

BIZ

User Manual



BIZ

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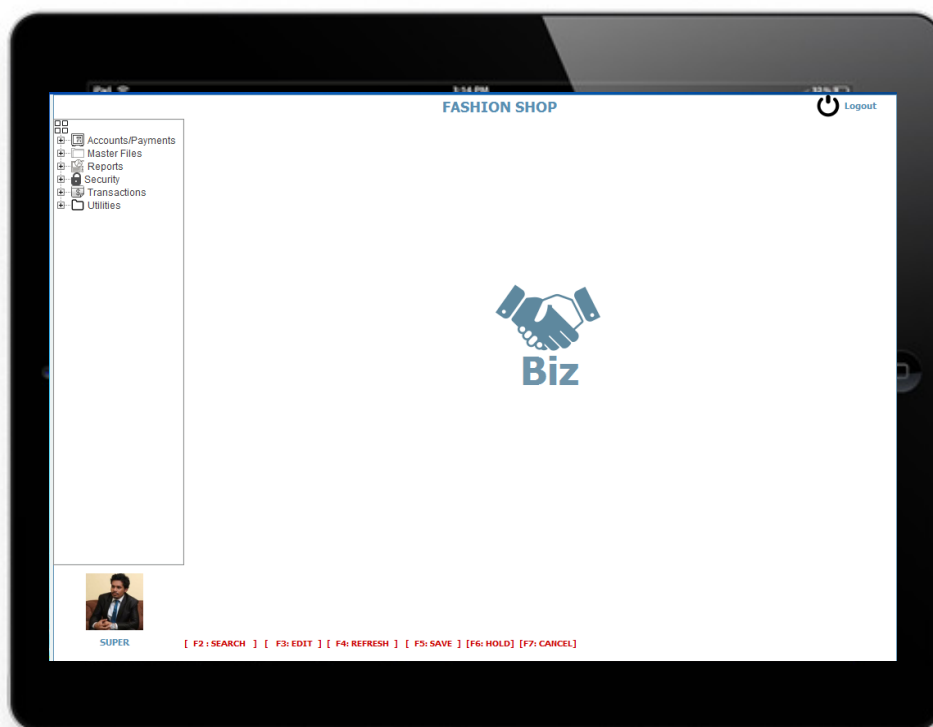
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1. Introduction

1.1 About BIZ

Be Smart and Free with **BIZ**

BIZ is a better solution for multitude of problems in your business. In this moment, there are multiple systems available and it's difficult to find the most effective system among them.



The main purpose of this system is put together a number of services in a business, using a single computer. Nothing to worry about the organization structure or size, you can use this system with your products and services according to your preferences.

Contact us: info.bizerp@gmail.com

Only requirement to use our system is, need of achieving considerable savings and benefits from this system. We are facilitates;

- Manage multiple stocks in different locations.
- Add customers from different categories.
- Configure suppliers, Groups and Products according to your preferences.
- Manage your orders.
- Manage your multiple stocks.
- Manage your sales of products to get higher profit.
- Add promotion to connect with your customers.
- Add rent items to earn more profits.
- Generate all the reports within a moment.

To get these all services from one system, try with **BIZ** and achieve your business mission tomorrow.

1.2 This Manual


This document is written as a reference manual; to keep ease of use while you are trying to apply your details to this system. So please make sure you contact us if not sure about what is the best path to take.

The manual starts with the more basic activities, which are illustrated with the most pictures, and through activities that need to be performed regularly. You will find this is where pictures are replaced with longer passages of text explaining features and technical documentation of **BIZ**, but that is probably fitting for the profile of users interested in those topics.

Please take note of each and every step to access this system and it will make you a better **BIZ** user.

2. Basic Activities

2.1 Start the System.

To start the system, you can just double click on  Icon.

2.2 Login.

You can LOG in to the system by entering your USERNAME and PASSWORD.

TEST

X



Username

Password

Login

Software By : Buwaneka Sumanasekara

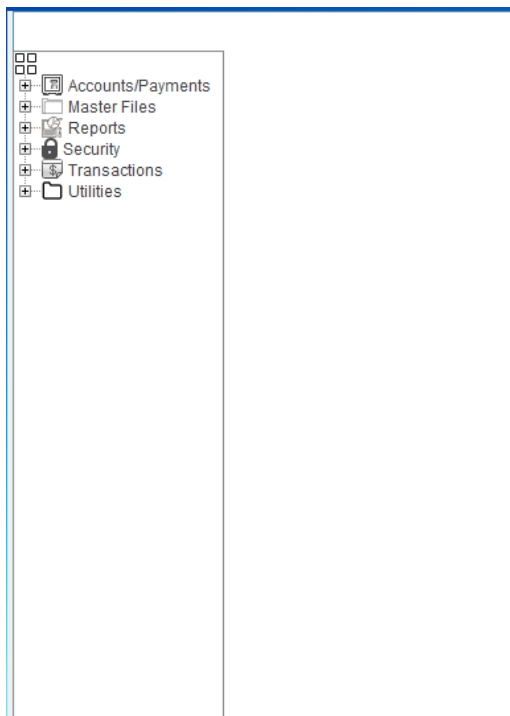
2.3 Logout from the System.

