

Dashboard	New Invoice New Paym	ent			New Customer
Sales Purchases	☐ Show fully paid invoices				
Cash Contacts	Date (yyyy/mm/dd)	Customer	Amount	Due Date	→ Action Edit
Journal					
Reports Settings					

= = -	Date (yyyy/mm/dd) New Invoice	♦ Customer	Amount	♦ Due Date	♦ Actio	dit
	Name Customer name here autosi	Reference	•		Issue date (yyyy/mm/da / /	Due date (yyyy/mm/d
	Item Item autosuggest		Quantity		Price	Amount
Ц	Add another item				Total	

ts	Date (yyyy/mm/dd)	ustomer 🗘 🖟	Amount 🗘	Due Date	→ Action	
	New Invoice			<u> </u>		
s	Name Customer name here autosuggest	Reference			Issue date (yyyy/mm/dd) / /	Due date (yyyy/mm/dd) / /
	Item Item autosuggest		Quantity		Price	Amount
Ц	Add another item					
					Total	
	Payment Cash/Bank Account Account autosuggest			Check #		Amount
	Add another acct					
				Total		

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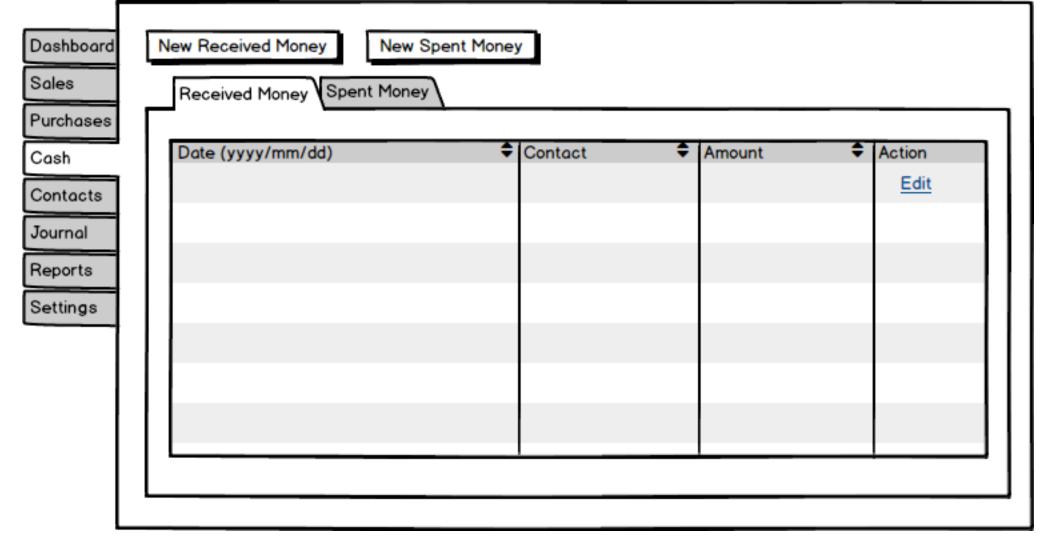
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Edit Invoice	_	Reference	I	Issue date (yyyy/mm/dd)	Due date (yyyy/mm/da
xxx				/ /	/ /
Item	Quantity		Price	Amount	
×xx					
			Total		
-			Total		

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icts	Date (yyyy/mm/dd)	◆ Customer ◆ An	nount 🗘 Due Date	→ Action Edit
al	Edit Invoice			
gs	Name xxx	Reference		Issue date (yyyy/mm/dd) / / Due date (yyyy/mm/dd) / /
	Item xxx	Quantity	Price	Amount
L	xxx		Total	
	Payment		Total	
	Cash/Bank Accoun	nt	Check #	Amount
	xxx			
	xxx			
- 1			Total	

Dashboard	New Bill New Payr	ment			New Supplier
Sales	☐ Show fully paid bills				
Purchases					
Cash	Date (yyyy/mm/dd)	Supplier	Amount	♦ Due Date	
Contacts					_
Journal					
Reports					
Settings					
		-			Back to Dashboard



