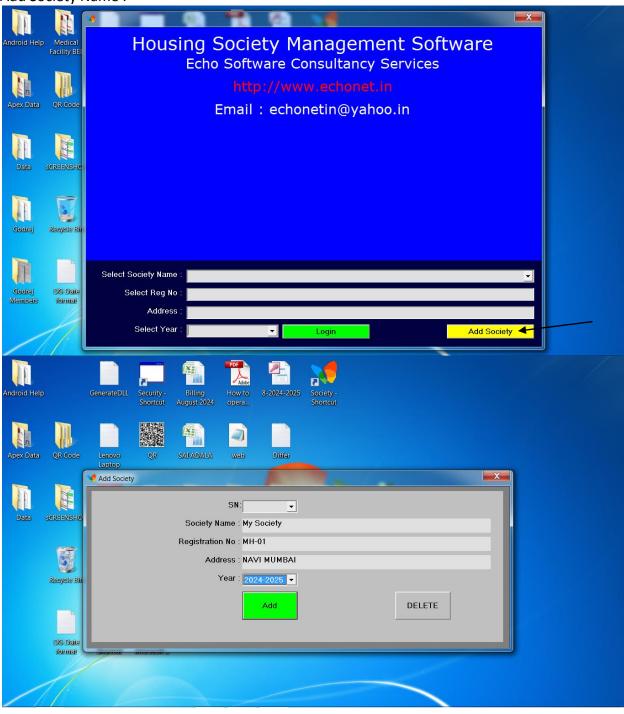
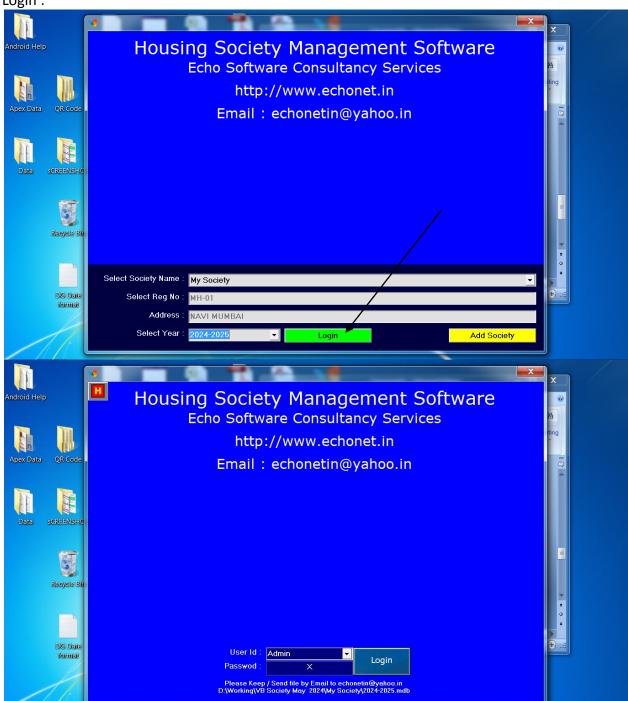
# : How to Operate :

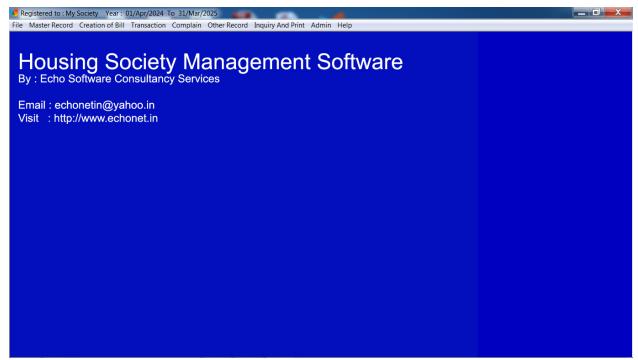
https://www.echonet.in/Housingsociety.htm

Add Society Name:



Login:

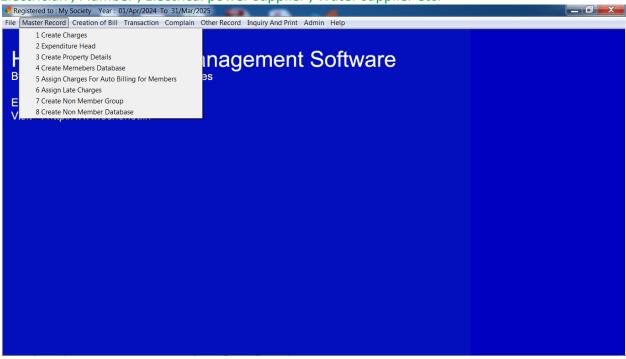




### Master Record:

Fill 1 - 8 Prior to use Billing.

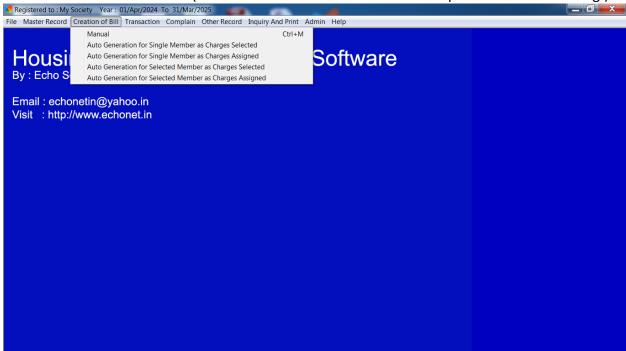
Member means Society Member, Non Member means other than member ie. Bank , Security , Electrician , Plumber , Electrical power supplier , Water supplier etc.



