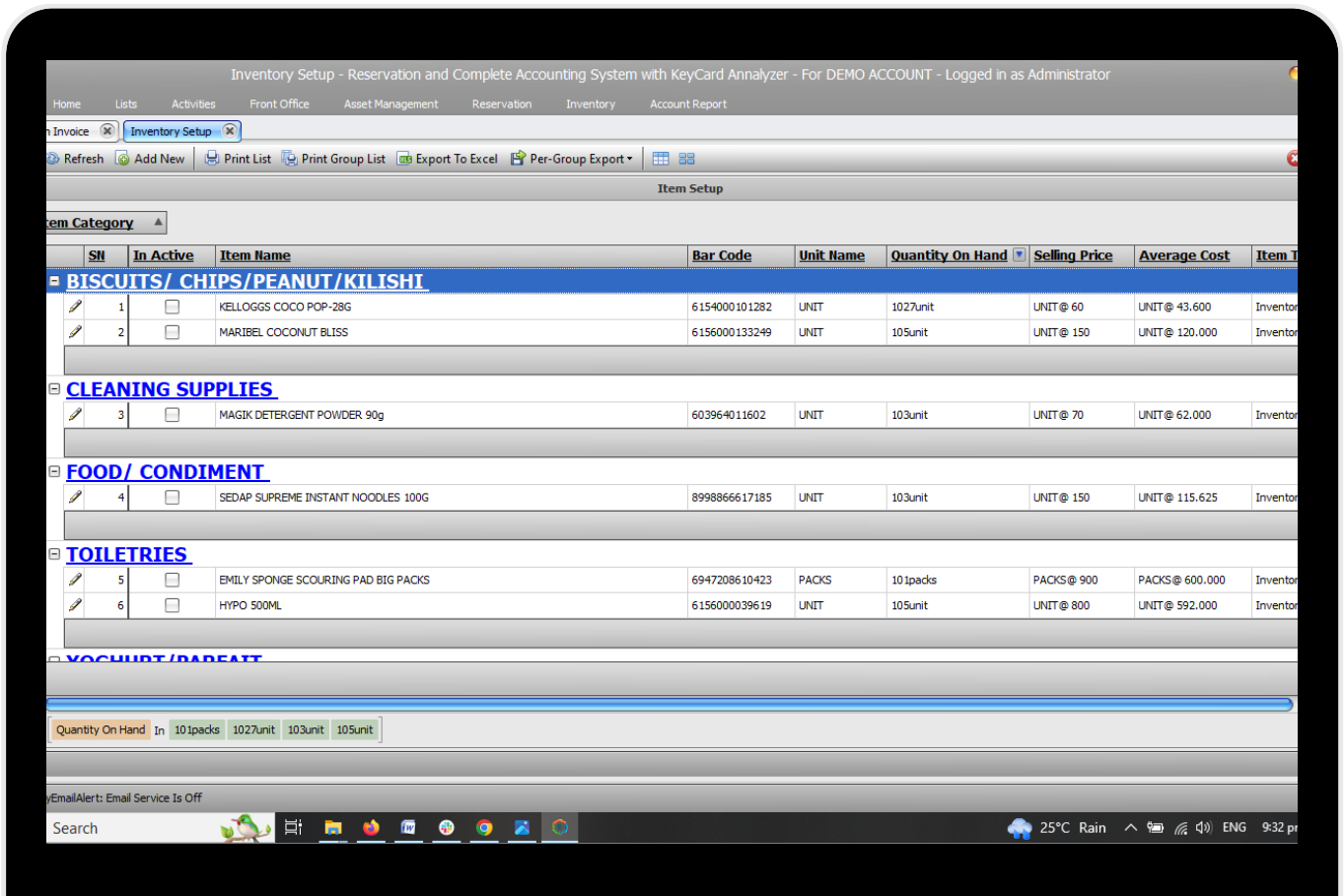




USER GUIDE



MANUFACTURING SYSTEM

Easy way to get started

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Getting Started with Business Sensor

Welcome to the Business Sensor Manufacturing system. Our step-by-step guide will demonstrate how effortlessly you can manage inventory, create manufacturing profiles, oversee sales and transactions, and seamlessly integrate them with your overall business operations. Keeping your business organized has never been easier with Business Sensor ERP Manufacturing.

System Requirements for Business Sensor ERP

Note: Need to check your computer's specs? Click [here](#).

Operating System

- Windows 11, 64-bit, natively installed.
- Windows 10, all 64-bit editions, natively installed.
- Windows Server 2022, Standard and Essentials
- Windows Server 2019, Standard and Essentials
- Windows Server 2016, Standard and Essentials

Database Server

- Microsoft SQL Server 2017
- Microsoft SQL Server 2019

Hardware and operating system requirements

Processor	1.6 GHz minimum
RAM (client or workstation)	8 GB minimum
RAM (Server)	16 GB minimum
Disk Space	2.5GB of disk space (additional required for data file backup). <i>Note: For the best performance, store your Business Sensor data file on a solid-state drive (SSD)</i>

Minimum system requirements

The minimum requirement is a core i3 CPU (Client or workstation)

Software Requirement

Access the software required for Business Sensor ERP installation [here](#)

Note: You need to register before downloading all the installation files, the registration process is below.

- Microsoft SQL Server: Microsoft database software allows you to manage your database.
- Microsoft .Net Framework: Enables you to accomplish a range of common programming tasks, including string management, data collection, database connectivity, and file access.
- Crystal Report: allows a developer to create reports and dashboards from a variety of data sources with a minimum of code to write.
- Business Sensor: This includes a Complete Accounting Package, BS Point of Sales, Hotel Reservation Management, etc.

Server Installation: The following software are required for Business-Sensor ERP.

- Microsoft SQL Server
- Crystal Report
- Business Sensor

Client Installation: The following software is required for client-side installation.

- Crystal Report
- Business Sensor

Note: Download all the software needed [here](#)

Register and Configure Business Sensor Manufacturing Software

Please note that for all downloads, you should visit our website and click on the [download button](#) to access the Management Studio file. Follow these steps to register and download the software.

Step 1: Click the “Download Page” button.

	experience, hotels can improve efficiency, reduce costs, and increase profitability. If you're looking for a comprehensive hotel management ERP system, be sure to consider options that offer complete integration with accounting and inventory management modules.		
8	Human Resources Management and Payroll An Human resource solution with Payroll system with fantastic features. It can be fully integrated with our Accounting System	Download Page... 6 Files Available	Download Page... 4 Files Available
9	MANUFACTURING ACCOUNT SYSTEM Just build your production Templates and Business sensor would manage your cost of production automatically. Transfer finished goods to any store on the fly	Download Page... 8 Files Available	Download Page... 6 Files Available
10	Medical Enterprice Resource Planing System Integrates the Accounting processes in hospitals. Handles Patient recored and Ledgers, Suppliers, Pharmacy Inventory management, Medical test services, Invoicing, Receipts etc	Download Page... 8 Files Available	Download Page... 6 Files Available
11	QUICK GRADE ERP Manage school pupils accounting , defaulters and results without stress. Auto generates bulk invoices for students in categories	Download Page... 8 Files Available	Download Page... 6 Files Available
12	Other Downloads Other tools downloads	Download Page... 7 Files Available	Download Page... 4 Files Available

Step 2: Choose 'Register as a new user' to create an account or enter your log in credentials.

The screenshot shows the Business Sensor ERP website interface. A 'Log in' modal window is open, displaying the following elements:

- Email input field
- Password input field
- Remember me?
- [Log in](#) button
- [Register as a new user](#) link (highlighted with a red arrow)
- [Forgot your password?](#) link

The background shows a 'Downloads' section with a table of software products and their respective download buttons.

Step 3: Complete the form with the necessary information and then click the 'Signup' button.

Login Detail

Email

Password

Confirm password

Organization/Contact Person's Detail

OrganizationName

Contact Person

Contact person's Designation

Contact person's Phone

Organization Address

City

State/Province

Country

Profile Picture

What is 9 MINUS 5

Step 4: Once you have successfully signed up, click on the download link.

Business Sensor ERP

HOME ABOUT US PRODUCTS **DOWNLOADS** SUPPORT CONTACT US MY ACCOUNT N NGN

demo1- Your Account Detail

Device Licenses
Business Sensor ERP Licenses for demo1
Licenses : 0 [Detail...](#)

Email Reporting Service
Daily Email Reporting Service Subscriptions
Subscriptions : 0 [Detail...](#)

Upgrade Insurance
Upgrade Insurance Subscriptions
Subscriptions : 0 [Detail...](#)

Cloud Comprehensive Report
Cloud Comprehensive Report Subscriptions
Subscriptions : 0 [Detail...](#)

Organization Profile
Profile for demo1

Wallet Balance
Account Wallet Balance Deposites

Step 5: Afterward, click the 'Download Page' button to access the installation files for Business Sensor Distribution Management Software.

	experience, hotels can improve efficiency, reduce costs, and increase profitability. If you're looking for a comprehensive hotel management ERP system, be sure to consider options that offer complete integration with accounting and inventory management modules.		
8	Human Resources Management and Payroll An Human resource solution with Payroll system with fantastic features. It can be fully integrated with our Accounting System	Download Page... 6 Files Available	Download Page... 4 Files Available
9	MANUFACTURING ACCOUNT SYSTEM Just build your production Templates and Business sensor would manage your cost of production automatically. Transfer finished goods to any store on the fly	Download Page... 8 Files Available	Download Page... 6 Files Available
10	Medical Enterprise Resource Planing System Integrates the Accounting processes in hospitals. Handles Patient recored and Ledgers, Suppliers, Pharmacy Inventory management, Medical test services, Invoicing, Receipts etc	Download Page... 8 Files Available	Download Page... 6 Files Available
11	QUICK GRADE ERP Manage school pupils accounting , defaulters and results without stress. Auto generates bulk invoices for students in categories	Download Page... 8 Files Available	Download Page... 6 Files Available
12	Other Downloads Other tools downloads	Download Page... 7 Files Available	Download Page... 4 Files Available

Step 6: Click the 'Download' buttons to download all the installation files needed to get Business Sensor Distribution Management Software up and running and then install them.

The screenshot shows a web browser window with the URL: <https://www.businesssensor.com/Product/Downloads?productId=6&productName=BS%20POINT%20OF%20SALES&mode=Server#>. The page displays a table of download links for various dependencies.

3	BusinessSensor File	CRRruntime_32bit_13_0_23	Crystal Report Runtime 13-0-23 32 Bit	92.7 MB	13 Jun, 2021	Download
4	BusinessSensor File	CRRruntime_64bit_13_0_23	Crystal Report Runtime 13-0-23 64 Bit	91.9 MB	13 Jun, 2021	Download
5	BusinessSensor File	Crystal Report Runtime 16	Crystal Report Runtime 16	74.1 MB	13 Jun, 2021	Download
6	Dependency File	Dot Net Framework 4.0	Microsoft Dotnet Framework 4.0 Installation file download		13 Jun, 2021	Download
7	Dependency File	Microsoft® SQL Server® 2012 Express With Tools 32bit	Microsoft® SQL Server® 2012 Express is a powerful and reliable free data management system that delivers a rich and reliable data store for lightweight Web Sites and desktop applications		13 Jun, 2021	Download
8	Dependency File	Microsoft SQL Server Management Studio 19.1	Microsoft® SQL Server® 2012 Express is a powerful and reliable free data management system that delivers a rich and reliable data store for lightweight Web Sites and desktop applications		13 Jun, 2021	Download

Back

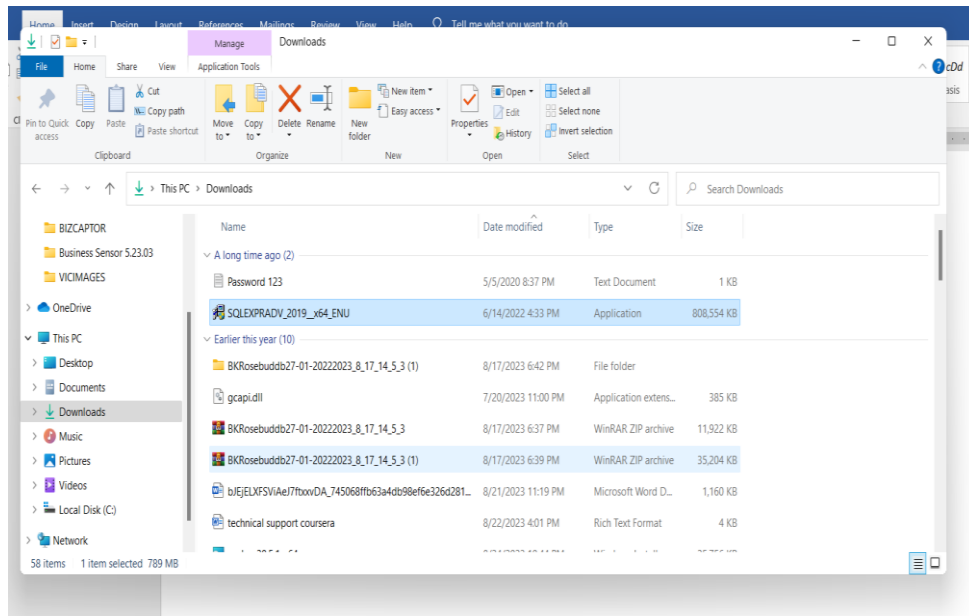
Note: After the files have finished downloading, the next step is the SQL installation process

Install and Configure SQL 2019 Management Studio

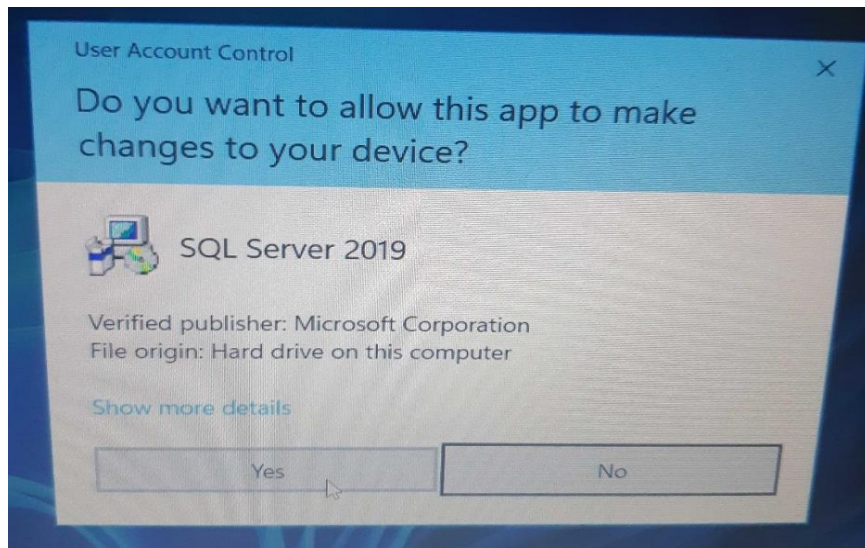
Step 1:

Double-click the downloaded SQL Server file.

Note: The downloaded file may be in the default download folder on your PC or your choice folder

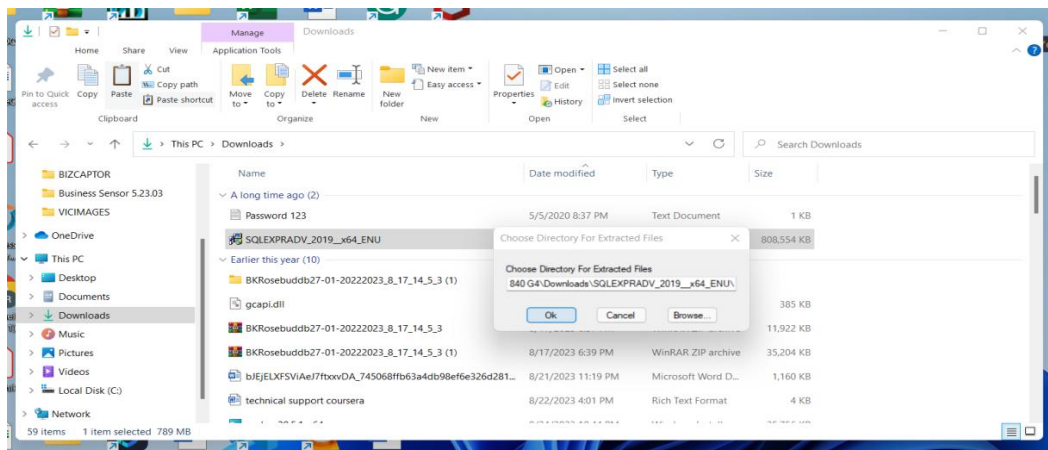


Note: If your computer requests for “User Account Control” authentication, click Yes



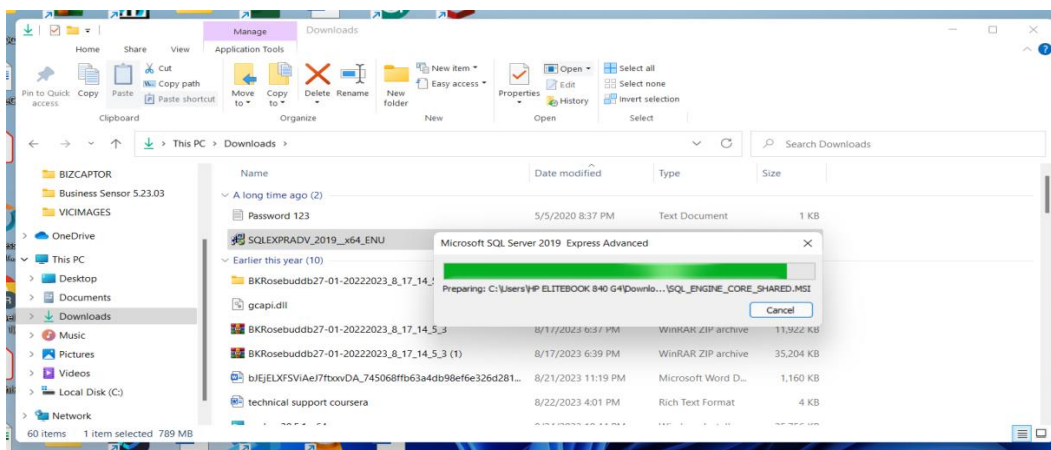
Step 2:

Click the OK button to select the default directory to save the extracted file.



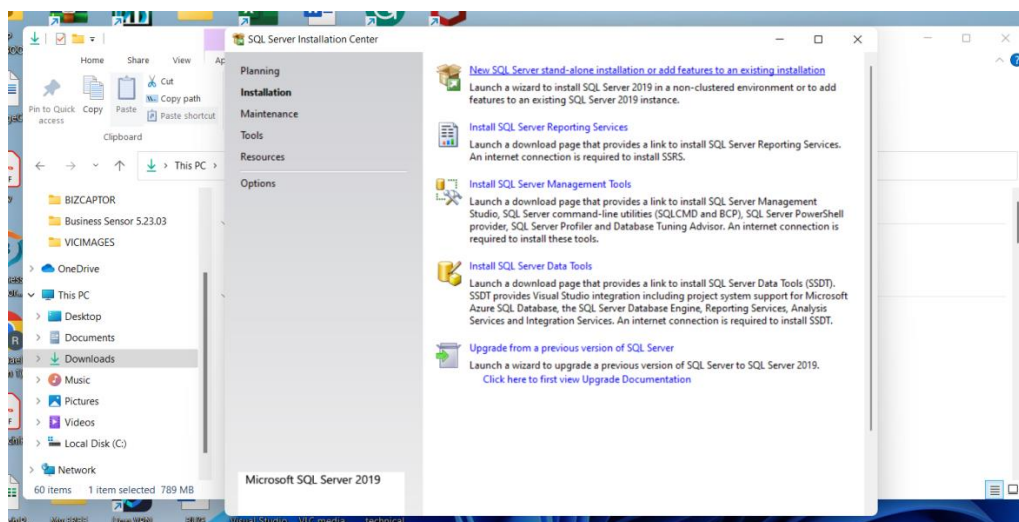
Step 3:

Wait for Windows to extract the file for installation.



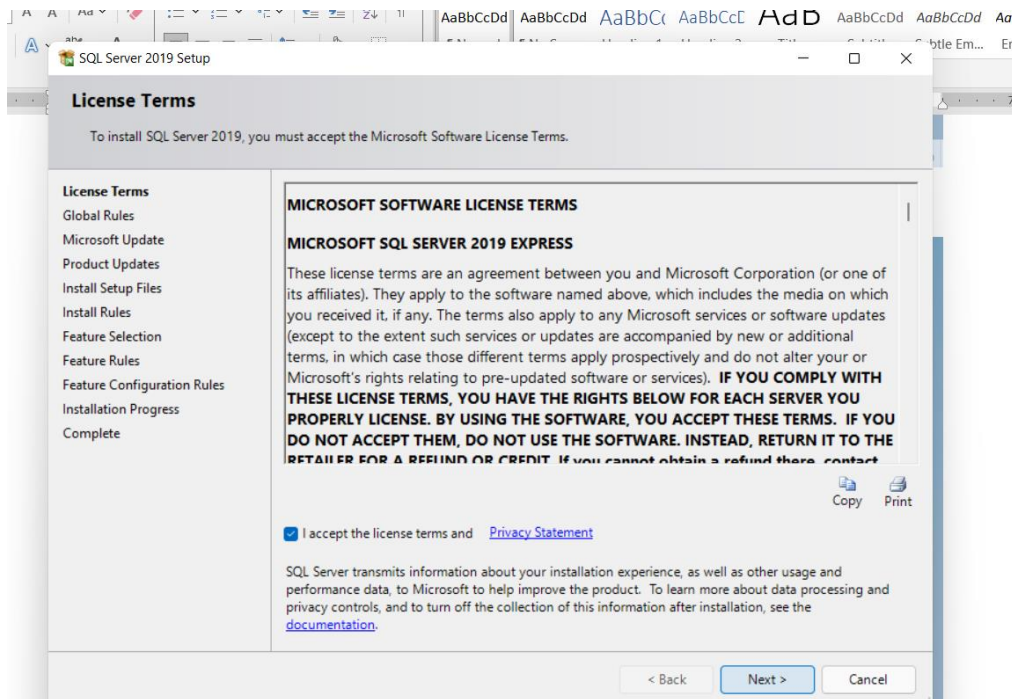
Step 4:

Select the first option: **“New SQL Server stand-alone installation or add features to an existing installation”** Click Next for a new installation to begin.



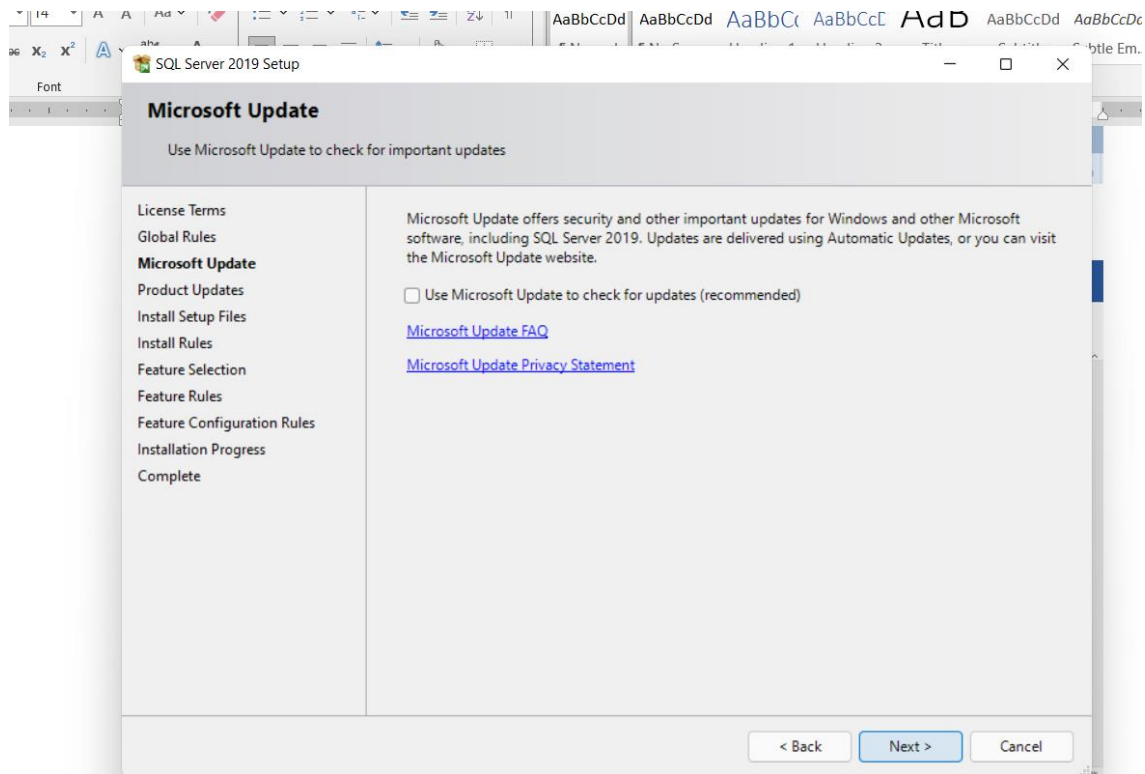
Step 5:

Check the “I accept the license terms” box and click Next.



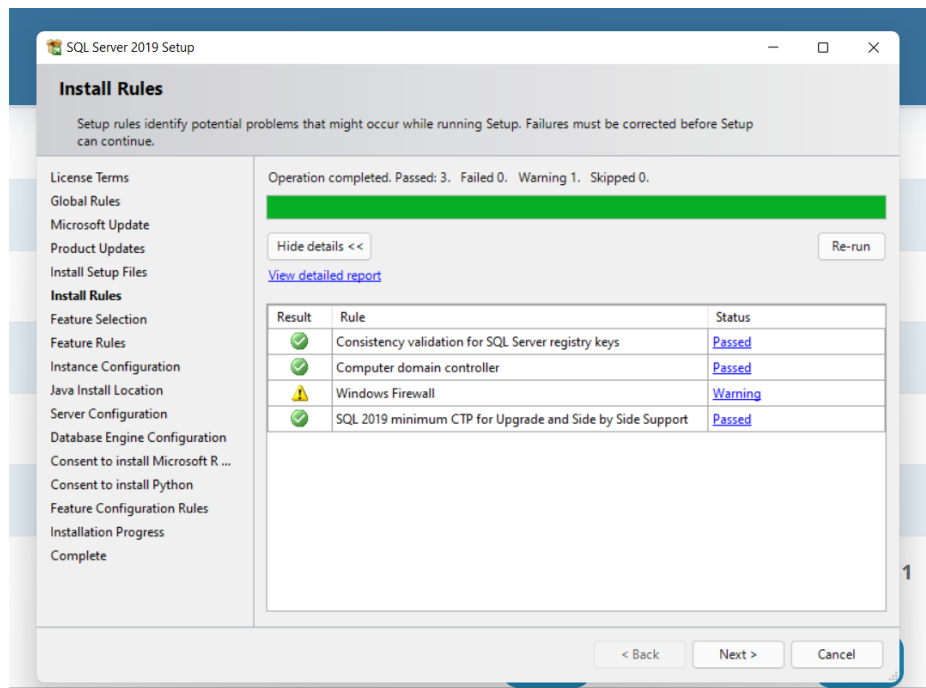
Step 6:

In the "Product Update" page, Click Next to proceed to the next page.



Step 7:

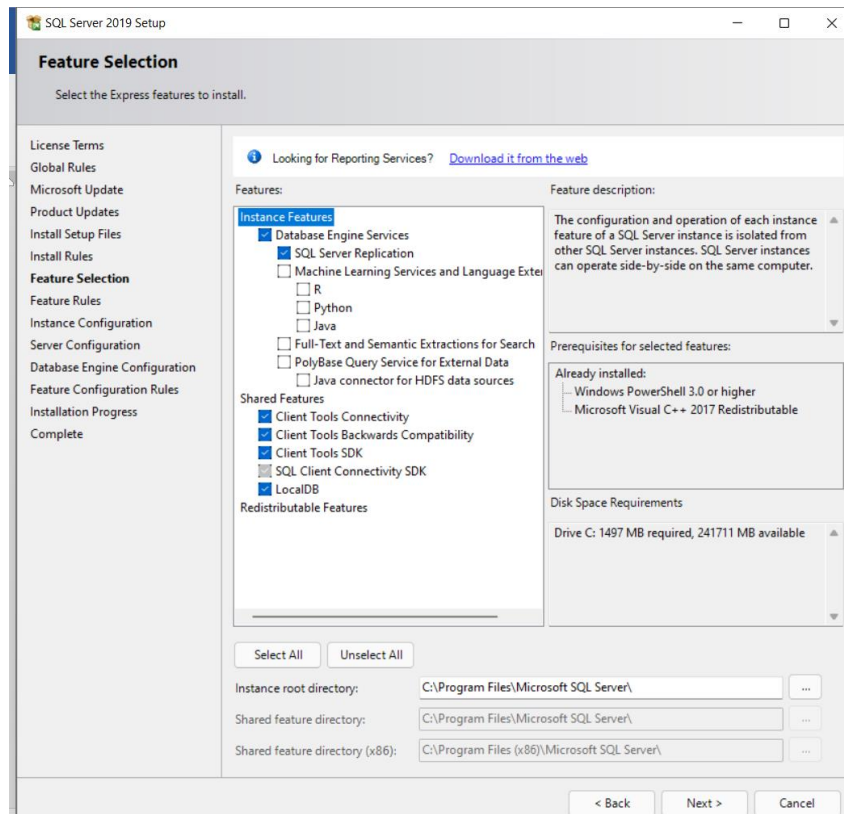
In the "Install Rules" Page, click on the **Next** button.



