

Steps for financial year closing in SM

Step 1 :

Soware SM+ -- 31/03/2024 1 : A.B.C (24) 23-24 SOWARE F:\SOWARE\23-24\

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

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

SOWARE
Innovations Pvt. Ltd.

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

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support@soware.in
+91 70 2525 1414

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2 new notifications

Step 2 :

Soware SM+ -- 31/03/2024 1 : A.B.C (24) 23-24 SOWARE F:\SOWARE\23-24\

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

- General
- Settings
- Employee Details
- Menu Setting
- Security
- Stock
- Accounts
- Firm**
 - Year Change
 - Next Bill No
 - Year List
 - Year Close**
 - Split Data
 - Fix Account O/p Bal.
 - Fix Item O/p Qty
 - Yearclose and split
- Others
- Data

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Financial year closing NUM | CAPS

2024-2025

Step 3 :

Soware SM+ - 31/03/2024 1 : A.B.C (24) 23-24 SOWARE F:\SOWARE\23-24

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



Type Your password

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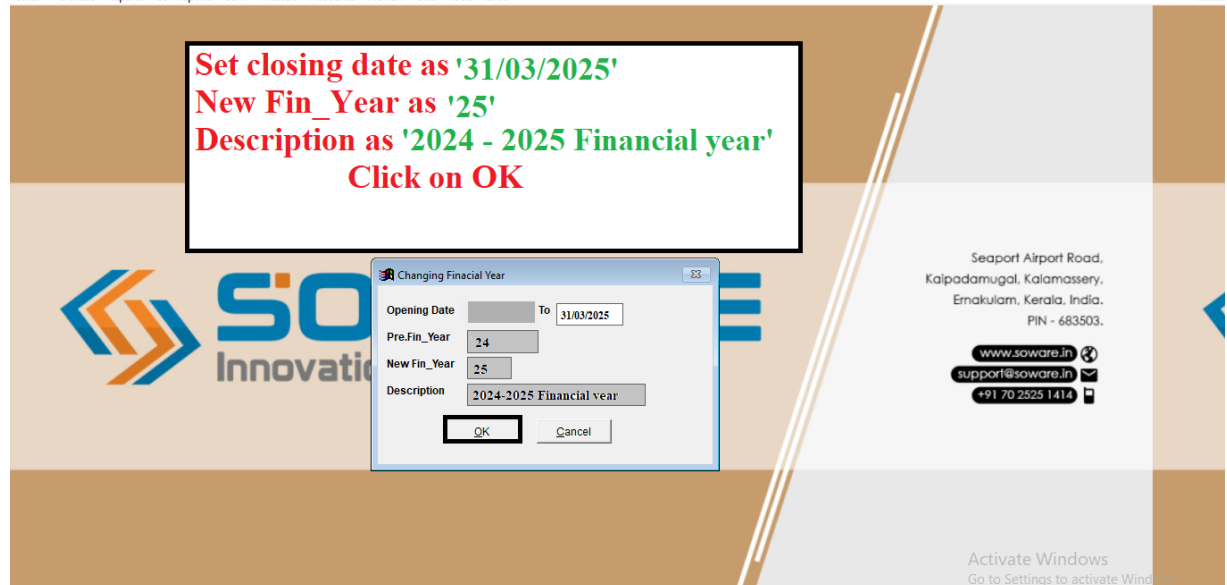
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Login (e:\soware\22-23\login.dat) Record: 1/40 Record Unlocked NUM

Step 4 :

Soware SM+ - 31/03/2024 1 : A.B.C (24) 23-24 SOWARE F:\SOWARE\23-24

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



Set closing date as '31/03/2025'
New Fin_Year as '25'
Description as '2024 - 2025 Financial year'
Click on OK

Changing Financial Year

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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F_year (e:\soware\year.dat) Record: 2/2 Exclusive NUM CAPS

2024-2025

Step 5 :



Step 6 :



2024-2025

Step 7 :



Soware Login

User ID	ADMIN	OK
Password	*****	Cancel

Type User ID and Password

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Step 8 :



Check F_year_cd

- General
 - Settings
 - Employee Details
 - Menu Setting
 - Security
 - Stock
 - Accounts
 - Firm
 - Others
 - Data
- Day Open
 - Day close
 - Integrity Check
 - Clear Read Only



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Reindex one or all data files

NUM CAPS

Step 9 :

