

saabi

User Manual

Desktop accounting for small and medium businesses

Version 1.0

Covers SAABI Desktop 1.0.0

Saabi Desktop — accounting for small and medium businesses

About this manual

This manual describes SAABI, a desktop accounting application that keeps your books in a single file on your own computer. It covers setting up a company, recording sales and purchases, managing inventory, reading the financial reports, working with the built-in assistant, and protecting your data with backups.

The manual is organised in ten parts. Parts One and Two get a new company running and explain the ideas the rest of the manual assumes. Parts Three to Seven follow the day-to-day work — sales, purchases, shared records, reports and inventory. Part Eight covers the assistant.

Part Nine covers backups and working with more than one company. Part Ten is the settings reference, followed by three appendices.

You do not need to read it in order. Each chapter opens by saying what the screen is for and when you would use it, so you can start wherever your question is.

Conventions used

Convention	Meaning
Bold	A label exactly as it appears in SAABI — a button, a field or a menu item
<code>Sales > Sales Invoices</code>	A navigation path through the sidebar
<code>code</code>	Text you type, or a value shown in a field
> Note	Useful background
> Tip	A faster or safer way to do something
> Important	Something that can cost you time or accuracy if skipped

Screenshots in this manual were taken from a demonstration company, *Saabi Demo Trading LLC*, working in US dollars. Your own figures, company name and currency will differ.

Licence and disclaimer

SAABI contains free software licensed under the GNU Affero General Public License v3.0, and comes with absolutely no warranty. You are welcome to redistribute it under the terms of that licence;

the corresponding source is available from the Saabi team.

SAABI is not tax-compliance software. It does not file returns in any jurisdiction, and nothing in it — or in this manual — constitutes tax advice. Configure your own rates, and talk to a local accountant.

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PART ONE

Getting started

Installing SAABI, creating a company file and finding your way around

CHAPTER 1

Getting started with SAABI

SAABI is a desktop accounting application for small and medium businesses. It runs on your own computer — on macOS, Windows or Linux — and it keeps everything it knows about your business in a single database file with a `.db` extension, stored wherever you choose to put it. There is no server to install, no account to register and no subscription to activate. This chapter covers what happens the first time you open SAABI: the **Welcome to Saabi** screen, the choice between starting a new company and opening one you already have, and the smaller controls on that screen that you will come back to later.

How SAABI stores your data

Every company you keep books for is one `.db` file. When you record an invoice, add a customer or post a journal entry, SAABI writes it into that file. Nothing is sent anywhere else.

Two consequences follow from this, and both are worth understanding before you begin.

- **You choose where the file lives.** SAABI proposes a location when you create a company, but you can put the file anywhere you have permission to write — a documents folder, an external drive, a folder that your own backup software already watches.
- **You are responsible for the file.** If the file is deleted or the disk fails, the books go with it. SAABI includes a backup facility, described below, and you should set it up early.

IMPORTANT Do not open the same `.db` file from two copies of SAABI at once, and do not put it in a folder that a syncing service rewrites while the application has it open. Both can corrupt the file.

The Welcome to Saabi screen

When you start SAABI without a company already open, you land on the **Welcome to Saabi** screen. Its subtitle states the choice in front of you: create a new company, or select an existing one from your computer.

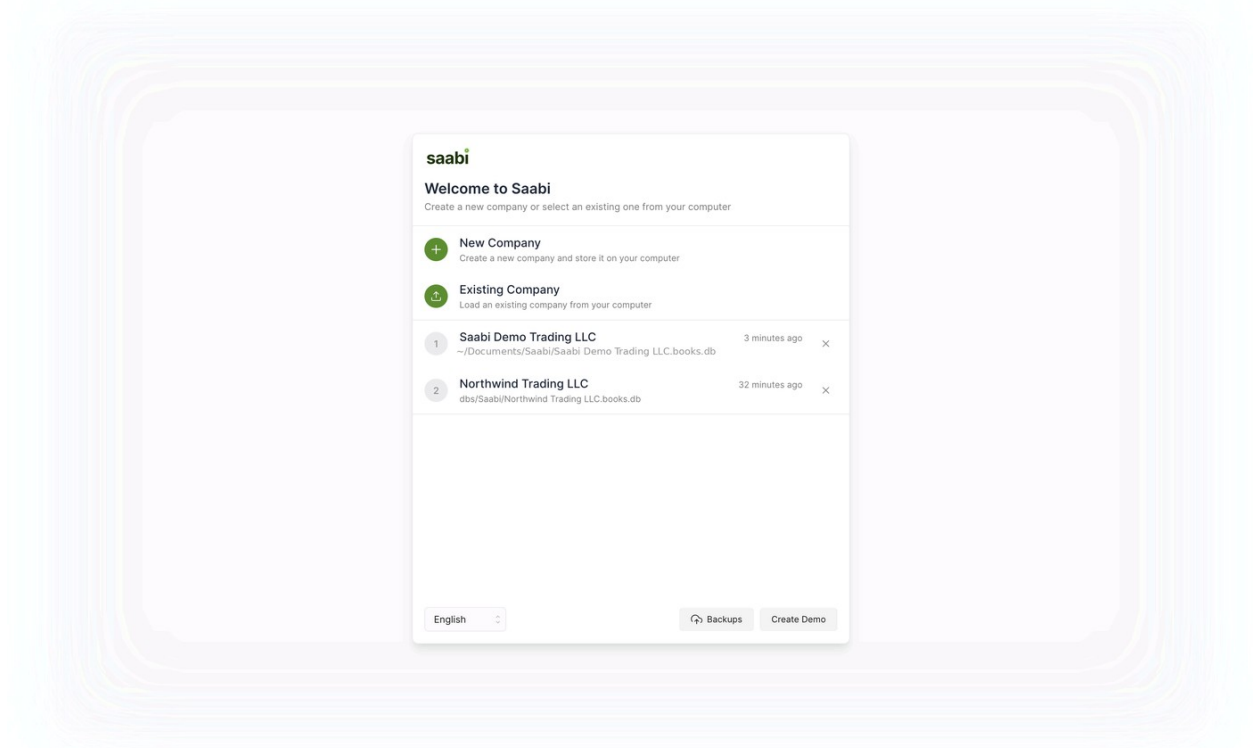


Figure 1.1 The Welcome to Saabi screen. The two green actions at the top create or open a company; the numbered rows beneath them are companies opened recently

The screen has four regions: the two actions at the top, the list of recently opened companies below them, and a footer holding the language selector on the left and the **Backups** and **Create Demo** buttons on the right.

New Company

Choose **New Company** to start a fresh set of books. SAABI asks you where to save the `.db` file and what to call it, then opens the **Set up your organization** form, where you enter your company name, your country and your fiscal year. That form is covered in full in the next chapter.

Pick the file name with some care. It appears in the recent-companies list from then on, so a name that identifies the business — rather than **books** or **accounts** — is worth the extra few seconds.

Existing Company

Choose **Existing Company** to open a `.db` file that already exists. A file browser opens; navigate to the file and select it.

You need this option in three situations: when you have moved the file to a new folder or a new computer, when you keep more than one company and the one you want has dropped off the recent list, and when you are restoring from a backup.

The recent-companies list

Beneath the two actions, SAABI lists the companies you have opened recently. Each row shows the company name, the path to its `.db` file and how long ago you last opened it.

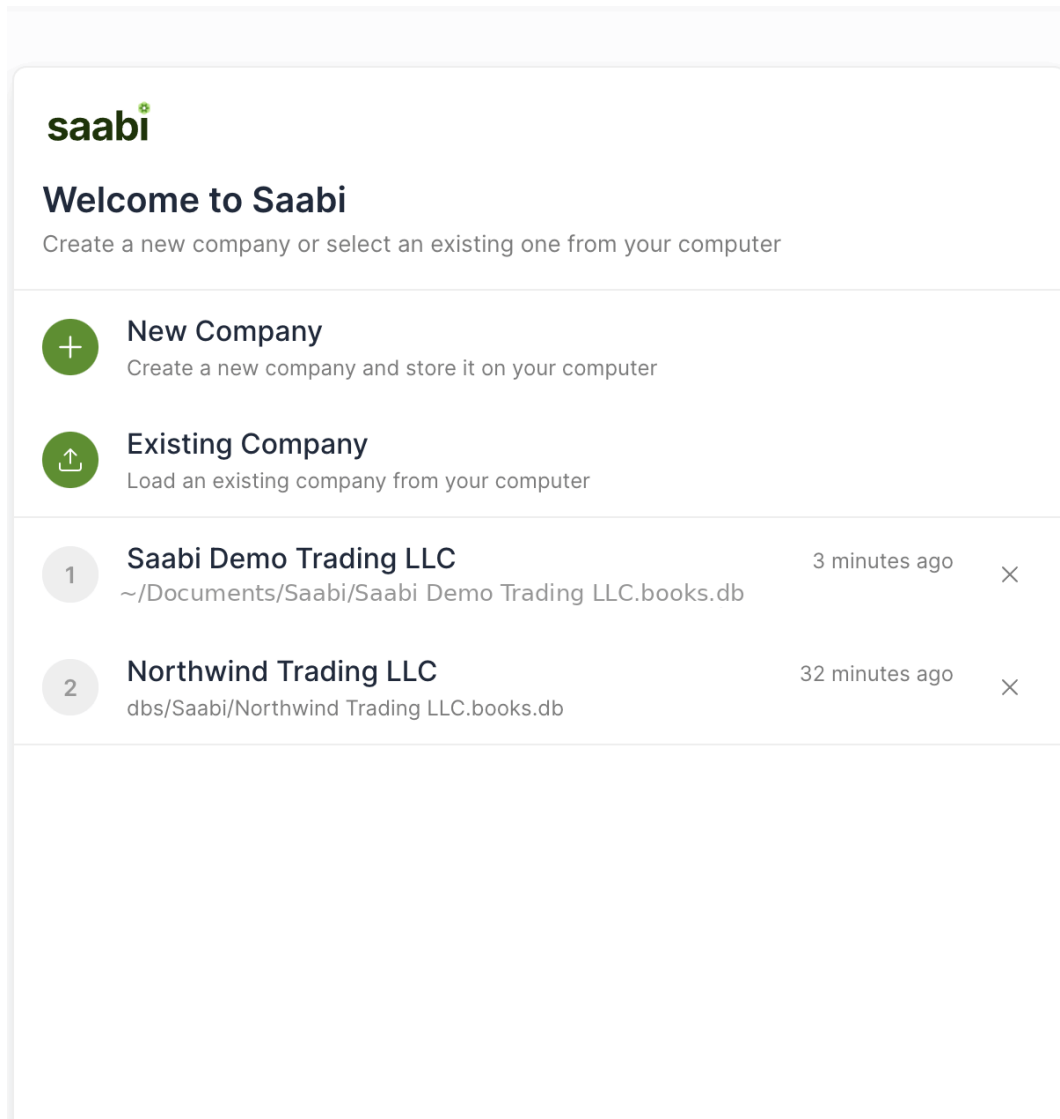


Figure 1.2 The recent-companies list. Each row carries the company name, the full path to its database file and the time it was last opened; the **×** at the right removes the row without touching the file

Click a row to open that company. Click the **×** at the right-hand end of a row to remove it from the list.

NOTE Removing a row removes only the shortcut. The `.db` file itself is untouched, and you can open it again at any time through **Existing Company**.

The path shown on each row is what tells two similarly named companies apart, so read it rather than the name alone when you keep several sets of books.

The language selector

The dropdown at the bottom left of the screen sets the language of the SAABI interface. It defaults to **English**. Changing it here applies the new language before you open a company, so the setup form you fill in next appears in the language you picked.

The setting affects labels, menus and buttons. It does not translate the data you have entered, and it does not change your currency or number formatting — those come from the country and locale you choose when you create the company.

Create Demo

Create Demo builds a complete sample company: a chart of accounts, items, customers, suppliers and a year of invoices and payments. It is the fastest way to see what a populated SAABI file looks like without risking anything.

Use it to try out reports and features before committing real figures, and to follow the worked examples in this manual with data in front of you.

TIP The demo company is an ordinary `.db` file like any other. It appears in the recent-companies list alongside your real books, so give the real ones distinctive names, and delete the demo file when you no longer need it.

Backups

The **Backups** button at the bottom right opens the backup settings without opening a company first. From here you can take a backup immediately and set how often SAABI should take one on its own.

Reaching backups from the Welcome screen matters most when something has gone wrong: if a company file will not open, you can get to your backups without needing a working company. The same controls are available once a company is open, from **Backups** in the sidebar footer.

Set a backup schedule on the day you create your books, not later. A backup is a copy of the whole `.db` file, so restoring one is a matter of opening it through **Existing Company**.

IMPORTANT Backups are written to your own computer. Copy them somewhere else as well — an external drive or a location your organisation already backs up — so that a single failed disk does not take both the books and their backups.

What comes next

With SAABI installed and the Welcome screen understood, the next step is creating the company itself. The following chapter walks through the **Set up your organization** form field by field, including how the country you choose determines your chart of accounts and your currency.

CHAPTER 2

Creating your company file

Choosing **New Company** on the Welcome screen brings you to **Set up your organization**, the one form SAABI asks you to complete before it will open a set of books. It collects who you are, where you trade and when your financial year runs. From those answers SAABI builds your chart of accounts, sets your currency and creates the bank account you will post to. This chapter goes through the form field by field and explains the choices that are awkward to change afterwards.

Opening the form

The form appears automatically after you have chosen a location and a file name for the new **.db** file. It is divided into three parts: an unnamed block at the top for your identity, then **Locale**, then **Accounting**.

The screenshot shows a web form titled "Set up your organization". It is divided into three main sections: Identity, Locale, and Accounting. The Identity section has fields for "Company Name", "Full Name", and "Email", each with a red asterisk indicating it is required. The Locale section has fields for "Country" and "Currency". The Accounting section has fields for "Bank Name", "Chart of Accounts", "Fiscal Year Start Date", and "Fiscal Year End Date". The "Submit" button is dimmed, while "Cancel" and "Fill" buttons are active. The form is set against a light gray background with a subtle grid pattern.

Figure 2.1 The empty Set up your organization form. Fields marked with a red asterisk must be filled in before Submit becomes available

Fields marked with a red asterisk are required. The **Submit** button stays dimmed until all of them hold a value.

Your identity

Set up your organization

Identity

Company Logo

Company Name *

Full Name *

Email *

Locale

Country

Currency

Accounting

Bank Name *

Chart of Accounts

Fiscal Year Start Date

Fiscal Year End Date

Cancel Fill Submit

Figure 2.2 The identity block: the Company Logo tile sits to the left of Company Name and Full Name, with Email below

- **Company Logo** — the square tile on the left. Click it to select an image file. The logo appears on printed invoices and other documents. This field is optional, and you can set or change it later under [Setup > Settings](#) on the **Print** tab.
- **Company Name** — the legal or trading name of the business, for example **Saabi Demo Trading LLC**. It is required. It appears at the top of the sidebar, on your printed documents and in the recent-companies list.
- **Full Name** — the name of the person who owns or runs the books, for example **Demo Owner**. It is required, and it is used as the default contact name on documents.
- **Email** — a contact address for the business, for example **owner@saabidemo.example**. It is required and it appears on printed documents.

NOTE None of these details are sent anywhere. SAABI writes them into your `.db` file and uses them when it renders documents on your own computer.

Locale

The **Locale** section holds two fields, and the first drives the second.

Figure 2.3 The Country dropdown open. Selecting a country fills in the Currency and Chart of Accounts fields below it

- **Country** — the country the business trades in. Click the field and pick from the list, or start typing to narrow it.
- **Currency** — the currency your books are kept in. SAABI fills this in from the country you chose. For a business in the United States it becomes **USD**, and amounts throughout the application then appear as \$ 1,234.00.

Choosing the country is the single most consequential decision on this form. It sets three things at once: the **Currency**, the **Chart of Accounts** in the section below, and the number and date formats SAABI uses to display your figures.

IMPORTANT Set the country correctly the first time. The chart of accounts it selects is created in full when you submit the form, and changing the country afterwards does not rebuild it.

You can override the **Currency** after the country has filled it in — a business registered in one country but keeping books in another currency is a normal arrangement. Leave it as proposed unless you have a specific reason to change it.

Accounting

The **Accounting** section sets up the accounts themselves and the period they report on.

- **Bank Name** — the name of your main bank, for example **Emirates NBD**. It is required. SAABI creates a ledger account with this name under **Application of Funds (Assets) > Current Assets > Bank Accounts**, and that account becomes the default for payments. If your business has more than one bank account, enter the main one here and add the rest from the Chart of Accounts afterwards.
- **Chart of Accounts** — the account structure your books are built on. SAABI selects this from the country you chose, so in most cases you leave it alone.
- **Fiscal Year Start Date** and **Fiscal Year End Date** — the first and last days of your financial year, for example **Jan 1, 2026** and **Dec 31, 2026**. Click either field to open a date picker. Reports such as Profit and Loss use this period as their default range.

If your country is not listed

Not every country has a chart of accounts of its own. If yours is absent from the **Chart of Accounts** field, choose the **Standard Chart of Accounts**. It provides the five conventional root groups — assets, equity, expenses, income and liabilities — and a usable set of accounts beneath them. You can add whatever your business needs on top of it; the chapter on the Chart of Accounts explains how.

Fill and Submit

Two buttons sit at the bottom right of the form.

Fill populates the form with sample values so you can see a completed example. Use it while you are looking around; overwrite the values with your own before you submit.

Set up your organization



Company Name
Northwind Trading LLC

Full Name
Sara Aziz

Email
sara@northwind.example

Locale

Country
United Arab Emirates

Currency
AED

Accounting

Bank Name
Emirates NBD

Chart of Accounts
U.A.E - Chart of Accounts

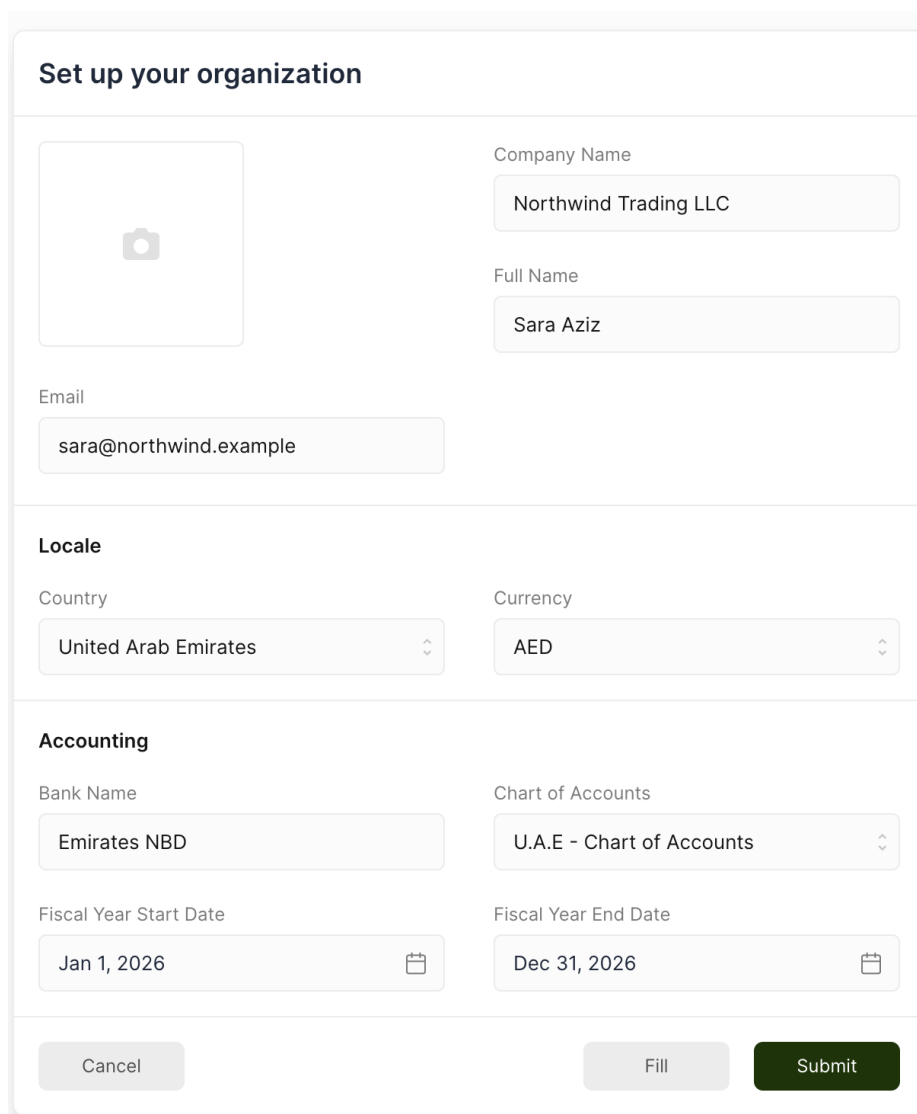
Fiscal Year Start Date
Jan 1, 2026

Fiscal Year End Date
Dec 31, 2026

Cancel Fill Submit

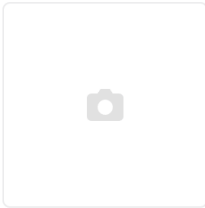
Figure 2.4 The completed form. The country has filled in both the currency and the matching Chart of Accounts, and Submit is now active

Submit creates the company. SAABI writes the chart of accounts, the bank account and your settings into the `.db` file and opens the books. This takes a moment on slower machines.



The screenshot shows a web form titled "Set up your organization". The form is divided into several sections. The top section contains a placeholder for a logo, a "Company Name" field with the value "Northwind Trading LLC", a "Full Name" field with the value "Sara Aziz", and an "Email" field with the value "sara@northwind.example". Below this is a "Locale" section with "Country" set to "United Arab Emirates" and "Currency" set to "AED". The "Accounting" section is highlighted, showing "Bank Name" as "Emirates NBD", "Chart of Accounts" as "U.A.E - Chart of Accounts", "Fiscal Year Start Date" as "Jan 1, 2026", and "Fiscal Year End Date" as "Dec 31, 2026". At the bottom are three buttons: "Cancel", "Fill", and "Submit".

Set up your organization



Company Name
Northwind Trading LLC

Full Name
Sara Aziz

Email
sara@northwind.example

Locale

Country
United Arab Emirates

Currency
AED

Accounting

Bank Name
Emirates NBD

Chart of Accounts
U.A.E - Chart of Accounts

Fiscal Year Start Date
Jan 1, 2026

Fiscal Year End Date
Dec 31, 2026

Cancel Fill Submit

Figure 2.5 The Accounting section of a completed form, with the bank name entered, the chart of accounts selected from the country and the fiscal year set

Cancel, at the bottom left, abandons the form and returns you to the Welcome screen.

After you submit

SAABI opens on the **Get Started** page, headed **Set Up Your Workspace**. It presents the remaining setup tasks as cards grouped under **Assistant**, **Organisation**, **Accounts**, **Sales** and **Purchase**. Cards you have completed show a green tick.

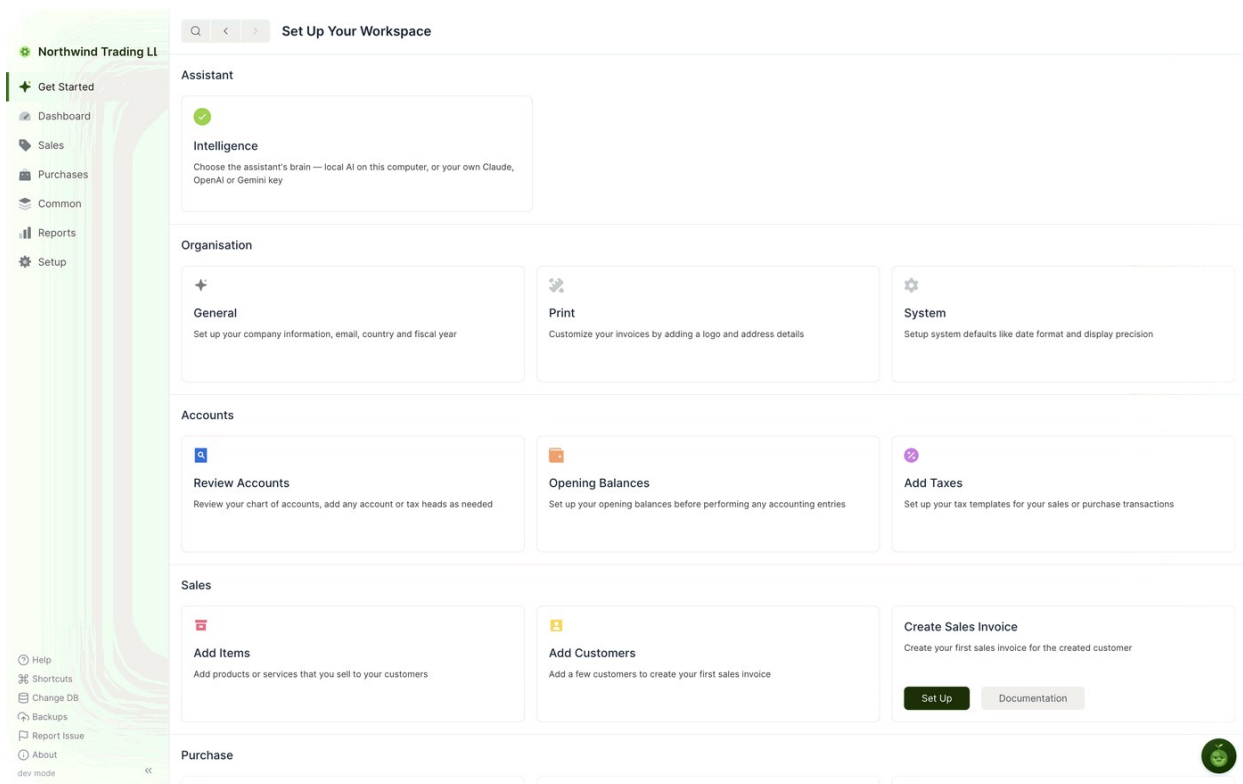


Figure 2.6 The Get Started page of a newly created company. Hovering a card reveals its Set Up and Documentation buttons

Hover any card and it reveals a **Set Up** button that takes you straight to the relevant screen, and a **Documentation** button for background reading. Work down the page in order: review your accounts, enter your opening balances, add your taxes, then add items and customers.

TIP Every value on this form can be changed later under **Setup > Settings** on the **General** tab — company name, full name, bank name, country, email and fiscal year all appear there. The chart of accounts is the exception, which is why the country deserves your attention now.

The next chapter is a tour of the workspace SAABI has now opened: the sidebar, the page header, and the list and form views you will spend most of your time in.

CHAPTER 3

Finding your way around

Once a company is open, SAABI settles into a layout it keeps everywhere: a navigation sidebar down the left, a header strip across the top of the page, and the page itself filling the rest of the window. Nearly everything you do falls into one of two page shapes — a list of records, or a form for a single record. This chapter names each part, so that later chapters have somewhere to point.

The sidebar

The sidebar is the primary navigation. At the top sits the company switcher, showing the company currently open. Below it are two standalone pages and six groups: click a group to expand it, then an item inside to open that page.

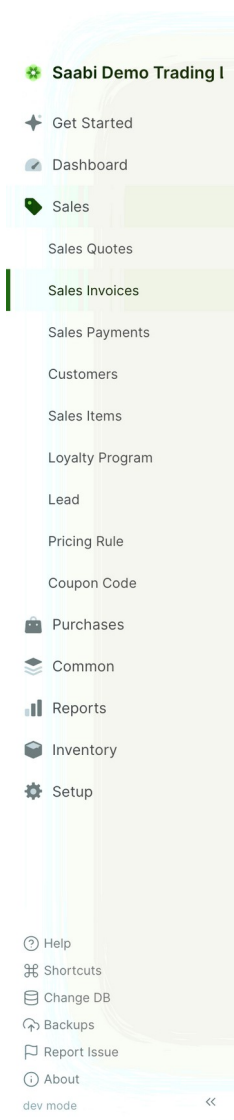


Figure 3.1 The sidebar with the Sales group expanded. The active item carries a coloured bar on its left edge; the footer links sit at the bottom

- **Get Started** — the setup checklist, described below.
- **Dashboard** — the summary view of cash, receivables, payables, revenue and profit.
- **Sales** — Sales Quotes · Sales Invoices · Sales Payments · Customers · Sales Items · Loyalty Program · Lead · Pricing Rule · Coupon Code
- **Purchases** — Purchase Invoices · Purchase Payments · Suppliers · Purchase Items
- **Common** — Journal Entry · Party · Items · Price List
- **Reports** — General Ledger · Profit And Loss · Balance Sheet · Trial Balance
- **Inventory** — Stock Movement · Shipment · Purchase Receipt · Stock Ledger · Stock Balance
- **Setup** — Chart of Accounts · Tax Templates · Import Wizard · Print Templates · Customize Form · Settings

Navigation paths in this manual are written as **Setup > Chart of Accounts**: open the **Setup** group, then click **Chart of Accounts**.

NOTE Some items appear only when the matching feature is switched on in the **Features** list under **Setup > Settings**. If **Loyalty Program**, **Lead**, **Pricing Rule** or **Coupon Code** is missing from **Sales**, that is why.

The sidebar footer

Six links sit at the foot of the sidebar, available from any page.

- **Help** — opens the documentation.
- **Shortcuts** — lists the keyboard shortcuts.
- **Change DB** — closes the company and returns you to the Welcome screen, where you can open a different **.db** file.
- **Backups** — opens the backup settings, to take a backup now or set a schedule.
- **Report Issue** — reports a problem with the application.
- **About** — shows the version of SAABI you are running.

The « control at the bottom right collapses the sidebar, giving the page the full width of the window. Click it again to bring it back.

The Get Started page

Get Started opens a page headed **Set Up Your Workspace**. It presents the setup tasks as cards grouped into sections, and ticks each completed card in green.

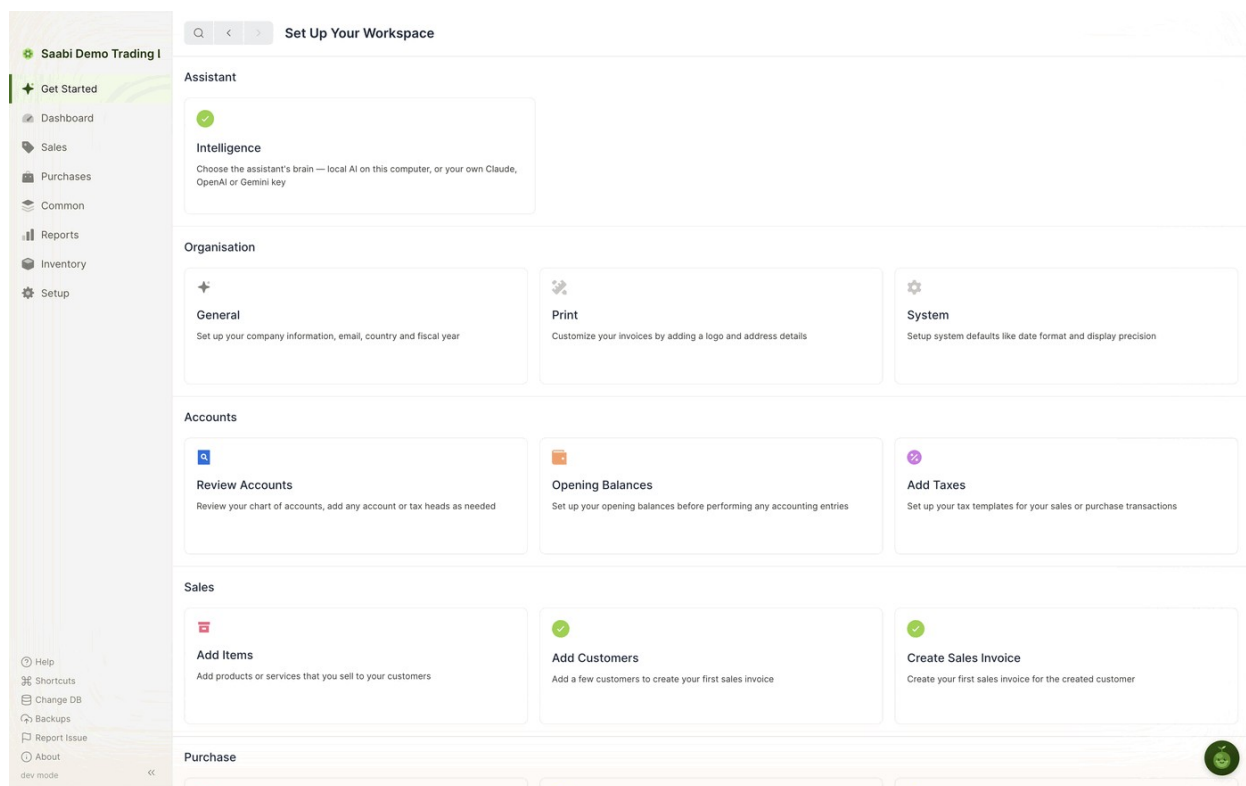


Figure 3.2 The top of the Set Up Your Workspace page: the Assistant, Organisation, Accounts and Sales card groups

- **Assistant** — *Intelligence*, where you choose the assistant's brain: local AI on this computer, or your own Claude, OpenAI or Gemini key.
- **Organisation** — *General* (company information, email, country and fiscal year), *Print* (invoice logo and address details) and *System* (date format and display precision).
- **Accounts** — *Review Accounts*, *Opening Balances* and *Add Taxes*.
- **Sales** — *Add Items*, *Add Customers* and *Create Sales Invoice*.
- **Purchase** — *Add Items*, *Add Suppliers* and *Create Purchase Invoice*.

Assistant

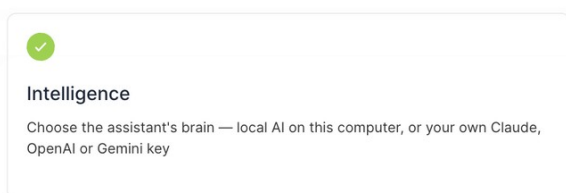


Figure 3.3 The Assistant group. The green tick shows the Intelligence card has been completed

Hover a card and it reveals its buttons: **Set Up** opens the screen the card refers to, and **Documentation** opens the relevant background reading.

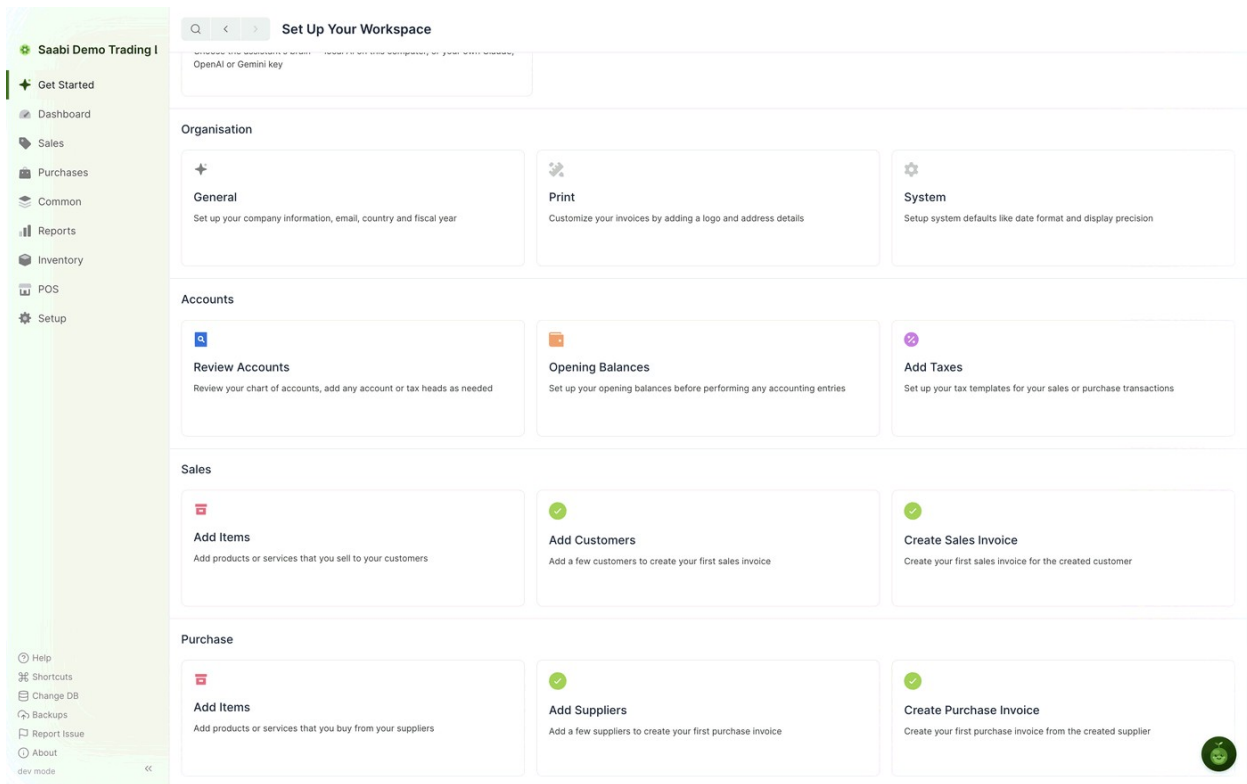


Figure 3.4 The lower half of the page. The Purchase group mirrors Sales: Add Items, Add Suppliers, Create Purchase Invoice

The page is a convenience, not a gate: nothing on it must be completed before you record transactions.

The page header

Three controls sit at the left of the header on every page, before the page title.

- The **search** icon opens Quick Search, the fastest route to anything in the application.
- The **back** arrow returns to the previous page.
- The **forward** arrow moves forward again after going back.

List views

Clicking a record type in the sidebar — **Sales Invoices**, **Customers**, **Items** — opens a list view: one record per row, with the columns that matter for that record type.

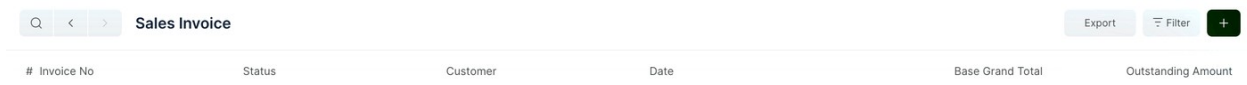


Figure 3.5 The list view toolbar. Export, Filter and the green + sit at the right of the header

Three controls sit at the right of the header: **Export**, **Filter** and the green **+**, which creates a new record of that type and opens its form. The first two are covered below.

#	Invoice No	Status	Customer	Date	Base Grand Total	Outstanding Amount
1	SINV-1067	Unpaid	Global Exports FZE	Aug 20, 2026 12:00:00	\$ 11,000.00	\$ 11,000.00
2	SINV-1066	Unpaid	Pearl Marine Services	Aug 19, 2026 12:00:00	\$ 3,200.00	\$ 3,200.00
3	SINV-1065	Unpaid	Desert Rose Events	Aug 15, 2026 12:00:00	\$ 2,910.50	\$ 2,910.50
4	SINV-1064	Unpaid	Marina Retail FZ-LLC	Aug 11, 2026 12:00:00	\$ 2,700.00	\$ 2,700.00
5	SINV-1069	Unpaid	US Client Corp	Aug 9, 2026 12:00:00	\$ 2,200.00	\$ 2,200.00
6	SINV-1063	Unpaid	Oasis Hospitality Group	Aug 7, 2026 12:00:00	\$ 3,500.00	\$ 3,500.00
7	SINV-1062	Unpaid	Falcon Contracting LLC	Aug 4, 2026 12:00:00	\$ 6,210.00	\$ 6,210.00
8	SINV-1068	Unpaid	Oasis Hospitality Group	Aug 1, 2026 12:00:00	\$ 12,000.00	\$ 12,000.00
9	SINV-1058	Paid	Global Exports FZE	Jul 20, 2026 12:00:00	\$ 8,800.00	\$ 0.00
10	SINV-1057	Paid	Pearl Marine Services	Jul 19, 2026 12:00:00	\$ 5,600.00	\$ 0.00
11	SINV-1056	Unpaid	Desert Rose Events	Jul 15, 2026 12:00:00	\$ 2,910.50	\$ 2,910.50
12	SINV-1061	Return	Oasis Hospitality Group	Jul 12, 2026 12:00:00	\$ -3,500.00	\$ -3,500.00
13	SINV-1055	Paid	Marina Retail FZ-LLC	Jul 11, 2026 12:00:00	\$ 2,700.00	\$ 0.00
14	SINV-1060	Unpaid	US Client Corp	Jul 9, 2026 12:00:00	\$ 2,050.00	\$ 2,050.00
15	SINV-1054	Paid	Oasis Hospitality Group	Jul 7, 2026 12:00:00	\$ 7,000.00	\$ 0.00
16	SINV-1053	Partly Paid	Falcon Contracting LLC	Jul 4, 2026 12:00:00	\$ 4,860.00	\$ 2,430.00
17	SINV-1059	Paid	Oasis Hospitality Group	Jul 1, 2026 12:00:00	\$ 12,000.00	\$ 0.00
18	SINV-1051	Paid	JAFZA Freight DMCC	Jun 24, 2026 12:00:00	\$ 16,000.00	\$ 0.00
19	SINV-1049	Paid	Global Exports FZE	Jun 20, 2026 12:00:00	\$ 6,600.00	\$ 0.00

Figure 3.6 The Sales Invoice list. Every row carries a status badge — Paid, Unpaid, Partly Paid or Return — beside the customer, date and outstanding amount

Filtering

Click **Filter** and a panel opens showing **No filters selected** and **+ Add a filter**. Choose the field, the comparison and the value, and the list narrows as you go. Add further filters to narrow it more.

Saabi Demo Trading I

Get Started

Dashboard

Sales

Sales Quotes

Sales Invoices

Sales Payments

Customers

Sales Items

Loyalty Program

Lead

Pricing Rule

Coupon Code

Purchases

Common

Reports

Inventory

Setup

Help

Shortcuts

Change DB

Backups

Report Issue

About

dev mode

Q < >

Sales Invoice

Export Filter +

#	Invoice No	Status	Customer	Date	Base Grand Total	Amount
1	SINV-1070	Paid	Oasis Hospitality Group	Aug 22, 2026 17:16:30	\$ 3,255.00	\$ 0.00
2	SINV-1067	Unpaid	Global Exports FZE	Aug 20, 2026 12:00:00	\$ 11,000.00	\$ 11,000.00
3	SINV-1066	Unpaid	Pearl Marine Services	Aug 19, 2026 12:00:00	\$ 3,200.00	\$ 3,200.00
4	SINV-1065	Unpaid	Desert Rose Events	Aug 15, 2026 12:00:00	\$ 2,910.50	\$ 2,910.50
5	SINV-1064	Unpaid	Marina Retail FZ-LLC	Aug 11, 2026 12:00:00	\$ 2,700.00	\$ 2,700.00
6	SINV-1069	Unpaid	US Client Corp	Aug 9, 2026 12:00:00	\$ 2,200.00	\$ 2,200.00
7	SINV-1063	Unpaid	Oasis Hospitality Group	Aug 7, 2026 12:00:00	\$ 3,500.00	\$ 3,500.00
8	SINV-1062	Unpaid	Falcon Contracting LLC	Aug 4, 2026 12:00:00	\$ 6,210.00	\$ 6,210.00
9	SINV-1068	Unpaid	Oasis Hospitality Group	Aug 1, 2026 12:00:00	\$ 12,000.00	\$ 12,000.00
10	SINV-1058	Paid	Global Exports FZE	Jul 20, 2026 12:00:00	\$ 8,800.00	\$ 0.00
11	SINV-1057	Paid	Pearl Marine Services	Jul 19, 2026 12:00:00	\$ 5,600.00	\$ 0.00
12	SINV-1056	Unpaid	Desert Rose Events	Jul 15, 2026 12:00:00	\$ 2,910.50	\$ 2,910.50
13	SINV-1061	Return	Oasis Hospitality Group	Jul 12, 2026 12:00:00	\$ -3,500.00	\$ -3,500.00
14	SINV-1055	Paid	Marina Retail FZ-LLC	Jul 11, 2026 12:00:00	\$ 2,700.00	\$ 0.00
15	SINV-1060	Unpaid	US Client Corp	Jul 9, 2026 12:00:00	\$ 2,050.00	\$ 2,050.00
16	SINV-1054	Paid	Oasis Hospitality Group	Jul 7, 2026 12:00:00	\$ 7,000.00	\$ 0.00
17	SINV-1053	Partly Paid	Falcon Contracting LLC	Jul 4, 2026 12:00:00	\$ 4,860.00	\$ 2,430.00
18	SINV-1059	Paid	Oasis Hospitality Group	Jul 1, 2026 12:00:00	\$ 12,000.00	\$ 0.00
19	SINV-1051	Paid	IAEFA Freight DMCC	Jun 24, 2026 12:00:00	\$ 16,000.00	\$ 0.00

1 - 50

1 / 2 >

50

Full

No filters selected

+ Add a filter

Figure 3.7 The Filter panel over the Sales Invoice list, before any filter has been added

Exporting

Export opens the **Export Wizard**. Choose the file format from the dropdown at the top left, optionally cap the number of rows, and tick the fields you want. The count at the bottom left confirms the selection. Click **Export** to write the file.

Figure 3.8 The Export Wizard for Sales Invoice. Every field is ticked by default; the footer counts the selection beside the Export button

The list footer

The footer runs across the bottom of every list. The left-hand end shows the range of rows on display, such as 50. The centre holds the page control — current page over total, with arrows to move between pages. The right-hand end sets the page size: 50, 100 or All.



Figure 3.9 The list footer: visible row range on the left, page control in the centre, page-size control on the right

Form views

Clicking a row in a list, or the + button, opens a form view: one record on a card in the middle of the page.

The record name sits at the top left of the card, and a status badge at the top right. Badges you will see include **Draft**, **Saved**, **Submitted**, **Unpaid**, **Partly Paid**, **Paid**, **Return** and **Not Transferred**. The badge tells you what the record is allowed to do next: a draft can still be edited, a submitted entry cannot.

Fields are arranged in collapsible sections down the card; click a heading to fold one away. At the bottom of the card, forms with secondary options show tabs — **Main** holds the fields you normally fill in, **Settings** the options you rarely change.

The toolbar at the top right changes with the state of the record. A new entry offers **Create** and **Save**. A saved or submitted entry replaces **Save** with a link icon, a print icon, an expand icon, **Create**, **View** and a ... menu holding the remaining actions.

The assistant button

A round button sits at the bottom right of every screen. It opens the **Assistant** panel, which docks to the right of the window and answers questions about your books in prose, tables and charts. The panel has its own chapter.

CHAPTER 4

The Chart of Accounts

The Chart of Accounts is the structure your books are built on: every account SAABI can post to, arranged as a tree. Every invoice, payment and journal entry ends up in one of these accounts, and every report is assembled from them. SAABI builds the whole tree when you set up the company, from the country you chose, so most of the time you are reading it rather than editing it. This chapter covers how to read it, and how to add to it.

Open it from the sidebar: [Setup > Chart of Accounts](#).

Ledger accounts and groups

There are two kinds of account in the tree, and the difference governs what you can do with each.

- A **ledger account** is an account you post to. It appears in the General Ledger, it can be selected on an invoice or a journal entry, and it carries a balance of its own. In the tree it is marked with a small circle.
- A **group account** is a container. It holds other groups and ledger accounts and exists to organise them. You cannot post to a group. In the tree it is marked with a folder.

The practical rule: if you want to record transactions against something, it has to be a ledger account; a heading that gathers several accounts in your reports is a group.

The root groups

The tree opens collapsed, showing only the root groups — the top-level containers everything else sits beneath.

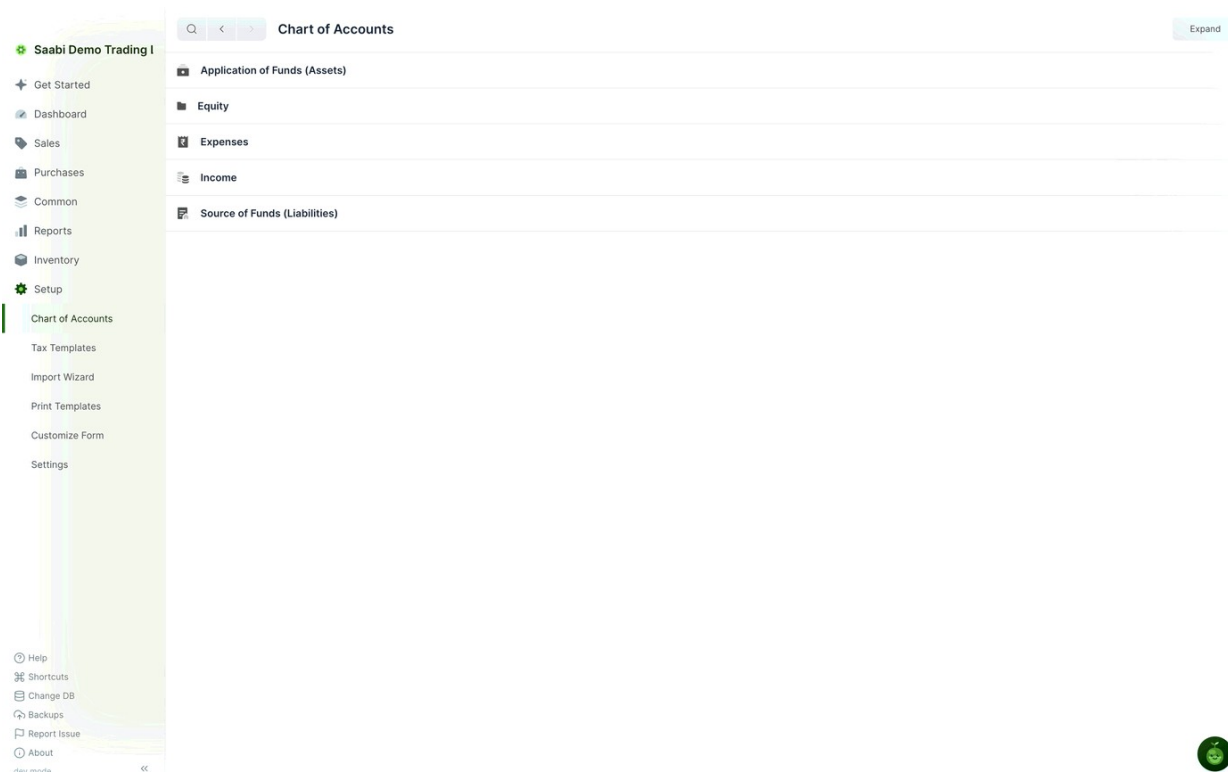


Figure 4.1 The Chart of Accounts as it opens, showing only the five root groups. The Expand control sits at the top right

A chart of accounts built from the Standard Chart of Accounts has five root groups.

- **Application of Funds (Assets)** — what the business owns: bank accounts, cash, money owed to you by customers, stock and fixed assets.
- **Equity** — the owners' stake in the business.
- **Expenses** — what the business spends.
- **Income** — what the business earns.
- **Source of Funds (Liabilities)** — what the business owes: suppliers, taxes, loans.

NOTE The number of root groups depends on your country's chart of accounts — some have four rather than five, and the names may differ. The principle is the same: the roots divide the books into assets, claims against them, and the income and expenses that move them.

Each root group is either a debit or a credit account, and every account beneath it inherits that side. A balance under **Expenses** therefore behaves the way an expense should, at whatever depth.

Expanding and collapsing

The control at the top right opens and closes the whole tree at once. It reads **Expand** while the tree is collapsed; click it and the structure unfolds and the control becomes **Collapse**.

Chart of Accounts		
Application of Funds (Assets)		
Current Assets		
Accounts Receivable		
Debtors		\$ 68,651.00 Dr.
Bank Accounts		
Emirates NBD		\$ 201,842.50 Dr.
Cash In Hand		
Cash		\$ 40,718.00 Dr.
Loans and Advances (Assets)		
Securities and Deposits		
Earnest Money		\$ 0.00 Dr.
Stock Assets		
Stock In Hand		\$ -45,600.00 Dr.
Tax Assets		
Fixed Assets		
Accumulated Depreciation		\$ -5,000.00 Dr.
Buildings		\$ 0.00 Dr.
Capital Equipments		\$ 0.00 Dr.
Electronic Equipments		\$ 0.00 Dr.
Furnitures and Fixtures		\$ 0.00 Dr.

Figure 4.2 The tree expanded under Application of Funds (Assets), with groups such as Current Assets and Bank Accounts and their ledger accounts

To open one branch rather than all of them, click the group row itself. Clicking a group toggles only that group, which is the better way to work once the tree is large.

Clicking a **ledger** account opens its quick edit form, where you can see and change the account's details.

Reading balances

Balances appear at the right-hand end of each ledger account row, formatted in your company currency and followed by **Dr.** or **Cr.** — debit or credit.

Application of Funds (Assets)	
Current Assets	
Accounts Receivable	
Debtors	\$ 68,651.00 Dr.
Bank Accounts	
Emirates NBD	\$ 201,842.50 Dr.
Cash In Hand	
Cash	\$ 40,718.00 Dr.
Loans and Advances (Assets)	
Securities and Deposits	
Earnest Money	\$ 0.00 Dr.
Stock Assets	
Stock In Hand	\$ -45,600.00 Dr.
Tax Assets	

Figure 4.3 Ledger account rows with their balances, each amount followed by Dr. or Cr.

Reading a balance takes a moment of care.

- The figure is the account's balance as it stands now, not a movement over a period.
- A **negative** amount means the balance has landed on the opposite side to the one the account normally sits on — a negative debit balance on a stock account means stock has been issued that was never received.
- Group rows do not carry a balance of their own. To see a group's total, use the Trial Balance or Balance Sheet report under **Reports**.

TIP The Chart of Accounts tells you what an account holds, not how it got there. To see the entries behind a balance, open **Reports > General Ledger** and filter on the account.

Adding an account or a group

You add accounts by hovering the group that should contain them, which reveals three actions to the right of its name.

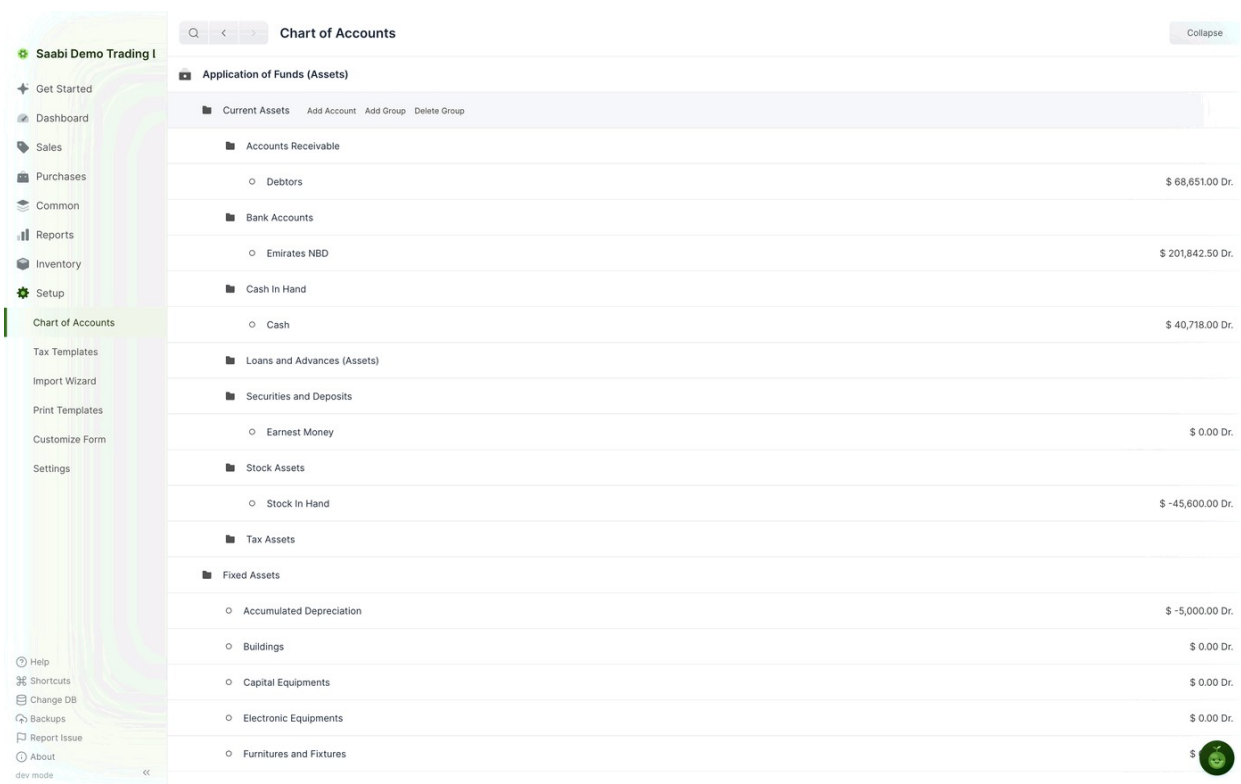


Figure 4.4 Hovering a group row in the tree reveals its actions to the right of the name

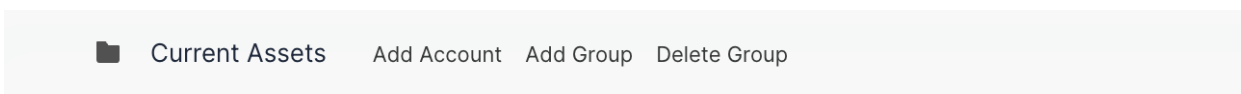


Figure 4.5 The three actions revealed on hover: Add Account, Add Group and Delete Group

- **Add Account** creates a ledger account inside this group — something you will post to.
- **Add Group** creates another group inside this group — a container for further accounts.
- **Delete Group** removes the group.

Decide which one you want before you click. An account created as a ledger cannot later become a group, or the reverse.

To add a bank account, for example:

1. Open **Setup > Chart of Accounts**.
2. Expand **Application of Funds (Assets) > Current Assets > Bank Accounts**.
3. Hover the **Bank Accounts** row and click **Add Account**.
4. Type the name of the account in the new row, for example **Second Business Account**.
5. Click **Save**.

A new row appears inside the group with the placeholder **New Account**, the cursor already in it, and **Save** and **Cancel** beside it.

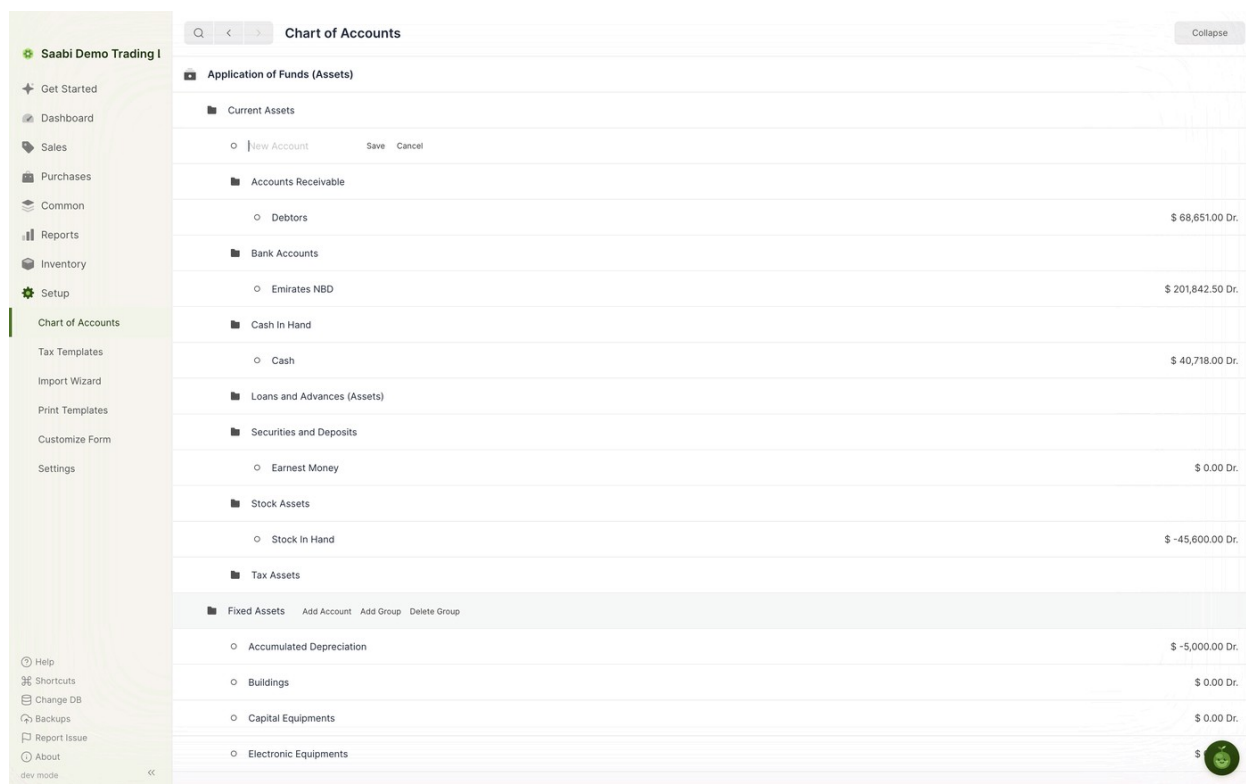


Figure 4.6 A new account row opened inside a group, ready for the account name

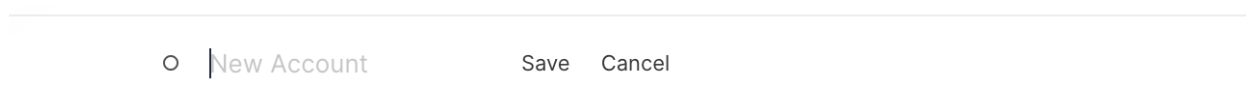


Figure 4.7 The new row in close-up. Type the name over the placeholder and click Save, or Cancel to abandon it

Click **Save** to create the account, or **Cancel** to abandon the row. It appears in the tree at once and becomes selectable on invoices, payments and journal entries.

Creating a group works the same way: click **Add Group**, name it, and save. You can then hover the new group and add accounts inside it.

IMPORTANT Put new accounts under the correct parent. The parent decides how the account is classified in every report — an expense account created under **Income** will distort your Profit and Loss.

Deleting a group

Delete Group removes a group from the tree. SAABI will not let you delete a group that still has accounts inside it, or one that transactions depend on.

NOTE Accounts created by your country's chart of accounts are part of a standard structure. Before deleting one, consider whether a later report expects it to exist. An unused group costs nothing, and adding accounts is nearly always safer than removing them.

When to add accounts

Add an account when you need to see something separately in your reports. Open a second bank ledger account when you open a second bank account; if you want vehicle running costs tracked apart from general overheads, that is an account rather than a note on a journal entry.

Resist the urge to build the whole structure in advance. The chart that comes with your country is usually enough to begin with, and you can add to it at any time.

CHAPTER 5

Setting your opening balances

If your business has been trading already — with a previous accounting system, a spreadsheet or a bookkeeper's ledger — your new SAABI company starts empty while your business does not. Opening balances are how you close that gap. You bring across the balance of every account as it stood on the day you switched, so that SAABI's books start from the same position your old records ended at. This chapter covers the whole procedure: getting the figures, making sure the accounts exist, and posting them as a single opening entry.

Do this before you record any invoices or payments. Everything you post afterwards builds on these balances.

When you can skip this

A business that is genuinely new — no prior trading, no existing ledger — has nothing to bring across and can move straight on to creating records. If you have put money into the business, that still needs recording, but it is an ordinary transaction rather than an opening balance.

Step 1 — Get the starting balances

Produce a **Trial Balance** from your previous accounting system, dated the last day it covered.

The trial balance is the right report for this because it lists every account with its closing balance in a debit or a credit column, and the two columns agree. That is exactly the shape of the entry you are about to make, and the agreement gives you something to check against when you have finished.

If your previous system cannot produce a trial balance, assemble the same information by hand: a list of accounts, each with a closing balance and the side it falls on. Bank and cash balances, amounts owed to you by customers, amounts you owe suppliers, stock on hand, fixed assets, loans and the owners' capital all belong on that list.

IMPORTANT Use one date and use it consistently. Every figure on your list must be the balance as at the same day — the day before your SAABI books begin. Mixing dates produces a set of balances that do not agree, and the error is difficult to find later.

Step 2 — Add any accounts that are missing

Your previous system almost certainly used some accounts that SAABI's chart of accounts does not have. Work down your trial balance and check that each line has somewhere to go.

Open **Setup > Chart of Accounts** and expand the tree.

Chart of Accounts		Collapse
Application of Funds (Assets)		
Current Assets		
Accounts Receivable		
Debtors		\$ 68,651.00 Dr.
Bank Accounts		
Emirates NBD		\$ 201,842.50 Dr.
Cash In Hand		
Cash		\$ 40,718.00 Dr.
Loans and Advances (Assets)		
Securities and Deposits		
Earnest Money		\$ 0.00 Dr.
Stock Assets		
Stock In Hand		\$ -45,600.00 Dr.
Tax Assets		
Fixed Assets		
Accumulated Depreciation		\$ -5,000.00 Dr.
Buildings		\$ 0.00 Dr.
Capital Equipments		\$ 0.00 Dr.
Electronic Equipments		\$ 0.00 Dr.
Furnitures and Fixtures		\$ 0.00 Dr.

Figure 5.1 The expanded Chart of Accounts. Check each line of your trial balance against this tree before posting, and add any account that has nowhere to go

To add one, hover the group that should contain it and click **Add Account**, then type the name and click **Save**. The previous chapter covers this in detail.

Two points matter here.

- **Create each account under the correct group.** The group decides how the account is classified in every report. A supplier deposit created under expenses will misstate your Profit and Loss from the first day.
- **Create ledger accounts, not groups.** You post to ledger accounts. A group cannot hold a balance.

Where the names differ but the meaning matches, use SAABI's existing account rather than creating a duplicate. Two accounts for the same thing is a problem you will be reconciling for years.

Step 3 — Post the opening entry

With the accounts in place, record the balances as a single journal entry.

1. Open **Common > Journal Entry**.
2. Click the **+** button at the top right to open a new entry.
3. Set the entry type to **Opening Entry**. This marks the entry as the opening position rather than ordinary trading activity.
4. Add one row for each line of your trial balance. On each row, select the **Account** and enter the amount in the **Debit** or **Credit** column, matching the side it fell on in your trial balance.

5. Optionally set a **Reference Number** and **Reference Date** so the entry can be traced back to the report you took the figures from.
6. Click **Save**.
7. Review the saved entry against your trial balance line by line.
8. Click **Submit**.

NOTE A journal entry must balance: total debits must equal total credits. If SAABI will not accept the entry, the difference is between your figures and the report you copied them from. Because a trial balance agrees by definition, a mismatch here means a line was mistyped or missed.

Saving and submitting are deliberately separate. A saved entry can still be corrected; a submitted one is posted to the ledger and cannot be edited. Use the gap between the two to check your work.

Step 4 — Check the result

Open **Reports > Trial Balance** in SAABI and compare it with the report you started from. The two should agree account for account. A **Balance Sheet** dated the same day is a second check on the same figures.

If the totals agree but individual accounts do not, a line has gone to the wrong account. Correcting it is a further journal entry rather than an edit to the one you submitted.

The Get Started card

SAABI keeps a card for this task on the **Get Started** page, in the **Accounts** group.

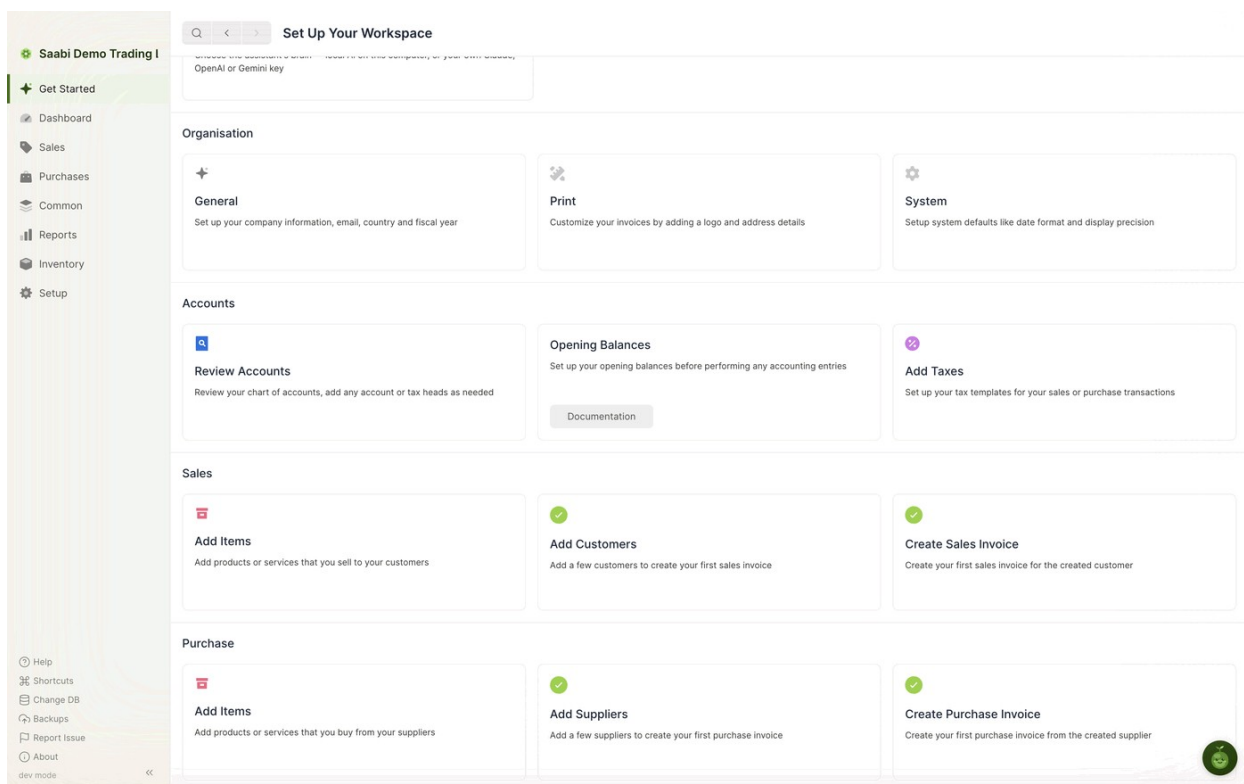


Figure 5.2 The Accounts group on the Get Started page. The Opening Balances card sits between Review Accounts and Add Taxes, and reveals its Documentation button on hover

The card reads "Set up your opening balances before performing any accounting entries", which is the sequence to follow. Hovering the card reveals a **Documentation** button.

After the opening entry

Your books now stand where your previous system left off. Recording continues normally from here: items, customers and suppliers, then invoices and payments. The next chapter covers creating those first records.

CHAPTER 6

Creating your first records

Before SAABI can raise an invoice it needs to know two things: what you sell, and who you sell it to. Those are items and parties. This chapter covers creating both, then raising a first sales invoice from them. The **Get Started** page sequences the work, so that is where we begin; everything here is also reachable from the sidebar.

Working from the Get Started cards

Open **Get Started** from the sidebar. The **Sales** group holds the three cards that take you through this chapter.

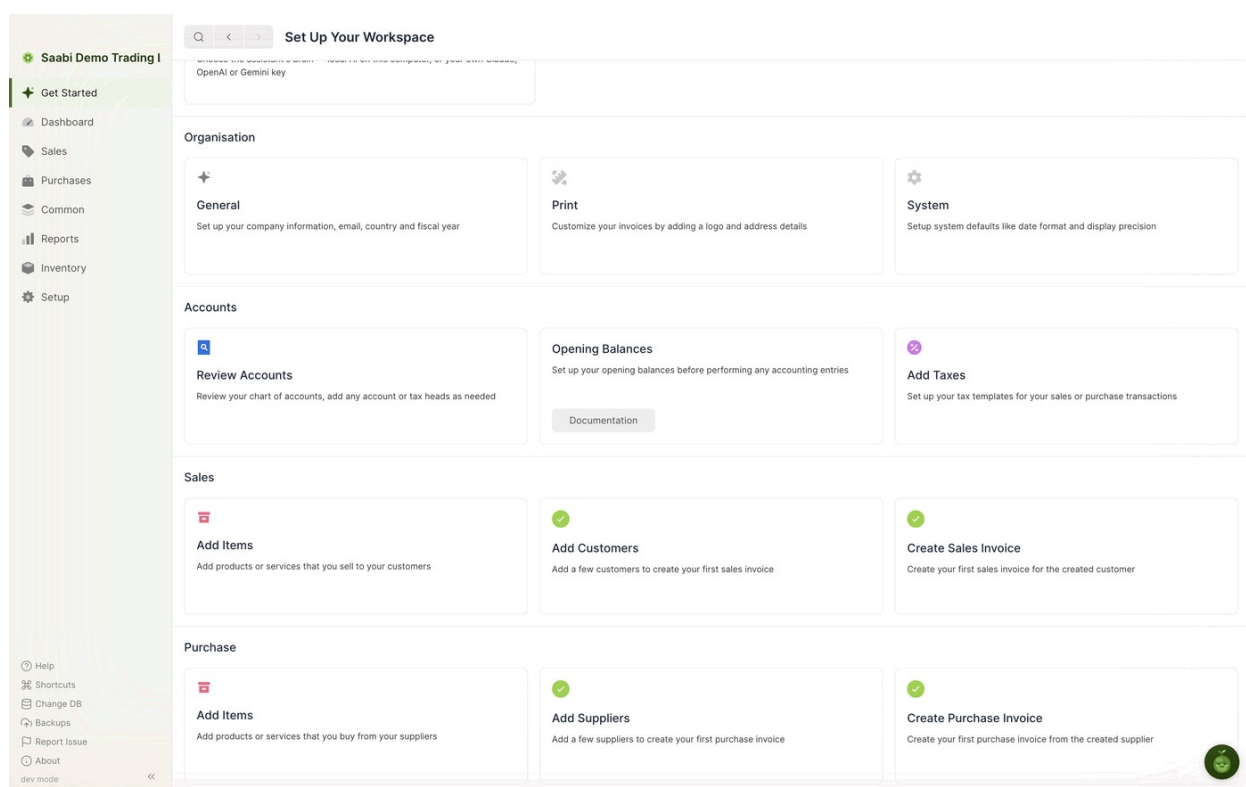


Figure 6.1 The Sales group on the Get Started page: Add Items, Add Customers and Create Sales Invoice, in the order they should be done

- **Add Items** — "Add products or services that you sell to your customers"
- **Add Customers** — "Add a few customers to create your first sales invoice"
- **Create Sales Invoice** — "Create your first sales invoice for the created customer"

Hover a card to reveal its **Set Up** button, which opens the relevant screen; a green tick appears once the task is done. The **Purchase** group repeats the pattern for the buying side.

