

FAWN TECHNOLOGIES

AIBI

User Handbook

Simple, plain-language guide to running your business on AIBI

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01 Welcome to AIBI

AIBI is a complete business and accounting program for your shop or company — sales, purchases, GST, stock, and reports, all in one place. Everything you enter is saved privately on your own computer, locked with strong encryption. AIBI does not need the internet to work day to day.

You do not need to be an accountant to use AIBI. Wherever a bit of accounting knowledge helps, this handbook explains it in plain words as it comes up.

Who this handbook is for

Anyone using AIBI to run their business — whether you are moving from Tally, from paper registers, or starting fresh. It covers what each part of AIBI does and how it behaves, without the technical detail a software developer would need.

TIP

Free vs. Pro: most of AIBI — full accounting, GST filing, unlimited companies, stock, encryption, and backups — is completely free, forever. A handful of advanced areas (Payroll, Bank Reconciliation, TDS, TCS, and multi-computer LAN mode) need an active licence. This handbook tells you which is which as they come up. One visible difference without a licence: every printout carries an "EDUCATIONAL MODE" watermark until you activate one.

TIP

New here? Turn on **Settings** → **Menu Items** → **Show on-screen help** for small "?" buttons next to the trickier fields, explaining what they do in plain language. Off by default so it stays out of the way once you know your way around.

02 Getting Started

Logging in

Open AIBI and sign in with your username and password. The very first time AIBI is set up on a computer, a short setup wizard asks for these details and creates your first Admin account.

What is a "Company" in AIBI?

A Company is one complete, separate set of books — its own ledgers, vouchers, stock, and reports, kept entirely apart from any other Company on the same computer. If you run more than one business, or keep a separate testing/practice set of books, each one is its own Company.

- **Switching companies:** use the company picker to move between them — no need to log in again.
- **Shut Company** (Settings): closes the current company and returns to the picker. Nothing is deleted — reopen it any time.
- **Delete Company** (Settings, below Shut Company): permanently erases that company's data. You must type the exact company name to confirm. There is no undo — make sure a backup exists first if there is any doubt.

Users and what they can do

Every person who logs in has one of three roles:

- **Admin** — full access, including adding/removing other users.
- **Manager** — can create and edit records, but cannot manage users.
- **Viewer** — can look at everything, but cannot change anything.

An Admin adds people from **Manage Users**, and also decides which companies each Manager/Viewer is allowed to see. If a new user says they can't see any companies, this is almost always the reason — check their company access in Manage Users.

Moving from Tally?

AIBI can bring across your chart of accounts (and, when starting a brand-new company, your stock items and opening balances too) directly from Tally's own exports — either a simple ledger CSV, or a fuller Masters XML file from Tally's Gateway of Tally → Export → Masters.

You can also bring your **full transaction history** — every past sale, purchase, receipt, payment, and more — not just current balances. After the masters step, the same "Import from Tally" wizard offers a second step: upload a Transactions/Day Book export from Tally, review a preview (what was found, by type and date range, plus a projected trial balance), and confirm. Your imported vouchers join AIBI's tamper-evident record exactly like any transaction entered by hand — so switching from Tally

means a continuous set of books, not a fresh start with just an opening number. A handful of unusual entries may need a quick manual re-entry (AIBI tells you exactly which, and why, after the import finishes) — everything else comes across automatically.

If you'd rather start clean with just your current balances, that's still available too — simply stop after the masters step.

03 Recording Your Everyday Transactions

In AIBI, every transaction — a sale, a purchase, a payment — is recorded as a **voucher**. Think of a voucher as one page in a register: one voucher, one transaction, permanently numbered.

