User Guide for Enterprise Commercial Professional

Table of Contents

1 Enterprise commercial (Enterprisecom)

This document guides you through the available features and functions in Enterprise commercial professional. Enterprisecom runs on MS SQL Server database technology. It offers the five core business logic and processes provided in an intuitive automatic user experience. Core business process refers to sales, purchase, items/inventory, logistics and financials.

1.1 Installing Enterprisecom

The overall installation procedures of Enterprisecom are as follows:

1.1.1 Installing Server Components

You need to install the following components on the server:
• MSSQL server 2017 or higher to run the entire ERP database.
• MS SQL Management studio 2017 or higher for database administration, backup restoration.
• The installation computer has a minimum of 8GB RAM, at least a dual core 4th generation intel i3 processor. Higher hardware is recommended.
• You have administrator rights on the machine on which you are performing the installation.
• The host name of the Microsoft SQL Server does not contain any special characters, such as: & (ampersand), < (left angle bracket), > (right angle bracket)," (double quotation mark), ' (single quotation mark), or _ (underscore).
• Your Microsoft SQL Server has been installed with the following settings: Setting Description TCP/IP Enabled Service Account Use the built-in system account – Local System Authentication Mode Mixed mode (Windows authentication and SQL Server authentication).
• You have installed the Microsoft SQL Server database client on the machine on which you are performing the installation.
• If you want to specify the FQDN as the network address of the database server, host name during the installation, make sure that you have specified the fully qualified domain host name (FQDN) as the Full computer name of the Windows servers. You may need to check or change the Full computer name for the Windows server in the System Properties window (on your Windows server, search Advanced system settings).

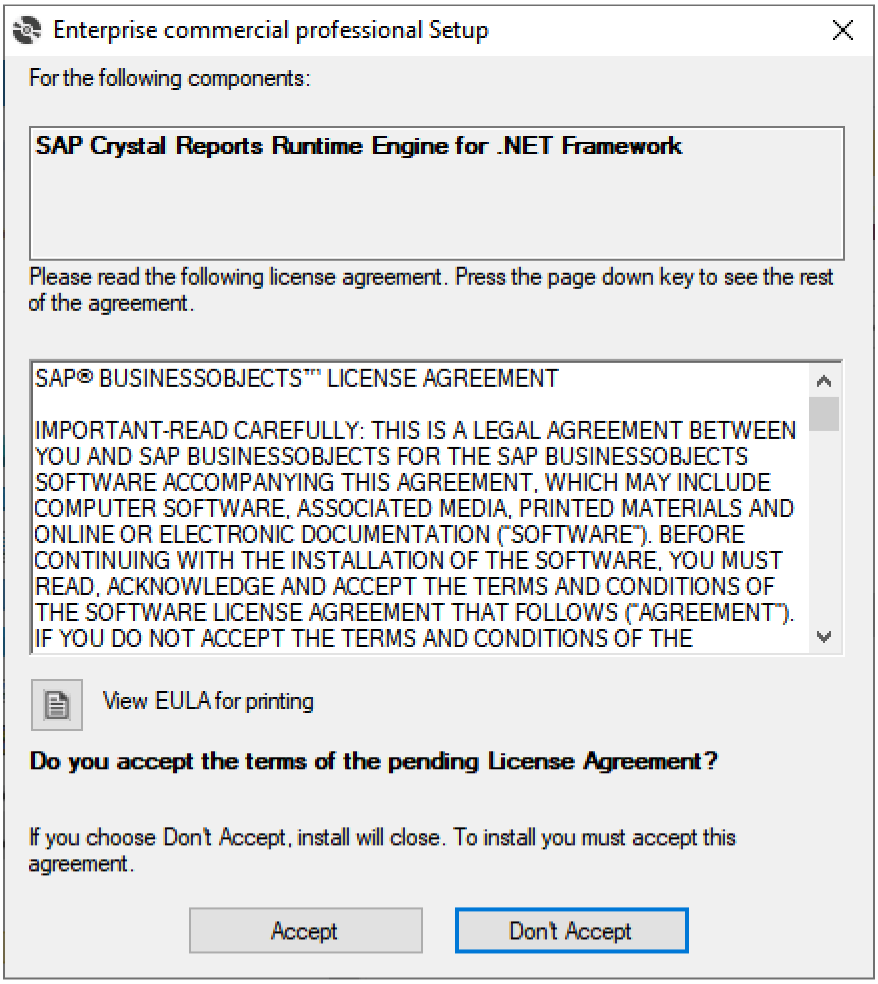
1.1.2 Installing Enterprisecom Client

Prerequisites

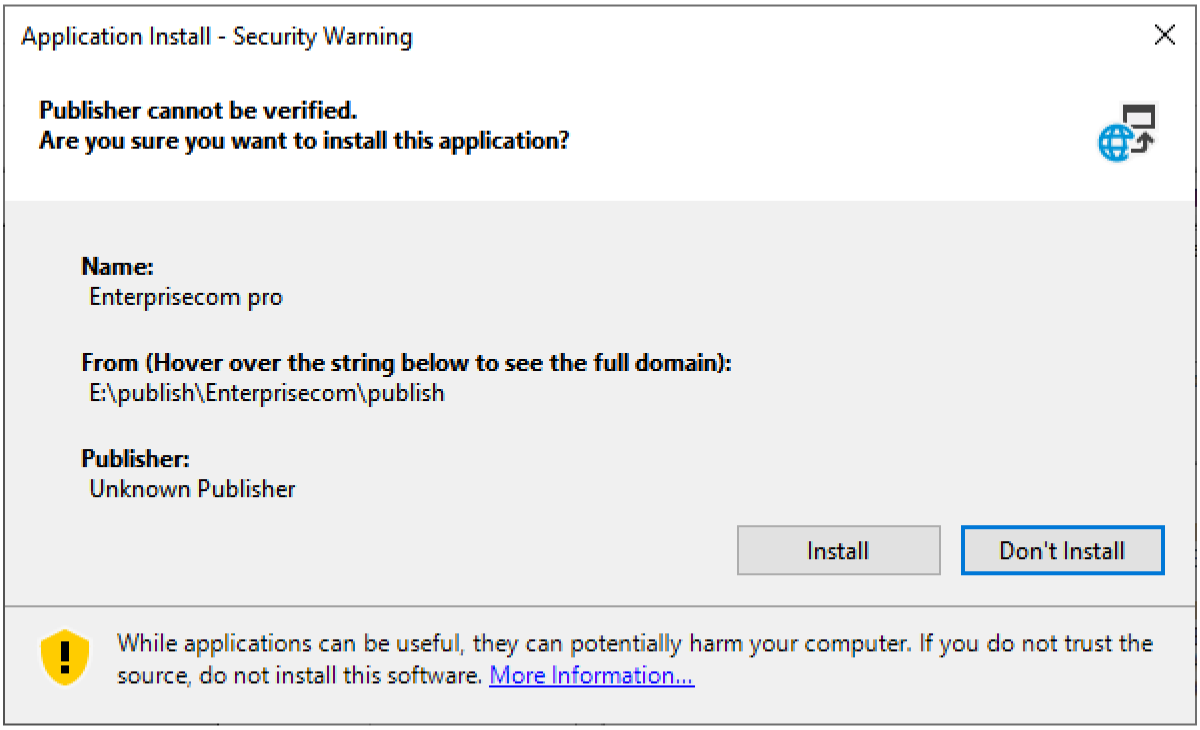
• You have installed the .NET Framework 4.8.1, if not it will automatically installed by the setup executable
• You have installed SAP crystal reports runtime 64 bit version, if not it will automatically installed by the setup executable

