Swift Tomes Accounting Web Application

User's Manual

A modern web application designed with your business's accounting needs in mind.

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Getting Started

Overview

Swift Tomes Accounting Web Application is a versatile and adaptable web application that allows you to easily manage your company's business accounts.

You can...

» **Upload and save source documents**
» **Create journal entries**
» **Manage account ledgers**
» **Generate financial reports quickly and easily**

All of your information is safely and securely stored on our cloud severs, allowing you to monitor and manage your business accounts from anywhere. Our secure cloud storage and back up services mean you never worry about losing unsaved data.

Your link to **Swift Tomes Accounting Web Application** and the login information for your default administrator profile are included in your product purchase information.

We have also included them here to help you get started:

Application Link: swifttomesaccounting.app
Default Password: @Sw1FtT0m3S

Once you log in to your default administrator account, you will have access to create additional accounts.

To get started:

1. Navigate to the login portal by using the application link on the previous page.
2. You will be prompted to enter your email address and password. Please use the same email address you entered during the purchase process. It should be the same email by which you received this manual.
3. Enter the default password shown on the previous page and click “Log In” as shown in ***Figure 1.1***.
4. You will be redirected to your administrator dashboard.

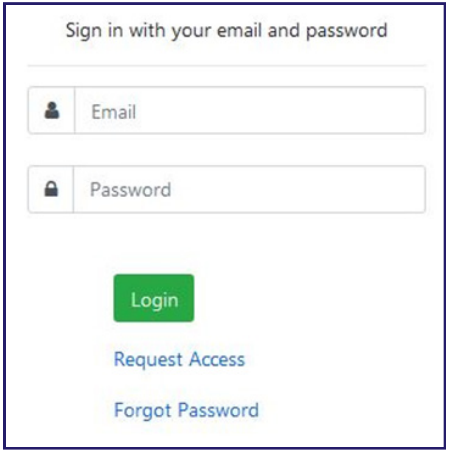


Figure 1.1: Login Page

Dashboard Features

Your **Dashboard** keeps you informed of the status of your finances by displaying real-time data about important financial account and ratios.

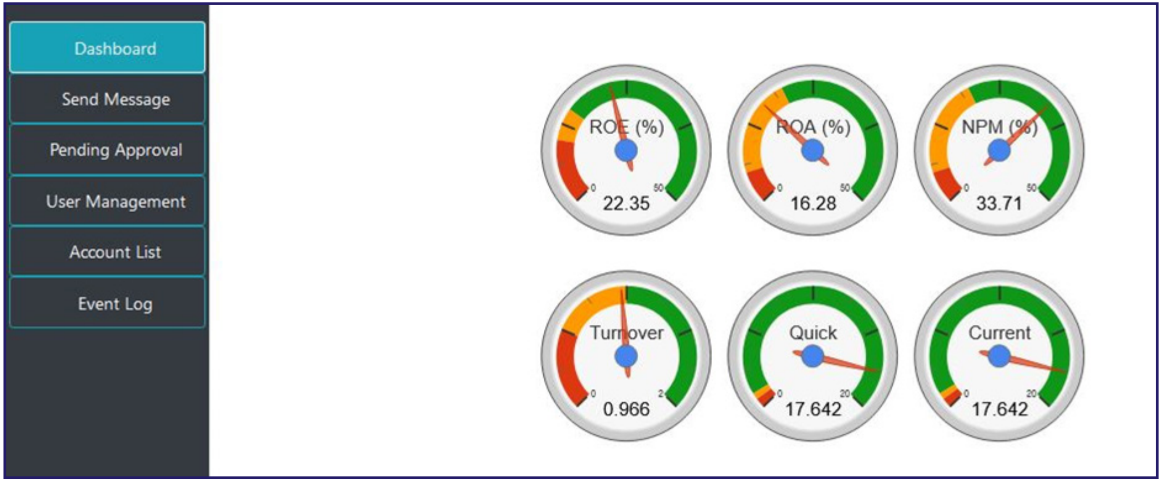


Figure 1.2: Dashboard display

From left to right and top to bottom in ***Figure 1.3***, your dashboard will display the following ratios:

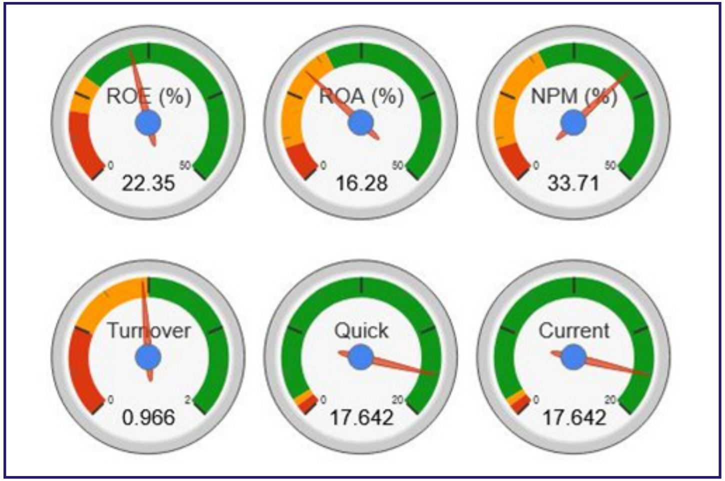


Figure 1.3: Dashboard ratios

» **Return on Equity** – Your company's current financial performance; divides your net income by your shareholder equity.

» **Return on Assets** – How profitable your company is relative to your total assets.

» **Net Profit Margin** – How much of your company's current income is generated as a percentage of revenue.

» **Asset Turnover Ratio** – How efficient your company's assets are at generating revenue or sales.

» **Quick Ratio** – Your company's current short-term liquidity position; measures your company's ability to meet your short-term obligations with liquid assets.

» **Current Ratio** – Your company's current ability to pay short-term obligations; those due within one year.

Navigation

Swift Tomes Accounting Web Application has two navigation bars. The sidebar, shown below in ***Figure 1.4*** is the primary navigation feature you'll use.

