**How to Use Account Books software**

### ****How to Download & Install Account Books****

#### ****Step 1: Log In:****

#### **Use the credentials provided by your service provider to log into your account on the AllBookkeepingAndTaxes platform.**

#### **Navigate to the Dashboard:**

#### **Once logged in, you'll be directed to the dashboard.**

#### **Access the Software Section:**

#### **On the left-hand navigation panel, locate and click on the 'Software' option.**

#### ****Step 2: Download the Account Books Software****

#### **Within the Software section, find the 'Account Books' heading.**

#### **Click on the 'Click to Download' button beneath this heading to initiate the download of your Account Books.**

#### ****Step 3: Install Account Books Software****

1. Locate the downloaded **.msix** file in your **Downloads** folder.
2. Double-click the file to start the installation.
3. Follow the on-screen instructions and click **“Next”** until installation is complete.
4. Click **“Finish”** and open  **Account Books.**

#### ****Step 4: Open & Set Up Your Business****

1. Open Account Books.
2. Click **"Add Business"** to create a new company profile.
3. Enter your **Business Name** and click **"Create"**.
4. Your **accounting dashboard** is now ready!

# **Account Books Naming and renaming business & adding the address**

****Step 5: Setting the Business File Name:****

**During Initial Setup:**

When you first add a business in Account Books, you'll be prompted to enter a name. This name will appear in the Businesses tab and helps you identify your business within the application.

**Renaming an Existing Business:**

* 1. Navigate to the Businesses tab.
  2. Click on the business name you wish to rename.
  3. At the top of the Account Books window, click the Rename button next to the business name.
  4. Enter the new name and click Rename.

**Access Business Details:**

* Navigate to the **Settings** tab.
* Click on **Business Details**.

**Update Information:**

* In the **Business Name** field, enter your desired trading name.
* In the **Address** field, input your business address as you want it to appear on transaction forms.
* Select your **Country** from the drop-down list.

**Add Tax Identification Numbers:**

* To include GSTIN, PAN, or other tax IDs:
  + Go to the **Custom Fields** section within **Settings**.
  + Create a new custom field labeled "GSTIN" or "PAN".
  + Ensure the option **"Show custom field on printed documents"** is selected.
  + Enter the respective tax ID in the newly created field.

**Save Changes:**

* Click **Update** to save your new business name, address, country, and tax identification numbers.

# **Account Books How to remove a business**

**Step 6: To remove a business in Account Books**

Access the Businesses Tab:

Open Account Books and navigate to the Businesses tab.

Initiate Business Removal:

Click on the Remove Business button.

Select the Business to Remove:

In the dropdown menu, choose the business you wish to delete.

Confirm the Removal:

Click Remove Business to confirm.

**Account Books Define Base Currency**

**Step 7: Access the Settings Tab:**

Ope Account Books and navigate to the Settings tab.

Select Currencies

Click on Base Currency.

Define Your Base Currency:

In the Code field, enter the three-letter abbreviation of your currency (e.g., USD for US Dollar).

In the Name field, enter the full name of your currency (e.g., United States Dollar).

In the Symbol field, enter the symbol for your currency (e.g., $).

In the Decimal places field, specify the number of decimal places used in your currency (e.g., 2 for USD).

Save Changes:

Click Update to activate your base currency.

**Account Books Define foreign currencies**

**Step 8: Access the Settings Tab:**

Open Account Books and navigate to the Settings tab.

Select Currencies

Click on Foreign Currencies.

Add a New Currency:

Click the New Currency button.

Enter Currency Details:

In the Code field, enter the three-letter abbreviation of the currency (e.g., USD for US Dollar).

In the Name field, enter the full name of the currency (e.g., United States Dollar).

In the Symbol field, enter the symbol for the currency (e.g., $).

In the Decimal places field, specify the number of decimal places used in the currency (e.g., 2 for USD).

Save the Currency:

Click Update to save the new foreign currency.

# **Account Books Use languages**

**Step 9: Access the Language Settings:**

Open Account Books and navigate to the Preferences tab.

Click on Language.

Select Your Preferred Language:

In the Language section, click on the current language (e.g., English (US)).

A list of available languages will appear.

Choose your preferred language from the list.

Save Changes:

# **Account Books Set the Date & Number Format**

**Step 10: Access the Settings Tab:**

OpenAccount Books and navigate to the Settings tab.

Select Date & Number Format:

Click on Date & Number Format.

