



# ACCOUNT-APP

## User Manual

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Offline accounting and inventory for a single Windows PC

**Covers:** every screen, step by step, with worked entries and workflow diagrams

**Applies to:** Account-App 0.1.0 (company file schema 15)

**Audience:** the person who keeps the books — no accounting software experience assumed

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**Read this first.** Parts 1 to 4 set the program up and are done once — Part 3 is the chart of accounts, which is worth reading before you key anything. Part 5 onwards is the daily work; each section shows exactly what to type and what the entry does to the books. The diagrams show how the documents fit together.

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*If the contents look empty, click anywhere in the list and press F9 to build it.*

## 1. Before you start

### 1.1 What Account-App is

Account-App keeps the books of a business on one Windows PC. It records what you buy and sell, what you hold in stock, who owes you money and what you owe, and it produces the statements an accountant expects — Trial Balance, Profit & Loss, Balance Sheet — from the entries you make.

Three things are true of it throughout, and they explain most of how it behaves:

- **It is offline.** There is no internet connection, no cloud account and no server. Everything is on your disk, and it works the same in a power cut or a dead broadband line.
- **One company is one file.** All of a company — ledgers, stock, vouchers, settings — lives in a single file ending in .acdb. Copy that file and you have copied the company.
- **Every entry balances.** Each transaction is written with equal debits and credits, in one go. A document that does not balance is refused rather than half-saved.

### 1.2 What you need

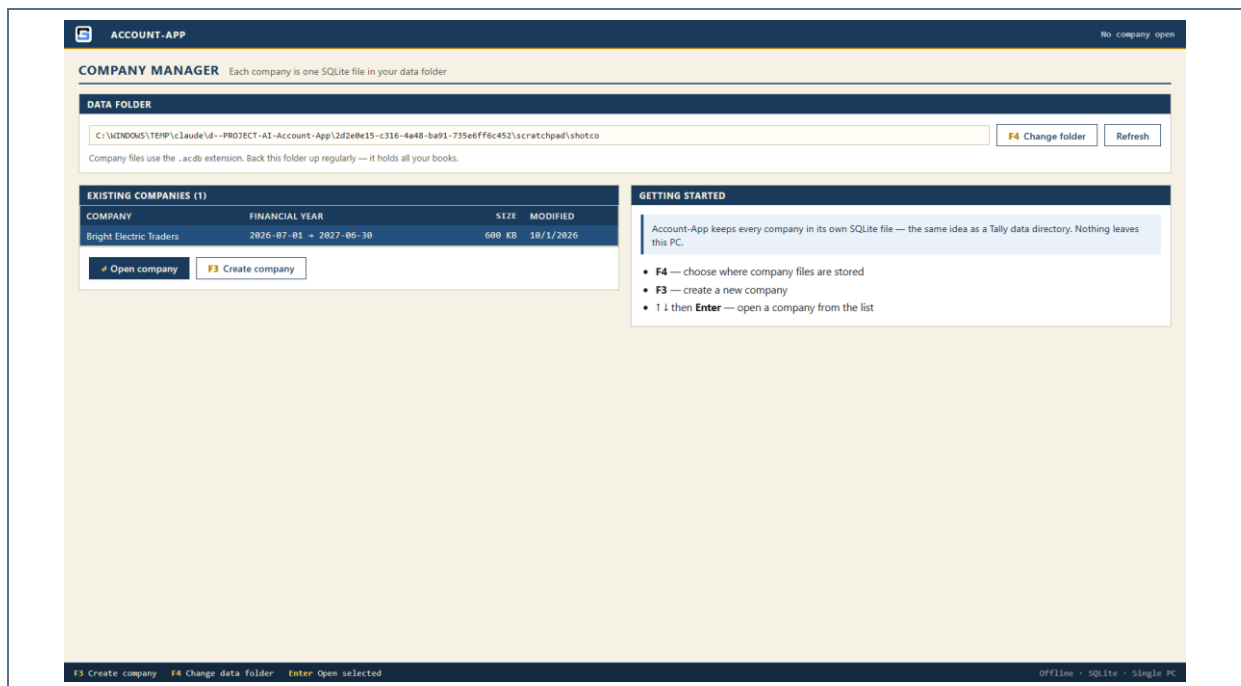
| Item                       | Requirement                                                                                |
|----------------------------|--------------------------------------------------------------------------------------------|
| Operating system           | Windows 10 or Windows 11, 64-bit                                                           |
| Memory and disk            | 4 GB RAM; about 500 MB free. A year of books is usually 20–50 MB                           |
| Screen                     | At least 1024 × 680. A normal laptop or monitor is comfortable                             |
| Printer (optional)         | Any Windows printer for invoices, statements and reports                                   |
| Receipt printer (optional) | An 80 mm thermal printer, set as the Windows default printer, if you use the Point of Sale |
| Barcode scanner (optional) | Any scanner that types the barcode — no driver or setting is needed                        |
| Internet                   | Never required, for installing or for running                                              |

### 1.3 Installing

1. Double-click Account-App-Setup-0.1.0.exe.
2. If Windows shows “**Windows protected your PC**”, click **More info** and then **Run anyway**. The installer is not signed with a paid certificate; that is all the warning means.
3. Accept the folder it offers or choose your own, then click **Install**.
4. Click **Finish**. A shortcut called **Account-App** is on your desktop and in the Start menu.

**Upgrading later:** run the newer installer over the old one. Your books are never inside the program folder, so upgrading — and even uninstalling — leaves them untouched. A company file is brought up to date automatically the first time a newer version opens it, and a backup is taken before that happens.

## 1.4 Your first start



*The Company Manager. Every company is one file in the data folder.*

1. Open **Account-App** from the desktop.
2. **Create your login.** Type a user name and a password (at least 6 characters), type the password again to confirm, and press **Enter**.
3. You arrive at the **Company Manager**. The data folder has already been created for you at Documents\Account-App Data.
4. Press **F3** to create your first company (Part 4), or press **F4** if you already have a company file and want to point Account-App at the folder it is in.

**There is no password reset.** The password is stored on this PC only, as a one-way hash — nobody, including the program, can read it back. Write it down somewhere safe. If it is lost, you can delete the login store (Part 16.7) and set a new one; your books are not affected, because they live somewhere else entirely.

## Diagram 1 - From installing to your first entry

The left column happens once. The right one is every working day.

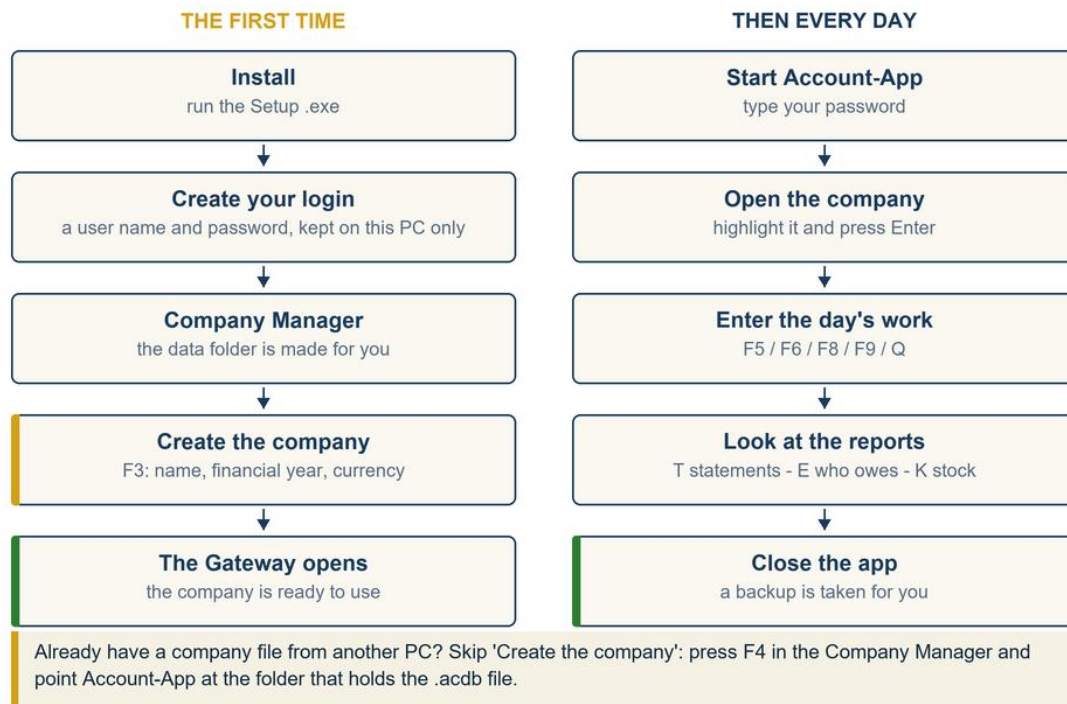


Diagram 1 — from installing the program to your first day of entries.

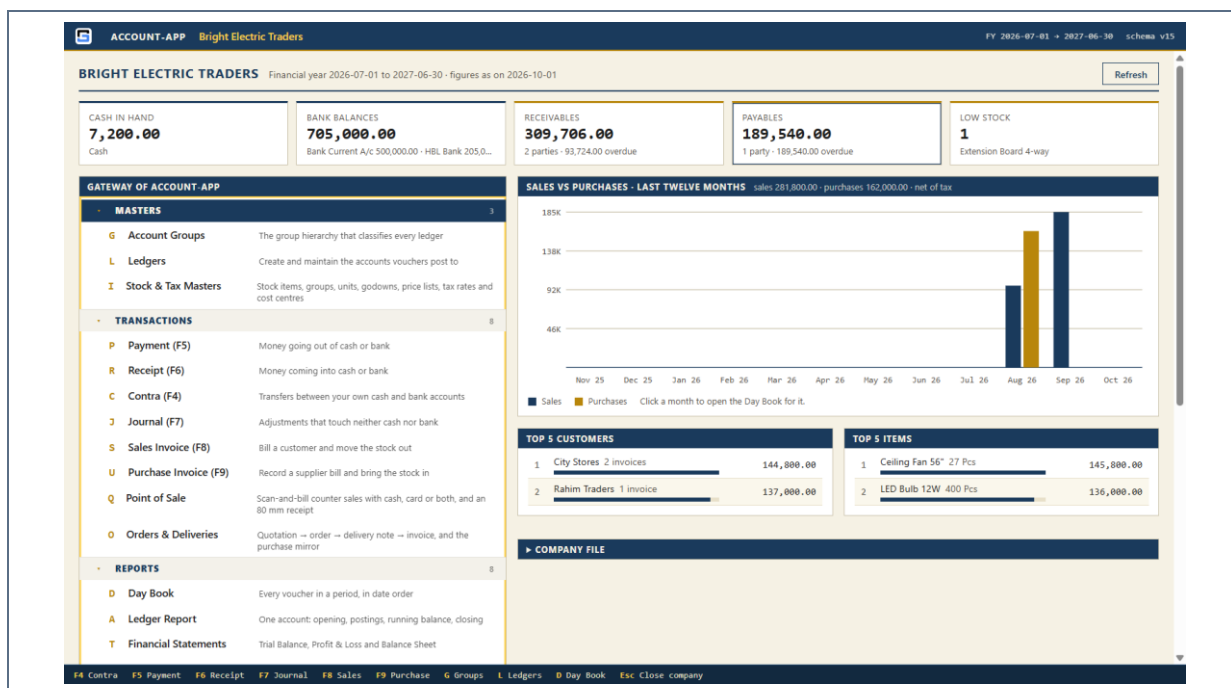
## 1.5 The screen, and the five keys

Every screen has the same three parts: a title bar at the top with the company name, the screen you are on and the financial year; the work area; and a key bar along the bottom that always shows the shortcuts that work right now.

You can use the mouse anywhere. But the program is built for the keyboard, and these five keys do most of the work:

| Key                  | What it does                                                                                       |
|----------------------|----------------------------------------------------------------------------------------------------|
| <b>Enter</b>         | Accept this field and move to the next. In a list, open the highlighted row                        |
| <b>Shift + Enter</b> | Go back one field                                                                                  |
| <b>Ctrl + A</b>      | Save the form you are on ("Accept")                                                                |
| <b>Esc</b>           | Cancel the form, close the dialog, or go back one screen. At the home screen it closes the company |
| <b>Alt + F2</b>      | On any report, change the period                                                                   |

## 1.6 The home screen menu



The home screen: the menu tree on the left, the day's figures on the right.

The screens are grouped into five modules, drawn as a tree you can open and close:

| Module                       | What is inside it                                                                                                                       |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Masters</b>               | Account Groups · Ledgers · Stock & Tax Masters                                                                                          |
| <b>Transactions</b>          | Payment · Receipt · Contra · Journal · Sales · Purchase · Point of Sale · Orders & Deliveries                                           |
| <b>Reports</b>               | Day Book · Ledger Report · Financial Statements · Bills Outstanding · Stock Reports · Pending Orders · Tax Reports · Management Reports |
| <b>Payroll</b>               | Employees, pay heads, the monthly run and payslips                                                                                      |
| <b>Utilities &amp; setup</b> | Data Utilities · Backup & Restore · Audit Trail · Settings                                                                              |

↑ ↓ move, → opens a module and ← closes it, **Enter** opens the highlighted screen. A module you close stays closed the next time you start.

You never have to use the tree. The highlighted letter still opens its screen straight away — **L** for Ledgers, **D** for the Day Book, **Q** for the Point of Sale — whether its module is open or shut. The full list is in Part 20.

## 2. The ideas behind the books

You do not need to be an accountant to use Account-App, but five ideas make everything else follow. This part is worth ten minutes even if you already keep books.

### 2.1 The company file and the financial year

A company is one file. Its **financial year** runs **1 July to 30 June** — that is what a new company is offered — and every entry must fall inside it. That is not a restriction so much as a safety net: a date typed as next year is caught at once. If a company was created with the wrong dates, correct them in Settings → Financial year; the change is refused if any document would be left outside the new year.

When the year ends you **roll over**: Account-App builds next year's file with the closing balances, the stock and the unpaid bills carried forward, and leaves the old year exactly as it was (Part 17).

### 2.2 Groups and ledgers

A **ledger** is an account — Cash, HBL Bank, Sales, Rent, a customer, a supplier. Every ledger sits under a **group**, and the group decides how the ledger behaves in the reports. The 28 standard groups are already there; Part 3 is the whole chart of accounts, and Appendix C lists the groups for quick reference.

| If the ledger is...                  | Put it under               | and it appears in                              |
|--------------------------------------|----------------------------|------------------------------------------------|
| Cash in the till or safe             | Cash-in-Hand               | Balance Sheet, assets                          |
| A bank account                       | Bank Accounts              | Balance Sheet, assets                          |
| A customer who buys on credit        | Sundry Debtors             | Balance Sheet + Bills Outstanding (receivable) |
| A supplier you buy from on credit    | Sundry Creditors           | Balance Sheet + Bills Outstanding (payable)    |
| The owner's money in the business    | Capital Account            | Balance Sheet, liabilities                     |
| Rent, salaries, electricity, repairs | Indirect Expenses          | Profit & Loss                                  |
| Goods you sell                       | Sales Accounts             | Profit & Loss (trading)                        |
| Goods you buy for resale             | Purchase Accounts          | Profit & Loss (trading)                        |
| Sales tax / VAT collected and paid   | Duties & Taxes             | Balance Sheet + the tax reports                |
| A loan you have taken                | Secured or Unsecured Loans | Balance Sheet, liabilities                     |

**Only ledgers under Sundry Debtors or Sundry Creditors get bills.** That is what makes “who owes what” possible. A cash sale to the Cash ledger is not a bill and never appears in Bills Outstanding — which is correct: nobody owes anything.

### 2.3 Vouchers and double entry

Every transaction is a **voucher** with at least two lines, and the debits always equal the credits. You will not usually work this out yourself: the Payment, Receipt, Contra and Journal screens, the invoices and the Point of Sale all build balanced vouchers from what you type.

What matters is what happens when you save.

### Diagram 3 - What happens when you press Ctrl+A

Why an entry can never be half-saved.

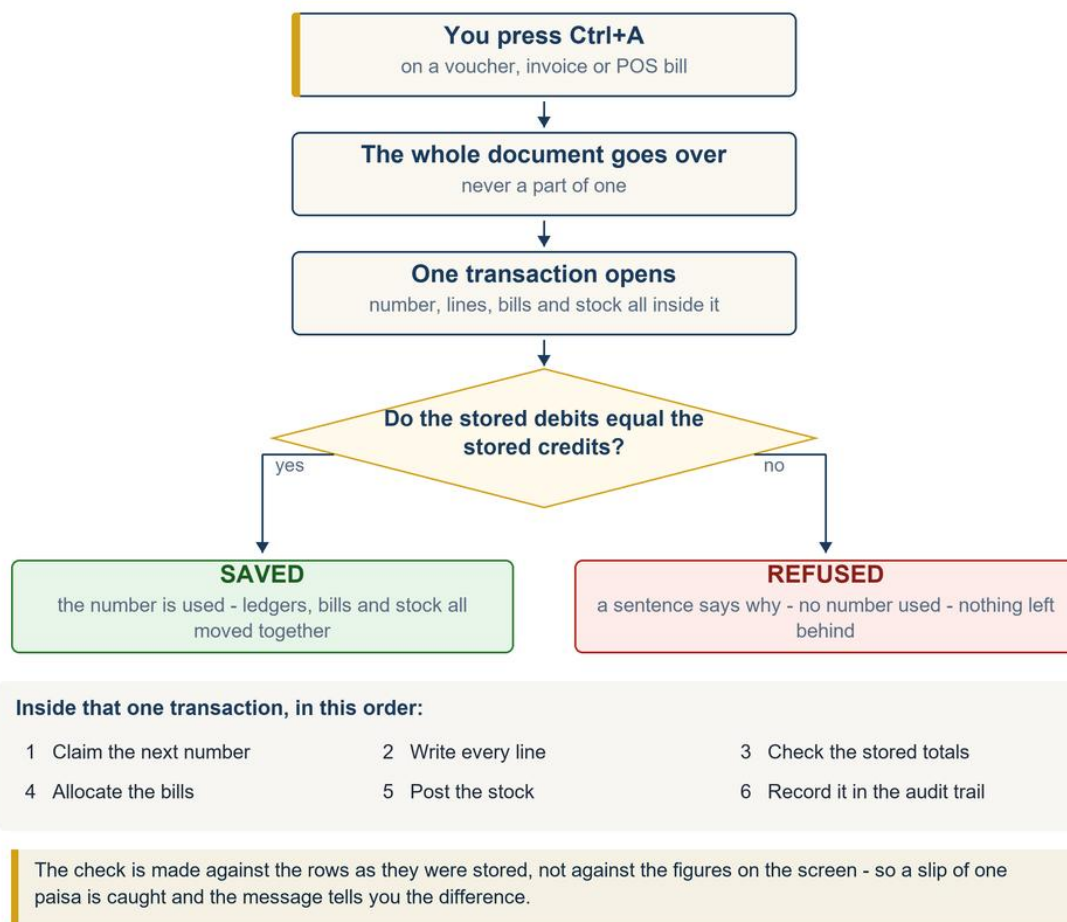


Diagram 3 — one transaction, checked against the stored rows, committed or rolled back whole.