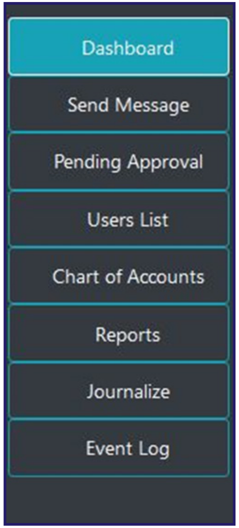


Figure 1.4: Sidebar

Sidebar Features

» **Dashboard** - Find quick account overviews and financial statistics.
» **Send Message** - Enter a message and send it as an email without ever having to leave the application.
» **Pending Approval** - Approve or reject requests for user profiles.
» **User Management** - Create users, view roles, view expired passwords, edit users, deactivate, or reactivate a user account.
» **Chart of Accounts** - View, create, edit, activate, or deactivate business accounts.
» **Reports** - View reports
» **Journalize** - Create journal entries
» **Event Log** - View and search all events. (Events are created and added to the event log any time the database is changed.)

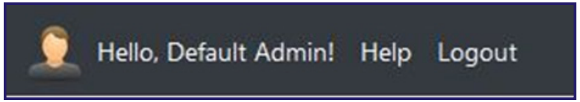


Figure 1.5: Top menu bar

The **top menu**, shown in ***Figure 1.5***, displays your profile picture and name. You can use it to access our Help Page or to logout.

Sending Messages

Swift Tomes Accounting Web Application allows to you email your coworkers directly without leaving the application. You can even attach documents.

To get started:

1. Click the **Send Message** tab on the navigation sidebar. You will be redirected to the **Message User** page.
2. Select a user email from the “To” dropdown menu.
3. Enter your subject line and body, just as you would for a normal email.
4. Choose documents to attach, if desired.
5. Hit the “Send” button when you are finished.

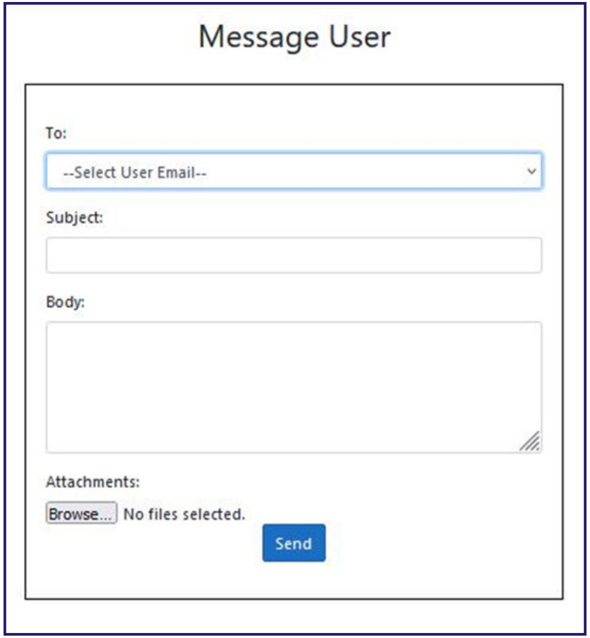


Figure 1.6: ***Message User*** *email dropdown box*

Reports

Swift Tomes Accounting Web Application allows you to generate a variety of reports based on the status of your accounts.

There are four types of reports, all of which can be downloaded as PDFs:

» **Income Statement** - Displays the revenue and expense accounts and their totals for net income or net loss for the current accounting period.

» **Trial Balance/Post-Closing Trial Balance** - Displays all non-zero balance accounts and shows current total of debits versus credits at the time the report is generated.

» **Balance Sheet** - Displays total assets versus total liabilities and equity at the time the report is generated.

» **Retained Earnings** - Displays the retained earnings for the end of the period.

You'll notice that these options appear in your navigation sidebar once you click on the **Reports** tab.

To get started:

1. Click the name of the desired report type on the navigation sidebar as shown in ***Figure 1.7***. You will be directed to the page of the report you selected.

2. All report pages will show the specified report and provide you with a PDF download button in the lower right-hand corner below the report. See ***Figure 1.8***.

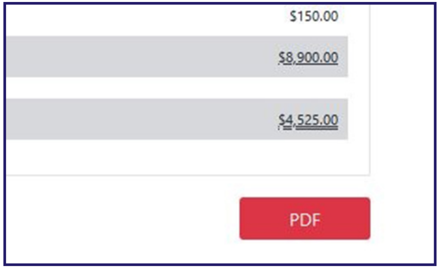


Figure 1.8: PDF download button

Note: The **Trial Balance** report may change depending on the most recently approved journal entry. If a closing journal entry has been created, this report will change to a **Post-Closing Trial Balance report**. Once another journal entry that effects expenses is approved, this report will revert to a standard trial balance report.

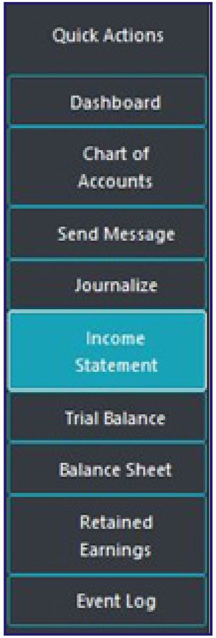


Figure 1.7: ***Reports*** *sidebar*

Event Log

Swift Tomes Accounting Web Application automatically creates and updates an event log any time information is changed in the database. We help you quickly keep detailed records without any hassle.

You can access the event log by clicking on the **Event Log** tab on the navigation sidebar.

This tab will redirect you to the **Event Log Page**.

