ARTHIK SUTRA
ERP

User Guide

Accounting, inventory, GST, TDS and payroll for Indian businesses

THE SYSTEM BEHIND EVERY BUSINESS

Version 1 - Complete walkthrough of every module

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01 Welcome to Arthik Sutra

Arthik Sutra is accounting, inventory, GST, TDS, payroll and banking in one place, built for Indian businesses. This guide walks through every part of the product in plain language, in the order you will meet it.

The ideas behind everything

- Double entry, handled for you. You say what happened (a sale, a payment); Arthik Sutra writes the debit and credit entries. Every voucher balances, and the database itself refuses an unbalanced one.
- Posted entries are never edited or deleted. A mistake is corrected by reversing it (an equal and opposite voucher) or modifying it with history, so the audit trail is always complete.
- One ledger engine. Stock, payroll, GST, TDS and banking all post through the same engine, so every report agrees with every other report.
- Your choice of where books live. Keep a company online (several people, roles, backups) or on your own device as an encrypted file that works offline.
- Nothing is filed for you. Arthik Sutra prepares the data for GST and TDS returns and exports it in portal-ready formats; you or your advisor file it.

> **TIP**
> Open the sample company first. On the Your companies page choose Add sample company: a full year of sales, purchases, GST, TDS, payroll, stock, banking and branches that you can explore and delete at any time.

How this guide is organised

Chapters 2 to 4 get you started. Chapters 5 to 8 cover everyday work: masters, stock, vouchers and invoices. Chapters 9 to 12 cover tax, banking, payroll and assets. Chapters 13 to 16 cover reports, moving data, security and billing. Chapter 17 collects tips, shortcuts and fixes for common problems.

02 Getting started in five steps

From a blank screen to your first posted invoice in about ten minutes.

1. **Sign in or create an account**

   Use the user ID and password from your administrator, or choose Create online books on the sign-in page. If sign-up needs approval, you are told when it is approved.

2. **Create your company**

   On Your companies choose Create online books (the Start a new company form). Enter the name, the financial year and the entity type. A standard Indian chart of accounts, GST and TDS set-up are created for you.

3. **Fill in the company profile**

   Settings, Company profile: legal name, address, state and GSTIN. The state decides whether CGST and SGST or IGST apply on every bill.

4. **Add people and products**

   Masters, Sundry Debtors (customers) and Sundry Creditors (suppliers); Inventory, Stock items. Already on Tally or Excel? Use Tools, Import to skip the typing.

5. **Enter opening balances, then record work**

   Tools, Opening balances once. After that press Create at the top of any screen, or type the entry in Quick entry.

> **NOTE**
> The date range in the top bar controls what every report and list shows. Set it to the financial year you are working in.

03 Online books or books on this device

Arthik Sutra can keep a company on the server or on your own computer. Choose per company.

	Online books	Books on this device
Where data lives	On the Arthik Sutra server	In your browser, as an encrypted file
People	Several users with roles	One person at a time
Internet needed	Yes	No, works fully offline
Backups	Backup and Restore tool, .cxb files	Back up now to a .cxlb file
Best for	Teams, accountants, remote access	A single desk, poor connectivity, privacy

Creating online books

1

From the sign-in page

Choose Create online books (free trial) if sign-up is open, or Request online books to ask for access. An administrator approves new accounts before any account exists.

2

From inside the app

Your companies, the Online workspace card, Create online books. This jumps to the Start a new company form. Only an organisation administrator can create companies; others are asked to contact their administrator.

Keeping books on this device

Choose Keep books on this device on the sign-in page, or On this device on the Your companies page. The company is stored in the browser as an encrypted file; nothing is sent to a server. Use Back up now to save a .cxlb file, and open that file to restore it on another computer.

> **CAREFUL**
> Clearing browser data removes books that live only on the device. Make a backup file regularly and keep it somewhere safe.

04 Companies, people and access

Who can open which company, and what they can do inside it.

Your companies

The Your companies page lists every company you can open. You can keep several open side by side in separate tabs, mark favourites, and use the Recycle Bin to bring back a deleted company. The Add sample company button gives you a ready-made company for training.

Team, roles and permissions

- Invite people from Team (organisation administrators). Each invitation link works once.
- Roles include owner, accountant, data entry, approver, inventory, tax preparer, auditor and custom roles. Permissions decide what is visible and what can be changed.
- Segregation of duties: turn on Require approval before posting (Settings, Posting rules) and entries are saved as drafts that a different person must approve.

Books password (a password to open a company)

Add a second password on top of the user login: Settings, Books password (also reachable from Settings, Posting rules, Books login). Set a Books password and anyone opening that company is asked for it first. Use New books password on the same page to change it.

Two-factor sign-in

Every user can protect their sign-in with an authenticator app and recovery codes. Workspaces can require it for everyone.

> **TIP**
> Forgot a password? Ask your Arthik Sutra administrator to reset it from Settings, Users and access.

05 Roles and permissions

Access is per company. One person has one login; in each company they hold one role. Permissions are enforced on the server for every request, so hiding a button is only a convenience.

Role	Can	Cannot
Owner / Administrator	Everything: users, settings, backups, restore, period locks, audit clear	-
Accountant	Masters, drafts, approve, post, reverse, reports, export, reconcile, import, lock periods	Manage users and backups
Data entry	Create and edit drafts	Post, reverse, see reports
Approver	Approve and post other people's vouchers, view reports	Edit masters
Inventory staff	Items, stock adjustments, stock reports	Financial reports and vouchers
Tax preparer	View reports, GST and TDS, export	Change anything
Auditor (read-only)	View everything, export, read the audit log	Change anything
Custom	Any subset of the permissions you hold yourself	More than your own access

Safeguards

- You cannot give someone a role with permissions you do not hold yourself.
- Every company keeps at least one active owner; the last owner cannot be removed or downgraded.
- Revoking access takes effect on the person's next request.
- When Require approval before posting is on, the person who created a voucher cannot approve it (segregation of duties).

Adding and managing users

1

Open Settings, Users and access

Add a user with a name, user ID, optional email, a temporary password and a role.

2

The person signs in

New users must change the temporary password at first sign-in. Adding an existing user ID from your organisation simply gives that person access to this company.

3

Change or revoke

Change a role or revoke access per company at any time. Reset password sets a temporary password, forces a change and signs the person out everywhere.

> **TIP**
> Do not create two logins for the same person. One login can belong to many companies, with a different role in each.

06 Masters: the things you set up once

Masters are the lists every voucher draws from. Good masters make daily entry fast.

Master	What it holds	Where
Groups	Account groups such as Sundry Debtors, Duties and Taxes, Direct Expenses	Masters, Groups
Ledgers	Every account: cash, banks, expenses, incomes, taxes, capital	Masters, Ledgers (Chart of Accounts)
Sundry Debtors	Customers with GSTIN, state, credit terms, addresses	Masters, Sundry Debtors
Sundry Creditors	Suppliers with GSTIN, state, TDS details	Masters, Sundry Creditors
Voucher types	Named voucher types, numbering series, approval rules	Masters, Voucher types
Cost centres	Projects, departments or shops to tag expenses	Masters, Cost centres (if enabled)
Budgets	Budget versus actual by ledger	Masters, Budgets (if enabled)
Price levels	Price lists and customer credit control	Masters, Price levels and credit
Branches	Branches, head office, locations and godowns	Masters, Branches and locations

Merge duplicates

Created the same customer twice? Masters, Merge duplicates joins them into one, moves every transaction across, and records the merge in the audit log.

Switching features on and off

Settings, Features (F11) turns modules on or off for a company: GST, inventory, payroll, fixed assets, job work, manufacturing, batches, price lists, multi-currency and more. Switched-off features disappear from the menu, which keeps the screens simple.

TIP

Not registered for GST? Turn GST off for the company, or use the Non-GST switch on individual vouchers. No tax is computed or posted on a non-GST voucher.

07 Inventory and stock

Stock moves with your purchases and sales, and is valued automatically.

- Stock items: name, HSN or SAC code, unit, GST rate, sales and purchase rates, opening stock.
- Stock groups and categories organise items; units of measure and godowns record where stock sits.
- Batches and expiry dates, and serial numbers, when those features are on.
- Bills of materials for manufacturing and job work registers (ITC-04) for goods sent to a job worker.
- Low stock and reorder shows what to buy; Inventory reports show stock summary, movement and valuation.

How stock is valued

Purchases add quantity and cost; sales remove quantity at cost, using weighted average or FIFO (set in Settings, Posting rules; it can only be changed before any stock has moved). The difference between selling price and cost is your gross profit. Closing stock appears on the Balance Sheet and in the trading account.

> **NOTE**
> Counted stock does not match the books? Record a Physical Stock voucher; the difference is adjusted for you.

08 Entering transactions

Press Create at the top of any screen, use Quick entry, or open a voucher type directly.

Which voucher do I use?

Voucher	Use it when	What it posts
Sales	You sell goods or services	Customer or cash, sales, output GST
Purchase	You buy goods or services	Purchases, input GST, supplier or cash
Receipt	Money comes in	Cash or bank, customer or income
Payment	Money goes out	Supplier or expense, cash or bank
Contra	Cash to bank, bank to bank	Between two cash or bank accounts
Journal	Adjustments with no cash	Any debits and credits that balance
Credit note	A customer returns goods or you reduce a bill	Sales return and GST reversal
Debit note	You return goods to a supplier	Purchase return and GST reversal
Orders and delivery	Sales or purchase orders, delivery or receipt notes	Order chain, then the invoice

Quick entry: just type it

Write the transaction the way you would say it. Arthik Sutra reads the voucher type, party, items, amount, date and bank, shows an editable draft, and posts only when you approve it. You can paste several lines at once; each line becomes one draft.

Type this	You get
sold 10 pcs bolt @100 to ravi	Sales invoice: 10 bolts at Rs. 100 to Ravi, GST added
paid rent 15000 by hdfc	Payment of Rs. 15,000 to Rent from the HDFC account
received 5000 from ravi in hdfc	Receipt from Ravi into HDFC
credited to hdfc 5000 from ravi	Same receipt, in bank-statement wording

Type this	You get
atm withdrawal 3000 hdfc	Contra: Rs. 3,000 from HDFC to cash
neft to sharma traders 40000	Payment to Sharma Traders by NEFT
upi from amit 1500	Receipt from Amit by UPI
cash deposited in sbi 20000	Contra: cash into SBI

TIP

If you type a sale without an item, Arthik Sutra tells you the entry will post as a plain amount and shows how to add the item and quantity. If you leave out the date, the note says it used today's date.