#### Create Bill:

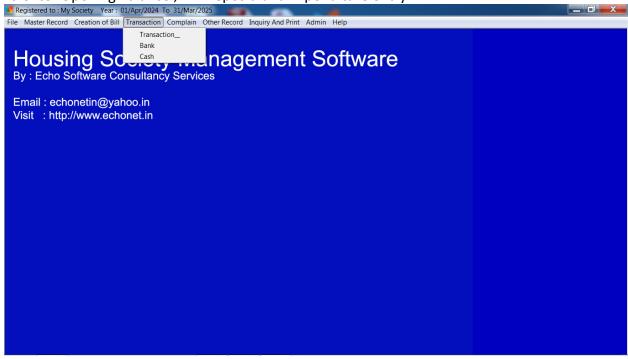
Manual: One member at a time

Auto: All Members at a time (But Master Record should be entered prior to use auto billing.)

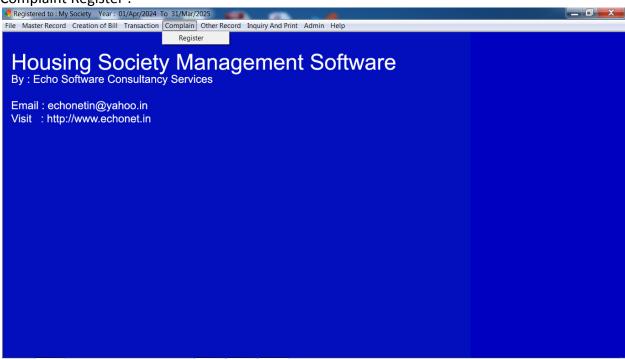


#### Transaction:

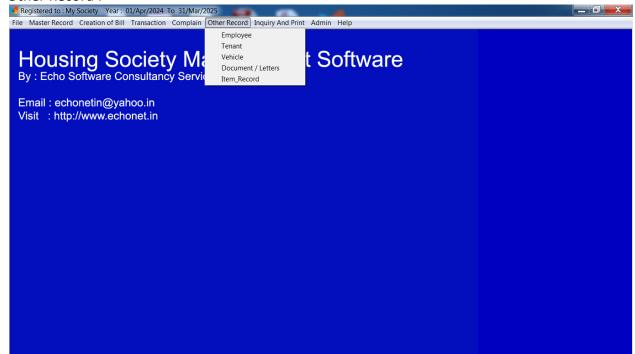
To enter Opening Balance, Bill Deposit and Expenditure entry.



# Complaint Register:

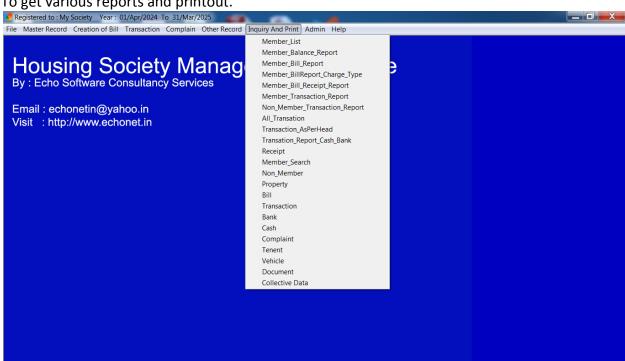


#### Other Record:

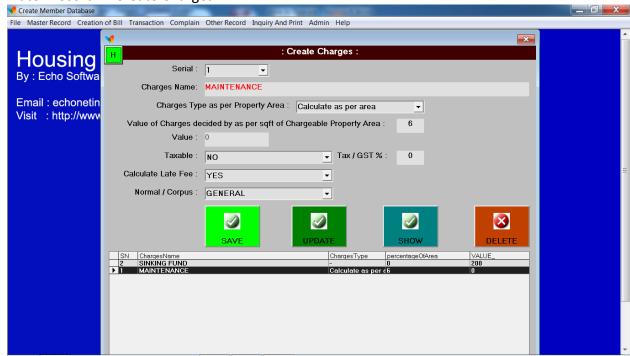


# Inquiry And Print:

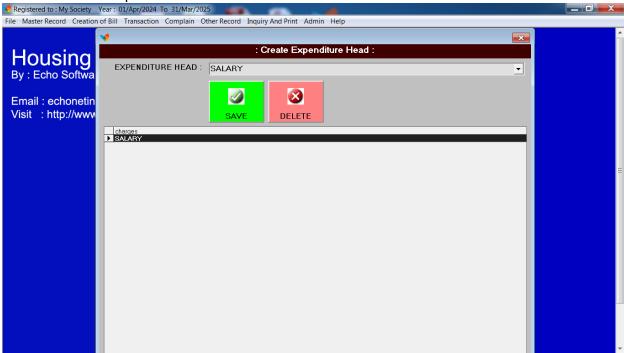
To get various reports and printout.