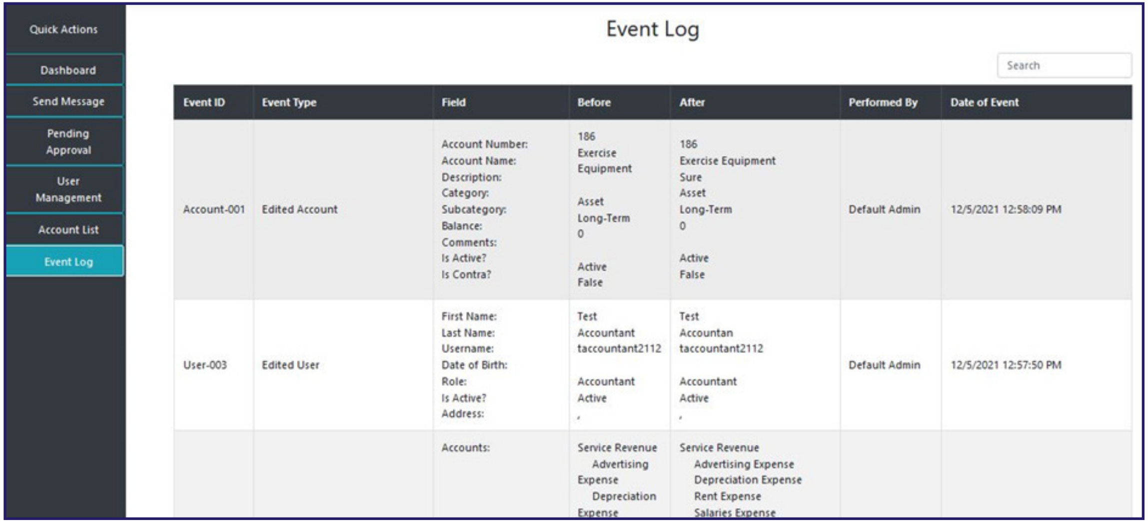


Figure 1.9: ***Event Log Page***

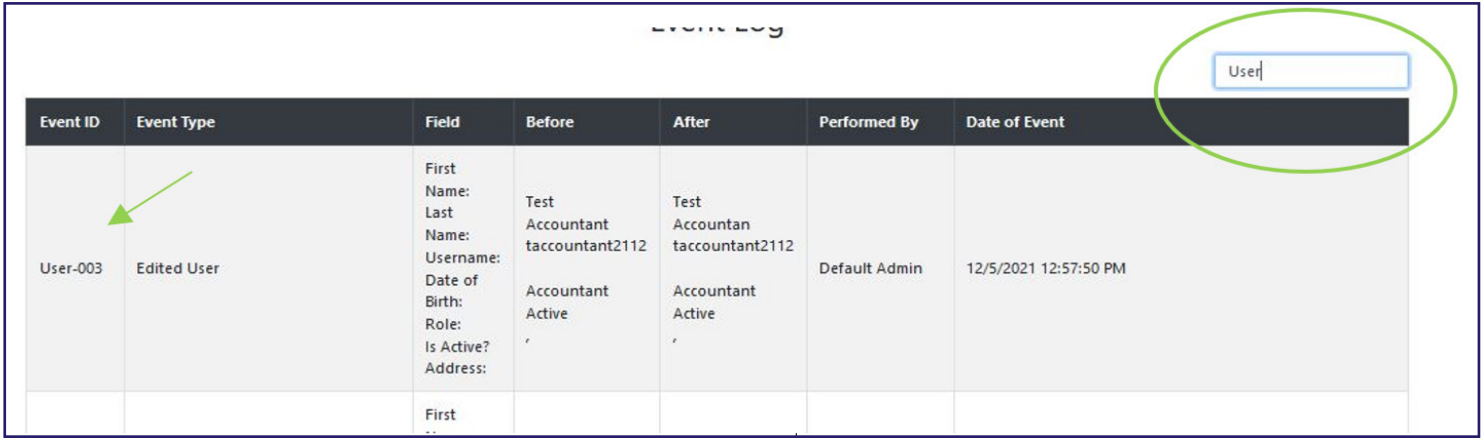
There are three types of events created by the application:

» **Journal Event** – Created any time a journal entry is approved or denied. (An event is not created upon journal entry creation as the journal entry cannot be finalized without approval.)
» **User Event** – Created any time a user profile is created or modified.
» **Account Event** – Created any time an account is created or modified.

Event ID	Event Type	Field
Account-001	Edited Account	Account Nu Account Na Description Category: Subcategor Balance: Comments: Is Active? Is Contra?
User-003	Edited User	First Name: Last Name: Username: Date of Birt

Figure 1.10: Event table showing Event Type

You can search through events by using the search bar in the upper right corner or the table.



User

Event ID	Event Type	Field	Before	After	Performed By	Date of Event
User-003	Edited User	First Name: Last Name: Username: Date of Birth: Role: Is Active? Address:	Test Accountant taccountant2112 Accountant Active ,	Test Accountan taccountant2112 Accountant Active ,	Default Admin	12/5/2021 12:57:50 PM
		First				

Figure 1.10: Event log search by User for User Events

Note: Only the **Administrator** can view **User Events**, but all other user profile types can view all other events. Events cannot be changed or modified. They can only be viewed.

Creating User Profiles

Swift Tomes Accounting Web Application allows you to create three types of user profiles:

- **Administrator**
- **Manager**
- **Accountant**

Each user profile type has distinct features which may expand or limit access. Only the **Administrator** profile has permission to create new user profiles.

To learn more about the permissions and features of each profile type, see **Chart of User Profile Roles and Features** on the following page.

User Profile Roles

User profiles can only be created by the **Administrator**.

Each user profile type has distinct features which may expand or limit access.

To be sure you are creating the correct account type for your users, please review the **Chart of User Profile Roles and Featuers** to the right.

Chart of User Profile Roles and Features

Features	Administrator	Manager	Accountant
Create User Profiles	✓		
Manage User Profiles	✓		
Approve Or Reject User Profile Requests	✓		
Create Business Accounts	✓		
Manage Business Accounts	✓		
Manage Chart Of Business Accounts	✓		
View Chart Of Business Accounts	✓	✓	✓
Create Journal Entries		✓	✓
Approve Or Reject Journal Entries		✓	
View Journal Entries		✓	✓
View Event Logs	✓	✓	✓
View Account Ledgers	✓	✓	✓
Generate, View, Save, Email, And Print Reports		✓	✓
View Dashboard	✓	✓	✓
Send Emails	✓	✓	✓

To get started:

1. Use the sidebar navigation to navigate to the **User Management** tab. You will be directed to the **User List Page**.

2. Select "Create New User." Once you select "Create New User," you will be directed to the user profile set up in ***Figure 2.2***.

