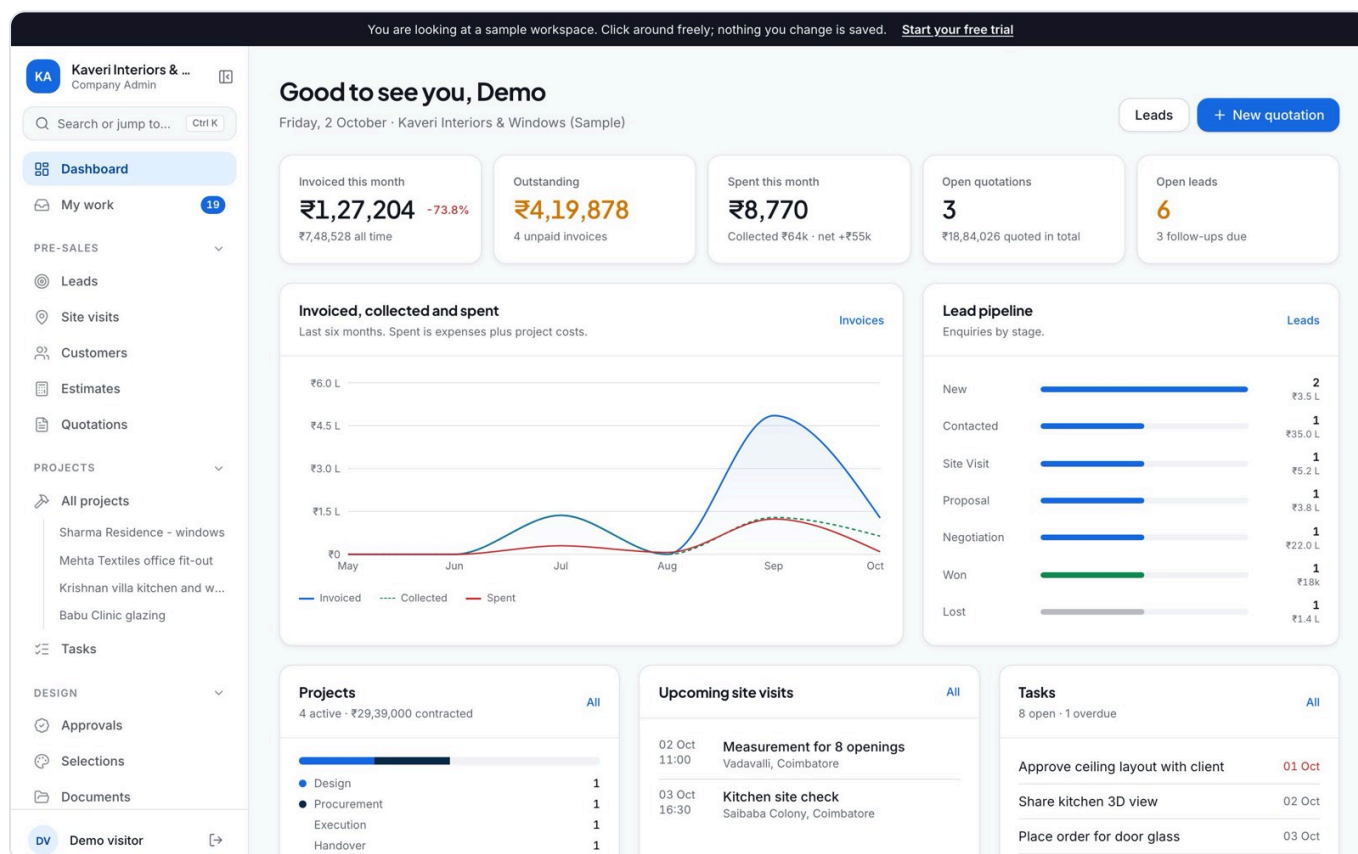


User guide

How to run quotations, invoices, projects, costing, site work, payroll and reports in Inbecto, with the steps your team follows every day.



