No., and any Notes that you want to record for this customer. 'Stop delivery' and 'Block this Customer' option can be marked in future for a customer if they fail to make payment on time or has hold your payment for long time. Customer name, Address & contact details specified here will be printed in various reports.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Customer details, click on Open function button or press F2 key which will slide list of previously created Customers. Scroll down and double click on required Customer name or type the Customer name in search box to filter and display the required name. Use arrow keys and press Enter key or double click on a customer name. This will retrieve all the Customer details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted. In case any kind of transaction has been done with the selected Customer, then that customer cannot be deleted.

### Supplier Info

*(Not available in LITE version)*

This feature will let you manage your Supplier details.

Specify your Supplier name. Tick mark if the Supplier is out of state party. Specify address, Telephone numbers, Fax No., email address, VAT No., CST No., PAN No., and any Notes that you want to record for this Supplier. 'Block this Supplier' option can be marked in future for a Supplier, if they fail to supply material on time or has refused to supply and deal with your company.. Supplier name, Address & contact details specified here will be printed in various reports.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Supplier details, click on Open function button or press F2 key which will slide list of previously created Supplier. Scroll down and double click on required Supplier name or type the Supplier name in search box to filter and display the required name. Use arrow keys and press Enter key or double click on a Supplier name. This will retrieve all the Supplier details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted. In case any kind of transaction has been done with the selected supplier then that supplier cannot be deleted.

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### Product Category

This feature will let you categorize all the products that your company is dealing in.

Specify Category name. It can be either Brand name or Brand name + Type of Product.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Product Category name, click on Open function button or press F2 key which will slide list of previously created Supplier. Scroll down and double click on required Category name. This will retrieve the Category name for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted. In case a Product is created under selected category, then that category cannot be deleted.

### Product

This feature will let you manage all the products that your company is dealing in. You can properly classify each product under required category.

Select Category name, and specify Product code, Product name, Product description, and Re-order quantity. Re-order quantity will help you to know whether a particular product whose minimum quantity is remaining needs to be ordered.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Product details, click on Open function button or press F2 key which will slide list of previously created Product. Scroll down and double click on required Product name or type the Product code, Product name, or category name in search box to filter and display the required Product. This will retrieve the Product details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted. In case the selected Product is used in any kind of transaction, then it cannot be deleted.

### Taxes

*(Partially available in LITE version)*

This feature will let you manage all the Taxes related to Purchase and Sale.

Select Tax Type whether Purchase or Sale, and specify Tax name, Tax Rate, whether form is required to be given or received and the Form name. If Form required is marked for a Purchase tax, then the form name appears in forms to give report, after Purchase transaction is done with this Tax. If Form required is marked for a Sales Tax then the Form name appears in forms receivable report after Sales transaction is done with this Tax.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Tax details, click on Open function button or press F2 key which will slide list of previously created Tax. Scroll down and double click on required Tax name. This will retrieve the Tax details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You

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will be asked to confirm deletion and the record will be permanently deleted. In case you have used the selected Tax name in Sales or Purchase transactions, then that Tax details cannot be deleted.

### Financial Period

This feature will let you manage Financial years. Each transaction related to Sale or purchase or receipt or payment or stock are saved within a selected financial year. This ensures that none of your financial transactions are recorded out of a financial period created.

Specify Period name, Start date and End date.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created financial period details, click on Open function button or press F2 key which will slide list of previously created financial years. Scroll down and double click on required financial year. This will retrieve the financial period details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted. Here if you have recorded any transaction in the financial year that you want to delete, then you cannot delete that financial year.

### Preferences

This feature will let you customize appearance theme of the application, product quantity format, and the type of address to be displayed in reports.

Select Black, Blue, or Silver theme option, decimal format to be applied to product quantities and Production or Head office address.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

### License Info

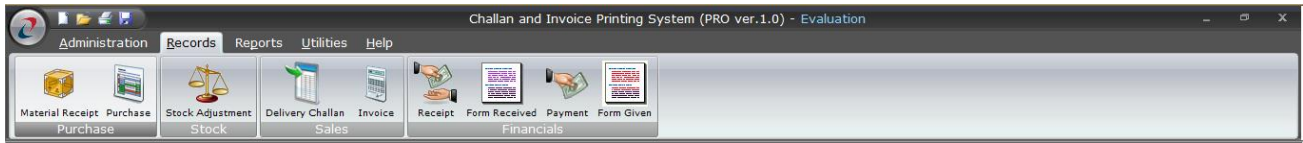
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First specify the name of owner in whose name you want your software to be registered. Then click on 'Generate License request file'. Select a destination folder where a file with name 'CHIPSreq.lic' will be saved. Email this license file at [atulchawathe@gmail.com](mailto:atulchawathe@gmail.com). If you have made payment, then you will receive back a license file with name 'CHIPS.lic' which you have to import by clicking 'Import License file' and selecting the folder where the license file reside. CHIPS will validate your license and if found correct will register it in the owner's name.



