DPDP Act 2023 Ready · Portable Offline Windows Desk

AccountantOrbit · Official Step-by-Step User Manual

# Every Client. Every Month. Zero Typing.

## Har Hisab Clear. Har Mahina On-Time. (10–20 SME Practice Operations Guide)

This User Manual walks solo accountants, bookkeepers, GST Practitioners, and Tax Return Preparers cleanly through daily closing workflows in AccountantOrbit — from opening **Today's Action Desk** to syncing **TallyPrime**, clearing pre-14th **GST 2026 IMS** decisions, monitoring 7th **TDS Challan 281**, and issuing plain-language **1-Page Owner MIS** reports.

## User Manual Contents (10 Operational Chapters)


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### Intended Users & Legal Clarity

- **Independent Accountants & Part-Time Bookkeepers:** Manage 10–20 wholesale, medical, kirana, transport & clinic retainers cleanly.
- **GST Practitioners & Tax Return Preparers:** GST 2026 IMS, GSTR-3B offset, Challan 281 & non-audit ITR-1 to ITR-4 tie-outs.
- **Chartered Accountants Act, 1949 Guardrail:** Statutory Audits, Tax Audit Forms 3CA/3CB/3CD & UDIN remain blocked; hand off clean packs to Chartered Accountants.

### Indian Formatting & Privacy Standards

- **Dates:** Strictly `DD-MM-YYYY` throughout every register, challan & due tracker.
- **Currency:** Authentic Indian Rupee Lakh & Crore grouping (e.g. `₹12,45,600`).
- **Zero Cloud Leaks:** Client records live in an encrypted local vault on your PC with masked PANs ( `XXXXX1234X` ) on shared summaries.

