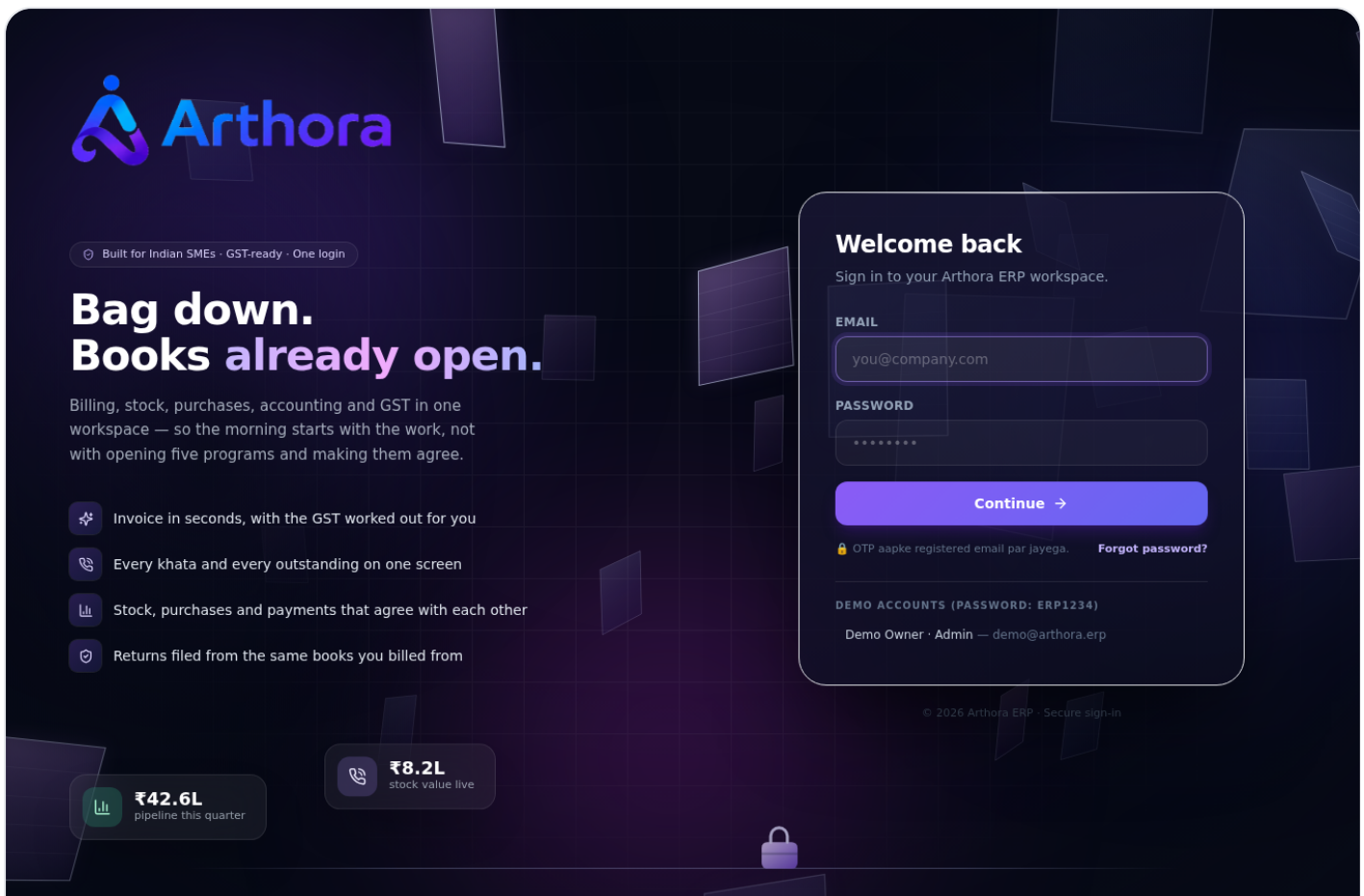


Arthora ERP — User Manual

Yeh guide aapko Arthora ERP ke har module ka step-by-step istemaal sikhaati hai — screenshots ke saath. Shuru karne ke liye bas ek browser chahiye: **erp.arthora.in**. Tally jaante ho to aadha manual aapko pehle se aata hai.

