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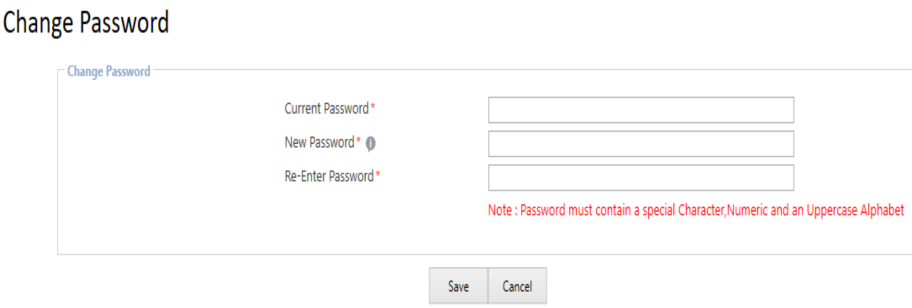
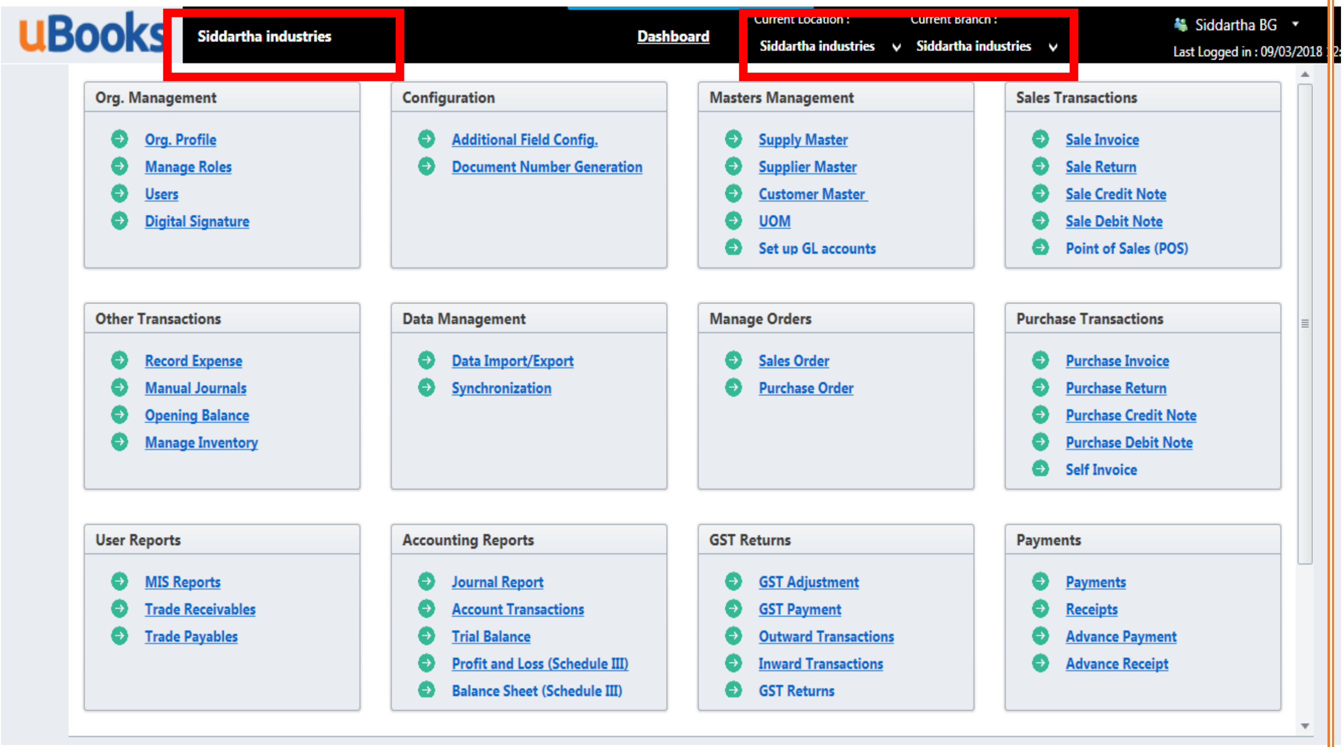
Log in

- Once User receives the login credentials to respective email id from uBooks, User should log in to uBooks with
    - User name
    - Password
    - Company code.

- Click on Sign in will display with change Password screen.
- Enter the new password and click on Save.



- After log-in the Main screen displays Organization, Location, Branch, User name and Last logged in time in the Header area. Multiple tiles display with Masters, Transactions, Reports and GST Returns



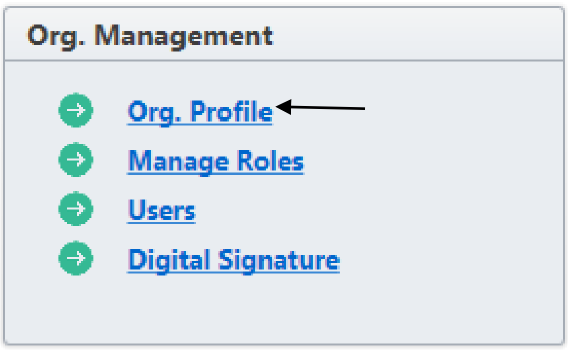
1. Org. Management

Organization Management tile is to maintain

1. Org Profile Under Organization displays locations and branches
2. Manage roles.
3. Users.
4. Digital Signature.

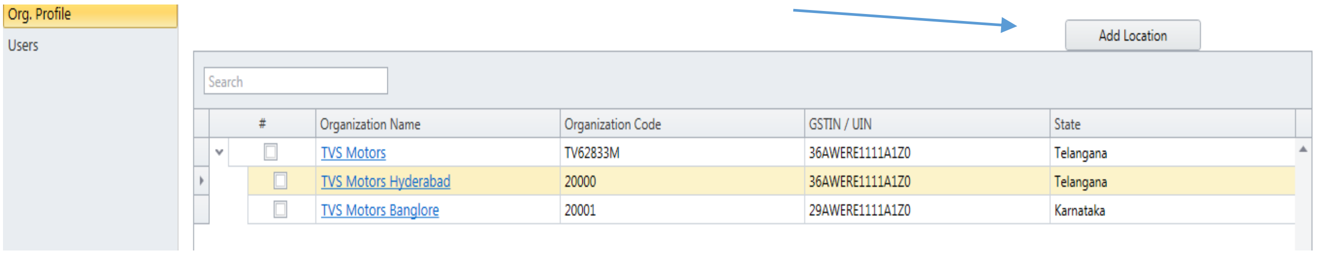
1.1 Org. Profile

- In this screen, displays locations and branches created and user can add location under the organization and create branch under a location,
  Navigation → Click Org. Management → Org. Profile



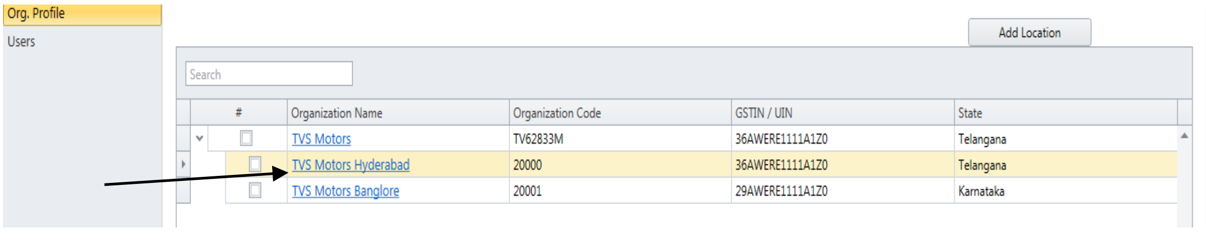
Location:

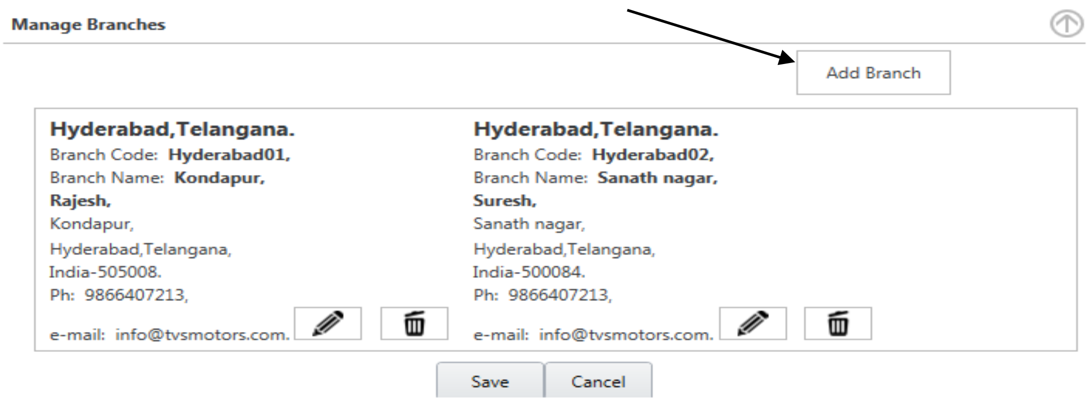
- To add a new location Click on Add Location.