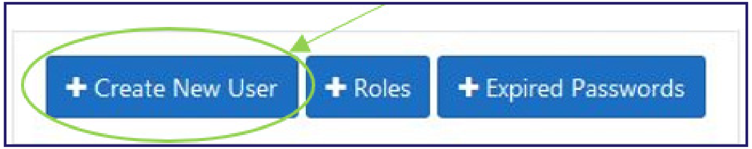


*Figure 2.1: **Create New User** button*

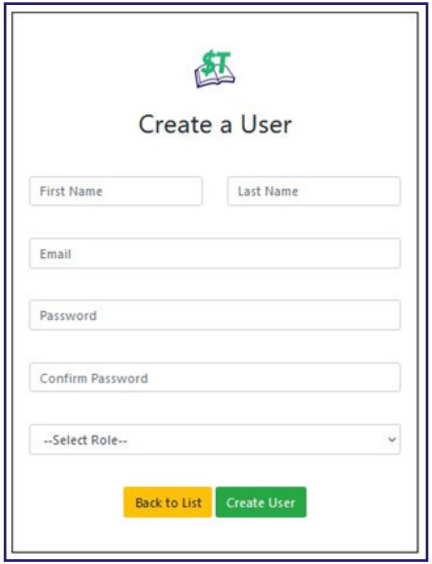


*Figure 2.2: **Create User** screen*

3. Fill in the fields with the appropriate information. For more information on selecting the correct user role, please review the **Chart of User Profile Roles and Features** on the previous page.

4. Select "Create User" to add a new user to the database. Create as many user profiles as your business needs.

Managing User Profiles

Swift Tomes Accounting Web Application allows you to edit, lock, unlock, modify roles, and view expired passwords for user profiles that you have created. Only **Administrators** can create and manage user profiles.

To Edit User Profiles

1. Click the **User Management** tab on the navigation sidebar. You will be directed to the **User List page**.
2. Click "Edit" on the row of the profile you wish to edit. This link is located on the far-right side of the row.
3. After clicking "Edit," you will be redirected to the **Edit User page** where you can modify any of the profile attributes except for the username.
4. When you're done, click "Update" to implement your changes.

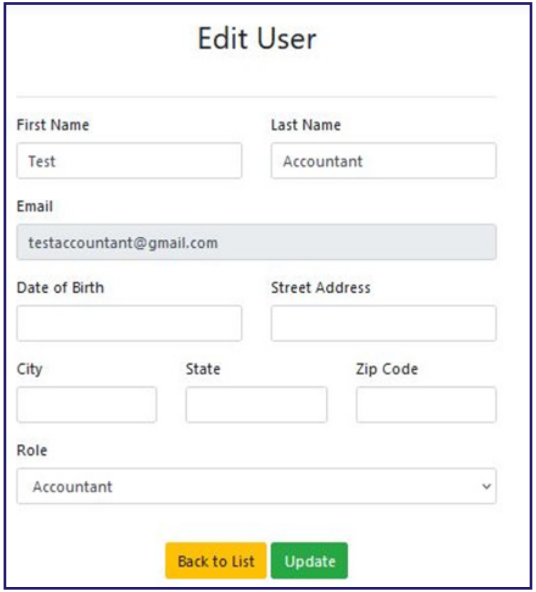


Figure 2.3: ***Edit User*** *button*

Note: In order to abide by legal obligations, Swift Tomes **does not allow for profile deletion**. However, you may lock a user profile so they aren't able to log in or access the system.

To Lock or Unlock Users

1. Click the **User Management** tab on the navigation sidebar. You will be directed to the **User List page**.
2. Click the green "Lock" button on the far-right side of the row of the profile that you wish to lock.
3. To unlock a locked account, click the yellow "Unlock" button on the far-right side of the row of the locked account you wish to unlock.

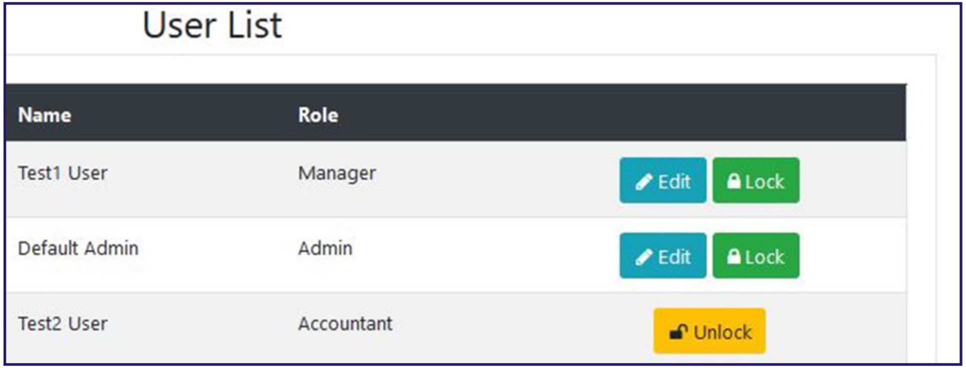


Figure 2.4: User list showing all three user profile roles in administrator view and the lock/ unlock profile options

Note: Locked profiles cannot log into the system.

To Create or Change User Roles

1. Click the **User Management** tab on the navigation sidebar. You will be directed to the **User List page**.

Note: There are three existing user roles: **Administrator**, **Manager**, and **Accountant**. To view a list of permissions for each of these roles, refer to **Chart of User Profile Roles and Feature** on page 13.

2. To create a new user role, select the "Roles" button at the bottom of the "User List" page. You will be directed to the **Roles List page**, as seen in ***Figure 2.5***.