1 Login & shuruaat

1. **erp.arthora.in** kholo — koi installation nahi, phone par bhi chalta hai.
2. Email aur password daalo. Trial liya tha to password signup screen par dikha tha; kharida tha to welcome email me set-password link aaya tha.
3. Ek **one-time code (OTP)** aapke email par aayega — daalte hi andar.
4. Pehli baar aane par ek company pehle se bani milti hai, chart of accounts ke saath — kuch register nahi karna, seedha kaam shuru.



Login — email + password, phir email par OTP

💡 Password bhool gaye? Login screen par **Forgot password** se naya set karo — link email par aata hai.

2 Dashboard & navigation

Login ke baad **Executive Dashboard** khulta hai — revenue, receivables, payables, stock value aur low-stock alerts ek nazar me. Baayi taraf **Gateway** hai — Tally ke Gateway jaisa: Masters, Transactions, Books & Reports.

- **Ctrl+K** — kisi bhi screen par jump karo, naam type karke. Sabse tez raasta yahi hai.
- **F1** company switch, upar se FY badlo — saal ke hisaab se books.
- Upar ke menus module-wise hain: Finance, GST & Tax, Sales, Purchase, Inventory, Manufacturing, HR & Payroll, Reports.

The screenshot displays the Arthora ERP interface. The top navigation bar includes the Arthora logo, ERP label, company selection (Arthora Traders), fiscal year (FY 2026-27), and various utility buttons like search, notifications, and user profile (Demo Owner). Below this is a horizontal menu with icons for Dashboard, Finance, GST & Tax, Sales, Purchase, Inventory, Manufacturing, HR & Payroll, and Reports & BI. The main content area is titled 'Executive Dashboard' with the subtitle 'Your whole business at a glance.' It features a 'GATEWAY' sidebar on the left with categories: MASTERS (Create, Alter, Chart of Accounts, Parties, Items & Stock), TRANSACTIONS (Vouchers, Day Book), BOOKS & REPORTS (Balance Sheet, Profit & Loss A/c, Account Books, Other reports), SELL (Sales Invoice, Quotation, Delivery Challan, Price Lists, Sales Targets, Receivables), and BUY. The dashboard itself contains several key metrics: REVENUE (ALL TIME) ₹2,84,704, PURCHASES ₹1,34,400, EXPENSES ₹0, PROFIT ₹1,50,304, RECEIVABLES ₹2,84,704, PAYABLES ₹1,34,400, STOCK VALUE ₹5,28,760, and THIS MONTH SALES ₹2,84,704. A 'CASH FLOW' section shows Money In (collections) ₹0, Money Out (payments + expenses) ₹0, and Net Cash ₹0. A 'LOW STOCK ALERTS' section indicates all items are above minimum stock, with 3 invoices, 1 bills, 6 items, and 6 parties.

Executive Dashboard + Gateway sidebar

3 Company & Setup

Sabse pehla kaam: **Company & Setup** me apni details bharo — yahi har invoice aur har return par chhapti hain.

1. Company ka naam, address, state — state se hi CGST/SGST vs IGST tay hota hai.
2. **GSTIN** — software checksum se verify karta hai, galat number save hi nahi hota. GSTIN ke andar ka PAN aur PAN field bhi match hone chahiye.
3. **PAN aur TAN** — TDS returns TAN ke bina file nahi ho sakte.
4. Invoice numbering, terms, bank details — jo invoice par chahiye.

⚠ GSTIN daale bina GST returns preview to dikhengi, par file karne se pehle software khud rok kar batayega ki kya missing hai.

