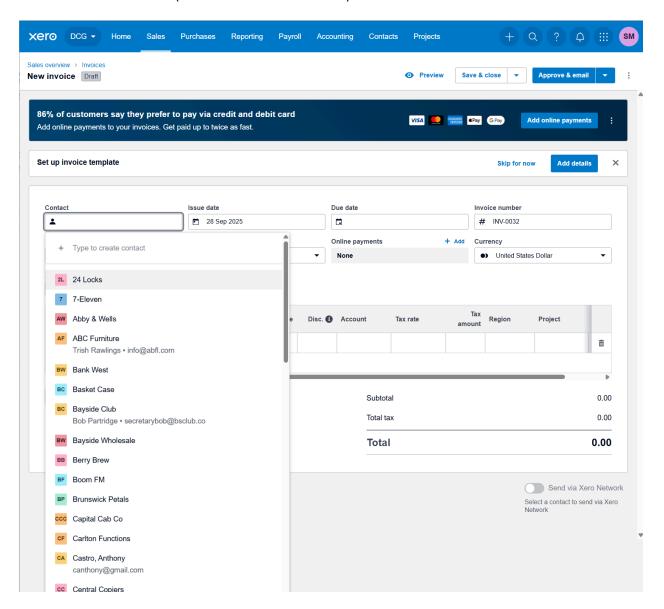
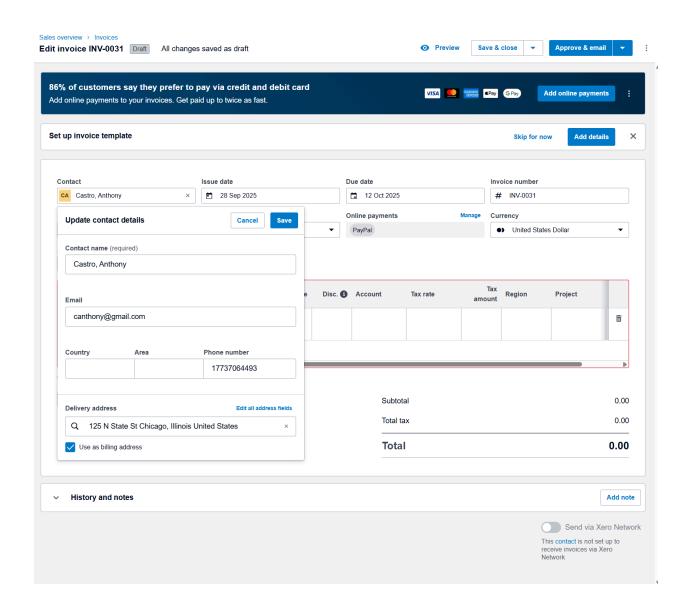
FROM THE DASHBOARD, CLICK NEW SALES INVOICE

INPUT CONTACT NUMBER (+ TYPE TO CREATE CONTACT)