Take the cards in order. An invoice needs an item and a customer to exist first.

Adding items

An item is anything you sell or buy — a physical product or a service. Open **Common > Items** for the full list, or **Sales > Sales Items** to see only the ones you sell.

#	Item Name	Unit Type	Tax	Rate
1	Imported Software Licence	Unit		\$ 6,000.00
2	Freight and Handling	Unit		\$ 800.00
3	Print and Stationery Pack	Unit	Sales Tax 8.5%	\$ 650.00
4	Office Fitout	Unit	Sales Tax 8.5%	\$ 4,000.00
5	DZ Transit Goods	Unit		\$ 4,000.00
6	Warehouse Lease	Unit		\$ 12,000.00
7	Export Widget	Unit		\$ 2,200.00
8	Support Retainer	Unit		\$ 900.00
9	Implementation Day	Unit		\$ 3,500.00
10	Consulting Services	Unit		\$ 1,500.00

Figure 6.2 The Items list. Each row shows the item name, unit type, default tax and rate

To create one, click the **+** button at the top right of the list. The item form opens.

Figure 6.3 An item form for a service. Item Name, Purpose and Type sit at the top; the Details and Accounts sections below hold the rate and the accounts the item posts to

Fill in the fields you need.

- **Item Name** — what the item is called, for example **Consulting Services**. This is what appears on invoices.
- **Item Code** — an optional internal reference or stock code.
- **Item Group** — an optional category, useful once you have many items.
- **Purpose** — whether the item is for **Sales**, **Purchases** or **Both**.
- **Type** — whether the item is a **Product** or a **Service**. Products can be tracked in inventory; services cannot.

The **Details** section holds the commercial terms.

- **Unit Type** — the unit the item is sold in, **Unit** by default.
- **Rate** — the default price, for example **\$ 1,500.00**. SAABI fills this in on an invoice line when you select the item, and you can override it there.
- **Description** — optional text that can be carried onto the invoice.

The **Accounts** section decides where the money lands.

- **Sales Acc.** — the income account this item is credited to when you sell it.
- **Purchase Acc.** — the expense account it is debited to when you buy it.

- **Tax** — a default tax template, applied automatically every time the item goes on an invoice.

Click **Save**. The status badge at the top right of the card changes to **Saved**.

TIP Set the **Tax** on the item rather than on each invoice. It is the difference between getting the tax right once and getting it right every time. Tax templates are created under **Setup > Tax Templates**.

Adding customers and suppliers

Customers and suppliers are both parties. The difference is the **Role** on the record. Open **Sales > Customers**, **Purchases > Suppliers**, or **Common > Party** for both together.

#	Name	Email	Phone	Outstanding Amount
1	US Client Corp			\$ 13,400.00
2	JAFZA Freight DMCC			\$ 0.00
3	Global Exports FZE			\$ 11,000.00
4	Pearl Marine Services			\$ 3,200.00
5	Desert Rose Events			\$ 5,821.00
6	Marina Retail FZ-LLC			\$ 2,700.00
7	Oasis Hospitality Group			\$ 8,500.00
8	Falcon Contracting LLC			\$ 24,030.00

Figure 6.4 The Customers list, showing each customer's contact details and the amount currently outstanding against them

Click **+** to create one.

Figure 6.5 A customer record. The badge at the top right shows the amount outstanding; the Contacts and Billing sections hold the details that appear on printed invoices

- **Name** — the customer or supplier name, for example **US Client Corp**. This is the only field you have to complete.
- **Role** — **Customer**, **Supplier** or both, depending on your relationship with them.

The remaining sections are optional but worth completing.

- **Contacts** — **Email**, **Phone** and **Address**. These appear on printed invoices, so filling them in now saves editing the document later.
- **Billing** — **Default Account**, **Currency** and **Tax ID**. The default account is normally **Debtors** for a customer and the payables account for a supplier. Set **Currency** if this party trades with you in something other than your company currency.

Click **Save**.

Once a party has invoices against it, the badge at the top right shows the amount outstanding, and the list's **Outstanding Amount** column shows the same figure.

NOTE You do not have to create a customer in advance. On an invoice, type a name that does not exist yet into the **Customer** field and SAABI offers to create it inline. The record it creates holds only the name, so come back and complete the contact details afterwards.

Creating your first sales invoice

With an item and a customer in place, open **Sales > Sales Invoices** and click **+**.

The screenshot shows the SAABI Demo Trading I interface. On the left is a sidebar with navigation options: Get Started, Dashboard, Sales, Sales Quotes, Sales Invoices, Sales Payments, Customers, Sales Items, Loyalty Program, Lead, Pricing Rule, Coupon Code, Purchases, Common, Reports, Inventory, and Setup. The main area displays a 'New Entry' form with a 'Draft' status badge. The form includes fields for Number Series (SINV-), Customer (Customer), Account (Account), Date (Aug 22, 2026 17:16:30), and Price List (Price List). Below these is an 'Items' section with a table for adding rows. The 'Net Total' is \$0.00, 'Grand Total' is \$0.00, and 'Outstanding Amount' is \$0.00. The 'References' section has fields for Notes and Attachment. The toolbar at the top right has 'Create' and 'Save' buttons.

Figure 6.6 A new sales invoice. The status badge reads **Draft**, the **Items** grid is empty, and the toolbar offers **Create** and **Save**

The form opens headed **New Entry** with a **Draft** badge. Work down it.

1. **Number Series** — the prefix for the invoice number, **SINV-** by default. Leave it unless you run more than one series.
2. **Customer** — select the customer. Start typing to filter the list.
3. **Account** — the account the invoice is billed to. SAABI fills this in from the customer's default account.
4. **Date** — the invoice date. It defaults to now.
5. **Price List** — optional, if you use price lists.

In the **Items** section, click **Add Row** and select an item. SAABI fills the **Rate** from the item record and the **Tax** from its default tax template. Enter the **Qty** and the **Amount** calculates. Add a row for each line on the invoice.

Below the grid, **Net Total** shows the total before tax. The **Tax and Totals** section lists the taxes applied and gives the **Grand Total**. **Outstanding** shows what is still owed once the invoice is submitted. **References** holds **Notes** and an **Attachment**.

Click **Save**. SAABI asks you to confirm that you want to create the entry; click **Yes**. The badge changes from **Draft** to **Saved** and the invoice takes its number.

Review the saved invoice, then submit it. Submitting posts the invoice to your accounts — until then it has no effect on your ledger. Once submitted, the badge changes to **Unpaid**, and the toolbar offers a **Create** menu for recording a **Payment**, raising a **Shipment**, or issuing a **Return**.

IMPORTANT A saved invoice can still be edited. A submitted one cannot. Check the customer, the dates, the quantities and the tax before you submit; correcting a submitted invoice means cancelling it or issuing a return.

What to do next

Repeat for the rest of your items and customers. If you have many of either, do not type them one at a time — the Import Wizard loads them from a spreadsheet in one pass, and it is covered in a later chapter.

CHAPTER 7

Importing data with the Import Wizard

The Import Wizard loads records into SAABI from a `.csv` file. Reach for it when you are moving a customer list, a product catalogue or a year of historical invoices across from another system. It also doubles as a fast way to key in a batch of records by hand: you fill a grid and import the lot in one pass. This chapter covers choosing what to import, getting your data into shape, and running the import.

Open it from the sidebar: **Setup > Import Wizard**, or through Quick Search — press `Cmd/Ctrl+K`, type **Import Wizard** and press Enter.

Choosing an import type

The page opens almost empty. A single **Import Type** dropdown sits at the top left, next to the prompt **Set an Import Type**.

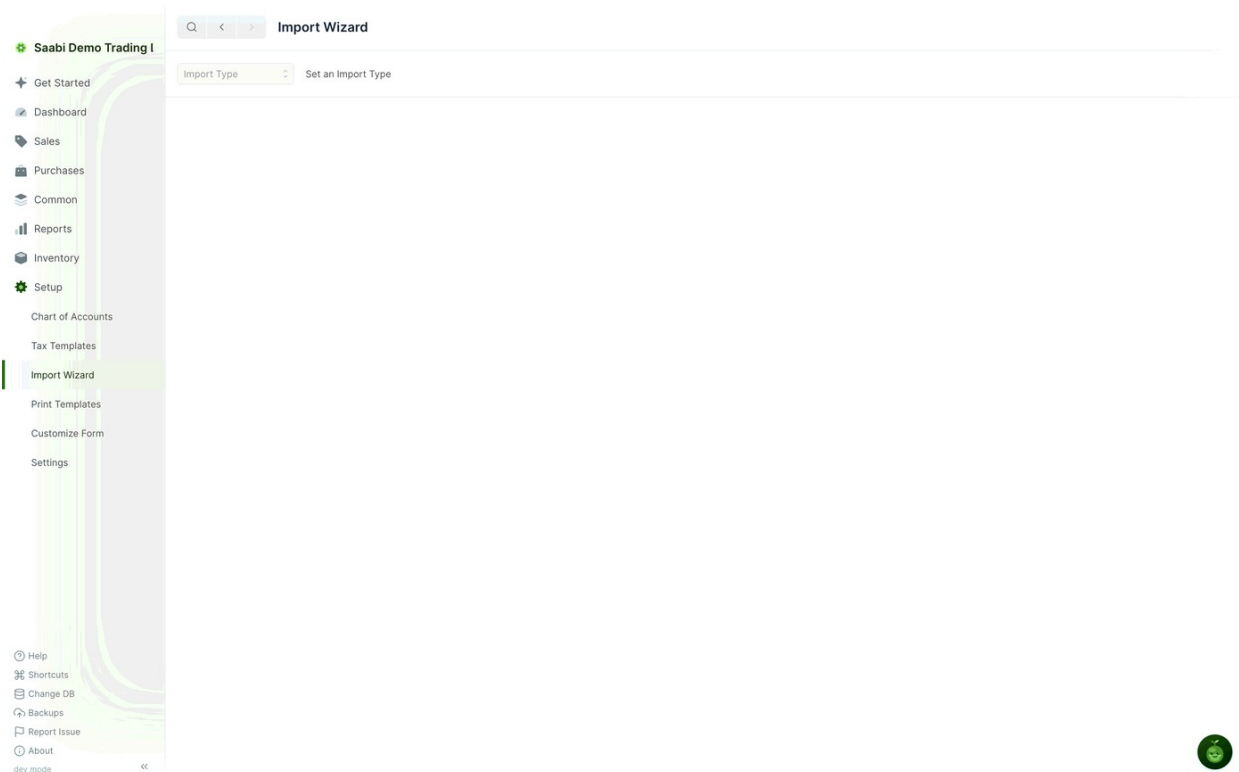


Figure 7.1 The Import Wizard before an import type is chosen. Everything else stays hidden until you choose

The import type decides what kind of record you are creating, and everything else follows from it: which columns are available, which are required, and what the downloaded template contains.

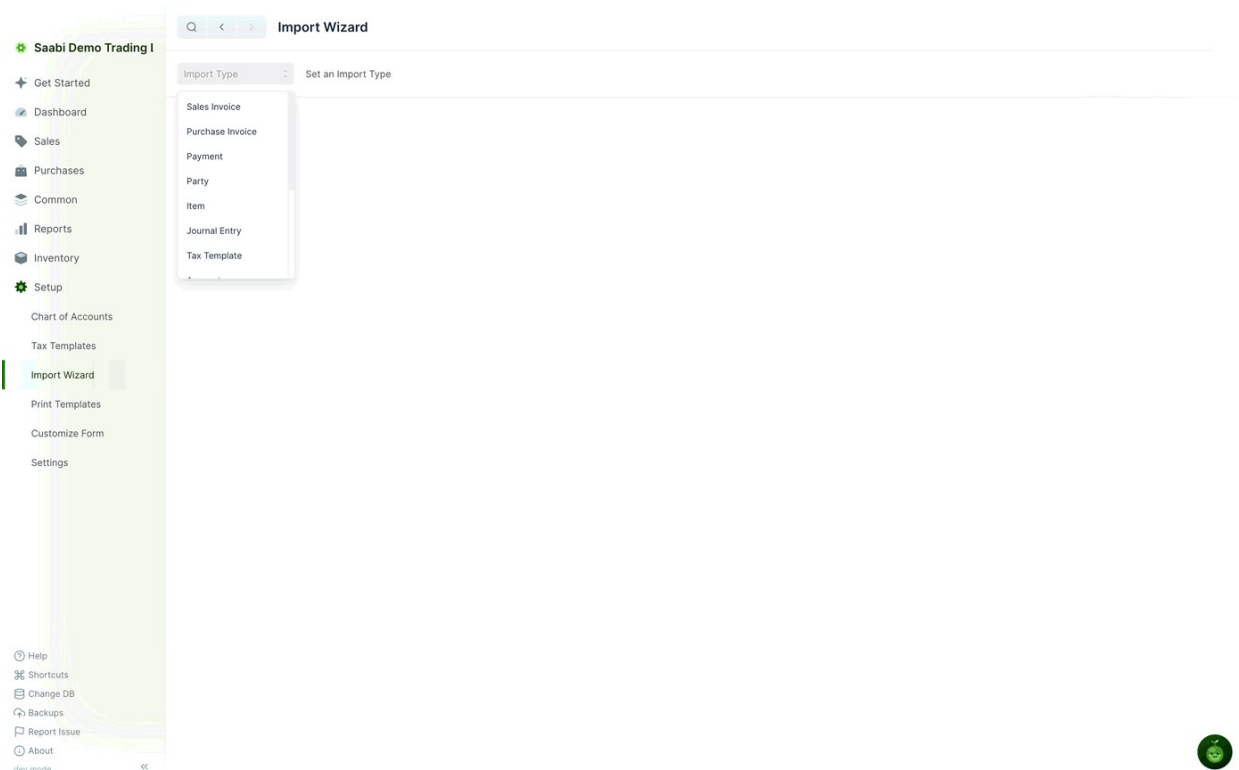


Figure 7.2 The Import Type dropdown. Choose the record type before anything else on the page becomes available

You can import sales invoices, purchase invoices, payments, parties, items, journal entries, tax templates and accounts, among others. To import customers, choose **Party** — customers and suppliers are both parties, distinguished by their role.

The column grid

Selecting a type reveals the rest of the page: a toolbar at the top right and a grid below.

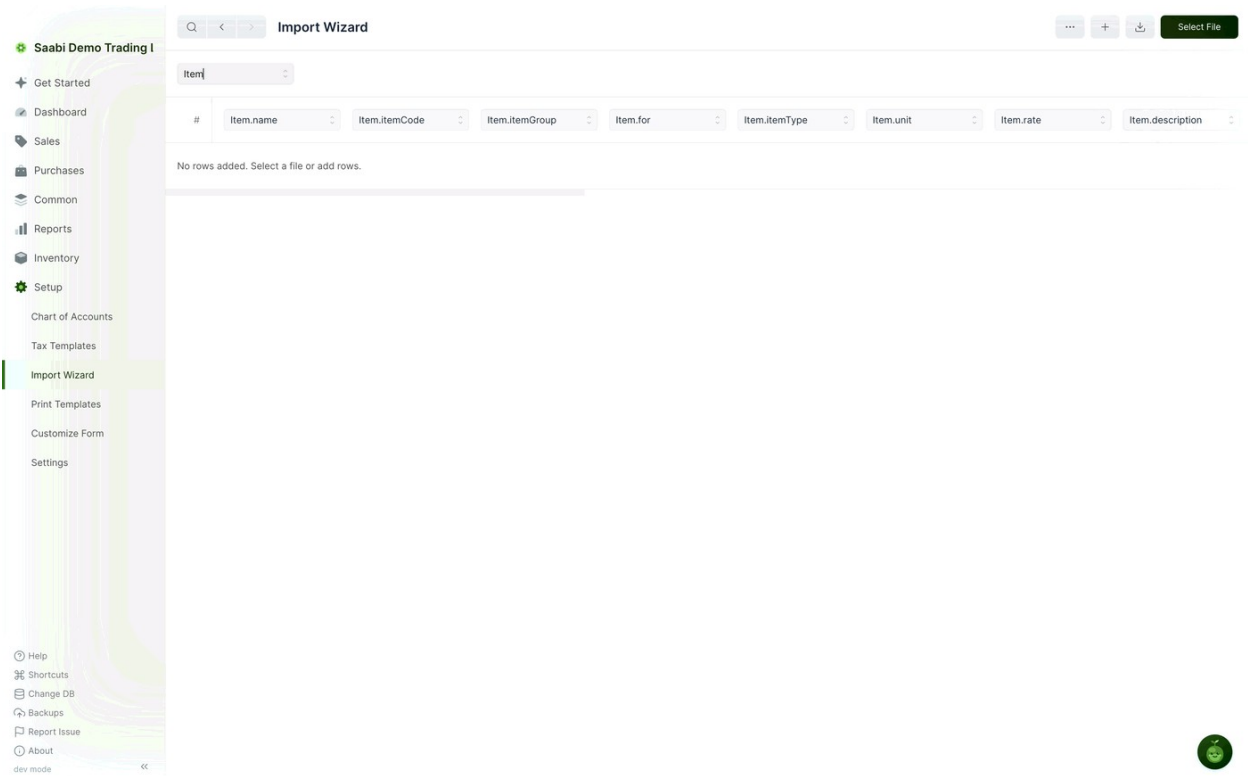


Figure 7.3 The Import Wizard set to Item. Each column heading is a dropdown that assigns the column to a field

The grid has a numbered # column at the left and one column per field. Each heading is a dropdown showing the field that column maps to — `Item.name`, `Item.itemCode`, `Item.rate` and so on. Beneath them, the grid reports **No rows added. Select a file or add rows.**

These headings are the column assignment controls. A file using SAABI's own template is assigned automatically; any other file you assign yourself, by clicking a heading and choosing the field that column contains. Choosing **None** leaves the column out.

The toolbar at the top right holds four controls.

- ... — a menu holding **Pick Import Columns.**
- + — adds an empty row to the bottom of the grid.
- The **download** icon — saves an import template as a `.csv` file.
- **Select File** — opens a file browser to choose the `.csv` file to import.

Picking the columns

Before downloading a template, decide which fields you want. Click ... and choose **Pick Import Columns.**

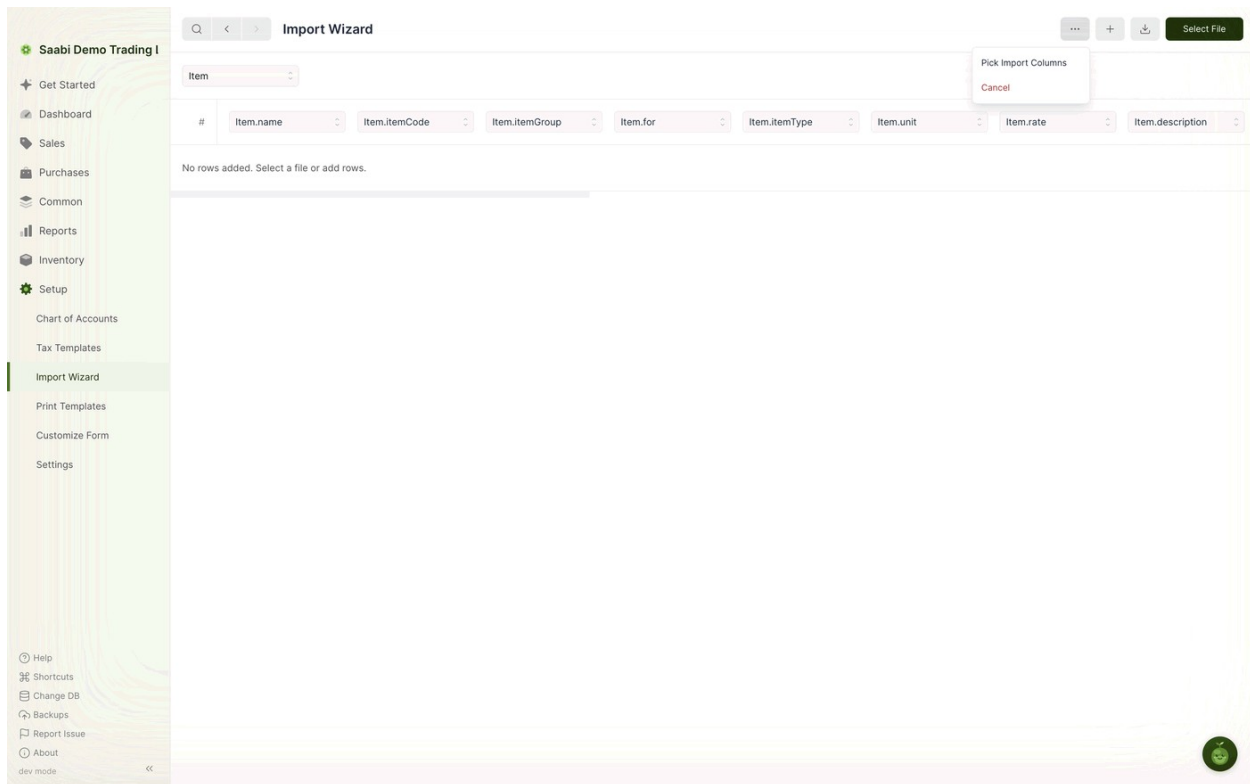


Figure 7.4 The ... menu, which holds Pick Import Columns

The dialog lists every field available for the chosen type, grouped by the record it belongs to — an item has its own fields in one group and its unit-of-measure conversions in another.

Pick Import Columns

Item

☒ Item Name *	☒ Item Code	☒ Item Group
☒ Purpose *	☒ Type	☒ Unit Type
☒ Rate	☒ Description	☒ Sales Acc. *
☒ Purchase Acc. *	☒ Tax	☒ HSN/SAC
☒ Barcode	☒ Track Inventory	☒ Has Batch
☒ Batch Series	☒ Has Serial Number	☒ Serial Number Series

UOM Conversions (UOM Conversion Item)

☒ ID	☒ UOM	☒ Conversion Factor
--	---	---

21 fields selected

Done

Figure 7.5 The Pick Import Columns dialog for Item. Fields marked with a red asterisk are required; the footer counts the current selection

Fields marked with a red asterisk are required and stay ticked. You can untick any of the others.

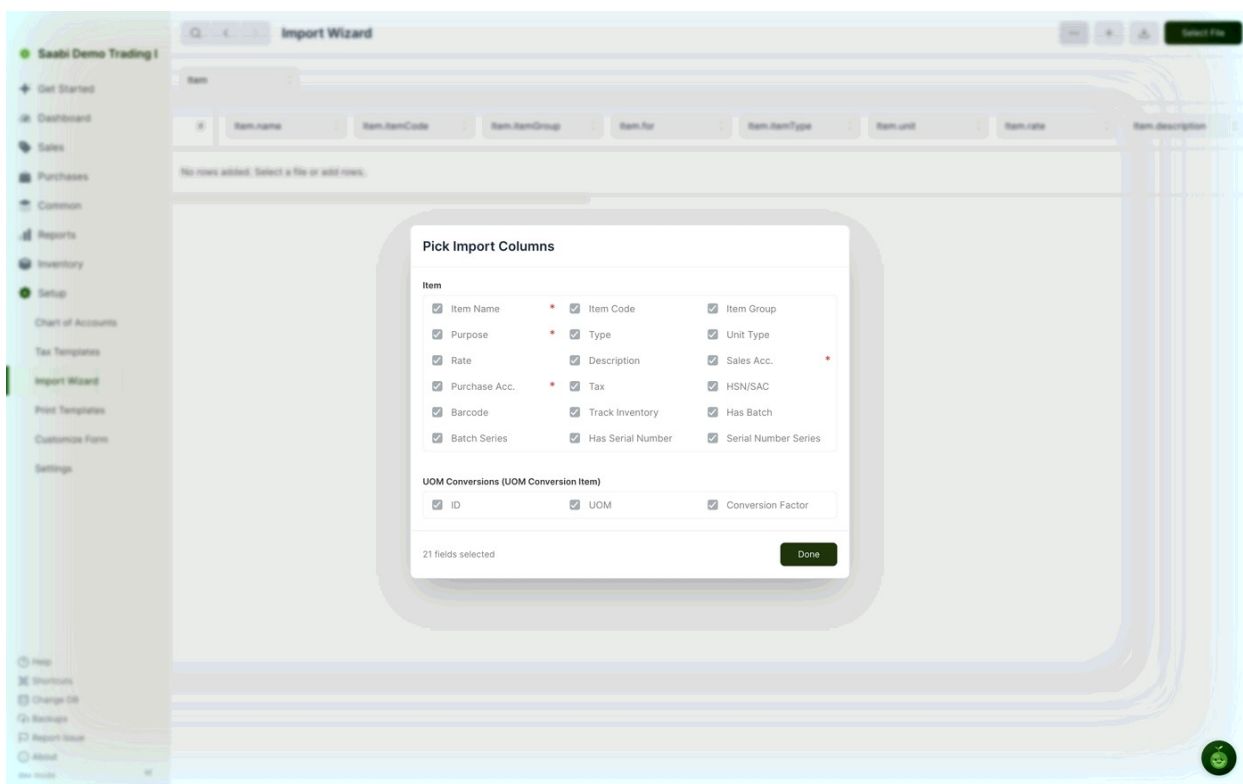


Figure 7.6 The full Pick Import Columns dialog. Untick the fields you do not need before downloading the template, so the spreadsheet has only the columns that matter

Unticking a field does two things: it removes the column from the template you download, and it stops that column being assignable in the grid. The count at the bottom left tracks your selection. Click **Done** to apply it. A template with eight relevant columns is far easier to fill in correctly than one with fifty.

Using a template

Click the **download** icon to save a **.csv** template. The file matches your column selection and carries three header rows.

1. **Entry type row** — indicates whether a column belongs to the main record or to a child table inside it.
2. **Field label row** — the human-readable name of the field, so you can tell what to type where.
3. **Field key row** — the internal field name. SAABI reads this row to assign the columns automatically when you select the file. Keep it.

To use the template:

1. Open it in your spreadsheet application.
2. Enter your data beneath the header rows, one record per row.
3. Export or save the sheet as a **.csv** file.

IMPORTANT Do not delete or reorder the header rows. Without the field key row, SAABI cannot assign the columns and you must set every heading by hand.

Selecting the file and checking the data

Click **Select File** and choose your .csv. SAABI reads it and fills the grid.

Read the grid before importing. A value SAABI could not convert — a date in an unexpected format, text in a numeric field, a reference to something that does not exist — is marked with a red border. Hover it to see the raw value, then correct it in place.

To remove a row you do not want, click its row number in the # column.

Entering rows by hand

The + button adds an empty row to the bottom of the grid, which you fill in directly.

This works without selecting a file at all: set the import type, add rows, type the values, and import. For twenty new items it beats opening twenty forms.

Running the import

When the grid looks right, start the import from the toolbar. SAABI creates the records and reports what happened, offering to take you to the new records or to clear the wizard for another batch.

If some rows failed while others succeeded, the wizard offers to clear the successful ones and leave the failures behind, so you can correct and retry without creating duplicates.

Importing records with child tables

Some records contain a table inside them. A sales invoice has a customer and a date, and the items table inside it has one row per line sold.

To import these, flatten the structure — one row in your file per child row — and follow three rules.

1. Give every record a unique placeholder name, even if it would normally take its number from a number series. This tells SAABI which rows belong together.
2. Put each child row on its own row in the file.
3. Repeat the parent's values identically on every row belonging to that record.

Two invoices, one with two lines and one with three, therefore look like this:

Invoice Name	Customer	Item (Table Row)	Amount (Table Row)
A	Lin	Bat	100
A	Lin	Ball	50
B	Andy	Pen	200

Invoice Name	Customer	Item (Table Row)	Amount (Table Row)
B	Andy	Pencil	10
B	Andy	Ink	80

IMPORTANT Records with child tables are unforgiving of untidy data. If the parent values differ between rows that share a name, the import produces the wrong result or fails outright. Import a couple of records first and check them before running the full file.

CHAPTER 8

Quick Search

Quick Search is the fastest way to get anywhere in SAABI. It searches your records, your lists, your reports and the application's own pages at once, and it opens whatever you pick. Once you are familiar with it you will use it far more than the sidebar: it takes fewer keystrokes to type **SINV - 1067** than to open **Sales**, click **Sales Invoices** and scroll. This chapter covers opening it, searching, narrowing the results with filters, and moving through them from the keyboard.

Opening Quick Search

There are two ways in.

- Press **Cmd + K** on macOS, or **Ctrl + K** on Windows and Linux.
- Click the **search** icon at the left of the page header.

The dialog opens in the centre of the window, over whatever page you were on, with the cursor already in the input at the top.

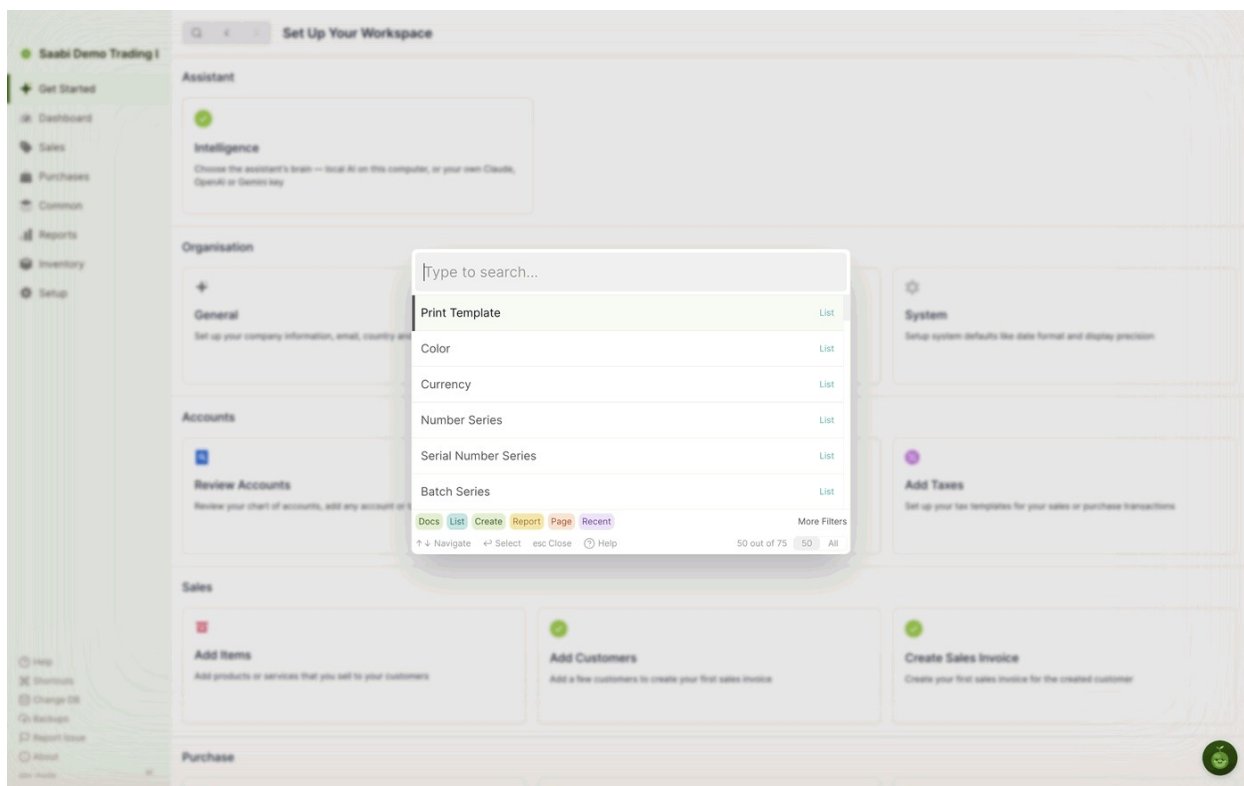


Figure 8.1 Quick Search open with an empty input. Before you type anything it offers a starting set of destinations; the filter chips and keyboard hints run along the bottom

Press **Esc** to close it again without going anywhere.

Searching

Type what you are looking for. Results appear beneath the input and narrow with every character.

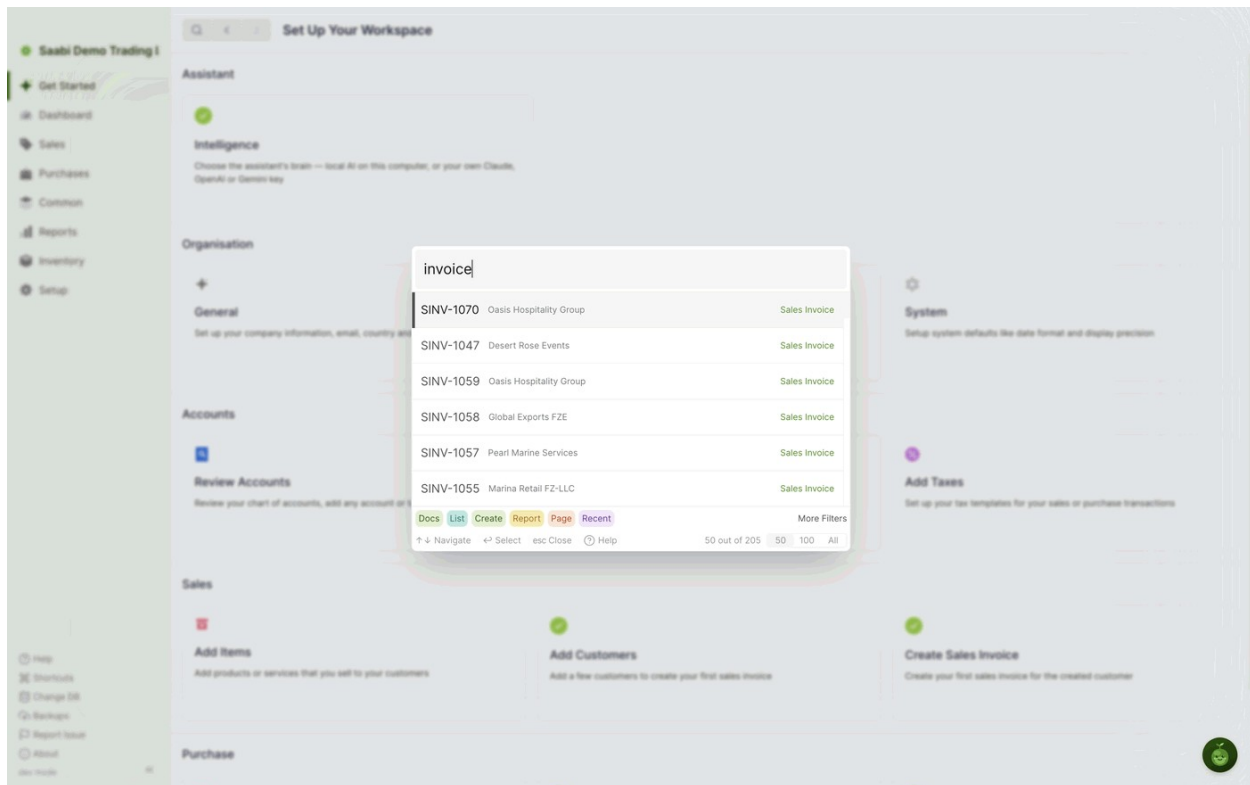


Figure 8.2 Typing narrows the results. Each row shows the record, a secondary detail such as the customer, and the type of thing it is on the right

Each result row carries three pieces of information: the name of the thing on the left, a secondary detail in grey next to it, and the type on the right. For a sales invoice the row shows the invoice number, the customer it was raised for, and the label **Sales Invoice**.

invoice		
SINV-1070	Oasis Hospitality Group	Sales Invoice
SINV-1047	Desert Rose Events	Sales Invoice
SINV-1059	Oasis Hospitality Group	Sales Invoice
SINV-1058	Global Exports FZE	Sales Invoice
SINV-1057	Pearl Marine Services	Sales Invoice
SINV-1055	Marina Retail FZ-LLC	Sales Invoice
Docs	List	Create
Report	Page	Recent
		More Filters
↑ ↓ Navigate ← Select esc Close (?) Help		50 out of 205 50 100 All

Figure 8.3 Results for the term "invoice" in close-up. The type label on the right tells you what each row will open, and the footer reports how many of the total matches are shown

TIP The search is forgiving of spelling. You do not have to type a name exactly for it to be found, so a mistyped customer name still turns up the right record.

The order of your words does not matter either. Searching **karen invoice** and **invoice karen** return the same results, which means you can describe what you want rather than remembering how it is titled. This makes some useful queries possible in a few characters:

- every sales invoice raised for a particular customer
- every purchase invoice containing a particular item
- the payment recorded against a particular purchase invoice
- every payment received from a particular party

Result types

Every row belongs to one of six types, shown as a colour-coded chip along the bottom of the dialog. The type tells you what selecting the row will do.

- **Docs** — opens an individual record, such as an invoice or a payment. Rows of this type show what kind of record they are on the right-hand side, so you can tell an **Item** from a **Purchase Invoice** at a glance.
- **List** — opens a list view, such as **Sales Items**.
- **Create** — opens a blank form to create a new record of that kind.
- **Report** — opens a report, such as **General Ledger**.
- **Page** — opens a page, such as **Dashboard**.
- **Recent** — offers something you opened recently.

Because **Create** rows are searched alongside everything else, typing **purchase invoice** gives you both the existing purchase invoices and the option to start a new one. Read the type label before you press Enter.

Filters

The chips at the bottom left of the dialog are the filters. Each one corresponds to a result type, and all of them start switched on. Click a chip to switch that type off and remove it from the results; click it again to bring it back.

If you know you are looking for a record rather than a page, switch off everything except **Docs** and the noise disappears.

More Filters

More Filters, at the bottom right, expands the filter area to show the rest of the controls. The label changes to **Less Filters**; click it again to fold them away.

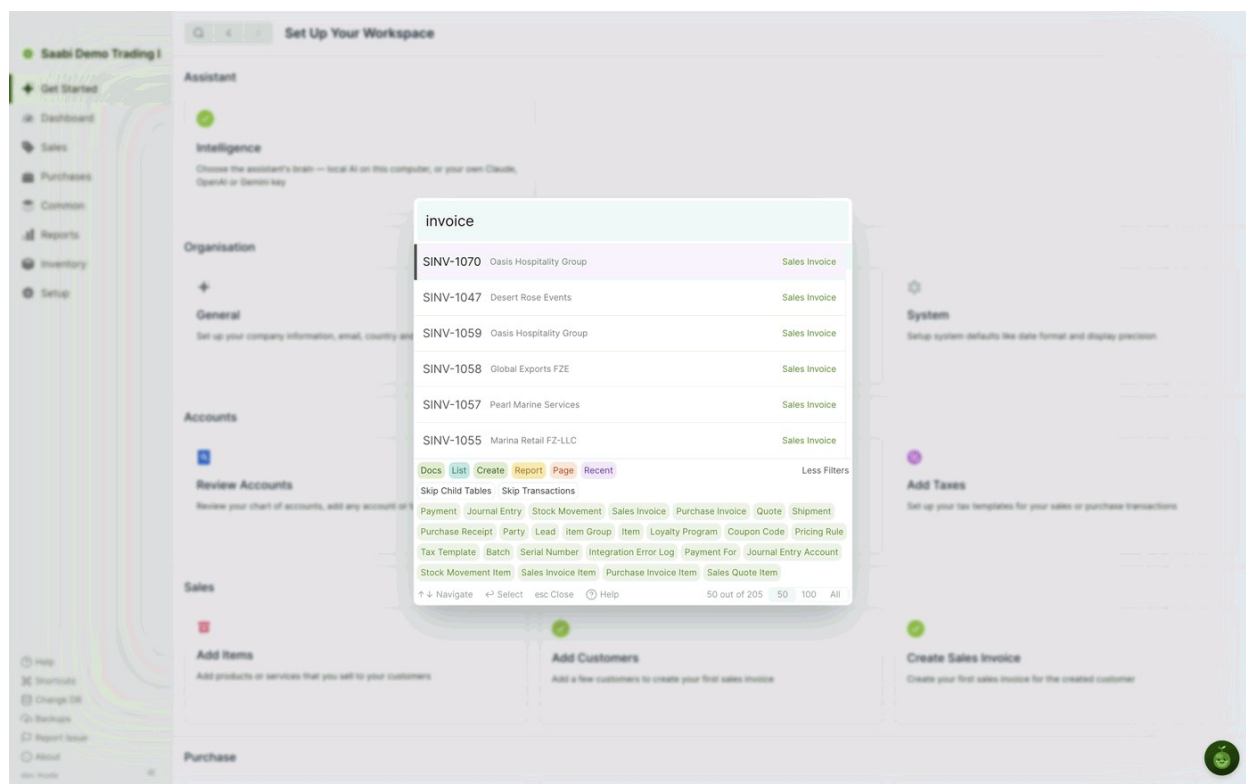


Figure 8.4 Quick Search with the full filter set expanded. The type chips stay on the first row, with the skip controls and the per-record filters beneath them

The expanded area adds two more kinds of control.

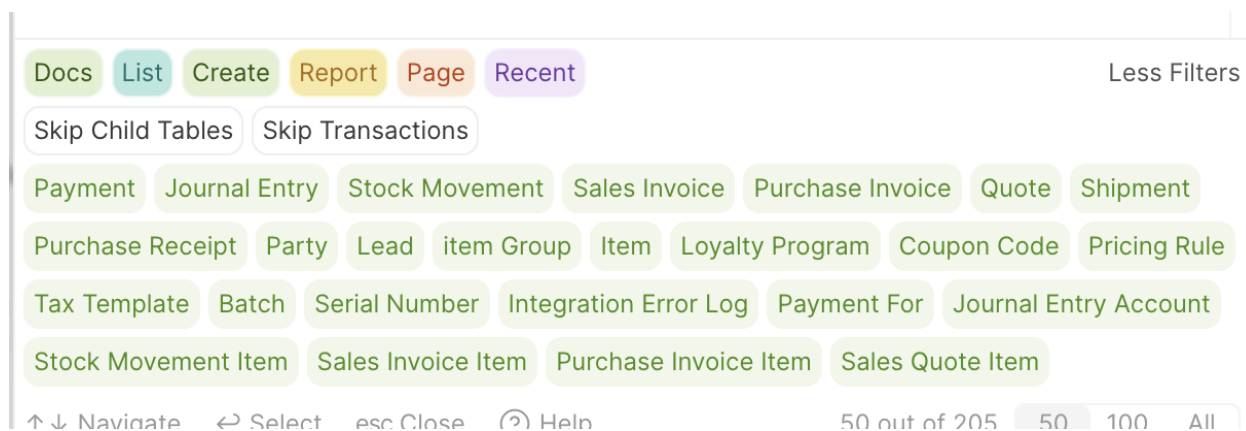


Figure 8.5 The expanded filters. Skip Child Tables and Skip Transactions toggle whole sets of the record filters listed below them

Skip Child Tables and **Skip Transactions** are shortcuts. Each one switches a whole set of the record filters below it on or off in a single click, so you do not have to work through them individually.

- **Skip Child Tables** excludes the tables that live inside other records — **Sales Invoice Item**, **Purchase Invoice Item**, **Journal Entry Account** and the rest. These are rarely what you want to open directly, and excluding them is usually a clear improvement.

- **Skip Transactions** excludes the transactional records — invoices, payments, journal entries, stock movements. Use it when you are looking for master data such as an item or a party and the transactions are burying it.

Beneath those sit the individual record filters — **Payment, Journal Entry, Stock Movement, Sales Invoice, Purchase Invoice, Quote, Shipment, Purchase Receipt, Party, Lead, Item** and so on. Click any of them to exclude that kind of record from the search. Switching off **Payment**, for instance, removes every payment from the results while leaving everything else in place.

NOTE Filters exclude rather than include. A chip or a record filter that is switched off is being kept out of the results. If a search returns nothing you expected, check that you have not left a filter switched off from a previous search.

Keyboard navigation

Quick Search is built to be used without the mouse. The available keys are listed along the bottom of the dialog.

- **↑** and **↓** move between results.
- **Enter** opens the highlighted result.
- **Esc** closes the dialog.
- **?** opens the help.

The whole sequence — open with Cmd/Ctrl + K, type a few letters, arrow to the row, press Enter — takes about as long as reading this sentence, and it works from any page in the application.

The result count

At the bottom right, next to the keyboard hints, SAABI reports how many results it is showing out of how many it found: **50 out of 205**, for example. Next to that is a control offering **50, 100** and **All**.

It starts at 50, which keeps the dialog responsive. Raise it when you are scanning a large set of matches rather than looking for one known record — though at that point a filtered list view is usually the better tool, since it can be sorted and exported. Quick Search is for getting somewhere quickly, not for analysis.

PART TWO

The basics

The bookkeeping ideas behind SAABI, and the dashboard that summarises them

CHAPTER 9

Accounting Basics

SAABI keeps your books using double-entry bookkeeping. You do not need to understand it to raise an invoice or record a payment — SAABI writes the entries for you. You do need it to read the reports, to judge whether a figure looks right, and to post a journal entry by hand. This chapter is a short primer on the ideas the rest of the manual assumes.

A small business in four transactions

Imagine you are starting a home interior business. Four things happen in the first month.

Owner investment. You put \$500,000 of your own money into the business.

NOTE The bank balance is now \$500,000.

First expense. You rent a co-working space where you can work and meet clients, at \$40,000 per month. This is your first expense.

NOTE The bank balance is now \$500,000 – \$40,000 = \$460,000.

First income. You make your first sale, worth \$30,000, and the customer pays at once. This is your first income.

NOTE The bank balance is now \$460,000 + \$30,000 = \$490,000.

Amount payable. You hire a web agency to build a website. They charge \$50,000, payable in two months. No money has moved, but you are liable to pay it, so it is recorded under Accounts Payable.

Events and accounts

Listing the four events and their effect:

#	Event	Amount
1	Owner Investment	+ \$500,000
2	Rent	– \$40,000
3	Sales	+ \$30,000
4	Accounts Payable	– \$50,000
5	<i>Total</i>	\$440,000

That \$440,000 total is what the business is worth to you after the four events.

The same four events, sorted into the five types of account, with the balance each one carries:

#	Account	Amount
1	Asset (Bank)	\$490,000
2	Liability (Accounts Payable)	\$50,000
3	Equity (Owner's Capital)	\$500,000
4	Income (Sales)	\$30,000
5	Expense (Rent)	\$40,000
6	Expense (Website)	\$50,000

The website charge is an expense in the month the work was done, even though the cash has not left the bank yet: the expense and the liability are recorded together.

The accounting equation

Everything a business owns was funded either by someone it owes money to, or by its owners. That gives the accounting equation:

$$\text{Assets} = \text{Liabilities} + \text{Equity}$$

Income and expenses are the two things that change equity during a period, so the fuller form is:

$$\text{Assets} = \text{Liabilities} + \text{Equity} + \text{Income} - \text{Expenses}$$

Check it against the figures above: assets of \$490,000 equal liabilities of \$50,000 plus opening capital of \$500,000, plus income of \$30,000, less expenses of \$90,000. The closing equity of \$440,000 matches the total in the first table.

Every transaction is recorded in two accounts, one debit and one credit of the same amount, so the two sides can never drift apart. When they do, the **Trial Balance** report shows it.

How each transaction affects two accounts

1. Owner investment. The money in the bank, an asset, increases by \$500,000. The owner's claim on the business, an equity account, increases by the same amount.

Account	Credit	Debit
Owner's Equity	\$500,000	0
Bank Account	0	\$500,000

2. Rent. Rent is an immediate expense, recorded in the Rent account. The money is spent from the bank account, so that asset decreases by \$40,000.

Account	Credit	Debit
Rent Account	0	\$40,000
Bank Account	\$40,000	0

3. First sale. The sale is recorded in the Sales account, an income account, which increases by \$30,000. The payment arrives in the bank account, which increases by as much.

Account	Credit	Debit
Income Account	\$30,000	0
Bank Account	0	\$30,000

4. Hiring the web agency. You are liable to pay in future, so Accounts Payable increases by \$50,000. The work is an expense, so the expense account increases by \$50,000 as well.

Account	Credit	Debit
Accounts Payable	\$50,000	0
Expense Account	0	\$50,000

Every transaction touches two accounts. To see this in your own books, submit a sales invoice, then open **General Ledger** and look at the rows carrying that invoice number: one debit and one credit for every amount on the invoice.

Credit and debit

Credit and debit mean opposite things depending on the account they are applied to.

- For **asset** and **expense** accounts, a debit increases the balance and a credit decreases it.
- For **liability**, **equity** and **income** accounts, a credit increases the balance and a debit decreases it.

TIP Remember it as **AEDLIC**: Assets and Expenses Debit, Liabilities and Income Credit.

The five account types in SAABI

Every account in your chart of accounts belongs to one of five types, and each type sits under one of SAABI's five root groups. Open **Setup > Chart of Accounts** to see them.

Account type	What it records	Increases with	SAABI root group
Asset	What the business owns or is owed	Debit	Application of Funds (Assets)
Liability	What the business owes to others	Credit	Source of Funds (Liabilities)
Equity	The owners' claim on the business	Credit	Equity
Income	Revenue earned in the period	Credit	Income
Expense	Costs incurred in the period	Debit	Expenses

Chart of Accounts		Collapse
Application of Funds (Assets)		
Current Assets		
Accounts Receivable		
Debtors		\$ 68,651.00 Dr.
Bank Accounts		
Emirates NBD		\$ 201,842.50 Dr.
Cash In Hand		
Cash		\$ 40,718.00 Dr.
Loans and Advances (Assets)		
Securities and Deposits		
Earnest Money		\$ 0.00 Dr.
Stock Assets		
Stock In Hand		\$ -45,600.00 Dr.
Tax Assets		
Fixed Assets		
Accumulated Depreciation		\$ -5,000.00 Dr.
Buildings		\$ 0.00 Dr.
Capital Equipments		\$ 0.00 Dr.
Electronic Equipments		\$ 0.00 Dr.
Furnitures and Fixtures		\$

Figure 9.1 Application of Funds (Assets) expanded in the Chart of Accounts. Folder icons mark group accounts, circles mark ledger accounts, and each ledger balance is suffixed Dr. or Cr.

Accounts come in two kinds. **Ledger accounts** are the ones transactions are posted to. **Group accounts** hold other accounts and carry no entries of their own — their balance is the sum of what sits beneath them. The five root groups are group accounts.

IMPORTANT A root group is either a debit group or a credit group, and every account beneath it follows suit. This is why a bank account shows its balance as **Dr .** and a supplier account as **Cr .** in the Chart of Accounts.

Assets, liabilities and equity are balances at a point in time, and are what the **Balance Sheet** reports. Income and expenses accumulate over a period and reset at the year end, and are what the **Profit and Loss** report covers.

CHAPTER 10

Dashboard

The **Dashboard** is the overview page of your books: cash and profit at a glance, what customers owe you, what you owe suppliers, where the money went, and how overdue the receivables are. It reads from entries that have been submitted, so it changes as you post invoices and payments. Open it by clicking **Dashboard** in the sidebar.

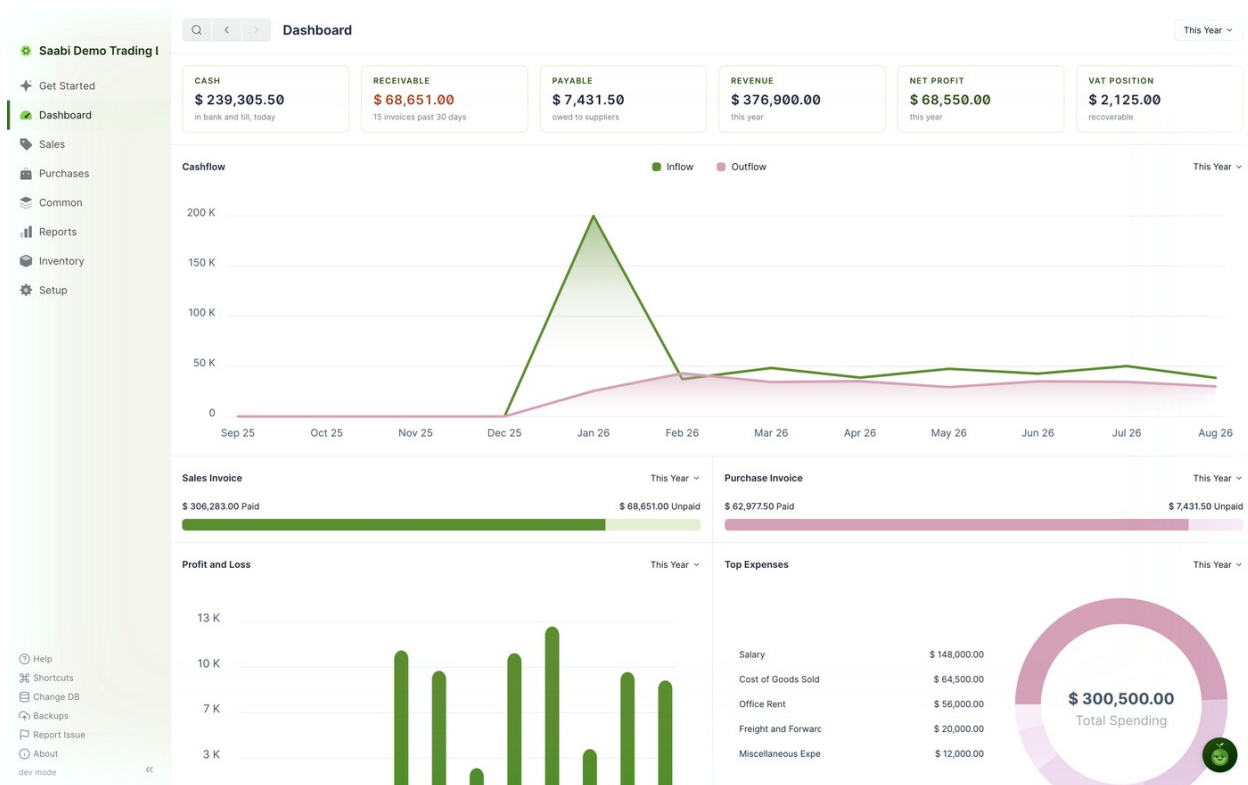


Figure 10.1 The top of the Dashboard: the KPI strip across the top, the Cashflow chart below it, and the paid/unpaid bars for sales and purchases

The period selector

Every widget carries its own period selector in its top right corner, and the page header carries one as well. The default everywhere is **This Year**. There are three options, each measured back from today rather than from the start of a calendar period. Taking today as **Aug 22, 2026**:

#	Option	From	Until (today)
1	This Year	Aug 22, 2025	Aug 22, 2026
2	This Quarter	May 22, 2026	Aug 22, 2026
3	This Month	Jul 22, 2026	Aug 22, 2026

NOTE **Cashflow** and **Profit and Loss** do not offer **This Month**; both plot one point per month and need a longer span to be readable. **Receivables Ageing** has no period selector at all — it is always measured **as of today**.

The KPI strip

Six tiles run across the top of the page. Each shows one figure with a line of context beneath it.

- **Cash** — what you hold in bank and till, today.
- **Receivable** — the total your customers still owe, with the number of invoices behind it over the past 30 days. It is shown in red as a reminder that the money is not yours yet.
- **Payable** — the total owed to your suppliers on unpaid purchase invoices.
- **Revenue** — income recognised this year.
- **Net Profit** — income less expenses this year.
- **VAT Position** — the tax you would recover or pay if you filed today. The line beneath the figure reads **recoverable** or **payable** depending on which way the balance falls.



Figure 10.2 The KPI strip. Receivable is picked out in red, and each tile names the basis of its figure — "in bank and till, today", "this year", "recoverable"

Cashflow

Cashflow plots money moving into and out of the business, one point per month, as two shaded areas: **Inflow** in green and **Outflow** in pink. It is calculated from your cash and bank account balances, so it shows money actually received and paid, not invoiced. Hover over any month to read the inflow and outflow figures for it.

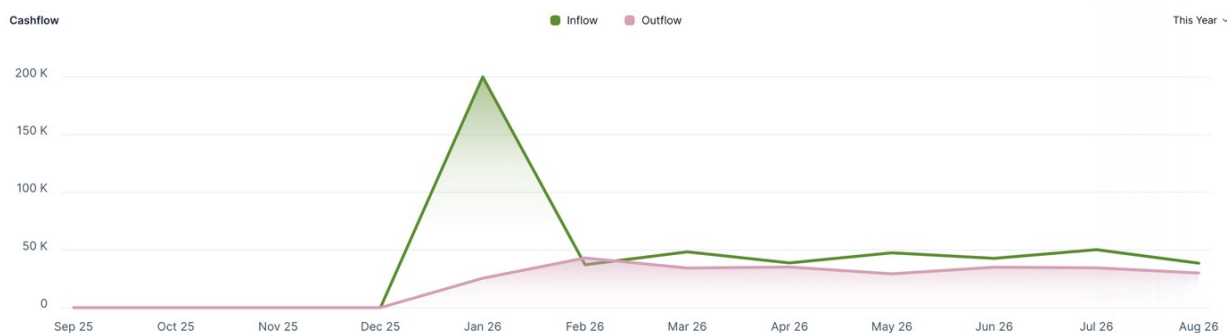


Figure 10.3 The Cashflow chart. Inflow and Outflow are keyed by the legend at the top, and the period selector sits at the right of the widget header

Sales Invoice and Purchase Invoice

Below the chart sit two bars showing how much of your invoiced value has been settled.

- **Sales Invoice** shows the amount your customers have paid against the amount still outstanding — **\$306,283.00 Paid** and **\$68,651.00 Unpaid** in the demo file. The filled part of the bar is the paid share.
- **Purchase Invoice** does the same for money you owe suppliers.

Hover over either bar to see how many invoices make up the paid and unpaid halves. A long unpaid tail on the sales bar is the cue to open **Sales > Sales Invoices** and chase the outstanding entries.

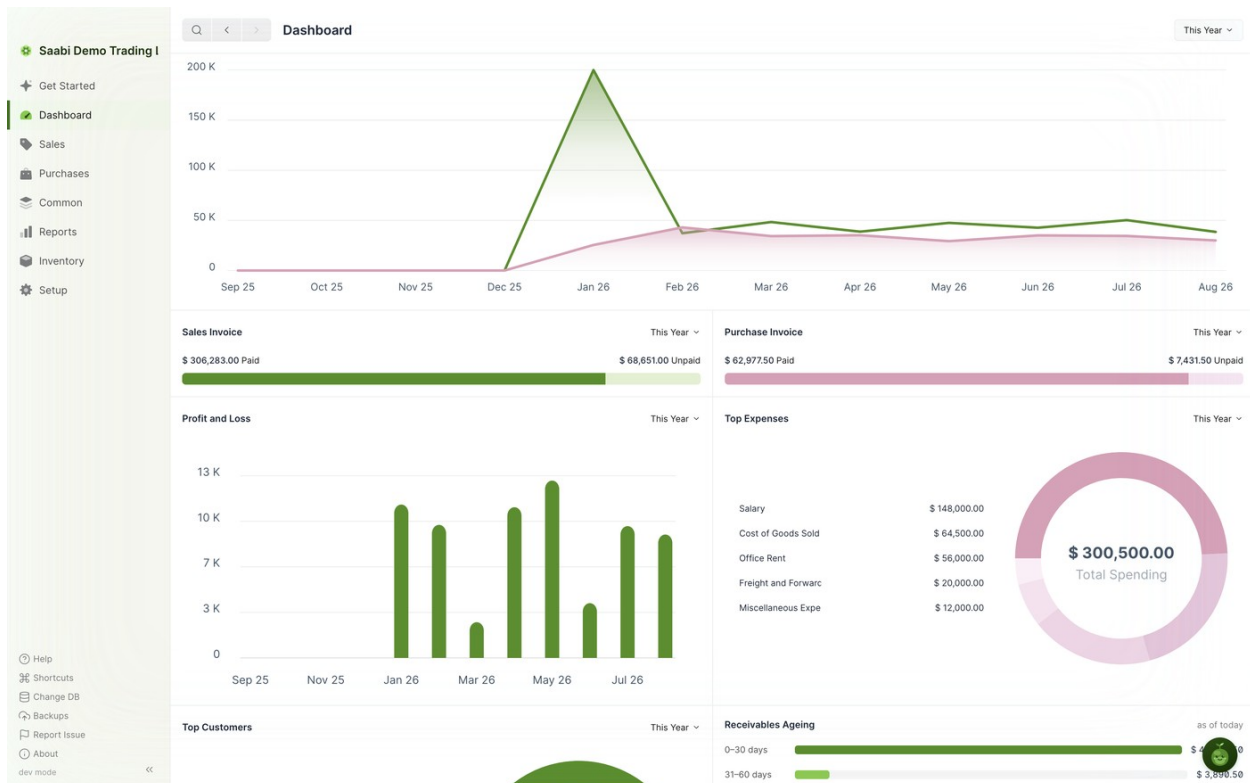


Figure 10.4 The paid and unpaid bars for Sales Invoice and Purchase Invoice, with the Profit and Loss and Top Expenses widgets below them

Profit and Loss

Profit and Loss charts the profit or loss for each month in the selected period as a bar. Profit is the difference between your income and expense accounts for that month. Months with no activity show no bar. Hover over a bar to read the amount. For the account-by-account detail behind these bars, use the **Profit and Loss** report.

Top Expenses

Top Expenses ranks your five largest expense categories from highest to lowest, listing each with its amount, and shows them as a donut. The centre of the donut carries **Total Spending** for the period. The figures come from your expense account balances, so the categories are your own expense accounts — **Salary**, **Cost of Goods Sold**, **Office Rent** and the rest.

Top Customers

Top Customers does the same for revenue: your five largest customers by value billed in the period, listed with their amounts, with **Total Billed** in the centre of the donut. Use it to see how much of your revenue depends on a small number of accounts.



Figure 10.5 Top Customers, ranking the five largest customers by value billed with the period total in the centre of the donut

Receivables Ageing

Receivables Ageing breaks your outstanding receivables into four buckets by how long they have been outstanding, and draws each as a bar with its amount alongside.

- **0-30 days** — current, within normal terms.
- **31-60 days** — slipping.
- **61-90 days** — worth a call.
- **90+ days** — seriously overdue, and the bar is drawn in red.

Beneath the buckets is a summary line reading the number of open invoices and the total outstanding across all of them, such as **25 open invoices, \$68,651.00 outstanding in all**. That total matches the **Receivable** tile in the KPI strip.

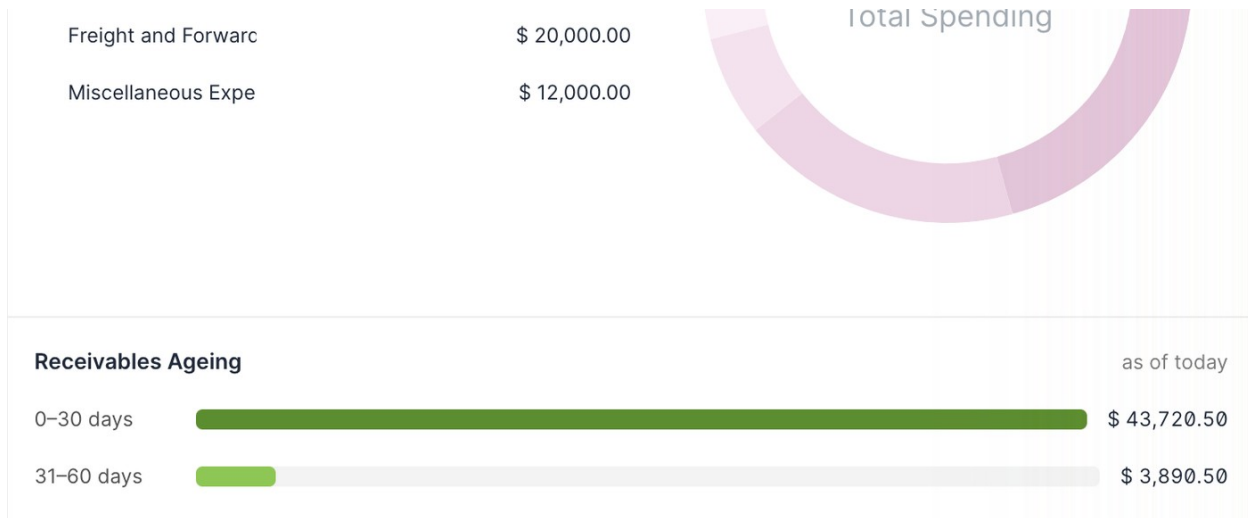


Figure 10.6 Receivables Ageing. The four buckets are colour-graded from green to red, and the line beneath gives the count of open invoices and the total outstanding

TIP The shape of this widget matters more than any single figure. Weight in the 0-30 bucket is healthy. Weight in the 90+ bucket means cash you have earned but are unlikely to collect without chasing it.

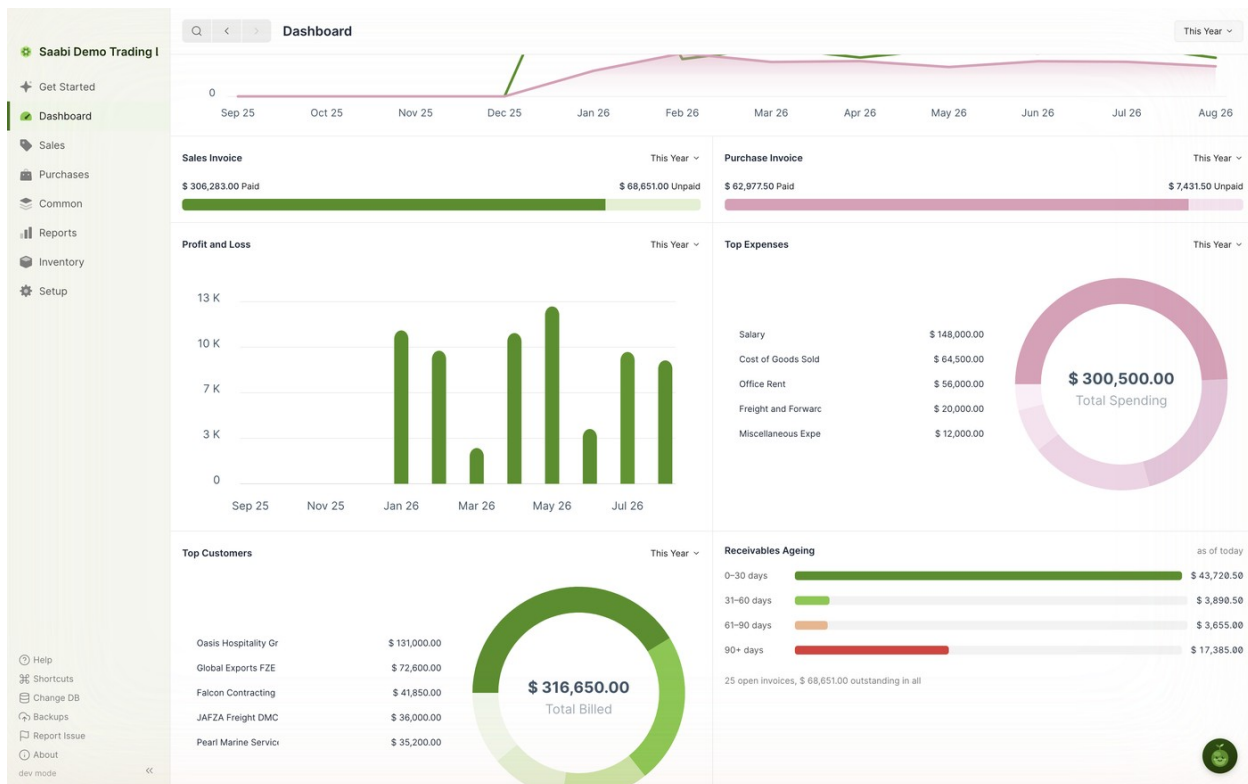


Figure 10.7 The lower half of the Dashboard, with Top Customers and Receivables Ageing side by side

NOTE Every widget reads only from submitted entries. A draft invoice does not appear in any of these figures until you submit it.

PART THREE

Sales

Quotes, invoices, payments, customers, loyalty, pricing and the till

CHAPTER 11

Sales Quotes

A sales quote is a priced offer you send to a customer before the sale is agreed. It lists the items, the quantities, the rates and the tax, and gives the customer a figure to accept or decline. A quote does not touch your accounts: no income is booked and no receivable is created while the offer is open. When the customer accepts, you carry the quote forward into a sales invoice, and the sale is recorded at that point.

The Sales Quotes list

Quotes live at **Sales > Sales Quotes**. Each row shows the quote number, its status, the customer, the date, the grand total and the outstanding amount. **Export** takes the list out of SAABI, **Filter** narrows it to the rows you want, and the **+** button at the top right starts a new quote. On a company file with no quotes yet, the list shows **No entries found** and a **Make Entry** button, which does the same as **+**.

# Invoice No	Status	Customer	Date	Base Grand Total	Outstanding Amount
1 SQUOT-1001	Submitted	Pearl Marine Services	Aug 23, 2026 14:41:56	\$ 6,600.00	\$ 6,600.00

Figure 11.1 The Sales Quotes list. It carries the same toolbar and columns as the invoice list, with the quote number, status, customer, date and grand total on every row

Creating a quote

1. Go to **Sales > Sales Quotes** and click **+**. A blank quote opens with a **Draft** badge.
2. Leave **Number Series** on **SQUOT** - unless you keep more than one series for quotes.

3. Click **Customer** and start typing the customer's name. The field completes as you type; if the customer is not on your books yet, the list offers **Create** with the text you typed, so you can add them without leaving the form.
4. Check the **Date**. SAABI fills in the current date and time, which you can change.
5. In the **Items** section, click **Add Row**, choose the item, and set **Qty**. The rate and the item's default tax are fetched from the item record, and you can change either on the row.
6. Add more rows if the offer covers several items.
7. Click **Save**, then click **Yes** in the confirmation dialog.

The screenshot displays the 'New Entry' form in the SAABI Demo Trading I application. The form is titled 'New Entry' and has a 'Draft' status. It includes the following sections:

- Number Series:** SQUOT-
- Customer:** Customer
- Date:** Aug 22, 2026 18:06:16
- Price List:** Price List
- Type:** Party
- Items:** A grid with columns: #, Item, Tax, Qty, Rate, Amount. Below the grid is an 'Add Row' button.
- Net Total:** \$ 0.00
- Tax and Totals:** Grand Total \$ 0.00
- Outstanding:** Outstanding Amount \$ 0.00
- References:** Notes (Add quote terms), Attachment (Add attachment)

The background shows a sidebar with navigation options: Get Started, Dashboard, Sales, Sales Quotes, Sales Invoices, Sales Payments, Customers, Sales Items, Loyalty Program, Lead, Pricing Rule, Coupon Code, Purchases, Common, Reports, Inventory, Setup, Help, Shortcuts, Change DB, Backups, Report Issue, About, and dev mode.

Figure 11.2 A new quote — the form takes the same shape as a sales invoice, with the number series set to SQUOT- and the Items grid, Net Total and Tax and Totals sections in the same places

Saabi Demo Trading I

Get Started
Dashboard
Sales
Sales Quotes
Sales Invoices
Sales Payments
Customers
Sales Items
Loyalty Program
Lead
Pricing Rule
Coupon Code
Purchases
Common
Reports
Inventory
POS
Setup
Help
Shortcuts
Change DB
Backups
Report Issue
About
dev mode

Quote

SQUOT-1001

Number Series: SQUOT-
Customer: Pearl Marine Services
Date: Aug 23, 2026 14:41:56
Type: Party

#	Item	Tax	Qty	Rate	Amount
1	Export	Tax	3	\$ 2,200.00	\$ 6,600.00

Net Total: \$ 6,600.00

Tax and Totals

Grand Total: \$ 6,600.00

Outstanding

Outstanding Amount: \$ 6,600.00

Main Settings

Figure 11.3 A submitted quote. Three units at \$2,200.00 give a grand total of \$6,600.00, and the toolbar now offers Create for turning the quote into an invoice

What is on the quote form

The quote uses the same form shape as a sales invoice, so anything you have learned about invoices applies here.

- **Number Series** — the prefix the quote number is drawn from, **SQUOT-** by default.
- **Customer** — the party the offer is addressed to.
- **Date** — the date on the offer.
- **Price List** — an optional price list to draw rates from instead of the item's own rate.
- **Type** — set to **Party** by default; it determines the kind of record the quote is addressed to.
- **Items** — the grid of what is being offered: **Item**, **Tax**, **Qty**, **Rate** and **Amount**, with **Add Row** at the bottom and a row edit button on each line.
- **Net Total** — the total of the item amounts before tax.
- **Tax and Totals** — the taxes the item rows attract, and the **Grand Total** the customer is being asked to pay.
- **References** — free-text **Notes** for your quote terms, and an **Attachment** slot.