The check is made against the rows as they were written, not against the figures on the screen. So an entry can never be half-saved: either the number is used, the ledgers move, the bill is raised and the stock goes out — or none of it happened and a sentence tells you why.

## 2.4 Bills

When you sell to a customer on credit, the invoice raises a **bill** — an amount, with a due date taken from the customer's credit days. When money comes in you say which bills it pays. Anything you do not allocate sits "on account" and can be allocated later.

That one habit is what lets the program age the debt, chase the overdue column, and print a statement of account that agrees with the ledger.

## 2.5 Stock and godowns

Stock items are what you buy and sell. A **godown** is a place stock is kept — the shop, a warehouse, a van. Every quantity change is a **movement** into or out of a godown, and the quantity on hand is always the sum of those movements. There is no separate "balance" anywhere to drift out of step.

### 3. The chart of accounts

The chart of accounts is the list of everything your books can record against — every bank, every customer, every kind of expense — and the structure that decides where each one appears in the statements. Account-App builds it in two layers, the way Tally does, and every report in the program is an arrangement of these two layers. It is worth twenty minutes now; a chart that fits your business makes every report afterwards read the way you think.

**Groups** are the structure. A group says what kind of thing sits under it — Sundry Debtors, Bank Accounts, Indirect Expenses — and which statement it belongs on. Twenty-eight of them exist in every new company and you can add your own underneath.

**Ledgers** are the accounts themselves: one per bank account, one per customer, one per supplier, one per expense head. A ledger is what a voucher actually posts to. Every ledger sits under exactly one group, and that group decides everything about how it is reported.

**You never start from nothing.** A new company already has the 28 groups and a handful of ledgers. Adding your own accounts to that structure is the whole job — Part 4 walks through doing it.

#### 3.1 The four natures

Every group carries one of four natures, and it is the nature — not the name — that decides which statement a ledger appears on. Nothing else in the program makes that decision.

| Nature           | Appears on                      | Increases with | Examples                                                     |
|------------------|---------------------------------|----------------|--------------------------------------------------------------|
| <b>Asset</b>     | Balance Sheet, assets side      | Debit          | Cash, bank accounts, customers who owe you, stock, equipment |
| <b>Liability</b> | Balance Sheet, liabilities side | Credit         | Suppliers you owe, loans, tax collected, the owner's capital |
| <b>Income</b>    | Profit & Loss, credit side      | Credit         | Sales, commission earned, discount received                  |
| <b>Expense</b>   | Profit & Loss, debit side       | Debit          | Purchases, rent, salaries, electricity                       |

A ledger never states its own nature. It inherits the nature of its group, the group inherits from *its* parent, and so on up to one of the fifteen primary groups. Put a ledger under the wrong group and it will appear on the wrong statement — that, and not some separate setting, is the only way to get it wrong.

#### 3.2 The fifteen primary groups

These sit at the top. Nothing is above them, so each one states its own nature, and none of them can be renamed, moved or deleted.

| Primary group              | Nature    | What belongs in it                                                   |
|----------------------------|-----------|----------------------------------------------------------------------|
| <b>Capital Account</b>     | Liability | What the owner has put in, and what the business has earned and kept |
| <b>Loans (Liability)</b>   | Liability | Money borrowed — bank overdraft, secured and unsecured loans         |
| <b>Current Liabilities</b> | Liability | Owed and due soon: suppliers, taxes collected, provisions            |

| Primary group                 | Nature    | What belongs in it                                                   |
|-------------------------------|-----------|----------------------------------------------------------------------|
| <b>Fixed Assets</b>           | Asset     | Things bought to keep and use — vehicles, machinery, fittings        |
| <b>Investments</b>            | Asset     | Money placed elsewhere to earn a return                              |
| <b>Current Assets</b>         | Asset     | Cash, banks, customers who owe you, stock, deposits                  |
| <b>Branch / Divisions</b>     | Liability | Balances with another branch of the same business                    |
| <b>Misc. Expenses (ASSET)</b> | Asset     | Costs carried forward rather than charged at once                    |
| <b>Suspense A/c</b>           | Liability | A temporary home for an entry you cannot yet classify                |
| <b>Sales Accounts</b>         | Income    | What you sell. Trading — counts towards gross profit                 |
| <b>Purchase Accounts</b>      | Expense   | What you buy to sell. Trading — counts towards gross profit          |
| <b>Direct Incomes</b>         | Income    | Other income earned by trading itself. Trading                       |
| <b>Direct Expenses</b>        | Expense   | Costs of getting goods ready to sell — carriage in, wages. Trading   |
| <b>Indirect Incomes</b>       | Income    | Income that is not trading — interest, commission, discount received |
| <b>Indirect Expenses</b>      | Expense   | Running the business — rent, salaries, electricity, fees             |

**Trading or not.** The four groups marked *Trading* above are what separates **gross profit** from **net profit** on the Profit & Loss. Sales less purchases and direct costs is the gross profit — what the buying and selling itself earned. Everything else is then added or taken off to reach the net. If rent were filed under Direct Expenses it would be subtracted before gross profit, and the gross-profit figure would stop meaning what it means.

### 3.3 The thirteen sub-groups

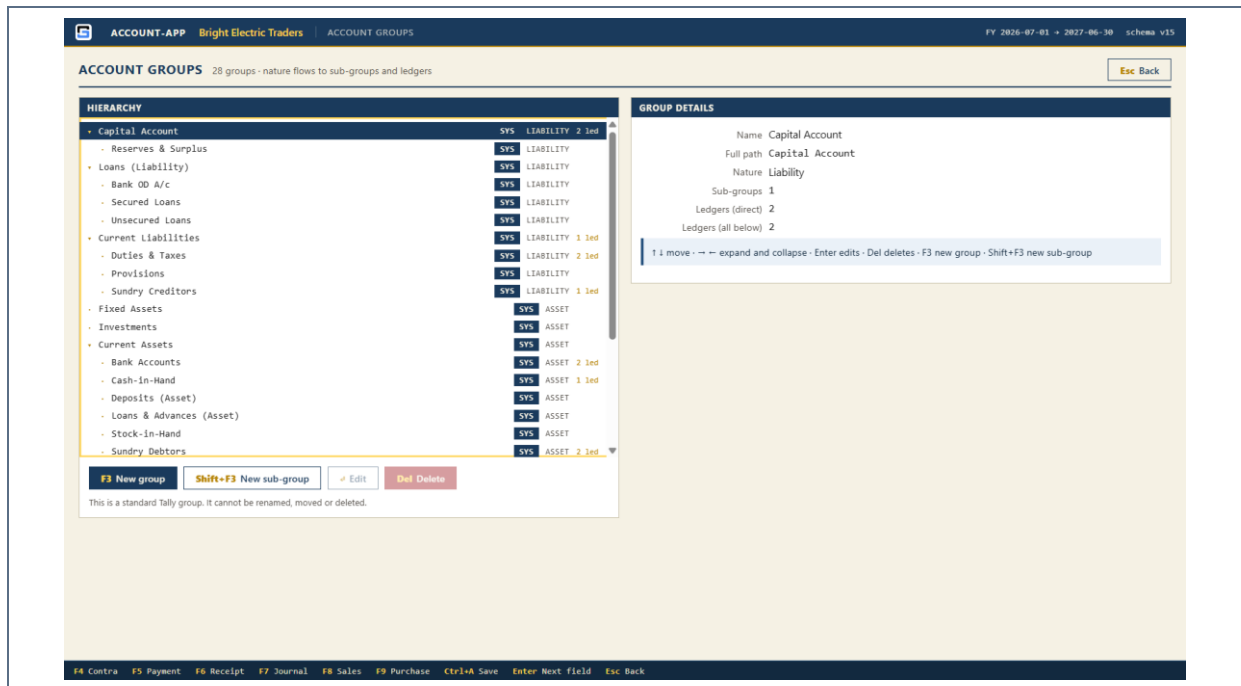
These are created under the primary groups, and they are where most of your ledgers will actually go.

| Sub-group                           | Under               | What belongs in it                                           |
|-------------------------------------|---------------------|--------------------------------------------------------------|
| <b>Reserves &amp; Surplus</b>       | Capital Account     | Profit kept in the business rather than drawn out            |
| <b>Bank OD A/c</b>                  | Loans (Liability)   | An overdrawn bank account                                    |
| <b>Secured Loans</b>                | Loans (Liability)   | Borrowing against something you own                          |
| <b>Unsecured Loans</b>              | Loans (Liability)   | Borrowing with nothing pledged                               |
| <b>Duties &amp; Taxes</b>           | Current Liabilities | Tax charged on sales and reclaimable on purchases            |
| <b>Provisions</b>                   | Current Liabilities | Amounts set aside for something expected                     |
| <b>Sundry Creditors</b>             | Current Liabilities | Your suppliers — one ledger each                             |
| <b>Bank Accounts</b>                | Current Assets      | One ledger per bank account                                  |
| <b>Cash-in-Hand</b>                 | Current Assets      | Cash, and the till float if you keep one separately          |
| <b>Deposits (Asset)</b>             | Current Assets      | Security deposits you have paid and expect back              |
| <b>Loans &amp; Advances (Asset)</b> | Current Assets      | Money lent or advanced, including to staff                   |
| <b>Stock-in-Hand</b>                | Current Assets      | Closing stock. Filled from the items, not keyed as a balance |
| <b>Sundry Debtors</b>               | Current Assets      | Your customers — one ledger each                             |

**Sundry Debtors and Sundry Creditors are not ordinary groups.** A ledger anywhere under either of them — at any depth — becomes a **party**: its invoices raise bills, its receipts can be allocated against those bills, and it appears in Bills Outstanding and the ageing. Section 3.6 covers what that means for you.

### 3.4 Adding your own groups

Press **G** for Account Groups. The tree shows all 28 with your own underneath them.



*Account Groups. The 28 are structural; anything you add sits underneath them.*

- F3** creates a group at the same level as the highlighted one; **Shift+F3** creates one *underneath* it. That second one is what you want almost every time.
- Give it a name and choose what it sits **under**. The nature fills itself in from the parent and cannot be overridden — that is what keeps the statements honest.
- Ctrl+A** saves. **Enter** on a group edits it, **Del** deletes it, and **← →** collapse and expand the branch.

**Why add one at all?** To subtotal. A group called “Vehicle Running” under Indirect Expenses, holding Fuel, Repairs and Insurance, gives you one line on the Profit & Loss that you can open up when you want the detail. Without it those three sit loose among thirty other expense ledgers.

The rules the program enforces:

- Names are unique, ignoring case.** “Vehicle Running” and “vehicle running” are the same name and the second is refused.
- The nature follows the parent, always.** Move a group to a different parent later and the new nature is cascaded down to every group and ledger beneath it, in one step, so nothing is left behind pointing at the old statement.
- A group cannot be moved inside itself.** That would cut the branch off from the tree, and it is refused with that explanation.

- **The 28 standard groups cannot be renamed, moved or deleted.** The screen says so rather than failing silently.
- **A group cannot be deleted while anything points at it.** Sub-groups first, then ledgers, then the group — and the message tells you how many of each are in the way.

You may also create a new **primary** group, sitting at the top with nothing above it. Because there is no parent to inherit from you must state its nature yourself. It is rarely the right answer — nearly everything belongs under one of the fifteen — but it is there for a business that genuinely needs a heading of its own.

### 3.5 Ledgers: the accounts themselves

Press **L** for Ledgers, then **F3** for a new one. A ledger is one account: one bank, one customer, one expense head.

The screenshot displays the 'LEDGERS' screen in the ACCOUNT-APP. The main table lists various ledger accounts categorized by 'UNDER' (e.g., Current Liabilities, Bank Accounts, Indirect Expenses) and 'NATURE' (e.g., Liability, Asset, Expense, Income). The 'CASH' ledger is selected. The right-hand panel provides details for the selected ledger, showing its name, nature, opening balance, and usage in vouchers. The bottom of the screen features a navigation bar with function key shortcuts.

*The ledger master, grouped the way the reports will show it.*

| Field                  | Required | What it does                                                                                                                                                                                       |
|------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ledger name</b>     | Yes      | Unique, ignoring case, up to 120 characters. This is what appears on every report and every printed document                                                                                       |
| <b>Alias</b>           | No       | A short code or second name. The search box finds a ledger by either                                                                                                                               |
| <b>Under</b>           | Yes      | The group. This alone decides the nature, the statement, and whether the ledger is a party                                                                                                         |
| <b>Opening balance</b> | No       | What the account stood at when the books began, with Dr or Cr. Leave it at zero for a new business                                                                                                 |
| <b>Credit days</b>     | No       | For a party: how long they have to pay. It sets the due date on every bill raised against them, and drives the overdue columns in the ageing. Blank means “not set”, which is not the same as zero |
| <b>Tax override</b>    | No       | When this party is on an invoice, this rate beats the rate on the item. For a customer who is exempt, or taxed differently                                                                         |

|                              |    |                                                                                     |
|------------------------------|----|-------------------------------------------------------------------------------------|
| <b>Tax number</b>            | No | Printed on their invoices                                                           |
| <b>Phone, Email, Address</b> | No | Printed on invoices and statements, and shown beside the party in Bills Outstanding |
| <b>Notes</b>                 | No | For you. Never printed                                                              |

An opening balance is **Dr** for what you own or are owed and **Cr** for what you owe or have been given — cash and customers are Dr, suppliers and loans and capital are Cr. Get one the wrong way round and the Trial Balance will not balance, which is exactly what it is for.

### 3.6 Party ledgers are different

A ledger under Sundry Debtors or Sundry Creditors — directly, or under a sub-group of either, however deep — is a party, and four things follow automatically:

- **Every invoice raises a bill.** The invoice number becomes a bill reference with its own due date, worked out from the credit days on this ledger.
- **Receipts and payments can be allocated.** Choose the party on a Receipt and its unpaid bills are offered; settle them in full or in part. Whatever you do not allocate stays as “on account”.
- **It appears in Bills Outstanding,** with its ageing — 0–30, 31–60, 61–90, older — and can be sent a Party Statement of Account.
- **An opening balance becomes an opening bill.** So money owed to you before the books began ages like everything else instead of sitting as an unexplained balance. Change the opening balance later and the opening bill follows it — unless receipts have already been allocated against it, which the program refuses to break.

**A cash sale is not a party.** Selling over the counter to somebody who pays immediately posts to Cash, raises no bill, and never appears in the outstanding report. That is correct: there is nothing outstanding.

### 3.7 The ledgers you already have

A new company is not empty. These exist from the start, and two of them the program depends on by name.

| Ledger                       | Under             | Note                                                                             |
|------------------------------|-------------------|----------------------------------------------------------------------------------|
| <b>Cash</b>                  | Cash-in-Hand      | Built in. Cannot be deleted                                                      |
| <b>Profit &amp; Loss A/c</b> | Capital Account   | Built in. Cannot be deleted. The year’s result is folded into it at the year end |
| <b>Sales</b>                 | Sales Accounts    | The default sales account on an invoice                                          |
| <b>Purchase</b>              | Purchase Accounts | The default purchase account                                                     |
| <b>Discount Allowed</b>      | Indirect Expenses | Where an invoice discount you give is posted                                     |
| <b>Discount Received</b>     | Indirect Incomes  | Discount a supplier gives you                                                    |
| <b>Freight Outward</b>       | Indirect Expenses | Delivery you pay for on a sale                                                   |
| <b>Freight Inward</b>        | Purchase Accounts | Carriage on goods coming in — part of what they cost you                         |

Two more are created when they are first needed, not before: **Salary Payable** under Current Liabilities, the first time you post a payroll month — the net pay is credited to it, and paying the staff clears it — and **POS Customer** under Sundry Debtors, the first time you save a counter sale.

**Two names the program looks up.** Payroll looks up “Salary Payable” by that exact name, and the till looks up “POS Customer”. Rename either in the ledger master and the program will create a fresh one under the old name next time rather than use yours, leaving the balance split across two accounts. Everything else can be renamed freely.

The six invoicing ledgers are ordinary ledgers, not built-in ones: rename them, move them, or delete any you do not use — as long as nothing has posted to them yet. Cash and Profit & Loss A/c cannot be deleted at all, and cannot be moved to another group.

### 3.8 Designing a chart that suits you

There is no single right answer, but there are reliable habits:

- **One ledger per party, not per invoice.** The bills do the invoice-level tracking. A hundred customers means a hundred ledgers; a thousand invoices still means a hundred ledgers.
- **Let the Profit & Loss decide your expense heads.** Write down the lines you want to see on it — Rent, Salaries, Utilities, Repairs, Marketing — and make one ledger each. Do not split “Electricity” into twelve monthly ledgers; the period selector does that.
- **One ledger per bank account, named as you would say it.** “HBL Current 4471” beats “Bank 2” when you are reconciling at speed.
- **Group when a subtotal would help, not by habit.** Five vehicle-cost ledgers under a “Vehicle Running” group earn their keep. Wrapping one ledger in a group of its own does not.
- **Departments and projects are not groups.** If you want the same expense split between Shop and Online, use **cost centres** (Part 13) and keep one Rent ledger. Duplicating every expense head per department doubles the chart and still will not total properly.
- **Name for the report, not for the keyboard.** You search by typing a few letters, so a clear name costs nothing. An alias covers the short code you are used to.

### 3.9 Bringing a chart in from Excel

Keying three hundred ledgers by hand is a waste of an afternoon. **W** for Data Utilities imports them from a spreadsheet, and refuses the whole file if any row is wrong — so a half-imported chart cannot happen.

1. Data Utilities → **Import from Excel** → **Ledgers**, then **Export template...** for a workbook with the right headings, one example row and a *How to fill* sheet.
2. Fill it in, or paste your existing list into it. Headings may be in any order and extra columns are ignored.
3. Import it. You get a preview first: row by row, what will be created and what is wrong with anything that is not.
4. Fix any flagged rows in the spreadsheet and import again. Nothing is written until every row passes.

| Column          | Required | Notes                                                                |
|-----------------|----------|----------------------------------------------------------------------|
| Name            | Yes      | Unique ledger name                                                   |
| Group           | Yes      | An existing group, by name — spelled as it appears in Account Groups |
| Alias           | No       | Short code                                                           |
| Opening balance | No       | Blank or 0 for none                                                  |

|                       |    |                                       |
|-----------------------|----|---------------------------------------|
| Dr/Cr                 | No | Defaults by the group when left blank |
| Address, Phone, Email | No | For parties                           |
| Tax number            | No |                                       |
| Credit days           | No | Whole days                            |

Opening balances have a sheet of their own — **Ledger, Amount, Dr/Cr** — so you can bring the chart in first, check it, and key the figures afterwards, or take them from your old system in one go.

