S.M.A.R.T

Simple Management of Accounting and Reporting Tool

It feels simple !

because it does the heavy lifting behind the scenes.

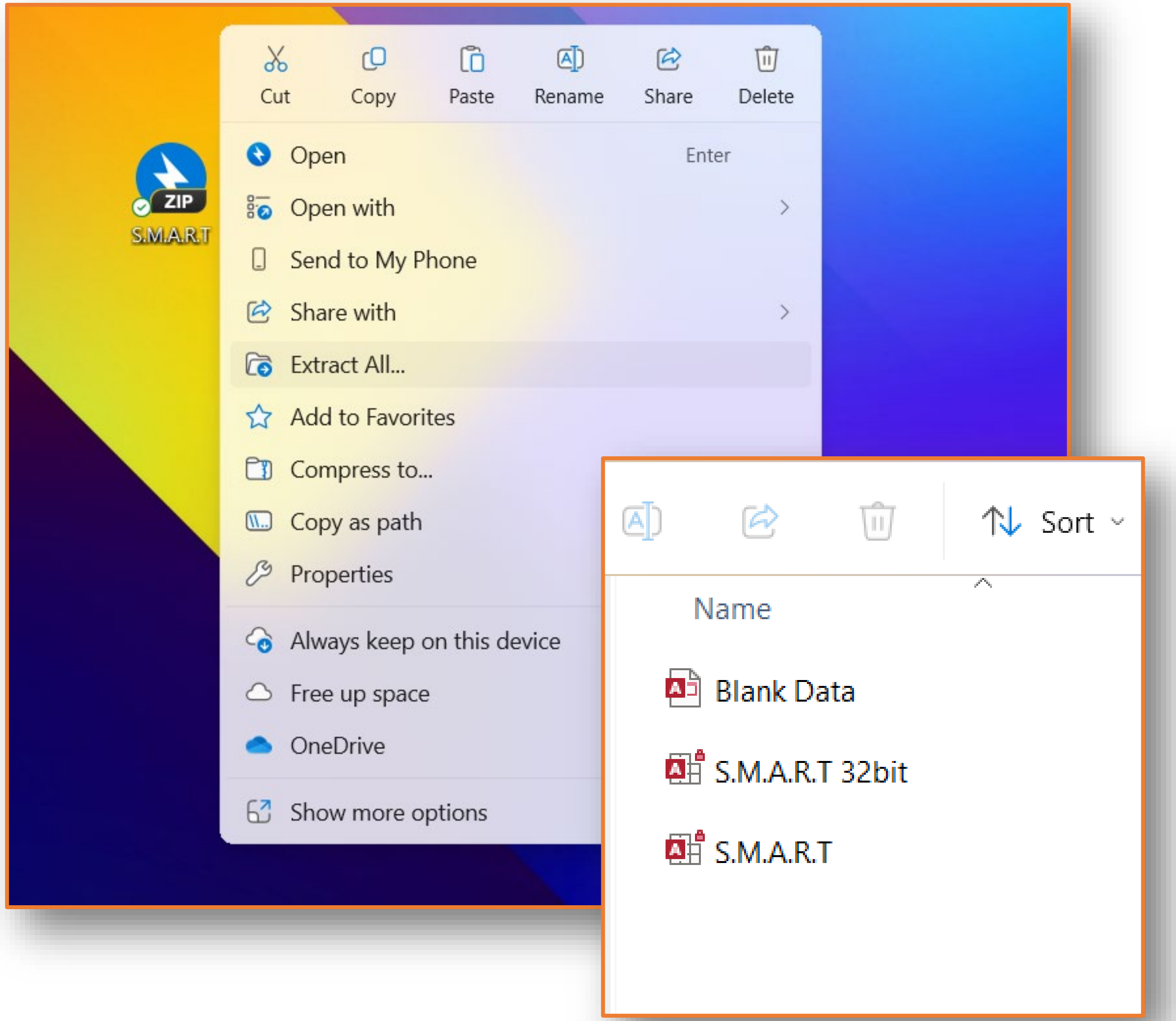
Requirements

You need to have MS Access 2019 or later installed on your computer in order to run the program .

If you don't have it , no worries : you can still download and install the **MS Access Runtime** from the Microsoft website for free .

Where to Start

1. Download and Copy the Zip file into your desktop.
2. Extract the Zip file into a folder.
3. Run the S.M.A.R.T file (or S.M.A.R.T 32bit) depending on your MS-office version.



Start UP

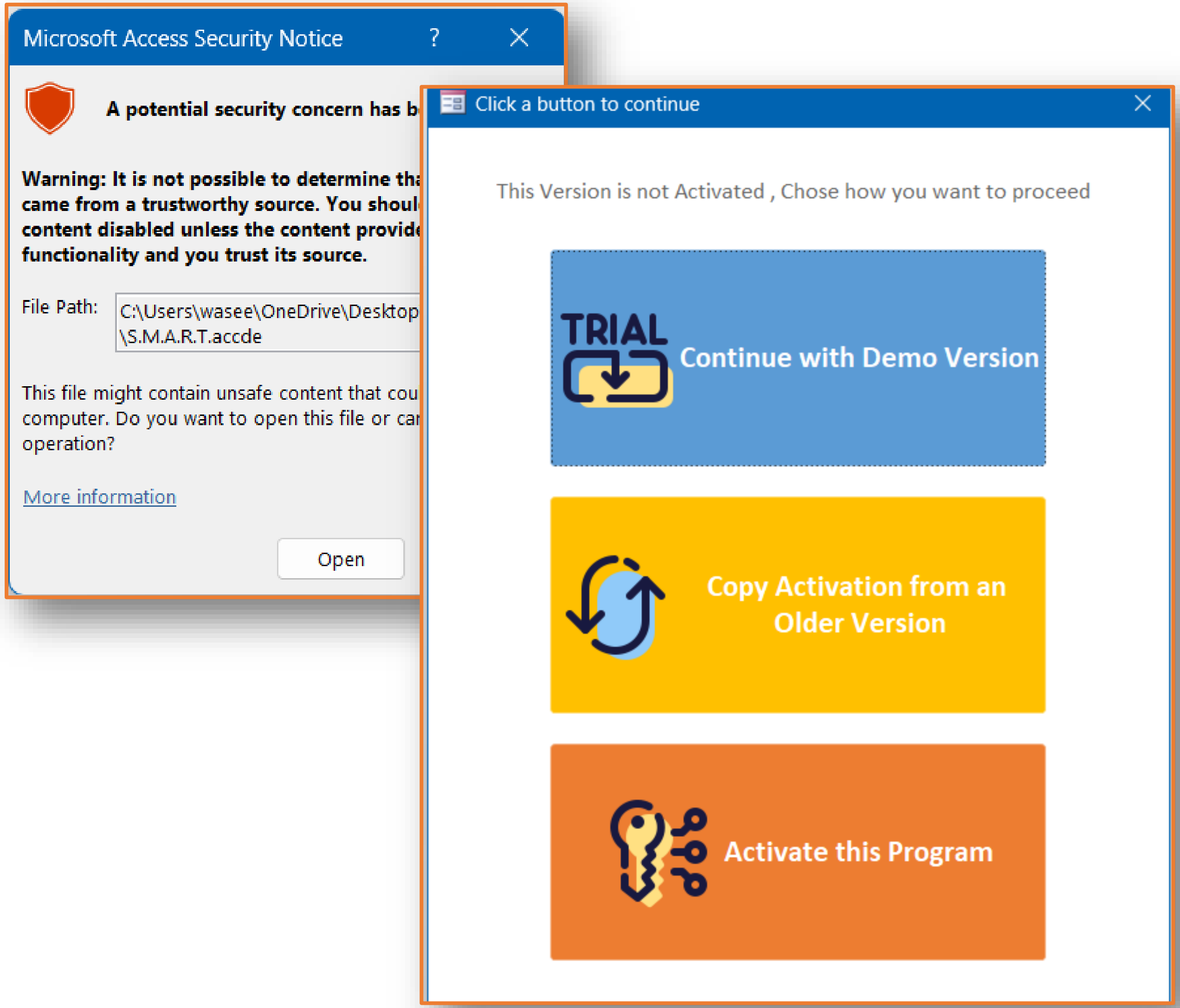
1. Press **Open** on the Security Notice.

2. Chose one of the three options:

   a) Continue with Demo Version : Limited up to 25 entries.

   b) Copy Activation : use it if you are upgrading from another version already activated.

   c) Activate the program : request for activation code directly or via supplier.



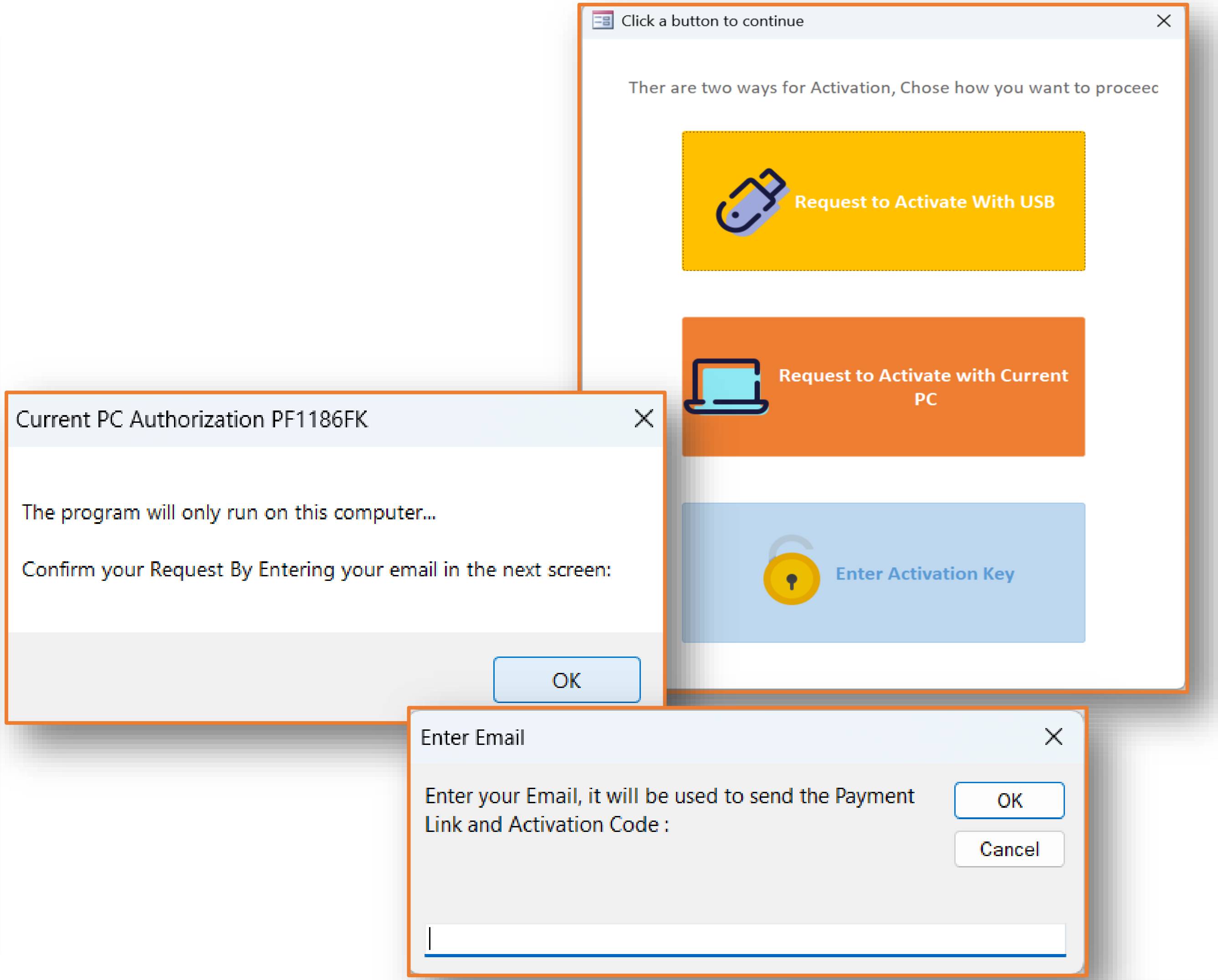
Activate the Program

Choose one of the two options:

1. Request to Activate with USB : insert a USB flash memory of your choice that will be used a key for the program and can be used on any PC.