Drafts, approval and corrections

- Drafts can be changed freely until posted.
- With approval on, a different person approves each draft before it posts.
- To correct a posted voucher, open it and choose Reverse, then enter it again. Or modify with history: the corrected voucher takes the same number and the original stays viewable.
- Optional vouchers and memorandum vouchers record a transaction without any accounting effect until you convert it.

Recurring documents

Recurring documents creates an invoice, bill or journal on a schedule (monthly rent, a service retainer). Set the template once; due ones are created for you and each date is created only once. Pause a schedule rather than deleting it once it has produced vouchers.

NOTE

A schedule points at a customer or ledger. If that record is later deleted or the company is restored from an older backup, the schedule tells you plainly; create a fresh schedule.

09 Voucher entry in depth

What each part of the voucher form does, and the choices that change how it posts.

Item mode and accounting mode

Sales, purchase and the notes can be entered in item mode (stock items with quantity, rate and GST) or accounting mode (ledger lines with amounts). Each voucher type remembers its default mode; you can change the default per voucher type. Use accounting mode for services and for one-line bills; use item mode when stock must move.

The fields

Field	What it does
Party	The customer or supplier. Their GSTIN, state and address fill in automatically; their current balance is shown.
Date and number	The voucher date decides the financial period and GST month. The number comes from the voucher type's series when you post.
Place of supply	Decides CGST and SGST versus IGST. It follows the party's state unless you change it.
Lines	Items (quantity, unit, rate, discount, GST rate) or ledgers (amount). The form totals as you type.
Discount	Per line or on the bill, posted to the discount ledger chosen in Settings, Posting rules.
Non-GST switch	Computes and posts no GST on that voucher. Companies that are not registered can default it on.
Reverse charge	Marks a purchase where you pay the tax; a self-invoice and an RCM register entry are created.
Reference and narration	Supplier invoice number, cheque or UTR, and free text. The supplier invoice number is what GSTR-2B matches on.
Branch and cost centre	Tags the voucher so reports can be split by branch or project.
Ship-to and e-invoice	Consignee address (it mirrors the customer until you change it), transport and e-way bill details, and IRN with acknowledgement details.

The ledger-impact preview

Before you post, a panel shows which ledgers will be debited and credited and how each ledger balance will change. Use it to catch a wrong ledger before it reaches the books.

Save as draft, post, or record as optional

- Save draft keeps the entry editable and out of the books.
- Post writes the accounting, stock, GST and TDS effects and assigns the voucher number.
- An optional voucher is recorded without any accounting effect, to be converted later; a memorandum voucher is similar but never posts.
- A post-dated voucher is recorded now and takes effect on its date.

> **NOTE**
> Posting needs the voucher.post permission. If your company requires approval, Post becomes Submit for approval.

10 Orders, deliveries and bill-wise tracking

Follow a deal from quotation to money received, and always know who owes what.

The order chain

- Sales: quotation, sales order, delivery note, sales invoice. Each step can pull its lines from the one before.
- Purchases: purchase order, receipt note (goods received), purchase invoice.
- Rejection in and rejection out record goods sent back or received back.
- A document already fulfilled by later documents cannot be reversed until the later ones are.
- Pending orders and delivery tracking show what is still open.

Bill-wise tracking

Every sale and purchase on credit becomes a bill with a due date. A receipt or payment is matched against bills, so outstanding amounts are exact and ageing (0-30, 31-60 days and so on) is automatic. On a receipt or payment you pick the bills it settles; an unallocated amount stays on account until you match it.

Credit control and price levels

- Set a credit limit and a rule per customer: warn or block. A bill that would take the customer past the limit shows the warning or is refused.
- Price levels hold named price lists with dated rates, minimum quantities and discount percentages. Attach a price list to a customer and invoices pick the right rate.

Chasing payments

- Who owes me lists receivables with age bands; Whom I owe lists payables.
- Payment reminders let you choose overdue customers and send a reminder in one step; each reminder is logged.
- Cheque register tracks received and issued cheques, post-dated cheques and bounced ones.

11 Invoices and printing

Design the invoice once; print on A4, A5, a custom size or a thermal roll.

1. **Open Settings, Invoice design**

   Pick a template: classic, Tally simple, Tally with GST, modern, compact, elegant, corporate, minimal, thermal or challan.

2. **Add your branding**

   Upload a logo, add your own UPI QR image, and choose the accent colour and font.

3. **Choose the paper**

   A4, A5, Letter or a custom size in millimetres. Thermal receipts support 58, 76 and 80 mm rolls. Text size can be scaled from 80 to 130 percent.

4. **Print from any voucher**

   Open the voucher and use Print. The toolbar changes the template, paper size and copy (original, duplicate, triplicate) for that print.

What an invoice can show

- Ship-to address (it mirrors the customer's address until you change it), transport details and e-way bill number.
- E-invoice details: IRN and acknowledgement number and date, when you record them against the voucher.
- Bank details, UPI and bank QR codes, amount in words, HSN summary, discount column and your own declaration and footer note.
- Reverse-charge (RCM) self-invoices are numbered with an RCM prefix.

> **TIP**
> Printing to a thermal printer? Choose the Thermal template and the roll width. The page height follows the number of items. If the printer dialog shows A4, pick your receipt printer's own paper size once.

12 GST

Prepare, check, reconcile and export. Arthik Sutra does not file; it hands you clean data.

GSTR-1: check and export

GST, GSTR-1 (offline-tool view) shows your sales the way the GST offline tool does: B2B, B2C large and small, credit and debit notes, exports, advances, HSN summary and documents issued. Roughly fifty checks run on the data: GSTIN format and state, place of supply, tax head, HSN length, rates and more.

- Include or exclude any invoice, with a reason, before export.
- Edit exported values without touching your books: GSTIN, place of supply, invoice type, rate, HSN, unit and e-commerce GSTIN. The record shows an edited badge, and Revert to books values undoes it.
- Accept or reject records. Accept marks a record reviewed (refused while it has errors); reject excludes it with a reason. Filters show pending, accepted, rejected and edited records.
- Download the GSTR-1 JSON, the offline-tool Excel workbook or CSV files. A file over the portal limits is split automatically into several JSON files in a zip.
- Amendment tables (B2BA, B2CLA, CDNRA, CDNURA, EXPA, B2CSA, ATA, TXPDA) are built from documents that amend an earlier period.
- Error file: download an error report, or upload the error file the portal returned and see the portal's message beside each invoice.
- Compare with a filed or downloaded JSON shows what differs from your books, section by section.

GSTR-2B and GSTR-2

- Import GSTR-2B (JSON or PDF) under GST, GSTR-2B and GSTR-1 import.
- GST reconciliation matches the portal with your purchase books, with tick lists, multiple companies and saved runs.
- GSTR-2 and 2B offline-tool view shows your purchases by section; the GSTR-2A tab matches the imported portal rows to your books as matched, only in portal, only in books or value mismatch.

GSTR-3B and the rest

- GSTR-3B import and closing reads the PDF you filed and builds the closing entries.
- RCM register lists reverse-charge purchases and their payment.

- GST Analysis Studio and extra reports compare GSTR-1 with GSTR-3B and explain differences.
- Refund statements prepare Statement-3 style rows and the refund calculation for exports and inverted duty.
- ITC-04 covers goods sent for job work.

> **CAREFUL**
> Tax rates, thresholds and rules are configurable defaults. Check them against current law with your tax advisor before filing.

13 GSTR-1 tables explained

What each table in the GSTR-1 view means, so you know where an invoice will land.

Table	What goes in it
B2B	Sales to GST-registered buyers, invoice by invoice, with the buyer's GSTIN
B2C Large (B2CL)	Inter-state sales to unregistered buyers above the invoice-value threshold in force for the period
B2C Small (B2CS)	All other sales to unregistered buyers, summarised by state, rate and type
Credit and debit notes (CDNR)	Notes issued to registered buyers, linked to the original invoice
Credit and debit notes (CDNUR)	Notes to unregistered buyers where required
Exports (EXP)	Exports with or without payment of tax, with shipping bill details where recorded
Advances (AT) and adjustments (ATADJ)	Advance receipts on which tax is due, and their later adjustment against invoices
Nil, exempt and non-GST (EXEMP)	Nil-rated, exempt and non-GST outward supplies
HSN summary	Quantity and value by HSN or SAC code, with the digit length required for your turnover
Documents issued (DOC)	The first and last number of each invoice series, with counts of cancelled documents
Amendments (B2BA, B2CLA, CDNRA, CDNURA, EXPA, B2CSA, ATA, TXPDA)	Corrections to documents reported in an earlier period

Working the checks

1 Pick the period

Monthly or quarterly, as set under the GSTR-1 configuration.

2

Read the dashboard

Each table shows record count, taxable value, tax, errors and warnings.

3

Fix errors at the source

Open a record; the failing field is marked. Correct it in the books where it belongs, or use Edit for an export-only correction.

4

Exclude what does not belong

Exclude an invoice with a reason, for example a test entry. Excluded records stay listed, marked excluded.

5

Export

Download the JSON for the portal or the offline tool, or the Excel or CSV workbook. Administrators can export with unresolved errors by giving a written reason.

14 GSTR-2B reconciliation and the monthly GST routine

Match what your suppliers filed with what you booked, claim only the credit you are entitled to, and close the month.

Importing GSTR-2B

Download GSTR-2B from the portal as JSON, or use the PDF. Under GST, GSTR-2B and GSTR-1 import, upload it for the right month. The invoices appear as portal records with the supplier's GSTIN, invoice number, date, taxable value and tax.

How matching works

Result	Meaning	Usual action
Matched	Supplier GSTIN and invoice number match, values agree within a rupee	Nothing; claim the credit
Value mismatch	Same invoice, different value or tax	Check the supplier invoice, correct your book or ask the supplier to amend
Only in portal	The supplier filed it, you have not booked it	Book the purchase, or reject it if it is not yours
Only in books	You booked it, the supplier has not filed it	Hold the credit and follow up with the supplier

- Tick lists let you accept or hold groups of invoices, and you can reconcile several companies together.
- Saved runs keep a reconciliation as it stood, with accepted lines and excluded vouchers.
- Invoice numbers are compared after removing spaces, slashes and leading zeros, so small formatting differences do not break a match.

A monthly routine

1. **Book every purchase and expense**

   Include the supplier's invoice number.

2. **Import and reconcile GSTR-2B**

   Resolve mismatches and missing invoices.

