

Plugin Nexus

PINXS Income & Expense Manager

Complete Install and User Instructions

Version 1.0.84



Thank you from Mike Edmonston

Thank you for choosing a Plugin Nexus product. This guide helps you install, license, secure and use PINXS Income & Expense Manager with confidence. The plugin gives small businesses, freelancers, sole traders and website owners a practical way to record income, expenses, receipts, customer sources, recurring transactions, UK tax information, reports, backups and exports from inside WordPress.

Item	Details
Website	https://pluginnexus.com
Product	PINXS Income & Expense Manager for WordPress
Document type	Commercial customer documentation

Audience	WordPress administrators, small business owners, bookkeepers, freelancers, sole traders and website managers responsible for recording business income and expenses.
Important note	This guide explains how to use the plugin. It is not legal, financial or tax advice. Always check figures and seek qualified professional advice where required.

Index

1. [Overview](#)
2. [Requirements and compatibility](#)
3. [Licence activation](#)
4. [Security passphrase and protected access](#)
5. [First-run setup checklist](#)
6. [Opening balance and accounting start date](#)
7. [Admin navigation overview](#)
8. [Dashboard overview](#)
9. [Customers and income sources](#)
10. [Income types](#)
11. [Expense categories](#)
12. [Payment types](#)
13. [Recording income](#)
14. [Recording expenses](#)
15. [Business expense flag and tax classification](#)
16. [Reconciliation workflow](#)
17. [Recurring income and recurring expenses](#)
18. [Credit card split transactions](#)
19. [Reports](#)
20. [Financial summary](#)
21. [Balance sheet](#)
22. [UK tax settings and self assessment](#)
23. [Import, export, documents and backups](#)
24. [Scheduled backups](#)
25. [Security settings and session controls](#)
26. [Resource monitor and cron management](#)
27. [Member Manager integration](#)
28. [Data protection and retention](#)
29. [Troubleshooting](#)
30. [Frequently asked questions](#)
31. [Final setup and launch checklist](#)
32. [Quick field reference](#)

1. Overview

PINXS Income & Expense Manager is a WordPress admin plugin for recording business income, expenses, customers, income sources, recurring payments, receipt and invoice references, exports, backups, UK tax settings and financial reports. It is intended to give site owners a practical, self-hosted accounting admin area without relying on a separate desktop application for day-to-day transaction entry.

Core area	What it is used for
Dashboard	A visual overview of total revenue, expenses, net profit, taxable income, recent transactions and quick actions.
Income	Record money received or earned, link it to a customer/source, mark taxable status, reconcile it and optionally attach invoice files or references.
Expenses	Record business and non-business expenses, attach receipts, classify categories and payment types, reconcile transactions and create recurring items.
Reports	Review income, expenses, categories, sources and time periods, then export data for analysis or bookkeeping.
Tax tools	Set UK tax constants, opening balance and tax settings, then use the Self Assessment tools as a preparation aid.
Data tools	Import data, export CSV/XLSX, create ZIP backups, rebuild from backups and export supporting documents.

Important financial responsibility note

The plugin helps you organise and calculate information from the records you enter. It does not replace your accountant, bookkeeper, bank statement checks, HMRC guidance or professional tax advice. Always check totals before submitting any return or relying on figures for legal, tax or business decisions.

2. Requirements and compatibility

Requirement	Recommendation
WordPress	WordPress 5.0 or newer. A current maintained WordPress version is recommended.
PHP	PHP 7.4 or newer. PHP 8.1+ is recommended for modern hosting.
Database	Standard WordPress MySQL or MariaDB database with normal plugin table creation permissions.
PHP Sodium	Required/recommended for protected encryption features. Contact your host if the plugin reports that Sodium is unavailable.
File uploads	Sufficient upload size and file permissions if you upload receipt, invoice, backup or import files.
Admin access	A WordPress administrator account is needed for installation,

Requirement	Recommendation
	licence activation, setup and sensitive settings.
Browser	A current browser such as Chrome, Edge, Firefox or Safari.