2. Request to Activate with current PC : the program will be activated on current PC only.

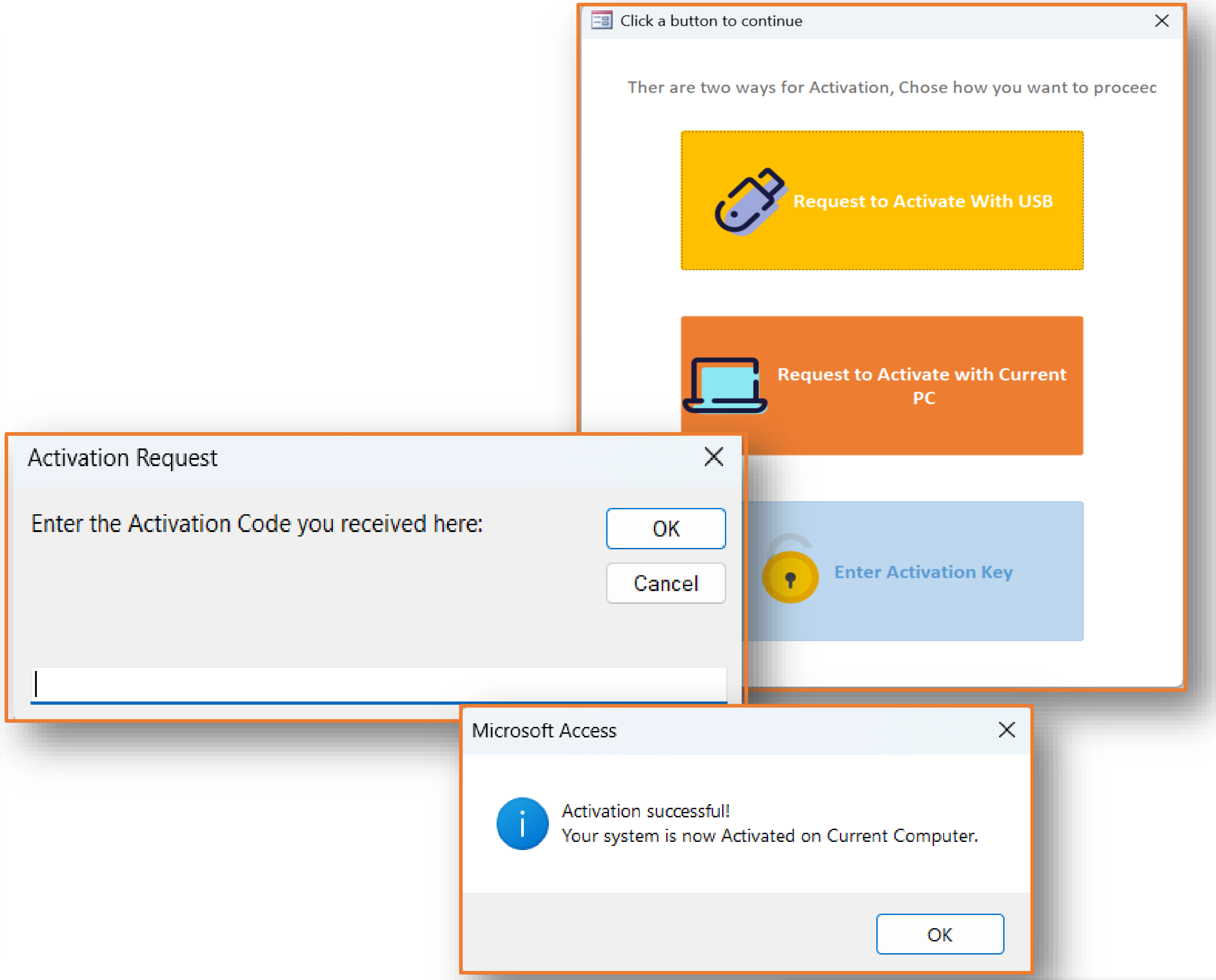
Either ways , you will be asked to enter your email , and you will receive your activation code on that email.



Activate the Program

Choose Enter Activation Key:

1. Paste the activation code you received via email.
2. Your system should be activated.

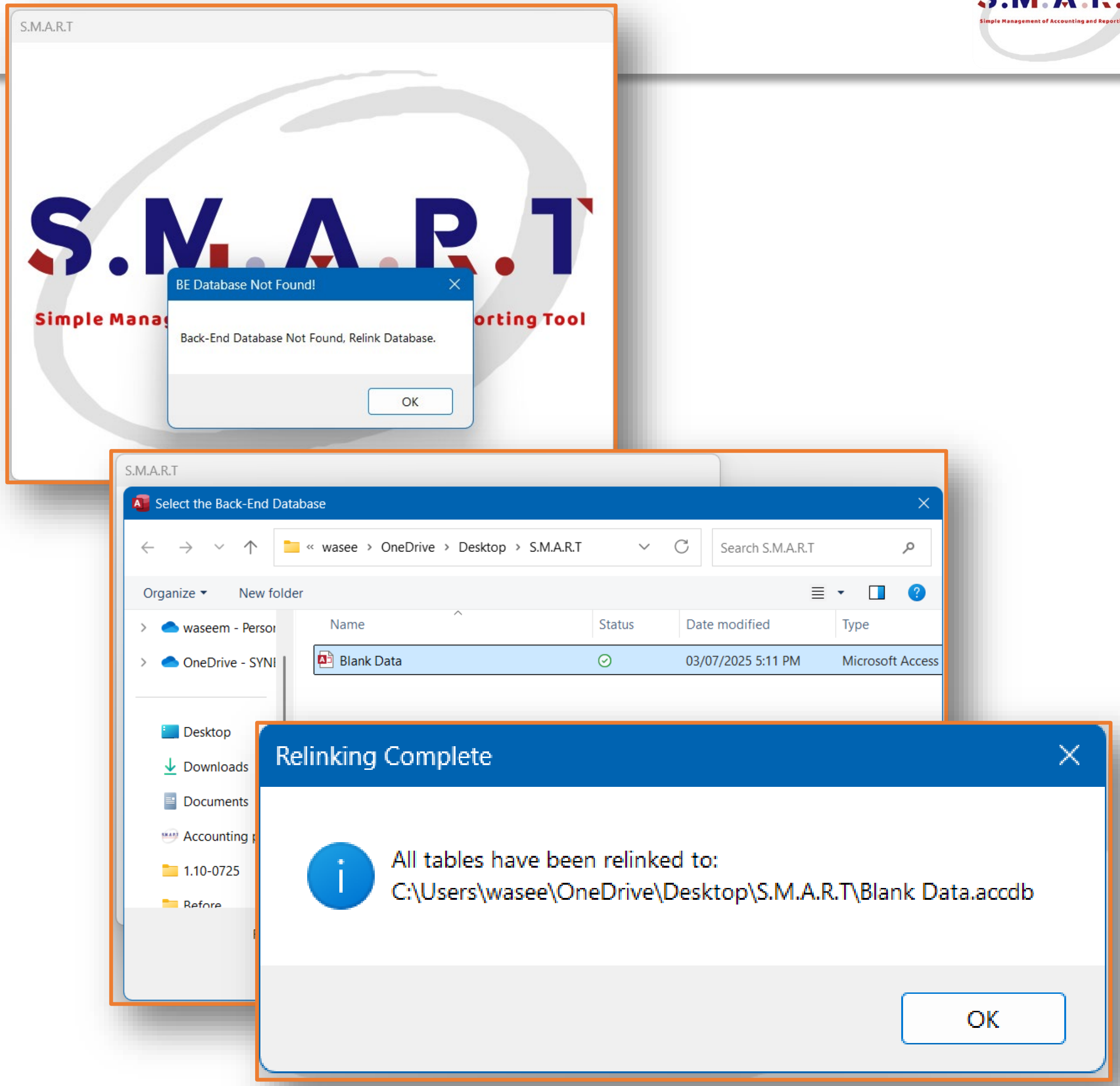


First Run

In the first run of the program, It will ask you to link a database .

1. Press **OK** and Browse for the (Blank Data) that came with the program.
2. After selecting the data, it will give you a message that “all tables have been relinked” to the chosen data.
3. It will ask you to set a password , but no need to do at this point.

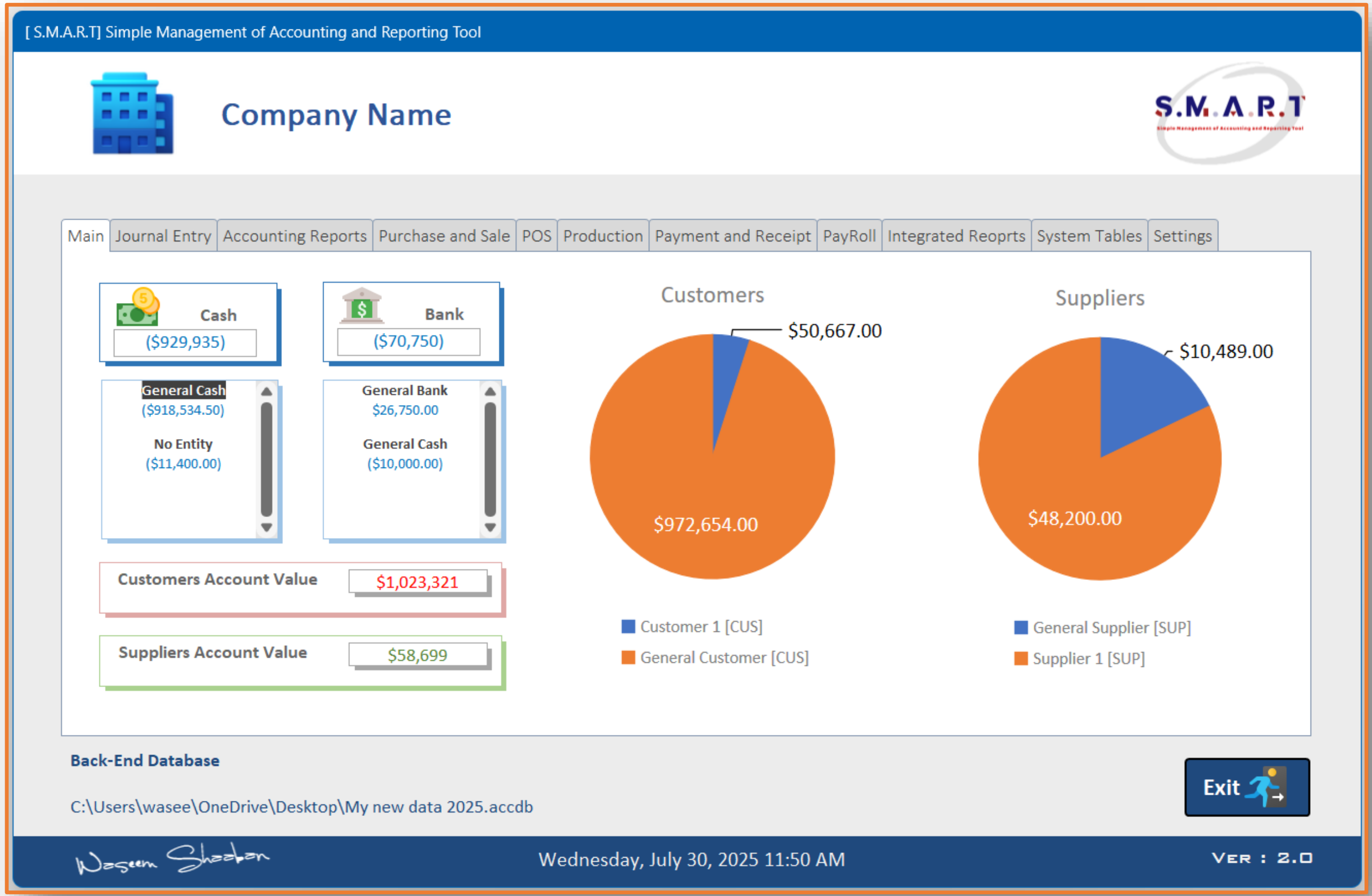
Now you are good to go …



The Main Form

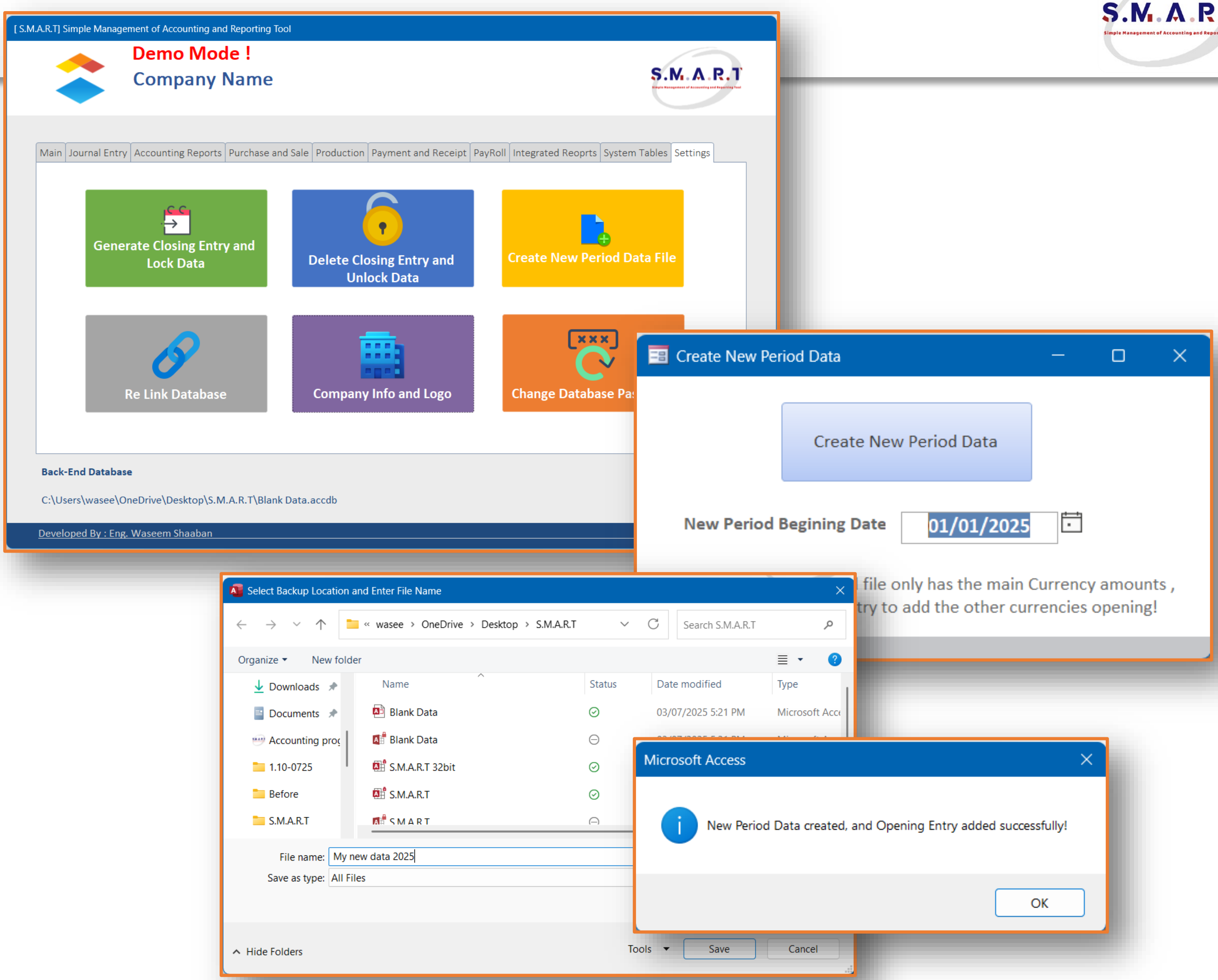
It consist of :

1. Demo Mode ! At the top if you are using the Demo version.
2. Your Company's Name.
3. The **Tabs** of the Program: Main, Journal Entry, Accounting Reports, Purchase & Sale, POS, Production, Payment & Receipt, Payroll, Integrated Reports, System Tables, Settings.
4. Direct Query values and Charts : Cash, Bank, Customer, Supplier.
5. The name and path of your Linked Database.
6. The Version Number.