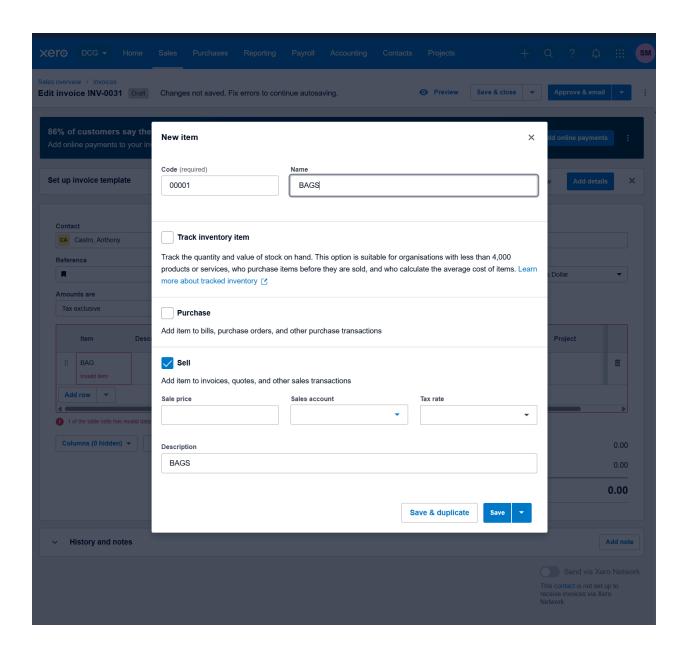


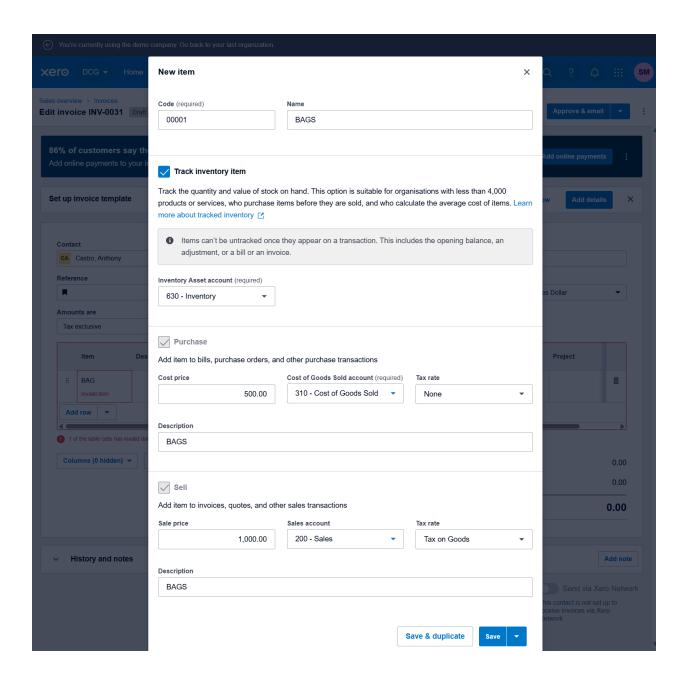
SAVE CONTACT DETAILS



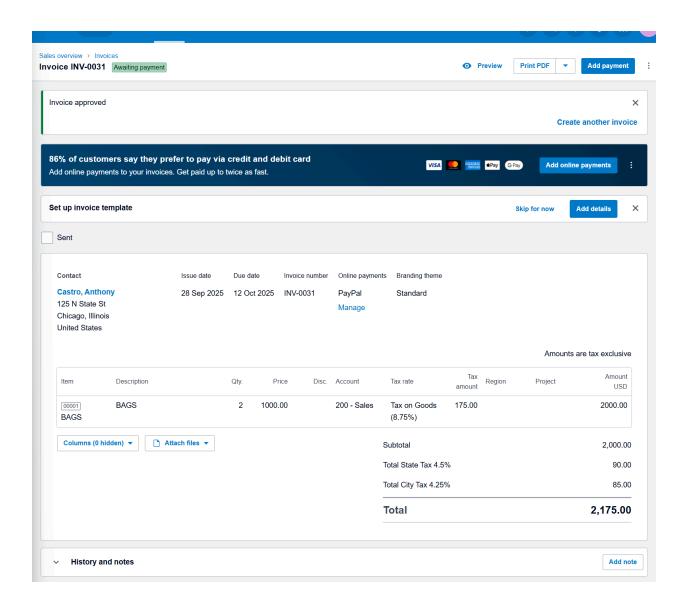
THEN INPUT OTHER INFORMATION (ISSUE DATE, DUE DATE)

INPUT ITEMS (+ CREATE NEW ITEM)

