



SJMR Accounting

User Manual

Part 1 · Common manual

Part 2 · United Arab Emirates (VAT)

Part 3 · India (GST)

How to use this manual

This manual takes you from the first start to your daily and monthly work. Read Part 1 first. Then read only the part for your country: Part 2 for the UAE or Part 3 for India.

Signs used in this manual

REQUIRED	You must fill this in or the program will not save.
OPTIONAL	You can leave this empty or off. It has a safe default, or you only need it in some cases. You can come back to it later.
Bold text	The exact name of a button, tab, field or menu on your screen.
<code>Code style</code>	Something you type, a file name or a fixed value.
Menu → Screen	The path in the side menu. For example Sales → Tax Invoices means: open the group <i>Sales</i> , then click <i>Tax Invoices</i> .

Tip. A green box gives a helpful hint or explains why the program works the way it does.

Warning. An amber box tells you about something that cannot be undone or that needs care.

Five things to know before you start

- 1 **The main PC holds the books.** Other PCs and phones open the same books through it. The main PC must be on.
- 2 **Posted entries are never edited.** A correction or a delete adds a reversing entry to the ledger, so the history stays and the Trial Balance stays balanced.
- 3 **The country of a company is fixed.** It is chosen when the company is created and decides the tax rules.
- 4 **Deleting needs a second code.** The Hi-Sec PIN protects deletes, restores and other sensitive actions.
- 5 **Back up.** Take a backup before you change anything big, and keep one on another drive.

Your first day in ten steps

- 1 Activate the licence or start the trial (1.1).
- 2 Create the company and choose the country (1.2).
- 3 Sign in and change the first password (1.3).
- 4 Fill in Settings: company profile, tax and numbering (chapter 3).
- 5 Do the country set-up: Part 2 chapter U1, or Part 3 chapter G1.
- 6 Add users and rights (chapter 4).
- 7 Add customers, vendors and items (chapters 5 and 6).
- 8 Choose your invoice layout and print a sample (13.2).
- 9 Make your first invoice and receipt (chapter 7).
- 10 Take a backup (14.1).

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PART 1

Common manual

Everything that works the same in every company, whatever the country: setup, people, selling, buying, stock, banking, accounting, payroll, reports, printing and backup.

1 Getting started

This chapter takes you from the first start of the program to your first sign-in. Do it once, on the main PC.

1.1 Activate the licence

If no licence is active yet, the **Licence** screen appears before the first company is created. You have three ways forward (and a fourth when books already exist).

Choice	Use it when
Activate licence	You have a licence key from your software provider. Type it in Licence key and press the button. The key is REQUIRED for this button.
Start 30-day trial	You only want to try the program. No key is needed.
Import licence file	Your provider sent you a licence file instead of a key.
Continue read-only	Shown only when books already exist on this PC. You can look at the data but not post anything.

The screen also shows your **Installation ID**, with a **Copy** button. Send this number to your software provider when you ask for a licence.

Good to know. Without a licence that allows writing, the program is read-only and a banner says so. Open **About** to see your licence, its end date, how many client PCs and how many companies it allows.

1.2 Create your first company

When no company exists yet, the **Welcome to SJMR** screen asks how you want to start.

- **Create new company** – starts empty books. Three steps: *Company, Preferences, Review*.
- **Restore from backup** – use this when you already have a backup file (`.sjmr.bak` , `.bak` or `.json`). Press **Review backup**, tick *I confirm this is the company backup I want to restore*, then press **Restore company**.

Field	What to enter	Status
Company name	The name of your business (up to 200 characters).	REQUIRED
Country	Choose <i>United Arab Emirates</i> (VAT rules) or <i>India</i> (GST rules). If your licence covers only one country it is fixed. This cannot be changed later: the country decides the tax rules.	REQUIRED
Business address, Phone, Email	Printed on your documents.	OPTIONAL
Tax number (TRN or GSTIN)	Leave blank if you are not registered. You can add it later in Settings.	OPTIONAL

State, Registered legal name	India only.	OPTIONAL
Financial year starts	A date. If empty, the review shows "Set later".	OPTIONAL
Currency symbol on invoices	Defaults to your country's currency mark.	OPTIONAL
Decimal places on invoices	0 to 3. Only changes how amounts print.	OPTIONAL

On the review step press **Create company**. Your books start empty.

Careful. The country and its tax rules are fixed once the company is created. If you chose the wrong country, create a new company with the right one.

1.3 Sign in

Type your **Username** and **Password** (both **REQUIRED**) and press **Sign in**.

- On a new company the first user is `admin` with the password `admin`.
- After five wrong tries the sign-in is paused for 10 minutes.
- If the program says another computer is already signed in as you, it asks whether to sign that computer out. Answer only if you are sure it is idle.

Change the first password. Anyone who knows the standard `admin` / `admin` pair can open your books. Go to **Administration** → **Users**, open the row menu of `admin`, choose **Edit**, type a **New password** and save. A new password should be at least 4 characters (the program requires this when you add a user); use a longer one.

1.4 The Hi-Sec PIN

Some actions are protected by a second code, the **Hi-Sec PIN** (4 to 10 digits). A box titled *Hi-Sec PIN required* asks for it before:

- deleting a record,
- restoring a backup (it replaces all current books),
- saving a document into a VAT period that is already filed (UAE).
- Export to Excel (for an administrator).

A user also needs the tick **Delete Access (Hi-Sec)** on the Users screen; without it even the right PIN is refused. Administrators have this tick by default; other roles do not.

A new company starts with the standard Hi-Sec PIN `5555`. If your licence sets its own PIN, that PIN is used instead.

Ask for your own PIN. The standard PIN `5555` is the same in every new company, so anyone who knows it and has the delete right can delete records and restore backups. An administrator cannot change the company PIN from the screen: ask your software provider to set a private PIN for you. Keep it safe: it is not in the company backup, and if you forget it your provider must reset it.

2 Finding your way around

Learn the side menu, the dashboard and the keyboard shortcuts. After that every other chapter is easy to follow.

2.1 The side menu

The menu on the left groups the screens by the job they belong to. One group is open at a time; the group of the screen you are in opens by itself. Use the search box (or **Ctrl+K**) to jump to any screen by name. The small pin next to a screen adds it to your **Pinned** row at the top (up to 6; these are saved per user on this PC).

Group	Screens
Dashboard	Your daily overview
Sales	Quotations, Proformas, Delivery Notes, Tax Invoices, Credit Notes, Receipts
Purchases	Purchase Orders, Purchase Bills, Debit Notes, Payments
Parties	Customers, Vendors
Inventory	Items, Adjustments
Banking	Bank Accounts, Cash, Loan Accounts
Accounting	Chart of Accounts, General Journal, Fixed Assets, Year-End Closing
Payroll	Employees
Reports	Reports & VAT (or Reports & GST), GST Returns (India)
Administration	<i>Company:</i> Settings, Companies (main PC, administrators), Users, Backup. <i>Tools:</i> Invoice Design, Keyboard Shortcuts

You may not see every screen. Which screens you see depends on your role and on your licence: a screen your licence does not include is not shown, and a screen your role has no right to is hidden. The administrator decides user rights on the Users screen. Companies is shown only to administrators on the main PC.

OPTIONAL In **Settings → UI Settings** you can change the menu text sizes and the menu width (for this PC only), and choose whether documents open in a new window (a company setting, with separate boxes for the browser and the Windows program).

2.2 The dashboard

The dashboard is the first screen after sign-in ("*Books at a glance*"). It shows cards, tables and reminders; each card is clickable and opens the matching report.

- **Cards:** money cards such as Month sales, Year sales, Outstanding AR and AP, and overdue receivables and payables. The exact starting cards depend on your country; a UAE company also shows two VAT quarter cards. A card turns red when it passes its warning limit, and at most 8 cards show at once.

- **Tables:** due sales invoices (unpaid) and due purchase bills (unpaid), and more that you can switch on.
- **Quick actions:** buttons at the top, for example **New invoice** and **Receipt**.
- **Notes:** a note card saves what you type by itself. **Remove** deletes it.

OPTIONAL **Dashboard Settings** (from *Settings* → *UI Settings*) lets you choose what the dashboard shows and which quick actions it offers. An administrator can also decide which roles see each card (tab **Admin** → **Who sees it**) and lock the layout for other users.

The **Attention** panel (shown to administrators and accountants) lists warnings: the Trial Balance does not balance, cash or bank accounts with a credit balance, documents settled for more than their total, overdue customers and vendors (older than 30 days by default), and items with negative stock. Click a warning to open the related report.

The dashboard only shows information. Changing it never changes an invoice, a journal or your stock.

2.3 Keyboard shortcuts

Each user can set their own keys at **Administration** → **Tools** → **Keyboard Shortcuts**: click the box beside an action, then press the keys. **Backspace** clears, **Esc** cancels, **Reset to default** restores these keys:

Action	Key	Action	Key
New Sales Invoice	F8	New Receipt	F6
New Purchase Bill	F9	New Payment	F5
List Sales Invoices	Alt+F8	Save	Ctrl+A
List Purchase Bills	Alt+F9	Print current document	Ctrl+P
New Proforma Invoice	Ctrl+F8	Delete current document	Ctrl+D
New Quotation	Ctrl+F7	Backup Now	Ctrl+Alt+B
New Purchase Order	Ctrl+F9	Open Settings / Users / Reports	Alt+F2 / Ctrl+Alt+U / Ctrl+Alt+R

2.4 On a phone or tablet

Other PCs and phones open the books through the main PC (see chapter 14). On a phone, lists show one card per row, and the invoice form shows one card per line. A menu icon at the top left opens the side menu, and a bottom bar gives quick access to Home, Invoices, Customers and Receipts.

3 Set up your company

Spend ten minutes here once, and every invoice you print afterwards looks right. Open **Administration** → **Settings**. The tabs are on the left; press **Save settings** at the bottom of a tab when you change it.

Only people with the Settings right can change these pages. Everything marked **OPTIONAL** has a safe default: you can skip it and come back later.