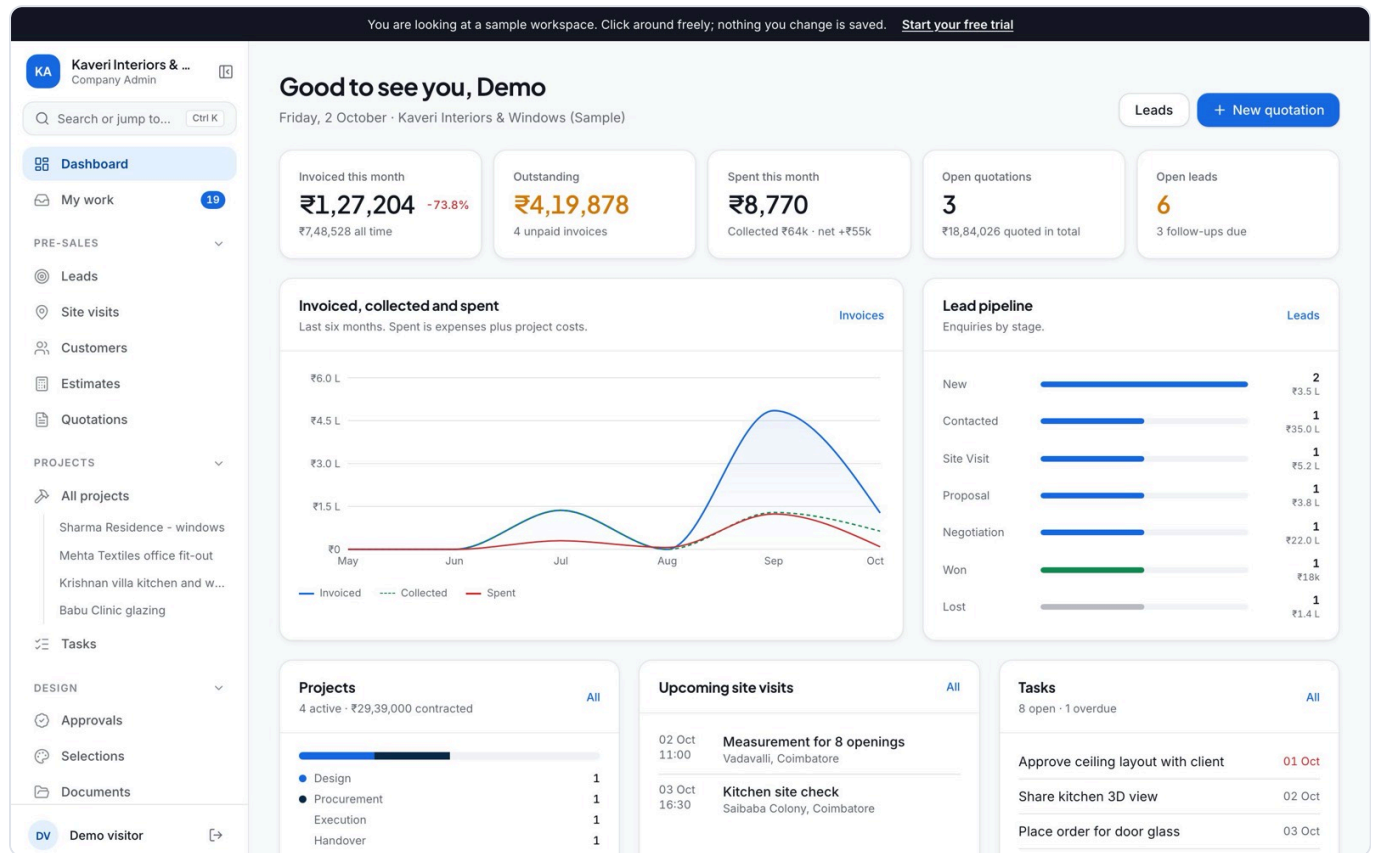
Contents

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PART 1

Finding your way

Inbecto is laid out in the order work happens: win the job, run the project, get paid, look after the client. Everything else sits behind that.



The dashboard: this month's money, spending, open quotations and leads, then the six-month chart, pipeline, projects, visits and tasks.

The sidebar

Pages are grouped as **Pre-sales** (leads, site visits, customers, estimates, quotations), **Projects**, **Design**, **Procurement**, **Site**, **Finance**, **Handover & service**, **People** and **Setup**. Your active projects are listed under All projects for one-click access.

Press the panel button at the top of the sidebar, or **Ctrl + B**, to fold it into a slim row of icons. Hover an icon to see that area's pages. Inbecto remembers your choice on each computer.

Search and jump

Press **Ctrl + K** (**⌘ + K** on a Mac) anywhere to open any page or project by typing a few letters, or to start a new quotation, invoice, customer or employee.

Your menu only shows what your business uses. Lywin turns on the segments you work in (Fenestration, Turnkey, Kitchens, Furniture), and a company admin can hide pages in Settings → Menu.

KA

Kaveri Interiors & ...

Company Admin

Search or jump to...

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My work

19 things waiting on you

Everything19

Follow-ups due3

Tasks due5

Site visits today and tomorrow2

Quotations awaiting a reply1

Overdue invoices2

Leave to approve2

Expenses to approve2

Designs waiting on the client2

Follow-ups due

Leads to call back today or earlier.

Ganesh Kumaroverdue since 30 Sept

Sowmya Iyeroverdue since 1 Oct

Anitha Josephtoday

Tasks due

Open tasks due in the next two days or overdue.

Approve ceiling layout with clientoverdue since 1 Oct

Share kitchen 3D viewtoday

Place order for door glassdue 3 Oct

Handover walkthrough with Dr Babudue 3 Oct

Fabricate W1, W2 and C1due 4 Oct

Site visits today and tomorrow

Planned visits.

Measurement for 8 openings

Today · 11:00 · Vadavalli, Coimbatore

Kitchen site check

Tomorrow · 16:30 · Saibaba Colony, Coimbatore

Quotations awaiting a reply

Sent more than a week ago and not yet accepted or rejected.

KIW-Q-0045 · Lakshmi Narayanan

sent 23 Sept

Overdue invoices

Payment past the due date.

KIW-INV-0119 · Arjun Mehta

₹1,13,855 due since 17 Sept

My work: everything waiting on you, with filters on the left.

My work

One list of what needs you today: follow-ups due, tasks due or overdue, today's and tomorrow's site visits, quotations sent a week ago without a reply, overdue invoices, leave and expenses to approve, and designs waiting on the client. The number next to My work in the sidebar counts them. Click any line to open it.

Pre-sales: leads to quotation

Record every enquiry, visit the site, and send a priced quotation with your branding the same day.

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Pre-sales

Leads

Enquiry pipeline, from first contact to a won project.

Open leads

6

8 new this month

Pipeline value

₹69,45,000

Budgets of open leads

Follow-ups due

3

Due today or earlier

Won this month

1

Converted to customers

Pipeline

Tap a stage to filter the list.

New

Contacted

Site Visit

Proposal

Negotiation

Won

Lost

2

1

1

1

1

1

₹3,45,000

₹35,00,000

₹5,20,000

₹3,80,000

₹22,00,000

₹18,000

₹1,40,000

8 leads

Q Name, phone, city...

All stages

LEAD	REQUIREMENT	STAGE	BUDGET	FOLLOW UP	
Ganesh Kumar +91 98945 20011 · Coimbatore	UPVC windows for new 3BHK, 14...	Proposal	₹3,80,000	30 Sept	Com
Anitha Joseph +91 98945 20012 · Coimbatore	Modular kitchen and two wardrobes	Site Visit	₹5,20,000	02 Oct	Com
Karthik Raja +91 98945 20013 · Coimbatore	Office interiors, 2,400 sq.ft.	Negotiation	₹22,00,000	03 Oct	Com
Sowmya Iyer +91 98945 20014 · Coimbatore	Balcony sliding door with mesh	New	₹85,000	01 Oct	Com
Rahul Menon +91 98945 20015 · Coimbatore	Full home turnkey interiors	Contacted	₹35,00,000	05 Oct	Com
Fathima Begum +91 98945 20016 · Coimbatore	Ventilators for 4 bathrooms	Won	₹18,000	-	Com
Vignesh S					

Leads with stage, budget, source and the next follow-up date.

Leads

Add each enquiry with its requirement, budget and source, and set a follow-up date. Move the lead through New, Contacted, Site visit, Proposal and Negotiation to Won or Lost. Follow-ups that fall due appear in My work.

