questico.site

Daily Sales & Cash Book

User manual

Inside your tool it is called “Galla”.

A daily cash book where counter staff enter the day's sales by counter and payment mode, expenses, deposits and a note-by-note cash count, and the owner checks the difference and locks the day.

1. Your tool at a glance

Shops and restaurants close the day with a paper register, so cash shortages, unrecorded expenses and forgotten udhaar go unnoticed. Galla has counter staff record sales, credit, money received, expenses, deposits and a note-by-note cash count, and shows what should be in the galla against what was counted. The owner reviews the difference, locks each day and sees the month's sales, expenses against budget and who owes money.

Made for: Retail shops, sweet shops and restaurants with one or more counters, where counter staff handle cash and the owner or a manager checks the books.

Who can do what

Your tool has 3 role profiles. Everyone signs in with their own email address and sees only what their role allows.

Role	Usually	Can	Cannot
Owner	The shop owner	• Do everything in the tool • Be the only one who can lock and unlock days, when "Who locks a day" is set to "The owner only" • Add team members from the Questico owner console (Team section) by typing their email address and choosing "Can use it" (counter staff) or "Can manage it" (manager)	• Invite team members from inside the tool; this is done in the console
Manager	A shop manager or accountant	• Edit any unlocked past day • Override the opening cash • Reopen closed days • Lock and unlock days, unless the owner has kept this for themselves • See Calendar, Review, Reports and Expenses, and the figures as they stood when a day was locked	• Lock or unlock days when "Who locks a day" is set to "The owner only" • Add team members from inside the tool
Counter staff	Cashiers and counter staff	• See Today (the day sheet), the Day book for any past day and Udhaar • Enter sales, udhaar, expenses, money received and deposits • Count the cash and close the day • Record udhaar payments and send WhatsApp reminders • Print the daily report • Edit today, plus the number of days back the owner allows, while the day is still open	• Edit a day after it is closed or locked, or outside their allowed days • Lock or reopen days • See Calendar, Review, Reports or Expenses

What staff can do in each list

These rules are kept by Questico's database, not only by the screens: a staff member who finds a way past a screen is still refused. They are for staff: owners and managers are not held to them.

Days (cash book)

- Staff see every entry.
- Staff can add entries.
- Staff can change any entry.
- Staff can't delete entries.
- Staff can change or delete an entry only while the day is still open.
- Staff can never lock a day; a manager does that.

2. Getting started

Ready when you buy

- Your business name (and its short form) is set from checkout, and your contact details replace the demo's.
- The demo business is gone: its people, customers, vendors and figures are not in your copy. City and address start empty for you to fill in.
- Lists such as departments start with a common set; change them to match your business in the admin panel.

Where your tool lives

- Your tool has its own address, such as yourbusiness.questico.site. Open it on a phone or a computer.
- You can also open it from your Questico account: Your space → Paid, or your console, where the tool shows three buttons: Open the tool, Edit website (the admin panel) and Team.

Signing in: there are no passwords

- Everyone opens your tool's address and presses Sign in, then signs in with the email you added for them, in one of two ways.
- With Google: press "Continue with Google". For a Gmail address, or a work email that is a Google account (Google Workspace). Google looks after the password and security.
- With any other email (Outlook, Zoho, your company's own mail): under "No Google account? Use any email", type the address and press "Email me a code". Questico emails a 6-digit code; type it in and you are in. The code works once and expires soon.
- Someone who signs in but has not been added sees "You're signed in, but not invited yet" until you add their address.

Adding your team

1. One person at a time: in your Questico console, open the tool's Team section, type their email address and choose "Can use it" (Counter staff) or "Can manage it" (Manager).
2. Everyone at once: in the same Team section → Add many from Excel. Download the template, fill one row per person (name, email and access), and upload it. You see every row checked before anything is added.
3. Your whole company, for all your tools: Your space → Your company team. Upload your staff sheet once (name, email, employee ID, department, designation, function, mobile, joining date, access, and Active or Left), then press Apply beside each business tool. New people get access and appear on the tool's own lists. Applying never changes the access someone already has in a tool. To take someone off, mark them Left: the next Apply removes their access, and their past records stay. Someone simply missing from a new sheet is not treated as having left.

Partners as owners

- If you run the business with partners, make them owners too: in your console, the tool's overview has an Owners card. Type a partner's email and press Add an owner. Up to five owners in all.
- They become owners the next time they sign in to Questico with that email, and can then do everything you can: the admin panel, the team, and asking for changes. The tool shows in their own Your space under Sites you co-own.
- Any owner can remove a co-owner, and a co-owner can leave. The person who bought the tool always stays an owner.

Sending the invitation, and seeing who has joined

- Questico emails each person an invitation as soon as you add them, however you add them: one at a time, from Excel, or from your company team. It tells them your tool's address and how to sign in, with Google or with a code.
- In the console's Team section, "Remind the N not signed in" emails everyone who has not joined yet. Under "Send the invitation" you can also copy the ready message for your team's WhatsApp group.
- The same page counts who has joined and who has not signed in yet, lists everyone with the date they were invited and the date they joined, and downloads the list for Excel.
- To change someone's access or remove them, use the tool's Team screen or the console's Team section. Their past records stay.