Create Your first Data

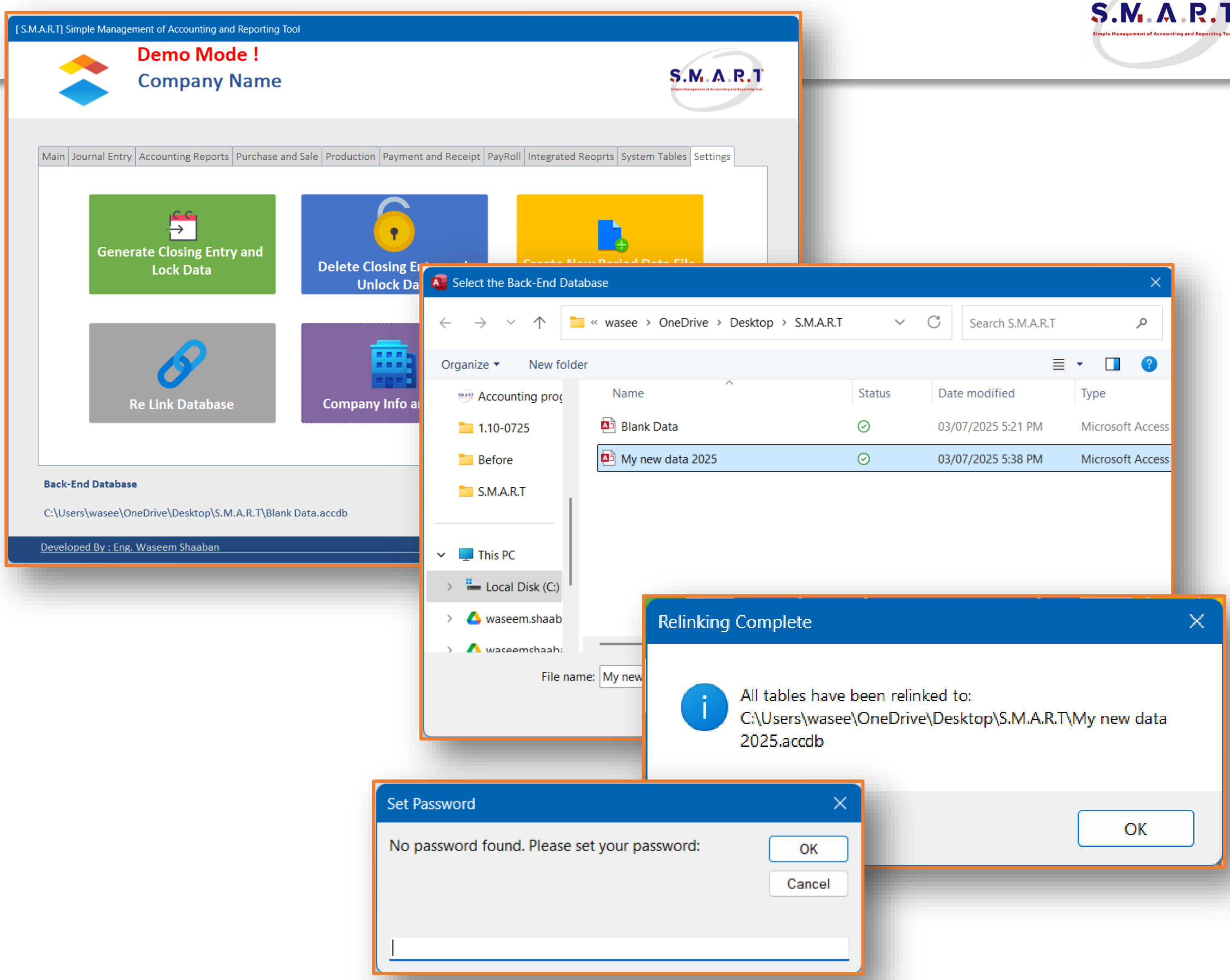
1. Go to the Settings Tab and press on **Create New Period Data File**.
2. After confirmation , choose the date of the new period beginning and press the button .
3. select the name and location of your new data and press save.
4. A message of successful creation of the new data will show.



Link your Data

1. Go to the Settings Tab and press on : **Re-Link Database**.
2. Choose the Data you created and press OK.
3. A message of successful Link of the new data will show.
4. Set a password for your data and continue.

You are ready now to work on the program with your Data.

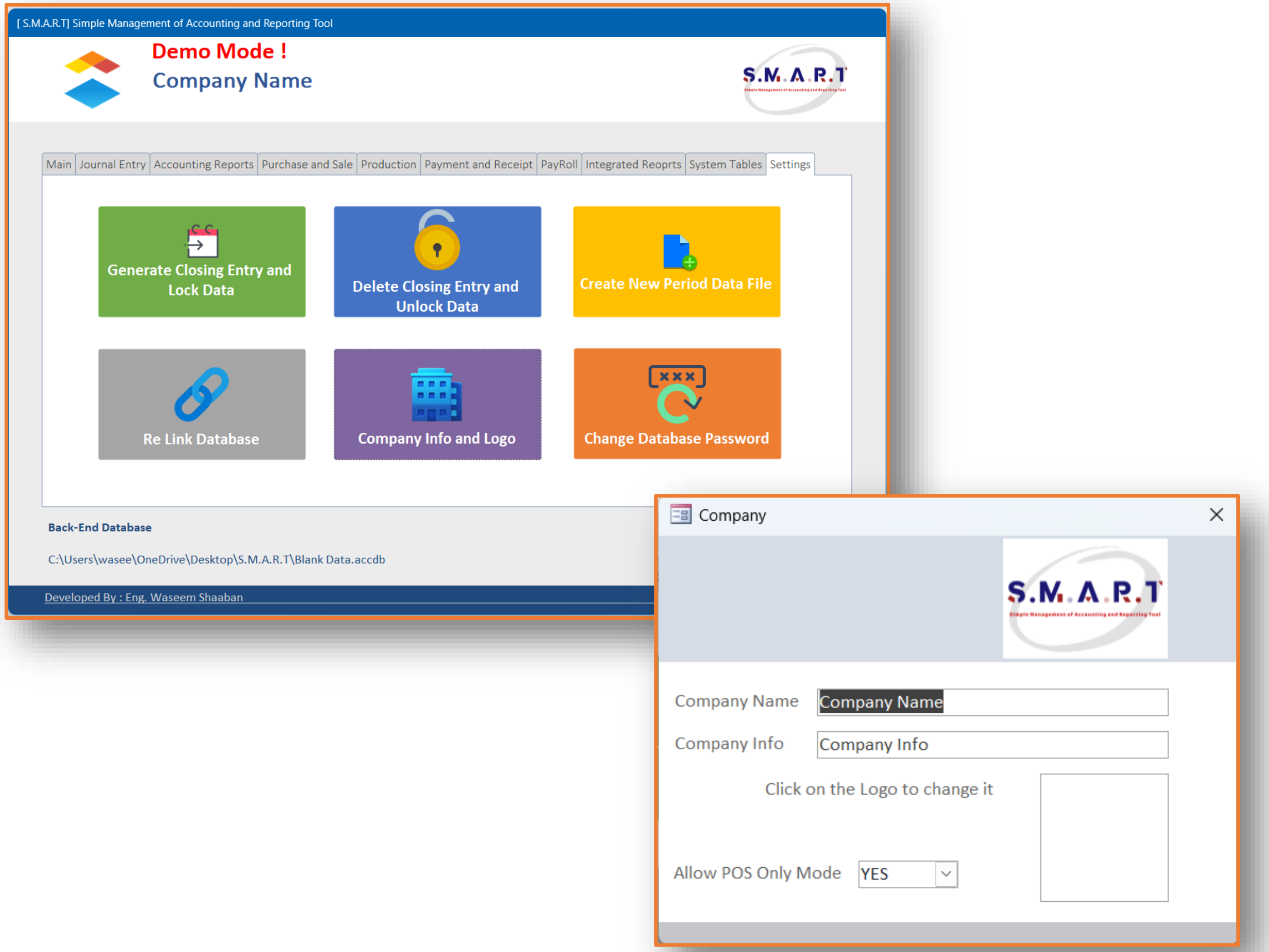


Add your Company's Info

Go to the Settings Tab and press on :

Company Info and Logo.

1. Add your company's details
2. Click on the empty square to browse and choose your logo.



Set up the main variables

1. Go to the System Tables tab
2. Start adding your main variables depending on your needs:
   - Chart of Account
   - Cost Center
   - Projects
   - Entity
   - Items
   - POS Profile
   - Units
   - Currency

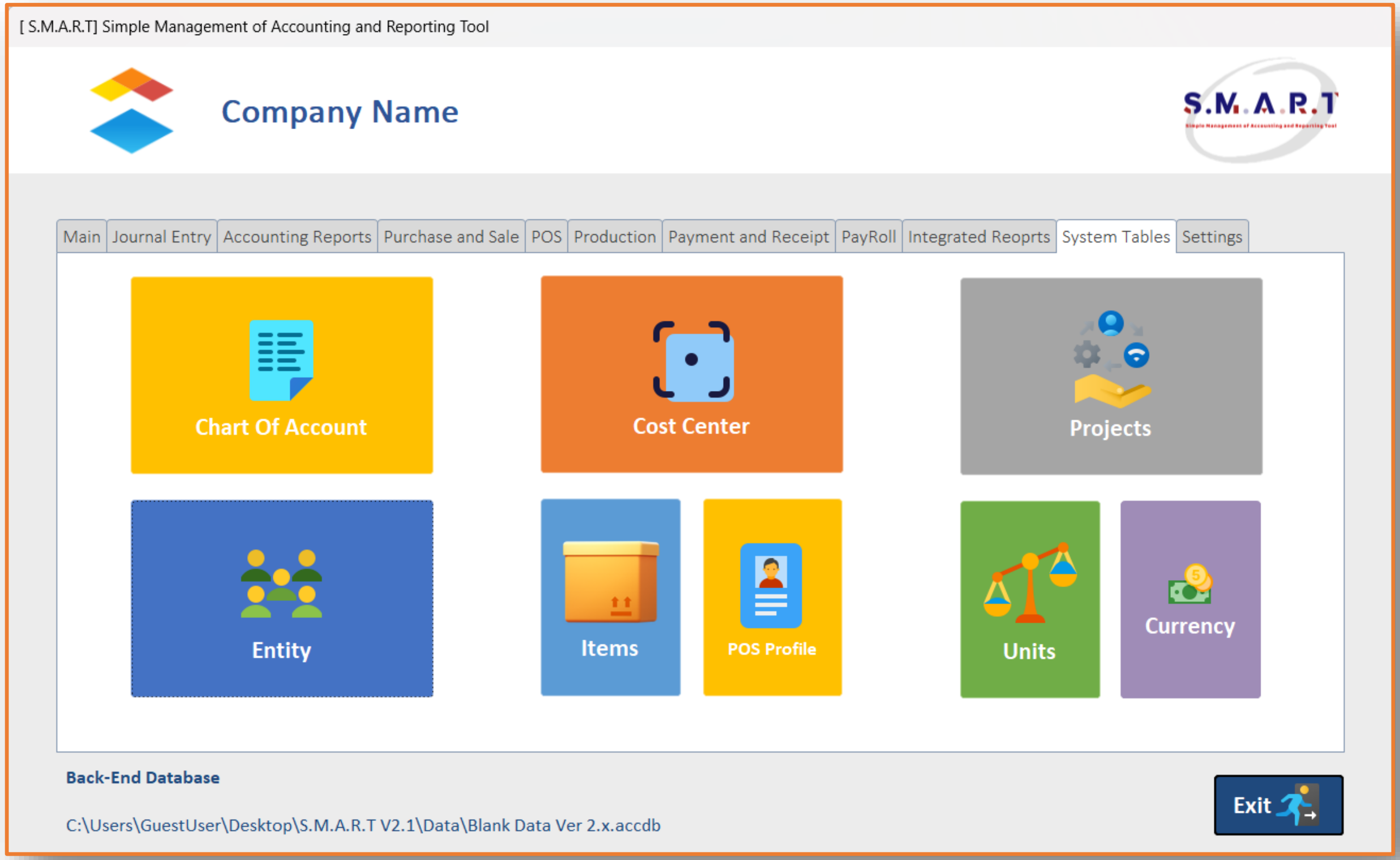
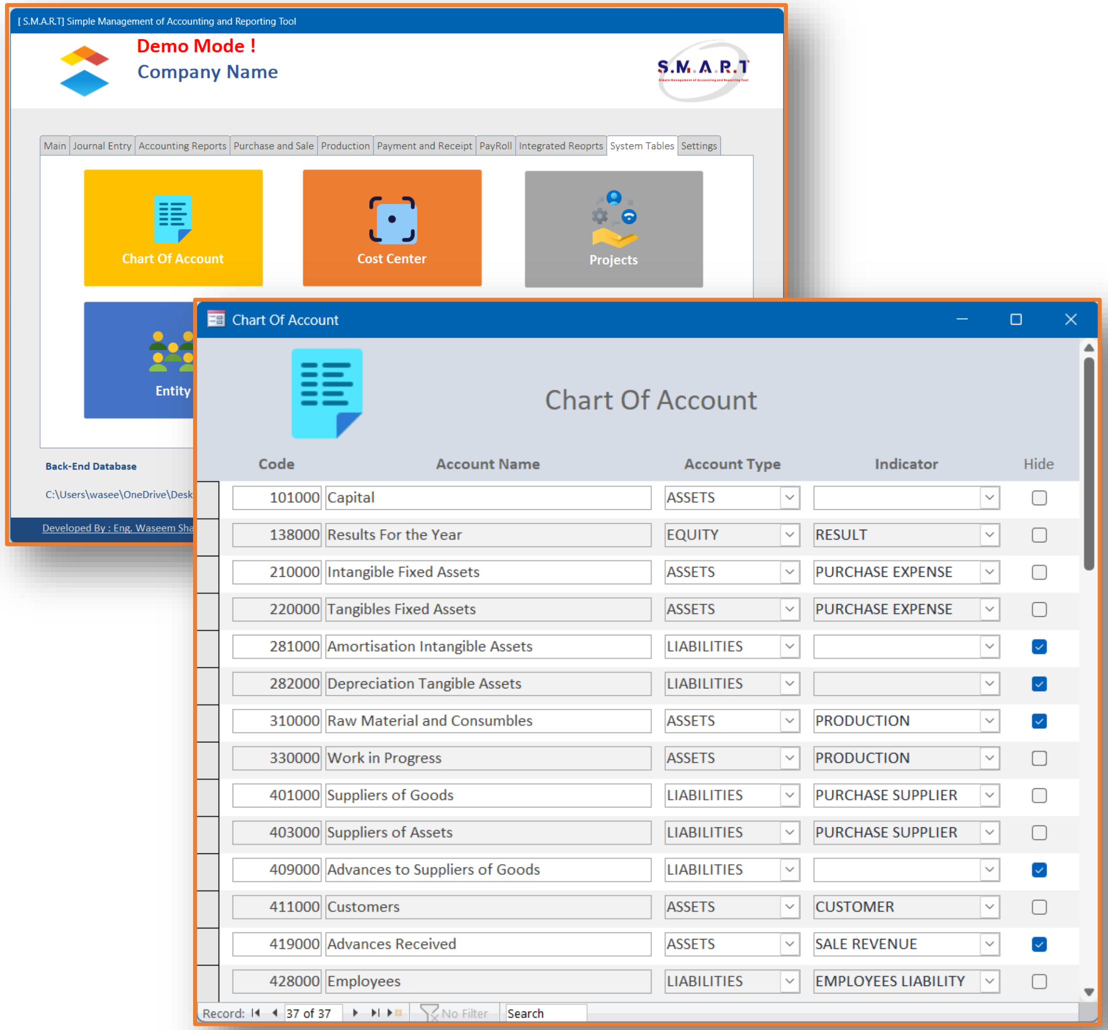


