

Your Accountant System Manual

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0. Welcome and Introduction

Overview of the software and its purpose

Managing financial transactions can be complex—but it doesn't have to be. This software is designed to streamline accounting, reporting, and financial operations. It helps users track income, expenses, payments, and provisions with precision and ease.

System requirements

- *Operating System: Windows 7, 8, 10, 11 or later (32-bit or 64-bit)*
- *Disk Space: At least 700 MB of free space on the system drive before installation*
- *Memory (RAM): Minimum 1 GB (Recommended 4 GB for multi-user or server environments)*
- *Network: (Optional) Internet or LAN connection for multi-user functionality*

Installation and activation process

When launching the software for the first time, you will be prompted to enter an Admin Username and Password. These credentials are used for access moderation and connection setup screens and has access for all Transaction screens and reports. If this machine will serve as the server for other user machines on a local or global network, make sure to check the option “Act as a server.”

Welcome to Your Accountant System Setup

YOUR ACCOUNTANT SYSTEM

Welcome to Your Accountant System. Rest assured, your financial data is encrypted and protected by top-tier security measures.

Default admin credentials are 'admin'. Feel free to change your credentials now or later from the Connect Setup.

Let's get started! Enter your admin username and password to begin.

Admin Username: ADMIN

Admin Password:

Confirm Password:

This machine act as the SERVER for other PCs. (requires Adminis prompt).

Start Now

After setup you will have two options:

1. *Start working directly in a local entity database*
2. *Navigate to the Connection Setup screen to connect to a local or global database.*

Free Forever – With Optional Upgrades

The software includes all basic features completely free, forever. Advanced features—especially those related to settings and permissions—are available for a 30-day free trial. After trial ends, you can continue using the basic version at no cost, or upgrade anytime to unlock the full feature set. Note: The Connect-Setup and Database backup/restore feature is not available during trial period. To check your license status, go to the Help menu on the login screen.

1. Administration

For Admin users only:

Enter Connection setup screen

Login your admin credentials: Username¹ and Password². Then click Connect Setup³

The screenshot shows a login window titled "Your Accountant Sy...". It features the YAS logo on the left. The main area is titled "Ready to login [DB:207N6U]". There are two input fields: "Username:" with the value "ADMIN" (labeled 1) and "Password:" with masked characters "*****" (labeled 2). Below these is a checkbox for "Remember me and auto login next time". At the bottom, there are three buttons: "Register New User", "Login" (with a green checkmark), and "Connect-Setup" (with a pencil icon, labeled 3). There is also a "Forget Password" link.

Connect to an existing entity database local or global

Provide the following: Entity database URL¹, Port² number, Database Name³, Admin Username⁴ and Password⁵. Click Test Connection⁶, then Submit Setup⁷.

The screenshot shows the "Entity Connection Setup" dialog box. It has a "Protect this screen" section with "Username:" (ADMIN) and "Password:" (masked) fields. Below this are three tabs: "Connect to entity database" (selected), "Databases and connections", and "Send mail SMTP settings". Under the "Connect to entity database" tab, there is a table with the following fields:

URL:	127.0.0.1	1	for Local or Global connect	Offline connect enter (127.0.0.1)	
Port:	3306	2	Entity Database Name:	207N6U	3
Admin username:	ADMIN	4	Admin password:	*****	5

At the bottom right of the table area is a "Test Connection" button (labeled 6). At the bottom of the dialog are three buttons: "Close", "Reset Software", and "Submit Setup" (labeled 7).

Create a new entity database (server-side setup)

Navigate to [Database and Connections](#)¹ tab: Enter a new [Admin Username](#)² and [Password](#)³ (or use existing credentials) Input [unique Entity Database Name](#)⁴ Click [Create New Entity Database](#)⁵. Once created, you can: Click on the [new database name](#)⁶ to connect, change admin password, view active connections, delete database, [stop all connections or restart](#)⁷ server if needed.

Entity Connection Setup

Protect this screen

Username: ADMIN

Password: *****

Connect to entity database **1** Databases and connections Send mail SMTP settings

How to connect

Global-URL: Local-URL: Offline-URL: 127.0.0.1 Port: 3307

Click on database name to control admin username and password

Create New Entity Database:

Admin username: **2**

Admin password: **3**

New Entity DB Name **4**

Create New Entity Database **5**

Databases in this machine

ZWYGEF **6**

Database Connections Tools **7**

Stop All Connections Restart

Close Reset Software Submit Setup

Configure SMTP settings for email communication

In the [SMTP Settings](#)¹ tab: Enter your [SMTP server address](#)², [port](#)³, [email address](#)⁴, and [password](#)⁵. Click [Test Email](#)⁶ and check your inbox. If successful, Click [Submit Setup](#)⁷ to save

Entity Connection Setup

Protect this screen

Username: ADMIN

Password: *****

Connect to entity database Databases and connections **1** Send mail SMTP settings

SMTP settings for sending E-mails

SMTP: **2** smtp.gmail.com Port: **3** 587

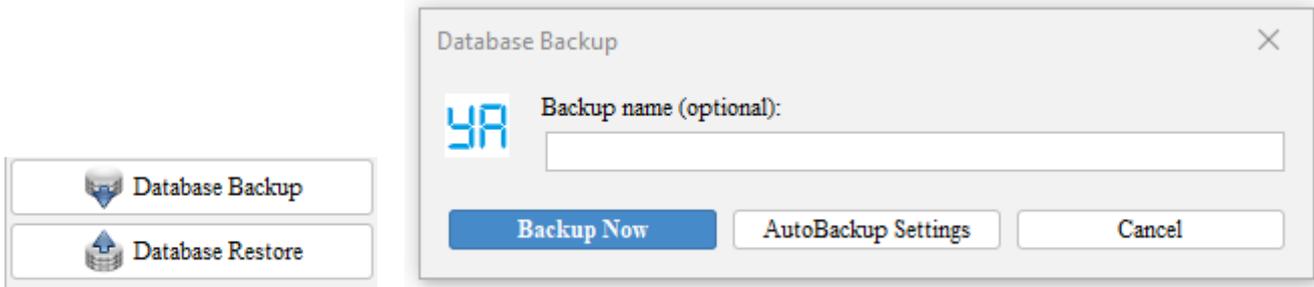
Mail: **4** example_email@gmail.com Password: **5** *****

6 Test E-Mail

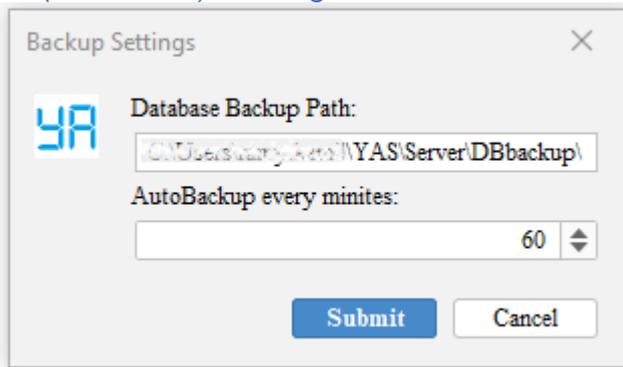
Close Reset Software Submit Setup **7**

Perform database backups and restores

Performing a Database Backup: Login to the system to access the Main Screen. Navigate to the Management tab. At the bottom, click on Database Backup. Optionally, enter a custom file name.



Auto Backup Settings: Backup Path: Set or change the folder where backup files will be stored locally. Auto Backup Interval: Define how often the system should automatically back up the database (in minutes). Setting the value to 0 disables automatic backups.



Restoring a Database:

From the Main Screen, go to the Management tab. Click on Database Restore. In the restore screen: Select a previously saved backup file. Click Restore to start the restoration process. Note: Restoring a database will overwrite the current data. Make sure to back up your current data before performing a restore.

Default System Files: Notes and Guides

screens.xml – Contains all default screen configurations. These settings apply during the first launch or after a reset (reset all default screens from Screen Manager in the Management tab or reset software via Connection Setup on the login screen). The file content setting of 50 screens.

accounts.xml – Contains the default chart of accounts. You can edit account names but not categories (Majors). You can update this file at any time, and changes will apply in real time for new account creation.

keywords.xml – Contains auto-mapping keywords for user-created accounts. You can update it at any time, and changes will immediately apply to new accounts created.

currencies.xml – List of currencies available for selection. You could update in any time and affect in real time.

set.ini The application stores its settings and database files in the “YAS” folder located in the Public User directory by default. To change this path: Open the set.ini file, or create it if it does not exist. Set your desired path (e.g., /YAS or D:/Path/to/Software/YAS). Quit the application by right-clicking the taskbar icon and selecting Quit to fully shut down the server. Restart application.

