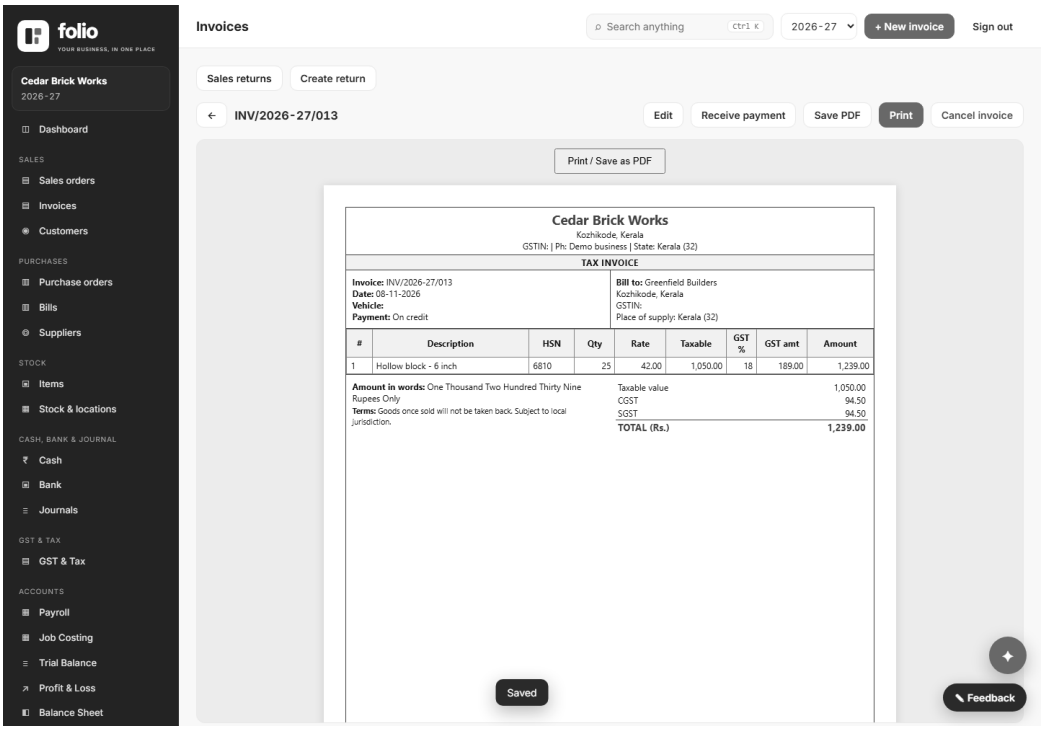
A practical guide to Folio

Billing, accounts and everyday business work.



Actual Folio desktop screen. Fictional demonstration records.

Windows + Android

Use Windows as the main accounting workspace. Android is a sales and receipt companion connected through your activated cloud service.

About this guide

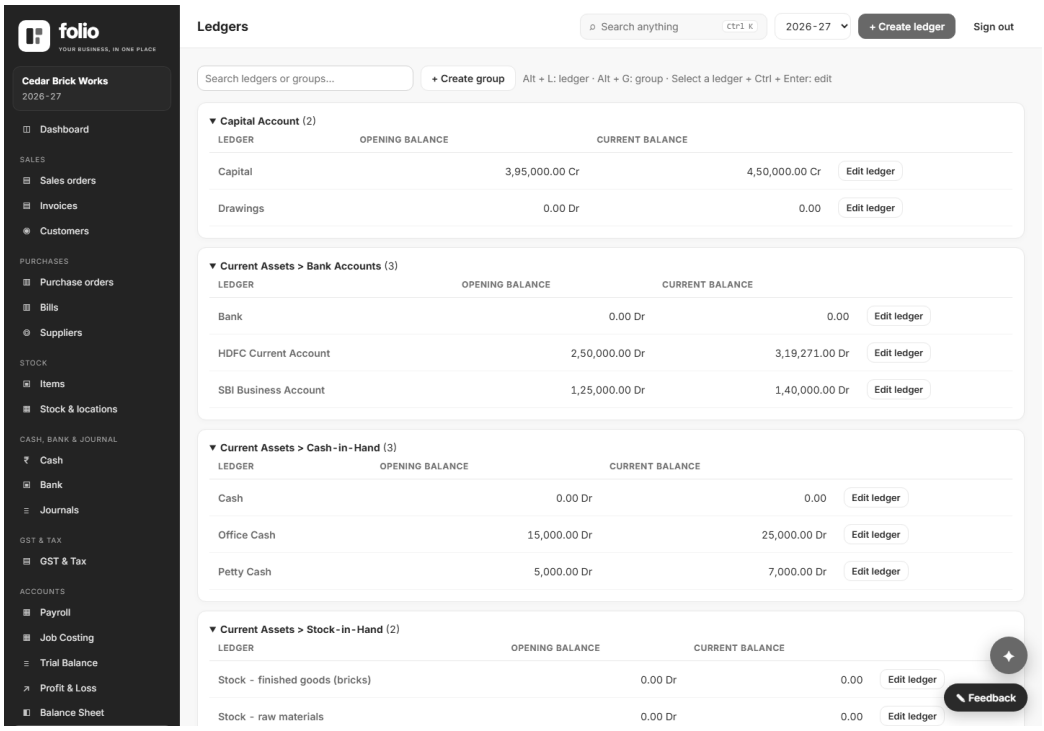
Prepared from the current 2.9-series desktop source. Screenshots use a fictional demo company. Available screens depend on the version installed; the download page is not a guarantee that every older installer includes them.