3. Click the "Create New Role" button. This will direct you to the **Create Role page**, as seen in ***Figure 2.6***.

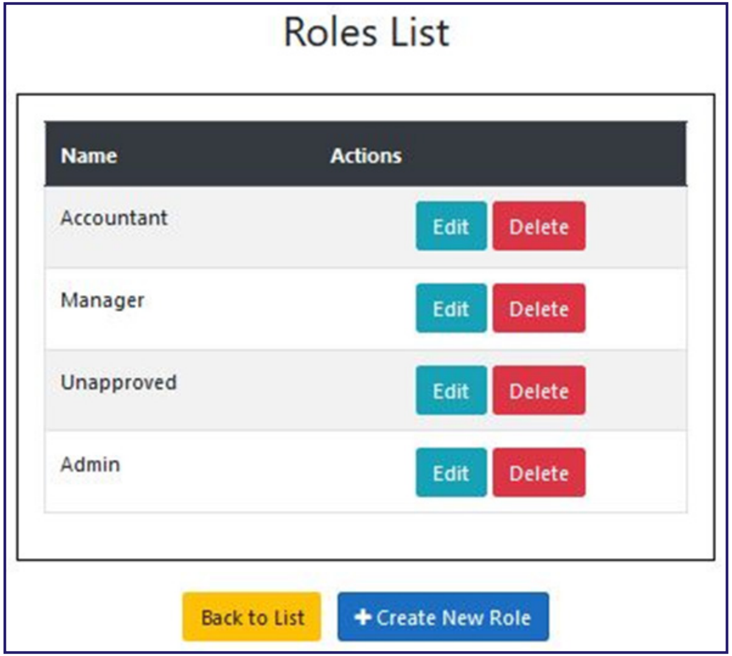


Figure 2.5: ***User Roles List***

Figure 2.6: ***Create Role Page***

4. Enter the name of the role you wish to create.

5. Click "Create Role."

6. To modify a user role, click the "Edit" button on the far-right side of the row of the role you want to modify. This will direct you to the "Edit Role" page, as seen in ***Figure 2.7.***

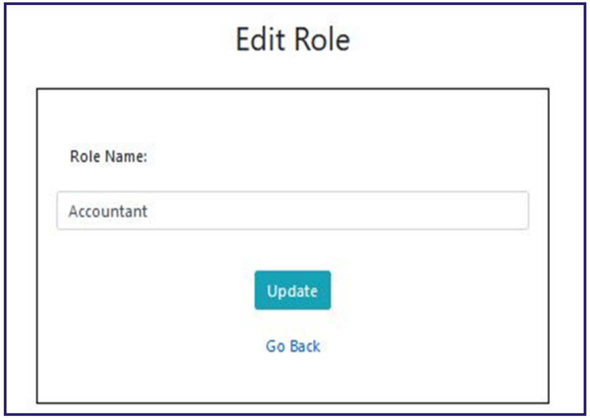


Figure 2.7: ***Edit Role Page***

7. Click the "Update" button to save your changes once you are finished modifying the role.

8. To delete a user role, click the “Delete” button located on the right side of the “Edit” button. A warning message will appear asking you to confirm your decision.

9. Click “Okay” to confirm your decision and update the table.

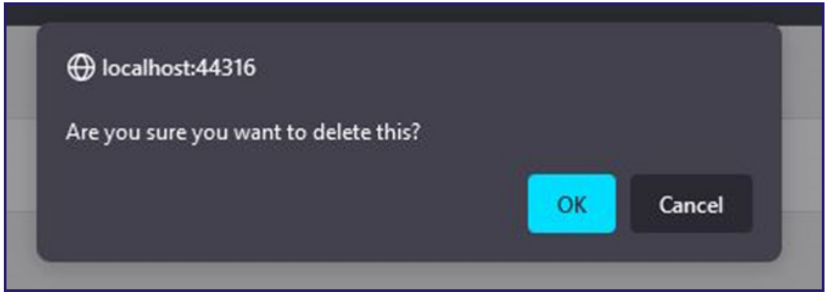


Figure 2.8: Warning message asking for confirmation of user role deletion

View Expired Passwords

1. To view expired passwords, click the **User Management** tab on the navigation sidebar. You will be directed to the **User List page**

2. Click the "Expired Passwords" button at the bottom of the **User List page**. You will be directed to the **Expired Password List page**.

3. On this page, you can view a list of users who have expired passwords. The "Message" feature on the right side of the username row allows you to message users directly about their expired passwords.

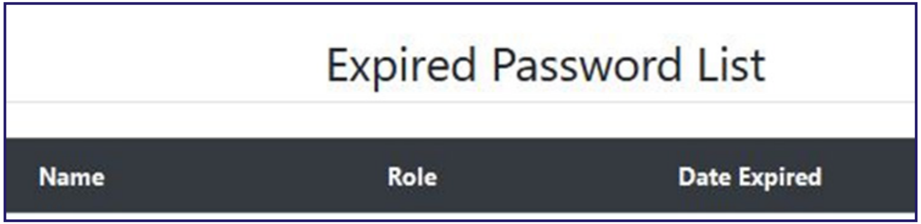


*Figure 2.9: **Expired Password List page**. There are no users with expired passwords in this example.*

User Profiles

Creating Business Accounts

Swift Tomes Accounting Web Application allows you to keep track of your business's finances by creating multiple accounts across five categories:

- **Assets -** Accounts that represent a resource with economic value owned by the company. Examples include **cash accounts, accounts receivable, inventory, equipment,** or **property.** This account type has two subcategories: **current** (assets can be turned into cash in 12 months or less) and **long-term** (assets will take longer than 12 months to turn into cash). Normal side orientation is **left**.
- **Equity** - Accounts that represent the net amount of fund invested in a business by its owners plus any retained earnings. Examples include **stocks, retained earnings,** or **capital accounts**. Normal side orientation is **right**.
- **Liability** - Accounts that represent a company's financial obligations. Examples include **payroll, dividends, health insurance premiums, workers compensation insurance,** or **accounts payable**. This account type has two subcategories: **current** and **long-term**. Normal side orientation is **right**.
- **Revenue** - Accounts that represent the amount a company receives by providing goods or services to its customers. Examples include **sales, fees, interest,** or **subscriptions**. Normal side orientation is **right**.
- **Expenses** - Accounts that represent money spent or costs incurred to generate revenue. Examples include **office supplies, rent, utilities,** or **advertising**. Normal side orientation is **left**.

Only **Administrators** can create and manage business accounts.

To get started:

1. Click the **Account List** tab on the navigation sidebar. You will be directed to the **Account List page**, as shown in ***Figure 3.1***.
2. Click the "Add Account" button near the top left corner, as shown in ***Figure 3.2***.

