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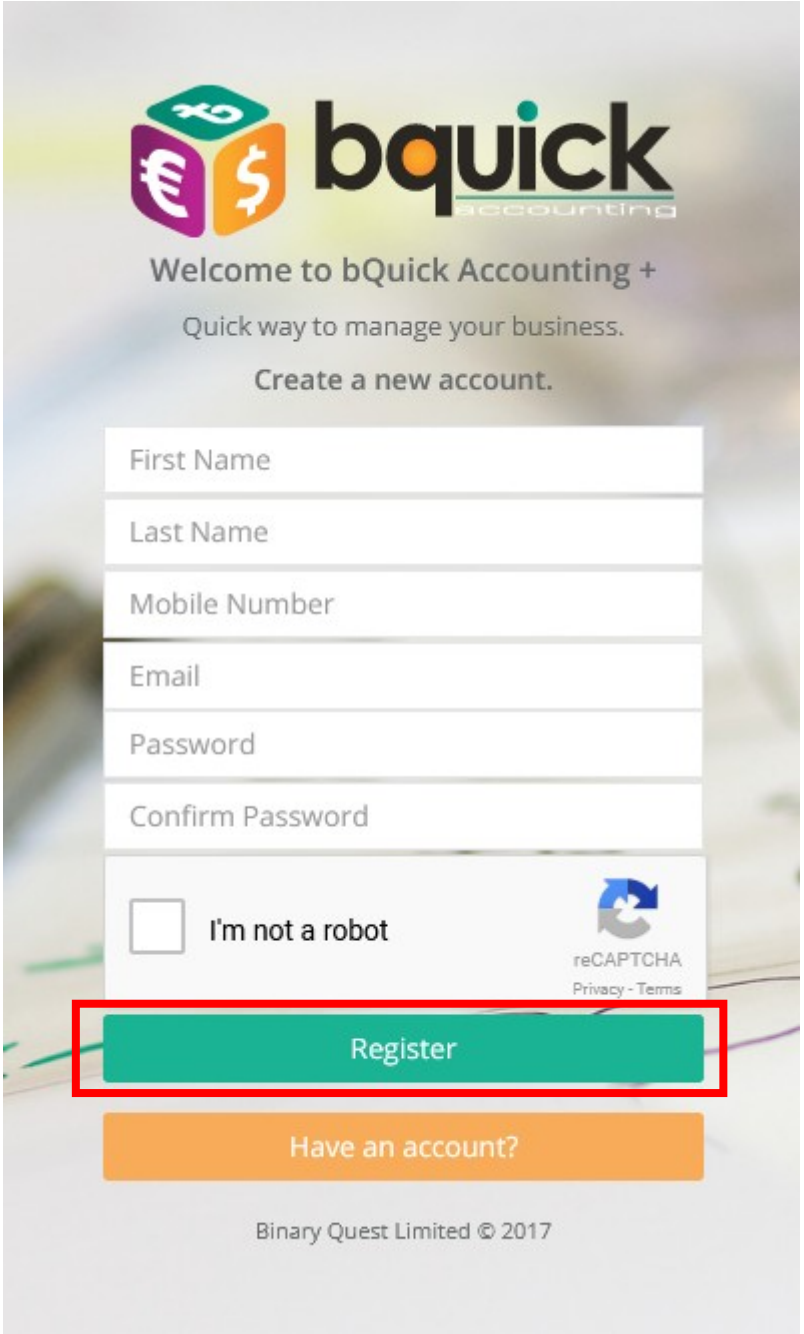
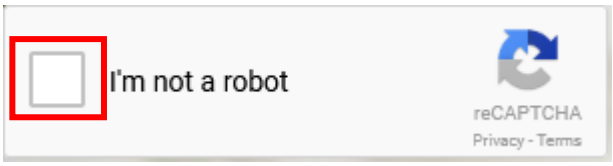
Registration

To start your business with bQuick Accounting you need to register.

- Go to registration page (http://app.bquick.com.bd/Account/Register)



- Enter your name, mobile number, email address, password and check "I'm not a robot", then click **Register** button. You may see image CAPTCHA after checking "I'm not a robot", then select images related to said topic. For example- You may ask to select images with car then select images with car form all.

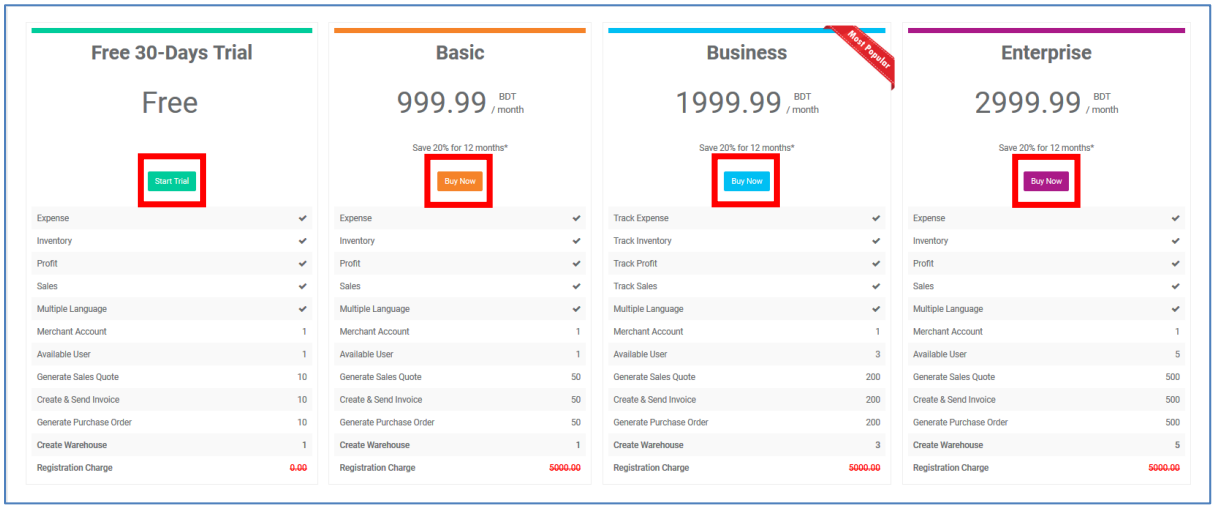


- Check your email to open the activation email. Check spam folder if you don't find the activation email in inbox.
- Click on the activation link in the email.

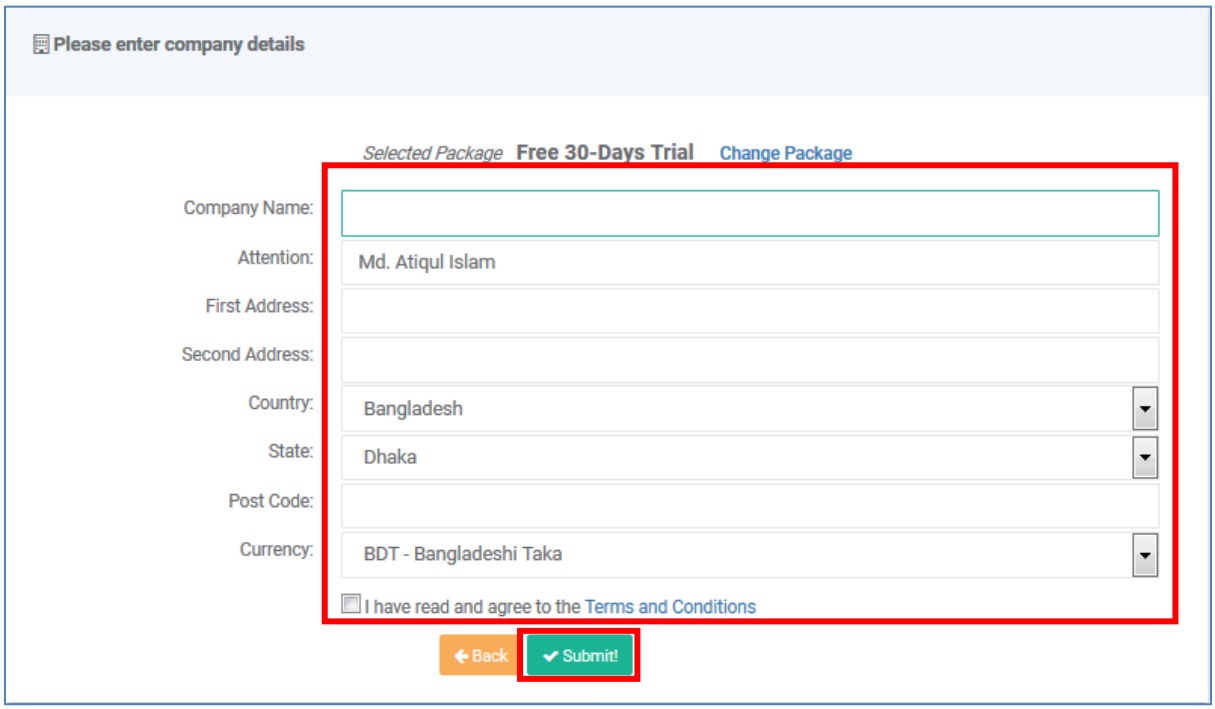
Now you account has been successfully created & activated, keep playing with bQuick Accounting.

Add Company

You will be redirected to package selection page after successful completion of registration at bquick Accounting (app.bquick.com.bd). Now, select package



A form of company information will arrive after completion of selecting a package you wanted to avail.



Now provide your company information-

- **Company Name:** Type company name in the input field of Company Name.
- **First Address:** Type company address (first line) in the input field.
- **Second Address:** Type company address (second line) in the input field.
- **Country:** Select country from the list.
- **State:** Select state (district) from the list
- **Post Code:** Type post code in the input field.

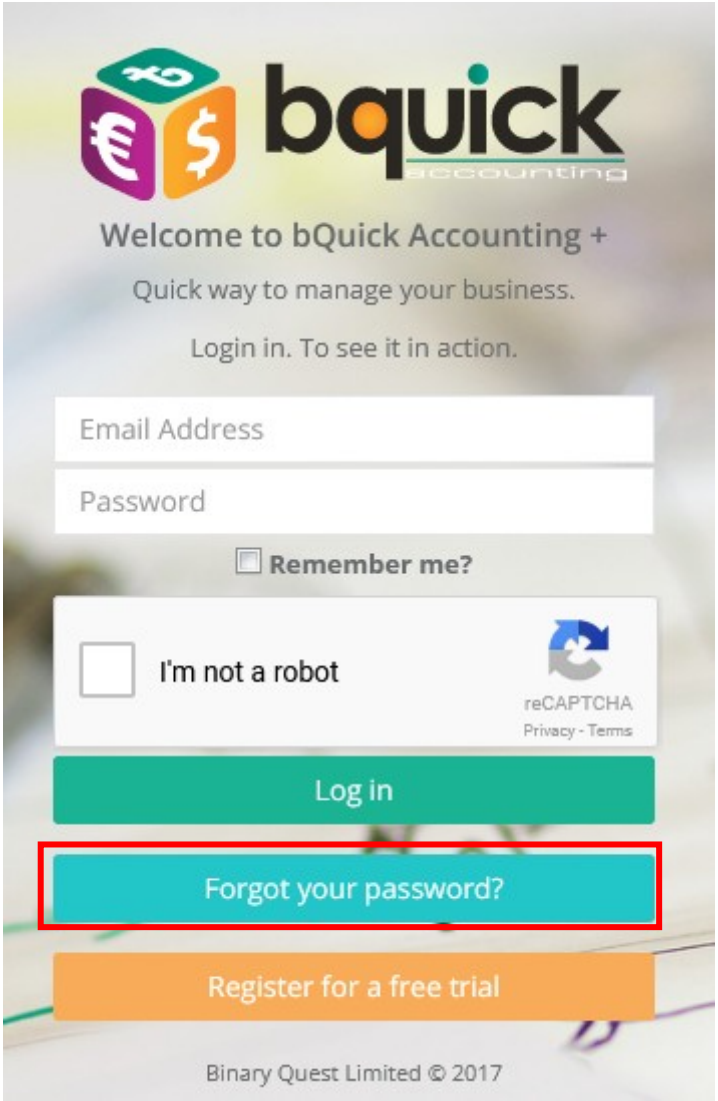
- **Currency:** Select currency from the list.
- Check the checkbox to agree with **bquick** Terms and Condition.
- Click on Submit button to go to next section.

Now your company's account setup will be done automatically and you will be redirect to Dashboard. Please follow other instructions to work with **bquick Accounting**.

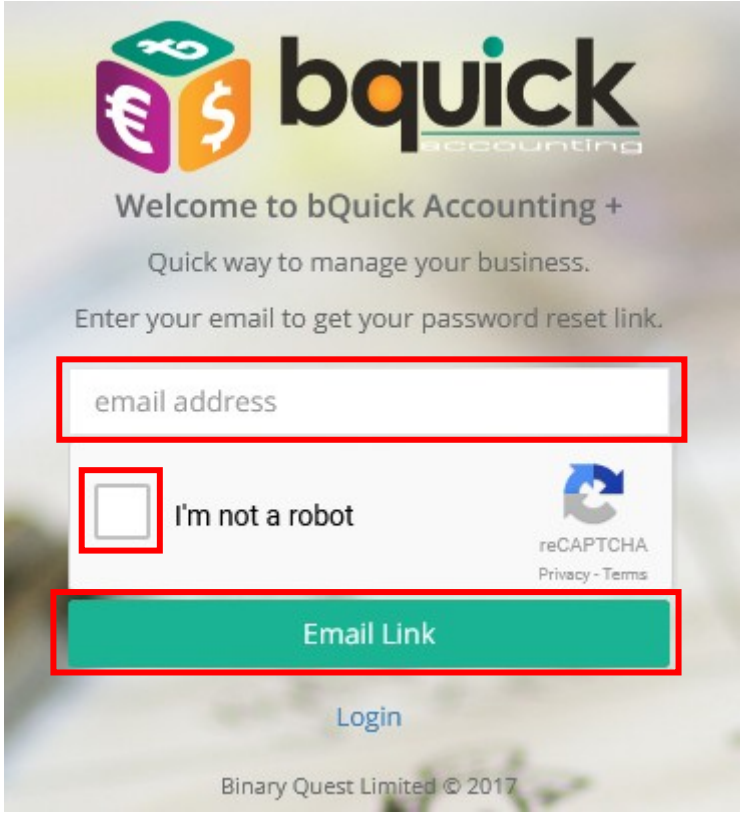
Recover Account

You may forgot your password and you can't login to your account.

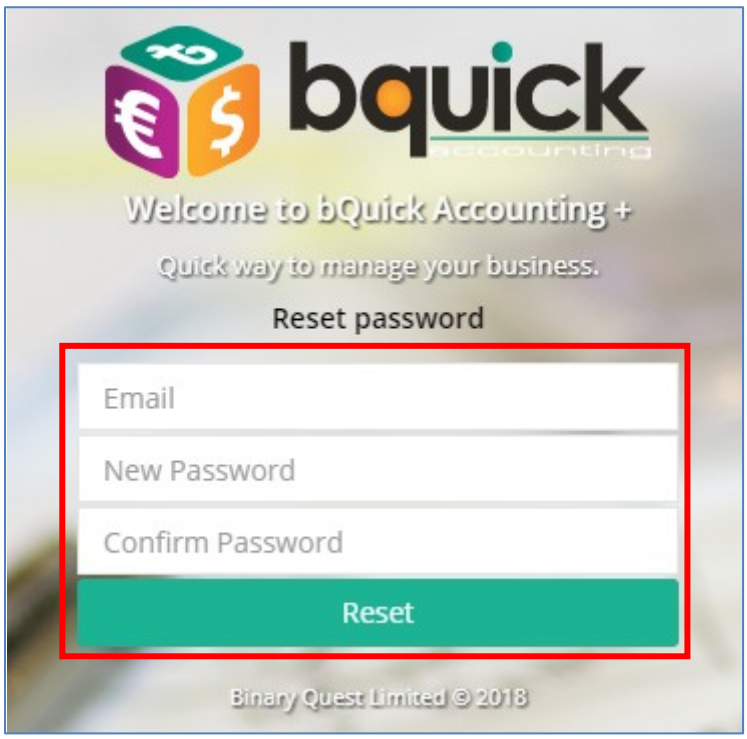
- Go to forgot password page (http://app.bquick.com.bd/Account/ForgotPassword)



- Enter your email address and check "I'm not a robot", then click **Email Link** button.



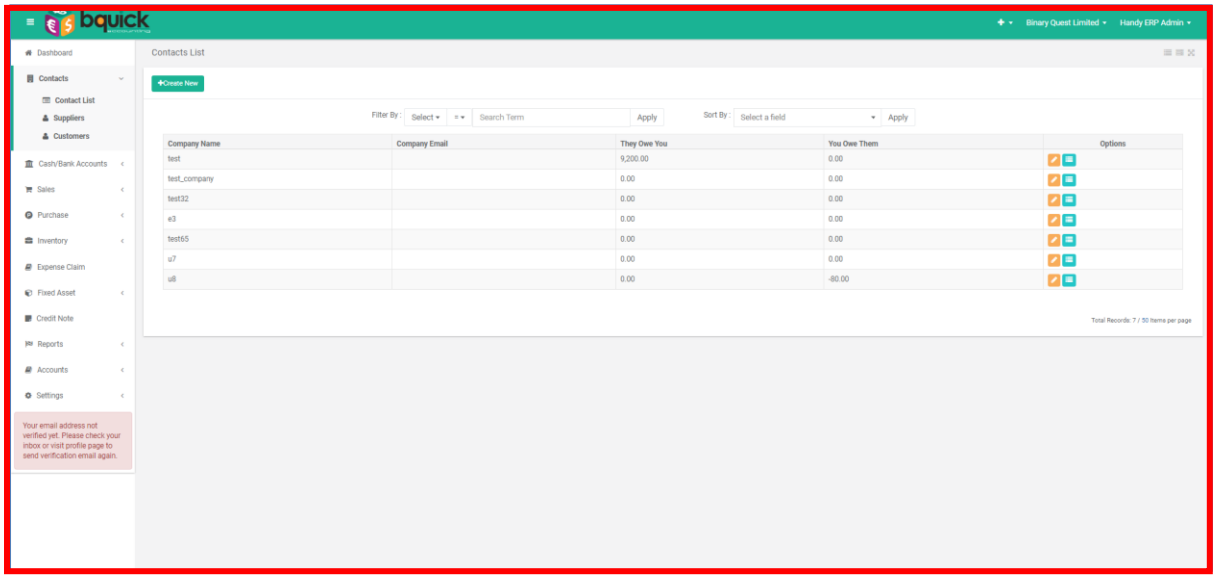
- Check your email and click on reset link to reset your password. Following page will arrive to reset password.



Now, type email address & new password twice in the fields of New Password & Confirm Password. Then click on Reset button.

Contact

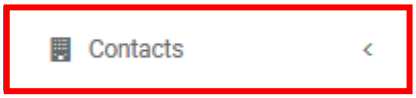
Customers and suppliers are called contacts in bQuick Accounting. You can add contacts before you enter transactions for them, add them while creating transactions.



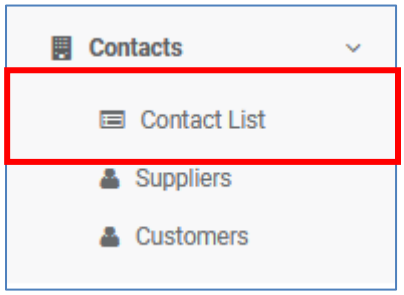
Add Contact

Here's a way how you can add a customer or supplier as contact. Alternatively, you can also add contact while creating transaction.

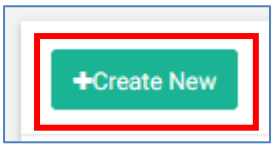
- Click on the **Contact** from the left side menu, then you can see more menus under **Contact**.



