SME USER GUIDE

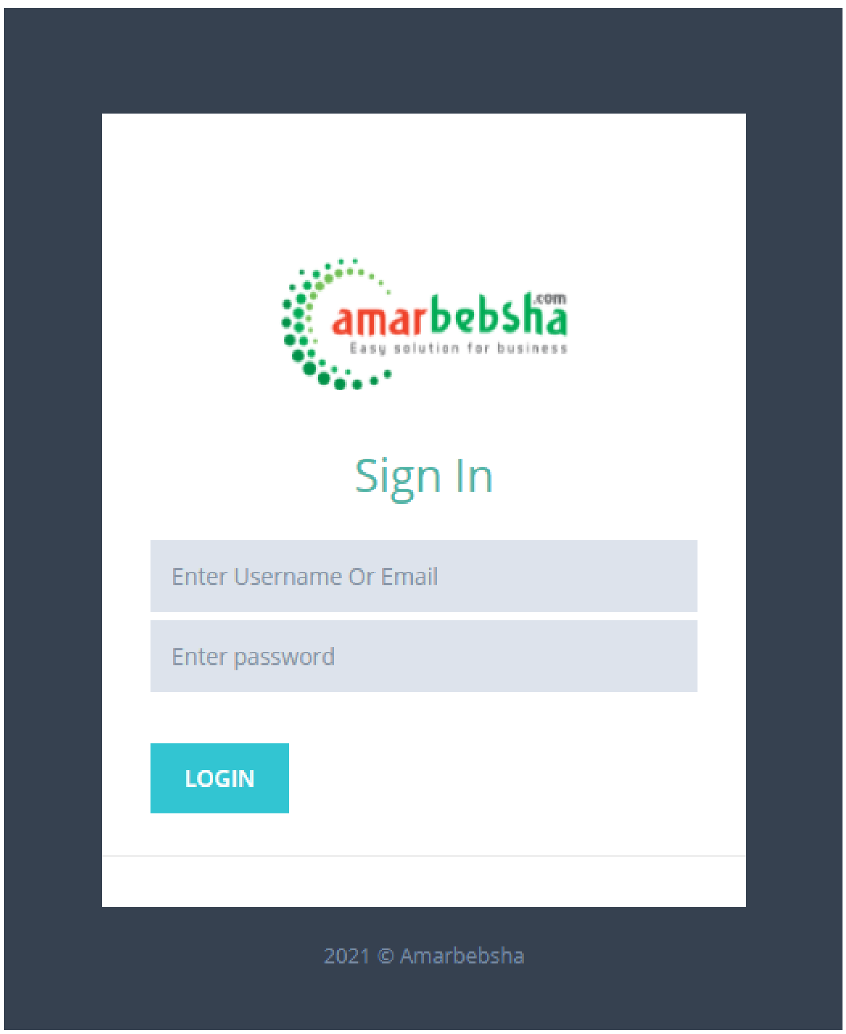


Table of Content: (**ctrl + mouse click/touch for quick access**)

Introduction

Amar Bebsha Limited developed this web application for SME solutions. This software endeavors to accouche a relatively smooth and precise experience for our honorable customers. This user guide will refer to the easy usability of the customers who are using this software. Technologies used:

- PHP
- HTML
- CSS
- JQUERY

Quick Install

The website demo is previewed from our end to the customers. When a product is bought, we deploy the product on our server-side and configure it subsequently. There is a segment under the dashboard named "Configuration" through which the software is configured. This comprises updating names, uploading CSV files, adding or modifying users, vehicles, and employees. Gradually, the product is imported in CSV format. This installation should remove the unnecessary hassles of our customers.

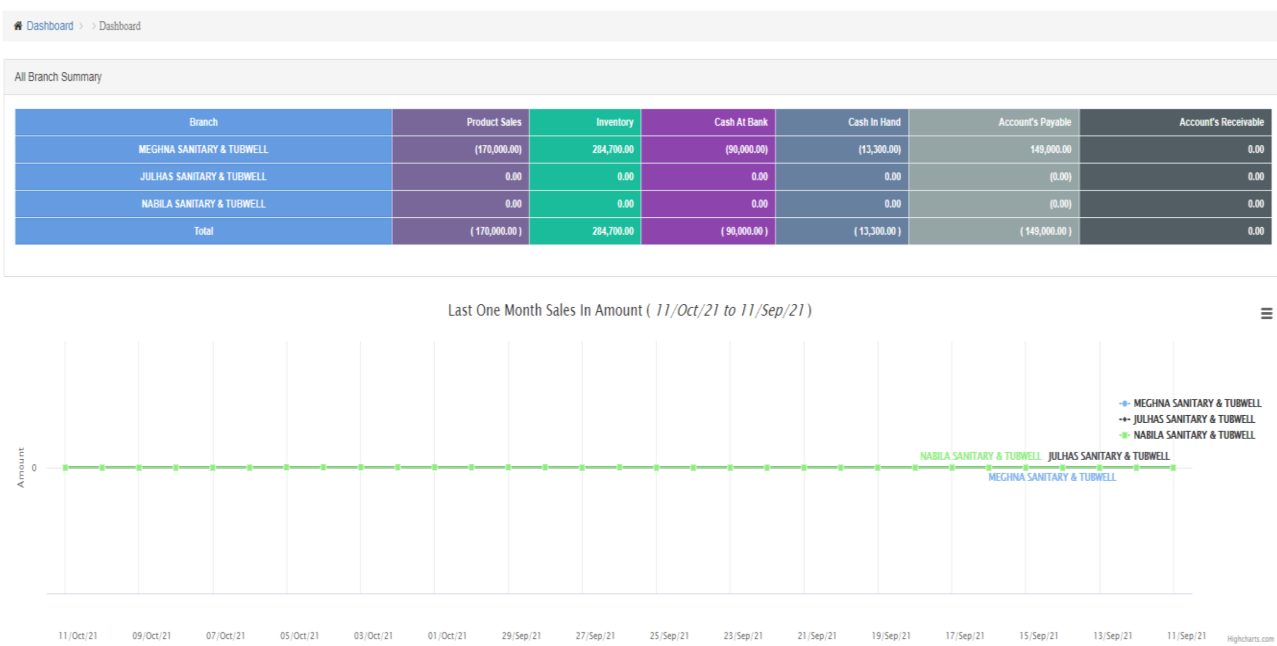
Quick Start Guide

Login to the web application with a designated email and password. If login is successful, you will be redirected to the Dashboard page. From there, any menu can be accessed according to the privacy setting.

Dashboard

The dashboard is the page to have a glimpse of every function summary available. The "All Branch Summary" should give a total value regarding cash, inventory, payable cash, etc.

Following the section, there is a graph that depicts the total sale of last month visually. You can download the report as an image, CSV, or excel by clicking the upper right icon. You can also pick the option "View Data Table," where the sales data will be interpreted in a tabular form.



Dashboard > Dashboard

All Branch Summary

Branch	Product Sales	Inventory	Cash At Bank	Cash In Hand	Account's Payable	Account's Receivable
MEGHNA SANITARY & TUBWELL	(170,000.00)	284,700.00	(90,000.00)	(13,300.00)	149,000.00	0.00
JULHAS SANITARY & TUBWELL	0.00	0.00	0.00	0.00	(0.00)	0.00
NABILA SANITARY & TUBWELL	0.00	0.00	0.00	0.00	(0.00)	0.00
Total	(170,000.00)	284,700.00	(90,000.00)	(13,300.00)	(149,000.00)	0.00

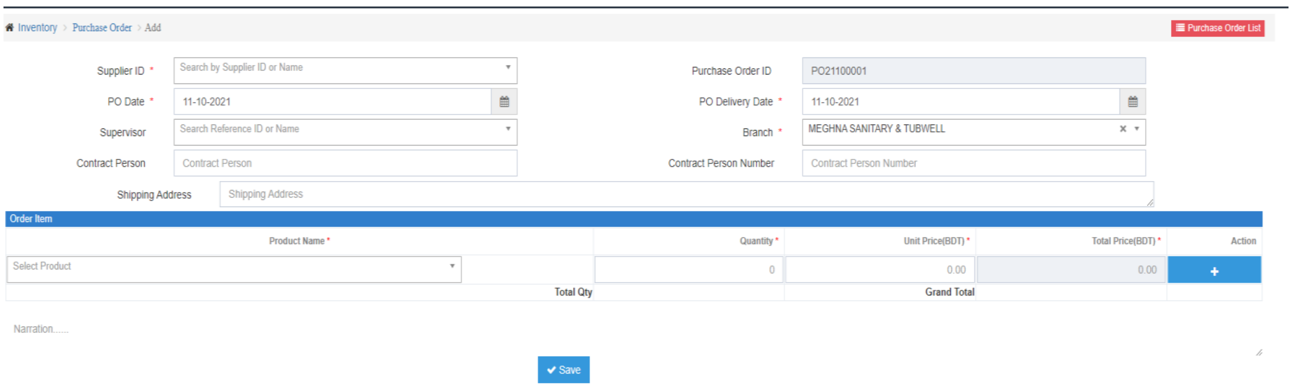
Inventory

Operation means the actions you can perform, and the setup module configures your actions and report showing the result of individual transactions.

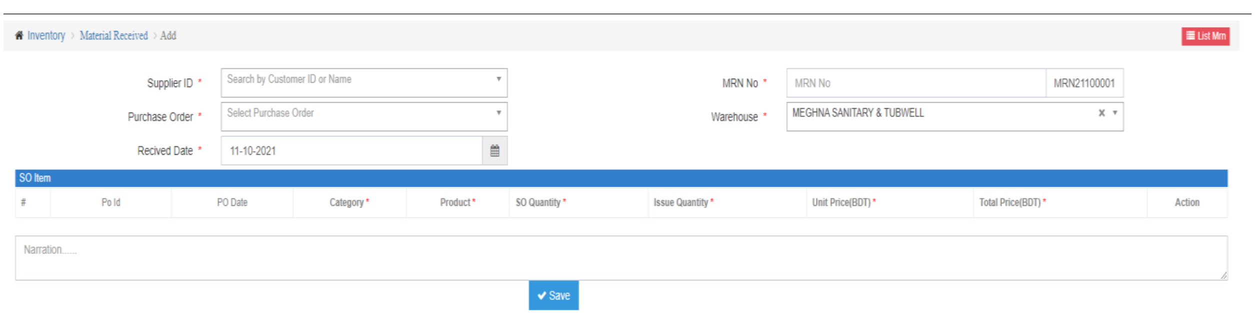
Operation

Purchase Order: The "Purchase Order Add" is enlisted to add different purchase orders with data. Please select a supplier ID (entered earlier) and date. The supervisor and contract person fields are arbitrary. A purchase Order ID will be generated automatically. The PO delivery date and branch have to be selected.

Next, in the order form, select the product name from the dropdown and give a quantity. The unit price and total price should automatically adjust according to the previous setting. You can also add more information by hitting the (+) button. After successful entry, just hit the save button, and you will see the added information in a list.

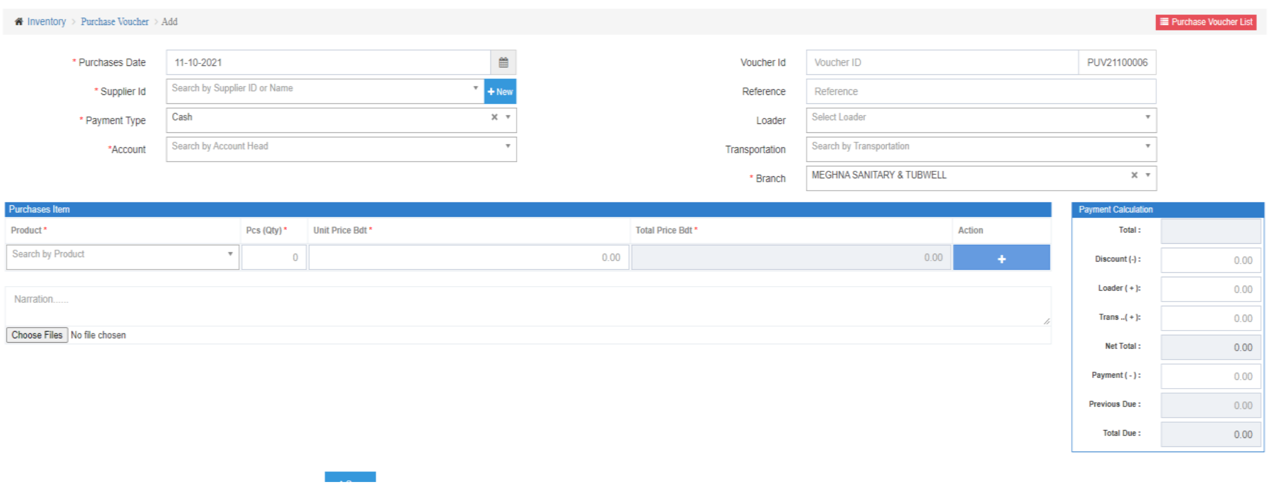


Material Received Note: Material received note is the menu to save a note upon receiving a material. This menu will first show the list of all entered data. To add a note, select "Add Note" from the upper right menu. By following the same process as a purchase order, you can quickly enter a new note. The only thing new here is an "MRN No." which the system will automatically generate to keep track of MRN lists.