Turning a quote into an invoice

When the customer accepts, open the saved quote and use **Create** in the toolbar to raise a sales invoice from it. The customer and the item rows carry across, so you review the figures, save and submit the invoice in the usual way. The invoice is the entry that books the income and creates the receivable — see the next chapter for the full life cycle.

NOTE A quote that is never accepted needs no further handling. Leave it in the list as a record of what was offered, or filter it out of view.

TIP If the customer is not yet a customer at all, record them under **Sales > Lead** first. A lead can be turned into a quote and later into a customer, which keeps the trail from first contact to first invoice in one place.

CHAPTER 12

Sales Invoices

A sales invoice is the bill you send a customer when you have made a sale. It is the entry that books your income, adds the tax you have charged, and creates the amount the customer owes you. Every invoice moves through the same short life: you fill it in and save it as a draft, you submit it to post it to your accounts, and you record a payment against it to settle it. This chapter follows one invoice through that whole life, from the list view to the printed PDF.

The Sales Invoice list

Open **Sales > Sales Invoices**. The list shows every invoice on the company file, newest first.

# Invoice No	Status	Customer	Date	Base Grand Total	Outstanding Amount
1 SINV-1067	Unpaid	Global Exports FZE	Aug 20, 2026 12:00:00	\$ 11,000.00	\$ 11,000.00
2 SINV-1066	Unpaid	Pearl Marine Services	Aug 19, 2026 12:00:00	\$ 3,200.00	\$ 3,200.00
3 SINV-1065	Unpaid	Desert Rose Events	Aug 15, 2026 12:00:00	\$ 2,910.50	\$ 2,910.50
4 SINV-1064	Unpaid	Marina Retail FZ-LLC	Aug 11, 2026 12:00:00	\$ 2,700.00	\$ 2,700.00
5 SINV-1069	Unpaid	US Client Corp	Aug 9, 2026 12:00:00	\$ 2,200.00	\$ 2,200.00
6 SINV-1063	Unpaid	Oasis Hospitality Group	Aug 7, 2026 12:00:00	\$ 3,500.00	\$ 3,500.00
7 SINV-1062	Unpaid	Falcon Contracting LLC	Aug 4, 2026 12:00:00	\$ 6,210.00	\$ 6,210.00
8 SINV-1068	Unpaid	Oasis Hospitality Group	Aug 1, 2026 12:00:00	\$ 12,000.00	\$ 12,000.00
9 SINV-1058	Paid	Global Exports FZE	Jul 20, 2026 12:00:00	\$ 8,800.00	\$ 0.00
10 SINV-1057	Paid	Pearl Marine Services	Jul 19, 2026 12:00:00	\$ 5,600.00	\$ 0.00
11 SINV-1056	Unpaid	Desert Rose Events	Jul 15, 2026 12:00:00	\$ 2,910.50	\$ 2,910.50
12 SINV-1061	Return	Oasis Hospitality Group	Jul 12, 2026 12:00:00	\$ -3,500.00	\$ -3,500.00
13 SINV-1055	Paid	Marina Retail FZ-LLC	Jul 11, 2026 12:00:00	\$ 2,700.00	\$ 0.00
14 SINV-1060	Unpaid	US Client Corp	Jul 9, 2026 12:00:00	\$ 2,050.00	\$ 2,050.00
15 SINV-1054	Paid	Oasis Hospitality Group	Jul 7, 2026 12:00:00	\$ 7,000.00	\$ 0.00
16 SINV-1053	Partly Paid	Falcon Contracting LLC	Jul 4, 2026 12:00:00	\$ 4,860.00	\$ 2,430.00
17 SINV-1059	Paid	Oasis Hospitality Group	Jul 1, 2026 12:00:00	\$ 12,000.00	\$ 0.00
18 SINV-1051	Paid	JAFZA Freight DMCC	Jun 24, 2026 12:00:00	\$ 16,000.00	\$ 0.00
19 SINV-1049	Paid	Global Exports FZE	Jun 20, 2026 12:00:00	\$ 6,600.00	\$ 0.00

Figure 12.1 The Sales Invoice list for Saabi Demo Trading LLC — status, customer, grand total and the amount still outstanding on every invoice, with paid rows showing \$ 0.00 outstanding

Each row carries the invoice number, a status badge, the customer, the date, the **Base Grand Total** and the **Outstanding Amount**. The footer shows the range of rows on screen, the page control, and a page-size control if the list runs past one page.

The toolbar holds everything you can do to the list as a whole.

# Invoice No	Status	Customer	Date	Base Grand Total	Outstanding Amount
--------------	--------	----------	------	------------------	--------------------

Figure 12.2 The list toolbar — Export, Filter and the + button that starts a new invoice, above the column headers

- **Export** writes the rows you can see to a file.
- **Filter** narrows the list, for example to one customer or to unpaid invoices only.
- **+** opens a blank invoice form.

Starting a new invoice

Click **+**. SAABI opens a blank entry titled **New Entry** with a **Draft** badge in the corner. Nothing has been written to your books yet.

Figure 12.3 A blank sales invoice — the number series, customer, account and date at the top, an empty **Items** grid, and totals sitting at \$ 0.00 until rows are added

The header fields are:

- **Number Series** — the prefix the invoice number comes from, **SINV-** by default.
- **Customer** — who you are billing.
- **Account** — the receivable account the invoice is booked against. SAABI fills this in from the customer record once you pick a customer.
- **Date** — the invoice date, set to now and editable.
- **Price List** — an optional price list to take rates from instead of each item's own rate.

Below them sit the **Items** grid, **Net Total**, the **Tax and Totals** section, an **Outstanding** section, and a **References** section for notes and attachments. At the foot of the card are two tabs, **Main** and **Settings**.

Choosing the customer

Click the **Customer** field and start typing. Link fields in SAABI complete as you type and show matching records underneath.

The screenshot shows the 'New Entry' form in the SAABI application. The 'Customer' field is active, and a dropdown menu is displayed showing a list of matching records. The list includes 'Oasis Hospitality Group' and 'Oasis'. Below the list, there is a 'Create' button followed by the text 'Oasis'. The form also includes fields for 'Number Series' (SINV-), 'Account', 'Price List', 'Items', 'Net Total' (\$ 0.00), 'Tax and Totals' (Grand Total \$ 0.00), 'Outstanding' (Outstanding Amount \$ 0.00, Stock Not Shipped 0), and 'References' (Notes, Attachment). The left sidebar shows the navigation menu with options like 'Get Started', 'Dashboard', 'Sales', 'Sales Quotes', 'Sales Invoices', 'Sales Payments', 'Customers', 'Sales Items', 'Loyalty Program', 'Lead', 'Pricing Rule', 'Coupon Code', 'Purchases', 'Common', 'Reports', 'Inventory', 'Setup', 'Help', 'Shortcuts', 'Change DB', 'Backups', 'Report Issue', 'About', and 'dev mode'.

Figure 12.4 Typing into the Customer field on a new invoice — the matching customer appears in a list under the field

If the customer is not on your books yet, you do not have to break off and create them first. The same list offers **Create** followed by the text you typed.

Customer

Figure 12.5 The Customer field with "Oasis" typed — the matching customer above, and the inline Create option that adds a new customer under that name without leaving the invoice

Choose **Create** and SAABI opens a short form for the new customer; save it and you are returned to the invoice with the field filled in. Every link field on the form behaves this way, including **Item** and **Tax** on the item rows.

Adding the items

1. In the **Items** section, click **Add Row**. An empty row appears in the grid.
2. Click the **Item** cell and pick what you are selling. The item's **Rate** and its default **Tax** are fetched from the item record.
3. Set **Qty**. The **Amount** column recalculates as you type.
4. Change the **Rate** or the **Tax** on the row if this sale differs from the item's defaults.
5. Repeat for each item on the bill.

As soon as a taxed row exists, the **Tax and Totals** section grows a **Taxes** grid showing each tax account, its rate and the tax amount, and the **Grand Total** below it.

The screenshot shows the 'New Entry' form in a 'Draft' state. The left sidebar contains a navigation menu with options like 'Get Started', 'Dashboard', 'Sales', 'Sales Quotes', 'Sales Invoices', 'Sales Payments', 'Customers', 'Sales Items', 'Loyalty Program', 'Lead', 'Pricing Rule', 'Coupon Code', 'Purchases', 'Common', 'Reports', 'Inventory', 'Setup', 'Help', 'Shortcuts', 'Change DB', 'Backups', 'Report Issue', 'About', and 'dev mode'. The main form area is titled 'New Entry' and includes the following sections:

- Header:** Number Series (SINV-), Customer (Oasis Hospitality Group), Account (Debtors), Date (Aug 22, 2026 17:16:30), and Price List (Price List).
- Items:** A table with columns #, Item, Tax, Qty, Rate, and Amount. It contains one row: 1, Consul, Sales T, 2, \$ 1,500.00, \$ 3,000.00. Below the table is a '+ Add Row' button.
- Net Total:** A box showing \$ 3,000.00.
- Tax and Totals:** A section containing a 'Taxes' table with columns #, Tax Account, Tax Rate, and Tax Amount. It shows one row: 1, Duties and Taxes, 8.5, \$ 255.00. Below this is a 'Grand Total' box showing \$ 3,255.00.
- Outstanding:** A section with a 'Outstanding Amount' field and a 'Stock Not Shipped' status.
- Footer:** 'Main' and 'Settings' buttons.

At the top right of the form, there are buttons for 'Create' and 'Save'.

Figure 12.6 A draft with one row — two units of Consulting Services at \$ 1,500.00 give a net total of \$ 3,000.00, and sales tax at 8.5% brings the grand total to \$ 3,255.00

Saving the invoice

Click **Save**. SAABI asks you to confirm before it creates the entry.

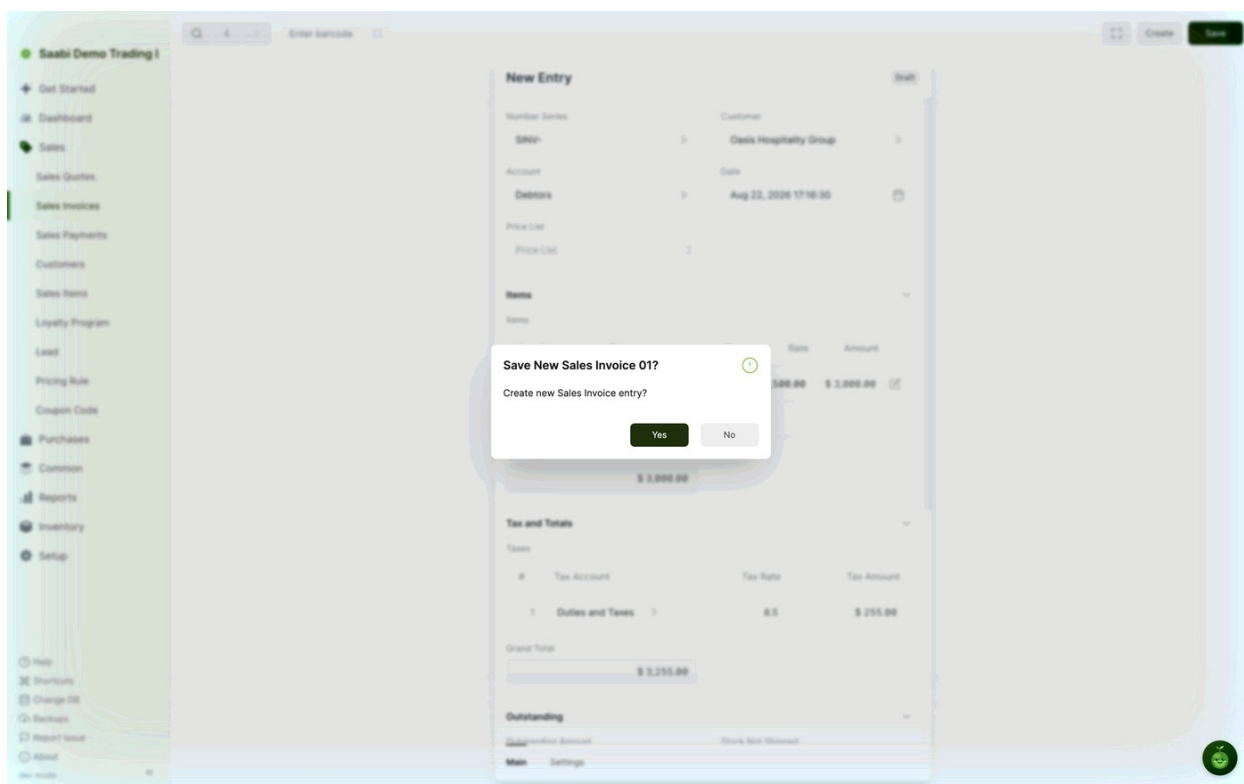


Figure 12.7 The save confirmation over the filled draft — the invoice is not written to the file until you answer Yes

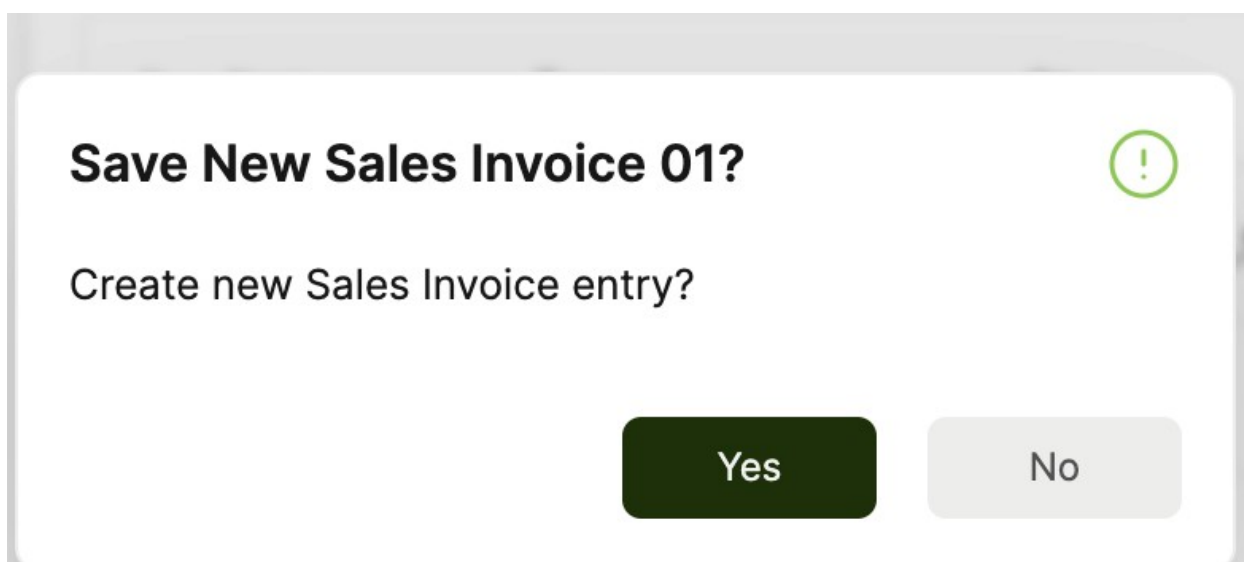


Figure 12.8 The confirmation dialog — "Save New Sales Invoice 01?" with the question "Create new Sales Invoice entry?" and Yes / No

Click **Yes**. The entry is written, the title changes from **New Entry** to the invoice number, and the badge changes to **Not Submitted**.

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dev mode

Q < > Enter barcode

Not Submitted

SINV-1070

Number Series: SINV- > Customer: Oasis Hospitality Group >

Account: Debtors > Date: Aug 22, 2026 17:16:30

Price List: Price List >

Items

#	Item	Tax	Qty	Rate	Amount
X	Consul	Sales T	2	\$ 1,500.00	\$ 3,000.00
+ Add Row					

Net Total: \$ 3,000.00

Tax and Totals

#	Tax Account	Tax Rate	Tax Amount
1	Duties and Taxes	8.5	\$ 255.00

Grand Total: \$ 3,255.00

Outstanding

Outstanding Amount: \$ 3,255.00

Main Settings

Figure 12.9 The saved invoice SINV-1070 in its Not Submitted state — the number is assigned, the Submit button has appeared in the toolbar, and each item row now carries a delete control

A saved but not submitted invoice is a real record you can come back to, but it has not been posted. Nothing has moved in your accounts, the customer owes nothing yet, and you can still change any field, add rows, or remove rows using the delete control that has appeared at the left of each line.

Submitting the invoice

Submitting is what posts the invoice. Click **Submit** and confirm.

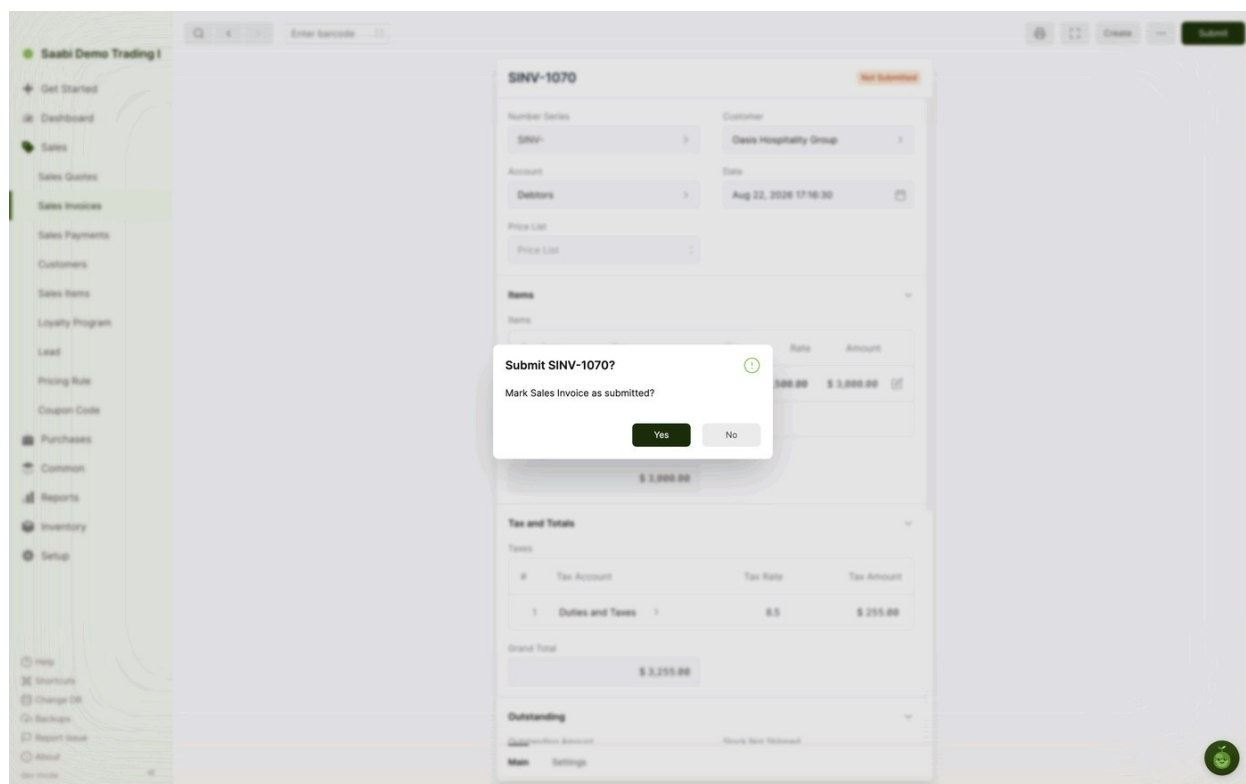


Figure 12.10 The submit confirmation — "Submit SINV-1070?" and "Mark Sales Invoice as submitted?", the last point at which the invoice can still be changed

Click **Yes**. SAABI makes the ledger entries against the accounts on the invoice: the income is booked, the tax is recorded, and the grand total is added to what the customer owes you. The badge changes to **Unpaid** and shows the amount outstanding.

The screenshot displays the 'Sales Invoice' form in the SAABI Demo Trading application. The form is titled 'SINV-1070' and features a red badge in the top right corner indicating 'Unpaid \$ 3,255.00'. The form is organized into several sections:

- Header:** Includes fields for Number Series (SINV-), Customer (Oasis Hospitality Group), Account (Debtors), and Date (Aug 22, 2026 17:16:30).
- Items:** A table listing the items on the invoice.

#	Item	Tax	Qty	Rate	Amount
1	Consult	Sales T.	2	\$ 1,500.00	\$ 3,000.00
- Net Total:** A summary row showing the total amount of \$ 3,000.00.
- Tax and Totals:** A section for taxes.

#	Tax Account	Tax Rate	Tax Amount
1	Duties and Taxes	8.5	\$ 255.00
- Grand Total:** A summary row showing the total amount of \$ 3,255.00.
- Outstanding:** A section showing the outstanding amount of \$ 3,255.00 and the stock not shipped amount of 0.

The form also includes a 'Main' button and a 'Settings' link at the bottom. The left sidebar contains navigation options such as 'Get Started', 'Dashboard', 'Sales', 'Sales Quotes', 'Sales Invoices', 'Sales Payments', 'Customers', 'Sales Items', 'Loyalty Program', 'Lead', 'Pricing Rule', 'Coupon Code', 'Purchases', 'Common', 'Reports', 'Inventory', 'Setup', 'Help', 'Shortcuts', 'Change DB', 'Backups', 'Report Issue', 'About', and 'dev mode'.

Figure 12.11 The submitted invoice — an Unpaid \$ 3,255.00 badge in the header, the same figure repeated in Outstanding Amount, and View and ... added to the toolbar

IMPORTANT A submitted invoice cannot be edited. If you have submitted an invoice with the wrong figures on it, cancel it and raise a corrected one, or record a return against it. Both are covered later in this chapter.

Recording a payment

An invoice stays **Unpaid** until you record the money you have received. Open the submitted invoice and click **Create** in the toolbar.

The screenshot displays the SAABI Sales Invoice interface. On the left is a sidebar menu for 'Saabi Demo Trading I' with options like Get Started, Dashboard, Sales, Sales Quotes, Sales Invoices, Sales Payments, Customers, Sales Items, Loyalty Program, Lead, Pricing Rule, Coupon Code, Purchases, Common, Reports, Inventory, and Setup. The main area shows a 'Sales Invoice' for 'SINV-1067' with a status of 'Not Transferred'. The invoice details include Number Series (SINV-), Customer (Global Exports FZE), Account (Debtors), and Date (Aug 20, 2026 12:00:00). The 'Items' section contains a table with one item: 'Export' with a quantity of 5, a rate of \$2,200.00, and an amount of \$11,000.00. The 'Net Total' is \$11,000.00. The 'Tax and Totals' section shows a 'Grand Total' of \$11,000.00. The 'Outstanding' section shows an 'Outstanding Amount' of \$11,000.00 and 'Stock Not Shipped' with a quantity of 5. A 'Create' menu is open on the right, listing options: CREATE, Payment, Shipment, Return, Duplicate, and New Entry. The bottom of the interface has a 'Main' tab and a 'Settings' tab.

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dev mode

Sales Invoice

SINV-1067 Not Transferred

Number Series: SINV- Customer: Global Exports FZE

Account: Debtors Date: Aug 20, 2026 12:00:00

Items

#	Item	Tax	Qty	Rate	Amount
1	Export	Tax	5	\$ 2,200.00	\$ 11,000.00

Net Total: \$ 11,000.00

Tax and Totals

Grand Total: \$ 11,000.00

Outstanding

Outstanding Amount: \$ 11,000.00

Stock Not Shipped: 5

CREATE
Payment
Shipment
Return
Duplicate
New Entry

Main Settings

Figure 12.12 The Create menu open on a submitted invoice, listing the documents that can be raised from it

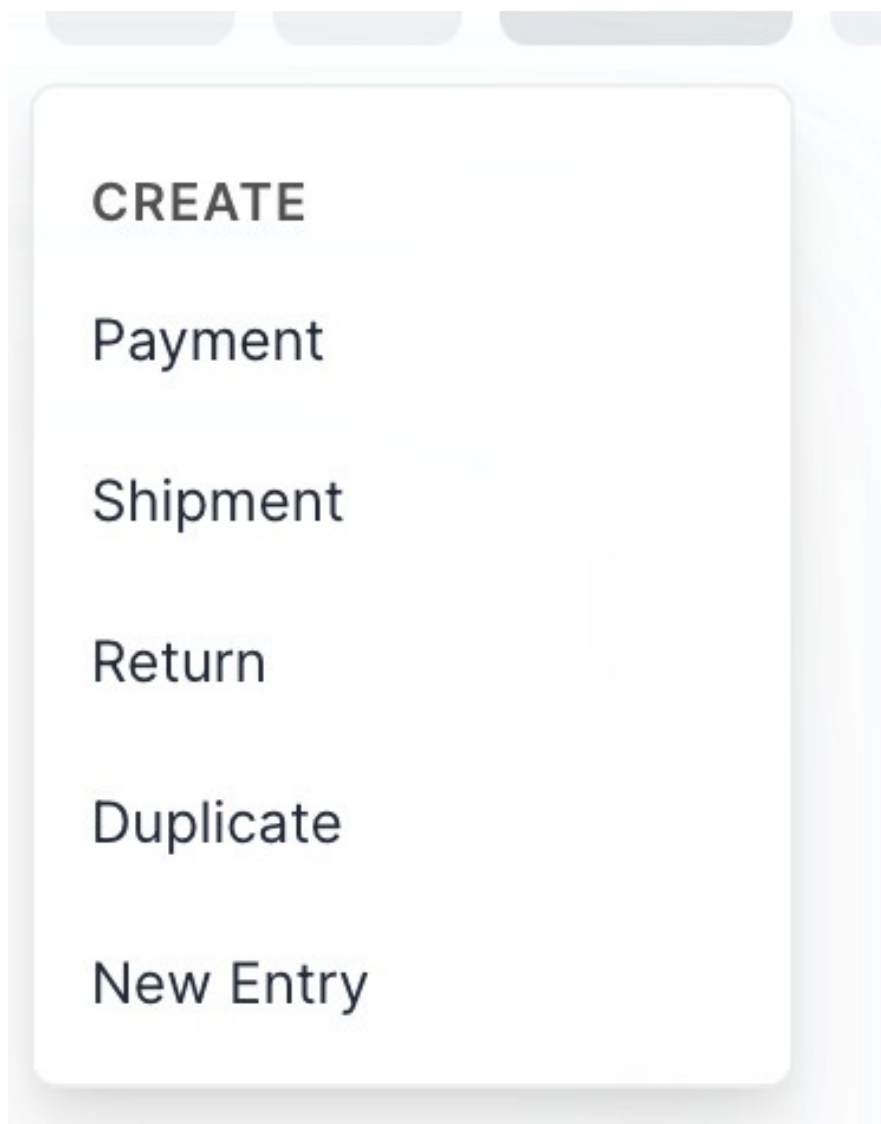


Figure 12.13 The Create menu in close-up — Payment, Shipment, Return, Duplicate and New Entry

Choose **Payment**. A quick-edit panel opens down the right-hand side of the screen with the outstanding amount already filled in.

Saabi Demo Trading I

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Sales Invoice

SINV-1070 Unpaid \$ 3,255.00

Number Series: **SINV-** Customer: **Oasis Hospitality Group**

Account: **Debtors** Date: **Aug 22, 2026 17:16:30**

Items

#	Item	Tax	Qty	Rate	Amount
1	Consult	Sales T.	2	\$ 1,500.00	\$ 3,000.00

Net Total: **\$ 3,000.00**

Tax and Totals

#	Tax Account	Tax Rate	Tax Amount
1	Duties and Taxes	8.5	\$ 255.00

Grand Total: **\$ 3,255.00**

Outstanding

Outstanding Amount	Stock Not Shipped
\$ 3,255.00	0

New Payment 01

Number Series: **PAY-**

Posting Date: **Aug 22, 2026 17:23:08**

Payment Method: **Cash**

Payment Type: **Receive**

To Account: **Cash**

Ref. / Cheque No. Ref. / Cheque No.

Reference Date Ref. Date

Clearance Date Clearance Date

Amount: **\$ 3,255.00**

Write Off: **\$ 0.00**

Attachment Add attachment

Main Settings

Save

Figure 12.14 The payment panel open beside the invoice — the amount is pre-filled from the outstanding balance, so a payment in full needs no typing at all

×
Save

New Payment 01

Number Series	PAY-	>
Posting Date	Aug 22, 2026 17:23:08	📅
Payment Method	Cash	>
Payment Type	Receive	⬆️⬆️
To Account	Cash	>
Ref. / Cheque No.	Ref. / Cheque No.	
Reference Date	Ref. Date	📅
Clearance Date	Clearance Date	📅
Amount	\$ 3,255.00	
Write Off	\$ 0.00	
Attachment	Add attachment	📎

Figure 12.15 The payment panel's fields — payment method, type, receiving account, reference and clearance dates, amount and write off

The panel holds:

- **Number Series** — the prefix for the payment number, **PAY-** by default.
- **Posting Date** — when the money moved.
- **Payment Method** — how it was paid, for example **Cash**.
- **Payment Type** — **Receive** for money coming in on a sale.
- **To Account** — the bank or cash account the money went into.
- **Ref. / Cheque No.** and **Reference Date** — the cheque or transfer reference and its date.
- **Clearance Date** — when the funds cleared, if that differs.
- **Amount** — how much you received. Leave it as it is for payment in full, or reduce it for a part payment.
- **Write Off** — an amount you are giving up rather than collecting.
- **Attachment** — a receipt or advice slip.

Click **Save**. SAABI saves and submits the payment together, reduces the receivable, increases the balance on your bank or cash account, and updates the invoice.

The screenshot shows the SAABI Demo Trading I interface. On the left is a sidebar menu with options like Get Started, Dashboard, Sales, Sales Quotes, Sales Invoices, Sales Payments, Customers, Sales Items, Loyalty Program, Lead, Pricing Rule, Coupon Code, Purchases, Common, Reports, Inventory, and Setup. The main area displays a Sales Invoice for SINV-1070. The invoice is marked as 'Paid' in a green badge. The header shows the Number Series as SINV- and the Customer as Oasis Hospitality Group. The Account is Debtors and the Date is Aug 22, 2026 17:16:30. The Items section contains one item: 1 Consult, Sales T, with a quantity of 2, a rate of \$1,500.00, and an amount of \$3,000.00. The Net Total is \$3,000.00. The Tax and Totals section shows one tax: 1 Duties and Taxes, with a tax rate of 8.5 and a tax amount of \$255.00. The Grand Total is \$3,255.00. The Outstanding section shows an Outstanding Amount of \$0.00 and Stock Not Shipped of 0. At the bottom, there are links for Main and Settings.

Figure 12.16 The same invoice after the payment — the badge reads Paid and Outstanding Amount has fallen to \$ 0.00

NOTE A part payment leaves the invoice **Partly Paid** with the remainder still in **Outstanding Amount**. Record further payments the same way until the outstanding amount reaches zero, at which point the status becomes **Paid**.

Editing an invoice item

Each item row has an edit button at its right-hand end. Click it to open the row in a panel where every field on the line is available, not only the five columns the grid has space for.

Saabi Demo Trading I

- Get Started
- Dashboard
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Sales Invoice

SINV-1067 Not Transferred

Number Series: SINV- Customer: Global Exports FZE

Account: Debtors Date: Aug 20, 2026 12:00:00

Items

#	Item	Tax	Qty	Rate	Amount
1	Export	Tax	5	\$ 2,200.00	\$ 11,000.00

Net Total: \$ 11,000.00

Tax and Totals

Grand Total: \$ 11,000.00

Outstanding

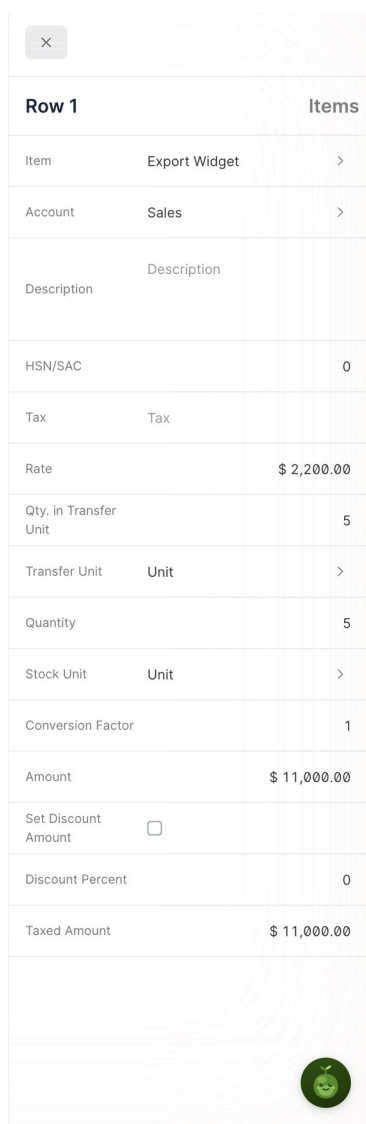
Outstanding Amount: \$ 11,000.00 Stock Not Shipped: 5

Row 1

Item	Export Widget
Account	Sales
Description	Description
HSN/SAC	0
Tax	Tax
Rate	\$ 2,200.00
Qty. in Transfer Unit	5
Transfer Unit	Unit
Quantity	5
Stock Unit	Unit
Conversion Factor	1
Amount	\$ 11,000.00
Set Discount Amount	☐
Discount Percent	0
Taxed Amount	\$ 11,000.00

Main Settings

Figure 12.17 An item row opened for editing — the grid stays on the left while the row's full set of fields opens on the right



The screenshot shows a mobile application interface for a 'Row 1' panel. At the top is a close button (X). Below it is a header with 'Row 1' and 'Items'. The panel contains several rows of input fields and labels, some with dropdown arrows. The fields are: Item (Export Widget), Account (Sales), Description, HSN/SAC (0), Tax, Rate (\$ 2,200.00), Qty. in Transfer Unit (5), Transfer Unit (Unit), Quantity (5), Stock Unit (Unit), Conversion Factor (1), Amount (\$ 11,000.00), Set Discount Amount (checkbox), Discount Percent (0), and Taxed Amount (\$ 11,000.00). At the bottom right is a green circular button with a white plus sign.

Figure 12.18 The row panel — item, account, description, HSN/SAC, tax, rate, transfer and stock quantities, amount, discount fields and taxed amount

The panel contains **Item**, **Account**, **Description**, **HSN/SAC**, **Tax**, **Rate**, **Qty. in Transfer Unit**, **Transfer Unit**, **Quantity**, **Stock Unit**, **Conversion Factor**, **Amount**, **Set Discount Amount**, **Discount Percent** and **Taxed Amount**. Use it to give a line its own description on the printed invoice, to record the HSN or SAC code, to apply a discount to one line, or to check what the line comes to after tax.

TIP You can type into **Taxed Amount** directly. SAABI works the rate back from the figure you enter, which is quicker than calculating a rate that lands on a round total.

The Settings tab

The tabs at the foot of the form card switch between **Main**, which is everything above, and **Settings**.

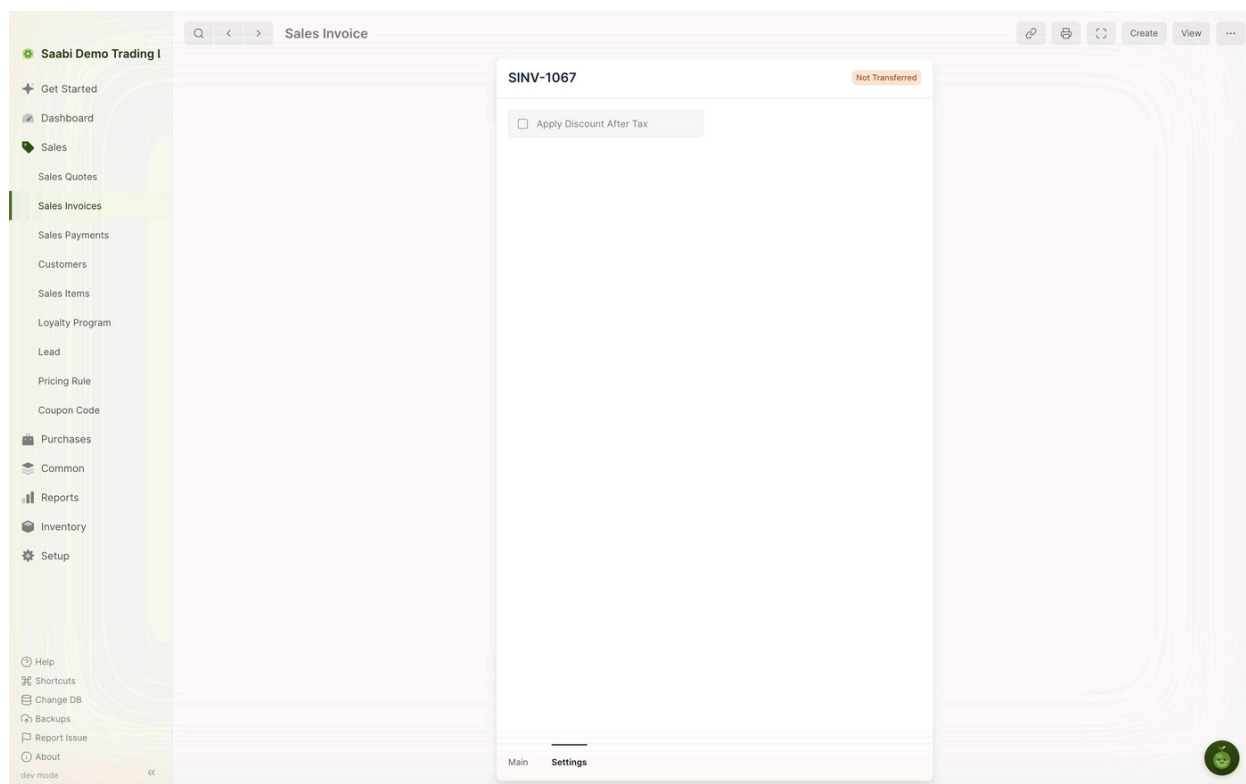


Figure 12.19 The Settings tab of an invoice, holding the Apply Discount After Tax option

Apply Discount After Tax decides the order the two calculations run in. Leave it clear to take the discount off the item amounts and then charge tax on what is left. Tick it to charge tax first and take the discount off the taxed total.

The Create menu

Create on a submitted invoice raises a related document with the invoice's details already filled in:

- **Payment** — records money received, as described above.
- **Shipment** — records the goods leaving your inventory against this invoice.
- **Return** — raises a credit against this invoice when the customer sends goods back. Quantities on a return are entered as negative figures, so the return reverses the original entry.
- **Duplicate** — copies this invoice into a new draft, useful for a customer you bill for the same thing every month.
- **New Entry** — starts a blank invoice.

Cancelling an invoice

The ... menu next to **Create** holds **Cancel**.

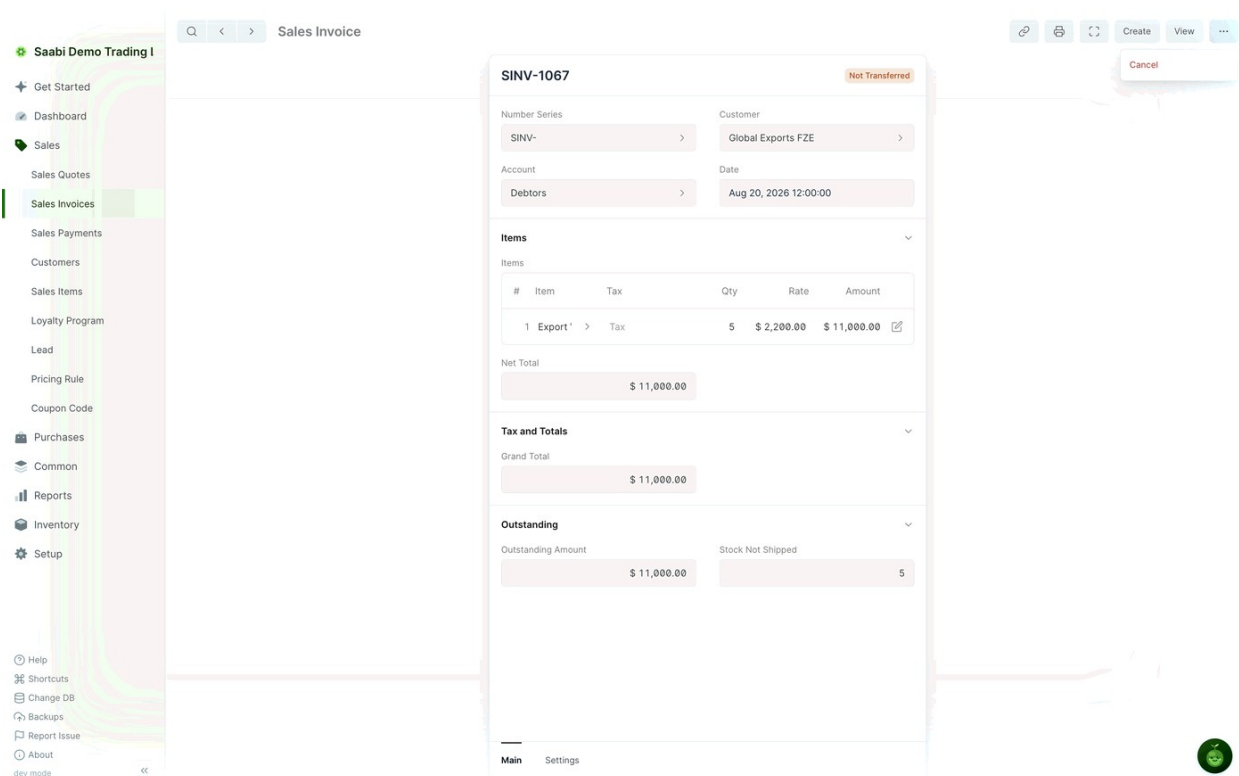


Figure 12.20 The ... menu on a submitted invoice, offering Cancel

Cancelling reverses the ledger entries the invoice made and leaves the invoice on file, marked as cancelled, so the number is never reused and the history stays intact. Use it when an invoice should not have been raised at all. When goods have genuinely been sold and then returned, use **Create > Return** instead, so both the sale and the return appear in your records.

Printing and sending the invoice

Click the print icon in the toolbar to open the print view.



Figure 12.21 The print view toolbar — the template selector, the ... menu, and the Save as PDF and Print buttons

Pick a template from the selector on the left, then use **Save as PDF** to write a file you can email, or **Print** to send it to a printer.

Saabi Demo Trading LLC
+1 415 000 0000

SALES INVOICE
SINV-1070
Aug 22, 2026

BILLED TO
Oasis Hospitality Group

FROM
Saabi Demo Trading LLC
hello@saabi.app

ITEM	QTY	RATE	AMOUNT
Consulting Services	2.00	\$ 1,500.00	\$ 3,000.00
Subtotal			\$ 3,000.00
Duties and Taxes			\$ 255.00
Grand Total			\$ 3,255.00
Outstanding			\$ 0.00

Figure 12.22 The printed invoice — the forest-green header band carries the Saabi mark, the company name and the invoice number, with BILLED TO and FROM blocks above the item table and the grand total picked out in green

What appears on the printed invoice — your logo, the brand colour, the font, and whether terms, descriptions and amounts in words are shown — is set once at **Setup > Settings > Print** and applies to every invoice you print.

Invoice statuses

The badge in the invoice header and the **Status** column in the list use the same set of labels.

#	Invoice No	Status	Customer	
1	SINV-1067	Unpaid	Global Exports FZE	A
2	SINV-1066	Unpaid	Pearl Marine Services	A
3	SINV-1065	Unpaid	Desert Rose Events	A
4	SINV-1064	Unpaid	Marina Retail FZ-LLC	A
5	SINV-1069	Unpaid	US Client Corp	A
6	SINV-1063	Unpaid	Oasis Hospitality Group	A
7	SINV-1062	Unpaid	Falcon Contracting LLC	A
8	SINV-1068	Unpaid	Oasis Hospitality Group	A
9	SINV-1058	Paid	Global Exports FZE	J
10	SINV-1057	Paid	Pearl Marine Services	J
11	SINV-1056	Unpaid	Desert Rose Events	J

Figure 12.23 Status badges in the list — Unpaid in orange and Paid in green, read at a glance down the Status column

- **Draft** — a new entry that has not been saved.
- **Not Submitted** — saved, fully editable, not yet posted.
- **Unpaid** — submitted and posted, nothing received yet.
- **Partly Paid** — some of the balance has been received.
- **Paid** — the outstanding amount has reached zero.
- **Return** — a credit raised against an earlier invoice.
- **Not Transferred** — submitted, with stock on the invoice not yet shipped.

CHAPTER 13

Sales Payments

A payment records the movement of money. On the sales side it is the entry you make when a customer pays you: it reduces what they owe and increases the balance in your bank or cash account. Most sales payments are best made from the invoice they settle, because SAABI then fills in the customer and the amount for you. You can also record a payment on its own — for a deposit taken before an invoice exists, or for money received that you will match to invoices later.

The Sales Payments list

Payments received live at **Sales > Sales Payments**. Each row shows the payment number, its status, the party who paid, the posting date and the amount.

#	Payment No	Status	Party	Posting Date	Amount
1	PAY-1071	Submitted	Oasis Hospitality Group	Aug 22, 2026 17:23:08	\$ 3,255.00

Figure 13.1 The Sales Payments list — one submitted payment of \$ 3,255.00 received from Oasis Hospitality Group, dated the day the invoice was settled

The toolbar works as it does on every list: **Export** writes the rows to a file, **Filter** narrows them, and **+** starts a new payment.

Recording a payment against an invoice

This is the usual route, and the one to prefer, because the invoice reference is set for you and the outstanding amount is carried across.

1. Open the submitted invoice at **Sales > Sales Invoices**.
2. Click **Create** in the toolbar and choose **Payment**.
3. The payment quick-edit panel opens on the right with the outstanding amount already in **Amount**.
4. Check **Payment Method**, **To Account** and **Posting Date**, and add a reference if you have one.
5. Click **Save**. SAABI saves and submits the payment in one step.

The screenshot displays the SAABI interface with a sidebar on the left containing navigation options like Get Started, Dashboard, Sales, Sales Quotes, Sales Invoices, Sales Payments, Customers, Sales Items, Loyalty Program, Lead, Pricing Rule, Coupon Code, Purchases, Common, Reports, Inventory, and Setup. The main area shows a 'Sales Invoice' for 'SINV-1070' with a status of 'Unpaid \$ 3,255.00'. The invoice details include Number Series (SINV-), Customer (Oasis Hospitality Group), Account (Debtors), and Date (Aug 22, 2026 17:16:30). The 'Items' section lists one item: 'Consult' with a quantity of 2, a rate of \$1,500.00, and an amount of \$3,000.00. The 'Tax and Totals' section shows a Grand Total of \$3,255.00. The 'Outstanding' section shows an Outstanding Amount of \$3,255.00 and Stock Not Shipped of 0. On the right, a 'New Payment 01' panel is open, showing fields for Number Series (PAY-), Posting Date (Aug 22, 2026 17:23:08), Payment Method (Cash), Payment Type (Receive), To Account (Cash), and Amount (\$3,255.00). The panel also includes fields for Reference Date, Clearance Date, Write Off (\$0.00), and Attachment.

Figure 13.2 The payment panel open beside the invoice it settles, with the outstanding balance already filled in as the amount

The invoice's **Outstanding Amount** falls by what you received, and its status moves to **Partly Paid** or, once the balance reaches zero, to **Paid**.

Creating a standalone payment

1. Go to **Sales > Sales Payments** and click **+**.
2. Choose the party who paid you.
3. Set **Payment Type** to **Receive** and fill in the accounts, the date and the amount.
4. If the money settles a particular invoice, add that invoice in the references table at the foot of the panel. This is what tells SAABI to reduce that invoice's outstanding amount.
5. Click **Save**, then submit the payment to record it.

The payment fields

New Payment 01		
Number Series	PAY-	>
Posting Date	Aug 22, 2026 17:23:08	📅
Payment Method	Cash	>
Payment Type	Receive	⬆️⬆️
To Account	Cash	>
Ref. / Cheque No.	Ref. / Cheque No.	
Reference Date	Ref. Date	📅
Clearance Date	Clearance Date	📅
Amount	\$ 3,255.00	
Write Off	\$ 0.00	
Attachment	Add attachment	📎

Figure 13.3 The payment panel's fields in close-up — method, type and account at the top, reference and clearance dates in the middle, amount and write off at the bottom

- **Number Series** — the prefix the payment number is drawn from, **PAY-** by default.
- **Posting Date** — the date the money moved. This is the date the entry appears under in your reports.
- **Payment Method** — how the money was paid, for example **Cash**.
- **Payment Type** — **Receive** when a customer pays you, **Pay** when you pay a supplier.
- **To Account** — where the money went. On a sale this is the bank or cash account that received it.
- **From Account** — where the money came from. On a sale this is your receivable account, which SAABI sets from the customer record.
- **Ref. / Cheque No.** — the cheque number, transfer reference or card slip number.
- **Reference Date** — the date on that reference, which may be earlier than the posting date.

- **Clearance Date** — the date the funds actually cleared, for payments that take time to land.
- **Amount** — how much was received. Reduce it below the outstanding figure to record a part payment.
- **Write Off** — an amount you are giving up rather than collecting.
- **Attachment** — a remittance advice or receipt.

The direction of a payment follows its type:

Transaction	Payment Type	To Account	From Account
Sale	Receive	Bank or cash accounts	Accounts receivable
Purchase	Pay	Accounts payable	Bank or cash accounts

Writing off a balance

Write Off handles the small residue that is not worth chasing — a rounding difference, a bank charge deducted in transit, or a shortfall you have agreed to accept. Enter the shortfall in **Write Off** and leave **Amount** at the full invoiced figure. The money actually transferred is the amount less the write off, and the written-off portion is booked to the write off account set at [Setup > Settings > General](#).

NOTE A write off closes the invoice. Once it is applied, the invoice's outstanding amount reaches zero and its status becomes **Paid**, even though you received less than you billed.

TIP When a customer settles several invoices with one transfer, record the payment from the invoice with the largest balance, then adjust the amount and add the other invoices in the references table, rather than splitting the transfer into several entries.

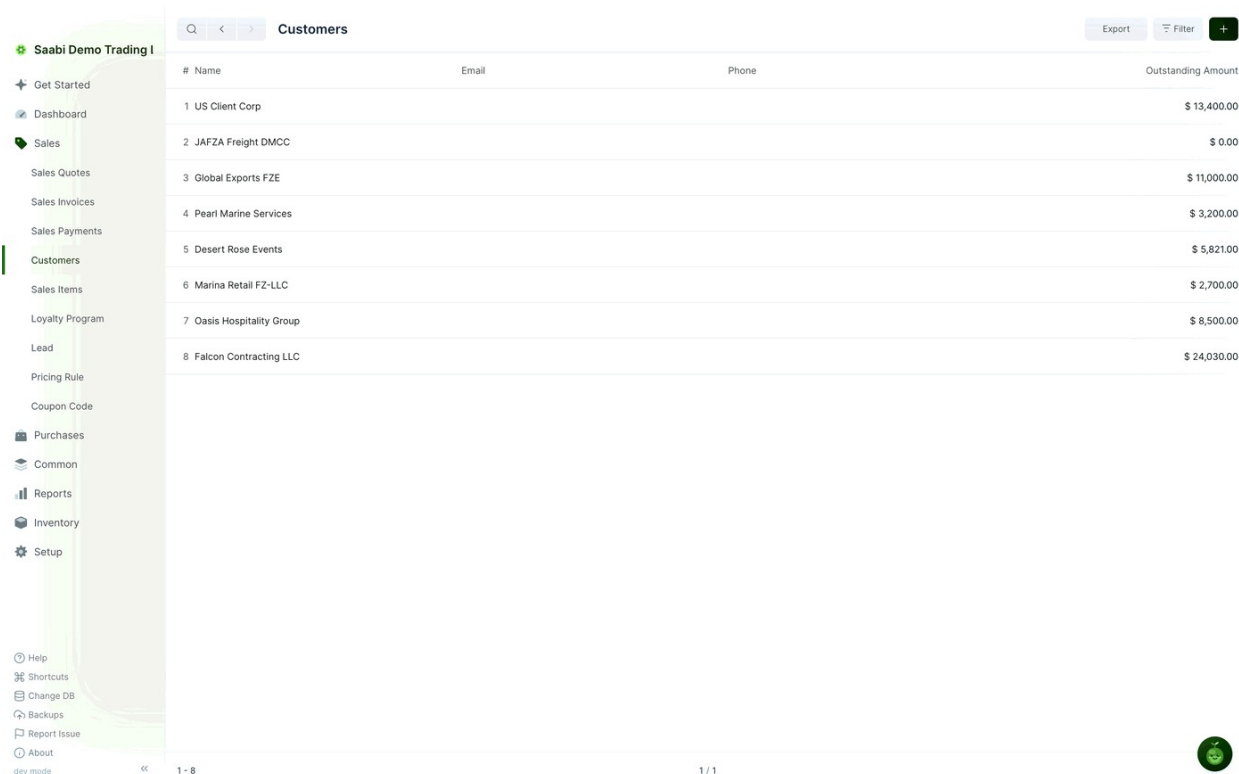
CHAPTER 14

Customers

A customer is anyone you sell to. The customer record holds the name that appears on the invoice, the contact details that are printed with it, the account the sale is booked against, and the currency you bill in. You need a customer before you can raise a sales invoice, though you never have to break off to create one: any **Customer** field on an invoice or quote will create the record for you as you type. This chapter covers the customer list and what each field on the record does.

The Customers list

Open **Sales > Customers**. Each row shows the customer's name, email, phone and the total they currently owe you.



#	Name	Email	Phone	Outstanding Amount
1	US Client Corp			\$ 13,400.00
2	JAFZA Freight DMCC			\$ 0.00
3	Global Exports FZE			\$ 11,000.00
4	Pearl Marine Services			\$ 3,200.00
5	Desert Rose Events			\$ 5,821.00
6	Marina Retail FZ-LLC			\$ 2,700.00
7	Oasis Hospitality Group			\$ 8,500.00
8	Falcon Contracting LLC			\$ 24,030.00

Figure 14.1 The Customers list — the Outstanding Amount column totals every unpaid invoice per customer, so the accounts needing attention stand out without opening a report

The **Outstanding Amount** column is the quickest read of who owes you what. A customer with \$ 0.00 has no unpaid invoices. Use **Filter** to narrow the list and **Export** to take it out of SAABI.

Creating a customer

1. Go to **Sales > Customers** and click +.
2. Enter the **Name**. Each customer needs a name of its own, and it is the name that appears on the invoice.

3. Fill in the contact and billing details you have. None of them are required to raise an invoice, but the email, phone and address are what get printed on it.
4. Click **Save**.

IMPORTANT Create a customer under **Sales > Customers** and a supplier under **Purchases > Suppliers**. A party you both buy from and sell to belongs under **Common > Party**, where you can set its **Role** to cover both. Choose the right place at the outset — the role a record was created under cannot be changed afterwards.

The customer record

The screenshot shows the SAABI Demo Trading I interface. On the left is a sidebar menu with options: Get Started, Dashboard, Sales (Sales Quotes, Sales Invoices, Sales Payments), Customers (Sales Items, Loyalty Program, Lead, Pricing Rule, Coupon Code), Purchases, Common, Reports, Inventory, and Setup. The main area displays the 'Party' record for 'US Client Corp'. At the top right of the form, a badge indicates 'Unpaid \$ 13,400.00'. The form is divided into several sections:

- Name:** US Client Corp
- Role:** Customer
- Contacts:** Includes fields for Email (john@doe.com), Phone, and Address.
- Billing:** Includes Default Account (Debtors), Currency (USD), and Tax ID.
- References:** Includes a 'From Lead' field.
- Loyalty Program:** Includes a Loyalty Program dropdown and Loyalty Points (0).

 The bottom of the sidebar contains links for Help, Shortcuts, Change DB, Backups, Report Issue, About, and dev mode.

Figure 14.2 A saved customer — the header badge shows \$ 13,400.00 unpaid, with contacts, billing, lead reference and loyalty details grouped in sections below

- **Name** — how the customer is identified throughout SAABI and on printed invoices.
- **Role** — whether this party is a customer, a supplier, or both. A record created under **Sales > Customers** has the role **Customer**.

Under **Contacts**:

- **Email** — the customer's email address, which may be shown when the invoice is printed.
- **Phone** — the customer's phone number, also available to the print template.

- **Address** — the postal address printed in the "billed to" block.

Under **Billing**:

- **Default Account** — the receivable account this customer's invoices are booked against, **Debtors** by default. SAABI fills the invoice's **Account** field from here.
- **Currency** — the currency their invoices are raised in, **USD** for Saabi Demo Trading LLC.
- **Tax ID** — the customer's tax registration number, for invoices that must carry it.

Under **References**:

- **From Lead** — the lead this customer was converted from, if they started as one. SAABI sets it when you create a customer from a lead, and it gives you the trail back to the original enquiry.

Under **Loyalty Program**:

- **Loyalty Program** — the loyalty program this customer belongs to. Leave it empty if they are not on one.
- **Loyalty Points** — the points they have accrued and not yet spent. The figure is maintained by SAABI as invoices are submitted and points are redeemed; you do not edit it by hand.

The outstanding badge

A customer with unpaid invoices carries a badge in the top right of the record showing the total still owed — **Unpaid \$ 13,400.00** for the customer above. It is the same figure as the **Outstanding Amount** column in the list, and it moves as invoices are raised and payments recorded. A customer who owes nothing shows no badge.

TIP To see what makes up that figure, filter **Sales > Sales Invoices** by the customer and read the **Outstanding Amount** column. The **Receivables Ageing** widget on the dashboard breaks the same total down by how overdue it is.

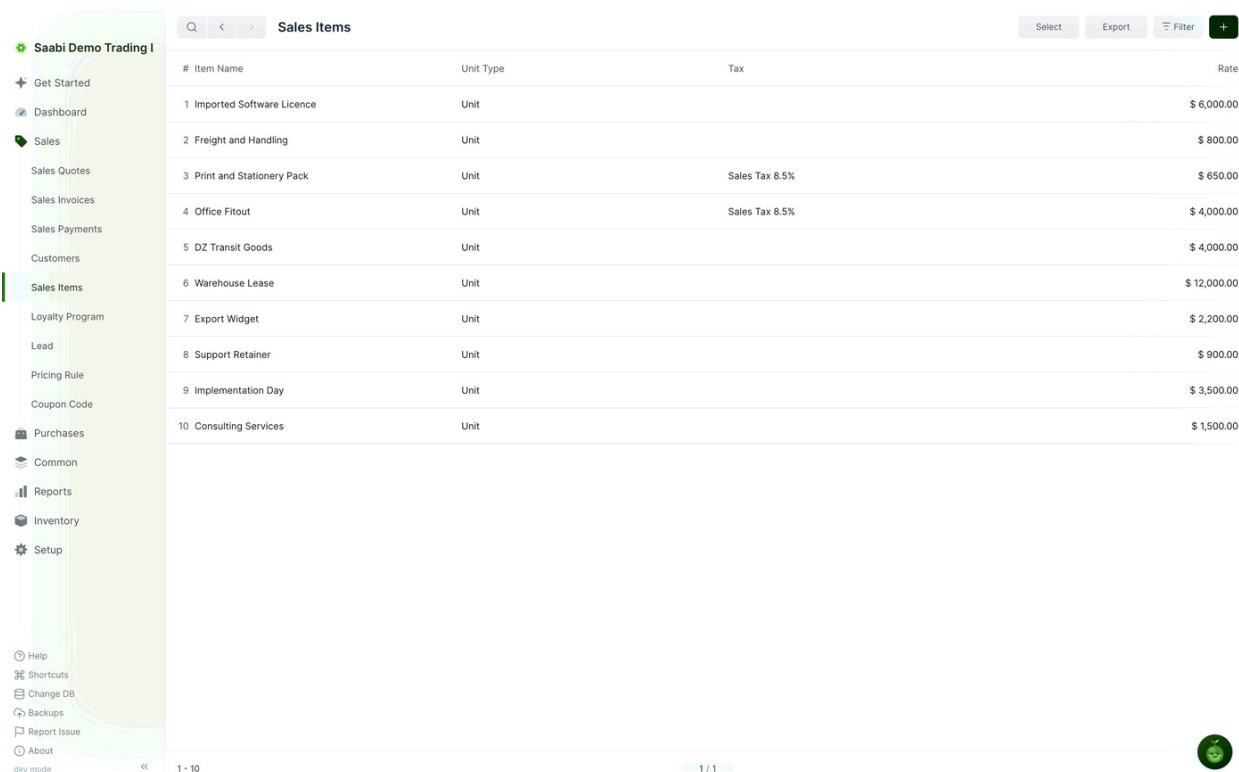
CHAPTER 15

Sales Items

An item is anything you sell — a product you ship or a service you perform. The item record holds the name that appears on the invoice, the rate you normally charge, the income account the sale is credited to, and the tax the sale attracts. Setting items up once means every invoice line takes three actions: pick the item, set the quantity, save. This chapter covers the sales side; items you buy are set up the same way under [Purchases > Purchase Items](#).

The Sales Items list

Open [Sales > Sales Items](#). Each row shows the item name, its unit type, the tax that applies to it and its rate.



#	Item Name	Unit Type	Tax	Rate
1	Imported Software Licence	Unit		\$ 6,000.00
2	Freight and Handling	Unit		\$ 800.00
3	Print and Stationery Pack	Unit	Sales Tax 8.5%	\$ 650.00
4	Office Fitout	Unit	Sales Tax 8.5%	\$ 4,000.00
5	DZ Transit Goods	Unit		\$ 4,000.00
6	Warehouse Lease	Unit		\$ 12,000.00
7	Export Widget	Unit		\$ 2,200.00
8	Support Retainer	Unit		\$ 900.00
9	Implementation Day	Unit		\$ 3,500.00
10	Consulting Services	Unit		\$ 1,500.00

Figure 15.1 The Sales Items list for Saabi Demo Trading LLC — ten items with their unit type, default tax and rate, which is what an invoice row picks up when the item is chosen

The toolbar carries **Select** for acting on several rows at once, plus the usual **Export**, **Filter** and **+**.

Creating a sales item

1. Go to [Sales > Sales Items](#) and click **+**.
2. Enter the **Item Name**. This is what appears on the invoice line and on the printed invoice.
3. Set **Type** to **Product** for something you ship or **Service** for something you perform.

4. Under **Details**, set the **Unit Type** and the **Rate** you normally charge.
5. Under **Accounts**, set **Sales Acc.** — the income account credited when the item is sold — and the **Tax** the sale attracts.
6. Click **Save**.

IMPORTANT Create an item you only sell under **Sales > Sales Items**, an item you only buy under **Purchases > Purchase Items**, and an item you do both with under **Common > Items**. What an item is used for is fixed when it is created and cannot be changed afterwards.

The item record

The screenshot displays the 'Imported Software Licence' item record in the SAABI Demo Trading I application. The interface includes a sidebar with navigation options like 'Get Started', 'Dashboard', 'Sales', 'Purchases', 'Common', 'Journal Entry', 'Party', 'Items', 'Price List', 'Reports', 'Inventory', and 'Setup'. The main form is titled 'Imported Software Licence' and has a 'Saved' status in the top right. The form fields are organized into sections: 'Item Name' (Imported Software Licence), 'Item Code' (empty), 'Item Group' (empty), 'Purpose' (Both), 'Type' (Service), 'Details' (Unit Type: Unit, Rate: \$ 6,000.00, Description: Item Description), 'Accounts' (Sales Acc.: Service, Purchase Acc.: Miscellaneous Expenses, Tax: empty), and 'Inventory' (HSN/SAC Code: empty, Barcode: empty). A 'UOM Conversions' section is also visible at the bottom.

Figure 15.2 A saved item — name, purpose and type at the top, the rate under *Details*, and the income and expense accounts under *Accounts*

- **Item Image** — an optional picture, useful in the point of sale grid view.
- **Item Name** — the name the item is identified by. Each item needs its own.
- **Item Code** — a short unique code for tracking and reference.
- **Item Group** — the category the item belongs to, used for grouping and for filtering in the point of sale.
- **Purpose** — whether the item is for sales, purchases or both.
- **Type** — **Product** or **Service**.

Under Details:

- **Unit Type** — the base unit the rate applies to, **Unit** by default.
- **Rate** — the standard price. This is what an invoice row picks up, and you can change it on the row for a one-off price.
- **Description** — a longer description of what the item is. It can be printed on the invoice.

Under Accounts:

- **Sales Acc.** — the income account credited when the item is sold.
- **Purchase Acc.** — the expense account debited when the item is bought.
- **Tax** — the tax applied when the item is invoiced. Like the rate, it can be overridden on the invoice row.

Under Inventory:

- **HSN/SAC** — the classification code for the item, where your tax rules require one.
- **Barcode** — the code a scanner reads to add the item at the till.
- **UOM Conversions** — the relationship between the item's base unit and any other units you sell it in, for example a box of twelve.

How items reach the invoice

When you choose an item on an invoice row, SAABI fetches its rate and its default tax onto the line. Both can be changed there without altering the item record, so a negotiated price on one sale does not affect the next one. To change the price for good, change the **Rate** on the item; to run a different set of prices for a customer group or a season, use a price list or a pricing rule instead.

TIP Give items names your customers will recognise on a printed invoice. The item name is what appears in the **ITEM** column of the PDF, so **Consulting Services** reads better on a bill than an internal code.

CHAPTER 16

Leads

A lead is a potential customer — someone who has shown interest in what you sell but has not bought anything yet. Keeping leads in SAABI means the enquiry, the quote you sent and the first invoice all sit on one trail, and it keeps people who have not bought anything out of your customer list and out of your receivables. When a lead does buy, you convert the record into a customer and nothing has to be retyped.

The Lead list

Open **Sales > Lead**. Each row shows the lead's name, its status, and the email and mobile number you have for them.

#	Name	Status	Email	Mobile
1	Northwind Manufacturing	Open	purchasing@northwind.example	+1 206 555 0147
2	Coastal Ventures Inc	Open	ops@coastalventures.example	+1 305 555 0182

Figure 16.1 The Lead list — two open leads with their contact details, the status badge showing where each one has reached

Use **Filter** to work one status at a time, for example to pull up everyone marked **Interested** before a round of follow-up calls.

Creating a lead

1. Go to **Sales > Lead** and click **+**.
2. Enter the **Name**. This is the only required field.
3. Leave **Status** on **Open** for a new enquiry.
4. Under **Contacts**, add the **Email**, **Mobile** and **Address** you have.

5. Click Save.

The screenshot shows the 'New Entry' form for a lead in the SAABI Demo Trading I application. The form is titled 'New Entry' and has a 'Draft' button. It contains the following fields:

- Name:** A text input field with the placeholder 'Full Name'. A red asterisk (*) is next to it, indicating it is a required field.
- Status:** A dropdown menu with 'Open' selected.
- Contacts:** A section containing:
 - Email:** A text input field with the value 'john@doe.com'.
 - Mobile:** A text input field with the placeholder 'Mobile'.
 - Address:** A text input field with the placeholder 'Address'.

The background shows the application's sidebar with various navigation options: Get Started, Dashboard, Sales (Sales Quotes, Sales Invoices, Sales Payments), Customers (Sales Items, Loyalty Program), Lead (highlighted), Pricing Rule, Coupon Code, Purchases, Common, Reports, Inventory, and Setup. At the bottom of the sidebar are links for Help, Shortcuts, Change DB, Backups, Report Issue, About, and dev mode.

Figure 16.2 A new lead — the name and status at the top, with email, mobile and address under Contacts; the red asterisk marks Name as the one field that must be filled in

Lead fields

- **Name** — the lead's full name. It has to be unique, since it identifies the record.
- **Status** — where the lead has reached. SAABI moves it on for you as you act on the lead, and you can set it by hand at any time.
- **Email** — the address you correspond on, which carries over when the lead becomes a customer.
- **Mobile** — a number for quick contact.
- **Address** — the postal address, for correspondence and for the customer record later.

Lead statuses

Status	What it means
Open	Newly created and not yet engaged.
Replied	The lead has replied to your first approach.
Interested	The lead has shown interest in the product or service.

Status	What it means
Quotation	A quote is to be sent.
Opportunity	There is a real opportunity for business.
Converted	The lead has become a customer.
Do not Contact	The lead has asked not to be approached again.

NOTE Keep the status current as the lead moves along. It is what the list is filtered and read by, and a list of leads all marked **Open** tells you nothing about which ones to chase.

Quoting a lead

A saved lead has a **Create** menu in its toolbar, which raises a sales quote against the lead and links the quote back to it. The quote is the priced offer described in the Sales Quotes chapter; raising it from the lead means you do not have to create a customer for someone who has not yet agreed to buy.

Converting a lead into a customer

When the lead agrees to buy, use **Create** on the lead and choose to create the customer. SAABI carries the name and contact details across into a new customer record, sets the lead's status to **Converted**, and records the link on the customer under **References > From Lead**.

From that point on you invoice the customer record in the usual way. The lead stays on file as the origin of the relationship, which is what lets you see later where a customer first came from.

TIP Leads are switched on by **Enable Lead** at **Setup > Settings > General**, in the **Features** section. If **Lead** is not in your sidebar, turn it on there.

CHAPTER 17

Loyalty Program

A loyalty program rewards customers with points for what they spend, and lets them put those points towards a later purchase. You define one program — how much a customer must spend to earn a point, what a point is worth when it is spent, and which account carries the cost — and then assign it to the customers you want on it. From then on SAABI awards points as invoices are submitted and keeps each customer's balance on their record.

The Loyalty Program list

Open **Sales > Loyalty Program**. Each row shows the program's name, its status and the dates it runs between.

#	Name	Status	From Date	To Date
1	Saabi Rewards 2026	Active	Jan 1, 2026	Dec 31, 2026

Figure 17.1 The Loyalty Program list. Status, From Date and To Date tell you at a glance which programme is currently running

Most businesses need only one program. Several are useful when you run separate schemes for, say, trade and retail customers.

TIP Loyalty programs are switched on by **Enable Loyalty Program** at **Setup > Settings > General**, in the **Features** section. If **Loyalty Program** is not in your sidebar, turn it on there.

Creating a loyalty program

1. Go to **Sales > Loyalty Program** and click **+**.
2. Enter a **Name** for the program. It has to be unique.
3. Set **From Date** and **To Date** to the period the program runs for.
4. Leave **Is Enabled** ticked to make the program active.
5. Add at least one row to **Collection Rules**, which sets the rate at which points are earned.
6. Set the **Conversion Factor**, which sets what a point is worth when it is spent.
7. Choose an **Expense Account** to carry the cost of the rewards.
8. Click **Save**.

New Entry Draft

Name From Date

To Date ☒ Is Enabled

#	Tier Name	Collection Factor	Minimum Total Spent
	Sale 100 -> 100 (1), 50 (0.5)		

[Add Row](#)

Conversion Factor Expense Account

100 Points -> 100 (Factor 1), 50 (Factor 0.5)

Validity and Usage

Maximum Use Used

Figure 17.2 A new loyalty program — collection rules define how points are earned, the conversion factor below defines what they are worth, and the helper text under each shows the arithmetic

Saabi Rewards 2026 Active

Name: Saabi Rewards 2026 From Date: Jan 1, 2026

To Date: Dec 31, 2026 ☒ Is Enabled

#	Tier Name	Collection Factor Sale 100 → 100 (1), 50 (0.5)	Minimum Total Spent
×	Silver	1	\$ 1,000.00
+ Add Row			

Conversion Factor: 1 Expense Account: Discounts Given

100 Points → 100 (Factor 1), 50 (Factor 0.5)

Validity and Usage

Maximum Use: 0 Used: 0

Figure 17.3 A saved programme. The Active badge confirms today's date falls inside the validity window, and the Silver tier earns one point per dollar once a customer has spent \$1,000.00

Collection rules

Collection Rules is a grid, one row per tier, with three columns:

- **Tier Name** — a label for the level, so you can tell your tiers apart.
- **Collection Factor** — how much a customer must spend to earn one point. A factor of 300 earns one point for every \$300 spent.
- **Minimum Total Spent** — the spend that qualifies a customer for this tier. Below it, the tier does not apply.

With one tier set to a collection factor of 300 and a minimum total spent of \$2,000, an invoice of \$3,000 qualifies and earns ten points. An invoice of \$1,500 earns none, because it falls under the minimum.

Add further rows for further tiers when you want bigger spenders to earn faster — a second tier with a lower collection factor and a higher minimum total spent does exactly that.

Conversion factor, expense account and usage

- **Conversion Factor** — what one point is worth when it is redeemed. At a factor of 1, 100 points are worth \$100; at 0.5, 100 points are worth \$50.
- **Expense Account** — the account the cost of the rewards is booked to, so what the program costs you can be read separately from your other expenses.

- **Maximum Use** — a cap on the number of times the program may be applied. Leave it at 0 for no cap.
- **Used** — how many times it has been applied so far. SAABI maintains this figure; you do not edit it.

Putting a customer on the program

Open the customer at **Sales > Customers** and set **Loyalty Program** in the **Loyalty Program** section of their record. Only customers with a program set earn points.

The **Loyalty Points** field on the same record shows the balance they currently hold. It is maintained by SAABI and is the figure to check when a customer asks what they have accrued.

Earning points

Points are awarded when an invoice is submitted, not when it is saved and not when it is paid. SAABI takes the invoice's grand total, checks it against the tier's **Minimum Total Spent**, divides by the **Collection Factor**, and adds the resulting points to the customer's balance. Each award is logged against the invoice that produced it, so a balance can always be traced back to the sales behind it.

