

OFFICIAL SYSTEM NAVIGATION STRUCTURE

Wilaccount 5 Core Menu Groups & Top Header Guide

Ø>ÝÍ TOP HEADER: THE 3 GLOBAL WORKSPACE CONTROLS

1. Company Switcher (TenantSwitcher): Switch active corporate entities in 1 click without logging out.

2. Period Switcher (PeriodSwitcher): Filter accounting reports across fiscal years (e.g. 2025, 2026) and months.

3. Language & Profile Selector: Toggle between French and Portuguese, and manage your user credentials.

Ø=ÜÑ The 5 Sidebar Navigation Groups (Real Routes) :

1. COCKPIT & STRATEGIC ANALYTICS

Executive Dashboard [/dashboard] :

360° Real-time metrics: Revenue, EBITDA, Cash on Hand & GL feed

OHADA Compliance Center [/workflow-center] :

Step-by-step statutory compliance and validation guide

Financial Analysis & DuPont [/financial-analysis] :

23 Real ratios, DuPont ROE decomposition & Altman Z-Score

90-Day Predictive Cash Flow [/predictive-cashflow] :

Liquidity forecasting over 90 days & Cash Runway calculation

2. GENERAL ACCOUNTING & LEDGER

Journal Book Entries [/journal-entries] :

Post and inspect double-entry vouchers with strict Debit = Credit

SYSCOHADA Chart of Accounts [/chart-of-accounts]

Statutory Classes 1 to 9 configuration with search filters

Third Parties (Clients & Vendors) [/partners] :

Manage Accounts 411 (Receivables) and 401 (Payables)

Products & Services Catalog [/products] :

Item master records with pre-configured 18% VAT rates

3. TAX COMPLIANCE & 36-TAB DSF

VAT Return (18% CA3) [/reports/tva] :

VAT Cockpit: Output VAT (4431) minus Input VAT (4454)

BCEAO Official Exchange Rates [/currency-rates] :

Multi-currency management in XOF, EUR, USD with official parity

Statement of Cash Flows (TFT) [/reports/cash-flow] :

Official statutory cash flow schedule under SYSCOHADA rules

Official Journal Book [/reports/journal-book] :

Print mandatory statutory journal log (Art. 19 OHADA Act)

4. CASH, TREASURY & MOBILE MONEY

Bank Reconciliation [/reconciliation] :

Automated matching of commercial bank statements (Account 521)

AI OCR Reconciliation [/ocr-reconciliation] :

Automated voucher reconciliation via intelligent receipt scanning

Mobile Money & Digital Wallets [/mobile-money] :

Real-time sync with Wave (Account 5213) and Orange Money

Autonomous WhatsApp Recovery [/autonomous-collections]

AI WhatsApp debtor recovery with embedded payment links

5. PORTAL & ADMINISTRATION

Multi-Company Management [/companies] :

Create and switch across subsidiaries and client accounts (CPA firms)

Shareholders & Equity (462) [/shareholders] :

Track share capital, equity stakes, and shareholder current accounts

Client Extranet Portal [/client-portal] :

Self-service portal for customers (Invoices, Receipts, Wave Pay)

Financial Reports Hub [/reports] :

Centralized access to all general ledgers, trial balances and P&L

MENU GROUP 01 • EXECUTIVE COCKPIT & FINANCIAL ANALYTICS

Dashboard (/dashboard) & Strategic DuPont Analysis

Ø=ÜÊ Navigation: Click "COCKPIT & ANALYSE > Dashboard (/dashboard)" to access your real-time executive cockpit. Monitor high-level financial KPIs in CFA Francs (XOF), EBITDA margins, total cash positions, and live SYSCOHADA journal vouchers.



Ø=Üø Figure 2.1: Actual Dashboard Interface (/dashboard)

Ø=Ý Step-by-Step Sub-Module Operations Guide:

1. Financial Analysis (/financial-analysis)

Computes 23 dynamic ratios. Inspect DuPont ROE decomposition ($ROE = \text{Profit Margin} \times \text{Asset Turnover} \times \text{Equity Multiplier}$) and Emerging Market Altman Z-Score.

2. 90-Day Predictive Cash Flow (/predictive-cashflow)

Models daily cash balances over 90 days. Calculates your dynamic "Cash Runway" (exact operating months of liquidity remaining) against monthly burn rates.

