**Users Manual**

**Authentication and User Management:**

* Sign up Page: Use your email as the username. Password has to be at least 6 characters with capital letters and numbers.
* Login Page: Login with username and password

**Dashboard/Home Page:**

* Move the mouse to the user icon on the navbar, the drop down menu can allow you go to the dashboard or log out.

**Account Receivable:**

* Client Profile:
  + Create Client Account: click Create New Client and enter client’s info.
  + Search Client Account: click Search for Client, enter the criteria in the filter and click Search, or simply click Search.
* Client Invoice:
  + click Search for Client and select a client
  + select a date
  + enter some items by selecting from the Item menu and enter quantity
  + click Submit
* Search Client Invoice:
  + enter the criteria in the filter and click Search, or simply click Search.
  + Select the invoice from the list
* Credit Memo: If the client returned something for credit, make a negative invoice(Credit Memo)
  + click Search for Client and select a client
  + select a date
  + enter some items by selecting from the Item menu and enter quantity
  + click Submit
* Search Credit Memo:
  + enter the criteria in the filter and click Search, or simply click Search.
  + Select the memo from the list
* Client Payment:
  + click Search for Client and select a client
  + select a date
  + enter the amount that received from the client
  + select the invoices that is to be paid. Make sure the received amount equals the selected invoice amount

**Account Payable:**

* Client Profile:
  + Create Supplier Account: click Create New Supplier and enter supplier’s info.
  + Search Supplier Account: click Search for Supplier, enter the criteria in the filter and click Search, or simply click Search.
* Supplier Invoice:
  + click Search for Supplier and select a supplier
  + select a date
  + enter some items by selecting from the Item menu and enter quantity
  + click Submit
* Search Supplier Invoice:
  + enter the criteria in the filter and click Search, or simply click Search.
  + Select the invoice from the list
* Credit Memo: If you returned something to supplier, make a negative invoice(Credit Memo)
  + click Search for Supplier and select a supplier
  + select a date
  + enter some items by selecting from the Item menu and enter quantity
  + click Submit
* Search Credit Memo:
  + enter the criteria in the filter and click Search, or simply click Search.
  + Select the memo from the list
* Payment to Supplier:
  + click Search for Supplier and select a supplier
  + select a date
  + enter the amount that you want to pay the supplier
  + select the invoices that is to be paid. Make sure the received amount equals the selected invoice amount

**Reports:**

* Balance Sheet:
  + Select a date of end of a period, then click Go
* Financial Statement:
  + Select a date of end of a period, then click Go
* Sales Record:
  + Select a range
  + If you want to see all the sales record, check the box, otherwise only unpaid invoices will be displayed.
* Expense Record:
  + Select a range
  + To see all the sales record, check the box, otherwise only unpaid invoices will be displayed.
* Chart of Accounts: click the Chart of Accounts to view all accounts