Step 8:

In the **Feature Selection** page, make sure you select:

- a) Database Engine Services
- b) SQL Replication

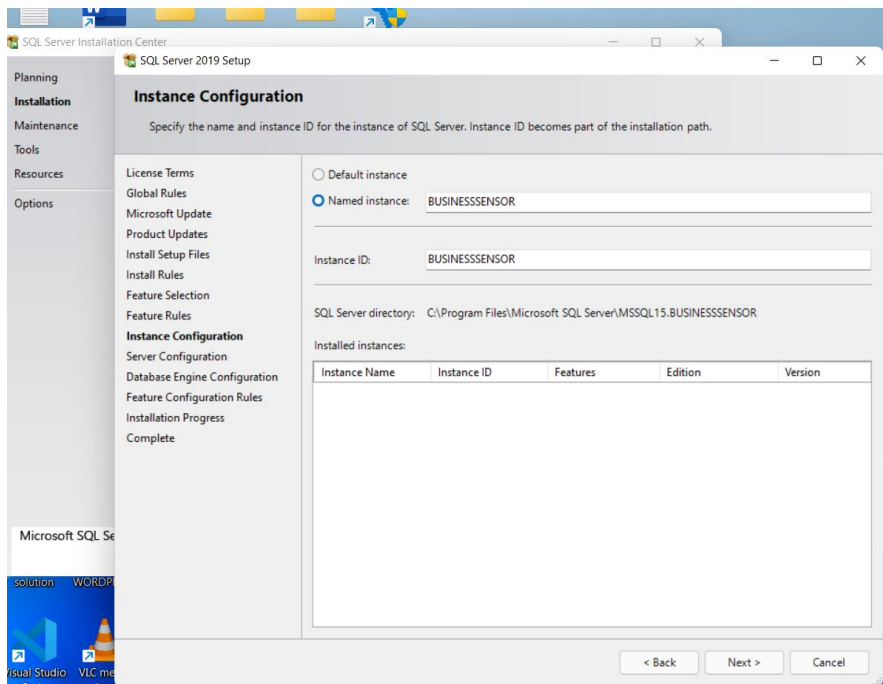


- c) Client Tools Connectivity
- d) Client Tools Backwards compatibility and Client tools SDK.
- e) LocalDB

Click on the **Next** button.

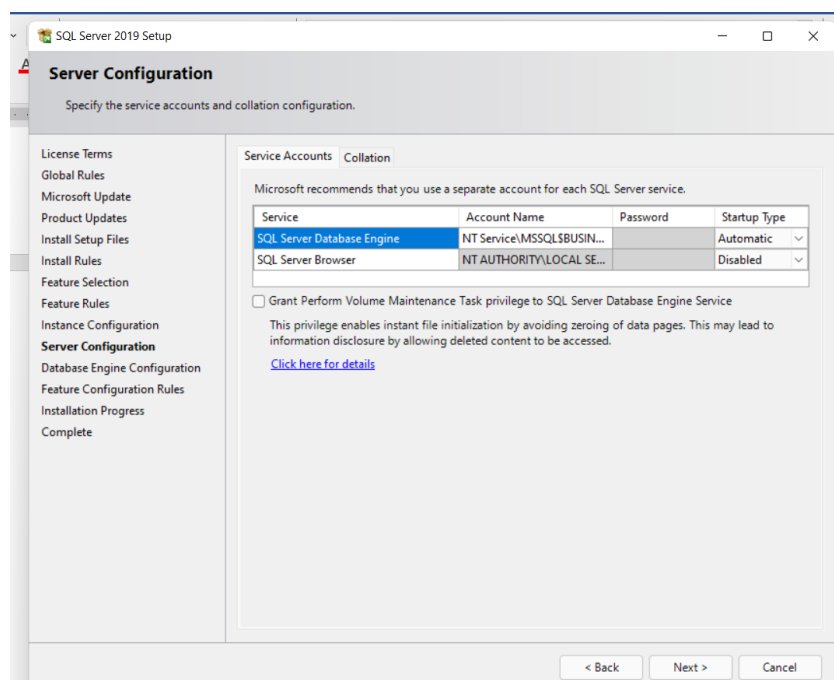
Step 9:

In the **Instance Configuration** page, check the **Named Instance** and change the name to **Businesssensor** and click **Next** button.



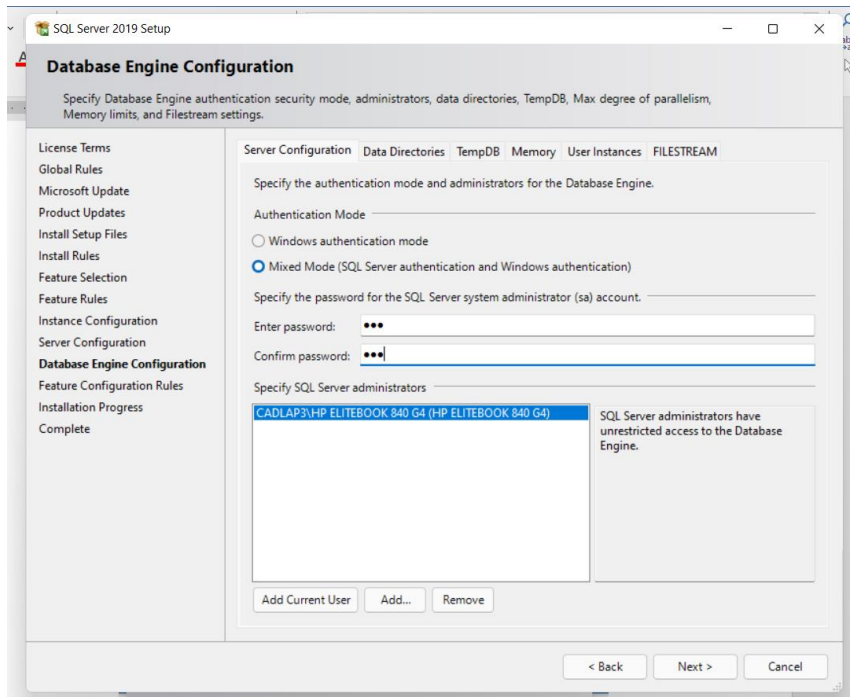
Step 10:

In the **Server Configuration** page, click next to load the next page.

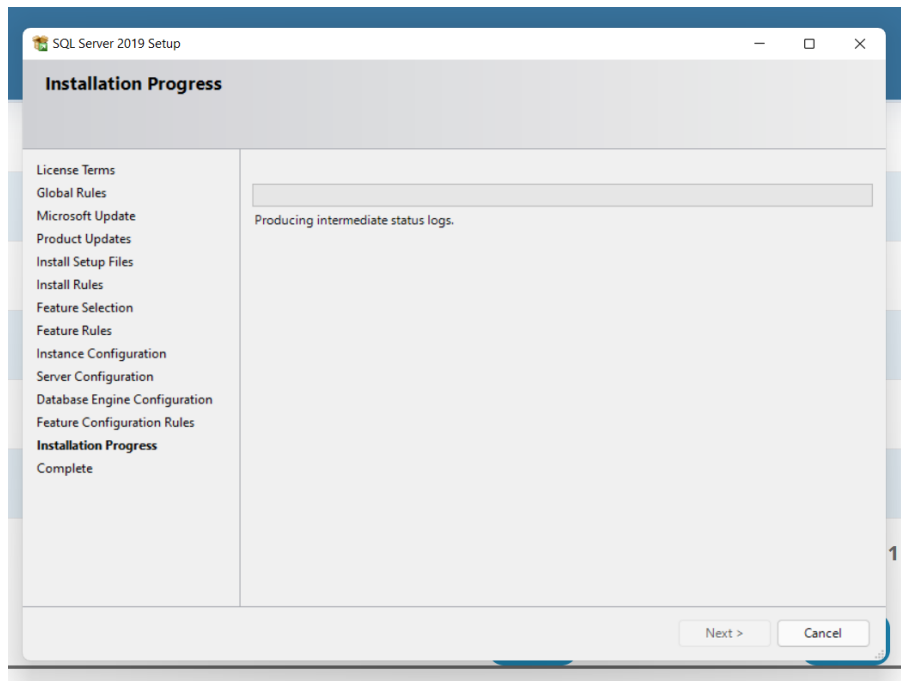


Step 11:

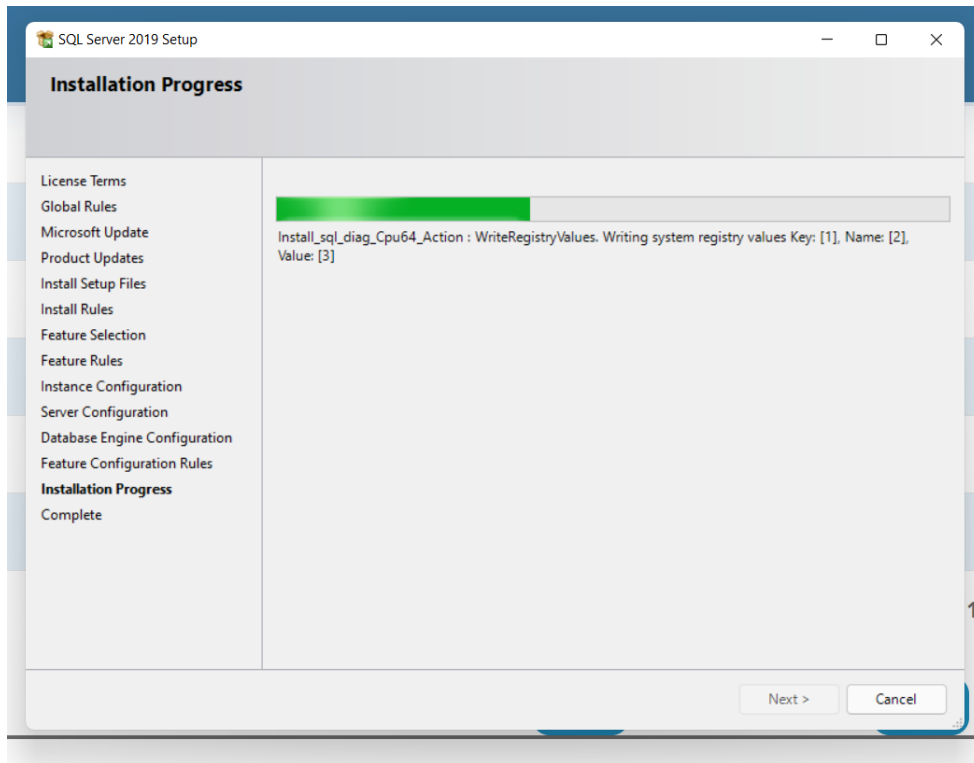
In the **Database Engine Configuration** page, check "Mixed Mode (SQL Server authentication and Windows authentication)" and provide the password for the SQL Server system administrator account. Click the **Next** button.



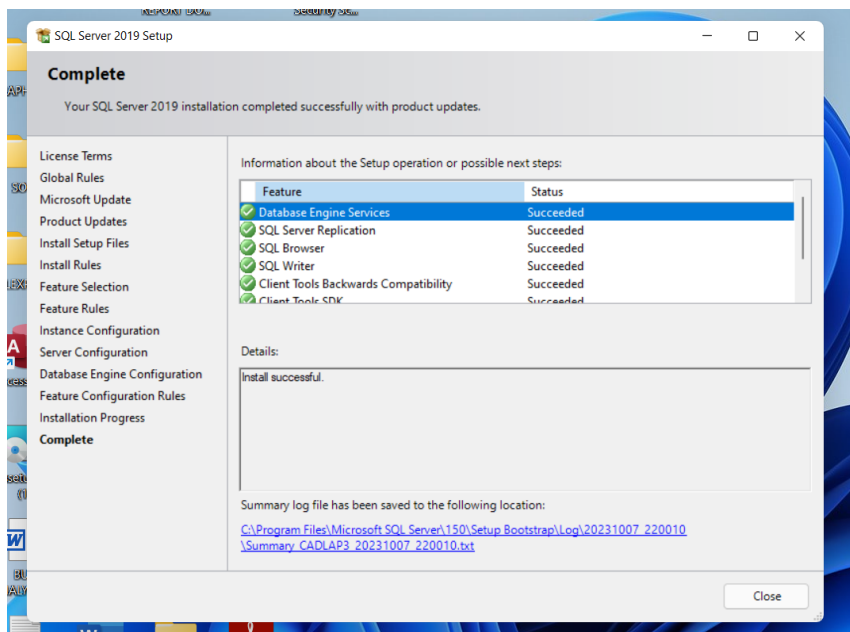
Step 12: Wait for the installation progress to start.



Step 13: Note: If the message about the restarting of your server appears, click **OK** button.



Step 14: Finally, on the "Complete" page, click on the **Close** button to exit the application.

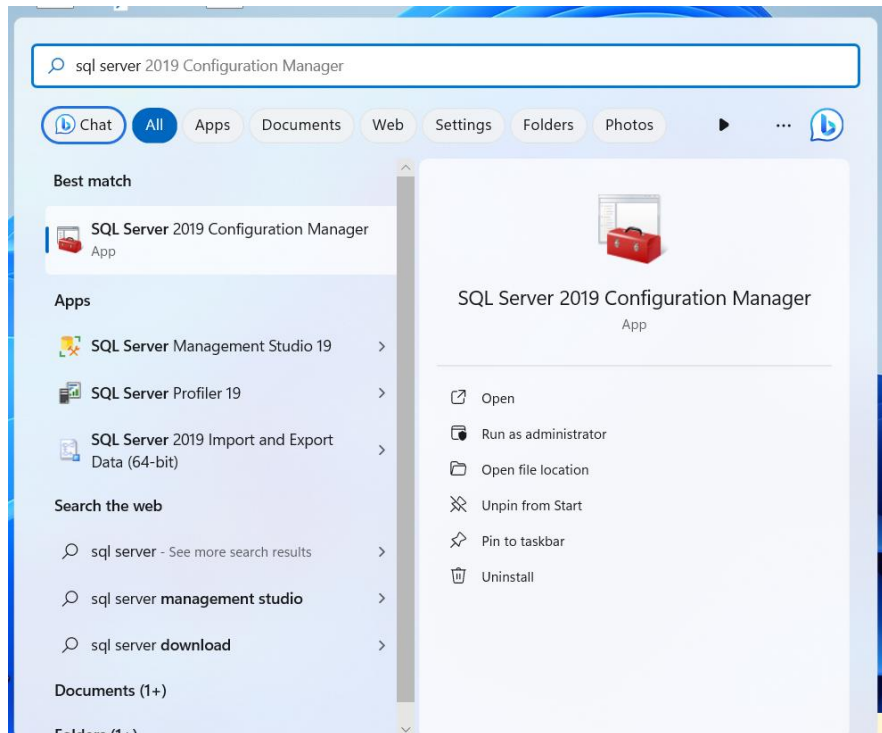


SQL Configuration Manager

The next steps are the configuration process.

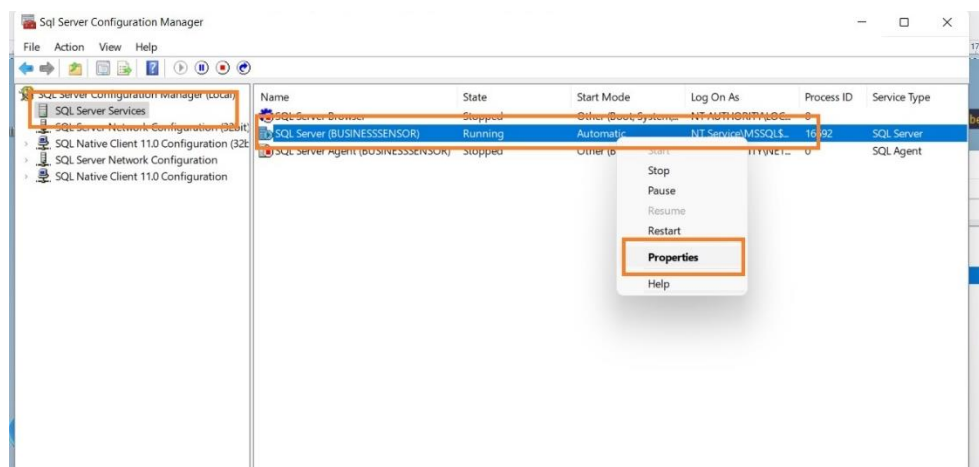
Step 1:

Click on the Start button and type 'SQL Server 2019 Configuration Manager.' From the list displayed, click on 'SQL Server 2019 Configuration Manager.' Note: Click 'Yes' when the User Account Control information is displayed.



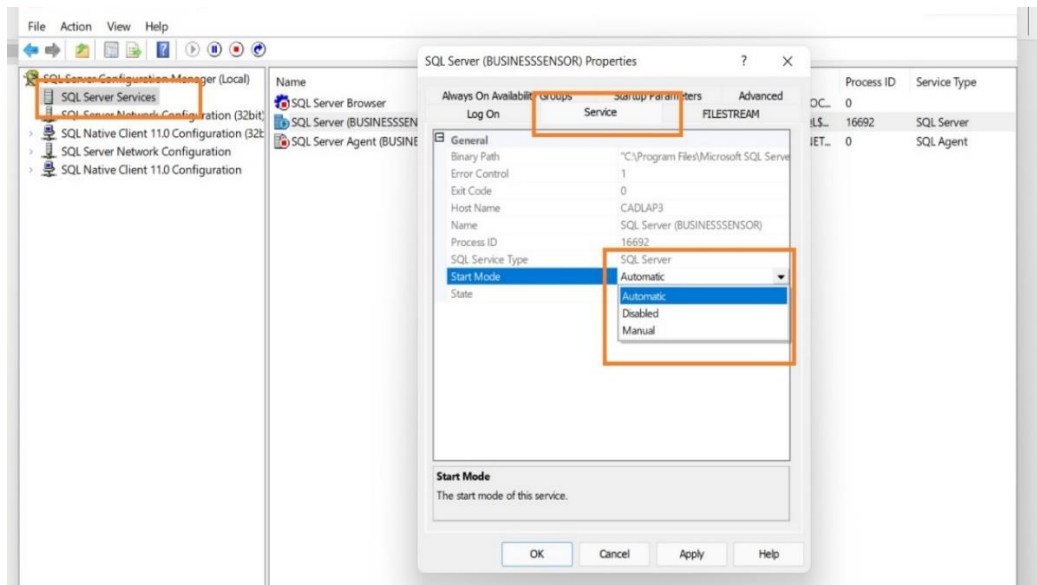
Step 2:

After opening it, navigate to SQL Server Services and click. On the right side of the screen, ensure that the Start Mode for SQL Server (BUSINESSSENSOR) is set to automatic. If not, right-click on the Start Mode column and select properties.

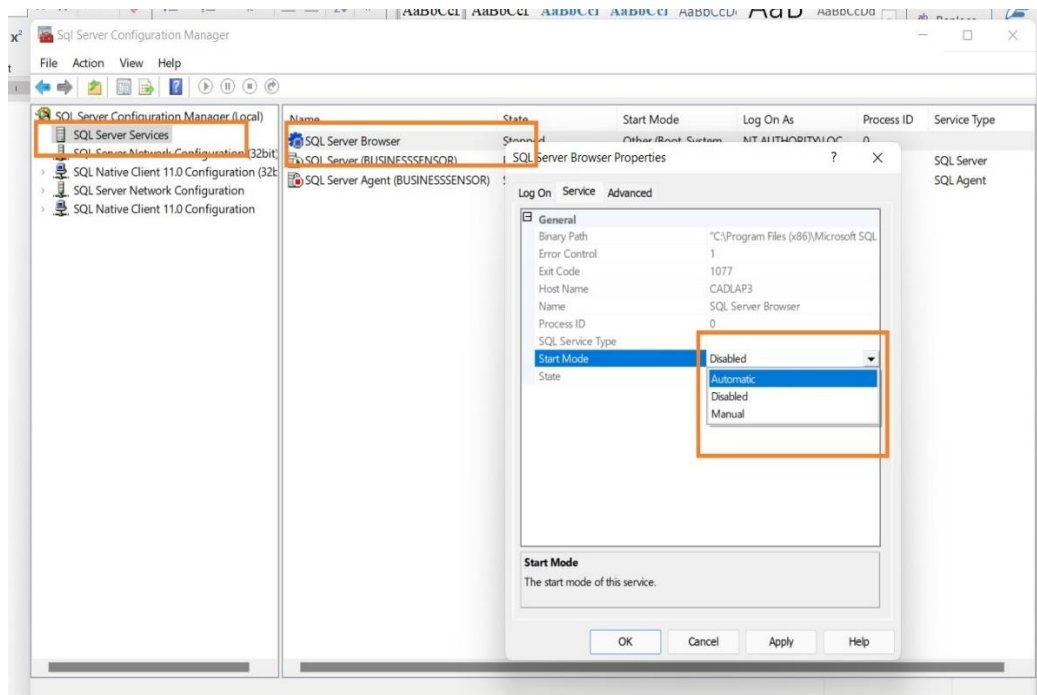


Step 3:

Click on Service tab and navigate to Start Mode, in front of Start Mode is Disabled our aim is to enable it, click on it and select Automatic. It means this service will start automatically.



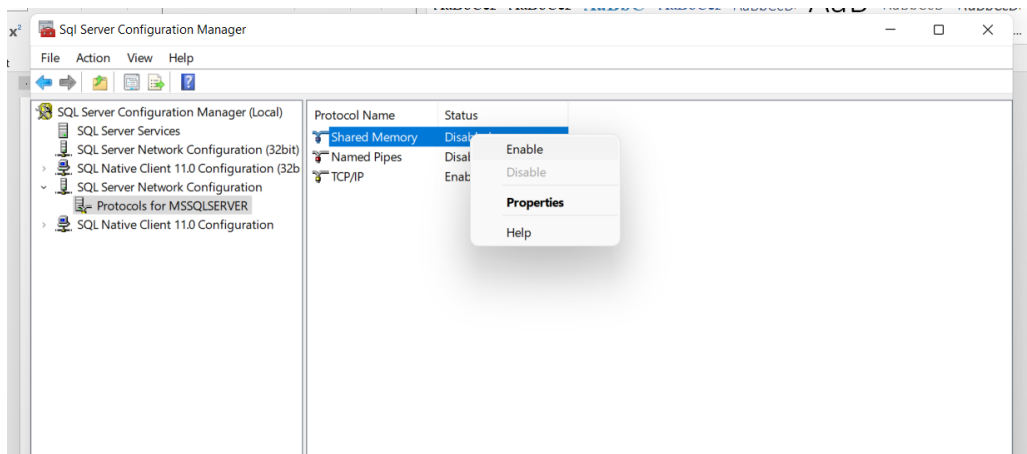
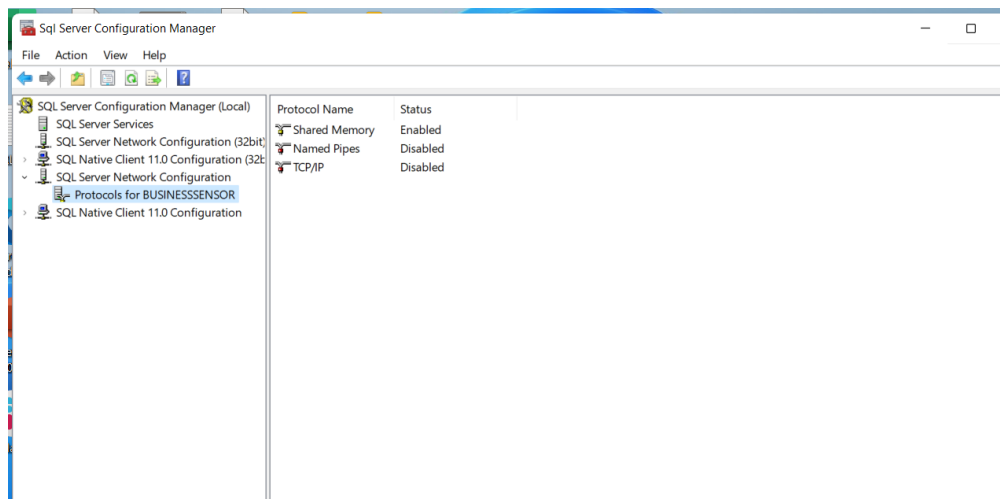
*Note: Do the same for SQL Server Browser, and make sure it's start mode is **automatic**.*



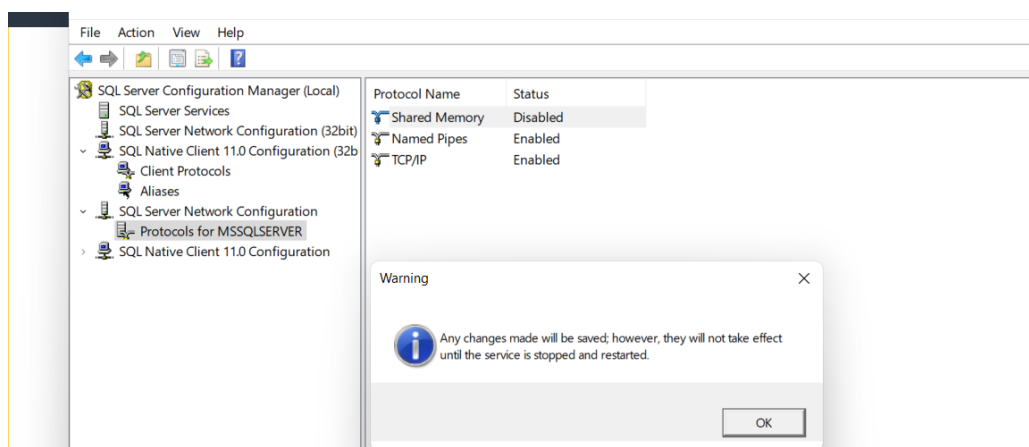
Step 4:

Click on that small arrow by the side of SQL Server Network Configuration and navigate to

‘Protocols for BUSINESSSENSOR’ and click. Right click on Shared Memory under status and click Enable, Right click on Named Pipes also and click Enable and TCP/IP.



Note: A Warning dialog box will appear, click OK button, and close the configuration button. You may be required to restart the computer, then restart.

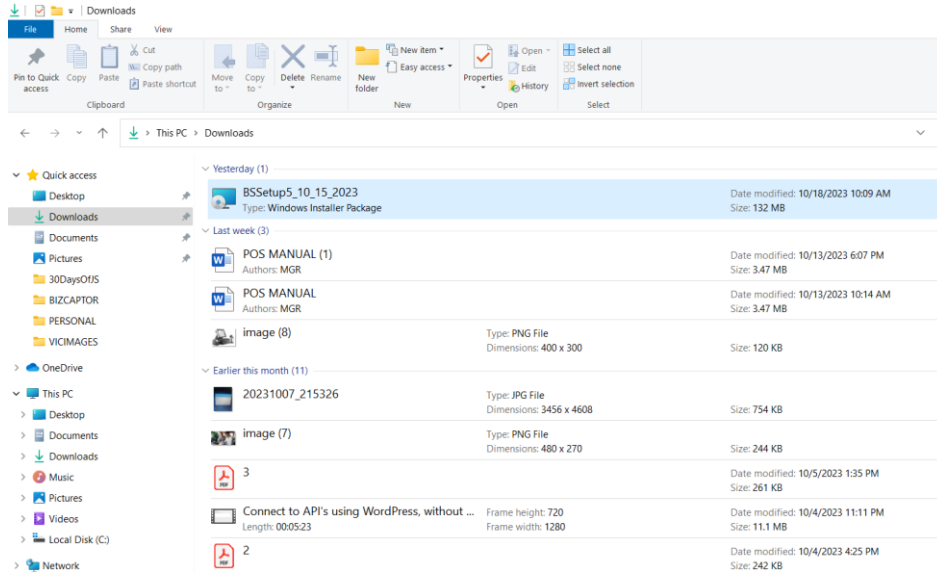


Install Business Sensor Manufacturing Software

Steps for installing Business Sensor Manufacturing Software

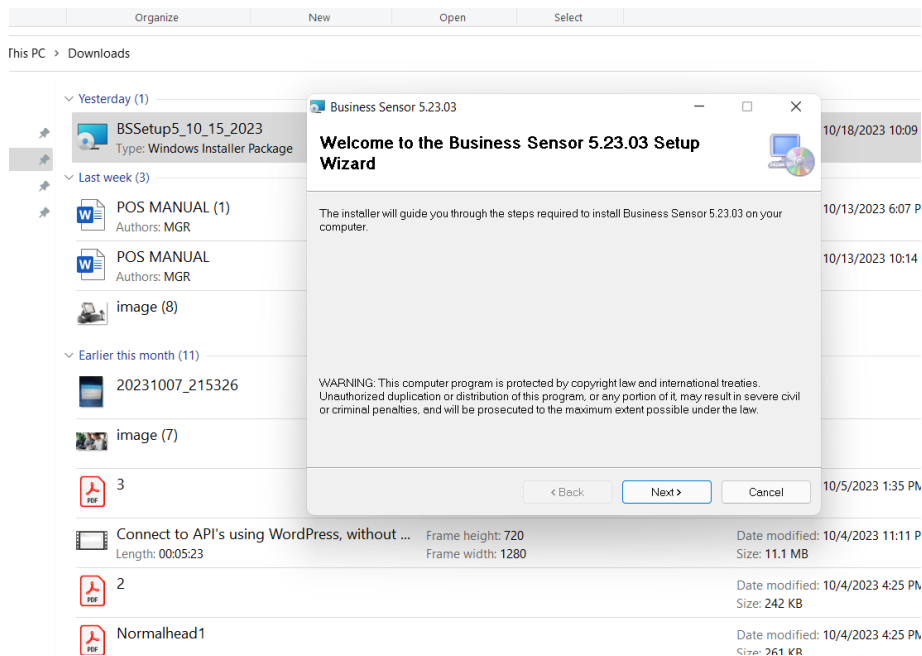
Step 1:

Double-click on the Business Sensor setup file (BSSetup) for installation.



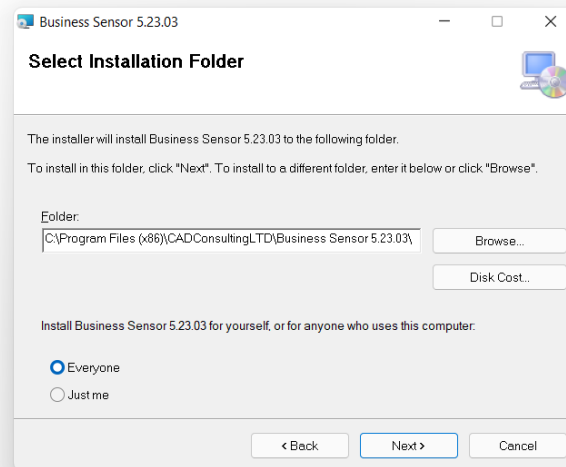
Step 2:

Click on the Next button to start the installation.



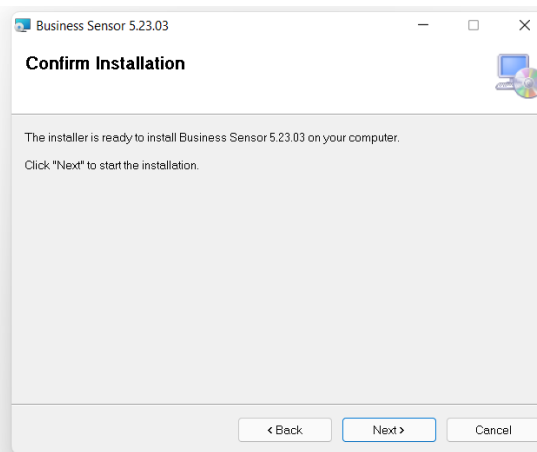
Step 3:

Check “Everyone” and click the Next button to proceed or the Back button if you have any corrections.