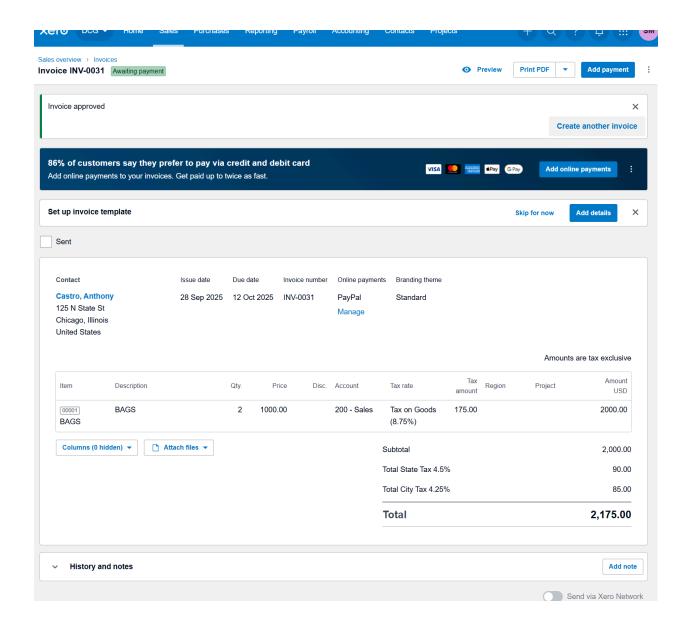


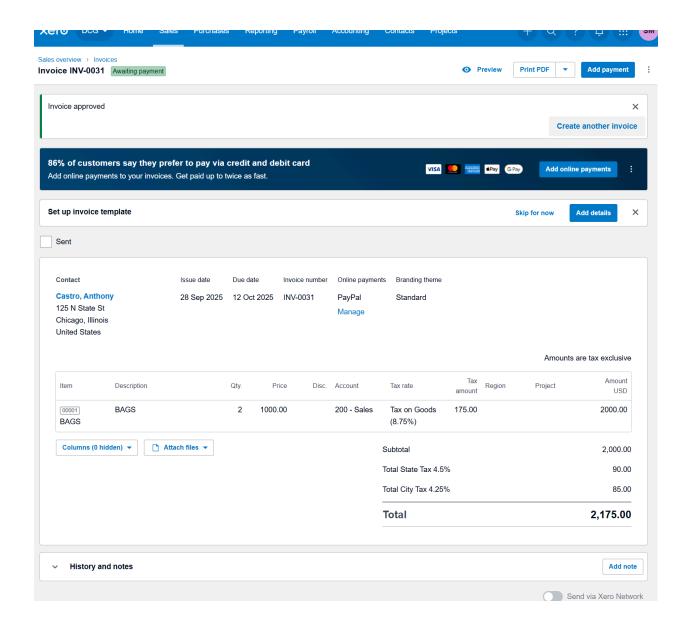


THEN CLICK APPROVE



CREATE ANOTHER INVOICE





FROM THE PURCHASES, SELECT SUPPLIERS THEN CLICK (NEW CONTACT)

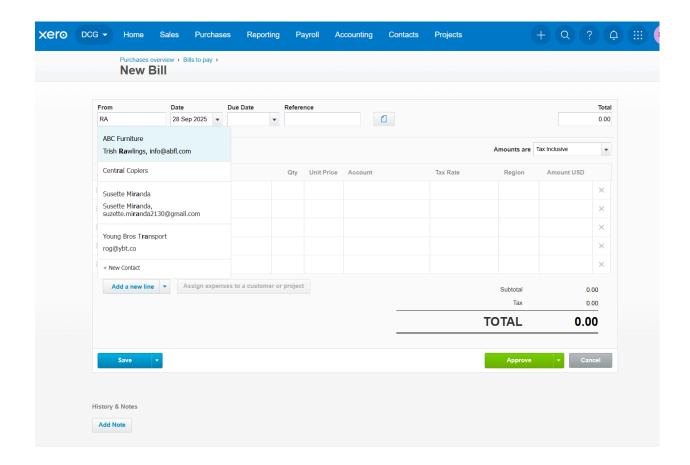
INPUT INFORMATION

Contact Add o	is contact							
	Contact details		Contact details					
	Addresses Financial details		Contact name (required) RAIN MIRANDA					
	Default settings Sales defaults Purchase defaults		Account number					
		Add a unique account number to identify, reference and search for the contact.						
		Primary person						
			First name RAIN	L	ast name MIRANDA			
		Email						
			■ abc@gmail.com					
		Additional people						
		+ Add another person						
			Business information					
			Phone number Country Ar	rea	Number	×		
			- 500.00 / 10			^		
			+ Add phone number					
			Website					