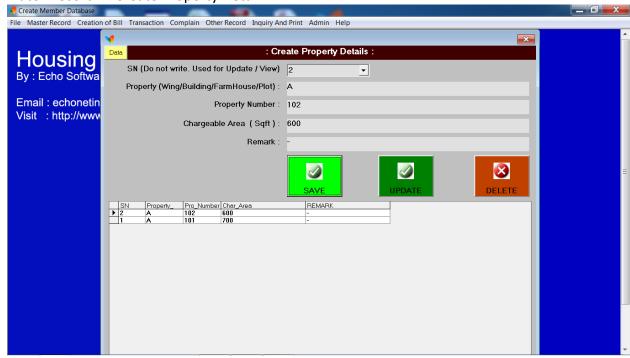
# Mater Record -> Create Charges



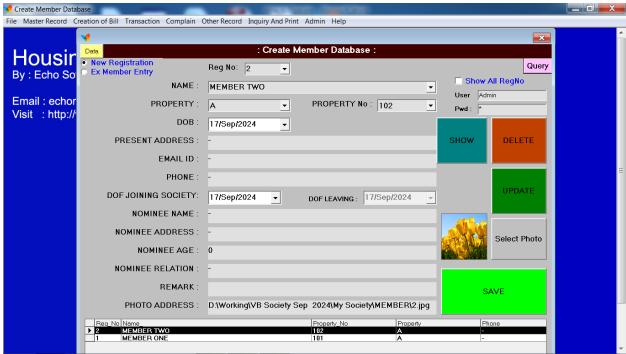
## Mater Record -> Expenditure Head



# Mater Record -> Create Property Detail



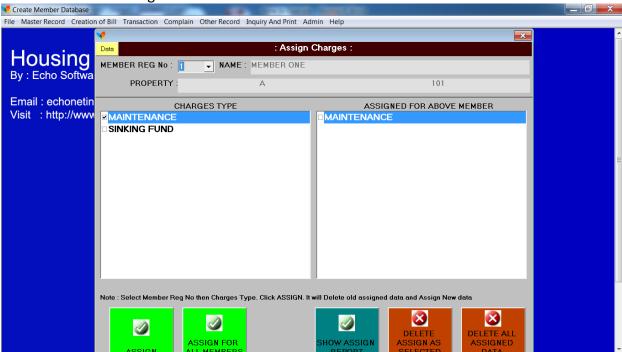
#### Mater Record -> Create Member Database



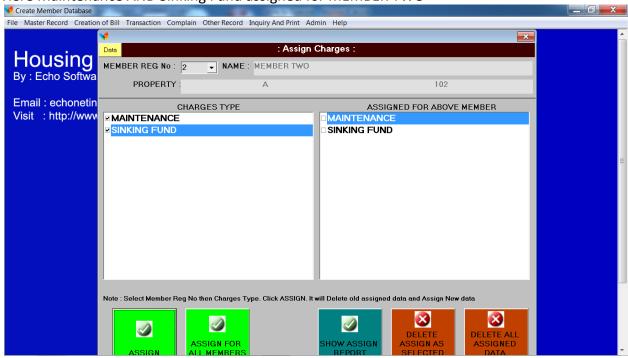
Mater Record -> Assign Charges for Auto Billing for Members:

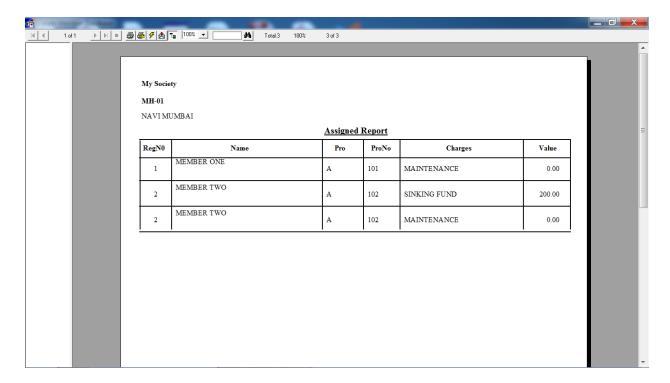
- 1. Select Member Reg No
- 2. Tick mark Charges Type
- 3. Click Assign (For Single member assignment) OR
- 1. Tick mark Charges Type
- 2. Click Assign for All Members (For All members assignment, same type of Charge)

Here Maintenance assigned for MEMBER ONE

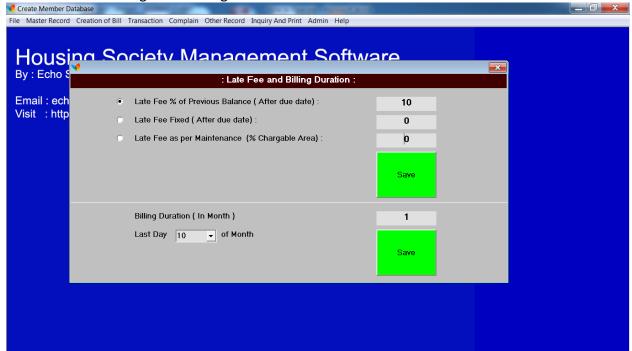


Here Maintenance AND Sinking Fund assigned for MEMBER TWO





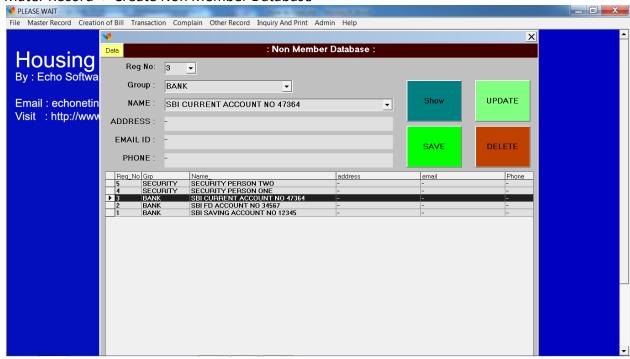
Mater Record -> Assign Late Charge



Mater Record -> Create Non Member Group:



### Mater Record -> Create Non Member Database



### Creation of Bill -> Manual

Create Bill for individual Member:

Important: Prior to create new Bill, Click New Bill.

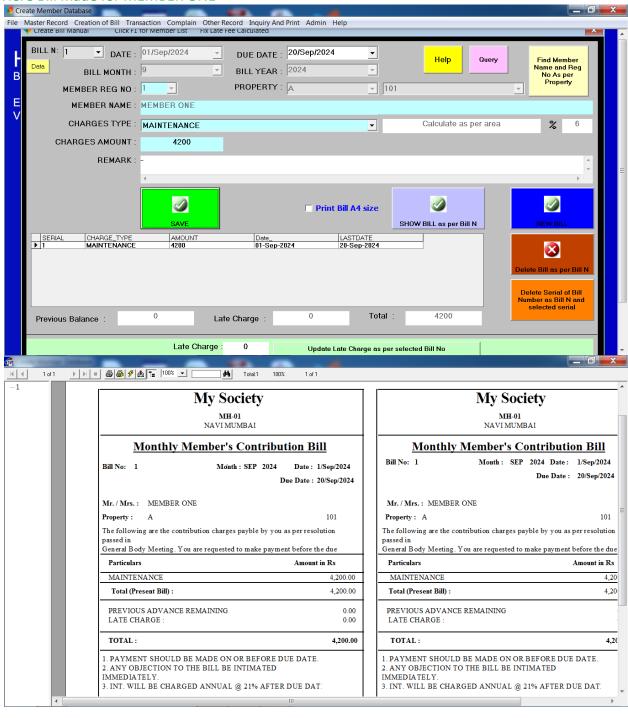
- 1. Select Date, Due Date, Member Reg No.
- 2. Select: Charges Type, write Amount (If not filled up automatically)
- 3. Click Save
- 4. Again select: Charges Type, write Amount (If not filled up automatically)
- 5. Click Save