PHP Sodium and security

The plugin includes security and encryption features for sensitive financial information. If your host has disabled Sodium or is using an old PHP build, ask the host to enable the PHP Sodium extension or move the site to a modern PHP version. Do not run financial tools on outdated or unsupported hosting.

3. Licence activation

The retail Plugin Nexus version includes licence activation. Activation authorises the site to use the premium plugin and receive the support/update access included with your purchase.

33. Install and activate the plugin ZIP from WordPress admin.
34. Open the Plugin Nexus licence/setup screen if prompted.
35. Enter the licence key exactly as supplied in your order or customer account.
36. Enter the licence email associated with the purchase.
37. Select Activate License and wait for the success message.
38. Keep your licence key private and do not include it in public screenshots.

Licence item	Meaning
Licence key	The unique key issued for your purchase.
Licence email	The email address used for the Plugin Nexus purchase/licence.
Site activation	The process of linking your WordPress installation to the licence.
Deactivation	Use this before moving the licence to another domain or before decommissioning a site.
Updates	Access to plugin updates depends on the update period included with your purchase.

4. Security passphrase and protected access

PINXS Income & Expense Manager is designed for financial records, so access is protected beyond normal WordPress login. On first use, the plugin may ask you to configure a security passphrase and recovery details. This passphrase protects access to the accounting area and should be treated carefully.

Security feature	Purpose
Passphrase gate	Requires an additional passphrase before the accounting area can be accessed.
Recovery code/email	Helps recover access if the passphrase is forgotten, depending on your configured settings.

Security feature	Purpose
Session timeout	Locks access after the configured period.
Manual lock/logout	Allows you to leave the accounting area securely when finished.
Audit/security events	Helps track access and security-related events.
Encrypted fields	Sensitive information such as notes, file references or customer details may be encrypted where supported.

Passphrase best practice

Use a long, unique passphrase that is not reused anywhere else. Store it in a password manager. Keep recovery information private. Anyone with WordPress administrator access and the accounting passphrase may be able to view sensitive financial records.

5. First-run setup checklist

39. Back up the WordPress site before installing the plugin.
40. Install and activate the plugin ZIP from Plugins > Add New > Upload Plugin.
41. Activate the Plugin Nexus licence.
42. Complete the security passphrase setup and save recovery details securely.
43. Open Tax Settings and enter the opening balance and opening balance date.
44. Create customers and income sources before entering income.
45. Review income types, expense categories and payment types.
46. Enter a small number of test transactions and check reports.
47. Create a backup from Import/Export before entering large volumes of data.
48. Confirm exports, reports and document uploads work correctly on your host.

6. Opening balance and accounting start date

The opening balance is one of the most important first-run settings. It tells the plugin the starting bank/account position before you begin entering transactions. For clean reporting, set the opening balance date to the final day before your active tracking period begins.

Example	Setup
You want to start tracking from 1 April 2026	Enter the bank/account balance as at 31 March 2026 and set the opening balance date to 31/03/2026.
You are entering a complete financial year	Use the balance immediately before the first transaction date of that year.
You are migrating from another system	Export the closing balance from the old system and use it as the opening balance in this plugin.

Why the opening date matters

An incorrect opening balance date can make monthly and yearly running totals look wrong. Set this before relying on dashboards, financial summary totals, balance sheet values or tax figures.

7. Admin navigation overview

The plugin adds an accounting admin area with a dashboard and navigation links for daily transaction entry, reports, tax tools, import/export, backups and security. Depending on your version and user permissions, some tools may be visible through grouped navigation or hidden utility pages.

Navigation group	Includes
Dashboard	Overview cards, recent activity, charts and quick links.
Reports	Reports, Financial Summary and Balance Sheet.
Data Management	Customers & Sources, Income Types, Expense Categories and Payment Types.
Transactions	Income, Expenses and Recurring Transactions.
Tools	Import/Export, Category Deduplication, Resource Monitor, Security Settings and Cron Task Management.
Tax & Compliance	Self Assessment, Tax Constants and Tax Settings.
User Guide	Built-in help/reference page inside WordPress.
Exit Accounting	Leaves the accounting area and helps prevent accidental open sessions.

