BBS User Manual

6.0.0.0 Version

www.greenmatrixsolution.com

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Chapter 1: General Information

Introduction

What is BBS?

BBS is a simple yet powerful invoicing system suitably catered for small business. It is capable of generating professional quotations, invoices delivery notes which support conversion to PDF format either to suit your mailing or printing purposes.

BBS is also capable of helping you track customer payment status in which will help you ensure timely payment receiving. To address the many tax calculation issue, the system is built to support multiple tax rates.

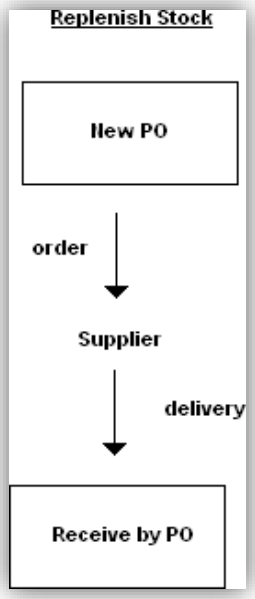
To answer the needs of reporting, BBS comes with reporting features which allow you to easily render up-to-date company revenue reports either from a summarized level or a detailed level.

How BBS Work?

Process of BBS can be divided into two phases, replenish stock and sales.

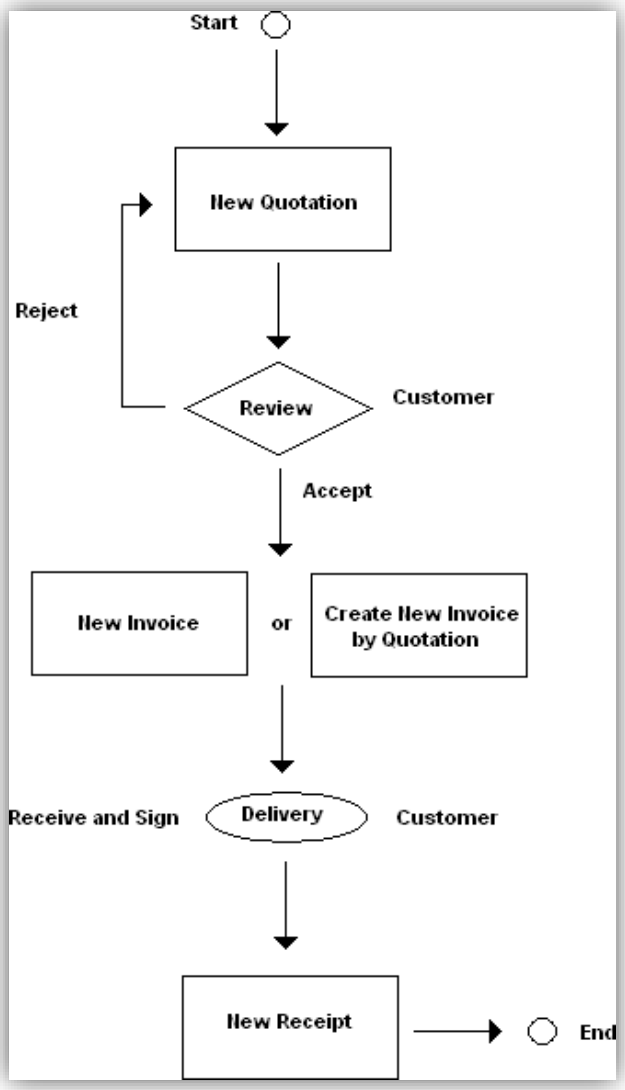
The added features would be inventory management, searching documents for management, and report generator.

In replenish stock, company order and receive stock of goods from suppliers to maintain quantity of goods available in warehouse. The purpose of replenish stock is to make sure company have enough stock of goods to sell to the customer. There will shows a simple flow chart of replenish stocks on your right:



In sales, seller manage all the progress from issue quotation, issue invoice, and send receipt when delivering goods.

Below shows a flow chart of sales progress:



This user manual will provide instruction on how to:

- Generate user data, item data and etc. (Chapter 4)
- Generate quotation, invoice, and receipt. (Chapter 5)
- Generate po, payment voucher and etc. (Chapter 6)
- Inventory management. (Chapter 7)
- Account management. (Chapter 8)
- Generate reports. (Chapter 9)
- Tools setting. (Chapter 10)

About this Manual

This manual is intended for new users with little or no experience using the BBS. The goal of this document is to give a broad overview of the main functions of BBS Interface and some basic instructions on how to use BBS as a productive system. This document will concentrate on demonstrating interaction with BBS.

Every effort has been made to ensure that this document is an accurate representation of the functionality of BBS. As with every software application, development continues after the documentation has gone to press so small inconsistencies may occur. We would appreciate any feedback on this manual. Send comments via email to: support@greenmatrixsolution.com

The following documentation conventions have been used in this manual:

- Title and subtitle will be bold. (ex: **Chapter 1**, instruction on function **New Invoice)**
- Clickable buttons will be bold (ex: the **OK** button).
- Module name and sub module name will be bold (ex: **Maintenance**, **User Maintenance**)
- Some screen captures have been cropped and/or edited for emphasis or descriptive purposes.

System Requirements

Minimum Hardware Requirement

Processor	Atom 2GB (Depends on the volume of data)
OS	Windows XP, Vista, 7, 8 (x64 / x86)
Memory	500MB
Disk Space	1GB

Recommended Hardware Requirement

Processor	4GB or more
OS	Windows XP, Vista, 7, 8 (x64 / x86)
Memory	4GB
Disk Space	4GB

Prerequisite:

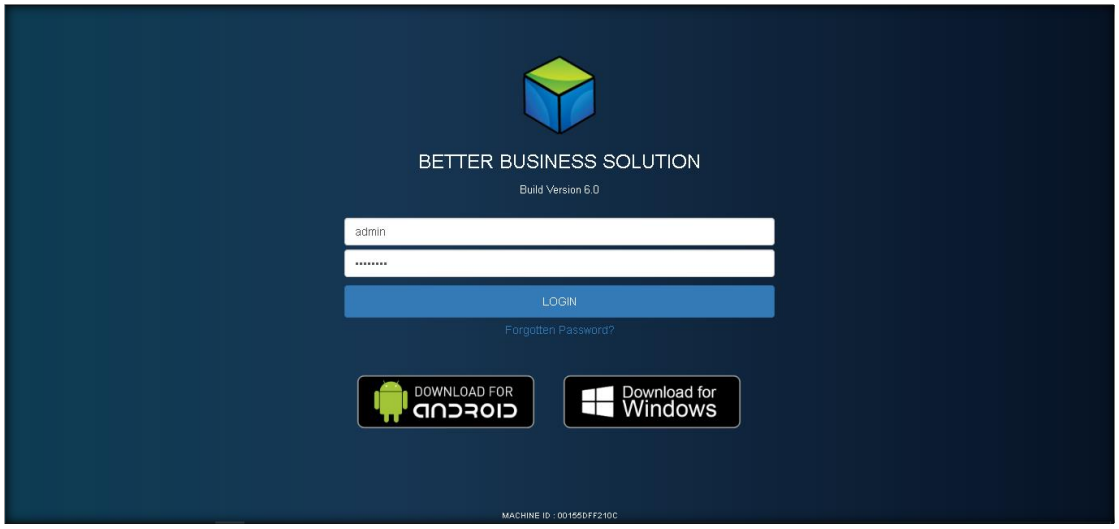
Component	Download Link
Dot Net Framework 35	http://www.microsoft.com/en-my/download/details.aspx?id=21
Crystal Report	https://websmp130.sap-ag.de/sap(bD1lbiZjPTAwMQ==)/bc/bsp/spn/bobj_download/main_public.htm
MS SQL Express 2008 R2 SP2	http://www.microsoft.com/en-my/download/details.aspx?id=30438

Chapter 2: Getting Started with BBS

Login

To Login to the BBS, run BBS.exe. The default Login ID is admin and the password is admin123. It is recommended to change the password after first login.

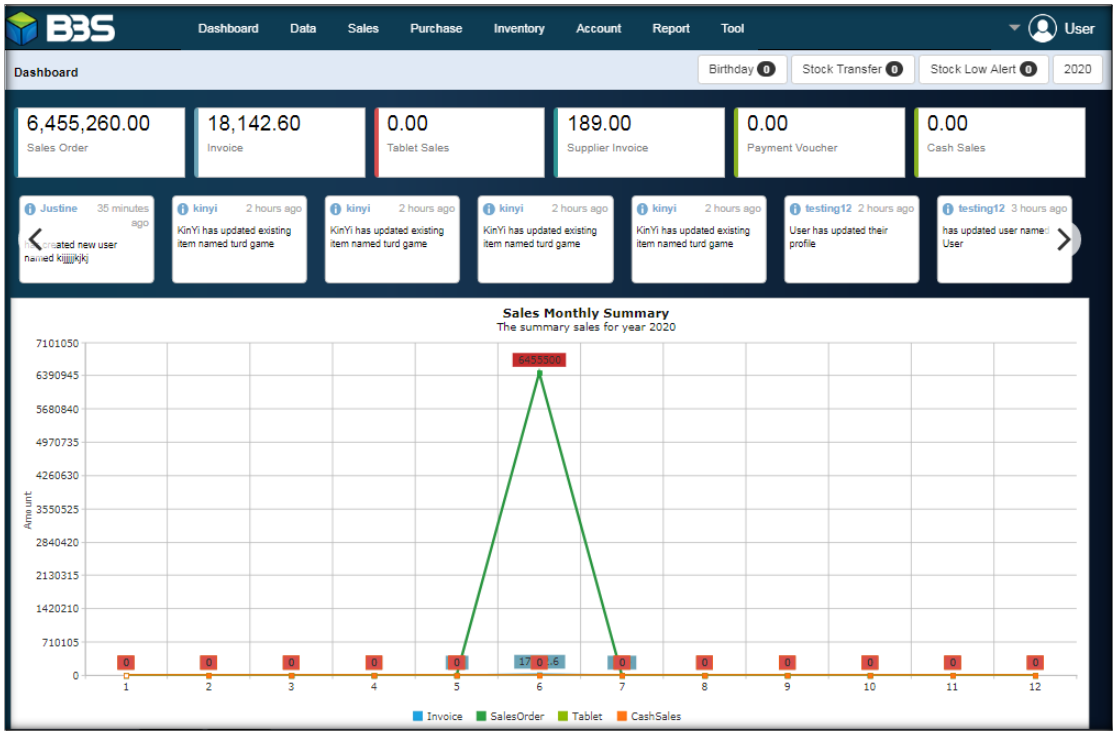
Default Login ID:	**admin**
Default Password:	**admin123**



BBS Login Page

Interface Overview

After logging in BBS, you will see the overview screen.



Sales Summary

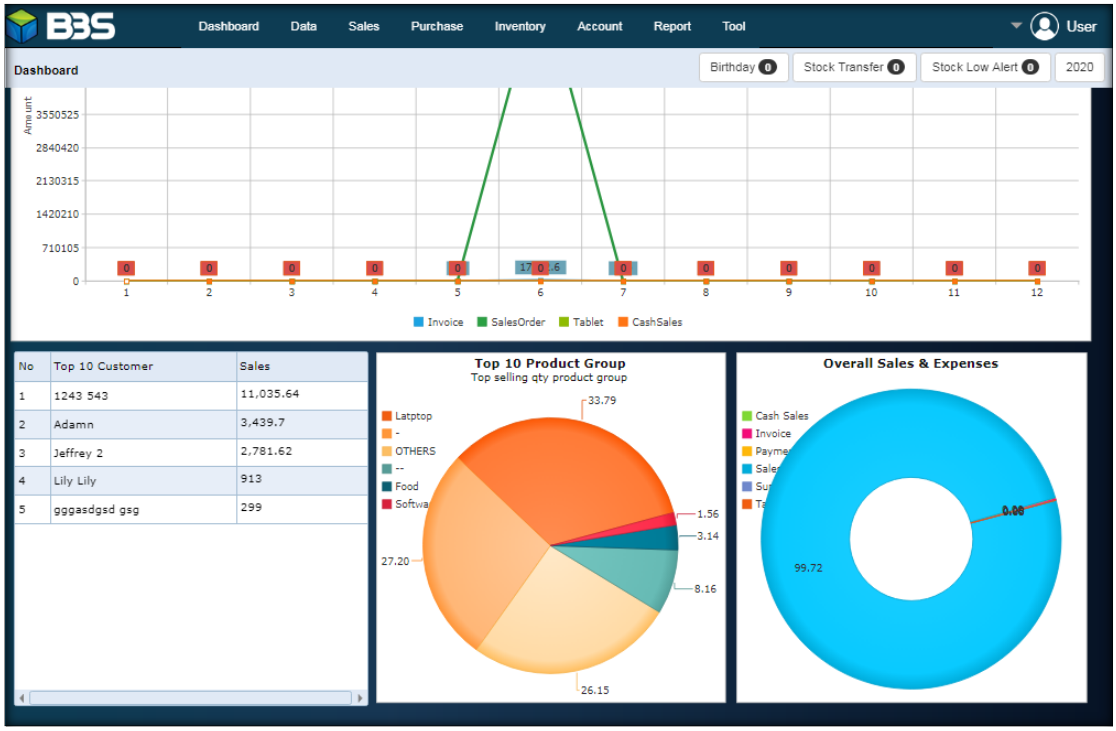


Chart based on Sales Summary

Modules navigator which included:

Modules Navigator

a) Dashboard

Dashboard is a page on which real time information is collated from various sources in the business. The metaphor of dashboard is adopted here to emphasize the nature of the data being displayed on the page; it is a real-time analysis as to how a business is operating.

b) Data

User maintenance can be used to manage the users and their privileges, such as giving authority to view and perform actions that met their position.

c) Sales

Sales generate usable trading documents such as quotation, invoice, receipt and etc.

d) Purchase

Purchase assist buyer to a seller indicating types, quantities and agreed prices for products or services.

e) Inventory

Inventory assist store keepers manage company's stock of goods. Inventory management

f) Account

In this module, user able to review and modify documents such as invoice, quotation, receipt and etc.

g) Report

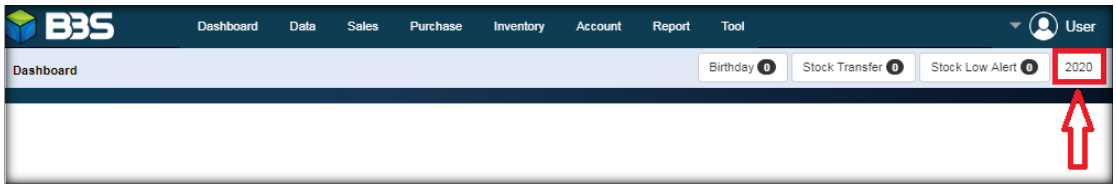
In this module, user able to generate report for audit purpose.

h) Tool

In this module, administrator able to change default document setting and manage entire database.

Chapter 3: Dashboard

Dashboard usually shows the overall sales summary by years and months.

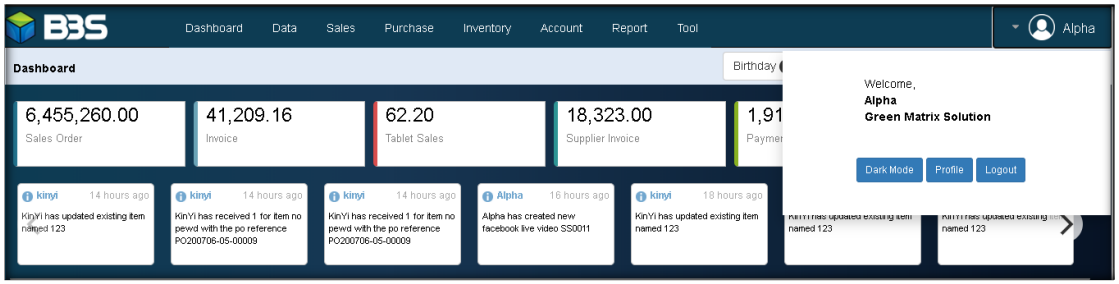


Selected Year in Dashboard

By clicking the year that shown on the image, user will able to navigate to results of the year on sales summary which selected.

User Profile

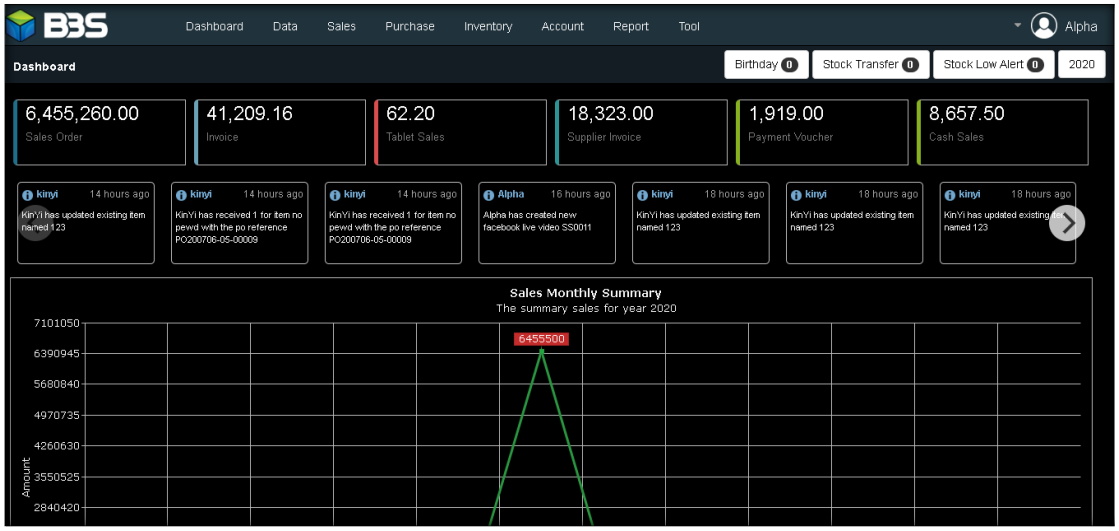
You may see the user profile on the right top corner. In user profile, you will able to access in dark mode, profile and logout.



User Profile in Dashboard

Dark Mode

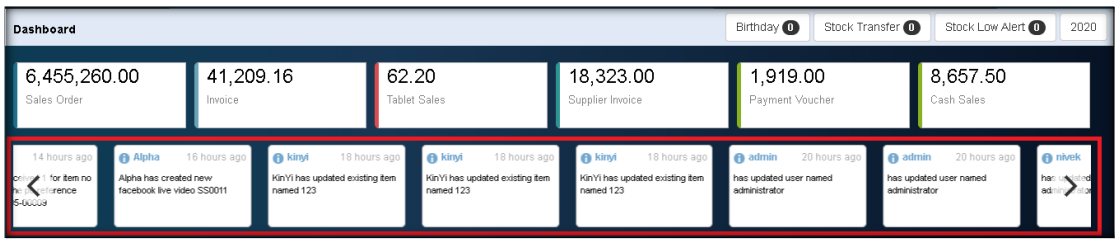
You may switch back to light mode.



Dark Mode

Activity Flow

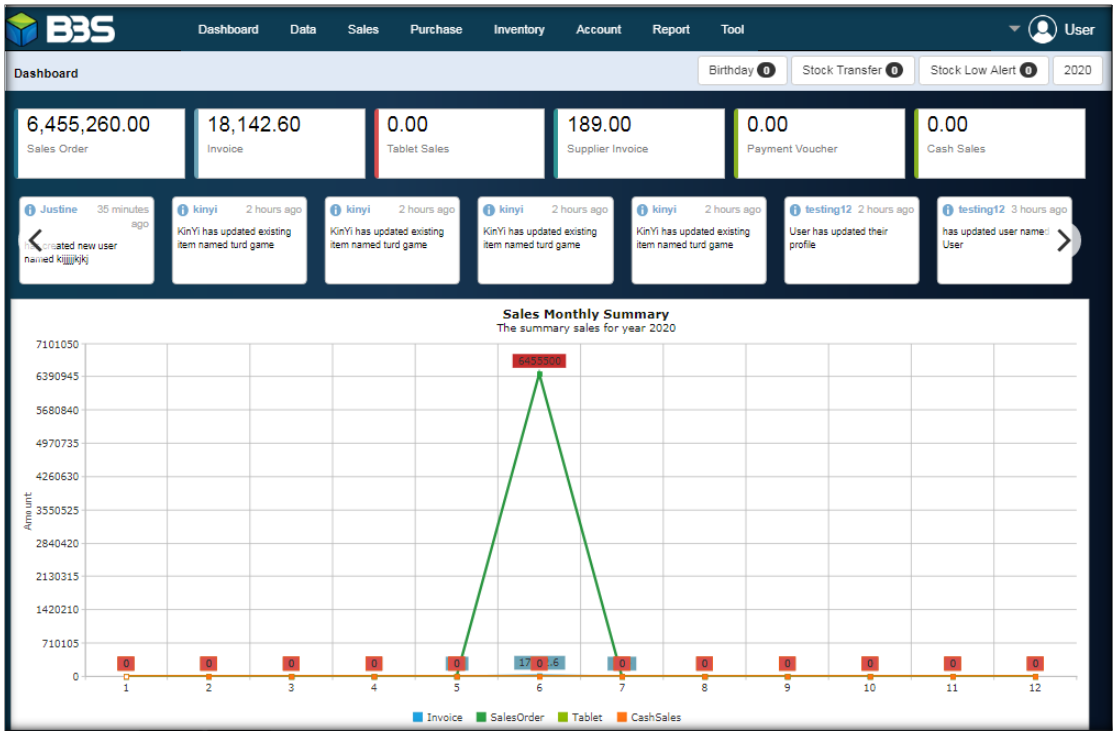
You may see the activity flow that the user made. E.g. create new users, updating items, create invoice and etc.



Activity Flow in Dashboard

Summary of the Year

On the image below, you may see the sales of the year that has been chosen. There will show you the sales order, invoice, tablet sales, supplier invoice, payment voucher and cash sales that made in the year.



Summary of the Year

Chapter 4: Data

Data module is to ensure user can easily to generate a user data within the user-friendly template. There are 10 sub modules, **User Maintenance, User Group Maintenance, Item Maintenance, Item Group Maintenance, Customer Maintenance, Supplier Maintenance, Company Maintenance, Promotion Maintenance, Item Attribute and Floor Plan.**

Data has 10 sub modules which included:

User Maintenance	User Group Maintenance	Item Maintenance
New User	New User Group	Item Listing
User Maintenance	User Group Listing	New Item
		UOM Maintenance
		Sub Item Maintenance
Item Group Maintenance	**Customer Maintenance**	**Supplier Maintenance**
Group Maintenance	New Customer	New Supplier
Brand Maintenance	Customer List	Supplier List
Model Maintenance		
Company Maintenance	**Promotion Maintenance**	**Item Attribute**
Company Profile	New Promotion	New Attribute
	Promotion List	Attribute List
Floor Plan		
Table Floor Plan		

Sub Modules in Data

User Maintenance

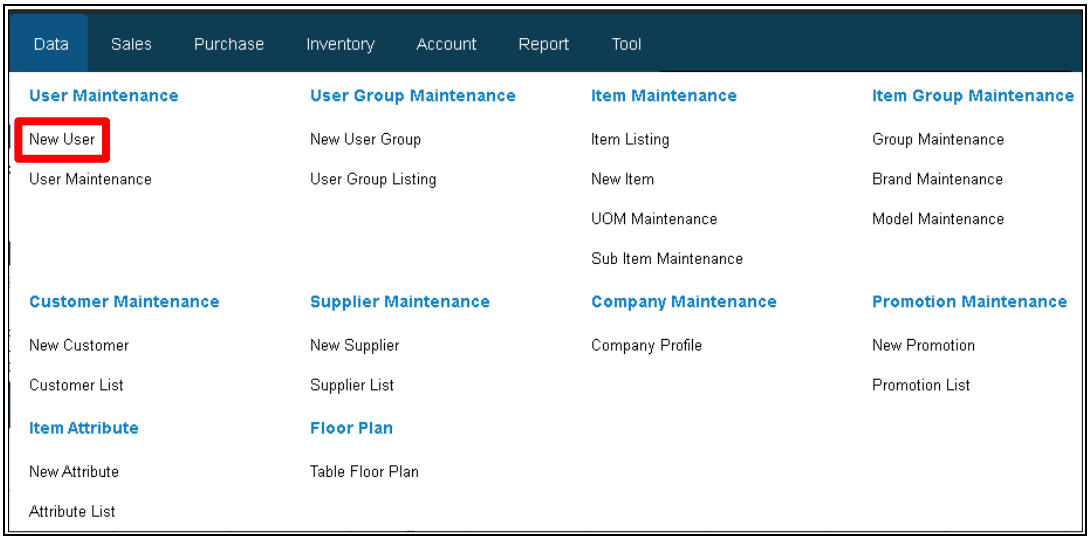
In this module, user was allowed to add a new user and key in their details in order to get the permission of the system usage. Also, user will able to view or edit the info if there are any changes.

New User

How to add a new user?

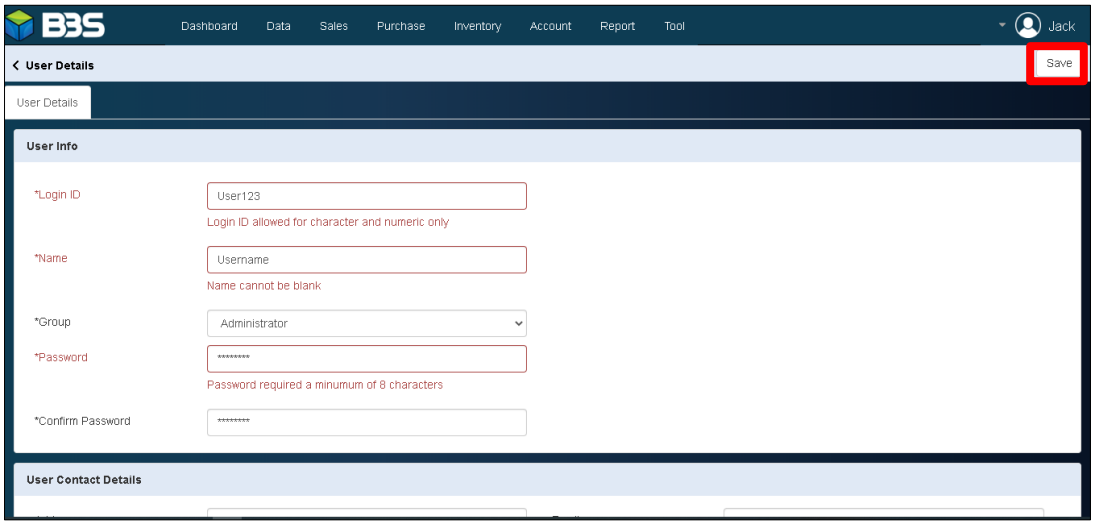
1. Click on **New User**.

Data > User Maintenance > New User

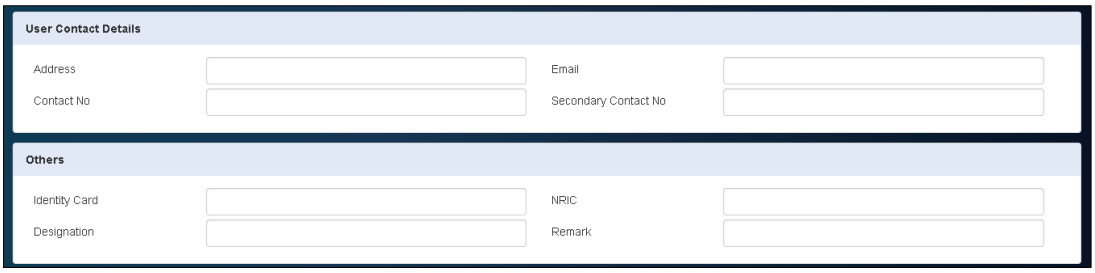


New User in User Maintenance

2. Enter the user details. The user info within **asterisk (*)** must be filled in such as **Login ID**, **Name**, **Group**, **Password** and **Confirm Password**. In group selection, you may go to **User Group Maintenance** to create a new group. Also, **Password** and **Confirm Password** must be **matched**. The other details without **asterisk (*)** can fill in afterwards. Once completed, you may click on the **Save** button on top.



User Details 1.0



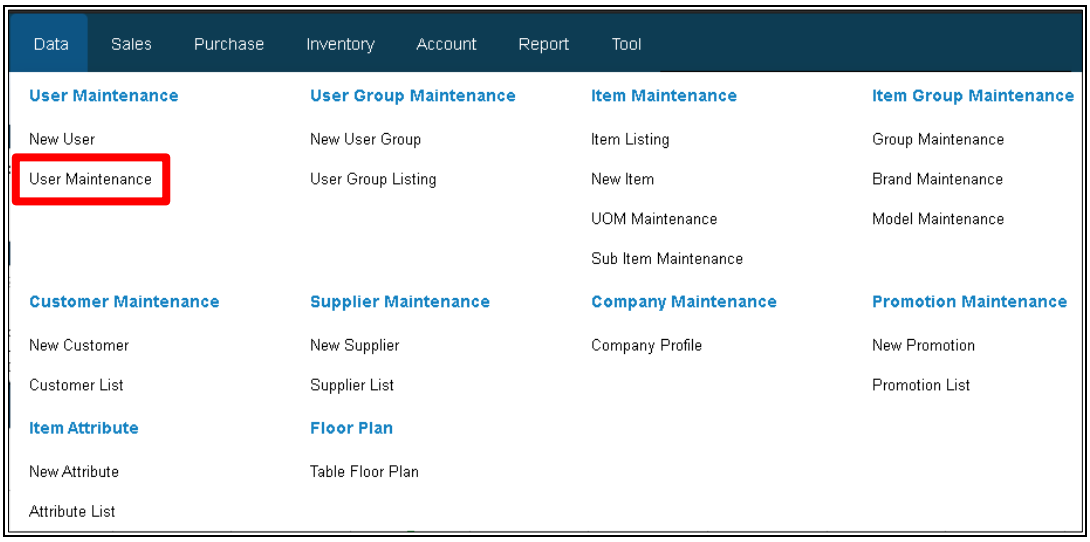
User Details 2.0

User Maintenance

How to edit user details?

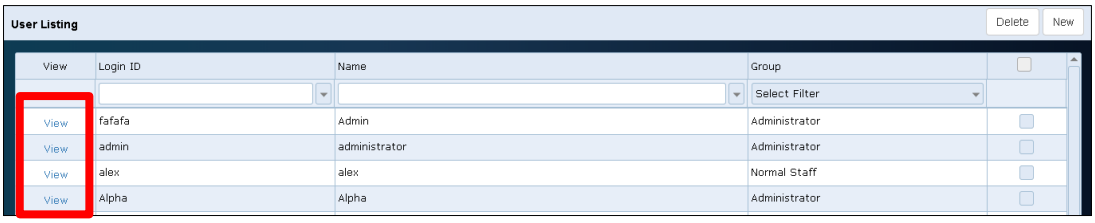
1. Click on **User Maintenance**.

Data > User Maintenance > User Maintenance



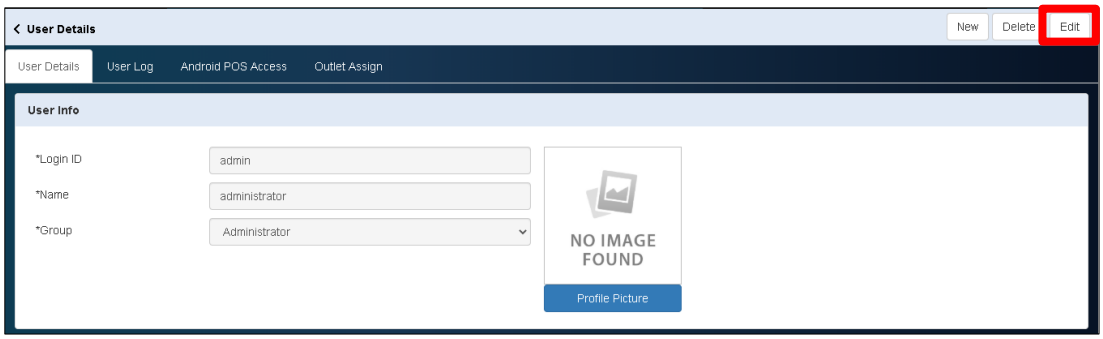
User Maintenance (Sub Module) in User Maintenance

2. Click on **View**.



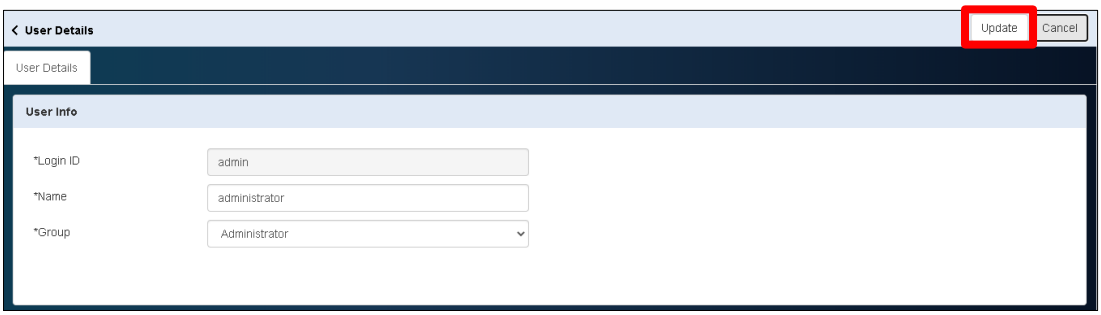
View on User Profile

3. Click on **Edit**.



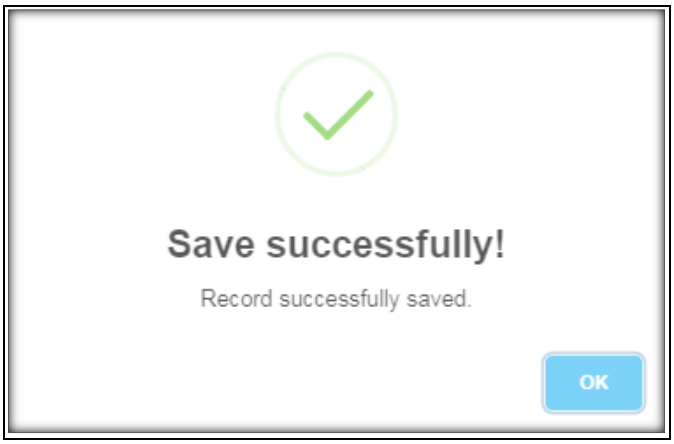
Edit in User Profile

4. Make changes on user details and click **Update**.



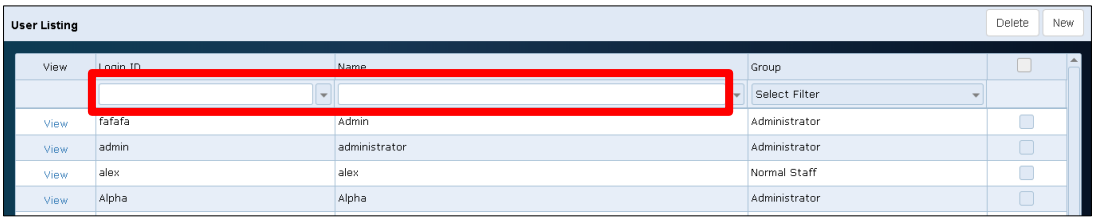
Update on User Profile

5. Record updated.



Record is Saved.

6. You may search the info by using the search bar.



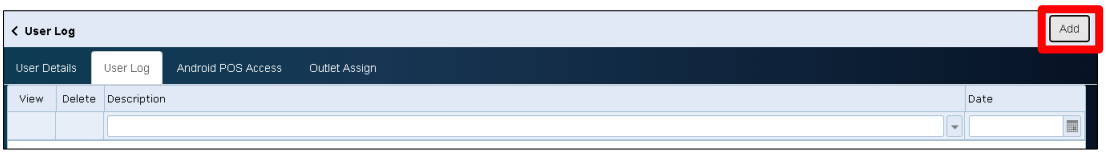
Search Bar

7. There are another 3 parts when you click on **View** such as **User Log**, **Android POS Access** and **Outlet Assign**.

a. **User Log**

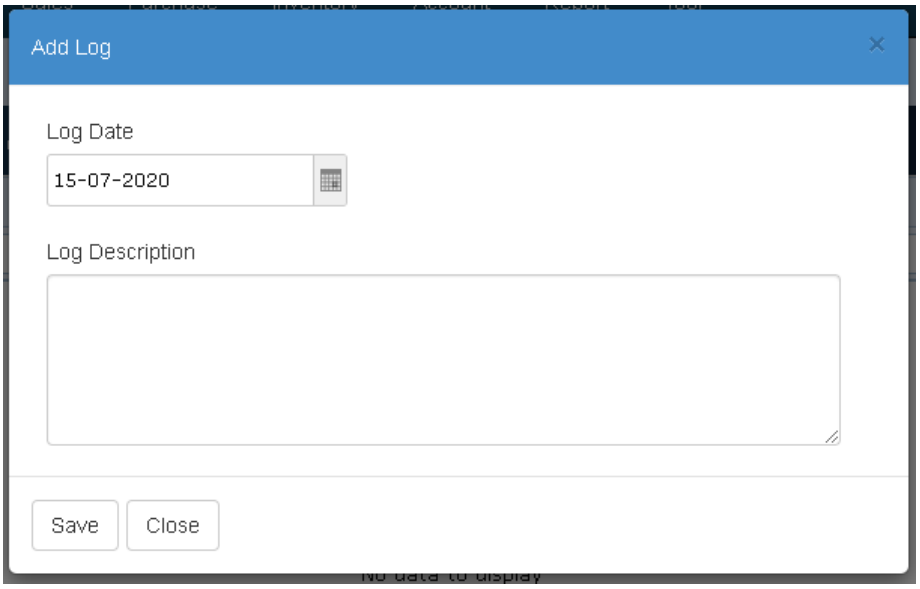
User may add a log description with selection date.

1. Click on **Add**.



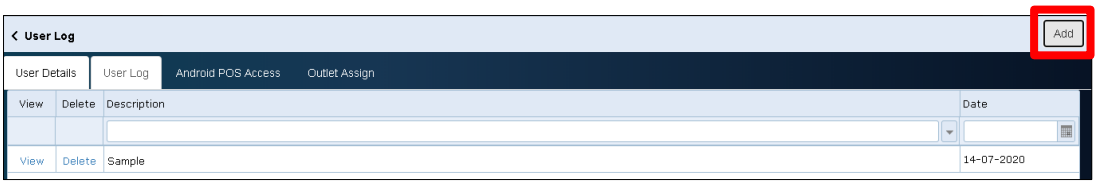
User Log 1.0

2. After that, you may fill in the details and click **Save**.



Add Log

3. You could still update the log by pressing **View** or you can delete it by clicking Delete.

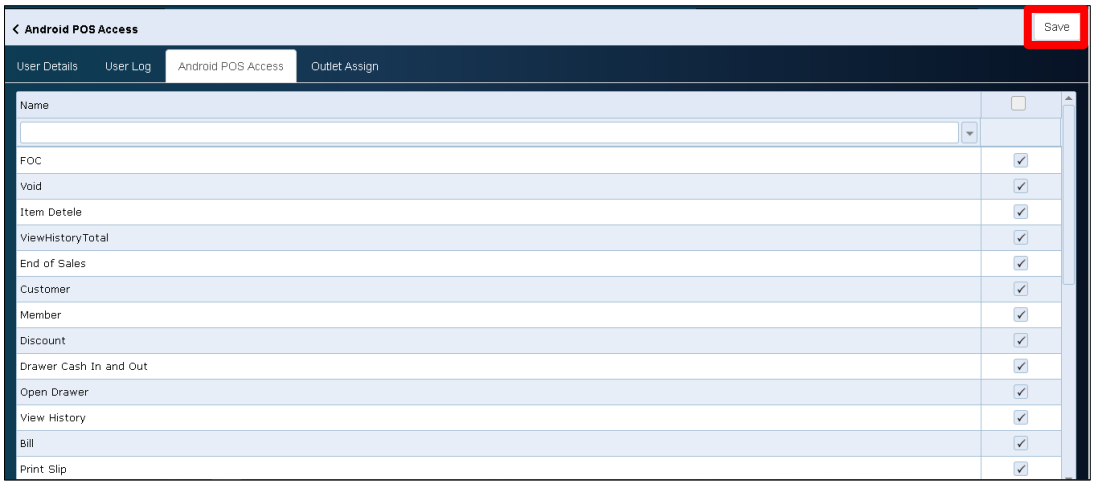


User Log 2.0

b. **Android POS Access**

In these selections, you can give the user an access due to the Android POS. The user will able to use the setting when they are using Android POS.

Click **Save** to record.

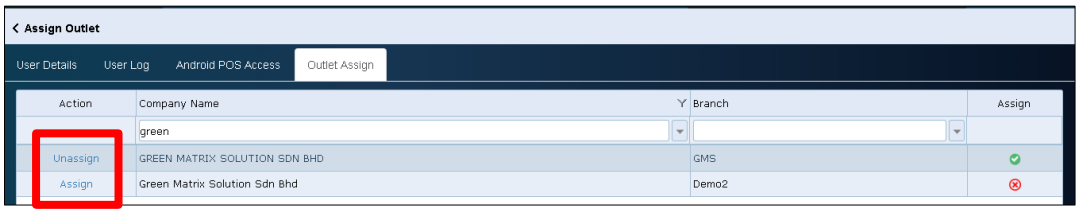


Android POS Access

c. **Outlet Assign**

You may access the permission to the user to assign the outlet in order to check the details such as sales, invoice and etc.

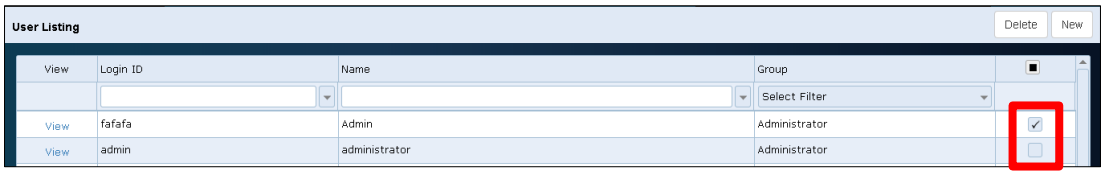
Click on **Assign** or **Unassign** to make any changes.



Outlet Assignation

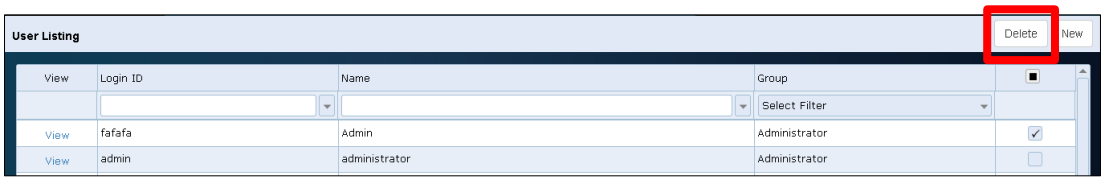
How to delete a User ID?

1. Select the **ID** you want to delete in the checkbox.



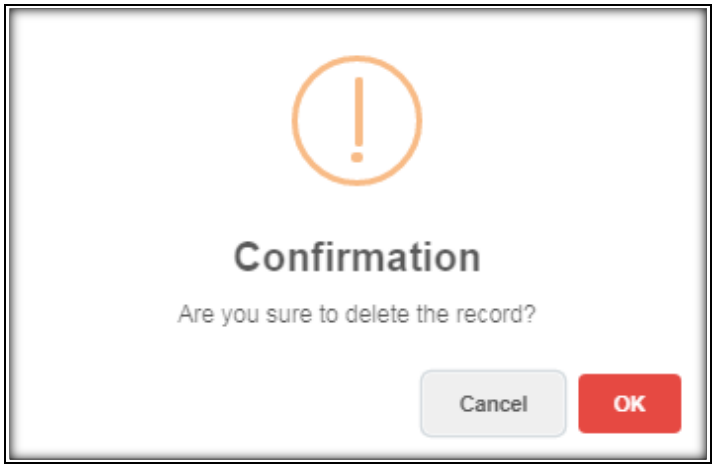
Make a Selection in User Listing

2. Click on **Delete**.



Delete User ID in User Listing

3. Click **OK**.



Conformation

4. Record deleted.

User Group Maintenance

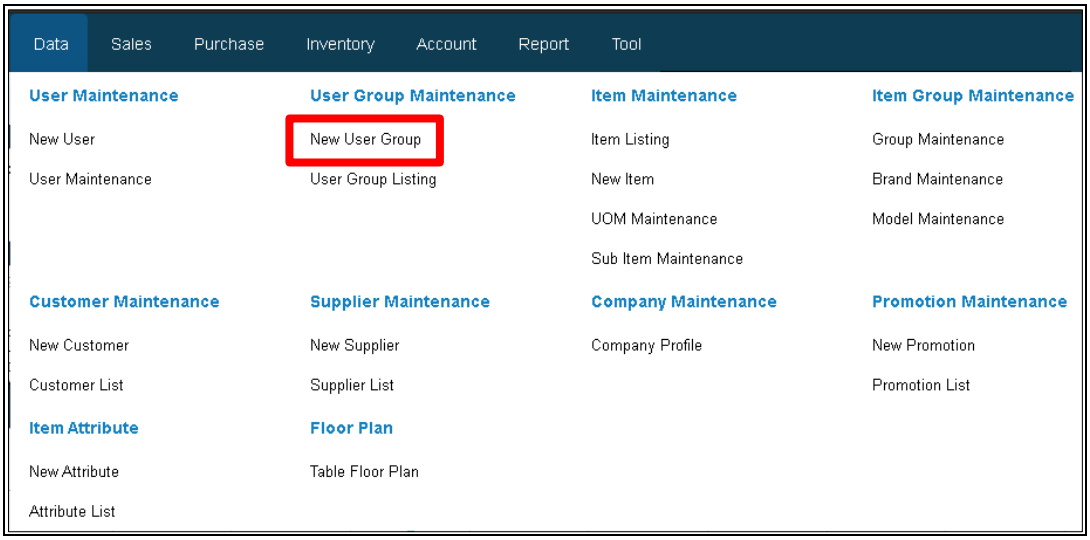
In this module, user was allowed to create a group info which giving the identity to the user with the permission of some features in the system. E.g. Administrator, Manager, Supervisor, Employee and etc.

New User Group

How to add a new user group?

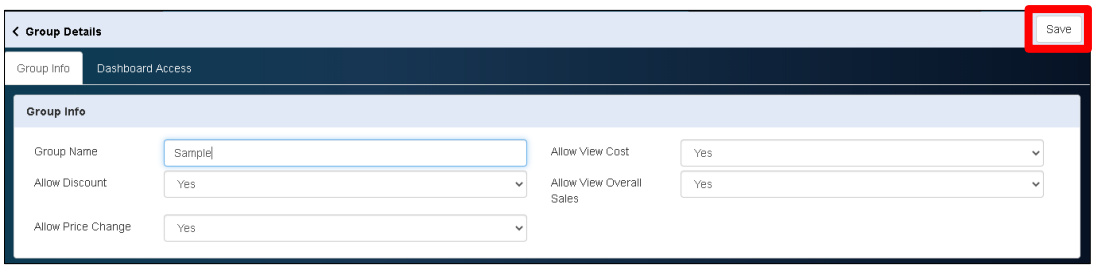
1. Click on **New User Group**.

Data > User Group Maintenance > New User Group



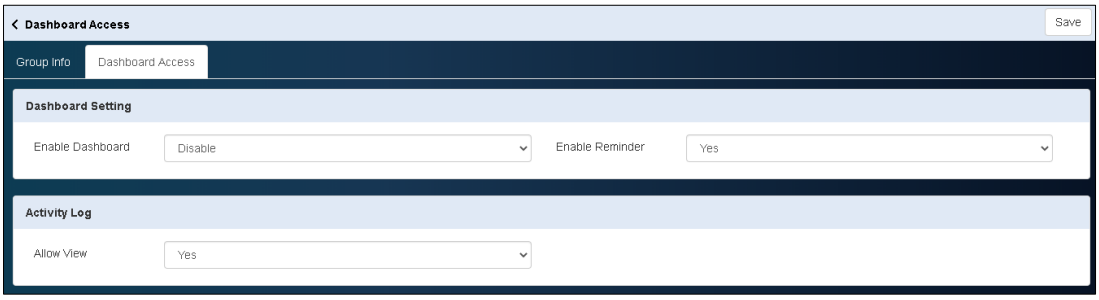
New User Group in User Group Maintenance

2. Enter the details and click **Save** on top.



Group Details

3. Apart from that, you may go to the **Dashboard Access** to do the setting. E.g. **Dashboard Access**, **Activity Log**, **Top View** and etc. The user who assigned into this group will not able to use the features if the setting is **Disable** or set as **No**.



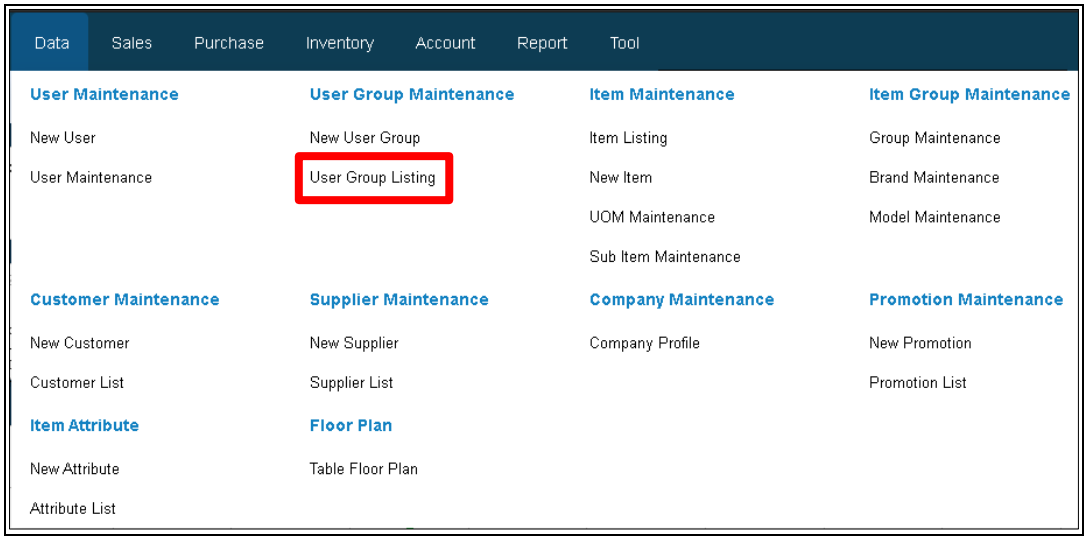
Dashboard Access

User Group Listing

How to edit user group?

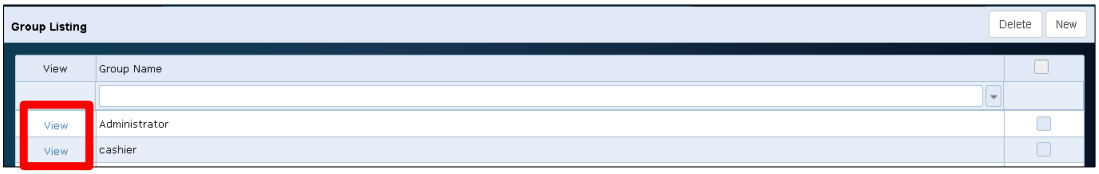
1. Click on **User Group Listing**.

Data > User Group Maintenance > User Group Listing



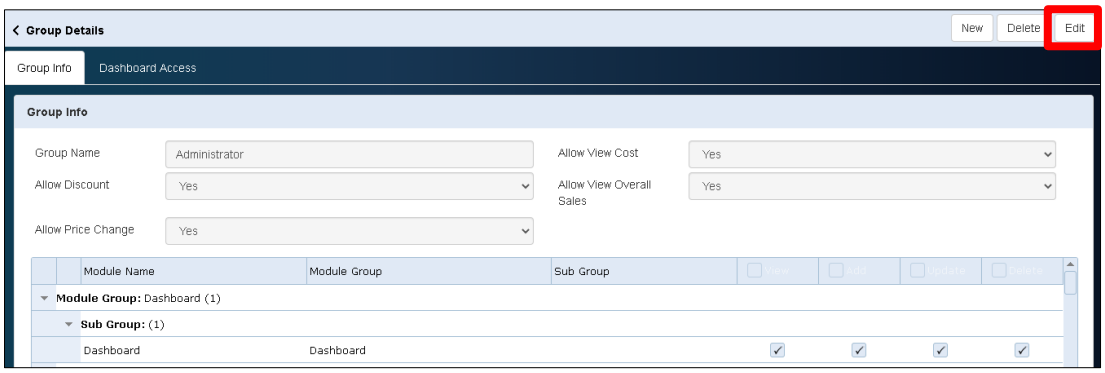
User Group Listing in User Group Maintenance

2. Click on **View**.



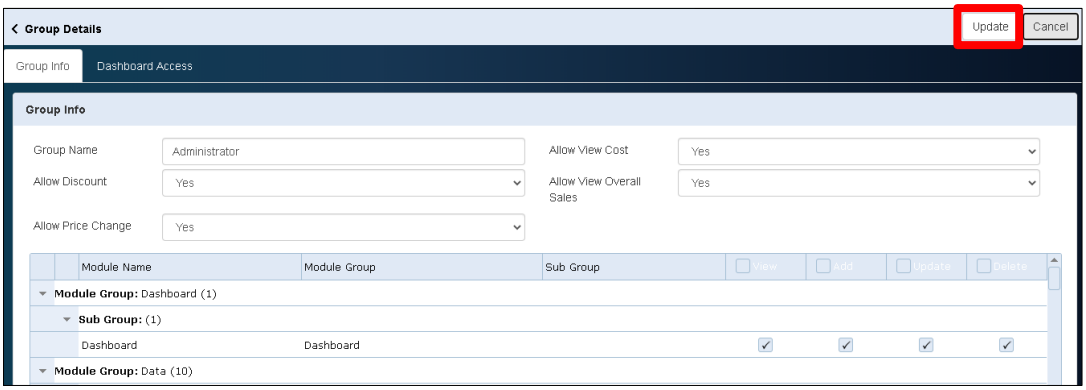
View on Group Listing

3. Click on **Edit**.



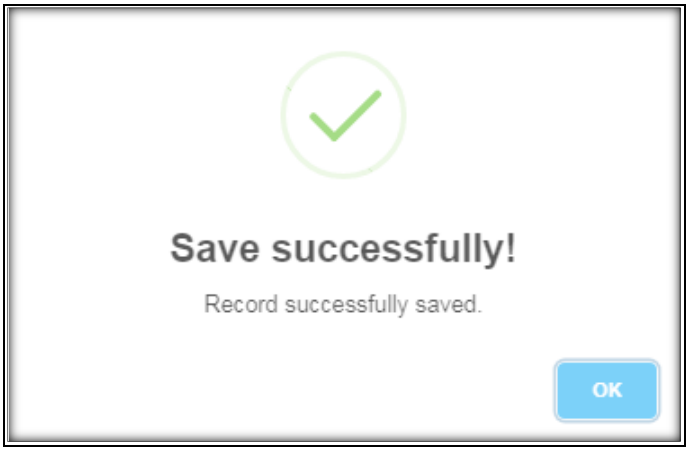
Edit in Group Details

4. Make changes on group details and click **Update**.



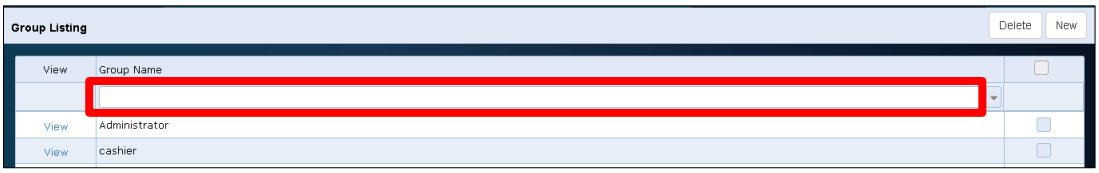
Update on Group Details

5. Record updated.



Record is Saved

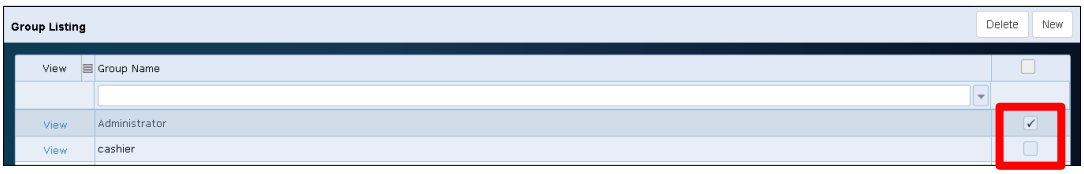
6. You may search the info by using search bar.



Search Bar

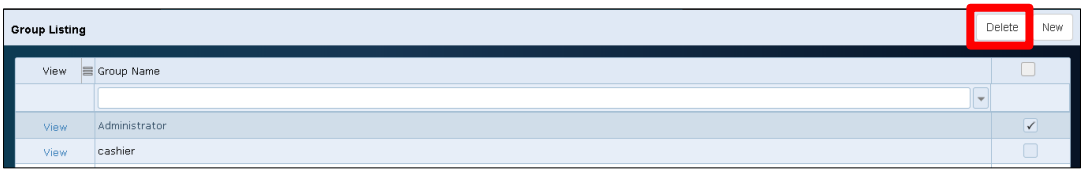
How to delete a group in group listing?

1. Select the group you want to delete in the checkbox.



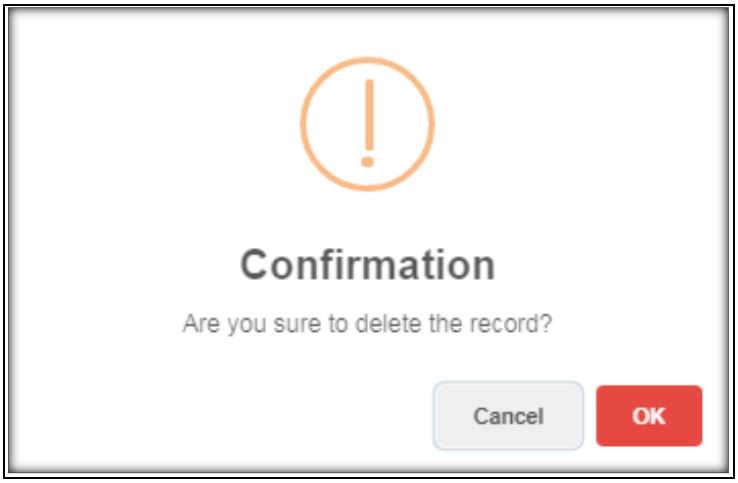
Make a Selection in Group Listing

2. Click on **Delete**.



Delete Group in Group Listing

3. Click **OK**.



Confirmation

4. Record deleted.

Item Maintenance

In this module, user was allowed to manage items information.

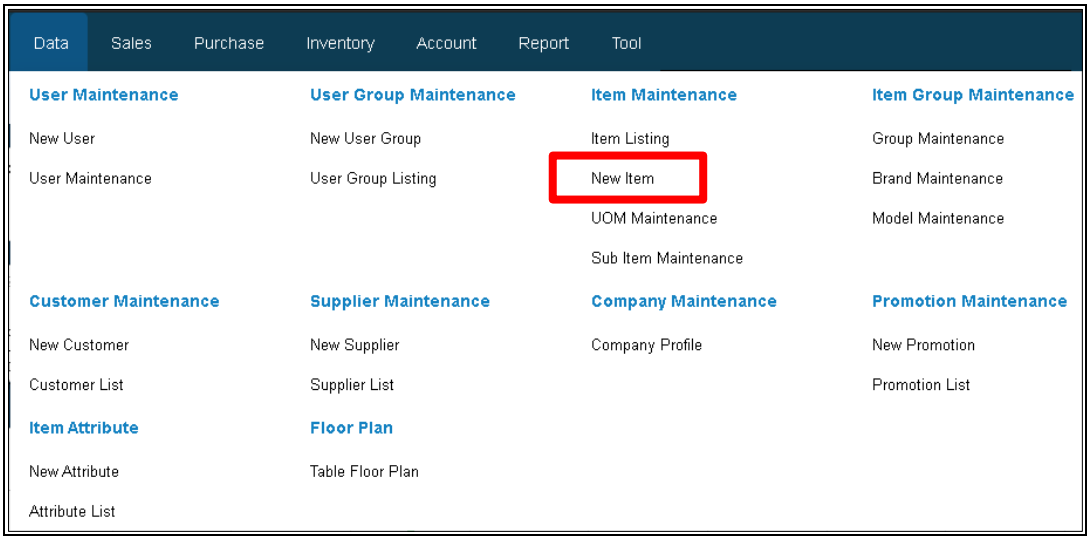
User able to add, edit and delete items.

New Item

How to add items?

1. Click on **New Item**.

Data > Item Maintenance > New Item

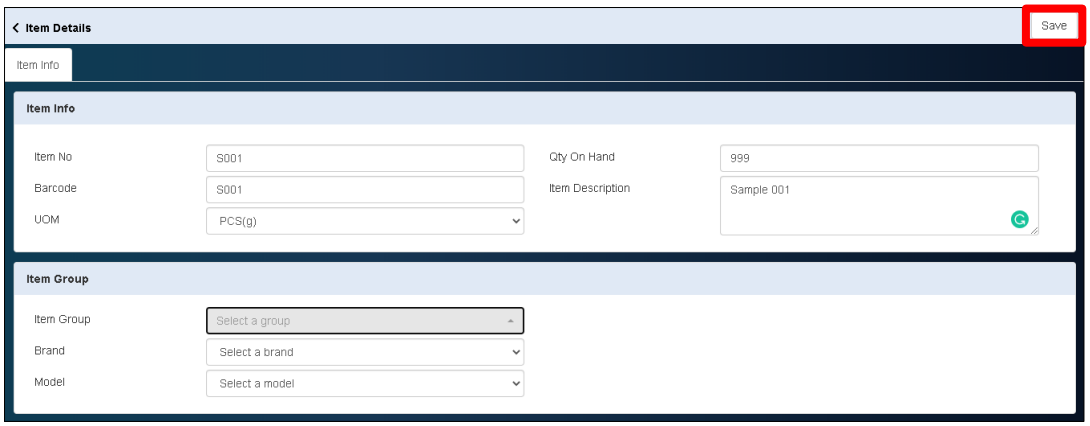


New Item in Item Maintenance

2. Enter the item details such as **Item No**, **Barcode**, **Quantity**, **Item Description** and etc. Once completed, you may click on the **Save** button on top of the right.

***Note: Item Group must be selected to proceed.**

You may go to **Item Group Maintenance** to create a new Item Group. (Click me to lead you to the tutorial)



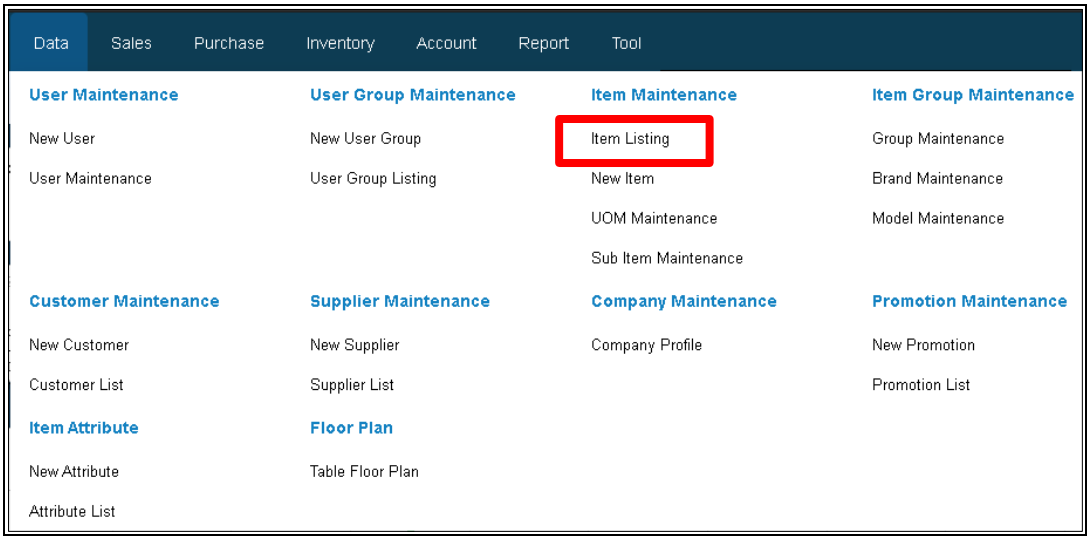
Item Details

3. Record added.

Item Listing

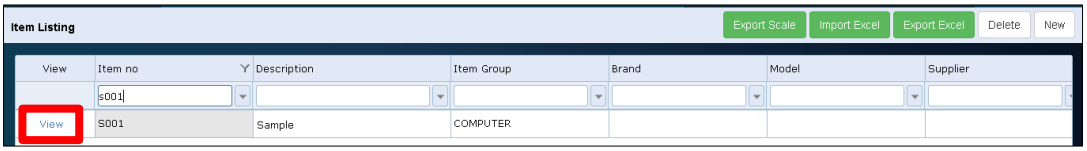
How to edit items?

1. Click on **Item Listing**.



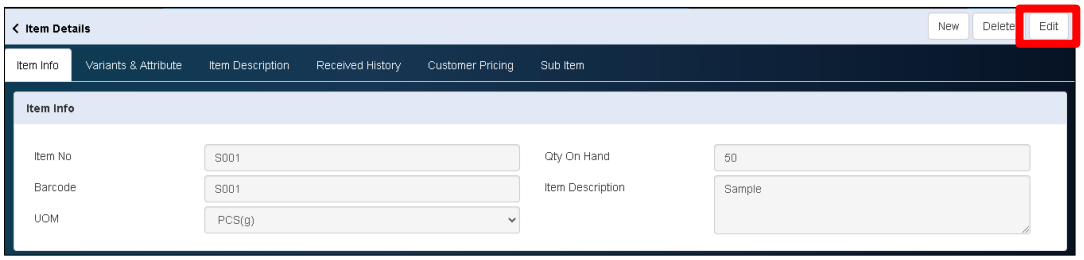
Item Listing in Item Maintenance

2. Click on **View**.



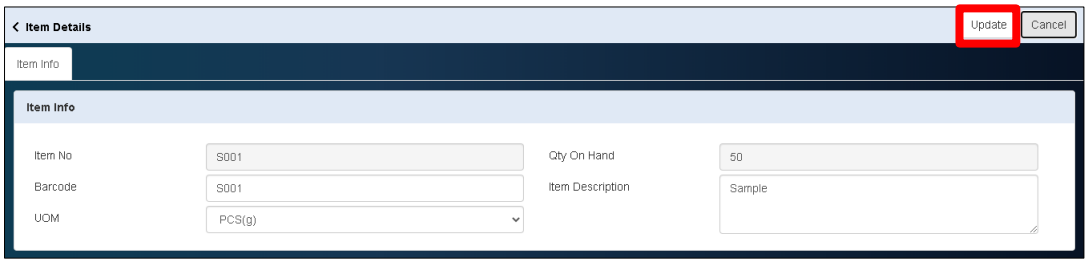
View on Item Listing

3. Click on **Edit**.



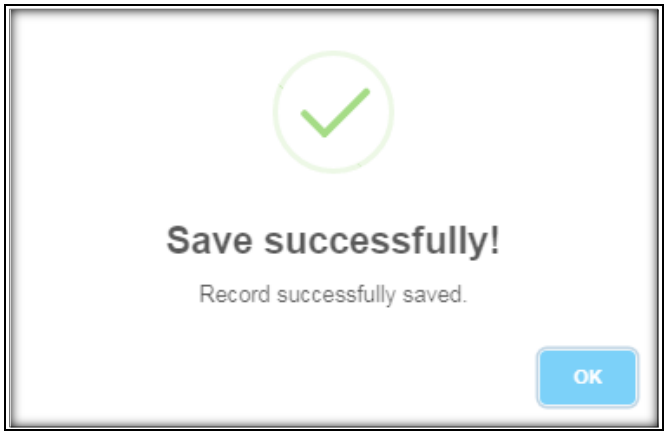
Edit in Item Details

4. Make any changes on item details and click **Update**.



Update on Item Details

5. Record updated.



Record is Saved

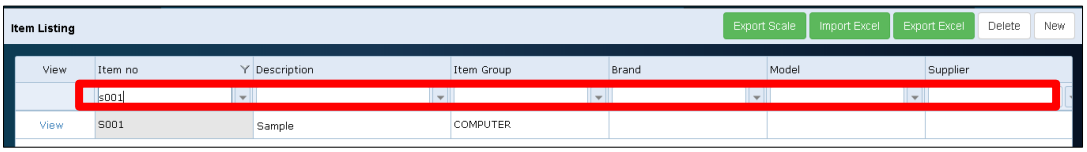
6. You may **Export Scale**, **Import Excel** and **Export Excel** within the item details.

You can download the excel file format within the items by clicking **Export Excel**. Or you may do the editing in the excel file and import to the system by selecting **Import Excel.**

***Note: The Excel format must be same as the BBS version. Please do not change the Excel format.**

Excel

7. You may search the info by using search bar.



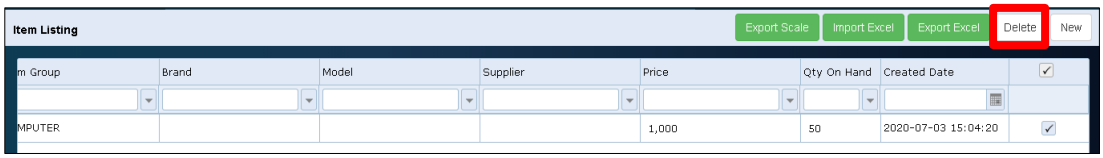
Search Bar

How to delete items?

1. You will need to move the slider to the last part and select the item you want to delete in the checkbox.

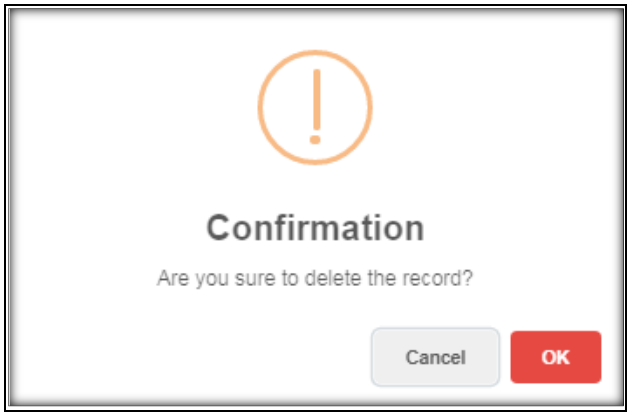
Make a Selection in Item Listing

2. Click on **Delete**.



Delete Item in Item Listing

3. Click **OK**.



Confirmation

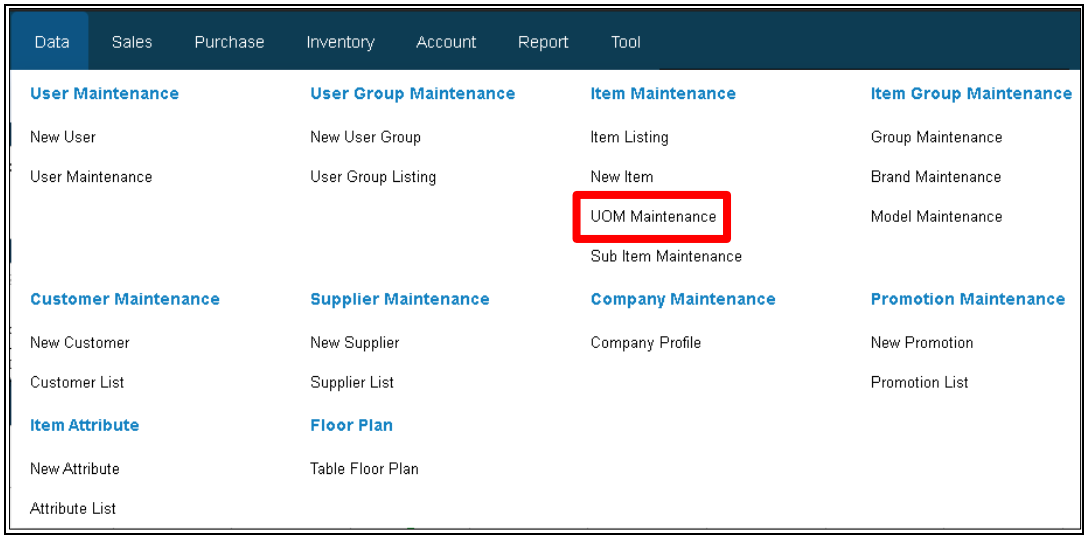
4. Record deleted.

UOM Maintenance

Create new item UOM.

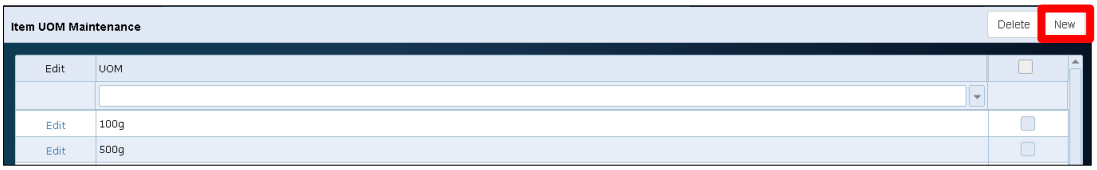
1. Click on **UOM Maintenance**.

Data > Item Maintenance > UOM Maintenance



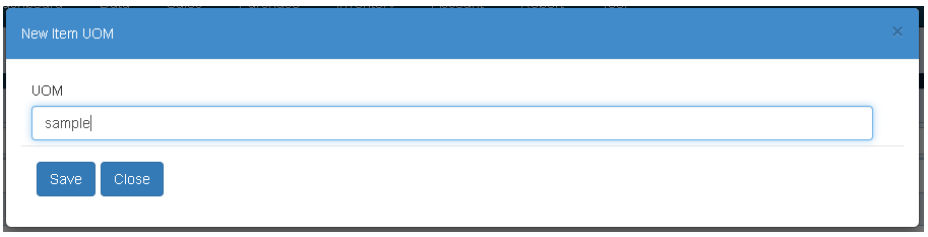
UOM Maintenance in Item Maintenance

2. Click on **New**.



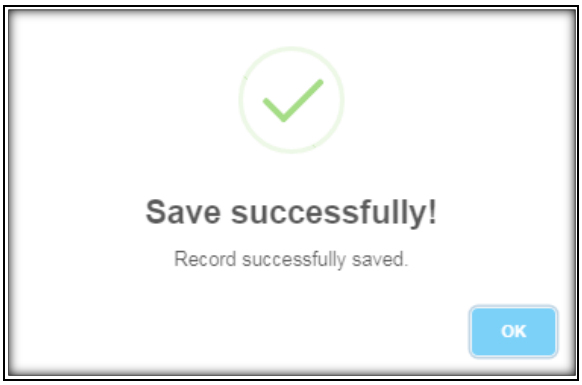
Create Item UOM

3. Enter the details and click **Save**.



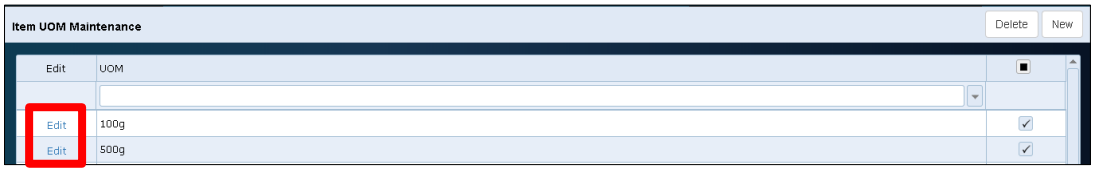
Save Item UOM

4. Record saved.



Record is Saved

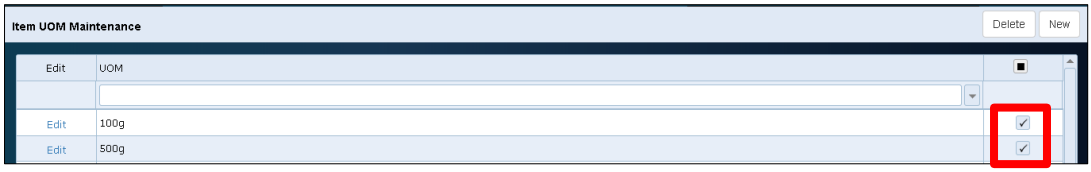
5. You may click on **Edit** to change the details.



Edit UOM Details

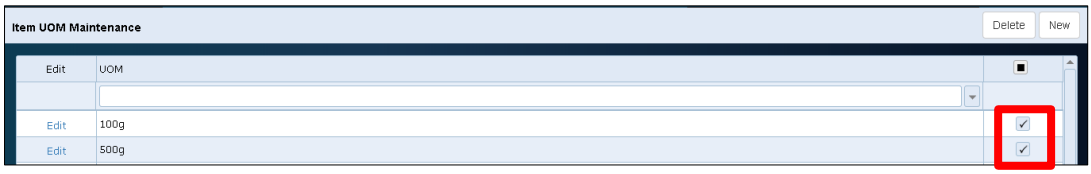
How to delete an item UOM?

1. Select the item UOM you want to delete.



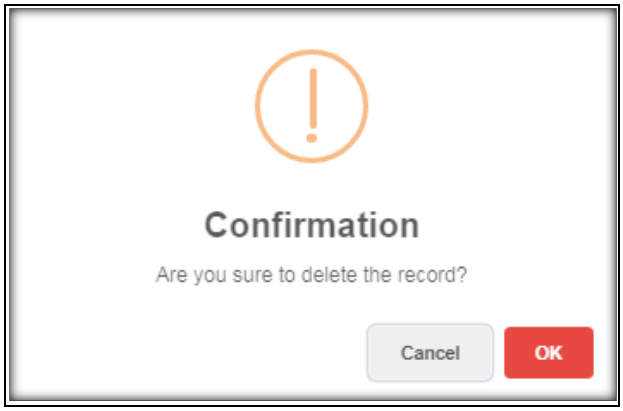
Make a Selection in Item UOM

2. Click on **Delete**.



Delete Item UOM

3. Click **OK**.



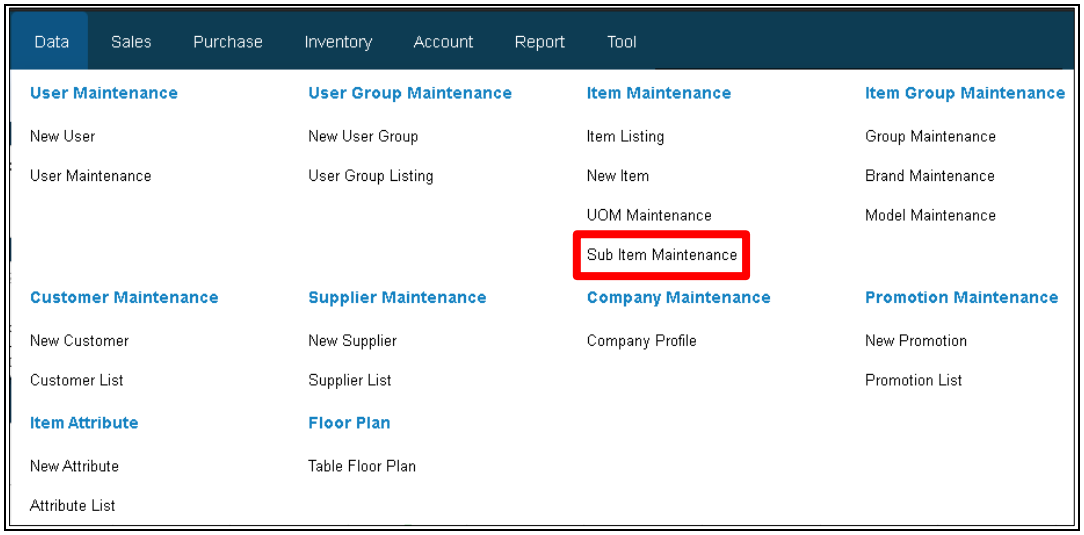
4. Record deleted.

Sub Item Maintenance

Create new sub item.

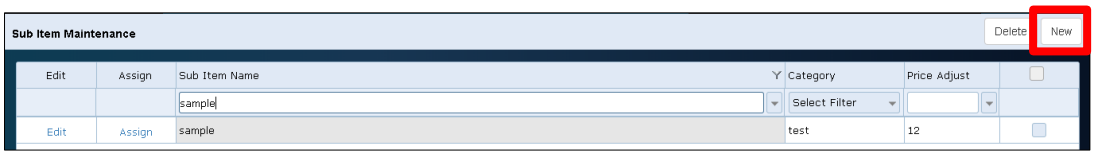
1. Click on **Sub Item Maintenance**.

Data > Item Maintenance > Sub Item Maintenance



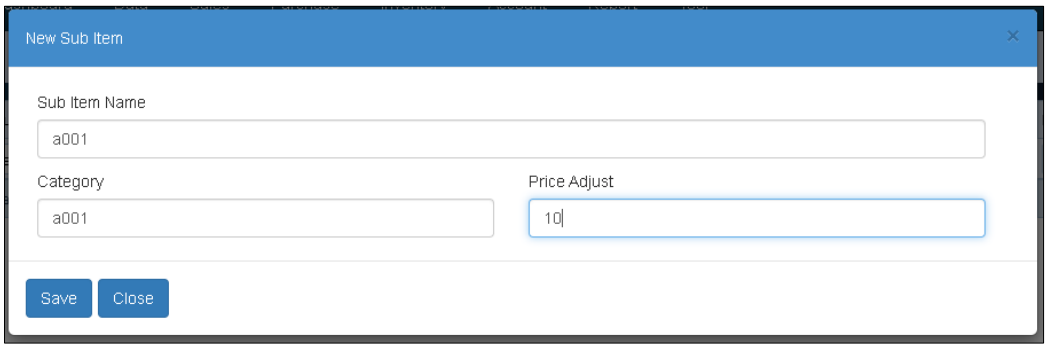
Sub Item Maintenance in Item Maintenance

2. Click on **New**.



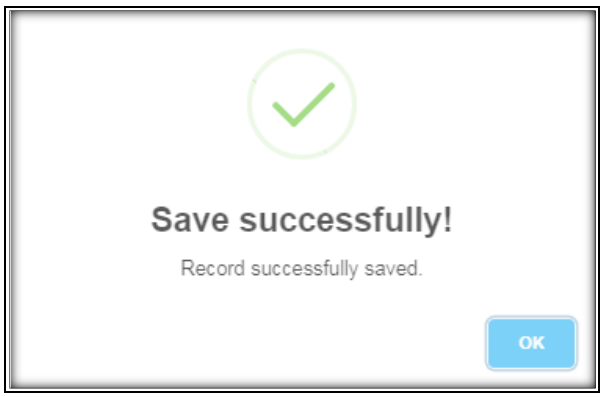
Create Sub Item

3. Enter the details and click **Save**.



Save New Sub Item

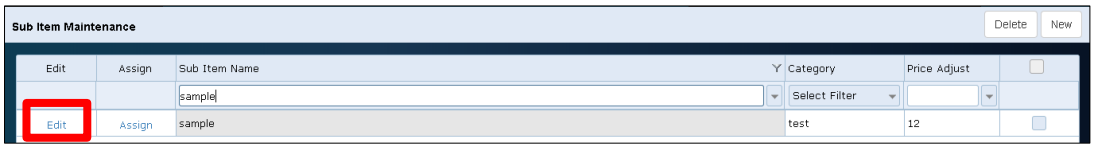
4. Record saved.



Record is Saved

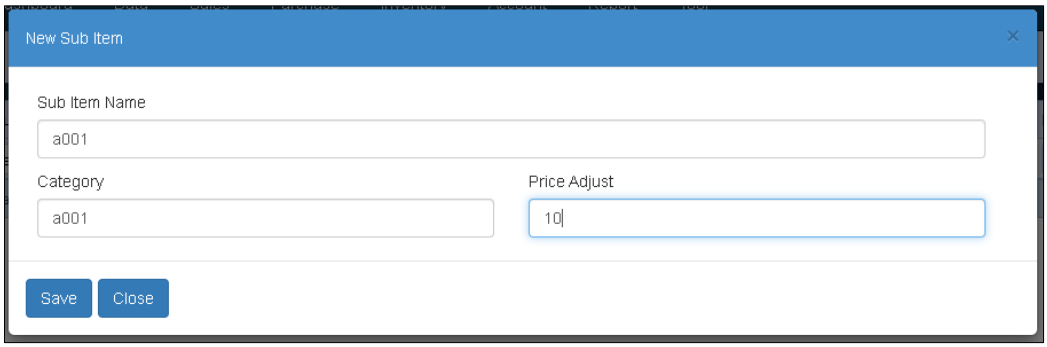
How to edit sub item?