## Chapter 1 · Quick Start, Portable Launch & Themes

### Launching on Windows Without Hassle

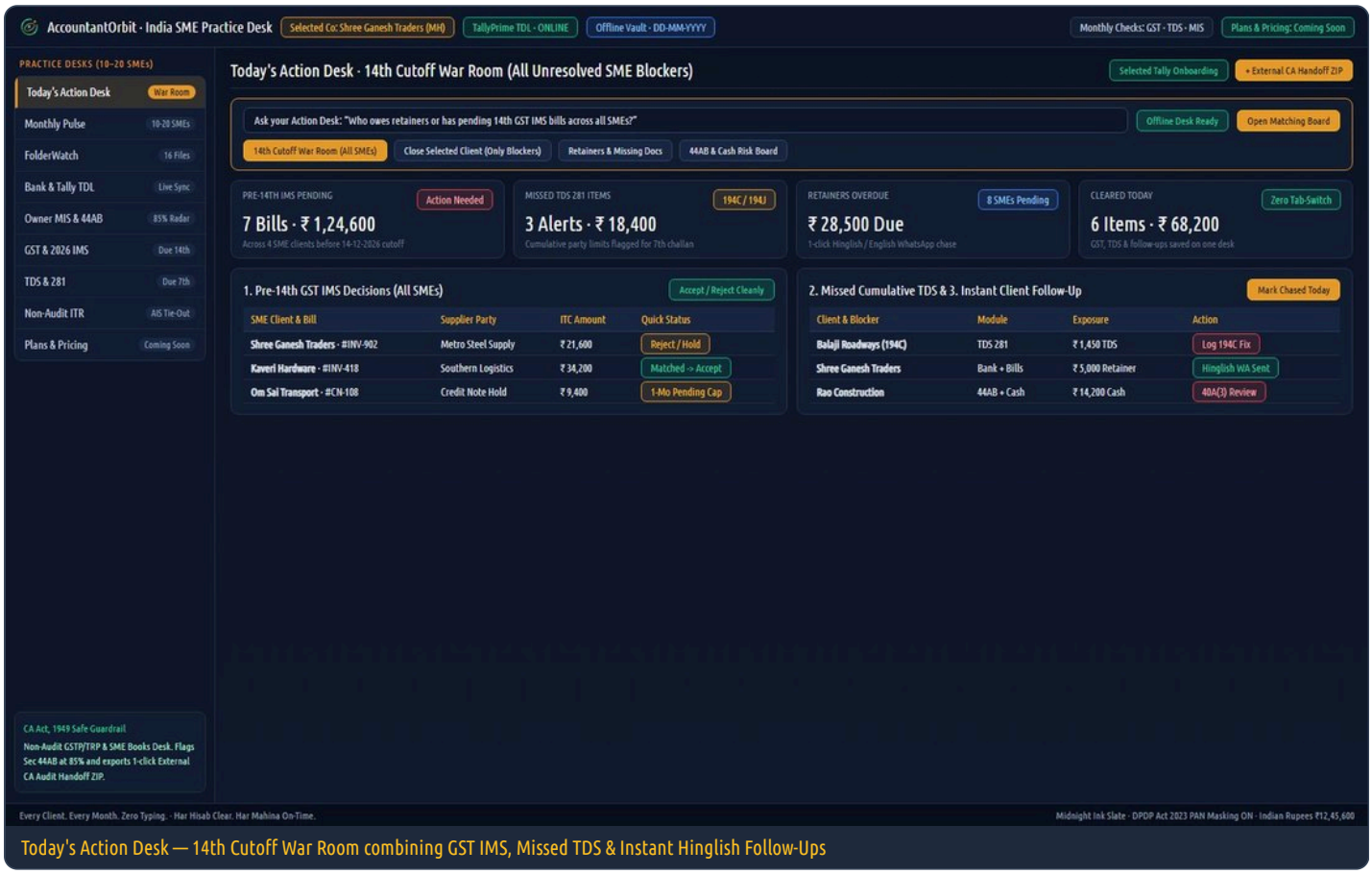
1. Download and double-click the portable AccountantOrbit Windows desktop executable on any Windows 10/11 (64-bit) PC.
2. All local workspace files live neatly under your local AppData runtime folder — no heavy installers required.
3. Use the top client dropdown bar anytime to switch which SME business you are currently reviewing.

### Fast Keyboard Shortcuts & 10 Eye-Comfort Themes

- `Ctrl + K` — Open Quick Palette to jump to any SME client, action, or tab instantly.
- `Ctrl + ,` — Switch across 5 Dark & 5 Light Paper themes (including Twilight Dusk & Warm Paper Ivory).
- `Ctrl + W` — Close the active workspace tab cleanly; click the top right button anytime for Dark/Light comfort.

## Chapter 2 · Today's Action Desk (Zero Tab-Switching Closing Board)

Rather than clicking through GST, TDS, Bank, and Monthly Pulse tabs separately for every SME, open **Today's Action Desk** from the top navigation or sidebar. It groups everything holding up this month's deadlines on one screen.




Today's Action Desk — 14th Cutoff War Room combining GST IMS, Missed TDS & Instant Hinglish Follow-Ups

### The 4 One-Click Closing Boards

1. **14th Cutoff War Room (All SMEs):** Shows pending Pre-14th GST IMS invoices, missed cumulative Challan 281 TDS entries, and pending client follow-ups across your whole roster. Click *Reject / Accept* or *Log Missed 194C TDS* directly in place.
2. **Close Selected Client (Only Unresolved Blockers Shown):** Filters out every module that is already clean for the chosen SME and shows strictly the open blockers left to sign off.
3. **Retainers & Missing Docs:** Lists every client with missing bank statements, missing purchase bills, or overdue monthly retainer fees. Switch between *Hinglish* and *English* to refresh the WhatsApp message live.
4. **44AB & Cash Risk Board:** Displays all clients nearing Section 44AB tax audit limits alongside Section 40A(3) & 269SS cash flags.