- Click on **Contact List**

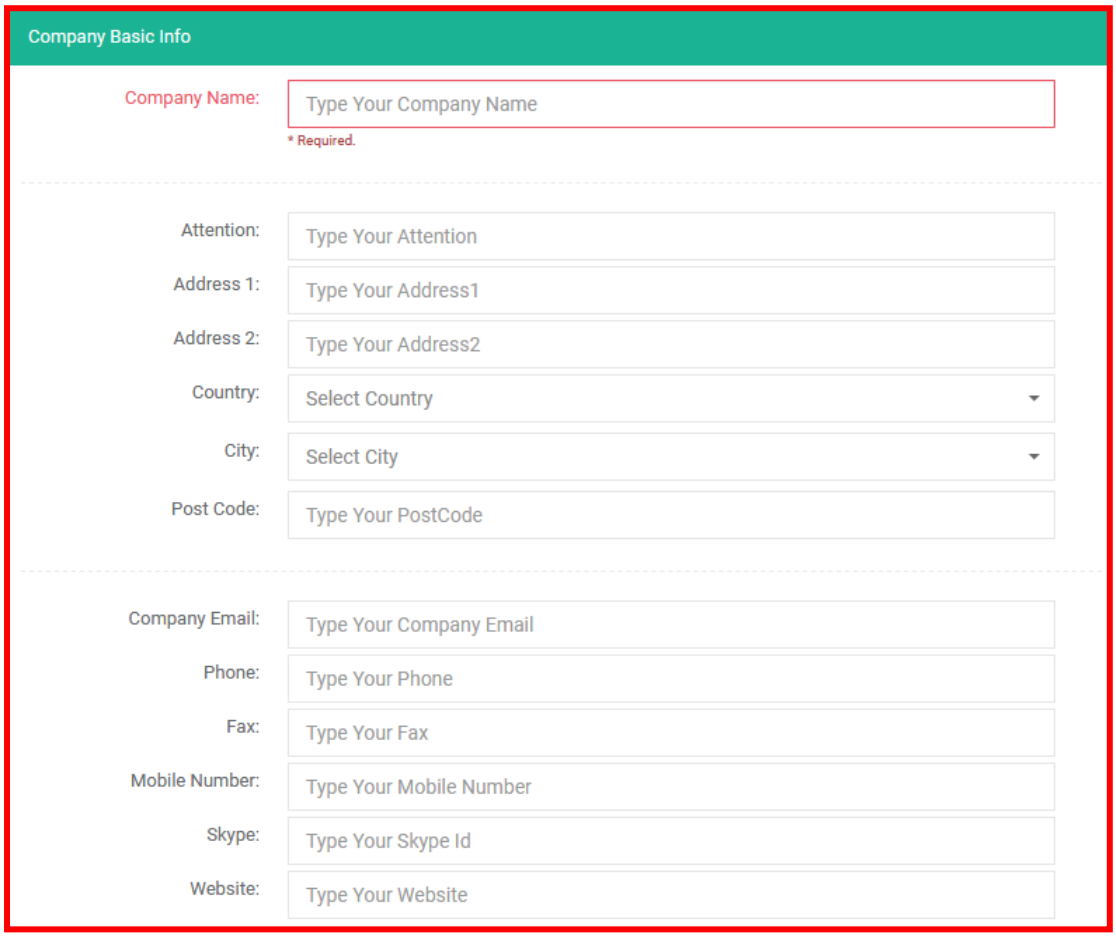


- Click on the **Create New** button.



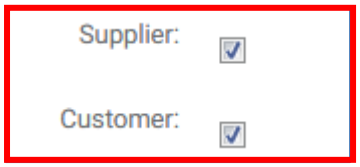
Now you will see a page with two forms of **Company Basic Info** & **Company Person Info**. You need not to provide all information just provide required only.

- Enter your contact's name in field of **Company Name**.
  You can't enter a company twice if you already have a contact with that name.

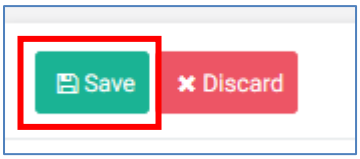


[See **Guide to Contact Form Fields** for better understanding]

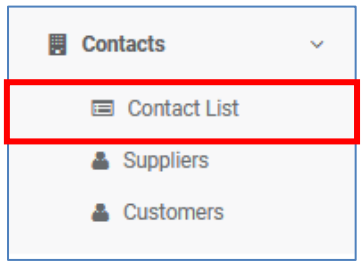
- Check/Uncheck **Supplier** & **Customer** field as per your need.
  By default **bQuick Accounting** check both for the contact. You may skip this step.

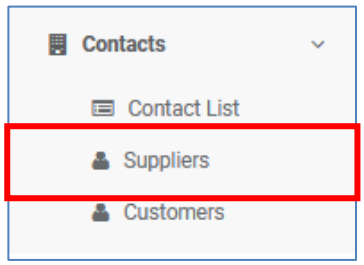


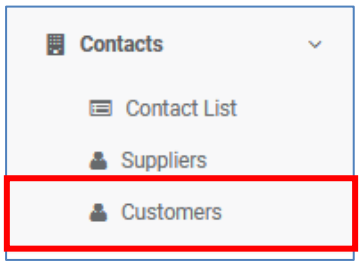
- Click on **Save** button.



Your contacts will display under the **Contact List**, and will also display under **Suppliers** & **Customers**.



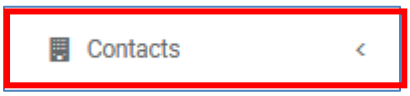




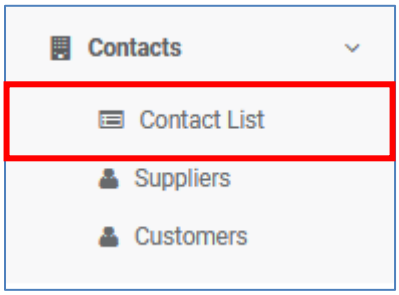
Edit Contact

You may need to edit contact in different situation. Like- one of your contact change their location then you need to update address of that contact.

- Click on the **Contact** from the left side menu, then you can see more menus under **Contact**.



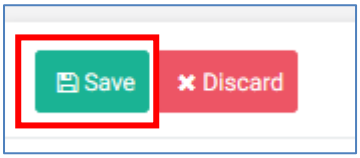
- Click on **Contact List**



- Click on the **Edit** button under **Options** column.

- Now change information.

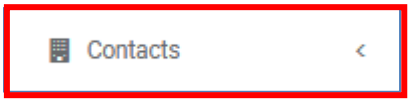
- Click on **Save** button.



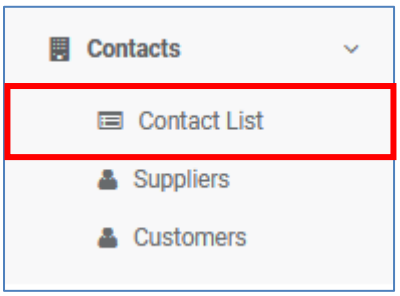
See Contact Activity

You may need to view contact activity in one place.

- Click on the **Contact** from the left side menu, then you can see more menus under **Contact**.



- Click on **Contact List**



- Click on the **View/Detail** button under **Options** column

Now you are able to see contact activity/ transaction history in one place. **bQuick Accounting** provide you segmented view in tab order. You just need to click on desired tab. Tabs are-

- **Invoice Transaction**
- **Debt Transaction**
- **Payment Receive Transaction**
- **Payment Made Transaction**

Guide to Contact Form Fields

You may face difficulties while adding or updating contact to enter information if you are new to internet or cloud based application.

Company Basic Info Form	
Field	**Description**
Company Name	Enter company name of the contact.
Attention	Enter person name of the contact to whom all transaction activity will convey.
Address 1	Enter address of the contact
Address 2	Enter address of the contact
Country	Select country from the list according to the address
City	Select city from the list according to the address
Post Code	Enter post code. Like- 1211
Company Email	Enter company email address of the contact
Phone	Enter phone number of the contact
Fax	Enter fax number of the contact
Mobile Number	Enter mobile number of the contact
Skype	Enter skype username of the contact
Website	Enter website address of the contact
Supplier	Check or uncheck the checkbox
Customer	Check or uncheck the checkbox

Company Person Info Form (Spokesperson or Contact Person)	
Field	**Description**
First Name	Enter first name of the contact who is the account person
Last Name	Enter last name of the contact who is the account person
Mobile Number	Enter mobile number
Email	Enter company email address

Accounts

My Account gives you access to Chart of Accounts and Manual Journal that let you see account wise ledger & journal.

Chart of Accounts

The chart of accounts is the list of all accounts and has record of all transactions. You can find account wise ledger also. **bQuick Accounting** has common accounts to start. If you want other than the commons, you can add.

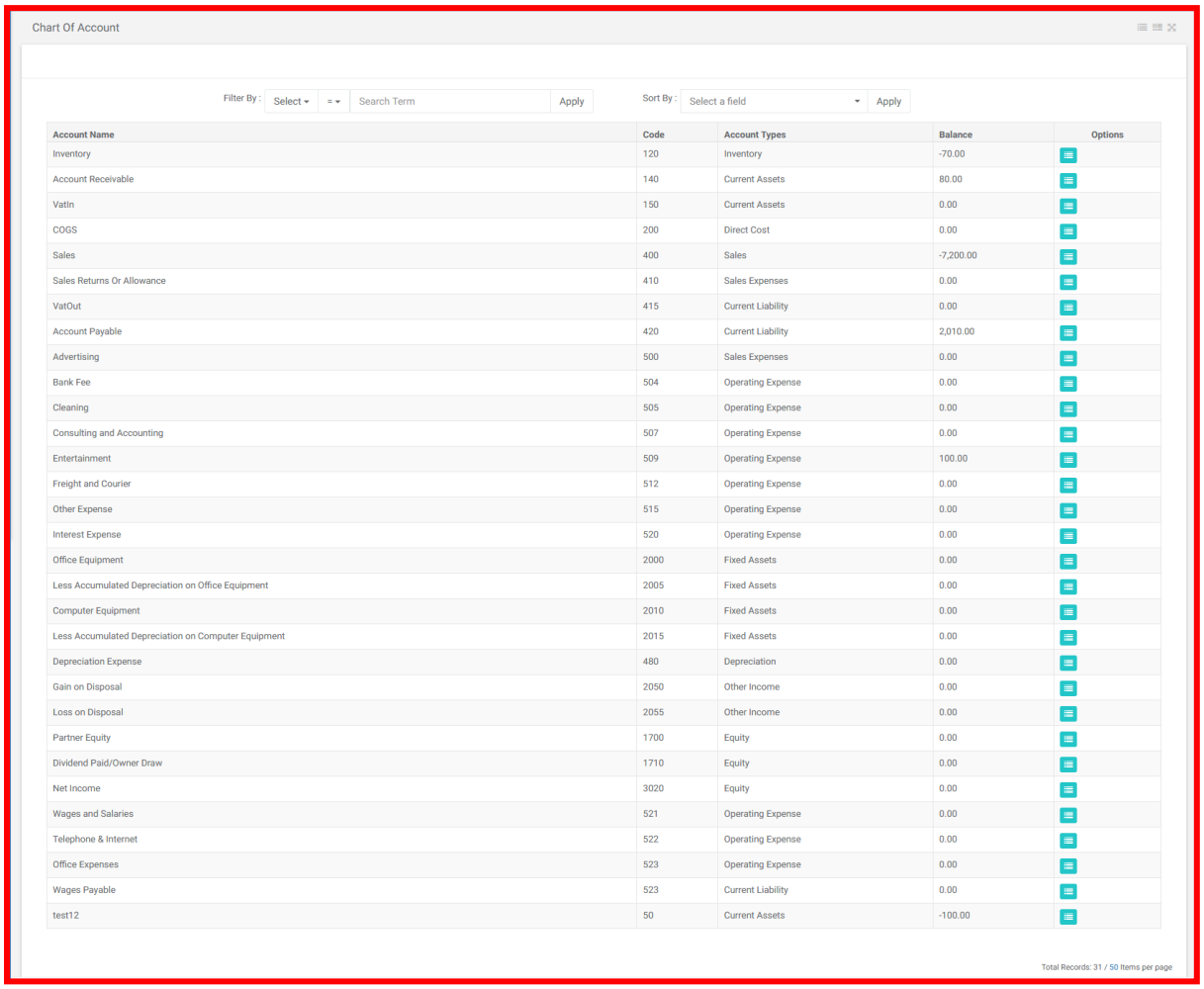


Chart Of Account

Filter By : Select = Search Term Apply

Sort By : Select a field Apply

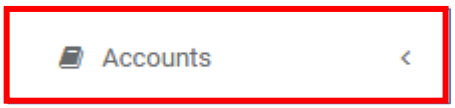
Account Name	Code	Account Types	Balance	Options
Inventory	120	Inventory	-70.00	
Account Receivable	140	Current Assets	80.00	
VatIn	150	Current Assets	0.00	
COGS	200	Direct Cost	0.00	
Sales	400	Sales	-7,200.00	
Sales Returns Or Allowance	410	Sales Expenses	0.00	
VatOut	415	Current Liability	0.00	
Account Payable	420	Current Liability	2,010.00	
Advertising	500	Sales Expenses	0.00	
Bank Fee	504	Operating Expense	0.00	
Cleaning	505	Operating Expense	0.00	
Consulting and Accounting	507	Operating Expense	0.00	
Entertainment	509	Operating Expense	100.00	
Freight and Courier	512	Operating Expense	0.00	
Other Expense	515	Operating Expense	0.00	
Interest Expense	520	Operating Expense	0.00	
Office Equipment	2000	Fixed Assets	0.00	
Less Accumulated Depreciation on Office Equipment	2005	Fixed Assets	0.00	
Computer Equipment	2010	Fixed Assets	0.00	
Less Accumulated Depreciation on Computer Equipment	2015	Fixed Assets	0.00	
Depreciation Expense	480	Depreciation	0.00	
Gain on Disposal	2050	Other Income	0.00	
Loss on Disposal	2055	Other Income	0.00	
Partner Equity	1700	Equity	0.00	
Dividend Paid/Owner Draw	1710	Equity	0.00	
Net Income	3020	Equity	0.00	
Wages and Salaries	521	Operating Expense	0.00	
Telephone & Internet	522	Operating Expense	0.00	
Office Expenses	523	Operating Expense	0.00	
Wages Payable	523	Current Liability	0.00	
test12	50	Current Assets	-100.00	

Total Records: 31 / 50 Items per page

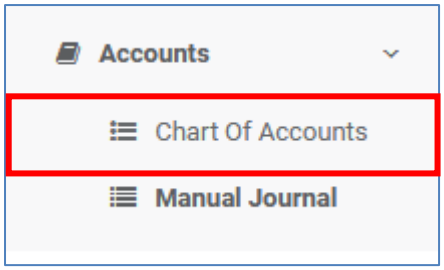
Add Account

Add an account if chart of accounts doesn't have all the accounts of your organization needs.

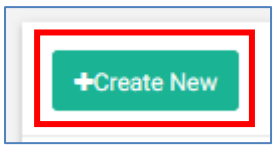
- Click on the **Accounts** from the left side menu, then you can see more menus under **Accounts**



- Click on **Chart of Accounts**



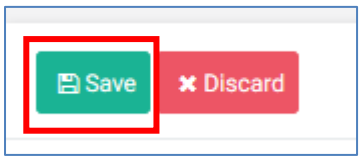
- Click on the **Create New** button



Now you will see a page with a form of to add an account. You need not to provide all information just provide required only.

- Enter account details.
  - **Account Name:** Enter name of the account.
  - **Account Types:** Select account type from the list
  - **Description:** Enter account description, if needed.
  - **Debit Account:** Check Debit Account if the account's nature is Debit, either the account will be marked as Credit Account.

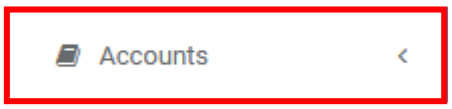
- Click on **Save** button



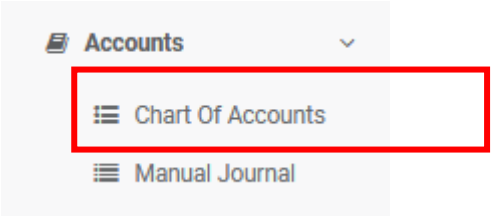
Edit Account

Edit an account in chart of accounts. You can't edit **bQuick Accounting** provided common accounts.

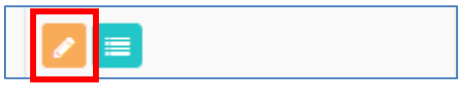
- Click on the **Accounts** from the left side menu, then you can see more menus under **Accounts**



- Click on **Chart of Accounts**

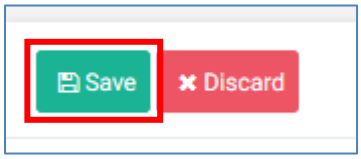


- Click on the **Edit** button under **Options** column



- Now change information

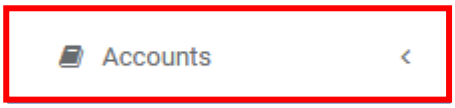
- Click on **Save** button



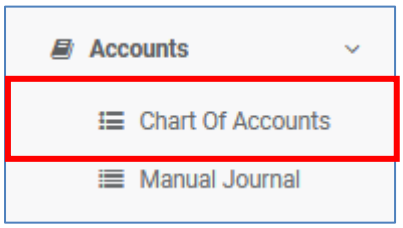
See Account Ledger

bQuick Accounting provides you to view account wise ledger by its artificial intelligence.

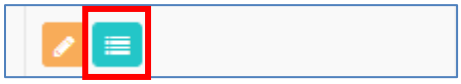
- Click on the **Accounts** from the left side menu, then you can see more menus under **Accounts**



- Click on **Chart of Accounts**



- Click on the **View/Detail** button under **Options** column



Now you are able to see selected account's ledger along with all transaction of the account.

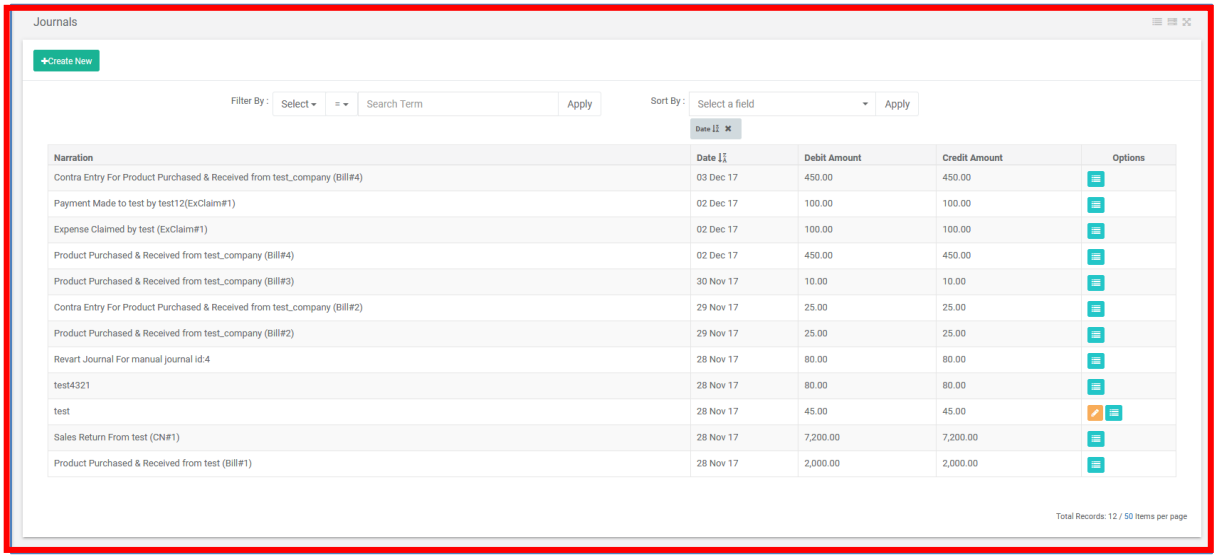
Auto Journal

In major cases **bQuick Accounting** use auto journal system to run your business without having accounting knowledge. Auto journal system works on following situation-

- **Purchase Bill Approved**
- **Void Purchase Bill Approved**
- **Sales Invoice Approved**
- **Void Sales Invoice Approved**
- **Purchase Credit Note Approved**
- **Void Purchase Credit Note Approved**
- **Sales Credit Note Approved**
- **Void Sales Credit Note Approved**
- **Expense Claim Approved**
- **Void Expense Claim Approved**
- **Payment Made**
- **Revert Payment Made**
- **Payment Received**
- **Revert Payment Received**
- **Fixed Asset Registration**
- **Fixed Asset Disposal**
- **Depreciation**
- **Void Manual Journal**

Manual Journal

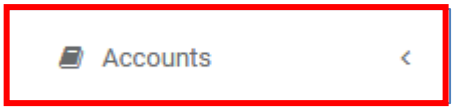
Except auto journal system's situation there might have some situation for which you might need accounting knowledge to do best. Manual journals are used by accountants to work with ledger, like- to record accrued expenses, completed work not invoiced etc.



