



**How To Generate
Contract Entry**



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM

Online

🔍 Search in menu...

- 🏠 Dashboard
- 📄 Download Section
- 👤 Organization
- 👥 Customer
- 🏢 Company
- 📋 Tasks
- 🖨️ Digital Signature
- 💰 Expense
- 📦 Items
- 🛒 Sales
- 🛒 Purchase
- 🏦 Auto Bank Reconciliation (ABR)

○ Company Law

Company Law

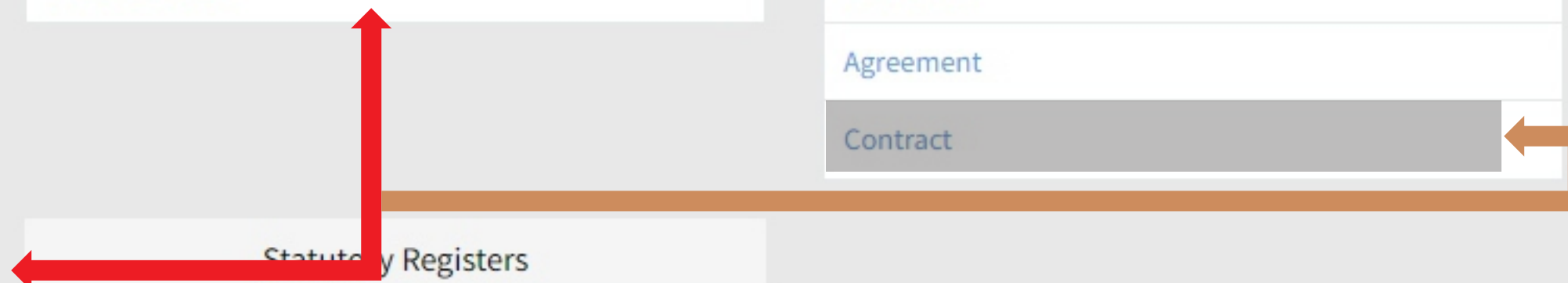
You Can Also Generate Contract Entry From Quick Generate Option As Well

🕒 August - 2023, Time 4:47:03 PM ⌚ Clock In

Disclosure	Auditor	Share Certificates
Form MBP 1	Auditor Appointment	Equity Share
DIR 8	Auditor Resignation	Preference Share
DIR 2		Debenture Share
Notice, Agenda, Minutes, Attendance, Leave of Absence and Acknowledgements	Share Transfer	Resolution
BOARD MEETING	Share Transfer Deed	CTC Resolution
ANNUAL GENERAL MEETING		
EXTRA ORDINARY GENERAL MEETING		
COMMITTEE MEETING		
Step 1	Contract Agreement	Audit & Due Diligence
To Generate Contract Entry You've To "Select" the same Tab in Contract Agreement Section	Registration	Secretarial Audit (MR-3)
Direct	Insurance	
List of Director	Agreement	
	Contract	
Statutory Registers		

Step 1

To Generate Contract Entry You've To "Select" the same Tab in Contract Agreement Section





DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM

Online

🔍 Search in menu...

 Dashboard

Download Section

Organization

 Customer

Company

Tasks

 Digital Signature

④ Expense

Items

Sales

 Purchase

 Auto Bank
Reconciliation (ABR)

○ Company Law

 Robot

 Human Resource

12 Activities

Contract/Agreement

Tuesday 22nd August - 2023, Time: 6:39:44 PM

 Clock In

01/08/2023 - 31/08/2023

Select Company

Step 2

**NOW “CLICK” ON THE
+ BUTTON SHOWING YOU
IN THE DIAGRAM**

Common Search...

[illegible]

You can also add data by Importing Excel Sheet



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM

Online

- Dashboard
- Download Section
- Organization
- Customer
- Company
- Tasks
- Digital Signature
- Expense
- Items
- Sales
- Purchase
- Auto Bank Reconciliation (ABR)
- Company Law
- Robot
- Human Resource
- Activities

Contract/Agreement

Contract Add Contract

Company Name *

Select



You can Add The New Company From Here

Nature of Contract *

Select



You can Add The Nature Of Contract From Here

Contract Period *

Date of Execution *

You Just Have To pick a date from the calender It'll Automatic reflect in the column



Expiry Date *



Alert User *

Select

Attachement

Click Here To Upload The Attachment File

Drag files to upload
(or click)After Completing The Form
Press On Submit Button

Submit

Cancel

Contract Name *

Contract Value (In Rs.) *

Name of Party *

Start From *



Key Terms *

Alert Before *

Select



You can Add The Alert Day As Per Your Choice From Here

Remarks



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM

Online

🔍 Search in menu...

 Dashboard

Download Section

Organization

 Customer

Company

Tasks

 Digital Signature

④ Expense

Items

Sales

 Purchase

 Auto Bank
Reconciliation (ABR)

○ Company Law

 Robot

 Human Resource

12 Activities

Contract/Agreement

Tuesday 22nd August - 2023, Time: 6:39:44 PM

 Clock In

01/08/2023 - 31/08/2023

Select Company

Registration

Insurance

Agreement

Contract

Common Search...

[illegible]



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM
Online

Search in menu...

- Dashboard
- Download Section
- Organization
- Customer
- Company
- Tasks
- Digital Signature
- Expense
- Items
- Sales
- Purchase
- Auto Bank Reconciliation (ABR)
- Company Law
- Robot
- Human Resource
- Activities

Company Law

Tuesday 22nd August - 2023, Time: 6:43:43 PM [Clock In](#)

ANUPALAN LIMITED

Company Details	
Calendar	
Comments	
Attachment	
Tasks	109
Timesheet	
Invoice	1
Debit Note (Billable Exp.)	49
Payments	39
Credit Note	
Estimates	1
Expense	53
List of Directors	4
List of Shareholders	7
Ledger Confirmation	24
Registered Address	
Company Law	

Disclosure	
Form MBP 1	5
DIR 8	5
DIR 2	

Auditor	
Auditor Appointment	
Auditor Resignation	

Notice, Agenda, Minutes, Attendance, Leave of Absence and Acknowledgements	
Minutes of Meeting	25

Contract Agreement	
Registration	1
Insurance	1
Agreement	1
Contract	1

Share Certificates	
Equity Share	2
Preference Share	1
Debenture Share	1

Share Transfer	
Share Transfer Deed	

Resolution	
CTC Resolution	1

These Documents Will Be Available Here As Well
And At Listing Of Contract As Well

Step 4

Now You've Successfully
add Payment Mode

Statutory Registers		
Members	2	Deposits
Debtors		Loan & Guarantee
Debtors		Fixed Asset Register
Debtors		

Contract								
Show	10	entries	Excel	Search:				
Nature of Contract	Contract Period	Date of Execution	Expiry Date	Contract Name	Contract Value	Party Name	Action	
Insurance	Ajeet Singh	25-02-2022	25-02-2023 Expired	HDFC FIRE INSURANCE	50000	APC CONTRACT		

Great.. You've Successfully Completed The Session See You In Next Slide..