StartERP
AI BUSINESS OS

MODULE GUIDE 6 OF 14

Finance and accounting

Double-entry accounts, expenses, the VAT return, e-invoicing, bank reconciliation, fixed assets, currencies, budgets and cost centres. Step-by-step instructions for each of the 25 modules, with the real screens you will use.

Accounting · Finance · VAT return · ZATCA e-invoicing (Phase 2) · Malta fiscal receipts (EXO) · Fiscal receipts (ZRA Smart Invoice, TRA EFD/VFD) · Certified cash register (Sweden, Norway, Latvia) · Uzbekistan fiscal receipts (OFD and e-faktura) · Kyrgyzstan fiscal receipts (KKM and ESF) · Tajikistan fiscal receipts · Mongolia e-barimt receipts · Fiscal device & e-invoice link · Cyprus VAT and VIES · Estonia KMD INF annex · Lithuania i.SAF invoice register · North Macedonia fiscal devices · Egypt ETA e-invoice and e-receipt · Central Europe fiscal & e-invoicing · Bank reconciliation · Fixed assets · Data migration · Auto Cloud Backup · Multi-currency · Budgets · Cost centres

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Contents

01 Accounting
02 Finance
03 VAT return
04 ZATCA e-invoicing (Phase 2)
05 Malta fiscal receipts (EXO)
06 Fiscal receipts (ZRA Smart Invoice, TRA EFD/VFD)
07 Certified cash register (Sweden, Norway, Latvia)
08 Uzbekistan fiscal receipts (OFD and e-faktura)
09 Kyrgyzstan fiscal receipts (KKM and ESF)
10 Tajikistan fiscal receipts
11 Mongolia e-barimt receipts
12 Fiscal device & e-invoice link
13 Cyprus VAT and VIES
14 Estonia KMD INF annex
15 Lithuania i.SAF invoice register
16 North Macedonia fiscal devices
17 Egypt ETA e-invoice and e-receipt
18 Central Europe fiscal & e-invoicing
19 Bank reconciliation
20 Fixed assets
21 Data migration
22 Auto Cloud Backup
23 Multi-currency
24 Budgets
25 Cost centres

How to use this guide

Each chapter covers one module: what it does, how to start in a few steps, and then each of its screens with the steps to follow. The label under each module name says whether every store has it or whether it is an add-on module switched on for your store. Some modules are made for certain kinds of business or for one country, and the label says which.

> **Where to find what your store has.** Open **Settings** → **Modules** to see the modules your store has. Every screen has a **?** button at the top with the steps for that screen, and the ⓘ beside a title explains what the screen shows.

> **About the screenshots.** They come from StartERP demo stores (starterp.org/#/demo-store), each taken in the kind of business the module is made for, so the names and figures are sample data. Your screens show your own company, products and figures, and some words change to suit your business.

The modules in this guide

Module	What it gives you
Accounting Add-on	Ledger, chart of accounts and postings
Finance Add-on	Expenses, capital and dividends
VAT return Add-on	Your VAT return for each month or quarter laid out like the tax authority's form (Saudi ZATCA, UAE VAT 201, Bahrain and Oman), built from your sales, returns, purchases and vendor expenses; see the documents behind every box, add adjustments with a reason, and mark it filed to lock the period
ZATCA e-invoicing (Phase 2) Add-on	Connect each branch to ZATCA's Fatoora platform once with an OTP; sales invoices, returns, credit and debit notes are signed, cleared or reported for you, with the ZATCA QR, the signed XML and the reported status on every document. Phase 1 QR codes stay free without it
Malta fiscal receipts (EXO) Add-on	Fiscal receipts for Malta: your EXO number beside the VAT number on every receipt, Article 11 receipts with EXP and exempt lines, receipts that can't be changed once issued, pre-bills marked not a fiscal receipt, a daily check of receipt numbers and Z reports, and the pack for your EXO application
Fiscal receipts (ZRA Smart Invoice, TRA EFD/VFD) Add-on	Fiscal receipts for Zambia and Tanzania: your TPIN and branch (ZRA Smart Invoice) or TIN, VRN and device serial (TRA EFD/VFD) on every receipt with each line's tax code, receipts that can't be changed once issued, a daily check of receipt numbers and Z reports, and the day's VSDC and VFD files
Certified cash register (Sweden, Norway, Latvia) Add-on	Cash register rules for Sweden, Norway and Latvia: your organisation number and the cash register and control unit numbers (Skatteverket), the cash register ID (Norway) or the VID registration (Latvia) on every receipt, receipts that can't be changed once issued, a daily check of receipt numbers and Z reports with the Z report contents, and Norway's SAF-T Cash Register file
Uzbekistan fiscal receipts (OFD and e-faktura) Add-on	Fiscal receipts for Uzbekistan: your fiscal module or virtual cash register on every receipt, the fiscal sign and OFD check QR recorded on each sale, IKPU codes on every line, receipts that can't be changed once issued, a daily check of receipts with no fiscal sign, missing numbers and Z reports, and e-faktura files for your e-invoice operator

Kyrgyzstan fiscal receipts (KKM and ESF) Add-on	Fiscal receipts for Kyrgyzstan: your KKM registration and fiscal module on every receipt, the fiscal sign and QR recorded on each sale, receipts that can't be changed once issued, a daily check of receipts with no fiscal sign, missing numbers and Z reports, and ESF files for esf.salyk.kg
Tajikistan fiscal receipts Add-on	Fiscal receipts for Tajikistan: your cash register's registration on every receipt, the fiscal sign recorded on each sale, receipts that can't be changed once issued, and a daily check of receipts with no fiscal sign, missing numbers and Z reports, with the day's journal for the Tax Committee
Mongolia e-barimt receipts Add-on	E-barimt receipts for Mongolia: your POS and district codes on every receipt, the lottery number and QR printed on each sale, B2B receipts with the buyer's register no., city tax, classification codes, receipts that can't be changed once issued, a daily check of receipts not yet sent, and the PosAPI 3.0 receipt file
Fiscal device & e-invoice link Add-on	For Romania, Serbia, Bulgaria and Georgia: your fiscal device's details, receipts that can't be changed once issued, a daily check by VAT rate against the device's Z report, Bulgaria's unique sale number (UNP) on every sale, and the RO e-Factura or SEF file of any invoice
Cyprus VAT and VIES Add-on	The VIES recapitulative statement of your sales to businesses in other EU states, by customer and month, worked out from your own sales and returns and ready for Tax For All
Estonia KMD INF annex Add-on	The KMD INF annex of your monthly VAT return: part A sales and part B purchase invoices of every partner at EUR 1,000 or more in the month, ready to file in e-MTA
Lithuania i.SAF invoice register Add-on	The month's sales and purchase VAT invoices as an i.SAF XML file with their totals and VAT, ready to upload to the VMI by the 20th
North Macedonia fiscal devices Add-on	Works beside your certified fiscal device: its receipt number on each cash and card sale, the day's Z reports, and a daily check that they match your takings
Egypt ETA e-invoice and e-receipt Add-on	Sends each B2B invoice to the ETA e-invoicing system and each sale to a consumer to the e-receipt system, with your EGS or GS1 item codes, and locks what ETA accepted

Central Europe fiscal & e-invoicing Add-on	Your country's tax rules on one screen: the NAV transaction ID (Hungary), the KSeF number (Poland), the FURS ZOI, EOR and code (Slovenia), the RKSV signed QR code (Austria) and the eKasa UID and OKP (Slovakia) kept and printed on every receipt or invoice, receipts locked once issued, a daily check of documents still without codes, the Czech control statement XML and the Swiss QR-bill on every invoice
Bank reconciliation Add-on	Import your bank statement (CSV, MT940 or CAMT.053) and every line is matched to the ledger by amount, date and reference with a confidence score; accept the sure matches in one tap, book bank charges by rule, set aside what is not yours, and print a reconciliation that agrees to the cent
Fixed assets Add-on	A register of your equipment, vehicles, furniture and fittings with cost, custodian and tag; monthly depreciation by straight line or declining balance posted to the ledger in one click, with catch-up of missed months and opening balances from your old books; disposals with their gain or loss and a register report
Data migration Add-on	Move in from your old desktop system: invoices, returns, bills, open balances and the opening trial balance, checked against the old system's own totals before anything is committed
Auto Cloud Backup Add-on	Your store's data backed up every night, encrypted in private cloud storage: see the last backup at a glance, back up now, download it as Excel or JSON and bring back deleted customers, vendors and products
Multi-currency Add-on	Keep the foreign currencies your vendors and customers use, with a rate for every day typed by hand or taken from a free daily feed, and see any amount in your own currency at the rate of its day
Budgets Add-on	Set a yearly budget on each revenue and expense account, month by month, typed, spread or pasted from Excel, and see it against your ledger for the month and the year to date with the variance and a traffic light; expenses and purchases that would go over budget are flagged as you enter them
Cost centres Add-on	Keep a tree of cost centres (head office, branches, projects, departments), name one on journal lines, expenses, sales, purchases and returns, give expense categories a default, share payroll by each employee's cost centre, and see the profit and loss or trial balance split by cost centre

01

Accounting

Add-on module

Books that keep themselves

Every sale, purchase, payment and expense posts to the ledger automatically. Your accountant gets a chart of accounts, trial balance and ledgers without re-entering a thing.

What you get

- Automatic double-entry postings
- Chart of accounts and trial balance
- Ledger per account with drill-down
- Ready for your accountant or auditor

GET STARTED IN 3 STEPS

1. **Review the chart of accounts.** Ready-made; add your own accounts if needed.
2. **Post opening balances.** One journal for what you start with.
3. **Open the trial balance.** Every sale and expense is already posted.

Chart of accounts

See every account grouped into assets, liabilities, equity, revenue and expenses, with opening balance, debits, credits and current balance, plus a trial balance check.

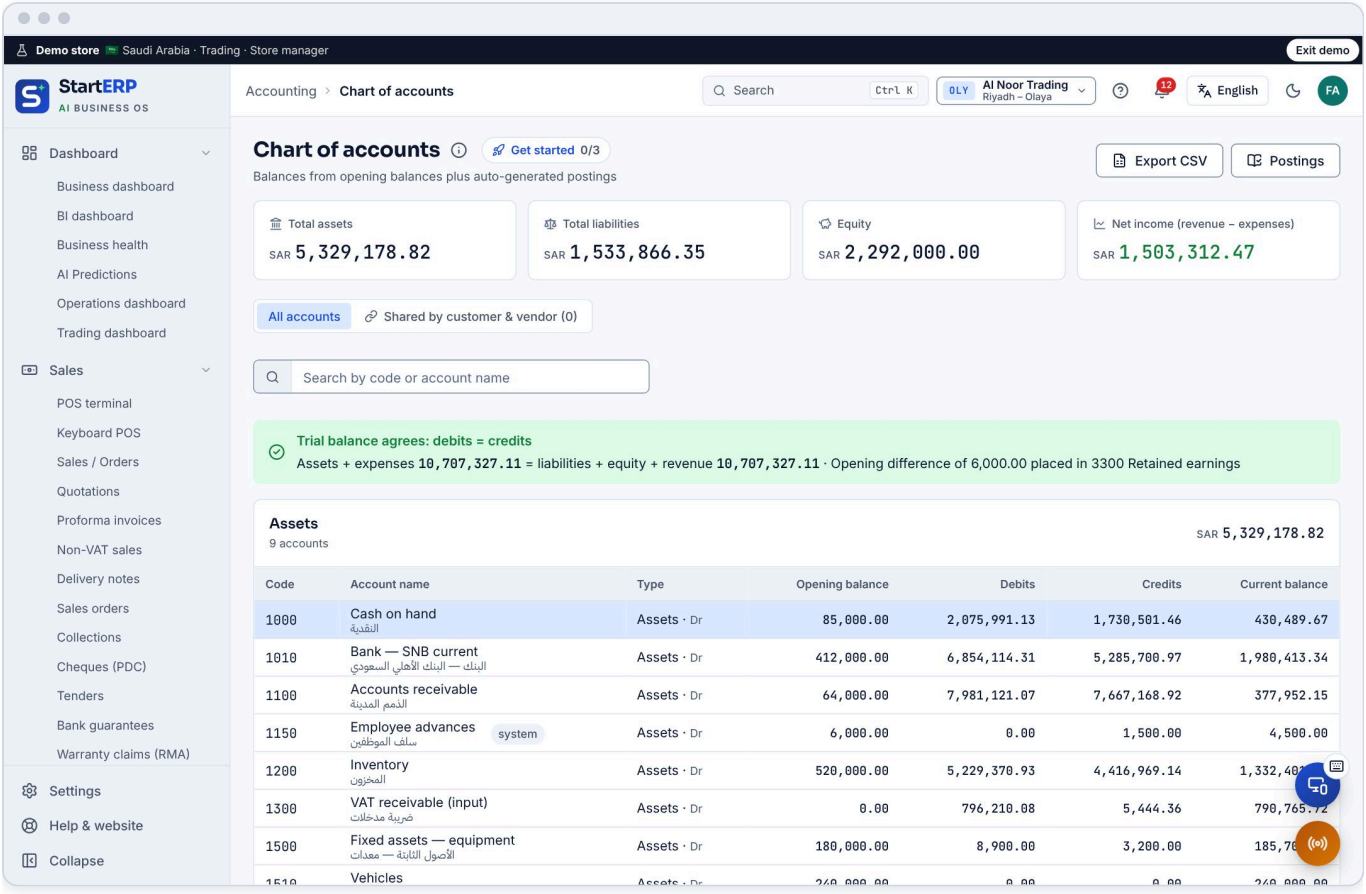


Chart of accounts

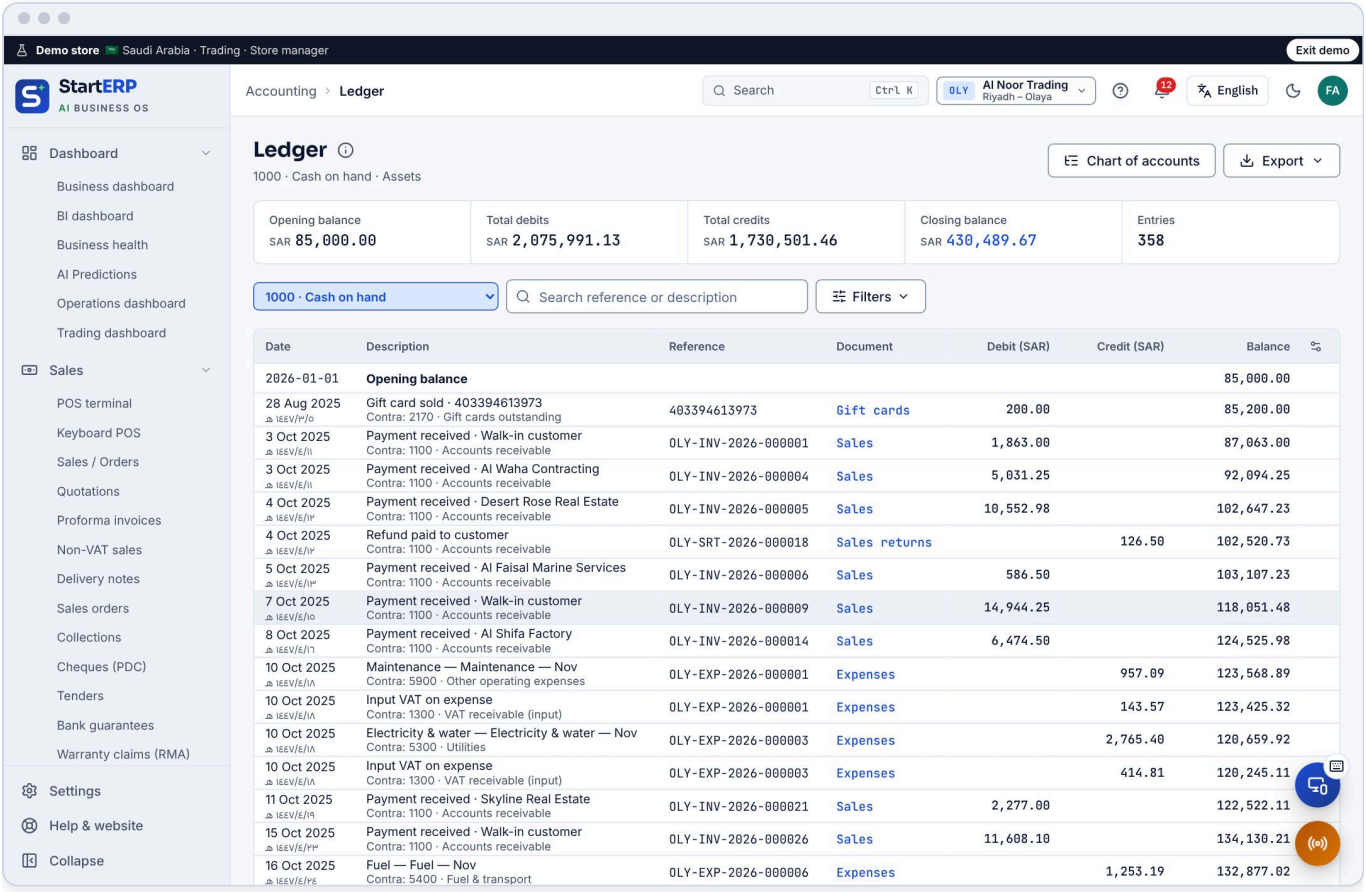
1. Read the tiles: Total assets, Total liabilities, Equity and "Net income (revenue − expenses)".
2. Check the banner: "Trial balance agrees: debits = credits" means the books balance.
3. If the banner says "Trial balance does not agree", press "Find the cause": it lists every document whose debits and credits differ (largest difference first), with the accounts it posted to and the difference; together they make the trial balance's difference. Open an account's ledger from its link, then correct that document.
4. Even a difference of 0.01 counts. It can come from documents that balance but have amounts with more than two decimals (for example 10.005): each account's total is rounded on its own. "Find the cause" lists those documents too, with each amount as stored and as rounded, and shows how much of the difference they make.
5. New amounts can no longer be finer than the store's currency: a payment, expense, debit or credit note, salary, opening balance or journal line of 0.001 in a 2-decimal currency (SAR) is refused, with the reason under the field (KWD, BHD and OMR keep 3 decimals). Product prices keep their own precision; document totals are rounded.

6. You don't have to keep checking: when the trial balance stops agreeing, or its difference changes, the bell gets a "Trial balance does not agree" notification and the dashboard shows a red banner with "Find the cause". Once the books agree again, a "Trial balance agrees again" notification replaces it and the banner goes.
7. Each document in the list is a link: press its number to open the document and review it.
8. An admin can press "Fix it" to see the action plan first: for each document what is wrong and what will be done, its posting lines before → after, each account's debits, credits and balance before → after, the other places that change (such as a customer's balance), and the trial balance after the fix. Nothing changes until you press "Fix" and confirm. Documents in a locked period, and ones that cannot be rebuilt safely, are left as they are with the reason. A copy of the old postings is kept, a document that still does not balance is put back as it was, and the fix is recorded in the audit log.
9. Scroll the groups; each row shows Opening balance, Debits, Credits and Current balance.
10. Type in the search box to find an account by its code or its English or Arabic name; only the groups with a match stay on screen.
11. A group with more than 10 accounts shows them a page at a time: use the arrows under its table, or pick 25, 50 or 100 rows. The tiles, the group totals and the trial balance always cover every account.
12. Click an account to open its ledger with every posting.
13. Click "Postings" to see the journal, or "Export CSV" to take the trial balance to Excel.
14. Choose "Shared by customer & vendor" to list only the accounts a customer and a vendor share, with links to both and the net balance (receivable or payable).

Tips. With “Custom payment account” on in Settings, a cash or bank payment can go to any account you pick (search, filter by type, or open a new one) instead of Cash or Bank. Leave it on the default to keep using Cash or Bank. Balances are calculated from opening balances plus postings created automatically from sales, purchases, expenses, vouchers, capital and salaries. Assets and expenses are debit-normal (Dr); liabilities, equity and revenue are credit-normal (Cr). A red balance is opposite to normal. If opening balances do not balance, the difference is placed in 3300 Retained earnings and shown in the banner. Account 1150 Employee advances has a "system" badge: it is added automatically for salary advances. Customer deposits (advances) sit in 2300 as a liability until used or refunded. With your company's server, every figure is the server's total of the postings and the banner compares the debit balances with the credit balances; shared accounts carry a "customer & vendor" badge.

Ledger

See every posting to one account with a running balance from its opening balance, filter by date or transaction type, and export to PDF or CSV.



Ledger

1. Choose the account from the account list (grouped by type), for example 1000 Cash on hand.
2. Set a date range; postings before the start are added into the opening balance.
3. Optionally filter by "Transaction type" or search by reference or description.
4. Read Opening balance, Total debits, Total credits and Closing balance in the stats bar.
5. Click a row to open the source document; the "Contra" line shows the other account.
6. Use "Export" for a PDF report or CSV file.

Tips. With a type or search filter, the running balance includes only the rows shown, so it may differ from the account balance. The balance follows the account nature: debits increase assets and expenses; credits increase liabilities, equity and revenue. Open a ledger directly by clicking an account in the chart of accounts or in postings. Use "Clear" to remove the search, type and date filters at once. Signed in to your store, the ledger reads every posting on the server from the store's first day, so it agrees with the chart of accounts; earlier postings form the Balance brought forward row.

02

Finance

Add-on module

Every riyal in and out, accounted for

Record expenses by category, owner's capital, drawings and dividends, with receipts attached. Your profit and cash figures finally include everything.

What you get

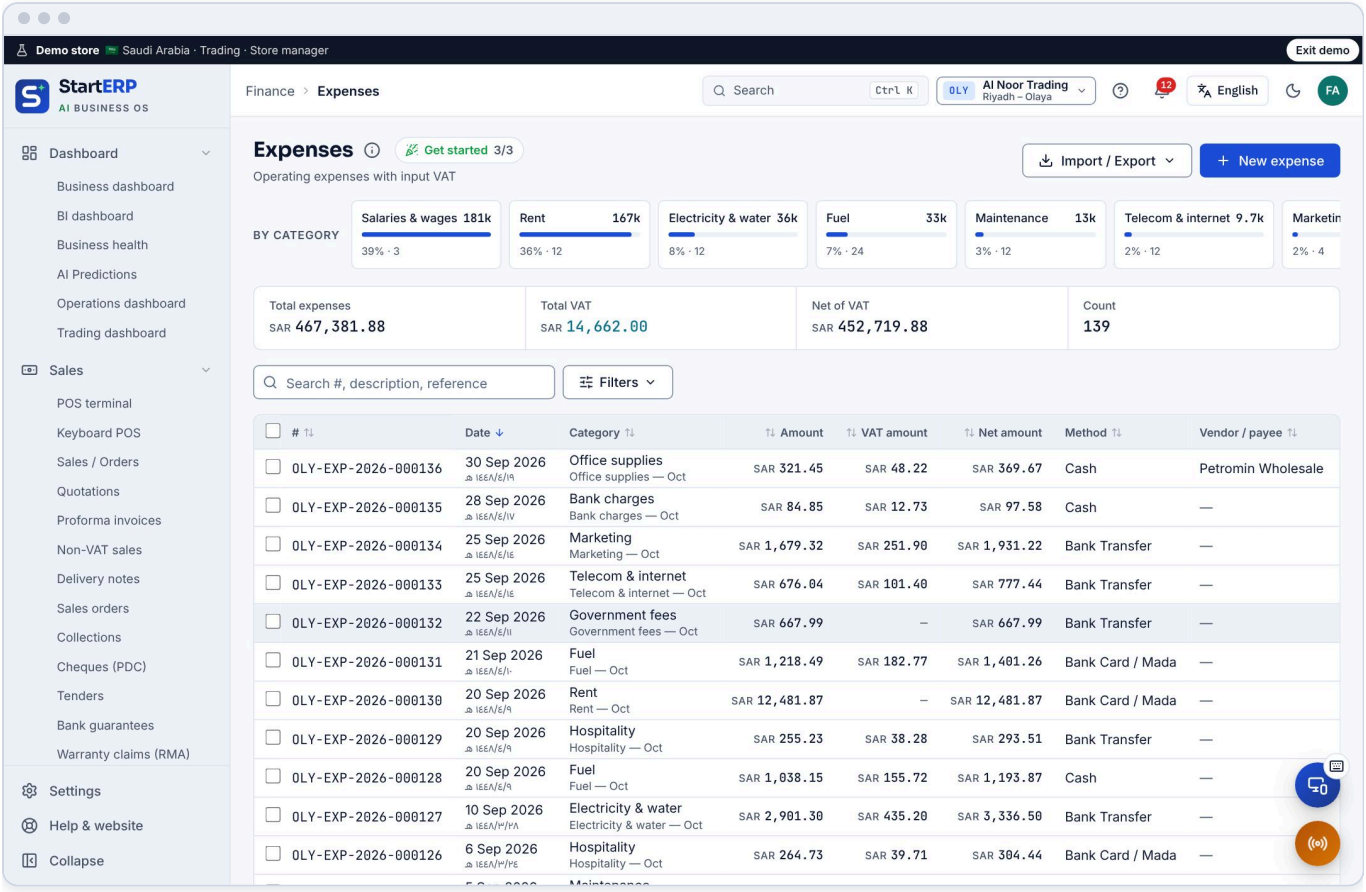
- Expenses by category with receipts
- Capital, drawings and dividends
- Net profit after expenses on the dashboard
- Input VAT on expenses claimed

GET STARTED IN 3 STEPS

1. **Set expense categories.** Rent, salaries, utilities and more.
2. **Record an expense.** Attach the receipt photo.
3. **Record owner's capital.** And drawings or dividends when they happen.

