SmartBizAccounting

User Manual

Step by step instructions for company setup, daily entries and reporting

SmartBizTools

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https://accounting.smartbiztools.in/

Use this guide to set up a company, maintain masters, record transactions and review reports. It includes practical checks for posting, imports, GST workflows and company administration.

Start with Getting started if you are new to the app. For a specific task, use the contents on the next page. Read Feature availability before relying on optional or unfinished workflows.

Save work before closing an entry window, changing company or logging out. Always confirm the active company and financial year before recording a transaction.

Contents

01 Getting started / 3

02 Sign up and sign in / 4

03 Create and maintain a company / 5

04 Find your way around / 6

05 Accounts customers and suppliers / 7

06 Products services and tax masters / 8

07 Working with vouchers / 9

08 Enter a sales invoice / 10

09 Enter a purchase voucher / 11

10 Record cash receipts and payments / 12

11 Record bank receipts and payments / 13

12 Journals expenses and income / 14

13 Enter opening balances / 15

14 Review books and financial reports / 16

15 Export print and arrange reports / 17

16 GSTR 1 and GSTR 3B / 18

17 GSTR 2B matching and reconciliation / 19

18 E invoice and E Way Bill screens / 20

19 Import masters and transactions / 21

20 Users backup and company administration / 22

21 Routine checks and troubleshooting / 23

22 Feature availability and glossary / 24

Select a contents entry to jump to its section. In Word, you can also use the Navigation Pane to browse headings.

01 Getting started

SmartBizAccounting helps you maintain company masters, enter day-to-day transactions and review accounting and GST reports. Start with company setup and masters, then enter opening balances and current transactions. Check the resulting reports before relying on your balances.

First time setup checklist

1. Open https://accounting.smartbiztools.in/ and sign in, or choose **Sign up**.

2. Select the correct company, or create one using **+ New Company**.

3. Open **Master > Company** and review the business details and financial year.

4. Set up the required accounts, customers, suppliers, products or services, units and tax masters.

5. Enter agreed opening balances using **Entry > Opening Balance**.

6. Enter a small number of transactions and check the ledger and Trial Balance.

7. Add company users with the access they need and establish a routine for review and backups.

Before your first entry

Have your company details, financial-year dates, customer and supplier information, item list, opening balances and transaction documents ready. Use the same names consistently in masters and imports.

Practice separately. Use a separate practice company for training. Where sample-data controls are available, read their confirmation carefully before resetting or deleting data.

How to use this guide

Menu paths use **>** to show the order of selection. For example, **Entry > Sales > Sales Invoice** means open Entry, move to Sales, then choose Sales Invoice. Labels are reproduced as shown in the app, including **Expanse Vo** and **Profit and Loss Ac**.

Draft and Posted are different. Saving a Draft keeps a voucher for later work. A voucher must be Posted to affect the accounting reports. The posting control differs by voucher type; see Working with vouchers.

The feature availability section explains menus and integrations that are incomplete in this version. Review it before planning production workflows.

02 Sign up and sign in

Create an account

1. On the Welcome back screen, select **Sign up**.

2. Enter **Username**, **Email**, your 10-digit **Mobile** number, **Password** and **Confirm Password**.

3. Complete **Address Line 1**, **City** and **PIN Code**. Address Line 2 is available for additional details.

4. Enter **Business Name** and, where applicable, **GST Number**. Use **Verify** beside the GST number to request verification; review any returned details.

5. Submit the details. Enter the six-digit **Email Code** sent to your email and select **Verify Email**. Use **Resend code** if necessary.

6. Complete **Mobile Code** and select **Verify Mobile**. In this version, mobile verification uses an on-screen demo code; do not expect an SMS.

7. Complete the signup flow and return to login. The account flow starts a 10-day trial after verification.

Log in and open a company

Enter your **Username** and **Password**, then select **Log in**. The eye icon shows or hides the password while typing. On **Select Company**, click the company you want to work in. Confirm the company name and financial year in the title bar before entering transactions.

Recover access

Select **Forgot password?**, enter the registered email and select **Send reset link**. The app shows a generic notice even if the email is not registered. Follow the email link to complete the reset; check the spam folder if it does not arrive.

To change a password while signed in, use **Setting > Change Password** and complete the fields shown in the dialog.

Trial access

Near expiry, the company-selection screen can offer **Request Extension**. A pending request is subject to review; it does not itself confirm additional access. Follow the status shown if access is restricted.