### Using the Plain-Language Ask Bar (100% Offline)

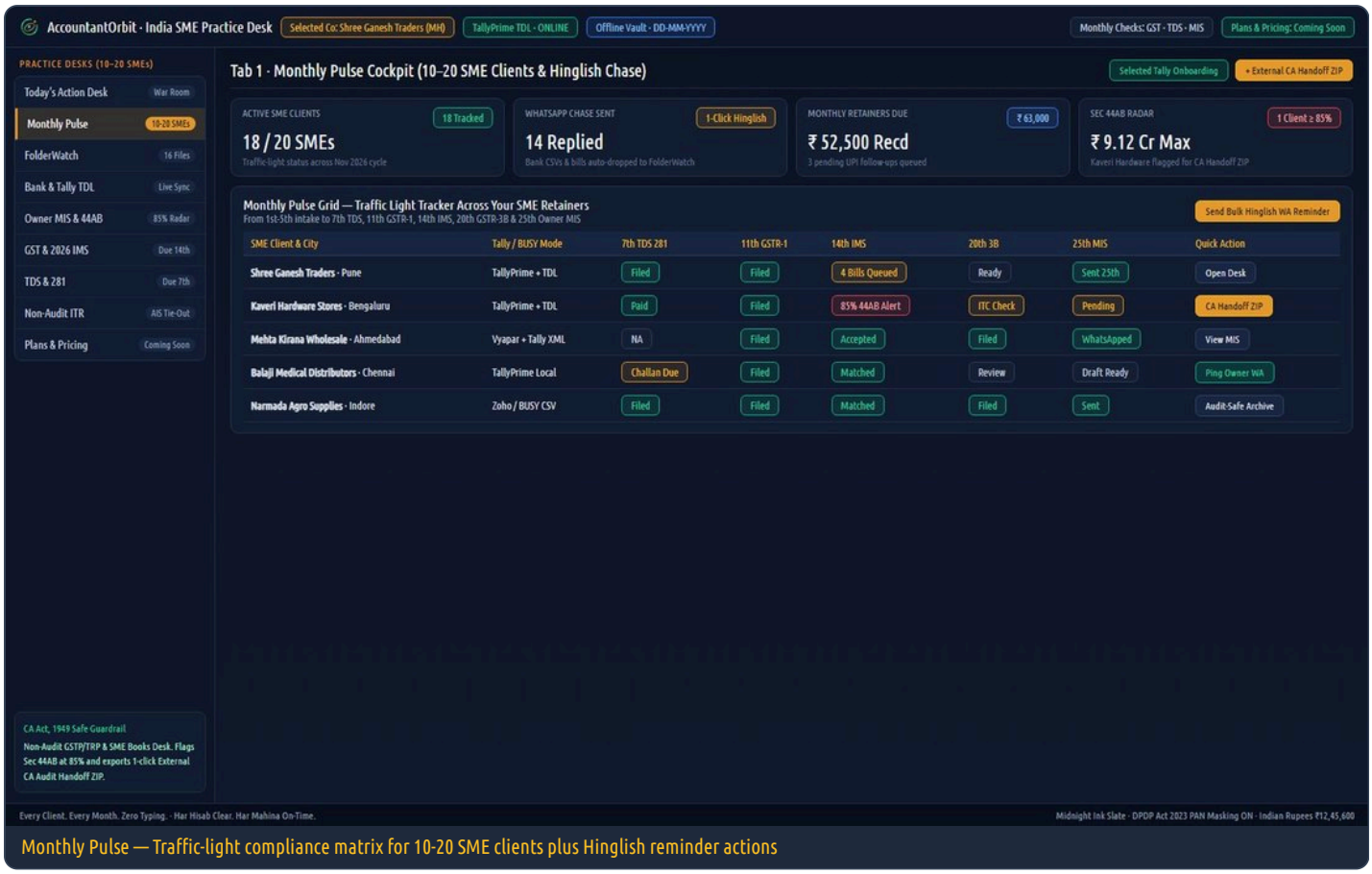
In the bar at the top of Today's Action Desk, simply ask what you want to work on in normal accounting language — for example:

- *"Show pending 14th GST IMS bills and missed TDS across all clients"*
- *"Who owes retainers and missing bank statements in English?"*
- *"Check clients near 44AB audit limit with cash alerts"*
- *"Close remaining blockers for Shree Ganesh Traders"*

Your request runs completely offline on your office Windows PC — client names, PANs, and rupee figures never leave your machine.

