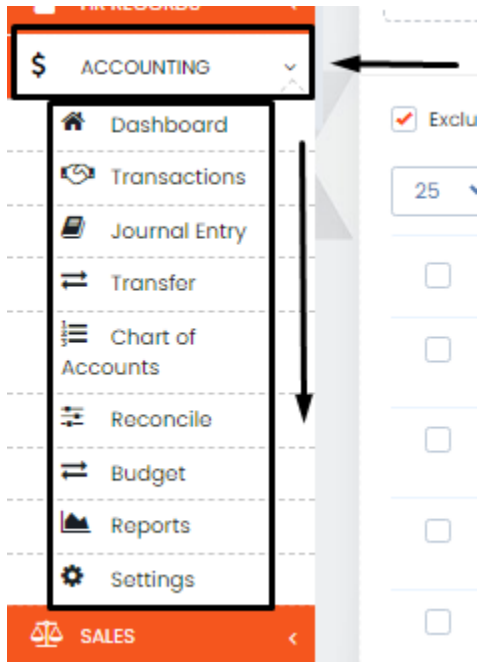


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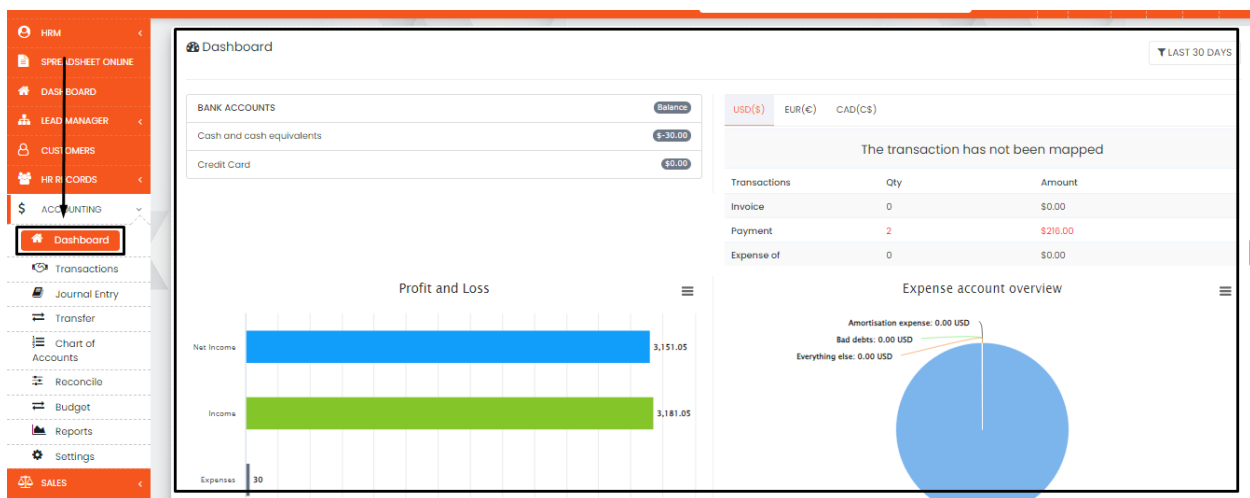
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TASKAK USER GUIDE – ACCOUNTING