3. Financial Stress Simulator (/stress-simulator)

Run simulated stress tests: apply a 25% revenue shock or simulate 60-day defaults by top clients to test working capital resilience.

4. Banking Passport & Credit (/bank-passport)

Generate a certified 1-click banking package (Balance Sheet, Cash Flow, Liquidity Ratios) sealed with HMAC SHA-256 cryptographic signatures.

5. OHADA Compliance Center (/workflow-center)

Track period-end closing tasks and audit compliance against OHADA Uniform Act requirements.

MENU GROUP 02 • GENERAL ACCOUNTING & SAGE MIGRATION

Journal Entries (/journal-entries) & Sage Import (/migration-sage)

Ø=ÜÖ 1. Posting Journal Vouchers & Chart of Accounts (/journal-entries)

- Menu Path: Go to "GESTION COMPTABLE > Journal Book (/journal-entries)".
- Posting Vouchers: Click "New Journal Voucher". Enter Date, Reference Voucher No, Description, SYSCOHADA Account Code, Debit and Credit amounts.
- Strict Balance Verification (Art. 19): Real-time verification ensures Total Debit = Total Credit. The save action is blocked if a 1 XOF imbalance exists.
- Chart of Accounts (/chart-of-accounts): Manage standard Classes 1 to 9 accounts and configure dedicated subsidiary sub-accounts.

Ø=Ý 2. 10-Second Sage 100 Saari & Excel Importer (/migration-sage)

- Menu Path: Navigate to "GESTION COMPTABLE > Sage / Excel Importer (/migration-sage)".
- Step 1: In your desktop Sage Saari software, export your vouchers or trial balance in text format (.txt or .csv).
- Step 2: Drag and drop the export file into the Wilaccount migration dropzone.
- Step 3: The AI engine parses column structures, maps SYSCOHADA account codes, and recreates the entire historical ledger in 10 seconds.
- Immediate Outcome: Your active General Ledger, Trial Balance, and 36-tab DSF Tax Schedules update instantly.

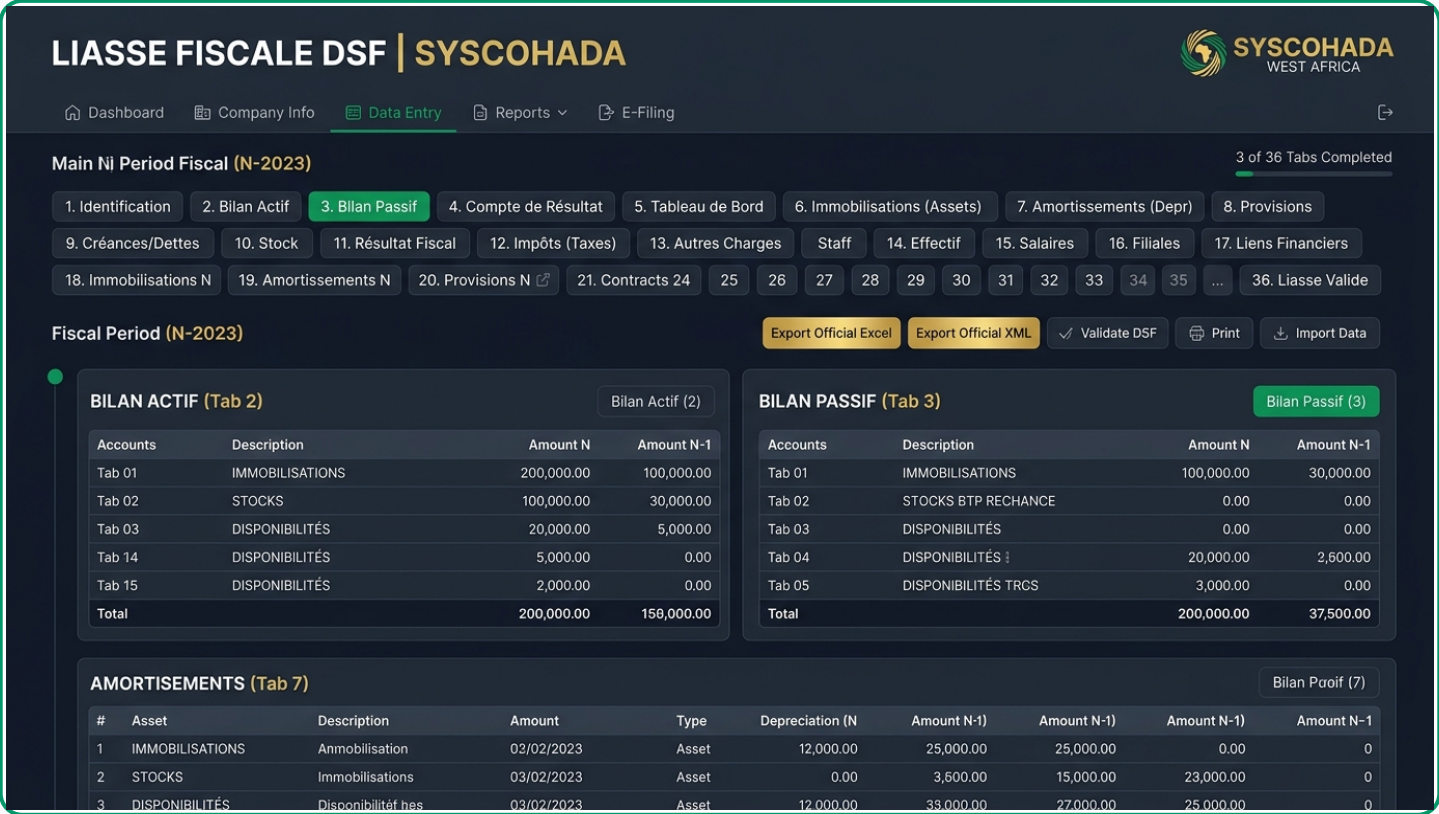
Ø=Üæ 3. e-Invoicing (/invoices), Fixed Assets (/fixed-assets) & Inventory (/smart-inventory)

