AccountEaze

User Manual

Your Complete Guide to UAE Accounting,
Tax Compliance & AI-Powered Advisory

Version 1.0 — July 2025

Built by Jeese Varkey — ACCA-Qualified Advisors

Table of Contents

1. Getting Started
2. Dashboard Overview
3. AI Advisory (Jeese.AI)
4. Voice Advisory
5. Smart Invoicing
6. Expense Management
7. VAT Return Filing
8. Corporate Tax Calculator
9. Bank Reconciliation
10. Document Vault & OCR
11. Compliance Dashboard
12. Tax Calendar & Deadlines
13. Financial Reports
14. Workflow Automations
15. Payroll & WPS
16. Client Portal
17. Settings & Billing
18. Credits & Pricing
19. Getting Help

1. Getting Started

AccountEaze is your all-in-one UAE business platform for accounting, tax compliance, and AI-powered advisory. This guide walks you through every feature, step by step, in plain English.

Creating Your Account

1. **Visit the Sign Up Page**

   Go to accounteaze.com and click 'Get Started Free'. No credit card is required.

2. **Fill in Your Details**

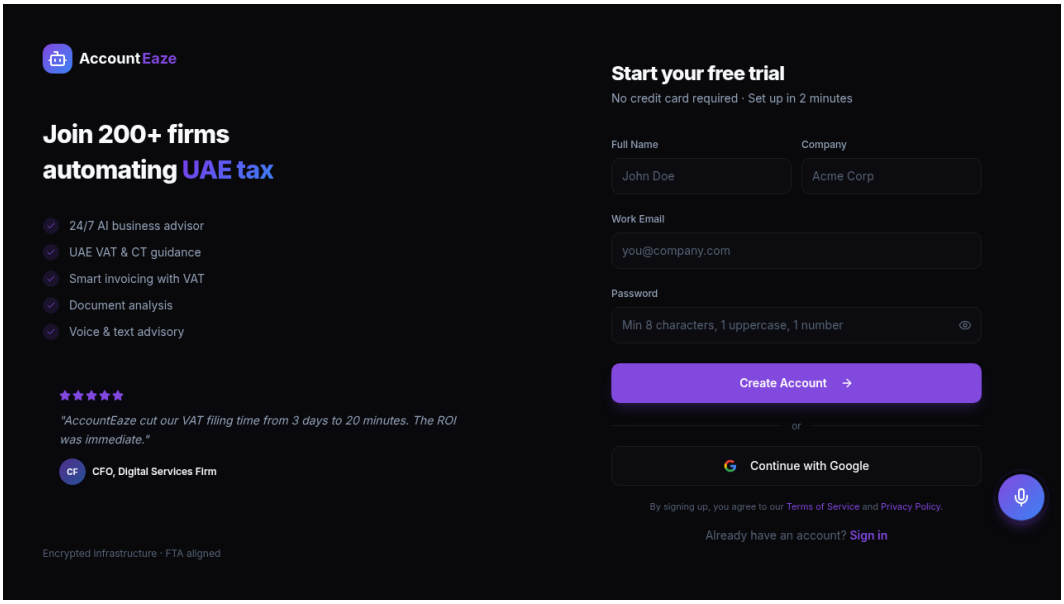
   Enter your full name, company name, work email, and create a password (minimum 8 characters, 1 uppercase, 1 number).

3. **Verify Your Email**

   Check your inbox for a verification email and click the confirmation link.

4. **Complete Onboarding**

   After logging in, the onboarding wizard will guide you through setting up your company profile, TRN (Tax Registration Number), and industry type.