3.1 Company Profile

Setting	What it does	Status
Company name	Printed on documents. Already filled from setup.	REQUIRED
Company short name (PDF folder)	Up to 30 characters. Names this company's folder inside <code>PDF_SJMR</code> .	OPTIONAL
Arabic company name	Printed on bilingual and Arabic layouts.	OPTIONAL
Address, Phone, Email, Website	Printed in the header.	OPTIONAL
Tax number (VAT TRN or GSTIN)	Your registration number. Needed on tax invoices and returns.	OPTIONAL if not registered
State, Legal name, City, PIN code	India only. See Part 3.	India
Company logo, Company stamp, Authorized signature	Upload pictures. A stamp or signature keeps a transparent PNG; the logo is saved with a solid background.	OPTIONAL
Invoice title (EN) / (AR)	Replaces the default heading, such as "TAX INVOICE".	OPTIONAL
Bank details	Printed under the totals. For India, a line like <code>UPI: name@bank</code> prints a payment QR code.	OPTIONAL
Currency symbol on invoices, Decimal places on invoices	Print only. Your books' own decimals were fixed at creation.	OPTIONAL

3.2 Tax & Sales

Setting	What it does	Default
Enable Place of Supply	Shows the place list on the invoice. See your country's part.	Off (on automatically for India)
VAT %	Fallback rate. Becomes read-only once the Tax Rates list exists; the list is used instead.	Your country's standard rate
Invoice below amount received	(a) Block the edit : you cannot lower an invoice below what was already received. (b) Keep the extra as customer credit .	(a) Block

Tax Rates	The list of rates every document offers. The + button adds one: Tax Name, Rate, Type (Percentage or Other), Default for new documents, Active .	Set by country
Place of Supply (list)	Add, edit, deactivate places; choose a Default Place of Supply .	None

All of these are **OPTIONAL** to change. You can choose a default tax rate and a default place of supply; the program keeps a default tax rate for you.

3.3 Inventory

Setting	What it does	Default
Stock valuation method	FIFO or Weighted Average . To change: <i>Preview valuation change</i> , tick the review box, then <i>Apply valuation method</i> . Only future stock is affected; posted invoices are never rewritten.	FIFO for a new company
Warning only	Warn when you sell more than you have, but allow it.	On
Block negative stock	Refuse a sale that takes stock below zero.	Off
Price memory and history	Remembers the last price per customer.	On
Allow Manual Item Code Entry	Lets you type item codes yourself.	Off
Categories	Name and a prefix of 2 to 4 letters (locked after creation) for item codes.	—
Units	Name and a short code of 2 to 5 letters.	—
Inventory adjustments	A reference prefix (default ADJ -) and default accounts per purpose.	—

Every item here is **OPTIONAL**; the defaults suit most shops.

3.4 Document Numbering

Setting	What it does
Numbering system	Continuous (default): numbers never restart. Yearly : numbers restart at 1 each financial year; put {FY} in the prefix.
Prefixes	One box each for sales invoice, proforma, credit note, debit note, purchase bill, purchase order, receipt voucher, payment voucher, quotation, journal voucher, employee advance, payroll run and salary payment, with Minimum digits and a <i>Next</i> : preview.
Customer / Vendor numbering	Auto (default) or Manual .
Receipt / Payment voucher numbering	Auto numbering (default) or Manual numbering .

A changed prefix applies to new documents only. Old documents keep their numbers.

3.5 Accounting and storage

- **Accounting / Excel** tab – **Lock vendor and payment method after saving a bill** (**OPTIONAL**), on by default). While it is on, nobody (except the software provider) can change the vendor or payment method of a saved bill. When it is off, they can be changed only if the bill has no payment or debit note.
- **PDF & Storage** tab – **OPTIONAL** . *PDF_SJMR parent folder* says where PDFs are saved (default: inside the program folder). PDFs are saved as `PDF_SJMR / company / Invoice, Receipt ...` . *Backup folder* says where backups go.

Most tabs save with **Save settings** at the bottom. Remote print and the stock valuation card have their own save buttons.

3.6 Remote print **OPTIONAL**

Lets a person on another PC or phone press **Print at office** and have the main PC print on its printer. It is off by default. An administrator sets the printers, paper, who may use it, limits per minute, and whether the print asks for confirmation.

3.7 UI Settings and Admin settings **OPTIONAL**

- **UI Settings** – open documents in a new window and scroll bars (company settings, separate for the browser and the Windows program), *Save confirmation delay* (1 to 60 seconds, default 10), and the menu size and width (this PC only).
- **Admin settings** (administrators only) – **Smart customer and vendor name lists** (on by default). A new invoice or bill first shows parties that already have a bill; receipts and payments show parties with a balance; names show balances. A user can be switched off on the Users screen.

4 Users and permissions

Give each person their own sign-in and only the rights they need. Open **Administration** → **Users** ("Users & roles"). Only an administrator can add or edit users.

4.1 The four roles

Role	What the person can do by default
ADMIN	Everything, including users, settings, backup and the Hi-Sec delete right.
ACCOUNTANT	Everything except Users (view only). Settings: view and edit. No Hi-Sec delete right.
SALES	View, add and edit on invoices, delivery notes, proformas, quotations, receipts, credit notes, customers and reports. No delete. View only on the other screens. No Users, Settings, Chart of Accounts or payroll.
VIEWER	View only, everywhere.

The role gives a starting set of ticks. You can change the ticks for one person afterwards.

4.2 Add a user

- 1 Go to **Administration** → **Users**.
- 2 In the card **Add a user** fill in the fields below.
- 3 Choose the **Role**, adjust the ticks if you want, and press **Add user**.

Field	Notes	Status
Name	Shown on screen. If empty, the username is used.	OPTIONAL
Username	Lower case, must be unique, cannot be changed later.	REQUIRED
Password	At least 4 characters.	REQUIRED
Role	ADMIN, ACCOUNTANT, SALES or VIEWER. The default is VIEWER.	REQUIRED

4.3 The permission grid

Each screen has its own row with four ticks: **View**, **Add**, **Edit**, **Delete**. Ticking Add, Edit or Delete ticks View for you. The column headings ("All view / None" and so on) are links that tick or clear a whole column; the last tick on a row, **All**, switches the whole row. Only screens your licence includes are listed.

Extra ticks sit above the grid:

- **Delete Access (Hi-Sec)** – needed to delete anything after typing the Hi-Sec PIN. Without it even the right PIN is refused.
- **Smart name lists** – **OPTIONAL**, ticked by default. Lets the person see the recent/owing customer and vendor lists with balances.

4.4 Change a user or a password

Use the row menu **Actions for user ...** → **Edit**. Type a **New password** (leave blank to keep the old one), change the role or ticks, and press **Save user**. If a change does not show, ask the person to sign out and sign in again.

Note. There is no delete-user or switch-off button. To stop someone using the program, change their password so they cannot sign in, and ask your software provider if the account must be closed.

5 Customers and vendors

Customers are the people you sell to; vendors are the people you buy from. Both live under **Parties** in the side menu. Only the **name** is needed to save, so you can add the rest later.

5.1 Add a customer

- 1 Open **Parties** → **Customers** and press **New**.
- 2 Type the **Name**. The **Code** fills in by itself (for example CS001).
- 3 Fill in what you know and press **Save**.

You can also add a customer while writing an invoice: type the name in the customer box and choose **Add customer**.

Field	Notes	Status
Name	The customer's name.	REQUIRED
Code	Automatic: "C", the first letter of the name and a 3-digit number. In Settings → Document Numbering you can switch to manual codes.	OPTIONAL
Arabic name, Phone, Email, City, Address	Printed on documents and statements.	OPTIONAL
Tax number (TRN in the UAE, GSTIN in India)	In India the GSTIN is checked and must match the State. In the UAE it is saved as typed.	OPTIONAL
Place of Supply (State in India)	Used for tax. See your country's part. On vendors this box exists only for India.	OPTIONAL
Additional details	Legal identity, tax and extra address details. For India, fill them in before you make an e-invoice file.	OPTIONAL

There is no opening-balance or credit-limit box on the customer form. Customer balances come from invoices, receipts and notes.

5.2 What you can do from the list

The list shows Code, Name, Phone, Balance and Actions. Use the search box to find a customer by name, code or phone. The three-dot menu on each row has:

- **Receipt** – start a receipt for this customer.
- **Edit** – change the details.
- **Customer Statement** – all invoices, receipts and notes with a running balance.
- **Invoice History** and **Receipt History**.
- **Delete** – asks the Hi-Sec PIN. Do not delete a customer who has history; leave the record in place.

5.3 Add a vendor

The same steps under **Parties → Vendors**. The code starts with "V". The fields are Name (**REQUIRED**), Phone, Contact mobile, Email, City, Address, Tax number and the optional Additional details. For India there is also a State box. The row menu has **Edit, Vendor Statement, Purchase History, Payment History** and **Delete**.

5.4 How a name is picked on a document

When you click an empty customer or vendor box:

- On a **new invoice or bill** you first see parties that already have a bill, latest first.
- On a **receipt or payment** you see only parties with a balance (owing, or in credit).
- If you **type**, the search covers everyone.
- Every name shows its balance beside it.

OPTIONAL An administrator can switch this behaviour off in **Settings → Admin settings**; each user also has a **Smart name lists** tick.

6 Items and stock

Items are the things you sell and buy: stock goods, services and non-stock goods. Open **Inventory → Items**.

6.1 Before the first item

Every item needs a **category** and a **unit**. Add them first in **Settings → Inventory**.

Add	Fields
Category	Category name (REQUIRED), Prefix of up to 4 letters, for example EL (cannot be changed later), Active . Press Add category .
Unit	Unit name , Short code of 2 to 5 letters, for example PCS , Active . Press Add unit .

A category or unit that is in use cannot be deleted; make it inactive instead.

6.2 Add an item

- 1 Press **+ Item**.
- 2 Choose the **Category**, type the **Name**, choose the **Unit**. The Save button stays off until these three are filled.
- 3 Set prices, opening stock and the low-stock level if you want, then press **Save**.