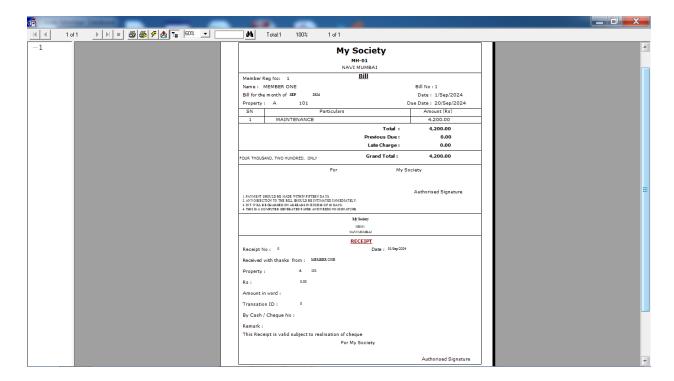
(Repeat till all charges are added. At last again click New Bill, so that software ready to create new Bill)

Repeat above for Next Member / Next Bill.

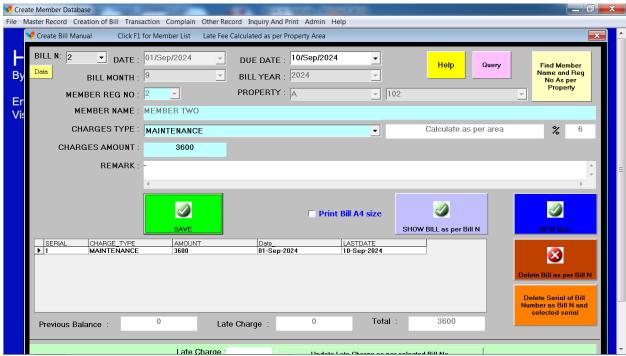
Late Charge and Previous can be updated by selecting Bill No.

