

# **User Guide for Book Keeping Software**

Welcome to our Bookkeeping Software. This user guide will walk you through the various features and functionalities of the platform to help you effectively manage your accounts and financial transactions.

## **1. Home Tab:**

Upon logging in, you will land on the Home Tab, which serves as the dashboard for your accounting activities. Here, you'll find quick links to all major sections and important information, such as the overall account balance.

## **2. Chart of Accounts Tab:**

In the Chart of Accounts Tab, you can access a comprehensive list of all available accounts. You can easily view your accounts, including Asset, Liability, Income, Expense, and Equity. Additionally, this tab allows you to create new accounts by filling out a simple form.

## **3. Journal Tab:**

The Journal Tab provides an overview of all the journal entries created so far. Each journal entry represents a financial transaction that involves debiting and crediting specific accounts. You can review these entries in this section. If you wish to make a new journal entry, click on the "Make Journal Entries" button, which will direct you to a form for creating a new double-entry transaction.

## **4. Ledger Tab:**

The Ledger Tab offers a general ledger, providing a detailed record of transactions for each account. Here, you will find the balance carried down for each account, giving you a clear view of the financial status associated with each account.

## **5. Trial Balance Tab:**

The Trial Balance Tab displays the trial balance, which is automatically generated based on the journal entries you have made. The trial balance summarizes the balances of all accounts and ensures that the total debits equal the total credits, helping you verify the accuracy of your entries.

## **6. Income Statement Tab:**

In the Income Statement Tab, you will find the income statement of your business. The income statement shows your revenue, expenses, and net income or loss for a specific period. It provides crucial insights into the financial performance of your business.

## **7. Balance Sheet Tab:**

The Balance Sheet Tab presents the balance sheet of your business, reflecting financial position of business at a specific point in time. The balance sheet lists your assets, liabilities, and equity, offering a snapshot of your business's financial health.

## **8. Group Members Tab:**

In the "Group Members" Tab, you will find the **names** and **registration** numbers of the students who collaborated to develop this project

## **9. Logout**

In the top right corner of the user interface, you will find a "Logout" button. This feature allows you to securely log out of the system, terminating your current session. When you click on the "Logout" button.

# **System Features**

### **1. Login and Logout Authentication:**

Users can securely log into the software using their credentials.  
Logout functionality ensures users can safely end their active sessions, protecting their accounts from unauthorized access.

### **2. Add and View Accounts:**

Users can create new accounts, specifying their type (Asset, Liability, Income, Expense, Equity) to manage financial transactions effectively.  
The software provides a user-friendly interface to view and organize the list of accounts, making financial data easily accessible.

### **3. Make Journal Entries and Viewing Journal:**

Users can record financial transactions by creating journal entries with appropriate debits and credits for affected accounts.  
The journal functionality allows users to view their journal entries, providing an overview of financial activities.

#### **4. Automatically Creation of General Ledger and Display it:**

The software automatically generates and maintains a General Ledger, a master record of all financial transactions across accounts.

Users can conveniently view the General Ledger, which includes account balances and transaction details.

#### **5. Viewing Income Statement:**

The Income Statement displays revenue, expenses, and net income (or loss) for a specific period, helping users assess their financial performance.

#### **6. Viewing Balance Sheet:**

The Balance Sheet presents a snapshot of the company's financial position at a specific point in time, showing assets, liabilities, and equity.

We hope this user guide helps you navigate and utilize our bookkeeping software effectively. If you encounter any issues or have further questions, don't hesitate to reach out to our support team. Happy accounting!