Manage Branches:

- To add Branches to locations, click on the respective location screen with Location information appears scroll down under "Manage Branches", click on Add Branches.



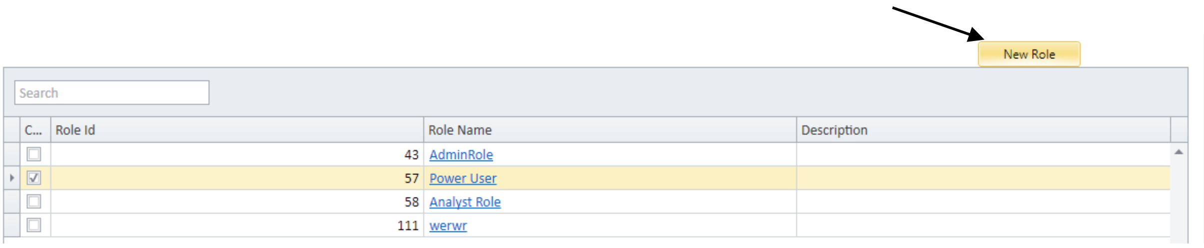


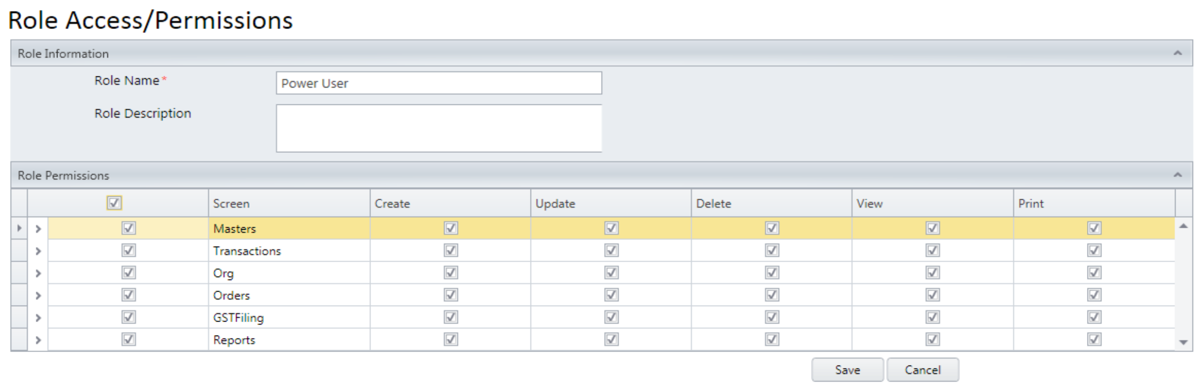
1.2 Manage Roles:

Navigation → Org. Management → Manage Roles

- Once the users are created and assign roles.
- Click on Manage roles list will be displayed of List of Roles will be displayed.
- To create a new Role Click on New Role button
- Enter the Role Name and Role description if any
- Under Roles Permissions block check on each screen and Check the box with what type of controls are assigned to the user like Create, Update, Delete, View and Print
- Here we can expand each screen level and allocate access controls to the defined role.

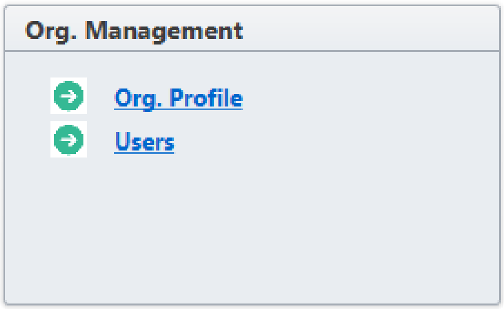
- Click on Save to save the Roles.





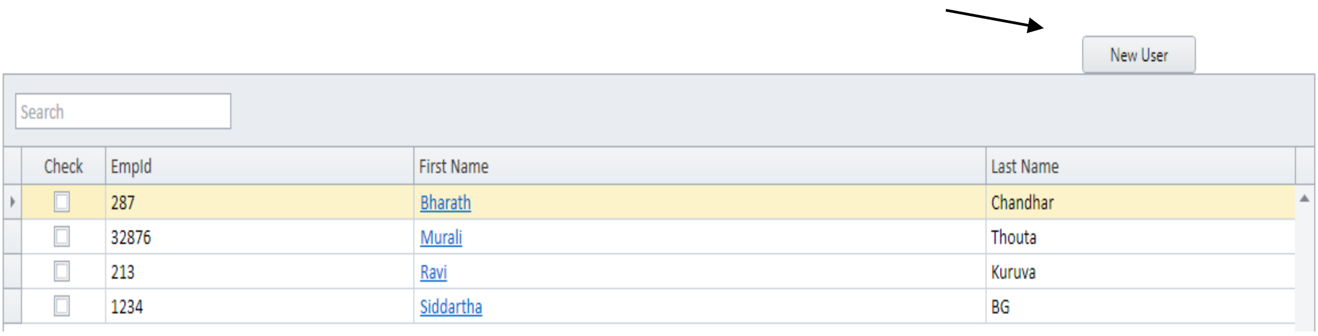
1.3 Users:

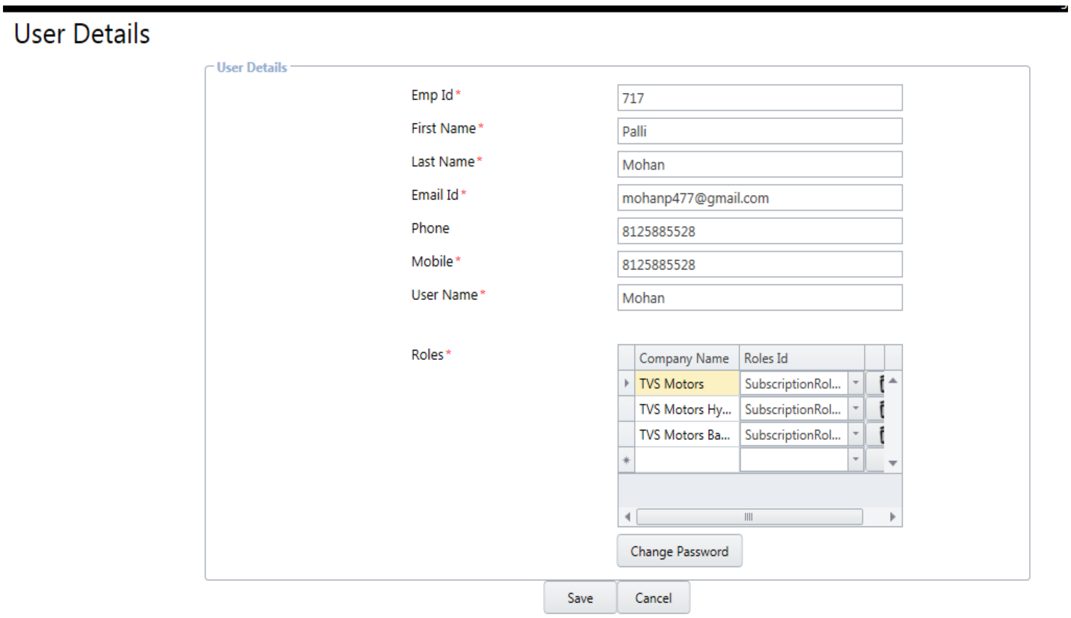
- Click on Users, displays list of users created.



Navigation → Org. Management → Users

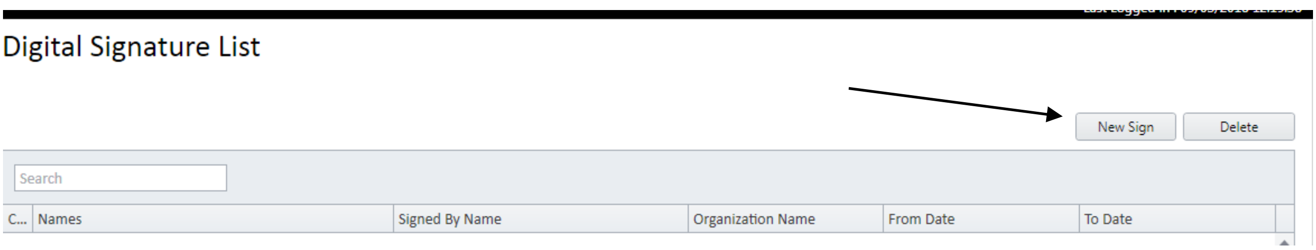
- Create users who are authorised to access uBooks
- Click on add user.
- Enter the required fields, along with username and password.
- Roles (created under Manage Roles) can be assigned for single/Multiple locations to the user from the drop-down list.