### 3.10 Changing the chart once you are running

| Change                         | Allowed?       | What happens                                                                                                   |
|--------------------------------|----------------|----------------------------------------------------------------------------------------------------------------|
| Rename a ledger                | Yes            | Everywhere it appears follows, including past entries and the audit trail. Mind the two looked-up names in 3.7 |
| Move a ledger to another group | Yes            | Every report re-reads the new group at once, including past periods. Built-in ledgers cannot be moved          |
| Delete a ledger                | Only if unused | Refused while any voucher entry points at it, and the message says how many                                    |
| Rename or move your own group  | Yes            | The nature is re-inherited and cascaded to everything beneath it                                               |
| Delete your own group          | Only if empty  | Sub-groups and ledgers must be moved out first                                                                 |
| Touch the 28 standard groups   | No             | They are structural. Add underneath them instead                                                               |

**Moving a ledger changes history.** That is deliberate and it is what you want: if Vehicle Insurance was filed under Indirect Expenses and belongs under Vehicle Running, moving it puts last month's Profit & Loss right too. Nothing is re-posted — the entries never changed, only where they are gathered.

**At the year end** the whole chart is carried into next year's file: every group, every ledger, matched by name. Balance-sheet ledgers open with this year's closing balance; Profit & Loss ledgers open at zero, because their year is over, and the result they produced is folded into Profit & Loss A/c. Part 17 covers it.

### 3.11 Where the chart shows up

| Report            | How it uses the chart                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------|
| Trial Balance     | Every ledger, gathered under its group, with subtotals at each level. The place to check a new chart |
| Profit & Loss     | Income and Expense groups only. The trading groups produce gross profit; the rest carry it to net    |
| Balance Sheet     | Asset and Liability groups only, with the profit brought in from the Profit & Loss                   |
| Bills Outstanding | Ledgers under Sundry Debtors and Sundry Creditors, and nothing else                                  |
| Ledger Report     | One ledger: opening, every posting, running balance, closing                                         |

**“Difference in opening balances” is not an error.** While you are still keying your openings the two sides will not agree, and the Trial Balance says so and carries the gap onto the Balance Sheet under that name. It disappears as you key the other side. A warning only appears if the books are out by *more* than that difference — which would mean something genuinely wrong, not an unfinished setup.

Stock is the one thing you do not key as a ledger balance. Stock-in-Hand is filled from the opening quantities on your items (Part 4.4), because the same figure has to be a quantity in the stock reports and a value on the Balance Sheet, and keying it twice is how the two stop agreeing.

## 4. Setting a company up

Do this once, in this order — each step uses the one before it. Allow an hour for a small business; longer if you are keying in a lot of opening balances.

### Diagram 2 - The order to set a company up in

Each step needs the one before it. The middle column is only for businesses with stock.



Hundreds of ledgers or items? Do not key them by hand: Data Utilities (W) imports them from an Excel template and checks every row before it writes anything.

Diagram 2 — the order to work in. Steps 4 to 8 are only for businesses that keep stock.

### 4.1 Create the company

1. In the Company Manager, press **F3**.
2. Fill in the form (below). The financial year and the books-begin date are the only ones you cannot change casually later.
3. Press **Ctrl+A**. The company is created and opens at the home screen — the Gateway.

#### What to type

| Field                  | Example                | Notes                                          |
|------------------------|------------------------|------------------------------------------------|
| Company name           | Azam & Co              | Printed on every invoice, statement and report |
| Address, phone, email  | 12 Market Road, Lahore | Printed on invoices and statements             |
| Financial year from    | 2026-07-01             | Offered for you: 1 July                        |
| Financial year to      | 2027-06-30             | Offered for you: 30 June                       |
| Books begin from       | 2026-07-01             | The date your opening balances are as at       |
| Currency code / symbol | PKR / Rs               | Shown and printed with amounts                 |

## 4.2 Account groups (a look, not a job)

Press **G**. The 28 standard groups are shown as a tree; you will rarely change them. If you do need a group of your own — say **Vehicles** under Fixed Assets — highlight the parent and press **Shift+F3**. Part 3 explains what the groups are and how to design your own.

| Key               | Does                                    |
|-------------------|-----------------------------------------|
| ↑ ↓               | Move                                    |
| → ←               | Expand / collapse a branch              |
| <b>F3</b>         | New group at the top level              |
| <b>Shift + F3</b> | New sub-group under the highlighted one |
| <b>Enter</b>      | Edit the highlighted group              |
| <b>Del</b>        | Delete it (only if nothing uses it)     |

## 4.3 Ledgers — and your opening balances

Press **L**, then **F3** for each account. This is the longest step of the setup, and the one worth care: the opening balances you key here are what make the first Trial Balance right.

### What to type

| Field                                    | What it is for                                                                                                                                                |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ledger name</b>                       | The account: “HBL Current Account”, “Rent”, “Ali Traders”                                                                                                     |
| <b>Alias</b>                             | A short name you can also search by. Optional                                                                                                                 |
| <b>Group</b>                             | See the table in Part 2.2 — this decides where it lands in the reports                                                                                        |
| <b>Opening balance and Dr/Cr</b>         | What the account stood at on the first day of the year. Cash, bank and what customers owe you are Dr; what you owe suppliers, and the owner’s capital, are Cr |
| <b>Credit days</b>                       | Customers and suppliers only: how long they get to pay. Due dates come from this                                                                              |
| <b>Phone, email, tax number, address</b> | Printed on that party’s invoices and statement                                                                                                                |
| <b>Tax override</b>                      | Only if this party is always taxed at a rate other than the item’s own                                                                                        |

### A worked opening position

A small trader starting the year with cash, a bank account, one customer who owes money, one supplier who is owed, stock on the shelf and the owner’s capital would key six ledgers:

| Ledger              | Group          | Opening    | Dr/Cr |
|---------------------|----------------|------------|-------|
| Cash                | Cash-in-Hand   | 45,000.00  | Dr    |
| HBL Current Account | Bank Accounts  | 350,000.00 | Dr    |
| City Stores         | Sundry Debtors | 118,000.00 | Dr    |

|                               |                  |            |    |
|-------------------------------|------------------|------------|----|
| Global Supplies               | Sundry Creditors | 96,000.00  | Cr |
| Opening Stock (via the items) | Stock-in-Hand    | 223,000.00 | Dr |
| Owner's Capital               | Capital Account  | 640,000.00 | Cr |

Debits 736,000 and credits 736,000: the books open square, and the Trial Balance shows no difference. Stock is not keyed as a ledger balance — it comes from the opening stock on each item (Part 4.4), which is why that row is in brackets.

**If your opening balances do not square, nothing breaks.** Account-App shows the gap as “Difference in opening balances” on the Trial Balance and carries it on the Balance Sheet until you finish keying them. That is ordinary during setup — what it will not do is hide it.

**A customer's opening balance becomes an opening bill** so it can be aged and settled like any other. Give the ledger its credit days before you save the opening balance and the due date will be right.

## 4.4 Stock masters

ACCOUNT-APP Bright Electric Traders INVENTORY MASTERS FY 2026-07-01 • 2027-06-30 schema v35

MASTERS Stock Items Esc Back

ALT+F Stock Items ALT+G Stock Groups ALT+U Units ALT+W Godowns ALT+P Price Lists ALT+T Tax Rates ALT+C Cost Centres

STOCK ITEMS (3)

Search Name, alias, code or barcode...

| ITEM                  | GROUP | OPENING | VALUE      |
|-----------------------|-------|---------|------------|
| Ceiling Fan 56"       |       | 40 Pcs  | 168,000.00 |
| Extension Board 4-way |       | 12 Pcs  | 9,360.00   |
| LED Bulb 12W          |       | 500 Pcs | 130,000.00 |

F3 New Item Edit Del Delete

This item appears in 3 stock transaction(s). Delete those documents first.

ON HAND

Main Location 33 Pcs

ITEM DETAILS

Name Ceiling Fan 56"

Code / barcode - / 8901234500017

Group —

Unit Pcs

Reorder level 10 Pcs

Default tax GST 17% (17%)

Opening stock 40 Pcs @ 4,200.00 = 168,000.00

↑ ↓ move · Enter edits · Del deletes · F3 new item

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+H Save Enter Next field Esc Back

*Stock items. Units, godowns, price lists and tax rates are the other tabs.*

Skip this whole section if you do not keep stock. Otherwise press **I** for Masters; the tabs are reached with **Alt** and a letter.

### Units (Alt+U)

“Pcs” is there already. Add the units you trade in and how many decimal places each allows — 0 for pieces, 2 or 3 for kilos and litres. You can also record that 1 Box = 12 Pcs.

### Godowns (Alt+W)

“Main Location” exists. Add a warehouse, a second shop or a van if you have one. Exactly one godown is the default; it receives stock when a document does not say otherwise.

### Stock groups (Alt+G)

Optional headings — Hardware, Electrical, Consumables. The Stock Summary sub-totals by them.

### Stock items (Alt+I)

**F3** for each item. The opening stock is the important part: one line per godown, with the quantity you hold and what it cost you.

| Field         | Example                           | Notes                                                            |
|---------------|-----------------------------------|------------------------------------------------------------------|
| Item name     | Widget 40 mm                      | Must be unique                                                   |
| Item code     | WID-040                           | Unique when given. Scannable at the till                         |
| Barcode       | 8901234567890                     | Scan it straight into the box                                    |
| Stock group   | Hardware                          | Optional                                                         |
| Unit          | Pcs                               | Fixes the decimal places for every quantity                      |
| Default tax   | Sales Tax 18%                     | Applied on invoice lines unless the party or line says otherwise |
| Reorder level | 20                                | Low Stock flags the item at or below this                        |
| Opening stock | Main 120 @ 45.00; Shop 30 @ 45.00 | One line per godown: quantity and cost per unit                  |

**Editing an item later replaces its opening stock with whatever is in the form.** If you open an item only to change the reorder level, leave the opening-stock lines alone — clearing them would remove the opening quantity and every valuation after it.

### Price lists (Alt+P) and tax rates (Alt+T)

A price list holds selling prices per item, valid from a date; one list can be the default and then fills the rate column on invoices and at the till. Tax rates are covered in Part 12.

## 4.5 Settings

Press **F**. The tabs are:

- **Numbering & defaults** — the prefix and width of each document series (INV-0001, RCP-0001 ...), default credit days, whether amount-in-words is written the Indian way (“One Lakh”) or the international way (“One Hundred Thousand”), whether the prices you type already include tax, and the default price list.
- **Backups & data folder** — where backups go, how many to keep, and a second folder on a USB drive or share. Set that second folder now (Part 16.2).
- **Login & auto-lock** — change the password; set the idle minutes after which the screen locks.
- **Users & rights** — the other logins on this PC and what each of them may do (Part 15). Only the administrator sees this tab.
- **Financial year** — correcting this company’s year, and the year-end roll-over with a preview (Part 17).
- **Licence** — this computer’s machine code, the days left in the trial, and the box you paste your key into (Appendix A).

## 4.6 Take the first backup

Press **B** and then **Backup now**. You now have a clean starting point you can always come back to.

## 4.7 Bringing masters in from Excel

Keying three hundred items by hand is a waste of an afternoon. Data Utilities imports ledgers, stock items and opening balances from a spreadsheet, and it will not write anything until every row is right.

1. Press **W** → **Import from Excel**. Choose **Ledgers**, **Stock items** or **Opening balances**.
2. **Export template...** saves an .xlsx with the right headings, an example row and a “How to fill” sheet.
3. Fill it in — or paste your own data into it. The headings may be in any order and extra columns are ignored.
4. **Choose Excel file...** and read the preview: every row is listed, green if it is ready, red with the reason if it is not (“Unknown group ‘Debtors’”, “Barcode 5012... already exists”).
5. Fix the file, choose it again, and press **Import** when the count of problems is zero. All rows are written in one go.

### The columns

| Ledgers               | Stock items               | Opening balances |
|-----------------------|---------------------------|------------------|
| Name *                | Name *                    | Ledger *         |
| Group *               | Unit *                    | Amount *         |
| Alias                 | Stock group               | Dr/Cr *          |
| Opening balance       | Item code                 |                  |
| Dr/Cr                 | Barcode                   |                  |
| Address, Phone, Email | Reorder level             |                  |
| Tax number            | Opening qty, Opening rate |                  |
| Credit days           | Godown, Tax               |                  |

\* required. An “Opening balances” import replaces the opening balance of each ledger it names.

## 5. Everyday entries: the four vouchers

These four cover every transaction that is not the sale or purchase of goods. Each has a key that works from anywhere while a company is open.

| Key | Voucher | Use it for                                                                      |
|-----|---------|---------------------------------------------------------------------------------|
| F5  | Payment | Money going out of cash or bank: rent, salaries, paying a supplier              |
| F6  | Receipt | Money coming in: a customer paying, interest received                           |
| F4  | Contra  | Moving money between your own cash and bank accounts                            |
| F7  | Journal | Anything touching neither cash nor bank: depreciation, corrections, adjustments |

### 5.1 How to enter one

1. Press the key — say **F5** for a Payment. The screen opens with the next number already filled in.
2. **Date.** It offers the last date you used. Type over it if needed; it must be inside the financial year.
3. **Reference.** A cheque number, the supplier's bill number. Optional.
4. **The grid.** Type the first letters of a ledger, pick it with ↓ and **Enter**, then type the debit or the credit amount. **Enter** moves on and opens a new line after the last one.
5. **Narration.** A sentence saying what the entry is. It appears in the Day Book and on the ledger.
6. **Ctrl+A** saves. If the two sides do not agree, the screen says by how much and saves nothing.

### 5.2 Payment — worked example

ACCOUNT-APP Bright Electric Traders VOUCHER ENTRY FY 2026-07-01 • 2027-06-30 schema v15

**PAYMENT VOUCHER** New — will be numbered PMT-0003 Esc Back

F4 Contra **F5 Payment** F6 Receipt F7 Journal

**ENTRY**

Date \* 01/10/2026 Voucher no. PMT-0003 Reference Blank numbers it automatically.

| PARTICULARS | DR/CR | AMOUNT                     | CURRENT BALANCE                 |
|-------------|-------|----------------------------|---------------------------------|
| Electricity | Dr    | 6400                       | 12,800.00 Dr<br>Cost centres... |
| Cash        | Cr    | 6400                       | 7,200.00 Dr<br>Cost centres...  |
| Total       |       | 6,400.00 Dr<br>6,400.00 Cr | balanced                        |

Narration Ctrl+A Save voucher Ready to save.

**RECENT PAYMENT VOUCHERS**

| DATE       | NUMBER   | PARTICULARS          | AMOUNT                                          |
|------------|----------|----------------------|-------------------------------------------------|
| 2026-09-27 | PMT-0002 | Electricity - Cash   | 12,800.00 <span>Edit</span> <span>Delete</span> |
| 2026-09-26 | PMT-0001 | Shop Rent - HBL Bank | 45,000.00 <span>Edit</span> <span>Delete</span> |

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back

*A Payment voucher. The footer keeps the difference in front of you.*

Paying the month's shop rent of 25,000 in cash on 5 April.

| Field     | What you type        |
|-----------|----------------------|
| Voucher   | F5 — Payment         |
| Date      | 2026-04-05           |
| Reference | Cash                 |
| Line 1    | Rent — debit 25,000  |
| Line 2    | Cash — credit 25,000 |
| Narration | Shop rent for April  |

What it does to the books:

| Ledger                   | Debit            | Credit           |
|--------------------------|------------------|------------------|
| Rent (Indirect Expenses) | 25,000.00        |                  |
| Cash (Cash-in-Hand)      |                  | 25,000.00        |
| <b>Total</b>             | <b>25,000.00</b> | <b>25,000.00</b> |

Rent is an expense, so it goes up on the debit side and reduces the profit. Cash goes down. The voucher is numbered PMT-0001.

### 5.3 Receipt — worked example, with the bill

City Stores owes 118,000 on invoice INV-0007. On 20 April they pay 70,000 into the bank.

| Field     | What you type                                                                                       |
|-----------|-----------------------------------------------------------------------------------------------------|
| Voucher   | F6 — Receipt                                                                                        |
| Date      | 2026-04-20                                                                                          |
| Line 1    | HBL Current Account — debit 70,000                                                                  |
| Line 2    | City Stores — credit 70,000                                                                         |
| Then      | Enter on the amount opens the bill list: type 70,000 against INV-0007 (or press Alt+A), then Ctrl+A |
| Narration | Part payment against INV-0007                                                                       |

| Ledger                              | Debit            | Credit           |
|-------------------------------------|------------------|------------------|
| HBL Current Account (Bank Accounts) | 70,000.00        |                  |
| City Stores (Sundry Debtors)        |                  | 70,000.00        |
| <b>Total</b>                        | <b>70,000.00</b> | <b>70,000.00</b> |

And on the bill: INV-0007 was 118,000, 70,000 has been allocated, so 48,000 is still pending and keeps ageing from the original invoice date.

### Diagram 7 - How 'who owes what' is worked out

Nothing is stored as a balance; it is worked out from the documents every time you look.

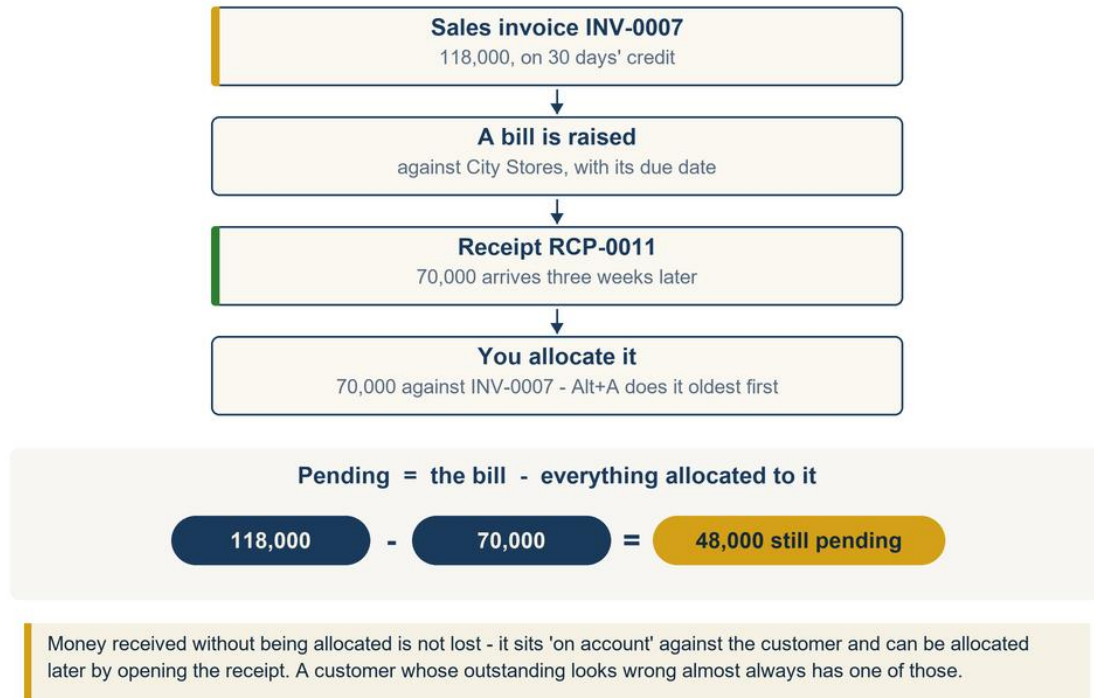


Diagram 7 — pending is worked out, never stored. It is the bill less everything allocated to it.

