

# **DSOFT NEW VERSION**

**DSOFT 20**

**(Accounting Made Simple)**

# **MANUAL**

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## DSOFT 20: MORE FEATURES

**1.SHOWS BANK BALANCE (OPENING & CLOSING)**  
(IN ALL RECEITPS & PAYMENTS & OTHER REPORTS)

## **2.LINK LEDGER A/Cs TO LEDGER GROUPS**

(Ledger Groups: 1.BANK A/Cs, 2.DEPOSITS,  
3.CAPITAL & 4.LOANS)

Mandatory

Mandatory

IT IS MANDATORY (1) TO LINK LEDGERS TO THE LEDGER GROUPS &  
(2) TO ENTER OPENING BALANCE TO CASH, BANK, DEPOSITS & LOAN LEDGERS

### **3.JOURNAL ENTRY**

(NO MORE RECEIPTS & PAYMENTS ENTRY)

### **4.NEW / MODIFIED REPORTS**

- 1.Day Book (Instead of Receipts & Payments)
- 2.Trial Balance, 3.Income & Expenditure
- 4.Financial Position Statement

### **5.SAVE REPORTS IN PDF / EXCEL / WORD**

(Export Option is on the top of Print Screen)

### **6.COMMA STYLE (LAKH & MILLION)**

(TOOLS - SETTINGS)

## **7.REMOVE ZERO AMOUNT LEDGERS**

Ledger Book / Receipts & Payments Reports having zero amount ledgers can be removed. (**Tools – Ledger Setup-Reset Ledger**)

## **8.FINANCIAL YEAR STARTS FROM ANY MONTH**

(APRIL TO MARCH / JANUARY TO DECEMBER)

## **9.CUMULATIVE REPORT - INSTITUTION NAME**

When selecting more than one Institution, the Name of the Institution in the Report can be set. (**TOOLS – SETTINGS**)

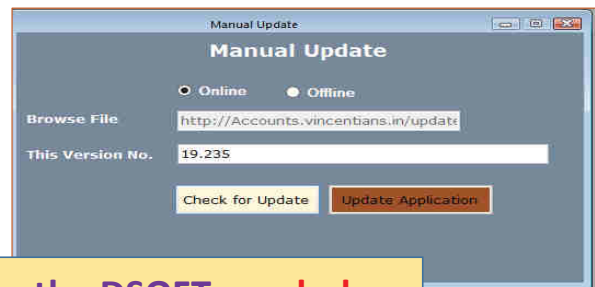
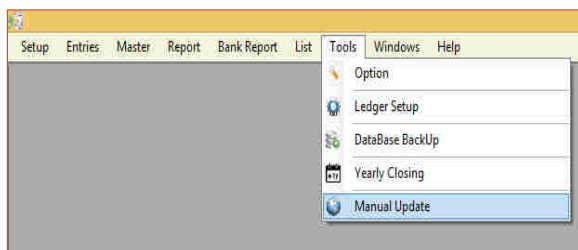
## **10.ONLINE AUTOMATIC UPDATE**

(**Tools – Manual Update** for Regular Update)

## **GET DSOF 20 FROM DSOF 18/19**

IF YOUR DSOF IS 18/19, UPDATE IT TO DSOF20  
(Open Dsoft, click on **ABOUT** in **HELP** to check the version)

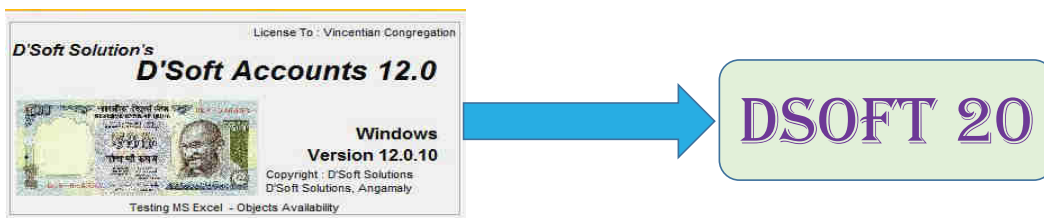
- 1.CONNECT THE COMPUTER TO THE INTERNET
- 2.CLICK ON **MANUAL UPDATE** IN **TOOLS**,
- 3.**CHECK FOR UPDATE** & 4.**UPDATE APPLICATION**



