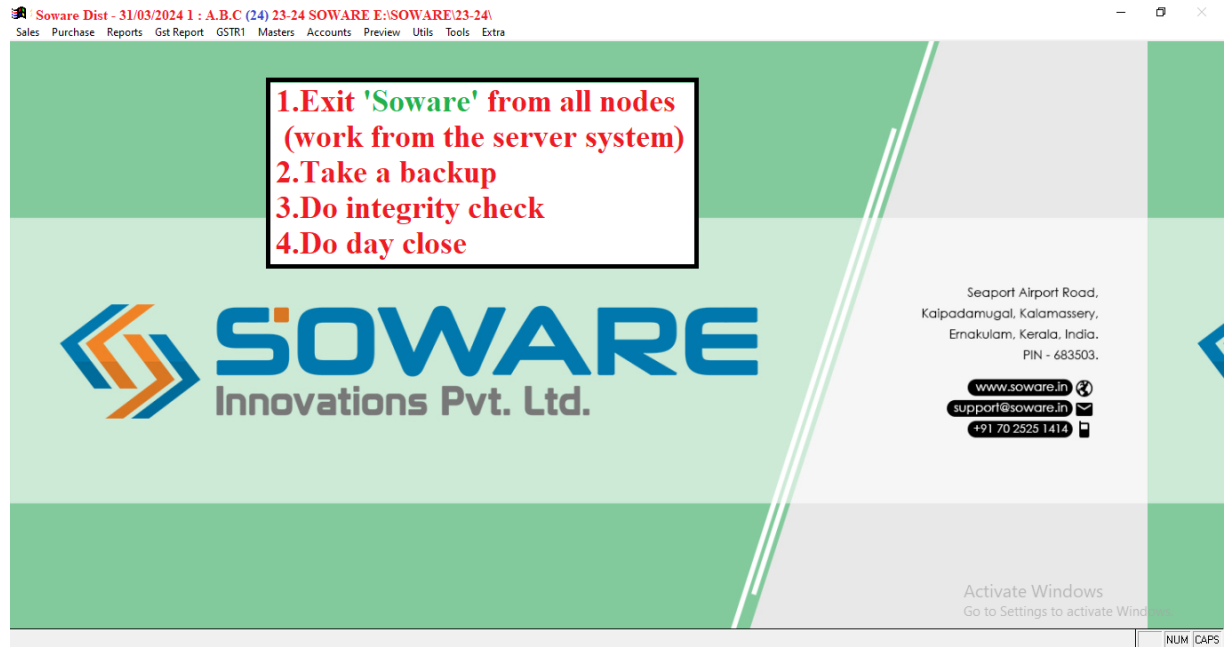
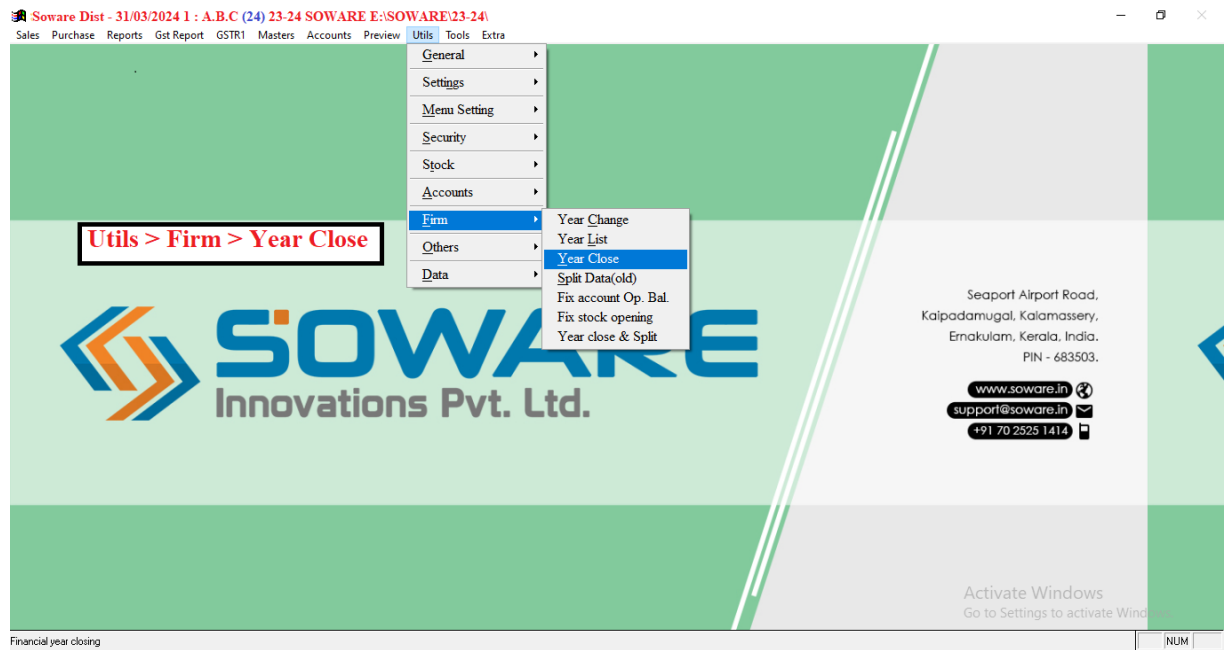