1.4 Digital Signature:

- Add digital signature for transactions like Sales invoice, when printing option to opt for digital signature.
- To update the digital signature, authenticate the signature via USB Token.
- Once the USB token authentication is done, Click on new sign in digital signature screen.

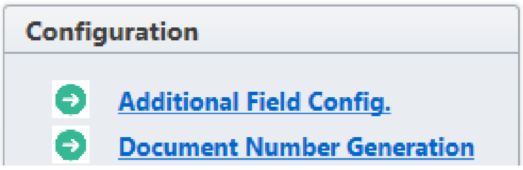


- Select the token type, click on browse and select the signature from the system.
- Enter the digital signature details.
- Under Valid in, select the required screens from the pop-up menu.

2. Configuration:

Configuration tile allows:

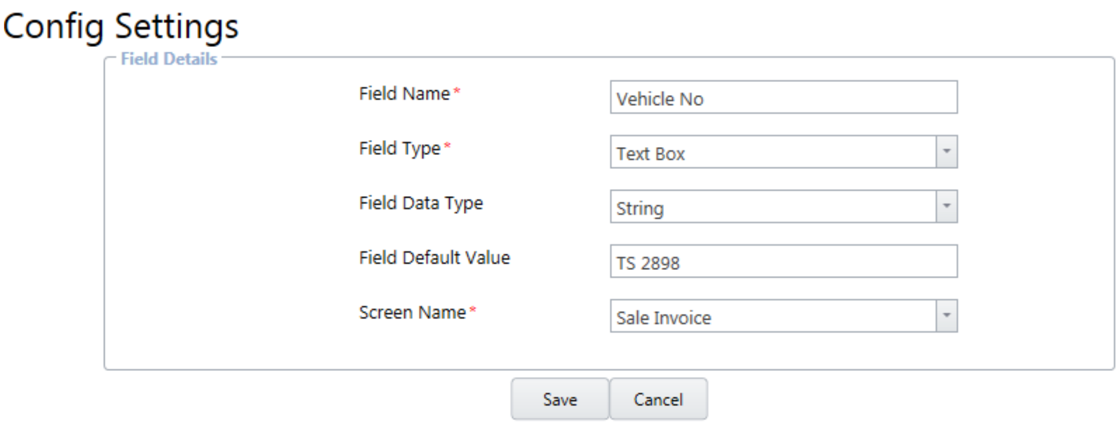
1. Additional fields in transactions.
2. Setup Document Number series for Transactions and Masters.



2.1 Additional Field Config:

Navigation: Configuration → Additional Field Config.

- uBooks is provided with pre-defined fields, create or add additional fields for Transactions
- To add a new filed e.g, Vehicle No in Sales Invoice.
- Click on New Config in Field Details screen, enter the required information like Field Name, Field Type, Field Data type and Screen name. Select "Is Printable" for print



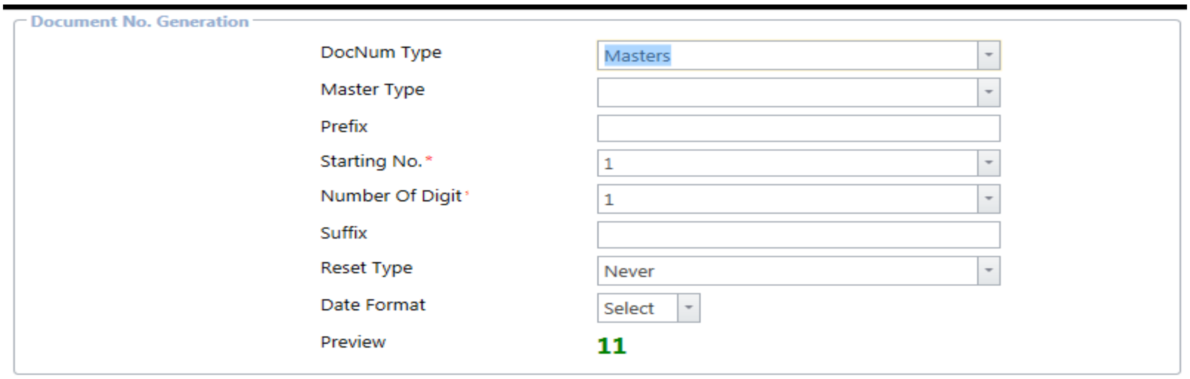
2.2 Document Number Generation:

- uBooks is provided with pre-defined Document Number series for each Transaction and Master.
- Option to setup user-defined Document Number Series is provided.

  To create Document Number Series Generation:

Navigation: Configuration → Document Number Generation

- Click on New
- Enter the details for Document Number Type, Master Type, Prefix, Starting No, Number of Digits, Suffix, Reset type, Date Format.
- Once the details are provided, In Preview displays the sample format



3. Masters Management:

Master management tile allows to maintain Masters of an Organization.

1. Supply Master (Item/Services)
2. Supplier Master
3. Customer Master
4. UOM (Unit of Measure)
5. Setup GL Accounts

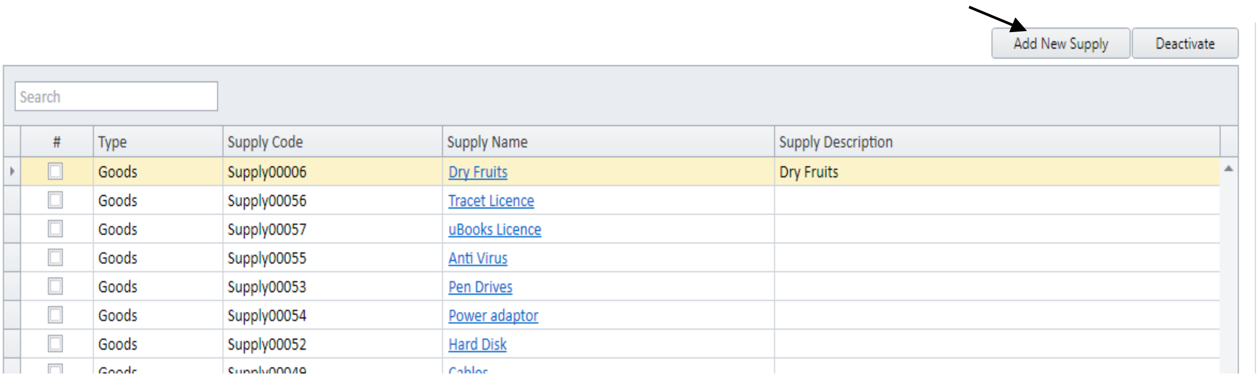
Note: Masters can either be manually entered or Imported from MS – Excel in required format

3.1 Supply Master (Item / Service master):

- Create Supply Master the Organization deals with.
- Supply master can be created with Stock or Service type master

Navigation: Masters Management → Supply Master

- Click on Supply Masters will display the list of Supply created in this screen
- Click on Add New Supply to create a Supply type "Item" or "Service"



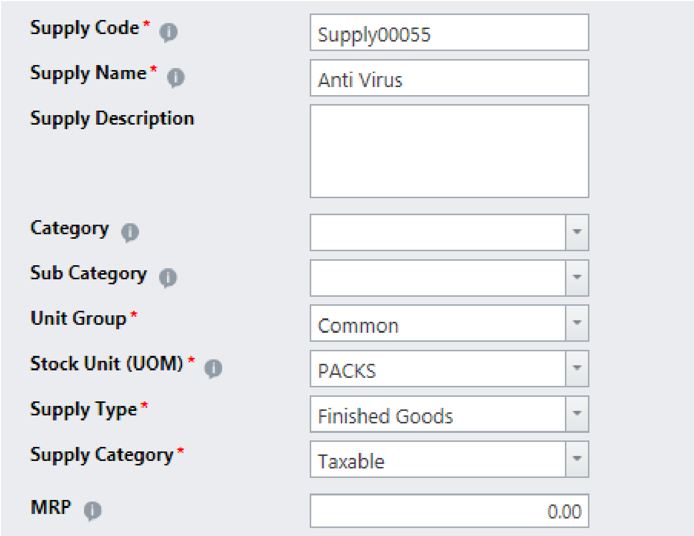
#	Type	Supply Code	Supply Name	Supply Description
	Goods	Supply00006	Dry Fruits	Dry Fruits
	Goods	Supply00056	Tracet Licence	
	Goods	Supply00057	uBooks Licence	
	Goods	Supply00055	Anti Virus	
	Goods	Supply00053	Pen Drives	
	Goods	Supply00054	Power adaptor	
	Goods	Supply00052	Hard Disk	

3.1.1 Supply Information:

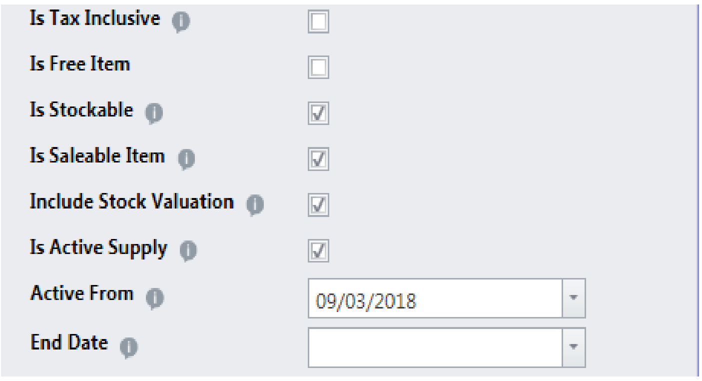
- Select the type of Supply "Goods" or "Service".
- Enter the details in below said fields.

