

Mini Accountant

Landing Page: <https://ad.miniaccountant.app>

Web/iOS/Android: <https://links.miniaccountant.app/go>

Dev.Portal: <https://api.miniaccountant.app>



https://t.me/mini_accountant



<https://instagram.com/miniaccountant.app>



<https://www.linkedin.com/products/dudko-mini-accountant/>



<https://www.youtube.com/@miniaccountant>



<https://www.facebook.com/miniaccountantapp>

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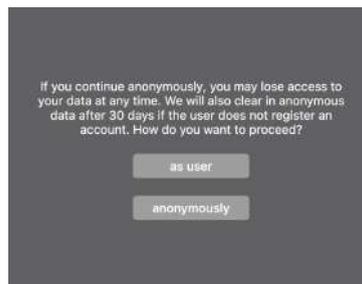
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Anonymous mode

You can use the app in anonymous mode (without registration). Nevertheless, we recommend that you register, because anonymous mode has a number of restrictions:

- You will not be able to access your data from another device or from web application.
- All data created in anonymous mode is stored for no more than 30 days from the moment of the first login.
- You may lose access to the data for various reasons, such as reinstalling the application, clearing the application data, or losing the session ID due to a technical failure. We will not be able to restore your access to the data and they will be deleted as planned 30 days after the first login.

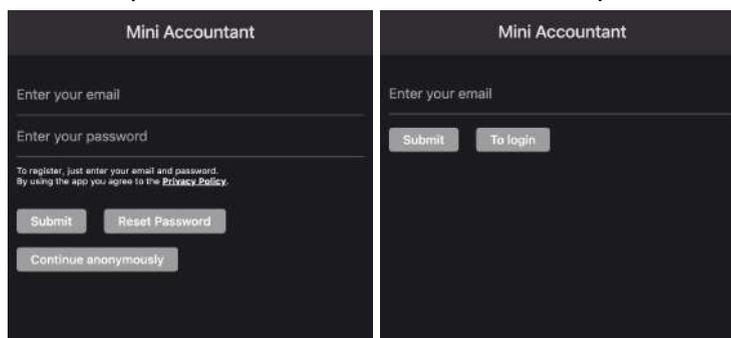


When using anonymous mode, you can complete the registration by selecting the appropriate item in the menu. If you specify an email that has not been used before, all data created in anonymous mode will automatically be linked to this email, otherwise you will lose access to them because you will log into an existing account.

After deleting the data (this happens automatically 30 days after the first entry into anonymous mode), you can re-enter anonymous mode and continue using the application (the data will be cleared again after 30 days).

Registration

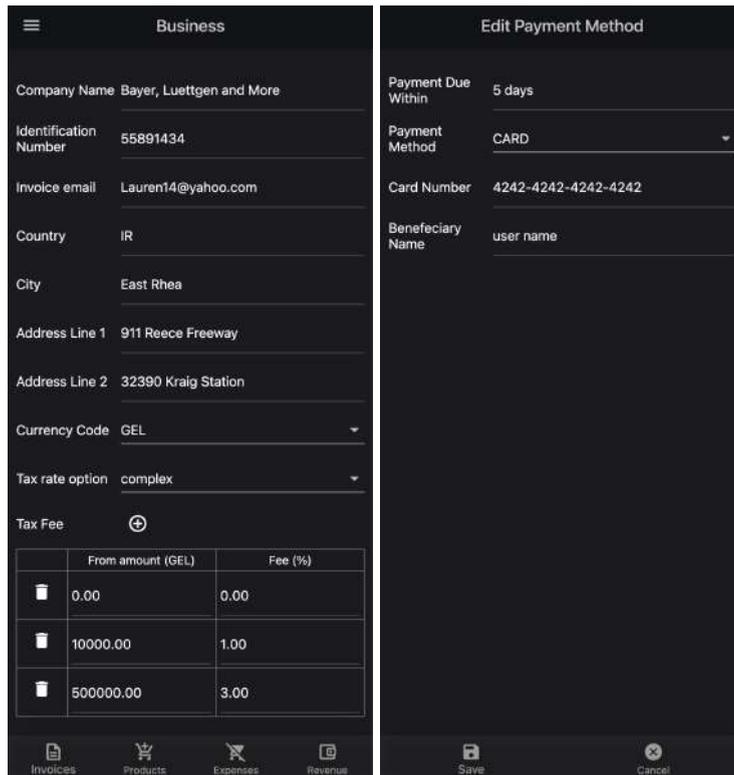
We use automatic registration of new users to start using the application, you just need to enter the correct email and password. You can also restore the password if necessary.



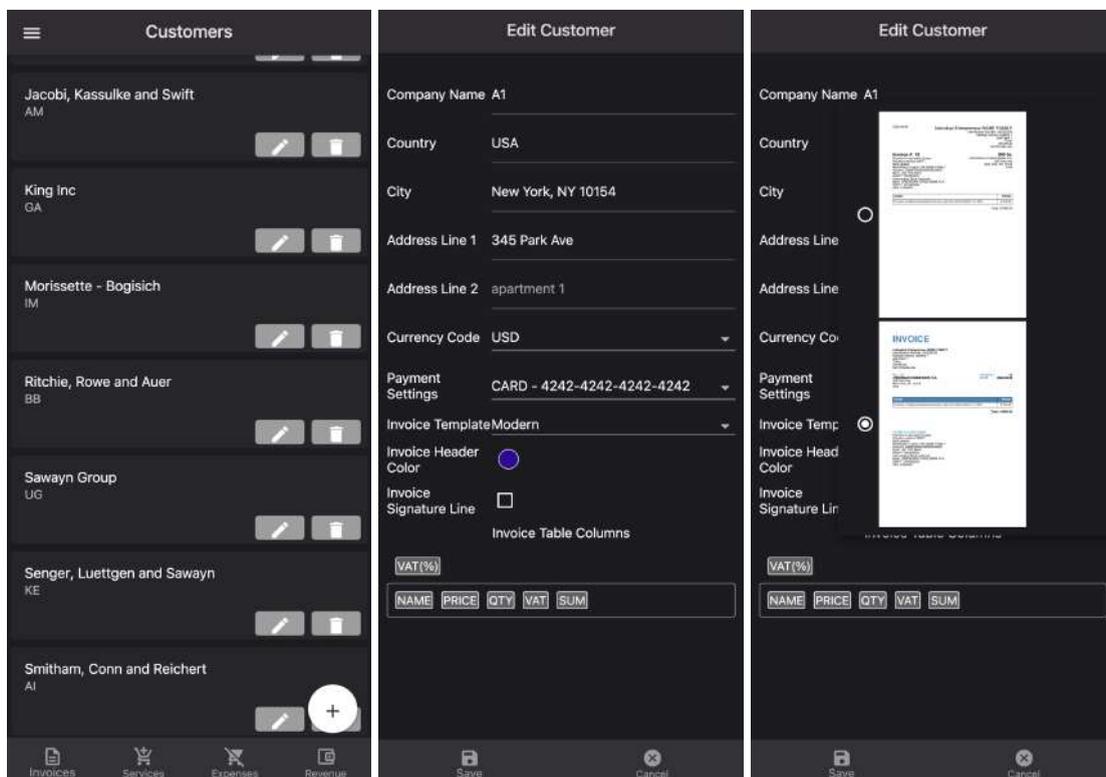
Initial setup

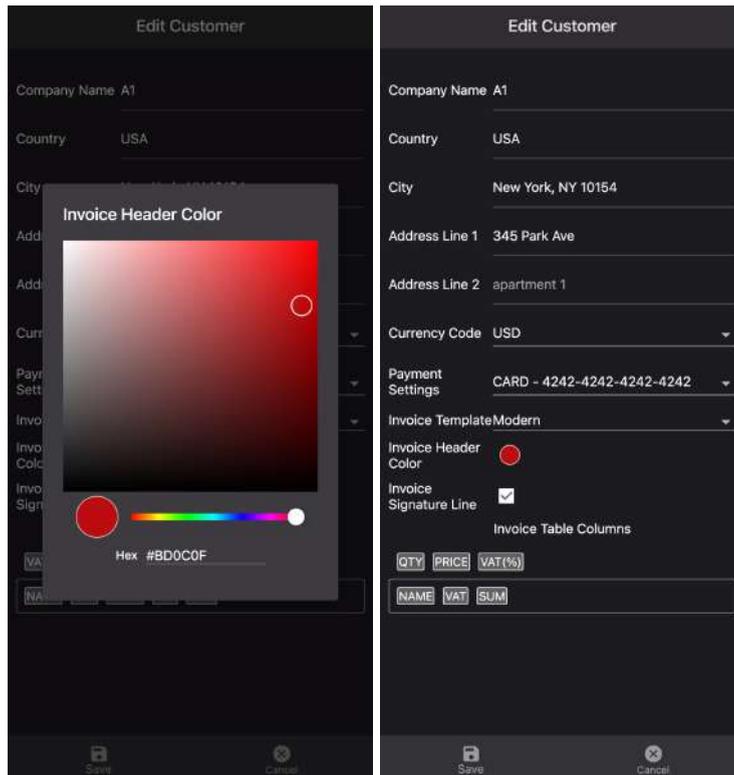
You need to fill in two tabs correctly (this is the information that will be displayed in the invoice):

