

What is HisabPetro and Why?

Hisabpetro is a mobile-based accounting software application. It allows users to instantly track all transactions, profit and loss calculations, financial status, inventory, outstanding payments, cash in hand, as well as purchase, sales, and expenses for small and cottage industries.

Whom is Hisabpetro for?

Hisabpetro is highly useful for micro to small business owners, including doctors, shopkeepers, electricians, mechanics, freelancers, startups, and similar-level entrepreneurs.

Features

- Simple and cost-effective
- Easy to learn and user-friendly.
- Hisabpetro brings all the business information right to the palm of your hand.
- By using this, a history of business transactions is created, which helps in obtaining loans from financial institutions and organizations like the SME Foundation.
- Your data in the Hisabpetro app is highly secure. Even if you lose your phone, your transaction information will not be lost.
- Can be worked on at any time using any Android or iOS device

How to Create an Account on the Hisabpotro App?

Install the app

Search for "Hisab Potro" on the Play Store for Android or the App Store for iOS and install the app.



Tap on "Register"

Install the app and tap on "Register". Enter your name, business name, email ID, password, and other required information. Then, tap on "Create Account".

Verify your Email

Once the registration is complete, you will receive a confirmation along with a verification email. Click on the link in the email, and your account will be activated shortly.

Sign in using your email and password

At this stage, you can easily sign in to the app using your email and password. Initially, you will enjoy a 30-day free trial.

Tips:

To secure your password, it is recommended to use a combination of lowercase and uppercase letters, numbers, and special characters (such as @ # \$ % &).

How to Add Business Details?

Tap on "Settings" from the sidebar, then tap on "Business Details" to add all the necessary information.

1

At this stage, when a new window opens, start by entering your business name (if applicable).

2

Insert the permanent or temporary address of your business (if applicable).

3

Insert the business capital.

4

Insert the business's own identification number (if available).

5

In the next field, specify the currency used for the business, and then tap the save icon  above to save the business details.

How to Change Language?

For the convenience of all users, the app is available in both English and Bengali languages. Upon opening the app, you will initially see it in English. To change the language, go to "Settings" from the sidebar, then tap on "Change Language." The app will take a few moments to restart, and after that, you will be able to view the entire app in Bengali.

How to Change User Name?

To change your profile information, go to "Settings" from the sidebar, then tap on "User Profile." A new window will open where you can add your first and last name. If you wish, you can tap on the camera icon to upload your picture. After providing the necessary information, tap the save icon  at the top to save the details.

How to Add a Customer, Supplier, or Product?

1

Tap on Customers, Suppliers, or Products from the left sidebar or burger menu . You will find the relevant list there.

2

To add a new customer, supplier, or product, tap on the icon  below.

3

A new window will open. Insert all the required information and tap on the save icon  at the top to save it.

4

From the customer, supplier, or product list, you can view detailed information and related transactions. You can edit or delete the information (if no transactions have occurred).

5

To view the transactions of a customers, suppliers, or products, tap on the arrow icon  on the right side of the relevant item. On the next screen, select the time period and tap on "Show Report".

6

You will be able to view the pending dues in the customer's ledger, the amount owed in the supplier's ledger, the purchase and sales prices, and the purchase, sales, and inventory amounts in the product's ledger.

How to Record a Purchase Invoices?

Tap on "Purchase Invoice" from the sidebar, then you can purchase the product either in cash or on credit :

1

To make a cash purchase, tap on "Cash Purchases" from the top left tab, and to make a purchase on credit, tap on "Credit Purchases".

2

Tap on the add icon  below. A new window will open where you can fill in the required information.

3

The current date will appear in the date field. If needed, change the date.

4

Mention the receipt or invoice number as a reference (if available).

5

In the next field, select the supplier. If the supplier's name is not visible, type it in the search box. Here, you will find a list of previously transacted suppliers.

6

To add a product, tap on the add icon  below. On the next screen, insert the product, quantity, purchase price and discount. You will find the list of previously transacted products here.

7

Add one or more products and tap on the save icon  at the top to save the purchase.

8

At this stage, the purchase will remain in a saved state, but the ledger will not be updated. While in the saved state, you can modify the purchase details if needed.

9

To update the ledger, tap on the kebab menu icon  on the right side of the purchase in the list and then tap on "Update Ledger".

10

To return the purchase, tap on the kebab menu icon  on the right side of the purchase in the list and then tap on "Return".

11

To view or modify a purchase, tap on the edit icon  on the right side of each item in the purchase list. To delete the purchase, tap on the delete icon  (if it has not been updated to the ledger).

How to Record a Sales Invoices?

Tap on "Sales Invoice" from the sidebar, then you can sell the product either in cash or on credit:

1

To make a cash sale, tap on "Cash Sales" from the top left tab, and to make a sale on credit, tap on "Credit Sales"

2

Tap on the add icon  below. A new window will open where you can fill in the required information.

3

The current date will appear in the date field. If needed, change the date.

4

Mention the receipt or invoice number as a reference (if available).

5

In the next field, select the customer. If the customer's name is not visible, type the name in the search box. Here, you will find a list of previously transacted customers.

6

To add a product, tap on the add icon  below. On the next screen, insert the product, quantity, purchase price and discount. You will find the list of previously transacted products here.

7

Add one or more products and tap on the save icon  at the top to save the purchase.

8

At this stage, the purchase will remain in a saved state, but the ledger will not be updated. While in the saved state, you can modify the purchase details if needed.

9

To update the ledger, tap on the kebab menu icon  on the right side of the purchase in the list and then tap on "Update Ledger".