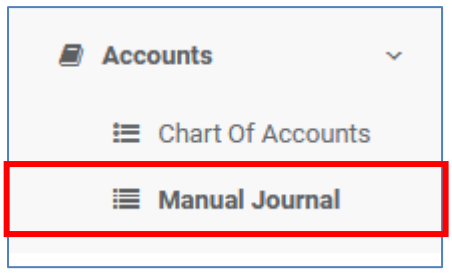
Add Journal

Add a journal to the ledger if you need.

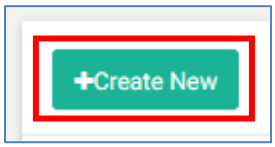
- Click on the **Accounts** from the left side menu, then you can see more menus under **Accounts**



- Click on **Manual Journal**

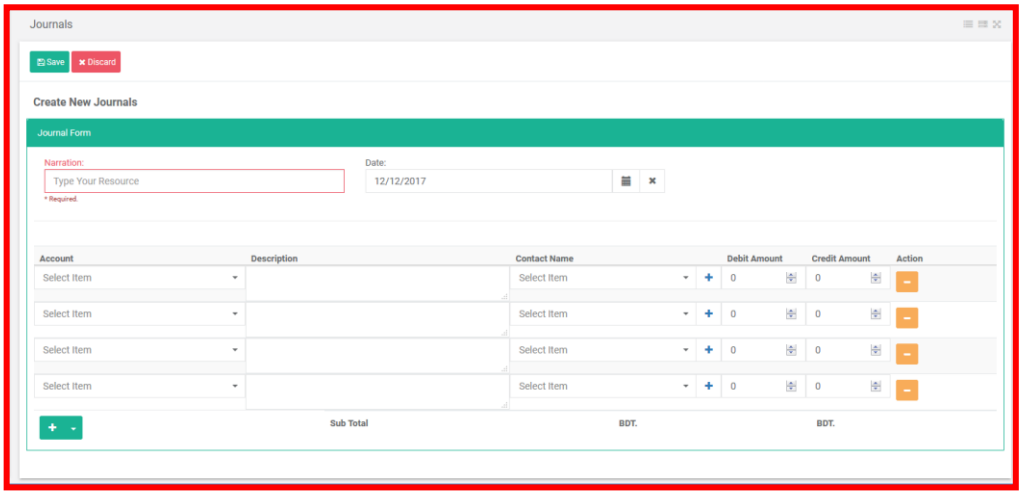


- Click on the **Create New** button



Now you will see a page with a form to add journal.

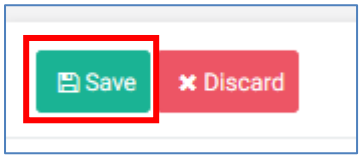
- Enter journal details



- **Narration:** Enter narration of the journal. Case in short.
- **Date:** Select occurrence date.
- **Description:** Enter description for the line item.
- **Account:** Select Account from the list.
- **Debit Amount:** Enter debiting amount.
- **Credit Amount:** Enter crediting amount.

bQuick Accounting provides you 4 (four) line to work, if you want to add more line then click on Plus button or click on Down Arrow and select from given.

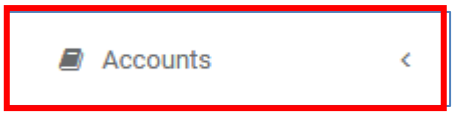
- Click on **Save** button



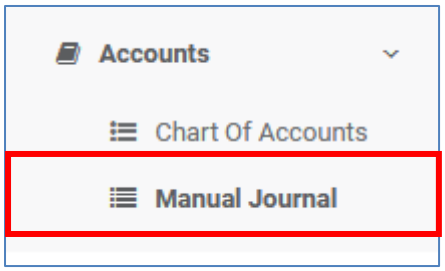
Edit Journal

You can edit journal as well. Remember, you can't edit Auto Generated Journal & Posted Journal.

- Click on the **Accounts** from the left side menu, then you can see more menus under **Accounts**

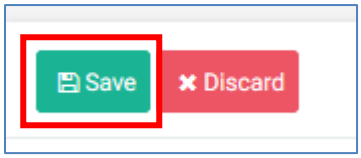


- Click on **Manual Journal**



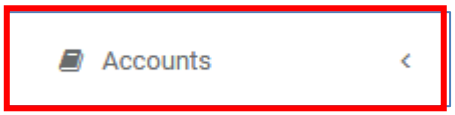
- Click on the **Edit** button under **Options** column

- Now change information
- Click on **Save** button

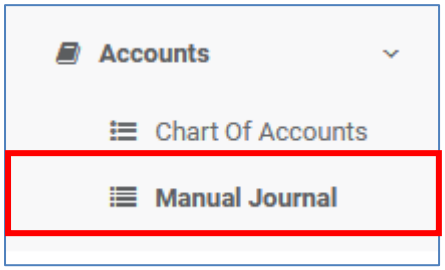


Post Journal

- Click on the **Accounts** from the left side menu, then you can see more menus under **Accounts**



- Click on **Manual Journal**



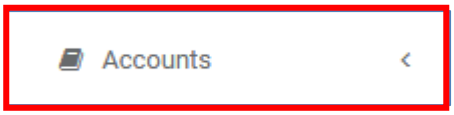
- Click on the **View/Detail** button under **Options** column

- Click on the **Post Journal** button

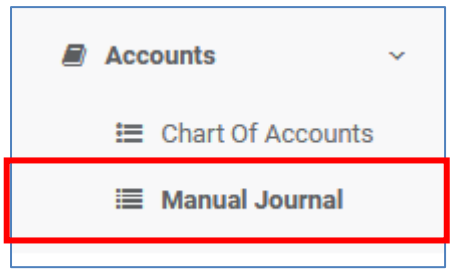
See Journal

Open & View saved & posted journal in Manual Journal.

- Click on the **Accounts** from the left side menu, then you can see more menus under **Accounts**



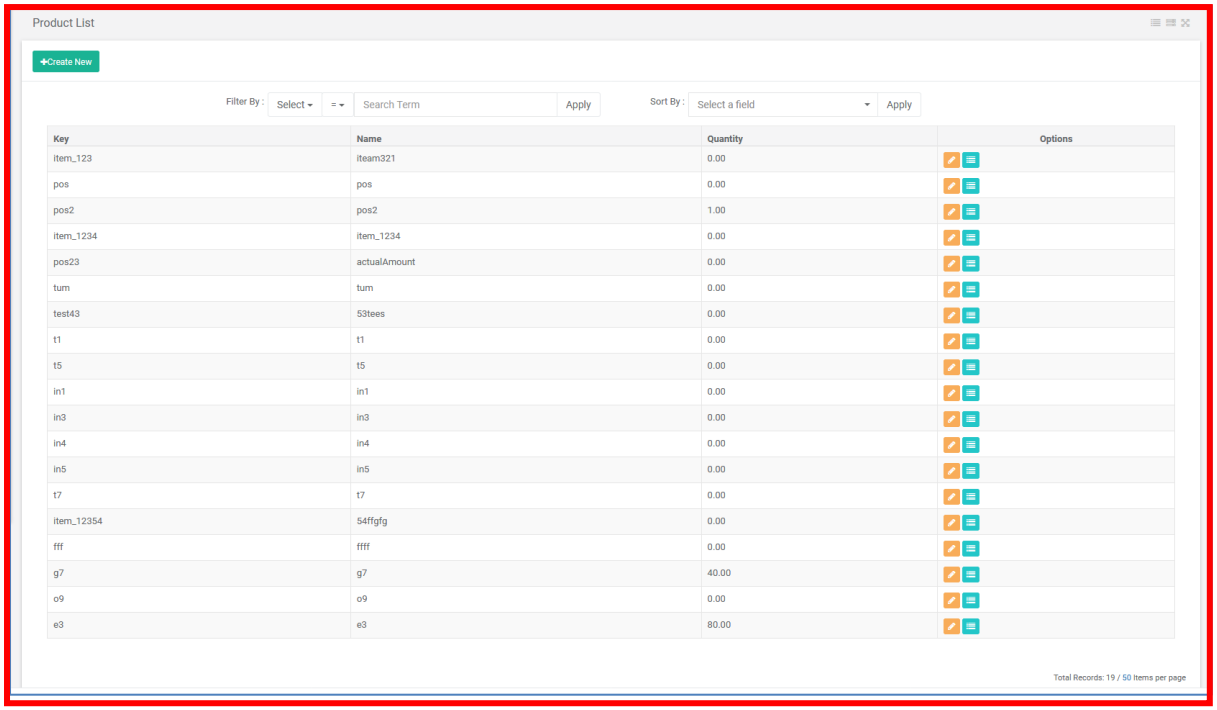
- Click on **Manual Journal**



- Click on the **View/Detail** button under **Options** column

Inventory

Use inventory to manage products and services you purchase and sale.



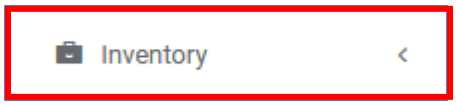
Key	Name	Quantity	Options
item_123	iteam321	0.00	
pos	pos	0.00	
pos2	pos2	1.00	
item_1234	item_1234	0.00	
pos23	actualAmount	0.00	
tum	tum	0.00	
test43	53tees	0.00	
t1	t1	0.00	
t5	t5	0.00	
in1	in1	0.00	
in3	in3	0.00	
in4	in4	0.00	
in5	in5	0.00	
t7	t7	0.00	
item_12354	54ffgfg	0.00	
fff	ffff	0.00	
g7	g7	40.00	
o9	o9	0.00	
e3	e3	80.00	

Product Type

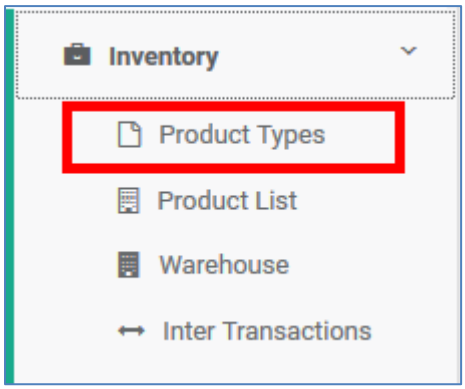
If there is a type of product/service we can enroll here.

Add Product Type

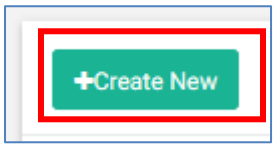
- Click on the **Inventory** from the left side menu, then you can see more menus under **Inventory**.



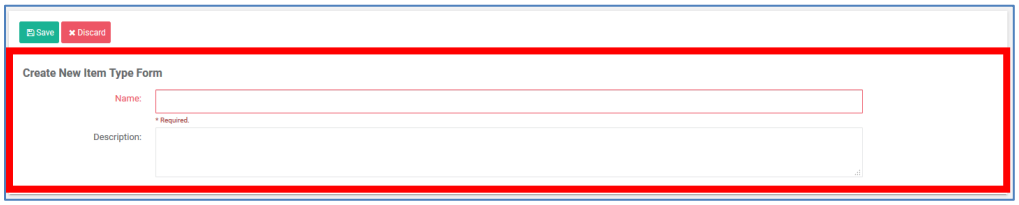
- Click on **Product Type**



- Click on the **Create New** button.

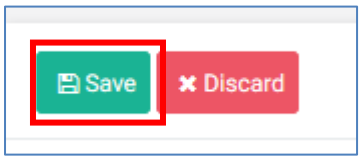


Now you will see a page with form to add product type.



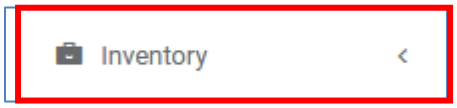
- Enter product type details.
  - **Name:** Enter product type name.
  - **Description:** Enter description, if need.

- Click on **Save** button.

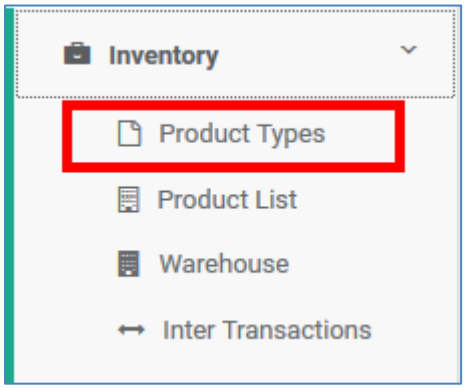


Edit Product Type

- Click on the **Inventory** from the left side menu, then you can see more menus under **Inventory**.

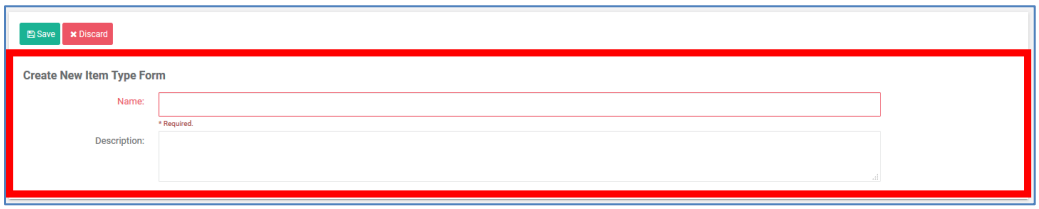


- Click on **Product Type**

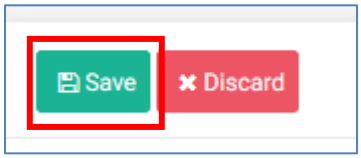


- Click on the **Edit** button under **Options** column.

- Now change information.



- Click on **Save** button.



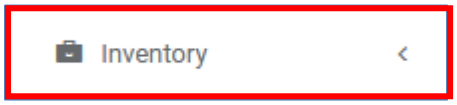
Product/Service

Details of the product/service can be found here. How much storage is stored, which warehouse, how much stock and out is known.

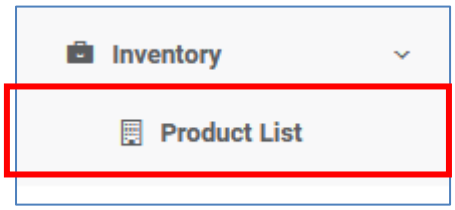
Add Product/Service

Add product/service you use regularly in transactions where you can to track quantity and value. Alternatively, you can also add contact while creating transaction.

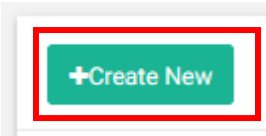
- Click on the **Inventory** from the left side menu, then you can see more menus under **Inventory**.



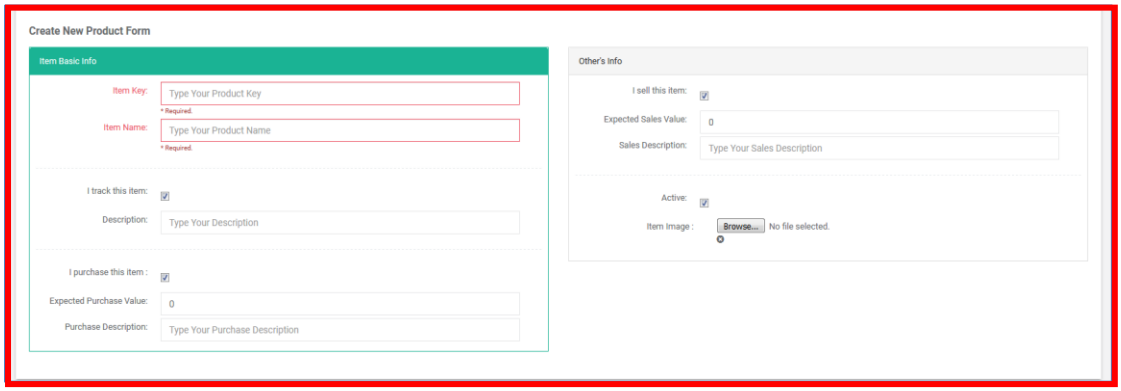
- Click on **Product List**



- Click on the **Create New** button.

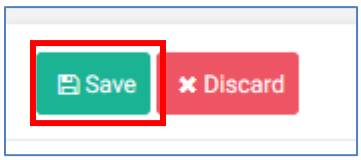


Now you will see a page with form to add product/service.



- Enter product/service details.
  - **Item Key:** Enter item code or key.
  - **Item Name:** Enter item name.
  - **Product Brand Name:** Enter Brand name
  - **Stock Alert Amount:** Enter stock alert number
  - **Item Type:** Select item type
  - **Unit of Measure:** Select unit of measurement.
  - **Reference:** Enter reference
  - **Description:** Enter description.
  - **I Track This Item:** Check the checkbox if you want to track this item to record the quantity and value on hand. Either, item will be saved but won't keep a record of the quantity and value on hand.
  - **Description:** Enter item description.
  - **I Purchase This Item:** Check the checkbox if you purchase this item.
  - **Expected Purchase Value:** Enter expected purchase value.
  - **Purchase Description:** Enter purchase description.
  - **I Sell This Item:** Check the checkbox.
  - **Expected Sales Value:** Enter expected sales value.
  - **Sales Description:** Enter sales description.
  - **Active:** Check the checkbox if the item is in product/service list.
  - **Item Image:** Browse & Select picture of the item from your computer.

- Click on **Save** button.

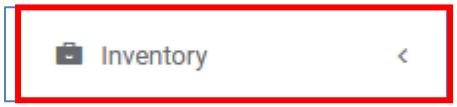


Your products/services will display under the Product List.

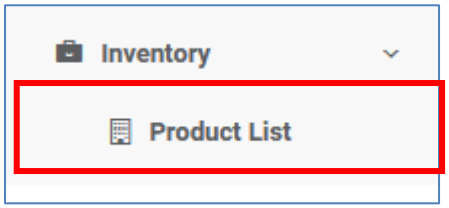
Edit Product/Service

Edit product/service to adjust updated information of the product/services.

- Click on the **Inventory** from the left side menu, then you can see more menus under **Inventory**.