Click on this button



2.4 Configuration Section

If you are successfully login to the system, you can see the system Main screen. This screen displays ACCOUNTS/PAYMENTS, MASTER FILES, REPORTS, SECURITY and TRANSACTIONS section and sub menus of each section. (Menus can be change according to the user permission level)



2.5 Save, Search, Update, Refresh actions

These buttons are common for all screens.


2.5.1 Save action

First you must fill all fields & click on  button on the top of screen. [Shortcut Key F5]


Click on this button



System will provide Auto Number for Code. So you need not to enter Code while creating new Records

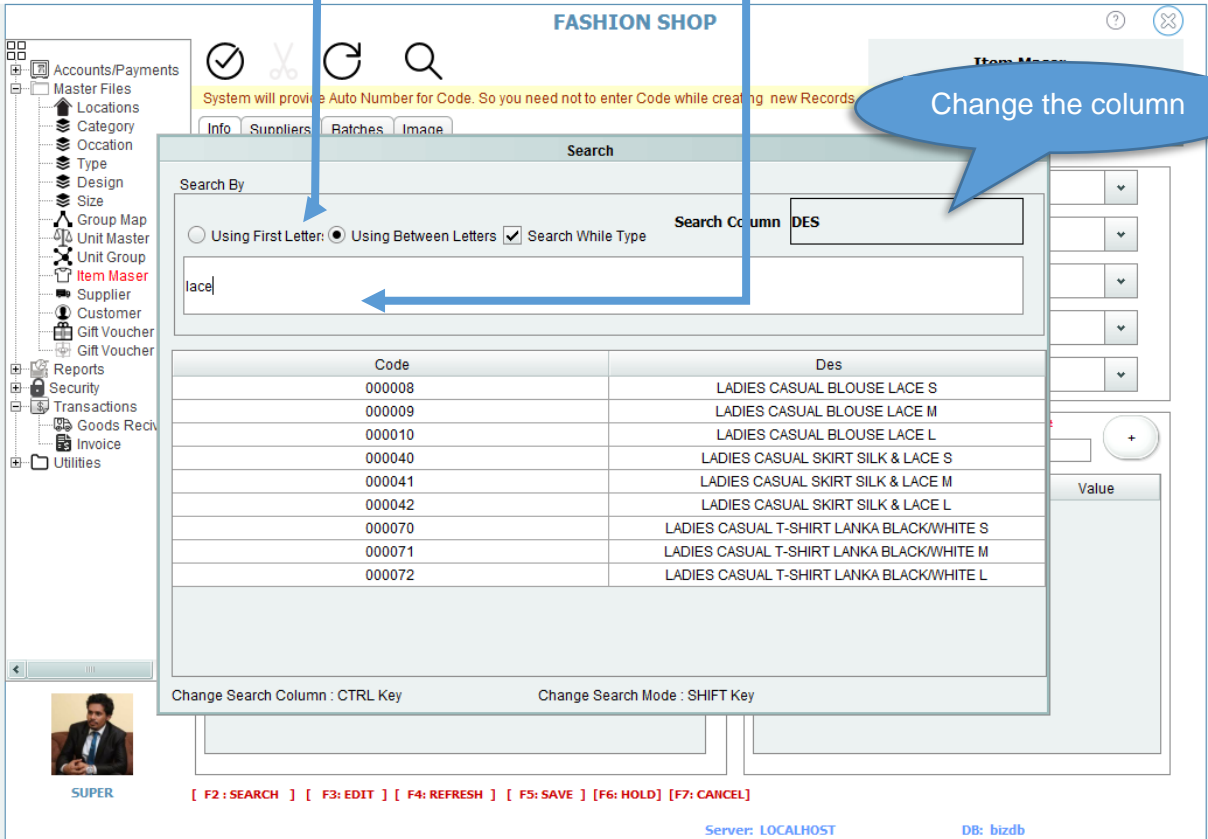
Id	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
User Group	<div>ADMIN </div>
<div><input checked="" type="checkbox"/> Active</div>	

2.5.2 Search action

Click on  button on the top of screen, after that load a data table. You can search along different categories changing search column. Select the row you wish to update. [Shortcut Key F2]

Change search mode

Type keyword relevant to the column



System will provide Auto Number for Code. So you need not to enter Code while creating new Records

Info Suppliers Balches Image

Search

Search By

☐ Using First Letter: ☒ Using Between Letters ☒ Search While Type

Search Column DES

lace

Code	Des
000008	LADIES CASUAL BLOUSE LACE S
000009	LADIES CASUAL BLOUSE LACE M
000010	LADIES CASUAL BLOUSE LACE L
000040	LADIES CASUAL SKIRT SILK & LACE S
000041	LADIES CASUAL SKIRT SILK & LACE M
000042	LADIES CASUAL SKIRT SILK & LACE L
000070	LADIES CASUAL T-SHIRT LANKA BLACK/WHITE S
000071	LADIES CASUAL T-SHIRT LANKA BLACK/WHITE M
000072	LADIES CASUAL T-SHIRT LANKA BLACK/WHITE L

Change Search Column : CTRL Key Change Search Mode : SHIFT Key



[F2 : SEARCH] [F3: EDIT] [F4: REFRESH] [F5: SAVE] [F6: HOLD] [F7: CANCEL]