10

To return the purchase, tap on the kebab menu icon  on the right side of the purchase in the list and then tap on "Return".

11

To view or modify a purchase, tap on the edit icon  on the right side of each item in the purchase list. To delete the purchase, tap on the delete icon  (if it has not been updated to the ledger).

How to Record Cash Receives or Supplier Refund?

Tap on "Receives" from the sidebar, then you can record cash receives, supplier refund, and other types of receives.

1

To record a cash receives, tap on "Receives" from the top left tab. To record a supplier refund, tap on "Supplier Refund" or to record other cash receives, tap on "Other Receives".

2

Tap on the add icon  below. A new window will open where you can fill in the required information.

3

The current date will appear in the date field. If needed, change the date.

4

Select the account name. If the account's name is not visible, type it in the search box. Here, you will find a list of previously transacted accounts.

5

In the next field, select the customer or supplier. If the name is not visible, type it in the search box. Here, you will find a list of previously transacted customers or suppliers.

6

Mention the receipt or invoice number as a reference (if available).

7

Enter the amount for the cash receives, supplier refund, or other types of receives.

8

For Other Receives, select the ledger. You will find the list of previous ledgers here.

9

To record one or more cash receives supplier refund, or other receives, tap on the save icon  at the top.

10

At this stage, the purchase will remain in a saved state, but the ledger will not be updated. While in the saved state, you can modify the purchase details if needed.

11

To update the ledger, tap on the icon  on the right side of the purchase in the list and then tap on "Update Ledger".

12

To view or modify a purchase, tap on the edit icon  on the right side of each item in the purchase list. To delete the purchase, tap on the delete icon  (if it has not been updated to the ledger).

How to Record a Cash Payment?

Tap on "Payments" from the sidebar, then you can record cash payments, customer refunds, other cash payments, or petty expenses.

1

To make a cash payment or to pay supplier tap on "Payment" from the top left tab. To provide a customer refund, tap on "Customer Refund".

2

To make other payments, tap on "Other Payment" or to record petty expenses, tap on "Expenses".

3

Tap on the add icon  below. A new window will open where you can fill in the required information.

4

The current date will appear in the date field. If needed, change the date.

5

Select the account name. If the account's name is not visible, type it in the search box. Here, you will find a list of previously transacted accounts.

6

In the next field, select the customer or supplier. If the name is not visible, type it in the search box. Here, you will find a list of previously transacted customers or suppliers.

7

Mention the receipt or invoice number as a reference (if available).

8

Enter the amount for the cash payment, customer refund, other payment, or petty expense.

9

For other payments or petty expenses, select the category. You will find the list of previous categories here.

10

To record a cash payment, tap on the save icon  at the top to save the payment.

11

At this stage, the purchase will remain in a saved state, but the ledger will not be updated. While in the saved state, you can modify the purchase details if needed.

12

To update the ledger, tap on the icon  on the right side of the purchase in the list and then tap on "Update Ledger".

13

To view or modify a purchase, tap on the icon  on the right side of each item in the purchase list. To delete the purchase, tap on the delete icon  (if it has not been updated to the ledger).

How to Add an Account?

Tap on "Accounts" from the sidebar, then tap on the relevant tabs to enter all the required information.

1

To add a bank account, tap on "Bank Accounts", to add a cash account, tap on "Cash Accounts" and to add an expense category, tap on "Expense Categories".

2

Tap on the icon  below. A new window will open where you can fill in the required information.

3

Enter the name of the bank account.

4

Enter the bank account code number.

5

In the next field, enter the bank's opening balance. Then, tap on the save icon  at the top to save the business details.

How to Record Cash Transfer Details?

Tap on "Transfers" from the sidebar, then tap on the relevant tabs to enter all the required information.

1

To withdraw cash, tap on "Cash Withdraw" from the top left tab, and to deposit cash, tap on "Cash Deposit".

2

To make a bank transfer, tap on "Bank Transfer" from the middle tab, and to make a cash transfer, tap on "Cash Transfer".

3

Tap on the icon  below. A new window will open where you can fill in the required information.

4

The current date will be displayed in the date field. If needed, change the date and specify from which account the cash is being transferred to which account.

5

In the next field, enter the amount along with the reference, then tap on the save icon  at the top to save the cash transfer details.

How to view a Report?

Tap on "Reports" from the sidebar. Here, you will find the standard reports available:

Trial Balance

The list of closing balance of all the general ledger accounts

Statement of financial position

Provide the most comprehensive picture of your organization's financial situation

Statement of Profit and Loss

Summarizes the revenues, costs, expenses and profits/losses

Statement of Cash Flows

Summarizes the amount of cash and cash equivalents entering and leaving a company

Statement of Receives and Payments

Summarizes the movement of cash into and out of an organization

Report

Tap on the report you want to view. In the next screen, specify the time period for the report and tap on "Show Report."

How to view today's purchase-sales, cash-credit, or payable-receivable details?

This app includes a powerful business panel or dashboard that offers insights into today's cash and credit purchases and sales, available cash in hand, total payables and receivables, and daily expenses. It helps you make instant decisions and also provides a graphical representation of annual sales.

Pie chart visual representation and the use of Quick Menu

Use the pie chart to analyze expenses by category in detail by clicking on the icon  in the lower tab of the dashboard. Additionally, from the tab, you can quickly access frequently used options for recording purchases, sales, receipts, payments, and expenses through the Quick Menu . You will also find the Recent Transactions feature, which helps save your time.