1. As you would in Quickbooks, or any other accounting software, the first thing you need to do is create and input your account and correctly identify them by their type – bank account, income, expense, etc.

2. In the following images, I first created our bank account. As you will see, this is a required field because you need a bank account to either add money, "Credits," as well as a bank account where money is drawn from, "Debits" (Page 2).

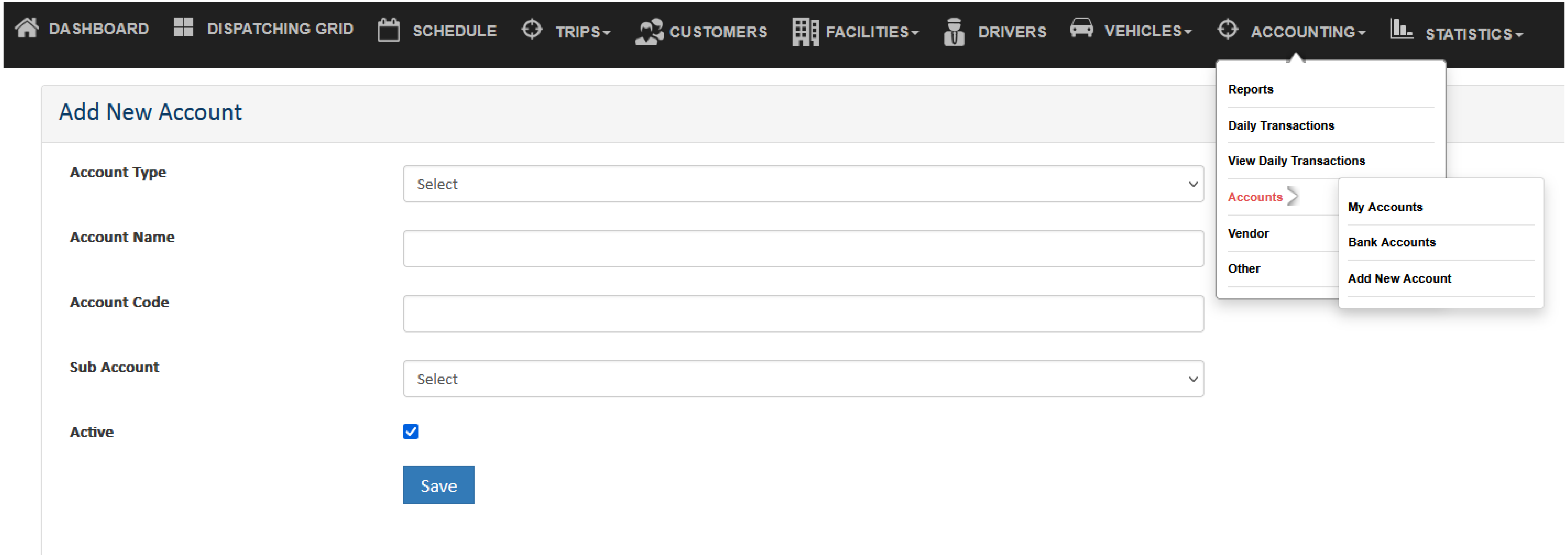
3. After creating a bank account, we can create additional "Account Names" and "Types" to include Fuel, Insurance, Maintenance, Telephone, etc. (Page 3).

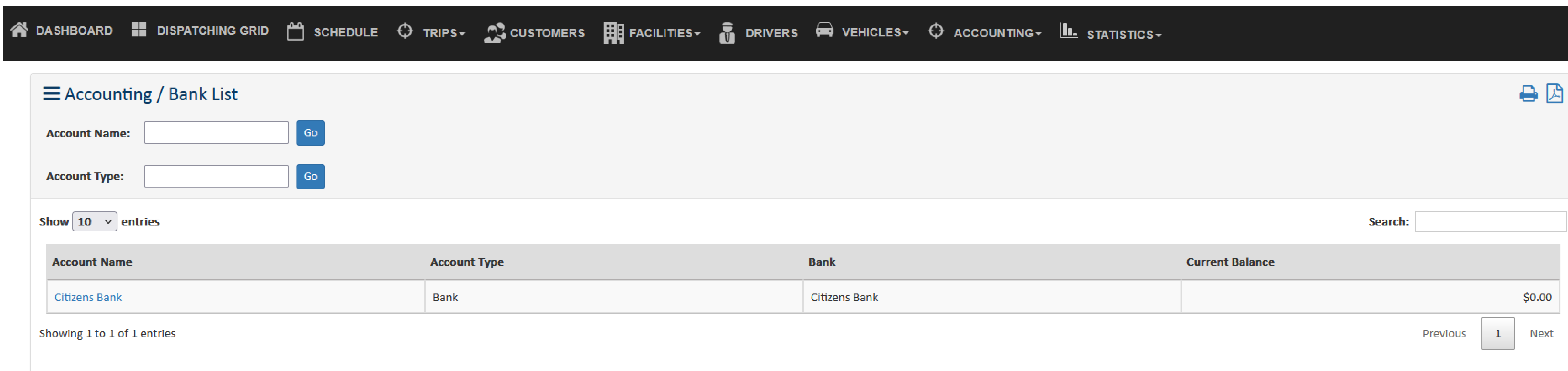
4. Thereafter, we want to create specific vendors to whom we will assign specific vendors. In this example, on Page 4, you will see that I created a handful of vendors.