STEPS FOR FINANCIAL YEARCLOSING IN "DIST"

Step 1 :



Step 2 :



2024-2025

Step : 3

Soware Dist - 31/03/2024 1 : A.B.C (24) 23-24 SOWARE E:\SOWARE\23-24

Sales Purchase Reports Gst Report GSTR1 Masters Accounts Preview Utils Tools Extra

Set closing date as '31/03/2025'
New Fin_Year_cd as '25'
Description as '2024-2025 Financial Year'
Click OK

Financial Year Closing

Opening Date To 31/03/2025

Pre_Fin_Year 24

New Fin_Year 25

Description 2024-2025 Financial Year

OK Cancel

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NUM

Step : 4

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Soware

The Financial year has been changed from 24 to 25

1. Quit from soware, and load again,(automatically switches to new year)
2. Do Integrity Check
3. For getting old year use Utils->Firm->Year Change

OK

Read the above message

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Step : 5



Step : 6



Soware Login

User ID	<input type="text" value="SOWARE"/>	<input type="button" value="OK"/>
Password	<input type="password" value="*****"/>	<input type="button" value="Cancel"/>

Type User ID and password

Enter Password NUM CAPS

2024-2025

Step : 7

Soware Dist - 31/03/2024 1 : A.B.C (25) 23-24 SOWARE E:\SOWARE\23-24

Sales Purchase Reports Gst Report GSTR1 Masters Accounts Preview **Utils** Tools Extra

Check F Year Cd

- General
- Settings
- Menu Setting
- Security
- Stock
- Accounts
- Firm
- Others
- Data

- Day Open
- Day Close
- Integrity Check

SOWARE
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Reindex one or all data files

NUM CAPS

Step : 8

Soware Dist - 31/03/2024 1 : A.B.C (25) 23-24 SOWARE E:\SOWARE\23-24

Sales Purchase Reports Gst Report GSTR1 Masters Accounts Preview **Utils** Tools Extra

Reindex

Select	File Name	Description
<input checked="" type="checkbox"/>	REMEMBER	Dates to Remember !
<input checked="" type="checkbox"/>	RITEM	Receipt Invoice Item
<input checked="" type="checkbox"/>	RINVOICE	Receipt Invoice Master
<input checked="" type="checkbox"/>	ROUTCUST	Routes & Customers
<input checked="" type="checkbox"/>	RPRATIO	Row Material Product Ratio Fill
<input checked="" type="checkbox"/>	Route	Route details
<input checked="" type="checkbox"/>	SADJITEM	Stock Adjustment Item
<input checked="" type="checkbox"/>	SALES	Sales Master File
<input checked="" type="checkbox"/>	SALESMAN	Sales man details
<input checked="" type="checkbox"/>	SALESUM	summary sales information
<input checked="" type="checkbox"/>	SCHEMES	Schemes details
<input checked="" type="checkbox"/>	SCH_ADDL	Additional Scheme Entries
<input checked="" type="checkbox"/>	SCRAP	Scrap Item File
<input checked="" type="checkbox"/>	SERIES	Order no series file
<input checked="" type="checkbox"/>	SITEM	Sales Item File