Directory files/ – Contains default of background images, print font and notifications sound.

Note: Avoid using special characters such as quotes (', "), brackets ([,], <, >), or commas (,) in XML

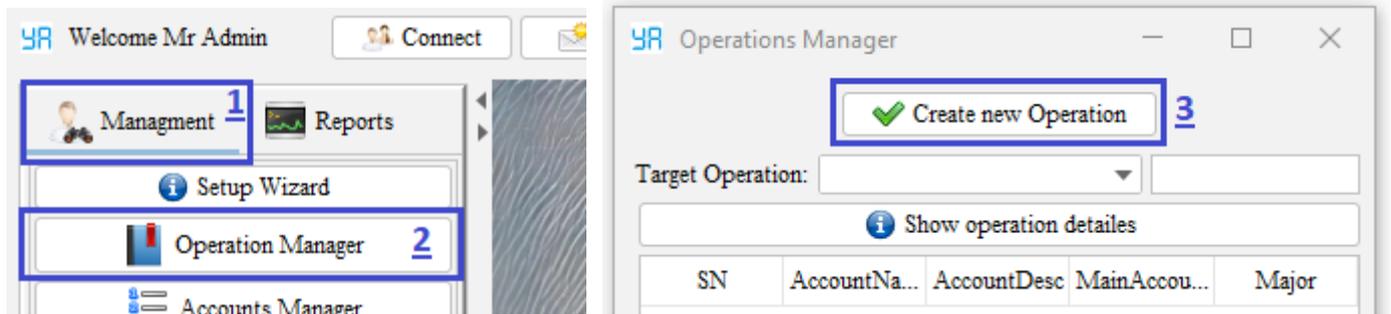
2. Moderation

For managers or team leaders:

Create and manage operations

When a user creates an operation, it establishes a new financial period or a subsidiary under a parent entity, allowing for structured management of transactions and reporting.

- **Create New Operation:** Log in to the system with a user account that has managerial privileges. Navigate to the Management¹ tab and select Operation Manager². Click Create New Operation³.



- Operation Name¹ – Unique name for the operation or branch.
- Entity Name² – This name will appear on invoices and reports.
- Entity Details³ – Add contact information like Email, Address, Phone, etc.
- Functional Currency⁴ – Choose the main operating currency.
- Decimal Precision⁵ – Set the number of digits after the decimal point (for Amounts, Qty).
- **Optional Fields:** Transaction ID Start From⁶ – Optional. Define a starting number if you're continuing a serial sequence from another operation. & Accounts ID Start From⁶ – Optionally, set custom starting numbers for account codes.
- Once all details are entered, click Create⁷ to establish the new operation.

The image shows the 'New Operation' form with the following fields and controls:

- Operation Name:** Text input field (1)
- Entity Name:** Text input field (2)
- Entity Detail:** Text input field (3)
- Functional Currency:** Dropdown menu showing '(USD) United States Dollar' (4)
- Number of zeros after the decimal:** Spin box showing '2' (5)
- Transactions ID start from:** Spin box showing '10000000' (6)
- Accounts ID start from:** Spin box showing '1000' (6)
- Create:** Button (7)
- Cancel:** Button

- **To activate or deactivate an existing operation:** Go to the Operation Manager under the Management tab. Select the target operation from the list. Click Show Operation Details. In the operation details screen, select Activate or Deactivate options to change the operation's status.

Manage accounts and set opening balances

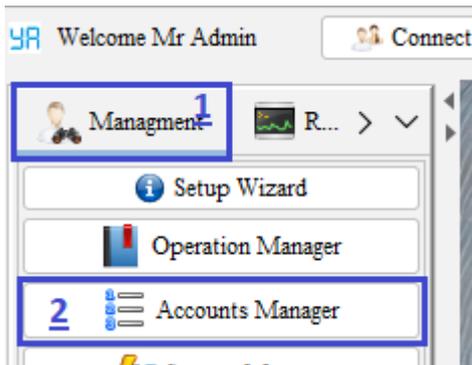
The screenshot shows the 'Operations Manager' window. At the top left, there's a 'Source Operation' dropdown menu (5) set to 'OPER...'. Below it is a table of accounts with columns 'SN', 'Account...', 'Account...', 'MainA...', and 'Major'. The first row is highlighted (6). To the right, there's a 'Target Operation' dropdown (1) set to 'OPER02 [Active]'. Below that is a 'Show operation details' button and a table with columns 'SN', 'AccountName', 'AccountDesc', 'MainAccount', and 'Major'. The first row of this table is highlighted. At the bottom, there are several buttons: 'Migrate accounts from source operation to target operation' (7), 'Create New Account and add opening balance' (2), 'Add opening balance to selected account' (3), and 'Copy accounts from another operation' (4).

- **Create New Account:** To create a new account: Enter the Account Name¹. Enter optional account details² (e.g., description, code, contact info). Choose the Major³ Category: SOFP (Statement of Financial Position) or PL (Profit and Loss) Select or enter the Main Account⁴ it should fall under. Define Account Properties settings⁵ by selecting from: Tangible, Intangible, Monetary, Treasury, FIFO (First-In, First-Out), FEFO (First-Expired, First-Out). Enter any additional data⁶ as required: For example, Price or inventory accounts. Then click Save⁷

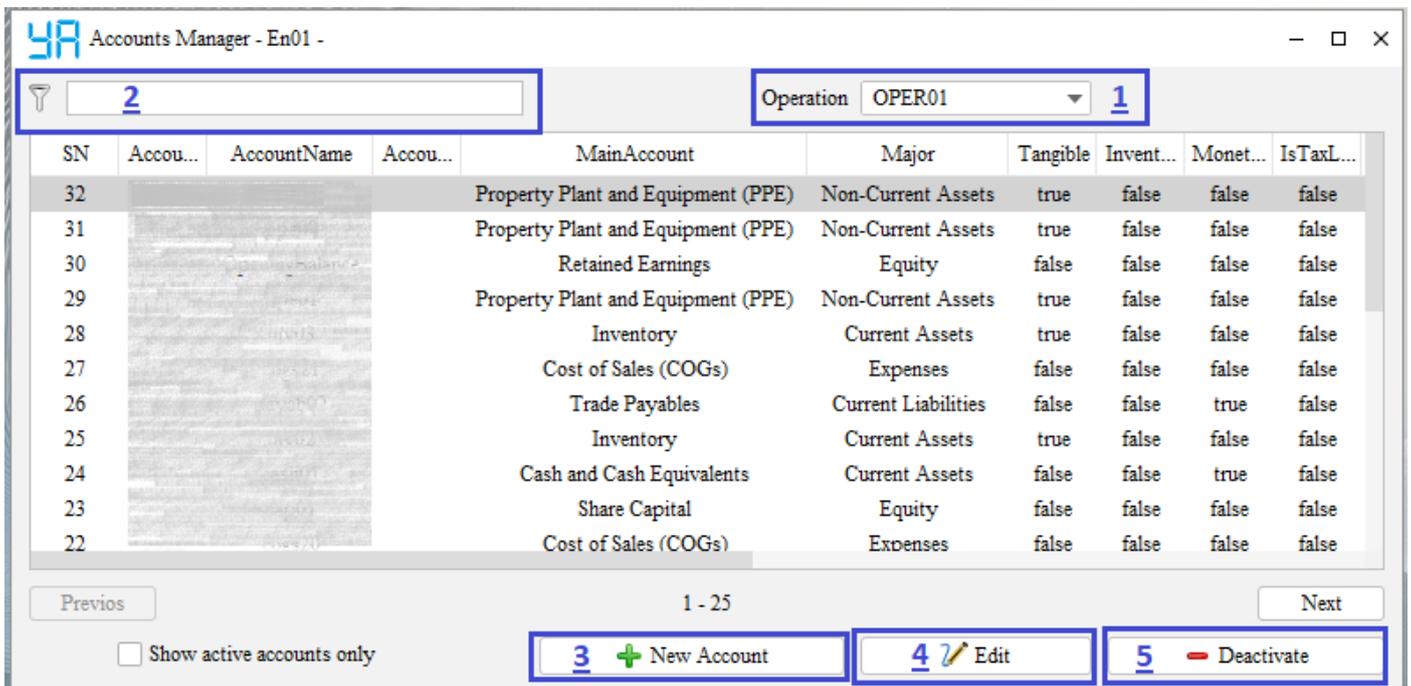
The 'New Account on OPER01' dialog box is shown. It has a green plus icon in the top left. The fields are: 'Account Name' (1), 'Account Detail' (2) with an 'Add more detail' button below it, 'Major' dropdown (3) set to 'Current Assets', 'MainAccount' dropdown (4) set to 'Inventory', 'Settings' dropdown (5) set to 'By FIFO', and 'Cost Of Goods Account' (6) with a magnifying glass icon. At the bottom, there are 'Save' and 'Cancel' buttons (7).