1. Click on **Edit**.



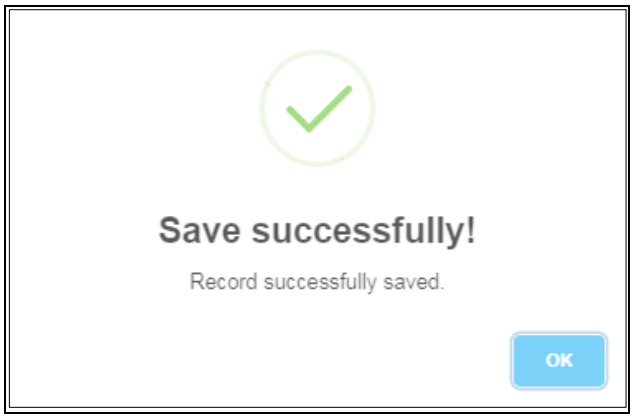
Edit Sub Item

2. Make changes on sub item details and click **Save**.



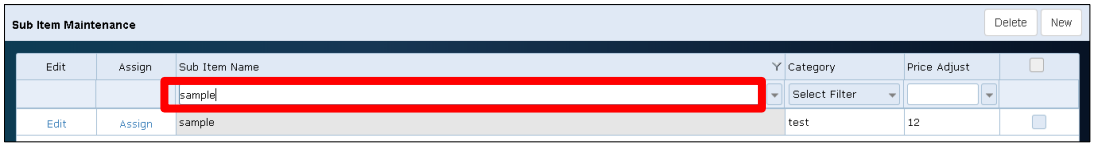
Save Changes

3. Record saved.



Record is Saved

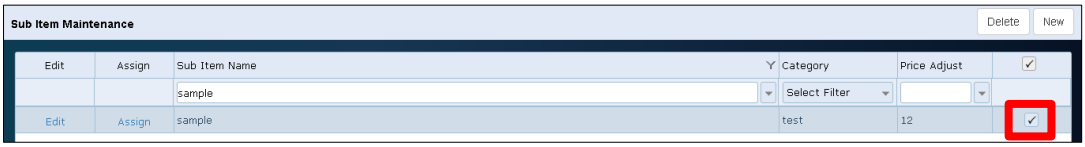
4. You may search the info by using search bar.



Search Bar

How to delete a sub item?

1. Select the sub item you want to delete.

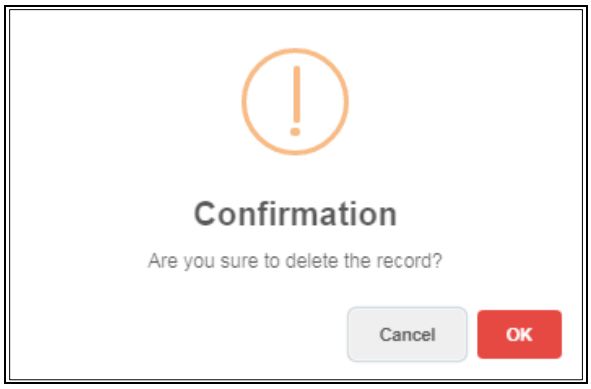


Make a Selection in Sub Item

2. Click on **Delete**.

Delete Sub Item

3. Click **OK**.



Confirmation

4. Record deleted.

Item Group Maintenance

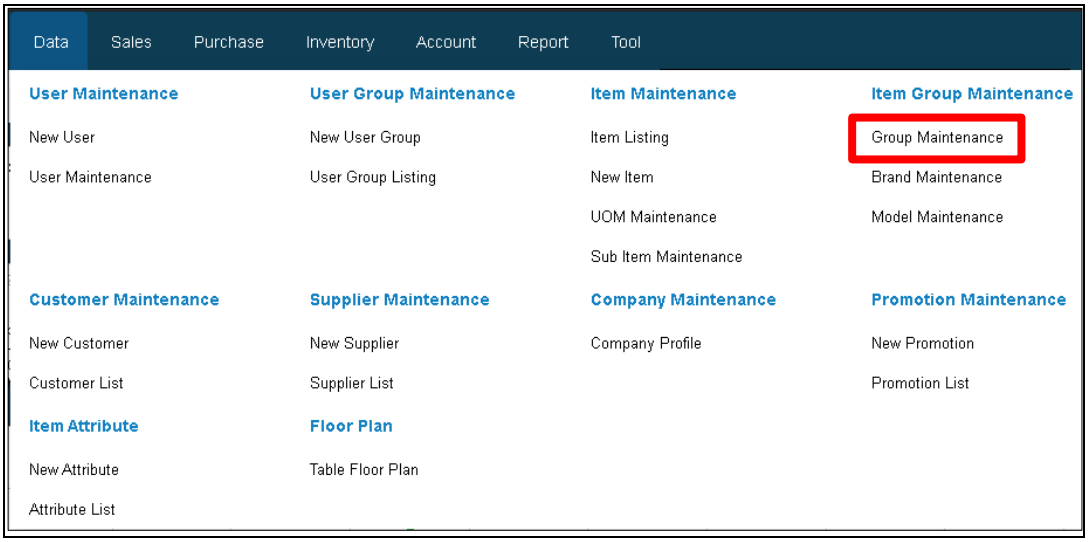
In this module, user was able to create new item group, brand and model.

Group Maintenance

How to add new group?

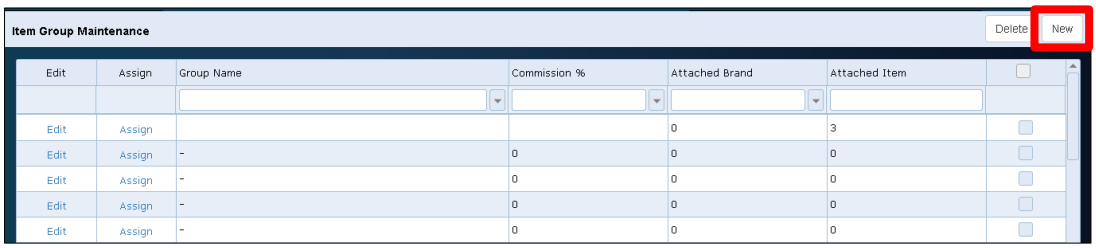
1. Click on **Group Maintenance**.

Data > Item Group Maintenance > Group Maintenance



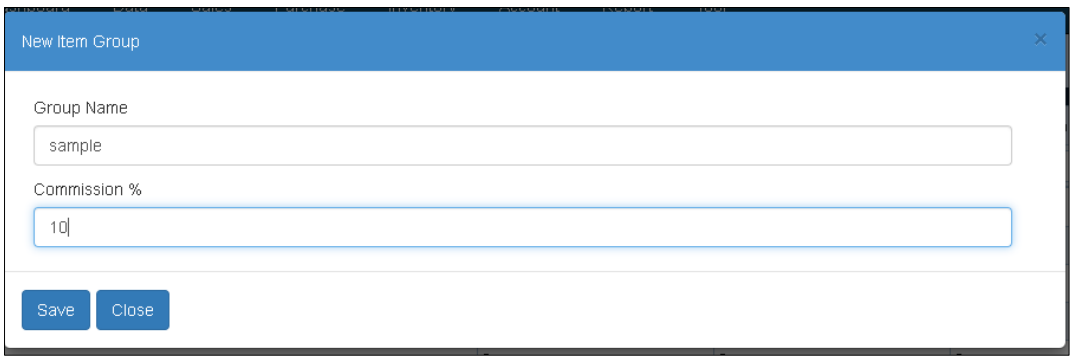
Group Maintenance in Item Group Maintenance

2. Click on **New**.



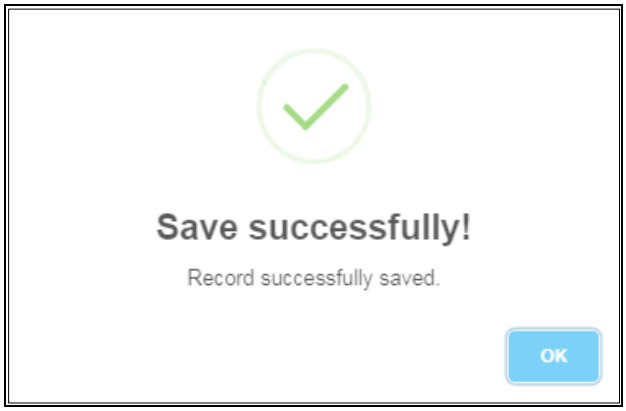
Create New Item Group

3. Enter the details and click **Save**.



Save Item Group

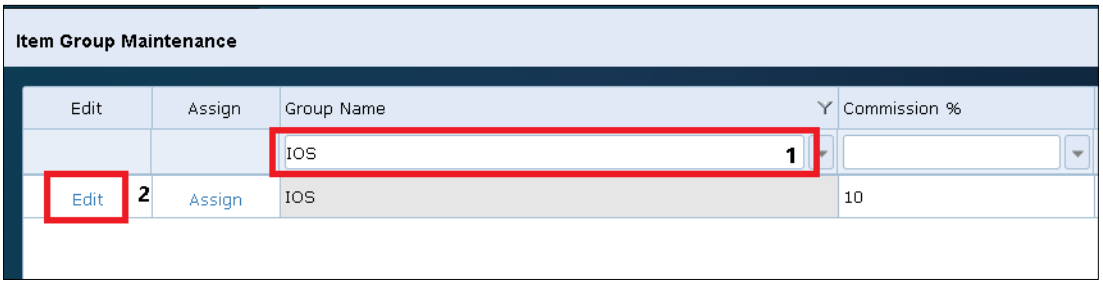
4. Record saved.



Record is Saved

How to edit item group?

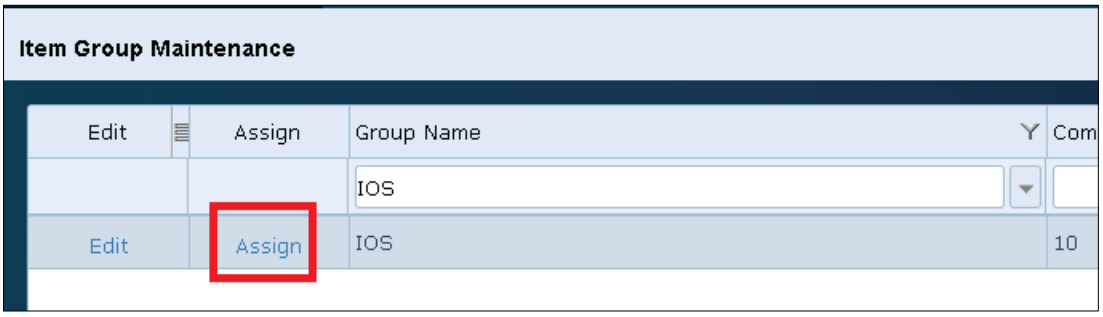
1. You can search the group name you want in the search bar.



Search Bar & Edit Item Group

2. Click on **Edit** to make a change in group details.

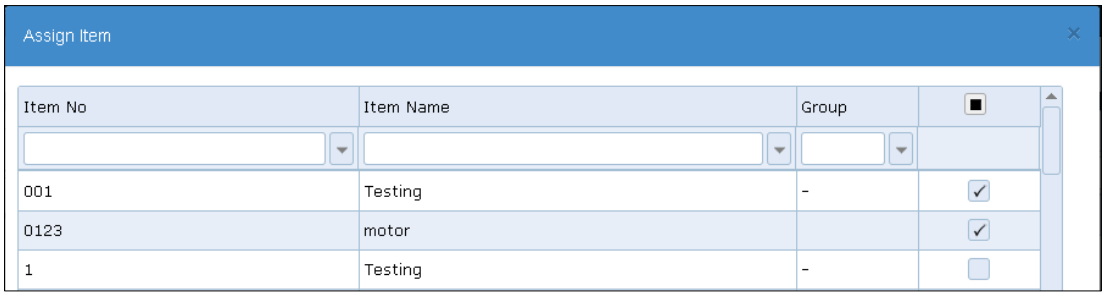
3. You may click on **Assign** in order to assign item into this group.



Assign Item

4. Select the items you want to assign and click **Save**.

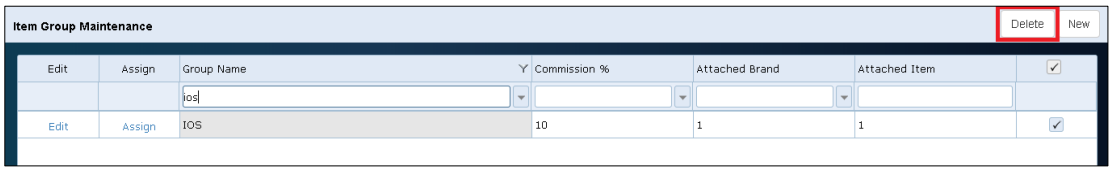
***Note: When the items are assigned to the item group, you are not able to delete the assigned items.**



Saved Assign Item

How to delete an item group?

1. Select the item group you wanted to delete.



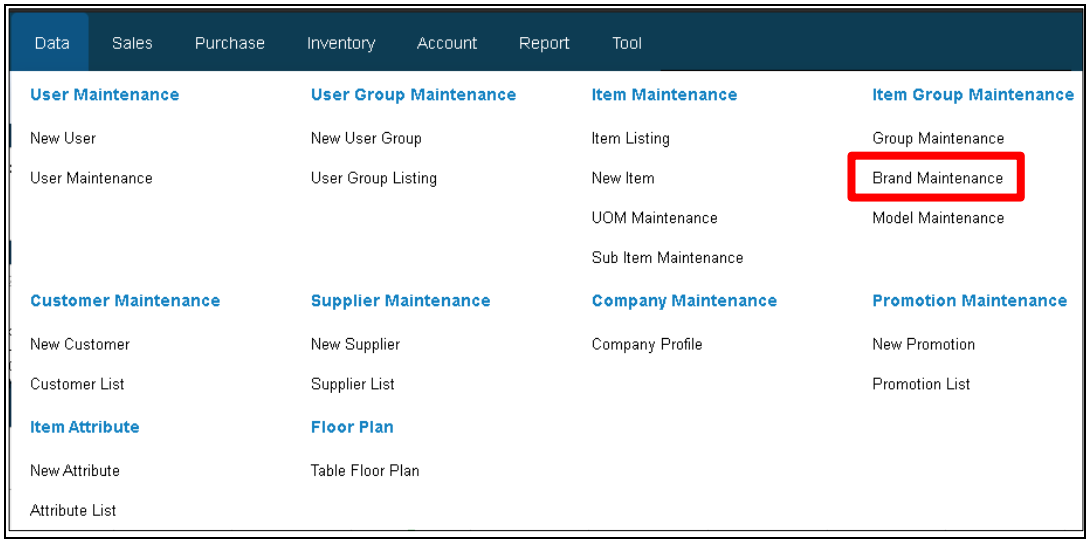
Delete Item Group

2. Click on **Delete** and record is deleted.

Brand Maintenance

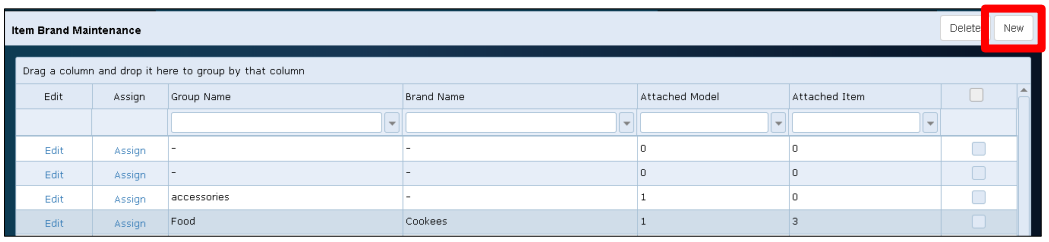
1. Click on **Brand Maintenance**.

Data > Item Group Maintenance > Brand Maintenance



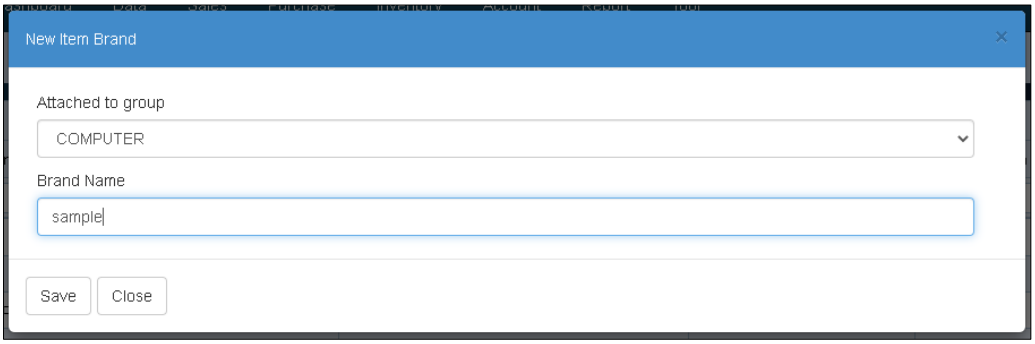
Brand Maintenance in Item Group Maintenance

2. Click on **New**.



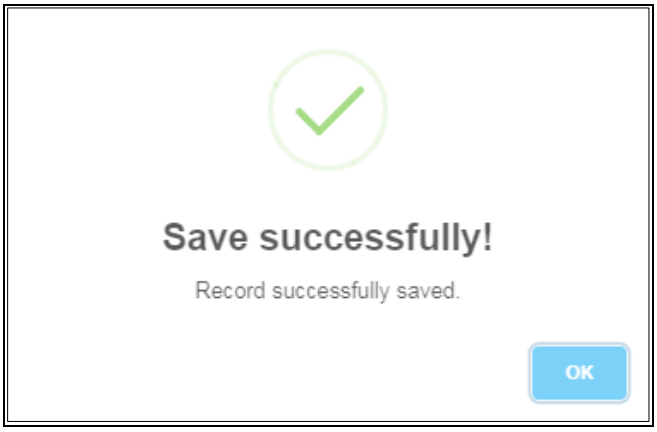
Create New Item Brand

3. Select the group you created and enter the detail in the brand section. Once completed, just click **Save**.



Save New Item Brand

4. Record saved.



Record is Saved

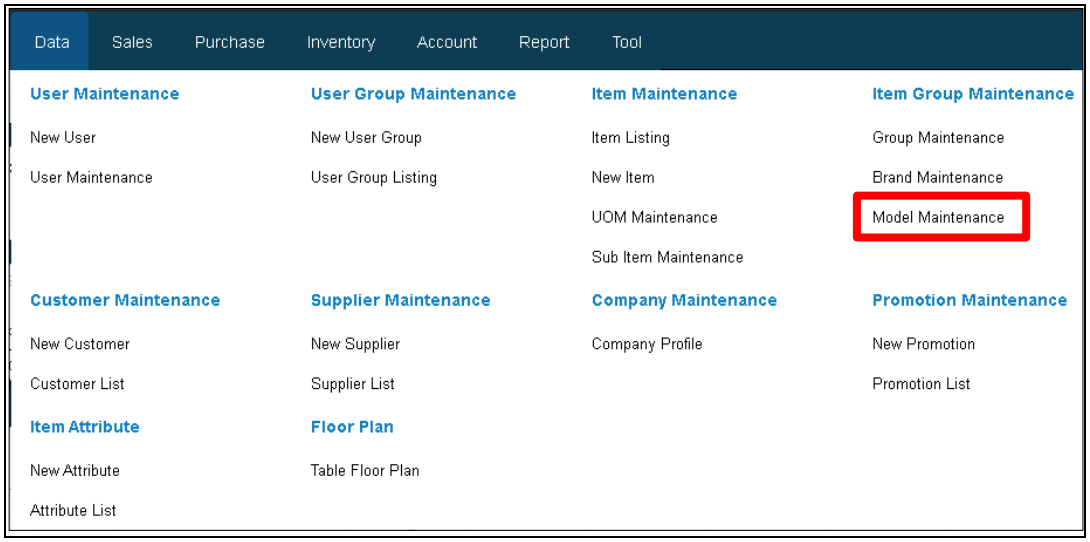
5. You may refer back to "**How to edit item group?**" and "**How to delete an item group?**" in order to edit and delete item brand.

***Note: When the items are assigned to the item group, you are not able to delete the assigned items.**

Model Maintenance

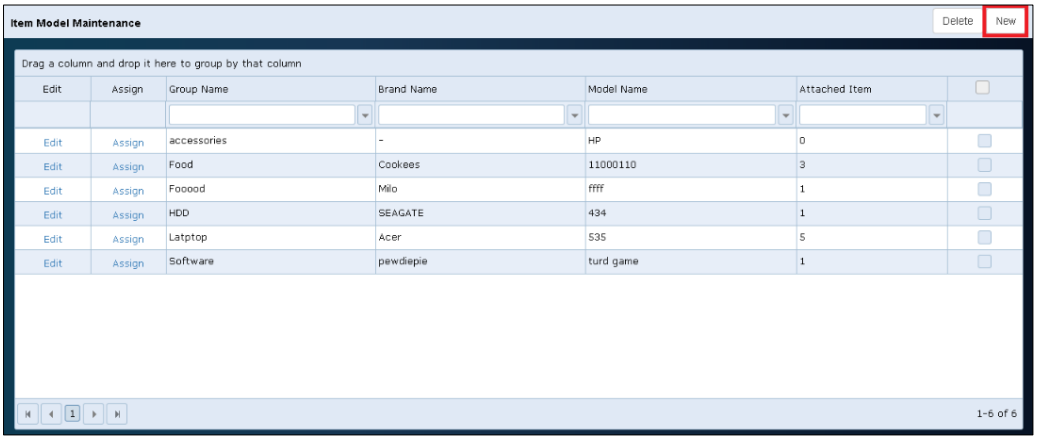
1. Click on **Model Maintenance**.

Data > Item Group Maintenance > Model Maintenance



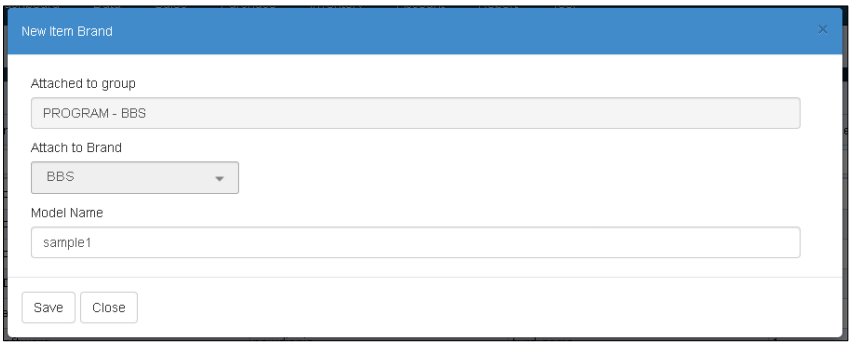
Model Maintenance in Item Group Maintenance

2. Click on **New**.



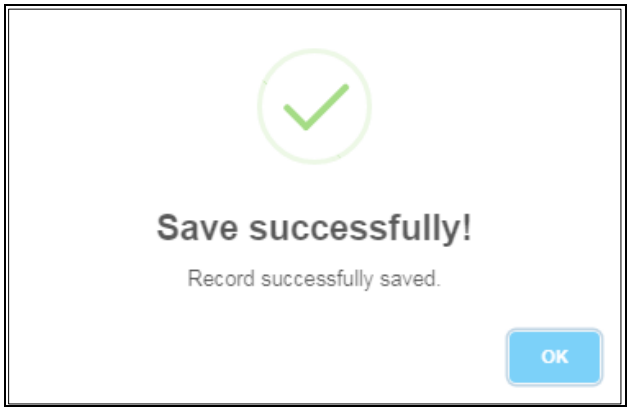
Create New Item Model

3. Enter the details and click **Save**.



Save New Item Model

4. Record saved.



Record is Saved

5. You may refer back to "**How to edit item group?**" and "**How to delete an item group?**" in order to edit and delete item model.

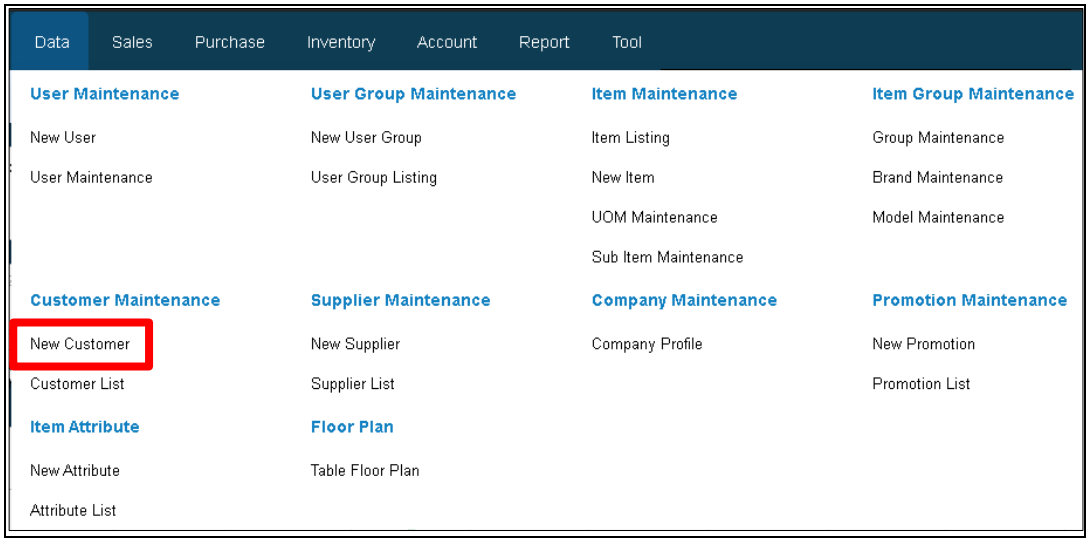
***Note: When the items are assigned to the item group, you are not able to delete the assigned items.**

Customer Maintenance

New Customer

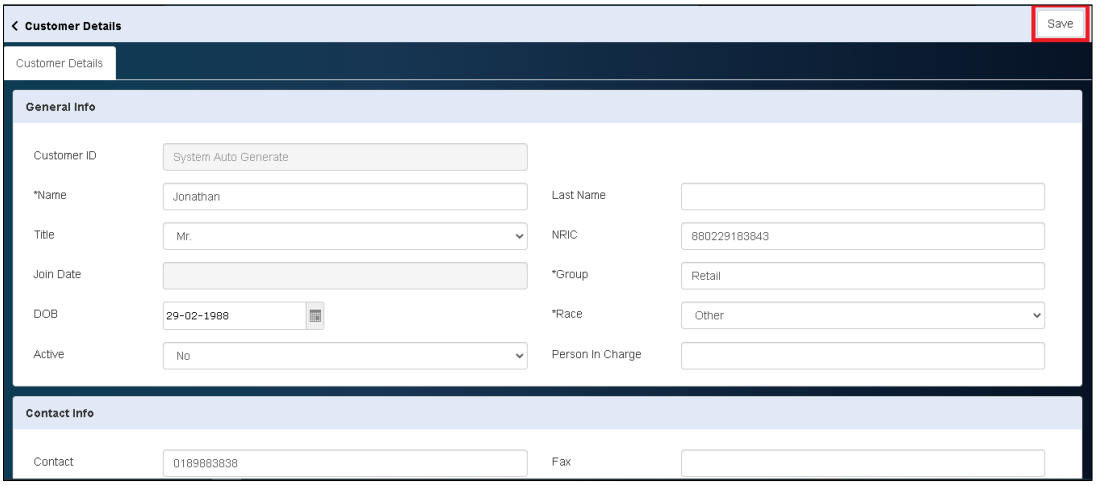
1. Click on **New Customer**.

Data > Customer Maintenance > New Customer



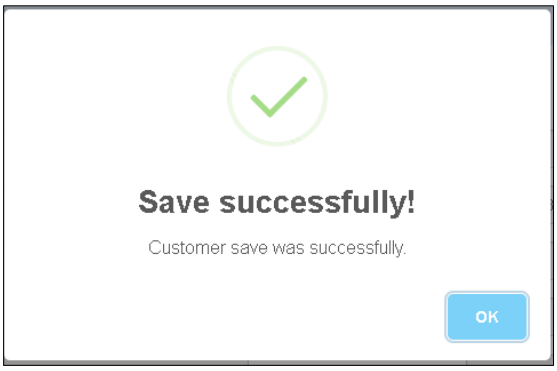
New Customer in Customer Maintenance

2. Fill in customer details such as **Name**, **Title**, **NRIC** and etc. The info with **asterisk (*)** must be filled. Click **Save** on top when you are done.



Save Customer Details

3. Customer details has been saved.



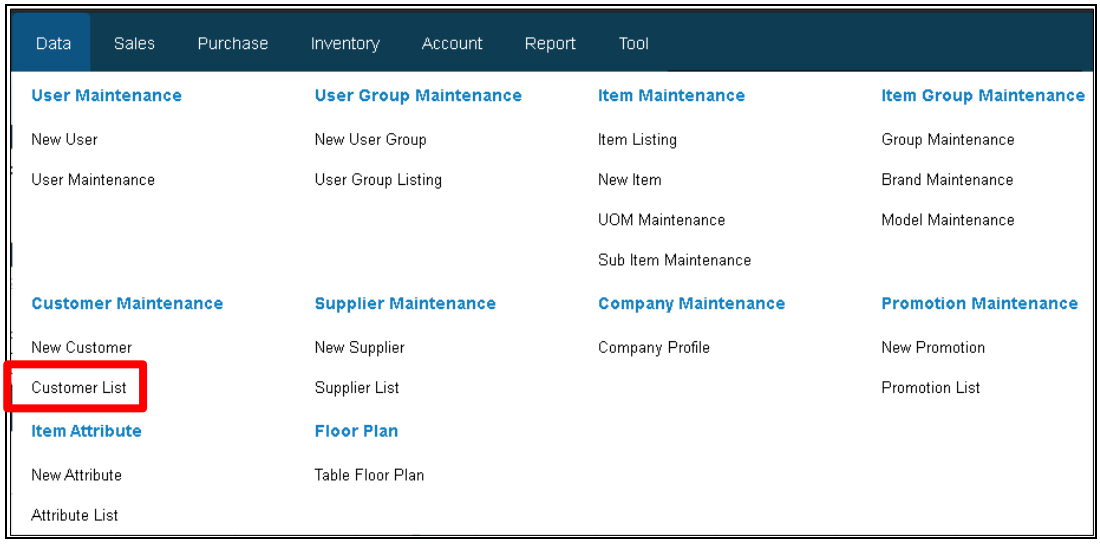
Record is Saved

Customer List

1. Click on **Customer List**.

Data > Customer Maintenance > Customer List

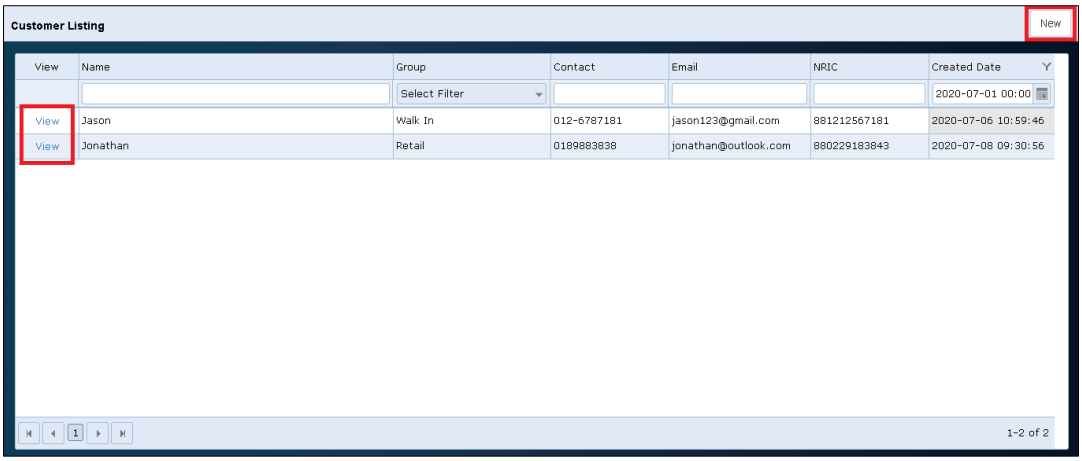
Customer that created will be showed in this listing.



Customer List in Customer Maintenance

2. User may click on **View** to check or edit customer details.

Note: User can click on **New** button on top in order to create a new customer. Otherwise, user has to go to **Data** and select **New Customer**.



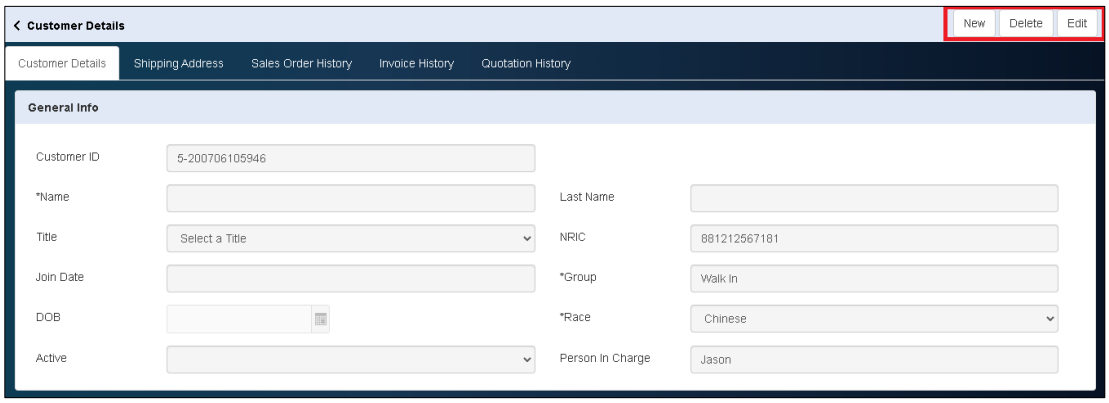
View on New Customer

3. When you view on customer profile, there are 3 buttons on top which included **New**, **Delete** and **Edit**.

   a. User can click on **New** button to create a new customer directly.

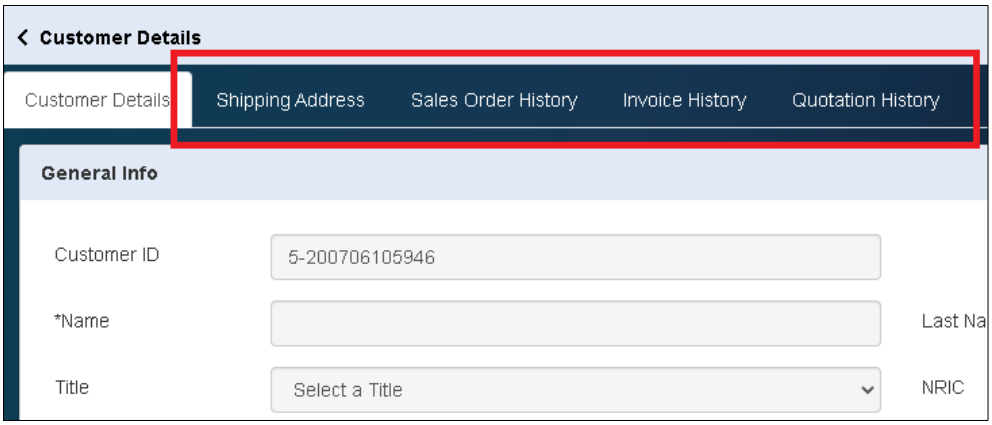
   b. Besides, user will need to click on **Edit** so that the user can make any changes in the details.

   c. Also, you may click on **Delete** in order to delete the current customer profile.



Edit Customer Details 1.0

4. In customer details, you may add shipping address on customer. Moreover, you may view the sales order history, invoice history and quotation history that have been made.



Edit Customer Details 2.0

5. You may refer back to Sales Order in this manual.

6. You may refer back to Invoice in this manual.

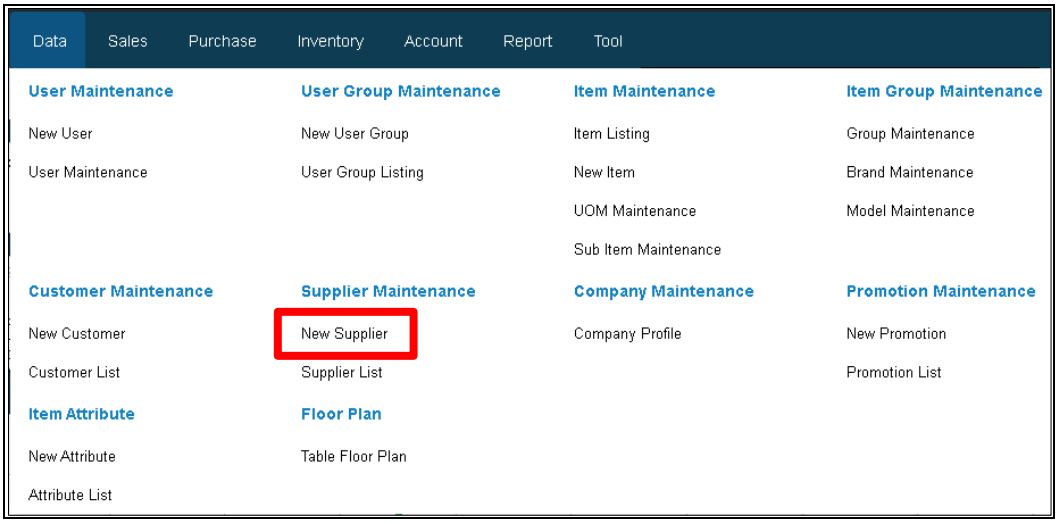
7. You may refer back to Quotation in this manual.

Supplier Maintenance

New Supplier

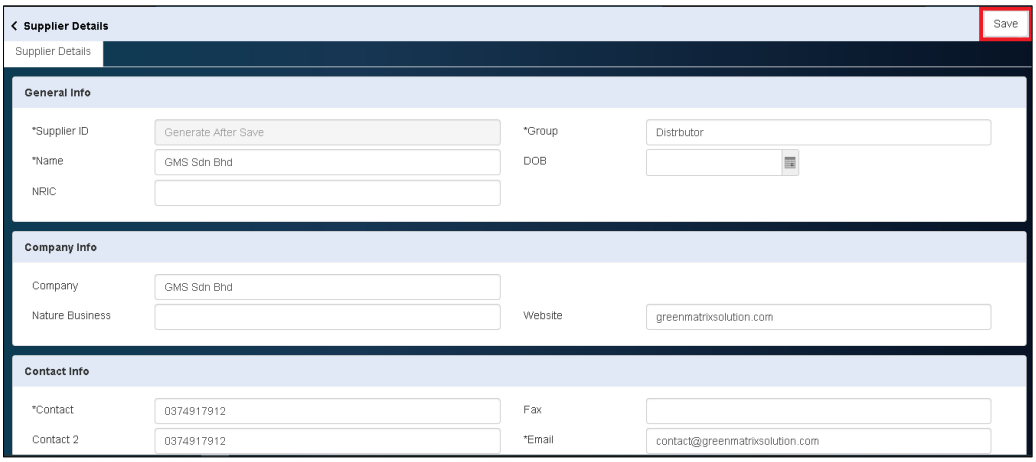
1. Click on **New Supplier**.

Data > Supplier Maintenance > New Supplier



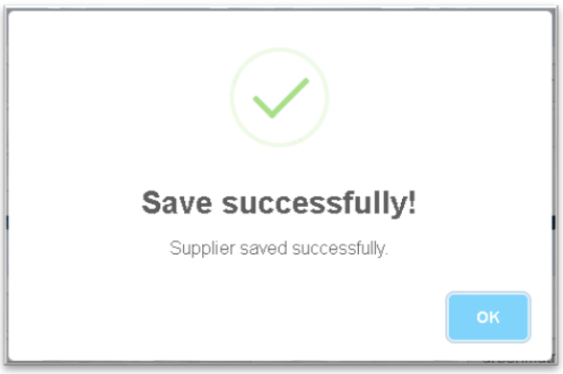
New Supplier in Supplier Maintenance

2. Fill in supplier details such as Supplier name, Group and etc. Info with **asterisk (*)** must be filled in. Click **Save** on top when completed.



Create New Supplier

3. Supplier details has been saved.

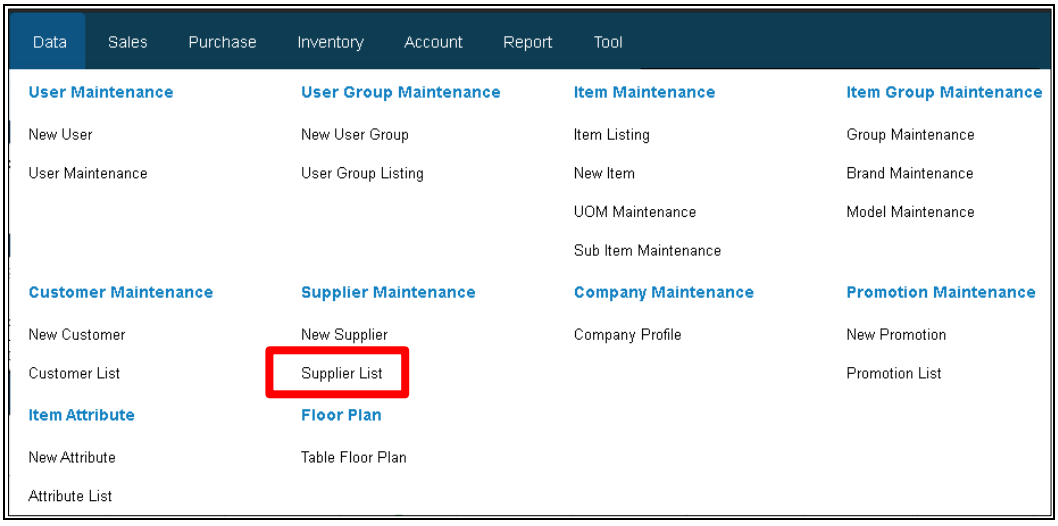


Record is Saved

Supplier List

1. Click on **Supplier List**.

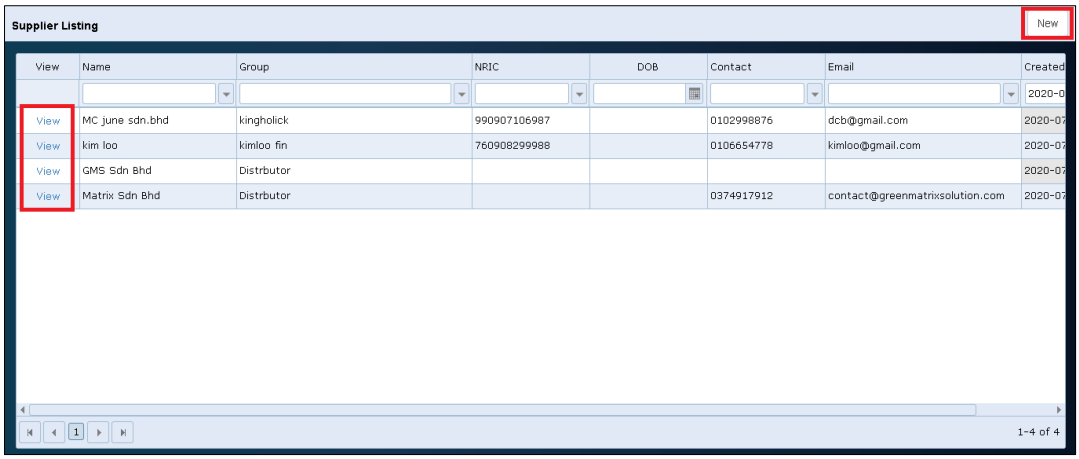
Data > Supplier Maintenance > Supplier List



Supplier List in Supplier Maintenance

2. User may click on **View** to check or edit supplier details.

Note: User can click on **New** button on top in order to create a new supplier. Otherwise, user has to go to **Data** and select **New Supplier**.



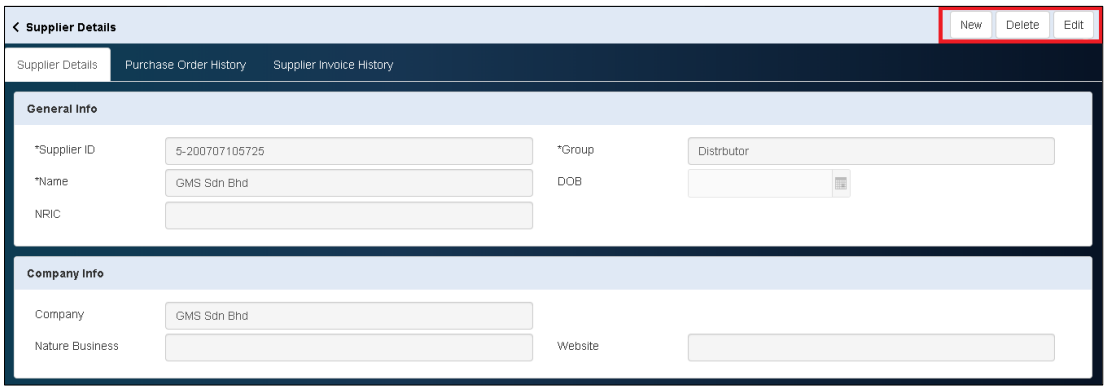
View on Supplier Listing

3. When you view on supplier profile, there are 3 buttons on top which included **New**, **Delete** and **Edit**.

   a. User can click on **New** button to create a new supplier directly.

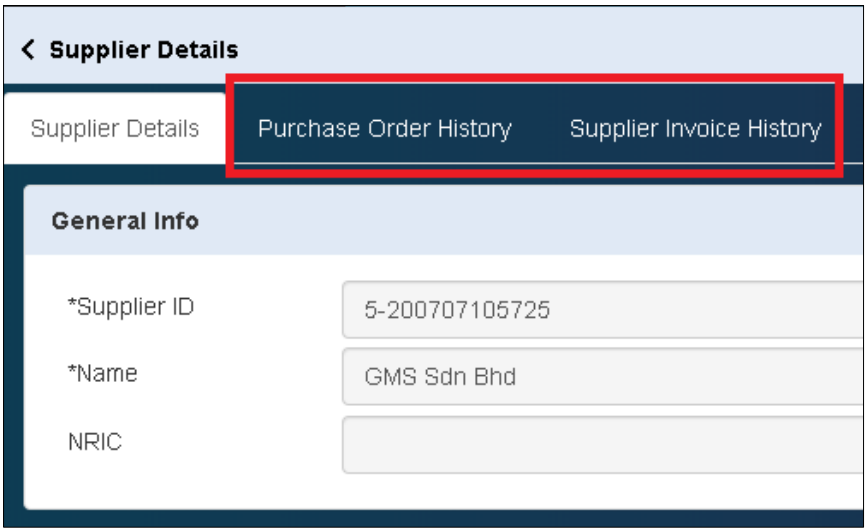
   b. Besides, user will need to click on **Edit** so that the user can make any changes in the details.

   c. Also, you may click on **Delete** in order to delete the current supplier profile.



Edit on Supplier Listing 1.0

4. In supplier details, you may view the purchase order history and supplier invoice history that have been made.



Edit on Supplier Listing 2.0

5. You may refer back to Purchase in this manual.

6. You may refer back to Supplier Invoice in this manual.

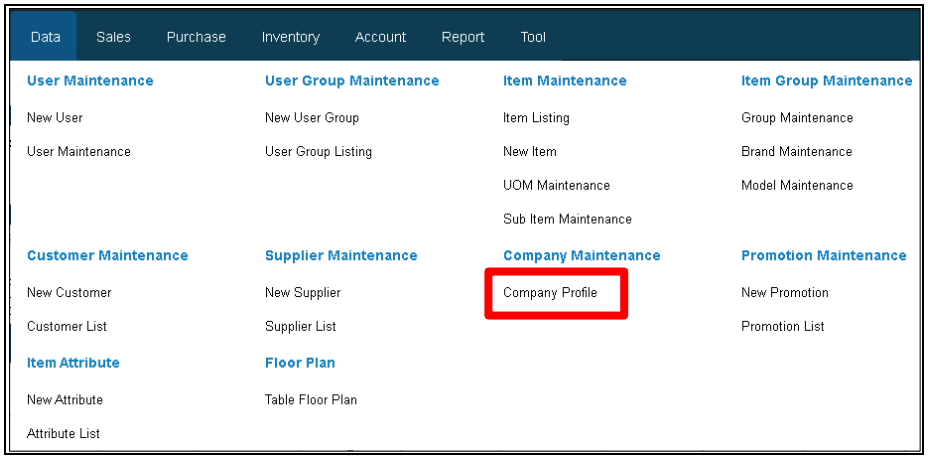
Note: Click Ctrl + mouse left click to follow link.

Company Maintenance

Company Profile

1. Click on **Company Profile**.

Data > Company Maintenance > Company Profile

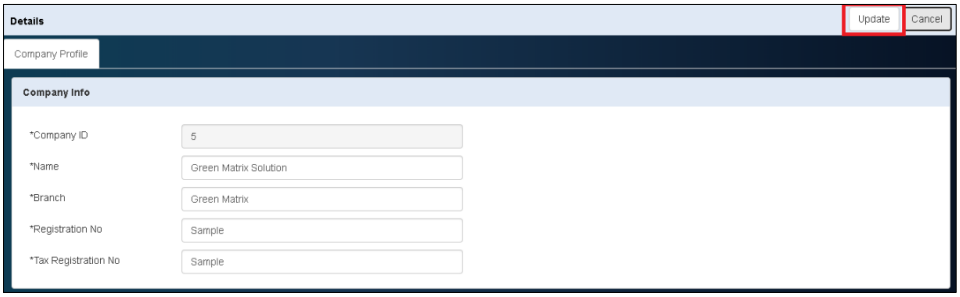


Company Profile in Company Maintenance

2. You will need to click on **Edit** in order to make any changes in the company profile. The info with **asterisk (*)** must be filled in such as **Company ID**, **Name**, **Branch**, **Reg No** and **Tax Reg No**.

Edit in Company Profile

3. You may click on **Update** when the profile has been made any changes.



Update Company Profile

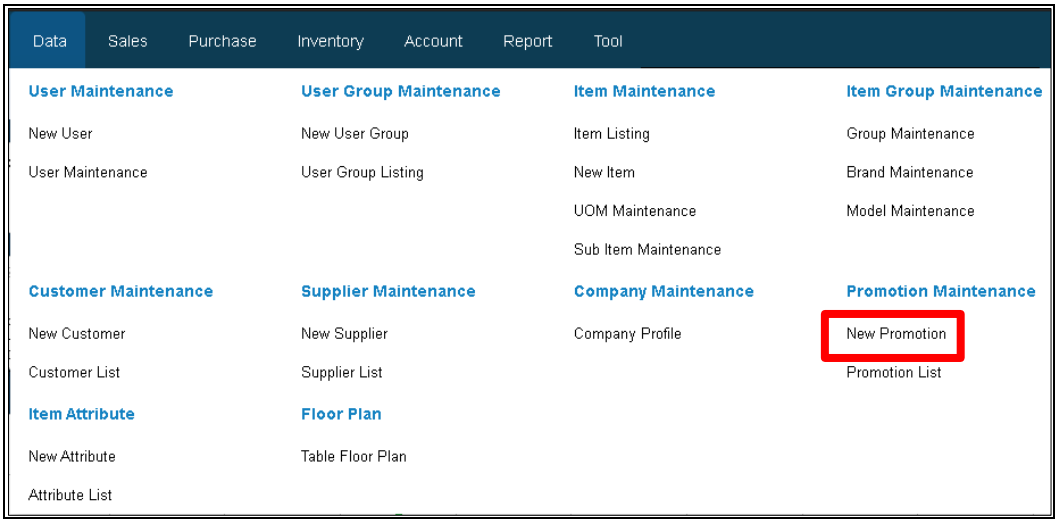
4. Record updated.

Promotion Maintenance

New Promotion

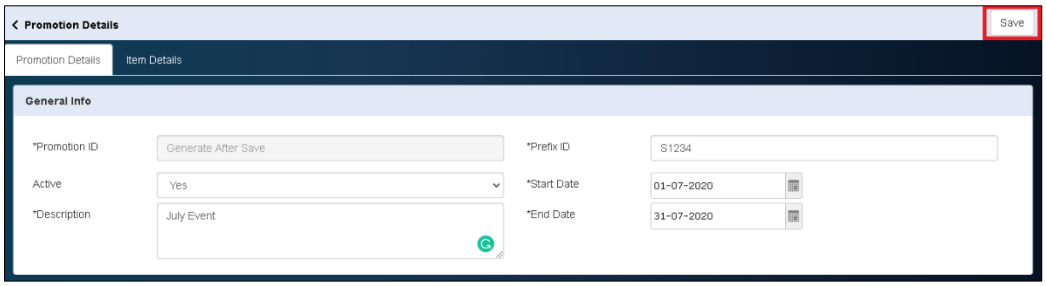
1. Click on **New Promotion**.

Data > Promotion Maintenance > New Promotion



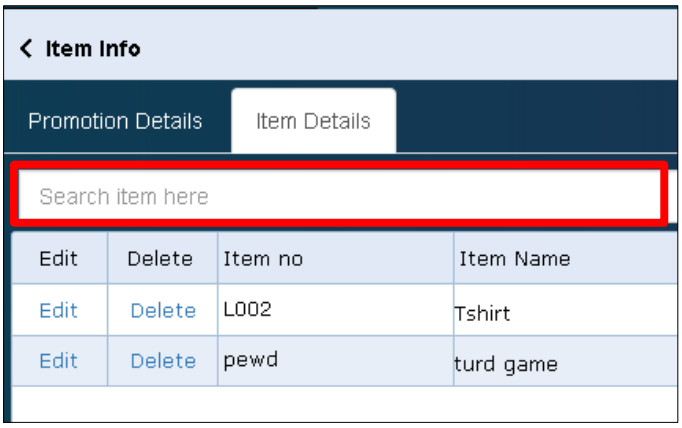
New Promotion in Promotion Maintenance

2. Fill in promotion details like the prefix ID and description. Besides, you need to choose the promotion start date and end date.



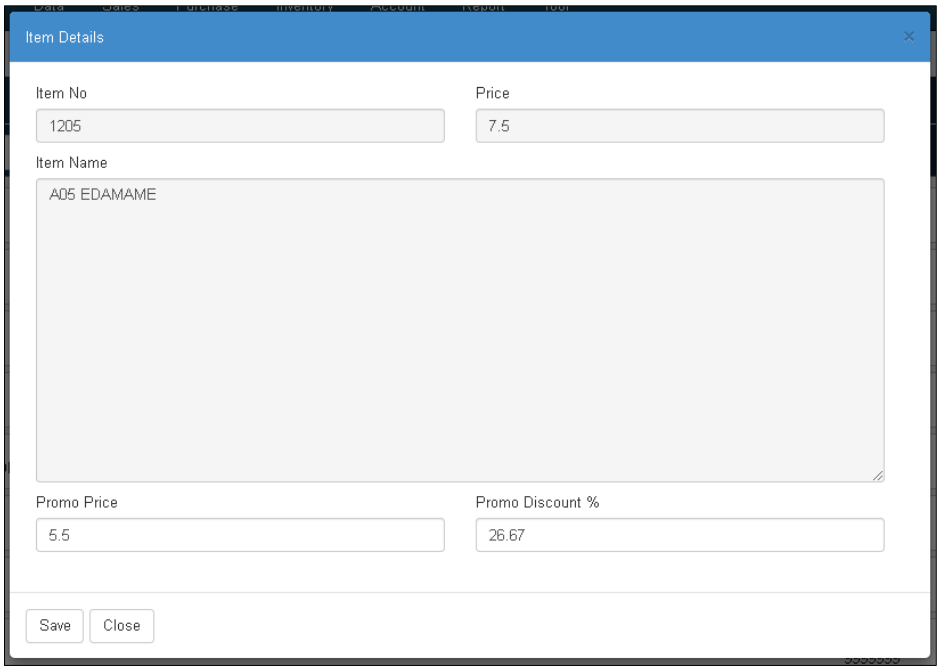
Save Promotion Details

3. You may select the items in order to add into this promotion by using the search bar.



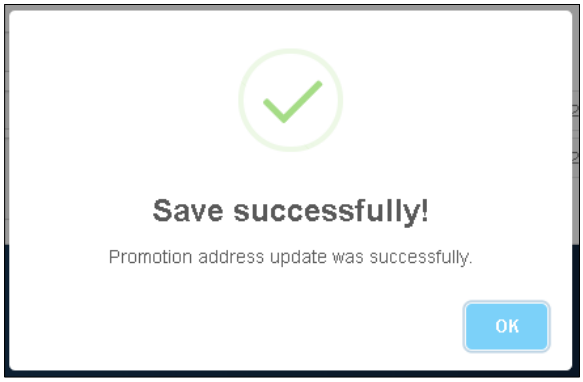
Search Bar

4. You have to fill in the discount value of the item in current promotion.



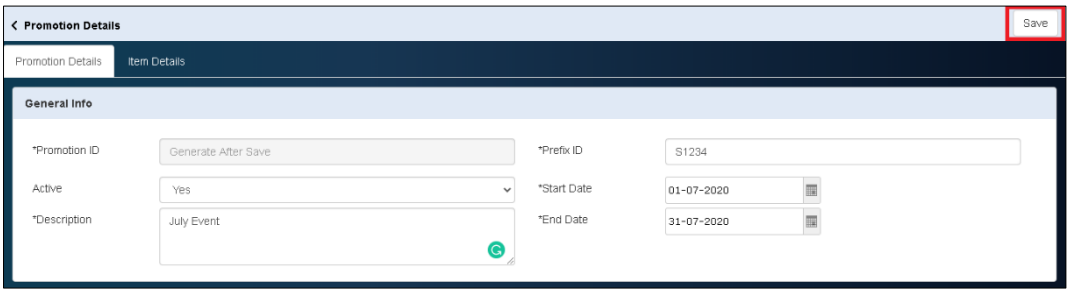
Item Details

5. Click **Save** onwards and it will be added into item details.



Record is Saved

6. When everything is set up, you will need to click **Save** on top.



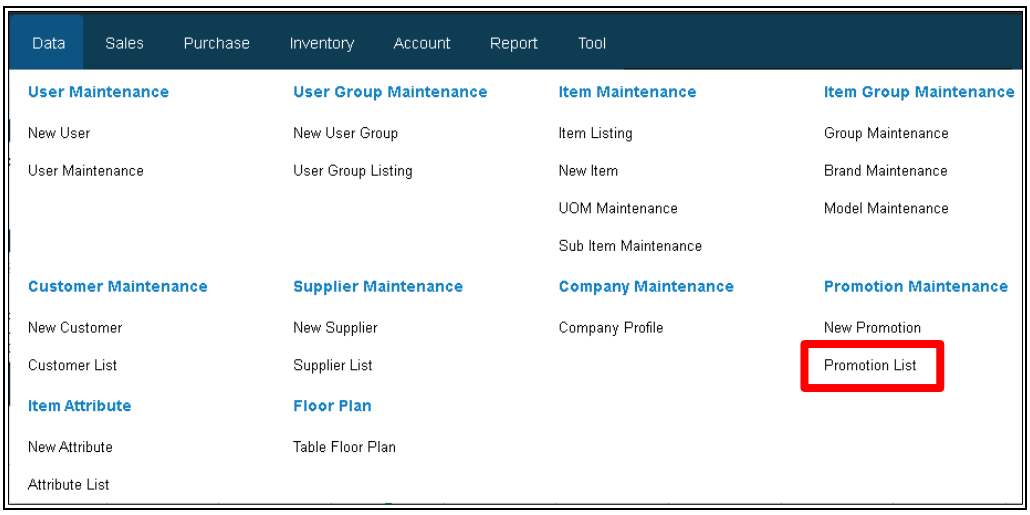
Save the Promotion

7. The promotion is saved and recorded.

Promotion List

1. Click on **Promotion List**.

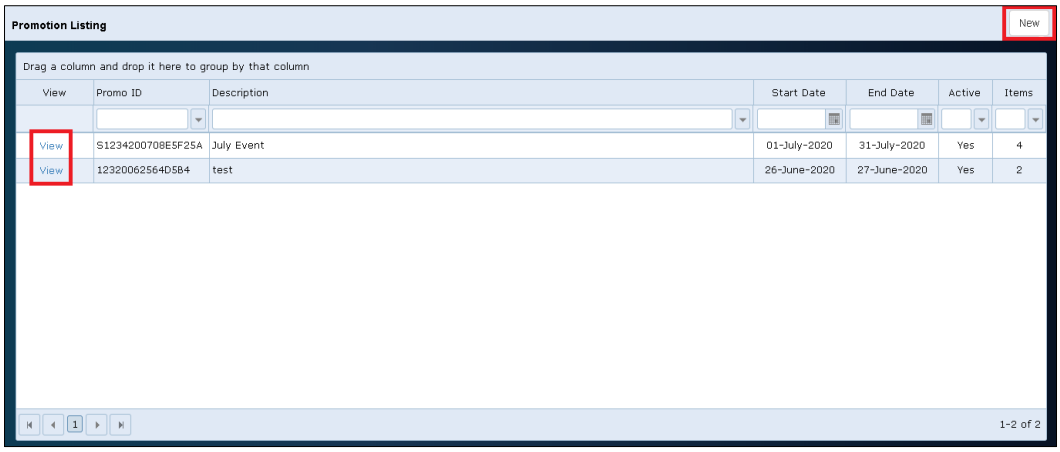
Data > Promotion Maintenance > Promotion List



Promotion List in Promotion Maintenance

2. User may click on **View** to check or edit promotion details.

Note: User can click on **New** button on top in order to create a new promotion. Otherwise, user has to go to **Data** and select **New Promotion**.



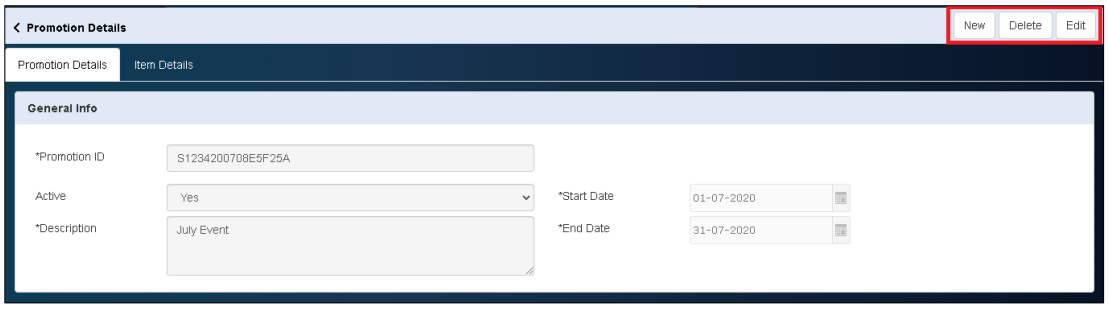
View on Promotion List

3. When you view on promotion details, there are 3 buttons on top which included **New**, **Delete** and **Edit**.

a. User can click on **New** button to create a new promotion directly.

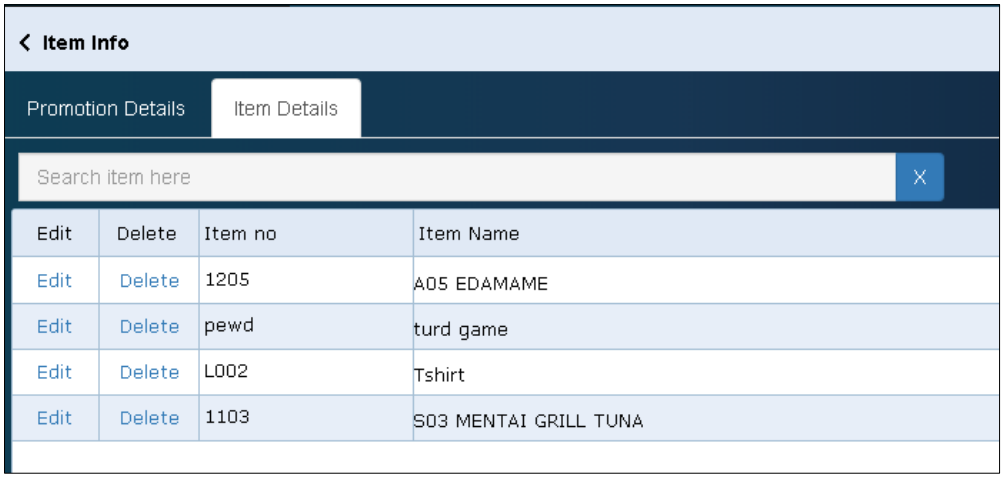
b. Besides, user will need to click on **Edit** so that the user can make any changes in the details.

c. Also, you may click on **Delete** in order to delete the current promotion.



Edit in Promotion List 1.0

4. In promotion, you can view and edit the item details.



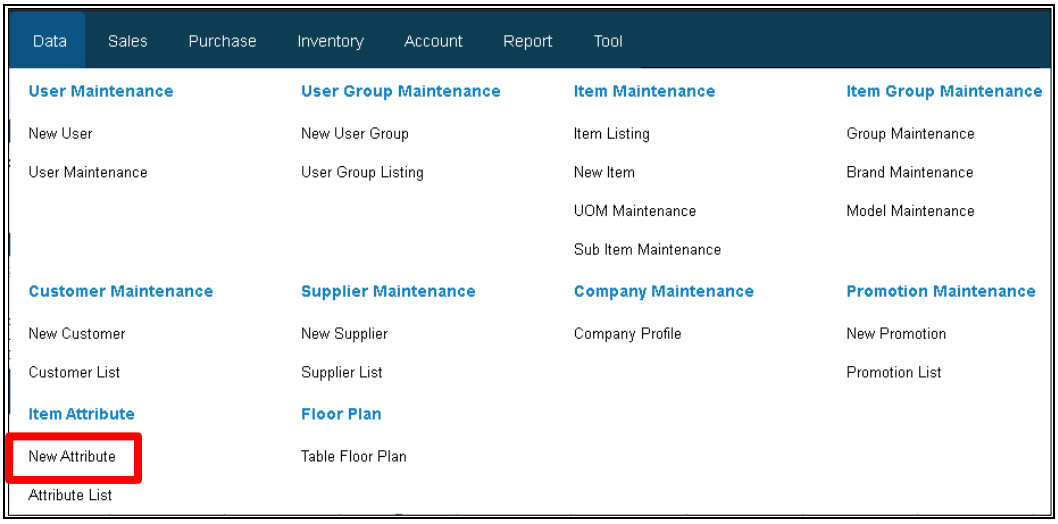
Edit in Promotion List 2.0

Item Attribute

New Attribute

1. Click on **New Attribute**.

Data > Item Attribute > New Attribute

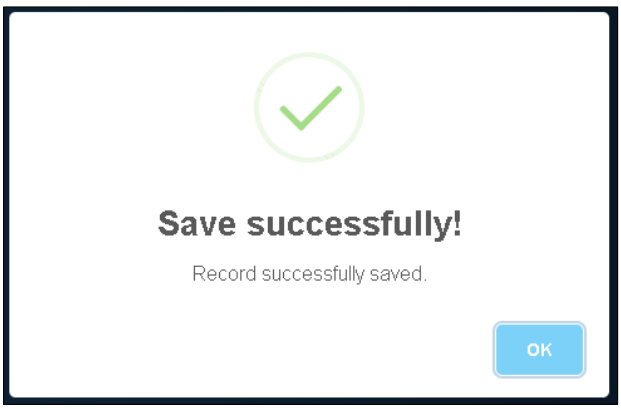


New Attribute in Item Attribute

2. Fill in the attribute name and click **Save** on top.

Save New Attribute

3. New attribute has been added.

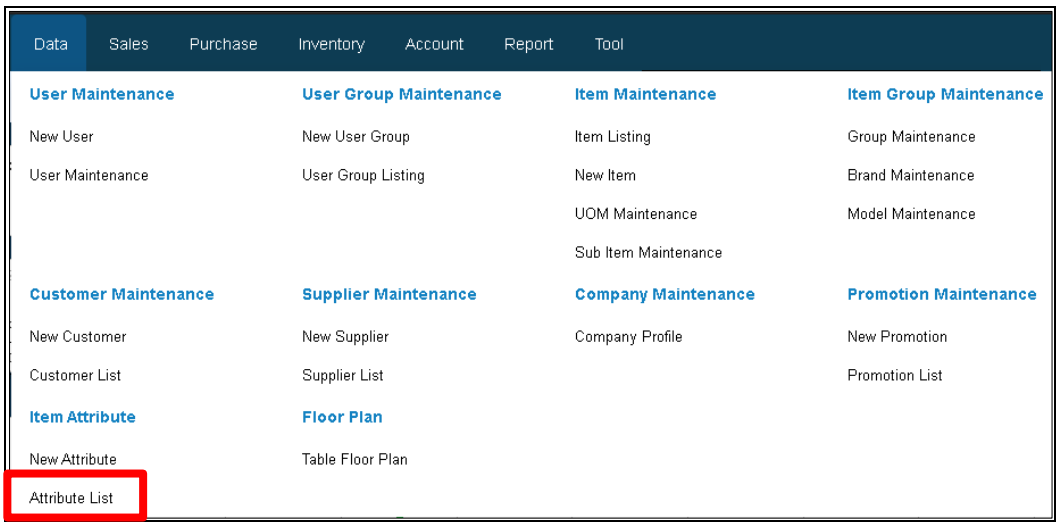


Record is Saved

Attribute List

1. Click on **Attribute List**.

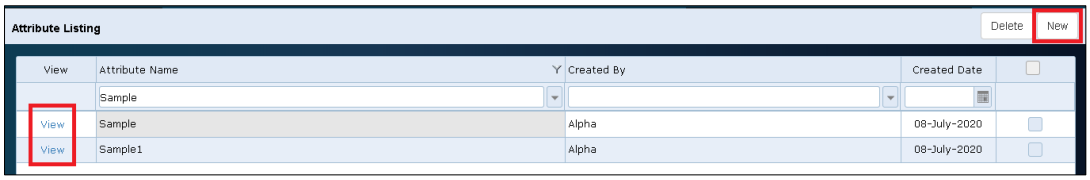
Data > Item Attribute > Attribute List



Attribute List in Item Attribute

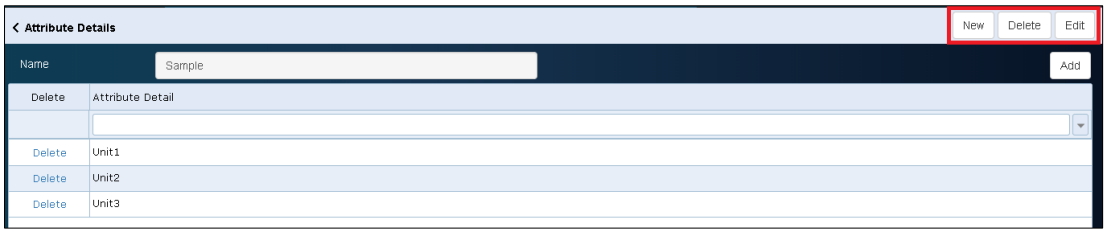
2. User may click on **View** to check or add attribute details.

Note: User can click on **New** button on top in order to create a new attribute. Otherwise, user has to go to **Data** and select **New Attribute**.



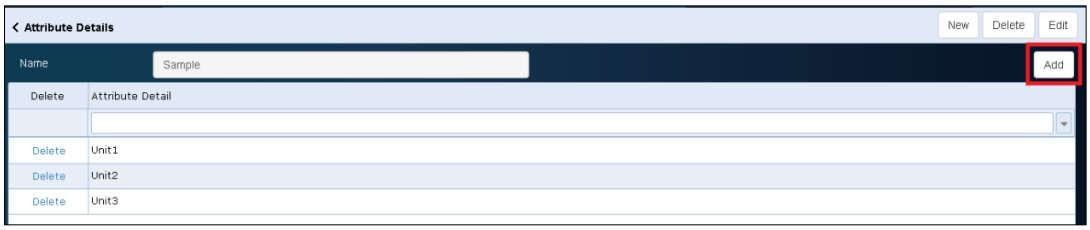
View on Attribute

3. When you view on attribute details, there are 3 buttons on top which included **New**, **Delete** and **Edit**. User can click on **New** button to create a new attribute directly. Besides, user will need to click on **Edit** so that the user can make any changes in the details. Also, you may click on **Delete** in order to delete the current attribute.



Edit in Attribute Details

4. Furthermore, you may add sub attribute by clicking **Add** button.

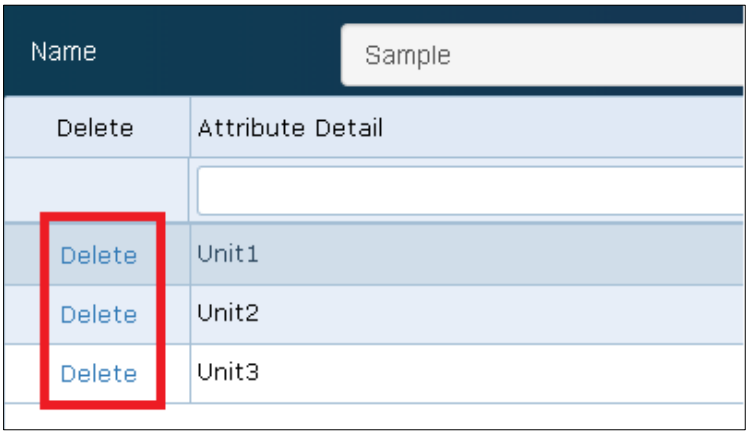


Add Sub Attribute

5. Fill in the detail and click **Save**.

Save Details

6. You may click on **Delete** to delete the sub attribute.



Delete Attribute

Floor Plan

Table Floor Plan

1. Click on **Table Floor Plan**.

Data > Floor Plan > Table Floor Plan

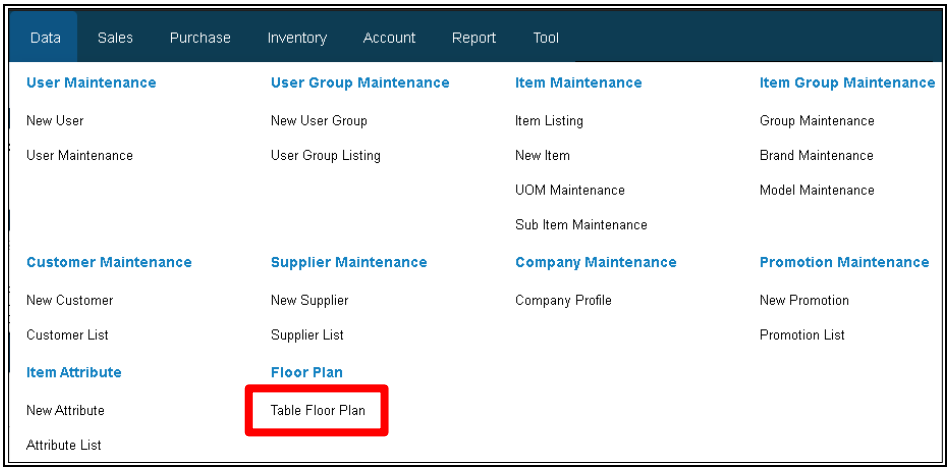
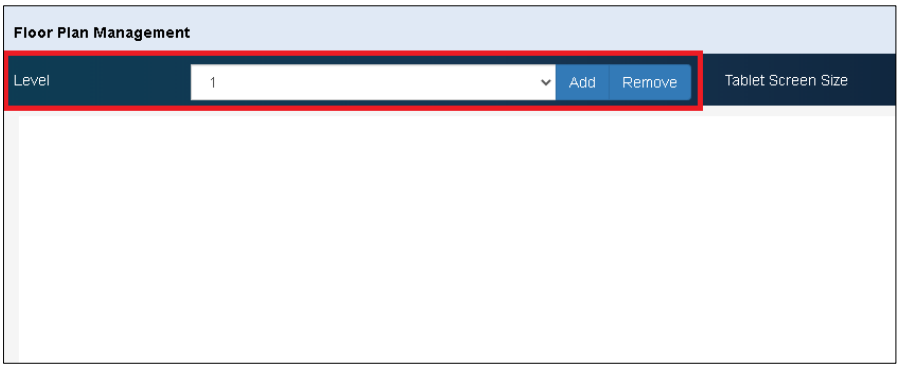


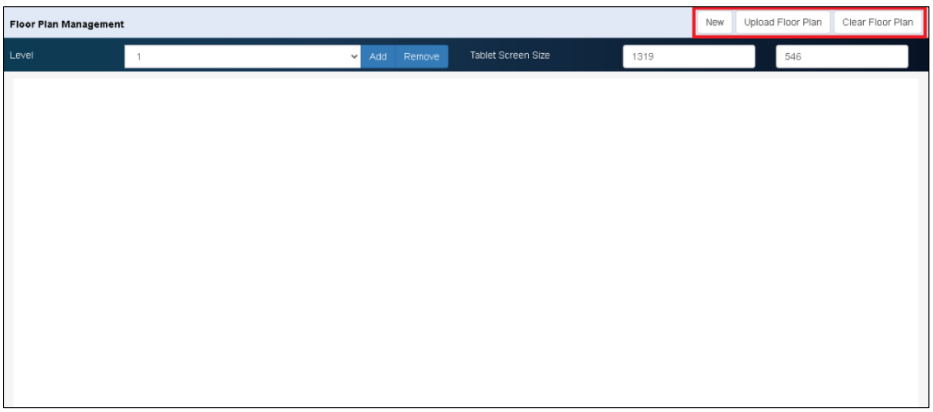
Table Floor Plan in Floor Plan

2. You may click **Add** to add the level of the floor plan. Also, you can remove the selected level floor plan.



Add Level

3. There are 3 buttons which included **New**, **Upload Floor Plan** and **Clear Floor Plan**.



Edit Floor Plan 1.0

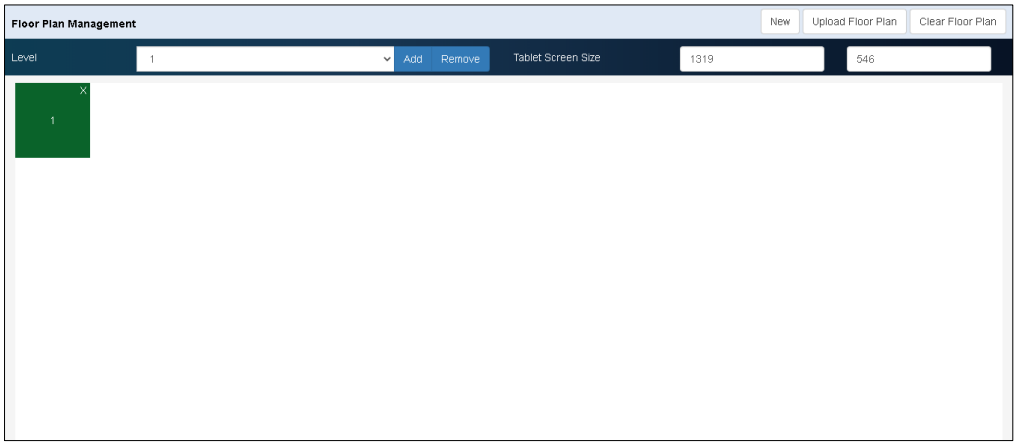
4. User can adjust the tablet size screen.

Edit Floor Plan 2.0

5. User may click on **New** to add a new table. Click **Save** to record.

Save New Table

6. A new table will be added. You can move around the table inside the tablet screen area. If you want to remove the table, you may click the cross on the table.

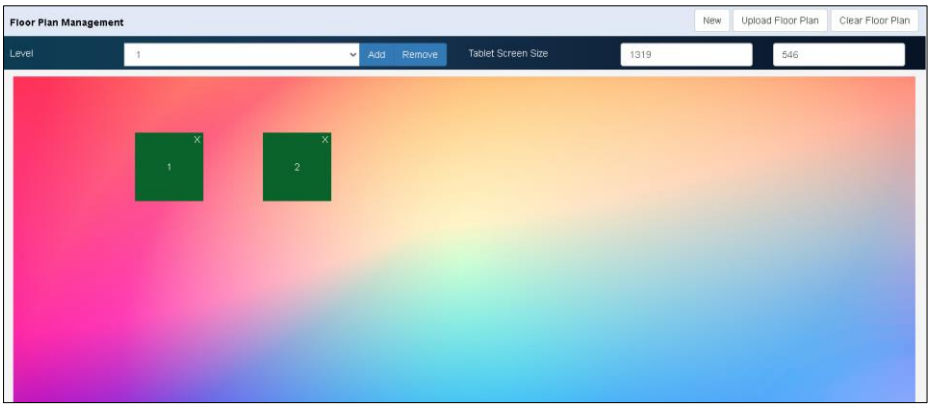


Edit Floor Plan 3.0

7. User can upload and clear floor plan by clicking the buttons on top.

Edit Floor Plan 4.0

8. The uploaded floor plan image will be covered the tablet screen.



Uploaded Floor Plan

Chapter 5: Sales

Sales module can help user to generate invoice within a user-friendly template. It can be very convenience to generate invoices, sales orders, DOs and etc. There are 6 sub modules, **Invoice, Sales Order, Quotation, Deliver Order, Credit Note and Facebook Sales**. Each of them has the sub modules. You may refer to the image below.

Sales module has 6 sub modules which included:

Invoice	Sales Order	Quotation
New Invoice	New Sales Order	New Quotation
Invoice List	Sales Order List	Quotation List
Invoice Payment		
Delivery Order	**Credit Note**	**Facebook Sales**
New Delivery Order	New Credit Note	Facebook Live
Delivery Order Listing	Credit Note List	Facebook Live History

Sub Modules in Sales

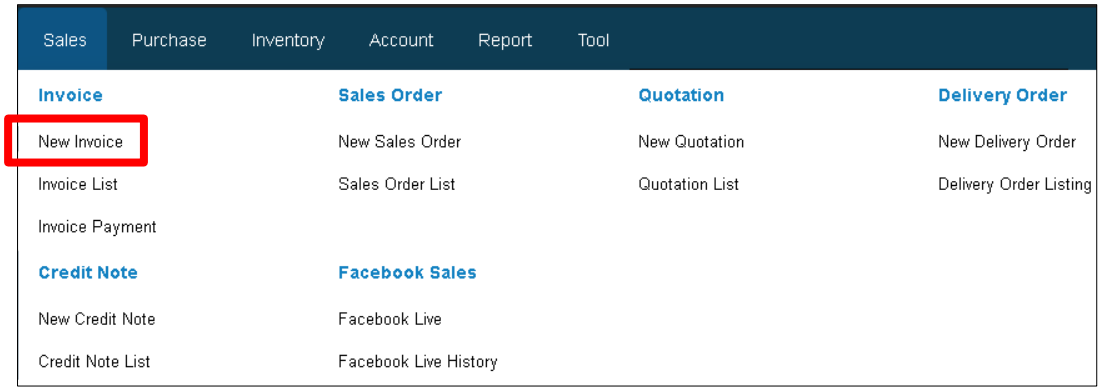
Invoice

Invoice will indicate all the sales transaction that could be make for user.