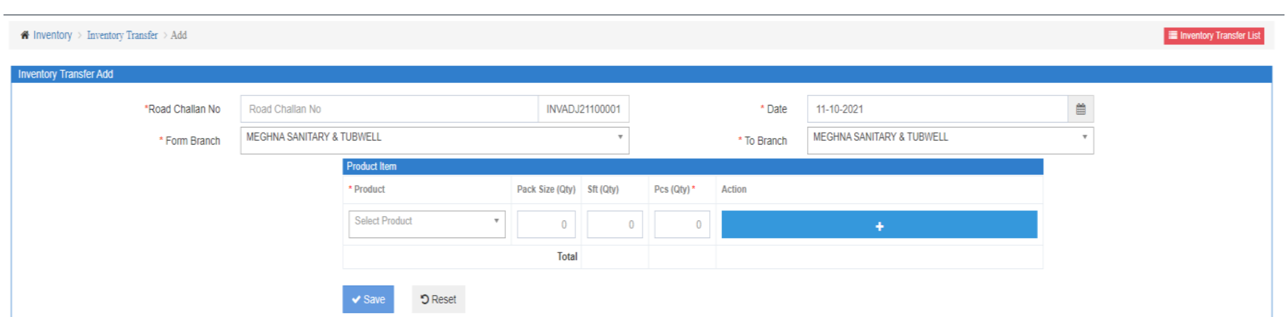


Purchase Voucher Add: This page helps the users to add a new purchase order. To complete the process, you must select a date, supplier ID, payment type, and account head from the dropdown. A voucher ID will be generated automatically. Reference and loaders are optional to fill in. You can select the preferred transportation and branch.

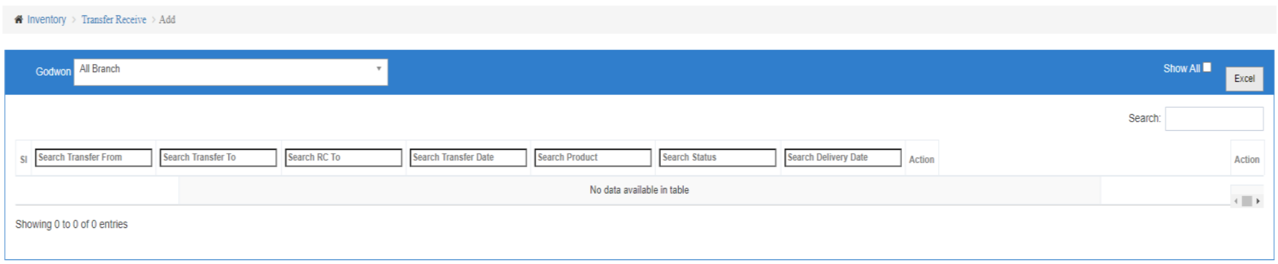
Then in the purchases item form, select the product and type the number of pieces. The system will auto calculate the price by its given value. Then simply hit the (+) button. This will merely take our entire calculation to the right lower payment calculation field. From there, you can adjust the discount or add another cost and finalize the total payment. This menu will also show if there are any previous dues. Then click the save button, and your information will be saved. You can see the voucher list by clicking the list button stated in the upper right portion.



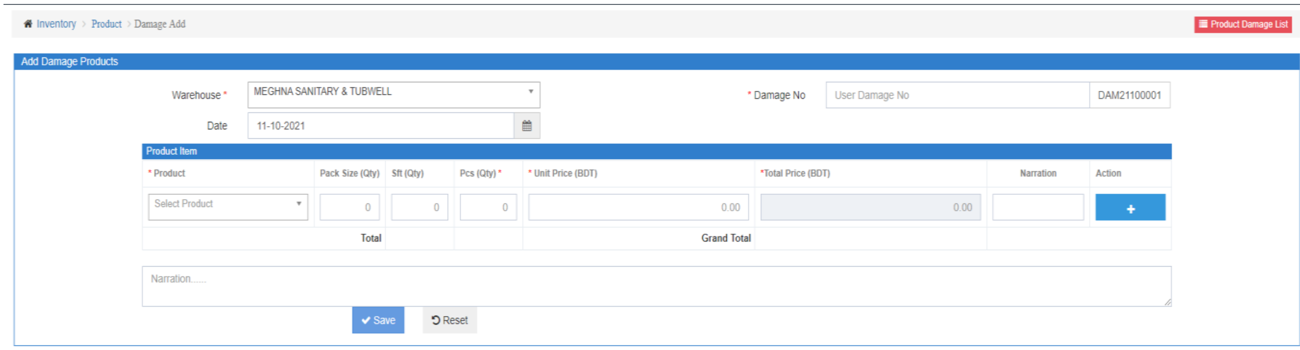
Inventory Transfer: It is the page where you can record the products transferred from one warehouse to another. At first, A Challan and INV are given by the system, and then you have to choose "From Branch" and "To Branch" and select the date. Finally, down these fields, a small area is where you enter the type of product, quantity, and category, hit the (+) button, and save it. Or you can reset your entries by reset menu.



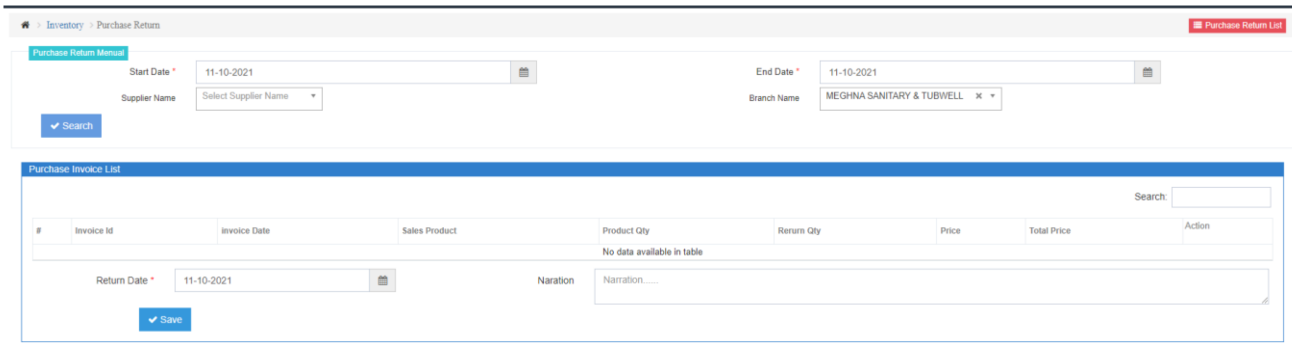
Inventory Transfer Receive: This page reports your previous entry of transfers. You can choose the branch you need, or you can see them all or you can search them as per you prefer.



Product Damage Manage: This page will keep track of damaged products. First, you have to select a warehouse and date. Damage no will be generated automatically. Next, all you have to do is select product names and quantities just like the previous process. After the input, hit the save button, and the information will be saved. You can later view the list from the upper right option.

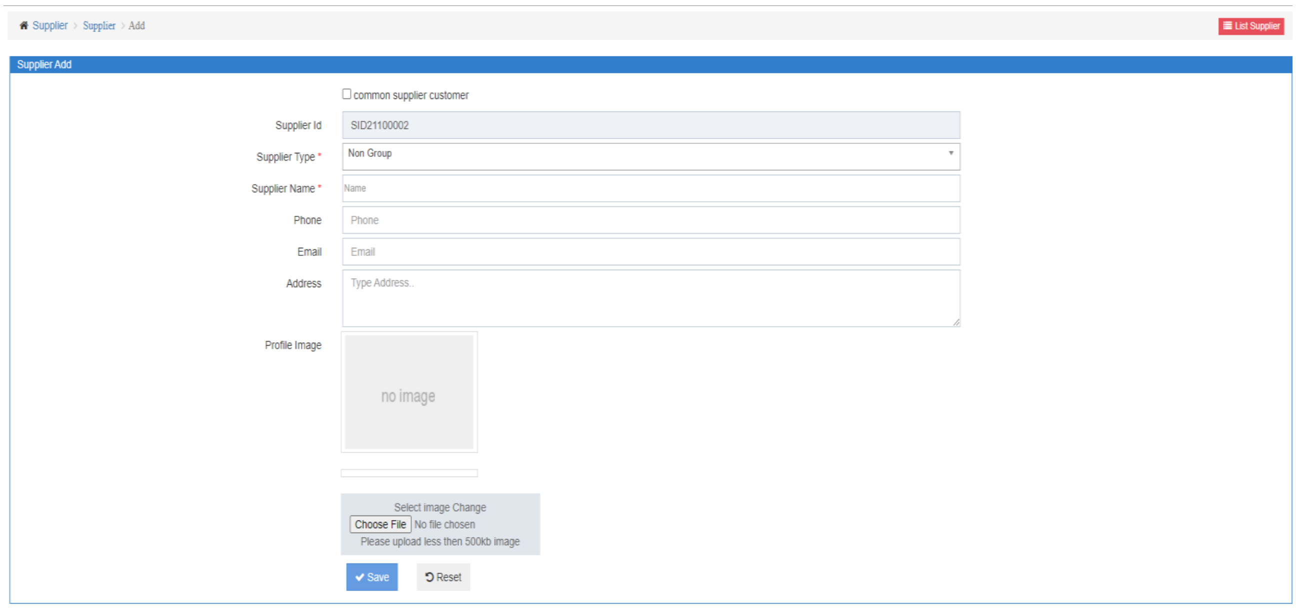


Purchase Return: This page will deal with purchase returns. You have to select a supplier and from the dropdown menu. The return no. will be generated automatically. The rest of the process is the same as the previous one. You can also see the purchase return list later.

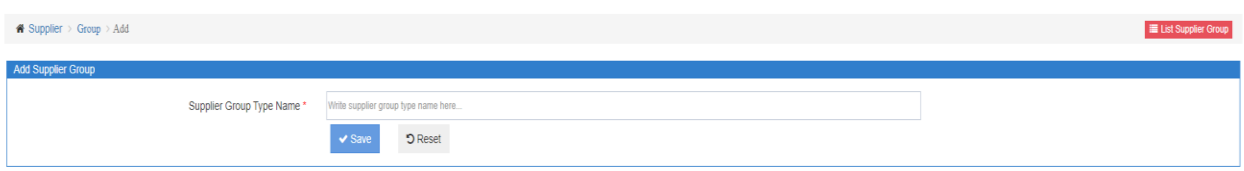


Setup

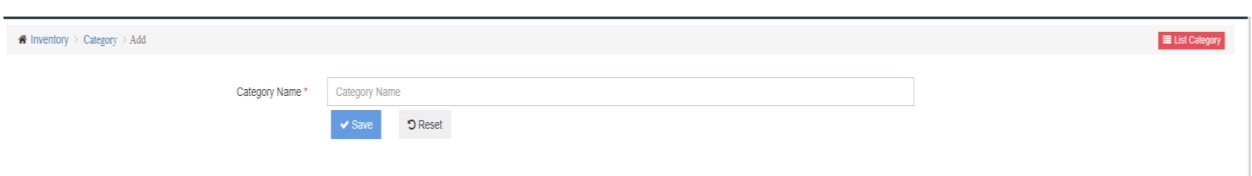
Supplier Add: It is a small form about supplier addition. Supplier Id is provided by default; you have to add the other profiles about the supplier and hit the save button. You can also reset the complete information with just one click.



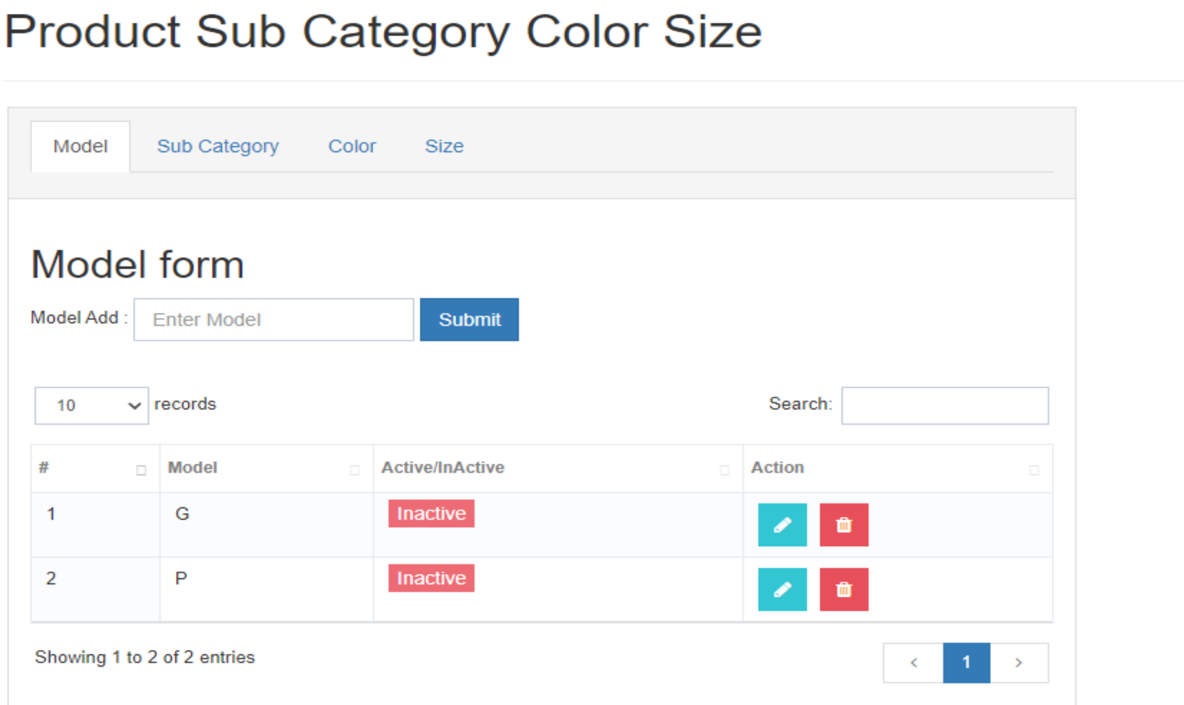
Supplier Group: A supplier can be accredited to a distinct group to sort the total suppliers efficiently. This page should let you append a new supplier group. Just type the name in the form and hit the save button to save it in our database.