- **Set Opening Balances for Accounts:** Opening balances are typically set at the start of a financial period and reflect existing asset, liability, and equity values carried over from prior periods. To set opening balances for accounts within an operation: Navigate to the Operation Manager under the Management tab. Select the target operation¹ from the list. You can either: Create a new account and enter the opening balance² during account creation, or choose an existing account and add its opening balance³

- **Copy or Migrate Accounts Between Operations:**
Only accounts will be copied—transaction data is not included in the migration.
To copy or migrate accounts from one operation to another: Go to the Operation Manager under the Management tab. Select the target operation¹ where the accounts will be migrated. Enable Copy Accounts from Another Operation⁴ option. From the Source Operation list, choose the operation from⁵ which you want to copy accounts. Select account⁶ from Source Operation. Click Migrate Accounts⁷ to transfer the selected accounts to the target operation.
- **Create, Edit, or Deactivate Accounts:**
To manage accounts within a specific operation: Navigate to the Accounts Manager under the Management tab.



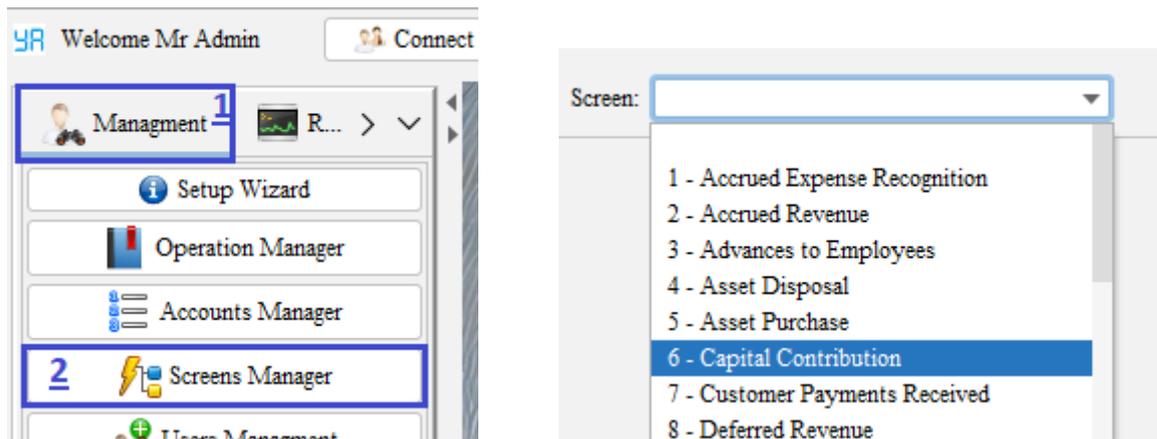
Select the Operation¹ from the list. Then you can: Find Account², Create New Account³, Edit Account⁴, Deactivate Account⁵



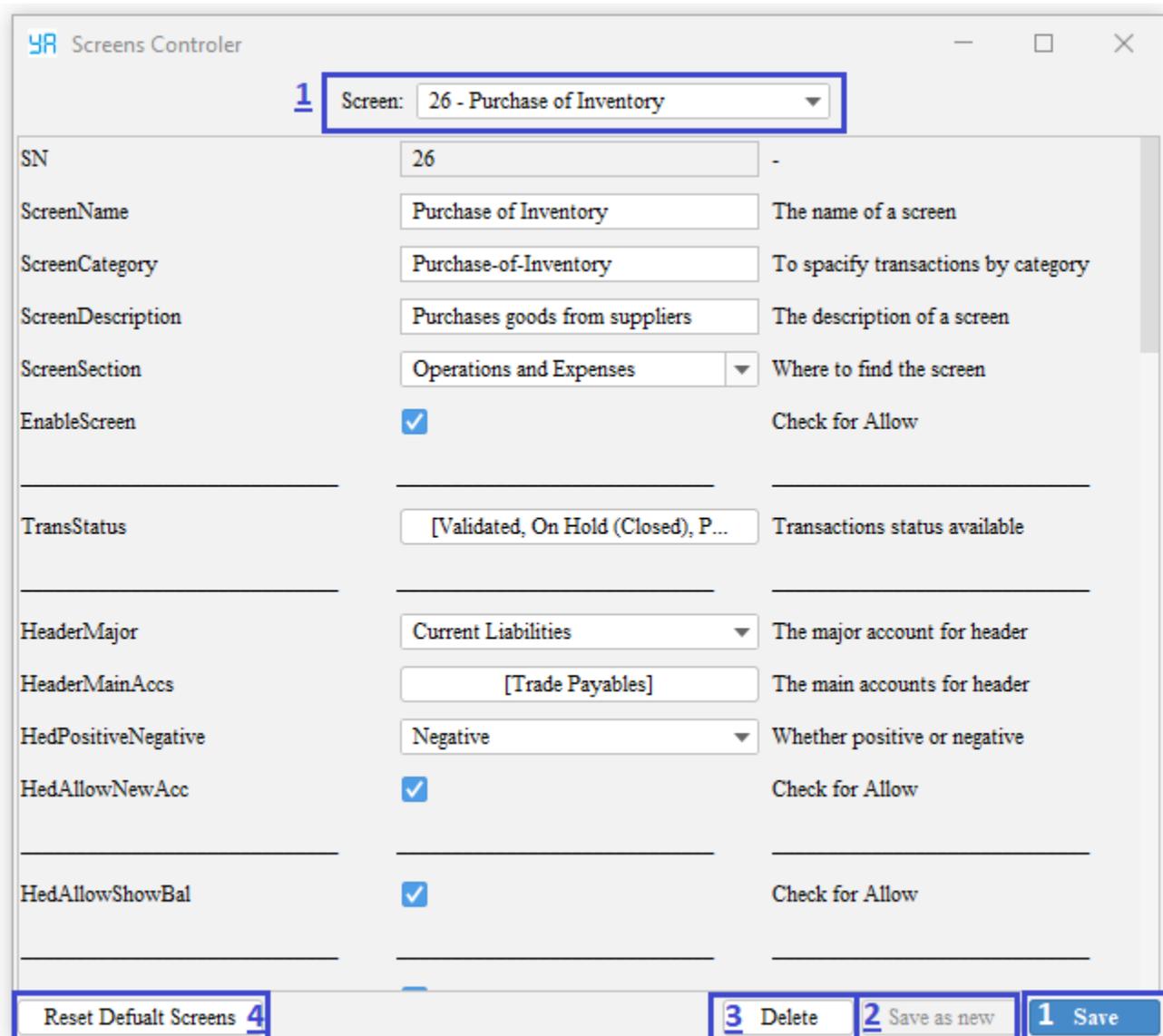
- **Editing an Account:** Select the account from the list, then click Edit Account to modify names, categories, or properties.
- **Deactivating an Account:** Use Deactivate Account to disable accounts that are no longer in use. These will not be available for new entries but will be retained in historical records.

Design and organize screens

To manage screens in the system, navigate to the Screens Manager² under the Management¹ tab. Select Screen¹ from the list of available screens.



Note: There are 50 default screens. You can: Update the settings and save¹ changes. Use "Save As²" if you rename a screen. Use Delete³ to remove unnecessary screens. You could use reset all default screens⁴ to reset all setting for all defaults screens and restore all deleted default screens. (Refer to section on Creating Invoices, Records, and Entries for more info about screens designs)



Each screen configuration includes the following fields:

- *ScreenName*: Name of the screen as displayed to users (e.g., "Purchase of Inventory").
- *ScreenCode*: Unique identifier/code for the screen. Useful for group screens in same transID.
- *ScreenDescription*: Short description of purpose (e.g., to record purchases from suppliers).
- *ScreenCategory*: The screen under sections tab, e.g., under "Operations and Expenses".
- *EnableScreen*: To enable or disable the screen in the application.
- *TransStatus*: (Transaction Status) List of allowed transaction statuses, such as Validated, On Hold, Paid, or Canceled. Those marked "(Closed)" likely cannot be edited.

Header Configuration:

- *HeaderMajor*: (ParentCategory) (Header Major) means The top-level financial category under which the screen's transactions fall, e.g., "Current Liabilities".
- *HeaderMainAcc*: (SubCategory) (Header Main Account) means Sub-classification under the parent category (e.g., "Trade Payables").
- *HedPositiveNegative*: (Header Positive or Negative) Indicates the sign of the header transaction amount; "Negative" implies liability or expense.
- *HedAllowNewAcc*: (Header allow New Accounts) Allows users to create new header accounts during transaction entry.
- *HedAllowShowBal*: Enables showing account balances at the header level.
- *HedAllowDiscloser*: Enables addition of disclosure notes for transactions, useful in reporting.