3. **Check GSTR-1**

   Clear the errors, export, file, then import the filed return to compare.

4. **Run the RCM register**

   Make sure reverse-charge purchases are booked and the tax paid in cash.

5. **Prepare GSTR-3B**

   Use the GSTR-3B import and closing tool to set off liabilities and post the closing entries.

6. **Lock the period**

   After filing, lock the month so nothing is posted into it by accident.

> **CAREFUL**
> Input tax credit rules (blocked credits, time limits, reversals) are configurable defaults. Confirm them with your advisor before relying on a figure.

15 TDS and TCS

Deduct at source, pay challans, prepare returns and reconcile with Form 26AS.

- When you pay a contractor, professional or landlord above the threshold, pick the party's TDS section on the payment or purchase. TDS is calculated and booked to TDS payable.
- TDS and TCS hub shows what is payable, challans paid and returns due.
- Challans record the tax paid to the government and link it to the deductions it covers.
- Quarterly returns (24Q, 26Q) prepare the return data; Form 16A style certificates can be produced.
- 26AS reconciliation imports your Form 26AS and shows matched and unmatched lines.
- TCS is collected on specified sales and reported the same way.

> **TIP**
> Pay TDS by the due date through a challan entry so TDS payable always shows only what is still owed.

16 Banking and receivables

Keep the bank book honest and chase what customers owe.

1. **Import the statement**

   Tools, Bank statement import (CSV, Excel or PDF) or Credit-card import. Arthik Sutra suggests the ledger for each line from what you chose before.

2. **Review and post**

   Fix any suggestion, then post the lines as vouchers. Lines you post are remembered for next time.

3. **Reconcile**

   Banking, Reconcile statement: tick each bank line against a voucher. What stays unticked is what the bank has not cleared yet, or what you have not recorded.

- Cash and bank shows balances and the cash book and bank book.
- Cheque register tracks received, issued, post-dated and bounced cheques.
- Bills pending lists unpaid bills with age bands. Who owes me and Whom I owe show the totals by party.
- Payment reminders send a polite reminder to overdue customers in one click.
- Multi-currency handles foreign invoices, exchange rates and revaluation when the feature is on.

17 Payroll and fixed assets

Salaries with statutory deductions, and assets with depreciation.

Payroll

- Employees, pay heads, salary structures and attendance and leave.
- Process payroll for a month: earnings, PF, ESI, professional tax and TDS on salary are calculated and posted.
- Payslips for each employee; statutory reports for PF, ESI, professional tax and Form 24Q.
- Loans and advances are tracked and recovered through payroll.

Fixed assets

- Asset register with cost, date, method (straight line or written-down value), useful life and the income-tax rate.
- Run depreciation for a period; entries post automatically and the register shows opening, additions, depreciation and closing values.
- Deferrals handle prepaid expenses and unearned income, releasing them month by month.

18 Reports

Statements are always live. There is no closing ritual.

Report	What it shows
Trial Balance	Every ledger's balance; debits equal credits
Profit and Loss	Income less expenses for a period, with Schedule III notes
Balance Sheet	What you own and owe on one date, in Schedule III format
Group summary	Totals by account group with drill-down to ledgers and vouchers
Day Book and registers	Every voucher by date; sales, purchase, cash and bank books
Outstanding	Bill-by-bill receivables and payables with ageing
Branch reports	Profit and trial balance per branch, plus an inter-branch check
Consolidation	Several companies combined, with inter-company balances eliminated

Working with reports

- Filter, sort and search on registers; turn on a running balance where it helps.
- Choose the unit for statements: rupees, thousands, lakhs or crores.
- Export any report to Excel or PDF; the export keeps your headings, number formats and frozen header row.
- Click any amount to drill down to the ledger and then the voucher behind it.

Branches and head office

Tag each voucher with a branch and every report can be filtered by branch. Transfers between branches are recorded on both sides on an inter-branch ledger. Across the whole company the balance is nil, so the company-wide Balance Sheet and Profit and Loss show no inter-branch amount. The inter-branch check report lists each branch's balance and flags any difference, which means one side of a transfer is missing or was booked to the wrong branch.

NOTE

For separate companies in a group, Consolidation removes only the ledger names you list as eliminations, and warns when the eliminated balances do not offset.

19 Moving data in and out

Bring your books from Tally or Excel, keep safe copies, and compare.

Import

- Import from Excel: ledgers, parties, items, opening balances and vouchers from the supplied templates.
- Import Tally XML: masters and vouchers, with a preview before anything is saved. The page lists the five steps to export from Tally.
- Tally migration compares your Trial Balance and stock with Tally so you can prove the move.
- Bank and card statements import as described in the banking chapter.

Backup and restore

- Tools, Backup and Restore creates an encrypted .cxb file with every entry exactly as it was. Download it and keep a copy off the computer.
- Restore opens a backup as a new company or replaces a company's data.
- Split data by date separates old years into their own company file.
- Compare books shows the differences between two companies or two backups.

> **TIP**
> Take a backup before big changes: year-end, an import, or a merge of duplicates.

20 What is new in this release

A summary of the newest features in Arthik Sutra ERP: The System Behind Every Business.

New look, mobile layout and sign-in

The app has a refreshed look with larger touch targets. On a phone the sidebar becomes a menu button, with one avatar menu and a company sheet. The logo switches between its light and dark version with the theme. A new sign-in page handles sign-in, create account and password reset.

Google Drive company data storage

1. **Download the data file**

   When you create a company, download the data file offered. It holds your company.

2. **Upload to Drive and share**

   Upload the file to Google Drive and set General access to Anyone with the link.

3. **Paste the link**

   Paste the Drive link in Arthik Sutra ERP (Tools, Backup & Restore) and Save link. The link is checked; a private file or sign-in page gives a warning and Save anyway.

4. **Load the latest**

   Choose Load latest from Drive link. A safety backup is taken first and you confirm the RESTORE prompt before data is replaced.

5. **Update the link**

   If you upload a new file, use Update link to point to it.

> **TIP**
> Anyone with the link can open the file. Share it only with people you trust, and keep a second copy of the downloaded file.

Practice company

The practice company replaces the sample company. It is created from the Your companies page, Add practice company. Open Tools, Backup & Restore and choose Reset practice company to return it to its

original data at any time; real companies are never touched.

Public shop

- Storefront with your listed items, a cart, and customer accounts with My orders and tracking.
- Shop editor with a live preview as you change banner, colours and text.
- Shop inbox (Tools, Online shop): reply to customers (seller replies show in My orders) and update order status and tracking.

Order to invoice or bill

Open any sales or purchase order (posted or draft) from its voucher page and click Convert to Sales Invoice or Convert to Purchase Bill; draft orders such as shop orders are confirmed first, which needs the post permission. Shop orders can also be converted from Orders & deliveries, Enquiries, Convert to Sales Invoice. An editable draft opens pre-filled from the order party and pending lines, with an order-versus-actual panel showing ordered, already converted, this draft and variance. Only posting the draft makes it real and reduces the order pending quantity; deleting the draft leaves the order untouched.

Delivery planner

Open Transactions, Review and follow up, Delivery routes & trips. Posted delivery notes and sales orders due on or before the run date appear there (sales invoices do not). Add vehicles and slots, plan them into runs, print run sheets, move each delivery through its status and record proof of delivery.

Industry pack additions

Pack	New
Pharmacy	Doctor directory
Jewellery	Rate board
Garments	Size-colour matrix, labels, reorder level
Construction	Site-wise cost
Restaurant	Reservations
Garage	Workshop floor
Transport	Proof of delivery
Trade	Credit limits
Dairy	Milk type and payment sheet
Real estate	Brokers, brokerage, overdue interest, RERA expiry
School	Receipt cancel, late fine, student edit
Salon	Win-back and membership extension
Clinic	Follow-ups

Pack	New
Hotel	Guest ID
Mobile repairs	Repair job tracking
Retail	Till payouts

Blog editor

Type / on an empty line in the blog editor to open the slash menu and insert headings, lists, quotes, images, tables and dividers.

21 Moving from Tally, step by step

A safe route from TallyPrime to Arthik Sutra, with a check at each stage.

1. **Before you start**

   Pick the financial year. Finish and back up your Tally company. Decide whether to bring just masters and opening balances, or the full year of vouchers.

2. **Get the data out of Tally**

   Export Masters as XML (Gateway of Tally, Alt+E, Masters, XML, All Masters). Then open Day Book, set the period, show all vouchers, and export as XML. You can also read straight from a running Tally if it is set to accept connections.

3. **Import into Arthik Sutra**

   Tools, Import Tally XML. Upload masters first, then the Day Book. A preview shows counts and anything that cannot be mapped before anything is saved.

4. **Reconcile**

   Tools, Tally migration compares the Trial Balance and stock with the totals from Tally so you can prove the move to the paisa.

5. **Check by hand**

   Cost categories, price lists, budgets, payroll and bills of materials are not imported. Foreign-currency vouchers post at their rupee value, with the foreign amount in the warning. Ledgers created from voucher use that were missing from the masters file are listed.

> **TIP**
> Do one small real export first, import it into a practice company and reconcile it. Then run the full history.

Going back out

Arthik Sutra can export vouchers and masters to Tally XML, so moving back is also possible.

22 Books on this device in detail

How local books work, and how to keep them safe.

- The company lives inside your browser as an encrypted database. Nothing is sent to a server.
- It works with no internet. Open the page once online so the app is cached, then it runs offline.
- Each device holds its own copy. To use the books on another computer, back up to a .cxlb file and open that file there.
- Local company files can be password-protected; without the password the file cannot be read.
- Local books support the same modules as online books: vouchers, GST, TDS, stock, payroll, banking and reports.

Keeping them safe

1. **Back up often**

   Choose Back up now and save the .cxlb file to a different drive or cloud folder.

2. **Test the backup**

   Open the file in a practice window now and then to confirm it restores.

3. **Do not clear site data**

   Clearing browser storage deletes books that exist only in the browser.

> **CAREFUL**
> A lost password on a protected local file cannot be recovered. Store it safely.

23 Settings reference

Every setting that changes how the books behave.

