

MyCAIS FAQ

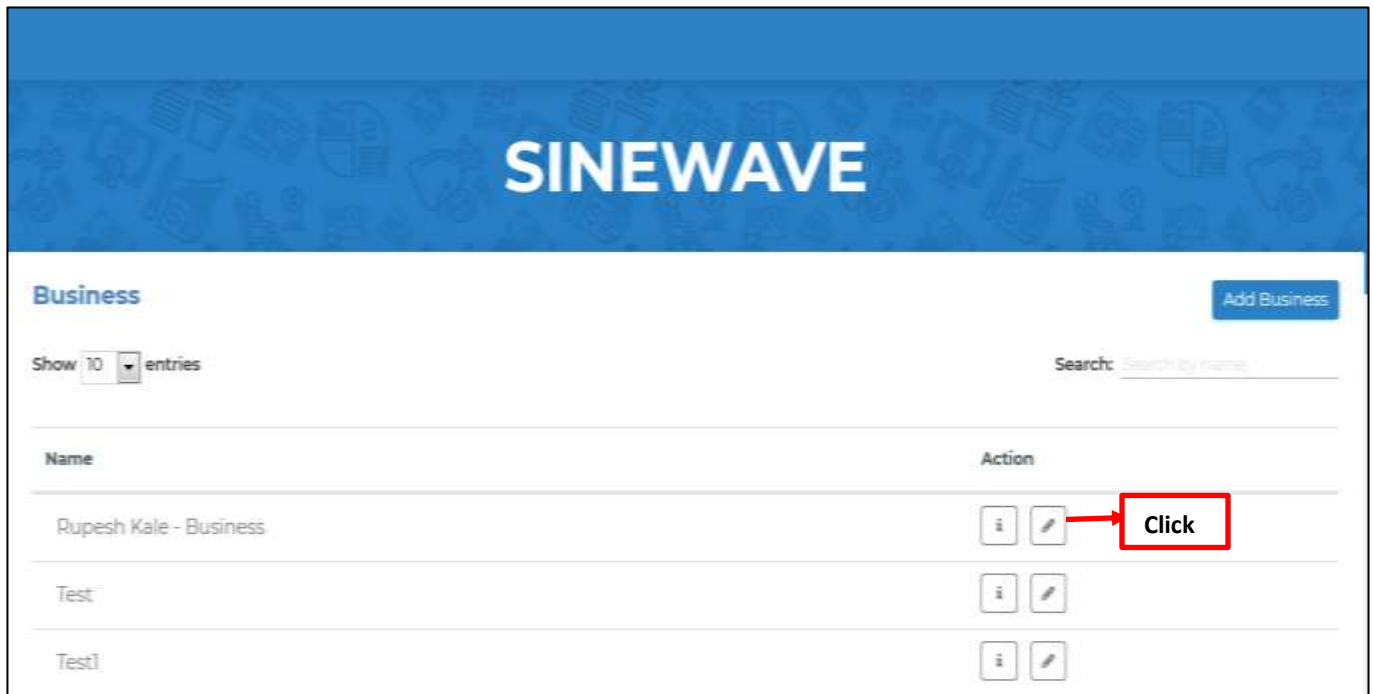
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FAQ'S OF MYCAIS SOFTWARE: -

1. How to enter company details in the business?



You will get below screen where you have to enter all your business details as shown:

The screenshot shows the Sinewave Business Name form. At the top, there is a blue header with the Sinewave logo and a gear icon. Below the header, the word "Business Name" is displayed in a blue box, followed by a "Back" button. The form is divided into two main sections: "Business Details" and "Contact Details".

Business Name: Rupesh Kale - Business

Business Details:

- Trader Name: Rupesh Kale
- Business Identifier: Rupesh Kale And Associates
- Financial Year: 2018-19
- Last Year Turn Over: [Empty field]
- Number Format: 023456,789 00
- GST registration type: GST Unregistered

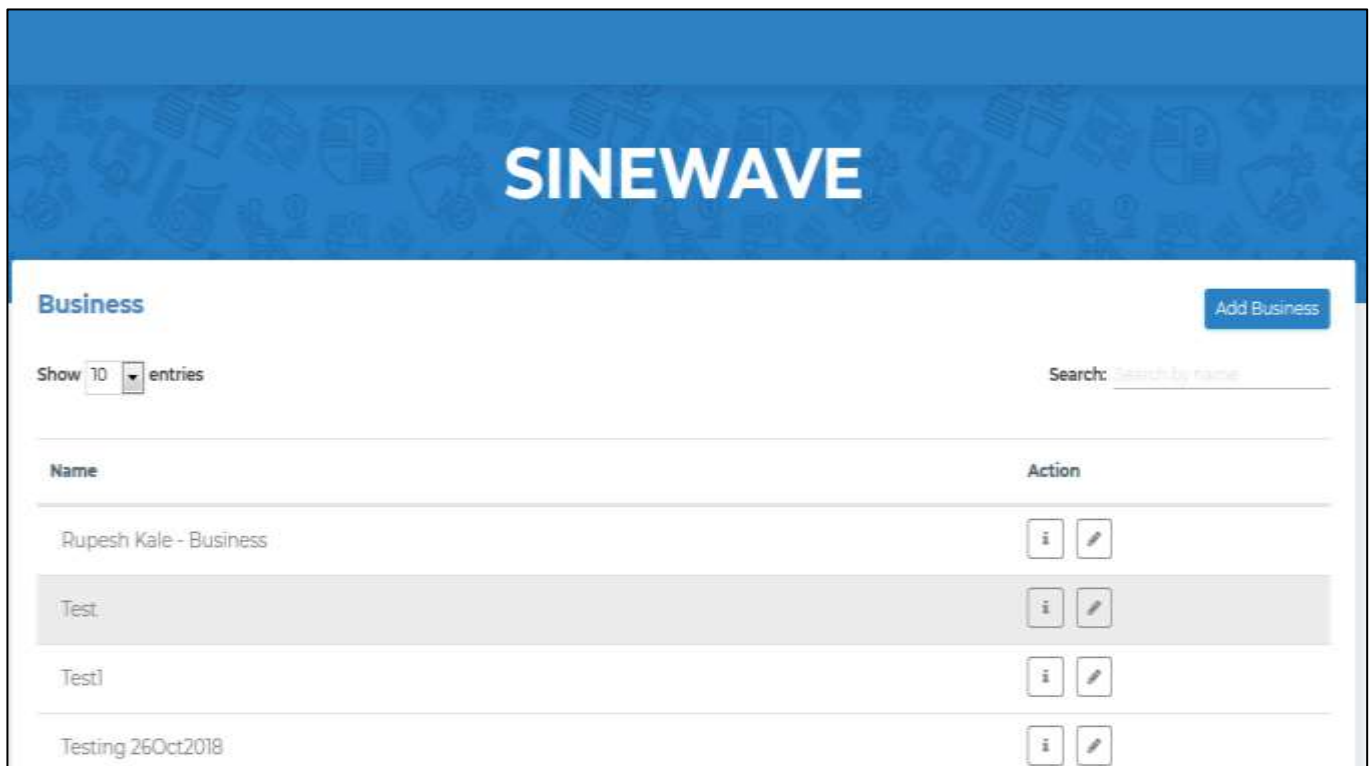
Contact Details:

- Address 1: SUPER MALL, T-22, 3RD FLOOR,
- Address 2: SALUNKE VIHAR ROAD, WANAWADI
- Country: India
- State: Maharashtra
- City: Pune
- Pincode: 411040

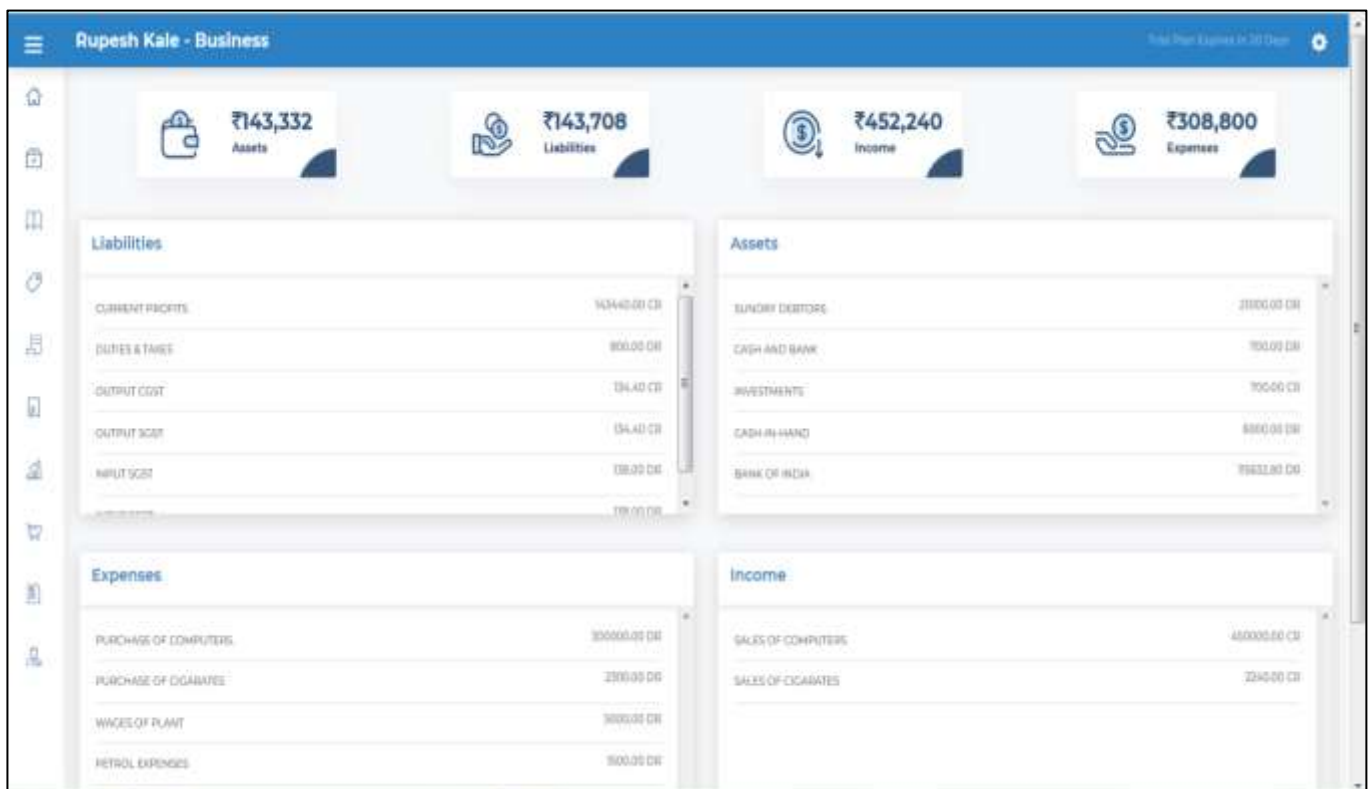
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After this at bottom click on Save to store the details of your business.

