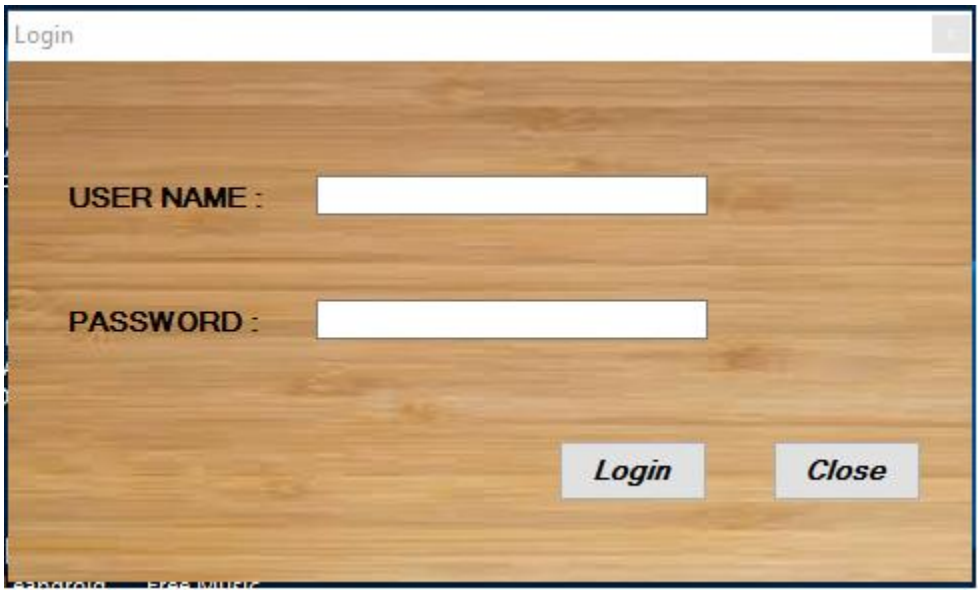
LOG IN



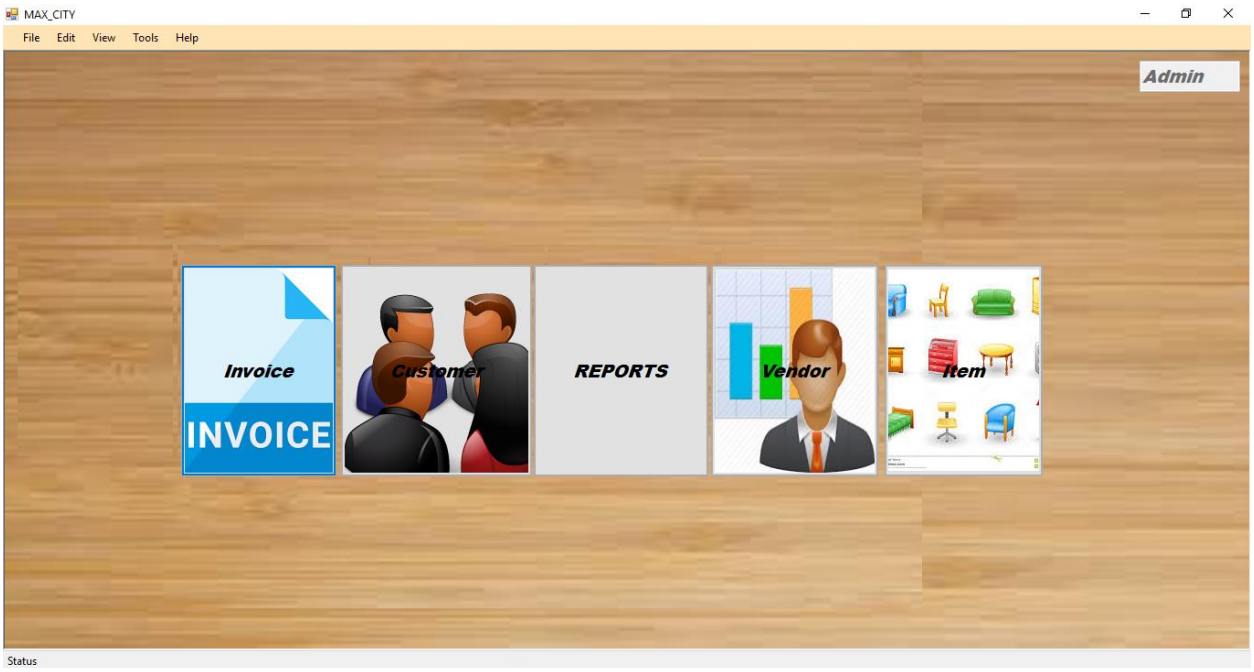
Log in as

Admin

Cashier

Log in as Admin

WELCOME SCREEN



1) How to input new data?

a) How to create a new customer?
b) How to create a new item?
c) How to create a new vendor?
d) How to create Invoice?

2) Reports

3) How to update the data?

a) How to update Customer's details?
b) How to update Vendor's details?
c) How to update Item's details?

4) How to preview details?

a) How to preview customer's details?
b) How to preview Items details?
c) How to preview Vendor's details?
d) How to preview accounts?
e) How to preview sales?

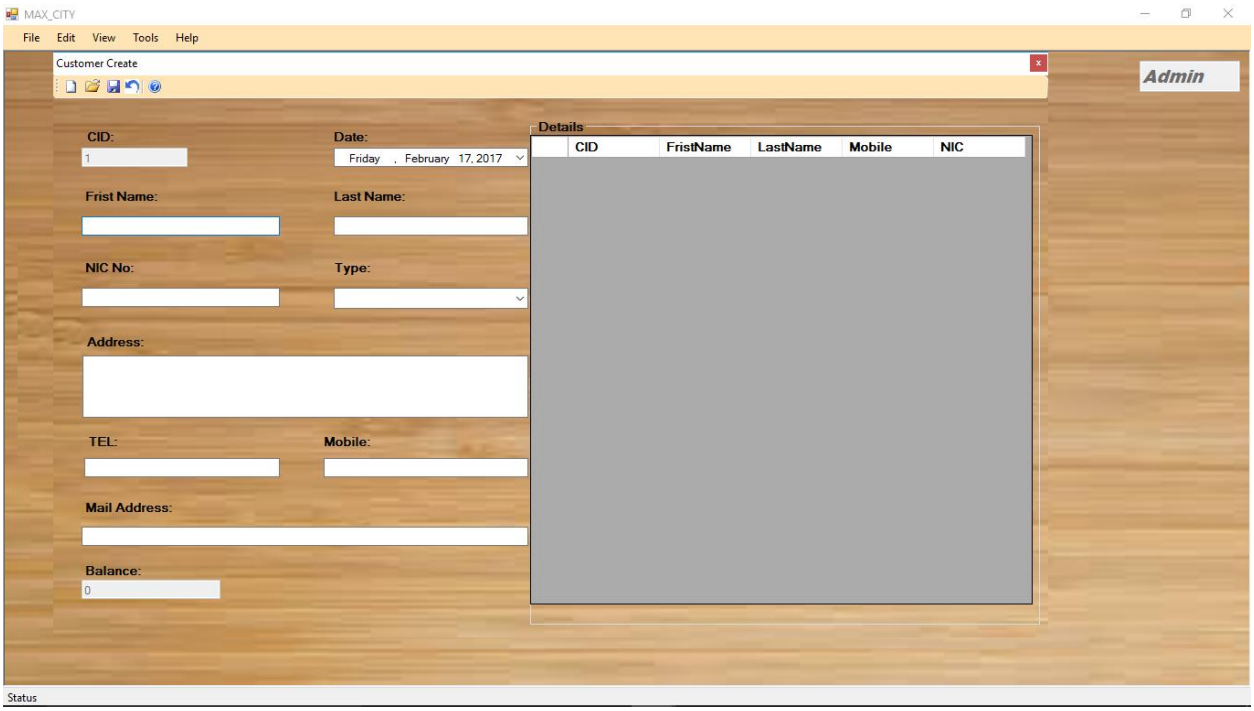
1) How to input new data?

a. How to create a new customer?

There are two methods to create a new customer.

Go to file → New → Customer **Or**

Click the customer tab in the welcome screen.
(Then customer create window will be opened.)



The customer create dialogue box should fill per following guide lines.

CID*: - Customers ID. (This should be integer.)

Date :- The date which customer registered.

First Name :- Customer's first name.

Last Name :- Customer's last name.

Type :- The way of paying.

NIC No:- Customer's NIC number.

Address:- Customer's permanent address.

Telephone :- Permanent telephone number of office/ home.

Mobile :- Customer's mobile phone numbers.