## Records

Records section has total 9 features to manage day to day transactions.



### Material Receipt

*(Not available in LITE version)*

This feature will let you manage all the products received from your Supplier.

Receipt number will be automatically generated in incrementing order based on prefix specified in Company profile. Specify Receipt date, select Supplier name from the drop down list. At this moment you can also quickly know what products and how much quantities were previously received from the selected supplier by clicking 'Prev...' button. Specify Ref. no. and date which will be the Challan details of supplier.

Now you have to specify products one by one along with the Accepted Qty., Rejected Qty., and Rejected reason. You can also specify the product code reference of supplier for your product. Clicking on 'Add' button will add the product details to the below given list. Proceed with adding other products in the similar manner. If you want to remove any product added to the list, tick mark the checkbox beside the product in the list and right click. A menu will appear which will allow you to remove the selected product from the list.

Lastly specify any remarks and notes.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Material Receipt, click on Open function button or press F2 key which will slide list of previously created Material Receipts. Scroll down and double click on required Receipt Number. This will retrieve the Material Receipt details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Print** – To print Material Receipt copy, details must have been loaded in Edit mode. Click on Print function button or press F8 key which will display Material Receipt report.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted. In case Purchase details are already stored against a Material Receipt then first you will have to delete the Purchase detail and then Material Receipt details can be deleted.

Note:

1. When you save or update Material Receipt details, Stock register is also updated which adds the quantities of Products you have specified.

### Purchase

*(Not available in LITE version)*

This feature will let you manage all the Purchases you make from your Supplier.

Purchase number will be automatically generated in incrementing order based on prefix specified in Company profile. Specify Supplier Bill No. Bill date, select Supplier name from the drop down list. As soon as you select a supplier, all the material receipts of that supplier whose bills are not yet entered will be listed on right side list. Tick mark all the required Receipts and all the products from those receipts will be automatically loaded in the below provided Products list. Now you can double

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click one by one product in the Products list. A popup will display where you can update Quantity, Rate and discount for selected product.

Further you can click on Next>> button which will slide in another page where you can specify additional details as under,

Specify additional discount received if any, name of any additional charges levied before Tax and its amount, Select Tax name as per purchase bill of supplier, specify any further additional charges name after Tax and its amount, any further deduction name and its amount, credit days offered by supplier and due date of the bill. Further specify any terms and conditions mentioned by supplier, any notes you want to store regarding this purchase transaction and any remarks.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Purchase details, click on Open function button or press F2 key which will slide list of previously created Purchases. Scroll down and double click on required Purchase Transaction Number. This will retrieve the Purchase details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted.

Note:

1. When you save or update Purchase details, books of accounts is also updated which can generate various types of accounting reports.

### Stock Adjustment

*(Not available in LITE version)*

This feature will let you adjust your Product stock by adding or deducting specified quantity.

Adjustment number will be automatically generated in incrementing order based on prefix specified in Company profile. Specify Adjustment date, select Adjustment Type from the drop down list i.e either Add or Deduct. Select Product category, Product name from the drop down list and specify its quantity and add this product to the below provided Product list. You can add any number of products to the list. To remove any added product in the list, tick mark the checkbox in front of the product in the list and click on 'Remove from list'. This will remove the selected product from the list. Specify any remarks that you want to store for this adjustment transaction.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Stock Adjustment details, click on Open function button or press F2 key which will slide list of previously created Adjustment numbers. Scroll down and double click on required Adjustment Number. This will retrieve the Stock Adjustment details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted.

Note:

1. When you save or update Stock Adjustment details, Stock register is also updated which adds or deducts the quantities of Products depending on Adjustment Type that you have specified.

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### Delivery Challan

This feature will let you dispatch Products to your Customers by preparing a challan.