Site visits and customers

Plan measurement and installation visits with a date and time; upcoming ones show on the dashboard. Customers keep contact details, site address and GSTIN, and every quotation, invoice and project linked to them.

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Quotations

Every quotation and estimate, with the rates they were issued at.

+ New quotation

Awaiting decision

3

₹5,66,124 open

Accepted value

₹13,17,902

4 accepted

Acceptance rate

80%

Of decided quotations

Total quoted

₹20,97,964

8 documents

All 8

Draft 1

Sent 1

Viewed 1

Accepted 4

Rejected 1

8 documents

Q Number, name, date...

All statuses

NUMBER	CUSTOMER	DATE	STATUS	TOTAL	ACTIONS
KIW-Q-0041 Quotation	Ravi Sharma +91 98422 10001	29 Aug 2026	Accepted	₹1,66,697.00	Open ...
KIW-Q-0042 Quotation	Arjun Mehta +91 98422 10003	18 Aug 2026	Accepted	₹4,39,423.00	Open ...
KIW-Q-0043 Quotation	Meena Krishnan +91 98422 10002	16 Sept 2026	Accepted	₹5,75,575.00	Open ...
KIW-Q-0044 Quotation	Suresh Babu +91 98422 10007	14 Jul 2026	Accepted	₹1,36,207.00	Open ...
KIW-Q-0045 Quotation	Lakshmi Narayanan +91 98422 10004	23 Sept 2026	Sent	₹80,281.00	Open ...
KIW-Q-0046 Quotation	Priya Raghavan +91 98422 10006	28 Sept 2026	Viewed	₹2,14,236.00	Open ...
KIW-Q-0047 Quotation	Divya Prakash +91 98422 10008	01 Oct 2026	Draft	₹2,71,607.00	Open ...

Quotations by status, each with its value and customer.

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Pre-sales

New quotation

Enter measurements in feet or choose another unit; rates and totals are worked out for you.

Preview

Save Quotation

Document

Summary

Type

Quotation

Date

02/10/2026

Customer

Walk-in customer

Walk-in customer name

Customer name

Phone

Phone number

Address

Billing or delivery address

Template

Company defaults

Site address

Where the work will be carried out

Header, terms and payment terms.

Add item

Service

Select a service

Description

Optional, e.g. Master bedroom, west side

PER UNIT	BILLABLE QUANTITY	AMOUNT
-	-	-

+ Add item

Items (0)

Discount

₹

Other charges (₹)

GST

18 %

Round off total

Notes

Subtotal

₹0.00

Grand total

₹0.00

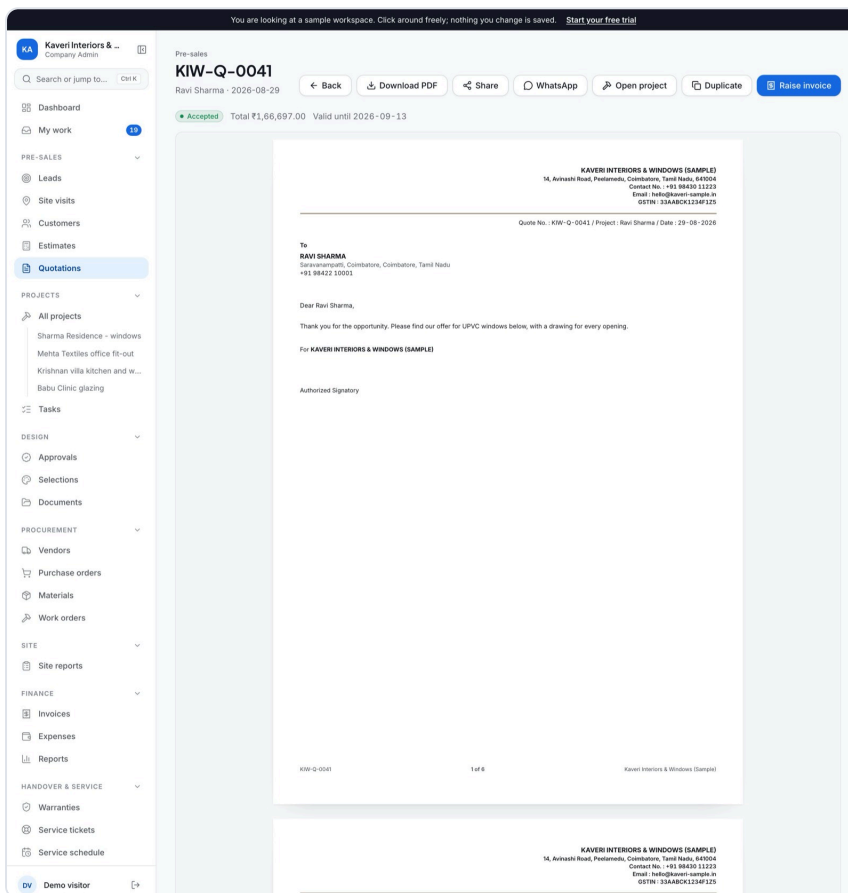
Save Quotation

Preview quotation

The quotation builder: document details, add item, and the running total on the right.

Raise a quotation

1. Open **Quotations** and press **New quotation** (or press Ctrl + K and type “new quotation”).
2. Choose the customer, or type a new name and phone number.
3. Under **Add item**, pick a product. Enter width and height in feet, inches, millimetres or metres and the quantity; the area and amount are worked out from your Product Master rate.
4. For a window or door, the **window details** open: style, panels, tracks, mesh, top light and fan cut-out. The drawing updates as you go. Choose where the fan sits (anywhere in the top light, or in one of the panes), or upload your own drawing.
5. Add discount, other charges and GST, then press **Save**. Use **Preview** to see the printed pages.



A UPVC window quotation: one block per window with its drawing, sizes, profile, glass and hardware.

Send it on WhatsApp

1. Open the quotation and press **WhatsApp**. A message with a private link to the quotation is ready to send.
2. Your customer opens the link on their phone with no login and can save the PDF. **Download PDF** gives you the same pages.
3. When they agree, press **Mark accepted**, then **Create project** and **Raise invoice** from the same page.