- e-Invoicing (/invoices): Issue certified sales invoices with TIN (NIF), Trade Registry (RCCM), 18% VAT and Wave QR Code.
- Fixed Assets (/fixed-assets): Calculate annual straight-line depreciation with automated journal entries (Account 681 vs 28).
- Stock Valuation (/smart-inventory): Real-time inventory tracking and Weighted Average Cost (WAC) valuation.

MENU GROUP 03 • STATUTORY TAX & 36-TAB DSF PACKAGE

Tax Package (/liasse-fiscale) & VAT Return (/reports/tva)

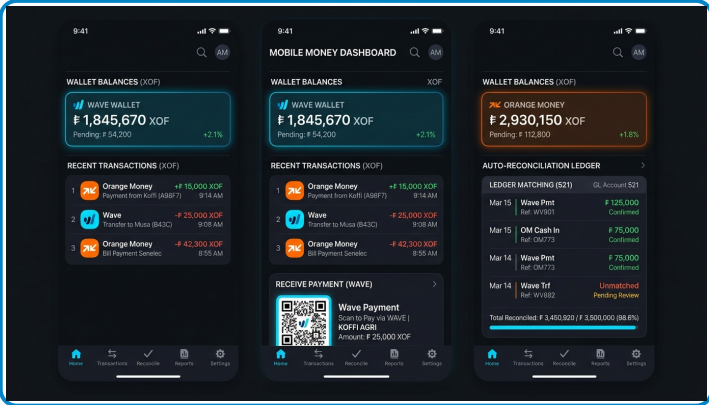
Ø=ÜÑ Navigation: Navigate to "FISCALITÉ > 36-Tab DSF Tax Return (/liasse-fiscale)". All 36 statutory schedules required by the Tax Directorate (DGID) are dynamically compiled from active ledger vouchers for zero-rejection tax submissions.



