MyAccountancy Suite
Specific Product Documentation

Version 4.0.0.2 • Platform: Windows • License: Perpetual

1. Executive Summary

This document describes the installation, configuration, and day-to-day use of the Accountancy software. The product helps small and mid-sized organizations manage bookkeeping, taxes, payroll-related contributions, customs duties, and management reporting. It is designed for finance teams, accountants, and business owners.

2. System Requirements

2.1 Minimum

- Operating System: Windows 7 (32-bit) or later
- CPU: 2+ cores
- RAM: 4 GB
- Storage: 2 GB free space for application; additional space for data backups
- Display: 1366×768 or higher
- Internet: Required for updates, license activation, and tax rate retrieval

2.2 Recommended

- Windows 7 (32-bit)
- CPU: 4+ cores
- RAM: 4 GB
- SSD storage; daily backup to external or cloud location

3. Licensing & Editions

The software is licensed per seat under a perpetual license. Optional annual maintenance covers updates, tax table refreshes, and priority support. Editions include: Solo (single user), Team (up to 5 users), and Enterprise (unlimited users with SQL Server).

4. Installation & Setup

1. Download the installer and run as Administrator.
2. Accept the license agreement and choose the installation directory.
3. Select database mode: Local (for single user) or Server (for multi-user).
4. Complete first-run wizard: company profile, base currency, financial year, and tax jurisdiction.
5. Activate license using the provided key and sign in to create the Admin user.

4.1 Database & Backups

- Local mode stores data on the workstation; Server mode stores on a central instance.
- Schedule automatic daily backups. Keep at least 7 daily and 4 weekly restore points.
- Test restores quarterly to validate backup integrity.

5. Getting Started

5.1 Chart of Accounts

Select an industry template and tailor account codes, tax codes, and reporting groups. Lock the chart after go-live to prevent accidental changes.

5.2 Opening Balances

- Enter bank, AR/AP, inventory, and tax balances as of the start date.
- Attach source documents (trial balance, bank statements) for audit trail.

5.3 Users & Roles

- Predefined roles: Admin, Accountant, AP Clerk, AR Clerk, Auditor.
- Enable two-factor authentication for admin and remote access.

6. Core Workflows

6.1 Sales (AR)

- Create customers and price lists.
- Issue invoices and credit notes; support recurring invoices.
- Record receipts and match to open invoices; auto-reconcile bank feeds.

6.2 Purchases (AP)

- Create suppliers and terms.
- Enter bills, purchase orders, and returns.
- Schedule payments; generate payment files (SEPA/Bank-specific) where available.

6.3 Banking

- Import bank statements (CSV/OFX).

- Set bank rules for auto-coding common transactions.
- Reconcile monthly; lock periods after reconciliation.

6.4 Inventory & Services (optional)

- Maintain items with SKUs, units, tax codes, and cost methods (FIFO/Weighted average).
- Support price tiers and discounts.

7. Taxes & Statutory Contributions

Configure tax regimes per jurisdiction. The application supports multi-rate VAT/sales tax, payroll-related social contributions, and customs duties/tariffs for import transactions. Rates can be updated via vendor-provided tables or manual entry.

7.1 VAT / Sales Tax

- Define tax rates (e.g., standard, reduced, zero-rated, exempt).
- Assign tax codes to items, customers, and suppliers.
- Generate tax reports and electronic returns where supported.

7.2 Payroll Social Contributions (if enabled)

- Maintain employer and employee rates by period.
- Calculate contributions on gross earnings; export summaries for submission.

7.3 Customs Duties & Tariffs

- Maintain HS codes and duty rates.
- Calculate import VAT and duties during goods receipt and record customs payments.

8. Reporting & Analytics

- Standard financials: Profit & Loss, Balance Sheet, Cash Flow Statement.
- Operational: Aged Receivables/Payables, Tax Summary, Inventory Valuation.
- Management: Budget vs. Actuals, KPI dashboard (DSO, gross margin, burn).
- Export to PDF, Excel, and CSV; schedule recurring report emails.

9. Data Import/Export & Integrations

- CSV import for master data (chart of accounts, customers, suppliers, items).
- API integration for e-commerce, payroll, and banking connectors.
- Audit log tracks create/update/delete events and user sessions.

10. Security, Audit & Compliance

- Role-based access control; least-privilege by default.
- Period locking and approval workflows for invoices and payments.

- Full audit trail on documents and settings.
- GDPR-aligned data retention and right-to-erasure tools.

11. Troubleshooting & Support

- Installation issues: verify antivirus exclusions and run as Administrator.
- Login problems: reset password via Admin; check license status.
- Performance: enable server mode, move data to SSD, archive closed periods.
- Contact support with logs, steps to reproduce, and screenshots.

12. Glossary

- AR/AP — Accounts Receivable/Payable
- COA — Chart of Accounts
- DSO — Days Sales Outstanding
- HS Code — Harmonized System code for customs classification
- KPI — Key Performance Indicator
- VAT — Value-Added Tax

Appendix A — Monthly Close Checklist

6. Post all sales and purchase invoices; match receipts and payments.
7. Reconcile all bank and cash accounts.
8. Review aged AR/AP and follow up on overdue balances.
9. Post depreciation, accruals, and deferrals.
10. Review VAT/tax reports and file returns.
11. Run P&L and Balance Sheet; investigate unusual variances.
12. Back up database and lock the month.

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Any required third-party software license terms are incorporated by this reference and are set forth in online documentation for this Offering.