Procedure

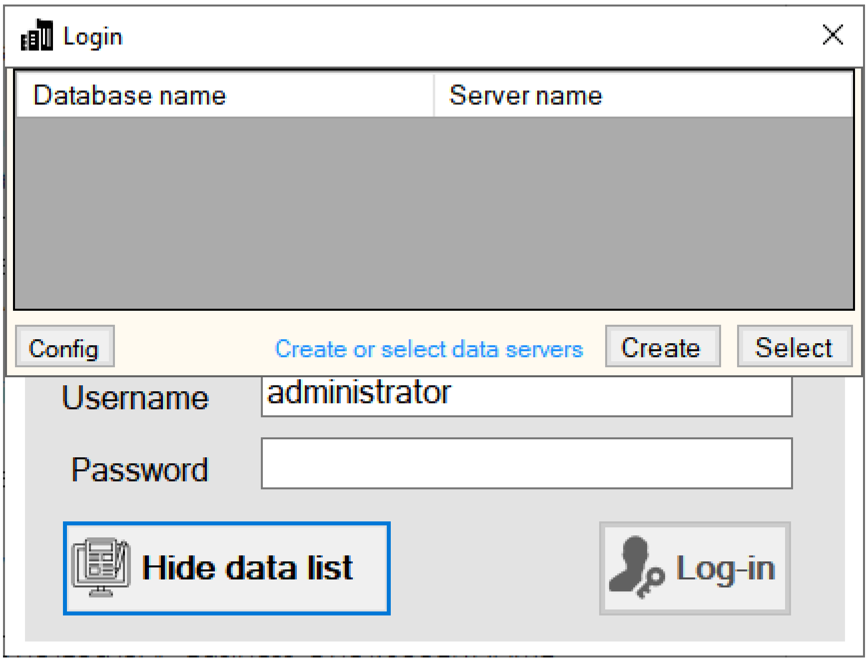
1. Navigate to the installation folder (given via online download or direct copy to your computer).
2. Run the setup.exe file.
3. In the Setup Wizard window, select Accept.



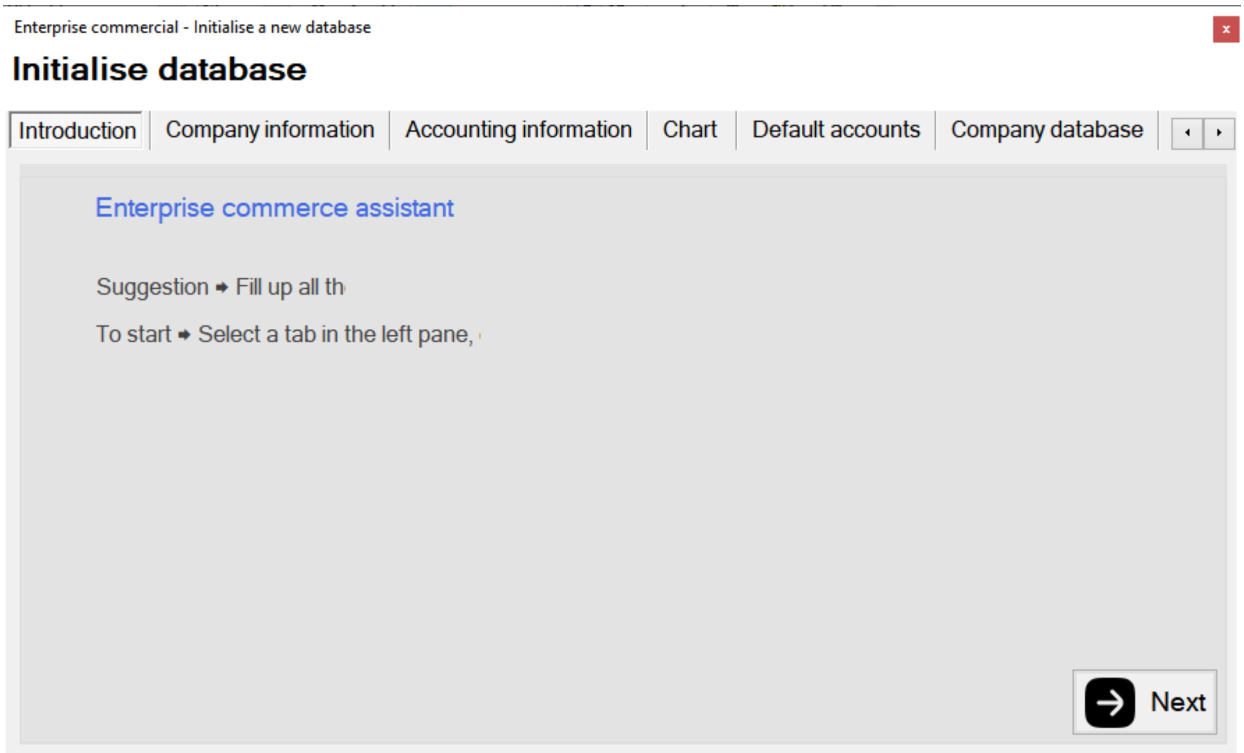
4. Installation will proceed.
   After SAP crystal reports installation, the Enterprisecom client installer will open. Select Yes if it prompt to allow to execute in user access control (UAC) window.



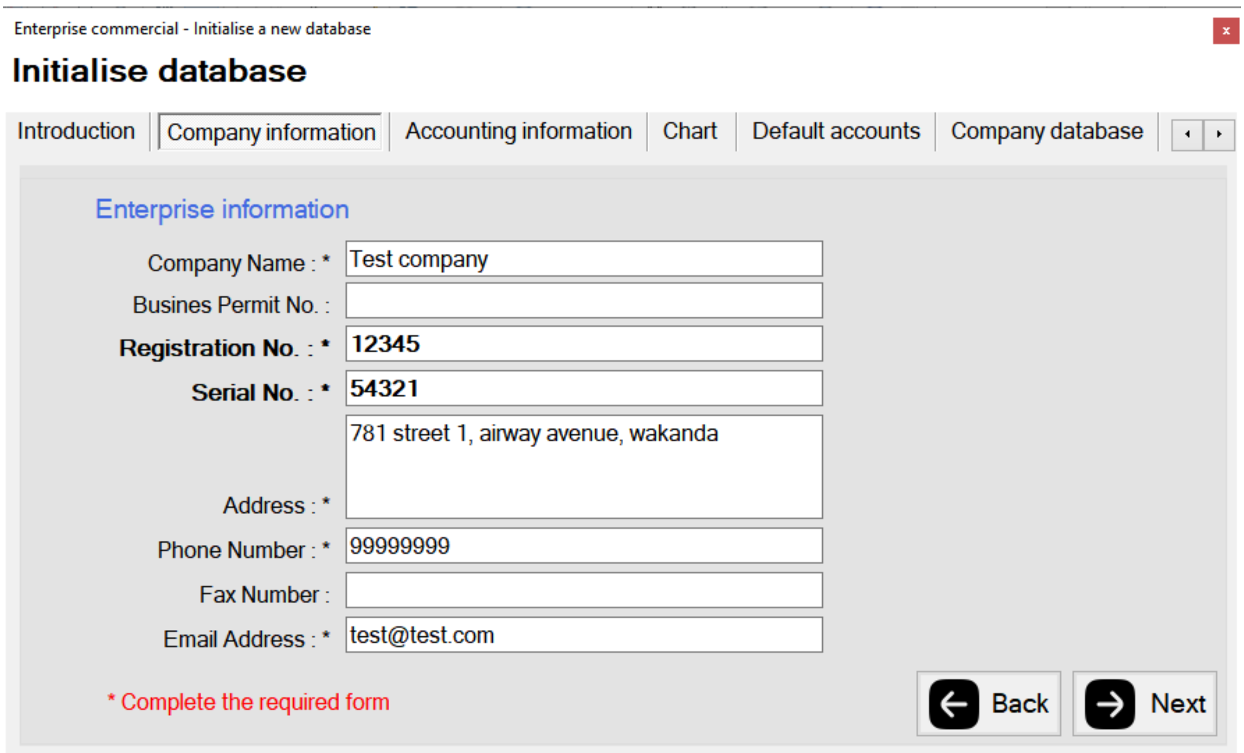
5. Select Install to complete client installation, the Enterprisecom client will open automatically after install completion.
6. If only one database instance is registered in the data list, the client is automatically bound to the database instance; if multiple database instances are registered in the data list, you need to choose one database instance from the show data list window.