Setting	Where	Effect
Company profile	Settings, Company profile	Legal name, trade name, address, state, GSTIN and PAN. Printed on invoices.
Features (F11)	Settings, Features	Switches modules on or off for this company.
Require approval before posting	Settings, Posting rules	Entries are saved as drafts that another person approves.
Allow selling more stock than available	Settings, Posting rules	Off by default; allowing it makes stock values unreliable.
Allow cash to go below zero	Settings, Posting rules	Off by default; a negative cash balance is usually a missing receipt.
Stock valuation	Settings, Posting rules	Weighted average or FIFO; changeable only before any stock moves.
Default to non-GST vouchers	Settings, Posting rules	For unregistered businesses: new vouchers start with the Non-GST switch on.
Discount ledgers	Settings, Posting rules	Where sales and purchase discounts are posted.
Invoice design	Settings, Invoice design	Template, logo, UPI QR, paper size, text size, footer and declaration.
AI quick entry	Settings, AI quick entry	Optional; off by default. See the AI chapter.
Users and access	Settings, Users and access	People, roles and password resets.
Lock period	Period & compliance, Lock period	Blocks posting on or before a date.
Books password	Settings, Books password	A second password to open this company.

24 New features in plain words

Recent additions, explained for shop owners. Each one is optional and lives in the menu shown beside it.

Feature	What it does for you	Where to find it
Petty expenses	Record small cash spends (tea, fare, stationery) in one quick list	Transactions, Petty expenses
Quick entry	Type a sale or purchase the way you say it, check it, then save	Home, Quick entry (Ctrl+J)
Voice entry	Speak into the microphone in Quick entry; check the text before saving	Quick entry, microphone
Regional languages	English, Hindi, Gujarati or Marathi	Account menu, language
Ask your books	Ask a plain question such as who owes me most	Reports, Ask your books
Custom report builder	Choose columns, filters and totals; save the report to open again	Reports, Custom reports
CMA data and forms	Bank loan file: Forms I to VI built from your books	Reports, CMA data (bank loan)
Renewals	Licences, insurance and contracts with due dates	Period & compliance, Renewals
Month-end checklist	The steps to close a month, in order	Period & compliance, Month-end checklist
Import from Busy, Marg, Zoho	Preview, then bring masters and vouchers across	Tools, Switch from Busy / Marg / Zoho
Practice company	A copy to practise on; can be reset any time	Your companies page, Add practice company (reset from Tools, Backup & Restore)
GSTIN lookup	Checks a GSTIN when you add a party	Parties, add or edit a party
E-invoice and e-way bill	Keep IRN and e-way bill details with the voucher	Transactions, E-way bill / e-invoice

Feature	What it does for you	Where to find it
Comments and tasks	Mention a colleague with @name; turn a comment into a task	On a voucher, party or item; Tasks
Data health	Automatic checks that point to likely mistakes	Audit, Audit analysis
App lock	Books on this device lock after a few minutes idle; work is saved first	Automatic

Industry packs

Sixteen packs fit specific trades. Turn on only those you need under Settings, Industry packs (turn on / set up). Each adds its own screens and reports, and the basic books work the same as before.

Pack	For whom
Restaurant, Garage, Transport, Construction	Eateries with tables and KOT; workshops with job cards; lorry receipts and trips; BOQ and running bills
Pharmacy, Garments, Jewellery	Batch and expiry; size and colour grid; weight, purity and making charges
Retail, Mobile, Hotel, Clinic	Barcode billing and shifts; IMEI and EMI; rooms and guest folio; patients and OPD bills
Trade sectors	Pharmacy licence billing and expiry dashboard, roll and meter billing, distributor schemes, spec search, price levels, breakage, variants, warranty
School, Real estate, Salon / gym, Dairy	Fees and dues; bookings and demands; memberships and commission; milk collection with FAT/SNF

> **NOTE**
> GST rates set by a pack are defaults. Check them with your tax adviser before you file.

Tour and help

- The welcome tour is shown once per account and can be skipped at any step.
- To see it again, open the account menu and choose Replay the guided tour, or use the Guide page.

25 AI quick entry and your privacy

Quick entry works without AI. AI is optional and off by default.

- Without AI, built-in rules read your typed line: type, party, items, amount, date and bank.
- With AI on, you add your own provider key and consent. Only your typed sentence and the names of your ledgers, parties and items are sent. No amounts from the books, no balances, no documents.
- You always review a draft before anything posts. AI never posts by itself.
- Turn it off any time under Settings, AI quick entry.

Your data and privacy

Arthik Sutra includes tools for the Digital Personal Data Protection Act: a privacy notice, consent records, and a My data and privacy page where a person can see what is held about them and request correction or erasure. Where law requires books to be kept, erasure removes personal details while keeping the accounting record intact.

> **NOTE**
> This guide is not legal advice. Have your own advisor confirm what applies to your business.

26 Security, audit and privacy

Arthik Sutra is designed so that a record can be trusted.

- Audit log: every create, change, deletion, posting, reversal, import, backup and permission denial, in order, with before and after values. Each record is chained to the previous one so tampering is detectable.
- The owner can archive old entries (hidden with a retained digest) or clear specific entries or all of them with a reason. Clearing is itself logged, and the chain check still passes.
- Period lock: after filing, lock the period so nobody can post into it by accident.
- Roles, approvals, two-factor sign-in and a books password limit who can do what.
- Data is separated by company, and bank account numbers and device files are encrypted.
- Privacy tools under My data and privacy support access and erasure requests under the DPDP Act.

> **CAREFUL**
> Clearing audit entries cannot be undone. Use archive when you only want a shorter list.

27 Administrator tasks

For owners and platform administrators.

Security policy defaults

Policy	Default
Minimum password length	10 characters
Session length	12 hours
Lock-out	5 failed sign-ins locks the account for 15 minutes
IP throttling	After 20 failures in 15 minutes
Password storage	One-way hashes; passwords are never stored or shown
Two-factor sign-in	Available to everyone; can be required per workspace

Period locking

Period & compliance, Lock period blocks posting on or before a date. Use it after filing returns and after the audit of a month or year. Partly reopening a lock is possible for the owner and is recorded.

Year end

No closing entries are needed: the Balance Sheet carries accumulated profit automatically. A good routine is to reconcile banks, review receivables, payables and stock, post depreciation and provisions with journals, take a backup, then lock the year.

Platform administration (online service)

- Sign-up requests: review and approve new accounts before any account exists.
- Plans and pricing: edit plans, limits and the free trial.
- Subscribers: grant or extend a licence, record payments, and issue numbered invoices in your own name.
- Payment details: upload your UPI QR and bank details shown on invoices.
- Support: reply to support chats and read attachments.

28 Checklists

Routines that keep the books clean. Print this page.

Every day

- Record sales, purchases, receipts and payments, with supplier invoice numbers.
- Import the bank statement and post the lines.
- Check Bills pending for anything due.

Every week

- Reconcile the bank statement.
- Send payment reminders.
- Review drafts waiting for approval.
- Take a backup.

Every month

- Reconcile GSTR-2B and fix mismatches.
- Check GSTR-1, export and file.
- Pay TDS by the 7th and enter the challan.
- Run payroll and post the statutory payments.
- Post depreciation and any provisions.
- Close GSTR-3B, then lock the month.

At year end

- Count stock and post the difference with a Physical Stock voucher.
- Review debtors and creditors, write off what must be written off.
- Run the Trial Balance, Profit and Loss and Balance Sheet; export them.
- Take a backup, keep one copy off the computer, then lock the year.

29 Glossary

Plain meanings of the words used in Arthik Sutra.

Term	Meaning
Ledger	An account, such as Cash, Rent, or a customer
Group	A heading that collects ledgers, such as Sundry Debtors
Voucher	One recorded transaction: a sale, a payment, a journal
Debit (Dr) and credit (Cr)	The two sides of every entry; each voucher's debits equal its credits
Posting	Making a voucher final so it affects the books
Reversal	An equal and opposite voucher that cancels a posted one
Trial Balance	A list of every ledger's balance; debits equal credits
Schedule III	The format companies use for the Balance Sheet and Profit and Loss
GSTIN	The 15-character GST registration number
HSN and SAC	Codes that classify goods (HSN) and services (SAC) for GST
Place of supply	The state a supply is treated as made in; it decides CGST/SGST or IGST
CGST, SGST, IGST	Central, state and integrated GST
RCM	Reverse charge: the buyer pays the tax instead of the seller
ITC	Input tax credit: GST paid on purchases that can be set off against GST on sales
GSTR-1, 2B, 3B	Outward supplies return, auto-drafted inward supplies statement, and the monthly summary return
IRN	Invoice Reference Number issued for an e-invoice
TDS and TCS	Tax deducted at source and tax collected at source
26AS	The statement of tax credits held against your PAN
Bill-wise	Tracking each invoice separately so receipts and payments are matched to it
Contra	A voucher moving money between cash and bank accounts
Optional voucher	A transaction recorded without accounting effect until converted

Term	Meaning
Period lock	A date on or before which nothing can be posted
Books password	A second password needed to open a company
Local books	A company stored in your browser as an encrypted file
.cxb and .cxlb	Arthik Sutra backup files for online and local companies

30 Frequently asked questions

Short answers to what people ask most.

Question	Answer
Is Arthik Sutra only for GST-registered businesses?	No. GST is optional per company and there is a Non-GST mode per voucher.
Can I move from Tally?	Yes. Import Tally XML or Excel, then compare the Trial Balance and stock with the old books. You can export back to Tally XML.
Does it file my GST or TDS returns?	No. It prepares and exports the data in portal-ready formats; you or your advisor file it.
Can I edit a posted entry?	No. Reverse it, or modify with history so the original is kept.
Do I need the internet?	Not for books on this device. Online books need a connection.
Can several people work together?	Yes, with online books and roles. Local books are for one person at a time.
How do I stop someone changing last year?	Lock the period.
I entered a bank withdrawal as a receipt. How do I fix it?	Reverse it and enter a contra from the bank to cash. In Quick entry, words like withdrawal, ATM or nikala make a contra automatically.
Why did my sale post as a plain amount?	No item or quantity was entered. Type it like 10 pcs bolt @100, or use item mode.
Why is my GSTR-1 export blocked?	Errors on included records block it. Fix them, exclude the records, or have an administrator export with a written reason.
How do I get my data out?	Tools, Backup and Restore for a full copy, and export any report to Excel or PDF.
What if I forget my password?	Ask your administrator to reset it. A forgotten Books password is reset the same way by an owner.
What does read-only mean after a subscription ends?	You can still view and export everything, but cannot post. Renewing restores editing; nothing is deleted.
Is my data encrypted?	Backups, device files and bank account numbers are encrypted. Sign-ins support two-factor.

31 Every feature, step by step

Where to find each feature, how to use it, and one tip. Arthik Sutra ERP: The System Behind Every Business.

