**CREATING PURCHASE ORDER**

1. **Register Supplier**
   1. **Go to “Register”>>”Customer”**
   2. **Fill the data needed then click register.**
2. **Create Purchase Order**
   1. **On quick Access Click “Create P.O.” Button.**
   2. **On P.O. Form click “…” next to P.O. No. textbox to Select/Create P.O. no.**
   3. **On. Select/Create P.O. No. form Click “…” to select Registered Supplier.**
   4. **Click “Create” button and it will be displayed on the list left side of the form.**
   5. **Tick the P.O. No. you created and click “Select” Button.**
   6. **Press “Enter” to apply the P.O. No. of the form.**
   7. **To add items in your P.O. Double Click the item under Stocks table.**
   8. **Edit the price if needed then enter desired quantity then click “Add”.**
   9. **Repeat the process until all desire items are in the P.O. list.**
   10. **Click “Submit” button to finalize your P.O. then Click “Print P.O.” to print.**

**RECEIVING PURCHASE ORDER (STOCK IN)**

1. **Receive P.O.**
   1. **On quick Access Click “Receive P.O.” Button.**
   2. **Enter invoice no. from supplier.**
   3. **Click “…” and select the P.O. no. you created recently.**
   4. **Press Enter to apply P.O. no. and display all P.O. items.**
   5. **Double tick each P.O. Items to receive them and enter the quantity received also the date of expiry and click “Receive” button.**
   6. **Repeat step 5 until all items were received.**

**SELLING STOCKS**

1. **Register Customer**
   1. **Go to “Register”>>”Customer”**
   2. **Fill the data needed then click register.**
2. **Sell Stocks**
   1. **On quick Access Click “Sell Stocks” Button.**
   2. **Create invoice no. click “…” button.**
   3. **Select type of invoice: Government/Private.**
   4. **Click “…” button to select/register customer.**
   5. **For new customer select individual/non-individual then fill the information and click register.**
   6. **Tick the registered customer in the list twice.**
   7. **To finally create the invoice no. click “create” button.**
   8. **Select the invoice you create recently and click “Select” button.**
   9. **Press “Enter” to apply invoice no.**
   10. **Tick the item twice under stocks table, change price if needed, enter quantity and click “Add to cart” button repeat if more items to add.**
   11. **Click “Submit” to finalized invoice.**
   12. **Click “Print Invoice”**

**VOIDING INVOICE**

1. **Voiding Invoice.**
   1. **On quick Access Click “Cancel Invoice” Button.**
   2. **Click “...” button to select invoice no.**
   3. **Tick twice the invoice no. or click “Select” button.**
   4. **Press enter to apply the invoice no.**
   5. **Click “Void Invoice”.**
   6. **Read Carefully the message then Click “Void”.**

**GENERATING REPORT**

1. **Reports**
   1. **On quick Access Click “Sales Reports” Button.**
   2. **If “Daily” select date then click “View”.**
   3. **If “Monthly” select month then click “View”.**
   4. **If “Quarterly” select quarter then click “View”.**
   5. **If “Yearly” select year then click “View”.**

**Print Current Stocks**

1. **Print Stocks**
   1. **On quick Access Click “Sell Stocks” Button.**
   2. **Click “Print Stocks” button.**

**New Items**

1. **Add Category**
   1. **Go to “Register” >> “Items” >>”Category”**
2. **Add Manufacturer**
   1. **Go to “Register” >> “Items” >>”Manufacturer”**
3. **Add new item.**
   1. **On quick Access Click “Items” Button.**
   2. **Fill the data needed then click “Add” button.**

**New User**

1. **Create Account** 
   1. **Click “Users” button on Quick Access.**
   2. **Fill the information needed and assign Privilege: Admin/User.**
   3. **Default password in lower case: first\_letter\_of\_firstname\_then\_family\_name.**

**Ex. Lastname : Udang   
 Firstname : Gerzon  
 Password will be: gudang**