



SWIFT  BOOKS



USER GUIDE

2025 / 2026

WELCOME TO OUR COMPANY

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Welcome Message



What is Swiftbooks?

Swiftbooks Sales and Accounting has formally been launched Worldwide but tailored to developing countries. Swiftbooks is a cloud Sales management tool aimed at growing and protecting businesses and is specifically designed and customized to the developing nations market.

The software has been launched in the form of an App and desktop application designed at monitoring all aspects of distribution, retail, wholesale and field sales businesses. The application which has been years in the making is aimed at delivering accessibility for many businesses who cannot afford enterprise level technology.

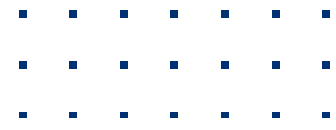
About Swiftbooks

The development of app involved a collaboration of 22 developers who had experiences in running businesses in developing nations including those working in the informal sector.

The development relied on remote communication and asana based task management.

It has also been tailored to help businesses target business pit falls and ensure business owners do not lose money. The reports also highlight the areas in the business that make more money and how to capitalize on this to increase profit.

Navigating Swift ⚡ Books Features



Menu



The menu can be accessed by swiping or sliding the slider from Right to Left , The Tabs contain all the features you need to set up and use swiftbooks efficiently.

Update Profile

My orders



Request Order

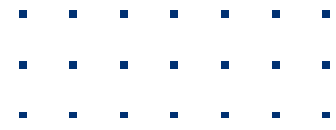
Articles & Video

Warehouse Stock

View Invoices

The Manager user can also limit access to some of these tabs using the user permission settings when creating users. This ensures the user sees only what the manager determines based on their role .

Navigating Swift ⚡ Books Features



Invoicing Feature

- Create Professional looking Invoices
- Unlimited Users, Unlimited Number of Transactions , Unlimited Branches for Point of Sales Till
- Mark Transactions as Paid, Partially Paid or Unpaid
- Send Invoices via Whatsapp or Email Directly to Your Customers

Mobile Phone	0545656231	✕
Email	Testuser@costsavers.com	
Full Address	Accra, Ghana	

COSTSAVERS GH (Phone 00233500408921)
Address: Bonsu Road, Accra, Ghana

Test Prd
4 cart (GHS 400.00)

Total Amount GHS 400.00

Edit

Print

Approve

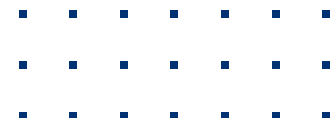
Edit price

Cancel

Send via Email

Send via Whatsapp

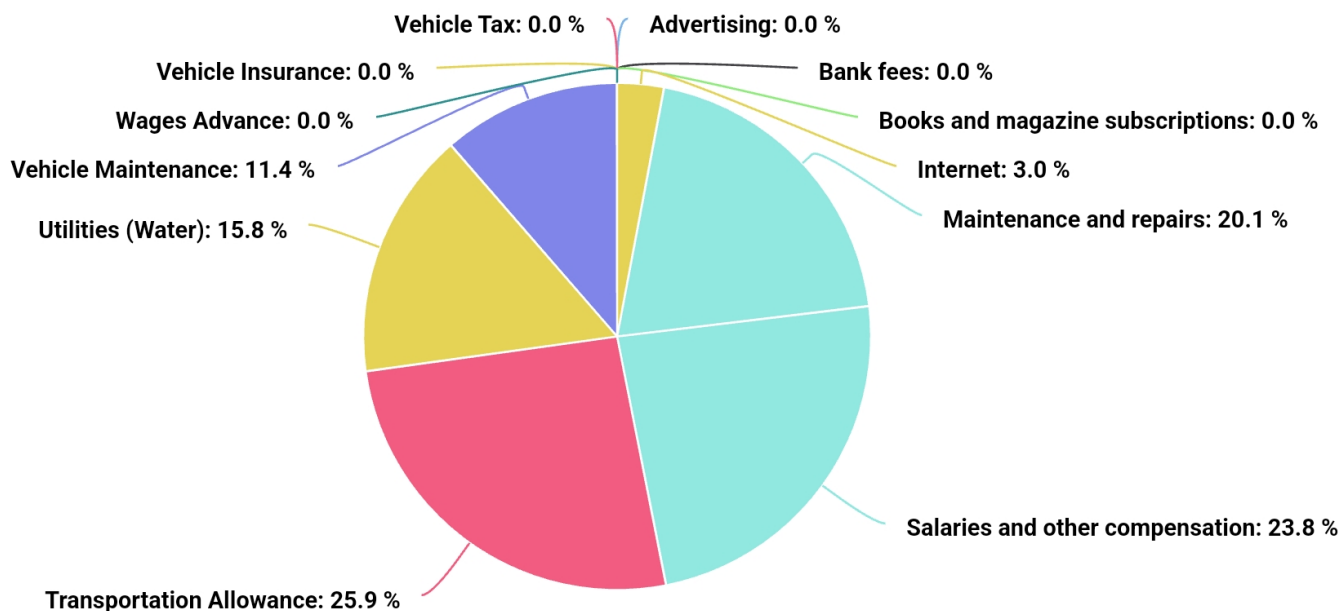
Navigating Swift ⚡ Books Features



Bookkeeping Features

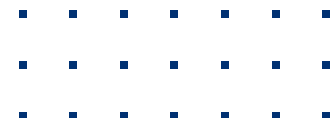
- *Bookkeeping: manage daily transactions*
- *Clock in Feature: Clock in and Clock out Feature for Employees*
- *Field Sales Feature to manage an unlimited number of field sales team*
- *Planning: Reporting and advice to support growth*
- *Expenses: Record and track expenses*

EXPENSES



Total Amount: GHS 19,760.44

Navigating Swift ⚡ Books Features



Point of Sales System



- *POS: Advanced point of sales system for your Business.*
- *Barcode Scanning Feature: Barcode Scanning Feature for Point of Sale Branches*
- *Store Hours: Ensure your shop is opened and closed on time by using our store clock in feature which works only at the geographical location of the Store.*
- *POS Reports: Tally your end of day sales effortlessly with our Pos reports*

Swift ⚡ Books Manager | Robert (General Manager) | 12 Jul 02:03

Evaporated Milks	Milo Products	Cerelac Products	Nescafe Products	Powdered Milks
Nido Products	Maggi Products	Confectionary	Infant Formula	Drinks
Test Products				

Ideal Mini Carton GHS 228.00 ●	Carnation Tea Creamer GHS 100.00 ●	Ideal Evaporated Milk 150g Carton GHS 119.00 ●	IDEAL ORIGINAL Evp Milk (11+1)x390g GHS 83.00 ●	IDEAL ORIGINAL Evp Milk 370g Carton GHS 380.00 ●
Carnation Mini 29g GHS 303.00 ●	Carnation (48 Pack) GHS 294.00 ●	Ideal Milk 150g (6x8) Pack GHS 0.00 ●	Popular Milk GHS 155.00 ●	

Customer 🔍

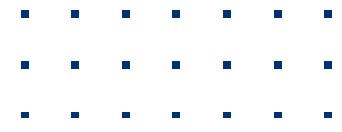
Test

Product name	QTY	Each	Total	
Milo 800g Soft Pack Carton	1	GHS 560.00	GHS 560.00	✎
Ideal Milk powder 26g	1	GHS 29.70	GHS 29.70	✎
IDEAL ORIGINAL Evp Milk 370g Carton	1	GHS 400.00	GHS 400.00	✎

Item	3	Total	GHS 989.70
Basket Discount	GHS 0.00	Due	GHS 0.00

DELETE
NEW TRANSACTION
PAY

Navigating Swift ⚡ Books Features



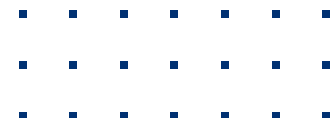
Loyalty Card Reward Feature



- *Loyalty: Built in Loyalty Reward Program with digital loyalty card for customers*
- *Discounts: Our Timed Discount Program allows you to run specific discounts at certain periods and based on stock availability.*
- *Discounts can be given based on quantity of stock so inventory is managed well*



Navigating Swift ⚡ Books Features



Reports

- *Reporting: Help directors make informed decisions*
- *Export: In Depth Business Reports easily exported to PDF,CSV & Whatsapp*
- *Targets: Monthly Target Feature to Monitor Sales Performance of Stores or Sales Teams*
- *Dashboard: Business Dashboard to See Your Business Health at a Glance*

2%

GROSS MARGIN

GHS 29,316.35

GROSS MARGIN AMOUNT

COMPANY TARGET

GHS 4,520,000.00

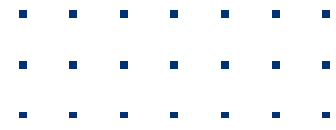
37%
ACHIEVED

TOTAL SALES GHS 1,689,152.66


GHS 29,316.35

OPERATING PROFIT/LOSS


Navigating Swift Books Features




Reports




Create POS Users




POS User Report




POS Discount Report




Loyalty card



Loyalty card settings



Loyalty Statistic



Exclusive Discounts

This Month

INVOICES

GHS 2,566,116.00 Unpaid

GHS 1,942,436.00 Overdue	GHS 623,680.00 Not due yet
------------------------------------	--------------------------------------