Field	Notes	Status
Category	Gives the code its prefix.	REQUIRED
Name	Your own name for the item.	REQUIRED
Unit	For example PCS, KG, BOX.	REQUIRED
Code	Automatic: prefix and four digits, for example EL-0001. Fixed after saving.	Automatic
Sales name	The text customers see on documents (up to 75 characters).	OPTIONAL
Cost price, Sell price	Suggested prices. Default 0.	OPTIONAL
Item type	Inventory (counted stock; the default), Service (no stock) or Non-Stock (bought and expensed; pick an expense account).	Default Inventory
Opening stock	Quantity you hold today. It posts one stock receipt and one journal (debit Inventory, credit Opening Balance Equity).	OPTIONAL
Min stock alert	The reorder level. A small "low" flag shows when stock reaches it.	OPTIONAL
Secondary unit	For example 1 CTN = 12 PCS, with default sales and purchase units.	OPTIONAL
HSN / SAC code	India only. 4, 6 or 8 digits.	OPTIONAL

After the first stock movement the quantity, cost, unit and item type are fixed. You can still change the name, the sell price and a secondary unit. An item that was ever used on an invoice, bill or stock movement cannot be deleted.

6.3 Import items OPTIONAL

Use **Import** with the inventory template. The columns are Category, Code, Name, Sales Name, Cost Price, Sell Price, Unit, Item Type, Opening Stock and Min Stock Alert. The category name and unit code must already exist. If a code is wrong or taken, the program gives the item the next free code and lists it in the **rename report**.

6.4 The stock list

Columns: Code (click it for the item's stock ledger), Item Name, Category, Type, Rate, Cost, Quantity. The row menu has **Edit**, **Stock Ledger**, **Adjust** and **Delete**. **Adjust stock** at the top opens the Adjustments screen.

6.5 Stock settings (Settings → Inventory)

- **Stock valuation method:** FIFO (the start value of a new company) or Weighted Average. Changing it needs a preview and affects future stock only.
- **Warning only** (on): warn when a sale takes stock below zero, but allow it.
- If you sell before the stock arrives, the cost is shown as provisional and is corrected automatically when the purchase bill is saved.
- **Price memory and history** (on): suggests the last price used for that customer.

6.6 Inventory Adjustments

Inventory → Adjustments changes stock quantity and/or value, and posts the ledger entry together with it. It does not make a sale. There are three tabs: **Stock** (the list), **Adjustment** (the form) and **History**.

- 1 On the Stock tab press **Adjust** beside an item, or **New adjustment**.
- 2 Choose the **Type**: Quantity, Total value, or both.
- 3 Choose the **Purpose**, for example "Physical shortage, damage or loss", "Verified physical surplus", "Company operating consumption", "Customer promotional / free supply", "Warranty replacement" or "Value write-down".
- 4 Choose how the quantity is entered: **Issue / use**, **Increase** or **Physical count**.
- 5 Check the **Adjustment account**, add a **Reason** (OPTIONAL), press **Preview posting**, then **Save**.

A count uses the stock at the moment you save and stops if stock changed meanwhile. In History only the latest adjustment can be deleted, and it asks for the Hi-Sec PIN.

6.7 Barcode labels OPTIONAL

Inventory → Barcode Generator prints labels only; it never changes stock or the books. Search the item, enter **No of Labels**, optionally add a header and up to four lines, press **Add for Barcode**, repeat for more items, then **Print labels**. Under **Settings** on that page choose a regular or label printer and the label size (65, 48, 24 or 12 labels per sheet).

7 Selling

The usual order is: Quotation → Proforma → Tax Invoice → Receipt. You can start at any step. Only the Tax Invoice (and the Receipt, Credit Note and POS) change your accounts and stock.

Document	Changes the books?	Use it for
Quotation	No	A price offer. "Reference only."
Proforma	No, until you convert it	An advance bill. Convert makes a Tax Invoice dated today.
Delivery Note	No	Goods sent, quantities only, no prices.
Tax Invoice	Yes: sales, tax, stock, cost, customer balance	The real sale.
Credit Note	Yes	A return or price correction.
Receipt	Yes	Money received from a customer.
POS Mode	Yes: an invoice and a receipt	Fast counter sales.

7.1 Make a tax invoice

- 1 Go to **Sales → Tax Invoices** and press **New invoice**.
- 2 Pick the **Customer** (type a name, code or phone).
- 3 Choose **Payment**: *Credit (AR), Cash, Bank transfer, Card or Cheque (PDC)*.
- 4 Add lines: pick or type an item, then set **Qty** and **Rate**. Picking an item fills its price and unit.
- 5 Check the totals at the bottom. Press **Save** and answer **Yes** to "Do you want to save this invoice?".
- 6 Use **Print** or **PDF**. A PDF is also saved automatically unless you turned that off.

Field	Notes	Status
Customer	"Please select a customer" if empty.	REQUIRED
At least one line with a description	Lines with an empty description are dropped.	REQUIRED
Invoice No	Leave empty for the next automatic number.	OPTIONAL
Date	Today by default.	Default
DO No, PO No	Your delivery order and the customer's purchase order numbers.	OPTIONAL
Payment	Credit (AR) by default. Cash, bank and card save the invoice as PAID at once and ask for the Cash / bank account.	Default
Tax (VAT or GST)	The rate for the whole invoice. A line can choose its own rate; the Incl. VAT tick means the price already includes tax.	Default rate
Extra, Unit, Income	An extra description per line; unit; income account.	OPTIONAL

Notes (saved, not printed)	For your own reference.	OPTIONAL
Payment terms	Printed. Shows "AS AGREED" if empty.	OPTIONAL
Add reference	Choose an open proforma; it fills the lines and marks the proforma converted.	OPTIONAL

Place of Supply. Before the first invoice the company needs a default place of supply (Settings → Tax & Sales), otherwise the save is refused and a box offers **Open Place of Supply Settings**.

Stock warnings. If a stock item would go negative, a "Save anyway?" box lists the items.

The invoice list

Columns: Invoice, Date, Customer, Total, Balance, Status, Actions. Status is **ISSUED** (nothing paid), **PARTIALLY PAID** or **PAID**. The row menu has **Receipt** (if a balance is left), **DI Note** (makes the delivery note), **Duplicate Invoice**, **Customer Statement**, **Invoice History**, **Receipt History**, **Print**, **PDF** and **Delete**.

The **More actions** menu on a saved invoice also has **Duplicate** (the next save makes a new invoice) and **Design** (opens Invoice Design).

Changing or deleting an invoice

- A saved invoice can be edited. The program reverses the old entries and posts new ones, so the history stays.
- You cannot lower the total below what was already received or credited. In **Settings → Tax & Sales** you choose: (a) **Block the edit** (default), or (b) **Keep the extra as customer credit**.
- After payment the customer can no longer be changed.
- **Delete** asks the Hi-Sec PIN. It is refused while a receipt or credit note is linked, and only the latest invoice can normally be deleted. A delete reverses the journal, returns the stock and reduces the customer balance; an audit entry is written.

7.2 Quotations and proformas

- 1 **Sales → Quotations → New quotation:** pick the customer, add lines, **Save**. Extra boxes: **Valid until** and **Payment terms** (OPTIONAL).
- 2 In the list, row menu → **Convert** creates a proforma and marks the quotation CONVERTED.
- 3 On the proforma, row menu → **Convert** creates the tax invoice (dated today, credit, status ISSUED).

A converted quotation or proforma cannot be deleted. Neither document posts any entry until the invoice exists.

7.3 Delivery notes

There is no New button. On the Tax Invoices list use the row action **DI Note**. The note is called **D0-** plus the invoice number and shows quantities only. To change or remove it, edit or delete the invoice.

7.4 Receive money: Receipts

- 1 Press **Receipt** on an invoice or customer, or **Sales → Receipts → New receipt**.

- 2 Pick the **Customer**. The current balance is shown.
- 3 In **Apply to invoices** tick the invoices being paid; **Amount received** fills in. For a part payment, lower the amount in **Allocate**.
- 4 Choose the **Method** and the **Cash account**, then **Save receipt**.

Field	Notes	Status
Customer	Required.	REQUIRED
Amount received	Must be above 0 unless there is a settlement discount.	REQUIRED
Method	CASH (default), PDC, BANK_TRANSFER, CARD, OTHER.	Default
Cash account	Required for Cash and PDC.	REQUIRED
Cheque no, Cheque date	Needed for a post-dated cheque (PDC).	For PDC
Settlement discount	Posts to Sales Discount.	OPTIONAL
Manual RV No	Shown only if receipts use manual numbering.	If manual
Notes		OPTIONAL

If you tick nothing, the money is kept as an **advance** (unallocated). If the amount is more than the customer owes, a "Customer credit" box asks whether to post the extra as credit. Deleting a receipt re-opens the invoices it paid; a cleared or bounced cheque cannot be deleted.

7.5 Credit notes

On **Sales → Credit Notes**, fill the card at the top and press **Issue credit note**.

- **Customer** (REQUIRED) and **Amount (incl. VAT)** (REQUIRED, above 0).
- **Invoice** (OPTIONAL): choose the invoice being credited. A table of items appears; lower the **Return qty** for items not returned. Returned goods go back into stock.
- **Reason** (OPTIONAL). A line shows the tax portion; the program works the tax out itself.

The notes against one invoice cannot add up to more than the invoice total. The customer's balance and the invoice balance both go down. A saved note can be opened from the list to change its date, reason or amount; deleting it reverses the entries.

7.6 POS Mode OPTIONAL

A full-screen counter. It saves an invoice and, when money is taken, a receipt. This module may be switched off in a new company; ask your administrator.

- 1 Scan or search an item. Each scan adds a line. Use **+ New Bill** to hold one bill and start another.
 - 2 Choose a customer, or use **Walk-in cash customer**.
 - 3 Choose **Payment Mode** (Cash, Card, Bank Transfer, Credit) and type the **Amount Received**.
 - 4 Press **Save & Print Bill** (Ctrl+P).
- A walk-in sale must be paid in full.
 - Cash above the total gives change; card and bank payments cannot exceed the total.