8. Dashboard overview

The dashboard is the daily starting point. It gives a quick view of income, expenses and profitability, with quick actions to create transactions or view reports.

Dashboard element	How to use it
Total Revenue	Shows the total income recorded in the system and may include comparison/trend information.
Total Expenses	Shows recorded outgoing transactions and helps track cost movement over time.
Net Profit	Income minus expenses. Use this as a guide, not a tax filing figure until records have been reconciled.
Taxable Income	Shows income treated as taxable according to the records and current tax settings.
Income vs Expenses chart	Visual comparison of monthly income and expenses. Useful for spotting unusual months.
Financial Summary card	Highlights current totals, unreconciled amounts and balance information.

Dashboard element	How to use it
Recent Transactions	Lists recently added income and expenses so you can check data entry quickly.
Quick Actions	Shortcuts for Add Income, Add Expense, View Reports and Tax Summary.
Data & Backups	Shortcuts for export, import and backup tools.

9. Customers and income sources

Customers and sources should be created before income is entered. This keeps income records consistent and makes reporting more useful.

Field	Description
Type	Choose Customer for a client or business. Choose Income Source for non-customer income sources such as platforms, grants or other streams.
Name	Required. The display name used in dropdowns and reports.
Business name	Optional business/company trading name.
Email and telephone	Optional contact details. Useful for later reference.
Address	Optional postal address.
VAT number	Optional VAT reference where relevant.
Company registration number	Optional company reference.
Description	Internal notes about the customer/source.
Location/website	Optional website or location reference.

49. Go to Accounting > Customers & Sources.
50. Select Add New Customer or use the form on the page.
51. Choose Customer or Income Source.
52. Enter a clear name and any useful contact/reference information.
53. Save the record before entering income for that source.

10. Income types

Income types help classify income, especially recurring income or reports by income stream. Create types that match how you want to review your business.

Field	Description
Name	The visible type name, such as Product Sales, Consulting, Subscription Income, Affiliate Income or Licence Revenue.
Description	Optional notes for internal reference.
Sort order	Controls display order where the plugin lists active types.

Field	Description
Active	Inactive types can be retained for history while preventing selection for new transactions.

11. Expense categories

Expense categories are used for reporting, tax review and business analysis. Create categories that are detailed enough to be useful, but not so detailed that data entry becomes difficult.

Common category	Example use
Software and subscriptions	WordPress plugins, hosting, SaaS, licence fees, software tools.
Office and equipment	Computer equipment, storage, cables, stationery or workshop tools.
Travel	Business mileage, trains, parking, hotels or business travel costs.
Marketing	Advertising, promoted posts, printed materials or SEO tools.
Professional fees	Accountant, legal, consultancy or compliance fees.
Bank and payment fees	Stripe, PayPal, bank charges or transaction fees.

Category deduplication

If duplicate categories are accidentally created, use the Category Deduplication tool to review and clean category lists. Always back up first before bulk cleanup.

12. Payment types

Payment types describe how money moved, such as bank transfer, cash, card, PayPal, Stripe or credit card. Consistent payment types make reconciliation and filtering easier.

Field	Description
Payment Type Name	The display name used on expense and recurring transaction forms.
Description	Optional internal note.
Active	Controls whether the payment type is available for new transactions.
Sort Order	Controls display order in dropdowns.

13. Recording income

Use the Income page to record money earned or received. Income can be linked to a customer/source, marked taxable, reconciled, assigned a received date and optionally created as recurring income.

