User Manual

for

Master Invoice

Version 1.0

Prepared by

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1. Introduction

1.1 Purpose

The purpose of this document is to provide users with a comprehensive guide to the features and functionalities of the **Master Invoice** website. It outlines the steps required to perform specific actions, ensuring that users can efficiently navigate and utilize the platform. Additionally, this document serves as a reference to help users resolve common issues they may encounter while using the website. By following the instructions provided, users will be able to make the most of the available features and optimize their experience.

1.2 Software Overview

Master Invoice is a web-based platform designed to assist intermediaries in managing transactions between factories and retail stores. It enables users to efficiently track products bought and sold while maintaining detailed records of suppliers and retailers involved in these transactions. The platform also helps streamline inventory management, invoicing, and financial tracking. By digitizing these processes, **Master Invoice** eliminates the challenges of manual record-keeping, ensuring better organization, accuracy, and ease of access to critical business data.

1.3 Intended Audience

The intended audience for this user manual is **intermediaries** who manage and facilitate transactions between factories and stores. It provides them with step-by-step guidance on using the system efficiently for inventory management, invoicing, transactions, and financial tracking.

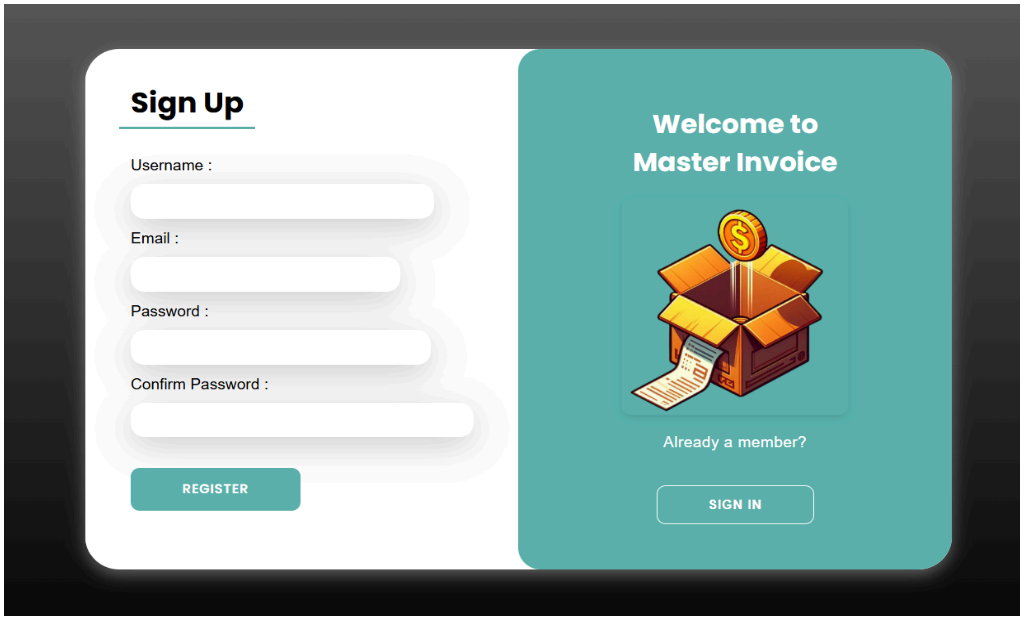
2. Registration and Login

When the website is opened, the Sign Up page is displayed by default.

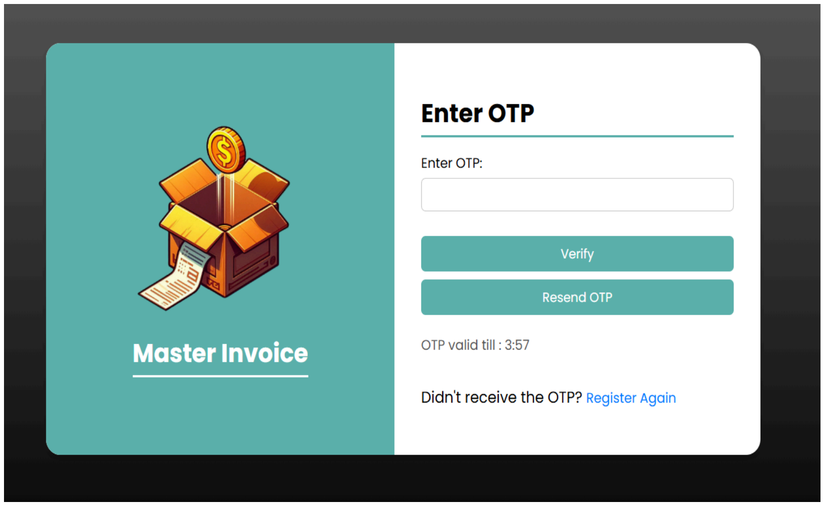
- New Users can proceed with registration.
- Existing Users can switch to the Sign In page to access their accounts.

2.1 Sign Up/Registration

- If the user is not registered on the portal, they must enter the following details on the Sign Up page:
  Username – Used for logging in. The username must be unique; if already taken, the website will prompt the user to choose another.
  Email – This will be used for OTP verification and must also be unique.
  Password – Required for logging in; it should be secure, not similar to username and not too common.
  Confirm Password – Must match the password to ensure accuracy.

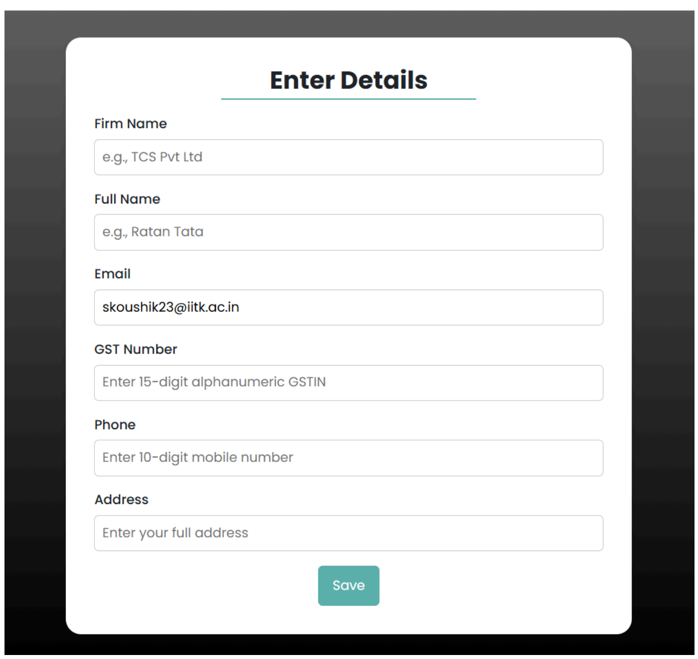


- After entering the registration details correctly, the user is redirected to the OTP Verification page, where an OTP is sent to his email id. The user must enter the correct OTP within 4 minutes to proceed. If the OTP expires, they will have the option to resend it. If the entered OTP is incorrect, the website will prompt an error message and allow the user to retry or re-register if needed.



