GIRING SYSTEM FLOW

Admin Account Creation Instructions- First, the admin/owner will create an account for the business.

a. Admin Name
b. Password
c. Indicate Type of Start-up
d. Email

Login Instructions - Now Log in the email and password created.
a. Email
b. Password

Create a Business Budget - Before starting a business, understanding the budget is crucial before starting any business. It helps you determine how much capital you need to get started, how much you can afford to invest, and what your ongoing expenses will be.

a. Go to dashboard tab, then click the budget tab, and click the add button.
b. Indicate Budget Category
c. Budget Description
d. Enter Budget Amount
e. Add
f. You can check the details added by clicking the table tab.

Create a Business Inventory - Creating a business inventory is important for tracking assets, managing finances, forecasting demand, optimizing the supply chain, ensuring customer satisfaction, controlling costs, managing risk, and making informed strategic decisions.

a. Go to dashboard tab, or you can directly click Inventory in the Navigation Bar, and click add button.
b. Item Name
c. Item Description
d. Enter Quantity
e. Price
f. Add
g. You can check the details added by clicking the table tab.

Adding Employees -
a. Go to Employees Tab and click add button.
b. Input Employee's Details - First Name
c. Last Name
d. City
e. Street/Barangay
f. Birthdate
g. Phone
h. and add Employee's Password
j. Click add employee button to save the employee's information.

Adding Employee's Payroll
a. Go to Payroll Tab and click add button.
b. Employee's ID will automatically see in the dropdown. Choose who you will assign.
c. Pay frequency
d. Rate
e. Work Hours
f. Workdays Per Week
g. Click the Compute button, and the system will automatically generate the employee's payroll.
h. In the table tab you can click it, and you can see the operations there. You can click the "+" button to see the breakdown of the employee's salary.

Stock Control - Stock control, also known as inventory management, is essential for businesses to ensure efficient use of resources, minimize costs, prevent stockouts, and maintain optimal levels of inventory to meet customer demand. (Stock Control is connected to the Inventory Tab)

a. Go to the Stock Control Tab and click the add button.
b. Item Name, Item Description, and Price will automatically show if you choose in the Item No.
d. Enter Quantity
e. Enter Amount
f. Add Tax Rate % if there's any. And the system will show you the possible amount.
g. Click Add Stock
h. You can check the details added by clicking the table tab.

Adding Sales - Sales transactions were usually made by the employees. They Add the daily sales transactions to this tab. (Admin can also access)

a. Go to Sales tab, click add.
b. Item
c. Sales Description
d. Amount
e. Quantity
f. Click Add Sales
g. You can check the details added by clicking the table tab.
h. You can also see the projections of sales if you click the Chart button.

Adding Expenses - Adding expenses was made by both the owner and employees.

a. Go to Expenses tab, click add.
b. Expenses Category will automatically show in the dropdown.
c. Category Budget will also automatically appear.
c. Enter your Remarks.
d. Amount
f. Click Add Expense
g. You can check the details added by clicking the table tab.

Net Income Tab - Will project the business's revenue total sales and total expenses of the month.