Contents

02 Getting started / 03 Sales / 04 Purchases and returns / 05 Cash, banks and ledgers / 06 Stock / 07 Payroll / 08 Job costing / 09 Reports and GST / 10 AI / 11 Android and sync / 12 Backups and updates

Set up your business

Start with the company and books.



Actual Folio desktop screen. Fictional demonstration records.

1. Create your local login

Open Folio and create the local username and password. In Settings, enter your company name, address and relevant tax details. Select the correct financial year before entering transactions.

2. Add the essentials

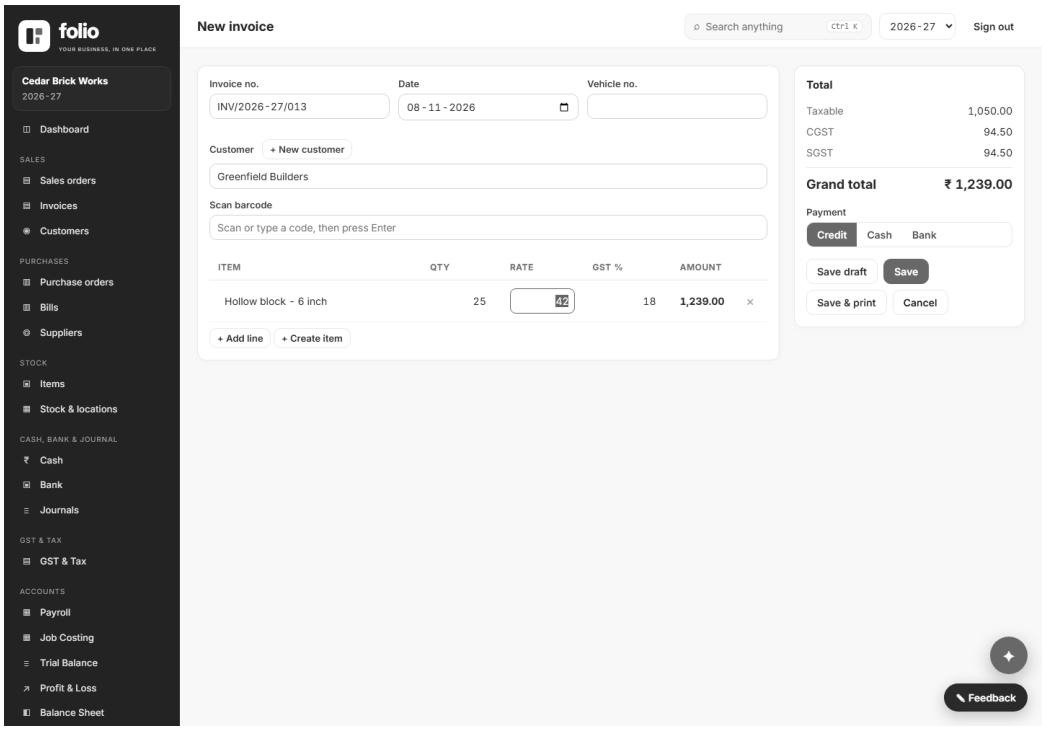
Create customers, suppliers and items. Enter opening balances and opening stock carefully. In Ledgers, create accounts under their appropriate groups.