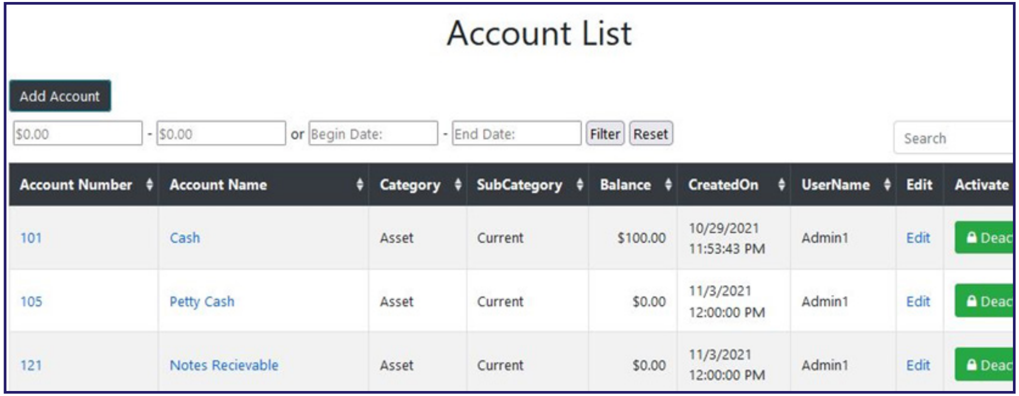


Figure 3.1: ***Account List page***

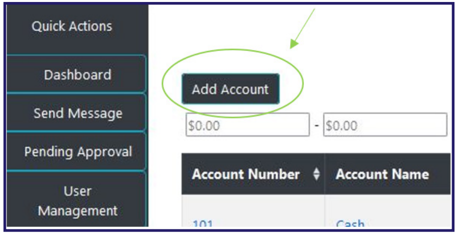


Figure 3.2: Add Account button on ***Account List page***

3. Select your account type. For more information on selecting the correct user role, please review the business account categories on **page 21**.

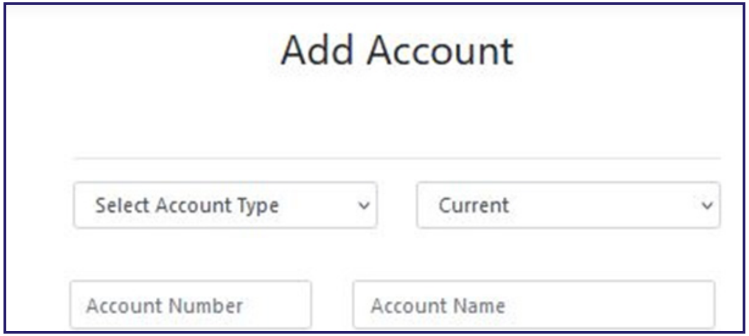


*Figure 3.3: **Add Account page***

4. Enter your account number in the “Account Number” field. The first number will be automatically generated based on the account type.

5. Enter your account name in the “Account Name” field.

Note: Account numbers and names cannot be duplicated.

6. Review the checkboxes below “Account Name” and select the properties that match your account.
    - » “Active” makes your account active.
    - » “Contra” reverses the normal side orientation of your account type.
    - » “Chart of Accounts” (CoA) adds your account to the Chart of Accounts table.

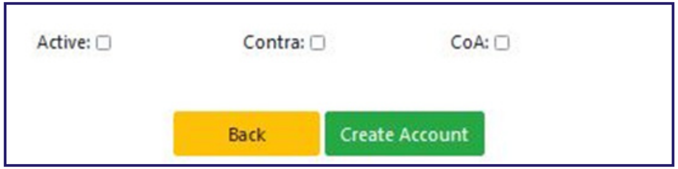


Figure 3.4: Account properties on ***Add Account page***

7. After you have selected the appropriate account properties, enter your initial balance in the “Initial Balance” field. Initial balance must be greater than or equal to zero.

8. Enter your liquidity order in the “Liquidity Order” field.

Note: You may leave the “Active” box unchecked if your account will be inactive, but the “Chart of Accounts” box can only be checked if “Active” is also checked. Inactive accounts may not be added to the Chart of Accounts table.

9. Enter a description of your account in the “Description” field. This field is optional; you may leave it blank.
10. Enter a comment of your account in the “Comment” field. This field is optional; you may leave it blank.
11. Review the information you entered to make sure it’s correct.
12. When your information is correct, click “Create Account” to create your new business account.

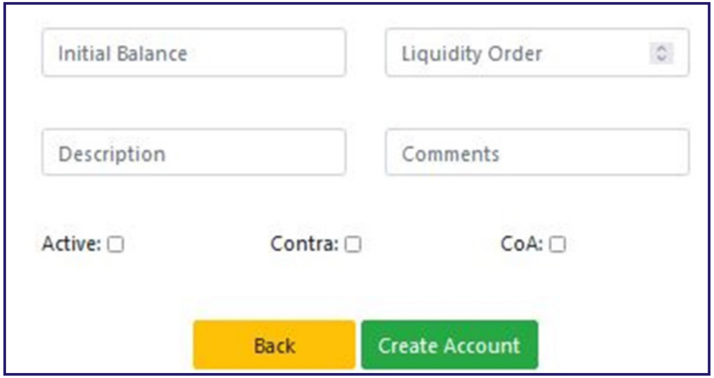


Figure 3.5: Account property fields and Create Account button

Managing Business Accounts

Swift Tomes Web Application allows you to edit, activate, and deactivate business accounts that you have created. In order to abide by legal obligations, Swift Tomes does not allow for account deletion. However, you may deactivate accounts and they will no longer appear on your Chart of Accounts.

Only **Administrators** can create and manage business accounts.

To Edit Accounts

1. Click on the **Account List** tab on the navigation sidebar. You will be directed to the **Account List page**.
2. Click "Edit" on the row of the account you wish to edit. This link is located between the "Username" and "Change Status" columns on the right side of the row.
3. After clicking "Edit," you will be redirected to the **Edit Account page** where you can modify any of the account attributes ***except for the account number, balance, and activity status***.

Note: In order to abide by legal obligations, Swift Tomes **does not allow for account deletion**. However, you may deactivate accounts and they will no longer appear on your Chart of Accounts.