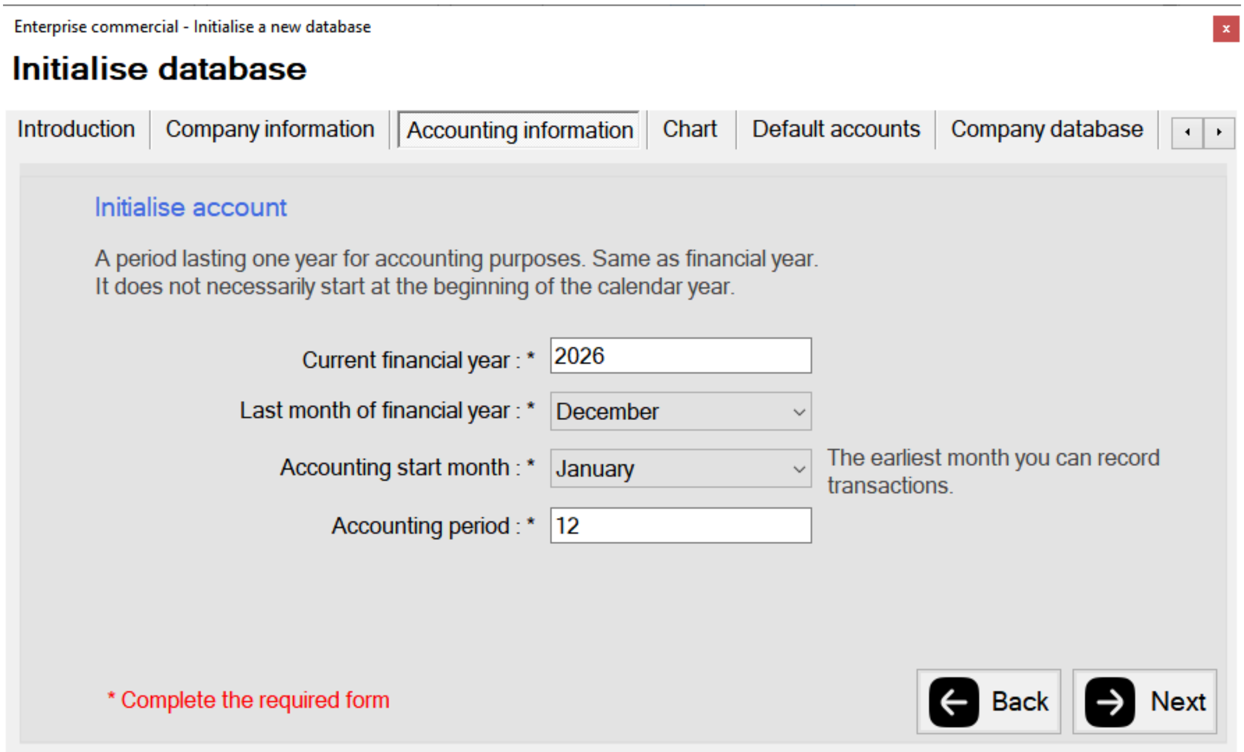


7. If there is no database instance as shown in the picture above, select create button to create and initialize a default database.

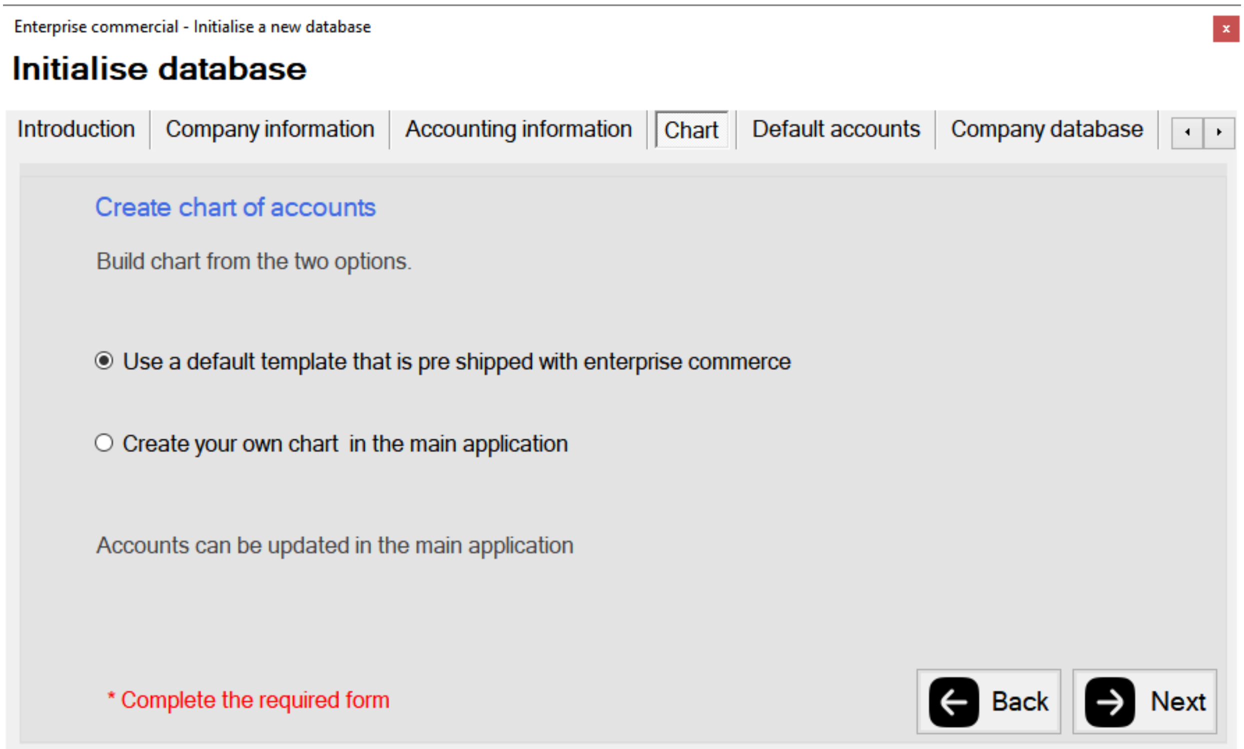


8. In the Initialize database window, choose next to fill up company information, accounting information and database name.