3. Check before going live

Make a test invoice and review the printed PDF, tax rates and balances. Keep a backup before importing old records or changing opening balances.

Create a sales invoice

From customer selection to a saved bill.



Actual Folio desktop screen. Fictional demonstration records.

1. Select the customer and items

Open Invoices > New invoice. Choose the date, customer and item. Add a missing item with Create item. Where configured, choose a dispatch location or scan an item barcode.

2. Review quantities, tax and payment

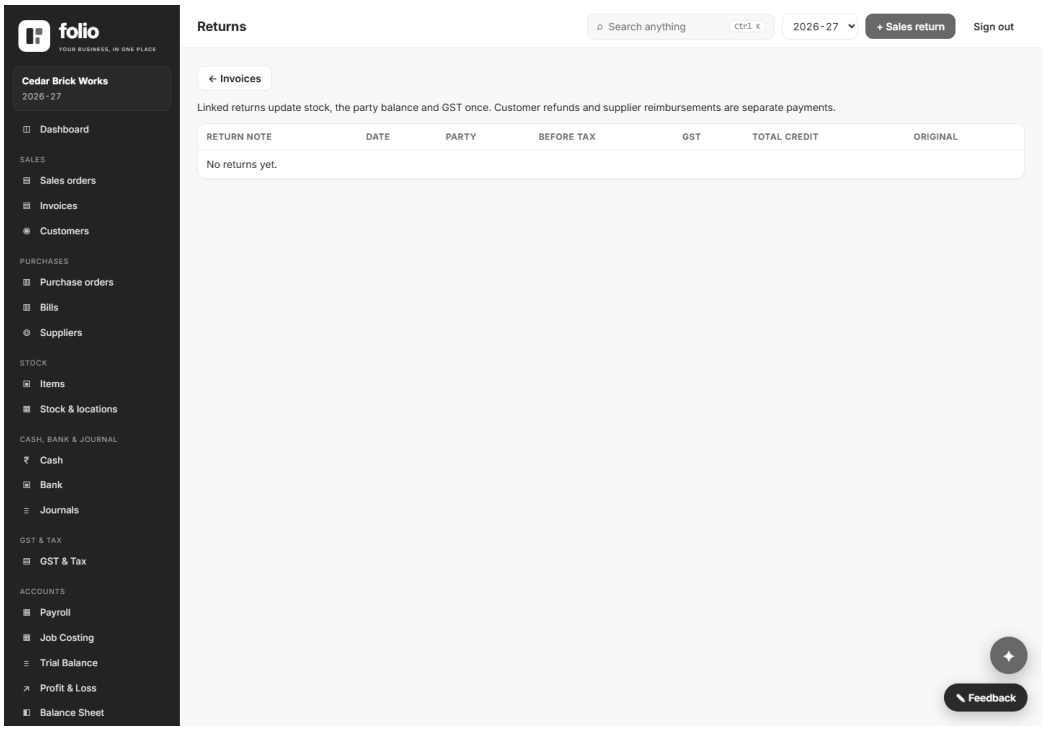
Enter quantities and rates. Check GST and the total. Choose credit, cash or bank and the receiving account where applicable.

3. Save and share

Save the invoice, then use Save PDF or Print. Record later receipts against the customer/invoice. Change the print layout in Settings > Invoice design.

Purchases and returns

Keep returns connected to the original transaction.



Actual Folio desktop screen. Fictional demonstration records.

Record a purchase

Open Bills, choose the supplier, enter the purchase lines and verify the tax and stock location before saving.