- An empty Amount Received on a customer bill leaves the invoice unpaid.
- Function keys: F2 quantity, F3 item discount, F4 remove item, F6 unit, F8 additional charges, F9 bill discount, F11 customer search, F12 remarks.

8 Buying

The usual order is: Purchase Order → Purchase Bill → Payment. A debit note takes goods back. Everything is under the **Purchases** group.

Document	Changes the books?	Use it for
Purchase Order	No	An order to a vendor.
Purchase Bill	Yes: stock or expense, input tax, payable	The vendor's invoice.
Debit Note	Yes	A purchase return or price reduction.
Payment	Yes	Money paid to a vendor.

8.1 Purchase orders

- 1 **Purchases → Purchase Orders → New PO.**
- 2 Pick the **Vendor** (**REQUIRED**), add at least one line, press **Save**.
- 3 Then **Print** or **PDF**.

The **Number** box is **OPTIONAL** (automatic if empty). There is no Convert button: when you enter the bill, use **Select Purchase Order** on the bill form to fill its lines. The order is then closed.

8.2 Enter a purchase bill

- 1 Go to **Purchases → Purchase Bills** and create a new bill.
- 2 Pick the **Vendor** and type the **Supplier invoice number**. If the same number was used before for this vendor you get a "Save anyway?" warning.
- 3 Choose **Pay**: *Credit (AP)* (default), *Cash* or *Bank transfer*. Cash and bank ask for the account and save the bill as PAID.
- 4 Choose **Charge to**: *Inventory* (default), *Expense / COGS* or *Fixed asset*.
- 5 Add lines (Item, Extra description, Qty, Unit, Rate), check the tax, then **Save**.

Field	Notes	Status
Vendor		REQUIRED
Supplier invoice number	The number printed on the vendor's invoice.	REQUIRED
At least one line		REQUIRED
Date	Today by default.	Default
Select Purchase Order	Fills lines from an open order.	OPTIONAL
Tax	Pick a rate. Reverse charge is also offered; it shows a Reverse-charge rate box.	Default rate

- The bill list shows Supplier invoice, Date, Vendor, Total, Status, Actions. The row menu has **Payment** (unless paid), **Vendor Statement**, **Purchase History**, **Payment History** and **Delete**. Bills have no Print or PDF button.
- By default (Settings → Accounting) a saved bill's vendor and payment method are locked once it has a payment or debit note.
- **Delete** is refused while payments or debit notes are linked. Otherwise it reverses the entries and the stock.

8.3 Pay a vendor

- 1 Press **Payment** on a bill, or **Purchases → Payments → New payment**.
- 2 Pick the **Vendor**; in **Apply to bills** tick the bills being paid.
- 3 Check **Amount paid**, **Method** (CASH, BANK_TRANSFER or PDC) and **Cash account**, then press **Pay**.

Description (OPTIONAL) and the cheque number/date (for cheques) are also on the form. A payment with no ticked bill is kept as an advance. For a cheque payment the row menu has **Print Cheque**.

8.4 Debit notes

On **Purchases → Debit Notes** fill the card and press **Issue debit note**. It works like a credit note: choose the **Vendor** and the **Amount (incl. VAT)** (both REQUIRED), optionally the **Bill** being returned (return quantities appear) and a **Reason**. The vendor balance and the bill balance go down and returned stock leaves your inventory. The notes against a bill cannot exceed the bill total.

9 Bank, cash and loan accounts

Your bank, cash and loan accounts and their ledgers. They are the same accounts as in the Chart of Accounts, shown in a simpler way. Open **Banking → Bank Accounts, Cash or Loan Accounts**.

9.1 See an account and its ledger

The list on the left shows each account with its name, code and balance. The box **Show inactive accounts** adds the ones you stopped using. Select an account to see its ledger on the right: the **Opening balance**, each line (Date, Ref, Narration, Dr, Cr and Balance), and the **Closing balance**.

- **From** and **To** limit the dates. An empty From means the whole history; To is today. If From is later than To you see "From must be on or before To."
- **Print** and **PDF** print the ledger (for PDF choose "Save as PDF" in the print window).
- **Open in Chart of Accounts** jumps to the same account there.

9.2 Add an account

- 1 Press **Add** (you need the Chart of Accounts add right).
- 2 Type the **Name** (**REQUIRED**). The **Code** is filled with the next free code for that kind of account. A code you type yourself must be inside the free range, otherwise the program says it is outside the range.
- 3 For a bank account you may add **Bank name, Account number, IBAN** and **SWIFT** (all **OPTIONAL**; the numbers are shown masked).
- 4 For a loan, the box *This loan is money owed to us (asset)* is off by default. Leave it off for a loan you must repay.
- 5 Press **Save**.

These forms have no opening-balance box. To start with a balance in a bank or cash account, ask your accountant to post it with a General Journal entry (chapter 10). The code and type of an account are locked once it has postings.

There is no Delete button on these screens. An unused account can be deleted in the Chart of Accounts.

10 Accounting

The Chart of Accounts, manual journals, fixed assets, jobs and year-end closing. Documents such as invoices post their own entries; you use these screens for everything else.

One rule to remember. The program never erases posted accounting. When you edit or delete something that was posted, it adds a **reversing entry** and, for an edit, a new corrected entry. The old and new versions stay visible in the Auditor's Audit Trail. Debit must always equal credit.

10.1 Chart of Accounts

Accounting → Chart of Accounts is the master list of ledger accounts, shown as a tree of report groups. Use **Search accounts by code or name**, **Expand all** or **Collapse all**. The row menu has **Edit**, **Account Ledger** and **Delete**.

- 1 Press **Account**.
 - 2 Enter the **Code** and **Name** (both **REQUIRED**). Choose the **Type**: Asset, Liability, Equity, Revenue or Expense.
 - 3 Choose the **Group** (the report head). A line below shows where the account will appear in the balance sheet or profit and loss.
 - 4 Press **Save**.
- **Default cheque template** (**OPTIONAL**) appears for bank-type accounts.
 - Once an account has postings, its code and type are locked; the name and group can still change.
 - An account with postings cannot be deleted. Deleting an unused account asks the Hi-Sec PIN.
 - A code that was ever used in a journal cannot be used for a new account.

10.2 General Journal

Accounting → General Journal lists every journal, automatic and manual. Filter by **Search**, **From/To** and **Type** (All, Manual JV, Automatic). Click a row to see its lines. Small tags show *locked*, *audit reversal* and *replaced*.

Post a manual journal

- 1 Press **Manual JV**.
 - 2 Set the **Date** (today by default). **Reference No.** and **Narration** are **OPTIONAL**. The JV number is given when you post.
 - 3 On each line pick the **Account** and enter a **Debit** or a **Credit** (not both). Add lines with **Add line**. At least two lines are needed.
 - 4 Watch the line "Dr ... · Cr ...". It turns green with "Debit = Credit" when balanced.
 - 5 Press **Post** and confirm.
- Lines on accounts receivable (2000) and payable (5000) need the customer or supplier name.
 - Lines on the cheque holding accounts 1005 and 6003 need a **Cheque Number** and **Cheque Date**; posting creates a pending PDC.

- Manual journals use **JV-0001** numbering. Deleted numbers are never reused.

Edit or delete a journal

- **Edit** on a manual journal posts a reversal of the old one and a new corrected journal with the same JV number. If nothing changed, nothing new is posted.
- A journal made by an invoice, bill or receipt opens that document's own screen instead. Fix the document, not the journal.
- **Delete** asks the Hi-Sec PIN and posts a reversal; the history stays.
- Locked tax journals (such as a VAT submission) cannot be deleted from here.
- Anything dated in a closed financial year is refused until the year is reopened.

10.3 Fixed assets

Accounting → Fixed Assets lists asset accounts with their cost and accumulated depreciation, and the ledger of the selected asset.

- 1 Press **Add** and type the **Fixed asset name** (**REQUIRED**).
- 2 Choose a **Parent fixed-asset account**. The next ledger code is made under it.
- 3 **OPTIONAL** Enter **Opening quantity**, **At price/unit** and the **As of date**, and a **Residual value**. Saving an opening value posts one journal: debit the asset, credit Opening Balance Equity.

Depreciation is entered by hand: select the asset, press **Depreciate**, choose the **Date** and the amount (**Depreciate by**). The program shows cost, accumulated depreciation, net book value and the new net book value, then debits depreciation expense and credits accumulated depreciation. There is no automatic schedule.

10.4 Year-End Closing **OPTIONAL**

An optional tool that closes a financial year: it posts one journal moving the year's income and expenses to a retained-earnings equity account, then locks everything dated in that year. Full history is kept. A verified backup is taken first.

- 1 **Set up once** (administrator): choose the year start month and day, the first accounting date, and the **Accumulated profit / loss equity account**. Tick *Confirm this company's calendar and first date* and *Enable Closing tools*, then **Save settings**. No journal is posted.
- 2 Pick the year in the table and press **Prepare / Refresh**. It is read-only and shows readiness, the closing journal preview and supporting schedules.
- 3 Fix everything shown as **BLOCKED**. Read the warnings (draft documents, negative stock, draft payroll). Tick that you reviewed them.
- 4 Press **Close selected year**, confirm **Back up & close** and enter the Hi-Sec PIN.
 - The year must have ended, earlier years must be closed first, and the Trial Balance must balance.
 - **Reopen**: select the closed year, type the required reason, press **Reopen selected year**, confirm **Back up & reopen** and enter the PIN. Later years are reopened first. The closing journal stays; a linked opposite journal reverses it.
 - The **Immutable close history** lists every close and reopen with user, time, backup and reason.

Review before closing: bank reconciliation, stock against the ledger, tax returns, depreciation and accruals.
The program posts no automatic adjustments.

11 Employees

The list of your staff. Open **Payroll → Employees**. Salary runs, timesheets, advances and salary payments are separate modules that depend on your licence; ask your software provider if you need them.