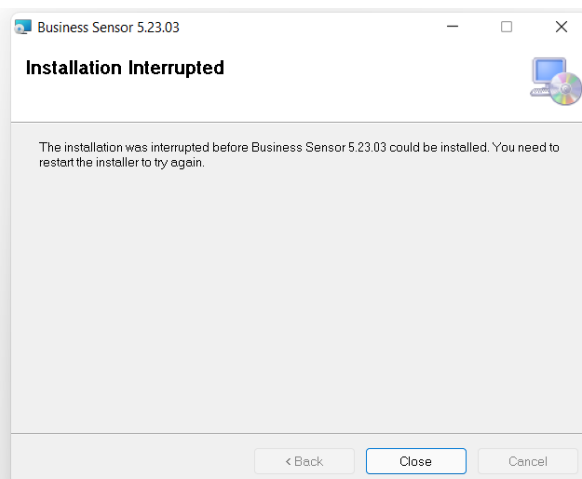
Step 4:

On the Confirm installation page, click on the **Next** button to start the installation.



Step 5:

After the installation, click the “Close” button to exit the installation page.

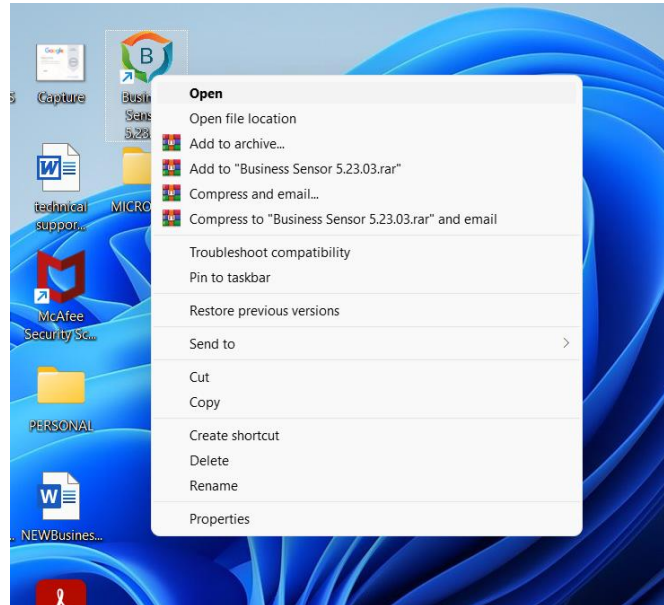


How to license Business Sensor Manufacturing System

Access our video tutorial on how to obtain a Business Sensor ERP System license [here](#).

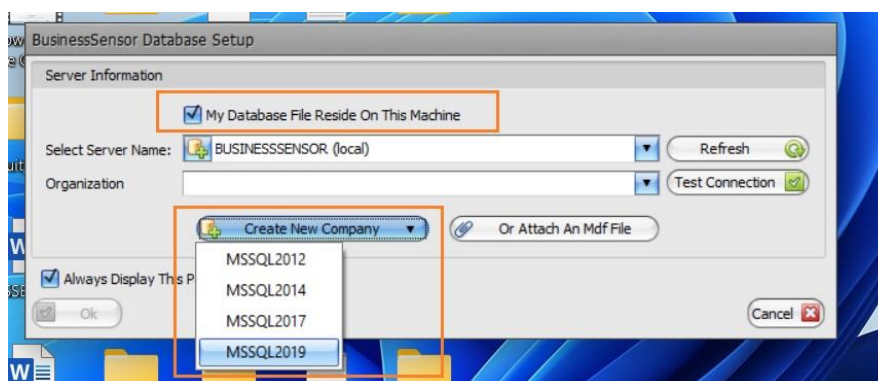
Step 1:

Launch the Business Sensor you installed. And if a message (User Account Control) pops up, please Click Yes.



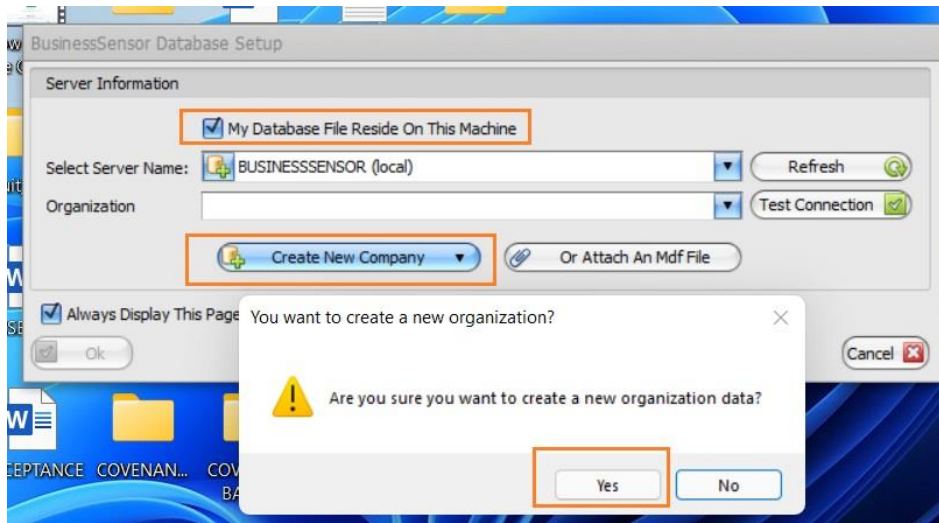
Step 2:

The Business Sensor Database setup dialog page pops up; ensure to check 'My Database File Resides on This Machine' if you are installing the server system. Then, select the Server Name (i.e., the name you supplied during the SQL Server installation [Businesssensor]). Choose 'Create New Company' and select the desired instance.



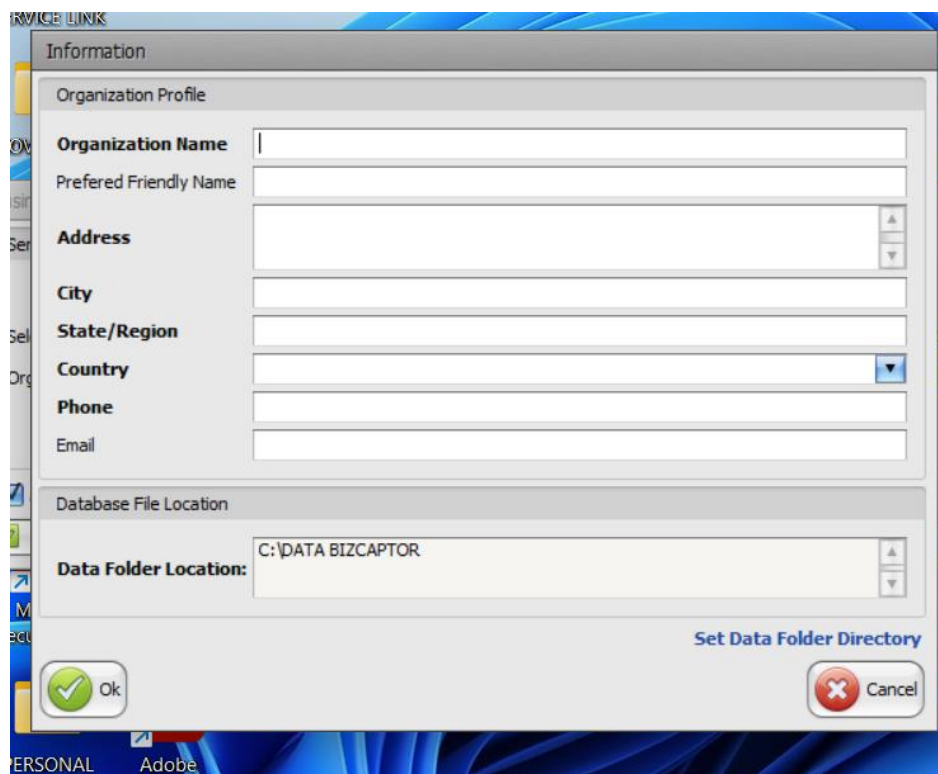
Step 3:

A dialog box appears asking about your assurance, just click on the “Yes” button to continue.



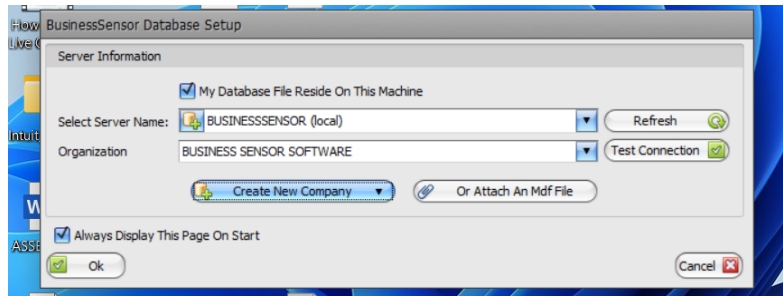
Step 4:

Fill the organization information correctly. Select the location for your database from “**Select Data Folder Directory**” and Click on the OK button to continue.



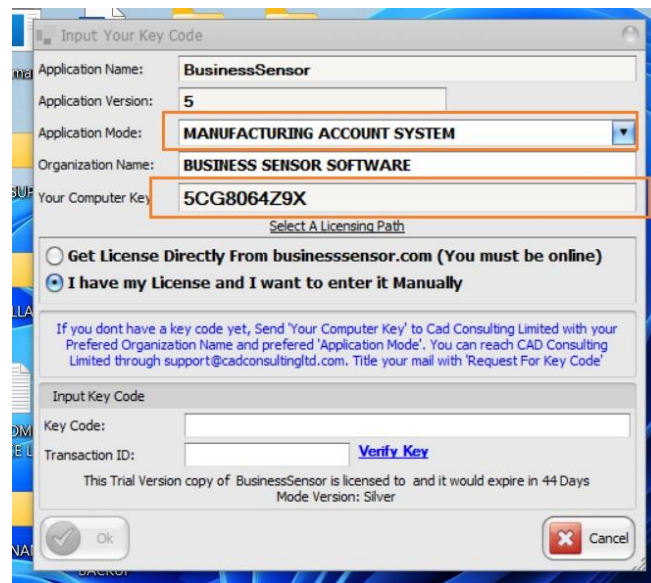
Step 5:

The organization's name will be displayed in the "Organization" field, then, click on the OK button to start your Business Sensor software.

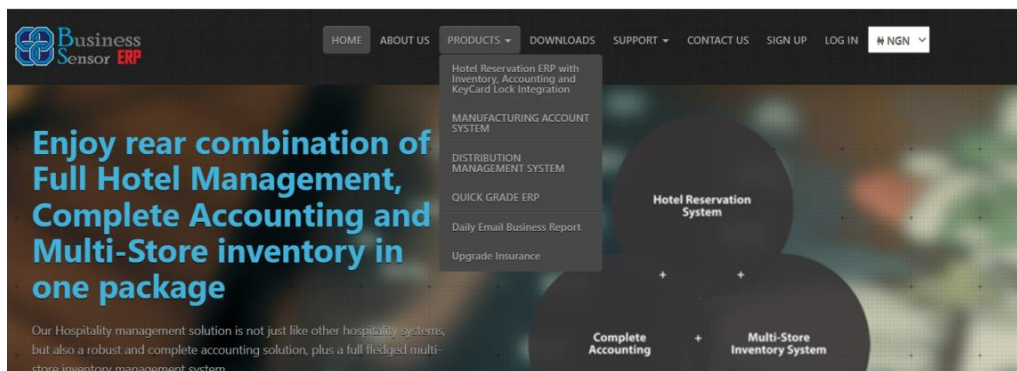


Step 6:

The next step is the licensing process. Please obtain the computer key and log in to our website [here](#).

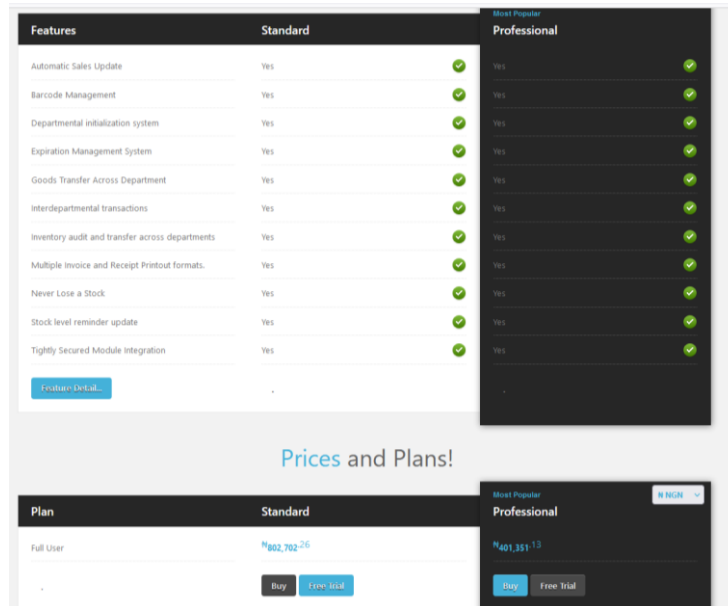


Next, navigate to the '[Products](#)' link and click it. This will display a list of all available products. Select the product for which you wish to obtain a license.



Step 7:

To obtain a license for your desired product, choose the type by clicking on 'Buy' or 'Free Trial,' and then proceed with the registration.



Step 8:

Fill the information, and press **Signup**

Login or Signup

Login here if you have already signed up

Email:

Password:

The Password field is required.

Remember me?

[Forgot your password?](#)

[Log in](#)

Signup here as a new visitor

OrganizationName:

Contact Person:

Contact person's Phone:

Email:

[Signup](#)

*Note: Provide other information in the form below, then click on **Signup***

Email:

Password:

Confirm password:

Organization/Contact Person's Detail

OrganizationName:

Contact Person:

Contact person's Designation:

Contact person's Phone:

Organization Address:

City:

State/Province:

Country:

The Country field is required.

Profile Picture:

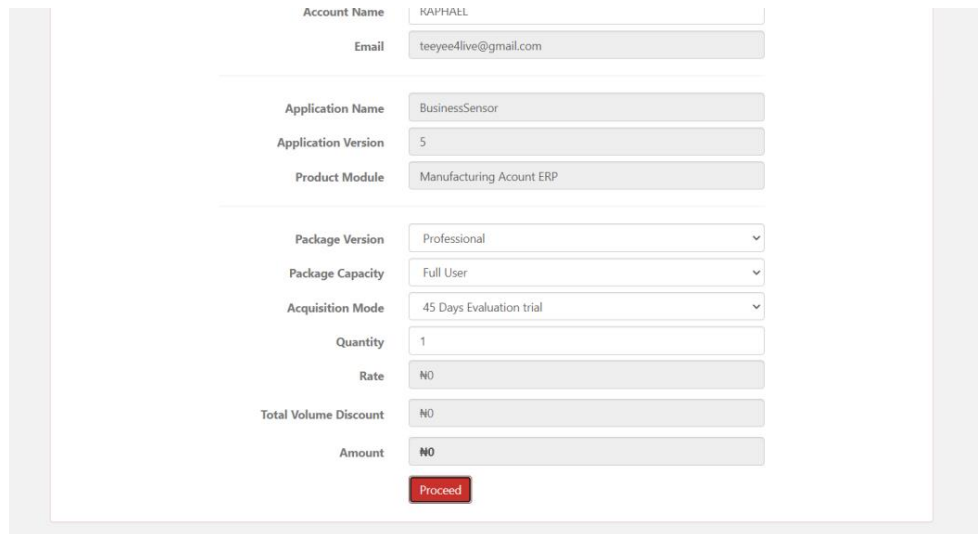
What is 4 PLUS 6:

The Provide an Answer to the Puzzie field is required.

[Signup](#)

Step 9:

Supply the package information, like package version, and package capacity, and select the acquisition mode. Fill in other information and click **Proceed**.



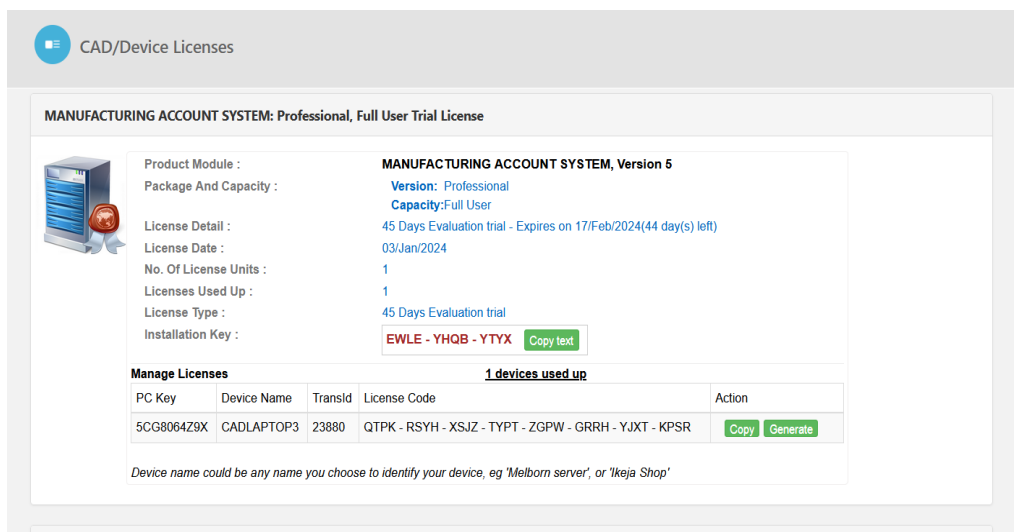
The screenshot shows a web form for configuring a license. The fields are as follows:

Account Name	HAP/HALL
Email	teeyee4live@gmail.com
Application Name	BusinessSensor
Application Version	5
Product Module	Manufacturing Account ERP
Package Version	Professional
Package Capacity	Full User
Acquisition Mode	45 Days Evaluation trial
Quantity	1
Rate	NO
Total Volume Discount	NO
Amount	NO

A red **Proceed** button is located at the bottom of the form.

Step 10:

Provide the PCKey you copied in step 6, enter the PCKey, supply the Device Name, and click the 'Generate' button. The free 45-day trial license key, along with the transaction ID, will be generated. Copy both the key and the transaction ID and then enter them in the opened Business Sensor software. (Click on the copy button to display the detail on the screen, from there you can highlight it and copy)



The screenshot shows the 'CAD/Device Licenses' management interface. It displays details for a 'MANUFACTURING ACCOUNT SYSTEM: Professional, Full User Trial License'.

Product Module : MANUFACTURING ACCOUNT SYSTEM, Version 5

Package And Capacity : Version: Professional
Capacity: Full User

License Detail : 45 Days Evaluation trial - Expires on 17/Feb/2024(44 day(s) left)

License Date : 03/Jan/2024

No. Of License Units : 1

Licenses Used Up : 1

License Type : 45 Days Evaluation trial

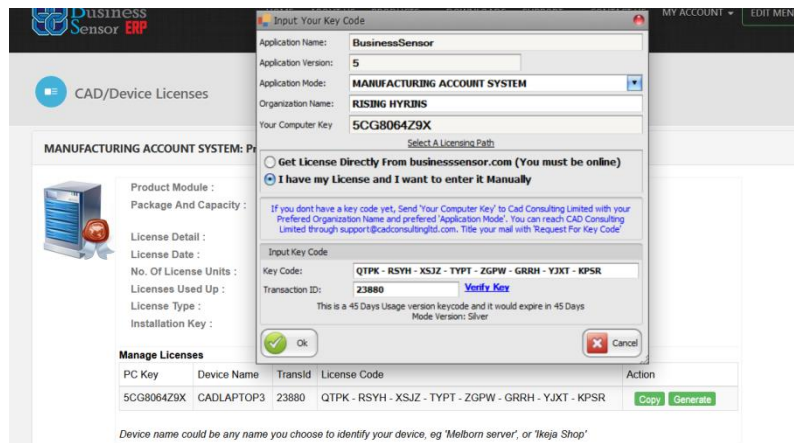
Installation Key : EWLE - YHQB - YTYX [Copy text](#)

Manage Licenses 1 devices used up

PC Key	Device Name	TransId	License Code	Action
5CG8064Z9X	CADLAPTOP3	23880	QTPK - RSYH - XSJZ - TYPT - ZGPW - GRRH - YJXT - KPSR	Copy Generate

Device name could be any name you choose to identify your device, eg 'Melborn server', or 'Ikeja Shop'

*This is how it will look like, click **Verify Key**, and then **Click OK**.*



Congratulations, you have successfully licensed your computer system

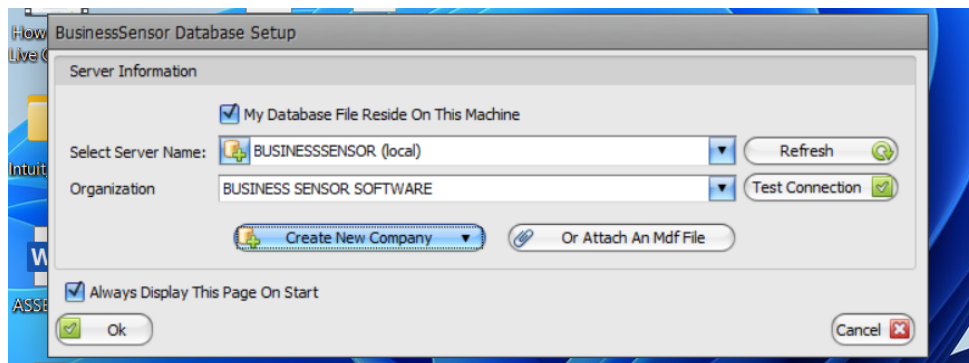
Set Up Your Company

How to setup an organization

This is the process of setting up your business and the associated information within your business. To create a business in Business Sensor software, follow these steps:

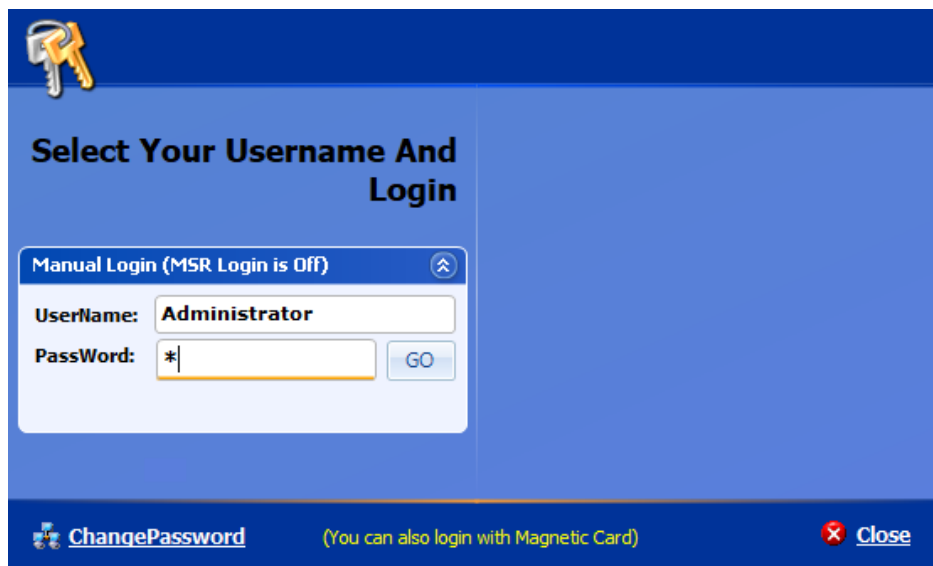
Step 1:

After completing the licensing process, you will be directed to Server information, Click on Ok button to launch the software.



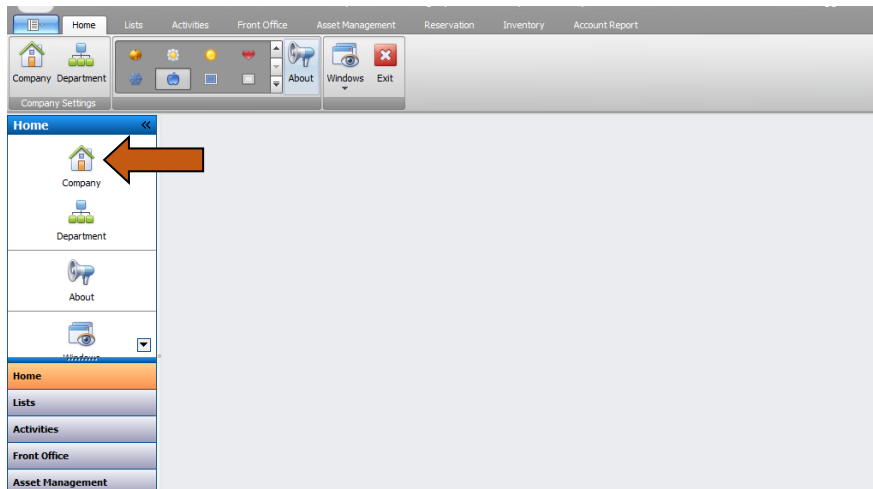
Step 2:

Please type the “administrator” as the username, and type ‘a’ as password.

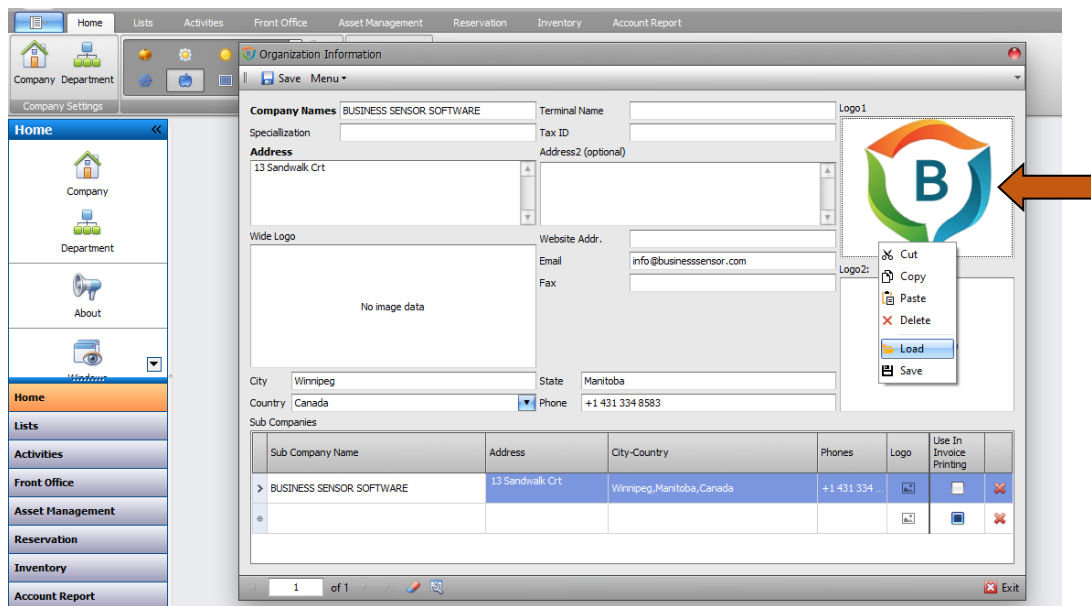


Step 3:

This interface is the home page of the software; the next step is to upload our organization logo to the software and other information. Click on Company.



Step 6: Please fill in the required information. To upload your logo, **right-click** on the logo's space and select 'Load.' Then, browse your computer to locate your saved logo and click to upload it.



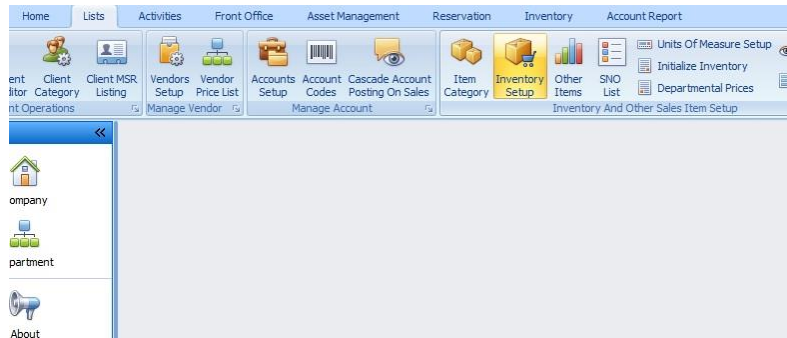
Finally click on Save button to save all the information provided.

Set Up Your Inventory Item

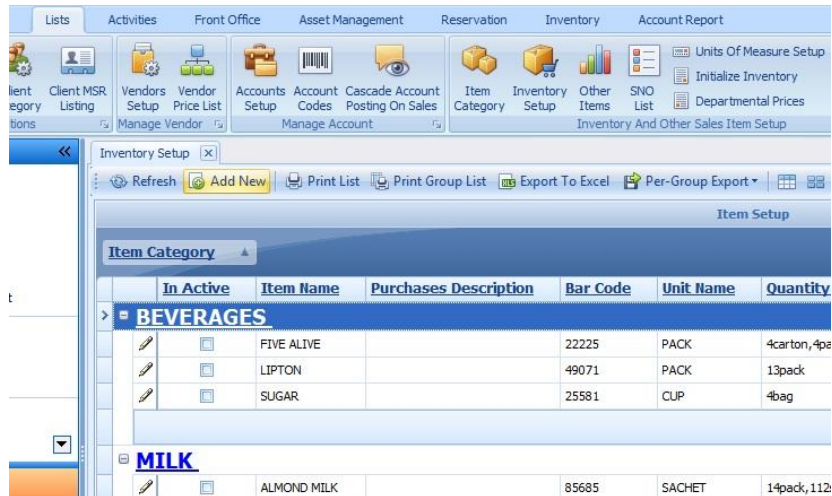
How to setup Inventory item

Inventory setup is the process of modeling products in order to track quantity, sales, transfer, cost of goods sold, and consumption of every item in the inventory. To set up the inventory, follow these steps:

Step 1: Click on the “List” Menu and navigate to “Inventory setup” and click.