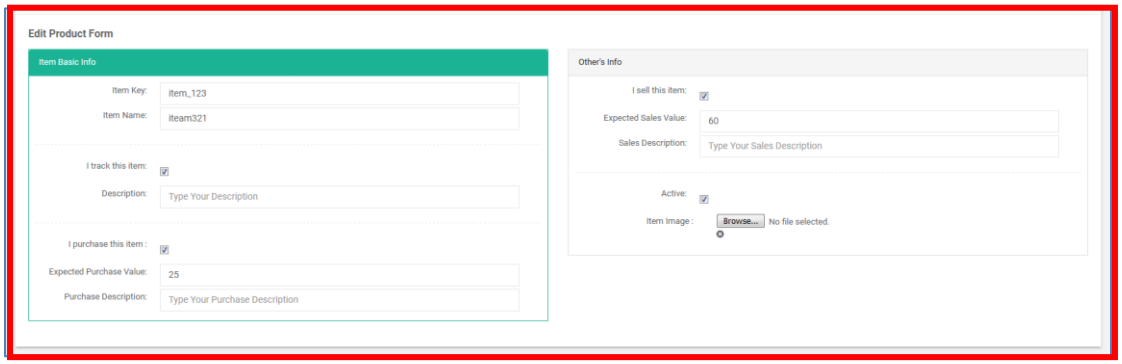


- Click on **Product List**

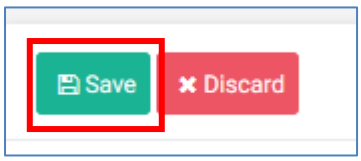


- Click on the **Edit** button under **Options** column.

- Now change information.



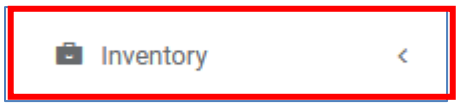
- Click on **Save** button.



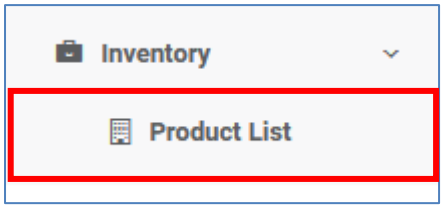
See Product/Service Individually

To see product/service's average cost, available quantity, transaction history and quantity in order of purchase and sales.

- Click on the **Inventory** from the left side menu, then you can see more menus under **Inventory**.



- Click on **Product List**



- Click on the **View/Detail** button under **Options** column.

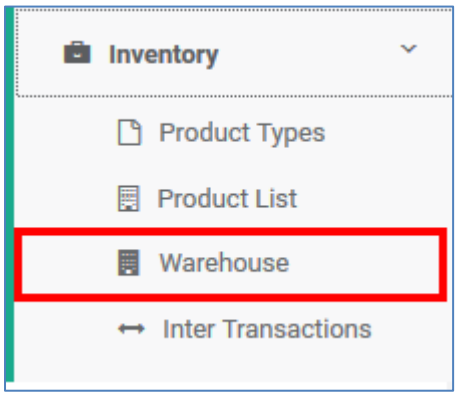
Warehouse

We can maintain stocks storage into multiple warehouse. So let's see, how to create, edit, see warehouse details.

Add warehouse

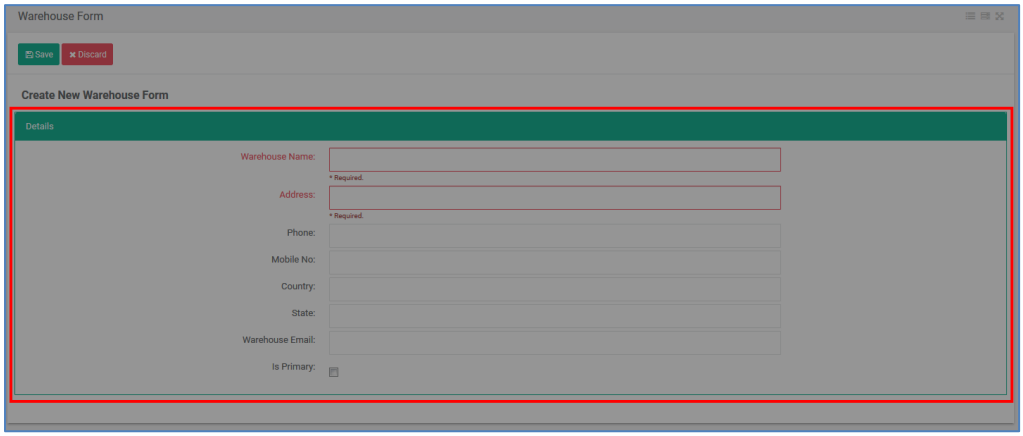
- Click on the **Inventory** from the left side menu

- Click on the **Warehouse**



- Click on the **Create New** button

Now you will see a page with form to add warehouse.



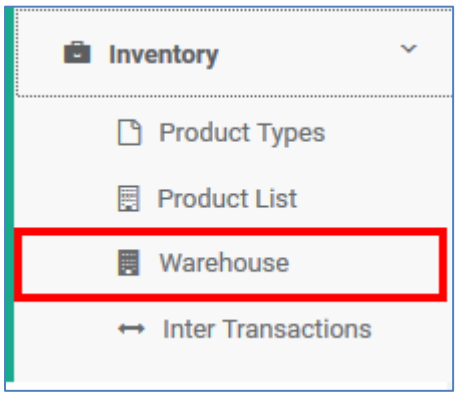
- Enter warehouse details
  - Warehouse Name: Enter warehouse name
  - Address: Enter address of warehouse
  - Phone: Enter phone number
  - Mobile No: Enter mobile number
  - Country: Select Country
  - State: Select State/City
  - Warehouse Email: Enter email
  - Is Primary: Check if this is primary warehouse

- Click on **Save** button

Edit Warehouse

- Click on the **Inventory** from the left side menu

- Click on the **Warehouse**



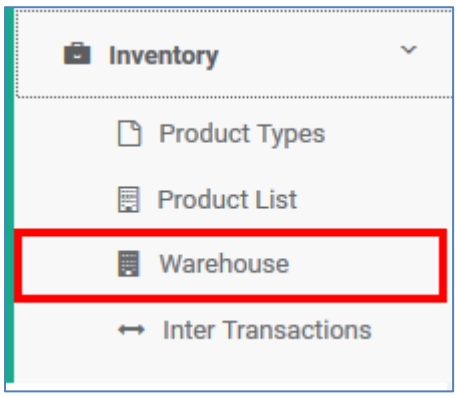
- Now click on the Edit button under options column

- Now change information
- Click on **Save** button

View Warehouse

- Click on the **Inventory** from the left side menu

- Click on the **Warehouse**

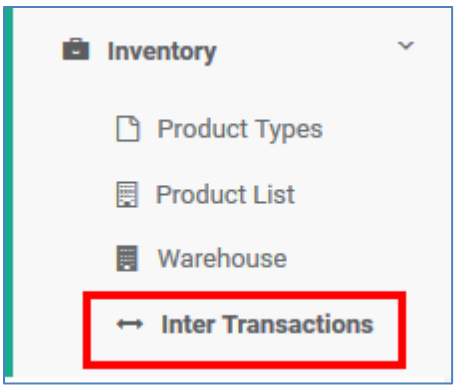


- Now click on the Details button under options column

How to record warehouse inter transaction of stocks?

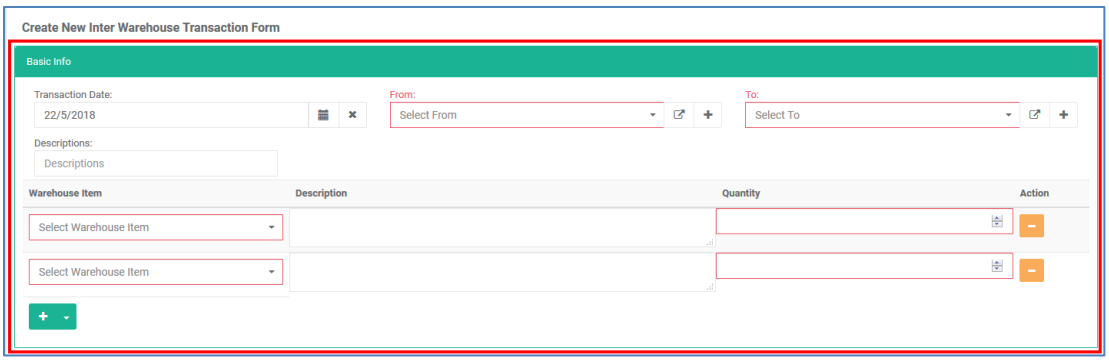
- Click on the **Inventory** from the left side menu

- Click on the **Inter Transactions**



- Click on the **Create New** button

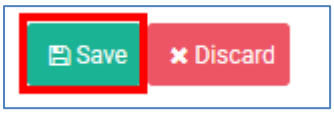
Now you will see a page with following form.



- Enter details
  - Transaction Date: Select date
  - From: Select Warehouse
  - To: Select Warehouse
  - Description: Enter cause of transaction

        - Warehouse Item: Select Item
        - Quantity: Enter quantity

    - Click on **Save** button



    - Now click on the Details button under options column

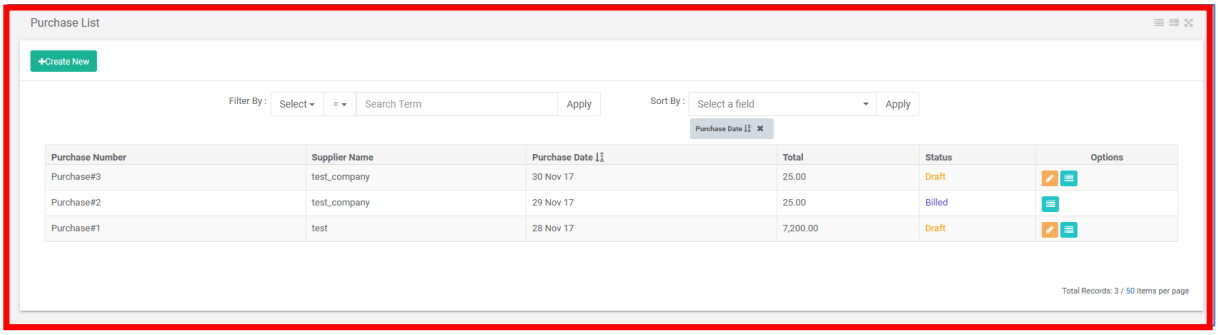
- Click on **Mark As Reconcile** button

Purchase

Purchase refers to a business or organization attempt to acquire goods or services to accomplish its goals. bQuick Accounting helps you to streamline your business's purchasing process.

Purchase Order

Purchase Order is a first commercial document issued by buyer to seller including product/service's name, quantities, agreed price and delivery date. Used to control the purchasing of products and services from suppliers. You can add, edit, approve purchase order. You can also generate purchase order to bill.

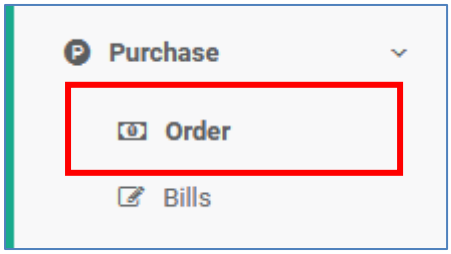


Add Purchase Order

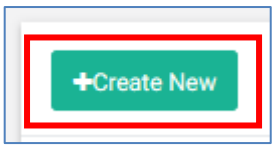
Add a purchase order to let your supplier know what, when, how much you want to buy from them.

- Click on the **Purchase** from the left side menu, then you can see more menus under **Purchase**.

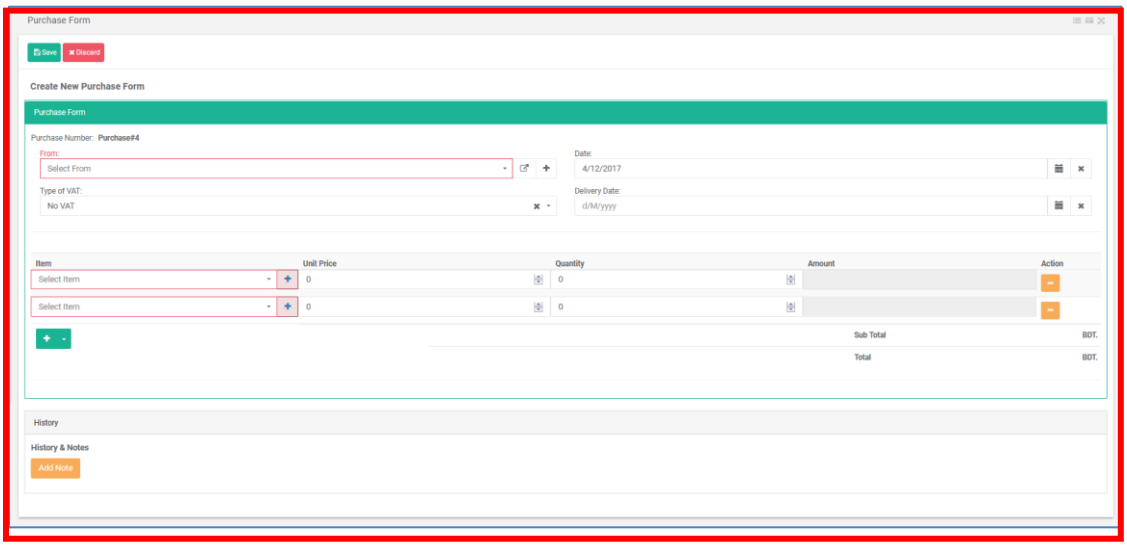
- Click on **Order**



- Click on the **Create New** button.



Now you will see a page with form to add purchase order details.

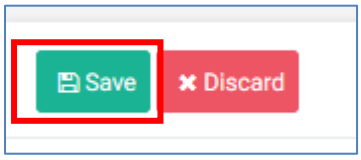


- Enter purchase order details.
  You need not to provide all information just provide required only.
  - **From:** Select supplier from the list.
    If supplier name not in the list then you can add supplier by clicking on plus  button & follow Add Contact guide.
  - **Date:** Select issuance date.
  - **Type of Tax:** Select type of tax from the given list.
  - **Delivery Date:** Select delivery date.
  - **Item Details:**
    - **Item:** Select item from the list.
      If item is not found in the list then you can add item by clicking on plus  button & follow Add Product/Service guide.
    - **Unit Price:** Upon selection of item unit price will show. You can change unit price if needed.
    - **Quantity:** Enter quantity in number.
    - **Tax Rate(%):** Select tax rate from the list.
      If tax rate is not listed then Add Tax Rate in the settings.
    - **Amount:** Amount will calculate automatically based on following rules-
      Tax Type- Exclusive: (Unit Price X Quantity)
      Tax Type- Inclusive: [{Unit Price / (1+ Tax Rate)} X Quantity]
      Tax Type- No Tax: (Unit Price X Quantity)

bQuick Accounting provides you 2 (two) line to work, if you want to add more line then click on Plus button or click on Down Arrow and select from given.

- **Sub Total:** Sub Total is the sum of all amount will calculate automatically.
- **Tax:** Sum of tax will show here if tax type is not No Tax. Tax calculate based on following rule-
  Tax Type- Exclusive: (Amount * Tax Rate)
  Tax Type- Inclusive: {Amount / (1 + Tax Rate)}
- **Total:** Sum of Sub Total and Tax**.**

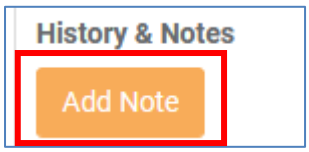
- Click on **Save** button.



Add Note to Purchase Order

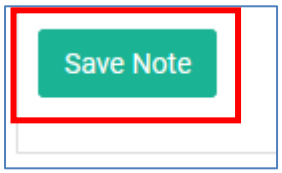
Add note to a purchase order so you can keep record of related information. You can add note while adding/editing purchase order

- In operation of adding/editing purchase order.
- Click on **Add Note** button under History section (after Purchase Form section).



- Enter your note's information.

- Click on **Save Note** button.



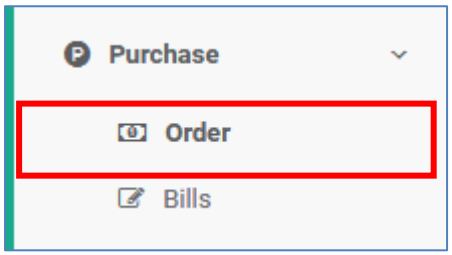
If you want to add more note then do again- Click on **Add Note** button then enter note's information and Click on **Save Note** button

Edit Purchase Order

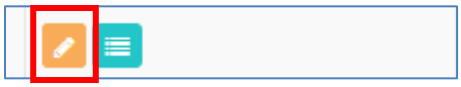
You can edit purchase order until approval if any changes needed.

- Click on the **Purchase** from the left side menu, then you can see more menus under **Purchase**.

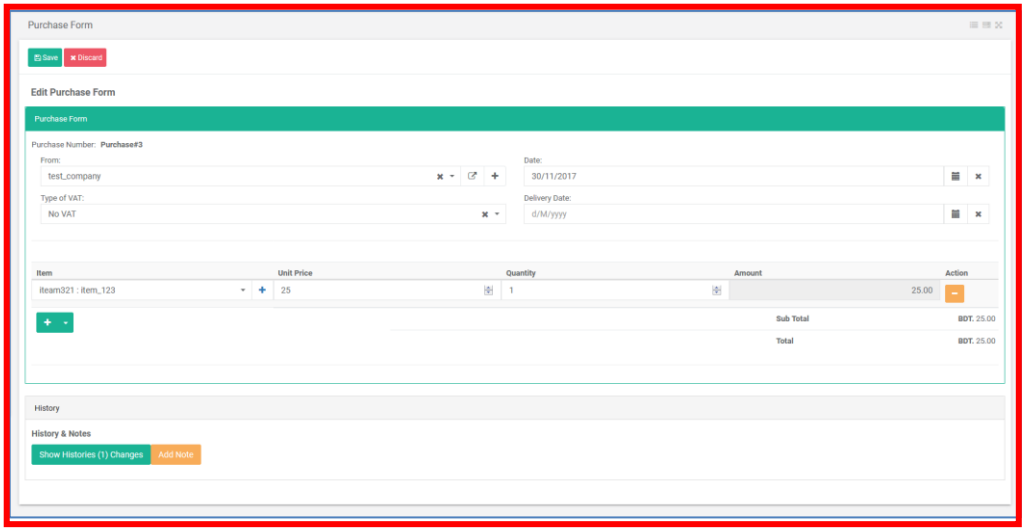
- Click on **Order**



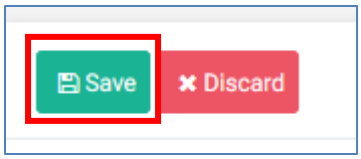
- Click on the **Edit** button under **Options** column.



- Now change information.

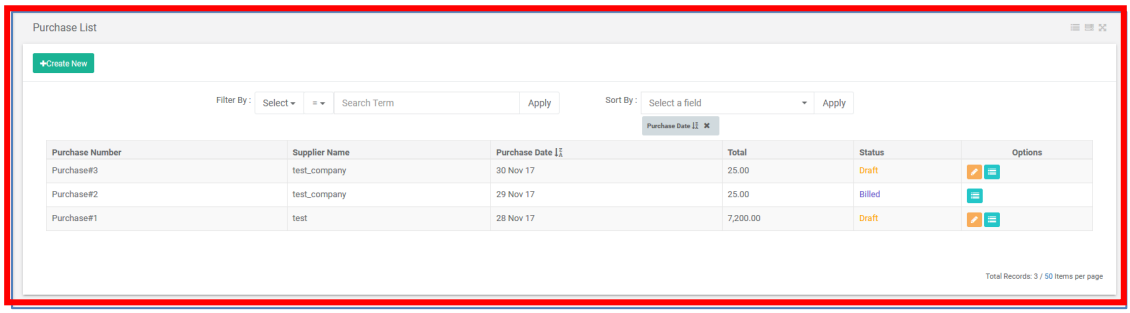


- Click on **Save** button.



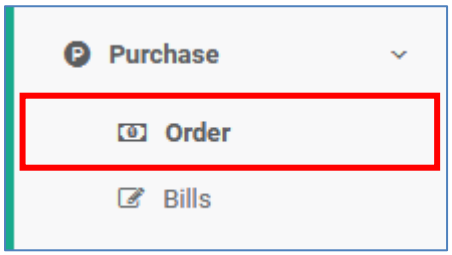
See Purchase Order

You can see purchase order and perform action to approval if you are authorized.