4 Masters — parties, items, ledgers

Parties (customers & vendors)

- **F7** ya Gateway → Parties. Naam, GSTIN, state, credit days, opening balance.
- GSTIN daalte hi state code khud aa jaata hai — place of supply wahi se chalta hai.
- Vendor ke liye TDS section set kar do (jaise 194C, 194J) — har payment par khud lag jayega.
- Videshi vendor? **Non-resident** mark karo, country aur tax number ke saath — uski TDS 27Q me jaati hai.

Items & stock

- **F6** — item ka naam, unit, HSN, GST rate, sale/purchase price, opening stock.
- HSN yahan ek baar sahi daal do — GSTR-1 ki HSN summary khud isi se banti hai.

Ledgers

Chart of accounts pehle se bana hai — Tally ke groups jaisa. Naya ledger chahiye to Gateway → Create se banao; har party ka ledger khud ban jaata hai.

Filter rows...

Advanced

Export

Trial Balance

Ledger-wise debits and credits — they must always tie out.

✓ Balanced

Click any ledger to open its statement, then any line to see the voucher behind it.

LEDGER	GROUP	DEBIT	CREDIT	CLOSING
Employer PF Contribution	Indirect Expenses	₹18,000	—	₹18,000 Dr
Input CGST	Duties & Taxes	₹3,200	—	₹3,200 Dr
Input SGST	Duties & Taxes	₹3,200	—	₹3,200 Dr
Mehtha Fabrics	Sundry Debtors	₹99,008	—	₹99,008 Dr
Output CGST	Duties & Taxes	—	₹12,502	₹12,502 Cr
Output SGST	Duties & Taxes	—	₹12,502	₹12,502 Cr
PF Payable	Duties & Taxes	—	₹36,000	₹36,000 Cr
Purchase	Purchase Accounts	₹1,28,000	—	₹1,28,000 Dr
Rajasthan Steel Suppliers	Sundry Creditors	—	₹1,34,400	₹1,34,400 Cr
Salary & Wages	Indirect Expenses	₹7,50,000	—	₹7,50,000 Dr
Salary Payable	Current Liabilities	—	₹7,32,000	₹7,32,000 Cr
Sales	Sales Accounts	—	₹2,59,700	₹2,59,700 Cr
Sharma Textiles	Sundry Debtors	₹1,85,696	—	₹1,85,696 Dr

Ledgers aur vouchers — Tally-style, browser me

5 Sales invoice banana

1. Gateway → **Sales Invoice** (ya voucher screen me **F8**).
2. Customer type karo — list filter hoti jaati hai; naya ho to wahi se **Alt+C** se bana lo.
3. Items line-by-line: qty, rate, discount% — GST rate item se khud aata hai.
4. **Charges & services** alag section me: freight, packing, insurance — har ek apne GST rate aur SAC ke saath. Negative amount = discount.
5. Tax breakup live dikhta hai — party ke state ke hisaab se **CGST+SGST ya IGST** khud tay hota hai.
6. Save karte hi invoice number lag jaata hai, stock ghat jaata hai, ledger post ho jaata hai aur GSTR-1 me line ban jaati hai — ek hi entry me sab.

Accounting Voucher Creation

Sales No. SAL-0001 12-Aug-2026 ☐ Post-dated Wednesday

MODE **Item Invoice** **Accounting Invoice** **As Voucher** Ctrl+H cycles

Goods: every line is a stock item, so the invoice moves stock, costs it and lands in GSTR-1 with its HSN.

Party Customer — type to search Invoice no. Blank — numbered for you

Sales ledger Greenleaf Organics Customer
Sharma Traders 08AAAAA0000A1Z5

INR Alt+C

ITEM	QTY	RATE	DISC%	GST%	AMOUNT
Item — type to search	1	Rate	0	18	— ×

CHARGES & SERVICES ON THIS INVOICE
Freight, packing, installation, insurance — each at its own GST rate and its own SAC.

