

ValorSales Training Manual & Documentation

Comprehensive User & Admin Guide
Version: 1.0

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1. Introduction

Welcome to **ValorSales**, an integrated sales, inventory, customer, and supplier management system designed for small to medium-sized businesses. This manual provides step-by-step guidance for both **Users** and **Administrators** on how to operate the system efficiently and securely.

The document covers all modules, workflows, permissions, and recommended best practices to ensure accurate data capture and reporting.

2. System Overview

ValorSales is organized into the following core modules:

- Customer Management
- Supplier Management
- Products & Raw Materials
- Sales & Purchases
- Inventory Management
- Reports & Exports
- Audit Logs & Security

Each module is accessible via the left navigation menu, depending on the user's role and permissions.

3. User Roles & Access Control

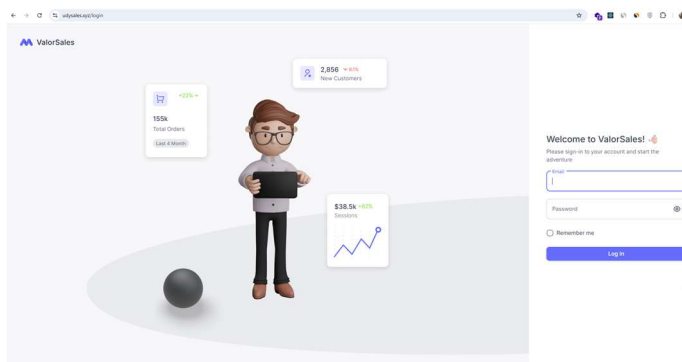
3.1 User Roles

- **Admin:** Full system access, configuration, user management, and audit logs.
- **Sales Officer:** Sales transactions, customer view, and limited reporting.
- **Procurement Officer:** Supplier, purchases, and raw material management.
- **Finance Officer:** Payment updates, outstanding balances, and financial reports.
- **Management:** Read-only access to dashboards and reports.

3.2 Access Control

- Users can only access features assigned to their role.
- Unauthorized actions are blocked and logged.
- Sensitive actions (delete, edit financial data) are audited automatically.

4. Getting Started

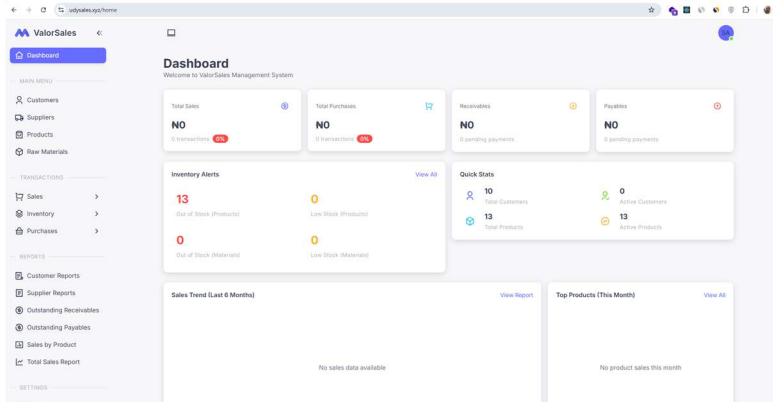


4.1 Login

1. Open the ValorSales application.
2. Enter your username/email and password.
3. Click **Login**.

If you forget your password, contact the system administrator.

4.2 Dashboard Overview



Upon login, users see the **Dashboard**, which displays:

- Total Sales
- Total Purchases
- Inventory
- Receivables
- Payables

5. Customer Management

The Customers management page allows users to view and manage customer information. It includes a search bar, a table of customer records, and an 'Add Customer' button.

