

Apartment Accounting System - User Manual

1. Introduction

Welcome to the Apartment Accounting System! This application helps Account Managers efficiently manage financial accounts, record transactions, and generate reports for an apartment complex. This user manual will guide you through the key features and functionalities of the system.

2. Getting Started

2.1 Accessing the Application

1. Open a web browser and navigate to: `http://localhost:3000`
2. Log in using your credentials (provided by your administrator).

2.2 System Requirements

- A modern web browser (Chrome, Firefox, Edge, or Safari).
 - Internet connection (if the backend is hosted remotely).
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3. Navigation

The application has three main sections:

1. **Accounts** – Manage financial accounts.
2. **Transactions** – Record and view financial transactions.
3. **Reports** – Generate financial reports.

You can switch between these sections using the **sidebar menu** on the left.

4. Managing Accounts

4.1 Creating a New Account

1. Navigate to **Accounts** from the sidebar.
2. Click **"Create New Account"**.
3. Fill in the details:
 - **Account Name** (e.g., "Rent Income")

- **Account Type** (Income, Expense, Asset, Liability, etc.)
 - **Description** (optional)
 - **Opening Balance** (defaults to 0)
4. Click "**Create Account**" to save.

4.2 Updating an Existing Account

1. Go to **Accounts** and select the account you want to edit.
2. Modify the **Account Name, Type, or Description**.
3. Click "**Save Changes**".

4.3 Viewing All Accounts

- The **Accounts** page displays a list of all accounts with their **Name, Type, and Current Balance**.
 - Use the **filter dropdown** to view accounts of a specific type (e.g., only "Bank Accounts").
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5. Recording Transactions

5.1 Recording an Income or Expense Transaction

1. Navigate to **Transactions** from the sidebar.
2. Click "**Record New Transaction**".
3. Fill in the details:
 - **From Account** (e.g., "Bank Account")
 - **To Account** (e.g., "Rent Income" for income or "Maintenance Expense" for expenses)
 - **Date** (defaults to today)
 - **Amount** (must be a positive number)
 - **Description** (e.g., "July Rent Payment")
 - **Reference Number** (optional, for tracking)
4. Click "**Record Transaction**".

5.2 Handling Insufficient Funds

- If you try to record an expense that exceeds the available balance in a **Cash or Bank Account**, the system will block the transaction and display:

"Insufficient funds. Transaction cannot be processed."

5.3 Viewing Transaction History

- Go to **Transactions** to see a list of all recorded transactions.
- **Filter** transactions by:
 - **Account**

- **Transaction Type** (Income, Expense, Transfer)
 - **Date Range** (Last 7, 30, or 90 days)
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6. Generating Reports

6.1 Account Status Report

1. Navigate to **Reports** and select "**Balance Report**".
2. The report shows:
 - **Current balance of all accounts** (grouped by type: Asset, Liability, Income, Expense).
 - **Net Worth** (Total Assets minus Total Liabilities).

6.2 Profit & Loss Report

1. Go to **Reports** and select "**Profit & Loss**".
2. The report displays:
 - **Total Income** (sum of all income transactions).
 - **Total Expenses** (sum of all expense transactions).
 - **Net Profit/Loss** (Income minus Expenses).

6.3 Cash & Bank Balances

- The **Balance Report** includes a summary of **total Cash and Bank balances** under the "**Asset Accounts**" section.
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7. Additional Features

7.1 Dark/Light Mode Toggle

- Click the **theme toggle button** (🌙/☀️) in the bottom-right corner to switch between light and dark mode.

7.2 Logging Out

- Click "**Logout**" in the sidebar to securely exit the application.
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8. Troubleshooting

Issue	Solution
"Insufficient funds" error	Ensure the selected account has enough balance before recording an expense.
Transaction not saving	Check that all required fields (Account, Amount) are filled correctly.
Report loading slowly	Reduce the date range or check your internet connection.

9. Support

For further assistance, contact your system administrator or refer to the backend documentation.

Happy Accounting! 🚀

This response is AI-generated, for reference only.