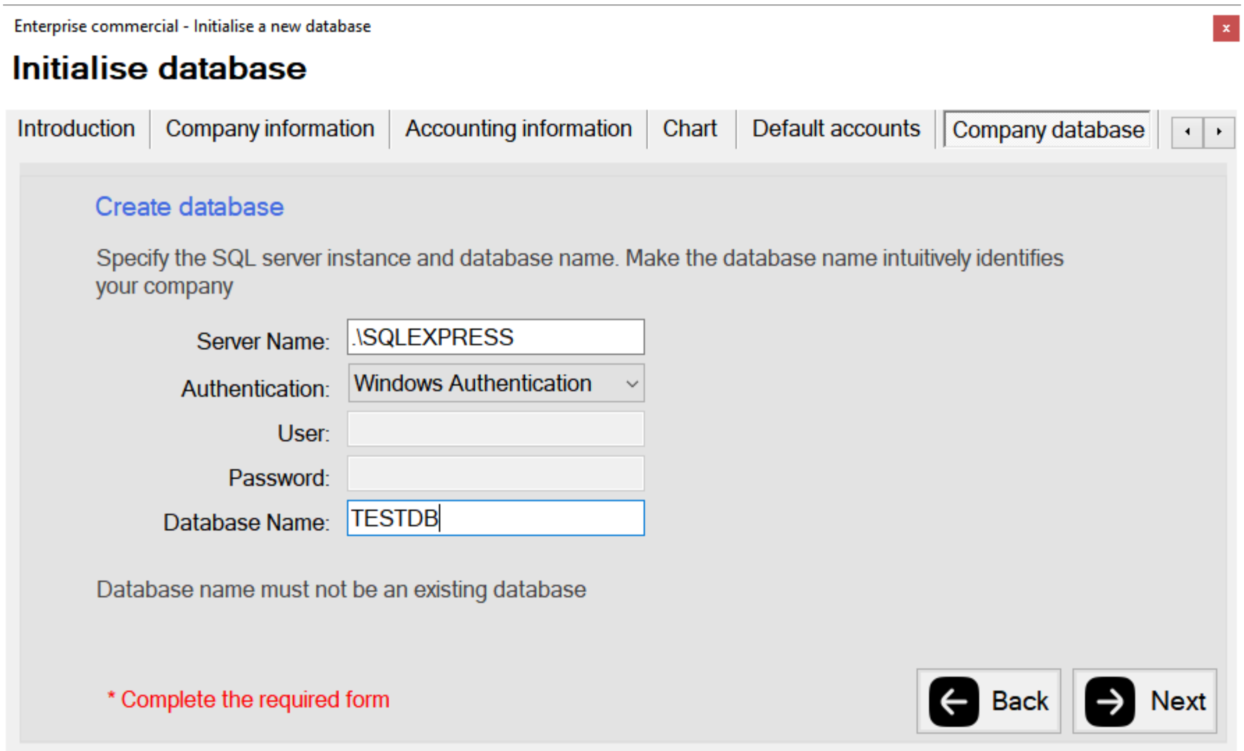




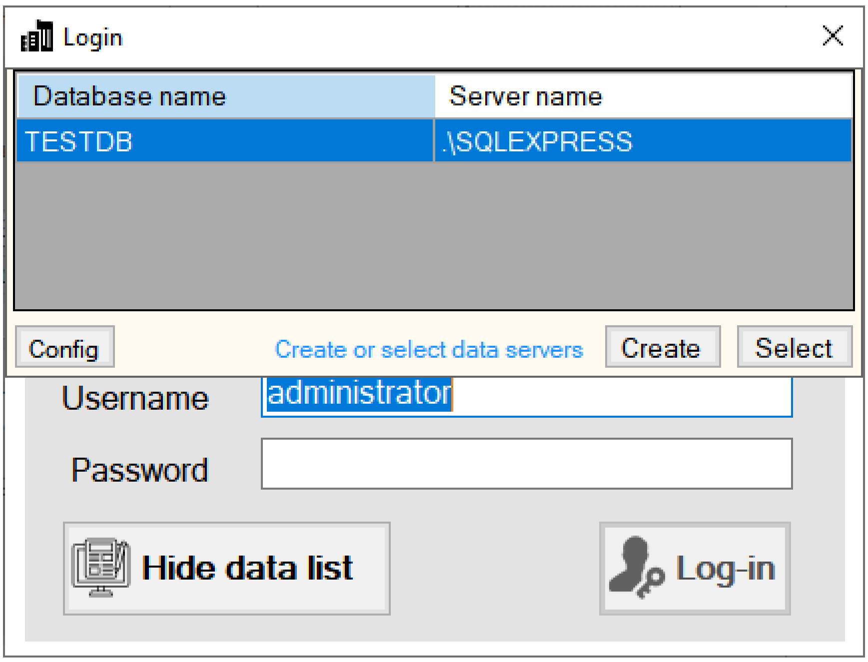
9. Fill up the accounting information, depending on your location. Accounting period is in terms of months.



10. Select Use default template... radio button to make use of default minimum chart of accounts pre shipped with the system. Select Create your own chart... to start with an empty chart of accounts.



11. Type the SQL server name, it can be the instance name or the host name or IP address. Type the name of the database to use, make sure it is not an existing database. Choose Next, review the inputs made then choose Start button. The database will be created, choose ok from result prompt. After that the data list in the login screen will be filled up with the newly created database instance.



12. Choose Select, the company name is displayed below the Enterprise commercial Pro. Use default administrator login to start using the Enterprise commercial professional ERP.
    Username: administrator
    Password: 1111
    Creation of additional users including its user access (Role Based Access) may be executed in the Users/User management window.

1.2 Uninstalling Enterprisecom

When you uninstall Enterprisecom, you remove the application and its components, except the SAP crystal reports runtime, and the Microsoft SQL server suites.

Procedure
Uninstall the server and client components:
1. On your server or client workstation, choose Start Control Panel Programs and Features .
2. In the Programs and Features window, select the following items one at a time and choose Uninstall/ Change after each selection:
• Enterprisecom pro
• SAP Crystal Reports runtime engine for .NET Framework (64-bit)
• Microsoft SQL Server 2017 or higher
• Microsoft SQL Server Management Studio 2017 or higher

Results
Enterprise commercial entries no longer appear in the Programs menu and any shortcuts that you may have on the Microsoft Windows desktop are removed.

1.3 Access and Login

For an optimized user experience, launch Enterprisecom in either a desktop computer or tablet:

• In the login screen, choose your company database and enter your user name and password. As part of the login process to Enterprisecom client, you have to choose the relevant company database in the login screen. Show data list, select database, choose select button. If you switch to a different company database in the Enterprisecom client, it will not impact the company database you logged in to from the previous sessions.

1.4 Enterprisecom Settings

When you modify settings in Settings, Enterprise information/Options/Setup accounts in Enterprisecom, the changes take effect after your next login or after restarting the client app.

1.5 Home Window

The Home window, the first window that you see after logging in to the client, displays all the functionalities available from the main menu at the top after the title bar. The most commonly used functions are displayed as a toolbar after the main menu. The menu items enabled and the buttons visible in the toolbar are controlled per user in a role based access control set in Users/User management window. The home window is a multi document interface (MDI) window allowing multiple windows/functions opened/running at the same time.

1.5.1 Main Menu

A menu is located on the top of the window. It has the following main menus and menu items:

File Customer/supplier Sale Purchase Inventory/items Goods and invoices Accounting Reports Settings Utilities Windows Help

File
  -> View list of transactions
  -> View audit logs
  -> Log-Off
  -> Exit
Customer/supplier
  -> Customers
  -> Suppliers
Sale
  -> Sales registry
  -> Quote
  -> Sell
  -> Process payment
Purchase
  -> Purchases registry
  -> Purchase quote
  -> Purchase
  -> Process payment
Inventory/items list

-> Taxes
-> Shipping means
-> Items registry
-> Record an item

Goods and invoices
-> Goods and invoice registry
-> Goods receipt (GRN)
-> Invoice receipt (IR)
-> Goods delivery (DN)
-> Invoice creation (IC)

Accounting
-> Chart of accounts
-> Journal entries
-> Record a journal entry

Reports
-> Business reports
-> System reports

Settings
-> Enterprise information
-> Options
-> Setup accounts

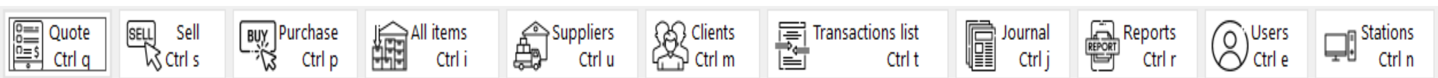
Utilities
-> Backup database
-> Restore database
-> Reset data
-> User management

Windows
-> Tile vertical layout
-> Tile horizontal layout
-> Cascading layout
-> Close all windows

Help
-> About

1.5.2 Toolbar

A toolbar is located below the main menu containing the most used functionalities:



1.6 Sales

The Sale menu cover the entire sales process, from creating quotations, to orders, to invoicing/paid orders. The Sales group includes functions that allow you to work with the following sales documents: sales quotations, sales orders, returns, down payments, payments (single/batch/installments). Deliveries and A/R invoices are handled in Goods and invoices menu.

