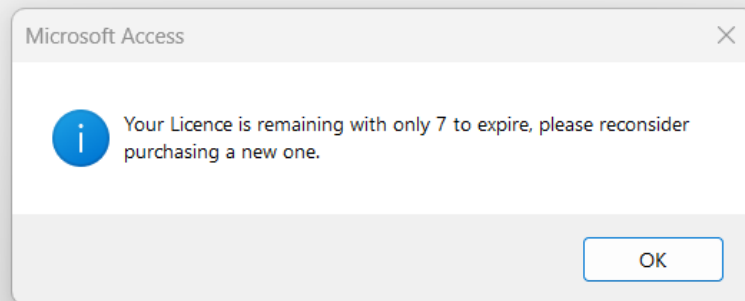


TRADE MANAGEMENT INFORMATION SYSTEM

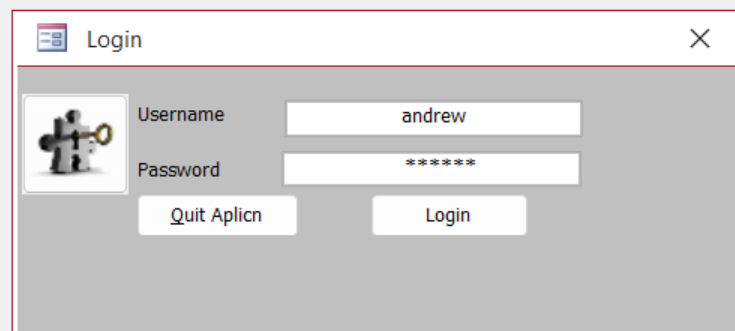
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1.0 Logging in