PART 3

Invoices, payments and GST

Tax invoices with HSN codes, payments recorded against them, and e-way bills ready for the government portal.

You are looking at a sample workspace. Click around freely; nothing you change is saved. [Start your free trial](#)

KA Kaveri Interiors & ...
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Q Search or jump to... Ctrl K

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Finance

Invoices

Billing, payments received and outstanding balances.

+ New invoice

Invoiced
₹7,48,528
5 invoices

Collected
₹3,28,650
44% of invoiced

Outstanding
₹4,19,878
Balance still due

Overdue
2
₹1,66,792 past due date

Invoices 5

Insights

5 invoices
All dates, newest first

All dates

Q Number, customer...

All statuses

NUMBER	CUSTOMER	DATE	STATUS	TOTAL	BALANCE	ACTIONS
KIW-INV-0122	Meena Krishnan +91 98422 10002	02 Oct 2026 Due 17 Oct	Partially Paid	₹1,27,204.00	₹63,602.00	View ...
KIW-INV-0121	Arjun Mehta +91 98422 10003	24 Sept 2026 Due 04 Oct	Sent	₹1,89,484.00	₹1,89,484.00	View ...
KIW-INV-0118	Ravi Sharma +91 98422 10001	08 Sept 2026 Due 23 Sept	Overdue	₹1,05,874.00	₹52,937.00	View ...
KIW-INV-0119	Arjun Mehta +91 98422 10003	02 Sept 2026 Due 17 Sept	Overdue	₹1,89,759.00	₹1,13,855.00	View ...
KIW-INV-0112	Suresh Babu +91 98422 10007	24 Jul 2026 Due 08 Aug	Paid	₹1,36,207.00	₹0.00	View ...

Invoices with period filters, paid and outstanding amounts, and actions per row.

Record a payment

1. On **Invoices**, open the row's ... menu and choose **Record payment**.
2. Enter the amount, date and method (cash, UPI, bank, cheque). The balance and status update straight away.

Make an e-way bill

1. Products need an HSN code in **Product Master**; services (SAC 99...) are left out automatically.
2. From the invoice's ... menu choose **E-way bill**, check the from and to addresses, distance and vehicle, and download the JSON file.
3. On ewaybillgst.gov.in open e-Waybill → Generate Bulk, upload the file, then type the 12-digit e-way bill number back into Inbecto. It prints on the invoice.

Deleting an invoice

Only a company admin can delete an invoice, and must type its number to confirm. If the invoice was sent to the customer or filed in your GST returns, mark it Cancelled instead, so your records stay complete.

Projects

Every job is a project. Its page follows the work from left to right: Overview, Design, Materials, Site, Handover & service, Payments, and Costing & profit.

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Projects

Projects

Execution tracking from design through handover.

Active projects

4

0 completed

Contracted value

₹29,39,000

Across active projects

Due this month

1

Target dates this month

Past target

1

Need attention

By stage

Tap a stage to filter the list.

Design

1

Procurement...

1

Execution

1

Planning

0

Design

1

Procurement

1

Execution

1

Inspection

0

Handover

1

4 projects

Q Project, code, custome

All stages

PROJECT	CUSTOMER	STAGE	CONTRACT VALUE	TARGET
Sharma Residence - windows PRJ-101	Ravi Sharma	Execution	₹2,86,000	16 Oct 2026
Mehta Textiles office fit-out PRJ-102	Arjun Mehta	Procurement	₹18,40,000	16 Nov 2026
Krishnan villa kitchen and wardrobes PRJ-103	Meena Krishnan	Design	₹6,15,000	01 Dec 2026
Babu Clinic glazing PRJ-104	Suresh Babu	Handover	₹1,98,000	27 Sept 2026

All projects with stage, value and dates.

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You are looking at a sample workspace. Click around freely; nothing you change is saved. [Start your free trial](#)

All projects / Sharma Residence - windows

Sharma Residence - windows

Execution - Coimbatore

Overview > Design > Materials > Site > Handover & service > Payments > Costing & profit

Overview

Stage

Contract value

Start

Target

Site address

Tasks done

Execution

₹2,86,000

2026-09-06

2026-10-16

Saravanampatti, Coimbatore

1 of 3

Scope of work

Copied from the accepted quotation.

No scope lines yet

Create this project from an accepted quotation to fill the scope automatically.

Timeline

Starter tasks created with the project, edit dates as work moves.

TASK	DUE	STATUS
Final measurement after plastering	2026-09-14	Done
Fabricate W1, W2 and C1	2026-10-04	In progress
Install balcony door D1	2026-10-08	To do

Schedule milestones

Advance received

2026-09-02

₹86,000

Fabrication complete

2026-10-05

₹1,00,000

Installation and handover

2026-10-16

₹1,00,000

A project: the stage bar under the name, and the overview with scope, timeline and documents.

Click the project name at the top to switch to another project without going back to the list. The stage bar opens each part of the project; on a phone it scrolls sideways.

You are looking at a sample workspace. Click around freely, nothing you change is saved. [Start your free trial](#)

K&L Kaveri Interiors & Co. Company Admin

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Manage workbooks

DV Demo visitor

Sharma Residence - windows

Execution - Coimbatore

Overview

Design

Materials

Site

Handover & service

Payments

Costing & profit

Sold at ₹1,66,697 Accepted quotations

Total cost ₹1,36,351 All heads below

Profit ₹30,346 18.2% margin

Received ₹52,937 Of ₹1,05,874 Invoiced - cash -₹83,414

Costing sheet

Internal only. Entries here are not added to Purchases or Expenses.