## 5.4 Contra — worked example

Taking 50,000 out of the bank for the till.

| Ledger                              | Debit            | Credit           |
|-------------------------------------|------------------|------------------|
| Cash (Cash-in-Hand)                 | 50,000.00        |                  |
| HBL Current Account (Bank Accounts) |                  | 50,000.00        |
| <b>Total</b>                        | <b>50,000.00</b> | <b>50,000.00</b> |

Contra only ever moves money between your own cash and bank ledgers, which is why it has its own type: it never touches income or expense.

## 5.5 Journal — worked example

Charging a year's depreciation of 8,000 on the furniture at the year end.

| Ledger                           | Debit           | Credit          |
|----------------------------------|-----------------|-----------------|
| Depreciation (Indirect Expenses) | 8,000.00        |                 |
| Furniture (Fixed Assets)         |                 | 8,000.00        |
| <b>Total</b>                     | <b>8,000.00</b> | <b>8,000.00</b> |

## 5.6 Allocating money to bills

When a line is a customer or a supplier, pressing **Enter** after the amount opens the allocation dialog with that party's unpaid bills.

- Type an amount against each bill it pays.
- **Alt+A** fills them oldest first — usually what you want.
- Whatever you leave unallocated stays on account and can be allocated later.
- **Ctrl+A** accepts and returns to the voucher.

**This is the one habit worth keeping.** Skip it and the money still posts to the party — the ledger is right — but it sits on account, the bill stays fully open, and the ageing on your receivables report will not match what the customer thinks. A customer's outstanding that looks wrong is almost always an unallocated receipt.

## 5.7 Splitting a line across cost centres

If you use cost centres (Part 13), a line's **Cost centres...** button divides it between departments or projects. **Alt+A** shares it evenly; **Ctrl+A** accepts once the split equals the line exactly — the program will not accept a split that does not.

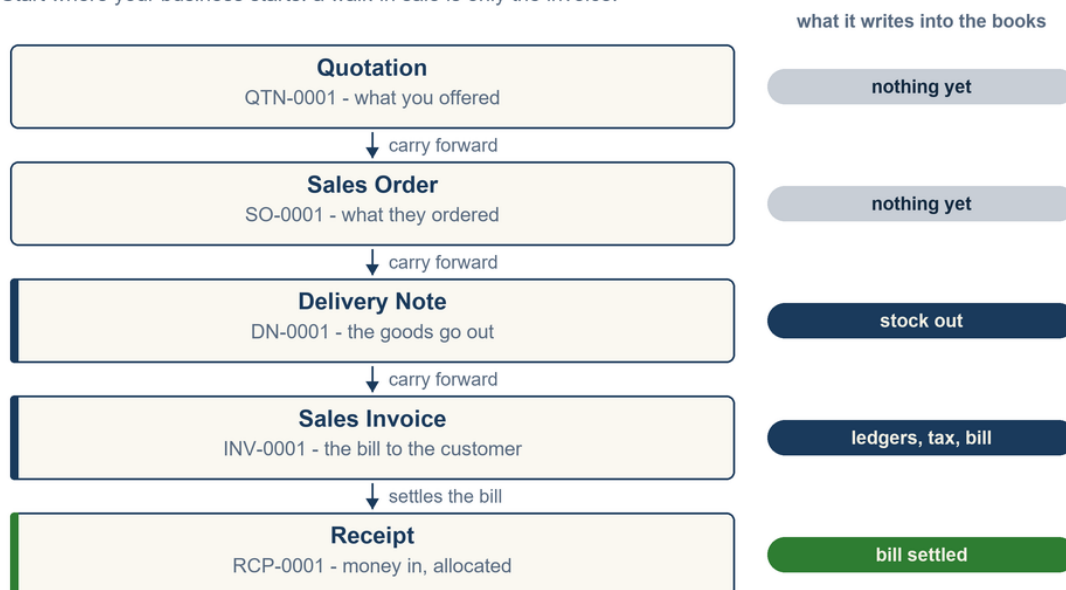
## 5.8 Finding, changing and deleting an entry

- **Find it:** the Day Book (**D**) for a date range, or the Ledger Report (**A**) for one account. Both let you drill in.
- **Change it:** open the voucher, edit, **Ctrl+A**. The old lines are replaced by the new ones and the balance check runs again.
- **Delete it:** open it and press **De1**. Anything that hung off it — the bill, the stock movement, the allocation — goes with it.
- **Everything is recorded:** creates, changes and deletes all land in the Audit Trail (**H**), with the before and after of each field.

## 6. Selling

### Diagram 4 - The sales cycle

Start where your business starts: a walk-in sale is only the invoice.



Stock moves in exactly one document per chain. If the goods went out on a delivery note, the invoice raised from it does not move them again - which is why the quantity on hand stays right even when the invoicing runs a week behind the deliveries.

Diagram 4 — the sales cycle. Start wherever your business starts; a walk-in sale is only the invoice.

### 6.1 A sales invoice, step by step

**ACCOUNT-APP** Bright Electric Traders | INVOICES FY 2026-07-01 • 2027-06-30 schema v15

**SALES** Will be numbered INV-0004 Esc Back

**INVOICE**

Date \* 01/10/2026 Invoice no. INV-0004 Reference  
 Blank numbers it automatically.

Customer \* Search a party ledger... Sales a/c \* Sales Tax Exclusive — tax added on top of rates  
 Price list Retail

Fills the rate column; still editable.

| ITEM                   | GODOWN        | QTY | RATE | DISC % | AMOUNT      | TAX    | TAX AMT |
|------------------------|---------------|-----|------|--------|-------------|--------|---------|
| Search name or code... | Main Location | 0   | 0.00 | 0      | 0.00        | Tax... |         |
| + Add line             |               |     |      |        | Goods value | 0.00   |         |

**CHARGES** + Add charge

**TOTALS**

|                        |             |
|------------------------|-------------|
| Goods value            | 0.00        |
| Less: Invoice discount | 0.00        |
| Add: charges           | 0.00        |
| <b>Total</b>           | <b>0.00</b> |

Narration Ctrl+A Save invoice Choose the party.

**RECENT SALES DOCUMENTS**

| DATE       | NUMBER   | PARTY         | LINE | AMOUNT     |                                       |
|------------|----------|---------------|------|------------|---------------------------------------|
| 2026-09-21 | INV-0003 | City Stores   | 1    | 55,692.00  | <span>Open</span> <span>Delete</span> |
| 2026-09-08 | INV-0002 | Rahim Traders | 2    | 160,290.00 | <span>Open</span> <span>Delete</span> |
| 2026-08-21 | INV-0001 | City Stores   | 1    | 113,724.00 | <span>Open</span> <span>Delete</span> |

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back

The sales invoice: party at the top, lines in the middle, totals at the foot.

1. Press **F8** from anywhere (or **S** at the home screen).
2. **Date**, **Invoice no.** (leave it blank to number it automatically) and **Reference**.
3. **Party**. Type the customer's name and pick them. The **Due date** fills itself from their credit days — change it if you agreed something else.
4. **Sales account** is normally "Sales". **Price list** fills the rates and you can still type over them.
5. **The lines**: item, godown it leaves, quantity, rate, and a discount % if you gave one. Totals and tax update as you type.
6. **Below the lines**: an invoice-wide discount, extra charges such as freight (each posts to its own ledger), and a narration.
7. **Ctrl+A** saves. The invoice opens with **Print** and **PDF**.

## 6.2 What one invoice does — a worked example

The screenshot displays the ACCOUNT-APP interface for creating a sales invoice. The main window shows the invoice details for 'BRIGHT ELECTRIC TRADERS'. The invoice is dated 01/10/2026 and is for 'CITY STORES'. It lists a single line item: 'LED Bulb 12W' with a quantity of 140, a rate of 340.00, and a total amount of 47,600.00. The invoice also shows a tax calculation: Goods value 47,600.00, Taxable value 47,600.00, Add: GST 17% (17% on 47,600.00) 8,992.00, Total 55,692.00. The invoice is due on 2026-10-06. The interface includes buttons for 'Print', 'PDF', and 'Esc Close'.

*A saved invoice, with its tax, total, amount in words and due date.*

Ten widgets at 1,200 each to City Stores, 10% off each line, a further 5% off the invoice, 500 of freight charged on, sales tax at 18% added on top.

| Step                     | Figure     |
|--------------------------|------------|
| 10 × 1,200.00            | 12,000.00  |
| less line discount 10%   | – 1,200.00 |
| Goods value              | 10,800.00  |
| less invoice discount 5% | – 540.00   |
| Taxable                  | 10,260.00  |
| Sales tax 18%            | + 1,846.80 |
| Freight charged on       | + 500.00   |

|               |           |
|---------------|-----------|
| Invoice total | 12,606.80 |
|---------------|-----------|

And in the books:

| Ledger                               | Debit            | Credit           |
|--------------------------------------|------------------|------------------|
| City Stores (Sundry Debtors)         | 12,606.80        |                  |
| Discount Allowed (Indirect Expenses) | 540.00           |                  |
| Sales (Sales Accounts)               |                  | 10,800.00        |
| Freight Outward                      |                  | 500.00           |
| Sales Tax 18% (Duties & Taxes)       |                  | 1,846.80         |
| <b>Total</b>                         | <b>13,146.80</b> | <b>13,146.80</b> |

At the same time: ten widgets leave the godown you chose, a bill for 12,606.80 is raised against City Stores with its due date, and the tax registers pick up the 1,846.80. All of it in one transaction.

**Why the discount is its own ledger.** Netting it off sales would hide what you gave away. On the Profit & Loss you can see the sales you made and, separately, the discount it took to make them.

### 6.3 Returns — credit notes

A customer brings two widgets back. Open the Invoices screen, choose the **Credit Note** tab, pick the customer, and in **Against invoice** choose INV-0008. Enter the two widgets at the price they were sold at.

- The goods come back into the godown.
- The customer's bill for that invoice is reduced by the value of the note, as far as it is still pending.
- Sales and the tax on them are reversed for that quantity.

### 6.4 Quotations, orders and delivery notes

Press **O**. Five tabs: Quotation, Sales Order, Delivery Note, Purchase Order and GRN. They are entered like an invoice, but only delivery notes and GRNs move stock and none of them touches the ledgers.

You never re-type a document. Open a saved one and use **Create delivery note** or **Raise invoice**: the next document is pre-filled with whatever is still pending. A partly delivered order stays open — its badge reads **open**, **partial** or **closed** — until the last quantity has gone.

**Stock moves exactly once per chain.** If the goods went out on the delivery note, the invoice raised from it does not move them again. That is why the quantity on hand stays right even when the invoicing runs a week behind the deliveries.

Pending Orders (**N**) lists every open order line by party, so you can tell a customer what is still to come.

## 7. Buying

### Diagram 5 - The purchase cycle

The mirror image of the sales cycle.

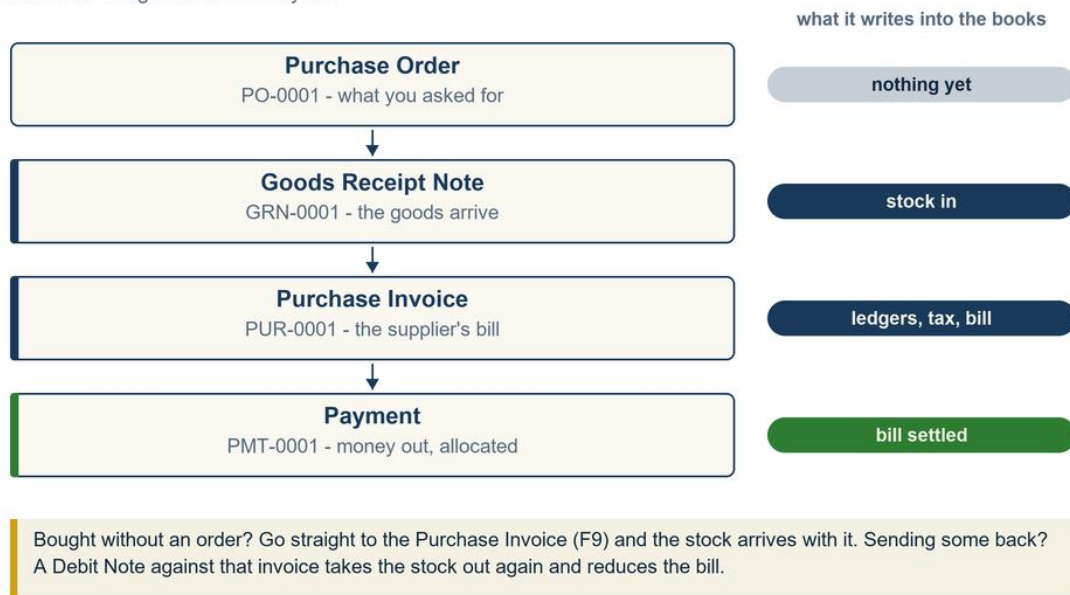


Diagram 5 — the purchase cycle: the mirror image of the sales cycle.

### 7.1 A purchase invoice — worked example

Fifty widgets from Global Supplies at 800 each, sales tax 18% on top.

| Field                                  | What you type                                                    |           |
|----------------------------------------|------------------------------------------------------------------|-----------|
| Voucher                                | F9 — Purchase invoice                                            |           |
| Party                                  | Global Supplies (Sundry Creditors)                               |           |
| Invoice no.                            | Leave blank for PUR-0001, or type their bill number in Reference |           |
| Line                                   | Widget 40 mm — Main Location — 50 — 800.00                       |           |
| Tax                                    | Sales Tax 18% (from the item, unless the supplier overrides it)  |           |
| Ledger                                 | Debit                                                            | Credit    |
| Purchase (Purchase Accounts)           | 40,000.00                                                        |           |
| Sales Tax 18% — input (Duties & Taxes) | 7,200.00                                                         |           |
| Global Supplies (Sundry Creditors)     |                                                                  | 47,200.00 |
| Total                                  | 47,200.00                                                        | 47,200.00 |

Fifty widgets arrive in Main Location, and a bill for 47,200 is raised against the supplier with its due date, ready to be paid and allocated (Part 5.3, the other way round).

## 7.2 Returning goods to a supplier

Use a **Debit Note** against the purchase invoice: the stock goes back out and the supplier's bill is reduced.

## 7.3 Orders and goods receipts

If you work with purchase orders, raise the PO, receive the goods with a GRN when they arrive (that is what moves the stock), and raise the purchase invoice from the GRN when the supplier's bill turns up. The invoice will not move the stock a second time.

## 8. The counter: Point of Sale

Press **Q**. The till is built for a barcode scanner and three presses of **Enter**. Nothing here needs the mouse.

### Diagram 6 - A counter sale at the Point of Sale (Q)

Three presses of Enter from the first scan to a saved bill.

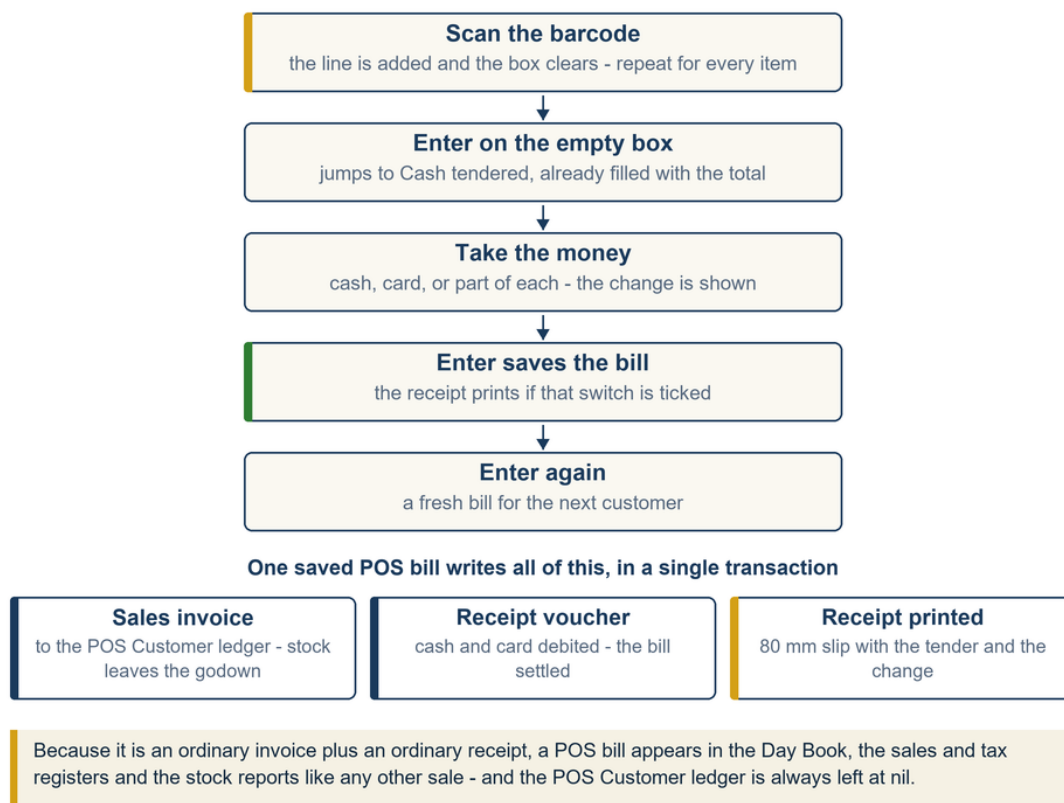


Diagram 6 — scan, tender, save, next customer.

