## Welcome to SBM Docs

Simple Business Manager Documentation

version 1.1.2

### **About SBM**

Simple Business Manager (SBM) is all in once business solution developed by Tecdiray IT Solutions.

SBM is developed using vue (front-end) and laravel (back-end). All licenses come with source code of back-end but the front-end source code is not included in regular license. If you need to modify the item's front-end for yourself or your clients then you will need to purchase standard or extended license.

This item is compatible with most of the tax systems including SST, VAT and state level taxes such as in *Canada* & *India*.

We have tried to make this documentation as comprehensive as we can and will keep update time to time with new details and FAQs. Please read the manual and if you can't find answer to

Some of the main features of the Simple Business Manager are as following:

- Built-in Event Calendar
- Built-in Accounting module
- Customers & Vendors management
- Invoice module
- Purchase module
- Products module
- Recurring Invoice module
- Expenses & Incomes module
- Payments module with online payment options
  - Accept PayPAI payments
  - Accept Credit Card Payments with any of the following
    - Stripe
    - PayPal Pro
    - PayPal Rest
    - Authorize.net
- Custom Fields module to add extra fields to

- Vendors
- Products
- Customers
- Income & Expenses
- Invoices & Purchases
- Custom Field with sort order & following types
  - Text
  - String
  - Integer
  - Datetime
  - Boolean (select yes/no)
- Enable/disable stock feature (Inventory)
- Easily configure-able with Settings module
- Easily update email templates from settings
- Comes with 3 Invoice/Purchase/Payment templates
- Comes with 3 User Roles
  - 1. Super (super admin)
    - Can perform all actions
  - 2. Admin (administrator)
    - Can't delete any data/records
    - Can add/edit/view almost all data except settings & users
  - 3. Staff (sales staff)
    - Can't edit any data/records
    - Can't delete any data/records
    - Can only view own added records for invoices, purchases & payments
    - Can add products, customers, vendors, invoices, purchases & payments
- Progressive Web App, you can add it to home on your tablet/mobile devices and use as mobile application. All the get requests will be cached but you need to be online to make post/put/delete requests.

### **Emails**

Disabled on demo! Emails are disabled on demo.

System will send emails as following:

- 1. User Created User will be informed once created by super
- 2. Admin Reset User Password User will be informed once password reset by super
- 3. Invoice Created Customer will be informed that invoice has been created
- 4. Purchase Created Vendor will be informed that purchase has been created
- 5. Payment Created Customer/Vendor will be informed that payment has been created
- 6. Payment Received Customer will be informed that payment has been received

Require feedback! We will add more email options as we receive feedback from you.

### **Available Reports**

We has added 5 reports. For more reports, we need your feedback. Once we have enough data and finalized the reports, we will add them in future updates.

- 1. General Report displays total income, expense, invoice and purchase amounts.
- 2. Customer Report displays customer related general report.
- 3. Vendor Report displays vendor related general report.
- 4. User Report displays user related general report.
- 5. Tax Report displays tax related data with amounts.

Require feedback! We will add more reports as we receive feedback from you.

### Report Bug

You can report issues, bugs and errors at our trello board by adding new can card. The trello board can be found at https://trello.com/b/pxHkpEws/sbm-simple-business-manager

Please test the issue on live demo before reporting and add card to correct list with as much details as you can provide.

We will be working closely with all of you to resolve the issues/bugs/error as soon as possible. However for feature requests, these will be considered for next update except reports related request.

### **Demo Details**

Link: https://sbm.tecdiary.com/

You can select super, admin or staff to login as and try our demo.

### Feature Request

Please use the trello board to request feature for the future updates.

### **Support Request**

If you can't find answer here in docs, you are suggested to send email to support@tecdiary.com. Please be patient while accepting our response as it could take 2 - 5 days to reply your emails.

### Partnership/Bulk Licenses

If you are interested in partnership or need bulk license discount, please reach to us by emailing to support@tecdiary.com

# Installation Guide

We have added the installer for easy installation experience and it can be accessed by adding /install at the end url.