What's new

- Five-group sidebar with collapse rail (Ctrl/Cmd+B), phone bottom bar, keyboard shortcuts, shared lists with search, sort, filters and bulk actions, Day Book period summary, dashboard tabs, undo after posting, and POS billing keys (F2, F8, Ctrl+N).
- Arthik Sutra ERP: The System Behind Every Business (earlier called Finvahi).
- New look, mobile layout, light and dark logo and a new sign-in.
- Google Drive company data storage: download the data file, upload to Drive, share with anyone with the link, paste the link (checked for public access when saved); load latest, update link, safety backup and RESTORE confirmation.
- Practice company replaces the sample company (Your companies > Add practice company; reset from Tools > Backup & Restore).
- Public shop: storefront, cart, customer accounts, My orders, tracking, seller replies, shop editor with live preview and an orders and enquiries inbox.
- Sales order to sales invoice and purchase order to purchase bill as editable drafts with an order-vs-actual panel.
- New industry pack features across pharmacy, jewellery, garments, construction, restaurant, garage, transport, trade, dairy, real estate, school, salon, clinic, hotel, mobile repair and retail.
- Delivery routes & trips (Transactions > Review and follow up) with vehicles, slots, run sheets, status flow and proof of delivery; blog editor slash menu.
- New sidebar: sections with small headings, Inbox, Chat and Mentions on Home.
- POS: scanning, hold and recall, split and card payment, thermal printing, WhatsApp receipt, shifts, offline queue.
- Quick entry in English, Hinglish, Gujarati and Marathi; bank reconciliation that learns your matches.
- Comments, tasks, inbox, chat, e-mail notification preferences; CMA Forms I to VI, report builder and Ask your books.

Getting started

- Where to find it: Your companies page, then Home

1

Step 1

Sign in and choose your company on the Your companies page. New here? Create the practice company with sample data to practise first.

2

Step 2

Open Settings > Company profile and fill in name, address, GSTIN, PAN and financial year.

3

Step 3

Open Settings > Features (F11) and switch on only what you use: GST, inventory, orders, payroll and so on.

4

Step 4

Add your customers (Masters > Sundry Debtors) and suppliers (Masters > Sundry Creditors).

5

Step 5

Enter opening balances from Tools > Opening balances, then record your first Sales or Purchase from Transactions > Vouchers.

> **TIP**
> Press Ctrl K anywhere to search accounts, parties and vouchers. Light theme is the default; change it from the avatar menu.

All voucher types and entry tips

- Where to find it: Transactions > Vouchers (record)

1

Step 1

Open Transactions > Vouchers and pick the type. Everyday: Sales, Purchase, Receipt (money in), Payment (money out), Contra (cash/bank moves), Journal (adjustments), Expense.

2

Step 2

Returns and notes: Credit Note (sales return), Debit Note (purchase return). Others: Reversing Journal, Self invoice (RCM), Opening Balance, Memorandum (no effect on books).

3

Step 3

Stock vouchers: Stock Journal and Physical Stock. Orders: Quotation, Sales Order, Delivery Note, Rejections In, Purchase Order, Receipt Note (GRN), Rejections Out. Job work (when the Job work feature is on): Job Work Out Order, Material Out, Material In, Job Work In Order, Principal Material In, Principal Material Out, Manufacturing Journal. POS Invoice is a fast counter bill with several payment modes (when the POS feature is on).

4

Step 4

Fill the party, date and items. Industry details (batch, IMEI, size, weight) appear only when that industry pack is on.

5

Step 5

Save. Use Alt + the letter shown on the voucher menu (for example Alt S for Sales) or the F-keys if you use Tally-style keys.

> **TIP**
> Entering a Sales but it is really a Purchase? Use the switch at the top of the form to change the type without retyping.

> **TIP**
> Party or item missing? Use quick-create (the plus next to the field) and carry on without leaving the voucher.

> **TIP**
> Mistake after saving: Duplicate copies a voucher; Edit changes a draft or open voucher; Reverse or Cancel on a posted one makes a correcting entry. Posted entries are never deleted.

Typing and voice quick entry

- Where to find it: Transactions > Quick entry (type it), or Ctrl J

1

Step 1

Open Quick entry and type the sentence as you would say it. Voice: tap the microphone and speak.

2

Step 2

Examples: sold 5 bolts to Uday @20 gst 18% | Ramesh ko 5000 rupaye diye (Hinglish) | Ramesh pase 5 kilo chawal vikla (Marathi) | Uday ne 5000 aapya (Gujarati).

3

Step 3

Read the confirm panel: party, item, quantity, rate, tax, date and voucher type.

4

Step 4

Wrong? Edit the sentence or change a field in the panel, then press Confirm. Nothing is saved until you confirm.

5

Step 5

Item names are read against your saved items. See 'Quick entry: item reading, switching voucher and quick-create'.

> **TIP**
> Say the date or it uses today. If you leave out an item the entry posts as a plain amount and the panel tells you so.

Petty expenses

- Where to find it: Transactions > Petty expenses

1. **Step 1**

   Open Petty expenses.

2. **Step 2**

   Type the amount and what it was for (tea, auto fare, stationery).

3. **Step 3**

   Choose cash or bank and save. It posts to the right expense ledger.

> TIP
> Take a photo of the bill if the screen offers it; it stays with the entry.

Masters: groups, ledgers, parties, cost centres, budgets

- Where to find it: Masters

1. **Step 1**

   Ledgers (Chart of Accounts): add an account and choose its group so it lands in the right report.

2. **Step 2**

   Sundry Debtors / Creditors: add a party with GSTIN, address, credit days and opening balance.

3. **Step 3**

   Voucher types, Cost centres, Budgets, Price levels & credit, Branches & locations: set up only if you need them.

4. **Step 4**

   Merge duplicates: choose the two records; all entries move to the one you keep.

> TIP
> Typing the GSTIN fills state and checks the format.

Inventory

- Where to find it: Inventory (needs Features > Inventory)

1. **Step 1**

   Create Units of measure, Stock groups and Godowns.

2

Step 2

Add Stock items with unit, HSN, GST rate and opening stock.

3

Step 3

Sales and Purchase vouchers move stock by themselves. Use Stock Journal for damage or godown transfer, Physical Stock after counting.

4

Step 4

Low stock & reorder shows what to buy; Inventory reports show stock value and movement.

> **TIP**
> Batches and Stock categories are separate switches in Features.

Orders and deliveries

- Where to find it: Transactions > Orders & deliveries (Features > Orders)

1

Step 1

Raise a Quotation, then a Sales Order when the customer confirms.

2

Step 2

Send goods with a Delivery Note; later bill it as a Sales invoice.

3

Step 3

For buying: Purchase Order, Receipt Note (GRN), then the Purchase bill.

4

Step 4

Rejections In/Out record returned goods before billing. The Orders page shows what is still pending.

> **TIP**
> Open the order and use the convert/bill action instead of retyping.

Job work

- Where to find it: Inventory > Job work registers (Features > Job work)

1

Step 1

Job Work Out Order: order placed on a job worker.

2

Step 2

Material Out: send raw material (no sale). Material In: receive processed goods.

3

Step 3

If you are the job worker: Job Work In Order, Principal Material In and Out.

4

Step 4

ITC-04 under GST shows material sent out and received.

> TIP
> Check the registers to see material lying with each job worker.

Manufacturing

- Where to find it: Inventory > Bills of materials (Features > Manufacturing)

1

Step 1

Create a Bill of materials: finished item and the components.

2

Step 2

Record a Manufacturing Journal: components are consumed, finished goods added to stock.

3

Step 3

Check Inventory reports for the new stock value.

> TIP
> Keep component units the same as in the stock item.

POS counter billing

- Where to find it: Transactions > Vouchers > POS Invoice (Features > POS)

1

Step 1

Open POS on the counter device.

2

Step 2

Scan or search items; set quantity.

3

Step 3

Pick payment mode (cash, UPI, card, mixed) and finish. Print or share the bill.

4

Step 4

See 'POS counter' and 'POS printers, shifts, offline queue and FEFO batches' for scanning, 5* multiply, weighing, hold/recall, split pay, thermal print, WhatsApp, shifts and offline billing.

> TIP
> Retail pack adds barcode billing and shift close.

Industry packs (all 16)

- Where to find it: Settings > Industry packs (turn on / set up) and the Industry section; 'More industries' lists the rest

1. **Step 1**

   Open Settings > Industry packs and switch on the packs that fit. There are 16, including Trade sectors; see 'All 16 industry packs and the 14 pack reports'.

2. **Step 2**

   Open More industries for the packs not shown first.

3. **Step 3**

   Each pack adds its own desk under the Industry menu section, for example Restaurant tables and KOT, Garage job cards, Pharmacy batch and expiry, Jewellery weight and purity.

4. **Step 4**

   Voucher forms then show that pack's fields (batch, IMEI, size and colour, weight).

> **TIP**
> Turning a pack on or off never deletes data.

Trade-sector features (summary)

- Where to find it: Settings > Industry packs, then Industry > Trade sectors

1. **Step 1**

   See 'Trade sectors in detail' for how to use each feature.

2. **Step 2**

   Pharmacy licence billing and expiry, roll and meter billing, distributor schemes, spec search, price levels, glassware breakage, variants and warranty at billing are all available.

> **TIP**
> Switch the related industry pack on first; the new fields appear inside it.

GST: returns, studio, GSTR-2B, e-invoice, lookups

- Where to find it: GST (needs Features > GST)

1. **Step 1**

   GST hub: see tax payable and filing status. GST registers and HSN: sales, purchase and HSN summary.

2 **Step 2**

GSTR-1 / 2B import: upload the portal file. GST reconciliation matches GSTR-2B with your purchases; accept, ignore or fix each line.

3 **Step 3**

GSTR-1 vs GSTR-3B reconciler and GST Analysis Studio: compare returns and drill into differences.

4 **Step 4**

GSTR-3B import and closing, RCM register, Refund statements, ITC-04 for job work.

5 **Step 5**

E-way bill / e-invoice (Transactions): save the IRN and e-way bill number against the invoice.

6 **Step 6**

In a party form, type the GSTIN: format and state are checked; PAN too. Names are fetched only if a provider is set.

> **TIP**
> Do the GSTR-2B reconciliation before filing GSTR-3B each month.

> **NOTE**
> Limits: Return filing itself is done on the GST portal; Arthik Sutra prepares and reconciles.