- Click on the **Purchase** from the left side menu, then you can see more menus under **Purchase**.

- Click on **Order**



- Click on the **View/Detail** button under **Options** column.

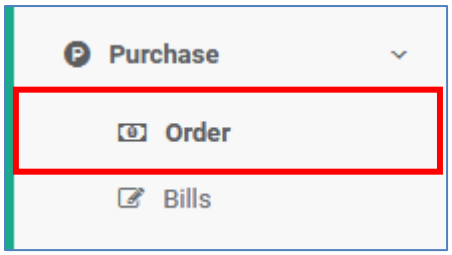
- Now you can perform necessary action if you are authorized.

Generate Purchase Order to Purchase Bill

You can generate Purchase Bill from Purchase Order, listed & approved only, in single click of mouse which reduce your working time to optimize business operation. The bill history includes reference of the purchase order.

- Click on the **Purchase** from the left side menu, then you can see more menus under **Purchase**.

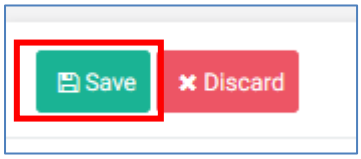
- Click on **Order**



- Click on the **View/Detail** button under Options column.

- Click on **Generate Bill** button.

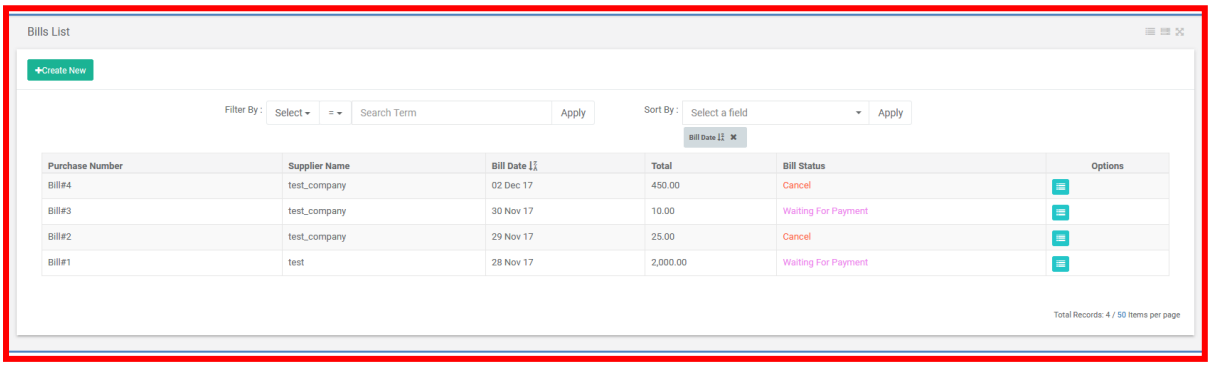
- Click on **Save** button.



The generated bill you will find in the **Bills** under **Purchase**.

Purchase Bill

Purchase Bill is commercial document presented to buyer by seller for payment that indicates what has been purchased, in what amount and for what price. Bill contains product/service's name, quantities, price of the items you have bought. You can add, edit, approve purchase bill, record make payment.

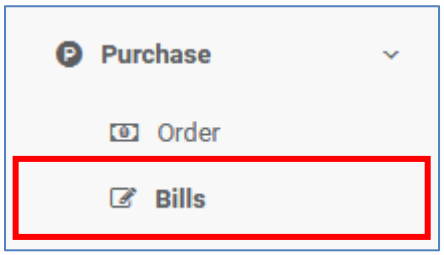


Add Purchase Bill

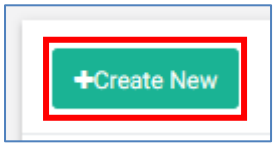
Add a bill for items you have received and you have to pay.

- Click on the **Purchase** from the left side menu, then you can see more menus under **Purchase**.

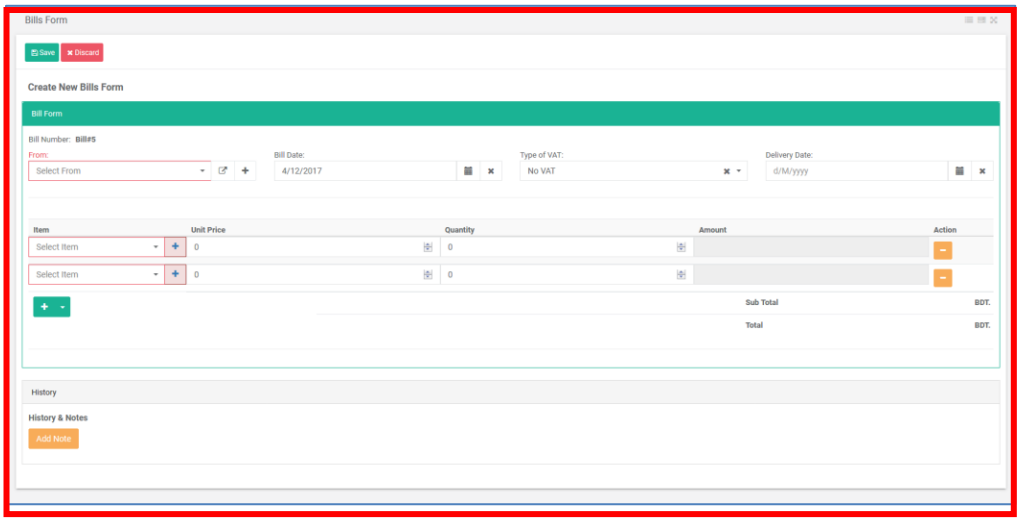
- Click on **Bills**



- Click on the **Create New** button.



Now you will see a page with form to add purchase bill details.



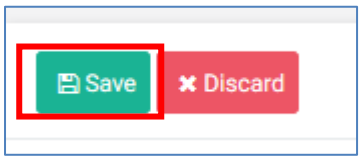
- Enter purchase bill details.
  You need not to provide all information just provide required only.
  - **From:** Select supplier from the list.
    If supplier name not in the list then you can add supplier by clicking on plus  button & follow Add Contact guide.
  - **Date:** Select issuance date.
  - **Type of Tax:** Select type of tax from the given list.
  - **Delivery Date:** Select delivery date.
  - **Item Details:**
    - **Item:** Select item from the list.
      If item is not found in the list then you can add item by clicking on plus  button & follow Add Product/Service guide.
    - **Unit Price:** Upon selection of item unit price will show. You can change unit price if needed.
    - **Quantity:** Enter quantity in number.

- **Tax Rate(%):** Select tax rate from the list.
  If tax rate is not listed then Add Tax Rate in the settings.
  Amount: Amount will calculate automatically based on following rules-
  Tax Type- Exclusive: (Unit Price X Quantity)
  Tax Type- Inclusive: [{Unit Price / (1+ Tax Rate)} X Quantity]
  Tax Type- No Tax: (Unit Price X Quantity)

bQuick Accounting provides you 2 (two) line to work, if you want to add more line then click on Plus button or click on Down Arrow and select from given.

- **Sub Total:** Sub Total is the sum of all amount will calculate automatically.
- **Tax:** Sum of tax will show here if tax type is not No Tax. Tax calculate based on following rule-
  Tax Type- Exclusive: (Amount * Tax Rate)
  Tax Type- Inclusive: {Amount / (1 + Tax Rate)}
- **Total:** Sum of Sub Total and Tax**.**

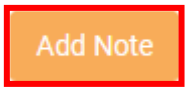
- Click on Save button.



Add Note to Purchase Bill

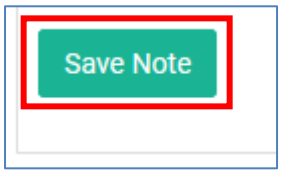
Add note to a purchase bill so you can keep record of related information. You can add note while adding/editing purchase bill.

- In operation of adding/editing purchase bill.
- Click on **Add Note** button under History section (after Bill Form section).



- Enter your note's information.

- Click on **Save Note** button.



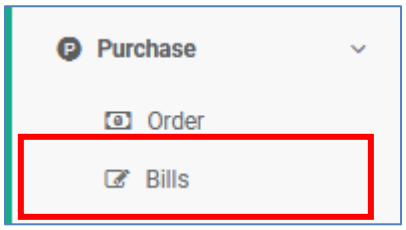
If you want to add more note then do again- Click on **Add Note** button then enter note's information and Click on **Save Note** button

Edit Purchase Bill

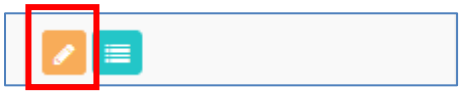
You can edit purchase bill until approval if any changes needed.

- Click on the **Purchase** from the left side menu, then you can see more menus under **Purchase**.

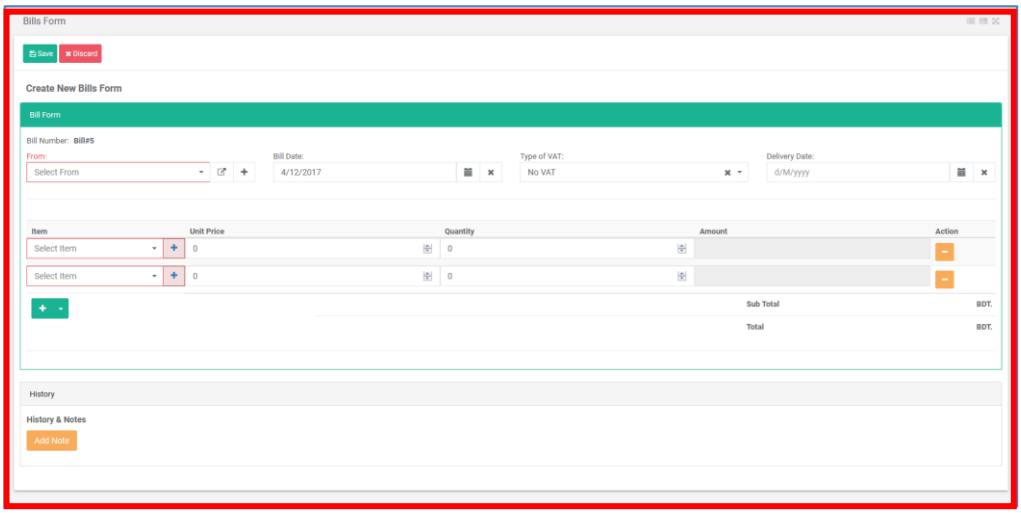
- Click on **Bills**



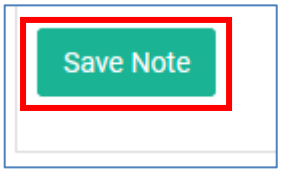
- Click on the **Edit** button under **Options** column.



- Now change information.



- Click on **Save** button.

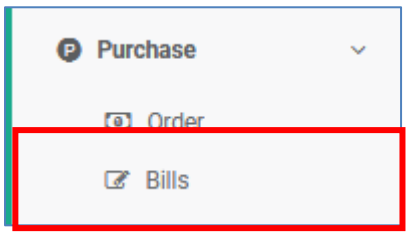


See Purchase Bill

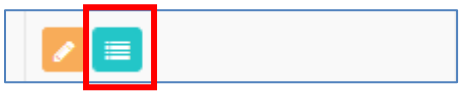
You can see purchase bill and perform action to approval if you are authorized.

- Click on the **Purchase** from the left side menu, then you can see more menus under **Purchase**.

- Click on **Bills**



- Click on the View/Detail button under Options column.



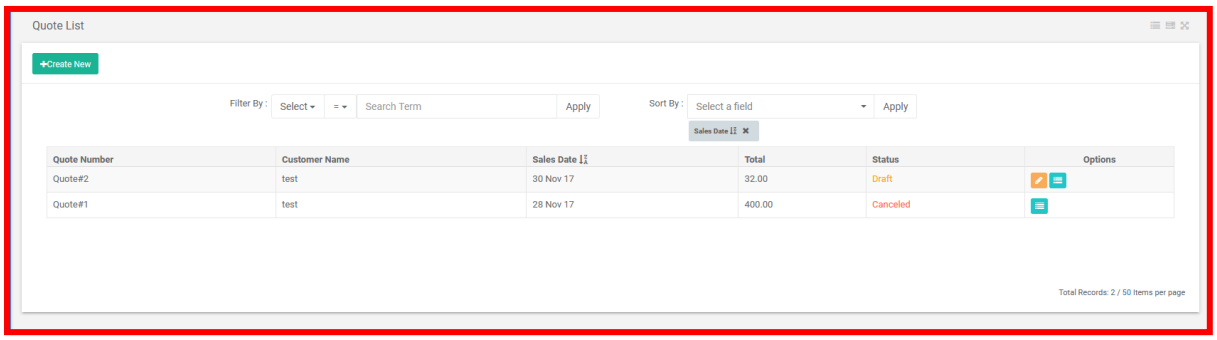
- Now you can perform necessary action if you are authorized.

Sales

Sale is a transaction between two parties where the buyer receives products/services in exchange for money. bQuick Accounting helps you to streamline your business's purchasing process.

Sales Quotes

Sales quote is a formal statement by seller to supply the products/services required by buyer that allows buyer to see what costs would be involved. You can add, edit, approve sales quote. You can also generate sales quote to sales invoice.

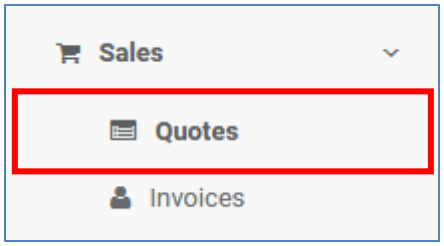


Add Sales Quote

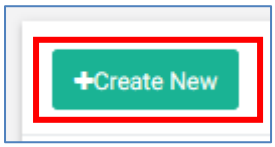
Add a sales quote to let your customer know what, when, how much will cost to buy from you.

- Click on the **Sales** from the left side menu, then you can see more menus under **Sales**.

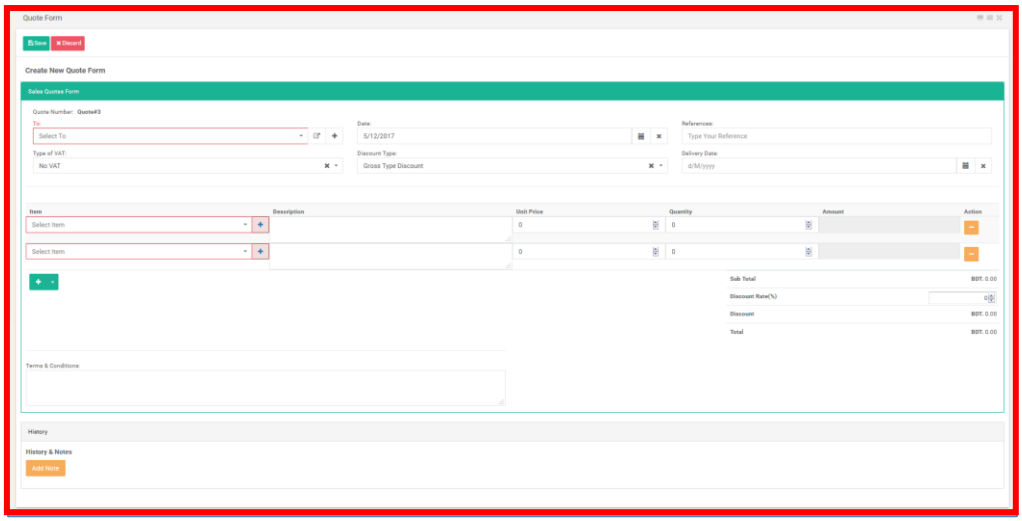
- Click on **Quotes**



- Click on the **Create New** button.



Now you will see a page with form to add quote details.



- Enter quotation details.
  You need not to provide all information just provide required only.
  - **To:** Select customer from the list.
    If customer name not in the list then you can add customer by clicking on plus button & follow Add Contact guide.
  - **Date:** Select issuance date.
  - **Reference:** Enter reference.
  - **Type of Tax:** Select type of tax from the given list.
  - **Discount Type:** Select discount type from the given list.
  - **Delivery Date:** Select delivery date.
  - **Item Details:**
    - **Item:** Select item from the list.
      If item is not found in the list then you can add item by clicking on plus button & follow Add Product/Service guide.
    - **Description:** Enter description of product/service.
    - **Unit Price:** Upon selection of item unit price will show. You can change unit price if needed.
    - **Quantity:** Enter quantity in number.
    - **Tax Rate(%):** Select tax rate from the list.
      If tax rate is not listed then add tax rate in the settings.
    - **Discount Rate:** If you select discount type as Product Base earlier then enter discount rate here for product which is under discount policy.
    - **Amount:** Amount will calculate automatically based on following rules-
      Gross Type Discount
      Tax Type- Exclusive: (Unit Price X Quantity)
      Tax Type- Inclusive: [{Unit Price / (1+ Tax Rate)} X Quantity]
      Tax Type- No Tax: (Unit Price X Quantity)
      Product Base Discount
      Tax Type- Exclusive: {(Unit Price - Discount Rate) X Quantity}

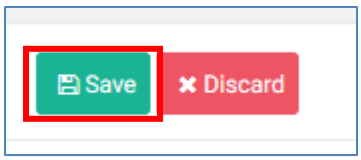
Tax Type- Inclusive: [{(Unit Price - Discount Rate) / (1+ Tax Rate)} X Quantity]
Tax Type- No Tax: (Unit Price X Quantity)

bQuick Accounting provides you 2 (two) line to work, if you want to add more line then click on Plus button or click on Down Arrow and select from given.

- **Sub Total:** Sub Total is the sum of all amount will calculate automatically.
- **Discount Rate:** If you select discount type as Gross Type earlier then enter discount rate here.
- **Discount:** Sum of discount will show here.
- **Tax:** Sum of tax will show here if tax type is not No Tax. Tax calculate based on following rule-
  Tax Type- Exclusive: (Amount * Tax Rate)
  Tax Type- Inclusive: {Amount / (1 + Tax Rate)}
- **Total:** Sum of Sub Total and Tax**.**

bQuick Accounting use following rules to bring the accuracy of the calculation-
(Original Price - Discount) + (Original Price - Discount) * Tax

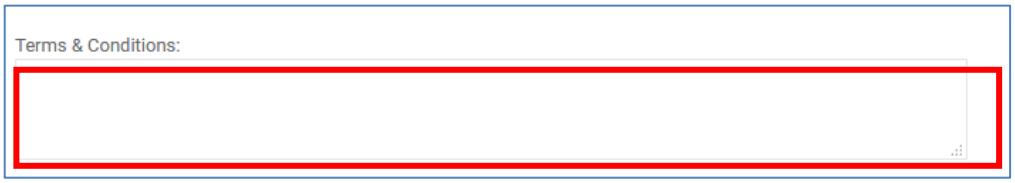
- Click on **Save** button.



Add Terms & Conditions to Sales Quote

Add terms & conditions to a quote to let your customer know about your policy. You can add terms & conditions while adding/editing quote.

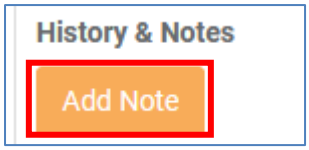
- In operation of adding/editing quote.
- Go to Terms & Conditions field at the end of Sales Quotes Form
- Enter your Terms & Sections.



Add Note to Sales Quote

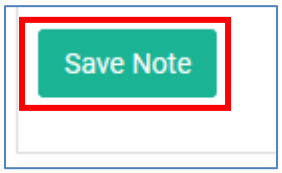
Add note to a sales quote so you can keep record of related information. You can add note while adding/editing sales quote.

- In operation of adding/editing sales quote.
- Click on **Add Note** button under History section (after Sales Quotes Form section).



- Enter your note's information.

- Click on **Save Note** button.



