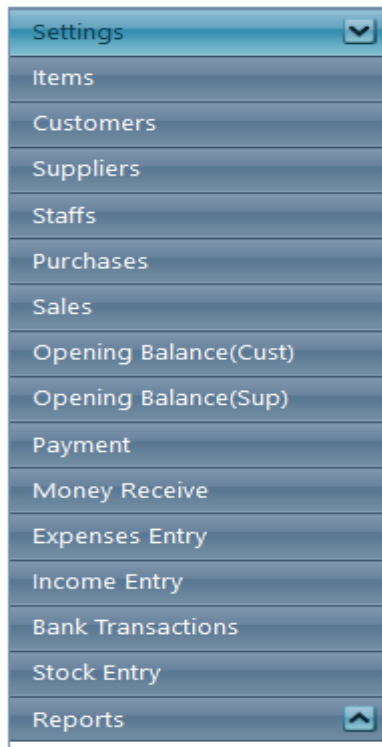


Apogee Sales and Inventory Management System

(User Manual)

This is the complete dynamic Sales and Inventory Management System for small-medium enterprises that consists of Company Settings, Master Data, Items, Customers, Suppliers, Staffs, Purchases, Sales, Opening Balance for Customers, Opening Balance for Suppliers, Payment, Money Receive, Expense Entry, Income Entry, Bank Transfers, Stock Entry, Reports etc.



Reports for each module are generated by different parameters such as As on Date, From Date to To Date, Individual entity etc.

An User can get updates within a few seconds about Items, Customers, Suppliers, Staffs, Purchases, Stocks, Stock Details, Sales, Payment, Money Received, Bank Transactions Details, Income-Expense Details.



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Apogee Sales and Inventory Management System

(User Manual)

Company Info: Set your company data that will show in Invoice, Challan and all reports headers.

The screenshot shows the 'Company Information' form within the Apogee Sales and Inventory Management System. The form is titled 'Company Information' and is located on the right side of the screen. The left sidebar contains a menu with options: Settings, Company Info, Master Data, Items, Customers, Suppliers, Staffs, Purchases, Sales, Opening Balance(Cust), Opening Balance(Sup), Payment, Money Receive, Expenses Entry, Income Entry, Bank Transactions, Stock Entry, and Reports. The 'Company Info' menu item is selected. The form fields include: Company ID (101), Name (Apogee Sales and Inventory Management System), Address (Plot#20, Road#28, Sector#7, Uttara Model Town, Dhaka), Contact No 1 (+8801719264398), Contact No 2 (+8801719264398), Fax, Email (jahanwithyou@gmail.com), Website (www.software-garden.com), Moto (Pick That You Need), and Photo (No file selected). A 'Save' button is at the bottom left of the form. The top right of the screen shows 'Good Morning' and 'Log Out'. The bottom right of the screen shows 'Activate Windows' and 'Go to Settings to activate Windows.' The Windows taskbar is visible at the bottom.

Master Data Info: This all Master Data only one time entry settings and will use in all other forms/pages for unlimited times.

The screenshot shows the 'Master Data Information' form within the Apogee Sales and Inventory Management System. The form is titled 'Master Data Information' and is located on the right side of the screen. The left sidebar contains a menu with options: Settings, Company Info, Master Data, Items, Customers, Suppliers, Staffs, Purchases, Sales, Opening Balance(Cust), Opening Balance(Sup), Payment, Money Receive, Expenses Entry, Income Entry, Bank Transactions, Stock Entry, and Reports. The 'Master Data' menu item is selected. The form fields include: District, Thana, Post, Village, Occupation, Bank, Category, Item Size, Packing, Item Type, Cost Center, Cost Element, and Income Source. The form is a simple list of input fields for each category.



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Apogee Sales and Inventory Management System

(User Manual)

Item Info: To insert Item/Product Info set master data first such as Category, Item Size, Pack and Item Type. Item Code Auto generated following the convention of Category and Item Alias will be Combination of Name+Size+Pack+Type. Purchase and Sales Rate will auto get in Purchase and Sales Module respectively against specific item.