THEN CLICK SAVE

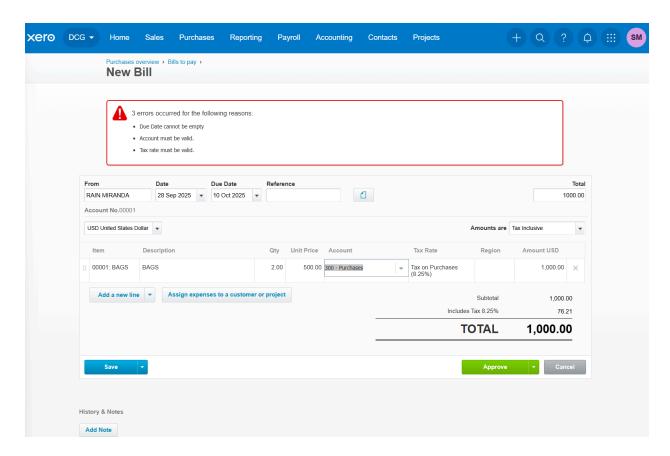
FROM THE DASHBOARD, CLICK NEW BILL

INPUT CONTACT NUMBER (+ TYPE TO CREATE CONTACT)

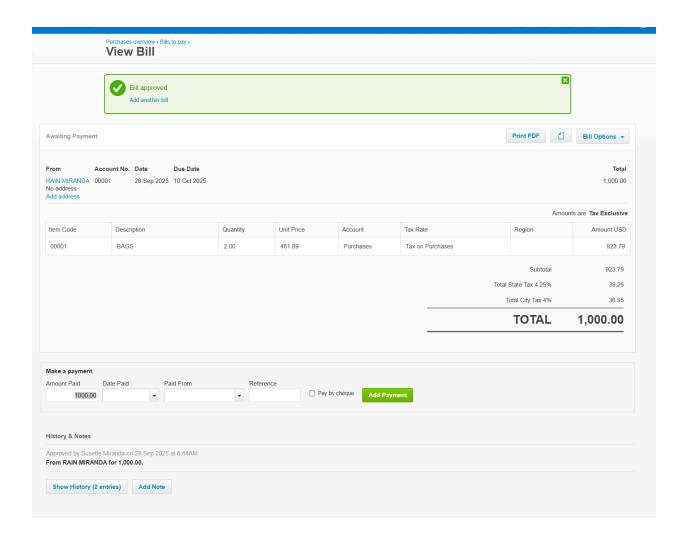


THEN INPUT OTHER INFORMATION (DATE, DUE DATE)

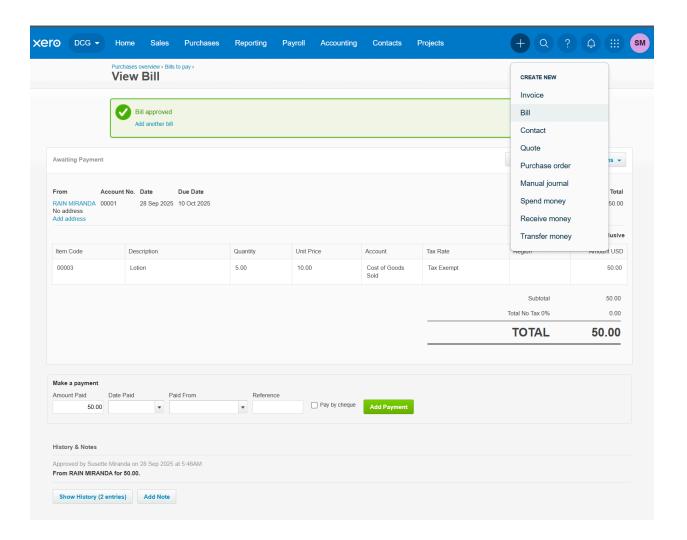
INPUT ITEMS (+ CREATE NEW ITEM)