Sign Up screen — enter your details to create a free account

> ***Tip:*** *You can also sign up with Google for faster onboarding. Your data is encrypted and FTA-aligned.*

Logging In

1 **Go to the Login Page**

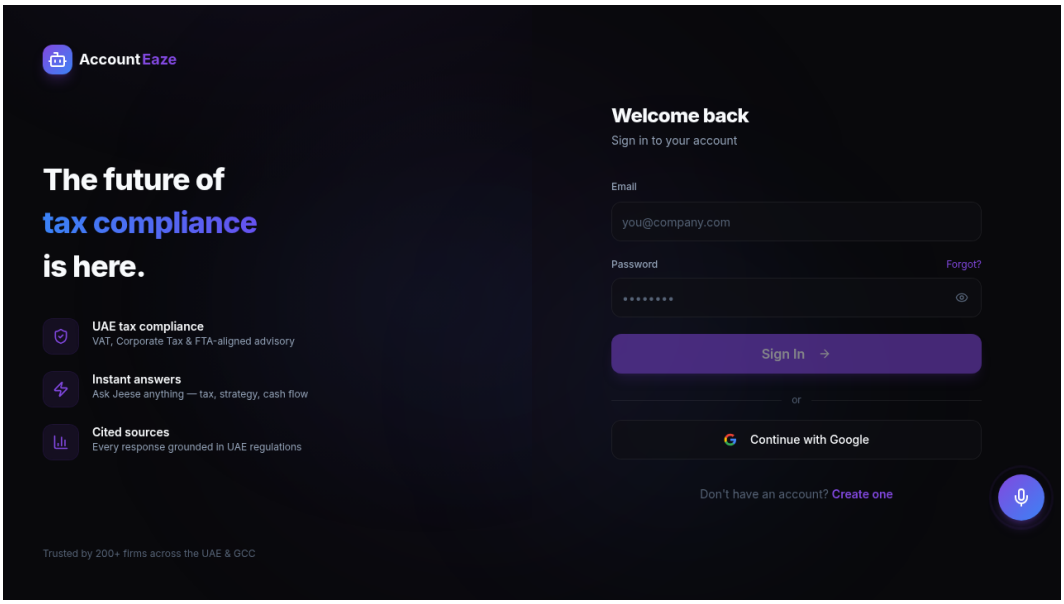
Click 'Log in' from the top navigation bar on the landing page.

2 **Enter Your Credentials**

Type your registered email and password.

3 **Click Sign In**

You will be taken directly to your Dashboard.



Login screen — sign in with email/password or Google

> ***Tip:*** *Forgot your password? Click 'Forgot?' next to the password field to receive a reset link via email.*

2. Dashboard Overview

Your Dashboard is the first thing you see after logging in. It gives you a real-time snapshot of your business health, upcoming deadlines, recent activity, and actionable insights — all in one place.

What You Will See

1. **Business Health Score**
   A numerical score (0–100) showing your overall compliance and financial health across VAT, Corporate Tax, ESR, and UBO categories.
2. **KPI Cards**
   Key metrics like total revenue, outstanding invoices, expenses this month, and compliance score — updated in real-time.
3. **Cash Flow Summary**
   A visual chart showing your income vs expenses trend over the past months.
4. **Upcoming Deadlines**
   A list of your next tax filing deadlines with color-coded urgency (green = safe, yellow = approaching, red = overdue).
5. **Recent Activity Feed**
   A timeline of your recent actions — invoices created, expenses logged, documents uploaded, and AI queries made.
6. **Daily Briefing**
   An AI-generated summary of what needs your attention today.

> ***Tip:*** *The Dashboard is fully customizable. Each widget refreshes automatically and pulls data from your connected modules.*

3. AI Advisory (Jeese.AI)

Jeese.AI is your ACCA-qualified AI business advisor. Ask any question about UAE VAT, Corporate Tax, compliance requirements, business strategy, or financial planning. Every response cites the exact Article and Decree-Law from UAE regulations.

How to Use

1. **Open AI Advisory**

   Click 'AI Advisory' in the left sidebar navigation menu.

2. **Type Your Question**

   In the chat input at the bottom, type your question in plain English. For example: 'What is the VAT registration threshold in the UAE?'

3. **Review the Response**

   Jeese will respond with a detailed answer, citing the specific UAE regulation (e.g., 'Article 15 of Federal Decree-Law No. 8 of 2017').

4. **Ask Follow-Up Questions**

   Quick follow-up chips appear below each response. Click them or type a new question to continue.

5. **Save Conversations**

   Important conversations are automatically saved. Access them anytime from the conversation sidebar.

