

ALIGNBOOKS

User guide

Table of Contents

ALIGNBOOKS	3
COMPANY SETUP	4
Basic Setup	5

ALIGNBOOKS

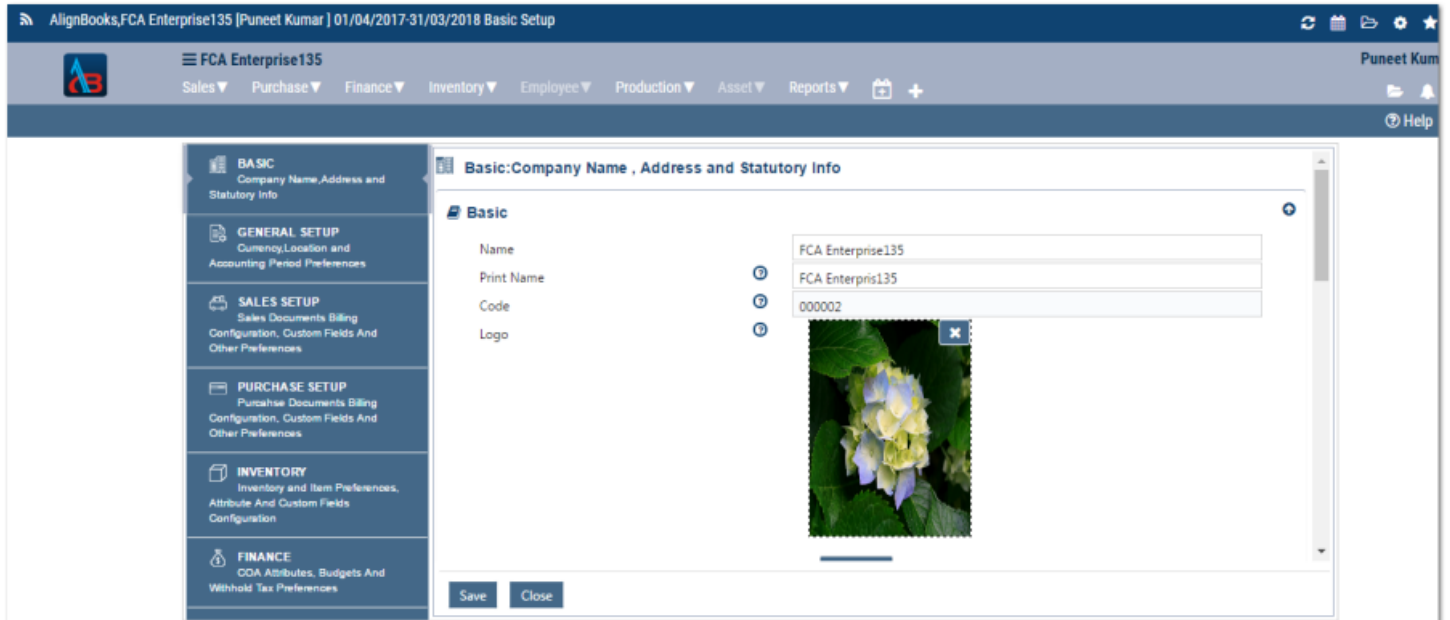
The manual has been prepared keeping all the aspects of the software in mind but there might be instances of slight differences whenever updates take place, we try to keep the manuals as updated as possible.

COMPANY SETUP

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the company set up options.

AlignBooks is designed with lot of user defined extra utilities which you may need in your one company but may not need in other. This feature of AlignBooks gives you facility to customaries your Documents and Reports and to make your working simple, you can set as what you need and what do not.

When you click on "Company Setup" the screen which appears looks like;



For the ease of understanding, the company set up is tabulated in six parts.

1. Basic
2. General Setup
3. Sales Setup
4. Purchase Setup
5. Inventory
6. Finance

By default the system will display the **Basic** setup option. You can switch over to any setup option by clicking the respective tab on the left hand side panel.

Now we will explore each option one by one.


Basic Setup

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Company – Basic setup options.

Under Basic Setup you will have three relevant sections where all the required data pertaining to your company can be captured.