Expenses

Record operating expenses such as rent, utilities and fuel with input VAT, payee and receipt; each expense posts to the expense account of its category.



Expenses

ON THE LIST

1. Click "New expense" to record an expense.
2. Click a bar under "By category" to filter the list to that category; click it again to clear.
3. Filter by Method or VAT (With VAT / No VAT) and by date range.
4. Search by number, description or reference, then click a row to open it.

Tips. With “Custom payment account” on in Settings, a cash or bank payment can go to any account you pick (search, filter by type, or open a new one) instead of Cash or Bank. Leave it on the default to keep using Cash or Bank. "Net amount" in the list is the total paid including VAT; "Net of VAT" in the stats excludes it. "Total VAT" is the input VAT you can claim in your VAT return.

ON THE FORM

1. Choose the Category, or click "Create new" to add one without leaving the form.
2. Set the Date and a Description such as "Showroom rent — October".
3. Enter the amount; switch on "Amount includes VAT" if the receipt total already includes VAT.

4. Choose the VAT rate; the VAT amount is calculated, or type it to match the supplier invoice.
5. Choose the Payment method, enter the vendor invoice number in "Reference no.", and pick a Vendor or type a payee name.
6. Upload the receipt photo or scan, then Save.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Only claim VAT when the supplier invoice shows a valid VAT number. Posting: Dr the category expense account / Cr Cash (1000) or Bank (1010); VAT posts Dr 1300 VAT receivable (input). Cash posts to 1000 Cash on hand; card, transfer and cheque post to 1010 Bank. Expenses do not change the vendor payable balance. Use a purchase if you buy stock on credit.

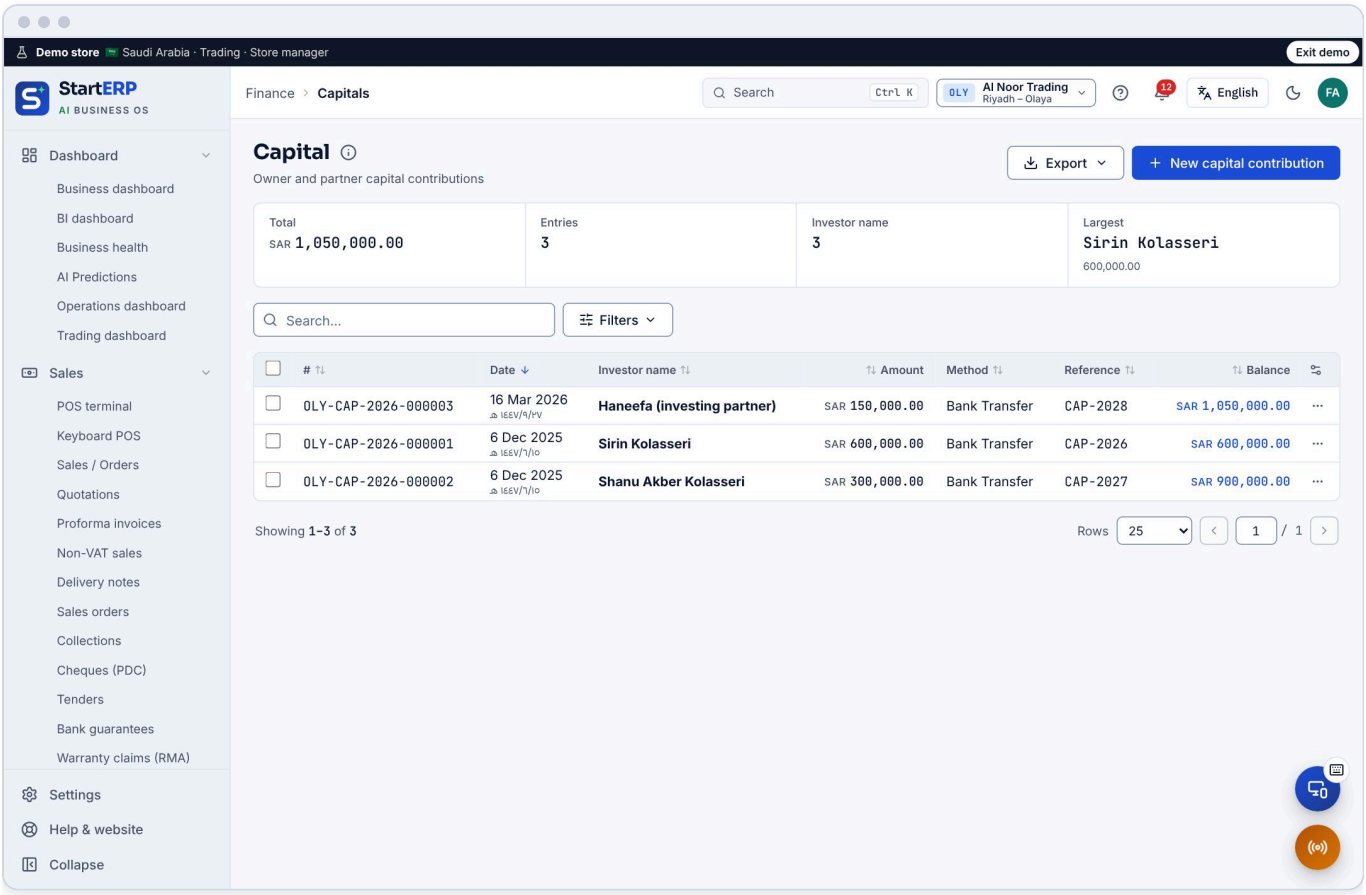
ON THE RECORD

1. Check Amount ex. VAT, VAT and Net amount (with the amount in words).
2. Click "Print voucher" for an expense payment voucher.
3. Open the "Journal" tab to see the accounts debited and credited.
4. Use "Duplicate" for recurring expenses such as monthly rent; the copy opens for editing with today’s date.

Tips. The "VAT claimable" badge shows when the expense has VAT. WhatsApp and Email use the vendor contact details when a vendor is selected.

Capital

Record capital contributed by owners and partners. Each contribution credits 3000 Owner capital.



Capital

ON THE LIST

1. Click "New capital contribution".
2. Filter by "Investor name" or Method.
3. Read the Balance column for the running total of contributions by date.
4. Use the row menu "Print voucher" for a capital receipt.

Tips. With “Custom payment account” on in Settings, a cash or bank payment can go to any account you pick (search, filter by type, or open a new one) instead of Cash or Bank. Leave it on the default to keep using Cash or Bank. The running balance covers contributions only; withdrawals and dividends have their own lists. See net equity in the chart of accounts. "Largest" in the stats shows the investor with the highest total.

ON THE FORM

1. Enter the "Investor name"; earlier names are suggested.
2. Enter Date, Amount and Payment method.
3. Add the bank Reference and Notes, then Save.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Posting: Dr Cash/Bank / Cr 3000 Owner capital. Capital that existed before StartERP belongs in the opening balance of account 3000, not as a new contribution.

ON THE RECORD

1. Check Amount, "Running balance" and the total for this investor.
2. Open "Same person" to list all contributions by this investor.
3. Click "Print voucher" for the capital receipt (سند قبض رأس مال).

Tips. The Details tab shows account 3000, where this amount is credited. Email and WhatsApp attach the voucher; add the recipient yourself.

03 VAT return

Add-on module

Your VAT return, ready to file

Pick a month or quarter and see your VAT return laid out box by box like the tax authority's form, from the sales, returns, purchases and vendor expenses you already keep. Press any box to see the documents behind it, add what the documents cannot show with a reason, then copy the figures into the portal and mark the return filed: the period locks so nothing in it changes afterwards.

What you get

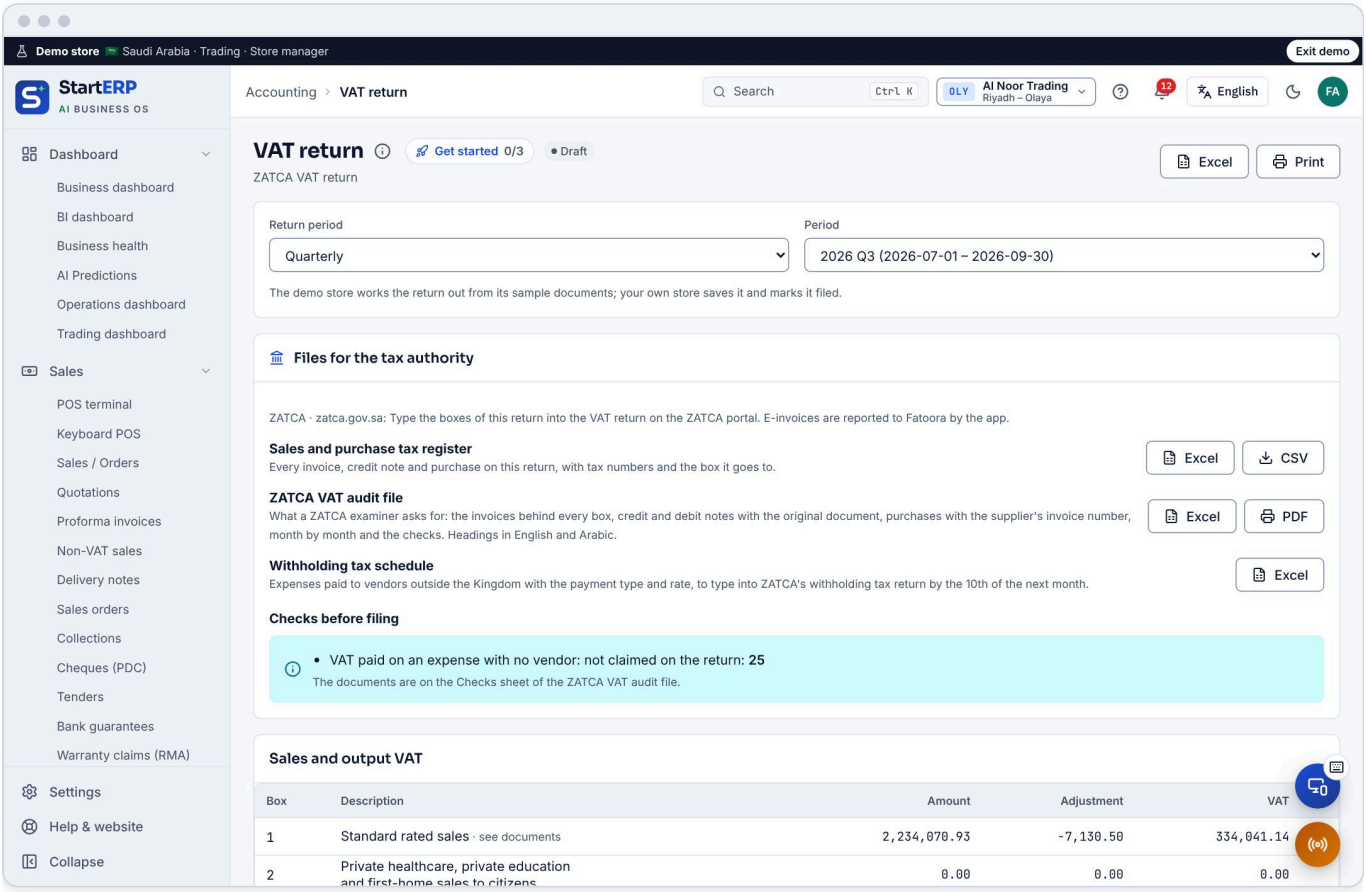
- Saudi, UAE, Bahrain and Oman forms
- The documents behind every box
- Adjustments with a reason
- Filed returns lock the period

GET STARTED IN 3 STEPS

1. **Pick the period.** Month or quarter.
2. **Review box by box.** Press a box to see the documents behind it.
3. **File and lock.** Copy figures to the portal, then lock the period.

VAT return

Your VAT return for a month or a quarter, laid out box by box like the tax authority's form: the ZATCA return in Saudi Arabia, VAT 201 in the UAE, the NBR return in Bahrain and the Tax Authority return in Oman; other countries get a plain summary. It is built from the period's sales, sales returns, purchases, purchase returns and vendor expenses in your own currency, the same figures as the dashboard's VAT box. Part of the VAT return add-on.



VAT return

1. Open Accounting → VAT return. Pick Quarterly or Monthly and the period; it opens on the last period that has ended.
2. Each box shows its amount, the adjustment (returns are taken off here) and the VAT. Press a box marked see documents to list the sales, returns, purchases or expenses behind it, and open any of them.
3. Under Adjustments, press Add adjustment for what the documents do not show, such as exempt sales, reverse charge on services bought from abroad or tourist refunds: pick the box, type the amount and VAT and the reason, and press Save. Type corrections from the previous period and credit carried forward where the form has them.
4. Download Excel, or press Print for an A4 copy of the return (store, VAT number, period, status, every box and the adjustments with their reasons; in Arabic when the app is in Arabic) that you can also save as PDF, and type its figures into the tax authority's portal; there is no direct filing.

5. Under Files for the tax authority, download the files your country takes: the sales and purchase tax register (Excel or CSV) everywhere, the FTA Audit File (FAF) in the UAE, GSTR-1 as JSON to upload on the GST portal (and its Excel sheets) in India, the FEC in France, the SIE 4 file in Sweden and the SAF-T Financial file in Norway and Denmark (the ledger files carry the store's registration number as the organisation number). They hold the same documents as the return, never non-VAT sales. The line above them says what you type into your authority's portal.
6. In Saudi Arabia, Files for the tax authority also has the ZATCA VAT audit file and the withholding tax schedule. The audit file (Excel, headings in English and Arabic) is what a ZATCA examiner asks for: a summary with the 16 boxes, the tax invoices and simplified invoices, zero-rated, export and exempt supplies, credit notes with the original invoice and reason, purchases with the supplier's invoice number, debit notes with the original purchase, expenses with VAT, the VAT turnover month by month (pick the year to compare it with your zakat declaration) and the checks. PDF prints the same summary on A4. The withholding tax schedule lists the expenses paid to vendors outside the Kingdom with the payment type and rate read from the expense category (rent, freight, tickets, telecom, insurance, interest and technical services 5%, royalties and other payments 15%, management fees 20%): check each line, then type it into ZATCA's withholding tax return by the 10th of the next month.
7. Before filing, read Checks before filing under the files (Saudi stores): it counts input VAT claimed without the supplier's VAT number, invoices and credit notes not yet cleared or reported to ZATCA, VAT numbers that are not 15 digits starting and ending in 3, purchases without the supplier's invoice number, credit and debit notes without the original document, simplified invoices given to customers with a VAT number and VAT paid on expenses with no vendor. Each document is listed on the Checks sheet of the audit file; fix it on the document, and the counts update.
8. Once it is submitted, an admin presses Mark as filed. The return is kept exactly as filed and, with Journals, the period is locked up to its last day so nothing in it changes. Reopen lets an admin change a filed return; the lock stays until an admin changes it under Period lock.

Tips. A sale with VAT is a standard rated sale; one without VAT is an export when the customer's country is not yours, else zero-rated. A purchase with VAT from a vendor abroad counts as an import with VAT paid at customs. Set the customer's or vendor's country to have exports and imports sorted for you. In the UAE, pick the emirate of your standard rated sales; they go in its row of box 1. The VAT by period chart under the return shows the output, input and net VAT of the last months or quarters, so a period out of line stands out. If a document of a filed period changes later, the return warns you and shows the net VAT now, so you can file a correction next period.

04

ZATCA e-invoicing (Phase 2)

Add-on module | Saudi Arabia only

ZATCA Phase 2 without the paperwork

Connect each branch to ZATCA's Fatoora platform once, with the OTP from the Fatoora portal, and StartERP does the rest: every sales invoice, return, credit note and debit note is built as UBL 2.1 XML, signed with your branch's certificate, chained and then cleared or reported, from the counter and from the office. Each document shows whether it is reported, in progress or failed, prints with ZATCA's QR code and keeps its signed XML to download. Phase 1 QR codes on every invoice stay free without this add-on.

What you get

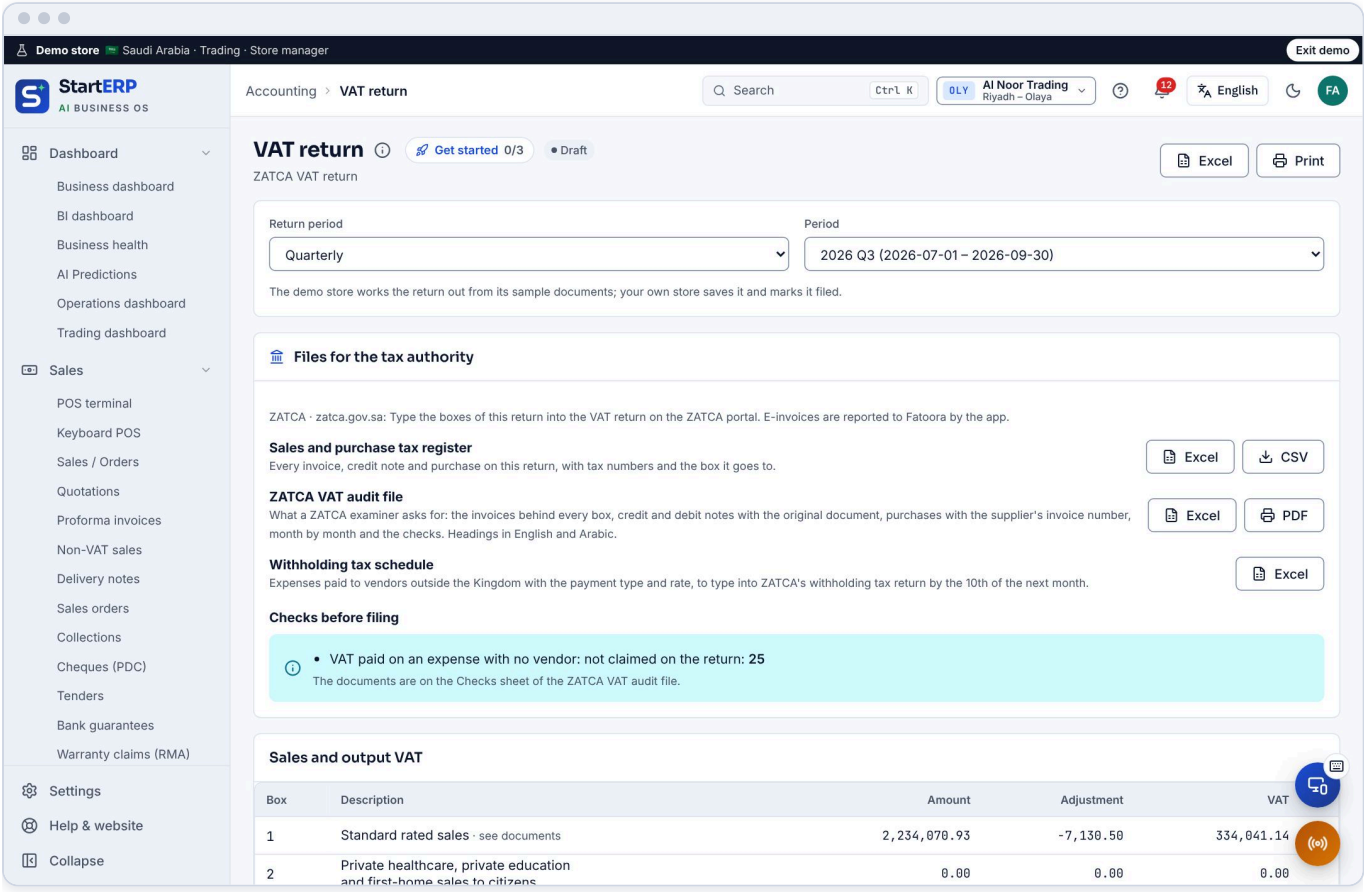
- Connect each branch once with the Fatoora OTP
- Invoices, returns, credit and debit notes signed, cleared or reported for you
- Reported, in progress or failed on every document
- ZATCA's QR code on the print and the signed XML to download

GET STARTED IN 3 STEPS

1. **Get the OTP from Fatoora.** One per branch from the Fatoora portal.
2. **Connect the branch.** StartERP gets its certificate.
3. **Issue an invoice.** It is signed and reported to ZATCA.

Connect to ZATCA (Phase 2)

Link this branch to ZATCA's Fatoora platform with a one-time password so your invoices are cleared and reported automatically.



Connect to ZATCA (Phase 2) · demo store: Trading, Saudi Arabia

1. Phase 2 needs the ZATCA e-invoicing (Phase 2) add-on: add it in Settings → Subscription & billing first (stores already connected keep it). Without it the Phase 2 option is locked and invoices carry the free Phase 1 QR code.
2. Check that General and National address in Store settings match your ZATCA registration (name, VAT number, CR number, address), then save.
3. In Store settings → ZATCA credentials set Phase to "Phase 2 — Integration (clearance)" and click Save settings.
4. Log in to fatoora.zatca.gov.sa → Onboard new solution unit/device → Generate OTP.
5. Click Connect to ZATCA, type the 6-digit One-time password (OTP) and click Connect.
6. Wait while the app generates the key pair, creates the CSR, requests the compliance CSID, runs 6 compliance checks and requests the production PCSID.
7. When you see "Connected to ZATCA", the dialog shows the PCSID, certificate expiry and the 6 compliance checks until you click Done; the Connection card then reads "Connected · Non-production (sandbox)" or "Connected · Production". New invoices are now signed and sent.

Tips. An OTP is valid for 1 hour and works once. "Invalid-OTP" means it is wrong or expired — generate a new one in the Fatoora portal and try again. Connect to ZATCA is disabled while the phase is 1; Phase 1 needs no credentials and only prints the QR code. Connect to ZATCA stays disabled until Phase 2 and the environment are saved: onboarding uses the saved phase and environment, so click Save settings first. Onboarding can take up to a minute on ZATCA's side; keep the dialog open until the result shows. If you change the seller name, VAT number, CR number or address, a "Reconnect required" banner appears — reconnect with a new OTP or invoices may be rejected (BR-KSA). Changing the business category does not need a reconnect: it never marks the store. If a reconnect is not really needed, a StartERP administrator can click Unmark on the "Reconnect required" banner (or in StartERP admin → ZATCA re-connections). Your ZATCA credentials stay as they are and reporting works again. The certificate is valid for 1 year. A warning appears 30 days before expiry — renew by clicking Reconnect with a new OTP. Disconnect revokes the PCSID and private key: invoices are no longer cleared or reported until you reconnect with a new OTP. Each store (branch) has its own ZATCA connection — repeat the steps in every branch.

