BIZ

User Manual

Table of Contents
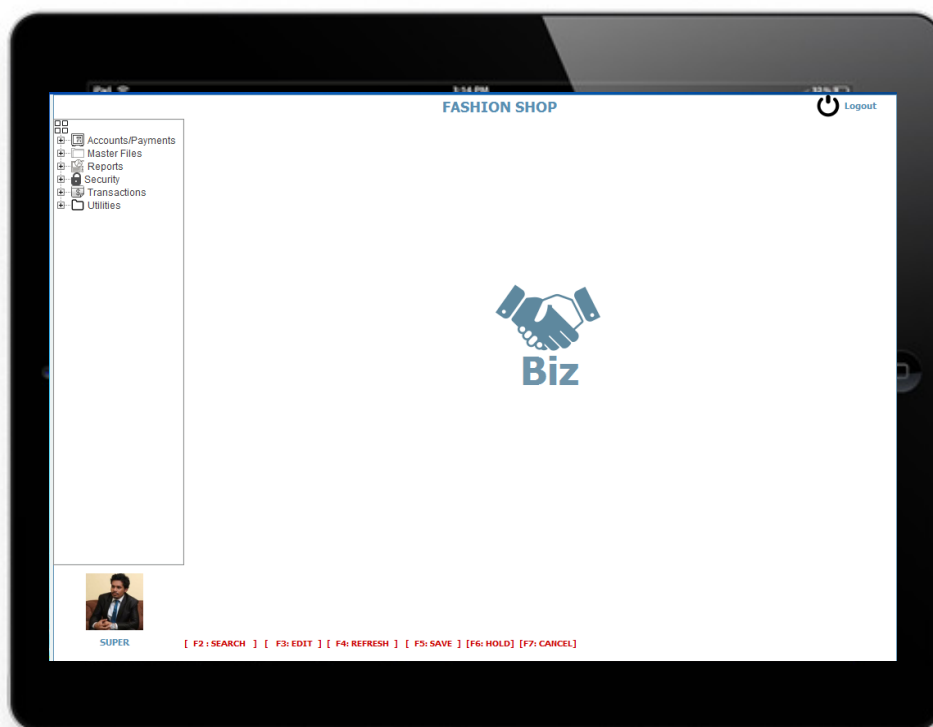
1. Introduction

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.

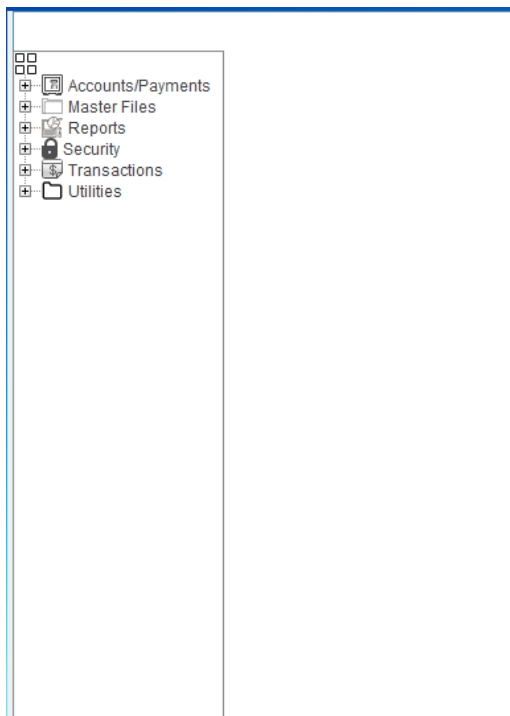## 2.3 Logout from the System.