- Business
- Payment Methods

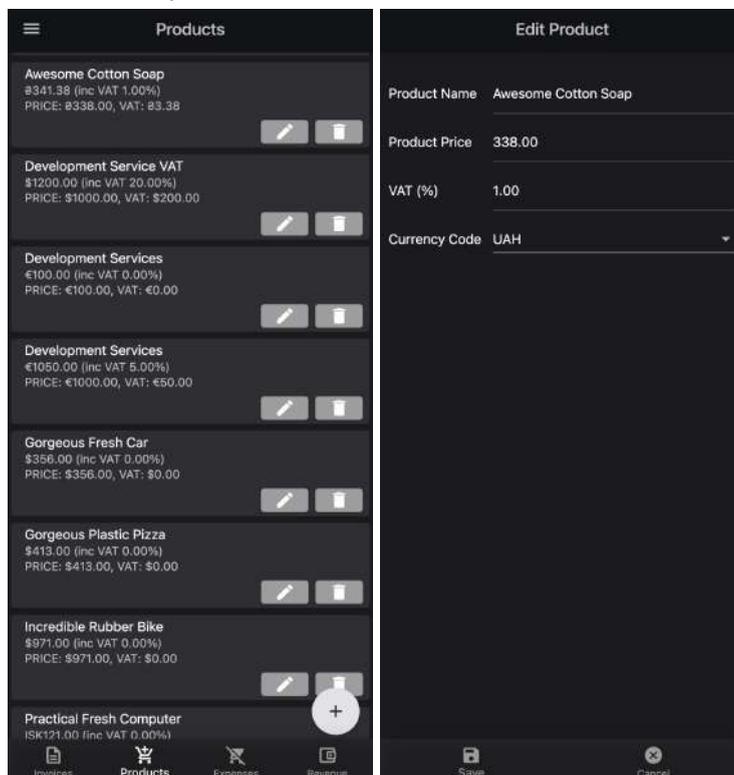


After that, go to the customers tab and create at least one customer. You can choose the currency to work with the customer, as well as the invoice template and payment settings. You can also customize the invoice template by specifying the header color (for colored invoices), add or remove the invoice signature form, specify the table columns and their order.





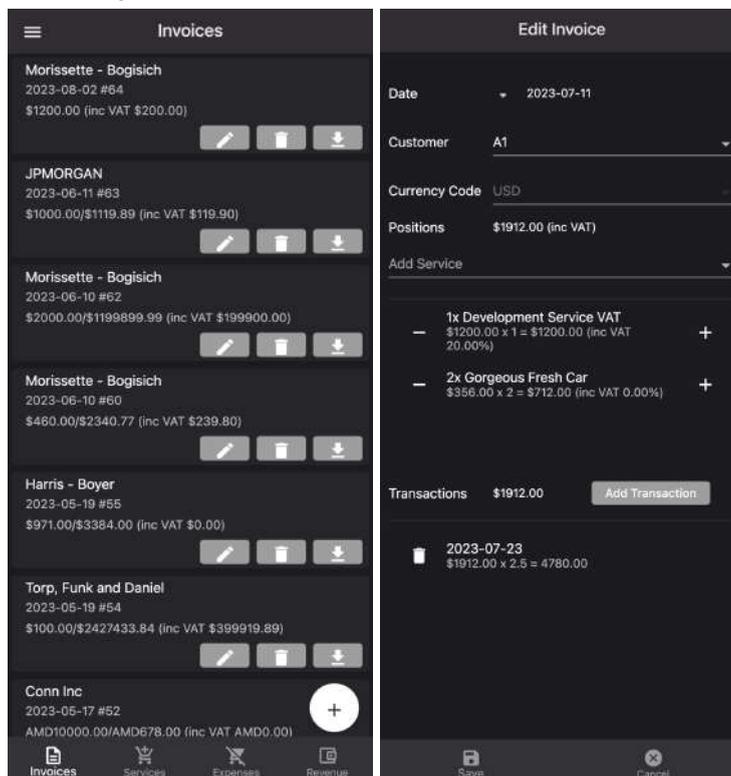
After that, go to the Products tab and create at least one product. In the product, you also need to specify the currency. It is important to know that if the currency of the product differs from the currency of the customer (invoice), then the product cannot be added to the invoice and will not be available for selection. The cost of the product is indicated without VAT, the VAT rate is indicated separately.



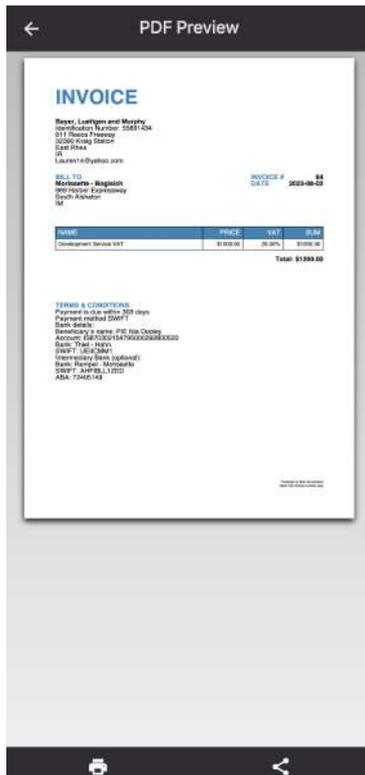
This completes the initial setup. Now you can create invoices using the created customer and the created product.

Using

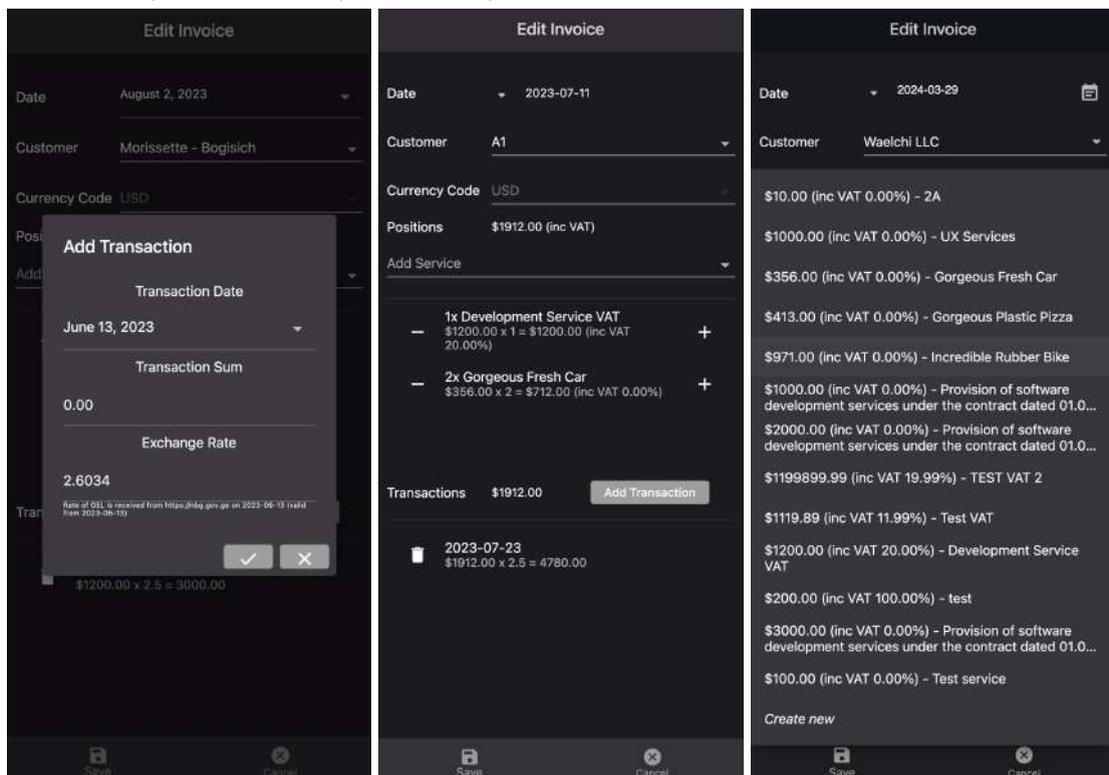
To do this, go to the invoices tab and create a new one. Specify the invoice date correctly (it will be indicated in the pdf version and the invoices are ordered by date from bottom to top on the invoices tab). You also need to select a customizer from the drop-down list (products are available in the same currency as the invoice currency) and add a product. Products can be added by selecting from the drop-down list and deleted by clicking on them in the position table. At the same time, the same product can be added several times. If you have changed the name or amount in the product, it will not be automatically updated in the invoice. You need to go to the invoice to delete and re-add the product. After adding products, you will have an empty transaction table at the bottom, you are not filling them in yet. You cannot change the invoice currency directly, instead you have to set up the correct currency for the customer. Depending on the set currency, products will be available. When changing the customer to a customer with a different currency, all positions and transactions of the invoice will be cleared after clicking the save button.