05

Malta fiscal receipts (EXO)

Add-on module | Malta only

Fiscal receipts for Malta, ready for your EXO number

In Malta, receipts from a computer system count as fiscal receipts once the MTCA gives you an EXO number. Enter it once and StartERP prints it beside your VAT number on every receipt; an Article 11 business prints EXP before its VAT number and marks its lines exempt. Issued receipts can't be changed (corrections go through a return), pre-bills say they are not a fiscal receipt, and a daily check shows the first and last receipt numbers, any missing number and the Z reports. The EXO application pack gives you a sample receipt, a sample pre-bill and the software supplier letter for your application.

What you get

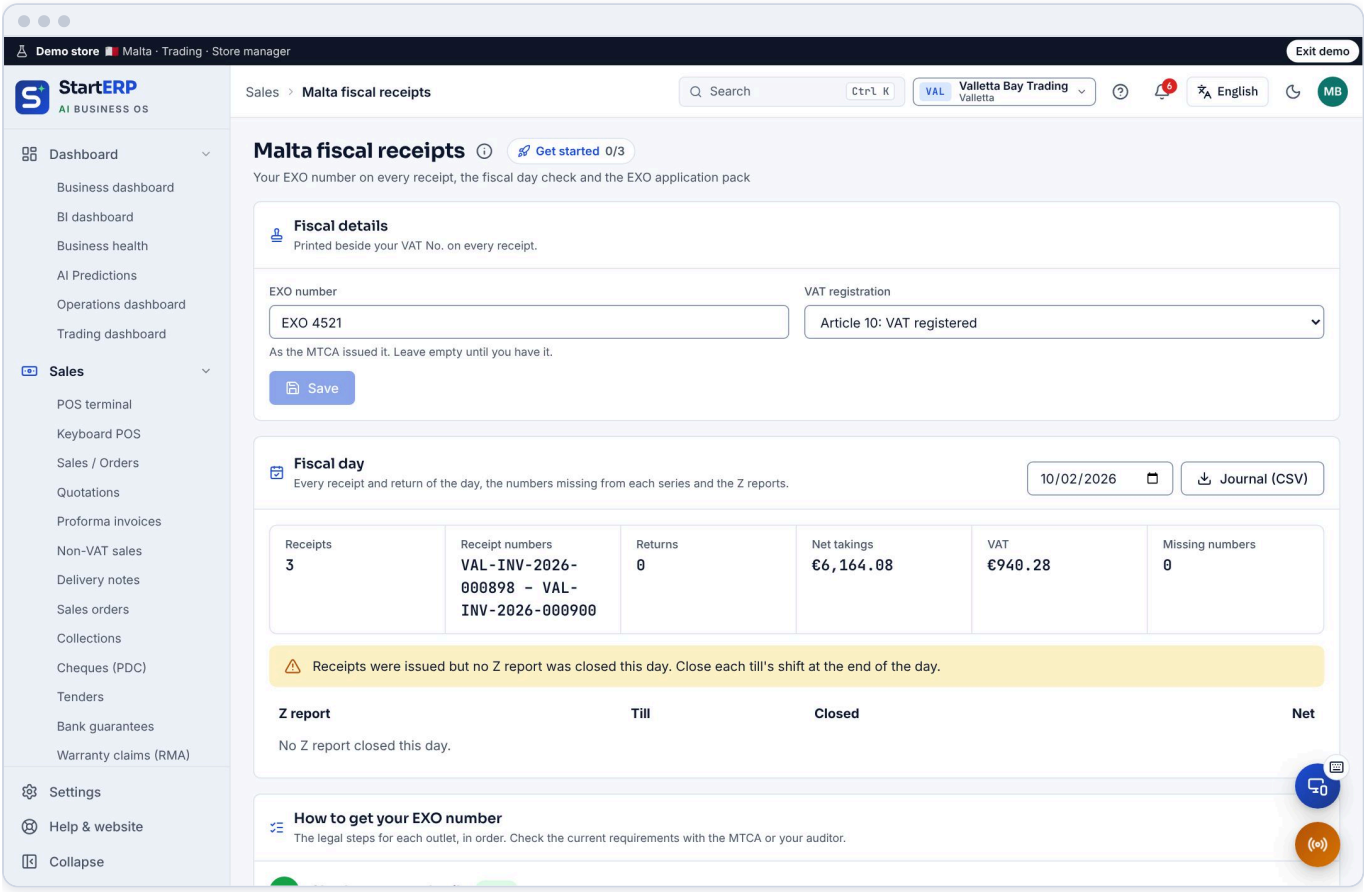
- Your EXO number on every receipt
- Receipts locked once issued
- Daily check of receipt numbers and Z reports
- Sample receipt, pre-bill and supplier letter for the MTCA

GET STARTED IN 3 STEPS

1. **Print the application pack.** Sample receipt, pre-bill and supplier letter.
2. **Enter your EXO number.** The one the MTCA gave you.
3. **Check each fiscal day.** Receipt numbers and Z reports.

Malta fiscal receipts

For stores in Malta (Malta fiscal receipts add-on). Receipts from StartERP count as fiscal receipts once the Malta Tax and Customs Administration (MTCA) gives your outlet an EXO number. Enter it here and every receipt prints it beside your VAT number; issued receipts can't be changed, the POS prints pre-bills marked not a fiscal receipt, and the fiscal day check shows each day's receipt numbers, any missing number and the Z reports.



Malta fiscal receipts · demo store: Trading, Malta

1. Open Malta fiscal receipts and follow How to get your EXO number, step by step: check your store details, press Ask StartERP to sign for the Software Supplier Certificate (StartERP signs and stamps it online; print it on A4), print a sample pre-bill and any sale from Sales as the sample fiscal receipt, get your auditor's certificate, then apply on servizz.gov.mt (service WEB-04190) with the four documents. Each step shows Done, Next or To do.
2. When the MTCA issues the EXO number, type it under Fiscal details, pick your VAT registration (Article 10, 11 or 12) and press Save. Until then, keep issuing receipts from your VAT receipt book or fiscal cash register.
3. At the till, press Pre-bill to print the order before payment; it says PRE-BILL and NOT A FISCAL RECEIPT and has no receipt number. The receipt printed after payment is the fiscal receipt.

4. Close each till's shift at the end of the day for its Z report, then pick the day under Fiscal day: it shows the first and last receipt numbers, returns, net takings and VAT, any number missing from a series and the day's Z reports.

Tips. An issued sale or return can't be changed or deleted: to correct one, issue a sales return against it. Payments and remarks can still be added. An Article 11 (exempt small business) store prints EXP before its VAT number and marks every line [E] exempt, as the MTCA's guideline of 13 July 2026 asks. Every Maltese store also picks its VAT registration on Settings, with or without this add-on. The signed letter certifies the business name, outlet address, VAT number, VAT registration, category and number of tills you had when you asked. If you change any of them, the letter says your store details changed: press Ask StartERP to sign again. A new EXO number does not need a new letter. Ask StartAI to check a fiscal day: it reads the same receipt numbers, missing numbers and Z reports.

06

Fiscal receipts (ZRA Smart Invoice, TRA EFD/VFD)

Add-on module | Zambia, Tanzania only

Fiscal receipts for Zambia and Tanzania

Zambia's ZRA Smart Invoice and Tanzania's TRA EFD / VFD ask every VAT-registered business to issue each sale as a fiscal receipt. Enter your TPIN and VSDC (Zambia) or your TIN, VRN and device codes (Tanzania) once, and StartERP prints them on every receipt with each line's tax code. Issued receipts can't be changed (corrections go through a return), and a daily check shows the receipt numbers, any missing number and the Z reports, with the day's VSDC or VFD file to download.

What you get

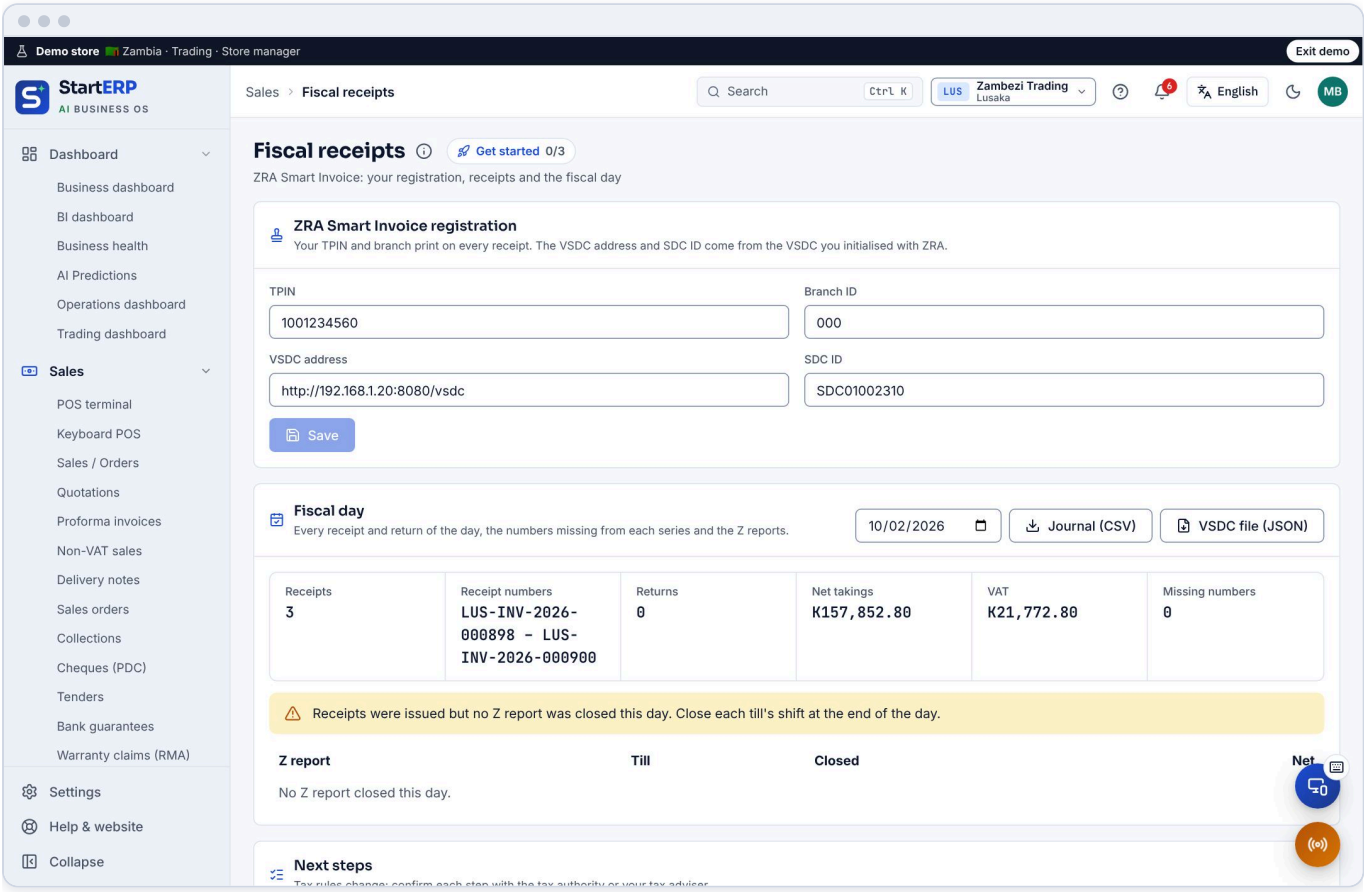
- Your TPIN or TIN and VRN on every receipt
- Tax code on every line
- Receipts locked once issued
- Daily check with the VSDC or VFD file

GET STARTED IN 3 STEPS

1. **Enter your registration.** TPIN and VSDC, or TIN, VRN and device.
2. **Follow the next steps.** Your VSDC or EFD and the authority.
3. **Check each fiscal day.** Receipt numbers, Z reports and the file.

Fiscal receipts (Zambia and Tanzania)

For stores in Zambia and Tanzania (Fiscal receipts add-on). Zambia's ZRA Smart Invoice and Tanzania's TRA EFD / VFD ask every VAT-registered business to issue each sale as a fiscal receipt. Enter your registration once and every receipt prints it with each line's tax code; issued receipts can't be changed, and the fiscal day check shows the day's receipt numbers, any missing number and the Z reports, with the day's VSDC (Zambia) or VFD (Tanzania) file to download.



Fiscal receipts (Zambia and Tanzania) · demo store: Trading, Zambia

1. Open Fiscal receipts. In Zambia, enter the TPIN, the branch ID ZRA gave the outlet, the address of your VSDC and its SDC ID. In Tanzania, enter the TIN, the VRN, the EFD or VFD serial number and the UIN, REGID and receipt code TRA issued. Press Save.
2. Sell as usual: every receipt prints your registration lines under the VAT number and marks each line with its tax code (Zambia A standard, C3 zero-rated, D exempt; Tanzania A standard, C zero-rated, E exempt).
3. Close each till's shift at the end of the day for its Z report, then pick the day under Fiscal day: it shows the first and last receipt numbers, returns, net takings and VAT, any missing number and the Z reports. Download the journal, and the VSDC file (Zambia) or VFD file (Tanzania), for your records.

Tips. StartERP does not yet send receipts to ZRA or TRA by itself: until it is certified, keep your VSDC or EFD machine issuing the fiscal receipt as well. The Next steps card on the page lists what to do for your country. An issued sale or return can't be changed or deleted: to correct one, issue a sales return against it. Payments and remarks can still be added. Ask StartAI to check a fiscal day: it reads the same receipt numbers, missing numbers and Z reports, and tells you what registration is still missing.

07

Certified cash register (Sweden, Norway, Latvia)

Add-on module | Sweden, Norway, Latvia only

A cash register that meets Nordic and Baltic rules

Sweden asks for a certified cash register with a control unit, registered with Skatteverket; Norway's cash register system regulation asks for set Z report contents and a SAF-T Cash Register file on request; Latvia asks for a cash register registered with VID. Enter your registration once and StartERP prints it on every receipt, locks issued receipts (corrections go through a return), checks each day's receipt numbers and Z reports, shows what the Z report holds (VAT by rate, payments, discounts) and downloads the journal, the Z report and, in Norway, the SAF-T Cash Register file.

What you get

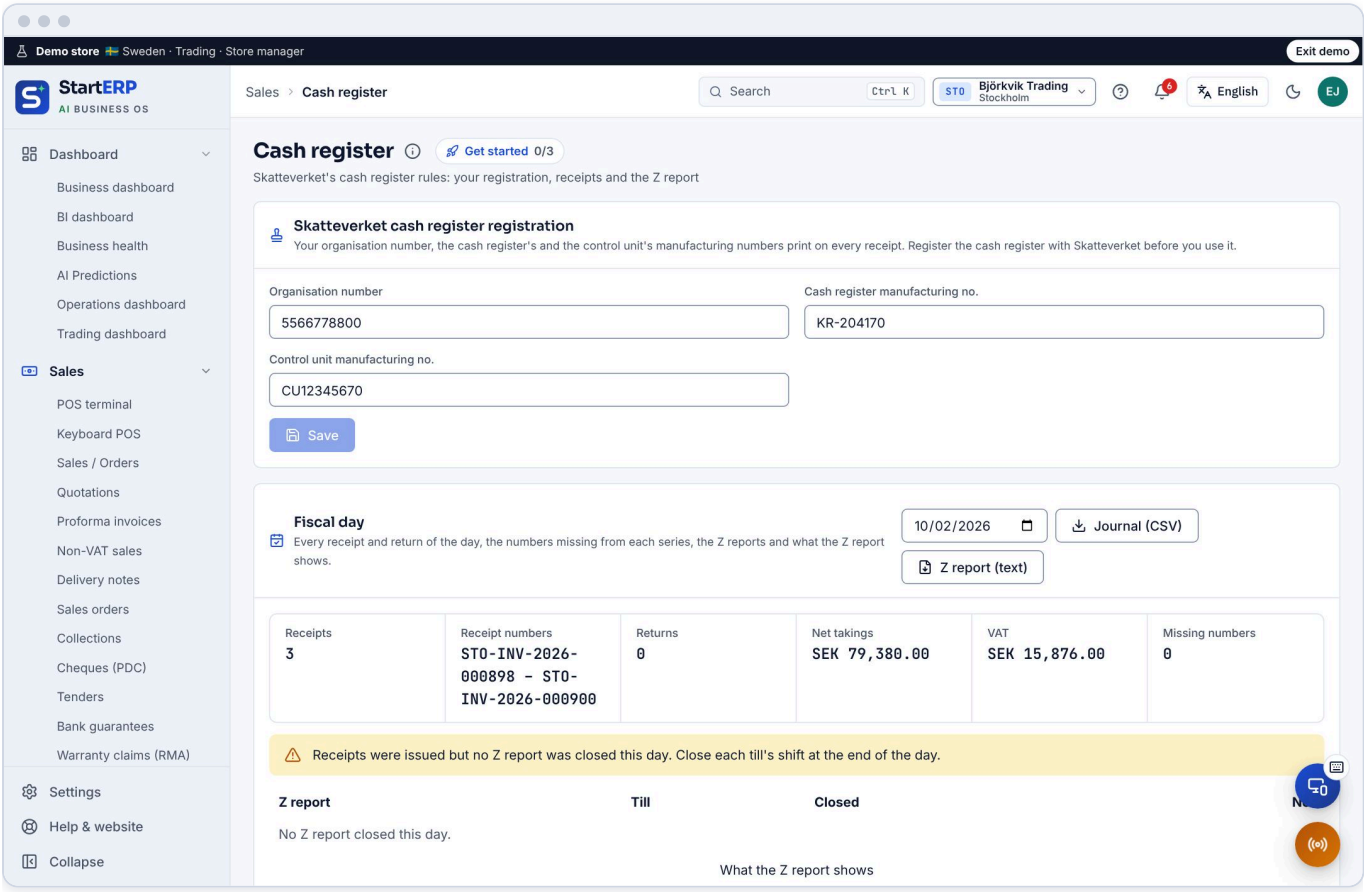
- Your registration on every receipt
- Receipts locked once issued
- Z report with VAT by rate and payments
- Norway's SAF-T Cash Register file

GET STARTED IN 3 STEPS

1. **Enter your cash register.** Organisation number and register numbers.
2. **Follow the next steps.** Registration with the tax authority.
3. **Check each fiscal day.** Receipt numbers, the Z report and files.

Certified cash register (Sweden, Norway, Latvia)

For stores in Sweden, Norway and Latvia (Certified cash register add-on). Sweden asks for a certified cash register with a control unit registered with Skatteverket, Norway's cash register system regulation asks for set Z report contents and the SAF-T Cash Register file on request, and Latvia asks for a cash register registered with VID. Enter your registration once and every receipt prints it; issued receipts can't be changed, and the fiscal day check shows the day's receipt numbers, any missing number, the Z reports and what the Z report holds, with the journal, the Z report and (Norway) the SAF-T Cash Register file to download.



Certified cash register (Sweden, Norway, Latvia) · demo store: Trading, Sweden

1. Open Cash register. In Sweden, enter the organisation number and the manufacturing numbers of the cash register and the control unit as registered with Skatteverket. In Norway, enter the organisation number, the cash register ID and the shop's name. In Latvia, enter the tax registration number and the cash register's VID registration and serial numbers. Press Save.
2. Sell as usual: every receipt prints your registration lines under the VAT number.
3. Close each till's shift at the end of the day for its Z report, then pick the day under Fiscal day: it shows the first and last receipt numbers, returns, net takings and VAT, any missing number, the Z reports and what the Z report shows (sales, returns, discounts, VAT by rate and payments by method). Download the journal and the Z report, and in Norway the SAF-T Cash Register file when Skatteetaten asks for it.

Tips. StartERP is not a certified cash register with its own control unit yet: in Sweden, keep ringing cash and card sales on your certified cash register too. The Next steps card on the page lists what to do for your country. An issued sale or return can't be changed or deleted: to correct one, issue a sales return against it. Payments and remarks can still be added. The ledger files your accountant needs are on the VAT return screen: SIE 4 for Sweden and SAF-T Financial for Norway. Ask StartAI to check a fiscal day: it reads the same receipt numbers, missing numbers and Z reports, and tells you what registration is still missing.

08

Uzbekistan fiscal receipts (OFD and e-faktura)

Add-on module | Uzbekistan only

Fiscal receipts for Uzbekistan, with OFD and e-faktura

In Uzbekistan every receipt goes to the State Tax Committee's fiscal data operator (OFD), and B2B sales need an e-faktura. Save your fiscal module or virtual cash register once and StartERP prints it on every receipt, with the IKPU code on each line. Record the fiscal sign and check QR your cash register gives each sale, and a daily check lists receipts with no fiscal sign, missing numbers and Z reports. Issued receipts can't be changed (corrections go through a return), and each B2B sale gives you an e-faktura file for Didox, Faktura.uz or my.soliq.uz.

What you get

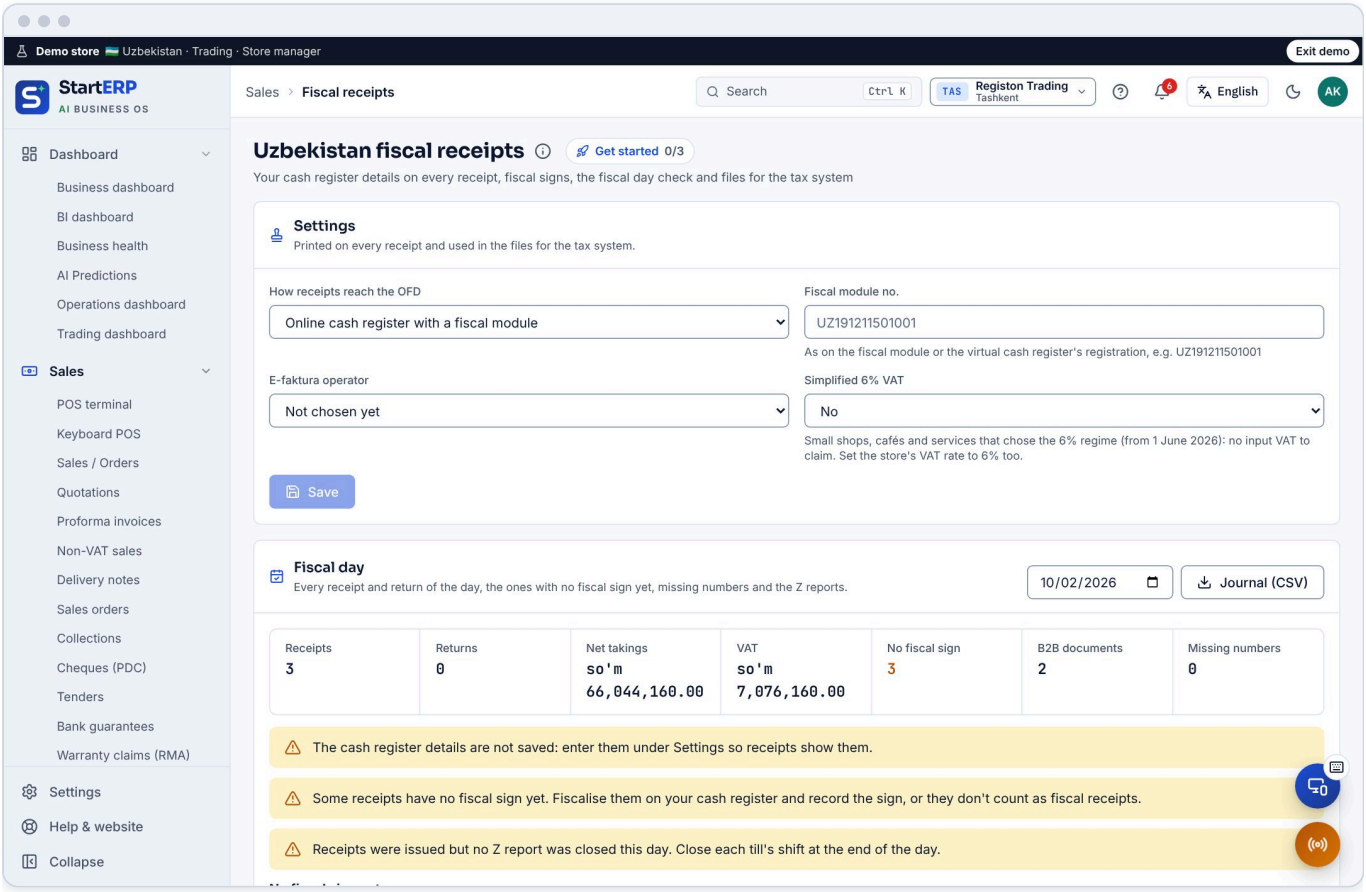
- Fiscal module or virtual cash register on every receipt
- IKPU codes on every line
- Daily check of fiscal signs, numbers and Z reports
- E-faktura files for your operator

GET STARTED IN 3 STEPS

1. **Save your fiscal module.** Or choose the virtual cash register.
2. **Record each fiscal sign.** From the receipts with none yet.
3. **Check each fiscal day.** Numbers, signs and Z reports.