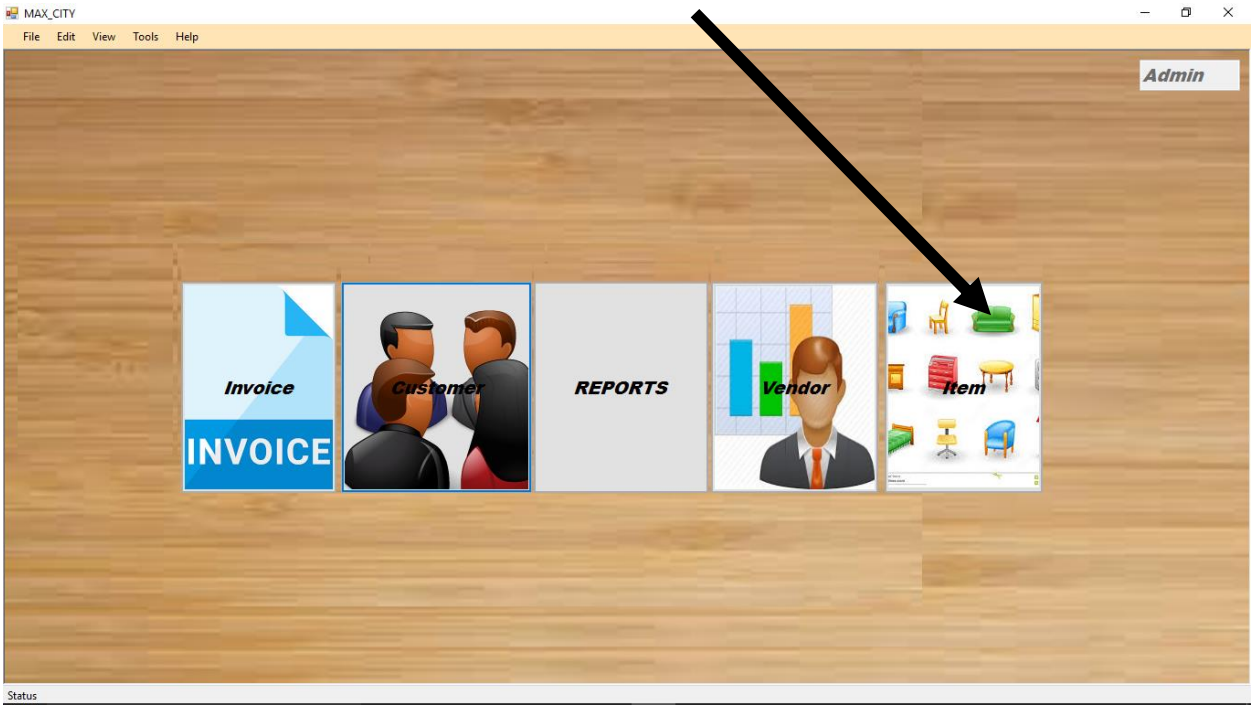
Mail :- Customer's e-mail address.

There are required fields in this tis form marked.

Save the customer's details by using icon

By using icon close this window.

b. How to create a new item?

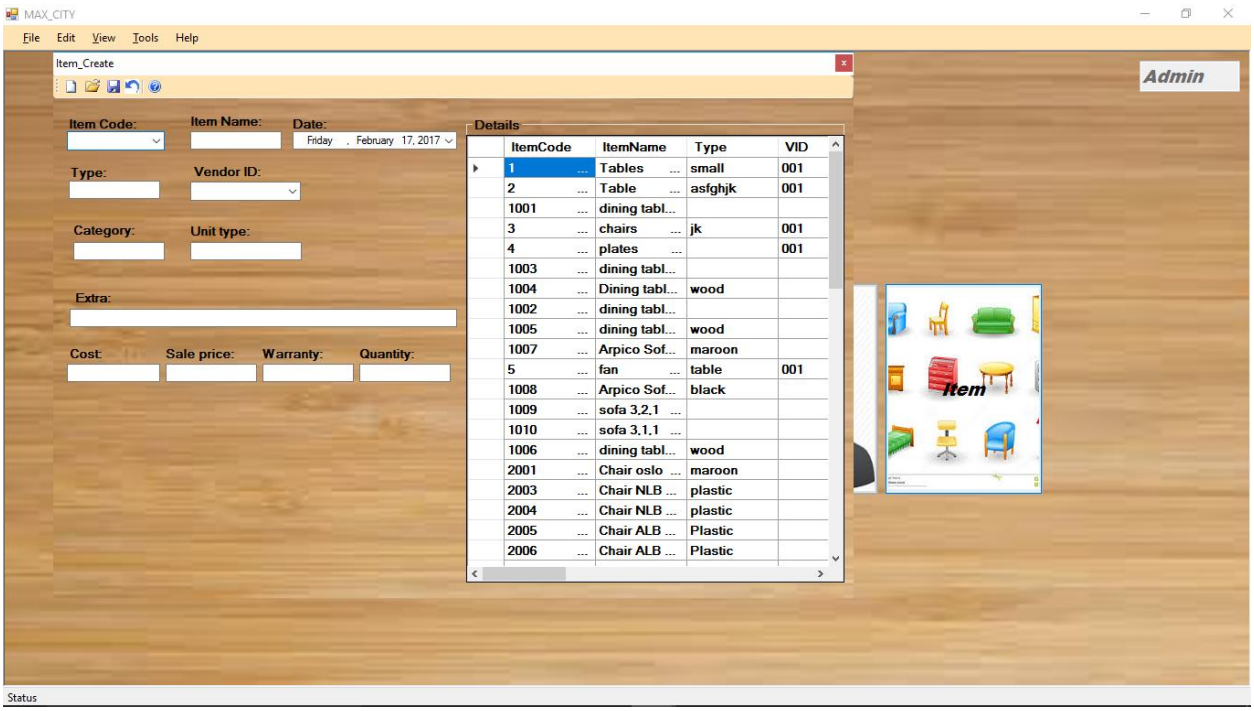


There are two methods to create a new customer.

Go to file → New → Item **Or**

Click the item tab in the welcome screen.

(Then item create window will be opened.)



The item create window should fill per following guide lines.

Item Code :- The code of the item.

Item Name :- The name of the item.

Type :- Type of the item.

Vendor ID :- ID of the salesman.

Category :- Brand of Item

Unit type :- Type of item

Extra :- Description of item

Cost :- Cost of item

Sale price :- Sale price of item

Last price:- Last price of item

Disc% :- Discount

Warranty :- Warranty period

Quantity :- Number of items in stock

There are required fields in this form marked.

Save the Item's details by using icon.

By using icon close this window.

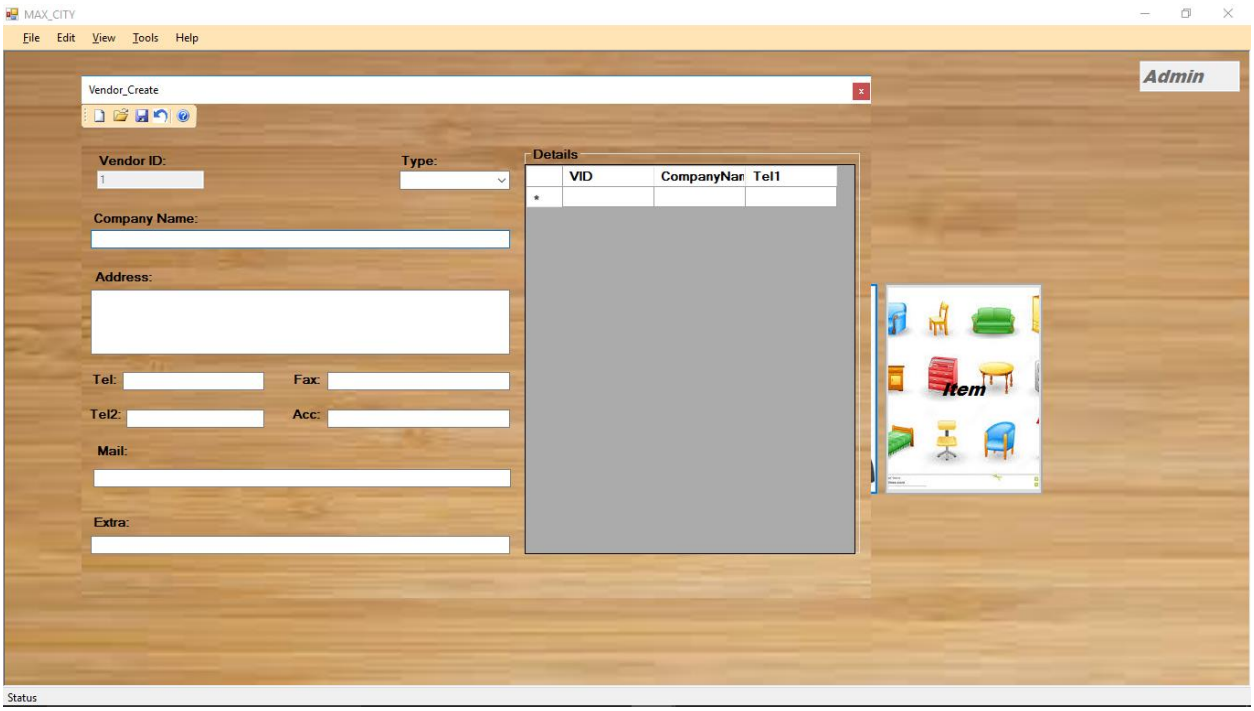
C. How to create a new vendor?

There are two methods to create a new customer.

Go to file → New → Vendor **Or**

Click the Vendor tab in the welcome screen.

(Then Vendor create window will be opened.)



The Vendor create dialogue box should fill per following guide lines.

Vendor ID :- ID of salesman.