Record a return

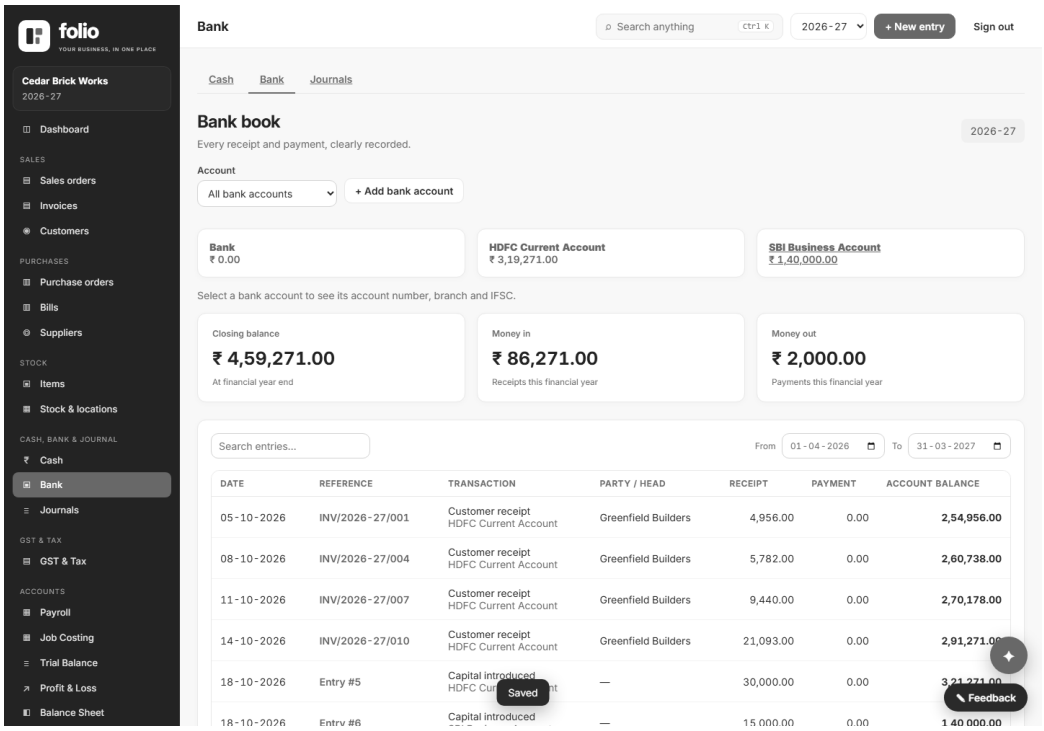
Use the return actions in the invoice or bill area. Select the relevant original document and returned quantities. Review the credit/debit adjustment before posting.

Review the result

Check the customer or supplier balance, stock and GST summaries after the return. A return is different from deleting or cancelling a mistaken document.

Cash, banks and ledgers

Keep each account distinct.



Actual Folio desktop screen. Fictional demonstration records.

Create named accounts

Create each bank or cash account under its matching ledger group. Accounts appear in the relevant Cash or Bank view. Add account-holder, account number, IFSC and other supported bank details when creating or editing the account.

Record movements

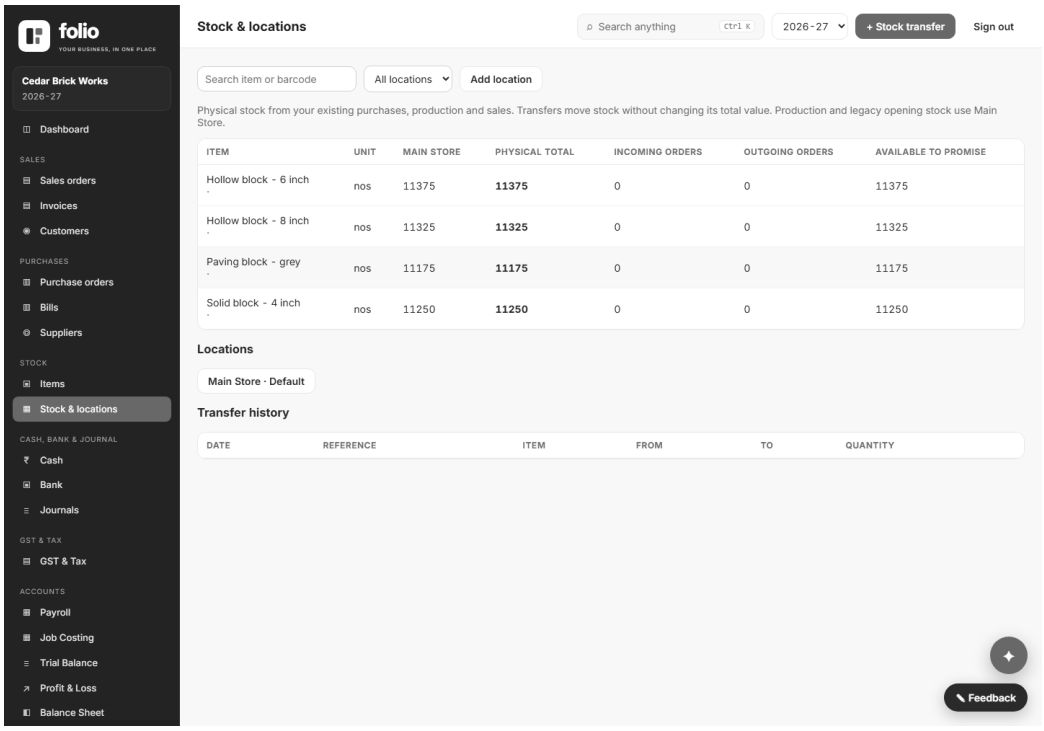
Select the correct account before recording receipts, payments or transfers. Review the account ledger and opening balance if a balance looks wrong.