11.1 Add an employee

- 1 Go to **Payroll → Employees** and press **New employee**.
- 2 Type the **Name** (**REQUIRED**). If the same name already exists the program asks you to confirm **Save anyway**.
- 3 Check **Basic salary**, **Other allowances** and **OT rate / hour**. They start at 3000, 0 and 20: change them to the real figures.
- 4 Check **Bank name**: it starts as "ADCB", so replace or clear it.
- 5 Press **Save**.

Field	Notes	Status
Employee code	Automatic if blank. A duplicate code is refused.	OPTIONAL
Designation, Join date, IBAN / account		OPTIONAL
Status	Active (default) or inactive.	Default
Duty from / to, Rest from / to	Start at 08:00–19:00 and 13:00–15:00.	OPTIONAL
Normal working hours	Starts at 9.	OPTIONAL
Default deduction hours	Starts at 0.	OPTIONAL
No overtime (office staff)	Off by default. When ticked, only present or absent is recorded and overtime is not calculated; the defaults change to 8:00–18:00 and 8 hours.	OPTIONAL
Expense, Payable and Advances accounts	Pre-filled. They lock after the first posted payroll run or advance.	Default

11.2 The employee list

Columns: Code, Name, Designation, Basic, Salary pending, Status. Search by name, code or designation. The row menu has:

- **Edit** and **Deactivate**.
- **Report** – the salary statement. Administrators only, and it asks the Hi-Sec PIN.
- **Delete** – asks the Hi-Sec PIN. An employee who has payroll or advance history cannot be deleted: "Cannot delete — this employee has payroll or advance history. Deactivate instead."

If your licence includes the payroll modules, the same row menu also opens the employee's timesheet and advance history. Ask your software provider for the payroll guide.

12 Reports and the Auditor

Open **Reports** → **Reports & VAT** (or **Reports & GST** for an India company). The home page has a **Search reports** box and tiles grouped by topic.

12.1 Run, print and export a report

- 1 Click the report tile.
- 2 Set the filters. Most reports have **From** and **To**. The balance sheet has **As at**. Some have **View** (Detailed or Summary) and customer or supplier pickers. **Use financial-year start** fills the From date.
- 3 Press **Run**.
- 4 Use **Print preview**, **Print**, **PDF** or **Excel**. For PDF the print window opens: choose "Save as PDF".

Click a document, account, customer or supplier inside a report to open it. Reports on the ledger, trial balance, profit and loss and balance sheet also let you choose **Closing entries** (post-close, or pre-close excluding the selected year's closing entries) and **Accounting basis**.

12.2 The reports

Group	Reports
Financial Statements	P&L, Balance sheet, Income & expense.
Accounts & Ledgers	Ledger Report (one account with opening balance and lines), Trial Balance (total debit must equal total credit), General account summary .
Sales & Customers	Sales invoices, Due Invoices List (unpaid and part-paid, by customer), Customer statement .
Purchases & Vendors	Purchase invoices, Due Purchase Bills, Supplier statement .
Inventory & Stock	Stock Summary, Stock Valuation as of Date, Item Stock Ledger, FIFO Layer / Cost Allocation, Moving Average Cost History, Item Sales and Gross Profit, Stock Movement / Adjustments, Stock Ageing and Slow Stock, Low Stock / Reorder, Inventory-to-GL Reconciliation, Adjustment Register, Material Consumption, Free Supplies and Warranty, Valuation Adjustments.
Employees & Payroll	Payroll with Payroll summary, Employee salary, Salary payments, Deductions and Payroll accounts. Only when Payroll is on.
VAT & Tax / GST & Tax	See Part 2 (UAE) and Part 3 (India).

Statements. The customer and supplier statement can show the columns Date, Type, Narration, Document No., Debit, Credit and Balance. Choose and reorder them in the **Columns** section; the choice applies to screen, print, PDF and Excel and is saved on this PC. Narration is off by default and a zero debit or credit is left blank.

What does not exist. There is no Day Book and no aged receivables report with age buckets. Use the **Due Invoices List** and **Due Purchase Bills** (current outstanding, with an Overdue filter) and the statements.

12.3 Auditor OPTIONAL module

Reports → Auditor has four buttons: **Full audit check**, **Reports**, **Audit Trail** and **Review tools**. It is off by default in a new company.

- **Full audit check** – press **Run Full Audit Check** and keep the page open. It reads the whole company and lists errors and warnings without changing anything: journals that do not balance, missing accounts, unbalanced Trial Balance, duplicate postings, documents without a journal, wrong invoice or bill balances, over-allocated payments, negative stock, party balances that differ from the journals, cheque journals that do not match. **Export full report** saves an Excel workbook (there is deliberately no PDF because the report is large).
- **Reports** – the same reports as above, with one date range.
- **Audit Trail** – who saved what. Set **From**, **To** and **Search**, press **Run**. Actions are Created, Edited, Deleted, Reversed or "Saved — no accounting change". **Audit Trail Detail Report** exports each journal's chain: original, reversal and current.
- **Review tools** – a **Bank / cash reconciliation worksheet**: choose the book account, enter the statement balance, deposits in transit and cheques not yet cleared, and read the difference. It is not automatic statement matching; export before leaving.

These are automated book checks, not an audit opinion. Bank statements, physical stock and missing transactions need separate review.

13 Printing and invoice design

Choose how your documents look, and print them or save them as PDF.

13.1 Print and PDF

Every document has **Print** (a preview first) and **PDF** (saves a PDF and opens it). They are disabled until the document is saved. On lists, both are in each row's three-dot menu. After you save an invoice a PDF is also saved automatically in `PDF_SJMR / your company / Invoice` on the main PC (change the folder in **Settings → PDF & Storage**). A failed PDF never stops the invoice from being saved.

13.2 Invoice Design OPTIONAL

Open **Administration → Tools → Invoice Design**. Everything here has a sensible default, so you can skip the screen and come back when you want a different look. Each layout keeps its own settings. A live A4 preview is on the right; press **Print sample** to test and **Save design** when you are happy (you need the Settings edit right to save).

Tab	What you can set
Layout	Choose the layout card. UAE layouts: Tally VAT, Tally VAT2, ZOHO Theme, Arabic Theme, New CW, New CW2, New CW3, New CW4, Banded, Formal. India layouts: GST Tax Invoice, Professional, Tally GST, Zoho GST. Language: English, Arabic or Bilingual (default Bilingual: Arabic only on headings and labels). Auto-download PDF after save (on by default).
Header	Tick what prints at the top: company, logo, address, phone, email, website, tax number, place of supply, DO No, PO No, time. Option to repeat the full header on extra pages. Heading sizes.
Item table	Font size and which columns show: #, Part No., Qty, Unit, Rate, NET, VAT %, VAT and GROSS (Description is always shown), with their English and Arabic headings and widths. Expand item table down to the signature line . For long invoices: most rows per page (5 to 60), fewest rows on the last page (1 to 10), carried / brought forward totals. India layouts have their own fixed columns.
Totals	Discount, subtotal, taxable, tax, amount in words, payment terms, bank details, the round-off row, totals font size. India: the GST invoice card.
Signatures	Customer and authorized signature boxes (with position fine-tuning), Received by, Delivered by; stamp and signature images and their size and position. For multi-page invoices: boxes and stamp on the last page only.
Page & colour	Accent colour, paper size and orientation, extra space on top of the PDF, Print Original mark , border thickness.

The company logo is uploaded in **Settings → Company Profile**. The stamp and signature pictures can be uploaded there or on the **Signatures** tab; Invoice Design chooses their size and position for each layout.

Your company can only choose layouts of its own country: a UAE company never sees India layouts and the other way round.

13.3 Print from another PC OPTIONAL

In **Settings** → **Remote print** an administrator can allow staff on other PCs and phones to press **Print at office** so the main PC prints for them. It is off by default. Nothing appears on documents until **Allow remote print** is ticked and at least one printer is ticked and saved. The administrator chooses the printers, paper, which roles may use it (administrators only at first), which documents (invoice, delivery note, receipt and statement at first), the number of copies (up to 5) and limits on prints per minute and pages.

14 Backup, companies and other computers

Protect your books, work with more than one company, and let other PCs and phones use the same data.

14.1 Backup

Open **Administration** → **Backup** (you need the Backup right). New backups are encrypted by default and restore in SJMR without a backup password. Older plain backups still restore.

Task	How
Make a backup now	Press Backup now (needs the Backup add right). The file appears in Available backups (name, size, time, encrypted or not) with a Download button. If you set a Backup folder in Settings, the copy is saved there too.
Automatic backup OPTIONAL	Tick Enable auto-backup , set Every (hours) (default 24) and press Save schedule . It runs only while the program is open, and the schedule is kept on this PC and window. A first-of-the-day backup is also made a couple of minutes after you sign in (skipped if one was already made today or the PC is busy).
Restore a backup	Press Restore from file (needs the Backup edit right) and choose the <code>.sjmr.bak</code> , <code>.bak</code> or <code>.json</code> file. A box says "Restoring the database replaces all current books. Enter the Hi-Sec PIN." A safety copy of the current books is made first, then the books are replaced.

Restoring replaces all current books. A backup from a different company asks for your confirmation, and a backup from a different country is refused. To bring a backup in as a separate company use **Companies** → **Create from a backup file** (14.3).

Google Drive copy **OPTIONAL**

If your licence includes it, the Backup page can keep a second copy in your own Google Drive (a dedicated folder only). An administrator presses **Connect Google Drive** (there are also **Disconnect** and **Change linked account**). Tick **Automatic cloud backup after each local backup** if wanted (it only runs when auto-backup is on) and choose how many copies to keep (1 to 100; default 30). **Backup now (Cloud)** saves locally first and then uploads. To restore, download the file from Drive and use **Restore from file**.

Protect your books (main PC)

Three safeguards, all **on by default**; only an administrator can change them.

- 1 Windows lock on the books folder** (Windows only) – only this Windows user, Administrators and the system can open the folder. It is applied about a minute after the program starts. Turn it off only if another Windows account must run SJMR here.
- 2 Automatic safety copies** – a full, checked copy of the open company every 6 hours (*Every (hours)*, 1 to 168) keeping the last 14 (*Keep last*, 1 to 100). Choose a *Folder* on another drive if you can, press **Save**, or use **Make a safety copy now** at any time.