Go back to the invoices tab and download the pdf version. It can be signed electronically by products such as PandaDoc (for example) or printed and signed physically. You can send the signed version to the customer.



After receiving the transfer from the customer, you need to go back to the invoice editing and add transactions, specifying the date, amount and exchange rate. For different currencies, we use different sources to download exchange rates (we cannot specify rates for all currency pairs and you sometimes have to specify this value manually). We recommend that you always check the currency exchange rate manually, in order to avoid incorrect calculations. We do not bear any responsibility for an incorrect exchange rate on a given date, because you can specify it manually.



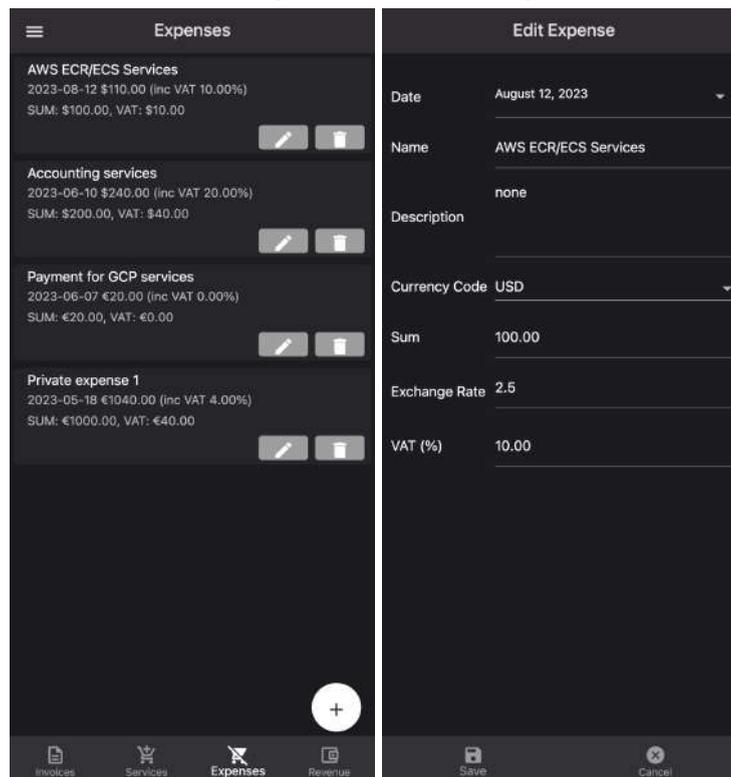
After making transactions, they will be reflected on the revenue tab in the table and on the chart. When filing a tax return in Georgia (for example) you need to specify Progressive and Income in local currency (GEL).

The screenshots illustrate the application's reporting features. The top row shows three 'Revenue' screens, each displaying a line chart and a data table for the period 2023-01-01 to 2023-12-31. The charts show trends for Tax Fee, VAT, and Expense in GEL. The data tables provide monthly breakdowns for Tax Base, VAT, Tax Fee, Revenue, and Progressive Income.

The bottom row shows a 'Report Settings' screen and two 'PDF Preview' screens. The 'Report Settings' screen allows users to select report types such as 'Tax & Revenue Report', 'Transaction Report', 'Invoices Report', 'Expenses Report', and 'Transaction Report sliced by months'. The 'PDF Preview' screens show the generated reports, including a 'Tax & Revenue Report (GEL) from 2023-01 to 2023-12 sliced by months' and a 'Report on Transactions based on VAT (GEL) from 2023-01 to 2023-12 sliced by months'.

In addition, you can specify expenses, if necessary. When creating expenses, the net value and the VAT rate are indicated. The cost of expenses will be deducted from your tax base,

the cost of incoming VAT is also taken into account, for more information, see the section Tax Fee and VAT calculation. Don't forget to check and adjust the exchange rate.

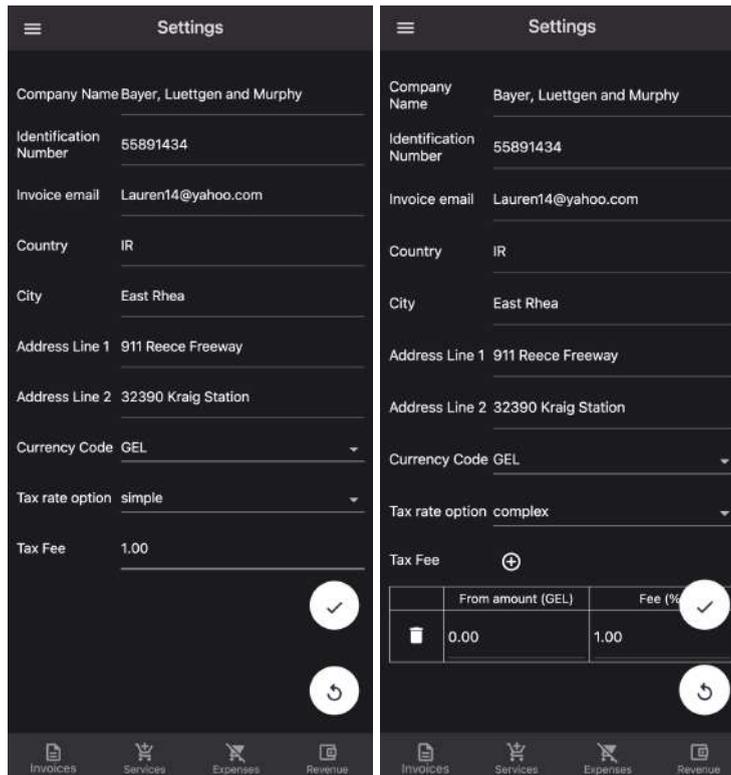


Tax Fee calculation

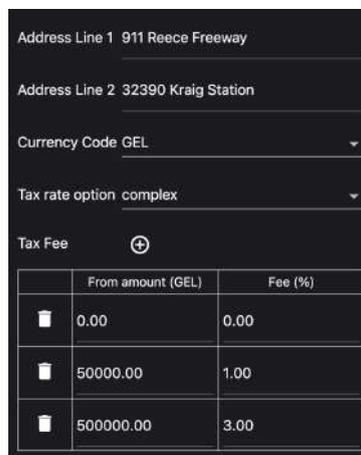
The total tax rate is calculated from the amount of income, in turn, the amount of income is the difference between the amount received and the amount of expenses. I.e. if you sold products for \$1000 and you had expenses for \$100 in the same tax period, then the taxable amount will be \$900. A complex or simple tax rate is applied to it. This tax does not depend on VAT.

Complex Tax Rate

The principle of operation of a complex tax rate and dependence on the range:
For example, if you have a simple tax rate of 1%, then a complex tax rate of 0.00 - 1% will correspond to it.



If you have complex taxation, then you can set up more complex behavior. For example, for amounts up to 50 thousand in your local currency, there may be a rate of 0%, from 50 to 500 thousand - 1%. And more than 500 thousand - 3%.



IMPORTANT: The rate in the revenue report is calculated from the selected period. Usually you need to use 1 calendar year (the current year is displayed by default) to correctly calculate the complex.

