



USER MANUAL

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Double Entry Accounting System - User Manual

Introduction

The **Double Entry Accounting System** is designed to help businesses efficiently manage their financial records. This manual will guide you through the setup process, navigation, and usage of key features.

1. Login & Company Selection

Upon logging in, users must select an existing company or create a new one before entering the portal.

Steps to Get Started:

1. **Login** to your account.
 2. **Select a Company** from the list or click **Add Another Company** to create a new one.
 3. Once selected, you will be redirected to the main dashboard.
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2. Dashboard Overview

The **Dashboard** provides an overview of the system, allowing users to access key financial modules.

Top Navigation Menu

- **User Profile (Top Right Corner):**
 - View profile
 - Change password

- Log out
- Switch between companies
- **Settings Icon (Gear Icon):**
 - Configure system preferences

Left Sidebar Menu

The left sidebar contains all essential accounting functions.

Main Modules:

1. **Dashboard** - Home page displaying key financial metrics.
 2. **Chart of Accounts** - Define and manage different account categories.
 3. **Opening Balances** - Enter initial financial figures.
 4. **Customers** - Manage customer records and transactions.
 5. **Suppliers** - Track supplier details and payments.
 6. **Employees** - Maintain employee financial records.
 7. **Branches** - Manage multiple branches under the same company.
 8. **Journal Entries:**
 - **Create New** - Enter financial transactions.
 - **Manage** - View, edit, or delete journal entries.
 9. **Reports:**
 - **Trial Balance**
 - **Income Statement**
 - **Balance Sheet**
 - **Ledger**
 - **Accounting Years**
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3. Setting Up a Company

After creating a company, users must configure the **Chart of Accounts** to categorize financial transactions.

Steps to Set Up a New Company:

1. **Create a Company** from the top-right menu.
 2. **Navigate to Chart of Accounts:**
 - Add necessary account categories (Assets, Liabilities, Income, Expenses, Equity).
 3. **Enter Opening Balances** (if applicable).
 4. **Set Up Customers & Suppliers:**
 - Add customer and supplier details for future transactions.
 5. **Define Employees & Branches** (if applicable).
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4. Journal Entries

Journal Entries are the backbone of the **Double Entry Accounting System**, ensuring all financial transactions are recorded correctly.

Creating a Journal Entry:

1. Go to **Journal Entries > Create New**.
2. Enter the required details:
 - **Journal Date**
 - **Journal Number**
 - **Branch (Optional)**
 - **Voucher Number (Optional for cross-referencing)**
3. Add **Accounts, Debit, and Credit values**.
4. Provide **Descriptions, Names, and Remarks** for reference.
5. Attach supporting **files** (if needed).

6. Use the '**Add More Row**' button to include more entries.
7. Click **Save** to record the transaction.

Managing Journal Entries:

- Use the **Manage** section to view, edit, or delete journal entries.
 - Click the **Minus (-) Button** to remove a row.
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5. Reports & Financial Statements

Reports provide a summary of financial activities.

Types of Reports:

- **Trial Balance** - Shows account balances before adjustments.
 - **Income Statement** - Displays profit and loss over a period.
 - **Balance Sheet** - Summarizes assets, liabilities, and equity.
 - **Ledger** - Shows transaction details per account.
 - **Accounting Years** - Organizes reports by fiscal year.
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6. Additional Features

Company Switching

- Use the **User Profile menu** to switch between different companies.

Security & Password Management

- Change your password from the **User Profile menu**.
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Conclusion

The **Double Entry Accounting System** provides a structured approach to managing financial records. Ensure your **Chart of Accounts** is correctly set up before entering transactions. Use the **Reports** section to analyze financial health.

For further assistance, refer to our support team at info@amtechnology.info.