Type :- Cash or credit

Company Name :- Vendor's company name

Address :- Vendor's permanent address

Tel :- Vendor's permanent phone number(Office/ home)

Fax :- Vendor's fax number

Acc :- Vendor's bank account number

Mail :- Vendor's e-mail address

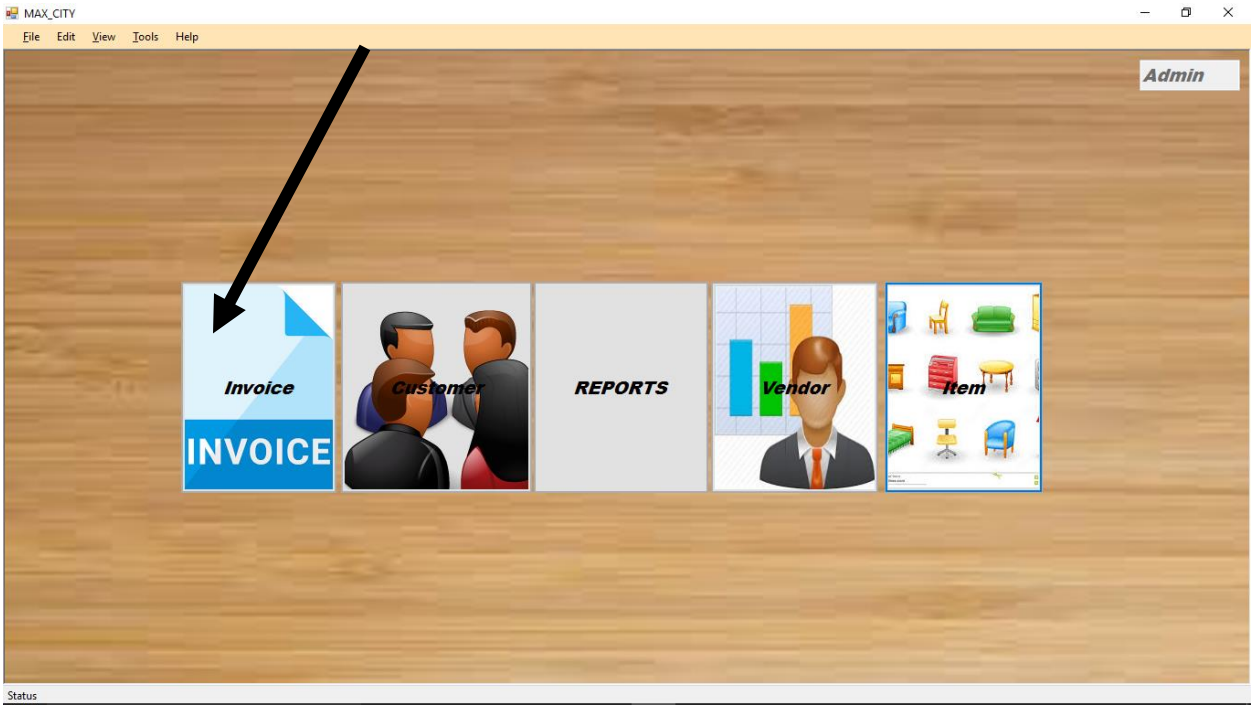
Extra :- Description of vendor

There are required fields in this form marked.

Save the Vendor's details by using icon.

By using icon close this window.

d. How to create Invoice?

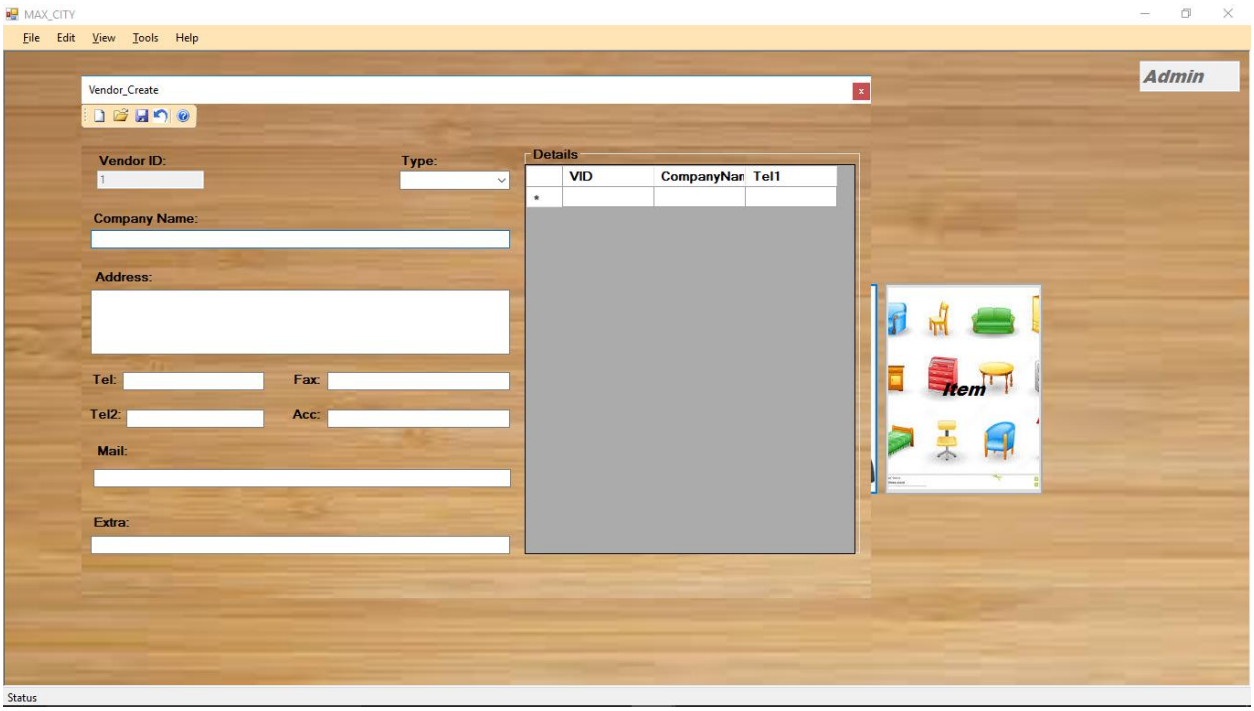


How to create a new vendor?

There are two methods to create a new customer.

Go to file → New → Vendor **Or**

Click the Vendor tab in the welcome screen.
(Then Vendor create window will be opened.)



It should fill per following guide lines.

Invoice No :- It will be filled automatically.

CID :- The customer ID which was created. (Give the CID then search) Then Name, Address, Type, Contact Number will be filled automatically.

Then click on the Name and press Enter Key. After you can type item code.

Insert item code and press Search button. Then Item & Price will be filled.

Quantity :- Number of items will be able to buy.

After insert the Quantity, click on the Add button.

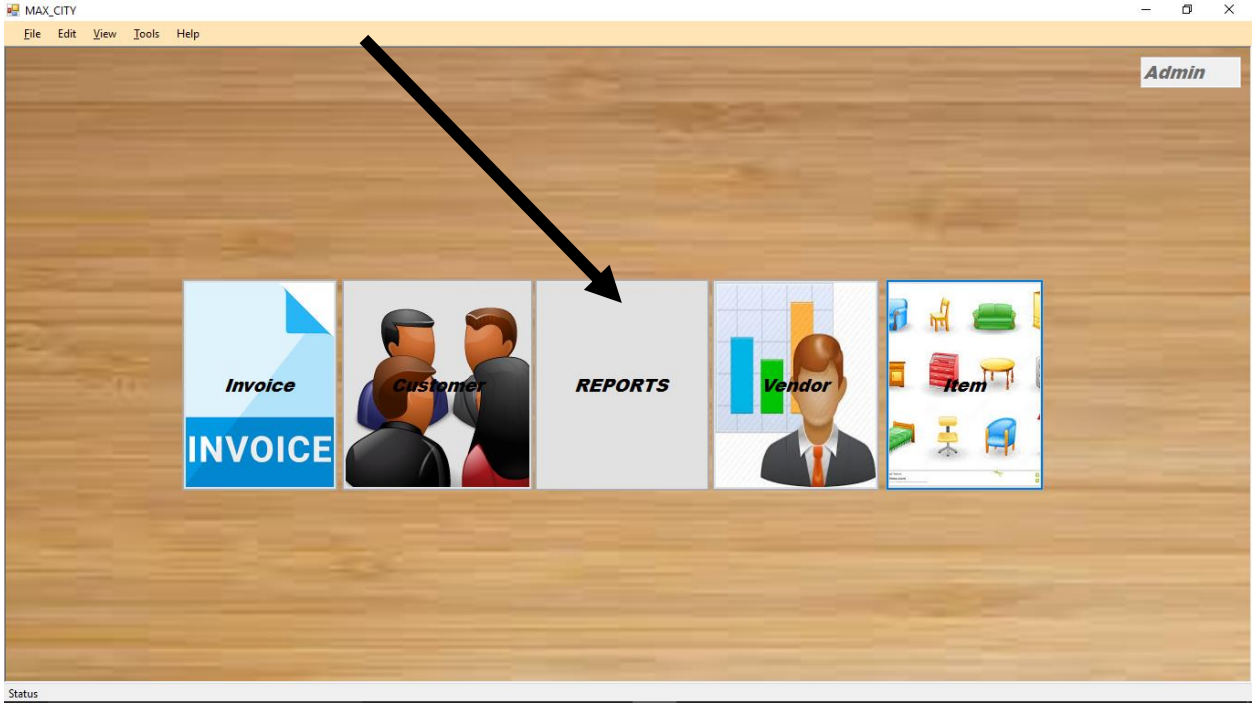
There are required fields in this form marked.

Save the Invoice details by using icon.

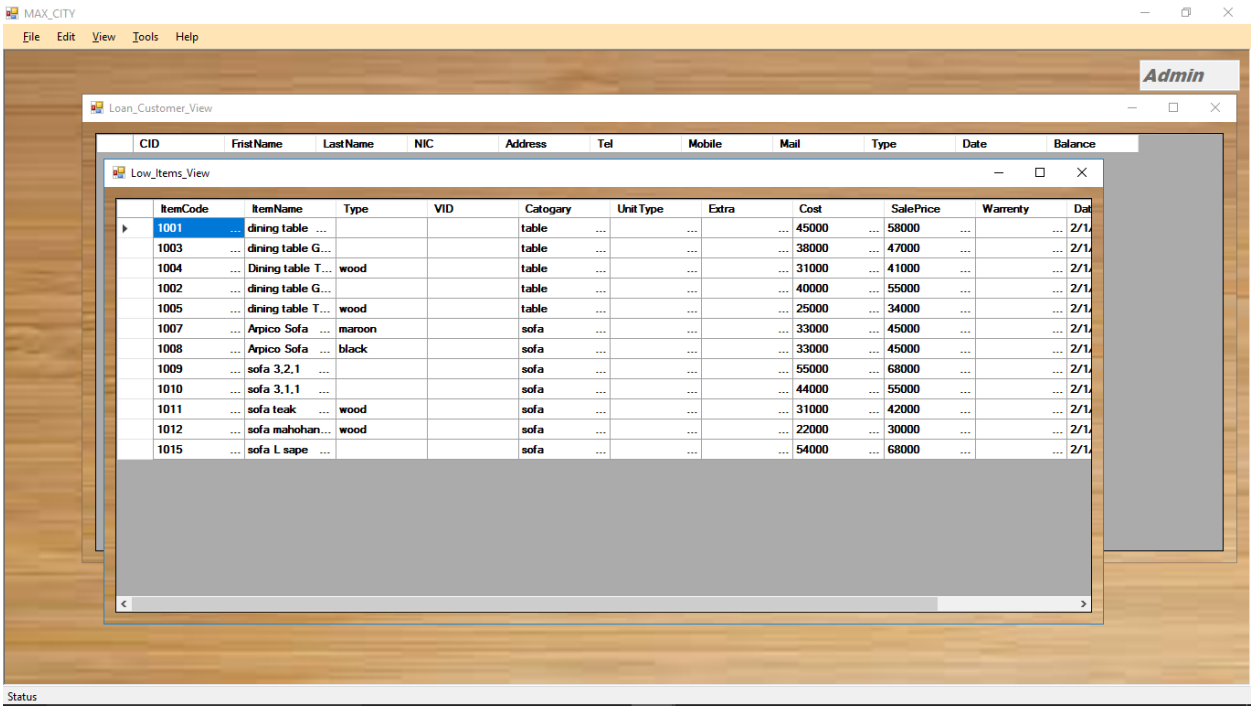
Click on the icon button to clear the invoice.