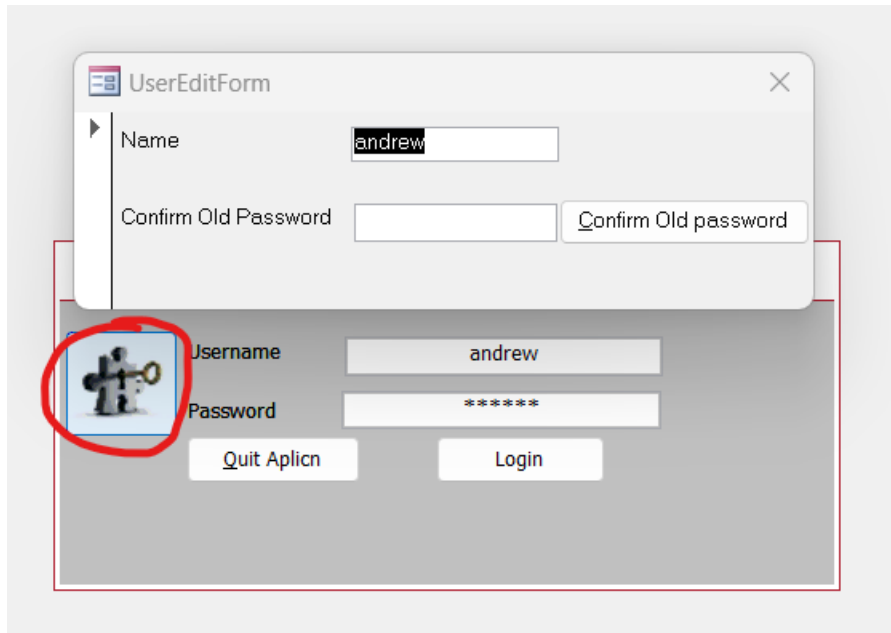


1.1 entering password



1.2 changing password

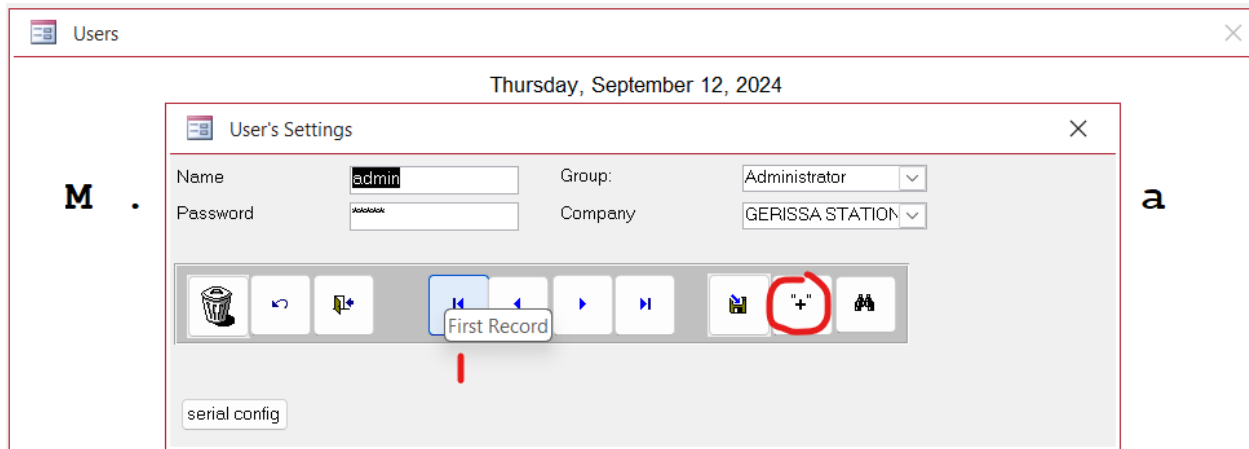
After entering the username and password, click on the command circled RED to change the password.



2.0 Click on user settings to add in new users.



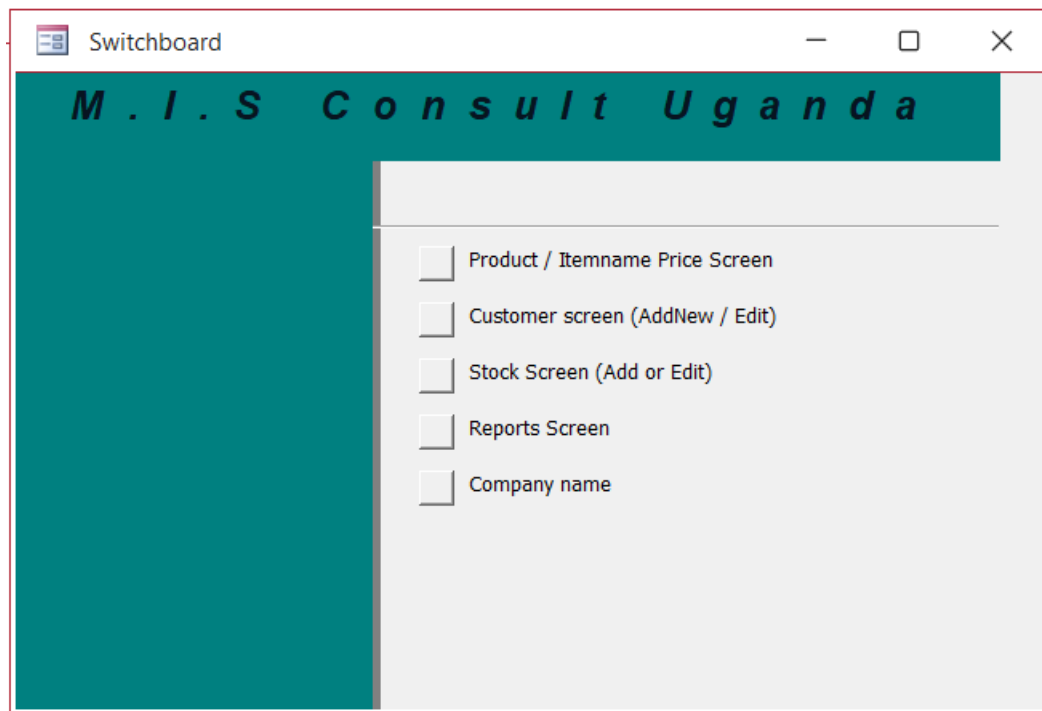
2.1 Click on the (+) sign to add in new users (also hover over the commands to identify what they are used for i.e. first record as shown below)



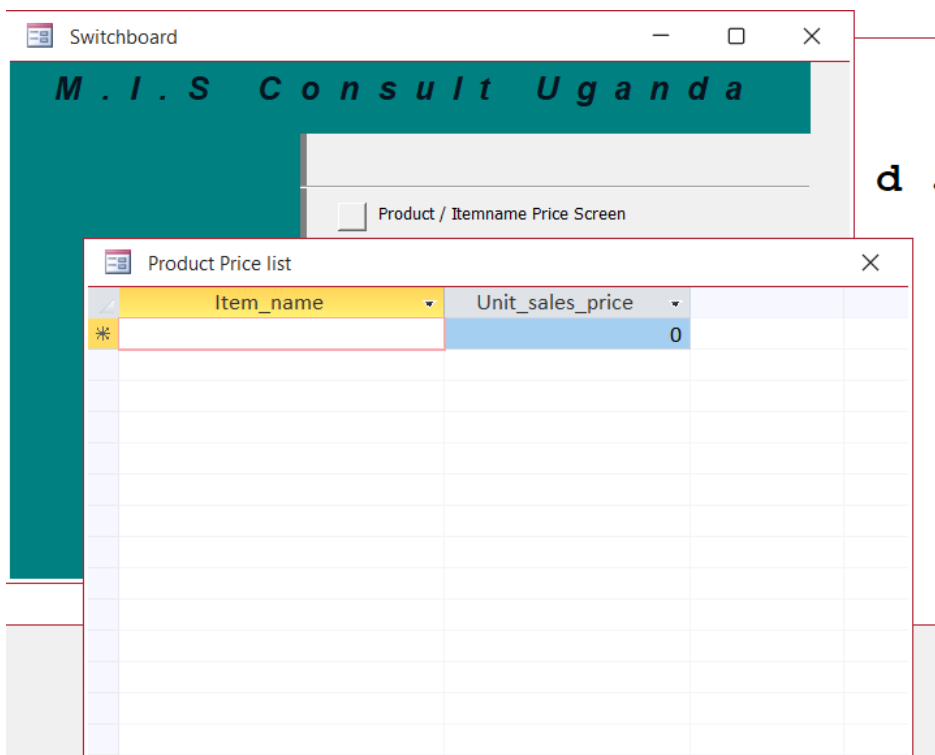
3.0 click on 'Go to Main Menu' to go to master information (information that enables the system to work.)

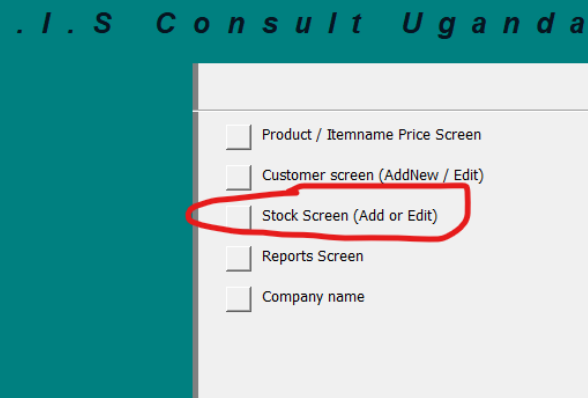


The switch board below will display.



3.1 click on the product / itemname price screen to enter products to sales and their unit sales price.



[illegible]

The screenshot shows a window titled "Switchboard" with a teal header bar containing the text "M.I.S Consult Uganda". Below the header, there is a list of menu items, each preceded by a small square icon. The items are: "Product / Itemname Price Screen", "Customer screen (AddNew / Edit)", "Stock Screen (Add or Edit)", "Reports Screen", and "Company name". The "Stock Screen (Add or Edit)" item is circled in red.

Switchboard

M . I . S C o n s u l t U g a n d a

☐ Product / Itemname Price Screen

☐ Customer screen (AddNew / Edit)

☐ **Stock Screen (Add or Edit)**

☐ Reports Screen

☐ Company name

3.3.1 Adding stock in the system

Click on the dropdown to select the items that you want to stock, enter the unit item cost you bought them at, the quantity and purchase date and then click Submit record and then continue adding in others.

Enter stock using this screen

Stock screen [Click here to Import](#)

Item_name **

Unit_Item_Cost:

Quantity

Purchase_date

Total_Cost:

[Submit record](#)

Items entered in stock

Item_name	Unit_Item_Cost	Quantity	Purchase_date	Total_Cost
*	0	0		0.00

Record: 1 of 1 No Filter Search

3.3.2 importing stock instead of adding it in one by one

- To import stock instead of adding it in one by one, put the stock in the excel sheet and make sure that the item_name appear once for a given purchase_date otherwise that record will not be saved in the system.
- Also make sure that all other fields as encircled in yellow below are populated correctly.
- Then once the excel workbook is well prepared, click on the 'click here to import' as shown below to launch the wizard.

Enter stock using this screen

Stock screen

[Click here to Import](#)

Item_name **

Unit_Item_Cost: 0

Quantity: 0

Purchase_date

Total_Cost: 0.00

[Submit record](#)

Items entered in stock

Item_name	Unit_Item_Cost	Quantity	Purchase_date	Total_Cost
*	0	0		0.00

Record: 1 of 1

- Click on browse to locate the excel workbook with stock you want to import,
- Select the 'Stock_tbl' as encircled below in RED to import the stock in the workbook in the table and click ok, if you select another table it will not work as it will violet the table structure.

Get External Data - Excel Spreadsheet

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: \\corp.dsarena.com\ug\user\home001\$abak787\Documents\

[Browse...](#)

Specify how and where you want to store the data in the current database.

We will not import table relationships, calculated columns, validation rules, default values, and columns of certain legacy data types such as OLE Object.

Search for "Import" in Microsoft Access Help for more information.

☐ Import the source data into a new table in the current database.

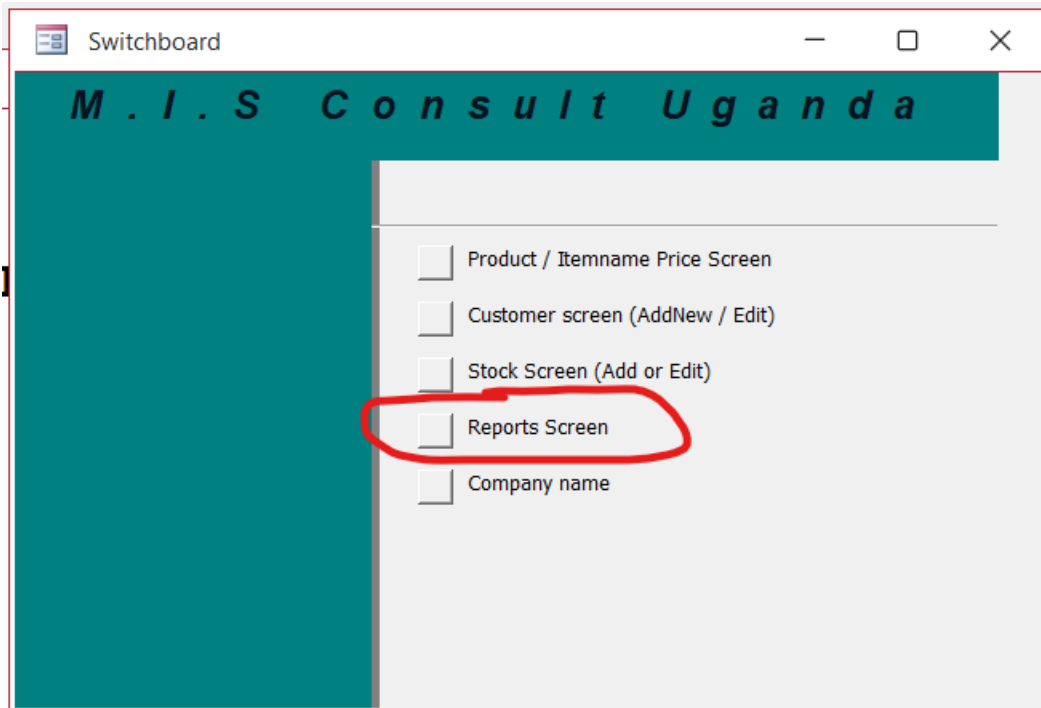
☒ Append a copy of the records to the table: Stock_tbl

☐ Link to the data source by creating a linked table.

OK Cancel

4.0 Accessing and using reports

Click on the Reports screen as showed below to access and use the reports.



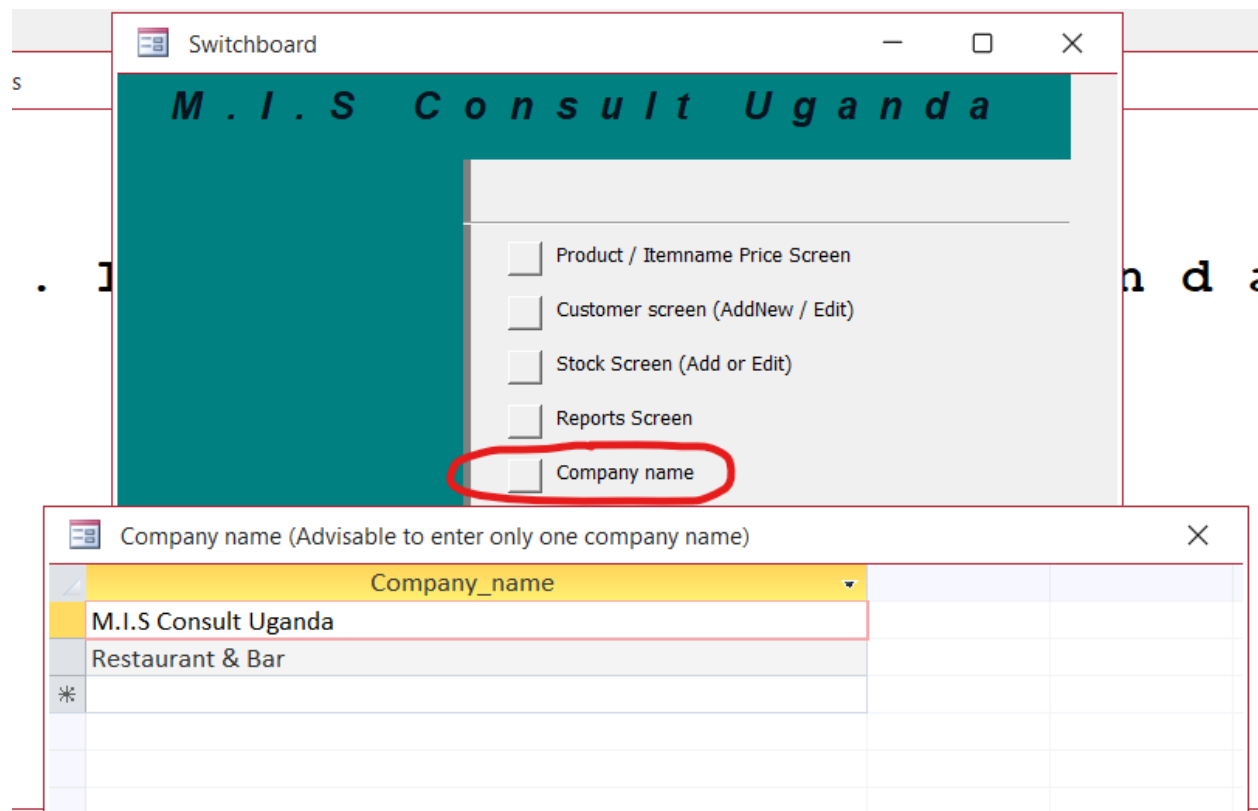
4.1 Report view

The screenshot shows a window titled "Report form" with a close button (X) in the top right corner. The window contains several sections for selecting reports and filters:

- Preview and Print Running Stock**: A button labeled "Report - Running Stock" with a red number 1 next to it.
- Sales detail and Revenue report | Stock details - Preview and I**: Two input fields for "Start Date" and "End Date". Below them are two buttons: "Sales details and Revenue" (with a red number 2) and "Stock details report" (with a red number 3).
- Income statement - Detailed**: Two input fields for "Start Date" and "End Date". Below them is a button labeled "Preview Income Statement" with a red number 4.
- Customer Invoices**: A dropdown menu for "Customer name". Below it are two buttons: "Preview a Customer Invoice" (with a red number 5) and "Preview (All) Invoice" (with a red number 6).

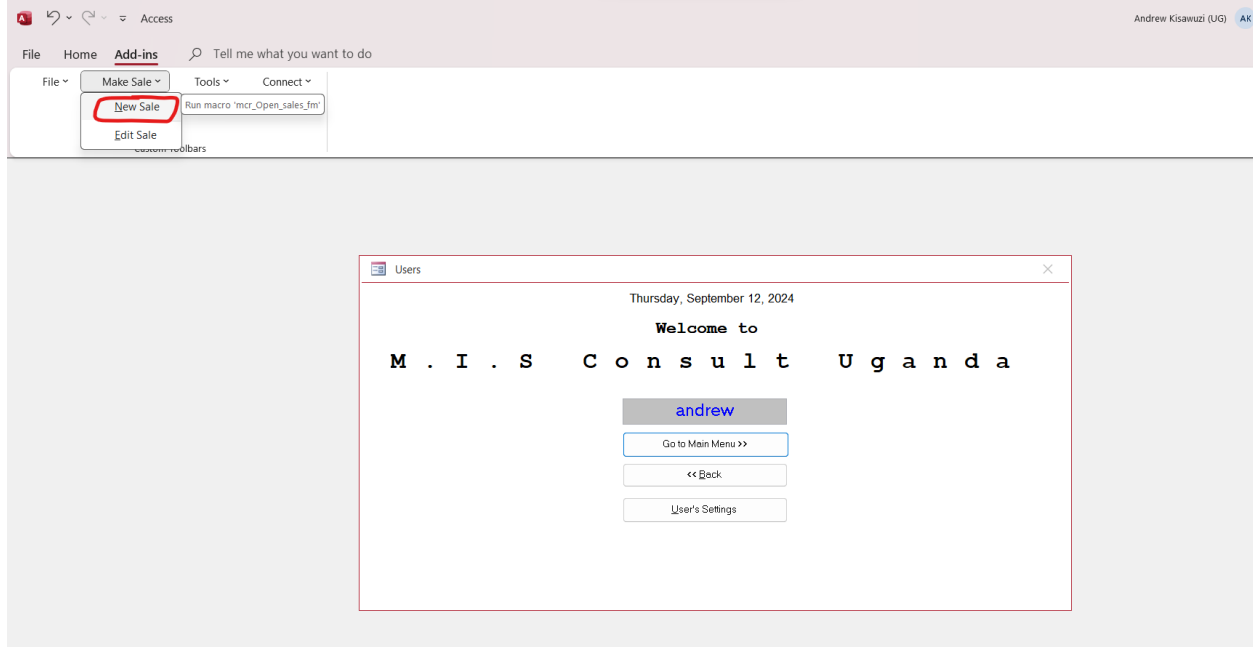
- Click on number 1 to preview your running stock at that point in time
- Click on number 2 to preview your sales and revenue for the selected time frame.
- Click on number 3 to preview your stock details report
- Click on number 4 to preview income statement of your company with that specified time period.
- Click on number 5 to preview customers that have taken goods on credit, how much they have paid and what is pending (for this you have to select customer name from the dropdown).
- Click on number 6 to preview all customers that have taken goods on credit, how much they have paid and what is pending.

5.0 Click on Company name to enter name of your company in system

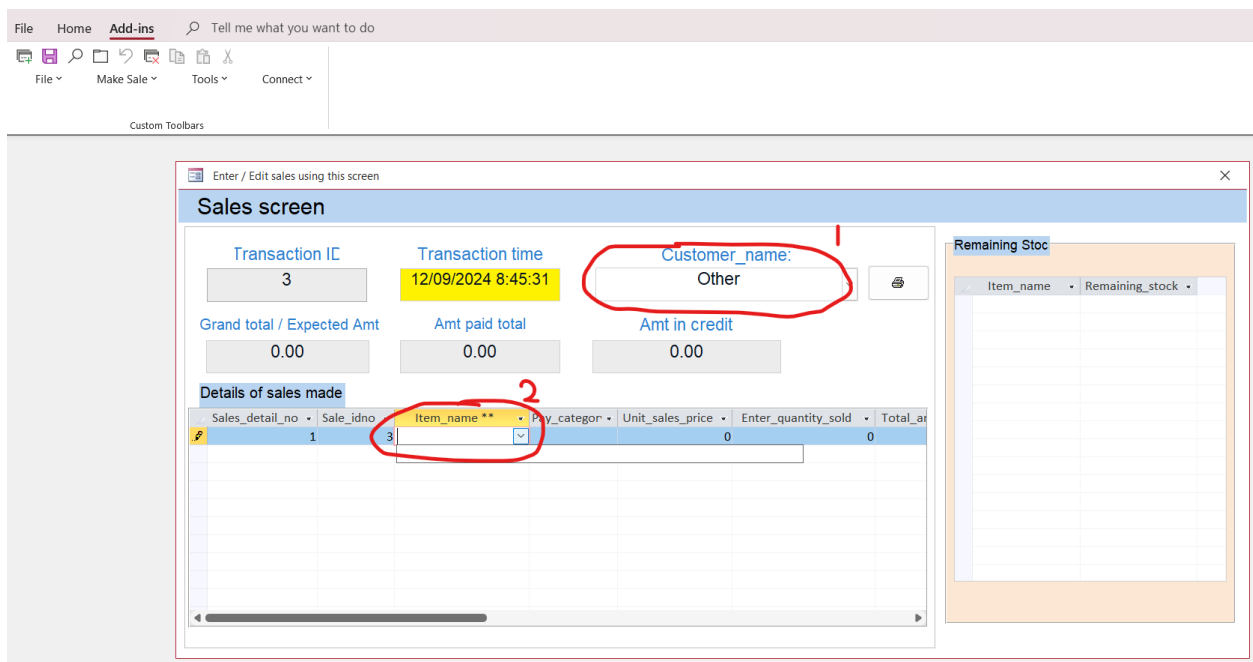


6.0 Making a sale to a customer

6.1 On the Add-ins menu, under make sale, click on New sale as showed below



- The below screen will show, select number 1 as 'Other' if the customer is paying with 'Cash' there and then, otherwise select the name of the customer from the dropdown.
- Select number 2 to select the product that the customer is buying.



- c) Select number 3 to specify whether it's a 'cash' sale or a 'credit' sale, tab through the remaining records to automatically populate to go to another record if the customer is taking more than one product.

The screenshot shows the 'Sales screen' interface. At the top, there is a header bar with 'File', 'Home', and 'Add-ins' tabs. Below this is a toolbar with icons for 'File', 'Make Sale', 'Tools', and 'Connect'. The main area is titled 'Enter / Edit sales using this screen' and contains the following fields:

- Transaction IC:** A dropdown menu with the value '3'.
- Transaction time:** A text field showing '12/09/2024 8:45:31'.
- Customer_name:** A dropdown menu with the value 'Other'.
- Grand total / Expected Amt:** A text field showing '0.00'.
- Amt paid total:** A text field showing '0.00'.
- Amt in credit:** A text field showing '0.00'.

Below these fields is a section titled 'Details of sales made' which contains a table with the following columns: Sales_detail_no, Sale_idno, Item_name, Pay_category, Unit_sales_price, Enter_quantity_sold, and Total_ar. The first row of the table has the values: 1, 3, Cash, 0, 0. A red circle highlights the 'Pay_category' dropdown menu, which is currently set to 'Cash'. A red number '3' is placed next to the dropdown menu.

On the right side of the screen, there is a panel titled 'Remaining Stock' with a table that has two columns: Item_name and Remaining_stock. A red number '4' is placed next to this panel.

- d) Once the customer is done buying, click on number 5 to print the receipt and also add New primary record.

Note: number 4 keeps on monitoring the stock to show you remaining stock although this can be seen from the reports.

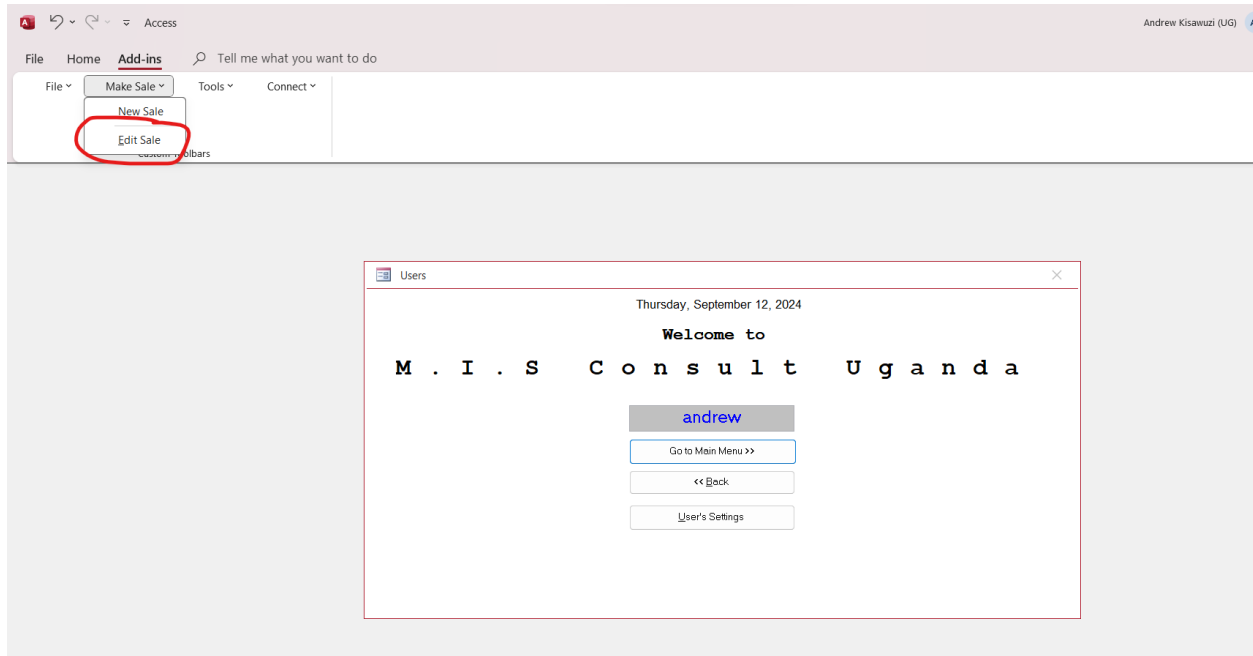
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On the right side of the screen, there is a panel titled 'Remaining Stock' with a table that has two columns: Item_name and Remaining_stock. A red number '4' is placed next to this panel.

7.0 Editing sales records



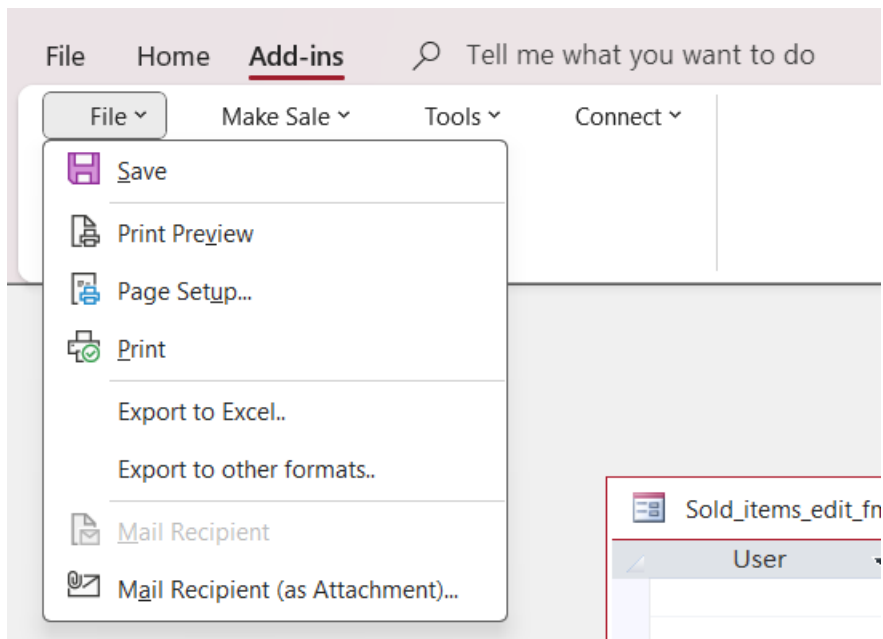
- a) Click on 'Edit sale' and the below screen will show, double click on the record that you want to edit and then repeat action in 6b to 6d accordingly.

The screenshot shows the 'Sold_items_edit_fm' form. It contains a table with the following columns: User, Sales_datetime, Pay_categor, Sales_Id, Item_name, and Unit_sales_price. The table is currently empty. At the bottom of the form, there is a status bar that displays 'Record: 1' and 'Unfiltered'.

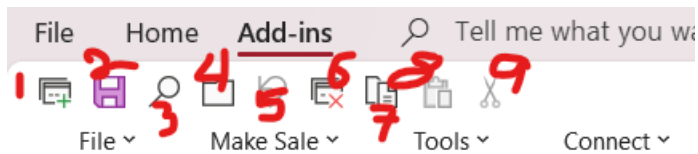
User	Sales_datetime	Pay_categor	Sales_Id	Item_name	Unit_sales_price
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8 Menu(s) to use

- a) File menu (this is self explanatory)



- b) Tool bar



- i) Number 1 is AddNew record.
- ii) Number 2 is Save record.
- iii) Number 3 is Search record.
- iv) Number 4 is Close screen.
- v) Number 5 is Undo.
- vi) Number 6 is delete record.
- vii) Number 7 is Copy.
- viii) Number 8 is Paste.
- ix) Number 9 is Cut

END