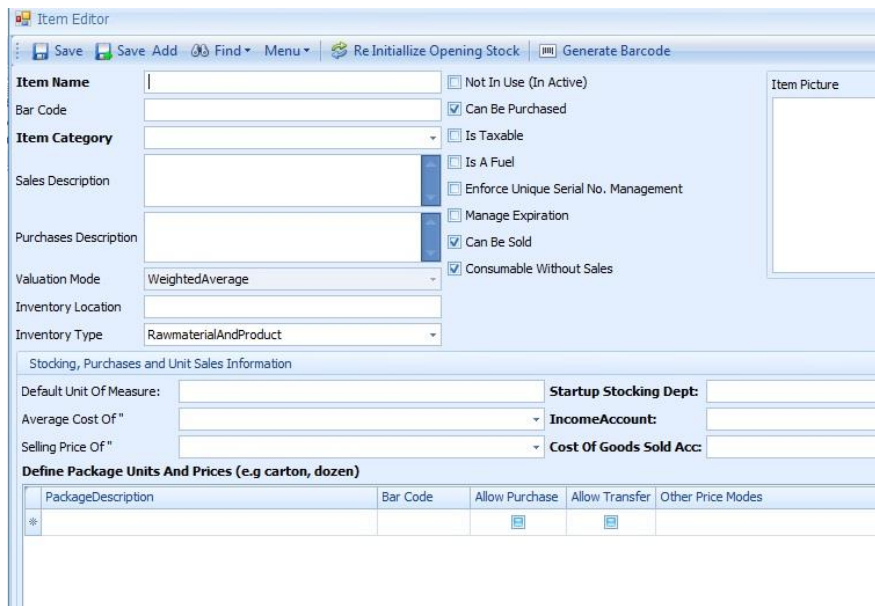
Step 2: Item listing will appear, and then click on the “Add New” button to add a new item to the list.

A screenshot of the 'Inventory Setup' window. The window title is 'Inventory Setup'. At the top, there are buttons for Refresh, Add New, Print List, Print Group List, Export To Excel, and Per-Group Export. Below these buttons is a table with columns: In Active, Item Name, Purchases Description, Bar Code, Unit Name, and Quantity. The table is filtered by 'Item Category' set to 'BEVERAGES'. The items listed are FIVE ALIVE, LIPTON, and SUGAR. Below the BEVERAGES section, there is a section for 'MILK' with one item listed: ALMOND MILK.

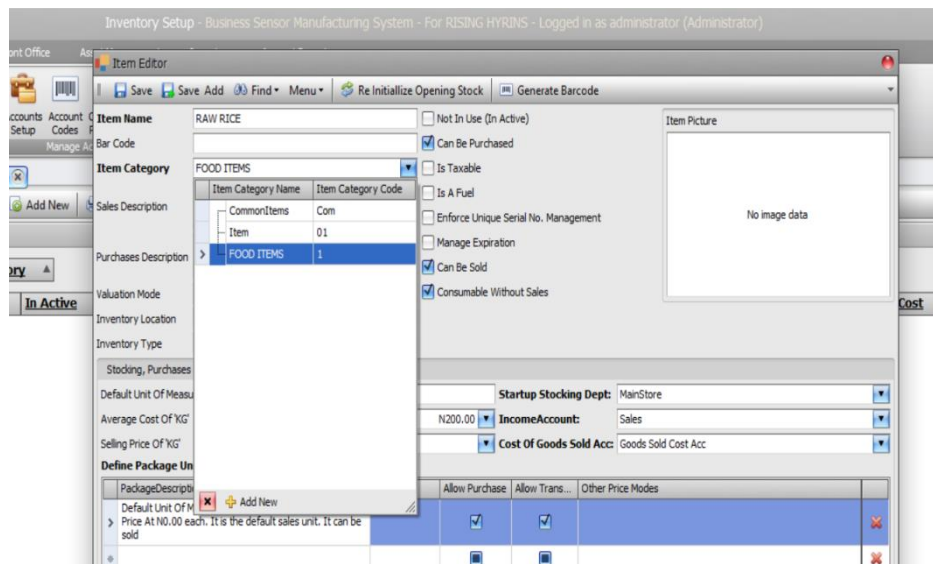
In Active	Item Name	Purchases Description	Bar Code	Unit Name	Quantity
<input type="checkbox"/>	FIVE ALIVE		22225	PACK	4carton, 4pe
<input type="checkbox"/>	LIPTON		49071	PACK	13pack
<input type="checkbox"/>	SUGAR		25581	CUP	4bag
MILK					
<input type="checkbox"/>	ALMOND MILK		85685	SACHET	14pack, 112

Step 3:

Item Editor interface will be displayed.

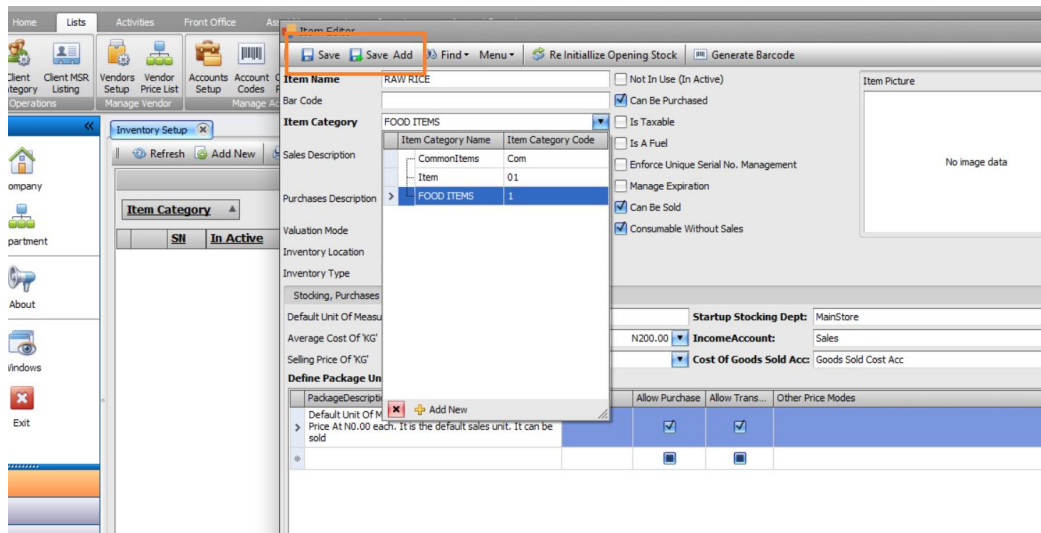


- Type in the item's name.
- Read in the bar code if the item has a bar code. Note: *Refer to barcode management setup immediately after the setup item.*
- Select Item Category (if the category of that item is not among the list, you can add more categories by clicking Add New and adding the name of the category you want to create).

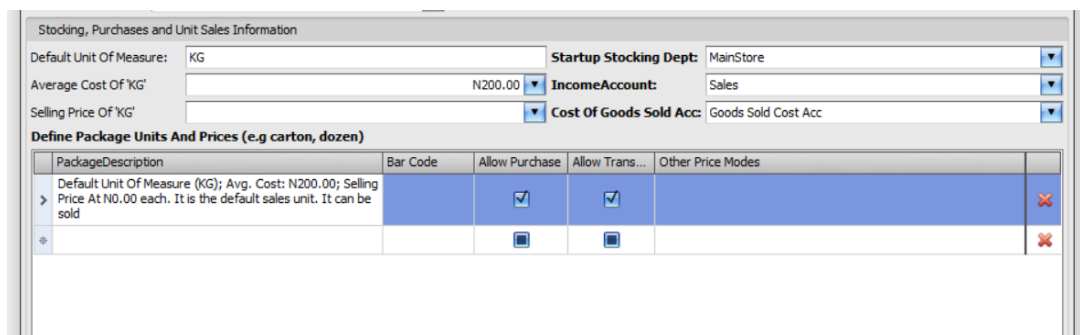


- Fill the Item Category Name
- Enter the "Item Category Code" like FD for food.
- Select the default income account for the category.
- Select the default "Cost of Goods Account" for the category.

- v. Select the default “Inventory Asset Account” for the item category (optional) if any.
- vi. From the “Grant Permission to Role Based Security Roles” grid, check “Select All Roles” if you want all the users to have access to this product.
- vii. Click Save and Exit to close the item category form.

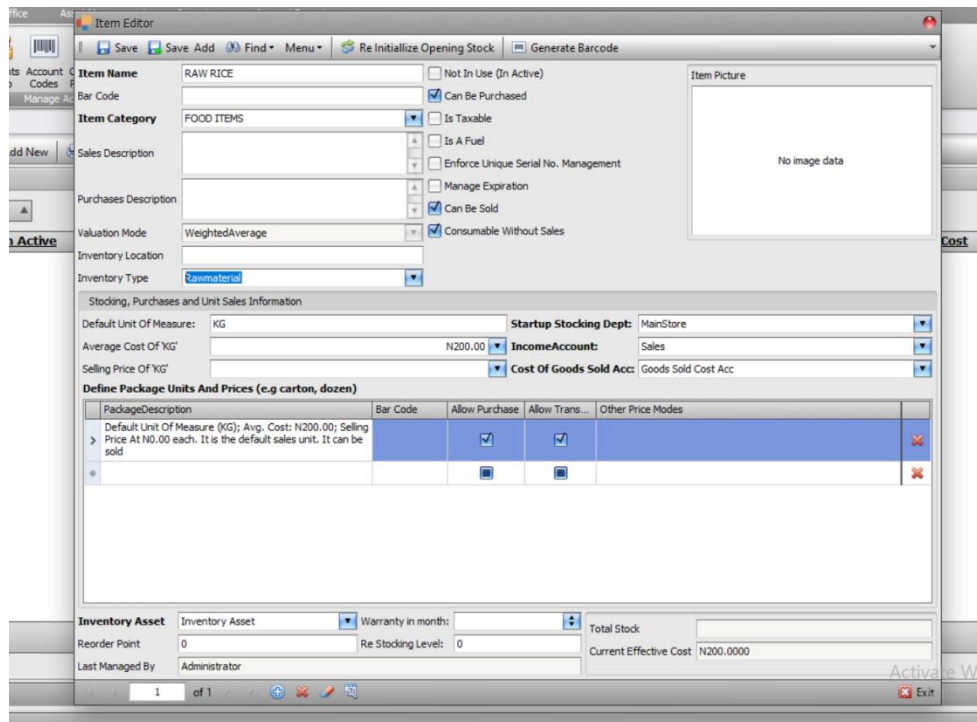


- d. Select the Inventory type (*Note: If the item is categorized as a raw material, choose 'Raw Material.' If it serves both as a raw material and a finished product, select the dual classification. If the item is solely a product, then choose the appropriate option.*)

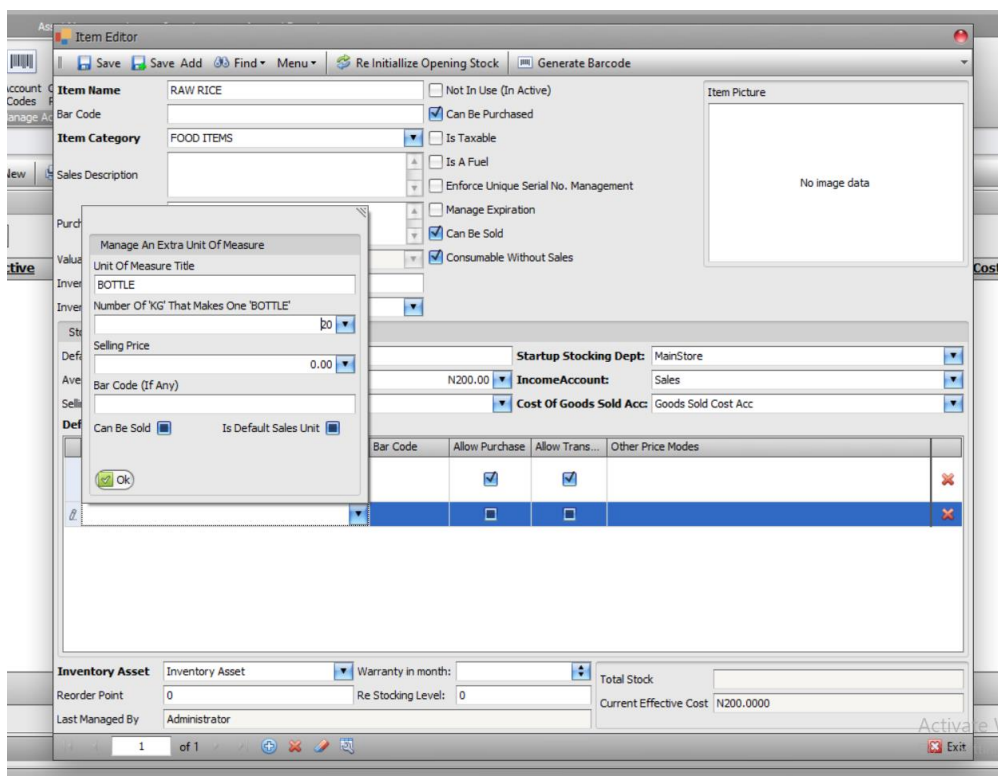


- e. Enter the “Default Unit of Measure, i.e., kg, g, bottle, sachet, card, etc. Note: This represents the smallest saleable or usable unit of measure.
- f. Select Start-up Stocking Dept
- g. Select Income Account
- h. Select Cost of Goods Sold Acc
- i. Type in the Average Cost Price

- j. Type in the Selling Price. (You don't need to enter a selling price if you are not selling this raw material.)



- a. If you want to define the package unit and price for this item e.g., carton, box, etc., then click on the empty second row of “Define Package Units and Prices” and fill it, else do not click.



b. Click on the “Quantity on Hand” and type in the current quantity of the item

The screenshot shows a software window with a table at the top containing 'Allow Purchase', 'Allow Transfer', and 'Other Price Modes', each with a checked checkbox and a close button. Below the table, there are input fields for 'Quantity On Hand' (value: 42), 'As Of' (value: 28/04/2018), and 'Total Stock Value' (value: 1680). An 'Exit' button is located at the bottom right.

c. And finally click Save to save all the set-up you made and exit

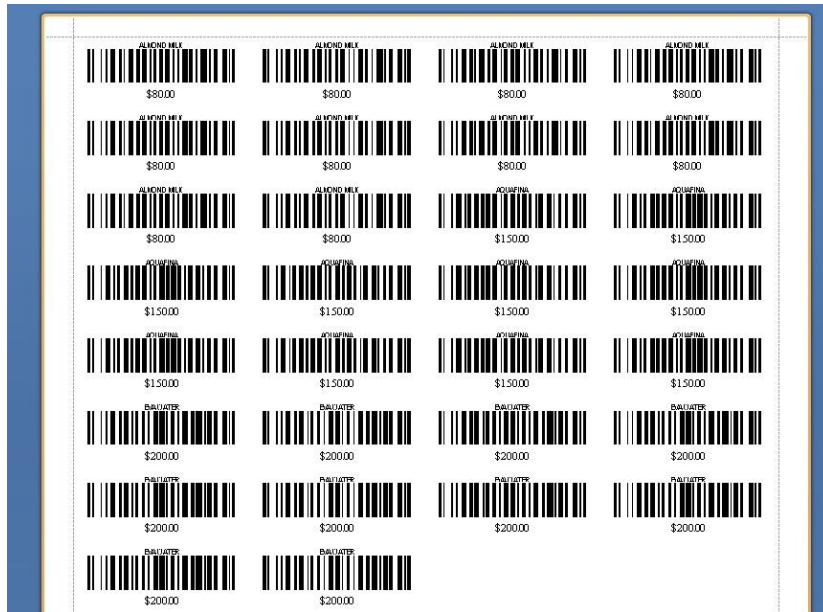
The screenshot shows the 'Item Editor' window for 'RAW RICE'. The 'Save' button is highlighted with a red box. The window contains various fields for item details, including 'Item Name', 'Item Category', 'Valuation Mode', and 'Inventory Location'. A table titled 'Define Package Units And Prices' is visible, with columns for 'PackageDescription', 'Bar Code', 'Allow Purchase', 'Allow Trans...', and 'Other Price Modes'. The 'Inventory Asset' section at the bottom includes fields for 'Inventory Asset', 'Warranty in month', 'Reorder Point', 'Re Stocking Level', 'Total Stock', and 'Current Effective Cost'. An 'Exit' button is at the bottom right.

Note: You can click Save Add to add more items continually without closing the item editor.

Barcode Management

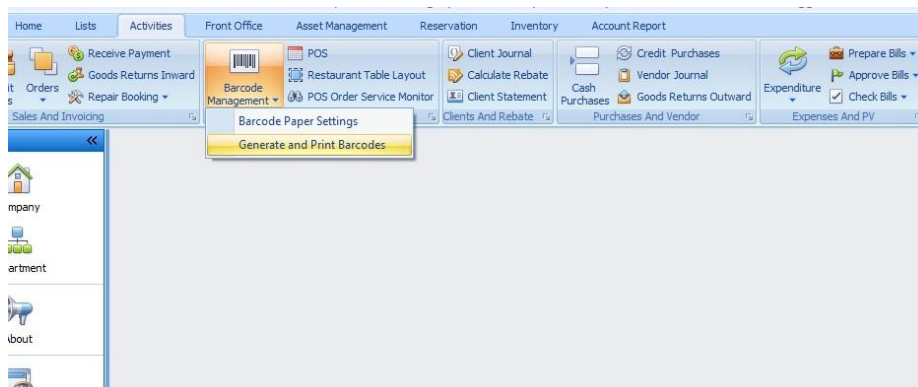
Set up and manage your barcodes.

A barcode is an optical machine-readable representation of data which shows the information about the object (product) to which it attaches to. It is encoded information about the product that carries it, attached by the manufacturer.

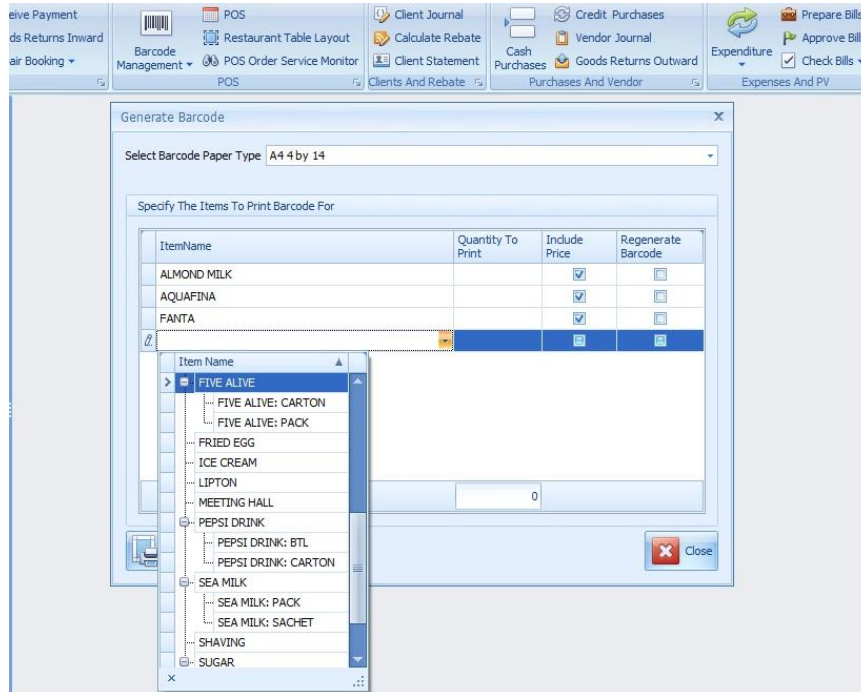


In addition, this interface enables you to generate customized barcodes. This is helpful in a situation where you have similar items with different barcodes or you deal with items that do not have barcodes and still want to implement barcode reading feature. With this interface you can comfortably generate barcode for your items and implement it. To generate barcode, these are the steps:

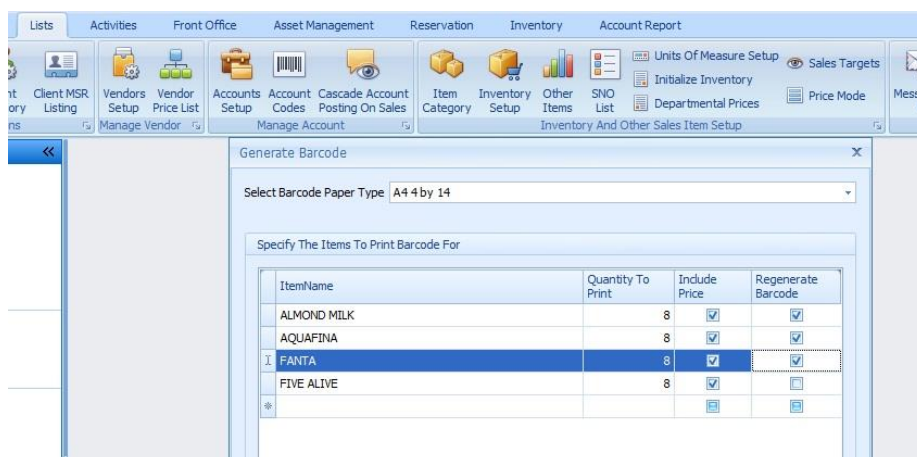
Step 1: Go to **Activities** menu and select **Generate and Print Barcodes**.



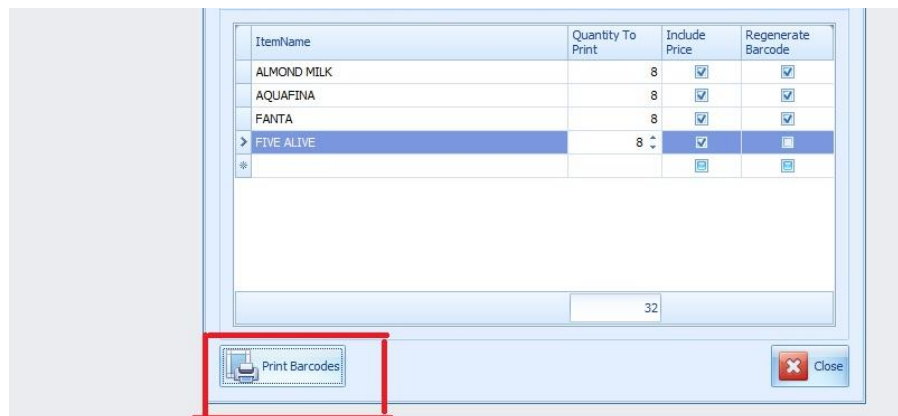
Step 2: Select **Barcode Paper Type**, in this case, I selected *A4 paper with 4by14*. Under **“Specify The Items To Print Barcode For”**. From Item Name selection, click on the empty row to select the items. Type the number of print-out you want in **“Quantity To Print”**. If you want the bar-code to have the price, then check **“Include Price”**.



Step 3: Check **Regenerate Barcode** if the item has no bar-code before or leave it unchecked if the item has bar-code already.



Step 4: Click on **Print Barcodes** button, print dialog box will open.



Step 5: The bar-code is going to look like this, then select the right printer and print.



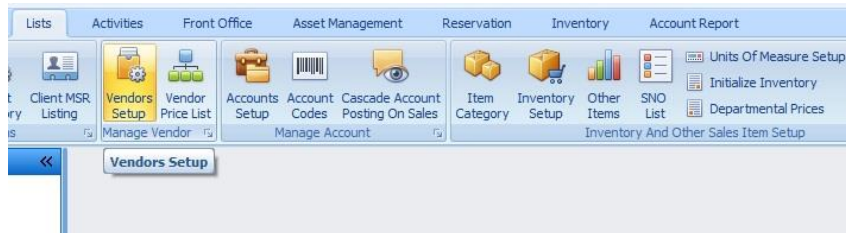
For a video tutorial on how to generate barcodes Click [here](#).

Set Up Your Vendor Or Supplier

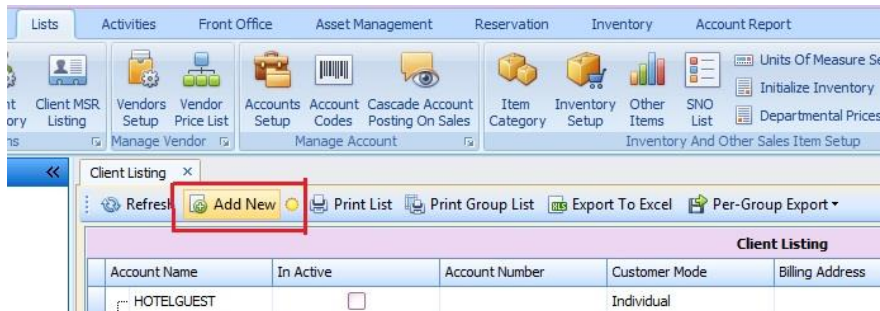
Vendor or Supplier setup

The vendor setup interface is used to create and manage vendors/suppliers. Just like customers, the vendor could be an individual, a firm, or any organization that supplies materials, or products or your establishment. These are the steps to set up a vendor.

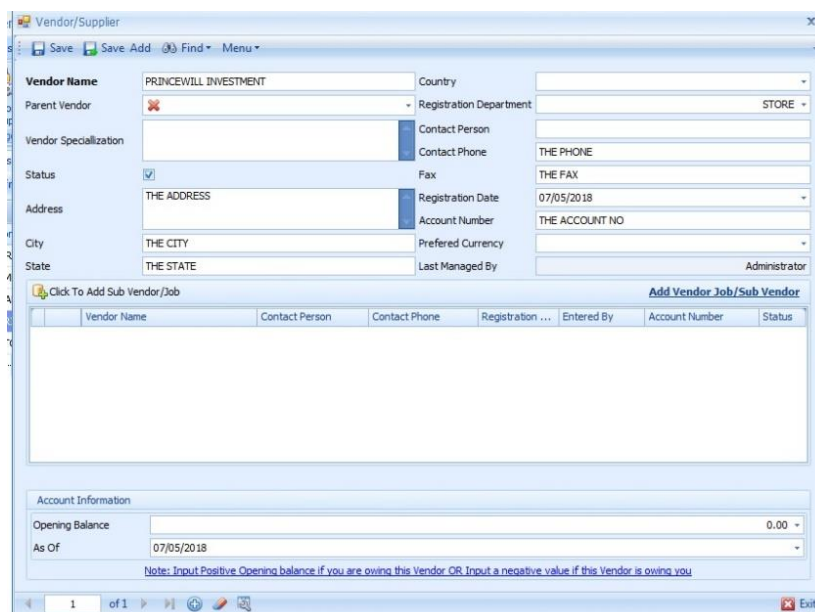
Step 1: Click on the **List** menu and select **'Vendor Setup'**



Step 2: When it opens click on **Add New** to open the vendor editor



Step 3: Type the Vendor's name or vendor's business name, type address, and other information. Note that you can enter the vendor's previous balance and the date if the vendor existed before the system setup, but if not, click Save to save your setup.



Note: To delete a vendor record, click on the delete button. Note this also, you can only delete the vendor if there are no transaction activities performed on the vendor.

The screenshot shows a software interface with a 'Vendor Listing' table. The table has the following columns: Vendor Addr..., Account Num..., Current Balance, Department Name, Registration Date, Status, and an unlabeled column containing icons for edit and delete. A red box highlights the delete button (an 'X' icon) in the rightmost column of the table.

Vendor Addr...	Account Num...	Current Balance	Department Name	Registration Date	Status	
		-\$49,600.00		04/Nov/2016 10:35 AM	<input checked="" type="checkbox"/>	
		\$0.00		04/Nov/2016 11:34 AM	<input checked="" type="checkbox"/>	
		\$0.00		14/Nov/2016 12:00 PM	<input checked="" type="checkbox"/>	
			STORE		<input checked="" type="checkbox"/>	
		-\$32,900.00	STORE	22/Dec/2016 09:43 AM	<input checked="" type="checkbox"/>	
THE ACCOU...		-\$50,000.00	STORE	07/May/2018 05:48 PM	<input checked="" type="checkbox"/>	

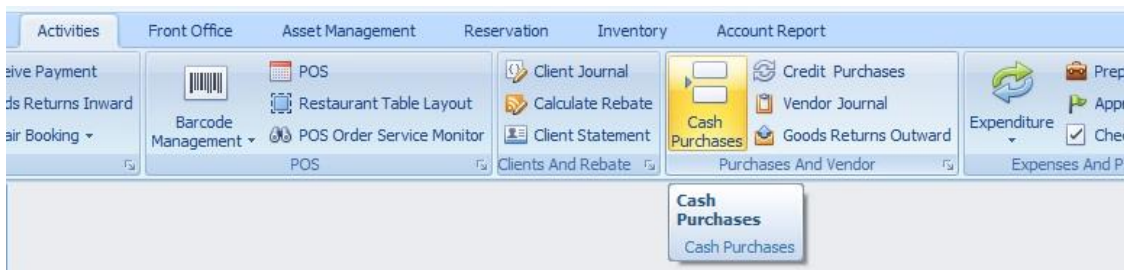
Getting Started With Purchases

How To Record Purchases

Purchasing is a common operation undertaken by both individuals and corporations to replenish their inventory. This can include credit purchases, where you acquire stock without an immediate payment, and cash purchases, which involve immediate payment. If you are acquiring a new item that isn't already in the system, you must go through the inventory setup process to formally register the item along with the purchased quantity and value. However, if the item is already in the system and you simply want to increase the quantity with a new purchase, here are the steps to follow:

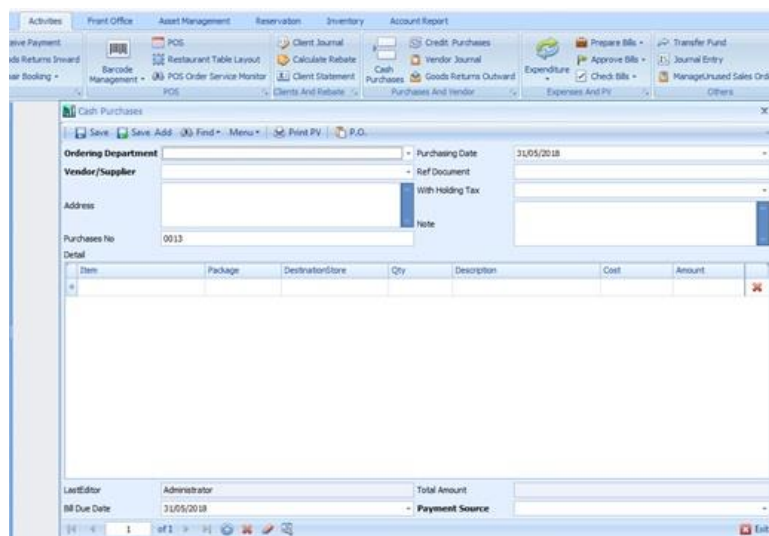
Step 1:

Navigate to the '**Activities**' menu and choose '**Cash Purchases**'.



Step 2:

Once it opens, choose the **Ordering Department**, select the **Vendor or Supplier** from whom you made the purchase. If the vendor is not listed, you can click on '**Add New**' and make sure to follow the Vendor setup procedure



Step 3:

Choose the **item(s)** you purchased and select the **Payment Source**. Then, click on the **'Save'** button. Once saved, you can check your inventory, and you will observe the changes. Please be aware that credit purchases and cash purchases share a similar interface, with the key difference being the absence of the payment source in credit purchases since they involve buying without immediate payment."

Cash Purchases

Save Save Add Find Menu Print PV P.O.