5. On page 5, we start to create "Debits" by selecting the date of payment, then the Account Name from the drop-down menu, then the Vendors name, we then select the bank account (you can have different bank accounts for different purposes/accounts), the expense amount, and check number. If the expense is a debit or cash withdrawal, you would simply type "Debit" or "Withdrawal" in the "Check Number" field (Page 5-6).

6. Once that information is properly inputted and saved, you will notice the saved data stored and itemized below (Page 6 - 8).

7. Once done, you can navigate to "Reports," enter in the date range, and then select "Profit and Loss," and you will see the reflected itemization (Page 9).


DASHBOARD
DISPATCHING GRID
SCHEDULE
TRIPS
CUSTOMERS
FACILITIES
DRIVERS
VEHICLES
ACCOUNTING
STATISTICS
Add New Account
Account Type
Select
Account Name
Account Code
Sub Account
Select
Active
Save
Reports
Daily Transactions
View Daily Transactions
Accounts
Vendor
Other
My Accounts
Bank Accounts
Add New Account


DASHBOARD
DISPATCHING GRID
SCHEDULE
TRIPS
CUSTOMERS
FACILITIES
DRIVERS
VEHICLES
ACCOUNTING
STATISTICS
Accounting / Bank List
Account Name:
Go
Account Type:
Go
Show 10 entries
Search:
Account Name
Account Type
Bank
Current Balance
Citizens Bank
Bank
Citizens Bank
$0.00
Showing 1 to 1 of 1 entries
Previous
1
Next

Add New Account

Account Type Expense

Account Name Telephone

Account Code

Sub Account Select

Active ☑

Save

Accounting / Account List

From Date: **To Date:** Go

Account Name: Go

Account Code: Go

Show 10 **entries** **Search:**

Account Code	Account Name	Account Type	Date	Status	Action
	Citizens Bank	Bank	9/2/2025 9:57:49 AM	Active	
	Fuel	Expense	9/2/2025 10:03:23 AM	Active	
	Insurance	Expense	9/2/2025 10:03:51 AM	Active	
	Maintenance	Expense	9/2/2025 10:03:36 AM	Active	
	Telephone	Expense	9/2/2025 10:02:41 AM	Active	

Showing 1 to 5 of 5 entries

Previous 1 Next

DASHBOARD | DISPATCHING GRID | SCHEDULE | TRIPS | CUSTOMERS | FACILITIES | DRIVERS | VEHICLES | ACCOUNTING | STATISTICS

- Reports
- Daily Transactions
- View Daily Transactions
- Accounts
- Vend
  - Vendor List
  - Add New Vendor
- Other

Create Vendor

Company Name: Verizon Wireless

Contact Name: Verizon Wireless

E-Mail:

Address:

City:

State:

Zip code:

Country: United States

Comments:

Active: ☑

Submit

Vendors List

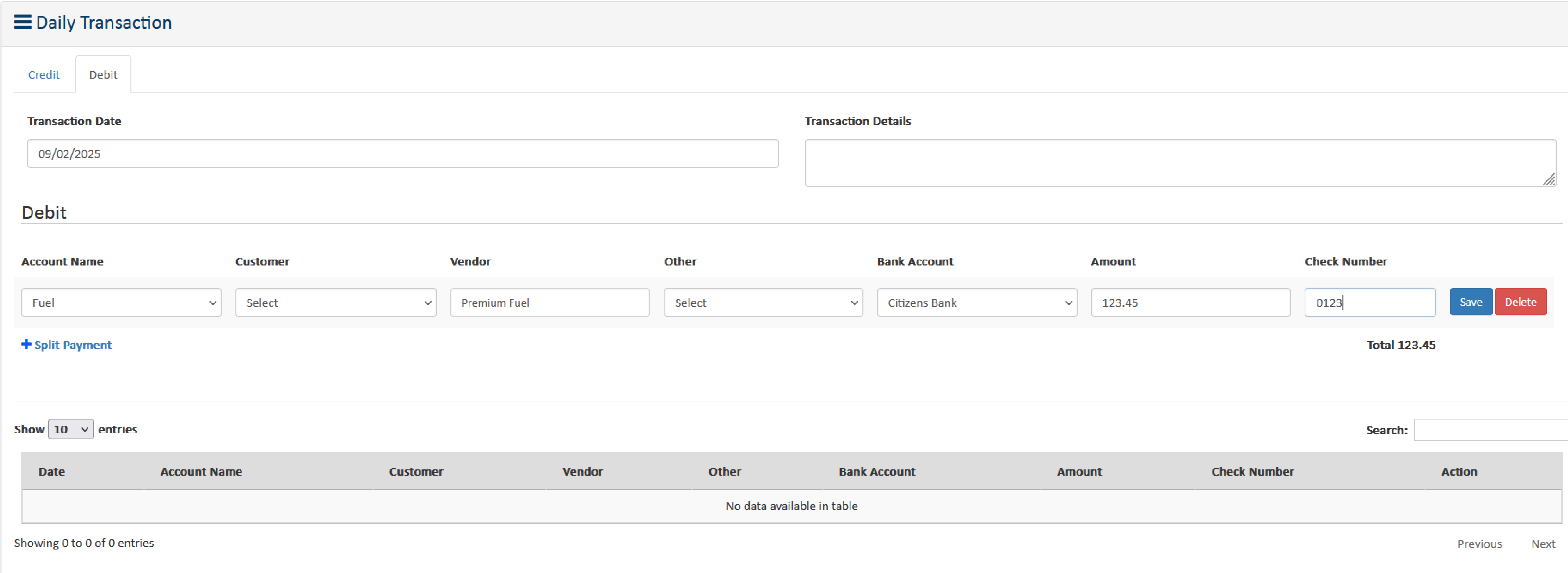
Show 10 **entries**

Search:

Company	Contact Name	E-Mail	Address	Status	Action
Mavis Auto Repair	Mavis Auto Repair	support@mavisautorepair.com	123 Mavis Street	Active	
Premium Fuel	Premium Fuel	support@premiumfuel.com	123 Premium Street	Active	
Specialty Commercial Insurance	Specialty Commercial Insurance	support@specialtycommercialinsurance.com	123 Specialty Commercial Street	Active	
Verizon Wireless	Verizon Wireless	support@verizon.com	123 Main Street	Active	

Showing 1 to 4 of 4 entries

Previous 1 Next


Daily Transaction
Credit
Debit
Transaction Date
09/02/2025
Transaction Details
Debit
Account Name
Customer
Vendor
Other
Bank Account
Amount
Check Number
Fuel
Select
Premium Fuel
Select
Citizens Bank
123.45
0123
Save
Delete
Split Payment
Total 123.45
Show 10 entries
Search:
Date
Account Name
Customer
Vendor
Other
Bank Account
Amount
Check Number
Action
No data available in table
Showing 0 to 0 of 0 entries
Previous
Next

Daily Transaction

Credit | Debit

Transaction Date

Transaction Details

Debit

Account Name	Customer	Vendor	Other	Bank Account	Amount	Check Number	
Select	Select		Select	Select	Amount	Check Number	Save Delete

+ Split Payment

Total 0.00

Show 10 **entries**

Search:

Date	Account Name	Customer	Vendor	Other	Bank Account	Amount	Check Number	Action
09/02/2025	Fuel		Premium Fuel		Citizens Bank	123.45	0123	

Showing 1 to 1 of 1 entries

Previous 1 Next

Daily Transaction

Credit | Debit

Transaction Date

09/02/2025

Transaction Details

Debit

Account Name	Customer	Vendor	Other	Bank Account	Amount	Check Number	
Insurance	Select	Specialty Commercial Insurance	Select	Citizens Bank	234.56	0124	Save Delete

+ Split Payment

Total 234.56

Show 10 **entries**

Search:

Date	Account Name	Customer	Vendor	Other	Bank Account	Amount	Check Number	Action
09/02/2025	Fuel		Premium Fuel		Citizens Bank	123.45	0123	

Showing 1 to 1 of 1 entries

Previous 1 Next

Daily Transaction

Credit | Debit

Transaction Date

Transaction Details

Debit

Account Name	Customer	Vendor	Other	Bank Account	Amount	Check Number	
Select	Select		Select	Select	Amount	Check Number	Save Delete

+ Split Payment

Total 0.00

Show 10 **entries**

Search:

Date	Account Name	Customer	Vendor	Other	Bank Account	Amount	Check Number	Action
09/02/2025	Telephone		Verizon Wireless		Citizens Bank	456.78	0126	|
09/02/2025	Maintenance		Mavis Auto Repair		Citizens Bank	345.67	0125	|
09/02/2025	Insurance		Specialty Commercial Insurance		Citizens Bank	234.56	0124	|
09/02/2025	Fuel		Premium Fuel		Citizens Bank	123.45	0123	|

Showing 1 to 4 of 4 entries

Previous 1 Next

Reports

09/01/2025 | 09/30/2025 | Select Account Type | Select Account | Select Customer | Select Vendor | Select Other

Search | All

Summary Report | Aging Summary | Profit and Loss

Profit and Loss

,

	Total
Income	
Total Income	**0.00**
Expenses	
Fuel	123.45
Insurance	234.56
Maintenance	345.67
Telephone	456.78
Total Expenses	**1,160.46**
Total Net Profit	**-1,160.46**