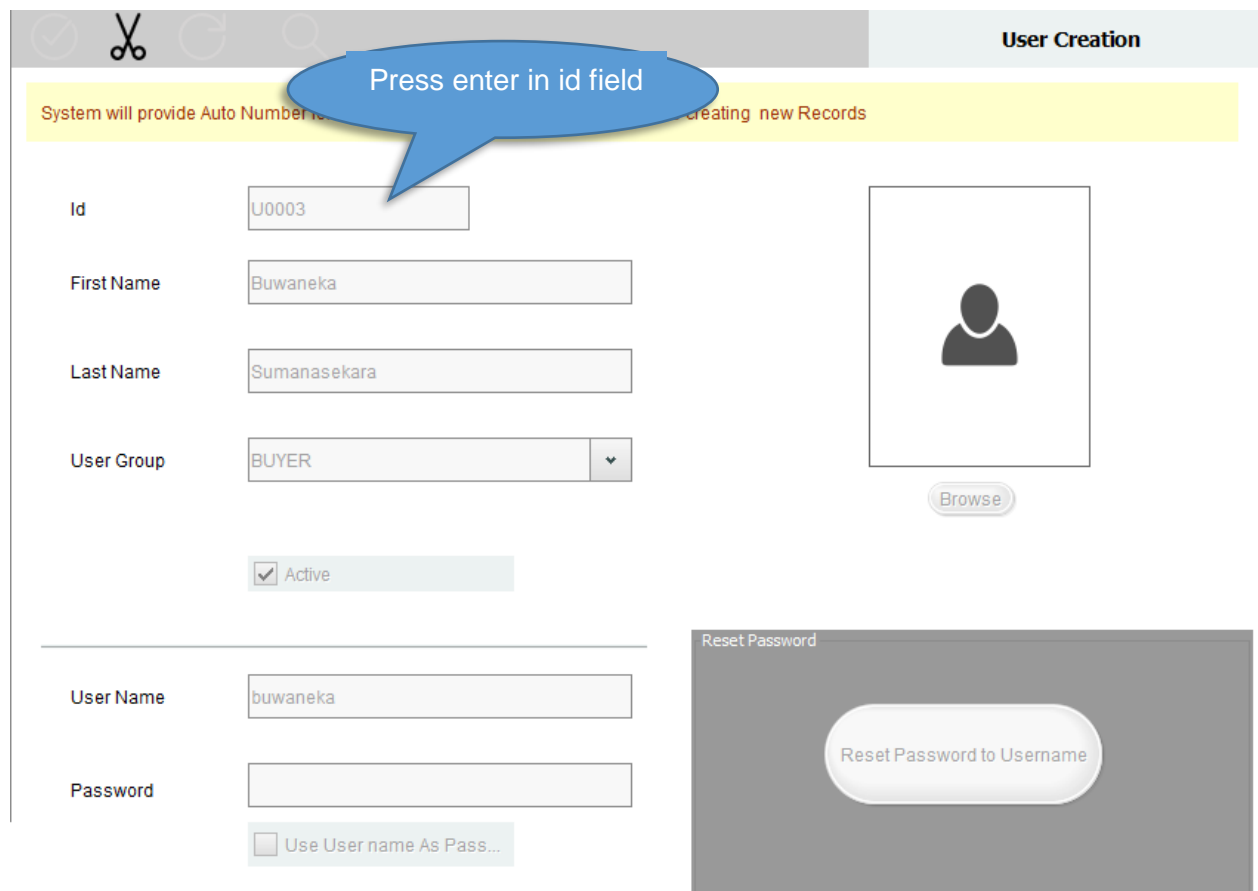
Server: LOCALHOST DB: bizdb

You can change search mode by choosing radio buttons (whether search using first letters of middle letters) - use **SHIFT** key as a Short cut key

Also you can change search column by clicking on search column label on to right Conner or use **CTRL** as a short cut key.

2.5.3 Update action

First select a row you want to update from a search table. Then system Automatically set Id to Id field, then press **Enter key** and you can see all the data will load to text fields then click on  button. Now you can change values you wish to update, after that click on  button to save your updates. [Shortcut key F3]



The screenshot shows a 'User Creation' form. At the top, there is a header bar with a scissors icon and the text 'User Creation'. Below the header, a yellow banner contains the text 'System will provide Auto Number to you when creating new Records'. The form fields are as follows:

- Id:** A text field containing 'U0003'. A blue speech bubble points to this field with the text 'Press enter in id field'.
- First Name:** A text field containing 'Buwaneka'.
- Last Name:** A text field containing 'Sumanasekara'.
- User Group:** A dropdown menu with 'BUYER' selected.
- Active:** A checkbox that is checked, with the label 'Active'.
- User Name:** A text field containing 'buwaneka'.
- Password:** A text field.
- Use User name As Pass...:** A checkbox that is unchecked.

On the right side of the form, there is a placeholder for a user profile picture with a 'Browse' button below it. At the bottom right, there is a 'Reset Password' button.

2.5.4 Refresh action

Click on  button to refresh fields. [Shortcut Key F4]

3. Security

3.1 User Creation

To **add new user**, click on User Creation. Fill all the required fields; you can save the user details by clicking SAVE button after fill the required fields. You can select User Group from the given menu.