Item Information

Category: Item Code: Item Alias:

Item Name: Size: Pack:

Item Type: Purchase Rate: Sales Rate:

Photo: No file selected.

Item Code	Item Name	Item Category	Item Unit	Purchase Rate	Sales Rate
No records to display.					

Customer Info: Only Name and Mobile mandatory. Other master data ex-District, Occupation will be help to generate reports.

Customer Information

Customer Code: Name:

Father Name: Mobile: Telephone:

Phone: Email: Religion:

Occupation: Customer Ref: District:

Thana: Post Office: Village:

Address: Remarks: Photo: No file selected.

Customer Id	Name	Father Name	Mobile
No records to display.			



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Apogee Sales and Inventory Management System

(User Manual)

Supplier Info: Functions just like Customers Module

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening

Balance(Cust)

Opening

Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Supplier Information

Supplier Code

Name

Father Name

Mobile

Telephone

Phone

Email

Religion

Islam

Occupation

Select Occupation

Supplier Ref

Select Customer Ref

District

Select District

Thana

Select Thana

Post Office

Select Post Office

Village

Select Village

Address

Remarks

Photo

Browse...

No file selected.

New

Save

Search

Edit

Cancel

Supplier Id	Name	Father Name	Mobile
No records to display.			

Staff Info: Functions just like Customers & Suppliers Module.

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening

Balance(Cust)

Opening

Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Bank Transactions

Staff Information

Staff Code

Name

Father Name

Mobile

Telephone

Phone

Email

Religion

Islam

Occupation

Select Occupation

Customer Ref

Select Customer Ref

District

Select District

Thana

Select Thana

Post Office

Select Post Office

Village

Select Village

Address

Remarks

Photo

Browse...

No file selected.

New

Save

Search

Edit

Cancel

Staff Id	Name	Father Name	Mobile
No records to display.			



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Apogee Sales and Inventory Management System

(User Manual)

Item Purchase: As inserted Suppliers and Item Name, selecting these perform to purchase products.

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening

Balance(Cust)

Opening

Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Bank Transactions

Stock Entry

Reports

Item Purchase

Main Info

Purchase No

Supplier Name

Purchase Date

Bill No

Remarks

Pay Details

Package Cost

Labour Cost

Other Cost

Discount

Net Amount

Paid Amount

Due Amount

Cheque Details & Others

Pay Mode

Cheque No

Cheque Date

Bank Name

Cheque Details

Add Item

Item Name

Unit Price

Qty

Amount

Add Item

Item Code	Item Name	Qty	Unit Price	Amount	Delete
No records to display.					
Total :			0	0	

Purchase Details

Purchase Date	Supplier Name	Total	Discount	Labour Cost	Paid	Due
No records to display.						

New

Save

Search

Edit

Cancel

Item Sales: Mostly like Item Purchase.

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening

Balance(Cust)

Opening

Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Bank Transactions

Stock Entry

Reports

Item Sales

Main Info

Sales ID

Customer Name

Challan No

Ship To

Reference

Sales Date

Bill No

Remarks

Pay Details

Packaging Cost

Labour Cost

Other Cost

Discount

Net Amount

Paid Amount

Due Amount

Cheque Details & Others

Pay Mode

Cheque No

Cheque Date

Bank Name

Cheque Details

Add Item

Product Name

Unit Price

Qty

Amount

Add Item

Item Code	Item Name	Qty	Unit Price	Amount	Delete
No records to display.					
Total :			0	0	

Sales Details

Voucher No	Sales Date	Customer Name	Total	Discount	Labour Cost	Paid	Due
No records to display.							