EXPENSES

GHS 0.00

PROFIT & LOSS

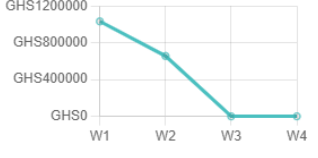
GHS 29,316.35
Net Income For July

GHS 29,316.35 operating profit/loss

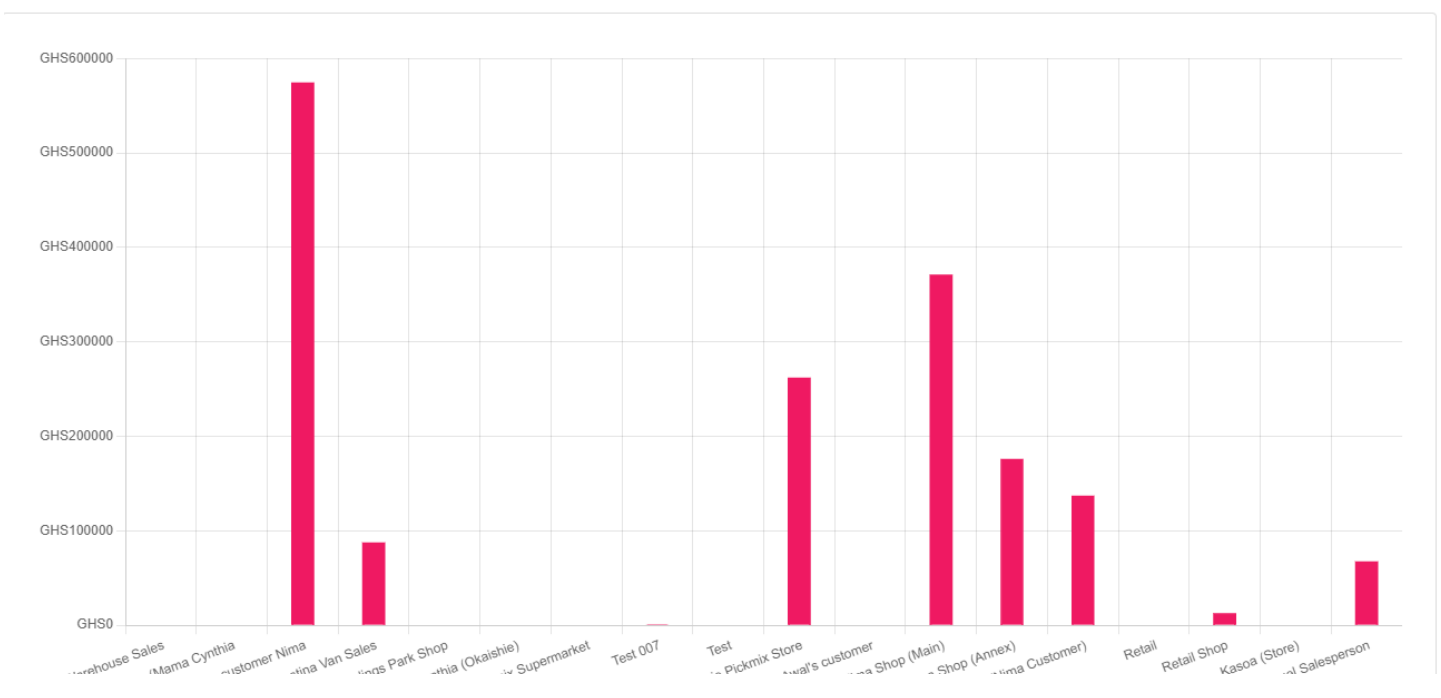
GHS 0.00 Expenses

SALES

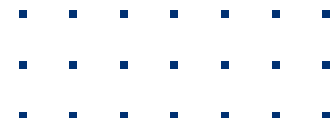
GHS 1,689,152.66



Total Sales By Store/Sales Users



Navigating Swift ⚡ Books Features



Expiry Alert Feature

The Swifbooks Expiry Feature allows you to see every expiry for each item in your warehouse and all your stores or sales vans. This helps you to avoid wastage so you can process items closer to expiry, This information is presented in the main dashboard as soon as you open the app as well the report section.

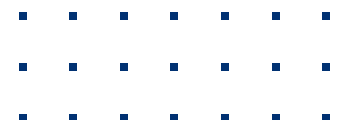
Say Goodbye to expired items!!

Expiring Items



Item	Quantity	Batch Number	Expiry Date	Days left to Expiry	Users Warehouse
Carnation	50	5672811	11-07-2023	14 days	Nima Main
Carnation	27	5672819	17-07-2023	21 days	Awal Customer
Carnation	32	5672811	11-07-2023	14 days	Nima Annex
Total	109				
Ideal Milk	1156	3672811	11-07-2023	14 days	Main Warehouse
Ideal Milk	90	2672819	17-07-2023	21 days	PickMix
Ideal Milk	78	4672811	11-07-2023	14 days	Nima Annex
Ideal Milk	45	3456718	27-07-2023	18 days	Faustine Sales User
Total	1369				

Navigating Swift ⚡ Books Features



Monthly Sales Target Feature



Monitor the performance of your field sales team or store by utilizing the monthly sales target feature.

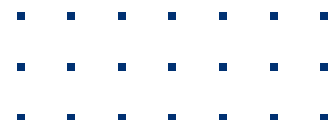
The targets for each user appears in the main dashboard and also in the users interface when logged onto the system.

An automatic reported is generated based on the users performance and a daily notification is sent to both the manager and user based on the current progress with regards to the target.

Salesforce Performance

#	User Name	Target	Target Remaining	Performance	On Track
1	Nima Shop (Main) (Store User)	GHS 800000	GHS 0	Achieving ●	Yes
2	Awal's customer Nima (Store User)	GHS 1450000	GHS 0	Achieving ●	Yes
3	Nima Shop (Annex) (Store User)	GHS 550000	GHS 101492	Failing ●	No

Navigating Swift ⚡ Books Features



Pharmacy Mode



Pharmacy Mode is a brand new exciting feature designed for pharmacies and healthcare shops. The Pharmacy mode when enabled allows your pharmacy to identify all possible interactions between the medications being dispensed and sold and automatically prints guidance for each medication on the receipts. This allows the customer to benefit from good advice to ensure that they benefit in the direction of usage of the medications. The interactions tool prevents medications which may cause adverse effects when taken together to avoided at the point of sale.

The screenshot displays the Swift Books app interface. At the top, the header shows 'Swift Books', 'Sales/Store User | Test | 07 Jul 02:07', and search/navigation icons. A 'Test' button is visible on the left. The main content area is a shopping cart with several items:

- Test Product Up: Price: ~~INR 100.00~~, You save: INR 10.00, Only left 3 in stock, Ends in: 09:50:11, INR 90.00
- New Product: INR 100.00
- Product New: INR 50.00
- Pizza Prd: INR 100.00

A 'Medication Interaction Alert' dialog box is overlaid in the center, displaying the following text:

Moderate
ARIPiprazole abametapir topical
Applies to: Abilify (aripiprazole) and abametapir topical
Using abametapir topical together with ARIPiprazole should be avoided if possible. Combining these medications may increase the blood levels and effects of ARIPiprazole. Talk to your doctor if you have any questions or concerns. Your doctor may be able to prescribe alternatives that do not interact, or you may need more frequent monitoring to safely use both medications. You should seek immediate medical attention if you develop any increase in side effects to ARIPiprazole. It is important to tell your doctor about all other medications you use, including vitamins and herbs. Do not stop using any medications without first talking to your doctor.
Switch to professional interaction data

An 'Ok' button is located at the bottom of the alert dialog.

On the right side of the cart, there is a table showing item details and a 'Note' field:

Each	Total
INR 75.00	INR 75.00
1	INR 75.00
INR 2.00	INR 2.00
1	INR 2.00

Below the table, there is a 'New Product update' section with a text input field and a 'Note' field. At the bottom of the cart, a summary table is shown:

Item	2	Total
Tax (5%)	INR 3.85	Due
Basket Discount	INR 0.00	INR 0.00
		INR 80.85

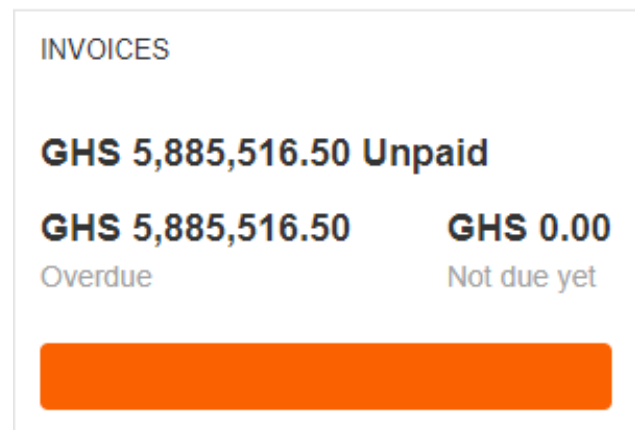
Main Dashboard



This will have all your business information for you to preview how well your business is doing and keeping a watchful eye on expenses and unpaid invoices. The information can be previewed as this month, last month, yesterday or today filters.

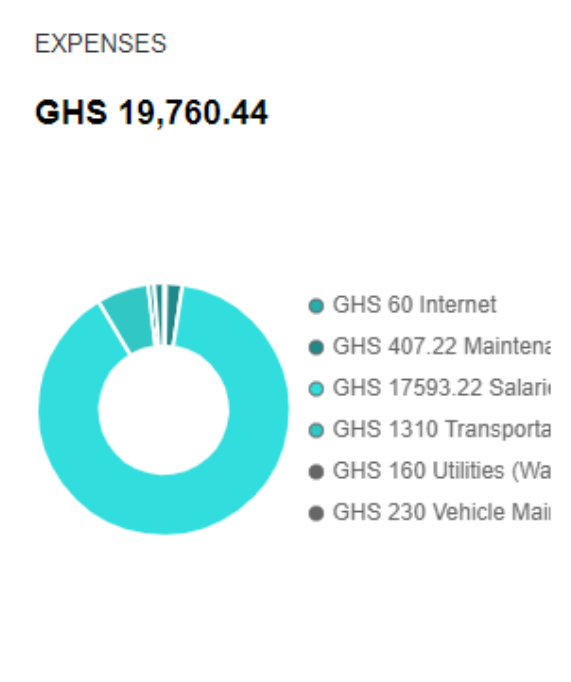
Unpaid Invoices

The Unpaid Invoices Summary shows how many processed invoices which do not have a payment against them. This will prompt the manager user to audit the unpaid invoices tab on Swiftbooks slider menu



Expenses

The expenses information on the main dashboard allows you to preview your expenses and gives a detailed breakdown of the categories of how the expenses are spent.