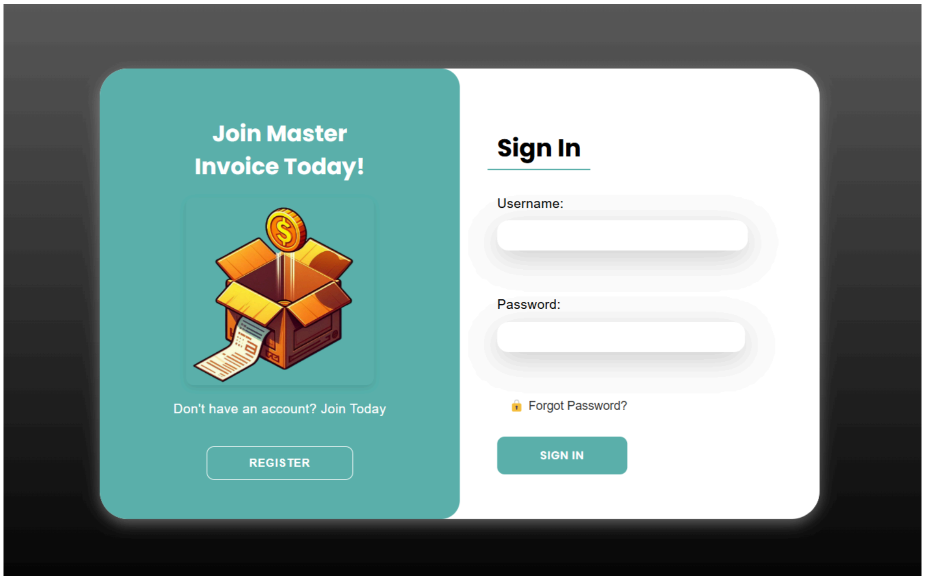
- After entering the correct OTP, the user is redirected to the Profile Details Page, where they must provide additional information to complete the registration. The required fields include Firm Name, Full Name, Email ID (auto-filled with the email entered in the signup page), Phone Number, Firm's GSTIN, and Address. The Firm Name and Full name will be used for the transactions and stock management. The Phone Number must be a 10-digit contact number, and the Address should specify the firm's location for transactions and invoice generation. After filling in the details, the user must click the **Save Changes** button to successfully create their account on the portal.

- After the successful creation of an account, the user will be redirected to the homepage of the website.



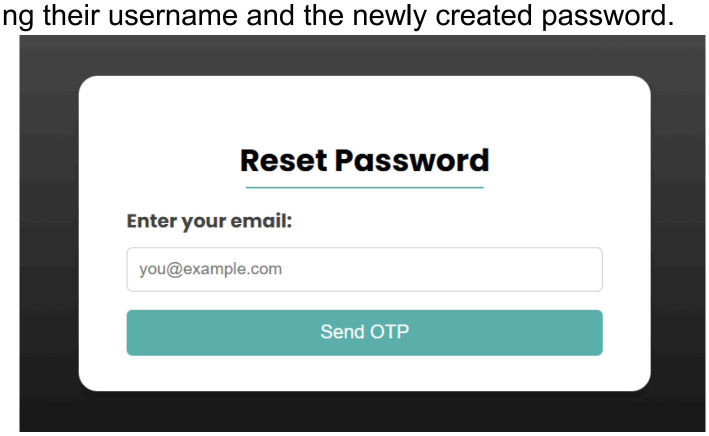
2.2 Sign In

The user can sign in using the **Username** and **Password** created during registration. If the credentials are correct, they will be directed to the homepage of the application. If the credentials are incorrect, the website will prompt an error message and allow the user to retry.



2.3 Forgot Password

- If the user forgets their password, they can click the **Forgot Password** button on the Sign In page.
- Upon clicking, they will be directed to a page where they must enter the email used during registration.
- After entering the email, an OTP will be sent to that email.
- The user must enter the correct OTP and then set a New Password and enter the Confirm Password, which is the same as the New Password.
- Once the new password is set, the user will be redirected back to the Sign In page, where they can log in using their username and the newly created password.



3. Homepage

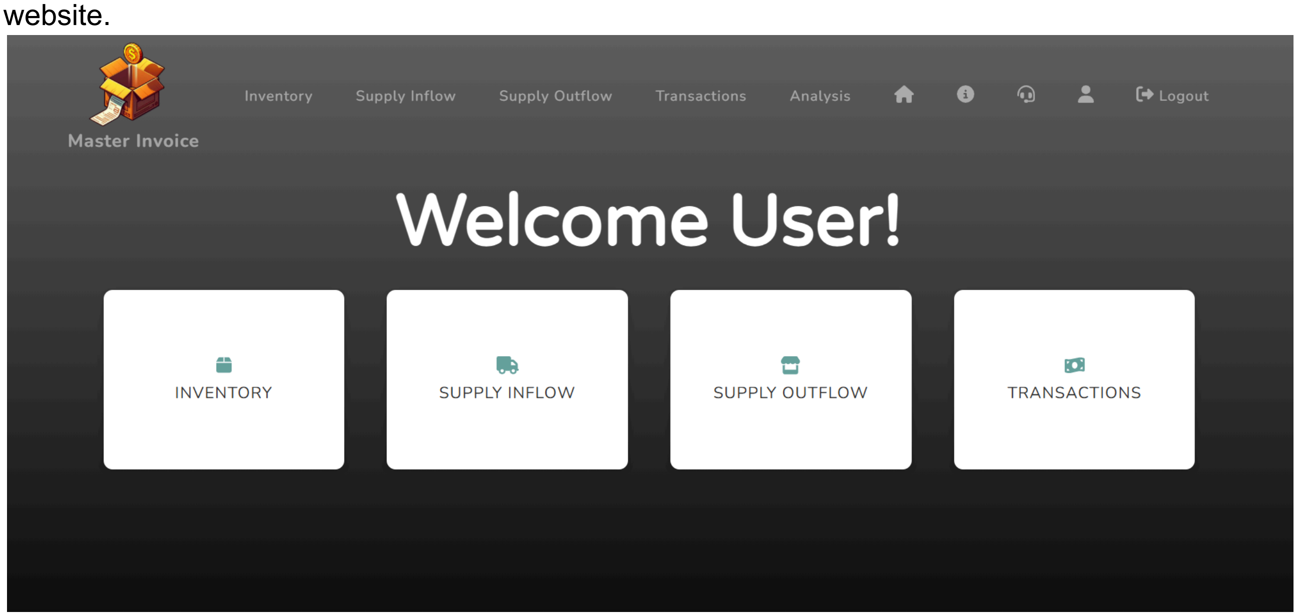
- The homepage serves as the main page of the website and contains sections with the following options: **Inventory**, **Supply Inflow**, **Supply Outflow**, and **Transactions**.
- Scrolling down the homepage displays information about the team members who built the website.
- Scrolling further down reveals the contact details, including the address, email ID, phone number, Instagram link, LinkedIn link, and GitHub repository link.
- The navbar at the top contains the four main options mentioned earlier, along with additional options: Analysis, Home, Team Members Info (i icon), Contact Us (headphone icon), Profile, and Log Out.
- The Team Members Info and Contact Us sections can be accessed either by clicking their respective buttons in the navbar or by scrolling down the homepage.

3.1 Navbar

From any page on the website after logging in, users can navigate using the navbar to the following sections:

- **Homepage**
- **Inventory** (Discussed in Section 4)
- **Supply Inflow** (Discussed in Section 5)
- **Supply Outflow** (Discussed in Section 6)
- **Transactions** (Discussed in Section 7)
- **Analysis** (Discussed in Section 8)
- **Profile** (Discussed in Section 9)

Sign Out – The user can log out by clicking the **sign-out icon**, located at the top-right corner of every page after logging in. The user will then be redirected to the original login/sign-up page of the website.



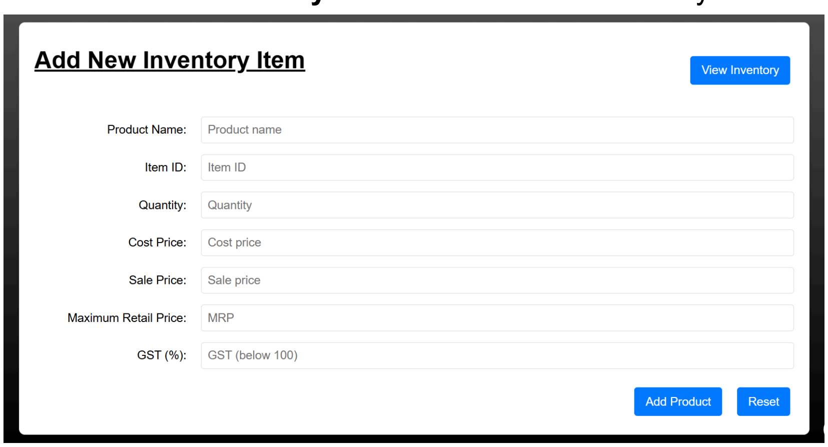
4. Inventory

To perform operations in Inventory, the user can either click the Inventory option on the homepage or use the Inventory option in the navbar.