Print the invoice by using and use the button to preview the print page.

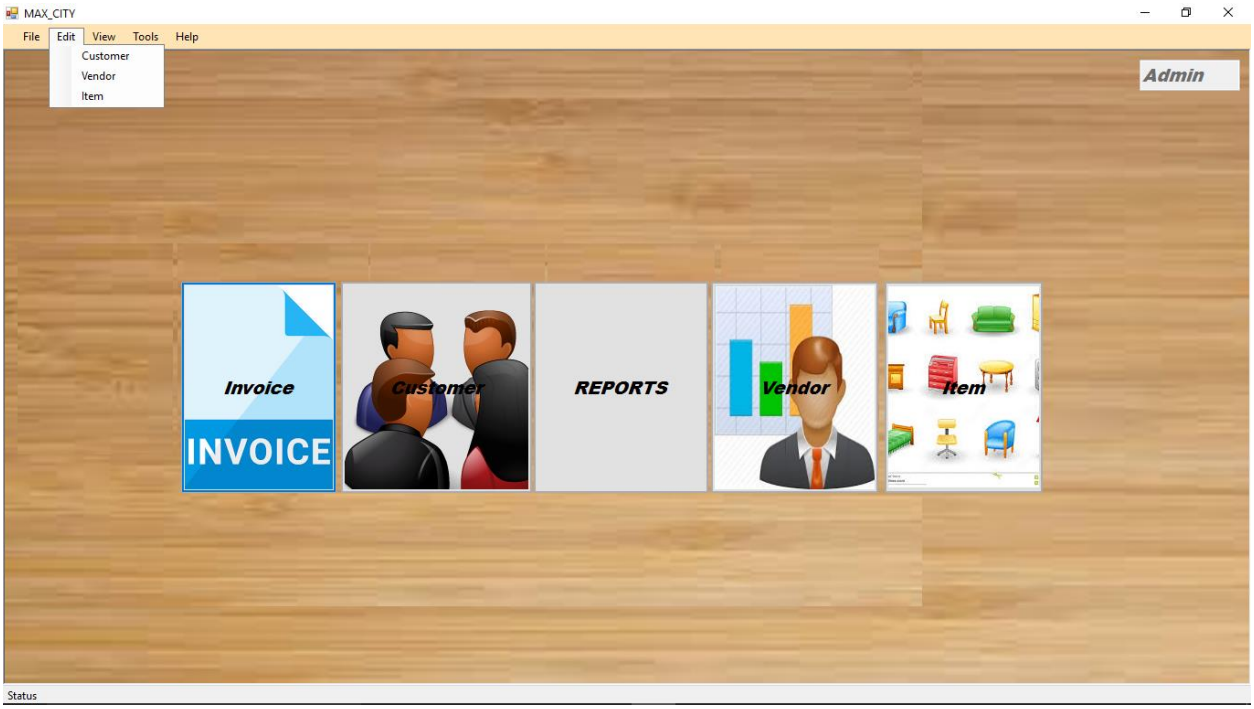
2) Reports



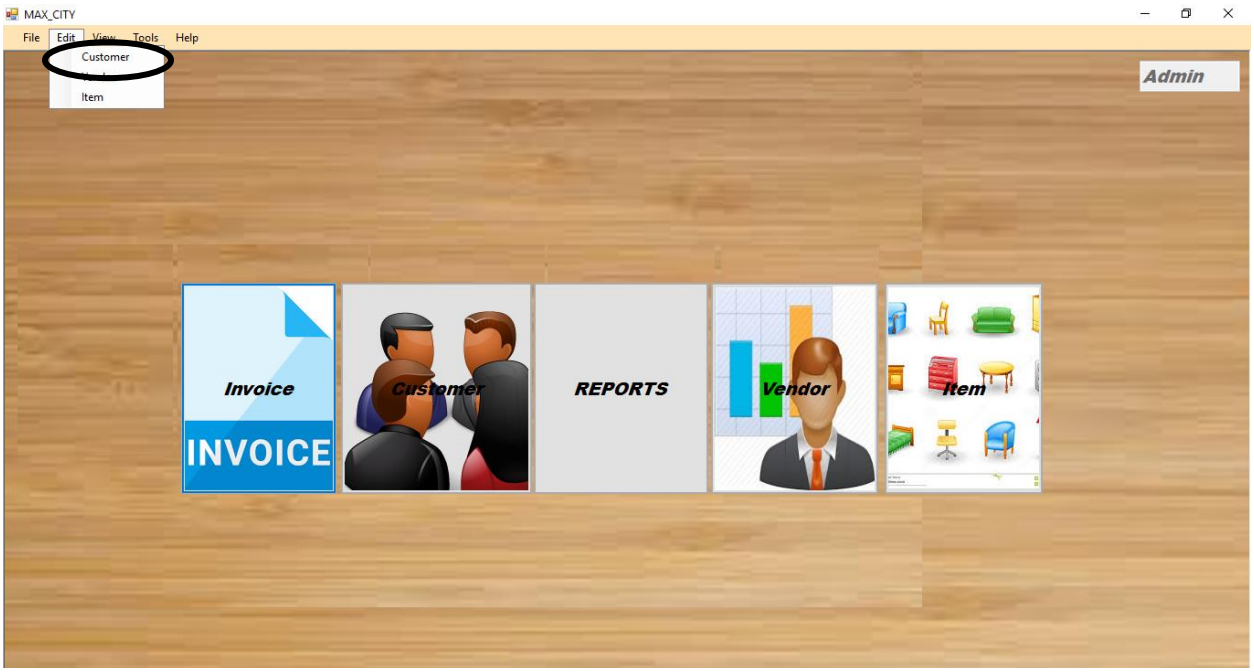
Use Report tab on the welcome screen to preview Customer(s) who should pay balance & Item(s) which is less than or equal of 10 on the store.



3) How to update the data?

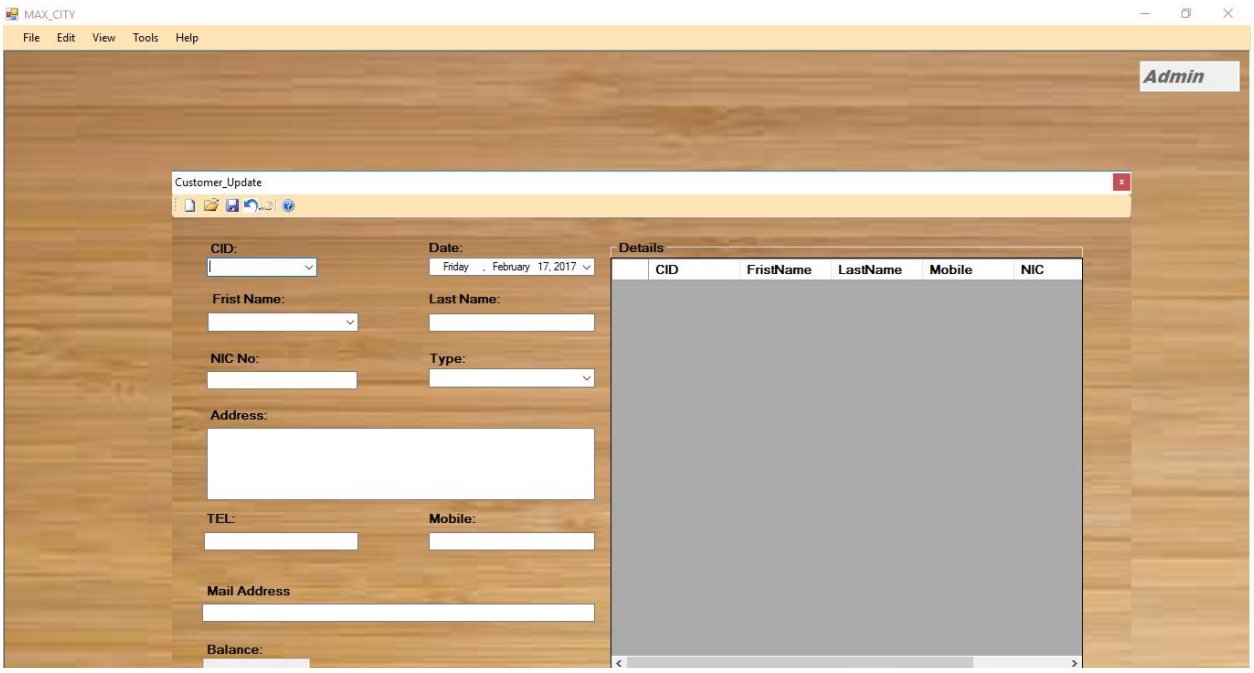


a. How to update Customer's details?