I.e., for the example above, this is 50 thousand (progressive total in the current year) - 0%, from 50 to 500 thousand (progressive total in the current year) - 1%. And more than 500 thousand (progressive total this year) - 3%. For example, you received 48 thousand in January and 42 thousand in February. So you will receive a tax calculation of 0 for January, 2 thousand * 0% + 40 thousand * 1% = 400 for February.

If you select a different range, the progressive total will be applied to this particular range. For example, if the current month is selected, it is 50 thousand (progressive total in the current month) - 0%, from 50 to 500 thousand (progressive total in the current month) - 1%. And more than 500 thousand (progressive total in the current month) - 3%. For example, you received 48 thousand in January and 52 thousand in February. So you will receive a tax calculation of 0 for January, $50 \text{ thousand} * 0\% + 2 \text{ thousand} * 1\% = 20$ for February.

VAT calculation

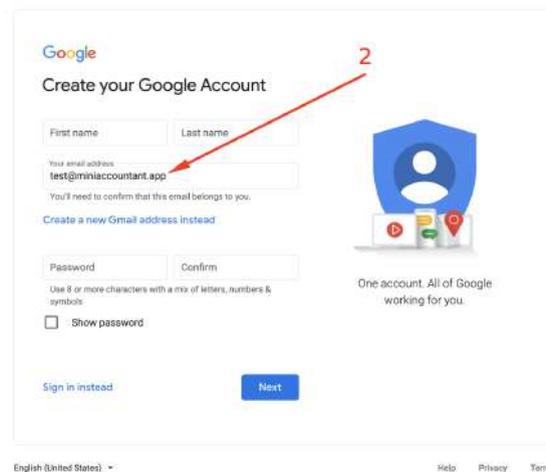
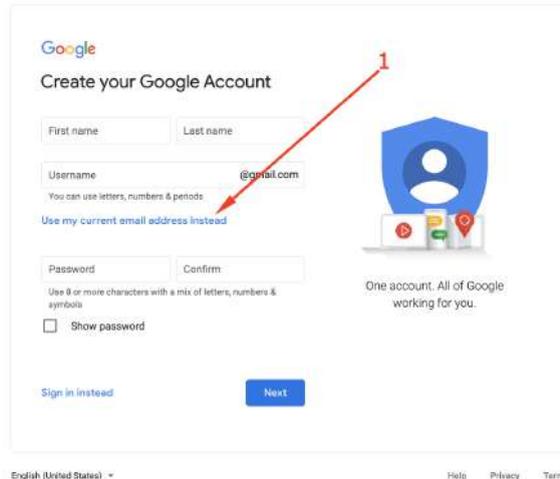
The invoice amount is calculated from the sum of all products in the invoice, taking into account the VAT rate for each product. Transactions in the invoice are not linked to specific products, so when calculating VAT will be applied to each incoming transaction until it is fully repaid. For example, an invoice for \$1000 with a 20% rate (\$800 net cost of all products). According to the invoice, there are three receipts, for \$100, \$50 and \$850 in the specified order. Thus, the first two payments will go to the VAT account in full, as well as part of the third payment. I.e., the balance of the VAT debt after the first payment is $\$200 - \$100 = \$100$. VAT debt after the second payment is $\$100 - \$50 = \$50$. VAT debt after the third payment $\$50 - \$850 = -\$800$ (i.e. \$0).

Integration with Google Looker

The application provides simplified information for analytics, sufficient to fill out a tax return in countries such as Georgia. However, if you use a progressive tax rate in your country or if you plan to receive a monthly/annual summary report on your activities, we can offer you integration with Google Looker.

Google Looker is a BI tool that allows you to build tables based on your data and calculated values (the simplest formulas are used), you can create pivot tables, data slices for a period, you can build charts and graphs. You can view the received reports in the Google Looker interface (datastudio), you can set up an email newsletter according to a schedule you set, or even embed it into your own website. Nevertheless, in the free mode, we are forced to limit the number of launches from under your account, so if you encounter restrictions, you can contact the technical support email to expand the limits (the product is paid with a monthly prepayment).

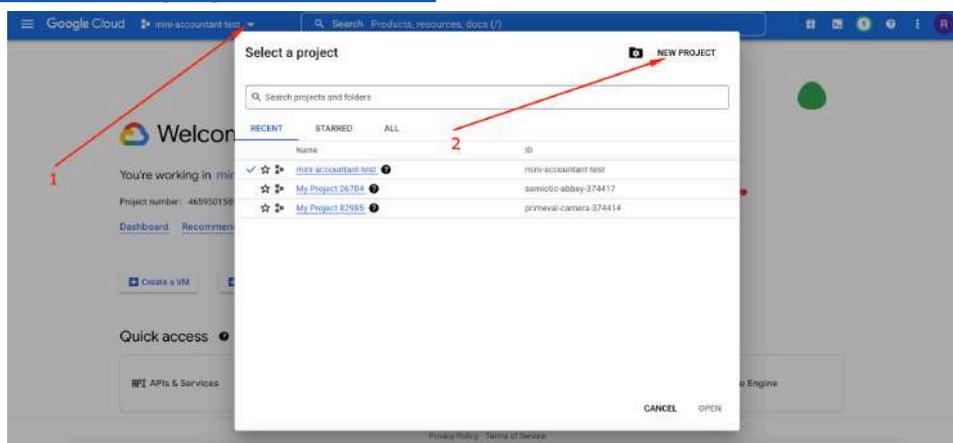
IMPORTANT: *The email with which you are logged in to Google Looker must match the email of your Mini Accountant account. if necessary, you can create an account (1), even if your email is not located in the domain gmail.com:*



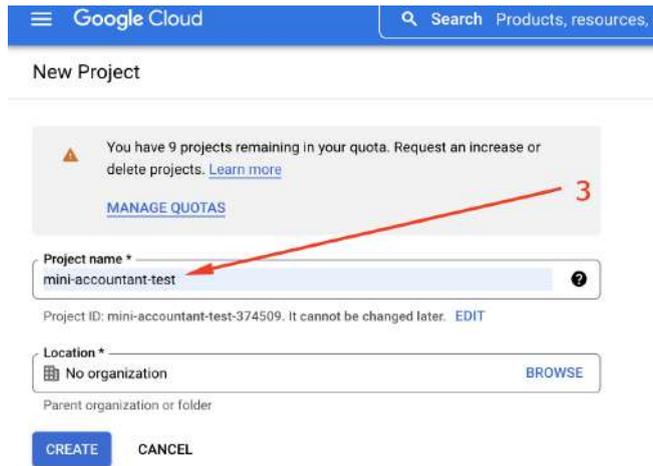
The first thing you need for integration is to create your own Google Cloud Platform (GCP) project to run analytics. We can provide you with the opportunity to launch analytics without creating a GCP project personally based on your email (the product is paid with a monthly prepayment), contact the support product for this.

To create your own GCP project follow the link:

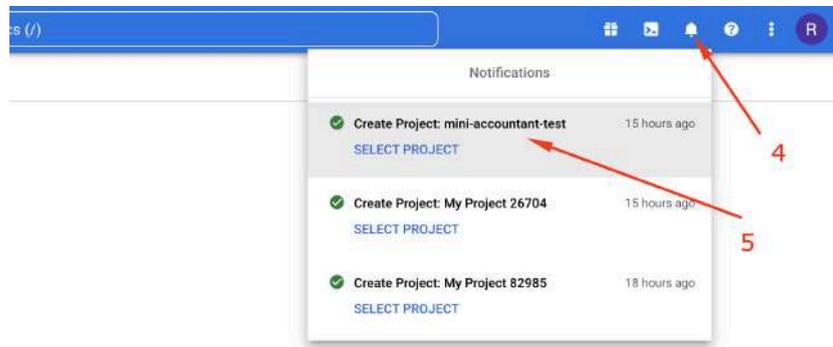
<https://console.cloud.google.com/welcome>



Enter the name of the project (for example, use the name of your business for this): **mini-accountant-test** (3)



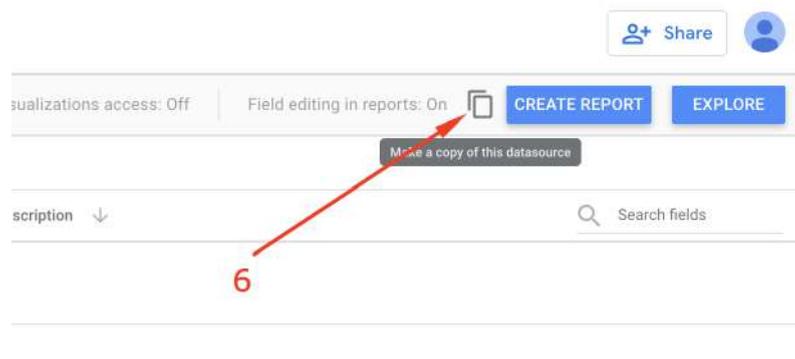
Wait for the project to be created and select it (5).



