



selfaccounting.ai

EXPENSE MANAGEMENT PLATFORM

COMPREHENSIVE USER MANUAL

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Welcome to **selfaccounting.ai** — a comprehensive expense management and financial tracking platform designed specifically for businesses operating in the United Arab Emirates. This platform helps you manage expenses, create invoices, track VAT, and stay compliant with UAE regulations.

► License Registration

To access selfaccounting.ai, you need a valid license key provided by your organization administrator or our sales team.

- 1 **Navigate to Registration:** Visit the selfaccounting.ai registration page at your organization's URL or the main platform URL.

- 2 **Enter License Key:** Input the license key provided to you. License keys are organization-specific and determine your access level and upload limits.

- 3 **Create Your Account:** Fill in your personal details including name, email address, and create a secure password.

- 4 **Verify Email:** Check your email inbox for a verification link and click to confirm your account.

- 5 **Welcome Email:** Upon successful registration, you'll receive a welcome email with this user manual attached.

► Logging In

After registration, access the platform by:

- 1 **Navigate to Login:** Go to the selfaccounting.ai login page.

- 2 **Enter Credentials:** Input your registered email address and password.

3

Dashboard Access: Upon successful authentication, you'll be directed to your role-specific dashboard.

PRO TIP

Bookmark the login page for quick access. If you forget your password, use the "Forgot Password" link to reset it via email.

► Password Reset

If you've forgotten your password:

1

Click "**Forgot Password**" on the login page.

2

Enter your registered email address.

3

Check your email for a password reset link (valid for 1 hour).

4

Click the link and create a new secure password.

selfaccounting.ai implements a robust role-based access control system to ensure data security and appropriate workflow management. Each role has specific permissions tailored to their responsibilities.

Role	Description	Key Permissions
SUPER ADMIN	Platform-level administrator	Manage all organizations, license keys, plans, view audit logs
ADMIN	Organization administrator	Full access to organization, manage users, settings, all financial operations
ACCOUNTANT	Financial operations manager	Manage expenses, invoices, reports, bank reconciliation, journal entries
APPROVER	Expense approver	Review and approve/reject submitted expenses
AUDITOR	Read-only access	View all financial data, generate reports, no modification rights
EMPLOYEE	Basic user	Submit expenses, view own submissions, access reminders

► Permission Matrix

◆ Admin Capabilities

Create/edit/delete expenses, invoices, credit notes, debit notes. Manage vendors, customers, categories. Access all reports and settings. Manage organization users.

◆ Accountant Capabilities

Full expense and invoice management. Bank reconciliation. Journal entries. Generate all financial reports. Cannot manage users or license settings.

◆ Approver Capabilities

◆ Employee Capabilities

View pending expense submissions.
Approve or reject expenses. Add comments
to submissions. View expense history.

Submit new expenses with receipts. View
own expense history. Access personal
reminders. Limited to personal data only.

 **NOTE**

Role assignment is managed by organization administrators. If you believe your access level is incorrect, please contact your organization's Admin.

The Dashboard provides a real-time overview of your organization's financial health, expense trends, VAT exposure, and key performance indicators.

► Key Metrics

The dashboard displays essential financial metrics at a glance:

◆ Net Profit

Calculated as Total Revenue minus Total Expenses. Shows your organization's profitability for the selected period.

◆ VAT Payable

Output VAT (collected) minus Input VAT (paid). Indicates your VAT liability to the Federal Tax Authority.

◆ Expense Count

Total number of expenses recorded with average expense value shown as additional context.

◆ Pending Accruals

Outstanding payment obligations that need settlement. Click to view detailed breakdown.

◆ Pending Approvals

Expenses awaiting review. Visible to Approvers and Admins for quick action.

◆ Invoice Summary

Total invoices with outstanding amount and overdue count highlighted.

◆ Upload Usage

Track your license upload limits. Shows used vs. total allowed uploads with remaining count.