TDS and TCS

- Where to find it: TDS / TCS

1 **Step 1**

Mark the TDS section on the expense or purchase; deduction is calculated.

2 **Step 2**

TDS payable shows what is owed. Record a Challan when you pay.

3 **Step 3**

Quarterly returns prepares the 24Q/26Q data. 26AS reconciliation compares with the tax department's record.

4 **Step 4**

TDS / TCS reports list deductions by party and section.

> **TIP**
> Pay by the 7th of next month so payable shows only what is still due.

Banking and reconciliation

- Where to find it: Banking > Cash & Bank, Reconcile statement

1. **Step 1**

   Open Reconcile statement and upload the bank statement (Tools > Bank statement import also works).

2. **Step 2**

   Matched lines are ticked for you. Matches the system learned from earlier months are suggested first.

3. **Step 3**

   Split one bank line across several entries, or match partly when a payment settles only part of a bill.

4. **Step 4**

   Create missing entries (charges, interest) from the unmatched lines, then finish.

> **TIP**
> Reconcile every month; the Cheque register and post-dated cheques sit in Banking too.

Receivables and payables

- Where to find it: Receivables & payables

1. **Step 1**

   Who owes me and Whom I owe list outstanding by party and age.

2. **Step 2**

   Bills pending shows each unpaid bill; settle them from Receipt or Payment vouchers.

3. **Step 3**

   Payment reminders sends reminders; Customer links & payment claims lets customers view bills and claim payment; Collections tracks follow-up.

> **TIP**
> Turn on Features > bill-wise tracking first.

Payroll

- Where to find it: Payroll (Features > Payroll)

1. **Step 1**

   Add Employees and Pay heads & structures.

2. **Step 2**

   Record Attendance & leave.

3. **Step 3**

   Process payroll for the month, review, then post.

4. **Step 4**

   Print Payslips. Payroll statutory covers PF, ESI, PT and 24Q.

> **TIP**
> Check Payroll settings once at the start of the year.

Fixed assets

- Where to find it: Fixed assets (Features > Fixed assets)

1. **Step 1**

   Add asset in the Asset register with cost, date and rate.

2. **Step 2**

   Open Depreciation, review the amounts and post.

3. **Step 3**

   Use Maintenance to note services due.

> **TIP**
> Post depreciation once a year at closing.

Reports and Ask your books

- Where to find it: Reports

1. **Step 1**

   Balance Sheet, Profit & Loss, Trial Balance, Group summary: set the date range at the top.

2. **Step 2**

   Monthly MIS pack and Cash-flow forecast for owners; Profit by customer and by item.

3. **Step 3**

   CMA data (bank loan): Forms I to VI built from your books; fill CMA form details first.

4

Step 4

Custom reports: choose columns, filters and totals, then save.

5

Step 5

Ask your books: type a question like who owes me most.

6

Step 6

Financial statements follow your entity type (proprietor, partnership, company, trust) with the right capital section.

> **TIP**
> Click any figure to drill down to the entries behind it.

Audit, Form 3CD and ITR

- Where to find it: Audit; Reports > Advance tax and ITR estimate

1

Step 1

Audit analysis and Ledger review show unusual entries and open points.

2

Step 2

Data health (Tools) flags duplicates, missing numbers and odd dates.

3

Step 3

Audit log and Activity show who did what.

4

Step 4

Tax-audit data for Form 3CD and the ITR estimate are prepared from the books for your CA.

> **TIP**
> Give your CA the Auditor role: view only.

> **NOTE**
> Limits: Form 3CD and ITR figures are working data for your CA, not a filing.

Practice company, public shop and enquiries

- Where to find it: Your companies; Tools > Online shop

1

Step 1

Create practice company adds sample data you can reset any time.

2

Step 2

Online shop (Tools) publishes a public page for your items; enquiries from visitors land in your list.

3

Step 3

Read and answer enquiries from the shop page.

> TIP
> Never enter real work in the practice company.

Notices, renewals, month-end, year-end, period lock

- Where to find it: Period & compliance

1

Step 1

Notices: log GST or tax notices with due dates.

2

Step 2

Renewals: licences, insurance and contracts with reminders.

3

Step 3

Month-end checklist: follow the steps in order.

4

Step 4

Year-end closing: carries balances forward. Lock period stops changes to closed dates.

> TIP
> Lock the period only after your CA confirms.

Comments, @mentions, tasks, inbox, chat, who is editing

- Where to find it: Any voucher > Comments; Tasks and Inbox in the menu

1

Step 1

Open a voucher, party or item and write a comment. Type @ and a name to notify a colleague.

2

Step 2

Turn a comment into a Task with a due date; check Tasks and your Inbox.

3

Step 3

Use Chat for quick talk. A badge shows who else is editing the same record.

> TIP
> Reply in the comment so the history stays with the entry.

Approvals, users and roles

- Where to find it: Settings > Rules & approvals; Settings > Users & access

1. **Step 1**

   Turn on Require approval before posting in Rules & approvals.

2. **Step 2**

   Add users with a role in Users & access: Owner, Accountant, Data entry, Approver, Inventory staff, Tax preparer, Auditor.

3. **Step 3**

   The person who made a voucher cannot approve it.

> **TIP**
> One login per person, a different role in each company.

Books password, app lock, 2FA

- Where to find it: Settings > Books password; account menu

1. **Step 1**

   Books password: set a password to open a company on a device.

2. **Step 2**

   App lock: books lock after a few minutes idle; unlock with the password.

3. **Step 3**

   Turn on two-factor sign-in (2FA) from your account menu and scan the code with an authenticator app.

> **TIP**
> Keep recovery codes safe; lost ones need an administrator.

Backup and restore

- Where to find it: Tools > Backup & Restore

1. **Step 1**

   Choose Backup and save the file somewhere safe.

2. **Step 2**

   To restore, choose Restore and pick the file.

3

Step 3

Take a backup before year-end, imports or merges.

> **TIP**
> Restore replaces current data; check the company first.

> **NOTE**
> Limits: Restore needs the Restore permission.

Imports: Excel, Tally, Busy, Marg, Zoho, bank, credit card

- Where to find it: Tools

1

Step 1

Import from Excel: download the template, fill, upload.

2

Step 2

Import Tally XML, Tally bridge and Tally migration for Tally users.

3

Step 3

Switch from Busy / Marg / Zoho: upload the export.

4

Step 4

Bank statement import and Credit-card import load statements for reconciliation.

5

Step 5

Read the preview of problems; nothing saves until you confirm.

> **TIP**
> Import a small file first.

API and webhooks

- Where to find it: Settings > API & integrations

1

Step 1

Create an API key with only the access needed.

2

Step 2

Add a webhook URL to receive events such as a new voucher.

3

Step 3

WhatsApp Business has its own page under Settings.

TIP

Never share keys by chat or email.

NOTE

Limits: For developers; test with the practice company.

Languages, display size and accessibility

- Where to find it: Account menu

1. **Step 1**

   Choose English, Hindi, Gujarati or Marathi.

2. **Step 2**

   Pick a larger display size if text is small.

3. **Step 3**

   High-contrast and keyboard use are supported.

TIP

Language changes only the screens, not your data.

Install as app, push alerts, tour replay, shortcuts

- Where to find it: Browser menu; account menu

1. **Step 1**

   Phone: open the browser menu and choose Add to Home screen. Computer: use the install icon in the address bar.

2. **Step 2**

   Allow notifications when asked to get push alerts.

3. **Step 3**

   Account menu > Replay the guided tour.

4. **Step 4**

   Shortcuts: Ctrl K search, Ctrl J quick entry, Alt plus letter for vouchers.

TIP

Installed app opens faster and works on a weak network.

Troubleshooting

- Where to find it: Settings; /books/status

1. **Step 1**

   Page says the database needs an update: open Books status (/books/status) and press Apply database updates now.

2. **Step 2**

   A menu item or field is missing: turn the feature on in Settings > Features (F11) or the pack in Settings > Industry packs.

3. **Step 3**

   Cannot post: check the period lock and your role.

4. **Step 4**

   Numbers look wrong: run Data health and the Trial Balance.

> TIP
> Take a backup before trying fixes.

Blog, compare page and legal pages

- Where to find it: Public website footer; see also 'Landing page, compare page, legal pages and signup states'

1. **Step 1**

   Blog: tips and updates on accounting and GST.

2. **Step 2**

   Compare page: how Arthik Sutra differs from other accounting software.

3. **Step 3**

   Legal pages: terms of use, privacy policy and refund terms.

> TIP
> These are public pages and need no sign-in.

Short glossary

- Where to find it: -

1. **Step 1**

   Ledger: one account, such as Cash or a customer.

2

Step 2

Voucher: one entry, such as a sale.

3

Step 3

GSTR-2B: suppliers' tax data for you. RCM: you pay GST for the supplier.

4

Step 4

TDS: tax cut at payment. FEFO: first expiry, first out. CMA: data a bank asks for a loan.

Sidebar, five groups, collapse rail and phone bottom bar

- Where to find it: Left sidebar (the menu icon on a phone); bottom bar on a phone

1

Step 1

The sidebar has five groups: Home, Sales & purchases, Inventory & masters, Banking & tax and More. Each group holds the older sections as small headings: Sales & purchases has Transactions and Receivables & payables; Inventory & masters has Inventory, Masters and Fixed assets; Banking & tax has Banking, GST & TDS and Reports; More has Industry and Settings.

2

Step 2

Home holds Home, Inbox, Chat, Mentions, Tasks, Daily digest and How accounting works. Inbox and Chat show a red number when something is unread; Mentions opens the Inbox filtered to messages that mention you.

3

Step 3

On a desktop, press Ctrl+B (Cmd+B on a Mac) or use the collapse button at the top of the sidebar to shrink it to an icon rail. The choice is remembered on this device. In the rail, clicking a group icon opens its first page.

4

Step 4

Type in the Filter menu box at the top of the sidebar to find any item. Groups and items you have no permission for, or whose feature is switched off, are hidden.

5

Step 5

On a phone a bottom bar gives Home, two shortcuts, a New entry button, Search and Menu. Menu opens the full list.

> **TIP**
> Press Ctrl K from any screen to search accounts, parties and vouchers.

> **NOTE**
> Limits: Which items you see depends on your role and on Settings > Features.

Company list, workspace top bar, avatar menu and company sheet

- Where to find it: Your companies page; top bar of every company screen

1

Step 1

On Your companies, the top bar has the logo and one account menu: account, subscription, admin (for admins) and sign out.