Field	How to use it
Customer/Source	Required. Choose the customer or income source created earlier.
Date	The income date. Use the date the income was earned or invoiced according to your own accounting method.
Payment Received Date	Optional. Use this when the payment date differs from the income/invoice date.
Amount	Enter the income amount in pounds.
Taxable?	Tick if this income should be included in taxable income calculations.
Reconciled?	Tick when this entry has been matched against a bank statement or payment processor report.
Recurring Income	Tick to create future expected income entries using a frequency and next expected date.
Income Type	Optional classification for recurring income.
Frequency	Set every X days, months or years.
Next Expected Date	Date the next recurring income is expected.
Auto Reconcile	Choose whether future recurring entries are created already reconciled or left unreconciled.
Invoice Upload	Upload a supporting PDF, JPG or PNG where available.
File Reference	Record an invoice number, file name, external document ID or other reference.
Notes	Internal notes about the income transaction.

54. Open Accounting > Income.
55. Select Add Income or use the income entry form.
56. Choose the customer/source.
57. Enter the date, received date if different, and amount.
58. Set taxable and reconciled status carefully.
59. Attach or reference supporting documents if needed.
60. Save the entry, then check it appears correctly in the income list and dashboard.

14. Recording expenses

Use the Expenses page for business costs, recurring payments, receipts, credit card splits and reconciliation. Expenses should be entered consistently so reports and tax summaries stay useful.

Field	How to use it
Date	The date of the expense.
Amount	The total amount paid or owed.
Category	The expense category used for reporting and tax review.

Field	How to use it
Payment Type	How the expense was paid, such as card, bank transfer, cash, Stripe or PayPal.
Supplier/vendor	Use the available supplier/name fields where relevant, or add detail in notes.
Receipt Upload	Attach a PDF, JPG or PNG receipt where available.
Receipt Reference	Record invoice number, receipt number or file reference.
Notes	Internal notes explaining the expense.
Recurring Payment	Tick for regular payments and configure frequency and next due date.
Auto Reconcile	Choose whether generated recurring expense entries are reconciled automatically.
Credit Card Split	Use where a credit card payment contains multiple items or mixed business/personal elements.
Business Expense	Tick only when the item is business-related. The current workflow is designed so this should be selected intentionally.

Business Expense checkbox

For best data quality, do not assume every outgoing payment is business-related. Check the Business Expense box only where the cost is genuinely business-related and you want it included in business/tax reporting.

15. Business expense flag and tax classification

The plugin separates transaction entry from tax judgement. A transaction can exist in the system but still need careful classification before you rely on reports. The Business Expense and Taxable flags are especially important.

Flag	Used on	Meaning
Taxable?	Income	Include the income in taxable income calculations where appropriate.
Business Expense	Expenses	Indicates that the cost should be treated as business-related.
Reconciled?	Income and expenses	Indicates the entry has been matched to bank/payment processor records.
Auto Reconcile	Recurring items	Controls the reconciled status of automatically generated future entries.

Tax judgement stays with the business owner

The plugin can calculate from the fields you set, but it cannot decide whether a transaction is allowable, taxable or reportable for your specific situation. Review tax treatment before filing or giving figures to an accountant.

16. Reconciliation workflow

Reconciliation is the process of checking that plugin records match real-world bank statements, card statements, PayPal/Stripe reports or other payment records. Unreconciled entries should be reviewed before reports are finalised.

61. Open the relevant Income or Expenses page.
62. Filter or visually identify unreconciled entries.
63. Compare each entry with bank or payment processor records.
64. Edit incorrect dates, amounts, categories or notes.
65. Tick Reconciled once the transaction is confirmed.
66. Review the Financial Summary for unreconciled totals.
67. Export supporting reports after reconciliation is complete.

Status	Action
Unreconciled	Needs checking. Do not rely on final reports until important transactions are reconciled.
Reconciled	Matched to a reliable source such as a bank statement or payment report.
Disputed/unclear	Use notes and receipt references, then resolve before tax reporting.

17. Recurring income and recurring expenses

Recurring transactions are useful for regular subscriptions, rent, hosting, software renewals, retainers, monthly income or other repeated transactions. The plugin can generate future records based on frequency and due dates.

Setting	Description
Recurring Income/Payment	Enables recurring behaviour for that transaction.
Frequency value	How many units between occurrences. For example, every 1 month or every 12 months.
Frequency unit	Day(s), Month(s) or Year(s).
Next due/expected date	The next date the plugin should use when generating or expecting a transaction.
Auto reconcile	Whether generated future records should be marked reconciled immediately or require manual reconciliation.
Cron task management	Admin tool for reviewing and controlling scheduled recurring task behaviour.