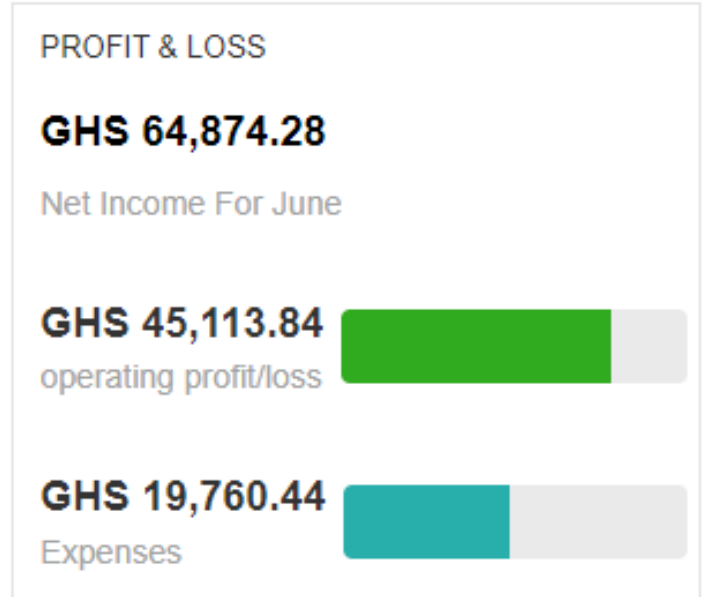


Main Dashboard



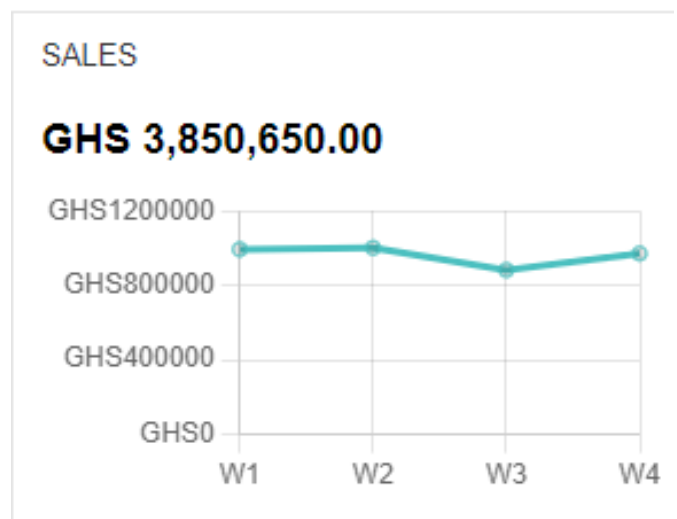
Profit & Loss

The profit and loss data guides you on a month to date basis on your profits & losses. This helps analyze your business performance. It focusses on your net income, your operating profit and loss and your expenses.



Comparative Sales Data

The Sales Chart keeps graphical record of the companies sales performance. The Chart shows the weekly performance of the business so you can see drops in sales and address them quickly to boost sales performance.



Main Dashboard



Snapshot Report

The snapshot report shows key performance indicators such as Gross Margin Amount and your business's gross margin percentage. The Companies progress towards its sales targets and a more detailed breakdown of how expenses are spent. The date filter allows you to view over a period of time.

1%

GROSS MARGIN

GHS 64,874.28

GROSS MARGIN AMOUNT

COMPANY TARGET

GHS 4,500,000.00

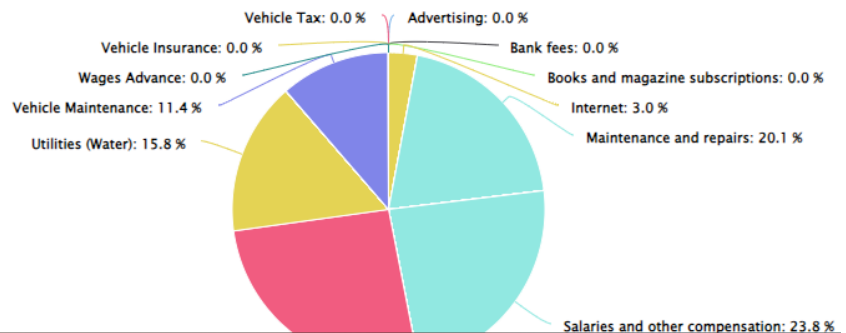
86%
ACHIEVED

TOTAL SALES GHS 3,850,650.00

GHS 45,113.84

OPERATING PROFIT/LOSS

EXPENSES



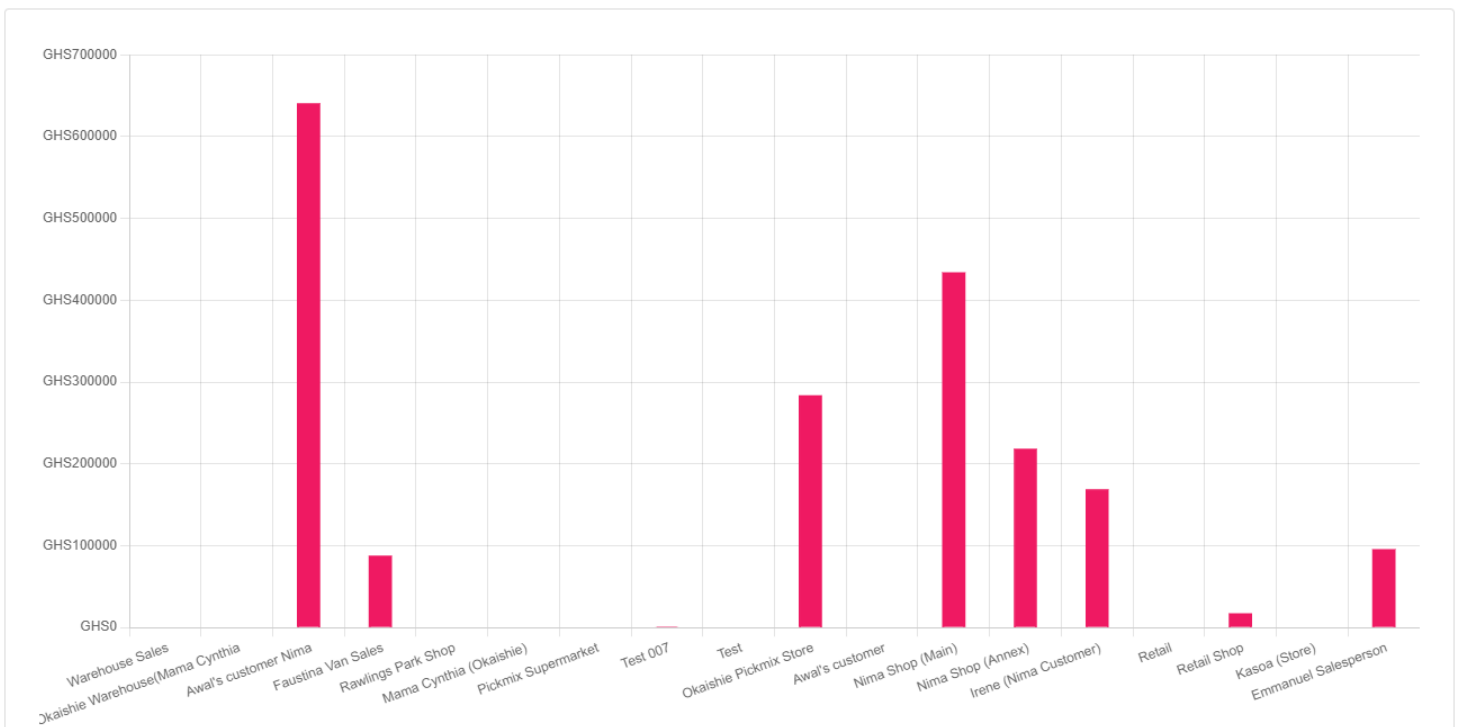
Main Dashboard



Total Sales by Sales/Store Users

This shows the performance of the Sales and Store Users and could be viewed using the date filters to see the performance over a period of time or even view their sales for that particular day. The manager also gets a notification based on sales performance. Clicking the graph reveals the exact amount of sales for the user.

Total Sales By Store/Sales Users



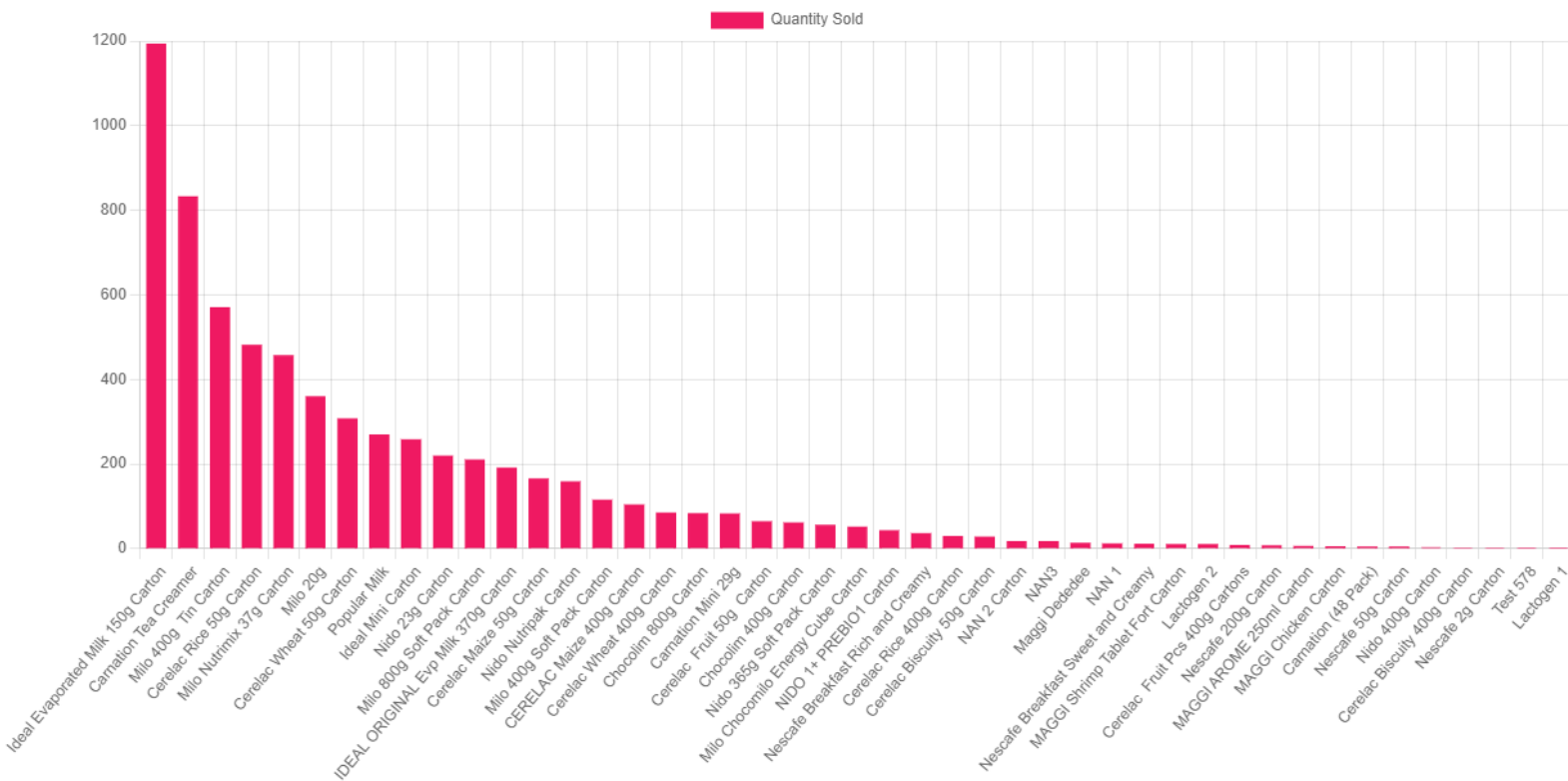
Main Dashboard



Product Performance

This shows the performance of the products and could be viewed using the date filters to see the performance over a period of time or even view their stock movement for any product for that particular day. The manager also gets a notification based on performance. Clicking the graph reveals the exact quantity sold for that product and is arranged in descending order which is from the highest performing product to the lowest.