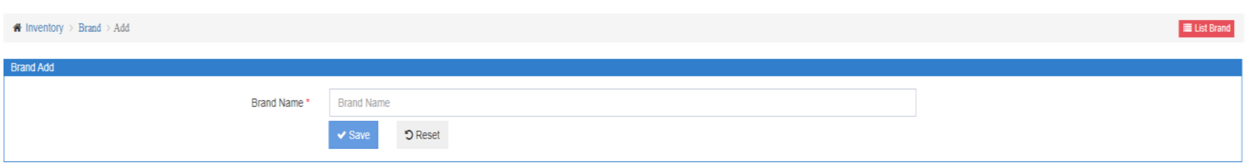
Product Category: You can add a category here if you want and through the right red button, you can see all the categories at a glance.



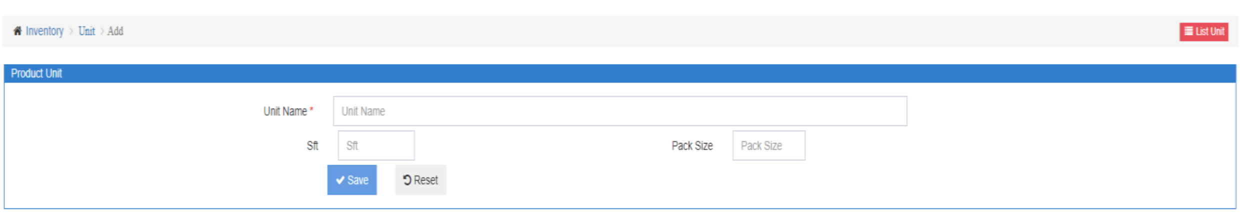
Product property set: This page will let you add new models, subcategory, color, and size through an input field. Just input the data in your designated field and hit the save button; you will instantly see the list with the newly added instances.



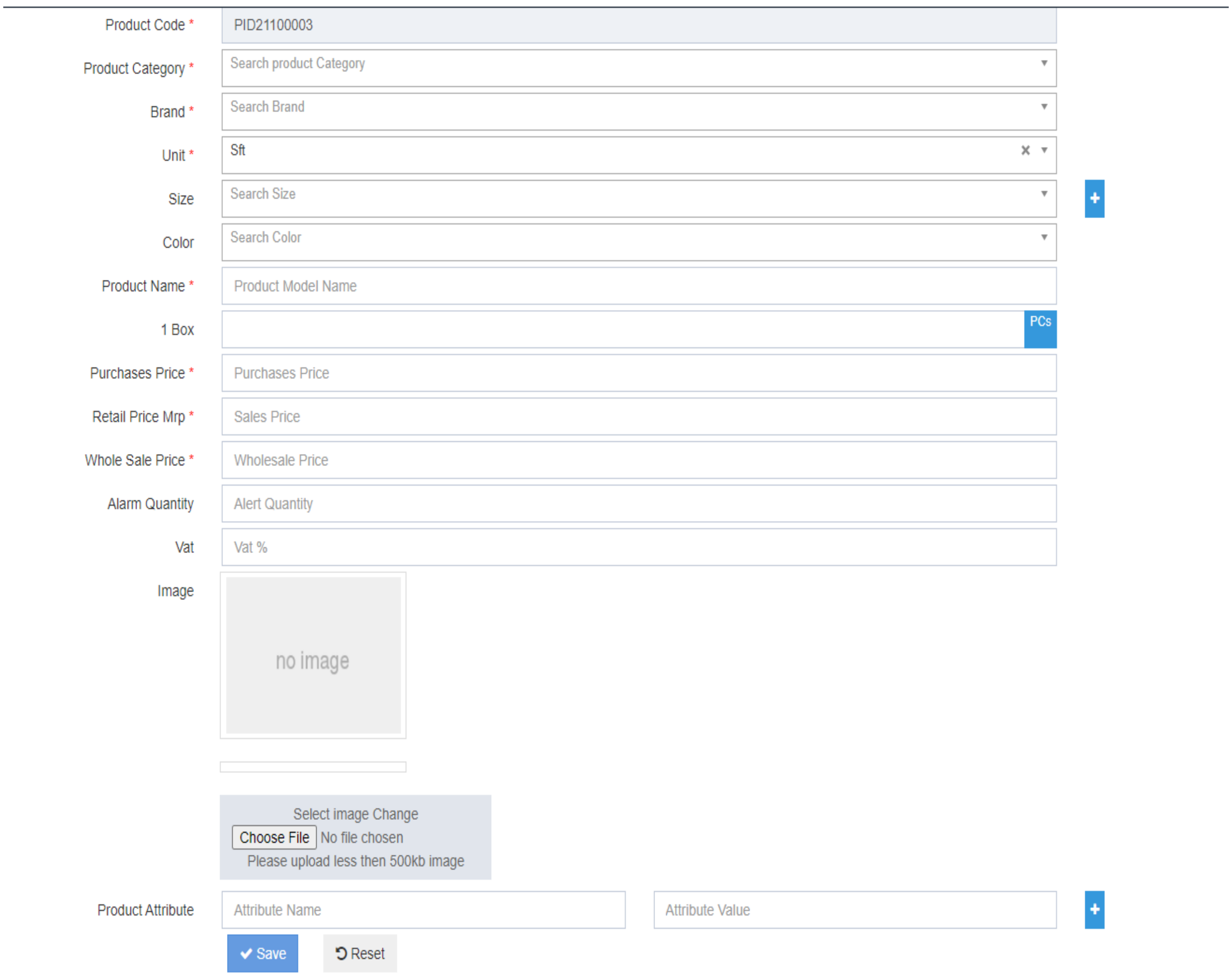
Brand: You can add a brand name here if you want and through the right red button, you can see all the names at a glance.



Unit: You can add a unit name here with quantity (pcs or Carton) if you want and through the right red button, you can see all the units at a glance.

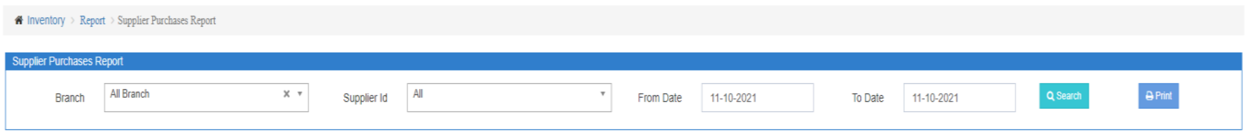


Product Add: The process of adding a new product exists here. You have to fill up all the required fields here. You can also add attributes and images if you want. You also have the reset button to undo everything, and you also have the red button to see all the products.

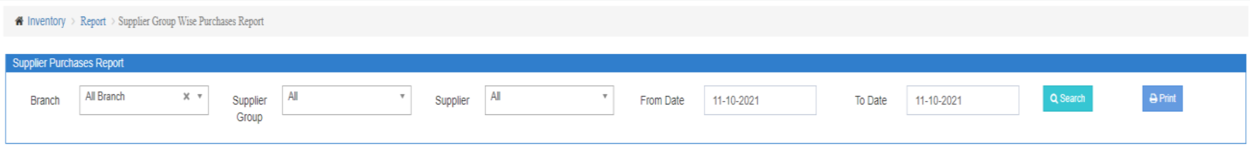


Inventory Report

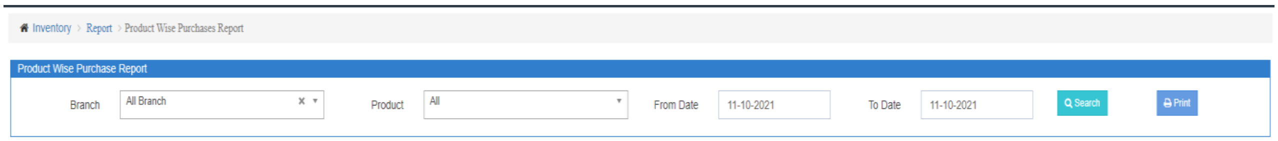
Supplier Wise Purchases: You can see your supplier-wise purchases here. You can have them all at once, date-wise, brand-wise, id-wise, or as per your search. You can also print the invoice if you want.



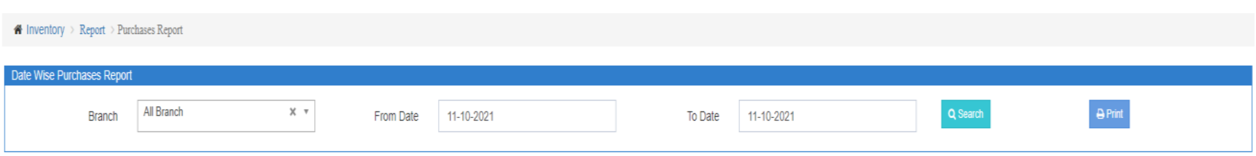
Supplier Group Report: You can inspect your supplier-wise group report here. You can have them all at once, date-wise, branch-wise, supplier group-wise, or as per your search. You can also print the invoice if you want.



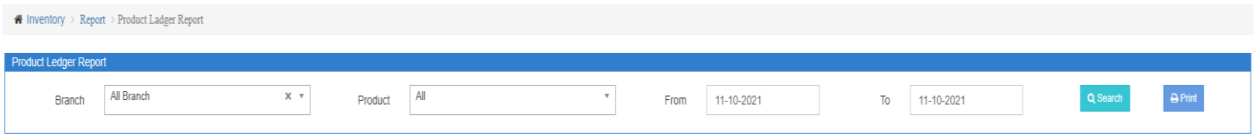
Product Wise Purchases: You can comprehend your product-wise purchases here. You can have them all at once, date-wise, branch-wise, product wise or as per your search. You can also print the invoice if you want.



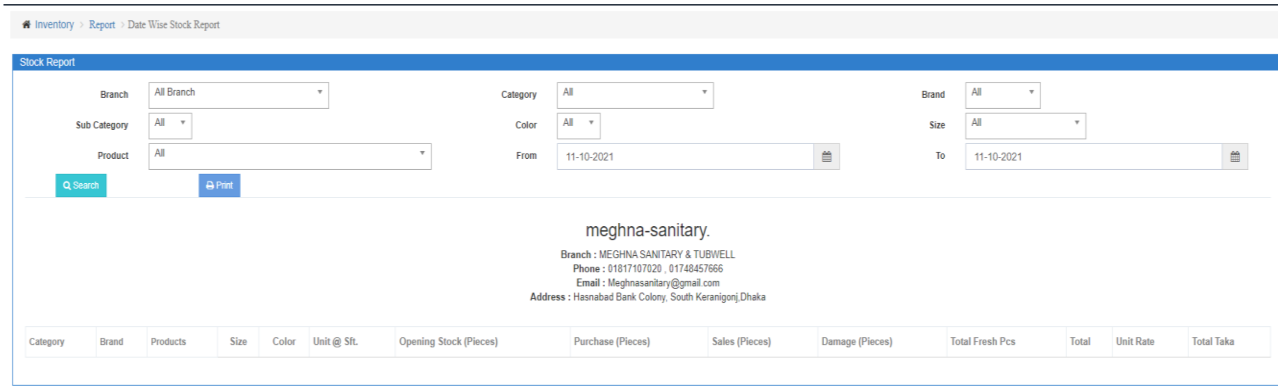
Purchase Report: You can see the purchase report here. You can have them all at once, date-wise, branch wise or as per your search. You can also print the invoice if you want.



Product Ledger Report: You can see the product ledger report here. You can have them all at once, date-wise, branch-wise, product wise or as per your search. You can also print the invoice if you want.