The transaction types

- **Sales** — you sell goods or a service to a customer. Add the items (or a single amount, for a simple service bill), and AIBI works out GST automatically.
- **Purchase** — you buy goods or a service from a supplier. Works the same way, from the buying side.
- **Receipt** — money comes in, most often a customer paying you.
- **Payment** — money goes out, most often you paying a supplier or an expense.
- **Contra** — moving your own money between cash and bank (e.g. depositing cash into the bank).
- **Journal** — the kind of adjustment entry an accountant makes that isn't a straightforward sale, purchase, receipt, or payment.
- **Debit Note** — used when you send goods back to a supplier, or otherwise reduce what you owe them.
- **Credit Note** — used when a customer returns goods to you, or you reduce what they owe you.
- **GST Payment** — records that you paid GST to the government.
- **TCS Payment** — only relevant if your business collects TCS (see Chapter 7) — records paying collected TCS to the government.

TIP

Every voucher screen can be filled in entirely from the keyboard — Enter to move to the next field, Escape to back out, and arrow keys to move around an item table. There's no need to reach for the mouse while entering a bill.

Not sure which voucher type to use? Try Log Expense

If you're paying for a repair, some maintenance work, advertising, or a piece of equipment for the business, you don't need to work out whether that's a Payment, a Purchase, or a Journal entry —

Log Expense (in the Transactions menu, or on the floating quick-access button) asks in plain language instead:

1. What was it for — Maintenance/Repair, Advertising, or a Fixed Asset (you just type what you bought, e.g. "Split AC for the shop").
2. Did you pay already, or will you pay later.

3. Do you have a GST bill for it — this one's worth checking, since GST you pay on business expenses can usually be claimed back.

Answer those three, and AIBI works out the right accounting on its own — the correct ledger, and the correct GST split if there's a bill — and hands you a normal, already-filled-in voucher screen to glance over and save. Nothing posts until you actually click Save, so there's always a chance to check the numbers first.

Made a mistake on a saved voucher?

Open it and click **Edit**. It opens pre-filled, ready for you to correct, and saves normally when you're done — there is nothing else to learn.

Behind the scenes, AIBI actually replaces the old entry with a corrected one (recording this itself, with a reason, so nothing is ever silently changed) — but it keeps the **same** invoice number, so your invoice numbering and your customer's copy of the invoice always stay in step. You will never see a gap or a duplicate number from using Edit.

Recording a wrong entry

AIBI never lets you delete a saved voucher outright. Instead, you **cancel** it and give a short reason. A cancelled voucher stops counting in every report, but stays visible in the register, so there is always a clear, honest trail of what happened — useful for you, and essential if your books are ever audited.

Billing a walk-in customer, and recording order/delivery dates

A Sale doesn't need a saved customer to still get a proper, addressed bill. Click "**Cash Sale**" instead of picking a customer, and a **Bill To Address** box appears — name, city, address, phone, state — filled in just for that one invoice. If the goods are going somewhere different from the billing address, the same **Ship To** option used for a regular customer is still available.

TIP

A customer's phone and email — whether typed here for a walk-in, or already saved on their ledger for a regular customer — always print on the invoice and on Receipt/Payment acknowledgments, alongside their name and address.

Every Sale or Purchase also has optional **Order No**, **Order Date**, and **Delivery Date** fields near the top of the form — handy for noting a customer's own PO number, or promising when goods will actually be delivered. These fill themselves in automatically when you convert a Sales/Purchase Order into an invoice; otherwise, fill them in by hand or leave them blank.

04 Discounts, Extra Charges, and Trade-Ins

AIBI supports several ways to change what's actually owed on an invoice beyond an item's plain rate — discounts that take money off, charges that add money on, and trade-ins that reduce what's paid. You can combine several of these freely on the same invoice.

1. A discount on one item, just for this bill

On a Sales, Purchase, Debit Note, or Credit Note screen, tick **"Show Discount column"** — a Discount box appears for every line. Type either a plain number for a flat discount (e.g. 50) or add a percent sign for a percentage (e.g. 10%).

2. A discount this item always gets, automatically, for a limited time

Set this up once on the item itself: open the item in **Stock Items**, turn on the scheduled discount, and enter the discount plus a start date and an end date. Whenever that item is added to an invoice *within* that date window, its discount fills in by itself — visibly, in the ordinary discount box, never as a hidden price change.