## 8.1 Ringing up a sale

*The till. Scan, then Enter, Enter, Enter finishes the bill.*

1. **Scan.** The cursor sits in the scan box. A barcode is added straight away; scanning the same item again makes it 2. Typing a few letters of a name shows a list — ↓ and **Enter** to add.
2. **Adjust if you need to:** quantity, rate and discount % are editable on each line; **Delete** removes a line; **F2** jumps back to the scan box.
3. **Press Enter on the empty scan box.** The cursor jumps to **Cash tendered**, already filled with the total.
4. **Take the money.** Type what they handed over. For a card, type the amount in **Card** (and the slip number if you like) — cash and card can be split on one bill. The screen shows **Change**, or **Short** if it is not enough, in which case it will not save.
5. **Press Enter.** The bill is saved and the receipt prints if **print receipt on save** is ticked. Otherwise use **Print receipt...** or **Save PDF...**
6. **Press Enter again** for the next customer.

## 8.2 A split-tender bill — worked example

Two items totalling 2,000 plus 18% tax = 2,360. The customer pays 1,000 on a card and hands over 1,500 in cash; you give 140 change.

| On the screen | Figure   |
|---------------|----------|
| Total         | 2,360.00 |
| Card          | 1,000.00 |
| Cash tendered | 1,500.00 |
| Change        | 140.00   |

**The invoice it writes:**

| Ledger                         | Debit           | Credit          |
|--------------------------------|-----------------|-----------------|
| POS Customer (Sundry Debtors)  | 2,360.00        |                 |
| Sales (Sales Accounts)         |                 | 2,000.00        |
| Sales Tax 18% (Duties & Taxes) |                 | 360.00          |
| <b>Total</b>                   | <b>2,360.00</b> | <b>2,360.00</b> |

And the receipt that settles it, in the same transaction:

| Ledger                               | Debit           | Credit          |
|--------------------------------------|-----------------|-----------------|
| Cash (Cash-in-Hand)                  | 1,360.00        |                 |
| Card Receipts / bank (Bank Accounts) | 1,000.00        |                 |
| POS Customer (Sundry Debtors)        |                 | 2,360.00        |
| <b>Total</b>                         | <b>2,360.00</b> | <b>2,360.00</b> |

Only 1,360 of the cash is receipted — the other 140 was change and never belonged to the business. The POS Customer ledger is left at nil, which is how you can tell at a glance that every counter sale has been paid for.

### 8.3 Mistakes, and the day's takings

The list at the bottom shows the day's bills with **Print** and **Void...** Voiding deletes the invoice and its receipt together and puts the stock back; it is recorded in the Audit Trail. Change the date box to look at another day.

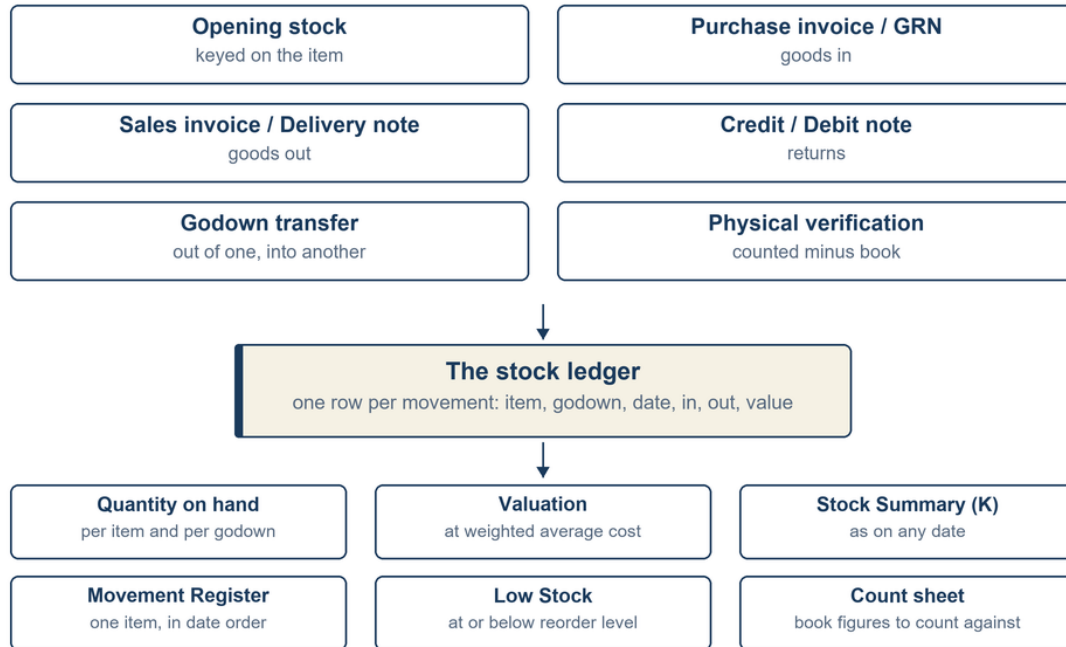
### 8.4 Setting up the receipt printer

Make the 80 mm printer the **Windows default printer**, then tick **print receipt on save**. Receipts then go straight to it with no dialog. Leave the box unticked and **Print receipt...** opens the normal Windows dialog, so you can print to any printer or to PDF.

## 9. Stock

### Diagram 8 - Where a quantity on hand comes from

Six kinds of document write movements; every stock figure is read back from them.

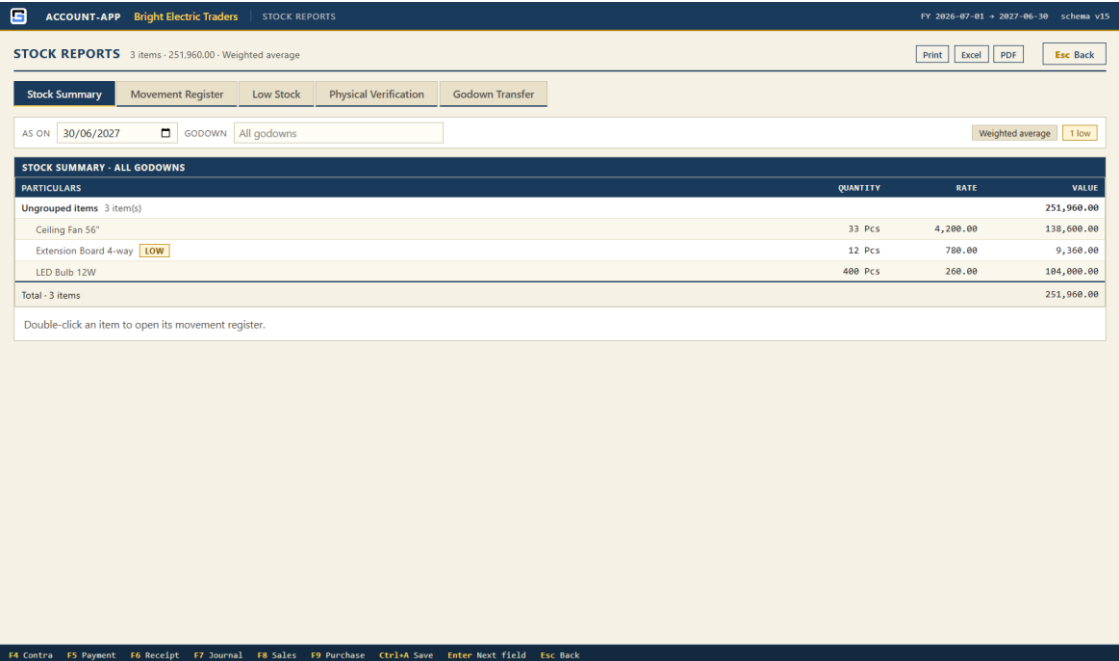


There is no 'balance' column anywhere, so a quantity on hand cannot drift away from the documents behind it. Delete an invoice and its movement goes with it; every figure simply reads again.

*Diagram 8 — every quantity and value is read back from the movements.*

Press K. Five tabs.

## 9.1 Stock Summary



ACCOUNT-APP Bright Electric Traders | STOCK REPORTS | FY 2026-07-01 - 2027-06-30 | schema v15

STOCK REPORTS 3 items - 251,960.00 - Weighted average

Print Excel PDF Esc Back

Stock Summary Movement Register Low Stock Physical Verification Godown Transfer

AS ON 30/06/2027 GODOWN All godowns Weighted average 1 low

STOCK SUMMARY - ALL GODOWNS

| PARTICULARS               | QUANTITY | RATE     | VALUE      |
|---------------------------|----------|----------|------------|
| Ungrouped items 3 item(s) |          |          | 251,960.00 |
| Ceiling Fan 56"           | 33 Pcs   | 4,200.00 | 138,600.00 |
| Extension Board 4-way LOW | 12 Pcs   | 780.00   | 9,360.00   |
| LED Bulb 12W              | 400 Pcs  | 260.00   | 104,000.00 |
| Total - 3 items           |          |          | 251,960.00 |

Double-click an item to open its movement register.

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back

*Stock Summary: quantity, rate and value, per item and per group.*

Every item with its quantity, rate and value, grouped by stock group, filtered by godown and by an “as on” date. Values are worked out from the movements at weighted average cost. Double-click an item to open its movement register.

## 9.2 Movement Register

One item, every in and out in date order, with a running quantity and value, and what caused each one — “Sales Invoice INV-0012”, “Transfer TRF-0001”, “Physical verification ADJ-0002”. Double-click a row to open that document.

## 9.3 Low Stock

Items at or below their reorder level, with the quantity already on open purchase orders so you do not order twice. The home screen shows the count and links here.

## 9.4 Physical verification (the stock take)

1. Choose the godown and the date of the count.
2. Type the counted quantity against each item. **Enter** moves down, **Shift+Enter** up. Leave an item blank and it is simply not part of this count.
3. **Ctrl+A** (or **Post adjustment**), then confirm.

**Worked example:** the book says 120 widgets in Main Location; you count 117.

| Book quantity | Counted | Variance | Rate  | Value    |
|---------------|---------|----------|-------|----------|
| 120           | 117     | - 3      | 45.00 | - 135.00 |

Three widgets leave the stock ledger as an adjustment, dated the day of the count, and the item is worth 135 less. No accounting voucher is raised — this is deliberate: a stock loss is written off when you decide it is a loss, not automatically.

## 9.5 Godown transfer

Move stock between godowns without any accounting effect: choose the date, the **From** and **To** godowns, then one line per item and quantity, and **Post transfer**.

**Worked example:** 20 widgets from Main Location to the Shop, at the running cost of 45.00.

| Godown        | Before | Movement   | After |
|---------------|--------|------------|-------|
| Main Location | 117    | – 20 (out) | 97    |
| Shop          | 30     | + 20 (in)  | 50    |
| Total held    | 147    | —          | 147   |

The item's total quantity and total value are exactly what they were — only the split between godowns changed.

**A transfer can only take what the source can spare.** Not just on the day of the transfer, but on every day after it: if a later sale has already used that stock, the transfer is refused rather than pushing that day negative. Deleting a transfer is refused for the same reason if the destination has since sold what arrived.

## 10. Who owes what

**ACCOUNT-APP** Bright Electric Traders | **BILLS OUTSTANDING** FY 2026-07-01 • 2027-06-30 schema v15

**BILLS OUTSTANDING** 2 parties - 3 bills - 309,706.00 outstanding - 93,724.00 overdue

Print Excel PDF Esc Back

Receivables Payables Party Statement

AS ON 01/10/2026 AGE BY Bill date Due date 2 parties 93,724.00 overdue

| BILLS RECEIVABLE - AS ON 2026-10-01     |            |           |         |       |            |            |           |
|-----------------------------------------|------------|-----------|---------|-------|------------|------------|-----------|
| PARTY                                   | 0-30 D     | 31-60 D   | 61-90 D | 90+ D | ON ACCOUNT | TOTAL      | OVERDUE   |
| • City Stores 2 bills - 15 days credit  | 55,692.00  | 93,724.00 |         |       |            | 149,416.00 | 93,724.00 |
| • Rahim Traders 1 bill - 30 days credit | 160,290.00 |           |         |       |            | 160,290.00 |           |
| Total - 2 parties - 3 bills             | 215,982.00 | 93,724.00 |         |       |            | 309,706.00 | 93,724.00 |

Click a party to see its bills - double-click a party for its statement - double-click a bill for the invoice. A party's total is its ledger balance: bills pending less amounts on account.

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back

*Receivables, aged 0–30, 31–60, 61–90 and older, bill by bill.*

Press **E**.

- **Receivables** — every customer with a balance, aged 0–30 / 31–60 / 61–90 / over 90 days by bill date, or Not due / 1–30 overdue / ... by due date. Switch the basis at the top.
- **Payables** — the same for suppliers.
- **Click a party** for its bills; double-click a bill for the invoice behind it.
- **Double-click a party** for the Statement of Account: opening balance, every invoice and payment in the period (**Alt+F2** changes it), running balance, and the bills still open — printable and ready to send with their address on it.

The totals here always equal the party ledgers, because both are read from the same vouchers. If a figure looks wrong, the cause is an unallocated receipt, not the report.

## 11. Reports

Every report works the same way: **Alt+F2** changes the period, **↑ ↓** move, **Enter** or a double-click drills into the voucher behind a row, and the toolbar offers **Print**, **Excel** and **PDF**. The file always holds exactly what is on the screen — the figures are worked out once, not again for the export.

| Report            | Key    | What it shows                                                                                          |
|-------------------|--------|--------------------------------------------------------------------------------------------------------|
| Day Book          | D      | Every voucher in a period, in date order, with a summary by type                                       |
| Ledger Report     | A      | One account: opening, every posting with the other side named, running balance, closing                |
| Trial Balance     | T      | Every group and ledger as at the period end. Always balances                                           |
| Profit & Loss     | T      | Income and expenses inside the period; gross and net profit                                            |
| Balance Sheet     | T      | Assets and liabilities as at the period end, with the period's profit carried in                       |
| Bills Outstanding | E      | Receivables and payables, aged                                                                         |
| Stock reports     | K      | Summary, movement register, low stock, verification                                                    |
| Tax reports       | X      | Summary, register, return export                                                                       |
| Management        | M      | Cost centre P&L, budgets, ratios                                                                       |
| Audit Trail       | H      | Every create, change and delete                                                                        |
| Dashboard         | (home) | Cash, bank, receivables, payables, low stock, 12 months of sales vs purchases, top customers and items |

### 11.1 Reading the Trial Balance

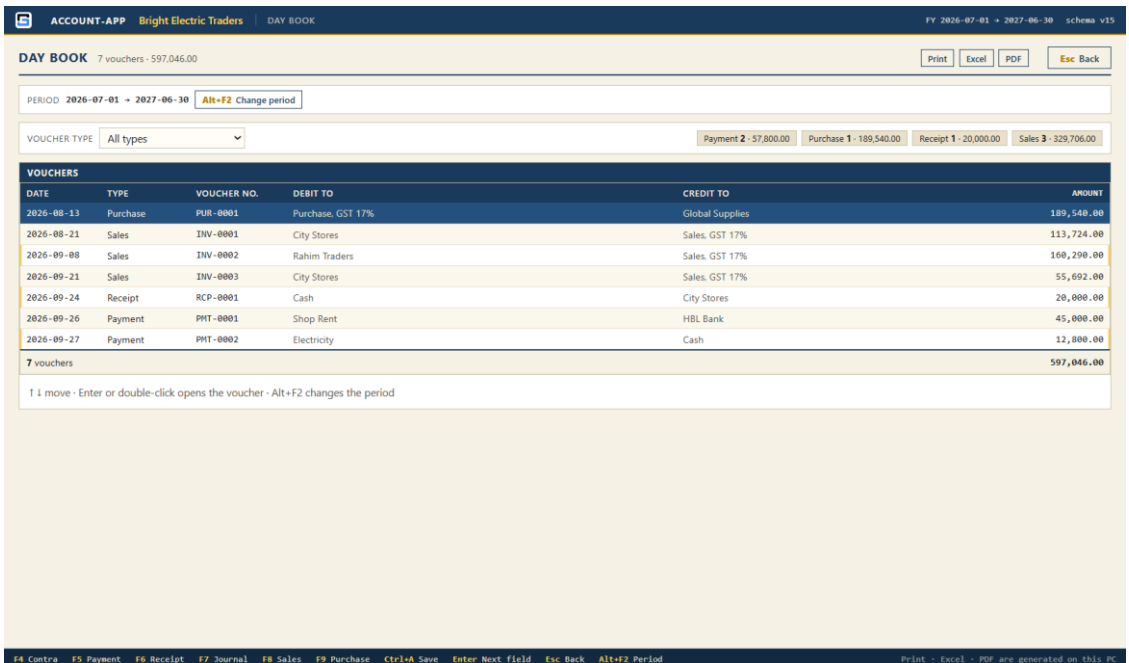
| ACCOUNT-APP Bright Electric Traders FINANCIAL STATEMENTS FY 2026-07-01 - 2027-06-30 schema v15 |                 |                            |
|------------------------------------------------------------------------------------------------|-----------------|----------------------------|
| TRIAL BALANCE As at 2027-06-30                                                                 |                 |                            |
| PERIOD 2026-07-01 - 2027-06-30 Alt+F2 Change period                                            |                 |                            |
| TRIAL BALANCE AS AT 2027-06-30                                                                 |                 |                            |
| PARTICULARS                                                                                    | DEBIT           | CREDIT                     |
| • Capital Account                                                                              |                 | 750,000.00                 |
| • Owner's Capital                                                                              |                 | 750,000.00                 |
| • Current Liabilities                                                                          |                 | 209,906.00                 |
| • Duties & Taxes                                                                               |                 | 20,366.00                  |
| • GST 17%                                                                                      |                 | 20,366.00                  |
| • Sundry Creditors                                                                             |                 | 189,540.00                 |
| • Global Supplies                                                                              |                 | 189,540.00                 |
| • Current Assets                                                                               | 1,021,906.00    |                            |
| • Bank Accounts                                                                                | 705,000.00      |                            |
| • Bank Current A/c                                                                             | 500,000.00      |                            |
| • HBL Bank                                                                                     | 205,000.00      |                            |
| • Cash-in-Hand                                                                                 | 7,200.00        |                            |
| • Cash                                                                                         | 7,200.00        |                            |
| • Sundry Debtors                                                                               | 309,706.00      |                            |
| • City Stores                                                                                  | 149,416.00      |                            |
| • Rahim Traders                                                                                | 160,290.00      |                            |
| • Sales Accounts                                                                               |                 | 281,880.00                 |
| Total                                                                                          | 1,241,706.00 Dr | 1,241,706.00 Cr ✓ balanced |

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back

The Trial Balance, with Profit & Loss and Balance Sheet on the other tabs.

It always balances — that is not a claim about your bookkeeping, it is a property of how vouchers are written. What it will tell you is whether your **opening balances** are complete: a line reading “Difference in opening balances” is the gap left by the ones you have not keyed yet (Part 4.3). It is carried on the Balance Sheet in the same way, so both sides still agree.