PARTICULARS	SAC	GST%	AMOUNT	TAX
Freight, packing, discount... — type to search	SAC	0	Amount	— ×

A negative amount is a discount — it posts to its own ledger on the other side, which is where a discount allowed belongs.

TAX BREAKUP Place of supply not known yet — treated as within the state
Nothing on the bill yet.

Taxable value	₹0.00
CGST	₹0.00
SGST	₹0.00
Total	₹0.00

The split above follows the place of supply; the server settles it again from the GSTINs when it posts. This writes the invoice itself — stock, costing, GST and the bill-wise reference all follow from it.

Navigation

Voucher creation — items, charges, live tax breakup, F-keys

💡 Teen mode hain: **Item Invoice** (stock ke saath), **Accounting Invoice** (sirf services), **As Voucher** (Tally jaisi Dr/Cr entry). **Ctrl+H** se badlo.

Print/PDF ek click par — GST-compliant format, QR aur bank details ke saath. Credit note **Ctrl+F8** se, wahi screen.

6 Purchase & kharcha

- Voucher screen me **F9** — vendor ka bill number aur date ke saath entry karo; stock badhta hai, ITC register me credit ban jaata hai.
- Payment **F5** , Receipt **F6** , Contra **F4** , Journal **F7** — sab Tally ke hi buttons.
- Bill-wise settlement: payment ko bills ke against adjust karo — outstanding aur ageing khud sahi rehte hain.
- Purchase orders, GRN aur quality check bhi hain — order se bill tak ka poora raasta.

Arthora ERP

COMPANY
Arthora Traders

Company F1

FY 2026-27 Alt+Y

Data Alt+B

Help Alt+H

Q Jump to a screen... Ctrl K

DO Demo Owner Admin

Dashboard

Finance

GST & Tax

Sales

Purchase

Inventory

Manufacturing

HR & Payroll

Reports & BI

All modules

Filter rows...

Advanced

Export

+ create bill Alt+C

BILL #	PARTY	DATE	TOTAL	PAID	STATUS	
PB-0001	Rajasthan Steel Suppliers	2 Aug 2026	₹1,34,400	₹0	Unpaid	View / Print Alter Pay

Purchase — bills, orders aur ITC ek jagah

7 Inventory & godown

- Multi-godown stock — item godown-wise dikhta hai, transfer stock journal (**Alt+F7**) se.
- **Batches** expiry ke saath, **serial numbers**, bins — jahan zaroorat ho wahan on karo.
- Reorder level set karo — dashboard par low-stock alert khud aayega.
- Stock valuation report — kis rate par kitna maal pada hai, godown-wise.

Arthora ERP

COMPANYArthora Traders

Company F1

FY 2026-27 Alt+Y

Data Alt+B

Help Alt+H

Q Jump to a screen... Ctrl K

⚠

⌵

do Demo OwnerAdmin

Dashboard

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Reports & BI

All modules

Filter rows...

Advanced

Export

Items & Stock

Your catalogue with live stock levels.

Q Search...

+ create item Alt+C

ITEM	HSN	STOCK	SALE ₹	PURCHASE ₹	GST%	
Binding Wire BW-01 · KG	7217	60	₹75	₹61	18%	Adjust
Cement Bag 50kg CB-50 · BAG	2523	120	₹380	₹330	28%	Adjust
Cotton Fabric 40s · MTR	5208	1600	₹220	₹160	5%	Adjust
Polyester Blend Roll · MTR	5407	260	₹340	₹250	12%	Adjust
Steel Rod 12mm SR-12 · KG	7214	500	₹62	₹54	18%	Adjust
Stitching Thread Cone · NOS	5401	2500	₹85	₹55	12%	Adjust

Stock summary — godown aur batch ke saath

8 Manufacturing

- **Bill of Materials** banao — ek finished item, uske raw materials.
- Production entry se raw material consume hota hai, finished stock banta hai — costing khud judti hai.
- Routing aur quality checks — stage-wise production ke liye.

