# Cashflow Bookkeeping Software

Advanced bookkeeping application

## User Manual

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## Admin Panel

### Dashboard

Summary of total contacts, inventory items, sales and purchases at a glance along with calendar view representation of all incomes and expenses.

### Manage Contacts

* Manage all contacts
* Two types of contacts : customer and supplier
* Create a new contact
* Edit any contact
* Delete a contact

### Manage Financial Accounts

* Manage all financial accounts
* Create a new financial account
* Ledger of any account (The real-time balance of a account is based on all the income and expenses of a account. It has been generated from calculating with the starting balance)
* Edit any account
* Delete an account

### Manage Inventory

* Manage inventory products or services
* Manage product or service categories
* Create a new product / service
* Edit any product / service
* Delete a product / service

### Manage Purchases

* Manage all purchases
* Create a new purchase
* View detailed purchase invoice
* Edit any purchase
* Delete a purchase
* How to view purchase invoice ?
* Go to admin panel > 'Purchases' > 'Purchase History'
* From purchase information table's 'options' column click on 'Action' > 'View Purchase Invoice'

### Manage Sales

* Manage all sales
* Create a new sale
* View detailed sale invoice
* Edit any sale
* Delete a sale
* How to view sale invoice ?
* Go to admin panel > 'Sales' > 'Sales History'
* From sale information table's 'options' column click on 'Action' > 'View Sale Invoice'

### Manage Incomes / Expenses

* Manage all incomes / expenses
* Manage income / expense categories
* Create a new income / expense
* Edit any income / expense
* Delete an income / expense

### Reporting

#### Account Statements

* View all debit or credit account statements
* Filter account statements by account type, transaction type and custom date range
* View total debit, credit and balance based on these filters

#### Income / Expense Report

* View all incomes and sales under income report
* View all expenses and purchases under expense report
* Handy search option for searching reports between a particular date range
* View total amount based on these filters
* Graph view and pie chart representation of all the reports based on the financial year selected in system settings

#### Income / Expense Comparison Report

* View all types of incomes and expenses
* Handy search option for searching reports between a particular date range
* View total income and expense based on these filters
* Pie chart representation of income and expense comparison based on these filters

### Manage Notes

* Manage all notes
* Create a new note
* Edit any note

Delete a note

### Manage Admins

* View list of all admins
* Create a new admin
* How to create a new admin?
* Go to admin panel > 'Admins'
* Click on 'Add New Admin' button on the top right
* Fill out the form and click on 'submit' button

### Manage Settings

#### System Settings

View and edit system settings

* How to change text alignment?
* Login to your admin
* Go to menu : Settings > System Settings
* Choose Text align > Right to Left ( RTL ) or Left to Right ( LTR )
* Save your option

#### Language Settings

Add and manage language settings

* How to convert to your language?

Converting the software to your native language is so easy. Follow these steps :

* Login to administrative panel
* Go to settings > Language Settings
* You can add / delete any language to the database
* Update the default phrases into your language and save it

Simply and easily make the software your native!

* How to change default language?
* Login to your admin
* Go to menu : Settings > System Settings
* Choose your language from language list
* Save your option

#### Email Settings

View and edit email templates

* How to edit an email template?
* Login to your admin panel
* Go to menu : Settings > Email Settings
* Select a template from the list
* Edit email subject or body
* DO NOT EDIT THE TEXTS IN THIRD BRACKETS OF EMAIL BODY

#### Vat Settings

* + - Manage all vats
    - Create a new vat
    - Edit any vat
    - Delete a vat

### Manage Account

* View and edit profile of the admin
* Change password of the admin

* How to edit profile ?
* Go to admin panel > 'account'
* Fill out the 'manage profile' form and click on 'update profile' button
* How to change password ?
* Go to admin panel > 'account'
* Fill out the 'change password' form and click on 'update password' button