Product Performance



Main Dashboard



Expiring Items

This shows the reports of items to expire in 30,60 or 90 days and 6 months. The data shows you exactly which Stores are also likely to have these items based on the batch code recorded.

This gives you the opportunity to prevent expired goods and also shows you where to locate them so remedial action can be taken to prevent any products from expiring.



Item	Quantity	Batch Number	Expiry Date	Days left to Expiry	Users Warehouse
Carnation	50	5672811	11-07-2023	14 days	Nima Main
Carnation	27	5672819	17-07-2023	21 days	Awal Customer
Carnation	32	5672811	11-07-2023	14 days	Nima Annex
Total	109				
Ideal Milk	1156	3672811	11-07-2023	14 days	Main Warehouse
Ideal Milk	90	2672819	17-07-2023	21 days	PickMix
Ideal Milk	78	4672811	11-07-2023	14 days	Nima Annex
Ideal Milk	45	3456718	27-07-2023	18 days	Faustine Sales User
Total	1369				

Simple Invoice



Creating an Invoice

The Simple invoice tab allows you to create an invoice. Customers and products can be created and setup on this tab. Once the invoice has been created, the submit button will ensure additional options are enabled such as edit quantity ,price or deleting an item. You can easily share the invoice with your customer via whatsapp in a pdf file or via email!

Request Order



Estimate

Proforma

Purchase Order

Select a user ▾

Create Customer

Full Name

Mobile Phone

Email

Full Address

Add product

Create New Product

Submit

Point of Sales System



Swift Books 14 Jul 02:37 [Support](#)

Store/ Sale user Manager Admin

Enter your passcode

1	2	3
4	5	6
7	8	9
✓	0	✕

Clock in/Clock out Login

Create POS Users

Clock In/ Clock Out

The clock in , clock out feature is designed so that your staff can clock in at a specified location so that you can monitor if your store opens at the right time or if your staff is late. You can set the geographical location in the profile settings when setting up the store user or sales user.

Point of Sales System



Setting Up Point of Sales System

The Point of Sales System allows you to upgrade your business to professional system to record transactions. This guide will show you how to set up your Point of Sales System.

Step 1 : Creating the Pos User

Create a Pos User, the Pos user button can be located at the bottom of the Pos menu. In order to create a Pos User , you must first already created a sales user or Store user. Click the plus + Sign to open up the pos user settings

Step 2 : Pos User Settings

After opening the pos user settings the first field will be **name**. In this field choose the name you wish to call the POS. For example you can name it Till 1 or the name of your shop like oxford street branch. It should be a name that allows you to identify the branch.

The next field is the **Pin field** where you can enter a pin for the user , this pin will be how the user logs in. We recommend you choose a pin of at least 6 digits so it will be more secure.

The final field is selecting which store or sales user you are assigning this pos profile to. Once selected that particular user will now be able to login to their pos with their pin.

POS User Settings

Name
Test User

Pin
98761

sales user/ store user
Test 007

SAVE

Point of Sales System



Setting Up Point of Sales System

Manager POS Pin

The manager Pos Pin is located in the update profile tab at the top of the menu, the manager can also use their pin to login to any store or sales users Pos. When logging into a sales users branch, simply select manager and type in your Pin.

The screenshot shows the 'Update Profile' tab selected in a navigation menu. The form contains the following fields and buttons:

- Name:** Test User|
- Email:** test@gmail.com
- Password:** Password
- Phone / Mobile:** 0500408990
- POS PIN:** 4567 (This field is circled in red in the original image)
- Buttons:** UPDATE (highlighted in red), DELETE ACCOUNT

Request Order



Sales and Store Orders

The Request order tab is primarily designed for Sales & Store Users . This allows a Sales/Store user to request items from the main warehouse. Once the items have been requested , an invoice will be created in the view invoices screen. The order will then have to be approved by Manager or Admin after which it can then be transferred into the Sales/Store users inventory .

- Press request order at the bottom of the page
- Select the item you wish to request and enter the quantity in full unit or single unit depending on what you want.
- Once you have selected item simply press the request order button.
- Sales/Store users will find all the orders under the **Order Request Details** tab.
- Manager users will find the orders under the view invoices tab

The manager can also request orders on behalf of their users following same protocol.

Request Order ✕

Estimate Proforma Purchase Order

Test ▾

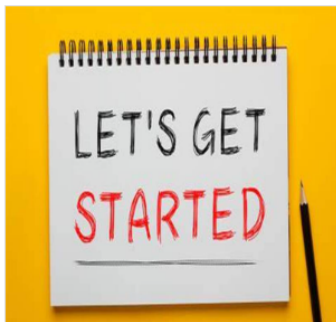
#	Product Name	Unit Quantity	Stock	Full Unit Qty	Single Unit Qty
<input checked="" type="checkbox"/> 1	Carnation (48 Pack)	8	235 Carton	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 2	Carnation Mini 29g	18	264 Cartons 2 Strips	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 3	Carnation Tea Creamer	24	1978129 (Carton) 3 pcs		
<input type="checkbox"/> 4	Cerelac Fruit 50g Carton	8	2004279 (Carton 8 Pack) 2 pcs		
<input type="checkbox"/> 5	Cerelac Fruit Pcs 400g Cartons	12	999871 (Carton 12 Pack) 10 pcs		
<input type="checkbox"/> 6	Cerelac Biscuity 400g Carton	12	1003798 (Carton 12 Pack) 7 pcs		
<input type="checkbox"/> 7	Cerelac Biscuity 50g Carton	8	1007226 (Carton 8 Pack) 1 pcs		

Articles & Videos



Tutorials and Explainer Guides

The Articles and Videos serve as How to guide for some of the processes in swiftbooks, we are constantly updating these sections , however if you needed specific support you can email our support team at support@swiftbooks.net



Getting Started



Creating Users



Tracks Your Bills and Expenses



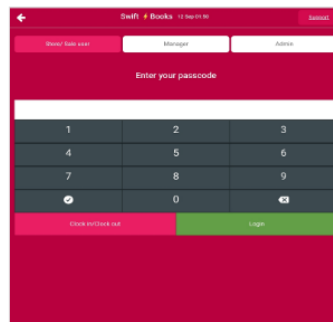
Financial Dashboard



Inventory Tracking



Generate Reports



Point of Sale



Discounts & Loyalty

Warehouse Stock



Managing Inventory

The Warehouse stock screen is a very important screen as you can edit any of the sales user and store users inventory stock. We recommend you use user permissions to limit access to this screen as anyone who has access can edit stock. The user permissions is located in the top left of the profile settings for admin users.

Permission
<input checked="" type="checkbox"/> Request Order
<input type="checkbox"/> Repeat Order
<input checked="" type="checkbox"/> Warehouse Stock
<input type="checkbox"/> View Invoices
<input type="checkbox"/> View Transferred Items
<input type="checkbox"/> View Reports
<input type="checkbox"/> Set Monthly Cash Targets
<input type="checkbox"/> View Transactions

Editing Inventory in Users Warehouse

Anytime items are transferred as an invoice from a sales/store user, the items from the invoice are added to that users inventory. We call it the users warehouse. Anytime the user sells from the warehouse, that item will deduct from the users inventory.

The manager user however has the option to adjust the inventory for any of their users inventory. There could be many reasons such as deducting damage goods or removing expiring products. This is a highly sensitive section where a dubious individual who has access can change inventory data which could cause losses so we recommend only the manager user has access and if you want another individual then this can be enabled in user permissions.

Warehouse Stock



Editing Inventory in Users Warehouse

Follow the following steps to edit inventory stock for the users.

- Choose the type of user. (Store or Sales User)
- Search for the users name in the search bar.
- To edit an item, press the edit button , two fields will now be available namely Unit Quantity and Single Unit Quantity.
- Unit Quantity is the full Quantity of an item, e.g Carton whilst single unit quantity are the single units of that item.
- To add a quantity simply type the quantity you wish to add e.g 5, Both fields must be filled so if only wish to add for the Full quantity field then enter the quantity as zero in the single unit field as you are not adding any single unit items. Click Update to confirm the change.

ID	User Name	Product Name	Total Quantity	Sale Quantity	Remaining Quantity	
8523	Emmanuel Salesperson	Carnation Mini 29g	5 Cartons 0 Strips	5 Cartons 0 Strips	0 Cartons 0 Strips	<input type="text" value="5"/> <input type="text" value="0"/> <input type="button" value="UPDATE"/>

- To subtract a quantity, use the minus sign (-) in front the quantity you wish to subtract so if you wish to deduct 5 from an item you will enter -5. Again both fields need to be filled so if you are only filling one field then enter the quantity of zero for the field where nothing is being deducted. Click update to confirm the change.

ID	User Name	Product Name	Total Quantity	Sale Quantity	Remaining Quantity	
8523	Emmanuel Salesperson	Carnation Mini 29g	5 Cartons 0 Strips	5 Cartons 0 Strips	0 Cartons 0 Strips	<input type="text" value="-5"/> <input type="text" value="0"/> <input type="button" value="UPDATE"/>

View Invoices



Types of Invoices

In Swiftbooks we use by default a general invoice. There is an option to select an Estimate invoice, Waybill or Purchase order invoice.

Estimate invoice

You can select this option if you wish to send an estimate to one of your customers, the estimate invoice remains an estimate until its approved, once it is approved it is converted to a general invoice which can be transferred.

Waybill

You can select this option if you wish to use the invoice to pick stock so that it will only display the picklist and not the prices or amounts.

Purchase order invoice

You can select this option to receive stock into the main warehouse . The purchase order when approved and transferred will directly update the inventory figures from the direct transfer . This is one of the ways to receive goods into the main warehouse.