Go to Edit → Customer

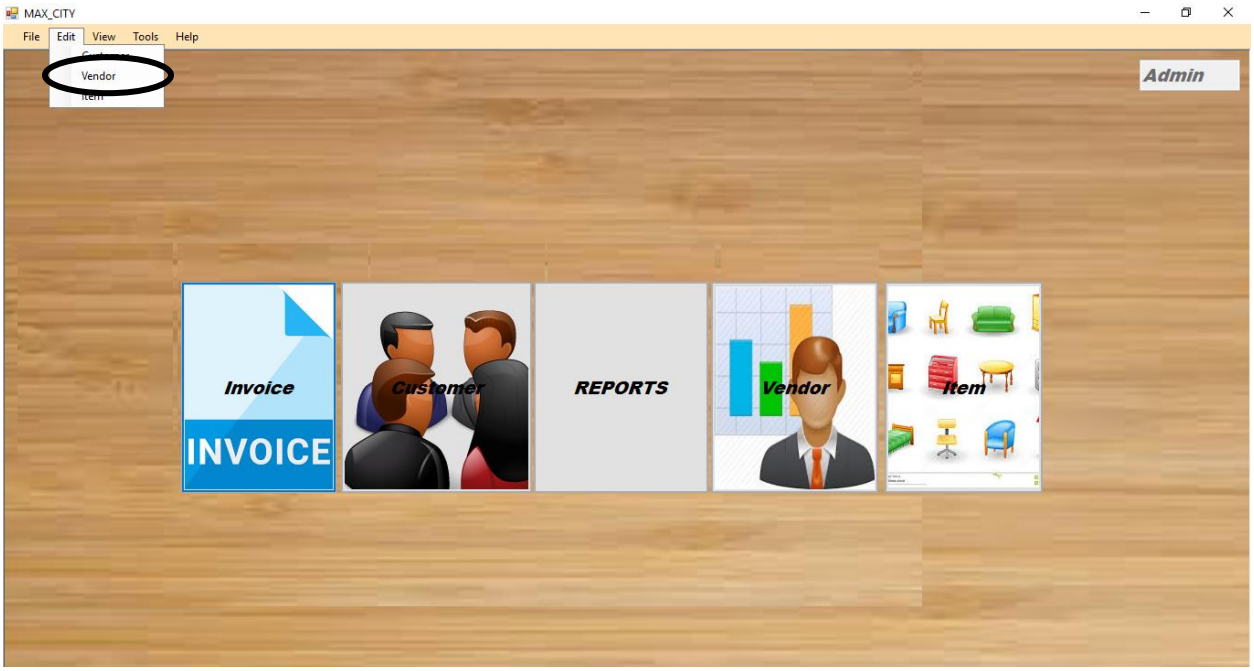
Then following window will be opened.



Type or select the Customer's Id on the CID text box and click on the 🔎 icon.

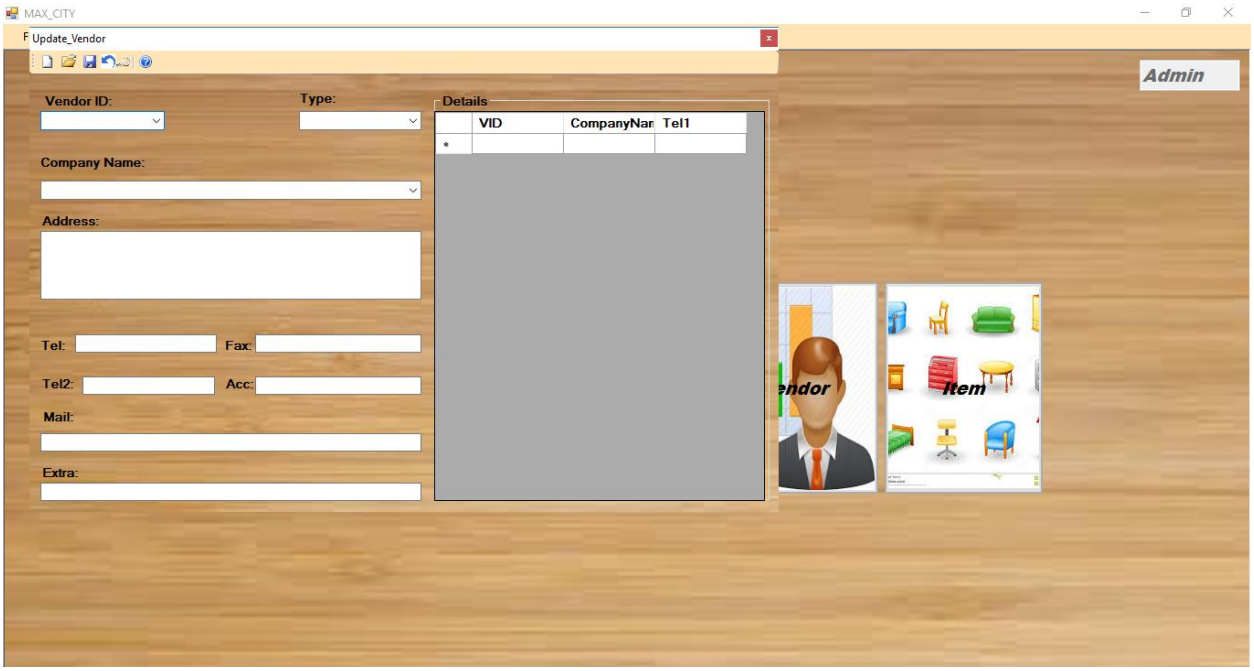
Update require details and press on the icon. And use to close the window.

b. How to update Vendor's details?



Go to Edit → Vendor

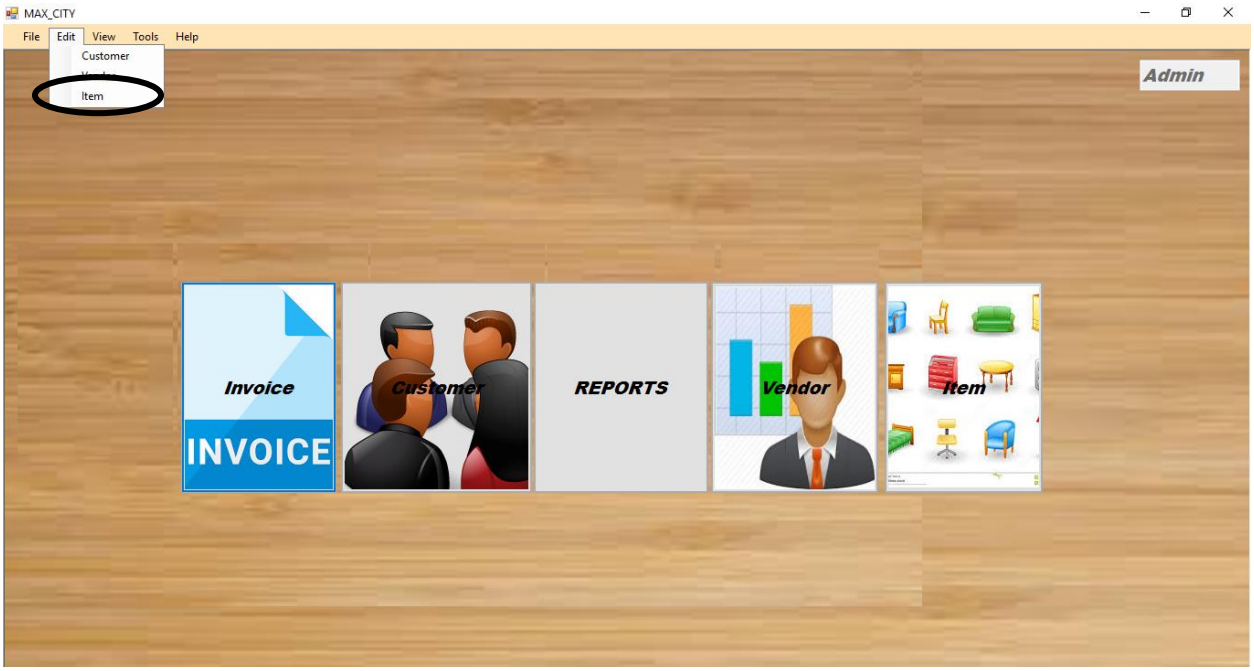
Then following window will be opened.



Type or select the Vendor's Id on the Vendor ID text box and click on the 🔎 icon.