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
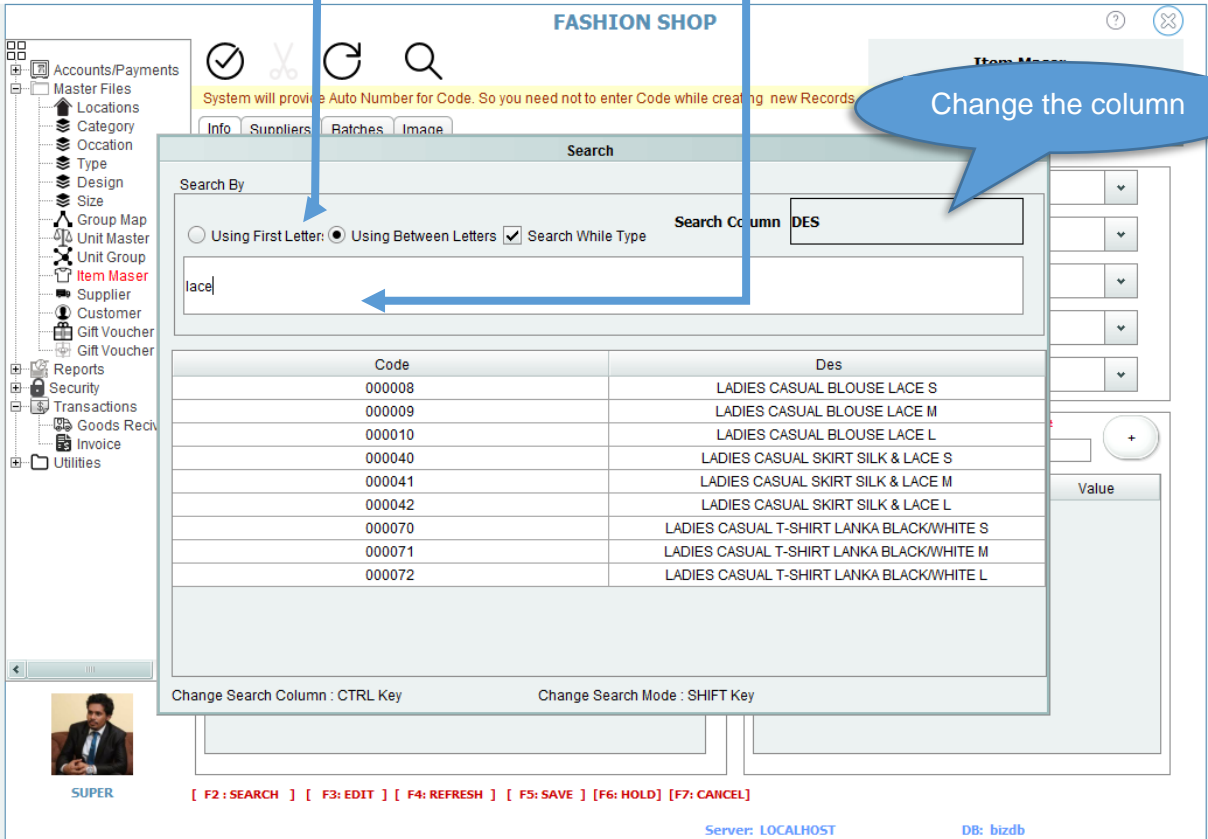
Id	
First Name	
Last Name	
User Group	ADMIN