New

Save

Search

Edit

Cancel

Print Preview

☐ Print Challan



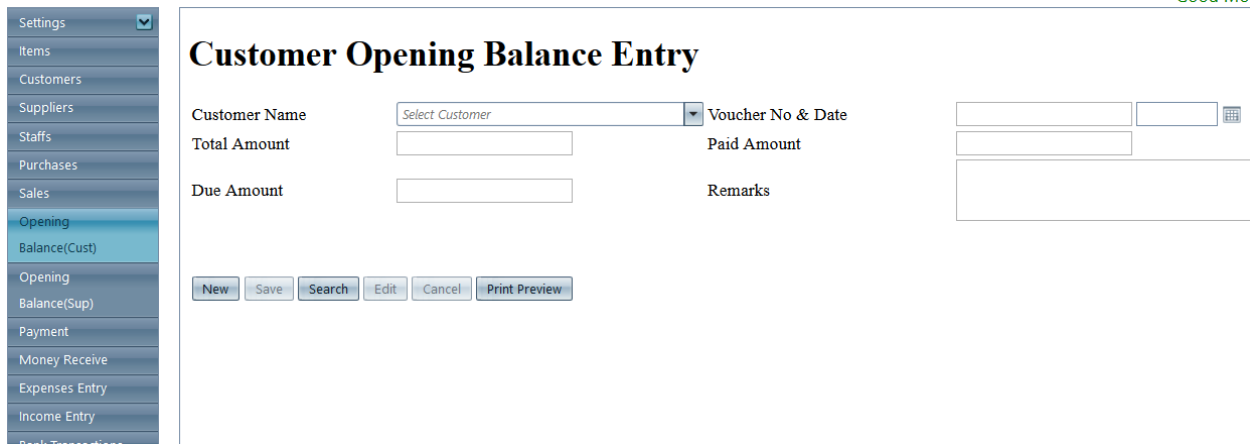
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(User Manual)

Customer Opening Balance: It's for Back Date Entry. As a running business the last updates for a specific customer's Total, Received and Due amount will be entry here.



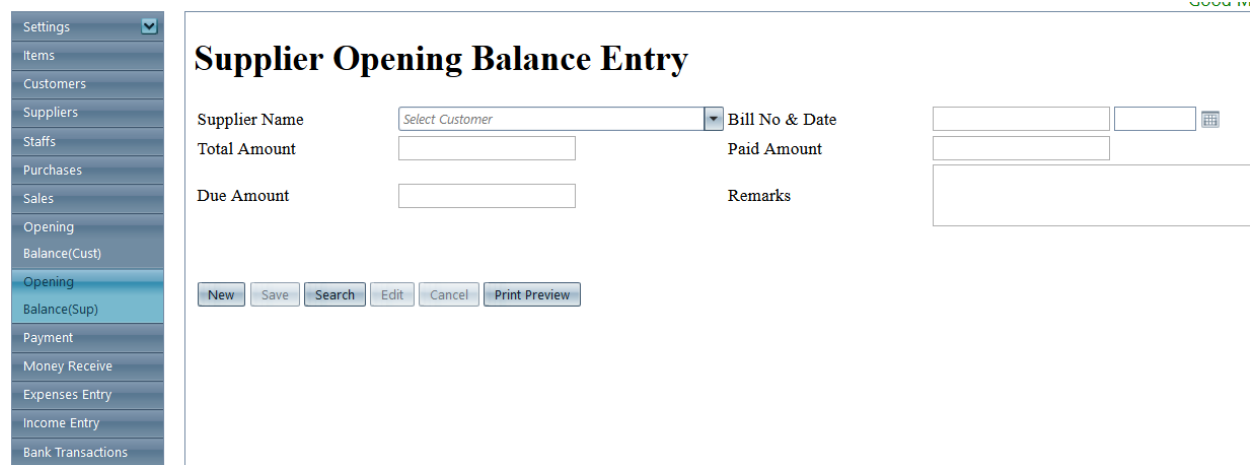
Customer Opening Balance Entry

Customer Name Voucher No & Date

Total Amount Paid Amount

Due Amount Remarks

Supplier Opening Balance: It's like Customer Opening Balance but for Supplier.