New invoice

1. Click on **New Invoice**.

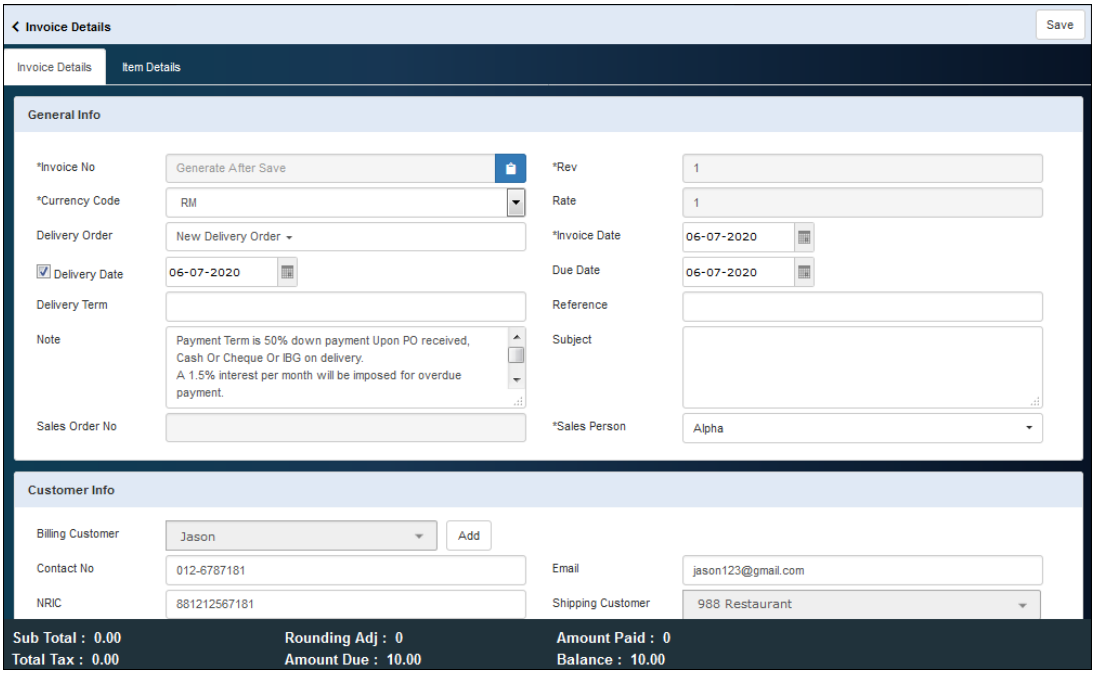
Sales > Invoice > New Invoice



New Invoice in Invoice

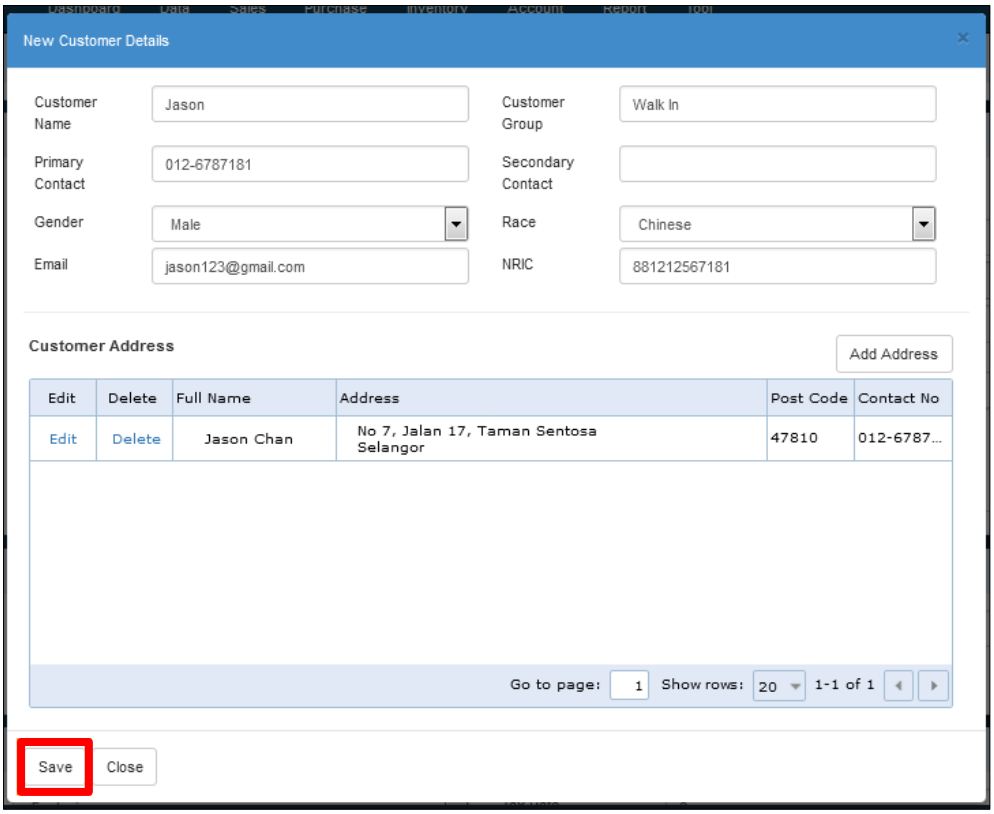
2. Enter the invoice details. E.g. **General Info, Customer Info** and etc**.** Info with **asterisks (*)** must be filled in such as **Currency Code**, **Rev**, **Invoice Date** and **Sales Person**.

Note: In Customer Info, you may go to **Data** and select **New Customer (Customer Maintenance)** in order to add a new customer or select existing customer. Otherwise, you can just click on the **Add** button.



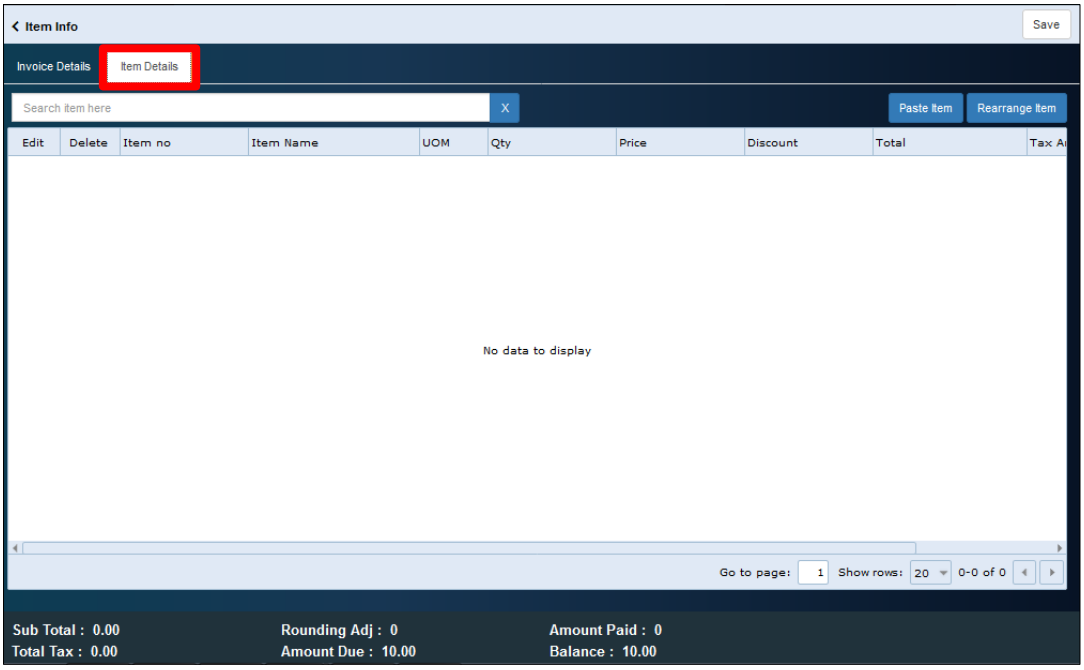
Fill in Invoice Details

3. Insert new customer details by clicking **Add** button. Once completed, click on **Save** and the data is recorded.



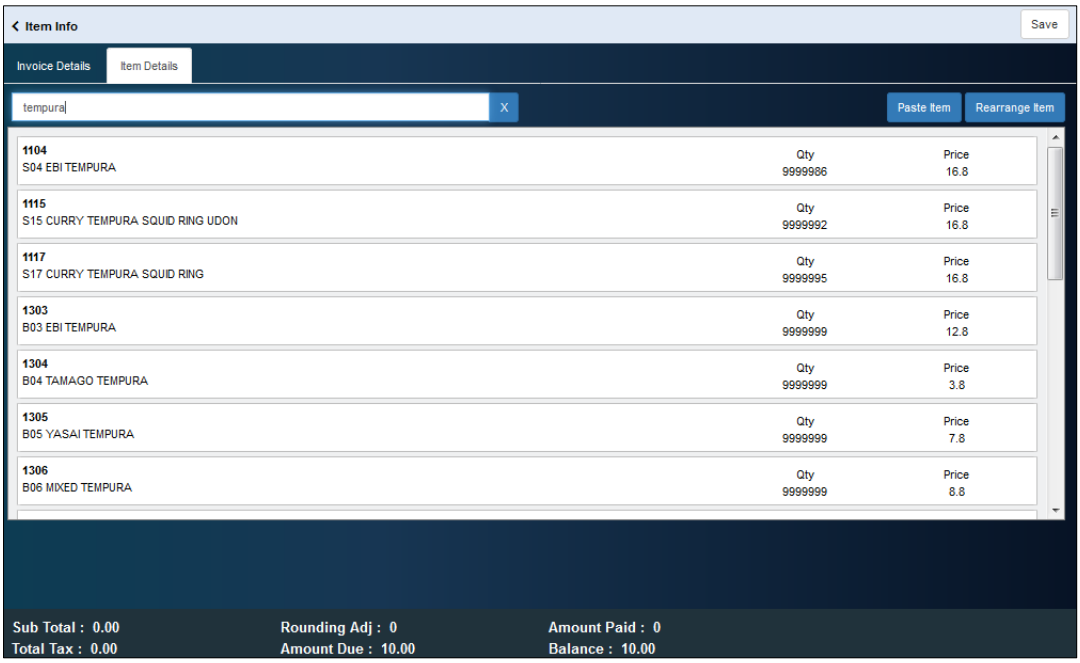
Save Customer Details

4. Click on **Item Details** in order to add items to the invoice.



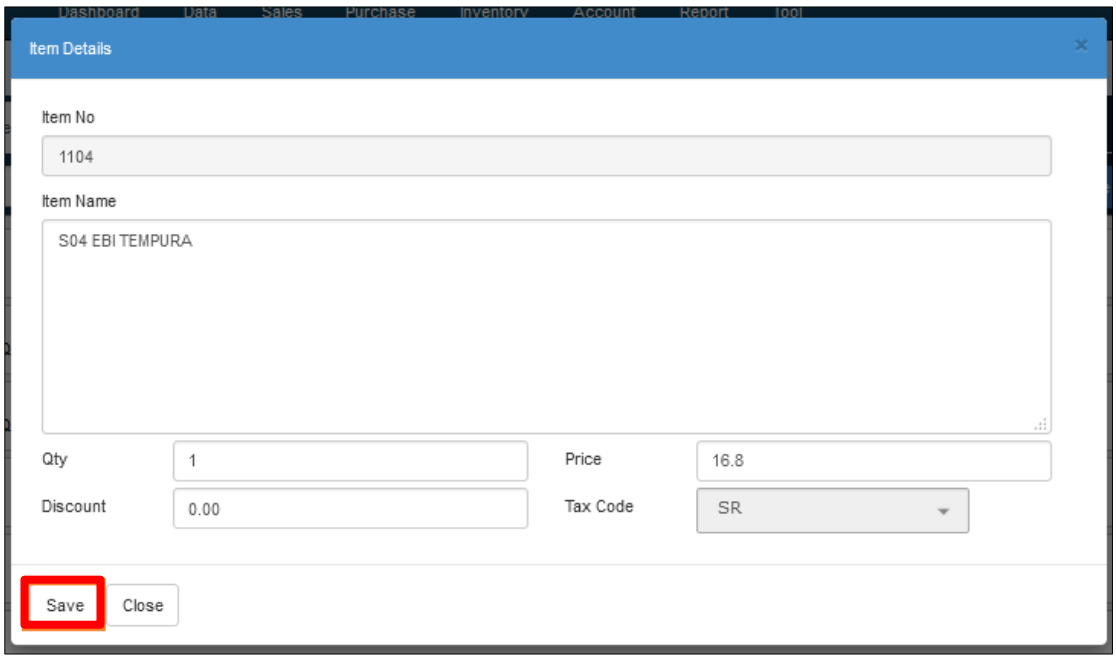
Item Details

5. Search the items that has been created by user on the search bar.



Search bar

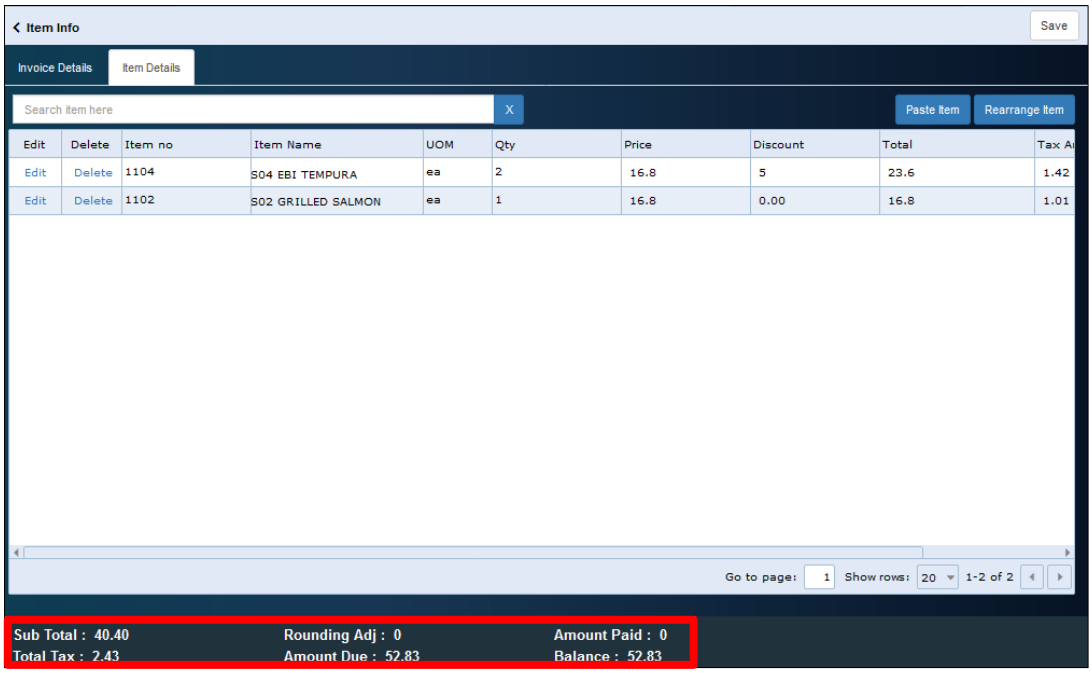
6. When the item is selected, user will still able to edit the item details such as item name, quantity, price, discount and tax code. Once completed, click on **Save** and the data is recorded.



Save Item Details

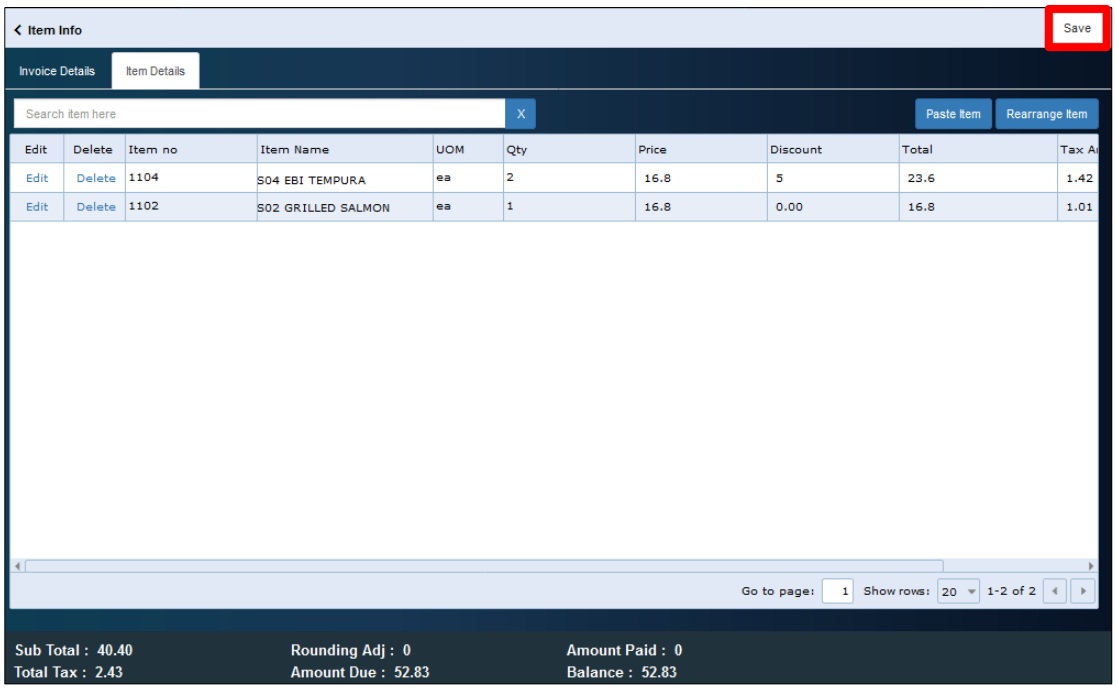
7. The selected items will be listed on the page. Also, there will be a total amount by adding all the items and showing at the bottom.

Note: User was still able to edit or delete the selected items.



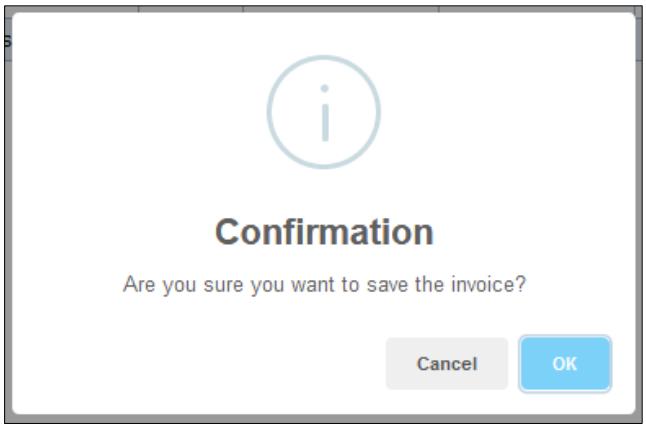
Amount of Selected Items

8. Click on **Save** if the details have been filled in completely.



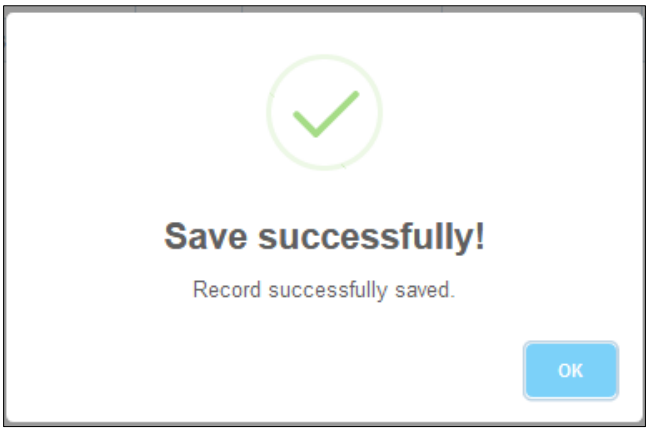
Save Item Info

9. Click **OK** on the confirmation.



Confirmation

10. Record saved.

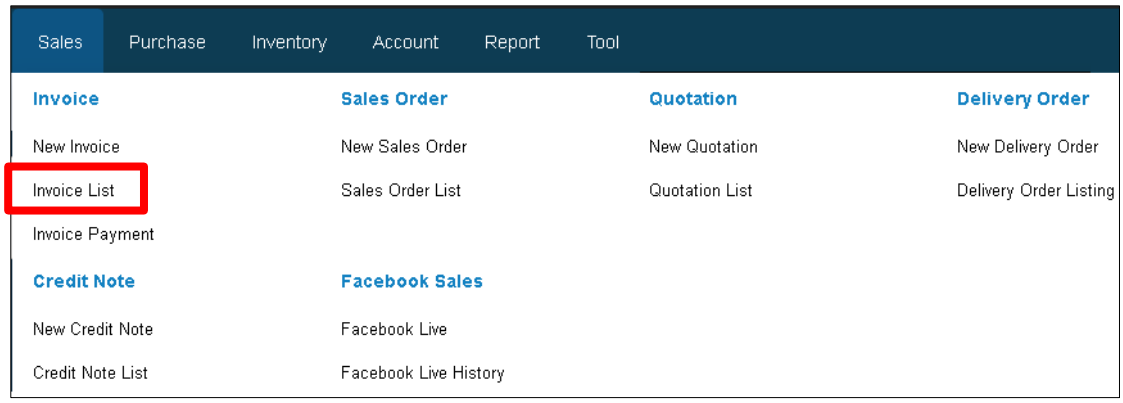


Record is Saved

Invoice List

1. Click on **Invoice List**.

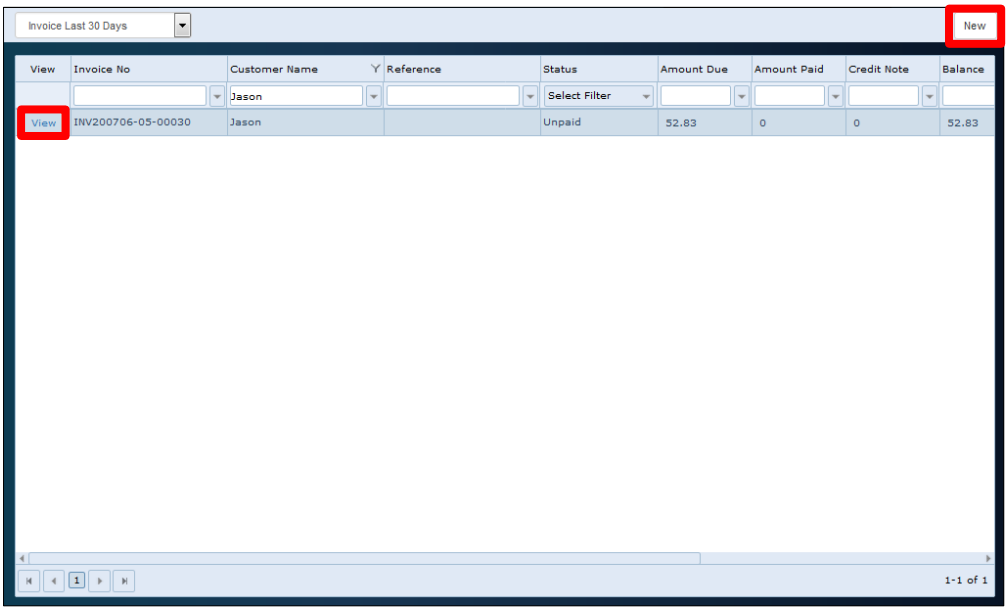
Sales > Invoice > Invoice List



Invoice List in Invoice

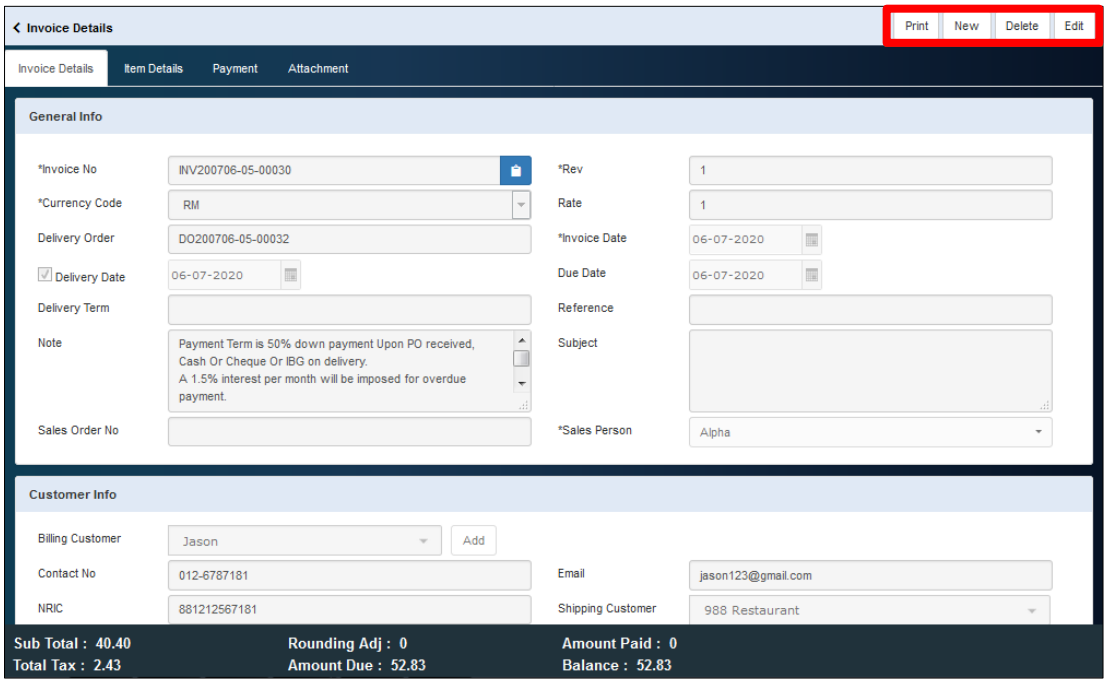
2. User may click on **View** to check or edit the invoice. Also, user can choose the invoice date range to view the invoice.

Note: User can click on **New** button to create a new invoice. Otherwise, user has to go to **Sales** and select **New Invoice (Invoice)**.



View on Invoice

3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**.

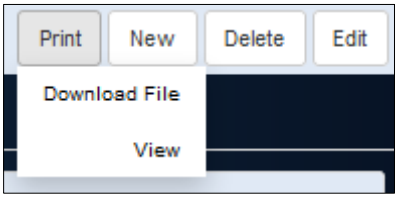


Invoice Details

If user want to create new invoice, you may click on **New** instantly. Besides, you may click on **Edit** in order to make change on details. Furthermore, you can delete the invoice by clicking **Delete** button.

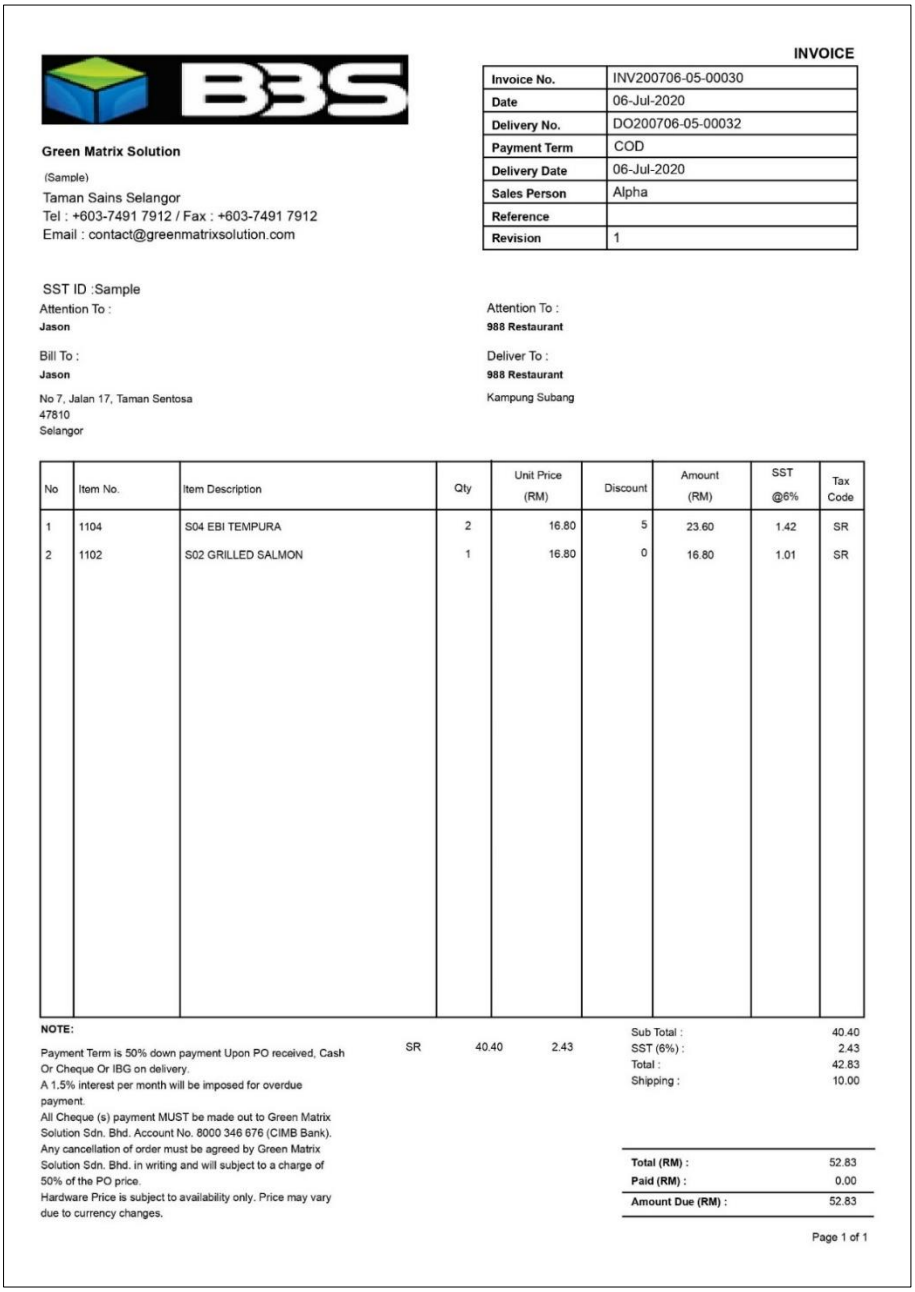
***Note: Users have to delete the PO first before deleting invoices.**

There are 2 sub modules in Print, **Download File** and **View**.



User can download the invoice by clicking **Download File** or click on **View** to check the invoice template.

4. Invoice template.



INVOICE

Invoice No.	INV200706-05-00030
Date	06-Jul-2020
Delivery No.	DO200706-05-00032
Payment Term	COD
Delivery Date	06-Jul-2020
Sales Person	Alpha
Reference	
Revision	1

Green Matrix Solution
(Sample)
Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

SST ID :Sample
Attention To :
Jason

Bill To :
Jason

No 7, Jalan 17, Taman Sentosa
47810
Selangor

Attention To :
988 Restaurant

Deliver To :
988 Restaurant
Kampung Subang

No	Item No.	Item Description	Qty	Unit Price (RM)	Discount	Amount (RM)	SST @6%	Tax Code
1	1104	S04 EBI TEMPURA	2	16.80	5	23.60	1.42	SR
2	1102	S02 GRILLED SALMON	1	16.80	0	16.80	1.01	SR

NOTE:

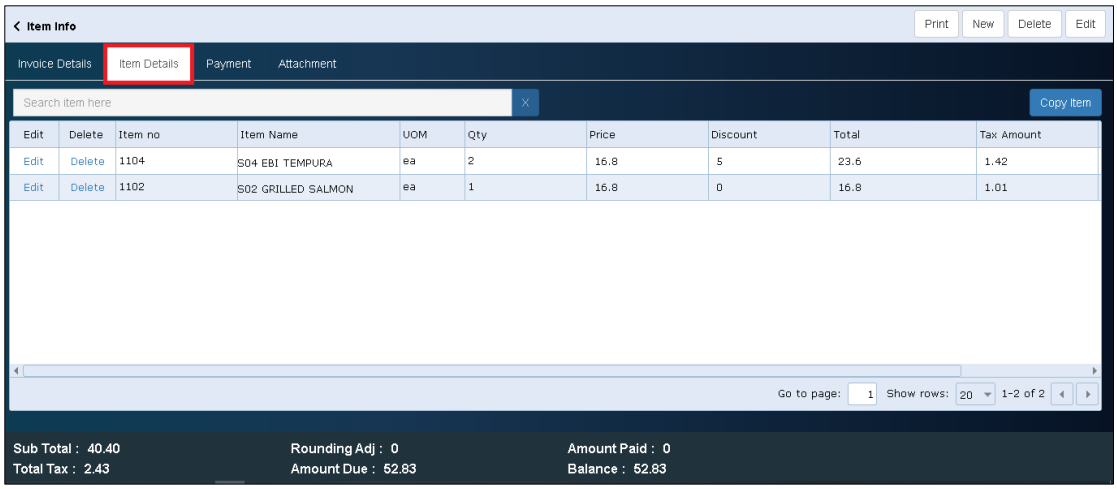
Payment Term is 50% down payment Upon PO received, Cash Or Cheque Or IBG on delivery.
A 1.5% interest per month will be imposed for overdue payment.
All Cheque (s) payment MUST be made out to Green Matrix Solution Sdn. Bhd. Account No. 8000 346 676 (CIMB Bank).
Any cancellation of order must be agreed by Green Matrix Solution Sdn. Bhd. in writing and will subject to a charge of 50% of the PO price.
Hardware Price is subject to availability only. Price may vary due to currency changes.

SR 40.40 2.43

Sub Total :	40.40
SST (6%) :	2.43
Total :	42.83
Shipping :	10.00
Total (RM) :	52.83
Paid (RM) :	0.00
Amount Due (RM) :	52.83

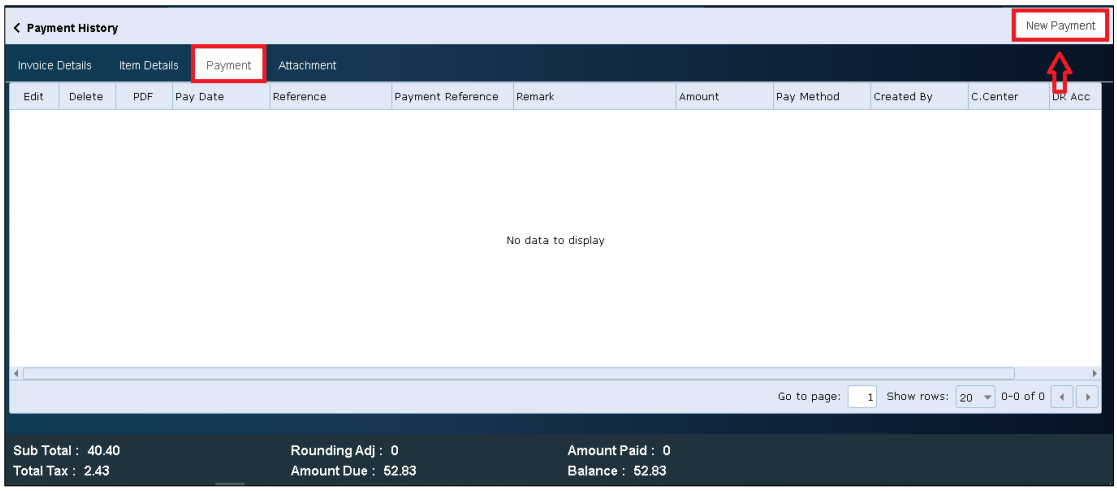
Page 1 of 1

5. Moreover, user can check the item details that has been added.



Add Item Details in Invoice

6. In **Payment**, user can add a new payment to this invoice.

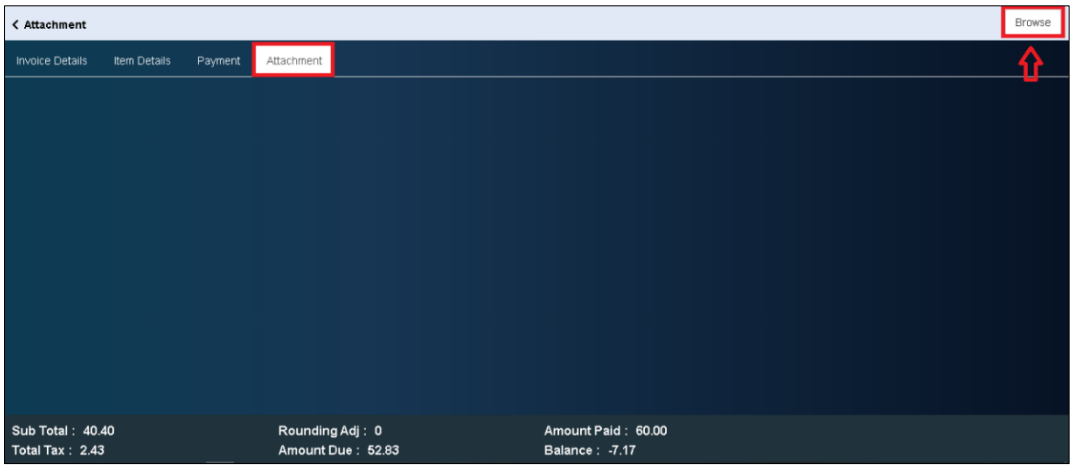


Add New Payment

7. Fill in the payment details and click **Save** in order to record. After that, the record will be listed inside payment.

Save Payment Details

8. In **Attachment**, user can click on **Browse** to choose images and save in this invoice.

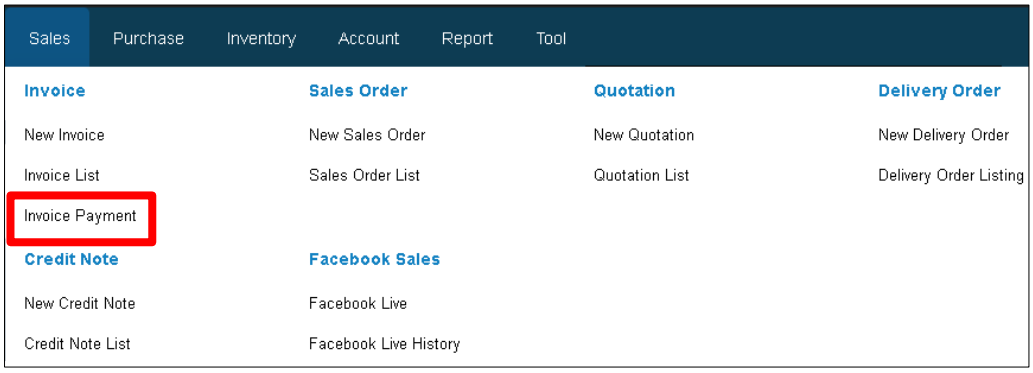


Attachment

Invoice Payment

1. Click on **Invoice Payment**.

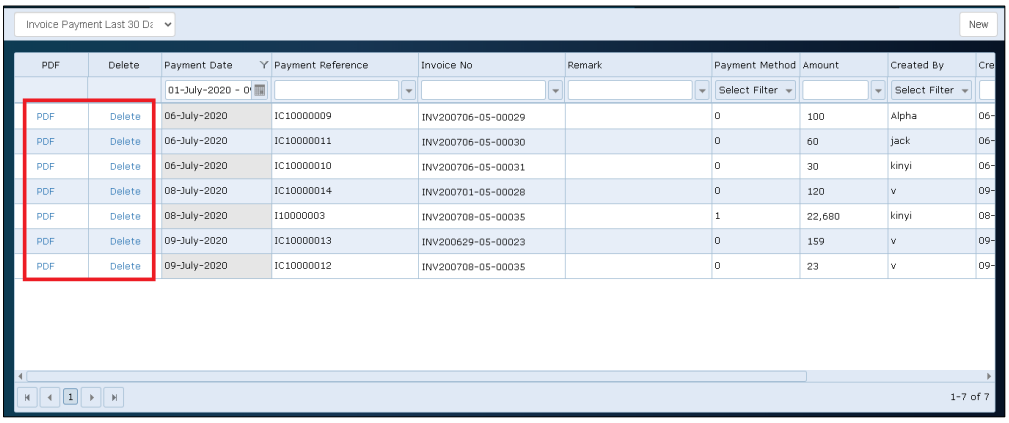
Sales > Invoice > Invoice Payment



Invoice Payment in Invoice

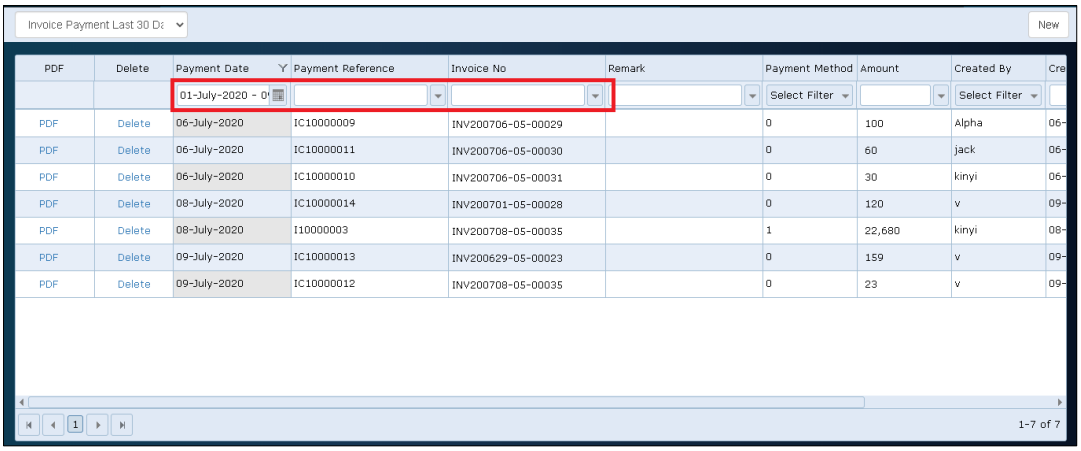
2. You may download the existing invoice payment via **PDF**.

Also, you can delete the invoice payment by pressing **Delete**.



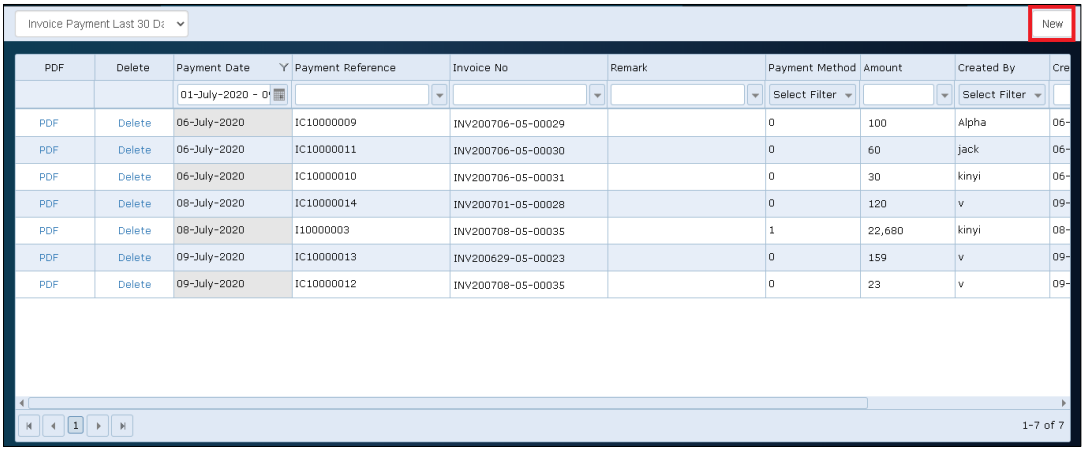
Download Invoice Payment

3. You can also search the invoice payment within the search bar. **E.g. invoice payment no, invoice payment date and etc**.



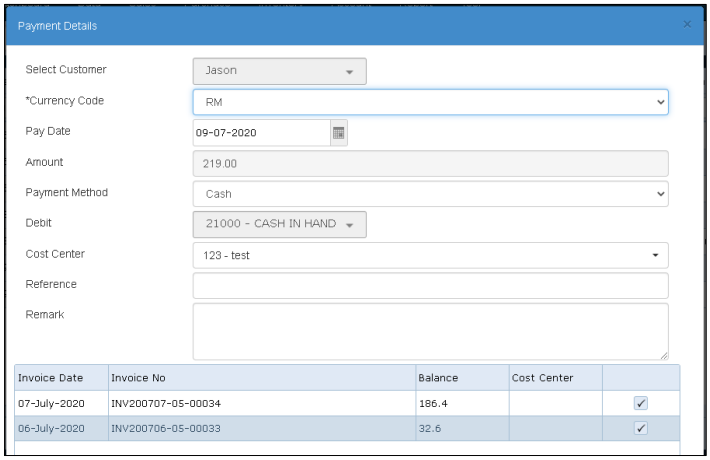
Search Bar

4. If you want to make a new invoice payment, click on **New** on top.



Create New Invoice Payment

5. Select the customer and the system will show you the invoices automatically.



Payment Details

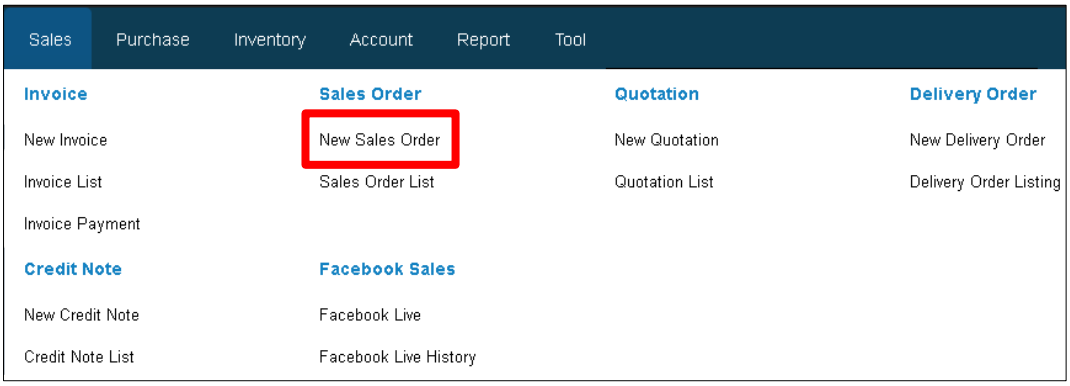
6. Once the details are filled in, you may click on **Save**. And the record is added.

Sales Order

New Sales Order

1. Click on **New Sales Order**.

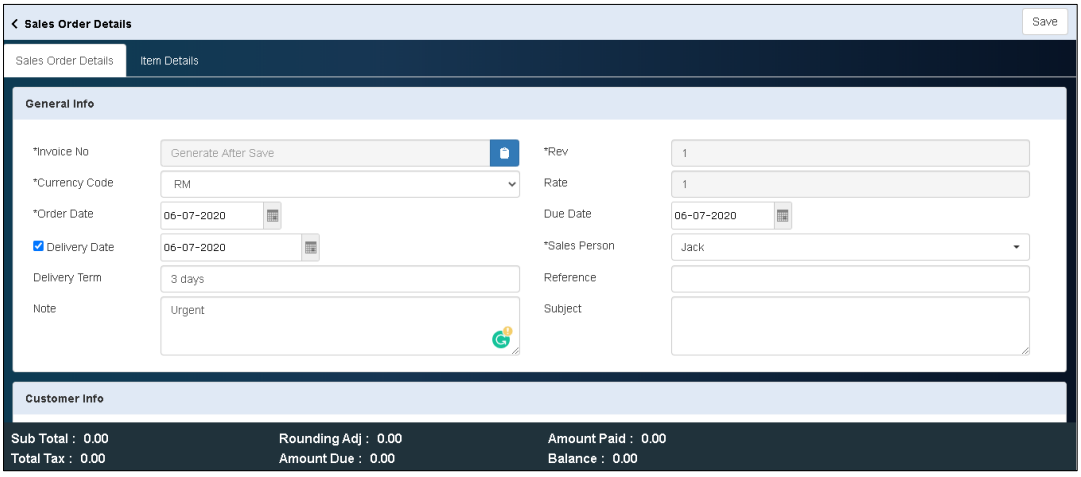
Sales > Sales Order > New Sales Order



New Sales Order in Sales Order

2. Enter the sales order details. E.g. **General Info, Customer Info** and etc. Info with **asterisk (*)** must be filled in.

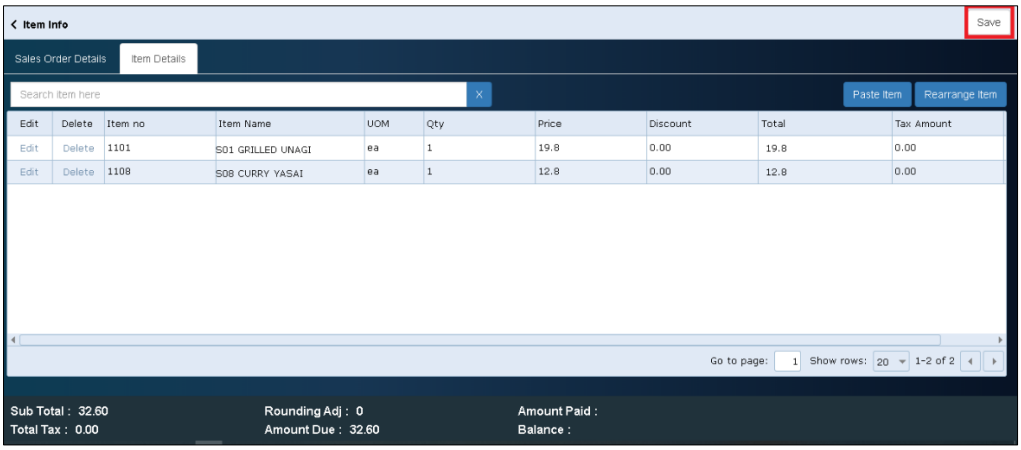
Note: In Customer Info, you may go to **Data** and select **New Customer (Customer Maintenance)** in order to add a new customer or select existing customer. Otherwise, you can just click on the **Add** button.



Sales Order Details

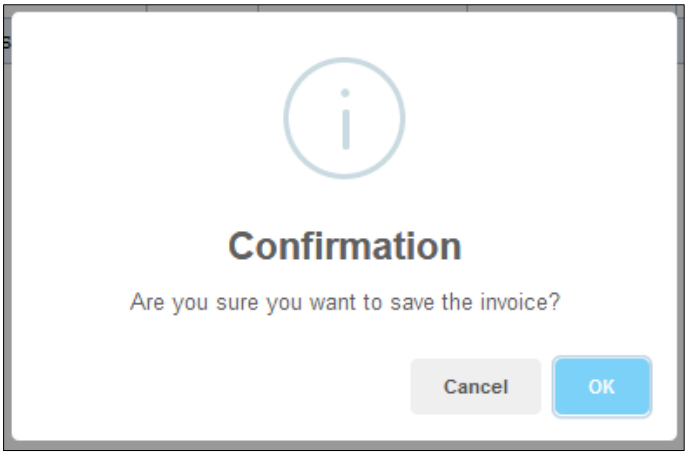
3. Click on **Item Details** in order to add items to sales order. (You may refer back to New Invoice)

4. Click on **Save** if the details have been filled in completely.



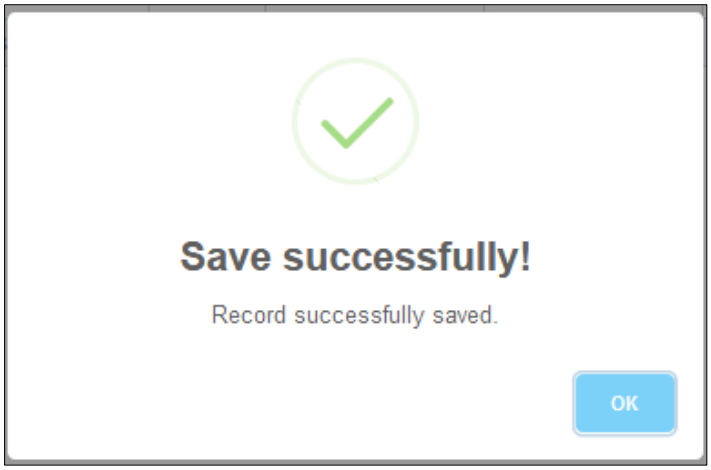
Save Details

5. Click **OK** on the confirmation.



Confirmation

6. Record saved.

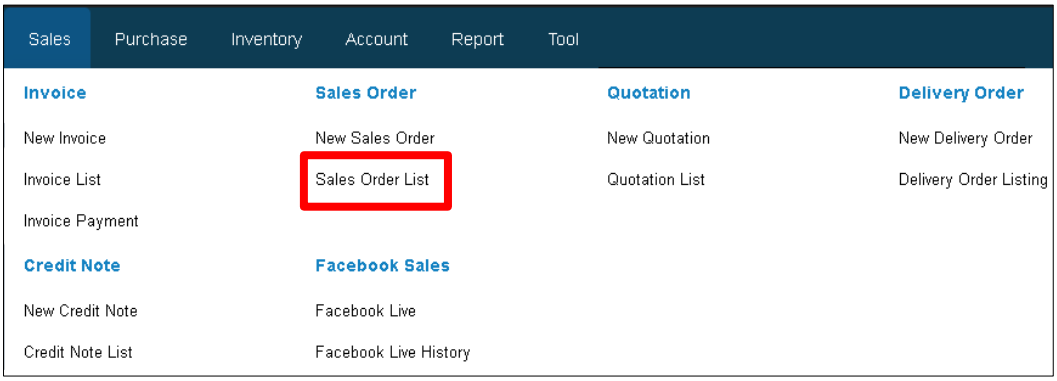


Record is Saved

Sales Order List

1. Click on **Sales Order List**.

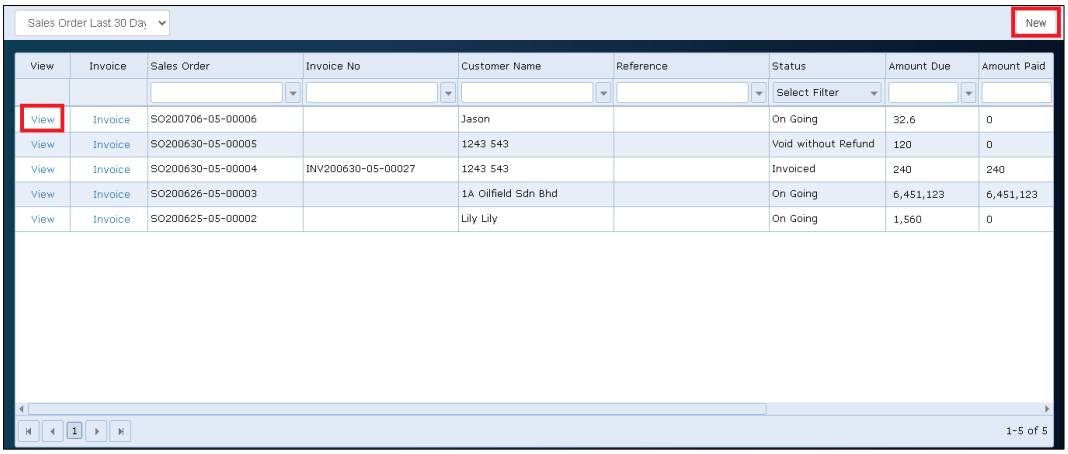
Sales > Sales Order > Sales Order List



Sales Order List in Sales Order

2. User may click on **View** to check or edit the sales order. Also, user can choose the sales order date range to view the sales order.

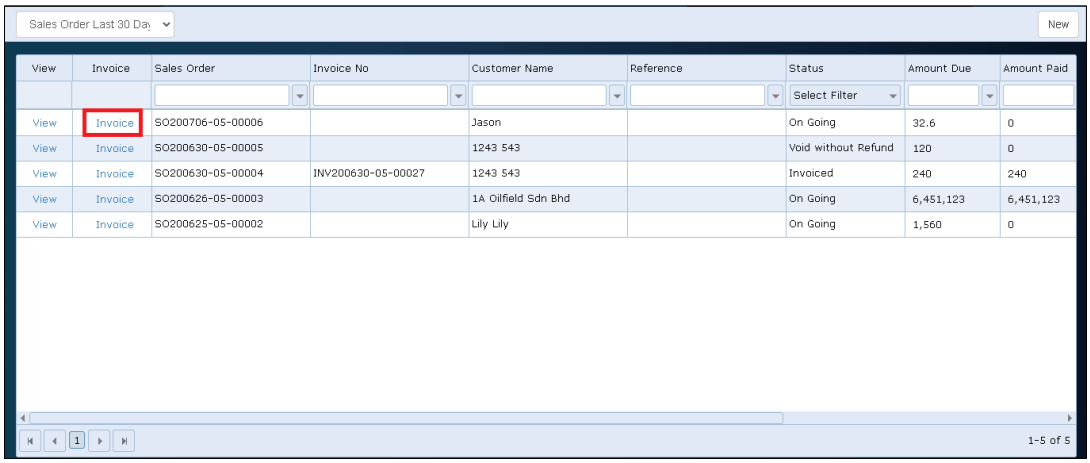
Note: User can click on **New** button to create a new sales order. Otherwise, user has to go to **Sales** and select **New Sales Order (Sales Order)**.



View in Sales Order

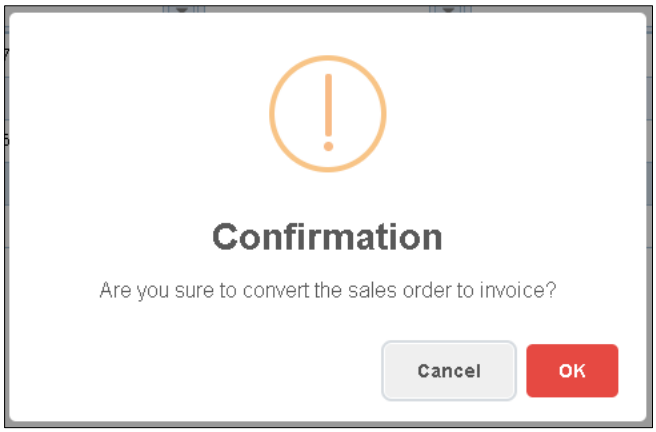
3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**. (You may refer back to Invoice List)

4. User may turn sales order into invoice by clicking **Invoice**.



Invoiced Sales Order

5. Click **OK** on the Confirmation.



Confirmation

6. Record has been converted to invoice.

7. Sales Order Template.

SALES ORDER

Sales Order No.	SO200707-05-00007
Date	07-Jul-2020
Payment Term	COD
Delivery Date	07-Jul-2020
Sales Person	Alpha
Reference	
Revision	1

Green Matrix Solution

(09734623648)

Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

SST ID :Sample

Order To :
Jason

No 7, Jalan 17, Taman Sentosa
47810
Selangor

Deliver To :
Jason

No 7, Jalan 17, Taman Sentosa
47810
Selangor

No	Item No.	Item Description	Qty	Unit Price (RM)	Discount	Amount (RM)	SST @0%	Tax Code
1	1115	S15 CURRY TEMPURA SQUID RING UDON (SST : RM0.00)	5	16.80	0	84.00	0.00	SR
2	1420	C20 BREADED FISH FILLET SOBA SOUP (SST : RM0.00)	8	12.80	0	102.40	0.00	SR

NOTE:

Please send ASAP

SR 186.40 0.00

Sub Total :	186.40
Shipping :	0.00
Deposit :	(0.00)
Amount Due (RM) :	186.40

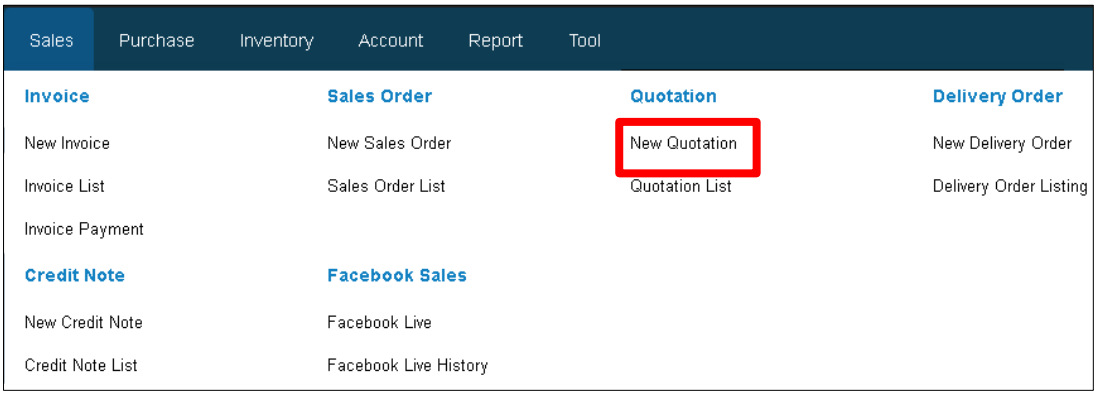
Page 1 of 1

Quotation

New Quotation

1. Click on **New Quotation**.

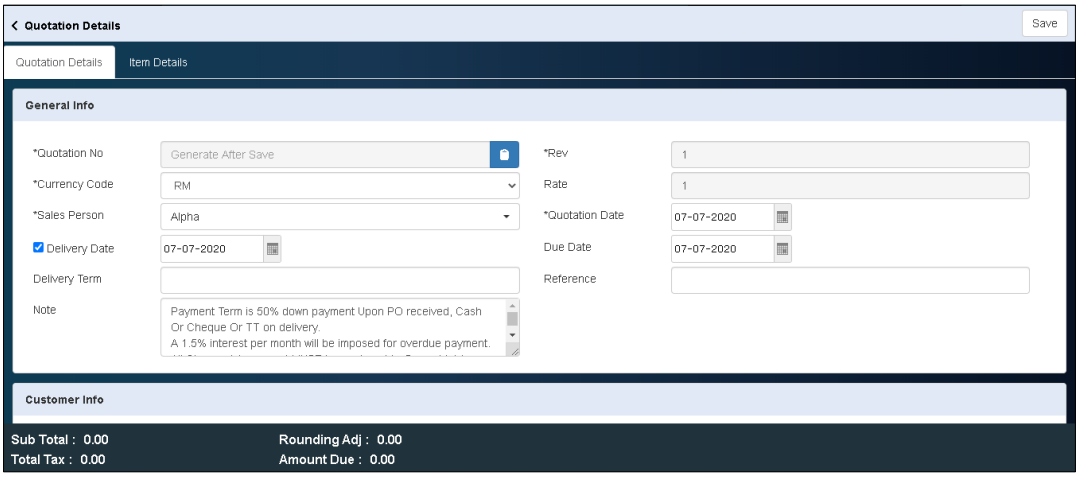
Sales > Quotation > New Quotation



New Quotation in Quotation

2. Enter the quotation details. E.g. **General Info, Customer Info** and etc. Info with **asterisks (*)** must be filled in such as **Currency Code**, **Rev**, **Sales Person** and **Quotation Date**.

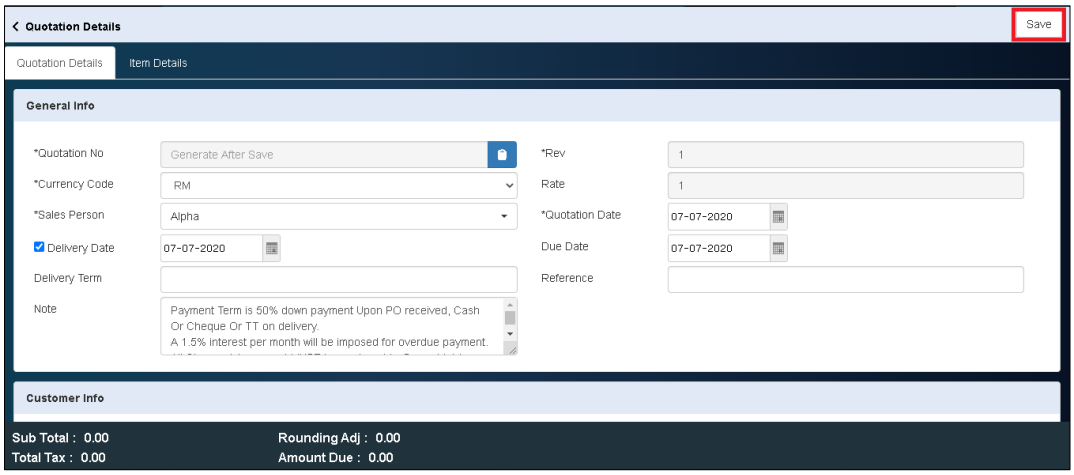
Note: In Customer Info, you may go to **Data** and select **New Customer (Customer Maintenance)** in order to add a new customer or select existing customer. Otherwise, you can just click on the **Add** button.



Quotation Details

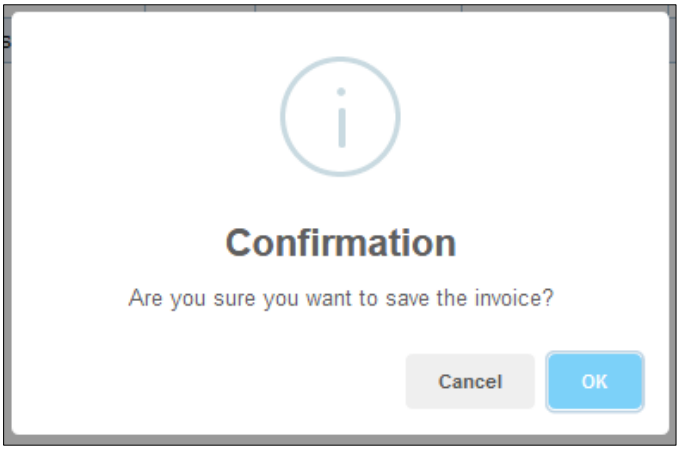
3. Click on **Item Details** in order to add items to sales order. (You may refer back to New Invoice)

4. Click on **Save** if the details have been filled in completely.

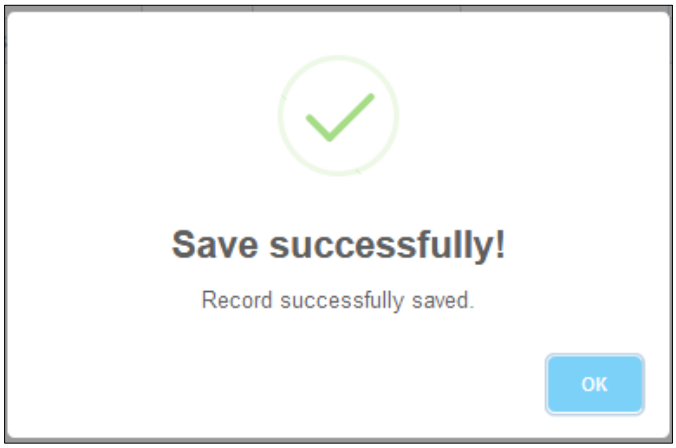


Save Quotation Details

5. Click **OK** on the confirmation.



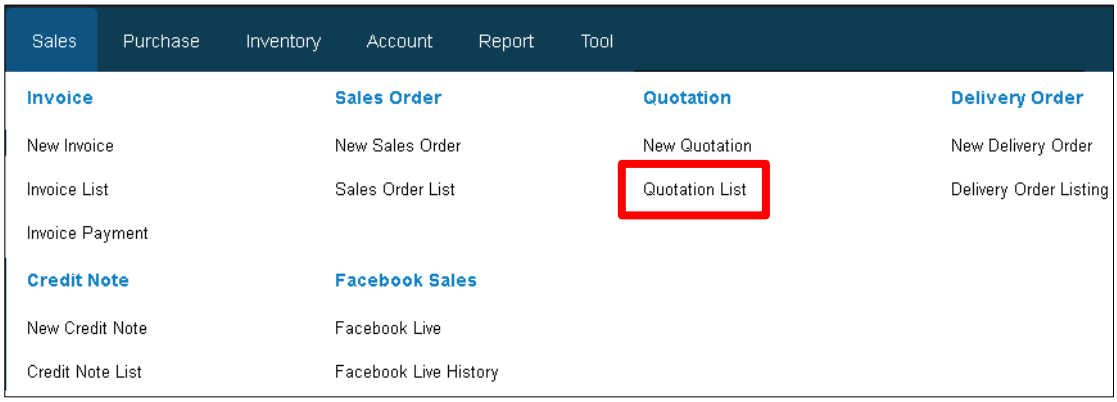
6. Record saved.



Quotation List

1. Click on **Quotation List**.

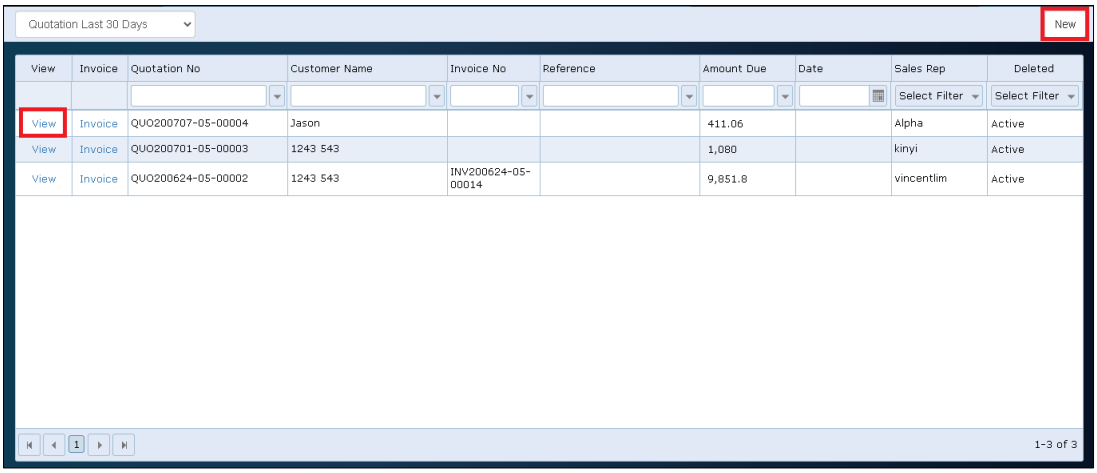
Sales > Quotation > Quotation List



Quotation List in Quotation

2. User may click on **View** to check or edit the sales order. Also, user can choose the sales order date range to view the sales order.

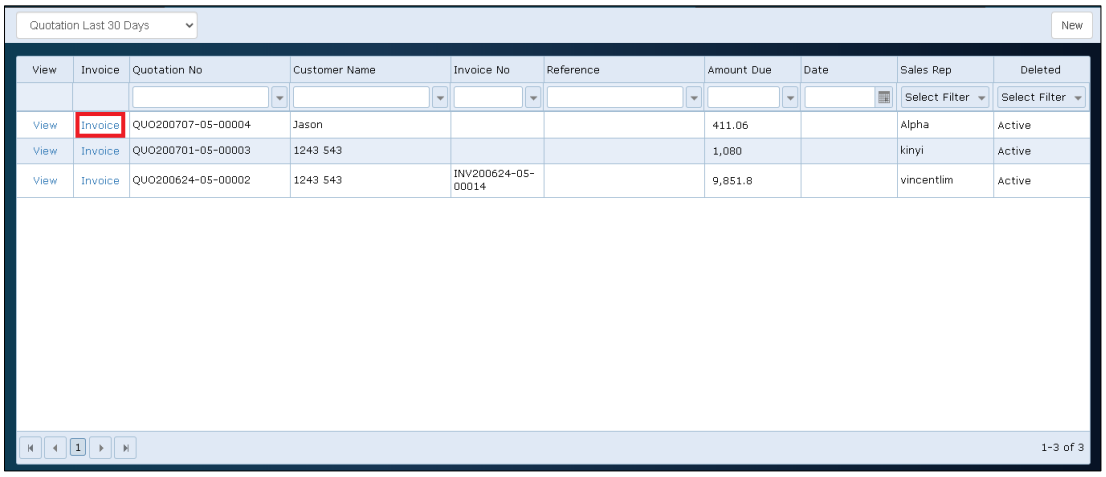
Note: User can click on **New** button to create a new quotation. Otherwise, user has to go to **Sales** and select **New Quotation (Quotation)**.



View on Quotation

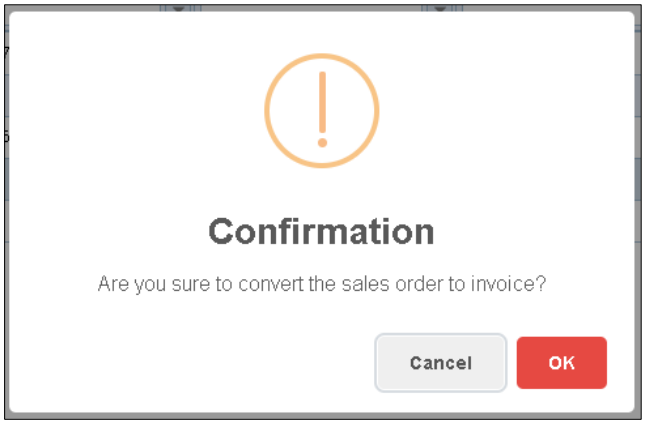
3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**. (You may refer back to Invoice List)

4. User may turn quotation into invoice by clicking **Invoice**.



Invoiced Quotation

5. Click **OK** on the Confirmation.



Confirmation

6. Record has been converted to invoice.

7. Quotation Template.

QUOTATION

Quotation No.	QUO200707-05-00004
Date	07-Jul-2020
Valid Till	07-Jul-2020
Terms	CASH
Delivery Date	07-Jul-2020
Delivery Terms	
Sales Person	Alpha
Reference	
Revision	1

Green Matrix Solution
Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

SST ID :Sample

Attention To :
Jason

Quote To :
Jason
No 7, Jalan 17, Taman Sentosa
47810
Selangor

Attention To :
Jason

Deliver To :
Jason
No 7, Jalan 17, Taman Sentosa
47810
Selangor

No	Item No.	Item Description	Qty	Unit Price (RM)	Discount	Amount (RM)	SST @6%	Tax Code
1	1569	E34A PLAIN INARI SUSHI(1PCS)	99.00	1.60	0	158.40	9.50	SR
2	1103	S03 MENTAI GRILL TUNA	8.00	17.80	0	142.40	8.54	SR
3	L002-M	Tshirt	3.00	29.00	0	87.00	5.22	SR

NOTE:

Payment Term is 50% down payment Upon PO received, Cash Or Cheque Or TT on delivery.
A 1.5% interest per month will be imposed for overdue payment.
All Cheque (s) payment MUST be made out to Green Matrix Solution Sdn. Bhd. Account No. 8000 346 676 (CIMB Bank).
Any cancellation of order must be agreed by Green Matrix Solution Sdn. Bhd. in writing and will subject to a charge of 50% of the PO price.
Hardware Price is subject to availability only. Price may vary due to currency changes.

Sub Total (RM) :	387.80
SST 6% (RM) :	23.26
Nett Total (RM) :	411.06
Shipping (RM) :	0.00
Rounding Adj (RM) :	0.00
Amount Due (RM) :	411.06

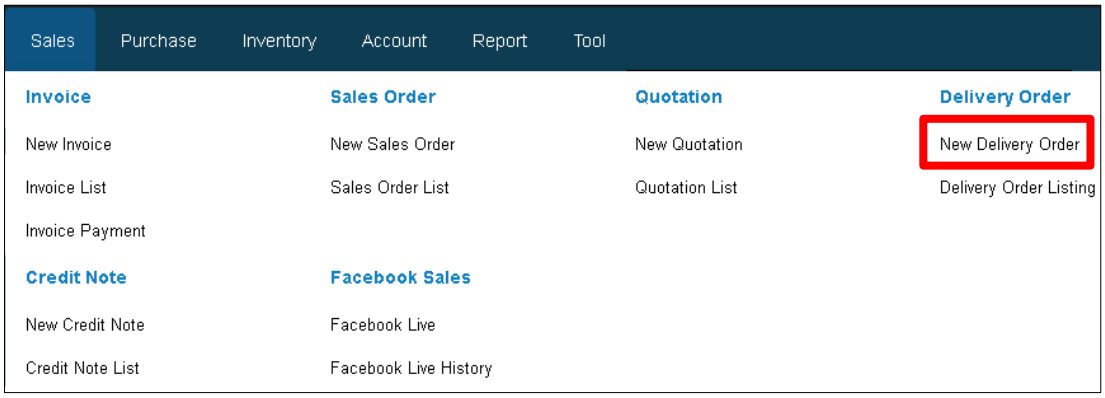
Page 1 of 1

Delivery Order

New Delivery Order

1. Click on **New Delivery Order**.

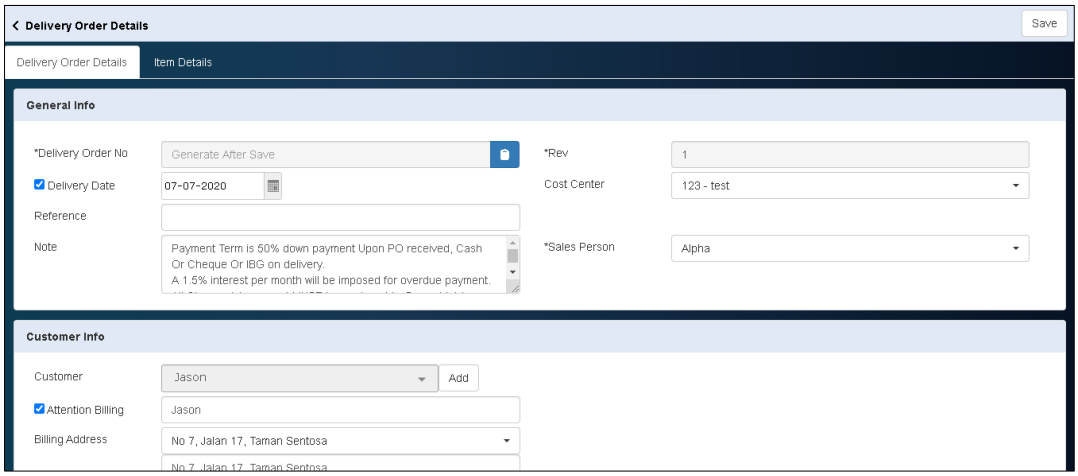
Sales > Delivery Order > New Delivery Order



New Delivery Order in DO

2. Enter the delivery order details. E.g. **General Info, Customer Info** and **etc**. Info with **asterisks (*)** must be filled in.

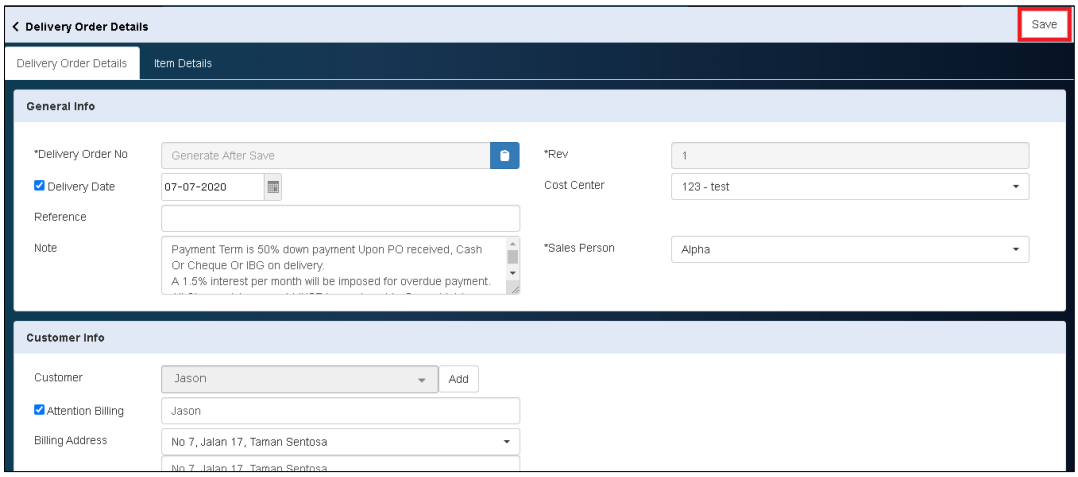
Note: In Customer Info, you may go to **Data** and select **New Customer (Customer Maintenance)** in order to add a new customer or select existing customer. Otherwise, you can just click on the **Add** button.



Enter DO Details

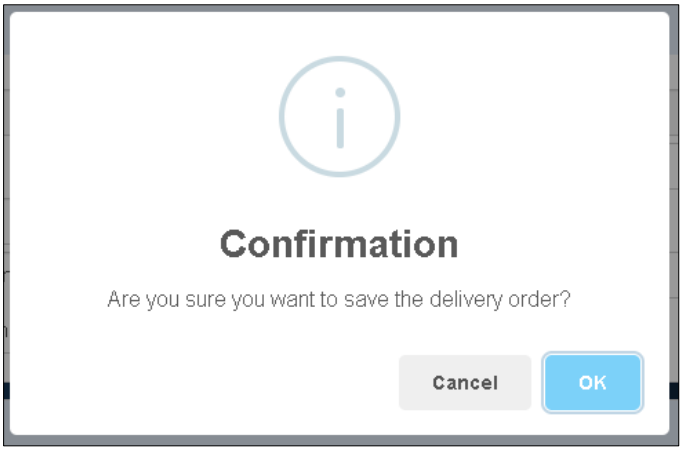
3. Click on **Item Details** in order to add items to sales order. (You may refer back to New Invoice)

4. Click on **Save** if the details have been filled in completely.



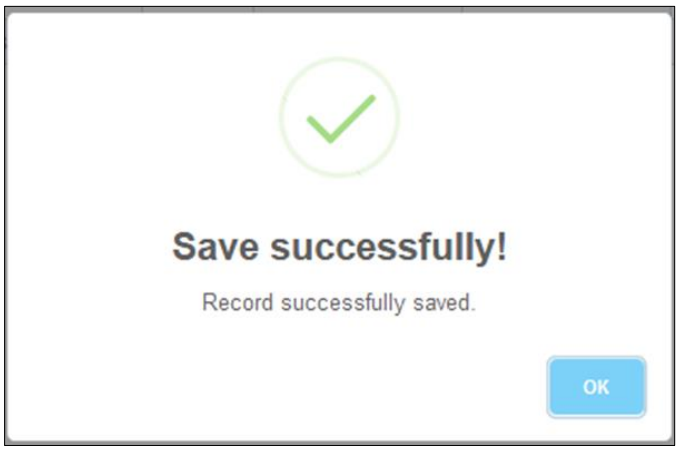
Save DO Details

5. Click **OK** on the confirmation.



Confirmation

6. Record saved.

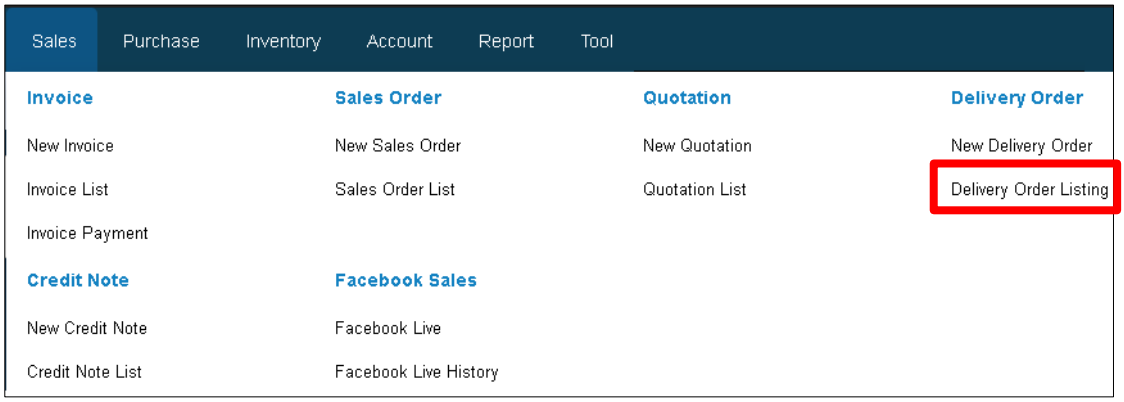


Record is Saved

Delivery Order Listing

1. Click on **Delivery Order Listing**.

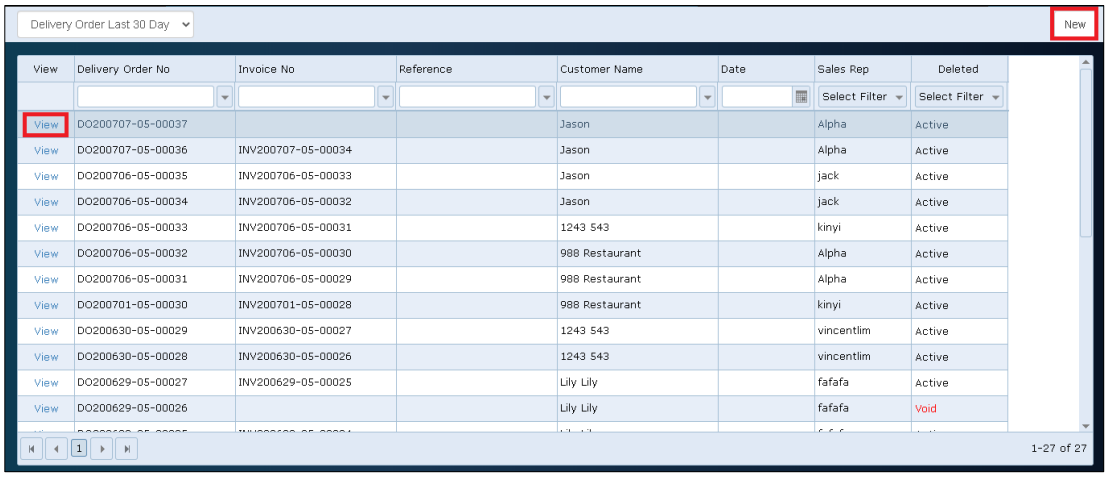
Sales > Delivery Order > Delivery Order Listing



Delivery Order Listing in DO

2. User may click on **View** to check or edit the delivery order. Also, user can choose the delivery order date range to view the delivery order.

Note: User can click on **New** button to create a new sales order. Otherwise, user has to go to **Sales** and select **New Delivery Order (Delivery Order)**.