✔ Active

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]
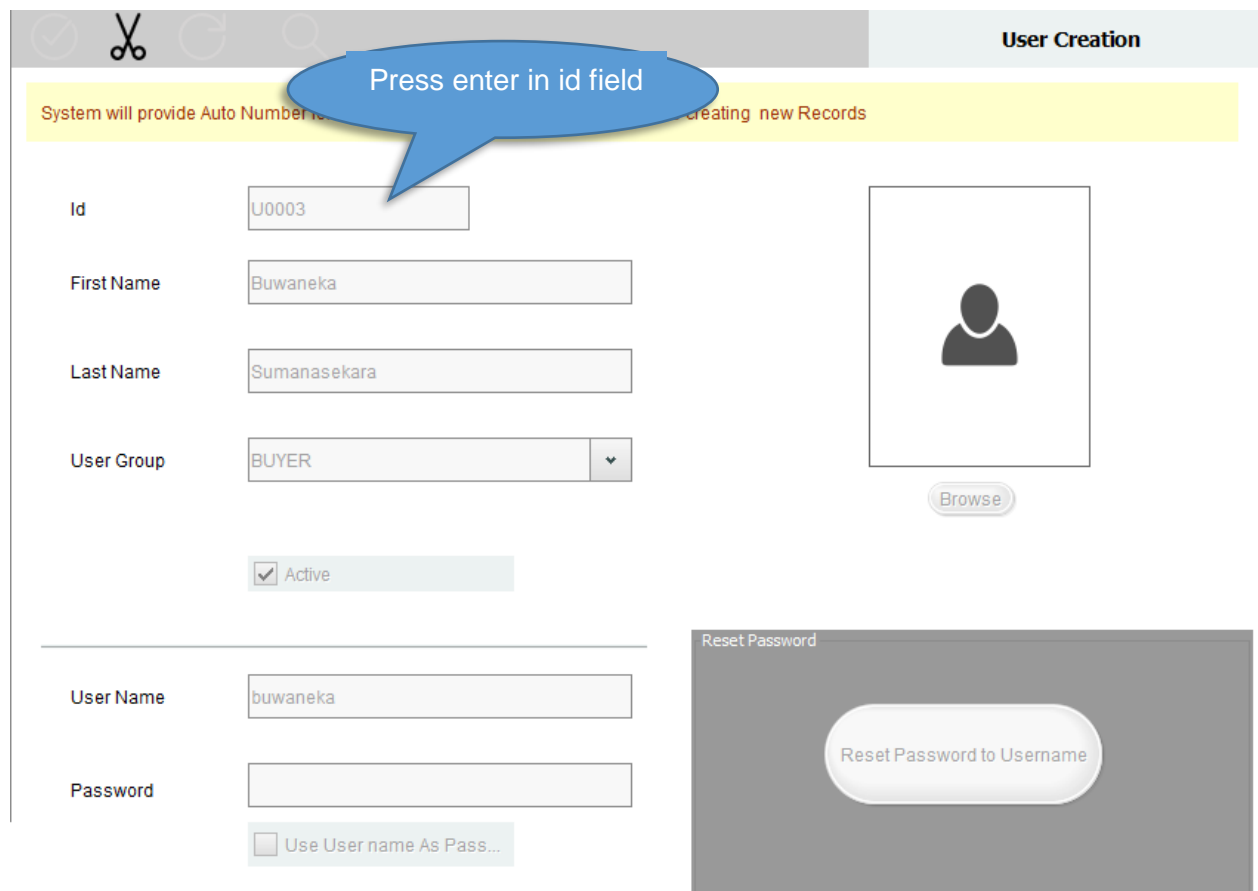

You can change search mode by choosing radio buttons (whether search using first letters of middle letters) - use **SHIFT** key as a Short cut key

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]