**Repeat these steps, to update the DSOF regularly...**

## DSOFT 12 TO DSOFT20 / INSTALL DSOFT20

IF YOUR DSOFT IS 12, INSTALL DSOFT20



**DOWNLOAD & INSTALL DSOFT 20**

FROM THE WEBSITE

<http://accounts.vincentians.in/>

DSOFT 12 DATA can not be transferred to DSOFT 20

**DO NOT UNINSTALL DSOFT 12**

## **INSTALL DSOF 20: Part 1**

<http://accounts.vincentians.in>

**Read the Instructions given in the website...**

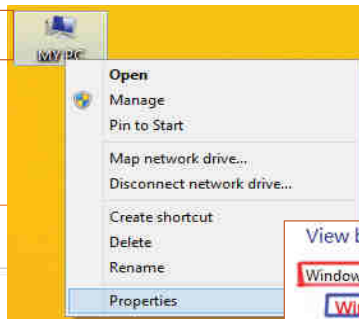
- A) Check **Windows 7/ 8 /10** & OS TYPE **32/64 bit** by clicking right button on This PC / My Computer, then Properties.
- B) If **Windows 7**, check for **Service Pack 1/2/3**. If no Service Pack, then **download & install the Service Pack**.

**Service Pack Download link is in the website.  
It is separate for OS Type: 32bit & 64bit.**



## CHECKING WINDOWS & OS TYPE

Right Click on My Computer



Windows 8 / Windows 10

View basic information about your computer

Windows edition

Windows 8 / Windows 10

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[Get more features with a new edition of Windows](#)

System

Processor: Intel(R) Core(TM) i5-6400 CPU @ 2.70GHz 2.70 GHz  
Installed memory (RAM): 8.00 GB (7.88 GB usable)  
System type: 64-bit Operating System, x64-based processor  
Pen and Touch: No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

Computer name:  
Full computer name:  
Computer description:  
Domain:

Windows 7 & Service Pack

View basic information about your computer

Windows edition

Windows 7

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Service Pack 1 / 2 / 3

System

Processor: Intel(R) Core(TM) i5-6400 CPU @ 2.70GHz 2.70 GHz  
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Pen and Touch: No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

Computer name:  
Full computer name:  
Computer description:  
Domain:

## **INSTALL DSOF 20: Part 2**

<http://accounts.vincentians.in/>

C) Install the following **3 Prerequisites**.

1. Microsoft Net Framework

2. Crystal Report Runtime (follow the instruction,  
if any error in Crystal Report installation)

3. SQL Server Local DB

D) Download & **Install DSOF 20**

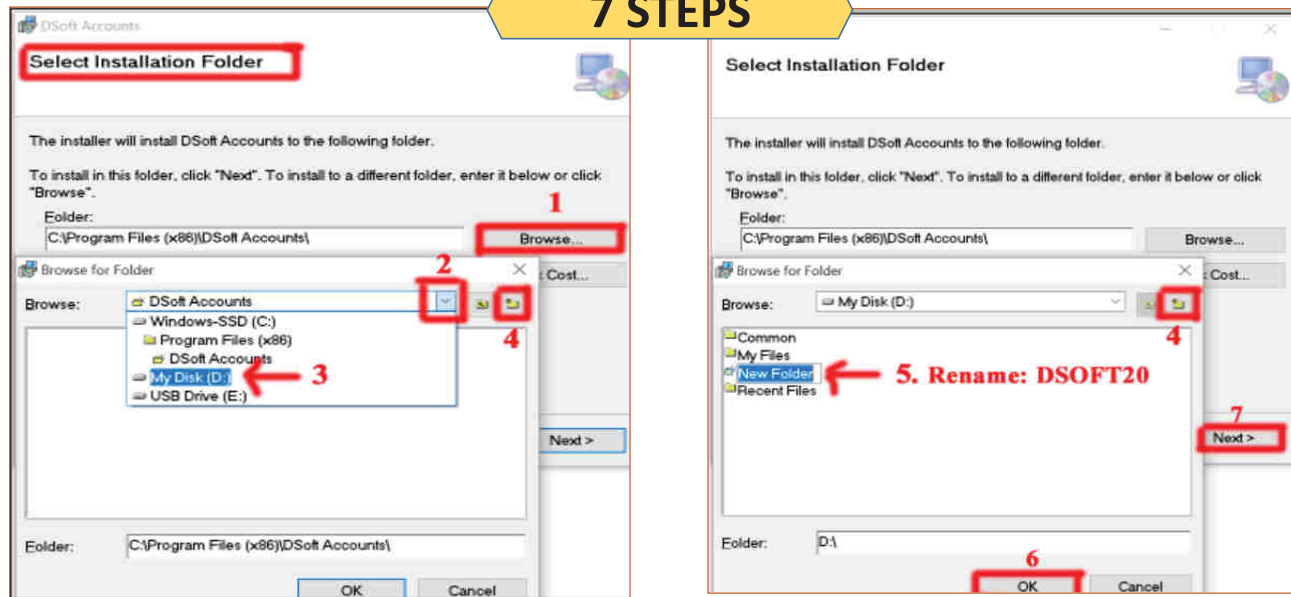
**IMPORTANT: INSTALL DSOF IN DRIVE OTHER THAN C DRIVE**