- If the user clicks the **Inventory** option on the **homepage**, the section expands within the homepage itself, displaying two options: **Add Product and View Inventory**.
- If the user uses the **Inventory** option in the **navbar**, it behaves differently depending on the page. On the homepage, clicking the navbar option does nothing. However, on any other page, hovering over the Inventory option in the navbar reveals a **drop-down menu** with the same two options mentioned above.

4.1 Add product

- To add a product, the user must click the **Add Product** button under the **Inventory** option.
- Upon clicking, a new page opens where the user is required to fill in the product details:
  - **Product Name**
  - **Item ID -** Must be unique
  - **Quantity**
  - **Cost Price**
  - **Sale Price**
  - **Maximum Retail Price (MRP)**
  - **GST**
- While filling in the details, the user also has an option to reset the form, which clears all input fields.
- After entering the details, the user must click the **Add Product** button to successfully add the item to the inventory.
- A confirmation message will be displayed, indicating that the inventory item has been added successfully.
- The same page remains open for adding another product. The user can:
  - Continue adding products.
  - Click the **View Inventory** button to check the inventory.



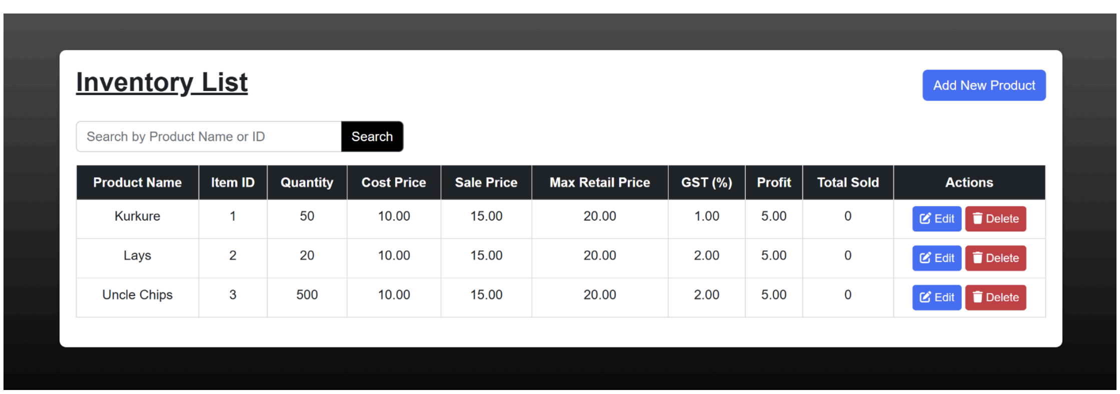
4.2 View Inventory

- To view the products added, the user must click the **View Inventory** button under the **Inventory** option.
- This directs the user to a page where all inventory items are displayed in a tabular format, with each column representing a specific detail of the product that was provided during its addition.
- The inventory table includes two extra columns (which are auto-filled):
  - Profit – Displays the profit for each product (Sale Price - Cost Price)
  - Total Sold – Shows the total number of units sold for each product.
- The user has the following options:
  - **Delete a Product**:
    - Click the **Delete** button next to the product.
    - A confirmation popup appears, asking the user to confirm the deletion.
    - Click **OK** to delete the product, after which the page reloads automatically, displaying the updated inventory list without the deleted product.
    - Click **Cancel** to stop the deletion and keep the product in the inventory.

  - **Edit a Product**:
    - Click the **Edit** button next to the product.
    - The user is redirected to an edit page where all fields are pre-filled with the existing product details.
    - If the user does not want to proceed with editing, they can click the **Cancel** button to return to the inventory page without making any changes.
    - After modifying the details, click **Save Changes** to update the product.
    - The user is then redirected back to the inventory page, where the updated details are displayed.

  - **Search for a Product**:
    - Enter the Product Name or Product ID in the search bar.
    - Click the **Search** button to display the filtered results.

- The user can directly navigate to the product addition page by clicking the **Add New Product** button.



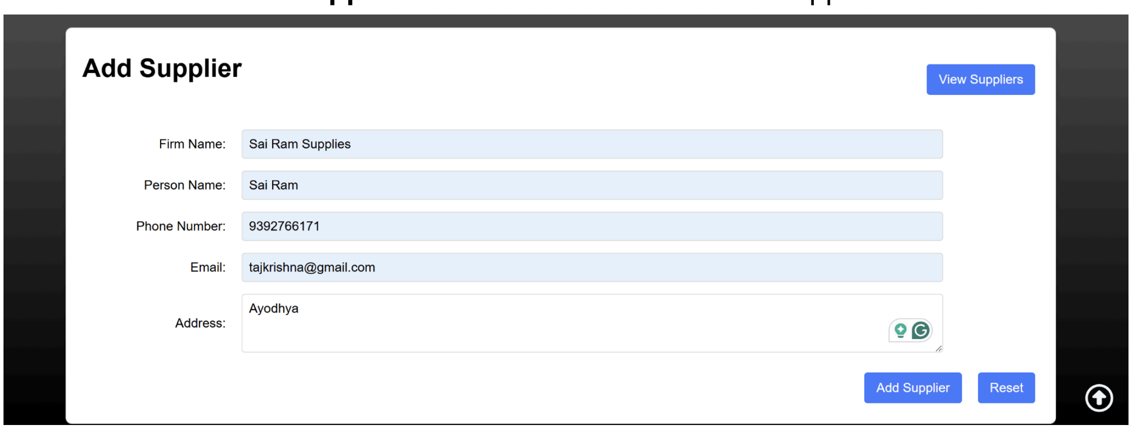
5. Supply Inward (Supplier)

To perform operations related to Supply Inflow, the user can either click the Supply Inflow option on the homepage or use the Supply Inflow option in the navbar.

- If the user clicks the Supply Inflow option on the **homepage**, the section expands within the homepage itself, displaying four options: **Add Supplier, Enter Invoice Bill, Transaction Inflow, and View Suppliers.**
- If the user uses the Supply Inflow option in the **navbar**, it behaves differently depending on the page. On the homepage, clicking the navbar option does nothing. However, on any other page, hovering over the Supply Inflow option in the navbar reveals a **drop-down menu** with the same four options.

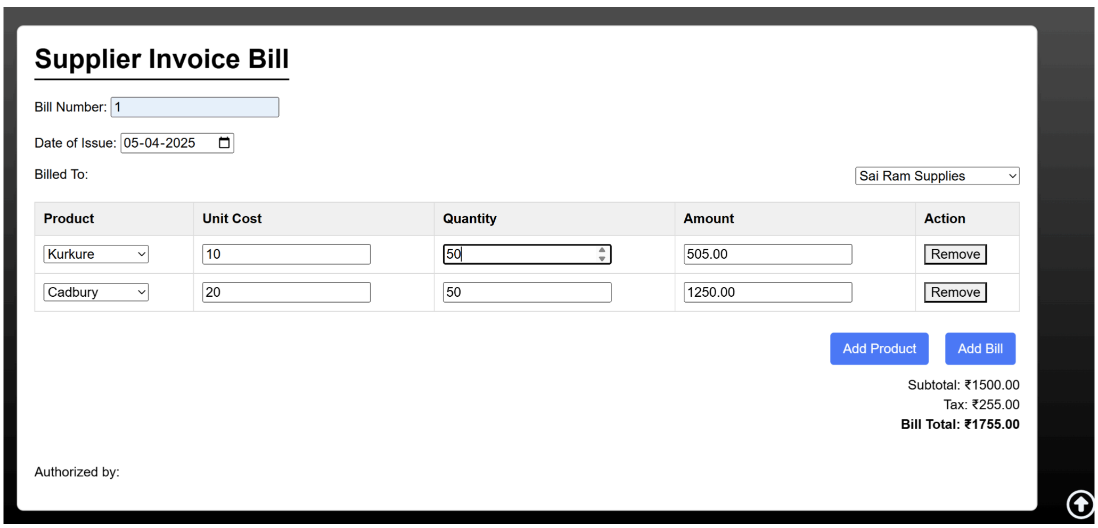
5.1 Add supplier

- To add a supplier, the user must click the **Add Supplier** button under the **Supply Inflow** option.
- Upon clicking, a new page opens where the user is required to fill in the product details:
  - **Firm name -** Must be unique
  - **Supplier name**
  - **Phone number**
  - **Email**
  - **Address**
- While filling in the details, the user also has an option to reset the form, which clears all input fields.
- After entering the details, the user must click the **Add Supplier** button to successfully add the supplier.
- A confirmation message will be displayed, indicating that the supplier has been added successfully.
- The same page remains open for adding another supplier. The user can:
  - Continue adding suppliers.
  - Click the **View Suppliers** button to check the added suppliers.