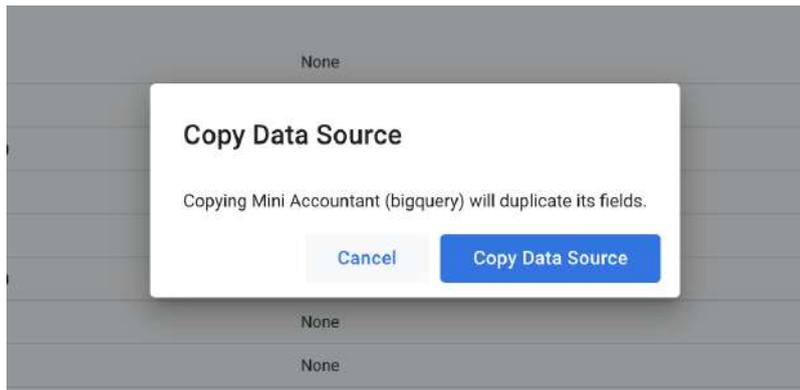
Follow the link to connect the data source developed by our company:

<https://datastudio.google.com/datasources/cd3a12ac-909e-484d-a123-ca92c81d4eaf>

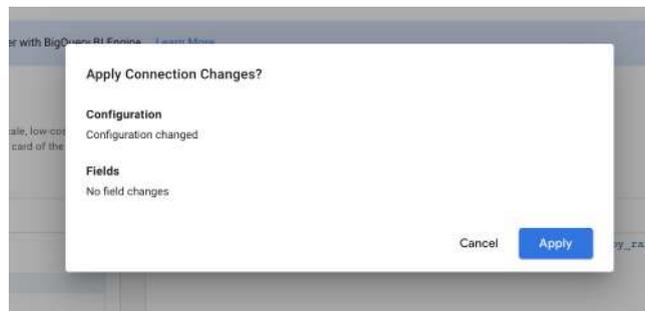
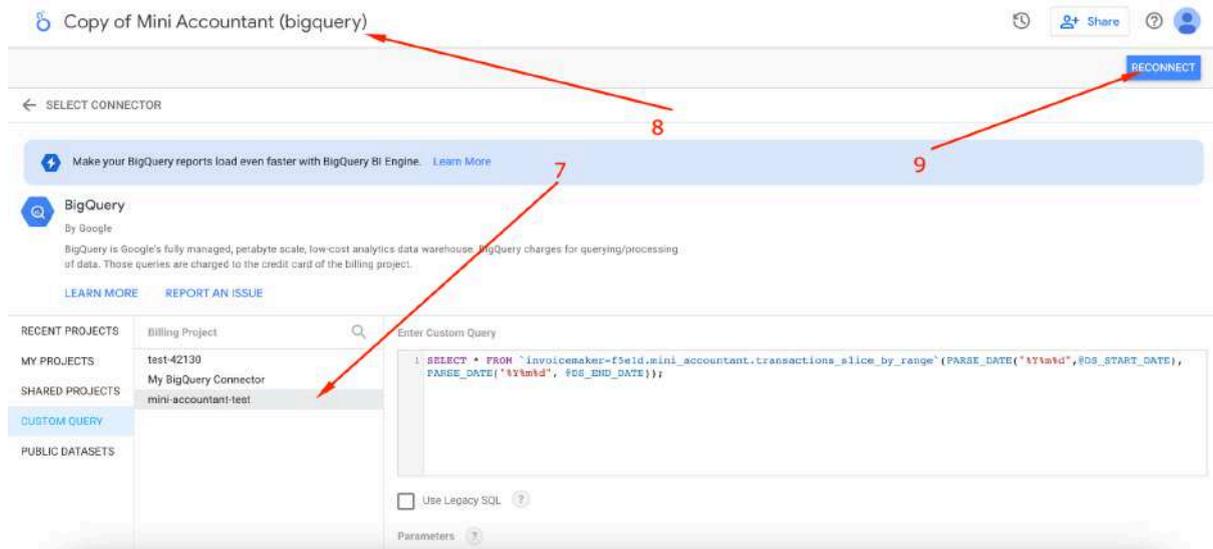
You will need to create a copy (6) of the data source to use it with your own GCP project.



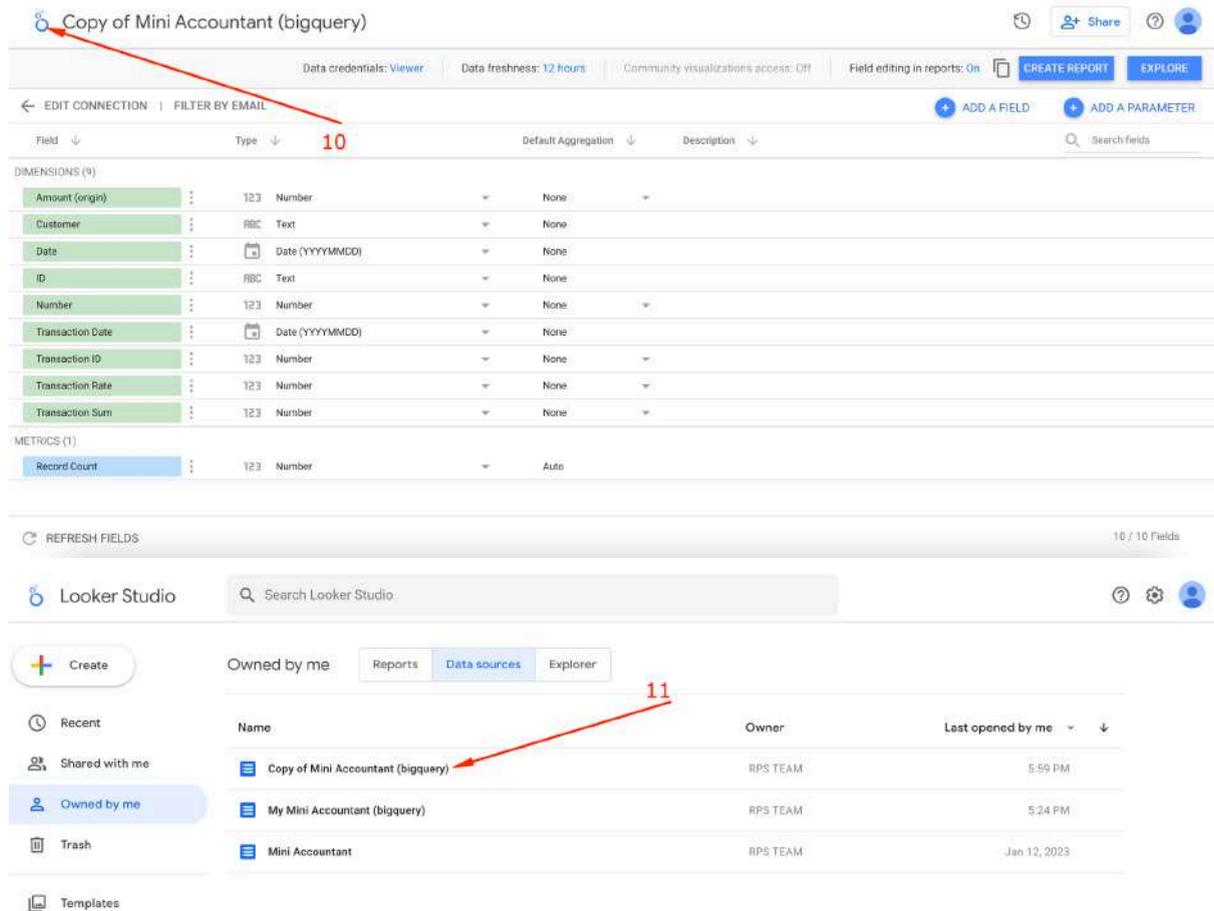
Ignore the message about duplicate fields.



Select the previously created GCP project (7). Change the name (8) of the data source to your preferred one and click connect (9).



