

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

The screenshot shows the ValorSales Management System dashboard. On the left, a sidebar menu includes sections for MAIN MENU (Customers, Suppliers, Products, Raw Materials), TRANSACTIONS (Sales, Inventory, Purchases), REPORTS (Customer Reports, Supplier Reports, Outstanding Receivables, Outstanding Payables, Sales by Product, Total Sales Report), and SETTINGS. The main dashboard area features several cards: 'Total Sales' (0 transactions), 'Total Purchases' (0 transactions), 'Receivables' (0 pending payments), 'Payables' (0 pending payments), 'Inventory Alerts' (13 Out of Stock products, 0 Low Stock products), and 'Quick Stats' (10 Active Customers, 13 Total Products). Below these are two reports: 'Sales Trend (Last 6 Months)' (No sales data available) and 'Top Products (This Month)' (No product sales this month).

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

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

5. Customer Management

The screenshot shows the ValorSales Customers page. The sidebar menu is identical to the dashboard's. The main content area is titled 'Customers' with the subtitle 'Manage customer information'. It features a search bar 'Search customers...' and a table with columns: Code, Business Name, Phone, Location, Address, and Actions. The table contains ten customer records with codes ranging from CUST-0001 to CUST-0010. At the bottom, there are pagination controls for 'Rows per page: 10' and '1-10 of 10'.

5.1 Add Customer

The screenshot shows the ValorSales software interface. On the left is a sidebar with a logo, navigation links for Dashboard, Customers, Suppliers, Products, Raw Materials, Sales, Inventory, Purchases, Customer Reports, Supplier Reports, Outstanding Receivables, Outstanding Payables, Sales by Product, and Total Sales Report. At the bottom of the sidebar are links for Settings and Help. The main area is titled 'Add New Customer' with the sub-instruction 'Create a new customer record'. It contains four input fields: 'Business Name *', 'Phone Number *', 'Location *', and 'Address *'. Below the fields are two buttons: 'Cancel' and a blue 'Create Customer' button. At the bottom of the screen is a footer with the copyright notice '© 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

The screenshot shows the ValorSales software interface. On the left is a sidebar with navigation links: Dashboard, MAIN MENU (Customers, Suppliers, Products, Raw Materials), TRANSACTIONS (Sales, Inventory, Purchases), REPORTS (Customer Reports, Supplier Reports, Outstanding Receivables, Outstanding Payables, Sales by Product, Total Sales Report), and SETTINGS. The main content area is titled 'Suppliers' and contains a search bar and a table with one row. The table columns are Supplier Code, Supplier Name, Phone, Location, Items, Purchases, and Actions. The single row shows 'SUPP-0001' as the Supplier Code, 'Bluebird Enterprises' as the Supplier Name, '0898341111' as the Phone number, 'Orwell' as the Location, and two items and purchases listed under the respective columns. At the bottom right of the table is a 'Rows per page' dropdown set to 10, and below it is a page number indicator '1 of 1'.

6.1 Add Supplier

The screenshot shows the 'Add New Supplier' form within the ValorSales software. The sidebar on the left is identical to the previous screenshot. The main form is titled 'Add New Supplier' and has a 'Supplier Information' section with fields for 'Supplier Name*', 'Phone Number*', 'Location*', and 'Address*'. Below this is a 'Supplier Items (Optional)' section with a button '+ Add Item' and a note 'No items added yet. Click "Add Item" to add supplier items.' At the bottom of the form are 'Create Supplier' and 'Cancel' buttons.

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

The screenshot displays two related screens from the ValorSales application:

Products Screen: This screen lists various products with their codes and names. The columns include Product Code, Product Name, Price, Sales, and Actions. The products listed are:

Product Code	Product Name	Price	Sales	Actions
PROD-0010	JAR PLATAN CHIPS 15L	N/A	0	View Edit Delete
PROD-0012	JAR PLATAN CHIPS 5L	N/A	0	View Edit Delete
PROD-0013	SACHET PLATAN CHIPS	N/A	0	View Edit Delete
PROD-0015	JAR CHOCOLATE 15L	N/A	0	View Edit Delete
PROD-0016	JAR CHOCOLATE 5L	N/A	0	View Edit Delete
PROD-0018	SACHET CHOCOLATE	N/A	0	View Edit Delete
PROD-0020	BIG JAR COOKIES	N/A	0	View Edit Delete
PROD-0022	SMALL JAR COOKIES	N/A	0	View Edit Delete
PROD-0025	SACHET COOKIES	N/A	0	View Edit Delete
PROD-0026	CUP CAKE	N/A	0	View Edit Delete

Raw Materials Screen: This screen shows a list of raw materials with their codes and names. The columns include Material Code, Material Name, Purchases, and Actions. The message "No rows" is displayed.