## INSTALL DSOF 20 IN DRIVE OTHER THAN 'C'

Click on **Run & Next** for DSOF 20 Installation

Create **New Folder (not in C Drive)**, in 'Select Installation Folder'

### 7 STEPS



## INSTALLING DSOFT 20 - Images

### SET DATABASE YEAR & MONTH

**DataBase Setup**

Product Type: Accounts

**Accounts**

Database Type: Local

Financial Year: 2020 Month: 4

Server:

User Name:

Password:

Database: Account

**DiGoMan**

Database Type: Local

Server:

User Name:

Password:

Database:

OK Cancel

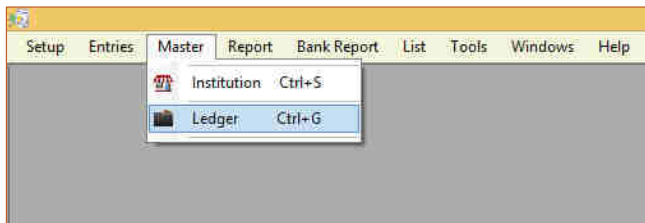
**IMPORTANT:** Date of the Computer should be Date/Month/Year Format.

# LINKING BANK LEDGERS TO BANK A/C GROUP

**MANDATORY**

- (1) **CLICK ON LEDGER** IN MASTER,
- (2) **SELECT BANK A/C LEDGER**, (3) **EDIT**
- (4) **SELECT BANK ACCOUNTS GROUP** & (5) **SAVE**

**MANDATORY**



**REPEAT STEPS 1-5 FOR ALL BANK LEDGERS**

Ledger Head Details

Name: BANK SBI 2596 V

Group: **BANK ACCOUNTS** Step 4

Opening:

Code	Name	Amount	Debit	Credit
SA	ADVANCE TO STAFF			
AGR1	AGRICULTURE			
AD	AUDIT FEE			
BAN2	BANK CHARGES			
B	BANK FED 270 H			
BAN1	BANK INTEREST			
B2	<b>BANK SBI 2596 V</b> <span style="color: red;">Step 2</span>			
CA1	CASH A/C			
FD	FED 30210 H			
MF	FEE - SCHOOL			
FX	FIXED DEPOSIT			
F	FOOD			
LS	LOAN BANK			

Buttons: Add, **Save** Step 5, Cancel, Delete, **Edit** Step 3

## LINKING OTHER LEDGER GROUPS

### THE OTHER LEDGER GROUPS & **SAMPLE** LEDGER HEADS

2. DEPOSITS
ENDOWMENT FUND A/C
FIXED DEPOSITS A/C
FIXED INVESTMENTS A/C
SCHOLARSHIP FD A/C
SECURITY DEPOSITS A/C
SHARES / BONDS A/C
4. SECURED LOANS
ADVANCE GIVEN TO STAFF A/C
BANK LOAN RECEIVED A/C
ALL REPAYABLE LOANS
ALL RECOVERABLE LOANS