5.2 Enter Inward Supply Invoice

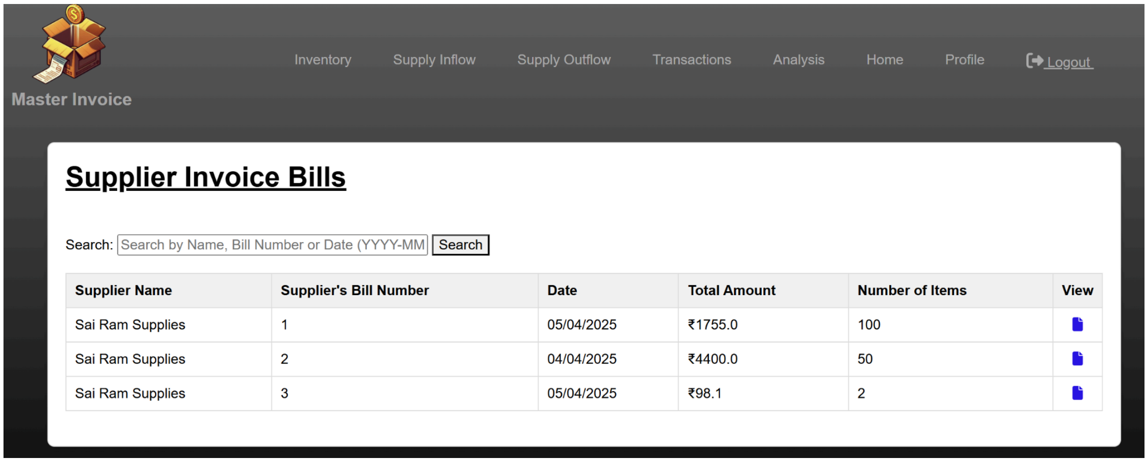
- The user can click on the **Enter Inward Supply Invoice Bill** option under the **Supply Inflow** option to add a Supplier Invoice Bill.
- Clicking this option redirects the user to a page where they must fill in the Bill Number and Date of Issue of the bill and select the Supplier to whom the products are billed.
- The user can select a product for billing and edit the quantity bought.
- To add more products to the bill, the user can click the **Add Product** button. To remove a product from the bill, they can click the **Remove** button next to that product.
- Once a product is added, its Unit Cost and Amount fields are auto-filled and cannot be changed manually.
- The Subtotal, Tax, and Bill Total are displayed automatically for the user.
- To save the bill, the user must click the **Add Bill** button. Upon clicking this, they are redirected to the Transaction Inflow page, where all saved bills are displayed.



5.3 Inward Supply Invoice History

- The user can see all the bills saved by clicking the **Inward Supply Invoice History** button under the **Supply Inflow** option.
- Clicking this option redirects the user to a page where all saved bills are displayed in a tabular format.
- Each row contains details of the bill including the Supplier Name, Bill Number, Total Amount, Number of Items, and an option to View the Bill.
- To view the full details of a bill, the user can click the **Page Icon** at the end of the corresponding row. This opens a detailed view displaying all the information entered while adding that bill. After seeing the full details of the bill, the user can come back to the transaction inflow page by clicking the **Back to list** button.

- The user can search for bills by entering the **Bill Number, Supplier Name, or Date** in the search bar and clicking the **Search** button to filter the records.



5.4 View Suppliers

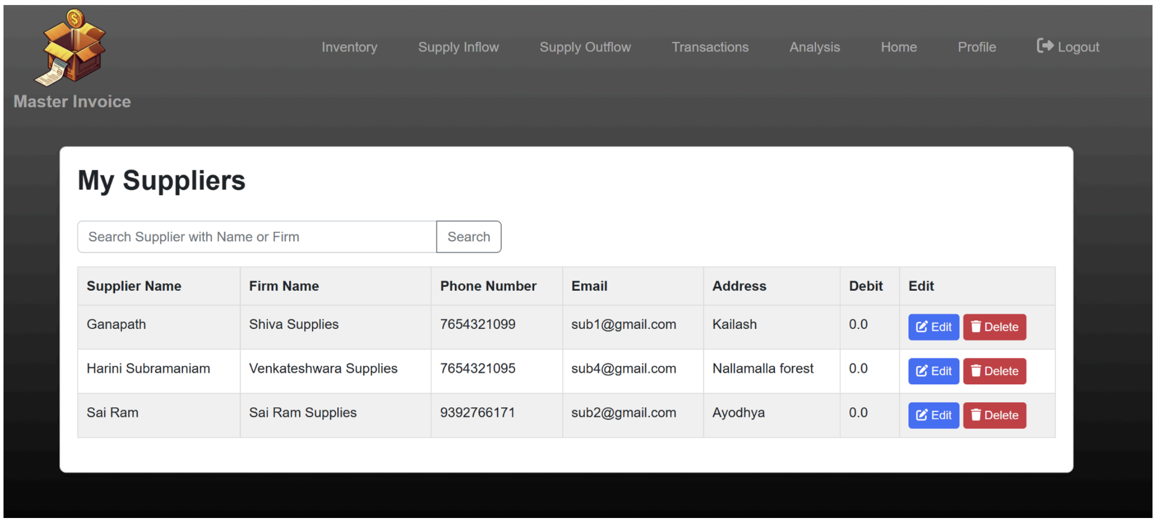
- To view the suppliers added, the user must click the **View Suppliers** button under the **Supply Inflow** option.
- This directs the user to a page where all the suppliers are displayed in a tabular format, with each column representing a specific detail of the supplier that was provided during their addition.
- The Table includes an extra column called Debit, which indicates the amount that the supplier owes to the user.

- The user has the following options:
  - **Delete a Supplier**:
    - Click the **Delete** button next to the supplier.
    - A confirmation popup appears, asking the user to confirm the deletion.
    - Click **OK** to delete the supplier, after which the page reloads automatically, displaying the updated supplier list without the supplier deleted.
    - Click **Cancel** to stop the deletion and keep the supplier in the list.

  - **Edit a Supplier**:
    - Click the **Edit** button next to the supplier.
    - The user is redirected to an edit page where all fields are pre-filled with the existing supplier details.
    - The user can clear all the input fields by clicking the **Reset** button.
    - After modifying the details, click **Save Changes** to update the supplier information.

- The user is then redirected back to the supplier list, where the updated details are displayed.

- **Search for a Supplier**:
  - Enter the **Supplier Name** or **Firm name** in the search bar.
  - Click the **Search** button to filter and display the matching supplier records.



6. Supply Outward (Retailer)

To perform operations related to Supply Outflow, the user can either click the Supply Outflow option on the homepage or use the Supply Outflow option in the navbar.