3. A discount on the whole invoice

Tick the separate **Overall Discount** option near the total at the bottom of the form. This can be used together with the two options above — it applies on top, spread fairly across every item on the bill.

TIP

A printed invoice only shows a Discount column when the invoice actually has one — an ordinary bill with no discount prints exactly as it always has.

TIP

If you try to enter a discount larger than the item is actually worth, AIBI stops you with a clear message instead of accepting it — this protects your invoice from ending up with a wrong, unbalanced total.

4. Extra charges on an item

Sometimes an item needs something *added* on top of its rate, not taken off — a making charge on jewellery, a packing fee, a service charge. On any item line, click **" + Additional charges "**, name the charge, and enter its amount — or type a percent instead (e.g. 12%), worked out live against that item's own value, the same way the Discount field already works. If it needs its own GST rate — the common jewellery case, an 18% making charge alongside a 3% gold rate — change the charge's

GST% field; it starts out matching the item's own rate but can be set independently.

Each charge prints as its own line directly under the item, with its own figures — so a customer checking the tax breakdown line by line sees exactly what they're being charged for.

5. A customer trades in an old item as part of a sale

If your business does this — a jewellery exchange is the most common case, but it works for anything (electronics, appliances, vehicles) — turn on **Exchange / Trade-In** in Company Setup (off by default).

A Sale then gets an "Exchange / Trade-In" section:

1. Tick the box, add a row for the item being traded in — a description (search for a matching stock item, or just type a description), quantity, unit, and the rate you're giving for it. Matching a real stock item fills in its unit automatically; typing a plain description leaves the unit box open for you to type or pick one.
2. The invoice shows the full sale value first (GST included, exactly as it would without the trade-in), then the trade-in value taken off, then a bold **Net Payable** — the amount actually owed.

TIP

GST is always worked out on the full sale value, never reduced by the trade-in — that's correct and required by law, not an overcharge. The trade-in only reduces what's actually paid, shown clearly as its own line.

If the traded-in item matches something in your stock list, AIBI automatically records it coming into stock (quantity and value) — so an old gold item you take in, for instance, shows up in your own inventory straight away.

6. Rounding the final bill

Sometimes you just want to round a bill to a neat figure — ₹6,750 becomes ₹6,500 — without touching how any item is priced or taxed. Tick **Round Off** beside the Grand Total, then type either the rounded total you want or the amount to knock off; AIBI works out the other one for you.

TIP

This is different from Overall Discount above — Round Off never changes item pricing or GST, it only adjusts the final amount actually collected. It's recorded as a real accounting entry (a small "Round Off / Discount" expense), so your books, Trial Balance, and printed invoice all agree on the real amount — never a display-only trick.

05 Managing Stock and Manufacturing

Your stock item list

Each product you sell or buy is set up once as a Stock Item — its name, code, category, unit of measure, price, and a minimum-stock level so AIBI can warn you before you run out.

TIP

Recording a Sale, Purchase, Debit Note, or Credit Note updates the item's stock quantity automatically for you — there is no separate manual step needed for ordinary buying and selling.

Units of measure

Set up simple units (Pieces, Kilograms, Litres) and combined units (e.g. a Box of 12 Pieces), and use them consistently across item setup, invoices, and stock adjustments.

Bringing in your item list from Excel

Stock Items (and separately, your Chart of Accounts ledgers) can be bulk-loaded from a CSV file exported from Excel, with a downloadable sample template to match against and a clear list of any rows that couldn't be imported.

Making finished goods (Manufacturing)

If your business assembles or produces finished goods from raw materials, set up a **Bill of Materials** — a saved "recipe" listing what a batch of the finished item consumes. Then use a **Production Journal**: pick the recipe, say how many units you're producing, and AIBI works out the materials consumed, the cost of the finished goods, and updates stock for you automatically. If you don't have enough raw material in stock for the batch you're asking for, AIBI stops you before anything is recorded, rather than leaving stock figures half-right.