Arthora

ERP

COMPANY
Arthora Traders

Company F1

FY 2026-27 Alt+Y

Data Alt+B

Help Alt+H

Jump to a screen... Ctrl K

DO Demo Owner Admin

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All modules

Bills of Material

What goes into a finished item, and what it costs to make at today's component rates.

+ create BOM Alt+C

FINISHED ITEM	VERSION	BATCH SIZE	COMPONENTS	EFFECTIVE
No bills of material yet.				

BOM se production tak

9 GST returns

GST & Tax menu me poora compliance hai. Sab kuch aapke vouchers se khud banta hai — alag se kuch type nahi karna.

- **GSTR-1** — portal ke tiles jaisi screen: B2B, B2C, exports, credit notes, HSN summary, documents issued. Har tile kholo, records dekho, JSON download karke portal par upload karo.
- **GSTR-2B** — portal se JSON import karo; software aapki purchase entries se milaan karta hai — kya match hua, kya missing, kiska ITC atka.
- **GSTR-3B** — 1 aur 2B se khud bharta hai; ITC reversal ke rules ke saath.
- **GSTR-9/9C** — saal ke ant me annual return ki working.

Arthora ERP

COMPANY Arthora Technolo...

Company F1 FY 2026-27 Alt+Y Data Alt+B Help Alt+H

Jump to a screen... Ctrl K

Do Demo Owner Admin

Dashboard Finance GST & Tax Sales Purchase Inventory Manufacturing HR & Payroll Reports & BI

All modules

Filter rows... Advanced Export

GSTR-1 — outward supplies

The portal's tiles: open a table, see its records, add one — every record lands as a real document in the books. Amendment tables 9A/9C ride in from post-filing corrections; 11A/11B come off the receipt vouchers' bill-wise details.

Aug 2026

Upload to portal

Preview statement

Summary only

Generate Summary

File Statement

GSTIN — 08AABCA1234A12J
FY — 2026-27

Legal Name — Arthora Technologies
Tax Period — Aug 2026

Trade Name — Arthora Technologies
Status — Not Filed

TAXABLE VALUE
₹1,64,850.00

IGST
₹12,825.00

CGST
₹8,424.00

SGST
₹8,424.00

Tiles

Summary

Recipient-wise (B2B & 9B)

HSN summary (12)

Documents issued (13)

4A, 4B, 6B, 6C — B2B, SEZ, DE Invoices	5A — B2C (Large) Invoices	6A — Exports Invoices
Records 2	Records 0	Records 0
Taxable ₹1,64,850.00	Taxable ₹0.00	Taxable ₹0.00
Tax ₹29,673.00	Tax ₹0.00	Tax ₹0.00
7 — B2C (Others)	8 — Nil Rated Supplies	9B — Credit / Debit Notes (Registered)
Records 0	Records 0	Records 0
Taxable ₹0.00	Taxable ₹0.00	Taxable ₹0.00
Tax ₹0.00	Tax ₹0.00	Tax ₹0.00
9B — Credit / Debit Notes (Unregistered)	9A — Amended Invoices	9C — Amended Credit / Debit Notes
Records	Records	Records
Taxable	Taxable	Taxable
Tax	Tax	Tax

GSTR-1 — tiles, IGST/CGST/SGST split, HSN summary

💡 Software file karne se pehle khud jaanch karta hai — GSTIN missing, rate mismatch, jo bhi ho — laal patti me saaf likha aata hai ki kya theek karna hai.

- Invoice se **e-invoice payload (JSON)** ek click me banta hai — IRP ke format me, portal par upload karne ke liye.
- **e-Way Bill** ka payload bhi waise hi — transporter, vehicle, distance ke saath.
- GSP account hai? Uski API details Setup me daal do — phir submission seedha portal par jayega. Nahi hai to bhi kaam rukta nahi: payload bana kar khud upload kar do.