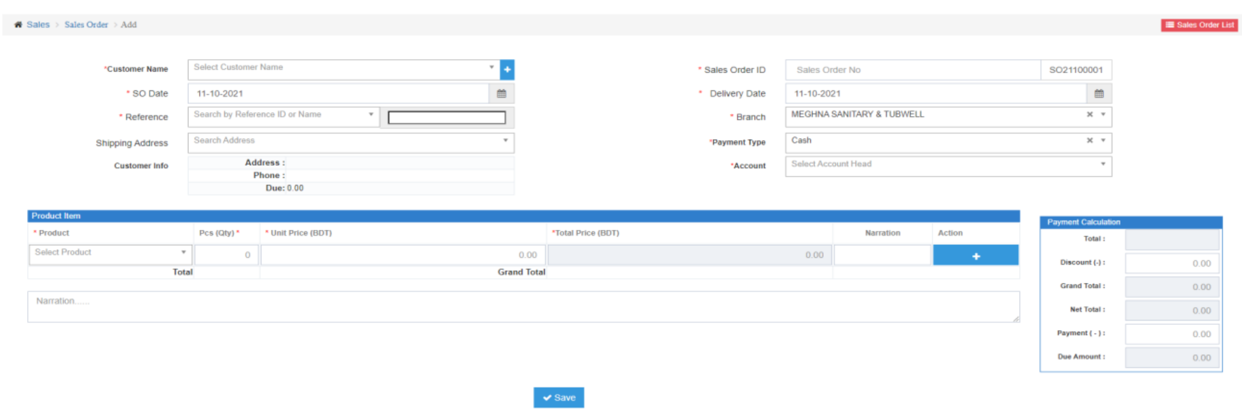
Date Wise Stock Report: This page exhibits the total stock of products according to the dates. Picking the desired branch, subcategory, product, category, color warehouse, category, brand, size from the dropdown menu and giving the date, you can see a detailed invoice that you can print.



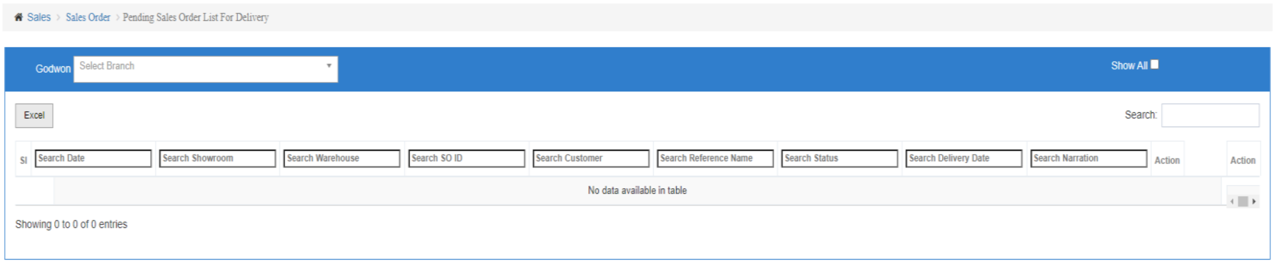
Sales

Operation

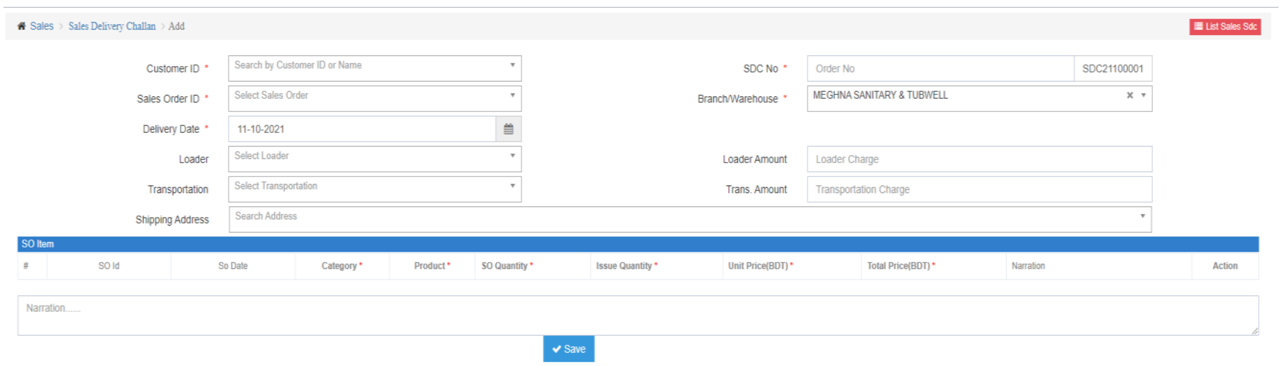
Sales Order: This page is used to insert the sales order information. The upper form takes the information about sales. It also provides an automated SO No. The lower form takes the information about Quantity, price, VAT, Returned Cylinder, etc. Hit the (+) button, and the information is ready to save. You can use any narration if you want, or you can upload a file. After you hit the (+) button, the information is relinquished to the calculation table from where you can adjust your total payment after discount, VAT, costs, etc. Subsequently, hit the save button, and you are good to go.



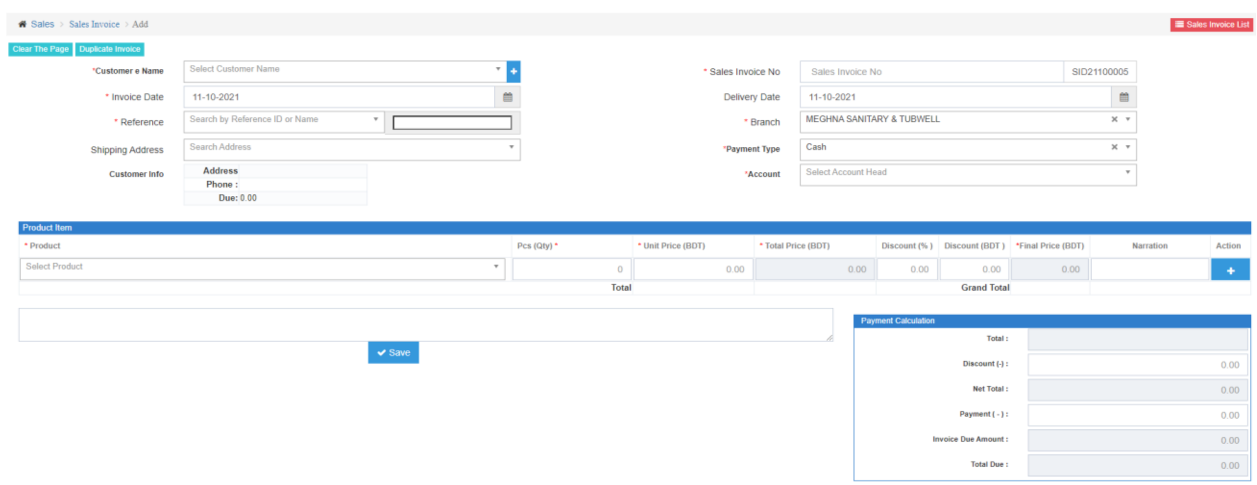
Pending order for delivery: This page will let you search the pending orders for delivery. You can search by date, showroom, warehouse, ID, customer, reference name, status, delivery date, etc. You also have the option to search manually by keywords.



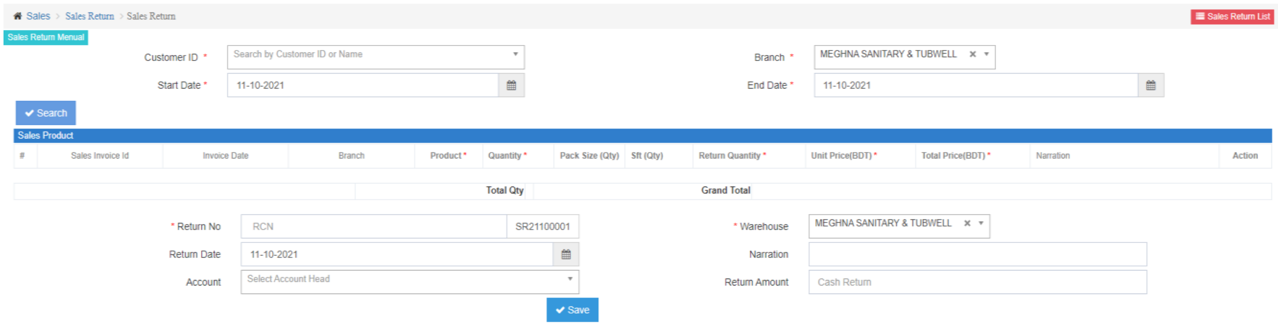
Sales Delivery Chalan: You can also add a new chalan by giving the required information like the earlier processes, narrating something, and hitting the save button.



Sales Invoice: This page will let you add a sales invoice. Following the same procedure as before, enter the product name and quantity. The system will automatically adjust the price. Then if you hit the (+) button, it will take you to the calculation menu, where you can adjust the price after discount or other chargers. This menu will also show the dues (if any).

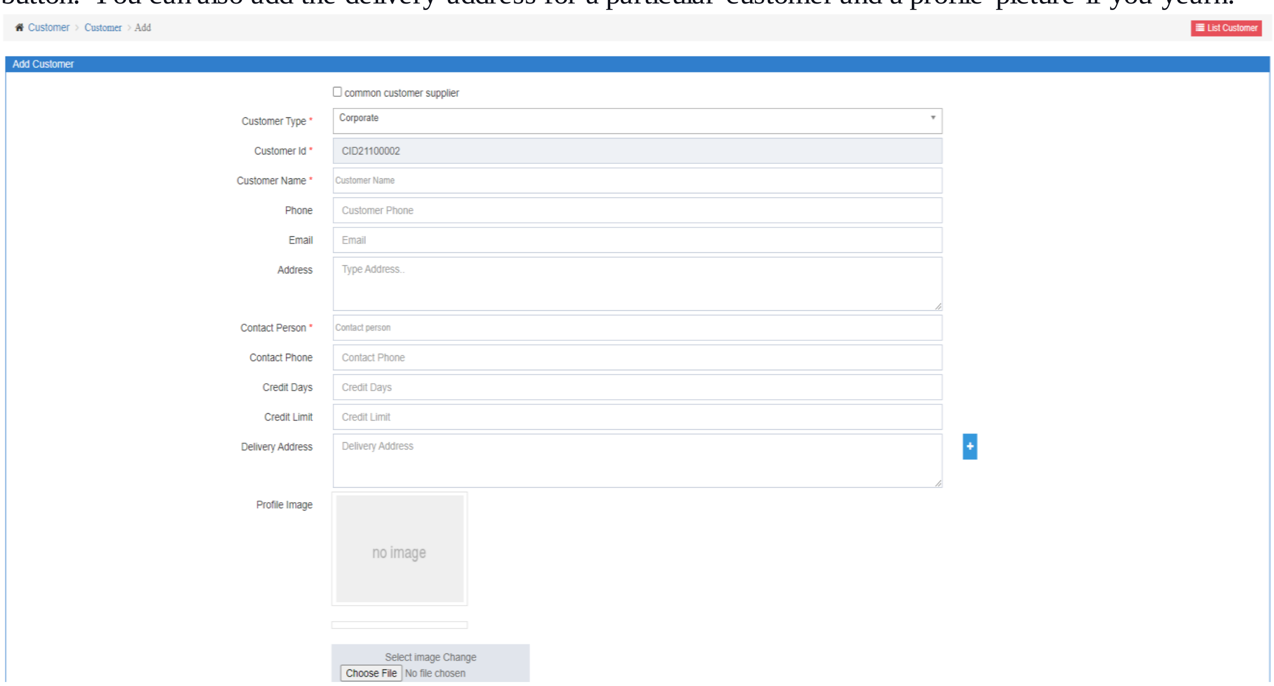


Sales Return: This page will let you sort and track information regarding sales returns. You can add a return receipt or see the lists. Give some filtering dates, branches, or keywords, and hit the search button to see the list.
To add a new return receipt narration, select the return date, warehouse, and account head. Then type your narration and returned amount and hit the save button.

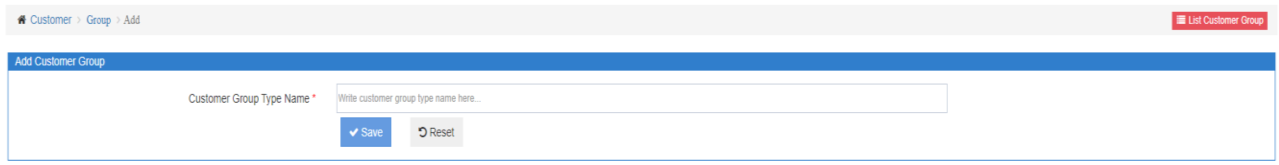


Setup

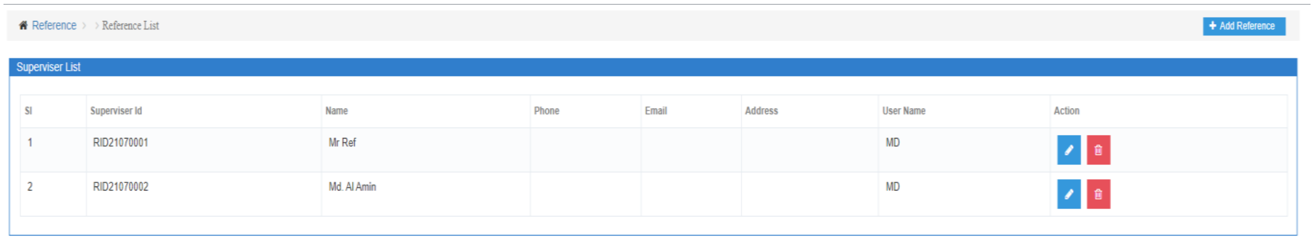
Customer Add: This page is entitled to add a customer. First, you have to choose the type from the dropdown menu, and an ID is auto-generated; you have to put in the other fields and save it. Or you can reset the rendered information. You can also see the list of the customers by pressing the upper right red button. You can also add the delivery address for a particular customer and a profile picture if you yearn.