2

Step 2

Inside a company the top bar shows the company name, search and the avatar. Tap the avatar for one menu: language, display size, theme, replay tour, app lock, subscription and sign out.

3

Step 3

Tap the company name to open the company sheet. It lists your other companies so you can switch, and shows the financial year.

4

Step 4

On a phone the sheet slides up from the bottom; tap outside it to close.

> **TIP**
> Keep the companies you use daily as favourites so they show first.

> **NOTE**
> Limits: Only companies you have been given access to appear.

Display size, accessibility and light or dark theme

- Where to find it: Avatar menu > Display and accessibility; Avatar menu > Theme

1

Step 1

Open the avatar menu and choose Display and accessibility.

2

Step 2

Pick a text size (normal, large, extra large). Turn on high contrast or reduced motion if you need them. The choice is remembered on this device.

3

Step 3

Choose Theme: Light, Dark or Follow device (also the theme button in the app header). Light is the default for new users.

4

Step 4

All printed documents stay the same whichever theme you use.

TIP

If text looks small on a shop-counter screen, choose Large; tap targets grow with it.

NOTE

Limits: Settings are per device and browser, not per company.

Petty expenses (details)

- Where to find it: Transactions > Record > Petty expenses

1

Step 1

Open Petty expenses and tap Add.

2

Step 2

Type the amount and what it was for (tea, auto, stationery, a worker's advance). Choose who paid: cash, UPI or a bank.

3

Step 3

Pick the expense head or leave it to the suggested one, then Save. Each line posts a proper payment entry.

4

Step 4

Use Save above the bottom bar on phones; add many lines in a row, then check the day total at the top.

TIP

Add a photo of the bill so the audit trail keeps it.

NOTE

Limits: Use Vouchers > Expense instead for a supplier bill with GST.

Quick entry: item reading, switching voucher and quick-create

- Where to find it: Transactions > Record > Quick entry (type it)

1

Step 1

Type or speak the sentence. Arthik Sutra reads item names against your saved items, so 'bolt 5' finds 'Bolt 10mm' even if you say it differently.

2

Step 2

In the confirm panel you can switch the voucher between Sales and Purchase without retyping; party, item and amount stay.

3

Step 3

A party or item that is not found shows Create new. Quick-create opens a small form, saves it and returns to your entry.

4

Step 4

Confirm to save. Nothing is saved before this.

> **TIP**
> Say the item the way your staff say it; after a few entries the matching gets better.

> **NOTE**
> Limits: Voice needs a browser that supports speech; typing works everywhere.

Duplicate, reverse and edit a voucher

- Where to find it: Transactions > Review and follow up > Day Book, then open the voucher

1

Step 1

Open the voucher from the Day Book or from any report.

2

Step 2

Duplicate copies it into a new entry with today's date; change what differs and save.

3

Step 3

Reverse posts an opposite entry. Use it to cancel a posted voucher; the original stays visible for audit.

4

Step 4

Edit changes a draft or a voucher in an open period. For a posted voucher the app reverses and re-enters it for you, and both steps appear in the audit log.

> **TIP**
> Use Duplicate for repeating bills such as rent.

> **NOTE**
> Limits: Locked periods cannot be edited; unlock the period first if you are allowed.

POS counter: scan, multiply, weigh, hold, split pay, print

- Where to find it: Transactions > Record > Vouchers > POS Invoice (Features > POS must be on)

1

Step 1

Scan a barcode or type a name to add a line. Type 5* before a scan to add five of it.

2

Step 2

Weighed items: put the item on the scale and scan the scale label, or type the weight; the price is worked out per kg.

3

Step 3

Hold a bill when a customer steps away, then Recall it from the Held list.

4

Step 4

Pay: cash, UPI, card or split across several modes. In card mode enter the card slip; card amounts settle to the bank later using the card settlement entry.

5

Step 5

Print on a 58 mm or 80 mm thermal printer (USB or serial), or share the receipt on WhatsApp.

> **TIP**
> Open a retail shift at the start of the day; the closing cash count compares with the shift's takings.

> **NOTE**
> Limits: Batch items are taken first-expiry-first-out automatically.

POS printers, shifts, offline queue and FEFO batches

- Where to find it: POS screen; Industry > Retail billing & shifts

1

Step 1

Printer: on the POS screen choose the printer type (browser print, serial or USB) and paper width 58 or 80 mm. Allow the browser to use the device when asked.

2

Step 2

Shifts: start a shift with opening cash; at close, count cash and the difference is shown. See Reports > pack report Retail shift-wise cash.

3

Step 3

Offline: if the internet drops, bills are kept in a queue on the device and posted when the connection returns. The POS shows how many are waiting.

4

Step 4

Expiry items: the bill is split over batches, earliest expiry first.

> **TIP**
> Test the printer with one bill before the shop opens.

NOTE

Limits: USB and serial printing needs a browser that supports it (Chrome or Edge on a computer or Android).

All 16 industry packs and the 14 pack reports

- Where to find it: Settings > Industry packs (turn on / set up); Reports > All reports

1

Step 1

Open Settings > Industry packs and switch on what fits: Restaurant, Garage, Transport, Construction, Pharmacy, Garments, Jewellery, Trade sectors, Retail, Mobile / electronics, Hotel, Clinic, School / coaching, Real estate, Salon / spa / gym, Dairy.

2

Step 2

Each pack gives a ready-made set-up and a desk under the Industry section of the sidebar.

3

Step 3

Pack reports (14): Pharmacy expiry calendar, Garments size-wise reorder, Jewellery making-charge and rate history, Restaurant table-wise sales, Transport freight ageing and trip profit, Construction BOQ vs actual, Retail shift-wise cash, Mobile EMI and financier dues, Hotel occupancy / ADR / RevPAR, Clinic doctor-wise collection, School fee dues by class, Real estate demand vs received, Salon commission by staff, Dairy supplier payment sheet.

4

Step 4

Open them from the pack's desk or from Reports; each can be exported.

TIP

Switch on one pack, use it for a week, then add another.

NOTE

Limits: GST rates set by a pack are defaults. Check them with your tax adviser.

Trade sectors in detail

- Where to find it: Industry > Trade sectors (turn on in Settings > Industry packs)

1

Step 1

Pharmacy: licence billing prints your drug licence numbers and the buyer's licence on the bill; the Expiry dashboard (Industry > Pharmacy desk) shows stock expiring this month, next 3 months and already expired.

2

Step 2

Roll and meter billing (cloth, pipes, wire): sell by roll or cut meters; the remaining length of the roll is tracked.

3

Step 3

Distributor schemes: set 'buy 10 get 1 free' or a % scheme; it is applied while billing and accrued for the claim.

4

Step 4

Spec search finds items by size, grade or make. Price levels give dealer, retail or wholesale rates by customer.

5

Step 5

Glassware and kitchenware: record breakage so stock and cost stay correct. Variants: one item with size or colour. Warranty: serial and warranty period are captured at billing.

TIP

Enter schemes with start and end dates so they stop on time.

NOTE

Limits: Scheme claims are reported; filing them with the company is outside the app.

Company, partnership or proprietor: what changes

- Where to find it: Settings > Company profile; Settings > Capital & owners

1

Step 1

In Company profile choose the entity type: Company, Partnership/LLP or Proprietorship.

2

Step 2

Company: share capital and reserves, and depreciation on the Companies Act basis with its schedule.

3

Step 3

Partnership: partners' capital, current and drawings accounts and profit-sharing, interest on capital under Settings > Capital & owners.

4

Step 4

Proprietor: one capital account with drawings; personal and business spends are kept apart.

5

Step 5

Statements, depreciation and the Form 3CD / ITR data follow the type you chose.

TIP

Set the entity type before entering opening balances.

NOTE

Limits: Changing the type later changes only new defaults; existing entries stay.

GSTIN and PAN lookup, e-invoice and e-way bill set-up

- Where to find it: Masters > Parties (add party); Settings > Company profile; GST & TDS > e-Invoice and e-way bill

1

Step 1

When you add a party type the GSTIN: format, state and PAN are checked and filled in. Names and addresses are filled when a lookup service is connected under Settings > API & integrations.

2

Step 2

To use e-invoice and e-way bill, enter your GSTIN and the e-invoice login (GSP) details in Settings > Company profile.

3

Step 3

Open GST & TDS > e-Invoice and e-way bill, choose a voucher and generate or record the IRN and e-way bill number.

4

Step 4

The numbers and QR stay with the invoice and print on it.

TIP

Check the GSTIN of new parties once; wrong GSTINs cause mismatches in returns.

NOTE

Limits: Without a GSP connection you can still record numbers you generated on the government portal.

Bank statement formats and smart reconciliation

- Where to find it: Tools > Import > Bank statement import; Banking > Accounts > Reconcile statement

1

Step 1

Upload the statement as CSV, Excel or the bank's own format. Common bank layouts are recognised; choose the columns once if yours is new.

2

Step 2

Duplicate lines are skipped.

3

Step 3

Matching suggests entries by amount, date and narration. Matches you confirm are learned and suggested again next time.

4

Step 4

Split a line over several entries, or match part of a payment to a bill.

5

Step 5

Add missing charges and interest from unmatched lines, then finish.

> **TIP**
> Import the full month so opening and closing balances agree with the bank.

> **NOTE**
> Limits: Live bank feeds are not provided; you upload files.

Collaboration: comments, @mentions, tasks, inbox filters, chat and e-mail alerts

- Where to find it: Home > Inbox, Chat, Mentions; Settings > Rules and automation > Tasks; avatar menu > Notifications

1

Step 1

Comment on any voucher, party or item and type @ to notify a colleague. They see it in Inbox.

2

Step 2

Make a task from a comment with a due date and owner.

3

Step 3

Inbox filters: All, Mentions, Tasks, Approvals, Alerts and Chat. Mark read or reply from the list.

4

Step 4

Chat: a company channel and private direct messages; unread counts show on the sidebar. A badge on a record shows who else is editing it right now.

5

Step 5

Notification preferences: choose which events also arrive by e-mail, and whether you want a daily summary.

> **TIP**
> Reply in the comment so the explanation stays with the entry.

NOTE

Limits: Only members of the company can see its comments and chat.

Data health score

- Where to find it: Tools > Data and backup > Data health

1

Step 1

Open Data health to see a score out of 100 with the checks behind it.

2

Step 2

Each finding lists the entries involved: missing or duplicate numbers, odd dates, negative stock, cash above limits, parties without GSTIN.

3

Step 3

Tap a finding to open the entry and fix it.

4

Step 4

Run again; the score improves as findings clear.