**MANDATORY**

3. CAPITAL (NON-RECURRING)
COMPUTER & SOFTWARE A/C
CONSTRUCTION A/C
FURNITURE & FIXTURES A/C
INFRASTRUCTURE A/C
LAND & BUILDING A/C
LIBRARY A/C
MACHINERY & EQUIPMENT A/C
TOOLS & INSTRUMENTS A/C
VEHICLE A/C

#### **5. GENERAL LEDGERS**

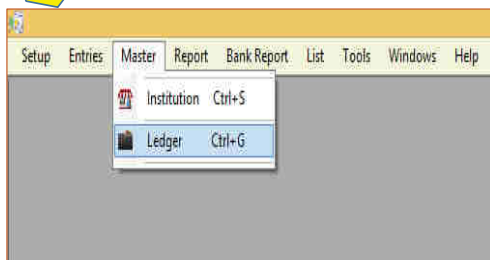
**All other Ledgers are General Ledgers.  
No need to link General Ledgers.**

MANDATORY

## OPENING BALANCE: CASH A/C

MANDATORY

- (A) **CLICK ON LEDGER** IN MASTER,  
(B) SELECT **CASH A/C**, (C) **EDIT**, (D) **INSTITUTE**  
(E) **AMOUNT** & TYPE **DEBIT** & (F) **OK & SAVE**



REPEAT THESE STEPS FOR  
ALL THE INSTITUTIONS

A screenshot of the 'Ledger Head Details' window. The 'Name' field is set to 'CASH A/C' and the 'Group' is set to '-None-'. Below this is a table with columns 'Institute', 'Amt', and 'Type'. The 'Opening' section is expanded, showing a list of institutions. 'SCHOOL' is selected and highlighted in blue, with an amount of 9900.00 and a type of 'D'. To the right of the table is a search box and a list of codes and names. At the bottom, there is a section for 'SCHOOL' with an 'Amount' field set to 9900.00, a 'Type' dropdown set to 'Debit', and buttons for 'F Save', 'Cancel', 'Delete', and 'C Edit'.

Institute	Amt	Type
ESTATE	36892.00	D
PARISH	7820.00	D
PRAYER CENTRE	0.00	D
<b>SCHOOL</b>	<b>9900.00</b>	<b>D</b>
VINCENTIAN HOUSE	25634.00	D
VSS	5689.00	D

Code	Name
SA	ADVANCE TO STAFF (LOAN)
AGR1	AGRICULTURE
AD	AUDIT FEE
BAN2	BANK CHARGES
B	BANK FED 270 H
BAN1	BANK INTEREST
B2	BANK SBI 2596 V
CA1	<b>CASH A/C</b>

VERIFY THE OPENING BALANCE WITH THE AUDIT REPORT

## OPENING BALANCE: OTHER LEDGERS

MANDATORY

**BANK A/Cs:** Steps **A - F**. But in Step **(B)** Select BANK A/C ledger.  
(Repeat it for all Bank A/Cs)

**LOAN / ADVANCE GIVEN A/Cs:** Steps **A - F**. But in Step **(B)** Select LOAN / ADVANCE TO STAFF A/C ledger. (Repeat it for all Advance / Loan Given A/Cs)

**FIXED DEPOSIT A/Cs:** Steps **A - F**. But in Step **(B)** Select FIXED DEPOSIT A/C ledger. (Repeat it for all Fixed Deposits)

**LOAN RECEIVED A/Cs:** Steps **A - F**. But in step **(B)** Select LOAN RECEIVED A/C ledger & **(E)** Enter the amount & type **CREDIT**. (Repeat it for all Loan Received A/Cs)

MANDATORY



## JOURNAL ENTRY

EVERY TRANSACTION HAS DEBIT & CREDIT SIDES.  
IN DSOF 20, THIS ENTRY IS MADE SO SIMPLE.

If **PAYMENT**, select the ledger in  
Debit/Payment Row.

If **RECEIPT**, select the ledger in  
Credit/Receipt Row.

Then, select **CASH / BANK** in the Other Row.