Basic:Company Name , Address and Statutory Info

Basic

Name	1	FCA Enterprise135
Print Name	2	FCA Enterpris135
Code	3	000002
Logo	4	

[Browse...](#) or Drop file here

Communication

Address	5	Gali No 100, Shalimar Bagh13
Country	6	Åland Islands
State	7	Arunachal Pradesh
City	8	Darbhangha
Pin	9	11005213
Phone	10	1234567890
Email	11	fca@fcasoft.in
Longitude	12	77.10249019999992
Latitude	13	28.7040592
Website	14	www.alignbooks.com1
FaceBook	15	www.fb.com/alignbooks1
Skype	16	alignbooks1
Twitter	17	T_alignbooks1
Linked In	18	L_alignbooks1

Statutory

PAN	19	PAN115
TAN	20	TAN115
CIN	21	CIN115
GST/TIN	22	GST/TIN115
Establishment Code	23	EC115
ESI No	24	ESI115
PF No	25	PF115
Authorized Person	26	TDS Person115
Custom License No	27	Custom LIC115

28


29

Save







Close

We will start with Company's **Basic** information first;


- 1 **Name:** Enter the name of Company for which books of accounts is being maintained. One could use the nick name or abbreviated name of the Company as used in day to day conversation for this column, as printing of company name would not be made on the basis of the name entered here.
- 2 **Print Name:** Enter the name of the Company that one require to print on Invoice, reports etc. Hence, in case of registered Company the name of organization given on registration certificate should be entered here, e.g. in case of company the exact name as mentioned in the incorporation certificate needs to be mentioned.
- 3 **Code :** The company code would be automatically generated by the AlignBooks application and would be reflected here.
- 4 **Logo :** Select your Company Or Brand Logo which you want to print on all your documents like Sales Bill, Vouchers etc. Logo could be inserted here by clicking the picture of logo through laptop/mobile camera device. The best way to insert the logo is selecting the file (jpeg/pdf) containing the logo by browsing from desired space. Please note that the Logo file size should not exceed 2 MB.


We are now finished with the basic part and made a unique identification for the Company. If you want, you can hide this option by clicking on .

We will now look into the **Communication** input

- 5 **Address:** Enter your complete address like Building Name, Road / Street Number and Name. Preferably the registered address of the Company for which books of accounts are being prepared should be entered here because this address will be printed on all Documents/Reports.
- 6 **Country :**Select your Country from the drop down menu. If your Country name does not figure in the list, you can add the country name by clicking  Icon or  option within the drop down menu.
- 7 **State :** Select the relevant state from the droop down list. If your State Name does not figure in the list, you can add the State name by clicking  Icon or  option within the drop down menu.
- 8 **City :** Select your City from the drop down list. If your City Name does not figure in the list, you can add the city name by clicking  Icon or  option within the drop down menu.
- 9 **PIN :** Enter the PIN /ZIP Code for the selected city/area.
- 10 **Phone :** Enter the phone numbers of Company.

11 **Email** : Enter the Email address of Company.

12 **Longitude** :Input here the longitude of address location via Google Map. Click on  to find your location's longitude.


13 **Latitude** : Input here the latitude of address location via Google Map. Click on  to find your location's latitude.

14 **Website** : Enter the Webpage address of the Company.

15 **FaceBook**: Enter your Face Book Account name of the Company.

16 **Skype** : Enter your Skype Account name of the Company.

17 **Twitter** : Enter your Twitter Account Name of the Company.

We are now finished with the communication part. If you want, you can hide this option by clicking on .Now will input the **statutory** registration details of the Company.

18 **LinkedIn** : Enter your LinkedIn Account Name of the Company.

19 **PAN** : Enter the Permanent Account Number (PAN).

20 **TAN**: Enter the Tax Deduction Account Number (TAN) of the Company.

21 **CIN**: Enter the Company Identity Number (CIN) of the Company.

22 **GST/TIN**: Enter your Goods and Service Tax Registration number.

23 **Establishment Code** : Enter the establishment code of the Company.

24 **ESI No**: Enter your Employee's State Insurance Registration Number if the entity is registered with Employee State Insurance (ESI) authority.

25 **PF No.** : Enter your Provident Fund Registration Number if the Company is registered with Provident Fund (PF) authority.

26 **Authorised Person :** Enter the name of person whose name is need to be printed on statutory forms and Returns like form 16A, TDS/GST Returns etc.

27 **Custom Licence No.:** Enter your Import / Export Licence Number if the Company is dealing in Export & Import of Goods or services.

28 Click on **Save** to save the information entered above.

29 Click on **Close** to exit from the company set up menu. Your company set-up a one-time exercise is done. However, you can change/modify the information any time, if so required.

We have completed basic setup of the company. Now we will look for General Setup. Click on **"General Setup"** Tab of the panel.