

2024-2025

## STEPS FOR FINANCIAL YEARCLOSING IN "GEN"

### Step 1:

The screenshot shows the SOWARE software interface with a white box containing the following instructions:

1. Exit 'Soware' from all nodes (work from the server system)
2. Take a backup
3. Do integrity check
4. Do day close

The interface includes the SOWARE logo, contact information for Seaport Airport Road, Kaipadamugol, Kalamassery, Ernakulam, Kerala, India, PIN - 683503, and contact details: www.soware.in, support@soware.in, and +91 70 2525 1414. The status bar at the bottom shows 'Financial year closing' and 'NUM'.

### Step 2:

The screenshot shows the SOWARE software interface with the 'Utils' menu open. A white box highlights the path: **Utils > Firm > Year Close (Old)**.

The 'Utils' menu is expanded to show the following options:

- General
- Settings
- Menu Setting
- Security
- Stock
- Accounts
- Firm**
  - Year Change
  - Year List
  - Year Close (Old)**
  - Split Data (Old)
  - Year Close & Split
  - Fix Op. Balance
  - Fix Op. Stock
- Others
- Data
- Update

The interface includes the SOWARE logo, contact information for Seaport Airport Road, Kaipadamugol, Kalamassery, Ernakulam, Kerala, India, PIN - 683503, and contact details: www.soware.in, support@soware.in, and +91 70 2525 1414. The status bar at the bottom shows 'Financial year closing' and 'NUM'.

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### Step : 3

The screenshot shows the SOWARE login interface. A red-bordered box highlights the text "Type your password". A "Password Entry" dialog box is open, showing a password field with asterisks and "OK" and "Cancel" buttons. The background features the SOWARE logo and company information: Seaport Airport Road, Kaipadamugul, Kalamassery, Ernakulam, Kerala, India, PIN - 683503. Contact details include www.soware.in, support@soware.in, and +91 70 2525 1414. An "Activate Windows" watermark is visible in the bottom right.

Login (e:\soware\22-23\login.dat) Record: 1/52 Record Unlocked NUM

### Step : 4

The screenshot shows the "Changing Financial Year" dialog box. A red-bordered box highlights the following instructions: "Set closing date as '31/03/2025'", "New fin\_Year\_cd as '25'", "Description as '2024-2025 Financial year'", and "Click on OK". The dialog box fields are: Opening Date (empty), To (31/03/2025), Pre.Fin\_Year (24), New Fin\_Year (25), and Description (2024-2025 Financial year). The background is the same SOWARE login screen as in Step 3.

F\_year (e:\soware\year.dat) Record: 4/5 Exclusive NUM CAPS

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## Step : 5

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

Sales Purchase Reports GST Reports GSTR Masters Accounts Preview Utils Tools Extra

**Changing Financial Year**

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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www.soware.in  
support@soware.in  
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Activate Windows  
Go to Settings to activate Windows.

F\_year (e:\soware\l\_year.dat) Record: 4/5 Exclusive NUM CAPS

## Step : 6

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

Sales Purchase Reports GST Reports GSTR Masters Accounts Preview Utils Tools Extra

Billing ALT+B  
Modification  
Cancel  
Bill Print ALT+2

Sales Return  
Quotation  
Transfer Out  
Damage  
Stock Adjust  
Pre. Sales  
Physical Stock  
SalesOrder

Cash Counter  
Green Card Point

Exit

**Exit software and Reopen software**

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Activate Windows  
Go to Settings to activate Windows.

Exit NUM

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## Step : 7



Soware Login

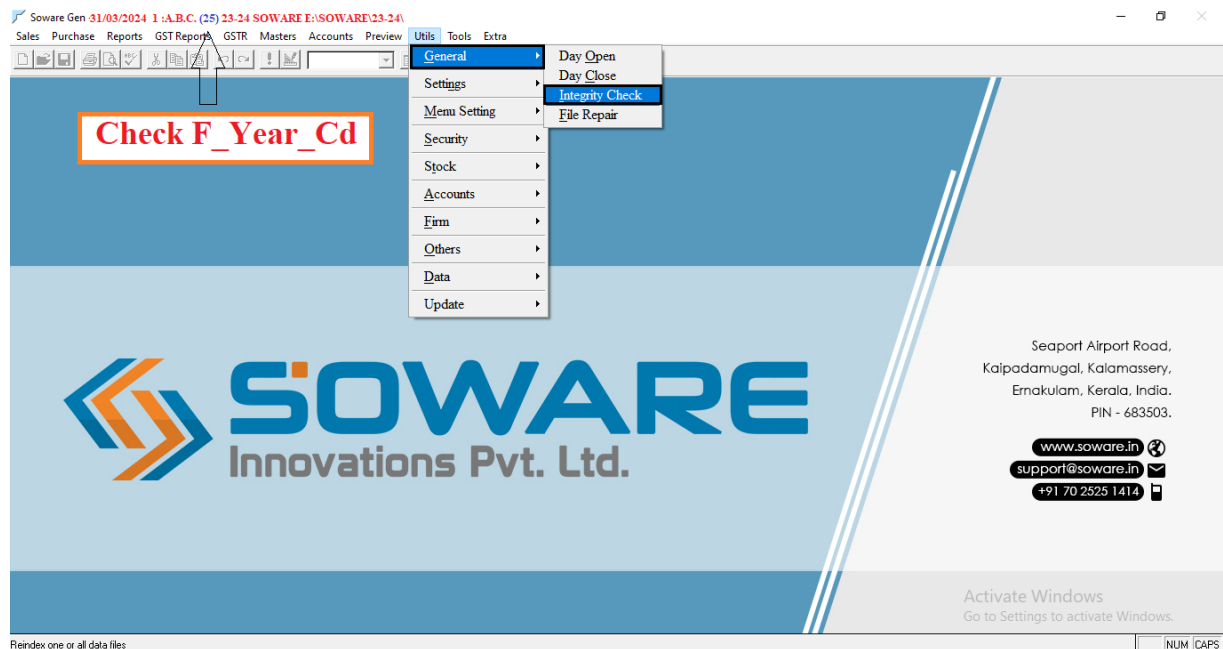
User ID

Password

Type User ID and password

Activate Windows  
Go to Settings to activate Windows.

