DOCs

**1. Coretally System Workflow (for a Non-Technical Person)**

Here’s a simple, step-by-step story of how your system works from a business perspective.

Think of your system as a smart digital assistant that does all the bookkeeping for you, instantly.

**The Big Idea**

Every time your business does something with money (like make a sale or buy new stock), your assistant *immediately* writes it down in two places:

1. **The "Operations" Log:** (e.g., "Sold 1 red t-shirt," "Inventory is now 9.")
2. **The "Accounting" Log:** (e.g., "Cash went up," "Sales Revenue went up.")

The "Reports" are just a summary of this "Accounting Log," calculated for you at any time.

**The Workflow**

**Step 1: Setup (The Foundation)**

* Before you start, an **Admin** sets up the business.
* **Company Info:** They enter the company name, TIN, and address.
* **Users:** They create accounts for employees (e.g., a Cashier account, an Accountant account).
* **Chart of Accounts (COA):** The system comes with a pre-built list of "buckets" for your money (like "Cash," "Sales," "Inventory"). The accountant can add more if needed.

**Step 2: Daily Operations (Buying & Selling)** This is what happens every day.

* **🛒 When you make a sale (using the POS):**
  1. A Cashier clicks "POS," finds a product, and completes the sale.
  2. **Instantly, the system does 4 things:**
     + **Inventory:** Reduces the product's quantity (e.g., 10 shirts becomes 9).
     + **Sales Report:** Records the sale transaction.
     + **Tax:** Calculates the VAT from the sale (for your VAT report).
     + **Accounting (Auto-Journal):** Logs the "Cash" you received, the "Sales Revenue" you earned, and the "Cost" of the item you sold.
* **📦 When you buy new stock (using "New Purchase"):**
  1. An Accountant or Admin clicks "New Purchase" and enters the items, quantity, and what they cost *you*.
  2. **Instantly, the system does 3 things:**
     + **Inventory:** Increases the product's quantity (e.g., 9 shirts becomes 19).
     + **Inventory Cost:** It re-calculates the average cost of that product.
     + **Accounting (Auto-Journal):** Logs the *value* of your new "Inventory," the *Input VAT* (tax credit), and the "Accounts Payable" (money you owe the supplier).

**Step 3: Managing Credit (The "Owings")** This part is for sales/purchases that aren't paid in cash right away.

* **Selling on Credit:** Instead of the POS, the Accountant creates an **AR Invoice** (Accounts Receivable). The system logs this as "Revenue" but instead of "Cash," it logs it as "Money a Customer Owes You."
* **Paying You Back:** When the customer pays, the Accountant finds that AR Invoice and records a **Payment**. The system moves the balance from "Money a Customer Owes You" to "Cash."
* **Buying on Credit:** When you receive a bill from a supplier (not a purchase of stock), the Accountant creates an **AP Invoice** (Accounts Payable).
* **Sales Returns:** If a customer returns an item, you issue a **Credit Memo**. This *reverses* the sale, reduces what the customer owes, and fixes the accounting.

**Step 4: The Payoff (The Reports)** Because the system has been logging everything automatically, the Accountant or Admin can instantly see how the business is doing.

* **"Are we profitable?"** -> Check the **Income Statement**. It shows all your Sales minus all your Costs.
* **"What's our financial health?"** -> Check the **Balance Sheet**. It shows everything you *own* (Cash, Inventory) and everything you *owe* (Payables, VAT).
* **"Are our books balanced?"** -> Check the **Trial Balance**. This is the master list that proves all the debits and credits match.
* **"What do we owe the BIR?"** -> Check the **Tax Reports** (VAT Report, Summary List of Sales/Purchases). These are automatically prepared for your tax filing.

**2. Simple User Manual**

**Getting Started**

1. **Login:** Go to the login page and enter the username and password provided by your Admin.
2. **Navigation:** Use the blue menu on the left to move between different parts of the system. What you see depends on your role (Cashier, Accountant, or Admin).

**For Cashiers: Making a Sale**

1. Click **POS** in the menu.
2. Find products by using the search bar or clicking on them.
3. Items you click will be added to the cart on the right.
4. You can change the quantity (qty) in the cart.
5. When ready, click the main **"Charge"** or **"Checkout"** button.
6. The system will record the sale and (if set up) print a receipt.

**For Accountants / Admins: Core Tasks**

**Managing Inventory**

* **To Add One Product:**
  1. Go to **Inventory**.
  2. On the page, find the "Add New Product" form.
  3. Fill in the **SKU** (a unique code), **Name**, **Sale Price** (what you sell it for), **Cost Price** (what you buy it for), and current **Quantity**.
  4. Click "Add Product".
* **To Add Many Products at Once:**
  1. Go to **Inventory**.
  2. Find and click the **"Bulk Add Products"** button.
  3. Download the template CSV file.
  4. Fill in the template with your product data (SKU, Name, Sale Price, Cost Price, Quantity).
  5. Upload the completed CSV file.
* **To Adjust Stock (for loss/spoilage):**
  1. Go to **Inventory**.
  2. Find the "Stock Adjustment" button (it may be a modal).
  3. Select the product.
  4. Enter the quantity to change (e.g., -2 for 2 lost items).
  5. Enter a **Reason** (this is required).
  6. Click "Adjust Stock".

**Managing Purchases**

1. Click **New Purchase** in the menu.
2. Search for the products you are buying and add them to the list.
3. For each item, enter the **Qty** (how many you bought) and the **Unit Cost** (the price *you* paid per item).
4. Enter the **Supplier** name.
5. Click **"Record Purchase"**. This will automatically add the new stock to your Inventory.

**Managing Credit Sales & Purchases (AR/AP)**

* **To Bill a Customer (Credit Sale):**
  1. Go to **Receivables & Payables** > **AR Invoices**.
  2. Fill out the "Create New AR Invoice" form.
  3. Select the **Customer** and enter the **Total** and **VAT** amount.
  4. Click "Create Invoice".
* **To Record a Customer Payment:**
  1. Go to the **AR Invoices** or **AR Aging** report.
  2. Find the invoice that was paid.
  3. Click the "Record Payment" button for that invoice.
  4. Enter the **Amount** paid and click "Save".
* **To Handle a Sales Return:**
  1. Go to **Receivables & Payables** > **Credit Memos**.
  2. Fill out the form, selecting the **Customer**, the **Total Amount** of the return, and the **Reason**.
  3. You can link it to the original **AR Invoice** if you know it.
  4. Click "Create Credit Memo". This will adjust the customer's balance.

**Running Reports**

1. Look for the **Accounting** section in the menu.
2. Click **Financial Reports** to see the **Income Statement**, **Balance Sheet**, and **Trial Balance**.
3. Click **Tax Reports** to see the **VAT Report**, **Summary List of Sales**, and **Summary List of Purchases**.

**For Admins: System Management**

**Managing Users**

1. Click **Admin** > **Settings**.
2. To add someone, use the **"Create New User"** form. You must set their username, password, and role (Cashier, Accountant, Admin).
3. To edit someone, find them in the "Manage Users" list. You can change their role or set a new password.
4. To delete someone, click the "Delete" button. You cannot delete your own account.

**Viewing System Activity**

1. Click **Admin** > **Audit Log**.
2. This page shows a time-stamped log of important actions, like who logged in, who created a user, or who adjusted stock.