Challan number will be automatically generated in incrementing order based on prefix specified in Company profile. Specify challan date, select Customer name from the drop down list. At this moment you can also quickly know what products and how much quantities were previously delivered to the selected customer by clicking 'Prev...' button. Specify PO. no. and date received from the customer. Select Product category, Product name from the drop down list and specify its quantity and add this product to the below provided Product list. You can add any number of products to the list. To remove any added product in the list, tick mark the checkbox in front of the product in the list and click on 'Remove from list'. This will remove the selected product from the list. Specify any remarks and Notes that you want to store for this challan transaction.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Delivery Challan details, click on Open function button or press F2 key which will slide list of previously created Challan numbers. Scroll down and double click on required Challan Number. This will retrieve the Delivery Challan details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Print** – To print Delivery Challan report, details must have been loaded in Edit mode. Click on Print function button or press F8 key which will display Delivery Challan report.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted. In case if an Invoice is prepared against a Challan, you will have to first delete the Invoice then the Challan can be deleted.

Note:

1. When you save or update Delivery Challan details, Stock register is also updated which deducts the quantities of Products that you have specified.

### Invoice

This feature will let you manage all the Invoices you send to your Customers.

Invoice number will be automatically generated in incrementing order based on prefix specified in Company profile. Specify Invoice date, select Customer name from the drop down list. As soon as you select a supplier, all the Delivery Challans of that customer whose Invoices are not yet prepared will be listed on right side list. Tick mark all the required Challans and all the products from those Challan's will be automatically loaded in the below provided Products list. At this moment you can also quickly know what products and how much quantities were previously billed to the selected customer by clicking 'Prev...' button.

Further you can double click one by one product in the Products list. A popup will display where you can update Quantity, Rate and discount for selected product.

Then click on Next>> button which will slide in another page where you can specify additional details as under,

Specify extra discount given if any, name of any additional charges levied before Tax and its amount, Select Tax name to be levied to customer, specify any further additional charges name after Tax and its amount, any further deduction name and its amount, credit days offered by supplier and due date of the Invoice. Further specify any terms and conditions to be intimated to customer, any notes you want to store regarding this Invoice transaction and any remarks.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

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**Open** – To modify previously created Invoice details, click on Open function button or press F2 key which will slide list of previously created Invoices. Scroll down and double click on required Invoice Transaction Number. This will retrieve the Invoice details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Print** – To print Invoice report, details must have been loaded in Edit mode. Click on Print function button or press F8 key which will display Invoice report.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted.

Note:

1. When you save or update Invoice details, books of accounts is also updated which can generate various types of accounting reports.

### Receipt

This feature will let you enter Receipt details against each invoice raised to customer.

Receipt number will be automatically generated in incrementing order based on prefix specified in Company profile. Specify Receipt date, select Customer name from the drop down list. As soon as you select a Customer, all the pending Invoices of that customer whose payments are not yet received will be listed below. The list displays total invoice amounts and any partial amounts received before. Here you have to double click those invoice number whose payment is currently received. A popup will be displayed in which you can specify details such as Received amount, Mode of receipt, and other details of receipt such as Cheque or DD no etc. Click on set button. In similar way you can do it for other invoices until the total receipt amount matches with what is received from customer.

Specify any remarks that you want to store for this Receipt transaction.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Receipt details, click on Open function button or press F2 key which will slide list of previously created Receipt numbers. Scroll down and double click on required Receipt Number. This will retrieve the Receipt details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Print** – To print Receipt report, details must have been loaded in Edit mode. Click on Print function button or press F8 key which will display Receipt report.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted.

Note:

1. When you save or update Receipt details, receipt amounts are allocated against those Invoices and other various types of accounting reports are also updated.

### Form Received

This feature will let you enter details of Sales Tax Form received from Customers.

Select Customer name from the drop down list. As soon as you select a Customer, all the previously received forms of that customer are displayed in right side list. Now select Tax levied Form from the drop down list and a list of all Invoices will be displayed whose Form is not yet received. From the Invoice list displayed, tick mark all those invoices whose form is received. You will notice as you

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start tick marking invoices, the invoice amount gets added to the form amount at right hand bottom field. Further specify form number, form date, and form received date.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Form received details, click on Open function button or press F2 key which will slide in list of previously created Form received transactions. Scroll down and double click on required transaction. This will retrieve the form received details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Print** – To print Form Received acknowledgement report, details must have been loaded in Edit mode. Click on Print function button or press F8 key which will display the report.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted.