System will provide Auto Number for Code. So you need not to enter Code while creating new Records

Id

First Name

Last Name

User Group

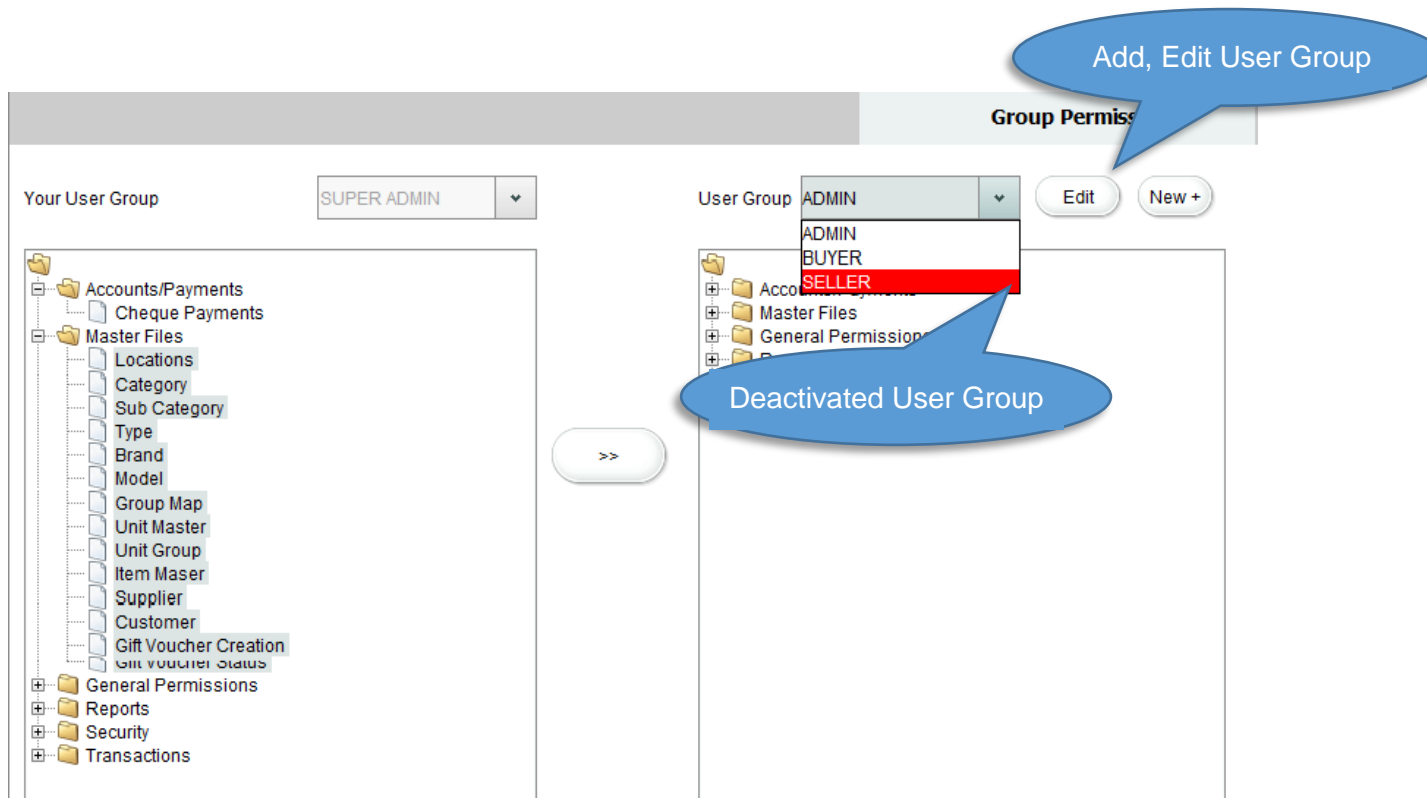
ADMIN

▼

☒ Active

3.2 Group Permissions


First select user group from right side user group menu and then add multiple permissions to user group by selecting permissions from left side table and add them into right side table. Deactivate users preview in red color. You can add new user groups by clicking **New** button & edit by clicking **Edit** button.




3.3 User Security

To change current password use this screen.

TEST

 Logout



User Security

User name

ADMIN

Current Password





New Password

Confirm Password

4. Master Files

4.1 Customer Create

To save new customer complete this form by filling required fills.



Customer

System will provide Auto Number for Code. So you need not to enter Code while creating new Records

Code

Description *

Address

No

Street

City

State





Contact

Mobile

☒ Active

4.2 Supplier Create

To **add new Supplier**, click on Supplier. Fill all the required fields; you can save the Supplier details by clicking SAVE button after fill the required fields.



Supplier

System will provide Auto Number for Code. So you need not to enter Code while creating new Records

Code

Description *

Contact Person

Contact Number

Mobile Number

Address

☒ Active

4.3 Group Mapping

You can create group combination for each categories.