► Analytics & Reports

Expense Distribution: Visual breakdown of expenses by category and type. Identify spending patterns and optimize budgets.

Accrual Status: Track pending vs. settled obligations. Monitor outstanding vendor payments and manage cash flow effectively.

Recent Activity: Latest expense submissions awaiting review. Quick access to recent financial transactions.

UPLOAD LIMIT WARNING

When upload usage reaches 80%, a warning banner appears. At 100%, no new expense uploads can be made until the limit is increased. Contact your administrator or support@selfaccounting.ai to request additional uploads.

The Expense Management module is the core of selfaccounting.ai, enabling you to create, track, categorize, and manage all organizational expenses with full UAE VAT compliance.

► Creating an Expense

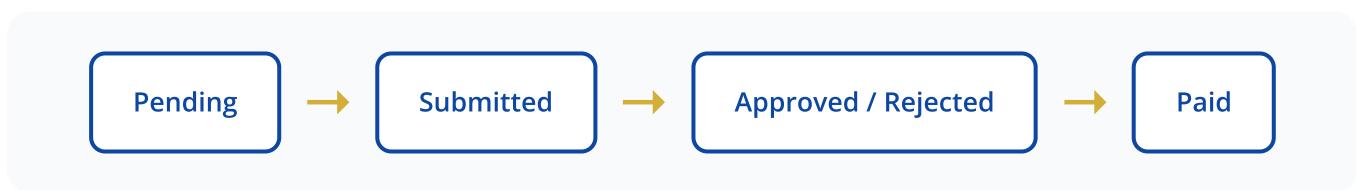
- 1 Navigate to Expenses:** Click on "Expenses" in the main navigation menu.
- 2 Click "New Expense":** Opens the expense creation form.
- 3 Enter Vendor Details:** Input vendor name and TRN (Tax Registration Number) if available.
- 4 Select Category:** Choose an appropriate expense category for accurate reporting.
- 5 Enter Amount:** Input the expense amount. VAT is auto-calculated based on your settings.
- 6 Select Date:** Choose the expense date for accurate period tracking.
- 7 Upload Receipt:** Attach receipt image or PDF (Enterprise license feature).
- 8 Submit:** Click Submit to save the expense for approval.

► Expense Fields

Field	Required	Description
Vendor Name	Yes	Name of the vendor or supplier
Vendor TRN	No	15-digit UAE Tax Registration Number

Field	Required	Description
Invoice Number	No	Vendor's invoice reference number
Category	Yes	Expense classification for reporting
Expense Type	No	OPEX or CAPEX classification
Amount	Yes	Total expense amount
VAT Amount	Auto	Calculated based on tax settings
Currency	Yes	Transaction currency (default: AED)
Expense Date	Yes	Date of the expense transaction
Description	No	Additional notes or details
VAT Tax Type	Yes	Standard, Zero-Rated, Exempt, or Reverse Charge

► Expense Status Workflow



Pending: Expense is created but not yet submitted for approval.

Submitted: Expense is awaiting approver review.

Approved: Expense has been approved and can be processed for payment.

Rejected: Expense was rejected with reason. Can be edited and resubmitted.

Paid: Payment has been recorded against the expense.

► VAT Tax Types

selfaccounting.ai supports all UAE VAT scenarios:

VAT Type	Rate	Description
Standard	5%	Standard VAT rate applied to most goods and services

VAT Type	Rate	Description
Zero-Rated	0%	Specific goods/services taxed at 0% (e.g., exports, certain food items)
Exempt	N/A	Transactions exempt from VAT (e.g., financial services, residential rent)
Reverse Charge	5%	VAT calculated but not paid to vendor (imports, certain B2B services)

REVERSE CHARGE TIP

When an expense is marked as Reverse Charge, VAT is calculated for reporting purposes but NOT added to the total amount. This is because the business accounts for the VAT directly to the tax authority rather than paying it to the vendor.