Soware SM+ ... 31/03/2024 1 : A.B.C (25) 23-25 SOWARE F:\SOWARE

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

Select	File Name	Description
<input checked="" type="checkbox"/>	RAITEM	Details of Ration Items
<input checked="" type="checkbox"/>	RATION	Ration items sales
<input checked="" type="checkbox"/>	RECEIPT	details of receipts
<input checked="" type="checkbox"/>	REMEMBER	Dates to Remember!
<input checked="" type="checkbox"/>	RIITEM	Receipt Invoice Item
<input checked="" type="checkbox"/>	RINVOICE	Receipt Invoice Master
<input checked="" type="checkbox"/>	SADJITEM	Stock Adjustment Item
<input checked="" type="checkbox"/>	SALES	Sales Master File
<input checked="" type="checkbox"/>	SALESMAN	Salesman 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
<input checked="" type="checkbox"/>	SITEM	Sales Item File

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NUM

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

Step 10 :

Soware SM+ ... 31/03/2024 1 : A.B.C (25) 23-25 SOWARE F:\SOWARE\23-24\

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

Following files Re-indexed.....

ACC_GRP , ACC_MAS , ACC_TRAN, ASSETS , BASICGRP, CARD , CATGRP , CC_PLACE, CMEMBERS, COLOGRP, COMPGRP , COFORMAT, CURRTRAN, DAMAGE , DITEM , DSALES , DSITEM , FREEMAS, FREETRAN, HOLDITEM, HSN_GRP , MAN_MAS , MAN_PRO , MAN_RAW , PACKPROD, PHONE , PHYSTOCK, RITEM , POITEM , PORTER , PRETURN , PRICE , PRITEM , PSITEM , PURCHASE, QTN , QTNITEM , QTYPRICE , RAITEM , RATION , RECEIPT , REMEMBER, RITEM , RINVOICE , SADJITEM, SALES , SALESMAN, SALESUM, SCHEME , SCRAP , SCRAPIT , SCRAPMAS, SITEM , SIZEGRP, SLIP , SLITEM , SRETURN , SRITEM , STATEGRP, STKADI , STKGRP , STK_MRP , STOCK , SVITEM , TAXHEAD , TRANSFER, TRANSIN, TRITEM , TRITEMIN, UNIT , VITEM , VINVOICE, bilino , como_grp , crcard , q_card

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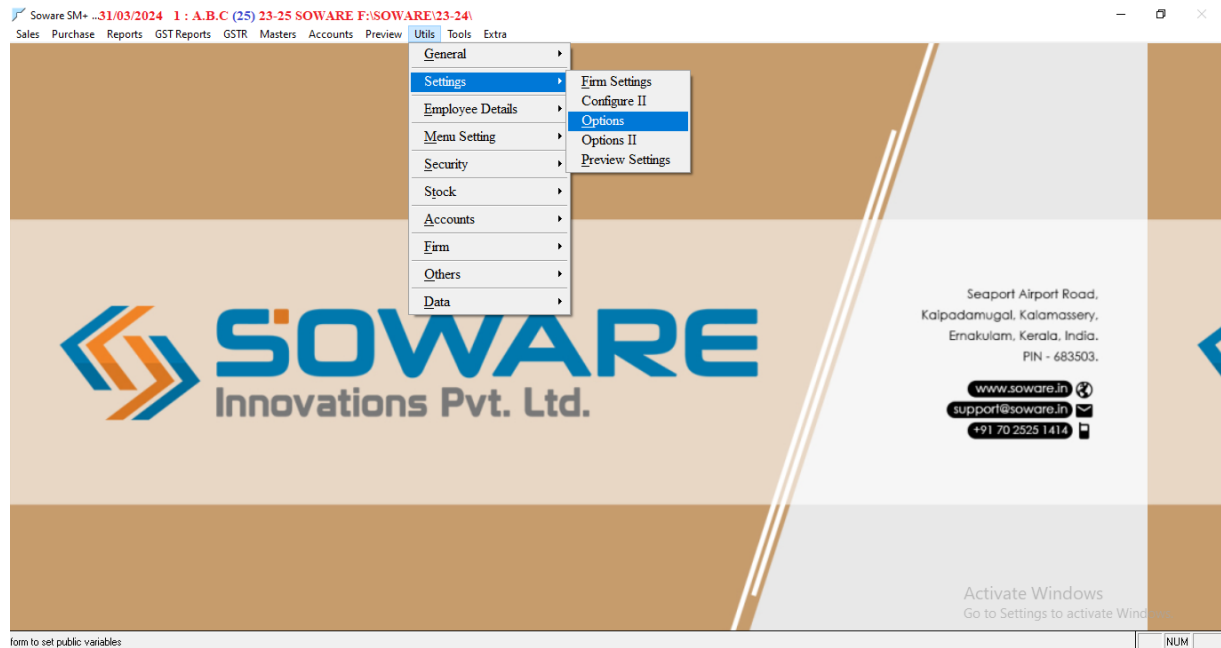
q_card re-indexed