03 Create and maintain a company

Create a new company

1. Select **+ New Company** on Select Company, or **File > New Company** inside the app.

2. Enter **New Company Name**.

3. Review the **Financial Year** From and To values. Check both dates before saving.

4. Select **Save**. The app creates separate books with a standard Chart of Accounts and switches to the new company.

Complete the company profile

Open **Master > Company**. Review **Name of Company**, **GST Number**, **PAN**, **State**, **Address**, **Financial Year**, **Email**, **WhatsApp Number** and **Contact Number**. Add a Company Logo if required. Save after checking the details.

Use the GST lookup control when appropriate and review the returned information before saving. Correct company and party states are important to the tax calculations shown on vouchers.

Switch company or finish work

File > Open Company closes the current company session and returns an account user to company selection. **File > Close Company** also closes the company session. Save your open work before either action.

File > Log Out signs out of the account. Use it when you have finished, especially on a shared computer.

Branches and departments

Use **Master > Branch** and **Master > Department** to maintain the values used to identify business locations and departments. Enter the appropriate Branch in voucher headers and Department on transaction lines where shown. Use consistent names so reports and exported records are easy to review.

Sample data

Where displayed in Company, **Reset Sample Data** and **Delete Sample Data** change the practice dataset. Keep training and live books separate and inspect the confirmation before proceeding.

Company deletion is permanent and is covered under Backup and company administration. It is not a way to close or switch a company.

04 Find your way around

The title bar identifies the active company, financial year and user. A **View Only** indicator identifies restricted access. Opened modules appear as tabs below the menu bar; click a tab to return to it, or close it using its close control.

Menu	Main purpose
Dashboard	Review posted activity and open common workflows.
File	Create, open, close or delete a company; log out.
Master	Maintain accounts, parties, products, tax masters and company details.
Entry	Create sales, purchases, receipts, payments, journals and opening balances.
Books	Review ledgers, receivables, payables and transaction reports.
Financial Reports	Open Trial Balance, Profit and Loss and Balance Sheet.
GST	Review GST reports, GSTR-2B matching and compliance tracking.
Tools	Download a company backup and import data.
Setting	Manage users, change passwords and view module settings.

Lists and entry windows

Many lists have **New**, an open action and **Delete**, plus a search box. Select a record before opening or deleting it. Some grids also open records on double-click. Search can help locate a voucher by number, party or remarks, depending on the list.

An entry window can be moved or maximized using its window controls. Wide transaction grids may require horizontal scrolling. Save using the window's own controls before closing it.

Dashboard

Quick actions include **Sales invoice**, **Purchase bill**, **Receipt** and **Payment**. Cash & Bank, receivables, payables and financial indicators link to related reports. Dashboard figures reflect posted vouchers for the displayed period; Draft entries do not update those figures.

Some menu items are placeholders. If a screen says **This module is not built yet**, use the available workflow listed in the feature availability section.

05 Accounts customers and suppliers

Create a general ledger

1. Open **Master > Accounts**.

2. Expand the account tree and select the intended parent group.

3. Choose **New Ledger**. Use **New Group** only when you need another grouping level.

4. Enter **Name** and an optional **Code**. Review the displayed **Type**, **Nature** and parent grouping.

5. Save and check that the account appears under the correct group.

The main accounting natures include Assets, Liabilities, Incomes and Expenses. Ask your accountant to confirm classifications when setting up the books.

Create a customer or supplier

For a customer, use **Master > Customers > New**, enter the name and complete Properties. Alternatively, open **Master > Accounts**, select **Sundry Debtors** and choose **New Ledger**.

For a supplier, select **Sundry Creditors** in Accounts and choose **New Ledger**. This opens the party-entry workflow with a supplier classification. Do not place suppliers under Sundry Debtors merely because the shared party screen is called Customers.

Complete party properties

Use the **...** buttons in Properties to open the detail dialogs:

- **Registration:** set Party Reg Type and the applicable GSTIN, PAN and trade details.
- **Address and Contact Details:** enter the billing address, state and contact details.
- **Shipping Address GST:** use the billing address or maintain a separate shipping address.
- **Bank Details:** enter bank name, account number, IFSC and branch where needed.

Additional properties include Short Name, transport information, TDS/TCS flags and assessee types. Credit-related fields are also displayed. Treat these as recorded settings; do not assume every credit restriction is enforced automatically.

Return to Properties and select **Save** after completing the detail dialogs. Review the party's type and group before using it in vouchers.

Avoid duplicates. Search existing masters before adding a differently spelled version of the same party or account.