View on DO

3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**. (You may refer back to Invoice List)

4. Delivery Order Template.

DELIVERY ORDER

DO No.	DO200707-05-00036
Delivery Date	07-Jul-2020
Sales Person	Alpha
Reference	
Revision	1

Attention To :
Jason

Deliver To :
Jason
No 7, Jalan 17, Taman Sentosa
47810
Selangor

From:
Green Matrix Solution
Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

SST ID :Sample

No	Item No.	Item Description	UOM	Qty
1	1115	S15 CURRY TEMPURA SQUID RING UDON	ea	5.00
2	1420	C20 BREADED FISH FILLET SOBA SOUP	ea	8.00

Please send ASAP

Customer Chop & Signature

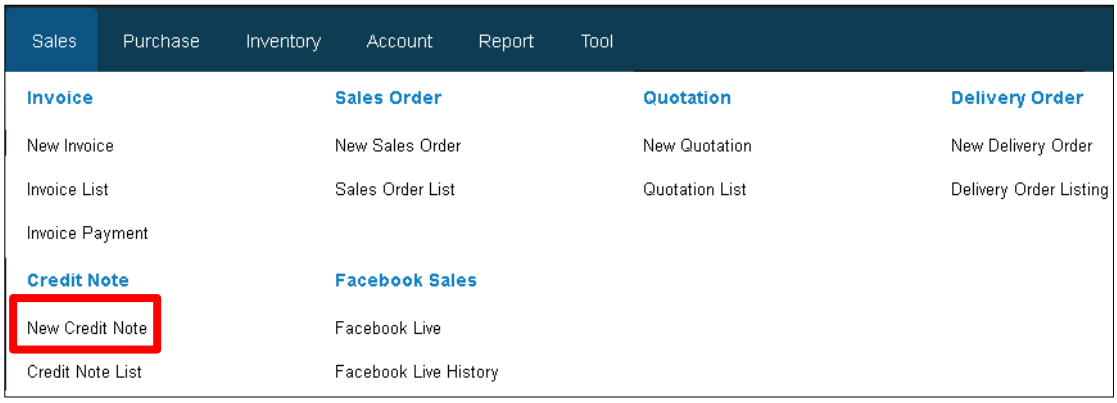
Page 1 of 1

Credit Note

New Credit Note

1. Click on **New Credit Note**.

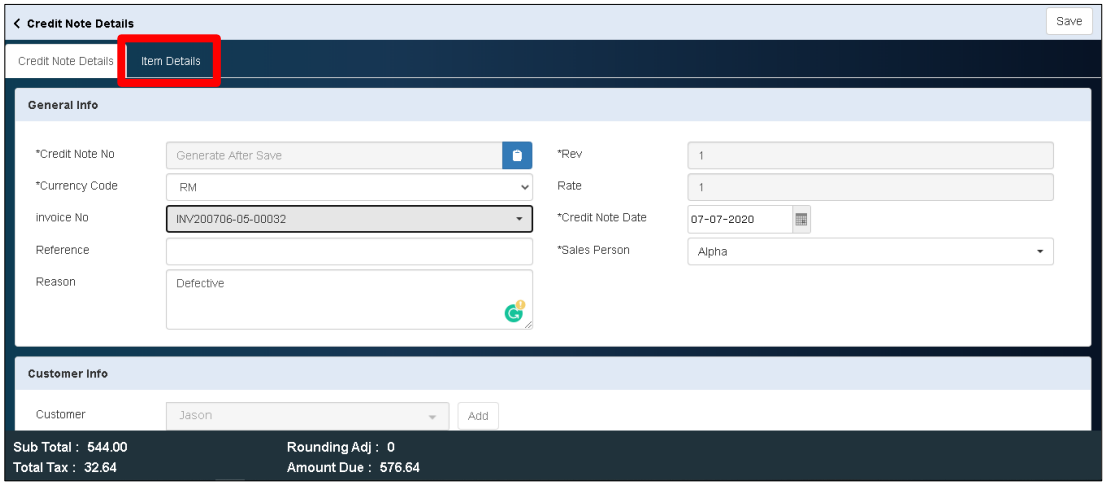
Sales > Credit Note > New Credit Note



New Credit Note in CN

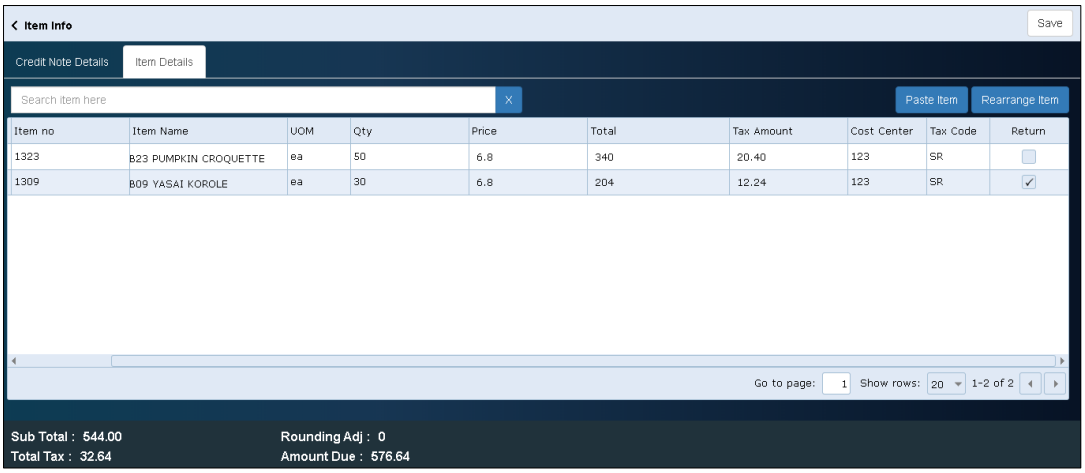
2. Enter the credit note details and select the invoice number. E.g. **General Info, Customer Info** and **etc**. Info with **asterisks (*)** must be filled in.

Note: In Customer Info, you may go to **Data** and select **New Customer (Customer Maintenance)** in order to add a new customer or select existing customer. Otherwise, you can just click on the **Add** button.



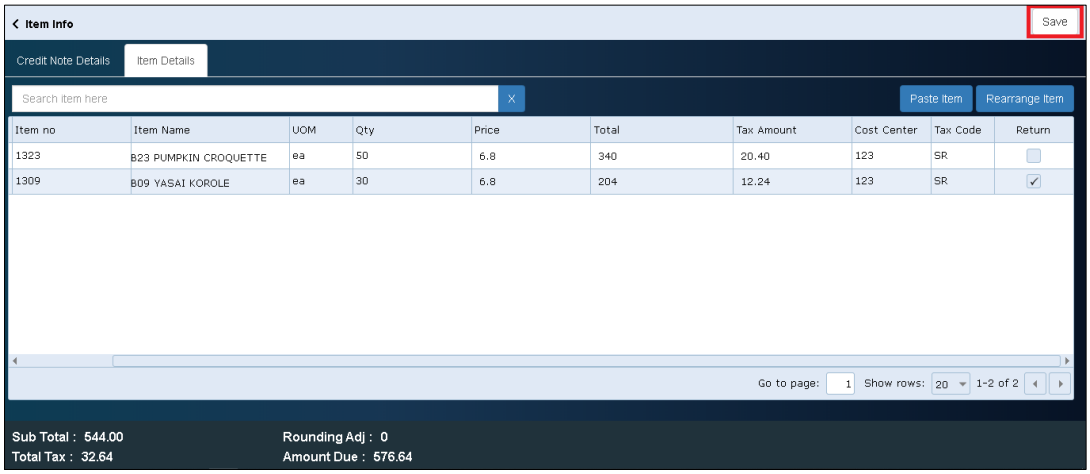
CN Details

3. Click on **Item Details** in order to check on the return items. Items will be listed by following the invoice.



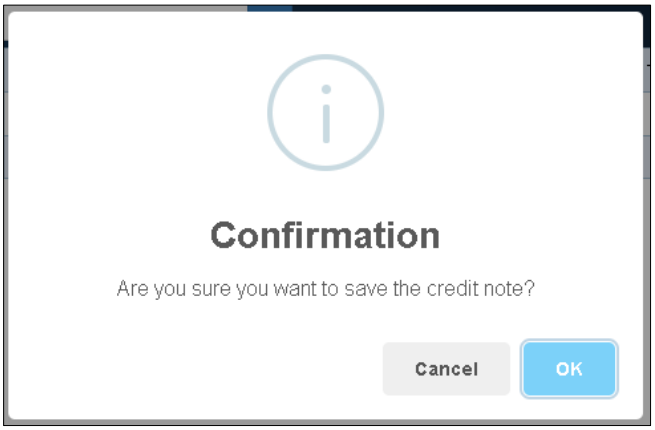
Item Details in CN

4. Click on **Save** if the details have been filled in completely.



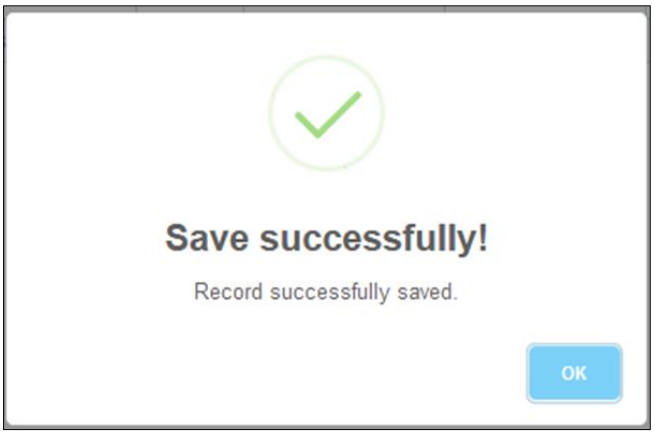
Save Item Details

5. Click **OK** on the confirmation.



Confirmation

6. Record saved.

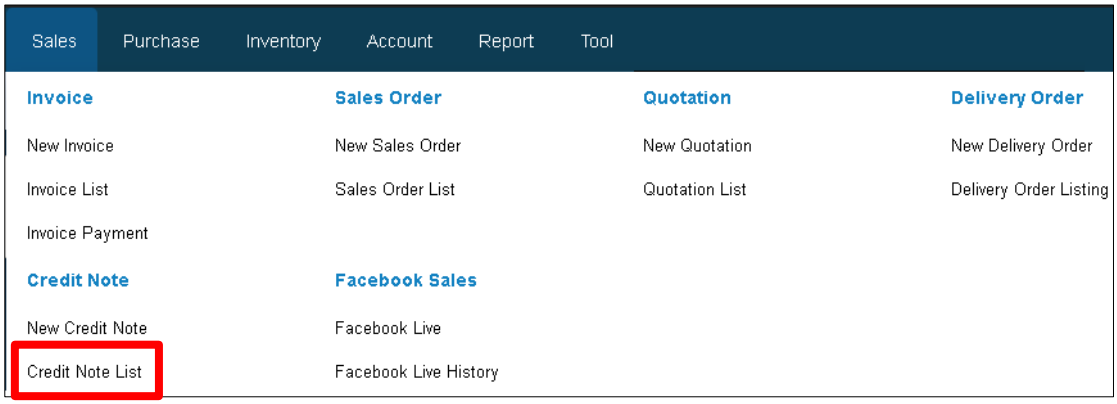


Record is Saved

Credit Note List

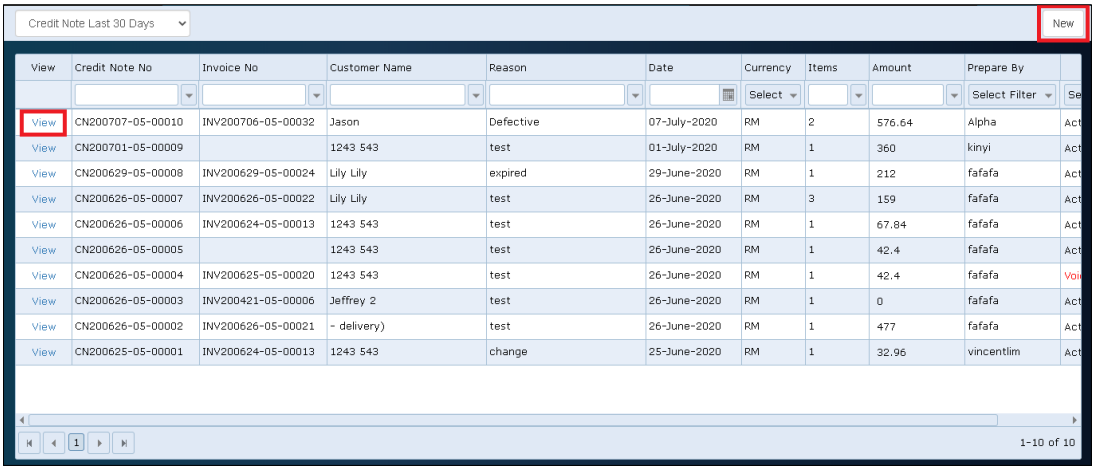
1. Click on **Credit Note List**.

Sales > Credit Note > Credit Note List



Credit Note List in CN

2. User may click on **View** to check or edit the credit note. Also, user can choose the credit note date range to view the credit note.



View on CN

Note: User can click on **New** button to create a new credit note. Otherwise, user has to go to **Sales** and select **New Credit Note (Credit Note)**.

3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**. (You may refer back to Invoice List)

4. Credit Note Template.

CREDIT NOTE

Credit Note No.	CN200707-05-00010
Invoice No.	INV200706-05-00032
Date	07-Jul-2020
Prepare By	Alpha
Revision	1

Green Matrix Solution
Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

SST ID :Sample

Jason
No 7, Jalan 17, Taman Sentosa
47810
Selangor

No	Item No	Item Description	UOM	Qty	Price (RM)	Amount (RM)
1	1309	B09 YASAI KOROLE	ea	30.00	6.80	204.00
2	1323	B23 PUMPKIN CROQUETTE	ea	50.00	6.80	340.00

Defective

Sub Total :	544.00
SST (6%) :	32.64
Amount Due :	576.64

Chop & Signature

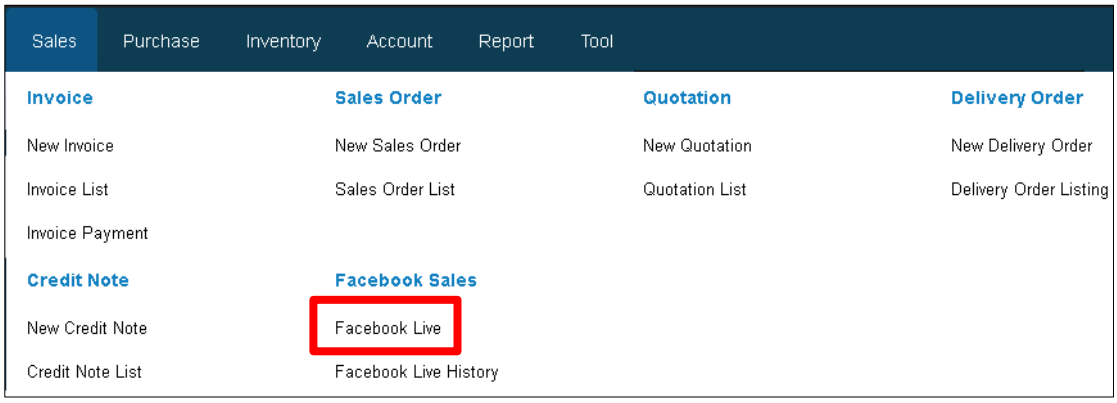
Page 1 of 1

Facebook Sales

Facebook Live

1. Click on **Facebook Live**.

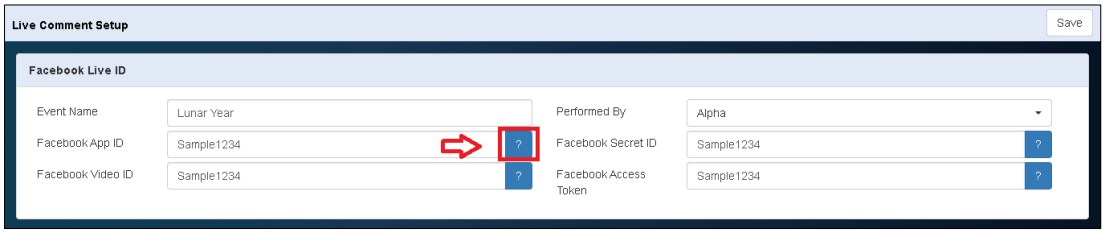
Sales > Facebook Sales > Facebook Live



Facebook Live in Facebook Sales

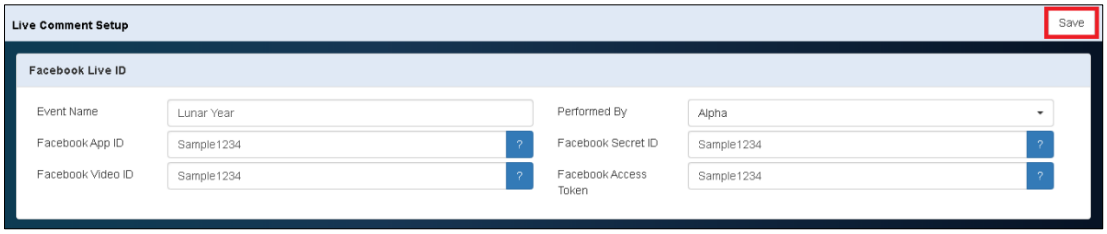
2. Enter live comment setup details. E.g. **Event Name, Facebook App ID** and **etc**.

Note: If you do not know how to find **Facebook App ID**, you can click the **question mark symbol**. The **question mark symbol** will lead you to the guidelines.



Live Comment Setup 1.0

3. Click on **Save** when the details have been filled in completely.

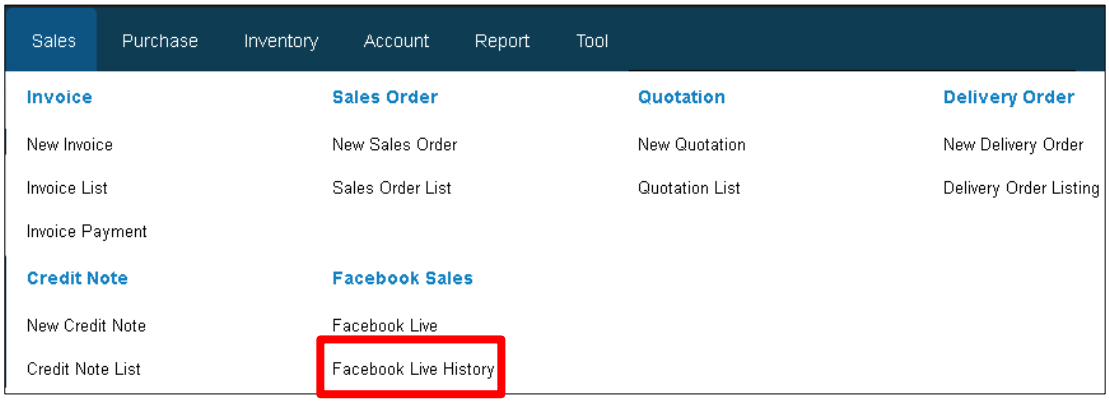


Live Comment Setup 2.0

Facebook Live History

1. Click on **Facebook Live History**.

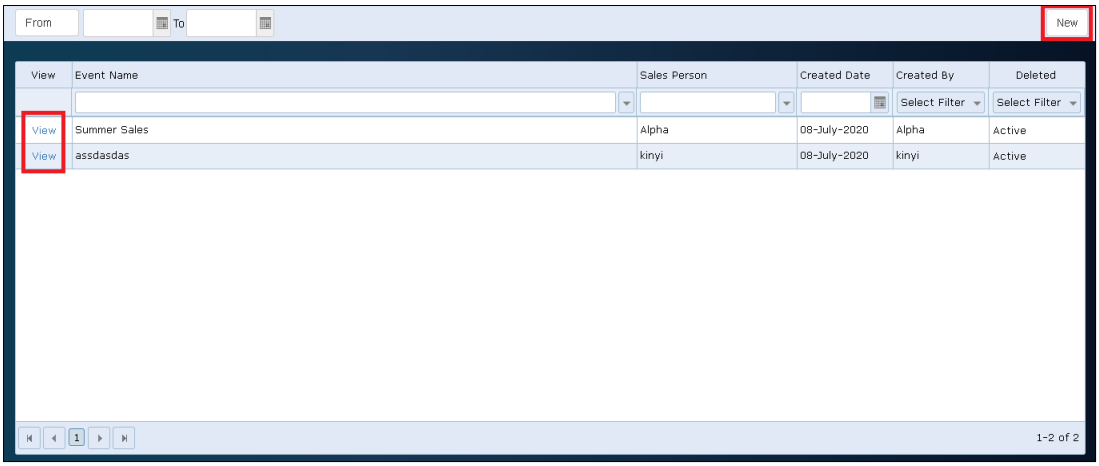
Sales > Facebook Sales > Facebook Live History



Facebook Live History

2. User may click on **View** to check or edit the Live History. Also, user can choose the date range to view the history.

Note: User can click on **New** button to create a new Facebook Live. Otherwise, user has to go to **Sales** and select **Facebook Live (Facebook Sales)**.

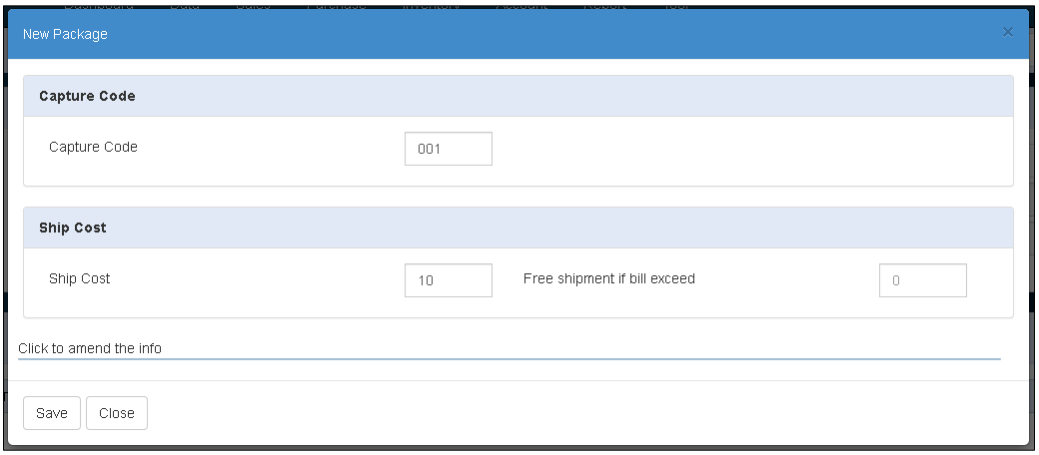


View on Live History

3. When you click on **View**, you will able to see item package onwards. In addition, you may click **Add** to add new package.

Add New Item Package

4. Fill in the details and click **Save**.



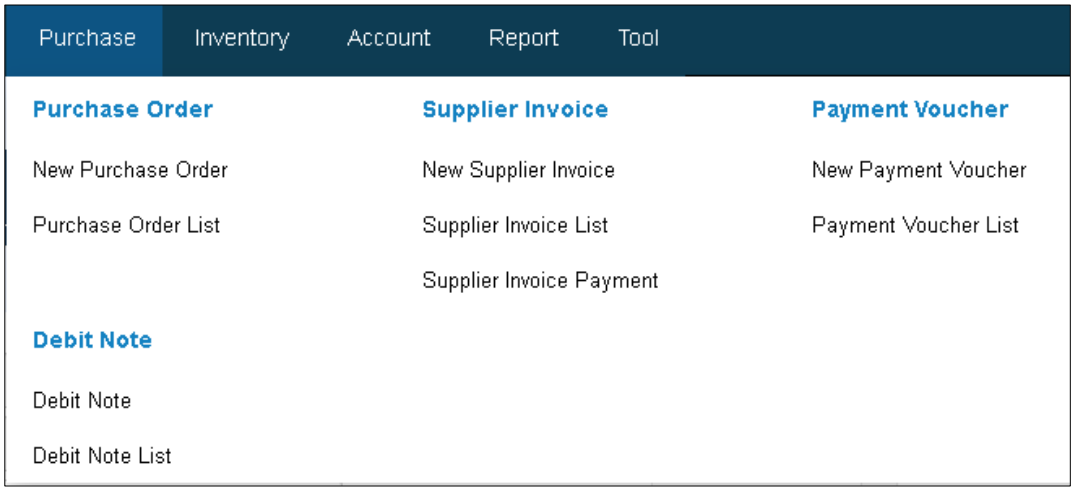
Save New Package

5. Record saved.

Chapter 6: Purchase

Purchase module allow users to generate PO, Supplier Invoice and etc. There are four sub modules, Purchase Order, Supplier Invoice, Payment Voucher and Debit Note. Each of the modules has their sub module. You may refer to the image below.

Sub Modules in Purchase which included:



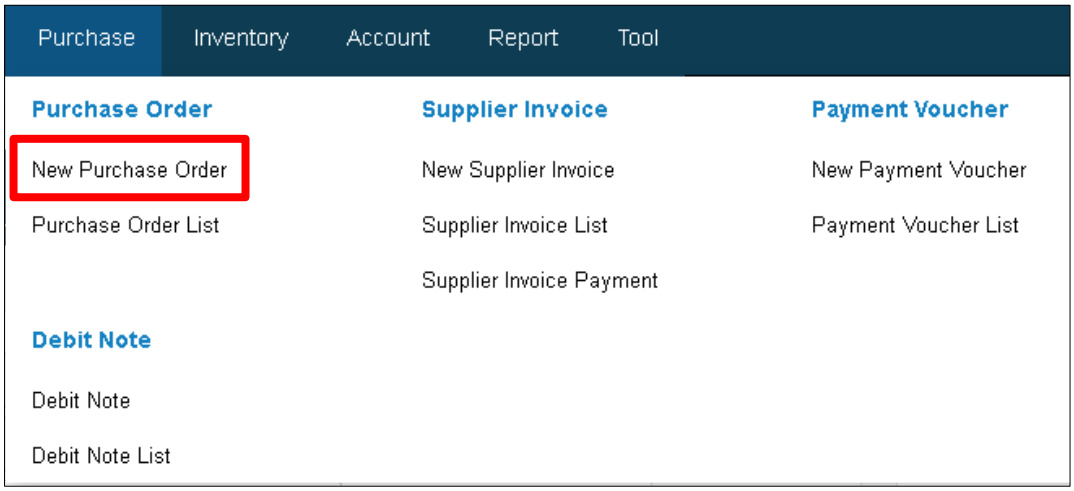
Sub Modules in Purchase

Purchase Order

New Purchase Order

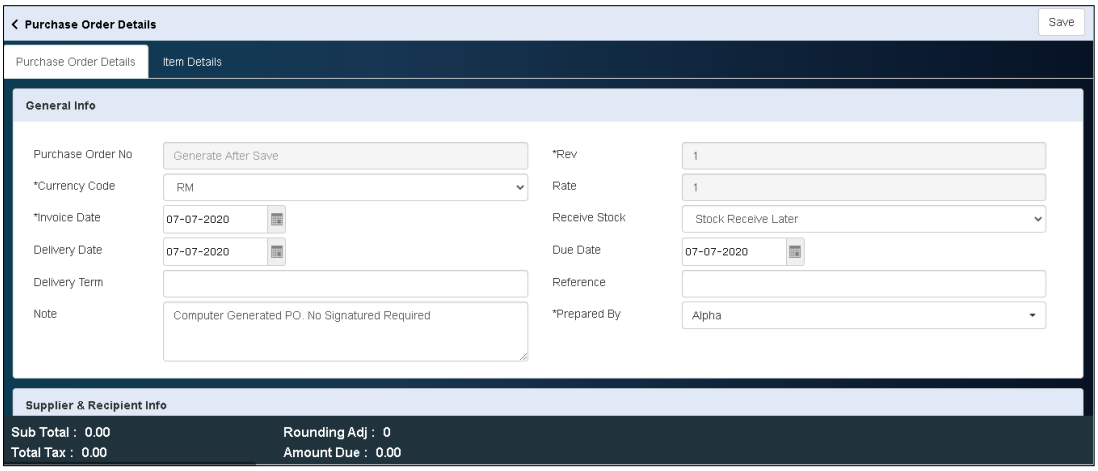
1. Click on **New Purchase Order**.

Purchase > Purchase Order > New Purchase Order



New Purchase Order in PO

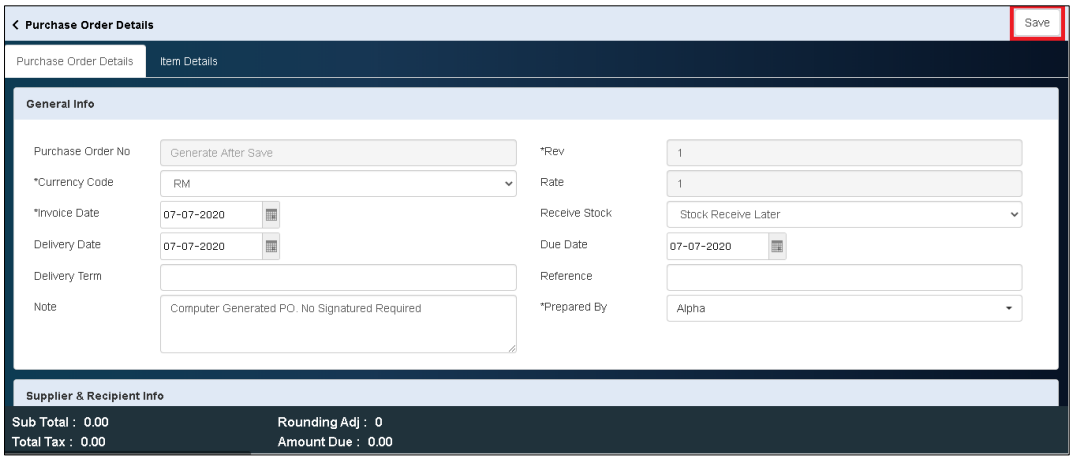
2. Enter the purchase order details. E.g. **General Info, Supplier & Recipient Info** and **etc**. The info with **asterisks (*)** must be filled in such as **Currency Code**, **Invoice Date**, **Rev** and **Prepared By**.



PO Details

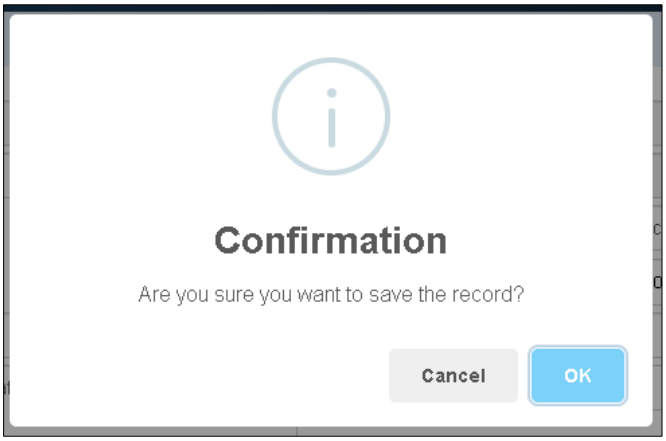
3. Click on **Item Details** in order to add items to purchase order. (You may refer back to New Invoice)

4. Click on **Save** if the details have been filled in completely.



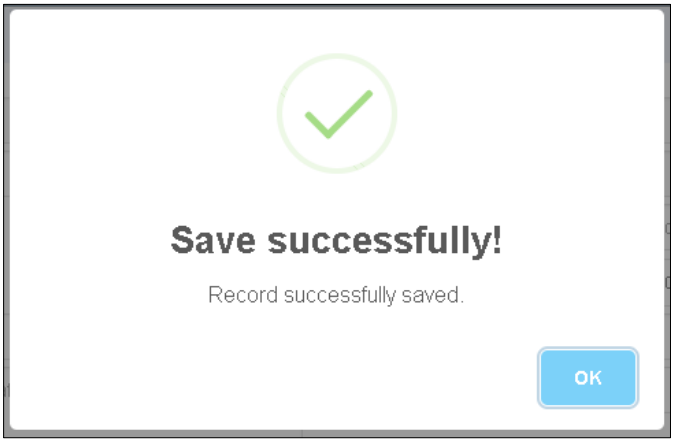
Save PO Details

5. Click **OK** on the confirmation.



Confirmation

6. Record saved.

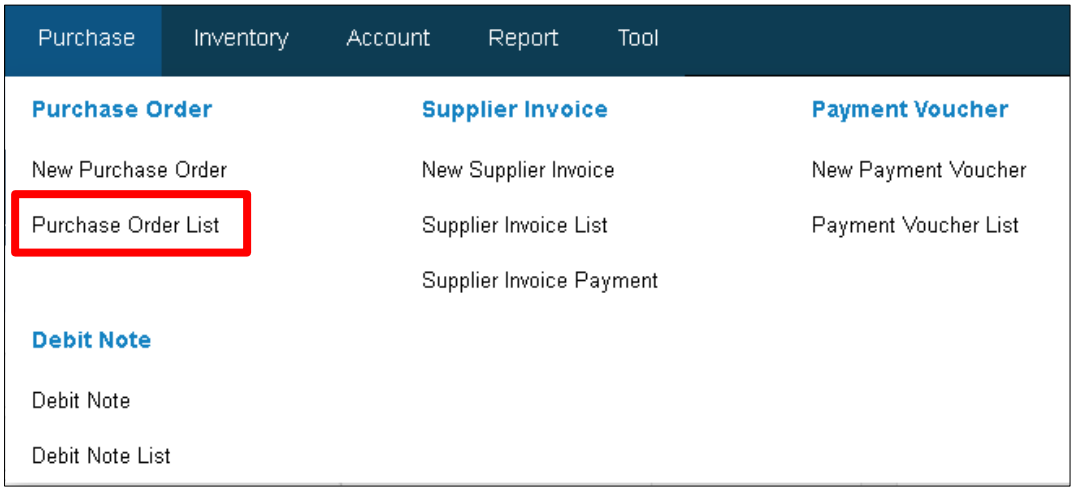


Record is Saved

Purchase Order List

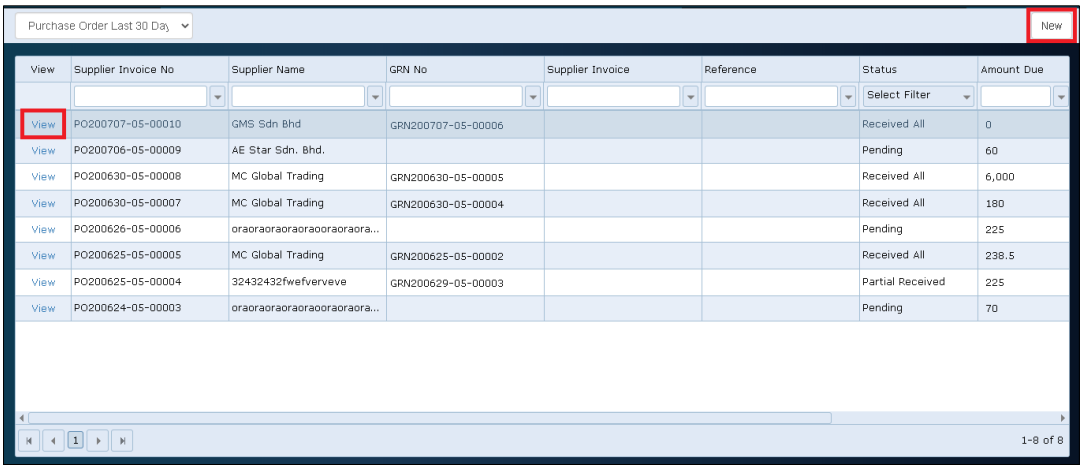
1. Click on **Purchase Order List**.

Purchase > Purchase Order > Purchase Order List



Purchase Order List in PO

2. User may click on **View** to check or edit the purchase order. Also, user can choose the purchase order date range to view the purchase order.



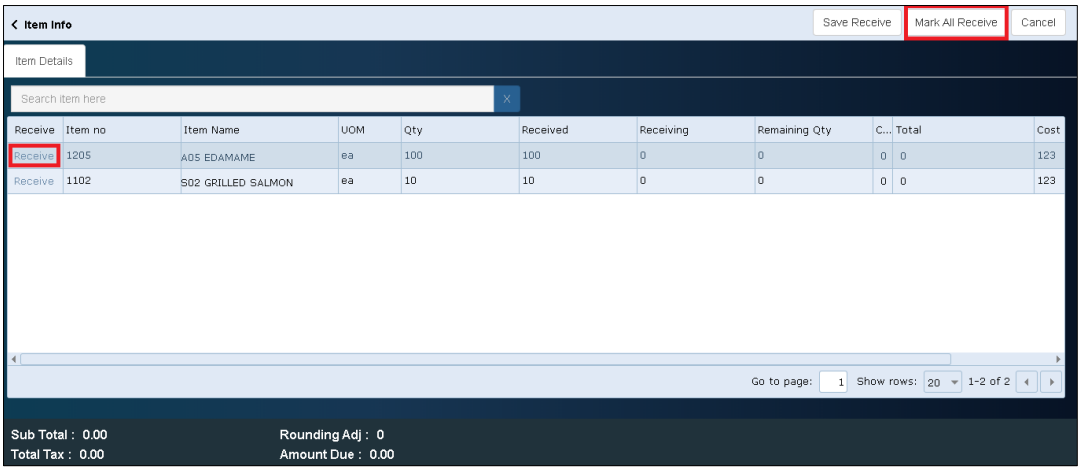
View on PO List

Note: User can click on **New** button to create a new purchase order. Otherwise, user has to go to **Purchase** and select **New Purchase Order (Purchase Order)**.

3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**. (You may refer back to Invoice List)

4. Furthermore, there was a **Receive** button beside **Print**. **Receive** button used to cumulative the item's quantity you had received. When you click on **Receive**, it will be showed **Save Receive**, **Mark All Receive** and **Cancel**.

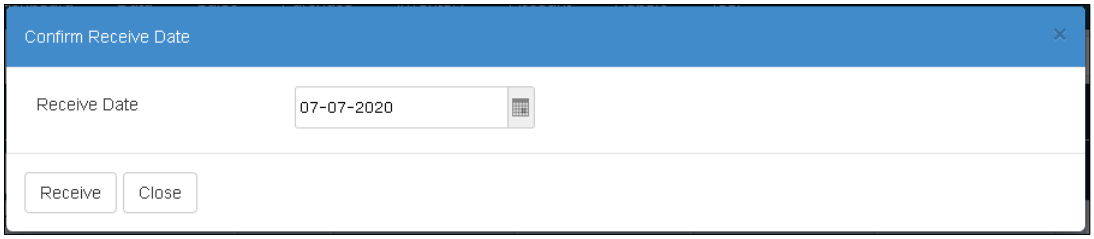
User can choose **Mark All Receive** to receive all the remaining quantity or click on **Receive** besides the **Item No**. Thus, user can enter the receive quantity they wanted.



Receive Item in PO

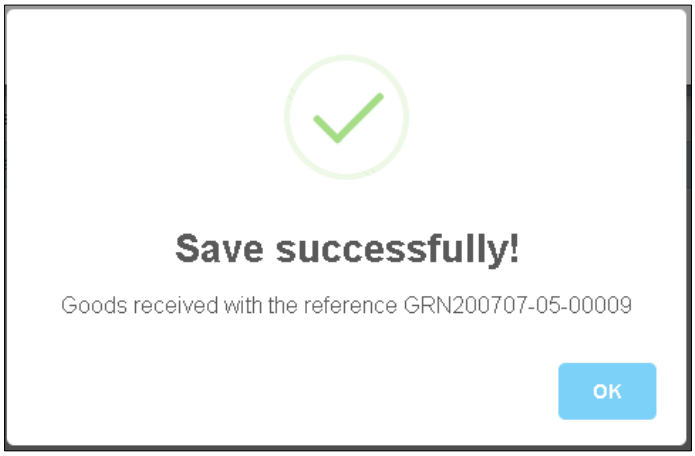
5. You may click on **Save Receive** once completed.

6. Select **Receive Date** and click on **Receive**.



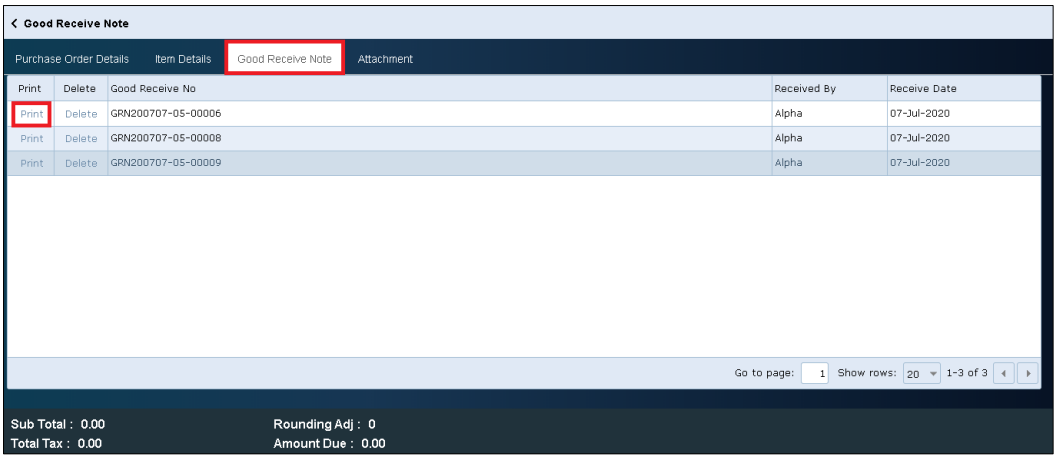
Confirm Receive Date

7. Record saved.



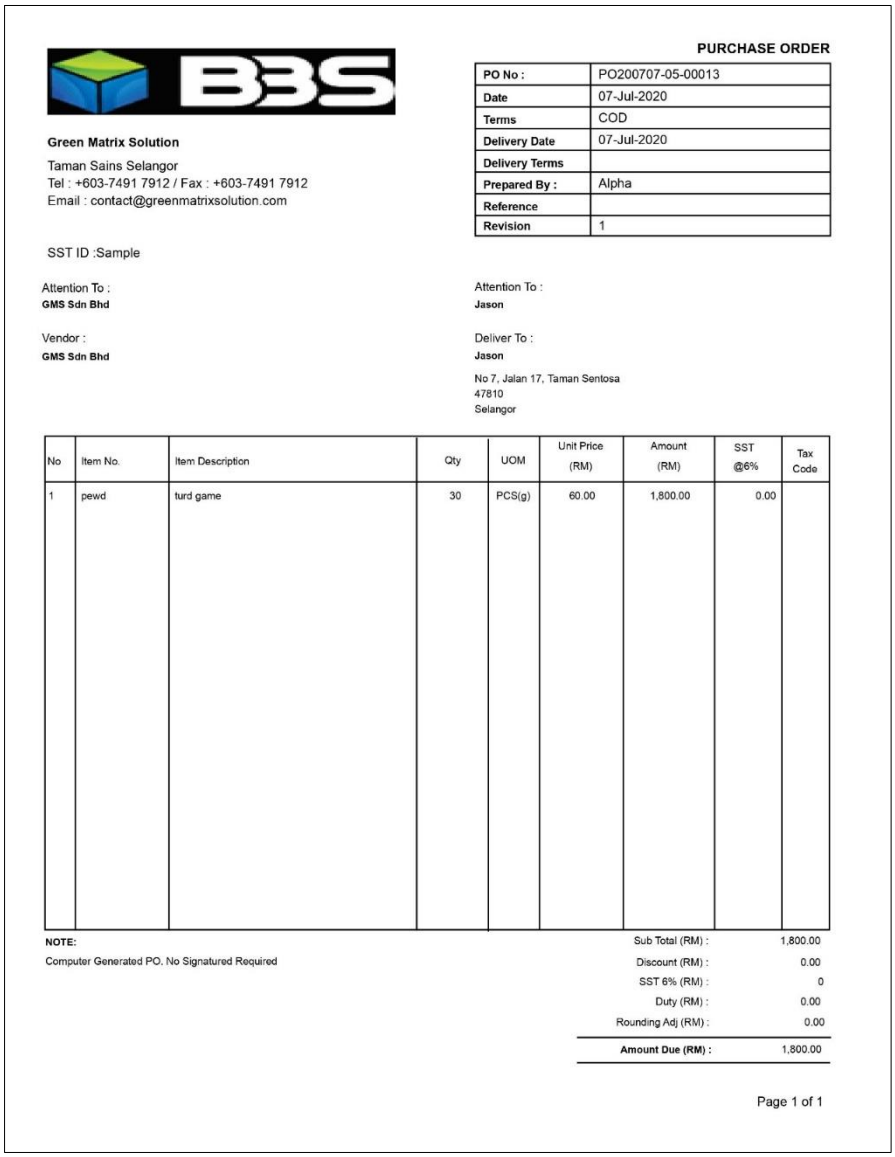
Record is Saved

8. You may click **Good Receive Note** in order to view on the receive items. Also, you can click **Print** to download the **Good Receive Note PDF**.



Print Good Receive Note

9. Purchase Order Template.



PURCHASE ORDER

PO No :	PO200707-05-00013
Date	07-Jul-2020
Terms	COD
Delivery Date	07-Jul-2020
Delivery Terms	
Prepared By :	Alpha
Reference	
Revision	1

Green Matrix Solution
Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

SST ID :Sample

Attention To :
GMS Sdn Bhd

Vendor :
GMS Sdn Bhd

Attention To :
Jason

Deliver To :
Jason
No 7, Jalan 17, Taman Sentosa
47810
Selangor

No	Item No.	Item Description	Qty	UOM	Unit Price (RM)	Amount (RM)	SST @6%	Tax Code
1	pewd	turd game	30	PCS(g)	60.00	1,800.00	0.00	

NOTE:
Computer Generated PO. No Signatured Required

Sub Total (RM) :	1,800.00
Discount (RM) :	0.00
SST 6% (RM) :	0
Duty (RM) :	0.00
Rounding Adj (RM) :	0.00
Amount Due (RM) :	1,800.00

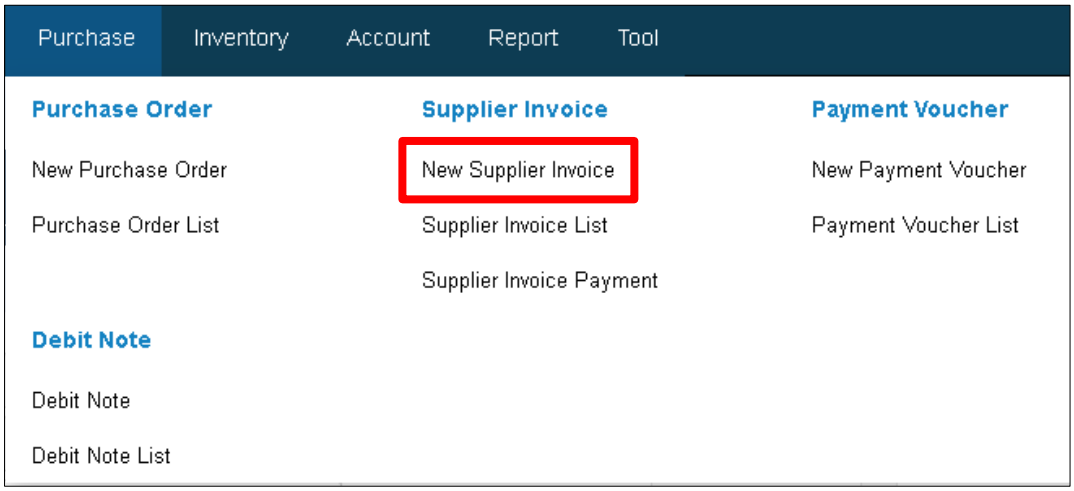
Page 1 of 1

Supplier Invoice

New Supplier Invoice

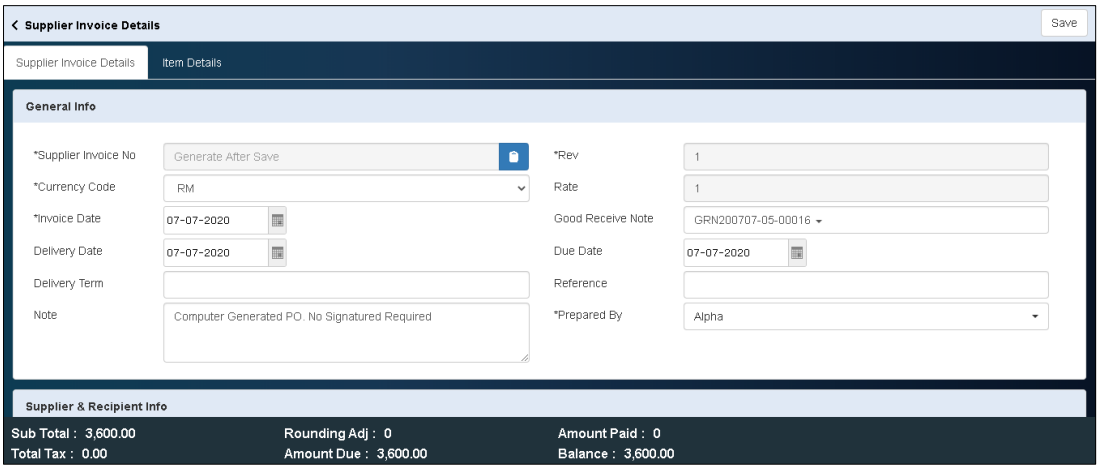
1. Click on **New Supplier Invoice**.

Purchase > Supplier Invoice > New Supplier Invoice



New Supplier Invoice in Supplier Invoice

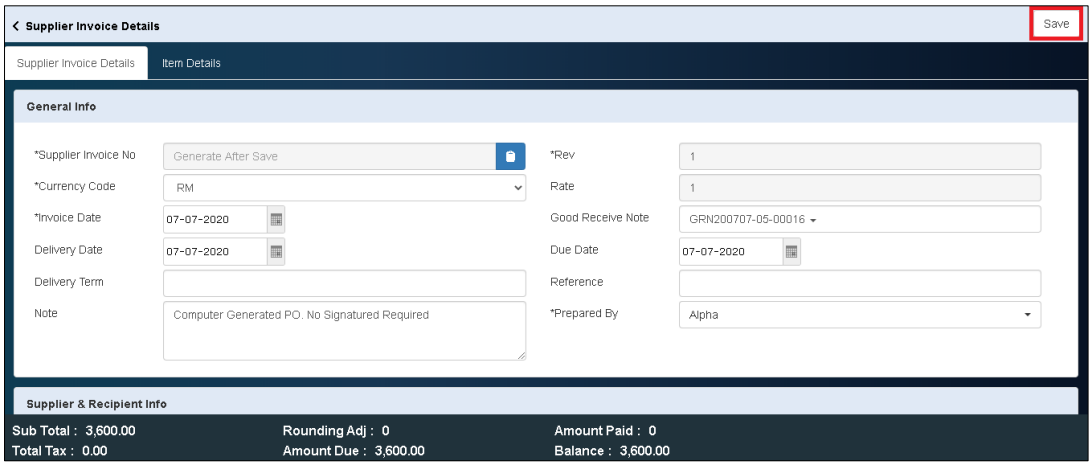
2. Enter the supplier invoice details. E.g. **General Info, Supplier & Recipient Info** and etc. The info with **asterisks (*)** must be filled in such as **Currency Code**, **Invoice Date**, **Rev** and **Prepared By**.



SI Details

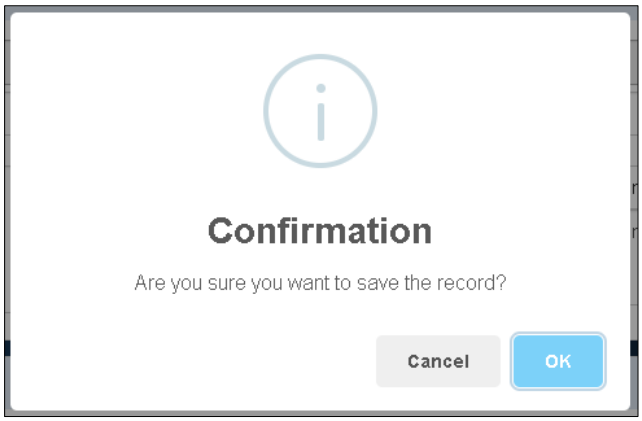
3. Click on **Item Details** in order to add items to supplier invoice. (You may refer back to New Invoice)

4. Click on **Save** if the details have been filled in completely.



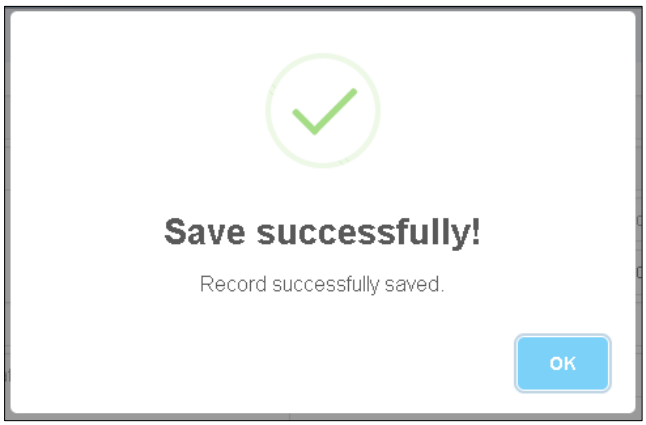
Save SI Details

5. Click **OK** on the confirmation.



Confirmation

6. Record saved.

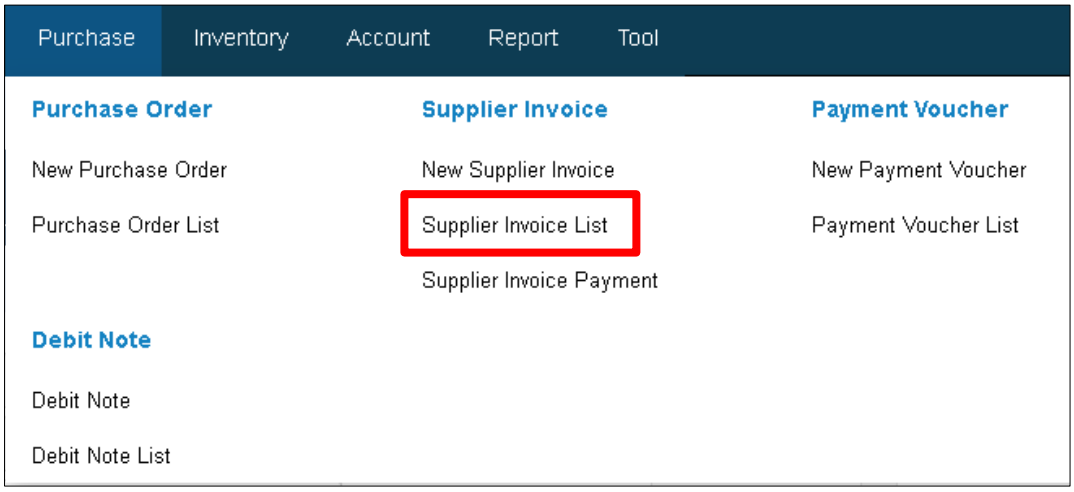


Record is Saved

Supplier Invoice List

1. Click on **Supplier Invoice List**.

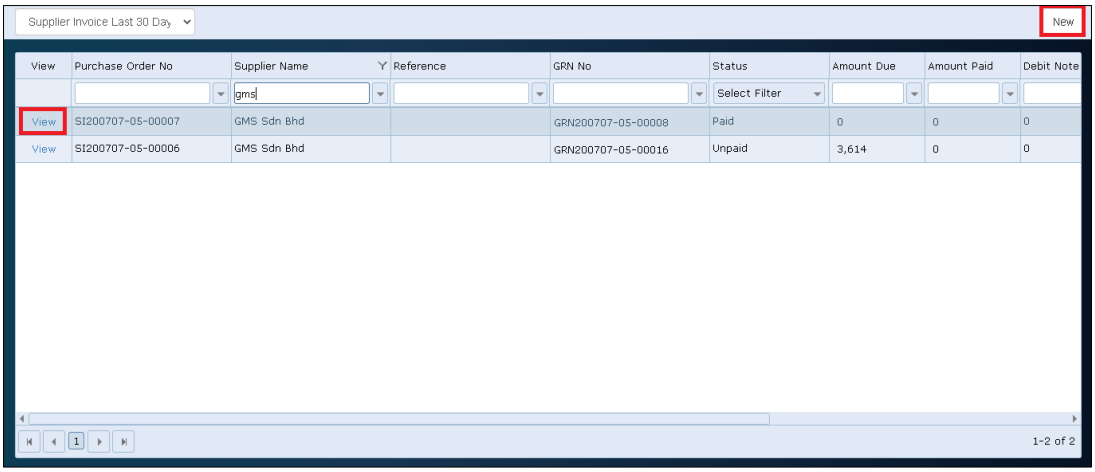
Purchase > Supplier Invoice > Supplier Invoice List



Supplier Invoice List in SI

2. User may click on **View** to check or edit the supplier invoice. Also, user can choose the supplier invoice date range to view the supplier invoice.

Note: User can click on **New** button to create a new supplier invoice. Otherwise, user has to go to **Purchase** and select **New Supplier Invoice (Supplier Invoice)**.



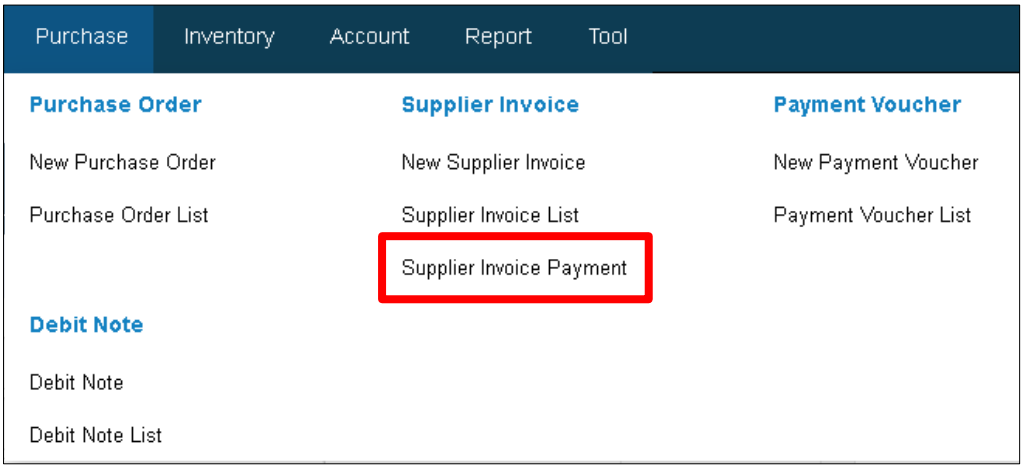
View on Supplier Invoice

3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**. (You may refer back to Invoice List)

Supplier Invoice Payment

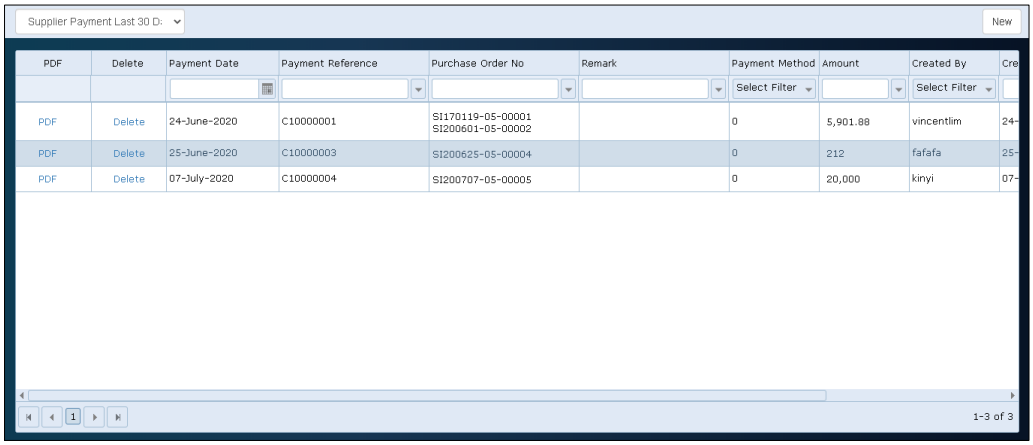
1. Click on **Supplier Invoice Payment**.

Purchase > Supplier Invoice > Supplier Invoice Payment



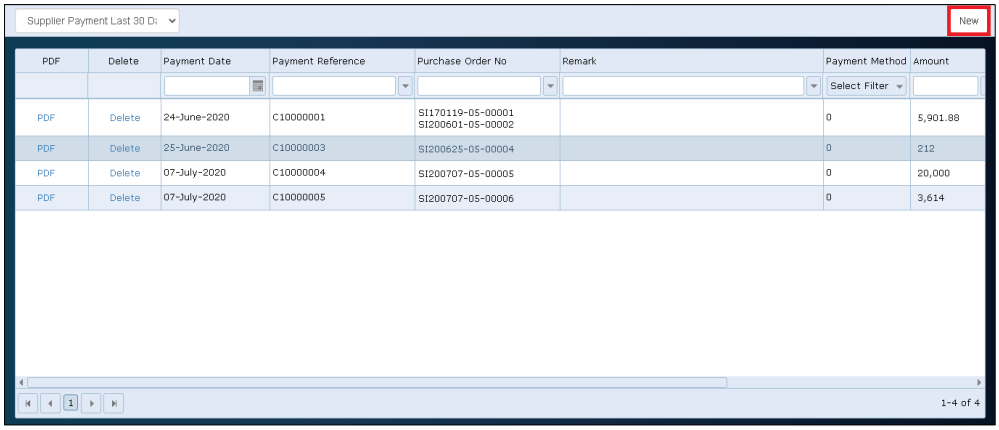
Supplier Invoice Payment in SI

2. You will able to see the supplier invoice payment that has been made.



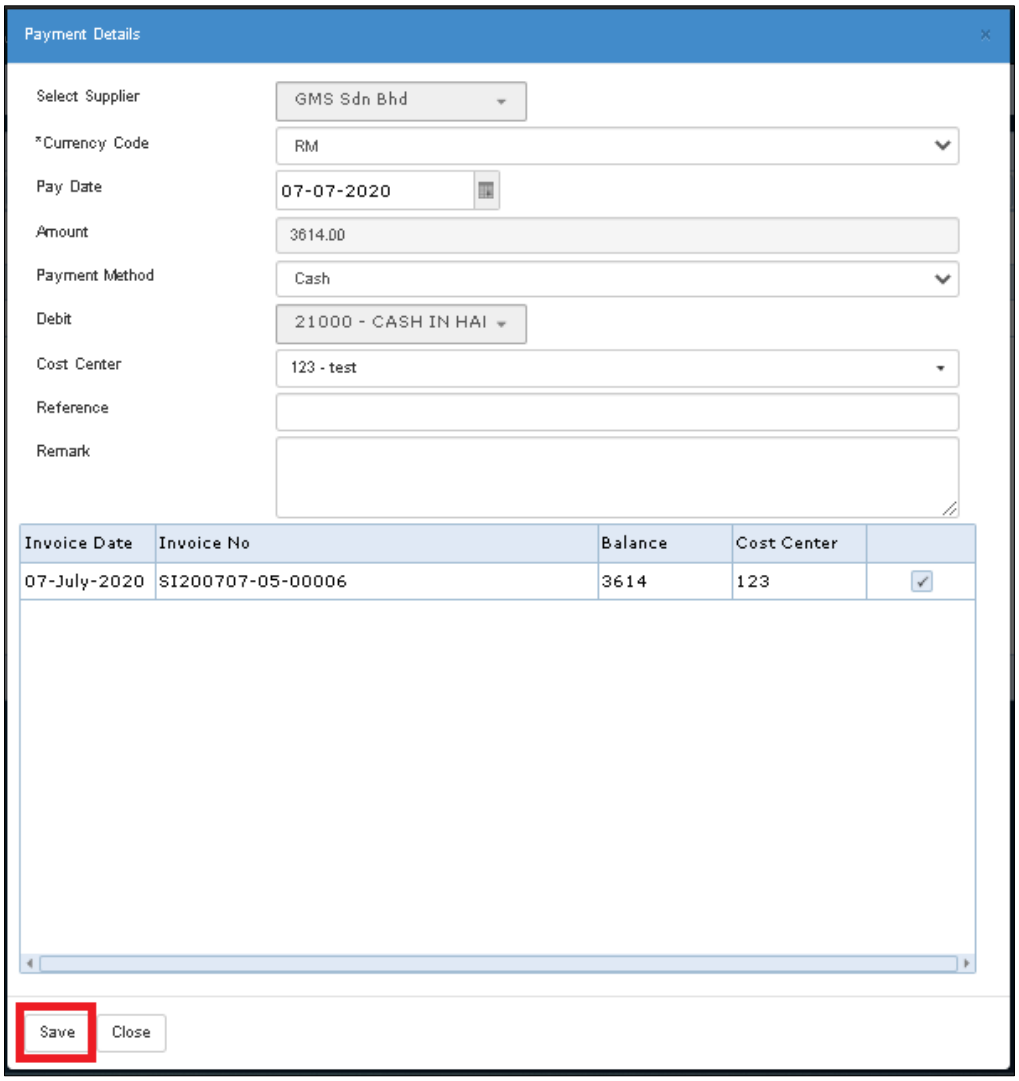
SI Payment Details

3. Click on **New** to make a new payment.



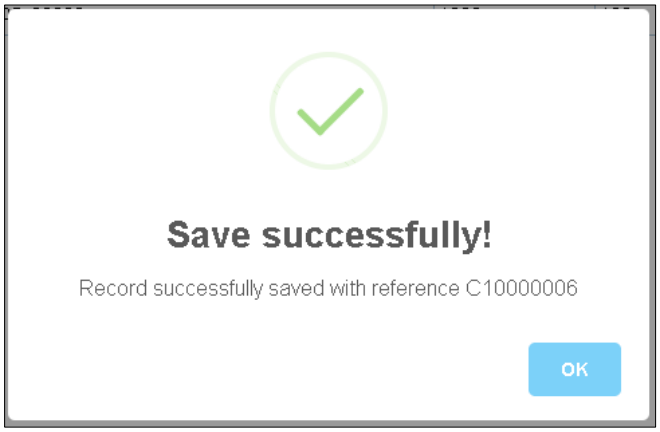
Create New Payment

4. You may select supplier and fill in the details. Once completed, just click **Save**.



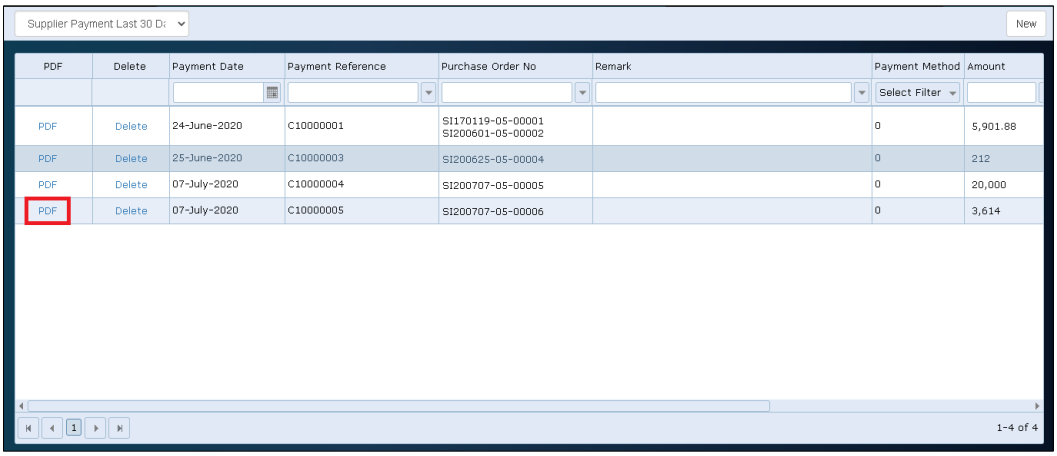
Save Payment Details

5. Record saved.



Record is Saved

6. You may click on **PDF** to download the supplier invoice payment.



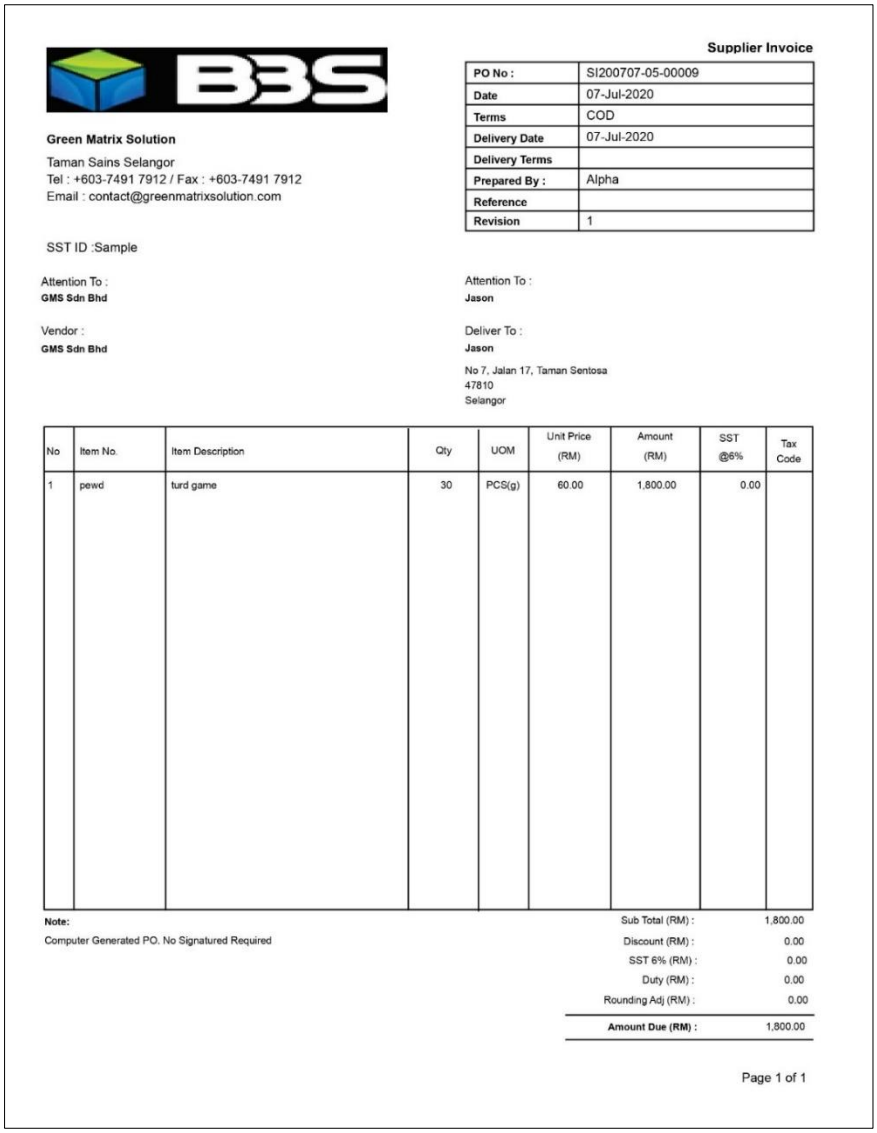
Supplier Payment Last 30 D: New

PDF	Delete	Payment Date	Payment Reference	Purchase Order No	Remark	Payment Method	Amount
						Select Filter	
PDF	Delete	24-June-2020	C10000001	SI170119-05-00001 SI200601-05-00002		0	5,901.88
PDF	Delete	25-June-2020	C10000003	SI200625-05-00004		0	212
PDF	Delete	07-July-2020	C10000004	SI200707-05-00005		0	20,000
PDF	Delete	07-July-2020	C10000005	SI200707-05-00006		0	3,614

1 1-4 of 4

Download SI Payment

7. Supplier Invoice Template.



Supplier Invoice

PO No :	SI200707-05-00009
Date	07-Jul-2020
Terms	COD
Delivery Date	07-Jul-2020
Delivery Terms	
Prepared By :	Alpha
Reference	
Revision	1

Green Matrix Solution
Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

SST ID :Sample

Attention To :
GMS Sdn Bhd

Vendor :
GMS Sdn Bhd

Attention To :
Jason

Deliver To :
Jason

No 7, Jalan 17, Taman Sentosa
47810
Selangor

No	Item No.	Item Description	Qty	UOM	Unit Price (RM)	Amount (RM)	SST @6%	Tax Code
1	pewd	turd game	30	PCS(g)	60.00	1,800.00	0.00	

Note:
Computer Generated PO. No Signatured Required

Sub Total (RM) :	1,800.00
Discount (RM) :	0.00
SST 6% (RM) :	0.00
Duty (RM) :	0.00
Rounding Adj (RM) :	0.00
Amount Due (RM) :	1,800.00

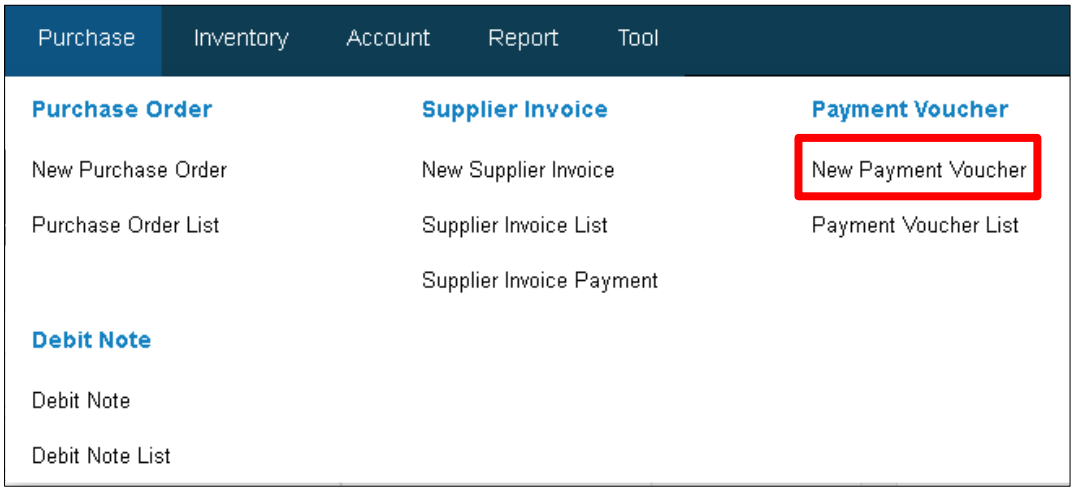
Page 1 of 1

Payment Voucher

New Payment Voucher

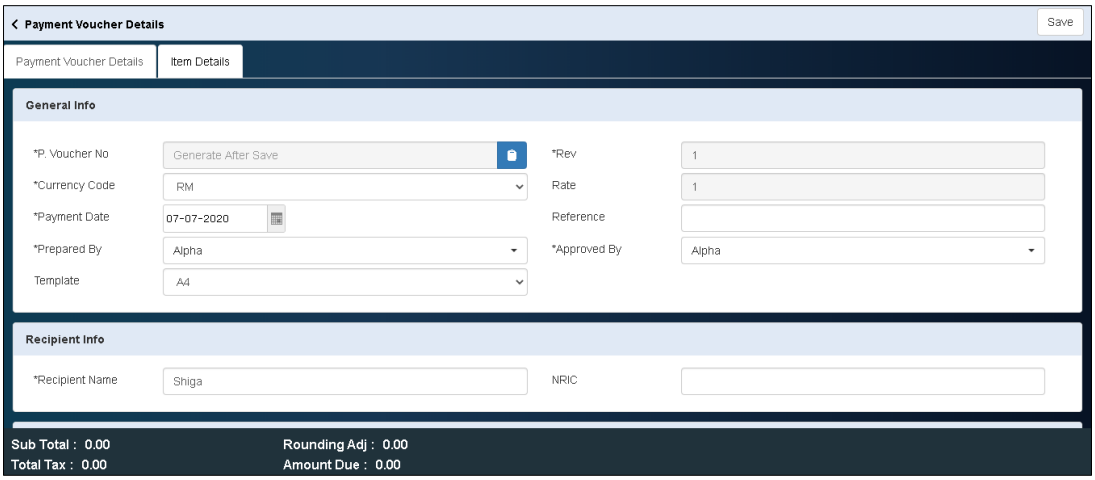
1. Click on **New Payment Voucher**.

Purchase > Payment voucher > New Payment Voucher



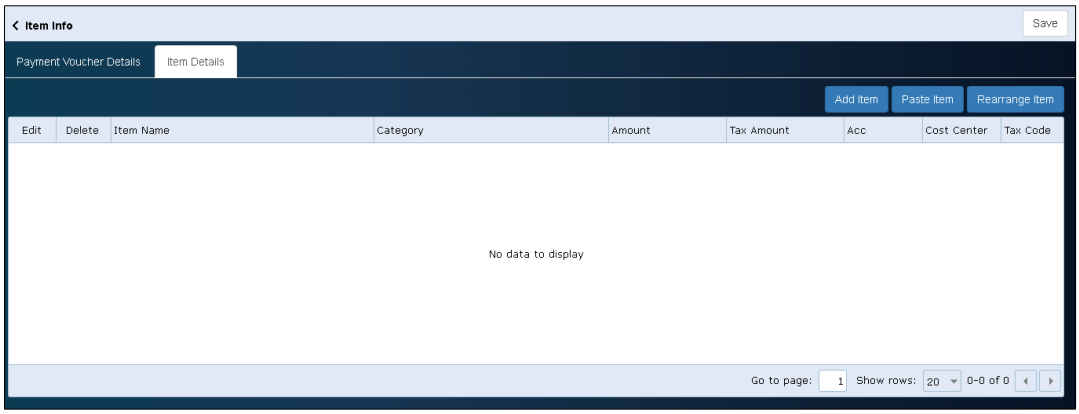
New Payment Voucher in Payment Voucher

2. Enter the payment voucher details. E.g. **General Info, Recipient Info** and **etc**. Info with asterisk (*) must be filled in such as **Rev**, **Currency Code**, **Payment Date**, **Prepared By** and **Approved By**.



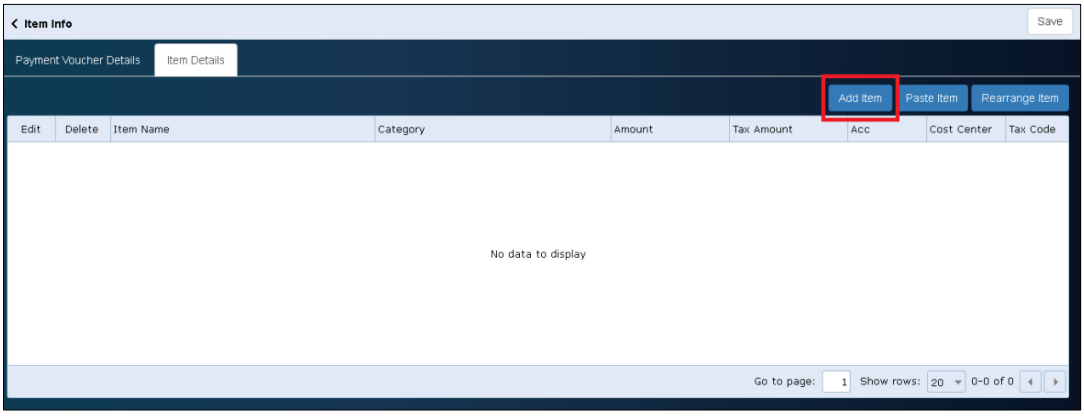
Payment Voucher Details

3. Click on **Item Details** in order to add items to payment voucher.



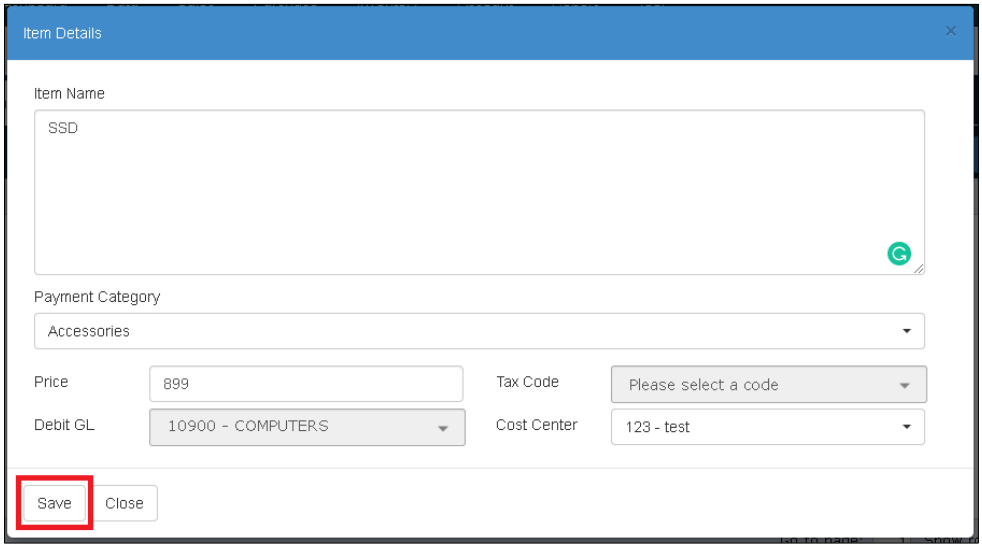
Item Details in Payment Voucher

4.You may click on **Add** Item.



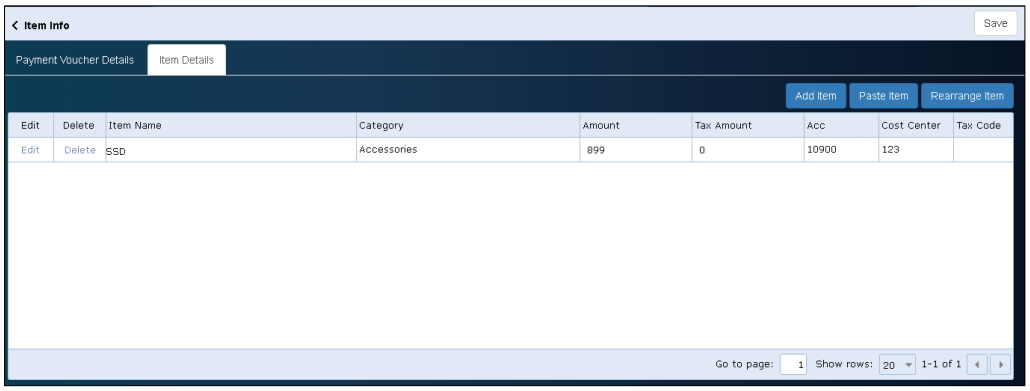
Add Item in PV

5. Enter the items details and click **Save**.



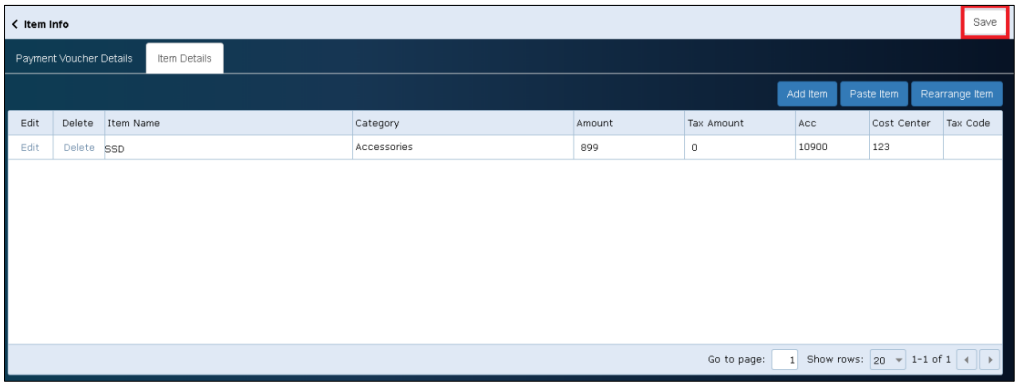
Save Item Details

6. The item details will be added.



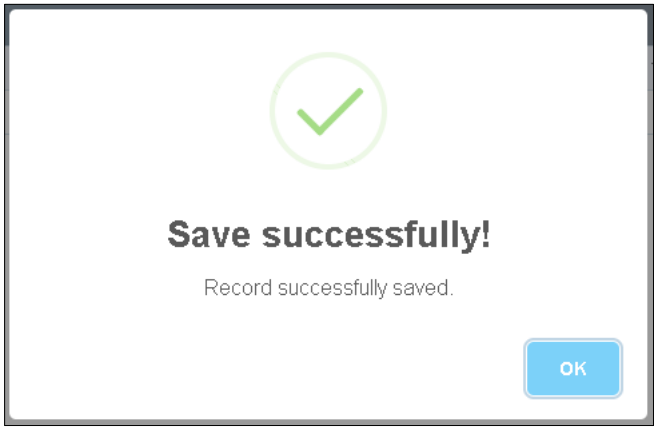
Item Details

7. Click on **Save** if the details have been filled in completely.



Save Details

8. Record saved.

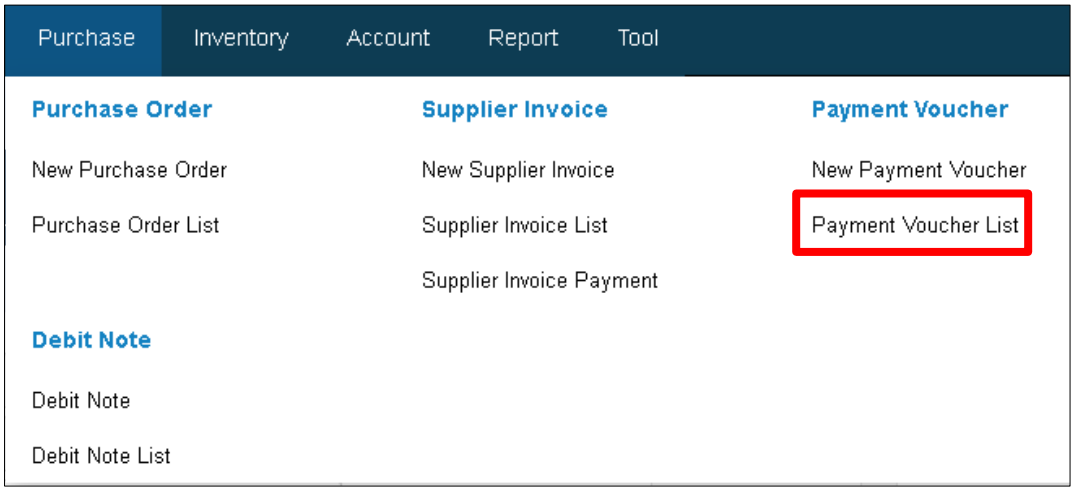


Record is Saved

Payment Voucher List

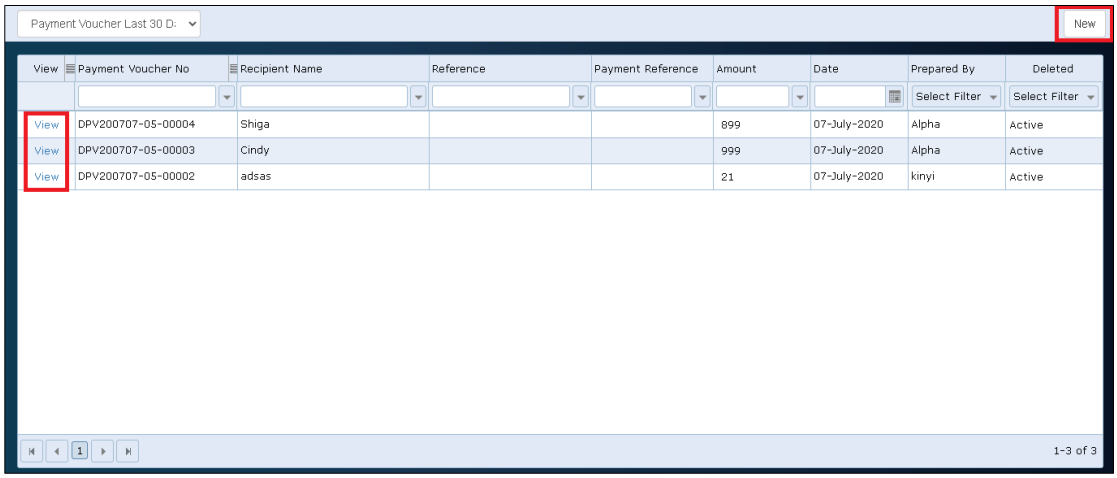
1. Click on **Payment Voucher List**.