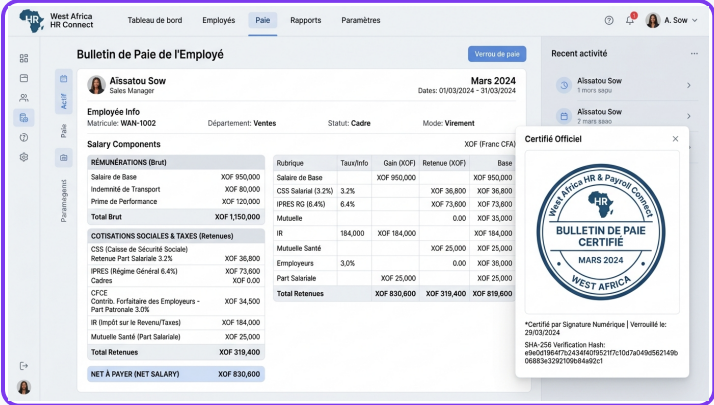
MENU GROUP 04 • TREASURY, WAVE MONEY & PAYROLL

Mobile Money (/mobile-money) & Payroll (/payroll)

Ø=Üñ Navigation: Access "TRÉSORERIE > Mobile Money (/mobile-money)" for real-time Wave sync and "TRÉSORERIE > Payroll (/payroll)" for automatic CSS, IPRES social deductions and certified SHA-256 sealed payslips.



Ø=ÜØ Fig. 5.1: Wave (/mobile-money)



Ø=ÜØ Fig. 5.2: Payslip (/payroll)

Ø<ß Wave Operations & Recovery

- Wave Sync (/mobile-money): View real-time digital wallet balances and match cash movements with GL Account 5213.
- QR Code Invoice Collections: Debtors scan the on-invoice QR code, automatically marking invoices as paid upon webhook receipt.
- WhatsApp Recovery (/autonomous-collections): Set automated debtor follow-up reminders with embedded Wave settlement links.
- WhatsApp Bot (/whatsapp-bot): Receive live balance alerts and submit expense photos directly via WhatsApp chat.

Ø=Üe Regional HR & Payroll Guide

- Employee Master (/employees): Register staff employee IDs, contracts, base wages, and job status (Executive/Standard).
- Payroll Calculation Engine (/payroll): Automatically computes IPRES pension, CSS social fund, and statutory Personal Income Tax.
- 1-Click GL Posting: Debits Payroll Expenses (66) and credits Social Security (43) and Net Salaries Payable (422).
- SHA-256 Certified Payslips: Issue PDF payslips with embedded verification QR code and distribute directly via WhatsApp.

MENU GROUP 05 • ADMINISTRATION, MULTI-COMPANY & PUBLIC TRUST

Multi-Entity (/companies), Security & Public SHA-256 Verifier

Ø<ßâ 1. Multi-Company Hub (/companies) & Shareholders (/shareholders)

- Multi-Company Setup (/companies): Add and manage multiple subsidiaries or client companies if operating as a CPA firm.
- Tax Configuration: Set up Tax Identification Numbers (TIN/NIF), Commercial Registry (RCCM), operational currency, and tax office per entity.
- Shareholder Equity (/shareholders): Track shareholder current accounts (Account 462), equity contributions (Account 101), and dividend distributions.

Ø=Ý 2. Public SHA-256 Verifier (wilaccount.com/verify)

- HMAC SHA-256 Cryptographic Seal: Every Balance Sheet, P&L, Invoice, and Payslip receives an unforgeable digital hash.
- Open Verification Portal: Commercial banks, statutory auditors, and DGID tax inspectors scan the document QR code to verify authenticity.
- Legal Metadata Display: Instantly verifies the registered corporate name, TIN (NIF), fiscal period, and exact certification timestamp.
- Complete Anti-Fraud Protection: Eradicates forged or unauthorized financial statements.

Ø=Þ€ 3. Quick Start Checklist & 24/7 VIP Assistance

- Step 1: Log in at wilaccount.com/login and verify your entity profile under System Settings (/settings).
- Step 2: If transitioning from Sage 100, import your trial balance under Sage Migration (/migration-sage) in 10 seconds.
- Step 3: Connect your Wave Money merchant wallet (/mobile-money) to start collecting invoice payments via QR code.
- Step 4: Generate your 36-Tab DSF Tax Return (/lisse-fiscale) and export certified Excel/XML files for DGID filing.

Ø=ÜÞ OFFICIAL TECHNICAL & ACCOUNTING SUPPORT CHANNELS:

Support E-mail: support@wilaccount.com • WhatsApp VIP: +221 / +225 / +244 • Live Portal: wilaccount.com