Create professional, UAE-compliant sales invoices with automatic VAT calculation, multiple line items, and PDF generation.

► Creating an Invoice

1 Navigate to Sales Invoices: Click "Sales Invoices" in the navigation menu.

2 Click "Create Invoice": Opens the invoice creation dialog.

3 Select Customer: Choose from existing customers or enter details manually.

4 Set Dates: Invoice date (required) and due date (optional).

5 Add Line Items: Click "Add Item" to add products/services with quantities and prices.

6 Set VAT per Item: Each line item can have its own VAT rate and tax type.

7 Review Totals: Verify subtotal, VAT amount, and grand total.

8 Create Invoice: Save to generate the invoice with automatic numbering.

► Invoice Line Items

Each line item includes:

Field	Description
Item Name	Product or service name (required)
Description	Additional details about the item

Field	Description
Quantity	Number of units (supports decimals)
Unit of Measure	e.g., pcs, hours, kg
Unit Price	Price per unit before VAT
VAT Rate	Percentage (default: 5%)
VAT Type	Standard, Zero-Rated, Exempt, or Reverse Charge

► Invoice Status



Draft: Invoice is created but not finalized.

Sent: Invoice has been sent to the customer.

Paid: Full payment received.

Partial: Partial payment received.

Overdue: Payment due date has passed.

► Invoice PDF Generation

Generate professional PDF invoices with:

◆ Company Branding

Your organization logo, name, and contact details prominently displayed.

◆ Tax Registration

TRN and tax registration date shown for VAT compliance.

◆ VAT Summary

Detailed breakdown of VAT by rate with totals.

◆ Multi-Currency

Display amounts in transaction currency with exchange rate if applicable.

► Recording Payments

Track payments against invoices:

- 1 Open Invoice:** Click on the invoice to view details.
- 2 Record Payment:** Click "Record Payment" button.
- 3 Enter Details:** Amount, payment date, payment method, and reference.
- 4 Save:** Payment is recorded and invoice status updates automatically.

INVOICE NUMBERING

Invoice numbers are generated automatically based on your organization's numbering settings. You can configure sequential numbering with custom prefixes, or date-based numbering. Manual entry is available if enabled in settings.

Manage adjustments to invoices with proper documentation and VAT tracking.

► Credit Notes

Credit notes are issued when you need to reduce the amount owed by a customer. Common scenarios include:

- Product returns
- Service cancellations
- Pricing corrections
- Discounts applied after invoice
- Damaged goods

Creating a Credit Note:

1 Navigate to Credit Notes and click "Create Credit Note".

2 Select the related invoice (optional) or enter customer details.

3 Choose the reason for the credit note.

4 Enter the credit amount and VAT details.

5 Add notes and create the credit note.

► Debit Notes

Debit notes are issued when you need to increase the amount owed by a customer. Common scenarios include:

- Undercharged services
- Additional charges
- Price adjustments upward

The creation process is similar to credit notes but increases the receivable amount.

► Applying Notes to Invoices

Credit and debit notes can be applied to outstanding invoices:

- 1 Open the note and click "Apply to Invoice".
- 2 Select the target invoice from the list.
- 3 Enter the amount to apply (can be partial).
- 4 Confirm the application. Invoice balance updates automatically.

 **VAT IMPACT**

Credit notes reduce your output VAT liability, while debit notes increase it. The system automatically adjusts VAT calculations to ensure accurate reporting.

Match your bank statements with recorded transactions to ensure accurate financial records.

► Uploading Bank Statements

1 Navigate to Bank Reconciliation: Access from the main menu.

2 Select Bank Account: Choose the account to reconcile.

3 Upload Statement: Drag and drop or select your bank statement file (CSV, PDF, or Excel).

4 Review Import: Verify the imported transactions are correct.

► Matching Transactions

The system suggests matches between bank transactions and your recorded expenses/payments:

◆ Automatic Matching

Transactions with exact amount and date matches are auto-suggested.