Select combination from each combo box

FASHION SHOP

Group Map

Category: MENS

Occasion: CASUAL

Type: T-SHIRT

Design: DOTTED

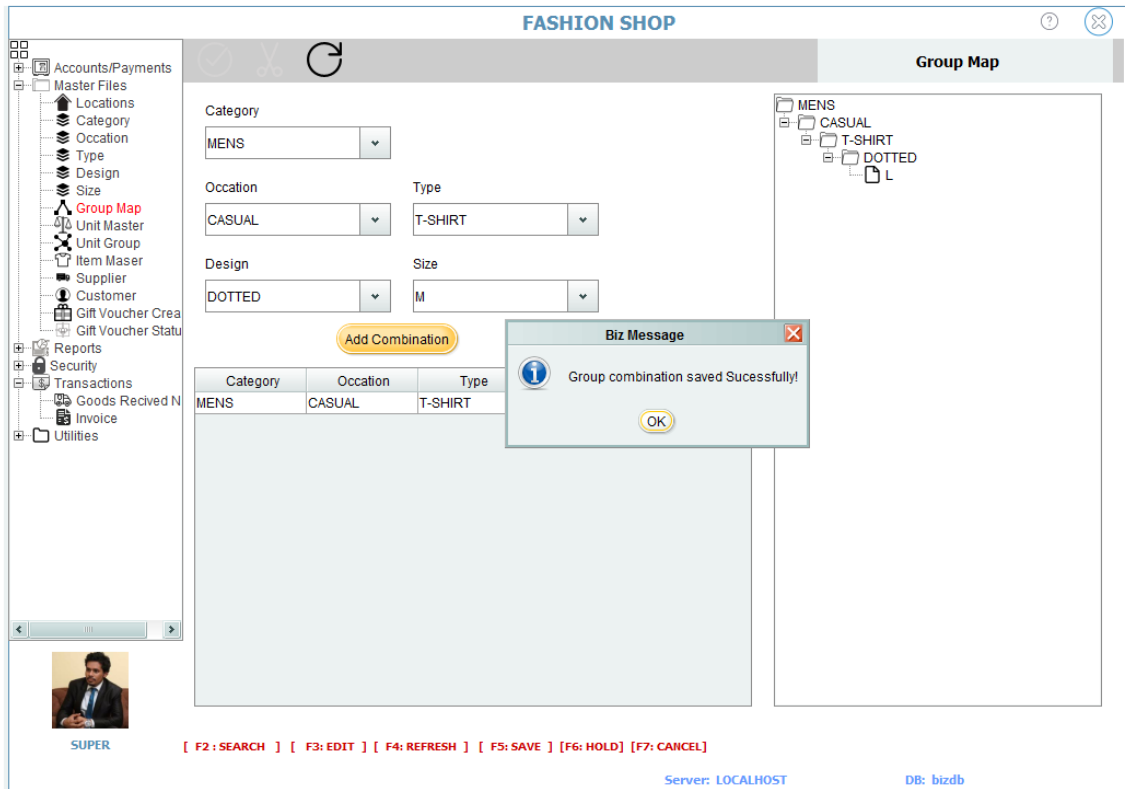
Size: L

Add Combination

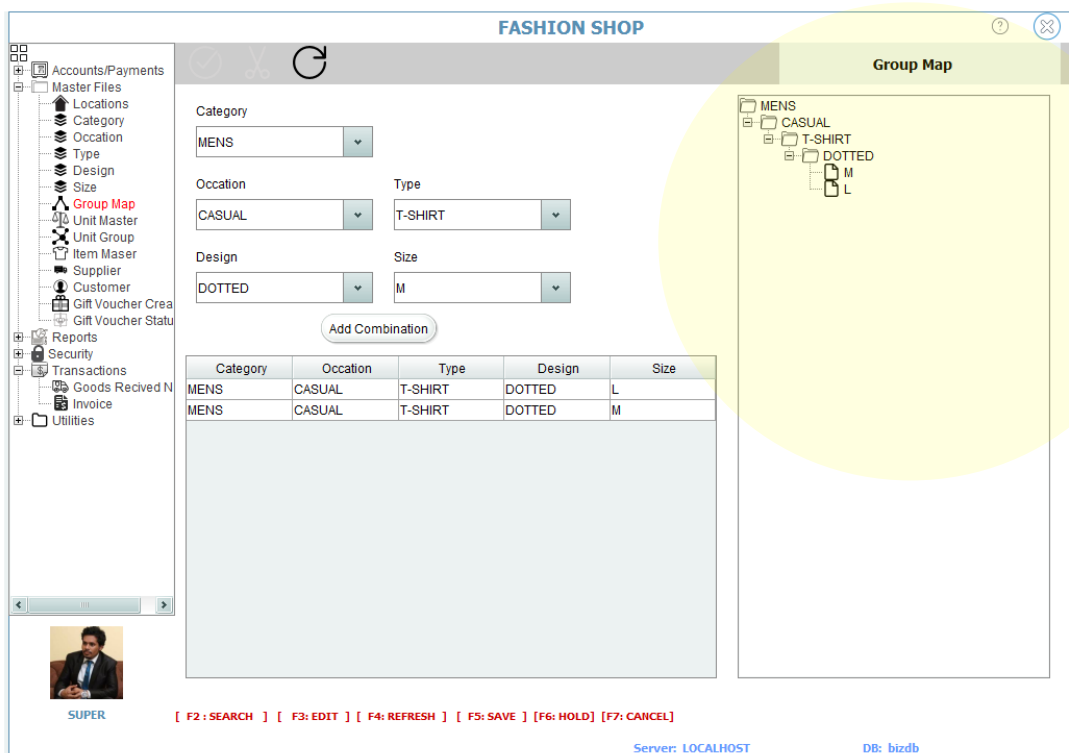
Category	Occasion	Design	Size	
MENS	CASUAL	DOTTED	L	

Server: LOCALHOST DB: bizdb


Press Add Combination button to add selected combination.