**PAYMENT ENTRY** Journal Entry

Journal No: 21 Date: 31/03/2020

Institution: VINCENTIAN HOUSE(2)

Debit/Payment: **STATIONERY** PAYMENT LEDGER

Credit/Receipt: CASH A/C

Amount: 800

Narration: STATIONERY PURCHASED FROM KG SHOP

Save Edit Cancel Delete

**RECEIPT ENTRY** Journal Entry

Journal No: 20 Date: 31/03/2020

Institution: VINCENTIAN HOUSE(2)

Debit/Payment: CASH A/C

Credit/Receipt: **PASTORAL A/C** RECEIPT LEDGER

Amount: 300.00

Narration: TA RECEIVED FROM ST. JOSEPH CHURCH FOR COM

Save Edit Cancel Delete

= STATIONERY A/C DEBTOR (DR) TO CASH A/C

= CASH A/C DEBTOR (DR) TO PASTORAL A/C

## **JOURNAL ENTRY: SAMPLES - 1**

### **PAYMENT (CASH)**

**Debit/Payment: STATIONERY**

**Credit/Receipt: CASH**

---

**Debit/Payment: FOOD**

**Credit/Receipt: CASH**

---

### **RECEIPT (CASH)**

**Debit/Payment: CASH**

**Credit/Receipt: SUBSIDY**

---

**Debit/Payment: CASH**

**Credit/Receipt: PASTORAL**

### **PAYMENT (BANK)**

**Debit/Payment: STATIONERY**

**Credit/Receipt: SBI 2596**

---

**Debit/Payment: FOOD**

**Credit/Receipt: FED 290**

---

### **RECEIPT (BANK)**

**Debit/Payment: SBI 2596**

**Credit/Receipt: SUBSIDY**

---

**Debit/Payment: SBI 2596**

**Credit/Receipt: PASTORAL**

## JOURNAL ENTRY: SAMPLES - 2

### CASH DEPOSITED

**Debit/Payment: FED 290**

**Credit/Receipt: CASH**

### CASH WITHDRAWN

**Debit/Payment: CASH**

**Credit/Receipt: FED 290**

### TRANSFER FROM SBI TO FED

**Debit/Payment: FED 290**

**Credit/Receipt: SBI 2596**

FOR MORE SAMPLES, SEE THE  
GUIDE IN THE JOURNAL ENTRY.

### MULTIPLE ENTRY TRANSACTION

**Example:** Salary: 18,000. Cheque: 14,500  
(Deduct) Food: 1,500 & Advance 2,000

**Debit/Payment: SALARY**

**Credit/Receipt: CASH (Rs.18,000)**

**Debit/Payment: CASH**

**Credit/Receipt: FOOD (Rs.1,500)**

**Debit/Payment: CASH**

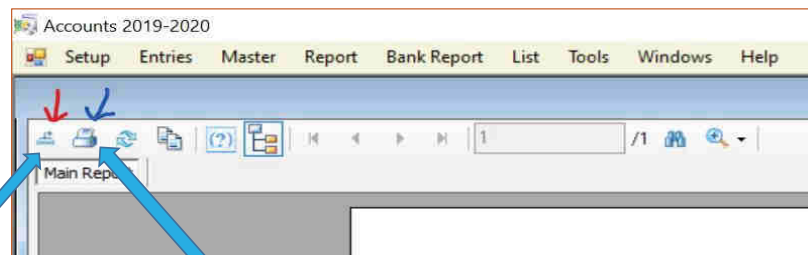
**Credit/Receipt: ADVANCE (Rs.2,000) -**

**Debit/Payment: CASH**

**Credit/Receipt: SBI 2596 (Rs.14,500)**

## **\* REPORT: HOW TO PRINT/EXPORT TO PDF/EXCEL**

- 1)Go to a **Report**. 2)Click on **Print**.
- 3)Click on **Second Icon** to Print or **First Icon** to Export.
- 4)Give **File Name** & select **Save as Type** PDF/EXCEL.