2. How to start after saving the details of business?



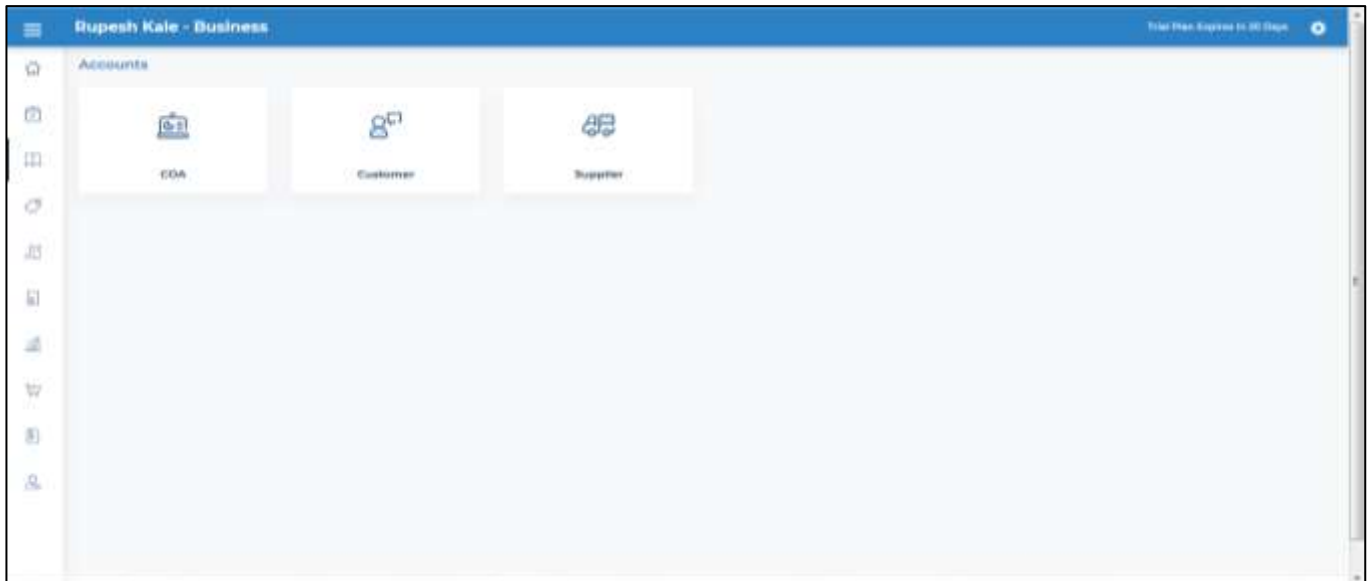
From above menu select your business & click on it, main dashboard will open on the screen as below



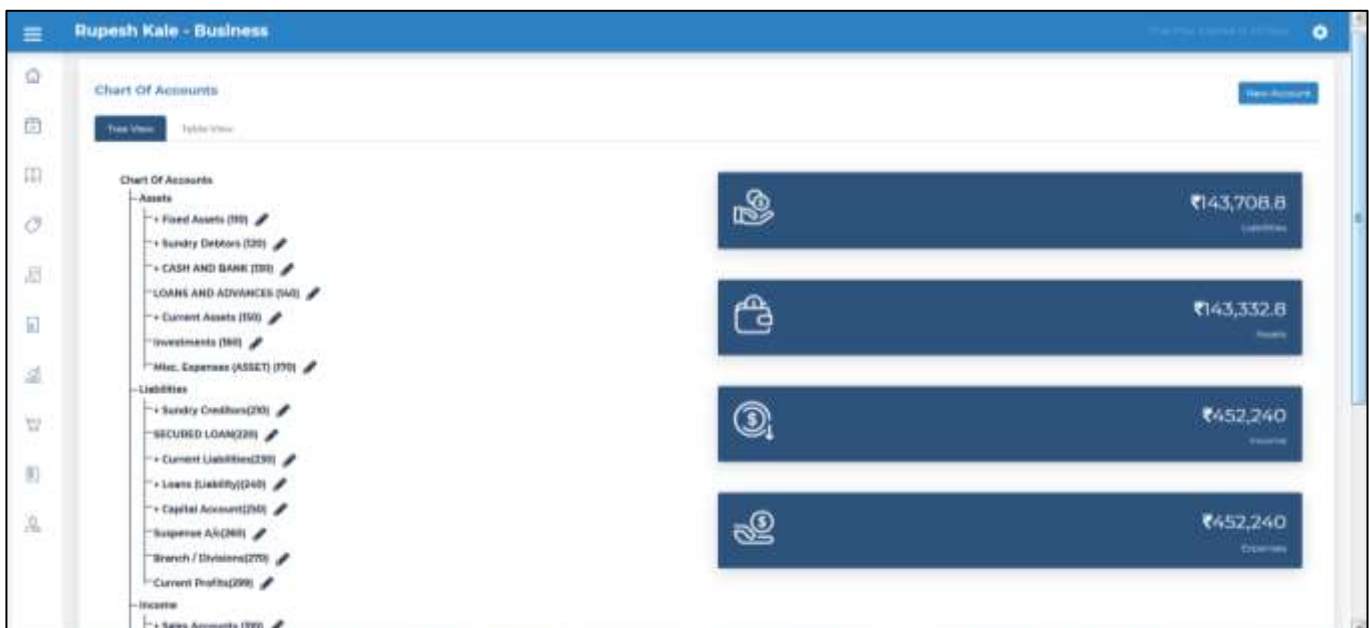
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3. How to define ledger accounts in the system?

From this on the left-hand side first go to Accounts tab on the left.



You will see three tabs as COA, Customer & Supplier, you have to define all your ledger accounts from COA option as shown below, make sure you are not defining Customer & Supplier from this option.



Here you will see default tree structure given to you in the system based on main financial reports B/S & P/L with grouping of ledgers.

To create a new ledger, you have to click on New Account on the right top corner. In the below screen shot shown how to define bank, for this first you have to mention your ledger description, short name will be automatically picked up same as description, you can able to change this. Then in Parent Account you have to select group under which you want to create this ledger. Then select account type, on this selection system will automatically pick up

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category of ledger under Assets, Liabilities, Income or Expenses. Then select master or sub option from the menu, same way select control or detail from menu. At bottom you can able to give opening balance of the ledger, on the right-hand side ledgers will be created with internal codes. Then you have to mention whether it is a ledger or sub ledger and at bottom which is the control account of the ledger which you have created.

EDIT ACCOUNT [Close]

Description *
BANK OF INDIA

Parent Acc
CASH AND BANK

Category *
Assets

Master/Sub A/C
Sub

Det./Control A/C
Detail

Opening Balance
100000

Short Name
ACCOUNT NAME

Acc Type
Bank

Code
13002

Ledger/Sub
Select Ledger/Sub

Con Acc
Select control account

as of date
01-04-2018

[Update] [Clear]

In below screen shown how to define sales & purchases ledgers.