### Step 1: Preparation

Standard License? If you have purchased standard license, please run install dependencies before following these steps by running composer install

You can access the installer by added /install at the end of your domain i.e,

- https://yourdomain.com/install for main domain installation
- https://yourdomain.com/subfolder/install for sub directory installation
- https://subdomain.yourdomain.com/install for sub domain directory installation

You will need to prepare these details (mentioned at installer page)

- 1. License details:
  - Purchased by (username/email)
  - Licence Key / Purchase code
- 2. Database server details:
  - Database Hostname
  - o Database Name
  - o Database Username
  - Database Password User must have all the privileges on the database

### Step 2: Licence Agreement

Please read the license details and accept.

### Step 3: Pre-Install Checklist

If there is any server config change required, you will see the details on this page. You need to resolve these before proceeding to next step. If you are not sure about any issue, simply Google it or check with your host/server administrator.

### Step 4: Verify your License

Please fill username and license key/purchase code and click next to verify, if you set error, please double check your purchase details and try again. It still same, please email to support@tecdiary.com with your license key/purchase code, we will check and update you.

### Step 5: Installation Configuration

Please fill the form with your database server details hostname, database, username and password.

Please make sure that

- database is empty
- the hostname is correct
- user has all the privileges on the database

### Step 6: Create User Account

Please fill the form to create super user account.

### Step 7: Finalize Installation

We are almost done, it's time to finalize the installation. If you need some demo data, you can generate from this page before pressing the Finalize button.

You must press the Finalize installation button to complete the installation.

Can I start again? Yes, if there is any issue on any step and you can't pass then you can cancel and start over again with new database or settings.

## Installation Service

We recommend that you perform installation service yourself.

In case you want to request installation service, please make the payment for installation fee of \$40 by PayPal. If you don't have PayPal account or need to pay by credit card, you can email to support@tecdiary.com with your First Name, Last Name, Email, Country, State, ZIP/Postal Code and Company name (company name is optional). We will send you payment request so that you can pay with credit/debit card.

Once payment sent, you can email your License Key/Purchase Code, Server Details (access to files and database) with login credentials. We will required 1 working day to complete the installation. Once done, you will replied with all the details to get you started with your new business application.

In case we have any server configuration issue, we might need to work with your host/server admin to resolve it and this time doesn't count in the installation deadline.

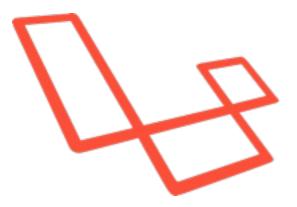
If you have any question or require further information, you can email to support@tecdiary.com

# Credit



Vue.js

The Progressive JavaScript Framework.



#### Laravel

The PHP Framework For Web Artisans.

#### Bulma

Bulma is an open source CSS framework based on Flexbox.

Thanks to all great organizations/people who are developing open source software.

## General Guide

#### General

Simple Business Manager is designed & developed to suit most of the business needs. We have tried to keep design and layout simple so that that everyone can easily get going. The design is responsive as we have added the progressive web app feature to it. SBM look quite fine on all screen sizes.

You can change the main menus position from settings, it could be on top or left sidebar.

All the tables are filter-able/search-able/sort-able with responsive styles, on the small screens, you can scroll to left to see data.

#### Dashboard

Dashboard has 3 charts at this moment.

The pie chart shows the current month's creations expenses, incomes, invoices and purchases. Other 2 overview charts show the monthly and yearly total invoices and purchases amounts. You can change the month & year to display that month & year data.

We would like to listen your feedback to improve and make dashboard more informative.

### Calendar / Events

Calendar UI is simple & easy, you can add events and they will be displayed on calendar. User will get email notification before 2 days and 1 day of the event.

### **Activity Logs**

SMA will automatically logs all the activity in your app for super-admins only.

## Table Design



# Products, Customers & Vendors

### **Products**

Products are the items/services that you sell to your customers.

- 1. Code Product's Code should be unique
- 2. Name Product's Name
- 3. Cost Purchasing Price
- 4. Price Selling Price
- 5. Category Product Category
- 6. Details Product Details
- 7. Taxes Attach all taxes, if should select all same and different state taxes.
- 8. Custom Fields if added for products by you

As all others, you can add custom fields for products to save extra product related data.

#### Customers & Vendors

Customers & vendors are quite similar, the customers are attached to invoice while vendors are attached with purchases. Customer & vendors are essential part of any business. There are few informational fields such as

- 1. Name,
- 2. Company,
- 3. Phone,
- 4. Email,
- 5. Opening balance for customer account,
- 6. Address,
- 7. Country
- 8. State
- 9. Custom Fields if added for customers/vendors by you

The Name and State are required. If you need to save more data for customers & vendors, you can add custom fields for them and those will be added to forms.