## 11.2 Drilling down



**DAY BOOK** 7 vouchers - 597,046.00

PERIOD: 2026-07-01 → 2027-06-30 **Alt+F2** Change period

VOUCHER TYPE: All types

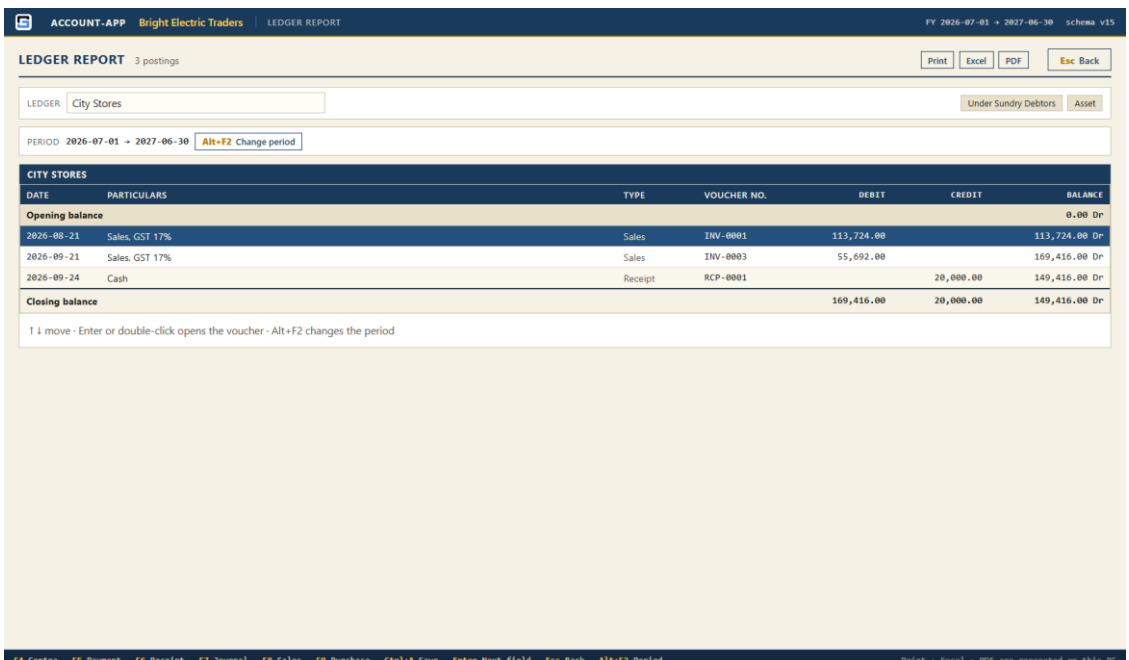
Payment 2 : 57,800.00 Purchase 1 : 189,540.00 Receipt 1 : 20,000.00 Sales 3 : 329,706.00

| DATE       | TYPE     | VOUCHER NO. | DEBIT TO          | CREDIT TO       | AMOUNT     |
|------------|----------|-------------|-------------------|-----------------|------------|
| 2026-08-13 | Purchase | PUR-0001    | Purchase, GST 17% | Global Supplies | 189,540.00 |
| 2026-08-21 | Sales    | INV-0001    | City Stores       | Sales, GST 17%  | 113,724.00 |
| 2026-09-08 | Sales    | INV-0002    | Rahim Traders     | Sales, GST 17%  | 160,290.00 |
| 2026-09-21 | Sales    | INV-0003    | City Stores       | Sales, GST 17%  | 55,692.00  |
| 2026-09-24 | Receipt  | RCP-0001    | Cash              | City Stores     | 20,000.00  |
| 2026-09-26 | Payment  | PMT-0001    | Shop Rent         | HBL Bank        | 45,000.00  |
| 2026-09-27 | Payment  | PMT-0002    | Electricity       | Cash            | 12,800.00  |
| 7 vouchers |          |             |                   |                 | 597,046.00 |

1 | move - Enter or double-click opens the voucher - Alt+F2 changes the period

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back Alt+F2 Period Print · Excel · PDF are generated on this PC

*The Day Book. Enter on any line opens the entry behind it.*



**LEDGER REPORT** 3 postings

LEDGER: City Stores

PERIOD: 2026-07-01 → 2027-06-30 **Alt+F2** Change period

| DATE       | PARTICULARS     | TYPE    | VOUCHER NO. | DEBIT      | CREDIT    | BALANCE       |
|------------|-----------------|---------|-------------|------------|-----------|---------------|
|            | Opening balance |         |             |            |           | 0.00 Dr       |
| 2026-08-21 | Sales, GST 17%  | Sales   | INV-0001    | 113,724.00 |           | 113,724.00 Dr |
| 2026-09-21 | Sales, GST 17%  | Sales   | INV-0003    | 55,692.00  |           | 169,416.00 Dr |
| 2026-09-24 | Cash            | Receipt | RCP-0001    |            | 20,000.00 | 149,416.00 Dr |
|            | Closing balance |         |             | 169,416.00 | 20,000.00 | 149,416.00 Dr |

1 | move - Enter or double-click opens the voucher - Alt+F2 changes the period

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back Alt+F2 Period Print · Excel · PDF are generated on this PC

*One account: opening, every posting, the running balance, the closing.*

On any statement, click a group to expand it, click a ledger to open its Ledger Report, and from there open any voucher — statement → group → ledger → voucher, with the figures agreeing at every step.

## 12. Tax

Account-App does not assume any one country's rules. You set up the rates; it does the arithmetic, the postings and the register.

### 12.1 Setting up a rate

Masters (I) → **Tax Rates (Alt+T)** → F3. Give it a name and a percentage — "Sales Tax 18%", 18. Each rate gets its own ledger under Duties & Taxes, created for you, so what you charge and what you pay are tracked apart from sales and purchases.

### 12.2 Which rate a line gets

Three places can decide, and the most specific wins:

| Order    | Set on                            | Use it for                                            |
|----------|-----------------------------------|-------------------------------------------------------|
| 1 (wins) | The invoice line itself           | A one-off: this line is exempt, or taxed differently  |
| 2        | The party's ledger (Tax override) | A customer or supplier always taxed at a special rate |
| 3        | The item (Default tax)            | The normal case — set it once on the item             |

### 12.3 Inclusive or exclusive prices

Tick "inclusive" on the invoice (or set it as the default in Settings) when the prices you type already contain the tax. The difference, on one item at 18%:

|                    | Exclusive (tax added) | Inclusive (tax carved out) |
|--------------------|-----------------------|----------------------------|
| You type a rate of | 1,000.00              | 1,180.00                   |
| Taxable value      | 1,000.00              | 1,000.00                   |
| Tax at 18%         | 180.00                | 180.00                     |
| Customer pays      | 1,180.00              | 1,180.00                   |
| Sales is credited  | 1,000.00              | 1,000.00                   |

Either way the books end up identical — the setting only says what the number you typed means.

## 12.4 The tax reports (X)

**ACCOUNT-APP** Bright Electric Traders | TAX REPORTS FY 2026-07-01 • 2027-06-30 schema v15

**TAX REPORTS** 1 rate(s) - output 47,906.00 - input 27,540.00 - payable 20,366.00 Print Excel PDF Esc Back

**Tax Summary** Tax Register Return Export

PERIOD 2026-07-01 → 2027-06-30 Alt+F2 Change period

**OUTPUT TAX AGAINST INPUT TAX - 2026-07-01 TO 2027-06-30** AGREES WITH TAX LEDGERS

| TAX                            | RATE | SALES TAXABLE | OUTPUT TAX | LESS RETURNS | PURCHASE TAXABLE | INPUT TAX | LESS RETURNS | NET PAYABLE | LEDGER    |
|--------------------------------|------|---------------|------------|--------------|------------------|-----------|--------------|-------------|-----------|
| GST 17% GST 17% - 4 invoice(s) | 17%  | 281,800.00    | 47,906.00  |              | 162,000.00       | 27,540.00 |              | 20,366.00   | 20,366.00 |
| <b>Total</b>                   |      |               | 47,906.00  |              |                  | 27,540.00 |              | 20,366.00   |           |

Net payable = output tax on sales (less credit notes) - input tax on purchases (less debit notes). A negative net is refundable or carried forward. The Ledger column is the tax ledger's own movement for the period; it must agree.

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back

*Output tax against input tax, and what is left to pay.*

- **Tax Summary** — per rate for the period: taxable sales, output tax, taxable purchases, input tax, returns, net payable. The last column reads the same figure from the tax ledgers, deliberately by a different route, so the two can be compared.
- **Tax Register** — invoice by invoice, one row per rate, filtered by type, rate, party or text; double-click to open the invoice.
- **Return Export** — lays the register out the way your return needs and writes it to Excel or CSV. The layout is a small template you can edit on screen with a live preview, and it is saved inside the company file.

## 13. Cost centres, budgets and ratios

Press M. This part is optional — skip it unless you want figures per department, branch or project.

### 13.1 Cost centres

The screenshot shows the 'MANAGEMENT REPORTS' section of the Account-App. The 'Cost Centre P&L' tab is selected. The report period is set to '2026-07-01 to 2027-06-30'. The report shows a net profit of 62,000.00. The table below lists the cost centres and their respective income, expense, and net values.

| COST CENTRE                                        | INCOME     | EXPENSE    | NET        |
|----------------------------------------------------|------------|------------|------------|
| Online Orders                                      |            | 18,200.00  | -18,200.00 |
| Shop Counter                                       |            | 39,600.00  | -39,600.00 |
| Unallocated income and expense with no cost centre | 281,800.00 | 162,800.00 | 119,000.00 |
| Company total - reconciles to the Profit & Loss    | 281,800.00 | 219,800.00 | 62,000.00  |

Click a centre to see its ledgers - double-click a ledger line for the entries behind it.

*Cost Centre Profit & Loss. Budgets and the ratios are the other tabs.*

Create them under Masters → Cost Centres (**Alt+C**), optionally grouped into categories such as “Departments”. Then split any voucher line between them (Part 5.7). **Cost Centre P&L** shows income and expenses per centre; click a centre for its ledgers, double-click a ledger for the entries behind it.

Only income and expense ledgers appear in that report. A split on a balance-sheet ledger is stored but has nothing to report.

### 13.2 Budgets

Set an amount per ledger or per group, per month, quarter or year. **Budget vs Actual** then compares it with what was actually posted in any period containing a date you pick. Saving the same target and period again replaces the amount.

### 13.3 Ratios

Current ratio, quick ratio, debtor and creditor days, gross and net margin, stock turnover and more — each card shows the two figures it was worked out from, so you can see where a number came from rather than trusting it.

## 14. Payroll

Press Y. The first three tabs are set up once; the fourth is the monthly job.

### 14.1 Employees

F3 for each: code, name, department, designation, joining date, bank details. Setting a **leaving date** marks someone as left without removing their history.

### 14.2 Pay heads

A pay head is one line of a salary. Each is an **earning** or a **deduction**, and either a **flat** amount or a **percentage of** another head. Each posts to a ledger — leave it blank and one is created with the same name (an expense ledger for an earning, a liability for a deduction).

### 14.3 A salary structure

Pick the employee, enter the amount or percentage against each head, and save. The grid prices a full month as you type. A structure is dated, so a raise from December leaves the earlier months alone.

| Pay head | Kind      | Basis      | Value     | A full month |
|----------|-----------|------------|-----------|--------------|
| Basic    | Earning   | Flat       | 60,000.00 | 60,000.00    |
| HRA      | Earning   | % of Basic | 40        | 24,000.00    |
| PF       | Deduction | % of Basic | 12        | 7,200.00     |
| Net      |           |            |           | 76,800.00    |

### 14.4 The monthly run

**ACCOUNT-APP** Bright Electric Traders | PAYROLL | FY 2026-07-01 • 2027-06-30 | schema v15

**PAYROLL** 2 active employee(s) • 3 pay head(s) • 0 month(s) run

Print | Excel | PDF | Esc Back

Employees | Pay Heads | Salary Structure | **Monthly Run** | Register & History

MONTH: October 2026 | WORKING DAYS: 26 | NARRATION: Salary for 2026-10 | PREVIEW

**ATTENDANCE - 2 ACTIVE EMPLOYEE(S)**

| EMPLOYEE     | DAYS PRESENT | PAID LEAVE | PAID DAYS |
|--------------|--------------|------------|-----------|
| Asif Mehmood | 26           | 0          | 26        |
| Nadia Khan   | 26           | 0          | 26        |

Everyone full month | Compute | Save draft | Post salary journal... Employees left blank are not paid this month.

**REVIEW - OCTOBER 2026**

| EMPLOYEE            | DAYS | BASIC PAY  | TRANSPORT ALLOWANCE | GROSS      | DEDUCTIONS | NET PAY    |
|---------------------|------|------------|---------------------|------------|------------|------------|
| Asif Mehmood - Shop | 26   | 85,000.00  | 8,000.00            | 93,000.00  |            | 93,000.00  |
| Nadia Khan - Shop   | 26   | 45,000.00  | 8,000.00            | 53,000.00  |            | 53,000.00  |
| 2 employee(s)       |      | 130,000.00 | 16,000.00           | 146,000.00 | 0.00       | 146,000.00 |

Posting writes one Journal: each earning head debited, each deduction head credited, and 146,000.00 credited to Salary Payable.

F4 Contra | F5 Payment | F6 Receipt | F7 Journal | F8 Sales | F9 Purchase | Ctrl+A Save | Enter Next field | Esc Back

*A month computed and ready to post: gross, deductions and net per employee.*

1. Choose the month and enter each employee's days present and days of leave.
2. **Compute** — every head is worked out (prorated heads by paid days ÷ working days; percentage heads from their base).
3. Check the review grid.
4. **Save draft** — you can come back and recompute.
5. **Post salary journal...** — one Journal voucher for the whole month.

**What posting writes, for the employee above:**

| Ledger                               | Debit            | Credit           |
|--------------------------------------|------------------|------------------|
| Basic (Indirect Expenses)            | 60,000.00        |                  |
| HRA (Indirect Expenses)              | 24,000.00        |                  |
| PF (Current Liabilities)             |                  | 7,200.00         |
| Salary Payable (Current Liabilities) |                  | 76,800.00        |
| <b>Total</b>                         | <b>84,000.00</b> | <b>84,000.00</b> |

Then pay the staff with an ordinary Payment (**F5**) against **Salary Payable**, and the liability clears. Payslips — a folder of PDFs, or one employee's slip to print — appear once the month is posted, and the Register and History tabs list every month and each employee's record.

**A posted month cannot be quietly recomputed.** Editing a pay head afterwards changes nothing already paid: the run keeps its own copy of every head name, ledger and figure. If a month really is wrong, delete the run — its journal goes with it — and do it again.

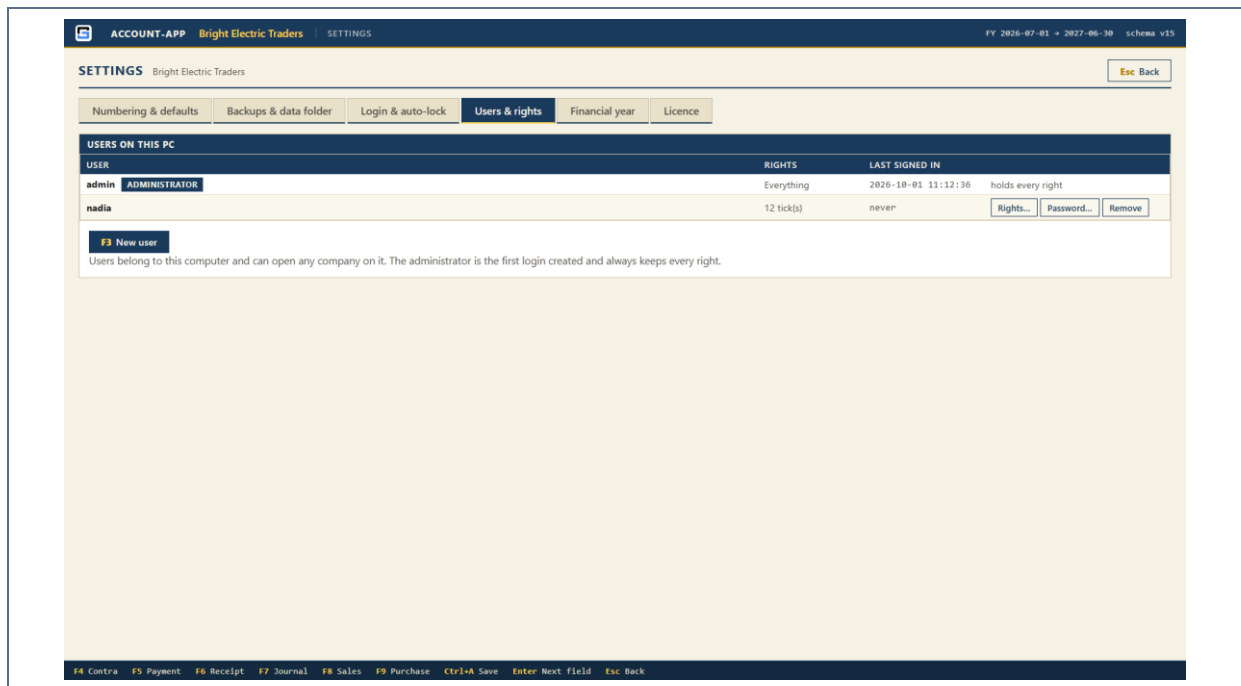
## 15. Users and what they may do

Everything so far assumes one person at the keyboard. If more than one person uses this PC — an owner and a data entry operator, say — give each of them a login and tick what they may do.

### 15.1 The administrator

The first login created is the **administrator**. They hold every right, always: it cannot be taken away, and they cannot be switched off or removed. Somebody has to be able to get back into the books.