> ***Tip:*** *Jeese understands context — you can ask follow-up questions without repeating background. For example, after asking about VAT, just say 'What about the penalties?'*

What You Can Ask

Here are some examples of questions Jeese can answer:

- What are the VAT registration requirements for a new business?
- How do I calculate Corporate Tax with Small Business Relief?
- Is entertainment expense deductible under UAE CT law?
- What is the deadline for my next VAT return?
- How should I classify zero-rated vs exempt supplies?
- What are ESR requirements for my holding company?
- Help me understand the UBO declaration process.

Tip: *Credits used: 2 credits per AI query. Free-tier users get 30 credits/month.*

4. Voice Advisory

Prefer speaking to typing? Voice Advisory lets you have a natural conversation with Jeese using your microphone. Perfect for hands-free consultations while reviewing documents.

1. **Open Voice Advisory**

   Click 'Voice Advisory' in the sidebar, or click the purple microphone icon visible on any page.

2. **Click the Microphone**

   Press the large microphone button to start speaking. Speak naturally — Jeese understands conversational language.

3. **Listen to the Response**

   Jeese will respond with both voice and text. The full transcript appears on screen.

4. **Continue the Conversation**

   Keep speaking to ask follow-up questions. The conversation flows naturally like talking to a real advisor.

5. **Review the Transcript**

   After your session, the full text transcript is saved and can be referenced later.

> ***Tip:*** *Credits used: 3 credits per voice session. Voice Advisory uses advanced speech recognition and text-to-speech.*

5. Smart Invoicing

Create FTA-compliant tax invoices in seconds. The system auto-calculates VAT, generates professional PDFs with your branding, and tracks payment status. Includes bank details, custom notes, and recurring invoice support.

Creating an Invoice

1. **Go to Invoices**

   Click 'Invoices' in the sidebar. You will see a list of all your invoices with their status (Draft, Sent, Paid, Overdue).

2. **Click 'Create New Invoice'**

   The invoice form opens with the next invoice number auto-generated (e.g., INV-00001).

3. **Fill in Client Details**

   Enter the client name, email, address, and TRN (Tax Registration Number). If you have saved clients, select from the dropdown.

4. **Add Line Items**

   For each item/service, enter: description, quantity, unit price, and VAT rate (5%, 0%, or Exempt). The system auto-calculates subtotal, VAT, and total.

5. **Add Bank Details**

   Enter your bank account details for payment. These appear on the invoice PDF.

6. **Review and Save**

   Check all details, add any notes or terms and conditions, then click 'Save Invoice'.

7. **Download PDF**

   Click the download button to get a professional PDF invoice ready to send to your client.

> ***Tip:*** *Your invoices are fully compliant with UAE FTA requirements including: sequential numbering, TRN display, VAT breakdown, and bilingual support.*

Tracking Payments

1. **View Invoice Status**

   Each invoice shows its current status: Draft, Sent, Partially Paid, Paid, or Overdue.

2 **Record a Payment**

Click on an invoice and use 'Record Payment' to log partial or full payments. The status updates automatically.

3 **Aged Receivables**

The Dashboard shows an aged receivables breakdown so you can see which invoices are overdue and by how many days.

Tip: *Credits used: 1 credit per invoice generated. You can also set up recurring invoices for monthly billing.*

6. Expense Management

Log and categorize all business expenses. The system auto-classifies expenses by UAE Corporate Tax deductibility rules, tracks VAT input tax, and feeds data directly into your VAT return.

1. **Go to Expenses**

   Click 'Expenses' in the sidebar to see all logged expenses.

2. **Click 'Add Expense'**

   A form opens where you enter the expense details.

3. **Fill in Details**

   Enter: vendor name, amount, date, category (e.g., Travel, Office Supplies, Professional Services), and VAT rate.

4. **Upload Receipt**

   Drag and drop or click to upload a receipt image or PDF. The OCR engine will extract key data automatically.

5. **Review Classification**

   The system auto-classifies whether the expense is CT-deductible and the VAT recoverability status. Review and adjust if needed.

6. **Save**

   Click 'Save Expense'. The expense is now tracked and will automatically appear in your VAT return calculations.