Redeeming points

When you invoice a customer who holds points, you can put those points towards the bill. The value redeemed is the number of points multiplied by the **Conversion Factor**; it reduces what the customer has to pay, and the customer settles the remainder in the usual way. The points redeemed come off their balance, and the cost is booked to the program's **Expense Account**.

NOTE A loyalty program cannot be switched off again once it has been enabled in Settings. You can, however, clear **Is Enabled** on the program itself to stop it awarding points, or set its **To Date** to close it at a fixed date.

CHAPTER 18

Pricing Rules

A pricing rule is a standing instruction that changes what a customer pays when their order meets conditions you set. It covers the offers most small businesses run: a percentage off when someone buys five or more, a free item with every third purchase, a lower price on orders above a certain value, or a discount that expires at the end of the month. You write the rule once and SAABI applies it whenever an invoice matches. Coupon codes, covered in the next chapter, are built on top of pricing rules.

Before you start

Pricing rules depend on two settings at **Setup > Settings > General**, in the **Features** section: **Enable Discount Accounting** and **Enable Pricing Rule**. Discount accounting is what gives the discount somewhere to be booked, so both are needed. Once they are on, **Pricing Rule** appears in the sidebar under **Sales**.

The Pricing Rule list

Open **Sales > Pricing Rule**. Each row shows the rule's identifier, its title, whether it is enabled and what kind of discount it gives.

# ID	Title	Enabled	Discount Type
1 PRLE-1001	Bulk Widget Offer	Enabled	Price Discount

Figure 18.1 The Pricing Rule list. The Enabled and Discount Type columns are what you scan once several rules are running

Creating a pricing rule

1. Go to **Sales > Pricing Rule** and click **+**.

2. Give the rule a **Title**. This is the required field and the name you will recognise it by.
3. Leave **Is Pricing Rule Enabled** ticked so the rule takes effect.
4. Choose the **Discount Type**.
5. Add the items the rule applies to under **Applied Items**, or leave the grid empty to apply it to everything.
6. Fill in the conditions — the quantity or amount thresholds, and the dates the rule is valid between.
7. Click **Save**.

The screenshot shows the 'New Pricing Rule 01' form in the SAABI system. The form is divided into several sections:

- Header:** ID (New Pricing Rule 01), Number Series (PRLE-), Title (Title), and a 'Draft' status indicator.
- Configuration:** Includes checkboxes for 'Is Pricing Rule Enabled' and 'Is Coupon Code Based', a 'Discount Type' dropdown, and a 'Priority' dropdown.
- Items:** A section titled 'Items' containing a table for 'Applied Items' with columns for '#', 'Item', and 'Unit Type'. There is an 'Add Row' button.
- Product Discount Scheme:** A section for defining the discount scheme, including 'Free Item' (Free Item dropdown), 'Quantity' (0), 'UOM' (UOM dropdown), 'Round Free Item Quantity' (checkbox), and 'Is Recursive' (checkbox).
- Quantity and Amount:** A section for defining quantity and amount thresholds, including 'Min Qty (As Per Stock Unit)' (0), 'Max Qty (As Per Stock Unit)' (0), 'Min Amount', and 'Max Amount'.

Figure 18.2 A new pricing rule — identity and discount type at the top, the Applied Items grid in the middle, and the product discount scheme below

Identity and scope

- **ID** — the rule's identifier, filled in from the number series.
- **Number Series** — the prefix the identifier is drawn from, **PRLE-** by default.
- **Is Pricing Rule Enabled** — tick to activate the rule, clear to shelve it without deleting it.
- **Title** — the name of the rule.
- **Discount Type** — whether the rule gives a price discount, which reduces what is charged, or a product discount, which gives an item away or at a reduced price. The fields that apply to your choice become available once it is set.
- **Is Coupon Code Based** — tick this and the rule only applies when a coupon code linked to it is used. Leave it clear and the rule applies automatically to every order that matches.

- **Priority** — a number that decides which rule wins when more than one could apply to the same item. The higher priority takes precedence.

Applied Items

Applied Items is a grid with an **Item** and a **Unit Type** column, and **Add Row** at the bottom. Add a row for each item the rule should cover. Leaving the grid empty applies the rule to every item, which is what you want for an order-value rule such as "spend over \$5,000 and take 5% off".

Product Discount Scheme

This section sets up the giveaway when the rule offers a free or discounted item.

- **Free Item** — the item given away when the rule triggers.
- **Quantity** — how many of it to give.
- **UOM** — the unit the free quantity is counted in.
- **Round Free Item Quantity** — tick this when the calculation can produce a fraction of an item, and choose how the fraction should be handled. Rounding down gives the customer the whole items they have earned; rounding up is more generous.
- **Is Recursive** — tick this for offers that repeat. A buy-three-get-one rule with recursion on gives one free item for every three bought, rather than one free item however many are bought.

Figure 18.3 The lower half of the rule — the quantity and amount thresholds that decide when the rule triggers, and the validity dates that decide how long it runs

Figure 18.4 A saved rule. Ten per cent comes off Export Widget once ten or more units are on the line, and Priority 1 decides which rule wins when another one also matches

Quantity and amount thresholds

The **Quantity and Amount** section is what makes a rule conditional. A rule with no thresholds applies to every matching order.

- **Min Qty (As Per Stock Unit)** — the smallest quantity of the item that triggers the rule.
- **Max Qty (As Per Stock Unit)** — the largest quantity the rule still applies to.
- **Min Amount** — the smallest order value the rule applies to.
- **Max Amount** — the largest order value the rule applies to.

Quantities are counted in the item's stock unit, so a rule set to a minimum of 5 means five stock units regardless of the unit the invoice line was entered in.

Validity

- **Valid From** — the date the rule starts working.
- **Valid To** — the date it stops.

Leave both empty for a rule with no end date. Setting them is the tidiest way to run a seasonal offer: the rule stops applying on its own, and stays on file as a record of what was offered.

Two worked examples

Buy three, get one free. Set **Discount Type** to a product discount, put the item in **Applied Items**, set **Free Item** to the same item with a **Quantity** of 1, tick **Is Recursive**, and set the minimum quantity to 3. Every third unit bought earns one free.

Buy two, take 10% off. Set **Discount Type** to a price discount, choose a percentage discount of 10, put the item in **Applied Items**, and set **Min Qty (As Per Stock Unit)** to 2. Orders of one unit pay full price; orders of two or more take the discount.

NOTE When two rules could apply to the same item, only one takes effect: the one with the higher **Priority**. Give overlapping rules distinct priorities so the outcome is predictable rather than incidental.

CHAPTER 19

Coupon Codes

A coupon code is a word or short string a customer quotes to claim a discount — **SPRING25**, say, or **WELCOME10**. The coupon itself holds no discount. It points at a pricing rule, and the pricing rule decides what the customer actually gets. That split is what lets you run the same offer under several codes, put an end date or a usage cap on a code without touching the offer behind it, and see how many times each code was used.

Before you start

Coupon codes need three settings at **Setup > Settings > General**, in the **Features** section: **Enable Discount Accounting**, **Enable Pricing Rule** and **Enable Coupon Code**. A coupon has nothing to apply without a pricing rule behind it, so set the rule up first — see the previous chapter — and tick **Is Coupon Code Based** on it, so it applies only when the code is quoted rather than to every order that matches.

The Coupon Code list

Open **Sales > Coupon Code**. Each row shows the code, its name, the pricing rule it points at, its usage cap and how many times it has been used.

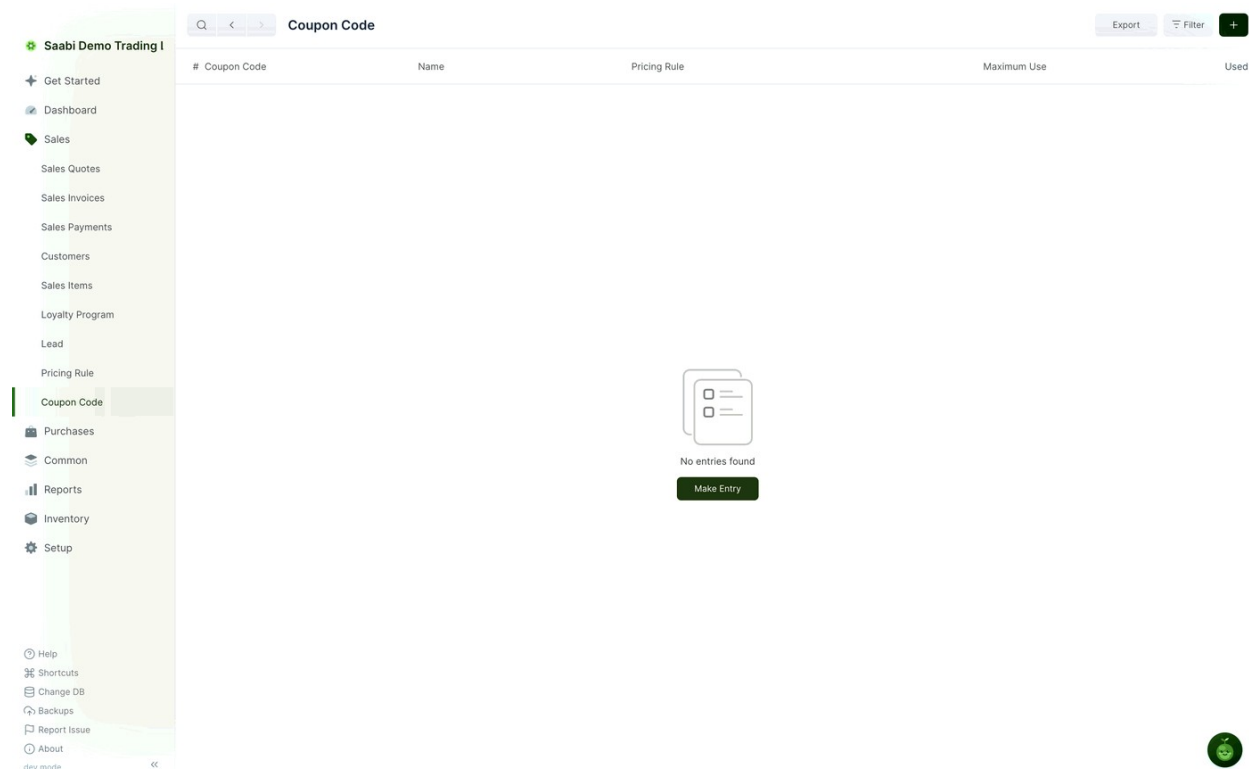


Figure 19.1 The Coupon Code list before any code exists. The Maximum Use and Used columns are what you check to see how much life a code has left in it

Creating a coupon code

1. Go to **Sales > Coupon Code** and click **+**.
2. Enter the **Coupon Code** — the string the customer quotes.
3. Enter a **Name** that describes the offer, so the list reads clearly.
4. Leave **Is Enabled** ticked.
5. Choose the **Pricing Rule** that carries the discount.
6. Set the amount limits and the validity dates if the offer needs them.
7. Click **Save**.

The screenshot shows the 'New Entry' form for creating a coupon code in the SAABI Demo Trading I application. The form is titled 'New Entry' and has a 'Draft' status. It contains several sections:

- Coupon Code**: A text input field with a red asterisk, containing the placeholder 'Coupon Code'.
- Name**: A text input field with a red asterisk, containing the placeholder 'Coupon Name'.
- Is Enabled**: A checkbox that is checked.
- Pricing Rule**: A dropdown menu with the placeholder 'Pricing Rule'.
- Amount**: A section with two input fields: 'Min Amount' (set to '\$ 0.00') and 'Max Amount' (set to '\$ 0.00').
- Validity and Usage**: A section with four input fields: 'Valid From' (set to 'Valid From'), 'Valid To' (set to 'Valid To'), 'Maximum Use' (set to '0'), and 'Used' (set to '0').

The form is displayed in a modal window with a 'Create' button and a 'Save' button. The background shows the application's sidebar with various navigation options like 'Sales', 'Purchases', 'Common', 'Reports', 'Inventory', and 'Setup'.

Figure 19.2 A new coupon code — the code and its name at the top with the pricing rule beside them, order-value limits under Amount, and the dates and usage cap under Validity and Usage

Coupon code fields

- **Coupon Code** — the string the customer quotes. Keep it short and unambiguous, and avoid characters that are easily misread.
- **Name** — a description of the offer, used to identify the coupon in lists.
- **Is Enabled** — tick to make the coupon usable, clear to withdraw it without deleting it or disturbing its history.
- **Pricing Rule** — the rule that decides what discount the coupon gives. This is the field that gives the coupon its effect.

Under **Amount**:

- **Min Amount** — the smallest order value the coupon may be used on. Set it to stop a code aimed at large orders being spent on a small one.
- **Max Amount** — the largest order value the coupon applies to.

Under **Validity and Usage**:

- **Valid From** — the date the coupon starts working.
- **Valid To** — the date it stops.
- **Maximum Use** — how many times the coupon may be used in total. Leave it at 0 for no cap.
- **Used** — how many times it has been used so far. SAABI maintains this figure as invoices are submitted; you do not edit it.

Applying a coupon on a sale

When you raise the invoice, select the coupon the customer has quoted. SAABI checks that the coupon is enabled, that today falls within its validity dates, that the order value sits between the minimum and maximum amounts, and that the usage cap has not been reached. If all of that holds, the pricing rule behind the coupon is applied and the discount appears on the invoice. The rule that was applied can then be read back from the invoice, so you can see later why a particular sale was discounted.

If any check fails, the discount is not applied. The usual reasons are an expired **Valid To** date, an order below **Min Amount**, or a coupon that has reached its **Maximum Use**.

NOTE Coupon codes cannot be switched off again once the feature has been enabled in Settings. To retire an individual code, clear its **Is Enabled** box or let its **Valid To** date pass; either leaves the code and its usage count on file.

TIP Give each campaign its own code, even when several campaigns share one pricing rule. The **Used** count then tells you which campaign the redemptions actually came from.

CHAPTER 20

Point of Sale

The point of sale is the counter screen: a full-width till where you ring up a sale, take the money and hand over a receipt, without filling in an invoice form for each customer. Behind the scenes every POS sale still produces a sales invoice and a payment, so the takings land in your accounts the same way they would if you had raised the invoice by hand. Around the selling, POS adds shift management — you open a shift with a counted float at the start of the day and close it with a counted till at the end, and SAABI reconciles the two.

Enabling the point of sale

POS is off until you turn it on. Go to **Setup > Settings > General** and find the **Features** section.

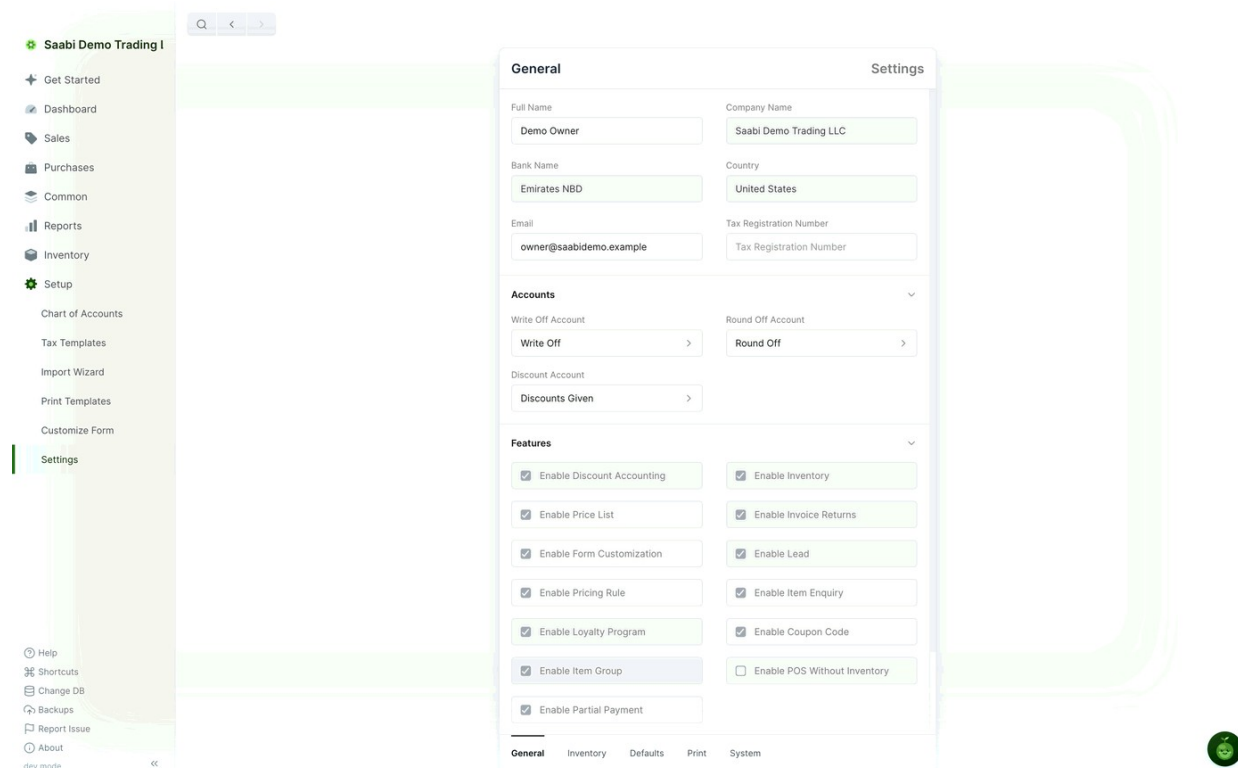


Figure 20.1 The General tab of Settings, with the Features section holding the checkboxes that switch parts of SAABI on and off

Tick Enable POS Without Inventory.

Discount Account

Discounts Given >

Features ▼

☒ Enable Discount Accounting	☒ Enable Inventory
☒ Enable Price List	☒ Enable Invoice Returns
☒ Enable Form Customization	☒ Enable Lead
☒ Enable Pricing Rule	☒ Enable Item Enquiry
☒ Enable Loyalty Program	☒ Enable Coupon Code
☒ Enable Item Group	☐ Enable POS Without Inventory
☒ Enable Partial Payment	

Figure 20.2 The Features checkboxes — Enable POS Without Inventory is the one that adds the till to SAABI

Save the setting. SAABI adds a **POS** entry to the sidebar and a **POS Settings** tab to the Settings page.

POS Settings

Open **Setup > Settings** and go to the **POS Settings** tab, which now sits between **Defaults** and **Print**.

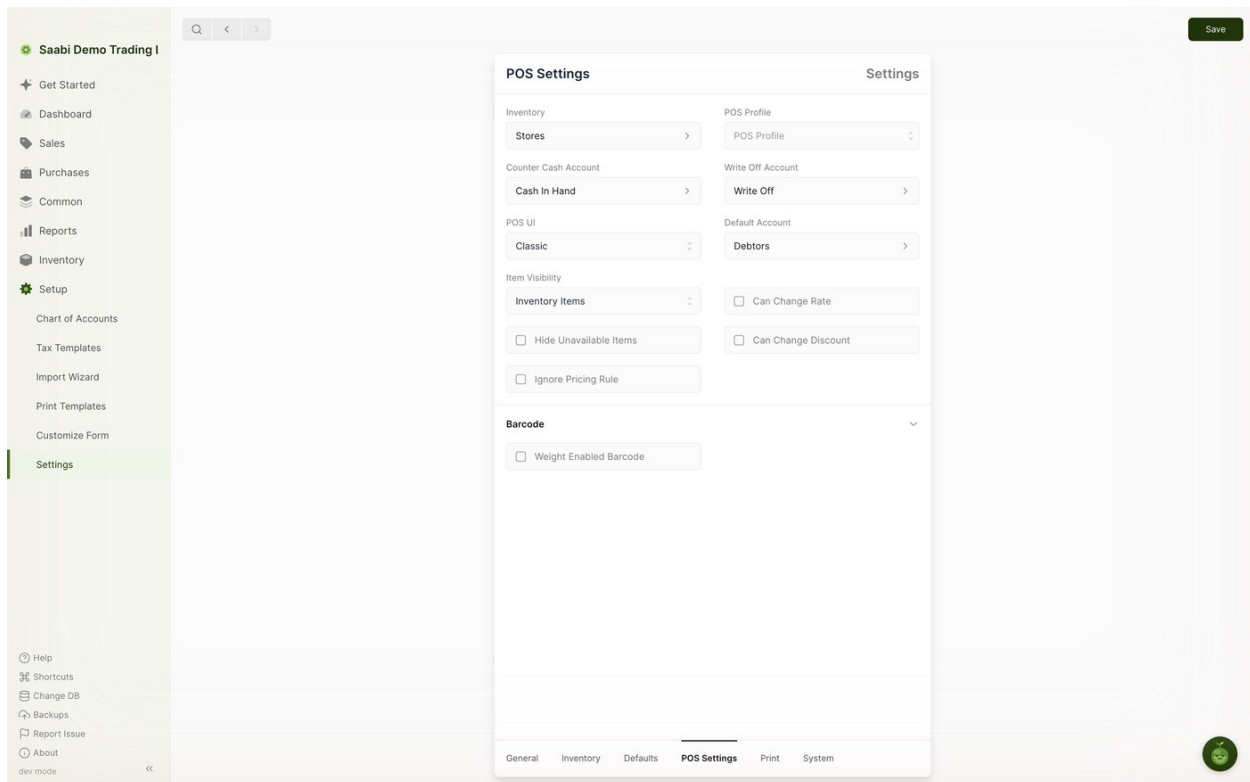


Figure 20.3 The POS Settings tab, added to the Settings page once the point of sale is enabled

The screenshot displays the 'POS Settings' window with a 'Settings' tab. The interface is organized into two columns. The left column contains sections for 'Inventory' (with a 'Stores' dropdown), 'Counter Cash Account' (with 'Cash In Hand' selected), 'POS UI' (with 'Classic' selected), and 'Item Visibility' (with 'Inventory Items' selected). The right column contains 'POS Profile' (with a dropdown), 'Write Off Account' (with 'Write Off' selected), and 'Default Account' (with 'Debtors' selected). Below these are three checkboxes: 'Can Change Rate', 'Can Change Discount', and 'Hide Unavailable Items'. At the bottom, there is a 'Barcode' section with a 'Weight Enabled Barcode' checkbox.

Figure 20.4 The POS settings in close-up — the accounts the till posts to on the left and the right, and the checkboxes that decide what a cashier is allowed to change

- **Inventory** — the location stock is sold from at this till.
- **POS Profile** — a saved profile of till settings, if you keep more than one configuration.
- **Counter Cash Account** — the account cash taken at the counter is posted to, **Cash In Hand** by default.
- **Write Off Account** — where small unreconciled differences are booked.
- **POS UI** — the layout of the till screen. **Classic** gives the list-based screen shown in this chapter.
- **Default Account** — the receivable account POS invoices are booked against, **Debtors** by default.
- **Item Visibility** — which items appear in the till's item list, for example inventory items only.
- **Can Change Rate** — allows the cashier to override an item's price at the till.
- **Can Change Discount** — allows the cashier to apply a discount at the till.
- **Hide Unavailable Items** — keeps items with no stock out of the list.
- **Ignore Pricing Rule** — sells at list price at this till, ignoring any pricing rules that would otherwise apply.

- **Weight Enabled Barcode** — reads barcodes that carry a weight in them, for goods sold loose.

NOTE **Can Change Rate** and **Can Change Discount** are the two settings worth deciding deliberately. Left clear, a cashier can only sell at the prices you have set, which is usually what you want at a busy counter.

Opening a shift

The till will not sell until a shift is open. Opening one records what was in the drawer before the first sale, which is what makes the closing count meaningful.

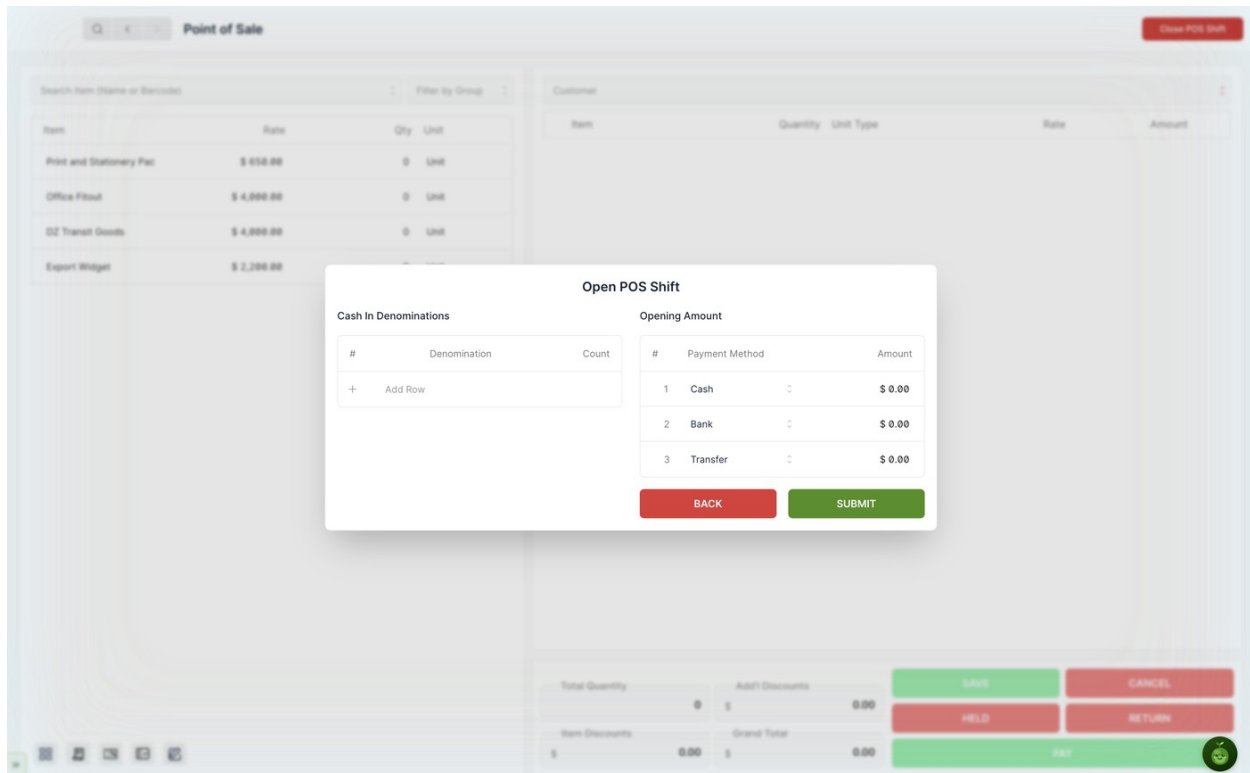


Figure 20.5 The Open POS Shift dialog over the till screen — no selling is possible until the opening float has been recorded and submitted

Open POS Shift

Cash In Denominations

#	Denomination	Count
+	Add Row	

Opening Amount

#	Payment Method		Amount
1	Cash	↕	\$ 0.00
2	Bank	↕	\$ 0.00
3	Transfer	↕	\$ 0.00

BACK
SUBMIT

Figure 20.6 The dialog in close-up — cash counted by denomination on the left, opening amounts per payment method on the right

1. In **Cash In Denominations**, click **Add Row** and enter each note and coin denomination in the drawer with its **Count**. SAABI totals them as you go.
2. The total lands in the **Cash** row under **Opening Amount**.
3. Enter opening balances for the other payment methods — **Bank** and **Transfer** — if any apply.
4. Check the figures and click **SUBMIT**. The shift is marked open and its opening date and time are recorded.

The POS screen

Point of Sale

Search Item (Name or Barcode) Filter by Group

Item	Rate	Qty	Unit
Print and Stationery Pac	\$ 650.00	0	Unit
Office Fitout	\$ 4,000.00	0	Unit
DZ Transit Goods	\$ 4,000.00	0	Unit
Export Widget	\$ 2,200.00	0	Unit

Customer

Item	Quantity	Unit Type	Rate	Amount
------	----------	-----------	------	--------

Total Quantity: 0 Add'l Discounts: \$ 0.00

Item Discounts: \$ 0.00 Grand Total: \$ 0.00

SAVE CANCEL

HELD RETURN

PAY

Figure 20.7 The till at the start of a shift — items to sell on the left, the empty cart and customer field on the right, totals and action buttons across the bottom

The screen is in three parts.

On the left is the item list, with **Search Item (Name or Barcode)** above it and **Filter by Group** beside that. The list shows each item's **Rate**, the **Qty** in the cart, and its **Unit**.

On the right is the cart, with the **Customer** field above it. The cart's columns are **Item**, **Quantity**, **Unit Type**, **Rate** and **Amount**.

Across the bottom sit the totals and the action buttons. A row of icons in the bottom left corner switches the item list to a grid view with pictures and opens the extras — the sales invoice list, loyalty points, coupon codes, price lists and item enquiries.

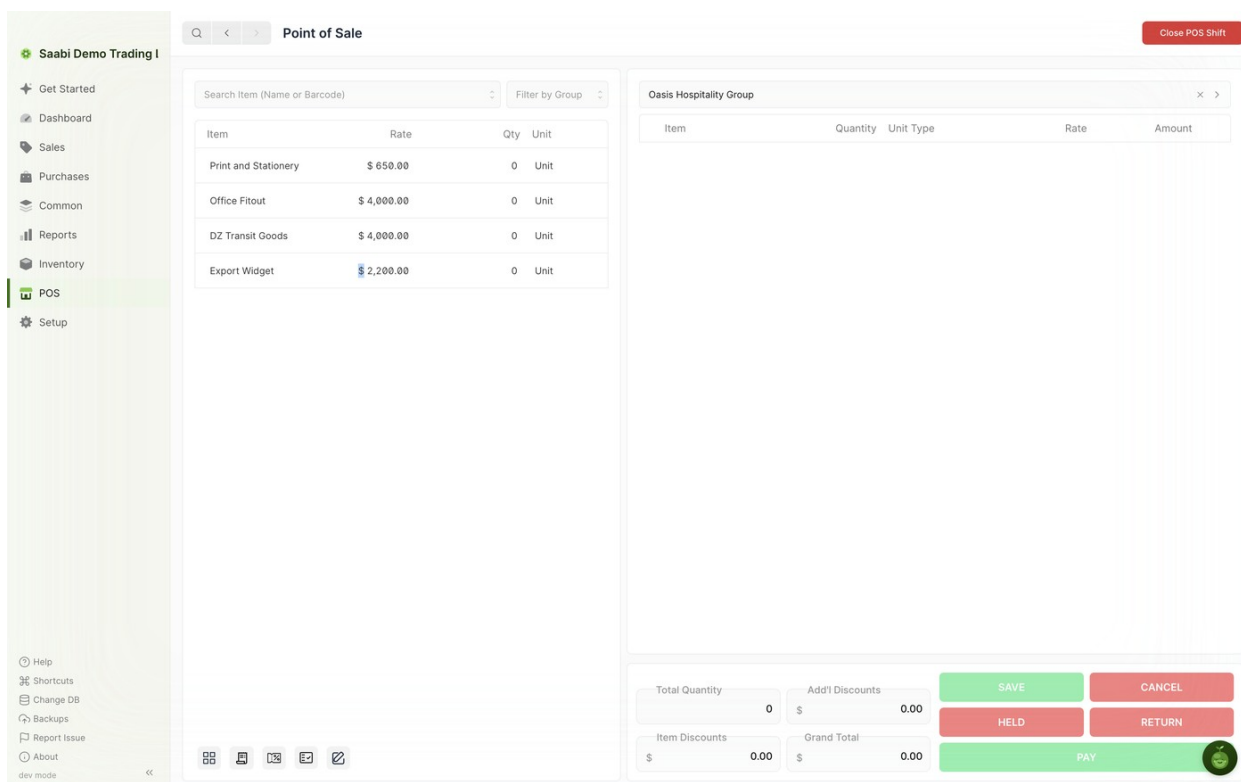


Figure 20.8 The same till with the app sidebar open — POS now sits between Inventory and Setup, and Close POS Shift stays in the top right throughout the shift

Choosing the customer

Click **Customer** at the top of the cart and pick who you are selling to. The field completes as you type, and offers to create the customer inline if they are new.

The screenshot shows the 'Point of Sale' interface. At the top, there's a search bar and a 'Close POS Shift' button. The main area is divided into two panels. The left panel shows a list of items with columns for Item, Rate, Qty, and Unit. The right panel shows a detailed view of the selected item, 'Oasis Hospitality Group', with columns for Item, Quantity, Unit Type, Rate, and Amount. At the bottom, there's a summary section with fields for Total Quantity, Add'l Discounts, Item Discounts, and Grand Total, along with buttons for SAVE, CANCEL, HOLD, RETURN, and PAY.

Item	Rate	Qty	Unit
Print and Stationery Pac	\$ 650.00	0	Unit
Office Fitout	\$ 4,000.00	0	Unit
DZ Transit Goods	\$ 4,000.00	0	Unit
Export Widget	\$ 2,200.00	0	Unit

Item	Quantity	Unit Type	Rate	Amount
Oasis Hospitality Group				

Total Quantity: 0
Add'l Discounts: \$ 0.00
Item Discounts: \$ 0.00
Grand Total: \$ 0.00

Buttons: SAVE, CANCEL, HOLD, RETURN, PAY

Figure 20.9 The cart with a customer selected — the × clears the selection and the arrow opens the customer's record

Set the customer before taking payment: it is what determines the receivable, and what lets loyalty points and customer-specific pricing apply to the sale.

Adding items to the cart

There are three ways to get an item into the cart:

- Click it in the list on the left.
- Scan its barcode into the search field. The item is added straight away.
- Type part of its name into the search field, then click the item you want. Use **Filter by Group** to cut a long list down to one item group first.

To change a quantity, click the expand arrow on the cart line and either type the figure into **Transfer Quantity** or step it with the arrows. To take a line off the sale, click the delete button beside it.

Totals and cart actions

The screenshot shows the bottom of the till screen. On the left, there are four boxes for running totals: 'Total Quantity' with a value of 0, 'Add'l Discounts' with a value of \$ 0.00, 'Item Discounts' with a value of \$ 0.00, and 'Grand Total' with a value of \$ 0.00. On the right, there are five action buttons: 'SAVE' (green), 'CANCEL' (red), 'HELD' (red), 'RETURN' (red), and 'PAY' (green, spanning the full width of the button area). A small green apple icon is visible next to the 'PAY' button.

Figure 20.10 The foot of the till screen — the running totals on the left and the five actions on the right, with PAY given the full width

The four boxes on the left are the running totals: **Total Quantity** is the number of items in the cart, **Add'l Discounts** is a discount applied to the sale as a whole, **Item Discounts** is the total of the discounts on individual lines, and **Grand Total** is what the customer pays.

The buttons on the right are:

- **SAVE** — stores the sale as a draft invoice, keeping everything entered so it can be finished later.
- **CANCEL** — discards the sale and resets the screen for the next customer.
- **HELD** — opens the parked sales, in two sections: saved sales not yet submitted, and submitted invoices including part-paid ones. A search box finds one by invoice name.
- **RETURN** — lists return invoices; choosing one loads its items into the cart.
- **PAY** — takes payment for what is in the cart.

Taking payment

Click **PAY** once the cart is complete and the customer is set. SAABI shows the payment methods available at this till — cash, bank and transfer — and the amount payable for you to confirm. Choose the method the customer is paying by, then complete the sale. You can complete it and print the receipt in one action, or complete it without printing. Cancelling at this point closes the payment view and leaves the cart as it was, so nothing is lost.

Completing the payment submits the sales invoice behind the sale and records the payment against it. The sale then appears under **HELD** among the submitted invoices, and in **Sales > Sales Invoices** like any other invoice.

Closing the shift

At the end of the day, click **Close POS Shift** at the top right.

Closing has two halves. Under the closing cash count, enter the quantity of each note and coin actually in the drawer; the counts start pre-filled from the opening float, and SAABI recalculates the closing cash and shows the difference against what it expected as you correct them. Below that, a read-only table sets out each payment method with its opening amount, expected amount, closing amount and difference, which is where a shortage or a surplus shows itself.

Click **SUBMIT** to close. SAABI validates the closing amounts, records the closing date and time, and links the closing record to the shift it opened against.

IMPORTANT Count the drawer before you enter anything, not after reading the expected figure. The difference between the counted and the expected amount is the only thing the closing count is for, and it is worth knowing about the same day.

PART FOUR

Purchases

Recording what you buy and what you owe

CHAPTER 21

Purchase Invoices

A purchase invoice is the bill a supplier sends you when you buy goods or services. Recording one tells SAABI what you owe, to whom, and which expense accounts the purchase belongs to. A purchase invoice follows the same life cycle as a sales invoice — you create a draft, save it, submit it, and then record a payment against it — with the money moving in the opposite direction. Use a purchase invoice for every supplier bill you intend to pay.

Opening the purchase invoice list

Go to **Purchases > Purchase Invoices**. The list shows every purchase invoice recorded in the company file, with the most recent at the top.

#	Invoice No	Status	Supplier	Date	Base Grand Total	Outstanding Amount
1	PINV-1023	Unpaid	Gulf Print House	Aug 17, 2026 12:00:00	\$ 4,231.50	\$ 4,231.50
2	PINV-1022	Unpaid	Al Madina Logistics	Aug 13, 2026 12:00:00	\$ 3,200.00	\$ 3,200.00
3	PINV-1021	Unpaid	Emirates Office Supplies	Aug 3, 2026 12:00:00	\$ 1,410.50	\$ 1,410.50
4	PINV-1020	Paid	Al Madina Logistics	Jul 13, 2026 12:00:00	\$ 2,400.00	\$ 0.00
5	PINV-1019	Paid	Emirates Office Supplies	Jul 3, 2026 12:00:00	\$ 2,115.75	\$ 0.00
6	PINV-1018	Paid	Overseas Software Inc	Jun 25, 2026 12:00:00	\$ 6,000.00	\$ 0.00
7	PINV-1017	Paid	Al Madina Logistics	Jun 13, 2026 12:00:00	\$ 1,600.00	\$ 0.00
8	PINV-1016	Paid	Emirates Office Supplies	Jun 3, 2026 12:00:00	\$ 1,410.50	\$ 0.00
9	PINV-1015	Return	Gulf Print House	May 22, 2026 12:00:00	\$ -1,410.50	\$ -1,410.50
10	PINV-1014	Return Issued	Gulf Print House	May 17, 2026 12:00:00	\$ 4,231.50	\$ 0.00
11	PINV-1013	Paid	Al Madina Logistics	May 13, 2026 12:00:00	\$ 3,200.00	\$ 0.00
12	PINV-1012	Paid	Emirates Office Supplies	May 3, 2026 12:00:00	\$ 2,115.75	\$ 0.00
13	PINV-1011	Paid	Al Madina Logistics	Apr 13, 2026 12:00:00	\$ 2,400.00	\$ 0.00
14	PINV-1010	Paid	Emirates Office Supplies	Apr 3, 2026 12:00:00	\$ 1,410.50	\$ 0.00
15	PINV-1009	Paid	Overseas Software Inc	Mar 25, 2026 12:00:00	\$ 6,000.00	\$ 0.00
16	PINV-1008	Paid	Al Madina Logistics	Mar 13, 2026 12:00:00	\$ 1,600.00	\$ 0.00
17	PINV-1007	Paid	Emirates Office Supplies	Mar 3, 2026 12:00:00	\$ 2,115.75	\$ 0.00
18	PINV-1006	Paid	Gulf Print House	Feb 17, 2026 12:00:00	\$ 4,231.50	\$ 0.00
19	PINV-1005	Paid	Al Madina Logistics	Feb 13, 2026 12:00:00	\$ 3,200.00	\$ 0.00

Figure 21.1 The Purchase Invoice list. Each row carries a status badge — Unpaid, Paid, Return or Return Issued — next to the supplier, the Base Grand Total and the amount still outstanding

Each row shows:

- **Invoice No** — the number SAABI assigned from the **PINV** - series.
- **Status** — where the invoice stands: **Unpaid**, **Paid**, **Return** or **Return Issued**.
- **Supplier** — the party who sent the bill.
- **Date** — the date on the invoice.
- **Base Grand Total** — the invoice total in your company currency.

- **Outstanding Amount** — what remains to be paid.

Use **Filter** to narrow the list to one supplier or status, and **Export** to save the current view. The footer shows the row range and the page controls.

Creating a purchase invoice

1. On the Purchase Invoice list, click the **+** button at the top right.
2. Select the **Supplier** you are buying from. SAABI fills **Account** with the payable account for that supplier, usually **Creditors**.
3. Check the **Date**. It defaults to today, so change it to the date printed on the supplier's bill.
4. In the **Items** section, click **Add Row** and select the **Item** being purchased. If the item has a tax template attached, it is pulled into the **Tax** cell for you.
5. Enter the **Qty**. The **Rate** comes from the item record and can be changed on the row; **Amount** is calculated for you.
6. Add a row for each further line on the bill.
7. Click **Save**, then confirm the entry when SAABI asks.

The saved invoice keeps its own page, where you can review the totals before committing to them.

The screenshot displays the 'Purchase Invoice' form for PINV-1023. The form is organized into several sections:

- Header:** PINV-1023, Not Transferred
- Number Series:** PINV-
- Supplier:** Gulf Print House
- Account:** Creditors
- Date:** Aug 17, 2026 12:00:00
- Items:**

#	Item	Tax	Qty	Rate	Amount
1	Print an	Sales T	6	\$ 650.00	\$ 3,900.00
- Net Total:** \$ 3,900.00
- Tax and Totals:**

#	Tax Account	Tax Rate	Tax Amount
1	Duties and Taxes	8.5	\$ 331.50
- Grand Total:** \$ 4,231.50
- Outstanding:**

Outstanding Amount	Stock Not Received
\$ 4,231.50	6

Figure 21.2 A saved purchase invoice. The Items grid feeds the Net Total, the Taxes grid under Tax and Totals produces the Grand Total, and the Outstanding section reports both what is owed and what has not yet arrived

The form is arranged in sections:

- **Items** — the grid of lines (**Item**, **Tax**, **Qty**, **Rate**, **Amount**) followed by **Net Total**. The pencil at the end of a row opens the full row panel.
- **Tax and Totals** — the **Taxes** grid (**Tax Account**, **Tax Rate**, **Tax Amount**) and the **Grand Total**.
- **Outstanding** — **Outstanding Amount** and **Stock Not Received**.

Two tabs sit at the foot of the form card: **Main**, which holds everything above, and **Settings**.

Submitting the invoice

Click **Submit** and confirm. SAABI posts the ledger entries: the expense and tax accounts are debited, and the supplier's payable account is credited. The status becomes **Unpaid** and the **Outstanding Amount** shows the full grand total.

NOTE A submitted invoice cannot be edited. If a submitted invoice is wrong, cancel it from the ... menu and record a corrected one.

Paying a supplier from the invoice

1. Open the submitted purchase invoice.
2. Click **Create > Payment**. The payment panel opens beside the invoice with the outstanding amount already filled in and **Payment Type** set to **Pay**.
3. Set the **From Account** — the bank or cash account the money leaves.
4. Click **Save**. SAABI saves and submits the payment.

The payment reduces what you owe the supplier and reduces the balance of the account it came from. The invoice's **Outstanding Amount** falls by the amount paid. Once it reaches **0.00**, the status changes from **Unpaid** to **Paid**.

Stock Not Received

Stock Not Received, in the **Outstanding** section, counts the item units you have been billed for but have not yet taken into stock. It stays above zero until a purchase receipt records the goods arriving, which makes it a quick check on what is still in transit from a supplier.

Returns

When you send goods back, record the return against the original bill rather than editing it. Returns are available when **Enable Invoice Returns** is ticked in **Setup > Settings > General**.

1. Open the original purchase invoice.
2. Click **Create > Return**. The supplier and the item lines are copied across.
3. Set the quantities being returned as negative numbers, and remove any line that is not coming back.
4. Click **Save**, then **Submit**.

The return posts ledger entries that reverse the original ones for the quantities returned. In the list, the return document carries the **Return** badge and shows negative figures; the invoice it was raised against is marked **Return Issued**.

CHAPTER 22

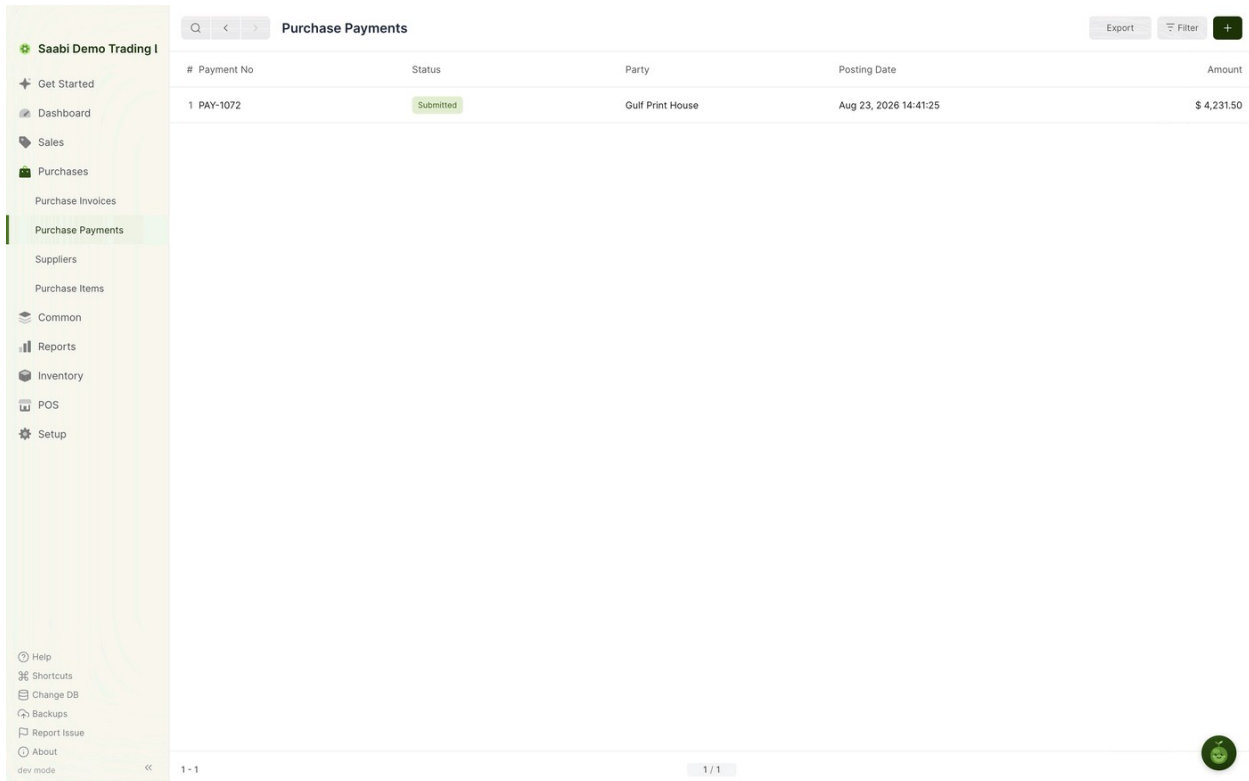
Purchase Payments

A payment is the entry that records money changing hands. On the purchase side it records money leaving your bank or cash account to settle what you owe a supplier. Every purchase payment reduces the outstanding amount on the bill it is linked to and reduces the balance of the account the money came from. You will make most purchase payments straight from the invoice, but SAABI also lets you record one on its own.

The purchase payment list

Go to **Purchases > Purchase Payments**. The list shows the **Payment No**, **Status**, **Party**, **Posting Date** and **Amount** of every payment you have made to a supplier.

Each row shows the payment number, its status, the supplier the money went to, the posting date and the amount. On a company file where no supplier payment has been recorded yet, the list shows **No entries found** and offers a **Make Entry** button, which does the same thing as the **+** button at the top right.



The screenshot shows the SAABI Demo Trading Interface. On the left is a sidebar with navigation options: Get Started, Dashboard, Sales, Purchases (selected), Purchase Invoices, Purchase Payments, Suppliers, Purchase Items, Common, Reports, Inventory, POS, and Setup. Below these are links for Help, Shortcuts, Change DB, Backups, Report Issue, and About. The main area displays the 'Purchase Payments' list. At the top of the list are search, navigation, and action buttons (Export, Filter, +). The table has columns: #, Payment No, Status, Party, Posting Date, and Amount. One entry is shown: #1, Payment No PAY-1072, Status Submitted, Party Gulf Print House, Posting Date Aug 23, 2026 14:41:25, and Amount \$ 4,231.50. The bottom of the interface shows a footer with '1 - 1' and a small circular logo.

#	Payment No	Status	Party	Posting Date	Amount
1	PAY-1072	Submitted	Gulf Print House	Aug 23, 2026 14:41:25	\$ 4,231.50

Figure 22.1 The Purchase Payments list. Each row shows the payment number, its status, the supplier it went to, the posting date and the amount

The screenshot shows the SAABI Payment form with the following details:

- Header:** PAY-1072 (Submitted)
- Number Series:** PAY- >
- Party:** Gulf Print House >
- Posting Date:** Aug 23, 2026 14:41:25
- Payment Type:** Pay
- Details:**
 - From Account:** Cash >
 - To Account:** Creditors >
 - Payment Method:** Cash >
 - Clearance Date:** Clearance Date
 - Ref. / Cheque No.:** Ref. / Cheque No.
 - Reference Date:** Ref. Date
- Amounts:**
 - Amount:** \$ 4,231.50
 - Write Off:** \$ 0.00
- References:**

#	Type	Name	Amount
1	PurchaseInvoice	PINV-1023 >	\$ 4,231.50

Figure 22.2 A submitted supplier payment. The References section at the foot links the payment back to the purchase invoice it settles

Paying a supplier from the invoice

Settling a bill from the bill itself is the most direct route, because the amount and the party are already known.

1. Go to **Purchases > Purchase Invoices** and open a submitted invoice with an outstanding balance.
2. Click **Create > Payment**.
3. The payment panel opens beside the invoice with **Amount** already set to the outstanding amount and the supplier already filled in.
4. Set the **From Account** — the bank or cash account the money is leaving.
5. Change any other detail you need, such as the **Posting Date** or a cheque number.
6. Click **Save**. SAABI saves and submits the payment in one step.

The screenshot displays the SAABI interface with a sidebar on the left containing navigation options like 'Get Started', 'Dashboard', 'Sales', 'Purchases', 'Common', 'Reports', 'Inventory', and 'Setup'. The main area is divided into two panels. The left panel, titled 'Sales Invoice', shows details for invoice 'SINV-1070' with a status of 'Unpaid \$ 3,255.00'. It includes fields for Number Series (SINV-), Customer (Oasis Hospitality Group), Account (Debtors), and Date (Aug 22, 2026 17:16:30). Below these are sections for 'Items' (a table with 1 item: Consult, Sales T., Qty 2, Rate \$ 1,500.00, Amount \$ 3,000.00), 'Tax and Totals' (a table with 1 tax: Duties and Taxes, Tax Rate 8.5, Tax Amount \$ 255.00), and 'Outstanding' (Outstanding Amount \$ 3,255.00, Stock Not Shipped 0). The right panel, titled 'New Payment 01', shows fields for Number Series (PAY-), Posting Date (Aug 22, 2026 17:23:08), Payment Method (Cash), Payment Type (Receive), To Account (Cash), Ref. / Cheque No., Reference Date, Clearance Date, Amount (\$ 3,255.00), Write Off (\$ 0.00), and Attachment.

Figure 22.3 The payment panel opening beside an invoice with the outstanding amount already filled in. This is the sales side, where Payment Type reads Receive and the money lands in a To Account; on a purchase invoice the same panel opens with Payment Type set to Pay and a From Account instead

Payment Type and accounts

Payment Type is what makes a payment a purchase payment:

- **Pay** — money leaves your business. The **From Account** is your bank or cash account, and the amount is applied against the supplier's payable balance. This is the purchase side.
- **Receive** — money comes into your business. The **To Account** is your bank or cash account. This is the sales side, covered under sales payments.

The rest of the panel is the same for both:

- **Number Series** — the **PAY-** series the payment number comes from.
- **Posting Date** — the date the money moved.
- **Payment Method** — how it was paid, for example **Cash**.
- **Ref. / Cheque No.** and **Reference Date** — the cheque or transfer reference and its date.
- **Clearance Date** — the date the payment cleared the bank.
- **Amount** — the sum being paid.
- **Write Off** — a deduction on the payment, booked to the write-off account set in **Setup > Settings > General**. The amount actually transferred is **Amount** minus **Write Off**.
- **Attachment** — a remittance advice or bank slip kept with the entry.

NOTE The final amount taken from your account is **Amount** minus **Write Off**. Use **Write Off** for small differences you do not intend to chase, not for genuine part payments.

Recording a payment on its own

If you paid a supplier before recording the bill, or you are catching up on bank entries, create the payment directly.

1. Go to **Purchases > Purchase Payments** and click **+**.
2. Set **Payment Type** to **Pay**.
3. Select the supplier as the party, then set the **From Account** and the **Amount**.
4. To settle a specific bill, add the invoice in the references table at the foot of the panel. This is what updates the invoice's **Outstanding Amount**.
5. Click **Save** to save and submit the entry.

IMPORTANT A payment that is not referenced to an invoice still moves money between accounts, but it leaves the supplier's bills showing as unpaid. Add the reference whenever the payment settles a specific bill.

Paying automatically on submit

If you pay most bills as they arrive, set a default account once and let SAABI create the payment for you. Go to **Setup > Settings > Defaults** and set the **Purchase Payment Account** under **Auto Payments**. From then on, submitting a purchase invoice also creates the matching payment entry.

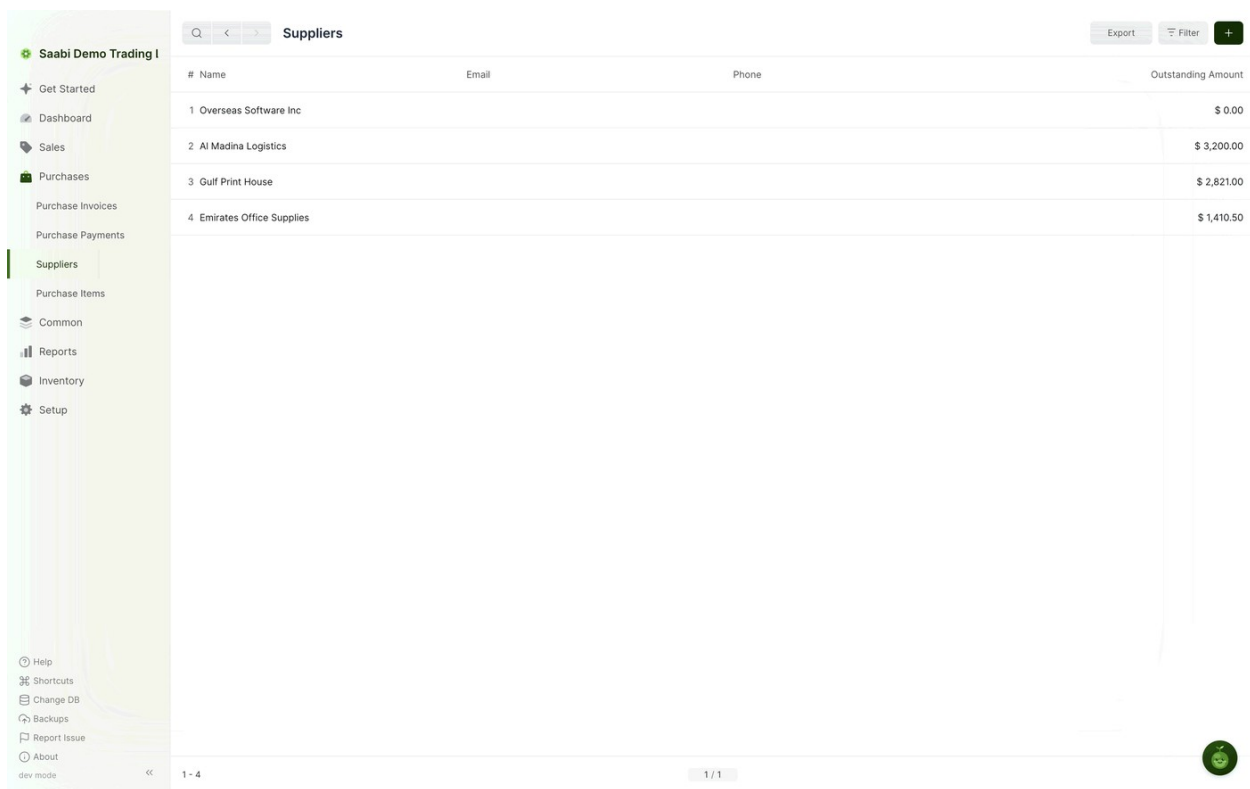
CHAPTER 23

Suppliers

A supplier is a party you buy from. The supplier record holds the name, contact details and default accounting settings that SAABI reuses every time you record a bill from that business. Create a supplier once, and every purchase invoice, payment and report afterwards refers to the same record — which is what lets SAABI tell you at a glance how much you owe each one.

The supplier list

Go to **Purchases > Suppliers**. The list shows every party created with the supplier role.



#	Name	Email	Phone	Outstanding Amount
1	Overseas Software Inc			\$ 0.00
2	Al Madina Logistics			\$ 3,200.00
3	Gulf Print House			\$ 2,821.00
4	Emirates Office Supplies			\$ 1,410.50

Figure 23.1 The Suppliers list. The Outstanding Amount column on the right is the running total of unpaid bills for each supplier

The columns are:

- **Name** — the supplier's name.
- **Email** and **Phone** — the contact details recorded on the party.
- **Outstanding Amount** — the total of that supplier's bills you have not yet paid.

A supplier you have settled in full shows \$ 0.00. Click any row to open the record.

Adding a supplier

1. On the Suppliers list, click the **+** button at the top right.
2. Type the supplier's **Name**. Each party needs a name of its own, so make it one you will recognise in a link field later.
3. Leave **Role** set to **Supplier**.
4. Fill in the **Contacts** section — **Email**, **Phone** and **Address**. These are the details that can be printed on documents.
5. In the **Billing** section, check the **Default Account** and set the **Currency** and **Tax ID** if you have them.
6. Click **Save**.

The screenshot shows the SAABI Demo Trading I interface. On the left is a sidebar with navigation links: Get Started, Dashboard, Sales, Purchases (with sub-links for Purchase Invoices and Purchase Payments), Suppliers (highlighted), Purchase Items, Common, Reports, Inventory, and Setup. At the bottom of the sidebar are links for Help, Shortcuts, Change DB, Backups, Report Issue, About, and dev mode. The main area is titled 'Party' and shows a form for 'Overseas Software Inc'. The form has a 'Saved' status in the top right. It includes a 'Party Image' field with a camera icon. The 'Name' field contains 'Overseas Software Inc'. The 'Role' dropdown is set to 'Supplier'. The 'Contacts' section has fields for 'Email' (john@doe.com), 'Phone' (empty), and 'Address' (empty). The 'Billing' section has a 'Default Account' dropdown set to 'Creditors', a 'Currency' dropdown set to 'USD', and a 'Tax ID' field (empty). The 'References' section has a 'From Lead' field (empty). The 'Loyalty Program' section has a 'Loyalty Program' dropdown (empty) and a 'Loyalty Points' field set to '0'. The bottom right corner of the interface has a green circular button with a plus sign.

Figure 23.2 A saved supplier record. Role is set to Supplier and the Billing section carries the Default Account, the Currency the supplier bills you in, and the Tax ID

You can also create a supplier without leaving an invoice. Type a new name into the **Supplier** field on a purchase invoice and choose the **Create** option the field offers.

Supplier fields

- **Party Image** — an optional picture or logo to identify the supplier by.
- **Name** — the unique name the supplier is known by throughout SAABI.
- **Role** — **Supplier** for a party you only buy from. See the chapter on parties for a record that both buys and sells.

- **Email, Phone, Address** — contact details, available to print on documents.
- **Default Account** — the account credited when you record a bill from this supplier. For a supplier this is a payable account, usually **Creditors**.
- **Currency** — the currency this supplier bills you in. Set it to something other than your company currency to raise purchase invoices in the supplier's own currency.
- **Tax ID** — the supplier's tax registration number.

IMPORTANT Create a party from the list that matches the role you need. **Role** decides which lists the record appears in, and it is fixed once the record has been created.

Where suppliers are used

Once a supplier exists you can:

- Select it in the **Supplier** field of a purchase invoice, which pulls in its default account and currency.
- Pay it, either from the invoice through **Create > Payment** or from **Purchases > Purchase Payments**.
- See what you owe it in the **Outstanding Amount** column of the supplier list, and what you owe every supplier together in the **Payable** figure on the Dashboard.

A supplier that has been used on a transaction cannot be deleted. To remove one, delete the transactions that refer to it first.

CHAPTER 24

Purchase Items

A purchase item is anything you buy and put on a purchase invoice — stock you resell, materials you consume, or a service such as freight or a warehouse lease. The item record holds the rate, the unit, the expense account and the tax that SAABI should use each time you buy it, so a purchase invoice line needs only the item and a quantity. Purchase items are the same kind of record as sales items; what separates them is a single field.

The purchase item list

Go to **Purchases > Purchase Items**. The list shows every item that can be bought.

#	Item Name	Unit Type	Tax	Rate
1	Imported Software Licence	Unit		\$ 6,000.00
2	Freight and Handling	Unit		\$ 800.00
3	Print and Stationery Pack	Unit	Sales Tax 8.5%	\$ 650.00
4	Office Fitout	Unit	Sales Tax 8.5%	\$ 4,000.00
5	DZ Transit Goods	Unit		\$ 4,000.00
6	Warehouse Lease	Unit		\$ 12,000.00
7	Export Widget	Unit		\$ 2,200.00
8	Support Retainer	Unit		\$ 900.00
9	Implementation Day	Unit		\$ 3,500.00
10	Consulting Services	Unit		\$ 1,500.00

Figure 24.1 The Purchase Items list. Unit Type, Tax and Rate are the defaults each item brings with it onto a purchase invoice row

The columns are:

- **Item Name** — the name the item is known by.
- **Unit Type** — the base unit the rate applies to, for example **Unit**.
- **Tax** — the tax template attached to the item, if any. An item with no template leaves the cell blank and the tax is set on the invoice row instead.
- **Rate** — the default rate, which can still be changed on any invoice line.

The toolbar carries **Select**, **Export**, **Filter** and the **+** button for a new item.

Purpose decides which list an item appears in

An item is not fixed to one side of the business by where you created it. Every item record carries a **Purpose** field with three values, and that field alone decides which lists the item shows up in:

- **Sales** — the item appears in **Sales > Sales Items** and can be selected on sales invoices.
- **Purchases** — the item appears in **Purchases > Purchase Items** and can be selected on purchase invoices.
- **Both** — the item appears in both lists and can be bought and sold.

The screenshot displays the 'Imported Software Licence' item record in the SAABI Demo Trading I application. The interface includes a sidebar with navigation options like Get Started, Dashboard, Sales, Purchases, Common, Journal Entry, Party, Items, Price List, Reports, Inventory, and Setup. The main form is titled 'Imported Software Licence' and has a 'Saved' status. It contains several sections: a header with Item Name and Item Code; a section for Item Group and Purpose (set to 'Both'); a 'Details' section with Unit Type (Unit) and Rate (\$ 6,000.00); a 'Description' field; an 'Accounts' section with Sales Acc. (Service) and Purchase Acc. (Miscellaneous Expenses); a 'Tax' field; an 'Inventory' section with HSN/SAC Code and Barcode; and a 'UOM Conversions' section at the bottom.

Figure 24.2 An item record with Purpose set to Both, so it appears in the Sales Items list and the Purchase Items list alike. Sales Acc. and Purchase Acc. give it a separate account for each direction

Whatever the purpose, every item is also listed under **Common > Items**, which is the place to go when you are not sure which side of the business an item belongs to.

TIP Set **Purpose** to **Both** for anything you resell. An item bought at one rate and sold at another needs one record, not two — the item carries a **Purchase Acc.** and a **Sales Acc.** side by side.

Adding a purchase item

1. On the Purchase Items list, click **+**.
2. Enter the **Item Name**. Add an **Item Code** if you track items by code.

3. Set **Purpose** to **Purchases**, or to **Both** if you also sell the item.
4. Set **Type** to **Product** for something physical or **Service** for work and time.
5. In the **Details** section, set the **Unit Type** and the **Rate** you usually pay. Add a **Description** if it should appear on documents.
6. In the **Accounts** section, set **Purchase Acc.** to the expense or asset account this purchase should be debited to, and attach a **Tax** template if the item is always taxed at the same rate.
7. Click **Save**.

The item is ready to use straight away. On the next purchase invoice, selecting it fills the row's rate and tax, leaving you the quantity to enter.

What the purchase fields do

- **Purchase Acc.** — the account debited when the item is bought. This is what decides where the cost lands in your Profit and Loss or Balance Sheet.
- **Rate** — the default cost. It is a starting point, not a rule: change it on the invoice row whenever a supplier charges something else.
- **Tax** — the tax template pulled into the invoice row's **Tax** cell. You can override it per row.
- **Unit Type** — the unit the rate is quoted in. Use **UOM Conversions** on the item when you buy in one unit and stock in another.

The full item record, including its inventory and unit-conversion settings, is covered in the chapter on items.

PART FIVE

Shared records

Journal entries, parties, items, prices, taxes, discounts and currencies

CHAPTER 25

Journal Entries

A journal entry records a transaction that is neither a sale nor a purchase — moving funds from a bank account to the cash till, writing off a bad debt, posting depreciation, or entering the opening balances of a new company file. Where an invoice works out the accounts for you, a journal entry lets you name the accounts yourself and set the amounts on each side. It is the entry to reach for whenever money has moved but no invoice describes it.

The journal entry list

Go to **Common > Journal Entry**. The list shows every journal entry in the company file.

#	Entry No	Status	Date	Entry Type	Reference Number
1	JV-1018	Submitted	Aug 21, 2026	Journal Entry	
2	JV-1019	Submitted	Aug 2, 2026	Journal Entry	
3	JV-1016	Submitted	Jul 28, 2026	Journal Entry	
4	JV-1017	Submitted	Jul 2, 2026	Journal Entry	
5	JV-1015	Submitted	Jun 30, 2026	Depreciation Entry	
6	JV-1013	Submitted	Jun 28, 2026	Journal Entry	
7	JV-1014	Submitted	Jun 2, 2026	Journal Entry	
8	JV-1011	Submitted	May 28, 2026	Journal Entry	
9	JV-1012	Submitted	May 2, 2026	Journal Entry	
10	JV-1009	Submitted	Apr 28, 2026	Journal Entry	
11	JV-1010	Submitted	Apr 2, 2026	Journal Entry	
12	JV-1008	Submitted	Mar 30, 2026	Depreciation Entry	
13	JV-1006	Submitted	Mar 28, 2026	Journal Entry	
14	JV-1007	Submitted	Mar 2, 2026	Journal Entry	
15	JV-1004	Submitted	Feb 28, 2026	Journal Entry	
16	JV-1005	Submitted	Feb 2, 2026	Journal Entry	
17	JV-1002	Submitted	Jan 28, 2026	Journal Entry	
18	JV-1003	Submitted	Jan 2, 2026	Journal Entry	
19	JV-1001	Submitted	Jan 1, 2026	Opening Entry	

Figure 25.1 The Journal Entry list. Entry Type separates ordinary journal entries from depreciation and opening entries, and the status shows which have been submitted

The columns are **Entry No**, **Status**, **Date**, **Entry Type** and **Reference Number**. Filter on **Entry Type** to pull out one kind of entry, such as every depreciation posting for the year.

Creating a journal entry

1. On the Journal Entry list, click the + button at the top right.
2. Set the **Entry Type** to describe what the entry is for.
3. Check the **Date**. SAABI assigns the **Entry No** from the JV- series.

4. In the **Account Entries** grid, click **Add Row** for each account the transaction touches, select the **Account**, and enter the amount in either the **Debit** or the **Credit** column.
5. Write a **User Remark** so the entry explains itself later.
6. Click **Save**, then **Submit**.

The screenshot shows the 'Journal Entry' form in the SAABI Demo Trading I application. The form is titled 'JV-1018' and has a 'Submitted' status. It includes the following fields and sections:

- Entry No:** JV-1018
- Number Series:** JV-
- Entry Type:** Journal Entry
- Date:** Aug 21, 2026
- Accounts:** A table with two rows:

#	Account	Debit	Credit
1	Salary	\$ 18,500.00	\$ 0.00
2	Emirates NBD	\$ 0.00	\$ 18,500.00
- References:** A text field containing 'Salaries for 2026-08'.

Figure 25.2 A submitted journal entry. The **Account Entries** grid carries one row per account, with the amount in either the **Debit** or the **Credit** column, and the two columns total to the same figure

On submitting, SAABI posts the entry to the ledger and updates the balance of every account named in the grid. A submitted journal entry cannot be edited. To check what it did, open **Reports > General Ledger** and filter on the accounts involved.

Entry types

Entry Type describes the transaction. It does not change how the debits and credits are posted, but it keeps the list readable and lets you filter and report by kind:

- **Journal Entry** — the general-purpose type, for anything the other types do not cover.
- **Bank Entry** — a movement through a bank account.
- **Cash Entry** — a movement through the cash till.
- **Credit Card Entry** — a charge or payment on a company card.
- **Depreciation Entry** — the periodic write-down of a fixed asset.
- **Excise Entry** — duty accounted for separately from ordinary tax.

- **Write Off Entry** — an amount you have decided not to recover.
- **Opening Entry** — the balances carried into SAABI when you started using it.

The Account Entries grid

Each row names one account and one amount:

- **Account** — the account being debited or credited, chosen from the chart of accounts.
- **Debit** — the amount going into the account.
- **Credit** — the amount coming out of it.

Fill in one column per row and leave the other at zero. A transaction needs at least two rows, and it may need more: one credit can be split across several debits.

IMPORTANT The total of the **Debit** column must equal the total of the **Credit** column. SAABI will not submit an entry whose two sides disagree, because such an entry would leave the books unbalanced.

The User Remark

User Remark, in the **References** section, is a free-text note explaining what the entry is for — **Salaries for 2026-08, Depreciation Q2, Transfer to petty cash**. Nothing depends on it, but a journal entry read a year later is only as clear as the remark on it. Write one on every entry.

Two worked examples

Recording an expense paid directly. You spend \$5,000 travelling to a client site and pay it straight from the bank. Add two rows:

Account	Debit	Credit
Travel Expenses	\$5,000.00	
Emirates NBD		\$5,000.00

The expense account rises and the bank balance falls by the same amount.

Recording a prepayment. A customer pays \$5,000 for work you have not yet delivered. The money is in the bank, but it is not income yet — it is a liability until you deliver. Add two rows:

Account	Debit	Credit
Emirates NBD	\$5,000.00	
Prepayments		\$5,000.00

Create the **Prepayments** liability account in the chart of accounts first if you do not already have one. When the work is delivered, a second journal entry moves the amount out of **Prepayments** and into income.

CHAPTER 26

Parties

A party is any business or person you sell to or buy from. Parties belong to SAABI's master data — the records that describe your business rather than record its transactions. Master data holds still while transactions come and go: creating a party, an item, a tax template or a price list changes no account balance on its own, but every invoice, payment and report you produce afterwards leans on it. Get the master data right and the day-to-day entries take care of themselves.

What master data is

Transactional entries — invoices, payments, journal entries — move money between accounts. Master data does not. Instead it supplies the names, rates and default accounts that transactional entries reuse:

- **Party** — who you trade with.
- **Items** — what you buy and sell.
- **Tax Templates** — the tax rates and accounts applied to them.
- **Price List** — the rates that apply in a given season or to a given kind of trade.

The pattern for creating any of them is the same: open the list, click the **+** button, fill in the form, and click **Save**. The record is available to transactions from that moment.

The Party list

Go to **Common > Party**. This list shows every party in the company file, whatever its role — the customers you sell to and the suppliers you buy from, side by side.

#	Name	Email	Phone	Outstanding Amount
1	Overseas Software Inc			\$ 0.00
2	Al Madina Logistics			\$ 3,200.00
3	Gulf Print House			\$ 2,821.00
4	Emirates Office Supplies			\$ 1,410.50
5	US Client Corp			\$ 13,400.00
6	JAFZA Freight DMCC			\$ 0.00
7	Global Exports FZE			\$ 11,000.00
8	Pearl Marine Services			\$ 3,200.00
9	Desert Rose Events			\$ 5,821.00
10	Marina Retail FZ-LLC			\$ 2,700.00
11	Oasis Hospitality Group			\$ 8,500.00
12	Falcon Contracting LLC			\$ 24,030.00

Figure 26.1 The Party list at Common > Party, showing customers and suppliers together with the balance outstanding on each

The columns are **Name**, **Email**, **Phone** and **Outstanding Amount**. For a customer, the outstanding amount is what they owe you; for a supplier, it is what you owe them.

One record, three roles

A single party record can act as a customer, as a supplier, or as both. The **Role** field is what decides which:

Role	Create it from	Used on	Also listed under
Customer	Sales > Customers	Sales invoices	Common > Party
Supplier	Purchases > Suppliers	Purchase invoices	Common > Party
Both	Common > Party	Sales and purchase invoices	Sales > Customers and Purchases > Suppliers

The **Both** role earns its place whenever the same business is on either side of your books — a logistics firm you invoice for storage and who invoices you for freight, for example. One record keeps both balances against one name.