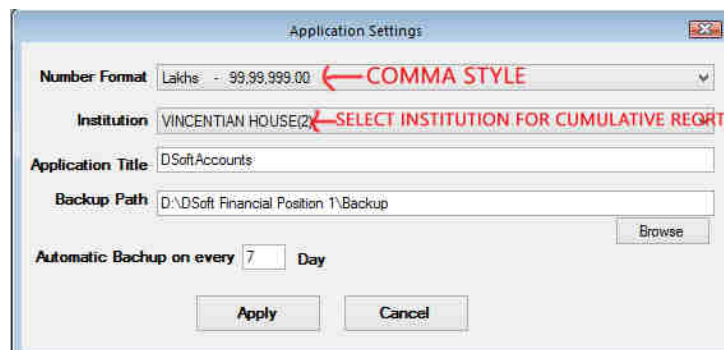
To Export Report / To Print Report

## **COMMA STYLE (TOOLS - SETTINGS) & INSTITUTION NAME FOR CUMULATIVE REPORT**

(When selecting more than one Institution, the Name of the Institution in the Report can be set.)

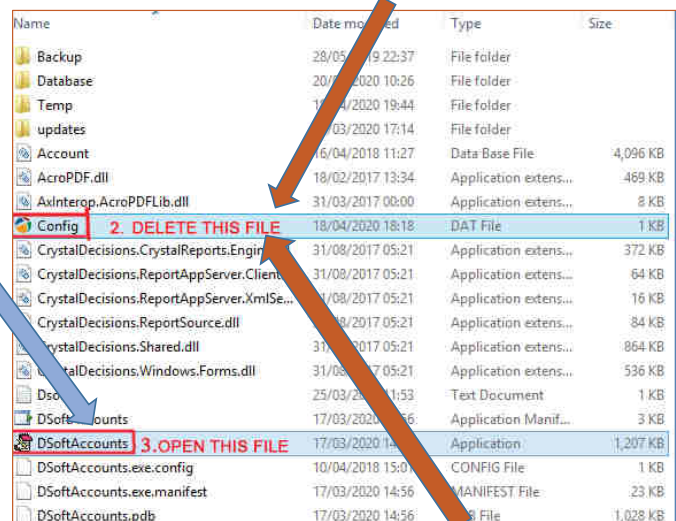
### **GO TO TOOLS - SETTINGS & SELECT INSTITUTION**

(In Master, Institutions can be added only for this purpose)



## **\*MORE THAN ONE DSFOT IN A COMPUTER**

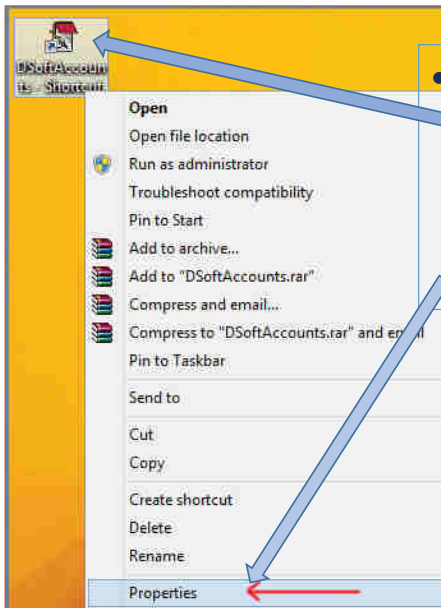
1. **COPY, PASTE & RENAME** THE DSOFT FOLDER
2. **OPEN** THE RENAMED FOLDER & **DELETE FILE: Config.dat**
3. **OPEN DSoftAccounts.exe** & DATA-BASE **YEAR & MONTH**
4. **'YES / NO'** IF ASKS: "Database Already Exist. Do You Want To Recreate?"
  - 'YES' = NEW & FRESH DATABASE**
  - 'NO' = EXISTING DATABASE OF THE COPIED ACCOUNT**