  A. Supply type
  B. Supply Code
  C. Supply Name
  D. Unit Group
  E. Stock Unit (UOM)
  F. Supply Type
  G. Supply Category
  H. HSN Code
  I. HSN Description

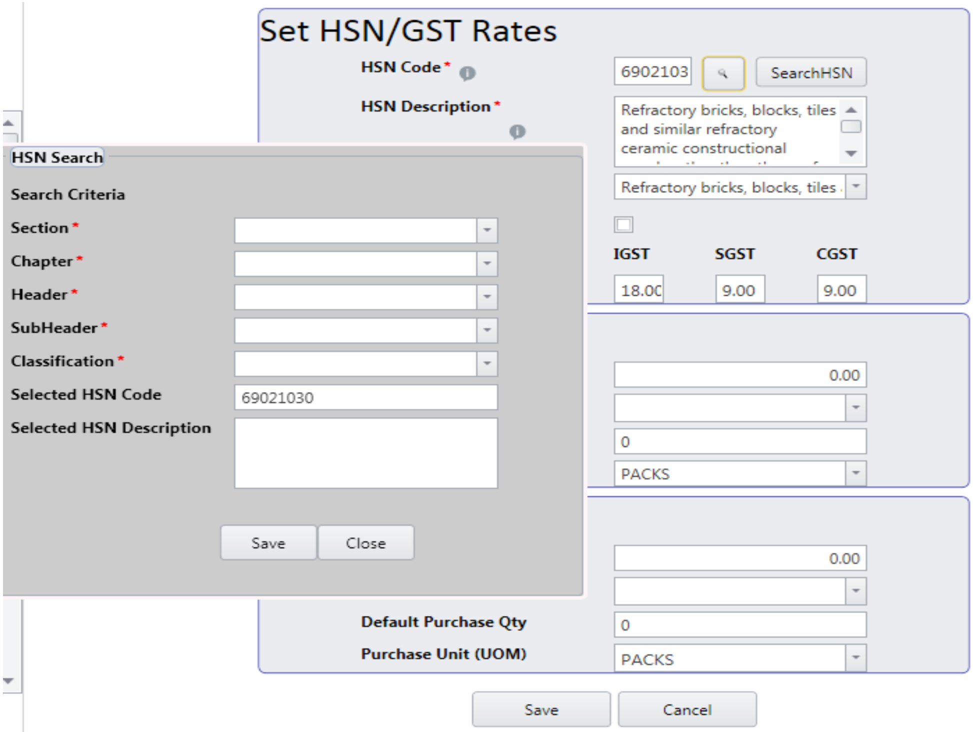
- Select the type of Supply "Goods" or "Service".
- Supply code can be manual, or system generated configured in [Document Number Generation].
- Unit Group is the combination of unit of measures. Select the required unit group to assign.
- Segregate the supply based on its nature like Finished Goods, Raw material, packing material, semi-finished goods, Trading goods, Capital Goods
- For Service related supply "Supply Category" will be applicable.
- User should select the supply type.
- Enter the MRP of the item.



- Is Stockable: allows to maintain the stock
- Is Saleable Item: allows to sale the item in Sales Invoice screen
- Include Stock Valuation: allows to calculate the stock value (default method is ***Periodic Weighted Average***)
- Is Active Supply: allow active or de-activate the stock item in transactions
- If the item/service is saleable, then user need to select the opton.



- Enter HSN/SAC code to the supply for tax calculation.
- Assigning of HSN / SAC code is done in two ways
  A. Enter the HSN Code manually and click on "Search HSN", when result is displayed with multiple options, Click on the required code.
  B. Click on key button to manually select from Section, Chapter, Header and Sub-Header as per GST norms.
- Based on the criteria specified in above steps tax percentage is populated in "Selected Schedule Rate"
- Overwrite the Tax percentage, Check the option "*Override Tax Rates*"

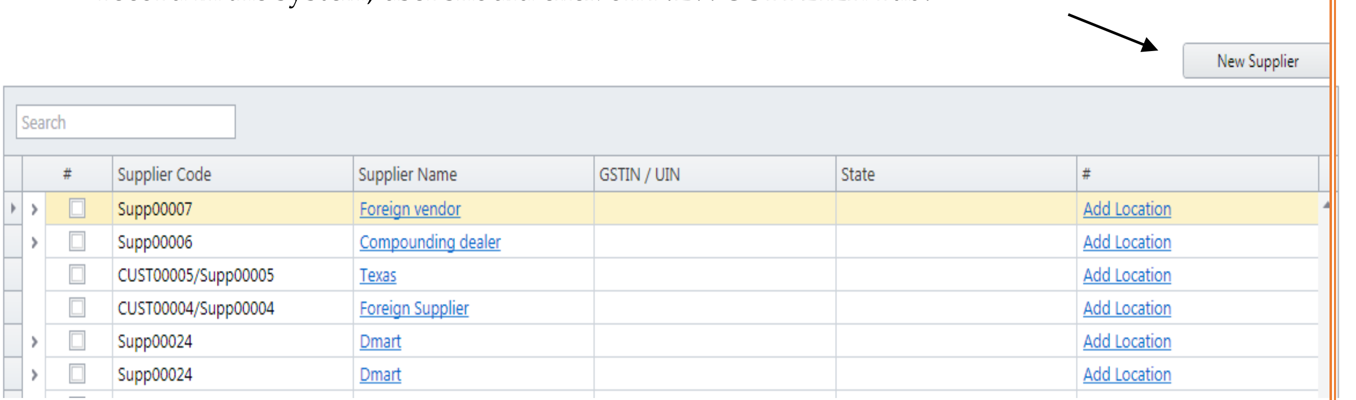


- Enter the default information for Sales and Purchases

  A. Sales Unit Price: Enter the default price which should appear when making a Sales or Purchases
  B. Sales Account: Select the default Sales Account from the drop-down list which should appear when making a Sales or Purchases
  C. Default Saleable qty: Enter the default quantity which should appear when making a Sales or Purchases
  D. Sales UOM: Select the default UOM, by default the UOM selected earlier will appear here, we can overwrite the new UOM

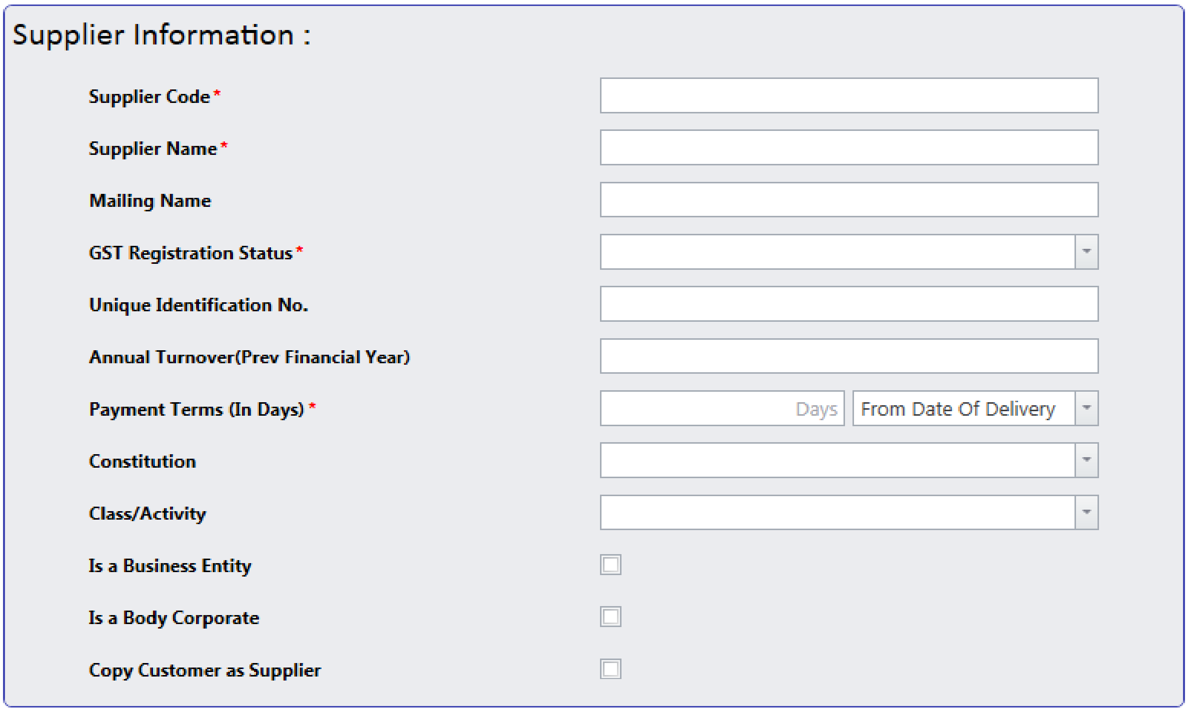
3.2 Supplier Master:

- If user wants to add the suppliers/vendor in the system, User can add/save in supplier master.
- Once user clicks on supplier master, all the list of suppliers which are already existing in the system will be displayed, and if user wants to create a new supplier record in the system, user should click on NEW SUPPLIER Tab.



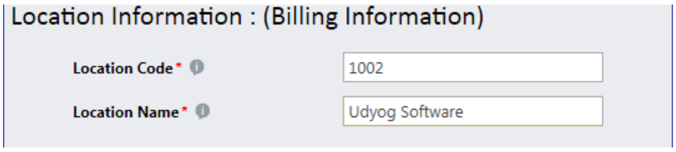
3.2.1 Add New supplier screen:

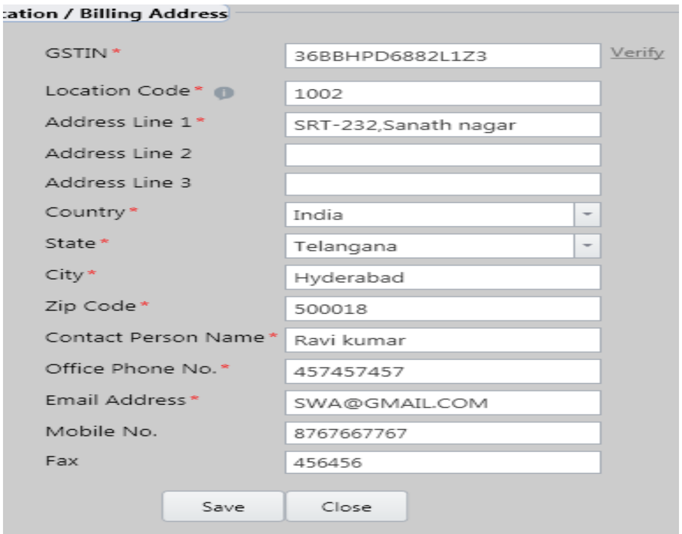
- Supplier code can be either entered manually by the user, or user can define a serial number using document number generation as mentioned in document number generation.
- User should enter all the mandate fields which are indicated in star like Registered supplier name, Registration status and payment terms.
- Payment terms - User should enter the number of days and select the applicable from date - invoice generation date or delivery date.
- User need to select the constitution, class/activity, Is business entity and Is Body corporate, if the suppliers is providing any of the supplies which falls under RCM.
- If user wants to copy the same supplier as customer, then select the option Copy Supplier as Customer.



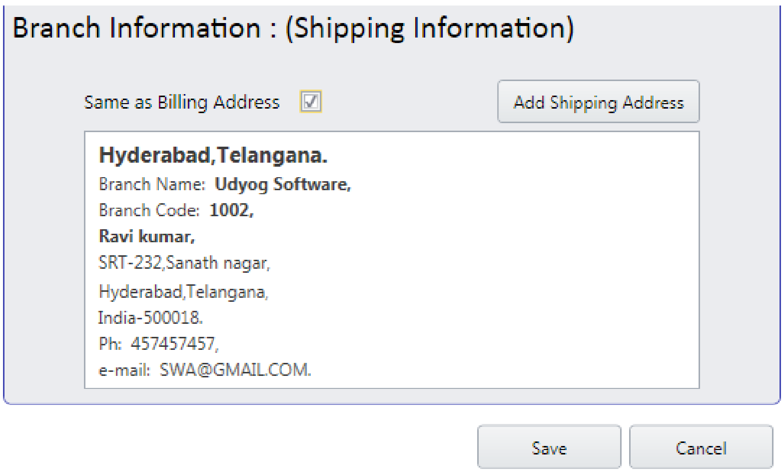
- User can also save the banking information of the supplier.

- Once the registration details are entered, used should enter the registered address (Location) along with the GSTIN number.



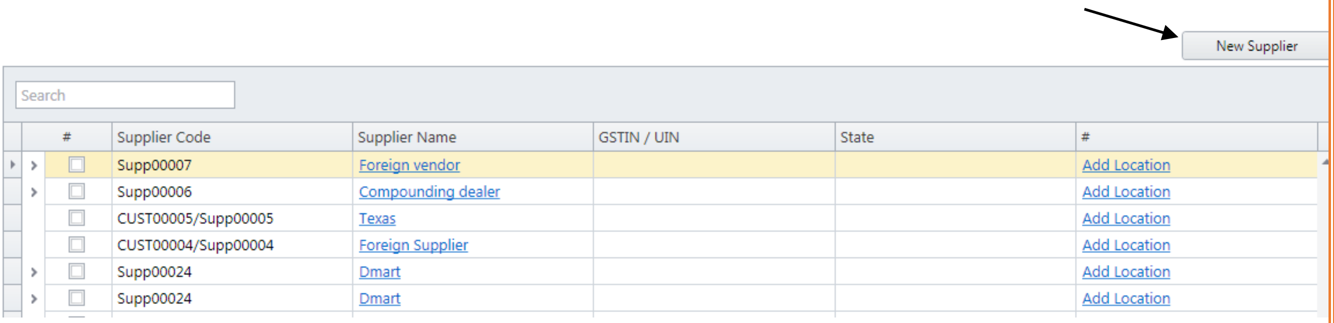


- If the branch information is same as Location then select the option "Same as Billing Address", the same address will be copied as Branch/Shipping information.
- User can add multiple branches under the locations by selecting option "Add Shipping address.



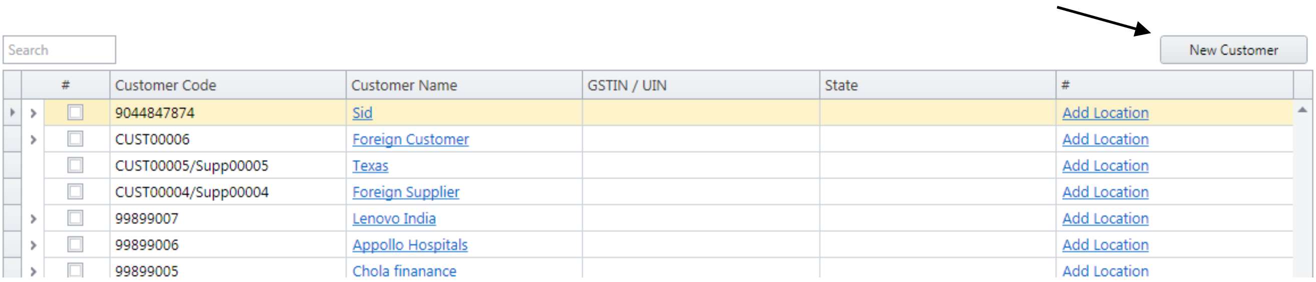
3.3 Customer Master:

- If user wants to add the customer in the system, User can add/save in customer master.
- Once user clicks on customer master, all the list of customers which are already existing in the system will be displayed, and if user wants to create a new customer record in the system, user should click on NEW CUSTOMER Tab.