7.1 Products

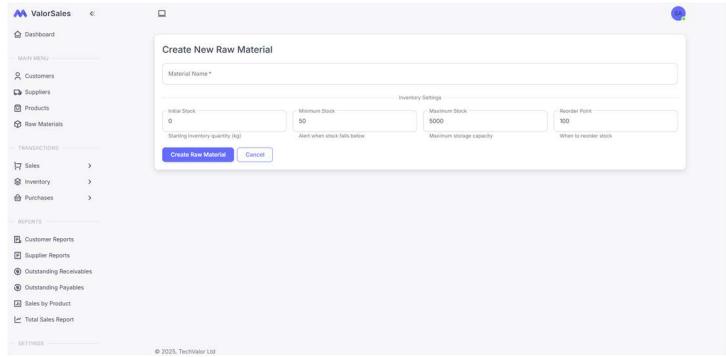
This screenshot shows the 'Create New Product' dialog box within the ValorSales application:

Create New Product Form Fields:

- Product Name*: [Input field]
- Price (Optional): [Input field]
- Inventory Settings:
 - Initial Stock: [Input field]
 - Sharing quantity in stock: [Input field]
 - Minimum Stock: [Input field]
 - Order Point: [Input field] (Value: 20)
 - Trigger vendor when stock reaches this level
 - Maximum Stock (Optional): [Input field]
 - Alert when stock falls below this
- Buttons: Create Product Cancel

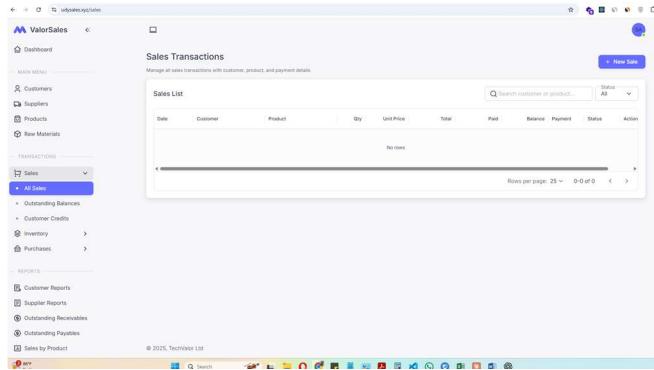
- Add products with a unique product code and name.
- Bulk import is available for faster setup.
- Product names can be edited; codes remain fixed.

7.2 Raw Materials / Ingredients



- 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



8.1 Record a Sale

1. Navigate to **Sales → Create Sale**.
2. Select customer.
3. Add product(s): quantity × unit price = 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

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

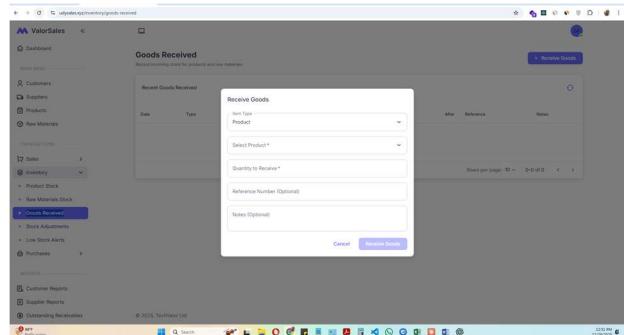
9.2 Supplier Payments

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

10. Inventory Management

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		Total Customers		Total Transactions		Total Sales		Total Outstanding	
10		0		NO		NO		NO	
<input type="text" value="Search"/>		Location							
Customer Code	Business Name	Contact Person	Phone	Location	Transactions	Total Sales	Outstanding	Registered	
CUST-0010	BLENCO		09000000009	SANJOSE000	0	NO	NO	NO	10/22/2023
CUST-0009	DKK		09000000009	NULL	0	NO	NO	NO	10/22/2023
CUST-0008	EMBTH		09000000009	NULL	0	NO	NO	NO	10/22/2023
CUST-0007	MOM GLOBAL		09000000009	PETROICAM	0	NO	NO	NO	10/22/2023
CUST-0006	TOTAL MART		09000000009	AJWE BACORE	0	NO	NO	NO	10/22/2023
CUST-0005	MEGAMAX		09000000009	SEASIDE BACORE	0	NO	NO	NO	10/22/2023
CUST-0004	TDV		09000000009	BACORE	0	NO	NO	NO	10/22/2023
CUST-0003	REPLACEMENT BACORE		09000000009	BACORE	0	NO	NO	NO	10/22/2023
CUST-0002	FLY BUT		09000000009	BACORE	0	NO	NO	NO	10/22/2023
CUST-0001	VIZCO		09000000009	COOPERATIVE BA...	0	NO	NO	NO	10/22/2023

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		View all system activity and changes						
		Timestamp	User	Action	Entity	Entity ID	IP Address	Details
1	Sales	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
2	Inventory	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
3	Purchases	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
4	Reports	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
5	Customer Reports	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
6	Supplier Reports	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
7	Outstanding Receivables	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
8	Outstanding Payables	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
9	Sales by Product	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
10	Total Sales Report	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
11	SETTINGS	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
12	Profile	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
13	Users	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
14	Audit Log	6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View
15		6 days ago	System Admin admin@example.com	CREATE	customer	c123456789...	192.0.0.4756	View

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