Recurring transaction best practice

Leave auto reconcile off unless you are certain the recurring amount and payment date are reliable. For card charges, payment processor fees or variable subscriptions, generate them as unreconciled and review them against statements.

18. Credit card split transactions

Credit card split transactions are used when one card payment includes several line items or a mix of personal and business items. This is particularly useful for credit card statements where the card payment total does not clearly explain individual business costs.

68. Open the expense form.
69. Enter the overall payment date and total amount.
70. Tick Credit Card Split.
71. Add individual split items for each component of the payment.
72. Mark which split items are business-related where the form allows it.
73. Check the split total against the card payment total.
74. Add receipt references or notes so the split can be understood later.
75. Save the expense and verify that reports reflect the business portion correctly.

Why split transactions matter

A single card payment may include business software, personal purchases and bank/card fees. Splitting the transaction gives cleaner reports and makes accountant review much easier.

19. Reports

Reports help review income, expenses, categories, sources and periods. Use them during bookkeeping, accountant handover, business review and end-of-period checks.

Report use	What to check
Income by period	Confirm revenue by month, year or custom range.
Expenses by period	Review business costs over time.
Category breakdown	Identify high-spend categories and unusual changes.
Customer/source performance	See where income is coming from.
Tax review	Review taxable income and business expense treatment.
Export for accountant	Export CSV/XLSX or PDF where available for external review.

76. Open Accounting > Reports.
77. Choose the date range or tax year.
78. Apply filters for income, expenses, customers, categories or payment types as needed.
79. Review totals on screen before exporting.
80. Export the report and keep a copy with your accounts records.

20. Financial summary

The Financial Summary page gives a higher-level view of total income, total expenses, net balance and unreconciled amounts. It is useful for checking whether records are complete before producing reports or tax summaries.

Summary item	Meaning
Total income	Income recorded for the selected period.
Total expenses	Expenses recorded for the selected period.
Net balance	Income minus expenses, subject to the selected period and filters.
Unreconciled income	Income that still needs statement/payment confirmation.
Unreconciled expenses	Expenses that still need checking.
Year/tax year selector	Allows review by calendar or tax period depending on the page controls.

21. Balance sheet

The Balance Sheet view helps you understand the overall position from the opening balance, income, expenses and scheduled one-time transactions. It is a working management tool and should be checked against bank balances.

Area	How it helps
Opening balance	Starting position set in Tax Settings.
Income and expenses	Transactions entered into the plugin.
Running balance	Calculated balance based on records and opening position.
Scheduled one-time transactions	Future or planned items that may affect the balance.
Export options	Allows balance information to be saved or passed to an accountant.

Scheduled one-time transactions

Use edit/delete controls for scheduled one-time transactions when corrections are needed. Always confirm that future-dated items are still valid before relying on cash flow projections.

22. UK tax settings and self assessment

The plugin includes UK-focused tax settings and Self Assessment preparation tools. These are designed to help organise figures and produce a structured view of your records. They are not a substitute for HMRC guidance or professional advice.

Tax area	Purpose
Personal allowance	Used in tax calculations according to the configured constants.
Basic rate	Used for estimated tax calculations where applicable.
Opening balance	Starting balance for reports and balance calculations.
Opening balance date	Determines when the starting balance enters reporting.

Tax area	Purpose
Tax constants	Stores tax thresholds/constants used by the plugin. Review before relying on calculations.
Self Assessment	Preparation area for SA100/SA103S-style information and summaries.

Before using tax outputs

Check every taxable flag, business expense flag, category, date and amount. Confirm tax constants are current for the year you are working on. Then review outputs with an accountant or against official HMRC guidance.

23. Import, export, documents and backups

The Import/Export area is used to move data into and out of the plugin, create backups, rebuild from backups and export supporting documents.