Ordering Department: STORE Purchasing Date: 31/05/2018

Vendor/Supplier: PRINCEWILL INVESTMENT Ref Document:

Address: THE ADDRESS With Holding Tax:

Purchases No: 0013 Note:

Item	Package	DestinationStore	Qty	Description	Cost	Amount	
ALMOND MILK	SACHET	STORE	20		50	\$1,000.00	✖
AQUAFINA	BOTTLE	STORE	15		100	\$1,500.00	✖
EVA WATER	BOTTLE	STORE	10		150	\$1,500.00	✖
FANTA	BTL	STORE	18		70	\$1,260.00	✖
FIVE ALIVE	PACK	STORE	25				

* Add New

Full Name	Account Code	Account Type
Cash	12-1020200	Bank
Inter Continental Bank	12-1010000	Bank
RESQUE BANK	12-1040200	Bank
Savings	12-1030200	Bank
Undeposited Cash	14-1020000	CurrentAsset

LastEditor: Administrator Total Amount:

Bill Due Date: 31/05/2018 Payment Source:

1 of 1 Exit

Set up your Department or Depot Inventory

Inventory Initialization

This interface enables you to input the initial quantity of your inventory items for various departments other than your main office. It is particularly useful for businesses with multiple departments or locations dealing with the same product line. Using this interface, you can efficiently manage the initial inventory for each department or depot and specify the quantity and stock value that each of them started with. To initialize this process, please follow these steps:

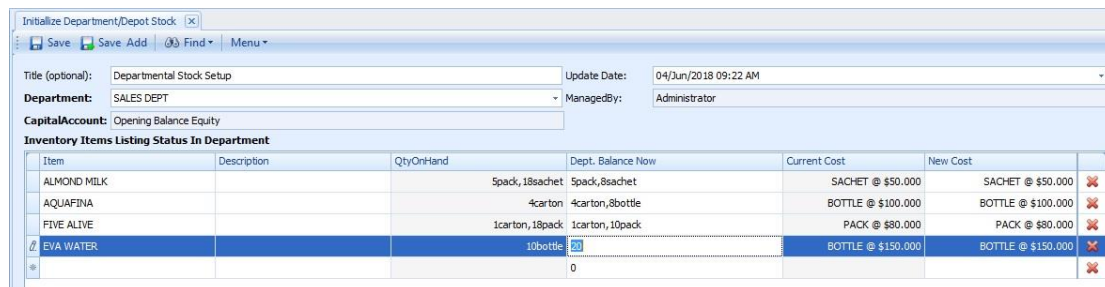
Step 1:

Go to **List** menu and select **Initialize Inventory**.



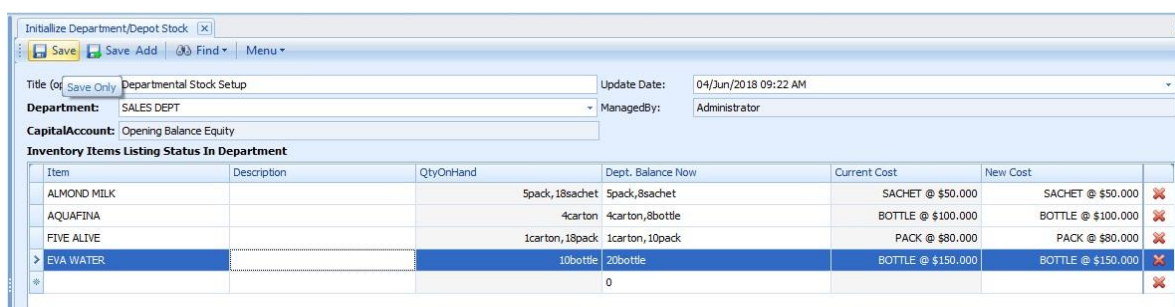
Step 2:

When it opens, select the **Department** you are initializing, and select the **item** you want to initialize from 'Inventory Item Listing Status In Department', input the **quantity** and if the **current cost** is different, input the **new cost**.



Step 3:

Click on **Save** to save your entry as shown below. And do the same with the rest of the department/depot.



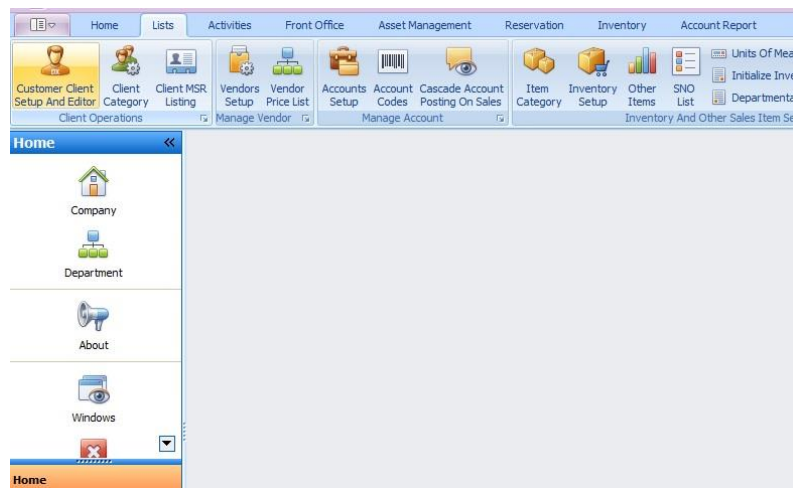
Set Up Your Customer

How to set up customer

The customer setup interface helps to create and manage your customer list in a formatted order. This window also shows the current account status of customers and little information like the customer's account number, phone number, and address.

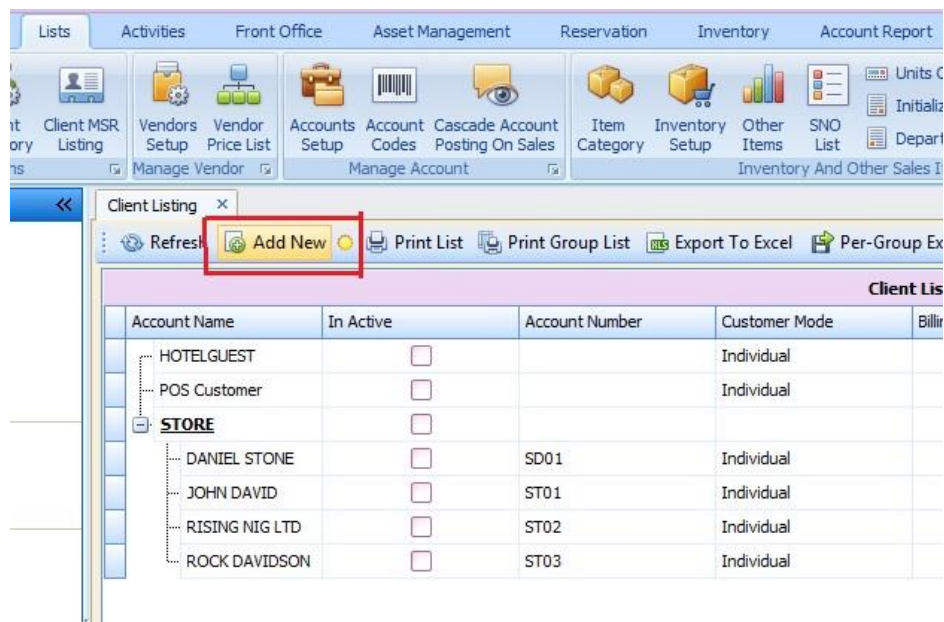
Step 1:

Click on the **List** menu and select “**Customer Client Setup and Editor**”, the Client Listing interface will appear.



Step 2:

Locate the Add New and click on it to open the client setup window.



Step 3:

The client setup interface form will appear, type your client's Name, and select the Reg. Department, by default, Group is selected, and Customer mode. Note. Under customer mode, you can select whether the client is an individual, an employee, or an organization. Also, you can enter the customer's previous balance and the date, if the customer existed before the setup. Then you can save the entries. If you want to add another client, then you can continue from the next step.

The screenshot shows the 'Client Setup' window. The 'Name' field contains 'Williams Wood'. The 'Reg. Department' is set to 'SALES DEPT'. The 'Account Number' is 'SD02'. The 'Billing Address' and 'Shipping Address' fields are empty. The 'Contact Person' field is empty. The 'Registration Date' is '06/05/2018'. The 'Customer Mode' is set to 'Individual'. The 'Group' is set to 'General'. The 'Is An Haulage Client' checkbox is checked. The 'Last Managed By' field is 'Administrator'. The 'Current Balance' field is empty. The 'Client Jobs/Sub Clients' table is empty.

Step 4:

You can search for already registered customers by clicking on **Find**. With this, you can search customer(s) easily by clicking on any of the options. For instance, you can search by clicking on 'Simple Search' and navigate to Name and click, if you want to search by name or other option that is convenient for you.

The screenshot shows the 'Client Setup' window with the 'Find' menu open. The 'Simple Search' option is highlighted. The 'Name' field contains 'Williams Wood'. The 'Reg. Department' is set to 'SALES DEPT'. The 'Account Number' is 'SD02'. The 'Billing Address' and 'Shipping Address' fields are empty. The 'Contact Person' field is empty. The 'Registration Date' is '06/05/2018'. The 'Customer Mode' is set to 'Individual'. The 'Group' is set to 'General'. The 'Is An Haulage Client' checkbox is checked. The 'Last Managed By' field is 'Administrator'. The 'Current Balance' field is empty. The 'Client Jobs/Sub Clients' table is empty.

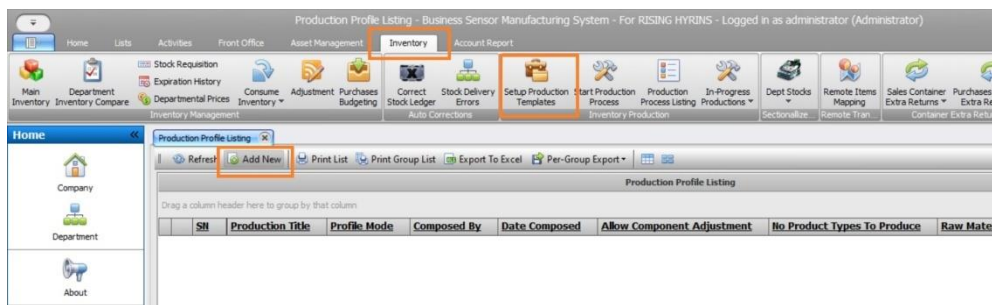
Manufacturing Using Production Profile Template.

Setup Production Templates

This is used to set up a predefined profile template for a product, specifying the item to produce, the quantity output, and the required raw materials along with their quantities and costs. During the production process, these costs, along with other expenses, will contribute to the total cost of production. There are 2 methods that can be used. 1st, going through production process, 2nd to access this feature, follow these steps:

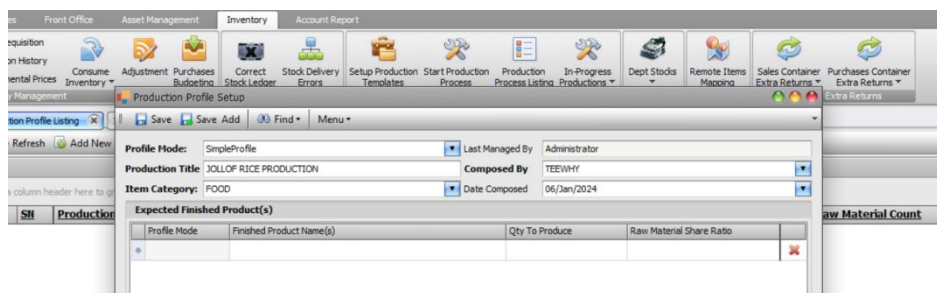
Step 1:

Navigate to the **Inventory** menu, select **Setup Production Templates**, and click **Add New**.



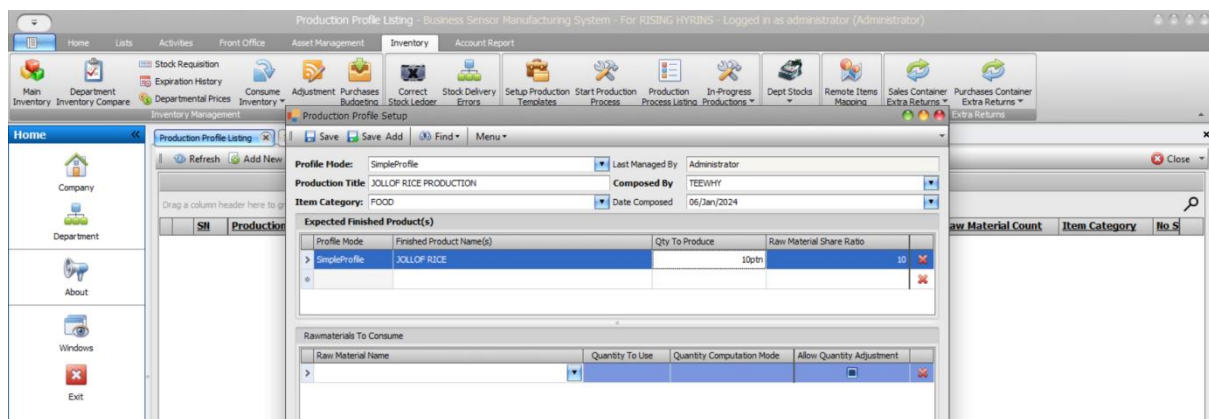
Step 2:

When it opens, choose the **Profile Mode** (simple profile). Input the **Production Title**, select the **Item Category**, enter the name of the composer (composed by), and verify the date.



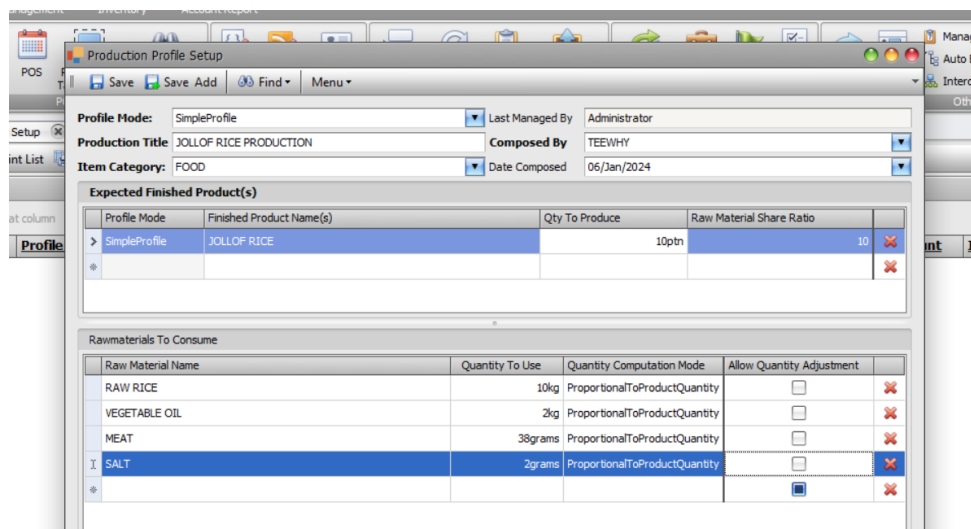
Step 3:

Under **Expected finished product**, select the item to produce and input quantity to produce.



Step 4:

In the **Raw Materials to Consume** section, select the raw items needed for production and input the **quantity to use**. For the quantity computation mode, choose 'Proportional to Product Quantity' if you want changes in production output to proportionally affect the quantity of raw material input during the production process. If not, select 'Fixed Quantity.' Additionally, check '**Allow Quantity Adjustment**' if you want the quantity to be adjustable during the production process; otherwise, leave it unchecked.



Step 5:

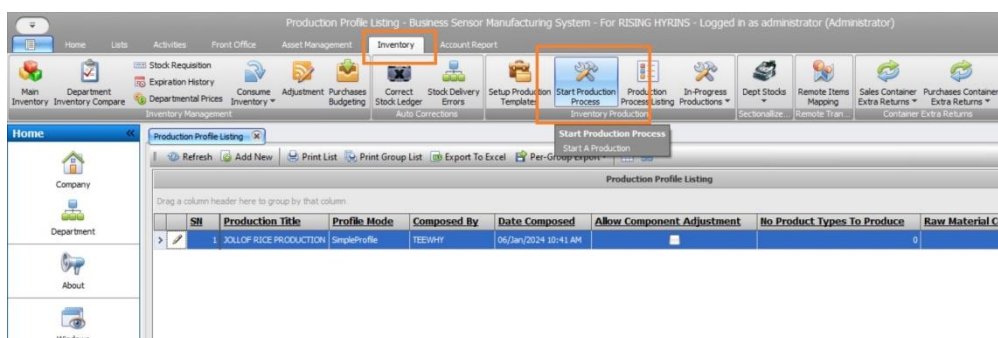
Repeat the same process for each raw material to be used for this product. Save, exit, and refresh. The new profile you created will now be included in the production profile listing if applicable.

Start Production Process

The production process refers to the sequence of steps and activities involved in transforming raw materials or inputs into finished goods or services. This process is straightforward and simplifies production. To initiate it, follow these steps.

Step 1:

Go to the **Inventory** menu and select '**Start Production Process**'.



Step 2:

When it opens, choose a profile template for the product to produce. Verify the date and ensure it is correct (production date). Input the batch number and select the producing department. Enter the reference document number if any, input the Production Title, and click 'Next' to proceed.

Welcome to the Template Based Production wizard

This wizard simplifies the implementation of a complex set of tasks by guiding the user through a series of simple steps

Production Template Profile: JOLLOF RICE PRODUCTION(10pbn) | Production Department: MainStore
Production Date: 08/01/2024 | Ref Document: PROD1234
Batch No: 0002 | Entered By: Administrator

Production Title: JOLLOF RICE PRODUCTION(10pbn) Production On 08/Jan/2024-10-05-26 In MainStore

End Products	Quantity To Produce
JOLLOF RICE	10pbn

Cost Of Production **N5,000.00**

To continue, click Next

Step 3:

Manage the expected quantity of end product(s) required and review the necessary raw materials. Click 'Next' to proceed.

Finished Goods and Raw Material Management
Manage the expected quantity of end products required and look through the raw materials as needed

Finished Products	Destination Store	Quantity	Rate	Product Value
JOLLOF RICE	MainStore	10pbn	N500.00	N5,000.00

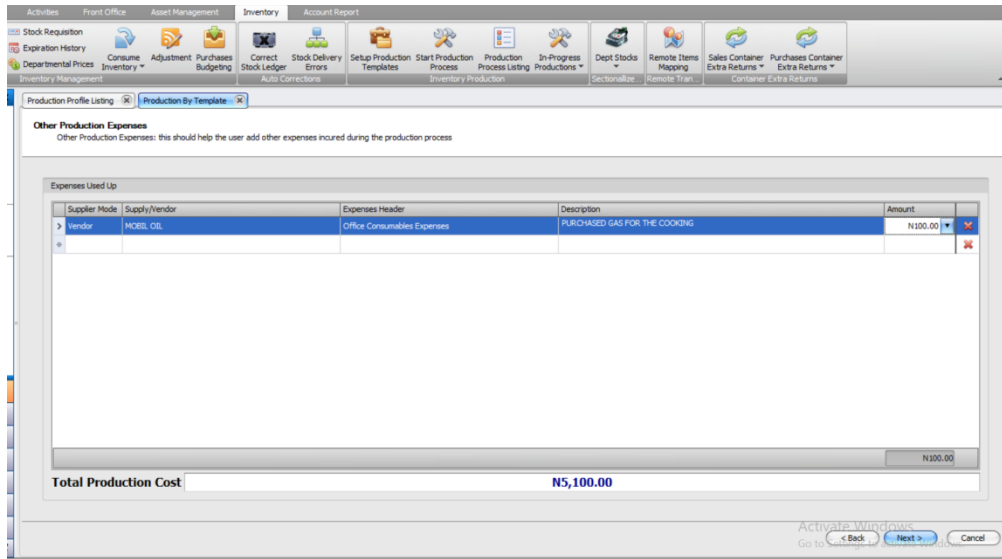
Raw Materials To Use

Raw Material	Quantity	Rate	Raw Material Value
RAW RICE	10kg	N200.00	N2,000.00
VEGETABLE OIL	2kg	N50.00	N1,000.00
MEAT	38grams	N50.00	N1,900.00
SALT	2grams	N50.00	N100.00

Total Production Cost **N5,000.00**

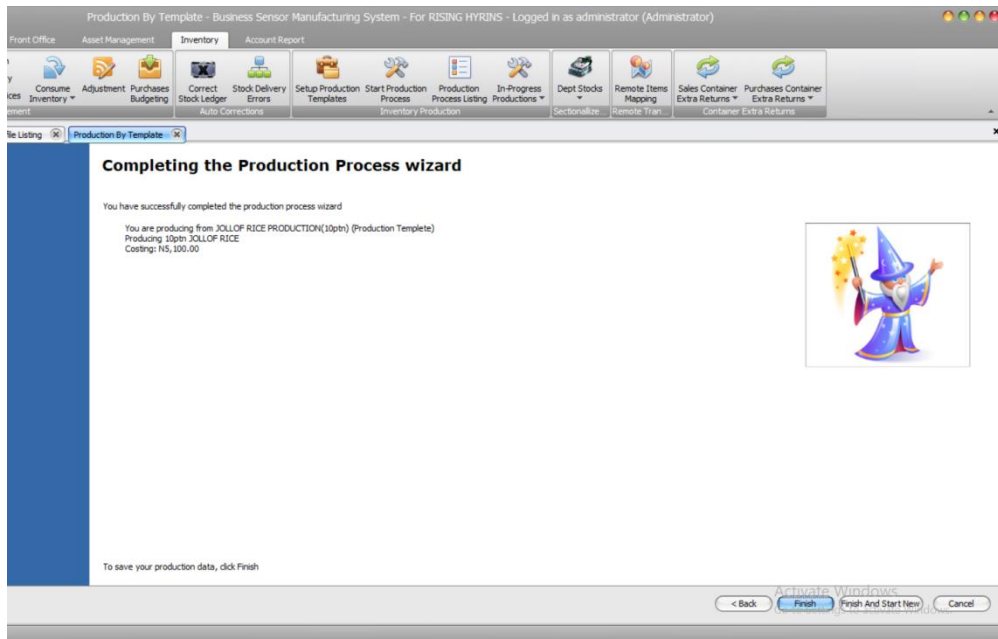
Step 4:

"If there are other expenses incurred during the production process, this step allows the user to add them. Click 'Next' button to proceed.



Step 5:

This section provides a summary of the production. Click "Finish" button and that's all.

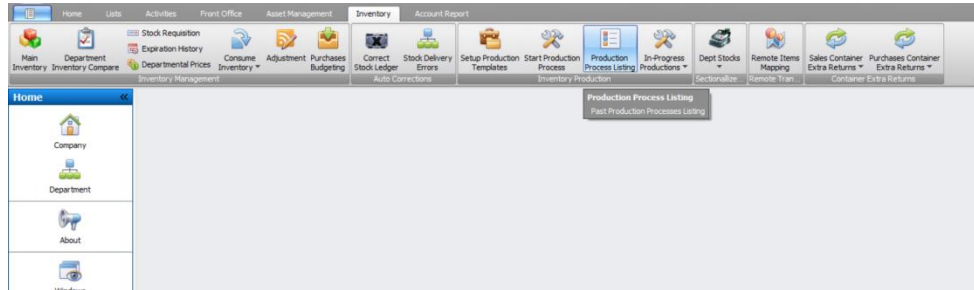


Past Production Listing

This interface displays the list of past productions, providing the user with the ability to **edit** and **delete** the production process. Here are the steps to perform these actions.

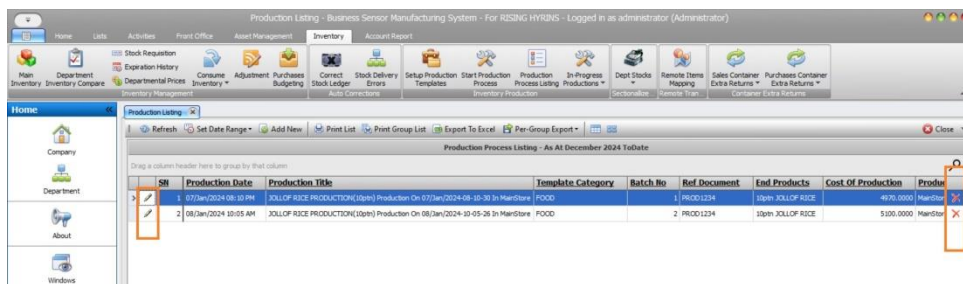
Step 1:

Navigate to the **Inventory** menu and select '**Past Production Listing**'.



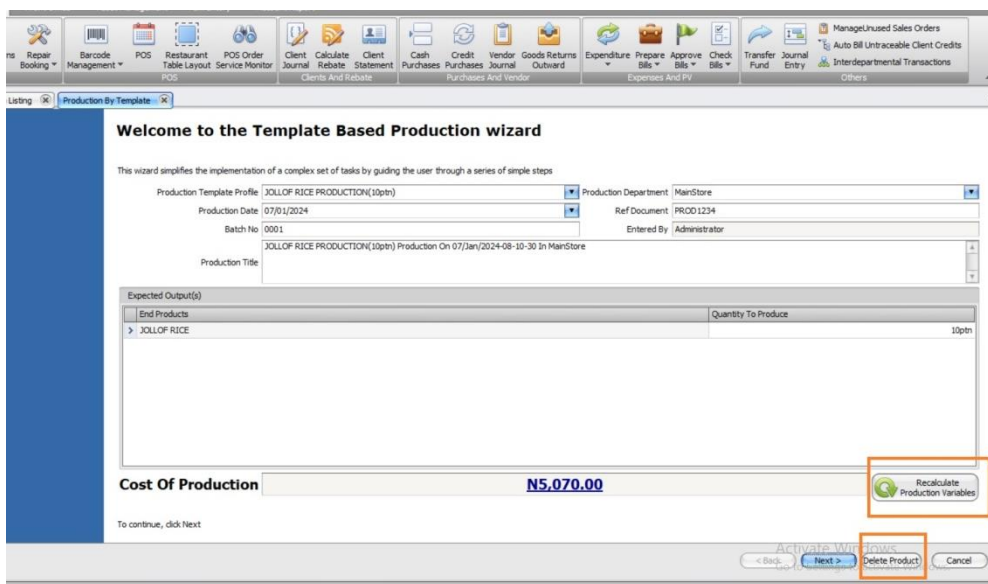
Step 2:

To edit or delete a past production, select the production you want to modify or delete, by clicking either the pen icon for editing or the delete icon to remove the production.



Step 3:

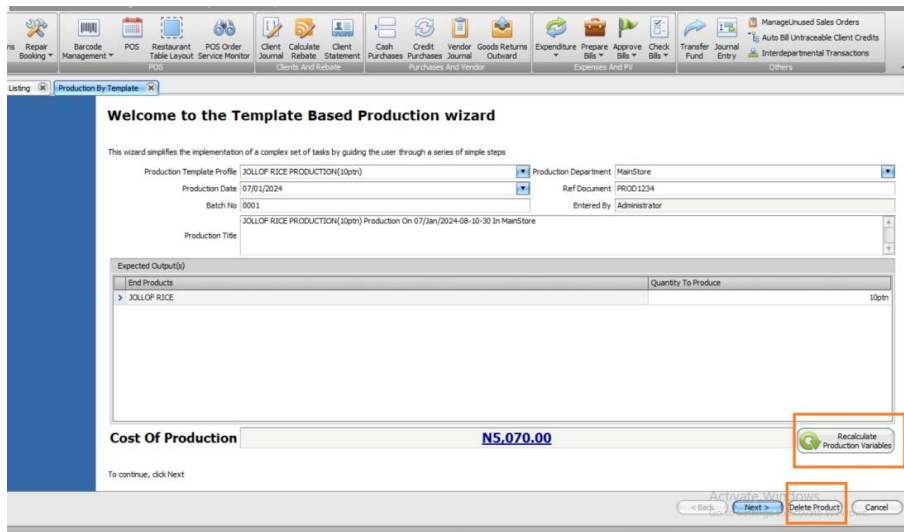
Click on 'Recalculate Production Variables' to check if there are any changes.



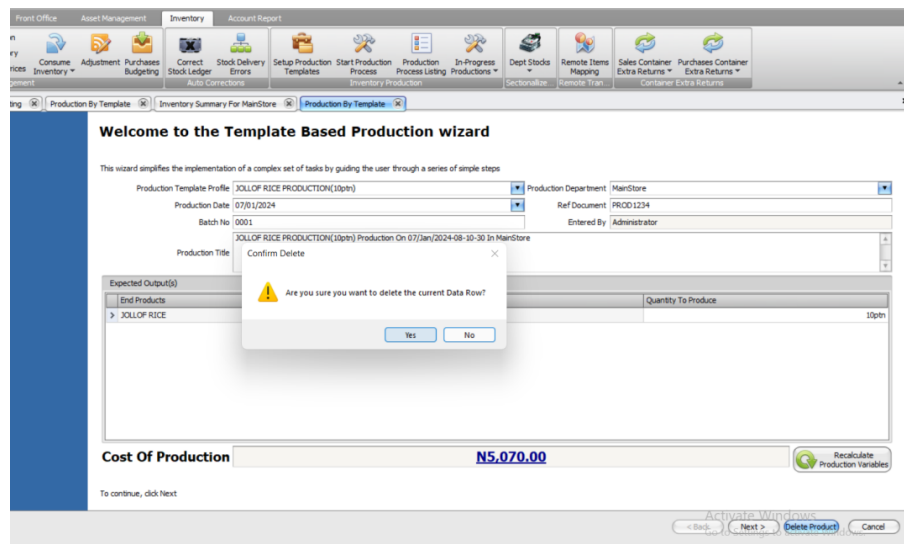
Note: Follow the production process to edit existing expenses or add new ones

Step 4:

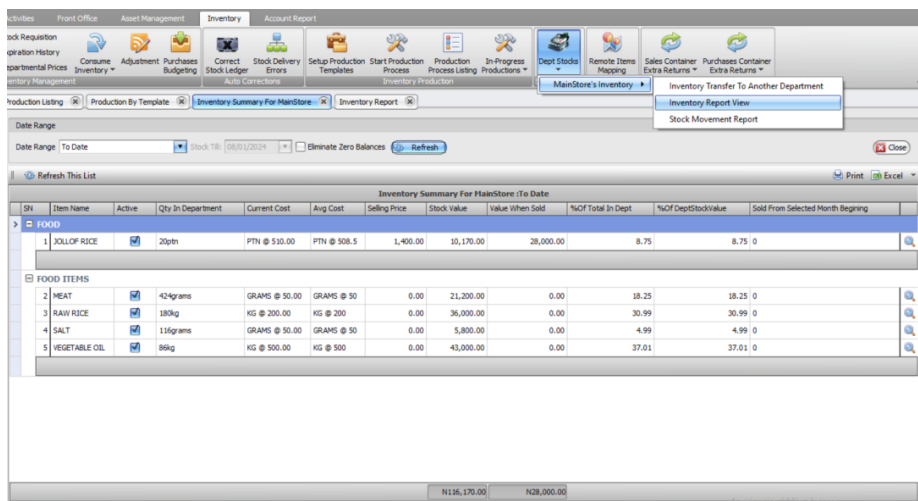
Click on delete button to remove this production



When the confirmation is requested, click **Yes** button to confirm the delete



Confirm your production by checking the stock and inventory. Click on 'Inventory,' go to the department that produced (mine is Mainstore) and select 'Inventory Report View.'



