

	DATA ENTRY	REQUIRED	REPORTS	DATA ENTRY	REQUIRED	DATA ENTR
Entry Fields	WITH	1. FS NO ENTRY 2.HIDE THE RECEIPT COLLECTION STATUS WHEN CLICKED	rep/filter	WITH		ITEM MATE DATA(PROE INFORMATI MANAGEM
	WITHOUT	1. HIDE UNIT PRICE BEFORE VAT AND VAT WHEN SELECTED JUST PUT UNIT PRICE INSTEAD	rep/filter	WITHOUT		TRANSFER ITEM
	NAME OF PURCHASER	1.ADD BUTTON NEXT TO THE ENTRY FIELD2.NOTIFY IF ITS BEING ADDED AGAIN3. CANT BE NUMBERS ONLY LETTERS	rep/filter	Sales Info	Sales Invoice No. (Auto or manual)Date of SaleSalesperson Name (optional – if multiple employees make sales)Customer NameCustomer Contact (Phone/Email) (optional)Customer Location (optional, helps for delivery planning)	SHOW ITEM BY LOCATI
	INVOICE NO	1. AUTO GENERATED FOR THE 3 KINDS OF PURCHASE (WITH, WITHOUT, IMPORTED)2. CAN BE LETTERS AND NUMBERS	rep/filter	ITEM DETAILS	Item Name (linked from inventory)Item Code (auto-filled from inventory)Category (auto or dropdown from inventory)Quantity SoldUnit of Measurement (UOM) (auto from inventory)Selling Price per UnitTotal Selling Price (auto = Qty × Unit Price)	Stock Track
	DATE OF PURCHASE	1. Auto insert todays date2.Allow for backdating insertion	rep/filter	Pricing & Discounts	Discount Applied (amount or %)VAT (15%) (auto-calculated or editable)Final Invoice Total (with VAT and discount)	Cost & Valu Tracking
	SELLER NAME (VENDOR)		rep/filter	PAYMENT	Payment Status (Paid / Partial / Unpaid)Payment Method (Cash / Bank Transfer / Cheque / Credit)Payment DateCurrency (if selling in USD, Birr,	Reports & Insights

					etc.)*Exchange Rate (if USD or other	
	SELLER LOCATION		rep/filter	DELIVERY AND TRACKING	Delivery & TrackingDelivery Required? (Yes/No)Delivery Date / Pickup DateDelivery Status (Pending / Completed)Warehouse Source (auto-filled or selected)	
	RECEIPT PICKUP/ COLLECTION STATUS	1.FULLY COLLECTED 2.PARTIALLY COLLECTED3.NOT COLLECTED	rep/filter	UPLOAD DOCS	BANK SLIP	
	ITEM CATEGORY	1.ADD BUTTON NEXT TO THE ENTRY FIELD2.NOTIFY IF ITS BEING ADDED AGAIN	rep/filter			
	ITEM NAME	1.ADD BUTTON NEXT TO THE ENTRY FIELD2.NOTIFY IF ITS BEING ADDED AGAIN3. AFTER ITEM IS SELECTED ,ADD DETAILS BUTTON NEXT TO ITEM NAME TO ADD DETAILS FOR INDIVIDUAL ITEMS(SERIAL NO, MODEL, COLOR, AND BRAND)	rep/filter			
	QUANTITY	1. ONLY NUMBERS2. CANT BE LETTERS	rep/filter			
	UOM (UNIT)	1.ADD BUTTON NEXT TO THE ENTRY FIELD2.NOTIFY IF ITS BEING ADDED AGAIN	rep/filter			
	UNIT PRICE BEFORE VAT	1.SHOW IF WITH AND IMPORTED BUTTON IS SELECTED	rep/filter			
	VAT (15%)		rep/filter			
	UNIT PRICE INCLUDING VAT		rep/filter			
	TOTAL PRICE		rep/filter			

	TRANSPORTATION FEES		rep/filter			
	LOADING AND UNLOADING FEES (HANDLING FEES)		rep/filter			
	COMMISSION FEES		rep/filter			
	ITEM PICKUP/ COLLECTION STATUS	1. FULLY COLLECTED2.PARTIALLY COLLECTED3.NOT COLLECTED	rep/filter			
name change	ITEM WAREHOUSE LOCATION	1. ADD BUTTON NEXT TO THE ENTRY FIELD2. ADD DETAILS ABOUT WAREHOUSE NAME, SIZE, LOCATION... (FINISH LATER)	rep/filter			
name change /add partially paid	PAYMENT STATUS	1.PAID IN FULL2.PARTIALLY PAID3.CREDIT	rep/filter			
add direct deposit to bank	PAYMENT TRANSACTION TYPE	1. BANK TRANSFER FROM ACCOUNT TO ACCOUNT:- WHEN SELECTED SHOW A)BANK NAME FROM AND TOB) ACCOUNT NO FROM AND TOC) SENDER NAME AND RECIEVER NAMED) DATE2. DIRECT DEPOSIT TO BANK ACCOUNT3. CASH	rep/filter			
separate upload docs field from bank transfer field	UPLOAD DOCS	1. PURCHASE RECEIPT2. BANK RECEIPT	rep/filter			
term change/auto change	PURCHASE STATUS	1. COMPLETE2. INCOMPLETE (AUTO CHOOSE THIS IF A) RECEIPT IS EITHER PARTIALLY COLLECTED OR NOT COLLECTEDB) ITEM COLLECTION STATUS IS EITHER PARTIALLY COLLECTED OR NOT COLLECTEDC) PAYMENT STATUS IS EITHER PARTIALLY COLLECTED OR NOT COLLECTED	rep/filter			

	SELLING PRICE					
	withholding					
	USD RATE TODAY	1 ENTER EXCHANGE RATE				