Customer Group: A customer can be accredited to a distinct group to sort the total customers efficiently. This page should let you append a new customer group. Just type the name in the form and hit the save button to save it in our database.

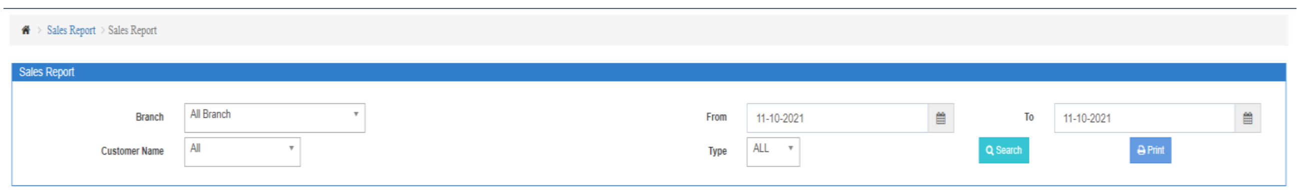


Supervisor: This page manipulates the information of the supervisors. You can also get the supervisor's detail by searching. You can add a new supervisor by clicking the upper right blue button to give the required information. You can also delete supervisor data or edit them.

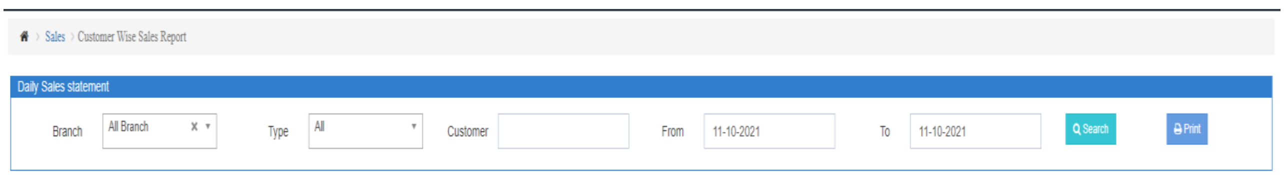


Report

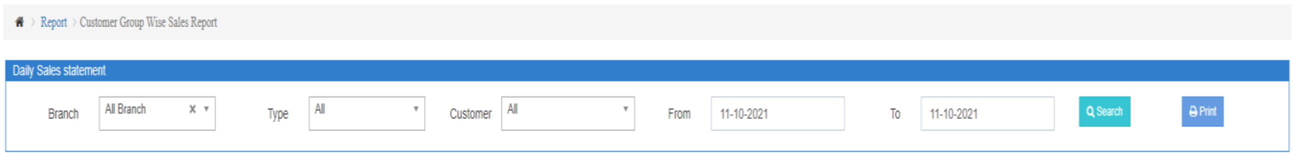
Sales Report: This page displays the detailed sales report. Just select branch, customer name, type, and you are good to go. We also kept the search button to make things easier for you. You can also print the sales report.



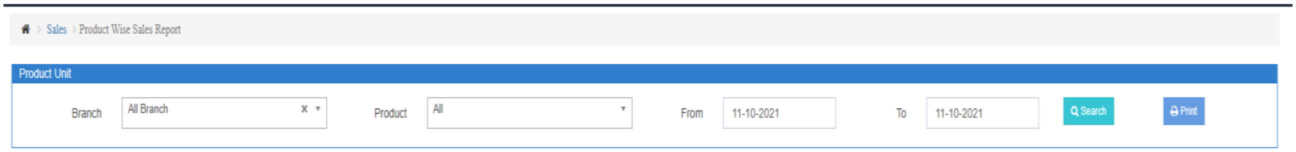
Customer Wise Sales Report: Here you can see the detailed sales report of customers. You pick brand, type, and customer, select the dates, and you get the result. You can search or print the report if you want.



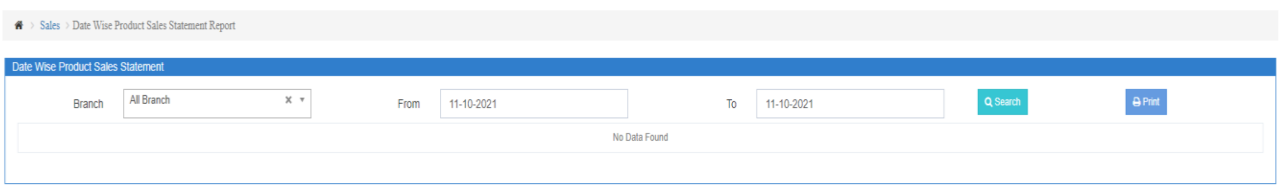
Customer Group Wise Sales Report: You can inspect your customer-wise group report here. You can have them all at once, date-wise, branch-wise, supplier group-wise, or as per your search. You can also print the invoice if you want.



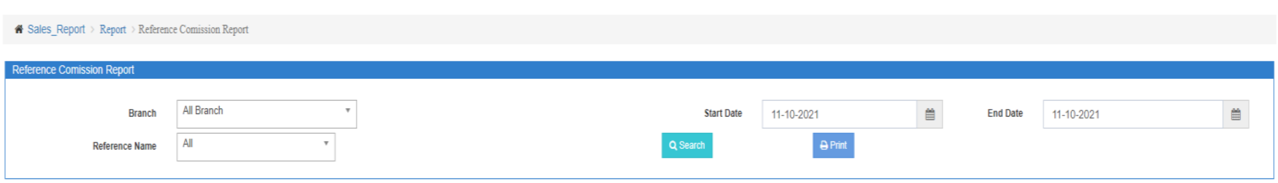
Product-wise sales: Here you can see the detailed sales report of product sales. You pick a branch, select the dates, and you get the result. You can search or print the report if you want.



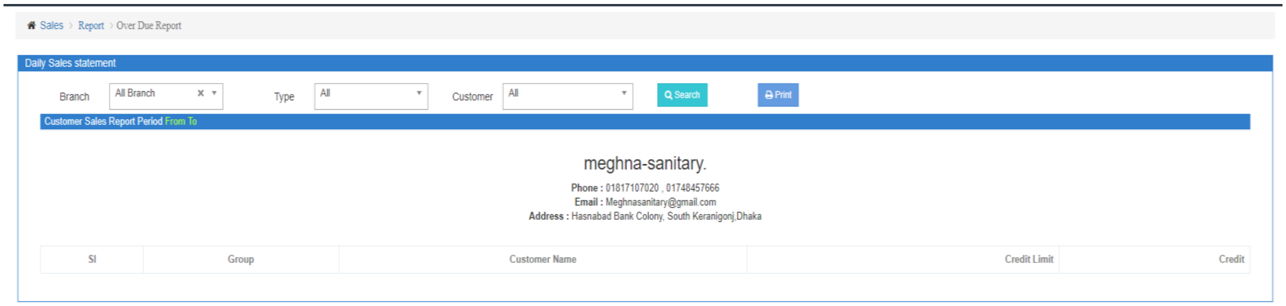
Date range wise product sales: you can get the statement of product sales by date here. Just select the branch or give a date period, you will get the result which you can also print if necessary.



Reference Commission Report: If a product is sold through a reference, he commissions the price. This page holds all the imminent information and report regarding the referral commission. If you give the branch and reference name, you will get the result. Or you can filter them by date.



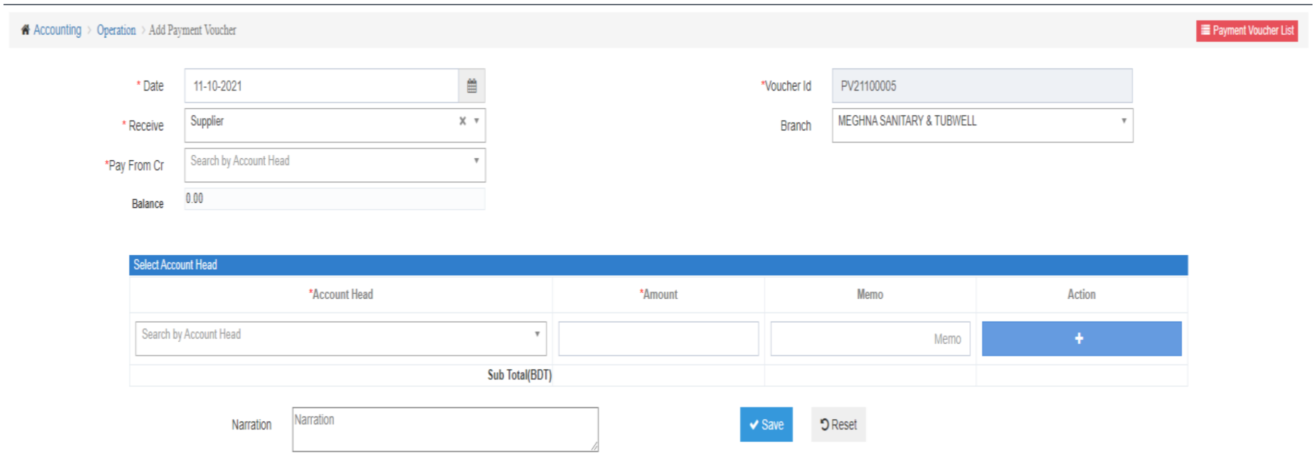
Overdue Report: This page will generate a report regarding overdue calculations. This page will benefit from developing a due report for a specific customer under a branch and type. Just select the options from the dropdown menu, and you will get the generated report.



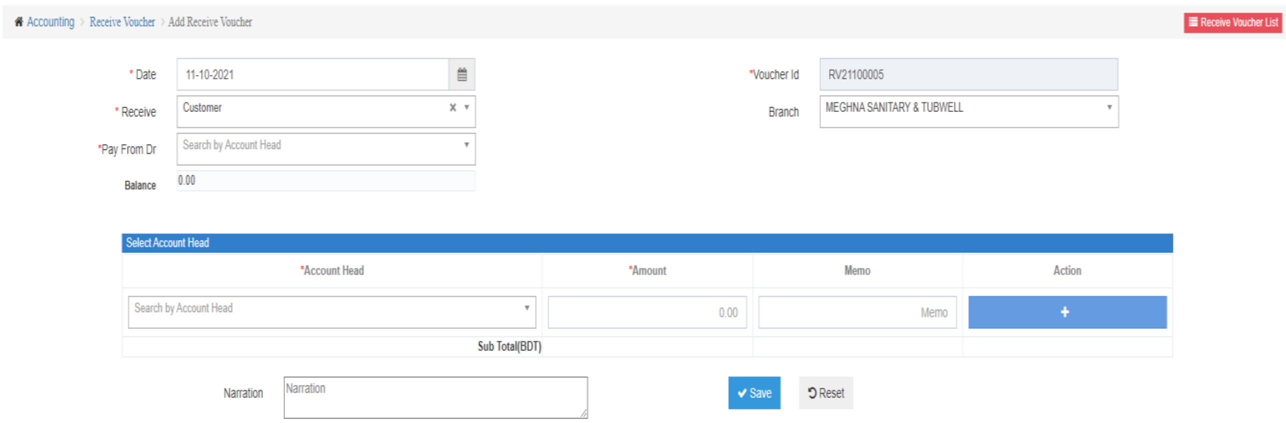
Accounts

Operations

Payment Voucher: You can attach a voucher for a particular account here. You have to pick up a date and select the "Pay from credit" options from the dropdown menu. A voucher id is provided by default. And you have to choose a branch. After selecting an account head, amount and memo, hit the (+) button and save it. You will be redirected to the payment voucher page. You can also edit, add or print a voucher. *

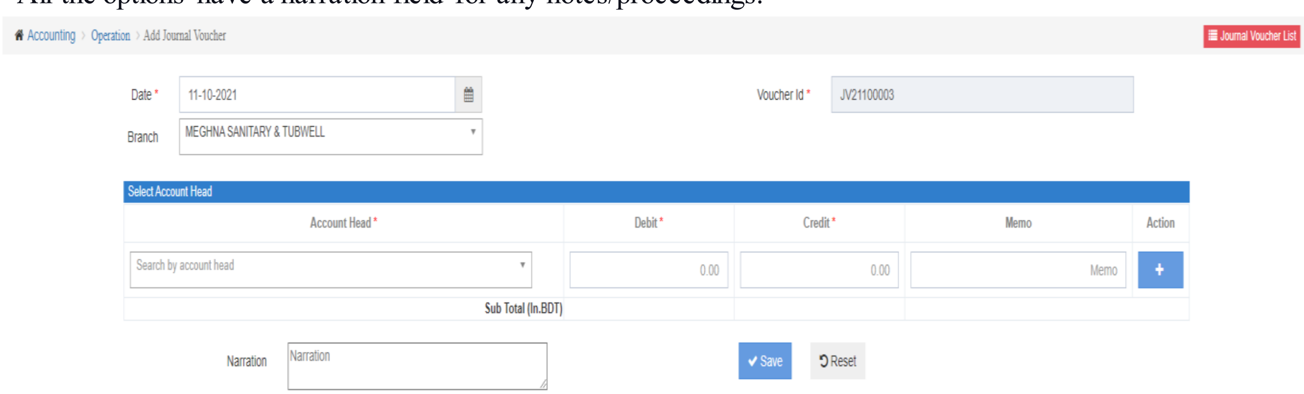


Receive Voucher: This page tracks and entries the data of receiving a voucher. You have to pick up a date and select the "Pay from Debit" options from the dropdown menu and a branch. A voucher id is provided by default. And you have to choose a branch. After selecting an account head, amount and memo, hit the (+) button and save it. You will be redirected to the receive voucher page. You can also edit, add or print a voucher. And there is a reset button for any accidental input. *



Journal Voucher: This page tracks and records the data of a journal voucher. You have to pick up a date and select the "Branch" options from the dropdown menu. A voucher id is implemented by default. After choosing an account head, amount and memo hit the (+) button for debit or credit. Then again, follow the same step, if you decided to debit earlier, you have to choose credit now, and the amount must be equal. Hit the (+) button and save it. You will be redirected to the receive voucher page. You can also edit, add or print a voucher. And there is a reset button for any accidental input. To complete the journal voucher list, press the upper right red button. *

*All the options have a narration field for any notes/proceedings.'