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.
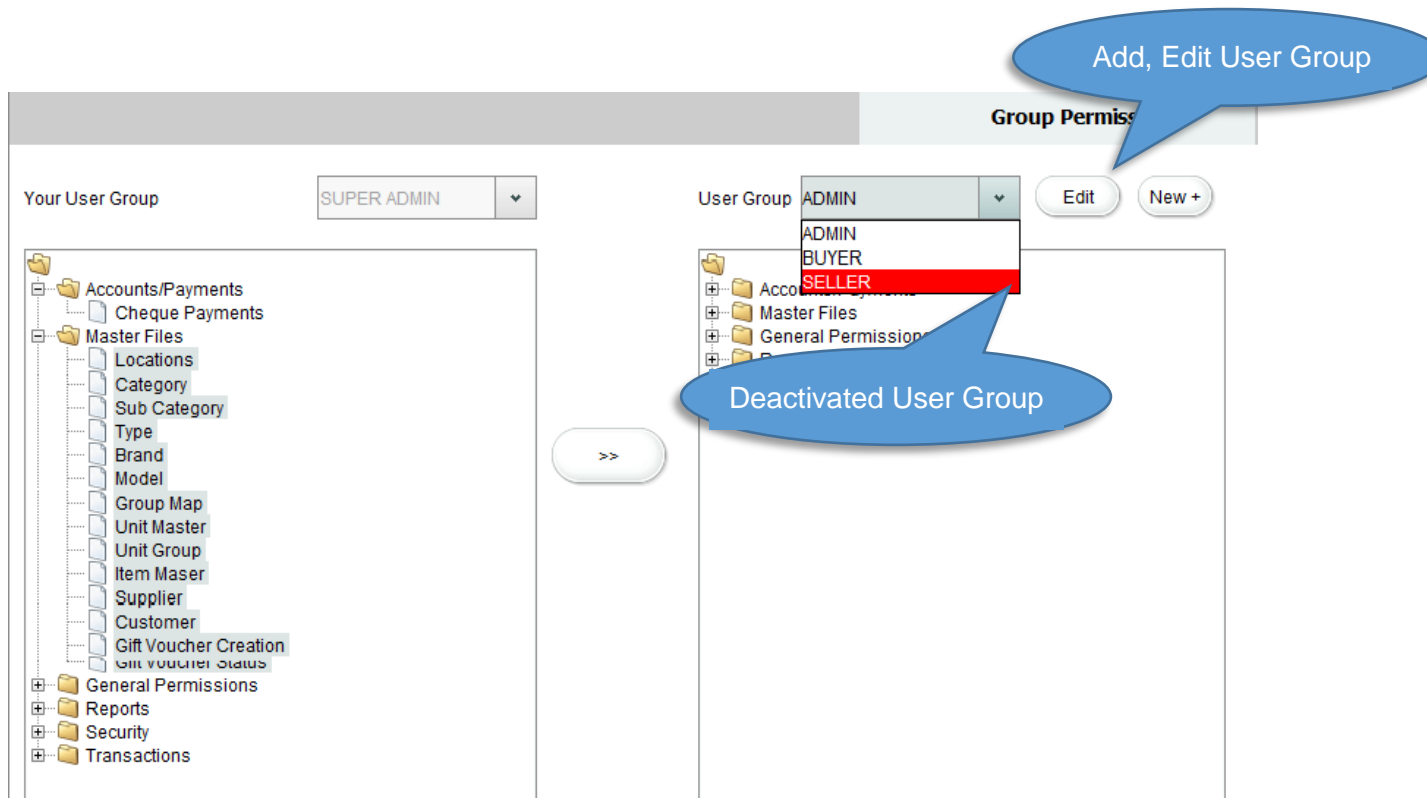
3.3 User Security

To change current password use this screen.

4. Master Files

4.1 Customer Create

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

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.

4.3   Group Mapping

You can create group combination for each categories.