Status of Invoices

*When created invoices will enter the **Pending state** so that any adjustments can be made such as editing price or quantity.*

*The next state will be the **Approved state**, this is the last state to make any additional changes .*

*Pending and Approved state don't print the invoice ID as changes can still be made, the invoice ID only appears in the last state which is called the **Transferred state** where no further changes or edits can be made and the inventory is transferred and deducted from the main warehouse.*

View Invoices



Returns Awaiting Approval

Field Sales Teams often sell via vans or some form of mobile transport. They often do not sell everything and may have some items left over in their vans. We have developed a returns feature that allows the user to return any item they did not sell. This will then be a return request awaiting approval, once the manager has approved by manually checking the returns tallies with the item the user recorded they have returned, we do an automatic calculation of the expected payment based on the returns. This allows stress free balancing of the sales team in one easy step.

Ideal Evaporated Milk 150g Carton

17 (Carton) (GHS 2,805.00)



Cerelac Fruit 50g Carton

2 (Carton 8 Pack) (GHS 660.00)

Nido 365g Soft Pack Carton

3 (Carton 12 Pack) (GHS 1,401.00)

Total Amount GHS 18,879.00

Order No: 9337

Total Amount

GHS 26,244.00

Value of return

GHS 18,879.00

Payment Expected

GHS 7,365.00

Edit

Print

Transfer Stock

Edit price

Cancel

Send via Email

Send via Whatsapp

Reports



Sales Report

There are many reports on swiftbooks , we will look at each report to see how it can benefit your business. All reports can be generated using the data filter to look at a specific day or period of time.

The screenshot shows a filter form with a dropdown menu labeled 'Select a user'. Below it are two rows of input fields: the first row is labeled 'From' and 'To', and the second row is labeled 'From' and 'To'. A red 'Report' button is positioned below the second row.

The Sales report looks at the transactions for the item sold, clicking the transaction ID brings the detail of that particular transaction. The total sales is displayed at the bottom.

The screenshot shows a navigation menu with the following items: Sales reports (highlighted), Summary of the inventory, Top selling items, Lowest selling items, Highest to lowest daily sales, Sales ranking report, Discrepancy Report, Profit Report, Attendance Report, and Attendance and Punctuality. Below the menu is a table with columns: #, Date, Order ID, User Name, and Order Value. The table contains 10 rows of transaction data and a final row for 'Total Order Value'.

#	Date	Order ID	User Name	Order Value
1	2022-05-11 18:03:43	11550	Test User	GHS 3,551.00
2	2022-04-29 18:06:12	11315	Test User	GHS 479.00
3	2022-04-29 07:22:28	11304	Test User	GHS 135.00
4	2022-04-27 11:52:44	11282	Test User	GHS 61.00
5	2022-04-27 07:06:25	11271	Test User	GHS 86.00
6	2022-04-27 05:31:17	11270	Test User	GHS 0.00
7	2022-04-27 05:27:50	11269	Test User	GHS 0.00
8	2022-04-27 05:23:43	11268	Test User	GHS 0.00
9	2022-04-27 05:20:39	11267	Test User	GHS 0.00
10	2022-04-27 05:04:00	11266	Test User	GHS 0.00
Total Order Value				GHS 4,312.00

Reports



Summary Of Inventory

This report allows you to analyze stock movement over a period of time with regard to individual warehouse users.

Top Selling Items/Lowest Selling Items

This report allows you to see what items are selling well and the ones which are not. Our advance notification also sends a weekly app notification of this report. It is important to know the slow moving items so you can take action to avoid expiry.




Highest to Lowest Daily Sales

This report is based on the daily sales of your sales team, a graphical version of this report is also on the dashboard. This is linked to all transactions completed by sales/store users on a daily basis or over a given period.

Sales Ranking Report

This report is based on the progress of the sales and store users towards the target you have assigned for them, it shows if they are on track to hit their target based on their current performance and the number of days left to achieve the target. This report is also shown in a graphical presentation on the main dashboard.

Salesforce Performance

#	User Name	Target	Target Remaining	Performance	On Track
1	Nima Shop (Main) (Store User)	GHS 800000	GHS 0	Achieving 	Yes
2	Awal's customer Nima (Store User)	GHS 1450000	GHS 0	Achieving 	Yes
3	Nima Shop (Annex) (Store User)	GHS 550000	GHS 101492	Failing 	No

Reports



Top Profitable Items

This report is based on the top profitable items in your business so that you can continue to grow that profit channel and boost your business by placing emphasis on your most profitable items.

Credit Report

The credit report will show data if you have enabled a sales/store user to request for credit orders. When the user request for credit orders , the credit report will display the details and the time left for the credit to be due. The credit due limit is set up on the users profile .

Summary Report of Main Warehouse

This is the full inventory report of the quantities of items in your main warehouse.

Low Stock Data Report

This report will display data if automatic re-order has been set up for Store/Sales user. In the automatic re-order process the minimum quantity an item can fall to is defined so if it falls below that define re-order point an invoice is automatically generated to replenish that item back to the defined point. All items that fall below that point will show up on the low stock data report.

Monthly Cash Targets

This feature allows the manage to set individual targets for their stores and sales team. The target must be set each month for it reflect correctly on the dashboard and sales ranking report.

View Transactions



Transactions

The Transaction tab records all the sales done by the sales/store users. This is an important section so we recommend you limit which admin user has access to this tab as they can edit transactions. The User permissions in profile allows you to limit who has access to this tab.

Anytime a transaction is edited for price, an audit statement will be generated stating which user edited the item and from what price they edited it from. The example below shows popular milk being edited from 145 to 146 by a user named Robert (General Manager).

8	Popular Milk (Cartons)	Edit Price	
		<input type="text" value="146"/>	
			GHS 1,168.00
	Robert (General Manager) manager amended the price of Popular Milk from GHS 146.00 from GHS 145.00.		
<hr/>			
Subtotal			GHS 16,617.00
Delivery Fee			GHS 0.00
Driver Tips (0%)			GHS 0.00
<hr/>			
Total Amount			GHS 16,617.00
Edit Update Price Print			

Tracking Invoices



Unpaid Invoices

The Unpaid invoices tab has a list of all the invoices which do not have a payment effected on it. This gives the admin or manager to check each and every invoice and update the list to see if it has been paid or not.

The Manager or Admin user can upload payment slips and confirm the amount being paid so that if the amount is not payment in full then it will reflect as partially paid. Once the Manager or Admin is fully satisfied this invoice has been paid then they can press the paid button to transfer it the paid invoices tab.

#	Sales user Name	Request Order Number	Status			Partially Paid / Remaining Balance
14	Test	Req - 9354	Transferred	Invoice	Paid	Partially Paid
15	Test	Req - 9353	Transferred	Upload Invoice		
16	Test	Req - 9352	Transferred	Upload Invoice		
17	Test	Req - 9348	Transferred	Upload Invoice		

Tracking Invoices



Paid Invoices

The paid invoices tab allows the Manager or Admin to verify if the invoices which have been marked paid are truly paid. They can see the uploaded proof of payment by clicking the invoice button. Once satisfied the Manager or Admin user can press the Deposit to Bank button.

#	Sales user Name	Request Order Number	Status		
1	Irene (Nima Customer)	Req - 8454	Transferred	Invoice	Deposit to bank
2	Awal's customer	Req - 8455	Transferred	Invoice	Deposit to bank
3	Test	Req - 9354	Transferred	Invoice	Deposit to bank

Deposit to Bank

Great!! You have verified the invoice has been paid but the question is did the funds hit your bank account? The Deposit to Bank feature allows you to record all the payments you have received on invoices so you can cross reference with your bank statement to see if the funds actually hit your account.

#	Sales user Name	Request Order Number	Status
1	Vida	Req - 3766	Deposited
2	Ivy Quarshie Van Sales	Req - 6194	Deposited
3	Test	Req - 6307	Deposited
4	Test	Req - 6330	Deposited
5	Test	Req - 7034	Deposited
6	Aunty Pat Nima	Req - 7040	Deposited

Types of Users



Manager User

The Manager user is automatically created once you sign up to swiftbooks. The manager user has access to all the tabs and can create other users and limit their access in user permissions. The manager user has a point of sales pin which will give access to any of the users they create point of sale systems. The Pos Pin is located in the profile page.

The Manager user should determine the role of each of their users so they can limit access to some tabs.

The screenshot shows a user profile form with the following fields and buttons:

- Profile picture placeholder (dashed box with a person icon)
- Name: Test User
- Email: test@gmail.com
- Password: Password
- Phone / Mobile: 0500408990
- POS PIN: 4567 (circled in red)
- Buttons: UPDATE (red), DELETE ACCOUNT (grey)

The Manager user can also determine who can approve ,transfer or cancel an invoice. It is advised that the manager user is the only one who can cancel unless they have a trusted admin

Types of Users



Admin User

The Admin user role is determined by the manager user. The will have access to the same dashboard as the manager user but access to the tabs will be determined by the manager user when setting up that admin user.

An example of this is a manager user setting up an invoice clerk. The invoice clerk will only need access to the simple invoice tab, the view invoices tab and the request order tab. The manager user can grant permissions for these tabs.

The manager user may also then have a more experienced admin clerk who not only deals with invoices but also check payments, they can thereby grant access to all the permissions the invoice clerk has and add additional permissions such as Unpaid Tab and the Paid Tab. The admin user is therefore based on your expectation of what that users role is in your business and then you can grant permissions based on that.

All users are created via the Create Users Tab



Create New Users

Types of Users



Creating the Admin User

The screenshot shows a user creation form with the following fields and options:

- Name*** and **Lastname** (text input fields)
- Email*** and **Password*** (text input fields)
- Phone** and **Phone / Mobile** (text input fields)
- Zipcode** (text input field)
- Type*** (dropdown menu, currently set to **Admin User**)
- Address** (text input field with placeholder **Enter a location**)
- Five checkboxes: **Approve**, **Transfer Stock**, **Return**, **Edit**, and **Cancel**
- ADD** button (red)

- Click the create user tab to create a user
- Fill in the details of the user
- Select the user type. There are 5 user types namely Customer user, Supplier user, Store user, Sales user and Admin User. For this example we will select Admin User
- Fill in the User Location Details
- Select the Invoice Permission for the user to see if they are allowed to approve ,transfer ,return, edit or cancel invoices
- Click add to create the user
- Now the user has been created, the user permissions will be available in the top left corner

Types of Users



Creating the Admin User

User Settings



Name*	Admin	Lastname	
Email*	admin@bobby.com	Password*	
Phone		Phone / Mobile	
Zipcode		Type*	Admin User
Address			

- Request Order
- Repeat Order
- Warehouse Stock
- View Invoices
- View Transferred Items
- View Reports
- Set Monthly Cash Targets

- *Select which tabs you would like the user to have access to. This is important as you can create a workflow of processes by limiting specific users to specific tabs based on their role in your organisation*
- *Once the user permissions have been set for the users, it will automatically be saved for that user.*

Types of Users



Creating the Sales/Store Users

The Sales and Store users are essentially your sales team. The sales user set up is based on a field sales team and the store user setup is based on a shop or store set up. The set up for both of these users are the same but you have the flexibility to tweak some options to suit your purposes.