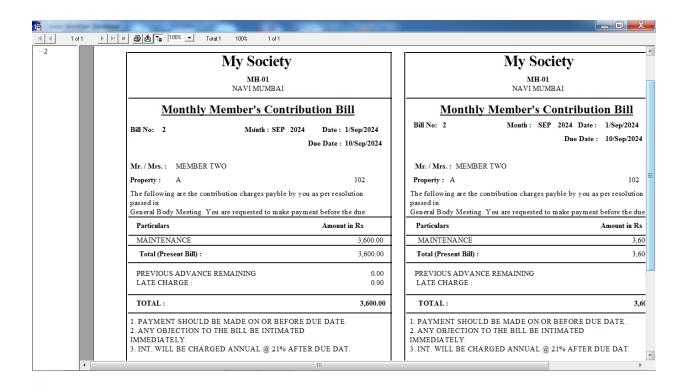
Here Bill made for MEMBER ONE

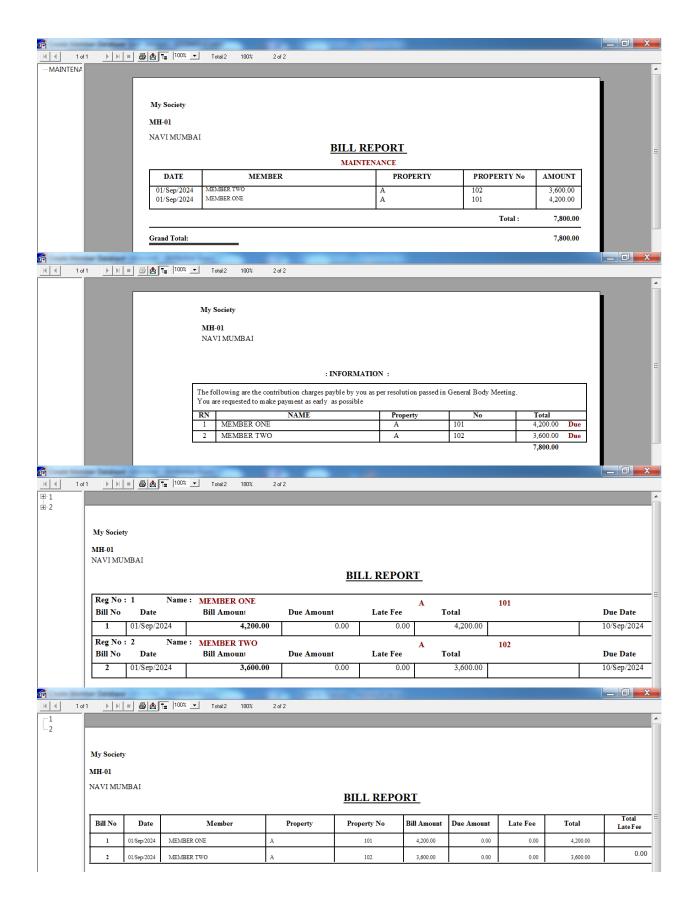




#### Here Bill made for MEMBER TWO

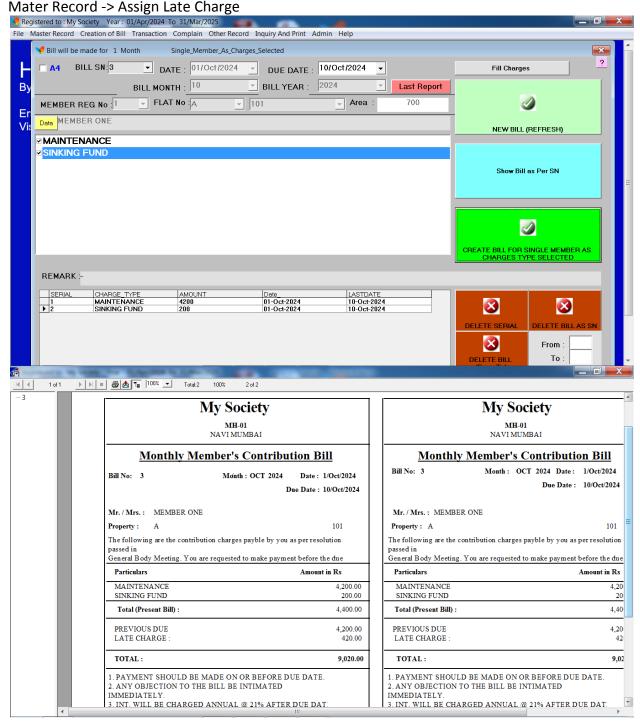






Creation of Bill -> Auto\_Generation\_for\_Single\_Member\_as\_Charges\_Selected Here Tick marked for Maintenance and Sinking Fund for MEMBER ONE. Clicked Bill for single member as charges selected.

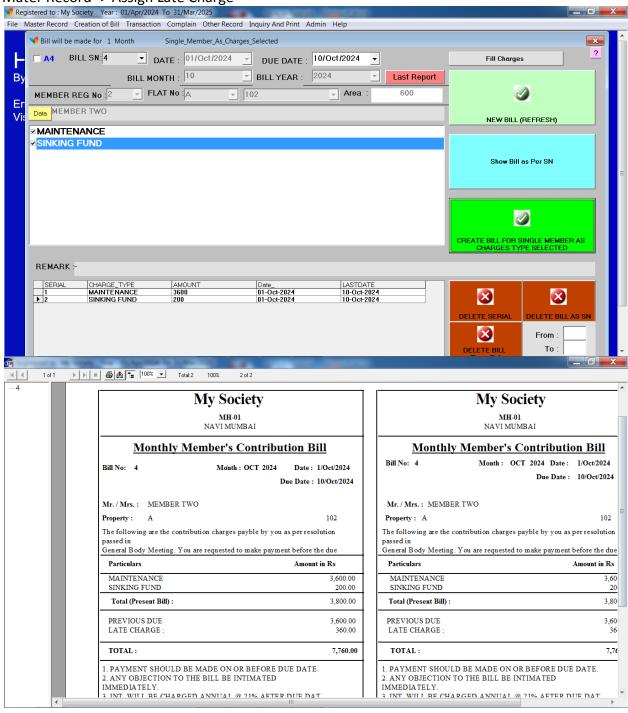
Late charges 10% added by software as it is decided in



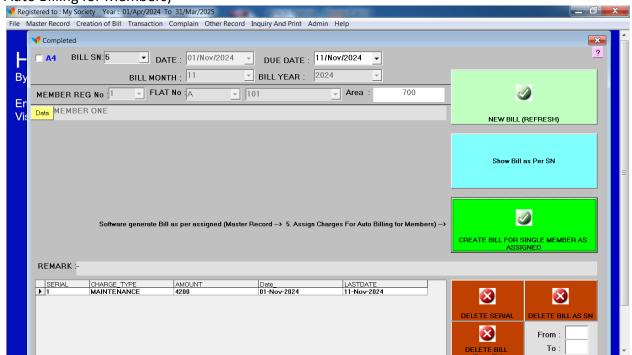
Here Tick marked for Maintenance and Sinking Fund for MEMBER TWO. Clicked Bill for single member as charges selected.

Late charges 10% added by software as it is decided in

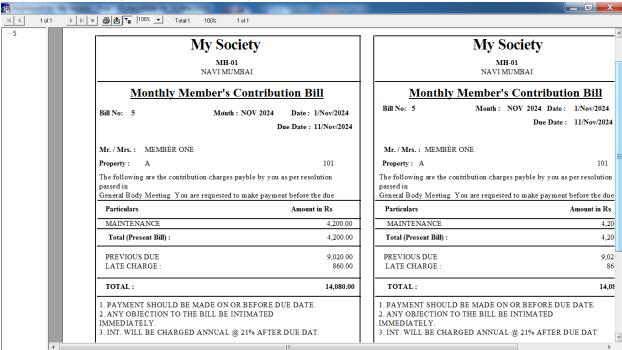
Mater Record -> Assign Late Charge



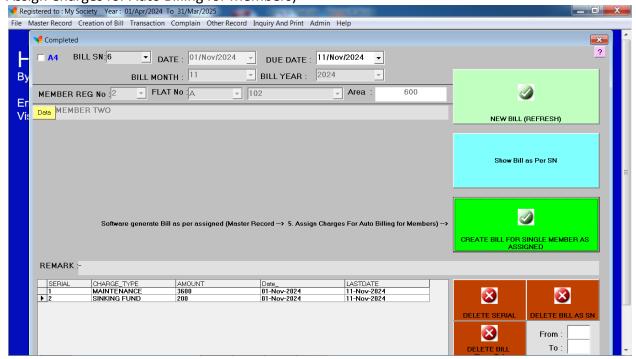
Creation of Bill -> Auto\_Generation\_for\_Single\_Member\_as\_Charges\_Assigned
Here for MEMBER ONE ( Assigned for only Maintenance in Master Record -> Assign Charges for Auto Billing for Members)