Name	Date modified	Type	Size
Backup	28/05/2019 22:37	File folder	
Database	20/07/2020 10:26	File folder	
Temp	18/04/2020 19:44	File folder	
updates	17/03/2020 17:14	File folder	
Account	16/04/2018 11:27	Data Base File	4,096 KB
AcroPDF.dll	18/02/2017 13:34	Application extens...	469 KB
AxInterop.AcroPDFLib.dll	31/03/2017 08:00	Application extens...	8 KB
Config	18/04/2020 18:18	DAT File	1 KB
CrystalDecisions.CrystalReports.Engine	31/08/2017 05:21	Application extens...	372 KB
CrystalDecisions.ReportAppServer.Client	31/08/2017 05:21	Application extens...	64 KB
CrystalDecisions.ReportAppServer.XmlSe...	31/08/2017 05:21	Application extens...	16 KB
CrystalDecisions.ReportSource.dll	31/08/2017 05:21	Application extens...	84 KB
CrystalDecisions.Shared.dll	31/08/2017 05:21	Application extens...	864 KB
CrystalDecisions.Windows.Forms.dll	31/08/2017 05:21	Application extens...	536 KB
DSoftAccounts	17/03/2020 14:56	Application	1,207 KB
DSoftAccounts.exe.config	10/04/2018 15:01	CONFIG File	1 KB
DSoftAccounts.exe.manifest	17/03/2020 14:56	MANIFEST File	23 KB
DSoftAccounts.pdb	17/03/2020 14:56	PDB File	1,028 KB

**WHENEVER RENAME / MOVE THE DSOFT FOLDER, DELETE 'CONFIG' FILE & SELECT 'NO' WHEN ASK TO 'RECREATE DATABASE...'**

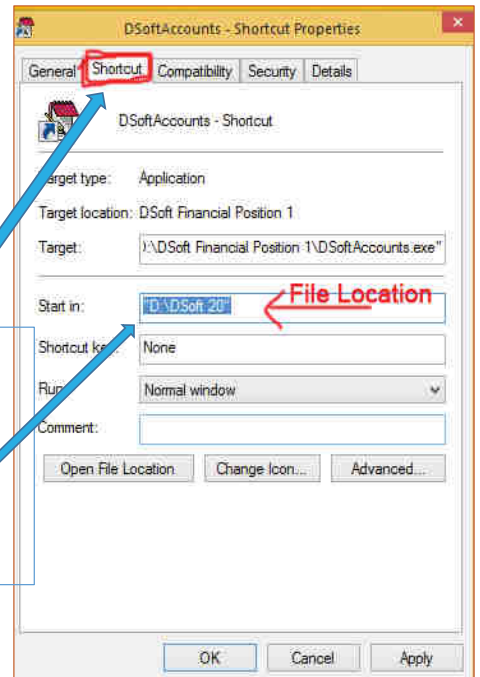
## \* HOW TO FIND DSOFI FOLDER?



- RIGHT CLICK ON DSOFI ICON ON DESKTOP.

- SELECT PROPERTIES

- GO TO SHORTCUT
- START IN:  
=(The Folder)



### **\*SAVE THE DSOFTE DATA IN A PENDRIVE**

- 1.GO TO DSOFTE FOLDER
- 2.COPY & PASTE THE **DATABASE** TO A PENDRIVE

### **\*REMOVE ZERO AMOUNT LEDGER HEADS**

(In Ledger Report and Receipts & Payments Report)

- 1.GO TO **TOOLS**,
- 2.CLICK ON **LEDGER SETUP**
- 3.CLICK ON **RECOVER LEDGERS**

**NB. Zero Amount Ledger which has Opening Balance will be displayed in the Reports.**



## NEW REPORTS

### 1. TRIAL BALANCE

SHOWS THE NET BALANCE OF **ALL LEDGER A/Cs**.

### 2. INCOME & EXPENDITURE A/C

(It is also called Profit & Loss A/C)

IT IS THE NET BALANCE OF THE **GENERAL LEDGERS ONLY**.  
SHOWS CURRENT EXPENSES AGAINST CURRENT INCOME.

### 3. FINANCIAL POSITION REPORT

USEFUL FOR BUDGET, HANDOVER FILE & INTERNAL AUDIT.  
SHOWS BALANCES OF **LEDGERS EXCEPT GENERAL LEDGERS**.

**REPORTS FOR AUDITING:** DAY BOOK, LEDGER BOOK, R&P SUMMARY,  
TRIAL BALANCE, INCOME & EXPENDITURE and FINANCIAL POSITION.