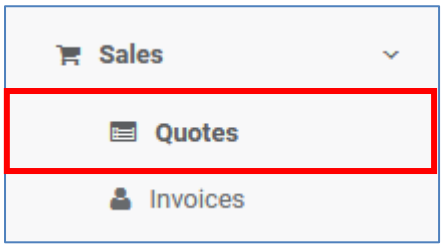
If you want to add more note then do again- Click on **Add Note** button then enter note's information and Click on **Save Note** button

Edit Sales Quote

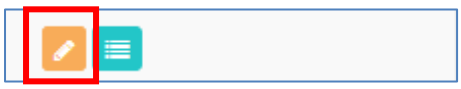
You can edit sales quote until approval if any changes needed.

- Click on the **Sales** from the left side menu, then you can see more menus under **Sales**.

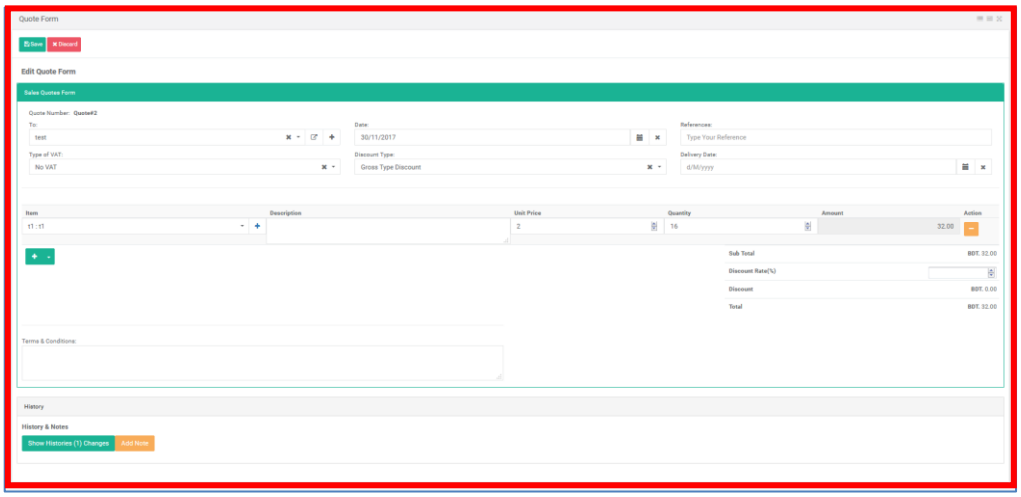
- Click on **Quotes**



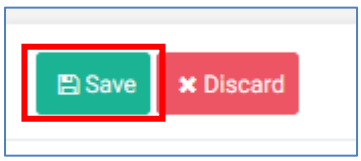
- Click on the **Edit** button under **Options** column.



- Now change information.



- Click on **Save** button.

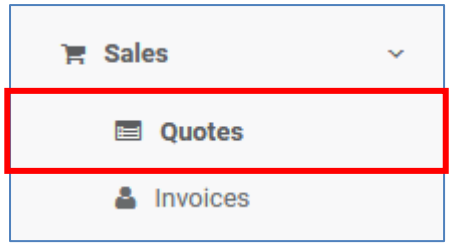


See Sales Quote

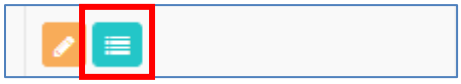
You can see sales quote and perform action to approval if you are authorized.

- Click on the **Sales** from the left side menu, then you can see more menus under **Sales**.

- Click on **Quotes**



- Click on the **View/Detail** button under **Options** column.



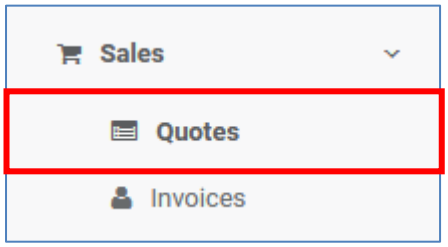
- Now you can perform necessary action if you are authorized.

Generate Sales Quote to Sales Invoice

You can generate Sales Invoice from Sales Quotes, listed & approved only, in single click of mouse which reduce your working time to optimize business operation. The invoice history includes reference of the sales quotes.

- Click on the **Sales** from the left side menu, then you can see more menus under **Sales**.

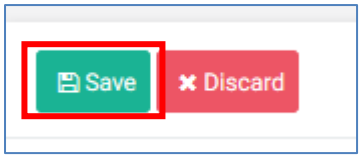
- Click on **Quotes**



- Click on the **View/Detail** button under **Options** column.

- Click on **Generate Invoice** button.

- Click on **Save** button.



The generated invoice you will find in the Invoices under Sales.

Sales Invoice

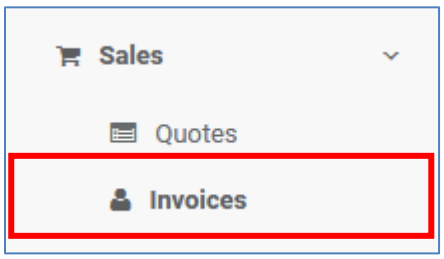
Sales Invoice is commercial document presented to seller by buyer for payment that indicates what has been sold, in what amount and for what price. Invoice contains product/service's name, quantities, price of the items you have sold. You can add, edit, approve purchase bill, record received payment.

Add Sales Invoice

Add a invoice for items you sold and you have to receive payment.

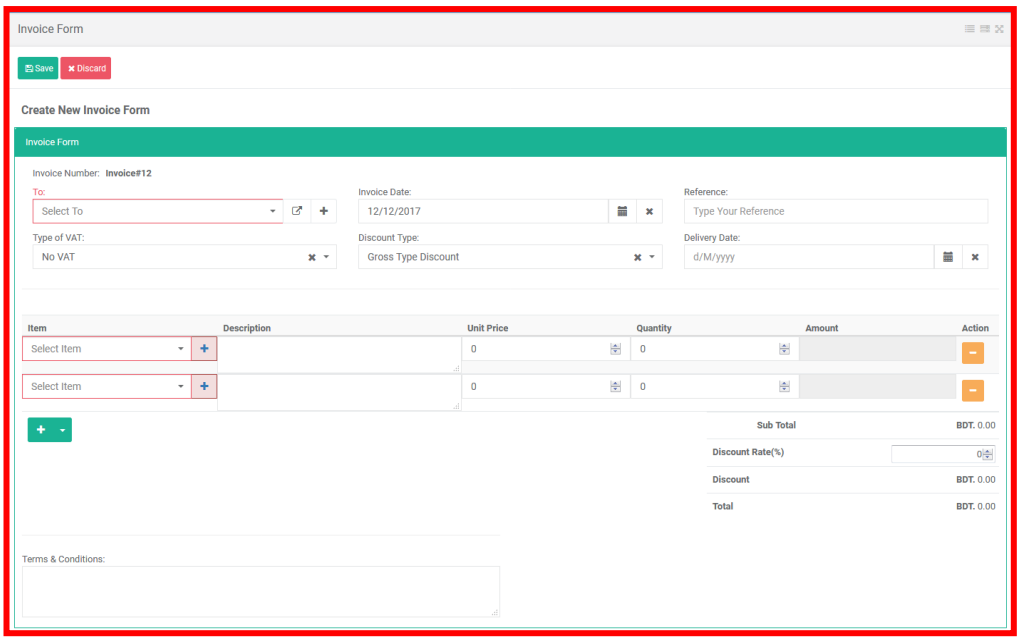
- Click on the **Sales** from the left side menu, then you can see more menus under **Sales**.

- Click on **Invoices**



- Click on the **Create New** button.

Now you will see a page with form to add invoice details.



- Enter invoice details.
  You need not to provide all information just provide required only.
  - **To:** Select customer from the list.
    If customer name not in the list then you can add customer by clicking on plus button & follow Add Contact guide.
  - **Date:** Select issuance date.
  - **Reference:** Enter reference.
  - **Type of Tax:** Select type of tax from the given list.
  - **Discount Type:** Select discount type from the given list.
  - **Delivery Date:** Select delivery date.
  - **Item Details:**
    - **Item:** Select item from the list.
      If item is not found in the list then you can add item by clicking on plus button & follow Add Product/Service guide.
    - **Description:** Enter description of product/service.
    - **Unit Price:** Upon selection of item unit price will show. You can change unit price if needed.
    - **Quantity:** Enter quantity in number.
    - **Tax Rate(%):** Select tax rate from the list.
      If tax rate is not listed then add tax rate in the settings.
    - **Discount Rate:** If you select discount type as Product Base earlier then enter discount rate here for product which is under discount policy.
    - **Amount:** Amount will calculate automatically based on following rules-

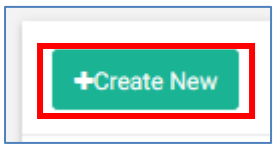
Gross Type Discount
Tax Type- Exclusive: (Unit Price X Quantity)
Tax Type- Inclusive: [{Unit Price / (1+ Tax Rate)} X Quantity]
Tax Type- No Tax: (Unit Price X Quantity)
Product Base Discount
Tax Type- Exclusive: {(Unit Price - Discount Rate) X Quantity}
Tax Type- Inclusive: [{(Unit Price - Discount Rate) / (1+ Tax Rate)} X Quantity]
Tax Type- No Tax: (Unit Price X Quantity)

bQuick Accounting provides you 2 (two) line to work, if you want to add more line then click on Plus button or click on Down Arrow and select from given.

- **Sub Total:** Sub Total is the sum of all amount will calculate automatically.
- **Discount Rate:** If you select discount type as Gross Type earlier then enter discount rate here.
- **Discount:** Sum of discount will show here.
- **Tax:** Sum of tax will show here if tax type is not No Tax. Tax calculate based on following rule-
  Tax Type- Exclusive: (Amount * Tax Rate)
  Tax Type- Inclusive: {Amount / (1 + Tax Rate)}
- **Total:** Sum of Sub Total and Tax**.**

bQuick Accounting use following rules to bring the accuracy of the calculation-
(Original Price - Discount) + (Original Price - Discount) * Tax

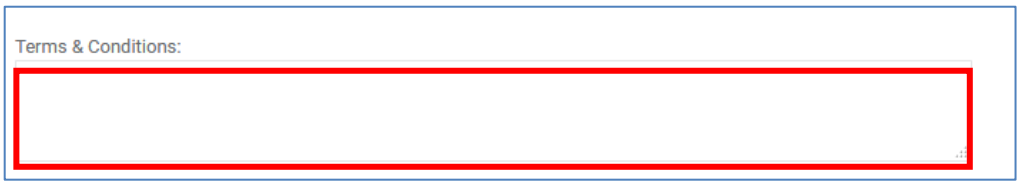
- Click on **Save** button.



Add Terms & Conditions to Sales Invoice

Add terms & conditions to a invoice to let your customer know about your transaction policy. You can add terms & conditions while adding/editing invoice.

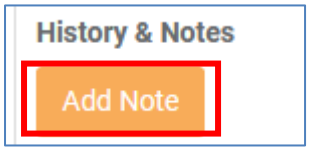
- In operation of adding/editing invoice.
- Go to Terms & Conditions field at the end of Invoice Form
- Enter your Terms & Sections.



Add Note to Sales Invoice

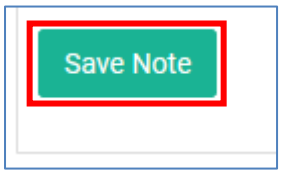
Add note to a invoice so you can keep record of related information. You can add note while adding/editing invoice.

- In operation of adding/editing invoice.
- Click on **Add Note** button under History section (after Invoice Form section).



- Enter your note's information.

- Click on **Save Note** button.



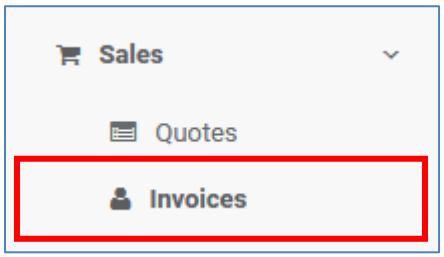
If you want to add more note then do again- Click on **Add Note** button then enter note's information and Click on **Save Note** button

Edit Sales Invoice

You can edit invoice until approval if any changes needed.

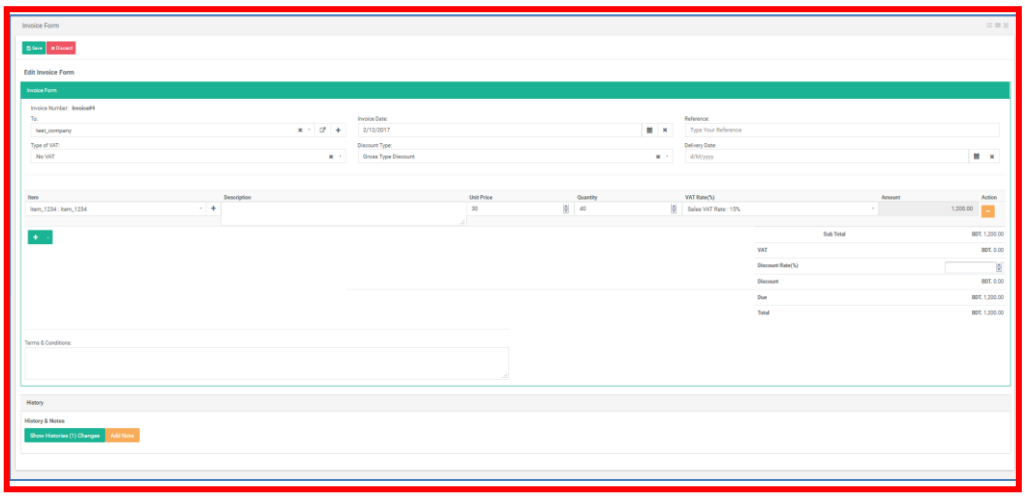
- Click on the **Sales** from the left side menu, then you can see more menus under **Sales**.

- Click on **Invoices**

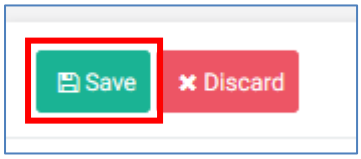


- Click on the **Edit** button under Options column.

- Now change information.



- Click on **Save** button.

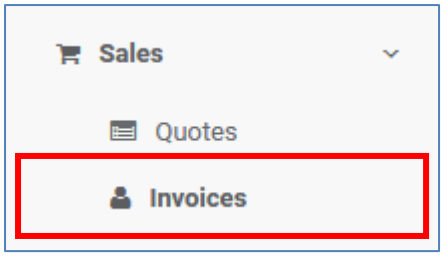


See Sales Invoice

You can see invoice and perform action to approval if you are authorized.

- Click on the **Sales** from the left side menu, then you can see more menus under **Sales**.

- Click on **Invoices**

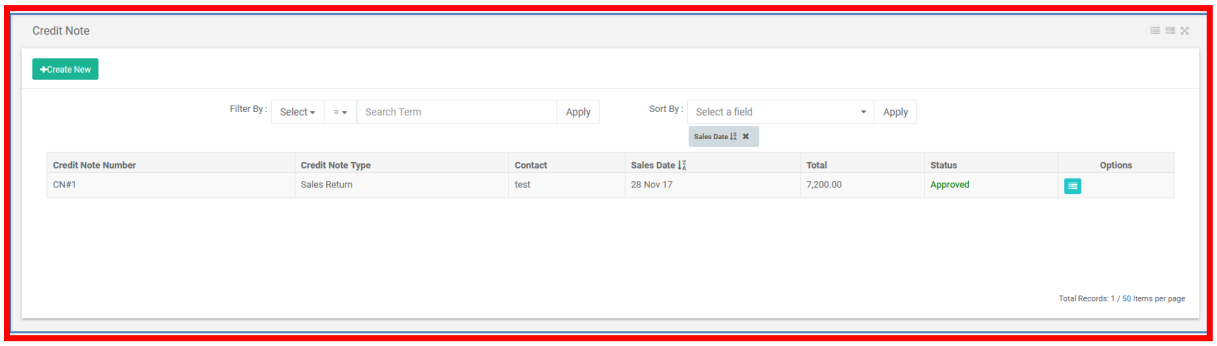


- Click on the **View/Detail** button under Options column.

- Now you can perform necessary action if you are authorized.

Credit Note

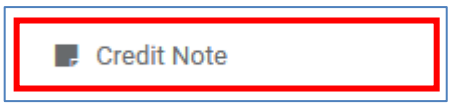
Credit note are raised directly against a customer or supplier to a sales invoice or purchase bill. It reduces the amount owed to you by a customer or you owe to a supplier. bQuick Accounting facilitate you to do credit note activity in this section for both purpose of Sales Credit Note & Purchase Credit Note.



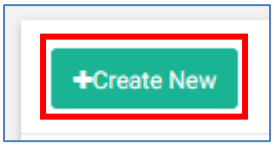
Add Credit Note

Add a credit note for items you sold or bought to allocate credit or record payment of received & made.

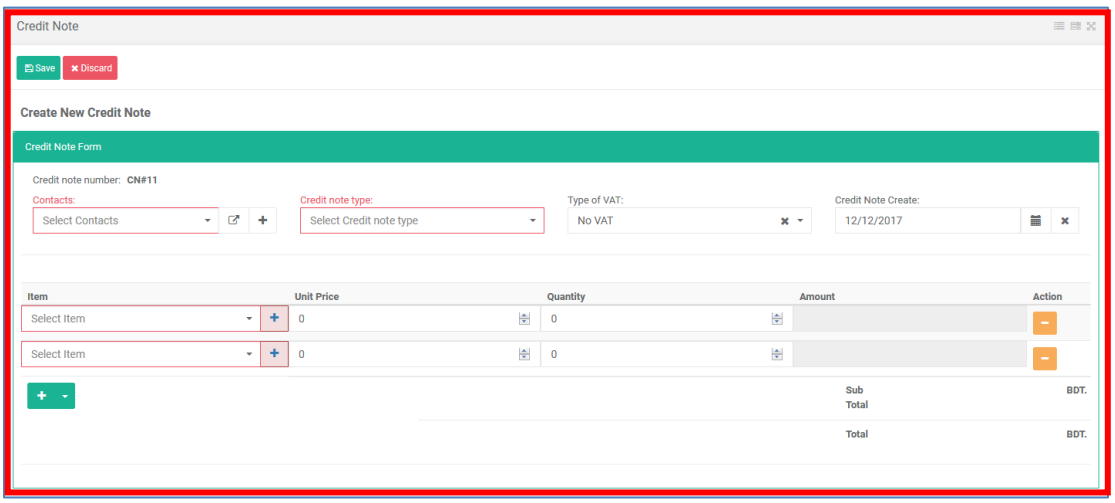
- Click on the **Credit Note** from the left side menu.



- Click on the **Create New** button.



Now you will see a page with form to add credit note details.



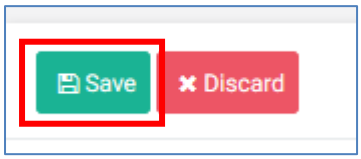
- Enter credit note details.
  You need not to provide all information just provide required only.
  - **Contacts:** Select customer or supplier from the list.

    If customer or supplier name not in the list then you can add by clicking on plus button & follow Add Contact guide.
  - **Credit Note Type:** Select credit note type as Purchase Credit Note or Sales Credit Note.
  - **Type of Tax:** Select type of tax from the given list.
  - **Date:** Select issuance or occurrence date.
  - **Item Details:**
    - **Item:** Select item from the list.

      If item is not found in the list then you can add item by clicking on plus button & follow Add Product/Service guide.
    - **Unit Price:** Upon selection of item unit price will show at purchase rate. You can change unit price if needed.
    - **Quantity:** Enter quantity in number.
    - **Tax Rate(%):** Select tax rate from the list.
      If tax rate is not listed then add tax rate in the settings.
    - **Amount:** Amount will calculate automatically based on following rules-
      Tax Type- Exclusive: (Unit Price X Quantity)
      Tax Type- Inclusive: [{Unit Price / (1+ Tax Rate)} X Quantity]
      Tax Type- No Tax: (Unit Price X Quantity)
      bQuick Accounting provides you 2 (two) line to work, if you want to add more line then click on Plus button or click on Down Arrow and select from given.