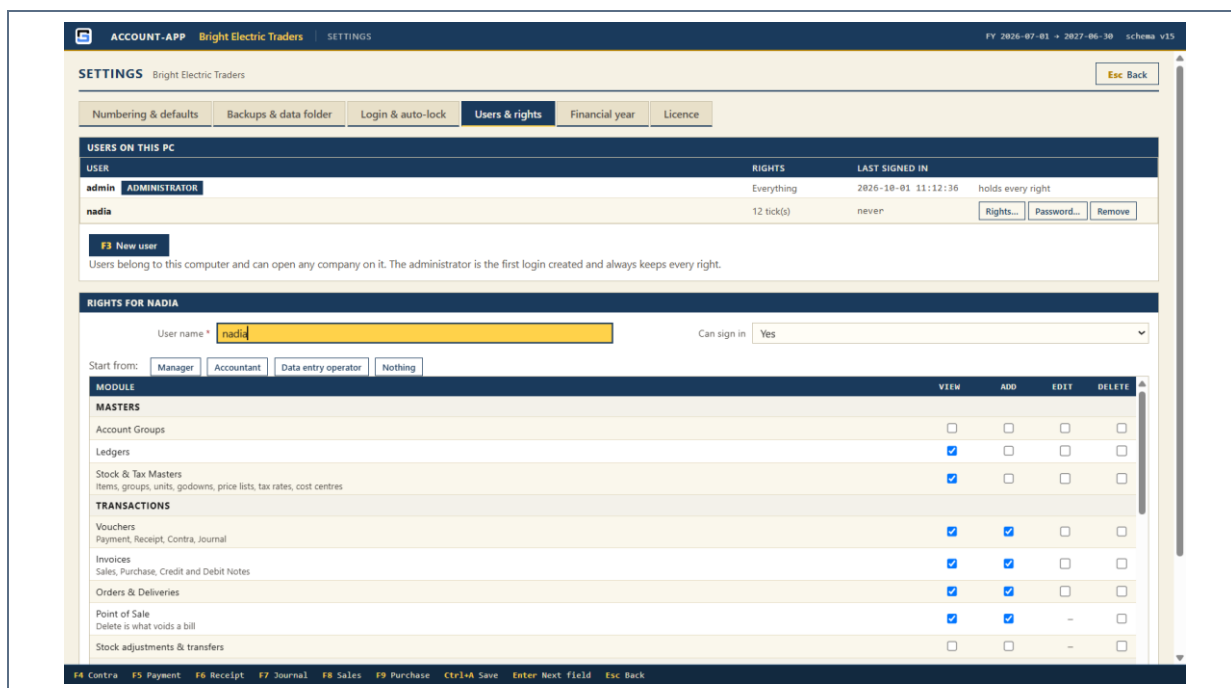
### 15.2 Adding a user



*The logins on this PC. Only the administrator sees this tab.*

1. Settings (F) → **Users & rights** — a tab only the administrator sees.
2. **F3** New user, then a user name and a password of at least six characters. Tell them what it is; they can change it themselves under Login & auto-lock (Part 16.6).
3. Press **Manager**, **Accountant** or **Data entry operator** to fill the ticks in, then change any of them.
4. **Ctrl+A** saves.

## 15.3 What the ticks mean



*The rights grid: one tick per module, per action.*

| Tick          | Means                                                                        |
|---------------|------------------------------------------------------------------------------|
| <b>View</b>   | May open the screen at all. Without it, the screen is not even on their menu |
| <b>Add</b>    | May create — a voucher, an invoice, a ledger, a counter sale                 |
| <b>Edit</b>   | May change something already saved                                           |
| <b>Delete</b> | May delete it. On the till, this is what voids a bill                        |

Reports have only View; a dash means the action does not apply to that module. So an operator who may enter invoices but never change one gets View and Add on Invoices and nothing else — and if they try anything further, the answer is a plain sentence saying so.

**The menu follows the ticks.** A screen a user may not view is simply not on their home screen, so a refused click is not even possible. The check that matters is made on the way in to the data, though, not by the menu.

## 15.4 Handing over

**Sign out** on the home screen forgets who you are and shows the login, so the next person signs in as themselves. Locking is different: it keeps you signed in and asks only for your password — and on the lock screen **Someone else...** switches user.

## 15.5 Who did what

Once there is more than one login, the Audit Trail (**H**) records the user against every create, change and delete, in a **By** column that prints and exports with the rest. Entries made before you added users show a dash: there was nobody to attribute them to, and an invented name in an audit trail is worse than an honest blank.

## 15.6 Turning someone off

Set **Can sign in** to No to stop a login working while keeping everything they entered and their name in the audit trail. **Remove** deletes the login itself; their entries and their name in the trail stay.

## 16. Looking after your data

### 16.1 Data Health

The screenshot shows the 'DATA UTILITIES' section of the 'Bright Electric Traders' account app. The 'Data Health' tab is selected. On the left, under 'WHAT TO IMPORT', there are three radio button options: 'Ledgers' (selected), 'Stock items', and 'Opening balances'. Below these are buttons for 'Export template...' and 'Choose Excel file...'. A table lists columns for import with their respective notes. On the right, the 'PREVIEW' section is empty, displaying a message: 'Choose a file to see every row checked before anything is written.' The bottom of the screen features a navigation bar with various transaction types and utility shortcuts.

| COLUMN          | NOTES                              |
|-----------------|------------------------------------|
| Name *          | Unique ledger name                 |
| Group *         | An existing account group, by name |
| Alias           |                                    |
| Opening balance | Blank or 0 for none                |
| Dr/Cr           | Dr or Cr defaults by the group     |
| Address         |                                    |
| Phone           |                                    |
| Email           |                                    |
| Tax number      |                                    |
| Credit days     | Whole days                         |

The first row must hold these headings; order does not matter and extra columns are ignored. Up to

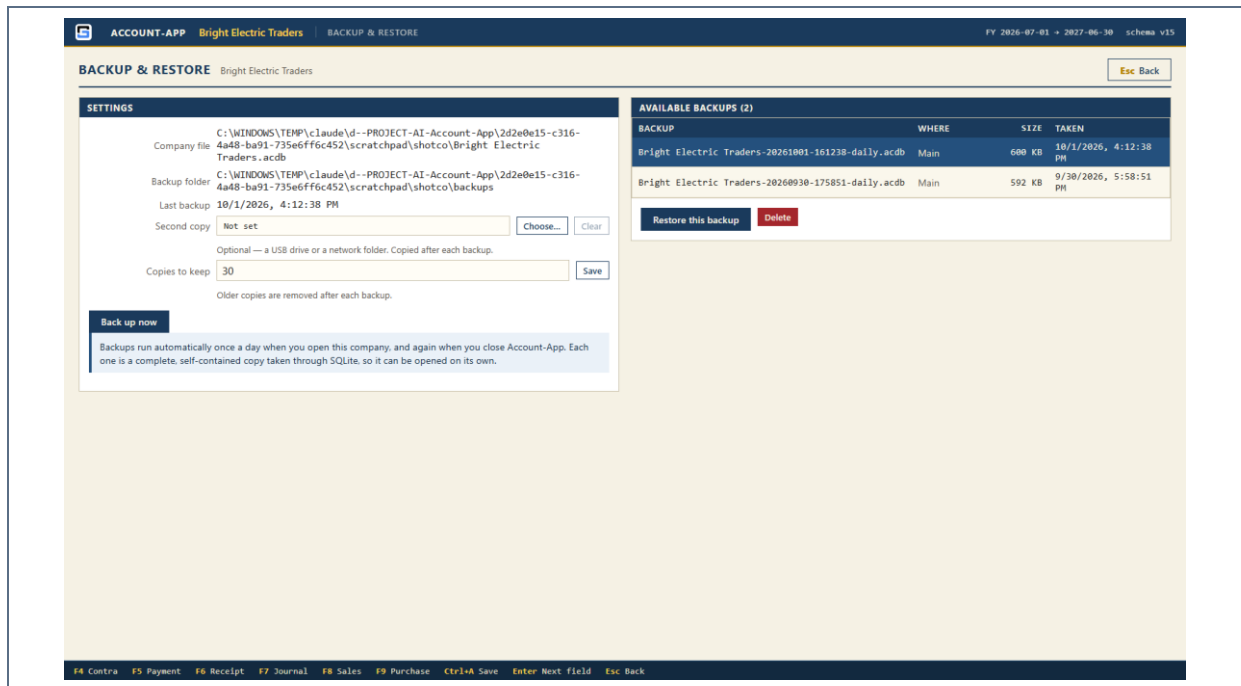
Navigation bar: F4 Contra, F5 Payment, F6 Receipt, F7 Journal, F8 Sales, F9 Purchase, Ctrl+A Save, Enter Next field, Esc Back

*Data Utilities: the Excel import, and the check-up on the company file.*

Press **W** → **Data Health**. A check-up of the company file: the integrity of every page, that every reference points at a row that exists, that every voucher balances, how big the file is, how many records it holds, and when it was last backed up. Run it after an unclean shutdown — a power cut — or before moving to another PC.

**Compact & optimise...** rebuilds the file without wasted space and refreshes the query statistics. It is safe and takes a few seconds.

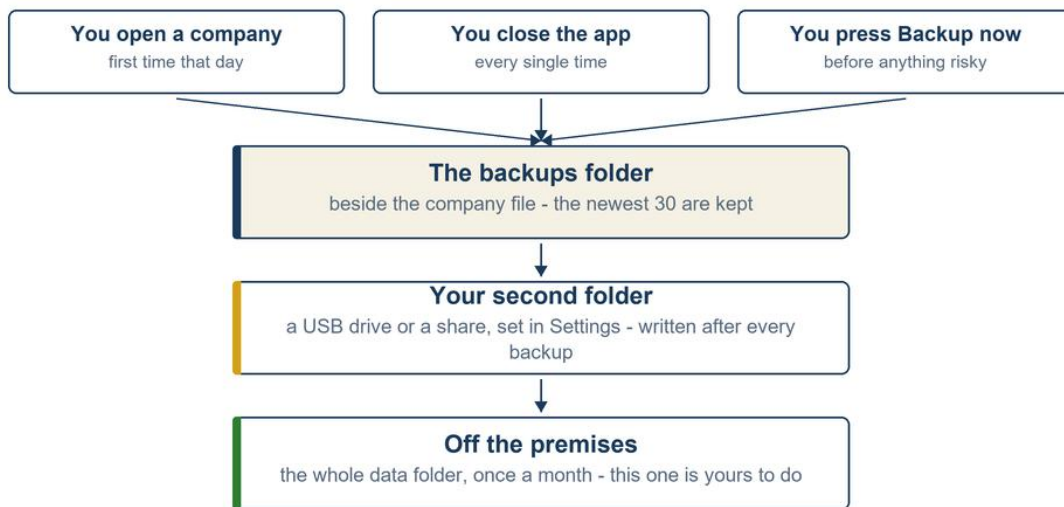
## 16.2 Backups



*Backups. The list is what Restore reads from.*

### Diagram 10 - Backups, and how a restore protects itself

Three copies are made without you asking. The fourth is the one only you can make.



Restoring: the backup is checked before anything is touched, and the file about to be replaced is itself backed up first - so even a restore can be undone. It is the one operation where getting it wrong would destroy the very thing you were protecting.

*Diagram 10 — three copies are made without you asking; the fourth is the one only you can make.*

- **Automatic:** once a day when you first open a company, and again every time you close Account-App. Copies land in a backups folder beside the company file; the newest 30 are kept.

- **A second folder:** set one in Settings → Backups — a USB drive or a network share. Every backup is copied there too. If the drive is not plugged in, the screen says so and the main backup still succeeds.
- **Off-site:** a copy somewhere that is not in the same building, because a fire or a theft takes the company file and the backups folder together. Connect Google Drive (16.4) and the program does it on a schedule; otherwise copy the whole data folder yourself, once a month.
- **On demand:** **B → Backup now**, before anything you are unsure about.

Backups are taken with SQLite's own backup engine rather than by copying the file, so each one is a complete, consistent database you could open on its own.

## 16.3 Restoring

1. Press **B** and pick the backup you want.
2. **Restore**, then confirm.
3. The backup is checked before anything is touched; the file about to be replaced is itself backed up first; then the company reopens from the restored copy.

**Even a restore can be undone**, because of that safety copy. It is the one operation where getting it wrong would destroy the very thing you were protecting.

## 16.4 A copy off this PC: Google Drive

The screenshot shows the 'SETTINGS' window for 'Bright Electric Traders'. The 'Backups & data folder' tab is active. The 'BACKUPS' section shows the company file path, backup destination, schedule, and retention policy. The 'OFF-SITE COPY - GOOGLE DRIVE' section is also visible, with fields for Client ID and Client secret.

**SETTINGS** Bright Electric Traders Esc Back

Numbering & defaults **Backups & data folder** Login & auto-lock Users & rights Financial year Licence

**BACKUPS**

Company file C:\WINDOWS\TEMP\claude\d--PROJECT-AI-Account-App\2d2e0e15-c316-4a48-ba91-735e6ff6c452\scratchpad\shotco\Bright Electric Traders.acdb

Backups go to C:\WINDOWS\TEMP\claude\d--PROJECT-AI-Account-App\2d2e0e15-c316-4a48-ba91-735e6ff6c452\scratchpad\shotco\backups

Second copy — none — Choose...

Schedule Automatically once a day when the company is opened, and every time it is closed.

Keep  most recent backups

Older backups are removed beyond this many.

Last backup 2026-10-01T11:12:38.66Z

Save Back up now / restore...

**DATA FOLDER**

Folder C:\WINDOWS\TEMP\claude\d--PROJECT-AI-Account-App\2d2e0e15-c316-4a48-ba91-735e6ff6c452\scratchpad\shotco

Where the Company Manager looks for acdb files and where new companies and next year's file are created.

Change folder...

**OFF-SITE COPY - GOOGLE DRIVE** Not connected

Account-App works entirely offline and makes no network connection of any kind until you connect an account here. A backup folder on the same PC is lost with the PC; this sends a copy somewhere else as well.

The copies go into **your** Google Drive, under your own storage, so Account-App needs a Google project of your own to sign in through. It is free and takes about five minutes — Part 16 of the user guide has the steps with screenshots. Create an OAuth client of type **Desktop app** and paste its two values here

Client ID \* ...apps.googleusercontent.com

Client secret \*

Save the project details

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back

*Settings → Backups: the off-site copy, before an account is connected.*

Everything above protects you from a mistake. None of it protects you from the PC itself — a fire, a theft or a failed disk takes the company file and the backups folder beside it together, and a second folder on a USB drive helps only if the drive was plugged in and is not in the same drawer.

Account-App can therefore send a copy of each backup to **your own Google Drive**, on a schedule. It is **off until you turn it on**: with nothing connected the program makes no network connection of any kind, which is how it ships and how most people will leave it.

### What you need first, once

The copies go into your Drive, under your storage, so Account-App signs in through a Google project of your own. It is free and takes about five minutes.

1. Go to `console.cloud.google.com` and sign in with the Google account the copies should live in.
2. Create a project — any name will do.
3. **APIs & Services** → **Library**, search for **Google Drive API**, and press **Enable**.
4. **APIs & Services** → **OAuth consent screen**: choose **External**, fill in an app name and your email, and add yourself as a **Test user**. You do not need to publish it or be verified — it is only ever you signing in.
5. **APIs & Services** → **Credentials** → **Create credentials** → **OAuth client ID**, application type **Desktop app**. Google then shows a **Client ID** and a **Client secret**.

### Connecting

1. **Settings (F)** → **Backups & data folder**, and find *Off-site copy · Google Drive*.
2. Paste in the Client ID and Client secret, then **Save the project details**.
3. **Connect to Google Drive...** opens your browser. Sign in and allow the one permission it asks for. The browser says you can close the tab, and the panel shows the account.
4. Choose how often. **Every week** is the default, and suits most businesses.

### What happens after that

- **A copy is sent when you open a company**, if the interval has passed — and the check runs again every hour while the program is left open. “Weekly” means the first time you open it after a week has passed, which suits a PC that is not on all the time.
- **What is sent is a fresh backup**, taken the same way as any other. Never the live file.
- **Copies land in Account-App Backups** → **company name** in your Drive, one folder per company.
- **Keep in Drive** works like the local setting: older copies are removed after each upload, eight by default.
- **Send a copy now** does it immediately, whatever the schedule says.
- **A failure is reported, not hidden**. No internet, a full Drive, permission withdrawn — the panel says so under *Last problem*, and opening your books is never held up by it.

**What Account-App can see in your Drive.** Only the files it puts there itself. The permission it asks for does not let it read anything else in your account, and there is no way for it to do so.

**A copy is not a substitute for a backup.** Restoring still happens from a local backup. The Drive copy is what you download when the PC itself is gone: put it in your data folder and open it from the Company Manager.

**Disconnect** stops the copies and forgets the sign-in. What is already in Drive stays where it is, and your local backups are untouched.

## 16.5 The Audit Trail

**ACCOUNT-APP** Bright Electric Traders | AUDIT TRAIL FY 2026-07-01 • 2027-06-30 schema v15

**AUDIT TRAIL** 7 entries Print Excel PDF Esc Back

ACTION: All RECORD: All SEARCH: Voucher number... ☒ all dates

| WHEN                  | ACTION | RECORD  | DOCUMENT          | BY    |
|-----------------------|--------|---------|-------------------|-------|
| 9/30/2026, 5:58:52 PM | CREATE | voucher | Payment PMT-0002  | admin |
| 9/30/2026, 5:58:52 PM | CREATE | voucher | Payment PMT-0001  | admin |
| 9/30/2026, 5:58:52 PM | CREATE | voucher | Receipt RCP-0001  | admin |
| 9/30/2026, 5:58:52 PM | CREATE | voucher | Sales INV-0003    | admin |
| 9/30/2026, 5:58:52 PM | CREATE | voucher | Sales INV-0002    | admin |
| 9/30/2026, 5:58:52 PM | CREATE | voucher | Sales INV-0001    | admin |
| 9/30/2026, 5:58:52 PM | CREATE | voucher | Purchase PUR-0001 | admin |

Click an entry to see what changed - double-click a voucher entry to open the voucher as it is now.

**CREATED - PAYMENT PMT-0002**

| FIELD                                      | AFTER                                                                                 |
|--------------------------------------------|---------------------------------------------------------------------------------------|
| Type                                       | Payment                                                                               |
| Number                                     | PMT-0002                                                                              |
| Date                                       | 2026-09-27                                                                            |
| Narration                                  | Electricity bill                                                                      |
| Line 1                                     | Electricity Dr 12,800.00 • cost centres Shop Counter 9,600.00, Online Orders 3,200.00 |
| Line 2                                     | Cash Cr 12,800.00                                                                     |
| Total debit                                | 12,800.00                                                                             |
| Total credit                               | 12,800.00                                                                             |
| Recorded 9/30/2026, 5:58:52 PM • record #7 |                                                                                       |

**F4** Contra **F5** Payment **F6** Receipt **F7** Journal **F8** Sales **F9** Purchase **Ctrl+A** Save **Enter** Next field **Esc** Back

*The Audit Trail — what changed, when, and by whom.*

Press **H**. Every create, change and delete, with the before and after of each field — a voucher line reads “Cash Dr 1,000.00”. Filter by action, record type, text or date; double-click a voucher entry to open the voucher as it is now. Nothing can be removed from the trail.

## 16.6 Login and locking

The password protects the program on this PC. Leave the keyboard for the number of idle minutes set in **Settings → Login & auto-lock** and the screen locks with the company still open; the password unlocks it. The same tab changes the password.

## 16.7 If the password is lost

There is no reset — but there is a way back in, and your books are never at risk, because the login lives apart from them.

1. Close Account-App.
2. Delete the file app-auth.db from %APPDATA%\account-app\.
3. Start Account-App: it shows the first-run screen again and you create a new login.

## 16.8 Moving to another PC

1. On the old PC, close Account-App properly — that folds the write-ahead log into each .acdb file.
2. Copy the whole data folder — Documents\Account-App Data unless you changed it — to a USB drive. Each company is one self-contained file; the backups folders can come too.
3. Install Account-App on the new PC and create a login there (logins belong to the PC, not to the data).
4. Put the folder wherever you want it, press **F4** in the Company Manager and choose it.