### Payment

*(Not available in LITE version)*

This feature will let you enter Payment details against each Bill received from Supplier. Payment number will be automatically generated in incrementing order based on prefix specified in Company profile. Specify Payment date, select Supplier name from the drop down list. As soon as you select a Supplier, all the pending Bills of that Supplier whose payments are not yet made will be listed below. The list displays total Bill amounts and any partial amounts paid before. Here you have to double click those Bill number whose payment is currently being made. A popup will be displayed in which you can specify details such as amount to pay now, Mode of payment, and other details of payment such as Cheque or DD no etc. Click on set button. In similar way you can do it for other Bills until the total Payment amount matches with what is paid to the Supplier. Specify any remarks that you want to store for this Payment transaction.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

**Open** – To modify previously created Payment details, click on Open function button or press F2 key which will slide list of previously created Payment numbers. Scroll down and double click on required Payment Number. This will retrieve the Payment details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Print** – To print Payment voucher report, details must have been loaded in Edit mode. Click on Print function button or press F8 key which will display the report.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted.

Note:

1. When you save or update Payment details, Payment amounts are allocated against those Bills of suppliers and other various types of accounting reports are also updated.

### Form Given

*(Not available in LITE version)*

This feature will let you enter details of Purchase Tax Form given to Suppliers. Select Supplier name from the drop down list. As soon as you select a Supplier, all the previously given forms to that supplier are displayed in right side list. Now select Tax levied Form from the drop down list and a list of all Bills will be displayed whose Form is not yet given. From the pending

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bills list displayed, tick mark all those bills whose form is to be given. You will notice as you start tick marking bills, the bill amount gets added to the form amount at right hand bottom field. Further specify form number, form date, and form given date.

**Save** – After specifying all the details, click on save function button or press F10 key to save the record.

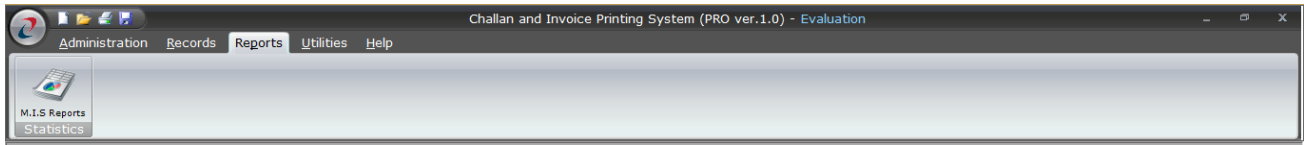
**Open** – To modify previously created Form given details, click on Open function button or press F2 key which will slide in list of previously created Form given transactions. Scroll down and double click on required transaction. This will retrieve the form given details for modifications in Edit mode. Make necessary changes and click on Save function button or press F10 key to save details.

**Print** – To print Form Issue letter report, details must have been loaded in Edit mode. Click on Print function button or press F8 key which will display the report.

**Delete** – Records can be deleted in Edit mode. First you have to open a record in Edit mode that you want to delete. Then click on Delete icon that is located on top right hand side of the page. You will be asked to confirm deletion and the record will be permanently deleted.

## Reports

Reports section has one feature to generate all required MIS reports.



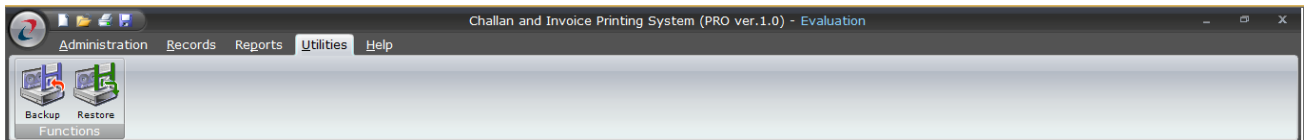
### M.I.S Reports

*(Only 16 MIS + 6 Individual reports available in LITE version)*

Currently CHIPS PRO generates 46 MIS reports and 7 Individual reports from respective pages. This feature displays the list of all report on left section and the right section takes parameters as input for generating majority of the MIS Reports. After specifying the necessary parameter such as date range or value from drop down list, click on Print function button or press F8 key which will display the selected report.

## Utilities

Utilities section has two features to manage backup & restore of data.



### Backup

This feature will let you to take regular backup of your data. Just select a folder by clicking the Browse button and then click 'Start Backup'. A file with the Name 'Backup.accdb' will be created. Copy this file to some safe place.

It is recommended to take regular backup of your data on daily basis.

### Restore

Restoring CHIPS database is a simple process. If you have taken latest backup from CHIPS Software from above Backup process, then you can copy that 'Backup.accdb' database file to CHIPS installation folder and replace the existing 'CHIPS.accdb' database file.