The screenshot displays the SAABI Demo Trading I interface. On the left is a sidebar menu with options: Get Started, Dashboard, Sales, Purchases, Common, Journal Entry, Party (selected), Items, Price List, Reports, Inventory, and Setup. Below the menu are links for Help, Shortcuts, Change DB, Backups, Report Issue, About, and dev mode. The main area shows a 'Party' record for 'Overseas Software Inc'. The record is titled 'Overseas Software Inc' with a 'Saved' status. It includes a profile picture placeholder. The 'Name' field is 'Overseas Software Inc' and the 'Role' is 'Supplier'. The 'Contacts' section has fields for Email (john@doe.com), Phone, and Address. The 'Billing' section shows 'Default Account' as 'Creditors' and 'Currency' as 'USD'. The 'References' section has 'From Lead' and 'From Lead' fields. The 'Loyalty Program' section shows 'Loyalty Program' and 'Loyalty Points' as 0. The top right of the form has buttons for Create, View, and a menu icon.

Figure 26.2 A party record with Role set to Supplier. The Billing section carries a payable Default Account, because this party is one the business buys from

The same form with **Role** set to **Customer** carries a receivable default account instead, and the header shows what the customer currently owes.

Figure 26.3 The same record shape with Role set to Customer. Default Account is a receivable account, and the badge in the header reports the amount unpaid

Creating a party

1. Open the list that matches the role you want: **Sales > Customers**, **Purchases > Suppliers**, or **Common > Party** for a party that is both.
2. Click the **+** button.
3. Enter the **Name**. Every party needs a name of its own.
4. Check the **Role**.
5. Fill in the **Contacts** section — **Email**, **Phone** and **Address**.
6. In the **Billing** section, set the **Default Account**, the **Currency** and the **Tax ID**.
7. Click **Save**.

IMPORTANT Create the party from the list that matches the role you need. **Role** decides which lists the record appears in, and it is fixed once the record has been created.

Party fields

- **Party Image** — an optional picture or logo.
- **Name** — the unique name the party is known by.

- **Email, Phone, Address** — contact details, available to print on documents.
- **Default Account** — the account credited or debited when a transaction involving the party is recorded. Receivable for a customer, payable for a supplier.
- **Currency** — the currency invoices for this party are raised in. See the chapter on multi-currency invoicing.
- **Tax ID** — the party's tax registration number.
- **Role** — **Customer**, **Supplier** or **Both**.

Duplicating and deleting

To base a new record on an existing one, open it, choose **Duplicate** from the ... menu, change what differs and click **Save**. To remove a record, choose **Delete** from the same menu.

NOTE A master record used on a transaction cannot be deleted. To remove one, delete the transactions that refer to it first. In most cases it is better to leave the old record in place than to unpick the history that depends on it.

CHAPTER 27

Items

An item is anything you buy or sell on an invoice — a product you keep in stock, a licence you resell, or a service you bill by the day. The item record carries the rate, the unit, the accounts and the tax that SAABI should apply each time the item is used, so an invoice line needs only the item and a quantity. This chapter covers the whole record; the sales and purchase chapters cover the fields that matter most on each side.

The item list

Go to **Common > Items**. This list shows every item in the company file, whether it is used for sales, for purchases, or for both.

#	Item Name	Unit Type	Tax	Rate
1	Imported Software Licence	Unit		\$ 6,000.00
2	Freight and Handling	Unit		\$ 800.00
3	Print and Stationery Pack	Unit	Sales Tax 8.5%	\$ 650.00
4	Office Fitout	Unit	Sales Tax 8.5%	\$ 4,000.00
5	DZ Transit Goods	Unit		\$ 4,000.00
6	Warehouse Lease	Unit		\$ 12,000.00
7	Export Widget	Unit		\$ 2,200.00
8	Support Retainer	Unit		\$ 900.00
9	Implementation Day	Unit		\$ 3,500.00
10	Consulting Services	Unit		\$ 1,500.00

Figure 27.1 The Items list at Common > Items. Unit Type, Tax and Rate are the defaults each item carries onto an invoice row

The columns are **Item Name**, **Unit Type**, **Tax** and **Rate**. The toolbar carries **Select**, **Export**, **Filter** and the **+** button.

Creating an item

1. Click the **+** button at the top right of the list.
2. Fill in the identity fields at the top of the form.
3. Work down through the **Details**, **Accounts** and **Inventory** sections.
4. Click **Save**.

The screenshot displays the 'Imported Software Licence' item record in the SAABI Demo Trading I application. The interface features a sidebar with navigation options like 'Get Started', 'Dashboard', 'Sales', 'Purchases', 'Common', 'Journal Entry', 'Party', 'Items', 'Price List', 'Reports', 'Inventory', and 'Setup'. The main form is titled 'Imported Software Licence' and includes a 'Saved' status indicator. The form is organized into several sections: 'Item Name' (Imported Software Licence), 'Item Code' (empty), 'Item Group' (dropdown), 'Purpose' (Both), 'Type' (Service), 'Details' (Unit Type: Unit, Rate: \$ 6,000.00, Description: Item Description), 'Accounts' (Sales Acc.: Service, Purchase Acc.: Miscellaneous Expenses, Tax: dropdown), 'Inventory' (HSN/SAC Code: dropdown, Barcode: dropdown), and 'UOM Conversions'.

Figure 27.2 The top of an item record. Purpose and Type sit alongside the name, and the Details and Accounts sections below carry the rate and the accounts the item posts to

Identity fields

- **Item Image** — an optional picture to identify the item by.
- **Item Name** — the name the item is known by. Each item needs a name of its own, since this is what you select in an invoice row.
- **Item Code** — a unique code for tracking and reference, useful when several items share a similar name.
- **Item Group** — a category the item is grouped under, for organisation and reporting. Item groups are available when **Enable Item Group** is ticked in **Setup > Settings > General**.
- **Purpose** — whether the item is for **Sales**, **Purchases** or **Both**. This is what decides whether the item appears in the Sales Items list, the Purchase Items list, or both.
- **Type** — **Product** for something physical, **Service** for work and time. A service is never tracked as stock.

Details

- **Unit Type** — the base unit the rate applies to, such as **Unit**, **Hour** or **Kg**.
- **Rate** — the base price of the item, in your company currency. It is a default: change it on any invoice row, or override it altogether with a price list.

- **Description** — a description of what the item is. It can be printed on invoices when **Display Description In Invoice** is turned on in the print settings.

Accounts

- **Sales Acc.** — the income account credited when the item is sold.
- **Purchase Acc.** — the expense or asset account debited when the item is bought.
- **Tax** — the tax template applied to the item. It is pulled into the **Tax** cell of the invoice row when the item is selected, and can be changed there.

An item with **Purpose** set to **Both** uses its sales account in one direction and its purchase account in the other, which is what lets one record serve a product you buy in and sell on.

Inventory

- **HSN/SAC** — the classification code used for the item on tax documents.
- **Barcode** — a machine-readable code. With a barcode set, you can add the item to an invoice by scanning it into the **Enter barcode** field in the toolbar of a new entry.
- **Track Inventory** — turns on stock-level monitoring for the item, so its quantity is maintained by stock movements, shipments and purchase receipts. This applies to items of type **Product**, and appears once **Enable Inventory** is ticked in **Setup > Settings > General**.

UOM Conversions

UOM Conversions sit at the foot of the form, in a grid of **UOM** and **Conversion Factor** rows. Use them when you trade an item in more than one unit — buying by the box and selling by the unit, for example. Click **Add Row**, choose the other unit, and enter how many base units it represents.

The screenshot displays the 'Imported Software Licence' item record in the SAABI Demo Trading I application. The interface includes a sidebar with navigation options like 'Get Started', 'Dashboard', 'Sales', 'Purchases', 'Common', 'Journal Entry', 'Party', 'Items', 'Price List', 'Reports', 'Inventory', and 'Setup'. The main form is titled 'Imported Software Licence' and contains several sections:

- Item Code:** A text input field.
- Item Group:** A dropdown menu.
- Purpose:** A dropdown menu with 'Both' selected.
- Type:** A dropdown menu with 'Service' selected.
- Details:** A section containing:
 - Unit Type:** A dropdown menu with 'Unit' selected.
 - Rate:** A text input field showing '\$ 6,000.00'.
 - Description:** A text input field with 'Item Description'.
- Accounts:** A section containing:
 - Sales Acc.:** A dropdown menu with 'Service' selected.
 - Purchase Acc.:** A dropdown menu with 'Miscellaneous Expenses' selected.
 - Tax:** A dropdown menu.
- Inventory:** A section containing:
 - HSN/SAC:** A text input field with 'HSN/SAC Code'.
 - Barcode:** A text input field with 'Barcode'.
 - UOM Conversions:** A table with columns '#', 'UOM', and 'Conversion Factor'. It includes an 'Add Row' button.

Figure 27.3 The foot of the item record. The UOM Conversions grid relates other units of measure to the item's base Unit Type through a conversion factor

With a conversion in place, an invoice row can be entered in the transfer unit while SAABI records the quantity in the stock unit. The row panel shows both: **Qty. in Transfer Unit** and **Transfer Unit** alongside **Quantity, Stock Unit** and the **Conversion Factor** between them.

TIP Set up the units before you record transactions with the item. Conversions are used at the moment an invoice row is entered, so adding one later does not change entries already recorded.

CHAPTER 28

Price Lists

A price list is a named set of item rates. An item can be worth one figure to a retail customer and another to a wholesaler, one figure in a sale season and another outside it, and a different figure again when you are buying it rather than selling it. Rather than typing the right rate onto every invoice line, group the rates into a price list and select that list on the invoice — SAABI then fetches each item's rate from it as you add rows.

Enabling price lists

Price lists are off until you turn them on.

1. Go to **Setup > Settings > General**.
2. In the **Features** section, tick **Enable Price List**.
3. Save the settings and reload when SAABI asks.

Price List now appears in the sidebar under **Common**, and as a field on the sales and purchase invoice forms.

Creating a price list

Go to **Common > Price List**. The list shows each price list you have created, whether it is **Enabled**, and what it is **Enabled For**.

#	Name	Enabled	Enabled For
1	Standard Retail 2026	Enabled	Sales

Figure 28.1 The Price List page. The Enabled and Enabled For columns show at a glance which lists are live and whether they apply to sales, purchases or both

1. Click the + button at the top right.
2. Enter a **Name** that says what the list is for, such as **Standard Retail 2026**.
3. Tick **Is Price List Enabled**.
4. Tick **For Sales**, **For Purchase**, or both.
5. In the **Item Prices** grid, click **Add Row** for each item, select the **Item**, set the **Unit Type**, and enter the **Rate**.
6. Click **Save**.

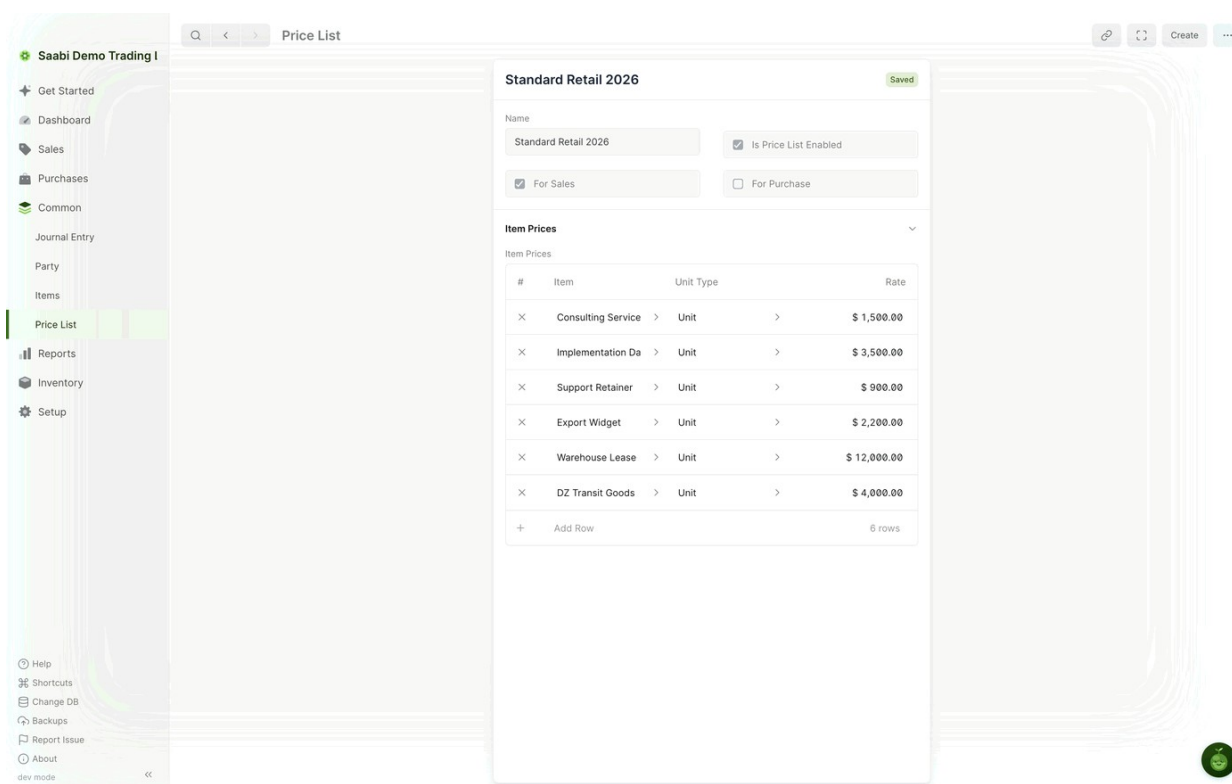


Figure 28.2 A price list with its Item Prices grid. The three checkboxes at the top control whether the list can be used at all and which side of the business it applies to

Price list fields

- **Is Price List Enabled** — makes the list usable. A list with this cleared stays in place but cannot be selected on an invoice, which is how you retire last season's rates without deleting them.
- **For Sales** — allows the list to be selected on sales invoices.
- **For Purchase** — allows the list to be selected on purchase invoices.
- **Item Prices** — the grid of rates. Each row holds an **Item**, a **Unit Type** and a **Rate**.

NOTE You can add more than one price for the same item, one per unit. When SAABI fetches a price, it takes the first row whose **Unit Type** matches the unit on the invoice line.

Using a price list on an invoice

1. Create a new sales or purchase invoice.
2. Select the party as usual.
3. Set the **Price List** field to the list you want to apply.
4. Add the item rows.

Each item you add from that point takes its **Rate** from the price list instead of from the item record. Rows added before the price list was selected keep the rate they already had, so set the price list before you start adding items.

The rate is still a starting point rather than a rule. Type over it on any row where you have agreed something else — the price list decides what SAABI proposes, not what the invoice has to say.

TIP Keep one list per pricing situation rather than editing a single list as rates change. A dated name such as **Standard Retail 2026** leaves you able to see, on an old invoice, which set of rates it was written under.

CHAPTER 29

Taxes

A tax template holds a tax rate together with the accounts the tax should be posted to. Attach a template to an item and it follows that item onto every invoice line, so the tax on a sale or a purchase is worked out without your having to think about it. A template also records how the tax is treated — whether it is charged at the standard rate or at zero, whether you can reclaim it, and whether the liability sits with you rather than the supplier.

The tax template list

Go to **Setup > Tax Templates**. The list shows every template in the company file by **Name**.

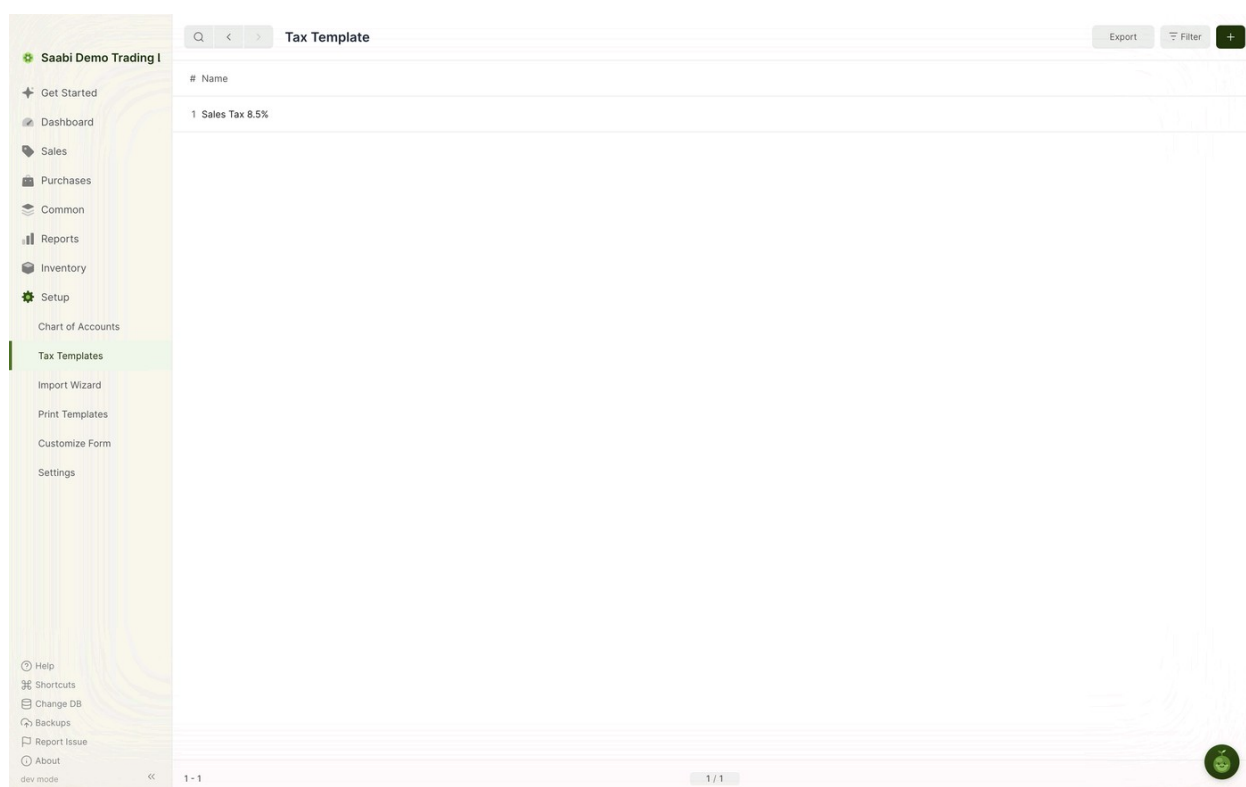


Figure 29.1 The Tax Template list. Naming a template for its rate keeps it recognisable in the item and invoice link fields

Give each template a name that says what it is, such as **Sales Tax 8.5%**. The name is what you will pick from a link field on an item, so a name that carries the rate saves a trip back to this page.

Creating a tax template

1. Click the **+** button at the top right of the list.
2. Enter the **Name**.
3. In the **Details** grid, click **Add Row** and set the accounts and the rate.
4. Set the tax treatment below the grid.

5. Click Save.

Saabi Demo Trading I

Get Started

Dashboard

Sales

Purchases

Common

Reports

Inventory

Setup

Chart of Accounts

Tax Templates

Import Wizard

Print Templates

Customize Form

Settings

Help

Shortcuts

Change DB

Backups

Report Issue

About

dev mode

Q < > Tax Template

Share Copy Create ...

Sales Tax 8.5% Saved

Name

Sales Tax 8.5%

Details

#	Tax Invoice Account	Input Tax Account	Tax Payment Account	Rate
X	Duties and 1	Input Tax Accx	Tax Payment /	8.5
+ Add Row				

Treatment

standard

☒ Input tax is recoverable

☐ Reverse charge

Figure 29.2 A tax template. The Details grid carries the accounts and the rate, and the Treatment fields underneath describe how the tax is handled

The Details grid

Each row in **Details** is one component of the tax. The columns are:

- **Tax Invoice Account** — the account the tax is posted to when you charge it on a sale.
- **Input Tax Account** — the account the tax is posted to when you are charged it on a purchase.
- **Tax Payment Account** — the account used when the tax is settled with the authority.
- **Rate** — the percentage, entered as a number. 8.5 means 8.5 per cent.

Most taxes need one row. The grid takes several because a single tax can be made up of separate components, each with its own account and rate; add a row for each and SAABI applies them together.

Tax treatment

Below the grid, three fields describe how the tax behaves rather than what it costs.

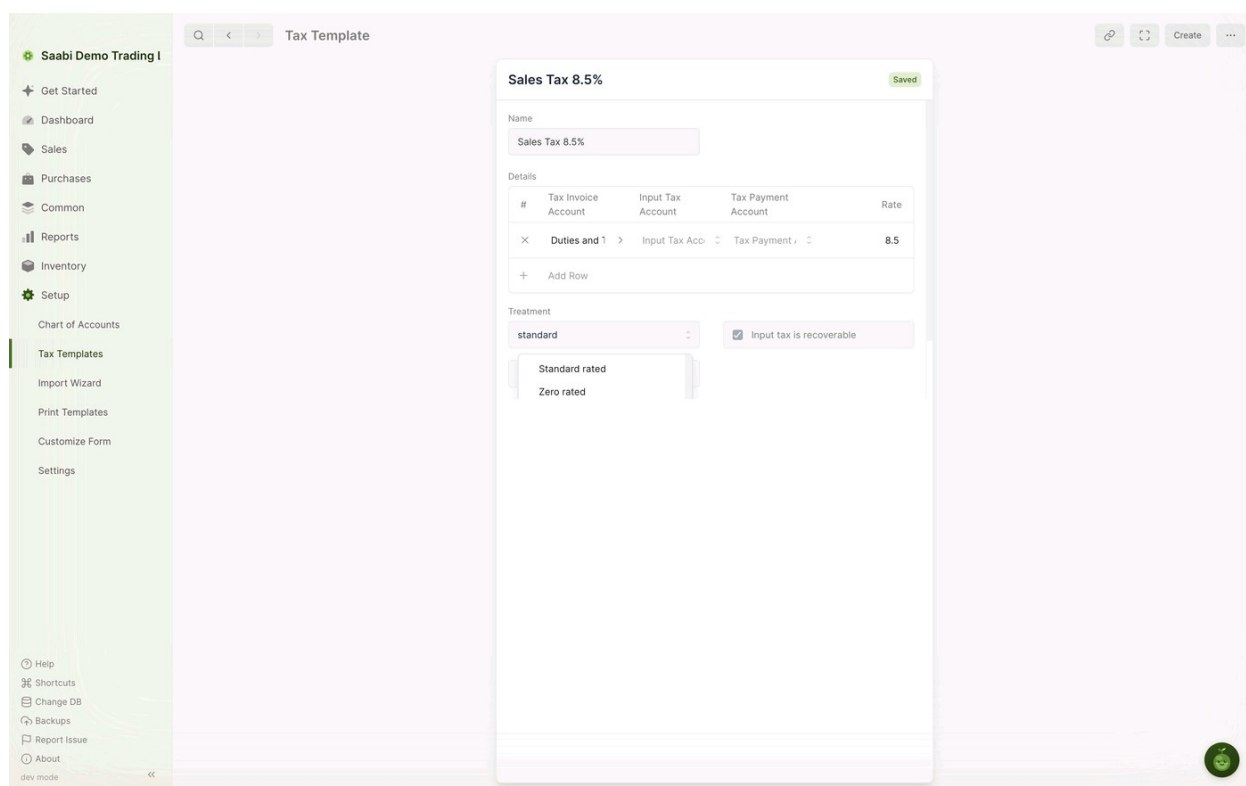


Figure 29.3 The Treatment dropdown open on a tax template, offering Standard rated and Zero rated

- **Treatment** — **Standard rated** for a tax charged at its stated rate, or **Zero rated** for supplies that are within the tax system but carry a rate of zero. The distinction matters for reporting: zero-rated supplies are still declared, but they are declared at nothing.
- **Input tax is recoverable** — tick this when tax you have been charged on a purchase can be reclaimed rather than absorbed as a cost. With it cleared, the tax stays part of the expense.
- **Reverse charge** — tick this when the liability for the tax falls on you as the buyer rather than on the supplier, as it commonly does on imported services.

NOTE These three fields do not change the arithmetic on the invoice. They describe how the tax is treated, which is what your tax reporting rests on. Set them when you create the template, not afterwards.

Attaching a template to an item

Open the item at **Common > Items** and set the **Tax** field in its **Accounts** section to the template. Save the item.

From then on the tax reaches the invoice on its own:

1. You add a row to the **Items** grid of a sales or purchase invoice and select the item.
2. SAABI fills the row's **Tax** cell with the item's template. You can change it on the row when a particular line is taxed differently.

3. As the row's amount is worked out, the tax is calculated at the template's rate and posted to the account the template names.
4. The **Taxes** grid under **Tax and Totals** collects the result, showing the **Tax Account**, the **Tax Rate** and the **Tax Amount** for the invoice as a whole.
5. **Grand Total** is the net total plus that tax.

An item with no template attached leaves the row's **Tax** cell empty. Set it on the row when only some sales of that item are taxed.

CHAPTER 30

Discounts

A discount is a deduction from the price of an item. SAABI applies discounts line by line, so a single invoice can carry a discount on one item and full price on another. Recording a discount properly matters for more than the total: with discount accounting turned on, the amount given away is posted to an account of its own, which means you can see at the year end what your discounting actually cost.

Enabling discount accounting

1. Go to **Setup > Settings > General**.
2. In the **Features** section, tick **Enable Discount Accounting**.
3. In the **Accounts** section above, set the **Discount Account**.
4. Save the settings and reload when SAABI asks.

Discount Account

Discounts Given >

Features ▾

☒ Enable Discount Accounting	☒ Enable Inventory
☒ Enable Price List	☒ Enable Invoice Returns
☒ Enable Form Customization	☒ Enable Lead
☒ Enable Pricing Rule	☒ Enable Item Enquiry
☒ Enable Loyalty Program	☒ Enable Coupon Code
☒ Enable Item Group	☐ Enable POS Without Inventory
☒ Enable Partial Payment	

Figure 30.1 The Features section of General settings with Enable Discount Accounting ticked. The Discount Account that the deductions are posted to sits directly above the feature list

IMPORTANT Once discount accounting has been enabled it cannot be disabled. Turn it on when you intend to use it.

The discount account

Discount Account is where the discounted amount is posted. It is an indirect income account — a discount reduces what you earn on a sale, so it belongs alongside your other income rather than among your expenses.

If you have no suitable account yet, create one from **Setup > Chart of Accounts** under the **Income** group, then come back and select it here. An account named for what it holds, such as **Discounts Given**, keeps the Profit and Loss readable.

Discounting a line on an invoice

Discounts are set on the invoice row, not on the invoice as a whole.

1. Create or open a draft invoice and add the item rows as usual.
2. Click the pencil at the end of the row you want to discount. The row panel opens on the right.
3. Scroll to the discount fields at the foot of the panel.
4. Enter a **Discount Percent**, or tick **Set Discount Amount** to type a cash figure instead.
5. Close the panel. The row's **Amount** and the invoice totals update.

Figure 30.2 The row panel of an invoice line. Set Discount Amount and Discount Percent sit below the amount, and Taxed Amount shows what the tax is finally calculated on

The two fields are alternatives:

- **Discount Percent** — the default. Enter **10** to take ten per cent off the row.
- **Set Discount Amount** — tick this to enter a currency figure instead, such as **\$150.00** off a line.

Repeat for each row that needs a discount. A row you leave alone stays at full price.

Applying the discount after tax

By default SAABI takes the discount off the row first and calculates tax on what remains. If your tax rules require the tax to be worked out on the undiscounted amount and the discount taken afterwards, change it per invoice.

1. Open the invoice.
2. Click the **Settings** tab at the foot of the form card.
3. Tick **Apply Discount After Tax**.

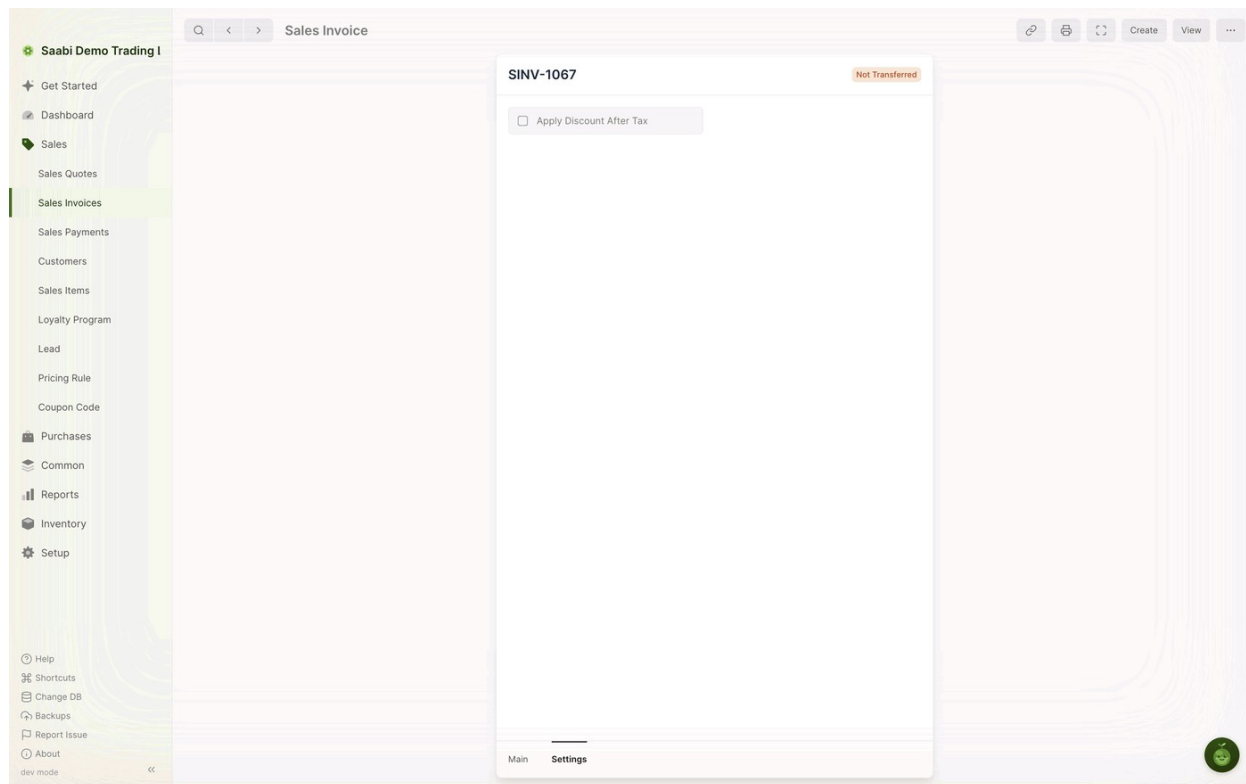


Figure 30.3 The Settings tab of an invoice, which holds the Apply Discount After Tax option. The setting belongs to this invoice alone

The setting belongs to the individual invoice, so it does not change anything you have already recorded. Set it before submitting, since a submitted invoice can no longer be edited.

NOTE Discounting before tax and discounting after tax produce different tax amounts and different grand totals on the same figures. Decide which your tax rules require, and apply it consistently.

CHAPTER 31

Multi-Currency Invoicing

SAABI can raise and print an invoice in your customer's own currency while keeping your books in yours. You set the currency once, on the party record; every invoice for that party is then written in that currency, converted at an exchange rate you confirm, and posted to the ledger in the company currency. The same applies on the purchase side, so a supplier who bills you in another currency can be recorded as they billed you.

Company currency and party currency

Your company currency is set when the company file is created, and is shown at **Setup > Settings > System** under **Number Display**. It is the currency your accounts, your reports and your ledger are kept in, and it does not change from one invoice to the next.

A party currency is set on the individual customer or supplier. Multi-currency invoicing happens only when the two differ: a party whose currency matches the company currency is invoiced in the ordinary way.

Setting a party's currency

1. Open the party — **Sales > Customers** for a customer, **Purchases > Suppliers** for a supplier.
2. Open the **Billing** section.
3. Set **Currency** to the currency this party trades in.
4. Click **Save**.

The screenshot shows the SAABI Demo Trading I interface. On the left is a sidebar with navigation links: Get Started, Dashboard, Sales (with sub-links: Sales Quotes, Sales Invoices, Sales Payments), Customers (highlighted), Sales Items, Loyalty Program, Lead, Pricing Rule, Coupon Code, Purchases, Common, Reports, Inventory, and Setup. At the bottom of the sidebar are links for Help, Shortcuts, Change DB, Backups, Report Issue, About, and dev mode. The main area displays the 'Party' record for 'US Client Corp'. The record shows an 'Unpaid \$ 13,400.00' status. The 'Billing' section is expanded, showing fields for Default Account (Debtors), Currency (USD), Tax ID, and Loyalty Program (Loyalty Program). Other sections include Name (US Client Corp), Role (Customer), Contacts (Email: john@doe.com, Phone), Address, and References (From Lead).

Figure 31.1 The Billing section of a customer record. Currency decides which currency every invoice for this customer is written in; set it to something other than the company currency to invoice in the customer's own

NOTE Set the currency before you raise the first invoice for the party. Invoices already recorded keep the currency and the rate they were submitted with.

Raising the invoice

1. Create a new sales invoice, or a purchase invoice for a supplier.
2. Select the party. SAABI reads the currency from the party record.
3. If that currency differs from the company currency, the exchange rate appears with the party fields. Check it and change it to the rate that applies to this transaction.
4. Add the item rows and save the invoice as usual.

New Entry Draft

Number Series: **SINV-** Customer: **Oasis Hospitality Group**

Account: **Debtors** Date: **Aug 22, 2026 17:16:30**

Price List: **Price List**

Items

#	Item	Tax	Qty	Rate	Amount
1	Consult	Sales T	2	\$ 1,500.00	\$ 3,000.00

Net Total: **\$ 3,000.00**

Tax and Totals

#	Tax Account	Tax Rate	Tax Amount
1	Duties and Taxes	8.5	\$ 255.00

Grand Total: **\$ 3,255.00**

Outstanding

Outstanding Amount: **Stock Not Shipped**

Main Settings

Figure 31.2 A draft invoice with the party selected. The party is what decides the currency of the rates, the Net Total and the Grand Total shown on the form

Rates, amounts and totals on the form are in the party's currency, which is what makes the invoice readable to the party who receives it.

Base totals and party-currency totals

Two sets of totals exist on a multi-currency invoice:

- **The party-currency totals** — the rates, **Net Total** and **Grand Total** on the form, in the party's currency. These are what the party sees.
- **The base totals** — **Base Grand Total** and the outstanding amount, in your company currency. These are what your accounts, your reports and the invoice lists show.

The exchange rate is what relates them:

NOTE Company currency amount = party currency amount x exchange rate

Ledger entries are always created in the company currency, using the rate set when the invoice was submitted. That rate is fixed at submission, so a later movement in the market does not rewrite an entry you have already posted.

Paying a multi-currency invoice

Payments are recorded in the company currency. SAABI uses the rate set when the invoice was submitted to work out how much to apply, and updates the invoice's outstanding amount accordingly. Any small difference left by rounding is balanced through the round-off account set at [Setup > Settings > General](#).

Printing

Print the submitted invoice as usual. The printed document is produced in the party's currency, so what you send matches what you agreed.

PART SIX

Financial reports

Reading the four statements SAABI builds from your ledger

CHAPTER 32

Reports

SAABI has four financial reports, grouped under **Reports** in the sidebar. Every one of them is built from the same raw material: the ledger entries SAABI writes whenever you submit a transactional entry such as a sales invoice, a payment or a journal entry. Nothing in a report is entered by hand, and nothing you leave in draft appears in one. This chapter covers what the four reports are for and the controls they share; the chapters that follow describe each report in detail.

The four reports

Report	What it shows	Read it as
General Ledger	Every individual posting to every account, line by line	A transaction list
Profit And Loss	Income less expenses over a period, split by account and by column	A period summary
Balance Sheet	Assets, liabilities and equity as they stand at a point in time	A position
Trial Balance	Opening, movement and closing debits and credits for every account	A proof

When to use each

- Use **General Ledger** when you are looking for a specific entry, checking what a document posted, or reconciling one account against a statement. It is the only report that shows individual transactions, and the only one that can be filtered by party or by document.
- Use **Profit And Loss** to answer whether the business made money, and where the money came from and went. Compare this month against last month, or this quarter against the same quarter last year.
- Use **Balance Sheet** to see what the business owns and owes on a given date — for a year-end pack, a loan application, or a check on how much stock and receivables are tying up cash.
- Use **Trial Balance** to confirm the books are internally consistent before you close a period, and as a single sheet listing every account and its movement.

See *General Ledger*, *Profit and Loss*, *Balance Sheet* and *Trial Balance* later in this manual for the full filter and column reference for each report.

Report layout

Every report page has the same two parts.

1. The **filter row** across the top, holding the filters for that report. The filters differ from report to report, but they always sit here.
2. The **report body** beneath it, which is the generated report.

#	Account	Date	Debit	Credit	Balance	Party	Ref Name	Ref Type
1	Debtors	Aug 22, 2026	\$ 0.00	\$ 3,255.00	\$ -3,255.00	Oasis Hospitality G	PAY-1071	Payment
2	Cash	Aug 22, 2026	\$ 3,255.00	\$ 0.00	\$ 0.00	Oasis Hospitality G	PAY-1071	Payment
3	Duties and Taxes	Aug 22, 2026	\$ 0.00	\$ 255.00	\$ -255.00	Oasis Hospitality G	SINV-1070	Sales Invoice
4	Service	Aug 22, 2026	\$ 0.00	\$ 3,000.00	\$ -3,255.00	Oasis Hospitality G	SINV-1070	Sales Invoice
5	Debtors	Aug 22, 2026	\$ 3,255.00	\$ 0.00	\$ 0.00	Oasis Hospitality G	SINV-1070	Sales Invoice
6	Emirates NBD	Aug 21, 2026	\$ 0.00	\$ 18,500.00	\$ -18,500.00		JV-1018	Journal Entry
7	Salary	Aug 21, 2026	\$ 18,500.00	\$ 0.00	\$ 0.00		JV-1018	Journal Entry
8	Stock In Hand	Aug 21, 2026	\$ 0.00	\$ 5,500.00	\$ -5,500.00	Global Exports FZE	SHPM-1019	Shipment
9	Cost of Goods Sold	Aug 21, 2026	\$ 5,500.00	\$ 0.00	\$ 0.00	Global Exports FZE	SHPM-1019	Shipment
10	Debtors	Aug 20, 2026	\$ 11,000.00	\$ 0.00	\$ 11,000.00	Global Exports FZE	SINV-1067	Sales Invoice
11	Sales	Aug 20, 2026	\$ 0.00	\$ 11,000.00	\$ 0.00	Global Exports FZE	SINV-1067	Sales Invoice
12	Sales	Aug 19, 2026	\$ 0.00	\$ 3,200.00	\$ -3,200.00	Pearl Marine Servic	SINV-1066	Sales Invoice
13	Debtors	Aug 19, 2026	\$ 3,200.00	\$ 0.00	\$ 0.00	Pearl Marine Servic	SINV-1066	Sales Invoice
14	Stock In Hand	Aug 18, 2026	\$ 1,800.00	\$ 0.00	\$ 1,800.00	Gulf Print House	PREC-1012	Purchase Receipt
15	Stock Received But Not Billc	Aug 18, 2026	\$ 0.00	\$ 1,800.00	\$ 0.00	Gulf Print House	PREC-1012	Purchase Receipt
16	Duties and Taxes	Aug 17, 2026	\$ 331.50	\$ 0.00	\$ 331.50	Gulf Print House	PINV-1023	Purchase Invoice

Figure 32.1 A report page. The filter row runs across the top, Export and the print icon sit in the top right, and the page control for long reports sits in the footer

Filters apply as soon as you finish with the filter box. After typing a date or picking a value from a dropdown, click anywhere outside the box and SAABI regenerates the report.

NOTE The **General Ledger** is the only report that can run to more pages than one. Its footer carries a row range, a page control, and a page-size control offering **50**, **100** and **All**.

Exporting a report

Any report can be exported as a **CSV** or a **JSON** file.

1. Generate the report you want, with the filters set the way you need them.
2. Click **Export** in the top right of the page.
3. Choose the file format and the location to save to.

The export contains what is on screen — the same rows and columns the filters produced, not the whole ledger — so set the filters before exporting rather than trimming the file afterwards. A **CSV** export opens in any spreadsheet application. Use **JSON** when the figures are going into another system.

Printing a report

The print icon sits to the right of **Export**. It sends the report as it currently stands to your system print dialog, from which you can print it or save it as a PDF.

TIP Reports carry no editable state of their own. Changing filters, exporting and printing never alter your books, so you can work through a report freely.

CHAPTER 33

General Ledger

The **General Ledger** is the detailed record behind every other report. Each time you submit a transactional entry, SAABI writes one row for every account that entry touches — a debit somewhere and a matching credit somewhere else — and this report lists them all. Use it when you need to see individual postings rather than totals: tracing what a document did to your accounts, reconciling a bank account against a statement, or finding out why a balance moved. Open it from the sidebar at **Reports > General Ledger**.

#	Account	Date	Debit	Credit	Balance	Party	Ref Name	Ref Type
1	Debtors	Aug 22, 2026	\$ 0.00	\$ 3,255.00	\$ -3,255.00	Oasis Hospitality G	PAY-1071	Payment
2	Cash	Aug 22, 2026	\$ 3,255.00	\$ 0.00	\$ 0.00	Oasis Hospitality G	PAY-1071	Payment
3	Duties and Taxes	Aug 22, 2026	\$ 0.00	\$ 255.00	\$ -255.00	Oasis Hospitality G	SINV-1070	Sales Invoice
4	Service	Aug 22, 2026	\$ 0.00	\$ 3,000.00	\$ -3,255.00	Oasis Hospitality G	SINV-1070	Sales Invoice
5	Debtors	Aug 22, 2026	\$ 3,255.00	\$ 0.00	\$ 0.00	Oasis Hospitality G	SINV-1070	Sales Invoice
6	Emirates NBD	Aug 21, 2026	\$ 0.00	\$ 18,500.00	\$ -18,500.00		JV-1018	Journal Entry
7	Salary	Aug 21, 2026	\$ 18,500.00	\$ 0.00	\$ 0.00		JV-1018	Journal Entry
8	Stock In Hand	Aug 21, 2026	\$ 0.00	\$ 5,500.00	\$ -5,500.00	Global Exports FZE	SHPM-1019	Shipment
9	Cost of Goods Sold	Aug 21, 2026	\$ 5,500.00	\$ 0.00	\$ 0.00	Global Exports FZE	SHPM-1019	Shipment
10	Debtors	Aug 20, 2026	\$ 11,000.00	\$ 0.00	\$ 11,000.00	Global Exports FZE	SINV-1067	Sales Invoice
11	Sales	Aug 20, 2026	\$ 0.00	\$ 11,000.00	\$ 0.00	Global Exports FZE	SINV-1067	Sales Invoice
12	Sales	Aug 19, 2026	\$ 0.00	\$ 3,200.00	\$ -3,200.00	Pearl Marine Servic	SINV-1066	Sales Invoice
13	Debtors	Aug 19, 2026	\$ 3,200.00	\$ 0.00	\$ 0.00	Pearl Marine Servic	SINV-1066	Sales Invoice
14	Stock In Hand	Aug 18, 2026	\$ 1,800.00	\$ 0.00	\$ 1,800.00	Gulf Print House	PREC-1012	Purchase Receipt
15	Stock Received But Not Billec	Aug 18, 2026	\$ 0.00	\$ 1,800.00	\$ 0.00	Gulf Print House	PREC-1012	Purchase Receipt
16	Duties and Taxes	Aug 17, 2026	\$ 331.50	\$ 0.00	\$ 331.50	Gulf Print House	PINV-1023	Purchase Invoice

Figure 33.1 The General Ledger with no filters applied. Each document contributes a debit row and a credit row, and the Ref Name column ties them together

Filters

The filter row holds nine controls. They combine, so setting more than one narrows the report further.

- **Ref Type** — the type of transactional entry that produced the row. The default is **All**. Setting it to anything else limits the report to entries of that type: set it to **Journal Entry** and only rows created by journal entries are shown.
- **Ref. Name** — the name of one specific document, such as **SINV - 1070**. This shows only the ledger rows that document created. Set **Ref Type** first, because the names offered depend on it.
- **Account** — shows only rows where an amount is debited to or credited from the account you pick. This is the filter to use when reconciling a single bank or cash account.
- **Party** — shows only rows involving that customer or supplier.

- **From Date** — the earliest date to include. The default is one year back.
- **To Date** — the latest date to include. The default is tomorrow, so today's entries are always in range.
- **Group By** — groups the rows rather than listing them flat. The default is **none**. Setting **Group By** to **Reference** groups the rows under the name of the transactional entry that produced them, so all of a document's postings appear together.
- **Include Cancelled** — cancelled entries are left out of the report by default. Check this to bring them back in.
- **Ascending Order** — rows are listed newest first, in descending order of date. Check this to list them oldest first, which is the order you want when reading an account's history forward through a period.

NOTE When **Include Cancelled** is checked, a further column, **Reverted**, is added to the report to mark which of the listed entries were cancelled.

TIP Filters apply when you finish with the filter box. After picking a value or typing a date, click anywhere outside the box and the report regenerates.

Columns

Column	What it holds
#	Row number within the generated report
Account	The account the amount was posted to
Date	The date of the transactional entry, not the date it was created
Debit	The amount debited to the account, or \$ 0.00
Credit	The amount credited to the account, or \$ 0.00
Balance	The running balance down the rows listed, debits adding and credits subtracting
Party	The customer or supplier on the entry, where it has one
Ref Name	The name of the document that produced the row, such as SINV-1070 or JV-1018
Ref Type	The kind of document it was — Sales Invoice , Payment , Journal Entry and so on

Every document produces at least two rows, one debiting and one crediting the same amount. A sales invoice with tax produces three: the tax account and the income account are credited, and the debtors account is

debited for the total. Reading down the **Ref Name** column shows you where one document's rows end and the next begins.

Rows carry no **Party** when the entry does not involve one. A journal entry moving money between your own accounts, such as **JV - 1018** posting salary against the bank account, leaves that column blank.

NOTE The **Balance** column is most useful with a single account selected and **Ascending Order** checked. Read that way, the column follows one account's balance forward through the period.

Paging through a long report

The General Ledger is usually far longer than one screen, and it is the one report that pages. The footer carries three controls: the range of rows currently shown, such as **1 - 50**; a page control showing the current page and the total, such as **1 / 10**, with an arrow to step forward; and a page-size control offering **50**, **100** and **All**.

Narrowing the filters is generally quicker than paging. If you are looking for a single document, set **Ref Type** and **Ref. Name** and the report will come back as a handful of rows.

Exporting

Click **Export** in the top right to save the report as a **CSV** or **JSON** file. The export follows the filters, so what you see is what you get. The print icon beside it sends the report to your system print dialog.

CHAPTER 34

Profit and Loss

Everything the business has earned since it started, less everything it has spent, is its total profit or loss. That lifetime figure is rarely the interesting one. What you want to know is what happened last month, last quarter or last year — which is why a profit and loss statement is always read for a specific period. The **Profit And Loss** report gives you income less expenses for a period you choose, broken down by account and split into columns so you can compare one period against the next. Open it from the sidebar at **Reports > Profit And Loss**.

Use it to:

1. Compare this month's profit against last month's.
2. Compare quarter against quarter, or year against year.
3. Find the total profit or loss for one specific window of time.

Saabi Demo Trading I

Profit And Loss

Based On: Periodicity: To Date: Number of Months: ☐ Consolidate Columns

☐ Hide Group Amounts

Account	Aug 23, 2026	Jul 23, 2026	Jun 23, 2026
Income	\$ 47,300.00	\$ 58,850.00	\$ 38,200.00
Indirect Income	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Direct Income	\$ 35,300.00	\$ 46,850.00	\$ 26,200.00
Service	\$ 19,800.00	\$ 15,150.00	\$ 13,500.00
Sales	\$ 15,500.00	\$ 31,700.00	\$ 12,700.00
Total Income (Credit)	\$ 47,300.00	\$ 58,850.00	\$ 38,200.00
Expenses	\$ 53,990.00	\$ 52,340.00	\$ 31,390.00
Indirect Expenses	\$ 47,890.00	\$ 36,940.00	\$ 27,490.00
Discounts Given	\$ 690.00	\$ 540.00	\$ 390.00
Salary	\$ 37,000.00	\$ 18,500.00	\$ 18,500.00
Office Rent	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Miscellaneous Expenses	\$ 0.00	\$ 6,000.00	\$ 0.00
Freight and Forwarding Charge	\$ 3,200.00	\$ 2,400.00	\$ 1,600.00
Depreciation	\$ 0.00	\$ 2,500.00	\$ 0.00
Direct Expenses	\$ 6,100.00	\$ 15,400.00	\$ 3,900.00
Stock Expenses	\$ 6,100.00	\$ 15,400.00	\$ 3,900.00

Figure 34.1 The Profit And Loss report on its default settings: three monthly columns, newest first, with income accounts above and expense accounts below

How the report is laid out

The first column names the account. Each remaining column is one period, newest on the left. By default the report shows the last three months.

The body has two halves. **Income** comes first, with each income account showing what it earned in each column, and the group accounts above them — **Direct Income**, **Indirect Income** — carrying the totals of the accounts beneath. The half closes with **Total Income (Credit)**.

Expenses follows in the same shape, with **Direct Expenses** and **Indirect Expenses** grouping the individual expense accounts, and its own total line. The report ends with the profit or loss for each column: total income less total expenses.

NOTE At the end of a fiscal year the profit or loss belongs to the owners, so it is carried into equity. The owners' account is a liability to the company, because the company has to pay those profits out.

Filters

- **Based On** — chooses which kind of date range the report uses. It has two values: **Until Date** and **Fiscal Year**. The remaining date filters change depending on which you pick.
- **Periodicity** — the interval each column covers. Set it to **Monthly** and each column is one month. The number of columns follows from the date range.
- **Consolidate Columns** — sums every row across all its columns and shows a single total column instead. Use it when you want the period as one figure rather than a comparison.
- **Hide Group Amounts** — see below.

Date range filters

The date filters you get depend on **Based On**:

Based On	Date range filters
Until Date	To Date and a count
Fiscal Year	To Year and From Year

To Date and count. **To Date** is the last date the report runs to; it defaults to tomorrow's date. The count field sits beside it and is labelled for the periodicity you chose — with **Periodicity** set to **Monthly** it reads **Number of Months**. Set the count to **3** with monthly periodicity and the report shows the three months ending at **To Date**.

To Year and From Year. These set the fiscal years the report spans. The number of columns depends on **Periodicity**.

Hide Group Amounts

The report shows group accounts such as **Direct Income** alongside the ledger accounts beneath them, such as **Sales** and **Service**. A group account holds no entries of its own — its balance is the sum of the accounts under it, so every figure on a group row is also counted in the rows below.

Checking **Hide Group Amounts** blanks those group figures and leaves only the ledger account amounts. The report becomes easier to read, because each amount appears once.

Folding rows

Rows that show group accounts can be clicked to fold everything beneath them out of view. Click the row again to unfold it. Folding **Indirect Expenses** when you are only interested in direct costs keeps the report to one screen without changing any filter.

TIP For a compact management summary, set **Periodicity** to **Monthly**, check **Hide Group Amounts**, and fold the halves you are not discussing.

Reading the figures

Income accounts are credit accounts and expense accounts are debit accounts, which is why the totals are labelled **(Credit)** and **(Debit)**. Amounts shown as \$ 0.00 in grey mean the account existed but had no activity in that column.

If a figure looks wrong, open **General Ledger**, filter by that account and set the same date range. The report gives you the total; the ledger gives you the entries that made it.

Click **Export** in the top right to save the report as a **CSV** or **JSON** file, or use the print icon beside it to print or save a PDF.

CHAPTER 35

Balance Sheet

A balance sheet states what a business owns, what it owes and what is left over for its owners, at one particular point in time. Where the profit and loss statement covers a stretch of time, the balance sheet is a snapshot: assets, liabilities and equity as they stood on a given date. In SAABI you can view it on a monthly, quarterly, half-yearly or yearly basis. Open it from the sidebar at **Reports > Balance Sheet**.

Account	Aug 23, 2026	Jul 23, 2026	Jun 23, 2026
Application of Funds (Assets)	\$ -5,240.25	\$ 6,910.00	\$ -426.75
Fixed Assets	\$ 0.00	\$ -2,500.00	\$ 0.00
Accumulated Depreciation	\$ 0.00	\$ -2,500.00	\$ 0.00
Current Assets	\$ -5,240.25	\$ 9,410.00	\$ -426.75
Stock Assets	\$ -3,700.00	\$ -14,500.00	\$ -3,300.00
Stock In Hand	\$ -3,700.00	\$ -14,500.00	\$ -3,300.00
Cash In Hand	\$ 6,165.50	\$ 2,910.50	\$ 2,910.50
Cash	\$ 6,165.50	\$ 2,910.50	\$ 2,910.50
Bank Accounts	\$ -9,985.75	\$ 12,844.50	\$ 4,757.75
Emirates NBD	\$ -9,985.75	\$ 12,844.50	\$ 4,757.75
Accounts Receivable	\$ 2,280.00	\$ 8,155.00	\$ -4,795.00
Debtors	\$ 2,280.00	\$ 8,155.00	\$ -4,795.00
Total Asset (Debit)	\$ -5,240.25	\$ 6,910.00	\$ -426.75
Source of Funds (Liabilities)	\$ 1,449.75	\$ 400.00	\$ -7,236.75
Current Liabilities	\$ 1,449.75	\$ 400.00	\$ -7,236.75
Duties and Taxes	\$ -76.50	\$ -55.25	\$ 0.00

Figure 35.1 The Balance Sheet with three monthly columns. Assets are grouped under Application of Funds and totalled as Total Asset (Debit), with liabilities and equity following below

How the report is laid out

The first column names the account. Each remaining column is a date, newest on the left. Every figure in a column is the balance of that account **as at** that date, not the movement during the period leading up to it.

The body follows the three root groups that make up the accounting equation:

- **Application of Funds (Assets)** — what the business holds. **Fixed Assets** and **Current Assets** group the ledger accounts beneath them, so **Bank Accounts** holds **Emirates NBD**, **Cash In Hand** holds **Cash**, **Accounts Receivable** holds **Debtors**, and **Stock Assets** holds **Stock In Hand**. The half closes with **Total Asset (Debit)**.
- **Source of Funds (Liabilities)** — what the business owes, grouped as **Current Liabilities** and the accounts beneath it, such as **Duties and Taxes** and **Stock Liabilities**, with its own total.
- **Equity** — the owners' claim on what is left.

NOTE Assets equal liabilities plus equity. If you are not sure why, see *Accounting Basics* earlier in this manual.

A negative figure in an asset row means the account carries a credit balance — a bank account overdrawn, or stock issued out ahead of the receipts that cover it. It is worth investigating rather than ignoring.

Filters

- **Based On** — chooses which kind of date range the report uses. It has two values: **Until Date** and **Fiscal Year**. The remaining date filters change depending on which you pick.
- **Periodicity** — the interval between columns. Set it to **Monthly** and each column is one month end.
- **Consolidate Columns** — sums every row across all its columns and shows a single column instead.
- **Hide Group Amounts** — see below.

Date range filters

The date filters you get depend on **Based On**:

Based On	Date range filters
Until Date	To Date and a count
Fiscal Year	To Year and From Year

To Date and count. **To Date** is the last date the report runs to; it defaults to tomorrow's date. The count field sits beside it and is labelled for the periodicity you chose — with **Periodicity** set to **Monthly** it reads **Number of Months**. A count of 3 with monthly periodicity gives the three month ends up to **To Date**.

To Year and From Year. These set the fiscal years the report spans. The number of columns depends on **Periodicity**.

Hide Group Amounts

The report shows group accounts such as **Current Assets** alongside the ledger accounts beneath them, such as **Cash** and **Debtors**. Group balances are not posted to directly — they are the sum of the accounts underneath, so the same money is reported twice on screen, once at the group and once at the ledger account.

Checking **Hide Group Amounts** blanks the group figures and leaves only the ledger account amounts, which makes the report easier to read.

Folding rows

Rows showing group accounts can be clicked to fold everything beneath them out of view, and clicked again to unfold. Fold **Current Assets** when you want the shape of the balance sheet on one screen, and unfold the one group you need to look into.

Using the report

- Read it at a year end for the statutory position, and at a month end for a quick health check.
- Compare consecutive columns to see what moved: receivables climbing while cash falls means you are invoicing but not collecting.
- Check that stock and receivables are not absorbing more cash than the business can carry.

TIP The balance sheet tells you the position; the **General Ledger** tells you how it got there. When a figure surprises you, filter the ledger to that account for the period between the two columns.

Click **Export** in the top right to save the report as a **CSV** or **JSON** file, or use the print icon beside it to print or save a PDF.

CHAPTER 36

Trial Balance

A trial balance lists every account in your books — ledger accounts and group accounts alike — with the balance it opened with, what moved through it, and the balance it closed with. Businesses prepare one at the end of each reporting period for a single reason: to prove the bookkeeping is arithmetically sound. Because every entry posts an equal debit and credit, the total of the **Debit** column and the total of the **Credit** column must match for any period. If they do not, something is wrong with the entries rather than with the report. Open it from the sidebar at **Reports > Trial Balance**.

Account	Opening (Dr)	Opening (Cr)	Debit	Credit	Closing (Dr)	Closing (Cr)
Application of Funds (Assets)	\$ 0.00	\$ 0.00	\$ 913,627.00	\$ 653,015.50	\$ 0.00	\$ 0.00
Fixed Assets	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 0.00
Accumulated Depreciation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 0.00
Current Assets	\$ 0.00	\$ 0.00	\$ 913,627.00	\$ 648,015.50	\$ 0.00	\$ 0.00
Stock Assets	\$ 0.00	\$ 0.00	\$ 18,900.00	\$ 64,500.00	\$ 0.00	\$ 0.00
Stock In Hand	\$ 0.00	\$ 0.00	\$ 18,900.00	\$ 64,500.00	\$ 0.00	\$ 0.00
Cash In Hand	\$ 0.00	\$ 0.00	\$ 40,718.00	\$ 0.00	\$ 0.00	\$ 0.00
Cash	\$ 0.00	\$ 0.00	\$ 40,718.00	\$ 0.00	\$ 0.00	\$ 0.00
Bank Accounts	\$ 0.00	\$ 0.00	\$ 468,820.00	\$ 266,977.50	\$ 0.00	\$ 0.00
Emirates NBD	\$ 0.00	\$ 0.00	\$ 468,820.00	\$ 266,977.50	\$ 0.00	\$ 0.00
Accounts Receivable	\$ 0.00	\$ 0.00	\$ 385,189.00	\$ 316,538.00	\$ 0.00	\$ 0.00
Debtors	\$ 0.00	\$ 0.00	\$ 385,189.00	\$ 316,538.00	\$ 0.00	\$ 0.00
Source of Funds (Liabilities)	\$ 0.00	\$ 0.00	\$ 104,207.50	\$ 93,269.00	\$ 0.00	\$ 0.00
Current Liabilities	\$ 0.00	\$ 0.00	\$ 104,207.50	\$ 93,269.00	\$ 0.00	\$ 0.00
Duties and Taxes	\$ 0.00	\$ 0.00	\$ 3,119.50	\$ 1,249.50	\$ 0.00	\$ 0.00
Stock Liabilities	\$ 0.00	\$ 0.00	\$ 36,700.00	\$ 20,200.00	\$ 0.00	\$ 0.00
Stock Received But Not Bi	\$ 0.00	\$ 0.00	\$ 36,700.00	\$ 20,200.00	\$ 0.00	\$ 0.00

Figure 36.1 The Trial Balance. Each account carries three pairs of columns — opening, movement and closing — with the debit side and the credit side listed separately

Filters

The Trial Balance has three controls.

- **From Date** — the date the reporting period starts. Balances as they stood on this date make up the opening columns. The default is the first day of the current fiscal year.
- **To Date** — the date the reporting period ends. The default is the end of the current fiscal year.
- **Hide Group Amounts** — see below.

Set the two dates to the period you are closing, then read the columns from left to right.

The column pairs

The first column names the account. The six that follow are three pairs, and each pair splits one figure into a debit side and a credit side.

Column	What it holds
Opening (Dr)	The balance the account carried into From Date , if it stood in debit
Opening (Cr)	The balance the account carried into From Date , if it stood in credit
Debit	Everything debited to the account between From Date and To Date
Credit	Everything credited to the account between From Date and To Date
Closing (Dr)	The balance carried out at To Date , if it stands in debit
Closing (Cr)	The balance carried out at To Date , if it stands in credit

Reading a pair is a matter of knowing that an account can only stand one way at a time. A bank account holding money is a debit balance, so its figure appears under **Opening (Dr)** and its partner column shows \$ 0.00. A supplier account you owe money to is a credit balance, so its figure appears under **Opening (Cr)**. Splitting the balance across two columns rather than using minus signs is what lets you total each side and compare them.

The three pairs work as a chain: opening, plus the movement in **Debit** and **Credit**, gives the closing balance. An account that opened at zero, was debited \$40,718.00 and credited nothing, closes at \$40,718.00 under **Closing (Dr)**.

NOTE When **From Date** is the first day of your books, every account opens at \$ 0.00 and the opening pair is empty throughout. This is normal in a first fiscal year.

IMPORTANT The point of the report is the comparison at the foot of the **Debit** and **Credit** columns. Those two totals must be equal. The same applies to the closing pair.

Hide Group Amounts

The report lists group accounts such as **Current Liabilities** alongside the ledger accounts beneath them, such as **Duties and Taxes** and **Stock Liabilities**. A group account is never posted to directly — its figures are the sum of the accounts underneath it, so every amount on a group row is also counted in the rows below.

Checking **Hide Group Amounts** blanks the group figures and leaves only the ledger accounts. The report becomes easier to read, and the column totals become a straight sum of what is on screen.

Folding rows

Rows showing group accounts can be clicked to fold everything beneath them out of view, and clicked again to unfold them. Fold the root groups you have already checked and work down the report one group at a time.

Using the report

1. Set **From Date** and **To Date** to the period you are closing.
2. Compare the **Debit** and **Credit** totals. They should agree.
3. Read down the **Closing (Dr)** and **Closing (Cr)** columns for balances that look wrong — an expense account standing in credit, or a bank account standing in credit when it should not be.
4. For any account that needs explaining, open **General Ledger**, filter to that account and set the same dates. The trial balance gives you the totals; the ledger gives you the entries.

Click **Export** in the top right to save the report as a **CSV** or **JSON** file, or use the print icon beside it to print or save a PDF.

PART SEVEN

Inventory

Tracking stock through movements, receipts and shipments

CHAPTER 37

Introduction to Inventory

SAABI can track the physical movement of your goods alongside the money side of your books. Once inventory is enabled, every item you have marked as tracked carries a running quantity and value at each of your locations, and SAABI keeps that record in step with the invoices you raise and receive. Use this chapter to switch inventory on, to understand what a **Location** is, and to get your bearings in the five Inventory screens.

Enabling inventory

Inventory is off until you turn it on.

1. Go to **Setup > Settings** and stay on the **General** tab.
2. Scroll down to the **Features** section.
3. Check **Enable Inventory**.
4. Restart SAABI.

After the restart, **Inventory** appears in the left sidebar with its five entries beneath it.

Discount Account

Discounts Given >

Features ▼

☒ Enable Discount Accounting	☒ Enable Inventory
☒ Enable Price List	☒ Enable Invoice Returns
☒ Enable Form Customization	☒ Enable Lead
☒ Enable Pricing Rule	☒ Enable Item Enquiry
☒ Enable Loyalty Program	☒ Enable Coupon Code
☒ Enable Item Group	☐ Enable POS Without Inventory
☒ Enable Partial Payment	

Figure 37.1 The Features section of the General tab. Enable Inventory is the checkbox that adds the Inventory section to the sidebar; the others are unrelated features you can leave as they are

IMPORTANT Inventory cannot be switched off again once it has been enabled. Turn it on only when you intend to keep stock records in SAABI.

Tracking an item

Enabling inventory does not make every item a stock item. An item is tracked only if **Track Item** is checked on the item record, and **Track Item** can be set only while you are creating the item. Items you leave untracked — services, for example — continue to appear on invoices without ever touching a location or a stock balance.

NOTE If you need to track an item you created earlier without **Track Item**, create a new item record for it rather than looking for the checkbox on the existing one.

What a Location is

A Location is a place where stock sits: a warehouse, a shop floor, a van. In SAABI every movement of a tracked item is a movement to or from a Location, and there are only two directions:

- **Inward movement** — stock arrives at a Location and the quantity there increases.
- **Outward movement** — stock leaves a Location and the quantity there decreases.

You choose the source or destination Location on the transaction itself. A default Location is set on the **Inventory** tab of Settings and is filled in for you on new entries; in the demo file that default is **Main Warehouse**, alongside a second location called **Showroom**. You can add a Location without leaving a transaction: type the new name in the Location field and choose the **Create** option that the dropdown offers.

Outward movement is checked against what is actually there. If a Location does not hold enough of an item, SAABI blocks the entry rather than letting the quantity fall below zero. The same check applies to backdated entries, so an entry dated last month is refused if it would leave a negative balance at any point after that date. When a movement is blocked, either pick a Location that holds enough stock, or record an inward movement into that Location dated before the blocked entry.

TIP Use the **Stock Balance** report to find out which Location currently holds enough of an item.

The accounting side and the stock side

It helps to keep two ideas apart. A **Sales Invoice** is an accounting document: it records the sale, the tax and what the customer owes. It does not move any stock. A **Shipment** is the stock document: it records the goods physically leaving a Location. The same split applies on the buying side, where a **Purchase Invoice** records what you owe the supplier and a **Purchase Receipt** records the goods arriving.

SAABI shows you when the two sides are out of step. An invoice that has been submitted but whose goods have not moved carries a **Not Transferred** status badge, and its **Outstanding** section reports the quantity still to move — **Stock Not Shipped** on a sales invoice, **Stock Not Received** on a purchase invoice. Creating the matching Shipment or Purchase Receipt brings that quantity down.

The two sides meet in the ledger accounts you set on the **Inventory** tab of Settings: **Stock In Hand Acc.** holds the value of goods you are holding, **Stock Received But Not Billed Acc.** covers goods received but not yet invoiced, and **Cost Of Goods Sold Acc.** is charged when goods go out on a shipment.

The five Inventory screens

Three of the entries under **Inventory** are transactions that move stock:

- **Stock Movement** — moves stock to or from your own Locations. It is the only inventory transaction with no customer or supplier attached, so use it for opening stock, transfers between Locations, write-offs and internal consumption.
- **Shipment** — records stock going out to a customer after a sale.
- **Purchase Receipt** — records stock coming in from a supplier after a purchase.

Each of them has a list view with the same chrome as the rest of SAABI: **Export** and **Filter** buttons, a **+** button to start a new entry, and a row count and page control in the footer.

#	Stock Movement No.	Status	Date	Movement Type
1	SMOV-1003	Submitted	Jun 9, 2026 12:00:00	Material Issue
2	SMOV-1002	Submitted	Apr 18, 2026 12:00:00	Material Transfer
3	SMOV-1001	Submitted	Jan 2, 2026 12:00:00	Material Receipt

Figure 37.2 The Stock Movement list. Each entry shows its number, its status and its Movement Type, so you can tell at a glance whether stock went out, came in, or moved between locations

The remaining two entries are reports, and neither of them can be edited:

- **Stock Ledger** — one line for every stock entry SAABI has recorded, in date order, showing the change in quantity, the running balance and the change in value.
- **Stock Balance** — the current quantity and value of each item at each Location, with the opening figures and the totals in and out for the period.

Saabi Demo Trading I

Get Started | Dashboard | Sales | Purchases | Common | Reports | **Inventory** | Stock Movement | Shipment | Purchase Receipt | **Stock Ledger** | Stock Balance | Setup

Help | Shortcuts | Change DB | Backups | Report Issue | About | dev mode

Stock Ledger

Ref Type: All | Ref Name: Ref Name | Item: Item | Location: Location | From Date: Aug 22, 2025

To Date: Aug 23, 2026 | Group By: none | Ascending Order

#	Date	Item	Location	Quantity	Balance Qty.	Incoming rate	Valuation Rate	Balance Value	Value Change	Ref. Name	Ref. Type
1	Aug 21, 2026 12:00:00	Export Widget	Main Warehouse	-5.00	27.00	\$ 1,100.00	\$ 1,100.00	\$ 29,700.00	\$ -5,500.00	SHPM-1019	Shipment
2	Aug 18, 2026 12:00:00	Print and Stationer	Main Warehouse	6.00	112.00	\$ 300.00	\$ 300.00	\$ 33,600.00	\$ 1,800.00	PREC-1012	Purchase R
3	Aug 16, 2026 12:00:00	Print and Stationer	Main Warehouse	-2.00	106.00	\$ 300.00	\$ 300.00	\$ 31,800.00	\$ -600.00	SHPM-1018	Shipment
4	Aug 4, 2026 12:00:00	Print and Stationer	Main Warehouse	2.00	108.00	\$ 300.00	\$ 300.00	\$ 32,400.00	\$ 600.00	PREC-1011	Purchase R
5	Jul 21, 2026 12:00:00	Export Widget	Main Warehouse	-4.00	32.00	\$ 1,100.00	\$ 1,100.00	\$ 35,200.00	\$ -4,400.00	SHPM-1017	Shipment
6	Jul 16, 2026 12:00:00	Print and Stationer	Main Warehouse	-2.00	106.00	\$ 300.00	\$ 300.00	\$ 31,800.00	\$ -600.00	SHPM-1016	Shipment
7	Jul 4, 2026 12:00:00	Print and Stationer	Main Warehouse	3.00	108.00	\$ 300.00	\$ 300.00	\$ 32,400.00	\$ 900.00	PREC-1010	Purchase R
8	Jun 25, 2026 12:00:00	DZ Transit Goods	Main Warehouse	-4.00	15.00	\$ 2,600.00	\$ 2,600.00	\$ 39,000.00	\$ -10,400.00	SHPM-1015	Shipment
9	Jun 21, 2026 12:00:00	Export Widget	Main Warehouse	-3.00	36.00	\$ 1,100.00	\$ 1,100.00	\$ 39,600.00	\$ -3,300.00	SHPM-1014	Shipment
10	Jun 16, 2026 12:00:00	Print and Stationer	Main Warehouse	-2.00	105.00	\$ 300.00	\$ 300.00	\$ 31,500.00	\$ -600.00	SHPM-1013	Shipment
11	Jun 9, 2026 12:00:00	Office Fitout	Main Warehouse	-2.00	13.00	\$ 2,500.00	\$ 2,500.00	\$ 32,500.00	\$ -5,000.00	SMOV-1003	Stock Move
12	Jun 4, 2026 12:00:00	Print and Stationer	Main Warehouse	2.00	107.00	\$ 300.00	\$ 300.00	\$ 32,100.00	\$ 600.00	PREC-1009	Purchase R
13	May 21, 2026 12:00:00	Export Widget	Main Warehouse	-5.00	39.00	\$ 1,100.00	\$ 1,100.00	\$ 42,900.00	\$ -5,500.00	SHPM-1012	Shipment
14	May 18, 2026 12:00:00	Print and Stationer	Main Warehouse	6.00	105.00	\$ 300.00	\$ 300.00	\$ 31,500.00	\$ 1,800.00	PREC-1008	Purchase R
15	May 16, 2026 12:00:00	Print and Stationer	Main Warehouse	-2.00	99.00	\$ 300.00	\$ 300.00	\$ 29,700.00	\$ -600.00	SHPM-1011	Shipment
16	Mav 4, 2026 12:00:00	Print and Stationer	Main Warehouse	3.00	101.00	\$ 300.00	\$ 300.00	\$ 30,300.00	\$ 900.00	PREC-1007	Purchase R

1 - 38 | 1 / 1

Figure 37.3 The Stock Ledger. Outward movements show a negative Quantity in red and inward movements a positive one in green, while Balance Qty. carries the running total for that item and location

With inventory enabled and your Locations understood, the next chapter covers the settings that control how the inventory module behaves.

CHAPTER 38

Inventory Settings

Once inventory is enabled, a fifth tab appears in Settings. The **Inventory** tab controls how the inventory module behaves: which Location is offered by default, which accounts the stock entries post to, and which of the optional stock features are available to you. A second group of settings — **Auto Stock Transfer** — lives on the **Defaults** tab and decides whether SAABI moves stock for you when an invoice is submitted. Set both before you start recording stock in earnest.

To open the tab, go to **Setup > Settings** and click **Inventory** at the bottom of the settings card.