> ***Tip:*** *Expense logging is FREE (0 credits). Bulk import via CSV is also supported for batch uploads.*

7. VAT Return Filing

Prepare your UAE VAT return (Form VAT 201) with all data pre-populated from your invoices and expenses. The system calculates output VAT, input VAT, and net payable/refundable amount automatically.

1. **Go to VAT Return**

   Click 'VAT Return' in the sidebar.

2. **Select the Period**

   Choose the VAT return period (e.g., Q1 2025: Jan–Mar). AccountEaze auto-detects your filing frequency.

3. **Review Pre-Filled Data**

   The system pulls all invoices (output VAT) and expenses (input VAT) for the selected period and fills in each box of the VAT 201 form.

4. **Check Each Box**

   Review Box 1 (Standard-rated supplies), Box 2 (Zero-rated), Box 3 (Exempt), Box 6 (Standard-rated purchases), etc.

5. **Verify Totals**

   The system calculates: Total Output VAT, Total Input VAT, and Net VAT Payable or Refundable.

6. **Download VAT Return PDF**

   Click 'Download PDF' to get the completed VAT 201 form ready for submission to the FTA portal.

> ***Tip:*** *The VAT return checks for common errors like: missing TRNs, supplies above AED 10,000 without TRN, and VAT-inclusive calculations. Review all flagged items before filing.*

8. Corporate Tax Calculator

Estimate your UAE Corporate Tax liability instantly. The calculator applies the correct tax rates, checks Small Business Relief eligibility, and shows a detailed breakdown.

1. **Go to CT Calculator**

   Click 'CT Calculator' in the sidebar.

2. **Enter Your Revenue**

   Input your total revenue for the tax period.

3. **Enter Deductible Expenses**

   Input your total allowable expenses. The system will calculate your taxable income.

4. **Review the Result**

   See your: Taxable Income, Tax Rate (0% on first AED 375,000, 9% above), Small Business Relief eligibility (if revenue is under AED 3 million), and Total CT Payable.

> ***Tip:*** *The CT Calculator is completely FREE (0 credits). Use it as many times as you need for different scenarios.*

9. Bank Reconciliation

Match your bank statement transactions against your invoices and expenses automatically. The intelligent matching engine handles split payments, partial matches, and fuzzy matching.

1. **Go to Bank Reconciliation**

   Click 'Reconciliation' in the sidebar.

2. **Upload Bank Statement**

   Upload your bank statement as a CSV file. The system supports statements from all major UAE banks (ENBD, ADCB, FAB, DIB, RAK, Mashreq, etc.).

3. **Upload Your Records**

   Upload your accounting records (invoices/expenses CSV) or let the system pull from your existing AccountEaze data.

4. **Run Matching**

   Click 'Reconcile'. The engine matches transactions using amount, date proximity, description similarity, and reference numbers.

5. **Review Results**

   See three categories: Matched (green), Unmatched in Bank (orange), and Unmatched in Records (red). Click any item to see match details and confidence scores.

6. **Resolve Exceptions**

   For unmatched items, manually match them or mark as 'Investigated'. Add notes for audit trail.

7. **Download Report**

   Export the reconciliation report as PDF showing all matches, exceptions, and summary statistics.

> ***Tip:*** *The matching engine handles: split payments (one bank transaction matching multiple invoices), VAT-inclusive offsets (~5% differences), and different date formats across bank exports.*

10. Document Vault & OCR

Upload any business document — invoices, receipts, contracts, trade licenses. The AI extracts key data, classifies the document type, and stores it securely with full-text search.

1. **Go to Document Vault**

   Click 'Document Vault' in the sidebar.

2. **Upload Documents**

   Drag and drop files (PDF, images, Excel) or click 'Upload'. You can upload multiple files at once.

3. **Wait for Processing**

   The AI processes each document: classifying its type (Invoice, Receipt, Contract, License), extracting key fields, and running OCR on image-based documents.

4. **Review Extracted Data**

   Each document shows: type, extracted vendor/client name, amounts, dates, and a confidence score. Low-confidence items are flagged for review.