## Chapter 3 · Monthly Pulse Cockpit & Hinglish WhatsApp Chase

**Monthly Pulse** gives you a traffic-light bird's-eye view of every SME client from the 1st of the month through the 25th.




Monthly Pulse — Traffic-light compliance matrix for 10-20 SME clients plus Hinglish reminder actions

### Reading the Monthly Traffic Lights

- **Green (Done / Filed):** Intake received, return filed, or challan paid with BSR logged.
- **Saffron (Action Due):** Bills queued for review, bank CSV pending, or challan awaiting payment before due date.
- **Red (Urgent Risk):** Approaching 85%+ of Section 44AB limit, overdue retainer, or pre-14th ITC at risk.

### 1-Click Hinglish & English Follow-Ups

1. Click any client missing bank statements or purchase bills.
2. Choose *Hinglish* (friendly shopkeeper tone) or *English*.
3. Click **Mark Chased Today** or open via WhatsApp link — zero per-message charges or external templates needed.

## Chapter 4 · FolderWatch Auto-Inbox (Zero Manual Uploads)

Instead of hunting through Downloads folders, point clients or staff drops cleanly into your watch root ( `C:\AccountantOrbit_Watch` by default).

### Standard 6-Subfolder Client Layout

| Subfolder Name | What Goes Inside | Where AccountantOrbit Routes It |
|---|---|---|
| `01_Bank_Statements` | HDFC, SBI, ICICI, Axis CSV exports & bank PDFs | Bank & Cash Desk + Narration Memory |
| `02_Purchase_Bills` | Supplier tax invoices & monthly purchase registers | GST 2026 IMS 3-Way Match Queue |
| `03_Sales_Vyapar_BUSY` | Vyapar, BUSY, Zoho & POS billing sheets | GSTR-1 Readiness & Turnover Radar |
| `04_GST_2B_IMS` | GSTR-2B downloads & IMS supplier CSVs | Pre-14th Accept / Reject / Pending Check |
| `05_TDS_AIS_26AS` | Form 26AS, AIS & deduction working sheets | Challan 281 & Non-Audit ITR Tie-Out |
| `06_Sent_To_Client` | Generated 1-Page Owner MIS PDFs & CA Handoff ZIPs | Client WhatsApp Delivery Archive |

## Chapter 5 · Bank & Cash Desk (Narration Memory & Cash Hygiene)

Bank entry consumes most junior staff hours. AccountantOrbit turns repetitive typing into one-time teaching.

