



Daily Closing

Daily Closing User Manual

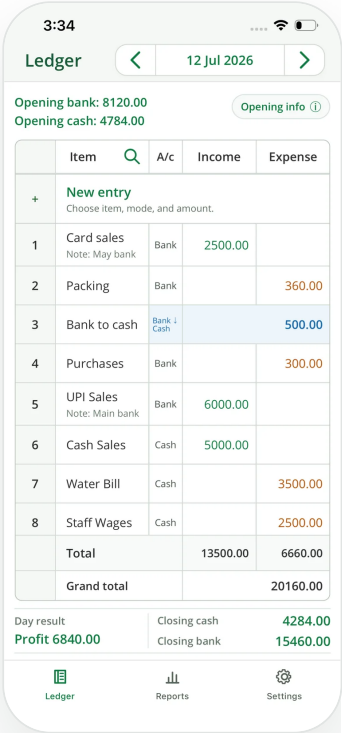
A simple daily book for small shops and businesses.

Daily Closing helps small businesses record income, expenses, cash, bank, transfers, and reports in a familiar daily-book format.

Use this guide to start recording daily entries, check balances, and share PDF reports.

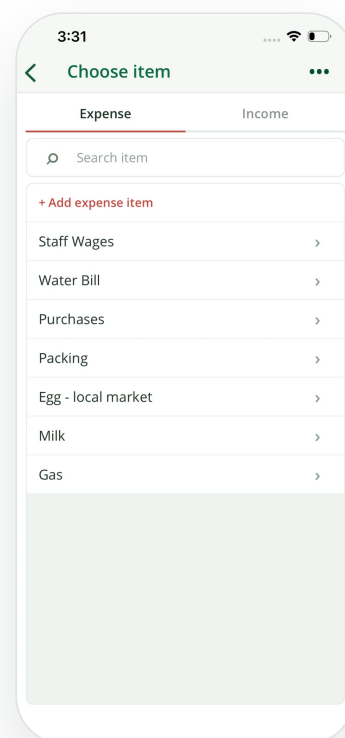
1. Start a day

- Open the Ledger tab. The selected date appears at the top.
- Check opening bank and opening cash before adding entries.
- Use the arrows to move to another date.



2. Add income or expense

- Tap New entry and choose the item.
- Select Cash or Bank, then enter the amount.
- Income and expense totals update automatically.



3. Record cash and bank transfers

- Use transfer entries when money moves between bank and cash.
- Bank to cash reduces bank balance and increases cash balance.
- Cash to bank reduces cash balance and increases bank balance.

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< Transfer

Bank → Cash
Withdraw to cash

Cash → Bank
Deposit to bank

Amount

0.00

Note

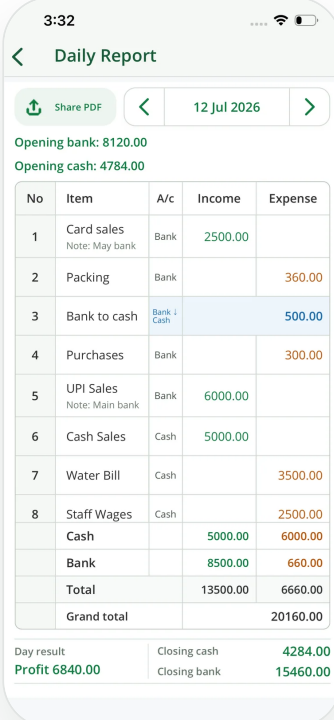
Type note

Save transfer

Balance preview	Now	After
Bank	3660.00	3660.00
Cash	4990.00	4990.00

4. Check reports

- Open Reports to view daily, monthly, yearly, and item reports.
- Reports help you compare income, expenses, and profit.
- Use filters when you need only cash, bank, income, or expense details.



3:32

< Daily Report

Share PDF < 12 Jul 2026 >

Opening bank: 8120.00
Opening cash: 4784.00

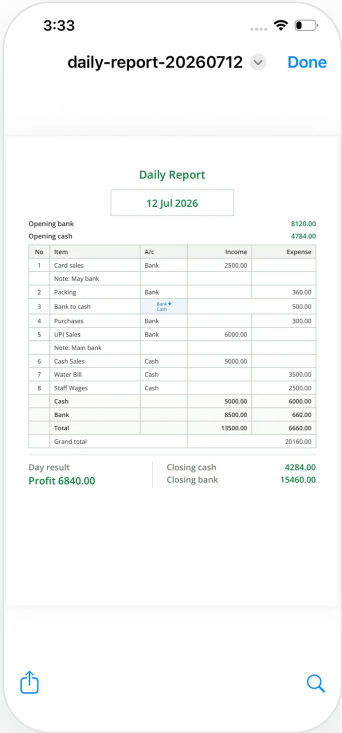
No	Item	A/c	Income	Expense
1	Card sales Note: May bank	Bank	2500.00	
2	Packing	Bank		360.00
3	Bank to cash	Bank & Cash		500.00
4	Purchases	Bank		300.00
5	UPI Sales Note: Main bank	Bank	6000.00	
6	Cash Sales	Cash	5000.00	
7	Water Bill	Cash		3500.00
8	Staff Wages	Cash		2500.00
	Cash		5000.00	6000.00
	Bank		8500.00	660.00
	Total		13500.00	6660.00
	Grand total			20160.00

Day result: Profit 6840.00

Closing cash: 4284.00
Closing bank: 15460.00

5. Share PDF reports

- Create a PDF report from the Reports screen.
- Review the PDF before sharing.
- Share it with the owner, accountant, or staff through WhatsApp or other apps.



6. Manage items, staff, and language

- Use Settings to manage items, staff access, language, and business settings.
- Give staff only the permissions they need.
- Contact support if you need help with account access or reports.

