ERP Management Software - User Guide

Accounts Reports Module

Purpose: To provide insights into financial transactions and aging balances.

- Ledger:
  Displays detailed transaction history for selected accounts. Useful for tracking credits, debits, and balances over time.

- Aging Reports:
  Analyzes outstanding receivables or payables grouped by aging periods (e.g., 0-30, 31-60 days). Helps identify overdue payments.

Inventory Reports Module

Purpose: To track item movement and stock levels.

- Item Ledger:
  Shows all inventory transactions (in and out) for each item. Used to audit and trace item history.

- Stock Summary Report:
  Provides a summarized view of current stock balances, total in, total out, and calculated remaining stock for each item.

Transactions Module

Purpose: To manage sales, orders, and returns.

- Physical Stock:
  Used to enter actual stock counts during physical audits to reconcile with system data.

- Delivery Challan:

  Generates delivery slips for items shipped to clients. Helps track delivery status and quantities.

- Client Order:

  Records sales orders from clients including item name, quantity, and order date.

- Sale Invoice:

  Creates invoices for completed sales, tracking client info, date, and total billing amount.

- Sale Return Invoice:

  Handles returns of previously sold items, capturing return date and reason for auditing and restocking.

Production Module

Purpose: To handle manufacturing and production processes.

- Recipe:

  Defines the bill of materials (BOM) required to produce a product. Lists raw materials and quantities needed.

- Production Order:

  Initiates a production job. Specifies product name, quantity, and order date.

- Issue to Production:

  Issues raw materials from inventory to production based on recipes. Updates stock levels accordingly.

- Received from Production:

  Records finished goods received back into inventory after production. Helps update finished stock levels.