EDIT ACCOUNT [Close]

Description *
SALES OF COMPUTERS

Parent Acc
Sales Accounts

Category *
Income

Master/Sub A/C
Sub

Det./Control A/C
Detail

Opening Balance
0

Short Name
ACCOUNT NAME

Acc Type
Sales

Code
6000

Ledger/Sub
Sub

Con Acc
Select control account

as of date

[Update] [Clear]

EDIT ACCOUNT [Close]

Description *
PURCHASE OF COMPUTERS

Parent Acc
Purchase Accounts

Category *
Expenses

Master/Sub A/C
Sub

Det./Control A/C
Detail

Opening Balance
0

Short Name
ACCOUNT NAME

Acc Type
Purchase

Code
6000

Ledger/Sub
Select Ledger/Sub

Con Acc
Select control account

as of date

[Update] [Clear]

Below shown you how to define your expenses ledgers

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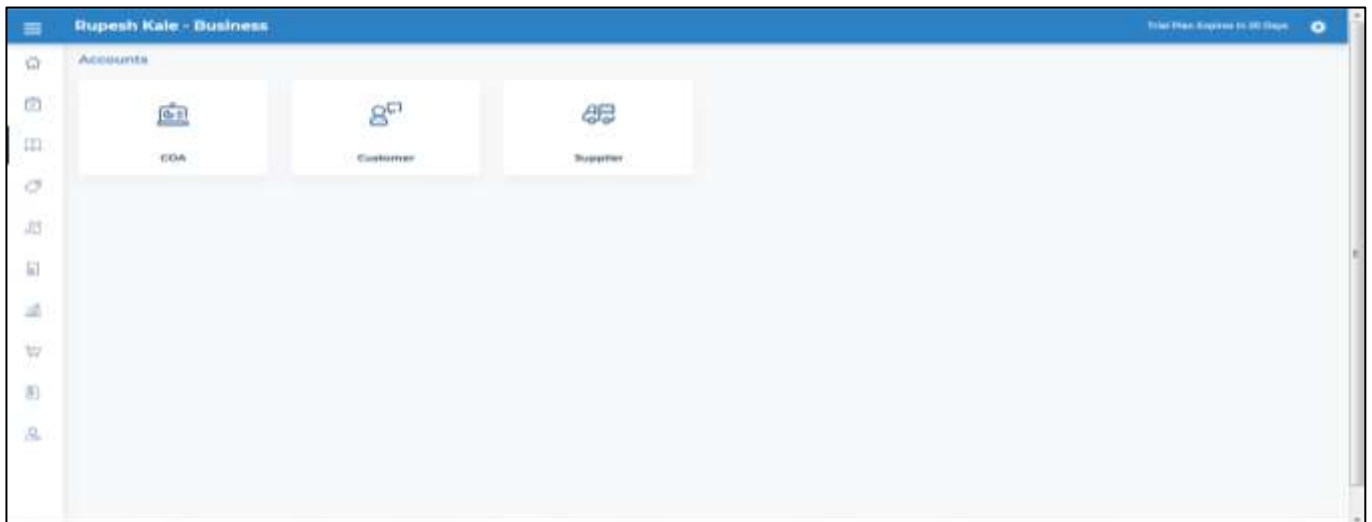
EDIT ACCOUNT ✕

<p>Description *</p> <input type="text" value="SALARIES PAID"/>	<p>Short Name</p> <input type="text" value="Account name"/>
<p>Parent Acc</p> <input type="text" value="Indirect Expenses"/>	<p>Acc Type</p> <input type="text" value="Other"/>
<p>Category *</p> <input type="text" value="Expenses"/>	<p>Code</p> <input type="text" value="43001"/>
<p>Master/Sub A/C</p> <input type="text" value="Sub"/>	<p>Ledger/Sub</p> <input type="text" value="Select Ledger/Sub"/>
<p>Det./Control A/C</p> <input type="text" value="Detail"/>	<p>Con Acc</p> <input type="text" value="Select control account"/>
<p>Opening Balance</p> <input type="text" value="0"/>	<p>as of date</p> <input type="text"/>

Your saved ledgers will be displayed under predefined groups of the Tree or Table structure

4. How to define Customers in the system?

For defining customers, you have to go to Customers tab under the Accounts tab.



You will get below screen.

Customer name	Short name	GSTIN	Credit	Action
CUSTOMER	CUSTOMER FOR TESTING	27AAAAR1234A1ZK		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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Click on New Customer tab on the right side top corner, you will get below screen.

New Customer

Customer Name *
 Display name as
 Phone
 Mobile

Company Email
 Website
 Fax
 Other

GST registration type *
 GSTIN
 is Sub-customer
 Enter parent customer...
 Bill with parent

Address | Contact Details | Tax info | Payment and billing | Bank Details

Billing Address

India | Select an Option
 Enter city | Pin Code

Shipping Address [Copy from Billing](#)

India | Select an Option
 Enter city | Pin Code

Save

Enter all the necessary details in the screen as shown below screen shot, at bottom bill & shipping address.

NEW CUSTOMER

Customer Name *
 CUSTOMER
 Display name as
 CUSTOMER FOR TESTING
 Phone
 3340679
 Mobile
 982398123

Company Email
 CUSTOMER@GMAIL.COM
 Website
 GSTIN
 27MAARA1234A1DK
 is Sub-customer
 Enter parent customer...
 Bill with parent

Address | Contact Details | Tax info | Payment and billing | Bank Details

Billing Address

A
 India | Maharashtra
 PUNE | 410001

Shipping Address [Copy from Billing](#)

A
 India | Maharashtra
 PUNE | 410001

Save

Then enter contact details.

Address | **Contact Details** | Tax info | Payment and billing | Bank Details

Person Name
 MR CUSTOMER
 Position
 GM

E-mail
 CUSTOMER@GMAIL.COM

Contact Number *
 982398123

Save

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Then enter Tax information.

Address Contact Details **Tax info** Payment and billing Bank Details

Tax Reg. No. CST reg. no.

27123456789V 27123456789C Apply TDS for this customer

PAN No. TAN No.

ABCP01234E PENB01234D

Save

Then enter Payment & Billing details.

Address Contact Details Tax info **Payment and billing** Bank Details

Preferred payment method Terms

Cheque Net 15

Preferred delivery method Opening balance as of*

Print Later 0 13-10-2018

Save

Then enter Bank Details.

Address Contact Details Tax info Payment and billing **Bank Details**

Bank Account Number

Allahabad Bank 1234567890123456

IFSC MICR Code

ABCD0000000 123456789

Save

5. How to define Suppliers in the system?

FOR THIS YOU HAVE TO FOLLOW ALL SAME STEPS AS YOU DONE TO DEFINING CUSTOMER

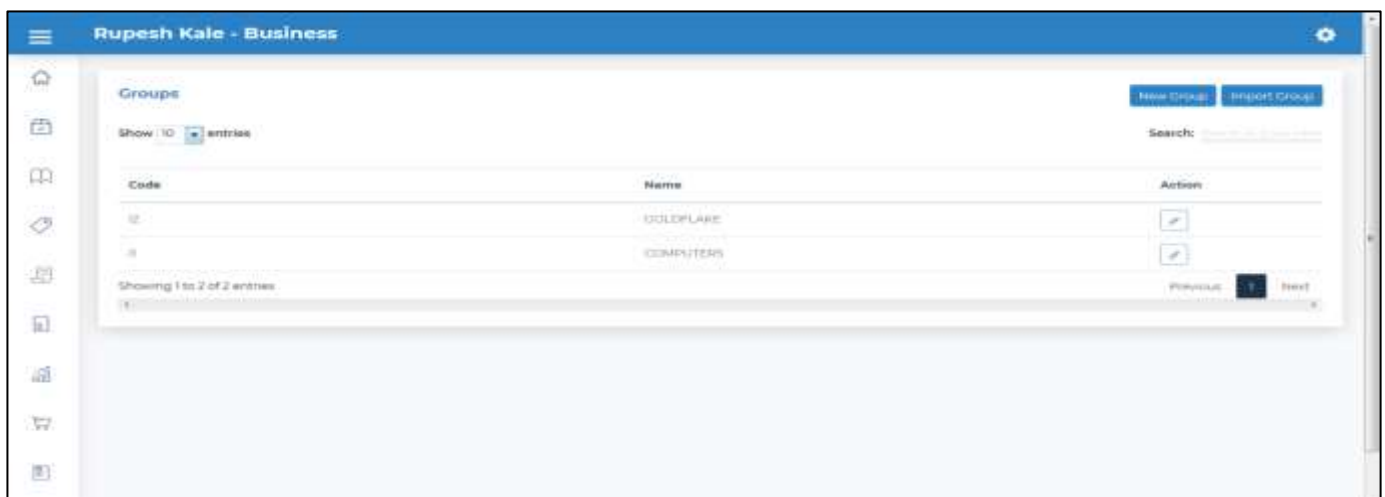
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6. How to define items in the system?

For this you need to go back and select Products tab on the left side which is above the accounts tab.



Out of this four tabs Group / Item / HSN & UOM we have provided UOM & HSN list in the system. You have to first categories your items in a specific group. (E.G. Group : Monitors / T.V.'s / Laptops etc...). So first you have to go to Group option to define your groups.



To Create a new group, click on New Group, Enter details of your group with posting to respective Sales & Purchase ledgers.

EDIT GROUP

Group Name *
COMPUTERS

Code
03

Sales Account
SALES OF COMPUTERS

Purchase Account
PURCHASE OF COMPUTERS

Update

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After this go to Item tab from Products Tab & click on it you will get below screen.