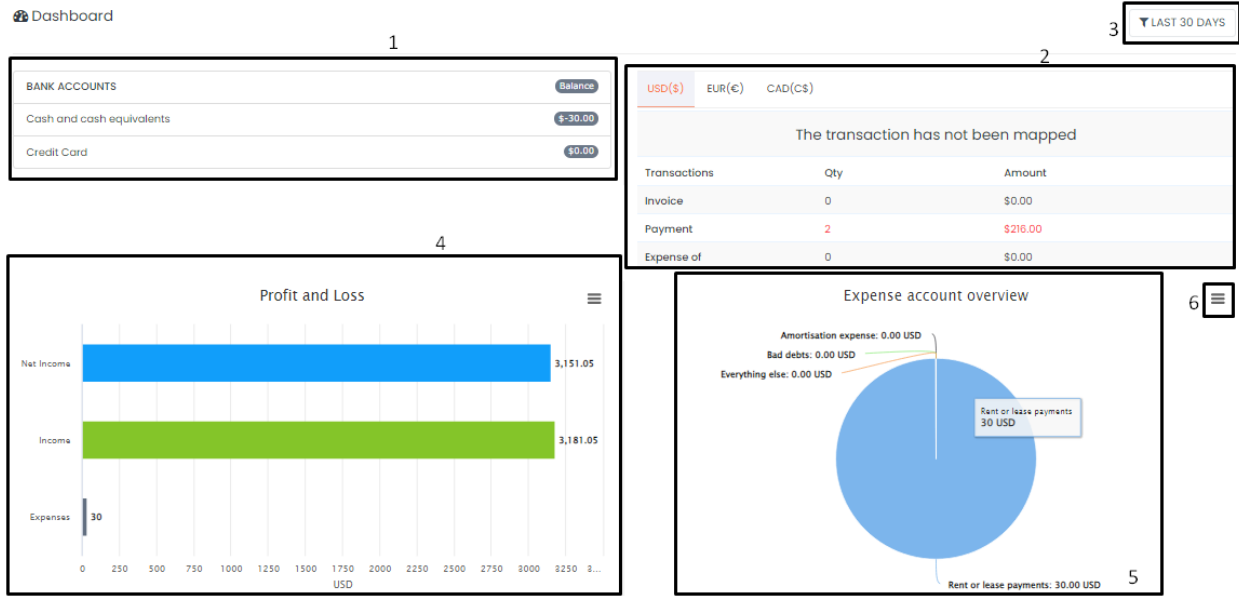


After clicking the “Accounting” option, a drop-down list will appear. The list contains of a dashboard, transactions, journal entry, transfer, chart of accounts, reconcile, budget, reports, and settings.

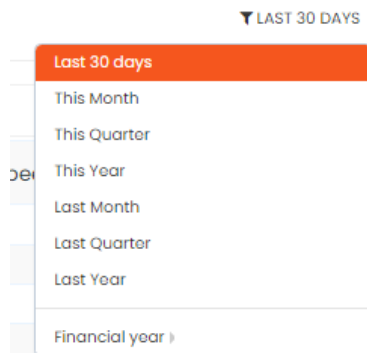
DASHBOARD



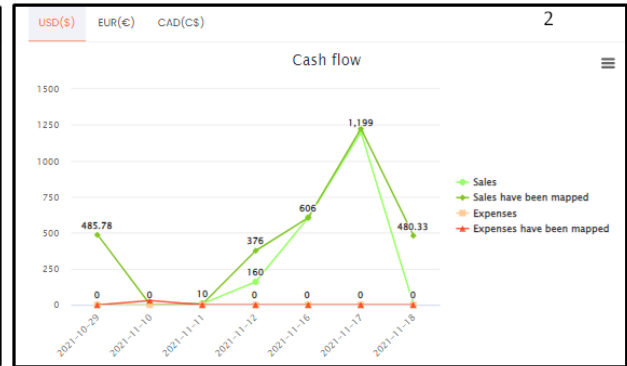
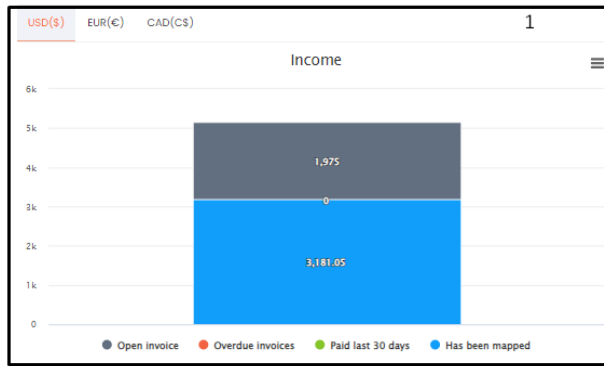
After clicking the “Dashboard” option, the above page will get loaded.



1. This portion shows the bank accounts and their balance related information
2. This portion shows a table with the volume of transactions, invoice, payment, expense of and total amount for each payment category.
3. Clicking this icon allows you to filter the dashboard's data based on the fields you choose to view.



4. This bar chart allows you to view the profit and loss based on the net income, income, and expenses.
5. This pie chart shows you the amount spent on multiple categories listed above.



1. This bar chart shows the income from different categories such as open invoices and overdue invoices.
2. This line chart shows you the cash flow on different categories such as sales, mapped sales, expenses and mapped expenses.