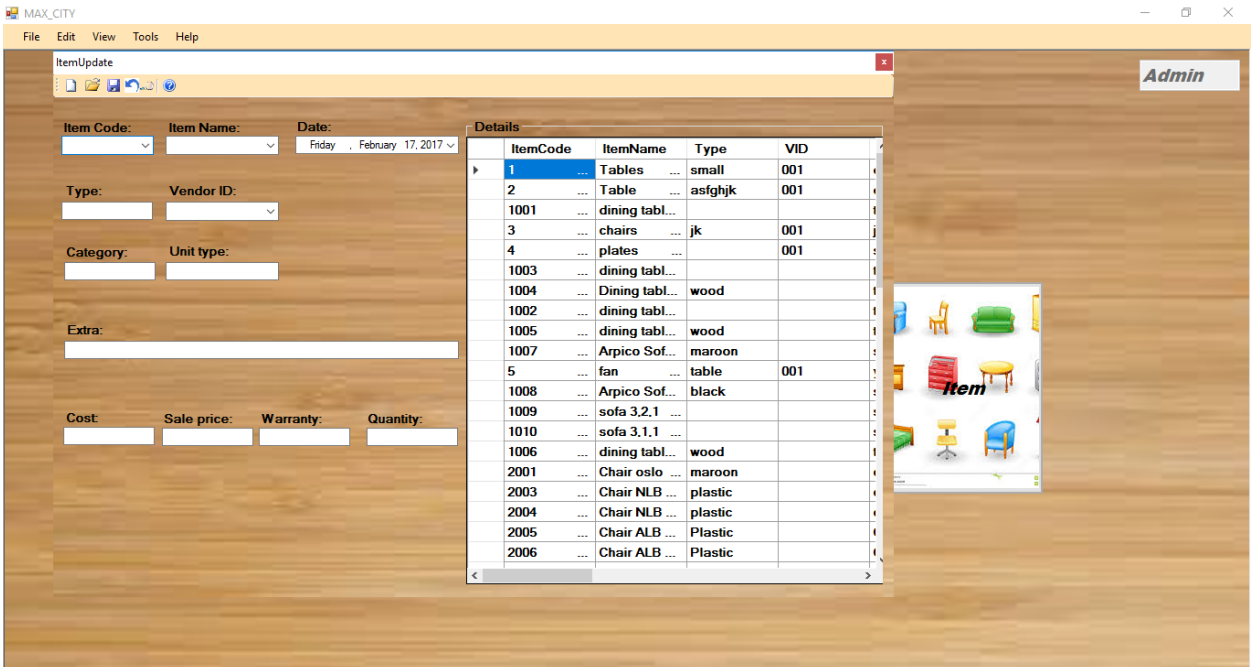
Update require details and press on the 💾 icon. And use ↩ icon to close the window.

C. How to update Item's details?



Go to Edit → Item

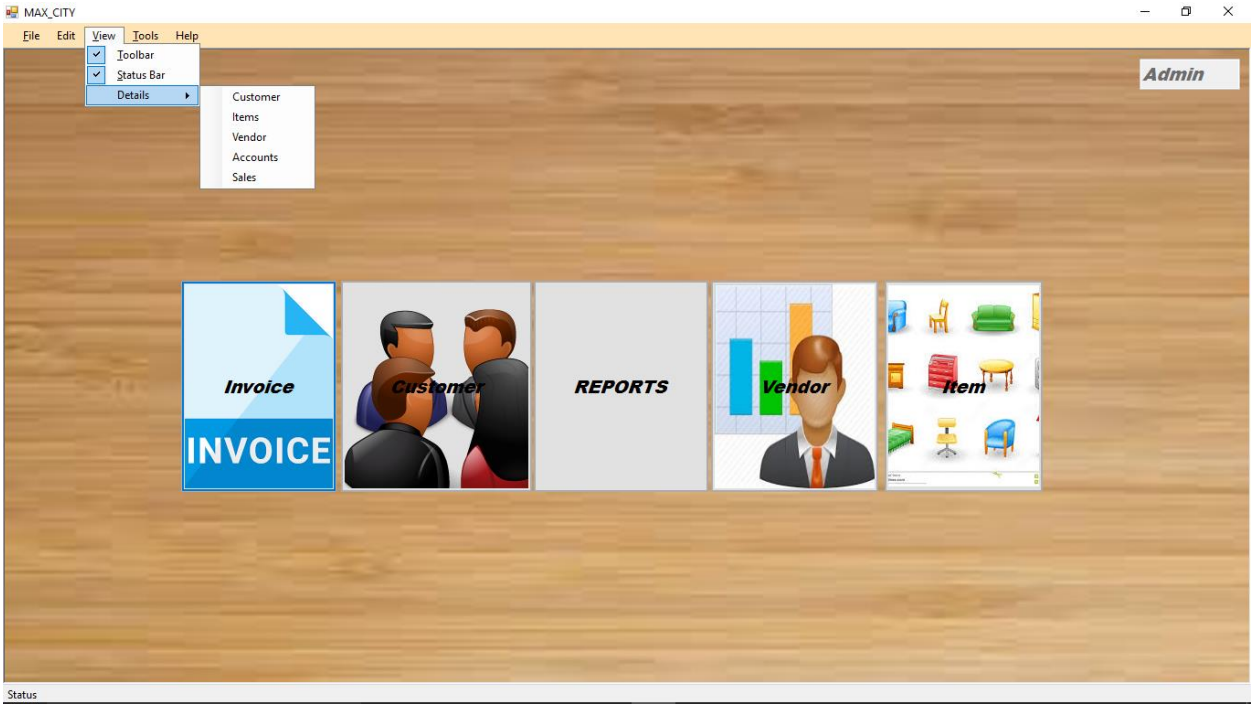
Then following window will be opened.



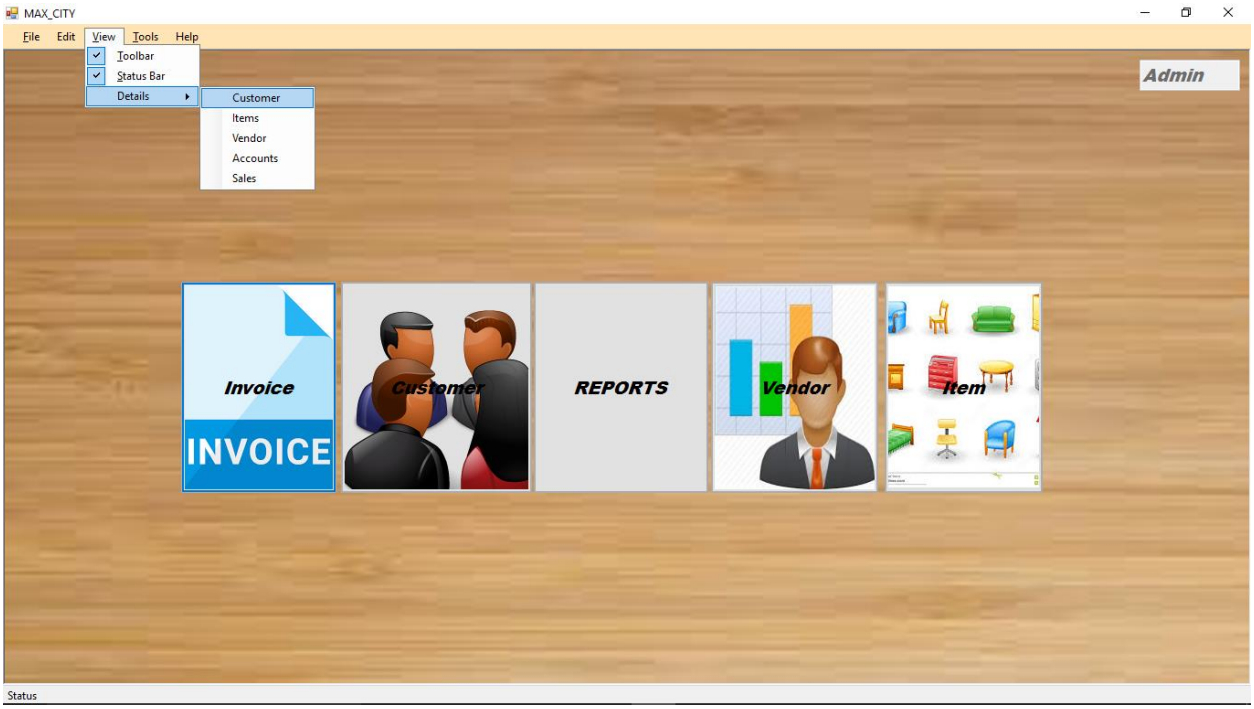
Type or select the Item Code on the Item Code text box and click on the icon.

Update require details and press on the icon. And use icon to close the window.

4) How to preview details?



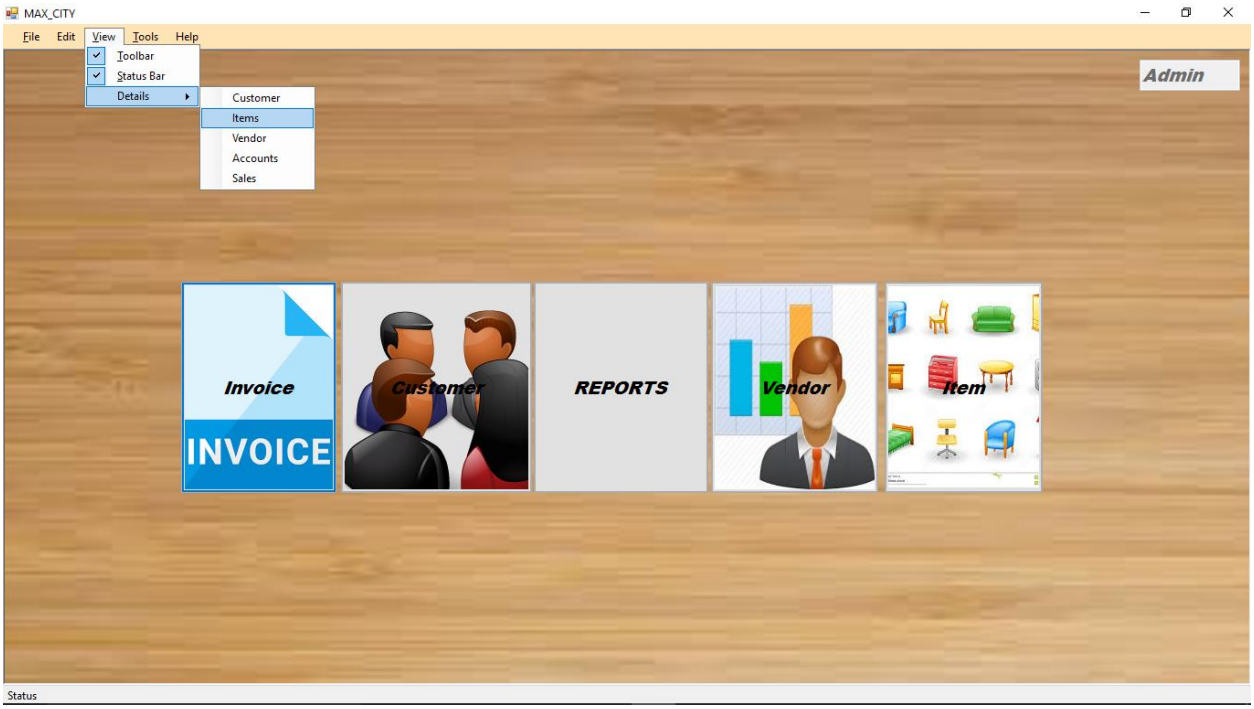
a. How to preview customer's details?