Configure the Following Settings:

Date Format:

Choose a date format that suits your preference. This will determine how dates are entered and displayed throughout the business.

Time Format:

Select the time format you prefer. This determines how time is displayed throughout the business.

First Day of Week:

Choose the first day of the week that is standard for your region. This setting adjusts the calendar picker to display the calendar in a way that is familiar to you.

Number Format:

Choose the number format appropriate for your region. This format will be applied to how all numbers and currencies are displayed throughout the business.

Save Changes:

Click Update to apply your selected formats.

**Account Books Customize a business & Simplify Account Books**

**Step 11: Access the Customize Feature:**

Open your business inAccount Books.

Scroll to the bottom of the left-hand navigation pane.

Click on the 'Customize' button.

Select Desired Modules:

A list of available modules will appear, each with a checkbox.

Modules include options like Bank Accounts, Cash Accounts, Expense Claims, Customers, Suppliers, Projects, Inventory Items, Employees, Fixed Assets, Intangible Assets, Capital Accounts, Special Accounts, and Folders.

Check the boxes next to the modules you want to enable.

Some modules have sub-options, such as Receipts and Payments under Bank Accounts. Selecting these will add them to your navigation pane.

Apply Changes:

After selecting the desired modules and sub-options, click the 'Update' button at the bottom.

Verify the Customization:

The selected modules will now appear in the left-hand navigation pane, allowing you to access them as needed.

# **Account Books Build your chart of accounts**

**Step 12: Access the Chart of Accounts:**

Open your business in Account Books.

Click on the 'Settings' tab in the left-hand navigation pane.

Select 'Chart of Accounts' from the list of settings options.

Account Books provides a default chart of accounts divided into two main sections:

Balance Sheet: Includes groups like Assets, Liabilities, and Equity.

Profit and Loss Statement: Comprises Income and Expenses groups.

These default groups serve as a starting point and can be customized to fit your business needs.

Define Account Groups:

Before adding individual accounts, plan the structure by creating groups to organize them.

Click the 'New Group' button.

Enter the Group Name (e.g., 'Current Assets', 'Long-term Liabilities', 'Operating Expenses').

Assign the group to a Category (Assets, Liabilities, Equity, Income, or Expenses).

Click 'Create' to add the group.

Add New Accounts:

Within the Chart of Accounts, click the 'New Account' button.

Fill in the following details:

Account Name: Descriptive name for the account (e.g., 'Accounts Receivable', 'Sales Revenue').

Code: Optional numerical code for sorting or reference purposes.

Group: Select the appropriate group for the account to determine its placement in financial statements.

Click 'Create' to add the account.

# **Account Books the Summary page**

# **Step 13: Access the Summary Tab:**

# Click on the Summary tab in the left-hand navigation pane.

# Enter Edit Mode:

# In the top-right corner of the Summary page, click the Edit button.

# Configure Settings:

# Show balances for specified period: Check this box to define the accounting period displayed.

# Show balances on cash basis: Select this option if you prefer to view financials on a cash basis.

# Account codes: Enable this to display account codes alongside account names.

# Exclude zero balances: Check this to hide accounts with zero balances.

# Groups to collapse: Choose specific account groups to collapse for a simplified view.

# Save Changes:

# After configuring your preferences, click Update to apply the changes.

**Account Books Create reports**

# **Step 14: Creating Reports in Account Books :**

# Access the Reports Tab:

# Click on the Reports tab in the left-hand navigation pane.

# Select a Report:

# Choose the desired report category (e.g., Tax Reports, Supplier Reports) and click on the specific report you wish to generate.

# Customize the Report:

# Depending on the report, you may have options to set the accounting period, include explanatory information, show account codes, or exclude zero balances.

# Generate the Report:

# After configuring the desired settings, click Create to generate the report.

# Save and Manage Reports:

# You can save custom reports for future use, edit existing reports, or delete reports that are no longer needed.

**Account Books Create reports save**

# **Step 15: Access the Reports Save :**

if you want to save the reports in your PC for example you can go to print choose the printer option to save as PDF and you can save it by clicking save in order to save it choose the location which is here and click on Save now the report has been saved in your PC by clicking the trial balance main menu we can find that this report has been saved here we can view it anytime we want as it's been saved now

we can copy the report by clicking clone we've got the options here we can change them as we want or we can save it if we want another copy of that report click on create for example we don't want to change it click on create now it's been shown that we've got two copies of the same report and that's how we can save and clone reports in manager