Setup

Ledger add: This page combines a ledger with the system. You have to choose root account and parent account from the dropdown menu. An account code will be generated automatically as per your input. If your information is logical and matches the parent-root relationship, a save button will append. Hitting that button will save your data. You can also reset your input or see the ledger list from the upper right red button.

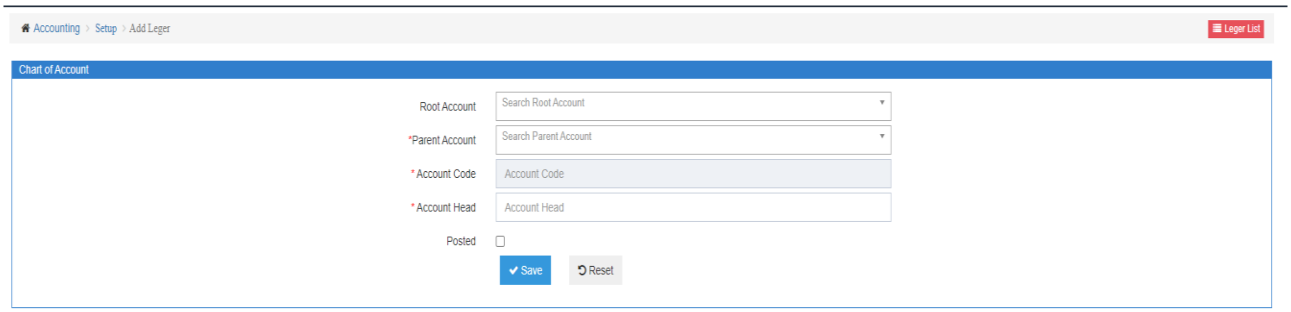
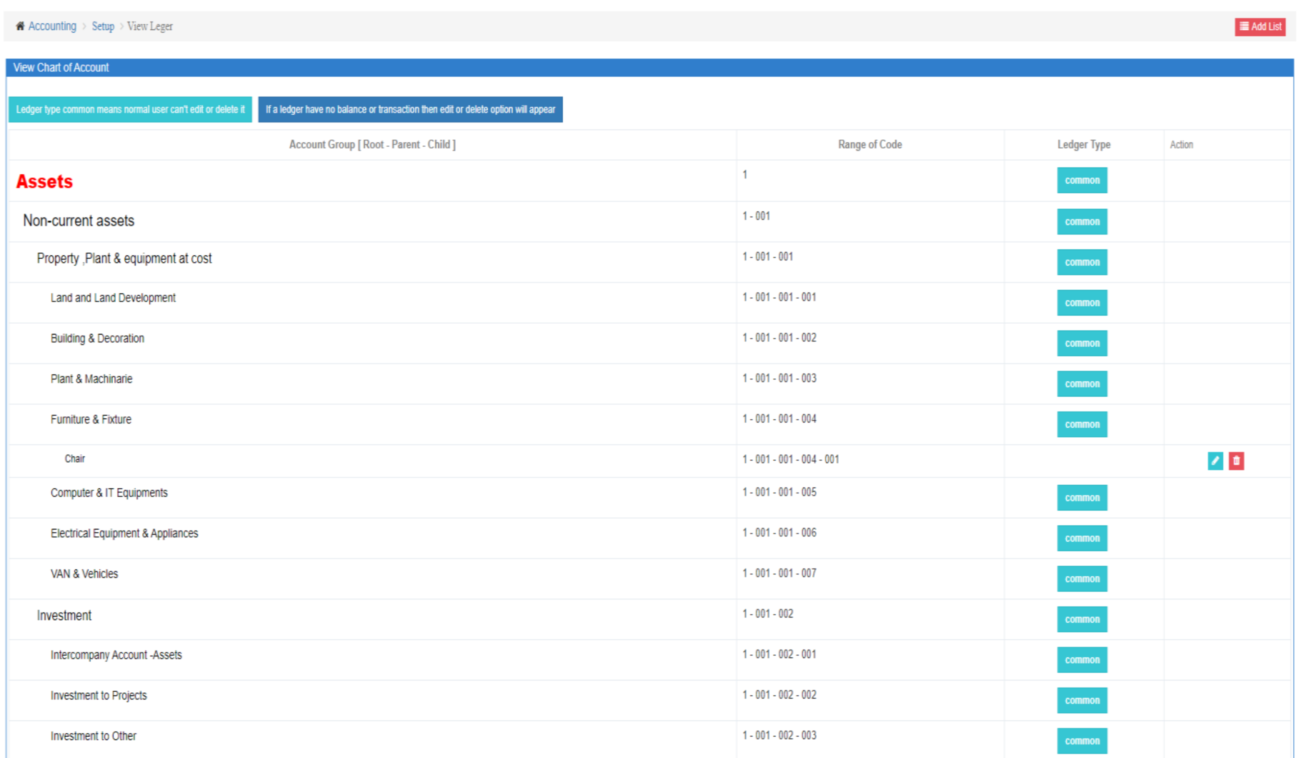
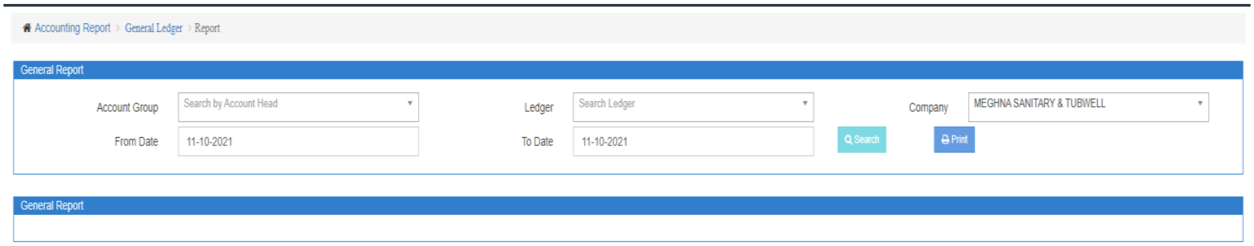


Chart of Account: This page will show all the ledger available in the database. It also shows range of code and ledger type. A button is at the right upper end to add ledger.

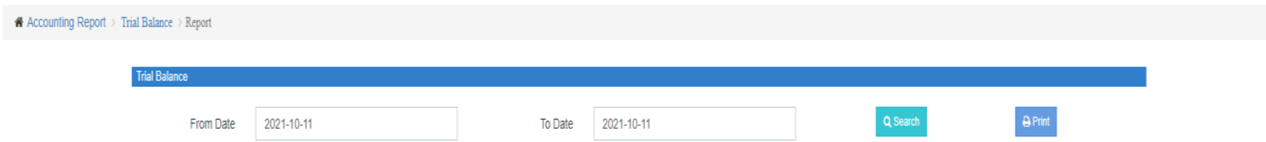


Report

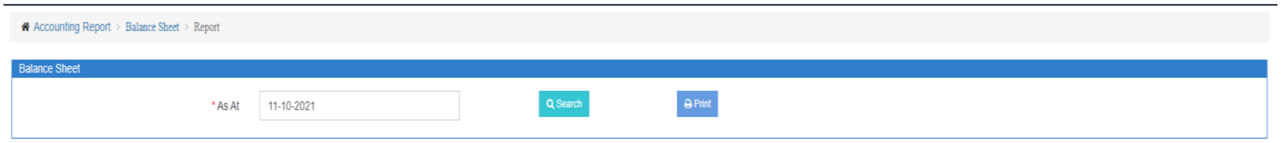
General Ledger: This page dispenses the detailed report of the general ledger. An “Account Group” and “Ledger” have to be chosen from the dropdown. After picking the date period and branch, you will see the detailed report if you hit the search button. You can also print an individual report by clicking upon any report or printing the whole report. A search button is there to make things easier for you.



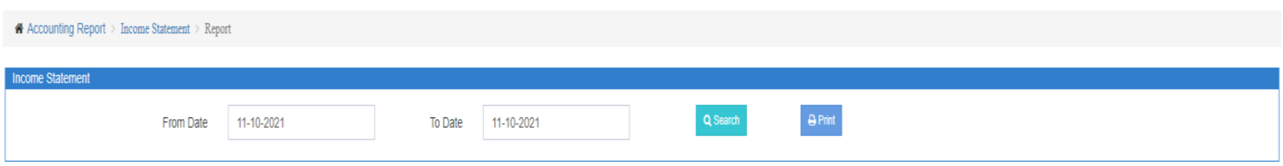
Trial Balance: This page shows the trial balance report by picking a date period. You can also search or print accordingly.



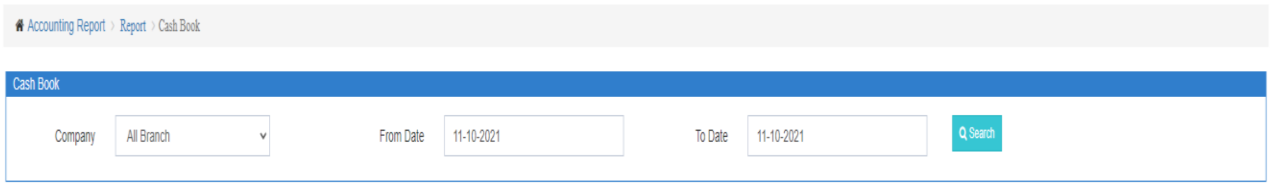
Balance Sheet: Here you can perceive the balance sheet. Choose a company and a date, and you will get the detailed balance sheet which you can also print. You can also search for related data.



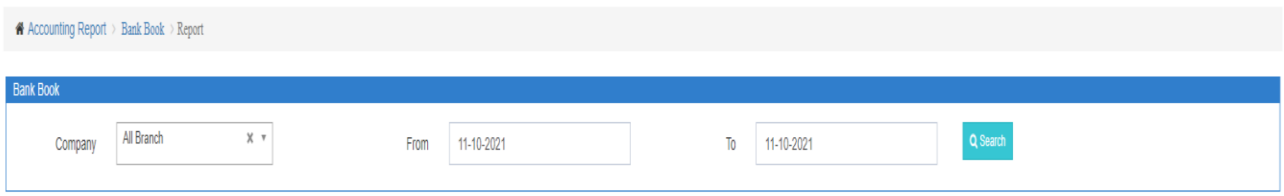
Income Statement: This page will exhibit all the income statement reports. You can add a date filter, or you can search. You can also print the report if you want.



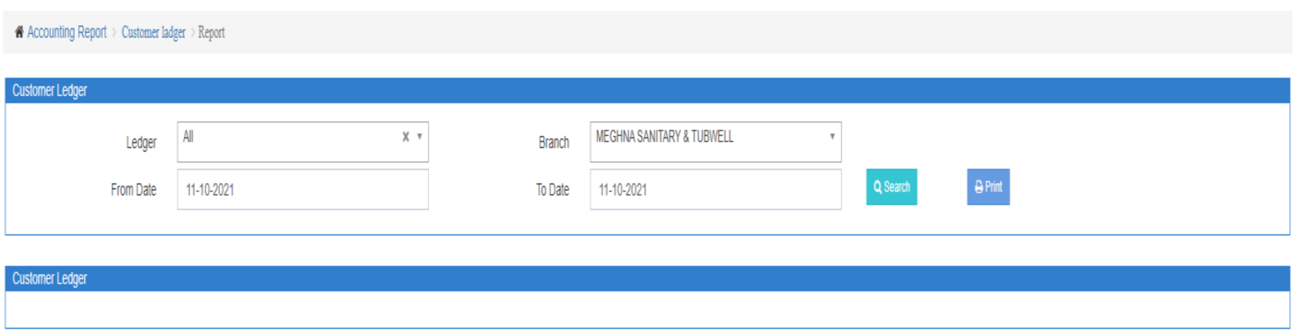
Cash Book: This page is associated with the cash book. You can choose all branches or a specific branch. Picking up the date period will show the result. You can also export an excel sheet from your end, or you can search.



Bank Book: This page is related to the bank book. You can choose all branches or a specific branch. Picking up the date period will show the result. You can also export an excel sheet from your end, or you can search.



Customer Ledger: This page explicates customer ledger data. Pick a ledger and a branch, and filter the date period; you will get the report. You can also search or print a report.