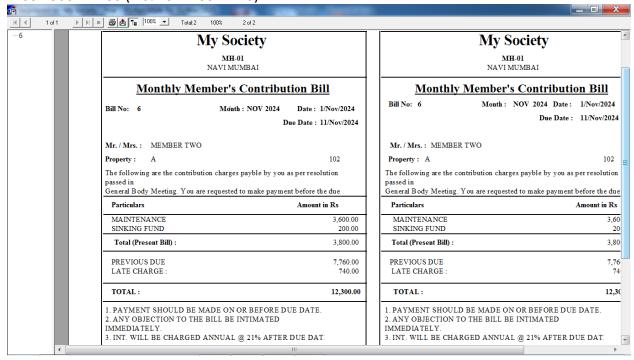
Previous Due 9020, in that Late Charges 420, So software calculated Late Charge on 9020 - 420 = 8600 (10% of 8600 = 860)



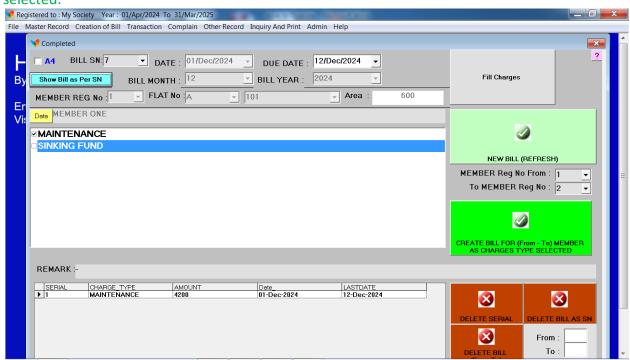
Here for MEMBER TWO (Assigned for Maintenance and Sinking Fund in Master Record -> Assign Charges for Auto Billing for Members)



Previous Due 7760, in that Late Charges 360, So software calculated Late Charge on 7760 - 360 = 7400 (10% of 7400 = 740)



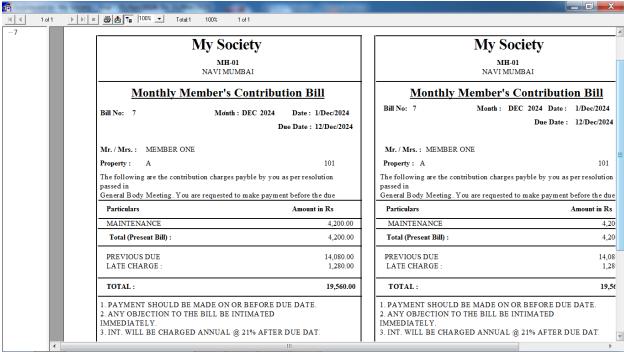
Creation of Bill -> Auto\_Generation\_for\_Selected\_Member\_as\_Charges\_Selected Here Tick marked for Maintenance . Clicked Create Bill for From - To Member as charges selected.



Now Two Bill 7 and 8 generated.

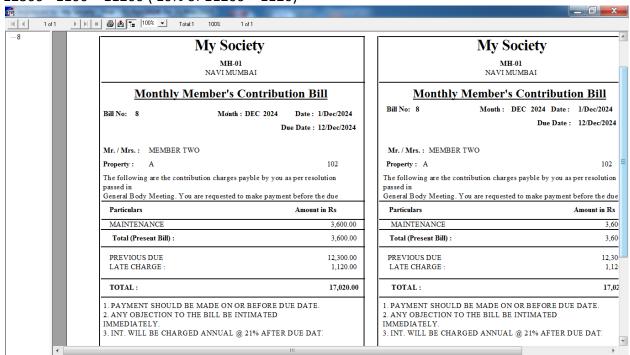
#### Bill No 7:

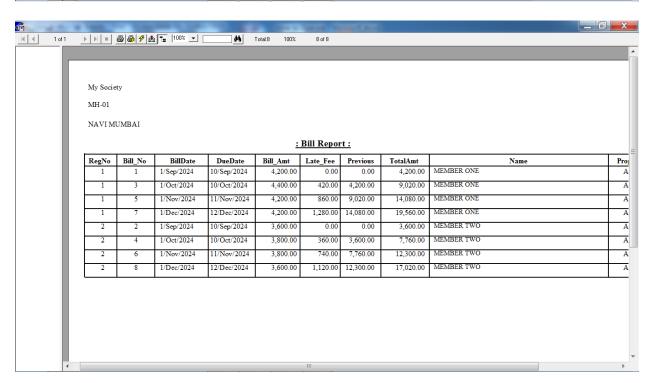
Previous Due 14080, in that Late Charges 1280, So software calculated Late Charge on 14080 - 1280 = 12800 (10% of 12800 = 1280)



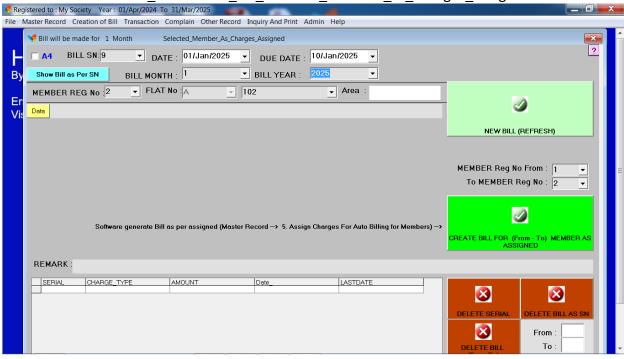
#### Bill No 8:

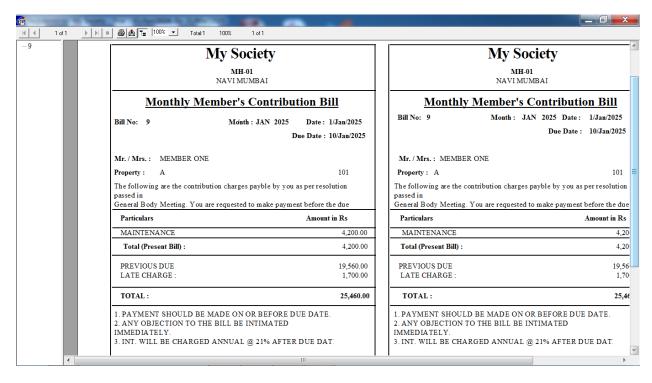
Previous Due 12300, in that Late Charges 1100, So software calculated Late Charge on 12300 - 1100 = 11200 ( 10% of 11200 = 1120)