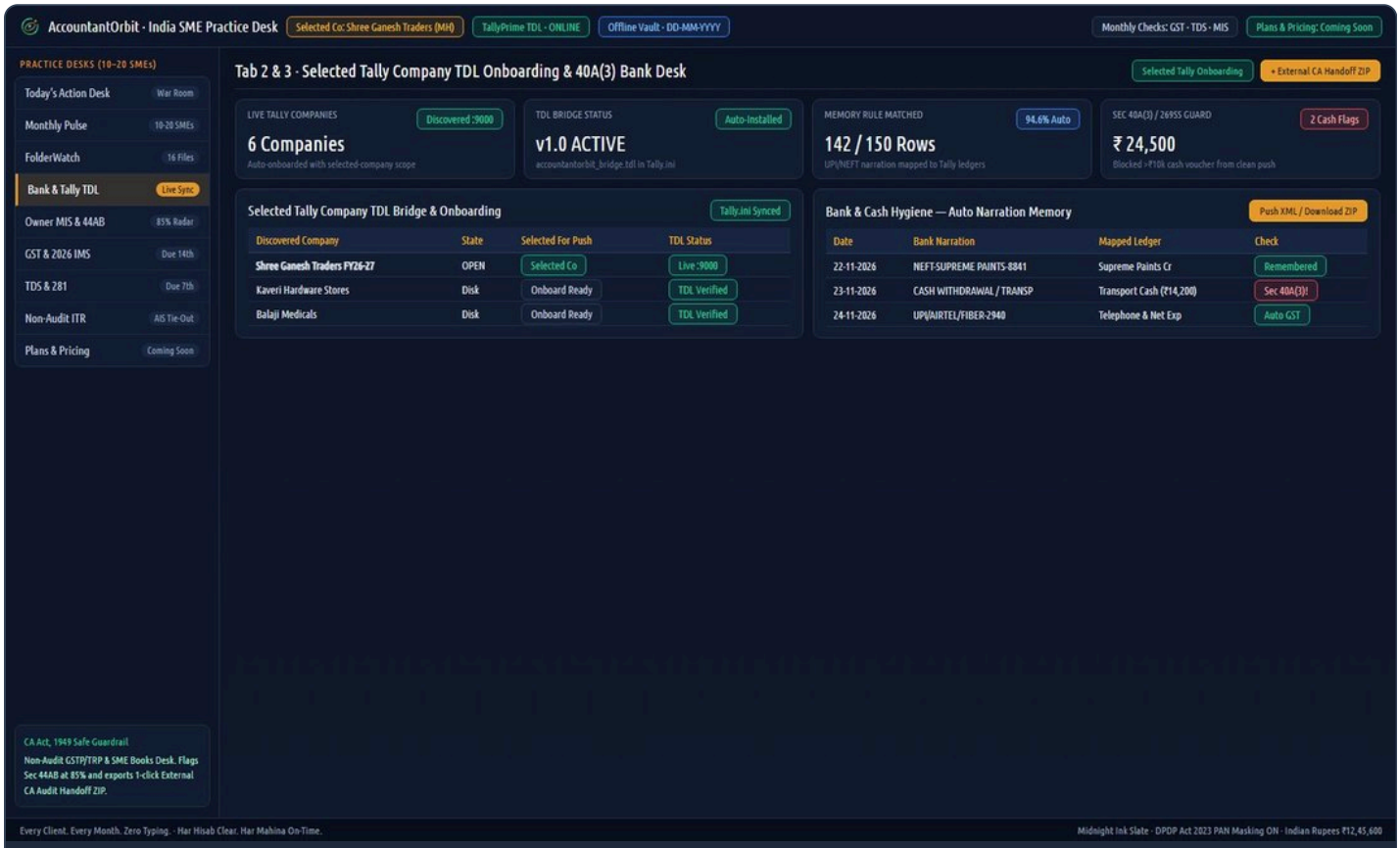
### How Party Narration Memory Works

1. Select a client in the Bank & Cash Desk and load their dropped bank CSV or statement.
2. For any unmapped vendor (e.g. `NEFT-MAHAVIR STEELS` or `UPI/AIRTEL`), pick the exact Tally ledger and default TDS section once.
3. On all future months, AccountantOrbit remembers and pre-tags up to **90%+** of recurring bank rows automatically.

### Automatic Cash Disallowance Alerts

- **Section 40A(3) Flag:** Immediately highlights single-day cash payments above **₹10,000** to a party (₹35,000 for goods carriages) before clean ledger export.
- **Section 269SS / 269T Check:** Flags cash loan or deposit receipts/repayments of **₹20,000** or more so clients never walk blindly into penalty notices.