Fiscal receipts (Central Asia and Mongolia)

For stores in Uzbekistan, Kyrgyzstan, Tajikistan and Mongolia with their country's fiscal add-on. Save how your till is registered with the tax system, and every receipt prints it. Record the fiscal sign, QR code and (in Mongolia) lottery number your cash register, OFD or e-barimt gives each sale. The fiscal day check lists receipts with no fiscal sign yet, missing numbers, B2B documents and the Z reports, and each B2B sale gives you its e-faktura (Uzbekistan), ESF (Kyrgyzstan) or e-barimt (Mongolia) file.



Fiscal receipts (Central Asia and Mongolia) · demo store: Trading, Uzbekistan

1. Open Fiscal receipts. Under Settings, save your cash register's details: in Uzbekistan the fiscal module number or the virtual cash register and your e-faktura operator; in Kyrgyzstan and Tajikistan the cash register's registration no. and fiscal module; in Mongolia the e-barimt branch no., POS no., district code and city tax.
2. In Uzbekistan and Mongolia, give each product its code: Products, edit, then the IKPU (MXIK) code (17 digits) or the classification code (7 digits). It prints on the receipt and goes into the files.
3. Sell as usual. Until StartERP is connected to the tax system, fiscalise each sale on your cash register (or PosAPI) too, then under Fiscal day press the receipt's number under No fiscal sign yet and type the fiscal sign, QR link and lottery no. it printed.
4. Close each till's shift at the end of the day for its Z report, and check the day: receipts, returns, net takings and VAT, receipts with no fiscal sign, B2B documents, city tax (Mongolia), missing numbers and Z reports. Download the day's journal as CSV.

5. For a sale to a business, type its number under Files for the tax system to download its e-faktura (upload it through Didox, Faktura.uz or my.soliq.uz), ESF details (for esf.salyk.kg, within 5 working days) or e-barimt PosAPI file.

Tips. An issued sale or return can't be changed or deleted: to correct one, issue a sales return against it. Payments, remarks and the fiscal record can still be added. Getting live with the tax office lists what your store must register first: the STIR or INN, the cash register and, for e-invoices, an e-signature. Ask StartAI to check a fiscal day: it reads the same receipts with no fiscal sign, missing numbers and Z reports.

09

Kyrgyzstan fiscal receipts (KKM and ESF)

Add-on module | Kyrgyzstan only

Fiscal receipts for Kyrgyzstan, with KKM and ESF

In Kyrgyzstan sales go through an online cash register (KKM) registered with the State Tax Service, and VAT payers get ESF e-invoices within 5 working days. Save your KKM registration and fiscal module once and StartERP prints them on every receipt. Record the fiscal sign each sale gets, and a daily check lists receipts with no fiscal sign, missing numbers and Z reports. Issued receipts can't be changed, and each B2B sale gives you the ESF details as a file for esf.salyk.kg.

What you get

- KKM registration on every receipt
- Receipts locked once issued
- Daily check of fiscal signs, numbers and Z reports
- ESF files for esf.salyk.kg

GET STARTED IN 3 STEPS

1. **Save your KKM registration.** And the fiscal module serial.
2. **Record each fiscal sign.** From the receipts with none yet.
3. **Check each fiscal day.** Numbers, signs and Z reports.

> **Fiscal receipts (Central Asia and Mongolia)** is explained in the chapter “Uzbekistan fiscal receipts (OFD and e-faktura)”.

10

Tajikistan fiscal receipts

Add-on module | Tajikistan only

Fiscal receipts for Tajikistan

In Tajikistan sales go through a cash register that sends its data to the Tax Committee. Save its registration once and StartERP prints it on every receipt. Record the fiscal sign each sale gets, and a daily check lists receipts with no fiscal sign, missing numbers and Z reports, with the day's journal to download. Issued receipts can't be changed: corrections go through a return.

What you get

- Cash register registration on every receipt
- Receipts locked once issued
- Daily check of fiscal signs, numbers and Z reports
- The day's journal as CSV

GET STARTED IN 3 STEPS

1. **Save your cash register.** Its registration number.
2. **Record each fiscal sign.** From the receipts with none yet.
3. **Check each fiscal day.** Numbers, signs and Z reports.

> **Fiscal receipts (Central Asia and Mongolia)** is explained in the chapter “Uzbekistan fiscal receipts (OFD and e-faktura)”.

11 Mongolia e-barimt receipts

Add-on module | Mongolia only

E-barimt receipts for Mongolia

In Mongolia every sale sends an e-barimt receipt and prints its QR code and lottery number; B2B receipts carry the buyer's register no. Save your branch, POS and district codes and city tax once and StartERP prints them on every receipt, with each product's classification code. Record the lottery number and QR each receipt gets, and a daily check lists receipts not yet sent, B2B receipts, city tax, missing numbers and Z reports. Each sale also gives you its PosAPI 3.0 receipt file.

What you get

- Lottery no. and QR on every receipt
- B2B receipts with the buyer's register no.
- City tax and classification codes
- Daily check of receipts not yet sent

GET STARTED IN 3 STEPS

1. **Save your e-barimt POS.** Branch, POS and district codes.
2. **Record each fiscal sign.** From the receipts with none yet.
3. **Check each fiscal day.** Numbers, signs and Z reports.

> **Fiscal receipts (Central Asia and Mongolia)** is explained in the chapter “Uzbekistan fiscal receipts (OFD and e-faktura)”.

12 Fiscal device & e-invoice link

Add-on module | Romania, Serbia, Bulgaria, Georgia only

Your fiscal device and e-invoices, checked every day

In Romania, Serbia, Bulgaria and Georgia every retail sale goes through a certified fiscal device that reports to the tax authority, and in Romania and Serbia invoices also go to the state e-invoice system. Save your device's serial number once (and the operator code in Bulgaria, the business unit in Serbia). Issued receipts can't be changed, so corrections go through a return. A daily check sets the day's receipts, returns and VAT by rate beside the device's Z report, finds any missing receipt number and gives every Bulgarian sale its unique sale number (UNP). In Romania and Serbia it makes the RO e-Factura or SEF XML of any invoice, ready to upload.

What you get

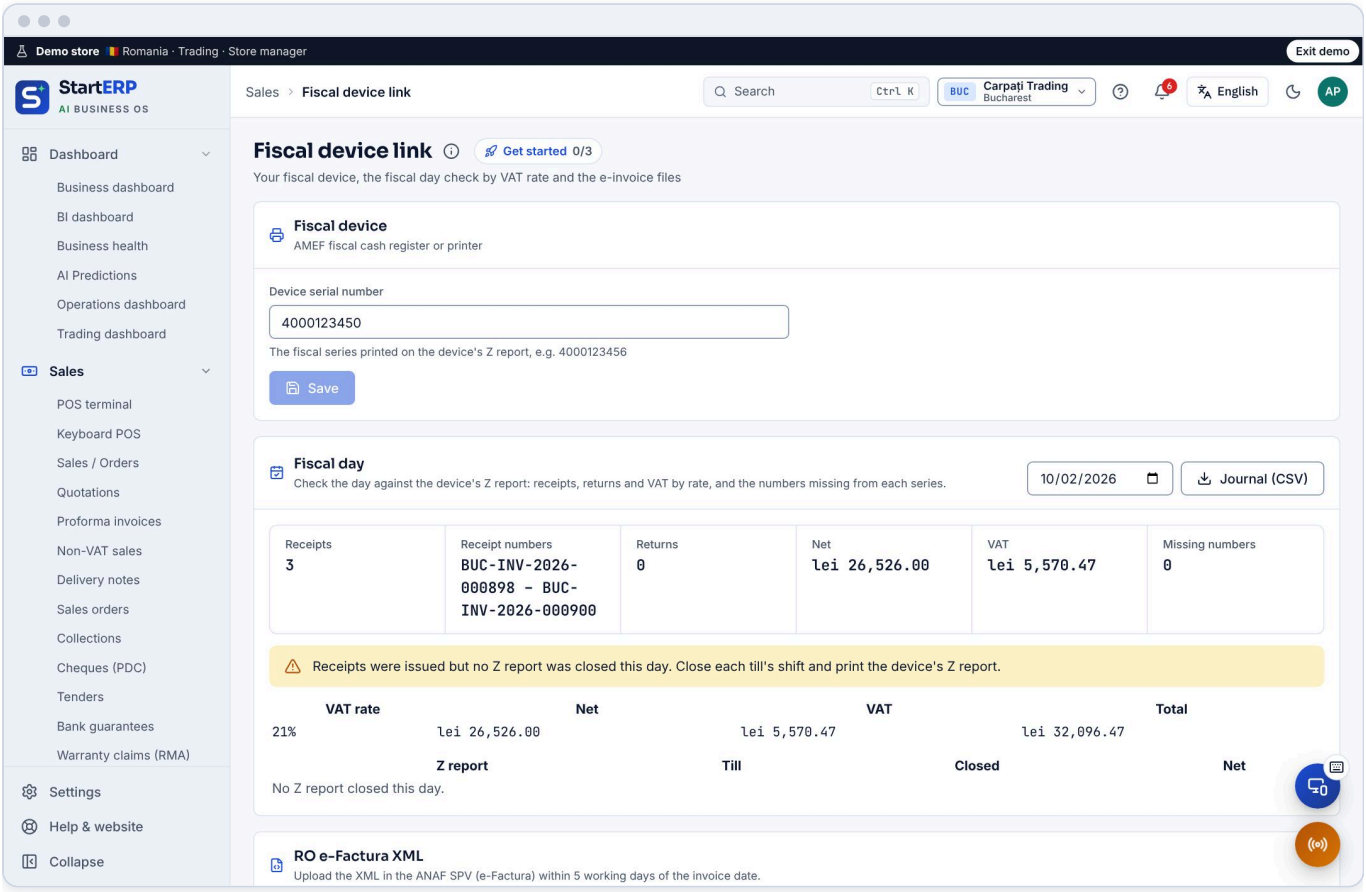
- Your fiscal device saved on the store
- Receipts locked once issued
- Daily check by VAT rate against the Z report
- RO e-Factura and SEF invoice files

GET STARTED IN 3 STEPS

1. **Save your fiscal device.** Its serial number from the Z report.
2. **Check each fiscal day.** VAT by rate against the Z report.
3. **Download e-invoice files.** RO e-Factura or SEF XML for an invoice.

Fiscal device link

For stores in Romania, Serbia, Bulgaria and Georgia (Fiscal device & e-invoice link add-on). Every retail sale there goes through a certified fiscal device that reports to the tax authority. Save the device here; issued receipts can't be changed, the fiscal day check sets the day's receipts, returns and VAT by rate beside the device's Z report, Bulgarian sales get their unique sale number (UNP), and in Romania and Serbia you can download any invoice as an RO e-Factura or SEF XML file.



Fiscal device link · demo store: Trading, Romania

1. Open Fiscal device link. Under Fiscal device, type the serial number printed on the device's Z report. In Bulgaria also type the operator code (1 to 4 digits); in Serbia the business unit code. Press Save.
2. Close each till's shift at the end of the day and print the device's Z report. Then pick the day under Fiscal day: compare the net and VAT of each rate with the Z report, and check that no receipt number is missing.
3. Press Journal (CSV) to keep the day's journal. In Bulgaria it carries each sale's unique sale number.
4. Romania and Serbia: pick an invoice of the day under the e-invoice card and press Download the XML, then upload the file in ANAF SPV (e-Factura) or SEF.

Tips. An issued sale or return can't be changed or deleted: to correct one, issue a sales return against it. Payments and remarks can still be added. The e-invoice file needs your tax number and the customer's; in Romania also your county. The card warns you before you upload. Ask StartAI to check a fiscal day: it reads the same VAT by rate, missing numbers, unique sale numbers and Z reports.

13

Cyprus VAT and VIES

Add-on module | Cyprus only

Your Cyprus VIES statement, worked out for you

A VAT-registered business in Cyprus that sells to businesses in other EU states files a VIES recapitulative statement every month. StartERP reads your sales and returns, picks the customers with another EU state's VAT number and adds up each one's value before VAT, ready to copy into Tax For All or download as CSV.

What you get

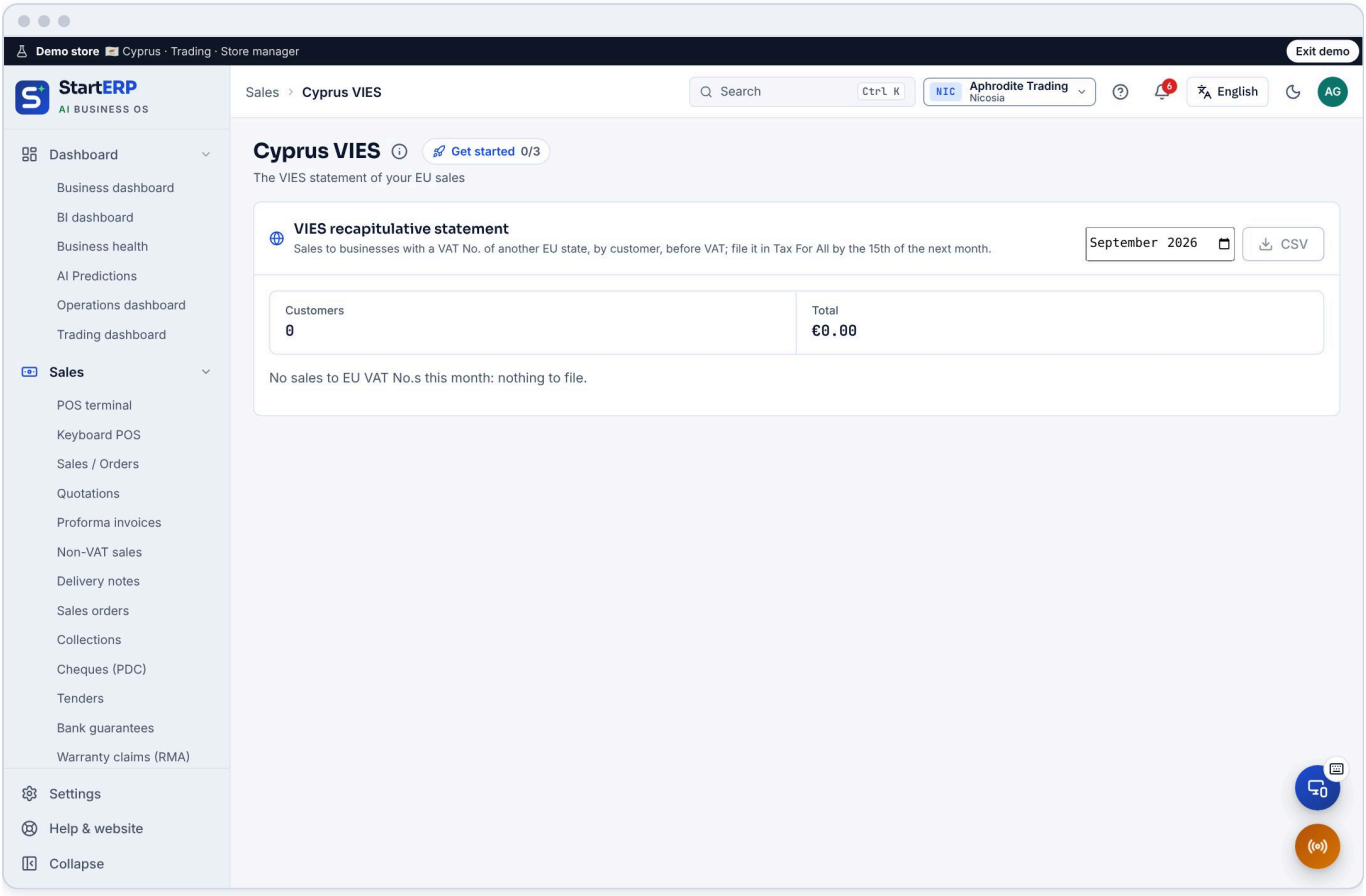
- VIES lines by customer and EU state
- Returns taken off
- Last month picked for you
- CSV for Tax For All

GET STARTED IN 3 STEPS

1. **Add EU VAT numbers.** On your business customers.
2. **Sell as usual.** Invoices and returns feed VIES.
3. **File the VIES statement.** Copy it into Tax For All.

Cyprus VIES

For stores in Cyprus (Cyprus VAT and VIES add-on). The VIES recapitulative statement lists your sales to businesses with a VAT number of another EU state, by customer, before VAT, with returns taken off. File it in Tax For All by the 15th of the next month.



Cyprus VIES · demo store: Trading, Cyprus

1. Give each business customer in another EU state its VAT number with the country prefix (for example DE123456789).
2. Open Cyprus VIES: last month is picked; choose another month if you need it.
3. Copy the lines into Tax For All, or download them as CSV.

Tips. Customers with a Cypriot VAT number or none are not on the statement. StartAI reads the same statement with read_report cy-vies.

14

Estonia KMD INF annex

Add-on module | Estonia only

The KMD INF annex without the spreadsheet

Estonia's VAT return comes with the KMD INF annex: every sales and purchase invoice of a partner whose invoices of the month reach EUR 1,000 before VAT. StartERP adds up each customer and vendor by registry code, lists their invoices in part A and part B with the taxable amount, rate and VAT, and gives you both as CSV for e-MTA.

What you get

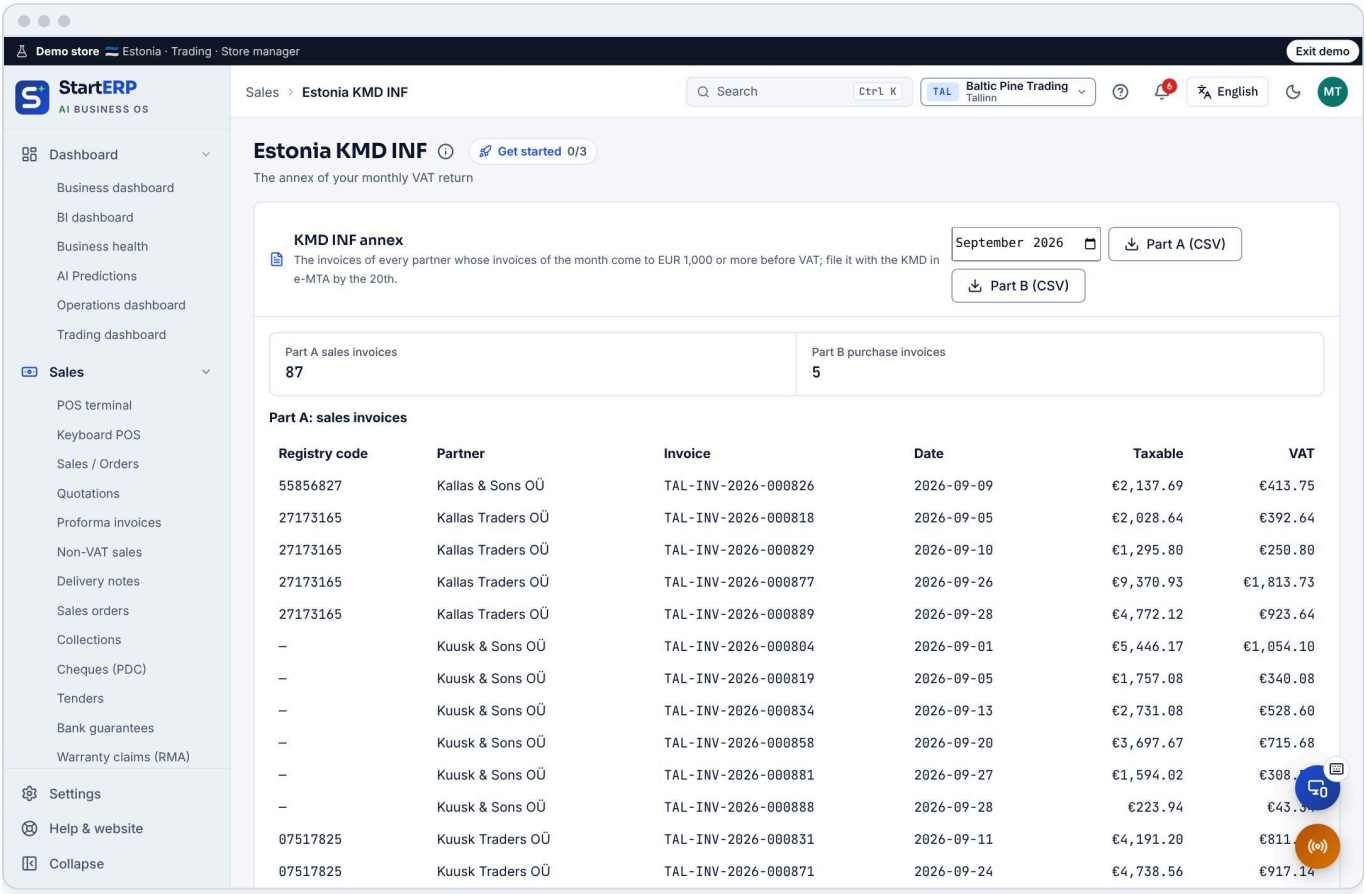
- Part A sales and part B purchases
- The EUR 1,000 limit applied per partner
- Registry code and VAT number on each line
- CSV for e-MTA

GET STARTED IN 3 STEPS

1. **Add registry codes.** On customers and vendors.
2. **Sell and buy as usual.** Invoices feed the annex.
3. **File KMD INF.** Parts A and B with the KMD.

Estonia KMD INF

For stores in Estonia (Estonia KMD INF annex add-on). The KMD INF annex of the VAT return lists every sales invoice (part A) and purchase invoice (part B) of a partner whose invoices of the month come to EUR 1,000 or more before VAT. File it with the KMD in e-MTA by the 20th.



Estonia KMD INF · demo store: Trading, Estonia

1. Give your business customers and vendors their registry code (or VAT number).
2. Open Estonia KMD INF: last month is picked, with part A and part B.
3. Download each part as CSV and file it with your KMD in e-MTA.

Tips. Partners are added up by registry code, else VAT number, else name. StartAI reads the same annex with read_report ee-kmd-inf.

15

Lithuania i.SAF invoice register

Add-on module | Lithuania only

Your i.SAF file, ready by the 20th

Every VAT payer in Lithuania sends the VMI an i.SAF register of the month's issued and received invoices. StartERP builds the i.SAF XML from your sales, returns (as credit notes) and purchase invoices, with each partner's codes, the taxable value, the PVM tax code and the VAT, and shows the month's totals before you upload it.