Purchase and Sales Orders, and Memorandum entries

An **Order** records a customer's purchase order or your own order to a supplier before it becomes a real, posted bill — nothing here affects your accounts or stock until you convert it into an actual Sale or Purchase. A **Memorandum** voucher is a similar idea for a draft journal entry: something worth noting down now, formally posted to the books only once you're ready.

Giving a customer a quotation

If a customer just wants a price offer — not yet a firm order — use **Quotation** instead of Sales Order, under the **Orders** menu. It works the same way (nothing posts to your books until you convert it), but

stays in its own separate list, so a quote nobody's answered yet never clutters your real Sales Order register.

Set a **Valid Until** if you want the offer to expire — either pick an exact date, or just say "valid for 15 days" and let AIBI work out the date for you. Once that date passes, the quotation can no longer be converted into an invoice (the button greys out on the list, with a note explaining why) — edit it to push the date out, or create a fresh one, if the customer comes back after it's lapsed. A quotation with no Valid Until set never expires.

Quotations are searchable (by quotation number or customer name) and editable any time they're still open, and print with a clear "this is a price offer, not a tax invoice" note so there's never confusion with a real bill.

TIP

Stock Groups, Godowns (multiple locations), and Cost Centers are three more organizing tools AIBI offers, all switched off by default to keep a new install simple. See Chapters 6 and 9 for what they do and how to turn them on.

06 Organizing Stock: Groups and Multiple Locations

These two tools are **opt-in** — hidden by default, so a small business sees a simple stock screen until it actually needs more structure. Turn them on in **Settings** → **Menu Items** → **Advanced Features** (see Chapter 13 for how the Advanced Features switch works generally).

Stock Groups

If your item list has grown large, Stock Groups let you organize items into a nested tree, the same way Tally does — for example, "Electronics" as a group, with "Mobile Accessories" nested underneath it. This is separate from the older Category field (which stays flat, for a simpler cross-cutting label like "Fast Moving") — an item can carry both at once.

Once turned on, **Operations** → **Stock Groups** lets you add, rename, nest, or retire a group. AIBI won't let you retire a group that still has items or sub-groups sitting inside it — sort those out first, so nothing quietly disappears from your reports.

Rate Groups: pricing off a shared, daily rate

If your business prices several items off one number that changes often — a jeweller's daily gold rate is the classic example, but this works for silver or any other commodity — Rate Groups (**Settings** → **Rate Groups**, also an Advanced feature) mean you never have to update each item by hand.

Create a group (say, "Gold 22K"), picking its unit from a dropdown of your existing Units of Measure (no units yet? AIBI will point you to create one first) — the rate is then always "per" whatever unit you picked. Tag whichever stock items should follow it, from each item's own Edit screen; only items that already use that exact unit are offered, so you can't accidentally pair a gram-priced rate to a kilogram item. From then on, billing one of those items pulls its rate from the group instead of a fixed Selling Price. Updating the day's rate is one number, one screen — every tagged item picks it up automatically the next time it's billed. A quick-update card for this also sits right on your Dashboard, since it's usually a first-thing-in-the-morning job.

TIP

Changing a rate never rewrites an invoice you already saved — only new lines going forward use the new rate. AIBI also keeps a dated history of every rate change, with a small trend chart, on the Rate Groups screen.

This is separate from Stock Groups above — Stock Groups are about how you *organize* items for reporting; Rate Groups are about what *price* they track. An item can belong to both without conflict.

Godowns: tracking stock in more than one place

A **Godown** is a stock location — a warehouse, a shop counter, a second branch. Every AIBI company starts with one, called "Main Location," so nothing changes for a single-location business. The moment you add a second godown (**Operations** → **Godowns**), a Godown column quietly appears on your Sale, Purchase, Debit Note, and Credit Note screens, letting you say which location a line actually affects.