## Chapter 6 · Selected TallyPrime Company Bridge & Multi-Software Exports




Selected Tally Company Auto-Discovery, Safe Bridge Setup & Bank Narration Memory Review

### Safe Selected-Company Scope

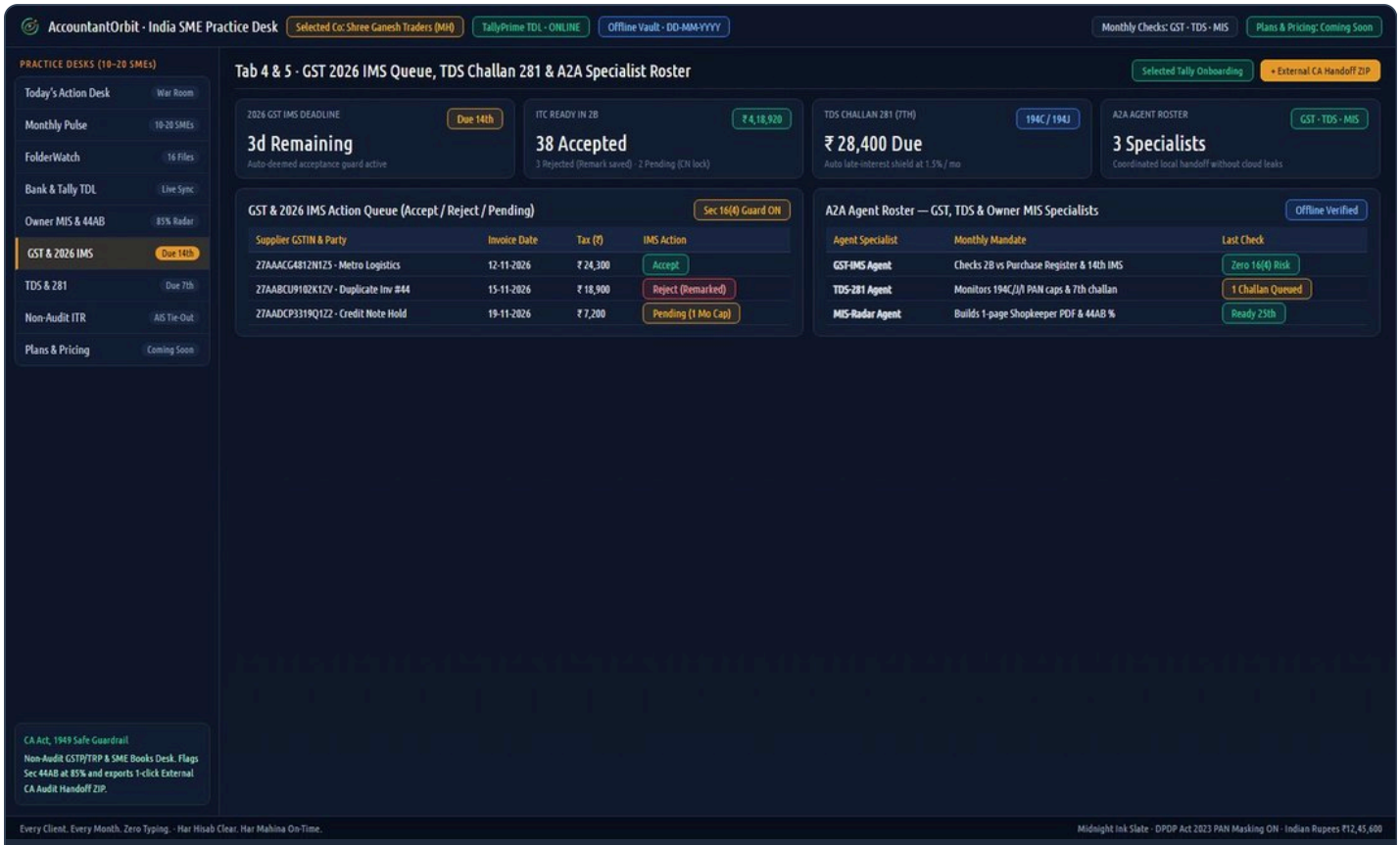
1. Open **Bank, Tally, BUSY & Vyapar** and click **Auto-Onboard from TallyPrime**.
2. Verify the currently open *Selected Company* matches your target SME (protecting against pushing Client A into Client B).
3. Install the verified `accountantorbit_bridge.tdl` into `Tally.ini` in 1 click (original backups stay preserved so you can restore anytime).