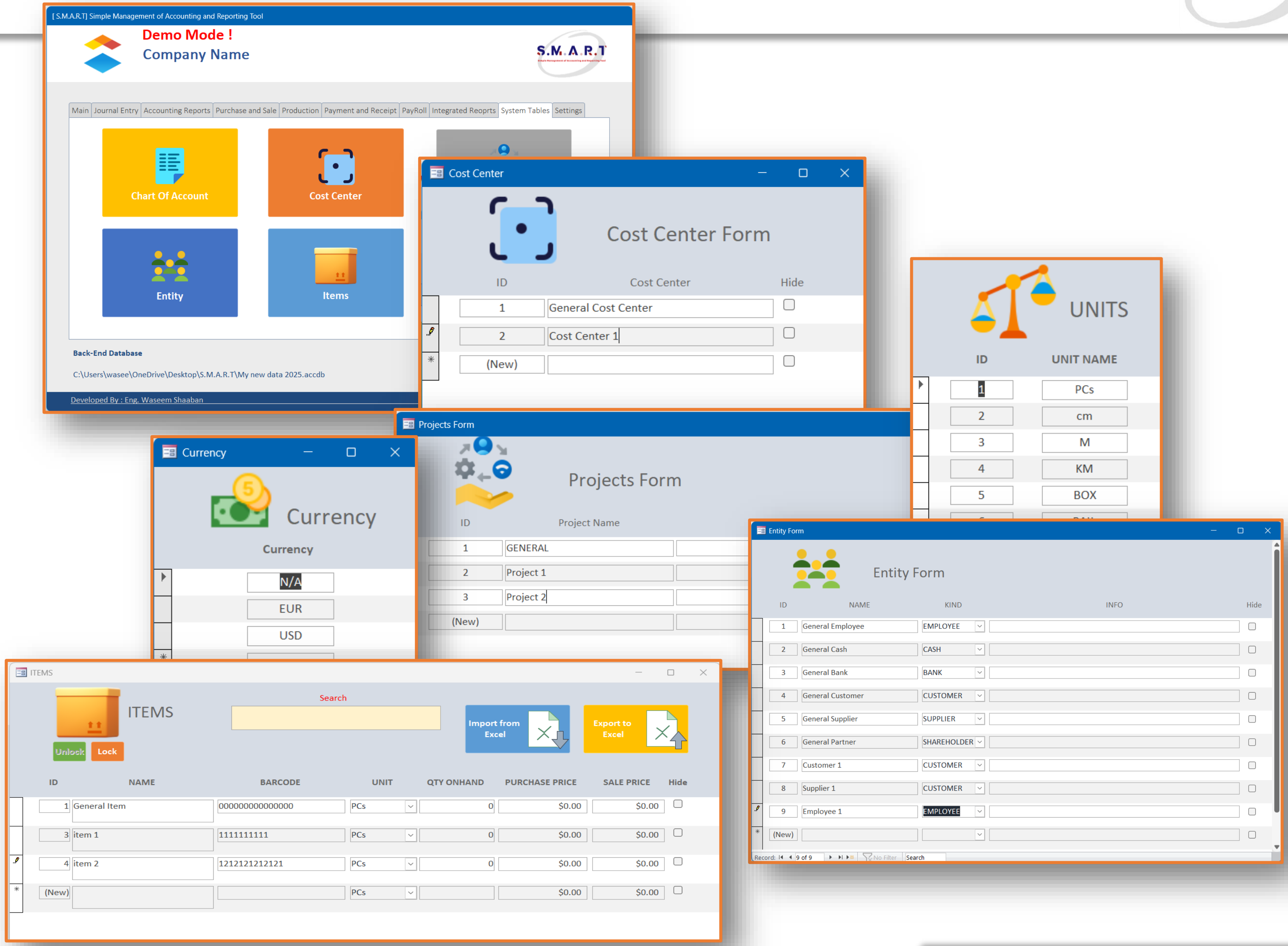
Chart of Account

1. Go to the System Tables tab
2. Press on Chart of Account
3. You may add accounts , hide them and change the name or kind of the account.
4. The **Indicator** field will reflect on how the program will treat this account in reports and dropdown boxes.
5. If you are not an accountant or you are not familiar with this process, please leave it as it is.



Continue to other System Tables

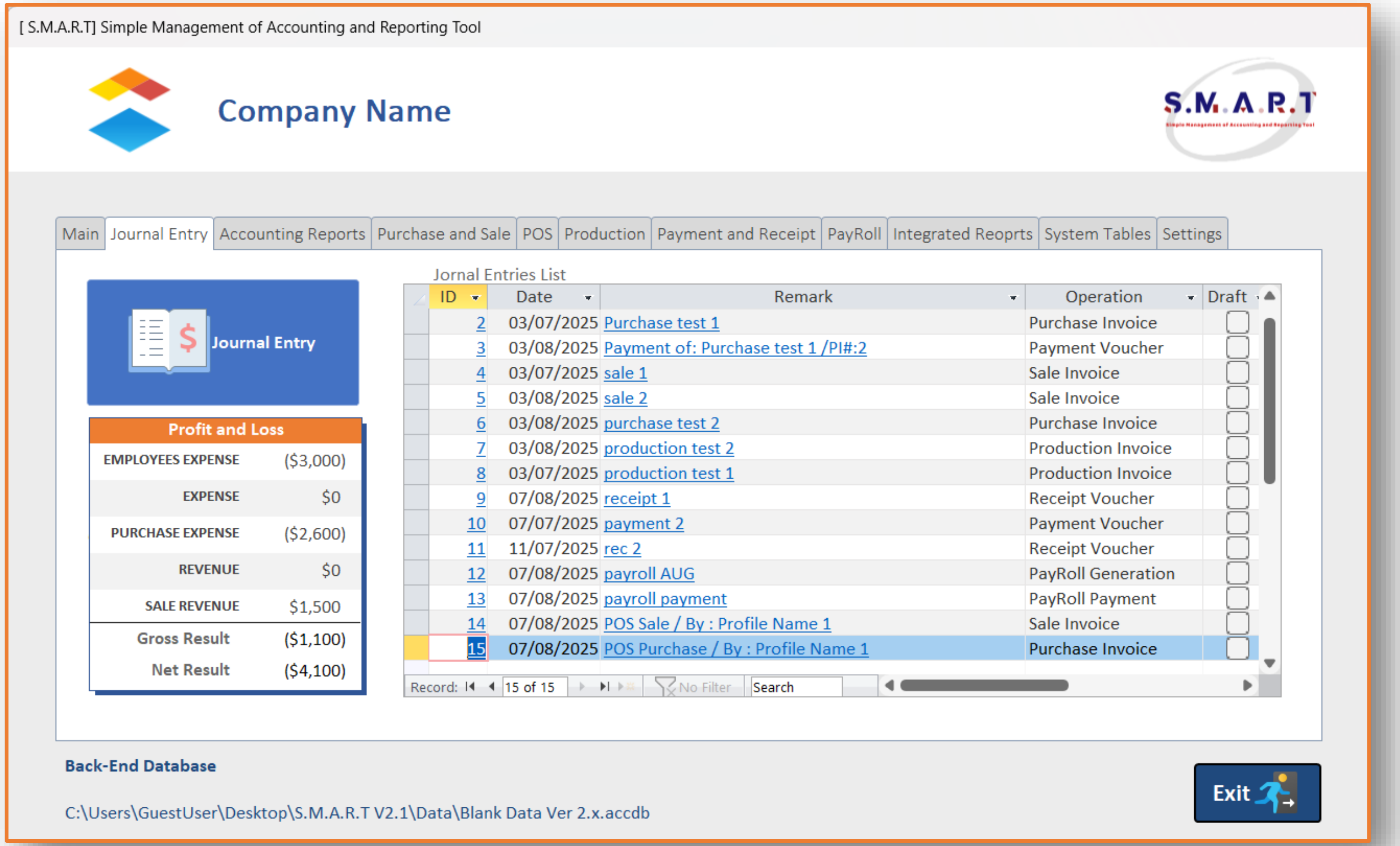
- In System Tables
- Add all the data you need to start with the entries.
- No worries , you can do this at any point you like and even you can do it during the entry.



Journal Entry Tab

In Journal Entry Tab you will find:

- Journal entry Button : to add and edit (GENERAL) Journal Entries.
- Quick (P & L) Report.
- Journal Entries List : where you can navigate through the Journal Entries and view them by clicking on the ID or the Remark .