TIP

Check it before filing returns and at month end.

NOTE

Limits: It reports and suggests; it never changes entries by itself.

Practice company with sample data

- Where to find it: Your companies > Create practice company

1

Step 1

Create practice company adds Shree Ganesh Electricals with sales, purchases, GST, TDS, stock, payroll, assets and branches already filled in, so every report has something to show.

2

Step 2

Every feature and every branch of the sample has data. Use it to learn before entering your own books.

3

Step 3

It is marked PRACTICE - not real books. Reset practice company (Tools > Backup) returns it to fresh sample data.

4

Step 4

Delete it when done; real companies are not affected.

> **TIP**
> Follow this guide on the practice company first.

> **NOTE**
> Limits: Never enter real work in the practice company.

Public shop, enquiries and blog

- Where to find it: Tools > Online > Online shop; Admin > Blog (admins)

1

Step 1

Online shop: switch it on, choose the items to show and share the link. Visitors can send an enquiry.

2

Step 2

Enquiries arrive in your Online shop screen and can be answered from there.

3

Step 3

Blog (admin only): write a post, add an image, save as draft or publish. Use the button Publish the starter posts to add all the ready-made starter posts in one go.

4

Step 4

Published posts appear on the public Blog page and in the RSS feed.

> **TIP**
> Reply to enquiries the same day; it builds trust.

> **NOTE**
> Limits: Only items you tick are public.

App lock

- Where to find it: Avatar menu > App lock

1

Step 1

Turn on App lock and choose the timeout.

2

Step 2

On a phone or laptop with fingerprint, face or PIN, use it to unlock. Otherwise use your password.

Step 3

The app locks itself after the timeout or when you tap Lock now.

> **TIP**
> Set a short timeout on a shared shop computer.

> **NOTE**
> Limits: The biometric option depends on your device and browser.

Hindi, Gujarati and Marathi in the app and in PDFs

- Where to find it: Avatar menu > Language

Step 1

Choose a language; menus, sidebar headings and buttons change at once.

Step 2

Printed reports and documents use Noto fonts, so Hindi, Gujarati and Marathi names and text print correctly in PDFs.

Step 3

Party and item names in your own language are saved as typed.

> **TIP**
> Quick entry also understands Hinglish, Gujarati and Marathi sentences.

> **NOTE**
> Limits: Some technical tax terms stay in English.

Subscription and invoices

- Where to find it: Avatar menu > Subscription

Step 1

Open Subscription to see your plan, renewal date and past invoices.

Step 2

Download an invoice as PDF. Old invoices are re-drawn with the Arthik Sutra name and logo, with the same numbers and amounts.

Step 3

Invoices are numbered in the ASE series.

TIP

Keep your company GSTIN in the profile so invoices carry it.

NOTE

Limits: Invoice amounts never change when the design is refreshed.

Books on this device (browser-local) and the All pages list

- Where to find it: Your companies > On this device

1

Step 1

Create a company On this device to keep books in your browser without sign-in.

2

Step 2

Works offline: Home, Day Book, Stock items, Units, Godowns, Ledgers, Groups, Parties, Cost centres, Balance Sheet, Profit & Loss, Trial Balance, All reports, TDS ledger report, Audit analysis, Who owes me, Whom I owe, Backup & Restore.

3

Step 3

Works partly: Vouchers (sales, purchase, receipt, payment, journal, contra, credit and debit notes), Cash & Bank, GST summary and sales register, Posting rules.

4

Step 4

Everything else shows 'Not available offline yet'. Open All pages for the full list marked Works, Partly or Online only.

5

Step 5

Take a Backup & Restore file regularly: browser data can be cleared.

TIP

Use it for trying the app or for a single-user shop with weak internet.

NOTE

Limits: Data stays only in this browser until you back it up.

Landing page, compare page, legal pages and signup states

- Where to find it: Public website; Sign up

1

Step 1

The landing page shows the product, industries, pricing and a sample quick entry.

2

Step 2

Compare page: how Arthik Sutra differs from other software.

3

Step 3

Legal pages: terms, privacy and refund policy, with the company address in Chennai, Tamil Nadu.

4

Step 4

After you sign up your account is Pending until approved, then Active. Rejected or suspended accounts see a message explaining the next step.

> **TIP**
> Use the same e-mail you will sign in with.

> **NOTE**
> Limits: Approval is by the Arthik Sutra team, usually within a working day.

CMA data, Forms I to VI, Form 3CD and ITR data

- Where to find it: Reports > Planning and bank loan > CMA data; CMA form; Reports > All reports

1

Step 1

Open CMA form (bank loan details) and fill limits, projections and assumptions once.

2

Step 2

Open CMA data (bank loan): Forms I (particulars), II (operating statement), III (balance sheet analysis), IV (current assets and liabilities), V (funds flow) and VI (working capital) are built from your books and your inputs.

3

Step 3

Form 3CD data and ITR schedules are under Reports > All reports for your accountant: clause-wise figures and schedule data from the books.

4

Step 4

Export to Excel or PDF for the bank or the auditor.

> **TIP**
> Finish the year-end entries first so the CMA starts from correct figures.

> **NOTE**
> Limits: Projections are your estimates; the bank decides the final format.

Branches and inter-branch

- Where to find it: Masters > Controls > Branches & locations; Reports > Branches and group

1. **Step 1**

   Add branches under Branches & locations; choose the branch on each voucher.

2. **Step 2**

   Branch-wise reports: P&L and trial balance for each branch.

3. **Step 3**

   Inter-branch check lists transfers between branches and flags the ones that do not match at both ends.

4. **Step 4**

   Stock transfers between branch godowns are done with a Stock Journal.

5. **Step 5**

   Branch targets (Reports > Branches and group > Branch targets) lets you type a target for each branch and compare it with actual figures. Cost centres (Masters > Controls > Cost centres, shown when the cost centres feature is on) tag vouchers for cost-wise reports.

> **TIP**
> Give each branch its own cash and bank ledger.

> **NOTE**
> Limits: No branch-wise balance sheet or stock value yet.

Backup and restore (details)

- Where to find it: Tools > Data and backup > Backup & Restore

1. **Step 1**

   Choose Create backup; save the encrypted file somewhere safe (not only on the same computer).

2. **Step 2**

   To restore, choose the file, select Restore as new company or over the existing one, and confirm.

3. **Step 3**

   A failed restore is rolled back, so your current books are not damaged.

TIP

Back up before year-end closing and before any import.

NOTE

Limits: Automatic scheduled backups are not built yet.

API and webhooks

- Where to find it: Settings > Connect > API & integrations; documentation at Settings > API & integrations > API docs (settings/api/docs)

1

Step 1

Open API & integrations and create an API key; copy it now, it is shown once.

2

Step 2

Read the API docs page for endpoints and examples.

3

Step 3

Add a webhook URL to be told when vouchers are posted. Test it with the Send test button.

TIP

Create a separate key for each tool so one can be switched off alone.

NOTE

Limits: Keys have the permissions of the user who made them.

32 Subscription, licence and support

Plans, trials, invoices and where to get help.

- A free trial lets you try every core feature. New accounts are reviewed and approved before they are created.
- Plans differ by number of companies and users. Account, Subscription and invoices shows your plan, period, payments and downloadable invoices.
- When a subscription expires the books become read-only after a grace period; nothing is deleted, and renewing restores editing.
- Local installs use a licence key that an administrator pastes under Admin, Licence.
- Support chat in the app reaches the administrator, and you can attach files to a message.

33 Tips, shortcuts and fixes

Small things that save time, and what to do when something looks wrong.

Shortcut or tip	What it does
Ctrl K	Search accounts, parties and vouchers from anywhere
Alt N	Start a new entry
Ctrl+B / Cmd+B	Collapse or expand the sidebar to an icon rail (desktop)
Voucher entry	Enter next field; Ctrl+S save draft; Ctrl+Enter post; Esc leave (asks before discarding)
POS billing	F2 scan box; F8 or Ctrl+Enter charge; Ctrl+N new bill
Lists	/ search; arrow keys move; Enter opens; sort, filters and search are kept in the address
Sidebar groups	Home, Sales & purchases, Inventory & masters, Banking & tax, More
Undo after posting	A banner after posting reverses the voucher in one click
Filter menu box	Type in the box at the top of the sidebar to find any menu item
Create button	Opens the voucher type picker from every screen
Theme button	Switches between light (the default) and dark

Common problems

What you see	What to do
An entry says cash would go negative	Record the cash receipt or bank withdrawal first, or allow negative cash in Settings, Posting rules
A bill is blocked by a credit limit	Raise the party's credit limit in Price levels and credit, or set credit control to warn
A recurring schedule shows an error	Open Recurring documents, History. If it names a missing customer, pause it and create a new schedule
Reports look different after an import	Check the date range in the top bar and compare totals with Tally migration

What you see	What to do
The database needs an update	An administrator opens the system page and runs the migrations
Old styles after an update	Hard refresh the browser (Ctrl+Shift+R)

Getting help

Use Support in the sidebar to message your administrator. For a problem in a particular screen, send the exact message you see; messages that end with a short reference help find the cause quickly.

Appendix: the menu at a glance

The sidebar is grouped in the order you set up and use the product.

Group	Contents
Home	Dashboard and How accounting works
Masters	Groups, ledgers, debtors, creditors, voucher types, cost centres, budgets, price levels, branches, merge duplicates
Inventory	Stock items, groups, categories, units, godowns, batches, bills of materials, reorder, inventory reports, job work
Transactions	Quick entry, vouchers, Day Book, orders, recurring documents, multi-currency, deferrals, e-way bill and e-invoice
Receivables and payables	Bills pending, who owes me, whom I owe, payment reminders
Banking	Cash and bank, cheque register, cash book, bank book, reconcile statement
Reports	Financial statements, balance sheet, profit and loss, trial balance, registers, branch reports, inter-branch check, consolidation
GST	GST hub, Analysis Studio, GSTR-1 view, GSTR-2 and 2B view, reconciliation, RCM register, GSTR-3B closing, refund statements
TDS and TCS	Hub, payable, challans, quarterly returns, 26AS reconciliation, reports
Payroll	Employees, pay heads, attendance, process, payslips, statutory, reports, settings
Fixed assets	Register, depreciation, add asset
Audit	Audit analysis, ledger review, audit log
Tools	Import, Tally import and migration, bank and card import, compare books, backup and restore, split data, opening balances
Settings	Company profile, features, posting rules, invoice design, AI quick entry, users and access, lock period, books password