◆ Manual Matching

Select transactions to match manually when needed.

◆ Create New Entry

Create new expense or income entries for unmatched transactions.

◆ Mark as Reviewed

Mark transactions as reviewed without matching to clear them.

► Reconciliation Status

Pending

In Progress

Reconciled

Track reconciliation progress with visual indicators showing matched, unmatched, and pending transactions.

Record manual accounting adjustments and custom entries for complete financial tracking.

► Creating a Journal Entry

1 Navigate to Journal Entries: Click "Journal Entries" in the menu.

2 Click "New Entry": Opens the journal entry form.

3 Select Category: Choose from Adjustment, Accrual, Opening Balance, Closing, Reversal, or General.

4 Enter Details: Reference number, date, and description.

5 Add Line Items: Debit and credit entries with accounts and amounts.

6 Balance Check: Total debits must equal total credits before saving.

► Journal Entry Types

Type	Use Case
Adjustment	Correct errors or make period-end adjustments
Accrual	Record revenue/expenses before cash movement
Opening Balance	Set up initial account balances
Closing	Year-end closing entries
Reversal	Reverse previous entries
General	Any other manual entries

⚠️ IMPORTANT

Posted journal entries cannot be deleted. If an error is made, create a reversal entry to correct it. This maintains a complete audit trail.

Generate comprehensive financial reports with charts, tables, and export capabilities.

► Available Reports

◆ Trial Balance

Lists all accounts with debit and credit balances. Verifies that total debits equal total credits.

◆ Balance Sheet

Shows Assets, Liabilities, and Equity at a specific point in time. Snapshot of financial position.

◆ Profit & Loss

Revenue vs Expenses for a period. Shows gross profit, total expenses, and net profit with margin.

◆ Payables Report

Outstanding amounts owed to vendors. Shows pending accruals with aging and overdue items.

◆ Receivables Report

Outstanding amounts owed by customers. Shows unpaid invoices with aging and overdue amounts.

► Report Configuration

Customize reports with:

- **Date Range:** Select preset periods (This Month, Last Quarter, YTD) or custom dates.
- **Filters:** Filter by status, vendor, customer, or category as applicable.
- **Export Format:** Download as PDF, Excel (XLSX), or CSV.

► Report Features

Summary Cards: Key metrics displayed at the top for quick insights.

Interactive Charts: Visual representations of financial data including bar charts and pie charts.

Detailed Tables: Sortable data tables with all transaction details.

Export Options: One-click download in your preferred format.

► Fiscal Year Support

Reports automatically use your organization's fiscal year settings. The system calculates fiscal year boundaries based on your configured tax year end date.

Example: If your tax year ends on December 31, the fiscal year runs January 1 to December 31.

PRO TIP

Schedule regular report generation for month-end and quarter-end reviews. Export reports to PDF for archiving and audit purposes.

Maintain a database of your vendors and customers for streamlined transaction entry and reporting.

► Managing Vendors

Vendors are suppliers from whom you purchase goods or services.

Field	Description
Vendor Name	Company or individual name
TRN	UAE Tax Registration Number (15 digits)
Contact Person	Primary contact name
Email	Contact email address
Phone	Contact phone number
Address	Business address
Payment Terms	Default payment terms (e.g., Net 30)

► Managing Customers

Customers are clients to whom you sell goods or services.

Field	Description
Customer Name	Company or individual name
Customer TRN	UAE Tax Registration Number
Contact Person	Primary contact name
Email	Contact email address
Phone	Contact phone number
Billing Address	Address for invoices

Field	Description
Shipping Address	Delivery address (if different)

TRN IMPORTANCE

Storing the TRN for vendors and customers is crucial for UAE VAT compliance. The TRN appears on invoices and is required for tax reporting.

Organize expenses with custom categories and types for accurate classification and reporting.