ID	Code	Name	Sales Rate	Purchase rate	Action
OpID-01	0-2	SHO GOLDPLATE	₹10.00	₹11.00	[Edit]
OpID-02	0-1	SHALL GOLDPLATE	₹10.00	₹10.00	[Edit]
OpID-03	0-3	COMPUTER 1	₹20000.00	₹10000.00	[Edit]
OpID-04	0-4	COMPUTER 2	₹10000.00	₹10000.00	[Edit]
OpID-05	0-1	COMPUTER 1	₹10000.00	₹30000.00	[Edit]

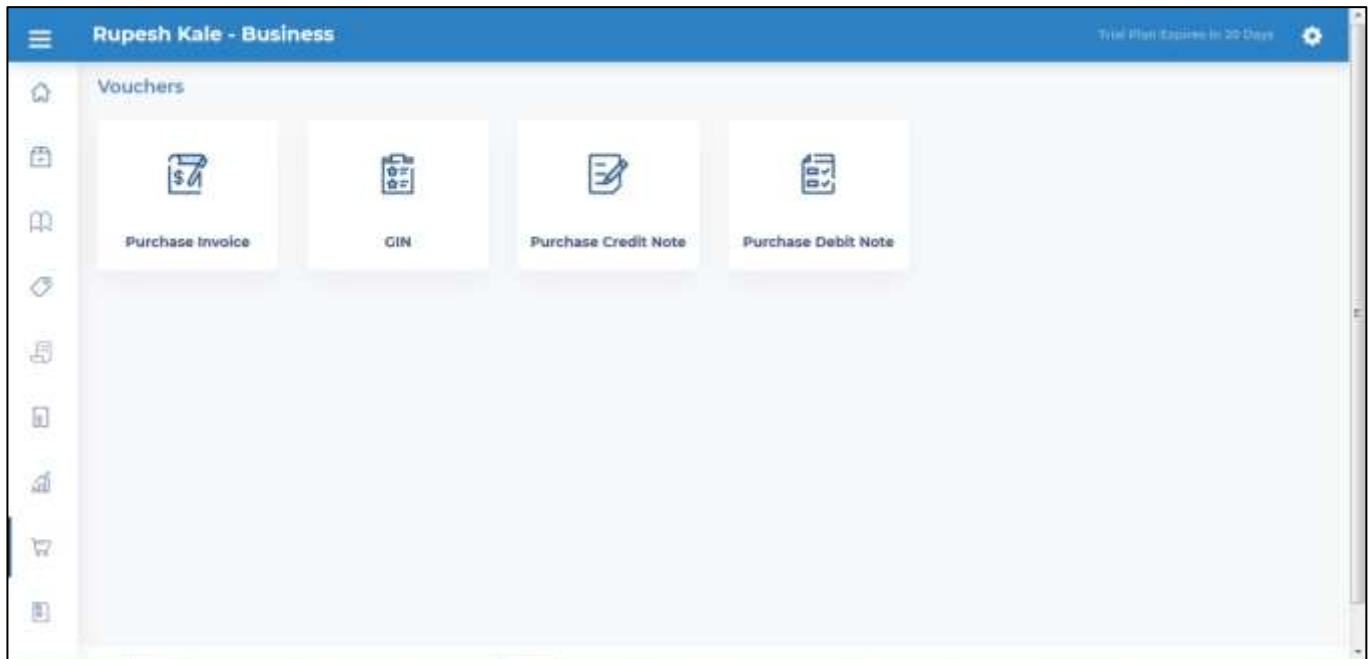
To define a new item, click on new item

Enter the details as shown in the screen and save the details at bottom.

7. How to enter Purchase transactions in the system?

In this software we have provided you various transactions entries like Sales / Purchase / Expenses / Receipts / Journal voucher entries. Other than this in Sales, we have provided Delivery Challan, Debit note & Credit note same way in Purchases, GIN, Debit note & Credit note.

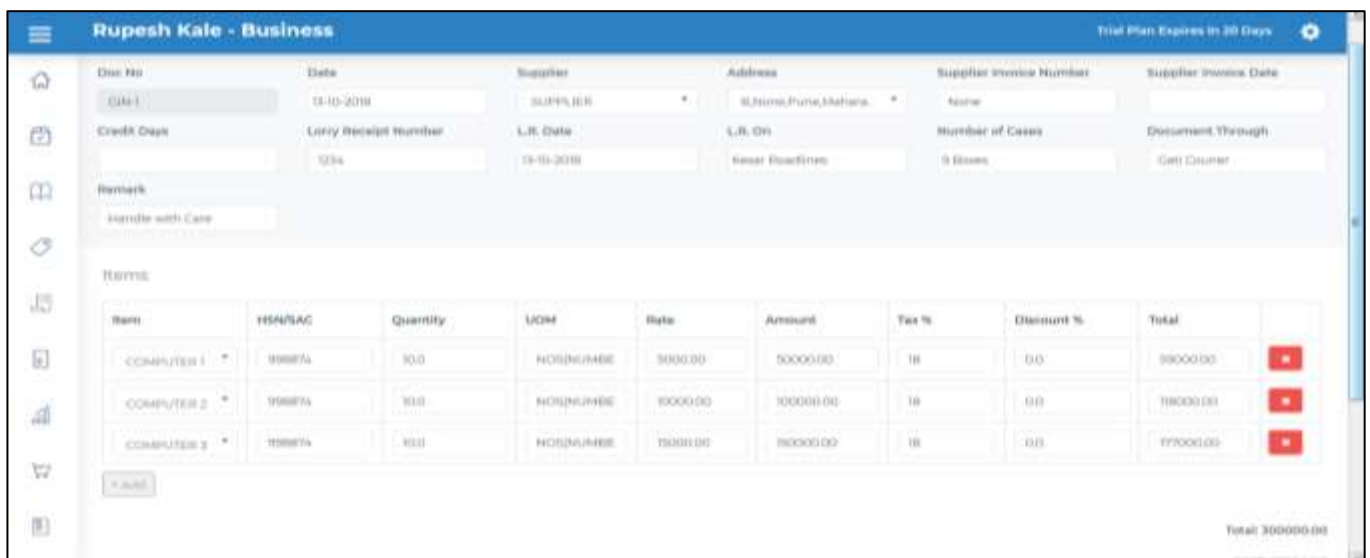
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We will see first transactions of Purchases on by one.

8. How to enter Purchase GIN in the system?

Enter the details of the goods inward note received to you from your supplier, you need to enter details of your GIN as shown in the below screen shot. At the bottom of GIN system will automatically calculate the CGST / SGST or IGST amount based on State



9. How to enter Purchase Voucher in the system against GIN?

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First thing you can enter your purchase voucher without GIN linking also and with GIN linking also. Below I have shown you how to enter Purchase Voucher with GIN linking. You have to go to Purchase tab, in this you have to click on Purchase Voucher tab, then you will see below screen to enter details of your Purchase Voucher.

On this voucher it will show you P/V No, then select the date, select supplier name, it will list you no of GIN's from that supplier. Select the GIN number it will pick up all the information provided on the GIN on to Purchase Voucher as shown in the below screen.

Item	HSN/SAC	Quantity	UOM	Rate	Amount	Tax %	Discount %	Total
COMPUTER 1	998874	10.0	NOS/NUMBE	3000.00	30000.00	18	0.0	39000.00
COMPUTER 2	998874	10.0	NOS/NUMBE	10000.00	100000.00	18	0.0	118000.00
COMPUTER 3	998874	10.0	NOS/NUMBE	15000.00	150000.00	18	0.0	177000.00

At the bottom system will show you auto calculated CGST / SGST / IGST amounts depending upon State.

10. How to enter Debit note in Purchases?

Go to Purchase Tab -> go to Purchase Debit Note -> click on New Purchase Debit Note, then you will get a screen as below where you have to enter your debit note details as shown in the below screen shot. This debit note you can enter against the P/V or direct D/N without linking any Purchase Voucher.

Item	HSN/SAC	Quantity	UOM	Rate	Amount	Tax %	Discount %	Total
COMPUTER 1	998874	1.0	NOS/NUMBE	5000.00	5000.00	18	0.0	5900.00
COMPUTER 2	998874	1.0	NOS/NUMBE	10000.00	10000.00	18	0.0	11800.00

At the bottom system will show you auto calculated CGST / SGST / IGST amounts depending upon State.

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11. How to enter Purchase Credit Note in the System?

Go to Purchase Tab -> In that go to Purchase Credit Note -> in this click on New Purchase Credit Note button then you will get a screen where you have to enter your purchase credit note details as shown in the below screen shot.

Item	HSN/SAC	Quantity	UOM	Rate	Amount	Tax %	Discount %	Total
COMPUTER 1	958874	1.0	NOS/NUMBE	5000.00	5000.00	18	0.0	5900.00
COMPUTER 2	958874	1.0	NOS/NUMBE	10000.00	10000.00	18	0.0	11800.00
COMPUTER 3	958874	1.0	NOS/NUMBE	15000.00	15000.00	18	0.0	17700.00

At the bottom system will show you auto calculated CGST / SGST / IGST amounts depending upon State.

12. How to enter Sales Details in the system?

If you want to enter your sales details, then you have to go to Sales Tab on the left side from this you have to select the tab of the document which you want to enter.

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13. How to enter Deliver Challan in the system?

First go to Challan tab click on it, it will give you screen where you have to enter the details asked in the screen like customer name, address and other things as shown in the below screen shot.

Item	HSN/SAC	Quantity	UOM	Rate	Amount	Tax %	Discount %	Total
COMPUTER 1	998874	10.0	NOS	10000.00	100000.00	18	0.0	118000.00
COMPUTER 2	998874	10.0	NOS	15000.00	150000.00	18	0.0	177000.00
COMPUTER 3	998874	10.0	NOS	20000.00	200000.00	18	0.0	238000.00

Total: 450000.00
COST: 405000.00
SGST: 40500.00

This way you can enter your challan details in the system.

14. How to enter Sales Invoice in the system?

For this go to Sale Tab -> In that select Sales Invoice, you will get a screen to enter your sales details, this invoice you can link with your Delivery Challan or you can directly make the Invoice without Delivery Challan. For this you will get below screen where you have to enter all the necessary details as required.

Item	HSN/SAC	Quantity	UOM	Rate	Amount	Tax %	Discount %	Total
COMPUTER 1	998874	10.0	NOS	10000.00	100000.00	18	0.0	118000.00
COMPUTER 2	998874	10.0	NOS	15000.00	150000.00	18	0.0	177000.00
COMPUTER 3	998874	10.0	NOS	20000.00	200000.00	18	0.0	238000.00

Total: 450000.00

This way you can enter your Sales Invoices details in the system.