- Click Create users and fill in the details for the user. We will look at setup for a Store/Store User.

User Settings

Sales/Store Users

Fill in the user details, password, phone details and select store user as the user type.

Delivery Charge Field

The delivery charge field when enabled allows you to charge a delivery fee for each user so that this fee is added to the transaction when the user reaches the customer and enters the transaction. This feature is primarily for field sales users as a store user will have no reason to have this field enabled.

Types of Users



Creating the Sales/Store Users

Tax Charge Field

The tax charge field allows you to set up the tax options for your sales/store users so it shows on their transactions. The two options of tax are tax included in price or tax excluded in price.

Tax type	Tax percentage
Tax not included on price	0
Tax not included on price	
Tax included on price	

Credit Function

This feature allows the user to request a credit order for a customer. The credit function when selected for the user gives 1,7,10,14,28 day options for credit. When a credit order has been approved and transferred, it will show up on the credit report so the manager user can see who owes and when their payment is due. This option should be enabled only if your business does a lot of pay later transactions.

Credit Function
Select type
Select type
1 day
7 day
10 day
14 day
28 day

Clock In/Clock Out

This feature is available on the app version of swiftbooks. It allows the manager user to select the geographical location of where the user is meant to be so that they can only clock in and out at that location. This helps monitor attendance and punctuality so that you can ensure that your premises is always open at the right time and closes at the right time. Simply select the clock in and clock out hours for the user.

Clock In/Out	Clocked out
08 : 00	17 : 00

Types of Users



Create Expenses

This option allows the manager user to enable the Store/Sales User to record their expenses. The expenses will then show up in the expense report in the expenses tab. This is very useful as you will be able to see the expenses breakdown accross your users.

Returns to Completed

This will depend on how you wish your sales user to record their transactions when selling.

The first option is using the point of sales system to record each and every transactions as the transaction occurs. This is particularly useful when you have a skilled worker who follows protocol.

The second option is to use returns to completed option. We will explain how this works. The returns to completed was developed to help the manager have complete oversight on the stock and sales for a particular user whether the record a transaction or not.

Returns to completed

A screenshot of a software interface showing a dropdown menu. The title above the menu is "Returns to completed". The menu is open, showing three options: "Yes", "Yes", and "No". The first "Yes" option is highlighted with a blue background, indicating it is the selected option.

Once a sales user has this option enabled , the only action they have to take is enter the number of goods or items they are returning to the warehouse and submit it as a return, the manager can then check on the returns and physically verify that the returns matches the physical stock returns. The manager can then approve it on the system, once this is done then the system automatically calculates all the items that have been sold by the user based on the returns they made. This process requires a single action from the sales user which is to submit their returns and a single action from the manager which is to check and approve the return. The user therefore does not need to use the point of sales system and record each transaction .

Types of Users



Closing Stock (Stock-Take)

This option allows the manager user to enable the closing stock option for a Store or Sales User. There are many businesses which operate in an informal economy where it is not easy to sit and record transactions. Majority of these businesses even sometimes do their sales manually. We recognize that not every business is the same but the most important thing in a sales business is protecting and checking the stock to prevent or identify theft.

The closing stock feature when enabled allows you to simply enter the stock you see physically in your shop or store at the end of the day and the swiftbooks calculates the entire days transaction for you in seconds. This ensures that the stock take allows you to record everything that was sold from the beginning of the day to the end of the day .

Case Study

Brian works in a bank from Monday to Friday from 9-6pm. The bank pays quite well but now with a growing family there are increasing cost and expenses so Brian decides to open a retail shop so he can make some extra money to manage his increasing costs. The shop is located in a busy market and since he works from 9-6pm, he only has an opportunity to check his daily sales after work.

Brian has 2 shop assistants with one handling the money and recording sales and other bringing out the products being sold. At the end of the day both assistants try to reconcile their sales and stock as they are recording everything manually.

They find it difficult to balance and reconcile. Brian set up his shop with the swiftbooks closing stock feature as he knew it was difficult to record transactions in a busy market. He arrives after work and takes the closing stock on swiftbooks app on his phone. The app immediately calculates all the sales for the day based on the remaining stock so Brian knows exactly the amount of money made that day.

Types of Users

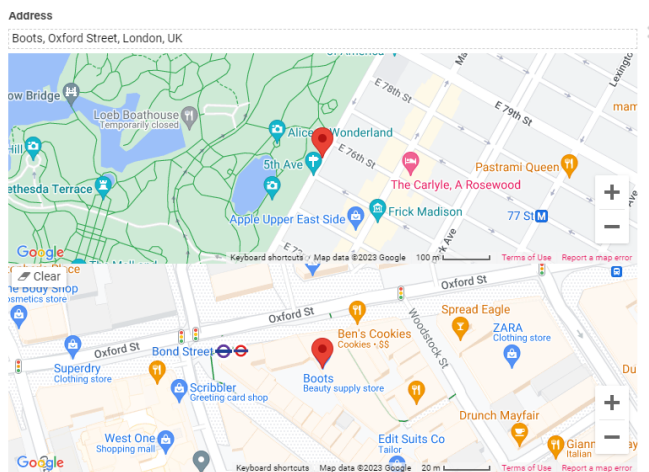


Case Study (Continued)

Brian checks the viewed transactions and can see all the items sold. This means even if Brian doesn't visit his shop for a week, on the day that he does he will be able to tell exactly what sales were done in the period since the last stock take.

Map Location

The manager user can use this to set the geographical zone for the user so that the user can only clock in and clock out when they are in this Zone. This is the final setting the creation of the sales or store user, once this has been done, you can press the save button to complete the process.



SAVE

Other Users

Customer users can be created for your customers so they can place orders directly to you via the app and see their invoices.

Supplier Users can be created for your suppliers so can email them purchase orders and then process the orders when they are received allowing you to keep records of your purchases and whom you purchased from.

Types of Users



Users Pricelist and Re-Order Point Settings

The manager user can set different prices for all the users. When no price has been set for the user then the default price will show.

We understand that you may have different users and setting the prices for each and everyone may be tiring, so you can use the copy price feature to copy one users price for another user in one simple step.

Select user

ANGEL FOODS ▾

Select User for copy price

Retail Shop ▾

Copy Price

Select User for copy the re-order point

Re-Order Point

The manager user can use this to create automated invoices so that anytime an item falls below the level defined by the manager in the Re-order point field , it is automatically re-ordered for that user. The automatic re-order invoice is dynamically updated for any product which falls below the re-order point. This means you can replenish your stores without relying upon staff to place direct orders.

There is also a copy re-order function that allows you to copy the re-order point of one use for another so you don't have to manually enter the re-order points for multiple users who use the same re-order levels

We recommend you limit access to this feature as it is linked to prices so that it cannot be amended for POS Transactions.

Stock



Transfer Stock

This tab allows you to transfer any quantity of stock into the warehouse. This is different to the purchase order. The transfer tab accounts for some unexpected receiving such as stock being brought back to warehouse for any number of reasons.

List of Received items

This tab list all the transfered items from the transferred stock tab, the quantities can be edited if a mistake was done in transfer, it can also be cancelled.

Enter Cost Price of Items

This shows a list of all the products so that the manager user can enter the cost prices. The cost prices are the prices you buy from your supplier and different to the prices you sell to your customers. Entering the cost prices is important as it allows Swiftbooks to calculate your profit on all your transactions. The cost price can be entered when creating a product as well.

Create New Products

This feature allows you to create your items and define the price, unit of measure and input barcode data so you can scan items in the point of sale system. The products can be created or uploaded with a csv file , if your have many items. Download the template CSV and populate the fields and upload the data.

Create New Products

Download

Upload

Stock



Create New Products

The first step is to add a category or select a previously created one. Next enter the name of the product.

Create New Products ×

Add Category
No ▼

Select Category
Select Category ▼

Name
Type name

The next field is the measure unit field, here you will name how your product is described as a full pack or single item. Examples include cartons and pieces, packs and eaches, barrels and litres. Try to avoid using multiple units with the same meaning. For example, instead of using both "pc." and "ea." (for piece and each), decide on one only. Unless it will confuse the meaning of the unit of measure, consider keeping all of your abbreviations lowercase. For example, "lb." instead of "LB" or "Lb" and "ea." instead of EA.

The measure unit quantity is the number of single units which make a full pack. For Example if we enter our measure unit quantity as 12, it means we are defining this product as having 12 single pieces to make a complete full pack.

Name
Fanta ×

Measure Unit Name
Crate

Measure Single Unit Name
Bottle

Measure Unit Quantity
12

Stock



Create New Products

- The next step is to enter the price of the product. When the price is entered it automatically fills the default price and calculates the single unit of the product but you can choose to edit it.
- Entering the cost price is the next field , this is the price you purchase the product for so that the profitability of the item can be calculated.
- When creating a product you can enter the quantity of stock being created for that product. The product description can help you distinguish between similar products.
- The final fields are the bar code of the Full unit and single unit to set up barcode scanning in the point of sales system. Once done press add to create the product.

12
Price
100
Cost Price
80
Default Unit price
100
Default Single Unit price
8.33
Stock
10
Description
Crate of Fanta
Carton Barcode
5462626236632663
Single Unit Barcode
49239289289828

Add

Expenses



Create Expenses

- Click create expenses to open the expenses tab, then click expenses report to record an expense.
- Select the user recording the expense.
- Select the expenses type
- Next enter the name of the expenses claimer
- Record the date of the expense with the calendar field
- Record the reason for the expense. e.g fuel for generator
- Record the amount being spent for this expense
- Attach any receipt and add any additional comments

Create expenses report

User

Test ▾

Expenses type

Select expenses type ▾

Select expenses type

Advertising
Bank fees
Books and magazine subscriptions
Business meals
Business use of your car
Charitable contributions
Child and/or dependent care
Client gifts
Continuing education
Credit and collection fees
Depreciation
Dues and subscriptions
Employee benefit programs
Employee loans
Foreign earned income
Insurance
Internet
Legal and professional expenses

Point of Sales Reports



Pos User Report

This is a customer report that helps the manager to see which customers are buying from which branches and view their average spend and the last time they purchased . This insight allows the manager to react to customers who spend a lot and those who havent visited the branch for a while so they can take customer retention measures.