TIP

Godown figures are for visibility, not a hard stock lock. AIBI will tell you how much of an item sits in each godown, but it only ever blocks a sale for running out of an item **in total** — not for one godown being short while another has plenty. If you need a stricter per-location block, keep that in mind when deciding how many godowns to actually track.

Moving stock between godowns

Use **Transfer Stock** on the Stock Movement screen to record moving items from one godown to another — this doesn't affect your total stock quantity or value at all, since nothing was bought or sold, only relocated. Each transfer gets its own number and shows in the movement history, and can be cancelled (reversed, not deleted) if it was recorded in error.

07 GST, TDS, TCS, and Payroll

GST is worked out for you

Every Sale and Purchase automatically works out CGST + SGST (for a customer/supplier in your own state) or IGST (for one in a different state) — you never need to calculate this by hand. If your business (or a specific bill) isn't GST-registered, a simple toggle switches to a plain, tax-free bill, correctly left out of every GST report.

Your GST reports, ready to file

- **GST Summary** — what you owe vs. what you can claim back, at a glance.
- **GSTR-1** and **GSTR-3B** — the two returns most businesses file regularly.
- **ITC report** — the input tax credit available to you.
- **2A/2B Reconciliation (Pro)** — upload what the GST portal says your suppliers actually reported, and AIBI compares it against your own purchase entries, flagging anything that doesn't match so you don't lose credit you're entitled to.

TDS: tax you deduct before paying someone (Pro)

For payments where the law requires you to deduct tax before paying the vendor (contractors, professional fees, rent, and similar), record the deduction against the relevant section and rate. A dedicated **TDS Payment** screen then keeps track of what's actually been deposited with the government, so "deducted" and "deposited" never get mixed up.

TCS: a small extra tax you collect on some sales (Pro)

Only relevant if your business is required to collect TCS — most commonly on high-value sales of goods, once a specific customer's purchases cross a yearly limit. Turn it on for the company in Company Settings, and AIBI will *suggest* collecting it on a Sale once that customer genuinely crosses the threshold — it's a prompt you can accept or skip, never an automatic silent charge. A customer can also be marked exempt on their own ledger (for example, an export customer). A dedicated **TCS Payment** screen tracks what's been collected but not yet paid over to the government.

TIP

TDS and TCS are specialist tax topics with real legal consequences. AIBI handles the bookkeeping correctly, but whether a specific transaction legally requires either one is a question for your CA, not something to guess at.

Payroll: paying your team (Pro)

Set up each employee once, under **Operations** → **Employees** — their salary structure (Basic, HRA, DA, Special Allowance), and whether PF and ESI apply to them. Then, once a month, open **Process Payroll**: pick the month, and AIBI works out everyone's pay automatically, with PF, ESI, and TDS deducted correctly based on each employee's own settings.

TIP

Payroll for a month can only really be finalized once that month is over, so **Process Payroll** and **Salary Slips** both open showing last month by default, not the one still in progress — the month you're actually there to process, not the one that just started.

Once processed, each employee gets a proper, printable **Salary Slip** — your company's own letterhead at the top, and every deduction (PF, ESI, TDS, and anything else you've added) shown clearly on its own line, right down to Net Pay at the bottom. "Days Paid" always reflects the real length of that month — 28, 29, 30, or 31 — not a flat number, so someone paid for only part of the month (a new joiner, or unpaid leave) is paid fairly against the actual days in that specific month.