► Expense Categories

Categories help classify expenses for reporting and analysis. Common categories include:

- Office Supplies
- Travel & Transportation
- Utilities
- Rent & Facilities
- Marketing & Advertising
- Professional Services
- Software & Subscriptions
- Equipment & Maintenance
- Meals & Entertainment
- Insurance

Creating a Category:

1 Navigate to Settings → Categories.

2 Click "Add Category" and enter the name.

3 Optionally add a description and select a parent category for hierarchy.

4 Save the category. It will now appear in expense forms.

► Expense Types (OPEX vs CAPEX)

Classify expenses as Operational (OPEX) or Capital (CAPEX) for proper financial treatment:

Type	Description	Examples
OPEX	Day-to-day operating expenses	Rent, utilities, salaries, office supplies
CAPEX	Capital investments in assets	Equipment, machinery, vehicles, property

 **BEST PRACTICE**

Create a consistent category structure at the start. Avoid creating too many categories – aim for 10-20 meaningful categories that cover all expense types without excessive granularity.

Configure your organization's settings to customize selfaccounting.ai for your business needs.

► Company Information

- **Company Name:** Your registered business name
- **Trade License Number:** UAE trade license
- **Tax Registration Number (TRN):** 15-digit FTA registration
- **Tax Registration Date:** Date of VAT registration
- **Address:** Business address
- **Contact Information:** Phone, email, website
- **Logo:** Company logo for invoices and reports

► Tax Settings

Setting	Description
Default VAT Rate	Standard rate applied to new expenses/invoices (default: 5%)
Tax Calculation Method	Inclusive (VAT included in amount) or Exclusive (VAT added)
Tax Year End	Your fiscal year end date (e.g., December 31)
Reverse Charge Rate	Rate for reverse charge calculations (default: 5%)
Enable Reverse Charge	Show reverse charge option in expense forms
Show VAT on Invoices	Display VAT summary section on invoice PDFs
Show VAT Breakdown	Show detailed VAT breakdown by rate

► Currency Settings

Setting	Description
Base Currency	Primary currency (default: AED)
Display Format	Symbol only, code only, or both

Setting	Description
Decimal Places	Number of decimal places (default: 2)
Rounding Method	Standard, round up, or round down
Exchange Rate Source	Manual, API (automatic), or Auto
Auto-Update Rates	Enable automatic exchange rate updates
Update Frequency	Daily, weekly, or monthly updates

► Invoice Template Settings

- **Primary Color:** Brand color for invoice headers
- **Logo:** Company logo on invoices
- **Footer Text:** Custom footer message
- **Terms & Conditions:** Default payment terms
- **Show Tax Registration:** Display TRN and registration date

► Numbering Settings

- **Sequential Numbering:** Use sequential numbers vs. date-based
- **Allow Manual Entry:** Let users enter custom numbers
- **Warn on Duplicates:** Alert when duplicate numbers detected
- **Prefix Format:** Custom prefixes for invoices (e.g., INV-)
- **Reset Period:** Reset sequence yearly, quarterly, or monthly

selfaccounting.ai is designed to help you stay compliant with the UAE Federal Tax Authority (FTA) requirements.

► VAT Requirements

Businesses in the UAE with taxable supplies exceeding AED 375,000 must register for VAT. Key compliance requirements include:

- Issuing tax invoices for all taxable supplies
- Maintaining proper records for 5 years
- Filing VAT returns on time
- Paying VAT to the FTA

► Tax Invoice Requirements

UAE law requires tax invoices to include:

Requirement	SmartExpense Feature
Supplier's name and TRN	✓ Auto-populated from company settings
Customer's name (and TRN if registered)	✓ Customer fields in invoice form
Invoice number	✓ Auto-generated sequential numbering
Invoice date	✓ Date field on invoice form
Description of goods/services	✓ Line item descriptions
Quantity and unit price	✓ Line item quantity and pricing
Tax amount in AED	✓ Auto-calculated VAT amounts
Total amount including VAT	✓ Auto-calculated totals

► Record Keeping

selfaccounting.ai helps you maintain FTA-compliant records:

- **5-Year Retention:** All records are stored securely for the required period.