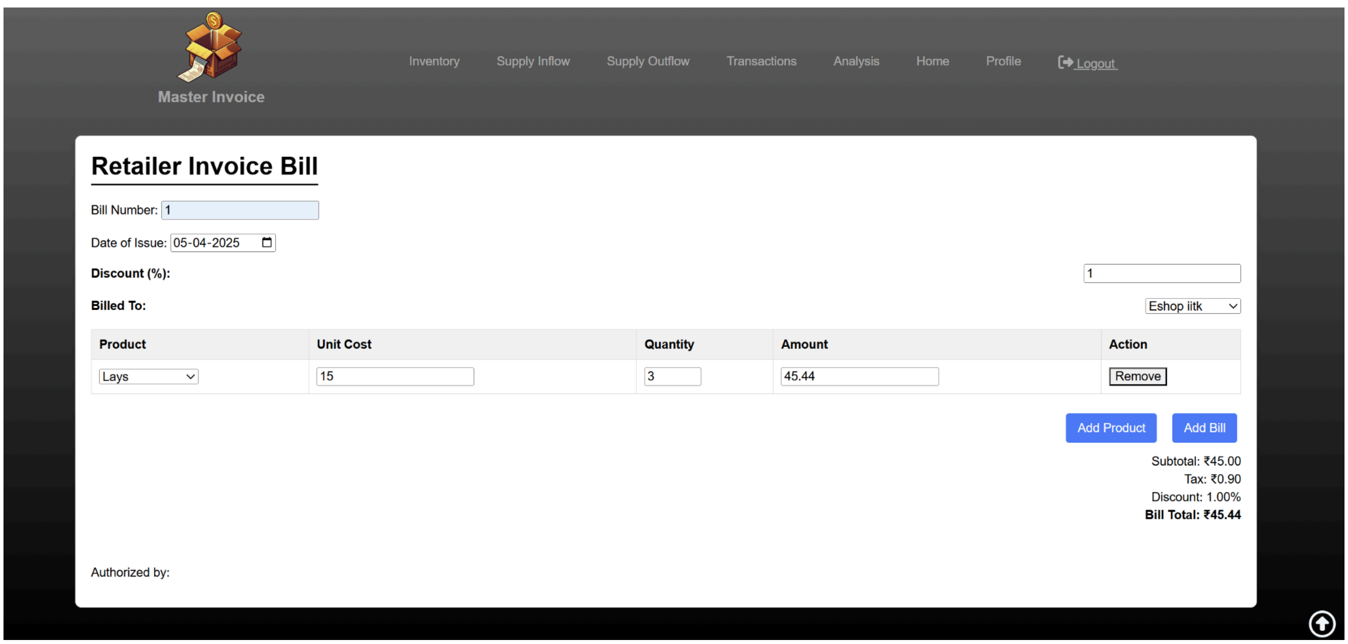
- If the user clicks the Supply Outflow option on the **homepage**, the section expands within the homepage itself, displaying four options: **Add Retailer, Billing to Retailer, Transaction Outflow, and View Retailers**.
- If the user uses the Supply Outflow option in the **navbar**, it behaves differently depending on the page. On the homepage, clicking the navbar option does nothing. However, on any other page, hovering over the Supply Outflow option in the navbar reveals a **drop-down menu** with the same four options mentioned above.

6.1 Add Retailer

- To add a retailer, the user must click the **Add Retailer** button under the **Supply Outflow** option.
- Upon clicking, a new page opens where the user is required to fill in the product details:
    - **Firm name -** must be unique
    - **Retailer name**
    - **Phone number**
    - **Email**
    - **Address**
- While filling in the details, the user also has an option to reset the form, which clears all input fields.
- After entering the details, the user must click the **Add Retailer** button to successfully add the retailer.
- A confirmation message will be displayed, indicating that the retailer has been added successfully.
- The same page remains open for adding another retailer. The user can:
    - Continue adding retailers.
    - Click the **View Retailers** button to check the added retailers.

6.2 Generate Outward Supply Invoice

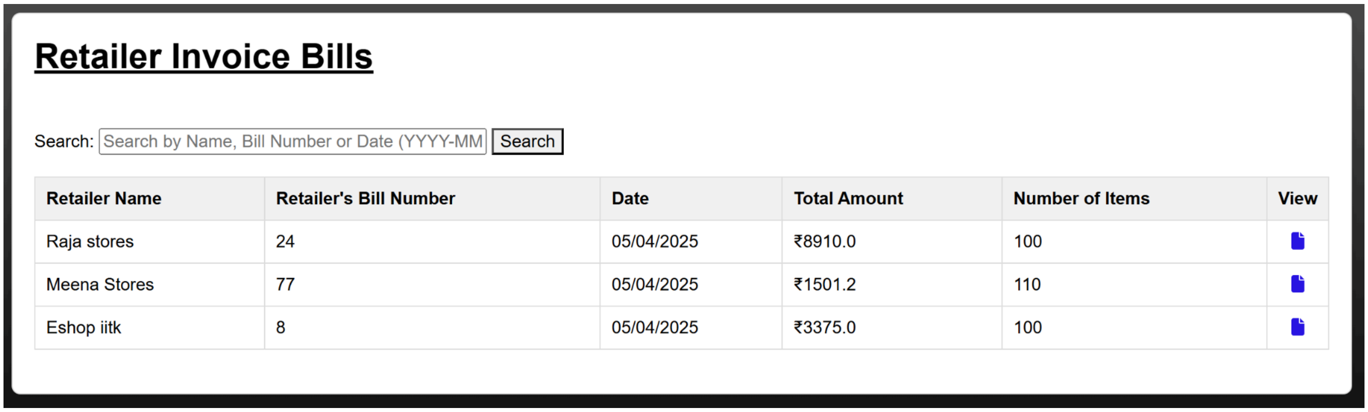
- The user can click on the **Generate Outward Supply Invoice** option under the **Supply Outflow** option to add a Retailer Invoice Bill.
- Clicking this option redirects the user to a page where they must fill in the Bill Number, Date of Issue, and the Discount percentage and select the Retailer to whom the products are billed.
- The user can select a product for billing and edit the quantity sold.
- To add more products to the bill, the user can click the **Add Product** button. To remove a product, they can click the **Remove** button next to that product.
- Once a product is added, its Unit Cost and Amount fields are auto-filled and cannot be changed manually.
- The Subtotal, Tax, Discount, and Bill Total are displayed automatically for the user.
- To save the bill, the user must click the **Add Bill** button. Upon clicking this, they are redirected to the Transaction Outflow page, where all saved bills are displayed.



6.3 Outward Supply Invoice History

- The user can see all the bills saved by clicking the **Outward Supply Invoice History** button under the **Supply Outflow** option.
- Clicking this option redirects the user to a page where all saved bills are displayed in a tabular format.
- Each row contains details of the bill, including the Firm Name, Bill Number, Total Amount, Number of Items, and an option to view the Bill.

- To view the full details of a bill, the user can click the **Page Icon** at the end of the corresponding row. This opens a detailed view displaying all the information entered while adding that bill.
- The user can search for bills by entering the **Bill Number, Firm Name, or Date** in the search bar and clicking the **Search** button to filter the records.



Retailer Invoice Bills

Search: Search by Name, Bill Number or Date (YYYY-MM Search

Retailer Name	Retailer's Bill Number	Date	Total Amount	Number of Items	View
Raja stores	24	05/04/2025	₹8910.0	100	
Meena Stores	77	05/04/2025	₹1501.2	110	
Eshop iitk	8	05/04/2025	₹3375.0	100	