- 3 **Missing-books guard** – if the books folder vanishes, the program stops and tells you, instead of silently starting empty books. You can then restore the latest safety copy.

Good habit. Keep at least one backup on a different drive, and test a restore on a spare company once.

14.2 Switch between companies

One company is open at a time. A licence allows a set number of companies (shown as “N of M companies used by your licence”).

- 1 Open **Administration** → **Companies** (main PC, administrators only).
- 2 Press **Open** on a company card. If other users are signed in on other PCs or phones, a box lists them and asks **Switch anyway** or **Cancel**: they will be signed out and must log in again.
- 3 Sign in to the new company with one of its own users.

Child windows (print previews and so on) close at the switch; only the main window stays. The open company's card shows **Open** and its button reads **Currently open**.

14.3 Create another company

- 1 **Companies** → **Create new company**. Step 1 *Details*: **Name** (**REQUIRED**), **Country** (**REQUIRED**); the first licensed country is preselected and is fixed if your licence has only one), and the optional address, phone, email, tax number (TRN or GSTIN), financial year start and currency choices. Press **Review**.
- 2 Step 2 *Review* → **Create**. Step 3 *Finish*: **Finish setup**, or **Restore a backup into this new company** (the backup must be from the same country).
- 3 Or press **Create from a backup file**: choose the file, check the name, press **Create company**. Your open company is not touched.

14.4 Other PCs and phones

Other computers in the office open the books through the main PC. They type the main PC's address in a browser (or use the SJMR office or Android app) and sign in with their own user. The main PC must be on. Your licence limits the number of **client PCs** (the main PC does not use one); see **About** for your limits. A device that stays closed or offline for 12 hours is signed out automatically and frees its place.

On the office network the link is plain HTTP: other people on the same network could read it. Use it only on a network you trust. Your software provider can set up a secure remote connection for people outside the office.

15 Updates, feedback and getting help

15.1 About box

Click **About** in the top bar. It shows your licence status, the date it is valid until (or "Permanent"), the number of client PCs and companies, and the program version and build.

- On the main PC: **Refresh** re-checks the licence now, **Activate** opens the key box, **Import file** loads a licence file, and the **Installation ID** with a **Copy** button is what your provider asks for. **Start 30-day trial** appears only when there is no licence, and **Convert to licence** only during a trial.

15.2 Program updates

On the main PC an administrator sees an update card in About.

- 1 Press **Check now**. If a new version is available it shows the notes.
- 2 Press **Download update** and wait for the progress bar.
- 3 Press **Install and restart** and confirm. The program first makes a safety copy of your books, then updates. A silent update restarts the program by itself; otherwise a setup window opens. Your books are never deleted by an update.

Update when other users are not working: they are disconnected while the program restarts.

15.3 Send feedback

At the bottom of About press **Send feedback**. Choose what it is about (Idea, Problem, Praise or Question), optionally give stars, and write your message (10 to 2,000 characters, **REQUIRED**). You may attach up to 3 files (5 MB each, 10 MB in total: images, PDF, text, Excel or Word). Your name and an e-mail or phone number for a reply are **OPTIONAL**.

No screenshot is taken. The program does send your company name, company e-mail and phone, the program version and build, the page you were on and your role along with the message.

15.4 Contact

Email info@sjmrsoft.com. When you write, include your **Installation ID** and the program version from About, and describe what you did and what you saw.



PART 2

United Arab Emirates VAT

For companies created with the country **United Arab Emirates**. Currency AED, standard VAT rate 5%.

U1 Set up VAT

Do these steps once, right after you create a UAE company. Read chapter 3 first for the general settings.

U1.1 Company details

In **Settings** → **Company Profile**:

- **VAT TRN** – your Tax Registration Number, typed as text. The program does not check its format. Leave it empty if you are not registered (**OPTIONAL**).
- **Address** – when you *create* the company, if the address you enter names exactly one emirate, that emirate becomes the default place of supply. Editing the address later does not change it; set the default yourself (U1.3).
- Also fill in logo, bank details and **Arabic company name** if you want them printed.

The company gets **AED**, 2 decimals and a standard rate of **5%**.

U1.2 Tax rates

In **Settings** → **Tax & Sales** → **Tax Rates** a UAE company starts with:

Rate	Percent	Meaning
VAT@5%	5	Standard-rated. The default for new documents.
VAT 0%	0	Zero-rated.
Exempt	0	Exempt.

Keep the word "Exempt". The program decides whether a 0% rate is *exempt* or *zero-rated* only by the name: a 0% rate whose name contains "exempt" is exempt, every other 0% rate is zero-rated. If you add a new exempt rate, put the word Exempt in its name.

Press the **+** button (Add tax rate) to add more. The dialog has **Tax Name**, **Rate**, **Type** (Percentage or Other), **Default for new documents** and **Active**; then press **SAVE**. You cannot un-tick the current default: the program says "Choose another rate as the default first". Once any tax rate exists, the **VAT %** box on the same page is read-only and only serves as a fallback.

U1.3 Place of supply (emirate)

In the UAE the place of supply is used only to report each sale in the right emirate box of the VAT 201 return. It does **not** change how VAT is calculated.

- 1 In **Settings** → **Tax & Sales**, open the **Place of Supply** panel. The seven emirates are listed.
- 2 Choose a **Default Place of Supply** (use **Set as default** on a row). The program refuses to save an invoice until a default exists, and shows a box with **Open Place of Supply Settings**.
- 3 **OPTIONAL** Tick **Enable Place of Supply** to show the place list on the invoice form. Even with it off, each invoice is stamped with the customer's place (or your default) behind the scenes, so the VAT 201 emirate boxes still work. Printing the place on the invoice is chosen separately in Invoice Design.

- 4 On each customer, set **Place of Supply** if it differs from your default. A new invoice takes the customer's place, otherwise your default.

A place already used on documents cannot be deleted; make it inactive instead. A standard-rated sale with no recognised emirate goes to the "Unclassified / Review Required" card of the VAT 201 report.

U1.4 Print the TRN on invoices

Fill **VAT TRN** in Settings. In **Invoice Design → Header** the tick **VAT TRN** is already on; leave it on. The invoice then prints "TRN: ..." (the Arabic caption "الرقم الضريبي" on Arabic invoices) and, for a customer with a number, the customer's TRN. Nothing prints if the TRN is empty. The default title is "TAX INVOICE" (Arabic "فاتورة ضريبية"); change it with **Invoice title (EN) / (AR)** in Settings.

U1.5 Optional extras

- **OPTIONAL** **Reverse-charge debit notes reverse the VAT pair** (Settings → Tax & Sales → VAT options, off by default). Tick it only if you use reverse charge together with debit notes (U2.3).
- The dashboard of a new UAE company shows two VAT cards, **Current Quart. VAT** and **Previous Quart. VAT**, to administrators and accountants. Periods are calendar quarters, due 28 days after the period end. In **Dashboard Settings → VAT quarters** you can change them. **OPTIONAL** Tick **Remind me to submit unfiled VAT periods** (off by default; it starts 7 days before the due date).
- Give anyone who must override a filed period the **Delete Access (Hi-Sec)** tick, and make sure the Hi-Sec PIN is set (chapter 1).

U2 VAT on your documents

U2.1 Choosing the VAT category

The tax box on an invoice or purchase bill is a drop-down of your tax rates. A line can have its own rate; the **Incl. VAT** tick on a line means the price already contains VAT (the program divides by 1 plus the rate, for example 1.05 at 5%). Mixed-rate documents are fine.

Category	How to get it	Effect
Standard-rated	Pick a rate above 0, for example VAT@5%	VAT is added.
Zero-rated	Pick VAT 0% (or any 0% rate without "Exempt" in its name)	No VAT; reported as zero-rated.
Exempt	Pick Exempt	No VAT; reported as exempt.
Reverse charge	On a purchase bill choose Reverse charge	See U2.2.

The program has no separate "out of scope" category.

U2.2 Reverse charge on a purchase bill

Choose **Reverse charge** in the tax box. A **Reverse-charge rate** box appears (the active positive rates; default 5%). The vendor is owed only the base amount; the VAT is booked as both output and input VAT, and the totals show a "Reverse charge" line. A new sales invoice cannot start as reverse charge.

U2.3 Credit and debit notes

You type the amount including VAT; the program works out the VAT portion itself.

- With a linked invoice or bill, it uses that document's rate and category; with returned lines, the stored VAT of the returned lines; with nothing linked, the default rate.
- A difference of up to 1 fil (a little more when lines are returned) is quietly corrected to the program's figure. A larger difference is refused with "Nothing was saved".
- A note against a zero-rated, exempt or reverse-charge document carries no VAT.
- **Optional switch.** With *Reverse-charge debit notes reverse the VAT pair on*, a debit note on a reverse-charge bill takes back a share of both the input VAT and the output VAT, and the VAT 201 follows. The supplier balance is not changed by the VAT. With it off, the bill's reverse-charge VAT stays as it was.

U3 VAT reports and the return

In **Reports** → **Reports & VAT** the group **VAT & Tax** has two reports. The program prepares the figures; it never files the return or moves money.

U3.1 The two reports

Report	What it shows
VAT 201 detailed	Output and input VAT lines for the period: summary boxes in a simplified layout (not the FTA numbering), then lists of tax invoices, credit notes, purchase invoices and debit notes, and "Net VAT payable to FTA".
UAE VAT 201	The return layout: boxes 1a to 1g (standard-rated sales per emirate: Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah, Fujairah), box 3 reverse-charge supplies, box 4 zero-rated, box 5 exempt, totals, expenses and the payable or reclaimable result. Print, PDF and Excel are available.

Box 2 (tourist refunds), box 6 (imports) and box 7 (adjustments on imports) are not calculated; the report marks them "Not available / requires review". The report is labelled "Draft / Review Required" and says it is not an FTA filing.

The "Unclassified / Review Required" card

Documents the report could not place are excluded from the boxes and appear in this card with the reason, such as "No saved reporting emirate", "Output tax category is not classified" or "Input tax category is not classified". Open each one, fix it and run the report again until the card is empty.