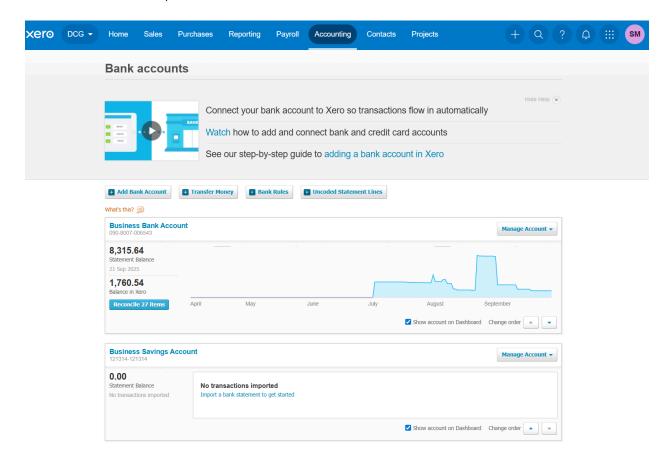
THEN CLICK APPROVE



CREATE ANOTHER BILL

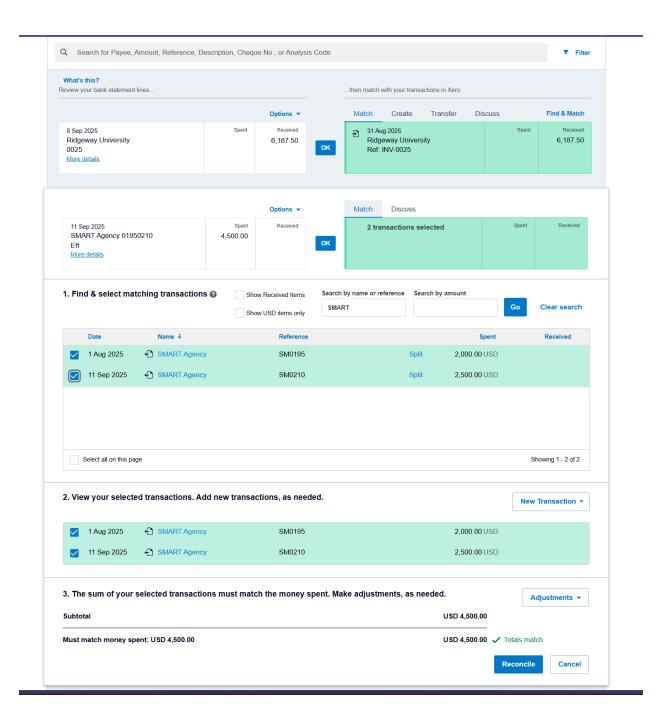


FROM THE DASHBOARD, CLICK ACCOUNTING AND BANK RECONCILIATION

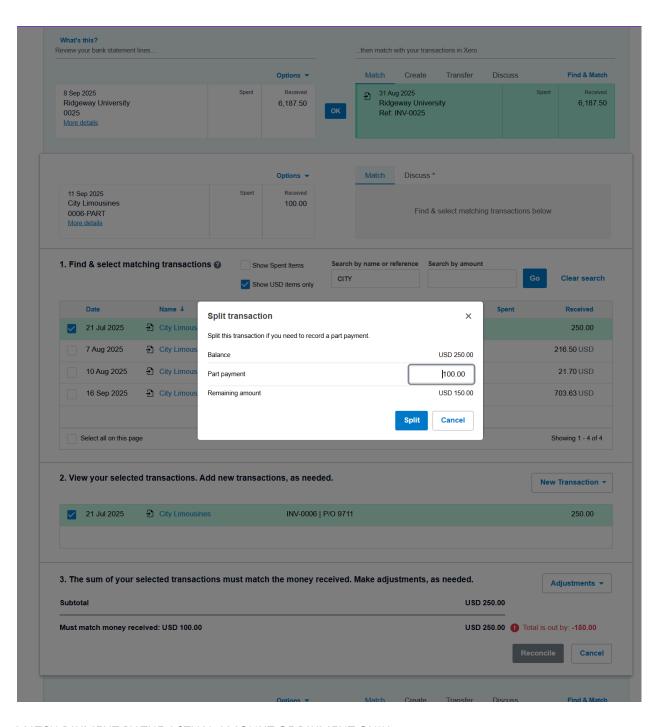