+ Add cost

Profile ₹35,784 (2)

Glass ₹9,980 (2)

Hardware ₹18,400

Factory workers ₹8,100

Factory electricity ₹1,540

Freight ₹4,200 (2)

Measurement visits ₹1,200 (2)

Installation ₹4,550

DATE	HEAD	SUPPLIER / DETAILS	QTY × RATE	AMOUNT		
02 Sept	Measurement visits	Site engineer First visit	1 visits × ₹600.00	₹600	Edit	...
10 Sept	Profile	Fenesta Profile Depot White 60 series, first lot	140 kg × ₹210.00	₹29,400	Edit	...
14 Sept	Measurement visits	Site engineer Re-check after plaster	1 visits × ₹600.00	₹600	Edit	...
17 Sept	Glass	Saint Glass Traders 5 mm toughened	96 sq.ft. × ₹95.00	₹9,120	Edit	...
18 Sept	Freight	Ramesh Transport Glass delivery	1 trips × ₹1,800.00	₹1,800	Edit	...
18 Sept	Hardware	Hardware Hub Locks, rollers, fiction stays	1 set × ₹18,400.00	₹18,400	Edit	...
20 Sept	Glass	Ganapathy Glass House Frosted for ventilation	12 sq.ft. × ₹70.00	₹840	Edit	...
23 Sept	Profile	Local stockist, Ukkadam Top-up sash profile	28 kg × ₹228.00	₹6,384	Edit	...
24 Sept	Factory electricity	Factory meter Cabling and welding	140 kWh × ₹11.00	₹1,540	Edit	...
24 Sept	Factory workers	Fabrication team 3 workers × 3 days	9 days × ₹900.00	₹8,100	Edit	...
30 Sept	Freight	Ramesh Transport Windows to site	1 trips × ₹2,400.00	₹2,400	Edit	...
01 Oct	Installation	Installation crew W1, W2, C1	7 nos × ₹650.00	₹4,550	Edit	...

Already recorded elsewhere

Purchase orders and expenses linked to this project. Shown here, never copied; untick to leave them out of the profit.

Count purchase orders in cost

₹51,967

Count expenses in cost

₹650

KIW-PO-0032 - Saint Glass Traders

17 Sept

₹10,762

Site lunch for installers

29 Sept

₹650

KIW-PO-0031 - Fenesta Profile Depot

10 Sept

₹41,206

UPVC offcut wastage (estimate)

From KIW-Q-0041: 11 windows cut from 6 m bars.

Bar & weights

Record scrap sold

Costing & profit: sold value, total cost, profit and money received, the costing sheet, linked purchases and expenses, and UPVC offcut wastage.

Costing & profit

Visible to company admins and accounts only. It answers one question: what did this job really make?

- **Sold at** is taken from the accepted quotation (or the contract value). **Received** comes from payments on the project's invoices.
- **Costing sheet**: add every cost as it happens under profile, glass, hardware, factory workers (worker-days × wage), factory electricity (units × rate), freight, measurement visits, installation, or a head you name. Buy glass from two places, or visit the site three times? Add an entry for each.
- Entries here stay here; they are **not** added to Purchases or Expenses. Purchase orders and expenses already linked to the project are listed read-only, with a tick to count them, so nothing is typed or counted twice.
- **UPVC offcut wastage**: from the window drawings Inbecto works out the cutting list on standard bars, the bars needed and the weight of offcuts for frame, sash and mullion. Set your bar length, profile weights (kg per metre) and scrap rate under **Bar & weights**, and record actual scrap sold with **Record scrap sold**; it comes off the project's cost.

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You are looking at a sample workspace. Click around freely; nothing you change is saved. [Start your free trial](#)

All projects / Sharma Residence - windows

Sharma Residence - windows

Execution - Coimbatore

Overview > Design > Materials > Site > Handover & service > Payments > Costing & profit

Site and wage workers

Daily reports, man days and subcontractor dues for this project.

Site progress

70%

Last report 30 Sept 2026

Man days

6

Wages

₹5,350

Pending ₹5,350

Due to subcontractors

₹0

0 work orders

30 Sept 2026 · Sunny · 4 on site

Installed W1 and both W2 in bedrooms. Silicone done.

70%

27 Sept 2026 · Cloudy · 3 on site

Frames fixed for W1, W2. Packing removed.

45%

Site: daily reports, wages and progress for the project.

Site, materials and handover

Site collects daily site reports and wage workers' days and pay. **Materials** shows purchase orders and deliveries for the project. **Handover & service** holds warranties and service tickets after the job is done. **Payments** shows milestones, invoices and change orders.

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Projects

Tasks

Site and office work items, with owners and due dates.

Show completed

+ New task

8 open items

TASK	PROJECT	STATUS	PRIORITY	DUE	ACTIONS
Approve ceiling layout with client	Mehta Textiles office fit-out	To do	normal	2026-10-01	Done
Share kitchen 3D view	Krishnan villa kitchen and wardrobes	In progress	normal	2026-10-02	Done
Place order for door glass	Mehta Textiles office fit-out	To do	normal	2026-10-03	Done
Handover walkthrough with Dr Babu	Babu Clinic glazing	To do	normal	2026-10-03	Done
Fabricate W1, W2 and C1	Sharma Residence - windows	In progress	normal	2026-10-04	Done
Electrical points marking	Mehta Textiles office fit-out	Blocked	high	2026-10-05	Done
Confirm laminate shades	Krishnan villa kitchen and wardrobes	To do	normal	2026-10-06	Done
Install balcony door D1	Sharma Residence - windows	To do	normal	2026-10-08	Done

Tasks across all projects, with due dates and owners.

PART 5

Procurement, site and spending

Buy from vendors with purchase orders, record what reaches site, and keep every expense against the right project.

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Procurement

Purchase orders

What you have ordered from vendors, what has arrived and what is still owed.

+ New order

Live orders

3

Awaiting delivery

1

Ordered value

₹1,59,111

Payable to vendors

₹1,17,906

3 orders

Search order or vendor...