4. Which you finish editing your account, click “Update” to implement your changes.

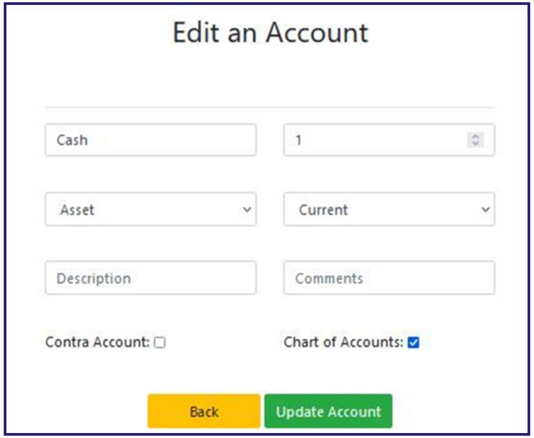


*Figure 3.6: **Edit Account page***

To Activate or Deactivate Accounts

1. Click on the **Account List** tab on the navigation sidebar. You will be directed to the **Account List page**.

2. Click the green “Deactivate” button on the far-right side of the row under the “Change Status” heading of the account that you wish to delete.

3. To reactivate a deactivated account, click the yellow “Activate” button on the far-right side of the account’s row under the “Change Status” heading.

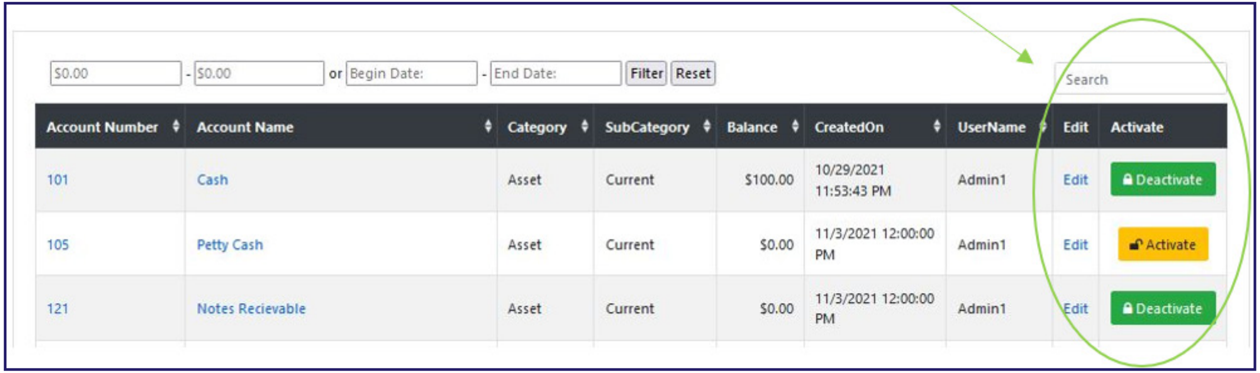


*Figure 3.7: Activate and Deactivate buttons on **Account List page***

Journal Entries

Creating Journal Entries

Swift Tomes Accounting Web Application allows you to create journal entries keep track of your business's transactions when moving money between accounts. Journal entries may be created for one of these four categories:

- » **Regular** - Entries that are used to record day to day business transactions.
- » **Adjusting** - Entries that are typically made at month-end to correct the financial statements for any unrecognized income or expenses for the period, such as unpaid wages, depreciated assets, or expenses that have not yet been entered into the general ledger.
- » **Reversing** - A type of adjusting entry that is created for planned expenses that are no longer applicable such as prepaid accounts or accrued wages.
- » **Closing** - An entry made at the end of an accounting period to transfer balances from temporary to permanent accounts.

Only **Managers** and **Accounts** can create and manage journal entries.

Note: All journal entries require **Manager** approval before being finalized in the account ledgers.

Journal Entries

To get started:

1. Click the **Journalize** tab on the navigation sidebar. You will be directed to the **Journal page** as shown below in ***Figure 4.1.***

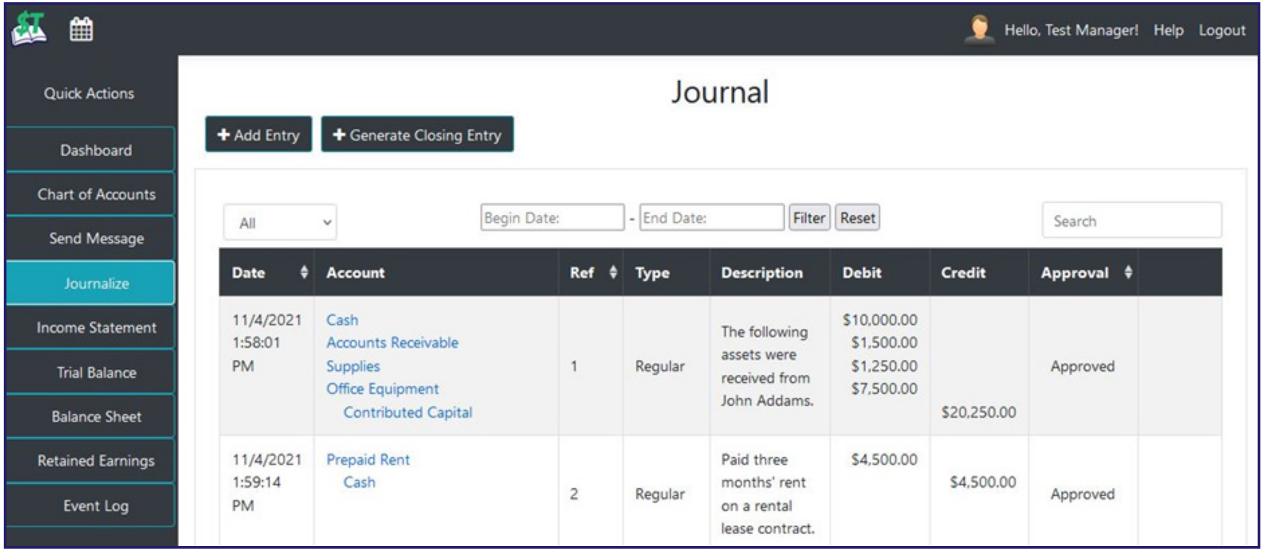


*Figure 4.1: **Journal page** under the **Journalize** tab on the navigation sidebar*

2. If you are creating a **regular**, **adjusting**, or **reversing** entry, click on the “Add Entry” button in the top left corner of the page. You will be directed to the **Journalize page**. If you are creating a **closing** entry, please view **Step 7**.