CLICK RECONCILE 27 ITEMS

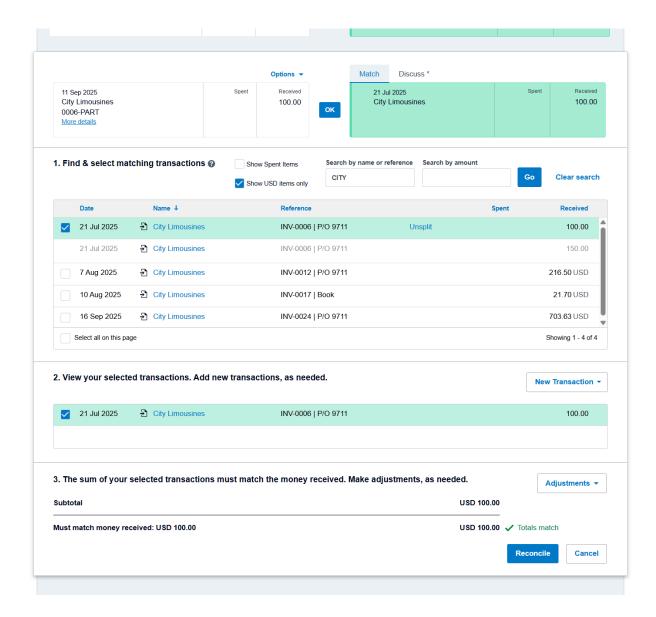
MATCH TRANSACTIONS



THEN CLICK RECONCILE

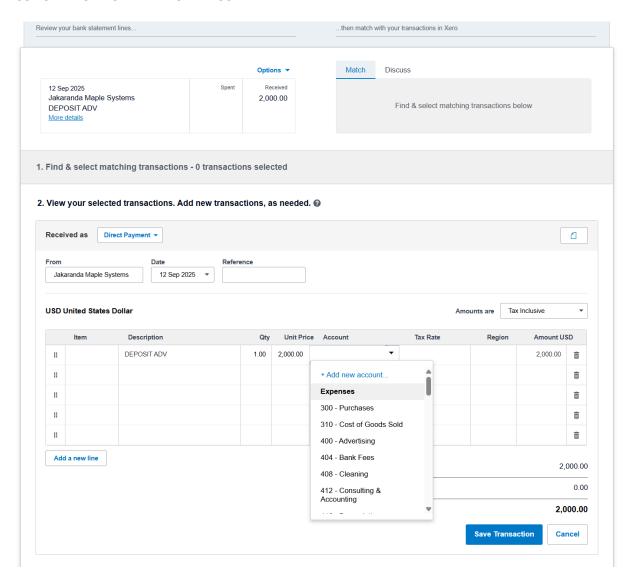


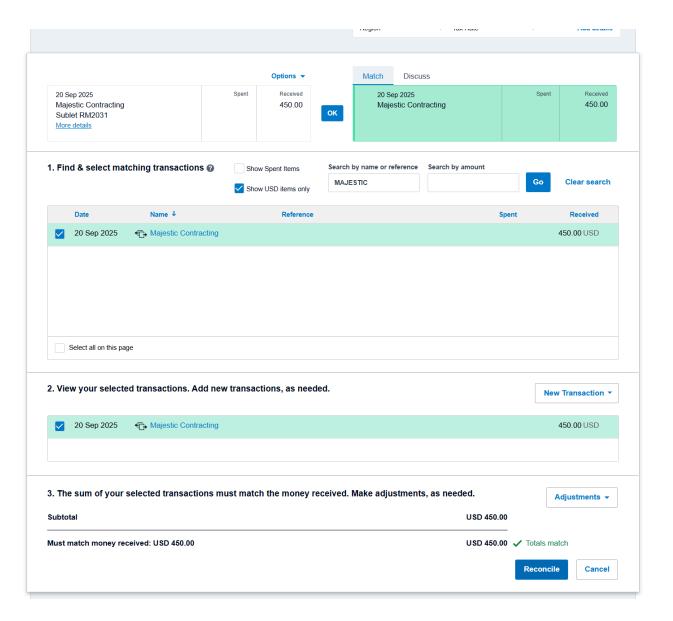
MATCH PAYMENT BY THE ACTUAL AMOUNT OF PAYMENT ONLY