All

Draft

Sent to vendor

Part received

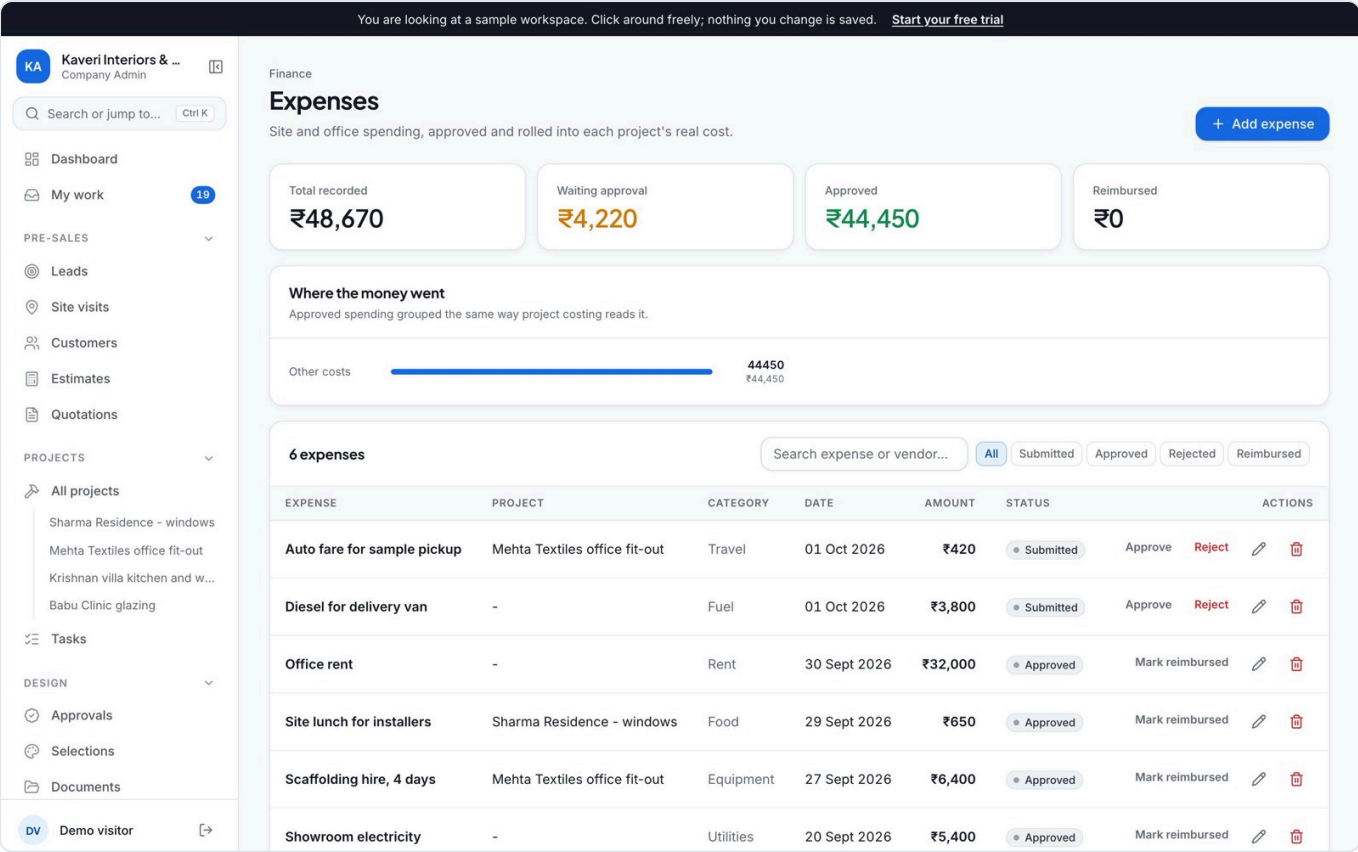
Received

Cancelled

NUMBER	VENDOR	PROJECT	ORDERED	EXPECTED	VALUE	BALANCE	STATUS	ACTIONS
KIW-PO-0033	Gypcraft Ceilings	Mehta Textiles office fit-out	22 Sept 2026	29 Sept	₹1,07,144	₹1,07,144	Sent to vendor	
KIW-PO-0032	Saint Glass Traders	Sharma Residence - windows	17 Sept 2026	24 Sept	₹10,762	₹10,762	Part received	
KIW-PO-0031	Fenesta Profile Depot	Sharma Residence - windows	10 Sept 2026	17 Sept	₹41,206	₹0	Received	

Purchase orders by status, vendor and project.

Vendors keeps suppliers, contractors and transporters with terms and bank details. **Purchase orders** are numbered, sent to the vendor, and marked received in full or in part. **Materials** is your item list for buying.



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People

Wage workers

Daily-wage workers and gangs: who came, where they worked and what they are owed.

+ Mark attendance

Man days

12

On site today

0

Wages

₹11,550

Wages pending

₹7,550

Attendance

Workers (4)

7 attendance entries

Search worker or gang

All projects

DATE	WORKER OR GANG	PROJECT	HEADS	DAYS	WAGE	AMOUNT	ACTIONS
01 Oct 2026	Prakash Carpenter	Mehta Textiles office fit-out	2	1	₹1,100	₹2,200	✓
30 Sept 2026	Installation crew (gang) Other	Sharma Residence - windows	3	1	₹900	₹2,700	✓
30 Sept 2026	Murugan Fabricator	Sharma Residence - windows	1	1	₹1,000	₹1,000	✓
29 Sept 2026	Prakash Carpenter	Mehta Textiles office fit-out	2	1	₹1,100	₹2,200	
27 Sept 2026	Murugan Fabricator	Sharma Residence - windows	1	1	₹1,000	₹1,000	✓
27 Sept 2026	Selvi Helper	Sharma Residence - windows	1	1	₹650	₹650	✓
24 Sept 2026	Installation crew (gang) Other	Babu Clinic glazing	2	1	₹900	₹1,800	

Wage workers: daily attendance and wages for workers and gangs paid by the day.

People and payroll

Phone check-in with location, leave, and monthly payroll with statutory deductions and salary slips.

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People

Employees

Permanent staff, their salary structure and their personal attendance link.

+ Add employee

Active employees

5

Monthly salary (gross)

₹1,40,600

Full month, before deductions

Using their link

5

Can check in from their phone

Exited

0

5 employees

Q Name, code, designation...

Show exited

EMPLOYEE	DEPARTMENT	JOINED	GROSS / MONTH	STATUTORY	STATUS	ACTIONS
Anand Kumar KIW-001 · Site engineer · +91 97500 40010	Projects	2025-08-28	₹32,800	PF · PT	Active	
Dinesh P KIW-005 · Fabrication supervisor · +91 97500 40050	Factory	2024-09-02	₹19,600	PF · ESI · PT	Active	
Kavya Menon KIW-004 · Interior designer · +91 97500 40040	Design	2024-12-01	₹38,000	PF · PT	Active	
Mohan Raj KIW-003 · Sales executive · +91 97500 40030	Sales	2025-03-01	₹23,500	PF · ESI · PT	Active	
Revathi S KIW-002 · Accountant · +91 97500 40020	Accounts	2025-05-30	₹26,700	PF · PT	Active	

Employees with designation, salary and statutory settings.