### Vyapar, BUSY & Zoho Books Ready

- For traders who do not use TallyPrime, export structured ledger packs cleanly for **Vyapar**, **BUSY**, and **Zoho Books**.
- Batch-approve cleaned bank rows directly from Today's Action Desk or Bank Desk once reviewed.

## Chapter 7 · GST & 2026 Invoice Management System (Pre-14th Shield)

Under the Invoice Management System, unactioned supplier invoices risk **Deemed Acceptance on the 14th** of each month, inflating wrong ITC inside GSTR-2B.




GST 2026 IMS Action Queue, 7th TDS Challan 281 Tracker & Coordinated Monthly Specialists

### Accept / Reject / Pending Discipline

- **Accept:** Only when bill matches your client's purchase register cleanly.
- **Reject:** AccountantOrbit requires an explicit short remark (e.g. duplicate bill, goods not received) so audit trails stay clear.
- **Pending:** Enforces the 1-tax-period cap on pending credit notes so claims never breach statutory caps.

### Section 16(4) Guard & GSTR-3B Offset

- Automatically flags invoices crossing prior financial year November 30 deadlines.
- Calculates optimal IGST, CGST, and SGST electronic credit ledger setoff order prior to 20th GSTR-3B filing.

## Chapter 8 · TDS Challan 281 & Non-Audit ITR / AIS Tie-Out

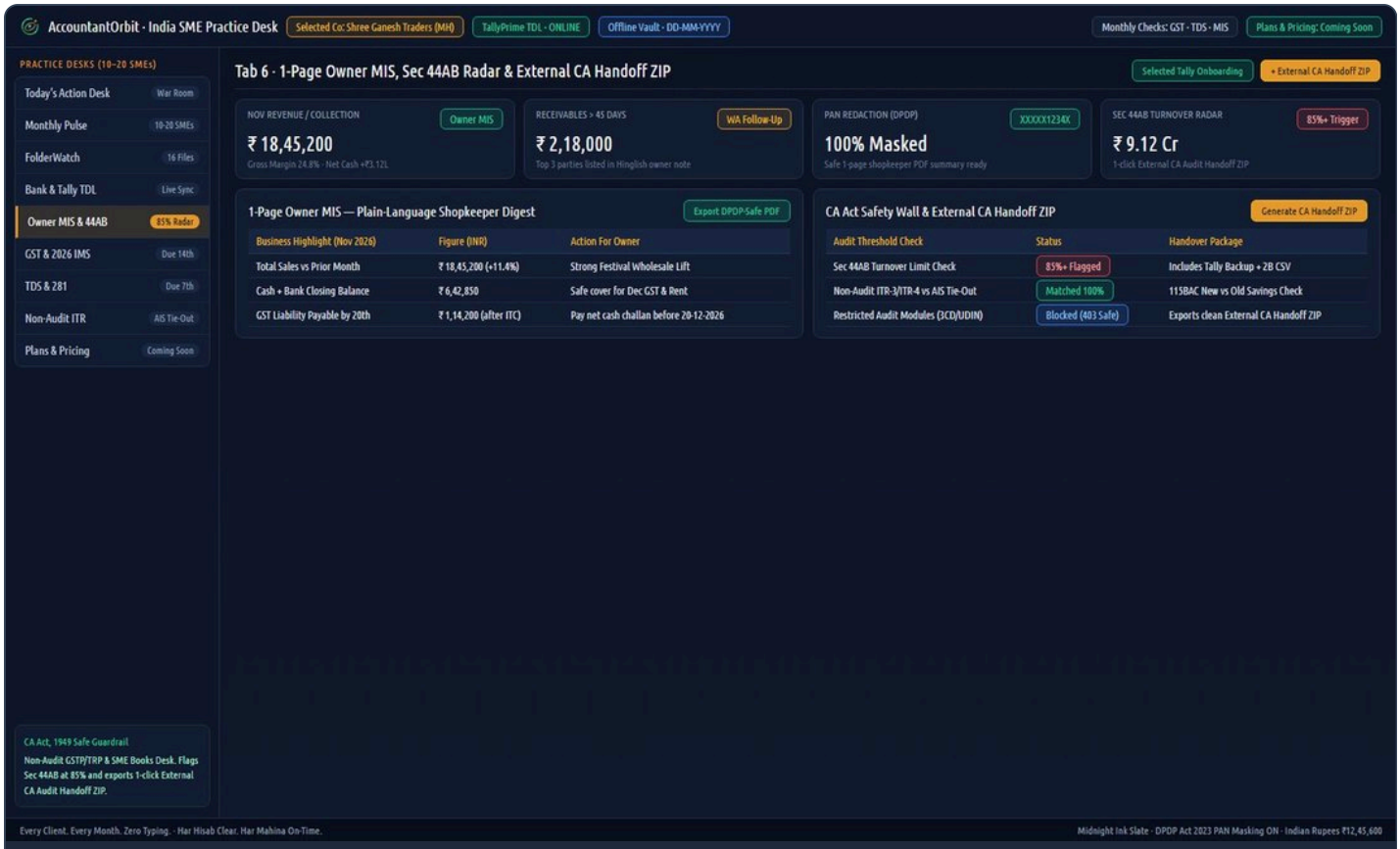
### 7th Challan 281 Cumulative Monitor

- Checks cumulative payments per PAN across **194C** (contractors), **194J** (professional), **194I** (rent), **194H** (commission at 2%), and **194Q**.
- Calculates late deduction/deposit interest (1% / 1.5% per month) automatically ahead of the 7th deadline.