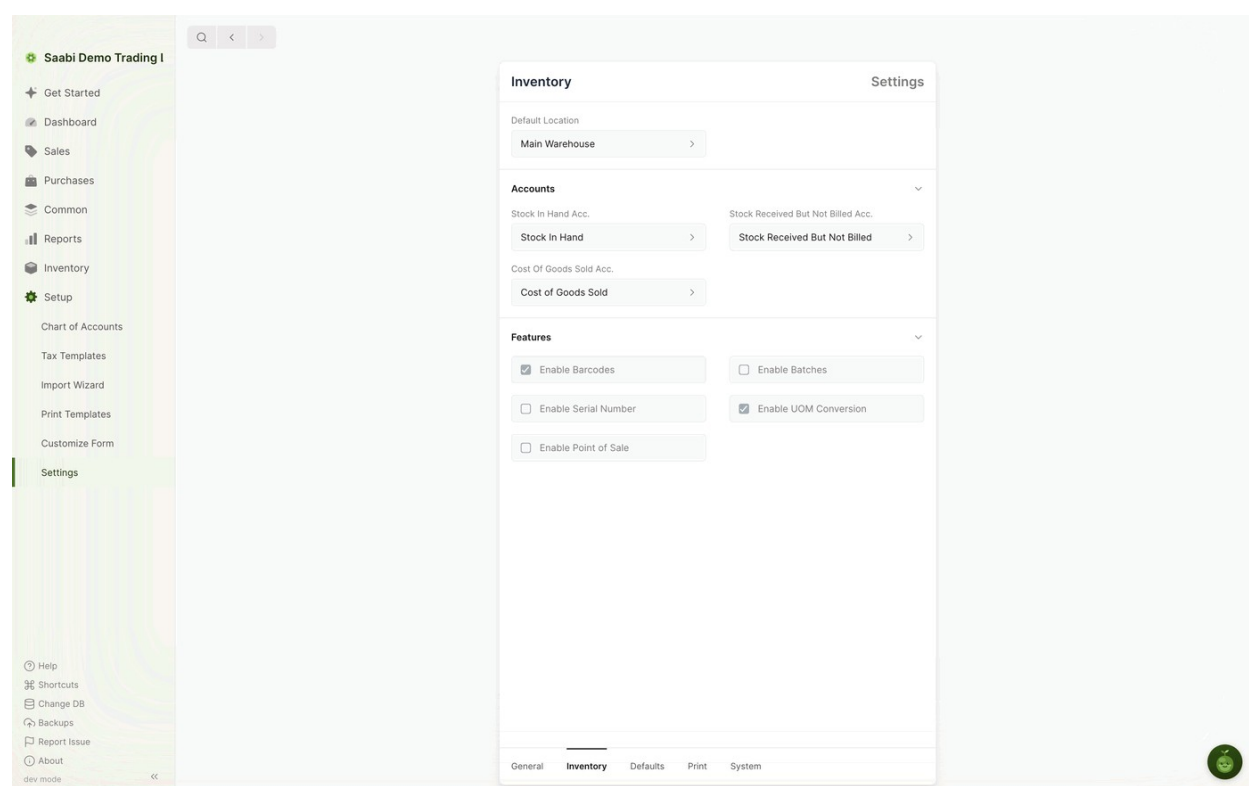


Figure 38.1 The Inventory tab of Settings. The Default Location sits at the top, the three stock accounts below it, and the optional stock features at the bottom

Default Location

Default Location is the Location SAABI fills in for you whenever a new inventory transaction row is created. Setting it to the place most of your stock passes through saves you choosing a Location on every row. In the demo file it is set to **Main Warehouse**.

You can still change the Location on any individual row. The default only decides what is offered first.

Accounts

Three accounts connect your stock records to your ledger. SAABI fills each of them in with a sensible account when you set the company up, and most businesses never need to change them.

- **Stock In Hand Acc.** — the asset account that carries the value of the stock you are holding. It is debited whenever stock is received. The demo file uses **Stock In Hand**.
- **Stock Received But Not Billed Acc.** — the account that holds the gap between goods and paperwork. It is debited when you raise a purchase invoice for a tracked item and credited when the matching purchase receipt is made. The demo file uses **Stock Received But Not Billed**.
- **Cost Of Goods Sold Acc.** — the expense account charged when a shipment takes goods out of a Location. The demo file uses **Cost of Goods Sold**.

NOTE Change these accounts before you record any stock. Reassigning them once entries exist leaves your earlier postings against the old accounts.

Features

The **Features** section of the Inventory tab holds five checkboxes. Each one is off by default except where noted, and checking one adds fields or screens elsewhere in SAABI.

- **Enable Barcodes** — lets you store a barcode on an item and adds a barcode input to the forms where items are entered, so you can scan a line in instead of typing it. Checked in the demo file.
- **Enable Batches** — allows stock to be grouped into batches. Tracked items gain a **Has Batch** option, and the Batch record becomes available through Quick Search.
- **Enable Serial Number** — allows individual units to be tracked by serial number. Tracked items gain a **Has Serial Number** option, and the Serial Number record becomes available through Quick Search.
- **Enable UOM Conversion** — lets an item carry more than one unit of measure, so you can buy in cases and sell in units. When entering a quantity you can choose which unit you mean. Checked in the demo file.
- **Enable Point of Sale** — makes SAABI's point of sale features available.

NOTE Some settings changes ask you to reload SAABI before they take effect. Accept the prompt when it appears; nothing you have entered is lost.

Auto Stock Transfer

By default SAABI treats the sale and the shipment as two separate steps: you submit the invoice, then create the Shipment or Purchase Receipt yourself. **Auto Stock Transfer**, on the **Defaults** tab, lets you collapse those two steps into one.

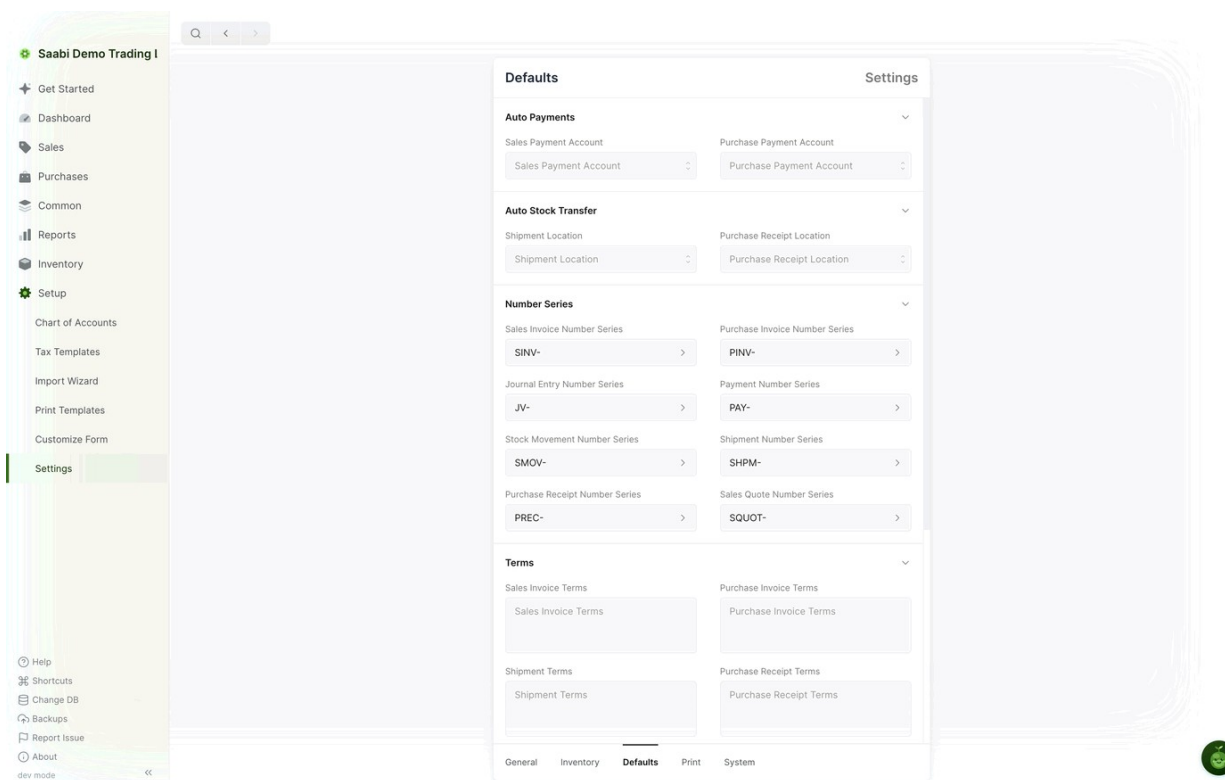


Figure 38.2 The Defaults tab. Auto Stock Transfer sits between Auto Payments and Number Series, and both of its Location fields are empty in the demo file

- **Shipment Location** — the Location goods are shipped from when a sales invoice is submitted.
- **Purchase Receipt Location** — the Location goods are received into when a purchase invoice is submitted.

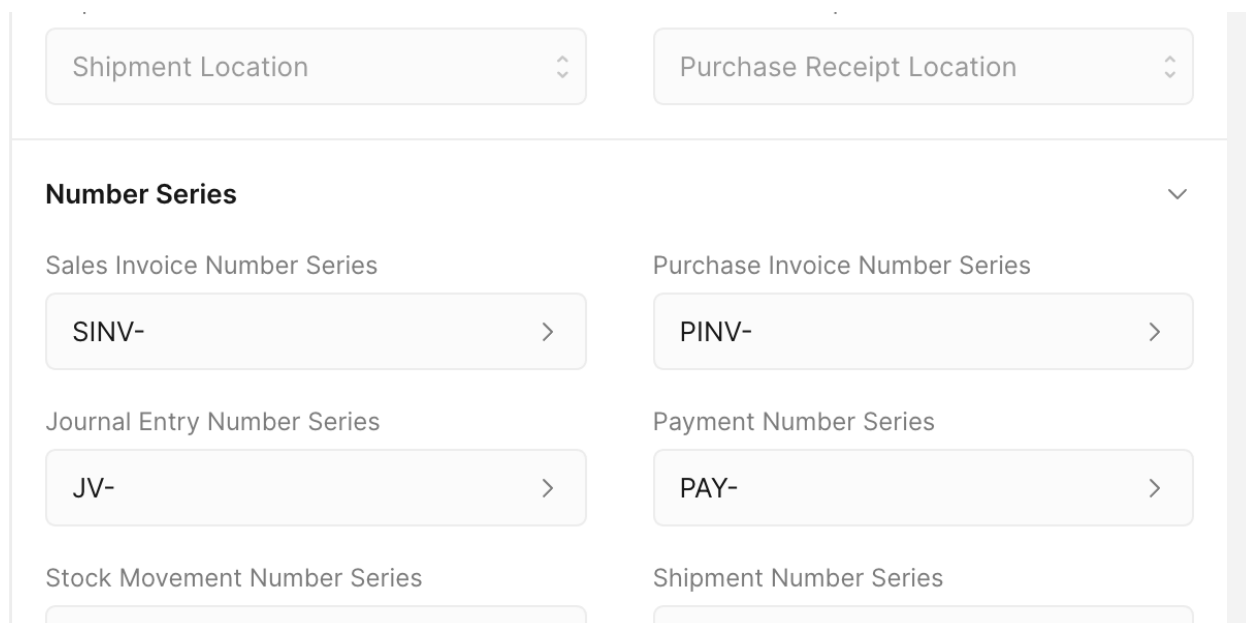
Set a Location in either field and SAABI handles that side of the stock movement for you. Leave a field empty and nothing is transferred automatically, which is the arrangement the demo file uses and the one the following chapters describe.

TIP Automatic transfer suits a single-location business where goods always leave as soon as they are invoiced. If you ship from more than one Location, or invoice well before you despatch, leave both fields empty so that each Shipment and Purchase Receipt records what actually happened.

Number series for inventory entries

The **Number Series** section below **Auto Stock Transfer** sets the prefix for each kind of entry. Three of them belong to inventory:

- **Stock Movement Number Series** — **SMOV-** in the demo file, giving entries such as **SMOV-1003**.
- **Shipment Number Series** — **SHPM-**, giving **SHPM-1019**.
- **Purchase Receipt Number Series** — **PREC-**, giving **PREC-1012**.



Shipment Location	Purchase Receipt Location
Number Series	
Sales Invoice Number Series	Purchase Invoice Number Series
SINV-	PINV-
Journal Entry Number Series	Payment Number Series
JV-	PAY-
Stock Movement Number Series	Shipment Number Series

Figure 38.3 The Auto Stock Transfer fields and the start of the Number Series section, where each entry type is given its own prefix

Change a prefix here if your existing records use a different convention. Entries already saved keep the numbers they were given.

CHAPTER 39

Stock Movements

A Stock Movement records stock going into, out of, or between your own Locations. Unlike a Shipment or a Purchase Receipt it has no customer or supplier attached and no invoice behind it, which makes it the entry to use for opening stock, transfers between Locations, internal consumption and write-offs. Everything a Stock Movement does happens on the stock side of your books.

To see the entries you have already made, go to **Inventory > Stock Movement**.

# Stock Movement No.	Status	Date	Movement Type
1 SMOV-1003	Submitted	Jun 9, 2026 12:00:00	Material Issue
2 SMOV-1002	Submitted	Apr 18, 2026 12:00:00	Material Transfer
3 SMOV-1001	Submitted	Jan 2, 2026 12:00:00	Material Receipt

Figure 39.1 The Stock Movement list. Movement Type is a column in its own right, so you can see immediately which entries brought stock in and which took it out

The list shows the entry number, its status, the date and the Movement Type. Use **Filter** to narrow it down and **Export** to take the rows out of SAABI.

The three movement types

Before you create an entry, decide which kind of movement you are recording. The Movement Type decides which Location fields you have to fill in on each row.

Movement Type	What it records	From	To
Material Issue	Stock leaves a Location and does not come back	Set	Leave empty

Movement Type	What it records	From	To
Material Receipt	Stock arrives at a Location from outside your Locations	Leave empty	Set
Material Transfer	Stock moves from one of your Locations to another	Set	Set

Use **Material Receipt** for the stock you are holding on the day you start using SAABI, and **Material Issue** for goods consumed internally, damaged or written off. **Material Transfer** moves the same goods between two of your own Locations and leaves your total quantity unchanged.

Creating a stock movement

1. Go to **Inventory > Stock Movement** and click the + button in the title bar.
2. Choose the **Movement Type**.
3. Check the **Date**. SAABI fills in today's date, and you can backdate the entry if the stock actually moved earlier.
4. In the **Items** section, click **Add Row**.
5. Choose the **Item**. Only items with **Track Item** set can be selected.
6. Set the Locations the Movement Type calls for — **From**, **To**, or both.
7. Enter the **Quantity** and the **Rate**.
8. Add a row for each further item, then click **Save**.
9. Click **Submit** to record the movement.

Nothing reaches your stock records until you submit. A saved entry can still be edited; a submitted one cannot.

The screenshot shows the SAABI Demo Trading I interface. On the left is a sidebar with navigation options: Get Started, Dashboard, Sales, Purchases, Common, Reports, Inventory, Stock Movement (highlighted), Shipment, Purchase Receipt, Stock Ledger, Stock Balance, and Setup. Below these are links for Help, Shortcuts, Change DB, Backups, Report Issue, About, and dev mode. The main area is titled 'Stock Movement' and contains a form for a submitted movement. The form is titled 'SMOV-1003' and has a 'Submitted' status. It includes fields for 'Number Series' (SMOV-), 'Movement Type' (Material Issue), and 'Date' (Jun 9, 2026 12:00:00). Below these is an 'Items' table with one row: 1 Office f, Main W, To, 2, \$ 2,500.00. At the bottom, the 'Total Amount' is \$ 5,000.00. A pencil icon is visible at the end of the row in the Items table.

Figure 39.2 A submitted Material Issue. The Items grid carries From and To columns side by side, and Total Amount below it adds up every row

The Items grid

Each row of the grid is one item moving between one pair of Locations. The columns are:

- **#** — the row number.
- **Item** — the tracked item being moved.
- **From** — the Location the stock leaves. Fill this in for **Material Issue** and **Material Transfer**.
- **To** — the Location the stock arrives at. Fill this in for **Material Receipt** and **Material Transfer**.
- **Quantity** — how many units are moving. Enter a positive number; the Movement Type and the Locations decide the direction.
- **Rate** — the value of one unit, in USD. This is what the movement is worth per unit, not a selling price, and it feeds the valuation SAABI reports in the Stock Ledger.

Click the pencil at the end of a row to open the row in a panel where every field is visible at once. Use it when a column is too narrow to read or when the item needs a serial number or a batch.

IMPORTANT An outward movement is refused if the **From** Location does not hold enough of the item, and backdated entries are checked the same way. Either choose a Location that holds enough stock, or record an inward movement into that Location dated before this one.

Total Amount

Below the grid, **Total Amount** shows the value of the whole entry: every row's quantity multiplied by its rate, added together. In the movement shown above, two units of **Office Fitout** at **\$2,500.00** give a Total Amount of **\$5,000.00**. The field is calculated for you and cannot be typed into — correct a wrong total by correcting the row that caused it.

After you submit

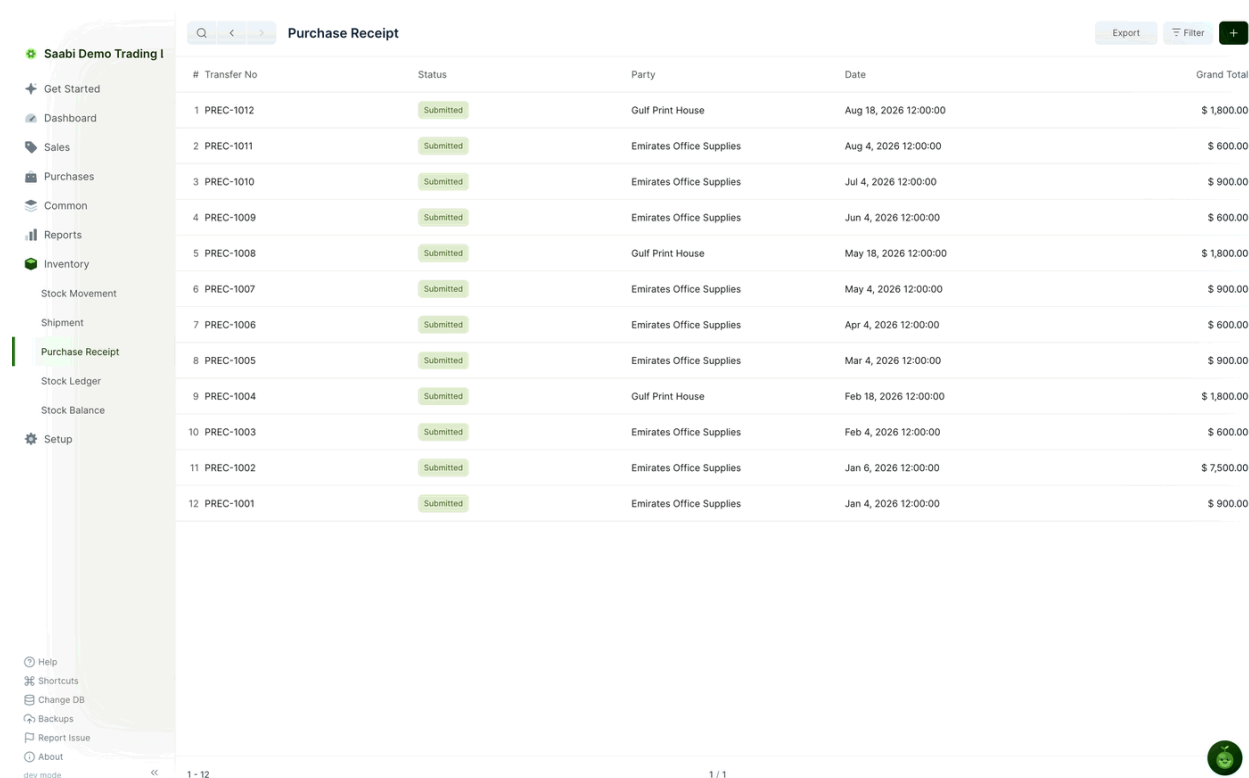
Submitting the entry writes a line into the **Stock Ledger** for each row and updates the **Stock Balance** for the Locations involved. To see exactly what was written, open the submitted entry and choose the ledger you want from the **View** menu in the toolbar.

CHAPTER 40

Purchase Receipts

A Purchase Receipt records stock arriving from a supplier after a purchase. It is the stock-side counterpart of the purchase invoice: the invoice says what you owe, the receipt says what turned up and where you put it. Every Purchase Receipt is an inward movement, so it increases the quantity held at the Location you receive into.

To see the receipts you have already made, go to **Inventory > Purchase Receipt**.



#	Transfer No	Status	Party	Date	Grand Total
1	PREC-1012	Submitted	Gulf Print House	Aug 18, 2026 12:00:00	\$ 1,800.00
2	PREC-1011	Submitted	Emirates Office Supplies	Aug 4, 2026 12:00:00	\$ 600.00
3	PREC-1010	Submitted	Emirates Office Supplies	Jul 4, 2026 12:00:00	\$ 900.00
4	PREC-1009	Submitted	Emirates Office Supplies	Jun 4, 2026 12:00:00	\$ 600.00
5	PREC-1008	Submitted	Gulf Print House	May 18, 2026 12:00:00	\$ 1,800.00
6	PREC-1007	Submitted	Emirates Office Supplies	May 4, 2026 12:00:00	\$ 900.00
7	PREC-1006	Submitted	Emirates Office Supplies	Apr 4, 2026 12:00:00	\$ 600.00
8	PREC-1005	Submitted	Emirates Office Supplies	Mar 4, 2026 12:00:00	\$ 900.00
9	PREC-1004	Submitted	Gulf Print House	Feb 18, 2026 12:00:00	\$ 1,800.00
10	PREC-1003	Submitted	Emirates Office Supplies	Feb 4, 2026 12:00:00	\$ 600.00
11	PREC-1002	Submitted	Emirates Office Supplies	Jan 6, 2026 12:00:00	\$ 7,500.00
12	PREC-1001	Submitted	Emirates Office Supplies	Jan 4, 2026 12:00:00	\$ 900.00

Figure 40.1 The Purchase Receipt list. Each row gives the transfer number, the supplier and the grand total, so you can match a delivery to its paperwork without opening it

The list shows the **Transfer No**, the **Status**, the **Party** the goods came from, the **Date** and the **Grand Total**. Use **Filter** to narrow it to one supplier or one period.

Two ways to create a purchase receipt

You can start a receipt from the purchase invoice it belongs to, or on its own from the list. The first way links the two records together; the second does not.

From a purchase invoice

This is the usual route, because a delivery normally follows an order you have already invoiced.

1. Open the submitted purchase invoice at **Purchases > Purchase Invoices**.
2. Click **Create** in the toolbar.

3. Choose **Purchase Receipt**.
4. Check the rows SAABI has filled in against what actually arrived, and correct any quantity that differs.
5. Click **Save**, then **Submit**.

The screenshot displays the 'Purchase Invoice' form in the SAABI Demo Trading I application. The form is titled 'PINV-1023' and has a 'Not Transferred' status badge. It includes fields for Number Series (PINV-), Supplier (Gulf Print House), Account (Creditors), and Date (Aug 17, 2026 12:00:00). The 'Items' section contains a table with one item: 'Print an' with a quantity of 6, a rate of \$650.00, and an amount of \$3,900.00. The 'Net Total' is \$3,900.00. The 'Tax and Totals' section shows a tax of 8.5, resulting in a 'Grand Total' of \$4,231.50. The 'Outstanding' section shows an 'Outstanding Amount' of \$4,231.50 and a 'Stock Not Received' quantity of 6. The left sidebar shows the navigation menu with 'Purchase Invoices' selected. The bottom of the form has 'Main' and 'Settings' tabs.

Figure 40.2 A submitted purchase invoice. The **Not Transferred** badge and the **Stock Not Received** quantity in the **Outstanding** section both show that the goods have been billed but not yet booked into a *Location*

A receipt made this way keeps a reference back to the purchase invoice, so you can open the invoice later and see every receipt raised against it. The invoice tells you how much is still outstanding in two places: the **Not Transferred** status badge beside the entry name, and **Stock Not Received** in the **Outstanding** section, which gives the quantity still to arrive. In the invoice shown above, six units have been billed and none received.

TIP Where a supplier delivers an order in parts, create one Purchase Receipt per delivery and enter only the quantity that arrived. **Stock Not Received** falls each time until the order is complete.

From the list view

1. Go to **Inventory > Purchase Receipt** and click the **+** button in the title bar.
2. Enter the details yourself, as you would for any other entry.
3. Click **Save**, then **Submit**.

NOTE A receipt created this way is an isolated entry. It records the stock correctly but carries no link to any purchase invoice, so the invoice's **Stock Not Received** quantity is unaffected. Use this route for goods that arrive without an invoice behind them in SAABI.

The Purchase Receipt form

Both routes lead to the same form. If you came from a purchase invoice the rows are filled in for you; otherwise you enter them yourself.

The screenshot displays the SAABI Purchase Receipt form. On the left is a sidebar with a navigation menu including 'Get Started', 'Dashboard', 'Sales', 'Purchases', 'Common', 'Reports', 'Inventory', 'Stock Movement', 'Shipment', 'Purchase Receipt' (highlighted), 'Stock Ledger', 'Stock Balance', and 'Setup'. Below the menu are links for 'Help', 'Shortcuts', 'Change DB', 'Backups', 'Report Issue', and 'About'. The main form area is titled 'PREC-1012' and has a 'Submitted' status. It contains fields for 'Number Series' (PREC-), 'Party' (Gulf Print House), and 'Date' (Aug 18, 2026 12:00:00). Below these is an 'Items' grid with columns: '#', 'Item', 'To Loc.', 'Quantity', 'Rate', and 'Amount'. A single row is present: '1 Print an', 'Main W', '6', '\$ 300.00', '\$ 1,800.00'. At the bottom, a 'Grand Total' row shows '\$ 1,800.00'. The top right of the form has buttons for 'Create', 'View', and a menu icon.

Figure 40.3 A submitted Purchase Receipt. The Items grid carries a To Loc. column instead of the Tax column you see on an invoice, because a receipt records where goods went rather than what they cost you in tax

The fields above the grid are:

- **Number Series** — the prefix for the entry number, **PREC-** in the demo file.
- **Party** — the supplier the goods came from.
- **Date** — the date the goods arrived. Backdate it if the delivery was earlier than the entry.

Each row of the **Items** grid holds:

- **Item** — the tracked item received.
- **To Loc.** — the Location the goods are received into. This is the field that decides where the stock lands; SAABI offers the **Default Location** from Settings, and you can change it row by row when a delivery is split between Locations.
- **Quantity** — how many units arrived.

- **Rate** — the value of one unit, in USD.
- **Amount** — quantity multiplied by rate, calculated for you.

Grand Total below the grid adds up every row.

IMPORTANT Nothing reaches your stock records until you click **Submit**. A saved receipt can still be edited; a submitted one cannot, and must be cancelled if it is wrong.

After you submit

Submitting a Purchase Receipt writes lines into the **Stock Ledger**, raises the quantity in the **Stock Balance** for the Locations you received into, and posts the value of the goods to the stock accounts set on the **Inventory** tab of Settings. To see exactly what was written, open the submitted receipt and pick the ledger you want from the **View** menu in the toolbar.

If you would rather SAABI raised these receipts for you, set **Purchase Receipt Location** under **Auto Stock Transfer** on the **Defaults** tab of Settings, as described in the previous chapters.

CHAPTER 41

Shipments

A Shipment records stock leaving for a customer after a sale. It is the stock-side counterpart of the sales invoice: the invoice records the revenue and what the customer owes, the shipment records the goods physically going out of a Location. Because a shipment is an outward movement, it can only go through if the Location holds enough of each item.

To see the shipments you have already made, go to **Inventory > Shipment**.

#	Transfer No	Status	Party	Date	Grand Total
1	SHPM-1019	Submitted	Global Exports FZE	Aug 21, 2026 12:00:00	\$ 11,000.00
2	SHPM-1018	Submitted	Desert Rose Events	Aug 16, 2026 12:00:00	\$ 1,300.00
3	SHPM-1017	Submitted	Global Exports FZE	Jul 21, 2026 12:00:00	\$ 8,800.00
4	SHPM-1016	Submitted	Desert Rose Events	Jul 16, 2026 12:00:00	\$ 1,300.00
5	SHPM-1015	Submitted	JAFZA Freight DMCC	Jun 25, 2026 12:00:00	\$ 16,000.00
6	SHPM-1014	Submitted	Global Exports FZE	Jun 21, 2026 12:00:00	\$ 6,600.00
7	SHPM-1013	Submitted	Desert Rose Events	Jun 16, 2026 12:00:00	\$ 1,300.00
8	SHPM-1012	Submitted	Global Exports FZE	May 21, 2026 12:00:00	\$ 11,000.00
9	SHPM-1011	Submitted	Desert Rose Events	May 16, 2026 12:00:00	\$ 1,300.00
10	SHPM-1010	Submitted	JAFZA Freight DMCC	Apr 25, 2026 12:00:00	\$ 12,000.00
11	SHPM-1009	Submitted	Global Exports FZE	Apr 21, 2026 12:00:00	\$ 8,800.00
12	SHPM-1008	Submitted	Desert Rose Events	Apr 16, 2026 12:00:00	\$ 1,300.00
13	SHPM-1007	Submitted	Global Exports FZE	Mar 21, 2026 12:00:00	\$ 6,600.00
14	SHPM-1006	Submitted	Desert Rose Events	Mar 16, 2026 12:00:00	\$ 1,300.00
15	SHPM-1005	Submitted	JAFZA Freight DMCC	Feb 25, 2026 12:00:00	\$ 8,000.00
16	SHPM-1004	Submitted	Global Exports FZE	Feb 21, 2026 12:00:00	\$ 11,000.00
17	SHPM-1003	Submitted	Desert Rose Events	Feb 16, 2026 12:00:00	\$ 1,300.00
18	SHPM-1002	Submitted	Global Exports FZE	Jan 21, 2026 12:00:00	\$ 8,800.00
19	SHPM-1001	Submitted	Desert Rose Events	Jan 16, 2026 12:00:00	\$ 1,300.00

Figure 41.1 The Shipment list. Transfer No, Party and Grand Total let you match a despatch to its customer and its invoice value at a glance

The list shows the **Transfer No**, the **Status**, the **Party** the goods went to, the **Date** and the **Grand Total**. Use **Filter** to narrow it to one customer or one period, and **Export** to take the rows out of SAABI.

Two ways to create a shipment

You can start a shipment from the sales invoice it belongs to, or on its own from the list. The first way links the two records together; the second does not.

From a sales invoice

This is the usual route, because goods normally go out against a sale you have already invoiced.

1. Open the submitted sales invoice at **Sales > Sales Invoices**.

2. Click **Create** in the toolbar.
3. Choose **Shipment** from the menu.
4. Check the rows SAABI has filled in against what is actually going out, and correct any quantity that differs.
5. Click **Save**, then **Submit**.

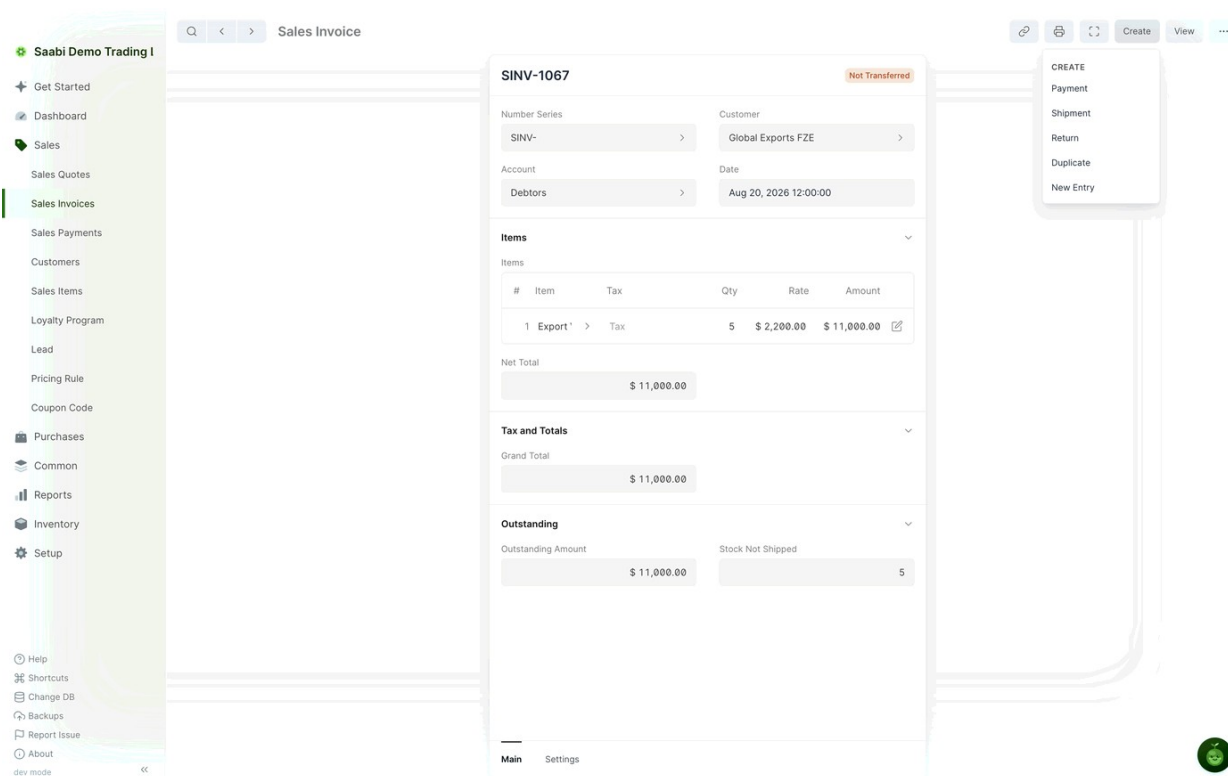


Figure 41.2 The Create menu on a submitted sales invoice. Shipment sits between Payment and Return, and the Outstanding section below shows five units still to ship

The **Create** menu also offers **Payment**, **Return**, **Duplicate** and **New Entry**. Choosing **Shipment** opens a new Shipment with the customer, the items and the quantities already filled in from the invoice, and keeps a reference back to it, so you can open the invoice later and see every shipment raised against it.

From the list view

1. Go to **Inventory > Shipment** and click the **+** button in the title bar.
2. Enter the details yourself, as you would for any other entry.
3. Click **Save**, then **Submit**.

NOTE A shipment created this way is an isolated entry. It moves the stock correctly but carries no link to any sales invoice, so the invoice's **Stock Not Shipped** quantity is unaffected. Use this route for goods that leave without a sales invoice behind them in SAABI.

Stock Not Shipped

A submitted sales invoice whose goods have not yet gone out carries the **Not Transferred** status badge beside the entry name. The quantity involved is in the **Outstanding** section of the invoice, in the **Stock Not Shipped** field, next to **Outstanding Amount**.

Read the two fields as a pair. **Outstanding Amount** is what the customer still owes you in USD; **Stock Not Shipped** is how many units you still owe the customer. In the invoice shown above, **SINV - 1067** is for five units and all five are still to go out, so **Stock Not Shipped** reads 5. Each shipment you raise against the invoice brings that figure down, and it reaches zero when the last unit leaves.

TIP Where an order goes out in more than one despatch, create one Shipment per despatch and enter only the quantity actually leaving. **Stock Not Shipped** then tells you what is still to follow.

The Shipment form

Both routes lead to the same form. If you came from a sales invoice the rows are filled in for you; otherwise you enter them yourself.

Shipment

SHPM-1019 Submitted

Number Series: SHPM- Party: Global Exports FZE

Date: Aug 21, 2026 12:00:00

#	Item	From Loc.	Quantity	Rate	Amount
1	Export	Main W	5	\$ 2,200.00	\$ 11,000.00

Grand Total: \$ 11,000.00

Figure 41.3 A submitted Shipment. The Items grid carries a From Loc. column, because a shipment takes goods out of a Location rather than into one

The fields above the grid are:

- **Number Series** — the prefix for the entry number, SHPM- in the demo file.

- **Party** — the customer the goods are going to.
- **Date** — the date the goods left. Backdate it if the despatch was earlier than the entry.

Each row of the **Items** grid holds:

- **Item** — the tracked item being shipped.
- **From Loc.** — the Location the goods leave. SAABI offers the **Default Location** from Settings, and you can change it row by row when an order is picked from more than one Location.
- **Quantity** — how many units are going out.
- **Rate** — the value of one unit, in USD.
- **Amount** — quantity multiplied by rate, calculated for you.

Grand Total below the grid adds up every row.

IMPORTANT A shipment is refused if the **From Loc.** does not hold enough of an item on the date of the entry. Check the **Stock Balance** report to find a Location with enough stock, or record the inward movement that was missed before submitting the shipment again.

After you submit

Submitting a Shipment writes lines into the **Stock Ledger**, reduces the quantity in the **Stock Balance** for the Locations you shipped from, and charges the value of the goods to the **Cost Of Goods Sold Acc.** set on the **Inventory** tab of Settings. To see exactly what was written, open the submitted shipment and pick the ledger you want from the **View** menu in the toolbar.

If you would rather SAABI raised these shipments for you, set **Shipment Location** under **Auto Stock Transfer** on the **Defaults** tab of Settings.

CHAPTER 42

Serial Numbers

Some goods need to be followed one unit at a time — machines under warranty, equipment you may have to recall, anything a customer might ring up about by its number. For those, SAABI can keep a Serial Number record for every single unit of an item, showing where that unit is and whether it is still in stock. Use this chapter to switch serial tracking on, to mark an item as serialised, and to enter serial numbers as goods move.

Enabling serial numbers

Serial numbers are an optional inventory feature and are off until you turn them on.

1. Go to **Setup > Settings** and click the **Inventory** tab.
2. In the **Features** section, check **Enable Serial Number**.

Two things change. Tracked items gain a **Has Serial Number** option, and the Serial Number record becomes available in SAABI. There is no Serial Number entry in the sidebar; to reach the list, open Quick Search, type **serial number list** and choose the first result.

Marking an item as serialised

An item is serialised only if two boxes are checked on the item record, and the order matters.

1. Open the item at **Common > Items**, or create it at the point you add it.
2. Check **Track Item**.
3. Check **Has Serial Number**.

Figure 42.1 The Item form scrolled to its Inventory section. Serial tracking is a property of the item itself, not of the transaction; the item shown here is a Service item, so it carries no tracking options

IMPORTANT Has Serial Number can be set only if **Track Item** is set, and **Track Item** can be set only while the item is being created. An item that already exists without tracking cannot be converted into a serialised item — create a new item record instead.

The Serial Number record

Once an item is serialised, SAABI maintains one Serial Number record for each unit of that item. The record carries the number itself, the item it belongs to, and a status that tells you where the unit stands.

A Serial Number has one of three statuses:

- **Active** — the unit is in stock. It can be used only on an outward transaction.
- **Inactive** — the unit is not in stock. It can be used only on an inward transaction.
- **Delivered** — the unit has gone out on an outward transaction and cannot be used again.

The status changes on its own as you record transactions:

Status change	What causes it
Inactive to Active	An inward transaction: a Material Receipt Stock Movement, or a Purchase Receipt

Status change	What causes it
Active to Delivered	An outward transaction: a Material Issue Stock Movement, or a Shipment

NOTE Cancelling a transaction reverts the status of every Serial Number it touched, so a shipment cancelled in error puts its units back to **Active** rather than leaving them stranded.

Entering serial numbers on a transaction

Once an item is serialised, every transaction that changes its stock — Stock Movements, Shipments and Purchase Receipts — must name the serial numbers involved. The grid columns are too narrow for this, so the numbers go in through the row panel.

1. In the **Items** grid, click the pencil at the end of the row.
2. Find the serial number field in the panel that opens.
3. Enter one serial number per line, one for each unit of quantity on that row.
4. Close the panel and finish the entry as usual, then **Save** and **Submit**.

IMPORTANT The count must match. A row for three units needs exactly three serial numbers on three separate lines. Give a serial number that is already **Delivered**, or one that is **Inactive** on an outward row, and SAABI refuses the entry.

CHAPTER 43

Batches

Where serial numbers follow one unit at a time, batches follow a group. A Batch is a uniquely identified collection of units of an item — one production run, one delivery, one lot with a common expiry date. Batch tracking suits food, chemicals, cosmetics, pharmaceuticals and anything else where you need to know which lot a customer received. Use this chapter to switch batches on, to mark an item as batched, and to record a batch as goods move.

Enabling batches

Batches are an optional inventory feature and are off until you turn them on.

1. Go to **Setup > Settings** and click the **Inventory** tab.
2. In the **Features** section, check **Enable Batches**.

Tracked items then gain a **Has Batch** option, and the Batch record becomes available in SAABI. There is no Batch entry in the sidebar; to reach the list, open Quick Search, type **batch list** and choose the first result.

Marking an item as batched

As with serial numbers, two boxes have to be checked on the item record, in order.

1. Open the item at **Common > Items**, or create it at the point you add it.
2. Check **Track Item**.
3. Check **Has Batch**.

Figure 43.1 The Inventory section of the Item form. Batch tracking is set here on the item, so that every later transaction involving it asks which batch is moving; the Service item shown carries no tracking options

IMPORTANT Has Batch can be set only if Track Item is set, and Track Item can be set only while the item is being created. To batch an item that already exists without tracking, create a new item record for it.

The Batch record

Each batch you handle gets its own record. It holds:

- **Batch Number** — the identifier you or your supplier give the lot. This is what appears on transactions and in the reports, so use whatever your labels and delivery notes already show.
- **Manufacture Date** — the date the batch was produced.
- **Expiry Date** — the date the batch ceases to be usable or saleable.

Create the batch before, or at the point of, receiving the goods it describes.

TIP Keep **Batch Number** consistent with the number printed on the goods. A batch record is only useful if someone holding the physical item can find it again.

Entering a batch on a transaction

Once an item is batched, every transaction that changes its stock — Stock Movements, Shipments and Purchase Receipts — must say which batch is moving. As with serial numbers, this goes in through the row panel rather than the grid.

1. In the **Items** grid, click the pencil at the end of the row.
2. Find the batch field in the panel that opens and choose the batch.
3. Close the panel and finish the entry as usual, then **Save** and **Submit**.

A row carries one batch. Where a despatch draws on two lots of the same item, add a row for each batch and split the quantity between them.

Batches in the reports

With batches enabled, both inventory reports gain a column naming the batch each line belongs to, so the **Stock Ledger** shows which lot moved and the **Stock Balance** shows how much of each lot is left. Both reports also accept a batch filter, which narrows the report to a single batch — the quickest way to answer where a particular lot went.

CHAPTER 44

Stock Ledger

The Stock Ledger is the record of everything that has happened to your stock. Every time you submit a Stock Movement, a Shipment or a Purchase Receipt, SAABI writes one line here for each row of that entry, showing what moved, where it moved, and what it did to the quantity and the value you are holding. Use it when you need to trace a discrepancy back to the transaction that caused it. The report is read-only: to change a line, cancel or correct the transaction behind it.

To open it, go to **Inventory > Stock Ledger**.

#	Date	Item	Location	Quantity	Balance Qty.	Incoming rate	Valuation Rate	Balance Value	Value Change	Ref. Name	Ref. Type
1	Aug 21, 2026 12:00:00	Export Widget	Main Warehouse	-5.00	27.00	\$ 1,100.00	\$ 1,100.00	\$ 29,700.00	\$ -5,500.00	SHPM-1019	Shipment
2	Aug 18, 2026 12:00:00	Print and Stationer	Main Warehouse	6.00	112.00	\$ 300.00	\$ 300.00	\$ 33,600.00	\$ 1,800.00	PREC-1012	Purchase Rc
3	Aug 16, 2026 12:00:00	Print and Stationer	Main Warehouse	-2.00	106.00	\$ 300.00	\$ 300.00	\$ 31,800.00	\$ -600.00	SHPM-1018	Shipment
4	Aug 4, 2026 12:00:00	Print and Stationer	Main Warehouse	2.00	108.00	\$ 300.00	\$ 300.00	\$ 32,400.00	\$ 600.00	PREC-1011	Purchase Rc
5	Jul 21, 2026 12:00:00	Export Widget	Main Warehouse	-4.00	32.00	\$ 1,100.00	\$ 1,100.00	\$ 35,200.00	\$ -4,400.00	SHPM-1017	Shipment
6	Jul 16, 2026 12:00:00	Print and Stationer	Main Warehouse	-2.00	106.00	\$ 300.00	\$ 300.00	\$ 31,800.00	\$ -600.00	SHPM-1016	Shipment
7	Jul 4, 2026 12:00:00	Print and Stationer	Main Warehouse	3.00	108.00	\$ 300.00	\$ 300.00	\$ 32,400.00	\$ 900.00	PREC-1010	Purchase Rc
8	Jun 25, 2026 12:00:00	DZ Transit Goods	Main Warehouse	-4.00	15.00	\$ 2,600.00	\$ 2,600.00	\$ 39,000.00	\$ -10,400.00	SHPM-1015	Shipment
9	Jun 21, 2026 12:00:00	Export Widget	Main Warehouse	-3.00	36.00	\$ 1,100.00	\$ 1,100.00	\$ 39,600.00	\$ -3,300.00	SHPM-1014	Shipment
10	Jun 16, 2026 12:00:00	Print and Stationer	Main Warehouse	-2.00	105.00	\$ 300.00	\$ 300.00	\$ 31,500.00	\$ -600.00	SHPM-1013	Shipment
11	Jun 9, 2026 12:00:00	Office Fitout	Main Warehouse	-2.00	13.00	\$ 2,500.00	\$ 2,500.00	\$ 32,500.00	\$ -5,000.00	SMOV-1003	Stock Move
12	Jun 4, 2026 12:00:00	Print and Stationer	Main Warehouse	2.00	107.00	\$ 300.00	\$ 300.00	\$ 32,100.00	\$ 600.00	PREC-1009	Purchase Rc
13	May 21, 2026 12:00:00	Export Widget	Main Warehouse	-5.00	39.00	\$ 1,100.00	\$ 1,100.00	\$ 42,900.00	\$ -5,500.00	SHPM-1012	Shipment
14	May 18, 2026 12:00:00	Print and Stationer	Main Warehouse	6.00	105.00	\$ 300.00	\$ 300.00	\$ 31,500.00	\$ 1,800.00	PREC-1008	Purchase Rc
15	May 16, 2026 12:00:00	Print and Stationer	Main Warehouse	-2.00	99.00	\$ 300.00	\$ 300.00	\$ 29,700.00	\$ -600.00	SHPM-1011	Shipment
16	Mav 4, 2026 12:00:00	Print and Stationer	Main Warehouse	3.00	101.00	\$ 300.00	\$ 300.00	\$ 30,300.00	\$ 900.00	PREC-1007	Purchase Rc

Figure 44.1 The Stock Ledger. Quantity carries the sign of the movement — red and negative for goods going out, green and positive for goods coming in — while Balance Qty. beside it keeps the running total

Filters

The filters sit above the table, and the report redraws as you set each one.

- **Ref Type** — restricts the report to one kind of transaction. Leave it at **All** to see everything, or choose **Shipment** to see only goods going out to customers, and so on.
- **Ref Name** — restricts the report to the lines produced by one particular entry, such as a single shipment. Set **Ref Type** first; **Ref Name** offers nothing until it knows which kind of entry you mean.
- **Item** — shows only the lines involving the item you choose.
- **Location** — shows only the lines involving the Location you choose. Combine it with **Item** to follow one item through one warehouse.

- **From Date** — the earliest date shown. It defaults to roughly a year back.
- **To Date** — the latest date shown. It defaults to tomorrow, so today's entries are always included.
- **Group By** — gathers the lines under a heading instead of listing them flat. It is set to **none** by default; grouping by reference, for example, collects every line that came from the same transaction.
- **Ascending Order** — a checkbox. The report normally shows the newest entry first; check this to read the entries oldest first, which is the order to use when you are reconciling a balance forward.

Columns

- **Date** — when the movement happened, not when it was entered. A backdated transaction appears at its own date.
- **Item** — the tracked item that moved.
- **Location** — the Location whose quantity this line changed. A Material Transfer produces two lines, one for each Location.
- **Quantity** — how much this line moved. Negative for goods leaving, positive for goods arriving.
- **Balance Qty.** — how much of that item was at that Location after this line. This is the running total, and it is the figure to follow when you are hunting a shortfall.
- **Incoming rate** — the rate at which this particular movement was valued, in USD.
- **Valuation Rate** — the value SAABI now carries per unit of that item at that Location, after the movement.
- **Balance Value** — what the remaining stock is worth: **Balance Qty.** multiplied by **Valuation Rate**.
- **Value Change** — how much this line added to or took off the value held. It carries the same sign as **Quantity**.
- **Ref. Name** — the entry that caused the line, such as **SHPM-1019** or **PREC-1012**. This is your route back to the source document.
- **Ref. Type** — what kind of entry that was: Shipment, Purchase Receipt or Stock Movement.

Reading a negative quantity

A negative **Quantity** is not an error and does not mean your stock has gone below zero. It records the direction of the movement: the goods left that Location. A positive figure means they arrived. SAABI colours the two differently — outward in red, inward in green — so the direction is visible without reading the sign.

Take the first line of the report shown above. **Export Widget** moved at **Main Warehouse** with a **Quantity** of -5.00, so five units left. **Balance Qty.** of 27.00 is what remained afterwards. The **Valuation Rate** was \$1,100.00, so **Value Change** is \$-5,500.00 — five units at \$1,100.00 taken off the value held — and **Balance Value** of \$29,700.00 is the twenty-seven remaining units at that same rate. **Ref. Type** reads **Shipment** and **Ref. Name** gives the entry that did it.

NOTE **Balance Qty.** itself should never be negative. SAABI blocks any transaction that would take a Location below zero, including backdated ones. If you are chasing a blocked entry, read the ledger in **Ascending Order** with **Item** and **Location** set, and find the point where the balance runs out.

Taking the report out of SAABI

Export in the title bar saves the report as it is currently filtered, so set the filters first and export what you actually want. The print button beside it produces a printable copy. The footer shows how many lines the current filters return.

CHAPTER 45

Stock Balance

The Stock Balance report answers the question the Stock Ledger makes you work for: how much of each item do I have, where is it, and what is it worth. Where the ledger gives you one line per movement, Stock Balance gives you one line per item and Location, with the opening figures, everything that came in and went out over the period, and the balance left at the end. Check it before you promise a customer a delivery date, and before you record a movement you are not certain a Location can cover.

To open it, go to **Inventory > Stock Balance**.

#	Item	Location	Balance Qty.	Balance Value	Opening Qty.	Opening Value	In Qty.	In Value	Out Qty.	Out Value	Valuation rate
1	Export Widget	Main Warehouse	27.00	29700.00	0.00	0.00	60.00	\$ 66,000.00	33.00	\$ 36,300.00	\$ 1,100.00
2	DZ Transit Goods	Main Warehouse	15.00	39000.00	0.00	0.00	24.00	\$ 62,400.00	9.00	\$ 23,400.00	\$ 2,600.00
3	Office Fitout	Main Warehouse	13.00	32500.00	0.00	0.00	15.00	\$ 37,500.00	2.00	\$ 5,000.00	\$ 2,500.00
4	Print and Stationery	Main Warehouse	112.00	33600.00	0.00	0.00	138.00	\$ 41,400.00	26.00	\$ 7,800.00	\$ 300.00
5	Print and Stationery	Showroom	10.00	3000.00	0.00	0.00	10.00	\$ 3,000.00	0.00	\$ 0.00	\$ 300.00

Figure 45.1 The Stock Balance report. The same item appears once for each Location that holds it, so Print and Stationery has a separate line for Main Warehouse and for Showroom

Filters

- **Item** — shows only the item you choose. Leave it empty to see everything you hold.
- **Location** — shows only the Location you choose. Leave it empty to see every Location, which is how you find out where an item is spread.
- **From Date** — the date the period starts. Everything that happened before it is rolled up into **Opening Qty.** and **Opening Value** rather than being ignored, so the report always balances.
- **To Date** — the date the period ends. Movements after it are left out of the figures entirely.
- **Serial Number** — a checkbox that breaks the report down by serial number, for items you have marked as serialised.

Columns

- **Item** — the tracked item.
- **Location** — the Location this line reports on. An item held in two places has a line for each.
- **Balance Qty.** — how many units are at that Location at **To Date**.
- **Balance Value** — what those units are worth, in USD.
- **Opening Qty.** — how many units were there at **From Date**, before the period began.
- **Opening Value** — what those opening units were worth.
- **In Qty.** — total units received at that Location during the period.
- **In Value** — the value of those receipts.
- **Out Qty.** — total units that left that Location during the period.
- **Out Value** — the value of what left.
- **Valuation rate** — the value SAABI carries per unit.

The table scrolls sideways if the window is too narrow to show every column at once.

Reading a line

The columns tie together, which makes the report straightforward to check. Take the first line of the report shown above: **Export Widget** at **Main Warehouse** opened at nothing, took in **60.00** units worth **\$66,000.00**, sent out **33.00** units worth **\$36,300.00**, and is left with a **Balance Qty.** of **27.00**. At a **Valuation rate** of **\$1,100.00** a unit, that gives a **Balance Value** of **\$29,700.00**.

Opening quantity plus what came in, less what went out, equals the balance. If a line does not add up that way, the period you have chosen is cutting through a movement — check **From Date** and **To Date** before looking for a fault in the entries.

TIP If a backdated entry is being refused for insufficient quantity, the cause is often a movement later in the year that the backdated one would leave short. Push **To Date** forward to cover the rest of the year and read the balance again: a Location that looks healthy today can be over-committed next month.

Taking the report out of SAABI

Export in the title bar saves the report as it is currently filtered, so set the filters first. The print button beside it produces a printable copy — useful as the count sheet for a stock take, with the balance SAABI expects against each item and Location.

PART EIGHT

The SAABI assistant

Choosing an intelligence, asking questions and reading the answers

CHAPTER 46

Choosing the assistant's brain

SAABI ships with an assistant that can read your books, answer questions about them and draft work for you to check. Before you use it, you choose which artificial-intelligence model does the thinking. SAABI calls this choice **Intelligence**, and it is the first card on the **Get Started** page.

The choice matters because it decides where your words go. One option keeps everything on your own computer. The other three send your questions — and the names in your books — to an outside service that you hold an account with. In every case the *figures* are read from your own company file and never come from anywhere else.

Assistant

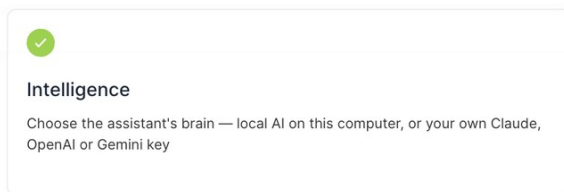


Figure 46.1 The *Intelligence* card sits at the top of the *Get Started* page. A green tick means the assistant already has a brain to think with

Opening the Intelligence settings

There are two ways in:

1. Go to **Get Started** and choose the **Intelligence** card.
2. Or open the assistant and select the gear icon in its header.

Both open the same panel.

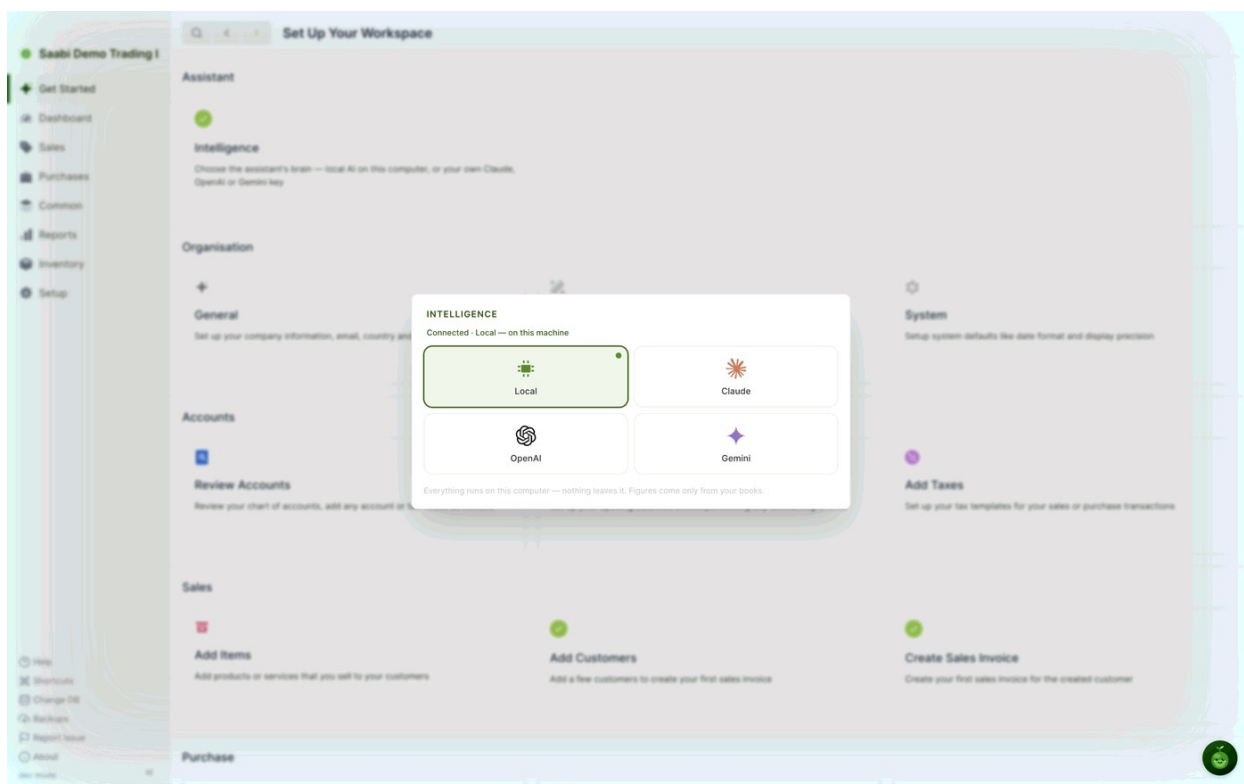


Figure 46.2 The Intelligence panel. The line under the heading always tells you what is connected right now — here, Local, on this machine

The four options

Local runs a model that lives on your computer. Nothing you type and nothing from your books leaves the machine. It works with no internet connection and costs nothing to run. It is the default, and it is the right choice for most businesses.

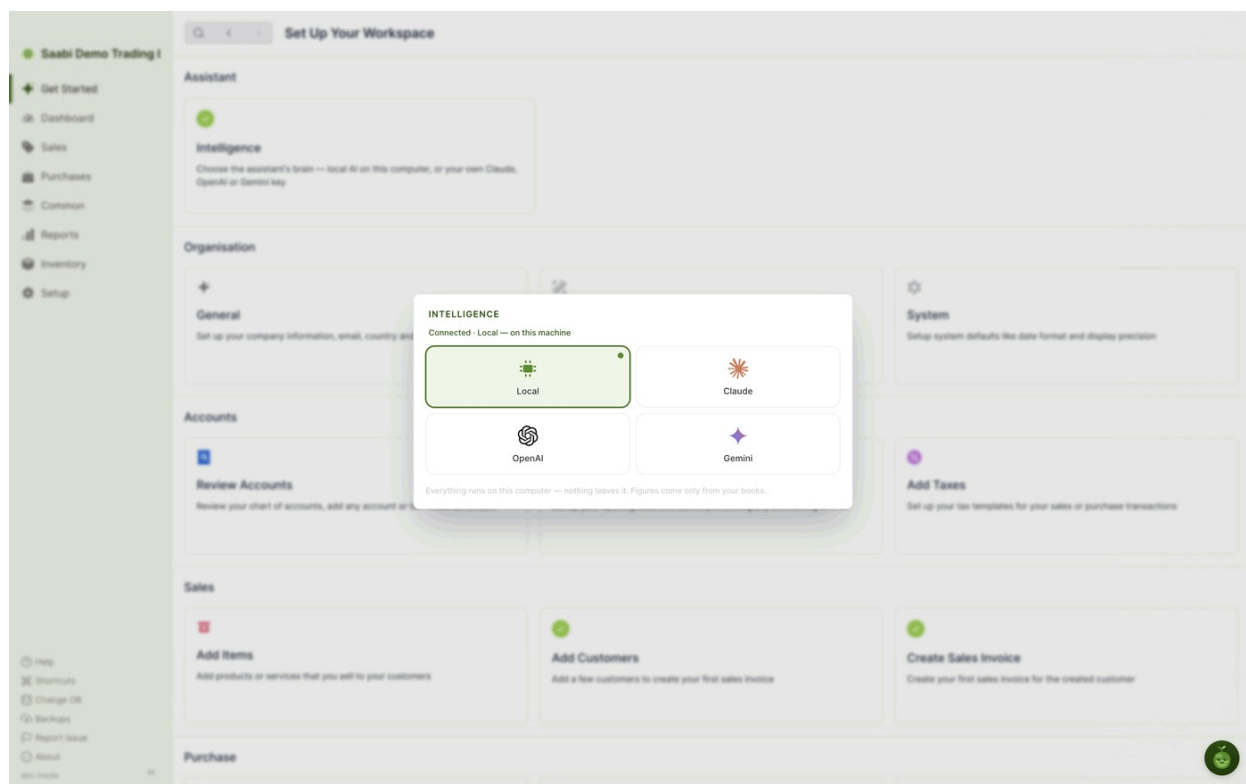


Figure 46.3 With Local selected, the footer states the terms plainly: everything runs on this computer, and figures come only from your books

Claude, **OpenAI** and **Gemini** use a model hosted by Anthropic, OpenAI or Google respectively. Each needs an API key that you obtain from that provider and pay for directly. They are usually faster and handle longer, more complicated questions better than the local model.

IMPORTANT When you select one of the hosted options, SAABI tells you exactly what is shared: your messages and the names in your books go to that provider so it can understand the question. Your figures are still read locally. Read that line before you connect, and check it against your own obligations to your customers.

Connecting a hosted provider

1. Open the Intelligence panel.
2. Select **Claude**, **OpenAI** or **Gemini**.
3. A key field appears below the four tiles, with the shape of that provider's key as a hint — **sk-ant-...** for Claude, **AIza...** for Gemini.
4. Paste your key into the field. If you do not have one, the **Get a key** link opens the provider's page in your browser.
5. Select **Connect**.

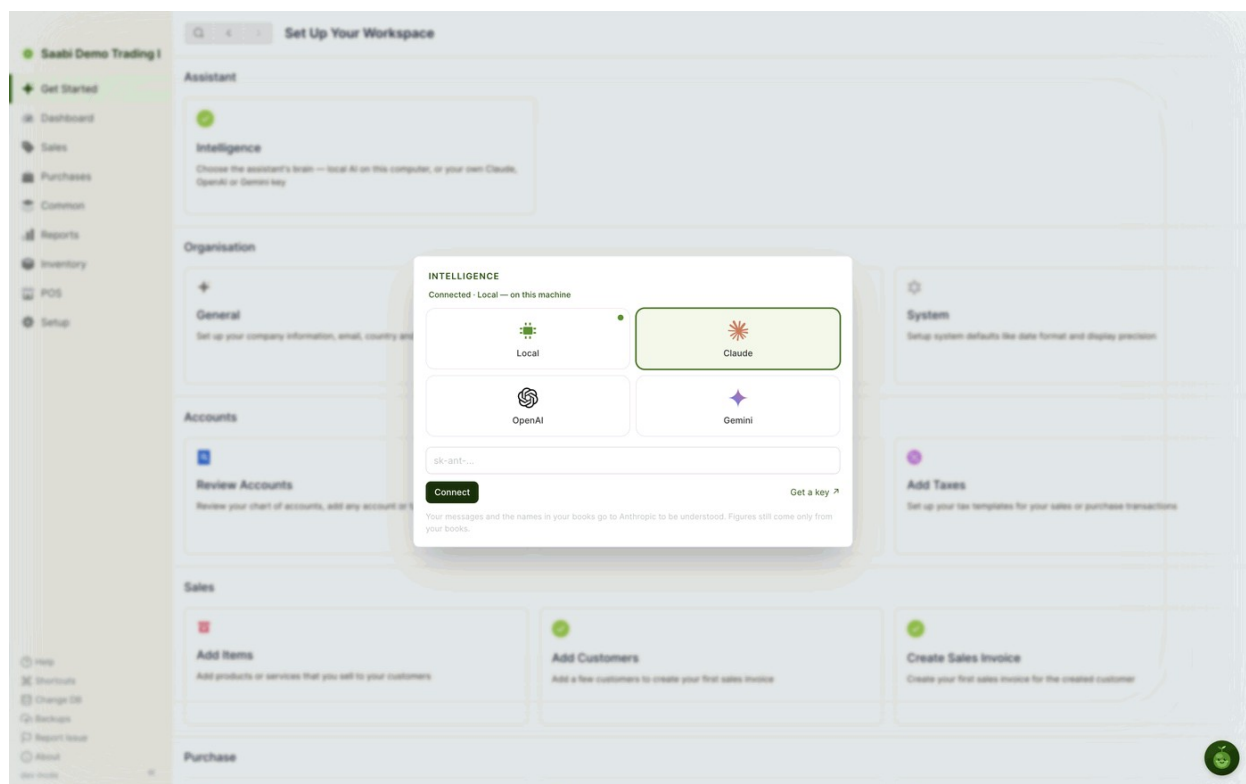


Figure 46.4 Selecting Claude reveals a key field, a Connect button and a plain statement of what is sent to Anthropic

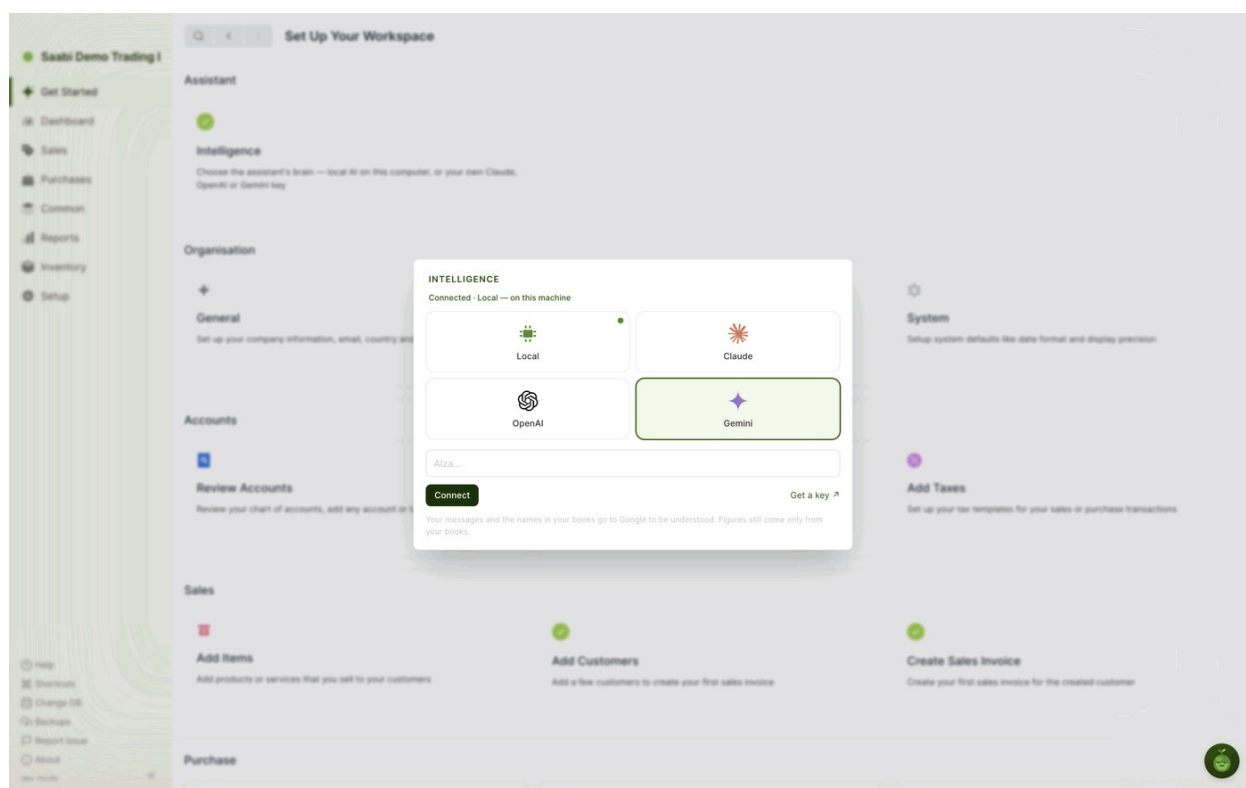


Figure 46.5 The Gemini option follows the same pattern, with a Google key and the matching disclosure

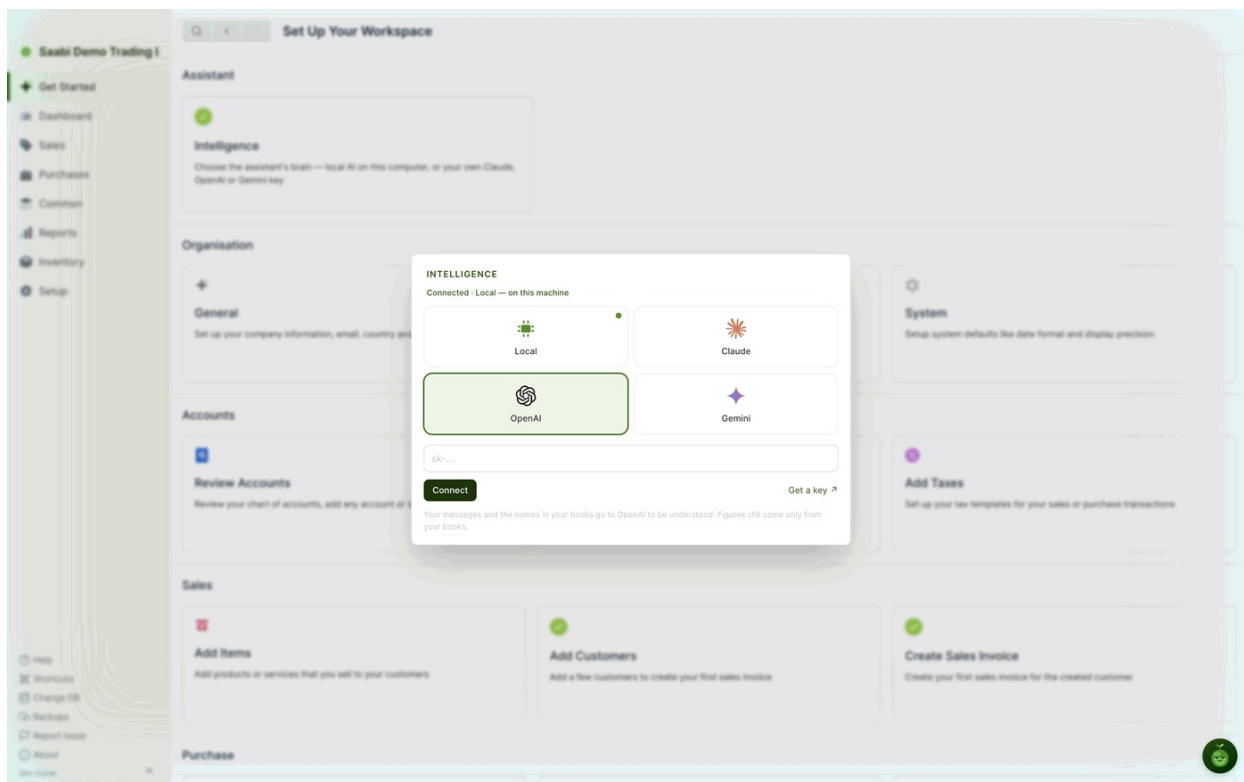


Figure 46.6 OpenAI is configured the same way — paste the key, select **Connect**, and the footer names the service your words are sent to

The line under the **INTELLIGENCE** heading updates to show what is connected, and a small green dot marks the tile that is in use. To go back to running everything on your own machine, select **Local** again — your key is kept, so you can switch back later without pasting it a second time.

Where the choice applies

The Intelligence setting belongs to the installation, not to a company file. If you keep books for more than one business on the same computer, all of them use the brain you have chosen here.

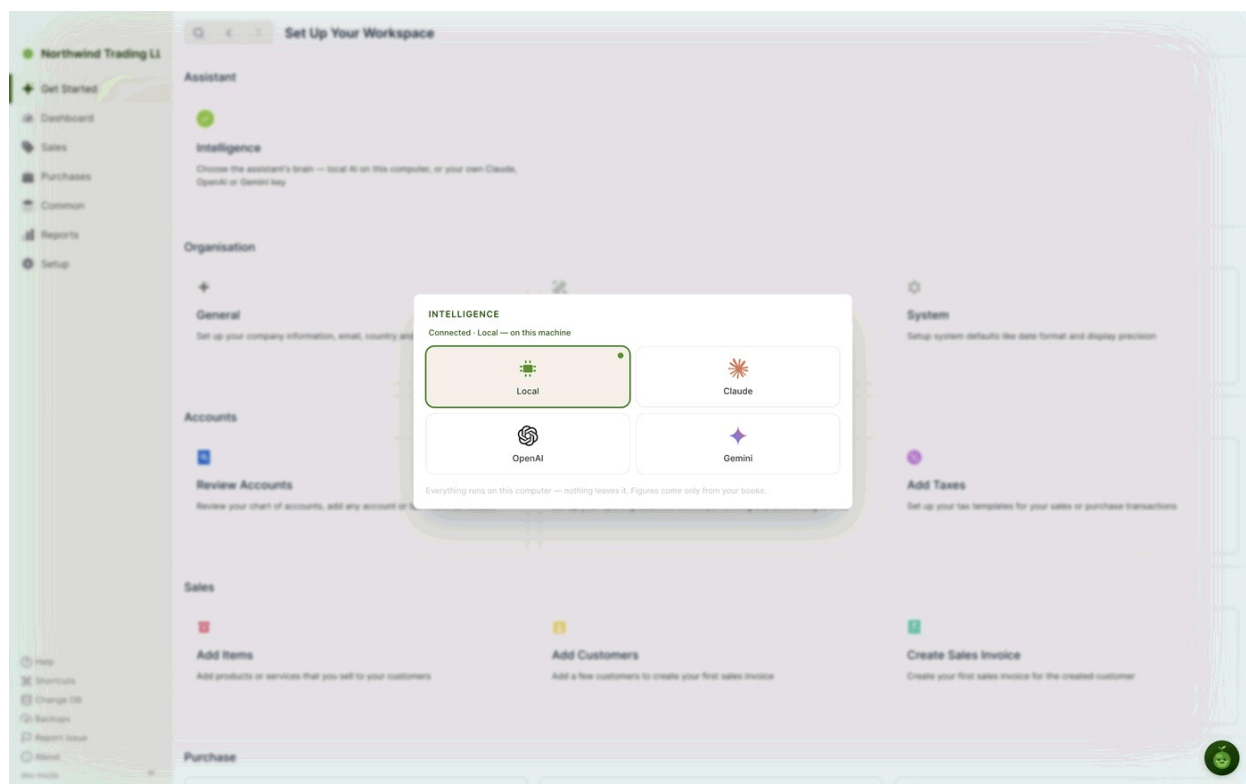


Figure 46.7 A newly created company inherits the Intelligence setting already in place on the computer

NOTE The local model is downloaded and installed the first time you choose **Local**. Once it is on the machine, the panel simply shows it as connected. Downloading it again is not necessary, and the option is not offered when it is already present.