The emails Questico sends your team

Questico tells people when something needs them, by email from notices@questico.site, so nobody has to keep the tool open to find out.

Within a few minutes

- Owners and managers: "The cash book for [date] was submitted for checking."

Every morning at 8

- Owners and managers: "N days waiting to be locked"
- Owners and managers: "N earlier days still open"

Several things at once come as one email, never a flood. Each email says what happened and links to your tool. Anyone can stop them: the link at the foot of each email stops that business's notices for that person, and the same link turns them back on. Invitations and sign-in codes still arrive.

Changing your settings

In your console, press Edit website to open your tool's admin panel. Change the name, logo, colours, words, pictures, lists and rules; every change shows in a live preview first. Records (the day-to-day entries) are made inside the tool itself.

Everyday features

- On a phone the menu moves to a bar at the bottom, and tables turn into cards.
- Anything printable opens your browser's print window, where you can also choose "Save as PDF".
- Lists and reports download as CSV files that open in Excel.
- WhatsApp messages open ready-written; you press send. Nothing is sent automatically.

3. Your first day

1. Try the demo first: switch "View as" between owner, manager and counter staff to see what each person will see
2. Open the admin panel from "Edit website" in the Questico console and set the shop name, logo and colour
3. List your counters and set your payment modes and where each one's money goes
4. Set your expense heads with monthly budgets, and the kinds of money received
5. Choose the notes you count, the allowed difference and the float kept for change

6. Decide on carrying the last count forward, requiring a count to close, who locks a day, how many days back staff can edit, and the closing time
7. Set the months of udhaar history and the reminder text
8. Add counter staff and managers from the Team section of the Questico console: type their email address and choose "Can use it" (counter staff) or "Can manage it" (manager); they then sign in with that email address (with Google, or a code Questico emails them)
9. On the first day in the tool, type the opening cash; later days carry over automatically

4. Everything it does

Today (counter staff)

- See the close-by time, sales so far, how much should be in the galla and the day's status in the greeting
- Fill today's full day sheet right below

Today (owner and managers)

- See sales today and days waiting to be locked in the greeting
- Jump to today's galla or review the days waiting
- See sales today with a 14-day trend line and the cash part
- See sales this month against the same days last month, in per cent
- See expenses this month and sales minus expenses
- See counted against should-be-in-the-galla, and days off in the last 30
- See the last 14 days of sales stacked by payment mode
- See expenses against budget, in red when more than 10% ahead of the month's pace
- See days waiting for review
- See this month's sales by payment mode in a donut chart
- See today's sales by counter

Day book (everyone; any date up to today)

- Move to the previous or next day or pick a date
- Carry the opening cash from the last count (or the last expected amount if nothing was counted) when that setting is on; otherwise type it
- Override the opening cash (owner and managers)
- See sales, cash sales with per cent, UPI and card, and expenses from the galla
- Enter sales in a grid of counters against payment modes; it saves as you type and shows row and column totals
- Record udhaar sales: customer (suggested with phone from the last 2 months), WhatsApp number, amount, counter, type and what they took
- Record expenses: head, amount, paid from the galla or bank/UPI, and details
- Record money received: type (such as "Udhaar received"), from whom, amount, how it was received and a note; cash goes into the galla, UPI does not
- Record cash taken out as a bank deposit or "Owner took cash home"
- Get a deposit suggestion that leaves the float for change, rounded down to ₹500
- Remove any entry while the day can still be edited
- See the galla ledger: opening + cash sales + cash received − expenses from the galla − deposit − owner's drawings = should be in the galla
- See the difference as "Matches", "Within the allowed ₹X" or "Needs a reason"

- Count the cash: pieces of each note plus coins as one total, with a live total and difference, then save the count
- See the day's status and a "Changed after locking" warning
- Write a note for the day
- Close the day (needs a count if your setting requires it, and a note if the difference is beyond the allowed amount)
- Lock or unlock the day (whoever your setting allows)
- Reopen a closed day for corrections (owner and managers)
- Print the daily report
- See the last 3 lines of the day's log
- Let two people at different counters save without overwriting each other

Udhaar (everyone)

- See who owes the shop, from credit sales within the months you set
- See total owed to the shop, given this month and paid back this month
- Search customers and switch between Owing and Everyone
- See for each customer: took, paid back and owes
- Send a WhatsApp reminder
- Open a customer's history
- Record a payment, which goes into today's galla only while today is still editable

Calendar (owner and managers)

- See a month heat-map of daily sales (darker = bigger)
- See which days are locked, which are waiting for review and which have a difference beyond the allowed amount
- See sales, average a day with the best day, expenses with per cent, and sales minus expenses

Review (owner and managers)