Journal Entry

In Journal Entry Tab

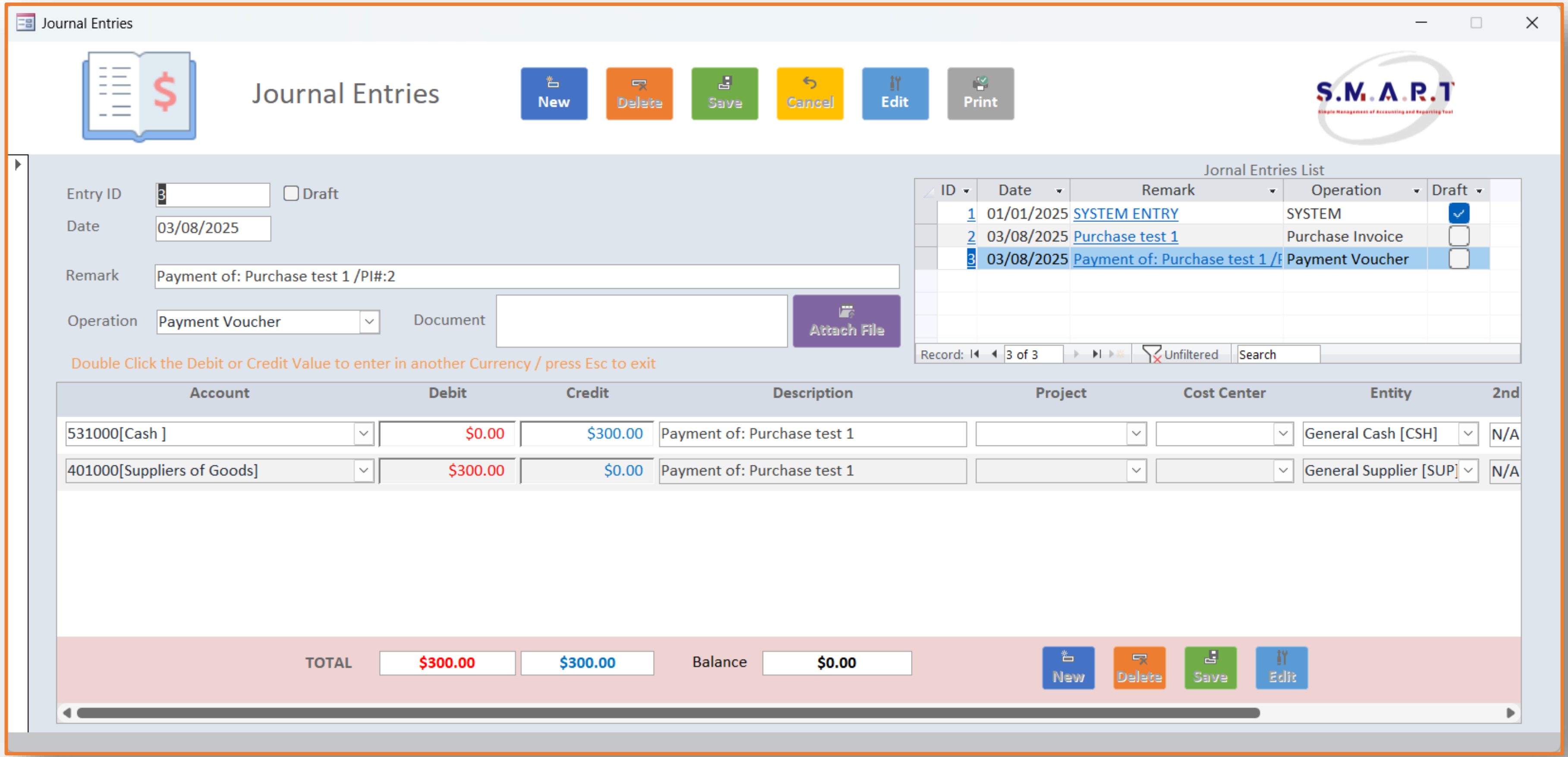
click on :

Journal entry Button :

to add and edit

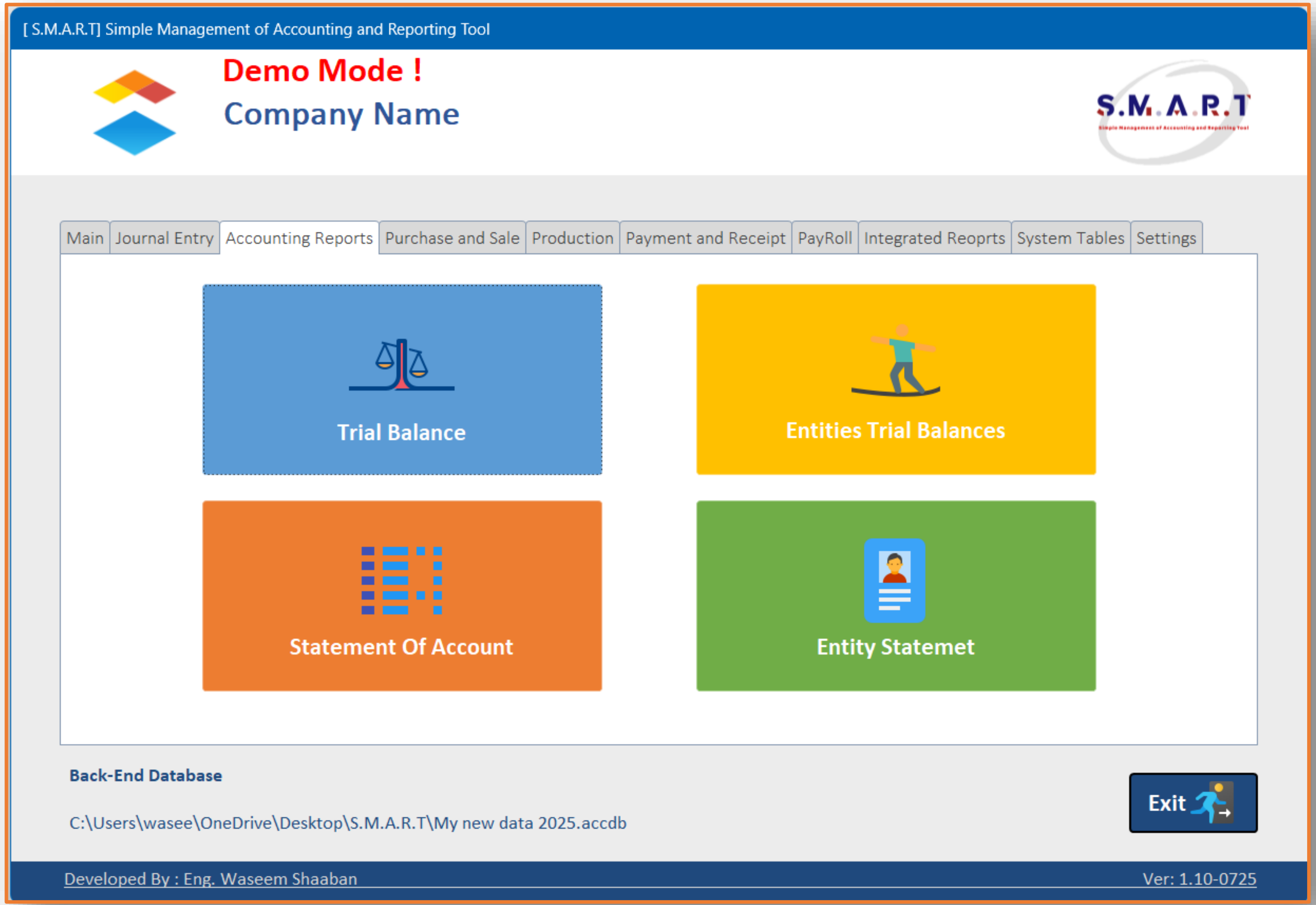
(GENERAL) Journal

Entries.



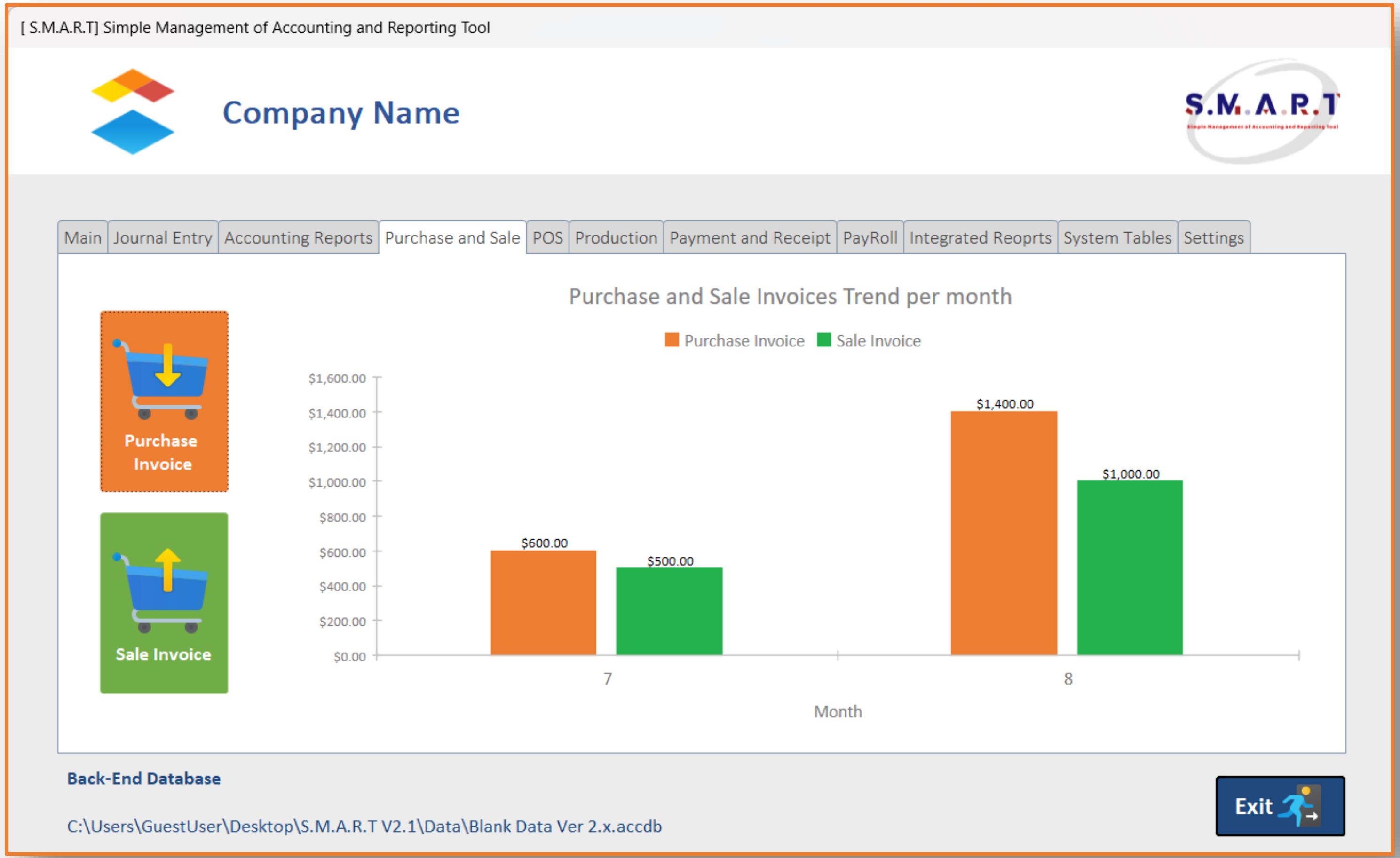
Accounting Reports Tab

- Trial Balance.
- Entities Trial Balances.
- Statement of Account.
- Entity Statement.