If you see the right side of the screen you can see how the group combinations mapped.



4.4 Product Create / Update

To add new product click on [Item Master](#) and fill all required fields in product info tab. Product Name will create using item category, sub category, type, brand & model. Choose those from left side menus. Short name will create automatically by clicking  button. Sell price automatically created relevant to sell price and markup%.

Info
Suppliers
Batches
Image

Basic Info

Code
Name
LADIES TEST CASUAL BLOUSE H&S S/X
Short Name
LADIES TEST CASUAL BLOUSE H&S S/X
Status
☒
☐ Create Batches

Price Info

Cost Price
5000
Markup %
4
Sell Price
5200.0

References

Ref 1
Ref 1
Ref 2
Ref 2

Units

Unit Group
NO

Unit Name	Volume	Is Base
NO	1	<input checked="" type="checkbox"/>

Groups

Category
LADIES TEST
Sub Category
CASUAL
Type
BLOUSE
Brand
H&S
Model
S/X

Propertise

COLOUR

Property	DataType	Value
----------	----------	-------

After filling info tab click on supplier tab and add suppliers, after adding suppliers, you can view suppliers detail by clicking on specific supplier.

Info
Suppliers
Batches
Image

S0002-KANISHKA LAKSHAN
Add

S0001-INURA SUMANASEKARA
S0002-KANISHKA LAKSHAN

Supplier Information

Name
KANISHKA LAKSHAN
Contact Person
KANISHKA
Contact
0112345678
Mobile
071993314


If you want to upload image of product click image tab and choose an image.

Info

Suppliers

Batches

Image





Choose Image

After filling all required fills in all tabs click save to save product.

5. Reports

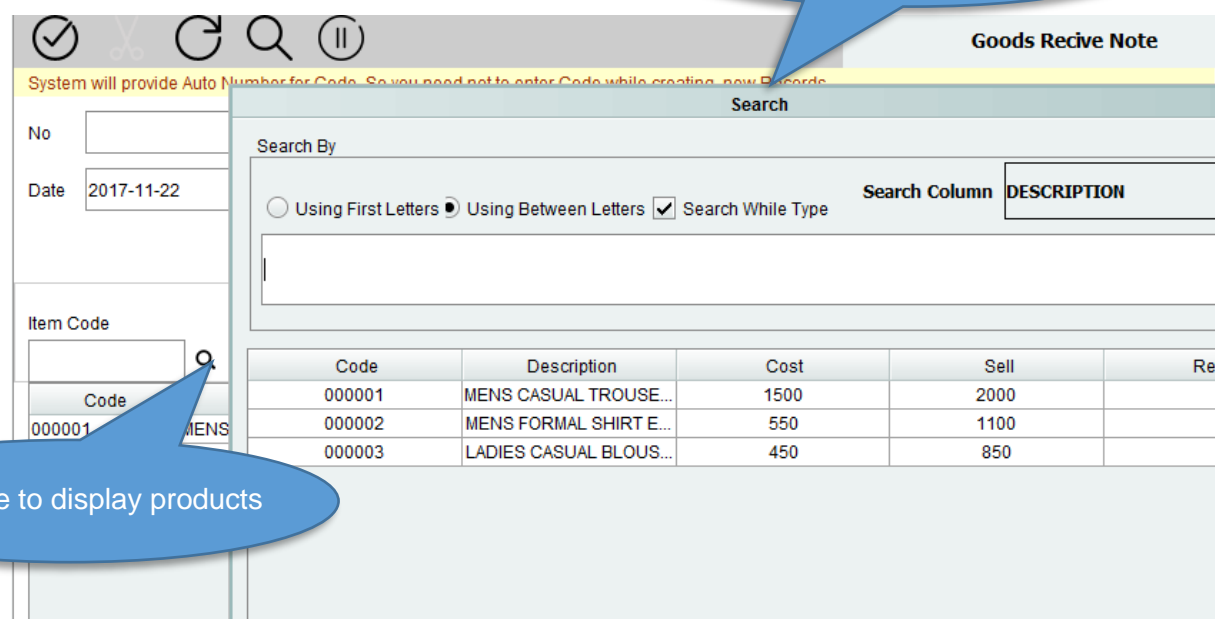
5.1 Good Received Note

5.1.1 Save GRN

To add products you can search currently saved products relevant to selected supplier (select supplier from right side supplier menu) by clicking search button which is next to item code. After select a product press enter in item code field and after that displayed prices of product. Enter quantity and click add button to add that product into table. After enter products click on  button to processed GRN or click on  button to hold GRN.

To change quantity of added item, double click on that row & change quantity.

To delete added item, click on that row & press delete.



Goods Recive Note

System will provide Auto Number for Code. So you need not to enter Code while creating new Records

Search

Search By

☐ Using First Letters ☒ Using Between Letters ☒ Search While Type

Search Column **DESCRIPTION**

Code	Description	Cost	Sell	Re
000001	MENS CASUAL TROUSE...	1500	2000	
000002	MENS FORMAL SHIRT E...	550	1100	
000003	LADIES CASUAL BLOUS...	450	850	

5.1.2 Search/Hold GRN

To hold GRN click on Hold button.