Code	Business Name	Phone	Location	Address	Actions
CUST-0010	BLENDO	0909090909	SANGOTEDO	SANGOTEDO	View Edit Delete
CUST-0009	DKK	0909090909	NULL	NULL NULL	View Edit Delete
CUST-0008	EMRITE	0909090909	NULL	NULL NULL	View Edit Delete
CUST-0007	MOM GLOBAL	0909090909	PETROCAM	PETROCAM	View Edit Delete
CUST-0006	TOTAL MART	0909090909	AJIWE BADORE	AJIWE	View Edit Delete
CUST-0005	MEDAMAX	0909090909	SEASIDE BADORE	SEASIDE BADORE	View Edit Delete
CUST-0004	TOV	0909090909	BADORE	BADORE	View Edit Delete
CUST-0003	REPLENISH BADORE	0909090909	BADORE	BADORE	View Edit Delete
CUST-0002	FLY BUY	0909090909	BADORE	BADORE	View Edit Delete
CUST-0001	VILD	0909090909	COOPERATIVE BADORE	COOPERATIVE BADORE	View Edit Delete

Rows per page: 10 1-10 of 10

5.1 Add Customer

The screenshot shows the 'Add New Customer' form in the ValorSales application. The form is titled 'Add New Customer' with a subtitle 'Create a new customer record'. It contains four input fields: 'Business Name *', 'Phone Number *', 'Location *', and 'Address *'. The 'Business Name' field is the largest. The 'Phone Number' and 'Location' fields are smaller and positioned side-by-side. The 'Address' field is a larger text area. At the bottom right of the form are two buttons: 'Cancel' and 'Create Customer'. The background shows a sidebar with a 'MAIN MENU' containing 'Customers', 'Suppliers', 'Products', and 'Raw Materials'. Below this is a 'TRANSACTIONS' section with 'Sales', 'Inventory', and 'Purchases'. At the bottom is a 'REPORTS' section with 'Customer Reports', 'Supplier Reports', 'Outstanding Receivables', 'Outstanding Payables', 'Sales by Product', and 'Total Sales Report'. The footer of the sidebar says '© 2025, TechValor Ltd'.

1. Navigate to **Customers** → **Add Customer**.
2. Enter business name, address, phone number(s), and location.
3. Customer Code is auto-generated.
4. Click **Save**.

5.2 Edit Customer

- Open a customer record.
- Click **Edit**.
- Update required fields and save changes.

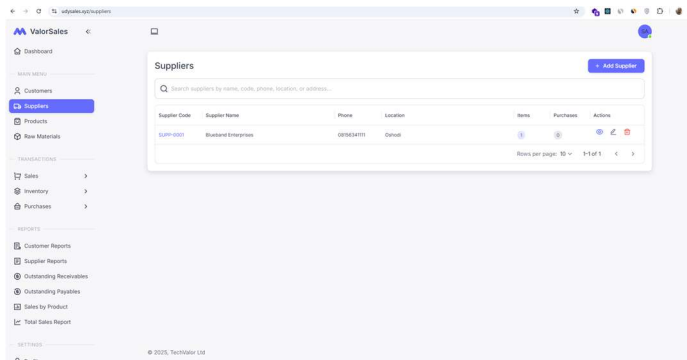
5.3 View Customer Details

- View transaction history, outstanding balances, and audit history.

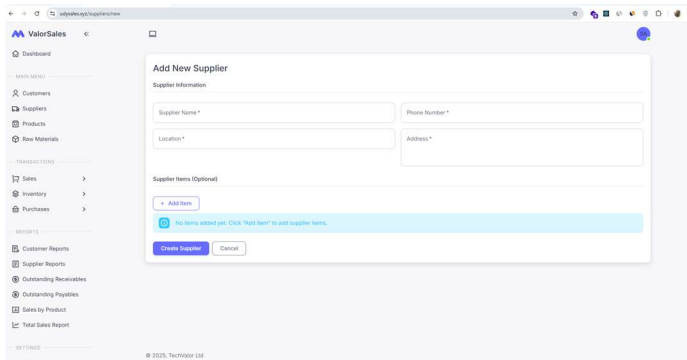
5.4 Delete Customer

- Customers with existing sales **cannot be deleted**.
- Deactivation is recommended instead of deletion.

