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

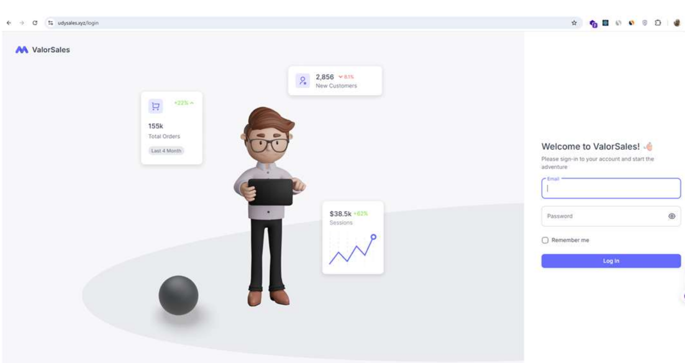
3.1 User Roles

- **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

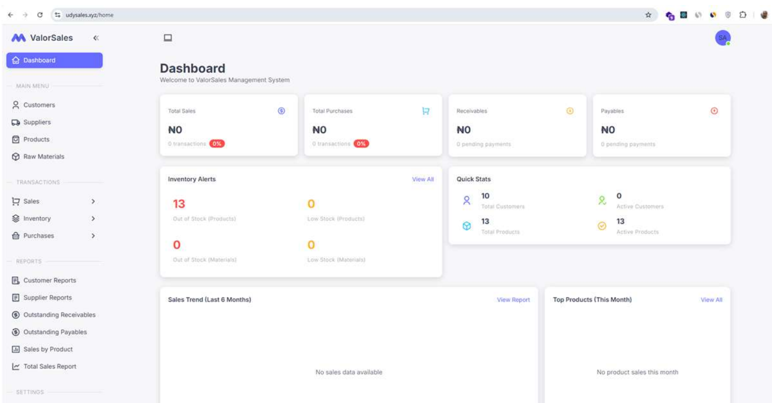


4.1 Login

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

If you forget your password, contact the system administrator.