1.6.1 Sales Quotations

When working with sales quotations, you can find the following menu items and toolbar buttons:
• Menu: Sale -> Sales registry (tab: Quotes)
• Menu: Sale -> Quote
• Toolbar: Quote (shortcut: Ctrl + q)

Tasks
You can carry out the following tasks with these functions:
• Search and filter sales quotations.
• View, edit, and create sales quotations.
• Delete sales quotations.
• Convert sales quotations to sales orders.

1.6.1.1 Creating a Sales Quote

Select Sale menu and select Quote menu item or select Quote (shortcut: Ctrl + q) button on the home window to open the Create a quote window. Alternatively, select Sale menu and select Sales registry to open the Sales registry window, select Quotes tab and choose New quote (shortcut: F6) button to open the Create a quote window. Select a customer or leave it blank for walk-in transactions like in POS terminals, add shipping information, delivery date, memo and comments, double click the Item code column in the table view and select the item in the Items lookup or create a new item, select ok button in the Items lookup to add the item in the Sales quote, check the Show tax check box to separate the Tax from the Total amount. Choose Save (shortcut: F7) button to record the Sales quote. Choose New quote (shortcut: F6) button to create another new Sales quote. Items added in Sales quote that is not yet save may be removed by selecting Remove (shortcut: F5) button.

1.6.1.2 Managing Sales Quotations

To open the Create a quote window, click the Sale menu and select Sales registry on the home window, go to Quotes tab. Table views in the Quotes tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area, and perform delete and convert to sales order action using Delete (shortcut: F5) button, Change to order (shortcut: F11) button. The table view is also your entry point to navigate to a detailed view of a record. To open a detailed view of a record, double click the row.

1.6.2 Sales Orders

When working with sales orders, you can find the following menu items and toolbar buttons:
• Menu: Sale -> Sales registry (tab: Orders)
• Menu: Sale -> Sell
• Toolbar: Sell (shortcut: Ctrl + s)

Tasks
You can carry out the following tasks with these functions:
• Search and filter sales orders.
• View, edit, and create sales orders.
• Undo/reverse sales orders.
• Receive payment to sales orders.

1.6.2.1 Creating a Sales Order

Select Sale menu and select Sell menu item or select Sell (shortcut: Ctrl + s) button on the home window to open the Create a sale window. Alternatively, select Sale menu and select Sales registry to open the Sales registry window, select All sales or Orders tab and choose New order (shortcut: F6) button to open the Create a sale window. Select a customer or leave it blank for walk-in transactions like in POS terminals, add shipping information, delivery date, memo and comments, double click the Item code column in the table view and select the item in the Items lookup or create a new item, select ok button in the Items lookup to add the item in the Sales order, check the Show tax check box to separate the Tax from the Total amount. Choose Save (shortcut: F7) button to record the Sales order. Choose New sale (shortcut: F6) button to create another new Sales order. Items added in Sales order that is not yet saved may be removed by selecting Remove (shortcut: F5) button. If Sales order is paid up front, select a payment method in the right pane labeled PAYMENT of the Create a sale window, fill up the amount and select the Pay (shortcut: F8) button to apply payment to the Sales order. Selecting the Pay button will automatically save the Sales order record and the payment record. Both Sales order and payment record can be reversed by selecting the Undo (shortcut: F4) button. The reversal starts with the most recent payment and then it reverse the Sales order once all payments for that Sales order are reversed. For example; If there are 3 payments (down payment and installments) made to a Sales order, it will take 3 separate press of Undo button to fully reverse the transaction, 2 for the most recent and second most recent payment and 1 for the first payment, reversal of the corresponding Sales order is triggered in the reversal of the first payment.

1.6.2.2 Managing Sales Orders

To open the Create a sale window, click the Sale menu and select Sales registry on the home window, go to Orders tab. Table views in the Orders tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area, and perform receive payment action using the Receive payment (shortcut: F7) button. The table view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.6.3 Goods Deliveries

When working with deliveries, you can find the following menu items:
• Goods and invoices -> Goods and invoice registry
• Goods and invoices -> Goods delivery (DN)

Tasks
You can carry out the following tasks with these functions:
• Search and filter deliveries.
• View and create deliveries.
• Undo/reverse deliveries.

1.6.3.1 Creating Goods Delivery (DN)

Select Goods and invoices menu and select Goods delivery (DN) menu item. Alternatively, select Goods and invoices menu and select Goods and invoices registry to open Goods and invoices registry window, select Goods delivery (DN) tab and choose New delivery (shortcut: F6) button to open the Goods delivery (DN) window. Select the icon next to the textbox with label Sales order to open the Sales lookup, choose the sales order to create a DN. Adjust the quantity according to actual goods delivered and choose Save (shortcut: F8) button to record the Goods delivery.

1.6.3.2 Managing Deliveries

To open the Goods delivery (DN) window, click the Goods and invoices menu and select Goods and invoice registry, go to Goods delivery (DN) tab. Table views in the Goods delivery (DN) tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area. The table view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.6.4 Returns

When working with returns, you can find the following menu items:
• Menu: Sale -> Sales registry (tab: Closed Orders)

Tasks
You can carry out the following tasks with these functions:
• Search and filter Closed orders.
• View Closed orders.
• Undo/reverse the Closed order. This means that the closed order or paid sales order is reverted due to sale item returns.

1.6.4.1 Managing Returns

To return a sale or an A/R, click the Sale menu and select Sales registry on the home window, go to Closed Orders tab. Table views in the Closed Orders tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.6.5 A/R Invoices (IC)

When working with A/R invoices, you can find the following menu items:
• Goods and invoices -> Goods and invoice registry
• Goods and invoices -> Invoice creation (IC)

Tasks
You can carry out the following tasks with these apps:
• Search and filter A/R invoices.
• View and create A/R invoices.
• Undo/reverse A/R invoices.

1.6.5.1 Creating an A/R Invoice (IC)

Select Goods and invoices menu and select Invoice creation (IC) menu item. Alternatively, select Goods and invoices menu and select Goods and invoices registry to open Goods and invoices registry window, select Invoice creation (IC) tab and choose New invoice (shortcut: F6) button to open the Invoice creation (IC) window. Select the icon next to the textbox with label Sales order to open the Sales lookup, choose the sales order to create an IC or A/R invoice. Adjust the quantity, price, discount according to actual invoice sent and choose Save (shortcut: F8) button to record the A/R invoice.

1.6.5.2 Managing A/R Invoices (IC)

To open the Invoice creation (IC) window, click the Goods and invoices menu and select Goods and invoice registry on the home window, go to Invoice creation (IC) tab. Table views in the Invoice creation (IC) tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.6.6 A/R Payments

When working with A/R payments, you can use the following menu items:
• Menu: Sale -> Sales registry (tab: Orders)
• Menu: Sale -> Process payment

Tasks
You can carry out the following tasks with these functions:
• Search and filter open/unpaid or partially paid A/R or IC invoices.
• View open/unpaid or partially paid A/R or IC invoices.
• Pay an amount to open/unpaid or partially paid A/R or IC invoices.
• Pay an amount to multiple open/unpaid or partially paid A/R or IC invoices for same customer.

1.6.6.1 Managing A/R Payments

1.6.6.1.1 First method

To open the Payment window, click the Sale menu and select Sales registry, go to Orders tab on the Sales registry window, select Receive payment (F7) button to open the Process A/R invoice payment window. Choose the payment methods and fill the amount in the text box, fill up the Amount applied column for each A/R invoices, select Pay (shortcut: F8) button.

1.6.6.1.2 Alternative method

Click the Sale menu and select Process payment, in the Process A/R invoice payment window, select the customer. Table views in the Process A/R invoice payment window allow you to view and pay an amount to A/R invoice with open status for the selected customer. The table view can also be an entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row in the Sales # column.

1.7 Purchasing

The Purchase menu covers the entire purchasing process, from creating purchase quotations, to purchase orders, to paid orders. The Purchasing group includes functions that allows you to work with the following purchasing documents: purchase quotations, purchase orders, goods returns, down payments, payments (single/batch/installments). Goods receipts and A/P invoices are handled in Goods and invoices menu.