06 Products services and tax masters

Create a product or service

1. Open **Master > Products > Product Master** for goods, or **Master > Products > Services** for services.

2. Choose **New** and complete the record's Properties.

3. Enter **Product Name** or **Service Name** and its code. Select **Group** and **SKU / Unit**.

4. Set **HSN Code** for goods or **SAC Code** for services. Use the lookup control to select an existing code. If the app offers to create a missing code, verify the details before adding it.

5. Enter descriptions and select the appropriate **Purchase Account** and **Sales Account**.

6. Choose **Active** or **Inactive**, then select **Save**.

Supporting masters

Master > Products > Unit maintains units. **Master > Products > HSN** maintains classification codes. **Master > Products > GST Rates** provides the rate master. Maintain these before large imports or repeated voucher entry.

Choose classification codes and rates appropriate to the actual transaction. This manual explains the software controls; the example amounts in this guide do not prescribe tax treatment.

TDS and TCS

Open **Master > TDS / TCS** to maintain the rates used by deduction and collection fields. Party Properties includes Apply TDS and Apply TCS settings. Voucher forms provide the applicable nature, account and amount fields.

When a nature is selected, some forms calculate the amount from an active master rate. Review the resulting amount and account before saving; a calculated value does not by itself establish that a deduction or collection applies.

Check before transacting

Confirm the party exists, the product or service is available, the unit is appropriate and the posting accounts are correct. On the voucher, review the selected HSN/SAC, GST percentage and GST Product Category instead of assuming defaults fit every transaction.

Product masters are available even though the separate Inventory report menus are not built in this version.

07 Working with vouchers

The common entry sequence

1. Open the required module from **Entry** and choose **New**.

2. Complete **Voucher No**, **Date**, **Branch** and the module-specific header fields.

3. Fill the remaining required fields marked with an asterisk. If the Entry grid is dimmed, read **Still needed** and complete those header fields first.

4. Add transaction lines and select existing master records. Enter amounts, quantities and references as applicable.

5. Review totals, tax details and remarks. Save as a Draft or post the entry using the controls described below.

Voucher family	Save for later	Include in accounting reports
Sales and Purchase	Select Draft.	Select POST.
Cash and Bank	Select Status = Draft, then Save.	Select Status = Posted, then Save.
Journal, expense, income and opening balance	Select Status = Draft, then Save.	Select Status = Posted, then Save.

Numbers and corrections

Voucher forms show a type prefix and an editable number portion. If a number already exists, the form can offer **Edit** to open that voucher. Existing voucher numbers are locked while editing. Use a new number for a new transaction.

To correct a voucher, find and open the existing record, make the correction, review its status and save. Check the related report afterwards. Entries in a filed period may be locked; contact the company Owner for an authorized correction.

Configure the grid

Select **Configure** to adjust optional fields and columns. **Ticking a field hides it.** Untick it to bring it back, or choose **Show All**. Use **Done**, and **Save** where provided, to retain the layout. Hiding a field does not remove the recorded value.

Closing is not saving. Save completed changes first. New can create an initial Draft record before you finish the form, so review the list for abandoned drafts.

08 Enter a sales invoice

Menu: Entry > Sales > Sales Invoice

Prepare the header

1. Choose **New** and enter the voucher number and date.

2. Select **Party Name**. Review Party GSTIN and **Party Reg Type**.

3. Select **Sales Account**, **Supply Type**, **Invoice Type** and **GST Trans Type**.

4. Enter Branch and review transaction currency and exchange rate where displayed. Complete shipping details if relevant to the transaction.

Add items

Add a product line and choose the product. Review HSN/SAC, goods/service classification, Sales Account and SKU. Enter **Qty** and **Unit Rate**. Apply **Disc %** or the discount amount as appropriate and check the calculated discount.

Review **GST %**, **GST Product Category**, Taxable, GST Amt and Net. Add further items as needed. Use the line removal control to remove an unwanted row. Complete Department and other optional fields where required for your records.

Review Other Charges where used, and Collect TCS only when relevant. Do not add the same charge both as an item and as an additional charge.

Review and post

Check Gross Amount, Discount, Taxable Value, the displayed GST split and Net Amount against the transaction document. Use **Draft** to retain work for review or **POST** to include the invoice in the books. Use **CLOSE** after saving.

Check the result: confirm the voucher's status in Sales Invoice, then review **Books > Sales > Sales Book**, the customer's Ledger and Receivables. Select the correct report period and refresh after changes.

Simple practice example

In a practice company, enter two units at INR 500 each with no discount. Gross Amount should be INR 1,000 before any configured tax or additional charges. Check the tax and Net Amount displayed by the app using the rate you intentionally selected.