In-Progress Productions

In-Progress Productions is another way of transition from raw materials to finished goods. Dedicated to managing and optimizing every stage of the production process, from processing raw materials to crafting high-quality finished goods, our approach includes processing raw materials, managing production stages, and efficiently incorporating consumption processes to create high-quality final products. At In-Progress Productions, we ensure a streamlined and innovative approach to manufacturing, delivering top-notch final products. To perform the production, follow this steps:

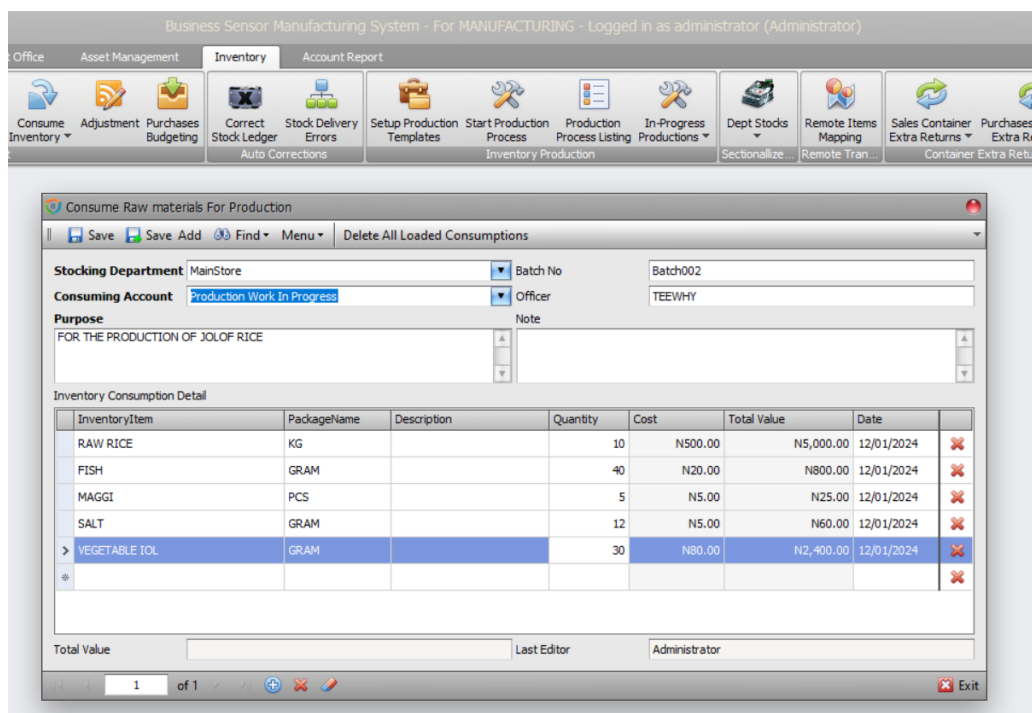
Step 1:

Navigate to Inventory menu, Click on In-Progress production and click on Production In-Progress Raw Material Consumption.



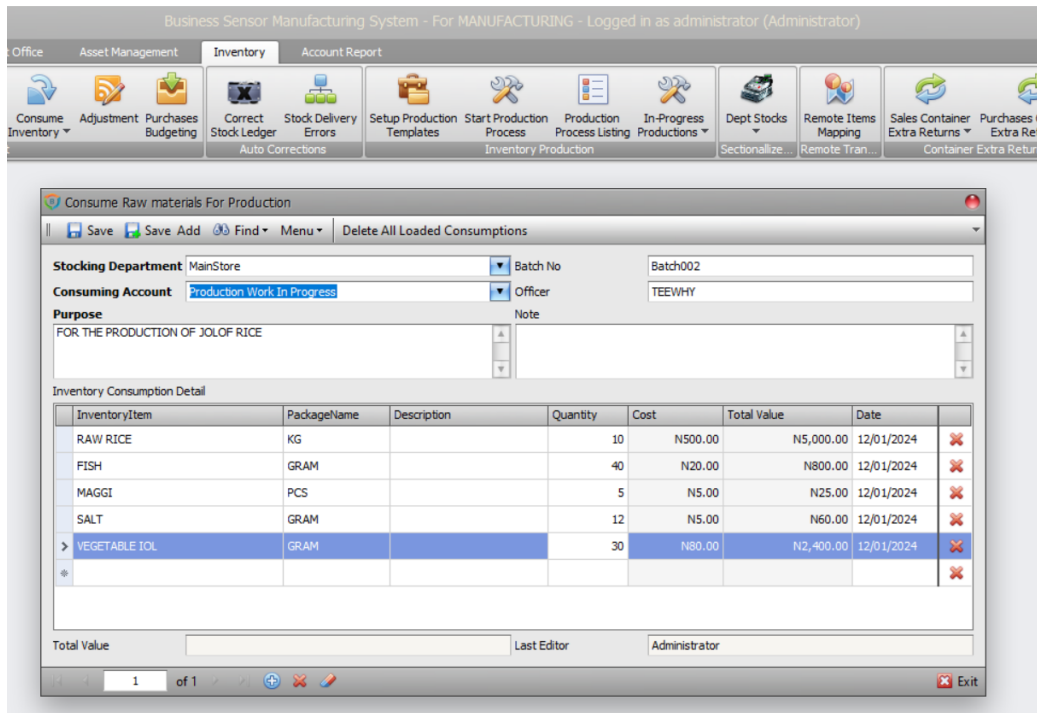
Step 2:

When it opens, choose the stocking department, Consuming account, batch number, officer in charge, and purpose

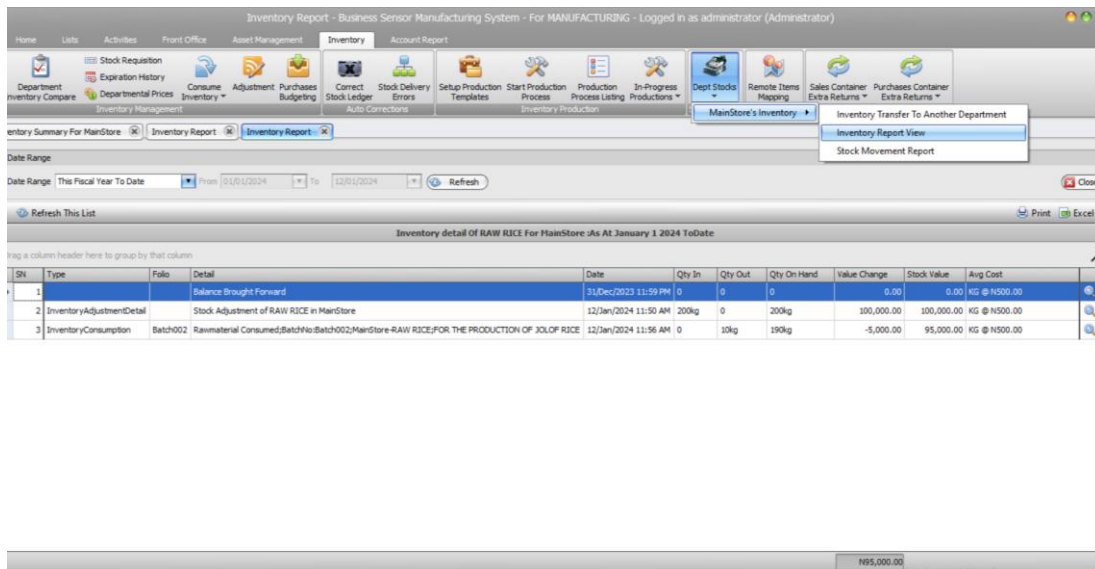


Step 3:

In the 'Inventory Consumption Detail' section, select all the raw materials required for the successful production of the finished products along with their quantities. Once you have completed the selection, click the 'Save' button to add the production.



Note: Refer to Inventory setup above for item setup. Also you can check your department for the stocks movement.

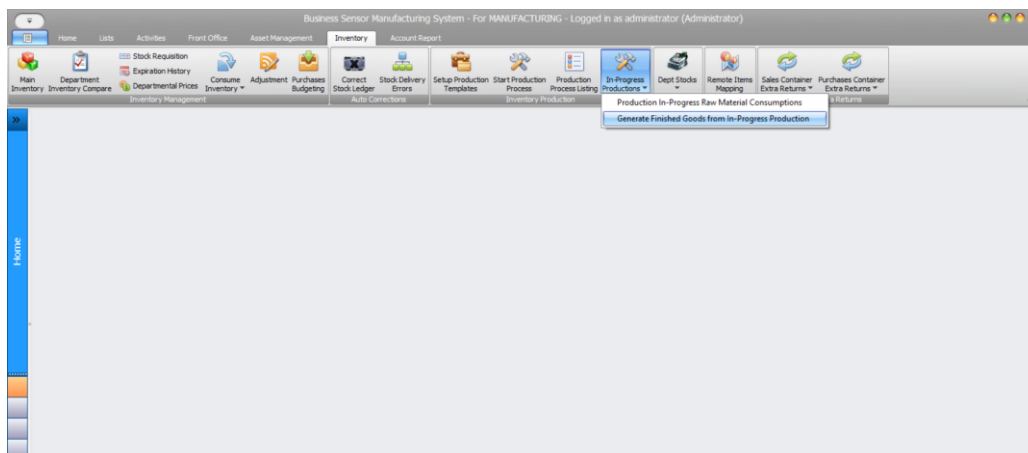


Generate Finished Goods from In-Progress Production

This process will ultimately produce the finished goods (final products) from the In-Progress and generate the Finished Goods from In-Progress Production. Follow these steps to carry out the production.

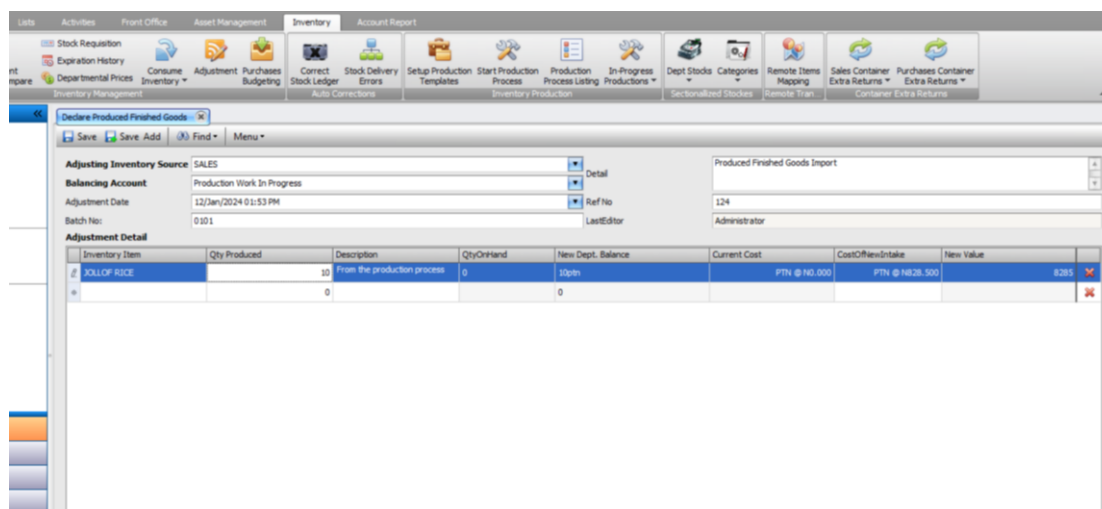
Step 1:

Go to Inventory menu, navigate to In-Progress Productions, and click on Generate Finished Goods from In-Progress Production.



Step 2:

When the page loads, select the Adjusting Inventory Department (the department that will hold the quantity). The default Balancing Account is Production Work in Progress. Additionally, add a comment in the detail area

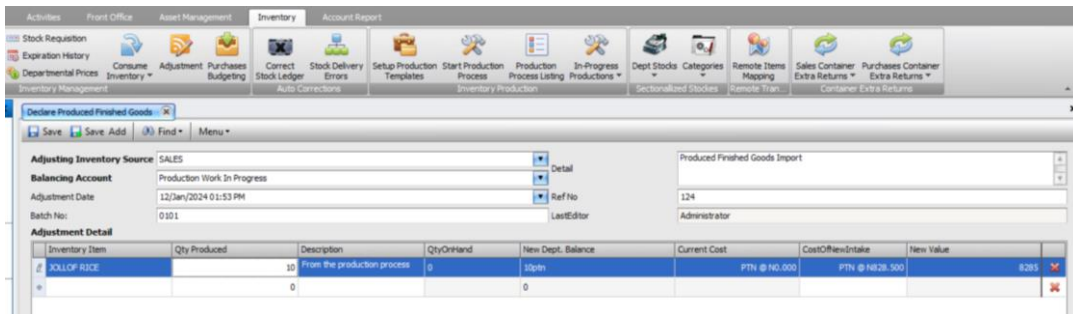


Step 3:

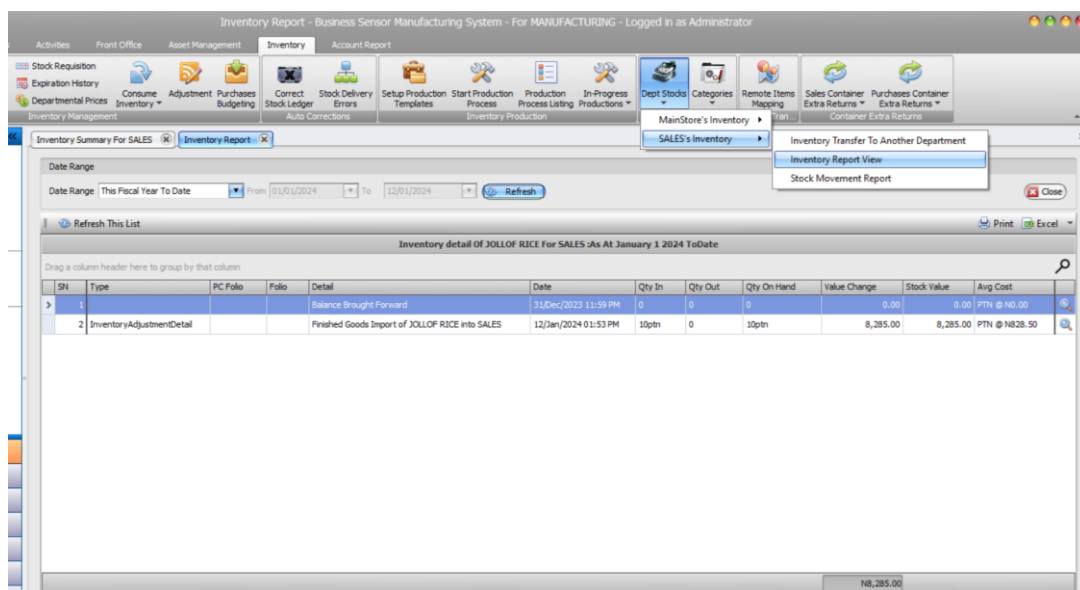
Under the Adjustment Detail grid:

Select the item you are producing under 'Inventory Item,' add the quantity you are producing in 'Qty Produced,' and optionally include a comment in the description. If there is a change in

cost due to price adjustments, modify it under 'Cost Of New Intake.' Finally, click the 'Save' button to add the production.



Note: Confirm your production from the department you selected when the production is carried out. Click on 'Dept Stocks,' select your department (in my case, Sales department), and then click on 'Inventory Report View' to observe the quantity produced.



Cash and Credit Sales

Cash and credit sales invoice

These interfaces are utilized to document both cash and credit sales, generating invoices while also providing the option to create receipts for cash invoices. Cash sales denote transactions where customers make immediate payments. In contrast, credit sales are extended to reliable or trusted customers without requiring immediate payment.

Step 1:

Access the **activities menu** and choose between **cash or credit sales**.

Item	Package	Qty	Description	Rate	Amount
------	---------	-----	-------------	------	--------

Step 2:

Select the department where you are selling from (**Selling From**). Choose the client's name from the "**Client Account**" drop-down if the client is listed. If the client isn't listed, click on "**Add New**" within the client account drop-down to include a new customer.

Full Name	Mode	Current Balance	Phone	Billing Address
ELIZABETH: ADMIN1	Individual	NG.00	0706266638	
ELI: ACC3	Individual	NG.00		
HOTELGUEST	Individual	NG.00		
IN-HOUSE USE	Individual	NG.00		
Kenneth Alaghu	Individual		07038377662	
OSA Michael: ADMIN3	Organization	N800,000.00		
POS Customer	Individual	(N373,964.70)		
MR KIANLE OLA: ACC2	Individual	NG.00	08027831929	
MR LAHVAL: ACC1	Individual	NG.00	08027831929	
RAPHAEL: ADMIN2	Individual	NG.00		

Step 3:

Once it's open, input the **customer's name** and fill in all required details on the form. Afterward, click on **"Save"** to confirm the information.

The screenshot shows the 'Cash Invoice' form with the following details:

- Selling From:** SALES
- Client Account:** RAPHAEL: MSTR.1
- Client Balance:** N0.00
- Name On Invoice:** RAPHAEL
- Address:** (empty)
- Invoice Date:** 12/01/2024
- Sales Officer:** Administrator
- Invoice Number:** 6102
- Ref Receipt No:** (empty)
- Ref Document:** (empty)
- Last Modified By:** Administrator
- Invoice Slug:** (empty)
- Service Charge:** Amount N0.00
- Discount:** Amount N0.00

Item	Package	Qty	Description	Rate	Amount
3XLOP RICE	PTN	2		N1,000.00	N2,000.00

Total Bill: N2,000.00 | **Amount Sponsored:** N0.00 | **Expected Payment:** N2,000.00

Payment Method: Cash | **Payment Account:** (empty)

Step 4:

Select the item(s) to be sold from **Invoice Detail** grid and the quantity to be sold in **"Qty"** column.

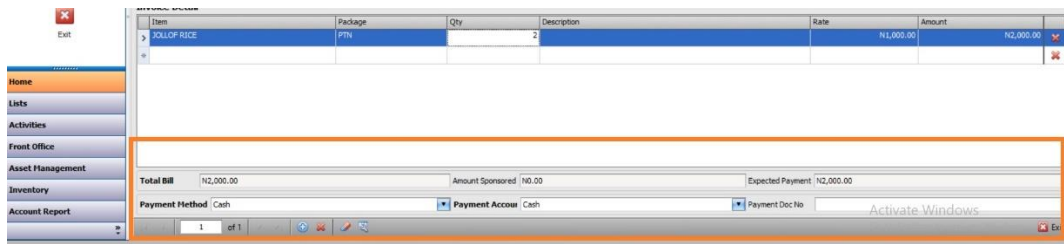
This screenshot is identical to the one in Step 3, but with an orange rectangular box highlighting the 'Invoice Detail' table. The table contains one row with the following data:

Item	Package	Qty	Description	Rate	Amount
3XLOP RICE	PTN	2		N1,000.00	N2,000.00

Step 5:

In the case of Cash Sales, designate the **"Payment Method"** and **"Payment Account."**

Note: However, for Credit Sales, the "Payment Method" and "Payment Account" options won't be visible since the purchase doesn't involve immediate payment.

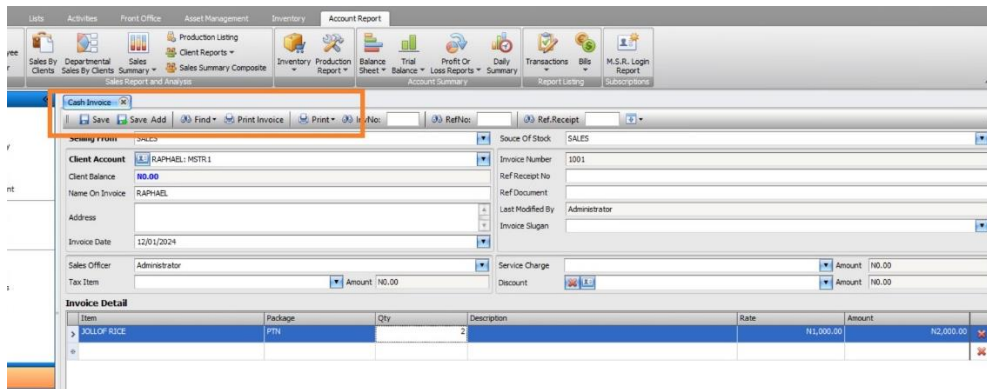


Step 6:

Click on the "Save" icon to save the transaction.

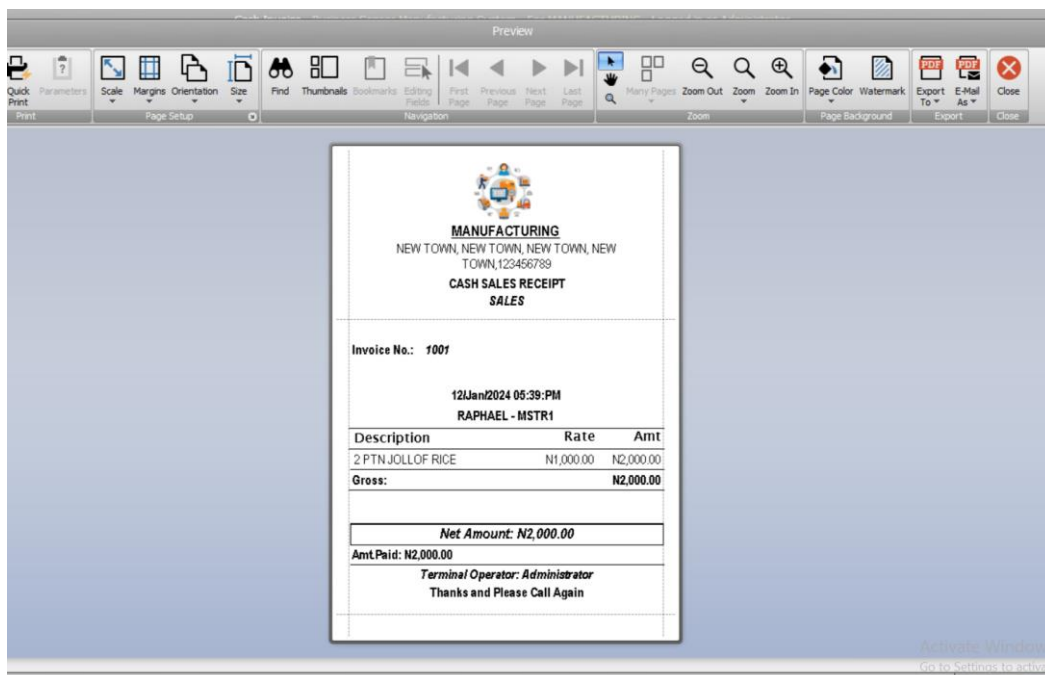
Step 7:

Now, to print out the transaction invoice, click on "Print Invoice" or "Print" to explore other print options.



Step 8:

You can print the invoice by clicking on **Print Receipt**



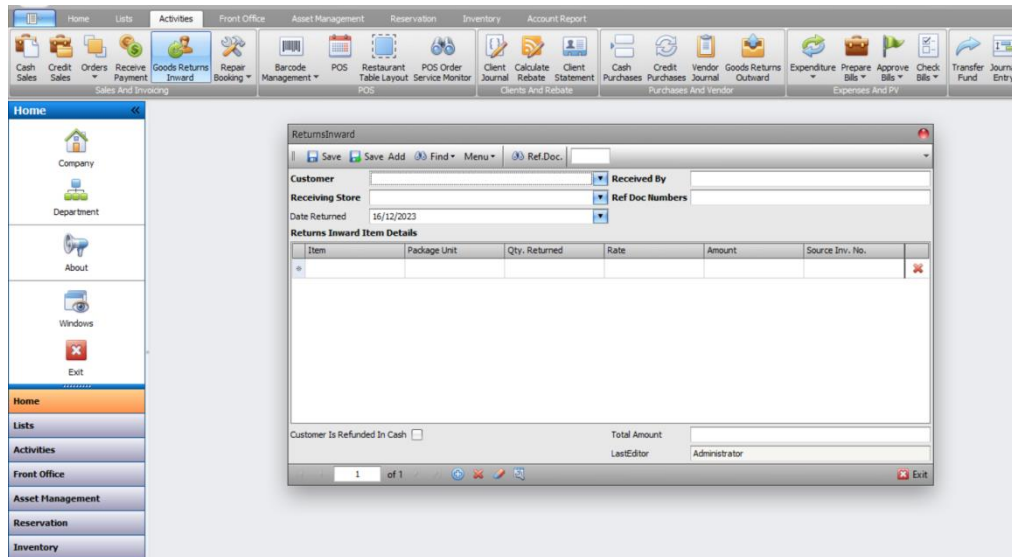
Goods Return Inward and Outward

Goods return Inward

This process involves customers bringing back purchased items to the store for an exchange or refund. Such situations may arise due to a change of mind or if the purchased goods are faulty, expired, or damaged.

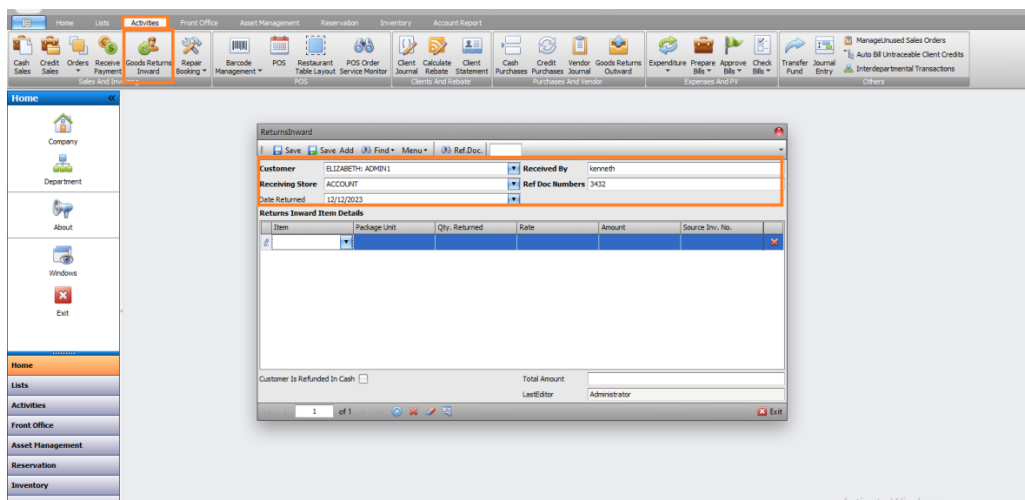
Step 1:

Access the **Activities menu** and choose "**Goods Returns Inwards**".



Step 2:

Choose the **Customer's name**, designate the **Receiving Store**, input the name of the **receiving officer**, and specify the **Reference Document Number**.



Step 3:

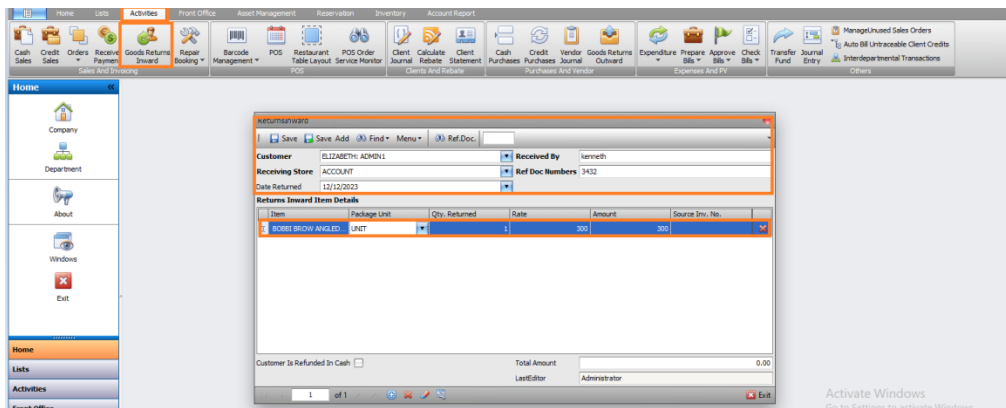
In the "**Returns Inward Item Details**" section, **pick the received Item**, the **Package Unit**, **Quantity Returned**, and input the **Source Invoice No.**

Step 4:

Mark the checkbox labeled **(Customer Is Refunded In Cash)** and choose the Refunding account.

Note:

In cases where the customer prefers to **exchange the product rather than a refund**, refrain from checking the **Customer Is Refunded In Cash**. Instead, the amount equivalent to the refunded products will be credited to their account for the new transaction.

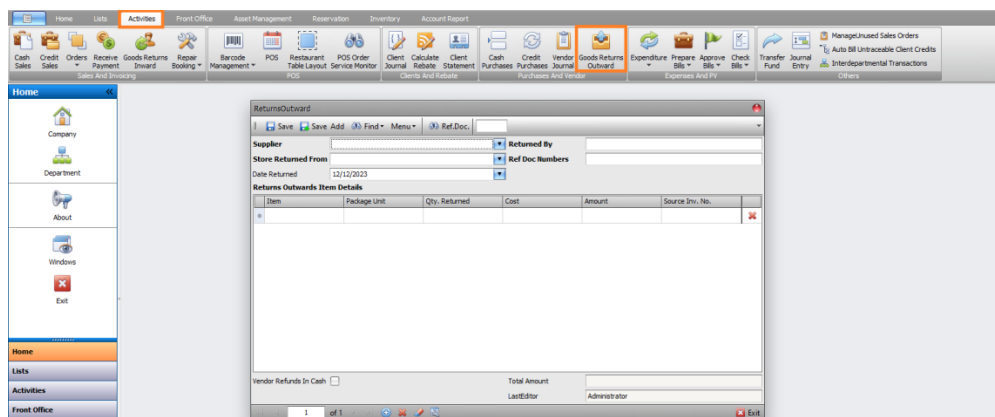


Goods Return Outward

Goods return outward is the process through which a company sends previously purchased items back to the supplier. This situation might arise due to issues like product defects, expiration, or damage. Follow these steps to execute this action.

