ValorSales Training Manual & Documentation

Comprehensive User & Admin Guide

Introduction

Welcome to ValorSales. This manual covers all modules, workflows, and best practices for users and admins.

Customer Management

Manage customers: add, edit, view, and delete customer records. Use the Customers menu to access the customer list and details.

Supplier Management

Manage suppliers and their items. Prevent deletion if purchases exist. Use the Suppliers menu for all supplier operations.

Product & Raw Materials

Add, edit, and manage products and raw materials. Bulk import options are available for products.

Sales & Purchases

Record sales and purchases, track payments, and view outstanding balances. Use the Sales and Purchases menus.

Inventory Management

Track product and raw material stock, view low stock alerts, and perform manual adjustments. Access via the Inventory menu.

Reports & Export

Generate and export reports (PDF/Excel/Print) for sales, customers, suppliers, and inventory. Use the Reports menu.

Audit & Security

All changes are logged. Only authorized users can access sensitive features. Review audit logs in the Audit Logs menu.

Troubleshooting & FAQs

If you encounter issues, check your permissions, ensure data is valid, and consult the admin. For more help, see the documentation or contact support.