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At the bottom system will show you auto calculated CGST / SGST / IGST amounts depending upon State.

15. How to enter Sales Credit Note in the system?

For entering the Sales Credit note go to Sales Tab -> Select Sales Credit Note Tab -> Click on it, it will give you screen to enter the details of your sales credit note. You can enter your sales credit note against you sales invoice or directly as sales credit note. You will get below screen where you have to enter the details as required by the system.

Item	HSN/SAC	Quantity	UOM	Rate	Amount	Tax %	Discount %	Total
COMPUTER 1	950874	1.0	NOS	10000.00	10000.00	18	0.0	11800.00
COMPUTER 2	950874	1.0	NOS	15000.00	15000.00	18	0.0	17700.00
COMPUTER 3	950874	1.0	NOS	20000.00	20000.00	18	0.0	23600.00

At the bottom system will show you auto calculated CGST / SGST / IGST amounts depending upon State.

16. How to enter Sales Debit note in the system?

For entering the Sales Debit note go to Sales Tab -> Select Sales Debit Note Tab -> Click on it, it will give you screen to enter the details of your sales debit note. You can enter your sales debit note directly in the system as shown below in the screen

Item	HSN/SAC	Quantity	UOM	Rate	Amount	Tax %	Discount %	Total
COMPUTER 1	950874	1	NO OF UNITS	10000.00	10000.00	18	0	11800.00

Total: 10000.00
CGST: 900.00
SGST: 900.00

At the bottom system will show you auto calculated CGST / SGST / IGST amounts depending upon State.

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17. How to enter receipt transaction in the system?

For entering the Receipt voucher go to Receipt Tab -> click on New Receipt Voucher on the right side top corner. It will give you a screen where you have to enter the details of your Receipt voucher as shown below. You have to enter Credit Account Number, Debit account number, amount and save it.

Rupesh Kale - Business

Edit Receipt

Doc No. REC-1 Date 13-10-2018 Debit Account BANK OF INDIA Amount received 500000.00

Outstanding Transactions

Credit Account	Invoice Id	Invoice Amount	Received Amount	Balance	Received	Action
CUSTOMER	INV-1	500000.00	500000.00	21000.00	500000.00	[Action]

Narration: Total Dr Amount:500000.00 Total Cr Amount:500000.00 [Save]

You can enter all your receipts other than customers also from this menu.

18. How to enter expense voucher against the suppliers outstanding?

For entering the expense voucher go to Expense Tab -> click on New expense voucher on the right side top corner. It will give you a screen where you have to enter the details of your expense voucher as shown below.

Rupesh Kale - Business

Edit Expense

Doc No. EXP-5 Date 13-10-2018 Credit Account BANK OF INDIA Amount paid 350000.00 Total Outstanding 0.0

Outstanding Transactions

Debit Account	Invoice Id	Invoice Amount	Paid Amount	Balance	Payment	Action
SUPPLIER	INV-1	354000.00	354000.00	0.00	350000.00	[Action]

Narration: Total Dr Amount:350000.00 Total Cr Amount:350000.00 [Save]

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In the said screen if you select the debit account as your suppliers name It will show you the list is outstanding invoices which are payable to the respective supplier. Select the invoice and you can make the payment to the respective supplier.

19. How to enter expense vouchers other than suppliers?

For this you have to go to Expenses -> click on New Expense Voucher, system will give you new screen where you have to enter your expense voucher details as shown in the below screen shot.

Here in this expense voucher you can select the multiple expenses ledger accounts for one day,

20. How to enter Journal Voucher in the system?

For this you have to go to Journal Voucher Tab -> click on it, It will show you a screen where you have to enter the details of your journal voucher as shown in the below screen shot. In this screen shot I have shown you how to transfer difference of your CGST & SGST payable to respective payable accounts

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Now in the second Journal voucher I will show you how to pay this liability of your GST.

Particulars	Debit Amount	Credit Amount
COST Payable	13000	0
GST Payable	13000	0
BANK OF INDIA	0	27000

Total Dr Amount: 27000.00 Total Cr Amount: 27000.00

Enter your accounts details as shown in the screen shot, you can enter this voucher as your expense voucher also instead of Journal voucher.

This will never affect to your Profit & Loss Account it will reflect only in your Balance Sheet under Liabilities

21. From where we can see various reports in the system?

ALL REPORTS HAS FACILITY TO EXPORT IT INTO EXCEL FORMAT.

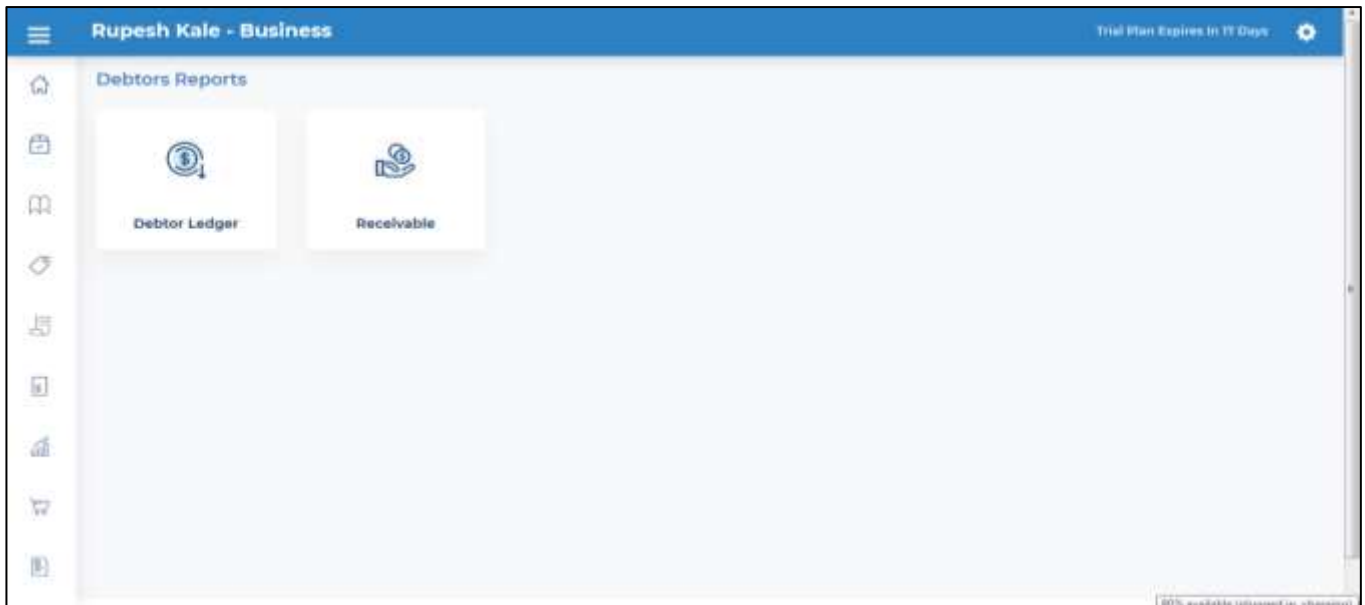
To view various reports of the system you have to go to Reports tab on the left-hand side of the screen as shown in the below screen.

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On this screen you will see different tabs for different types of reports like Debtors Report, Creditors Report, General Ledger, Stock Reports, Final Accounts, GST Reports & Registers.

22. How to see Debtors ledger or outstanding of the debtors?

To see the debtor's ledger or debtors receivable amount you have to go to Debtors Reports tab -> then click on the Debtors ledger from the below screen



After clicking on the Debtors ledger button system will show you debtors ledger on the screen as shown below.

Doc No	Date	Narration	Debit	Credit
12001 CUSTOMER				
INV-1	13-10-2018		53100.00	0.00
C/R-1	13-10-2018		0.00	53100.00
D/R-1	13-10-2018		53100.00	0.00
REC-2	18-10-2018		0.00	3000.00
REC-3	18-10-2018		0.00	7000.00
INV-2	19-10-2018		2000.00	0.00
REC-4	19-10-2018	Fee	0.00	2500.00
REC-1	19-10-2018		0.00	50000.00

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	Balance receivable as on 31/03/2019	21000.00
	Total Sundry debtors	21000.00
Total	586608.80	586608.80

Debtors Receivable: Click on Debtors Receivable tab on the screen

Customer	Acc Code	Total Invoice Amount	Sales Return	Rate Adjustment	Paid Amount	Balance Amount	Action
CUSTOMER	12001	586608.80	57100.00	0.00	572508.80	21000.00	View Invoices
Total Receivable						21000.00	

This way system will show you receivable amount from your debtors, from this report you can go till receipts option by clicking on the View Invoice Button, system will take you to invoice, then click on View Receipt button it will display you list of receipts entered against customer.

23. How to view Creditors Ledger or outstanding in the system?

Creditors Ledger:

To see the creditors ledger or creditors outstanding amount you have to go to Creditors Reports tab -> then click on the Creditors ledger on the screen. It will show you creditors ledger as shown in the below screen shot.

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Creditor Ledger

Month Wise Data Wise

From 01/04/2018 to 31/03/2019
BUN DATE: 3/11/2018

Doc No	Date	Narration	Debit	Credit
21001 SUPPLIER				
PV-1	13-10-2018		0.00	354000.00
C/N-1	13-10-2018		0.00	354000.00
D/N-1	13-10-2018		354000.00	0.00
PV-3	19-10-2018		0.00	2576.00
EXP-9	19-10-2018	PAID FULL AMOUNT	2576.00	0.00
EXP-5	13-10-2018		380000.00	0.00
EXP-8	18-10-2018		4000.00	0.00
Balance payable as on 31/03/2019			0.00	

24. How to see creditors outstanding report in the system?

Creditors Outstanding: click on the creditors outstanding tab, then you will see report as below screen shot.