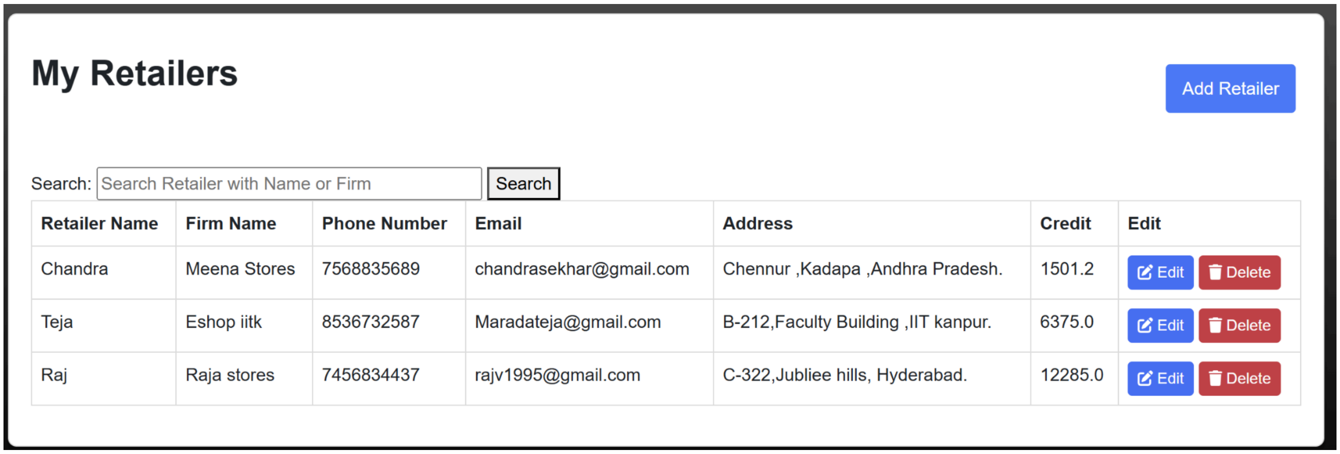
6.4 View Retailers

- To view the Retailers added, the user must click the **View Retailers** button under the **Supply Outflow** option.
- This directs the user to a page where all the suppliers are displayed in a tabular format, with each column representing a specific detail of the Retailer that was provided during the addition.
- The Inventory Table includes an extra column called Credit, which indicates the amount that the user owes to the retailer.

- The user has the following options:
  - **Delete a Retailer**:
    - Click the **Delete** button next to the retailer.
    - A confirmation popup appears, asking the user to confirm the deletion.
    - Click **OK** to delete the supplier, after which the page reloads automatically, displaying the updated retailer list without the retailer deletedr.
    - Click **Cancel** to stop the deletion and keep the retailer in the list.
  - **Edit a Retailer**:
    - Click the **Edit** button next to the retailer.
    - The user is redirected to an edit page where all fields are pre-filled with the existing retailer details.
    - =The user can clear all the input fields by clicking the **Reset** button.
    - After modifying the details, click **Save Changes** to update the retailer information.

- The user is then redirected back to the retailer list, where the updated details are displayed.

- **Search for a Retailer**:
  - Enter the **Retailer Name** or **Firm name** in the search bar.
  - Click the **Search** button to filter and display the matching retailer records.



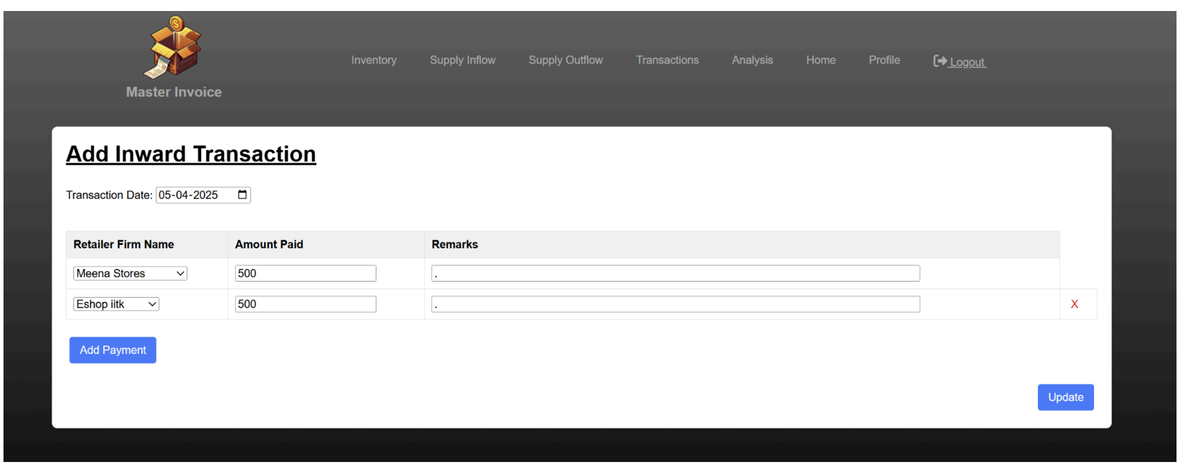
7. Transactions

To perform operations related to Transactions, the user can either click the Transactions option on the homepage or use the Transactions option in the navbar.

- If the user clicks the Transactions option on the **homepage**, the section expands within the homepage itself, displaying four options: **Add Inward Transaction, Add Outward Transaction, View Transaction History, and Pending Transactions.**
- If the user uses the Transactions option in the **navbar**, it behaves differently depending on the page. On the homepage, clicking the navbar option does nothing. However, on any other page, hovering over the Transactions option in the navbar reveals a **drop-down menu** with the same four options mentioned above.

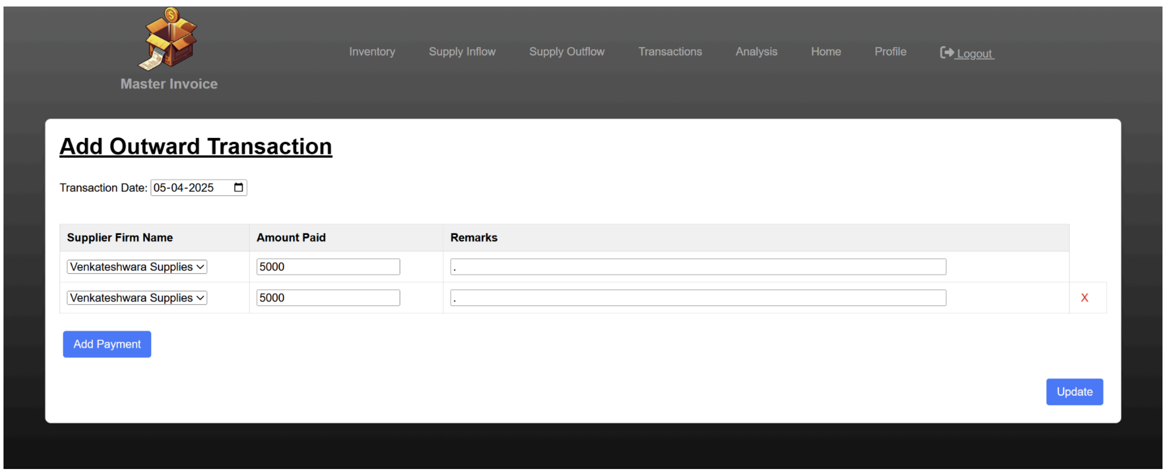
7.1 Add Inward Transaction

- The user can add an Inward Transaction by clicking the **Add Inward Transaction** button from the homepage or the navbar under the **Transactions** section.
- On clicking, the user is directed to a page where they must select the transaction date, supplier firm and enter the amount along with any optional remarks.
- The user can add multiple payments by clicking the **Add Payment** button and can remove a payment by clicking the **X** button next to that transaction.
- After adding the payments made by the suppliers, the user must click the **Update** button to record the transaction.
- Upon saving, the user is redirected to the Transaction History page, where all recorded payments are listed. This section will be covered in detail later.



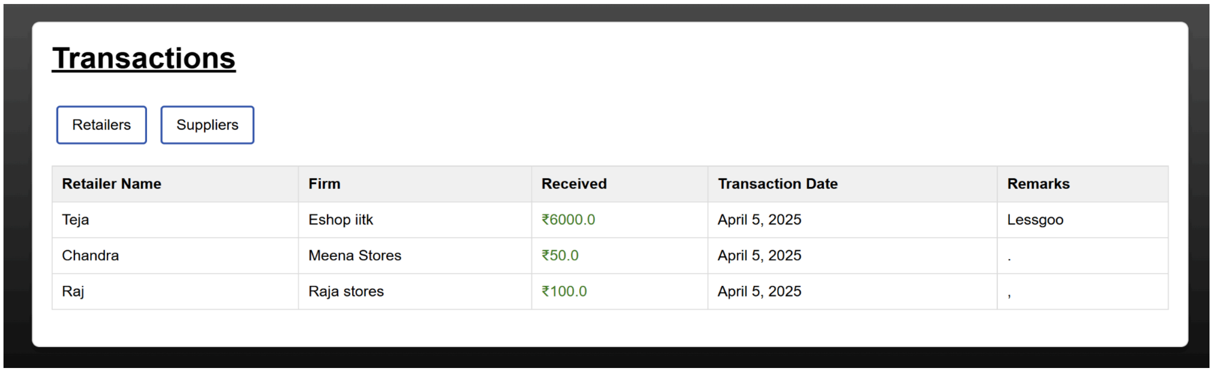
7.2 Add Outward Transaction

- The user can add an Outward Transaction by clicking the **Add Outward Transaction** button from the homepage or the navbar under the **Transactions** section.
- On clicking, the user is directed to a page where they must select the transaction date, retailer firm, and enter the amount along with any optional remarks.
- The user can add multiple payments by clicking the Add Payment button and can remove a payment by clicking the **X** button next to that transaction.
- After adding the payments made by the retailers, the user must click the **Update** button to successfully record the transaction.
- Upon saving, the user is redirected to the Transaction History page, where all recorded payments are listed. This section will be covered in detail later.