Use journals where needed

Create balanced debit and credit entries. Supported journal tools include duplication and pasting rows from spreadsheets; check ledger matches and amounts before saving.

Stock and locations

Follow products through your business.



Actual Folio desktop screen. Fictional demonstration records.

Set up items

Maintain products/materials, units, prices, GST and opening quantities. Add barcodes when using barcode input in billing.

Track locations

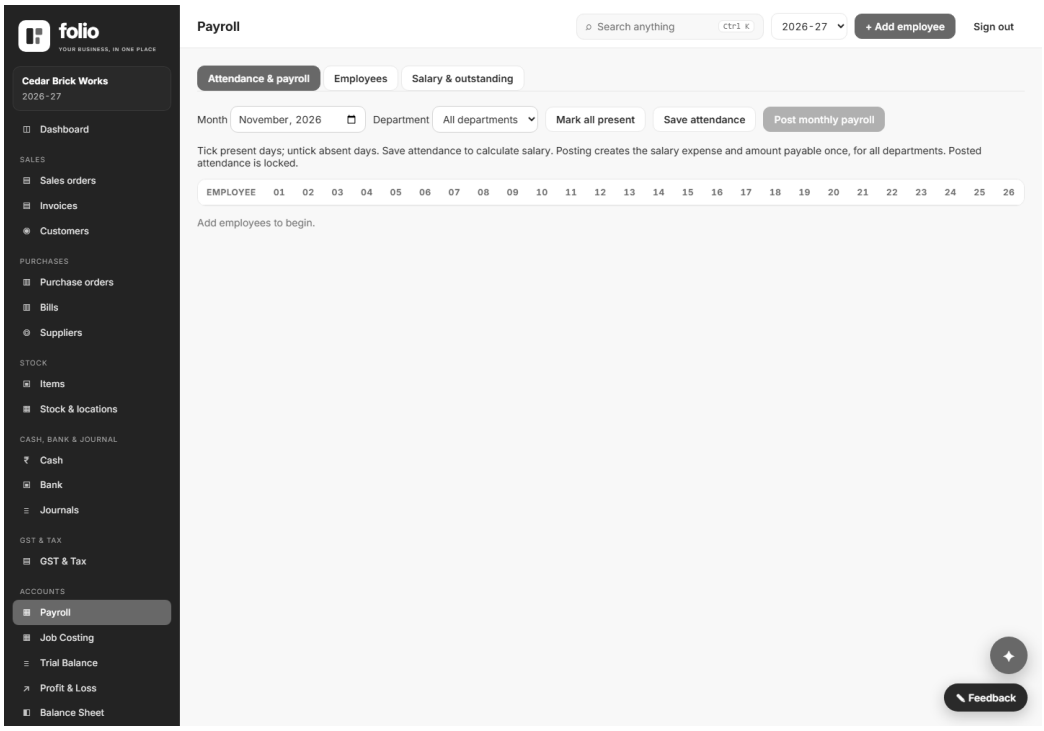
Use Stock & locations to inspect quantities and record supported stock movements. Select dispatch or receiving locations in transaction screens where offered.

Production and costs

Production records and recipes support material usage. Manufacturing material-cost estimates are not full historical costs including every overhead. Some production screens open in the classic window.

Attendance and payroll

Monthly salary and daily wages.



Actual Folio desktop screen. Fictional demonstration records.

1. Add employees

Open Payroll > Add employee. Set the department, joining date, monthly/daily basis, rate and calculation method. Add bank account details and IFSC for payment exports.

