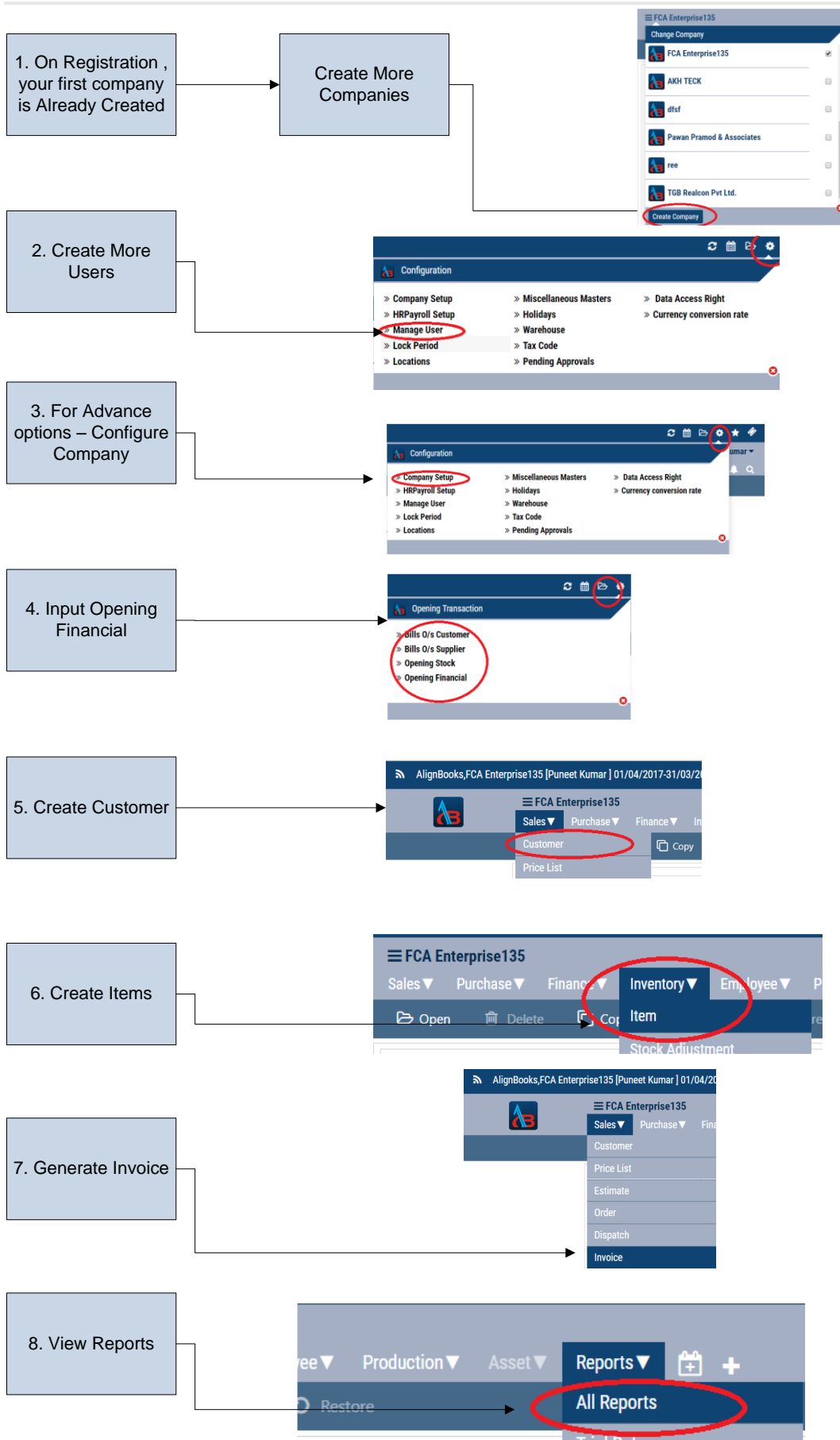# ALIGNBOOKS QUICK START GUIDE

Alignbooks quickstart guide helps you get going with the process of setting up the application in just a few easy steps that get you going within a matter of minutes.