### **Payments**

Payments (receiving/sending) are backbone of the any business. You can received payments from customer by cash, offline accounts, online PayPal and credit/debit card payments with Stripe, PayPal Pro, PayPal Rest or Authorize.net while you can send cash payments to vendors.

The payment can be requested from customers & vendors listing page as you need. The payments are directly attached to customers & vendors. Payments are not attached to invoices & purchases. Invoices & purchases will added the grand total to the customers & vendors balance. Payment request can be automatically generated for invoices and customer will get email to make payments. For purchases, there is no option to add payment automatically, it will be added to vendor balance, then you can add payments as you pay to vendors.

## **Invoices & Purchases**

#### **Invoices**

Invoices pages has Date, Reference, Customer, Status, Grand total and Actions columns. You can view, email, edit and delete any invoice. The invoices table can be sorted for date and reference and searched/filtered for date, reference, customer and status. There is date range input in the table footer to get the periodic invoices.

The add invoice page has the following fields

- 1. Date
- 2. Reference
- 3. Customer
- 4. Order Taxes
- 5. Order discount
- 6. Shipping
- 7. Order products you can search products or scan barcode
- 8. Custom Fields
- 9. Note
- 10. Draft if invoice is still a draft
- 11. Add payment for invoice

Once you unchecked the draft invoice, the invoice will be finalized and the grand total amount will be added to the customer balance. If the add payment was checked, the payment will be added and customer will be notified about the invoice and payment request.

### **Purchases**

Purchases pages has Date, Reference, Vendor, Status, Grand total and Actions columns. You can view, email, edit and delete any purchase. The purchases table can be sorted for date and reference and searched/filtered for date, reference, customer and status. There is date range input in the table footer to get the periodic purchases.

The add purchase page has the following fields

- 1. Date
- 2. Reference
- 3. Vendor
- 4. Order Taxes
- 5. Order discount
- 6. Shipping
- 7. Order products you can search products or scan barcode
- 8. Custom Fields

- 9. Note
- 10. Draft if purchase is still a draft
- 11. Add payment for purchase

Once you unchecked the draft purchase, the purchase will be finalized and the grand total amount will be added to the vendor balance. You can add payment from vendors list as you pay to them.

### **Payments**

The payments are not attached to invoices and purchases but to customers and vendors. You can add payment from payments page or directly from <a href="customers/vendors">customers/vendors</a> page.

### **Recurring Invoices**

Recurring invoices are the invoice that will be automatically generated after selected repeat period. Recurring invoice form has the following fields

- 1. Start Date
- 2. Create before number of day to generate invoice
- 3. Repeat repeat period for the invoice
  - o daily
  - o weekly
  - monthly
  - o quarterly
  - semiannually
  - annually
  - biennially
- 4. Reference
- 5. Customer
- 6. Order Taxes
- 7. Order discount
- 8. Shipping
- 9. Order products you can search products or scan barcode
- 10. Custom Fields
- 11. Note
- 12. Active only active recurring invoice will be generated be cron job

System will generate invoice for all active recurring invoices along with payment.

# **Expenses & Incomes**

### Expenses

Expenses are any costs incurred in the ordinary course of business. Business expenses are deductible and are always netted against business income.

Money spent or cost incurred in an organization's efforts to generate revenue, representing the cost of doing business. Expenses may be in the form of actual cash payments (such as wages and salaries), a computed expired portion (depreciation) of an asset, or an amount taken out of earnings (such as bad debts).

Expenses are deduction to your account and are not purchases. Expenses can be

- Labor
- Insurance
- Operating expenses
- Rent, utilities, and phones
- Office equipment and supplies
- Fees, dues, and subscriptions
- Advertising, marketing and promotion
- Benefits, continuing education or training

Expenses have the follow field be default and

- 1. Title Title for the expense
- 2. Reference Reference must be unique
- 3. Amount Expense amount
- 4. Category Expense category
- 5. Account Account to deduct expense
- 6. Details Details of the expense
- 7. Custom Fields Any custom fields added by you for expenses

#### Incomes

Incomes are any income realized as a result of business activity. Business income is a type of earned income and is classified as ordinary income for tax purposes.