Click search button to search GRN

Click here to search

Select a GRN from this table

Goods Receive Note

Search

Search By

☐ Using First Letter: ☒ Using Between Letters ☐ Search While Type

Search Column: **CODE**

Code	State	CR Date	MD Date
010117110005	HOLD	2017-11-22 22:08:29.0	2017-11-22 22:08:29.0
010117110004	PROCESSED	2017-11-22 22:06:37.0	2017-11-22 22:06:37.0
010117110003	PROCESSED	2017-11-22 21:30:59.0	2017-11-22 21:30:59.0
010117110002	PROCESSED	2017-11-21 21:37:34.0	2017-11-21 21:37:34.0
010117110001	PROCESSED	2017-11-21 21:37:18.0	2017-11-21 21:37:18.0

Change Search Column : CTRL Key Change Search Mode : SHIFT Key

Click here to hold a GRN

✓
✂
↺
🔍
⏸

Goods Recive Note

System will provide Auto Number for Code. So you need not to enter Code while creating new Records

No

Date

Supplier

Location

From

Item Code	Cost	Sell	Qty	Amount
<input type="text"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
<input type="text"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>

Code	Description	Cost	Sell Price	Qty	UnitSym	Amount
000001	MENS CASUAL TROUSER RONALD	1500.0	2000.0	2.0		3000.0
000002	MENS FORMAL SHIRT EMERAL L/S [15]	550.0	1100.0	1.0		550.0

Subtotal of all added products

Sub Total

Dis %

Amount

5.1.3 Cancel/Print GRN

To cancel a GRN search a GRN which is in Processed status & Hold status. Click on cancel button & to print a GRN click on Print button.

The screenshot shows the 'Goods Receive Note' interface. At the top, there is a status bar with a refresh icon, a search icon, a print icon, and a cancel icon. The status is displayed as '**PROCESSED**'. Below this, a yellow banner states: 'System will provide Auto Number for Code, you need not to enter Code while creating new Records'. The form includes fields for 'No' (0101171422), 'Supplier' (S0001-INUKA SUMANASEK), and 'Location' (From: COLOMBO). Three blue callouts are present: one pointing to the print icon with the text 'Click here to print GRN', one pointing to the cancel icon with the text 'Click here to cancel GRN', and one pointing to the status bar with the text 'current status of GRN'.

Item Code	Cost	Sell	Qty	Amount
	0.0	0.0	0.0	0.0

Code	Description	Cost	Sell Price	Qty	UnitSym	Amount
000002	MENS FORMAL SHIRT EMERAL L/S [15]	550.0	1100.0	2.0		1100.0
000003	LADIES CASUAL BLOUSE JEZZA S	450.0	850.0	1.0		450.0
000001	MENS CASUAL TROUSER RONALD	1500.0	2000.0	1.0		1500.0

5.2 Invoice

5.2.1 Save Invoice

Select customer and location from given menus. After that add products from item search table.

✓

✂

↺

🔍

⏸

System will provide Auto Number for Code. So you need not to enter Code while creating

No

Customer

Location
From

Item Code

🔍

Sell

Qty

Dis %

Dis Amount

Amount

+

⊖

Code	Description	Sell Price	Qty	Dis%	Dis Amt	Amount
000001	MENS CASUAL TROUSER RONALD	2000.0	1.0	0.0	0.0	2000.0
000002	MENS FORMAL SHIRT EMERAL L/S [15]	1100.0	3.0	0.0	0.0	3300.0

Sub Total

5,300

Dis %

0.0

Amount

5,300

Select products from this table

System will provide Auto M

No 010117110003

2017-11-25

Item Code

Code

000001 MENS

Search

Search By


☐ Using First Letters ☒ Using Between Letters ☒ Search While Type

Search Column DESCRIPTION

Code	Description	Sell
000001	MENS CASUAL TROUSER RO...	2000
000002	MENS FORMAL SHIRT EMERAL...	1100
000003	LADIES CASUAL BLOUSE JEZZ...	850

Change Search Column : CTRL Key Change Search Mode : SHIFT Key

Click here to display products

After filling invoice click on  button to make a payment. Select payment method & add amount after that click Add to complete payment.

Invoice [PAYMENTS]

