ZUNGO BESA PRO — QUICK-START USER MANUAL

100% Offline Transaction & M-PESA Ledger Studio

Developed by Andrias Hammer | Zungo App Studio
Document Version 1.0.0 (November 2026)

---

1. Introduction & Overview

Zungo Besa PRO is a professional desktop financial accounting ledger designed specifically for Kenyan retail businesses, wholesalers, supermarkets, and managers. It allows you to track all cash flows, mixed M-PESA phone payments, casual worker expenses, and supplier credit balances locally on your hard drive with **zero monthly fees and 100% offline data security.**

---

2. Installation & Directory Setup

1. Run the lightweight file **`Zungo_Besa_Setup.exe`**.
2. If Windows Defender shows a smart screen security alert, click **"More info"** and select **"Run anyway"**.
3. By default, the application installs its local backend framework directly onto your local disk path: `C:\Besa\`
4. Your transactional tables are completely isolated inside structured `.dbf` database files categorized by fiscal periods or school terms (e.g., `C:\Besa\T2_2026\Transaction.dbf`).

---

3. Configuring Your Custom Business Letterhead

Before printing your first receipt voucher, configure your store profile details so your printed documents are legally personalized:

1. Open the file named **`Company`** located within your main app folder using a standard text editor.
2. Edit the text variables to match your personal business specifications:
   - **Line 1:** Store/School Name (e.g., *Zungo Supermarket*)
   - **Line 2:** Postal Address (e.g., *P.O. BOX 1801-20117 Naivasha*)
   - **Line 3:** Active Phone Contacts (e.g., *+254 743903586*)
   - **Line 4:** Official Email (e.g., *sales@zungo.co.ke*)
3. Save and close the file. The transaction printer engine will now pull these lines automatically.

---

4. Tracking Bulk Shopping & Budgets Down to Zero

Zungo Besa PRO includes a powerful budget-tracking ledger sequence. This allows you to allocate a large flat sum for a specific project, bulk shopping trip, or supply run, and trace every single shilling until the balance hits zero using a single, unified tracking ID.

Step-by-Step Budget Tracking Setup:

1. **Initialize the Main Fund (`In`):**
   - Click **`Options`** → **`Add`** → **`New Record`**.
   - Set **`Status`** to **`In`**.
   - Create a distinct name or number in the **`ID`** field (e.g., **`Food`**).
   - Type your total budget pool (e.g., **`100000.00`**) into the **`Amount`** field and save the entry.
2. **Log the First Expense Flow (`Out`):**
   - Create a new record and keep the **`ID`** field exactly identical (e.g., **`Food`**) so the rows group together.
   - Type the initial parent budget pool (**`100000.00`**) into the **`Amount`** field.
   - Type your actual supplier cost into the **`Paid`** field (e.g., **`34000.00`**).
   - Enter the transaction fee into the **`Transfer`** field (e.g., **`200.00`**).
   - Click the **`Calc`** button. The system automatically computes your remaining funds inside the green **`Balance`** block (e.g., **`65800.00`**).
   - Click **`Save`** or press **`Ctrl + S`**.
3. **Chain Sub-Transactions Until Zero:**
   - For the next purchase under this same project, create a new row using the exact same ID (**`Food`**).
   - Simply check the remaining green **`Balance`** from your previous entry and type that exact number (e.g., **`65800.00`**) directly into your new **`Amount`** field.
   - Enter what you paid and any phone transfer fees for this current receipt, click **`Calc`**, and save.
   - Repeat this simple chain pattern for all subsequent expenses until the total project funds are fully depleted.

4b. Advanced Use Case: Tracking Quarterly & Project Budgets

Zungo Besa PRO can function as a powerful budget variance tracker. By naming your tracking IDs after specific fiscal timelines (such as **`Quarter_1_2026`**), you can set a rigid spending cap at the start of a period and instantly monitor whether your business is staying safely inside or drifting outside your budget limitations.

Step-by-Step Corporate Budget Tracking:

1. **Inject the Approved Capital Ceiling (`In`):**
   - Initialize a new row (**`Options`** → **`Add`** → **`New Record`**).
   - Set **`Status`** to **`In`**.
   - Name the **`ID`** field after your timeline block (e.g., **`Quarter_1_2026`**).
   - Type your total approved spending limit for those three months (e.g., **`200000.00`**) into the **`Amount`** field and save the record.
   -
2. **Log Operational Expenses Across the Quarter (`Out`):**
   - Every time your business incurs an operational cost (transport, inventory, wages, utilities), create a new record and keep the **`ID`** exactly matching (e.g., **`Quarter_1_2026`**).
   - Look at the green **`Balance`** box from your last entry under that ID, and type that remaining number straight into the new **`Amount`** field.
   - Type the current expense into the **`Paid`** field, add any mobile transfer fees into **`Transfer`**, click **`Calc`**, and save.
   -

3. **Evaluating the Quarterly Verdict:**
   - 🟢 **Inside Budget:** If your green `Balance` block stays **at or above 0.00** at the end of the quarter, your business successfully stayed within its spending limits.
   - 🔴 **Outside Budget:** If your green `Balance` block drops into a **negative number** (e.g., `-15000.00`), your system flashes an immediate visual warning showing that you have gone over budget and over-expended capital.

---

5. Advanced Search & Live Auditing

The global status control line at the bottom right (**Total: XXXXX.XX**) calculations adapt in real-time as you isolate fields.

- To view how much you spent on a particular category this month, navigate to the search bar and type your target keyword into the **Usage** filter column (e.g., typing *"Transport"* or *"Wages"*).
- To see exactly how much capital you owe a specific market distributor, filter the table by typing their name into the **Receiver** column and tracking the updated balance totals instantly.

---

6. Export Options, Backups & Printing

Click the `Save Options` drop-down menu in the top left header bar to access physical output utilities:

- **Export to Excel:** Packs your filtered view or complete database into an xls spreadsheet for corporate tax calculations.
- **Print - Database:** Sends a formatted paper record of your full historical data rows straight to an office printer.
- **Receipt:** Formats a single selected row into an official A4 document featuring a bold **PAID** stamp voucher layout for cash verification.

---

7. Database Management, Backups & Hotkeys

- **Creating a New Database File:** To start a fresh file sequence for a new business branch or fiscal year, select **Options** from the top menu and click **Besa Folder**. Name your new directory folder and the system will spin up a fresh database table automatically.
  - ⚠️ **Important Naming Rule:** The database name **must not contain spaces**. Use underscores instead of spaces to separate words.
  - *Correct Example:* `Expenses_2026` or `Term2_2026`
- **Selecting Between Databases:** To load a different database file, select **Options** from the top menu and click **Select Database**. A custom dropdown menu will appear. Simply select your target folder name from the list, and the program will automatically handle the rest and load your data rows instantly.
- **Saving Records:** Click **Save** on the top menu, or use the quick keyboard shortcut **Ctrl + S**.

- **Data Safety Backups:** Since your files live 100% locally, you can back up your records at the end of the day by copying the main `C:\Besa\` folder onto an external USB flash drive.

Zungo App Studio Support

For activation keys, licensing inquiries, or hardware registry setups, visit our local portal:
🌐 **Website:** www.zungo.co.ke