Sale of product and services should be added by the invoices not income as these are for any other business incomes. The flow of cash or cash-equivalents received from work (wage or salary), capital (interest or profit), land (rent), investment, royalties, etc.

For example, fees received by a person from the regular practice of a profession are business income. Rents received by a business/person in the real estate business are business income. A business must include in income payments received in the form of property or services at the fair market value of the property or services.

#### Incomes have the follow field be default and

- 1. Title Title for the income
- 2. Reference Reference must be unique
- 3. Amount Income amount
- 4. Category Income category
- 5. Account Account to add income
- 6. Details Details of the income
- 7. Custom Fields Any custom fields added by you for incomes

### Others

There is no option to attached taxes to the expenses and incomes but if it's useful for business, we will add taxes to them after your feedback.

# **Accounts & Transfers**

#### Accounts

Accounting is the systematic and comprehensive recording of financial transactions pertaining to a business. Accounting also refers to the process of summarizing, analyzing and reporting these transactions to oversight agencies, regulators and tax collection entities. The financial statements that summarize a large company's operations, financial position and cash flows over a particular period are a concise summary of hundreds of thousands of financial transactions it may have entered into over this period.

SBM (Simple Business Manager) keeps record of each transaction of your accounts.

The account has following fields

- 1. Name Name of the account (will be display on invoice if offline payment)
- 2. Type Type of the account
- 3. Reference Account number, Payment email or use it as you like (will be display on invoice if offline payment)
- 4. Opening balance the opening balance of the account
- 5. Details Any further details of the account (will be display on invoice if offline payment)
- 6. Show in offline payments If you want to accept offline payment for this account.
- 7. Custom fields only shown in edit form

You can't save custom fields data while adding the account, however it can be saved by editing the account. Edit form will show all the custom fields added by you for accounts.

### **Transfers**

The transfer of the asset/money from one account to another account.

Transfer form is quote simple with the following fields

- 1. From account select from account, you are transferring from
- 2. To account select to account, you are transferring to
- 3. Amount Transfer amount
- 4. Details details of the transfer

# **Users & Settings**

#### Users

Users are the owner / partners / staff of the company / organization.

There are 3 user roles at this moment in SMB

- 1. Super (super admin)
  - Can perform all actions
- 2. Admin (administrator)
  - Can't delete any data/records
  - Can add/edit/view almost all data except settings & users
- 3. Staff (sales staff)
  - Can't edit any data/records
  - Can't delete any data/records
  - o Can only view own added records for invoices, purchases & payments
  - Can add products, customers, vendors, invoices, purchases & payments
- 4. Customer (site customer)
  - Can update customer company details
  - Can view own invoice, recurring invoice and payments
- 5. Vendor (site vendor)
  - Can update vendor company details
  - Can view own purchases and payments

### Settings

Settings module can perform many system related configuration and has the following sub-sections.

#### **App Settings**

Application settings are the front-end app configuration with the following options

- 1. App Name Whatever you want to call your business application
- 2. Date format The date format to be used in the application
- 3. Initial table row The number of table row to be display on page load
- 4. Main navigation position Position of your navigation menu to top or left

5. Hide ID column - If you would like to id ID columns on all tables

### **Invoice Settings**

Invoice settings are the invoicing/seller company details with following

- 1. Company Name
- 2. Company Registration Number
- 3. Phone Number
- 4. Email Address
- 5. Address
- 6. Country
- 7. State
- 8. 5 Extra detail fields with label and value option
- 9. Invoice footer to display at the end of the invoice
- 10. Logo if you want to change the logo
- 11. Template 3 templates to choose from

#### System Settings

System level settings with following

- 1. App Name
- 2. App URL
- 3. Timezone
- 4. Default Account
- 5. Enable/Disable Stock
- 6. Email Settings
  - From Name
  - From Address
  - Email Driver
    - 1. Amazon SES
    - 2. Mailgun
    - 3. SendMail
    - 4. SMTP
    - 5. SparkPost
- 7. Currency Code 3 digit ISO currency code
- 8. Enable/Disable PayPal
- 9. Accept credit/debit card payments with
  - 1. Stripe
  - 2. PayPal Pro
  - 3. PayPal Rest APIs
  - 4. Authorize.net

If you need any other card processing payment gateway, we can add it for fixed \$250 charges (only for you) and \$100 for shared (will be added to app for all others).