2. Save attendance, then post

Select the month. Mark all present, then untick absent days. Save attendance and review salary calculations. Post monthly payroll to create the expense and salary payable; posted attendance is locked.

3. Record bank payments

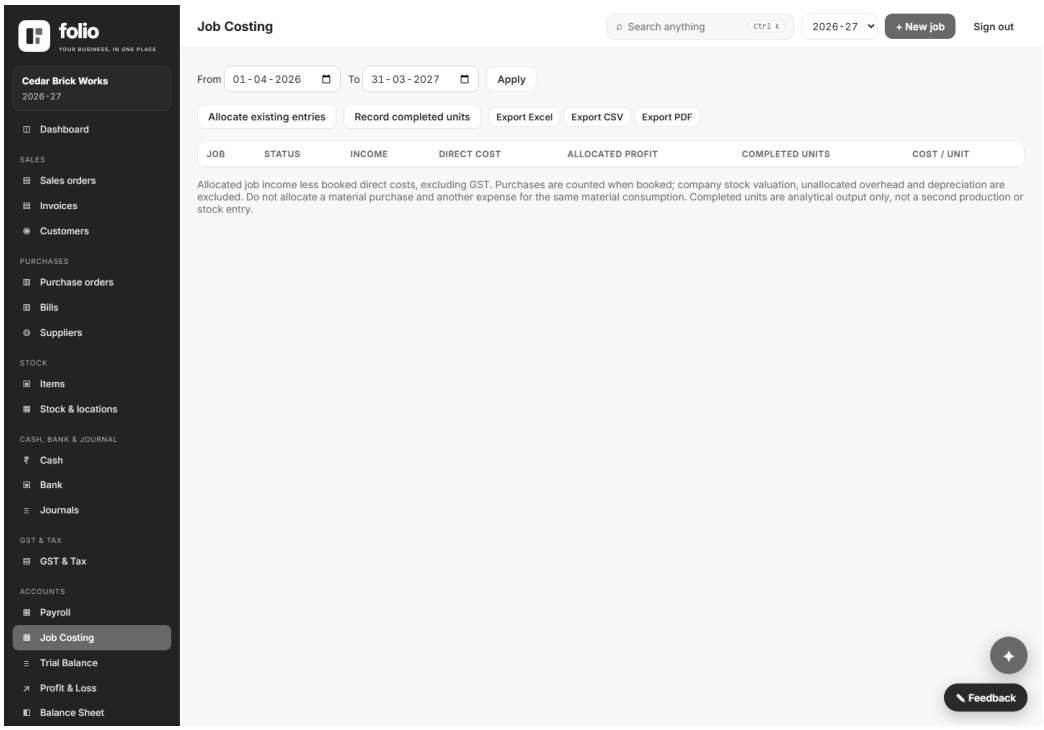
In Salary & outstanding, filter the date range and department. Export selected salaries for bank preparation. Record payments or import supported payment results only after the bank has paid. Folio does not transfer money.

Salary increases

Edit the employee and choose the effective month for the new rate. Earlier months keep their original rate; posted payroll remains unchanged.

Job costing

Analyse saved income and costs by job.



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Create a job

Open Job Costing and create the job with a name, starting date and output unit.