5. Open a company and run **Data Health** (Part 16.1). It should say **all clear**.

## 17. The financial year, and closing it

Settings (F) → **Financial year**. The tab does two different jobs, and it is worth knowing which you want.

- **Correcting the dates** (the top panel) — the company was created with the wrong year, say April instead of July. Type the right dates and press **Change the year**. Nothing else moves. The change is refused, and says which document is in the way, if anything would be left outside the new dates — bill **due** dates are the exception, because credit given in June is meant to fall due in July.
- **Rolling over** (the panel below) — the year has genuinely ended and you want the next one. That is the rest of this part.

### 17.1 Correcting a year that was set up wrong

**ACCOUNT-APP** Bright Electric Traders SETTINGS FY 2026-07-01 - 2027-06-30 scheme v23

**SETTINGS** Bright Electric Traders Esc Back

Numbering & defaults Backups & data folder Login & auto-lock Users & rights **Financial year** Licence

**THIS COMPANY'S FINANCIAL YEAR**

Account-App's year runs **1 July to 30 June**, which is what a new company is offered. Change the dates here only to correct them — to move into the next year, use the roll-over below.

Financial year from \* 01/07/2026 Financial year to \* 30/06/2027

Ctrl+A Change the year Use this July - June year

Every voucher, invoice, bill, stock movement and salary month must still fall inside the new dates; if any would not, the change is refused and says which.

**YEAR-END ROLL-OVER - 2026-07-01 TO 2027-06-30**

Starting the next year creates a **new company file** for **Jul 2027 - Jun 2028** (2027-07-01 to 2028-06-30) and carries this year's closing position into it as opening balances. Every voucher of this year stays in this file, untouched.

|                                                                |                                                                                                              |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Assets 1,021,906.00                                            | Masters 22 ledgers - 0 custom groups - 3 items, plus units, godowns, price lists, tax rates and cost centres |
| Liabilities 959,906.00                                         | Vouchers 7 stay in this file; the new file starts empty                                                      |
| Net profit 62,000.00 → folded into Profit & Loss A/c           | New file Bright Electric Traders FY 2027-28.acdb                                                             |
| Stock 251,960.00 across 3 item(s), as opening stock per godown | In C:\WINDOWS\TEMP\claudel\d-PROJECT-AI-Account-App\20260e15-c316-4a48-ba91-735e6ff6c452\scratchpad\shotco   |
| Pending bills 4, carried by number so ageing continues         |                                                                                                              |

Start Jul 2027 - Jun 2028...

F4 Contra F5 Payment F6 Receipt F7 Journal F8 Sales F9 Purchase Ctrl+A Save Enter Next field Esc Back

*Correcting the dates, above; rolling over into the next year, below.*

The top panel holds the company's dates. Type the right ones — or press **Use this July - June year** to have them filled in — and then **Change the year**. No file is created and no balance moves; only the dates the company runs between.

The change is refused, and names what is in the way, if any voucher, invoice, order, stock movement, adjustment, transfer, bill or salary month would end up outside the new dates. Either change those documents, or choose dates that still contain them. If the year has genuinely ended, you want the roll-over instead.

**Bill due dates are the exception.** Credit given in June falls due in July, outside the year, and that is correct — so a due date beyond the year end never blocks the change.

### 17.2 Rolling over into the next year

The roll-over previews everything before anything happens: next year's dates and file name, total assets and liabilities, the year's profit, the stock value, and how many ledgers, items and unpaid bills will carry

across. A 1 July – 30 June company rolls to 1 July – 30 June; whatever your dates are, the next year keeps their shape.

### Before you roll over

- Enter every invoice, payment and receipt for the old year.
- Do the stock take and post it (Part 9.4).
- Check Bills Outstanding against what you believe is owed.
- Print and file the Trial Balance, Profit & Loss and Balance Sheet.
- Take a backup.

### 17.3 What carries over

| Carried into next year | How                                                              |
|------------------------|------------------------------------------------------------------|
| Every ledger           | With its closing balance as the new opening balance              |
| The year's profit      | Folded into Profit & Loss A/c, so the new file opens square      |
| Stock                  | Quantity and value per godown, as opening stock on each item     |
| Unpaid bills           | So customer and supplier statements continue without a break     |
| Masters and settings   | Groups, items, units, godowns, price lists, tax rates, numbering |
| Vouchers               | No — the new year starts empty, which is the point               |

### 17.4 Afterwards

The old file is left exactly as it was — open it any time from the Company Manager to look something up or reprint last year's statements. A late correction to the old year will **not** flow into the new file by itself; post it in both, or adjust the opening balance in the new one.

## 18. A working routine

### Diagram 9 - Daily, monthly and yearly routine

None of this is enforced by the program; it is the rhythm that keeps books trustworthy.



Account-App backs itself up when you open a company each day and again when you close the program. The monthly copy kept somewhere else is the one thing it cannot do for you.

*Diagram 9 — what to do daily, monthly and yearly.*

None of this is enforced by the program. It is simply the rhythm that keeps a set of books trustworthy: enter as you go, check once a month, close once a year.

## 19. When something goes wrong

| What you see                                      | What it means                                                                                                                        | What to do                                                                                                            |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| "The saved voucher does not balance"              | Debits and credits differ; the message says by how much. Nothing was saved                                                           | Check the amounts and save again                                                                                      |
| "... is outside the financial year"               | The date is not inside this company's year                                                                                           | Correct the date; if the company has the wrong year, fix it (Part 17.1); if the year has ended, roll over (Part 17.2) |
| "... is not allowed to add / change / delete ..." | Your login does not carry that tick                                                                                                  | Ask whoever holds the administrator login to change it in Settings → Users & rights (Part 15)                         |
| "Only the administrator can ..."                  | Managing users is the administrator's job alone                                                                                      | Sign out and back in as the administrator                                                                             |
| "The financial year cannot be moved to ..."       | You are correcting the year, but a document is dated outside the dates you asked for. The message says how many and the earliest one | Change or delete those documents, or choose dates that still contain them                                             |
| "... is not a real calendar date"                 | Something like 30 February was typed                                                                                                 | Retype the date                                                                                                       |
| "A ledger called ... already exists"              | Ledger names are unique                                                                                                              | Use the alias field for a second short name                                                                           |
| "... has N entries and cannot be deleted"         | A ledger, item or godown that has been used is kept so the reports stay complete                                                     | Mark it inactive instead                                                                                              |
| A customer's outstanding looks wrong              | A receipt was saved without being allocated to bills                                                                                 | Open the receipt from the ledger report and allocate it (Part 5.6)                                                    |
| "Windows protected your PC" when installing       | The installer is not signed with a paid certificate                                                                                  | More info → Run anyway                                                                                                |
| "Something went wrong on this screen"             | A display fault. Your books are not affected — nothing is ever written half-finished                                                 | Try again, or Reload Account-App                                                                                      |
| The program closed in a power cut                 | The file recovers itself on the next open                                                                                            | Open it again, then run Data Health (Part 16.1)                                                                       |
| The password is lost                              | There is no reset by design                                                                                                          | Part 16.7 — delete the login store and set a new one                                                                  |

## 20. Keyboard reference

### 20.1 Anywhere, while a company is open

| Key                        | Action                                                         |
|----------------------------|----------------------------------------------------------------|
| <b>F4 / F5 / F6 / F7</b>   | New Contra / Payment / Receipt / Journal                       |
| <b>F8 / F9</b>             | New Sales / Purchase invoice                                   |
| <b>Enter / Shift+Enter</b> | Next field / previous field                                    |
| <b>Ctrl + A</b>            | Save                                                           |
| <b>Esc</b>                 | Cancel, close, go back (at the home screen: close the company) |
| <b>Alt + F2</b>            | Change the report period                                       |

### 20.2 Home screen letters

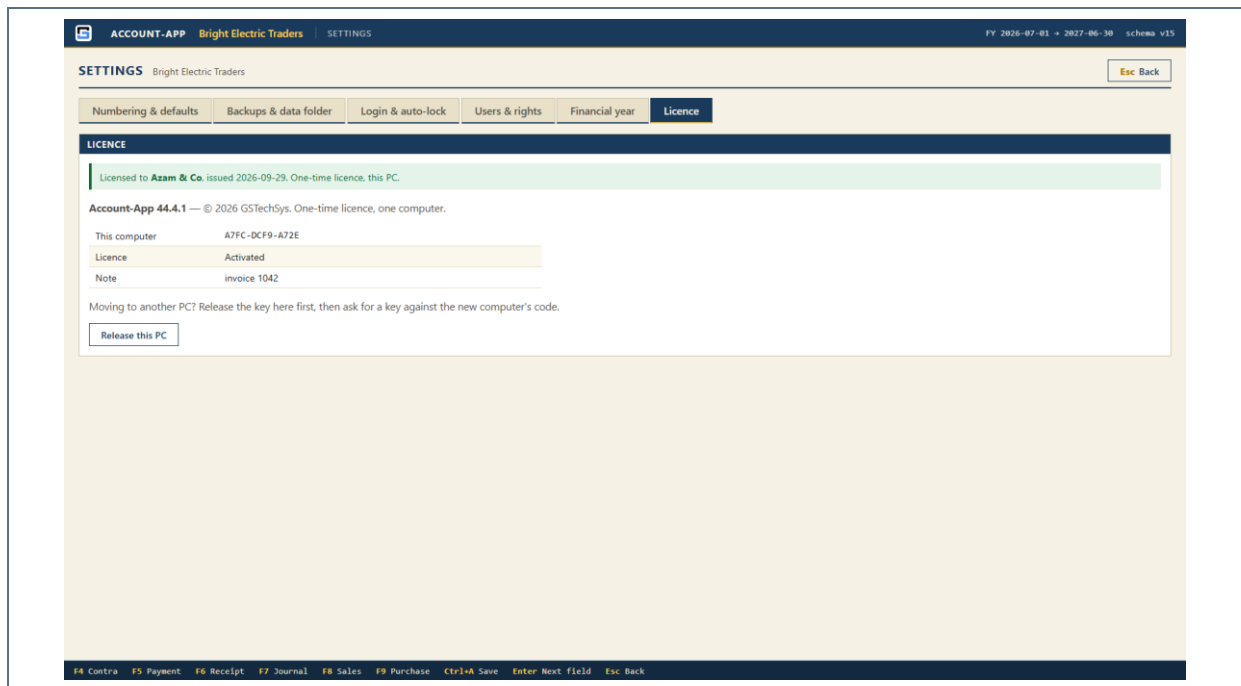
| Key | Opens                 | Key           | Opens                                |
|-----|-----------------------|---------------|--------------------------------------|
| G   | Account Groups        | K             | Stock Reports                        |
| L   | Ledgers               | I             | Masters                              |
| S   | Sales Invoice (F8)    | P / R / C / J | Payment / Receipt / Contra / Journal |
| U   | Purchase Invoice (F9) | D             | Day Book                             |
| O   | Orders & Deliveries   | A             | Ledger Report                        |
| N   | Pending Orders        | T             | Financial Statements                 |
| E   | Bills Outstanding     | B             | Backup & Restore                     |
| X   | Tax Reports           | H             | Audit Trail                          |
| M   | Management Reports    | W             | Data Utilities                       |
| Q   | Point of Sale         | F             | Settings                             |
| Y   | Payroll               | ↑ ↓ Enter     | Move and open                        |
|     |                       | → ←           | Open / close a module of the tree    |

### 20.3 On particular screens

| Screen                           | Keys                                                                                                                      |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Company Manager</b>           | F3 create company · F4 change data folder · ↑ ↓ then Enter to open                                                        |
| <b>Account Groups</b>            | F3 new · Shift+F3 new sub-group · Enter edit · Del delete · → ← expand/collapse                                           |
| <b>Ledgers, Masters, Payroll</b> | F3 new · Enter edit · Del delete · Ctrl+A save                                                                            |
| <b>Masters tabs</b>              | Alt+I items · Alt+G stock groups · Alt+U units · Alt+W godowns · Alt+P price lists · Alt+T tax rates · Alt+C cost centres |

|                              |                                                                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Voucher entry</b>         | Enter adds lines · Enter after a party amount opens bill allocation · Alt+A allocate oldest first / share evenly · Ctrl+A save                         |
| <b>Physical verification</b> | Enter / Shift+Enter move down / up the count sheet · Ctrl+A post                                                                                       |
| <b>Point of Sale</b>         | Enter adds the scan · Enter on the empty box goes to cash · Enter saves · Enter starts the next bill · F2 back to the scan box · Delete removes a line |
| <b>Reports</b>               | ↑ ↓ move · Enter drill down · Alt+F2 period · Print / Excel / PDF on the toolbar                                                                       |

## Appendix A — Your licence



*Settings → Licence: this computer's code, and the box you paste the key into.*

Account-App is published by **GS**TechSys and sold as a **one-time licence**: you pay once, for one computer, and the version you bought keeps working. There is no subscription and nothing to renew.

Current prices, what a licence covers, and the form for buying one or asking a question are at [www.GSTechSys.com](http://www.GSTechSys.com).

### The trial

A fresh installation runs for **30 days** with everything switched on, and the home screen shows how many are left. When they run out the program does not lock you out of your own books: it opens, reports, prints, exports and backs up exactly as before, and only **saving new entries** is refused until a key is entered.

### Activating

1. Open **Settings (F) → Licence**.
2. Read off **This computer** — a code like 7F3A-92C1-B0D4.
3. Send that code to GSTechSys at [www.GSTechSys.com](http://www.GSTechSys.com), with your payment.
4. Paste the key you are sent into the box and press **Activate** — the whole key, including the part after the full stop.

**A key belongs to one computer.** It is issued against that machine code and is refused on any other, so there is nothing at risk if someone else sees it.

## Moving to another computer

1. On the old PC: Settings → Licence → **Release this PC**.
2. Install Account-App on the new PC and read off its machine code.
3. Send that code to GSTechSys at **www.GSTechSys.com**; you will be issued a key for it.
4. Copy your data folder across as described in Part 16.8 — the licence and the books are separate things.

The machine code changes if Windows itself is reinstalled. Ask GSTechSys for a re-issue; it is the same licence.

## Buying more, and asking us something

Everything to do with buying, licensing and support goes through one place: **www.GSTechSys.com**. You will find there —

- **What it costs.** The current price of a licence, and what is included.
- **Extra computers.** A second till, an office PC, a laptop for the accountant — each needs its own licence, bought the same way.
- **A key for a machine code.** Send the code from Settings → Licence and you are sent the key for it.
- **A re-issue.** After a Windows reinstall or a new PC, at no charge: it is the same licence, moved.
- **A question about the program.** Including anything in this manual that does not match what you see on screen.

**Have two things ready when you write.** The **machine code** from Settings → Licence, and the version on that same screen. Almost every question is answered faster with those two lines at the top of it.

## Appendix B — The document series

Every document is numbered automatically within the financial year. The prefixes below are the defaults; change any of them in Settings → Numbering, and the width of the number with **padding** (4 gives INV-0001).

| Document         | Prefix | Example  | Document           | Prefix | Example  |
|------------------|--------|----------|--------------------|--------|----------|
| Payment          | PMT-   | PMT-0001 | Quotation          | QTN-   | QTN-0001 |
| Receipt          | RCP-   | RCP-0001 | Sales Order        | SO-    | SO-0001  |
| Contra           | CNT-   | CNT-0001 | Delivery Note      | DN-    | DN-0001  |
| Journal          | JRN-   | JRN-0001 | Purchase Order     | PO-    | PO-0001  |
| Sales invoice    | INV-   | INV-0001 | Goods Receipt Note | GRN-   | GRN-0001 |
| Purchase invoice | PUR-   | PUR-0001 | Stock Adjustment   | ADJ-   | ADJ-0001 |
| Credit Note      | CRN-   | CRN-0001 | Godown Transfer    | TRF-   | TRF-0001 |
| Debit Note       | DBN-   | DBN-0001 |                    |        |          |

## Appendix C — The 28 account groups

These are created with every new company. The nature decides which statement a ledger under the group appears on.

| #  | Group                    | Under               | Nature    |
|----|--------------------------|---------------------|-----------|
| 1  | Capital Account          | —                   | Liability |
| 2  | Loans (Liability)        | —                   | Liability |
| 3  | Current Liabilities      | —                   | Liability |
| 4  | Fixed Assets             | —                   | Asset     |
| 5  | Investments              | —                   | Asset     |
| 6  | Current Assets           | —                   | Asset     |
| 7  | Branch / Divisions       | —                   | Liability |
| 8  | Misc. Expenses (ASSET)   | —                   | Asset     |
| 9  | Suspense A/c             | —                   | Liability |
| 10 | Sales Accounts           | —                   | Income    |
| 11 | Purchase Accounts        | —                   | Expense   |
| 12 | Direct Incomes           | —                   | Income    |
| 13 | Direct Expenses          | —                   | Expense   |
| 14 | Indirect Incomes         | —                   | Income    |
| 15 | Indirect Expenses        | —                   | Expense   |
| 16 | Reserves & Surplus       | Capital Account     | Liability |
| 17 | Bank OD A/c              | Loans (Liability)   | Liability |
| 18 | Secured Loans            | Loans (Liability)   | Liability |
| 19 | Unsecured Loans          | Loans (Liability)   | Liability |
| 20 | Duties & Taxes           | Current Liabilities | Liability |
| 21 | Provisions               | Current Liabilities | Liability |
| 22 | Sundry Creditors         | Current Liabilities | Liability |
| 23 | Bank Accounts            | Current Assets      | Asset     |
| 24 | Cash-in-Hand             | Current Assets      | Asset     |
| 25 | Deposits (Asset)         | Current Assets      | Asset     |
| 26 | Loans & Advances (Asset) | Current Assets      | Asset     |
| 27 | Stock-in-Hand            | Current Assets      | Asset     |
| 28 | Sundry Debtors           | Current Assets      | Asset     |

## Appendix D — Where things are kept

| What                                          | Where                                                                             |
|-----------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Your companies</b>                         | Documents\Account-App Data\<Company>.acdb (or the folder you chose with F4)       |
| <b>Backups</b>                                | A backups folder beside each company file                                         |
| <b>Second backup copy</b>                     | The folder you set in Settings → Backups                                          |
| <b>The login</b>                              | %APPDATA%\account-app\app-auth.db — this PC only, never inside a company          |
| <b>The licence</b>                            | %APPDATA%\account-app\app-licence.json — tied to this computer, not to your books |
| <b>Settings that are not company-specific</b> | %APPDATA%\account-app\app-config.json (data folder, recent companies)             |
| <b>The program itself</b>                     | The installation folder. Nothing of yours is kept there                           |

*Everything above is on this PC. Nothing is sent anywhere.*