#### **Email Templates**

This page will help you to update email template, the template can be selected from top right and then you can modify it as you need. Please make sure to not left any tags opened.

Available variables will be display at the bottom of edit area, you can use any of these in the template code.

#### **Taxes**

You can add all taxes before adding any products and then assign then to products as you need. Taxes have the following fields

- 1. Code
- 2. Name
- 3. Rate
- 4. Tax Number
- 5. Details
- 6. Compound Tax
- 7. Recoverable Tax
- 8. State related Tax
  - Same State Tax
  - Different State Tax

For state related tax, only those will be applied who match the same/different state of invoice settings and customer/vendor settings.

For Indian GST, if same state then CGST and SGST will be applied while for different state IGST will be applied.

### Categories

To add category for products, incomes and expenses. Only category name is required.

#### **Custom Fields**

Custom fields allow you to add more form fields to any of the available model of the application with following

- 1. Name
- 2. Slug
- 3. Type

- 4. Required
- 5. Sort Order
- 6. Entities
  - Account
  - o Customer
  - Expense
  - o Income
  - Invoice
  - Product
  - o Purchase
  - Vendor
- 7. Description

# Frequently Asked Questions

We have tried to list some frequently asked questions. This page will be updated time to time with new FAQs.

#### General

How many products can be managed with this Simple Business Manager?

You can have any number of products.

Can I modify the item?

Yes, as per license.

Can I sell the item?

No. You can't sell the item under any license. However if you have purchased Extended license, you can use it for SaaS (software as a Service) or can create an end product that can be installed unlimited times. You will need separate license for each SaaS use or end product.

Can I manage multiple business/companies?

No, you can only manage single business with single installation.

Can I white label it to have my company name and logo?

Yes, you can. Please update the App Name in system settings.

How can I change the invoice logo?

Please upload the new logo from invoices settings.

How can I translate into other language?

No, version 1 only have English language and not translate-able. We add this feature in future updates.

How can I enable Indian GST?

You don't have to enable it, just add taxes and then assign those to your products. System will automatically calculate the correct taxes for you depending on the invoice and customer/vendor states. This is useful for all other countries those uses state related taxes such as Canada.

#### Can I install this item on localhost?

Yes, you can install this item on localhost with any web platform xampp, mamp, lamp, wamp or easyphp. Internet connectivity is required for installation to verify the purchase. Once installed, you can use it without Internet.

#### Can I use it offline if I have installed it on live server?

SBM has option to cache the get requests only. You won't be able to post any data but if you have visited the page before and Internet is down, you will be able to view the page (it will be loaded from cache).

#### Will I get the full source code?

Yes, for Standard and Extended Licenses. For Regular license, you will only get back-end code and won't be able to modify the front-end.

### Can I can sell the products even if I don't have stock?

Yes, you can sell the product even if it's out of stock, system will set the quantity to -ve and adjust it on purchase.

#### Why I need to set cron job?

Cron job need to be set to generate recurring invoices and send payment requests for due payments.

### How can I change the view bill promo content?

```
You can edit the code of resources / views / invoices | purchases | payments / minimal | simple | modern .blade.php
```

### **Users**

How many user roles are available?

SBM has 3 User Roles

- 1. Super (super admin)
  - Can perform all actions
- 2. Admin (administrator)
  - Can't delete any data/records
  - Can add/edit/view almost all data except settings & users

#### 3. Staff (sales staff)

- Can't edit any data/records
- Can't delete any data/records
- Can only view own added records for invoices, purchases & payments
- o Can add products, customers, vendors, invoices, purchases & payments

#### 4. Customer (site customer)

- Can update customer company details
- o Can view own invoice, recurring invoice and payments

#### 5. Vendor (site vendor)

- Can update vendor company details
- Can view own purchases and payments

#### Which one is the default user role?

No one is default, after you have added the user, please edit to assign roles.

#### Where can I assign role to user?

After you have added the user, please edit new added user to assign roles as you need.

#### Can I add new user role?

No, you can't add new user role.

### **Payments**

#### What payment gateways are available in SBM?

PayPal for online payments while for credit/debit card you can choose from Stripe, PayPal Pro, PayPal Rest APIs and Authorize.net

### Can I have recurring invoice or subscription?

Yes, you can add recurring invoice and system will generate invoice and payment request automatically once the cron job run.