CHAPTER 47

Using the assistant

The assistant is a chat panel that sits beside your books. You ask a question in ordinary language; it reads your company file and answers with the real figures. It can also draft documents for you to look over, and it can take you to any record you name.

It is always within reach: a round assistant button floats in the bottom-right corner of every screen. Select it to open the panel, and select the ✕ in the panel header to close it again.

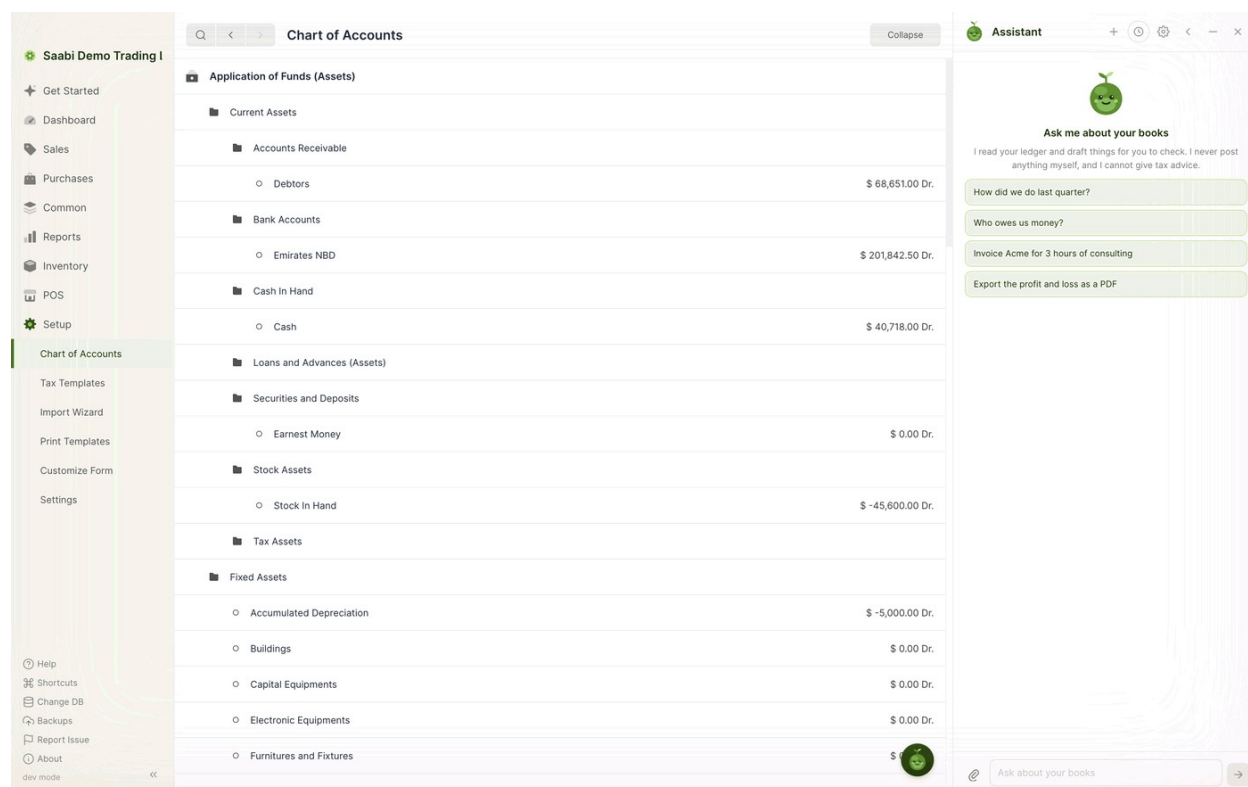


Figure 47.1 A new conversation. The four suggestions are live prompts — select one and the assistant answers it

What it will and will not do

The opening screen states the limits, and they are worth taking at face value:

- It **reads** your ledger and drafts things for you to check.
- It **never posts anything itself**. Nothing is saved, submitted or paid on your behalf.
- It **cannot give tax advice**.

Everything the assistant produces is a suggestion. You remain the person who saves and submits.

The panel controls

The header carries six controls:

- **+** starts a new conversation.
- The **clock** opens **Past chats**.
- The **gear** opens the Intelligence settings described in the previous chapter.
- The **◀** widens the panel so that wide tables and charts fit.
- The **-** minimises the panel back to the floating button.
- The **×** closes it.

At the foot of the panel is the message box, labelled **Ask about your books**, with a paperclip for attaching a file.

Asking a question

Type a question and press Return. Ask the way you would ask a bookkeeper — there is no syntax to learn:

- Who owes us money?
- In the total invoices we have prepared, what is the total amount?
- How did we do last quarter?
- Give me top 5 customers and what each one owes.

The assistant replies in short prose with the important figures in **bold**, so that a summary can be read at a glance.

Assistant

Who owes us money?

Nothing is outstanding.

Outstanding

INVOICE	PARTY	DATE	OUTSTANDING
In the total invoices we have prepared, what is the total amount?			
Over this month, revenue was USD 47,300.00 , expenses USD 35,490.00 leaving USD 11,810.00 . Cash stands at USD 242,560.50 , with USD 68,651.00 owed to you and USD 7,431.50 owed by you.			
Give me the chart of this revenue.			
Here it is.			
Revenue by month, this financial year			
Give me top 5 customers and what each one owes.			
Several are open: Falcon Contracting LLC USD 6,210.00 ; Falcon Contracting LLC USD 2,430.00 ; Falcon Contracting LLC USD 1,755.00 ; Falcon Contracting LLC USD 3,105.00 ; Falcon Contracting LLC USD 2,430.00 , and more below.			
INVOICE	PARTY	DATE	OUTSTANDING
SINV-1062	Falcon Contracting LLC	2026-08-04	USD 6,210.00
SINV-1053	Falcon Contracting LLC	2026-07-04	USD 2,430.00
SINV-1044	Falcon Contracting LLC	2026-06-04	USD 1,755.00
SINV-1036	Falcon Contracting LLC	2026-05-04	USD 3,105.00
SINV-1027	Falcon Contracting LLC	2026-04-04	USD 2,430.00
SINV-1019	Falcon Contracting LLC	2026-03-04	USD 1,950.00
SINV-1009	Falcon Contracting LLC	2026-02-04	USD 3,450.00
SINV-1001	Falcon Contracting LLC	2026-01-04	USD 2,700.00

Figure 47.2 A question answered in two parts — a one-line summary, then the supporting detail as a table

Conversations are kept

Each conversation is saved. Select the clock icon to see **Past chats**, listed newest first with the time since each one. Select a conversation to reopen it exactly as you left it.

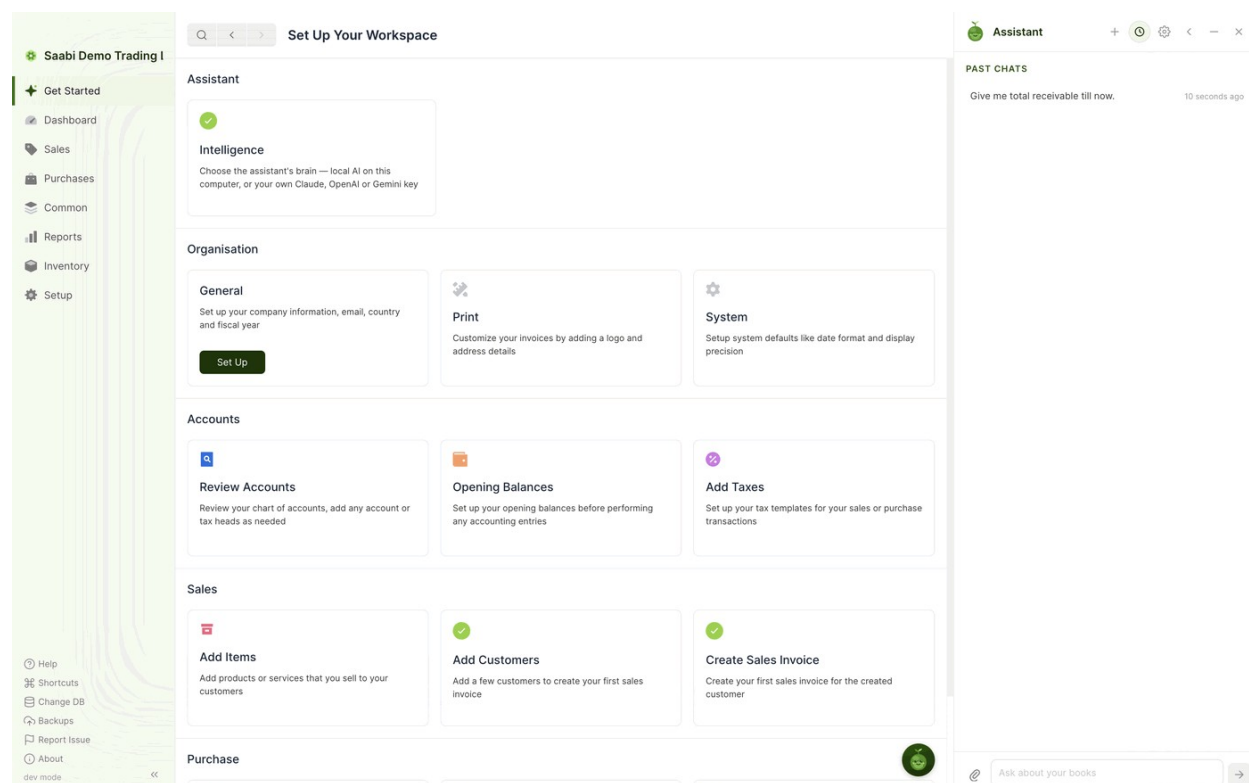


Figure 47.3 Past chats. Every conversation is stored with the company file it was about

Start a fresh conversation with + whenever you move on to a new subject. The assistant reads the current conversation for context, so a clean start avoids it carrying assumptions across from an unrelated question.

When you first open the books

If the assistant notices something worth a look when a company file opens, it says so, without interrupting what you were doing — for example, that a few invoices are worth reviewing but that nothing is urgent. You can ask it for the full list at any time by saying **check my books**.

Widening the panel

Some answers are wider than the panel. When that happens the assistant offers to make room, and selecting the offer widens the panel over the main window. The < control does the same thing by hand.

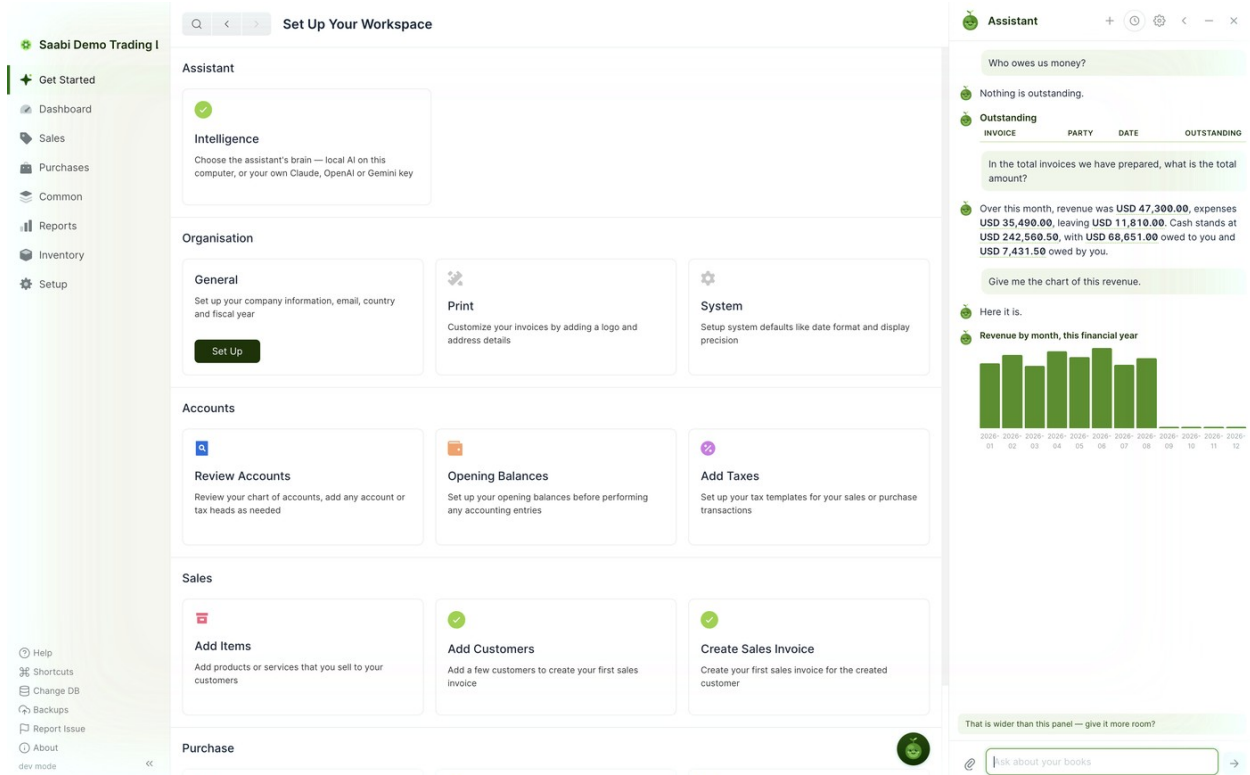


Figure 47.4 The panel at its normal width. The assistant has noticed that the chart does not fit and offers more room

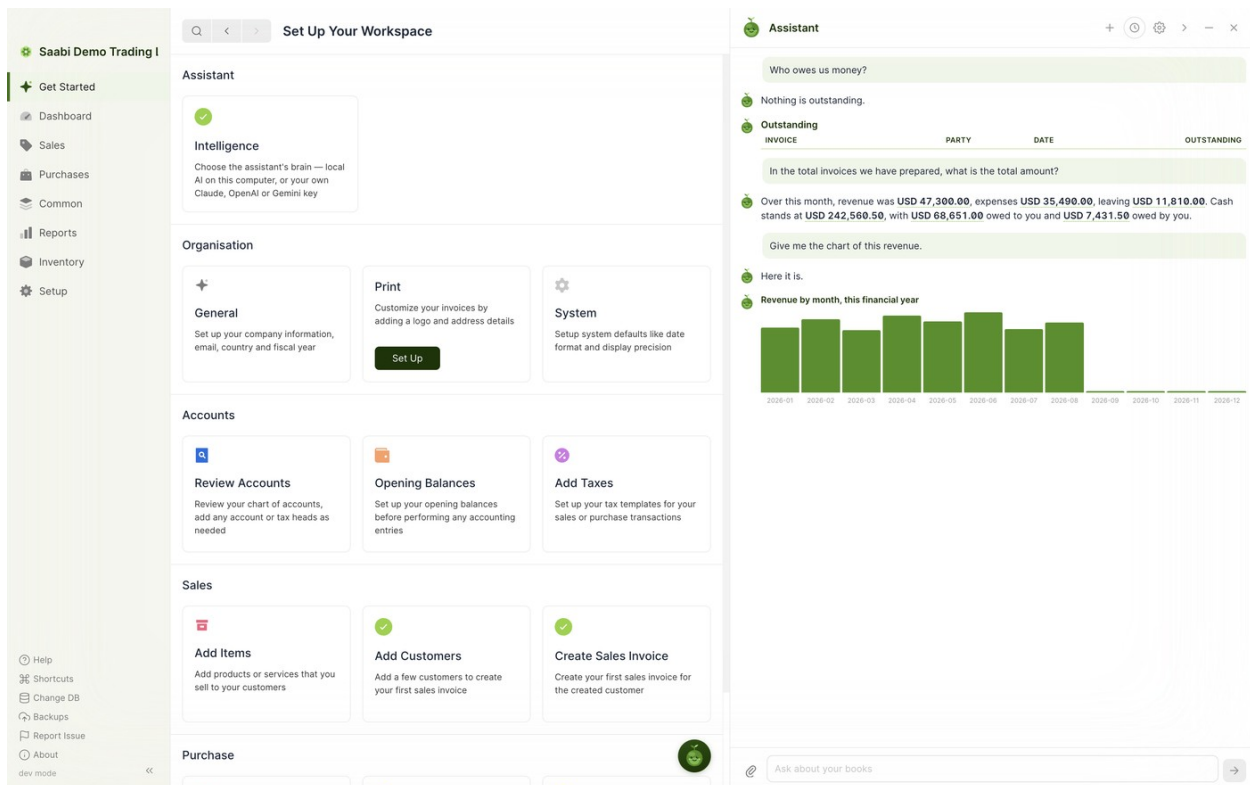


Figure 47.5 The same answer after widening. Charts and tables are easier to read across the full width

TIP Keep the assistant closed while you work through a long data-entry session and open it when you want to check something. The panel takes width from the main window, so forms are more comfortable to fill in with it out of the way.

CHAPTER 48

Figures, tables, charts and reports

The assistant does not answer only in sentences. Depending on what you ask for, it will draw a table, plot a chart, or run one of SAABI's reports and show the result inside the conversation.

Figures in prose

Ask a broad question about performance and you get a short paragraph with the numbers in bold.

NOTE In the total invoices we have prepared, what is the total amount? Over this month, revenue was **USD 47,300.00**, expenses **USD 35,498.00**, leaving **USD 11,810.00**. Cash stands at **USD 242,568.50**, with **USD 68,651.00** owed to you and **USD 7,431.50** owed by you.

Every figure in that answer is read from your own company file at the moment you ask.

Tables

When the answer is a list — invoices, customers, balances — the assistant lays it out as a table with the same column names you would see in the corresponding list view.

The screenshot shows the SAABI Assistant interface. On the left is a sidebar with navigation links: Get Started, Dashboard, Sales, Purchases, Common, Reports, Inventory, and Setup. The main area is titled 'Set Up Your Workspace' and contains sections for Assistant, Organisation, Accounts, Sales, and Purchase. The Assistant section shows a chat window with the following conversation:

Assistant: Who owes us money?

Nothing is outstanding.

Outstanding

INVOICE	PARTY	DATE	OUTSTANDING
In the total invoices we have prepared, what is the total amount?			
Over this month, revenue was USD 47,300.00 , expenses USD 35,498.00 , leaving USD 11,810.00 . Cash stands at USD 242,568.50 , with USD 68,651.00 owed to you and USD 7,431.50 owed by you.			
Give me the chart of this revenue.			
Here it is.			
Revenue by month, this financial year			
Give me top 5 customers and what each one owes.			
Several are open: Falcon Contracting LLC USD 6,210.00 ; Falcon Contracting LLC USD 2,430.00 ; Falcon Contracting LLC USD 1,755.00 ; Falcon Contracting LLC USD 3,105.00 ; Falcon Contracting LLC USD 2,430.00 , and more below.			
Outstanding			
INVOICE	PARTY	DATE	OUTSTANDING
SINV-1062	Falcon Contracting LLC	2026-08-04	USD 6,210.00
SINV-1053	Falcon Contracting LLC	2026-07-04	USD 2,430.00
SINV-1044	Falcon Contracting LLC	2026-06-04	USD 1,755.00
SINV-1036	Falcon Contracting LLC	2026-05-04	USD 3,105.00
SINV-1027	Falcon Contracting LLC	2026-04-04	USD 2,430.00
SINV-1019	Falcon Contracting LLC	2026-03-04	USD 1,950.00
SINV-1009	Falcon Contracting LLC	2026-02-04	USD 3,450.00
SINV-1001	Falcon Contracting LLC	2026-01-04	USD 2,700.00

At the bottom of the chat window is a text input field with the placeholder 'Ask about your books' and a send button.

Figure 48.1 An outstanding-balance question answered as a table of invoice, party, date and amount

Charts

Ask for a chart and you get one, drawn from the same data.

NOTE Give me the chart of this revenue.



Figure 48.2 Revenue by month for the current financial year, plotted from the ledger

Charts follow the period you asked about. If you do not name one, the assistant uses the current financial year.

Running a report

You can ask for any of SAABI's financial reports by name and the assistant will run it and show the result in the panel, without you leaving the page you were on.

NOTE Open the profit and loss report

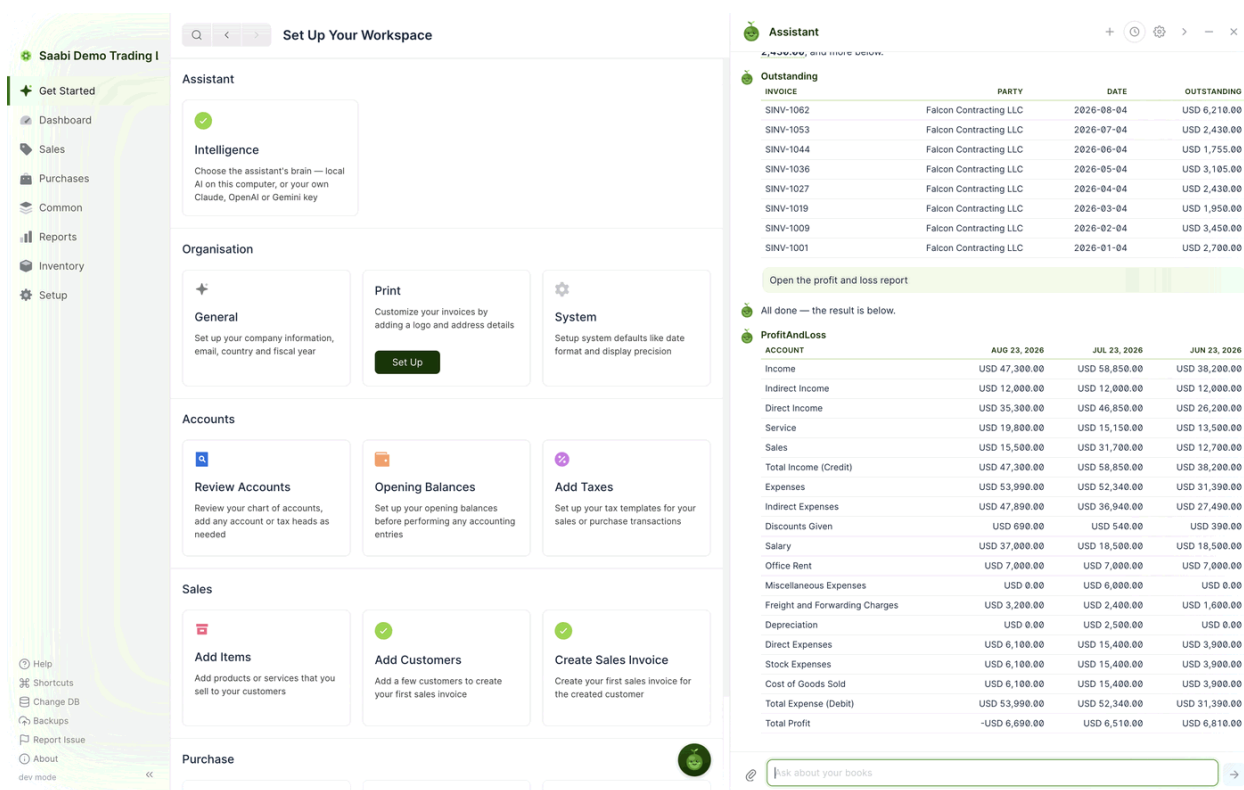


Figure 48.3 The Profit and Loss report run from the conversation and rendered in place, period by period

This is useful when you want one number out of a report rather than the whole thing — ask the question, read the row, carry on.

Asking for a PDF

The assistant can prepare a document for you to save. Asking it to export the profit and loss as a PDF, or to print a particular invoice, produces a file you can keep or send. When the assistant lists documents it reminds you of the shorthand: `print <number> as pdf`.

NOTE Producing a PDF is a read-only action — it takes a copy of what is already in your books. The assistant still will not save, submit or pay anything for you.

A caution about interpretation

The assistant reports what is in your ledger. It does not know about anything you have not recorded, and it cannot tell you whether an entry was posted to the right account. Treat its answers the way you would treat a quick summary from a colleague: useful, fast, and worth checking against the underlying report before you act on it.

IMPORTANT The assistant cannot give tax advice, and SAABI is not tax-compliance software. Use the figures as a starting point and confirm anything that matters with your accountant.

CHAPTER 49

Finding and opening records with the assistant

Alongside answering questions, the assistant works as a way of getting around. Rather than expanding a sidebar group and scanning a list, you can describe what you want and let the assistant put it in front of you.

Asking to be taken somewhere

Ask in plain words:

- Take me to the sales invoices list
- Open the profit and loss report
- Show me what Falcon Contracting owes

The assistant answers with the matching records, newest first, as a table of links.

The screenshot shows the SAABI interface. On the left is a sidebar with navigation options: 'ances' (with a description 'ing balances g any accounting'), 'Add Taxes' (with a description 'Set up your tax templates for your sales or purchase transactions'), 'ers' (with a description 'mers to create ivoice'), and 'Create Sales Invoice' (with a description 'Create your first sales invoice for the created customer'). The main panel on the right displays a table titled 'Recent sales invoices' in response to the query 'Take me to the sales invoices list'. The table includes columns for INVOICE, PARTY, DATE, TOTAL, OUTSTANDING, and STATUS. It lists 10 recent invoices, with the most recent at the top.

INVOICE	PARTY	DATE	TOTAL	OUTSTANDING	STATUS
SINV-1070	Oasis Hospitality Group	2026-08-22	USD 3,255.00	USD 0.00	submitted
SINV-1067	Global Exports FZE	2026-08-20	USD 11,000.00	USD 11,000.00	submitted
SINV-1066	Pearl Marine Services	2026-08-19	USD 3,200.00	USD 3,200.00	submitted
SINV-1065	Desert Rose Events	2026-08-15	USD 2,910.50	USD 2,910.50	submitted
SINV-1064	Marina Retail FZ-LLC	2026-08-11	USD 2,700.00	USD 2,700.00	submitted
SINV-1069	US Client Corp	2026-08-09	USD 2,200.00	USD 2,200.00	submitted
SINV-1063	Oasis Hospitality Group	2026-08-07	USD 3,500.00	USD 3,500.00	submitted
SINV-1062	Falcon Contracting LLC	2026-08-04	USD 6,210.00	USD 6,210.00	submitted
SINV-1068	Oasis Hospitality Group	2026-08-01	USD 12,000.00	USD 12,000.00	submitted
SINV-1058	Global Exports FZE	2026-07-20	USD 8,800.00	USD 0.00	submitted

Figure 49.1 Recent sales invoices returned as a linked table. Each line opens that document

Every line in the table is a link to the document itself, so you can go straight from the answer to the record without hunting for it. The assistant also reminds you that you can ask for a PDF of any line by number.

Narrowing down

Because the assistant reads the whole ledger, you can filter in the question rather than in the list view:

- Which invoices are more than 60 days overdue?
- Show me everything we bought from Gulf Print House this year
- What did we invoice Oasis Hospitality Group in July?

This is often faster than setting filters by hand, particularly when the condition spans more than one field.

When to use the assistant and when to use Quick Search

The two tools overlap, and each is better at something:

Use	When
Quick Search (Cmd/Ctrl + K)	You know the record's number or name and want it in one keystroke
The assistant	You know what you are looking for but not which record it is, or the answer needs a calculation

Quick Search is instant and works offline regardless of your Intelligence setting. The assistant takes a moment to think, and in exchange it can answer questions that no filter can express.

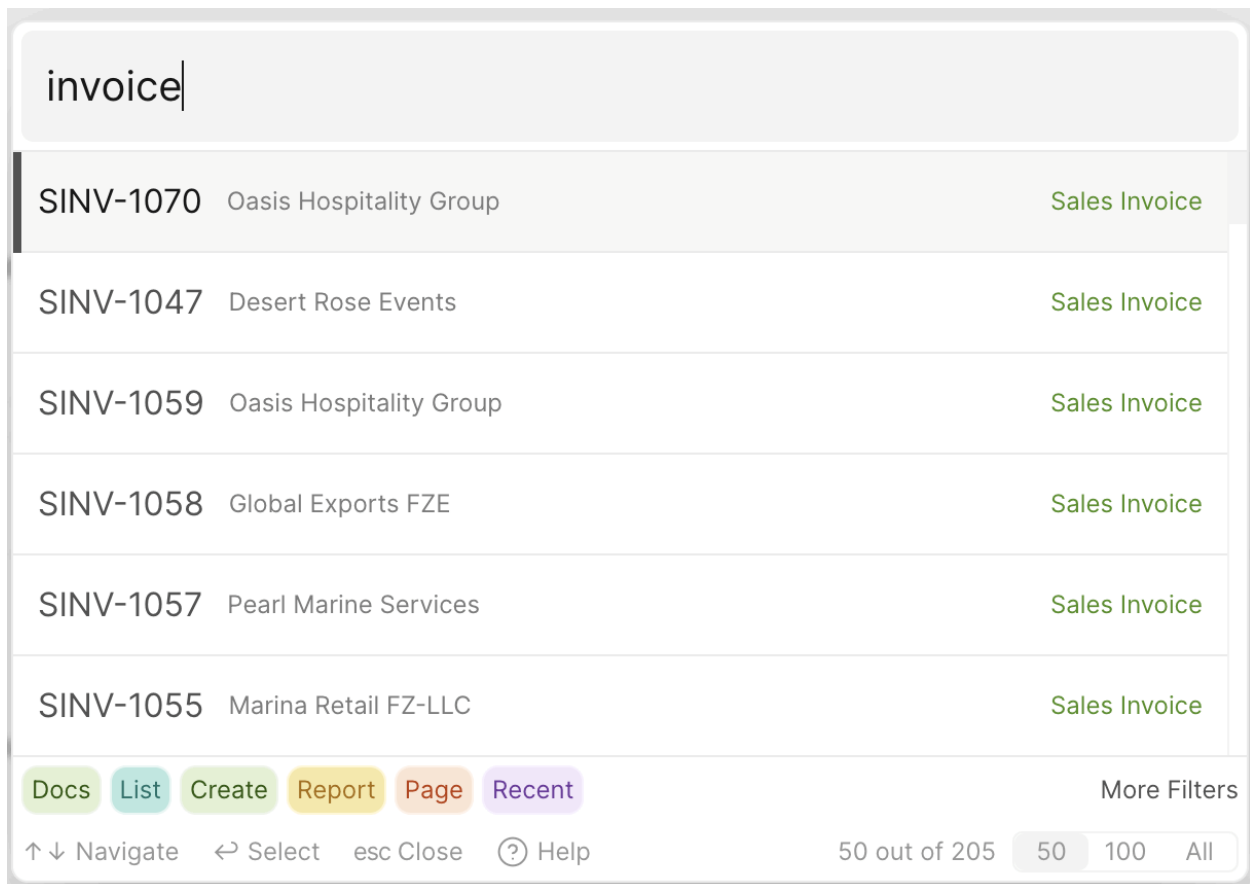


Figure 49.2 Quick Search finds a record by name or number and opens it directly

The assistant and your data

Wherever the assistant takes you, it is reading the same company file you have open. It has no separate copy of your books, it cannot see any other company file, and — whichever Intelligence option you have chosen — your figures are read locally and are not sent anywhere.

NOTE If the assistant cannot find what you asked for, say so in the same conversation and add a detail: a date range, a party name or an amount. It keeps the thread of the conversation and will narrow the search rather than starting again.

PART NINE

Looking after your data

Backups, restoring, and keeping more than one set of books

CHAPTER 50

Backups

Your company file lives on your own computer. That keeps your books private, and it also makes backing them up your responsibility. SAABI takes most of that work off your hands: it copies every company you have opened, on a schedule you set, into a folder of your choosing.

Opening the backup settings

Select **Backups** in the sidebar footer. The same settings are also reachable from the **Welcome to Saabi** screen, so you can check on your backups before opening any company at all.

Backups

Every company on this list is backed up on the schedule you set — shortly after Saabi starts, and while it stays open. Choose how often, how many copies to keep, and where they go.

☒ Back up automatically

Back up every day · keep the last 30 backups

Store them in

iCloud Drive

Synced offsite by your drive app

Google Drive

Synced offsite by your drive app

OneDrive

Synced offsite by your drive app

Documents on this computer

This computer only

Sync to your cloud account

Google Drive

Coming soon

Connect

OneDrive

Coming soon

Connect

Dropbox

Coming soon

Connect

NAS / WebDAV

Backups upload here automatically once you sign in

Connect

1 of 2 companies have no backup yet.

Each backup is a complete company file. To restore — on this or any other computer — install Saabi and open the backup with “Existing Company”.

Back up now

Cancel

Save

Figure 50.1 The Backups settings. One schedule covers every company on the list

The schedule

Back up automatically switches the schedule on. With it on, SAABI copies each company shortly after it starts, and again while it stays open.

Back up every sets the interval. The choices are 6 hours, 12 hours, day, week and month.

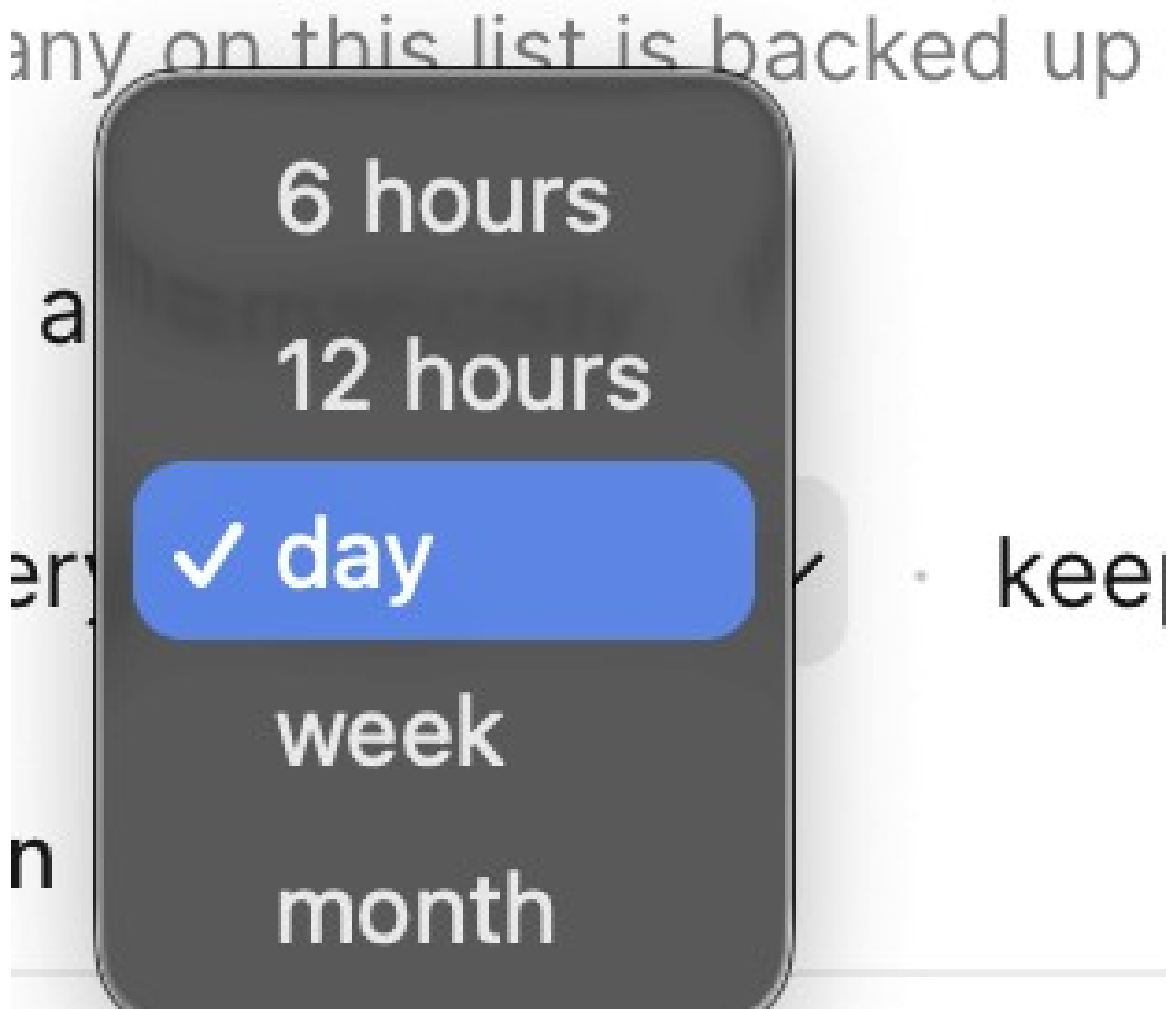


Figure 50.2 The interval choices, from six-hourly to monthly

Keep the last _n_ backups decides how many copies are retained before the oldest is discarded. The default is 30, which with a daily schedule gives you a month of history.

Where the copies go

Under **Store them in**, choose one destination:

- **iCloud Drive, Google Drive or OneDrive** — the copy is written into that service's folder on your computer, and your drive application syncs it offsite. This is the safest of the four, because a copy ends up on a machine that is not yours.

- **Documents on this computer** — the copy stays on this machine only. It protects you against losing the working file, but not against losing the computer.

A tick marks the destination currently in use.

IMPORTANT A backup on the same disk as the original is not a backup against theft, fire or drive failure. If you have a drive service installed, choose it.

Connecting a cloud account

Sync to your cloud account connects SAABI directly to a service rather than going through a folder on disk. **NAS / WebDAV** can be connected now — backups upload there automatically once you sign in. Direct Google Drive, OneDrive and Dropbox connections are marked *Coming soon*.

Backing up now

Back up now takes an immediate copy of every company on the list, whatever the schedule says. Use it before an upgrade, before a large import, or before any change you are not certain about.

The line above the buttons tells you where you stand — how old the oldest copy set is, or how many companies have never been backed up.

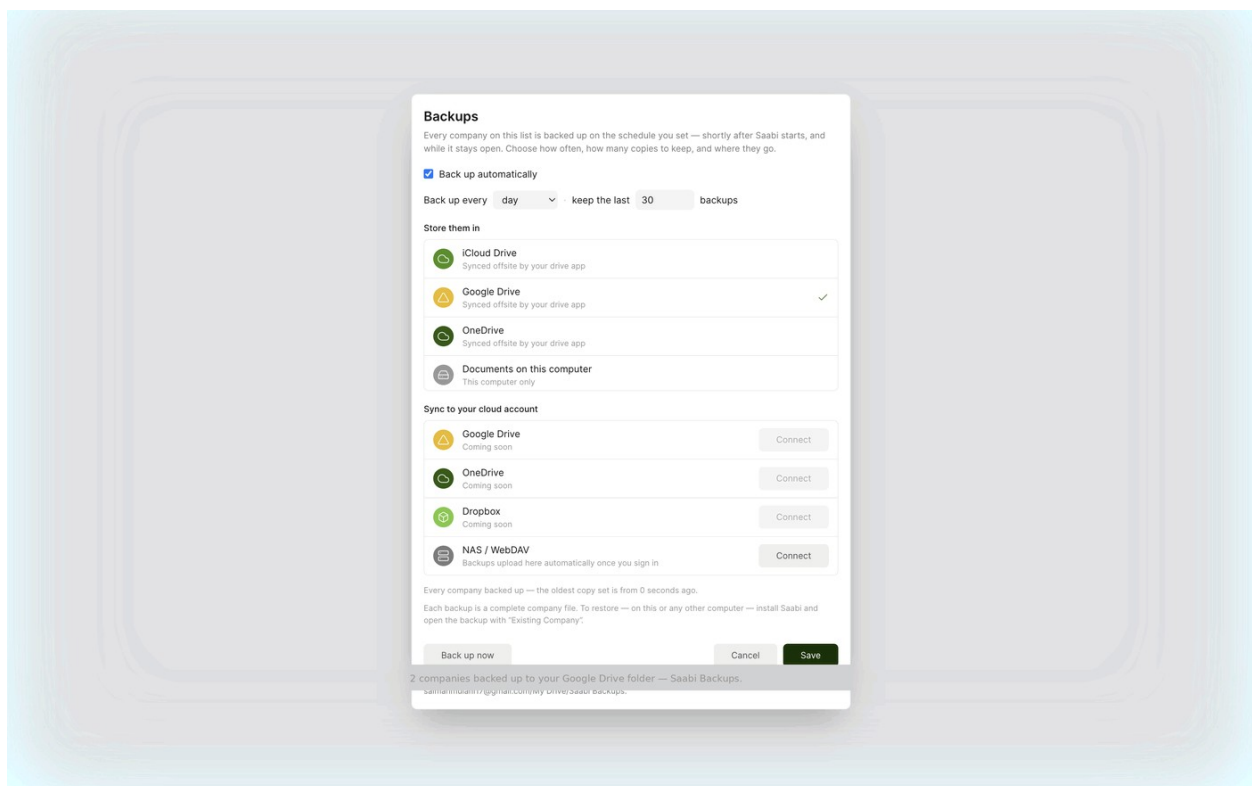


Figure 50.3 After a manual backup. The status line confirms every company is copied and names the destination folder

Select **Save** to keep changes to the schedule, or **Cancel** to leave them as they were.

Restoring

Each backup is a complete company file, not a fragment. To restore one — on this computer or any other:

1. Install SAABI on the computer you want to work on.
2. Open the **Welcome to Saabi** screen.
3. Choose **Existing Company**.
4. Select the backup file.

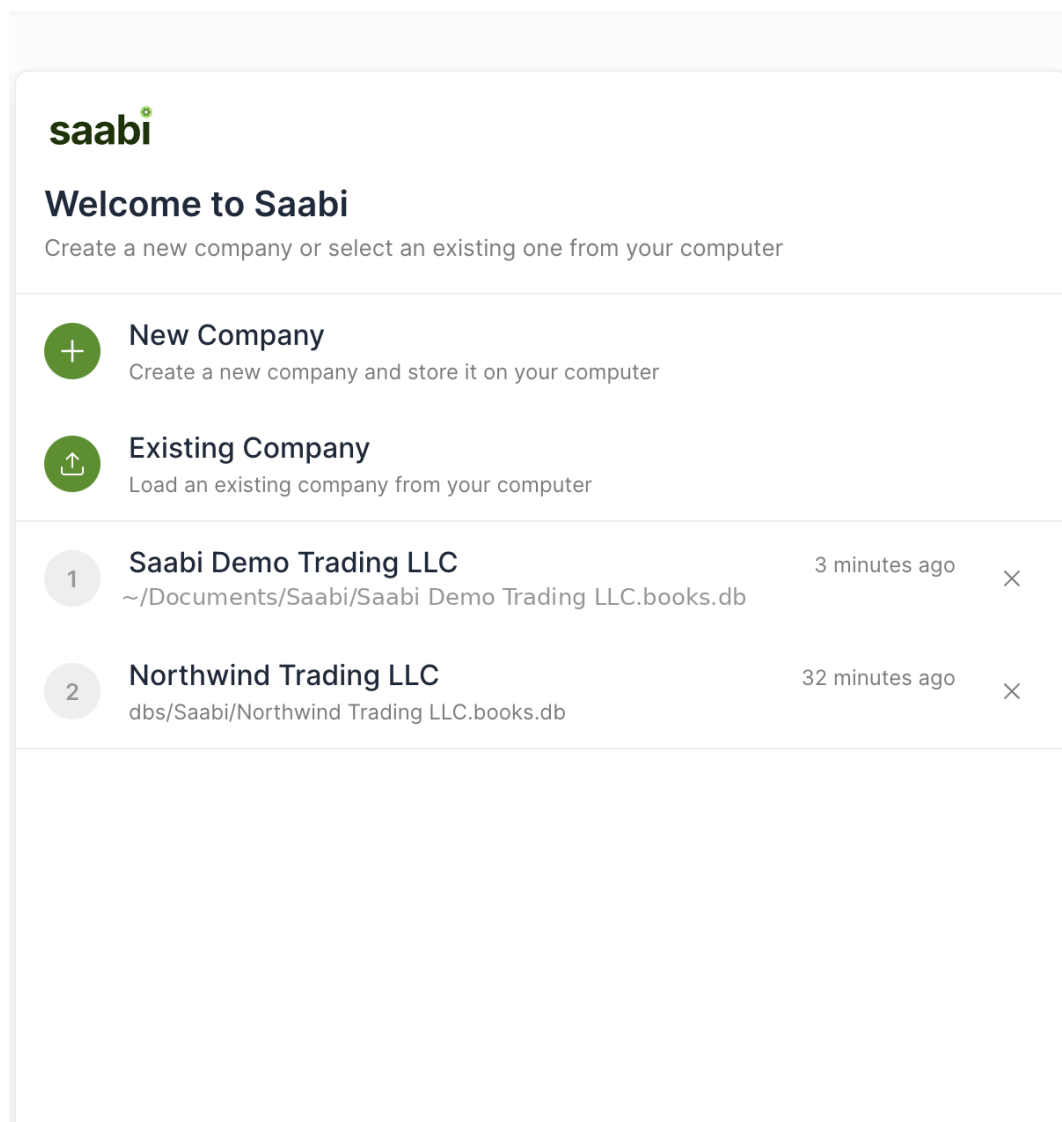


Figure 50.4 Existing Company opens any company file, including a backup copy taken on another machine

That is the whole procedure. There is no import step and no restore wizard, because a backup is simply a copy of the file SAABI already works with.

TIP Test a restore once, soon after you set backups up. Open a recent copy as an existing company, confirm the figures look right, then switch back to your working file. A backup you have never opened is a backup you do not yet know works.

CHAPTER 51

Working with more than one company

SAABI keeps each company in a single database file on your own computer. If you run two businesses, keep separate books for a branch or a holding company, or look after the books of more than one client, you create one company file for each and move between them from inside the app. This chapter explains how those files are organised, how to switch between them, and which settings belong to a company and which belong to the computer.

One company, one file

Every company you create is one `.db` file. The Welcome screen shows the path of each file it knows about, for example `~/Documents/Saabi/Saabi Demo Trading LLC.books.db`.

Everything that company knows lives inside that one file:

- The chart of accounts, tax templates and opening balances.
- Customers, suppliers, items and price lists.
- Every invoice, payment, journal entry and stock entry.
- All of **Settings**, including the number series, terms and print customisations.
- Print templates and any form customisations.

Nothing is shared between files, and SAABI has one company open at a time. Two companies never see each other's accounts, parties or documents, even when both files sit in the same folder.

NOTE Because a company is a single file, you can move or copy it like any other document. Copying the file copies the whole company with it. Use **Backups** in the sidebar footer to keep spare copies.

Switching to another company

Change DB in the sidebar footer closes the company you are in and takes you back to the Welcome screen.

1. Click **Change DB** at the bottom of the sidebar.
2. SAABI closes the current company and shows **Welcome to Saabi**.
3. Choose the company you want, or create a new one.

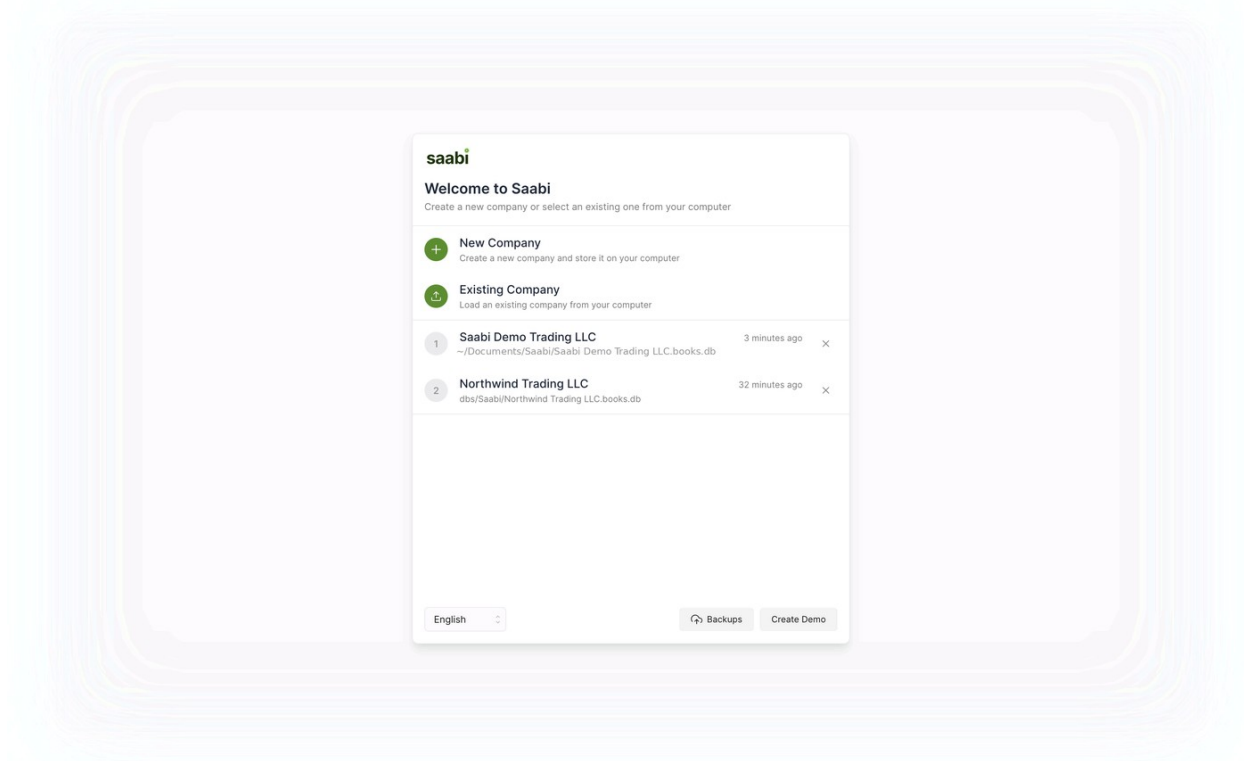


Figure 51.1 The Welcome screen after Change DB: the two actions at the top, then every company SAABI has opened before, most recent first

The Welcome screen holds three things:

- **New Company** — create a new company and store it on your computer.
- **Existing Company** — load a company file that is already on your computer but not in the list, for example one you have copied from another machine.
- The list of companies you have opened before, each with its file path and when it was last opened. Click a row to open that company.

Along the bottom are the language selector, **Backups**, and **Create Demo**, which builds a company file filled with sample data you can practise on.

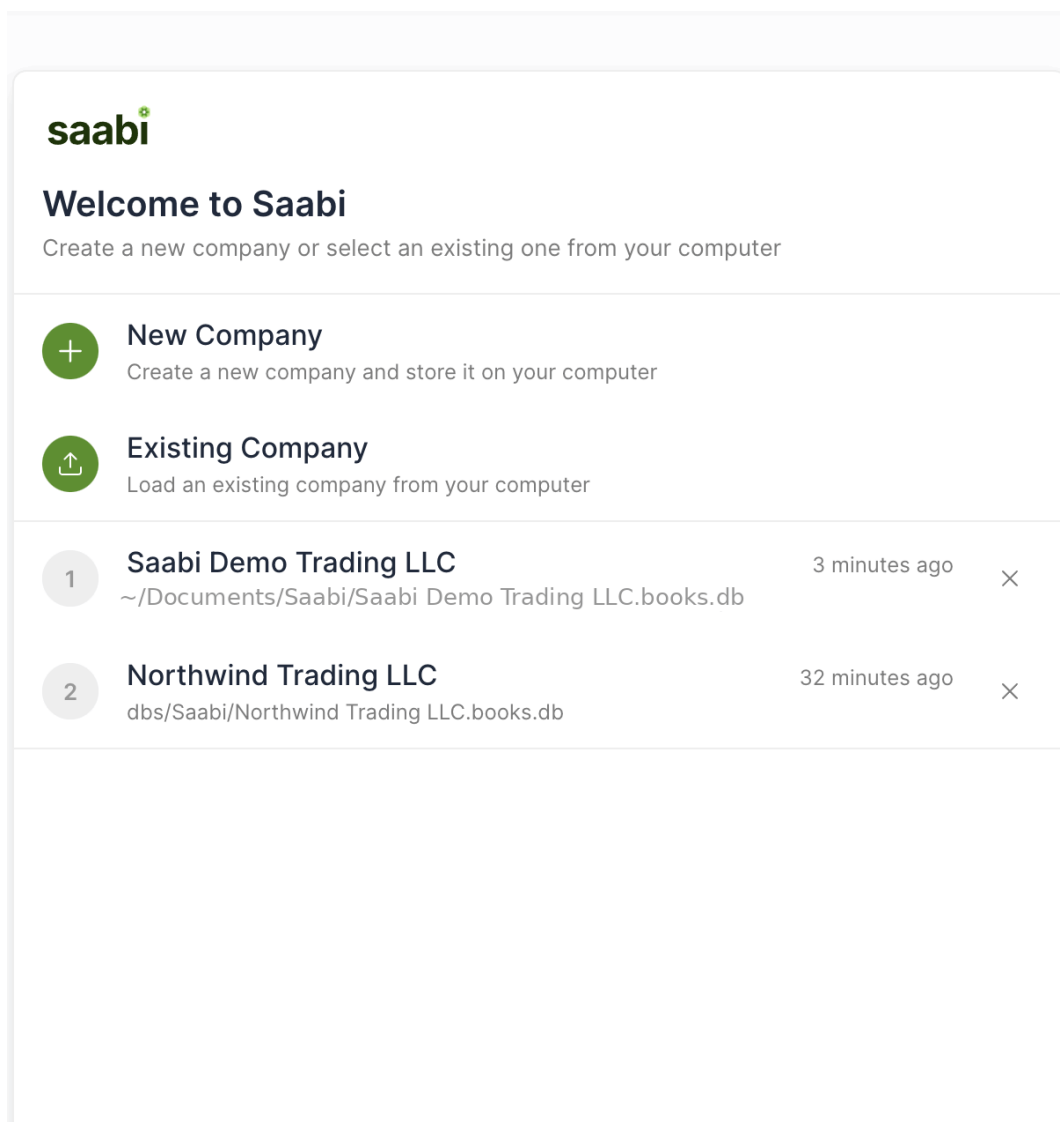


Figure 51.2 Each row in the list shows the company name, the path of its .db file, and when you last opened it; the X on the right removes the row

Creating another company

1. Click **Change DB**, then **New Company**.
2. Work through the setup wizard: your name, the company name, country, currency, bank name and email.
3. Choose where to save the file and confirm.

SAABI creates the file, opens the new company and lands on **Get Started**. The new company begins with a chart of accounts for its country and nothing else — no customers, no items, no history.

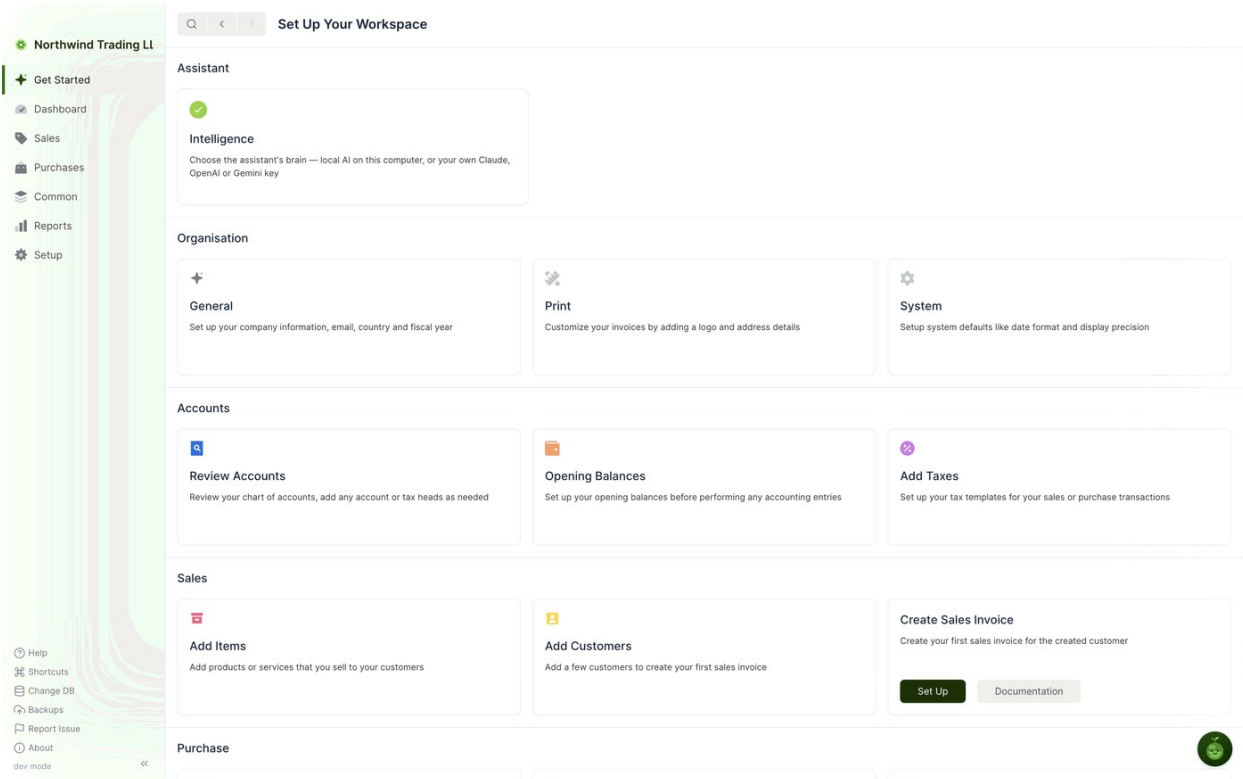


Figure 51.3 A newly created company on the Get Started page: every card is still open except Intelligence, which is already ticked because the assistant is configured for the computer rather than the company

Opening a company that is not in the list

Use **Existing Company** when the file exists but SAABI has not opened it before — a company copied from another computer, restored from a backup, or kept in a shared folder.

1. Click **Change DB**, then **Existing Company**.
2. Select the **.db** file.

SAABI opens it and adds it to the list for next time.

Removing a company from the list

The **×** at the right of a row removes that company from the Welcome screen list.

IMPORTANT **×** removes the entry from the list only. The **.db** file stays where it is and the company's data is untouched. To open the company again, use **Existing Company** and select the file. To delete a company for good, delete its file in your operating system's file manager — and keep a backup first, because there is no way to undo it.

What belongs to the company, and what belongs to the computer

Almost everything in SAABI is stored per company. When you change any of the following, you change it for the company that is open and for no other:

- The identity fields, accounts, feature switches and fiscal year on **Settings > General**.
- Inventory settings, defaults, number series and terms.
- Print settings — logo, colour, font and the invoice display options.
- The chart of accounts, tax templates, print templates and form customisations.

One setting is different. The assistant's **Intelligence** provider — whether the assistant runs on local AI on this computer or on your own Claude, OpenAI or Gemini key — is set once for the computer. Every company you open on that machine uses the same provider, which is why the **Intelligence** card on the Get Started page of a brand-new company is already ticked.

TIP Company files are portable, but the Intelligence setting is not stored in them. If you move a company file to another computer, set the assistant's provider again on that machine.

PART TEN

Configuration

The settings reference, number series, print templates and form customisation

CHAPTER 52

Settings

Settings is where you set up the company itself: who it is, which accounts it posts to, which parts of SAABI are switched on, what a new entry starts with, how invoices print and how numbers and dates are displayed. You visit it once when you set up a company, and then only when something about the business changes. Everything here applies to the company that is open — see the chapter on working with more than one company for what that means when you keep more than one set of books.

Opening Settings

Navigate to **Setup > Settings** in the sidebar, or open the Quick Search, type **Settings** and press Enter. The tabs run along the bottom of the settings card, and the name of the tab you are on appears at the top left.

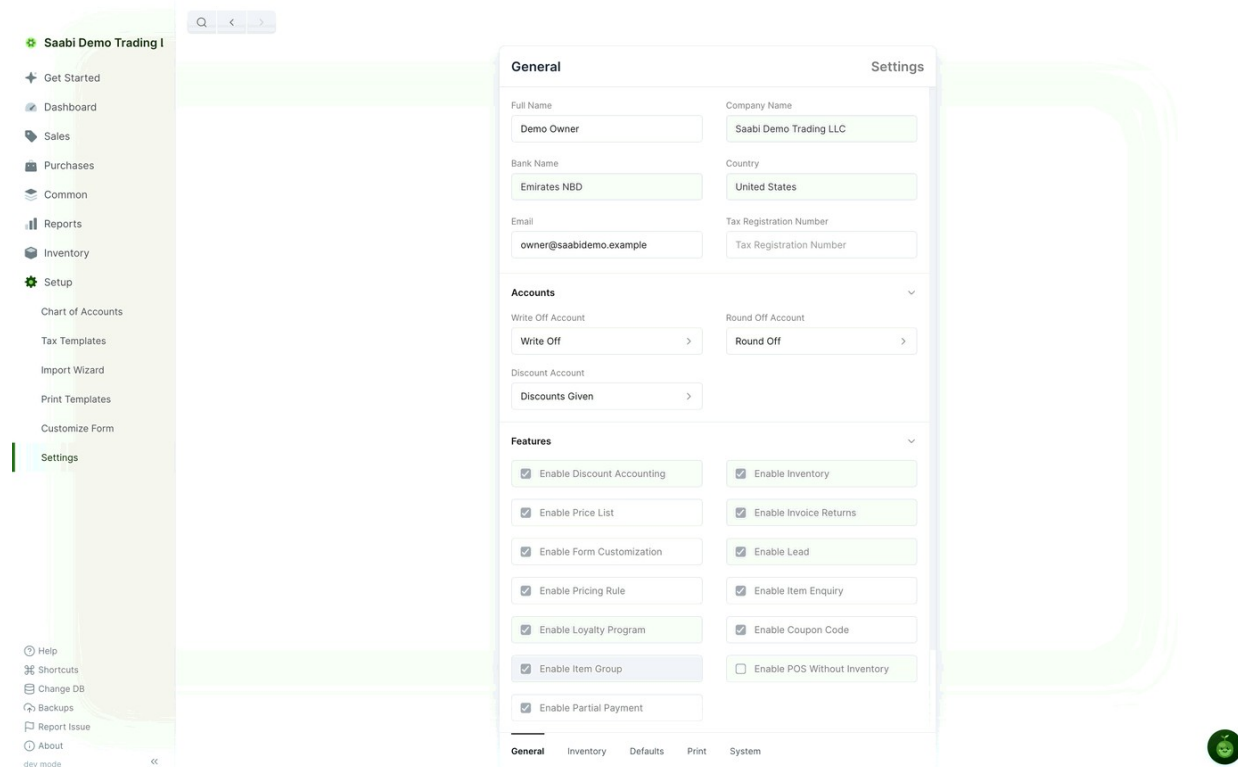


Figure 52.1 Settings opens on the General tab; the tab strip along the bottom of the card is how you move between General, Inventory, Defaults, Print and System

SAABI has five settings tabs:

- **General** — who the company is, which accounts it uses, which features are switched on, and the fiscal year.
- **Inventory** — stock locations, stock accounts and stock features. This tab appears only when **Enable Inventory** is ticked.
- **Defaults** — the values a new entry starts with.

- **Print** — the logo, colours and options used by the invoice print view.
- **System** — date format, number display, theme and the app version.

A sixth tab, **POS Settings**, appears when point of sale is switched on.

Changes are not saved as you type. When you edit a field, a **Save** button appears at the top right of the window; click it to store the change.

General

The six fields at the top identify the company.

- **Full Name** — the name of the person who owns or keeps the books.
- **Company Name** — the business name, used across the app and on printed documents.
- **Bank Name** — the bank the company banks with.
- **Country** — the country the company trades in. It sets the chart of accounts when the company is created and the default locale used to display numbers and currency.
- **Email** — the company's email address.
- **Tax Registration Number** — your registration number, where you have one. Leave it blank if you do not.

NOTE **Full Name**, **Company Name**, **Bank Name** and **Country** are set when you create the company in the setup wizard. Treat them as fixed once you have started posting entries.

Accounts sets three accounts SAABI needs to post to on your behalf:

- **Write Off Account** — the account used when you set a write off amount while making a payment.
- **Round Off Account** — the account used to settle the difference between credit and debit when the general ledger is updated.
- **Discount Account** — the account discounts are posted to when discount accounting is on.

Features is a block of checkboxes. Each one shows or hides a part of SAABI, so a company that does not sell stock, run a loyalty scheme or take card payments is not asked about any of it.

Discount Account

Discounts Given >

Features ▼

☒ Enable Discount Accounting	☒ Enable Inventory
☒ Enable Price List	☒ Enable Invoice Returns
☒ Enable Form Customization	☒ Enable Lead
☒ Enable Pricing Rule	☒ Enable Item Enquiry
☒ Enable Loyalty Program	☒ Enable Coupon Code
☒ Enable Item Group	☐ Enable POS Without Inventory
☒ Enable Partial Payment	

Figure 52.2 The Features block on the General tab; each ticked box adds a section to the sidebar or a field to the forms that use it

- **Enable Discount Accounting** — lets you set discounts on invoices and posts them to the **Discount Account**.
- **Enable Inventory** — turns on stock: the **Inventory** section in the sidebar, the **Inventory** settings tab, and stock tracking on items.
- **Enable Price List** — turns on price lists, and adds the **Price List** field to entries.
- **Enable Invoice Returns** — lets you raise a return against a submitted invoice.
- **Enable Form Customization** — adds **Setup > Customize Form**. See the chapter on customising forms.
- **Enable Lead** — adds **Lead** under **Sales**.
- **Enable Pricing Rule** — adds **Pricing Rule** under **Sales**.
- **Enable Item Enquiry** — turns on item enquiry.
- **Enable Loyalty Program** — adds **Loyalty Program** under **Sales**.
- **Enable Coupon Code** — adds **Coupon Code** under **Sales**.

- **Enable Item Group** — lets you group items.
- **Enable POS Without Inventory** — turns on point of sale for a business that does not track stock.
- **Enable Partial Payment** — lets you record a payment for part of an invoice, so an invoice can sit at **Partly Paid**.

Fiscal Year holds a **Start Date** and an **End Date**. Reports that run by fiscal year use these two dates as the period, so set them to your accounting year rather than the calendar year if the two differ. The demo company runs from Jan 1, 2026 to Dec 31, 2026.

Feature switches and the reload prompt

Feature switches change what the app is made of, so SAABI has to rebuild the interface before you can see the difference. When you change one, SAABI asks:

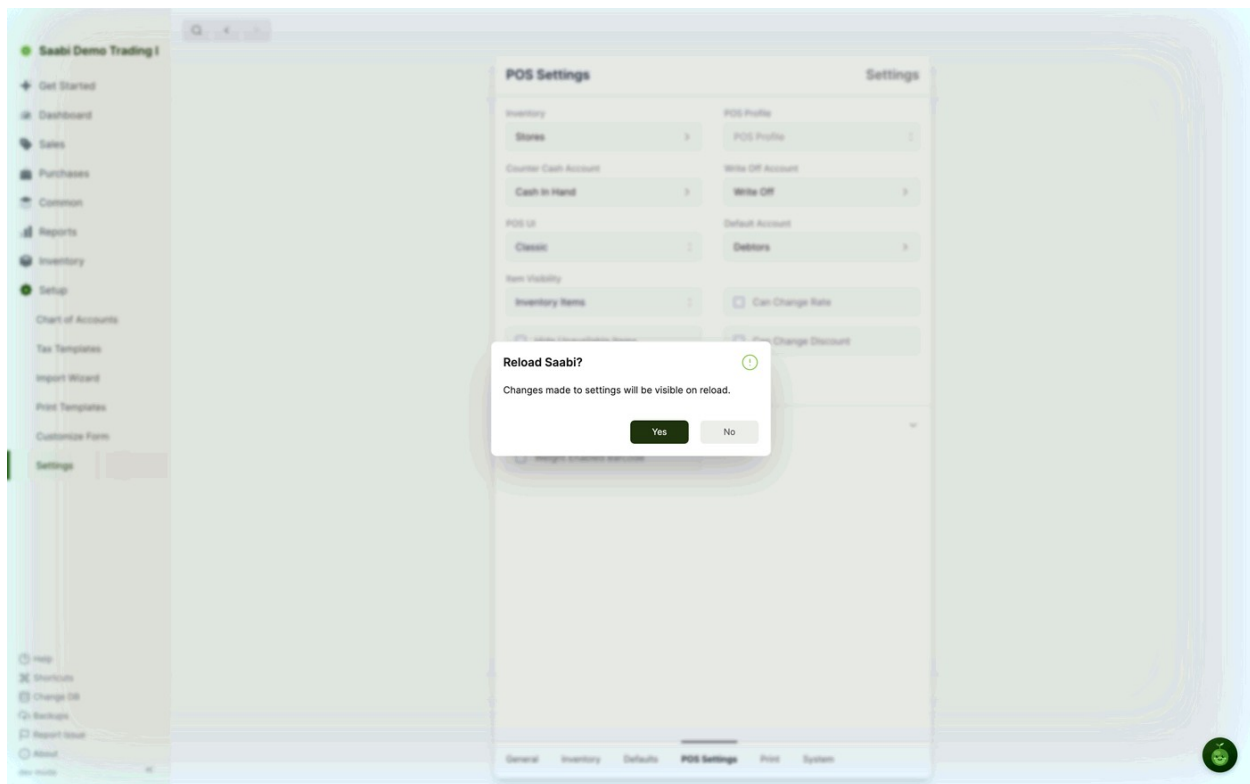


Figure 52.3 Reload Saabi? — the prompt shown after a feature switch is changed; the change is stored either way, but the interface only catches up on reload

NOTE Reload Saabi? Changes made to settings will be visible on reload.

Click **Yes** and SAABI reloads immediately. Click **No** and the change is still saved, but the sidebar, tabs and forms keep their old shape until the next time you reload or restart the app. You can reload at any time with **⌘ R** on macOS or **Ctrl R** on Windows and Linux.

TIP Turning a feature off hides it; it does not delete anything. Entries you already made stay in the file and come back when you switch the feature on again.

Inventory

This tab is visible only when **Enable Inventory** is ticked on the **General** tab.

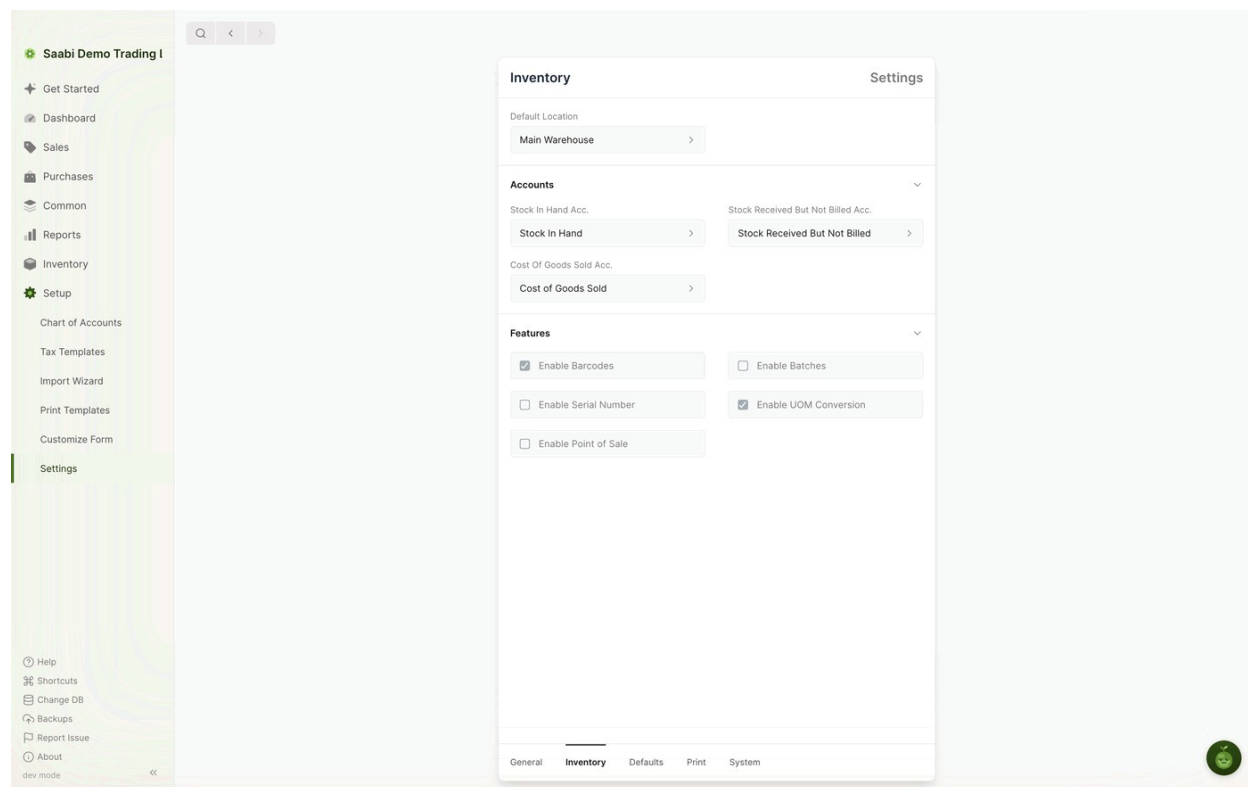


Figure 52.4 The Inventory tab: the default location at the top, the three stock accounts in the middle, and the stock feature switches below

- **Default Location** — the location used whenever an inventory transaction line is created. Set it to the place most of your stock moves through.