Outstanding

Select Date

Supplier	Acc Code	Invoice Amount	Purchase return	Rate Adjustment	Paid Amount	Balance Amount	Action
SUPPLIER	21001	399776.00	35400.00	0.00	358776.00	0.00	View Purchase Invoices
Total						0.00	
Outstanding							

This way system will show you outstanding amount of your creditors, from this report you can go till Expenses Voucher option by clicking on the View Purchase Voucher Button, system will take you to purchase voucher, then click on View Expenses button it will display you list of expenses entered against supplier.

25. How to see General Ledger from the system?

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For this you have to go to reports tab on the left hand side -> from this go to General Ledger tab, click on this button then system will show you report of all the ledger accounts created in the system as below.

General Ledger | Select Date | Back To report | RUN DATE: 31/10/2018 | Excel

Date	Doc No	Account Details	Debit	Credit
120 Sundry Debtors				
31-10-2018	D120HV201810	Sundry Debtors	33300.00	0.00
31-10-2018	C120GND01810	Sundry Debtors	0.00	33190.00
31-10-2018	D120HND01810	Sundry Debtors	32100.00	0.00
31-10-2018	C120HC201810	Sundry Debtors	0.00	512500.00
		Closing Balance-->	21000.00	0.00
		Total Credit/Debit	586600.00	586600.00
210 Sundry Creditors				
31-10-2018	C210PVD01810	Sundry Creditors	0.00	35874.00
31-10-2018	C210GND01810	Sundry Creditors	0.00	35400.00

26. How to see stock related reports in the system?

Regarding your items stock you have two reports in the system as Stock Statement & Stock Register. In stock statement you will see report of Item, op Stock, Receipts, Issues, Closing Stock and valuation of stock in hand based on your purchase rate from the item master.

Stock Statement | Select Date | Back To report | From 01/04/2018 to 31/03/2019 | RUN DATE: 31/11/2018 | Excel

Item	Name	UOM	Opening Stock	Receipts	Issues	Closing Stock	Rate	Value
COMPUTERS								
B-1	COMPUTER 1	NOS(NUMBERS)	10	10	10	2	5000.00	10000.00
B-2	COMPUTER 2	NOS(NUMBERS)	10	10	10	2	10000.00	20000.00
B-3	COMPUTER 3	NOS(NUMBERS)	10	10	10	2	15000.00	30000.00
Total COMPUTERS				33.0	30.0	6.0		60000.00
GOLDFLAKE								
G-1	SMALL GOLDFLAKE	NOS(NUMBERS)	12.0	100.0	80.0	32.0	10.00	320.00
G-2	BIG GOLDFLAKE	NOS(NUMBERS)	12.0	100.0	80.0	32.0	11.00	418.00

In stock Register it will show you in detail like your Invoices, D/N, C/N as below.

MyCAIS FAQ

Stock Register

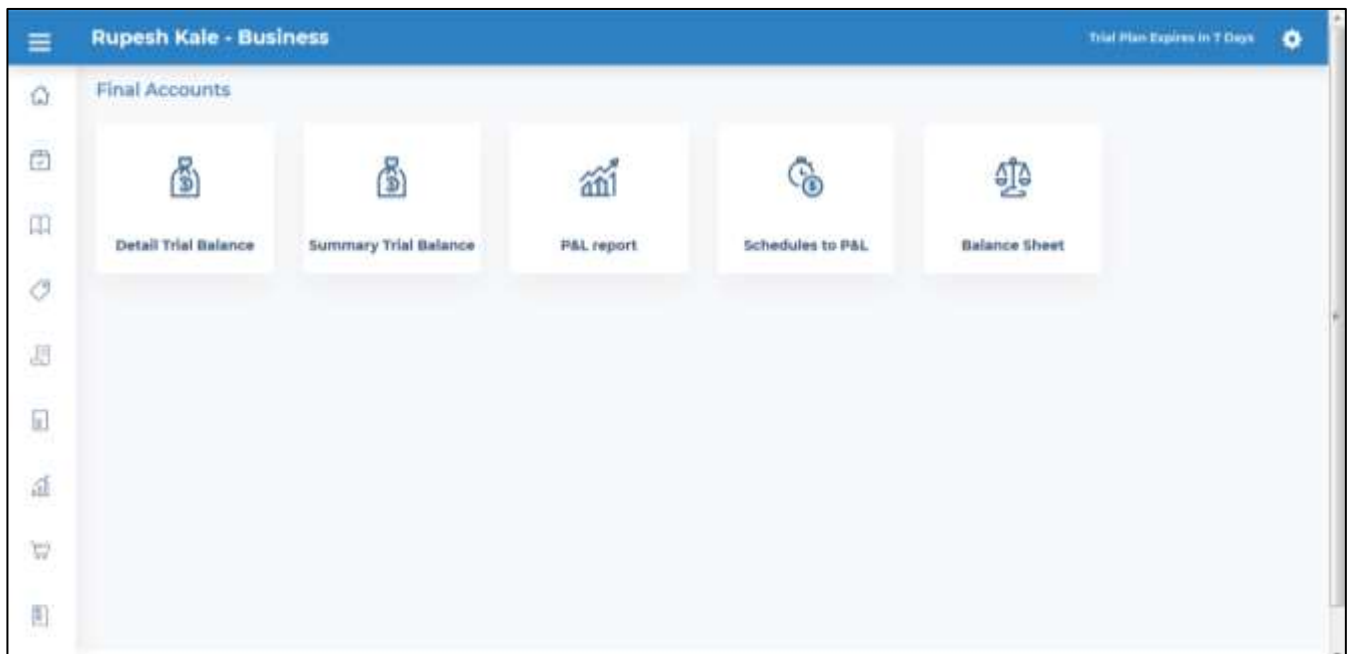
From 13/10/2018 to 31/03/2019
RUN DATE: 3/11/2018

Buttons: Back To report, Excel

Name	SIR Number	Date	Opening Stock	Receipts Rate	Receipts Qty	Issues Rate	Issues Qty	Closing Stock
COMPUTERS								
COMPUTER 1	U.O.M : NOS(NUMBERS)	Opening Stock:	1.0	Purchase rate :	5000.00	Sales rate :	10000.00	Closing Stock : 1.0
SUPPLIER	P/V-1	13-10-2018	1.0	5000.00	10.0	0.00	0.0	11.0
SUPPLIER	C/N-1	13-10-2018	11.0	5000.00	1.0	0.00	0.0	12.0
SUPPLIER	D/N-1	13-10-2018	12.0	0.00	0.0	5000.00	1.0	11.0
CUSTOMER	INV-1	13-10-2018	11.0	0.00	0.0	10000.00	10.0	1.0
CUSTOMER	C/N-1	13-10-2018	1.0	10000.00	1.0	0.00	0.0	2.0
CUSTOMER	D/N-1	13-10-2018	2.0	0.00	0.0	10000.00	1.0	1.0
								Closing--> 1.0
COMPUTER	U.O.M :	Opening Stock:	1.0	Purchase rate :	10000.00	Sales rate :	10000.00	Closing Stock : 1.0

27. How to see accounts related Final Reports like Trial Balance, B/S & P/L?

For this you have to go to Reports tab -> then select Final Accounts tab -> after clicking on this tab system will show you another screen with various tabs related to your final accounts.



28. How to see Detail Trial Balance in the system?

MyCAIS FAQ

To see this report, click on the button, system will show you report on the screen. On the screen you can select trial balance for the month also as well as for the account also.

Description	Opening Balance	Debit	Credit	Closing Balance
FURNITURE	₹500000.0	0.00	0.00	0.00 Dr
CUSTOMER	0.0	586608.80	586608.80	20000.00 Dr
Cash-in-hand	0.0	10000.00	4000.00	6000.00 Dr
BANK OF INDIA	₹1000000.0	502308.80	386876.00	115632.80 Dr
SUPPLIER	0.0	391976.00	391976.00	0.00 Dr
Duties & Taxes	0.0	800.00	0.00	800.00 Dr
Output CGST	0.0	44330.00	44684.40	134.40 Cr
Output SGST	0.0	44330.00	44684.40	134.40 Cr

29. How to see Summary Trial Balance?

To see this report, click on the Summary Trial Balance button it will show you summary trial balance on the screen. On the screen you can select trial balance for the month also as well as for the account also

Description	Opening Balance	Debit	Credit	Closing Balance
Sundry Debtors	0.0	586608.80	586608.80	20000.00 Dr
FURNITURE	₹500000.0	0.00	0.00	0.00 Dr
Cash-in-hand	₹500000.0	10000.00	4000.00	6000.00 Dr
BANK OF INDIA	₹1000000.0	502308.80	386876.00	115632.80 Dr
Sundry Creditors	₹1000000.0	391976.00	391976.00	0.00 Dr
Duties & Taxes	₹100000.0	800.00	0.00	800.00 Dr
Output CGST	₹100000.0	44330.00	44684.40	134.40 Cr
Output SGST	₹100000.0	44330.00	44684.40	134.40 Cr

30. How to see Profit & Loss Account?

MyCAIS FAQ

To see profit & loss account of your business just click on the Profit & Loss tab it will show you profit & loss account on the screen. On the screen you can select trial balance for the month also as well as for the account also