Step 1:

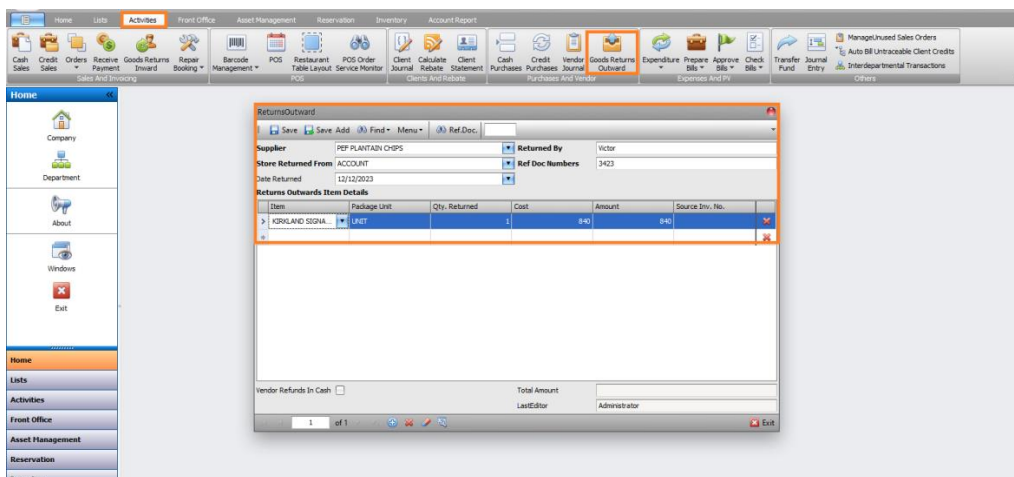
Access the **Activities menu** and choose "**Goods Returns Outward.**"



Step 2:

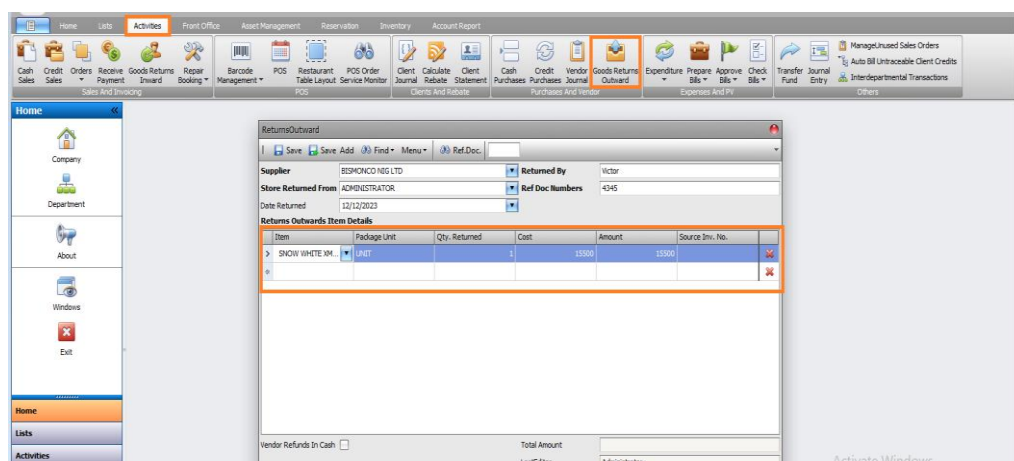
Choose the **Supplier's name**, designate the **Store Returned From**, enter the name of the officer returning the goods in the "**Returned By**" field, and input the **Reference Document Number**.

You also have the option to modify the date if necessary.



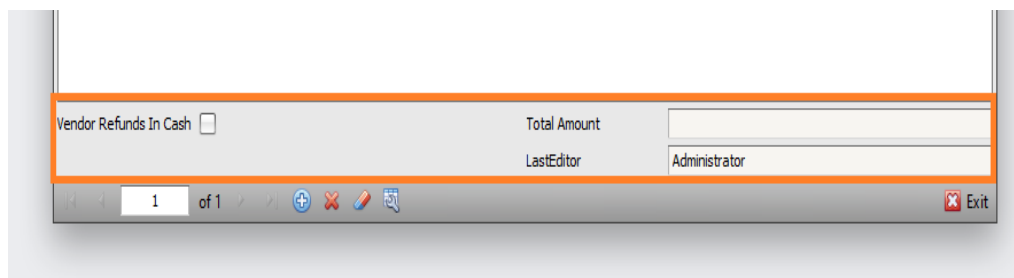
Step 3:

In the "Returns Outwards Item Details" section, choose the **Item** for return, specify the **Package Unit**, **Quantity Returned**, and include the **Source Invoice No** if applicable



Step 4:

Tick the box labeled (**Vendor Refunds In Cash**) and choose the **Account**.








Note:

*Your Company might not receive a refund from the supplier; however, the supplier might facilitate a product exchange. In such cases, refrain from selecting **Vendor Refunds In Cash**.*

Step 5:

Click **Save** and **Exit**.

ReturnsOutward



 Save  Save Add  Find  Menu  Ref.Doc.

Supplier BISMONCO NIG LTD **Returned By** Victor

Store Returned From ADMINISTRATOR **Ref Doc Numbers** 4345

Date Returned 12/12/2023


Returns Outwards Item Details

Item	Package Unit	Qty. Returned	Cost	Amount	Source Inv. No.	
> SNOW WHITE XM...	UNIT	1	15500	15500		
*						

Vendor Refunds In Cash

Total Amount

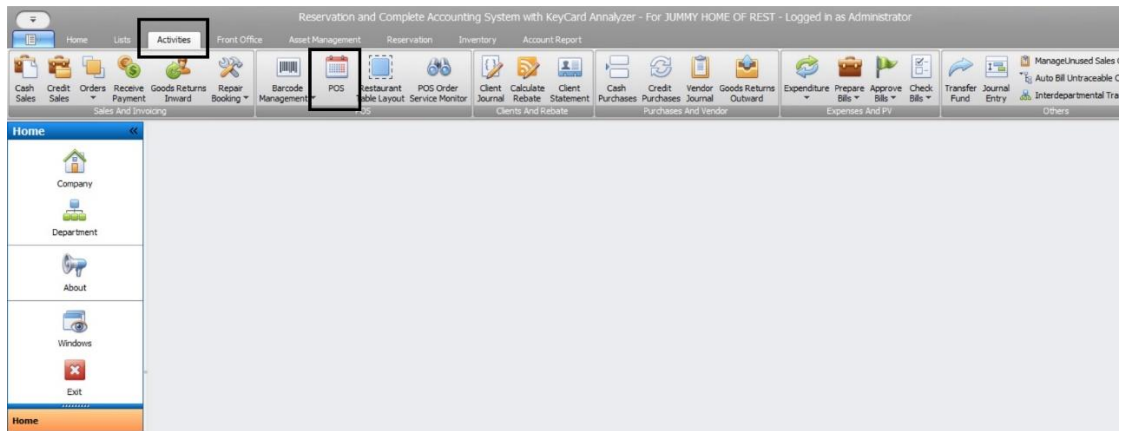
LastEditor Administrator

1 of 1  Exit

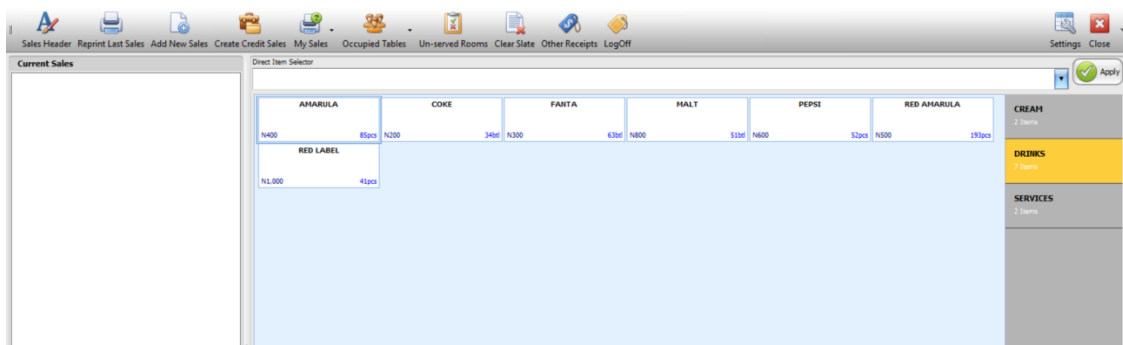
Set Up Your Point Of Sales

Set up POS interface

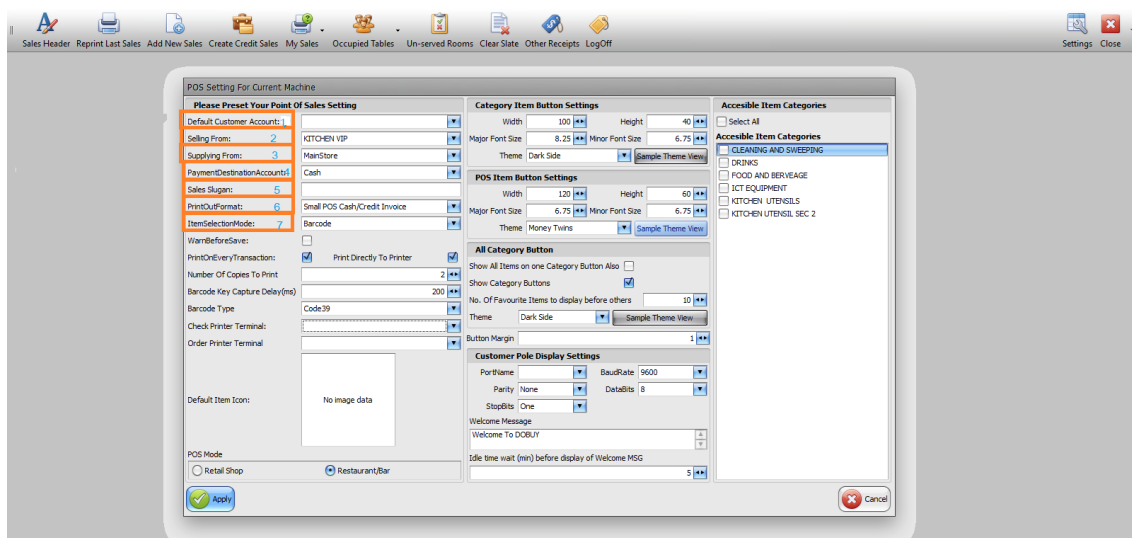
Navigate to the POS section by clicking on the Activities menu then click on the POS button.



Click on Settings to load the POS settings interface

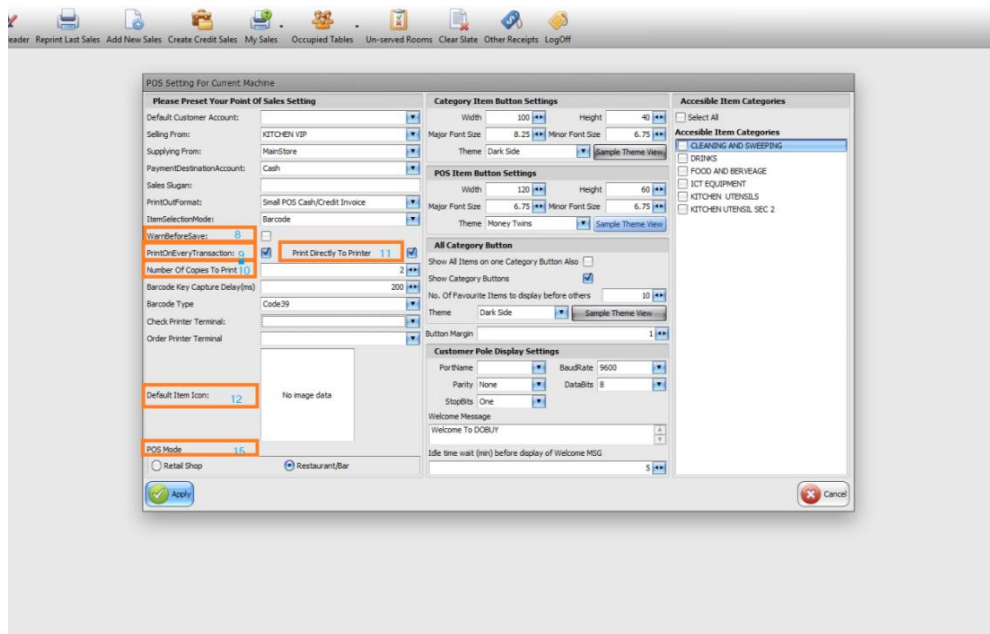


The POS setting interface



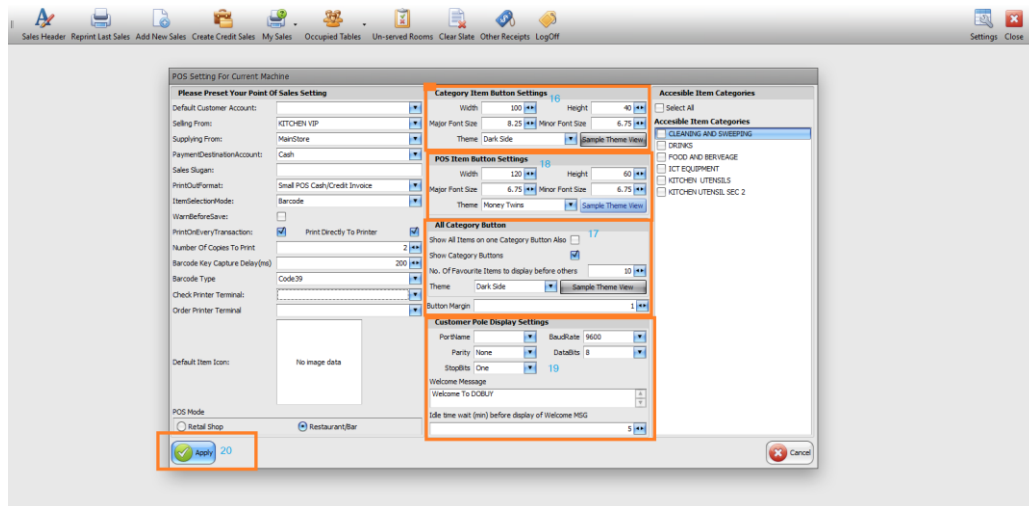
Now from the interface above, you can set your Point of Sales setting just as shown:

1. Select the general customer's name that will display on the POS invoice in 'Default Customer Account'.
2. Set the department where your goods are to be sold from, in 'Selling From'.
3. Also, set the department where your goods are to be supplied from, that is 'Supplying From'.
4. Select 'Payment Destination Account' of the sales made.
5. The invoice slogan displays the text in the box at the bottom of the invoice.
6. Select the 'Print Out Format', in this case, I selected small POS Cash/Credit Invoice, you may try other formats to see the one that suits your needs.
7. Item selection mode determines the position of the cursor on the POS interface, you can choose between 'Barcode' and 'Single Alphabet Label Key Select'.



8. Warn before save (dialog box) displays a warning message when a save button is clicked, check the box to enable or uncheck to disable.
9. Print on every transaction control the auto printing of the invoice when a save button is clicked, check the box to enable or uncheck to disable.
10. Check 'Print Directly To Printer' for your printout (s) to be printed or uncheck it for a preview, then you can print from the preview.
11. Select the number of printouts you want from the 'Number of Copies'.
12. The printer terminal allows you to select a default printer, click on the dropdown to display the list of installed printers, and select your favorite.

13. You can also have another printer for the special order or select the same printer for both.
14. You can choose a default image icon for all items by clicking on the default item icon image, the image browser will open, and you can select the desired image. *This is optional.*
15. You may also select a Restaurant/Bar if your business follows that.



16. In 'Category Item Button Settings', you can increase the Width and Height of the category and choose a theme for the category.
17. You can check '**Show All Items on one Category Button Also**' to show the entire category item at a time and check 'Show category Buttons'.
18. In 'POS Item Button Settings', also set the width and height to your taste.
19. In Customer Pole Display Settings, select the Port Name, Parity, etc., and type the welcome message, you can also set the 'Idle Time wait before display of welcome MSG' if you want.
20. Done with the settings? Then Click on apply, close, and reopen the POS interface to effect the changes.

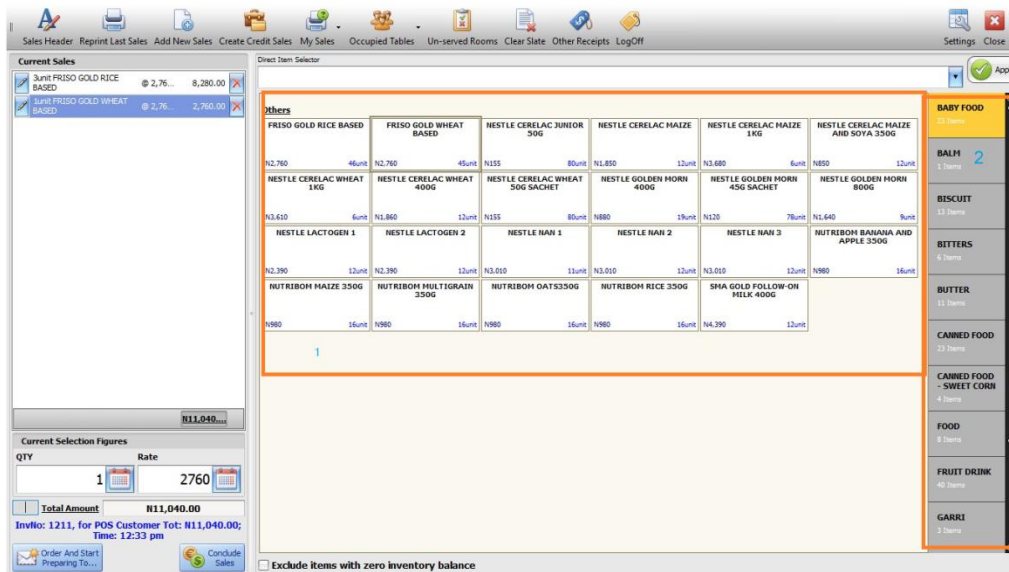
Pos Item Section

Okay, the second section of the POS is the item area section.

This section displays:

1. **Items:** This displays the item to be sold, and the price and quantity of the item.

2. Categories as a button displays the category and quantity of items



Implement transactions in POS

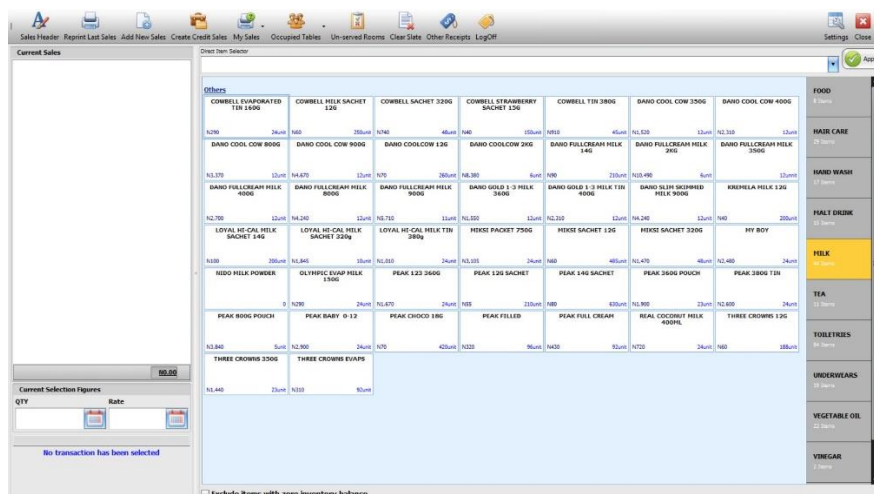
There are two ways of selecting items in POS Interface.

1. POS Barcode scanner: In this interface you will use the barcode scanner to select the item you want to sell. These are the steps to follow:

Selecting item with POS Barcode scanner

Step 1. After the successful barcode registration, the next is to sell with the barcode reader.

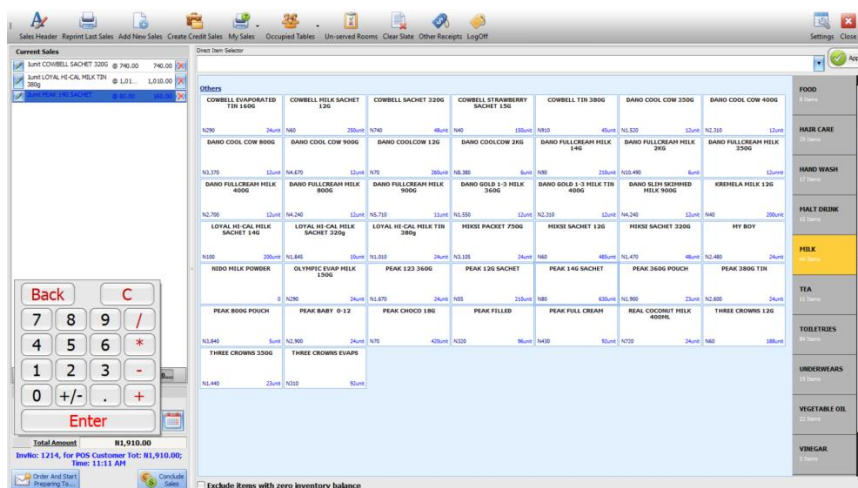
Note: This will only work if the item you want to sell has no barcode registered in the item setup.



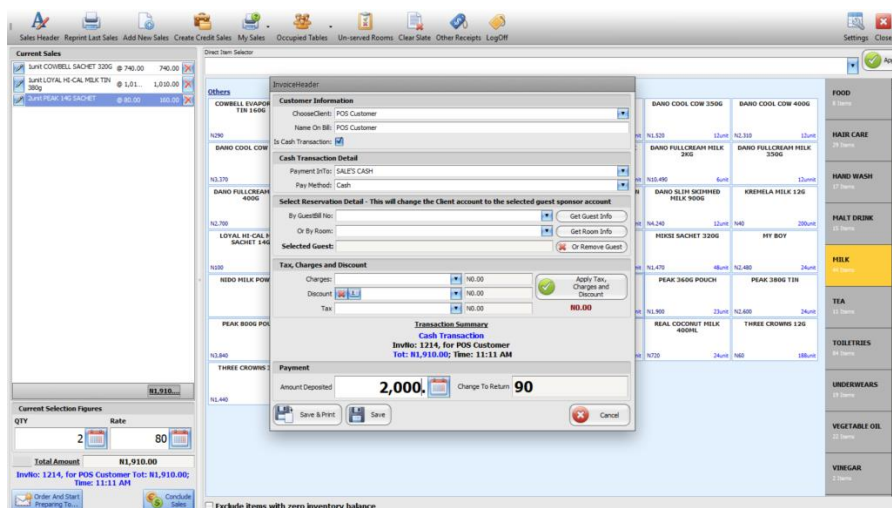
Step 2. Scan the product's barcode to initiate the display of the scanned product.



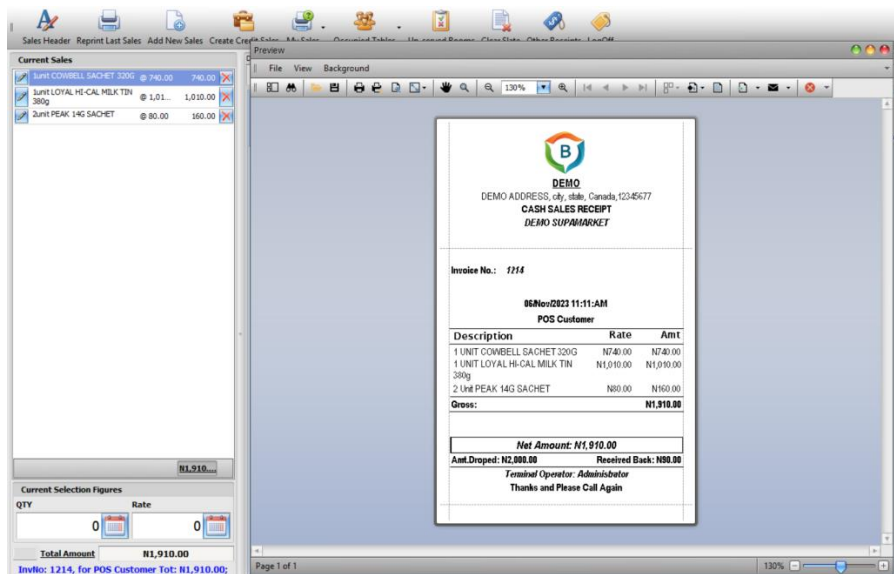
Step 3. Then a calculator-like will be displayed, select the quantity, and press enter button.



Step 4. When you are done, click conclude sales, and type the amount the customer is giving in “Amount Deposited” and click on Print to print the invoice.

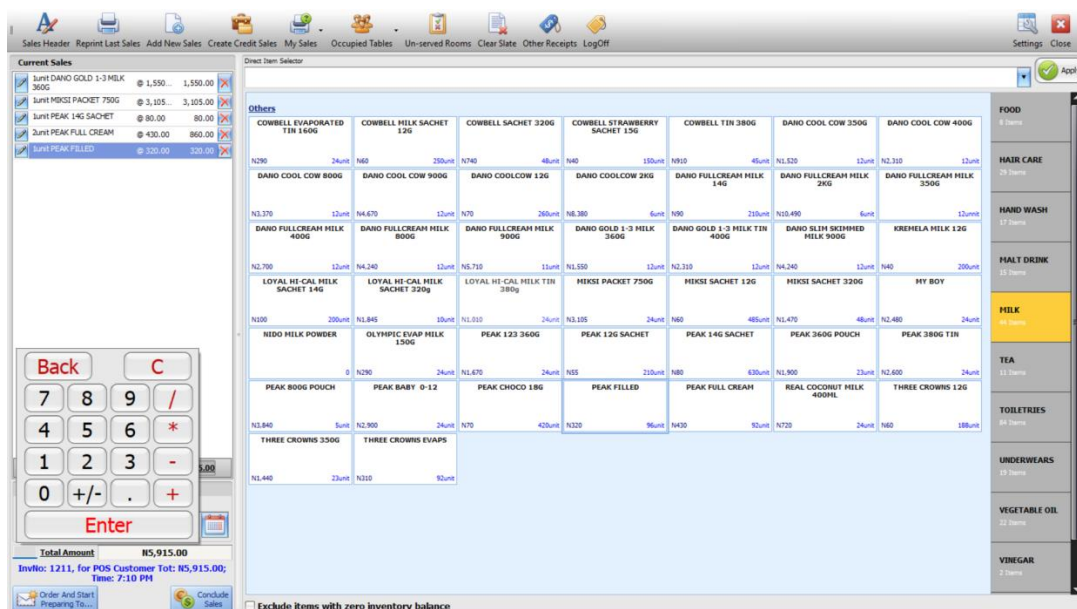


Step 5. Preview the POS invoice and print



2. Manual selection: The Next section is Current Sales. This section displays the list of items selected, their quantity, and rate, and also automatically calculates the total amount of the items selected on the left side. These are the steps to perform sales:

Step 1. Click on the Category Item and the lists under that category will be displayed, select the item you want to sell. Then a calculator-like will be displayed, select the quantity the customer wants, and press Enter.



Step 2. Click on ‘Conclude Sales’, and the ‘Invoice Header’ form will open then fill in the ‘Customer information’. Note: if the customer has an account already, then select his or her

name from 'Choose Client', if not and the customer wants his name on the invoice, then type his name on 'Name on Bill'. This interface is designed specifically for changing client names and switching current transactions from cash to credit and vice versa. You can select the appropriate name of the client, change the payment method and payment destination account, and can also switch the cash transaction to a credit transaction by unchecking the box tagged 'cash transaction'. From **Cash Transaction Detail**, select 'Payment In To', and select 'Pay Method' if the customer is not paying cash.

The screenshot shows the 'Direct Item Selector' window with the following sections:

- InvoiceHeader**
 - Customer Information: ChooseClient: POS Customer, Name On Bill: GOLD DEE
 - Is Cash Transaction:** (highlighted with a red box)
- Cash Transaction Detail**
 - Payment In To: Cash
 - Pay Method: Cash
- Select Reservation Detail - This will change the Client account to the selected guest sponsor account**
 - By GuestBill No: [dropdown]
 - Or By Room: [dropdown]
 - Selected Guest: [dropdown]
 - Buttons: Get Guest Info, Get Room Info, Or Remove Guest
- Tax, Charges and Discount**
 - Charges: \$0.00
 - Discount: \$0.00
 - Tax: \$0.00
 - Total: **\$0.00**
 - Apply Tax, Charges and Discount button
- Transaction Summary**
 - Cash Transaction
 - InvNo: 6202, for GOLD DEE
 - Tot: **\$3,150.00**; Time: 11:12
- Payment**
 - Amount Deposited: **4,000.**
 - Change To Return: **850**
 - Buttons: Save & Print, Save, Cancel

Step 3. Type in the amount deposited and the change will be calculated automatically if any. At this point, you have the opportunity to convert to a credit sale and specify the customer's name, pick a guest account to bill in the case of hotel operation and apply charges, discounts, and tax as the case may be before saving and printing.

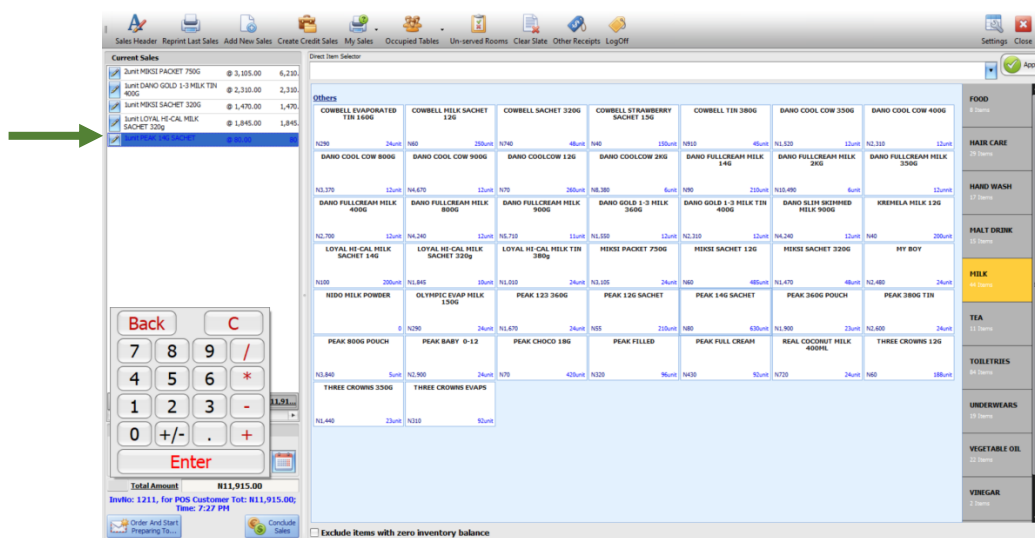
This close-up view shows the 'Tax, Charges and Discount' and 'Payment' sections:

- Tax, Charges and Discount**
 - Charges: \$0.00
 - Discount: \$0.00
 - Tax: \$0.00
 - Total: **\$0.00**
 - Apply Tax, Charges and Discount button
- Transaction Summary**
 - Cash Transaction
 - InvNo: 6202, for GOLD DEE
 - Tot: **\$3,150.00**; Time: 11:12
- Payment**
 - Amount Deposited: **4,000.**
 - Change To Return: **850**
 - Buttons: Save & Print, Save, Cancel

Step 4. Finally, click the **Save & Print** button to print this transaction through the printer you selected in the setting, and if you did not select any, then the output is going to be displayed. You can also click Save to save this transaction.