08 Reports That Matter

- **Trial Balance, Profit & Loss, Balance Sheet** — the standard reports, for any date range, with a built-in check that flags it immediately if something doesn't balance.
- **Day Book** — every transaction in date order.
- **Ledger Statement** — one account's running balance over time. If that customer or supplier has any open Quotations or Orders, they show in their own panel above the statement, so you can see what's pending with them alongside what's actually been billed — without the two ever being mixed together.
- **Outstanding** — who owes you money and who you owe, including how overdue each bill is. If you've optionally tagged your customer/supplier ledgers as Goods or Services (Chart of Accounts → edit the ledger), this report can also break the total down by that split.
- **Business Snapshot** — a plain-language summary of how the business is doing, with no accounting background needed to read it. Export it as a CSV, JSON, or a clean PDF — built specifically for handing straight to your CA.
- **Budget** — set what you expect an income or expense ledger to earn or spend, month by month, for the year. The Budget page (under Reports) shows the actual figure and the variance against your plan automatically, updated live as you post real transactions — nothing to recalculate by hand. Only income/expense ledgers can be budgeted; Cash, Bank, and similar balance-sheet ledgers intentionally don't appear in the picker.

Finding things quickly

The search bar at the top of AIBI, available from any screen, finds a ledger, a stock item, or a voucher by number and takes you straight to it — no need to open the right report or register first.

09 Cost Centers: Seeing Where Money Really Goes

Cost Centers are another opt-in tool (see Chapter 13 for how to turn on Advanced Features) — for a business that wants to see not just *how much* it spent or earned, but *which part of the business* it belongs to: a department, a region, a project.

Set them up once in **Operations** → **Cost Centers** — they can be nested too, e.g. "North Region" under "Sales Dept."

How allocation works on each voucher type

- **Journal Entry** — each line of the entry can independently pick its own cost center, so a single journal touching several departments can be split correctly in one go.
- **Payment and Receipt** — one cost center picker for the whole voucher, since these are simpler forms without a line-by-line breakdown. It's applied to your side of the transaction with the customer or supplier — the actual expense or income being tracked, not the cash or bank account it moved through.
- **Splitting one entry across several cost centers** — on any of the three, tick "**Split across multiple**" next to the cost center picker to divide that one amount across as many cost centers as you need (e.g. a payment to a contractor who works across two departments). A running total shows how much is allocated and how much is still left, so it's easy to see when the split is complete.
- Sales, Purchases, Debit Notes, and Credit Notes don't currently offer cost-center allocation — this is a deliberate scope decision, not an oversight, since item-based invoices are already detailed enough on their own.

The Cost Center Summary report

Under **Reports** → **Cost Center Summary**, see Dr/Cr totals for each cost center over any date range you choose, nested the same way you set them up. A cancelled voucher's allocation is automatically left out, exactly like every other AIBI report — and correcting a cost-center-carrying voucher with Edit never double-counts the old entry.

TIP

A Cost Center never changes any actual accounting entry — it's a label attached alongside one, purely for this report. Getting the cost center "wrong" on a voucher doesn't affect your Trial Balance, P&L, or Balance Sheet at all; it only affects how that one figure is grouped in this one report.

10 Getting Paid Faster, and Customizing Your Invoice

Getting paid faster with UPI QR codes

Add your business's UPI ID once, in Company Setup, and every Sales Invoice you print automatically shows a "Scan to Pay" QR code. There's no merchant account to set up and no transaction fee — your customer pays you directly over UPI, exactly like scanning any shop's QR code today, and AIBI itself never touches the money.

TIP

A UPI QR code cannot be paid by the same account it belongs to — this is a UPI rule, not something specific to AIBI. If you want to test your own invoice's QR code, scan it with a different phone/account than the one the UPI ID belongs to, or the payment app will show a confusing bank-details error that has nothing to do with the invoice itself.

Printing on your own letterhead

If your business already prints on pre-printed letterhead paper — your own logo and address at the top, sometimes a footer strip too — turn on **Letterhead Mode** in Company Setup so AIBI's invoice fits into the blank space instead of printing its own header on top of yours. It's off by default; nothing changes unless you turn it on.

Two margin settings (top and bottom, in centimeters) control exactly where AIBI's content starts and stops on the page — set these to match your letterhead's own printed zone, adjusting after a test print if needed. Everything else on the invoice (Bill To, items, totals, terms) prints exactly as it always does.