Account Description	Debit	Credit
SALES	0.00	452240.00
PURCHASES	302300.00	0.00
WAGES OF PLANT	5000.00	0.00
SALARIES PAID	0.00	0.00
PETROL EXPENSES	1500.00	0.00
CGST Paid	0.00	0.00
SGST Paid	0.00	0.00
Net Profits	143440.00	0.00
Total	452240.00	452240.00

31. How to see Profit & Loss Account with Schedules?

To see profit & loss account with schedule of your business just click on the Profit & Loss with Schedules tab it will show you profit & loss account with schedules on the screen. On the screen you can select Profit & Loss Account with schedules for the month also as well as for the account also

Account	Amount
Sales	
SALES OF COMPUTERS	450000.00 Cr
SALES OF CIGARATES	2240.00 Cr
Total	452240.00 Cr
Purchase	
PURCHASE OF COMPUTERS	300000.00 Dr
PURCHASE OF CIGARATES	2300.00 Dr
Total	302300.00 Dr

32. How to see Balance Sheet in the system?

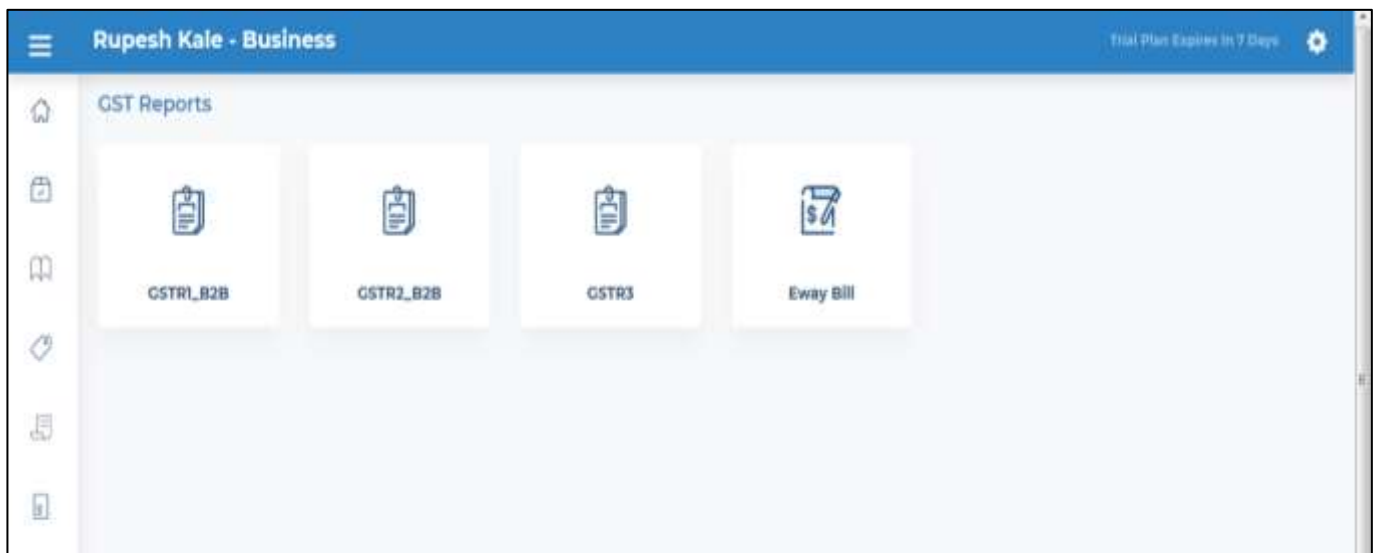
MyCAIS FAQ

To see Balance sheet of your business just click on the Balance sheet tab it will show you Balance Sheet on the screen. On the screen you can select trial balance for the month also as well as for the account also.

ASSETS	
Survey Debtors	21000.00 Dr
CASH AND BANK	700.00 Dr
Investments	700.00 Cr
FURNITURE	0.00 Cr
Cash-in-hand	6000.00 Dr
BANK OF INDIA	115632.80 Dr
Total ASSETS	142632.80
LIABILITIES	
Current Profits	143440.00 Cr
Duties & Taxes	800.00 Dr
Output CGST	136.40 Cr
Output SGST	136.40 Cr
Input SGST	136.00 Dr

33. How to see GST Reports or File GST Returns from the system?

For this you have to click on the GST Reports Tab given under Reports tab, under this you see another screen with various tabs to see GST Reports as below.



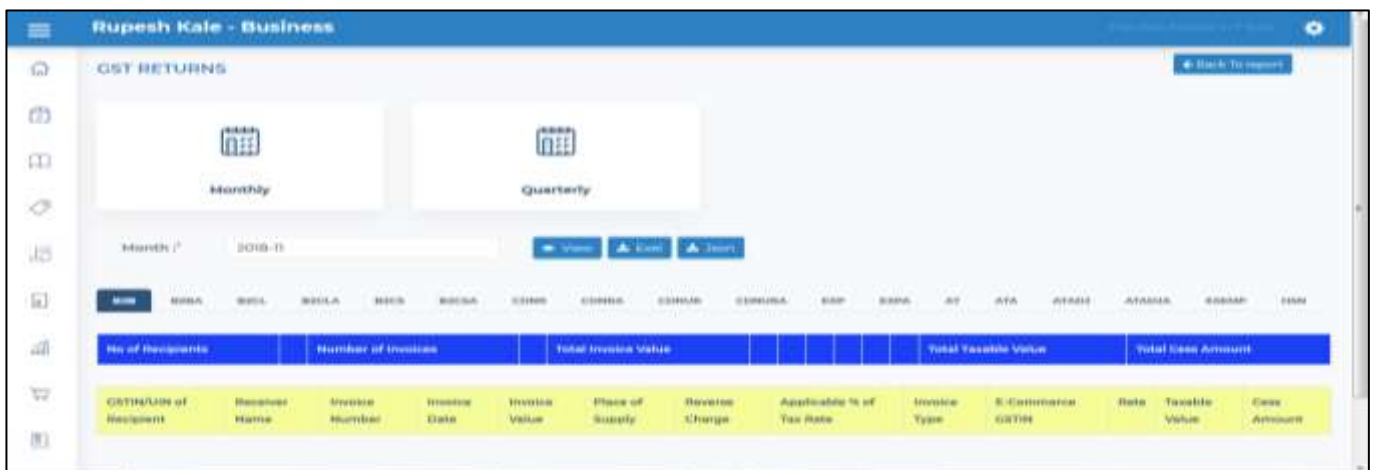
34. How to see GSTR 1 Report in the system?

MyCAIS FAQ

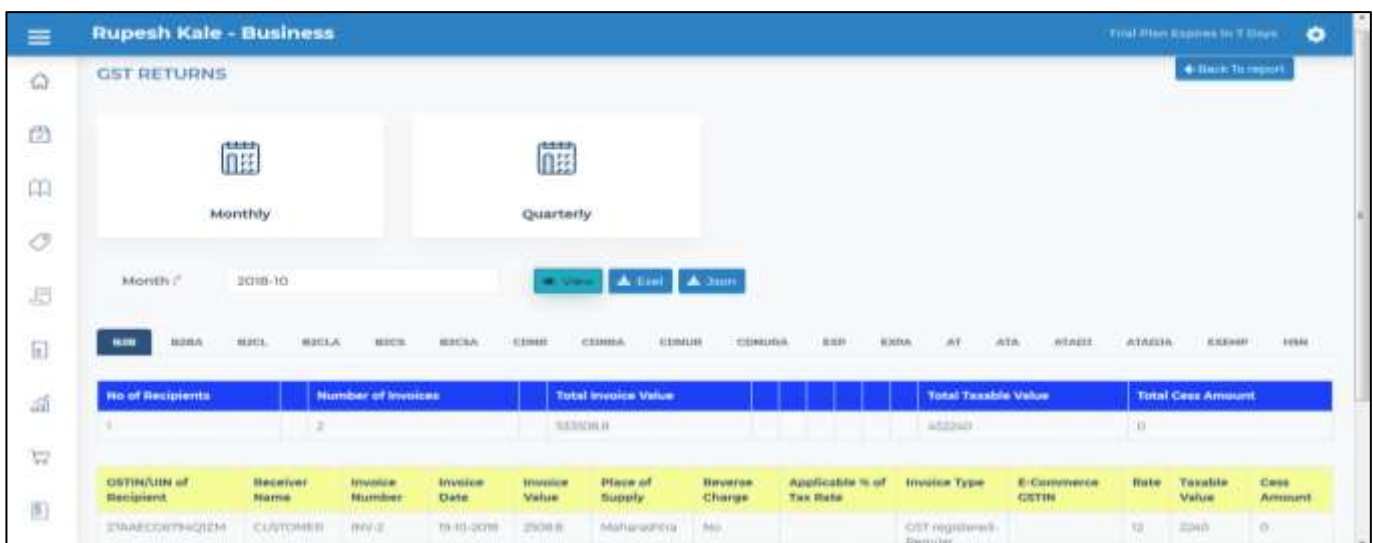
For this click on the GSTR1_B2B tab it will give you another screen as below



Select your type of return as Monthly or Quarterly from the menu.