To Pay 5,300

Payment 0.0

Due 5,300

Balance 0.0

Payment

CASH

6000

Select payment method

Enter amount here

Bill Close

Clear Payments

Clear Amount

7 8 9

4 5 6

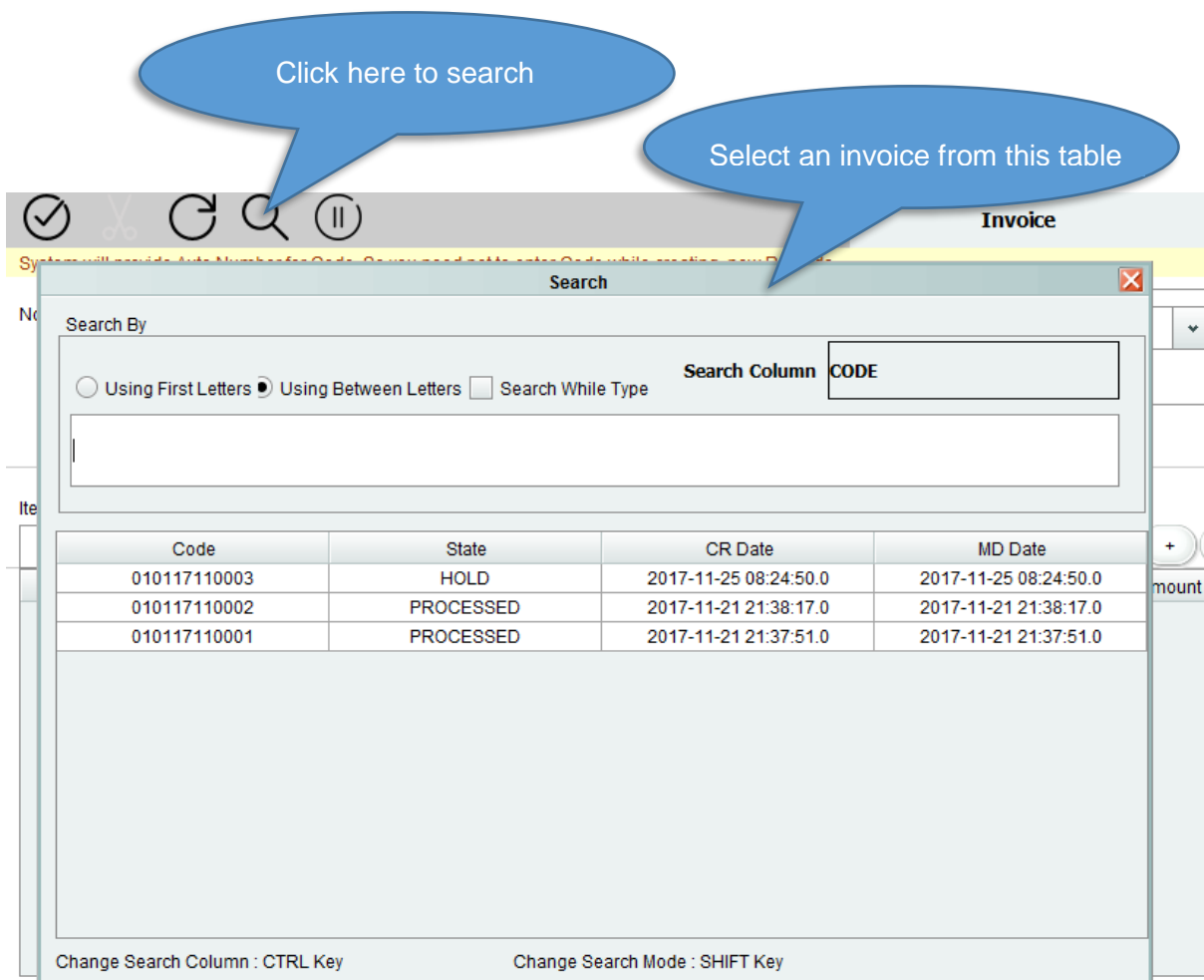
1 2 3

0 Add

5.2.2 Search/Hold Invoice

Click on  button to hold an invoice.

Click on Search button and to search an invoice.



The screenshot shows a software interface with a top toolbar containing icons for confirmation, undo, redo, search, and hold. A 'Search' dialog box is open, featuring a 'Search By' section with radio buttons for 'Using First Letters' and 'Using Between Letters' (selected), and a checkbox for 'Search While Type'. A 'Search Column' dropdown is set to 'CODE'. Below this is a text input field. The dialog also contains a table with the following data:

Code	State	CR Date	MD Date
010117110003	HOLD	2017-11-25 08:24:50.0	2017-11-25 08:24:50.0
010117110002	PROCESSED	2017-11-21 21:38:17.0	2017-11-21 21:38:17.0
010117110001	PROCESSED	2017-11-21 21:37:51.0	2017-11-21 21:37:51.0

At the bottom of the dialog, it states: 'Change Search Column : CTRL Key' and 'Change Search Mode : SHIFT Key'. Two blue callout bubbles are present: one pointing to the search icon in the toolbar with the text 'Click here to search', and another pointing to the table with the text 'Select an invoice from this table'.

5.2.3 Cancel/Print GRN

To cancel an invoice search an invoice which is in Processed status & Hold status. Click on cancel button & to print an invoice click on Print button.

The screenshot shows the GRN system interface. At the top, there is a header bar with a search icon, a refresh icon, a print icon, and a cancel icon. The status of the GRN is displayed as ****PROCESSED****. Below the header, there is a yellow banner with the text: "System will provide Auto Number for Code, you need not to enter Code while creating new Rec". The main form contains a "No" field with the value "010117110002" and a "Location" dropdown menu with "COLOMBO" selected. Below the form, there is a table with the following data:

Item Code	Sell	Qty	Dis %	Dis Amount	Amount
000003	LADIES CASUAL BLOUSE JEZZA S	850.0	1.0	0.0	850.0
000002	MENS FORMAL SHIRT EMERAL L/S [15]	1100.0	1.0	0.0	1100.0
000001	MENS CASUAL TROUSER RONALD	2000.0	2.0	0.0	4000.0

Callouts in the image indicate the following actions:

- Click here to cancel GRN (pointing to the cancel icon)
- Click here to print GRN (pointing to the print icon)
- current status of GRN (pointing to the ****PROCESSED**** status)