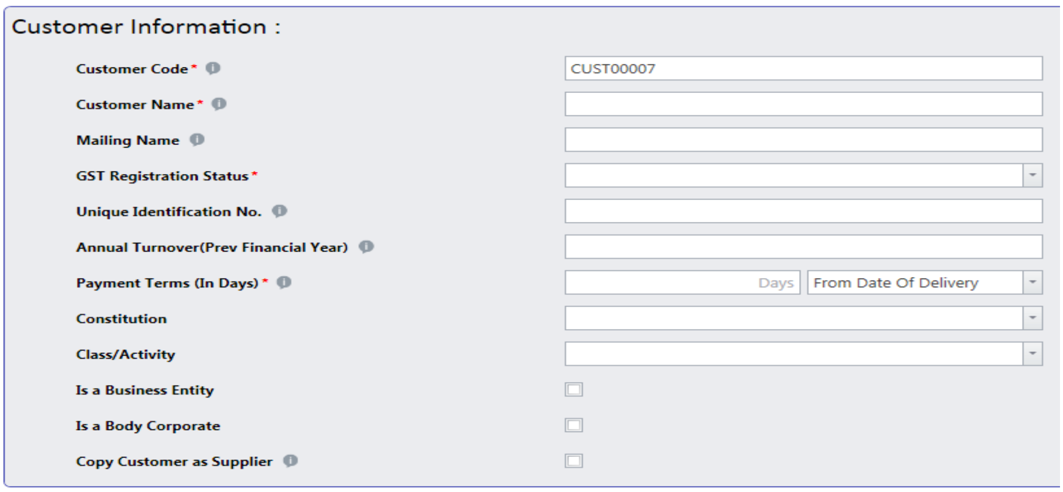


3.3.1 Add New customer screen:

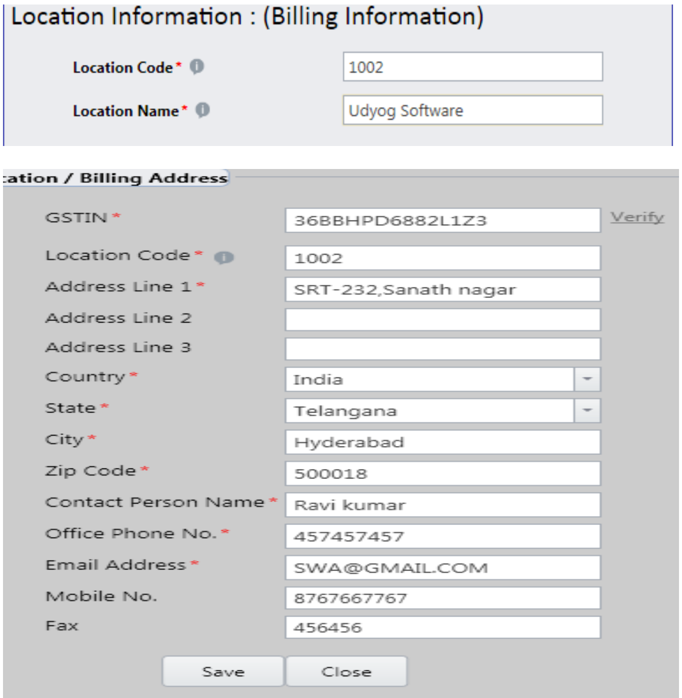
- Customer code can be either entered manually by the user, or user can define a serial number using document number generation as mentioned in document number generation.
- User should enter all the mandate fields which are indicated in star like Registered customer name, Registration status and payment terms.
- Payment terms - User should enter the number of days and select the applicable from date - invoice generation date or delivery date.
- User need to select the constitution, class/activity, Is business entity and Is Body corporate, if the customers is providing any of the supplies which falls under RCM.
- If user wants to copy the same customer as customer, then select the option Copy Customer as Customer.



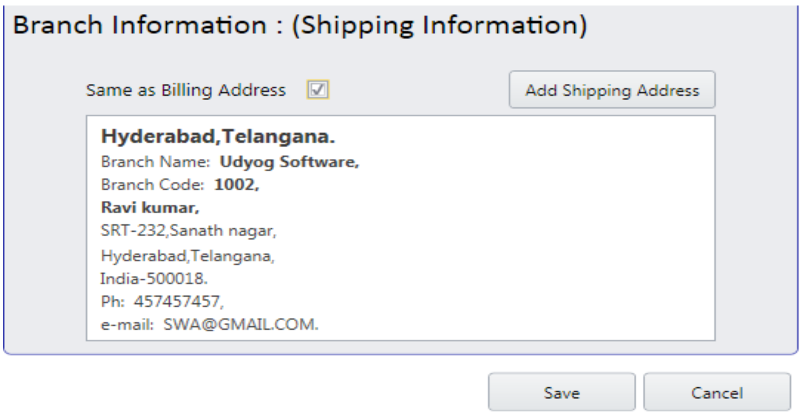
- User can also save the banking information of the customer.



- Once the registration details are entered, used should enter the registered address (Location) along with the GSTIN number.

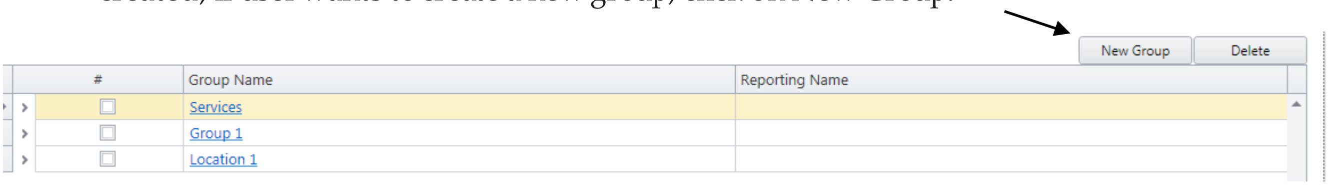


- If the branch information is same as Location then select the option "Same as Billing Address", the same address will be copied as Branch/Shipping information.
- User can add multiple branches under the locations by selecting option "Add Shipping address.

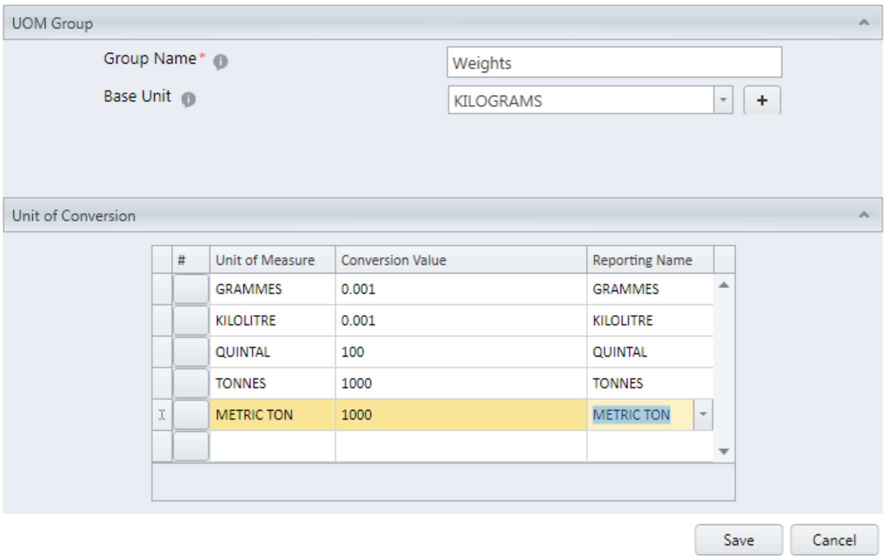


3.4 UOM (Unit of Measure):

- A unit of measurement is a standardised quantity of a physical property, used as a factor to express occurring quantities of that property.
- To maintain the UoM's and conversions in a simple way, we have come up with the grouping concept, where user needs to define the group and assign the UoM's and Conversions to it.
- Ex – User can create a group as liquids and assign all the units used to measure liquids can be assigned to this group along with the conversion.
- This conversions in UoM Group will help the user in purchasing and selling the items in different units.
- Ex – While purchasing markers, Store keeper may purchase in packets / Boxes. But at the time of selling he will sell the single marker.
- In the above example, if unit conversion is not available system cannot capture the inventory.
- Once user clicks on UoM, user can able to view all the groups which are previously created, if user wants to create a new group, click on New Group.

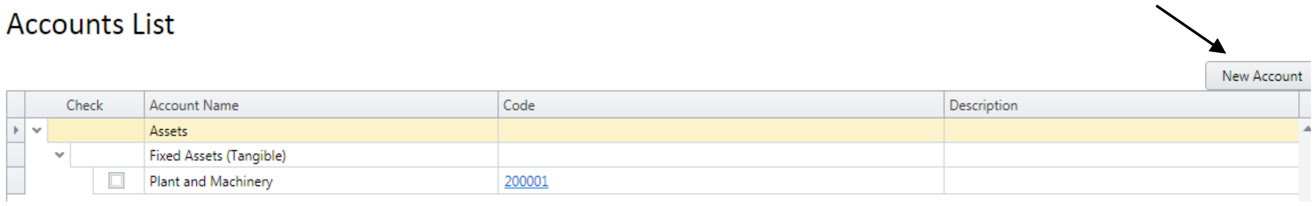


- User should define the group name and base unit for the group to determine the inventory.
- Then user can either select the unit of measure from the dropdown or define own UoM.
- Enter the conversion unit to it and select the reporting name to it.
- Save the group once updated with required units.