What you get

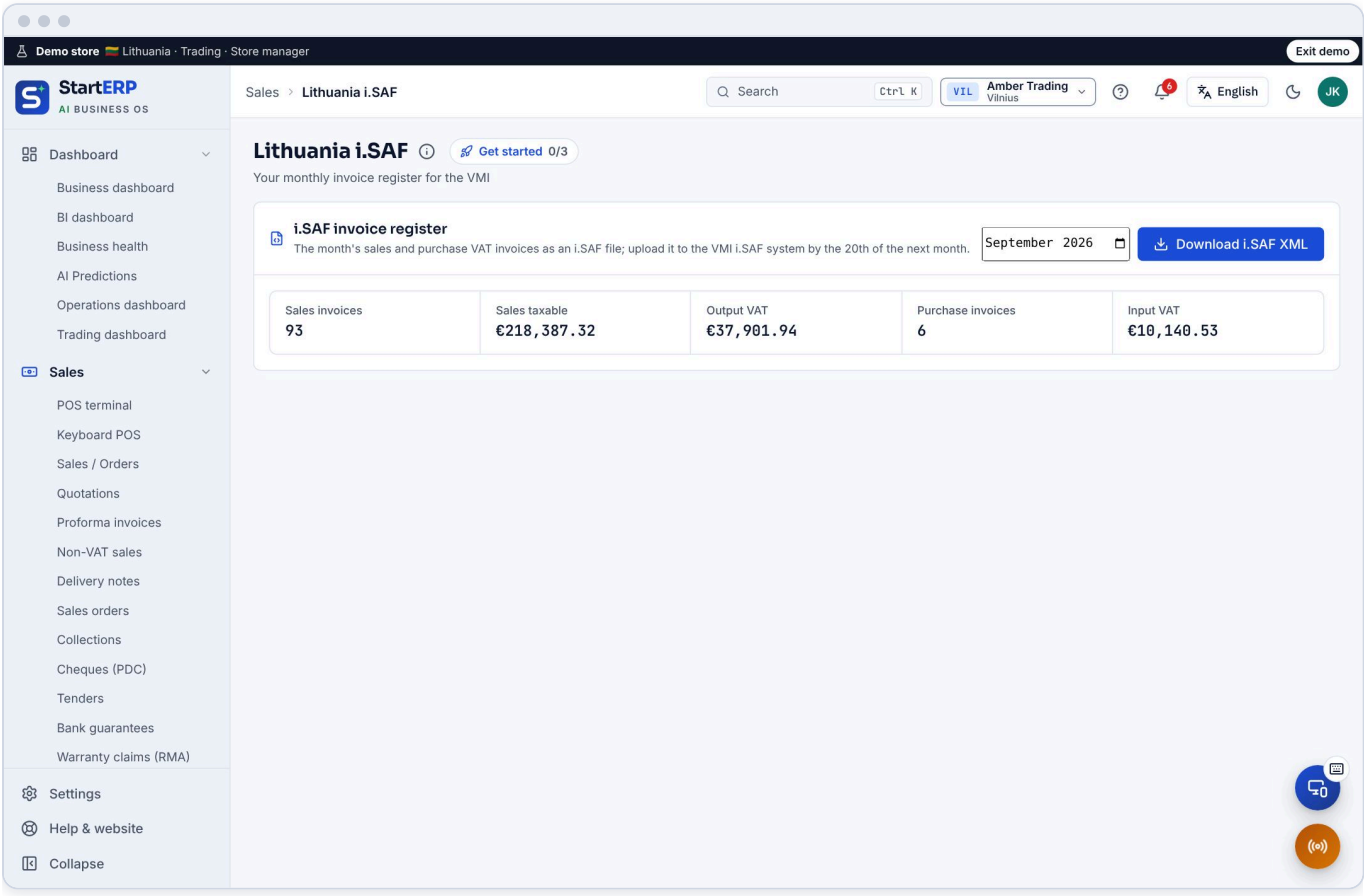
- i.SAF XML of sales and purchases
- Returns as credit notes
- Totals and VAT before you upload
- Your company code checked

GET STARTED IN 3 STEPS

1. **Add your company code.** i.SAF needs it.
2. **Enter purchase invoices.** With the supplier's number.
3. **Download i.SAF.** Upload it by the 20th.

Lithuania i.SAF

For stores in Lithuania (Lithuania i.SAF add-on). i.SAF is the monthly register of your issued and received VAT invoices. StartERP builds the XML file from your sales, returns (as credit notes) and purchase invoices; upload it to the VMI i.SAF system by the 20th of the next month.



Lithuania i.SAF · demo store: Trading, Lithuania

1. Add your company code (registration number) in Settings, and your partners' codes on customers and vendors.
2. Open Lithuania i.SAF and check the month's totals and VAT.
3. Press Download i.SAF XML and upload the file at isaf.vmi.lt.

Tips. A partner without a code is written ND, as i.SAF asks. StartAI reads the month's totals with read_report lt-isaf.

16

North Macedonia fiscal devices

Add-on module | North Macedonia only

Your fiscal device and your books, in step

In North Macedonia cash and card sales go through a certified fiscal device that prints the legal receipt and reports to the Public Revenue Office. StartERP keeps the device's receipt number on each sale, takes the day's Z reports, and checks every day that each cash and card sale has its fiscal receipt and that the Z totals match your takings.

What you get

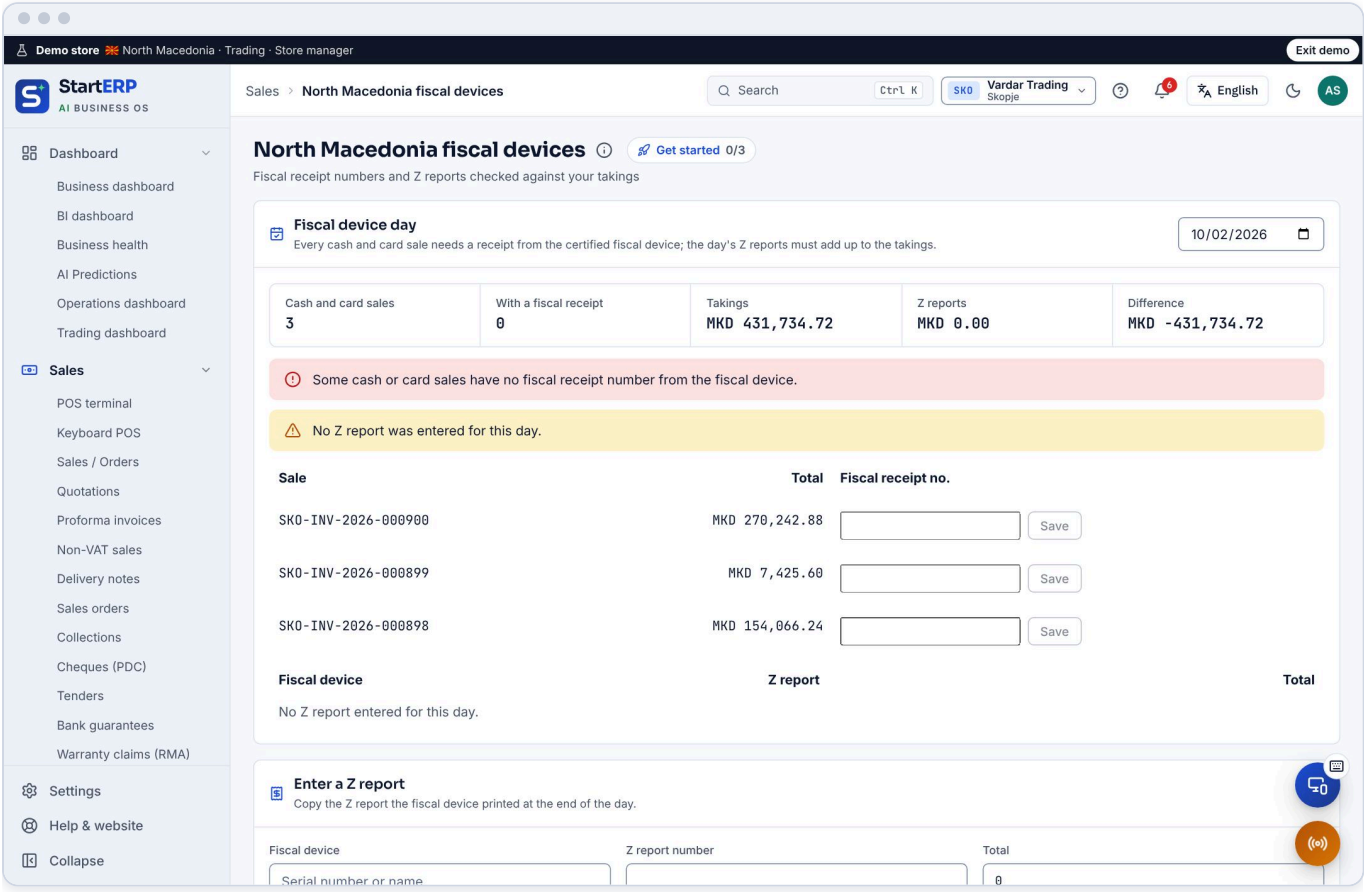
- Fiscal receipt number on each sale
- Z reports entered daily
- Takings against Z every day
- Sales missing a fiscal receipt listed

GET STARTED IN 3 STEPS

1. **Sell as usual.** Print on the fiscal device too.
2. **Enter fiscal numbers.** For sales missing one.
3. **Enter the Z report.** Then check the day.

North Macedonia fiscal devices

For stores in North Macedonia (North Macedonia fiscal devices add-on). Cash and card sales are printed on your certified fiscal device, which reports to the Public Revenue Office. StartERP keeps the device's receipt number on each sale, takes the day's Z reports and checks that they match your takings.



North Macedonia fiscal devices · demo store: Trading, North Macedonia

1. Sell as usual and print each cash or card sale on the fiscal device too.
2. Open North Macedonia fiscal devices: type the fiscal receipt number on each sale listed without one and press Save.
3. At closing, copy the device's Z report under Enter a Z report; the day check compares it with the takings.

Tips. A difference of one denar or more between the Z reports and the takings is flagged. StartAI reads the same day check with read_report mk-fiscal-day.

17

Egypt ETA e-invoice and e-receipt

Add-on module | Egypt only

Every invoice and receipt on the ETA system, from the sale itself

In Egypt the Egyptian Tax Authority asks for each invoice to a business on the e-invoicing system and each sale to a consumer on the e-receipt system. StartERP builds the e-invoice or e-receipt from the sale or return with your EGS or GS1 item codes, sends it with your ERP client ID, keeps ETA's answer on the document and locks what ETA accepted.

What you get

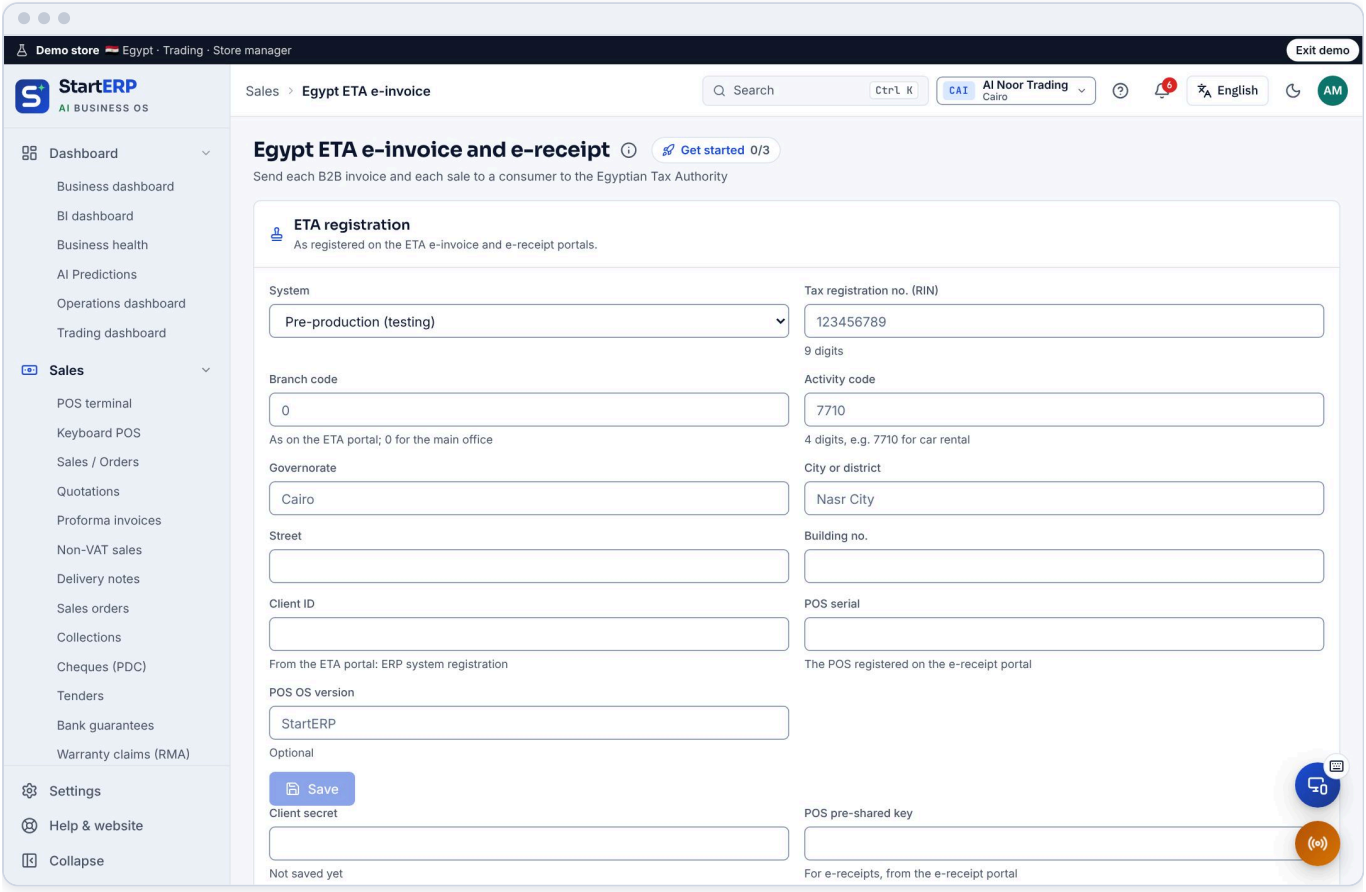
- E-invoice for sales to businesses
- E-receipt for sales to consumers
- EGS or GS1 code on every item
- The day's sent, rejected and unsent documents

GET STARTED IN 3 STEPS

1. **Enter your ETA registration.** Tax no., client ID and POS serial.
2. **Add item codes.** EGS or GS1 on each product.
3. **Send the day's documents.** E-invoices and e-receipts.

Egypt ETA e-invoice and e-receipt

For stores in Egypt (Egypt ETA e-invoice and e-receipt add-on). The Egyptian Tax Authority asks for each invoice to a business with a tax registration number on the e-invoicing system and each sale to a consumer on the e-receipt system. StartERP builds each document from the sale or return, sends it with your ERP client ID and keeps ETA's answer on it; a document ETA accepted can't be changed.



Egypt ETA e-invoice and e-receipt · demo store: Trading, Egypt

1. Open Egypt ETA e-invoice. Enter your tax registration number, branch code, activity code, branch address, the client ID from the ETA portal and your POS serial, then press Save. Type the client secret and the POS pre-shared key and press Save the secret: they are never shown again.
2. Give each product and service its EGS code (EG-<your tax no.>-<code>) or its GS1 barcode in the product's fiscal code.
3. Pick a day: each sale and return shows whether it goes as an e-invoice (the buyer has a tax number) or an e-receipt, and its ETA status. Press View to see the document, then Send.

Tips. Test on Pre-production first. In Production, invoices are signed with your USB token in the ETA signer: paste the signature when you send. A return's e-receipt refers to its sale's e-receipt, so send the sale first. StartAI reads the same day with read_report eta-day and can send a document after you confirm.

18

Central Europe fiscal & e-invoicing

Add-on module

Hungary, Slovenia, Austria, Czechia, Slovakia, Poland, Switzerland, Luxembourg only

Your country's tax codes on every receipt, from Budapest to Zurich

Each Central European country asks something different of a shop. StartERP follows your store's country: it keeps the NAV transaction ID of each Hungarian invoice, the KSeF number of each Polish one, the FURS ZOI and EOR of each Slovenian receipt with its 60-digit FURS code, the RKSV signed code of each Austrian receipt as its QR code and the eKasa UID and OKP of each Slovak receipt, and prints them. Issued receipts can't be changed, and a daily check lists the documents still without codes. Czech stores download the monthly control statement XML for EPO, and Swiss stores print the QR-bill on every invoice so customers pay by scanning it.

What you get

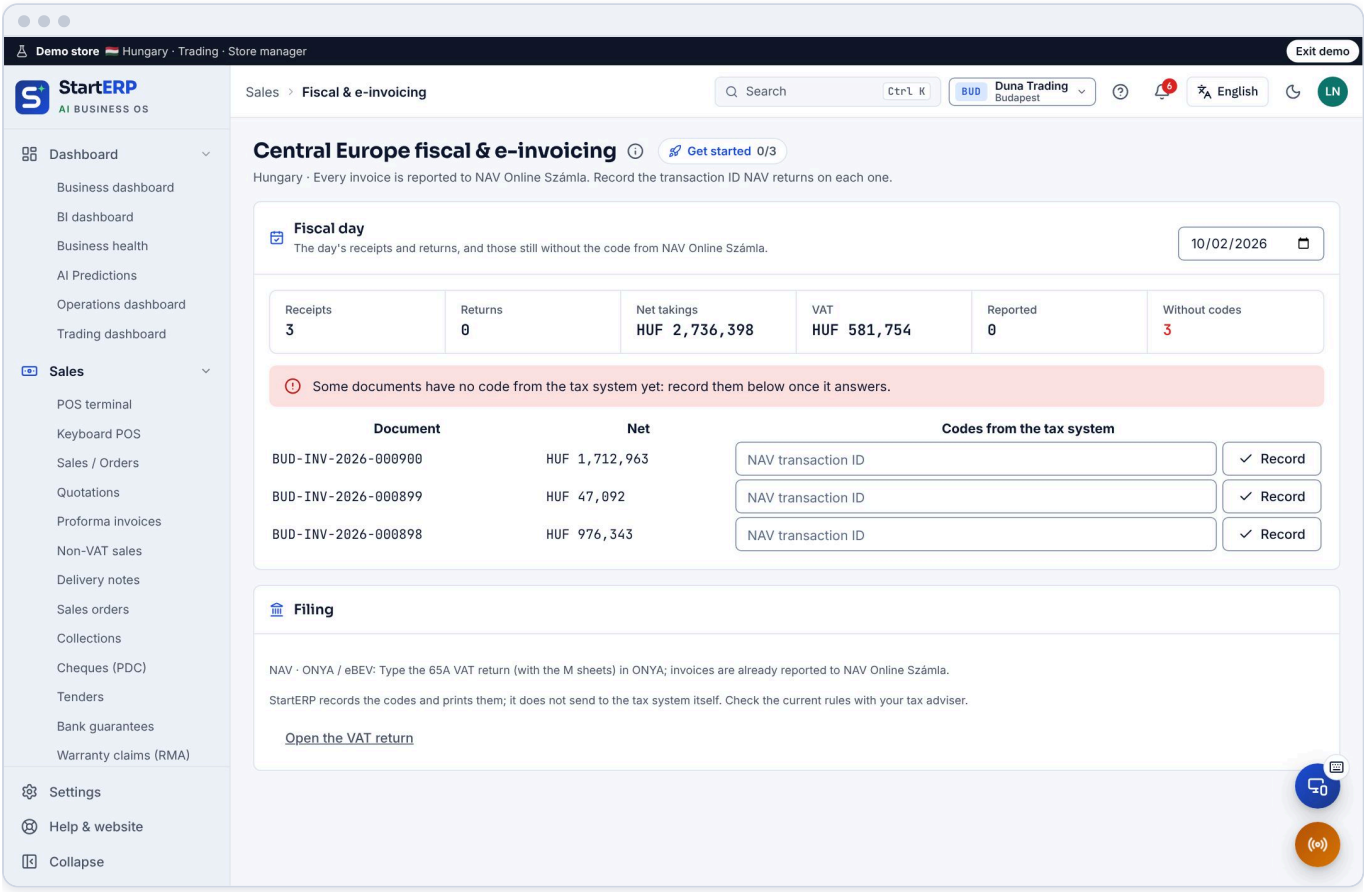
- NAV, KSeF, FURS, RKSV and eKasa codes kept and printed
- Receipts locked once issued
- Daily check of documents without codes
- Czech control statement XML and the Swiss QR-bill

GET STARTED IN 3 STEPS

1. **Fill in your country's settings.** Premises, cash register or IBAN.
2. **Sell as usual.** Every receipt is locked once issued.
3. **Record the day's codes.** From NAV, KSeF, FURS, RKSV or eKasa.

Central Europe fiscal & e-invoicing

For stores in Hungary, Slovenia, Austria, Czechia, Slovakia, Poland, Switzerland and Luxembourg (Central Europe fiscal & e-invoicing add-on). The screen follows the store's country: it keeps the code the tax system gives each receipt or invoice (the NAV transaction ID in Hungary, the KSeF number in Poland, the FURS ZOI and EOR in Slovenia, the RKSV signed code in Austria, the eKasa UID and OKP in Slovakia) and prints it, locks issued receipts, and checks each day for documents still without codes. Czech stores get the monthly control statement XML; Swiss stores print the QR-bill on every invoice.



Central Europe fiscal & e-invoicing · demo store: Trading, Hungary

1. Open Fiscal & e-invoicing and fill in your country's settings: the premises and device IDs (Slovenia), the cash register ID and certificate serial (Austria), the 17-digit cash register code (Slovakia), the tax office codes (Czechia) or the IBAN or QR-IBAN and the VAT method (Switzerland). Press Save.
2. Sell as usual. When the tax system answers (your NAV, KSeF, FURS, signature unit or eKasa connection), pick the day under Fiscal day and type each document's codes into its row, then press Record. A code is kept once and can't be changed.
3. Print or reprint the sale: the receipt shows the codes, and in Slovenia the FURS code and in Austria the signed code as its QR code. In Switzerland every invoice with an amount to pay prints the Swiss QR-bill.

4. In Czechia, open the VAT return, pick one month and download the Control statement (kontrolní hlášení) XML under Files for the tax authority, then upload it on the EPO portal.

Tips. StartERP records the codes and prints them; it does not connect to NAV, KSeF, FURS or eKasa itself. Slovakia needs a certified cash register (ORP) or the virtual register; Austria a signature unit registered in FinanzOnline. An issued sale or return can't be changed or deleted: to correct one, issue a sales return against it. Payments and remarks can still be added. In Poland, type OFF for an invoice issued while KSeF was down, BFK for one outside KSeF and DI for a document that isn't an invoice: they are the JPK_V7 markers. Ask StartAI which receipts of a day still have no codes: it reads the same fiscal day check.

19

Bank reconciliation

Add-on module

The bank statement matched to your books in one tap

Import the statement your bank gives you: CSV from online banking, MT940 or CAMT.053, with the format found by itself and a preview that checks the lines add up to the closing balance. Every line is matched to the entry in your books by amount, date and reference; the sure matches are accepted in one tap and the rest show their best candidates with a score. Rules book the lines your books will never have, such as bank charges and the VAT on them, and set aside internal sweeps. Book an unknown deposit to an account in two clicks. When nothing is left, reconcile and lock the statement. The report brings the bank's closing balance to the balance in your books, with the outstanding entries listed, ready to print for the month-end file.