7.3 View Transaction History

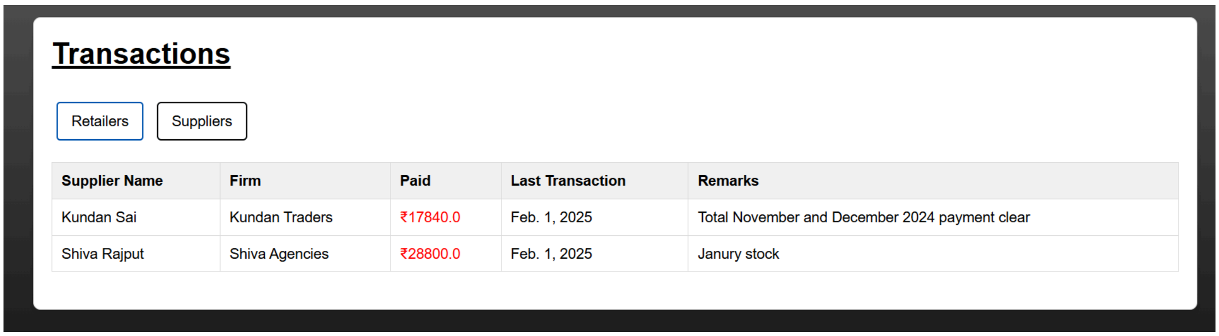
- The user can check their Transaction History by clicking the **View Transaction History** button from the homepage or the navbar under the **Transactions** section.
- On clicking, the user is directed to a page displaying payments made by retailers to the user and payments made by the user to suppliers.
- To view payments made to suppliers, the user can click the **Suppliers** button. This opens a table with columns for Supplier Name, Firm Name, Amount Paid, Last Transaction, and Remarks. The amount paid is displayed in red, indicating that the payment was made by the user to the supplier.
- To view payments received from retailers, the user can click the **Retailers** button. This opens a similar table with columns for Retailer Name, Firm Name, Amount Paid, Last Transaction, and Remarks. The amount paid is displayed in green, indicating that the payment was made by the retailer to the user.



Transactions

Retailers Suppliers

Retailer Name	Firm	Received	Transaction Date	Remarks
Teja	Eshop iitk	₹6000.0	April 5, 2025	Lessgoo
Chandra	Meena Stores	₹50.0	April 5, 2025	.
Raj	Raja stores	₹100.0	April 5, 2025	,



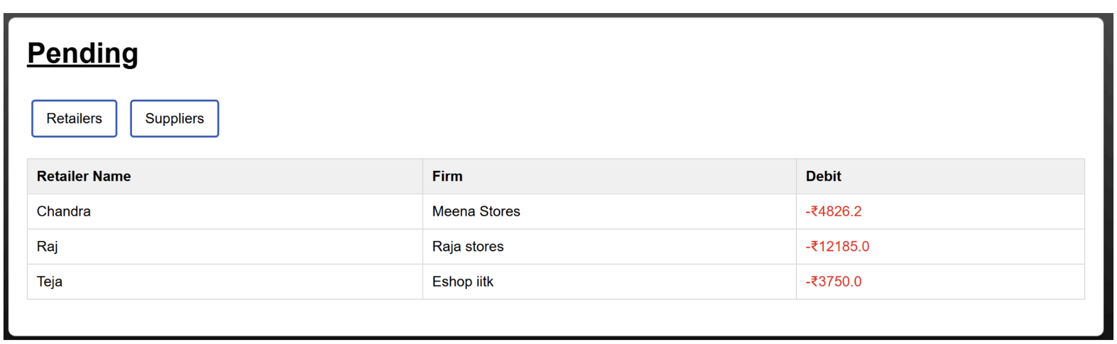
Transactions

Retailers Suppliers

Supplier Name	Firm	Paid	Last Transaction	Remarks
Kundan Sai	Kundan Traders	₹17840.0	Feb. 1, 2025	Total November and December 2024 payment clear
Shiva Rajput	Shiva Agencies	₹28800.0	Feb. 1, 2025	Janury stock

7.4 Pending transactions

- The user can view their pending transactions by clicking the **Pending Transactions** button from the homepage or the navbar under the **Transactions** section.
- On clicking, the user is directed to a page displaying pending payments the user owes to suppliers and pending payments retailers owe to the user.
- To view pending payments to suppliers, the user can click the **Suppliers** button. This opens a table with columns for Supplier Name, Firm Name, and Credit. The credit amount is displayed in green, indicating that the user has a credit balance of that amount with the supplier.
- To view pending payments from retailers, the user can click the **Retailers** button. This opens a similar table with columns for Retailer Name, Firm Name, and Credit. The credit amount is displayed in red, indicating that the retailer owes that amount as payment to the user.



Pending

Retailers Suppliers

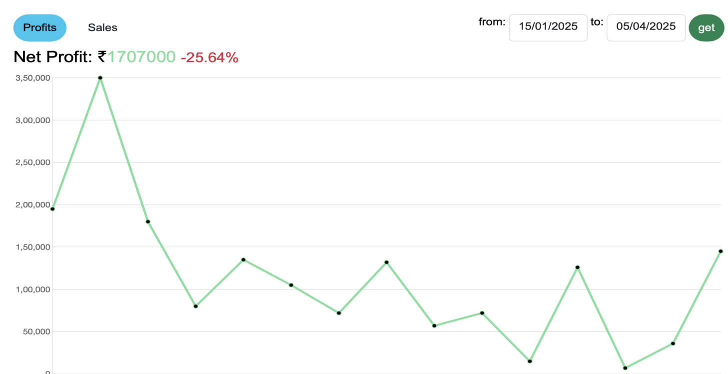
Retailer Name	Firm	Debit
Chandra	Meena Stores	-₹4826.2
Raj	Raja stores	-₹12185.0
Teja	Eshop iitk	-₹3750.0

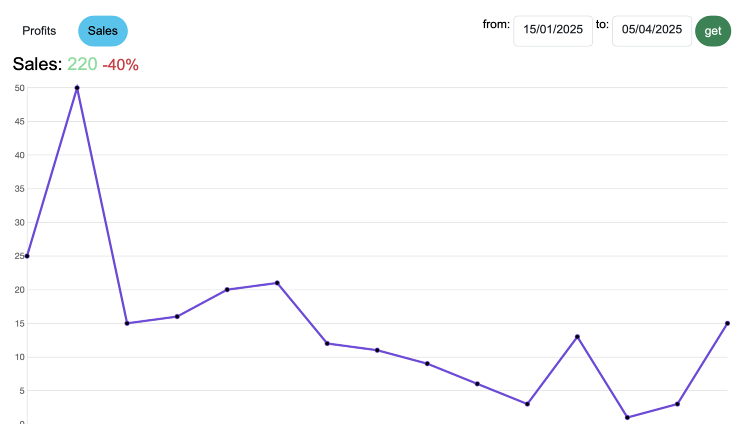
8. Analysis

The user can access their profits, outward sales, and other statistics over time by clicking the "Analysis" button in the homepage navigation bar. They can view their sales, profits, and other relevant data for any specified period, along with a summary of key statistics. Additionally, the user can view sales per product for periods of 1 month (30 days), 3 months (90 days), or 6 months (180 days) and also see the top 5 retailers and suppliers.