## Step : 8



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

Sales Purchase Reports GST Reports GSTR Masters Accounts Preview **Utils** Tools Extra

General Day Open  
Settings Day Close  
Menu Setting Integrity Check  
Security File Repair  
Stock  
Accounts  
Firm  
Others  
Data  
Update

**Check F\_Year\_Cd**

**SOWARE**  
Innovations Pvt. Ltd.

Seaport Airport Road,  
Kaipadamugal, Kalamassery,  
Ernakulam, Kerala, India.  
PIN - 683503.

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Activate Windows  
Go to Settings to activate Windows.

Reindex one or all data files NUM CAPS

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## Step : 9

SOWARE E

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PIN - 683503.

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[support@soware.in](mailto:support@soware.in)  
+91 70 2525 1414

Activate Windows  
Go to Settings to activate Windows.

Design: Soware Software Solutions - Ph: +917025251414, 0484-2984000

Select	File Name	Description
<input checked="" type="checkbox"/>	RCP_RAW	RECIPE RAW MATERIAL
<input checked="" type="checkbox"/>	RECEIPT	details of receipts
<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"/>	RPRATIO	Row Material Product Ratio File
<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"/>	SCHEME	Scheme File
<input checked="" type="checkbox"/>	SCRAP	Scrap Item File
<input checked="" type="checkbox"/>	SCRAPIT	SCRAP ITEM FILE
<input checked="" type="checkbox"/>	SCRAPMAS	SCRAP MASTER FILE
<input checked="" type="checkbox"/>	SERIES	Order no series file

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

## Step : 10

SOWARE E

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Activate Windows  
Go to Settings to activate Windows.

g\_card re indexed

**Click on OK**

Following files Re-indexed.....

- ACC\_GRP, ACC\_MAS, ACC\_TRAN, AREA , AREACUST, ASSETS
- ,BASICGRP, CARD , CASHCTR, CASHDET, CATGRP ,
- CC\_PLACE, CLIENT , CMEMBERS, COLOGRP, COMO\_GRP,
- COMPSGRP, CQFORMATT, CURRTRAN, DAMAGE , DISCOUNT,
- DITEM , DSALES , DSITEM , FREEMAS, FREETRAN, Form9 ,
- GODOWN , GRPDISC , HOLDITEM, HSN\_GRP , IMEITEM,
- IMEITEMO, IMENMAS, IMENMASO, MAIN\_MAS, MAIN\_PRO,
- MAIN\_RAW, PICKPROD, PENDINGITEM, PENDMAS, PHONE ,
- PHYSTOCK, PITEM , POITEM , PORDER , PRETURN , PRICE ,
- PRITEM , PSITEM , PURCHASE, QTN , QTNITEM, QTYPRICE,
- RAITEM , RATIONI , RCP\_MAS, RCP\_PRO , RCP\_RAW, RECEIPT,
- REMEMBER, RITEM , RINVOICE, RPRATIO , SADJITEM, SALES ,
- SALESMAN, SALESUM , SCHEME , SCRAP , SCRAPIT ,
- SCRAPMAS, SERIES , SERIESRC, SERIESVC, SITEM , SIZEGRP,
- SOITEM , SORDER , SPL\_ITEM, SPO\_ITEM, SRETRUN , SRITEM ,
- STATEGRP, STKADJ , STKGRP , STKP\_IN , STKP\_OUT, STOCK ,
- SVITEM , TAXHEAD , TRANSFER, TRANSIN, TRITEM , TRITEMIN,
- UNIT , VITEM , VINVOICE, VOUCH

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# Step : 11

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

Sales Purchase Reports GST Reports GSTR Masters Accounts Preview Utils Tools Extra

Check the Next bill number as 1

Bill Entry

Bill No. 1 Date 31/03/2023 Price Type Price1 Bill Type Cash Qtn No 0 Phnno

Cust. Code Name State. Code

Form B2C RCM N Sale No 0

SMan OK Cancel

Sl	Code	Item Description	Qty	Price	Tax Price	Dis%	DisAmt	Com%	Comm	Gst%	Dis
1			0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F3-New Customer, F7-New Item, F2-Change Fields, F5-Lookup, Esc-Exit, F4-Hold, F6-Retrieve, F10-Save, F8-Last Price.

Total Qty . Spl Dis% 0.00 Profit . Scheme Code SchemeAmt 0.00

Gross Amt 0.00 Bill Dis% 0.00 Profit% Cr.Card No. 0

Total Disc 0.00 BillDisAmt 0.00 Servgst 0.00 Freight 0.00 0.00 0.00 0.00

GstAmt 0.00 Cooly 0.00 0.00 0.00 0.00

Disc.Aft.Gst 0.00 Advance 0.00

FcessAmt 0.00 S.Charge 0.00

Comm.Amt 0.00 Other exp 0.00

Scheme.Disc 0.00 Tender Cash 0.00

Pending Bal. 0.00

Bill Amt Rs : 0.000

Print & Save Save Modify Cancel

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NUM

\*\*\*\*\*Thank you\*\*\*\*\*