What you get

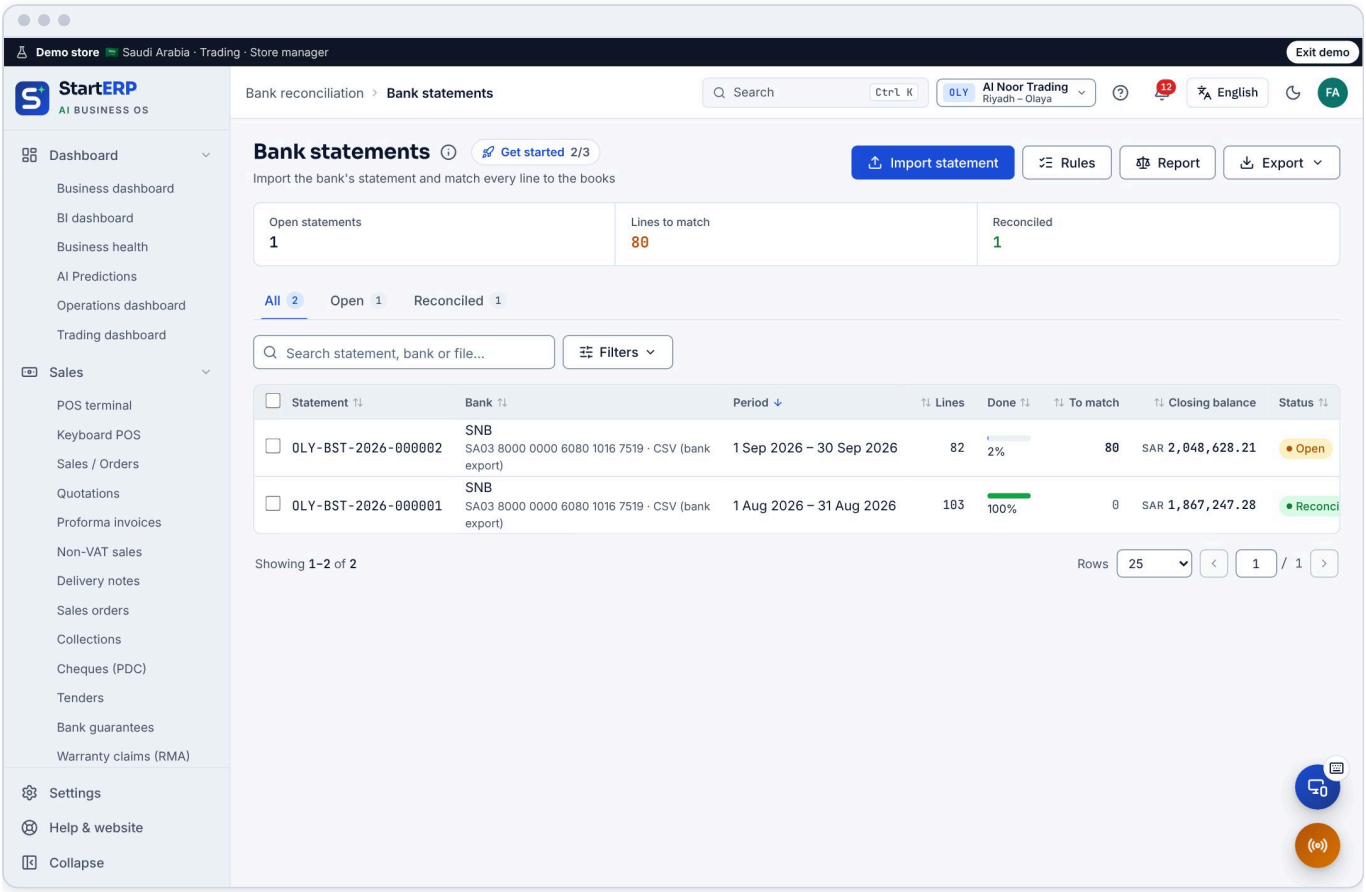
- CSV, MT940 and CAMT.053 imports with a preview, the format found by itself and duplicates refused
- Matching by amount, date and reference; the sure matches accepted in one tap
- Rules for bank charges, VAT on them and internal sweeps; book the rest to any account
- A reconciliation report from the bank balance to the books, with the outstanding entries

GET STARTED IN 3 STEPS

1. **Import a bank statement.** CSV, MT940 or CAMT.053 from online banking.
2. **Add a rule for bank charges.** Lines your books never have are booked for you.
3. **Reconcile and lock.** Print the report for the month-end file.

Bank statements

Import the statement your bank gives you (CSV from online banking, MT940 or CAMT.053) and match every line to the entry in your books. The sure matches (same amount, close date, the reference in the bank's text) are accepted in one tap; the rest show their best candidates with a score. A line the books do not have yet, such as a bank charge or an unknown deposit, is booked to an account; a line that is not yours, such as an internal sweep, is set aside. When no line is left to match, the statement is reconciled and locked. Part of the Bank reconciliation add-on.



Bank statements

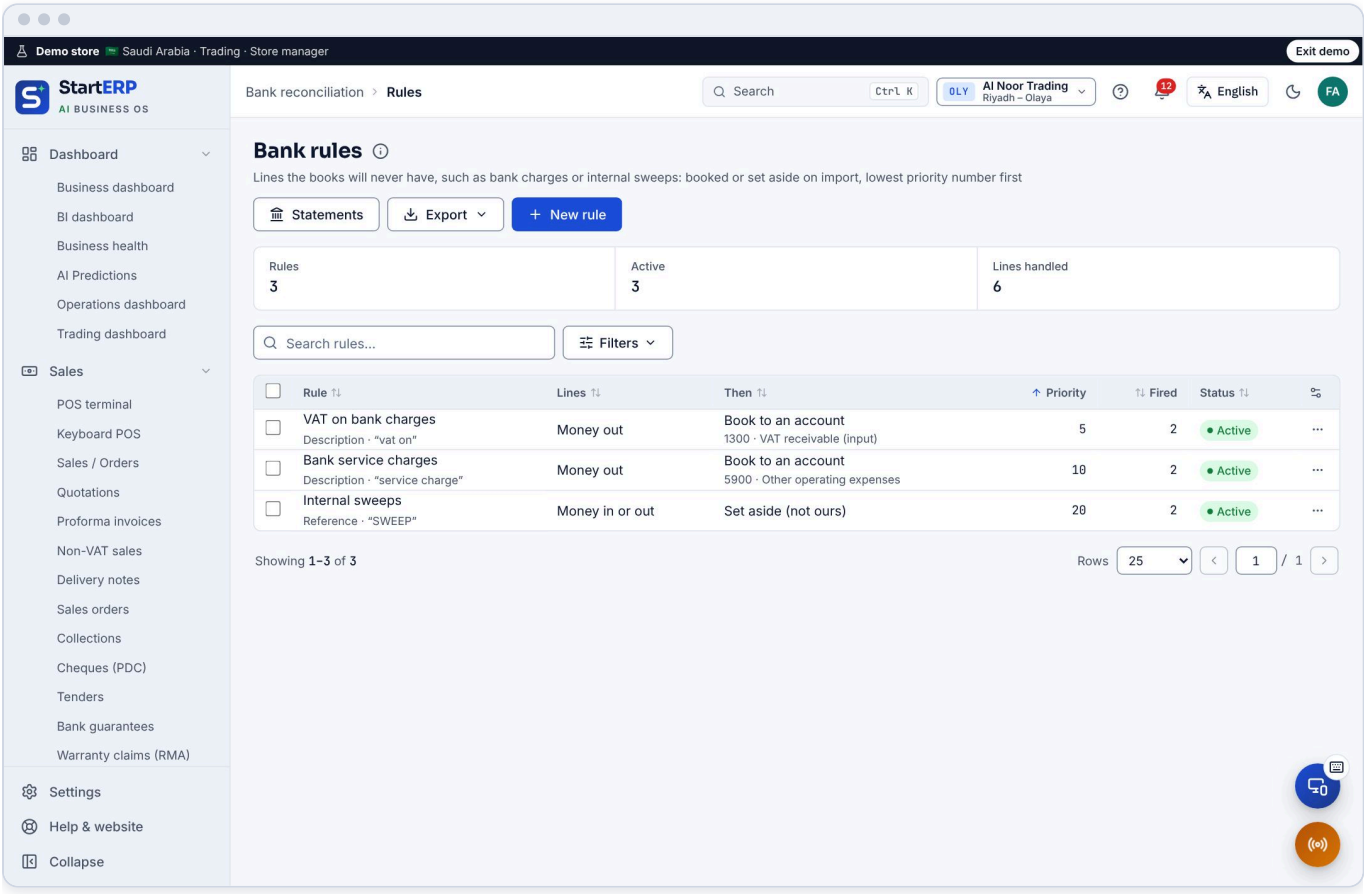
1. Open Bank reconciliation → Bank statements. Each statement shows its period, its lines and how much of it is done; the badge on the menu counts the lines still to match.
2. Press Import statement, choose the file you downloaded from online banking or paste it. The preview shows the format found, the lines, the period, the money in and out and whether the lines add up to the closing balance. Press Import.
3. Open the statement. To match lists the open lines with the best book entry and its score. Press Accept sure matches: every sure match is matched and the lines your rules book are posted, in one go.
4. For the rest: Accept takes the suggestion, Find lists every book entry with the same amount, Book posts the line to an account (money in: bank against the account; money out: the account against the bank) and Set aside leaves it out of the books. Undo puts a line back.

5. When nothing is left to match, press Reconcile: the statement is locked with its difference. Reopen unlocks it.

Tips. A suggestion is sure when its score is 85% or more and no other entry comes close. A payment the bank books days later or without your reference scores lower: check it and accept it by hand. Importing the same file twice is refused. A book entry can be matched to one bank line only; undo the first match to move it.

Bank rules

What to do with the bank lines your books will never have: bank service charges and the VAT on them booked to their accounts, internal sweeps set aside. When a statement is imported every line is checked against the active rules, lowest priority number first; the first rule that fires books the line on Accept or sets it aside at once. Part of the Bank reconciliation add-on.



Bank rules

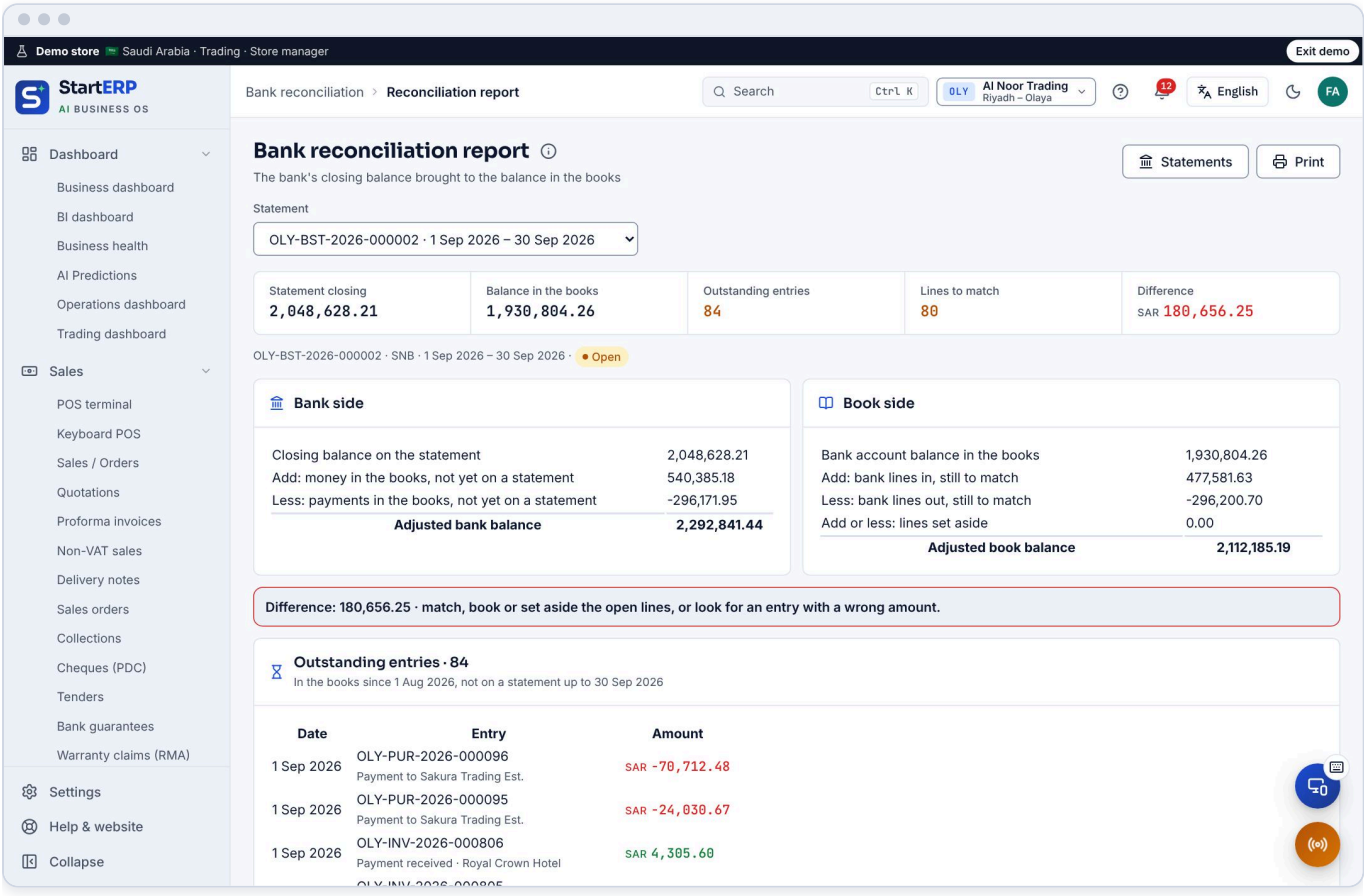
1. Open Bank reconciliation → Rules: each rule shows what it looks for, what it does, its priority and how many lines it has handled.
2. Press New rule and pick a preset, or set where to look (description, reference, counterparty or any text), the text it contains and whether it is for money in, out or both. The line under the fields shows how many imported lines it fires on.

3. Choose the action: Book to an account (pick the account and the description in the books) or Set aside. Give it a priority from 1 to 999 and save; it applies to the next statement you import.

Tips. A line a rule would book still gets its sure match first; the rule only books the lines left with no match.

Bank reconciliation report

The statement's closing balance brought to the bank balance in your books. The bank side adds the money in and takes off the payments that are in the books but not yet on a statement; the book side adds the bank lines still to match and the lines set aside. When both sides meet the difference is zero. Print it for the month-end file. Part of the Bank reconciliation add-on.



Bank reconciliation report

1. Open Bank reconciliation → Reconciliation report, or Report on a statement. Pick the statement; the latest one is shown first.
2. Read the two sides: the adjusted bank balance and the adjusted book balance, and the difference under them. Outstanding entries lists the book entries not yet on a statement; a row opens the document.
3. Press Print for a copy with the two sides and the outstanding entries.

Tips. A difference that is not zero means a line is still open or an entry was posted with a wrong amount or date: match, book or set aside the open lines first.

20

Fixed assets

Add-on module

Every asset on record, depreciated in one click, in the books

Set up your asset categories once: the method (straight line or declining balance), the usual life in months, the yearly rate and the salvage share, and the ledger accounts come with them. Add an asset in a few fields: name, category, cost and start date; the tag, serial number, location, custodian, vendor and invoice are there for the audit, and a purchase paid in cash or by bank is posted at once. The schedule shows every month's charge and book value from day one. Run depreciation for the month in one click: the preview lists every asset, the months it catches up and the amount, then the run posts depreciation expense against accumulated depreciation per category; the latest run can be reversed. Opening balances carry an old register in: tell the asset how much was already depreciated and through which month. Sell or scrap an asset and the gain or loss is booked by itself. The report shows cost, accumulated depreciation and book value by category, what the next run will charge, the fully depreciated assets and the disposals.

What you get

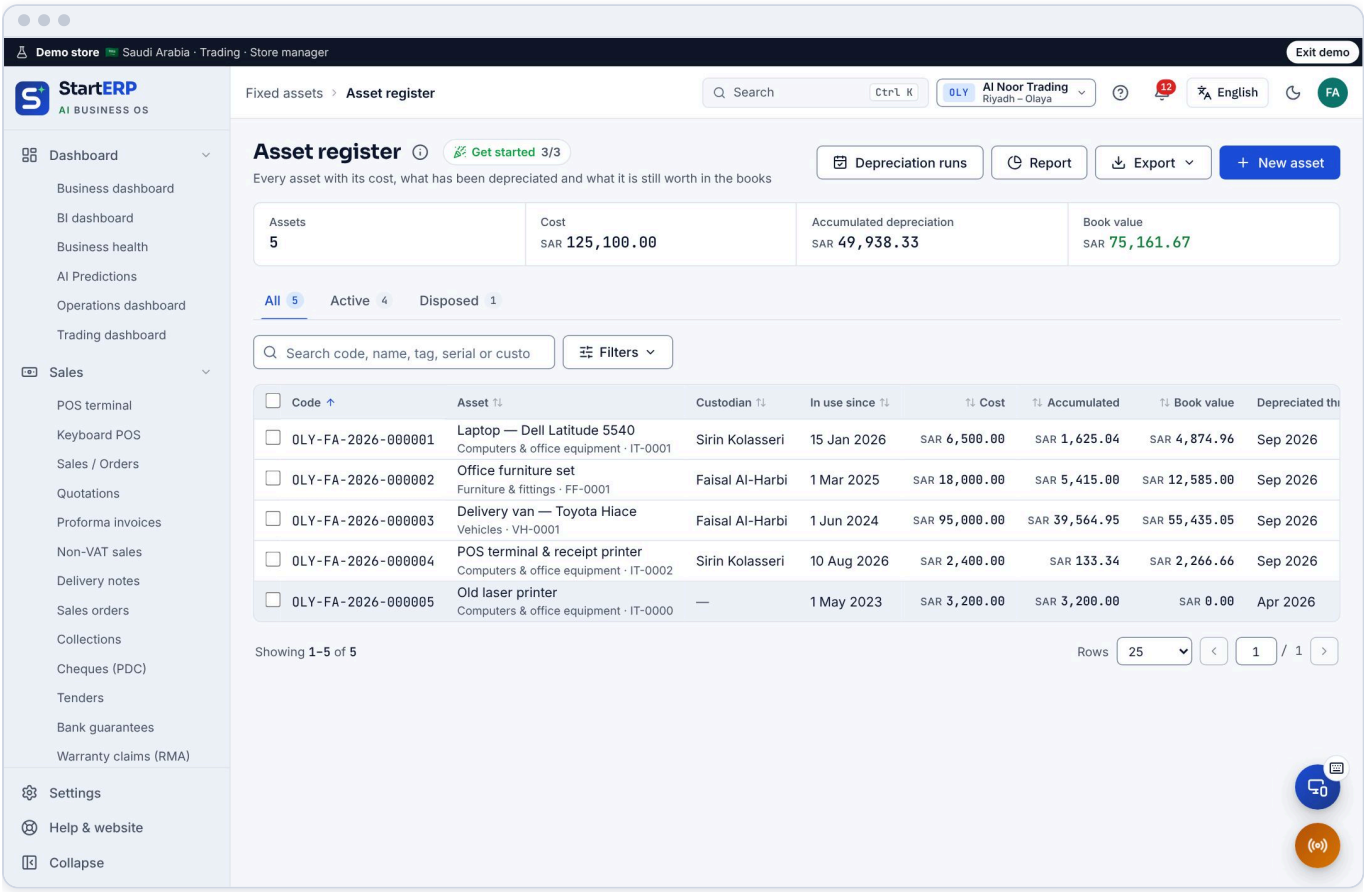
- Categories carry the method, life, rate, salvage share and ledger accounts; an asset needs four fields
- Straight line or declining balance, a schedule from day one, opening balances from your old register
- A monthly run with a preview, catch-up of missed months and a reversal of the latest run
- Purchases, depreciation and disposals posted to the ledger; gain or loss booked by itself

GET STARTED IN 3 STEPS

1. **Set asset categories.** Method, life and accounts once.
2. **Add an asset.** Name, category, cost and start date.
3. **Run depreciation.** Preview, then post the month in one click.

Asset register

Every fixed asset of the store with its cost, the depreciation charged so far and its book value. An asset takes its method, life, rate and salvage from its category unless you set its own; an asset carried in from an old register keeps the depreciation already charged and the month it was charged through. Buying for cash or by bank posts the purchase to the ledger; the month-by-month schedule shows what each run will post. An asset is disposed with its proceeds, and the gain or loss is posted. Part of the Fixed assets add-on.



Asset register

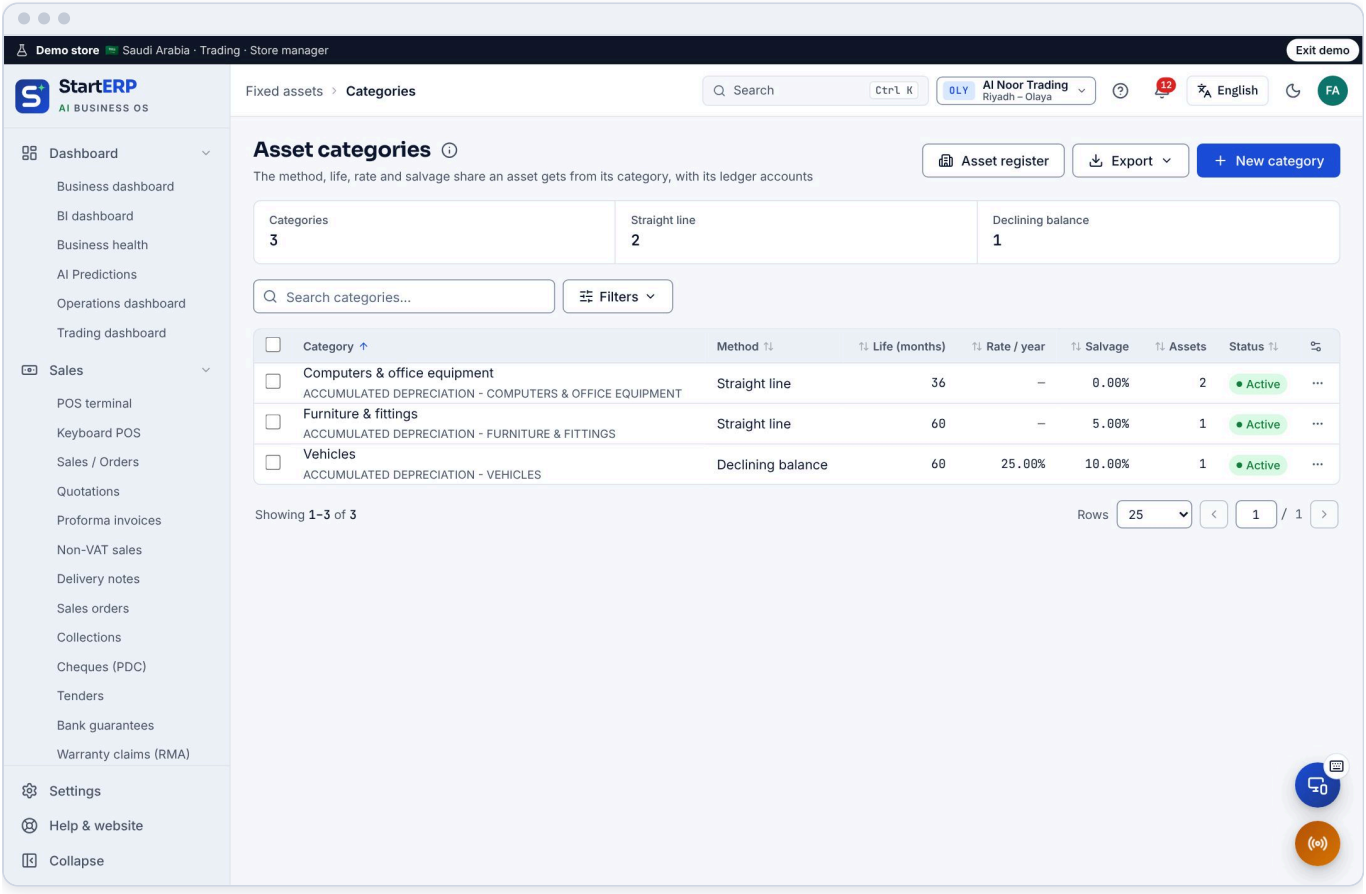
1. Open Fixed assets → Asset register. Active keeps the assets in use, Disposed the ones sold or scrapped; the tiles add up the cost, the accumulated depreciation and the book value of the rows shown. Filter by category or search by code, name, tag, serial or custodian.
2. Press New asset: the name, the category, the cost and the month it came into use are enough; the category fills in the method, the life, the rate and the salvage. Tag, serial number, location and custodian help you find it later.
3. Under Purchase, choose how it was paid: Cash or Bank posts the purchase to the ledger now (asset account against cash or bank); leave it when the purchase is already in the books. For an asset from an old register, enter under Already depreciated what was charged and the month it was charged through.

4. Open an asset to see its figures and the Schedule: every month's charge, the accumulated depreciation and the book value after it; posted months are marked. Once a run is posted the cost, the start month and the depreciation settings are locked; reverse the runs to change them.
5. Dispose sells or scraps the asset: the date, how and the proceeds; the gain or loss shows before you confirm. The accumulated depreciation and the proceeds are posted against the asset's cost, the difference to Gain or Loss on asset disposal.