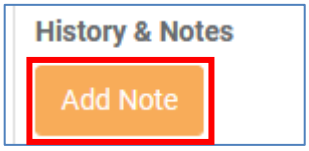
    - **Sub Total:** Sub Total is the sum of all amount will calculate automatically.
    - **Tax:** Sum of tax will show here if tax type is not No Tax. Tax calculate based on following rule-
      Tax Type- Exclusive: (Amount * Tax Rate)
      Tax Type- Inclusive: {Amount / (1 + Tax Rate)}
    - **Total:** Sum of Sub Total and Tax**.**
  - Click on **Save** button.

Add Note to Credit Note

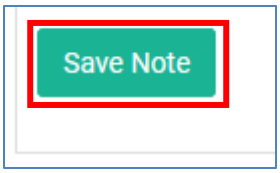
Add note to a credit note so you can keep record of related information. You can add note while adding/editing credit note.

- In operation of adding/editing credit note.
- Click on **Add Note** button under History section (after Credit Note Form section).



- Enter your note's information.

- Click on **Save Note** button.

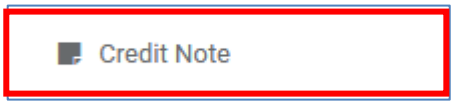


If you want to add more note then do again- Click on **Add Note** button then enter note's information and Click on **Save Note** button.

Edit Credit Note

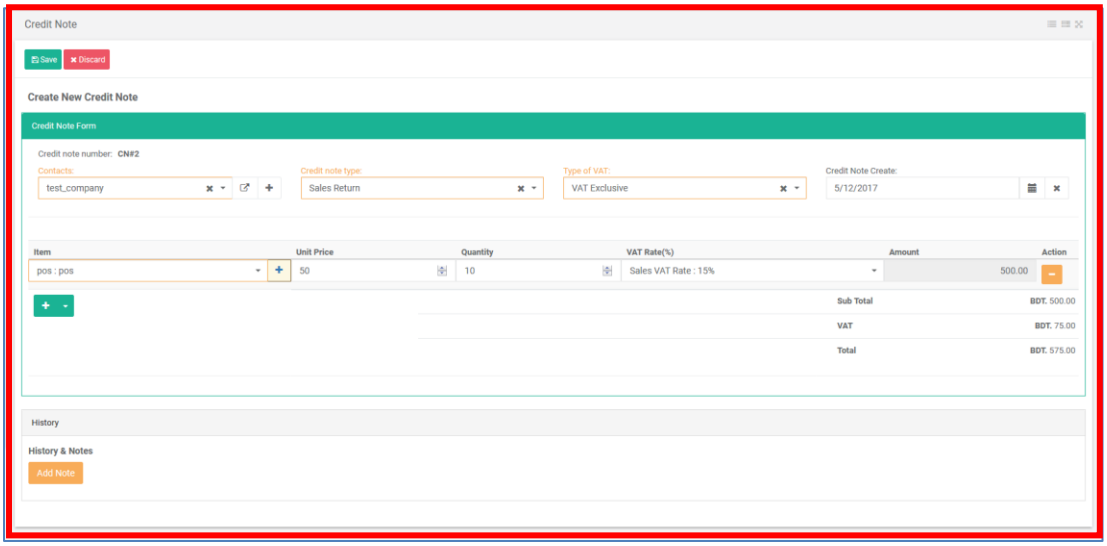
You can edit credit note until approval if any changes needed.

- Click on the **Credit Note** from the left side menu.

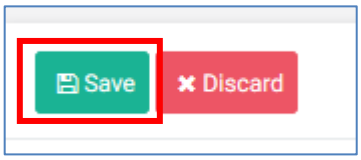


- Click on the **Edit** button under **Options** column.

- Now change information.



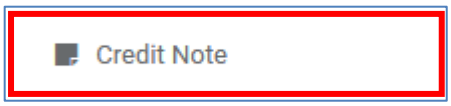
- Click on **Save** button.



See Credit Note

You can see invoice and perform action to approval if you are authorized.

- Click on the **Credit Note** from the left side menu.

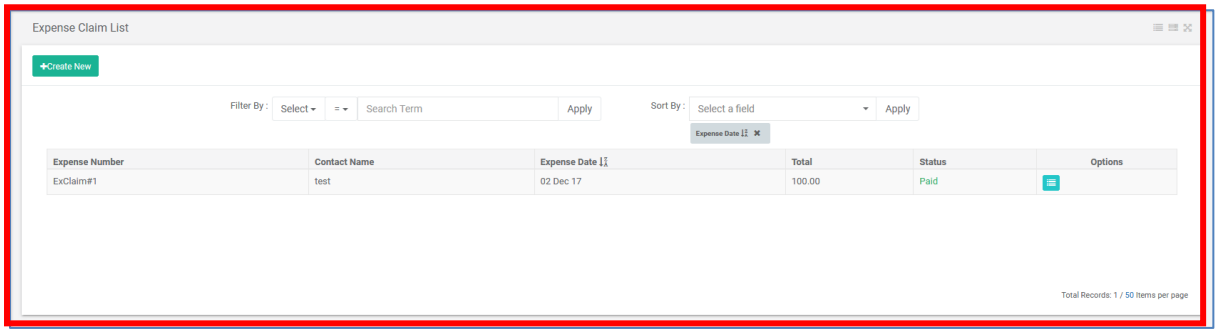


- Click on the **View/Detail** button under **Options** column.

- Now you can perform necessary action if you are authorized.

Expense Claim

An expense claim is a collection of receipts that employee spends on things such as food and travel while they are doing their job which the company pays back to them.



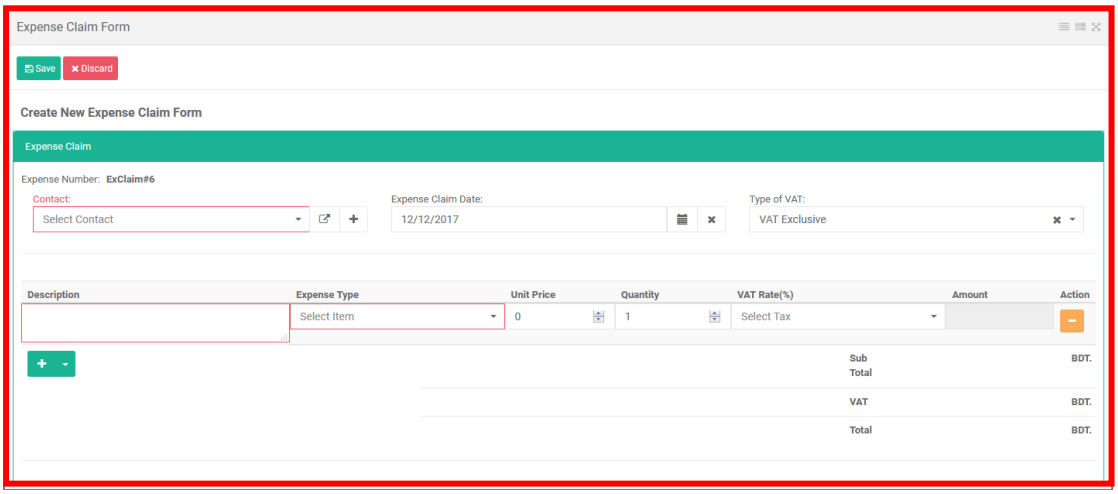
Add Expense Claim

Add an expense claim for which you spend to do job.

- Click on the **Expense Claim** from the left side menu.

- Click on the **Create New** button.

Now you will see a page with form to add expense claim details.



- Enter expense claim details.
  You need not to provide all information just provide required only.
  - **Contact:** Select customer or supplier from the list.

If customer or supplier name not in the list then you can add by clicking on plus button & follow Add Contact guide.

- **Date:** Select occurrence date.
- **Type of Tax:** Select type of tax from the given list.
- **Expense Details:**
  - **Description:** Enter description of expense.
  - **Expense Type:** Select expense type from the list.
  - **Unit Price:** Enter unit price in number.
  - **Quantity:** Enter quantity in number.
  - **Tax Rate(%):** Select tax rate from the list.
    If tax rate is not listed then add tax rate in the settings
  - **Amount:** Amount will calculate automatically based on following rules-
    Tax Type- Exclusive: (Unit Price X Quantity)
    Tax Type- Inclusive: [{Unit Price / (1+ Tax Rate)} X Quantity]
    Tax Type- No Tax: (Unit Price X Quantity)

    bQuick Accounting provides you 1 (two) line to work, if you want to add more line then click on Plus button or click on Down Arrow and select from given.

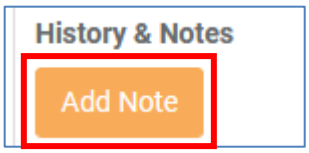
  - **Sub Total:** Sub Total is the sum of all amount will calculate automatically.
  - **Tax:** Sum of tax will show here if tax type is not No Tax. Tax calculate based on following rule-
    Tax Type- Exclusive: (Amount * Tax Rate)
    Tax Type- Inclusive: {Amount / (1 + Tax Rate)}
  - **Total:** Sum of Sub Total and Tax**.**

- Click on **Save** button.

Add Note to Expense Claim

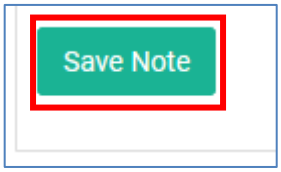
Add note to a expense claim so you can keep record of related information. You can add note while adding/editing expense claim.

- In operation of adding/editing expense claim.
- Click on **Add Note** button under History section (after Expense Claim Form section).



- Enter your note's information.

- Click on **Save Note** button.

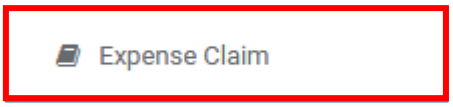


If you want to add more note then do again- Click on **Add Note** button then enter note's information and Click on **Save Note** button.

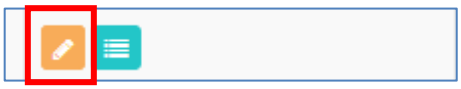
Edit Expense Claim

You can edit expense claim until approval if any changes needed.

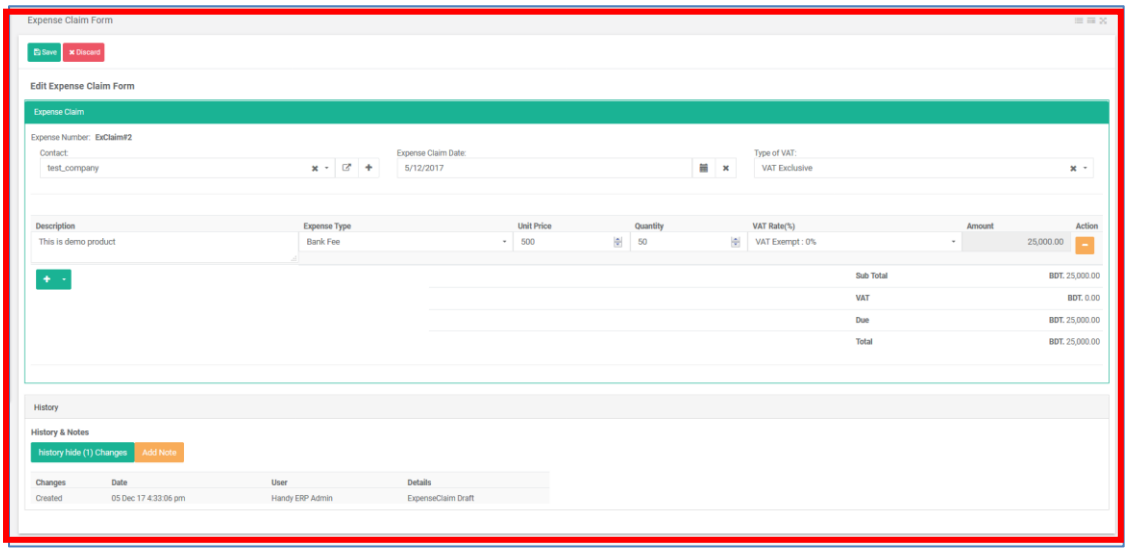
- Click on the **Expense Claim** from the left side menu.



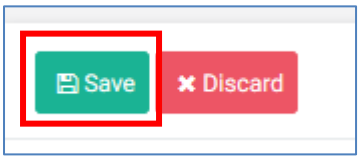
- Click on the **Edit** button under **Options** column.



- Now change information.



- Click on **Save** button.



See Expense Claim

You can see expense claim and perform action to approval if you are authorized.

- Click on the **Expense Claim** from the left side menu.

- Click on the **View/Detail** button under **Options** column.

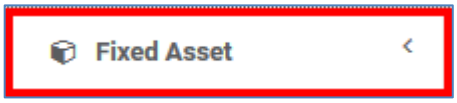
- Now you can perform necessary action if you are authorized.

Fixed Asset

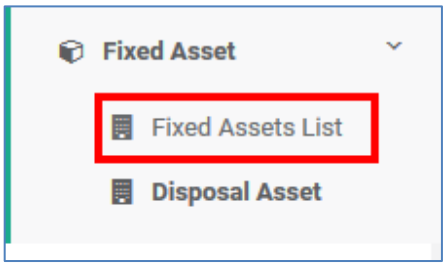
A fixed asset is a long-term tangible piece of property that a firm owns and uses in its operations to generate income.

Add Fixed Asset

- Click on the **Fixed Asset** from the left side menu.

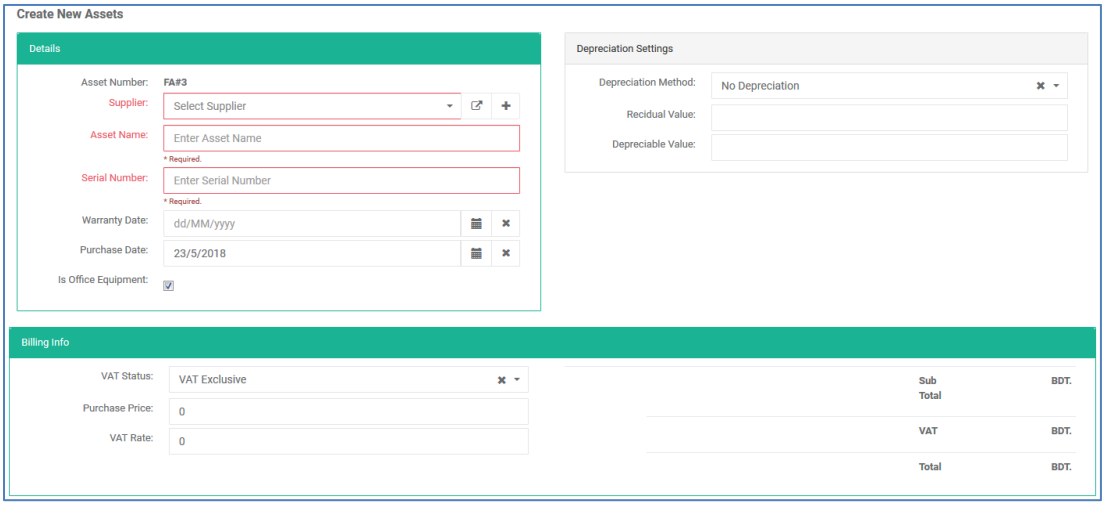


- Click on the **Fixed Asset** List



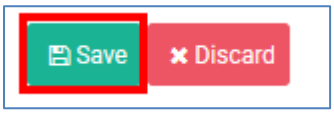
- Click on the **Create New** button.

Now you will see a page.



- Fill up the Form

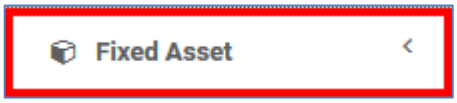
- Click on **Save** button.



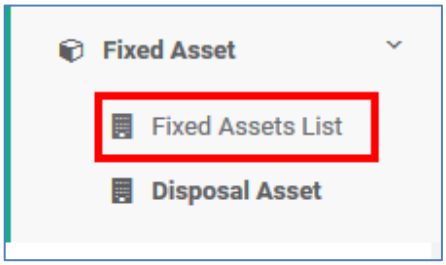
- Click on **Registration** button.

Edit Fixed Asset

- Click on the **Fixed Asset** from the left side menu.



- Click on the **Fixed Asset** List



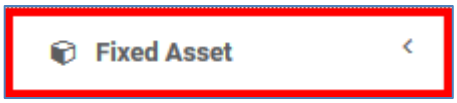
- Click on the **Edit** button under **Options** column.

- Now change information.

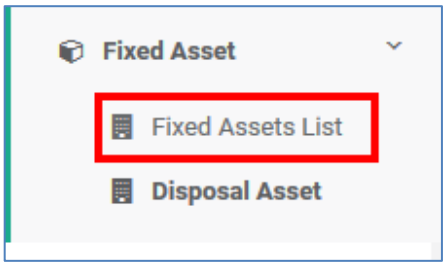
- Click on **Save** button.

View Fixed Asset

- Click on the **Fixed Asset** from the left side menu.



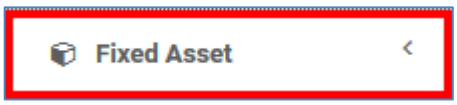
- Click on the **Fixed Asset** List



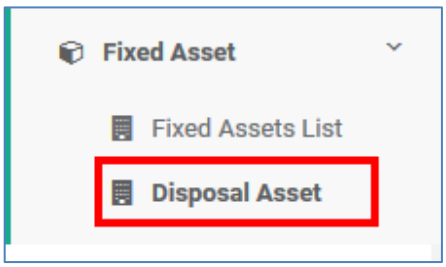
- Click on the **Details** button under **Options** column.

How to Dispose Fixed Asset

- Click on the **Fixed Asset** from the left side menu.

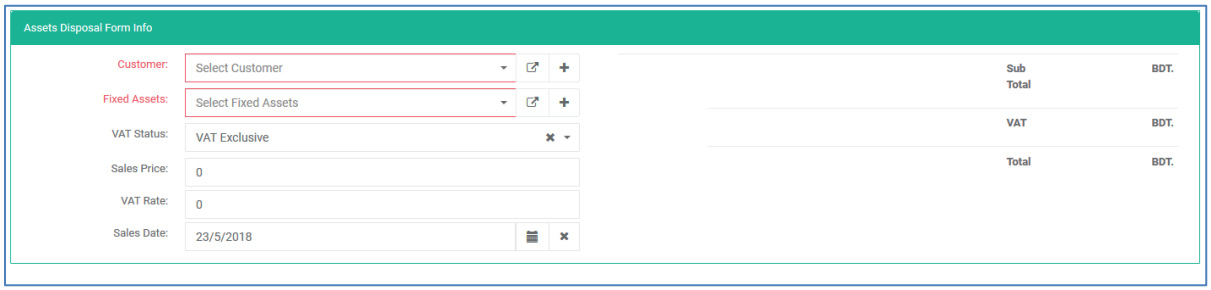


- Click on the **Disposal Asset** List



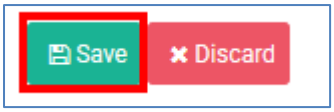
- Click on the **Create New** button.

Now you will see a page.



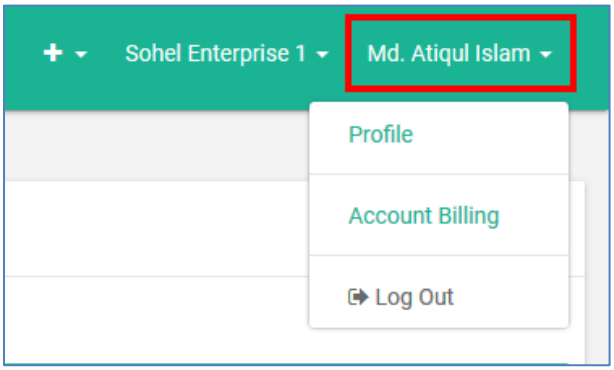
- Fill up the Form

- Click on **Save** button.