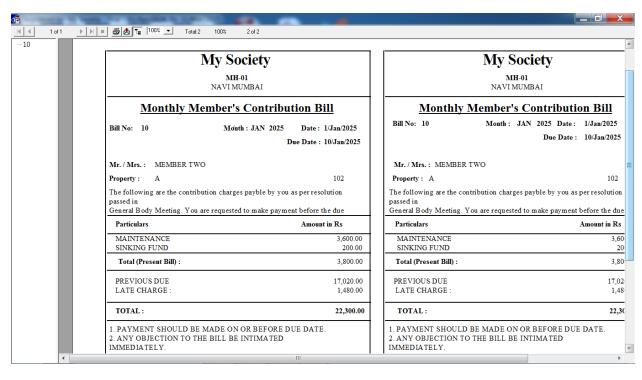


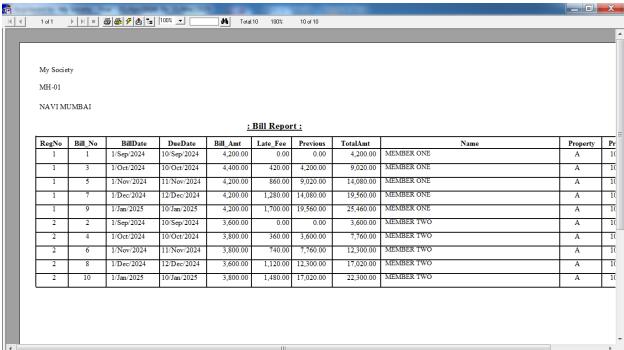


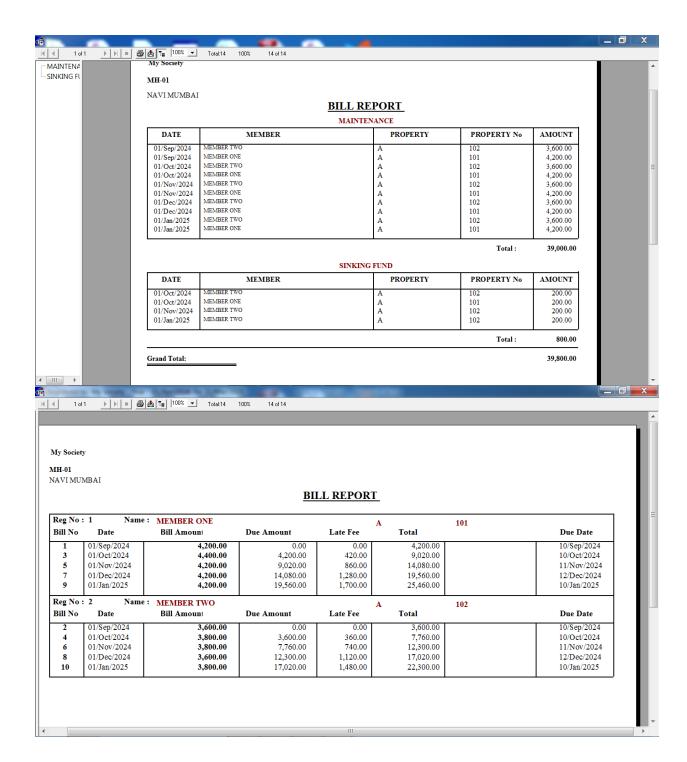
Creation of Bill -> Auto\_Generation\_for\_Selected\_Member\_as\_Charges\_Assigned