Go to View Details Customer

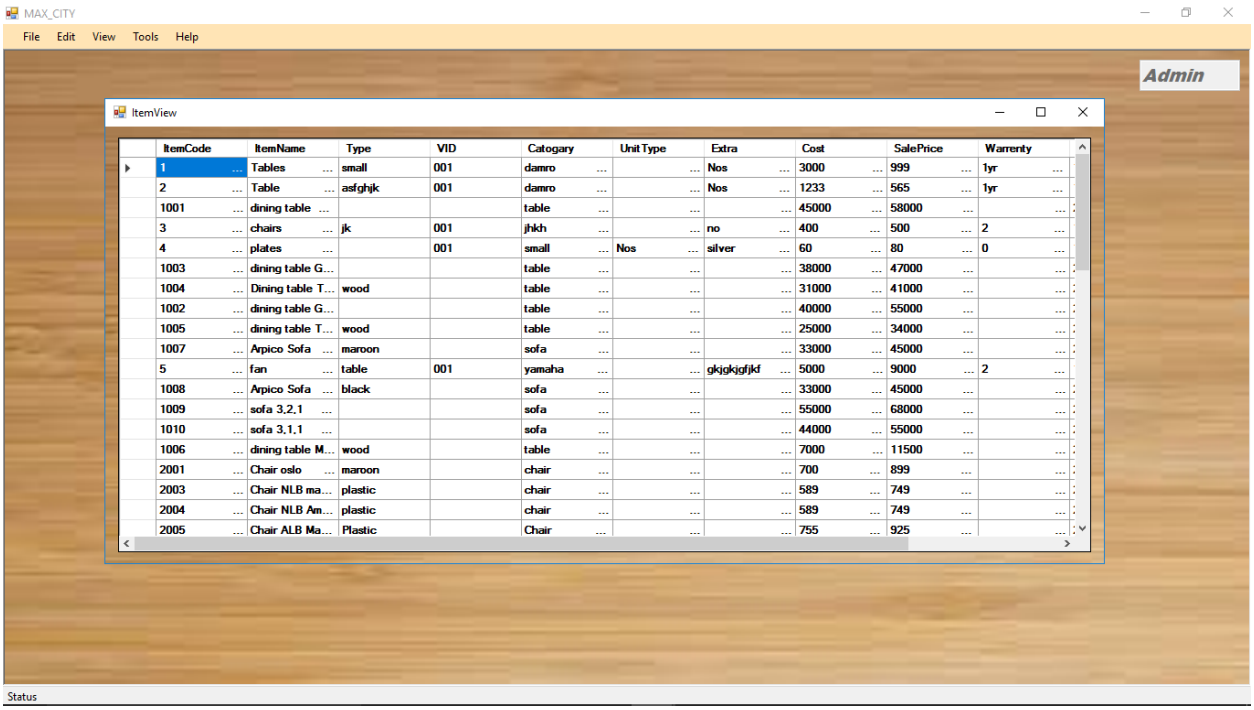
Customer Details will be shown as above figure.

b. How to preview Items details?



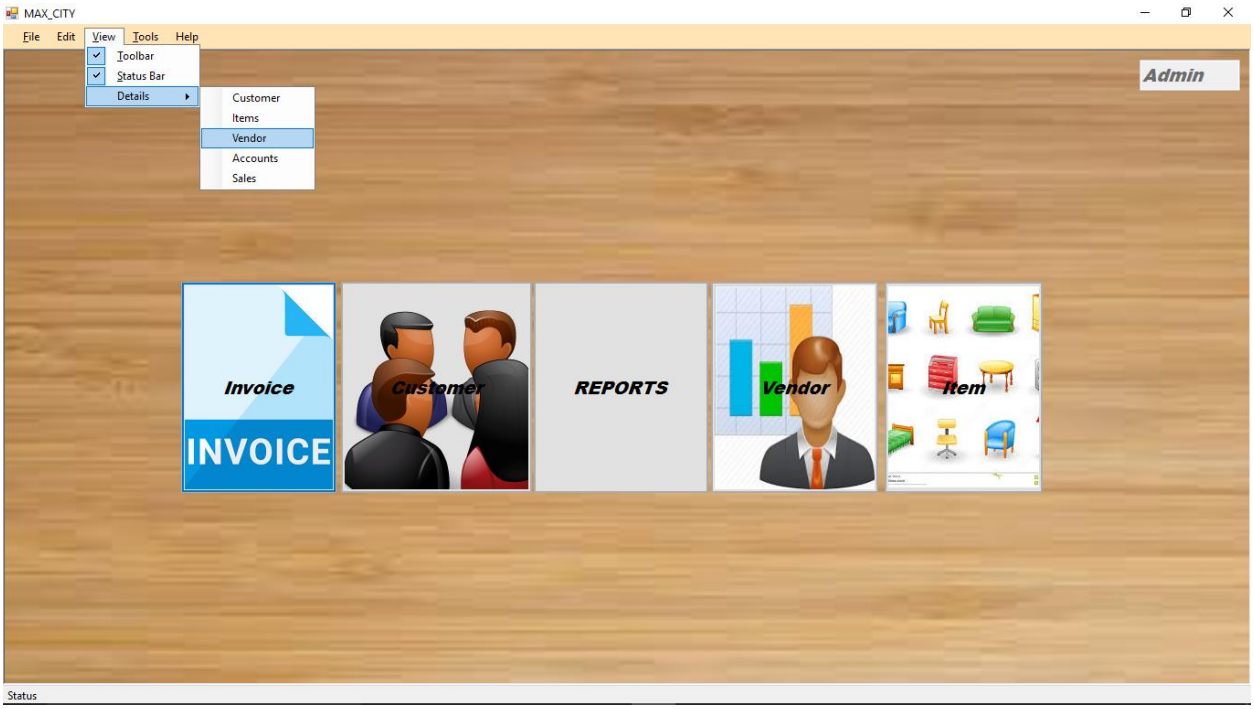
Go to View Details Item

Customer Details will be shown as above figure.



ItemCode	ItemName	Type	VID	Catogary	Unit Type	Extra	Cost	SalePrice	Warrenty
1	Tables	small	001	damro		Nos	3000	999	1yr
2	Table	asfghjk	001	damro		Nos	1233	565	1yr
1001	dining table			table			45000	58000	
3	chairs	jk	001	jhkh		no	400	500	2
4	plates		001	small	Nos	silver	60	80	0
1003	dining table G...			table			38000	47000	
1004	Dining table T...	wood		table			31000	41000	
1002	dining table G...			table			40000	55000	
1005	dining table T...	wood		table			25000	34000	
1007	Arpico Sofa	maroon		sofa			33000	45000	
5	fan	table	001	yamaha		gkjgkjgfjkf	5000	9000	2
1008	Arpico Sofa	black		sofa			33000	45000	
1009	sofa 3,2,1			sofa			55000	68000	
1010	sofa 3,1,1			sofa			44000	55000	
1006	dining table M...	wood		table			7000	11500	
2001	Chair oslo	maroon		chair			700	899	
2003	Chair NLB ma...	plastic		chair			589	749	
2004	Chair NLB Am...	plastic		chair			589	749	
2005	Chair ALB Ma...	Plastic		Chair			755	925	

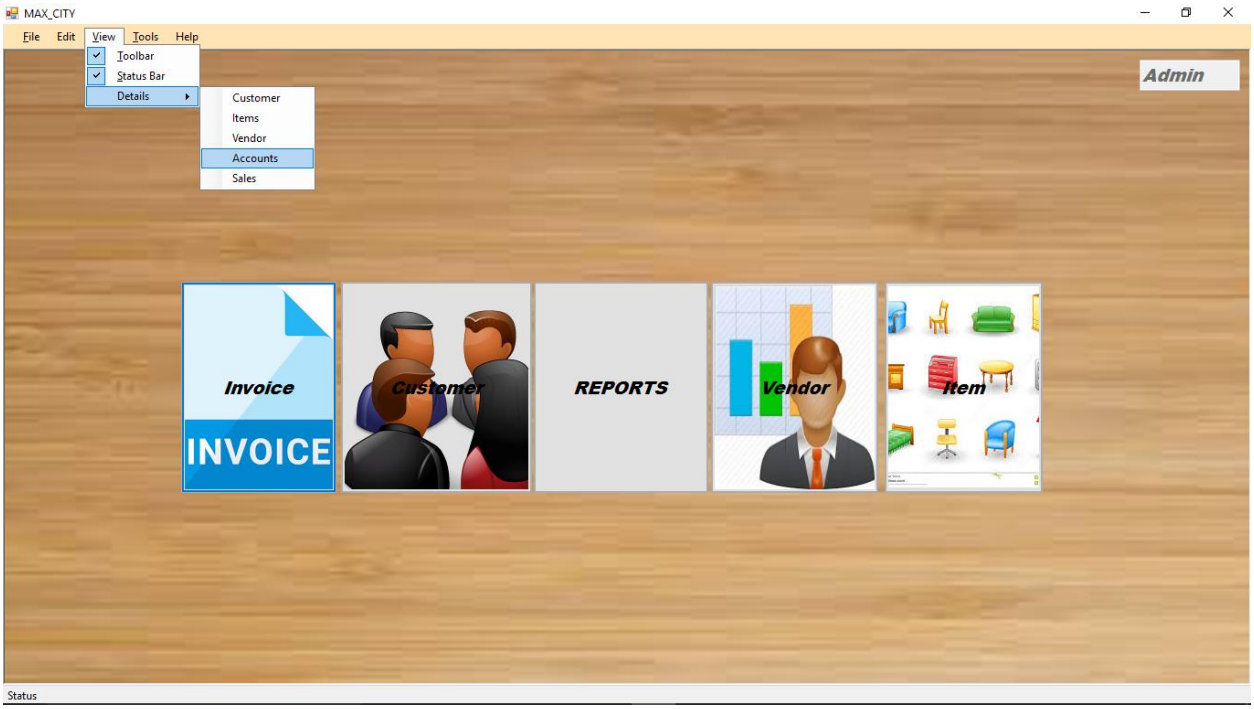
C. How to preview Vendor's details?



