

Co-Operative Friends

Society Accounting & Management Software

Value Submissive.....



B/904, New Gagangiri C.H.S.Ltd., Eksar Raod,
Opp.MCF Joggers Park, Borivali – West,
Mumbai – 400 091.

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Features in Brief :

- ✓ Windows based Accounting Software for all of Societies, compatible with any Windows Operation System, for all types of printers. Recommended for Laser and Ink Jet Printers.
- ✓ Simple and Smart Package, covers all aspects of Billing & Accounting and Management of Housing, Industrial and Commercial Societies.
- ✓ Maintain Multiple Societies Accounts.
- ✓ Auto backup of Data.
- ✓ Used by Societies, Chartered Accountants, Panel Auditors & Accounting Bureaus.
- ✓ Generates Regular / Supplementary Maintenance Bills in Seconds with Auto generation of all Books of Accounts up to the Balance Sheet.
- ✓ Auto Interest and Service Tax Calculation.
- ✓ Store Photographs with information of Member's Family Members, occupants, staff, vendors, etc.
- ✓ Manage Scanned Documents to make a paperless Office.
- ✓ Mass email Bill's/Ledgers to your members.

Features in Detail – Billing :

- Generates hundreds or even thousands of member's Monthly / Quarterly / Bi-monthly/ Half Yearly Bills / Supplementary Bills within a few seconds.
- ✓ Generate PDF File of the Bills, for emailing the bills and printing of PDF Bills.
 - ✓ The package automatically calculates the arrears, the interest, and service tax as specified.
 - ✓ Option for 16 items in the bill, apart from interest, Total and Arrears Fields.
 - ✓ Option to specify how you want to charge each item in bill, at what rate, whether area wise, or similar amount or individually different amount.
 - ✓ Add New Items in Bills at a click of a button.
 - ✓ Option to print, Receipt below a bill.
 - ✓ Option to mention "Flat No.," "Shop No.," "Garage," "Room No.," "Office No.," "Gala No." etc.
 - ✓ Option to specify any interest rate, or even no interest.
 - ✓ Option to modify interest, service tax, or any amount, after a bill is generated.
 - ✓ Bill shows principal, principal (interest free), Service Tax and accumulated interest separately.
 - ✓ Option for use of pre-printed stationery or plain paper bill printing.
 - ✓ Option to delete all bills and re-generate or modify a set of bills.

General :

- ✓ Option to Generate Reports in Excel and PDF Format.
- ✓ Easy to Generate Bank Reconciliation Statements.
- ✓ Option to shuffle or re-arrange any ledger account in Income and Expenditure account or the Balance Sheet to any position.
- ✓ Prints Cash and Bank Vouchers.
- ✓ Option to export almost all statements, books of accounts into any format, including Words, Excel, PDF File etc.
- ✓ Option to store any names, addresses, phone nose, email ids, files nos. or any information, and to print labels, or to export to excel.
- ✓ Advance Option to Maintain a Separate Accounting module e.g. One for regular billing and another for Major Repairs etc. generate a another set of Members Ledger automatically.
- ✓ Option for Quick Deletion of all Receipts or Payments or JVs or Bills if required.
- ✓ Create Unlimited Users, Assign Different User Rights.

Account Books / statements :

- ✓ View or print or all books of accounts, via, Cash Book, Bank Book (unlimited bank accounts), Journal Book, Member's Outstanding List, Member's Ledger, General Ledger, Trial Balance, Income & Expenditure Account, Balance Sheet.
- ✓ All your books of Accounts, statements, Final Accounts up to the Balance Sheet automatically get generated.
- ✓ All the books of accounts, statements etc can be printed in various combinations, from any specified last date or can even create a PDF format.
- ✓ Export to Excel the balance Sheet / Income & Expenditure A/C with Previous Years figures. And customize it further the way you want it.

Society Management :

- ✓ Letter Writing.
- ✓ Circulars.
- ✓ Minutes Writing AGM, Managing Committee Meeting and Extra Ordinary Meetings.
- ✓ I Form, J Form, Share Register, Nomination Register, Fixed Assets Register, Investment Register.
- ✓ Store members Photographs, their addresses and any other details.
- ✓ Stores Members Associate Details, their Tenants, Occupants, Servants, Maids etc. with Names, Addresses, Photographs, Contact Numbers and other details.
- ✓ Maintain a Complaints Register. Register Member's complaint, whether a pending plumbing Job, Fixing Lights, Drainage Complaints etc.
- ✓ Contacts Manager : Enter your Managing Committee, Vendors, Staff, Friends or any Category wise Contacts, addresses, Phone Number, Dates etc. create Labels, export info to excel.
- ✓ Manage your Scanned Documents view, print, list all your members' letters, statements or any documents etc.

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