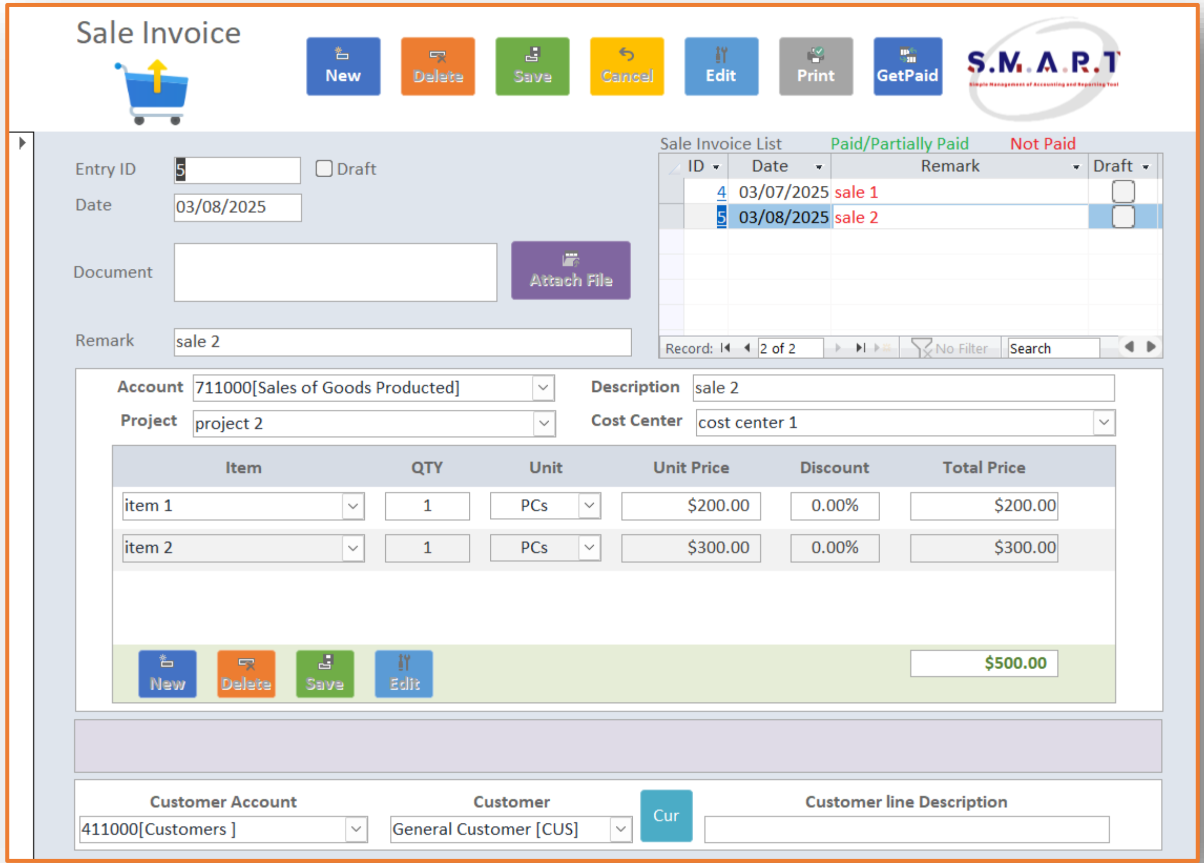


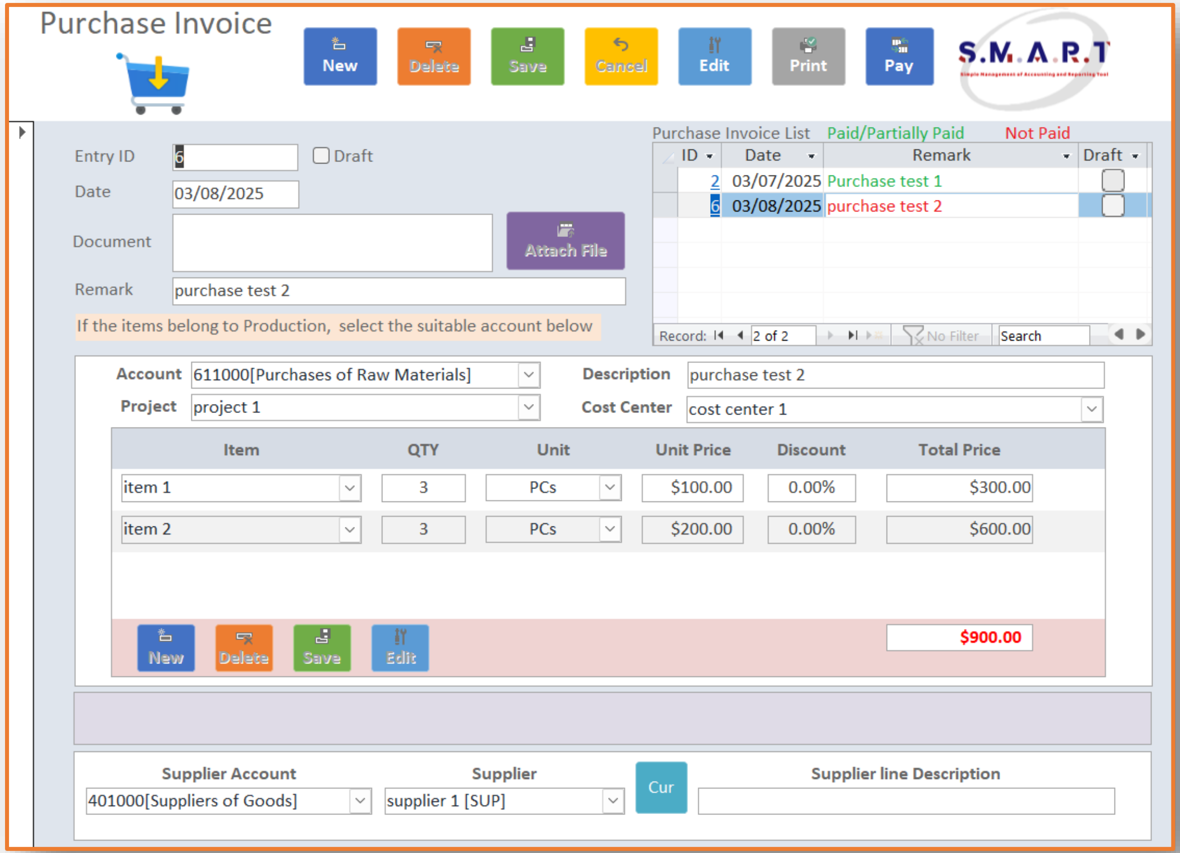
Purchase and sale Tab

- Purchase and Sale Chart.
- Purchase Invoice Button.
- Sale Invoice Button.