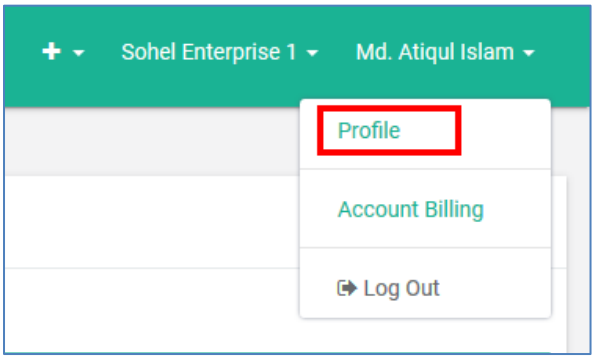


How to change language?

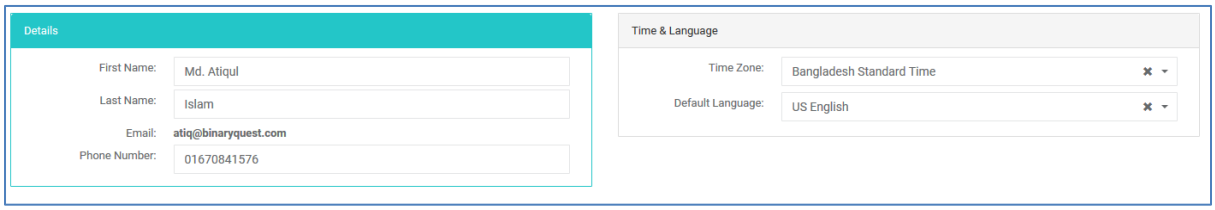
- First Login into your account (https://app.bquick.com.bd)
- Now watch out at top-right corner where you will see your name. Now click on your Name.



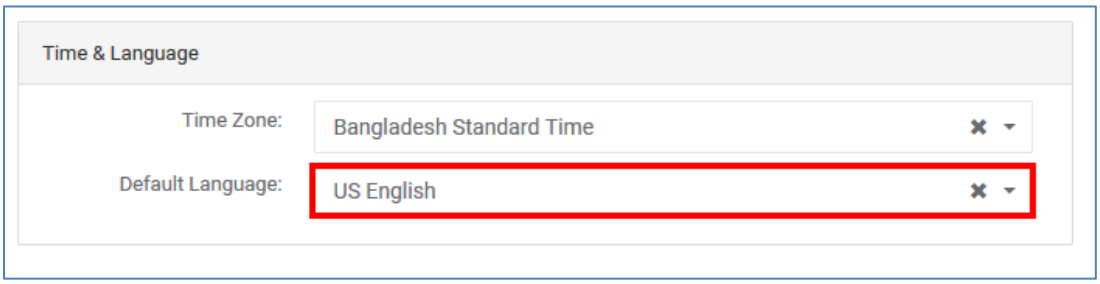
- Click on **Profile**

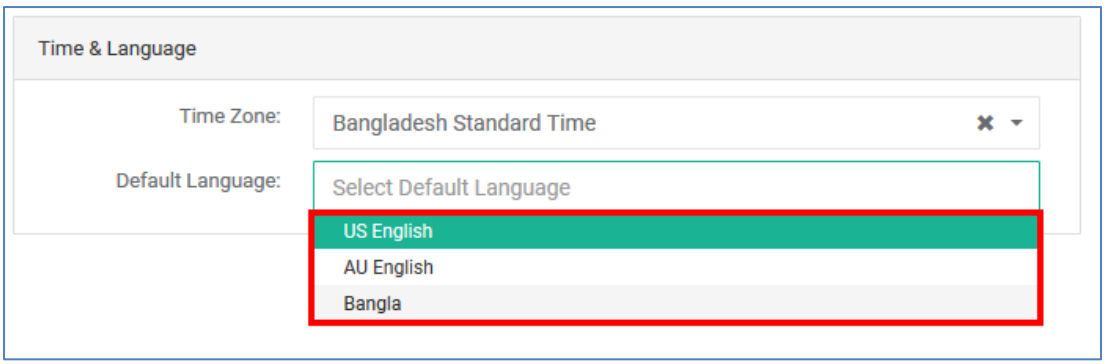


Now you will see following page.

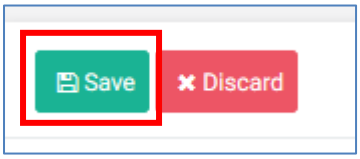


- Click on **Default Language** and select desired language



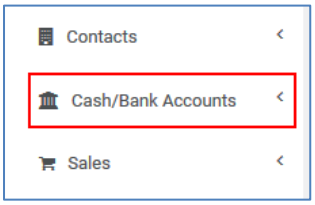


- Click on **Save** button

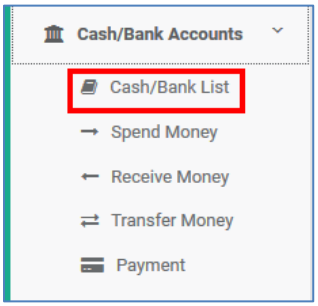


How to add cash/bank account info?

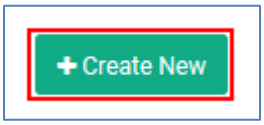
- First Login into your account (https://app.bquick.com.bd)
- Now click on **Cash/Bank Accounts** from the left side menu



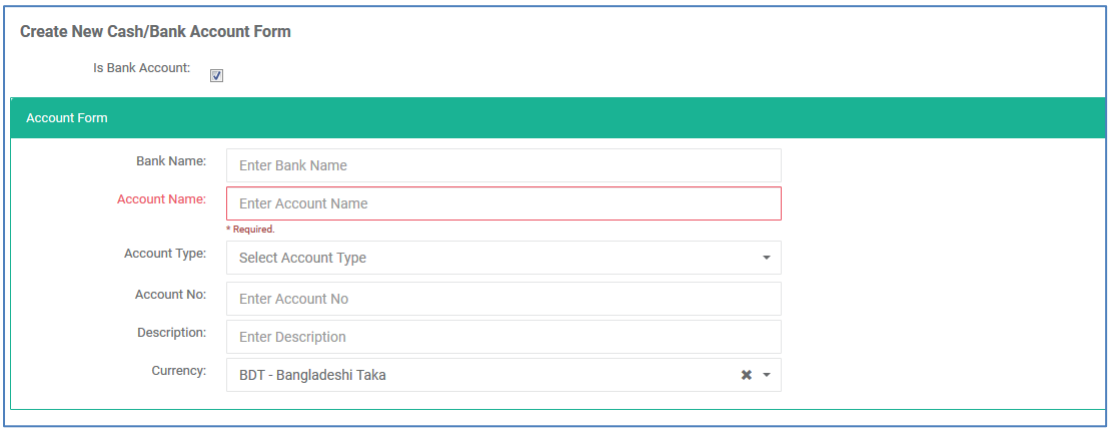
- Click on **Cash/Bank List**



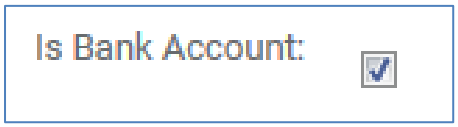
- Click on **Create New** button



Now you will see a following page.



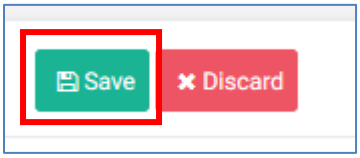
- Now, follow below instructions accordingly-
    - Uncheck/Check Is Bank Account



> - Uncheck if the account is Cash only.
> - If the account is Bank Account then do not uncheck.

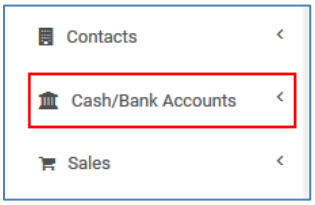
    - Enter Bank Name
    - Enter Bank Account Name
    - Select Account Type
    - Enter Bank Account Number
    - Enter Description
    - Select Currency

- Click on **Save** button

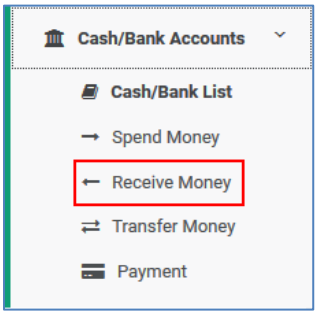


How to update cash/bank account current balance at starting?

- First Login into your account (https://app.bquick.com.bd)
- Now click on **Cash/Bank Accounts** from the left side menu

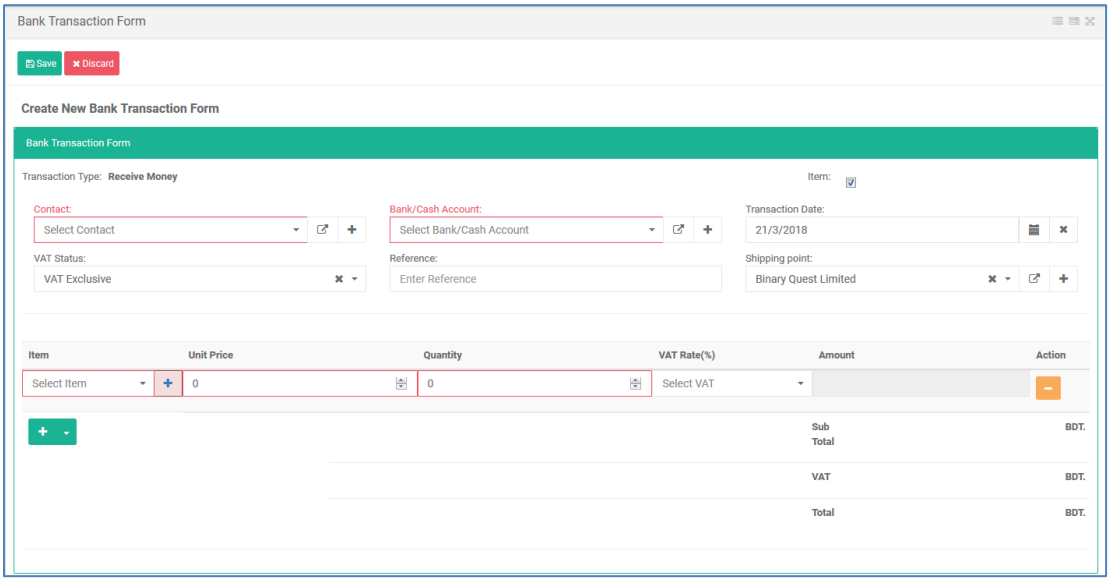


- Click on **Receive Money**



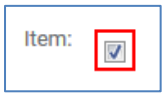
- Click on **Create New** button

Now you will see a following page.

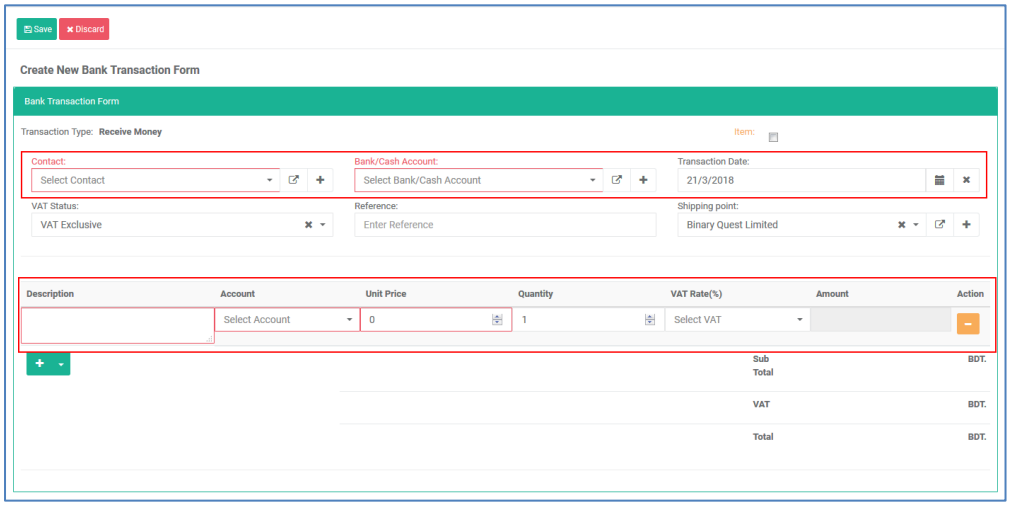


- Now, follow below instructions accordingly-

  - Uncheck **Item**



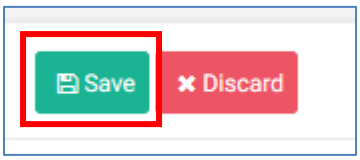
Now you will see a following page with some changes in the form.



  - Select **Contact** from the list

    If name not in the list then you can add supplier by clicking on plus  button & follow [Add Contact]() guide.
  - Select **Bank/Cash Account** from the list
  - Select **Transaction Date**
  - Enter description in the **Description** field
  - Select **Partner Equity** from the list of **Account**
  - Type amount in the field of **Unit Price**

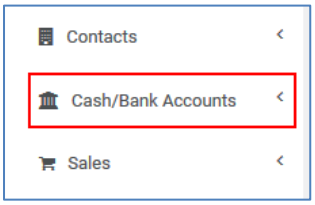
- Click on **Save** button



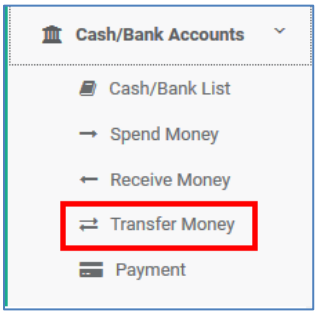
- Click on **Mark As Reconcile** button

How to record of transfer money from one account to another?

- First Login into your account (https://app.bquick.com.bd)
- Now click on **Cash/Bank Accounts** from the left side menu

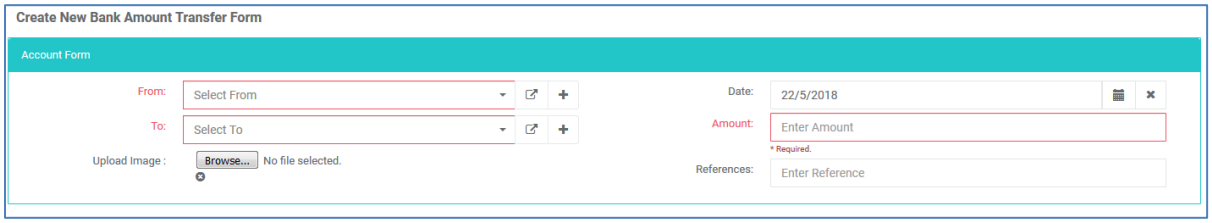


- Click on **Transfer Money**



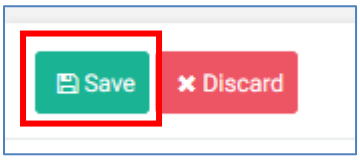
- Click on **Create New** button

Now you will see a following page.



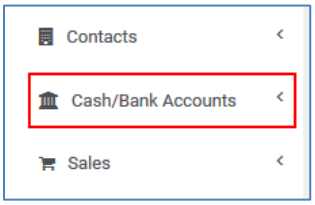
- Now, follow below instructions accordingly-
  - From: Select Account from the list
  - To: Select Account from the list
  - Date: Select date
  - Amount: Type Amount
  - Upload Image: Click here browse picture of any cheque or deposit slip
  - Reference: Enter reference

- Click on **Save** button

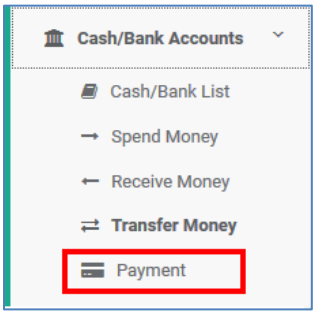


How to record multiple payment?

- First Login into your account (https://app.bquick.com.bd)
- Now click on **Cash/Bank Accounts** from the left side menu

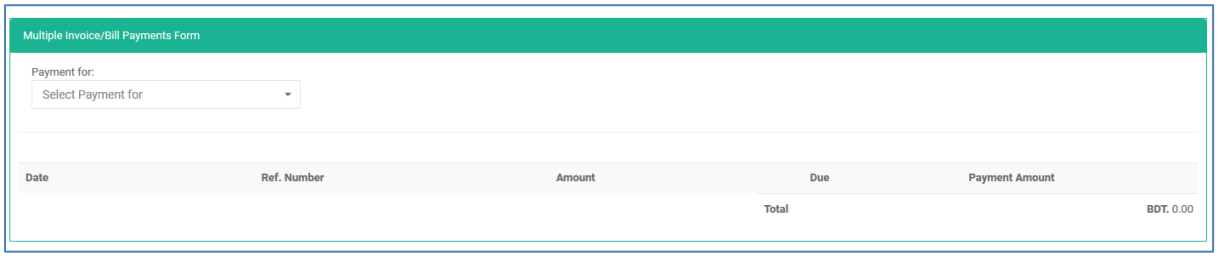


- Click on **Payment**



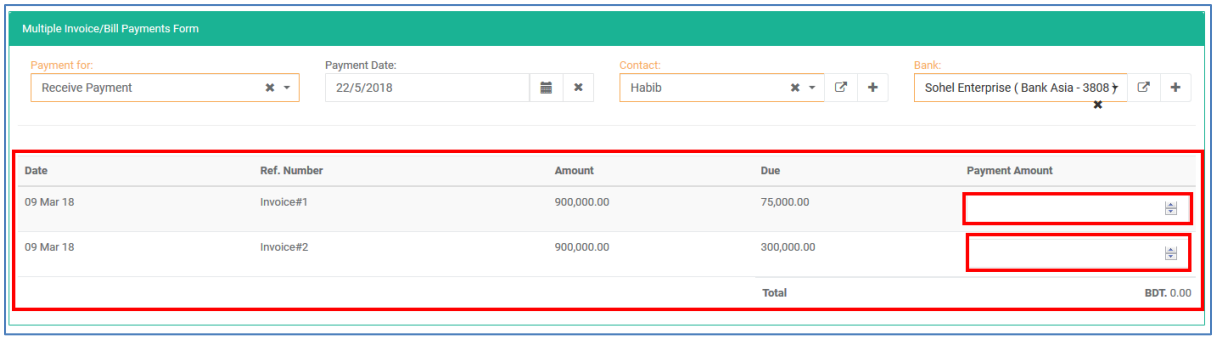
- Click on **Create New** button

Now you will see a following page.



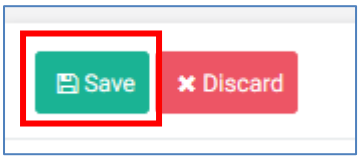
- Now, follow below instructions accordingly-
  - Payment for: Select payment type from the list
  - Payment Date: Select Date
  - Contact: Select Contact
  - Bank: Select Cash/Bank account from the list

    Now following section will arrive if data found on above criteria to adjust payment record.



Now type amount Payment amount field.

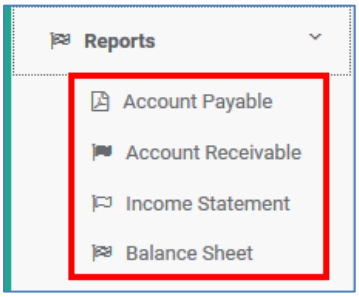
- Click on **Save** button



How to see reports?

- First Login into your account (https://app.bquick.com.bd)
- Now click on **Reports** from the left side menu

- Click on which report you want to see



- **Filter:** In every report page you will have filter system which will help you to search for specific criteria and to get it in real time.