Purchase > Payment Voucher > Payment Voucher List



Payment Voucher List in PV

2. The created payment voucher will be listed here. User may click on **View** to check or edit the payment voucher. Also, user can choose the payment voucher date range to view the payment voucher.



View on Payment Voucher

Note: User can click on **New** button to create a new payment voucher. Otherwise, user has to go to **Purchase** and select **New Payment Voucher (Payment Voucher)**.

3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**. (You may refer back to Invoice List)

4. Payment Voucher Template.

PAYMENT VOUCHER

Green Matrix Solution
Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

Voucher No	DPV200707-05-00004
Referene No	
Payment Method	Cash
Date	07-Jul-2020
Revision	1

SST ID :Sample
Pay To : **Shiga**

Item Description	**Amount (RM)**
SSD	899.00
Sub Total :	899.00
Amount Due :	899.00

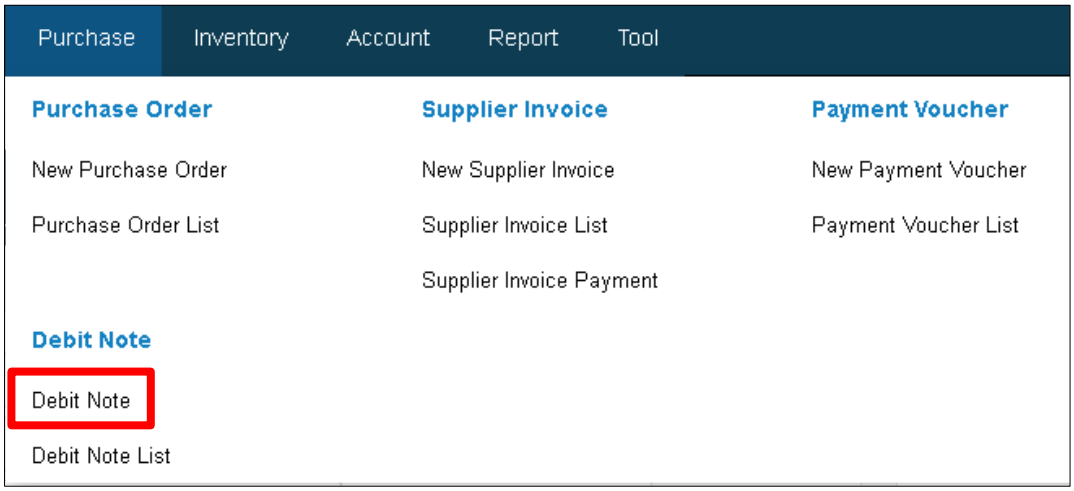
Prepared By : Alpha	Approved By : Alpha	Recipient : Shiga IC :

Debit Note

Debit Note

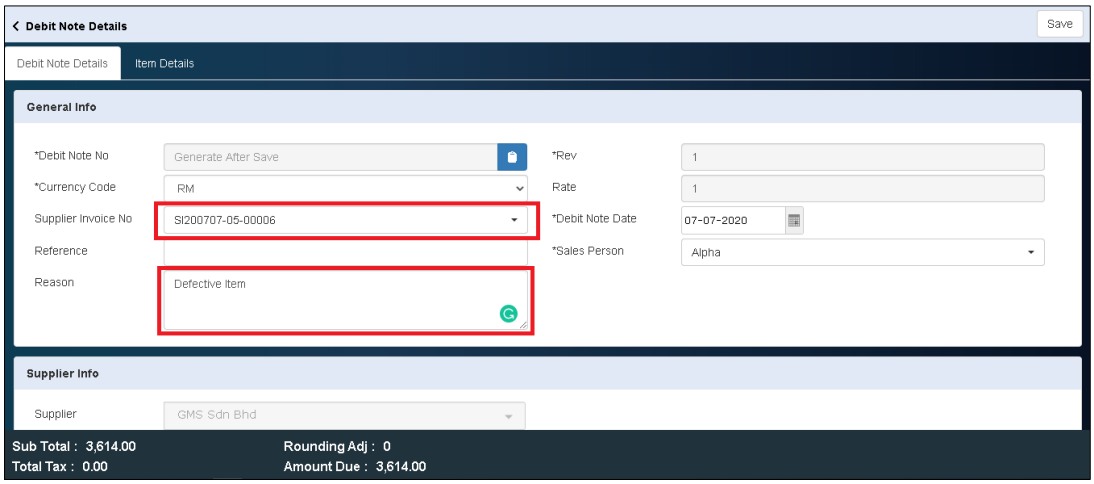
1. Click on **Debit Note**.

Purchase > Debit Note > Debit Note



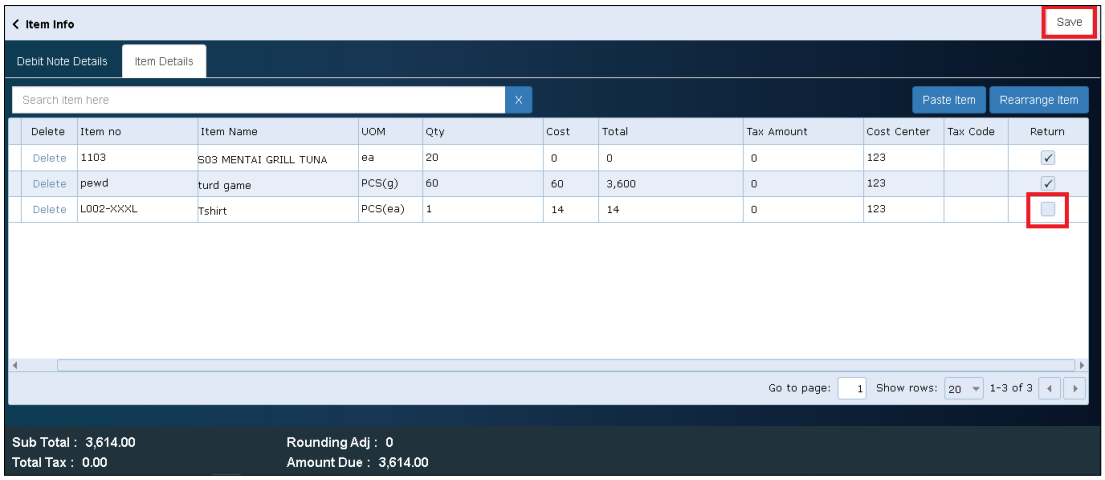
Debit Note in DN

2. You may select an invoice and the system will auto-generated details below. Besides, please valid a reason due to the returned items.



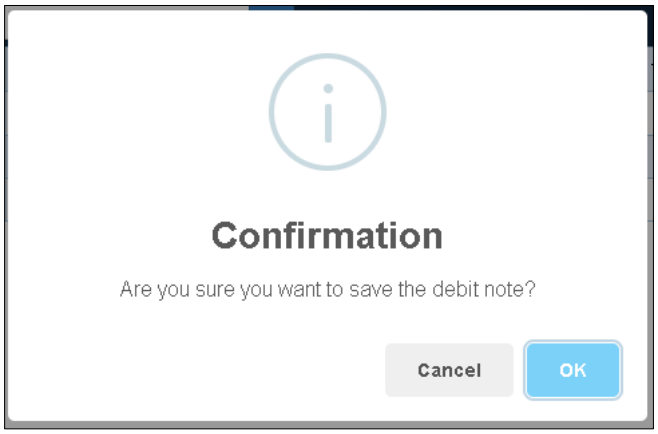
DN Details

3. Furthermore, you may click **Item Details** and select the item that you want to return as a remarkable. You can delete the unreturned items and click **Save** when you are done.



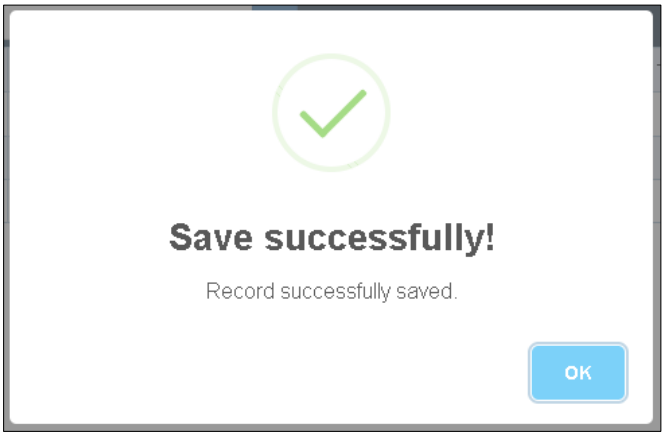
Item Details in DN

4. Click **OK** on the conformation.



Confirmation

5. Record updated.

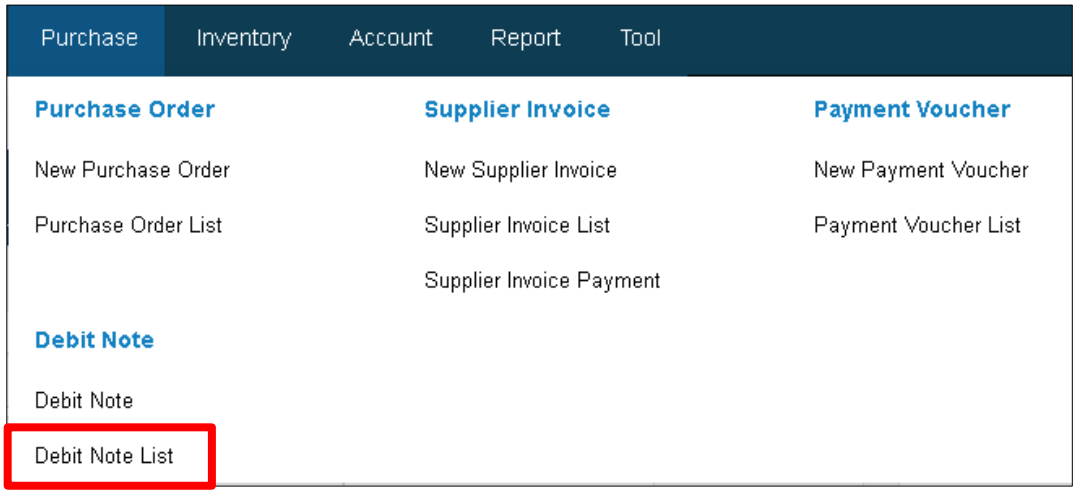


Record is Saved

Debit Note List

1. Click on **Debit Note List**.

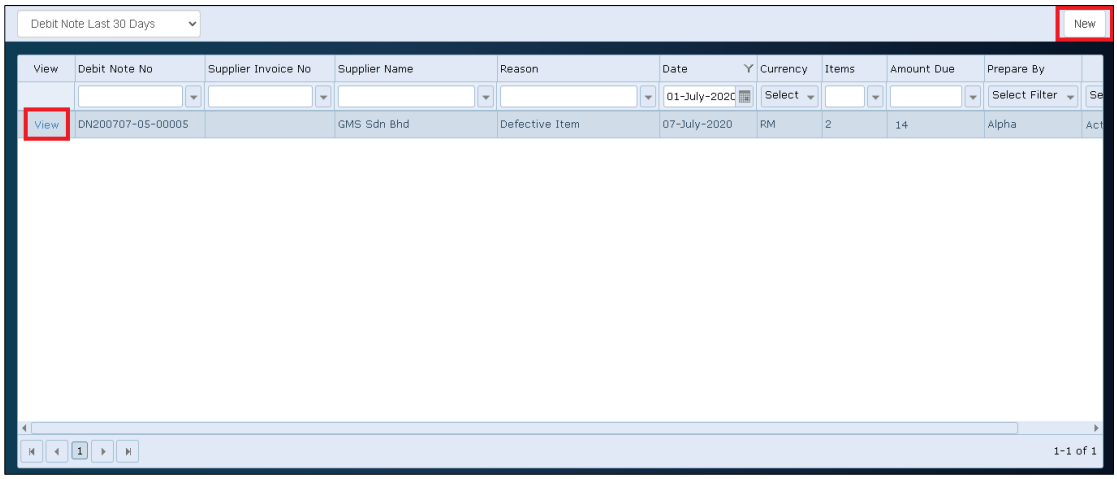
Purchase > Debit Note > Debit Note List



Debit Note List in DN

2. User may click on **View** to check or edit the debit note. Also, user can choose the debit note date range to view the debit note.

Note: User can click on **New** button to create a new debit note. Otherwise, user has to go to **Purchase** and select **Debit Note (Debit Note)**.



View on DN List

3. There are involved 4 buttons as **Print**, **New**, **Delete** and **Edit** when you click on **View**. (You may refer back to Invoice List)

4. Debit Note Template.

DEBIT NOTE

Debit Note No.	DN200707-05-00005
PO No.	
Date	07-Jul-2020
Prepare By	Alpha
Revision	1

Green Matrix Solution

Taman Sains Selangor
Tel : +603-7491 7912 / Fax : +603-7491 7912
Email : contact@greenmatrixsolution.com

SST ID :Sample

GMS Sdn Bhd

No.6, Taman Sains Selangor
KD
47810
Selangor

No	Item Description	Amount (RM)	Qty	Total
1	S03 MENTAI GRILL TUNA	0.00	20.00	0.00
2	Tshirt	14.00	1.00	14.00

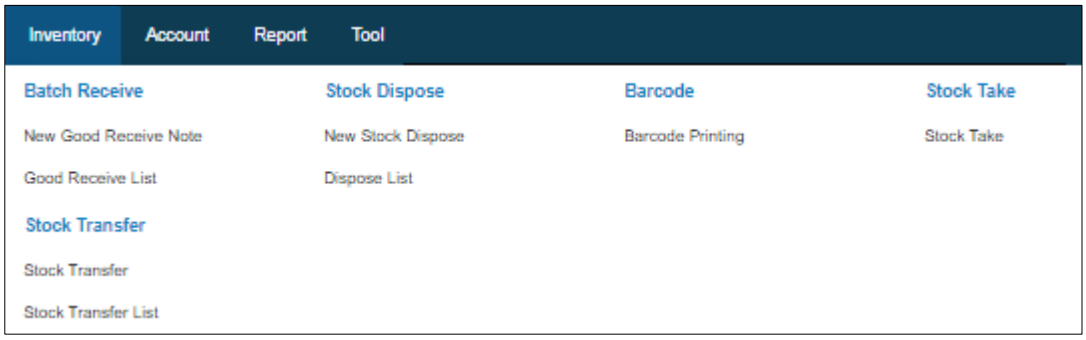
Defective Item

Sub Total :	14.00
SST (6%) :	0.00
Amount Due :	14.00

Chop & Signature

Page 1 of 1

Chapter 7: Inventory



Sub Modules in Inventory

The inventory module consists of **FIVE (5)** main modules, **Batch Receive, Stock Dispose, Barcode, Stock Take** and **Stock Transfer**. Each main module is further broken down into smaller modules that contain specific settings and details related to the main module.

Batch Receive

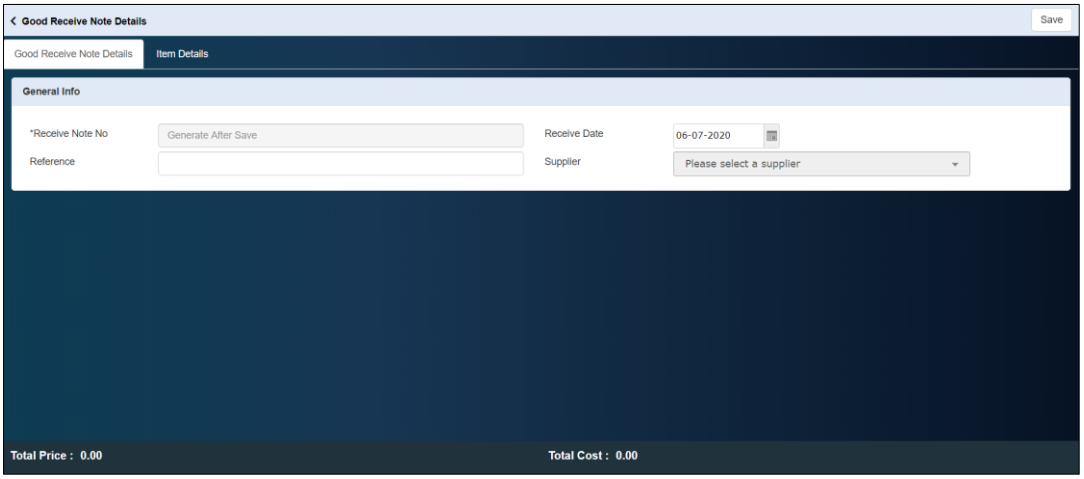
This section is for when we receive stock, and the list of stock that had been received.

New Good Receive Note

Inventory > Batch receive > New Good Receive Note

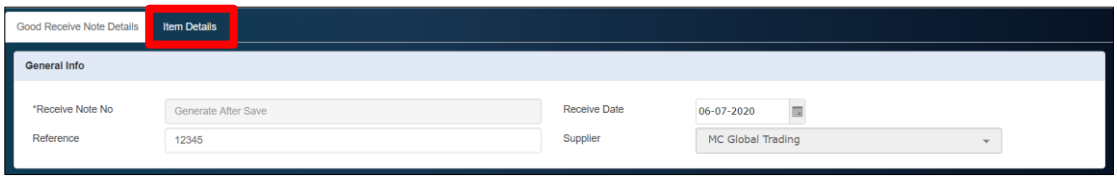
New Good Receive Note in Batch Receive

1. Enter the **Date**, the **Reference** and the **Supplier** name.



Good Receive Note 1.0

2. Click on **Item Details**.



Good Receive Note 2.0

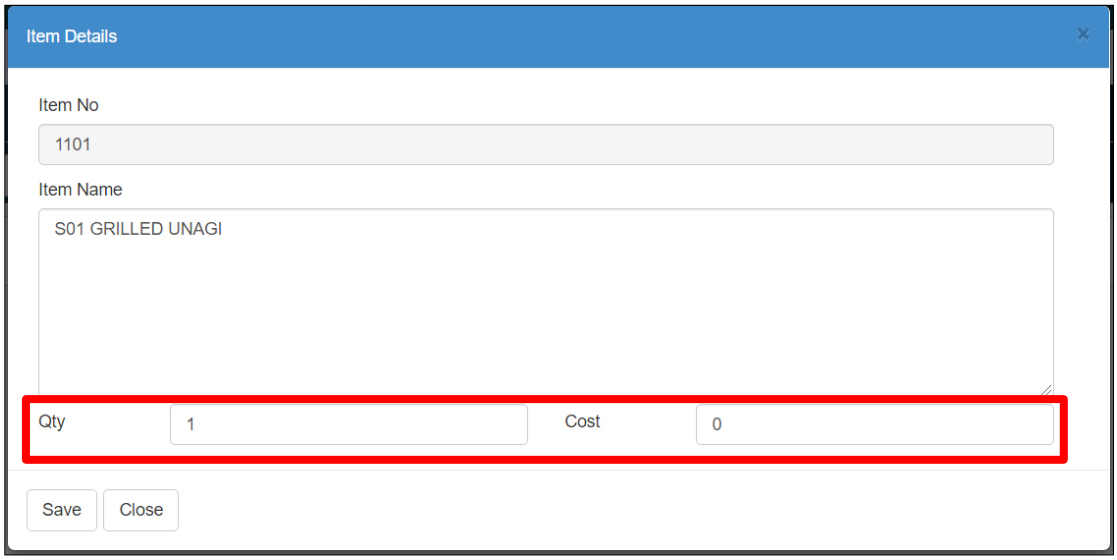
3. Search for the item by typing either the item number or item name.

Search Bar

4. Select the item name.

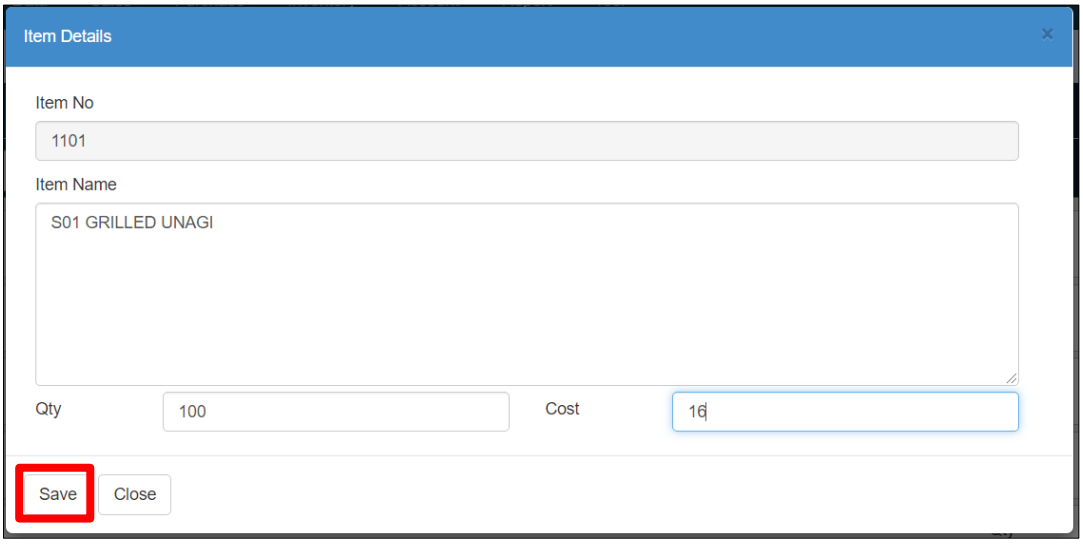
Good Receive Note 3.0

5. Key in the **quantity** and the **cost** of the items.



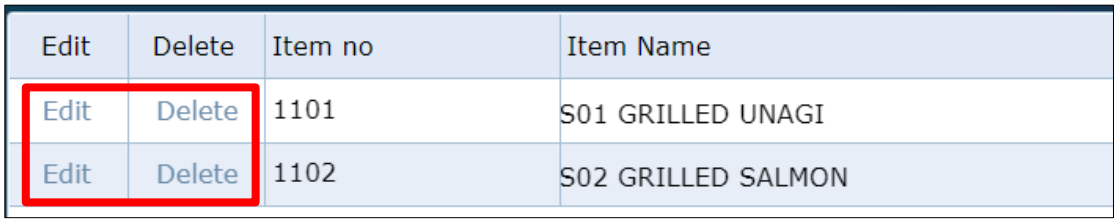
Good Receive Note 4.0

6. Press **Save** after confirming the details.



Save Item Details

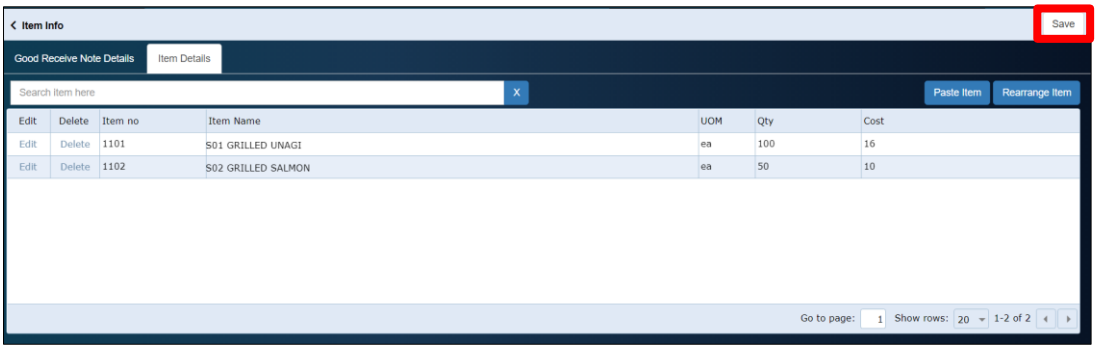
7. The items can also be edited or deleted after saving it by clicking on the **Edit** or **Delete** button respectively.



Edit	Delete	Item no	Item Name
Edit	Delete	1101	S01 GRILLED UNAGI
Edit	Delete	1102	S02 GRILLED SALMON

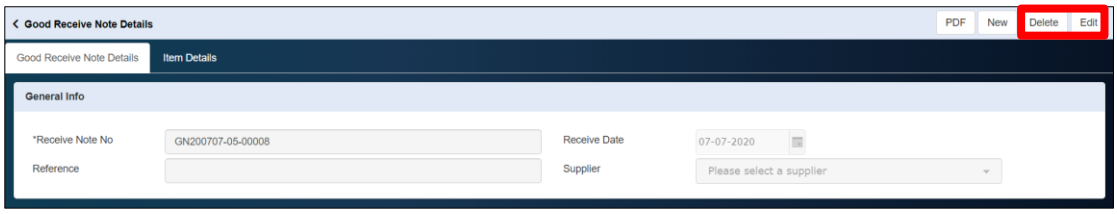
Good Receive Note 5.0

8. After the list is completed, click **Save**.



Good Receive Note 6.0

9. If there are more changes to the note that is saved, it can then be either edited or deleted as well. Press the **Edit** and **Delete** button located on the top right of the screen.



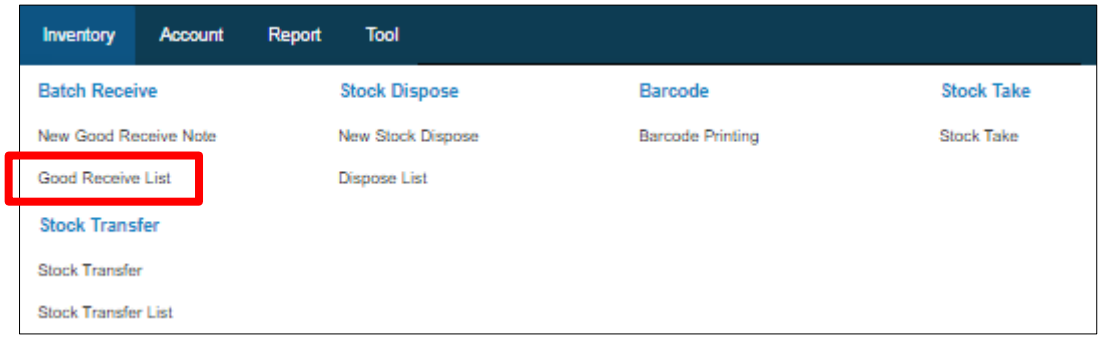
Edit Good Receive Note

10. The Good Receive Note can also be downloaded by clicking on the **PDF** button next to the **Delete** and **Edit** button.

Good Receive List

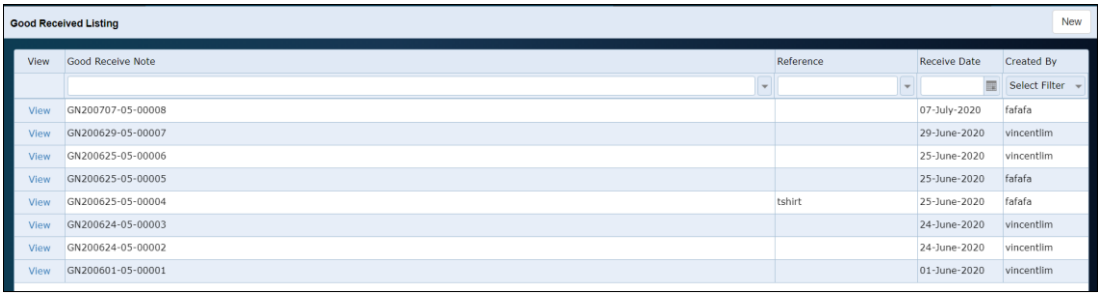
1. Click on **Good Receive List**.

Inventory > Batch Receive > Good Receive List



Good Receive List in Batch Receive

2. Clicking the **Good Receive List** button will open up a page consisting of all the good receive notes that has been recorded.



Good Receive Listing

3. Clicking on the **View** button will open up the details of the note and can then be edited or deleted as shown previously.

Stock Dispose

For when there are stocks that needs to be removed for any reason.

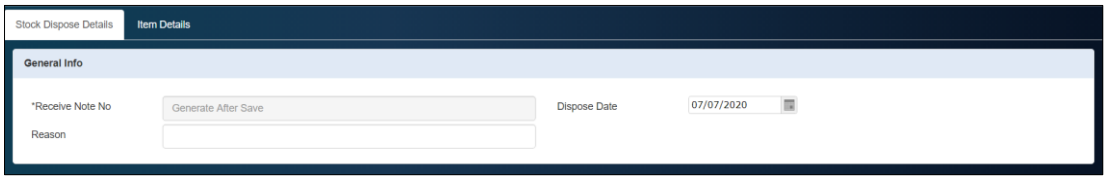
New Stock Dispose

1. Click on **New Stock Dispose**.

Inventory > Stock Dispose > New Stock Dispose

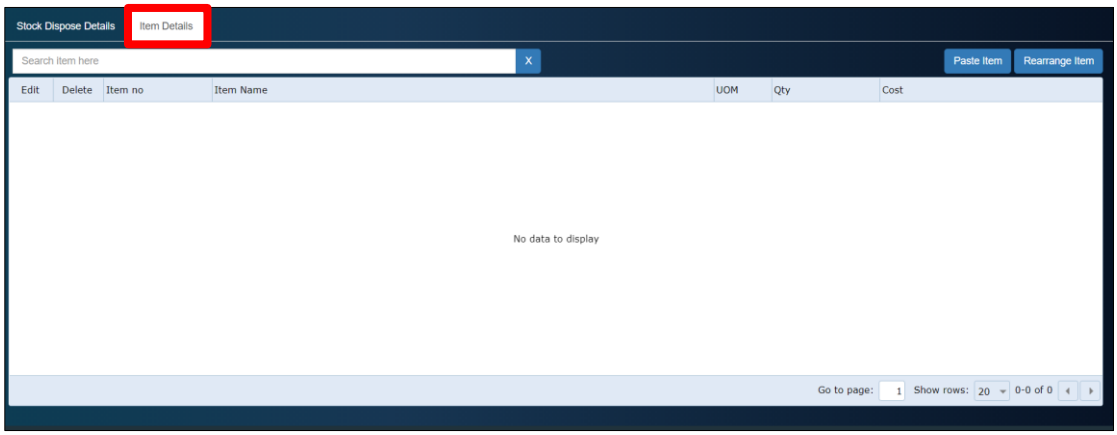
New Stock Dispose in Stock Dispose

2. Enter the **Date** and the **Reason** for disposing the goods.



Stock Dispose Details 1.0

3. Click on **Item Details**.

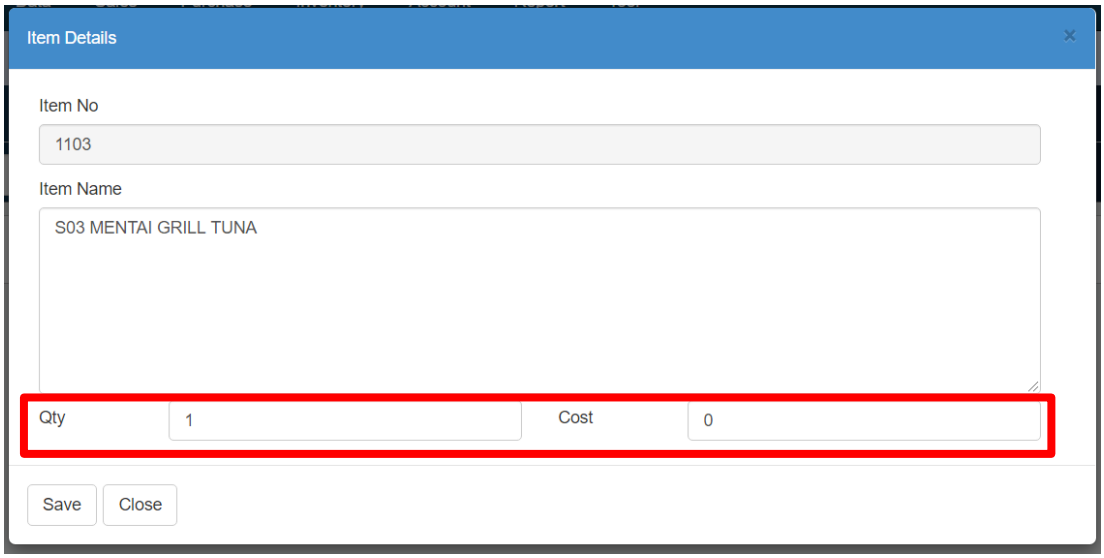


Stock Dispose Details 2.0

4. Search for the item using item number or item name and click on the item

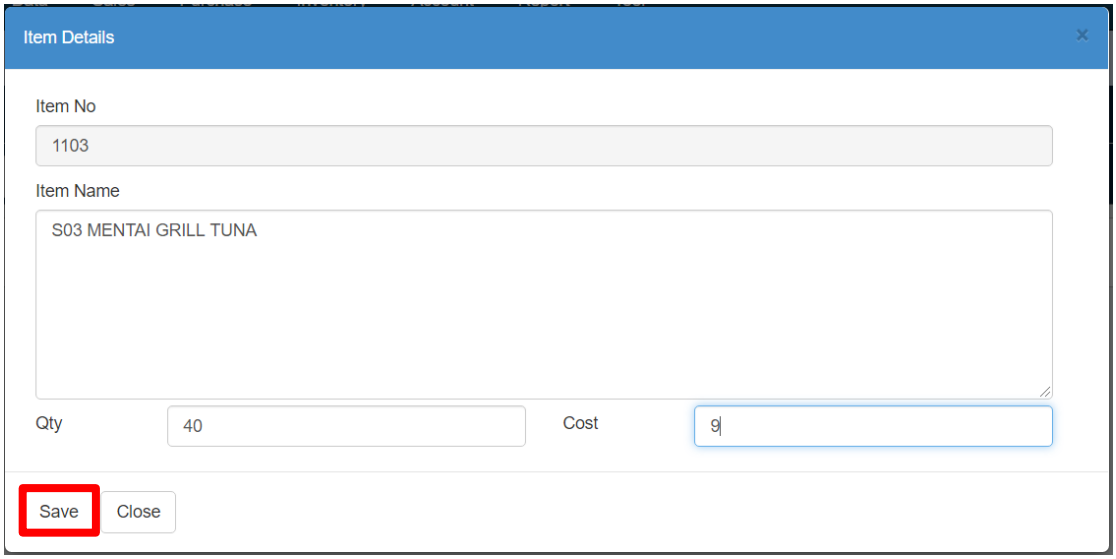
Search Bar

5. Enter the **Quantity** and the **Cost** of the item.



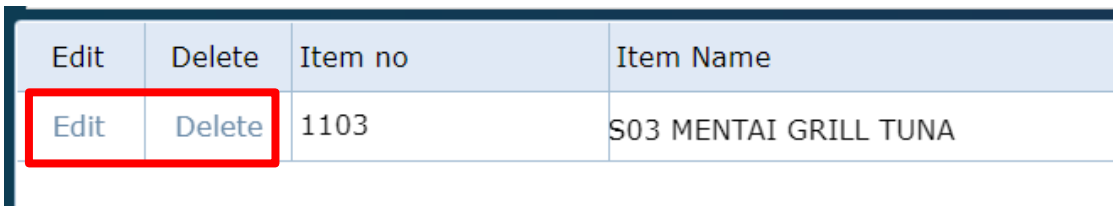
Stock Dispose Details 3.0

6. Click on **Save** when done.



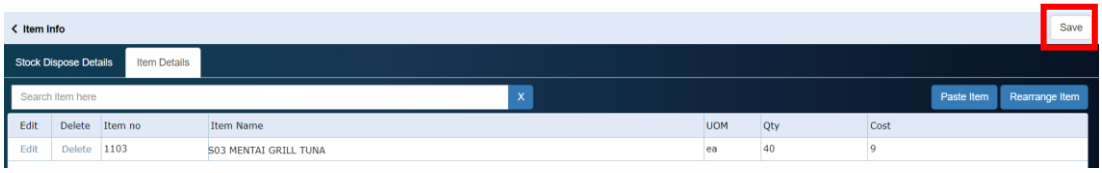
Stock Dispose Details 4.0

7. The details can be edited or the item can be removed by clicking on the **Edit** or **Delete** button.



Edit in Stock Dispose

8. Press the **Save** button after confirming the details.



Save Item Details

9. The dispose list has been created.

10. If there are further changes to the list or if it needs to be deleted, press the **Edit** button or the **Delete** button located on the upper right corner.

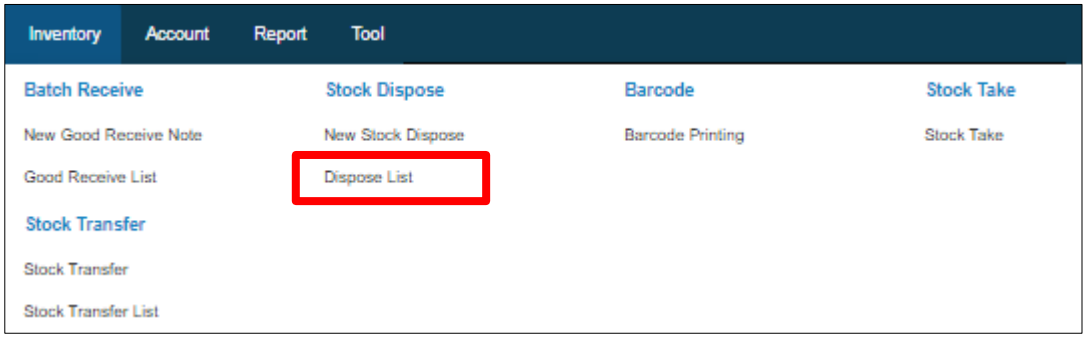
Download Stock Dispose Details

11. The list can also be downloaded in **PDF** form by clicking on the **PDF** button.

Dispose List

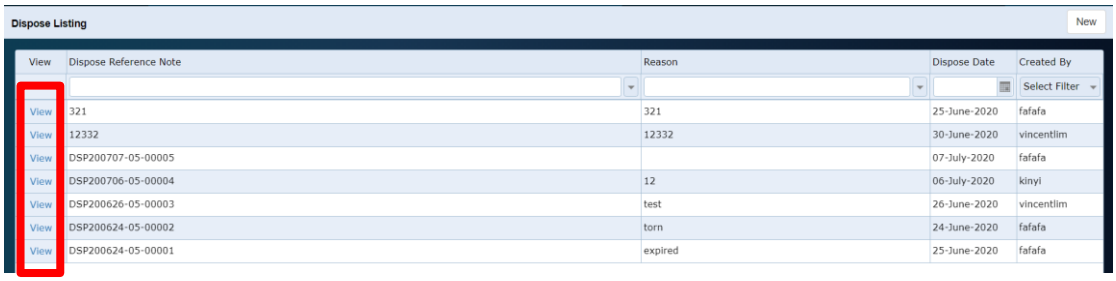
1. Click on **Dispose List**.

Inventory > Stock Dispose > Dispose List



Dispose List in Stock Dispose

2. This is where the list of all disposed goods is displayed. By clicking on the **View** button, the details of the disposed goods will be shown. If there are changes, press the **Edit** button. If it needs to be removed, press the **Delete** button. The list can also be downloaded by clicking the **PDF** button.



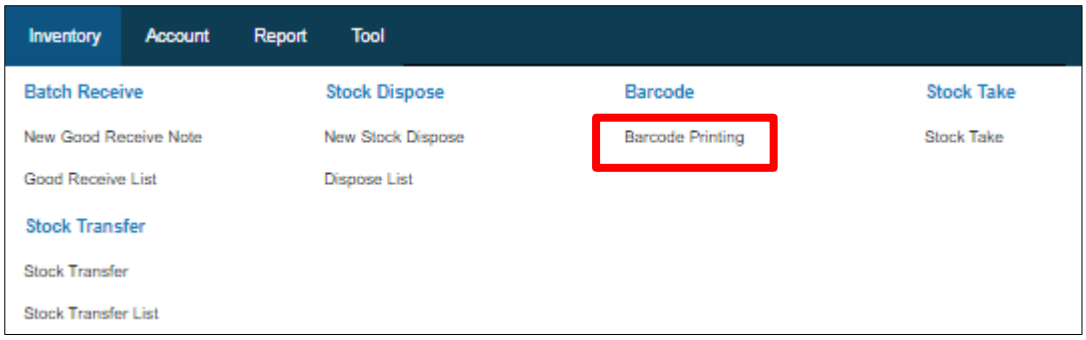
View in Dispose List

Barcode

Barcode Printing

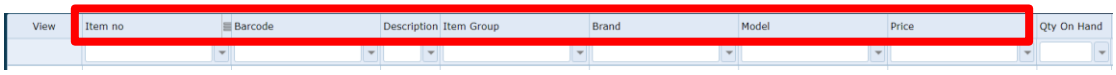
1. Select **Barcode Printing.**

Inventory > Barcode > Barcode Printing



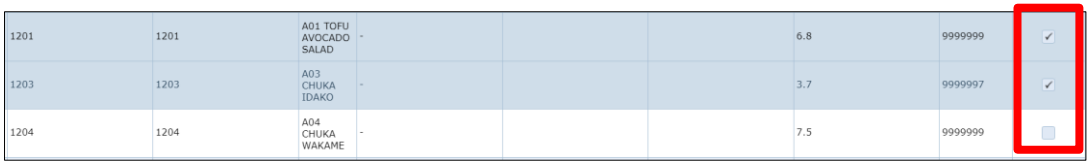
Barcode Printing in Barcode

2. Search for the item by entering any details in the search field such as **Item Number, Barcode, Item Name, Item Group, Brand** or **Model**.



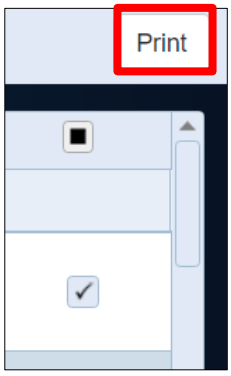
Search Bar

3. Check the box on the right most for the items that needs to be printed.

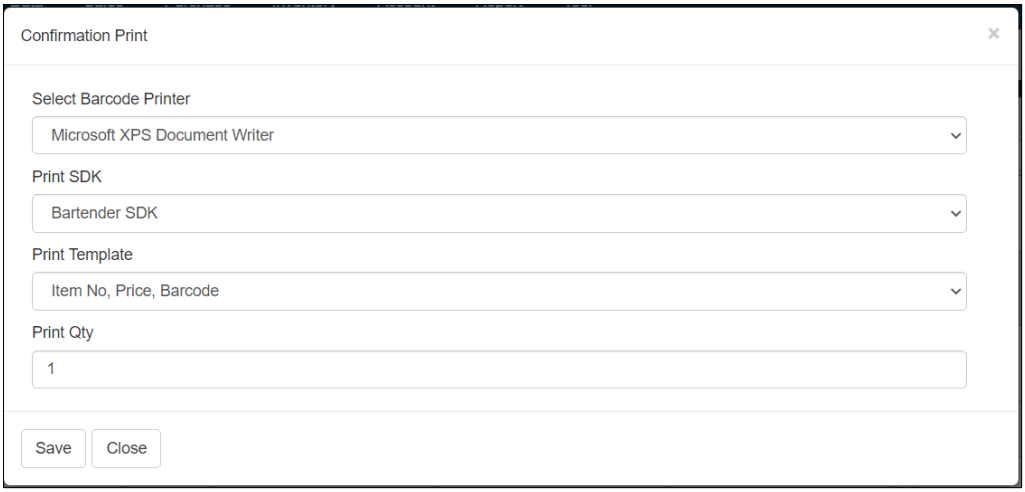


Make Selection in checkbox

4. Click on the **Print** button located at the top right button of the screen.



5. Choose the **Print** settings.



Print Setting

6. Click on **Save**.

Note: Clicking on **View** on the left most will redirect to **Item Details**.

Stock Take

Stock Take

1. Select **Stock Take.**

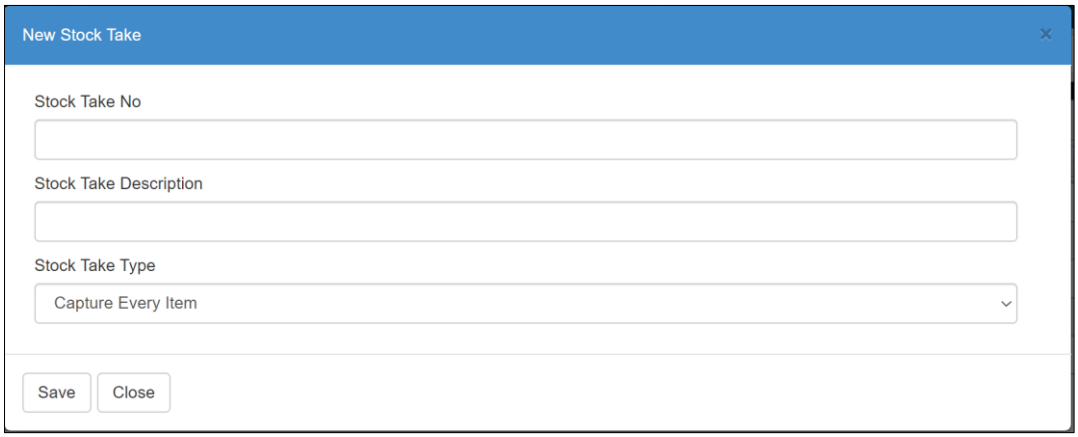
Inventory > Stock Take > Stock Take

Stock Take

2. Click on **New** to create a new list for stock take.

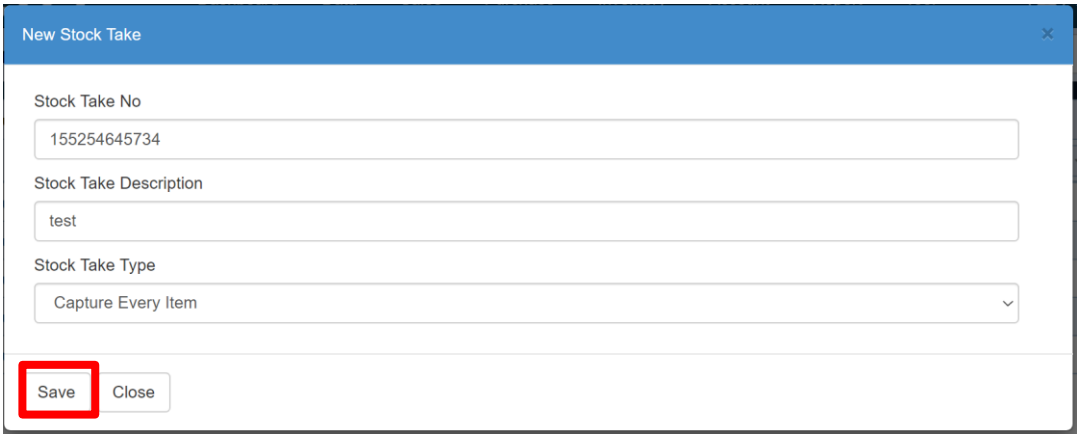
Create New Stock Take

3. Fill in the details.



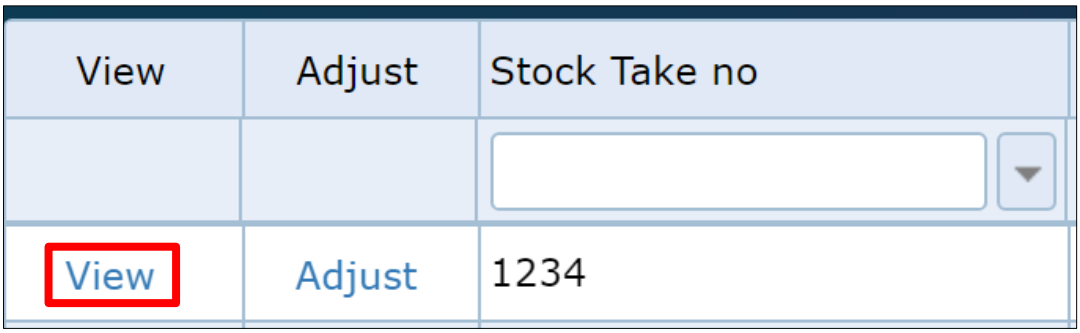
Stock Take Details

4. Select **Save.**



Save Details

5. After creating a new list, click on **View**.

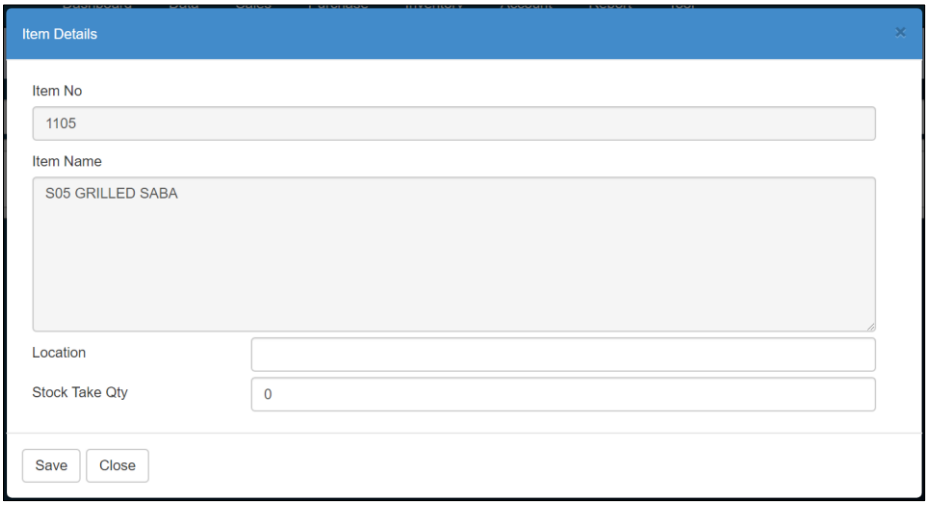


View Listing

6. Search for the item on the search bar and click on the item to select.

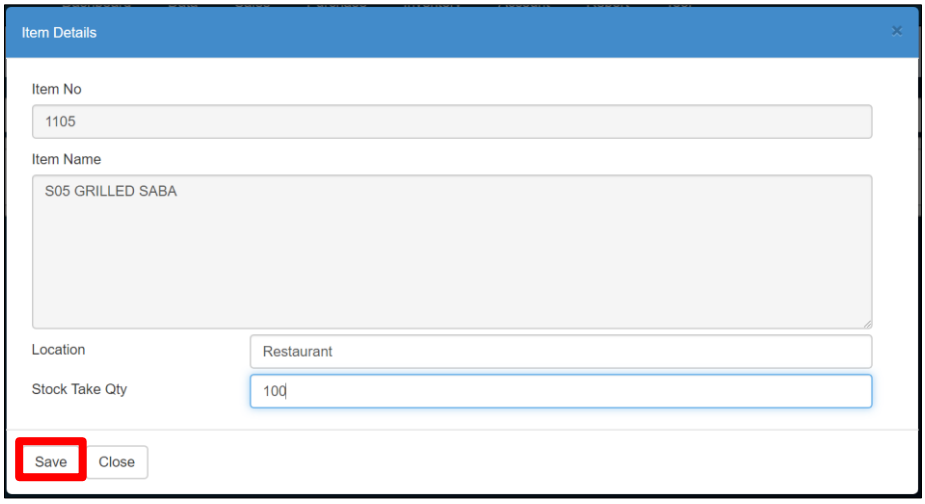
Search Bar

7. Key in the **Location** and **Quantity** information.



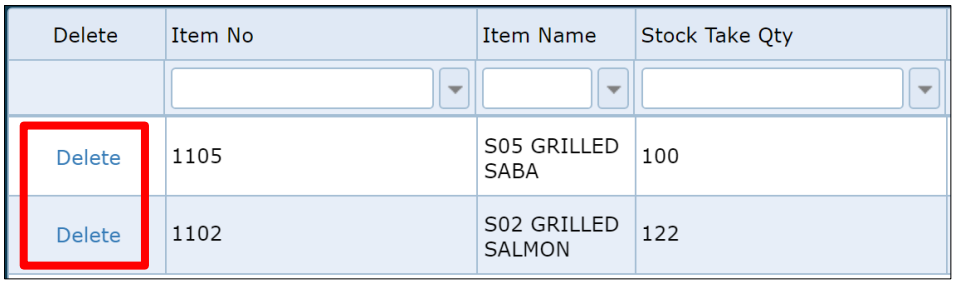
Item Details

8. Click on **Save** when done.



Save Details

9. The item can also be deleted by pressing the **Delete** button on the left side.



Delete	Item No	Item Name	Stock Take Qty
Delete	1105	S05 GRILLED SABA	100
Delete	1102	S02 GRILLED SALMON	122

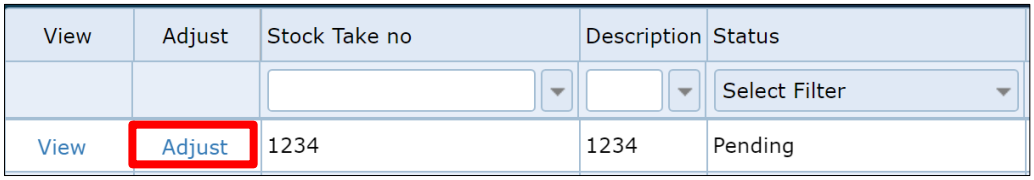
Delete Stock

10. From here, there are 2 choices:

    a. If the list is confirmed and finished, press **Complete**.

    b. If the list needs to be updated at a later time, press back instead.

11. When the list is completed, press the **Adjust** button to complete the stock list.



View	Adjust	Stock Take no	Description	Status
				Select Filter
View	Adjust	1234	1234	Pending

Adjust in Stock List

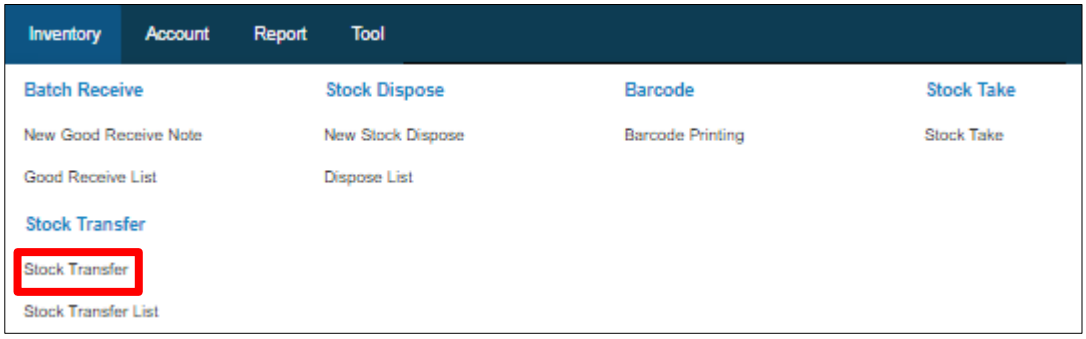
Stock Transfer

This module is for transferring stocks from current company to another company.

Stock Transfer

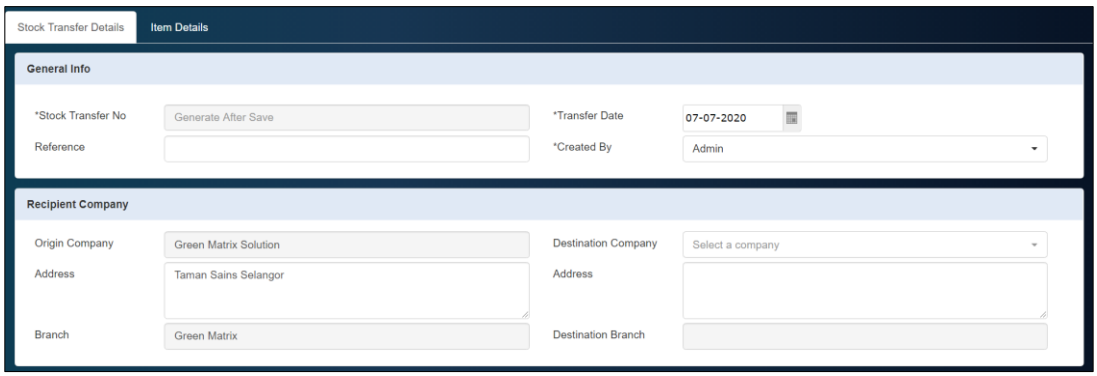
1. Select **Stock Transfer**.

Inventory > Stock Transfer > Stock Transfer



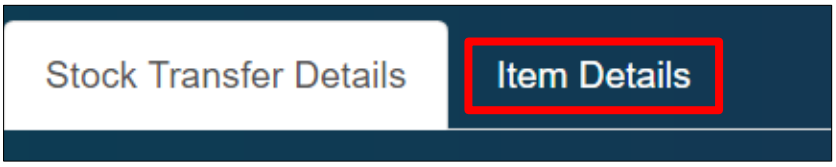
Stock Transfer

2. Fill in all the details needed.



Stock Transfer Details

3. Go to **Item Details**.

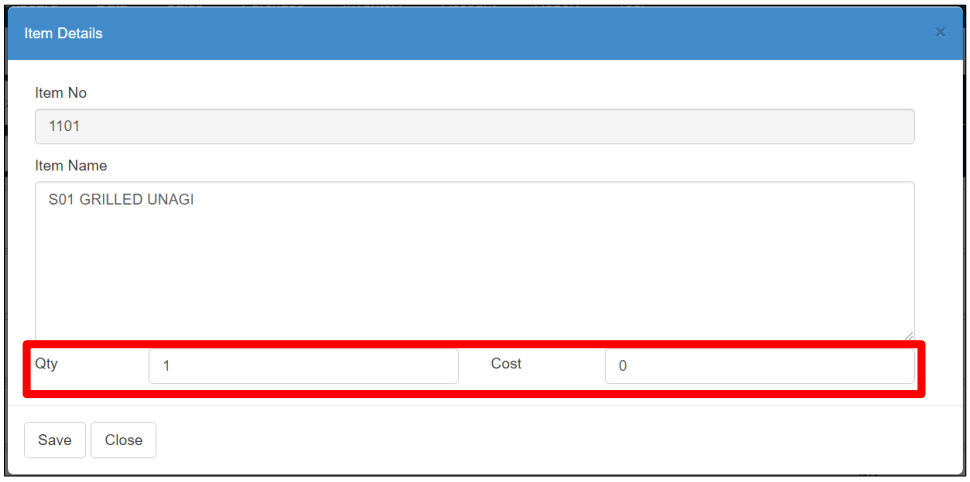


Item Details in Stock Transfer

4. Search for item and select it.

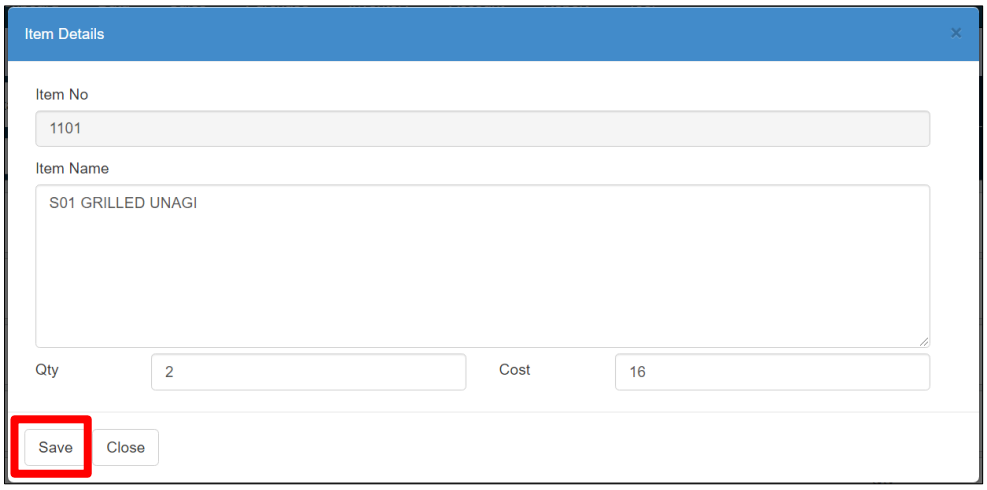
Search Bar

5. Enter the **Quantity** and the **Cost**.



Item Details in Stock Transfer

6. Press **Save.**



Save Item Details

7. The item can still be edited or deleted by pressing the **Edit** and **Delete** button.

Edit	Delete	Item no	Item Name	UOM	Qty	Cost	Total
Edit	Delete	1101	S01 GRILLED UNAGI	ea	2	16	32

8. After completing the list, press **Save**.

< Item Info Save

9. The stock transfer details can then be viewed again by pressing the **View** button.

View	Stock Transfer No	Origin Compa...	Origin Branch
View	TRN200707-05-00005	Green Matrix Solution	Green Matrix

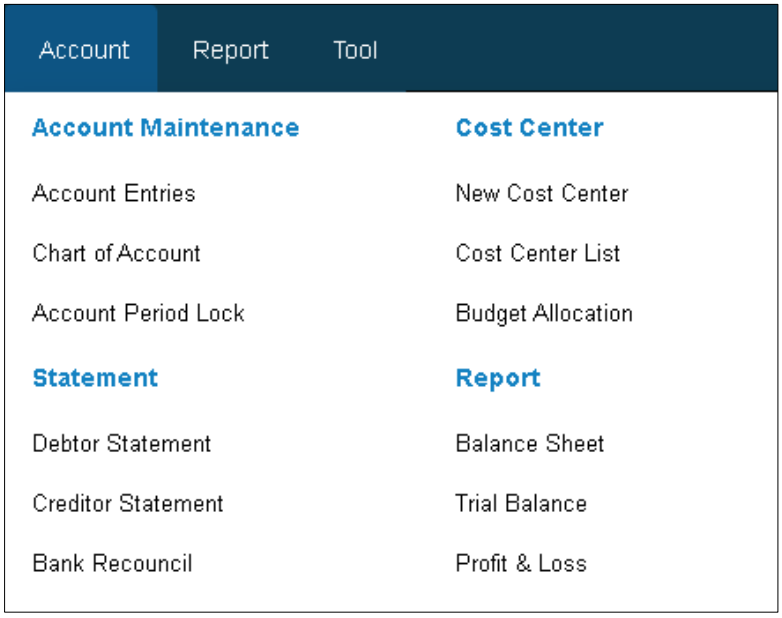
View Stock Transfer

10. It can also be edited again or deleted by pressing **Edit** and **Delete** respectively.

< Stock Transfer Details PDF New Delete Edit

11. The details can also be downloaded by pressing the **PDF** button.

Chapter 8: Account



Sub Modules in Account

The account module consists of **FOUR (4)** main modules, **Account Maintenance, Cost Center, Statement,** and **Report.** Each main module is further broken down into smaller modules that contain specific settings and details related to the main module.

Account Maintenance

Chart of Account

Account > Account Maintenance > Chart of Account

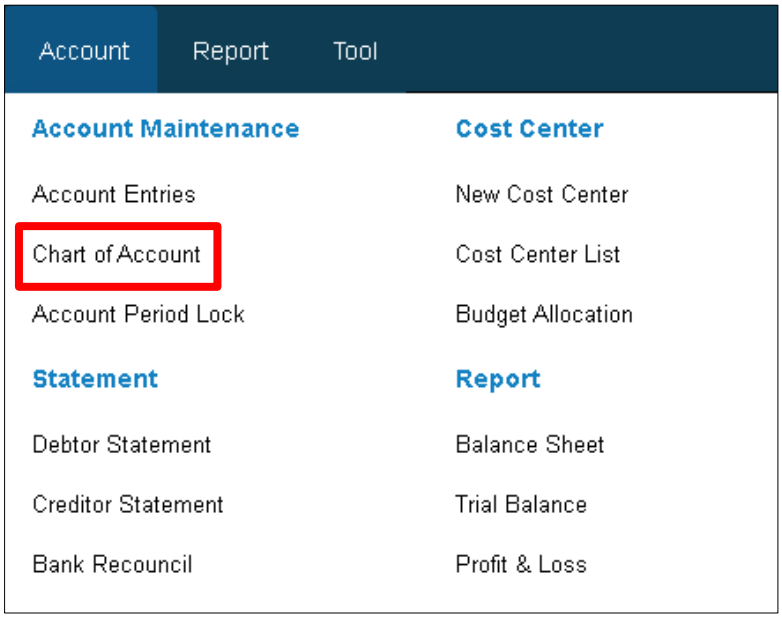


Chart of Account in Account Maintenance

This is where users can see **assets, profits, losses,** and **liabilities**. Pressing the arrow on the left will show the contents of the group.

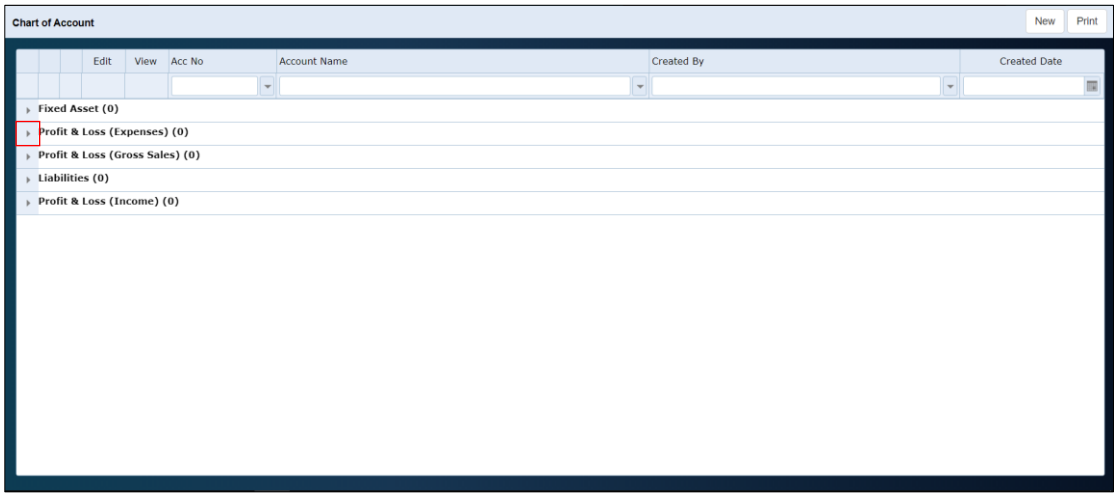


Chart of Account 1.0

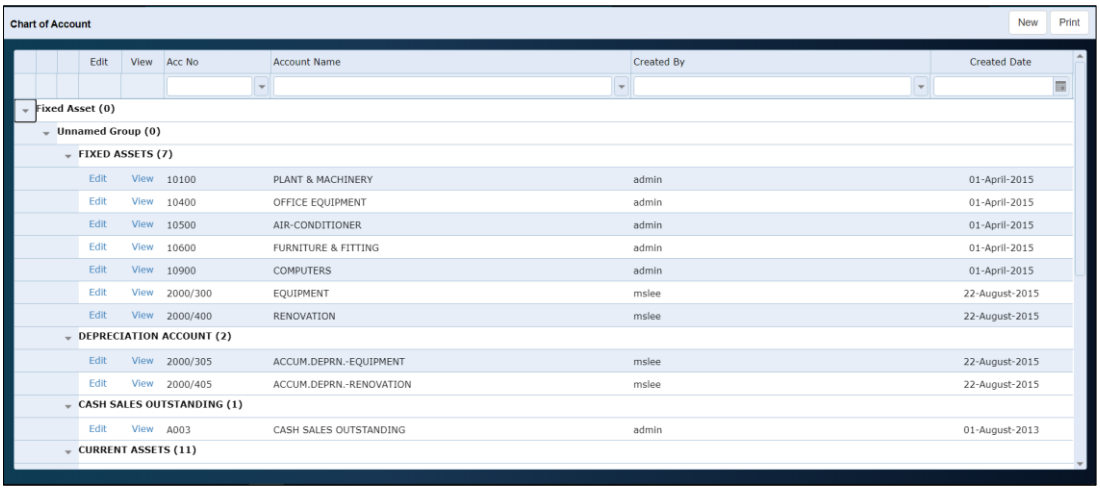
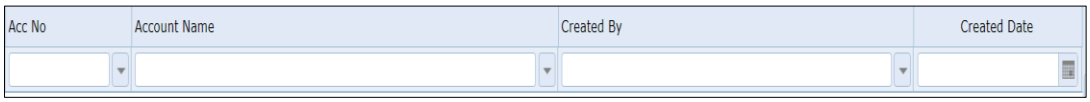


Chart of Account 2.0

To filter out the specific ledger, enter the details of the ledger in the empty field and press enter.



Search Bar

a) Adding Ledger

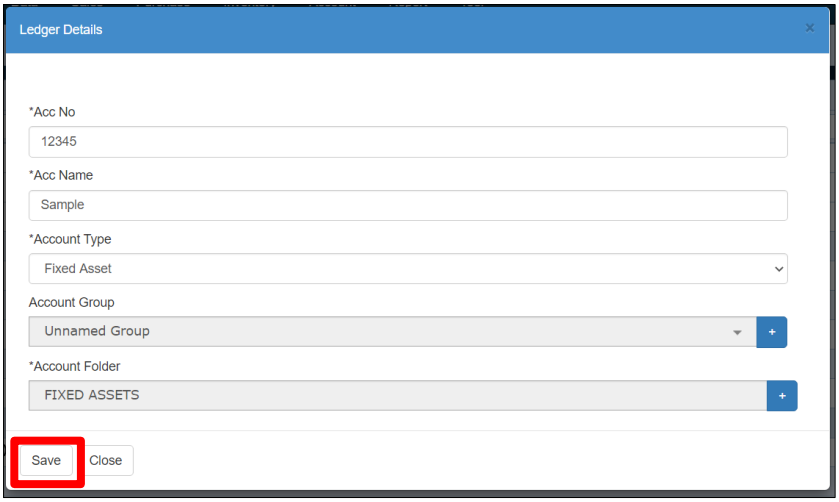
1. Press the **New** button as shown below.

Create New

2. Fill in the details required by entering **account number, account name, account type,** and **account group**.

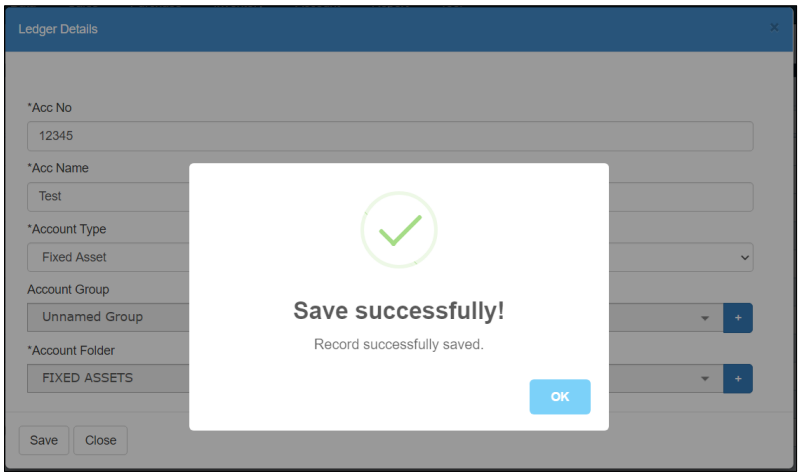
Ledger Details

3. Click on the **Save** button located at the bottom left.



Save Ledger

4. Ledger has been created.



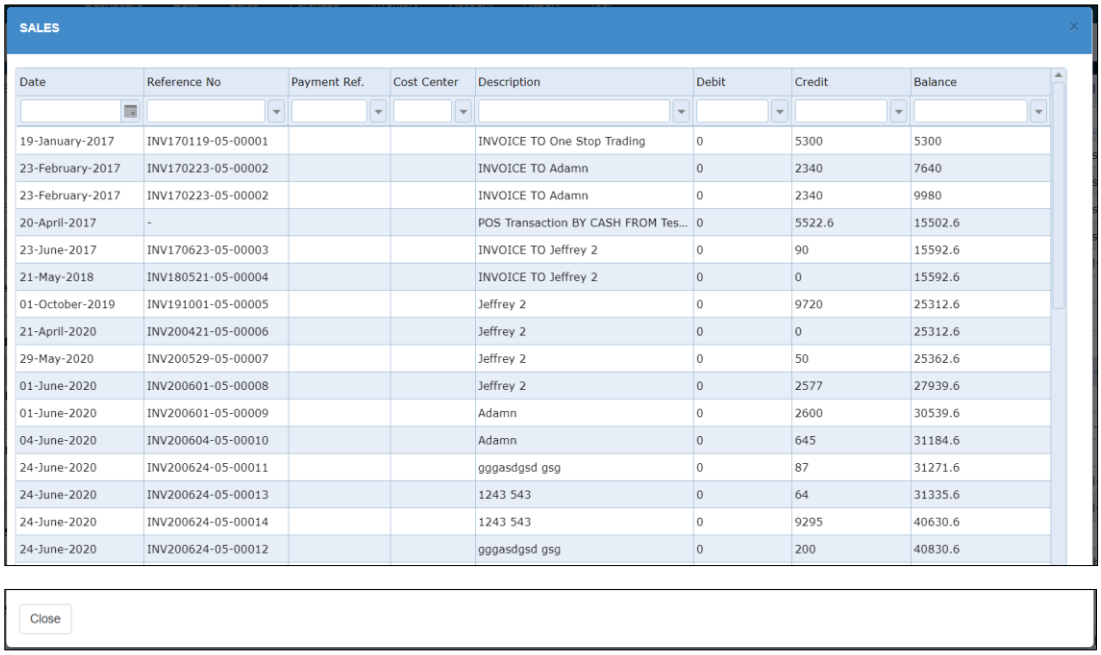
Record is Saved

b) Viewing ledger

1. Press the **View** button next to the ledger to be viewed.

View Ledger

2. The list of associated details will appear.



Date	Reference No	Payment Ref.	Cost Center	Description	Debit	Credit	Balance
19-January-2017	INV170119-05-00001			INVOICE TO One Stop Trading	0	5300	5300
23-February-2017	INV170223-05-00002			INVOICE TO Adamn	0	2340	7640
23-February-2017	INV170223-05-00002			INVOICE TO Adamn	0	2340	9980
20-April-2017	-			POS Transaction BY CASH FROM Tes...	0	5522.6	15502.6
23-June-2017	INV170623-05-00003			INVOICE TO Jeffrey 2	0	90	15592.6
21-May-2018	INV180521-05-00004			INVOICE TO Jeffrey 2	0	0	15592.6
01-October-2019	INV191001-05-00005			Jeffrey 2	0	9720	25312.6
21-April-2020	INV200421-05-00006			Jeffrey 2	0	0	25312.6
29-May-2020	INV200529-05-00007			Jeffrey 2	0	50	25362.6
01-June-2020	INV200601-05-00008			Jeffrey 2	0	2577	27939.6
01-June-2020	INV200601-05-00009			Adamn	0	2600	30539.6
04-June-2020	INV200604-05-00010			Adamn	0	645	31184.6
24-June-2020	INV200624-05-00011			gggasdgsd gsg	0	87	31271.6
24-June-2020	INV200624-05-00013			1243 543	0	64	31335.6
24-June-2020	INV200624-05-00014			1243 543	0	9295	40630.6
24-June-2020	INV200624-05-00012			gggasdgsd gsg	0	200	40830.6

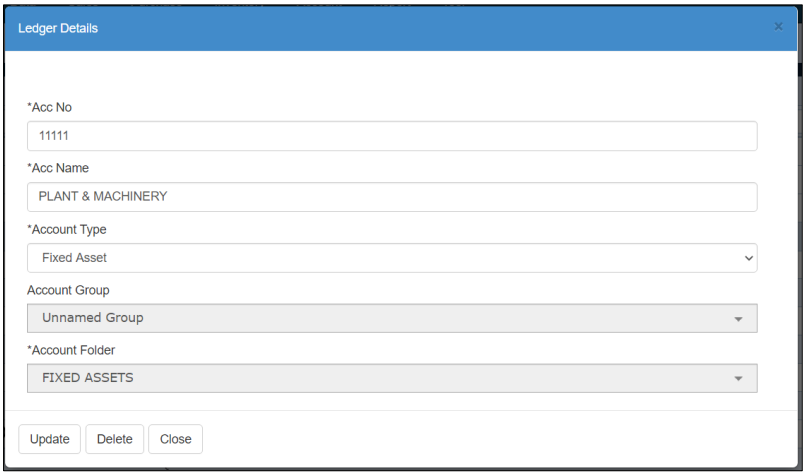
Ledger List

c) Editing Ledger

1. Press the **Edit** button next to the ledger to be edited.

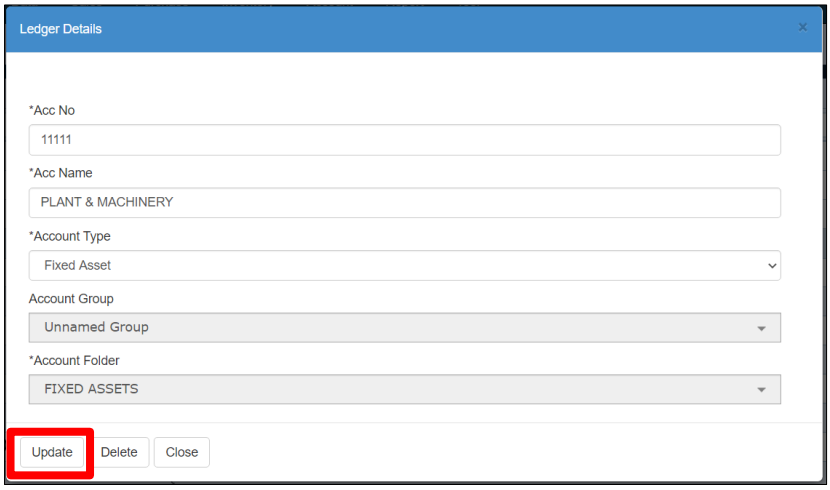
Edit Ledger 1.0

2. Edit the fields that needs to be edited.



Edit Ledger 2.0

3. Press the **Update** button.

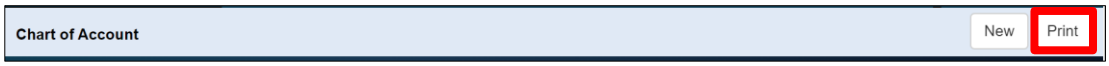


Edit Ledger 3.0

4. Ledger has been updated.

d) Printing Ledger

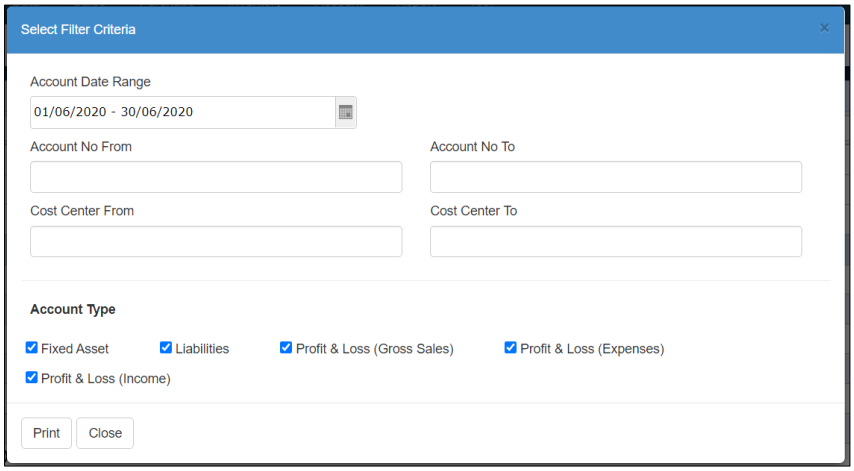
1. Press the **Print** button.



2. Choose between printing chart of account or general ledger.

a. Pressing chart of account will generate a **PDF** to be printed.

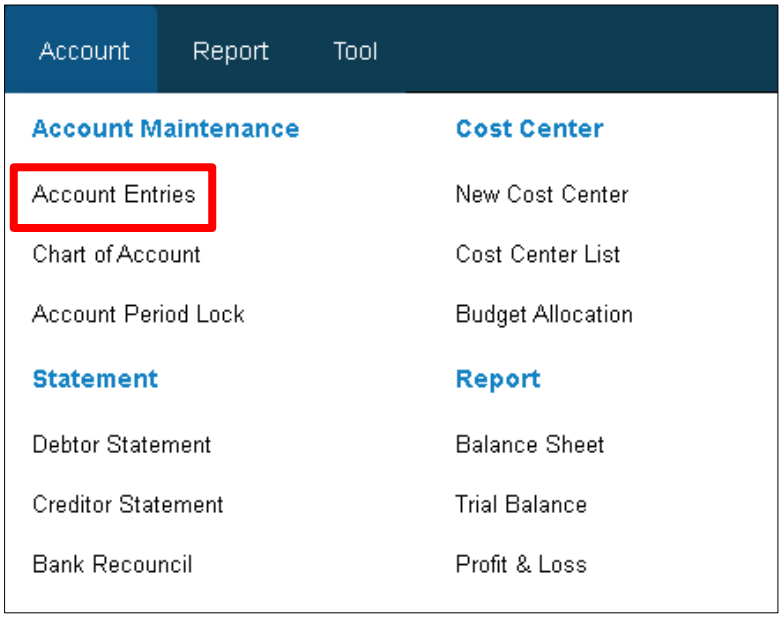
b. Pressing general ledger will open up a window that require some details. Fill in the required details and press print.



i. A **PDF** file will be generated to be printed.

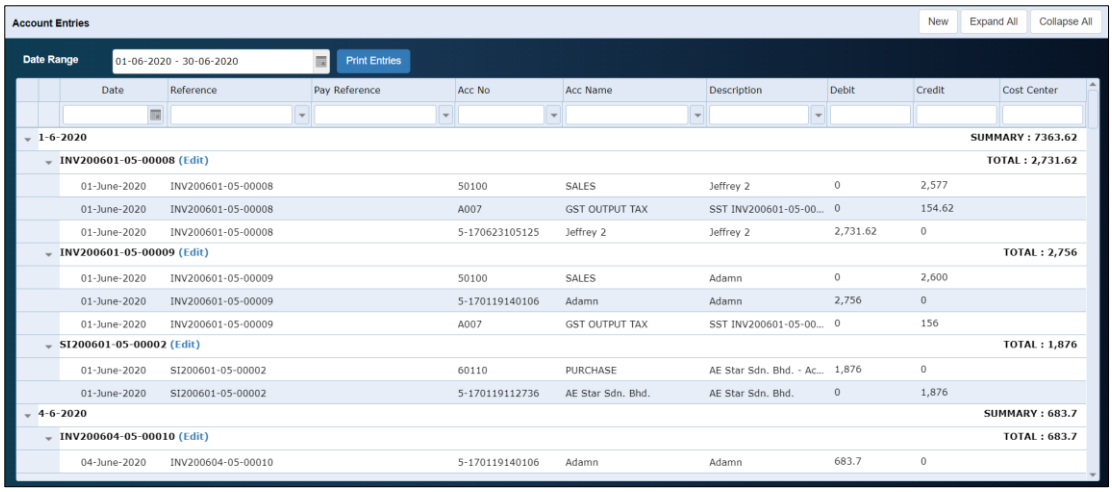
Account Entries

Account > Account Maintenance > Account Entries



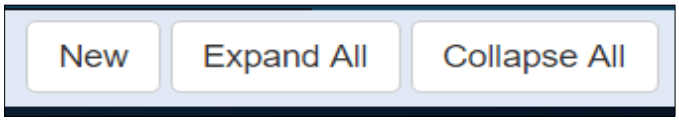
Account Entries in Account Maintenance

Account entries is used to view all and every transaction made. A range of date is selected and the entries for that range will be shown.