Line Items Configuration

- *LinesAllowed*: To enable/disable line-level entries in the transaction.
- *LinesMajor*: Major classification for the line items (e.g., "Current Assets").
- *LinesMainAccs*: Accounts used for line-level entries (e.g., "Inventory").
- *LinAllowNewAcc*: Allows creation of new accounts at the line level.
- *LinAllowForgin*: Permits foreign currency entries at the line level.

Discount Settings

- *DiscountAllow*: Enables discounts on this screen.
- *DiscountsMainAcc*: Default Main Accounts to record purchase discounts.
- *DisAllowNewAcc*: Allows creating new accounts for discounts.

Tax Settings

- *TaxesAllow*: Enables tax entry and handling on this screen.
- *TaxesMainAcc*: Default Main accounts used for recording taxes (e.g., "Current Tax Liabilities").
- *TaxAllowNewAcc*: Allows users to create new tax accounts.

Payment Settings

- *PaymentAllowed*: Indicates whether payments can be processed from this screen.
- *PaymentMainAcc*: Main accounts used for payments (e.g., "Cash and Cash Equivalents").
- *PayAllowForgin*: Allows payments in foreign currency.
- *PayAllowRefund*: Enables refund processing from this screen.
- *PayAllowNewAcc*: Prevents or allows new payment accounts.
- *PayAllowShowBal*: Show or hides the payment account balance from the user.

Automated Messages

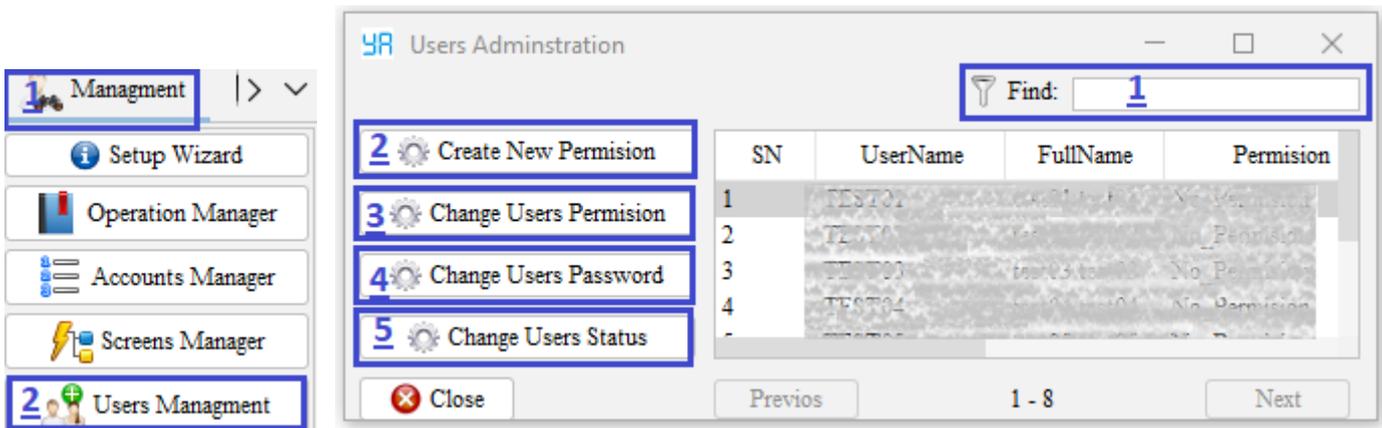
- *AutoPickHeadAccMsg*: Automatically show message to select header account.
- *AutoNewHeaadAccMsg*: Automatically show message to create a new header account.
- *AutoPickItemsMsg*: Automatically show message to item selection.
- *AutoFindItemsMsg*: Automatically show message to search for items.
- *AutoPaymentMsg*: Automatically show message for payment entries.
- *AutoPickTaxesMsg*: Automatically show message for taxes entries.

Here is a list of default transactions screens with the effect of each in financial reporting

s	Transaction Name	Debit Main	Credit Main
1	Sales Revenue	Trade Receivables	Revenue from Sales
2	Customer Payments Received	Cash and Cash Equivalents	Trade Receivables
3	Purchase of Inventory	Inventory	Trade Payables
4	Payment to Suppliers	Trade Payables	Cash and Cash Equivalents
5	General Expenses	Administrative Expenses	Cash and Cash Equivalents
6	Depreciation of PPE	Administrative Expenses	Property Plant and Equipment (PPE),Accumulated Depreciation
7	Loan Borrowing	Cash and Cash Equivalents	Long-term Borrowings
8	Loan Repayment	Long-term Borrowings	Cash and Cash Equivalents
9	Interest Payment	Finance Costs	Cash and Cash Equivalents
10	Asset Purchase	Property, Plant, and Equipment (PPE)	Cash and Cash Equivalents
11	Asset Disposal	Cash and Cash Equivalents	Property Plant and Equipment (PPE),Accumulated Depreciation
12	Tax Payment	Current Tax Liabilities	Cash and Cash Equivalents
13	Prepaid Expense	Other Current Assets	Cash and Cash Equivalents
14	Accrued Expense Recognition	Administrative Expenses	Other Current Liabilities
15	Inventory Write-off	Cost of Sales	Inventory
16	Provision for Bad Debts	Administrative Expenses	Allowance for Doubtful Accounts
17	Write-off Bad Debts	Allowance for Doubtful Accounts	Trade Receivables
18	Dividend Declaration	Retained Earnings	Dividend Payable
19	Dividend Payment	Dividend Payable	Cash and Cash Equivalents
20	Lease Payment	Lease Liabilities	Cash and Cash Equivalents
21	Revenue from Investments	Cash and Cash Equivalents	Other Revenue
22	Foreign Exchange Gain / Loss	Foreign Exchange Differences	Cash and Cash Equivalents
23	Refund to Customer	Sales Returns	Cash and Cash Equivalents
24	Show Opening Balance	Retained Earnings	Various Allocations
25	Capital Contribution	Cash and Cash Equivalents	Share Capital
26	Revaluation Gains or Losses	Property, Plant, and Equipment (PPE)	Revaluation Gains/Losses
27	Deferred Revenue	Cash and Cash Equivalents	Other Current Liabilities
28	Short-term Borrowing	Cash and Cash Equivalents	Short-term Borrowings
29	Reversal of Provisions	Provisions	Other Revenue
30	Impairment of Assets	Impairment Losses	Property, Plant, and Equipment (PPE)
31	Bank Reconciliation Adjustment	Bank Charges	Cash and Cash Equivalents
32	Insurance Payment	Administrative Expenses	Cash and Cash Equivalents
33	Rent Payment	Administrative Expenses	Cash and Cash Equivalents
34	Salary and Wages Payment	Administrative Expenses	Cash and Cash Equivalents
35	Utility Expenses	Administrative Expenses	Cash and Cash Equivalents
36	Purchase of Raw Materials	Raw Materials Inventory	Trade Payables
37	Advances to Employees	Other Current Assets	Cash and Cash Equivalents
38	Accrued Revenue	Trade Receivables	Revenue from Sales
39	Work-in-Progress (WIP) Inventory	Work-in-Progress Inventory	Raw Materials Inventory
40	Accrued Dividends Payable	Retained Earnings	Dividend Payable
41	Grants and Government Subsidies	Cash and Cash Equivalents	Other Revenue
42	Contingent Liabilities Recognition	Other Expenses	Contingent Liabilities
43	Amortization of Intangible Assets	Depreciation and Amortization	Intangible Assets
44	Inventory Shrinkage Adjustment	Cost of Sales	Inventory
45	Corporate Income Tax Accrual	Tax Expense	Current Tax Liabilities
46	Retained Earnings Adjustment	Retained Earnings	Share Capital
47	Finished Goods Inventory	Finished Goods Inventory	Work-in-Progress Inventory
48	Employee Benefits Expense	Employee Benefits	Accrued Liabilities
49	Employee Bonuses and Incentives	Administrative Expenses	Accrued Liabilities
50	Severance or Termination Payments	Administrative Expenses	Cash and Cash Equivalents

Manage users, roles, and permissions

To manage registered users, go to the Users Manager² under the Management¹ tab. Find and select a user from the list. Available options include:



- **Create New Permission:** Create a new permission group by assigning it a name and linking it to the selected users. You can later configure access rights—such as screens, operations and reports—in the Permissions Manager.
- **Change User Permissions:** Modify the existing permission group assigned to selected users. Note: Permission groups not assigned to any user will be automatically deleted.
- **Change User Password:** Update the login password for selected users.
- **Change User Status:** Activate or deactivate a user account. Deactivated users will not be able to log into the system.