6. Supplier Management



6.1 Add Supplier



1. Navigate to **Suppliers** → **Add Supplier**.
2. Enter supplier details.
3. Supplier Code is auto-generated.

6.2 Manage Supplier Items

- Assign raw materials or items supplied by the supplier.
- Each item has a unique system-generated code.

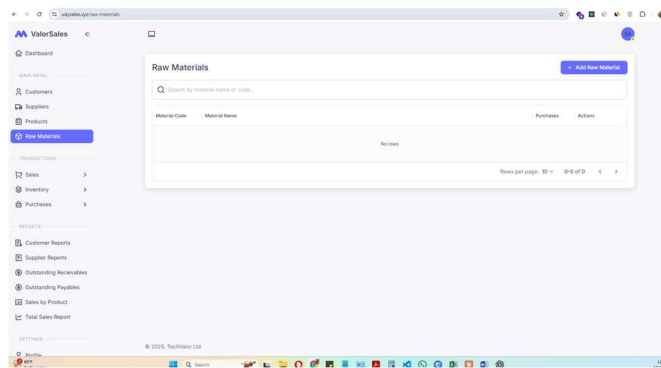
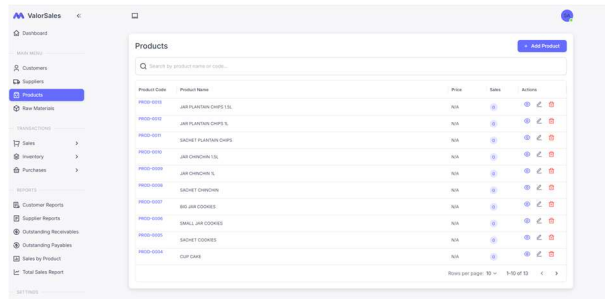
6.3 Edit Supplier

- Supplier details and supplied items can be updated.

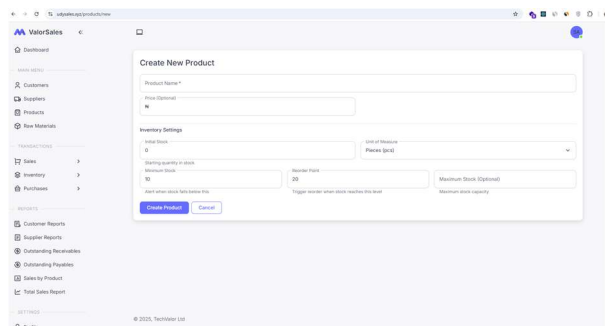
6.4 Delete Supplier

- Suppliers with existing purchases **cannot be deleted**.
- System prevents deletion to maintain data integrity.

7. Products & Raw Materials Management



7.1 Products



- Add products with a unique product code and name.
- Bulk import is available for faster setup.
- Product names can be edited; codes remain fixed.

7.2 Raw Materials / Ingredients

The screenshot shows the 'Create New Raw Material' form in the ValorSales application. The form is titled 'Create New Raw Material' and has a 'Material Name' field. Below this, there are four input fields for 'Inventory Settings': 'Initial Stock' (with a subtext 'Starting inventory quantity (kg)' and a value of 0), 'Minimum Stock' (with a value of 50 and a subtext 'Alert when stock falls below'), 'Maximum Stock' (with a value of 5000 and a subtext 'Maximum storage capacity'), and 'Reorder Point' (with a value of 100 and a subtext 'When to reorder stock'). At the bottom of the form are two buttons: 'Create New Material' and 'Cancel'. The left sidebar shows the navigation menu with 'Raw Materials' selected under 'TRANSACTIONS'.

- Register all raw materials used for production or resale.
- Raw material codes are auto-generated.
- Used primarily for supplier purchases and inventory tracking.