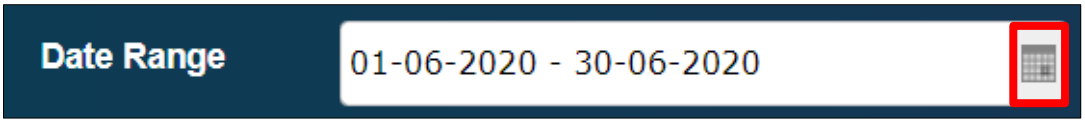
Account Entries Listing

The entries can be **expanded** (reveal all contents) or **collapsed** (hide all contents) by pressing the buttons on the top right corner.

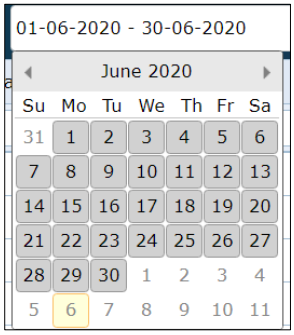


a) Viewing Account Entries

1. Click on the calendar icon located on the right side of the date field.



2. Select the starting date **first**, then select the finish date.

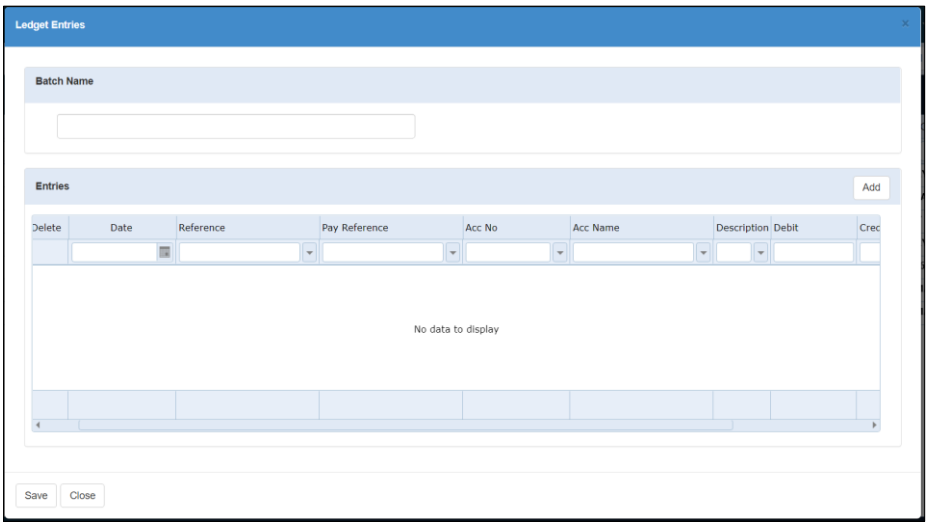


3. The transactions within the specified date will be loaded automatically upon selecting the finish date.

b) Creating New Account Entry

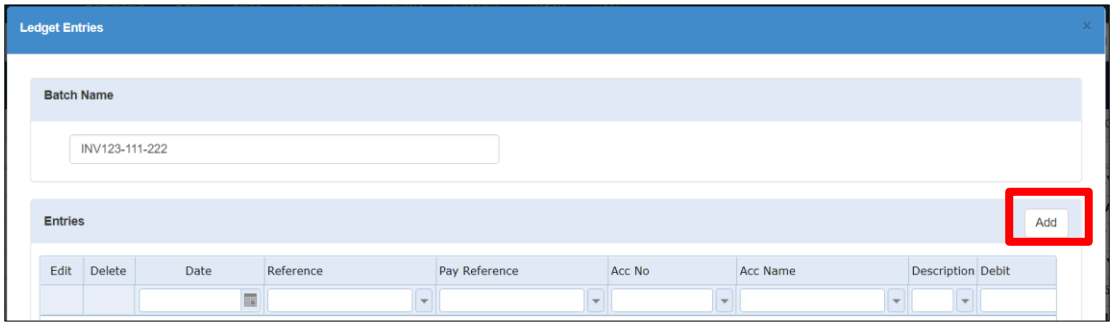
1. Click on the **New** button.

2. Enter the batch name, which is the **invoice number, sales order number** and **etc**.



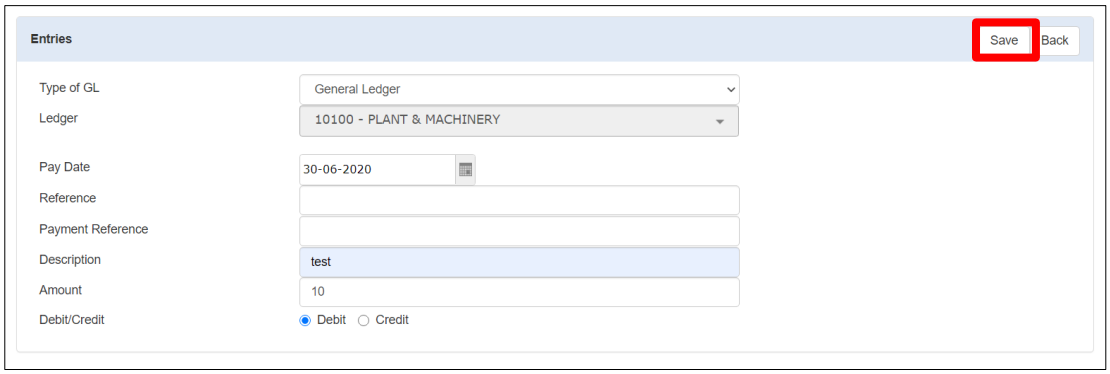
Ledged Entries 1.0

3. Create a new record by pressing the **Add** button.



Ledged Entries 2.0

4. Enter the details of the record, and press **Save**.

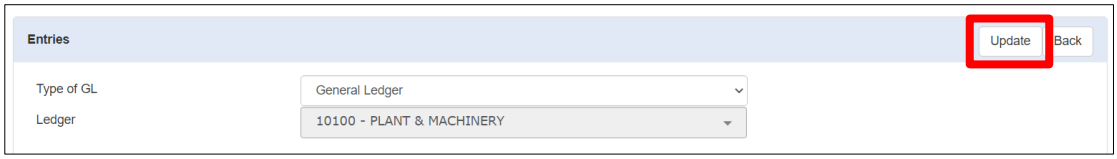


Ledged Entries3.0

5. The details can also be edited by clicking on the **Edit** button next to the entries that needs changes.

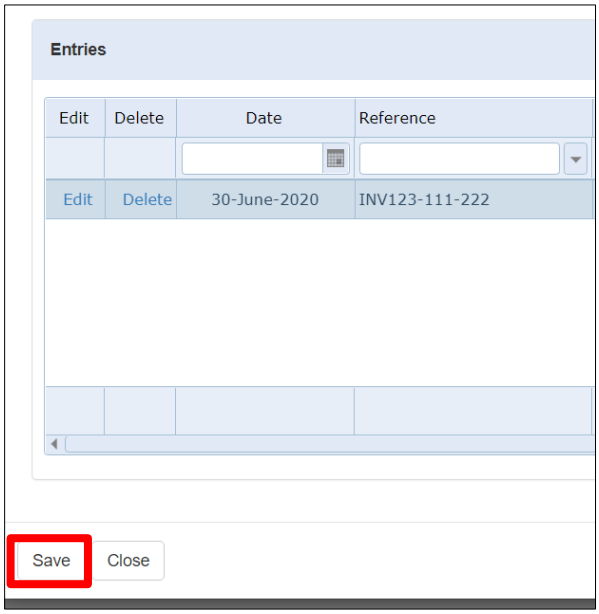
Edit Entries

6. Press the **Update** button when done.



Update Entries

7. Press the **Save** button after creating all records necessary.



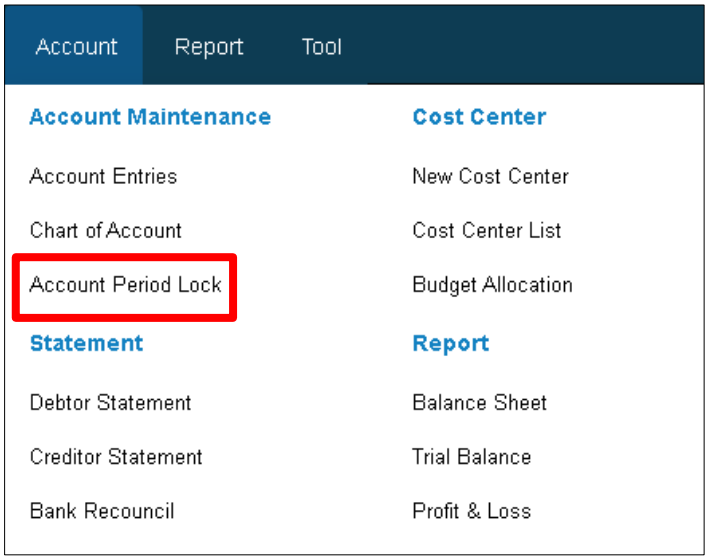
c) Printing entries

Press the **Print** entries button to generate a **PDF** to be printed.

Print Entries

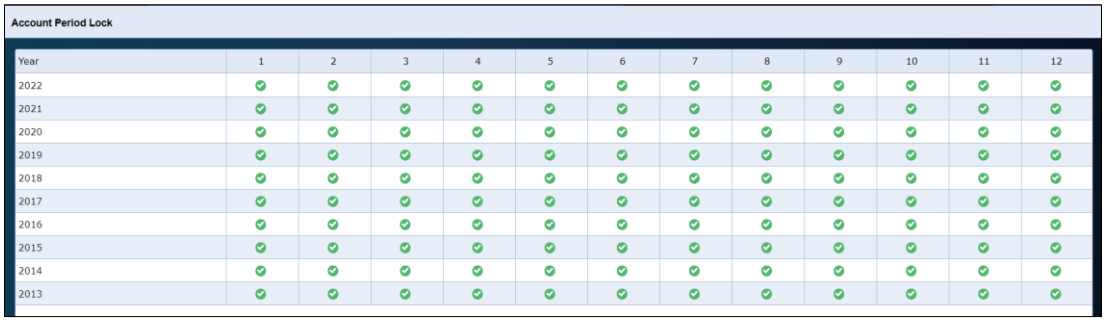
Account Period Lock

Account > Account Maintenance > Account Period Lock



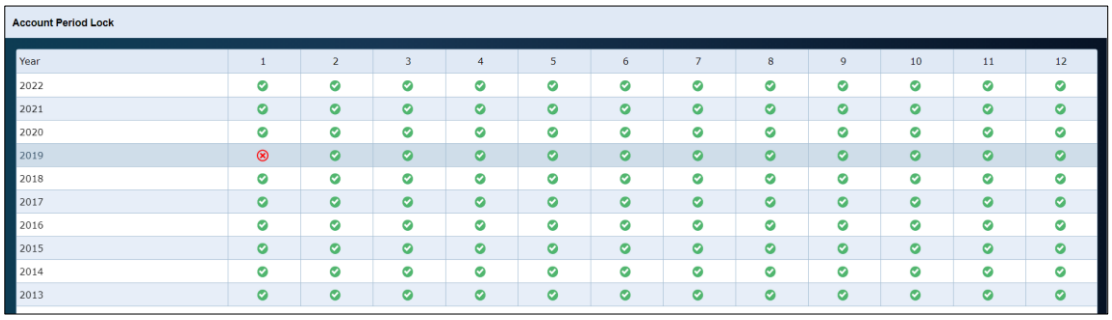
Account Period Lock in Account Maintenance

1. This is for locking all transactions from happening within a certain month of a certain year. During a locked month, no transaction will be issued or recorded.



Account Period Lock 1.0

2. Navigate to the desired month to be locked or unlocked, and click on the **tick** or **cross** button **once** to lock or unlock it.

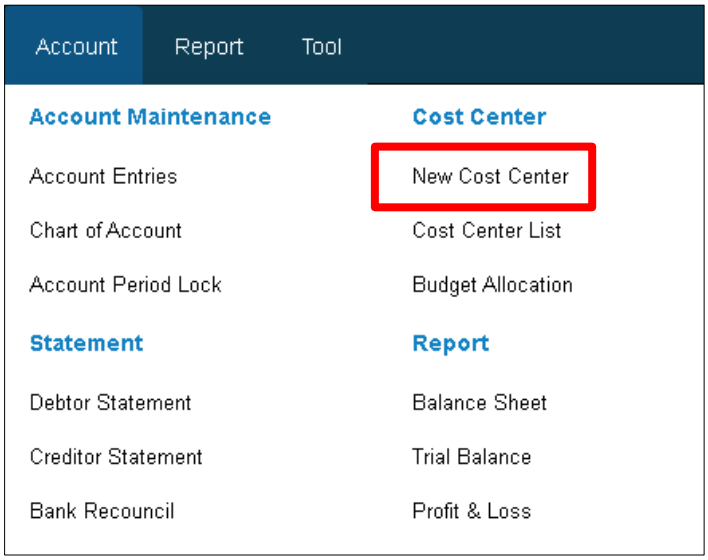


Account Period Lock 2.0

Cost Center

New Cost Center

Account > Cost Center > New Cost Center



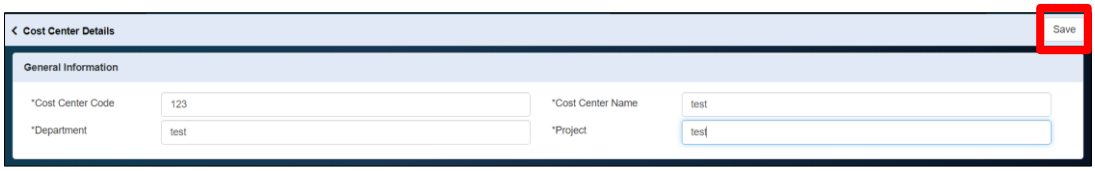
New Cost Center in Cost Center

a) Creating a new cost center.

1. Press the **New** button.

Create Cost Center

2. Fill in the all the details and press **Save**.

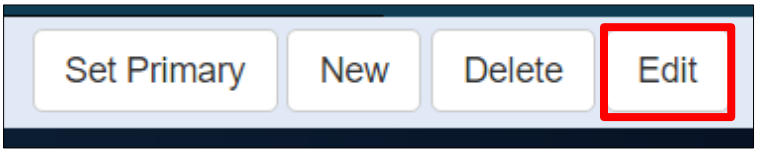


Save Cost Center Details

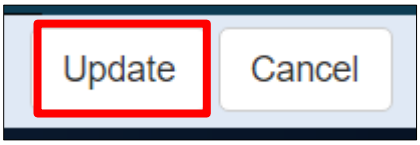
b) Viewing/Editing/Deleting/Set Primary Cost Center

1. Press the **View** button next to the cost center to be viewed.

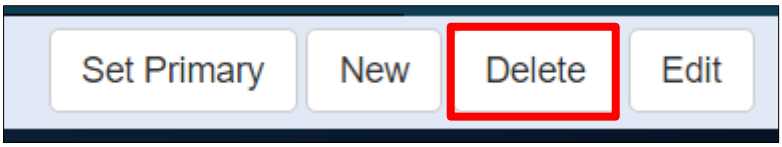
2. Press the **Edit** button to change the details.



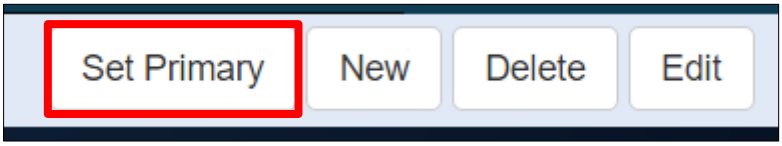
3. Press **Update** after finish editing.



4. To delete, press the **Delete** button.

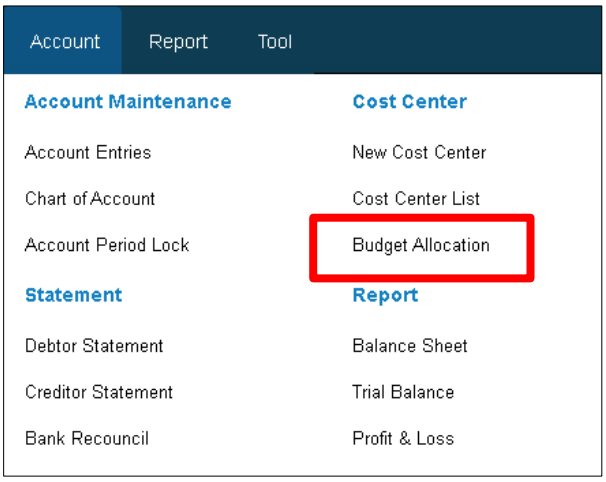


5. To set the current cost center as primary, press the **Set Primary** button.



Budget Allocation

Account > Cost Center > Budget Allocation

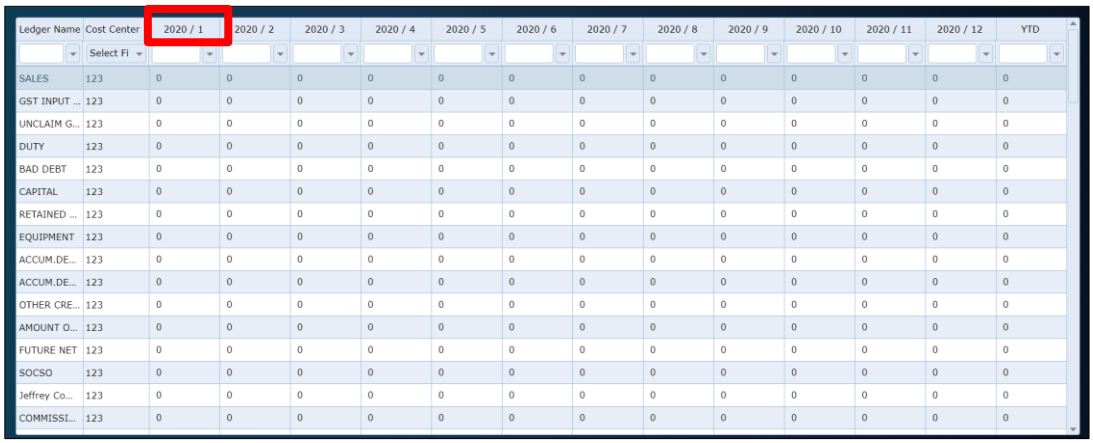


Budget Allocation in Cost Center

1. This is where you can set the budget for different ledgers in the cost center. To select the year, press the year number on the top right corner of the page.

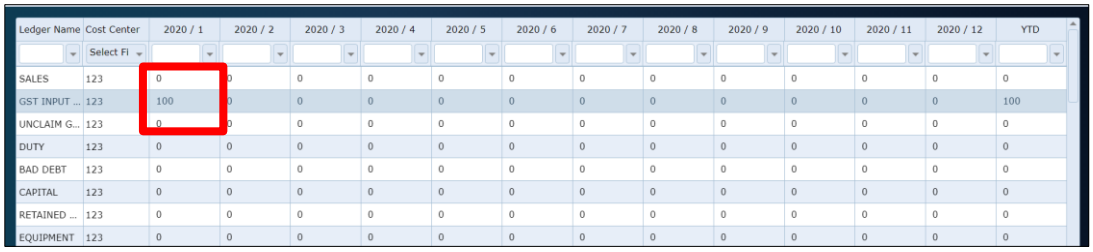
Year Select

2. To set the amount for the budget, click on the desired field and enter the amount, then press **Save**.



Ledger Name	Cost Center	2020 / 1	2020 / 2	2020 / 3	2020 / 4	2020 / 5	2020 / 6	2020 / 7	2020 / 8	2020 / 9	2020 / 10	2020 / 11	2020 / 12	YTD
	Select Fi													
SALES	123	0	0	0	0	0	0	0	0	0	0	0	0	0
GST INPUT ...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
UNCLAIM G...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
DUTY	123	0	0	0	0	0	0	0	0	0	0	0	0	0
BAD DEBT	123	0	0	0	0	0	0	0	0	0	0	0	0	0
CAPITAL	123	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED ...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
EQUIPMENT	123	0	0	0	0	0	0	0	0	0	0	0	0	0
ACCUM.DE...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
ACCUM.DE...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER CRE...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
AMOUNT O...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
FUTURE NET	123	0	0	0	0	0	0	0	0	0	0	0	0	0
SOCSO	123	0	0	0	0	0	0	0	0	0	0	0	0	0
Jeffrey Co...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
COMMISSI...	123	0	0	0	0	0	0	0	0	0	0	0	0	0

Budget Allocation 1.0



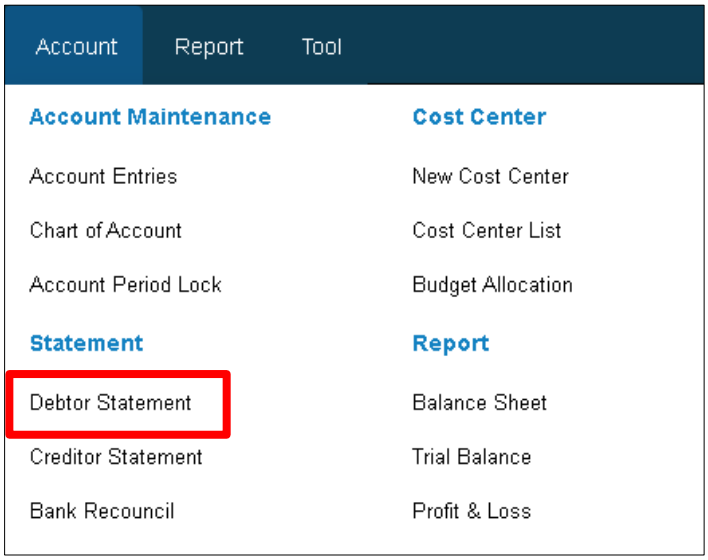
Ledger Name	Cost Center	2020 / 1	2020 / 2	2020 / 3	2020 / 4	2020 / 5	2020 / 6	2020 / 7	2020 / 8	2020 / 9	2020 / 10	2020 / 11	2020 / 12	YTD
	Select Fi													
SALES	123	0	0	0	0	0	0	0	0	0	0	0	0	0
GST INPUT ...	123	100	0	0	0	0	0	0	0	0	0	0	0	100
UNCLAIM G...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
DUTY	123	0	0	0	0	0	0	0	0	0	0	0	0	0
BAD DEBT	123	0	0	0	0	0	0	0	0	0	0	0	0	0
CAPITAL	123	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED ...	123	0	0	0	0	0	0	0	0	0	0	0	0	0
EQUIPMENT	123	0	0	0	0	0	0	0	0	0	0	0	0	0

Budget Allocation 2.0

Statement

Debtor Statement

Account > Statement > Debtor Statement



Debtor Statement in Statement

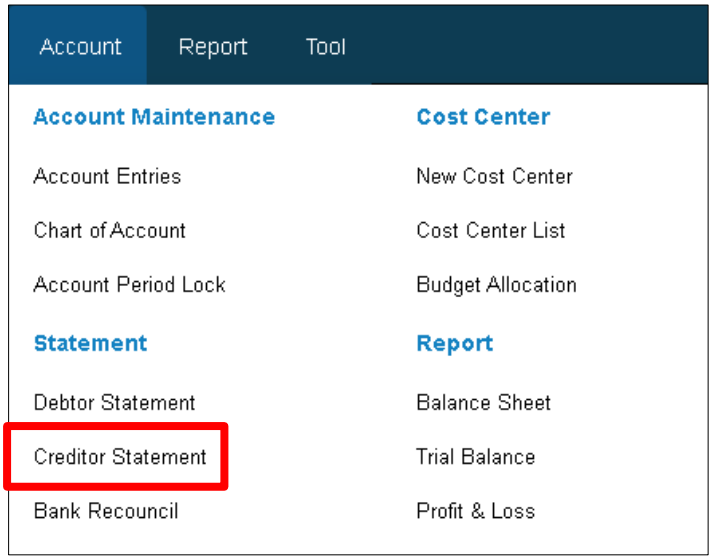
1. To view the details of the debtor list, click on the **View** button on the left next to the customer's name.

2. To download or print the list, click on the **PDF** button on the left next to the customer's name. Select the wanted date range and press **Print**.

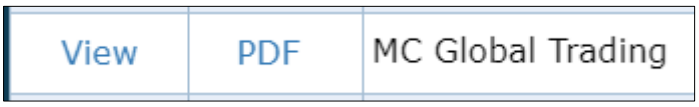
3. To get the aging report, press the **Aging Report** button located on the upper right then select the date wanted, and press **Print**.

Creditor Statement

Account > Statement > Creditor Statement

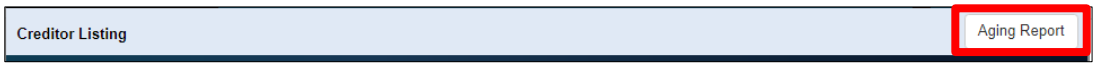


Creditor Statement in Statement



1. To view the details of the creditor list, click on the **View** button on the left next to the customer's name.

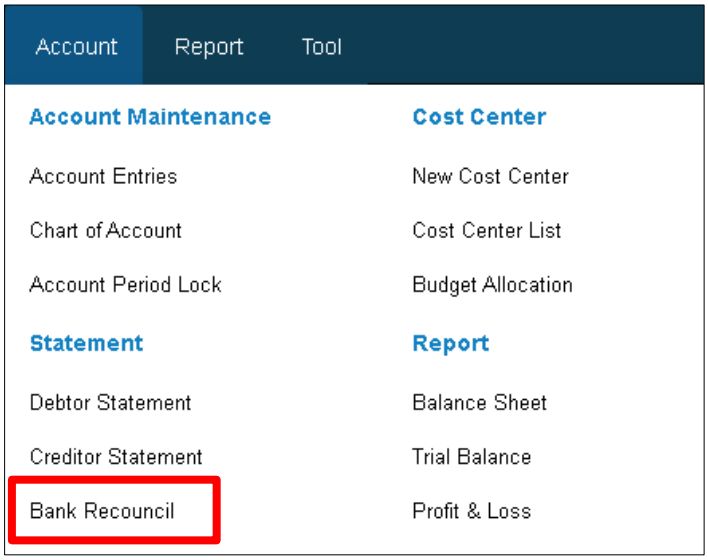
2. To download or print the list, click on the **PDF** button on the left next to the customer's name. Select the wanted date range and press print.



3. To get the aging report, press the **Aging Report** button located on the upper right then select the date wanted, and press **Print.**

Bank Recouncil

Account > Statement > Bank Recouncil

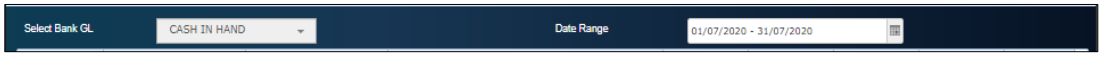


Bank Recouncil in Statement

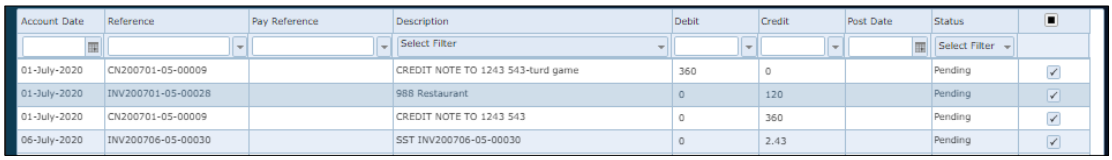
This is where the balance for the accounting record can be checked.

1. Select the **Bank GL**.

2. Select the date range.

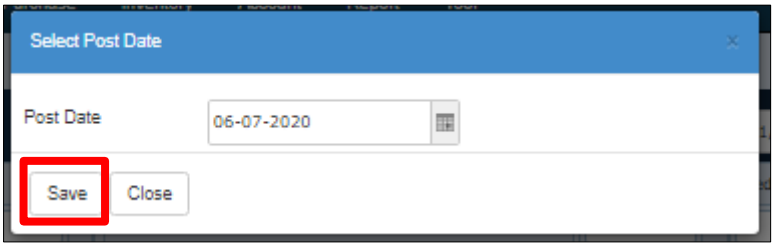


3. Check the box on the right if the amount is correct.

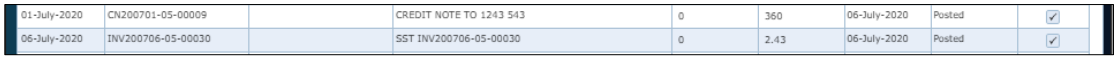


Account Date	Reference	Pay Reference	Description	Debit	Credit	Post Date	Status	
			Select Filter				Select Filter	
01-July-2020	CN200701-05-00009		CREDIT NOTE TO 1243 543-turd game	360	0		Pending	✓
01-July-2020	INV200701-05-00028		988 Restaurant	0	120		Pending	✓
01-July-2020	CN200701-05-00009		CREDIT NOTE TO 1243 543	0	360		Pending	✓
06-July-2020	INV200706-05-00030		SST INV200706-05-00030	0	2.43		Pending	✓

4. Click on **Post**, select the Post date and press **Save**.

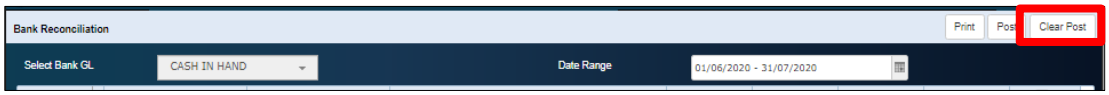


5. To clear the post, check the box for the posts that is needed to be cleared.

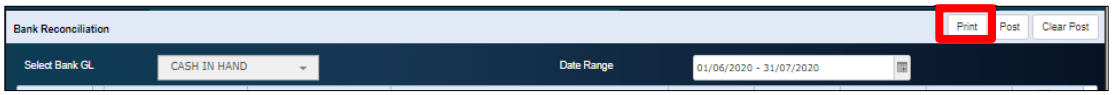


01-July-2020	CN200701-05-00009		CREDIT NOTE TO 1243 543	0	360	06-July-2020	Posted	✓
06-July-2020	INV200706-05-00030		SST INV200706-05-00030	0	2.43	06-July-2020	Posted	✓

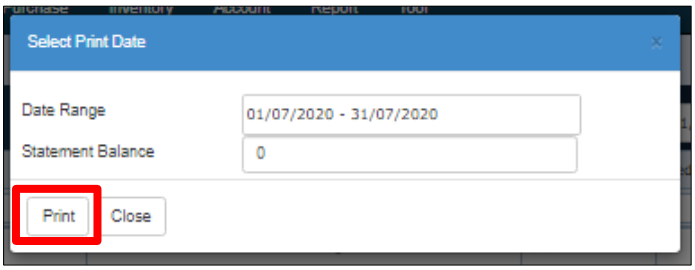
6. Click on **Clear Post.**



7. To print, click on the **Print** button



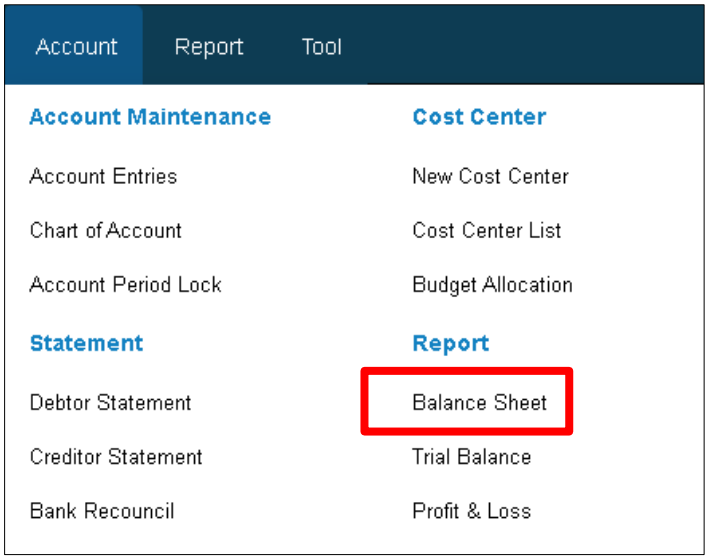
8. Select the range of date and key in the statement balance. Press **Print**.



Report

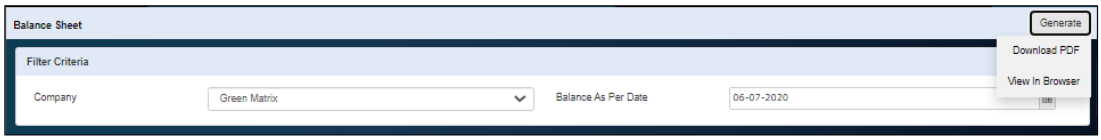
Balance Sheet

Account > Report > Balance Sheet



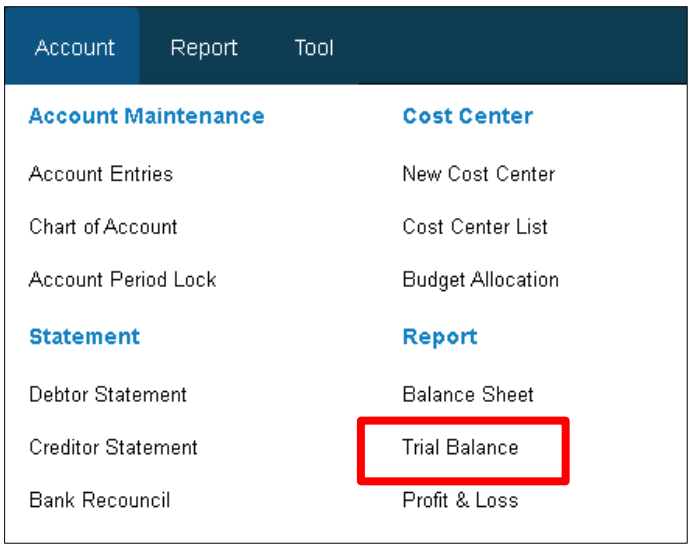
Balance Sheet in Report

1. Select the Company and the date, then hover to the generate button to choose between viewing in web browser or get a downloadable **PDF**.



Trial Balance

Account > Report > Trial Balance

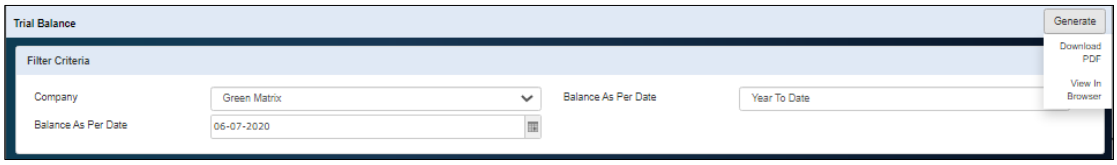


Trial Balance in Report

1. Select the Company, choose between year to date or month to date.

   a. If year to date, proceed to pick a date.
   b. If month to date, proceed to pick a range of date.

2. Hover to the generate button to choose between viewing in web browser or get a downloadable **PDF**.

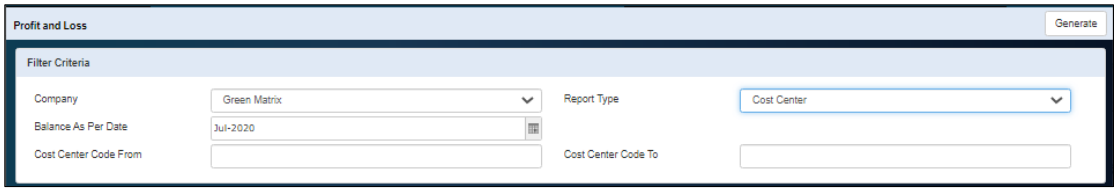


Profit and Loss

1. Select the company and the report type.

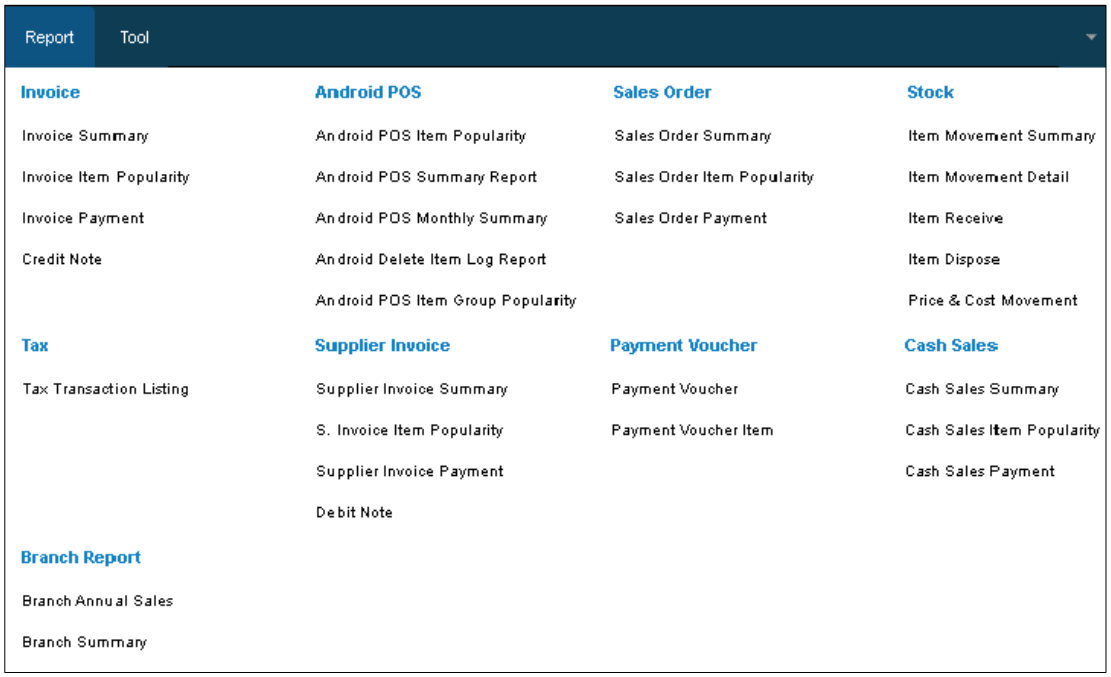
   a. If 12 months, proceed to pick a date.
   b. If 1 month, proceed to pick a date.
   c. If cost center, proceed to pick a date and enter the cost center code.

2. Hover to the generate button to choose between viewing in web browser or get a downloadable **PDF**.



Chapter 9: Report

The report module contains **NINE (9)** main modules, including **Invoice, Android POS, Sales Order, Stock, Tax, Supplier Invoice, Payment Voucher, Cash Sales** and **Branch Report.** Each main module is further broken down into smaller modules that contain specific reports related to the main module.



Sub Modules in Report

Reports will automatically be updated with the latest information whenever any transaction that uses this system is made.

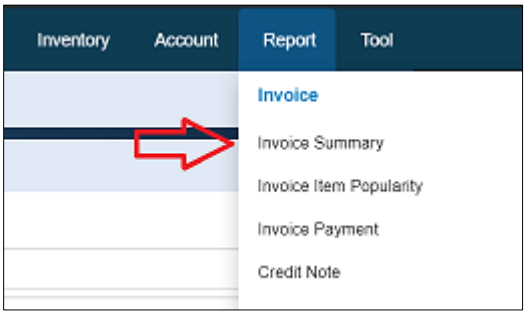
Invoice

Invoice Summary

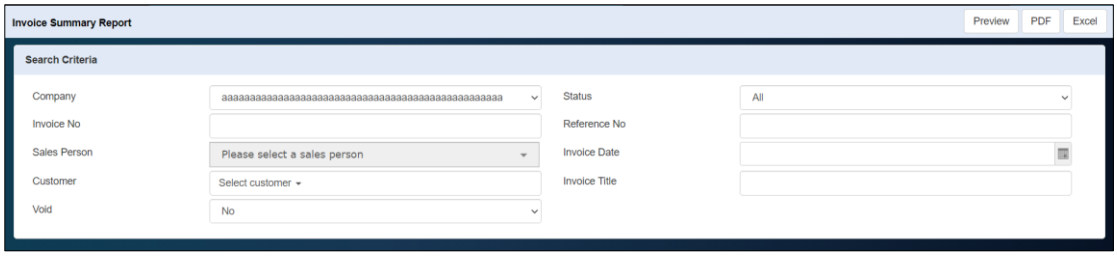
Report > Invoice > Invoice Summary

a) Viewing Report

1. Hover to **Report**, and click on **Invoice Summary**.

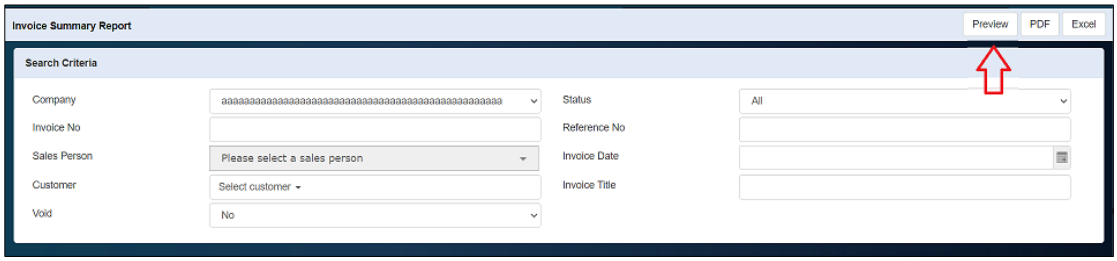


2. Set the conditions or filters in which you want to view the report for, such as by **Invoice No, Sales Person, Customer, Status, Reference No, Invoice Date** and **Invoice Title.** You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions.

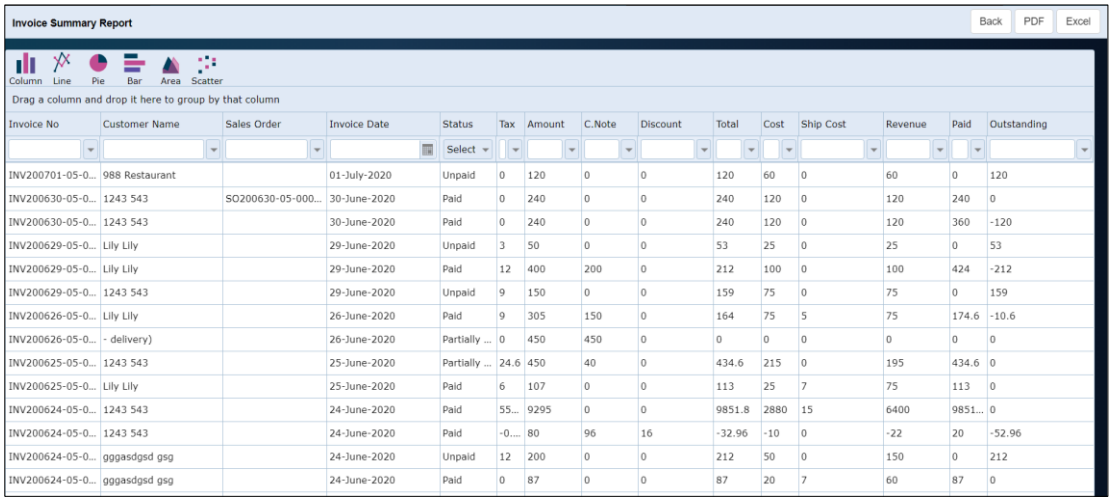


E.g. Invoice Report 1.0

3. Click on the **Preview** button in order to generate the report.



4. Below is a sample of the report.



Invoice Summary Report

Back PDF Excel

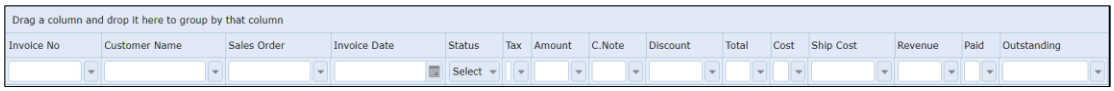
Column Line Pie Bar Area Scatter

Drag a column and drop it here to group by that column

Invoice No	Customer Name	Sales Order	Invoice Date	Status	Tax	Amount	C.Note	Discount	Total	Cost	Ship Cost	Revenue	Paid	Outstanding
				Select										
INV200701-05-0...	988 Restaurant		01-July-2020	Unpaid	0	120	0	0	120	60	0	60	0	120
INV200630-05-0...	1243 543	SO200630-05-000...	30-June-2020	Paid	0	240	0	0	240	120	0	120	240	0
INV200630-05-0...	1243 543		30-June-2020	Paid	0	240	0	0	240	120	0	120	360	-120
INV200629-05-0...	Lily Lily		29-June-2020	Unpaid	3	50	0	0	53	25	0	25	0	53
INV200629-05-0...	Lily Lily		29-June-2020	Paid	12	400	200	0	212	100	0	100	424	-212
INV200629-05-0...	1243 543		29-June-2020	Unpaid	9	150	0	0	159	75	0	75	0	159
INV200626-05-0...	Lily Lily		26-June-2020	Paid	9	305	150	0	164	75	5	75	174.6	-10.6
INV200626-05-0...	- delivery)		26-June-2020	Partially ...	0	450	450	0	0	0	0	0	0	0
INV200625-05-0...	1243 543		25-June-2020	Partially ...	24.6	450	40	0	434.6	215	0	195	434.6	0
INV200625-05-0...	Lily Lily		25-June-2020	Paid	6	107	0	0	113	25	7	75	113	0
INV200624-05-0...	1243 543		24-June-2020	Paid	55...	9295	0	0	9851.8	2880	15	6400	9851...	0
INV200624-05-0...	1243 543		24-June-2020	Paid	-0....	80	96	16	-32.96	-10	0	-22	20	-52.96
INV200624-05-0...	gggasdgsd gsg		24-June-2020	Unpaid	12	200	0	0	212	50	0	150	0	212
INV200624-05-0...	gggasdgsd gsg		24-June-2020	Paid	0	87	0	0	87	20	7	60	87	0

E.g. Invoice Report 2.0

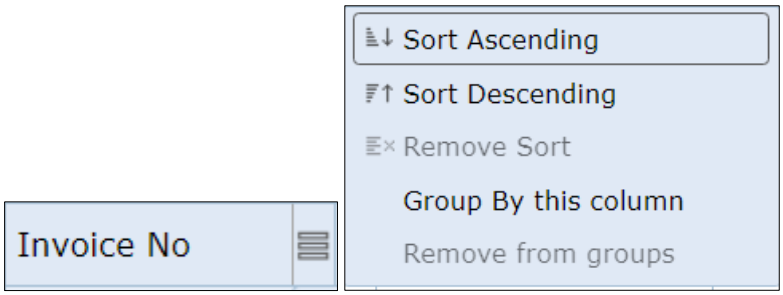
5. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



Drag a column and drop it here to group by that column

Invoice No	Customer Name	Sales Order	Invoice Date	Status	Tax	Amount	C.Note	Discount	Total	Cost	Ship Cost	Revenue	Paid	Outstanding
				Select										

6. Users can also sort the information by **ascending order** and **descending order.**

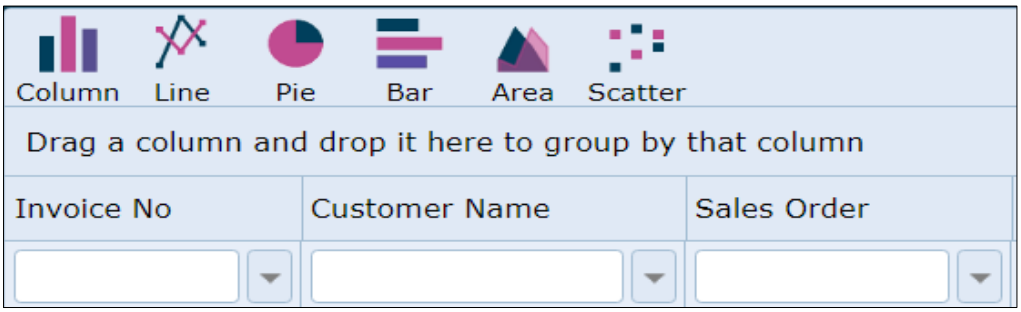


Sort Features in Report

b) Generating charts

From the report, the user is able to generate charts based on the information shown in the report.

1. After previewing a report, click on any of the chart tools available, which are **Column, Line, Pie, Bar, Area,** and **Scatter.**



2. The chart will then appear in the center of your screen. Below is a sample of the chart.

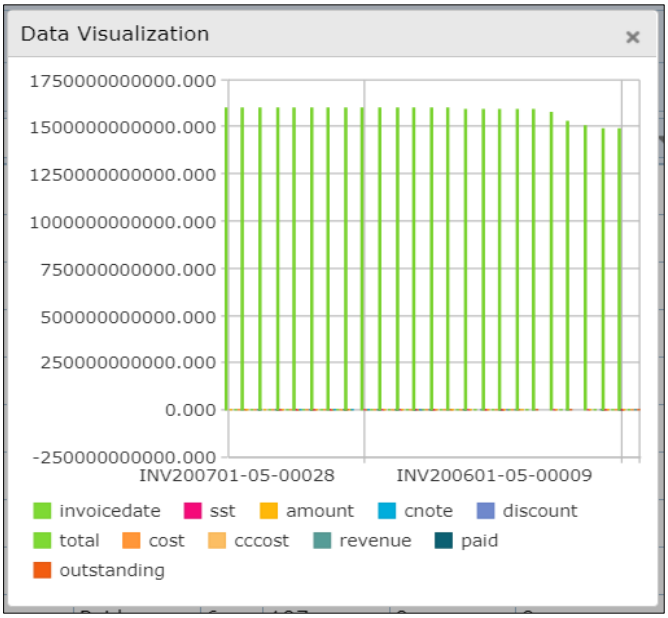
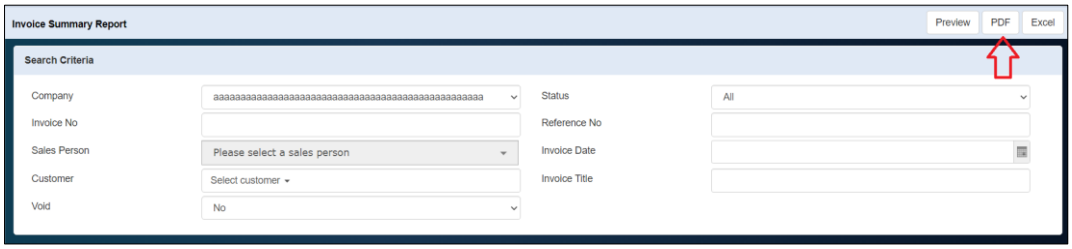


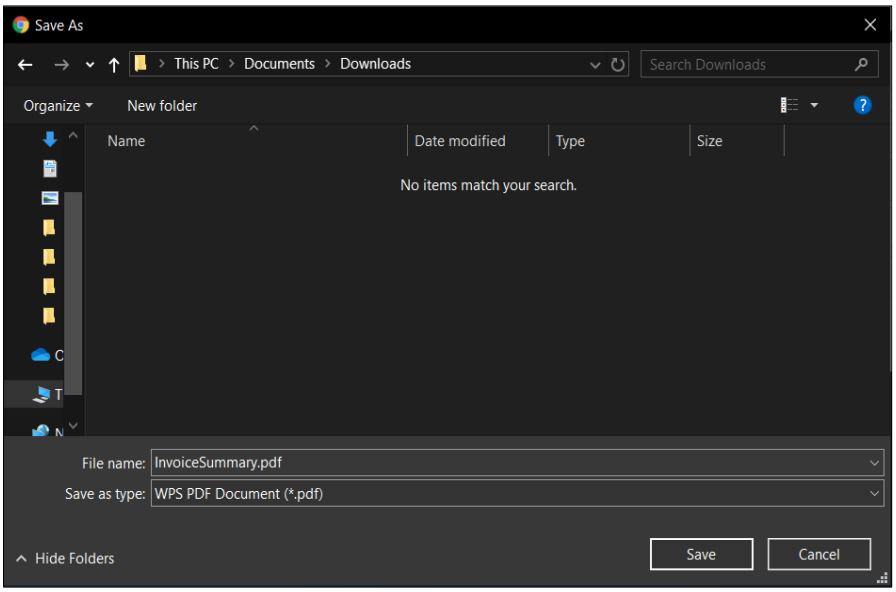
Chart based on Report

c) Download in **PDF** format.

1. Click on the **PDF** button.



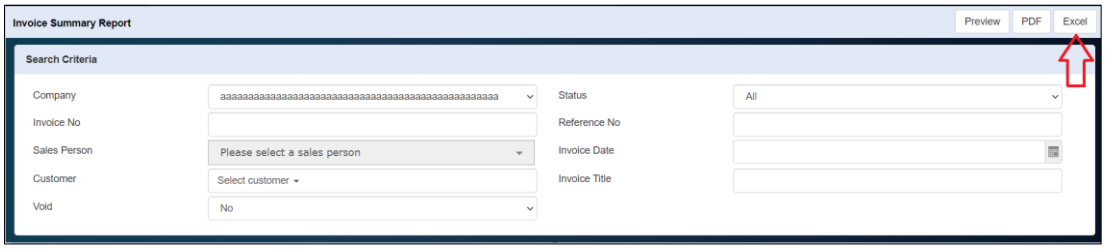
2. Select the desired download directory and click **Save**.



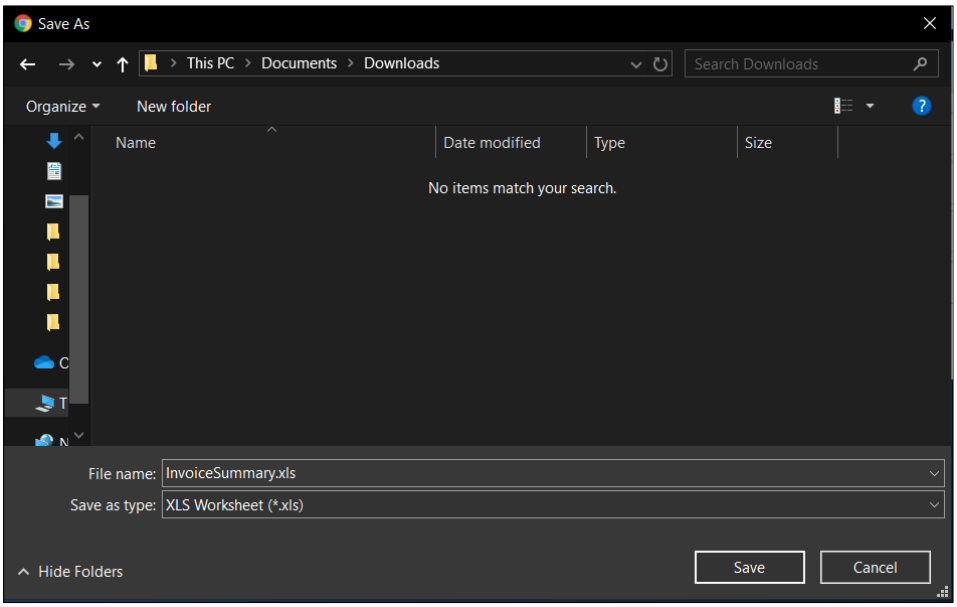
***Note: The PDF report can also be downloaded after clicking on Preview.**

d) Download in **Excel** format.

1. Click on the **Excel** button.



2. Select the desired download directory and click **Save**.



***Note: The Excel report can also be downloaded after clicking on Preview.**

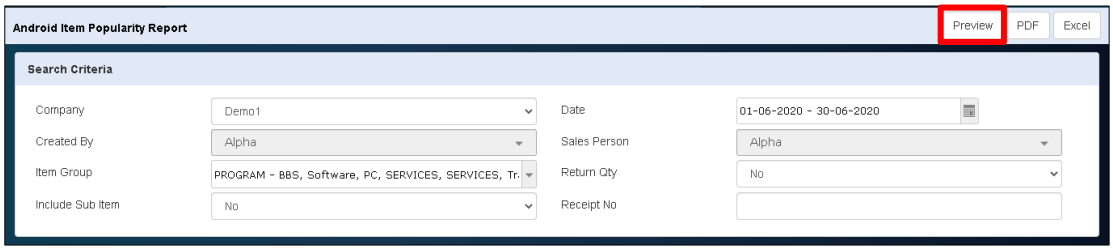
Android POS

Android POS Item Popularity

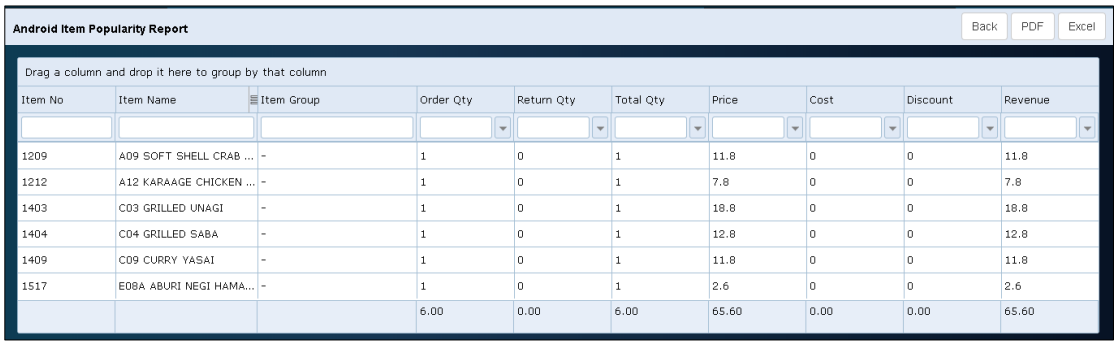
Report > Android POS > Android POS Item Popularity

1. Hover to **Report**, and click on **Android POS Item Popularity.**

2. Set the conditions or filters in which you want to view the android POS item popularity report. **E.g. Company, Date, Created By, Sales Person, Item Group, Return Quantity, Include Sub Item and Receipt No**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

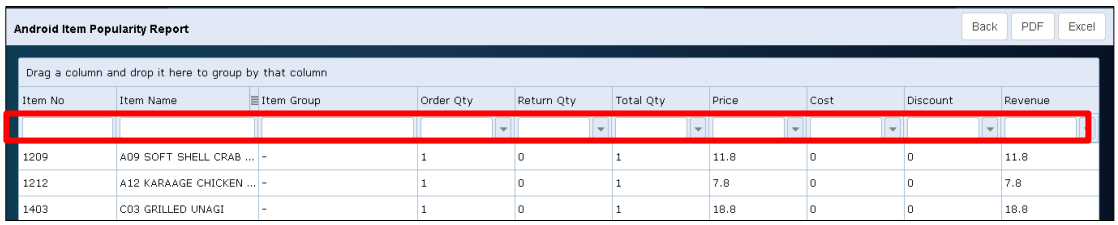


3. Below is a sample of the report.

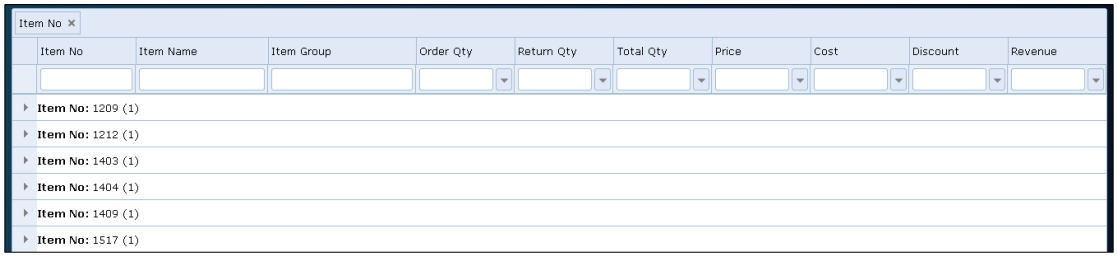


Item No	Item Name	Item Group	Order Qty	Return Qty	Total Qty	Price	Cost	Discount	Revenue
1209	A09 SOFT SHELL CRAB ...	-	1	0	1	11.8	0	0	11.8
1212	A12 KARAAGE CHICKEN ...	-	1	0	1	7.8	0	0	7.8
1403	C03 GRILLED UNAGI	-	1	0	1	18.8	0	0	18.8
1404	C04 GRILLED SABA	-	1	0	1	12.8	0	0	12.8
1409	C09 CURRY YASAI	-	1	0	1	11.8	0	0	11.8
1517	E08A ABURI NEGI HAMA...	-	1	0	1	2.6	0	0	2.6
			6.00	0.00	6.00	65.60	0.00	0.00	65.60

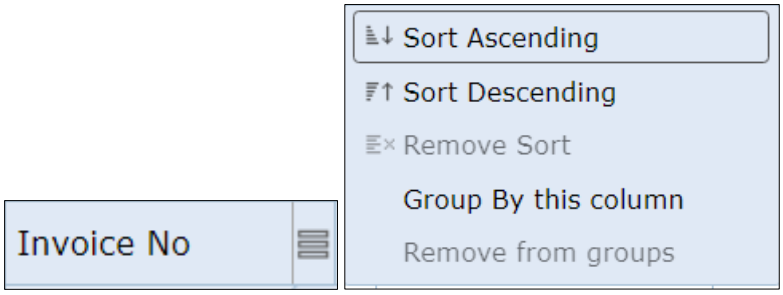
4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



Item No	Item Name	Item Group	Order Qty	Return Qty	Total Qty	Price	Cost	Discount	Revenue
1209	A09 SOFT SHELL CRAB ...	-	1	0	1	11.8	0	0	11.8
1212	A12 KARAAGE CHICKEN ...	-	1	0	1	7.8	0	0	7.8
1403	C03 GRILLED UNAGI	-	1	0	1	18.8	0	0	18.8



5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

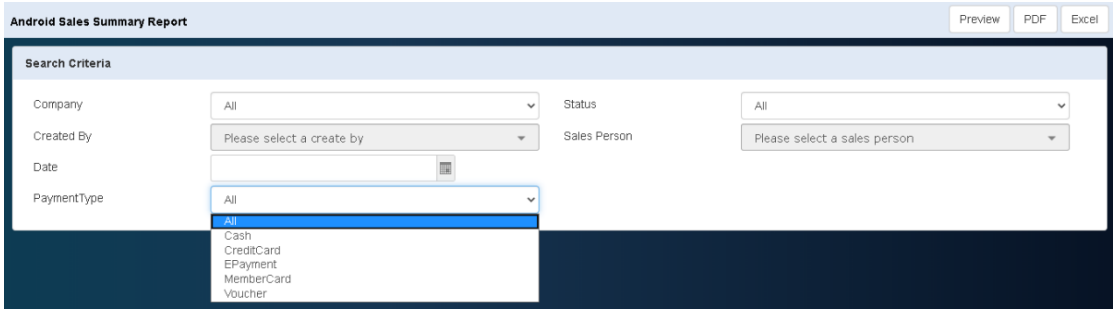
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Android POS Summary Report

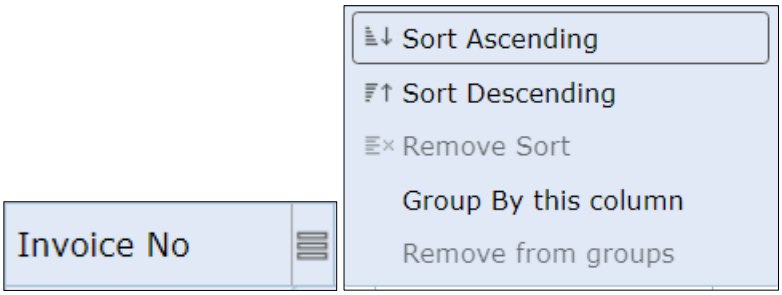
Report > Android POS > Android POS Summary Report

1. Hover to **Report**, and click on **Android POS Summary Report.**

2. Set the conditions or filters in which you want to view the android POS summary report. **E.g. Company, Status, Created By, Sales Person, Date and Payment Type**. There are having 6 options in **payment method**, you can search the criteria by selecting **All**, **Cash**, **Credit Card, EPayment, MemberCard** and **Voucher**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.



5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

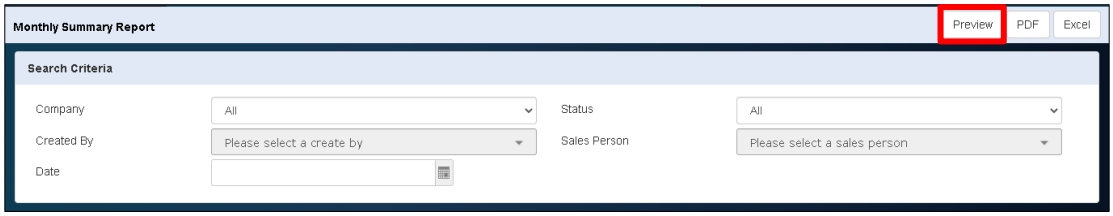
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Android POS Monthly Summary

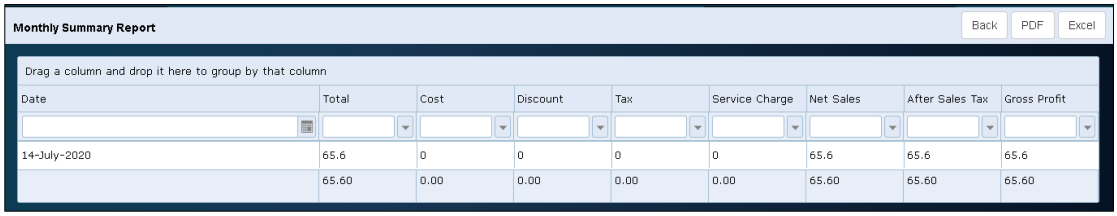
Report > Android POS > Android POS Monthly Summary

1. Hover to **Report**, and click on **Android POS Monthly Summary.**

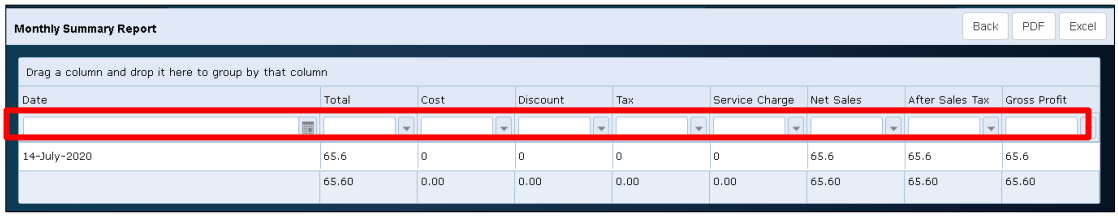
2. Set the conditions or filters in which you want to view the android POS monthly summary report. **E.g. Company, Status, Created By, Sales Person and Date**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

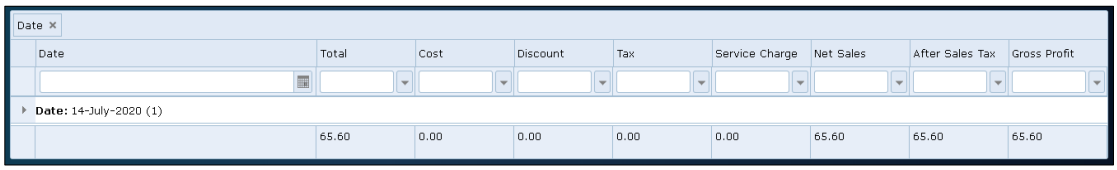


3. Below is a sample of the report.

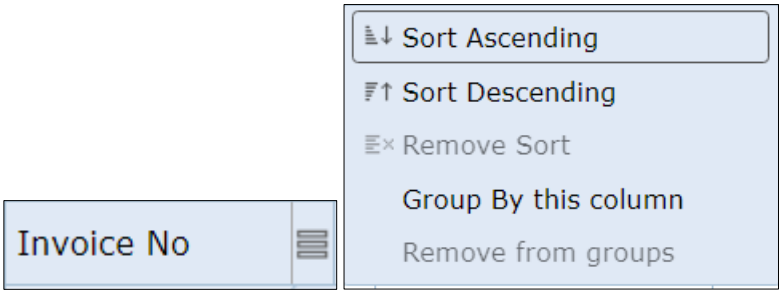


4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.





5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Android Delete item Log Report

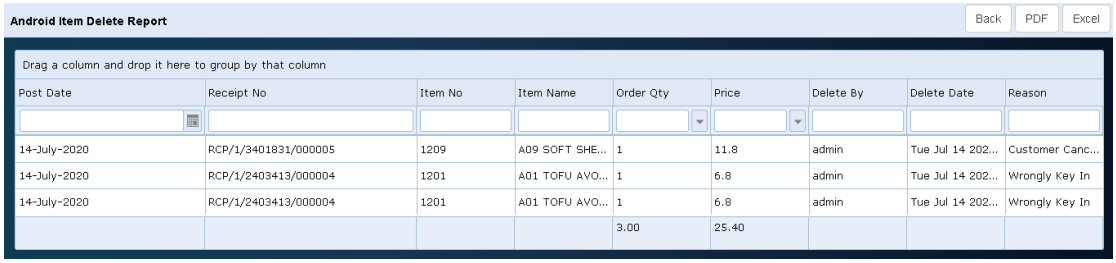
When the chosen items have been deleted in the Android POS, you can check the report from here. Thus, the deleted items will be listed with a valid reason.

Report > Android POS > Android Delete item Log Report

1. Hover to **Report**, and click on **Android Delete item Log Report.**

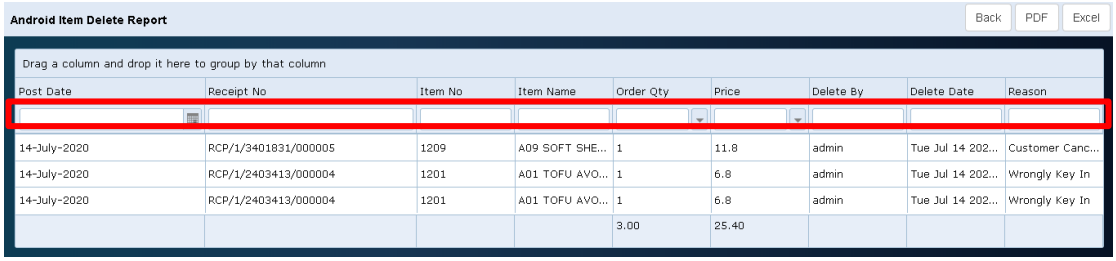
2. Set the conditions or filters in which you want to view the android delete item log report. You may choose the date to proceed or leave the fields blank will show **ALL** transactions by clicking **Preview**.

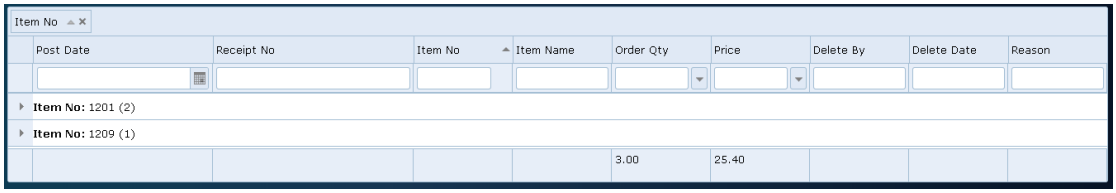
3. Below is a sample of the report.



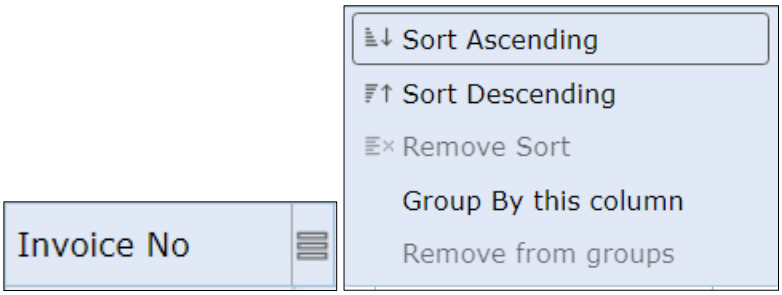
Post Date	Receipt No	Item No	Item Name	Order Qty	Price	Delete By	Delete Date	Reason
14-July-2020	RCP/1/3401831/000005	1209	A09 SOFT SHE...	1	11.8	admin	Tue Jul 14 202...	Customer Canc...
14-July-2020	RCP/1/2403413/000004	1201	A01 TOFU AVO...	1	6.8	admin	Tue Jul 14 202...	Wrongly Key In
14-July-2020	RCP/1/2403413/000004	1201	A01 TOFU AVO...	1	6.8	admin	Tue Jul 14 202...	Wrongly Key In
				3.00	25.40			

4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.





5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

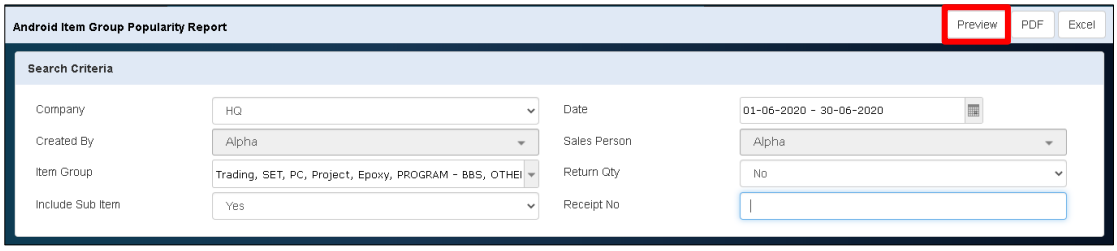
Android POS Item Group Popularity

The famous item group will be showed in this report.

Report > Android POS > Android POS Item Group Popularity

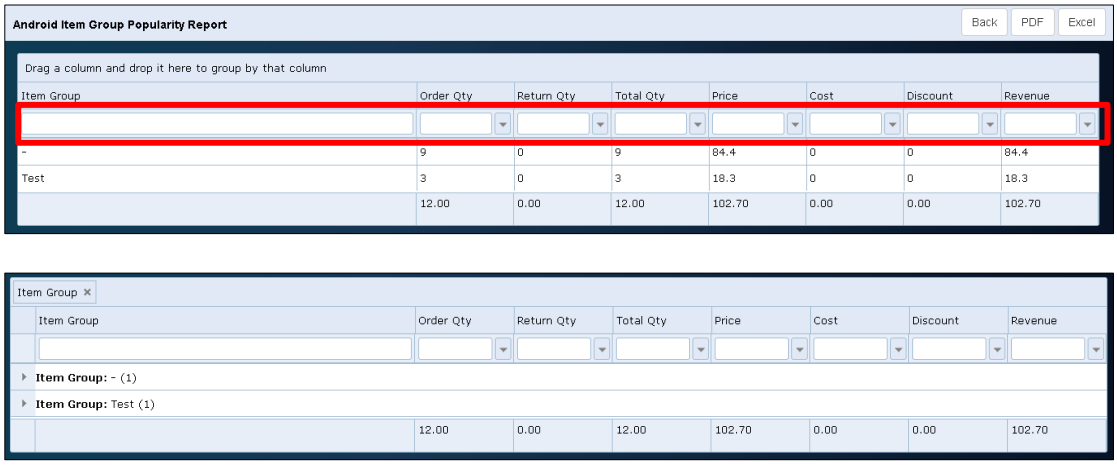
1. Hover to **Report**, and click on **Android POS Item Group Popularity.**

2. Set the conditions or filters in which you want to view the android POS item group popularity report. You may choose the date to proceed or leave the fields blank will show **ALL** transactions by clicking **Preview**.

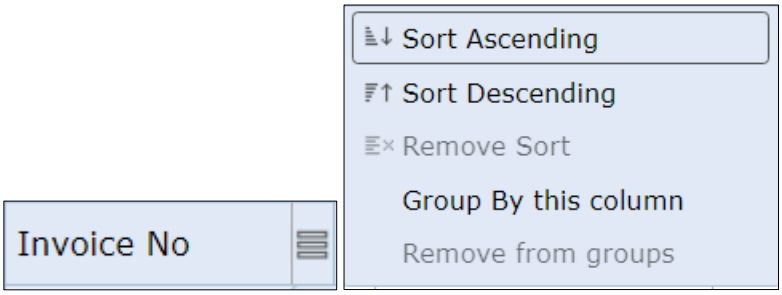


3. Below is a sample of the report.

4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

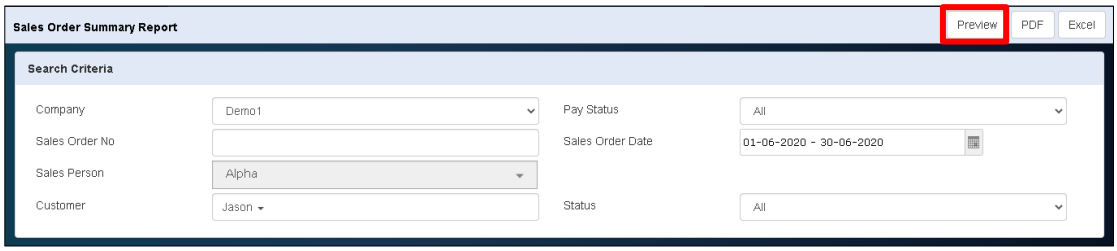
Sales Order

Sales Order Summary

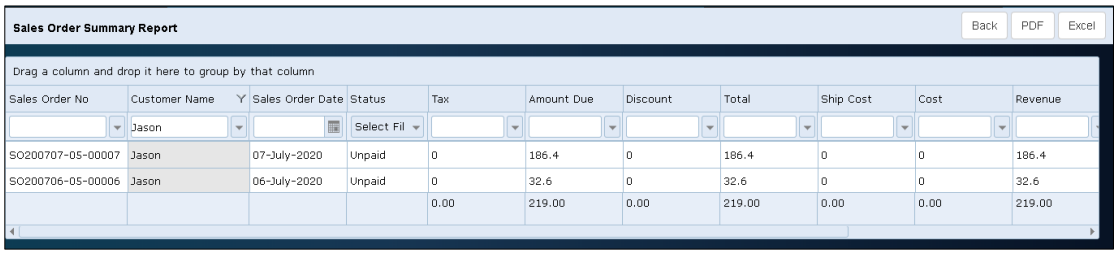
Report > Sales Order > Sales Order Summary

1. Hover to **Report**, and click on **Sales Order Summary.**

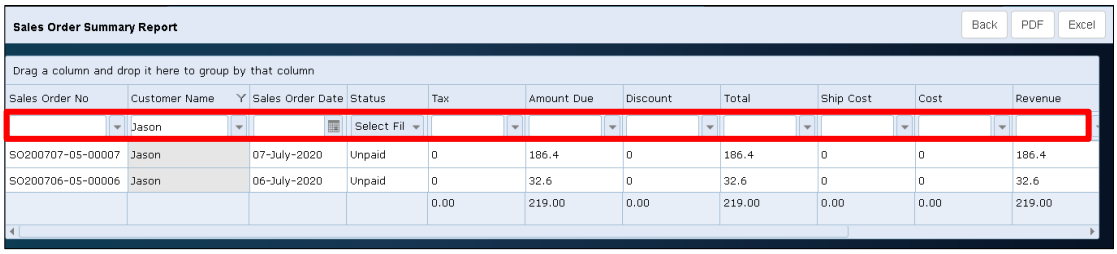
2. Set the conditions or filters in which you want to view the sales order summary report. **E.g. Company, Pay Status, Sales Order No, Sales Order Date, Sales Person, Customer and Status**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

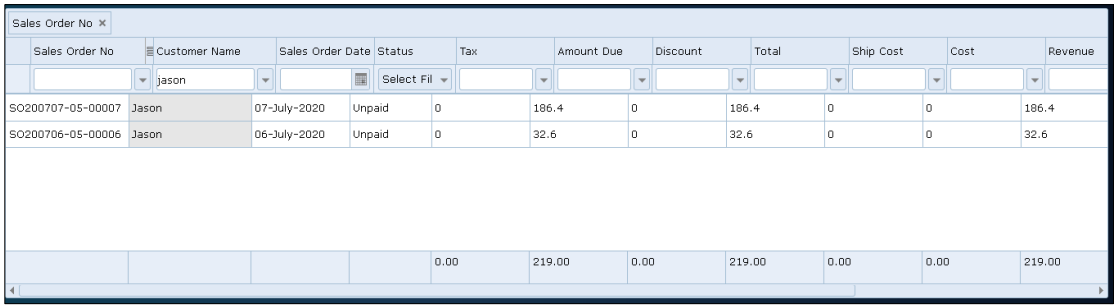


3. Below is a sample of report.

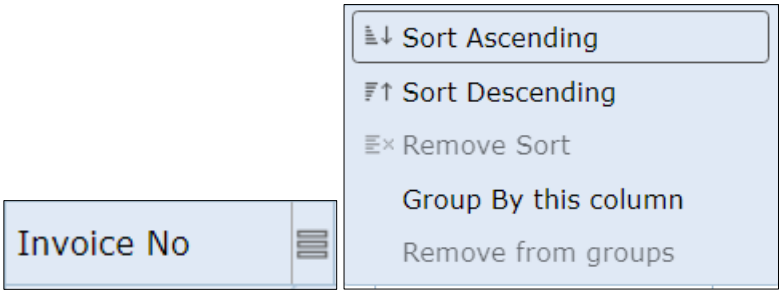


4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.