The E-Invoice panel is described later in this guide. Its demo output is not a live government-issued IRN.

09 Enter a purchase voucher

Menu: Entry > Purchase > Purchase Voucher

Record the supplier bill

1. Choose **New**. Enter Voucher No and Date.

2. Select **Party Name** and review Party GSTIN.

3. Enter **Supplier Bill No** and **Supplier Bill Date** exactly as recorded on the supplier document. These references are important for GSTR-2B matching.

4. Review **GST Trans Type**, Branch, transaction currency and exchange rate. Add Remarks where useful.

5. Add goods or service lines using the appropriate entry tab. Select the product or service and review its classification, unit and account details.

6. Enter quantities, rates and applicable discounts. Review taxable values and GST amounts. Complete any additional charge or deduction fields used for this transaction.

TDS fields

The purchase screen includes **TDS Section**, **TDS Account**, **TDS Amount** and TDS-related controls. Complete them only for transactions requiring that treatment, and verify the calculated amount before posting.

Save and verify

Use **Draft** when the bill needs checking; use **POST** when it is ready to affect the books. Check the saved voucher number and status in the list.

Open **Books > Purchase > Purchase Book** for the period. Review the supplier Ledger and **Books > Payables**. A Draft purchase will not appear as posted activity in those books.

Useful checks

- Match the supplier name and GSTIN to the source document.
- Distinguish the internal voucher number from the supplier's bill number.
- Check the date, quantities, rates and total against the bill.
- Search for the bill before entering it again after an interrupted session.
- Use **GST > GSTR-2B** to investigate matching differences after uploading the relevant workbook.

Purchase Return is a visible menu item but is not built in this version. Do not record a second ordinary purchase as a substitute for an intended return without an agreed accounting treatment.

10 Record cash receipts and payments

Use a Cash Receipt for money received into a cash account and a Cash Payment for money paid out. Select the actual cash account in the header; use the party or other counterpart account on each line.

Cash receipt

1. Open **Entry > Cash > Cash Receipt** and choose **New**.

2. Enter Voucher No, Date, **Cash Account** and Branch. Review currency and exchange rate if displayed.

3. Choose **+ Add Party**. Select the **Party Account** and enter a positive **Amount**.

4. Complete TDS, charge, reference, Department and Comments fields where applicable. Review the net receipt shown by the form.

5. Select **Status = Draft** for review or **Status = Posted** to affect the books, then choose **Save**.

Cash payment

1. Open **Entry > Cash > Cash Payment** and choose **New**.

2. Enter the voucher number, date, Cash Account and Branch.

3. Choose **+ Add Account**. Select the supplier or expense/counterpart account and enter Amount.

4. If applicable, complete **Deduct TDS**, the TDS nature, TDS account and amount. Add Bills Payable information and comments where needed.

5. Review the total, select the required Status and choose **Save**.

Verify the cash movement

Open **Books > Cash > Cash Book**, choose the relevant account and period, and show the report. Check the receipt or payment and the resulting cash balance. Review the party Ledger as well when the transaction relates to a customer or supplier.

Practice example: a customer pays INR 1,000 in cash with no deductions or charges. Record one Cash Receipt line for that customer with Amount INR 1,000, post it and verify both ledgers.

Bill-reference fields help record context. Do not assume a typed reference alone performs invoice-level allocation or proves that every outstanding bill is settled.

11 Record bank receipts and payments

Use Bank Receipt and Bank Payment for transactions through a bank account. These entries record accounting activity; entering a voucher does not initiate a bank transfer.

Bank receipt

1. Open **Entry > Bank > Bank Receipt** and choose **New**.

2. Enter Voucher No, Date, **Bank Account** and Branch.

3. Add the receiving-party line and select **Party Account**. Enter Amount.

4. Complete **Cheque/EFT No** and **Cheque Date** when applicable. Add Drawn On Bank and Drawn On Bank Branch if relevant.

5. Review TDS nature, account and amount, Charges, Bills Receivable, Department and Comments where used.

6. Select Status and choose **Save**. Choose Posted only after checking the transaction details.

Bank payment

1. Open **Entry > Bank > Bank Payment** and choose **New**.

2. Enter the voucher number, date, Bank Account and Branch.

3. Choose **+ Add Account**. Select the supplier or other counterpart account and enter Amount.

4. Record the Cheque/EFT reference and date. Complete Bills Payable and deduction details where applicable.

5. Use **Charges Account** and **Charges** when a separate bank charge needs recording. Check that the selected account is appropriate.

