Getting Started

Sign up, set up your books, and send your first invoice in under 20 minutes.

PROQAL BOOKS · v4.0.0
https://proqalbooks.com · support@proqalbooks.com

1. Sign up for your free trial

Visit **proqalbooks.com** and click **Start free for 14 days** →. The trial is fully featured with no credit card required.

- Choose a plan tier (Startup, Pro, or Enterprise). You can change tiers at any time during or after the trial.
- Provide your company name, owner email, and a password (minimum 8 characters).
- Click **Create workspace**. Provisioning completes in under five seconds and you'll be redirected to your dashboard.

> **Note:** Your trial workspace is fully isolated. We provision a dedicated SQLite database file per tenant — no shared tables, no shared data.

2. First-time setup

2.1 Company profile

Open **Settings** → **Company**. Set your registered company name, billing currency, fiscal year start, and (if applicable) tax registration number. These appear on every invoice and report.

2.2 Chart of accounts

We pre-populate a sensible default chart with assets, liabilities, equity, revenue, and expense parent accounts. Open **Accounts** to review. You can add, rename, or hide accounts at any time. Renaming preserves history.

2.3 Bank accounts

Open **Banking** → **Bank accounts** and add each operating bank account. You'll need the GL account it posts to and (optionally) an OFX feed URL if you're on Pro or Enterprise.

3. Importing existing data

If you're migrating from another tool, you can import customers, vendors, items, and an opening trial balance via CSV. Navigate to **CSV** → **Templates** to download the expected formats.

- **customers.csv** — name, email, address, opening balance, tax exemption flag
- **vendors.csv** — name, email, address, payment terms, default expense account
- **items.csv** — sku, name, price, default income account, default expense account, taxable
- **trial-balance.csv** — account code, dr_amount, cr_amount (must balance)

Note: Imports are idempotent on natural keys. If you re-upload a customer with the same email, we update the existing record rather than duplicating.

4. Sending your first invoice

From **Invoices** → **New invoice**:

- Select a customer (or create one inline).
- Add line items — pick an existing item or type a free-text description.
- Pick a due date. The default is +14 days from today.
- Click **Save & send** to post the invoice and email it to the customer.

The invoice is automatically numbered, posted to AR, and triggers a balanced journal entry (DR Accounts Receivable, CR Revenue, plus tax if applicable).

5. Reconciling your bank

Open **Banking** → **Reconcile**. Either import an OFX file from your bank, or paste a statement CSV. The reconciliation screen shows uncleared transactions on the left and statement lines on the right. Drag to match. Save when the difference is zero.

6. Inviting team members

Open **Admin** → **Users**. Click **Invite user**, enter their email, and select a role. Roles are: **Admin** (everything), **Accountant** (post entries, view reports), **Clerk** (data entry only), or a custom role you've defined in **Roles**.

The invitee receives an email with a setup link. The link expires after 48 hours.

7. Where to next

- **Accounting modules reference** — every feature explained in depth.
- **POS operator manual** — if you're using PROQAL POS at the till.
- **Admin handbook** — managing multi-workspace deployments and platform settings.
- **API reference** — programmatic access for integrations.