Tick on 'All files' and 'Sales'
Click on 'Reindex'

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NUM

2024-2025

Step : 9

Soware Dist - 31/03/2024 1 : A.B.C (25) 23-24 SOWARE E:\SOWARE\23-24
Sales Purchase Reports Gst Report GSTR1 Masters Accounts Preview Utils Tools Extra

Reindex

Soware

Following files Re-indexed.....

ACC_GRP, ACC_MAS, ACC_TRAN, AREA, AREACUST, ASSETS, BASICGRP, CARD, CATGRP, CLIENT, COMO_GRP, CQFORMAT, CRCARD, CURTRAN, DAMAGE, DAMCLEAR, DCITEM, DISCOUNT, DITEM, DSALES, DSITEM, FREE, FREEMAS, FREETRAN, Forms, HOLDITEM, HSQL_GRP, IMEITEM, IMEITEMO, IMEMASI, IMEMASO, MAN_MAS, MAN_PRO, MAN_RAW, PACKPROD, PARAMET, PHONE, PHYSTOCK, PITEM, POITEM, PORDER, PRETURN, PRICE, PRITEM, PSITEM, PURCHASE, QTN, QTNITEM, QTYPRICE, RAITEM, RATION, RECEIPT, REMEMBER, RIITEM, RINVOICE, ROUTCUST, RPRATIO, Route, SADJITEM, SALES, SALESMAN, SALESUM, SCHEMES, SCH_ADDL, SCRAP, SERIES, SITEM, SRETURN, SRITEM, STATEGRP, STKADI, STKGRP, STOCK, SVITEM, TAXHEAD, TAX_CAT, TRANSFER, TRANSIN, TRITEM, TRITEMM, UNIT, VAN, VANCLEAR, VANLOAD, VCITEM, VIITEM, VINVOICE, VITEM, VOUCHER

Click on OK

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Activate Windows
Go to Settings to activate Windows

VOUCHER : re indexed

Step : 10

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Sales Purchase Reports Gst Report GSTR1 Masters Accounts Preview Utils Tools Extra

Check the Next bill number as 1

Bill Entry

Bill No. 1 Date 31/03/2024 Price Type: Price1 Bill Type: Cash Qtn No.

Sales Man: S Route Code Van Code 1

Cust. Name & Address Form Type: B2C

Statecode Gst No. RCM: N

Remarks1 Remarks2 Sms

S/Code	Item Description	MRP	DQty	Qty	Free	Price	GrossAmt	FCES	Schem	SchemAd	Dis%	DisAmt
--------	------------------	-----	------	-----	------	-------	----------	------	-------	---------	------	--------

F5-Lookup, Esc-Exit, F4-Hold, F6-Retrieve, F10-Save, ALT+F-free, ALT+D-disc%, ALT+S-Scheme, ALT+P-price, ALT+V-VAT% F8-Last Price

Credit Card Credit Card No. Service Charge 0.00 Other Exp. 0.00

Gross Amt. 0.00 Spl Dis% 0.000 Addl. Scheme Code. Addl. Scheme Amount. 0.00

T. Scheme. Bill Dis% 0.00 Freight 0.000 0.00 0.00

Disc Amt. Bill Dis Amt. 0.00 Cooly. 0.000 0.00 0.00

GST Amt. 0.00 Servgst. 0.00

CGST Amt. 0.00 Round Off 0.00

SGST Amt. 0.00

IGST Amt. 0.00

Bill Amount 0.00

Print & Save Save Modify Cancel

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Activate Windows
Go to Settings to activate Windows

Enter bill series F5 Lookup

*****Thank You*****