NUM

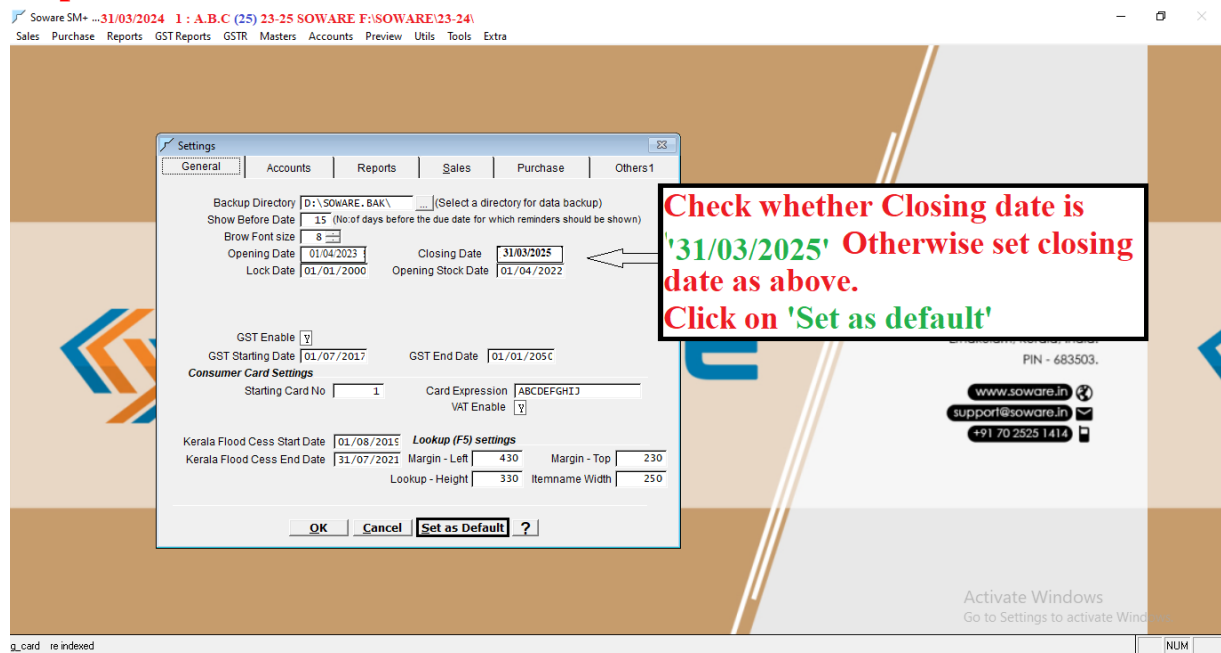
Click on 'OK'

2024-2025

Step 11 :



Step 12:



Step 13 :

Soware SM+ --01/04/2024 1 : A.B.C (25) 23-25 SOWARE F:\SOWARE\23-24\

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

Check the next Bill number as '1'

Bill No:	1	Date:	01/04/2024	Card No.:		P.Type:	MFP
Bill Type:	Cash	Cust.No.:		Addr.:		RCM.:	R
Form Type:	B2C	State.:		Gst No.:		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Sl	Code	Item Description	Qty	M.R.P.	Price	Amount

F3 - New Customer | F7 - New Item | F2 - Change Price | F4 - Hold | F5 - Lookup | F6 - Retrieve | F9 - Slip Add | F10 - Save | F8 - Bill Print

Credit Card	
Credit Card No.	
Service Charge	0.00
Cheque No.	
Tender Cash	0.00
Balance	0.00 (+/-) 0.00

0.00

Enter the Consumer Card Number

NUM

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*****Thank you*****