8.1 Profits And Sales Chart

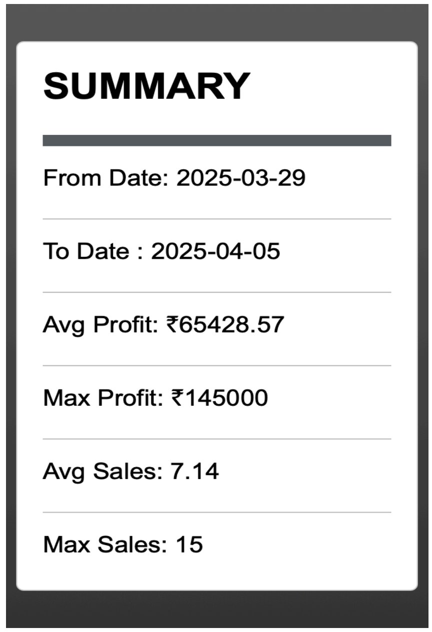
- Users can view their profits and sales for any given period by selecting the "Profits" or "Sales" button located at the top of the graph. Once the desired metric is chosen, users can enter their preferred time frame by specifying the from-date and to-date fields and then clicking the "Get" button to retrieve the data.
- Upon selecting the period, both profits and sales data for the specified range will be displayed simultaneously, allowing users to view both metrics together. This ensures that users can easily compare their profits and sales performance over the same period.
- The graph at the bottom will reflect the selected data, with the y-axis showing either profits or sales, depending on the user's selection. Users can hover over any point on the graph to see the exact value for either profit or sales on a particular date.





8.2 Summary Section

- In the Summary Section, users can find the maximum and average values for both profits and sales over the chosen period. This provides a quick and comprehensive overview of performance for the selected range.



8.3 Top 5 Retailers

- By clicking the Retailers button in the Top 5 section, Users can view the total number of Retailers and a bar graph displaying the top 5 retailers. The x-axis of the graph shows the names of the top 5 retailers, while the y-axis represents the corresponding values (retail amount generated).
- When users hover over any of the bars in the graph, a tooltip will appear, displaying the total sales associated with that particular retailer.

8.4 Top 5 Suppliers

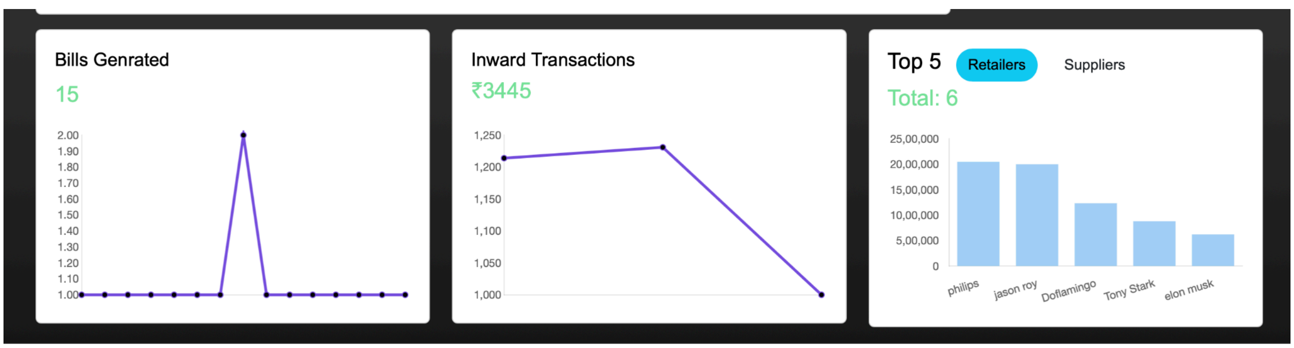
- By clicking the Suppliers button in the Top 5 section, Users can view the total number of Suppliers and a bar graph displaying the top 5 retailers. The x-axis of the graph shows the names of the top 5 suppliers, while the y-axis represents the corresponding values (supply amount).
- When users hover over any of the bars in the graph, a tooltip will appear, displaying the total sales associated with that particular supplier.

8.5 Bills

- In the Bills Section, users can view their total number of bills as well as a graphical representation of the number of bills generated on specific dates within a two-month period, starting from the current date.
- The graph displays the number of bills on the y-axis and the dates on the x-axis. Users can hover over any point on the graph to see the exact number of bills generated on that particular date, providing a more detailed view of their billing activity over time.

8.6 Inward Transaction

- In the Inward Transaction Section, users can view the total amount paid by retailers as well as a graphical representation of the payments made on specific dates within a two-month period, starting from the current date.
- The graph displays the amount paid by retailers on the y-axis and the dates on the x-axis. Users can hover over any point on the graph to view the exact amount paid by retailers on that specific date, providing a detailed breakdown of their inward transaction activity over time.



8.7 Sales Per Product Table (Top 5)

- In the Top Products Table, users can view the products with the top 5 number of sales and the profits gained from each product. The table provides a comprehensive overview of the best-performing products based on sales and profit data.
- Users can choose to view the table on a 1-month, 3-month, or 6-month basis by selecting the respective button.
- For a more detailed analysis, users can click the "View More" button at the bottom of the table to explore additional product information and metrics.

Sales Per Product

1 month 3 months 6 months

Product Name	Price	Total Sales	Avg Sales	Net Profit
Power Bank (Model G)	1200.0	130	65.0	156000.0
Tablet (Model C)	20400.0	84	10.5	1713600.0
Smartphone (Model A)	25000.0	69	13.8	1725000.0
Laptop (Model B)	50000.0	67	7.44	3350000.0
Bluetooth Speaker	2500.0	10	10.0	25000.0

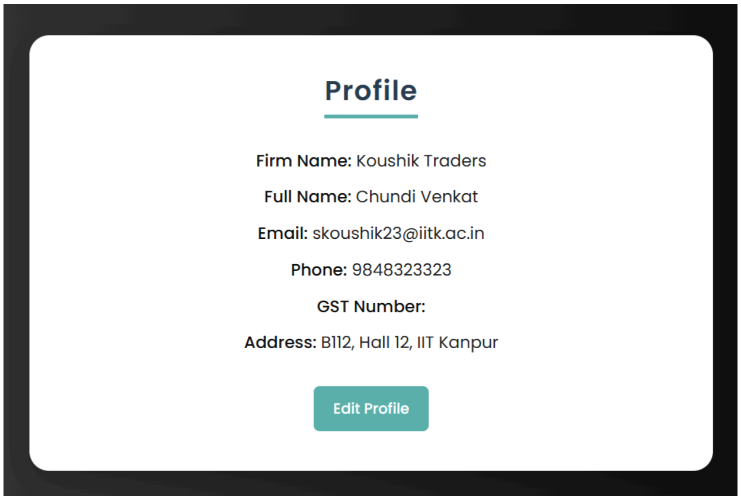
View More

8.8 Sales Per Product Table

- Users can view the products with the number of sales and the profits gained from each product.
- Users can choose to view the table on a 1-month, 3-month, or 6-month basis by clicking the respective button.
- Users can search for the product by typing the product name (where search is case sensitive) and followed by clicking the search button.
- Users can sort based on the columns by clicking the button beside the column name.

9. Profile

The user can edit their profile by clicking the **Profile** icon on the navbar. Upon clicking, they will be directed to a page displaying their details, including Firm Name, Full Name, Email ID, Phone Number, GST Number, and Address.



9.1 Edit profile

- The user can edit their profile by clicking the **Edit Profile** option. Upon clicking, they will be directed to a page where they can modify their details, which will already be pre-filled with their existing information. The user can update their details in the respective fields.
- If the user does not wish to proceed with editing, they can exit the editing page by clicking the **Cancel** button.
- After making the necessary changes, the user must click the **Save Changes** button to successfully update their details. Upon saving, the updated profile information will be displayed.