Changing the Terms & Conditions text

The small print at the bottom of every Sale invoice — **Company Setup** → **Terms & Conditions**, just below Customer Signature. It's exactly 3 lines, 70 characters each, with a live counter under each one so you can see how much room is left.

Leave it alone and invoices print AIBI's original default wording. Edit it and every invoice you print or reprint from then on uses your own words instead — there's nothing to change per-invoice.

TIP

The 3-line/70-character limit isn't arbitrary — it's exactly the space the printed layout has for this text. A longer line would wrap and run into the signature area next to it, so keep each line tight rather than trying to fit more in.

11 Keeping Your Data Safe

Encrypted, automatically

Every company's data is individually encrypted on your computer without you having to do anything — there is no setting to turn this on, it is simply always in effect.

Backing up

Settings → Backup & Restore → **Download Encrypted Backup** creates a backup file of your *currently active* company, protected by a **Backup Passphrase** you set once. This passphrase is completely separate from your login password. The downloaded file's name includes your company's own name, so a folder full of backups stays easy to tell apart.

Running more than one company? **Combined Backup**, just below it, backs up several — or all — of your companies into one file at once, under the same passphrase. Restoring a combined file lets you choose which of the bundled companies to bring back, one at a time or all together.

TIP

In either backup's save dialog, you can browse straight to a USB or external drive — no separate copy step needed afterward.

> IMPORTANT

> Write your Backup Passphrase down somewhere safe, outside the app. If it's lost, that backup file can never be opened again by anyone, including Fawn Technologies — there is no override.

A backup restores correctly even on a different computer, or after a completely fresh install with different login details — the Backup Passphrase is what unlocks it, not the machine you made it on. Keep a copy of your backup file somewhere other than the same computer (an external drive or cloud storage), and take a fresh one before any major round of data entry. If you ever pick the wrong restore option for a file by mistake, AIBI recognizes this and tells you which option to use instead — nothing is changed or lost.

Your Recovery Key (Admins only)

When an Admin account is created, AIBI shows a one-time **Recovery Key** — a 16-character code. Save it somewhere safe immediately; it is shown exactly once and cannot be displayed again later. If you ever forget your password, "Forgot password?" on the login screen lets you back in using this key — and shows you a brand-new key afterward, since the old one stops working the moment it's used.

> BEFORE YOU DO THIS

> A sole Admin who loses both their password and their Recovery Key cannot get back into that account through the app. Your actual data is safe either way (it's just sitting encrypted on your

computer, untouched by a login problem) — but it's worth setting up a second Admin account as a safety net specifically so this situation can't happen to you.

12 Multiple Companies, Multiple People

Run as many companies as you like from one AIBI installation, each fully separate. Add as many users as you need, each with their own role and their own list of companies they're allowed to open (see Chapter 2).

Working from more than one computer (Pro)

LAN mode lets one AIBI installation act as the host, while other computers on the same office network connect in as clients — useful once more than one person needs to work in the same company's books at the same time. This is licensed by how many people can be connected at once, not by how many user accounts exist.

13 A Few More Helpful Things

Ask AIBI's AI Assistant

A chat assistant and a dashboard insights panel, grounded in your own company's real figures rather than generic advice. To use it, add your own Anthropic API key once in Settings — you deal directly with Anthropic for the small usage cost, and AIBI itself doesn't charge anything extra for this or require a licence for it.

Credit limits and who owes what

For any customer or supplier ledger, you can optionally turn on a **Credit Limit** (and/or a maximum number of days they're allowed to owe money) — AIBI then warns you, with the real numbers, before saving a Sale that would breach it. It's a warning you can still choose to proceed past, not a hard block. Separately, turning on **Maintain Bill-wise** for a party makes every invoice to them individually trackable, so Receipts/Payments can be matched to specific bills and the Outstanding report can show real, per-invoice ageing.

Making the screen work the way you do

Hide sidebar sections you never use (Settings → Menu Items) — a personal preference for your own computer, restorable any time. A small floating button gives one-tap access to a New Sale or a Payment/Receipt from anywhere in the app, for the handful of things most people do many times a day.