Select combination from each combo box

Press Add Combination button to add selected combination.
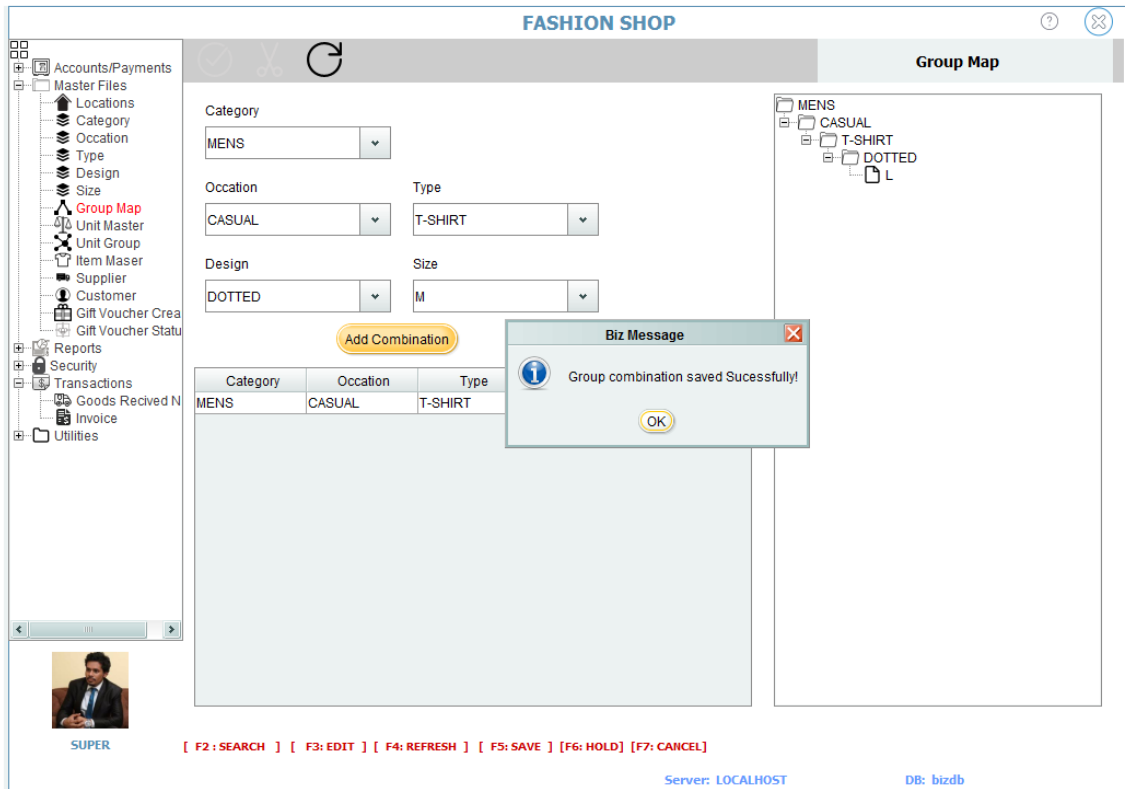
If you see the right side of the screen you can see how the group combinations mapped.
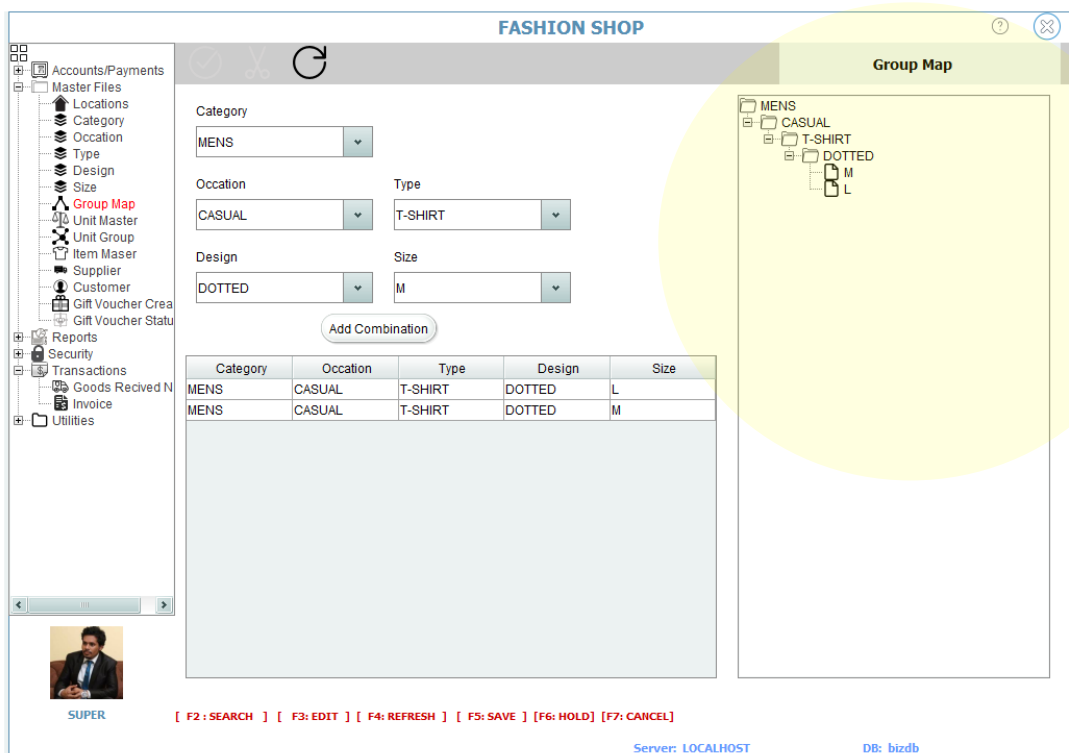
4.4 Product Create / Update