Click on the Looker Datastudio icon to exit.



Already now you can use the data source to create your own reports, or you can use the instructions below to connect copies of our reports.

Reports in Google Looker

Please note that the screenshots given in this section and throughout the manual show the names of companies taken from public access, and all these data were created as an example and are not real.

Currently, we have developed two versions of the report specifically for you. This is a monthly summary and an annual summary.

Note: *Currently, our Google Looker reports support only a simple tax rate without VAT and expenses. If you use a complex tax rate, VAT or expenses you can use graphs and tables directly in the app or change the tax calculation in your own copy of the Google Looker report.*

To enable the monthly summary, follow the link:

<https://datastudio.google.com/reporting/7d819285-8125-4116-8e9a-57aa01a53b47>

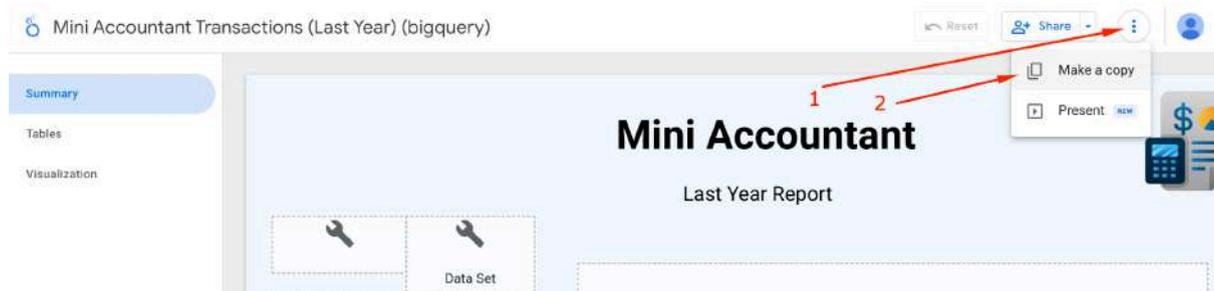
Setting up a report is similar to setting up an annual summary (see below), the finished version looks like this:



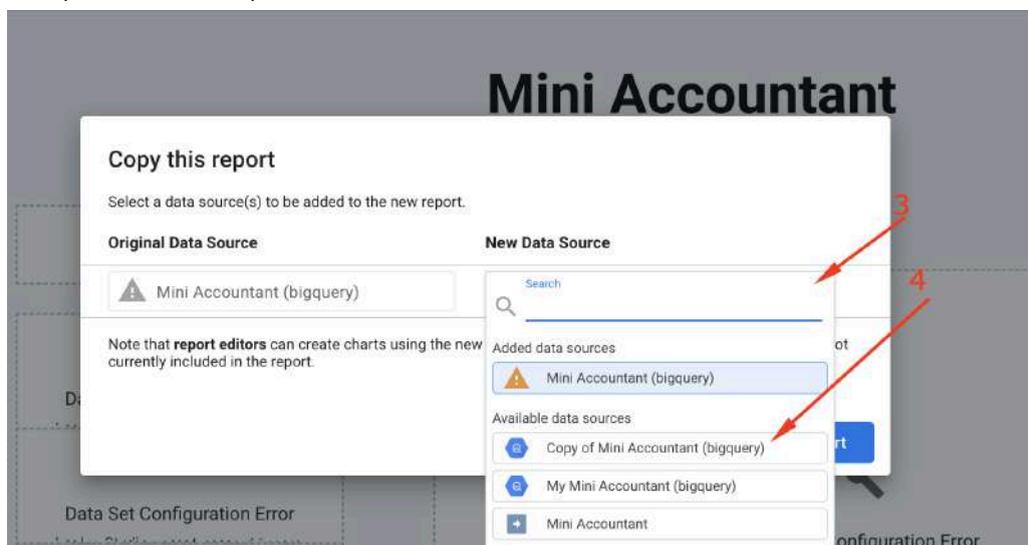
To enable the annual summary, follow the link:

<https://datastudio.google.com/reporting/995b7dfa-9cbf-4d8f-841c-0beb936f5479>

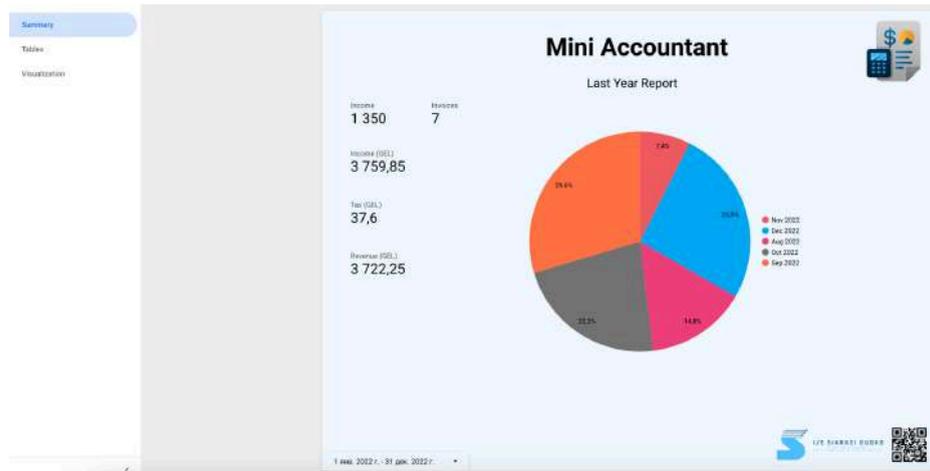
Clicking on the link you will see an error, this is due to the fact that our copy of the data connector is connected to the report, which you cannot work with as part of the free package and you must replace the data connector with your own (4) copy (how to configure it we described [above](#)). You can do this in your own copy of the report, to do this, click on settings (1) and create a copy (2).



Now replace our (3, it is shown with a warning) data connector with your (4) own data connector (it will be listed).

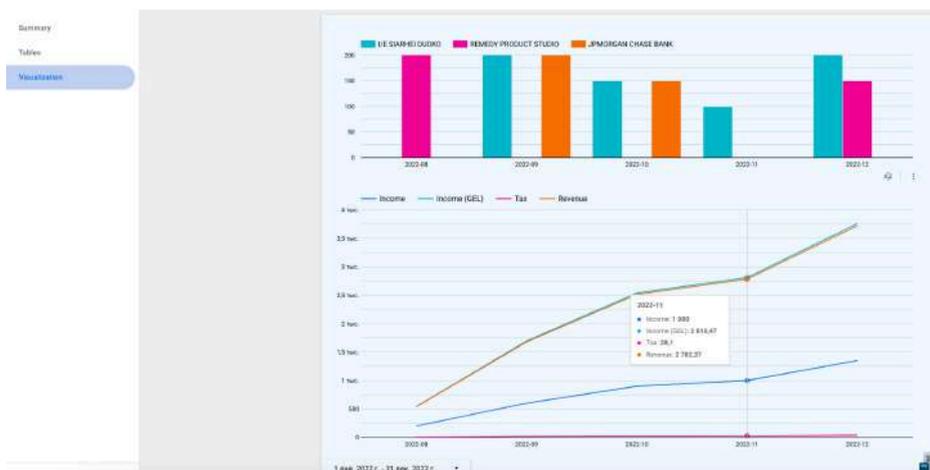


Wait for the report to be created. The first creation may take a little longer than usual. The final version of the report will look something like this:

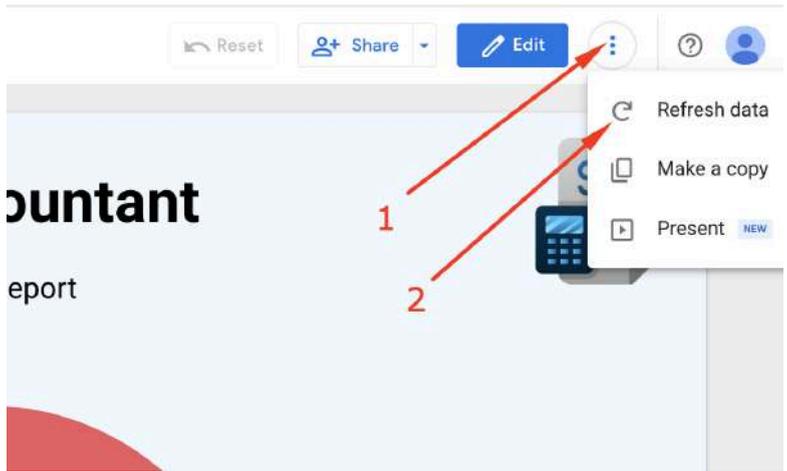


ID	Customer	L	Income Date	Exchange Rate	Income	Income (GEL)	Tax (progressive...)	Revenue (progressive...)	Income (progressive G...)
1	WEBSTRII... REMEDY PE...	8	1 nov 2022	2.7141	200	542,82	5,4282	537,3918	542,82
2	ChqCPLK... REMEDY PE...	8	4 nov 2022	2.7099	190	495,84	5,4984	490,3416	948,06000000000001