Tool	Use
Import data	Import customers, income, expenses or other supported data from CSV templates.
Download template	Create a correctly structured CSV template before preparing imports.
Export data	Export customers/sources, income, expenses, recurring transactions, income types, expense categories and payment types.
Date range export	Export all time, current month, last month, current year, last year or custom range.
File format	CSV and Excel/XLSX formats where supported.
Include files	Package linked receipt/invoice files with exported data where available.
Export documents	Export income or expense documents for a selected time period.
Complete backup	Create a ZIP archive or CSV-only backup.
Rebuild from backup	Restore/rebuild from a previous backup file.

Backup before import or rebuild

Always create and download a complete backup before importing, rebuilding, deleting data, deduplicating categories or changing large numbers of transactions.

24. Scheduled backups

Scheduled backups help protect your accounting data by creating backup files automatically at a chosen frequency. They do not replace your normal website/hosting backups, but they add an extra accounting-specific safeguard.

Backup setting	Options / guidance
Frequency	Disabled, daily, weekly, monthly, bi-monthly, six-monthly or annually.
Format	ZIP archive is recommended where file attachments need to be included; CSV-only is useful for simple data exports.
Retention	Keep the last 5, 10, 20 or all backups depending on storage and compliance needs.
Run now	Use the manual run option after setup to confirm that backups work on your host.
Stored backup actions	Download, rebuild/restore, refresh, clean up old backups or delete stored backups where available.

25. Security settings and session controls

Security Settings control how long the accounting area remains unlocked and how passphrase access behaves. These settings matter because financial records may contain sensitive information.

Setting / action	Guidance
Session timeout	Choose a practical timeout. Shorter timeouts are safer on shared computers.
Never timeout	Only use on trusted private environments. Avoid on shared/admin computers.
Manual lock/logout	Use this when leaving the desk or finishing a bookkeeping session.
Recovery code	Store securely in a password manager or secure business record.
Failed attempts / lockout	Repeated wrong passphrase attempts may trigger temporary lockout.
Capabilities	Only trusted users should have accounting management capability.

26. Resource monitor and cron management

The plugin includes technical tools for maintaining scheduled tasks and monitoring resource behaviour. These are mainly admin/support tools, but they are useful when recurring transactions or scheduled backups are not behaving as expected.

Tool	Purpose
Cron Task Management	View, pause, resume, run or clean recurring/scheduled tasks.
Run task now	Manually process a recurring or scheduled task for testing.
Scan orphans	Find scheduled tasks that no longer link cleanly to live records.

Tool	Purpose
Cleanup duplicates	Remove duplicate scheduled tasks after taking a backup.
Resource Monitor	Review hosting resource behaviour if import/export, backups or scheduled jobs appear slow.

27. Member Manager integration

This version includes integration support for PINXS Member Manager. The intention is to help income records recognise member/subscription-related provider/source information where the companion plugin is used.

Integration area	Guidance
Enable integration	Use the available tax/settings option where present to enable Member Manager integration.
Provider/source mapping	Check that income source names and provider references make sense in reports.
Testing	Create a small test transaction or subscription payment first, then confirm the income source, amount and date are correct.
Accounting review	Do not assume imported/simulated provider income is final. Reconcile against payment processors before relying on it.

28. Data protection and retention

Accounting data can be sensitive. Treat plugin records, exports, backups, receipts and licence details as confidential business information.

- Limit plugin access to trusted administrators or finance users.
- Keep WordPress, the theme and all plugins updated.
- Use strong WordPress passwords and two-factor authentication where available.
- Store exported CSV, XLSX, PDF and ZIP backups securely.
- Delete old exports from shared computers after use.
- Use encrypted storage for backups containing receipts, invoices or customer details.
- Do not email unencrypted financial exports unless you understand the risk.
- Check any legal retention requirements that apply to your business records.

29. Troubleshooting

Problem	Likely cause / fix
Plugin will not activate	Check WordPress/PHP version, upload the original ZIP, confirm PHP errors, and check licence activation.
Sodium warning appears	Ask the host to enable PHP Sodium or move to a modern PHP version.
Licence activation fails	Check licence key, licence email, site URL, firewall/security plugins and activation limit.