From 2023-07-24 To 2023-07-25

Filter

[Share](#) [Print](#) [Export](#)

#	Customer Name	Telephone Number	Amount Spent	Last Purchase
1	Mr Charles Gardner	0786534261	GHS 60,700.00	Today
2	Shannon Reeves	0744521727	GHS 57,703.00	Today
3	John Stuart	0795567172	GHS 1,579.10	1 day ago
4	Ruby Winters	07944711020	GHS 20,337.54	1 day ago

Pos Discount Report

This report allows the manager to see all the discounted transactions over any given period and view the reasons for the discounts . The manager can enable discounts for the user in the user permission settings. The discount options are either percentage discount or cash discount.

Loyalty & Discounts



Loyalty Card

This loyalty card tab allows the manager user to see and search for all customers who have loyalty cards. The manager user can stamp and unstamped customers loyalty cards with this feature to reward the customer or to reverse a loyalty transaction.



Loyalty Card Settings

- Select the redeem type which could be percentage discount or gift redemption
- For percentage discount enter the value of the discount the customer is due on redemption
- Enter the number of stamps that have to be collected for the reward redemption
- Enter the minimum purchase amount for the customer to spend to earn an amount
- Enter the loyalty card text. To do this write & followed by the loyalty text. For example you can write "**& get a free gift**". This will generate a loyalty offer on the card.

Create POS Users POS User Report POS Discount Report Loyalty card Loyalty card settings Loyalty Statistic Exclusive Discounts

Select Redeem Type: Reedem Percentage
Select redeem type
Reedem Percentage
Reedem gift

Value: 1.00

Stamp: 5.00

Minimum purchase: 20

Loyalty card offer text: & Get a Free Gift

Loyalty & Discounts



Loyalty Statistics

This is a report that allows you view the history of the customers who have earned any gifts or received percentage discounts after earning reward via collecting all the stamps.

Create POS Users POS User Report POS Discount Report Loyalty card Loyalty card settings Loyalty Statistic Exclusive Discounts

#	Name	Email	Stamped Earn	Reward Reedem
1	Test	swift@gmail.com	GHS 2,172.68	185
2	Test	test1@gmail.com	GHS 439.07	4
3	Robert (General Manager)	pickmix10@gmail.com	GHS 41.04	2

Exclusive Discount Settings

- Select the discount type which could either be price or percentage discount.
- Enter the value of the discount, for price discount the value entered will be deducted from the original price so if you enter a value of 10 and the original price was 90, then the discount price will be 80 . If its a percentage discount with the value 10 then the discount price is 81.
- Next enter the minimum quantity a person has to purchase to qualify for discount
- Select the Start date & Star Time then Select the End date & End time
- Select the product
- Enter the quantity of the product available for the the discount
- Enable the offer by switching on the early bird offer

Offer settings

Discount type	Value
Percentage	20
Minimum purchase	10
Start (YYYY-MM-DD)	Finish (YYYY-MM-DD)
2023-03-07	2023-07-20
Select start time	Select end time
07 : 00	23 : 00
Product	Quantity
Maggi Tablette	10
Early Bird Offer	<input checked="" type="checkbox"/>

HOW TO USE SWIFTBOOKS

THE BEGINNER'S GUIDE & TIPS

STORE USER SETUP

1

ENTER NAME OF BUSINESS

- No surname required for store user details, just shop name.
- Email address- store email address. Not same email address as used to create the Swiftbooks account.

2

CONTINUE ENTERING STORE DETAILS

- Password- for store user to login into Swiftbooks
- Fill in store phone number and if you have a post code/zip code enter. If not, leave blank. If you offer delivery select YES and if not select NO.

3

TAX SECTION

- Select whether you have added tax to your prices or not. If tax included in price, enter the tax percentage in the box. E.g. 3% included in price, just type 3 in the tax percentage box.

4

CREDIT SECTION

- If you give credit select the number of days credit you give. So that those on credit can be listed according to their due date and you can send a reminder for payment.

5

CLOCK IN/CLOCK OUT

This is the opening time for your shop. The Store users can only clock in when they are at the shop location. That way you know when your shop is open.

6

EXPENSES

- Store user can record any expenses and attach receipts. Click Yes if you want store user to record expenses.

7

RETURNS

- Store user can return items, such as damaged stock, back to warehouse (Admin user).
- The stock and sales figures will automatically be adjusted to take into account returned goods. Click Yes, if you want the returns to be recorded.

HOW TO USE SWIFTBOOKS

THE BEGINNER'S GUIDE & TIPS

WHAT TO DO AFTER SIGNING INTO THE SWIFTBOOKS

1

CLICK ON ARTICLES & VIDEO TAB

- This section includes useful videos to help you get started.

2

WATCH 'CREATING USERS' TAB VIDEOS

- Select 'Creating Users' video. You will NOT be able to create an invoice without creating users first. Can create users via 'create user' tab and 'simple invoice' tab.

3

YOUTUBE VIDEO LINK

- Click the Youtube logo in the bottom right-hand side of the video to enlarge and watch via the YouTube website.

4

SET UP A USER

- If you have a shop set up the "Store user" first.
- This is the user selling in your shop or warehouse.
- No shop? Go to Admin (manager)user set up!

5

TYPES OF USERS: SUPPLIER USER

- Supplier user - is the person you buy your goods from.

6

TYPES OF USERS: SALES AGENT

- Sales Agent -they take goods to sell to customers on your behalf.

7

TYPES OF USERS: CUSTOMER USER

- Customer user- are those who buy from you directly.

HOW TO USE SWIFTBOOKS

THE BEGINNER'S GUIDE & TIPS

STORE USER SETUP

8

CLOSING STOCK

- Allows end of day stock take based on sales and physical stock left in shop.
- If you want to record daily stock take, click yes.

ADDRESS

- Exact location of store. Store user can only clock in and use Swiftbooks to record sales, when they are at this location. So, input location as accurately as possible.

9

10

LOCATION RADIUS

- Can set a radius area, where the store user can clock in from. Click on map and use the pointer to form a shape around the store location.

ADD STORE USER

- Now you are ready to add the Store User to your Swiftbooks account. Select Add button. The new user should now appear with a customer ID under the 'Create New Users' tab.

11

12

UNLIMITED USERS

- Set up unlimited users and manage your whole team
- Create a store user to oversee what happens in your store while you are not there.

HOW TO USE SWIFTBOOKS

THE BEGINNER'S GUIDE & TIPS

ADMIN(MANAGER) USER SETUP

1

ENTER MANAGER (ADMIN) DETAIL

- Enter name, email address, business address (only enter zip code if you have one) and phone number.
- Create a password for only the manager to access all admin settings.

WHAT FUNCTIONS WILL THE MANAGER HAVE ACCESS TO?

- Select which functions the manager will be able to access without your permission:

2

3

APPROVE FUNCTIONS

- Allows a trusted member of staff access to approve invoices.

TRANSFER FEATURE

- Allows warehouse manager to record stock leaving the warehouse. Therefore, only a senior member of staff can have access to this feature, to reduce stock discrepancies.

4

5

RETURN & EDIT FEATURE

- Allows user to record stock returned to the warehouse and edit the stock level accordingly. Only a key member of staff should be allowed to edit data.

CANCEL FEATURE

- Allows invoices to be cancelled. Recommend only allowing one person access to cancel invoices.
- Once the Admin user has been added, amend permissions.

6

7

PERMISSIONS

- Click the pen and paper symbol next to the Admin user details on the 'Create User' dashboard to see the list of specific tasks.
- Untick the tasks you do not want the manager (Admin) to access.

This increases security of your business and limits the chance of theft and loss of profit.

THE PROCESS OF

Creating an Invoice

SIMPLE INVOICE TAB

1

SELECT CREATE INVOICE TAB

- To send an invoice to a customer go straight to selecting a customer.
- To send an Estimate, Proforma or purchase order invoice see below.

2

ESTIMATE INVOICE

- Select to send an invoice to customer about how much their goods will cost if they buy.

3

PROFORMA INVOICE

- Select to produce a future potential invoice

4

PURCHASE ORDER INVOICE

- Select to send an invoice to the SUPPLIER to record the items received.

5

SELECT CUSTOMER OR CREATE CUSTOMER

- Select customer you are sending invoice to and if not listed, create the customer.

6

ADD PRODUCT OR CREATE NEW PRODUCT

- Select product being sold by selecting Add Product.
- If not listed, create new product by selecting 'Create New Product'.

7

CREATE PRODUCT

- Select a category for your product. If the category is not present, please create the category. Select, Add category.
- Enter name and price of product.

THE PROCESS OF

Creating an Invoice 2

SIMPLE INVOICE TAB

8

CREATE PRODUCT CONT...

- Cost price- The price you purchase the product for.
- Default price- Is the set selling price for each unit. If product is sold in bulk, add single unit price.

9

STOCK LEVELS

- Enter the number of products you have in the warehouse of the product.

10

MEASURE UNIT NAME

- Enter the name for the way you want to group your units. E.g. pieces ,crate

11

DESCRIPTION OF PRODUCT

- Describe your product for the invoice.

12

BARCODE

- Enter the barcode for the bulk(crate) or single unit so that sales team can scan out products being sold.

13

SUBMIT INVOICE CREATED

- Once the invoice is created.
- SUBMIT INVOICE.
- Once submitted, you can then EDIT UNIT QUANTITY and/ SINGLE UNIT QUANTITY.

14

SEND INVOICE

- The TOTAL is highlighted .
- Select PRINT to print invoice.
- You can also SEND invoice to the customer via EMAIL or WHATSAPP.

THE PROCESS OF

THE BEGINNER'S GUIDE & TIPS

CUSTOMER & SUPPLIER USERS SETUP

1

THE CUSTOMER & SUPPLIER USER

- This is useful for the customer to directly communicate with the business. The Supplier User allows you to record what is received from the supplier.

2

CREATE USERS TAB

- Select 'Create Users tab ' and click the plus icon to add the user.

3

CUSTOMER DETAILS

- Enter customer details and create a password for user to access their users.

4

ADD CUSTOMER USER TO ACCOUNT

- Enter location, select from options and ADD customer user. This same process can be used for Supplier user as well.

5

SIMPLE ONVOICE TAB

- Create a customer quickly using the 'Simple invoice Form tab'. Select 'Create invoice'. Select 'Create customer' and enter customer details. Then continue with 'Request Order' form.