5. **Search and Filter**

   Use the search bar to find documents by name, content, vendor, or tags. Filter by document type, date range, or processing status.

> ***Tip:*** *Supported formats: PDF, JPEG, PNG, HEIC, TIFF, Excel (xlsx). The OCR engine can handle scanned documents, rotated pages, and low-quality images.*

11. Compliance Dashboard

See your real-time compliance score across all UAE regulatory requirements: VAT, Corporate Tax, Economic Substance Regulations (ESR), and Ultimate Beneficial Owner (UBO) declarations.

1. **Go to Compliance**

   Click 'Compliance' in the sidebar.

2. **View Your Score**

   A percentage score shows your overall compliance. The score is broken down by category: VAT, CT, ESR, UBO Compliance.

3. **Review Action Items**

   Each category shows specific items that are complete (green check) or need attention (red exclamation).

4. **Fix Gaps**

   Click any incomplete item to see detailed instructions on how to resolve it. Some items link directly to the relevant module.

5. **Track Progress**

   As you complete items, your score increases. The system tracks your compliance history over time.

> ***Tip:*** *The compliance score updates automatically as you use other modules. Filing a VAT return, registering your TRN, or completing ESR requirements will all boost your score.*

12. Tax Calendar & Deadlines

Never miss a filing deadline again. The tax calendar shows all your upcoming deadlines with automatic reminders and penalty exposure calculations.

1. **Go to Tax Calendar**

   Click 'Tax Calendar' in the sidebar.

2. **View Upcoming Deadlines**

   See a calendar view of all your tax deadlines: VAT returns, VAT payments, CT returns, CT payments, ESR notifications, UBO updates, and GoAML reports.

3. **Color-Coded Urgency**

   Events are color-coded: Green = more than 7 days away, Yellow = within 7 days, Red = overdue.

4. **Set Reminders**

   Click any event to set reminder notifications (7 days before, 3 days before, 1 day before).

5. **Mark as Complete**

   After filing, mark the event as 'Completed'. This feeds into your compliance score.

> ***Tip:*** *Tax Calendar is FREE (0 credits). Events are auto-generated based on your company registration and filing frequency.*

13. Financial Reports

Generate professional financial reports: Profit & Loss, Balance Sheet, Cash Flow Statement, and management reports. AI-powered insights highlight anomalies and trends.

1. **Go to Financial Reports**

   Click 'Financial Reports' in the sidebar.

2. **Upload Financial Data**

   Upload your trial balance or chart of accounts as CSV/Excel. Or use data already in AccountEaze.

3. **Select Report Type**

   Choose: Profit & Loss, Balance Sheet, Cash Flow, or Custom Management Report.

4. **Select Period**

   Choose the reporting period (monthly, quarterly, or annual).

5. **Generate Report**

   Click 'Generate'. The AI creates the report with professional formatting and insightful commentary.

6. **Download or Share**

   Download as PDF or share directly with your accountant or stakeholders.

> ***Tip:*** *Credits used: 3 credits per report. Schedule recurring reports (weekly/monthly) for automatic generation and delivery.*

14. Workflow Automations

Automate repetitive business processes with visual workflow builder. Create automated sequences for month-end close, invoice approvals, compliance checks, and notification flows.

1. **Go to Workflows**

   Click 'Workflows' in the sidebar.

2. **Browse Templates**

   Choose from pre-built templates like 'Month-End Close', 'Invoice Overdue Reminder', 'VAT Return Preparation', or 'Client Onboarding'.

3. **Configure the Workflow**

   Set the trigger (schedule, event-based, or manual), define actions (send email, create invoice, generate report), and add conditions.

4. **Test Run**

   Click 'Test' to run the workflow once and verify it works correctly before enabling it.

5. **Enable the Workflow**

   Toggle the workflow to 'Active'. It will now run automatically based on your configured trigger.

6. **Monitor Runs**

   View the run history showing each execution: timestamp, status (success/failed), and actions completed.