1.7.1 Purchase Quotations

When working with Purchase quotations, you can find the following menu items:
• Menu: Purchase -> Purchases registry (tab: Quotes)
• Menu: Purchase -> Purchase quote

Tasks
You can perform the following tasks with these functions:
• Search and filter purchase quotations.
• View, edit, and create purchase quotations.
• Delete purchase quotations.
• Convert purchase quotations to purchase orders.

1.7.1.1 Creating a Purchase Quote

Select Purchase menu and select Purchase quote menu item to open the Create a quote for purchase window. Alternatively, select Purchase menu and select Purchases registry to open the Purchases registry window, select Quotes tab and choose New quote (shortcut: F6) button to open the Create a quote for purchase window. Select a supplier, add shipping information, arrival date, memo and comment, double click the Item code column in the table view and select the item in the Items lookup or create a new item, select ok button in the Items lookup to add the item in the Purchase quote, check the Show tax check box to separate the Tax from the Total amount. Choose Save (shortcut: F7) button to record the Purchase quote. Choose New purchase quote (shortcut: F6) button to create another new Purchase quote. Items added in Purchase quote that is not yet save may be removed by selecting Remove (shortcut: F5) button.

1.7.1.2 Managing Purchase Quotations

To open the Create a quote for purchase window, click the Purchase menu and select Purchases registry on the home window, go to Quotes tab. Table views in the Quotes tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area, and perform delete and convert to purchase order action using Delete (shortcut: F5) button and Change to order (shortcut: F11) button. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.7.2 Purchase Orders

When working with Purchase orders, you can find the following menu items and toolbar buttons:
• Menu: Purchase -> Purchases registry (tab: Orders)
• Menu: Purchase -> Purchase
• Toolbar: Purchase (shortcut: Ctrl + p)

Tasks
You can perform the following tasks with these functions:
• Search and filter purchase orders.
• View, edit, and create purchase orders.
• Undo/reverse purchase orders.
• Pay purchase orders.

1.7.2.1 Creating a Purchase Order

Select Purchase menu and select Purchase menu item or select Purchase (shortcut: Ctrl + p) button on the home window to open the Create a purchase window. Alternatively, select Purchase menu and select Purchases registry to open the Purchases registry window, select All purchases or Orders tab and choose New order (shortcut: F6) button to open the Create a purchase window. Select a supplier, add shipping information, arrival date, memo and comment, double click the Item code column in the table view and select the item in the Items lookup or create a new item, select ok button in the Items lookup to add the item in the Purchase order, check the Show tax check box to separate the Tax from the Total amount. Choose Save (shortcut: F7) button to record the Purchase order. Choose New purchase (shortcut: F6) button to create another new Purchase order. Items added in Purchase order that is not yet saved may be removed by selecting Remove (shortcut: F5) button. If Purchase order is paid up front, fill up the amount in the Paid amount text box and select the Save (shortcut: F7) button to apply payment to the Purchase order. Selecting the Save button will automatically save the Purchase order record and the payment record. Both Purchase order and payment record can be reversed by selecting the Undo (shortcut: F4) button. The reversal starts with the most recent payment and then it reverse the Purchase order once all payments for that Purchase order are reversed. For example; If there are 3 payments (down payment and installments) made to a Purchase order, it will take 3 separate press of Undo button to fully reverse the transaction, 2 for the most recent and second most recent payment and 1 for the first payment, reversal of the corresponding Purchase order is triggered in the reversal of the first payment.

1.7.2.2 Managing Purchase Orders

To open the Create a purchase window, click the Purchase menu and select Purchases registry on the home window, go to Orders tab. Table views in the Orders tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area, and perform payment of purchase order using Pay order (shortcut: F7) button. The table view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.7.3 Goods Receipt (GRN)

When working with Goods receipts, you can find the following menu items:
• Menu: Goods and invoices -> Goods and invoice registry
• Menu: Goods and invoices -> Goods receipt (GRN)

Tasks
You can perform the following tasks with these functions:
• Search and filter goods receipts.
• View and create goods receipts.

• Undo/reverse goods receipts.

1.7.3.1 Creating Goods Receipt (GRN)

Select Goods and invoices menu and select Goods receipt (GRN) menu item. Alternatively, select Goods and invoices menu and select Goods and invoices registry to open Goods and invoices registry window, select Goods receipt (GRN) tab and choose New GRN (shortcut: F6) button to open the Goods receipt (GRN) window. Select the icon next to the textbox with label Purchase order to open the Purchase lookup, choose the purchase order to create a GRN. Adjust the quantity according to actual goods received and choose Save (shortcut: F8) button to record the Goods receipt.

1.7.3.2 Managing Goods Receipts

To open the Goods receipt (GRN) window, click the Goods and invoices menu and select Goods and invoice registry on the home window, go to Goods receipt (GRN) tab. Table views in the Goods receipt (GRN) tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.7.4 Goods Returns

When working with goods returns, you can find the following menu items:
• Menu: Purchase -> Purchases registry (tab: Orders, column Status: Closed)

Tasks
You can perform the following tasks with these apps:
• Search and filter closed purchase orders.
• View closed purchase orders.
• Undo/reverse closed purchase orders. This means that the closed purchase order or paid purchase order is reverted due to purchase item returns.

1.7.4.1 Managing Goods Returns

To return a purchase or A/P, click the Purchase menu and select Purchases registry on the home window, go to Orders tab. Table views in the Orders tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.7.5 A/P Invoices (IR)

When working with A/P invoices, you can find the following menu items:
• Menu: Goods and invoices -> Goods and invoice registry
• Menu: Goods and invoices -> Invoice receipt (IR)

Tasks
You can carry out the following tasks with these functions:
• Search and filter A/P invoices.
• View, and create A/P invoices.
• Undo/reverse A/P invoices.

1.7.5.1 Creating an A/P Invoice (IR)

Select Goods and invoices menu and select Invoice receipt (IR) menu item. Alternatively, select Goods and invoices menu and select Goods and invoices registry to open Goods and invoices registry window, select Invoice receipt (IR) tab and choose New IR (shortcut: F6) button to open the Invoice receipt (IR) window. Select the icon next to the text box with label Purchase order to open the Purchase lookup, choose the purchase order to create an IR or A/P invoice. Adjust the quantity, price, discount according to actual invoice received and choose Save (shortcut: F8) button to record the Invoice receipt / A/P invoice.

1.7.5.2 Managing A/P Invoices (IR)

To open the Invoice receipt (IR) window, click the Goods and invoices menu and select Goods and invoice registry on the home window, go to Invoice receipt (IR) tab. Table views in the Invoice receipt (IR) tab allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.7.6 A/P Payments

When working with A/P payments, you can use the following menu items:
• Menu: Purchase -> Purchases registry (tab: Orders, column Status: Open)
• Menu: Purchase -> Process payment

Tasks
You can carry out the following tasks with these functions:
• Search and filter open/unpaid or partially paid A/P or IR invoices.
• View open/unpaid or partially paid A/P or IR invoices.
• Pay an amount to open/unpaid or partially paid A/P or IR invoices.
• Pay an amount to multiple open/unpaid or partially paid A/P or IR invoices for same supplier/vendor.

1.7.6.1 Managing A/P Payments

1.7.6.1.1 First method

To open the payment window, click the Purchase menu and select Purchases registry, go to Orders tab on the Purchases registry window, select A/P or purchase order with an Open column status, select Pay order (F7) button to open the Process A/P invoice payment window. Choose the payment methods and fill the amount in the text box, fill up the Amount applied column for each A/P invoice, select Pay (shortcut: F8) button.

1.7.6.1.2 Alternative method

Click the Purchase menu and select Process payment, in the Process A/P invoice payment window, select the supplier. Table views in the Process A/P invoice payment window allow you to view and pay an amount to A/P invoice with open status for the selected supplier. The table view can also be an entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row in the Purchase number column.