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People

Attendance

Staff check in from their personal link; mark or correct any day here.

October 2026

Checked in today0/5

Away from office0

Absent today0

Unmarked days count asPresent

MonthTodayHolidays

October 2026

Click a day to mark it. Faded cells are filled in automatically: weekly offs, holidays, approved leave, and unmarked days.

Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Paid
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
Anand Kumar	P			W							W			H				W								W						31
Dinesh P	P			W							W			H				W								W						31
Kavya Menon	P			W							W			H				W								W						31
Mohan Raj	P			W							W			H				W								W						31
Revathi S	P			W							W			H				W								W						31

P

 Present

A

 Absent

W

 Half day

L

 Leave

H

 Holiday

W

 Weekly off

O

 Away from office

The month grid: present, half day, absent, leave and weekly off for every employee.

Attendance and leave

Each employee gets a private link to check in and out from their phone; the location is recorded and anyone outside the office radius is flagged. Admins can also mark the month grid directly. Leave is applied from the same link and approved on **Leave**; pending requests appear in **My work**.

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People

Payroll

Full statutory payroll from attendance and leave. Review, adjust, finalise, then send slips.

September 2026 Settings

Net pay
₹1,31,573
5 employees

Gross
₹1,40,600

Statutory deductions
₹9,027
PF ₹8,880 · ESI ₹147 · PT ₹0 · TDS ₹0

Cost to company
₹1,50,117
Gross plus employer PF and ESI

September 2026 Finalised Reopen

EMPLOYEE	PAID DAYS	LOP	GROSS	PF	ESI	PT	TDS	OTHER DED.	NET PAY	ACTIONS
Anand Kumar KIW-001 · Site engineer	30/30	0	₹32,800	₹1,800	₹0	₹0	₹0	₹0	₹31,000	📄 🗨
Dinesh P KIW-005 · Fabrication supervisor	30/30	0	₹19,600	₹1,680	₹147	₹0	₹0	₹0	₹17,773	📄 🗨
Kavya Menon KIW-004 · Interior designer	30/30	0	₹38,000	₹1,800	₹0	₹0	₹0	₹0	₹36,200	📄 🗨
Mohan Raj KIW-003 · Sales executive	30/30	0	₹23,500	₹1,800	₹0	₹0	₹0	₹0	₹21,700	📄 🗨
Revathi S KIW-002 · Accountant	30/30	0	₹26,700	₹1,800	₹0	₹0	₹0	₹0	₹24,900	📄 🗨

Payroll register
Bank transfer sheet
PF / ESI / PT / TDS

Payroll for a month: paid days, gross, deductions and net pay, with a salary slip for each person.

Run monthly payroll

1. Open **Payroll** and pick the month. Inbecto reads attendance, holidays and approved leave.
2. Check the paid days, add any bonus or one-off deduction, then press **Finalise**. **Reopen** lets you correct it later.
3. Send each salary slip on WhatsApp as a private link, and download the **Payroll register**, **Bank transfer sheet** and **PF / ESI / PT / TDS** files.

PF, ESI, professional tax (by state) and an estimated TDS are worked out from the rules in Payroll → Settings. Check the professional tax slab and TDS with your accountant, or switch to simple payroll if you do not need the statutory parts.

Reports

Every report can be filtered by period (this month, quarter, financial year or custom dates) and downloaded as an Excel file.

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Finance

Reports

Company, project and employee reports, ready to download.

CompanyProjectsEmployees

This financial yearFY 2026-27 · 1 Apr 2026 – 31 Mar 2027

Quoted

₹20,97,964

₹13,17,902 accepted · 50% win rate

Invoiced

₹7,48,528

Collected

₹3,28,650

Spent ₹1,68,854

Outstanding today

₹4,19,878

4 unpaid invoices

Monthly summary

Invoiced by invoice date, collected by payment date; spent is expenses plus project costs.

Excel

MONTH	INVOICES	INVOICED	COLLECTED	SPENT	NET CASH
Oct 2026	1	₹1,27,204	₹63,602	₹8,770	₹54,832
Sep 2026	3	₹4,85,117	₹1,28,841	₹1,23,634	₹5,207
Aug 2026	0	₹0	₹68,103	₹6,500	₹61,603
Jul 2026	1	₹1,36,207	₹68,104	₹29,950	₹38,154
Total		₹7,48,528	₹3,28,650	₹1,68,854	₹1,59,796

Sales register

Every invoice in the period with taxable value and GST, for your accountant.

Excel

INVOICE	DATE	CUSTOMER	TAXABLE VALUE	GST	INVOICE TOTAL	RECEIVED	BALANCE
---------	------	----------	---------------	-----	---------------	----------	---------

Company reports: monthly summary, GST sales register, receivables ageing and spending by head.

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Finance

Reports

Company, project and employee reports, ready to download.

CompanyProjectsEmployees

This financial yearFY 2026-27 · 1 Apr 2026 – 31 Mar 2027

Project profitability

Projects started in the period: sold value, money in, all costs (costing sheet plus linked purchases and expenses where counted) and the profit left.