Tips. An asset starts depreciating in the month it came into use; a run charges every month up to its own that is not posted yet, so an asset added late catches up in the next run. Straight line charges the same amount every month down to the salvage value; declining balance charges the yearly rate on the book value, spread over the months, and stops at the salvage value or the end of the life. An asset with no run posted yet can be deleted; one with posted runs is disposed instead, so the ledger keeps its history.

Asset categories

The kinds of asset and how each depreciates: the method (straight line or declining balance), the life in months, the yearly rate for declining balance and the salvage share of the cost. Each category gets its own asset, accumulated depreciation and expense accounts in the ledger, named after it. Presets cover computers, furniture, vehicles, machinery and buildings. Part of the Fixed assets add-on.



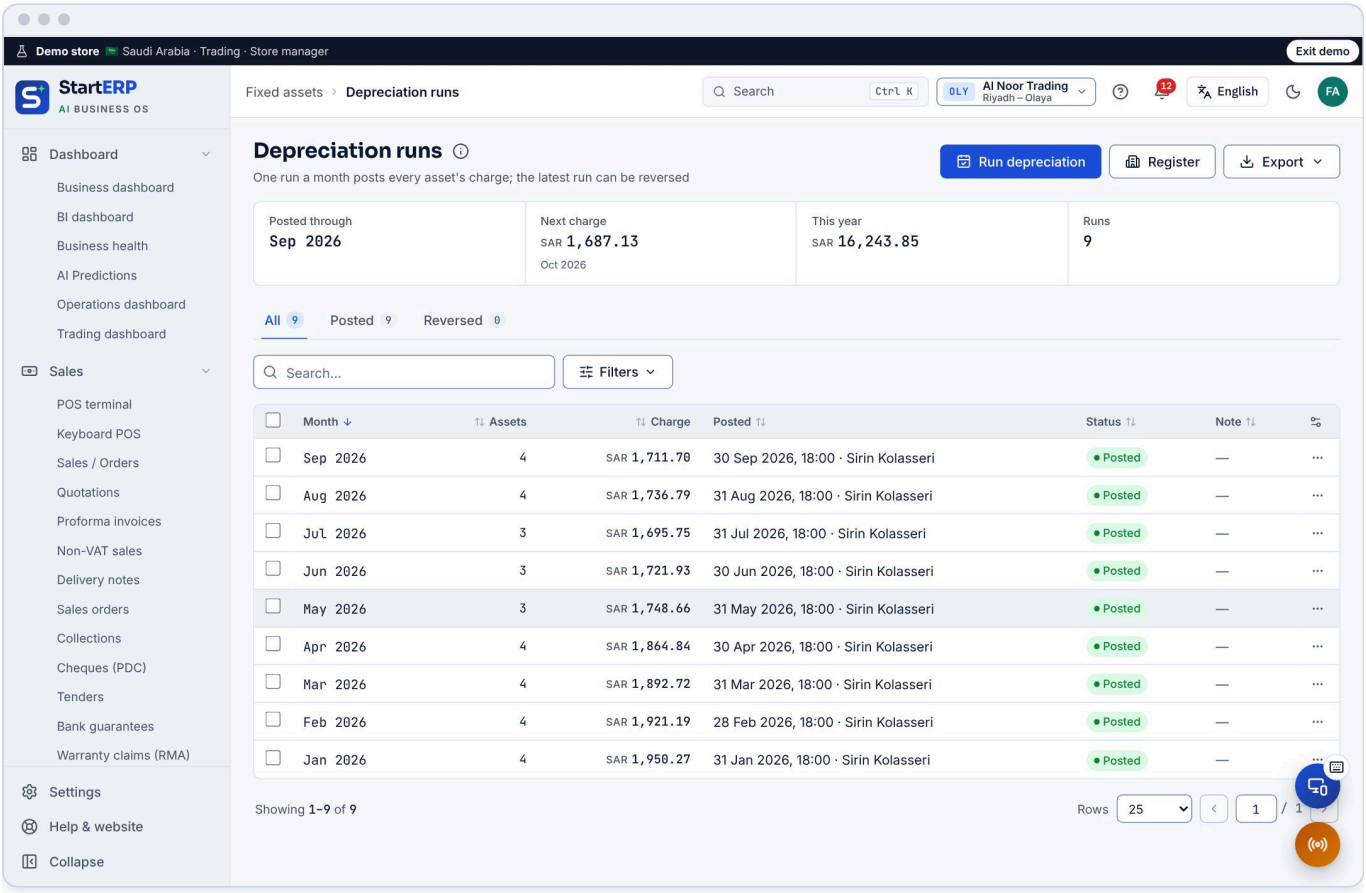
Asset categories

1. Open Fixed assets → Categories: each row shows the method, the life, the rate, the salvage share and how many assets use it.
2. Press New category and pick a preset, or set the name, the method, the life in months, the yearly rate (declining balance) and the salvage percentage. The accounts the category will post to are listed under the form.
3. Renaming a category renames it on its assets. An inactive category is kept out of the picker but its assets go on depreciating; a category with assets cannot be deleted.

Tips. Changing a category's method, life or rate changes nothing on the assets already carrying their own settings, and applies to the others from the next run.

Depreciation runs

One run a month posts every active asset's depreciation: Depreciation expense against each category's accumulated depreciation, and the assets move on. Run depreciation shows the lines, the total and the split by category before you post; a month already posted or in the future is refused. Only the latest run can be reversed, which undoes its postings and puts the assets back. Part of the Fixed assets add-on.



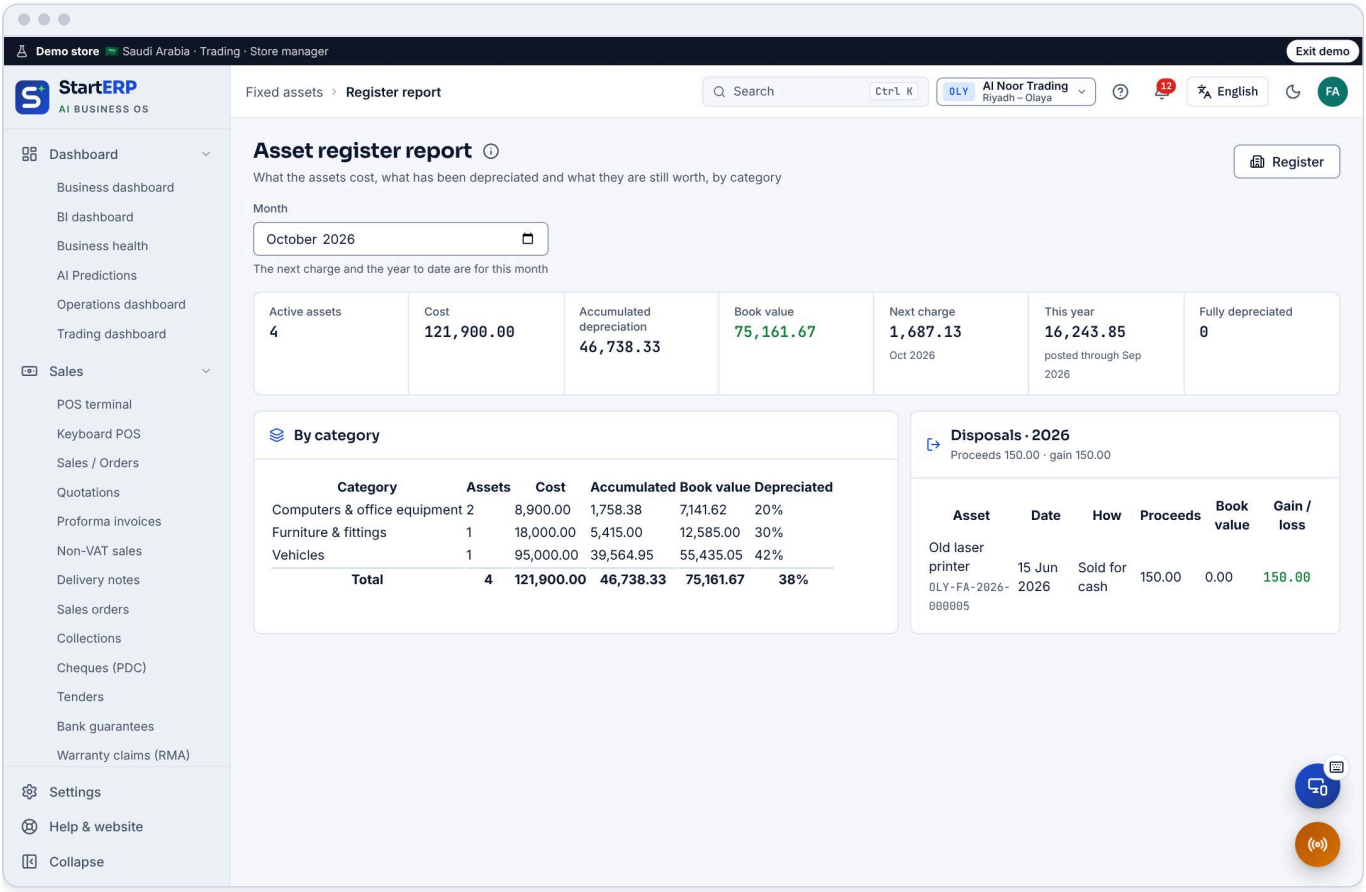
Depreciation runs

1. Open Fixed assets → Depreciation runs: the tiles show the month posted through, the next charge, this year's total and the number of runs; the badge on the menu reminds you when this month is not posted yet.
2. Press Run depreciation, pick the month and read the lines: each asset's charge, the months it covers, the accumulated depreciation and the book value after it, with the split by category. Press Post to write the run.
3. Open a run to see its lines again. Reverse on the latest run undoes its postings and puts every asset back to where it was; older runs are reversed in turn, newest first.

Tips. A month with nothing due (every asset fully depreciated or disposed) cannot be posted; a run cannot be reversed once one of its assets was disposed. The postings land in the ledger under DEP and the month, one line per category, so the trial balance shows each category's accumulated depreciation.

Asset register report

What the active assets cost, what has been depreciated and what they are still worth, by category and in total; the next monthly charge, the depreciation posted this year, the fully depreciated assets and the year's disposals with their proceeds and gain or loss. Part of the Fixed assets add-on.



Asset register report

1. Open Fixed assets → Report. The tiles give the active assets, the cost, the accumulated depreciation, the book value, the next charge, this year's depreciation and the fully depreciated assets.
2. By category lists each category's assets, cost, accumulated depreciation, book value and the share depreciated; the last row totals them.
3. Disposals lists the assets sold or scrapped in the year with the date, the proceeds, the book value and the gain or loss; a row opens the asset. Change the month to move the next charge, the year to date and the disposals to another period.

Tips. A fully depreciated asset stays in the register at its salvage value until it is disposed, so its count is a reminder to sell or scrap what is no longer in use.

21

Data migration

Add-on module

Leave the old desktop system without losing a single record

Bring the invoices, returns and bills of the system you used before, with what customers and suppliers still owe, and its opening trial balance. Every row is checked, Arabic text from old files is read right, and the totals are compared with the old system's own reports: nothing is committed until every figure matches. The old documents stay read-only and are never reported to ZATCA again, and a migration can be undone.

What you get

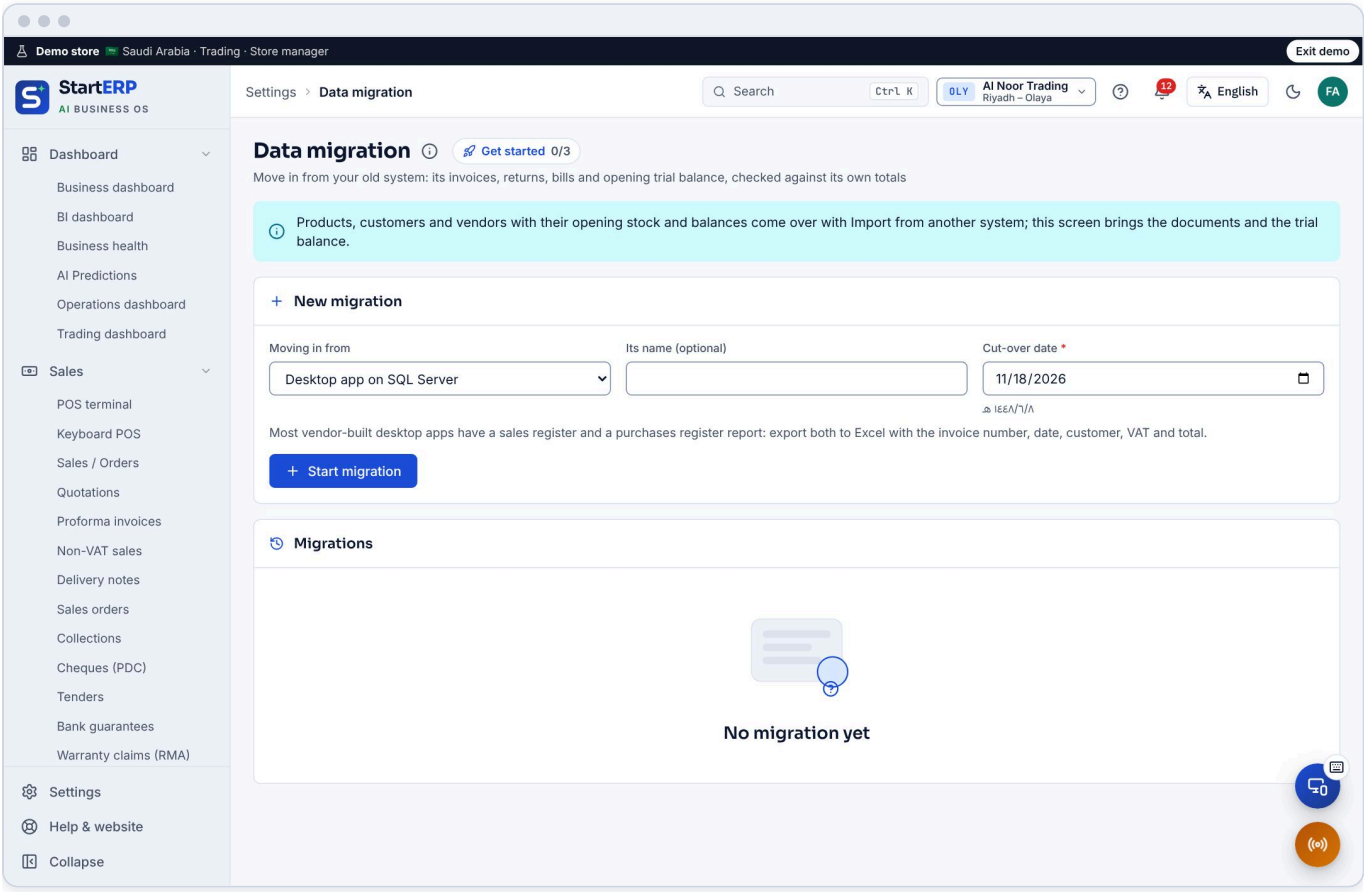
- From SQL Server apps, Tally, Al-Ameen, QuickBooks or Excel
- Checked against the old system's totals
- Old invoices kept read-only for six years
- Undo a migration in one step

GET STARTED IN 3 STEPS

1. **Start a migration.** Pick the old system and the cut-over date.
2. **Load the old system's files.** Sales register and trial balance.
3. **Check the totals and commit.** Old invoices stay searchable.

Data migration

Move in from the desktop system you used before (a vendor's app on SQL Server, Tally, Al-Ameen, Onyx, QuickBooks Desktop or Excel): its invoices, returns and bills with what is still owed, and its opening trial balance. Every row is checked, the totals are compared with the old system's own reports, and nothing is committed until every figure matches. The old documents stay read-only under Old documents and are never reported to ZATCA again. Part of the Data migration add-on.



Data migration

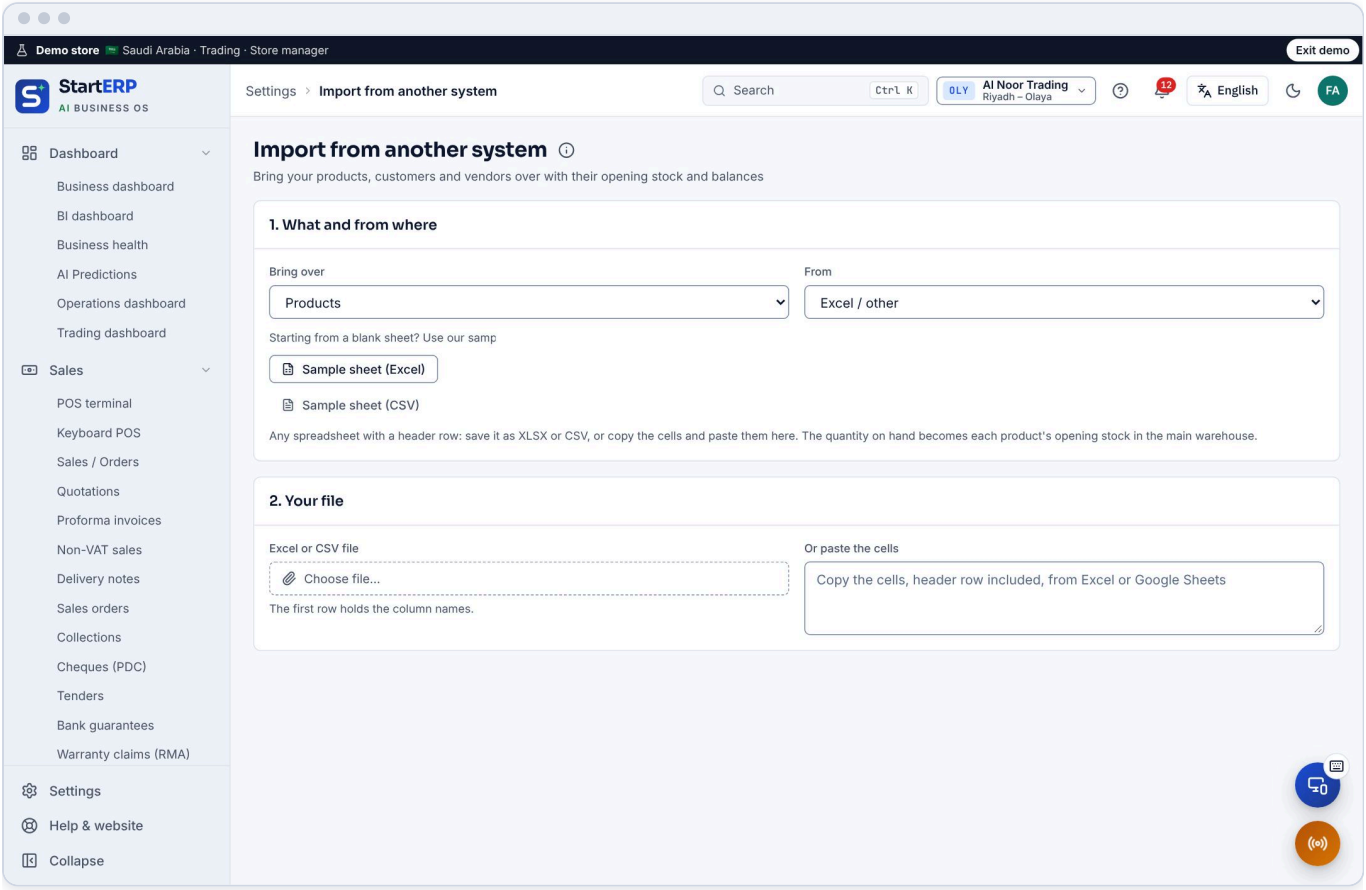
1. Bring products, customers and vendors first with Settings → Import from another system. Then open Settings → Data migration, pick the old system and the cut-over date (best the last day of a VAT period) and press Start migration.
2. Export the sales and purchase registers and the trial balance from the old system to Excel or CSV. Pick each file, check which column holds the number, date, customer, VAT, total and what is still owed, and press Stage. Rows with a problem are listed with the reason.
3. Type the totals from the old system's own reports (number of documents, sales, VAT, receivables, payables, trial balance) and press Check. Each figure shows the old system's value, the staged value and the difference.
4. When everything matches, press Commit migration. The documents appear under Settings → Old documents, where you can search them by number, name or VAT number.

5. Or let the desktop agent read the old system for you: on the Data migration screen pick the AI model that maps an unknown database (each choice shows its cost, or No AI for the free column-name rules), download the agent for Windows, press Make a key, then run the agent on the PC with the old program and paste the key. It opens SQL Server read only, or Tally through its XML port (Tally: F1 Help → Settings → Connectivity, port 9000), and stages the documents and the trial balance here for the same check.
6. The AI model sees only table and column names, their types and row counts, never a customer, an amount or an invoice. A paid model is charged by its provider on your own key; the screen shows what the mapping cost.

Tips. Arabic CSV files saved by Excel in the Arabic Windows code page are read correctly, and garbled text such as Ø§Ù„ is put right. Text the old database already shows as ???? was lost there and is listed so you can retype it. A committed migration can be undone with a reason: its old documents are taken out again. Keep the old system's backup for at least six years, as Saudi VAT rules require for tax invoices. StartAI can tell you how far a migration is and run the check again; only you commit or undo it.

Import from another system

Bring your products with their opening stock, and your customers and vendors with their opening balances, from Qoyod, Daftra, Zoho Books, Tally, Foodics, Rewaa, Odoo, QuickBooks or any spreadsheet. The columns are matched by their names, every row is checked before anything is saved, and the rows that need fixing can be downloaded with the reason.



Import from another system

1. Open Settings → Import from another system. Choose what to bring over (products, customers or vendors) and the system it comes from; the screen says where that system's export is.
2. Choose the exported Excel (.xlsx) or CSV file, or copy the cells with their header row and paste them.
3. Starting from a blank sheet? Press Sample sheet (Excel) or Sample sheet (CSV): it has StartERP's columns for your country and business, an example row and notes on how to fill each column.
4. Under Match the columns, check which column each field reads and change any that is wrong.
5. Under Check, then bring over, see the rows ready, already in StartERP and with errors, then press Bring over. Download the rows to fix, correct them and import that file again.

Tips. Products already in the store (same code) and customers or vendors already there (same name, VAT number or phone) are skipped, so the same file can be imported twice safely. The quantity on hand becomes opening stock in the main warehouse. A customer's positive balance is what they owe you; a vendor's positive balance is what you owe them. Set the date the balances are as of. Categories that do not exist yet are created. Old .xls files must be saved as .xlsx or CSV first. Spare parts shops also get Part no., OEM / alternative part nos. (several in one cell, separated by commas), Brand and Rack / shelf location. New brands are created; the rack is kept for the warehouse the opening stock goes to, and every OEM number finds the part at the counter.

22

Auto Cloud Backup

Add-on module

Your store's data, backed up every night

Never lose your sales, stock, customers or accounts. Every night at 02:30 StartERP backs up your whole store, encrypts it and keeps it in private cloud storage, away from the computers in your shop. The Backups screen shows when the last backup was taken, how many are kept, its size and its records, and when the next one runs. Press Back up now before a big change, download the backup as Excel or JSON whenever you like, and bring back a customer, vendor or product that was deleted by mistake in a few taps. Each new backup replaces the last one only after it is complete, so a failed night never leaves you without one.