Dashboard Sales Purchases	New Received Money New Spent Money	nt Money			
Cash	Date (yyyy/mm/dd)	♦ Contact ♦	Amount + Ac		
Journal Journal	New Received Money			<u>Edit</u>	
Reports Settings		Name Contact here autosuggest	Reference		Date (yyyy/mm/dd) / /
	Item	Account #	Account Name	Description	Quantity Price Amount
	Item autosuggest-skip if not inventor	y related Account autosus	ggest		
	Add another item				
_				Total	
					Save

Dashboard Sales Purchases Cash Contacts	New Received Money Received Money Spent Money Date (yyyy/mm/dd) Cor	ntact \$ Amount	♦ Action]
Journal	New Spent Money		Edit	11
Reports Settings	Cash/Bank Account Name Cash acct autosuggest Contact here Item	Reference autosuggest Account #	Account Name Descriptio	Date (yyyy/mm/dd) / / n Quantity Price Amount
	Item autosuggest-skip if not inventory related	Account autosuggest		
	Add another item			
l			Total	
				Save

Dashboard		Custom	ners Sup	pliers					Ne	ew Contact
Sales Purchases		Name	Address	Email	Phone #	Contact Person	Person Email	Person Number	Role	Action
Cash Contacts Journal										<u>Edit</u>
Reports Settings										
	L									

					New Conta	ct
Dashboard	_	Customers	Suppliers		New Conta	
Sales			New Contact			
Purchases		Name		00 "		
Cash			O Customer	O Supplier		
Contacts			Name		Individual/Person	
Journal			Address:			
Reports			Street, Apt, Suite			
Settings			City			
			Province			
			Postal Code			
	L		Email			
			Phone #			oard
'			Contact Person:			
			Contact Person			
			Email			
			Phone #			
				_		

Dashboard	Customers	Suppliers	New C	ontact
Sales	1 F	New Contact		
Purchases Cash	Name	O Customer	O Supplier	
Contacts		Name	☑ Individual/Pers	son
Journal Reports		Address:		
Settings		Street, Apt, Suite City		
		Province		
		Postal Code		
		Email		\vdash
		Phone #		<u>pard</u>
				4

Dashboard New Journal Entry Sales **♦** Account Date (yyyy/mm/dd) Description Debit **♦** Credit Action Purchases Edit Cash Contacts Journal Reports Settings

ales	Date (yyyy/mm/dd)	Account	♦ Description	Debit	Action	-
urchases	Date (9999/////////////////////////////////	rioddin	Description	Debit v orean	Edit	
ash	New Journa	l Entry				
Contacts	Date (/yyy/mm/dd) /	/ □ #			
ournal	Date ()	/yyy/mm/dd) /	<u>/</u>			
eports	Accou	int #	Account Name	Description	Debit	Credit
ettings						
	Add o	nother line				
וו						
ı						

Dashboard	New Journa	al Entry					
Sales	Date (yyyy/	mm/dd)	Account	♦ Description	Debit Cred	lit 🗘 Action	,
Purchases	Date (yyyyr	min/dd/	Account	Description	Debit • Cred	Edit	11
Cash		New Journal En	try				
Contacts		Date (yyyy	/mm/dd) 202	2/12/24			
Journal		Date (yyyy	/IIIII/dd) 202	2/12/24			
Reports		Account #	‡	Account Name	Description	Debit Cr	edit
Settings							
		Add anoth	ner line				
	I					Delete	Save
	}						
- 1	L						

Dashboard Operations Financial Statements **Custom Reports** Sales **Balance Sheet** Top 10 AR by Customer Custom Report 1 Purchases Profit and Loss Statement Top 10 AP by Supplier Custom Report 2 Cash

Cash Flow Statement Contacts

Journal

Reports

Settings

Transaction List

+ New Custom Report

Dashboard

Sales

Fiscal Year

Purchases

Chart of Accounts

Cash

Inventory/Items

Journal

Reports

Settings