Permissions Manager:

To manage user permissions, go to Permissions Management under the Management tab. From the permissions list, select a Permission Name you wish to configure. Then, under the Functions section, choose one of the following categories:

PerOperationsList

Assign specific operations to the selected permission group.

PerScreensList

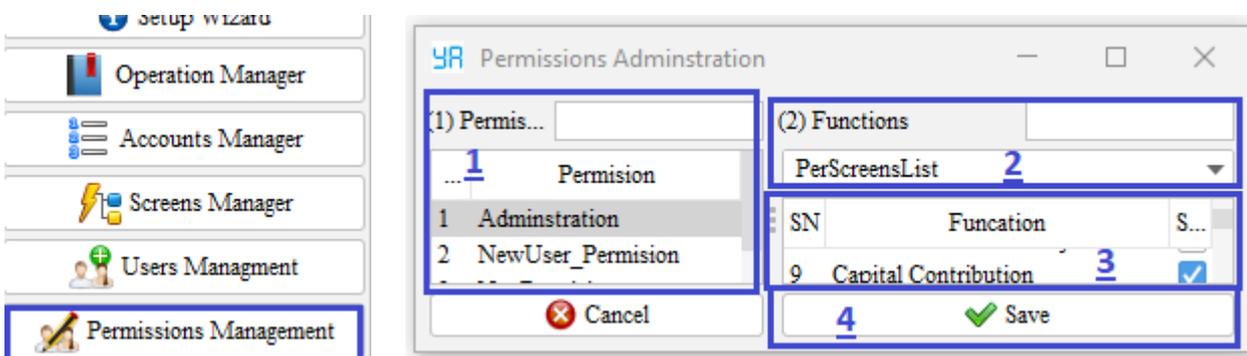
Assign specific screens that the permission group can access.

PerManagementList

Assign access to management-related screens.

PerReportsList

Assign access to reporting features and modules.



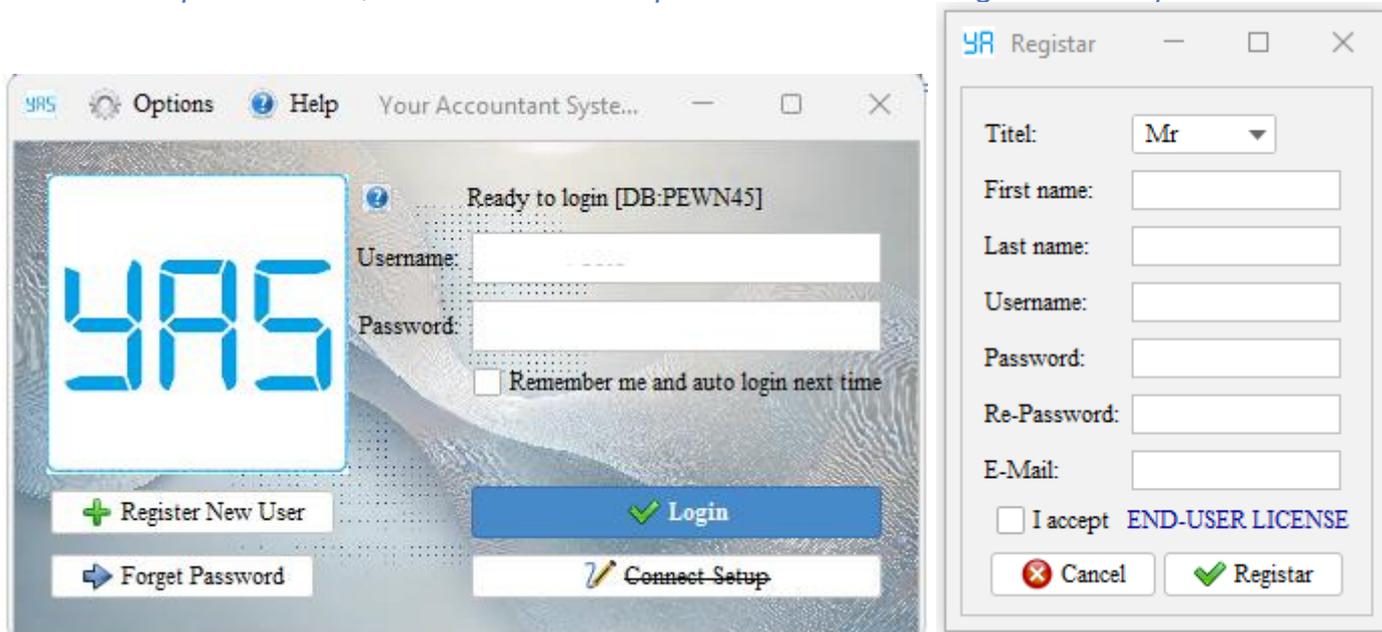
The list of operations, Screens, Reports will appear below. Check the box to the right of each operation, screen, report you want to allow. Click Save to apply changes.

3. Regular User

For day-to-day operations:

Register new user in the system

To create a new user account: On Login Screen, click [Register New User](#). Complete registration form with required details, then read and accept End User License Agreement to proceed.



Logging in and navigating the system

Logging In: On the Login Screen, enter your Username and Password.

(Optional) Check Remember Me to enable auto-login next visit. Click Login to access the system.

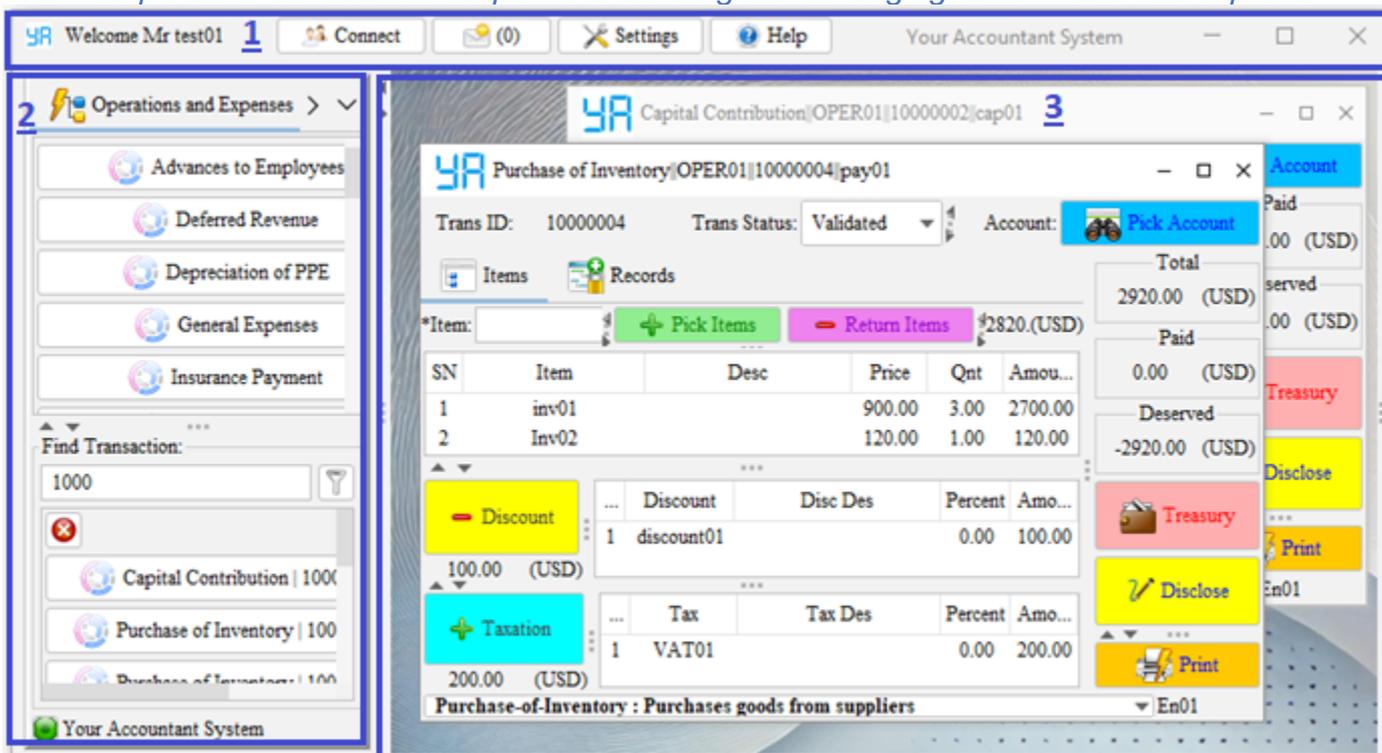
Forgot your password? Click on Forget Password, then enter your Username and Email to reset password and send it via mail.