U3.2 Each VAT period

- 1 Enter and save all sales invoices, credit notes, purchase bills (use **Reverse charge** where it applies) and debit notes of the period.
- 2 Open **UAE VAT 201**, choose **From** and **To**, press **Run**. Fix everything in the "Unclassified / Review Required" card.
- 3 Compare with **VAT 201 detailed** if you want invoice-level lines. Print, PDF or Excel as needed.
- 4 File the return on the FTA's EmaraTax site yourself.
- 5 Record it: press **VAT submission** (U3.3).
- 6 When you pay the FTA, press **VAT payment** (U3.4).

U3.3 Record the submission

On the UAE VAT 201 report press **VAT submission**. This posts a closing journal for the period; it does not file anything. The period must have ended, and you need the Reports edit right.

Field	Notes	Status
Return from / Return to	The period.	REQUIRED
Submission / journal date	Not after today.	REQUIRED

FTA payable account	Where the net amount goes.	REQUIRED
EmaraTax submission reference	Up to 160 characters.	REQUIRED
Filed amount (optional reconciliation detail)	"Verified filed VAT net (AED)", prefilled with the report figure.	OPTIONAL

The dialog shows sales output VAT, recoverable input VAT, the net payable (or credit) and a **Journal preview**: debit Output VAT, credit Input VAT, and the difference to "Federal Tax Authority - Payable". A nil result records a nil return with no journal. Press **Post journal**. A period that overlaps one already posted is blocked. Warnings (for example "VAT201 has documents needing review") do not block but should be read.

U3.4 Record the payment

Press **VAT payment**: choose the FTA payable account, optionally the submitted return (default "Direct FTA payment — no return link needed"), the **Payment / journal date** (REQUIRED, not after today), the **Payment amount**, the **Pay from cash / bank account** (REQUIRED), and the **EmaraTax payment / bank transfer reference** (REQUIRED). Press **Pay · post journal**. With a submitted return selected, the amount cannot exceed **Available to pay**. For a direct payment above the FTA ledger balance you must tick the confirmation that it is an advance payment. A section **Optional: historical links, fines and rounding** (OPTIONAL) lets you link old settlement journals and post fines or rounding.

Administrators can correct or reverse these journals from the General Journal.

U3.5 The filed-period lock

After a period has a recorded VAT submission, changing a document dated inside it would make its figures differ from the filed return. So saving or editing an invoice, credit note, purchase bill or debit note in that period is stopped with a warning that names the period and the EmaraTax reference. To continue, a user with **Delete Access (Hi-Sec)** types the **Hi-Sec PIN**; the save is then written to the audit trail as "FILED_PERIOD_SAVE". Cancel gives "Not saved. The return for this period was already filed." Receipts, payments and manual journals are not stopped by this lock.

Continue only if you will correct the return with the FTA. The program does not amend a filed return for you.



PART 3

India GST

For companies created with the country **India**. Currency INR, default GST rate 18%, amounts shown in lakh and crore.

G1 Set up GST

Do these steps once, right after you create an India company. Read chapter 3 first for the general settings.

G1.1 Company details

In **Settings** → **Company Profile** fill in:

Field	Notes	Status
GSTIN	15 characters. The program checks the PAN shape, the check character and the state code, removes spaces and makes letters capital. A wrong number is refused with a plain reason.	OPTIONAL if unregistered
State	The first choice is "Taken from the GSTIN". If both are filled they must agree. The company state decides GST on every sale ; a sale cannot be saved without it.	REQUIRED for GST documents
Legal name (as registered)		OPTIONAL
City, PIN code	PIN is 6 digits, not starting with 0.	OPTIONAL ; needed for e-invoices
Address	Needed for e-invoices.	OPTIONAL
Bank details	Add a line <code>UPI: name@bank</code> to print a payment QR code on tax invoices.	OPTIONAL

A new India company is created with the chart of accounts for GST (Input CGST 2010, SGST 2011, UTGST 2012, IGST 2013; Output CGST 6014, SGST 6016, UTGST 6017, IGST 6018; GST Payable (net) 6015), the Indian states as places of supply, your own state as the default place, and **Enable Place of Supply** already on.

G1.2 Tax rates

In **Settings** → **Tax & Sales** → **Tax Rates**:

Rate	Meaning
GST@18%	The default.
GST@5%, GST@40%, GST@3%, GST@0.25%	Other slabs from 22 September 2025.
Exempt / Nil rated (0%)	Exempt or nil-rated. Keep the word "Exempt" in its name.
Zero rated (export / SEZ) (0%)	Any other 0% rate counts as zero-rated.
GST@12% (until 21 Sep 2025), GST@28% (until 21 Sep 2025)	Inactive; kept only for documents dated before 22 September 2025.

G1.3 Customers, vendors and items

- **Customers – GSTIN** (leave empty for an unregistered buyer), **State (place of supply)**, **City**, **PIN code**, **Address**. A valid GSTIN fills the state; the two must agree.
- **Vendors – GSTIN or State**. A purchase cannot be saved unless the supplier's state is known (from the state box or the GSTIN).
- **Items – HSN / SAC**, 4, 6 or 8 digits (**OPTIONAL**), but the e-invoice needs it and returns warn about a missing code).

G1.4 Optional GST switches

In **Settings** → **Tax & Sales** → **India GST options**:

Switch	What it does	Default
OPTIONAL Export and SEZ sales	Adds a Supply type to invoices (G3.3).	Off
OPTIONAL SEZ with IGST inside own state	Allows "SEZ supply with IGST" when the SEZ unit is in your own state. Needs the switch above.	Off
OPTIONAL Input tax credit choice on purchase bills	Lets you mark a bill "Not allowed (blocked)" (G3.4).	On

G1.5 Invoice layouts

In **Invoice Design** → **Layout** an India company sees four layouts: **GST Tax Invoice**, **Professional**, **Tally GST** and **Zoho GST**. Each layout has its own fixed columns; all of them show HSN / SAC, quantity and rate. Unregistered buyers print "Unregistered"; the company PAN is taken from the GSTIN. On the **Totals** tab the **GST invoice** card has:

- **Tax rows in the totals**: *Expanded* (CGST 9% and SGST 9% on separate rows; default) or *Combined* (one row, GST 18%).
- **Tax summary by HSN / SAC and rate**: only when the bill has more than one rate (default), always, or never.
- **UPI QR** (on) and **Copy label**.

These affect printing only; the books always keep CGST, SGST and IGST on their own accounts. A document whose tax details do not add up is not printed; a page "GST invoice not printed" lists why.

G2 How GST is worked out

- **Sale.** Supplier state = your company state. Place of supply = the state chosen on the invoice (the **Place of Supply** box; it starts as the customer's state, otherwise your default).
- **Purchase.** Supplier state = the vendor's state. Place of supply = your company state.
- **Same state** → **CGST + SGST**, each half of the rate (UTGST instead of SGST for a union territory without a legislature).
- **Different states** → **IGST** at the full rate.
- Each tax part of each line is rounded on its own, so CGST and SGST of a line are always equal.
- The program never guesses a state. Zero-rated, exempt and (on a sale) reverse-charge documents need no state.

If you see "Set the company's State in Settings, Company before saving GST documents" or "Set the State of this supplier (Vendors) or enter their GSTIN before saving this purchase", fill in the missing state and save again.

G2.1 Credit and debit notes

A note has no lines of its own. Its amount (including tax) is shared over the rate groups of the linked invoice or the returned lines, and each group is taxed the same way the invoice was (IGST alone, or CGST + SGST in equal halves). This works for invoices with mixed rates. The note stores the components it was posted with, so later changes to the invoice do not alter your returns.

G2.2 Zero-rated, exempt and reverse charge

- **Zero-rated** – use "Zero rated (export / SEZ)". In GSTR-3B it goes to 3.1(b).
- **Exempt / nil** – use "Exempt / Nil rated". It goes to 3.1(c) and the Nil rated / exempt table of GSTR-1.
- **Reverse charge on a purchase** – choose **Reverse charge** in the tax box and set the **Reverse-charge rate**. The tax is booked as both output and input; the vendor is paid the base. It shows in GSTR-3B 3.1(d). The **Input tax credit** choice is not offered on such a bill.
- A sale already marked reverse charge shows no tax; returns list it with the reverse-charge flag and rate 0 and warn you to enter the rate in the portal.
- **Not built:** composition scheme, e-way bill, cess, reverse-charge self-invoices.

G3.1 Place of supply on the invoice

Choose the buyer's state in **Place of Supply** on the invoice form. A saved invoice whose tax rows do not match the state rule is flagged by the checks (see G5.2).

G3.2 Unregistered buyers

Leave GSTIN empty on the customer but set a **State**. Such sales go to B2C in GSTR-1 (B2CL for inter-state sales above ₹1,00,000, B2CS for the rest).

G3.3 Export and SEZ sales OPTIONAL

Switch on **Export and SEZ sales** first. The invoice then has a **Supply type**:

Supply type	Rules
Ordinary sale	Normal GST.
Export under LUT (no GST)	The tax rate must be "Zero rated (export / SEZ)"; place of supply "Foreign country (export)".
Export with IGST	A rate above 0; place "Foreign country (export)".
SEZ supply under LUT (no GST)	Zero-rated; the place is the SEZ unit's state; the buyer's GSTIN is required.
SEZ supply with IGST	A rate above 0; buyer's GSTIN required. Inside your own state it needs the second switch.

Choosing a LUT type picks the zero rate for you; an IGST type picks a standard rate. The printed invoice carries the matching declaration, for example "SUPPLY MEANT FOR EXPORT UNDER LETTER OF UNDERTAKING (LUT) WITHOUT PAYMENT OF IGST". Exports go to GSTR-1 table 6A, SEZ sales to B2B, and both to GSTR-3B 3.1(b). Shipping-bill details are not built; enter them in the portal.