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%.

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

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

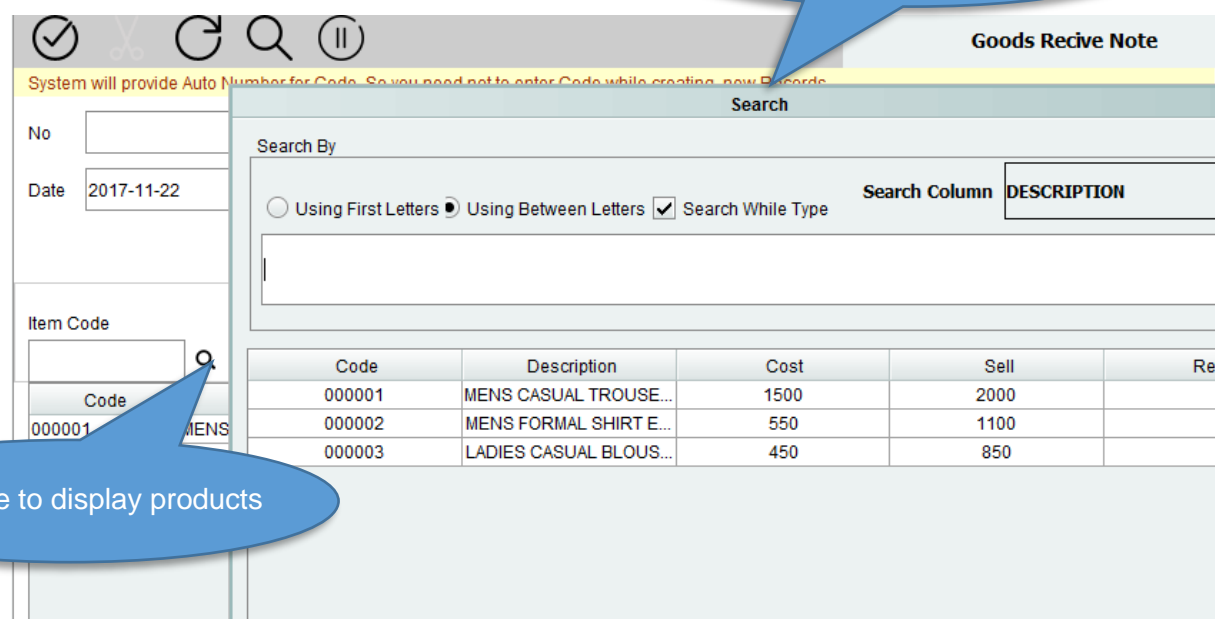After filling all required fills in all tabs click save to save product.

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.

Select products from this table

Click here to display products

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 Recive 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 2017-11-22

Supplier S0001-INUKA SUMANASEKARA

Location

From COLOMBO

Item Code		Cost	Sell	Qty			Amount		
	Q	0.0	0.0	0.0		v	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	3,550
Dis %	0.0

Amount 3,550

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.

5.2 Invoice

5.2.1 Save Invoice

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

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.