> ***Tip:*** *Credits used: 1 credit per workflow run. Notifications can be sent via email, Slack, or Telegram.*

15. Payroll & WPS

Manage employee payroll with WPS (Wage Protection System) compliance. Calculate salaries, allowances, deductions, gratuity, and generate payslips.

1. **Go to Payroll**

   Click 'Payroll' in the sidebar.

2. **Add Employees**

   Enter employee details: name, ID, basic salary, housing allowance, transport allowance, and other allowances.

3. **Run Payroll**

   Select the month and year, then click 'Run Payroll'. The system calculates: gross salary, deductions, and net salary for each employee.

4. **Generate Payslips**

   Click 'Generate Payslips' to create professional PDF payslips for each employee.

5. **EOSB Calculator**

   Use the End of Service Benefits calculator to estimate gratuity based on UAE Labour Law (length of service, basic salary).

6. **Gratuity Tracker**

   Track accrued gratuity liability for each employee over time.

> ***Tip:*** *WPS status tracking ensures your payroll is compliant with UAE Central Bank requirements.*

16. Client Portal

Perfect for accounting firms: invite your clients to a read-only portal where they can view their invoices, compliance status, documents, and reports.

1. **Go to Clients**
   Click 'Clients' in the sidebar.
2. **Add a Client Company**
   Enter the company name, TRN, industry, and license type.
3. **Invite the Client**
   Enter the client's email address. They will receive an invitation link.
4. **Client Views Their Portal**
   Once the client accepts the invitation, they can log in to see their own dashboard with: invoices, documents, compliance status, and shared reports.
5. **Manage Permissions**
   Control what each client can see. Set roles (viewer, editor) and access levels.

> ***Tip:*** *Client Portal is FREE (0 credits). Manage unlimited client companies.*

17. Settings & Billing

Manage your account, preferences, and subscription from the Settings page.

1. **Open Settings**

   Click the gear icon or 'Settings' in the sidebar.

2. **Profile Settings**

   Update your name, company name, avatar, and business context (industry, size, focus areas). This helps Jeese give more relevant advice.

3. **Appearance**

   Toggle between dark mode and light mode. The system remembers your preference.

4. **Billing & Subscription**

   View your current plan, credit usage, and billing history. Upgrade or downgrade your plan anytime.

5. **Team Management**

   Invite team members to your workspace. Set roles and permissions for each member.

18. Credits & Pricing

AccountEaze uses a credit-based system. Different actions cost different amounts of credits. Many features are completely free.

Credit Costs per Action

Action	Credits
AI Query (Jeese.AI)	2
Voice Advisory Session	3
Invoice Generation	1
Expense Logging	Free
Document Scan & OCR	2
VAT Return Preparation	5
Financial Report	3
Workflow Run	1
Compliance Check	1
CT Calculator	Free
VAT Rate Checker	Free
Penalty Calculator	Free
Tax Calendar	Free
Client Portal	Free

Subscription Plans

Plan	Monthly Price	Credits/Month	Best For
Free	AED 0	30	Trying the platform
Starter	AED 99/mo	200	Freelancers & sole traders
Professional	AED 249/mo	600	Growing SMEs (Most Popular)
Premium	AED 499/mo	2,000	Multi-entity businesses
Enterprise	Custom	Unlimited	Accounting firms

Tip: *All plans include a 14-day free trial of Professional features. No credit card required to start.*

19. Getting Help

If you need help at any point, AccountEaze offers multiple support channels:

1. **Ask Jeese**

   Your AI advisor is available 24/7. Ask any question about using the platform or UAE tax/compliance topics.

2. **In-App User Guide**

   Visit the User Guide page (accessible from the sidebar) for detailed feature walkthroughs and credit information.

3. **Book a Call**

   Schedule a 15-minute call with the AccountEaze team at cal.com/jeese-varkey/15min for personalized help.

4. **Submit Feedback**

   Use the Feedback page to report issues, request features, or share suggestions.

Thank You for Choosing AccountEaze

We built AccountEaze to make UAE tax compliance simple, accessible, and intelligent. Whether you are a sole trader, an SME, or an accounting firm managing hundreds of clients — this platform is designed to save you time, reduce errors, and keep you compliant.

accounteaze.com