G3.4 Blocked input credit (Section 17(5)) OPTIONAL

On a purchase bill, the **Input tax credit** box offers **Allowed** or **Not allowed (blocked)**. For a blocked bill the GST is added to the cost of the purchase (and to the stock cost) and is never posted to the Input GST accounts; the journal still balances. In GSTR-3B the blocked tax is first counted in **4 ITC: all other** and taken off again in **4(D) ITC not allowed (blocked)**; the input credit register shows "No (blocked)". It works only on an ordinary taxed bill: not on reverse-charge or untaxed bills.

G4 E-invoice file

An e-invoice is a JSON file in the format of the government's Invoice Registration Portal (schema 1.1). SJMR makes the file; **you upload it on the portal**. The program sends nothing, stores no IRN and prints no QR. Whether your business must use e-invoicing depends on turnover; confirm the current rule on the GST portal.

- 1 Open a saved tax invoice. Press **More actions** → **E-invoice JSON**.
- 2 If something is missing, nothing is built and the list tells you what to fix. Otherwise the file `<invoice-number>-einvoice.json` is saved.
- 3 Upload it on the e-invoice portal.

The checks include: valid company GSTIN that matches the company state; the company name (the Legal name if you filled it in), address, city and PIN; the buyer's GSTIN, name, address, city, PIN and state; a place of supply that is a GST state; an invoice number of 1 to 16 letters, digits, "/" or "-", not starting with 0, "/" or "-"; each item has a 4, 6 or 8 digit HSN / SAC, a description and a quantity above 0; the tax type agrees with the states; and the file total equals the saved total.

Not covered. Only sales to a buyer with a GSTIN (B2B) are built. Sales to unregistered buyers, export and SEZ invoices, and exempt, zero-rated or reverse-charge documents are refused: use the portal for those. Credit notes and debit notes have no e-invoice button.

G5 Returns and GST reports

G5.1 GST Returns

Open **Reports** → **GST Returns** (needs the Reports right). It prepares figures and files for GSTR-1 and GSTR-3B, the HSN summary and the input tax credit list. It does not file anything.

- 1 Make sure the company GSTIN is in Settings.
- 2 Set **From** and **To** (this month by default) and press **Prepare**.
- 3 Read the summary, the counts and the warnings.
- 4 Download **GSTR-1 JSON**, **GSTR-3B JSON** or **Excel (all tables)**. The file names include your GSTIN and the month, for example `GSTR1-<gstn>-<MMYYYY>.json`.
- 5 Check the figures and the file format against the current portal rules, then upload and file on the GST portal yourself.

Card	Contents
GSTR-3B	3.1(a) Outward taxable supplies; 3.1(b) Zero rated (export / SEZ); 3.1(c) Nil rated / exempt; 3.1(d) Inward, reverse charge; 4 ITC: reverse charge; 4 ITC: all other; 4(B) ITC reversed; 4(D) ITC not allowed (blocked); Net ITC; Tax payable before ITC.
GSTR-1	B2B (registered buyers); Exports (6A); B2CL; B2CS; Credit / debit notes; HSN / SAC summary; Nil rated / exempt.
Input tax credit	Each bill with supplier, GSTIN, taxable value, IGST, CGST, SGST and whether the credit is eligible.

Purchase debit notes reduce the input credit in this summary; check the 4(B) reversal rules for your case.

G5.2 "Documents to resolve" (blocked output)

Before any figure is produced, every document in the period is checked. If any has incomplete or inconsistent tax details, nothing is produced and a red alert reads "GST output blocked: N documents have incomplete or inconsistent tax details. No export file was created." Below it, **Documents to resolve** lists one link per problem, with the expected and found figures. No download is offered until all are resolved.

- 1 Open each listed document.
- 2 Fix the cause. Typical causes: a missing tax detail row, only one of CGST / SGST saved, IGST mixed with CGST / SGST, a state that does not match the rule, totals that do not add up, a line whose CGST and SGST differ.
- 3 Save the document again and press **Prepare** again.

Opening the page changes nothing, and old documents are never repaired automatically. If a re-save does not clear a problem, contact your software provider. The same check also stops saving and printing of a document whose tax details do not add up.

G5.3 GST reports

In **Reports & GST** the group **GST & Tax** has eight reports, each with print, PDF and Excel:

Report	What it shows
GST sales register	Every invoice, credit note and debit note with GSTIN, place of supply and CGST, SGST, IGST. Credit notes in minus.
GST purchase register	Every bill and debit note with the tax by component and whether the credit can be claimed (Yes, Reverse charge, No (blocked)).
GST rate-wise summary	Outward supplies by rate, credit notes taken off.
HSN / SAC summary	Quantity, taxable value and tax by code, as in GSTR-1.
GSTR-1 summary	Documents, taxable value and tax by GSTR-1 section.
GSTR-3B summary	Tables 3.1 and 4 with the net input tax credit.
GST liability	Output tax less input tax credit by CGST, SGST and IGST. Set-off between them is applied when you file.
Input tax credit register	Input tax on each bill and debit note and the credit that can be claimed.

They use the same checks as the returns; a blocked period shows the list of issues instead of figures. The UAE VAT reports are not available for an India company.

G6

Your monthly GST routine

- 1 Enter sales invoices (check **Place of Supply**, and **Supply type** for exports or SEZ), credit notes linked to their invoices, purchase bills (mark **Input tax credit** "Not allowed (blocked)" where it applies, or use **Reverse charge**) and debit notes.
- 2 For each B2B invoice that needs an e-invoice: **More actions** → **E-invoice JSON**, fix any listed problems and upload the file on the e-invoice portal.
- 3 Open **GST Returns**, set the month and press **Prepare**. If you see "Documents to resolve", fix and prepare again. Read the warnings.
- 4 Download **GSTR-1 JSON**, **GSTR-3B JSON** and, if you want, **Excel (all tables)**. Upload and file on the GST portal yourself.
- 5 Check **GSTR-3B summary**, **GST liability** and **Input tax credit register** in Reports.
- 6 Pay the tax through your normal bank payment and record it with a payment or a General Journal entry. There is no VAT-style submission screen for GST.

No filed-period lock. The program has no filing record for GST, so editing a document of an already filed month is not stopped. Take care, and note any change for your next return.

Not built: Vyapar India import and Tally GST export; composition scheme; e-way bill; portal upload; credit notes against export or SEZ invoices appear in the returns, but shipping-bill details are entered on the portal.



APPENDICES

Checklists and reference

Routines, common messages and a short glossary.

A1 Routines at a glance

When	Do this
Every day	Enter sales invoices and receipts; enter purchase bills and payments; check the dashboard cards and the Due tables; make sure the automatic backup ran (Backup → Last auto-backup).
Every week	Look at Due Invoices List and call customers who are overdue; check Low Stock / Reorder ; copy a backup to another drive.
Every month	Enter all bank and cash movements; reconcile each bank account with the statement (Auditor → Review tools); run the Trial Balance and P&L ; run payroll and pay salaries; then the tax routine of your country (U3.2 or G6).
Every year	Run the Full audit check ; review stock against the ledger and depreciation; close the financial year (10.4) after a verified backup.

A2 Messages you may see

Message	What it means and what to do
Read-only: ... Open About → Licence.	The licence does not allow saving. Open About and activate or refresh the licence (1.1).
This sign-in is paused. Try again in 10 minutes.	Five wrong tries. Wait, then sign in with the right password.
The company was changed. Sign in again.	The administrator opened another company. Sign in to it.
You do not have Delete Access (Hi-Sec).	Ask an administrator to tick Delete Access (Hi-Sec) for you on the Users screen.
Set a Hi-Sec PIN in Database first	No PIN exists in this company. New companies start with the standard PIN (see 1.4); an older company needs your software provider to set one.
Set a default Place of Supply before saving this invoice	Settings → Tax & Sales → Place of Supply: choose a default.
Financial year ... is closed. Reopen it in Year-End before changing ...	The date is inside a closed year. Use a date in an open year, or reopen the year (10.5).
Not enough stock for ... Invoice not saved.	Block negative stock is on. Receive the stock first, or turn the setting off.
This invoice already has X received or credited. The new total is lower.	You cannot lower an invoice below what was paid. Reduce or delete the receipt or credit note first (or change the setting in Tax & Sales).
Delete receipts allocated to this invoice first	A document with a receipt, payment or note linked cannot be deleted until those are removed.

Journal not balanced ... Debit must equal credit.	Make the total debit equal the total credit before posting.
FILED_PERIOD / The tax return for ... was already filed (UAE)	The date is in a filed VAT period. Continue only with the Hi-Sec PIN and only if the return will be corrected (U3.5).
GST output blocked: N documents have incomplete or inconsistent tax details (India)	Open each listed document, fix and save again (G5.2).
The country and tax rules of a company are fixed when it is created...	You cannot change the country later. Create a new company with the right country.
Could not reach the main PC.	On another PC: check the main PC is on and the network or VPN is up.

AR / AP	Accounts receivable (what customers owe you) / accounts payable (what you owe vendors).
Audit Trail	The record of who saved, edited, deleted or reversed what, and when.
Credit note / Debit note	A document that reduces what a customer owes you (credit note) or what you owe a vendor (debit note).
FIFO / Weighted Average	Two ways to value stock: oldest cost first, or the average cost of what you hold.
GSTIN	India's 15-character tax registration number.
HSN / SAC	The code that classifies goods (HSN) or services (SAC) for GST.
Hi-Sec PIN	A 4 to 10 digit second code that protects deletes, restores and other sensitive actions.
Journal / JV	An accounting entry with equal debits and credits. A manual one is a Journal Voucher (JV).
LUT	Letter of Undertaking: lets an exporter supply without paying IGST.
PDC	Post-dated cheque.
Place of supply	The emirate (UAE) or state (India) where a supply is treated as made.
Proforma	An advance bill that does not post to the books until converted to an invoice.
Reverse charge	The buyer, not the seller, accounts for the tax.
Reversal	A new entry that cancels an earlier one, so the history stays.
SEZ	Special Economic Zone (India).
Trial Balance	A list of every account's balance. Total debit must equal total credit.
TRN	The UAE Tax Registration Number.
VAT 201	The UAE periodic VAT return.

— End of manual —

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