6

SUPPLIER USER

- Customer and Supplier user created the same way

THE PROCESS OF

Expenses

RECORDING EXPENSES

1

GO TO EXPENSE TAB & CLICK CREATE EXPENSE REPORT

- Select the business you want the expense to be captured under.
- Select the expense type- the category the expense falls under

2

RECORD THE CLAIMANT DETAILS

- Claimant- person recording the expense.
- Record the name of the person who made expense and enter the date the expense was made.

3

REASON FOR EXPENSE CLAIM

- Enter reason for claiming expense and the amount you are claiming.

4

ATTACH A RECEIPT

- It is important for the staff to attach receipt to verify the expense.
- It is optional to record extra comments in comment box.

5

SUMBIT EXPENSE REPORT

- Once submitted the expense report will be listed on the expense report screen.
- All expenses created can be shared, printed or exported to Excel or pdf via the expense report screen.

6

HOME DASHBOARD

- On the dashboard you will be able to view a snapshot of the expense in a chart format.

7

TOTAL SNAPSHOT EXPENSE CHART

- Every time a new expense is added that expense is added to the expense total and reflected on the snapshot dashboard chart.

THE PROCESS OF TRACKING INVOICES

THE BEGINNER'S GUIDE TO UNPAID & PAID INVOICES

1

SCROLL TO THE UNPAID INVOICE TAB ON MENU BAR

- This section lists those who have not paid you for an invoice, so you can follow up.
- You can send reminders, record partial/full payments and attach receipts.

UNPAID INVOICES

- Unpaid invoices are highlighted on the home screen dashboard, in orange.

2

3

UPLOAD INVOICE

- The sales agent/customer can attach proof of payment at the invoice section, so that the Admin can match payments to invoices.
- The invoices without payment have an 'Upload Invoice' icon.

RECORDING PAYMENTS

- Invoices with payment receipt attached, have an 'Invoice icon' next to the invoice.
- The Admin can now view the receipt attached and verify the amount received with receipt of payment.

4

5

FULL OR PARTIAL PAYMENT

- The owner or Admin user can then click the 'paid' icon, if full payment is received.
- Or click the 'Partial payment' icon, to record the part payment.

DASHBOARD PAGE

- Admin user can also upload receipts as payments are being recorded.
- The paid invoice is then recorded on the main dashboard as a green bar.

6

7

DEPOSITING

- The total amount of money received from paid invoices is recorded on the left-hand side of bar.
- On the right-hand side of the green bar, the total amount of money deposited into the bank is recorded.

THE PROCESS OF TRACKING INVOICES

THE BEGINNER'S GUIDE TO UNPAID & PAID INVOICES

1 SCROLL TO THE UNPAID INVOICE TAB ON MENU BAR

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DEPOSITING

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MANAGER (ADMIN) FUNCTION ONLY

THE BEGINNER'S GUIDE TO SETTING UP MULTIPLE PRICE LISTS FOR DIFFERENT WAREHOUSE USERS & CUSTOMERS

1

ADJUSTING PRICE LIST FOR CUSTOMERS

- First select the USERS PRICELISTS TAB.
- The MAIN WAREHOUSE screen will appear.
- Listing all product available stock datas.

WAREHOUSE INVENTORY SCREEN

- You can ADJUST WAREHOUSE STOCK LEVELS on this screen.
- Enter the new product figure in the NEW STOCK field, and the figure will be changed.

2

3

AVAILABLE STOCK

- Numbers added to the New stock field are added to the AVAILABLE STOCK figures.
- To deduct from Available stock, a negative number should be entered in New Stock field.

USERS PRICELIST BUTTON

- This button gives access to individual prices for the different users.
- The DEFAULT prices are the universal prices for all.

4

5

USERS PRICE

- Once a customer is selected
- The PRICE COLUMN is where the user's price is entered.
- Set different unit and single unit prices.

SAVE CHANGES

- Once happy with the price adjustments for that particular customer. Click SAVE for each product amended.
- The Pricelist will now be stored for that customer.

6

Reduce theft by only allowing senior admin user/owner only, to edit warehouse prices.

USING THE RIGHT TABS

THE BEGINNER'S GUIDE TO MENU BAR

1

SIMPLE INVOICE FORM

- Use the Simple Invoice form, to quickly create an invoice for a customer.

REQUEST ORDER

- Use the Request Order tab to create an invoice for customers, and suppliers.

2

3

ARTICLES & VIDEOS

- Use this tab to view videos and articles on how to use the different functions of the app.

WAREHOUSE STOCK

- Use this tab to control the stock levels in your warehouse.

4

12

SNAPSHOT ON DASHBOARD

- The orange bar chart = unpaid invoices
- A green bar chart= paid invoices.
- The home screen allows you to view what is outstanding visually.

DEPOSITING BAR CHART

- The right-hand side of the green paid invoice bar chart = the total amount of money deposited into the bank .

13

Reduce theft by only allowing senior admin user/owner only, to reconcile your payments with Swiftbooks .

THE PROCESS OF

SETTING UP EXCLUSIVE DISCOUNTS

THE BEGINNER'S GUIDE TO SETTING UP OFFERS

1

SELECT THE EXCLUSIVE DISCOUNTS TAB

- Enter a name for the offer in the 'Offer Text' section.

MINIMUM AMOUNT

- In this section enter the minimum amount the customer needs to spend before they can get the discount.

2

3

ADD FEATURE

- Click on the ADD sign to edit the details of the offer.

PRICE DISCOUNT

- By selecting PRICE discount type, an amount will be deducted from the total price.
- Enter amount to be deducted in value section.

4

5

PERCENTAGE DISCOUNT

- Selecting PERCENTAGE discount type, will deduct a value percentage from total price for customer.
- Enter percentage amount in value section.

DATE AND TIME

- Set the date and times the offer will be start and end.

6

Adding limited offers, boosts customer engagement and sales

THE PROCESS OF

SETTING UP EXCLUSIVE DISCOUNTS

THE BEGINNER'S GUIDE TO SETTING UP OFFERS CONT...

7

SELECT THE PRODUCT ON OFFER

- Scroll through the products you have previously created to select the product on offer.

QUANTITY ON OFFER

- The QUANTITY section is for you to enter the stock amount that is available for this offer.

8

9

ADD FEATURE

- Click on the ADD sign to edit the details of the offer.

PRICE DISCOUNT

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10

11

EARLY BIRD TAB

- Click this tab to green to activate the offer.
- Then select ADD to include the offer on your POS system.

CREATE ORDER POS SCREEN

- To view the CREATE ORDER POS SCREEN you have to create a POS USER FIRST! (view guide to create POS USER)

12

13

POS SCREEN

- SELECT the POS USER type.
- Enter the PASSCODE for that user which was chosen in the POS USER SETTINGS.
- POS USER NAME, appears once signed in.

THE PROCESS OF

SETTING UP EXCLUSIVE DISCOUNTS

THE BEGINNER'S GUIDE TO POS SALE OF DISCOUNTED PRODUCTS.

1

PRODUCTS AVAILABLE ON POS SCREEN

- The POS SCREEN highlights all different product CATEGORIES in PINK boxes.
- The ITEMS in each category are highlighted in WHITE boxes at the bottom of the screen.

VIEW OFFER

- Select the discounted product category.
- Once selected the offer will appear with offer discount details and a run-down timer for that product offer.

2

3

DISCOUNT SALE

- During sale, select customer.
- Select the amount being sold and the POS will automatically calculate the discounted total.

UNIT OR SINGLE UNIT QUANTITY

- Select the discounted product box.
- Select whether customer is buying in units or single units.
- The POS SCREEN BREAKDOWN will appear.

4

5

STOCK LEVEL

- Once the customer payment has been entered the receipt can be printed.
- The amount of stock left at discounted price will be reflected.

THE PROCESS OF

GENERATING REPORTS

THE BEGINNER'S GUIDE TO SETTING UP SWIFTBOOK REPORTS PART 1...

7

SELECT THE PRODUCT ON OFFER

- Scroll through the products you have previously created to select the product on offer.

QUANTITY ON OFFER

- The QUANTITY section is for you to enter the stock amount that is available for this offer.

8

9

ADD FEATURE

- Click on the ADD sign to edit the details of the offer.

PRICE DISCOUNT

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- Enter the PASSCODE for that user which was chosen in the POS USER SETTINGS.
- POS USER NAME, appears once signed in.

THE PROCESS OF

USING SWIFTBOOKS ON A COMPUTER

THE BEGINNER'S GUIDE TO USING SWIFTBOOKS ON A DESKTOP

1

ENTER THE WEBSITE ADDRESS

- In the website address bar, enter the website address below:
- www.swiftbooks.net

SIGN UP NOW

- Select the SIGN UP NOW tab on the top menu bar to create a login for your business.

2

3

CREATE AN ACCOUNT

- This is the business account through which all your staff user accounts will be created and managed from.

BUSINESS DETAILS

- Enter the business name in the FIRST NAME FIELD.
- Enter the BUSINESS EMAIL ADDRESS.
- Create a PASSWORD.

4

5

LOGIN DETAILS

- If you already have a business login, select LOGIN and enter the business login details. Enter your business SWIFTBOOKS ACCOUNT.

INTRODUCTION SLIDES

- Once you sign in for the first time.
- Select START to read the INTRODUCTION on how to use SWIFTBOOKS on desktop.

6

7

BUSINESS NAME

- Enter BUSINESS NAME to complete business account set up.

THE PROCESS OF

USING SWIFTBOOKS ON A COMPUTER

THE BEGINNER'S GUIDE TO USING SWIFTBOOKS ON A DESKTOP CONT...

8

ADDRESS TO APPEAR ON LETTERHEAD

- Enter the business address, which will appear on the invoices sent to customers.

UPLOAD YOUR LOGO

- Click the file icon
- Select a picture from your files for your logo.
- Then click OPEN and then NEXT

9

10

THANK YOU SUBMISSION RECEIVED

- Select OK once submission is received to complete set up and enter business main account on the desktop.

DASHBOARD AND MAIN MENU

- The dashboard shows you a snapshot of how well your business is doing. It shows the payments paid and due.
- Click the ARTICLES & VIDEO TAB FIRST

11

12

ARTICLE & VIDEO TAB

- Select the ARTICLE & VIDEO TAB to watch videos and read step by step plans to use all the features on the SWIFTBOOKS program.

SIMPLE INVOICE

- Use the step by step guides to create your first customer, product and invoice template.

13

14

SEND AND VIEW INVOICES

- Print, email or send invoices via whatsapp.
- Learn to record payments and expenses on both desktop and phone devices.

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Swift ⚡ Books