1. On Registration , your first company is Already Created → **Create More Companies**

FCA Enterprise135
Change Company
FCA Enterprise135
AKH TECK
dfsf
Pawan Pramod & Associates
ree
TGB Realcon Pvt Ltd.
Create Company

2. Create More Users

Configuration
» Company Setup   » Miscellaneous Masters   » Data Access Right
» HRPayroll Setup   » Holidays   » Currency conversion rate
» Manage User   » Warehouse
» Lock Period   » Tax Code
» Locations   » Pending Approvals

3. For Advance options – Configure Company

Configuration
» Company Setup   » Miscellaneous Masters   » Data Access Right
» HRPayroll Setup   » Holidays   » Currency conversion rate
» Manage User   » Warehouse
» Lock Period   » Tax Code
» Locations   » Pending Approvals

4. Input Opening Financial

Opening Transaction
» Bills O/s Customer
» Bills O/s Supplier
» Opening Stock
» Opening Financial

5. Create Customer

AlignBooks,FCA Enterprise135 [Puneet Kumar] 01/04/2017-31/03/20
FCA Enterprise135
Sales ▼   Purchase ▼   Finance ▼   In
Customer   Copy
Price List

6. Create Items

FCA Enterprise135
Sales ▼   Purchase ▼   Financ   Inventory ▼   Employee ▼   P
Open   Delete   Co   Item
                              Stock Adjustment

7. Generate Invoice

AlignBooks,FCA Enterprise135 [Puneet Kumar] 01/04/20
FCA Enterprise135
Sales ▼   Purchase ▼   Fina
Customer
Price List
Estimate
Order
Dispatch
Invoice

8. View Reports

ee ▼   Production ▼   Asset ▼   Reports ▼
Restore   All Reports
                            Trial Balance

1. **Company Creation and Selection**
   When you first login into the system, one default company is already created you have the option of creating multiple ones by clicking on Company Name and then "**Create Company**" if required.

2. **Create More Users**
   Click on configuration option and then on Manage User to create new users for accessing the application. Using this option, you can create new users with different access rights for different modules, companies and functions.

3. **Company Configuration**
   For advance configuration like company information, document flow, etc. There are 6 sections under company configuration, named as below:

   Basic: Enter company information here (Name, Address, Statutory etc.)

   General Setup: Options like multicurrency, multi-location, Warehouse etc. can be controlled from here.

   Sales Setup: is required to be set-up only if you are looking to use advance features for customers profile or while creating sales related document like Estimates, Invoice, Dispatch Note etc. Otherwise you can work in the default settings provided by the software.

   Purchase Setup: is required to be set-up only if you are looking to use advance features for vendors profiles or while creating purchase related document like Order, Purchase Bill, Goods Receipt Note etc Otherwise you can work in the default settings provided by the software.

   Inventory Setup: is required to be set-up only if you are looking to use advance features for stock items or while creating purchase and sales related document like Invoice Purchase Bill etc Otherwise you can work in the default settings provided by the software

   Finance Setup: is required to be set-up only if you are looking to use advance features for General Ledger items like Fixed Assets, Expense, Income etc. Otherwise you can work in the default settings provided by the software.

4. **Input Opening:** To enter opening balances, click on the opening icon as shown and select the corresponding option.

   Select **O/s vendor** to feed all the op balance related with your supplier.
   Select **O/s Customer** to feed all the op balance related with your Customer.
   Select **Opening Stock** to feed the item-wise op balance of your inventory.
   Select **Opening Financial** to feed the item-wise op balance of other assets/liabilities.

5. **Create Customer:** Create Customers Profile by selecting Customer menu from drop down window of the Sales module.
6. **Create Items:** Create Stock Items by selecting Item menu from drop down window of the Inventory module.
7. **Generate Invoice:** You can now start creating invoices, and making entries in the software. For example, for creating a sales invoice, **Click on Sales -> Invoice.**
8. **Reports:** System will start generating reports as soon as you start entering data. There are numerous reports that can be generated eg. Sales Registers, Purchase Registers, Bank Entries etc.