1.8 Customers and Suppliers

The Customer/supplier menu covers the records or master files of customers and suppliers. It allows adding, editing, importing, exporting and deleting of customer and supplier records.

1.8.1 Customers

When working with Customers, you can find the following functions:
• Menu: Customer/supplier -> Customers
• Toolbar: Clients (shortcut: Ctrl + m)

Tasks
You can carry out the following tasks with these functions:
• Search and filter customers
• View, edit, create, and delete customers
• Import and export lists of customers from external sources, CSV and JSON files.

1.8.1.1 Creating a Customer

Select Customer/supplier menu and select Customers menu item. Alternatively, select Clients (shortcut: Ctrl + m) button in the home window to open the Customers window. Select Add (shortcut: F1) button to open the Customer entry window. Fill up the Customer and associated information and select Save (shortcut: F7) button.

1.8.1.2 Managing Customers

To open the Customers window, click the Customer/supplier menu and select Customers on the home window. Table views in the Customers window allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area, and perform edit, delete, import and export actions using Edit (shortcut: F2) button, Delete (shortcut: F5) button, Import (shortcut: F3) button, Export (shortcut: F4) button. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row or select the row and click Edit (shortcut: F2) button.

1.8.1.3 Importing Customers from CSV or JSON file

You can import Customers data from CSV or JSON. The format of CSV and JSON files must comply to the format used by the system. As a safe rule; Create one customer record and export it to either CSV or JSON using Export (shortcut: F4) button. Edit the exported file to add records, this updated file can be imported back safely to the system using Import (shortcut: F3) button. Once the import process is complete, all the imported information from the CSV/JSON file is displayed in the customers window. Make sure that all values are valid.

1.8.2 Suppliers

When working with Suppliers, you can find the following functions:
• Menu: Customer/supplier -> Suppliers
• Toolbar: Suppliers (shortcut: Ctrl + u)

Tasks
You can carry out the following tasks with these functions:
• Search and filter suppliers
• View, edit, create, and delete suppliers
• Import and export lists of suppliers from external sources, CSV and JSON files.

1.8.2.1 Creating a Supplier

Select Customer/supplier menu and select Suppliers menu item. Alternatively, select Suppliers (shortcut: Ctrl + u) button in the home window to open the Suppliers window. Select Add (shortcut: F1) button to open the Supplier entry window. Fill up the Supplier and associated information and select Save (shortcut: F7) button.

1.8.2.2 Managing Suppliers

To open the Suppliers window, click the Customer/supplier menu and select Suppliers on the home page. Table views in the Suppliers window allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area, and perform edit, delete, import and export actions using Edit (shortcut: F2) button, Delete (shortcut: F5) button, Import (shortcut: F3) button, Export (shortcut: F4) button. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row or select the row and click Edit (shortcut: F2) button.

1.8.2.3 Importing Suppliers from CSV or JSON file

You can import Suppliers data from CSV or JSON. The format of CSV and JSON files must comply to the format used by the system. As a safe rule; Create one supplier record and export it to either CSV or JSON using Export (shortcut: F4) button. Edit the exported file to add records, this updated file can be imported back safely to the system using Import (shortcut: F3) button. Once the import process is complete, all the imported information from the CSV/JSON file is displayed in the suppliers window. Make sure that all values are valid.

1.9 Items

When working with Items, you can find the following menu items and toolbar buttons:
• Menu: Inventory/Items → Items registry
• Menu: Inventory/Items → Record an item
• Toolbar: All Items (shortcut: Ctrl + i)

Tasks

You can carry out the following tasks with these functions:

• Search and filter items.
• View, edit, create, and remove items.
• Import items from external sources via CSV or JSON.
• Export items to CSV or JSON.

1.9.1 Managing Items

To open the Items registry window, click the Inventory/Items menu and select Items registry or select All Items (shortcut: Ctrl + i) button on the home window. Here you can filter, sort, group, and access the relevant item master data records. Table views in the Items registry window allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area, and perform edit, delete, import and export actions using Edit (shortcut: F2) button, Delete (shortcut: F5) button, Import items (shortcut: F3) button, Export items (shortcut: F4) button. The table view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row. Alternatively, select the item and choose Edit (shortcut: F2) button. The on hand, committed, ordered, and available quantities are displayed in the Item entry window.

1.9.2 Importing Items from CSV or JSON file

You can import items data from CSV or JSON. The format of CSV and JSON files must comply to the format used by the system. As a safe rule; Create one item entry and export it to either CSV or JSON using Export items (shortcut: F4) button. Use and edit the exported file to add records, this updated file can be imported back safely to the system using Import items (shortcut: F3) button. Once the import process is complete, all the imported information from the CSV/JSON file is displayed in the Items registry window. Make sure that all values are valid.

1.9.3 Inventory Transactions

The Inventory Transactions are automatically recorded during sales and purchase of items that have an Item type of Inventory. Recording of item in/item out in terms of units, the on hand, committed, ordered, and available quantity in Items registry is updated. Additionally, the journal is updated with inventory record using the amount not the units.

1.9.3.1 Inventory Items

When working with Inventory items, you can find the following menu items and toolbar buttons:
• Menu: File → View list of transactions
• Menu: Inventory/Items → Items registry
• Toolbar: Transactions list (shortcut: Ctrl + t)
• Toolbar: All items (Ctrl + i)

Tasks
You can carry out the following tasks with these functions:
• Search and filter inventory recordings from sales and purchase.
• View and verify inventory records against corresponding sales and purchase transactions.
• Match inventory records against the total on hand quantity of items in Items registry and Items entry.
• Print inventory records.

1.9.3.1.1 Creating an Inventory Item

In the Items registry, select Add button to open the Item entry window. Alternatively, go to Inventory/items menu and select Record an Item. Fill up the item information, in the Item type drop-down select the Inventory value, Fill up the Purchase details and Sales details and select Save (shortcut: F7) button.

1.9.3.2.1 Managing Inventory Items

Open File menu and select View list of transactions or choose Transactions list (shortcut: Ctrl + t) button to open the Transactions list window, go to Inventory tab. Watch the inventory records come as new sales and purchases of inventory items are made, open Inventory/Items menu and select Items registry or choose All items (shortcut: Ctrl + i) button on the home window to check that the inventory records are updating the quantities of the items in transaction.

1.9.4 Service items

If your company provides services to its customers, or receives services from your vendors, you can manage all activities related to those services using the Items registry window. Service items are items with Item type of Services, this distinguishes it from Inventory and non inventory/non service items. Service items don't have any inventory record and it is sold/provided or purchased/received as a whole, it does not have any unit of measure (UOM) as is the case with inventory and non-inventory items.

When working with Service items, you can find the following menu items and toolbar buttons:
• Menu: Inventory/items -> Items registry

• Toolbar: All Items (shortcut: Ctrl + i)

Tasks
You can carry out the following tasks with these functions:
• Search and filter service items.
• View, edit, and create service items.
• Delete service items.

1.9.4.1 Creating a Service Item

In the Items registry, select Add button to open the Item entry window. Alternatively, go to Inventory/items menu and select Record an Item. Fill up the item information, in the Item type drop-down select the Services value, Fill up the Purchase details and Sales details and select Save (shortcut: F7) button.

1.9.4.2 Managing Service Items

Managing Service items is the same as managing Inventory items. Please see section 1.9.1 Managing Items.

1.9.5 Non inventory items, Assets/Equipment/Consumables

Non inventory items can be fixed assets, equipment or consumable items such as foods or materials. Non inventory items don't have any inventory records but like Inventory items it can be sold and purchased by unit of measure (UOM), can be single or packaged.

When working with Non inventory items, You can find the following menu items and toolbar buttons:
• Menu: Inventory/items -> Items registry
• Toolbar: All items (shortcut: Ctrl + i)

Tasks
You can carry out the same tasks as Service and Inventory items.