Advanced Features: turning on the deeper tools when you need them

Beyond hiding sections you don't want, AIBI keeps a second, separate set of switches for its more advanced, Tally-parity tools — **Stock Groups, Godowns, Cost Centers, Cost Center Summary, Manufacturing, Sales/Purchase Orders, Memorandum, and Payroll's Employee/Salary Slip** screens. These start switched off on every new install, so day one stays simple, and you turn on only what your business genuinely needs, in **Settings** → **Menu Items** → **Advanced Features**. Hover the small ☐ next to any of them for a one-line explanation before deciding.

Turning one of these off later — or simply never turning it on — never deletes anything you've already recorded with it. A Godown or a Cost Center you set up stays completely intact in the background and comes straight back the moment you switch the feature on again.

14 If Something Goes Wrong

Forgot your password?

An Admin can self-recover using their Recovery Key (see Chapter 11). A Manager or Viewer cannot self-recover — ask an Admin to reset it for you from Manage Users.

Reinstalling AIBI, or setting up on a machine that already has AIBI data

AIBI notices automatically if a machine already has company data on it, and gives you a clear choice between continuing with that existing data or starting completely fresh — it will never silently overwrite real books, and never silently ignore data that's already there.

Something looks broken and you're not sure why

Open the **Support** panel and send a diagnostic report — it packages up recent activity logs (and any error the app itself caught) into a single encrypted file, opened through your own email so nothing leaves your computer without you choosing to send it.

TIP

A few things that look like a bug but genuinely aren't: stock quantity changing right after you record a Sale or Purchase (that's expected, see Chapter 5); an error stopping a discount that's larger than the item's own value (a deliberate safety check, see Chapter 4); and AIBI refusing to retire a Stock Group, Godown, or Cost Center that still has something nested under it or still referencing it (also deliberate — sort out what's still using it first, see Chapter 6 and Chapter 9).

15 A Few Words You'll See

Ledger

One account — a customer, a supplier, "Cash," "Sales," and so on. Every voucher moves money between two or more ledgers.

Voucher

One recorded transaction — a Sale, a Payment, a Journal entry, etc.

Dr / Cr (Debit / Credit)

The two sides of every transaction, which must always add up equally. You don't need to work this out by hand — AIBI's voucher screens handle it for you.

GST

Goods and Services Tax — India's tax on the sale of goods and services, made up of CGST, SGST, and IGST depending on where the buyer and seller are located.

HSN / SAC

The official code identifying exactly what a product (HSN) or service (SAC) is, used on GST invoices and returns.

ITC (Input Tax Credit)

GST you've already paid on your own purchases, which can be set off against the GST you owe on your sales.

TDS

Tax Deducted at Source — tax you deduct before paying certain vendors, and separately deposit with the government.

PF (Provident Fund)

A retirement-savings deduction from an eligible employee's pay, matched by an equal contribution from the employer, deposited with the government's EPFO.

ESI (Employee State Insurance)

A small deduction, matched by a larger employer contribution, funding healthcare and cash benefits for eligible lower-wage employees.

TCS

Tax Collected at Source — a small extra tax some sellers must collect from certain buyers, on top of GST, and deposit with the government.

Trial Balance

A report listing every ledger's balance, used to check that the books genuinely balance.

Stock Group

A nested category for organizing stock items, Tally-style (e.g. "Electronics" under "Hardware") — separate from the flatter Category field.

Godown

A stock location — a warehouse, a shop counter, a branch. Every company starts with one ("Main Location"); more can be added once a business tracks stock in more than one place.

Cost Center

A department, project, or region that an income or expense entry can be tagged against, purely for reporting — never changes the actual accounting entry itself.

This handbook covers AIBI as of version 2.1.10. For anything not covered here, use the in-app Support panel (Chapter 14) to reach Fawn Technologies.