Go to View Details Vendor

Customer Details will be shown as above figure.

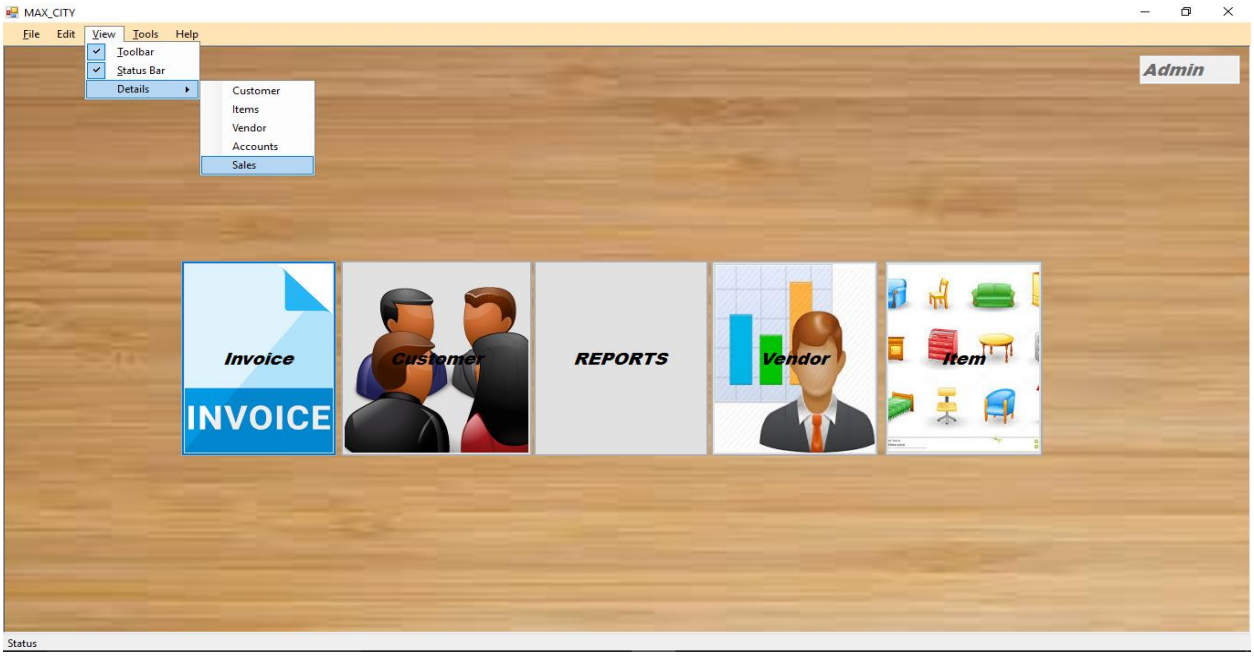
d. How to preview accounts?



Go to View Details Accounts

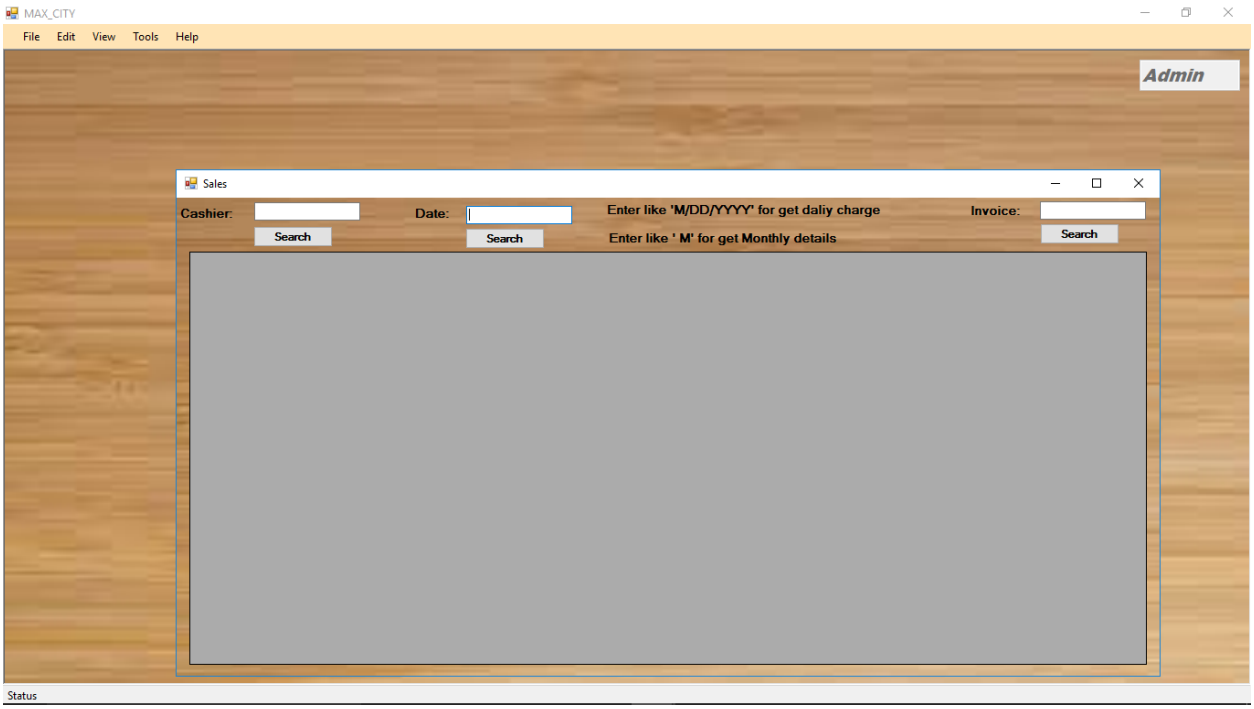
Customer Details will be shown as above figure.

e. How to preview sales?



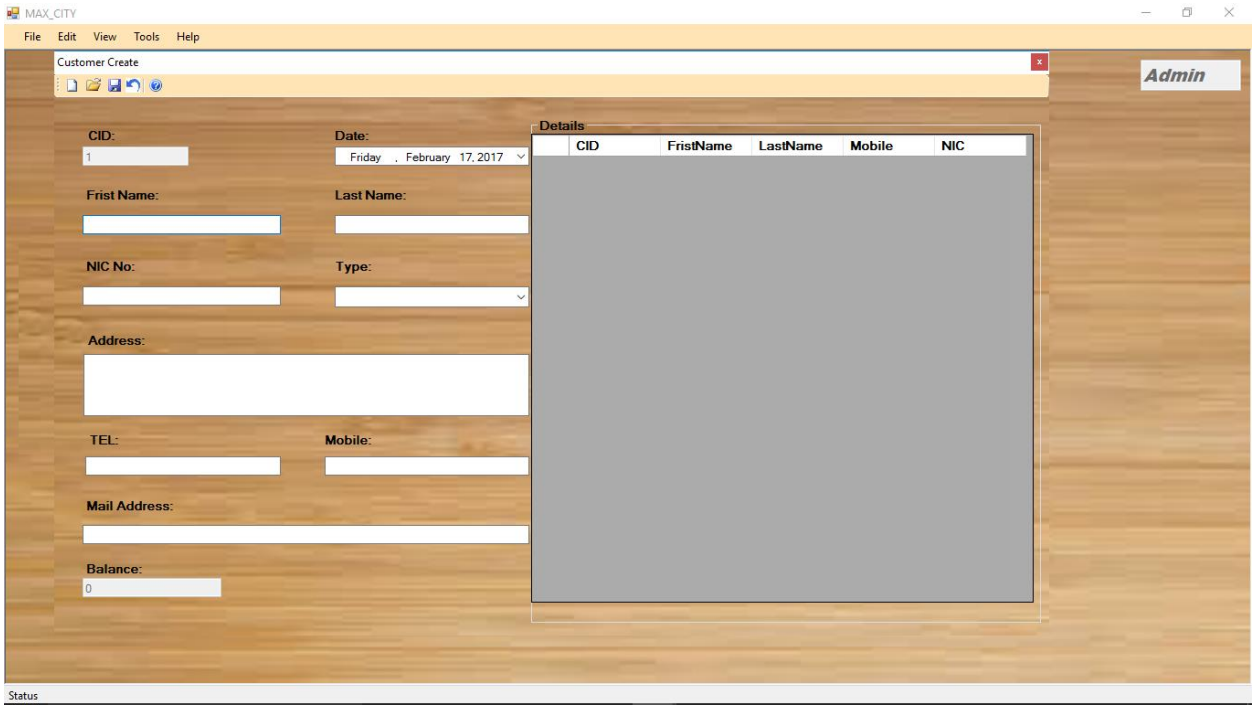
Go to View Details Accounts

Customer Details will be shown as above figure.



Press search button(below cashier) to preview all details of sales. Otherwise can take by filtering Cashier/ Date/ Invoice no.

Log in as Customer



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Telephone :- Permanent telephone number of office/ home.

Mobile :- Customer's mobile phone numbers.

Mail :- Customer's e-mail address.

There are required fields in this tis form marked.

Save the customer's details by using icon

By using icon close this window.