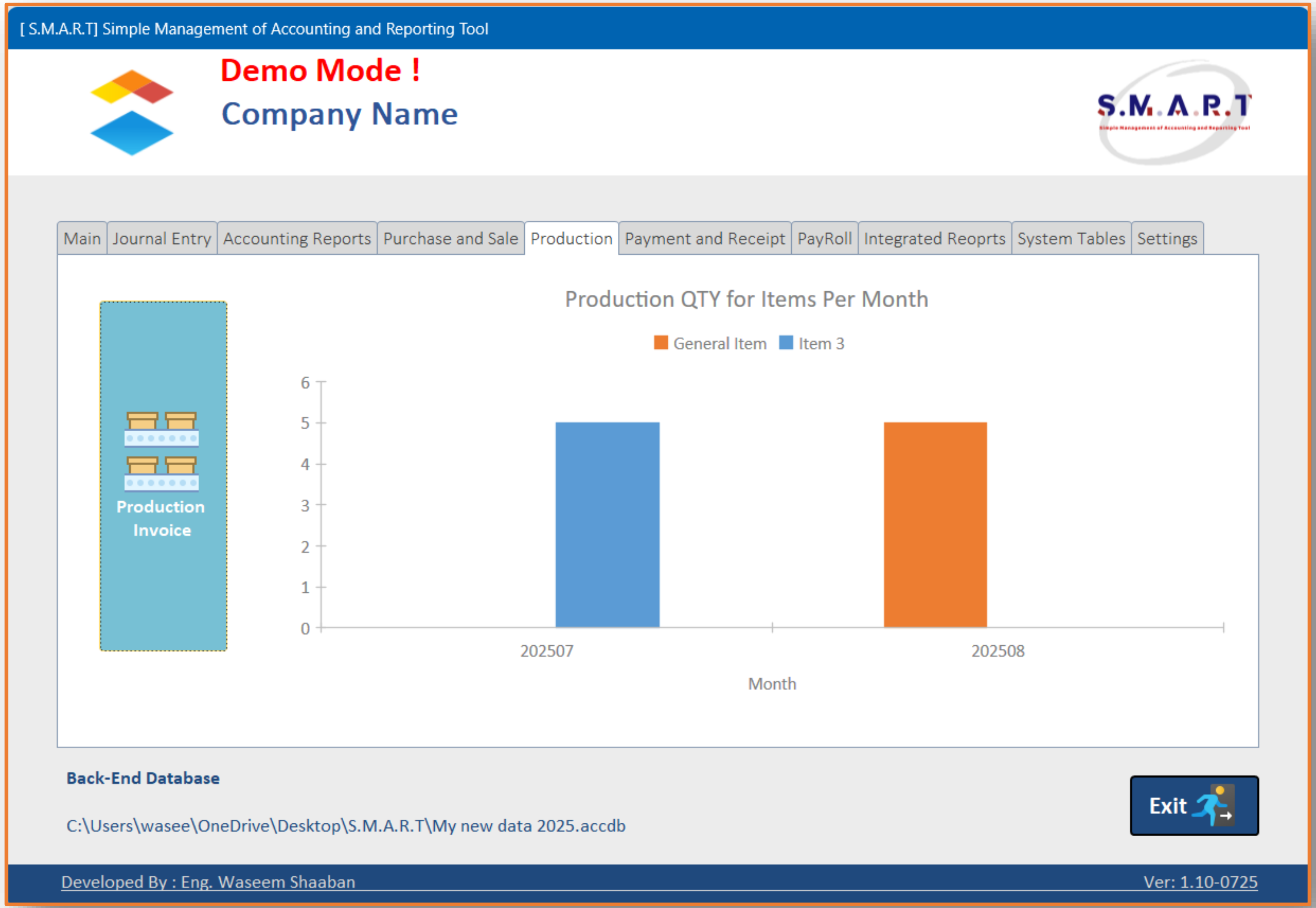
Purchase Invoice
Sale Invoice



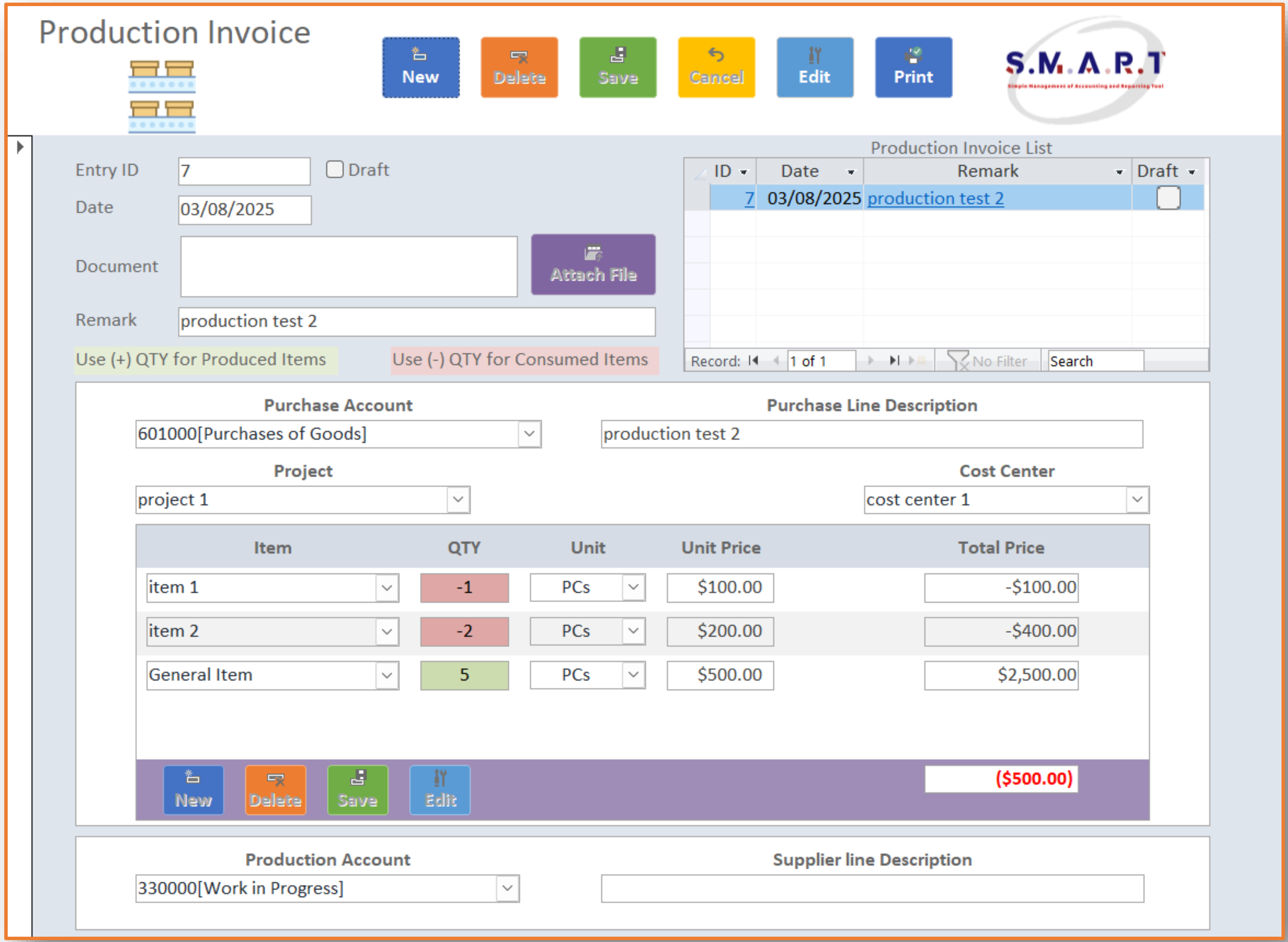


Production Tab

- Production Quantities Chart.
- Production Invoice Button

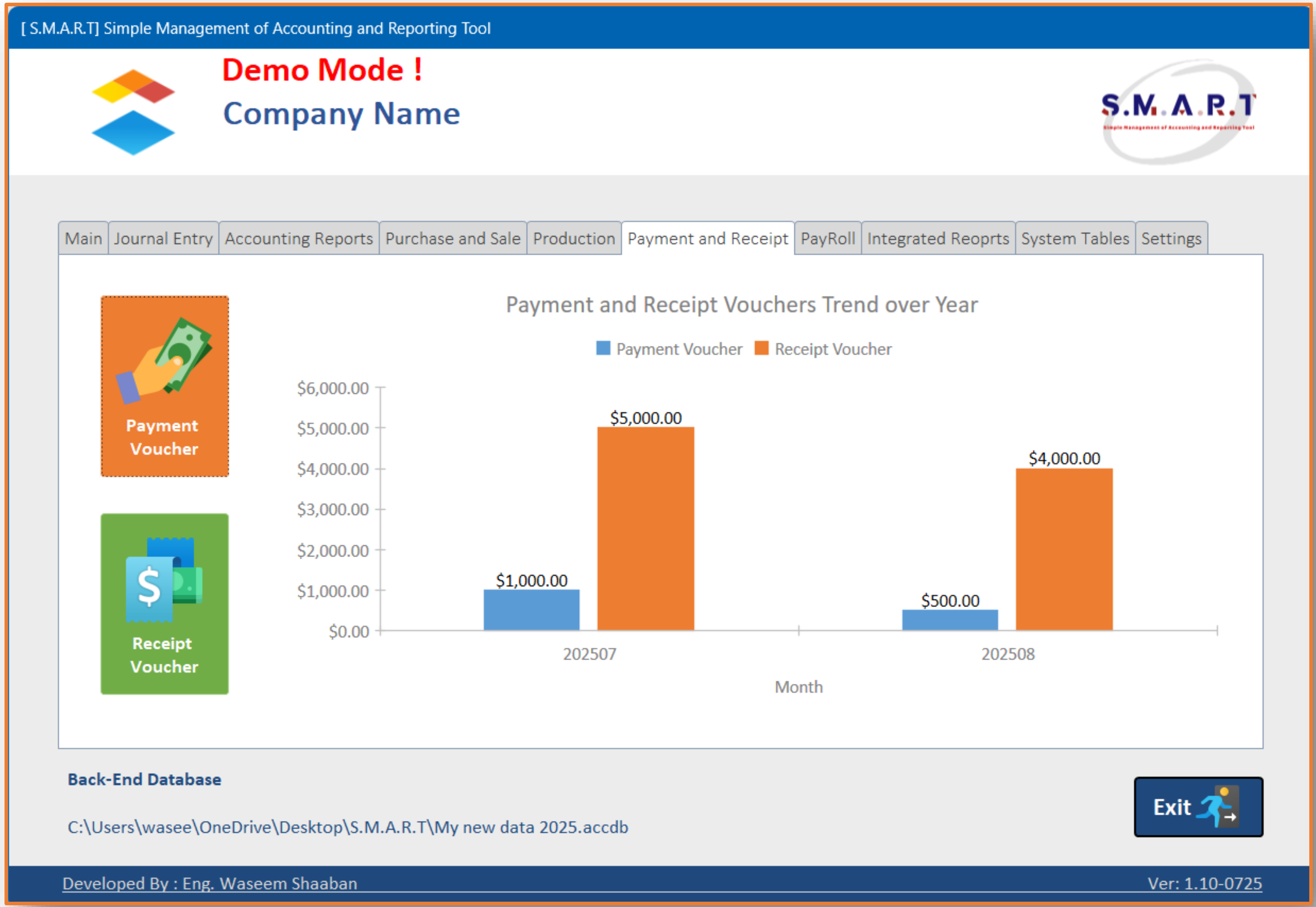


Production Invoice

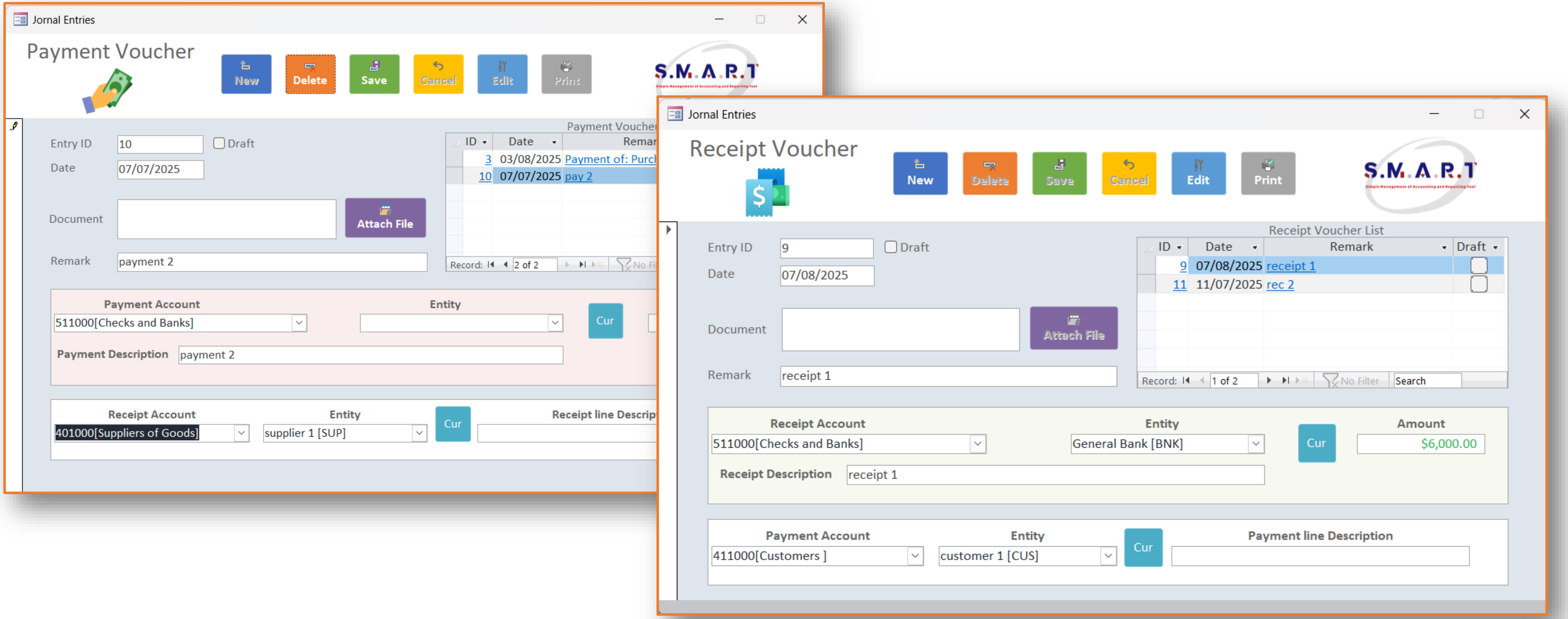


Payment and Receipt Tab

- Payment and Receipt Vouchers Chart.
- Payment Voucher Button.
- Receipt Voucher Button.

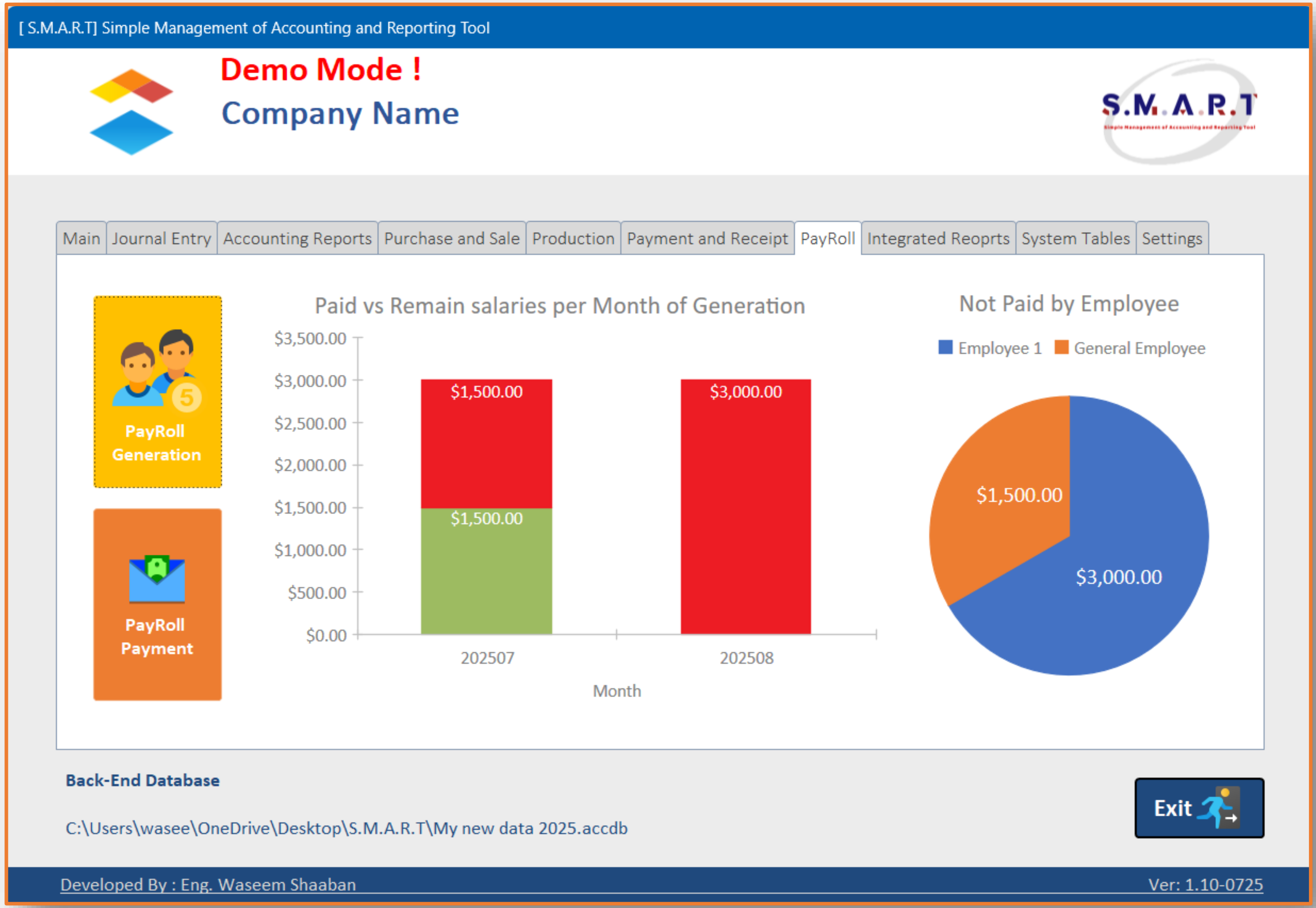


Payment Voucher & Receipt Voucher



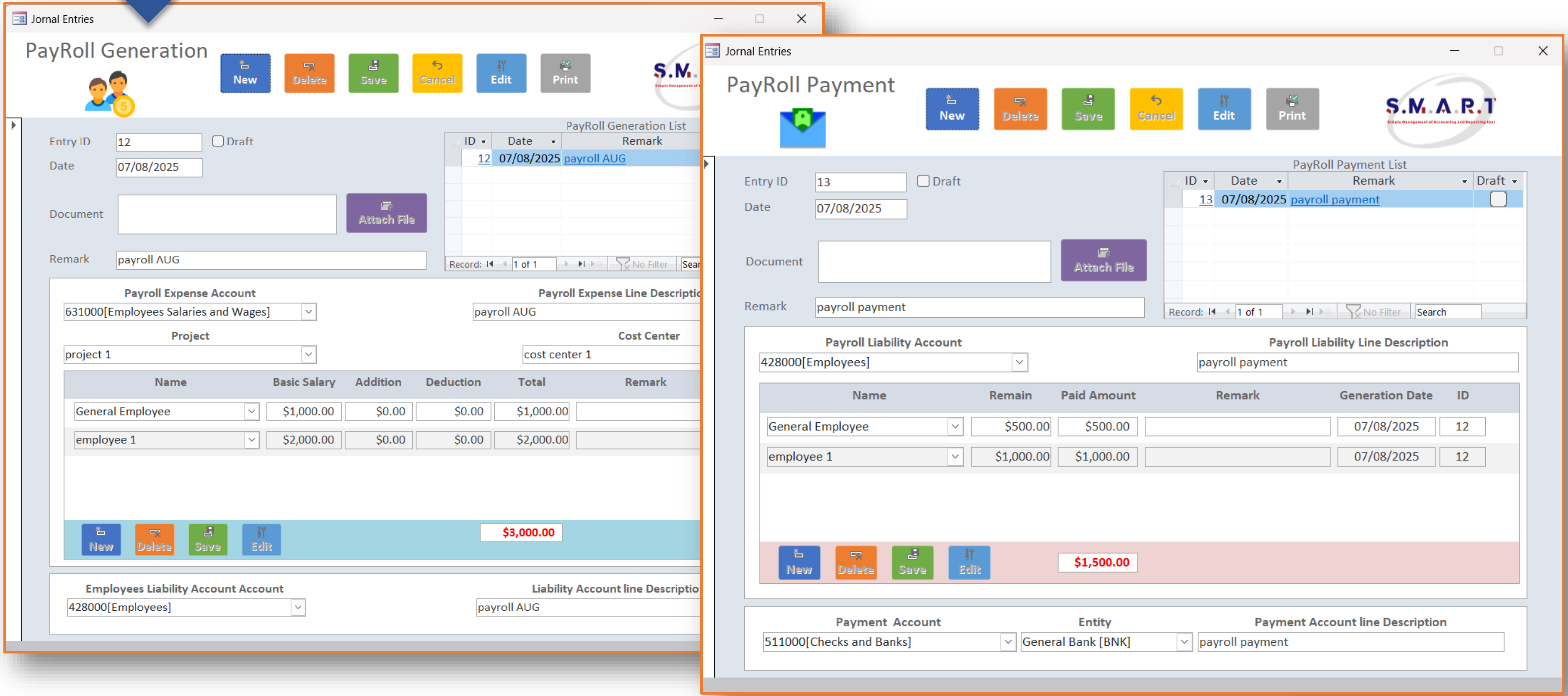
PayRoll Generation and Payment Tab

- Paid VS Remain Chart.
- Not Paid Employee Chart.
- PayRoll Generation Button.
- PayRoll Payment Button.