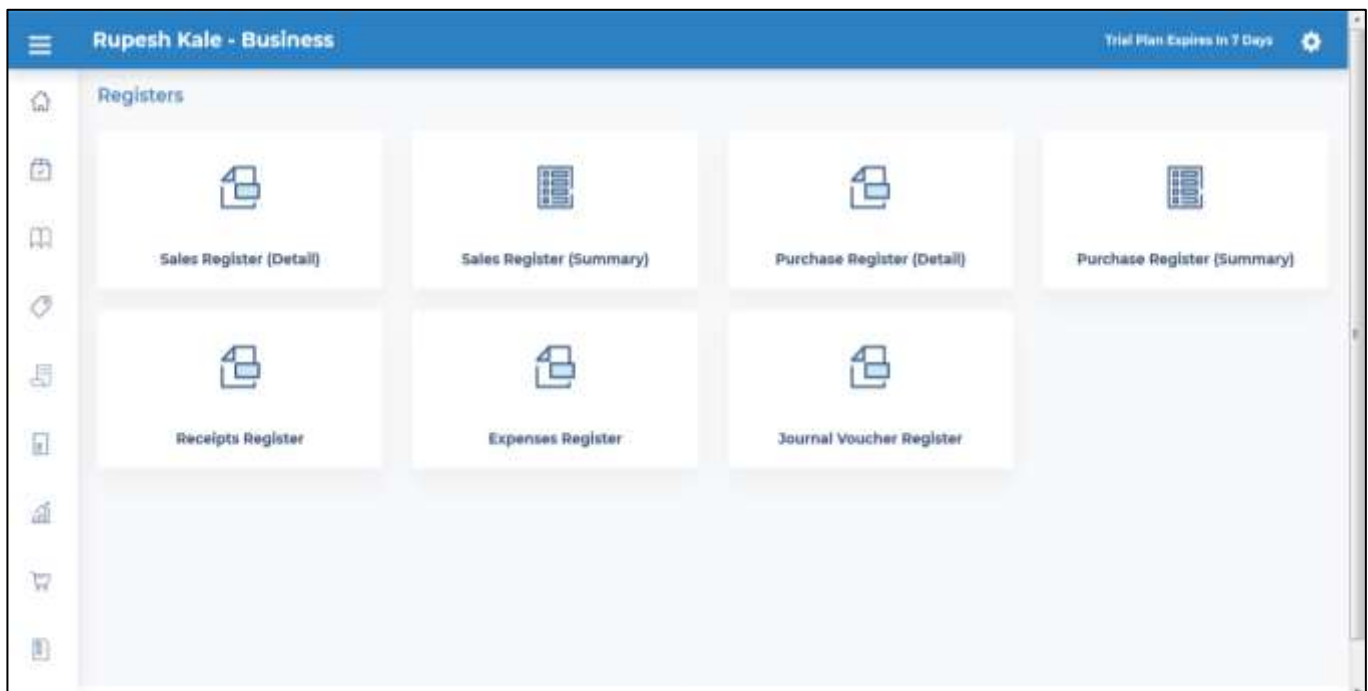
After this system will give you another screen, on this screen you can select to view report on screen, you can export data into excel or you can directly create JSOSN to upload on the GST website.



35. How to various registers from the system likes Sales, Purchase, Receipt, Expenses and other?

MyCAIS FAQ

To see this various register, you have to click on the Reports Tab -> In this click on Registers tab, it will give you another screen in which you have various tabs to see the various reports.



36. How to see Sales Register in detail format?

To see this report, click on the Sales Register Details tab, it will show you report on the screen as below, you can set the period also in this report.

Sr No	Doc No	Date	Challan No	Customer	Place of Supply	Particulars	Dec. Value	Item	HSN/SAC	Qty	UOM	Rate	Discount	Taxable	GST %	IGST %	C
1	INV-1	15-10-2018	Challan-1	CUSTOMER	Maharashtra	None	50000	COMPUTER 1	998874	10	NOS	10000	0	100000	18	0	9
								COMPUTER 2	998874	10	NOS	15000	0	100000	18	0	11
								COMPUTER 3	998874	10	NOS	20000	0	200000	18	0	18
2	INV-2	19-10-2018		CUSTOMER	Maharashtra		25000	SMALL GOLDFLAKES 10	240319	80	NOS(NUMBERS)	12	0	960	12	0	5
								BIG GOLDFLAKES 10	240319	80	NOS(NUMBERS)	16	0	1280	12	0	7
3	INV-1	15-10-2018	Challan-1	CUSTOMER	Maharashtra	None	5000	COMPUTER	998874	1	NOS(NUMBERS)	5000	0	5000	18	0	Show details

37. How to see Sales Register in Summary format?

MyCAIS FAQ

To see this report, click on the Sales Register Summary tab, it will show you report on the screen as below, you can set the period also in this report.

Rupesh Kale - Business Trial Plan Expires in 7 Days

Sales Register

From: 01-10-2018 To: 05-11-2018 Export to CSV

Sr No	Doc No	Date	Challan No	Customer	Place of Supply	Particulars	Dec. Value	HSN/SAC	Taxable	GST %	IGST	CGST	SGST	UGST
1	INV-1	13-10-2018	Challan-1	CUSTOMER	Maharashtra	None	32000	998874	450000	18	0	40500	40500	0
2	INV-2	18-10-2018		CUSTOMER	Maharashtra		2508.8	240319	2340	12	0	134.4	134.4	0
3	DN-1	13-10-2018	Challan-1	CUSTOMER	Maharashtra	None	5300	998874	75000	18	0	6750	6750	0
4	DN-1	13-10-2018		CUSTOMER	Maharashtra	None	3300	998874	75000	18	0	6750	6750	0

38. How to see Detail Purchase Register in the system?

To see this report, click on the Purchase Register Details tab, it will show you report on the screen as below, you can set the period also in this report.

Rupesh Kale - Business Trial Plan Expires in 7 Days

Purchase Register

From: 01-10-2018 To: 05-11-2018 Go

Sr No	Doc No	Date	Challan No	Supplier	Place of Supply	Particulars	Dec. Value	Item	HSN/SAC	Qty	UOM	Rate	Discount	Taxable	GST %	IGST	CG
1	INV-1	13-10-2018	DN-1	SUPPLIER	Maharashtra	None	35400	COMPUTER	998874	10	NOS(NUMBERS)	5000	0	50000	18	0	450
								COMPUTER	998874	10	NOS(NUMBERS)	10000	0	100000	18	0	900
								COMPUTER	998874	10	NOS(NUMBERS)	25000	0	150000	18	0	1350
2	INV-2	18-10-2018		SUPPLIER	Maharashtra		2576	SMALL COLDFLAKE	240319	100	NOS(NUMBERS)	10	0	1000	12	0	60
								BIG COLDFLAKE	240319	100	NOS(NUMBERS)	11	0	1100	12	0	78
3	DN-1	13-10-2018	DN-1	SUPPLIER	Maharashtra	None	35400	COMPUTER	998874	1	NOS(NUMBERS)	5000	0	5000	18	0	450

39. How to see Purchase Register in Summary format?

MyCAIS FAQ

To see this report, click on the Purchase Register Summary tab, it will show you report on the screen as below, you can set the period also in this report.

Sr No	Doc No	Date	Challan No	Supplier	Place of Supply	Particulars	Dec. Value	HSN/SAC	Taxable	GST %	IGST	CGST	SGST	UGST
1	INV-1	13-10-2018	CIN-1	SUPPLIER	Maharashtra	None	354000	998874	300000	18	0	27000	27000	0
2	INV-2	19-10-2018		SUPPLIER	Maharashtra		2075	34031910	2300	12	0	138	138	0
3	DN-1	13-10-2018	CIN-1	SUPPLIER	Maharashtra	None	35400	998874	75000	18	0	6750	6750	0
4	CN-1	13-10-2018		SUPPLIER	Maharashtra	None	35400	998874	75000	18	0	6750	6750	0

40. How to see Receipt Register In the system?

To see this report, you have to click on the Receipt register tab, it will show you report on the screen as below, you can set the period also in this report.

Sr No	Doc No	Date	Debit Account	Particulars	Amount	Credit Account	Against	Amount
1	REC-1	13-10-2018	BANK OF INDIA		500000	CUSTOMER	INV-1	500000
2	REC-2	18-10-2018	Cash-in-hand		3000	CUSTOMER	INV-1	3000
3	REC-3	18-10-2018	Cash-in-hand		7000	CUSTOMER	INV-1	7000
4	REC-4	19-10-2018	BANK OF INDIA	try	2508.8	CUSTOMER	INV-2	2508.8

41. How to see Expenses Register in the system?

MyCAIS FAQ

To see this report, you have to click on the Expenses register tab, it will show you report on the screen as below, you can set the period also in this report.

Sr No	Doc No	Date	Credit Account	Particulars	Amount	Debit Account	Against	Amount
1	EXP-2	13-10-2018	BANK OF INDIA		5000	WAGES OF PLANT		5000
2	EXP-3	13-10-2018	BANK OF INDIA		500	PETROL EXPENSES		500
3	EXP-5	13-10-2018	BANK OF INDIA		350000	SUPPLIER RV-1		350000
4	EXP-7	16-10-2018	BANK OF INDIA		800	Duties & Taxes		800
5	EXP-8	16-10-2018	Cash-in-Hand		4000	SUPPLIER RV-1		4000
6	EXP-9	19-10-2018	BANK OF INDIA	PAID FULL AMOUNT	2575	SUPPLIER RV-3		2575

42. How to see Journal Voucher Register in the system?

To see this report, you have to click on the Journal voucher register tab, it will show you report on the screen as below, you can set the period also in this report.

Sr No	Doc No	Date	Particulars	Credit Account	Amount	Debit Account	Against	Amount	
1	JV-1	03-11-2018		Input SGST	27000				
				Input CGST	27000				
				CGST Payable	18500				
				SGST Payable	18500				
						Output CGST		40500	
						Output SGST		40500	
2	JV-2	15-10-2018		BANK OF INDIA	27000				
						CGST Payable		18500	
						SGST Payable		18500	