Excel

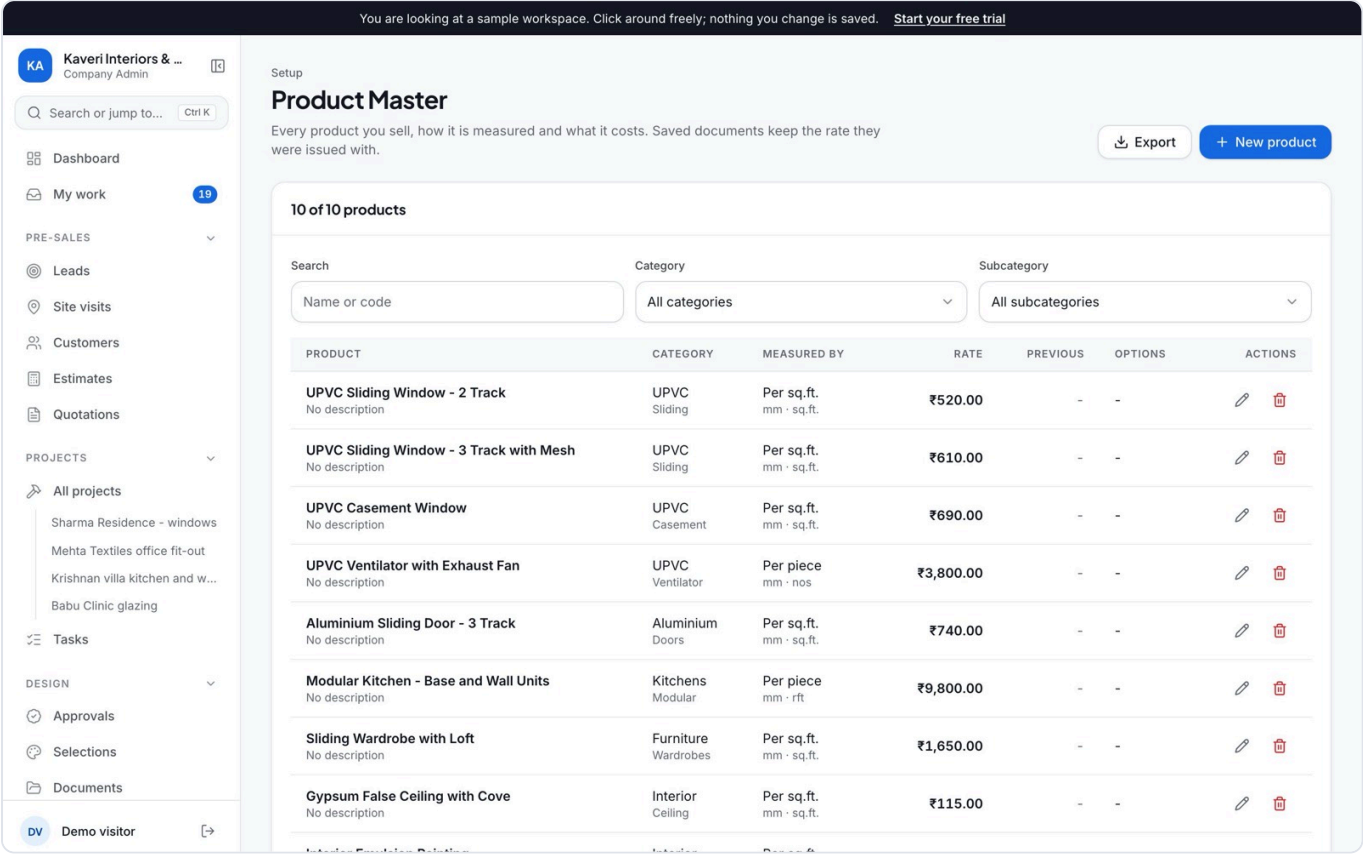
PROJECT	STAGE	SOLD AT	INVOICED	RECEIVED	COST	PROFIT	MARGIN %
PRJ-101 · Sharma Residence - windows	Execution	₹1,66,697	₹1,05,874	₹52,937	₹1,36,351	₹30,346	18.2
PRJ-102 · Mehta Textiles office fit-out	Procurement	₹4,39,423	₹3,79,243	₹75,904	₹1,13,964	₹3,25,459	74.07
PRJ-103 · Krishnan villa kitchen and wardrobes	Design	₹5,75,575	₹1,27,204	₹63,602	₹0	₹5,75,575	100
PRJ-104 · Babu Clinic glazing	Handover	₹1,36,207	₹1,36,207	₹1,36,207	₹35,820	₹1,00,387	73.7
Total		₹13,17,902	₹7,48,528	₹3,28,650	₹2,86,135	₹10,31,767	

Project profitability: sold value, invoiced, received, cost, profit and margin for every project.

Tab	Reports
Company	Monthly summary (invoiced, collected, spent, net cash) · GST sales register · Receivables ageing · Spending by head
Projects	Project profitability
Employees	Attendance summary · Payroll register · Leave taken

Setting up your workspace

A company admin sets these once; everyone else just uses them.



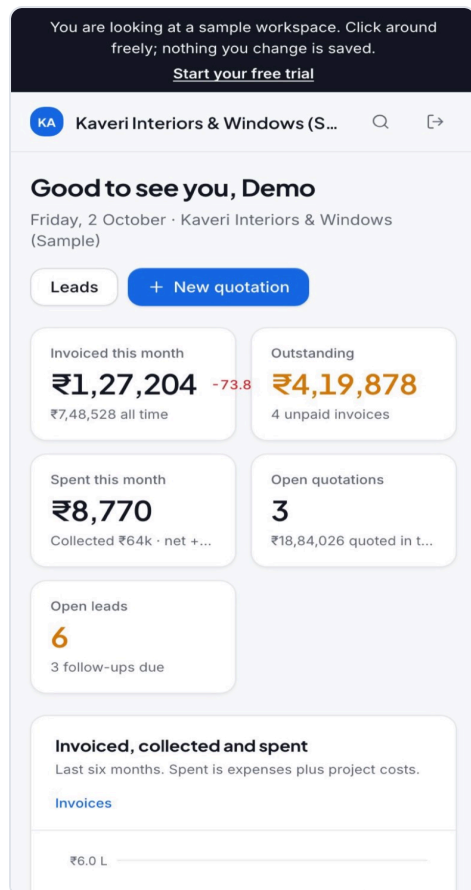
Product Master: products with rate, unit, HSN code and, for windows, default design and specification.

Products and rates

Add each product with its rate, unit and HSN code. For UPVC and aluminium products, set the default window style, profile system, glass, colour and hardware once; every new quotation line starts from them. Import a whole price list from a spreadsheet under Import & export.

Company settings

In **Settings** set your logo, colours, GSTIN, bank details, document numbering, validity and terms. Under **Menu** hide pages your team does not use. Under **Team** invite people with a role: Company Admin, Accounts, Sales, Project Manager, Employee or Viewer. Roles decide who sees money, payroll and settings.



On a phone: the same workspace, with the main pages in the bottom bar.