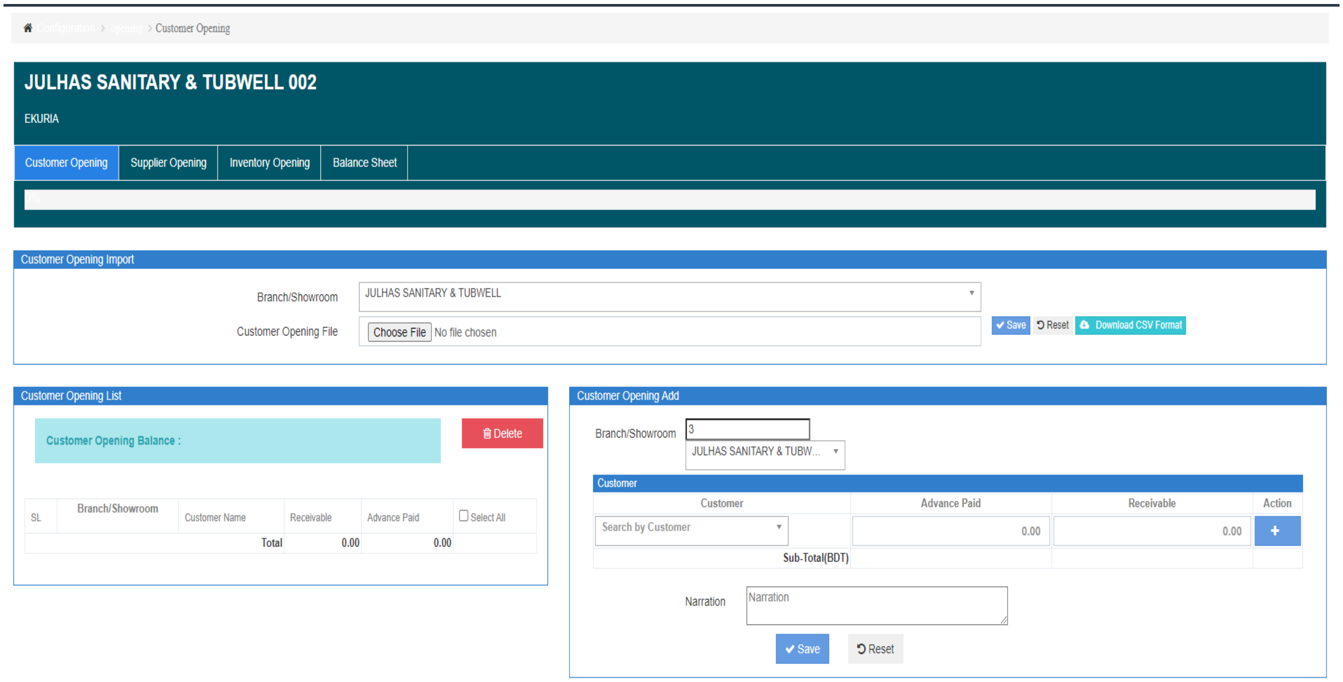


Configuration

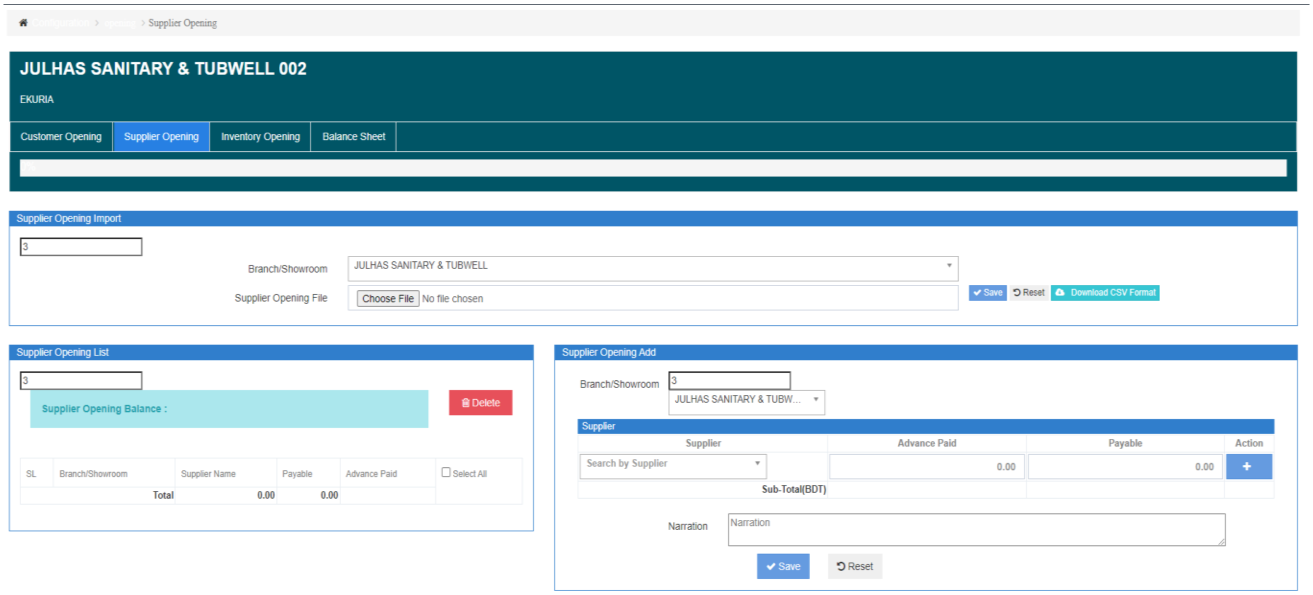
Opening

Opening Balance: This page shows the opening balance of all data. You can see the branch code, branch name and the related actions.

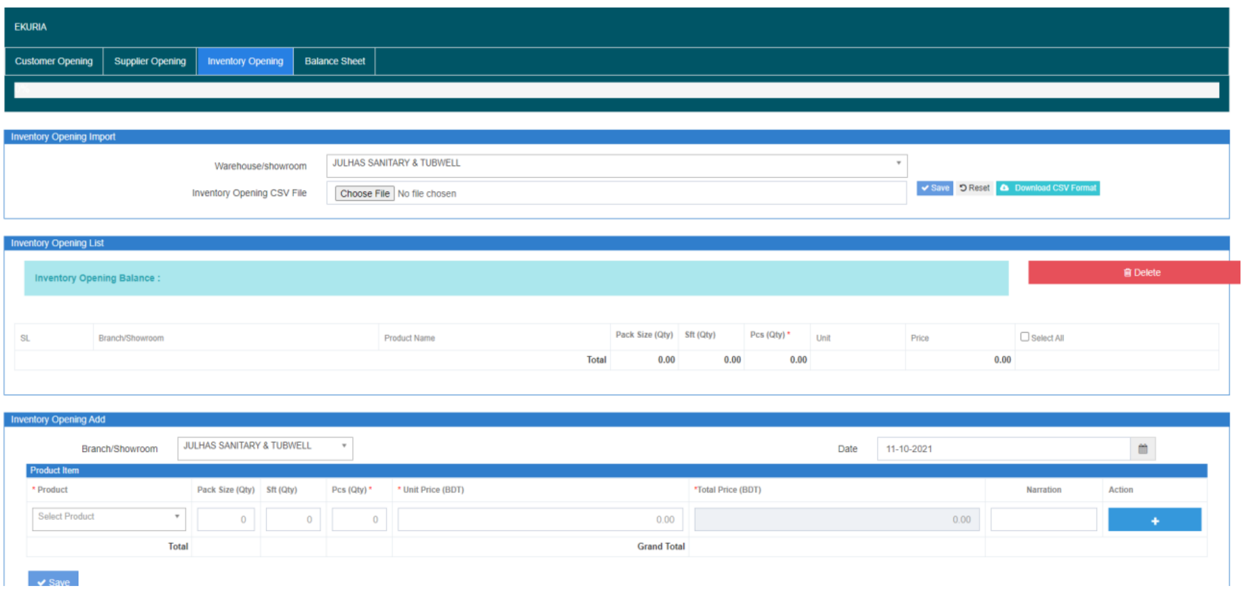
Customer Opening: This page assists in creating customer opening data. You can assign the branch from the menu, and then you can choose the relevant file and hit the save button or reset it. You can also download a CSV format file. Customer Opening List shows the detailed list of customer-related payment info. You can select data and delete them, or you can select all and take action. At the right below end, you will see a Customer Opening Add form. You choose your customer, input the advanced paid and receivable amount, and hit the (+) button. In the second process, you can narrate something with this data, then hitting the save button will save the data. You can also reset the information you gave.



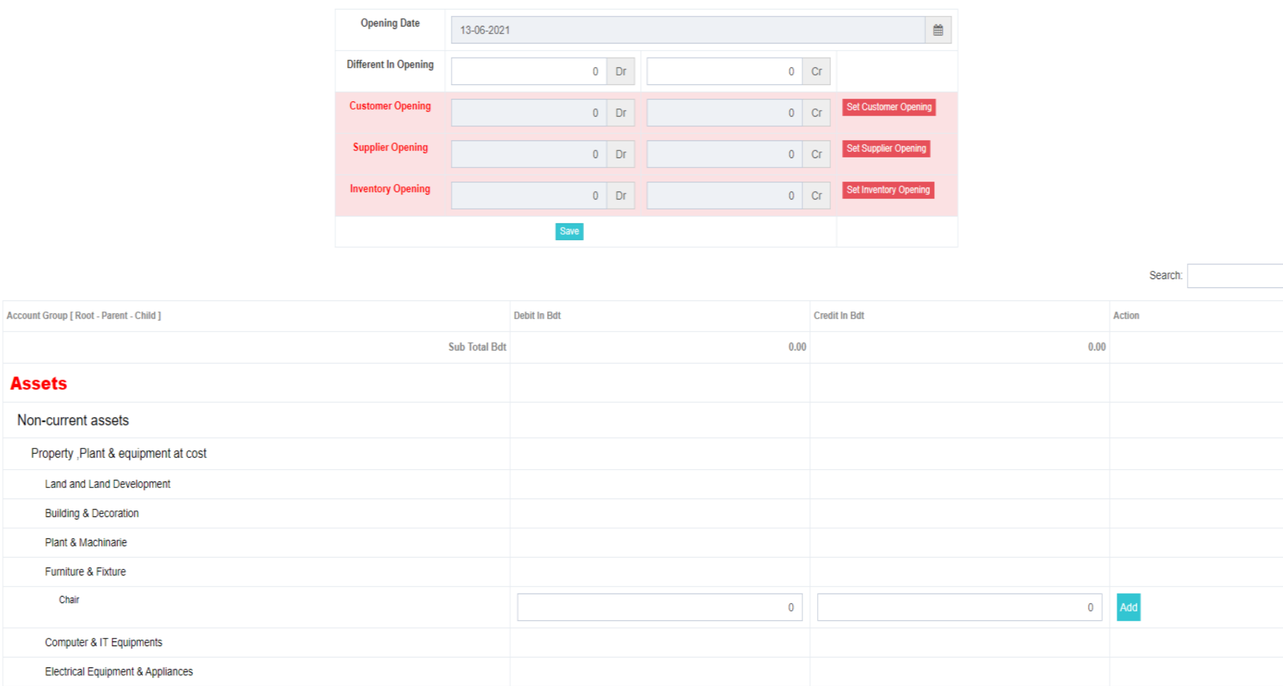
Supplier Opening: This page helps to create supplier opening data. You can assign the branch from the menu, and then you can choose the relevant file and hit the save button or reset it. You can also download a CSV format file. Supplier Opening List shows the detailed list of supplier-related payment info. You can select data and delete them, or you can select all and take action. At the right below end, you will see a supplier Opening Add form. You choose your supplier, input the advanced paid and receivable amount, and hit the (+) button. In the second process, you can narrate something with this data, then hitting the save button will save the data. You can also reset the information you gave.



Inventory Opening: This page helps to create an inventory opening. Select a warehouse, and choose the inventory file to upload, and hit the save button. You can also reset or download a CSV format. Inventory Opening List shows the branch name, product name, quantity, price in a detailed preview. You can delete any or all data as per your preference. To add an inventory, you will find the form right below the opening list. Select branch, data, and input all the required data and hit the (+) button. After a second row appearance, hitting the save button will save your data.