Accounts sets the three accounts stock movements post to:

- **Stock In Hand Acc.** — debited whenever stock is received.
- **Stock Received But Not Billed Acc.** — debited when you make a purchase invoice for a tracked item, and credited when the purchase receipt is made.
- **Cost Of Goods Sold Acc.** — debited whenever a shipment is made.

Features switches on the parts of stock handling you need:

- **Enable Barcodes** — lets you set a barcode on an item, and adds a barcode input to the forms where items are entered.

- **Enable Batches** — lets items be tracked in batches, and adds the **Has Batch** option to items.
- **Enable Serial Number** — lets items be tracked by serial number, and adds the **Has Serial Number** option to items.
- **Enable UOM Conversion** — lets an item carry more than one unit of measure, so you can enter a quantity in a transfer unit and have SAABI convert it to the stock unit.
- **Enable Point of Sale** — turns on the point of sale screen and adds the **POS Settings** tab.

Defaults

The **Defaults** tab sets the values a new entry starts with. Every one of them can still be changed on the entry itself; they exist so that most entries need no changing at all.

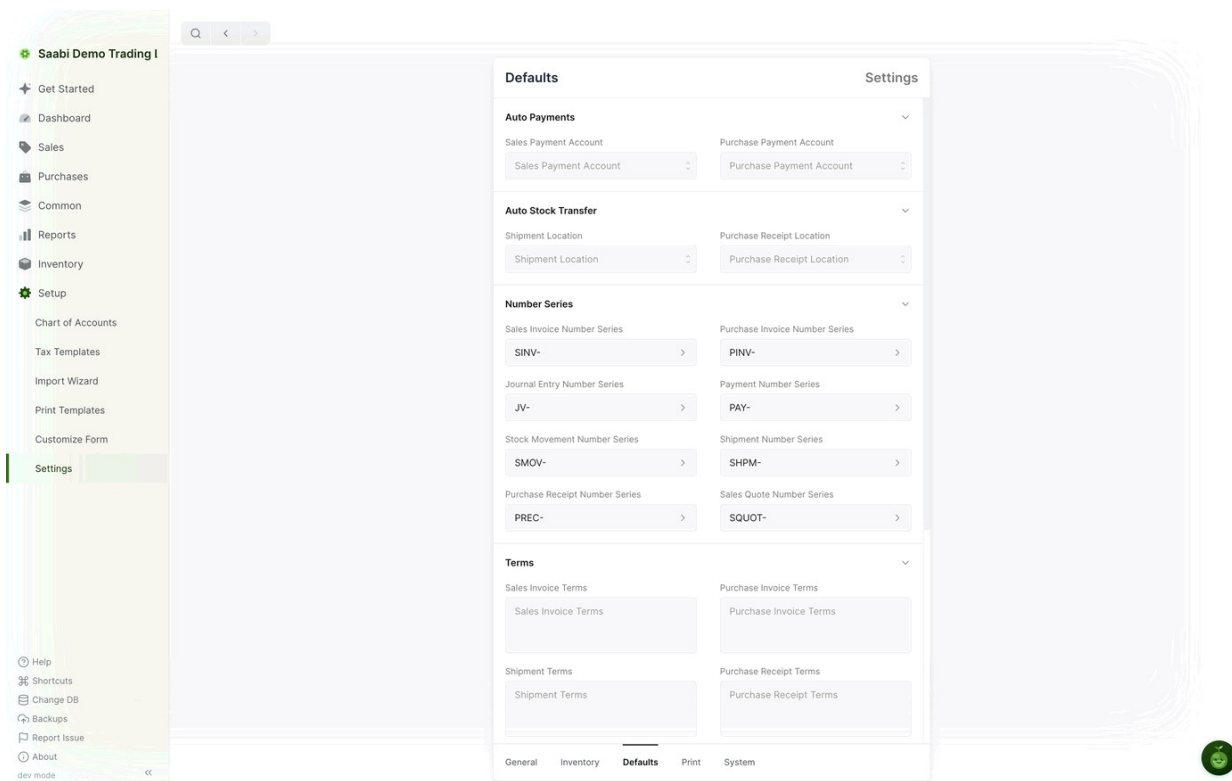


Figure 52.5 The Defaults tab, with Auto Payments and Auto Stock Transfer at the top, the eight number series in the middle, and the terms blocks below

Auto Payments — the accounts used when SAABI creates a payment for you:

- **Sales Payment Account** — the account money received from customers is paid into.
- **Purchase Payment Account** — the account money paid to suppliers comes out of.

Auto Stock Transfer — the locations used when SAABI creates a stock entry for you:

- **Shipment Location** — the location goods are shipped from.
- **Purchase Receipt Location** — the location goods are received into.

IMPORTANT An item on an invoice is included in an automatic stock transfer only when all three of these hold: the item does not use batches, the item does not use serial numbers, and there is enough of it at the location set here. Items that fail any of these have to be shipped or received by hand.

Number Series holds the naming scheme for each type of entry: **Sales Invoice Number Series**, **Purchase Invoice Number Series**, **Journal Entry Number Series**, **Payment Number Series**, **Stock Movement Number Series**, **Shipment Number Series**, **Purchase Receipt Number Series** and **Sales Quote Number Series**. See the chapter on number series for the default prefixes and how a series behaves once it has been used.

Terms holds the standard wording added to the entries that carry terms: **Sales Invoice Terms**, **Purchase Invoice Terms**, **Shipment Terms** and **Purchase Receipt Terms**. Type your payment terms, delivery conditions or notes here once and every new entry of that type starts with them.

POS Settings

This tab appears when point of sale is switched on, either with **Enable Point of Sale** on the **Inventory** tab or **Enable POS Without Inventory** on the **General** tab.

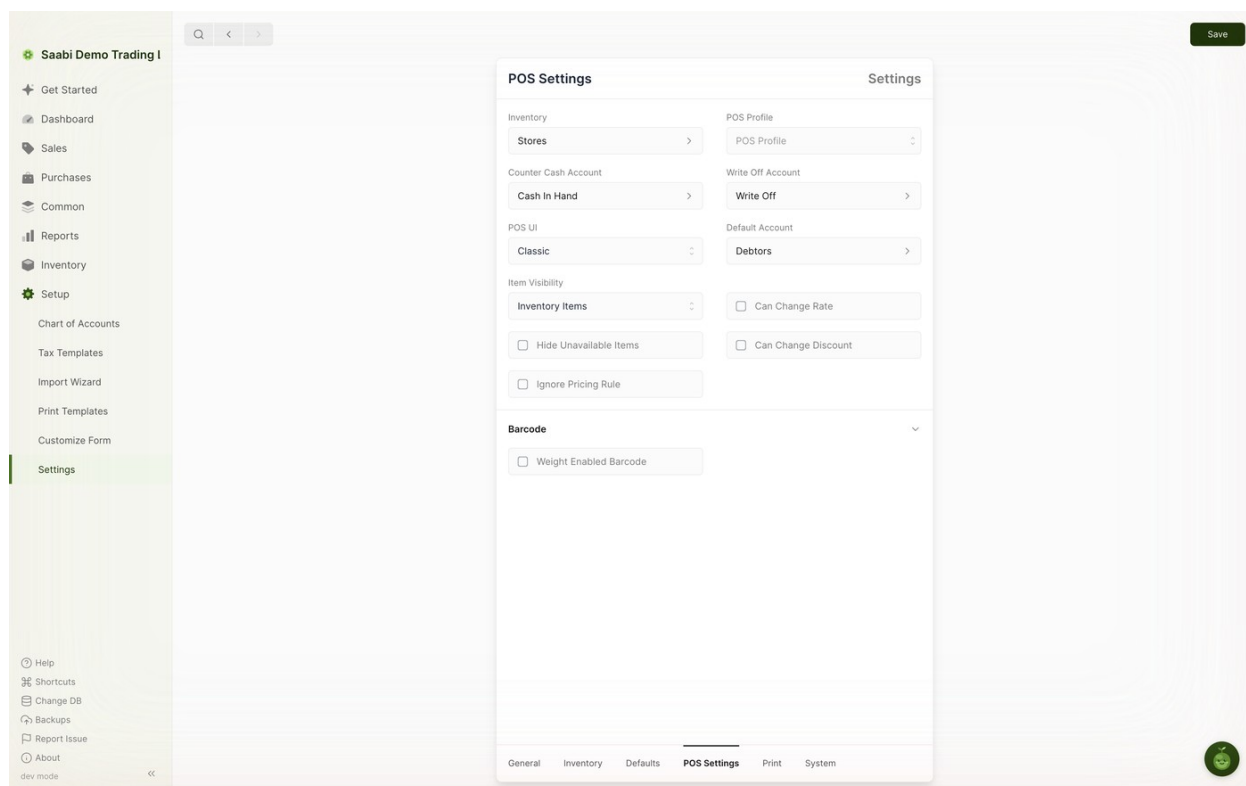


Figure 52.6 The POS Settings tab, which appears as a sixth tab once point of sale is enabled

- **Inventory** — the location the counter sells from.
- **POS Profile** — the profile applied at the counter.
- **Counter Cash Account** — the account cash taken at the counter is posted to.

- **Write Off Account** — the account used for the small differences written off at the counter.
- **POS UI** — the layout of the point of sale screen.
- **Default Account** — the account used for the customer side of a counter sale.
- **Item Visibility** — which items the counter shows.
- **Hide Unavailable Items** — hides items with no stock available.
- **Ignore Pricing Rule** — sells at the item's own rate and ignores pricing rules.
- **Can Change Rate** — lets the operator change an item's rate at the counter.
- **Can Change Discount** — lets the operator change the discount at the counter.
- **Weight Enabled Barcode** — under **Barcode**, for scales that print a barcode carrying the weight of the item.

Print

The **Print** tab controls what the invoice print view shows. The logo box at the top left uploads your company logo, and **Company Name** sets the name printed on the document.

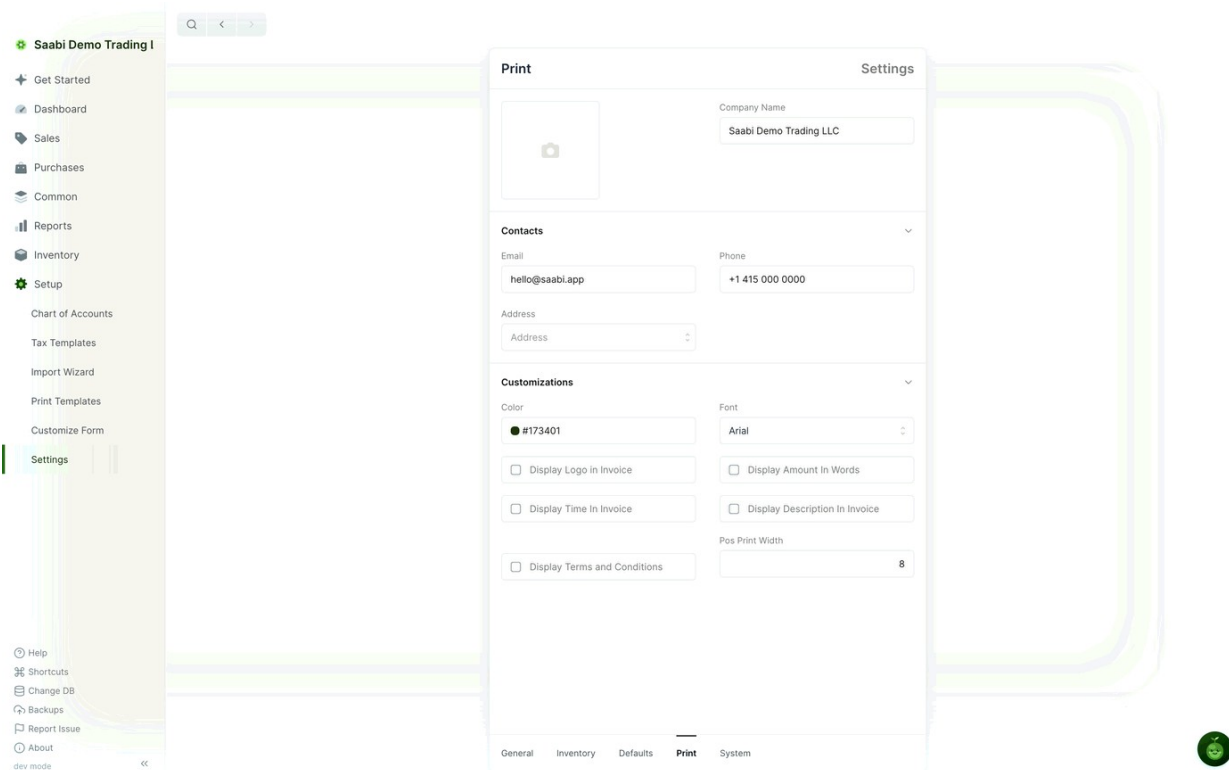


Figure 52.7 The **Print** tab: the logo box and company name at the top, the contact block in the middle, and the display options under **Customizations**

Contacts — the details printed in the *from* block of a document:

- **Email**
- **Phone**

- **Address**

Customizations — how the printed document looks and what it shows:

- **Color** — the accent colour used for header bands and totals. The Saabi templates use forest green, #173401.
- **Font** — the typeface used on printed documents, for example **Arial**.
- **Display Logo in Invoice** — prints the logo you uploaded.
- **Display Amount In Words** — prints the grand total written out in words.
- **Display Time In Invoice** — prints the time alongside the date.
- **Display Description In Invoice** — prints each item's description under its name.
- **Display Terms and Conditions** — prints the terms set on the **Defaults** tab.
- **Pos Print Width** — the paper width, in centimetres, used for counter receipts.

Customizations ▼

Color	Font
☒ #173401	Arial
☐ Display Logo in Invoice	☐ Display Amount In Words
☐ Display Time In Invoice	☐ Display Description In Invoice
☐ Display Terms and Conditions	Pos Print Width
	8

Figure 52.8 The Customizations block on the Print tab, with the Saabi forest green #173401 set as the accent colour

TIP These settings can also be reached from the print view of an entry, so you can change a colour or switch on the logo while you are looking at the document it affects. See the chapter on print templates.

System

The **System** tab sets how SAABI displays things, rather than what it records.

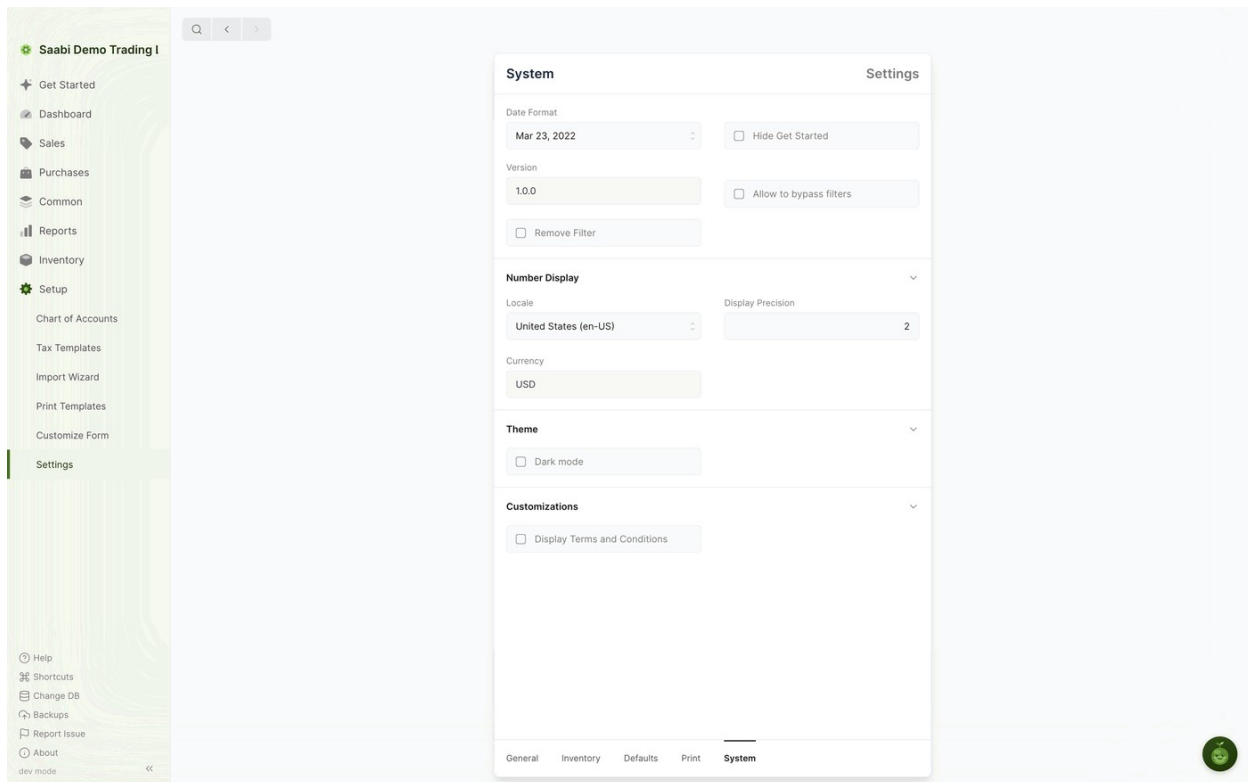
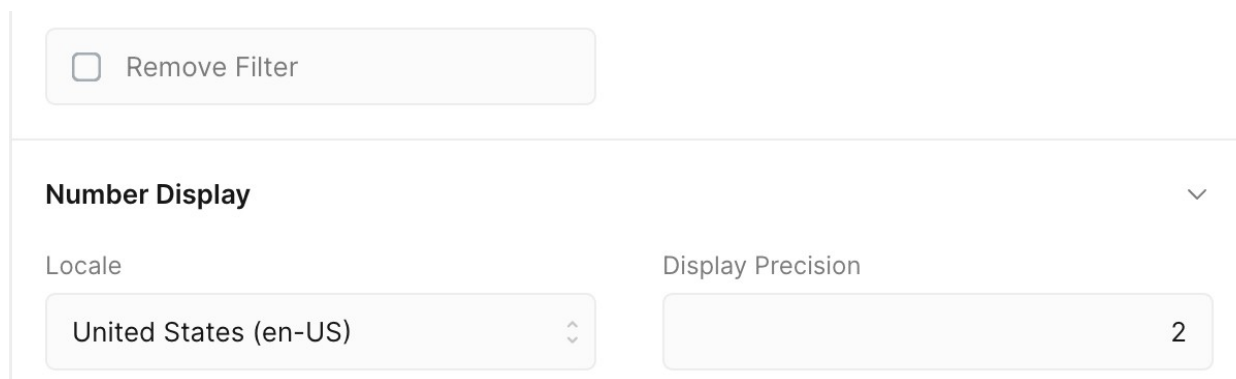


Figure 52.9 The System tab, holding the date format, the read-only version, number display, theme and one print customisation

- **Date Format** — how dates are shown across the app. The demo uses **Mar 23, 2022**.
- **Version** — the version of SAABI you are running. This field is read only; the demo runs **1.0.0**.
- **Hide Get Started** — hides **Get Started** from the sidebar. SAABI also hides it on its own once you have worked through the cards.
- **Allow to bypass filters** and **Remove Filter** — change how the filters on list views behave.

Number Display decides how amounts are written:

- **Locale** — the number format, for example **United States (en-US)**. It follows the country you set when you created the company unless you change it here.
- **Display Precision** — how many digits are shown after the decimal point. **2** for most currencies.
- **Currency** — the currency used for all transactions. The examples in this manual use USD (\$).



☐ Remove Filter

Number Display ▾

Locale Display Precision

United States (en-US) ▾ 2

Figure 52.10 *Number Display sets the locale, the number of decimal places and the currency used everywhere in the company*

Theme holds a single switch, **Dark mode**, which turns the interface dark.

Customizations holds **Display Terms and Conditions**, which shows the terms on screen as well as in print.

NOTE **Currency** and **Display Precision** change how every amount in the company is shown, including amounts on entries you posted earlier. Set them before you start recording transactions.

CHAPTER 53

Number series

Every transactional entry in SAABI is named from a number series: a prefix followed by a number that counts up, such as **SINV - 1067**. The series is what lets you quote an invoice on a payment, find it in a list and refer to it in a conversation with a customer. SAABI ships with one series for each type of entry, and you can add your own when you need to keep entries apart — one series per branch, per year, or per line of business.

Where number series are set

Navigate to **Setup > Settings** and open the **Defaults** tab. The **Number Series** block holds one field for each type of entry.

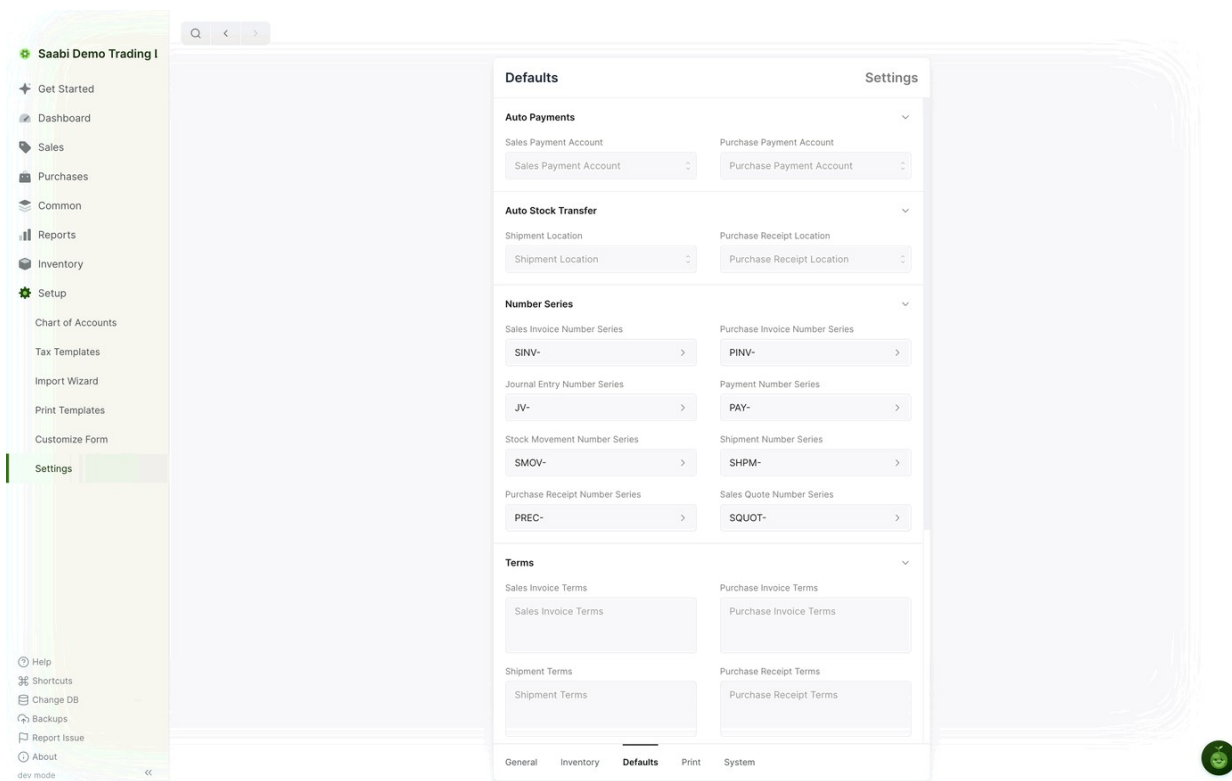


Figure 53.1 The Defaults tab; the Number Series block in the middle sets which series each type of new entry is named from

Whatever is set here is filled into the **Number Series** field when you create a new entry of that type. You can still choose a different series on the entry itself, up until you save it.

The default series

A new company comes with one series for each type of transactional entry:

Entry type	Field on the Defaults tab	Default prefix
Sales Invoice	Sales Invoice Number Series	SINV -

Entry type	Field on the Defaults tab	Default prefix
Purchase Invoice	Purchase Invoice Number Series	PINV-
Journal Entry	Journal Entry Number Series	JV-
Payment	Payment Number Series	PAY-
Stock Movement	Stock Movement Number Series	SMOV-
Shipment	Shipment Number Series	SHPM-
Purchase Receipt	Purchase Receipt Number Series	PREC-
Sales Quote	Sales Quote Number Series	SQUOT-

Figure 53.2 The eight number series fields, each showing the prefix a new company starts with

These prefixes are enough for most businesses. Change them only if you have a naming scheme you have to keep to — a numbering pattern carried over from older books, or one your accountant asks for.

Creating a new series

You create a series from the entry that will use it, not from a list of its own.

1. Open a new entry of the type you want a series for, for example **Sales > Sales Invoices** and then **+**.
2. Click the **Number Series** field and type the prefix you want, such as **BRANCH-SINV-**.
3. Choose **Create BRANCH-SINV-** from the list that appears under the field.
4. The quick edit panel for the new series opens. Set its fields, then click **Save**.

The new series is now available on every entry of that type, and you can make it the standard one by selecting it on the **Defaults** tab.

The fields of a series

- **Prefix** — the text at the front of every name, for example **SINV-**.
- **Reference Type** — the type of entry the series belongs to. A sales invoice series cannot be used on a payment.
- **Start** — the number given to the first entry named from the series.
- **Pad Zeros** — how many digits the number part is padded to.

With a prefix of **SALES - PAY -**, a **Start** of **0** and **Pad Zeros** of **3**, entries are named **SALES - PAY - 000**, **SALES - PAY - 001**, **SALES - PAY - 002**, and so on.

How a series behaves once it is used

IMPORTANT The number series of an entry cannot be changed once you click **Save**. The name is how payments, returns and reports refer to that entry, so SAABI fixes it at the moment the entry is stored. If you picked the wrong series, cancel the entry and make a new one on the right series.

A few other things to expect:

- The counter only moves forward. Each new entry takes the next number in its series.
- A cancelled entry keeps the name it was given. The number is not handed to the next entry, so gaps in a series are normal and are not a sign that anything is wrong.
- Series are per company. Two companies can both use **SINV-** without their invoices colliding, because each company counts inside its own file.

TIP If you want a new series each year, create it before you raise the first entry of the year — for example **SINV-2026-** — and set it on the **Defaults** tab at the same time. Entries already named from the old series keep their names.

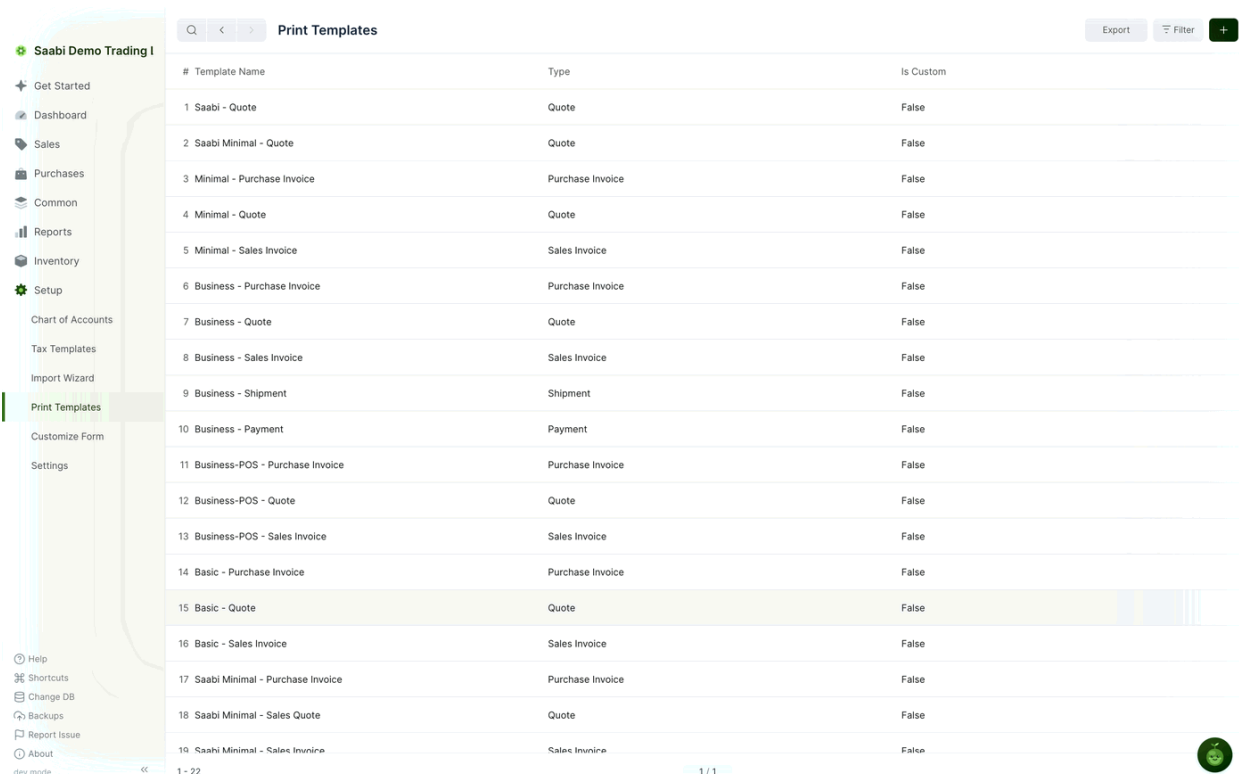
CHAPTER 54

Print templates

A print template decides what a printed or saved document looks like: which details appear, in what order, and in what style. SAABI comes with a set of templates for invoices, quotes, shipments and payments, so you can print a document that carries your logo and colours without designing anything. This chapter covers the template list, choosing a template when you print, the print settings that apply to all of them, and how to build a template of your own.

The Print Templates list

Navigate to **Setup > Print Templates**, or open the Quick Search, type **Print Template** and press Enter.



#	Template Name	Type	Is Custom
1	Saabi - Quote	Quote	False
2	Saabi Minimal - Quote	Quote	False
3	Minimal - Purchase Invoice	Purchase Invoice	False
4	Minimal - Quote	Quote	False
5	Minimal - Sales Invoice	Sales Invoice	False
6	Business - Purchase Invoice	Purchase Invoice	False
7	Business - Quote	Quote	False
8	Business - Sales Invoice	Sales Invoice	False
9	Business - Shipment	Shipment	False
10	Business - Payment	Payment	False
11	Business-POS - Purchase Invoice	Purchase Invoice	False
12	Business-POS - Quote	Quote	False
13	Business-POS - Sales Invoice	Sales Invoice	False
14	Basic - Purchase Invoice	Purchase Invoice	False
15	Basic - Quote	Quote	False
16	Basic - Sales Invoice	Sales Invoice	False
17	Saabi Minimal - Purchase Invoice	Purchase Invoice	False
18	Saabi Minimal - Sales Quote	Quote	False
19	Saabi Minimal - Sales Invoice	Sales Invoice	False

Figure 54.1 The Print Templates list; *Is Custom* is *False* for every template that ships with SAABI

The list has three columns:

- **Template Name** — the name you pick from when you print.
- **Type** — the kind of entry the template is for: Sales Invoice, Purchase Invoice, Quote, Shipment or Payment. A template is only offered on entries of its own type.
- **Is Custom** — *False* for the templates that ship with SAABI, *True* for one you made yourself.

A new company comes with 22 templates, arranged in families that each cover several entry types:

- **Saabi** — the standard SAABI design: a forest-green header band carrying the Saabi mark, your company name and phone number, then the billing blocks, the item table and the totals.
- **Saabi Minimal** — the same design with the header band stripped back.
- **Business** — a fuller business layout.
- **Business-POS** — the business layout sized for counter receipts.
- **Minimal** and **Basic** — plain layouts with little styling, useful when the document is going to be filed or scanned rather than sent.

NOTE The built-in templates cannot be edited. To base your own design on one, open it, duplicate it, and edit the duplicate.

Printing an entry

1. Open the entry you want to print.
2. Click the print icon in the toolbar, or press ⌘ P (Ctrl P on Windows and Linux).
3. Pick a template from the selector at the top left of the print view.
4. Click **Save as PDF** to write a PDF file, or **Print** to send it to a printer.



Figure 54.2 The print view toolbar: the template selector, the ... menu, Save as PDF and Print

The selector lists every template whose **Type** matches the entry you are printing. The preview below redraws as soon as you choose one, so you can compare designs before you commit. The ... menu holds the print settings and the print size.


Saabi Demo Trading LLC
+1 415 000 0000

SALES INVOICE
SINV-1070
Aug 22, 2026

BILLED TO
Oasis Hospitality Group

FROM
Saabi Demo Trading LLC
hello@saabi.app

ITEM	QTY	RATE	AMOUNT
Consulting Services	2.00	\$ 1,500.00	\$ 3,000.00
Subtotal			\$ 3,000.00
Duties and Taxes			\$ 255.00
Grand Total			\$ 3,255.00
Outstanding			\$ 0.00

Figure 54.3 A sales invoice rendered with the Saabi template: the green header band carries the company name and phone, and the grand total sits in a matching band above the outstanding amount

Print settings

Some of what appears on a document does not come from the template at all — it comes from the **Print** tab of Settings, and applies to every template you print with. Navigate to **Setup > Settings** and open the **Print** tab.

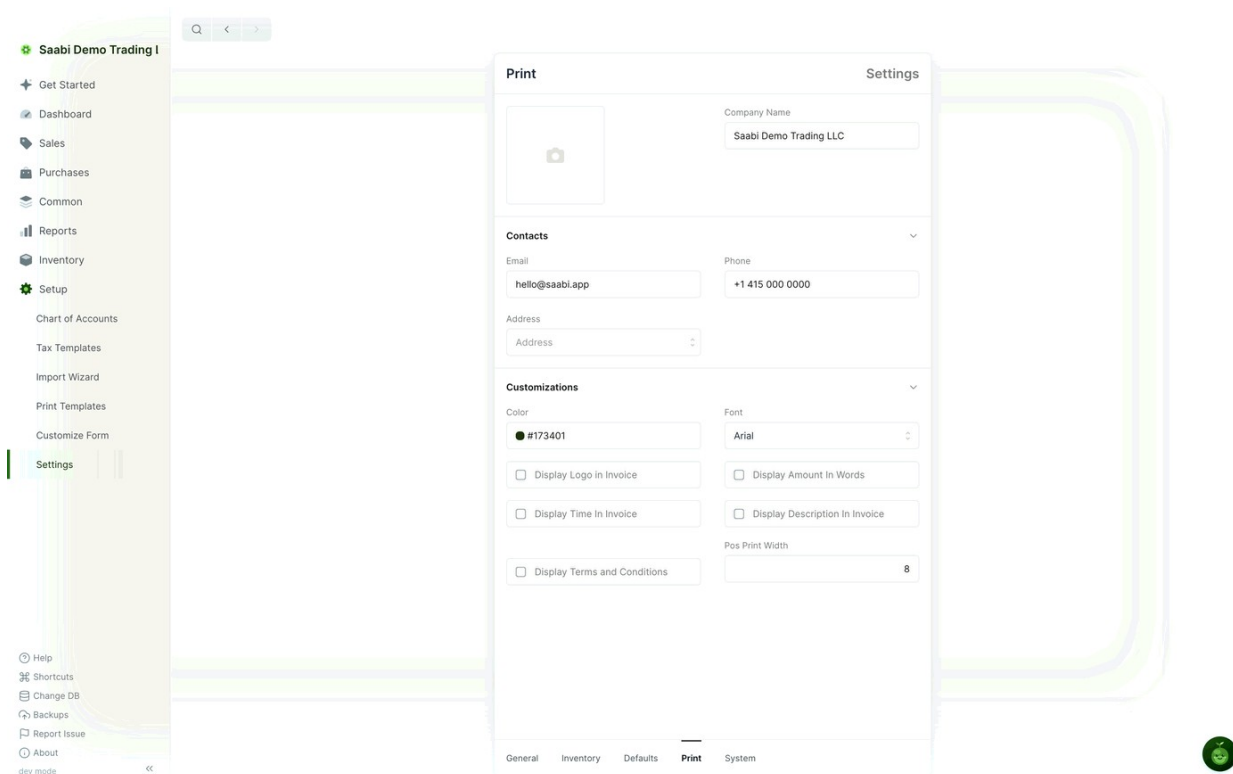


Figure 54.4 The Print tab; the logo, company name and contact details at the top feed the header and the from block of every template

The logo box at the top left uploads your company logo, **Company Name** sets the name printed on the document, and **Contacts** sets the **Email**, **Phone** and **Address** printed in the *from* block.

The **Customizations** block holds the display options:

- **Color** — the accent colour used for header bands and totals. The Saabi templates use forest green, **#173401**.
- **Font** — the typeface used on printed documents, for example **Arial**.
- **Display Logo in Invoice** — prints the logo you uploaded.
- **Display Amount In Words** — prints the grand total written out in words.
- **Display Time In Invoice** — prints the time alongside the date.
- **Display Description In Invoice** — prints each item's description under its name.
- **Display Terms and Conditions** — prints the terms set on the **Defaults** tab of Settings.
- **Pos Print Width** — the paper width, in centimetres, used for counter receipts.

Customizations ▼

Color: ● #173401

Font: Arial ⌵

☐ Display Logo in Invoice

☐ Display Amount In Words

☐ Display Time In Invoice

☐ Display Description In Invoice

☐ Display Terms and Conditions

Pos Print Width: 8

Figure 54.5 The Customizations block; the colour set here is the accent colour every Saabi template draws with

TIP You can reach these same settings from the ⋮ menu in the print view, which lets you change a colour or switch on the logo while looking at the document it affects.

Building your own template

Click **+** on the Print Templates list to open the template builder, or open a built-in template and duplicate it. Working from a duplicate is the easier path: you can change one thing at a time and watch what happens in the preview.

1. Click the edit button next to **Save as PDF** to turn on edit mode.
2. Set the **Template Type** — the kind of entry the template is for. Sales Invoice is selected by default.
3. Choose the entry shown in the preview. SAABI starts with the most recent entry of that type.
4. Edit the template in the left-hand pane.
5. Apply your changes by clicking outside the editor, or by pressing **^ Return** on macOS or **Ctrl Enter** on Windows and Linux.
6. Click **Save** when the preview looks right.

The **Set Print Size** option in the ⋮ menu changes the page size the template is drawn at, which matters for receipts and for anything that is not a standard sheet of paper.

Displaying values

A template is HTML with values dropped into it. You name a value inside double curly braces, and SAABI replaces it with the value from the entry being printed:

```
<h1>{{ doc.name }}</h1>
```

Here `doc.name` is the invoice number, printed inside an `h1` element. There are two sets of keys:

- `doc` — values from the entry itself, such as the invoice number, the party, the date and the item rows. Which keys exist depends on the entry type.
- `print` — values from the print settings above, such as the logo, the email address and the colour.

The editor autocompletes keys as you type, and the **Key Hints** section below the editor lists every key available for the entry type you have chosen.

Styling

Style the template with inline CSS styles, or with utility classes on the elements. You can drag the border of the editor pane to give yourself more room while you work.

IMPORTANT Save your template before leaving the builder. The preview redraws from unsaved changes, but only what you have saved is used when you print.

CHAPTER 55

Customising forms

SAABI's forms carry every field the app can use, which is more than most businesses need. **Customize Form** lets you tailor a form to the way you work: hide the fields you never fill in, and make the ones that matter mandatory so an entry cannot be saved without them. Use it once your bookkeeping has settled into a routine and you know which fields you use — a shorter form is quicker to fill in and harder to get wrong.

Enabling Form Customization

Form customisation is off until you switch it on.

1. Navigate to **Setup > Settings** and stay on the **General** tab.
2. Scroll to **Features** and tick **Enable Form Customization**.
3. Click **Save**.
4. SAABI asks **Reload Saabi?**. Click **Yes**.

Discount Account

Discounts Given >

Features ▼

- ☒ Enable Discount Accounting
- ☒ Enable Inventory
- ☒ Enable Price List
- ☒ Enable Invoice Returns
- ☒ Enable Form Customization
- ☒ Enable Lead
- ☒ Enable Pricing Rule
- ☒ Enable Item Enquiry
- ☒ Enable Loyalty Program
- ☒ Enable Coupon Code
- ☒ Enable Item Group
- ☐ Enable POS Without Inventory
- ☒ Enable Partial Payment

Figure 55.1 Enable Form Customization in the Features block of the General tab; the option appears in the sidebar after SAABI reloads

After the reload, **Customize Form** appears under **Setup** in the sidebar. If you skipped the reload prompt, reload the app with **⌘ R** on macOS or **Ctrl R** on Windows and Linux.

NOTE Turning **Enable Form Customization** off again hides **Customize Form** from the sidebar and the Quick Search. It does not undo the customisations you have already made — those stay in force until you delete the records that hold them.

Creating a Customize Form record

Each form type is customised through one record of its own.

1. Navigate to **Setup > Customize Form**.
2. The list is empty in a new company. Click **Make Entry**, or **+** at the top right.
3. Choose the **Form Type** you want to customise — Sales Invoice, Item, Party, and so on.

4. Make your changes, then click **Save**.

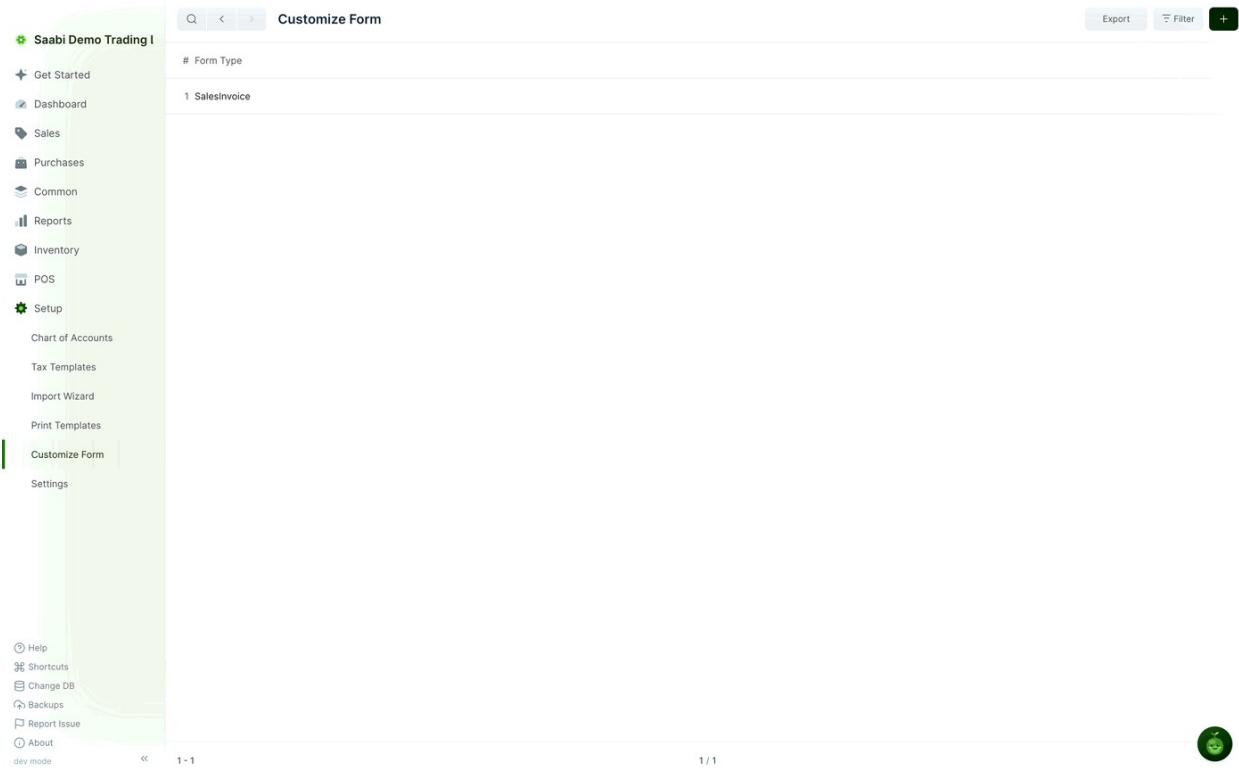


Figure 55.2 The Customize Form list. Each record covers one form type — here, a single customisation applied to Sales Invoice

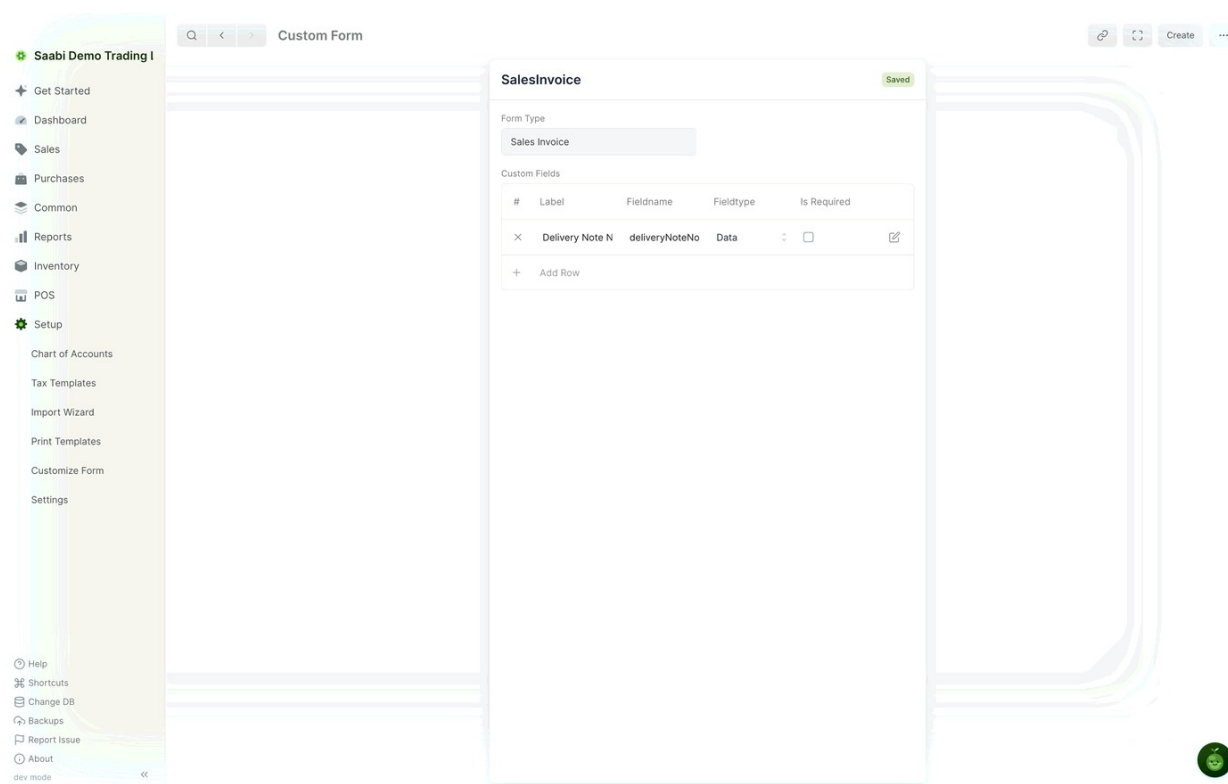


Figure 55.3 A customisation record. One custom field, Delivery Note No, has been added to the Sales Invoice form as a Data field

NOTE A form type can have only one Customize Form record. When you come back to change something, open the existing record rather than creating a second one.

Hiding fields and making fields mandatory

A Customize Form record holds two kinds of change: how the form's existing fields behave, and any extra fields you want that form type to carry. For each field you can:

- **Hide** it, so it no longer appears on the form or in the quick edit panel. Hiding a field does not remove anything SAABI needs — hidden fields keep whatever value they had.
- Make it **mandatory**, so the entry cannot be saved until the field has a value. This is the way to enforce a rule of your own, such as every customer needing a tax registration number, or every item row needing a description.

Click **Save** when you are done.

IMPORTANT Reload SAABI after saving a Customize Form record. Forms are built when the app starts, so a field you hid or made mandatory only changes on screen after a reload.

Removing customisations

To put a form type back to how it started, open its Customize Form record and delete it, then reload SAABI.

IMPORTANT Deleting a Customize Form record also deletes any data that was held only in the extra fields that record defined. Fields that were merely hidden or made mandatory are unaffected — they return to their normal behaviour with their values intact.

APPENDICES

Reference

Keyboard shortcuts, statuses and where to get help

CHAPTER 56

Appendix A: Keyboard shortcuts

SAABI can be driven from the keyboard for the things you do most: finding an entry, saving it, printing it and starting the next one. The full list is in the app — click **Shortcuts** in the sidebar footer — and it is repeated here with the keys for both macOS and Windows or Linux.

NOTE The **Shortcuts** dialog shows the macOS keys. On Windows and Linux, ⌘ is **Ctrl**, and the key the dialog marks **delete** is **Backspace**.

Global

These work anywhere in SAABI.

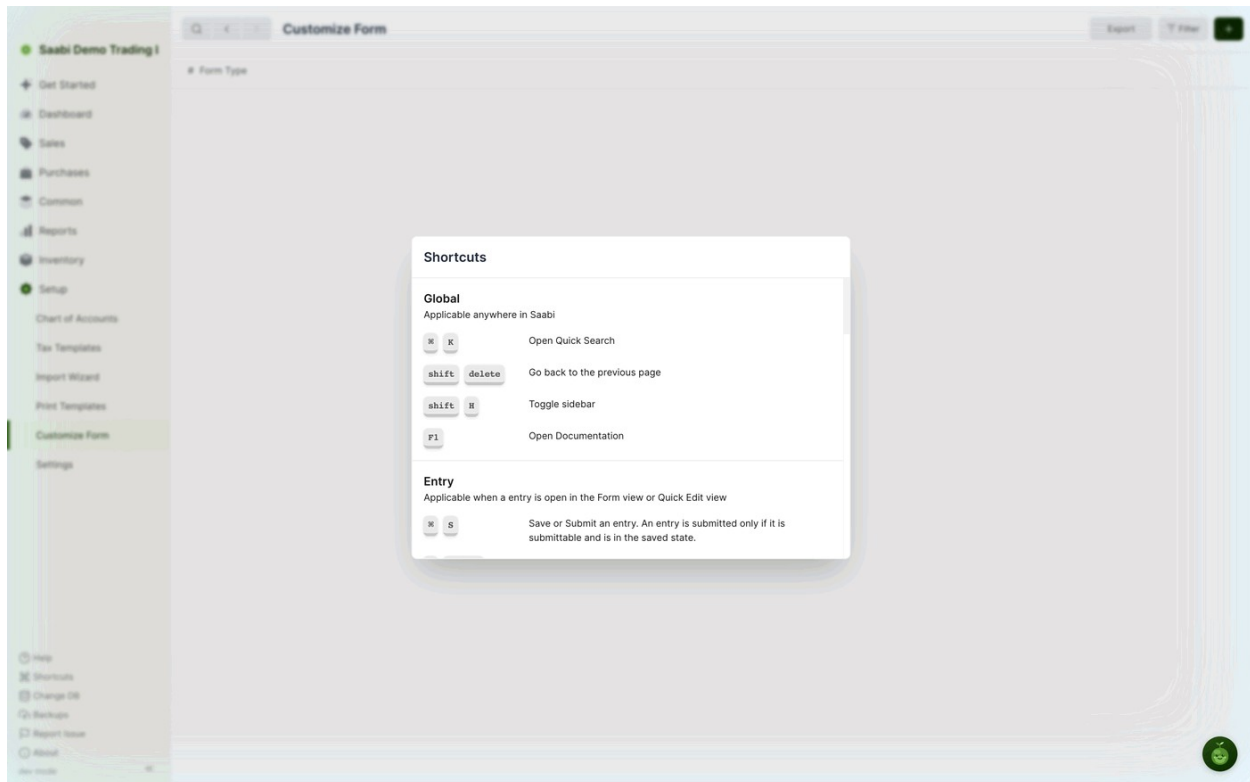


Figure 56.1 The Shortcuts dialog, opened from the sidebar footer; the Global group at the top applies anywhere in the app

Action	macOS	Windows / Linux
Open Quick Search	⌘ K	Ctrl K
Go back to the previous page	Shift Delete	Shift Backspace
Toggle sidebar	Shift H	Shift H

Action	macOS	Windows / Linux
Open Documentation	F1	F1

Entry

These work when an entry is open, either in the form view or in the quick edit panel.

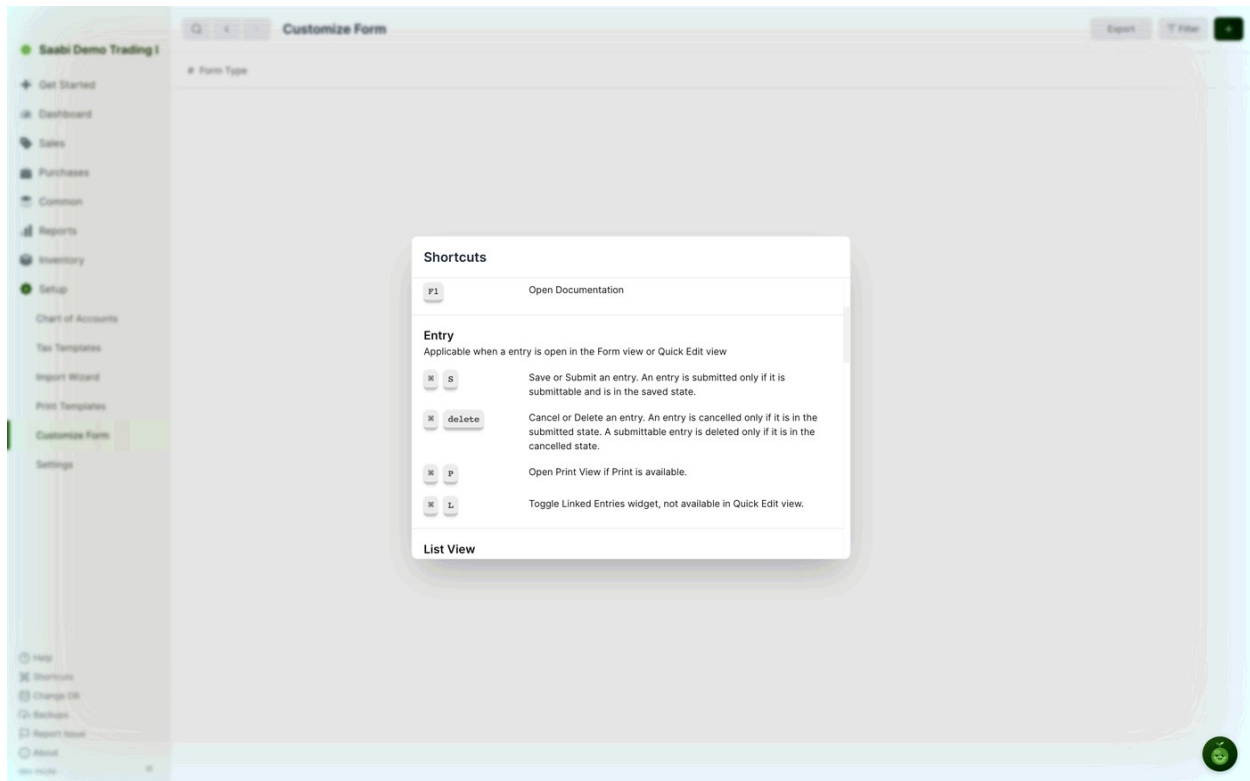


Figure 56.2 The Entry group; each shortcut acts on the entry you have open, and several depend on the state it is in

Action	macOS	Windows / Linux
Save or Submit an entry	⌘ S	Ctrl S
Cancel or Delete an entry	⌘ Delete	Ctrl Backspace
Open Print View	⌘ P	Ctrl P
Toggle Linked Entries	⌘ L	Ctrl L

The two shortcuts that change an entry's state follow the same rules as the buttons:

- **Save or Submit** saves a new or edited entry. It submits the entry only if that entry type can be submitted and it is already in the saved state — so the same keystroke saves first, then submits.

- **Cancel or Delete** cancels an entry only if it is in the submitted state. A submittable entry is deleted only once it has been cancelled.
- **Open Print View** works where printing is available for that entry type.
- **Toggle Linked Entries** opens and closes the linked entries panel. It is not available in the quick edit panel.

List view

These work when the list view of an entry type is open.

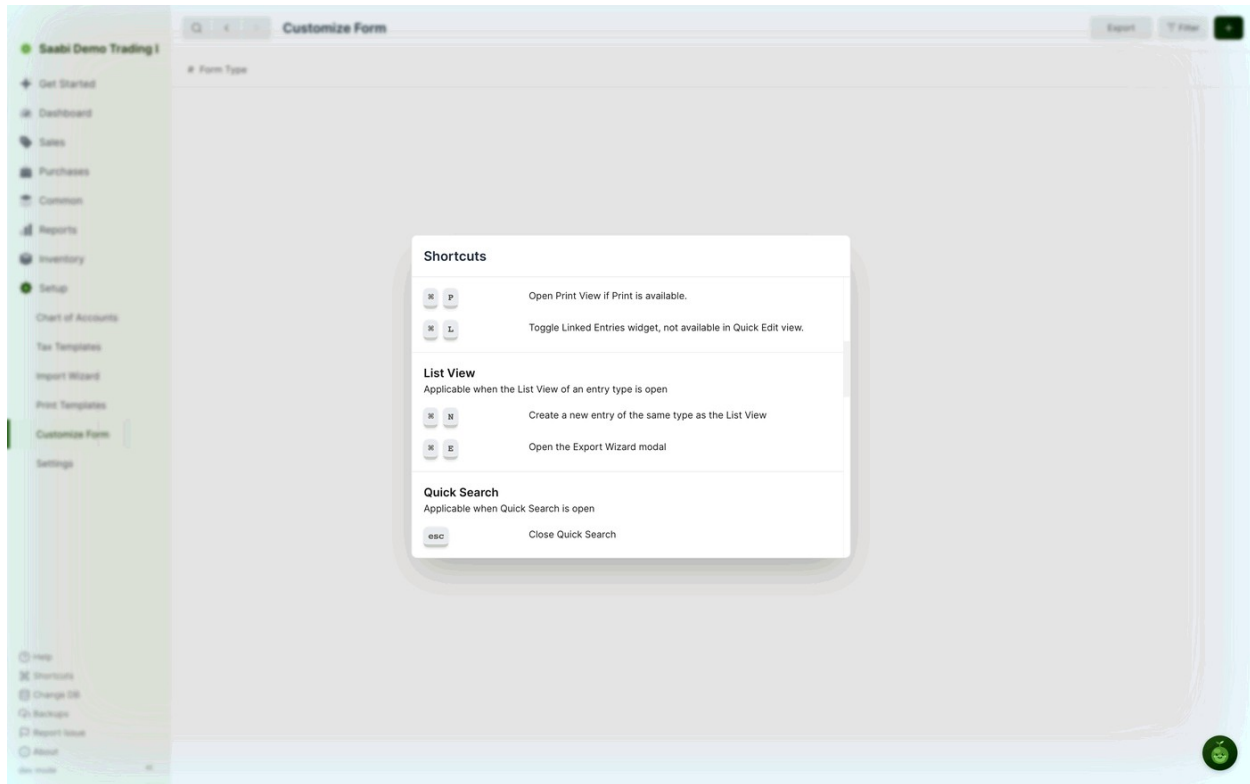


Figure 56.3 The List View and Quick Search groups at the end of the dialog

Action	macOS	Windows / Linux
Create a new entry of the same type as the list	⌘ N	Ctrl N
Open the Export Wizard	⌘ E	Ctrl E

Quick Search

This works while Quick Search is open.

Action	macOS	Windows / Linux
Close Quick Search	Esc	Esc

TIP Reloading SAABI — `⌘ R` on macOS, `Ctrl R` on Windows and Linux — is not in the dialog but works anywhere in the app. Several settings changes ask you to reload before they show up.

CHAPTER 57

Appendix B: Statuses and badges

Every entry in SAABI carries a status, shown as a coloured badge in the list view and next to the entry's name at the top of the form. The badge tells you two things at once: how far the entry has got through the submit and cancel cycle, and — for invoices — how much of it has been paid. This appendix explains the model behind the badges and lists every status you will see.

Where statuses appear

In a list view, the **Status** column sits between the entry name and the party, so you can scan a whole page of invoices and see at a glance which ones are still owed.

#	Invoice No	Status	Customer	
1	SINV-1067	Unpaid	Global Exports FZE	A
2	SINV-1066	Unpaid	Pearl Marine Services	A
3	SINV-1065	Unpaid	Desert Rose Events	A
4	SINV-1064	Unpaid	Marina Retail FZ-LLC	A
5	SINV-1069	Unpaid	US Client Corp	A
6	SINV-1063	Unpaid	Oasis Hospitality Group	A
7	SINV-1062	Unpaid	Falcon Contracting LLC	A
8	SINV-1068	Unpaid	Oasis Hospitality Group	A
9	SINV-1058	Paid	Global Exports FZE	J
10	SINV-1057	Paid	Pearl Marine Services	J
11	SINV-1056	Unpaid	Desert Rose Events	J

Figure 57.1 The Status column in the Sales Invoice list; unpaid invoices are amber, settled ones are green

On an invoice, the badge also carries the amount still outstanding, so you do not have to open the entry to see what it is worth.



Unpaid \$ 3,255.00

Figure 57.2 An invoice badge showing both the status and the outstanding amount, in USD

The submit and cancel model

SAABI separates entries you are still working on from entries that have affected your accounts.

1. **Draft** — you have started an entry but not stored it. Nothing has been recorded.
2. **Saved / Not Submitted** — the entry is stored in the company file and you can still edit it freely. It has not touched the general ledger or your stock.
3. **Submitted** — you have posted the entry. It now shows in your ledgers, reports and outstanding balances.
4. **Cancelled** — you have reversed a submitted entry. It stays in the list, with its name and its history, and its effect on the accounts is undone.

IMPORTANT A submitted entry cannot be edited. This is deliberate: once an entry has moved your accounts, changing it behind the scenes would change reports you have already relied on. To correct a submitted entry, cancel it and make a new one. A submittable entry can only be deleted after it has been cancelled.

Status reference

Status	Where you see it	What it means
Draft	New entry, before saving	The entry exists only on screen. Nothing has been recorded.
Saved	Any entry that has been stored	The entry is in the company file and can still be edited.
Not Submitted	Submittable entries, in lists	Saved but not yet posted. It does not appear in your ledgers or in any outstanding total.
Submitted	Submittable entries	Posted. The entry has affected your accounts and can no longer be

Status	Where you see it	What it means
		edited, only cancelled.
Cancelled	Submitted entries that were reversed	The entry's effect on the accounts has been undone. It keeps its name and stays in the list for the record.
Unpaid	Submitted invoices	The full amount of the invoice is still outstanding. The badge shows the amount, for example Unpaid \$ 3,255.00 .
Partly Paid	Submitted invoices	A payment has been recorded against part of the invoice; the rest is still outstanding. This status needs Enable Partial Payment on the General tab of Settings.
Paid	Submitted invoices	The outstanding amount is zero. Nothing further is owed on this invoice.
Return	Invoices	The entry is itself a return, raised against an earlier invoice. Its amounts reverse those of the original.
Return Issued	Invoices	A return has been raised against this invoice, so part or all of it has been given back.
Not Transferred	Invoices for stock items	The goods on the invoice have not left or entered stock yet — no shipment or purchase receipt has been made for them. The invoice is posted, but the stock movement is still outstanding.

NOTE Payment status and stock status are separate. An invoice can be **Paid** and still show stock not shipped, and an invoice can be transferred in full while remaining **Unpaid**.

TIP Use **Filter** on a list view to work through one status at a time — every **Unpaid** sales invoice when you chase payments, every **Not Transferred** invoice when you pack the day's orders.

CHAPTER 58

Appendix C: Getting help

The bottom of the sidebar holds the items you reach for when something is not going to plan: the documentation, the shortcut list, the place to report a problem, and the details of the licence SAABI is published under. This appendix covers what each one does, and sets out what SAABI is and is not responsible for.

The sidebar footer

- **Help** — opens the online documentation in your web browser. **F1** does the same from anywhere in the app.
- **Shortcuts** — opens the keyboard shortcut list. See Appendix A: Keyboard shortcuts.
- **Change DB** — closes the company and returns to the Welcome screen. See the chapter on working with more than one company.
- **Backups** — makes and manages copies of the company file.
- **Report Issue** — opens the page where you report a problem with SAABI.
- **About** — shows the version, the licence and the scope of the software.

Help

Help opens the SAABI documentation in your browser rather than in the app, so you can keep the page open beside your books while you work. Use it when you want the current version of a procedure — the online documentation is updated between releases, while the copy on your computer is not.

Report Issue

Use **Report Issue** when SAABI does something the documentation does not describe: a screen that will not load, a total that does not add up, a button that does nothing. It is for faults in the software.

When you report a problem, say what you were doing, what you expected and what happened instead, and give the version number from **Setup > Settings > System** or from the **About** dialog.

NOTE **Report Issue** is not the place for questions about how to record a transaction, or about how a figure should be treated in your accounts. For those, use the documentation or ask your accountant.

About

About opens a dialog with the version number, the licence and a short statement about what SAABI is for. Click **Okay** to close it.

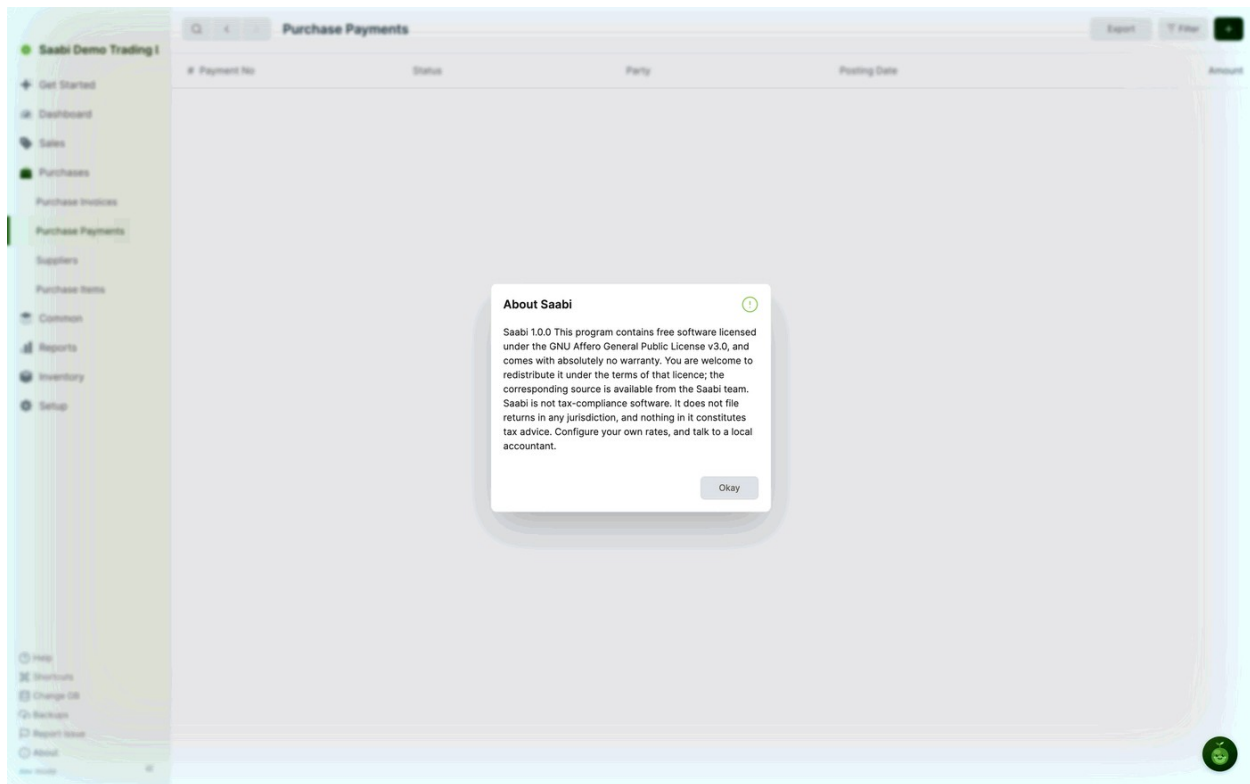


Figure 58.1 The About Saabi dialog, opened from the sidebar footer

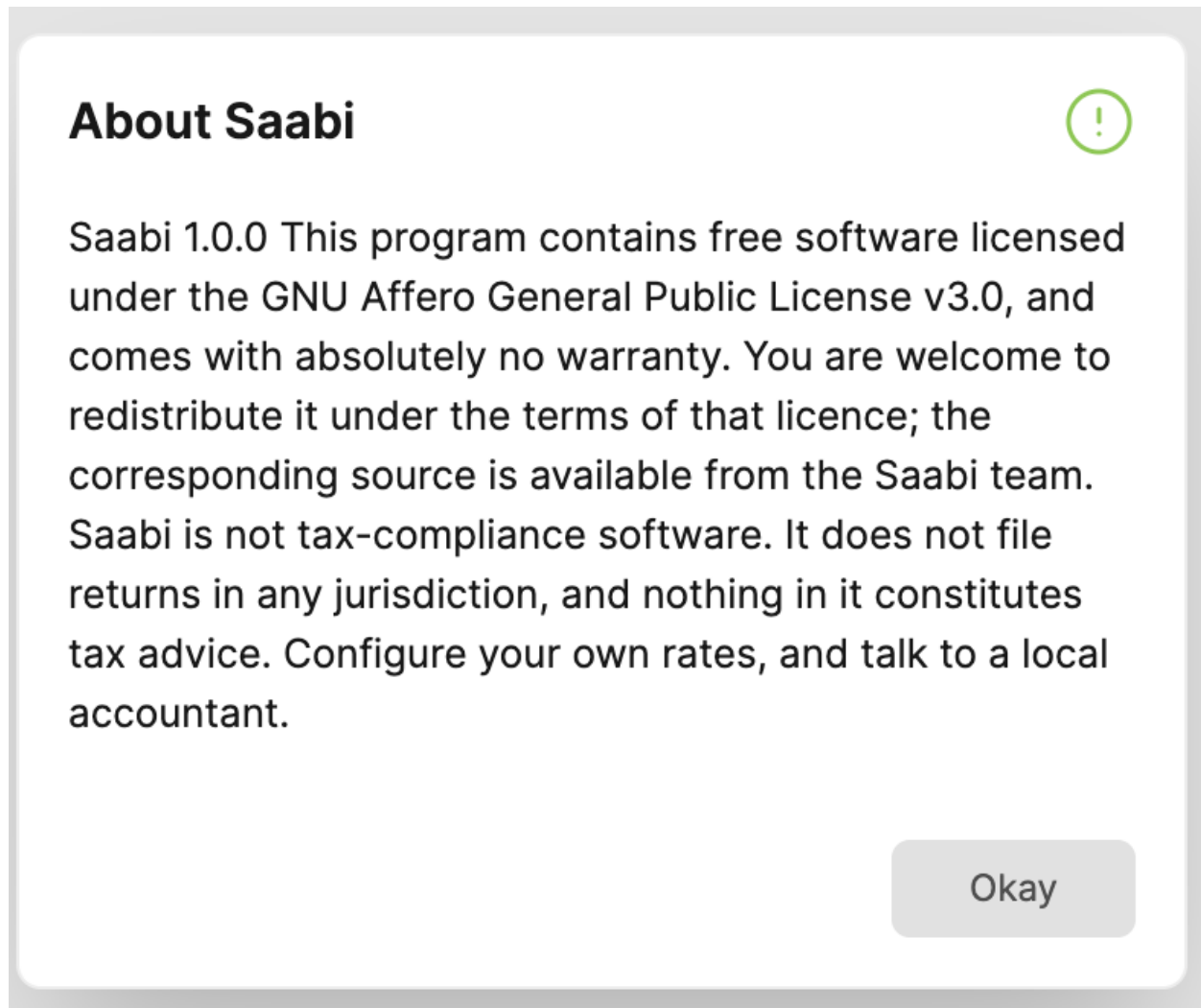


Figure 58.2 *The About text: the licence and warranty statement, then the limits of what SAABI does*

The dialog reads:

NOTE About Saabi Saabi 1.0.0 This program contains free software licensed under the GNU Affero General Public License v3.0, and comes with absolutely no warranty. You are welcome to redistribute it under the terms of that licence; the corresponding source is available from the Saabi team. Saabi is not tax-compliance software. It does not file returns in any jurisdiction, and nothing in it constitutes tax advice. Configure your own rates, and talk to a local accountant.

Two things in that text are worth reading twice.

The licence. SAABI contains free software licensed under the GNU Affero General Public License v3.0. You may redistribute it under the terms of that licence, and the corresponding source is available from the SAABI team. It is provided with absolutely no warranty — you run it, and you keep your own backups.

The scope. SAABI records what you tell it and reports it back. It is not tax-compliance software.

IMPORTANT SAABI does not file returns in any jurisdiction, and nothing in it constitutes tax advice. The tax rates and templates in your company are the ones you configured — SAABI does not check them against the law where you trade, and it does not update them when rates change. Set your own rates, and talk to a local accountant about how your business should account for them.

Before you ask for help

Some checks answer the question faster than a report does:

1. Reload SAABI with **⌘ R** on macOS or **Ctrl R** on Windows and Linux. Settings and form customisations often only take effect after a reload.
2. Check which company is open. The name at the top of the sidebar tells you which file you are looking at, and a figure that seems to be missing is often in the other company.
3. Check the entry's status. A **Not Submitted** entry is not in your reports or totals yet, which explains most "the number is wrong" surprises. See Appendix B: Statuses and badges.
4. Take a backup before trying anything that changes data.