What you get

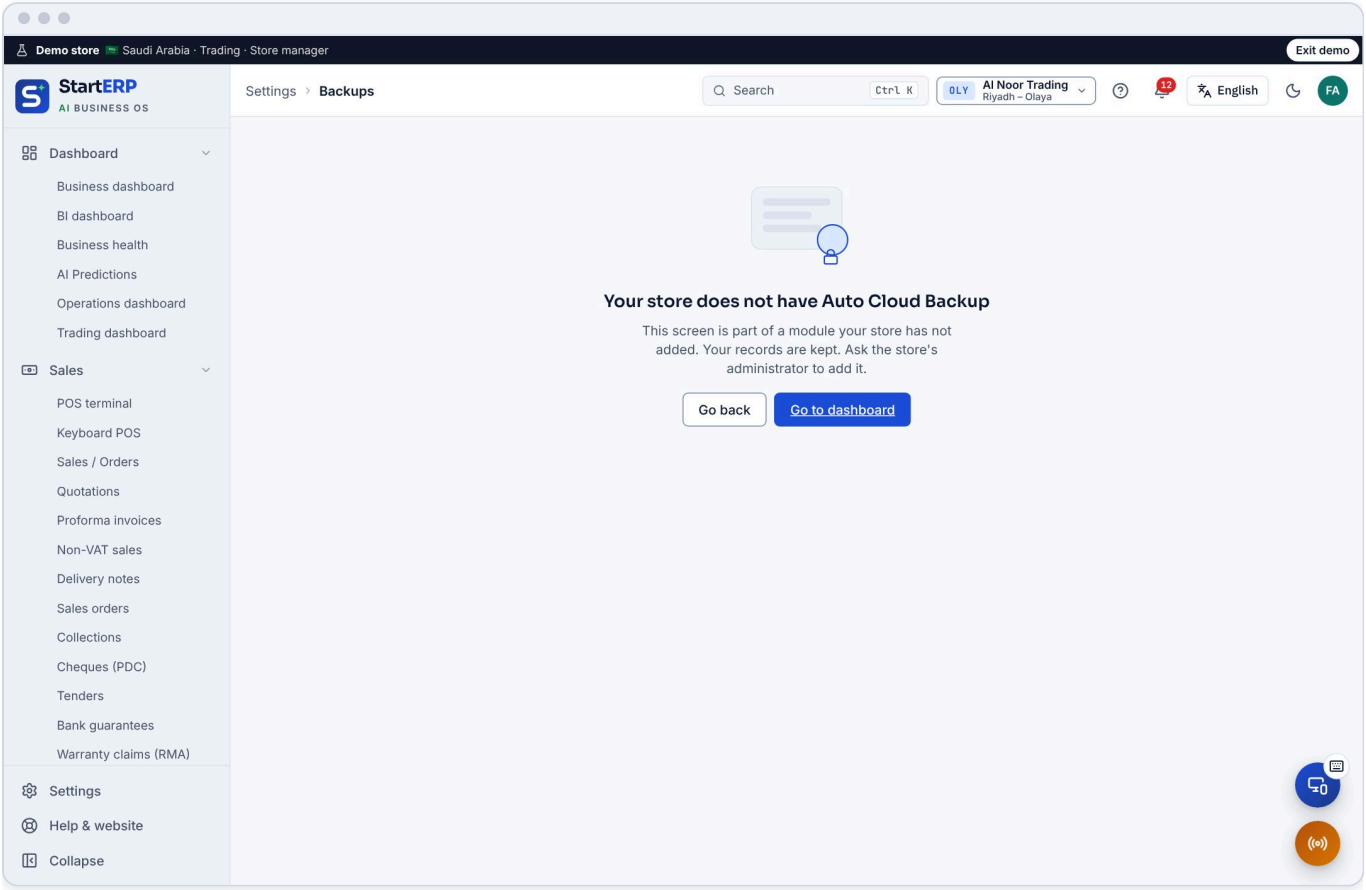
- Automatic, encrypted backup every night
- Last backup time and size at a glance
- Download as Excel or JSON any time
- Bring back deleted customers, vendors and products

GET STARTED IN 3 STEPS

1. **Check your first backup.** It runs tonight at 02:30, or press Back up now.
2. **Download a copy for your files.** Excel to read, JSON to keep everything.
3. **Restore a deleted record.** Find deleted customers or products and bring them back.

Backups

Auto Cloud Backup add-on: your whole store is backed up every night at 02:30 (store time), encrypted, in private cloud storage. Settings → Backups shows the last backup, how many are kept, its size and records and the next backup; you can back up now, download it as Excel or JSON and bring back deleted customers, vendors, products, categories and brands.



Backups

1. Add the Auto Cloud Backup add-on on Subscription & billing. The first backup runs the same night at 02:30 on the store's clock.
2. Open Settings → Backups. The top card shows the status (Protected, Backing up now, Out of date or Failed), the last backup time and the next one. The figures below show Backups available (one, last night's), records and size.
3. Press Back up now before a big change (an import, a price update). It takes a minute or two; the screen updates by itself.
4. Download Excel gives one sheet per list (sales, purchases, products, customers, vendors, expenses…); Download JSON gives every record of the store in a zip file.
5. To bring back a record deleted by mistake: under Restore deleted records pick the list, press Find deleted records, tick the ones you want and press Restore selected.

Tips. Only one backup is kept: last night's. A new backup replaces it only after it is complete, so a failed night keeps the previous one and is tried again automatically. Only the store's administrator and Manager can open Backups. Passwords, sign-in sessions and connection keys are never put in a store's backup. A restore only adds back what was deleted; it never changes sales, payments, accounting entries or invoices already reported to the tax authority.

23 Multi-currency

Add-on module

Buy and sell in any currency

Keep the currencies your vendors and customers use, with the exchange rate of every day typed by hand or taken from a free daily feed, and see any amount in your own currency at the rate of its day. Your books stay in your own currency.

What you get

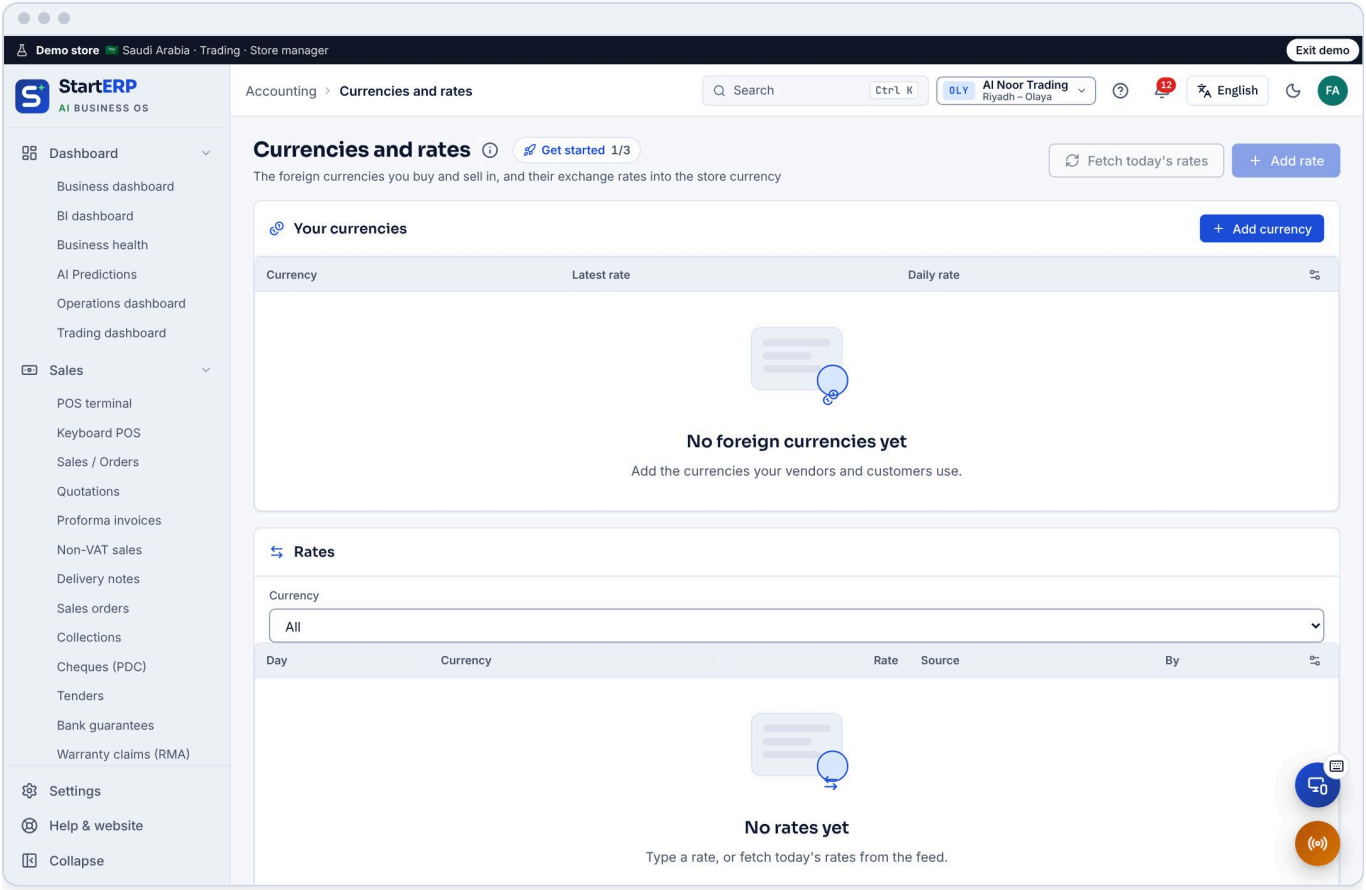
- Over 50 currencies, 3 decimals where needed
- Daily rates from a free feed
- Your typed rate always wins
- Any amount at the rate of its day

GET STARTED IN 3 STEPS

1. **Add the currencies you use.** For suppliers and customers abroad.
2. **Set the day's rate.** By hand or from the free daily feed.
3. **Record a foreign invoice.** Converted at that day's rate.

Currencies and rates

Keep the foreign currencies your vendors and customers use and their exchange rate on each day. A rate is how much of your own currency one unit of the foreign currency buys (USD 1 = SAR 3.75). Type a rate for a day, or take the daily rate from a free public feed; a rate you type always wins. Your books stay in your own currency. Part of the Multi-currency add-on.



Currencies and rates

1. Open Accounting → Currencies and rates and press Add currency. Pick the currency, and tick Take the daily rate from the feed to have its rate fetched every day.
2. Press Fetch today's rates to take today's rate of every currency now, or Add rate to type the rate of a day, such as the rate your bank gave you.
3. Use Check a conversion to see an amount in your own currency at the rate in force on a day: the latest rate on or before it.
4. On a purchase, sale, quotation, purchase order or return, pick the Currency next to the date. The rate in force on the document's day fills in and the prices move into that currency; type the prices, discount and payments in it. The bill summary shows the total in both currencies.
5. If a payment was made at another rate than the document's, type it in the payment's Rate column. The document is still settled in full, and the difference shows as Exchange gain or Exchange loss and is posted to the ledger on the payment's day (REALISED EXCHANGE GAIN or REALISED EXCHANGE LOSS against the payment's Cash or Bank account).

6. A credit or debit note can be in a currency too: pick it next to the date and type the amount in it. A note that settles a document in a foreign currency takes that document's currency and rate, so the document is paid exactly; type the rate the money really moved at in Rate paid at, and the difference is posted as exchange gain or loss.
7. At the end of a month, open Month-end revaluation on this screen and pick the day. It lists the sales and purchases in a foreign currency still open on it, at that day's rate, and the unrealised gain or loss. Post revaluation puts it in the ledger on the day and takes it back on the next day; Remove takes a posted day away.
8. A customer's Statement tab has a Currency picker once they have documents in a foreign currency: pick it to see only those documents and notes, in that currency, with the balance the customer owes in it. Print sends that statement.

Tips. A document is saved in your own currency at its rate, so your ledger, VAT and stock stay in it; the document keeps its foreign prices, and its view and print show the foreign total and the rate. Type a different rate on the document to use the rate your bank gave you. A return is always in the currency and at the rate of what it returns. With ZATCA Phase 2 in Saudi Arabia, a sale, return or note in a foreign currency is reported or cleared in that currency, with SAR as the tax currency and its VAT total in SAR at the document's rate, as ZATCA asks. A day without its own rate uses the latest rate before it. Press a rate in the list to correct it; a corrected feed rate becomes a typed one and the feed leaves it alone. If the feed cannot be reached, nothing is changed and the screen says so: type the rate by hand.

24 Budgets

Add-on module

Know where the year is going

Set a budget for each revenue and expense account, month by month: type it, spread a yearly figure or paste it from Excel, or start from last year's actuals plus a percent. See every account against the ledger for the month and the year to date, with the variance and a light that shows which ones are on track, and get a warning when an expense or purchase takes its account over budget.

What you get

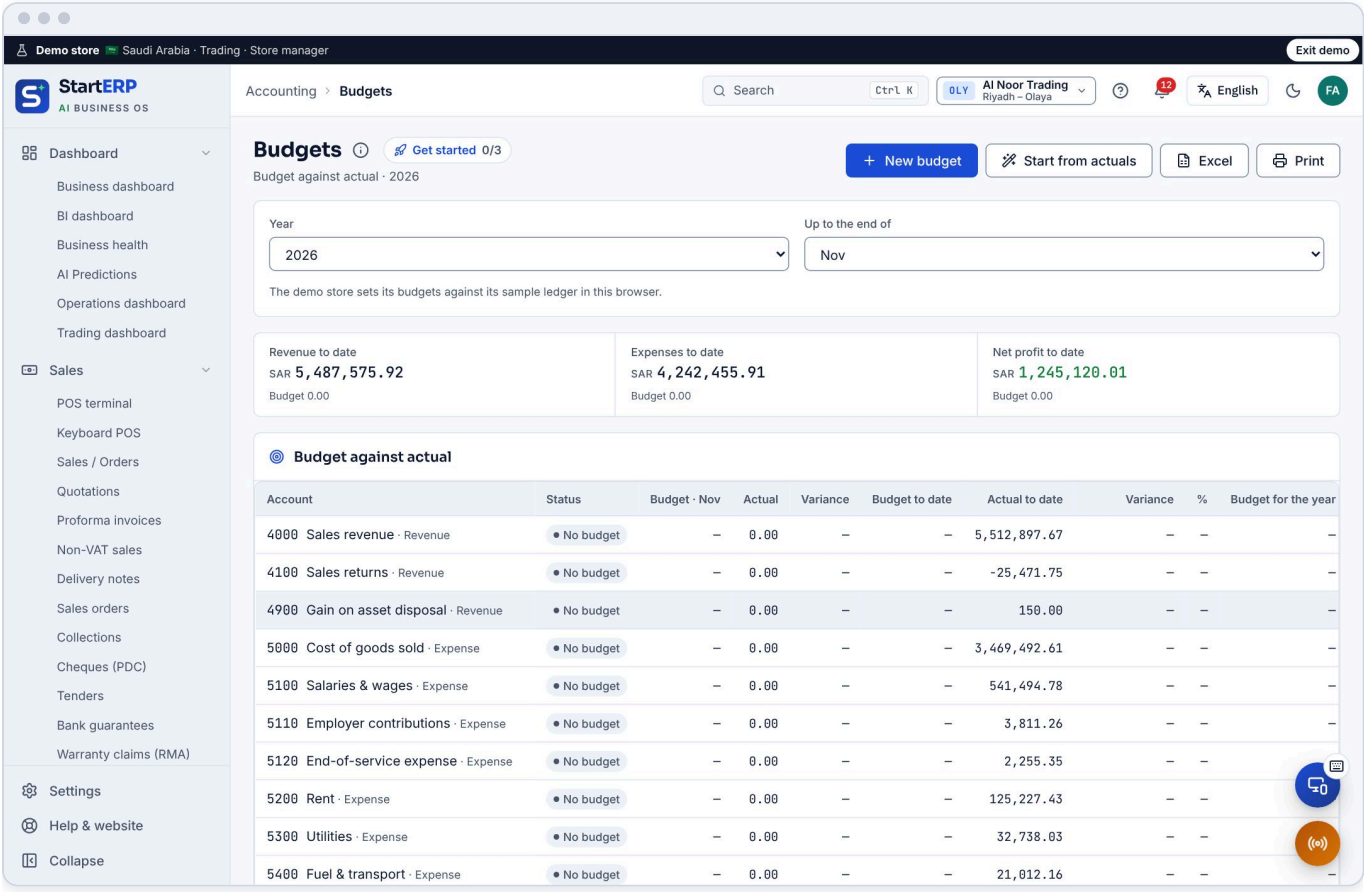
- Budget against actual, month and year to date
- Spread, paste from Excel or start from actuals
- A light on every account
- A warning before you go over

GET STARTED IN 3 STEPS

1. **Create a budget.** Type it, paste from Excel or start from last year.
2. **Compare with actuals.** Month and year to date.
3. **Act on the warnings.** When an account goes over.

Budgets

Set a budget for the year on each revenue and expense account, month by month, and see it against what the ledger shows: the month, the year to date, the variance and the percent used, with a light that tells you which accounts are on track. Accounts with postings but no budget are listed too. Part of the Budgets add-on.



Budgets

1. Open Accounting → Budgets and pick the year and the month to look up to.
2. Press New budget, pick the account and type the 12 monthly amounts. To spread a yearly figure equally, type it under Yearly figure and press Spread; to bring amounts from Excel, copy a row or a column of 12 amounts there and paste it under Paste from Excel. Press Save.
3. Or press Start from actuals: every account without a budget gets one from what it posted last year (or this year), plus the percent you set.
4. Read the table: a positive variance is good (less spent, or more earned, than the budget). Expenses up to 90% of the budget to date are On track, up to 100% Watch, over it Off track; revenue at 100% or more is On track and from 90% Watch. Press a row to change its budget.
5. Download Excel for the budget and the actuals of every month, or print the page.

Tips. When an expense or a purchase would take its account over the budget for the year to date, its form shows a warning. It never stops you saving. An expense category's budget is the budget of its account (for example Rent Expense); purchases count against the Purchase account. Budgets follow the calendar year, January to December. Two charts sit above the table: revenue and expenses month by month against their budgets, and the accounts furthest off their budget to date.

25 Cost centres

Add-on module

See the profit of every branch and project

Set up cost centres for head office, each branch, project or department, in a tree. Name the cost centre on journal lines, expenses, sales, purchases and returns, give an expense category its own, and payroll is shared over your employees' cost centres by their pay. See the profit and loss or the trial balance of any period split by cost centre, one centre and the ones under it, with columns that always add up to the total.

What you get

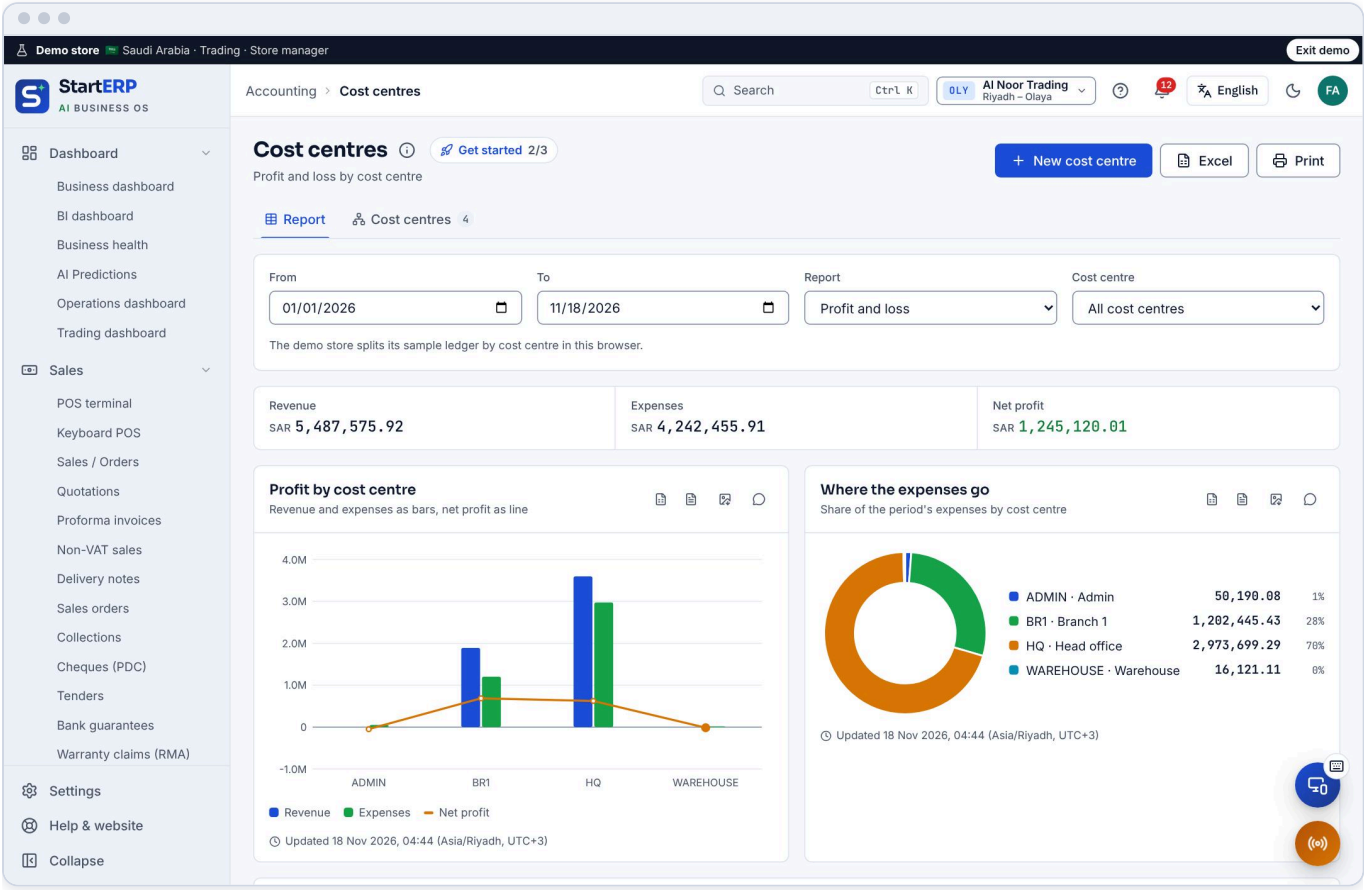
- Profit and loss by cost centre
- A tree of branches, projects and departments
- Defaults by category and payroll by employee
- Columns that add up to the total

GET STARTED IN 3 STEPS

1. **Build the tree.** Head office, branches, projects.
2. **Tag entries.** Pick the centre on expenses and sales.
3. **Read P&L by centre.** Columns that add up to the total.

Cost centres

Keep a tree of cost centres (head office, branches, projects or departments) and see the profit and loss or the trial balance of any period split by cost centre. Each figure lands on the centre named on its journal line, expense, sale, purchase or return; the columns always add up to the total. Part of the Cost centres add-on.



Cost centres

1. Open Accounting → Cost centres, go to the Cost centres tab and press New cost centre. Type a short code (for example HQ or BR1) and a name, pick the centre it sits under if any, and tick Default cost centre on one of them: anything posted without a centre lands there.
2. Pick the cost centre on an expense, a sale, a purchase or a return (beside the date), or on each line of a journal voucher. A return takes the cost centre of what it returns.
3. Give an expense category its own cost centre: its expenses land there unless they name another.
4. On the Report tab pick the period, Profit and loss or Trial balance, and one cost centre (with the ones under it) or all of them. Every account has a column per centre and the total; the last row is the net profit (or the debits).
5. Download Excel, or print the page.

Tips. Payroll runs are shared over the employees' cost centres by their pay: type the centre's code or name in the employee's Cost centre field. A cost centre that is no longer used can be made inactive: it stays in the report but is not offered on new records. Records saved before you added cost centres land on the default cost centre. The profit and loss report shows two charts: revenue, expenses and net profit of each cost centre, and each centre's share of the expenses.

Set-up, help and training

The StartERP team sets up your store, imports your products, customers and opening balances from Excel or CSV, and trains your users on the screens they use.

> **Need an add-on module?** Ask your StartERP contact to switch it on for your store, or write to **sirin@starterp.org** or WhatsApp **+966 50 197 1075**.

The full set of module guides

#	Guide
1	The basics every store has
2	Selling and documents
3	Customers, CRM and loyalty
4	Restaurants and cafés
5	Purchasing and inventory
6	**Finance and accounting (this guide)**
7	HR and payroll
8	AI, automation and reports
9	Online, integrations and control
10	Industry modules
11	Hospitals, clinics, pharmacies and opticians
12	Law firms
13	Hotels and resorts
14	Real estate agencies

All guides can be downloaded in StartERP under Help → User guides.



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