After logging in, Main Screen appears. It consists of 3 key areas:

1. Title Bar: Connect users. Indicates unread messages. Provides access to Settings and Help.

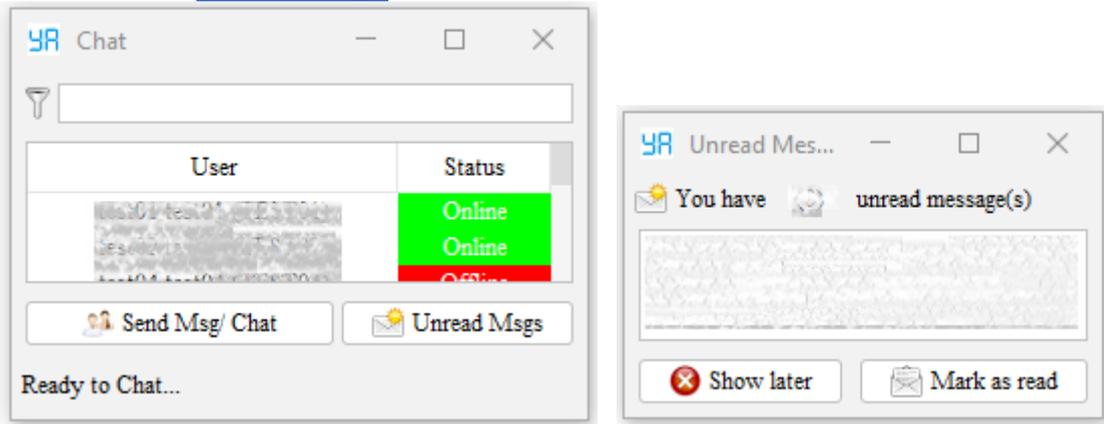
2. Navigation Panel: Displays all sections and screens assigned to your user role. & Find Panel

3. Desktop Panel: The main workspace for entering and managing transactions and reports.

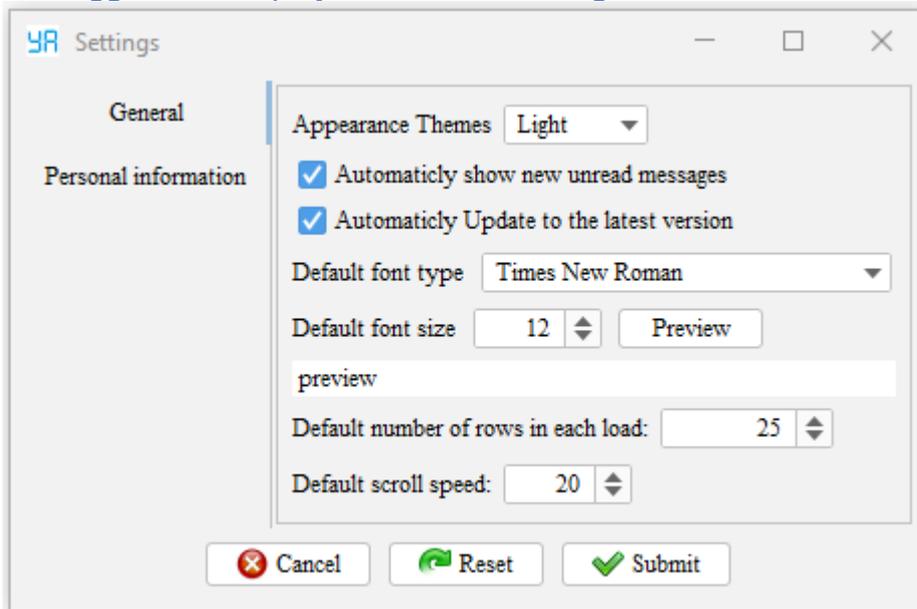


Connect users. Profile and Settings

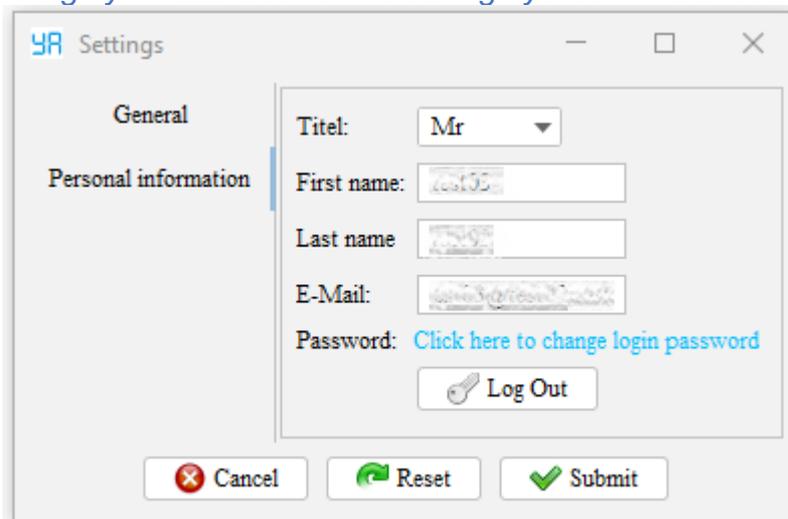
To connect with another user: Click "Connect" in the Title Bar. Locate the user from the list and click Send Msg / Chat to start a conversation. You can also view unread messages via the notification area or click on Unread Msgs.



User Settings: General Settings: you can customize the application's: Appearance Theme: Switch between Light or Dark mode, Set your default font and font size. Adjust number of rows per page, scroll speed, and toggle auto-display for unread messages

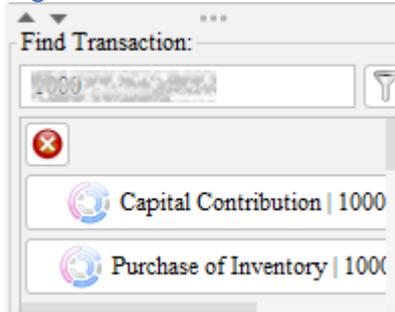


Personal Information: In the Personal Information section, you can: Update your Title, First Name, Last Name, Change your Email Address. Change your Password. And log out of the application

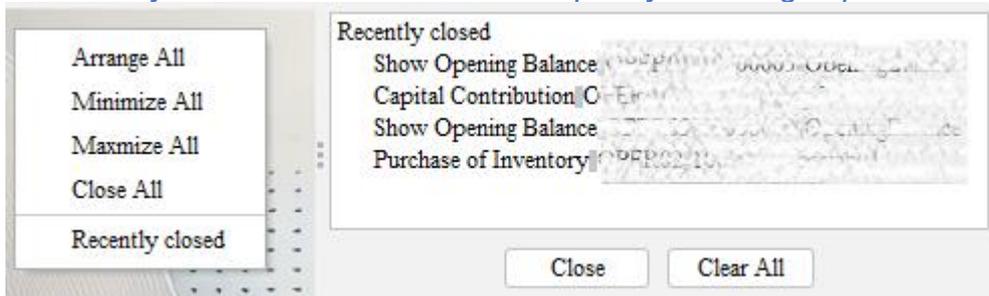


Find Transactions, screens and history

In the Navigation Panel, you can: Access all transaction screens assigned to your role or responsibilities. At the bottom of the panel, use the Search Box to locate transaction screens: By its Name or Transaction ID. This helps you quickly open the relevant screen without manually browsing through categories.