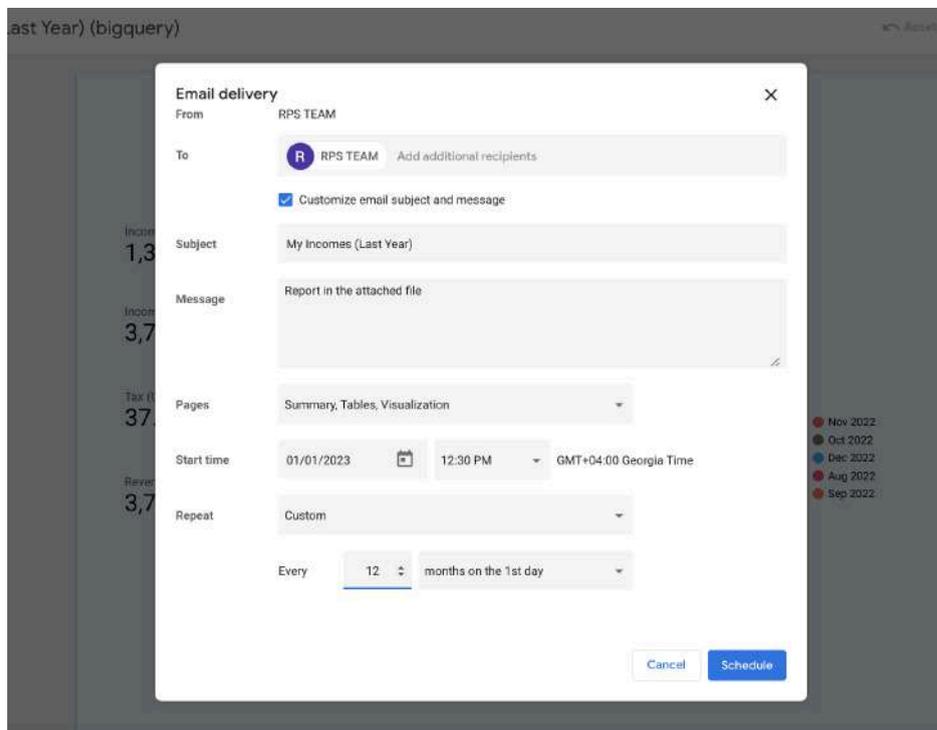
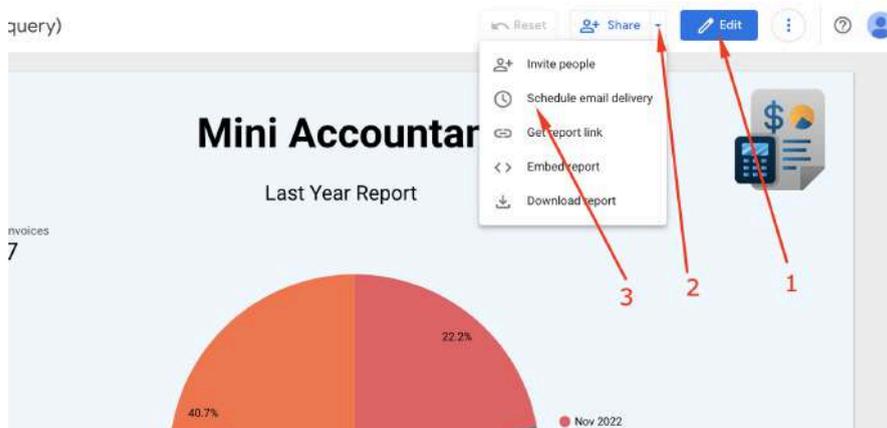
Year / Income / Income (GEL) / Tax / Revenue / Income (progressive, GEL)					
2022					
08	Income: 260	Income (GEL): 242,85	Tax: 2,4285	Revenue: 257,42	Income (progressive, GEL): 2.599,45
09	Income: 480	Income (GEL): 1.105,91	Tax: 11,0591	Revenue: 1.140,08	Income (progressive, GEL): 2.217,53
10	Income: 260	Income (GEL): 244,32	Tax: 2,4432	Revenue: 239,88	Income (progressive, GEL): 2.264,42
11	Income: 190	Income (GEL): 275,72	Tax: 2,7572	Revenue: 268	Income (progressive, GEL): 2.221,1
12	Income: 380	Income (GEL): 493,08	Tax: 4,9308	Revenue: 488,15	Income (progressive, GEL): 242,82



The data in the report is updated according to the settings once every 12 hours. But you can update the data manually (2).



You can also change (1) your own version of the report or configure it to be sent by email (2-3).



You can learn more about working with Google Looker (datastudio) from the official sources of this service.

Link to Google Looker: <https://datastudio.google.com>

For the correct display of reports, do not forget to select your timezone.

Integration with your server

We have developed a developer portal especially for you (<https://api.miniaccountant.app>). You can create your own token to work with your account and use the public RESTfull API for integration. Your personal access token has no restrictions on data access and is limited to 100 requests per month (any request is charged, except ping requests). If you need a limited access period or more requests, then we can provide you with this service for a fee.

To do this, contact the support service at support@miniaccountant.app

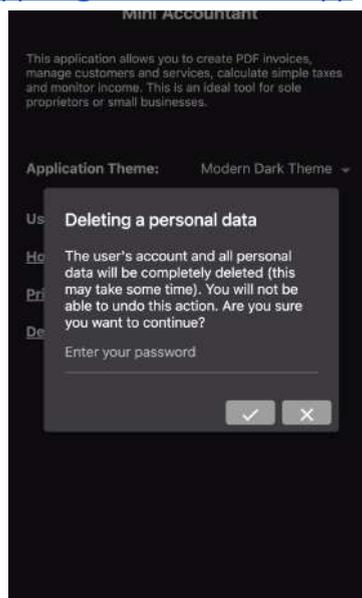
You can also configure the loading of information from our public functions using Google OAuth 2 and BigQuery. (you can see examples of requests on the developer portal). If you do not want to create your own GCP project, we can provide you with the opportunity to launch requests through our project, this service is paid. To receive it, contact the support service at support@miniaccountant.app

Notifications

You can allow notifications (optional), then we will remind you on the 1st of next month about the need to submit a declaration (in the future).

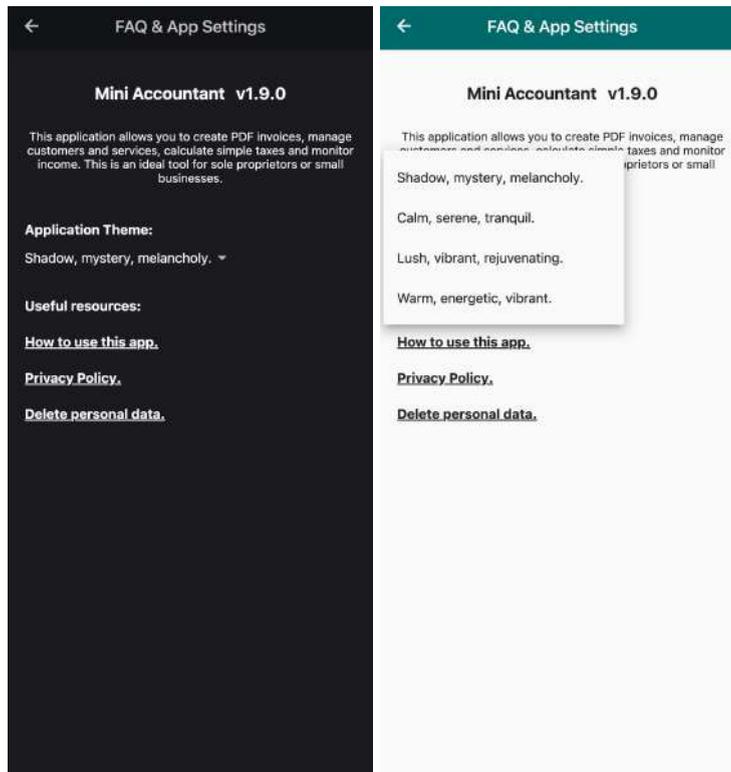
Deletion a personal data

If you have decided to stop using the application and want to completely delete all the data you have created, you can go to the FAQ tab in the menu and do it yourself, or order this service for a fee by writing to support@miniaccountant.app.