Supplier Opening Balance Entry

Supplier Name Bill No & Date

Total Amount Paid Amount

Due Amount Remarks



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Apogee Sales and Inventory Management System

(User Manual)

Payment: If the company need to payment as due to supplier and Payment details will show against Bill No.

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening

Balance(Cust)

Opening

Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Bank

Transactions

Stock Entry

Reports

Payment

Supplier Name

Bill No

Pay Mode

Pay Date

Need to Pay

Paid Amount

Due

Remarks

Received Amount as per

Pay Mode	Pay Date	Paid Amount	Cheque No	Cheque Date	Bank Name	Cheque Details
No records to display.						

Money Receive: If the company need to receive from customer as due amount and receive details will show against Voucher No.

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening

Balance(Cust)

Opening

Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Bank

Transactions

Stock Entry

Reports

Money Receive

Customer Name

Voucher No

Receive Mode

Receive Date

Need to Receive

Receive Amount

Due

Particulars

Received Amount as per

Receive Mode	Receive Date	Receive Amount	Cheque No	Cheque Date	Bank Name	Cheque Details
No records to display.						



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Apogee Sales and Inventory Management System

(User Manual)

Expense Entry: Expense can be in different Cost Center (Office Management) and in different Cost Element (Telephone Bill).

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening Balance(Cust)

Opening Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Bank

Transactions

Stock Entry

Reports

Expense Entry

Expense ID

Cost Center

Select Cost Head

Cost Element

Select Cost Elements

Expense Date

Pay To

Select Cost Elements

Paid Amount

Details

New

Save

Search

Edit

Cancel

Expense Id	Expense Date	Cost Head	Cost Element	Pay To	Amount	Details
No records to display.						

Income Entry: Income Entry just like Expense Entry.

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening Balance(Cust)

Opening Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Bank

Transactions

Stock Entry

Income Entry

Income ID

Date

Income Source

Select Income Source

Received By

Select Received By

Received Amount

Details

New

Save

Search

Edit

Cancel

Income Id	Expense Date	Income Source	Received By	Amount	Details
No records to display.					



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Apogee Sales and Inventory Management System

(User Manual)

Bank Transfer: Need to keep all transactions with different banks.

Good Morning

Settings Items Customers Suppliers Staffs Purchases Sales Opening Balance(Cust) Opening Balance(Sup) Payment Money Receive Expenses Entry Income Entry Bank Transactions Stock Entry Reports

Bank Transaction

Transaction ID

Transaction Date

Transaction Type

Bank Name

Cheque Date

Remarks

Amount

Cheque No

Check Details

New

Save

Search

Edit

Cancel

All Transactions

Transaction Type	Transaction Date	Bank Name	Remarks	Cheque No	Cheque Date	Cheque Details	Remarks
No records to display.							

Stock Entry: To adjust stock data.

Good Morning

Settings Items Customers Suppliers Staffs Purchases Sales Opening Balance(Cust) Opening Balance(Sup) Payment Money Receive Expenses Entry Income Entry Bank Transactions

Stock Entry

Item Name

Entry Date

Quantity

Details

Select Product

New

Save

Search

Edit

Cancel

Item Code	Item Alias	Item Name	Stock Qty
No records to display.			



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Apogee Sales and Inventory Management System

(User Manual)

Reports: To get reports in different way of Items, Customers, Suppliers, Staffs, Purchases, Sales, Opening Balance for Customers, Opening Balance for Suppliers, Payment, Money Receive, Expense Entry, Income Entry, Bank Transfers, Stock Entry and Profit n Loss. Here is the one report of Sales Info among these.

Settings

Items

Customers

Suppliers

Staffs

Purchases

Sales

Opening Balance(Cust)

Opening Balance(Sup)

Payment

Money Receive

Expenses Entry

Income Entry

Bank

Transactions

Stock Entry

Sales Info

Customer Name

Select A Customer

Report Type

Custom Date

From Date

07-Jul-18

To Date

07-Jul-18

☐ Single ☒ All

Generate Report

Report Format

☒ Pdf



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