8. Sales Management

The screenshot shows the 'Sales Transactions' page in the ValorSales application. The page title is 'Sales Transactions' with a subtitle 'Manage all sales transactions with customer, product, and payment details'. There is a '+ New Sale' button in the top right. Below the title is a 'Sales List' section with a search bar 'SEARCH CUSTOMER OR PRODUCT' and a 'Status' dropdown menu. A table with the following columns is shown: 'Date', 'Customer', 'Product', 'Qty', 'Unit Price', 'Total', 'Paid', 'Balance', 'Payment', 'Status', and 'Action'. The table currently displays 'No rows'. At the bottom of the table, it says 'Rows per page: 25' and '0 of 0'. The left sidebar shows the navigation menu with 'Sales' selected under 'TRANSACTIONS'.

8.1 Record a Sale

1. Navigate to **Sales** → **Create Sale**.
2. Select customer.
3. Add product(s): $\text{quantity} \times \text{unit price} = \text{total}$ (auto-calculated).
4. Enter payment mode and amount paid.
5. System calculates balance automatically.
6. Save transaction.

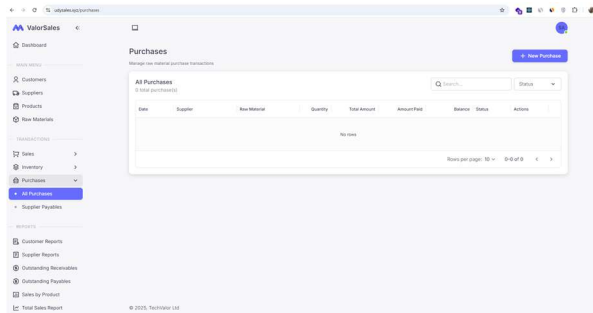
8.2 Sales Payments

- Partial payments are supported.
- Each payment is logged with date and amount.

8.3 Sales Restrictions

- Completed sales cannot be deleted.

9. Purchases & Supplier Payments



9.1 Record Purchase

1. Navigate to **Purchases** → **Create Purchase**.
2. Select supplier and item.
3. Enter quantity, unit cost, and payment amount.
4. System calculates outstanding balance.

9.2 Supplier Payments

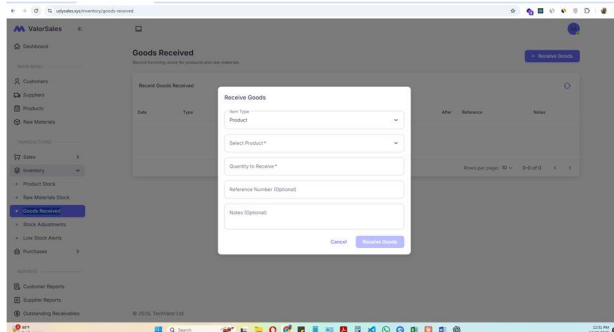
- Multiple payments can be recorded against one purchase.
- Outstanding balances are updated automatically.

10. Inventory Management

Product	Code	Quantity	Min Stock	Reorder Point	Stock Level	Status	Last Restocked
JAR PLANTAIN CHIPS 1.5L	PROD-0009	0 pack	10	20	0	Out of Stock	Never
JAR PLANTAIN CHIPS 5L	PROD-0010	0 pack	10	20	0	Out of Stock	Never
SACKET PLANTAIN CHIPS	PROD-0001	0 pack	10	20	0	Out of Stock	Never
JAR CHICHIN 1.5L	PROD-0006	0 pack	10	20	0	Out of Stock	Never
JAR CHICHIN 5L	PROD-0008	0 pack	10	20	0	Out of Stock	Never
SACKET CHICHIN	PROD-0008	0 pack	10	20	0	Out of Stock	Never
BIG JAR COOKIES	PROD-0007	0 pack	10	20	0	Out of Stock	Never
SMALL JAR COOKIES	PROD-0008	0 pack	10	20	0	Out of Stock	Never
SACKET COOKIES	PROD-0005	0 pack	10	20	0	Out of Stock	Never
CRISP CAKE	PROD-0004	0 pack	10	20	0	Out of Stock	Never

10.1 Goods Received (GRN)

Goods Received is used to record items physically received into the inventory from suppliers. This ensures stock levels accurately reflect actual goods on hand.