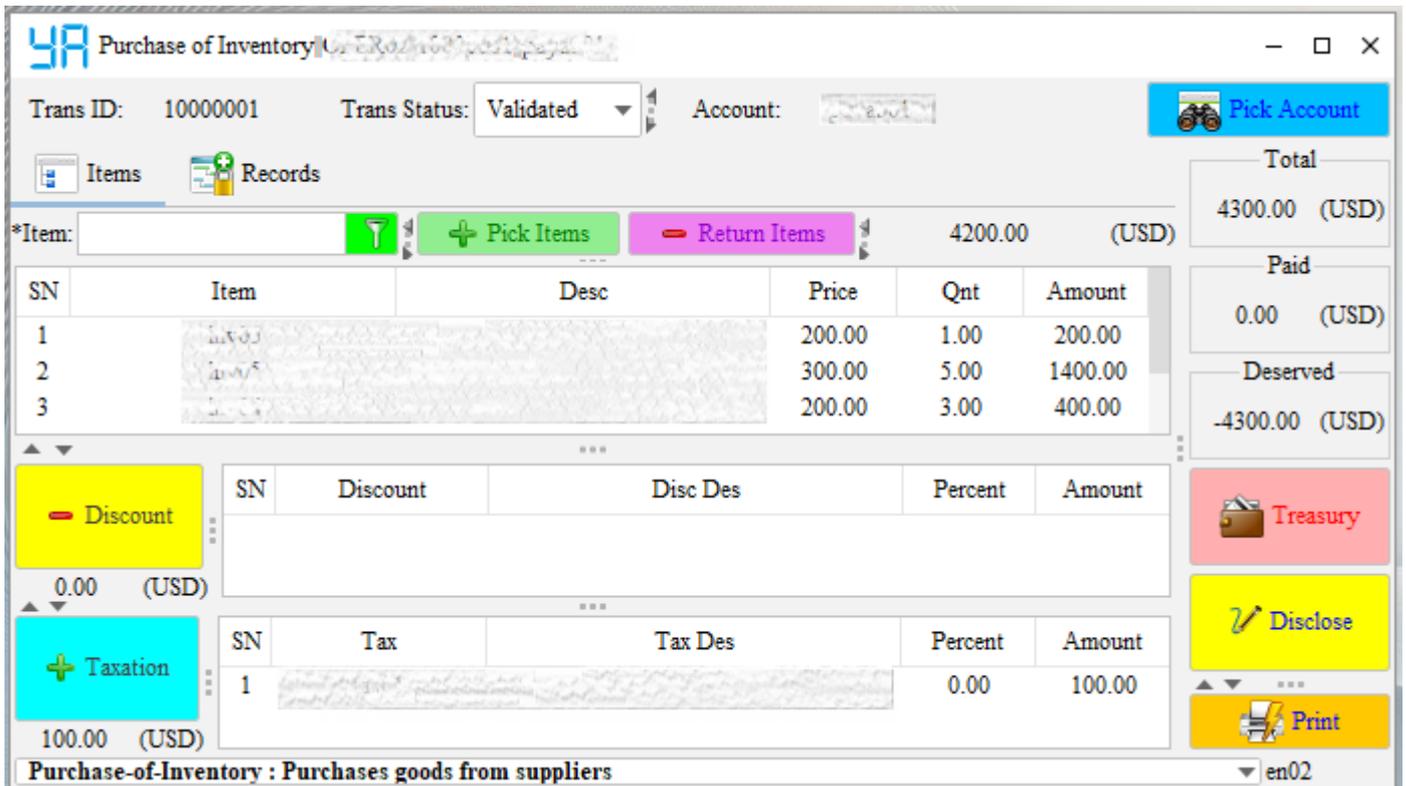


Desktop Panel Options: Right-click within the Desktop Panel (central workspace) to access layout options for managing open screens: Arrange Screens – Organize all currently open screens in a tiled layout. Minimize / Maximize All – Collapse or expand all active windows. Close All – Instantly close all open transaction screens. You can also use the Recently Closed option to view and reopen the most recently closed screens—useful for quickly returning to previous tasks.



Creating Invoices, Records, and Entries

Each transaction screen in the system is designed with a consistent, intuitive layout comprising both fixed and optional (variable) sections.



Fixed Sections (Always Present): These core sections appear on every transaction screen:
Header Section: Includes essential transaction information such as:
 Transaction ID and Status (e.g., Open or Closed). Note: Marked as "Closed" cannot be edited.

Trans ID: 10000001 Trans Status: Validated Account: 

Account Selection via the Pick Account button. After choosing the operation, select the relevant head account or create a new one. Optionally, you may load a previous transaction that used the same screen code.

Pick account ✕

 Find Account:

Trade Payables

Account Name	Description	Data

 1 - 25

Show last transactions list under category: Purchase-of-Inventory

Records Section: Displays Journal entry that added automatically to the transaction through sections, such as: Items, discounts, taxes, treasury and discloser

SN	D/C	Major	MainAccount	Account	Accou...	Amount
1	Debit	Expenses	Cost of Sales (COGs)			200.00
2	Credit	Current Assets	Inventory			200.00
3	Debit	Current Assets	Inventory			1200.00

Total Section: Summarizes the financials of the transaction, including: Final Total, Amount Paid and Amount Due (Deserved)

Total	Paid	Deserved
4300.00 (USD)	0.00 (USD)	-4300.00 (USD)

Print Button: Generates a formatted transaction report or invoice. You can: Print a hard copy, Save as a PDF (soft copy), Send via email (uses recipient email from the transaction or manual entry)
 Paper Sizes Supported: "A4", "Letter", "A5", "A6", "B5", "B6", "Receipt 57mm", "Receipt 80mm", "Receipt 76mm", "Receipt 110mm", "Receipt 210mm", and Custom sizes.

Print Preview ✕

Page Settings

Page Type:

Page Size (mm):

Page Width:

Purchase of Inventory

Doc No: 10000001

Refererane:

Date:

Status: Validated



Printer:

Copies:

Variable Sections (Optional – Displayed Based on Screen Configuration): These sections may appear depending on the setup of the transaction screen:

Items Section: Allows selection or manual entry of inventory, services, or expense items:

SN	Item	Desc	Price	Qnt	Amount
1			200.00	1.00	200.00
2			300.00	5.00	1400.00

Use the Search Box to find and add an item (system auto-checks quantity availability)

Automatically prompts new account creation if a new item is added

Find Item Button: Opens a detailed item search screen

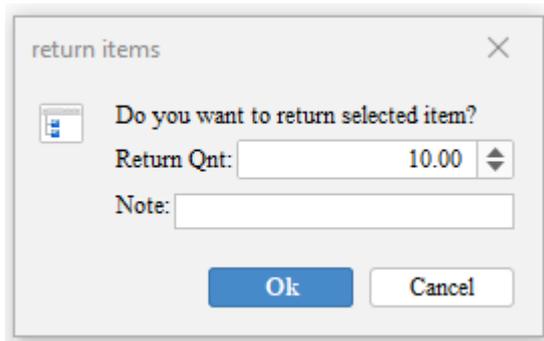
Pick Item Button: Displays available items visually for selection

Tip: Enable "Multi-item Add Mode" to add several items without closing the picker window.

Optional: Enter individual notes for each item.

The system intelligently checks item type (e.g., tangible) and availability, and automatically records COGS (Cost of Goods Sold) when needed for add or return.

To return items: Select the item in the line section. Click Return Items. Enter Return Quantity and optional Note.

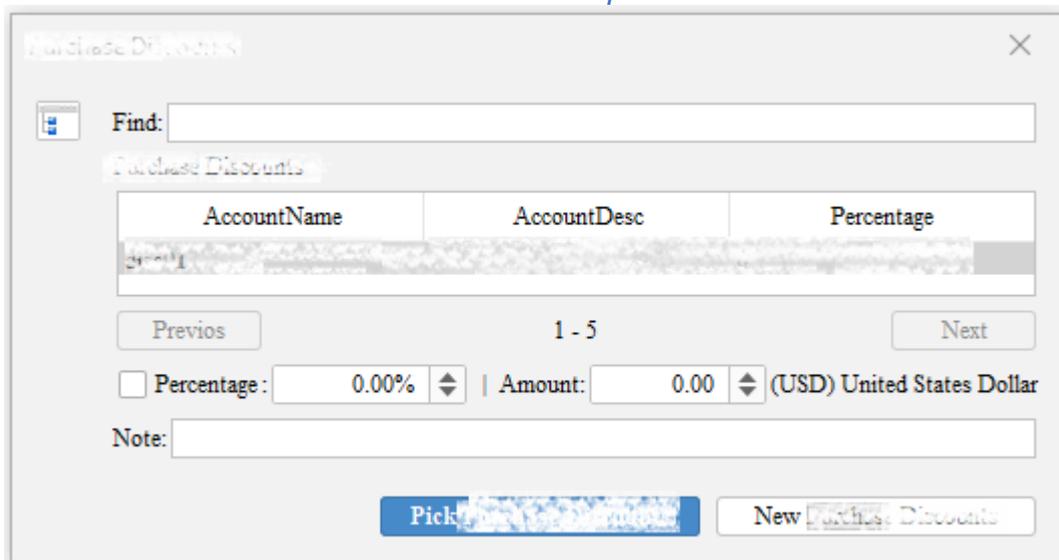


A dialog box titled "return items" with a close button (X) in the top right corner. It contains a question "Do you want to return selected item?" with a small icon to the left. Below the question is a "Return Qnt:" field with a dropdown arrow, showing the value "10.00". Underneath is a "Note:" text input field. At the bottom are two buttons: "Ok" and "Cancel".