1.9.5.1 Creating a Non inventory Item

In the Items registry, select Add button to open the Item entry window. Alternatively, go to Inventory/items menu and select Record an Item. Fill up the item information, in the Item type drop-down select the Non inventory value, Fill up the Purchase details and Sales details and select Save (shortcut: F7) button.

1.9.5.2 Managing Non inventory items

Managing Non inventory items is the same as managing Inventory items. Please see section 1.9.1 Managing Items.

1.10 Chart of Accounts

Use the Chart of Accounts to work with all of your company's general ledger (G/L) accounts and to form the basis for your company's reporting and posting activities.

When working with Chart of accounts, You can find the following menu items:
• Menu: Accounting -> Chart of accounts

Tasks
You can carry out the following tasks with this functions:
• View, create, edit, and delete G/L accounts
• Print G/L accounts lists

1.10.1 Creating a G/L Account

Select Accounting menu and select Chart of accounts menu item to open the Accounts window. Select Add new account (shortcut: F6) button to open the Create account window. Fill up the account information and select Save (shortcut: F7) button.

1.10.2 Managing G/L Accounts

To view the list of G/L accounts, click the Accounting menu and select Chart of accounts on the home window. List views in the Accounts window allow you to browse data records, and perform delete and print action using Delete (shortcut: F5) button and Print (shortcut: F11) button. The list view is also your entry point to navigate to a detailed view of a specific data record. To open a detailed view of a specific data record, double click the row.

1.11 Journal Entries

Journal Entries keeps double entry accounting records of all transactions such as sales, purchases, inventory, payments, goods receipt and delivery, discounts and taxes.

When working with Journal entries, you can find the following menu items and toolbar buttons:
• Menu: Accounting -> Journal entries
• Toolbar: Journal (shortcut: Ctrl + j) button
• Menu: Accounting -> Record a journal entry

Tasks
You can carry out the following tasks with these functions:
• Search and filter journal entries
• View and create journal entries
• Import single or multiple journal entries
• Export single or multiple journal entries
• Print journal entries

1.11.1 Creating a manual Journal Entry

Select Accounting menu and select Record a journal entry menu item to open the Journal entry window. Alternatively select Accounting menu and select Journal entries or select Journal (shortcut: Ctrl + j) button on the home window to open the Journal entries window, choose New journal entry (shortcut: F6) button to open the Journal entry window. Fill up the Journal entry details and select Save (shortcut: F7) button.

1.11.2 Managing Journal Entries

To open the Journal entries window, click the Accounting menu and select Journal entries, alternatively select Journal (shortcut: Ctrl + j) button on the home window. List views in the Journal entries window allow you to search for specific data records, use filters to restrict the data records currently displayed in the table area, and perform print, import and export actions using Print (shortcut: F11) button, Import (shortcut: F3) button, Export (shortcut: F4) button.

1.11.3 Importing Journal Entry from CSV or JSON file

You can import journal entry data from CSV or JSON. The format of CSV and JSON files must comply to the format used by the system. As a safe rule; Create one journal entry record and export it to either CSV or JSON using Export (shortcut: F4) button. Use and edit the exported file to add records, this updated file can be imported back safely to the system using Import (shortcut: F3) button. Once the import process is complete, all the imported information from the CSV/JSON file is displayed in the journal entries window. Make sure that all values are valid.

1.12 Reports

A wealth of reports for sales, purchases, Inventory/items, Accounting, Customer, Supplier is available in the Reports window.

When working with Reports, You can find the following menu items and toolbar buttons:
• Menu: Reports -> Business reports
• Menu: Reports -> System reports
• Toolbar: Reports (shortcut: Ctrl + r) button

Tasks
You can carry out the following tasks with these functions:
• View reports
• Print reports
• Filter reports by transaction start and end date.

These are the reports available in Enterprisecom:

Sale

- All sales
- Quotes
- Closed sales
- Receivable/open sales
- Sale summary
- Sale details
- Sale analysis
- Sale analysis including previous year
- Aged receivables

Purchase

- All purchases
- Purchase quotes
- Closed purchases
- Payable/open purchases
- Purchase summary
- Purchase details

- Purchase analysis
- Purchase analysis including previous year
- Aged payables

Inventory

- Item count
- Package items
- Item list summary
- Item list details
- Price summary
- Price detail
- Price analysis
- Item flow analysis summary
- Item flow analysis details
- Inventory in from purchase
- Inventory out from sale

Accounting

- Profit and loss
- Balance sheet
- Earnings
- Trial balance
- Chart of accounts summary
- Chart of accounts details
- Journal entries
- Account transactions summary
- Account transactions details
- Tax summary
- Tax details

Customer

- Customer lists summary
- Customer lists details
- Customer payments summary
- Customer payments details
- Customer journal

Supplier

- Supplier lists summary
- Supplier lists details
- Supplier payments summary
- Supplier payments details
- Supplier journal

1.12.1 Managing Reports

To open the Reports window, click the Reports menu and select Business reports, alternatively select Reports (shortcut: Ctrl + r) button on the home window. Select the tab of the report, select the specific report from the radio button and choose Show report (shortcut: F12) button to display a preview. The report can be printed from the preview window.

Other reports are available inline with the transaction window. For example; A sales customer purchase order print out is available from the Create a sale window, same with other transactions. There is also a report for Setup accounts found under Reports menu, select System reports menu item, select List of default accounts in use sub menu item.

1.13 Administration

In the Administration menu, you can find the following menu items and toolbar buttons:

• Menu: Administration -> Reset data
• Menu: Administration -> User management
• Toolbar: Users (shortcut: Ctrl + e) button

Tasks
You can carry out the following tasks with these functions:
• Reset/Drop records for the selected tables for a given start and end date in the Reset data window.
• Create, edit, delete users
• Assign/unassign access control to users (RBAC)

1.14 Settings

You can configure and manage settings, such as company details and system options, as well as accounting settings.

1.14.1 Enterprise information

On the Business information window, you can specify and maintain basic information about the company, tax details, address and contact details, financial year, accounting start date and accounting period.

To access this window, from the home window, choose Settings menu and select Enterprise information.

Business name, Permit/license no, Registration area, Securities exch no:
Specify the company name, permit, registration and SEC number. These information are displayed:
• At the title bar of the system for Business name
• In reports and on printed documents

Tax no:
Enter your tax ID number for the tax on sales/purchases

Social security no:
Enter social security number of the company registration

Address, Phone number, Fax number, Email address fields:
Use these fields to specify the company's address information as you would like it to appear on all documents that are printed. The Address field displays the complete, formatted company address as entered in the address-related fields. Phone number, Fax number, Email address.

1.14.2 Options

In the Settings menu Options menu item, you can configure the general settings and transactions settings. The Options window contains general settings in the General tab, and transactions settings in Transactions A and Transactions B tab. You can configure these specific settings:

General tab:
• Workstation name
• Sales auto save timer
• Tax formula (GST, Simple percentage)
• Reset customer/supplier and account balances to zero

Transactions A tab:
• Transaction numbering for Sales quote, Sale order, Sale payment, Purchase quote, Purchase order, Purchase payment, Journal entry, Inventory
• Reset transaction counters to zero

Transactions B tab:

• Transaction numbering for GRN, IR, DN, IC
• Reset transaction counters to zero

1.14.3 Setup accounts

On the Settings menu Setup accounts menu items, you can set/unset the accounts used in transactions. The Setup accounts window contains general tab to set accounts used for earnings during end of FY. The purchase tab to set accounts for purchase, discounts, charges, shipment and A/P. The Sale tab to set accounts for sales, discounts, charges, shipping and A/R. The Inventory tab to set accounts for inventory, goods receipt/delivery and invoice receipt/create

To configure settings on a specific tab, follow these steps:
1. Choose the corresponding tab.
2. Choose the icon after the right most part of the text box and select the account to link.
3. Select Save button to save the settings.