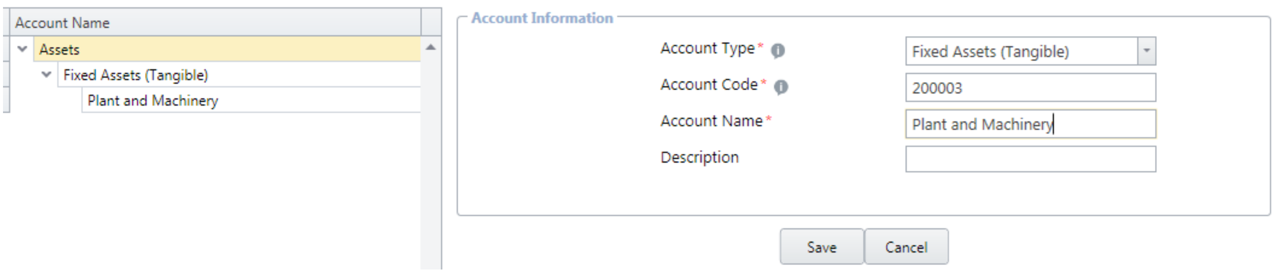


3.5 Setup GL Accounts:

- To manage accounting effects in the transactions, user should setup the general ledgers in uBooks.
- To set up the GL Accounts, user should click on setup GL Accounts under master's management.
- User will be navigated to Accounts list, where user can see the GL accounts which are previously created.
- Click on new Account to create a new GL.



- Select the Account type under which user needs to create a GL account.
- Enter the GL / Account code.
- Enter the Account Name, if required user can also enter the description.
- Then click on save to save the record

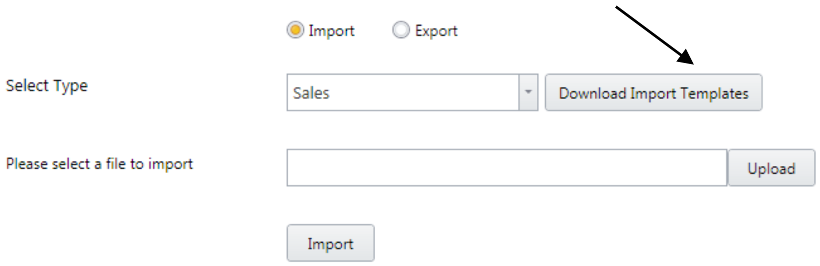


4. Data Import:

4.1 Import Data

- Import data (Masters/Transactions) from external sources.
- Before Importing of data, download the templates from uBooks Navigation → Data Management → Data Import / Export, Click on "*Download Import Templates*", will prompt to save the location, select the path to save the templates and click on Save. E.g., here we select "*Desktop*"
- Update the templates with required fields, to import into uBooks.

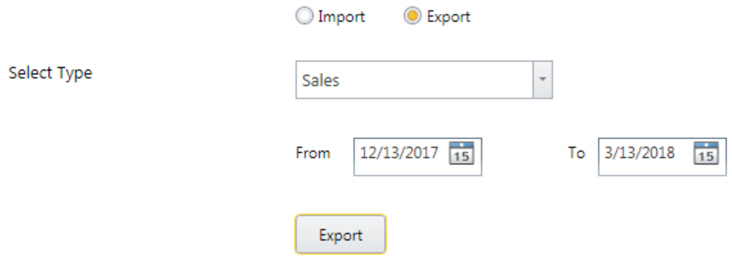
Note: Fields marked in **Red** colour are mandatory fields

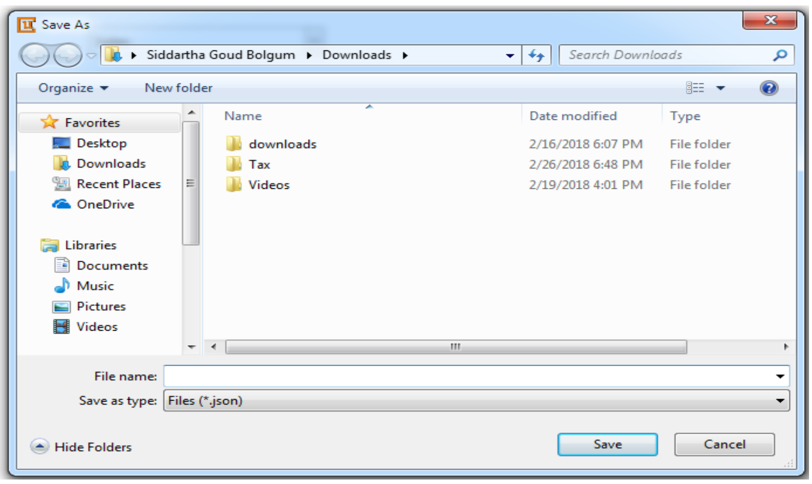


- After the data is ready in templates.
- To Import the data
  Navigation: Data Management → Data Import / Export, Click on Import option
    - In "Select Type" select the required template to upload the data, for e.g., select "*Supply*".
- Enter the location where the updated templates are stored or Click on upload button
- An Open dialog box appears with path to select the location where updated templates are saved
- Click on Import button to upload the data, uBooks will prompt whether the data is successfully uploaded or not and shows the path where the log is stored.

4.2 Export Data

- Export Data option can be used to export the data from uBooks to any other external sources.
- User should select Export option and then select the type (Any transaction or master).
- Select "from date" and "to date" and click on export.
- Select the path or location and enter file name, click on Save.

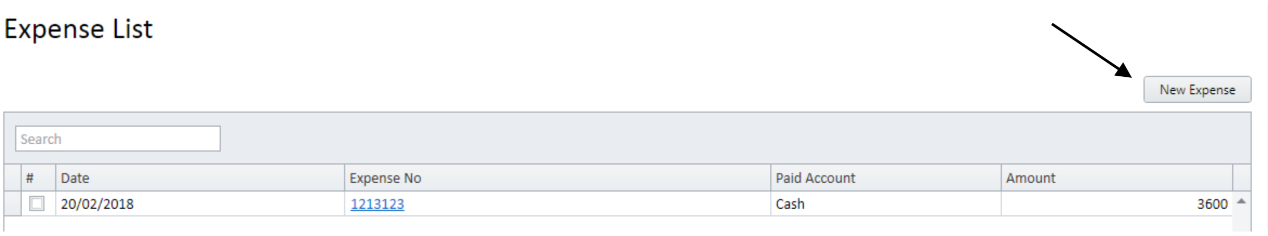




5. Other Transactions

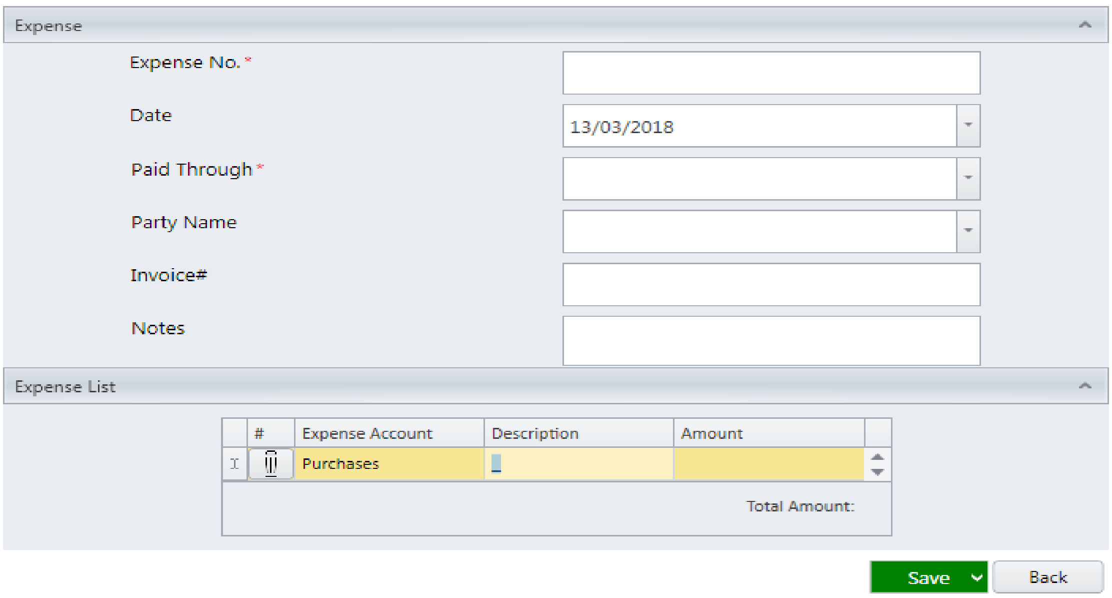
5.1 Record Expenses

- Record Expenses screen records all the cash/cash equivalents expenses which cannot be recorded via purchase transactions.
- Navigation: Other Transactions → Record Expenses
- In this screen will display list of expenses created.