11 TDS & Form 16

- **Deduction:** vendor ki payment par section chuno — rate, threshold aur PAN-check software khud karta hai (PAN nahi to 206AA ka 20%).
- **Challan:** ITNS-281 deposit record karo — late hua to 201(1A) ka interest khud jud jaata hai.
- **Returns:** 26Q (vendors), **24Q** (salary), **27Q** (non-resident), 27EQ (TCS) — sab ki file utility ke format me download hoti hai, Form 27A cover sheet ke saath.
- **Form 16** har employee ka, aur **26AS reconciliation** — jo credit aapka kata hai wo mila ya nahi.

Arthora ERP

COMPANY Arthora Technolo...

Company F1

FY 2026-27

Alt+Y

Data Alt+B

Help Alt+H

Q Jump to a screen... Ctrl K

DO Demo Owner Admin

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Inventory

Manufacturing

HR & Payroll

Reports & BI

All modules

Filter rows...

Advanced

Export

TDS Returns & 26AS

The quarterly return file, its Form 27A cover sheet, and the credit others deducted from you.

FY 2026-27

Q1

Form 27A / FVU

Form 24Q — salary

Form 27Q — non-resident

26AS reconciliation

× Apr 2026: ₹14,690 was deducted and no section 192 challan is recorded for that month. Record it under TDS Returns before filing.

× May 2026: ₹14,690 was deducted and no section 192 challan is recorded for that month. Record it under TDS Returns before filing.

× Jun 2026: ₹14,690 was deducted and no section 192 challan is recorded for that month. Record it under TDS Returns before filing.

× Missing Pan has no valid PAN. Section 206AA makes the deduction 20% and the return cannot carry them without one.

△ Annexure II — the year's salary computation for every employee — is filed once, with the fourth quarter. This return carries Annexure I only.

△ ₹44,070 of deduction has no challan against it.

Form 24Q · Q1 2026-27

Arthora Technologies · TAN DELA12345B · Apr 2026, May 2026, Jun 2026
Due 31 Jul 2026 · 12 days late, ₹2,400.00 under section 234E

EMPLOYEES	SALARY PAID	TAX DEDUCTED	TAX DEPOSITED	CHALLANS
2	₹7,20,000.00	₹44,070.00	₹0.00	0 of 3

The file cannot be built while anything above is unresolved — the validation utility would refuse it at the counter.

ANNEXURE I — DEPOSITS AND DEDUCTEES

Filed every quarter. Each month's deposit, then the people it covers. The rows under a challan must add up to it.

MONTH	CHALLAN	BSR	DEPOSITED	SALARY PAID	TAX DEDUCTED	CHALLAN	DIFFERENCE
-------	---------	-----	-----------	-------------	--------------	---------	------------

Form 24Q — file hone se pehle software khud batata hai kya baaki hai

⚠ Laal messages ko file karne se pehle nipta lo — wahi cheezein hain jin par NSDL ki utility file reject karti hai. Software unhe pehle hi pakad leta hai.

12 Payroll

1. HR & Payroll → Employees: basic, HRA, allowances, PF/ESI applicable, tax regime (new/old).
2. Mahine ke ant me **Run Payroll** — PF, ESI, professional tax, TDS sab khud cut hota hai.
3. Payslips ban jaati hain; salary ki TDS seedha Form 24Q me jaati hai.
4. Leave, shifts, claims, self-service — staff apni payslip khud dekh sakta hai.

Arthora ERP

COMPANY Arthora Traders

Company F1

FY 2026-27 Alt+Y

Data Alt+B

Help Alt+H

Q Jump to a screen... Ctrl K

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Payroll

PF, ESI, professional tax and TDS computed from the employee master, then posted as one journal.

Aug 2026 Take this payroll back

Payroll for Aug 2026 is already posted. The figures below are what was paid — take it back if the month was posted wrongly.