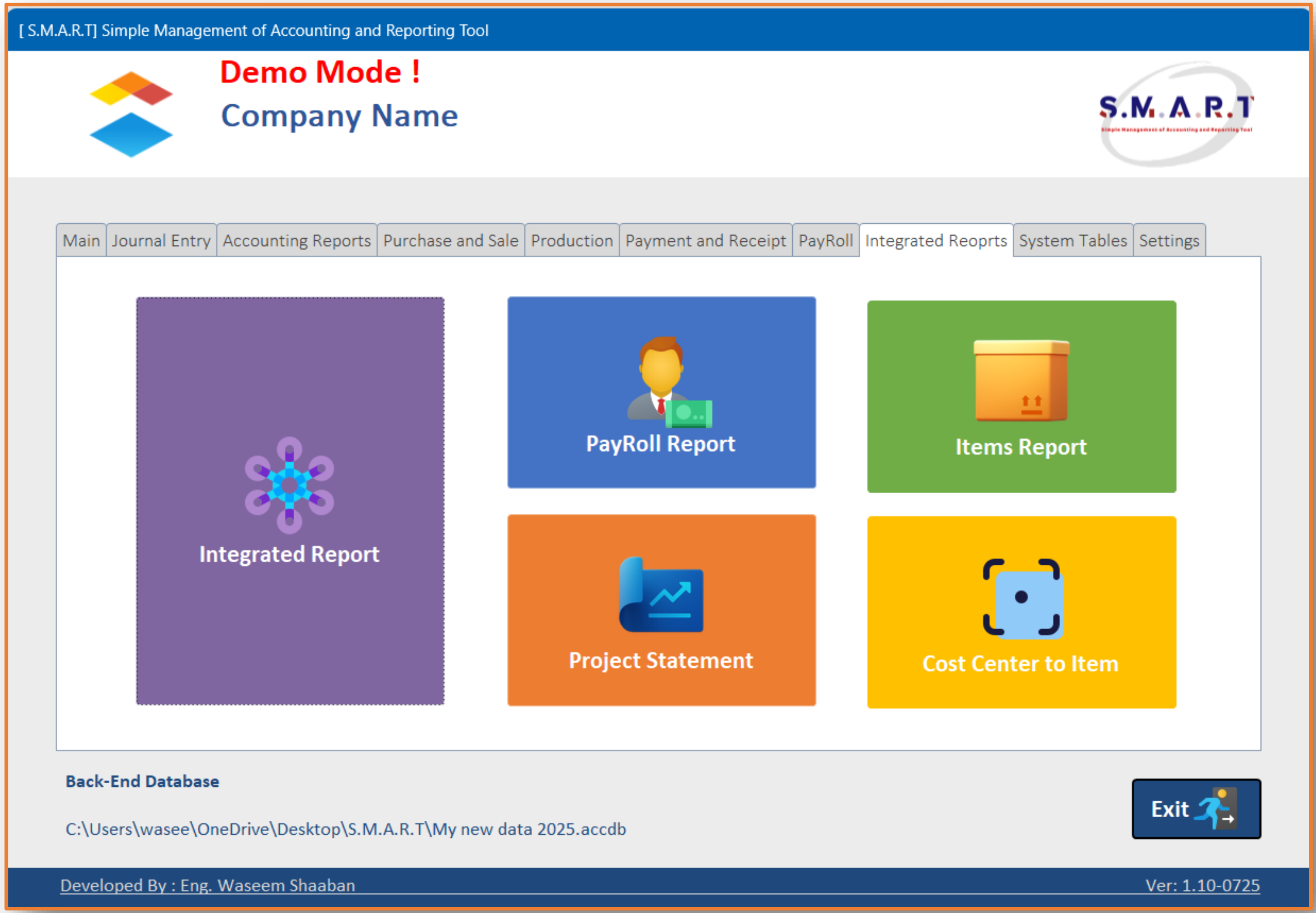
PayRoll Generation & PayRoll Payment

S.M.A.R.T



Integrated Reports Tab

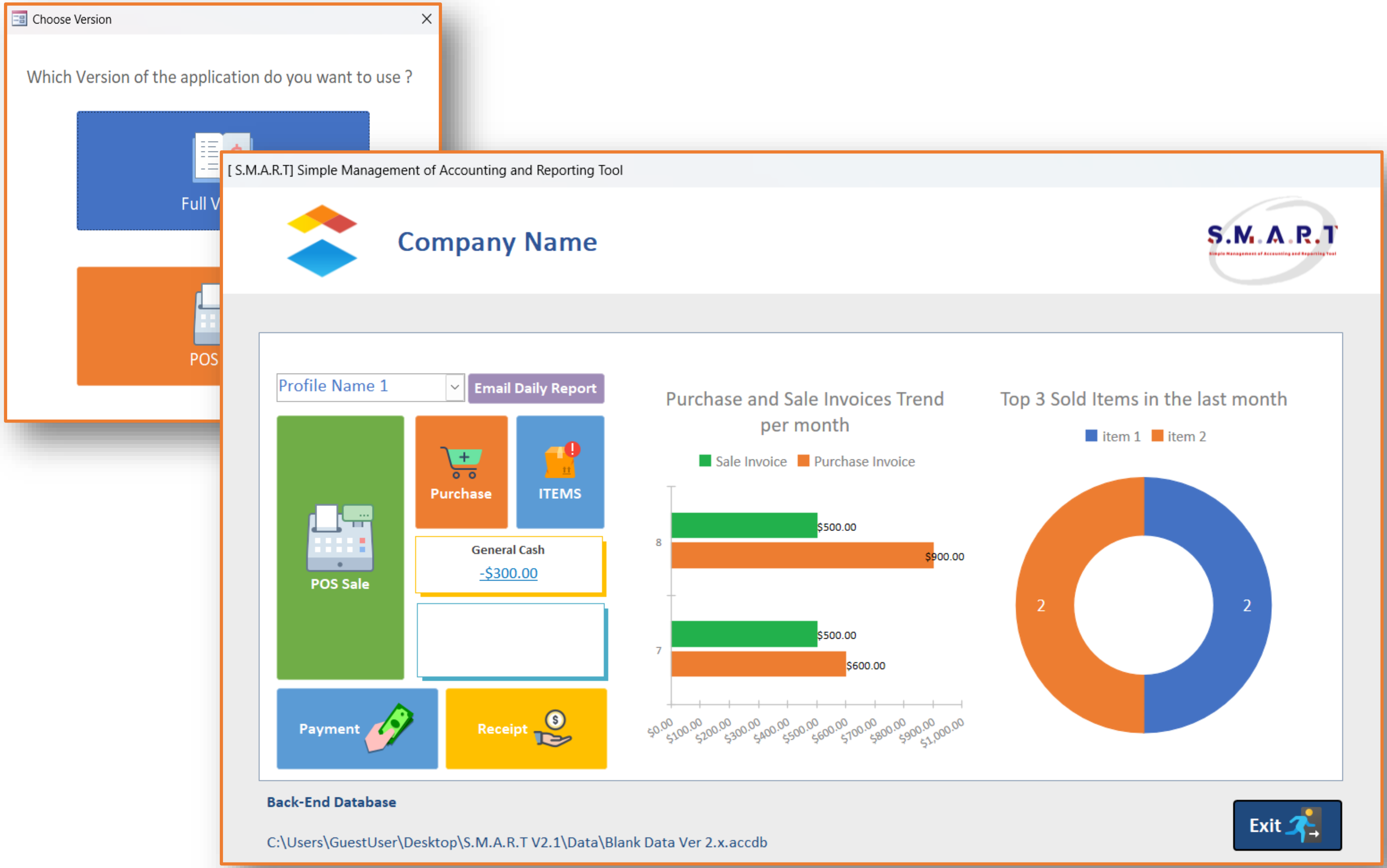
- Integrated Report.
- PayRoll Report.
- Items Report.
- Project Statement.
- Cost Center to Item.



POS Tab

By choosing the "POS only" application, you will be provided with:

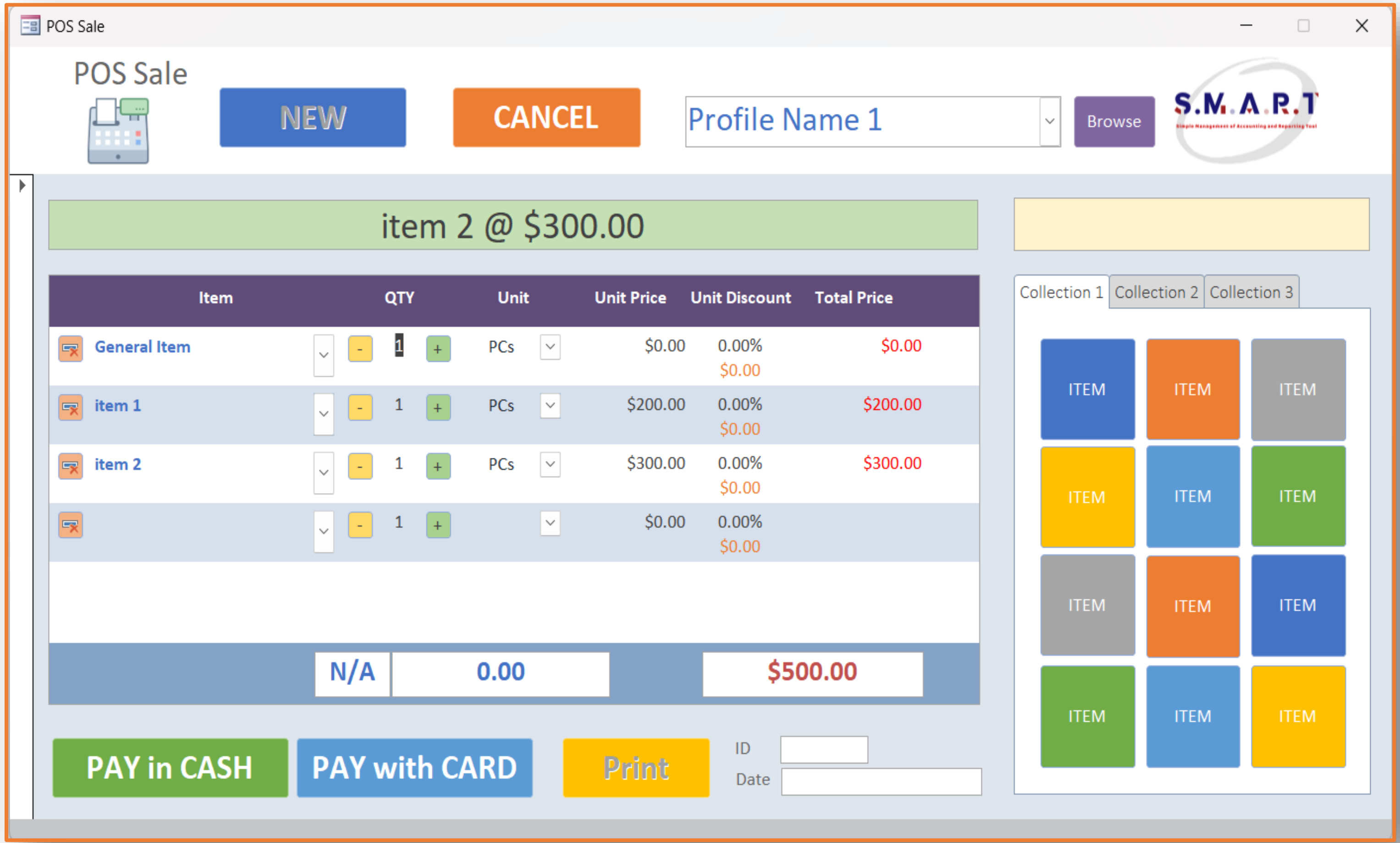
- Profile Name
- Buttons: POS Sale, Purchase, Items, Payment, Receipt and email Daily Report.
- Your profile's cash balance and today's Sales.
- A donut chart highlighting the top 3 sold items in the last month
- A bar chart comparing monthly purchase and sale invoice.



POS sale

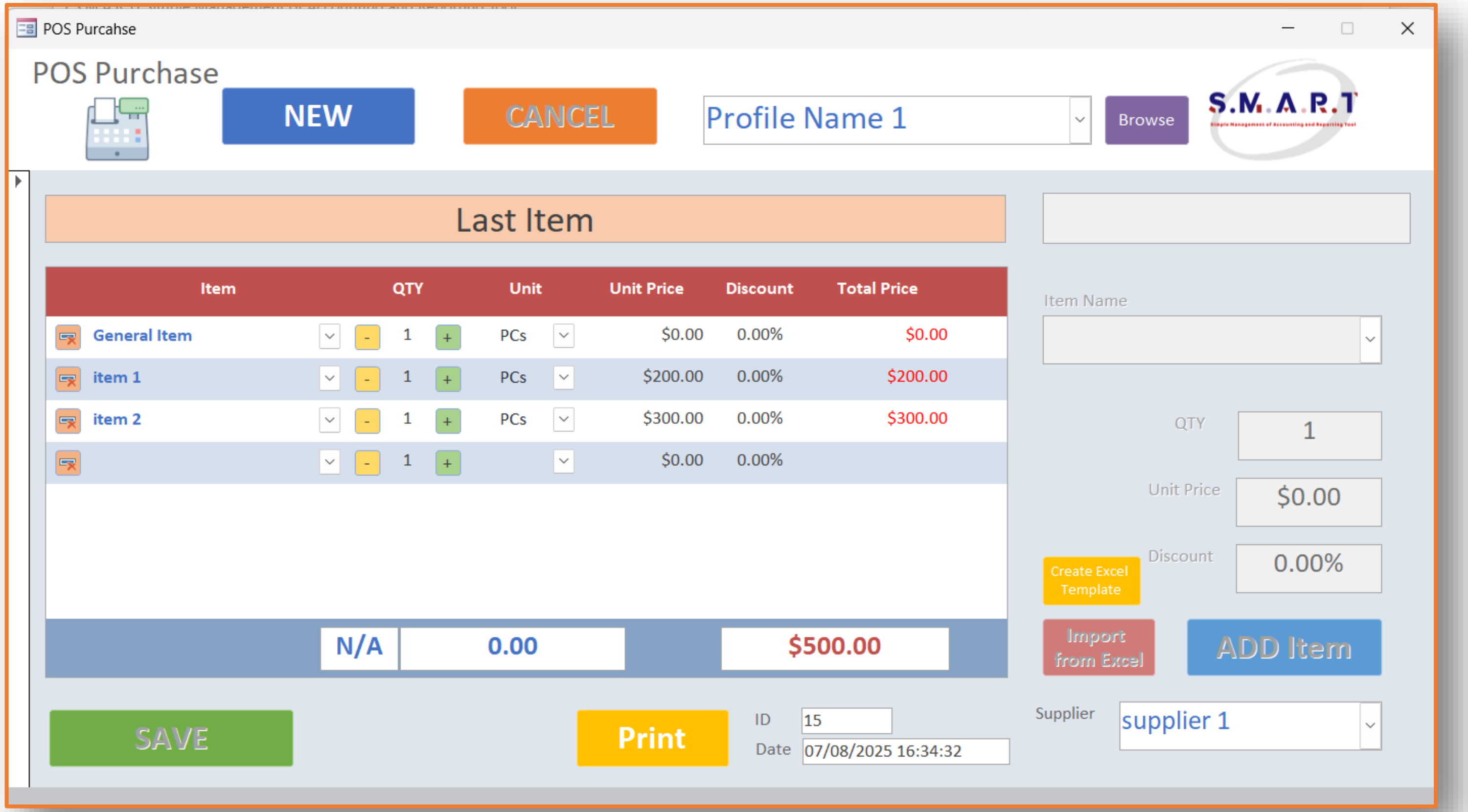
POS Sale form where you can sell with either Barcode reader , programmed buttons of items or just by selecting the desired item.

Then you may execute the payment by cash or a card and print the receipt on the thermal invoice printer.



POS purchase

POS Purchase where you may enter the purchased items either by the barcode reader or by importing them from an excel file.



Generate Closing Entry

At the end of the year,

(or the desired period)

you can create a closing

entry and then create a

new period data file.