

Swift Tomes Accounting Web Application

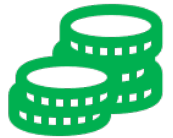


User's Manual



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 servers, 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

Getting Started

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

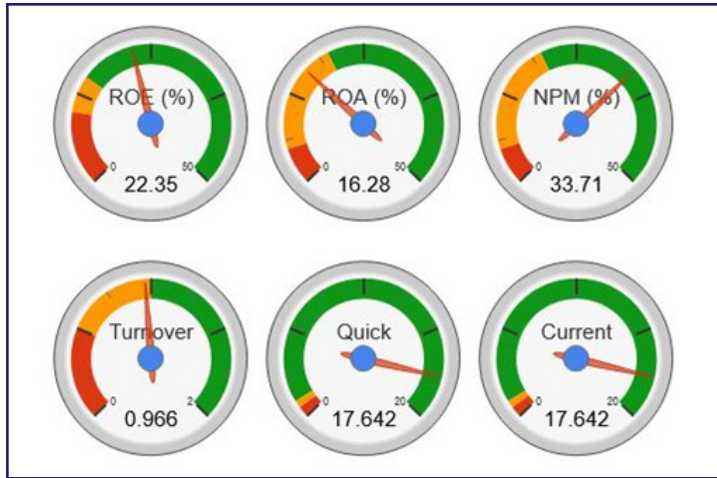


Figure 1.3: Dashboard ratios

- » **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.

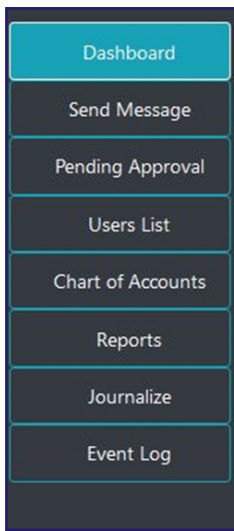


Figure 1.4: Sidebar

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.)

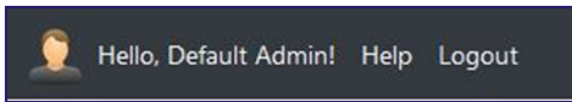


Figure 1.5: Top menu bar

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.