6. Review the net movement, select Status = Posted when ready, and Save.

Check against bank records

Open **Books > Bank > Bank Book**, select the account and dates and show the report. Compare the posted movements with your bank records and investigate missing or duplicate entries.

If a receipt or payment is absent, first check its status, bank account and date. Refresh the report after posting or correcting the voucher.

Practice example: for a supplier payment of INR 2,500 with no charges or deductions, use one Bank Payment line for the supplier. Verify INR 2,500 in the selected bank's report and the supplier's ledger after posting.

12 Journals expenses and income

Journal voucher

Menu: Entry > Journal > Journal Voucher

Choose New and complete Voucher No, Date, Branch and applicable currency fields. Choose **+ Add Account**. Each row contains a **Debit Account**, **Credit Account** and a positive **Amount**; it is a paired entry, not a single debit-only or credit-only row.

Add Department and Comments where useful. Add further paired rows if needed. Review the entries, select Status and Save. Confirm the posted effect in both account ledgers and the Trial Balance.

Use a journal for an agreed adjustment. Avoid re-entering a sale or purchase in a journal when it has already been recorded through its own voucher.

Book an expense payable

Menu: Entry > Journal > Expanse Vo

The window is the expense-payable entry. Enter the voucher number, Date and the party **Account**, then complete Supplier Bill No and Supplier Bill Date where displayed. Review Party Reg Type, Supply Type, GST Trans Type and Branch.

Choose **+ Add Line**. Select the expense account and enter Amount. Review Inclusive Tax, HSN, GST Details, RCM Details and calculated tax amounts where relevant. Add Department and Comments. Select Status and Save.

Book income receivable

Menu: Entry > Journal > Income Vo

Complete the party and voucher header fields. Add income-account lines with Amount and **UOM** where required. Review tax details, TDS fields, Department and Comments. Complete credit-period and due-date information where shown. Select the appropriate Status and Save.

Verify before settling

Review the party balance and the expense or income ledger. When cash or bank settlement occurs, use the receipt or payment workflow for the actual movement. Check that the settlement is against the intended party rather than recording the expense or income a second time.

The separate Books menus **Journal Entries**, **Expanse Register** and **Income Register** are placeholders in this version. Use the Entry lists and Ledger for review.

13 Enter opening balances

Menu: Entry > Opening Balance

Opening balances establish the amounts brought into the company at the start of the accounting period or migration date. Prepare and agree a balance schedule before entering them.

Enter a balance voucher

1. Choose **New** and complete Voucher No and Date.

2. Select the **Control Account** and enter **As At**. Review Branch, transaction currency and exchange rate.

3. Choose **+ Add Account** and select the account or party for the line.

4. Enter the applicable **Debit** or **Credit** amount. Use the intended side for that balance; avoid entering both sides on one line.

5. Where relevant, complete **Due Date**, **Reference Bill No**, **Reference Bill Date**, Department and Comments. The form also offers additional information columns.

6. Add the remaining balance lines. Review total debits, total credits and the control-account treatment.

7. Select Status = Draft while checking the migration. Change to Posted and Save when the balances are agreed.

Reconcile the result

Generate the Trial Balance at the relevant date. Compare it with the approved opening schedule, then check individual customer and supplier ledgers and the Receivables and Payables reports.

The entry screen requires an account on every line and a debit or credit value. Passing these checks does not establish that the complete opening schedule is correct.

Avoid double counting

Choose one method for each opening amount. Do not both import a historical transaction and enter the same amount again as an opening balance. Keep a record of the cut-off date used for imported transactions.

For a correction, open the existing opening-balance voucher, change the intended line and save with the correct status. Refresh the reports and confirm that the difference is resolved.

Use the Control Account agreed for the migration. If you are unsure how the control balance should clear, confirm the treatment with the person responsible for the accounts before posting.

14 Review books and financial reports

Generate a report

1. Open the required Books or Financial Reports menu.

2. Choose the account, date range or As At date shown by that report.

3. Select **Show**. Review the company and period displayed with the results.

4. After changing a voucher, use the report's refresh control or show the report again with the intended parameters.

Report	What to review
Books > Ledger	Account opening balance, dated entries, debits, credits and running balance.
Books > Receivables / Payables	Customer and supplier balances at the selected date.
Sales Book / Purchase Book	Posted sales or purchase activity in the selected period.
Sales Transaction List / Purchase Transaction List	Detailed transaction analysis for the selected period.
Cash Book / Bank Book	Movements and balances for the selected cash or bank account.
Trial Balance	Account and group debit and credit balances.
Profit and Loss Ac	Income and expense results for the selected reporting period.
Balance Sheet	Asset, liability and related balances at the selected date.