### **Errors**

Why am I getting CloudFlare Security or Blank error on verification while installation the item?

If you are not getting any error but blank red alert or CloudFlare Security error mean your request is no reaching to verification server. Please check that you server is not blocking the curl request and secondly there are chances that CloudFlare might be challenging your request due to various reasons. Please check with your host and request them to white list CloudFlare IPs https://www.cloudflare.com/ips Updating your Anti-Virus and Browser might help. You can check with your host too.

You can try different host and/or install it locally with any web platform <a href="easyphp">easyphp</a> / <a href="lamp">lamp</a> / <a href="mailto:wamp">wamp</a> / <a href="mailto:xampp">xampp</a>.

### Why am I getting 500 Internal Server Error?

You shouldn't get such error if the server requirements were fine while installing the item.

500 are server internal errors and you can check your server error log to get more details of the error, if you are on live server and not sure, you can check with your host. Once you have the error details please email to

support@tecdiary.com with details, we will check and suggest you the solution.

#### Why I can't send emails?

Please double check your email configuration details in system settings.

### Why I am getting db error and can't login?

Please make sure that your database server is up and running, then check .env file in main directory for database details.

Why some products are missing from order when I add 100+ products?

There is no restriction in SBM code on the number of order items. If you are having such issue, please check your PHP configuration file (php.ini) for <a href="max\_input\_vars">max\_input\_vars</a> and set it to higher number i.e, 10000. You might need to increase <a href="max\_input\_time">max\_input\_time</a> and <a href="max\_execution\_time">max\_execution\_time</a> too.

# Developer Guide

### What's included

Regular license doesn't come with front-end (vue), feature tests, database migrations & seed files. These all are included in standard license but standard license download file doesn't have vendor folder as you can run composer install and for front-end (vue) yarn or npm i I would recommend you to use yarn.

### **Modify Order Templates**

Order template view files can be found in these folders

- Invoice Templates
  - Minimal resources / views / invoices / minimal.blade.php
  - 2. Simple resources / views / invoices / simple.blade.php
  - 3. Modern resources / views / invoices / modern.blade.php
- Purchase Templates
  - 1. Minimal resources / views / purchases / minimal.blade.php
  - 2. Simple resources / views / purchases / simple.blade.php
  - 3. Modern resources / views / purchases / modern.blade.php
- Payment Templates
  - 1. Minimal resources / views / payments / minimal.blade.php
  - 2. Simple resources / views / payments / simple.blade.php
  - 3. Modern resources / views / payments / modern.blade.php

### **Modify Email Templates**

You can modify the email templates from application but if you need to modify the main template then you can check resources / views / mail / template.blade.php as all other templates extends the main email template file.

### Standard/Extended License

If you have purchases standard/extended license then you will get the minimal download file. You can download, open the extracted folder and run the following commands to install dependencies:

```
# Install back-end (composer) dependencies with
composer install

# Install front-end (npm) dependencies with
npm i  # with npm

yarn  # if you prefer yarn

npm run dev  # to compile
npm run watch  # to compile and watch
npm run prod  # to compile for production
```

As you know the front-end is Vuejs and back-end Laravel. If you need any help regarding them, you can visit documentation for at Laravel Docs and Vue Docs.

Where is the manifest file.

Manifest file is being generated with laravel route and you can check manifest method of the app / Http / Controllers / AjaxController.php

Where is the service worker file.

Service worker is being generated with laravel mix and you can check the webpack.mix.js

### Front-end App

The front end is not api based but tradition web app and the source code can be found in resources/assets/js/

```
main app file resources / assets / js / app.js

vue router file resources / assets / js / routes.js

vuex store file resources / assets / js / store / index.js

vue components folder resources / assets / js / components

main scss file resources / assets / sass / app.scss
```

### Support for Modifications

Please be informed that we can't offer support/help for modifications, you need to manage it yourself. If you don't know then you can hire developer to help you modify the

item as you need.

### Do you provide customization/modification service?

Yes, we do provide customization/modification. We charge \$50/hours and availability depends on schedule. You can email to support@tecdiary.com with your requirements to get estimate.

#### I can't find answer in docs?

If you can't find the answer here, you can email to support@tecdiary.com but please don't ask modification related questions as we might not be able to help you with modifications as mentioned above.