Changing the theme.

You can find additional resources or change the topic in the FAQ menu section.

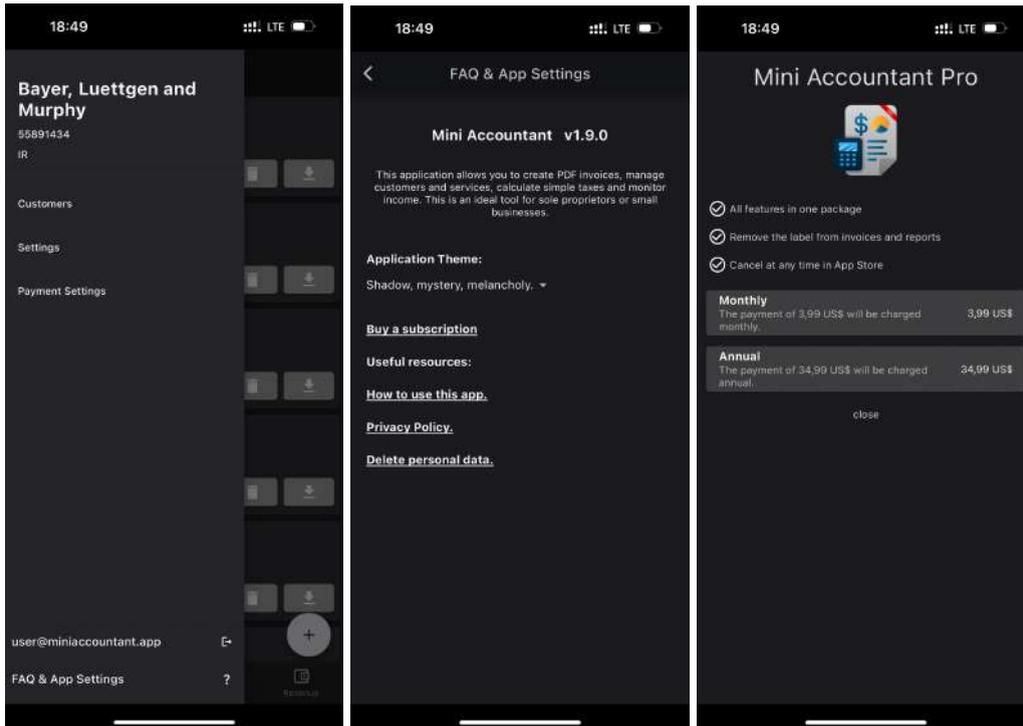


Subscriptions

To buy a subscription in the app, go to the **FAQ & Settings** page in the side menu.

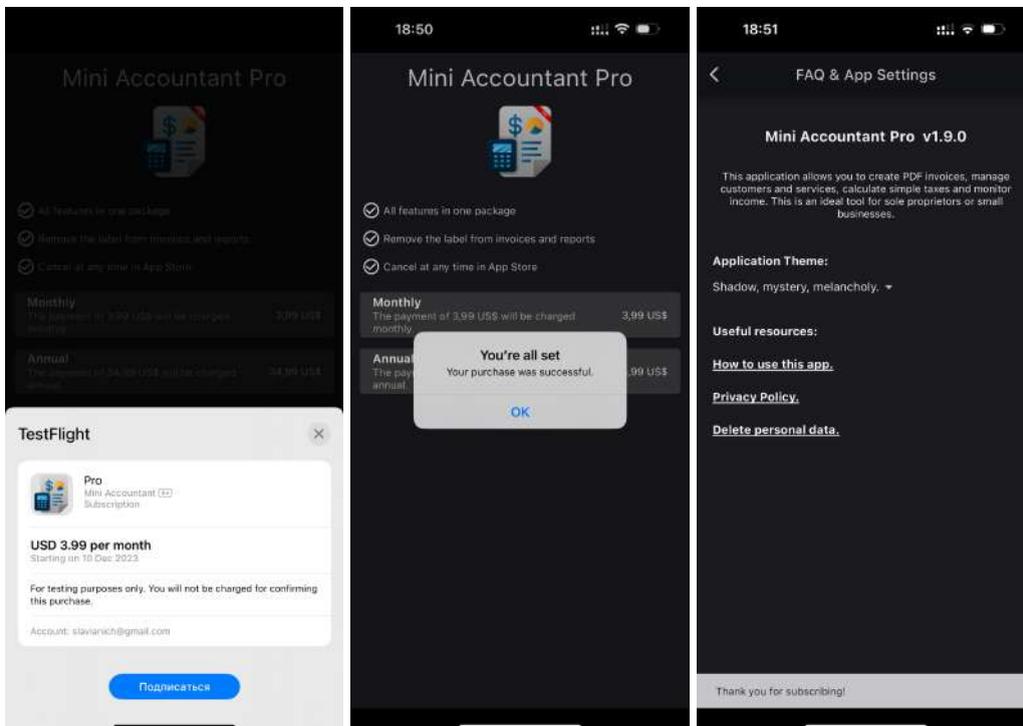
Pay attention to this page, if you do not have a subscription, then you see the usual name of the **Mini Accountant** application and the version.

If you do not have a paid subscription, then you will see the **Buy a subscription** button. Click on it.



Select the subscription option and pay for it (the process may take some time, so wait for the message about successful payment). An annual subscription is more profitable than a monthly one.

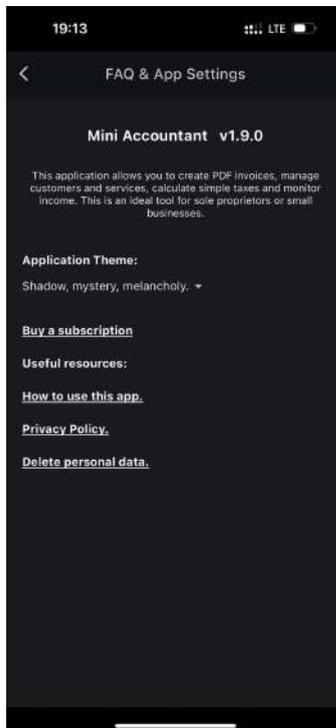
If you haven't bought a subscription yet and have changed your mind, click **close**.



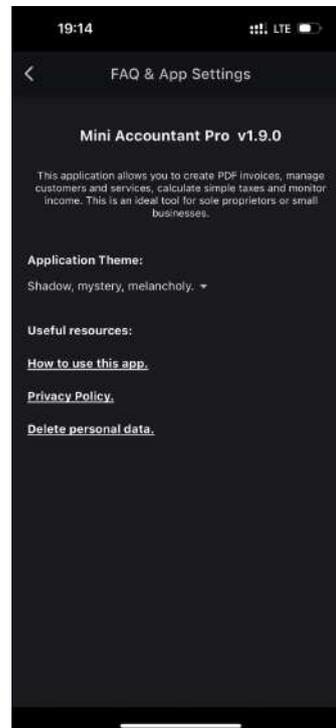
You will be automatically returned to the FAQ & Settings page. Pay attention to the name of the application, after purchasing a subscription it will be **Mini Accountant Pro**.

Enjoy the benefits of the paid version such as the lack of an app label.

Base Version



Pro Version



SWIFT International Transfer:

	EUR	USD	GBP
Account Owner:	Siarhei Dudko	Siarhei Dudko	Siarhei Dudko
SWIFT/BIC Code/Routing number	TRWIBEB1XXX	026073150	TRWIGB2L
Account (IBAN)	BE58 9672 3435 3679	8311276319	GB96 TRWI 2314 7077 5076 81
Bank Name	Wise	Community Federal Savings Bank	Wise
Bank Address	Avenue Louise 54, Room S52 Brussels 1050 Belgium	30 W. 26th Street, Sixth Floor New York NY 10010 United States	56 Shoreditch High Street London E1 6JJ United Kingdom

Payment description: *Gratuitous sponsorship of the Mini Accountant project.*

We will be glad of your support, it helps us to implement features for free for you!