Investigate a balance

Use a supported report cell's right-click menu to choose **Open**, **Ledger** or **Master** where available. Voucher links open the stored record in its entry module. Some ledger actions open a separate browser window.

When a voucher cannot be located, check the number and whether the record still exists. A system-generated ledger may have no editable master. Close the drilled entry window to return to the originating report.

Understand missing entries

Confirm the active company, date range, selected account and Posted status. A saved Draft is excluded from the accounting reports. **Financial Reports > Balances** opens the receivables view in this version; it is not a separate all-account balance report.

Report totals need review even when debits and credits agree. Compare them with source documents and opening schedules.

15 Export print and arrange reports

Export the result you have reviewed

Generate the report first. Where offered, use its toolbar buttons:

- **Print:** opens a print view and the browser's print dialog.
- **PDF:** uses the print workflow; choose **Save as PDF** as the print destination.
- **Excel:** downloads the report's spreadsheet-compatible export.
- **CSV:** downloads a comma-separated data file.
- **File:** downloads a text version on reports that provide this option.

Not every report has every export format. GST reports have their own export controls, described in the following sections.

If a print window does not open

Allow pop-ups for the app site and try again. Check the print destination, paper size and orientation in the browser preview. For wide reports, landscape may be easier to read. Confirm the date range and column headings before saving or printing.

The Excel export on several reports is an HTML table downloaded with an **.xls** filename. A spreadsheet application may display a format warning. Use CSV when you need a plain data interchange file, or review the file and save it in your preferred workbook format.

Arrange columns

Where supported, drag column boundaries to adjust widths. Use the column menu or **Configure** to hide optional columns. A tick in Configure means **hide**; **Show All** restores all available fields.

For report layouts, use **Save** or **Done** to remember the arrangement. Layout preferences are browser-based, so another browser or a cleared browser profile may show a different arrangement.

Check the exported file

Open the downloaded file and confirm the report name, company, period, row count and totals. Report exports are for review or data sharing; they are not a complete company backup.

Exporting a report does not file a GST return, send an invoice to a customer or initiate a payment. Complete those actions through the appropriate external process where required.

16 GSTR 1 and GSTR 3B

Review GSTR 1

1. Open **GST > GSTR-1** and choose From and To dates.

2. Show the report and review the available tabs: **B2B**, **B2CL**, **B2CS**, **CDNR/CDNUR**, **Exports**, **HSN Summary** and **Doc Summary**.

3. Investigate questionable vouchers using the available voucher links. Check party details and transaction classifications before changing source entries.

4. Use Print, Excel or CSV for the selected tab as needed. **Generate GSTR-1 JSON** downloads the generated JSON file.

Only Posted sales invoices in the period are included. Sales Return/Credit Note entry is not built, so the credit/debit-note tab is not a complete return workflow. The JSON covers the sections implemented by the app; review it through your filing process before submission.

Review GSTR 3B

Open **GST > GSTR-3B**, select the period and show the report. Review the outward-supply and input-tax-credit sections. Print or export to Excel where needed.

Some categories explicitly show **not tracked yet**, including certain import, ISD, reversal and ineligible-credit categories. A zero in an unsupported category does not establish that there is no amount to report.

The screen can display a suggested accounting entry. It is **for reference only** and is not posted automatically. If an entry is required, review it and enter it separately through Journal Voucher.

Mark an already filed period

After completing filing through the actual filing process, use **Mark GSTR-1 as Filed** or **Mark GSTR-3B as Filed** to apply the app's period lock. The From/To dates must span exactly one calendar month.

Read the confirmation's scope before accepting. Marking a period as filed records a lock in the app; it does not submit the return. An Owner can use **Reopen Period (Owner)** for a genuine correction. Review and reconcile affected reports after any correction.

17 GSTR 2B matching and reconciliation

Upload GSTR 2B

1. Obtain the GSTR-2B Excel workbook for the return period through your normal GST-portal workflow.

2. Open **GST > GSTR-2B** and select the corresponding upload period.

3. Choose **Upload GSTR-2B Excel** and select the workbook.

4. The app reads the **B2B** sheet and stores the imported rows for matching. Check **View period** after the upload.

5. Review the summary and invoice rows. Check supplier GSTIN, bill number, date and values against the purchase entry when investigating a difference.