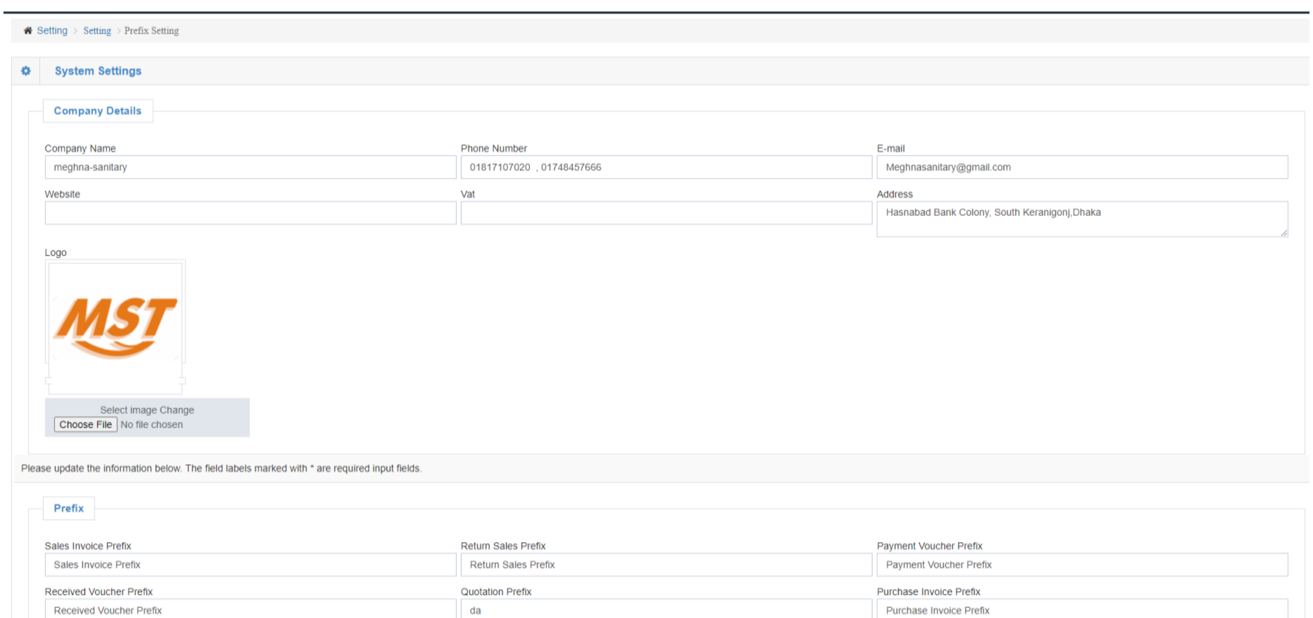


Balance Sheet: This page shows the detailed balance sheet such as customer opening, inventory opening, etc. You can add total income and the costs (transportation, AIT, VAT, Marketing Expense) to keep detailed track of the balance.

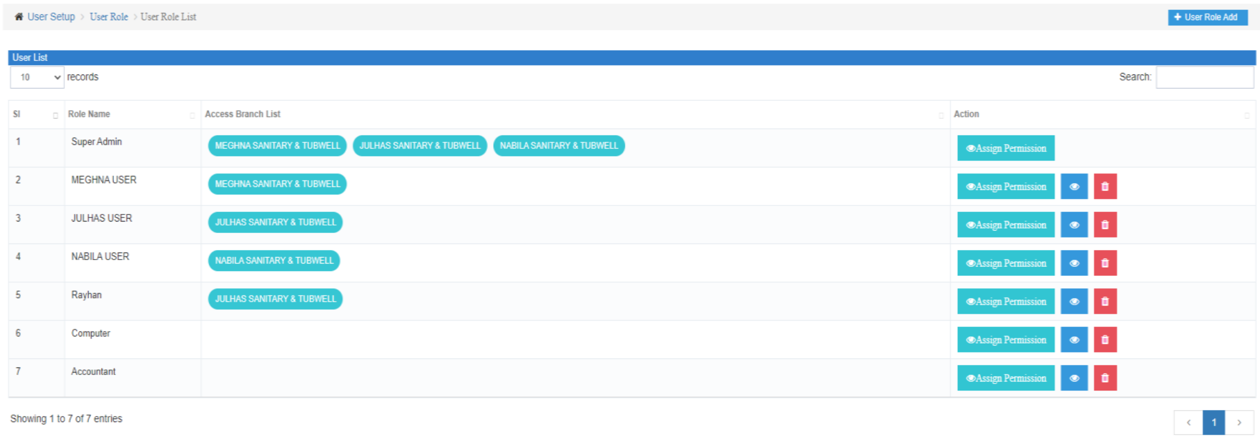


Setup

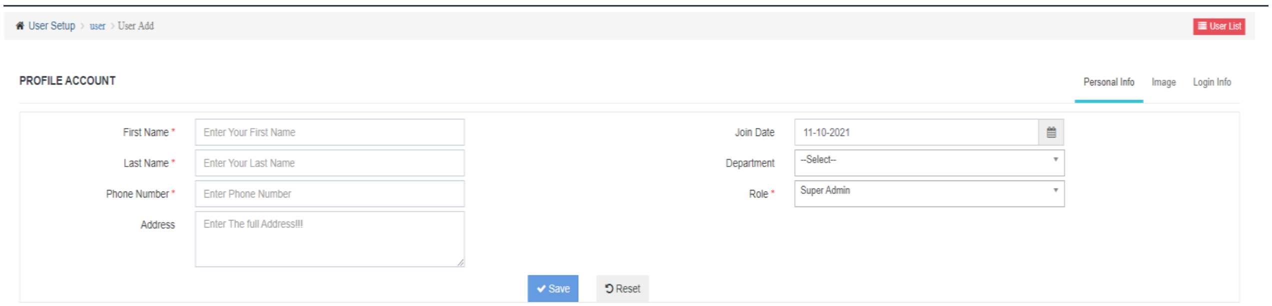
System Config: This page is to mitigate system settings according to our users' needs. You can change the cognomen of the invoices, any headings, or even update the company information just with one click. You can also configure your PO, SO-add extra fields, or remove them.



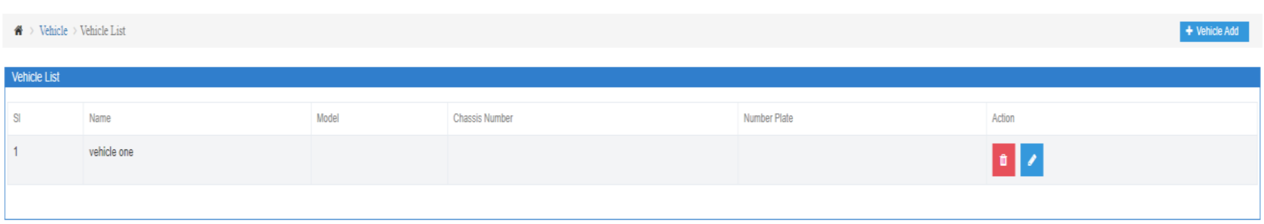
User Role: This page is for privacy settings. Which user has access to this page briefs it. You can edit, remove or add any new privacy updates to any user. You can also delete a role from here.



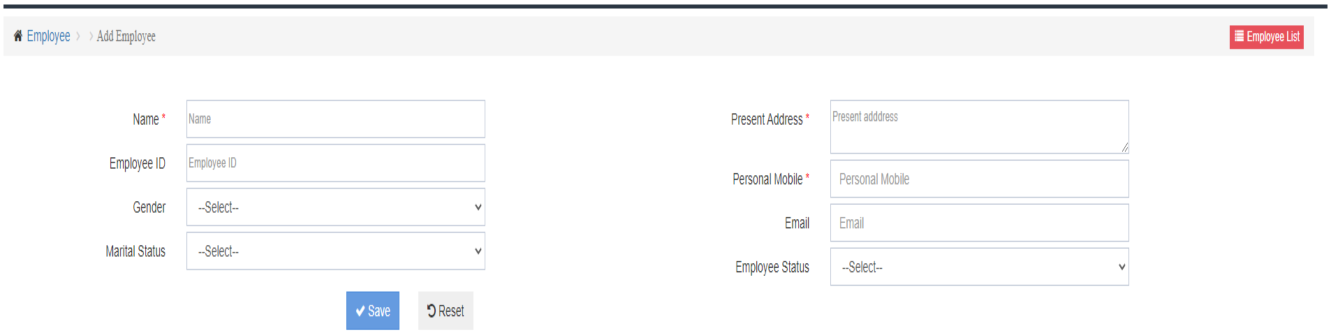
Add User: This page is for user addition. Give the required information, joining date, etc., upload an image if you like, set any email and a strong password for login, and then hit the save button. New user information should automatically resemble in the database. As always, we kept the reset button to undo everything in a single click for our customers' handiness. You can also see the user list from the upper right red button.



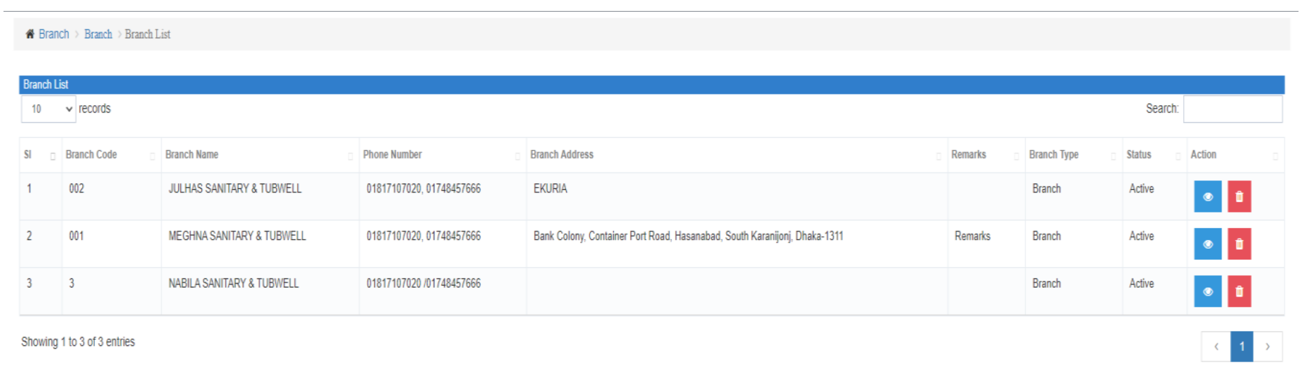
Vehicle: At the upper right end of this page, you can see a blue button. Click it, and you will be redirected to the vehicle add button. Add the information and save it. Now going back to the previous page, you will see the vehicle name is appearing in the list. You can now edit or delete any vehicle as per your preference.



Employee: At the upper right end of this page, you can see a blue button. Click it, and you will be redirected to the employee add button. Add the information and save it. Going back to the previous page, you will see the employee detail appearing in the list. You can now edit or delete any employee as per your inclination. We understand that the employee number is much larger than the vehicle number. So, to help you track, we added a search button here.

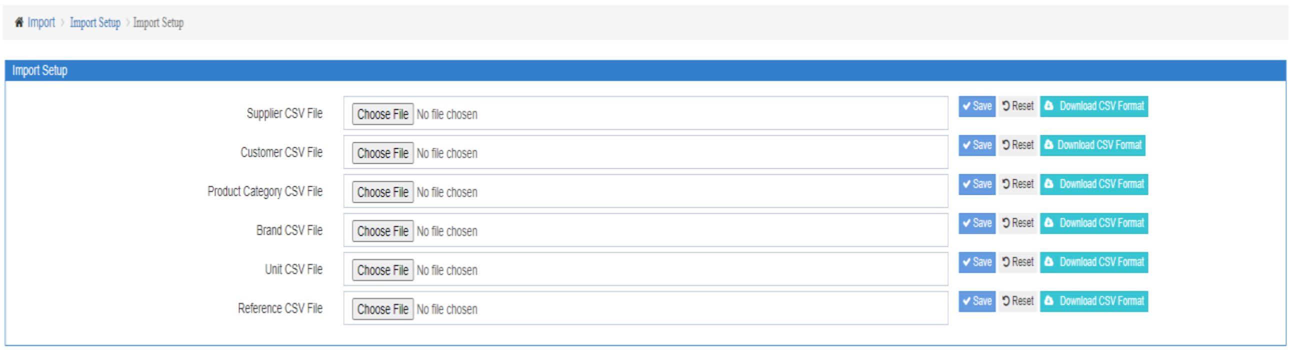


Branch List: At the upper right end of this page, you can see a blue button. Click it, and you will be redirected to the branch add button. Add the information and save it. Going back to the preceding page, you will see the branch detail appearing in the list. You can now edit or delete any branch as per your preference. The search button is there to make things easier for you.

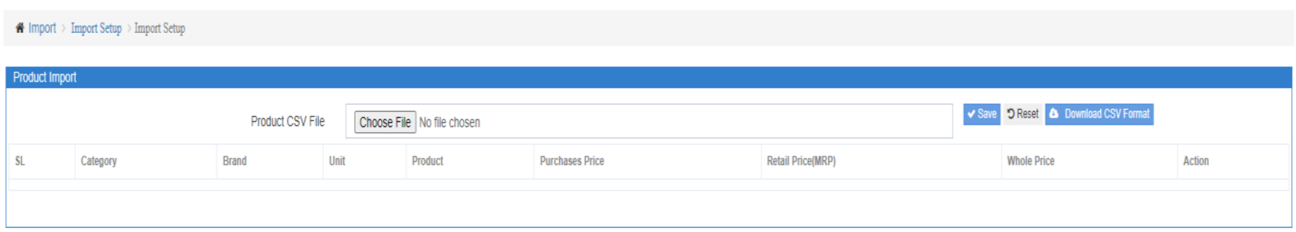


Import

Import: This page is used to import data. You can import supplier, customer, category, brand, etc., files. You can also download them later again or reset them.



Product Import: This page is used to import different types of product to the web application. Select a product type and upload the product CSV. Files accordingly and hit the save button. For later convenience, you can download this file again if you want.



Logout: The small tour of our demo has now come to an end. Hit log out, and we hope to see you soon.

Remarks: The complete user documentation was prepared based on a “Super User” role who has all the web application access. If other users access the application, s/he may not be able to access all the features listed above. Images were taken right from the web application. If a new version is released, some changes may appear with the product and documentation.

Prepared By

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Amar Bebsha Limited

11.10.2021