System Behavior

- Inventory stock is updated immediately upon confirmation.
- Partial deliveries are supported.
- Discrepancies between ordered and received quantities are logged.
- Goods Received entries cannot be deleted; corrections require an adjustment entry.

10.2 Stock Tracking

- View real-time stock levels for products and raw materials.
- Automatic updates on sales and purchases.

10.3 Low Stock Alerts

- System highlights items below minimum threshold.

10.4 Manual Adjustments

- Admins can adjust stock levels with justification.
- All adjustments are logged.

11. Reports & Exports

Customer Report

10 Customers | 0 Transactions | NO Total Sales | NO Total Outstanding

Customer Code	Business Name	Contact Person	Phone	Location	Transactions	Total Sales	Outstanding	Registered
CU01-0070	BLUNCO	000000000	000000000	SANGOTIENO	0	NO	NO	12/22/2025
CU01-0008	DMK	000000000	000000000	NULL	0	NO	NO	12/22/2025
CU01-0006	EMRYE	000000000	000000000	NULL	0	NO	NO	12/22/2025
CU01-0007	MGM GLOBAL	000000000	000000000	PETROCAM	0	NO	NO	12/22/2025
CU01-0006	TOTAL MART	000000000	000000000	ALJIVE BACORE	0	NO	NO	12/22/2025
CU01-0005	MIGAMAX	000000000	000000000	SEASIDE BACORE	0	NO	NO	12/22/2025
CU01-0004	TDV	000000000	000000000	BACORE	0	NO	NO	12/22/2025
CU01-0003	REFLASH BACORE	000000000	000000000	BACORE	0	NO	NO	12/22/2025
CU01-0002	FLY BUY	000000000	000000000	BACORE	0	NO	NO	12/22/2025
CU01-0001	YALCO	000000000	000000000	COOPERATIVE BA...	0	NO	NO	12/22/2025

11.1 Available Reports

- Customer List
- Supplier List
- Outstanding Receivables
- Outstanding Payables
- Total Sales by Product
- General Sales Summary
- Inventory Reports

11.2 Export Options

- PDF
- Excel
- Print

Reports can be filtered by date range, product, customer, or supplier.

12. Audit Logs & Security

Audit Logs

0 Total Activities (30 days) | 0 Created | 0 Updated | 0 Deleted

Timestamp	User	Action	Entity	Entity ID	IP Address	Details
6 days ago	System Admin	Created	customer	1004775...	102.89.47.96	
6 days ago	System Admin	Created	customer	7136176...	102.89.47.96	
6 days ago	System Admin	Created	customer	844688...	102.89.47.96	
6 days ago	System Admin	Created	customer	4178019...	102.89.47.96	
6 days ago	System Admin	Created	customer	4640746...	102.89.47.96	
6 days ago	System Admin	Created	customer	8904497...	102.89.47.96	
6 days ago	System Admin	Created	customer	3014477...	102.89.47.96	
6 days ago	System Admin	Created	customer	5477645...	102.89.47.96	

12.1 Audit Logs

- All create, update, and delete actions are recorded.
- Includes user, timestamp, and action performed.

12.2 Security Features

- Role-based access control
- Secure authentication
- Data validation and integrity checks

13. Best Practices

- Always verify customer and supplier details before saving.
- Record payments promptly to maintain accurate balances.
- Avoid deleting records; use deactivation when possible.
- Review reports regularly for financial accuracy.

14. Troubleshooting & FAQs

Issue: Cannot delete a customer or supplier

Solution: Check if transactions exist. Deletion is blocked for data integrity.

Issue: Incorrect balance displayed

Solution: Review payment history and ensure all payments are recorded.

Issue: Access denied error

Solution: Contact admin to confirm role permissions.

15. Support & Escalation

For technical support:

- Contact your system administrator
- Refer to official ValorSales documentation
- Escalate unresolved issues to the development or support team