Status or section	What to do next
Matched	Review the matched voucher and keep the source records.
Value Mismatch	Compare the purchase bill values and tax amounts with the uploaded row.
Not in Books	Search for a missing, incorrectly referenced or incorrectly entered purchase.
Not in GSTR-2B	Investigate the booked purchase against the statement for the selected period.

Correct and match again

Correct the actual purchase record where appropriate, confirm its status and return to GSTR-2B. Select **Re-run matching** to compare the uploaded statement with the current Purchase Register.

Do not create duplicate purchase vouchers simply to remove an unmatched status. Check the period, supplier identity and bill reference first. Matching is a review aid, not confirmation of entitlement to a tax credit.

GST Reconciliation screen

Open **GST > GST Reconciliation** and select the required period. Show the report and compare Sales Register with GSTR-1/GSTR-3B, and Purchase Register with GSTR-3B. Investigate the listed differences and use Print when needed.

This screen compares the app's generated figures. It is distinct from uploading GSTR-2B and does not establish that external returns have been filed or accepted.

If the upload reports that no B2B sheet exists, use the original GSTR-2B Excel export rather than a renamed PDF, screenshot or unrelated spreadsheet.

18 E invoice and E Way Bill screens

E invoice availability

This version uses a mock e-invoice provider. The generated IRN, acknowledgement and QR data are demonstration output. They are not evidence of registration with the government invoice registration portal.

Use the following workflow only to understand or test the screen until a real provider is implemented and verified for your deployment.

Test the invoice workflow

1. Open the sales invoice and complete company, party, classification and item details.

2. Open its E-Invoice panel and use the generation control.

3. Review any validation messages, correct the invoice and retry as appropriate.

4. Review the generated details and the provider indication. Keep demo output out of live compliance records.

5. Where testing cancellation, use the cancellation control and provide the requested reason. A demo cancellation does not cancel a government-issued IRN.

Use the register

Open **GST > E-Invoice**, choose the reporting period and status filter, and show the register. Status choices include **All**, **Generated**, **Not Generated** and **Cancelled**.

Click a voucher number or use the supported right-click action to open the Sales Invoice. Print, PDF, Excel and CSV controls are available for the register. Its generated status must be interpreted alongside the provider limitation above.

E Way Bill screen

Open **GST > E-Way Bill**, choose the dates and show the results. The screen flags posted invoices using the app's value-threshold logic and links back to source vouchers.

The app does not generate E-Way Bills in this version. It has no completed transport-detail submission workflow. Use the applicable external process when an E-Way Bill is required and do not treat the list as a complete determination of applicability.

Check the current feature status with the app owner before introducing either workflow into live operations. The presence of a GST menu or a generated-looking identifier is not proof of a live integration.

19 Import masters and transactions

Prepare masters first

Open **Tools > Import Data > Master** and choose the required master, such as Sundry Debtors, Sundry Creditors, General Ledger Master, Import Products, Import HSN or Import GST Rates.

1. Choose **Download template** to obtain the expected columns.

2. Fill the template with your data, preserving the column headings. The standard import screens accept **.xlsx**, **.xls** and **.csv**.

3. Upload the file and review every preview row. Resolve errors and parent-group selections before committing.

4. Select the **Import** button for the valid records. Check the inserted and skipped/error results.

5. Open the corresponding master list and verify a sample of the imported records.

Import transactions

Open **Tools > Import Data > Transactions** and choose the specific voucher type. Download that type's template; do not assume different voucher types use identical columns.

Rows sharing the same voucher number are grouped into one voucher with multiple lines. Reuse a number only when those rows belong to that one transaction. Party, account and product names must match existing masters.

Upload, inspect the grouped vouchers and resolve errors. The preview allows correction of supported fields before import. Commit only after checking dates, account names and totals.

Imported vouchers are saved as Draft. Open them in the relevant Entry module, review and post them using that module's posting controls. Then check the reports.

Tally exports

The menu items **Import Master CSV** and **Import CSV** open **Import from Tally** in this version. That screen expects a Tally **JSON** export containing tallymessage data, despite the menu wording.

Upload the JSON, review the detected masters or grouped vouchers, resolve mappings and use the appropriate import control, such as **Import All**. Review the result counts and any unsupported or skipped data.

Before a large migration, test a small file in a practice company. Keep the original files and agree the cut-off date to avoid importing amounts already entered as opening balances.

20 Users backup and company administration

Manage company users

Only the company Owner can use **Setting > User Management**. Enter **Login Name**, Display Name, Email, **Access Level**, Password and Confirm Password, then choose **Add User**.