Editing items in the POS

Another important Sales feature is the flexibility of removing and editing already selected items. For instance, if the quantity of PEAK is 1 instead of 3, to change that simply click on the pen icon beside the item, the quantity field will be activated, click 3 and press Enter to effect the changes.



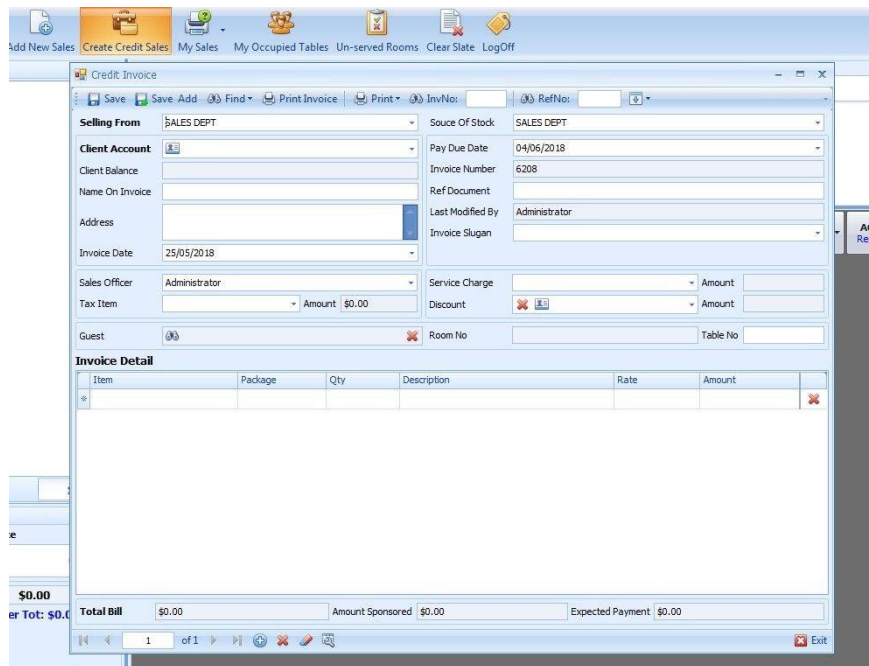
Reprint Last Transaction

We can also **Reprint the Last Transaction**, well this is just a command that searches through the records to reprint the last transaction when it's being selected. No unique interface except the confirm message box, choose the yes or no option to complete the request.



Create Credit Sales

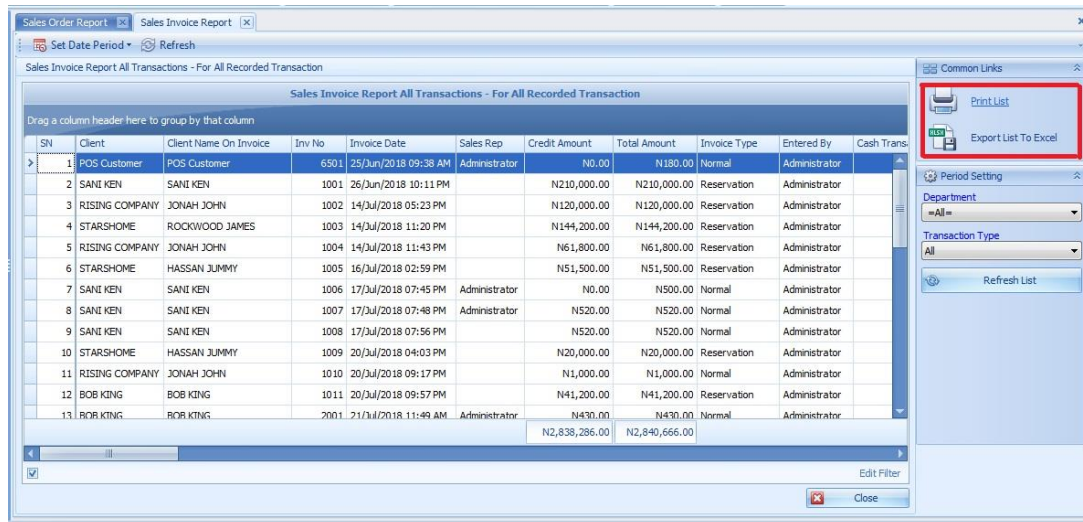
Create Credit Sales button is used to make instant credit sales on the POS interface. By clicking on it, a credit invoice editor will appear and you can from there create a credit invoice.



My Sales button is a functional button that previews a dropdown menu for loading sales analyses.



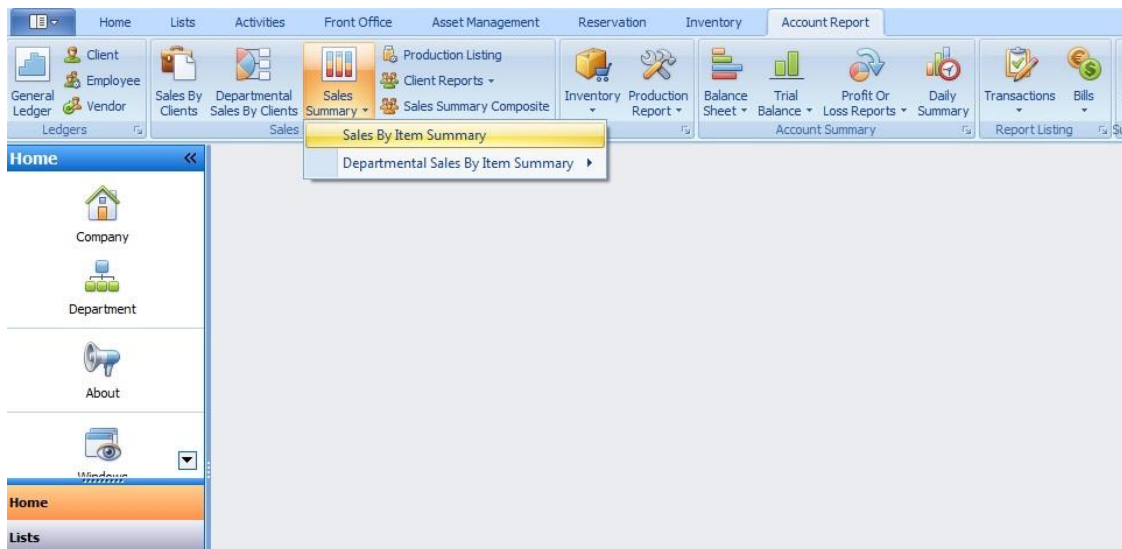
Step 3: When it loads, sort, group or filter before printing.



Sales By Item Summary Report

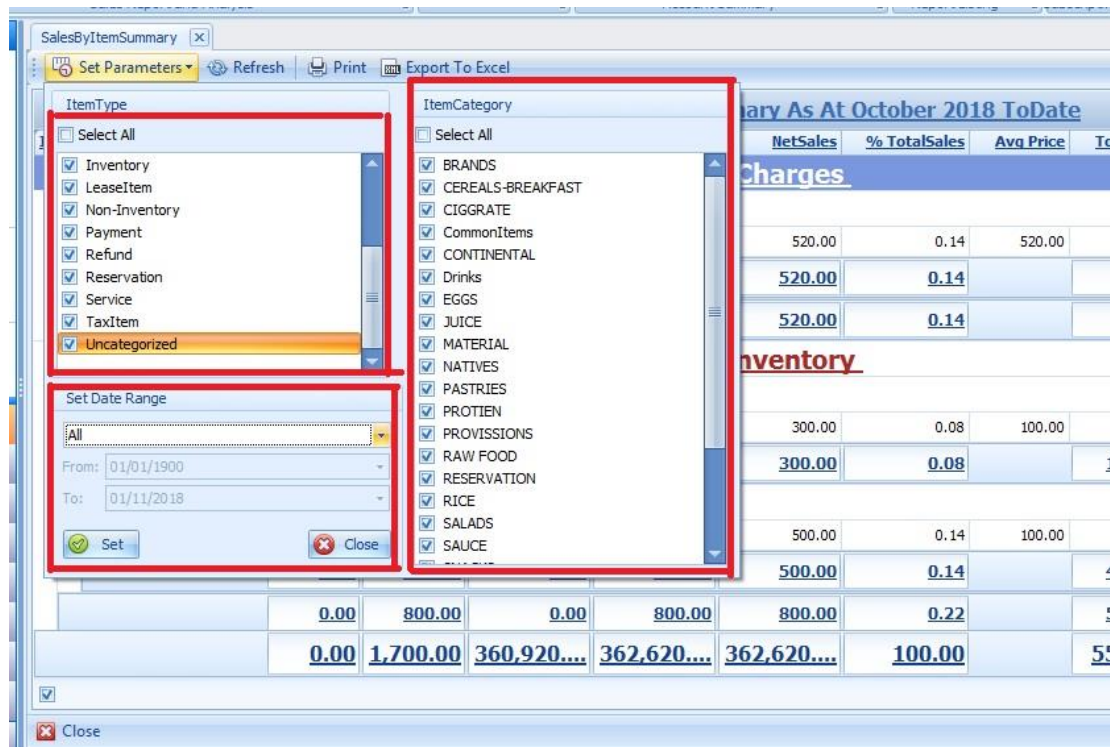
Sales by item summary is a report that shows the entire recorded item being sold within a specified period of time. To view sales by item summary, follow these steps:

Step 1: Click on **Account Report** menu, navigate to **Sales Summary** and click to access the drop-down, and then select **Sales by Item Summary**.

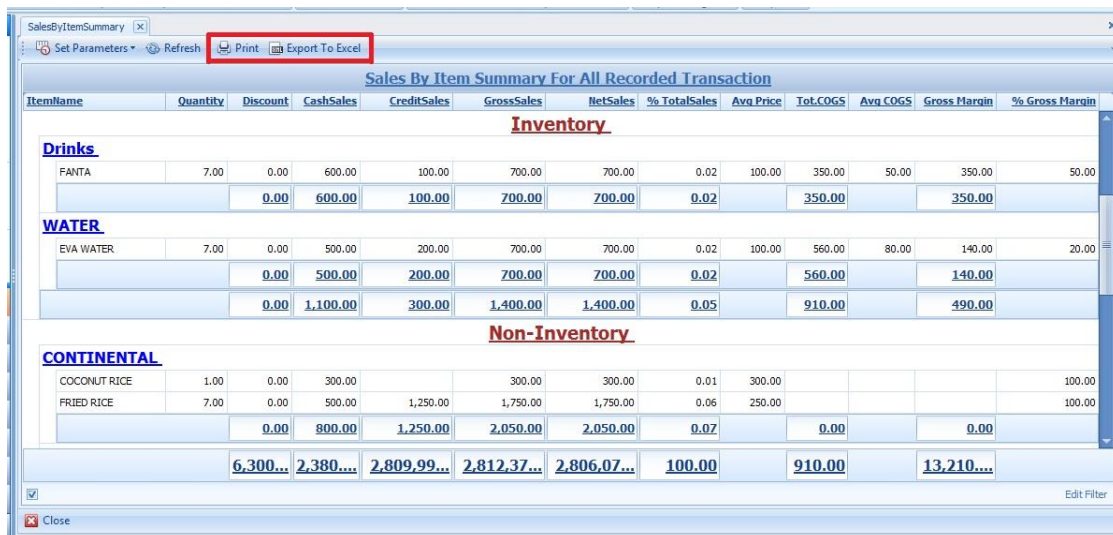


Step 2: Check the **ItemType** or check **Select All** to check the entire item, likewise check the **Item Category** or check **Select All** to check the entire category. Access the date panel by clicking on **Set Date Period**, you can change the date by selecting the field or click on the

small arrow to access the drop-down pre-set date of your choice. You can also select **Custom**, to enter the date manually and then click **Set**.



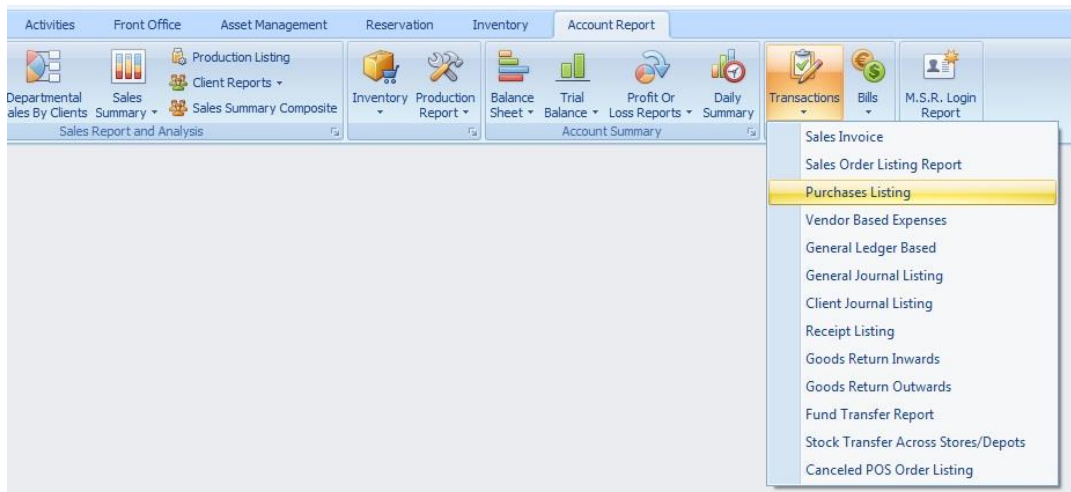
Step 3: When it loads, you can sort, group or filter before printing.



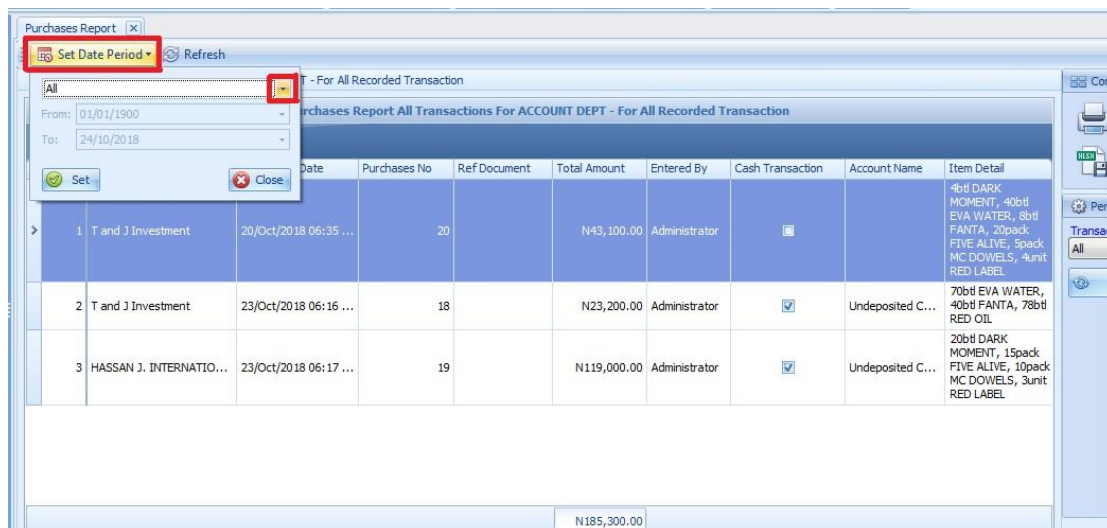
Purchase Listing

This is the report that shows all recorded purchase transactions within a specified period of time. These are the steps to view this report:

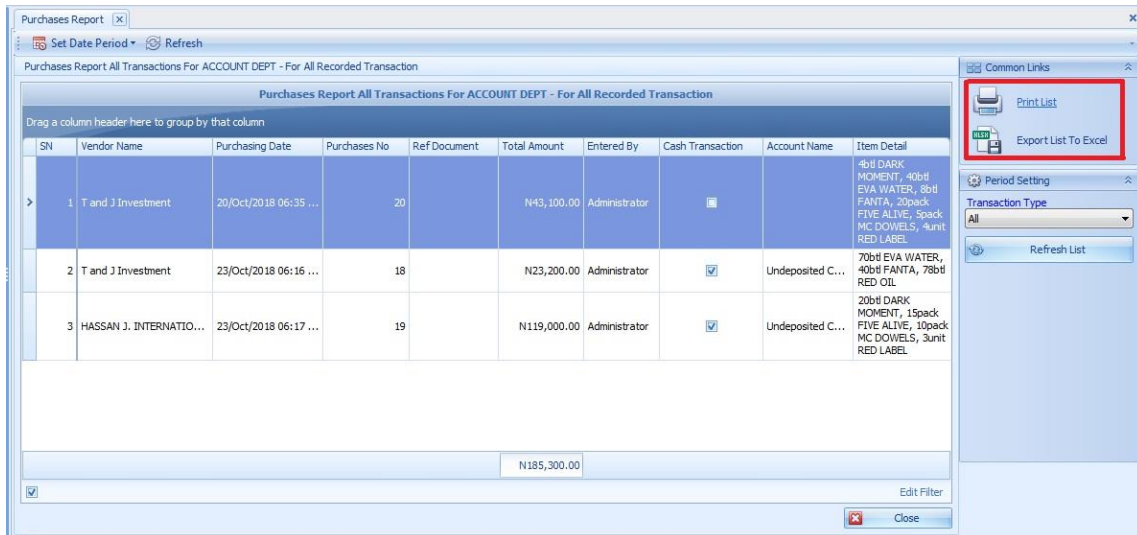
Step 1: Click on **Account Report** menu, navigate to **Transactions** and click to access the drop-down, and then select **Purchase Listing**.



Step 2: Access the date panel, on **Set Date Period**. By default, the date is set to yesterday, but it can be changed by selecting the field or click on the small arrow to access the drop-down pre-set date of your choice. You can also select **Custom**, to enter the date manually and then click **Set**.



Step 3: When it loads, you can sort, group or filter before printing.



Receipt Listing

This is the report that shows all recorded sales receipt within a specified period of time.

These are the steps to view this report:

Step 1:

Click on **Account Report** menu, navigate to **Transactions** and click to access the drop-down, and then select **Receipt Listing**.



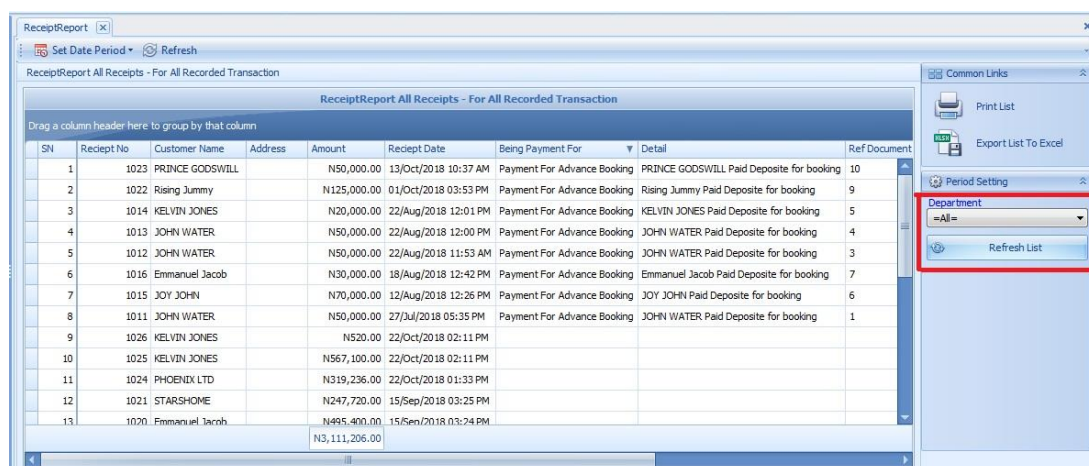
Step 2:

Access the date panel by clicking on **Set Date Period**. By default, the date is set to yesterday, but it can be changed by selecting the field or click on the small arrow to access the drop-down pre-set date of your choice. You can also select **Custom**, to enter the date manually and then click **Set**.



Step 3:

Select the **Department** that made the expenses or select **All** to view all the receipt. Then click **Refresh List** button to reload the page.



Step 4:

When it loads, you can sort, group or filter before printing.

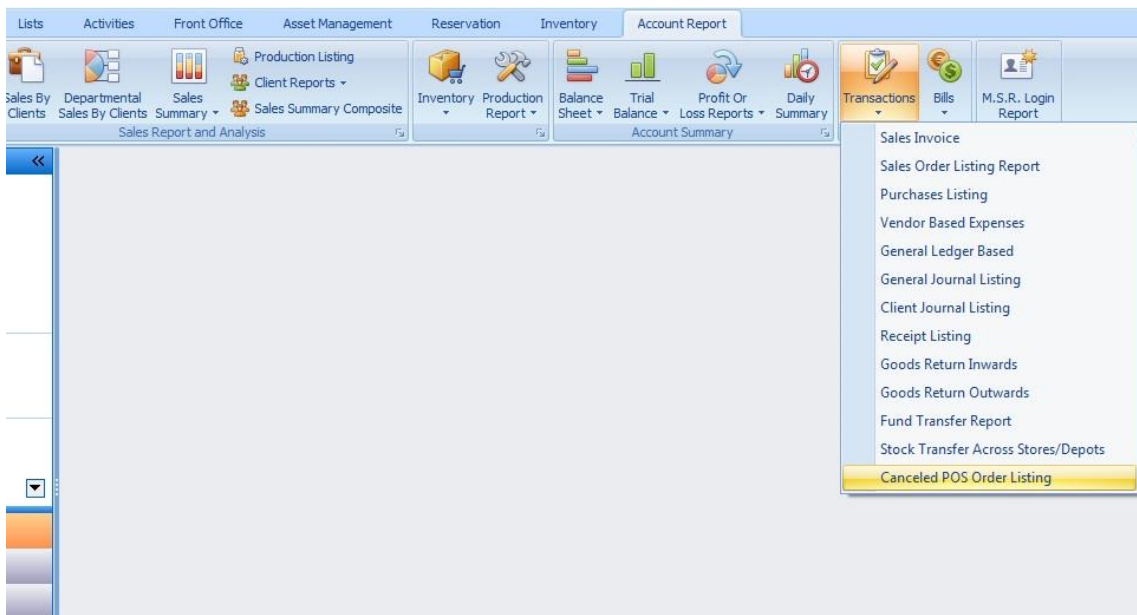
S/N	Receipt No	Customer Name	Address	Amount	Receipt Date	Being Payment For	Y	Detail	Ref Document
1	1023	PRINCE GOODWILL		N90,000.00	13/Oct/2018 10:37 AM	Payment For Advance Booking		PRINCE GOODWILL Paid Deposit for booking	10
2	1022	RANG JIMMY		N125,000.00	01/Oct/2018 03:53 PM	Payment For Advance Booking		RANG JIMMY Paid Deposit for booking	9
3	1014	KELVIN JONES		N20,000.00	29/Aug/2018 12:01 PM	Payment For Advance Booking		KELVIN JONES Paid Deposit for booking	5
4	1013	JOHN WATER		N50,000.00	22/Aug/2018 12:00 PM	Payment For Advance Booking		JOHN WATER Paid Deposit for booking	4
5	1012	JOHN WATER		N50,000.00	22/Aug/2018 11:53 AM	Payment For Advance Booking		JOHN WATER Paid Deposit for booking	3
6	1016	Emmanuel Jacob		N30,000.00	18/Aug/2018 12:42 PM	Payment For Advance Booking		Emmanuel Jacob Paid Deposit for booking	7
7	1015	JOY JOHN		N70,000.00	12/Aug/2018 12:26 PM	Payment For Advance Booking		JOY JOHN Paid Deposit for booking	6
8	1011	JOHN WATER		N50,000.00	27/Aug/2018 05:35 PM	Payment For Advance Booking		JOHN WATER Paid Deposit for booking	1
9	1026	KELVIN JONES		N520.00	22/Oct/2018 02:11 PM				
10	1025	KELVIN JONES		N567,100.00	22/Oct/2018 02:11 PM				
11	1024	PHOENIX LTD		N319,236.00	22/Oct/2018 01:33 PM				
12	1021	STARSHOME		N247,720.00	15/Sep/2018 03:25 PM				
13	1020	Emmanuel Jacob		N485,400.00	15/Sep/2018 03:24 PM				
				N3,111,206.00					

Cancelling POS Order Listing

This is the report that shows all the recorded cancelled POS order within a specified period. To view this report, these are the steps:

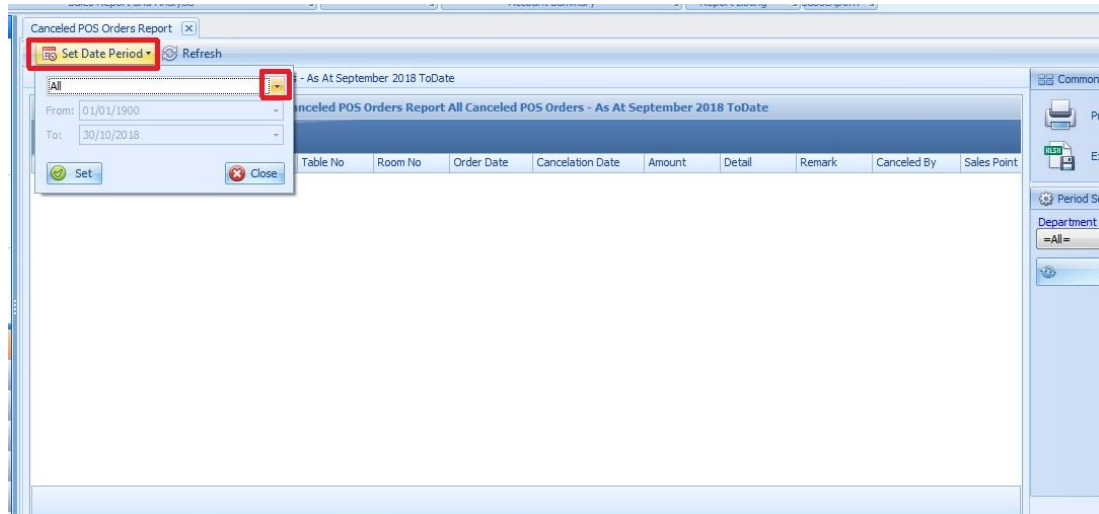
Step 1:

- Click on the 'Account Report' menu.
- Navigate to the 'Transactions' section and click to reveal a drop-down menu.
- From the drop-down menu, select 'Cancelled POS Order Listing.'



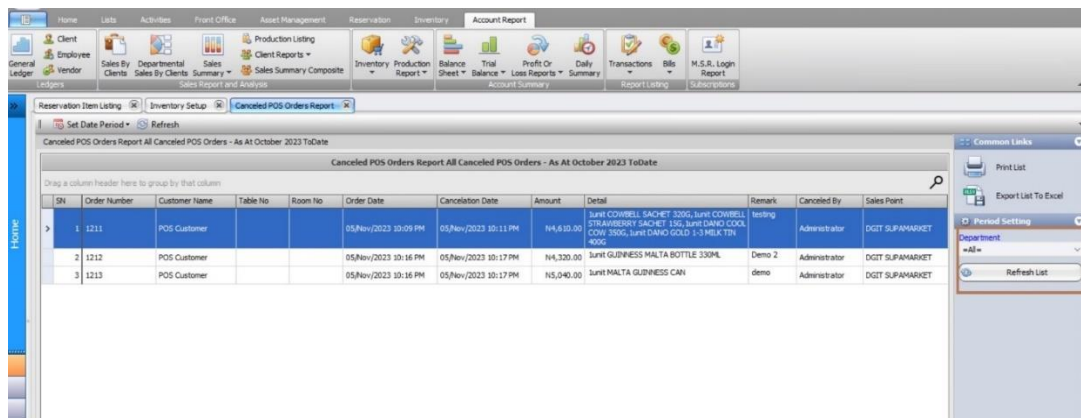
Step 2:

To access the date panel, click on "**Set Date Period.**" Select the button by clicking on the small arrow to access a drop-down menu of pre-set dates, or you can choose "**Custom**" to manually enter a date and then click "Set."



Step 3:

Choose the **Department** responsible for the expenses or select "**All**" to view all receipts, and then click the "**Refresh List**" button to refresh the page.



Step 4:

Once the page loads, you have the flexibility to sort, group, or apply filters before initiating the printing process.

The screenshot displays a software interface with a top navigation bar containing various report categories like 'Client', 'Production Listing', 'Inventory', 'Balance Sheet', 'Profit Or Loss Reports', 'Daily Summary', 'Transactions', 'Bills', and 'M.S.R. Login Report'. The main window is titled 'Canceled POS Orders Report' and shows a table of canceled orders for October 2023. The table has columns for SN, Order Number, Customer Name, Table No, Room No, Order Date, Cancellation Date, Amount, Detail, Remark, Canceled By, and Sales Point. Three rows of data are visible, each representing a canceled order with specific details. To the right of the table is a 'Common Links' sidebar with buttons for 'Print List', 'Export List To Excel', and 'Refresh List'. A red arrow points to the 'Refresh List' button.

SN	Order Number	Customer Name	Table No	Room No	Order Date	Cancellation Date	Amount	Detail	Remark	Canceled By	Sales Point
1	1211	POS Customer			05/Nov/2023 10:09 PM	05/Nov/2023 10:11 PM	N4,610.00	Junt COWBELL SACHET 330G, Junt COWBELL STRAWBERRY SACHET 15G, Junt DANO COOL COW 330G, Junt DANO GOLD 1.1 MLK TN 400G	Testing	Administrator	DGIT SUPAMARKET
2	1212	POS Customer			05/Nov/2023 10:16 PM	05/Nov/2023 10:17 PM	N4,320.00	Junt GUINNESS MALTA BOTTLE 330ML	Demo 2	Administrator	DGIT SUPAMARKET
3	1213	POS Customer			05/Nov/2023 10:16 PM	05/Nov/2023 10:17 PM	N5,040.00	Junt MALTA GUINNESS CAN	demo	Administrator	DGIT SUPAMARKET

For more information on the account report, please refer to the 'Account/Report' section on the [support](#) page.