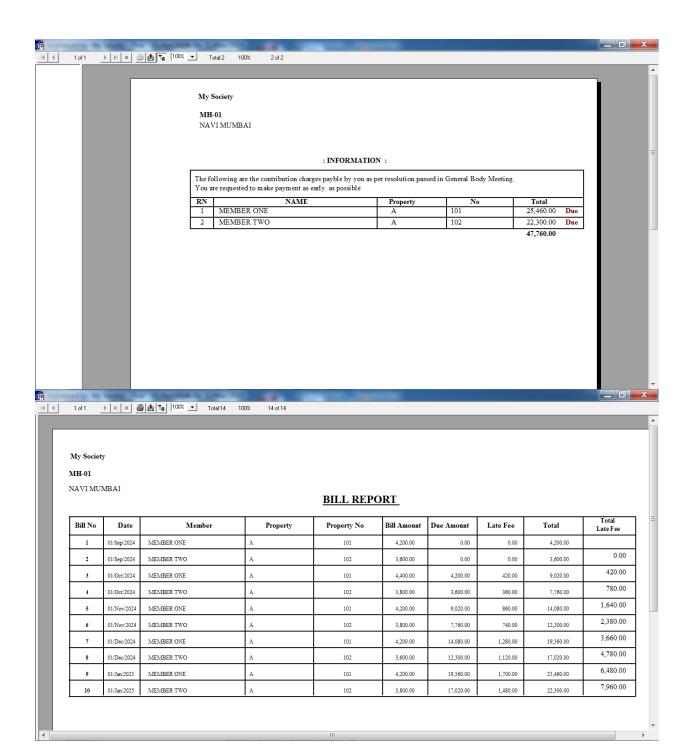








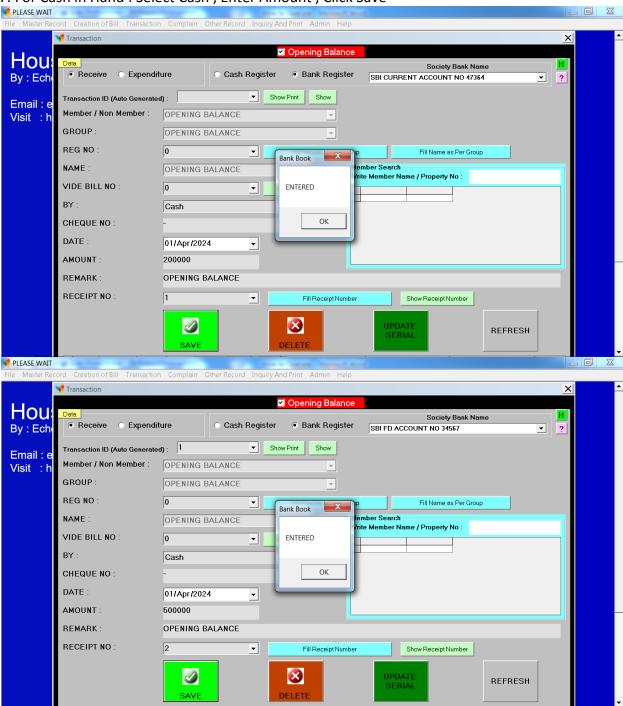


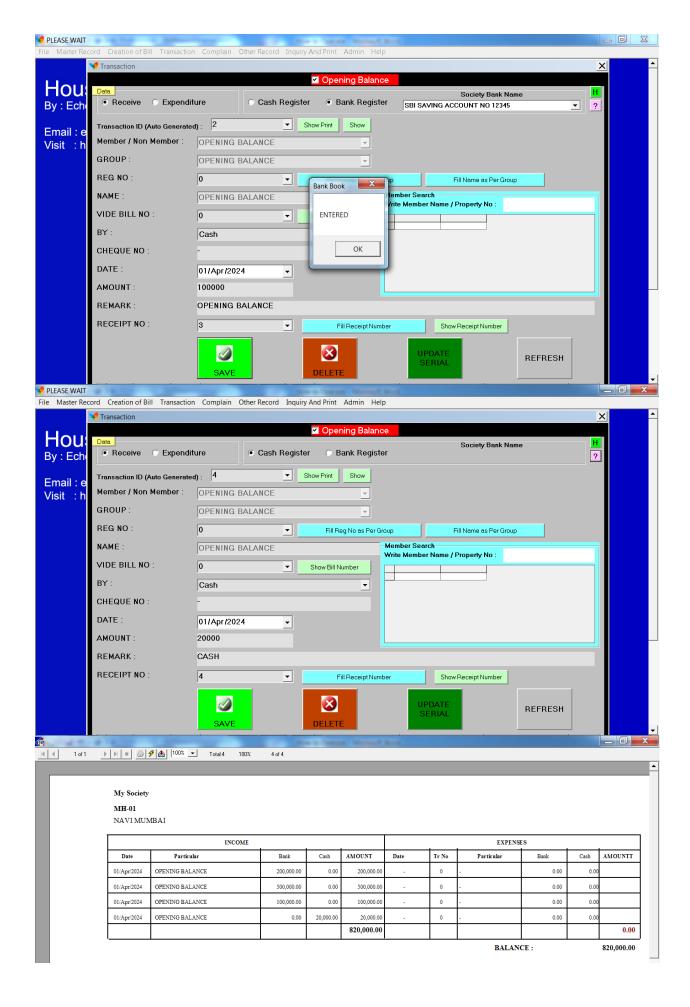


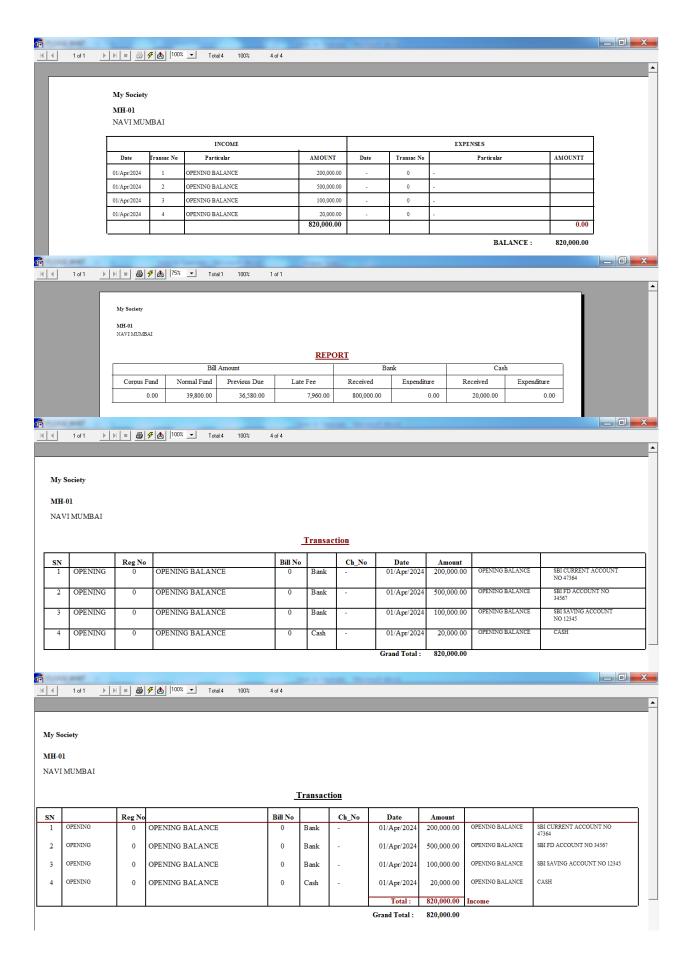
### : Transaction:

### How to Enter Opening Balance:

- 1. Tick Mark Opening Balance
- 2. If in Bank then Tick Mark Bank Register
- 3. Select Bank Name (If Entered in Non Member Database)
- 4. Write Amount
- 5. Click Save.
- 6. Repeat same with other Bank Account
- 7. For Cash in Hand: Select Cash, Enter Amount, Click Save







# To deposit Bill:

- 1. Select Member
- 2. Select Reg No (Can be search)
- 3. Select Vide Bill No
- 4. Select By
- 5. Write Date
- 6. Write Amount
- 7. Click Save