- **Audit Trail:** Complete history of all transactions and changes.
- **Document Storage:** Receipts and invoices attached to records.
- **Export Capabilities:** Export data for audits in PDF, Excel, or CSV.

► Input VAT Recovery

Track input VAT on expenses for recovery purposes:

- Record VAT amounts on all expense entries
- Categorize by VAT type (standard, zero-rated, exempt)
- Generate VAT reports showing input vs. output VAT
- Calculate net VAT payable/recoverable

⚠ COMPLIANCE NOTE

While selfaccounting.ai provides tools to help with VAT compliance, please consult with a qualified tax advisor for specific compliance questions. This software does not constitute tax advice.

selfaccounting.ai uses advanced Optical Character Recognition (OCR) to automatically extract data from receipts and invoices.

► How It Works

1 Upload Receipt: Take a photo or upload a PDF of your receipt.

2 AI Processing: Google Vision AI analyzes the image and extracts text.

3 Data Extraction: Vendor name, amount, VAT, date, and invoice number are identified.

4 Category Suggestion: AI suggests the most appropriate expense category.

5 Review & Confirm: Verify extracted data and make any corrections.

► Supported Formats

- **Images:** JPEG, PNG, GIF, WebP
- **Documents:** PDF (text-based and scanned)
- **File Size:** Up to 10MB per file

► Extracted Information

The OCR system attempts to extract:

- Vendor/Supplier Name
- Vendor TRN (Tax Registration Number)
- Invoice/Receipt Number
- Total Amount
- VAT Amount
- Date
- Line item details (when available)

► PDF Processing

For PDF receipts, the system uses intelligent page detection:

- **Multi-page PDFs:** Identifies and prioritizes invoice pages over delivery notes.
- **Text-based PDFs:** Extracts text directly for faster processing.
- **Scanned PDFs:** Converts to images and applies OCR.

TIPS FOR BEST RESULTS

For accurate OCR extraction: ensure good lighting when photographing receipts, avoid blurry images, capture the entire receipt including totals, and use flat surfaces without folds or creases.

Stay informed with automated notifications and reminders for important financial activities.

► Notification Types

Notification	Description
Expense Approval	When an expense is approved or rejected
Invoice Payment	When payment is received on an invoice
Invoice Overdue	When an invoice passes its due date
Accrual Due	When an accrual payment is approaching
Upload Limit Warning	When approaching upload limit threshold
Report Ready	When a scheduled report is generated

► Email Notifications

Receive email notifications for:

- Welcome email on registration (with user manual)
- Expense status changes
- Invoice reminders
- Report deliveries
- Password reset requests

► In-App Notifications

Real-time notifications appear in the application:

- Notification bell icon in the header
- Unread count badge
- Click to view details
- Mark as read individually or all at once

► Employee Reminders

Employees receive reminders for:

- Pending expense submissions
- Rejected expenses requiring attention
- Upcoming deadlines

We're here to help you get the most out of selfaccounting.ai.

► Contact Information

◆ Email Support

support@selfaccounting.ai
Response within 24 hours

◆ Sales Inquiries

sales@selfaccounting.ai
License upgrades and new purchases

► Common Support Topics

- **License Issues:** Activation, renewal, upgrade requests
- **Technical Problems:** Error messages, feature issues
- **Feature Requests:** Suggestions for new capabilities
- **Training:** User training and onboarding assistance
- **Data Questions:** Import/export, data migration

► Best Practices for Support Requests

When contacting support, please include:

- Your organization name and user email
- Description of the issue or question
- Steps to reproduce (if reporting a bug)
- Screenshots if helpful
- Browser and device information

Thank You for Choosing selfaccounting.ai

Your comprehensive expense management solution for UAE businesses.