### Books vs GSTR vs AIS / 26AS Tie-Out

- Spots unbooked bank/FD interest, dividends, or advance receipts in AIS/TIS before filing **ITR-1, ITR-2, ITR-3, or Presumptive ITR-4**.
- Compares Sec 44AD / 44ADA presumptive profits vs regular books under New (115BAC) & Old regimes cleanly.

## Chapter 9 · 1-Page Shopkeeper MIS, Sec 44AB Radar & CA Handoff




Plain-English 1-Page Shopkeeper MIS Digest with Masked PAN & External CA Handoff Export

### 1-Page Business Health Card (25th Digest)

- Replaces dense Trial Balances with Sales, Net Profit, Cash + Bank Closing, Top Overdue Customers, and Tax Reserve in plain language.
- Exports crisp PDFs with masked PANs ( `XXXXX1234X` ) ready for WhatsApp sharing under **DPDP Act 2023 Ready** design.

### 85% Sec 44AB Radar & External CA Handoff Pack

- Monitors YTD turnover and cash receipt ratio (>5% disqualifies the ₹10 Cr relaxed limit).
- When a business nears audit thresholds, export a complete **External CA Audit Handoff ZIP** for any signing Chartered Accountant.

## Chapter 10 · Living Statutory Rules, Plans & Support

### On-Demand Living Rules (Zero Silent Traffic)

- AccountantOrbit never runs silent background internet updates on restricted office networks.
- Click inside **ITR Tie-Out & Living Rules** only when you want to sync signed rule packs, record urgent CBDT/CBIC due date extensions manually, or import offline rule packs via USB.

### Practice Plans & Direct Support

- **Plans & Pricing:** Coming Soon — flexible editions for solo accountants and 10–20 SME practices will be announced shortly.
- For walkthroughs or early practice rollouts: write directly to **rksekar@gmail.com**.