5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

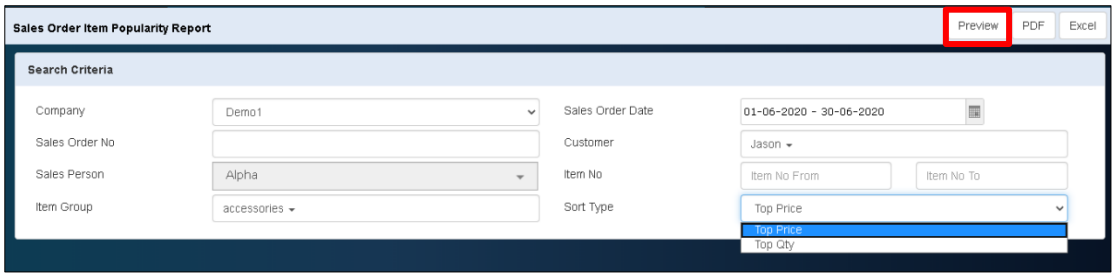
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Sales Order Item Popularity

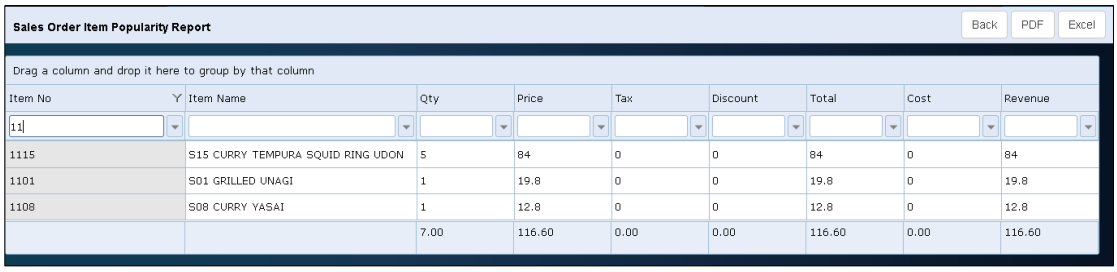
Report > Sales Order > Sales Order Item Popularity

1. Hover to **Report**, and click on **Sales Order Item Popularity.**

2. Set the conditions or filters in which you want to view the sales order item popularity report. **E.g. Company, Sales Order Date, Sales Order No, Customer, Sales Person, Item No, Item Group and Sort Type**. There are having 2 options in **sort type**, you can search the criteria by selecting **Top Price** or **Top Quantity**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

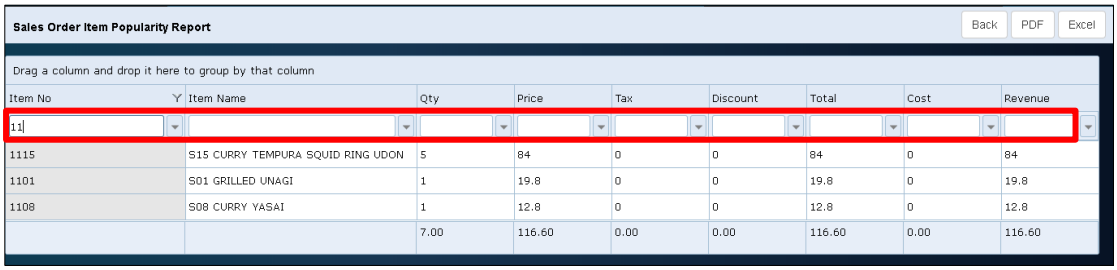


3. Below is a sample of report.

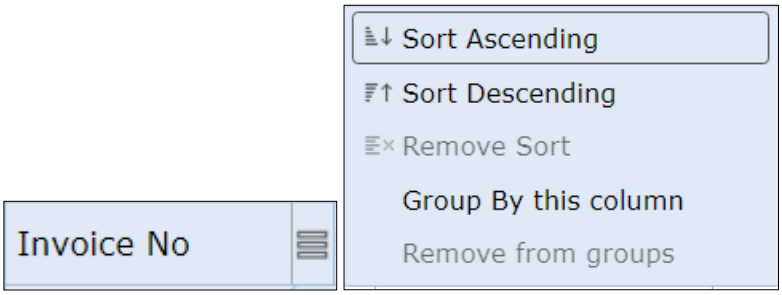


Item No	Item Name	Qty	Price	Tax	Discount	Total	Cost	Revenue
11								
1115	S15 CURRY TEMPURA SQUID RING UDON	5	84	0	0	84	0	84
1101	S01 GRILLED UNAGI	1	19.8	0	0	19.8	0	19.8
1108	S08 CURRY YASAI	1	12.8	0	0	12.8	0	12.8
		7.00	116.60	0.00	0.00	116.60	0.00	116.60

4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

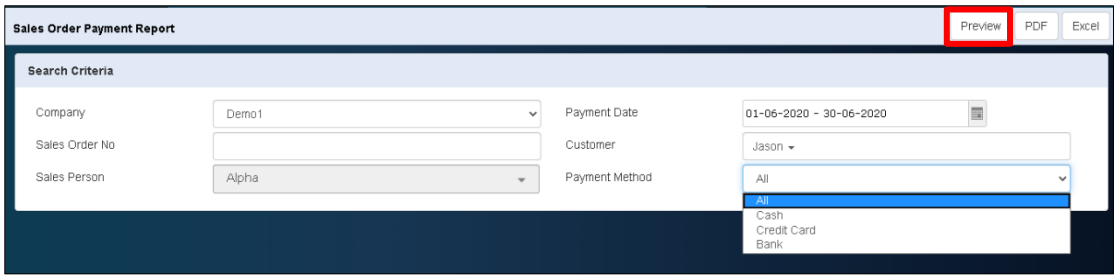
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Sales Order Payment

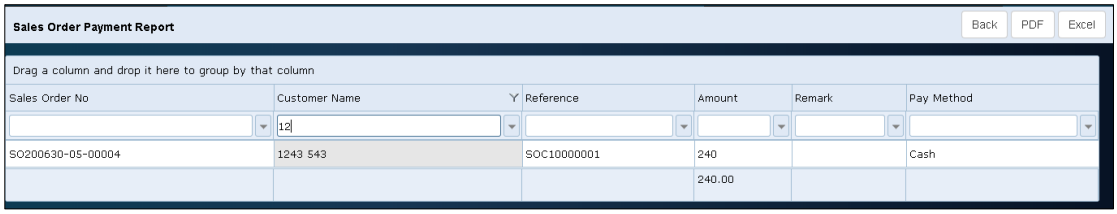
Report > Sales Order > Sales Order Payment

1. Hover to **Report**, and click on **Sales Order Payment.**

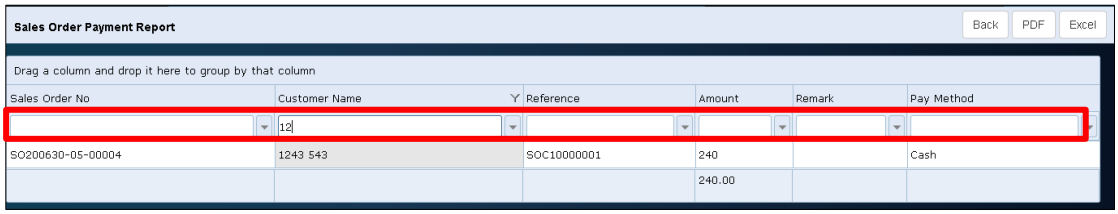
2. Set the conditions or filters in which you want to view the sales order payment report. **E.g. Company, Payment Date, Sales Order No, Customer, Sales Person and Payment Method**. There are having 4 options in **payment method**, you can search the criteria by selecting **All, Cash, Credit Card and Bank**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

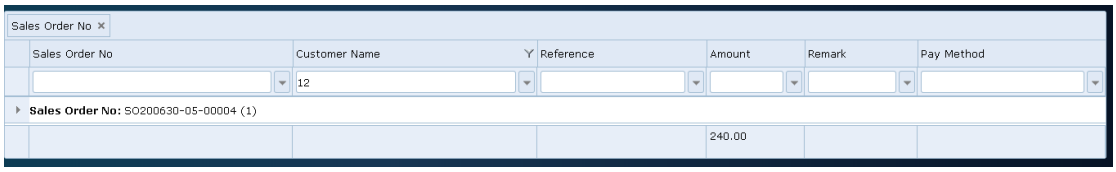


3. Below is a sample of report.

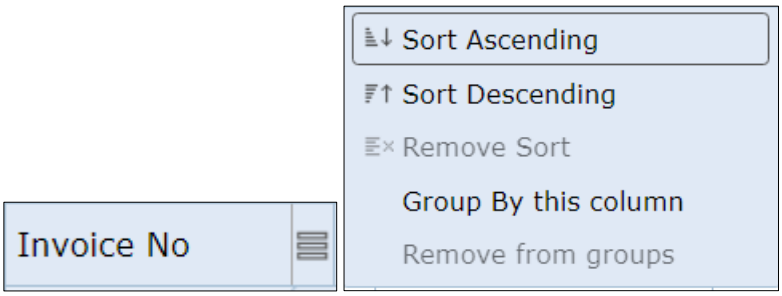


4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.





5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

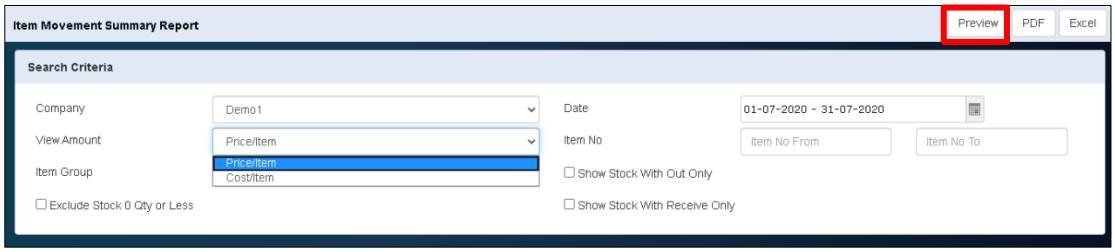
Stock

Item Movement Summary

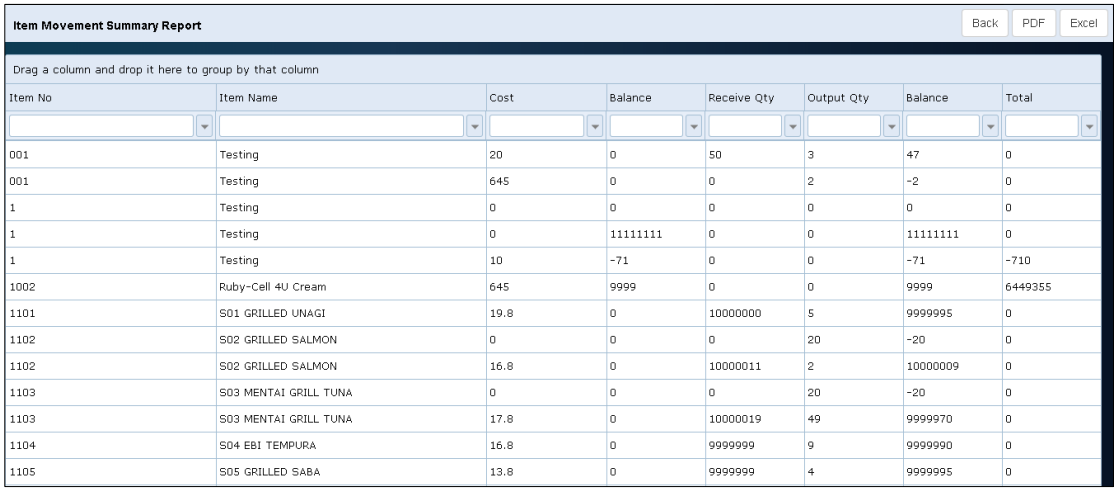
Report > Stock > Item Movement Summary

1. Hover to **Report**, and click on **Item Movement Summary.**

2. Set the conditions or filters in which you want to view the item movement summary report. **E.g. Company, Date, View Amount, Item No and Item Group**. There are having 2 options in view amount, you can search the criteria by selecting **Price/Item or Cost/Item**. Also, there are 3 selections such as **Show Stock with Out Only**, **Exclusive Stock 0 Qty or Less** and **Show Stock with Receive Only**. User may tick all or select the criteria you want. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

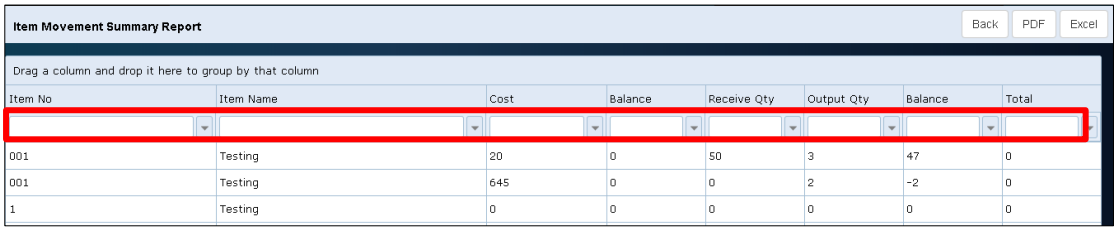


3. Below is a sample of report.

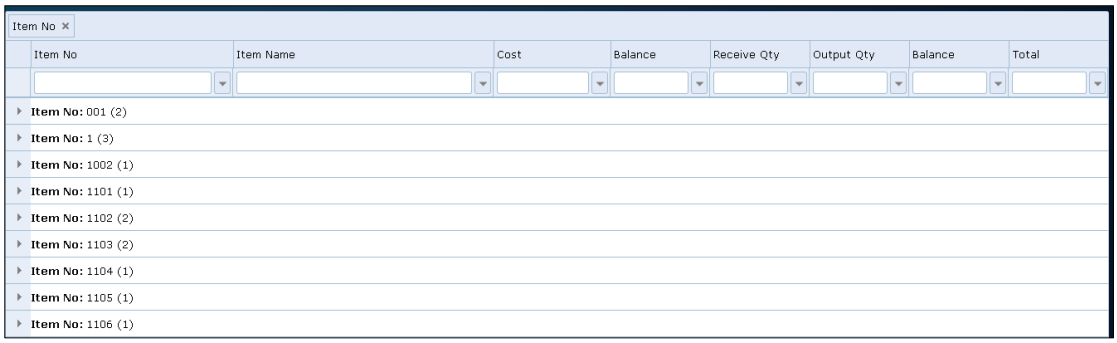


Item No	Item Name	Cost	Balance	Receive Qty	Output Qty	Balance	Total
001	Testing	20	0	50	3	47	0
001	Testing	645	0	0	2	-2	0
1	Testing	0	0	0	0	0	0
1	Testing	0	11111111	0	0	11111111	0
1	Testing	10	-71	0	0	-71	-710
1002	Ruby-Cell 4U Cream	645	9999	0	0	9999	6449355
1101	S01 GRILLED UNAGI	19.8	0	10000000	5	9999995	0
1102	S02 GRILLED SALMON	0	0	0	20	-20	0
1102	S02 GRILLED SALMON	16.8	0	10000011	2	10000009	0
1103	S03 MENTAI GRILL TUNA	0	0	0	20	-20	0
1103	S03 MENTAI GRILL TUNA	17.8	0	10000019	49	9999970	0
1104	S04 EBI TEMPURA	16.8	0	9999999	9	9999990	0
1105	S05 GRILLED SABA	13.8	0	9999999	4	9999995	0

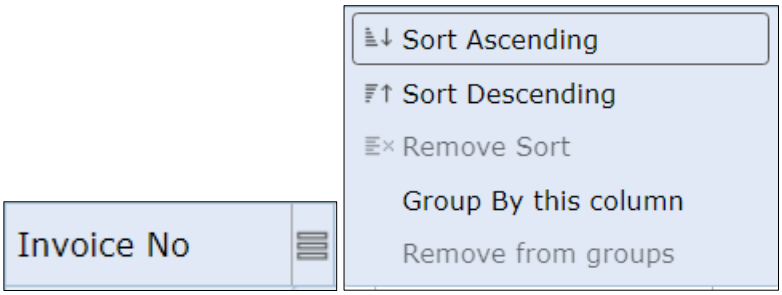
4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



Item No	Item Name	Cost	Balance	Receive Qty	Output Qty	Balance	Total
001	Testing	20	0	50	3	47	0
001	Testing	645	0	0	2	-2	0
1	Testing	0	0	0	0	0	0



5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

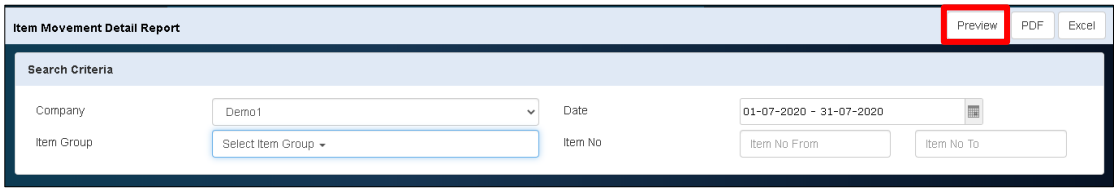
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Item Movement Detail

Report > Stock > Item Movement Detail

1. Hover to **Report**, and click on **Item Movement Detail.**

2. Set the conditions or filters in which you want to view the item movement detail report. **E.g. Company, Date, Item Group and Item No**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.



3. Below is a sample of report.

Item Movement Detail Report Back PDF Excel

Drag a column and drop it here to group by that column

Item No	Item Name	Date	Reference	Customer Name	Created By	Qty In	Qty Out	Total
001	Testing	08-July-...	Initial Qty	-	v	50	0	50
001	Testing	09-July-...	DO200709-05-00040	1A Oilfield Sdn Bhd	v	0	1	49
001	Testing	09-July-...	DO200709-05-00040	1A Oilfield Sdn Bhd	v	0	1	48
001	Testing	10-July-...	RCP200710-0105-00184		jack	0	1	47
1	Testing	01-July-...	Balance as at 2020-07...	-	-	11111261	405	11110856
1002	Ruby-Cell 4U Cream	01-July-...	Balance as at 2020-07...	-	-	10000	1	9999
1101	S01 GRILLED UNAGI	02-July-...	Initial Qty	-	vincentlim	9999999	0	9999999
1101	S01 GRILLED UNAGI	06-July-...	DO200706-05-00035	Jason	jack	0	1	9999998
1101	S01 GRILLED UNAGI	07-July-...	Dispose : TRN200707-...	-	fafafa	0	2	9999996
1101	S01 GRILLED UNAGI	07-July-...	GN200707-05-00008	-	fafafa	1	0	9999997
1101	S01 GRILLED UNAGI	10-July-...	RCP200710-0205-00171		kinyi	0	1	9999996
1101	S01 GRILLED UNAGI	10-July-...	RCP200710-0105-00183		jack	0	1	9999995
1102	S02 GRILLED SALMON	02-July-...	Initial Qty	-	vincentlim	9999999	0	9999999

4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.

Item Movement Detail Report Back PDF Excel

Drag a column and drop it here to group by that column

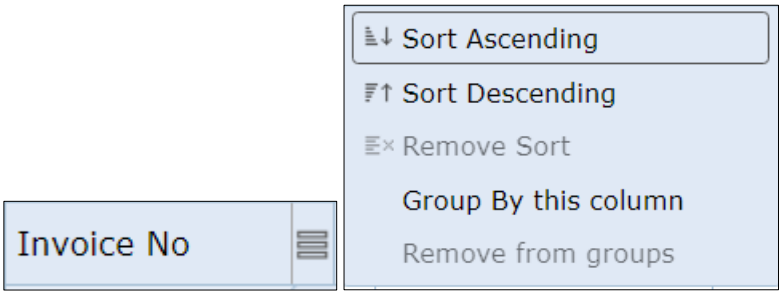
Item No	Item Name	Date	Reference	Customer Name	Created By	Qty In	Qty Out	Total
001	Testing	08-July-...	Initial Qty	-	v	50	0	50
001	Testing	09-July-...	DO200709-05-00040	1A Oilfield Sdn Bhd	v	0	1	49
001	Testing	09-July-...	DO200709-05-00040	1A Oilfield Sdn Bhd	v	0	1	48
001	Testing	10-July-...	RCP200710-0105-00184		jack	0	1	47

Item No ×

Item No	Item Name	Date	Reference	Customer Name	Created By	Qty In	Qty Out	Total

Item No: 001 (4)
Item No: 1 (1)
Item No: 1002 (1)
Item No: 1101 (6)
Item No: 1102 (8)
Item No: 1103 (6)

5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

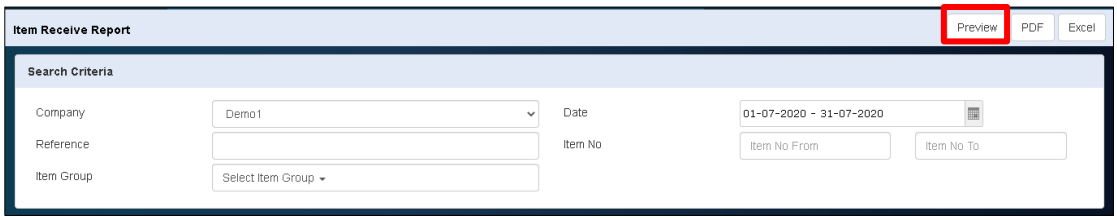
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Item Receive

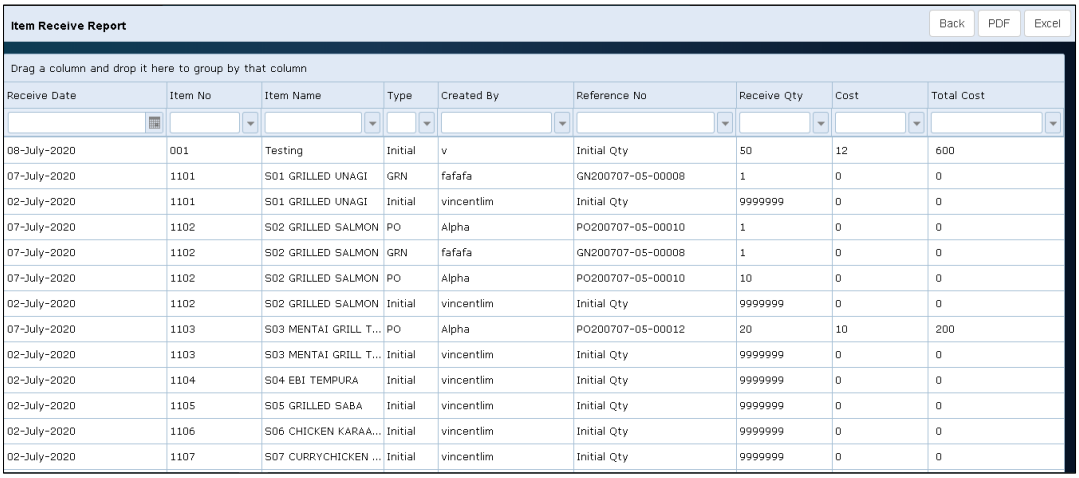
Report > Stock > Item Receive

1. Hover to **Report**, and click on **Item Receive.**

2. Set the conditions or filters in which you want to view the item receive report. **E.g. Company, Date, Reference, Item No and Item Group**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

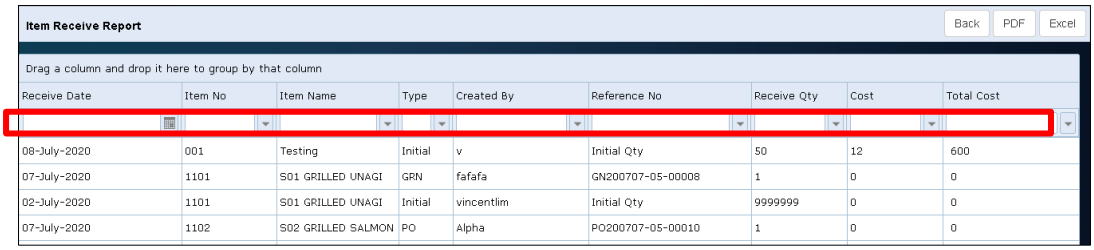


3. Below is a sample of report.

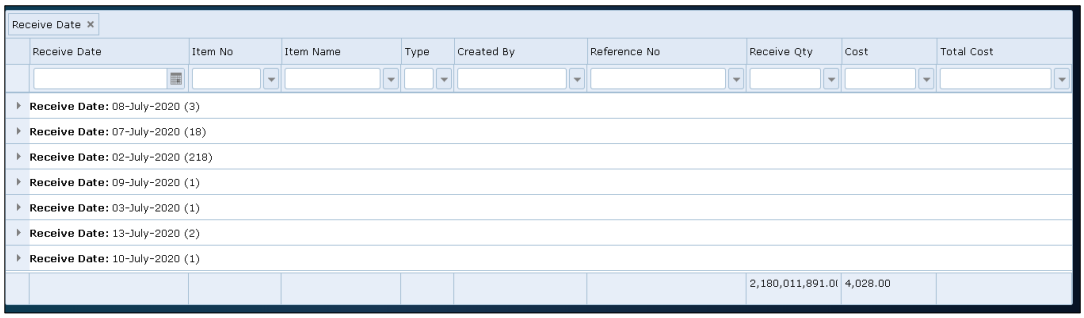


Receive Date	Item No	Item Name	Type	Created By	Reference No	Receive Qty	Cost	Total Cost
08-July-2020	001	Testing	Initial	v	Initial Qty	50	12	600
07-July-2020	1101	S01 GRILLED UNAGI	GRN	fafafa	GN200707-05-00008	1	0	0
02-July-2020	1101	S01 GRILLED UNAGI	Initial	vincentlim	Initial Qty	9999999	0	0
07-July-2020	1102	S02 GRILLED SALMON	PO	Alpha	PO200707-05-00010	1	0	0
07-July-2020	1102	S02 GRILLED SALMON	GRN	fafafa	GN200707-05-00008	1	0	0
07-July-2020	1102	S02 GRILLED SALMON	PO	Alpha	PO200707-05-00010	10	0	0
02-July-2020	1102	S02 GRILLED SALMON	Initial	vincentlim	Initial Qty	9999999	0	0
07-July-2020	1103	S03 MENTAI GRILL T...	PO	Alpha	PO200707-05-00012	20	10	200
02-July-2020	1103	S03 MENTAI GRILL T...	Initial	vincentlim	Initial Qty	9999999	0	0
02-July-2020	1104	S04 EBI TEMPURA	Initial	vincentlim	Initial Qty	9999999	0	0
02-July-2020	1105	S05 GRILLED SABA	Initial	vincentlim	Initial Qty	9999999	0	0
02-July-2020	1106	S06 CHICKEN KARAA...	Initial	vincentlim	Initial Qty	9999999	0	0
02-July-2020	1107	S07 CURRYCHICKEN ...	Initial	vincentlim	Initial Qty	9999999	0	0

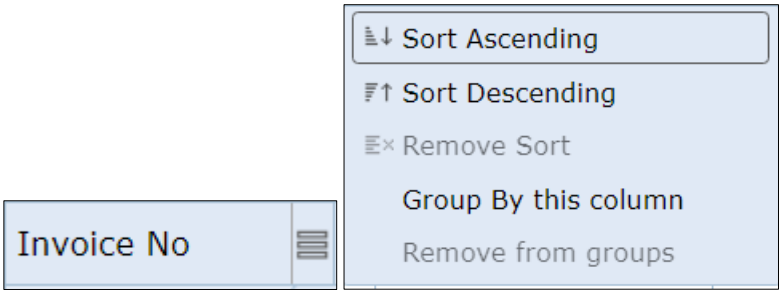
4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



Receive Date	Item No	Item Name	Type	Created By	Reference No	Receive Qty	Cost	Total Cost
08-July-2020	001	Testing	Initial	v	Initial Qty	50	12	600
07-July-2020	1101	S01 GRILLED UNAGI	GRN	fafafa	GN200707-05-00008	1	0	0
02-July-2020	1101	S01 GRILLED UNAGI	Initial	vincentlim	Initial Qty	9999999	0	0
07-July-2020	1102	S02 GRILLED SALMON	PO	Alpha	PO200707-05-00010	1	0	0



5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

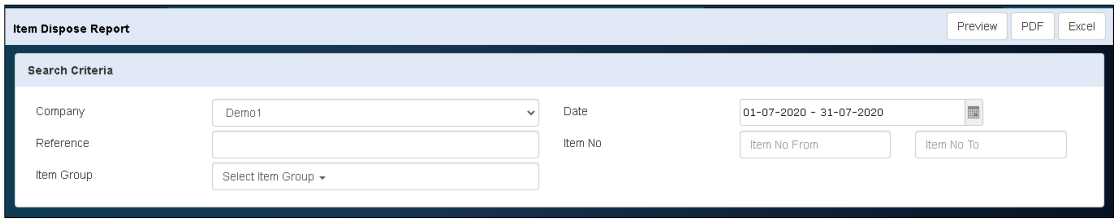
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Item Dispose

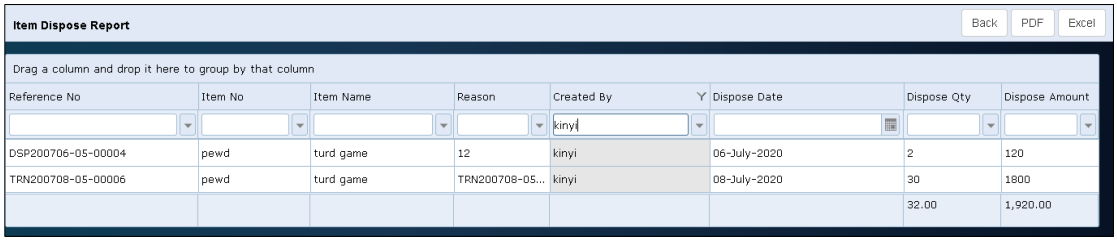
Report > Stock > Item Dispose

1. Hover to **Report**, and click on **Item Dispose.**

2. Set the conditions or filters in which you want to view the item receive report. **E.g. Company, Date, Reference, Item No and Item Group**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.



3. Below is a sample of report.



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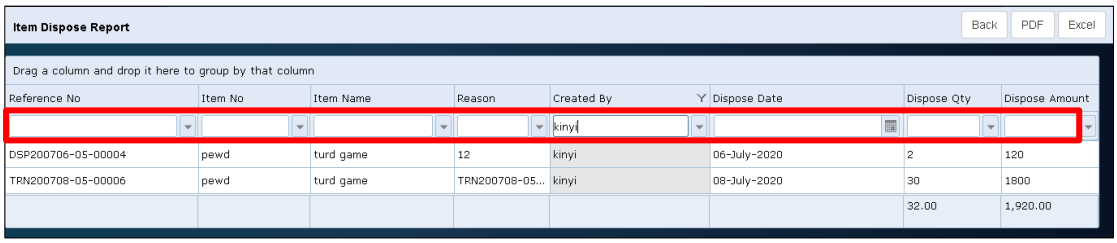
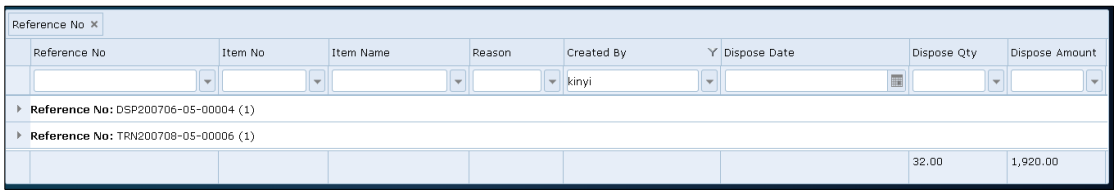
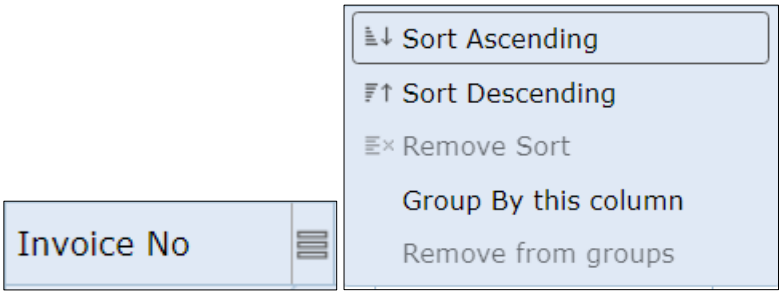




5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

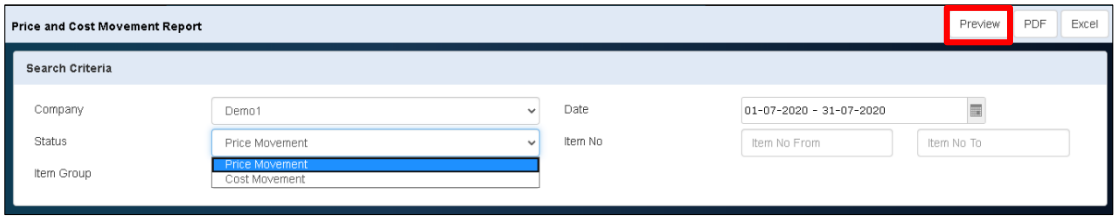
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Price & Cost Movement

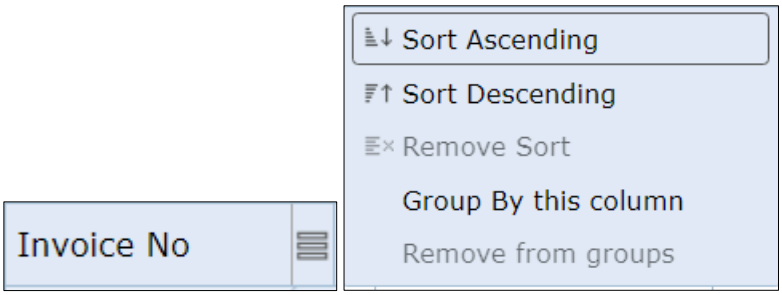
Report > Stock > Price & Cost Movement

1. Hover to **Report**, and click on **Price & Cost Movement.**

2. Set the conditions or filters in which you want to view the item receive report. **E.g. Company, Date, Status, Item No and Item Group**. There are having 2 options in **status**, you can search the criteria by selecting **Price Movement** or **Cost Movement**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.



3. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

4. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

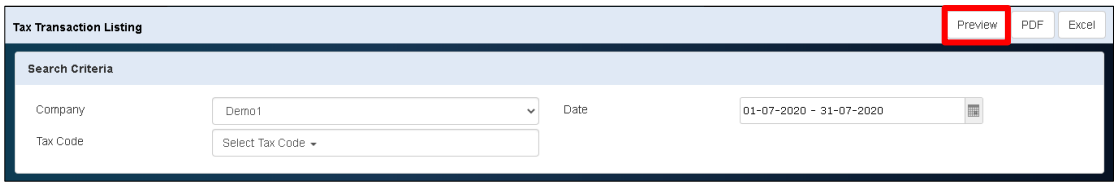
Tax

Tax Transaction Listing

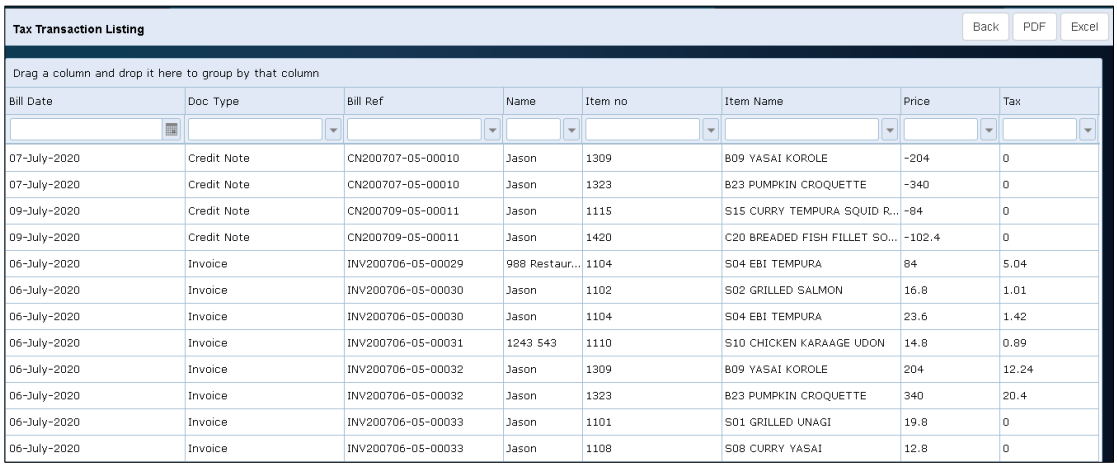
Report > Tax > Tax Transaction Listing

1. Hover to **Report**, and click on **Tax Transaction Listing.**

2. Set the conditions or filters in which you want to view the tax transaction listing report. **E.g. Company, Date and Tax Code**. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

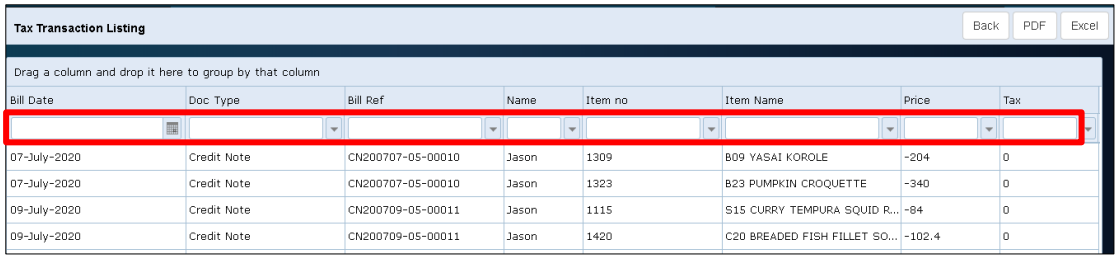


3. Below is a sample of report.

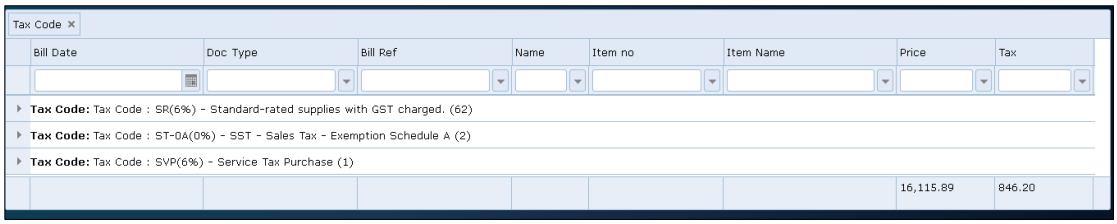


Bill Date	Doc Type	Bill Ref	Name	Item no	Item Name	Price	Tax
07-July-2020	Credit Note	CN200707-05-00010	Jason	1309	B09 YASAI KOROLE	-204	0
07-July-2020	Credit Note	CN200707-05-00010	Jason	1323	B23 PUMPKIN CROQUETTE	-340	0
09-July-2020	Credit Note	CN200709-05-00011	Jason	1115	S15 CURRY TEMPURA SQUID R...	-84	0
09-July-2020	Credit Note	CN200709-05-00011	Jason	1420	C20 BREADED FISH FILLET SO...	-102.4	0
06-July-2020	Invoice	INV200706-05-00029	988 Restaur...	1104	S04 EBI TEMPURA	84	5.04
06-July-2020	Invoice	INV200706-05-00030	Jason	1102	S02 GRILLED SALMON	16.8	1.01
06-July-2020	Invoice	INV200706-05-00030	Jason	1104	S04 EBI TEMPURA	23.6	1.42
06-July-2020	Invoice	INV200706-05-00031	1243 543	1110	S10 CHICKEN KARAAGE UDON	14.8	0.89
06-July-2020	Invoice	INV200706-05-00032	Jason	1309	B09 YASAI KOROLE	204	12.24
06-July-2020	Invoice	INV200706-05-00032	Jason	1323	B23 PUMPKIN CROQUETTE	340	20.4
06-July-2020	Invoice	INV200706-05-00033	Jason	1101	S01 GRILLED UNAGI	19.8	0
06-July-2020	Invoice	INV200706-05-00033	Jason	1108	S08 CURRY YASAI	12.8	0

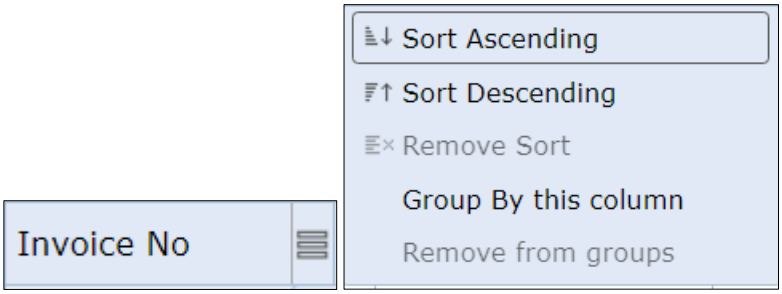
4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



Bill Date	Doc Type	Bill Ref	Name	Item no	Item Name	Price	Tax
07-July-2020	Credit Note	CN200707-05-00010	Jason	1309	B09 YASAI KOROLE	-204	0
07-July-2020	Credit Note	CN200707-05-00010	Jason	1323	B23 PUMPKIN CROQUETTE	-340	0
09-July-2020	Credit Note	CN200709-05-00011	Jason	1115	S15 CURRY TEMPURA SQUID R...	-84	0
09-July-2020	Credit Note	CN200709-05-00011	Jason	1420	C20 BREADED FISH FILLET SO...	-102.4	0



5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

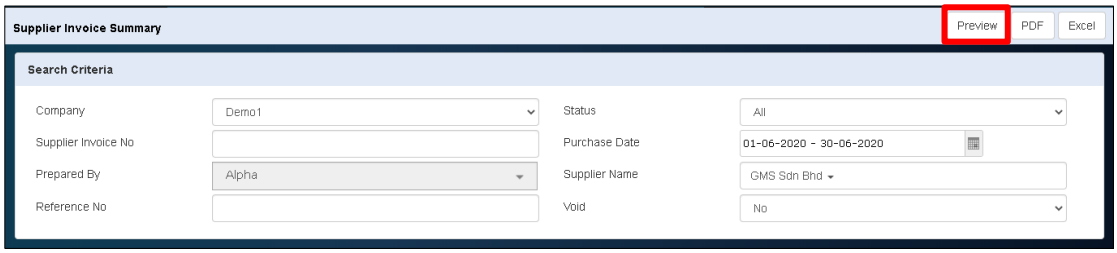
Supplier Invoice

Supplier Invoice Summary

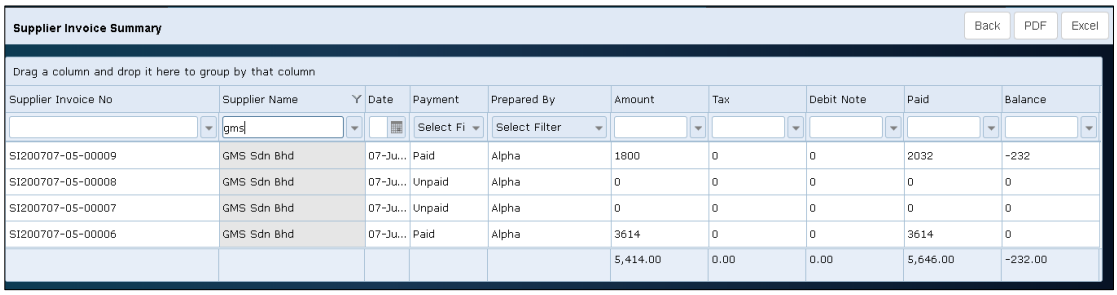
Report > Supplier Invoice > Supplier Invoice Summary

1. Hover to **Report**, and click on **Supplier Invoice Summary.**

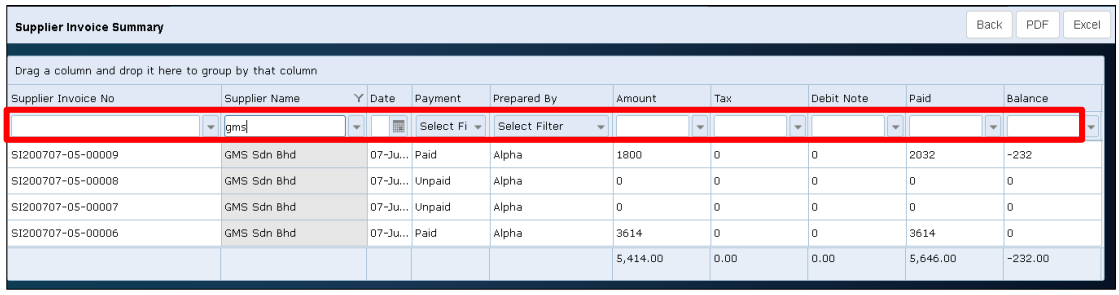
2. Set the conditions or filters in which you want to view the supplier invoice summary report. **E.g. Company, Status, Supplier Invoice No, Purchase Date, Prepared By, Supplier Name, Reference No and Void**. You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

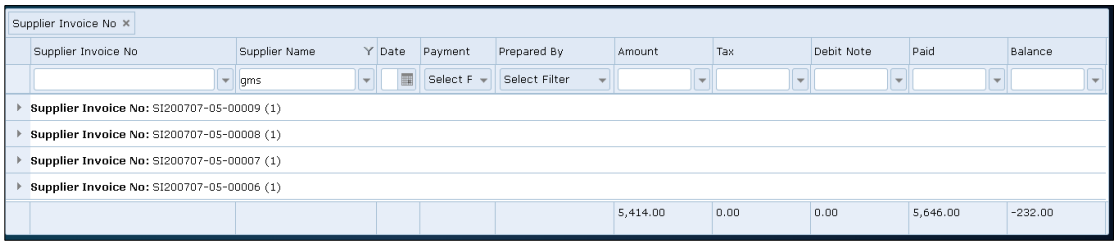


3. Below is a sample of report.

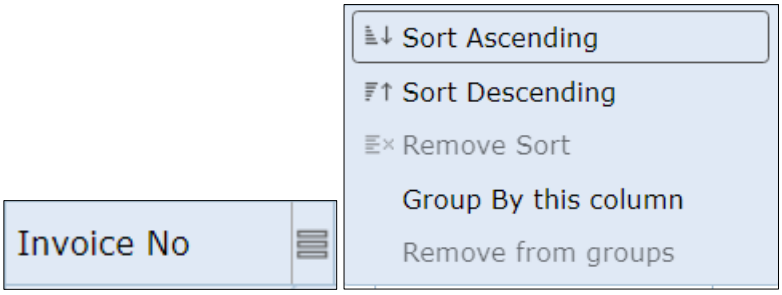


4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.





5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

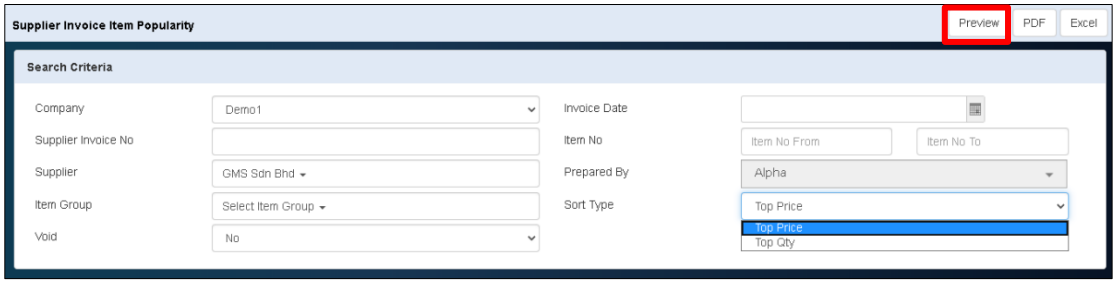
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Supplier Invoice Item Popularity

Report > Supplier > Supplier Invoice Item Popularity

1. Hover to **Report**, and click on **Supplier Invoice Item Popularity.**

2. Set the conditions or filters in which you want to view the supplier invoice item popularity report. **E.g. Company, Invoice Date, Supplier Invoice No, Item No, Supplier, Prepared By, Item Group, Sort Type and Void**. There are having 2 options in **sort type**, you can search the criteria by selecting **Top Price** or **Top Quantity**. You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.



3. Below is a sample of report.

Supplier Invoice Item Popularity Back PDF Excel

Drag a column and drop it here to group by that column

Item No	Item Name	Qty	Price	Tax	Discount	Total	Cost	Revenue
1	Testing	78	390	0	0	390	0	390
1102	S02 GRILLED SALMON	10	0	0	0	0	0	0
1103	S03 MENTAI GRILL TUNA	20	0	0	0	0	0	0
1205	A05 EDAMAME	100	0	0	0	0	0	0
ACR001	Acer Veriton 535 Laptop : i3, 500GB HD...	2	3798	227.88	0	4025.88	0	4025.88
L001	Ice Krim	200	200	12	0	212	0	212
L002-XXXL	Tshirt	1	14	0	0	14	0	14
pewd	turd game	200	12000	720	0	12720	0	12720
pewd	turd game	90	5400	0	0	5400	0	5400
		701.00	21,802.00	959.88	0.00	22,761.88	0.00	22,761.88

4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.

Supplier Invoice Item Popularity Back PDF Excel

Drag a column and drop it here to group by that column

Item No	Item Name	Qty	Price	Tax	Discount	Total	Cost	Revenue
1	Testing	78	390	0	0	390	0	390
1102	S02 GRILLED SALMON	10	0	0	0	0	0	0
1103	S03 MENTAI GRILL TUNA	20	0	0	0	0	0	0

Item No ×

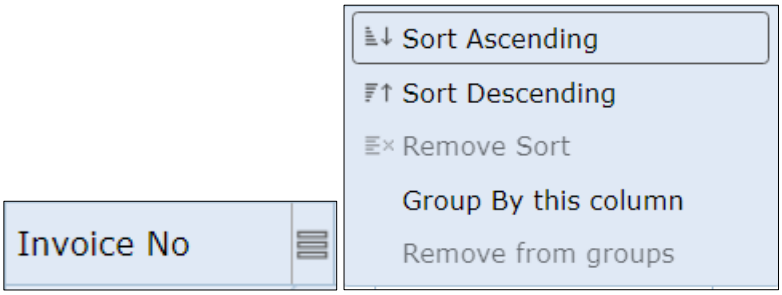
Item No	Item Name	Qty	Price	Tax	Discount	Total	Cost	Revenue

Item No: 1 (1)

Item No: 1102 (1)

Item No: 1103 (1)

5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

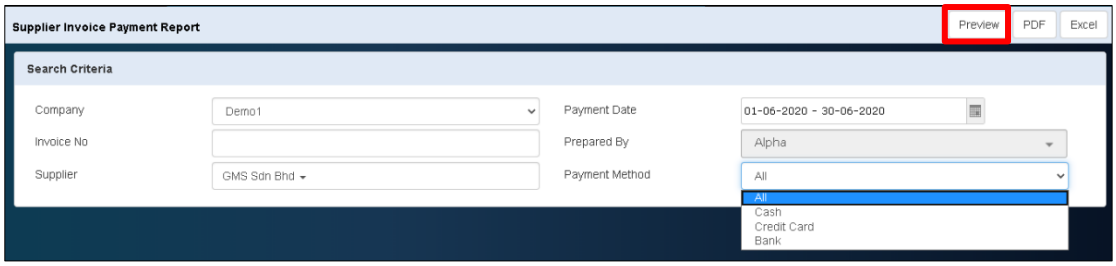
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Supplier Invoice Payment

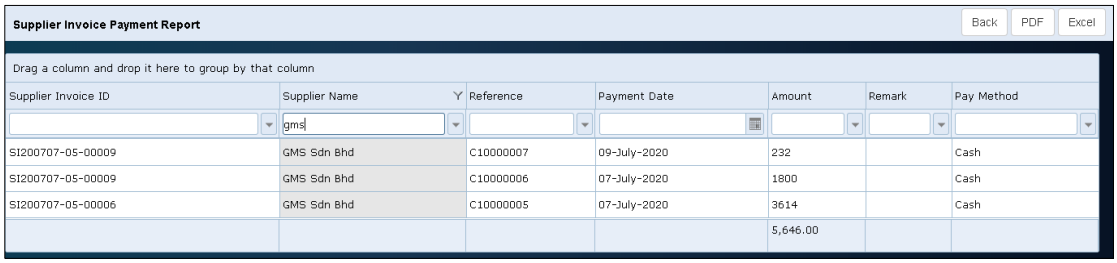
Report > Supplier Invoice > Supplier Invoice Payment

1. Hover to **Report**, and click on **Supplier Invoice Payment.**

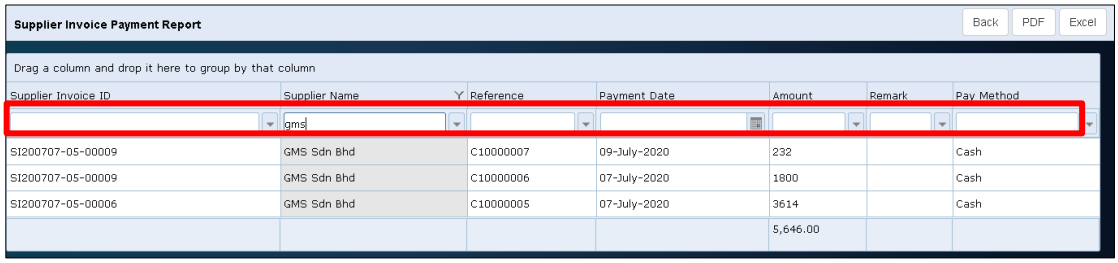
2. Set the conditions or filters in which you want to view the supplier invoice payment report. **E.g. Company, Payment Date, Invoice No, Prepared By, Supplier and Payment Method.** There are having 4 options in **payment method**, you can search the criteria by selecting **All**, **Cash**, **Credit Card** and **Bank**. You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

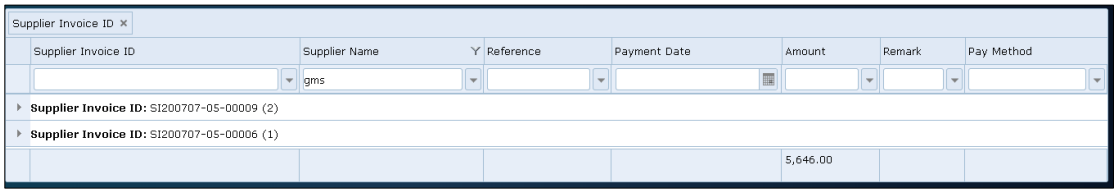


3. Below is a sample of report.

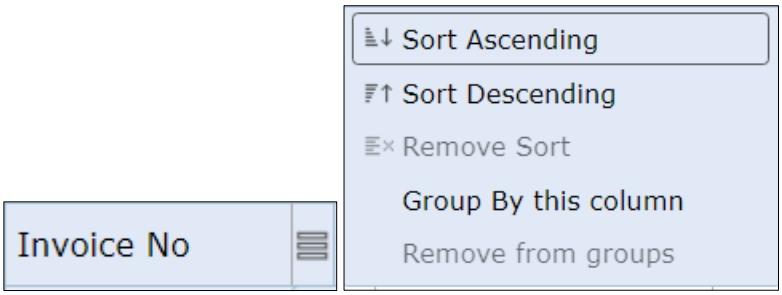


4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.





5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

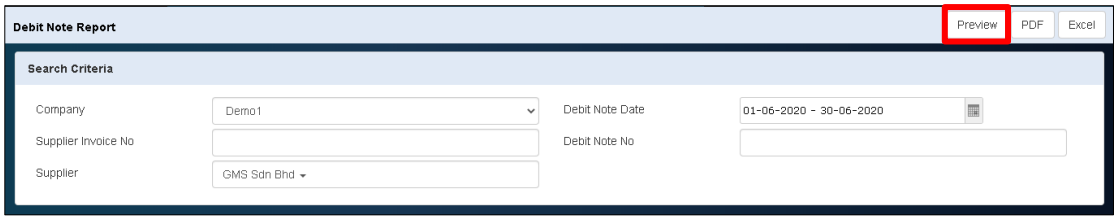
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Debit Note

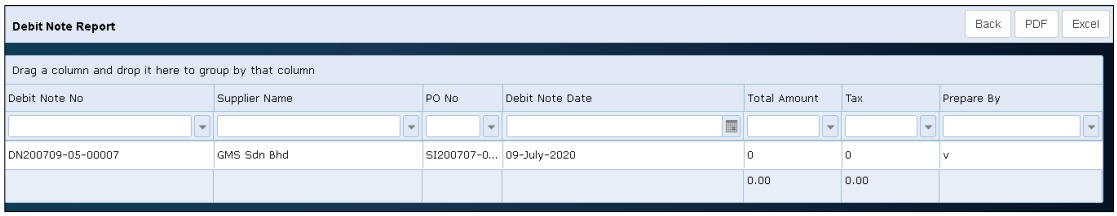
Report > Supplier Invoice > Debit Note

1. Hover to **Report**, and click on **Debit Note.**

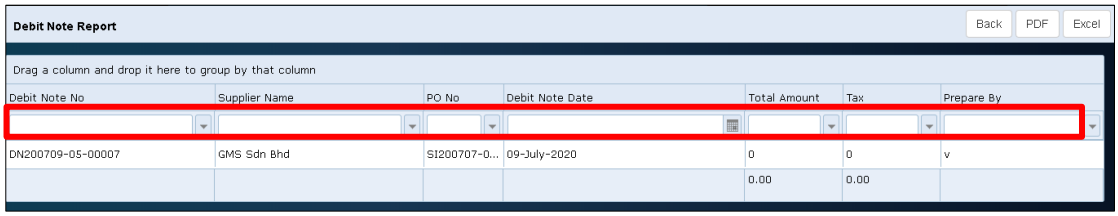
2. Set the conditions or filters in which you want to view the debit note report. **E.g. Company, Debit Note Date, Supplier Invoice No, Debit Note No and Supplier (Click me to refer to the step for creating new supplier).** There are having 4 options in **payment method**, you can search the criteria by selecting **All**, **Cash**, **Credit Card** and **Bank**. You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

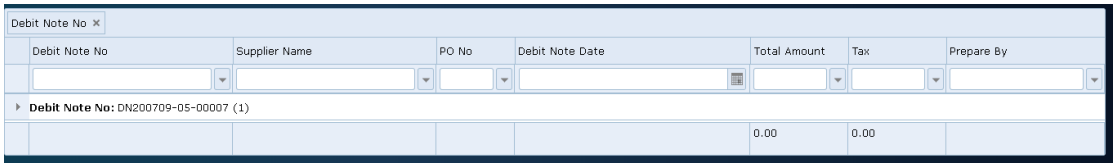


3. Below is a sample of report.

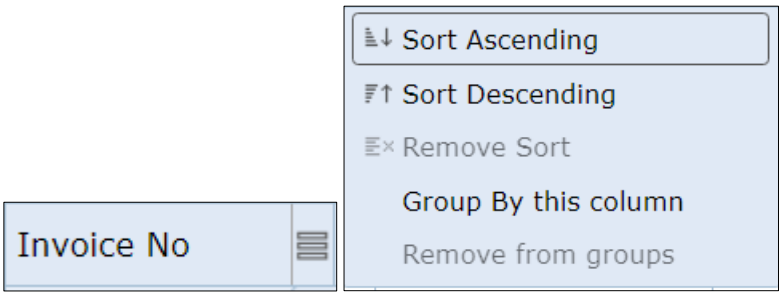


4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.





5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

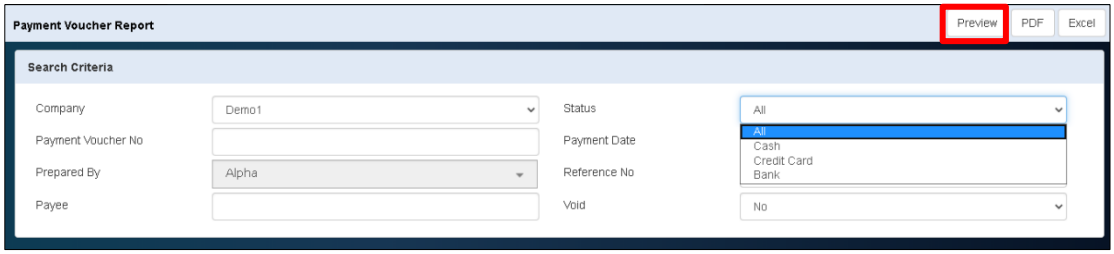
Payment Voucher

Payment Voucher

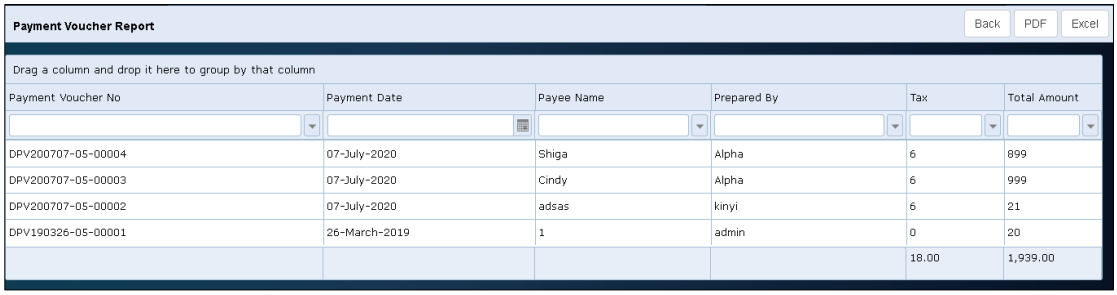
Report > Payment Voucher > Payment Voucher

1. Hover to **Report**, and click on **Payment Voucher.**

2. Set the conditions or filters in which you want to view the payment voucher report. **E.g. Company, Status, Payment Voucher No, Payment Date, Prepared By, Reference No, Payee and Void.** There are having 4 options in **status**, you can search the criteria by selecting **All**, **Cash**, **Credit Card** and **Bank**. You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

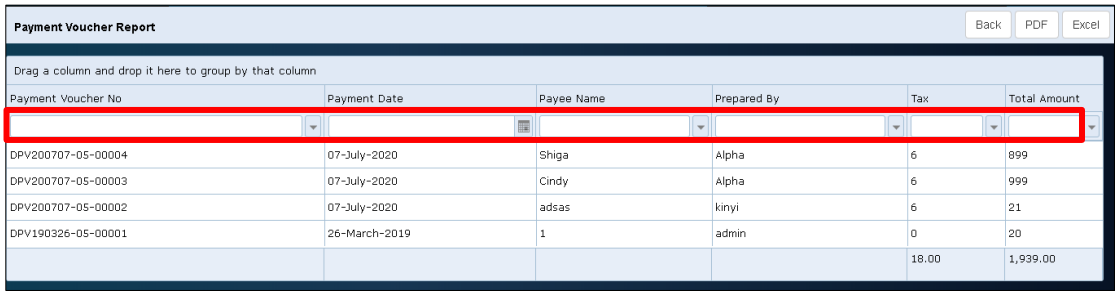


3. Below is a sample of report.



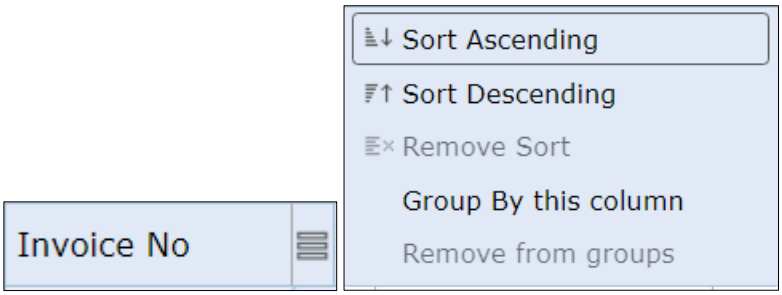
Payment Voucher No	Payment Date	Payee Name	Prepared By	Tax	Total Amount
DPV200707-05-00004	07-July-2020	Shiga	Alpha	6	899
DPV200707-05-00003	07-July-2020	Cindy	Alpha	6	999
DPV200707-05-00002	07-July-2020	adsas	kinyi	6	21
DPV190326-05-00001	26-March-2019	1	admin	0	20
				18.00	1,939.00

4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



Payment Voucher No	Payment Date	Payee Name	Prepared By	Tax	Total Amount
DPV200707-05-00004	07-July-2020	Shiga	Alpha	6	899
DPV200707-05-00003	07-July-2020	Cindy	Alpha	6	999
DPV200707-05-00002	07-July-2020	adsas	kinyi	6	21
DPV190326-05-00001	26-March-2019	1	admin	0	20
				18.00	1,939.00

5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

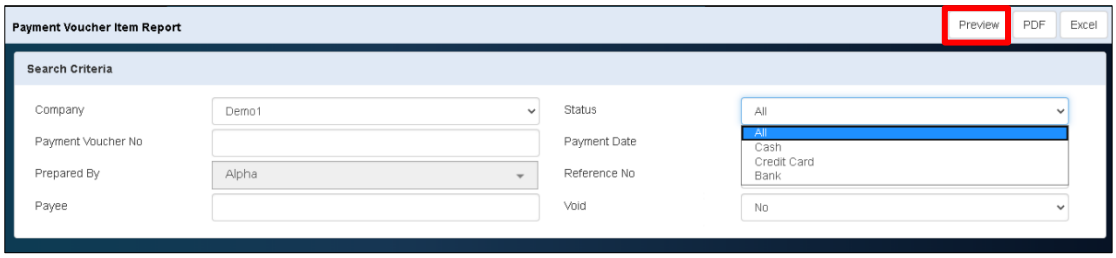
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Payment Voucher Item

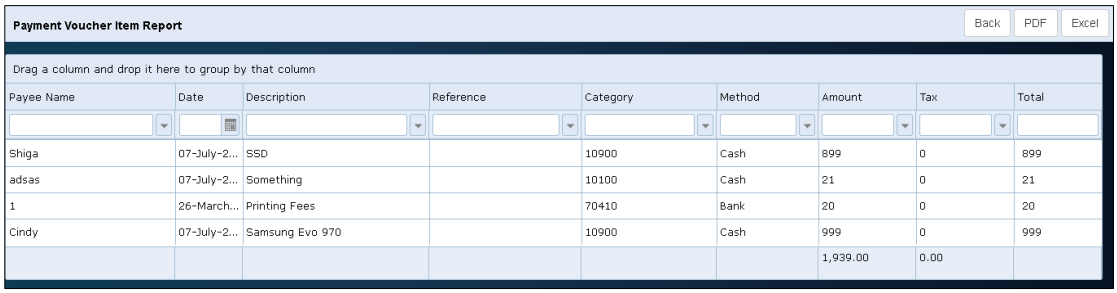
Report > Payment Voucher > Payment Voucher Item

1. Hover to **Report**, and click on **Payment Voucher Item.**

2. Set the conditions or filters in which you want to view the payment voucher item report. **E.g. Company, Status, Payment Voucher No, Payment Date, Prepared By, Reference No, Payee and Void.** There are having 4 options in **status**, you can search the criteria by selecting **All**, **Cash**, **Credit Card** and **Bank**. You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

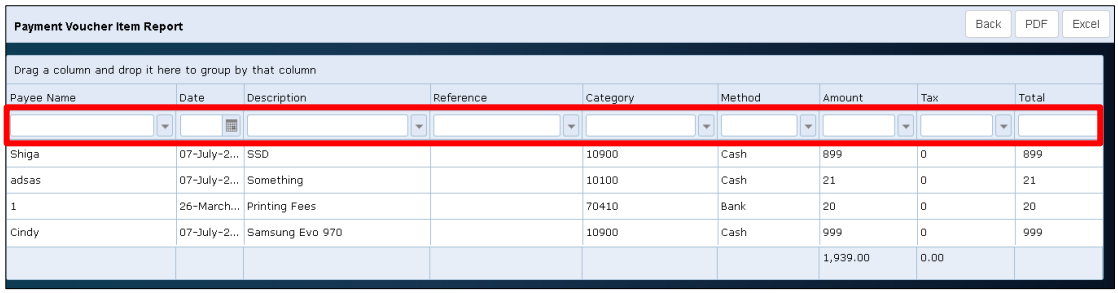


3. Below is a sample of report.



Payee Name	Date	Description	Reference	Category	Method	Amount	Tax	Total
Shiga	07-July-2...	SSD		10900	Cash	899	0	899
adsas	07-July-2...	Something		10100	Cash	21	0	21
1	26-March...	Printing Fees		70410	Bank	20	0	20
Cindy	07-July-2...	Samsung Evo 970		10900	Cash	999	0	999
						1,939.00	0.00	

4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.

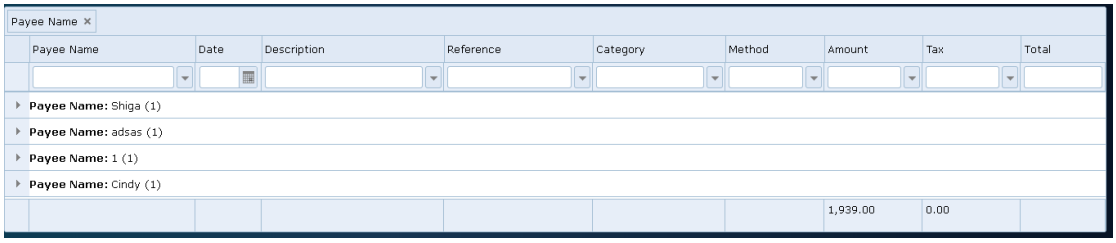


Payment Voucher Item Report

Back PDF Excel

Drag a column and drop it here to group by that column

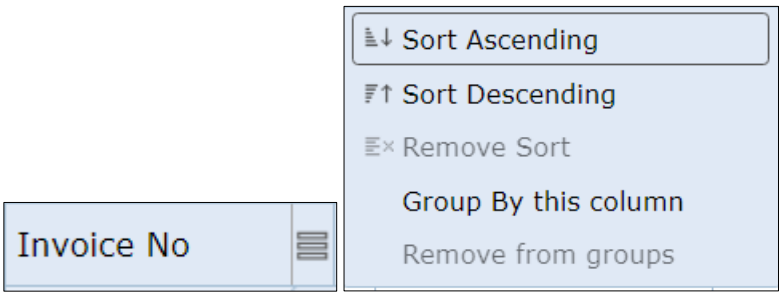
Payee Name	Date	Description	Reference	Category	Method	Amount	Tax	Total
Shiga	07-July-2...	SSD		10900	Cash	899	0	899
adsas	07-July-2...	Something		10100	Cash	21	0	21
1	26-March...	Printing Fees		70410	Bank	20	0	20
Cindy	07-July-2...	Samsung Evo 970		10900	Cash	999	0	999
						1,939.00	0.00	



Payee Name ×

Payee Name	Date	Description	Reference	Category	Method	Amount	Tax	Total
Payee Name: Shiga (1)								
Payee Name: adsas (1)								
Payee Name: 1 (1)								
Payee Name: Cindy (1)								
						1,939.00	0.00	

5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

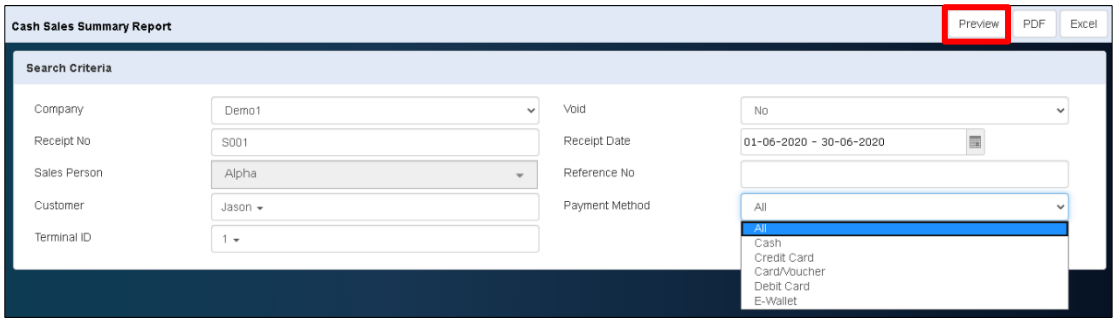
Cash Sales

Cash Sales Summary

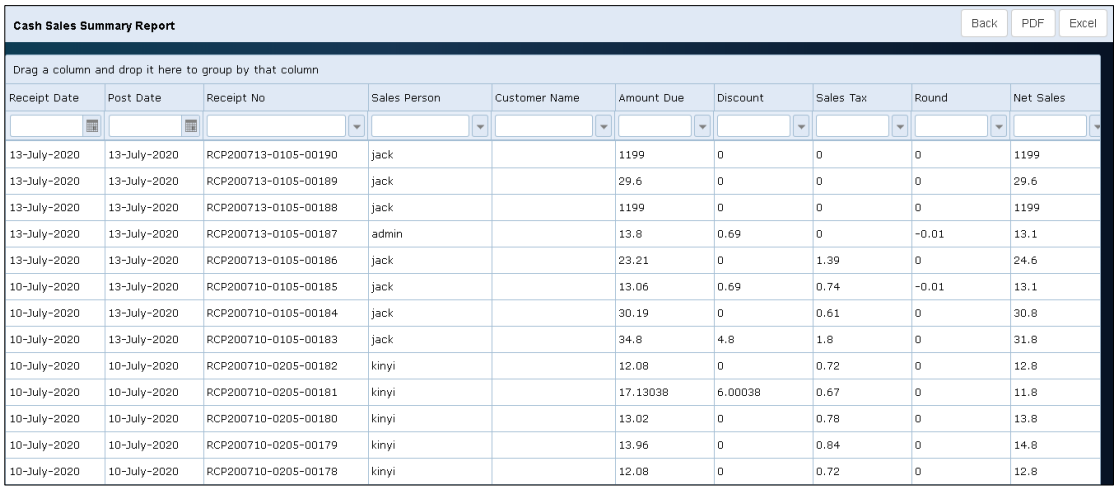
Report > Cash Sales > Cash Sales Summary

1. Hover to **Report**, and click on **Cash Sales Summary.**

2. Set the conditions or filters in which you want to view the cash sales summary report. **E.g. Company, Void, Receipt No, Receipt Date, Sales Person, Reference No, Customer, Payment Method and Terminal ID.** There are having 6 options in **payment method**, you can search the criteria by selecting **All**, **Cash**, **Credit Card, Card/Voucher, Debit Card** and **E-Wallet**. You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

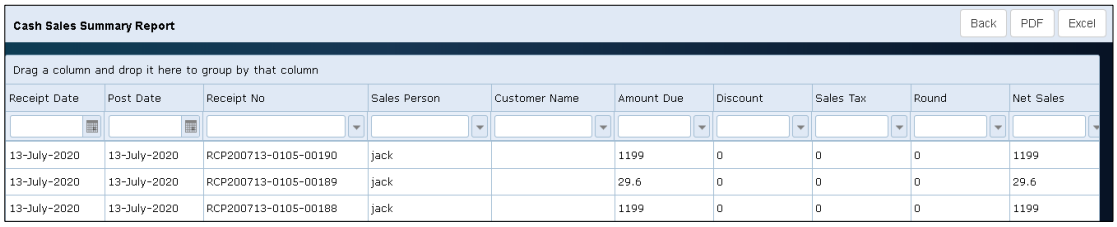


3. Below is a sample of report.

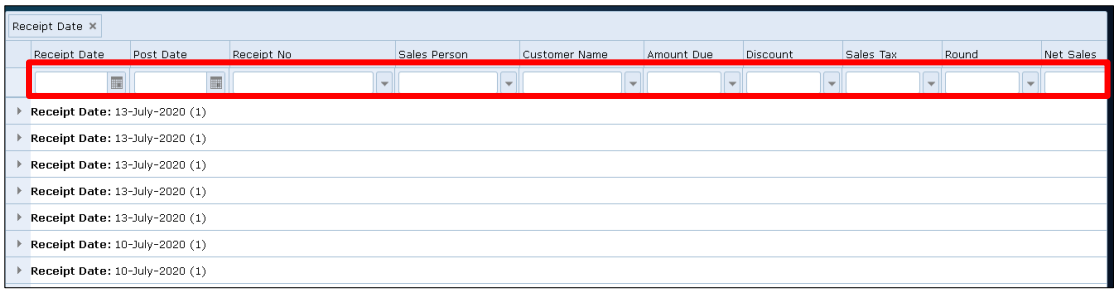


Receipt Date	Post Date	Receipt No	Sales Person	Customer Name	Amount Due	Discount	Sales Tax	Round	Net Sales
13-July-2020	13-July-2020	RCP200713-0105-00190	jack		1199	0	0	0	1199
13-July-2020	13-July-2020	RCP200713-0105-00189	jack		29.6	0	0	0	29.6
13-July-2020	13-July-2020	RCP200713-0105-00188	jack		1199	0	0	0	1199
13-July-2020	13-July-2020	RCP200713-0105-00187	admin		13.8	0.69	0	-0.01	13.1
13-July-2020	13-July-2020	RCP200713-0105-00186	jack		23.21	0	1.39	0	24.6
10-July-2020	13-July-2020	RCP200710-0105-00185	jack		13.06	0.69	0.74	-0.01	13.1
10-July-2020	13-July-2020	RCP200710-0105-00184	jack		30.19	0	0.61	0	30.8
10-July-2020	13-July-2020	RCP200710-0105-00183	jack		34.8	4.8	1.8	0	31.8
10-July-2020	10-July-2020	RCP200710-0205-00182	kinyi		12.08	0	0.72	0	12.8
10-July-2020	10-July-2020	RCP200710-0205-00181	kinyi		17.13038	6.00038	0.67	0	11.8
10-July-2020	10-July-2020	RCP200710-0205-00180	kinyi		13.02	0	0.78	0	13.8
10-July-2020	10-July-2020	RCP200710-0205-00179	kinyi		13.96	0	0.84	0	14.8
10-July-2020	10-July-2020	RCP200710-0205-00178	kinyi		12.08	0	0.72	0	12.8

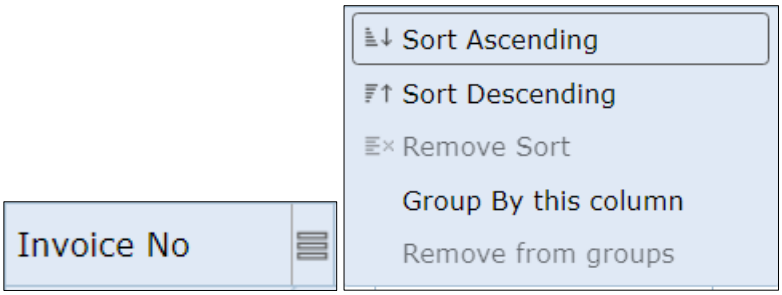
4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.



Receipt Date	Post Date	Receipt No	Sales Person	Customer Name	Amount Due	Discount	Sales Tax	Round	Net Sales
13-July-2020	13-July-2020	RCP200713-0105-00190	jack		1199	0	0	0	1199
13-July-2020	13-July-2020	RCP200713-0105-00189	jack		29.6	0	0	0	29.6
13-July-2020	13-July-2020	RCP200713-0105-00188	jack		1199	0	0	0	1199



5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

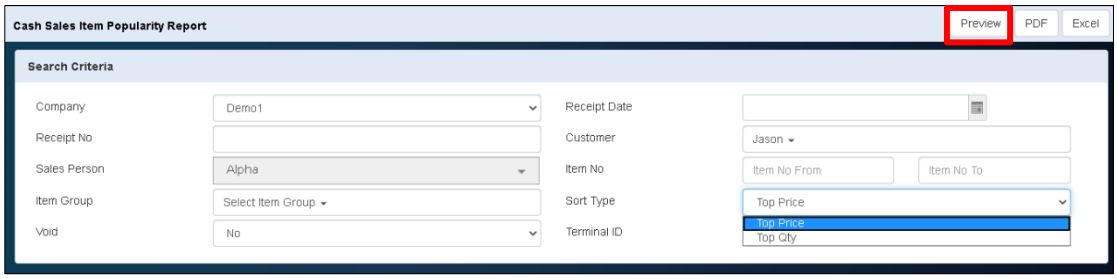
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Cash Sales Item Popularity

Report > Cash Sales > Cash Sales Item Popularity

1. Hover to **Report**, and click on **Cash Sales Item Popularity.**

2. Set the conditions or filters in which you want to view the cash sales item popularity report. **E.g. Company, Receipt Date, Receipt No, Customer, Sales Person, Item No, Item Group, Sort Type, Void and Terminal ID.** There are having 2 options in **sort type**, you can search the criteria by selecting **Top Price** and **Top Quantity**. You can also set if you want to view voided transactions. Leaving the fields blank will show **ALL** transactions by clicking **Preview**.



3. Below is a sample of report.

Cash Sales Item Popularity Report Back PDF Excel

Drag a column and drop it here to group by that column

Item No	Item Name	Qty	Price	Tax	Discount	Total	Cost	Revenue
T001	Tablet001	2	2398	0	0	2398	2198	200
1231231312	Shoes	1	48.89	1.11	30.3541666666...	19.6458333333...	0	18.5358333333...
123123123	Shoes	1	47.17	2.83	0	50	0	47.17
1112	S12 SHIO CHICKEN KATSU RAMEN	2	33.6	1.01	0	34.61	0	33.6
1105	S05 GRILLED SABA	2	26.04	0.78	0	26.82	0	26.04
1111	S11 AGEDASHI TOFU UDON	2	25.6	0	5	20.6	0	20.6
1108	S08 CURRY YASAI	2	24.16	0.72	0	24.88	0	24.16
1111	S11 AGEDASHI TOFU UDON	2	24.16	0.72	0	24.88	0	24.16
1109	S09 INARI UDON	2	20.38	0.61	0	20.99	0	20.38
001	Testing	1	20	0	0	20	12	8
1101	S01 GRILLED UNAGI	1	19.51	0.29	14.625	5.175	0	4.885
1101	S01 GRILLED UNAGI	1	18.95	0.85	4.8	15	0	14.15

4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.

Cash Sales Item Popularity Report Back PDF Excel

Drag a column and drop it here to group by that column

Item No	Item Name	Qty	Price	Tax	Discount	Total	Cost	Revenue
T001	Tablet001	2	2398	0	0	2398	2198	200
1231231312	Shoes	1	48.89	1.11	30.3541666666...	19.6458333333...	0	18.5358333333...
123123123	Shoes	1	47.17	2.83	0	50	0	47.17
1112	S12 SHIO CHICKEN KATSU RAMEN	2	33.6	1.01	0	34.61	0	33.6

Item No ×

Item No	Item Name	Qty	Price	Tax	Discount	Total	Cost	Revenue

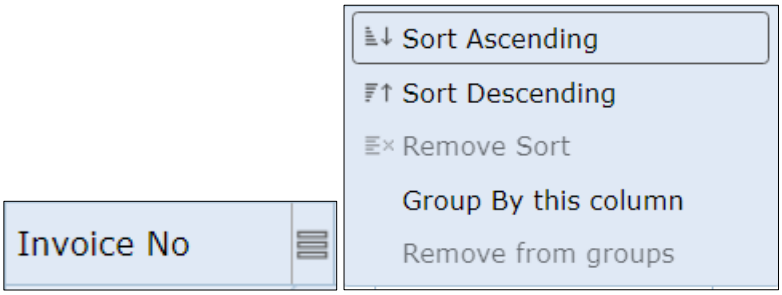
Item No: T001 (1)

Item No: 1231231312 (1)

Item No: 123123123 (1)

Item No: 1112 (1)

5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

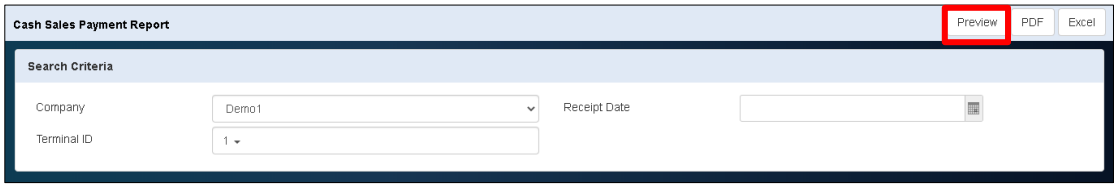
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Cash Sales Payment

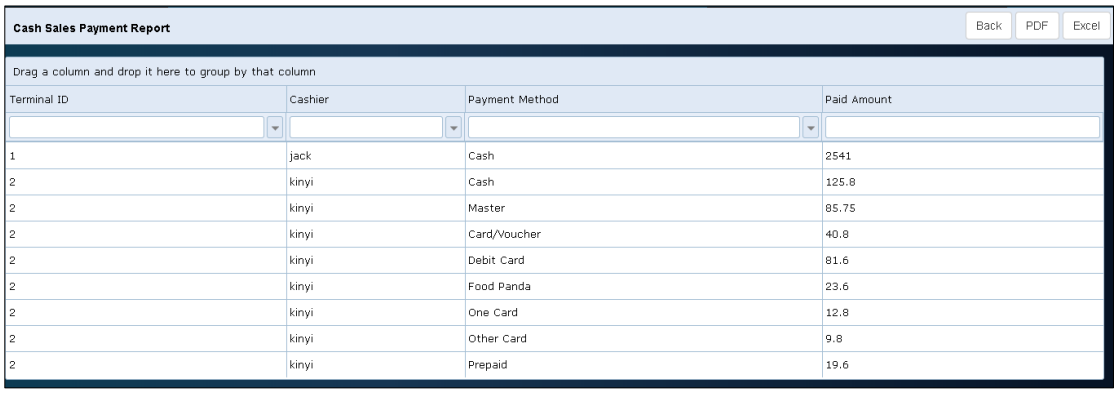
Report > Cash Sales > Cash Sales Payment

1. Hover to **Report**, and click on **Cash Sales Payment.**

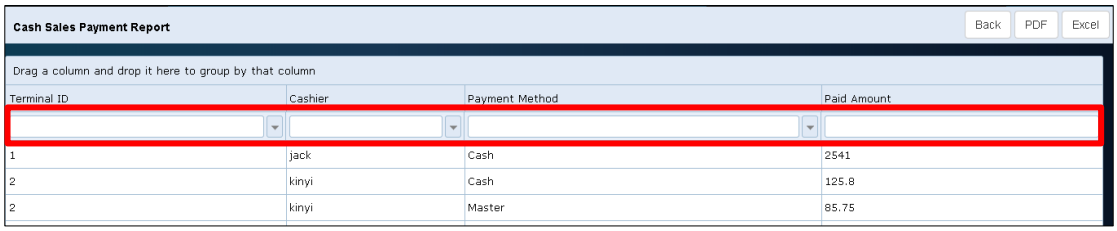
2. Set the conditions or filters in which you want to view the cash sales payment report. **E.g. Company, Receipt Date and Terminal ID.** Leaving the fields blank will show **ALL** transactions by clicking **Preview**.

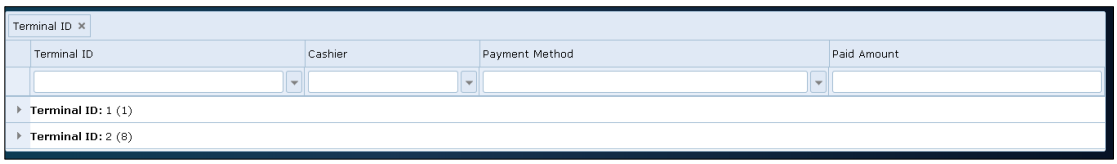


3. Below is a sample of report.

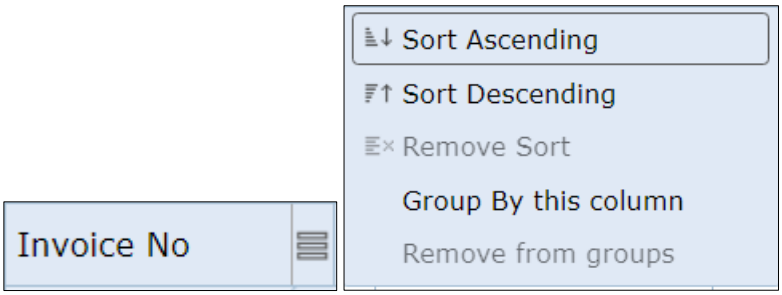


4. From here, user can further filter out information by typing in the empty field located on top of each column. Besides typing it out, the user can also drag the column to the bar above it to generate reports of only that column.





5. Users can also sort the information by **ascending order** and **descending order.**



Sort Features in Report

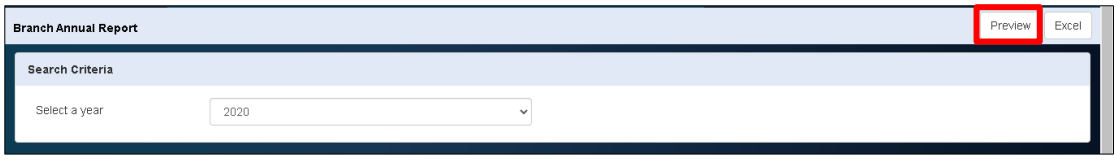
6. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)

Branch Report

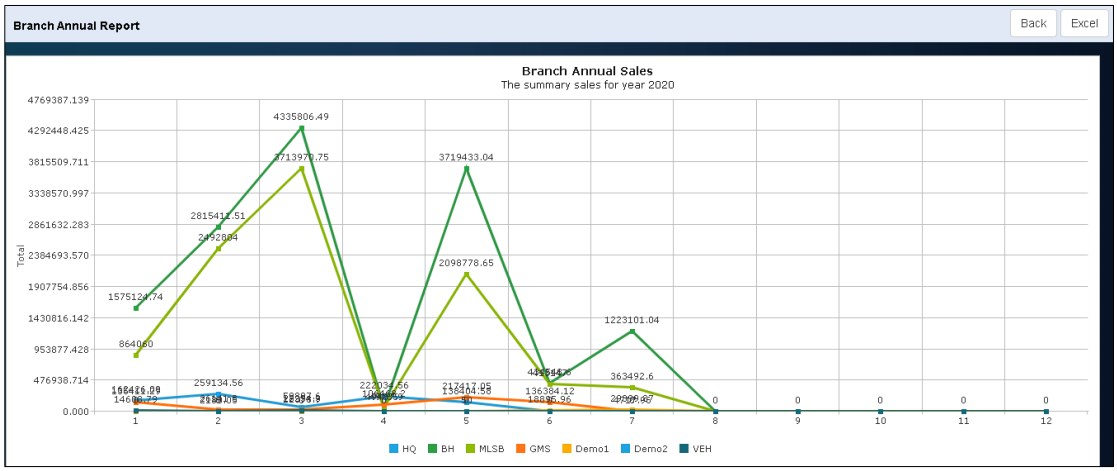
Branch Annual Sales

Report > Branch Report > Branch Annual Sales

1. In **Branch Annual Sales**, you just need to select the year and click on **Preview**.



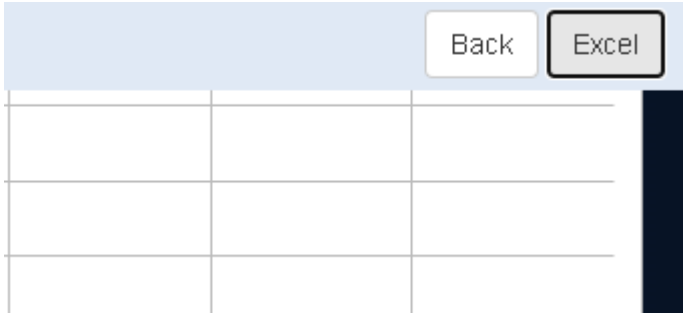
2. After that, it will show you a graph about the summary sales of the year that you selected.



Graph of Branch Annual Sales

Company N...	Branch	Jan	Deb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
green											
Green Matrix ...	Demo1	0	0	0	0	50	18895.96	29899.87	0	0	0
GREEN MATRI...	GMS	135411.29	26141.8	28254.3	106468.2	217417.05	136384.12	4717.96	0	0	0
		135,411.29	26,141.80	28,254.30	106,468.20	217,467.05	155,280.08	34,617.83	0.00	0.00	0.00

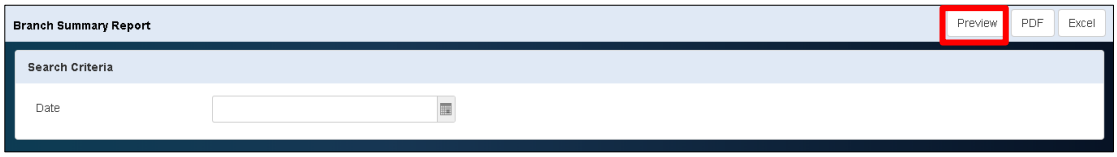
3. You may click the **Excel** button on top in order to download an excel file of the summary report.



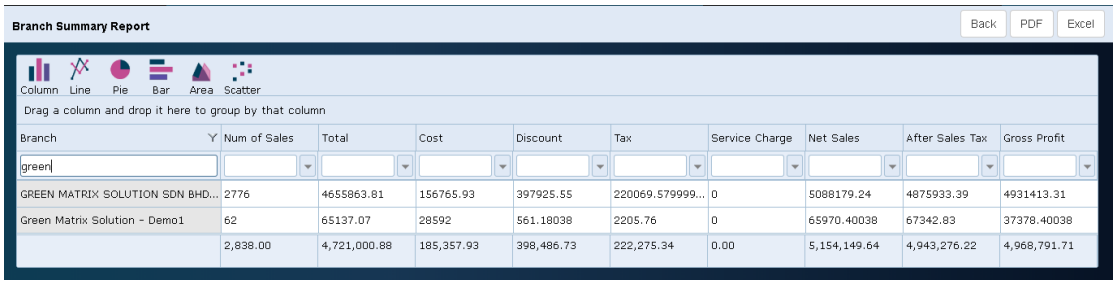
Branch Summary

Report > Branch Report > Branch Summary

1. In **Branch Summary**, you may select the date range to view the summary report. Otherwise, you can leave the field blanks to view all the summary report by clicking **Preview**.

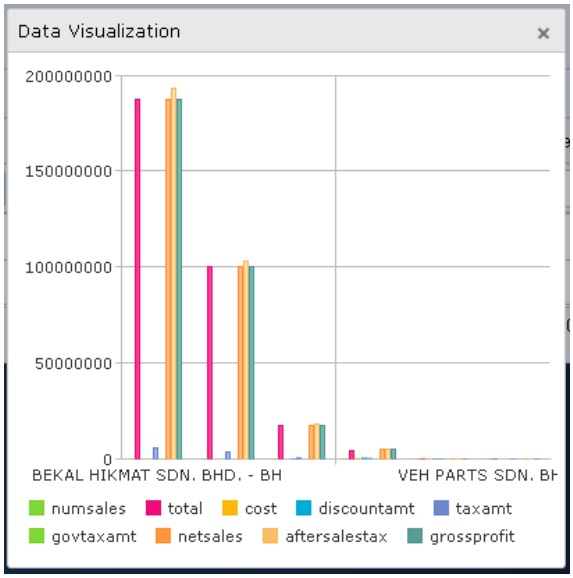


2. It will show you the results onwards.

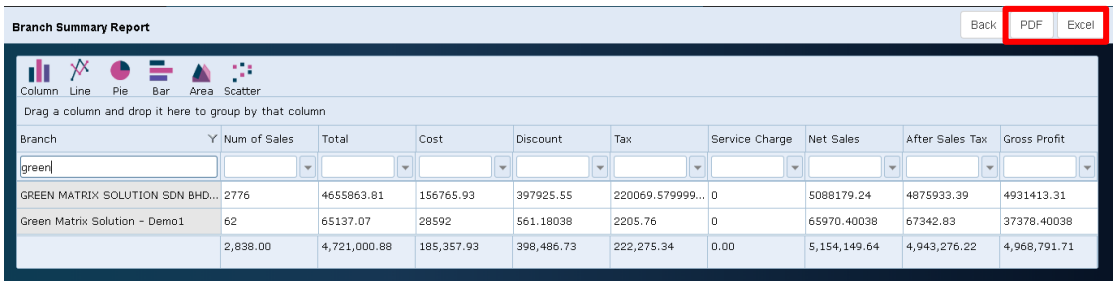


3. After previewing a report, click on any of the chart tools available, which are **Column, Line, Pie, Bar, Area,** and **Scatter.**

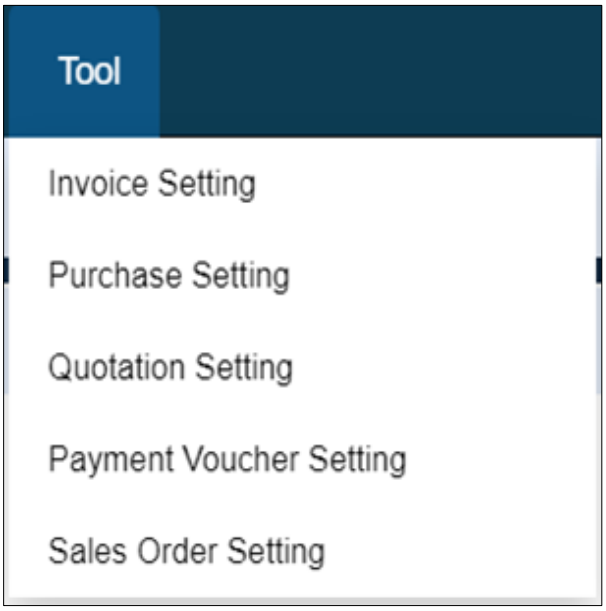
4. Example of a chart.



5. You may also download the **PDF** or **Excel** file format of the report. (Click **PDF** or **Excel** will lead you to the tutorial)



Chapter 10: Tool

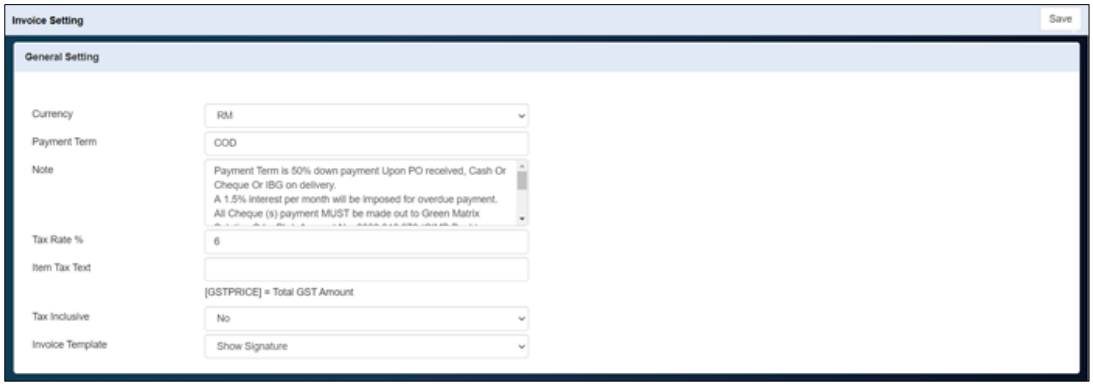


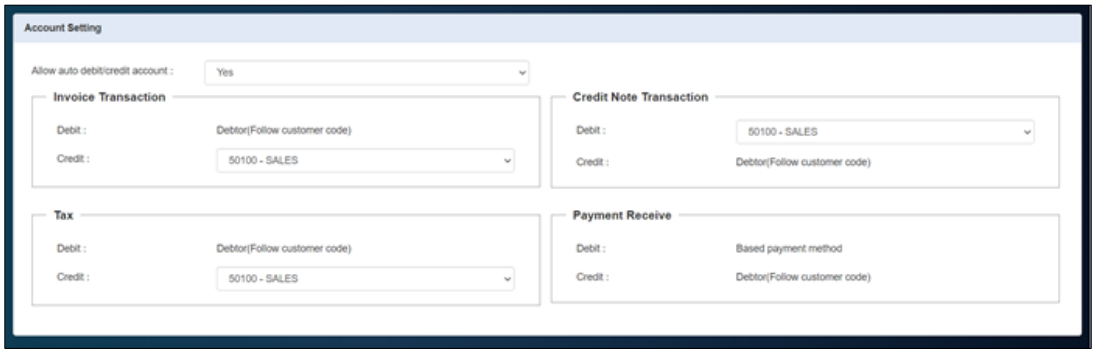
Sub Modules in Tool

There is a total of **FIVE (5)** different settings available in the 'Tool' section, namely **Invoice Setting**, **Purchase Setting**, **Quotation Setting**, **Payment Voucher Setting** and, **Sales Order Setting**. This is where changes can be made to the default settings of all the transactions involved in the business.

Invoice Setting

Tool > Invoice Setting

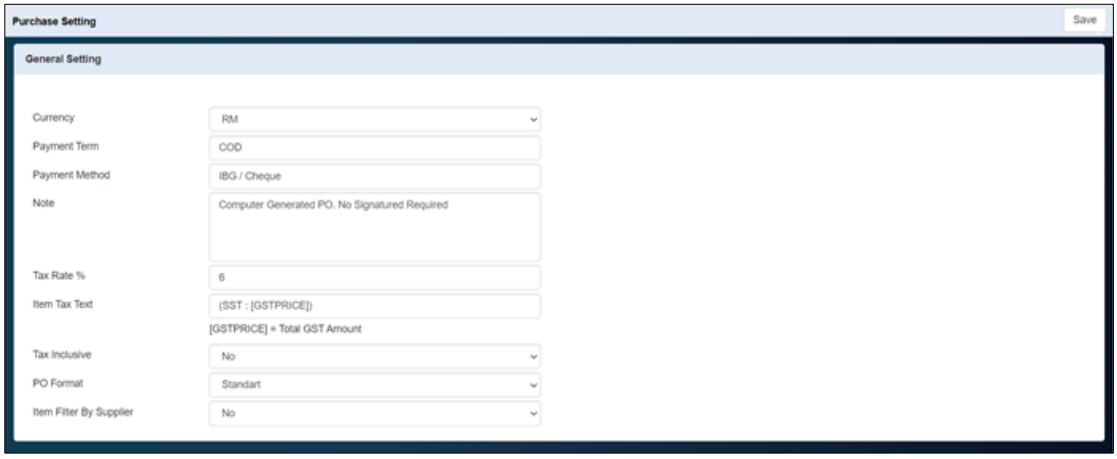


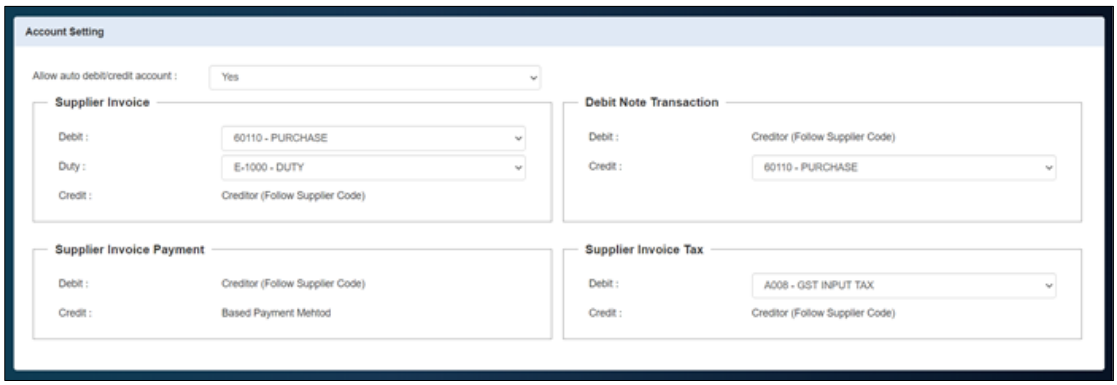


Invoice Setting contains general settings which are **Currency, Payment Term, Note, Tax Rate (%), Item Tax Text, Tax Inclusive,** and **Invoice Template**. There is also an account setting that contains **Invoice Transaction, Credit Note Transaction, Tax** and **Payment Receive.**

Purchase Setting

Tool > Purchase Setting

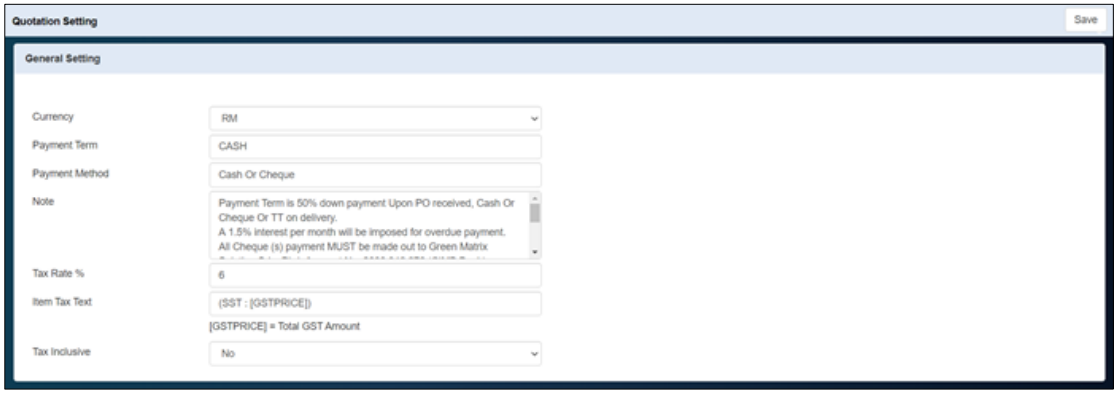




Purchase Setting contains general settings which are **Currency, Payment Term, Payment Method, Note, Tax Rate (%), Item Tax Text, Tax Inclusive, Purchase Order (PO) Format,** and **Item Filter By Supplier.** There is also an account setting that contains **Supplier Invoice, Supplier Invoice Payment, Debit Note Transaction,** and **Supplier Invoice Tax.**

Quotation Setting

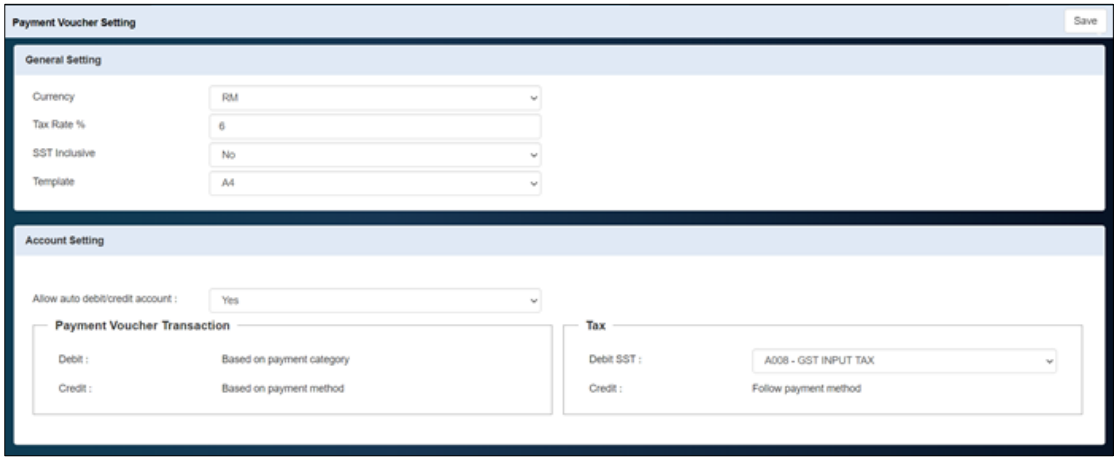
Tool > Quotation Setting

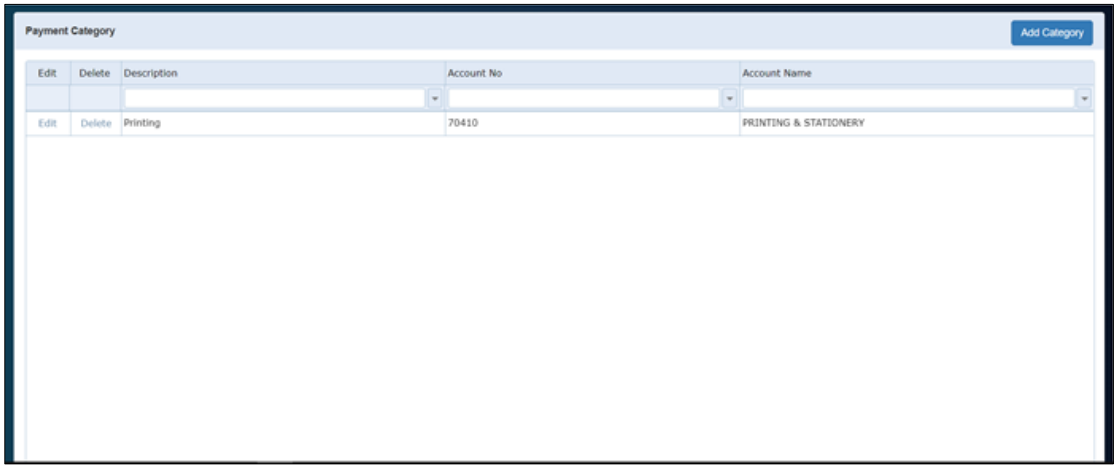


Quotation Setting contains general settings which are **Currency, Payment Term, Payment Method, Note, Tax Rate (%), Item Tax Text,** and **Tax Inclusive.**

Payment Voucher Setting

Tool > Payment Voucher Setting

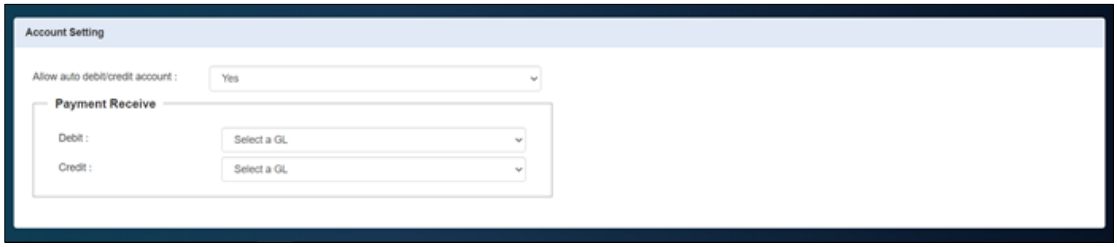




Payment Voucher Setting contains general settings which are **Currency, Tax Rate (%), SST Inclusive,** and **Template.** There is an account setting that contains **Allow auto debit/credit account, Payment Voucher Transaction** and **Tax.** There is also a setting to add **Payment Category.**

Sales Order Setting

Tool > Sales Order Setting

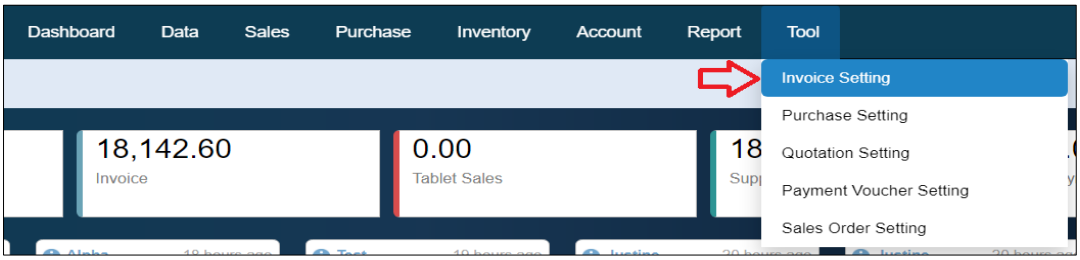


Sales Order Setting contains general settings which are **Currency, Payment Term, Note, SST Rate (%), Item SST Text, SST Inclusive, Invoice Receipt, Refundable Payment,** and **View All Company.** There is an account setting that includes **Allow auto debit/credit account**, and **Payment Receive.**

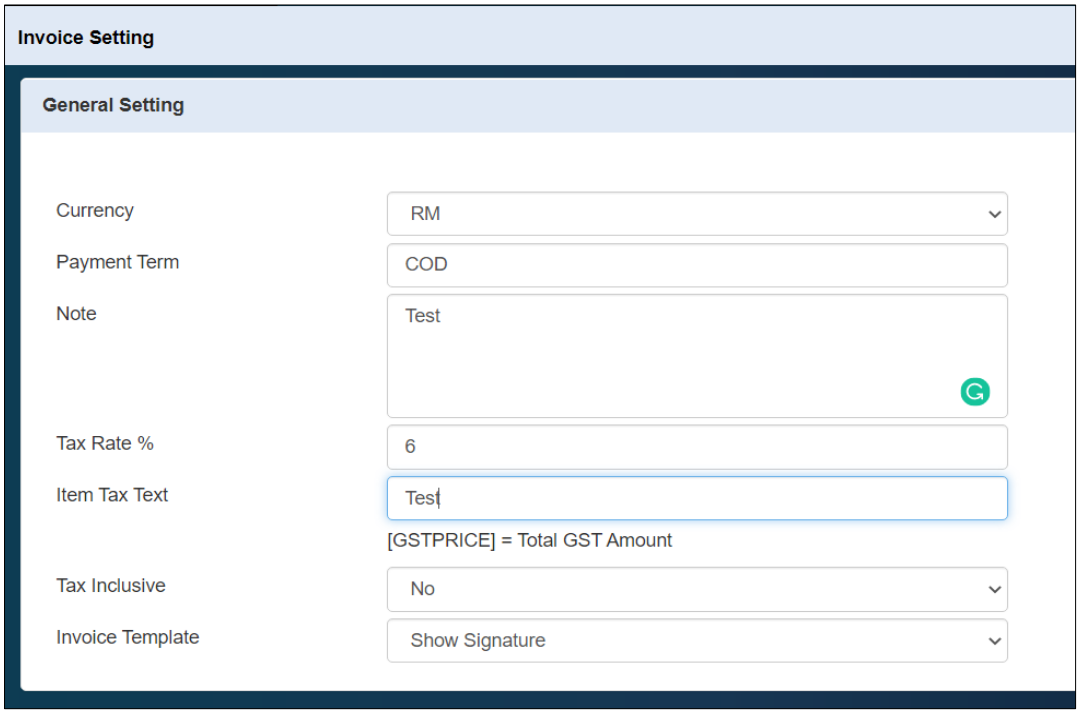
Applying a new default for the settings

Example: Invoice

1. Hover to tools and click on invoice settings.

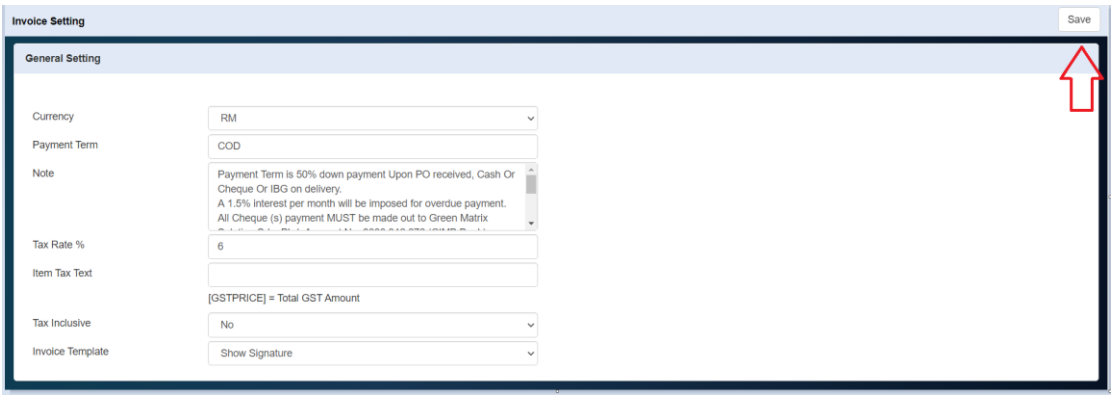


2. Change the settings depending on the needs.

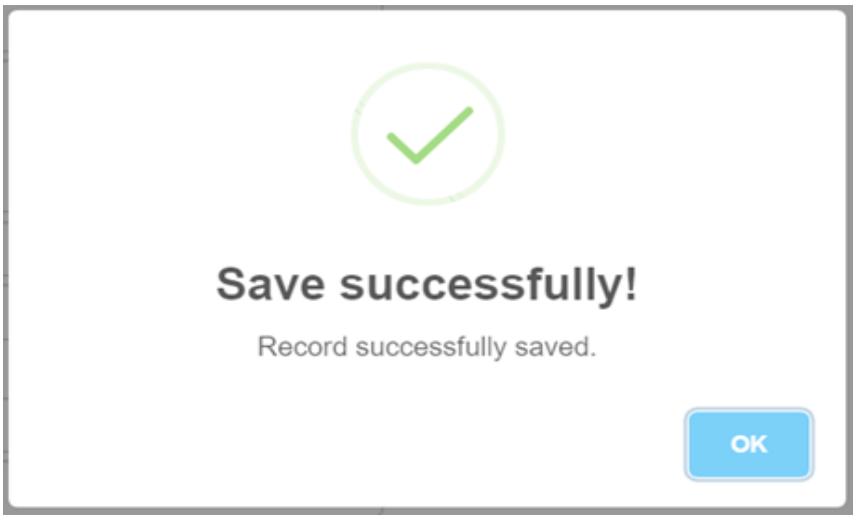


Invoice Setting

3. Click on the **Save** button located on the upper right of the screen.



4. The changes will apply when a pop up that says **Save Successfully** appears.



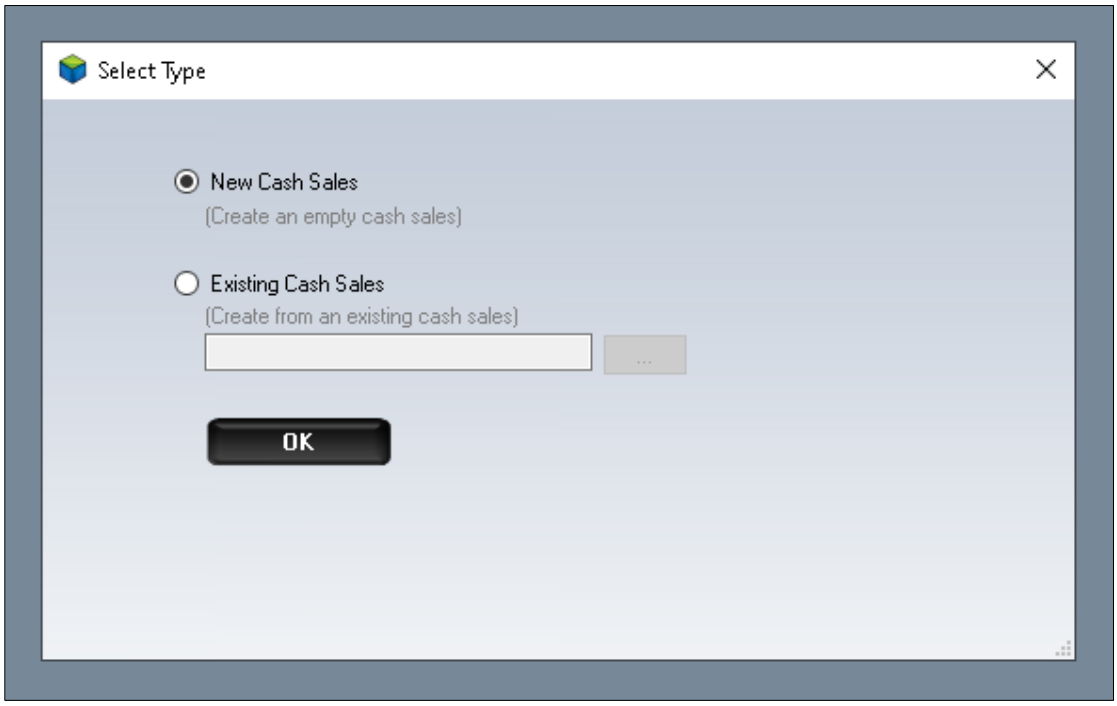
Record is Saved

Chapter 11: Getting Started with POS

Logging In

1. Enter the **username** and **password**. You will need to select the company from the selection. Click **LOGIN** once you done.

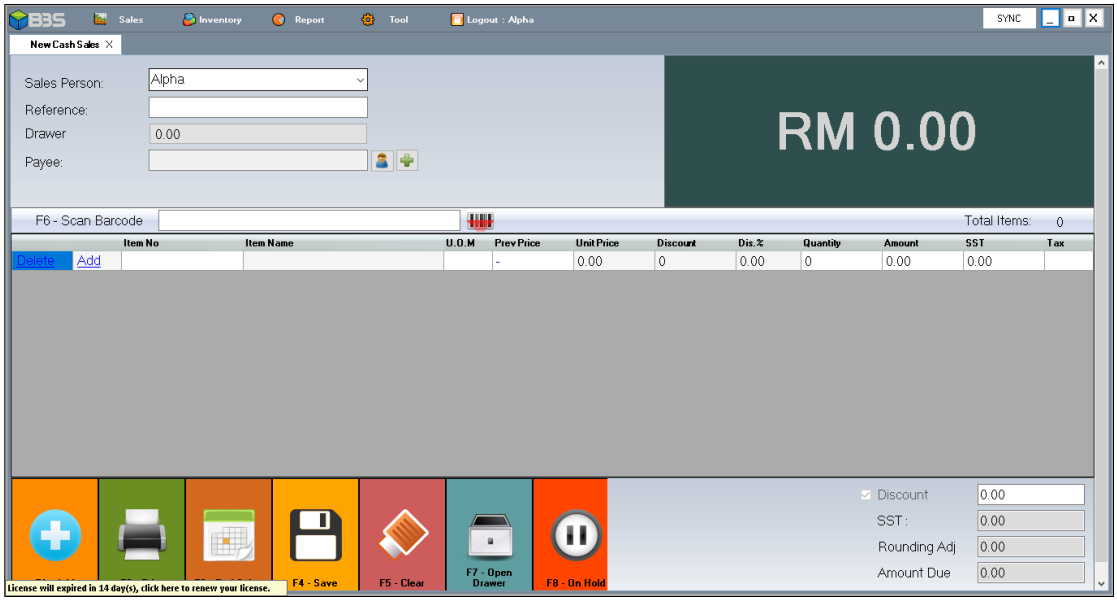
2. In the **Select Type**, you may select **New Cash Sales** and press **OK**.



3. After that, you will able to use the system. Please refer to Chapter 12.

Chapter 12: Overview and Function

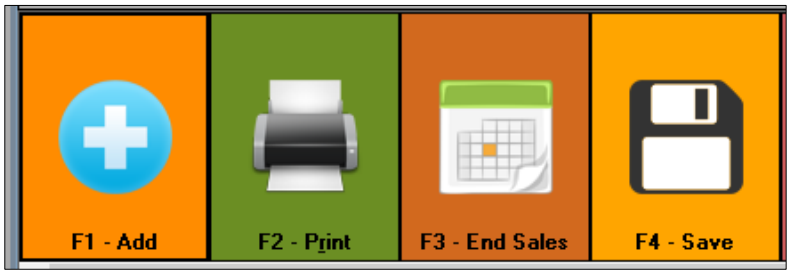
Overview

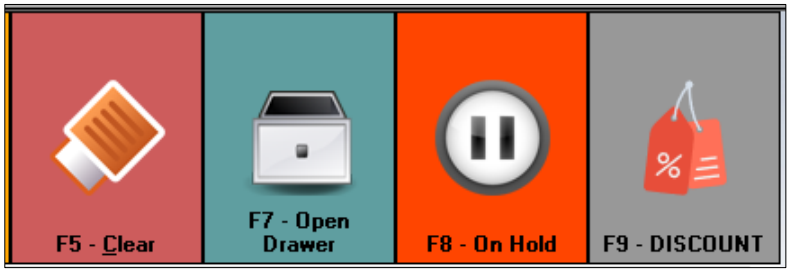


Hotkeys

There are 9 **hotkeys** in this system which included:

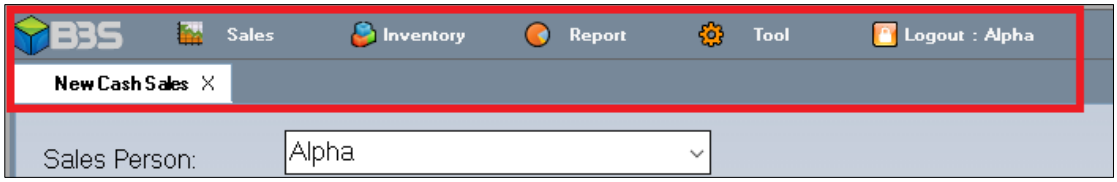
- F1: Add
- F2: Print
- F3: End Sales
- F4: Save
- F5: Clear
- F6: Scan Barcode.
- F7: Open Drawer
- F8: On Hold
- F9: Discount





Features

There are 5 features on top of the system, **Sales, Inventory, Report, Tool and Logout.**

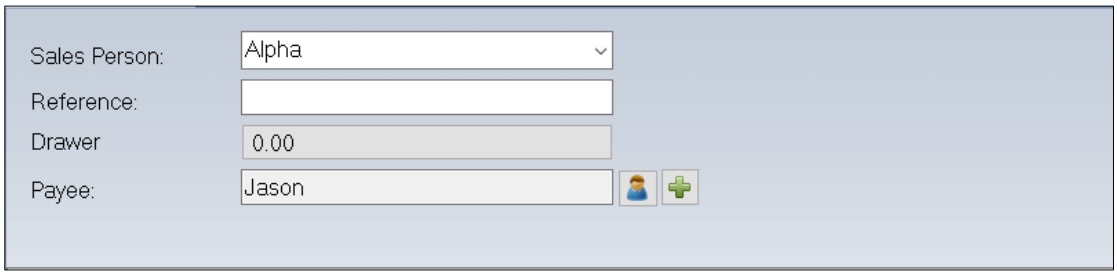


1. Sales

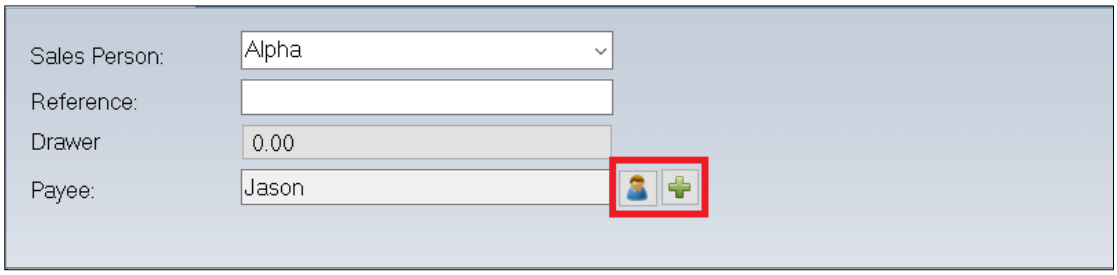
User can generate cash sales in this system. Thus, you are still able to track back the created cash sales by selecting Cash Sales History.

a) New Cash Sales

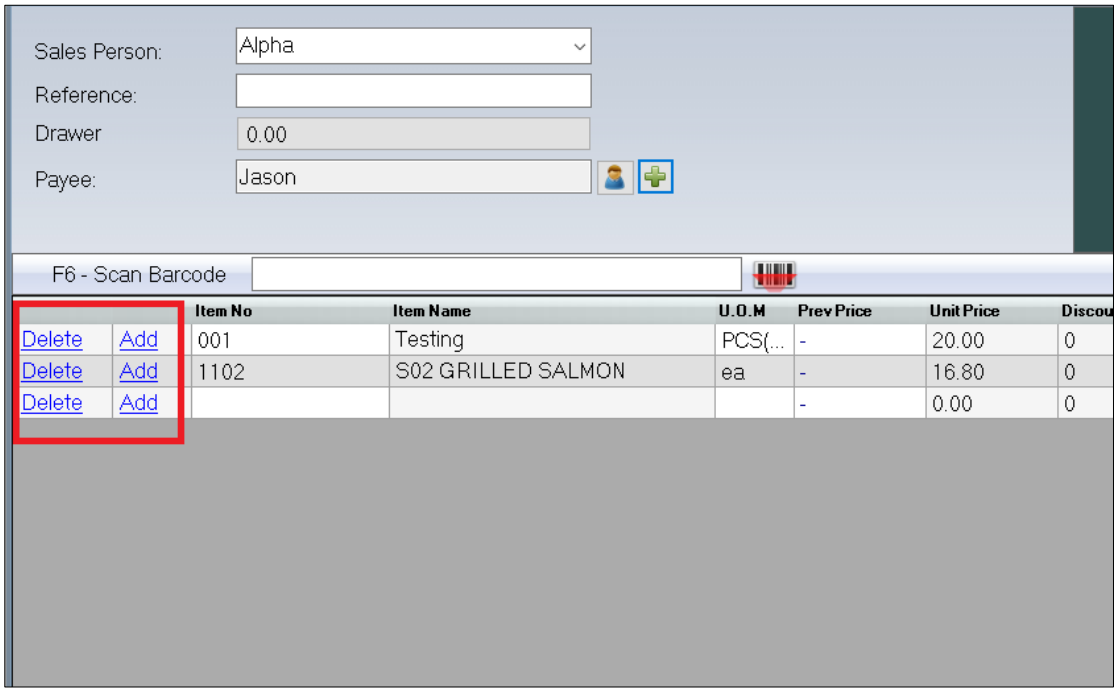
1. You may select the **sales person** and **payee**.



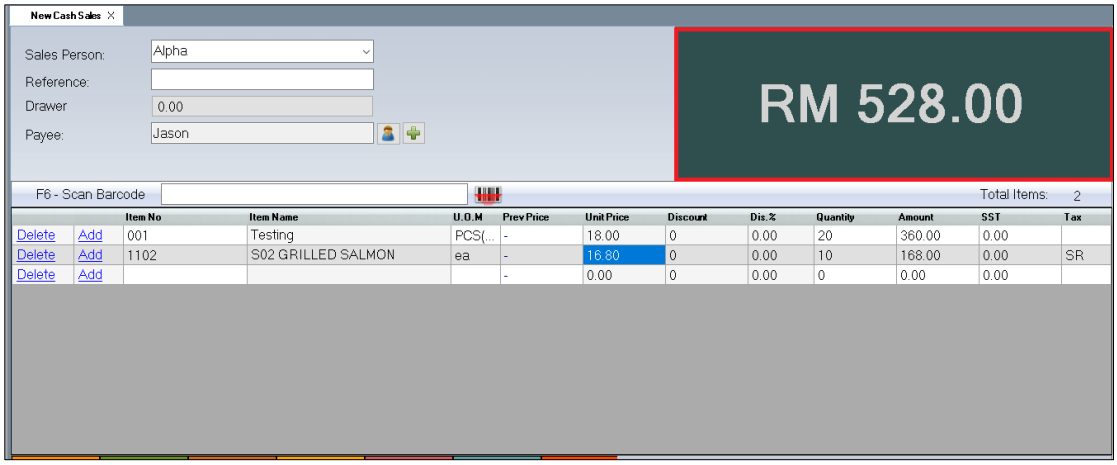
2. Within payee, you can select the **existing customer** or click the **Add** button to add a new customer.



3. You may click on **Add** or **F1** to add the items that had already created in database. Besides, user can edit the quantity or price in the list. Apart from that, you can also press **F6** and use barcode reader to scan the item barcode.



4. The total amount will be showed on the right side.

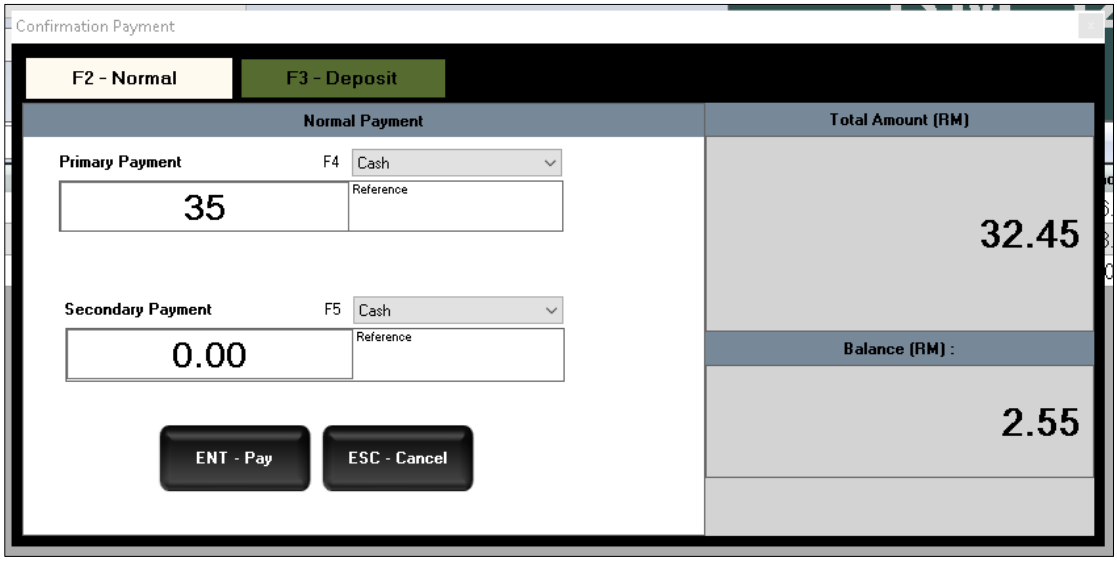


5. Amount can be **Print, End Sales, Save, Clear, Open Drawer, On Hold and Discount**.

6. **Print or F2**.

Single Payment

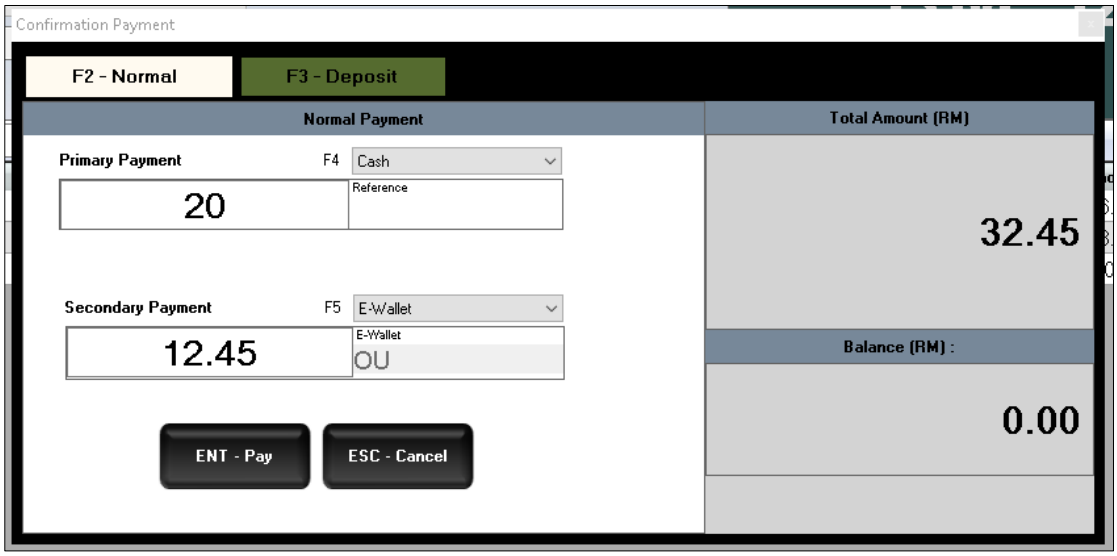
a. You will enter Confirmation Payment after pressing Print or F2. You will need to enter the payable amount.



b. Click **Pay (Enter)**.

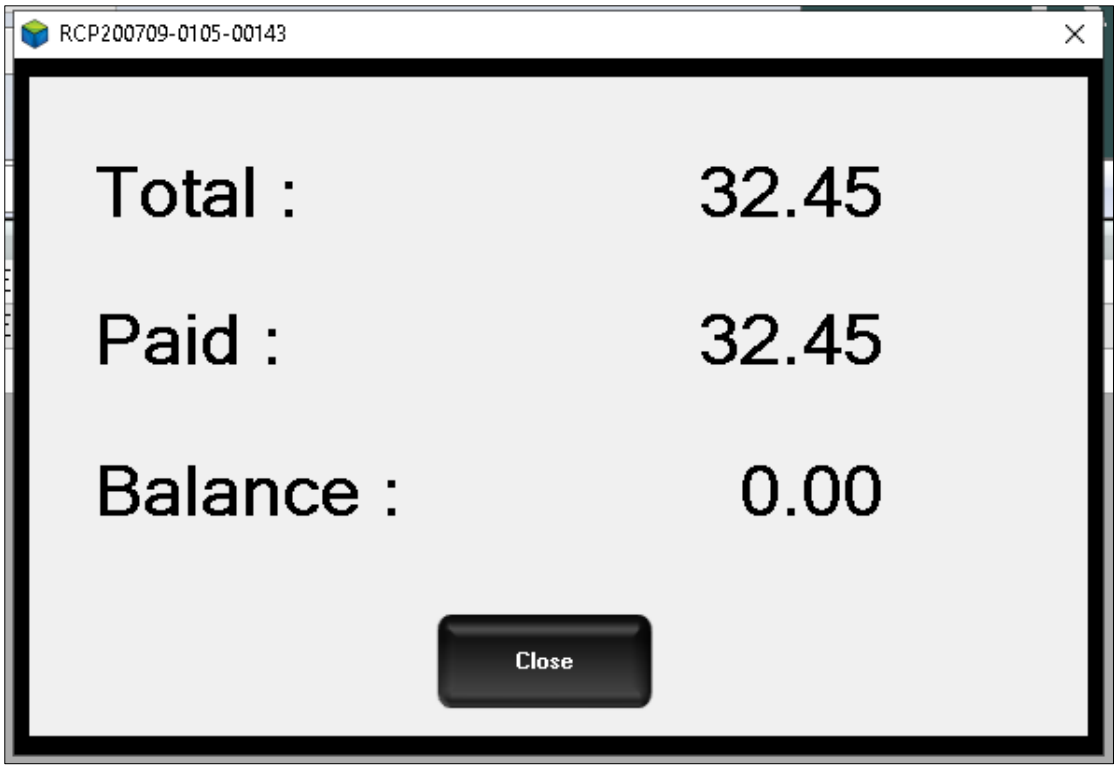
Secondary Payment

a. For multi payment, enter amount for Secondary Payment as well. Enter the amount of secondary payment.

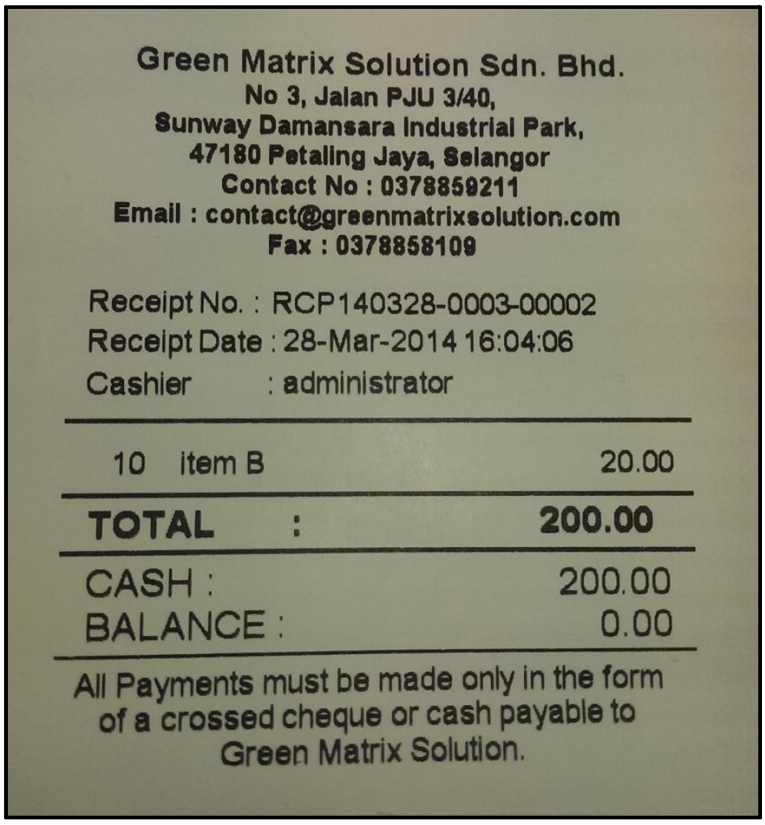


b. Click **Pay (Enter)**.

c. The payment has been made and it will be print.



d. **Sample Printed Receipt.**



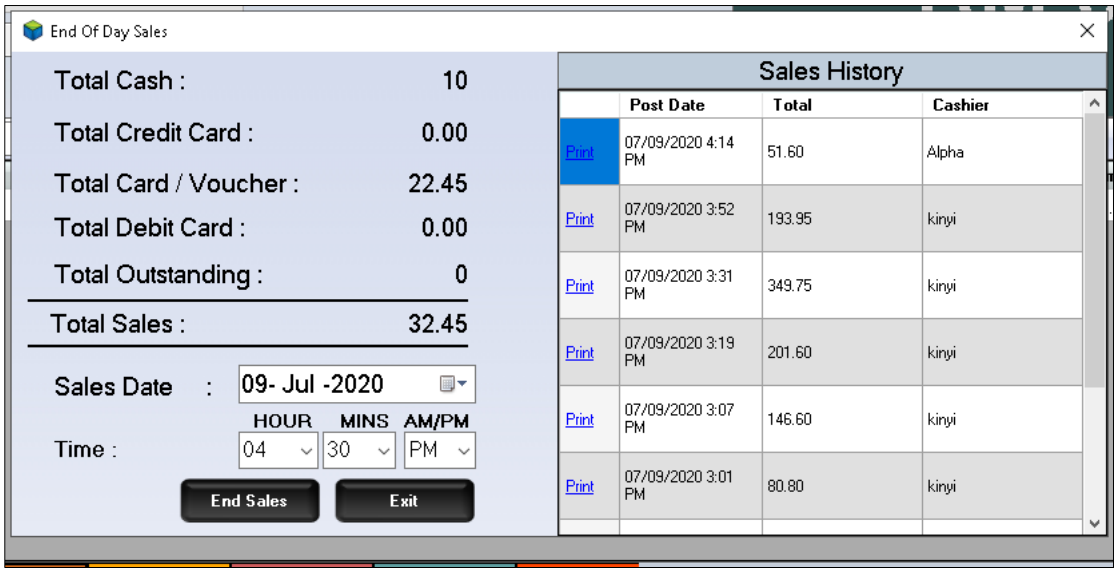
Green Matrix Solution Sdn. Bhd.
No 3, Jalan PJU 3/40,
Sunway Damansara Industrial Park,
47180 Petaling Jaya, Selangor
Contact No : 0378859211
Email : contact@greenmatrixsolution.com
Fax : 0378858109

Receipt No. : RCP140328-0003-00002
Receipt Date : 28-Mar-2014 16:04:06
Cashier : administrator

10	item B	20.00
TOTAL	**:**	**200.00**
CASH :		200.00
BALANCE :		0.00

All Payments must be made only in the form of a crossed cheque or cash payable to Green Matrix Solution.

7. **End Sales or F3.**
   Sales will end by the selected date and time. Click on **End Sales**.

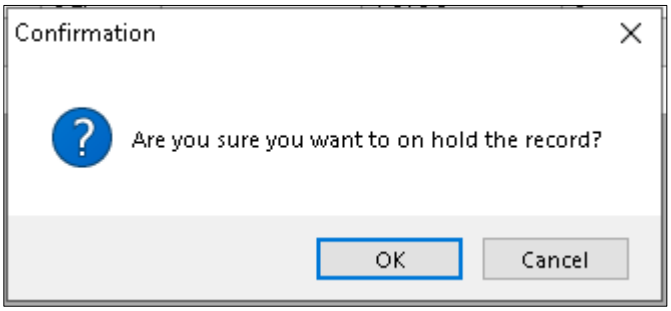


8. **Save or F4.**
   If you do not want to print the receipt, you may click **Save**.

9. **Clear or F5.**
   All selected items and amount will be clear on the list.

10. **Open Drawer or F7.**
    The drawer will be open.

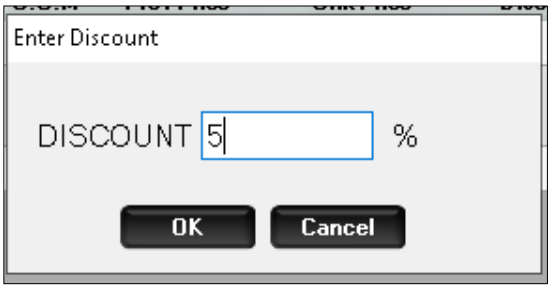
11. **On Hold or F8.**
    On hold will be hold the current sales.
    1. Click on **Hold or F8**.
    2. Click **OK**.



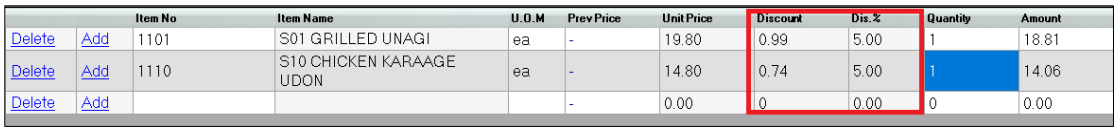
12. **Discount or F9.**

All items will be affected by entering the discount percentage.

1. Click on **Discount or F9**.
2. Enter the **discount percentage**.



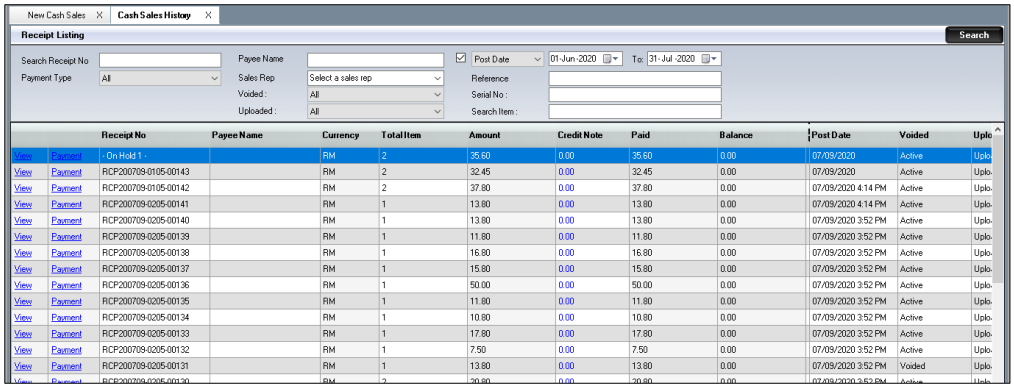
3. Click **OK**.
4. Discount will be added (**per item**).



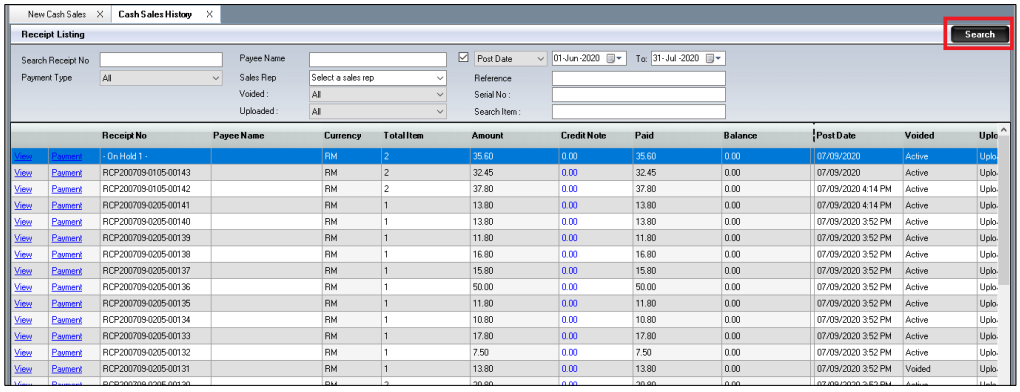
		Item No	Item Name	U.O.M	Prev Price	Unit Price	Discount	Dis.%	Quantity	Amount
Delete	Add	1101	S01 GRILLED UNAGI	ea	-	19.80	0.99	5.00	1	18.81
Delete	Add	1110	S10 CHICKEN KARAAGE UDON	ea	-	14.80	0.74	5.00	1	14.06
Delete	Add				-	0.00	0	0.00	0	0.00

b) Cash Sales History

1. Select **Cash Sales History**.
2. You will able to see the created **Cash Sales**.



3. You may fill in the details in order to search the cash sales. Click **Search** on top when you are done.

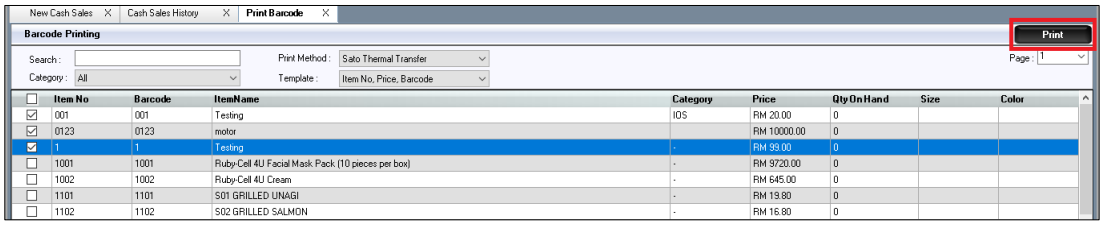


2. Inventory

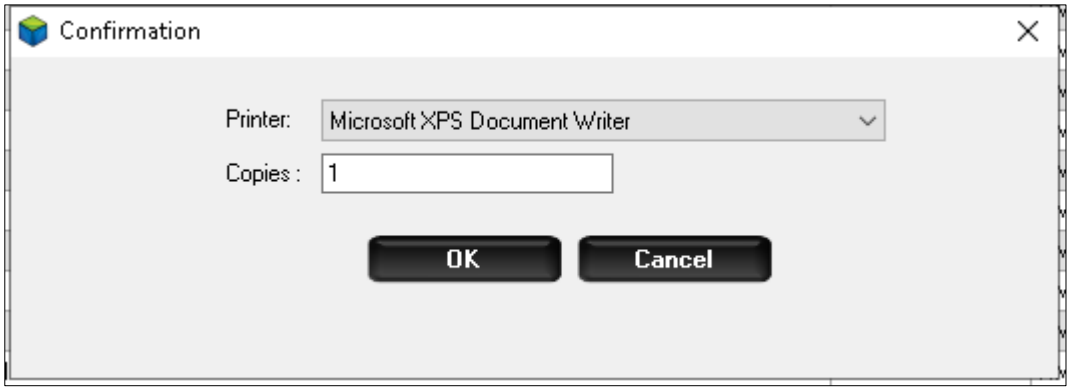
User can print the item barcode that are already created and stored in the database.

1. Click **Inventory > Barcode Printing.**

2. Select the **item** and click **Print** on top.



3. Select the **printer** and **copies** during conformation.



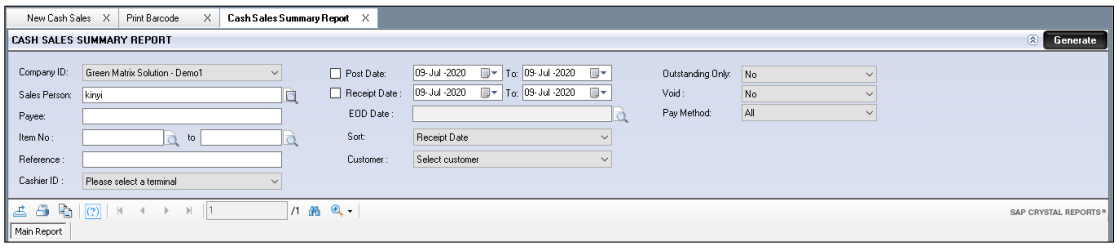
4. Click **OK** when done.

3. Report

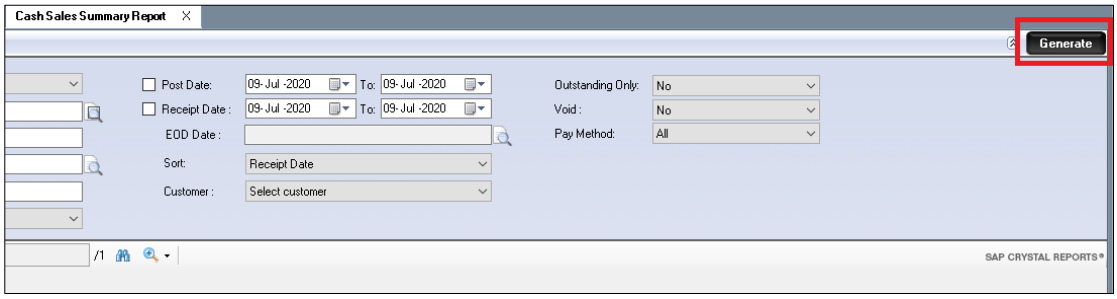
In this module, the system will generate cash sales summary report for the users.

a) Cash Sales Summary Report.

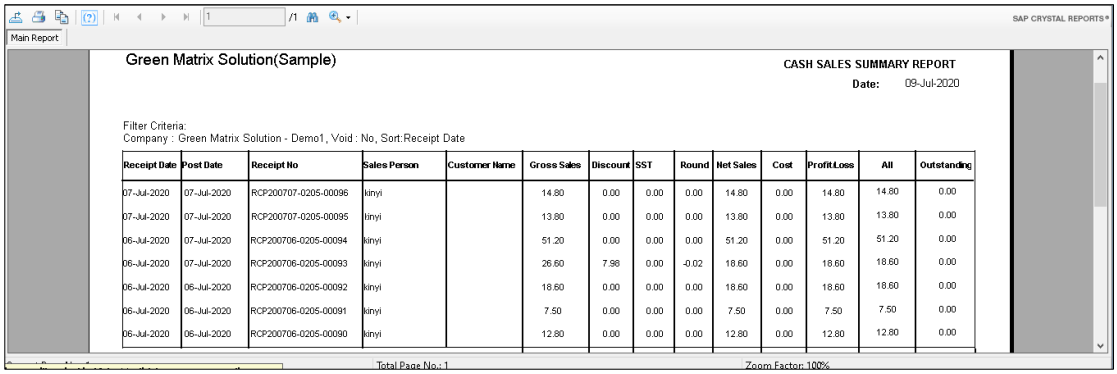
1. Please fill in the details that you want to search.



2. Click on **Generate**.



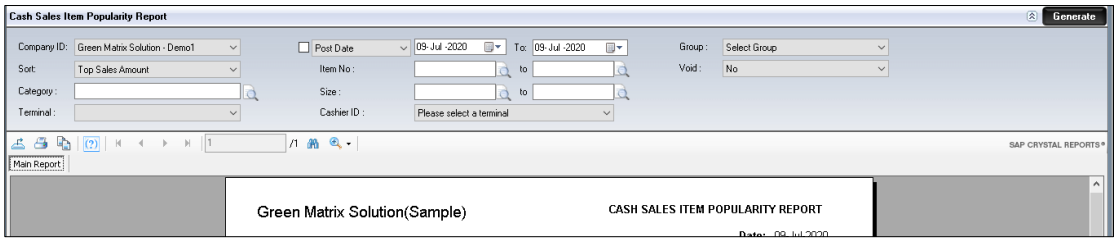
3. The cash sales summary report will be showed below.



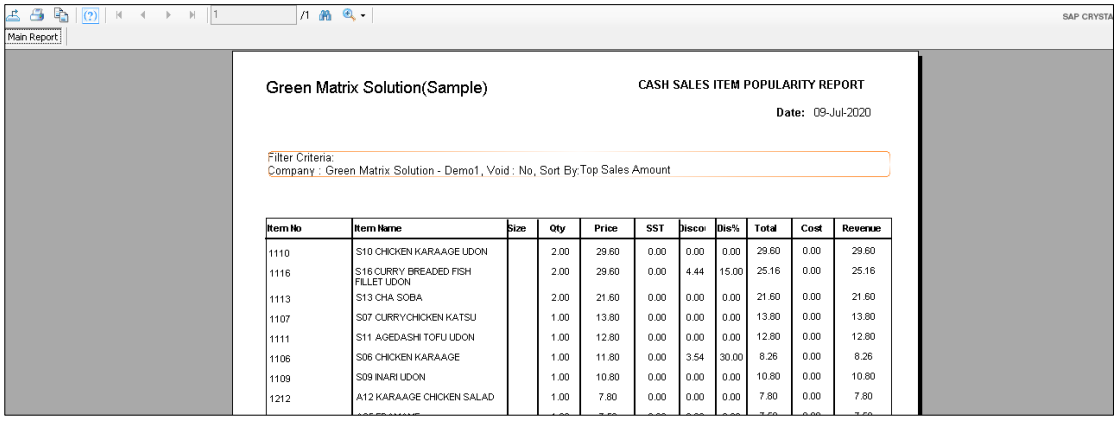
Receipt Date	Post Date	Receipt No	Sales Person	Customer Name	Gross Sales	Discount	SST	Round	Net Sales	Cost	Profit/Loss	All	Outstanding
07-Jul-2020	07-Jul-2020	RCP200707-0205-00096	kinyi		14.80	0.00	0.00	0.00	14.80	0.00	14.80	14.80	0.00
07-Jul-2020	07-Jul-2020	RCP200707-0205-00095	kinyi		13.80	0.00	0.00	0.00	13.80	0.00	13.80	13.80	0.00
06-Jul-2020	07-Jul-2020	RCP200706-0205-00094	kinyi		51.20	0.00	0.00	0.00	51.20	0.00	51.20	51.20	0.00
06-Jul-2020	07-Jul-2020	RCP200706-0205-00093	kinyi		26.60	7.98	0.00	-0.02	18.60	0.00	18.60	18.60	0.00
06-Jul-2020	06-Jul-2020	RCP200706-0205-00092	kinyi		18.60	0.00	0.00	0.00	18.60	0.00	18.60	18.60	0.00
06-Jul-2020	06-Jul-2020	RCP200706-0205-00091	kinyi		7.50	0.00	0.00	0.00	7.50	0.00	7.50	7.50	0.00
06-Jul-2020	06-Jul-2020	RCP200706-0205-00090	kinyi		12.80	0.00	0.00	0.00	12.80	0.00	12.80	12.80	0.00

b) Cash Sales Item Popularity Report.

1. Enter the details and click **Generate** on top.



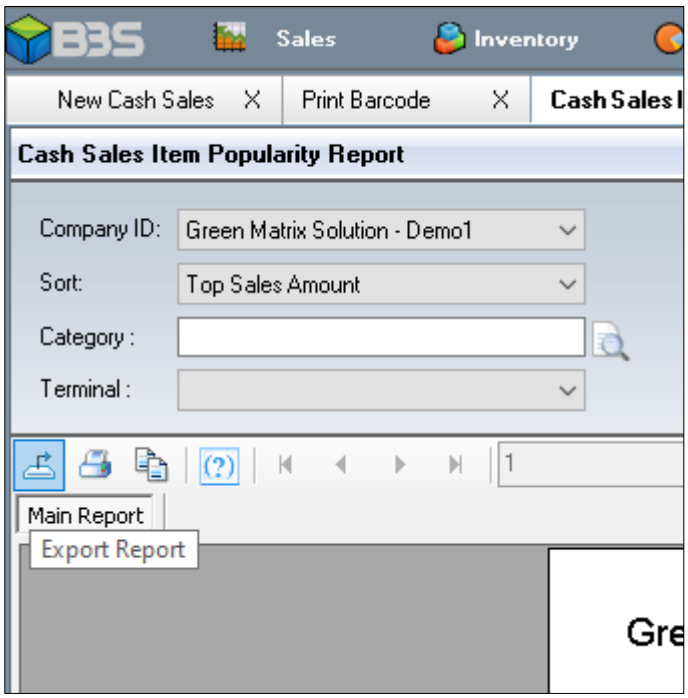
2. The system will list out the popularity item that had been sold.



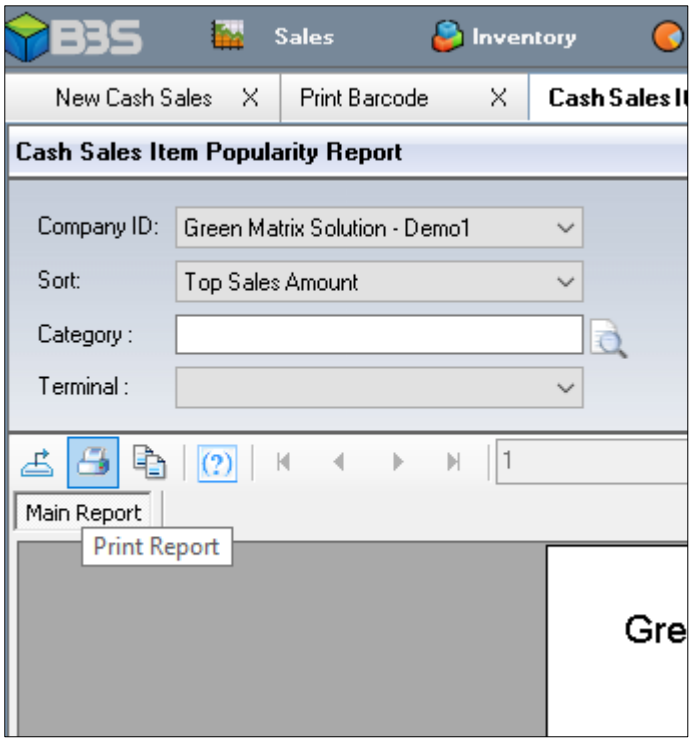
Item No	Item Name	Size	Qty	Price	SST	Disco	Dis%	Total	Cost	Revenue
1110	S10 CHICKEN KARAAGE UDON		2.00	29.60	0.00	0.00	0.00	29.60	0.00	29.60
1116	S16 CURRY BREADED FISH FILLET UDON		2.00	29.60	0.00	4.44	15.00	25.16	0.00	25.16
1113	S13 CHA SOBA		2.00	21.60	0.00	0.00	0.00	21.60	0.00	21.60
1107	S07 CURRYCHICKEN KATSU		1.00	13.80	0.00	0.00	0.00	13.80	0.00	13.80
1111	S11 AGEDASHI TOFU UDON		1.00	12.80	0.00	0.00	0.00	12.80	0.00	12.80
1106	S06 CHICKEN KARAAGE		1.00	11.80	0.00	3.54	30.00	8.26	0.00	8.26
1109	S09 INARI UDON		1.00	10.80	0.00	0.00	0.00	10.80	0.00	10.80
1212	A12 KARAAGE CHICKEN SALAD		1.00	7.80	0.00	0.00	0.00	7.80	0.00	7.80

c) Report printing and export.

1. You will able to export the report to the selected folder.

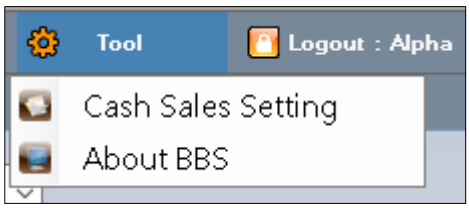


2. You can print the report instantly by clicking this button as image below.



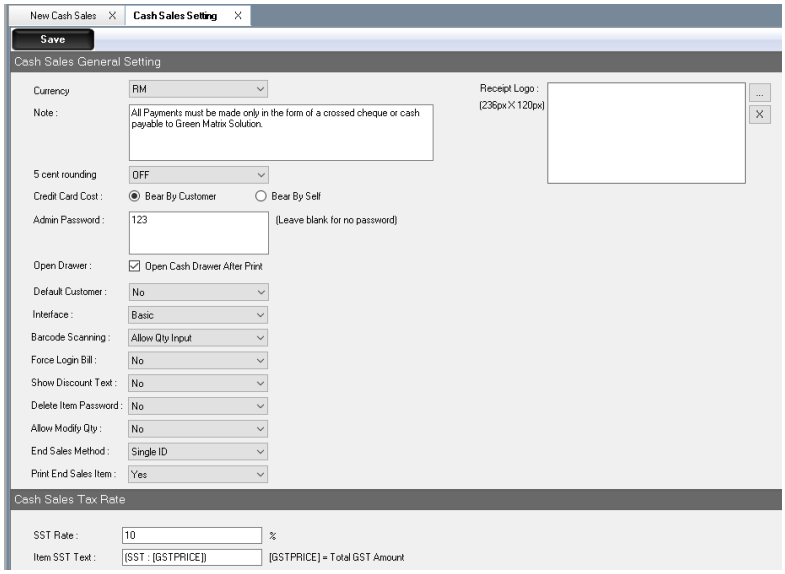
4. Tool

In this module, user can make a change in cash sales setting.



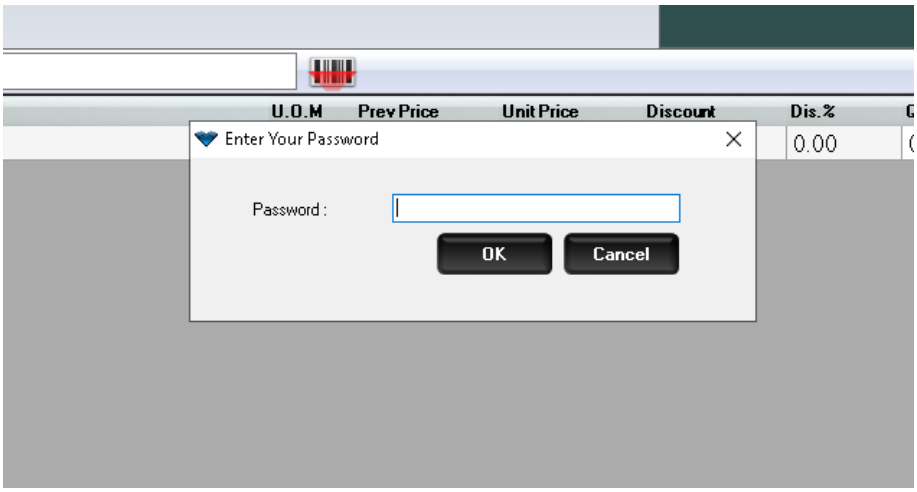
a) Cash Sales Setting

1. You may change the setting.



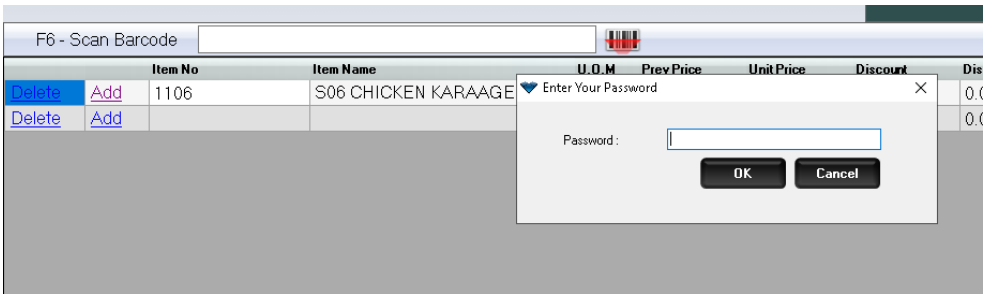
2. In **Admin Password** setting, users can input a password for some features.
   a. When user want to open the drawer **(F7 button)**, they will be asked for enter a password to proceed.

   b. When pressing **F7** in order to open drawer. User will need to enter a valid password.

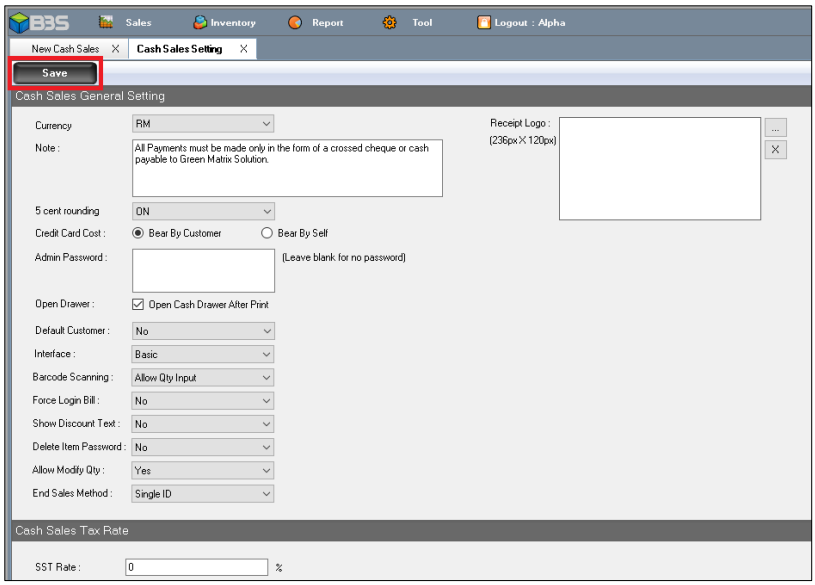


   c. Apart from that, if user select **Yes** in **Delete Item Password** setting, you will need to enter a valid password in order to delete the item.

   d. You will be asked for a password to proceed when you click on **Delete**.



3. Click **Save** on top when you are finished the setup.



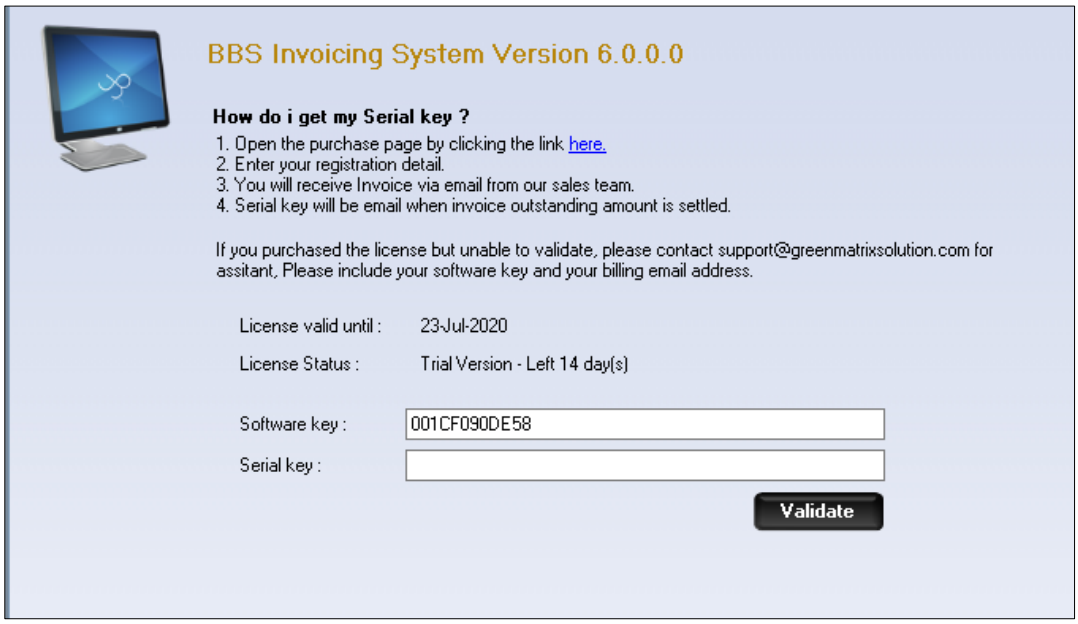
4. You will need to select **New Cash Sales** and press **Ctrl + R** to refresh the system. Or you may logout and login again.

b) About BBS

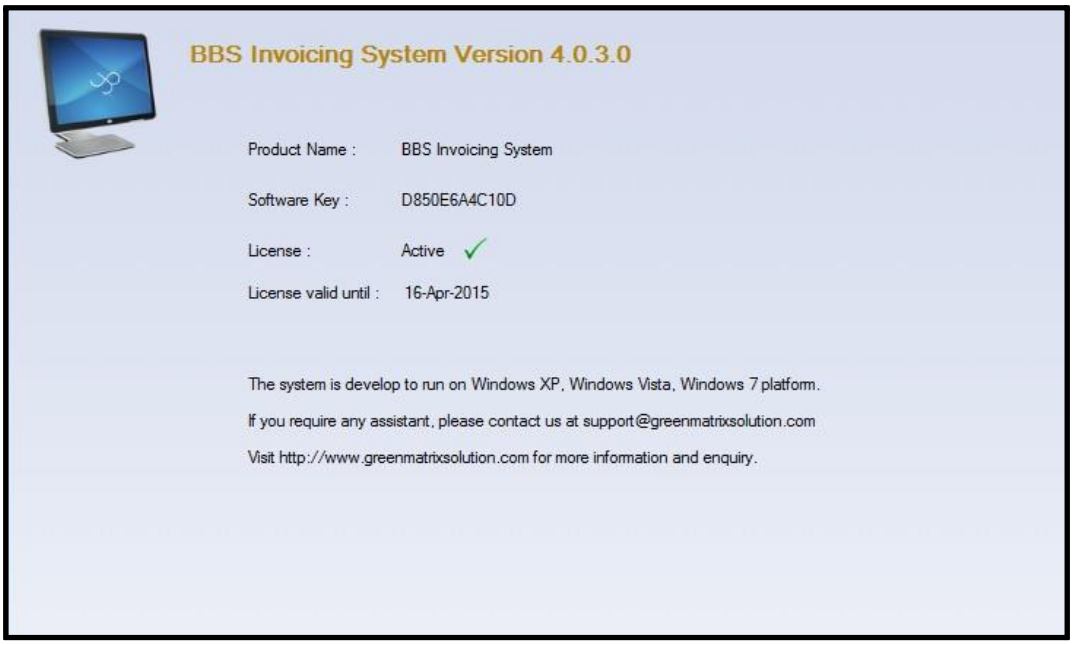
User has only 14 days trials until you enter the **serial key** for the license of BBS.

The notification will show at the bottom. You may click on the **notification** or select **Tool** > **About BBS** to do renewal.

1. The guidelines will lead you.



2. The image is shown below when the license is activated.



5. Logout

If you want to exit the program or switch user ID, you may press logout.

Thank You

For any enquiries, please contact:

contact@greenmatrixsolution.com