View Only is intended for review without entry changes. **Full Access** allows normal entry work. Owner-only administration remains separate. Use **Grant Full Access**, **Set View Only** or the removal control on an existing non-owner user as appropriate.

Creating a company user does not by itself complete a tested sign-in workflow. The current Welcome back screen exposes account login; the separate company-user login screen is not linked from it in this version. Confirm the supported login route with the app administrator before issuing company-user credentials.

Download a backup

1. Confirm the active company.

2. Select **Tools > Backup Company**.

3. Save the downloaded, dated **.json** file in a controlled location.

4. Check that a non-empty file was downloaded and retain older copies according to your business process.

Backup coverage is incomplete in this version. The download includes several masters and voucher families, but omits bank payments and other records such as users, branches/departments, GSTR-2B data and period locks. There is no built-in restore workflow. Arrange a complete database backup and a tested recovery process with the app administrator; do not rely only on this JSON file.

Delete a company

The Owner can select **File > Delete Company**, type the company name exactly and choose **Delete Permanently**. The dialog warns that the company data and logins will be removed and that the operation cannot be undone.

Use deletion only when the company should actually be removed and the required records have been retained. Use Close Company or Open Company for routine navigation.

Module settings

Setting > Module Management displays categories and toggles. In this version these controls retain state only within the open workspace and are not a completed, persistent feature-enablement system. Do not use them as proof that an optional workflow is operational.

21 Routine checks and troubleshooting

Daily review

Confirm the company and dates, review newly created Drafts, post completed entries, and inspect the cash/bank and party ledgers. Investigate duplicate numbers and unexpected balances. Save work before switching company or logging out.

Period end review

Check sales and purchase totals, receivables, payables and the Trial Balance. Review Profit and Loss and Balance Sheet. Complete GST matching and review outside adjustments before marking an actually filed period in the app. Retain reports and arrange the complete backup described earlier.

Problem	Check or action
Entry grid is greyed out	Read Still needed and fill the required header fields.
Voucher is saved but missing from reports	Check Posted status, company, account, dates and report refresh.
Voucher number is already in use	Open the existing voucher using Edit, or choose a new number for a new transaction.
A field or column is missing	Open Configure, untick the hidden field or choose Show All.
Print or PDF does not open	Allow site pop-ups and retry; select Save as PDF in the print dialog.
GSTR-2B cannot find a B2B sheet	Use the original GSTR-2B Excel workbook for the selected period.
Import rejects a name	Create or correct the master first, then use its exact name in the import.
Changes are blocked in a filed period	Ask the Owner to review the lock and correction; do not change dates merely to bypass it.
Save or entry controls are disabled	Check whether the user has View Only access or an operation is still processing.
Screen says not built yet	Consult Feature availability and use a supported workflow.

When requesting help

Provide the menu path, voucher number, company, date range and exact error text. Explain what you selected and what happened. Include a screenshot with unrelated personal information hidden. Do not include a password or verification code.

22 Feature availability and glossary

Visible but not built

The following menu destinations show **This module is not built yet** in this version:

- Sales Return and Purchase Return entry and book screens.
- Books shortcuts for Cash Receipts, Cash Payments, Journal Entries, Expanse Register and Income Register.
- Financial Reports > Annalysys > Transaction Annalysys and Trend Annalysys.
- Inventory > Product > Product Ledger / Product List, and Inventory > Stock List.
- Tools > Export Data; Setting > Year Ending and Security.

Use the supported Entry lists to review those voucher families, the available Books reports for balances and movements, and each report's export toolbar for downloads. Do not interpret Year Ending as an implemented rollover process.

Operational limits to remember

Sales and purchases have Draft/POST buttons; most other vouchers use a Status selector followed by Save. Only Posted entries affect the accounting reports.

E-Invoice is a demo integration; E-Way Bill is a tracking screen. GST reports cover implemented categories and need review. Mark as Filed applies an internal lock, not external filing. Module Management is not persistent configuration. The JSON backup is partial and has no restore interface.

Common terms

Term	Meaning in this guide
Master	A reusable record, such as an account, party, product or unit.
Party	A customer or supplier used in transactions.
Voucher	A saved transaction with a number, date, header and lines.
Draft	A saved entry that is excluded from posted accounting results.
Posted	An entry included in the relevant accounting reports.
Control Account	The balancing account selected for an opening-balance voucher.
HSN / SAC	Classification fields used for goods or services.
IRN	Invoice Reference Number; this version produces demo identifiers.
Period lock	An app restriction applied after a return is marked as filed.