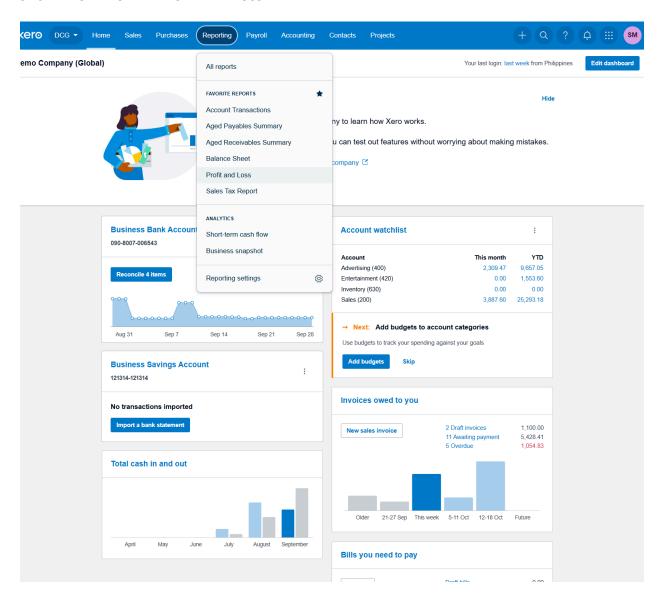
THEN CLICK RECONCILE

RECONCILIATION FOR ADVANCE DEPOSIT

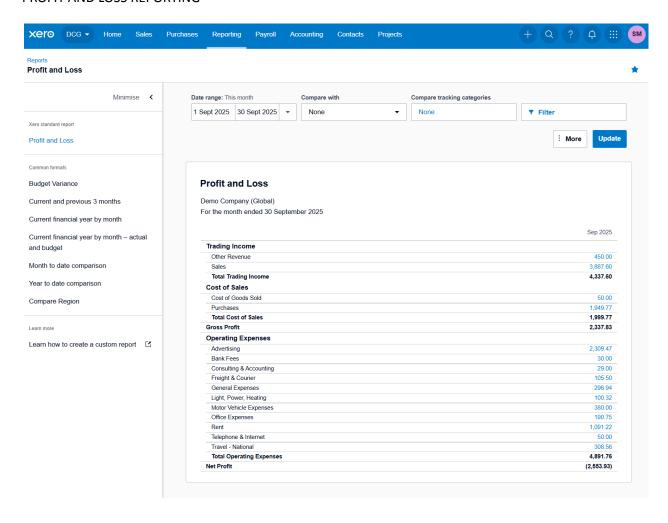




CLICK REPORTING AND PROFIT AND LOSS



PROFIT AND LOSS REPORTING



OPTIONS REQUIRED:

