User Guide

Version 1.0

Campus ERP

About

This document is divided into three parts

1. **System configuration**
   This part deals with setting up the ERP application, which are necessary for the core functions
2. **Core Functions**
   Describes main functionalities and in-depth features.
3. **Reporting**
   This part deals with generating and exporting reports.

SYSTEM CONFIGURATION

Table of Contents

1 Introduction

1.1 Scope and Purpose

The main purpose of this Part is to help you set up the application and give general instructions on how to use the product, note that this product deals with the organizations accounting system and a good knowledge of accounting and its fundamentals are necessary prerequisites to use this product.

1.2 Process Overview

We will discuss about different modules in the application and guide you through the steps and functionalities of the modules.

The application consists of the following modules:

1. Human Resources
2. Accounting System
3. Asset Management
4. Inventory and Stock Management

2 Human Resource

2.1 Departments, Jobs and Employees

2.1.1 Overview

The human resource module has all the core functions needed by any organization, but before going any deep first you have to set up the module by adding departments jobs and employees.

2.1.2 Add Department

Location: In the Side menu click Human Resources, then click Department structure.

(Sitemap: human resources>>department structure)

Departments are stored like a tree structure in the application just like chart of accounts.

The department structure has three levels, all three levels are mandatory and the third level is the actual department where each employee belongs.

1. **How to add Deparments?**
   - First, add level 1 by clicking on create new button.
   - Then click on the department structure tree you just created and click create new
   - then repeat the same steps for adding the last level.

     Note: the third level is the important level and each employee belongs to the third level.

2.1.3 Add Jobs

Location: In the Side menu click Human Resources, then click Jobs

(Sitemap: human resources>>jobs)

Adding job is mandatory it is used when adding new employees, we will discuss this in the next section 2.1.4.

Let's add new jobs

Steps:

1. Click on the create new button
2. Click on department field, a dialog box will pop up
3. Select the main branch then second branch and finally the third branch from the dropdown list and click save
4. Then fill the job name English and Arabic
5. And finally click save

After successfully adding all jobs now you can add employees

2.1.4 Add Employees

Location: In the Side menu click Human Resources, then click Employees

(Sitemap: human resources>>employees)

Steps

1. Click create new button
2. Upload image of the employee
3. Click Department field, a dialog box will appear select first second and third branch from the dropdown list and click save
4. Then select jobs from the dropdown list
5. Fill all other details and click save

To view the employee just added click on the department field and select the department and click on the search icon.
You will see all the employees which belongs to the department you search for in the DataGrid.

Now that you have added department, jobs and employees let's move forward to the next section.

3 Accounting

3.1 Chart of Accounts

3.1.1 Overview

The chart of accounts is a listing of all accounts used in the **general ledger** of an organization. The chart is used by the accounting software to aggregate information into an entity's financial statements.

3.1.2 Functions

Location: In the Side menu click Accounting, then click Accounting System and then Account Chart (Sitemap: accounting>>accounting system>account chart)

The first two levels of the chart is read-only you cannot edit or delete any main accounts

1. How to add new sub accounts ?
   a) Click on the account you want to add in See Figure 1
   b) Then Click Create New Button
   c) Fill all the mandatory Fields

   Note: whenever you add a new account in any level of the chart, an account code indicating the parent account is generated to easily identify from which account the newly added sub account belongs. (See Figure 2)

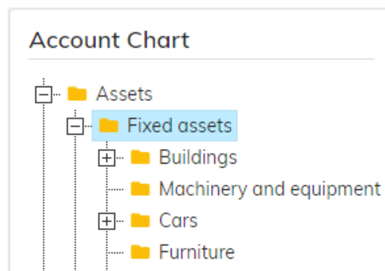

Figure 1

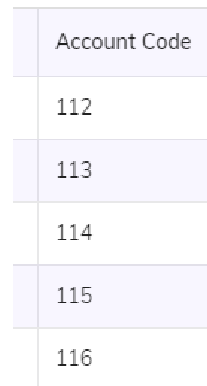

Figure 2

3.2 Banks & Currency

3.2.1 Overview

After adding accounts in accounts chart the next important configuration is to add currency, banks and its branches.

3.2.2 Add Banks

Location: In the Side menu click Accounting, then click Banks and then click Bank

(Sitemap: accounting>>banks>bank)

How To?

1. How to add new bank?
   Click create new button then a dialog box will pop up add all required fields and click save.

2. How to Delete or Edit?
   Click the pencil icon in the data grid to edit, to delete click the red trash icon to delete.

3.2.3 Add Bank Branch

Location: In the Side menu click Accounting, then click Banks and then click Bank Branch

(Sitemap: accounting>>banks>bank branch)

How to Create, Edit or Delete?

Follow the same steps to add, edit or delete as (3.2.2 Add Banks)

3.2.4 Set account to Branch

Location: In the Side menu click Accounting, then click Banks and then click Branch Account. (Sitemap: accounting>>banks>branch account)

How to Create, Edit or Delete?

Follow the same steps to add, edit or delete as (3.2.2 Add Banks)

3.3 Accounting System

3.3.1 Overview

Note: Begin this step only after completing 3.2 banks

We have already added sub accounts in account chart in section 2.1, now we will add **Fiscal Year, Cost Center, treasury Stock and Account First Balance.** These details are important and is used for reporting and calculations by the application.

3.3.2 Add Fiscal Year

Location: In the Side menu click Accounting, then click Accounting System and then click Fiscal Year. (Sitemap: accounting>>accounting system >fiscal year)

Steps

1. Click create new to add Fiscal year
2. Fill all the fields and click save.

3.3.3 Add Cost Center

Location: In the Side menu click Accounting, then click Accounting System and then click Cost Center. (Sitemap: accounting>>accounting system >Cost Center)

Steps

1. Click create new to add cost center
2. Fill all the fields and click save.

3.3.4 Add Treasury Stock

Location: In the Side menu click Accounting, then click Accounting System and then click Treasury Stock. (Sitemap: accounting>>accounting system > treasury stock)

Steps

1. Click create new add treasury stock
2. Give English and Arabic name
3. Select a sub account
   Note: you should create sub account with the name "Cash" in **current assets** of the account chart.
4. Select Treasurer and click save

3.3.5 Add Account Balance (First Balance)

Location: In the Side menu click Accounting, then click Accounting System and then click Account Balance. (Sitemap: accounting>>accounting system > account balance)

Steps

1. Click create new to add account balance.
2. Select **Account** from the dropdown list
3. Select action type, cost center, date and the amount
4. Click save

If you encounter issues not addressed by this user guide, please contact for additional support.