Problem	Likely cause / fix
Menu not visible	Confirm the user is an administrator or has the required accounting capability. Refresh admin and verify licence/security setup.
Cannot access accounting pages	The passphrase session may be locked or expired. Unlock with the configured passphrase.
Totals look wrong	Check opening balance/date, date ranges, taxable/business flags, duplicate transactions and reconciliation status.
Import fails	Use the provided template, check date format, required columns and file encoding. Try a small test import first.
Backup fails	Check file permissions, upload directory write access, storage space and server timeout limits.
Recurring items not created	Check next due dates, cron task management and whether WordPress cron is running.
Reports missing data	Check filters, date range, tax year, customer/source selection and whether transaction dates are correct.

30. Frequently asked questions

Can this replace an accountant?

No. It can help organise records and produce summaries, but tax/accounting decisions remain your responsibility.

Should I enter personal expenses?

Only enter them if you need them for credit card split or cash flow context. Use the Business Expense flag carefully so reports stay meaningful.

Can I upload receipts?

Yes, where receipt/invoice upload fields are available. PDF, JPG and PNG are typical supported formats.

What date format should I use?

The plugin uses datepicker fields and commonly displays DD-MM-YYYY in forms. Use the on-screen datepicker where possible.

What should I do before importing data?

Create a complete backup, download the correct template, test with a small file, then check imported records

before importing a full dataset.

Why are unreconciled amounts shown?

They highlight income or expenses not yet matched against bank/payment records. Reconcile before final reporting.

Can I export for my accountant?

Yes. Use CSV/XLSX/PDF exports and document exports as appropriate, then provide supporting receipts and notes.

What if I forget the passphrase?

Use the recovery process if configured. If that fails, contact Plugin Nexus support with site and purchase details.

31. Final setup and launch checklist

- Plugin installed from the original ZIP and activated.
- Licence key and licence email activated successfully.
- Security passphrase configured and recovery details saved securely.
- PHP Sodium enabled and no critical security warnings displayed.
- Opening balance and opening balance date entered correctly.
- Customers/sources created before income entry.
- Income types, expense categories and payment types reviewed.
- Test income and test expense entered, edited and deleted successfully.
- Receipt/invoice upload tested on the host.
- Reports and financial summary checked against sample records.
- Import/export tested with a small file.
- Complete backup created and downloaded.
- Scheduled backups configured if required.
- Only trusted users have access to the accounting area.

32. Quick field reference

Area	Most important fields
Customers/Sources	Type, Name, Business Name, Email, Telephone, Address, VAT Number, Company Registration Number, Description, Location/Website.
Income Types	Name, Description, Sort Order, Active.
Expense Categories	Category Name, Description, Active, Sort Order.

Area	Most important fields
Payment Types	Payment Type Name, Description, Active, Sort Order.
Income	Customer/Source, Date, Payment Received Date, Amount, Taxable, Reconciled, Recurring Income, Income Type, Frequency, Next Expected Date, Auto Reconcile, Invoice Upload, File Reference, Notes.
Expenses	Date, Amount, Category, Payment Type, Receipt Upload, Receipt Reference, Notes, Recurring Payment, Frequency, Next Due Date, Auto Reconcile, Credit Card Split, Business Expense.
Tax Settings	Personal Allowance, Basic Rate, Opening Balance, Opening Balance Date, Member Manager integration option where available.
Import/Export	Data Type, Date Range, Custom From/To Dates, File Format, Include Files, Backup Format, Backup File, Delete Existing Data, Backup Frequency, Retention.

Support and update information

For support, updates and customer resources, use your Plugin Nexus customer account and the support options available on <https://pluginnexus.com>. Include your product name, version number, WordPress version, PHP version and a clear description of the issue. Do not send licence keys, passphrases or full financial exports unless support specifically requests a secure method.

Plugin Nexus licence wording

Lifetime licence, lifetime support, 12 months updates.