Select payment method

Enter amount here
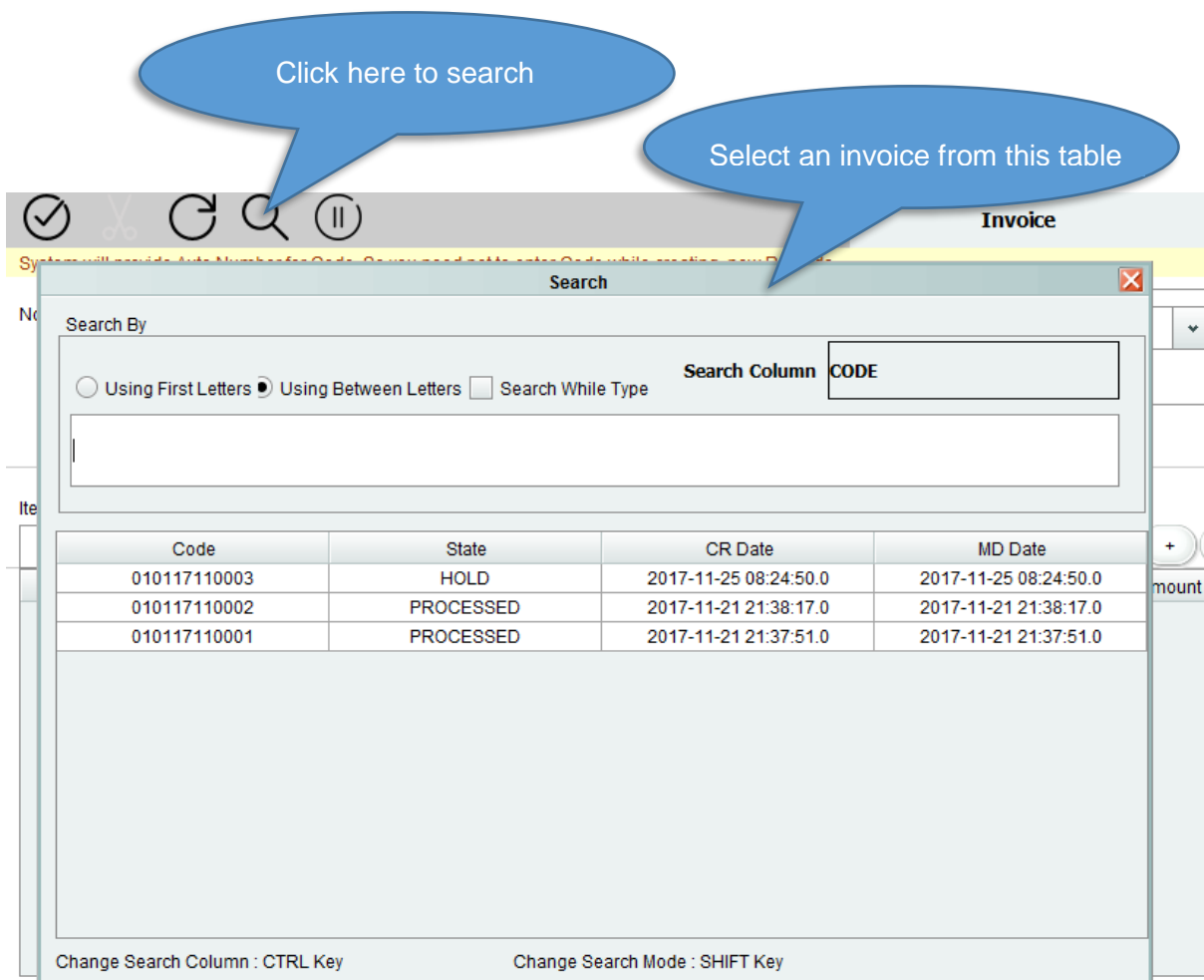
5.2.2 Search/Hold Invoice

Click on [button] button to hold an invoice.

Click on Search button and to search an invoice.

Click here to search

Select an invoice from this table

Invoice

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 CODE

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

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

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.

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