Discount Section: Click Discount to apply either: A fixed amount or A percentage (automatically calculated). Choose an existing discount account or create a new one. Optionally, add a note.

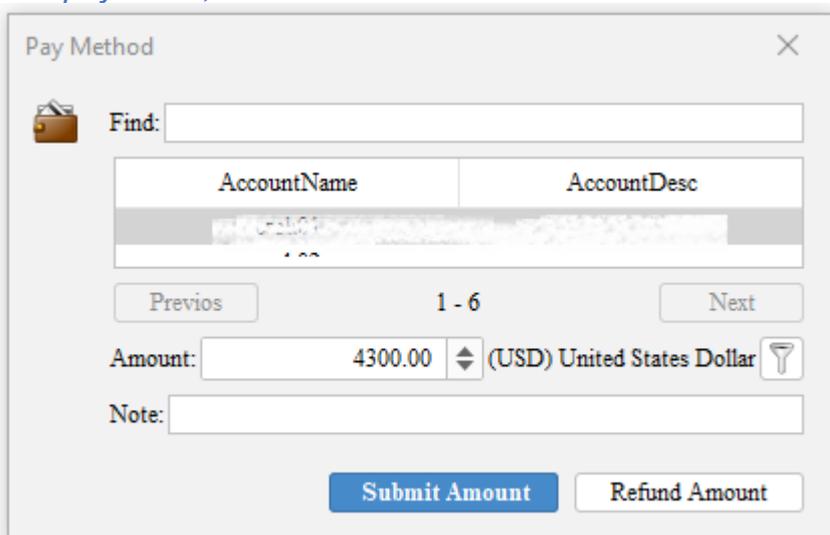
Taxation Section: Add applicable taxes (e.g., VAT). Similar process as the Discount section—select/create an account and choose fixed or percentage value

Auto-recalculation occurs with each transaction update



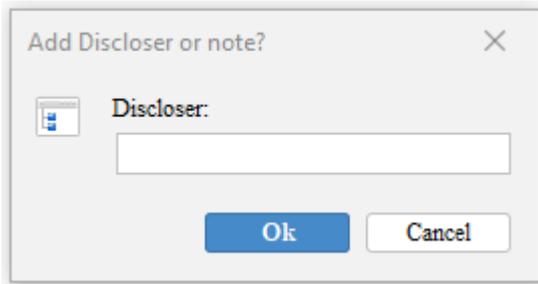
A dialog box titled "Purchase Discounts" with a close button (X) in the top right corner. It features a "Find:" search field. Below it is a table with columns "AccountName", "AccountDesc", and "Percentage". The table shows one row with a blurred account name. Below the table are "Previous" and "Next" buttons, and a page indicator "1 - 5". There are two input fields: "Percentage:" with a dropdown arrow showing "0.00%" and "Amount:" with a dropdown arrow showing "0.00" and "(USD) United States Dollar". A "Note:" text input field is at the bottom. At the very bottom are two buttons: "Pick [blurred account name]" and "New Purchase Discounts".

Treasury Section: Click Treasury to enter payment details. Select Payment Method or Payment Account. Adjust payment amount (default is the total amount due). Click Submit to record payment To reverse payments, use the Refund Amount button



A dialog box titled "Pay Method" with a close button (X) in the top right corner. It has a "Find:" search field with a folder icon to the left. Below it is a table with columns "AccountName" and "AccountDesc". The table shows one row with a blurred account name. Below the table are "Previous" and "Next" buttons, and a page indicator "1 - 6". There are two input fields: "Amount:" with a dropdown arrow showing "4300.00" and "(USD) United States Dollar" with a funnel icon. A "Note:" text input field is at the bottom. At the very bottom are two buttons: "Submit Amount" and "Refund Amount".

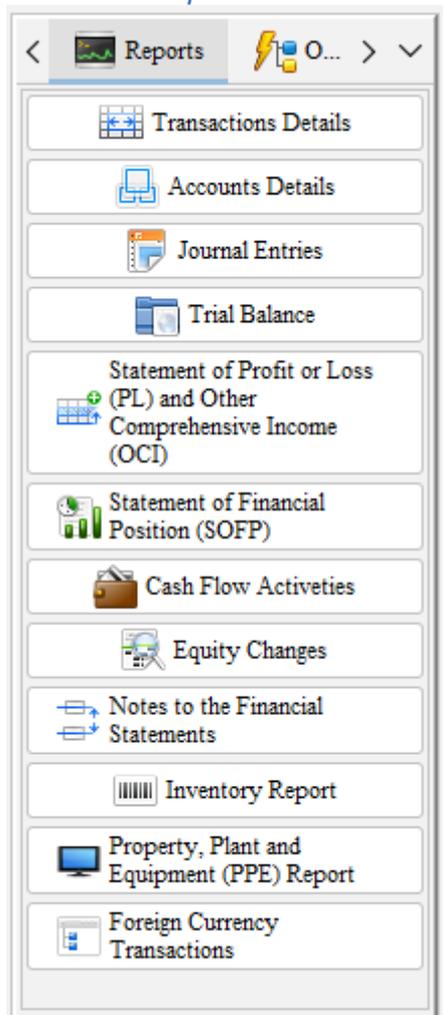
Disclosure Section: Click Disclosure to add notes or explanations. Useful for audits, reports, or compliance documentation



Viewing and exporting reports

Accessing Reports: To view reports, navigate to the Reports tab from the Navigation Panel. You will see a list of reports available based on your user role and permissions. These reports provide comprehensive insights into your organization's financial and operational data. Click on a report name to open the Report Parameters screen. You can enter values in the filter fields to narrow down results, or simply click OK to generate the report without applying filters. Some reports also allow switching between detailed and summary views depending on the data analysis required.

Available Reports:



1. *Transaction Details: View all transaction entries with reference, amount, date, and associated accounts.*
2. *Journal Entries: Displays detailed journal-level accounting entries with debit and credit breakdowns.*
3. *Accounts Details: Account-wise breakdown of balances and movements over a selected period.*
4. *Trial Balance: Lists all ledger accounts with debit and credit totals to ensure entries are balanced.*
5. *Statement of Profit or Loss and Other Comprehensive Income: Summarizes revenue, expenses, and net profit/loss over a selected period.*
6. *Statement of Financial Position SOFP (Balance Sheet): Displays assets, liabilities, and equity as of a specific date.*
7. *Cash Flow Activities: Shows cash movements categorized under operating, investing, and financing activities (includes treasury transactions only).*
8. *Equity Changes: Tracks changes in owner's equity, including capital injections, retained earnings, and withdrawals.*
9. *Notes to the Financial Statements: Explanatory notes and additional disclosures manually entered in the Disclosure section.*
10. *Inventory Report: Provides data on current stock levels and valuations of tangible current assets.*
11. *PPE Report (Property, Plant & Equipment): Details asset acquisition costs, accumulated depreciation, and book value of fixed assets.*
12. *Foreign Currency Transactions: Lists foreign currency transactions including exchange rates and equivalent values (applies to monetary items only).*

Wildcard search tips:

- *%XYZ — shows items ending with "XYZ"*
- *XYZ% — shows items starting with "XYZ"*
- *%XYZ% — shows items containing "XYZ" anywhere*

Exporting Reports:

Reports can be exported for analysis or sharing: Supported formats: Excel (.XLSX, .XLS), CSV and TXT. Use the Export Options available at the top of each report screen

Apply filters by: Date, Operation, Account type and other parameters (based on the report type)
Option to Send report via email to your inbox or other addresses

SN	TransID	D/C	Major	MainAccount	AccountName	Accou...	Amount
1	10000001	Debit	Expenses	Cost of Sales (COGs)			200.00
2	10000001	Credit	Current Assets	Inventory			200.00
3	10000001	Debit	Current Assets	Inventory			1200.00
4	10000001	Credit	Current Liabilities	Trade Payables			1200.00

Keyboard shortcuts

Main Screen

Alt + C: Connect Users

Alt + G: Unread Messages

Alt + S: User Settings

Alt + H: Help

Alt + F: Find Transaction

Transaction Screen

Alt + N: Pick Account

Alt + I: Find Item

Alt + K: Pick Item

Alt + R: Return Item

Alt + O: Add Discount

Alt + X: Add Tax

Alt + T: Treasury

Alt + L: Discloser

Alt + P: Print

Reports Screen

Alt + E: Export

Alt + M: Send Mail

Accounts Manager

Alt + W: Add New Account

Alt + D: Edit Account

Alt + V: Remove Account

Support Contact Info

Website: <https://yasuite.github.io/Your-Accountant-System/>