GROSS
₹1,50,000.00

NET PAID
₹1,46,400.00

STATUTORY DEDUCTIONS
₹3,600.00

COST TO COMPANY
₹1,53,900.00

EMPLOYEE	DAYS	GROSS	PF	ESI	PT	TDS	NET PAY	
Priya Sharma	31/31	₹75,000.00	₹1,800.00	—	—	—	₹73,200.00	Payslip
Ramesh Kumar	31/31	₹75,000.00	₹1,800.00	—	—	—	₹73,200.00	Payslip

STATUTORY AND BANK FILES

PF ECR — 2 members

Wages ₹1,50,000.00 · contribution ₹7,200.00

2 member(s) have no UAN

ECR file

Bank transfer — 2 beneficiaries

Total ₹1,46,400.00

2 employee(s) have no bank details

NEFT file

Payroll run — PF/ESI/PT/TDS ke saath

13 Reports & BI

- **Trial Balance (F10), P&L, Balance Sheet** — hamesha tied, kyunki har entry double-entry se post hoti hai.
- Day book, account books, registers — Tally ke jaise drill-down ke saath.
- Outstanding & ageing — kisse kitna lena hai, kitne din se.
- Bank reconciliation — statement import karo, line-by-line milao.
- Har report Excel/CSV me export hoti hai.

Arthora ERP

COMPANYArthora Traders

Company F1

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Data Alt+B

Help Alt+H

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All modules

Export

Profit & Loss A/c

Tally's trading account: stock on both ends, Gross Profit carried over, Nett Profit at the foot.

Alt+F1 DetailedAlt+F2 CondensedAlt+F5 Groups onlyAlt+F7 Balance SheetAlt+F9 Trial BalanceAlt+F10 Day Book

/ FilterAlt+P Print

PARTICULARS		PARTICULARS	
Opening Stock	₹0.00	Sales Accounts	₹2,59,700.00
▼ Purchase Accounts	₹1,28,000.00	Sales	₹2,59,700.00
Purchase	₹1,28,000.00	Closing Stock	₹4,58,500.00
Gross Profit c/o	₹5,90,200.00		₹7,18,200.00
	₹7,18,200.00		
▼ Indirect Expenses	₹7,68,000.00	Gross Profit b/f	₹5,90,200.00
Salary & Wages	₹7,50,000.00	Nett Loss	₹1,77,800.00
Employer PF Contribution	₹18,000.00		₹7,68,000.00
	₹7,68,000.00		

Click a group to open it, a ledger for its month-wise statement, a month for its entries, an entry for the voucher.

Reports — drill-down ke saath

Ek se zyada company

- Har plan me **unlimited companies** — har ek ki apni books, apna GSTIN.
- **F1** se switch karo. Group reports sab companies ko ek saath dikhati hain.

Team

- Plan ke seats tak users invite karo — **Manager** ya **Staff** role.
- Staff ko sirf wahi companies dikhao jo unke kaam ki hain — company access user-wise set hota hai.
- Koi chhod gaya? Switch off karo — history bani rehti hai, seat wapas mil jaati hai.

Backup & data

- Daily backup khud hota hai; kisi bhi company ka poora backup ek click me download — aur wapas restore bhi.
- **Tally se aana hai?** Masters aur vouchers import karo — aur galat import ek click me **undo**.
- Har register CSV/Excel me export hota hai — data aapka hai, hamesha.

Trial, plans & billing

- **7-din ka free trial** — card nahi lagta. Trial ke baad bhi data delete nahi hota; plan lete hi wahin se aage.
- Plans (saalana): **Starter ₹14,999** (3 users) · **Professional ₹19,999** (5 users) · **Enterprise ₹31,999** (10 users). Har plan me har feature.
- Kharido **arthora.in** se — UPI/card se payment, account turant, GST invoice email par.
- Renewal jo bacha hai uske upar saal jodta hai — jaldi renew karna kabhi nuksaan nahi.
- Subscription khatam ho jaye to grace period me books padh, print aur export kar sakte ho — nayi entry nahi hoti. Data safe rehta hai.



Madad chahiye? WhatsApp **92515 41185** ya **crm@arthora.in** — jawab insaan deta hai.