

ALIGNBOOKS

User guide

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ALIGNBOOKS

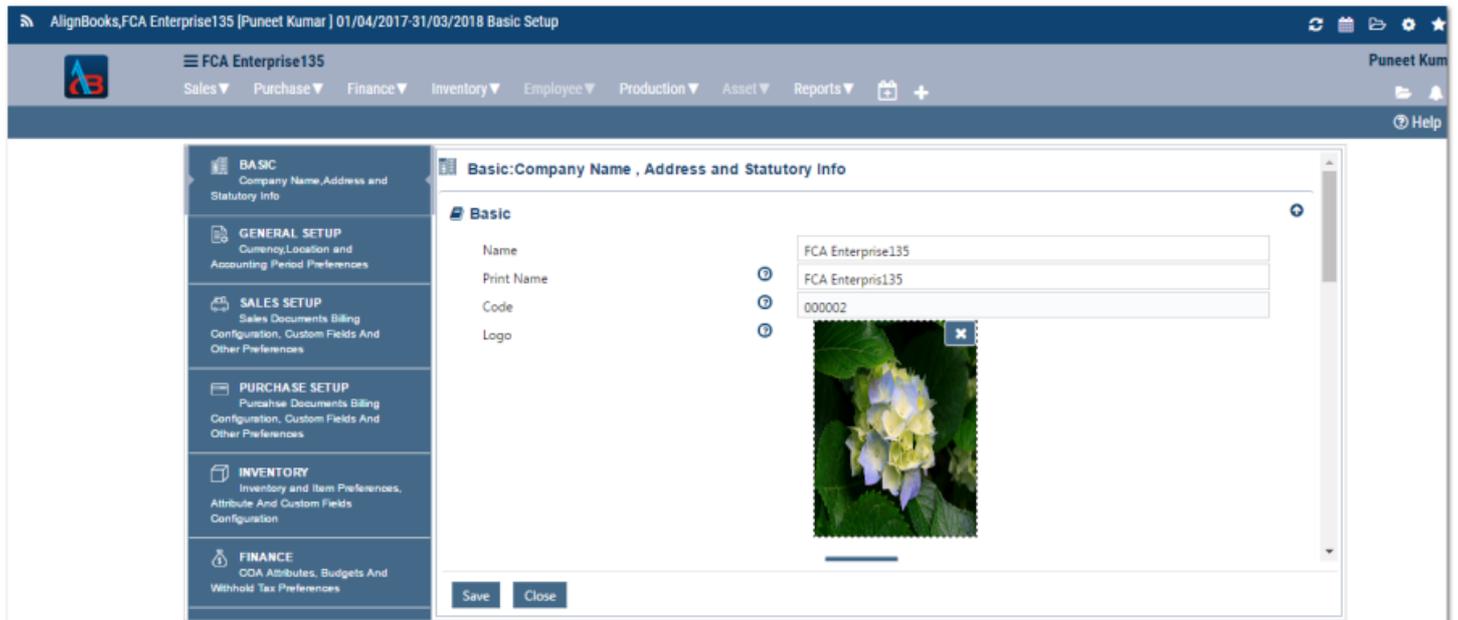
The manual has been prepared keeping all the aspects of the software in mind but there might be instances of slight differences whenever updates take place, we try to keep the manuals as updated as possible.

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.

General Setup

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Company - General Setup options.

General : Currency, Location And Accounting Period Preferences

Basic

Multi Currency On

Base Currency

Multi Location On

Location Label

Book Start Date

Tax Applicable In Sales Purchase On

In this set-up you are required to provide the details and configure the currency, locations, indirect taxation status and accounting period.

- 1 Multi Currency:** If you are an Importer or Exporter, keep Multi Currency "ON". This will provide you flexibility to enter transactions in multiple currencies and your currency fluctuation Gain/Loss will be calculated automatically.
- 2 Base Currency :** Select from the Drop Down list your county's currency or the currency in which you want to maintain books of accounts.
- 3 Multi Location :** If your business transactions are dealt from multiple locations and you want to maintain Branch wise/Location wise books of accounts along with consolidated accounts, keep Multi Location "ON".
- 4 Location Label :** Select from the Drop Down menu a suitable label for your locations i.e. Branch, Store etc.
- 5 Book Start Date :** Enter the Book start date in "DD/MM/YYYY" format. You can also pick a date from the calendar function.
- 6 Tax applicable in Sales /Purchase :** If you fall in indirect tax network like GST or you want to record indirect taxes on your purchase separately, keep this feature "ON".

We hope you enjoyed this tutorial. Please give us a shout for help. Happy Aligning!

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