3. When creating a journal entry, the default entry type is “**Regular**.” You can use the dropdown menu in the top left corner to select a different entry type.

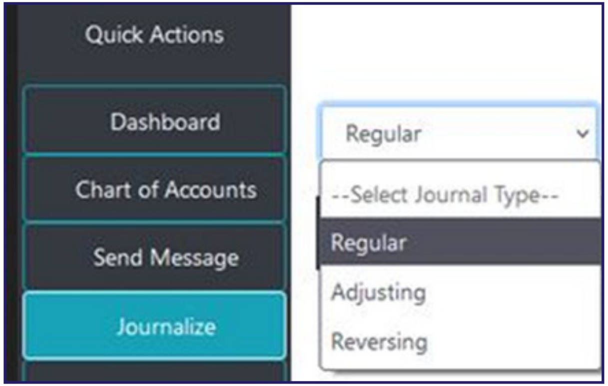


Figure 4.2: Select Journal Type dropdown showing the available selections of entry types

4. Once you have confirmed your entry type, you have the option to add a source document by clicking the “Browse” button to the right of the “Choose file” field.

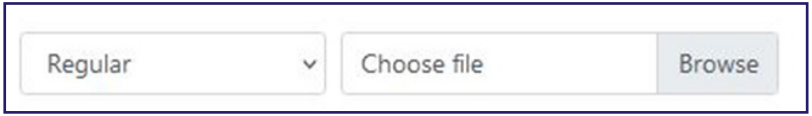


Figure 4.3: Fields for optional addition of a source file

5. After you have confirmed your entry type and added any applicable source documents, click the "Select Account" dropdown menu to select the account you are creating the journal entry for.

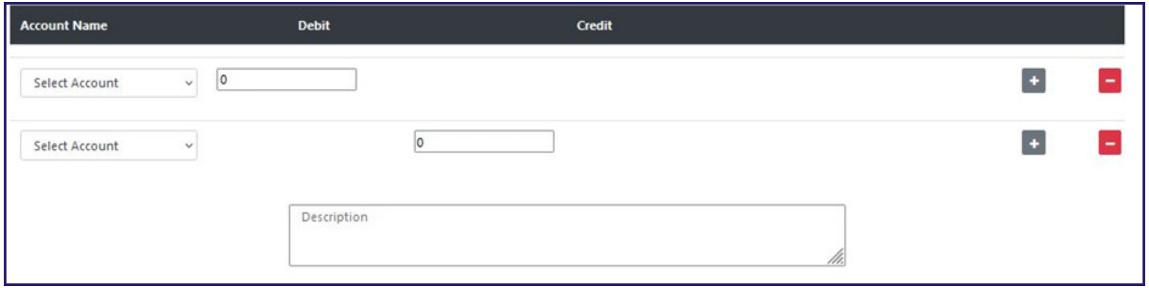


Figure 4.4: Select account fields, debit and credit lines, and optional description field.

Note: You can use the plus and minus buttons on the right side of the debit and credit fields to add additional debits and credits, but you must have at least one debit and one credit, and the amounts must be balanced before you can create your entry. Optionally, you may also add any comments or notes for your entry in the "Description" field below the entry.

6. Once you have filled in at least one debit and one credit, and the amounts are balanced, click the "Create Journal Entry" button below the "Description" field.

Figure 4.5: "Create Journal Entry" button

7. If you would like to create a closing entry type, select "Generate Closing Entry" on the Journal page. The closing entry is automatically generated and will be added to the **Manager's Journal page** for approval.

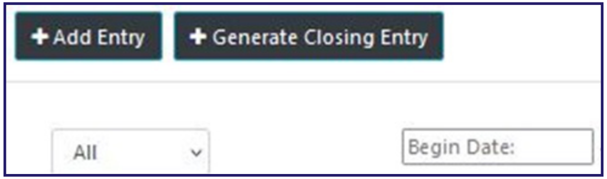


Figure 4.6: Generate Closing Entry button at the top of the Journal page

Note: All journal entries require **Manager** approval before being finalized in the account ledger.

Managing Journal Entries

Only **Managers** can approve journal entries, and all journal entries must be approved by a **Manager** before they are finalized and posted in the account ledger.

To get started:

1. Click the **Journalize** tab on the navigation sidebar. You will be directed to the **Journal page**.
2. To approve or deny a journal entry, simply click the "approve" or "deny" buttons on the right side of the entry. If you approve an entry, the page will automatically refresh, and the entry will be added to the appropriate account ledgers. You may access an account's ledger to see its relevant journal entries at any time by clicking on an account name or number.
3. If you deny an entry, you will be directed to the Deny Entry page. You must enter your reason for denying the entry into the "Reason" description field before you can finish denying the entry.

Note: Pending journal entries must be approved or denied by a manager. If you would like to see all pending entries, you can filter for these entries by clicking on the filter icon on the "Approved" category to filter by approval status or by typing "pending" into the search field at the top.

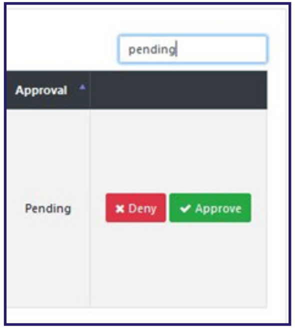


Figure 4.7: Search field showing a search for pending journal entry requests with Approve and Deny buttons

4. Once you have entered your reason, you may click the “Deny Entry” button to finalize the entry’s rejection.

Figure 4.8: Reason field on Deny Entry page. You must input a reason for denying journal entry requests.

5. After clicking the “Deny Entry” button, you will be redirected back to the **Journal page**. The entry’s approval status will now show as “rejected” and your reason for rejecting the entry will appear beside it.

Figure 4.9: Example of a rejected journal entry

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