- Cover the last 2 months
- See days waiting to be locked with status, sales, expected, counted and difference, with Lock and Open buttons
- Lock all closed days whose difference is within the allowed amount in one go
- See days changed after locking: sales when locked against now, and who locked
- See days with nothing entered in the last 14 days
- See the number of closed days waiting on the menu

Reports (owner and managers)

- Move month by month
- See sales with a per-day figure, expenses as a per cent of sales, money deposited in the bank, and cash short or extra with the number of days beyond the allowed amount
- See daily sales stacked by payment mode and sales by mode in a donut chart
- See a sales-minus-expenses statement: sales by mode, less each expense head
- See sales by counter
- Download a CSV file with one row per day: opening, sales per mode, total, cash received, expenses (all and from the galla), deposit, owner took, expected, counted, difference, status and note
- Print the monthly sales statement

Expenses (owner and managers)

- Move month by month
- See bars of each expense head against budget, in red when more than 10% ahead of pace; click a bar to filter
- See expenses by head in a donut chart
- Filter by head and by paid from the galla or the bank
- See a table with the total and download it as a CSV file

Sign-in and phone use (everyone)

- Sign in with Google or a code by email; records stay private to the business
- Show a "You're signed in, but not invited yet" screen, with the person's email, to anyone not yet added
- Use it on a phone with a bottom tab bar, cards instead of tables, one-column forms and a number keypad for amounts
- Show a clear message when a save fails instead of losing it quietly
- Refresh a screen's data when you come back to the browser tab

5. Reports, prints and downloads

Prints

- Daily cash report: sales grid by counter and mode, udhaar list, total in words, expenses with paid-from, galla reconciliation, cash count by note, the day's note, "Counted by" and "Checked by" signature lines, and status
- Monthly sales statement with a per-day table and totals, summary and a "Checked by" line
- Any print can be saved as a PDF from the browser's print window

Downloads

- Monthly report CSV (one row per day)
- Expenses CSV

WhatsApp

- Udhaar reminder to a customer, filled with their name, amount owed and business name
- WhatsApp opens with the message filled in; you press send yourself

Worked out for you

- Should be in the galla = opening + cash sales + cash received − expenses from the galla − deposits − owner's drawings
- Cash count total = each note × pieces + coins
- Difference between counted and expected, checked against the allowed amount
- Deposit suggestion that leaves the float, rounded down to ₹500
- Month-to-date sales against the same days of the previous month
- Budget pace: budget × the part of the month passed, red above 110%
- Udhaar balance per customer name: given minus paid back
- Sales minus expenses
- Share of sales by counter and by payment mode
- Amounts shown in Indian format (lakh, crore) and in words

6. What you can change in the admin panel

No coding: every change shows in a live preview, and saving updates your live tool.

Business & look

- Change the shop name, short name and city
- Upload the logo
- Pick the main colour; text contrast is adjusted automatically
- Choose the sidebar style (Light, Deep or Tinted), one of 8 typefaces and the corner style (Soft, Round or Sharp)

Counters & payment modes

- List the counters
- Set 1 to 8 payment modes, each with a name, where the money goes (cash into the galla, digital to the bank, or credit udhaar) and a chart colour

Expenses & budgets

- Set 1 to 20 expense heads, each with a name, monthly budget (0 = none) and colour
- Edit the kinds of money received ("Udhaar received" is always there)

Cash count & closing

- Choose which rupee notes are counted
- Set the allowed difference in ₹
- Set the float kept for change in ₹
- Turn on or off "Open each day with the last count"
- Turn on or off "A day cannot be closed without a cash count"
- Choose who locks a day: any manager or the owner, or the owner only
- Set how many days back counter staff can change (0 to 7)
- Set the close-the-day-by time

Udhaar

- Set how many months of history count towards balances (1 to 12)
- Write the WhatsApp reminder text

Words & pictures

- Write the manager welcome, counter staff welcome and the instructions above the cash count
- Write the sign-in heading, text and quote
- Change the banner, sign-in and empty-list pictures, with alt text

Contact

- Set the email (printed on reports) and WhatsApp number

How the panel works

- Open it from "Edit website" in the Questico console; no coding needed
- See every change in a live preview, on desktop or phone, with sample data

- Get a warning before saving if there is no cash-type payment mode, mode or expense head names repeat, or a note value is not a positive rupee amount
- Change only the look, words, lists and rules here; sales, expenses and counts are entered inside the tool

7. Good to know

- Has no item-level billing, GST invoices or receipts; sales are entered as totals per counter and payment mode
- Does not import or match bank or UPI statements
- Udhaar balances count only credit within the months you set, and are matched by customer name
- Salaries, rent and bills paid outside the galla are not in "sales minus expenses"; the app says so
- Has no team invite screen inside the tool
- Review covers only the last 2 months
- Future dates cannot be opened
- Sends no automatic reminders; WhatsApp opens with the text filled in and you press send
- A payment recorded from the Udhaar screen goes into today's galla, so it works only while today is still editable

Need help?

Write to contact@questico.site with your tool’s address and what you need.