- To record a new expense, click on "*New Expense*".
- Enter "*Expense Number*", Date of the transaction.
- Select from "Account" from where amount is paid.
- Select the party name if required.
- Enter the "*Invoice/ Bill Number*", if any.
- Enter "*Notes*", if any.
- In "*Expense List*", under the head "*Expense Account*" select the Ledger.
- In Description field enter remarks
- In "*Amount*" field amount.
- Click on "*Save*" to save the transaction.

Note: User can record multiple expenses in "*Expense List*" area in a single transaction.



5.2 Manual Journal:

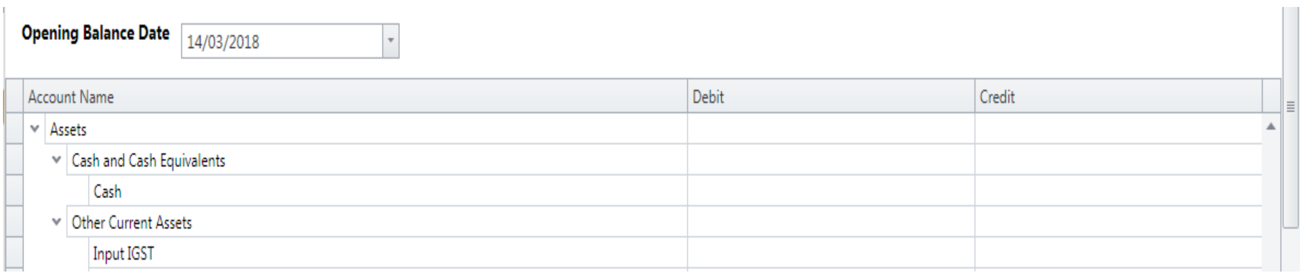
- Record all the transactions which do not fit in Sales /Purchase transactions and record expenses.
  Navigation: Other Transactions → Manual Journals
- In Journal list screen, displays list of journals created.
- To create a new entry, Click on "New Journal".

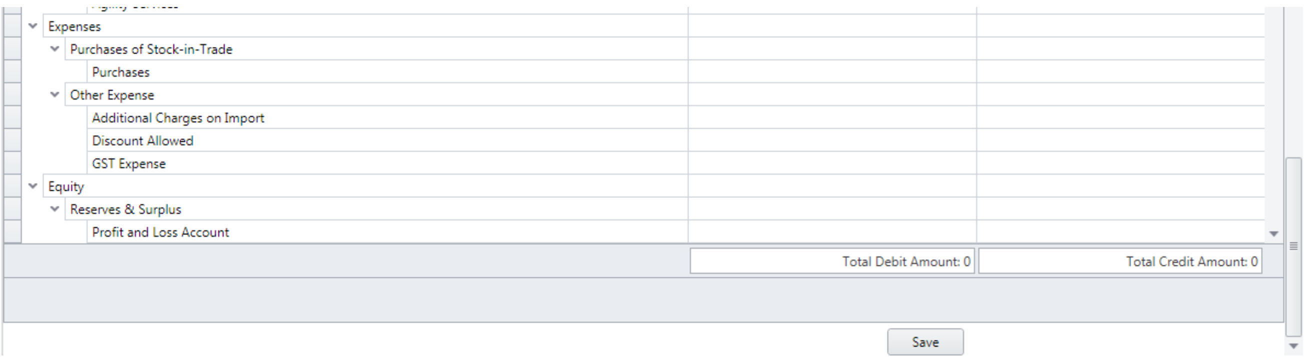
- In new journal screen, enter "*Journal date*"
- Enter "*Journal number*"
- Enter "*Notes/Comments*"
- In "*Accounts*" Field select the Ledger
- In "*Description*" field, enter notes or comments
- In "*Debits*" field enter the amount
- In "*Credits*" field enter the amount
- When both debit amount and credit amount are *equal*, then uBooks will allow to save journal entry.

Note: User can update multiple entries in the liner level in a single journal.

5.3 Opening Balance:

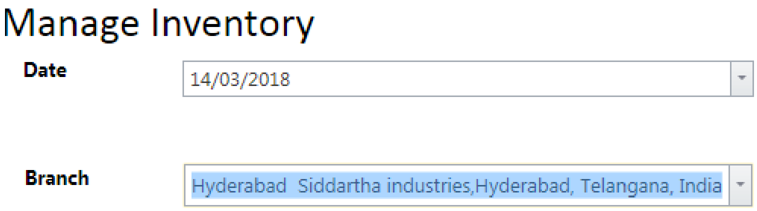
- Enter Opening Balance for Ledgers for beginning of another accounting period, to record for the first time.
  Navigation: Other Transactions → Opening Balance
- Once user clicks on opening balance, uBooks will navigate the user to record opening balance screen.
- List of Ledgers created under setup GL accounts will be displayed here
- Select the opening balance date.
- Enter the Opening Debit balance or Opening credit balance for required Ledgers
- Click on save



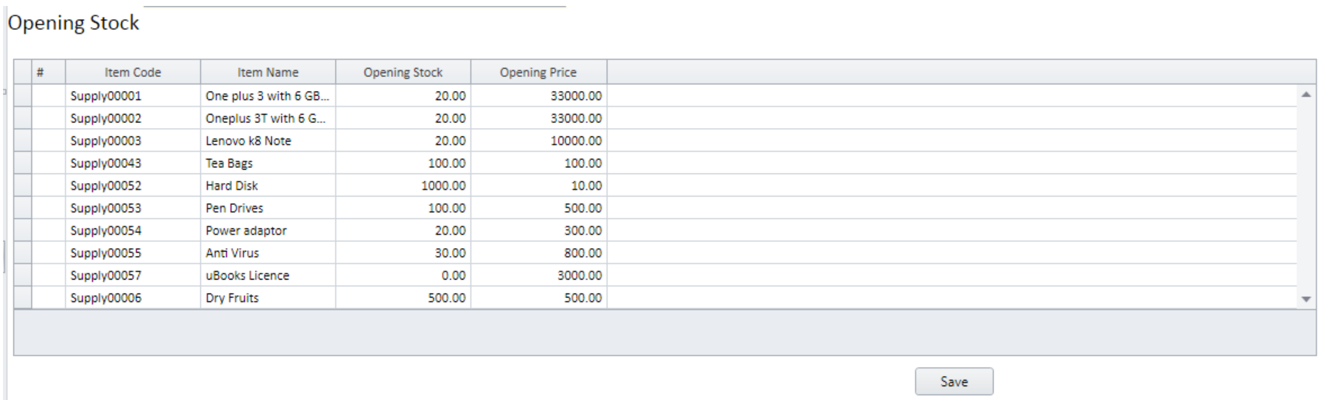


5.4 Manage Inventory:

- Enter the Opening stock for the items
  Navigation: Other Transactions → Manage Inventory
- In Manage Inventory screen, select the date and select the required branch for updating the opening stock



- After the branch is selected, uBooks will display items
- Sorting method of Stock item can be done based on Item code of Item Name, Click on the header to sort data
- In List of item displayed, enter the opening stock i.e. *Quantity* (Available quantity) and *Price* for item
- Click on save


Opening Stock

#	Item Code	Item Name	Opening Stock	Opening Price
	Supply00001	One plus 3 with 6 GB...	20.00	33000.00
	Supply00002	Oneplus 3T with 6 G...	20.00	33000.00
	Supply00003	Lenovo k8 Note	20.00	10000.00
	Supply00043	Tea Bags	100.00	100.00
	Supply00052	Hard Disk	1000.00	10.00
	Supply00053	Pen Drives	100.00	500.00
	Supply00054	Power adaptor	20.00	300.00
	Supply00055	Anti Virus	30.00	800.00
	Supply00057	uBooks Licence	0.00	3000.00
	Supply00006	Dry Fruits	500.00	500.00

Save

- After the opening stock is entered and saved, updated stock can be viewed in *Defined Opening Stock*, which is available below Opening Stock

Defined Opening Stock Items

#	Item Code	Item Name	Opening Stock	Opening Price
	Supply00001	One plus 3 with 6 GB...	20.00	33000.00
	Supply00002	Oneplus 3T with 6 G...	20.00	33000.00
	Supply00003	Lenovo k8 Note	20.00	10000.00
	Supply00043	Tea Bags	100.00	100.00
	Supply00052	Hard Disk	1000.00	10.00
	Supply00053	Pen Drives	100.00	500.00
	Supply00054	Power adaptor	20.00	300.00
	Supply00055	Anti Virus	30.00	800.00
	Supply00057	uBooks Licence	0.00	3000.00
	Supply00006	Dry Fruits	500.00	500.00