REGISTER AND SIGN IN

Open appliction.

Click on Sign in.

Click on 'Join now'.

click continue

provide email addess-> click next

enter password \_> click next

click sign up.

Click Continue to initiallize data.

SET PERSONAL INFORMATION

click on set nickname.

set sx

set birthday

set introduction

set city

set job

Book Management

Edit book

Click on edit

Write description

Select type STANDARD, FAMILY, LOVE BUSINESS, BABY, TRAVEL, DECORATE, CAR

Select the Currency.

Data Mnagement

Add transaction, Project, Category, Merchant, Label

Export transaction

click on reset the book data to reset.

Invite Member

Click on invite memeber

Select permission

Enter email addresses

Click on invite.

Exchanges rates

Click on exchange rate

Select the currency you want to know.

ADD ACCOUNT

Click + on the top right side.

Select Account type.

Select Cash OR Debit card OR Credit card OR Online Payment account OR Prepaid card OR Investment card OR Account Receiveable OR Account Payable.

Enter name

Enter Balance

Enter note

Click tick on the right top to add.

Assets trends

Click on accounts

Click on arrow on the right top.

To see net assets , Click on new assets.

Click on assets to check for the one month.

Click liabilities to check liabilities.

Click on share icon to share the assets trends.

Add Stats

Click Stats

Click on setting icon.

Slide the icon to add stats.

How much you hvae saved?

Click on Advance.

Click on How much you hvae saved?

CLick on Today to check saved amount of current day.

To click on this month Click on This month

Click on This Year to check saved amount of the year.

Apr Budget

you can add budget by clicking on Apr budget.

Add Category.

Add amount.

Click OK.

Cycle transaction

Click on cycle transaction.

Write amount.

Add repeat cycle either every month OR every week OR every day OR Every month OR Every year.

Click on the number of times you want to repeat.

Add Category.

Installment

Click on installment

Click +.

CLick on installment account to add account.

Click on installment amount to add amount.

Click on total charge to add charges.

Click on Collect Method and Select Full charge immediately OR full charge in first OR Amortized by month.

Add Remainder collect Selct First Period Or Final Period.

Add Rounding Precision Select 0, 1, 2 decimal places.  
Click on Accounting Plan