Allocate existing vouchers

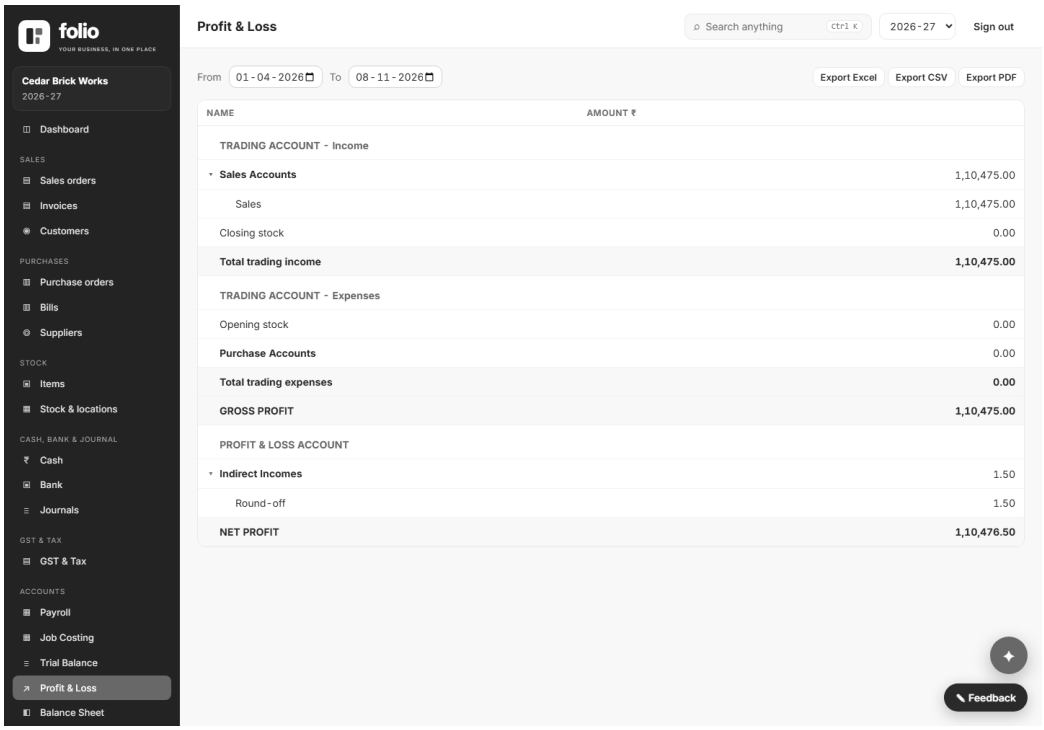
Assign supported income and expense vouchers to jobs by percentage. Review allocations and their source transactions. Allocation is analysis; it does not create another ledger or stock entry.

Record output and review

Record completed output and review the job result and cost per unit. Results depend on the vouchers and quantities you have allocated, not an automatic allocation of all business overheads.

Reports and tax review

Understand the figures behind the business.



Actual Folio desktop screen. Fictional demonstration records.

Financial reports

Open Trial Balance, Profit & Loss or Balance Sheet and choose the applicable period. Check source entries if a report differs from expectations. Use available export controls when you need a file.

GST workspace

Use GST & Tax for the available sales, purchase, GSTR-1/GSTR-3B views and 2B matching tools. Review classifications, returns and source documents before preparing a filing.

Know the boundary

Report preparation is not a promise of automatic GST portal filing or statutory compliance. Review the export and totals using your accounting process.

Work with Folio AI

A floating assistant beside your accounting work.

Start a conversation

Open the floating Folio AI button. Ask a question about your books or describe a supported accounting task. For example: Show sales this month. Ask for Excel explicitly when you want an export.

Attach and review

Use the attachment control for supported documents or spreadsheets. Supply missing customer, ledger, item or tax information when asked. Review the saved result and source document; AI can misread documents.

Actions and access

Supported actions depend on the installed version and user permissions. AI requires an activated connection, internet and the configured Gemini service. Full-book Android actions also need the owning PC online.

Current limits

Upload sizes and provider quotas apply. Large files may need smaller batches. Live voice conversations, unlimited uploads, unlimited free AI and control of every possible application function are not advertised as current features.

Android and cloud sync

Connect the phone to the owning PC.

1. Activate on Windows

Request AI/cloud access from muhammadnihalrk@gmail.com. Complete the Mobile sync / Cloud sync setup in Folio on the main PC using your business activation details.

2. Pair Android

Install the Android APK and use its pairing/scan flow with the PC connection details. Keep each business connection separate and grant full-book AI only to trusted staff.

3. Bill and record receipts

After setup and catalogue sync, create sales and receipt entries on Android. Offline entries wait for connectivity. Check delivery status and confirm that the PC has accepted them.

Keep the PC available

Phone and PC can use different internet networks. Keep Folio open, connected and sync enabled on the PC. Cloud delivery is not a backup of your books. This guide does not describe an iPhone app.

Protect your records

Backups, imports and updates.

Back up regularly

Use Settings > Data & backup to save a backup outside the working database location. Keep a separate copy and verify restoration using a safe test copy before relying on it.

Import carefully

Use Import data to map and preview supported spreadsheet or export formats. Proprietary/encrypted backups need a compatible converter; Folio does not promise error-free import of any format.

Update and get help

Back up first and install updates over the existing app when supported. Do not uninstall Android with unsent entries. Visit folioerp.in for downloads and email muhammadnihalrk@gmail.com for setup help. Availability and activation offers can change.