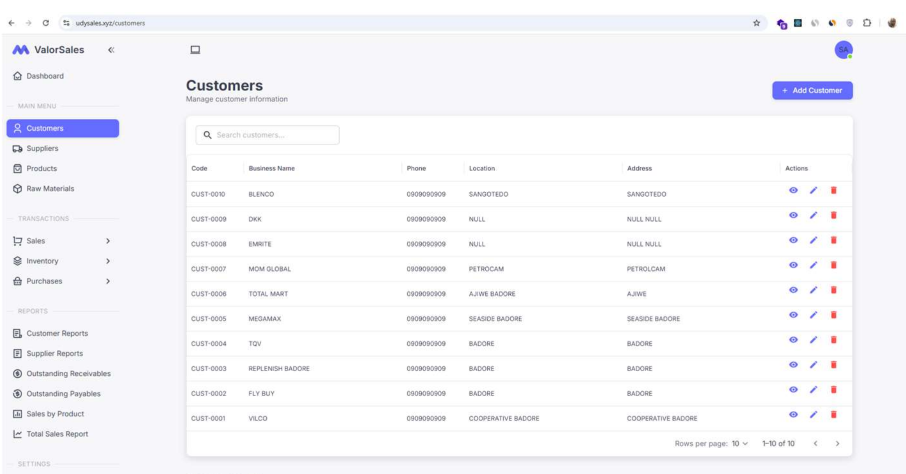
4.2 Dashboard Overview



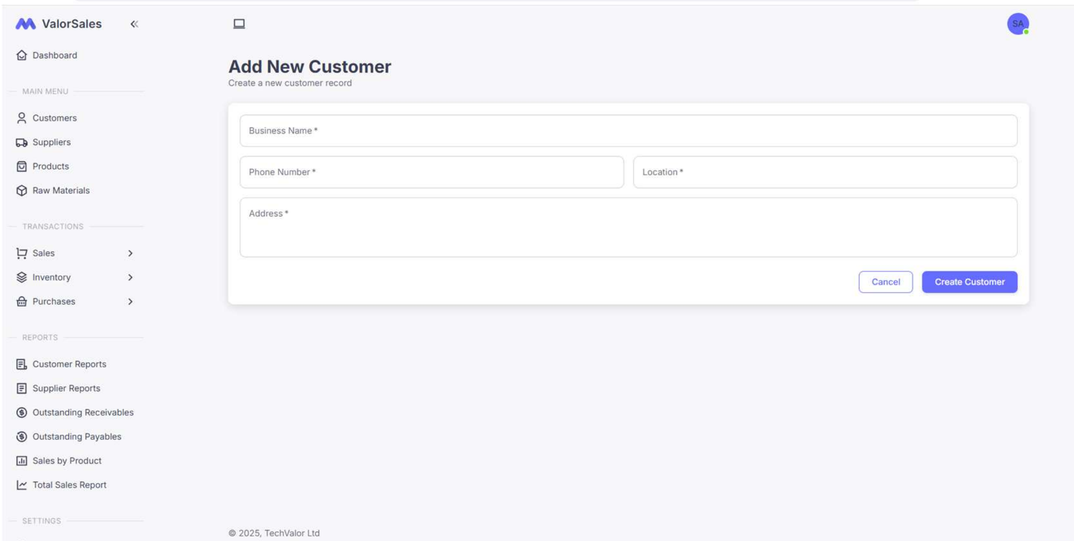
Upon login, users see the **Dashboard**, which displays:

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

5. Customer Management



5.1 Add Customer



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.

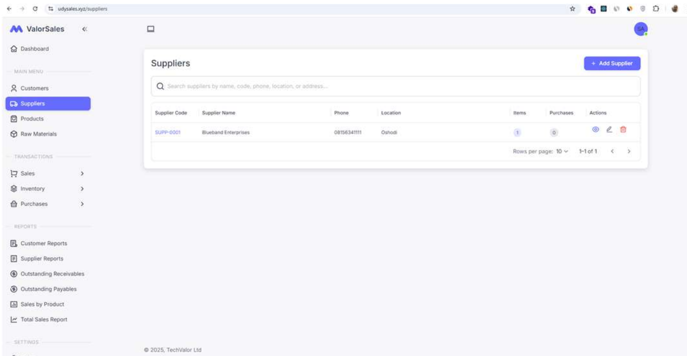
5.3 View Customer Details

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

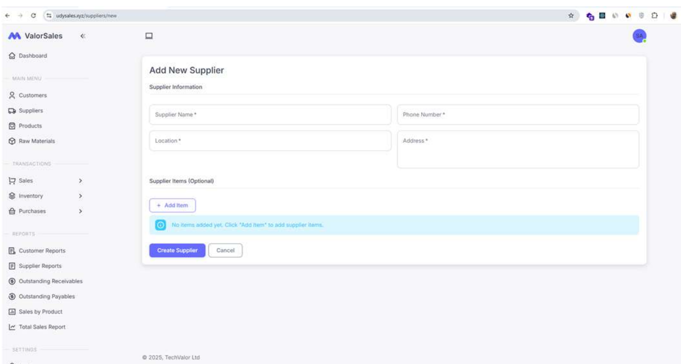
5.4 Delete Customer

- 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.

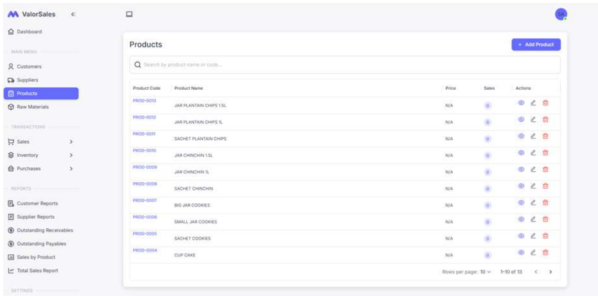
6.3 Edit Supplier

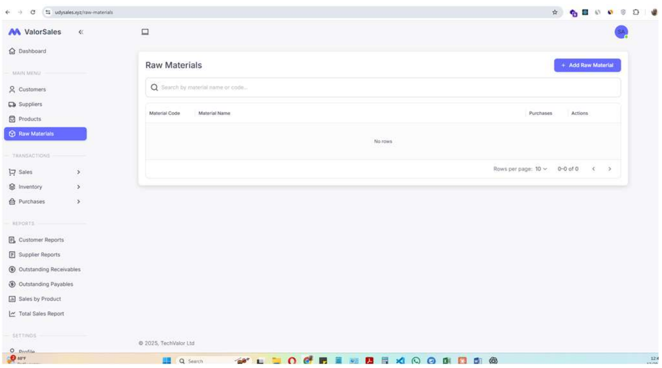
- Supplier details and supplied items can be updated.

6.4 Delete Supplier

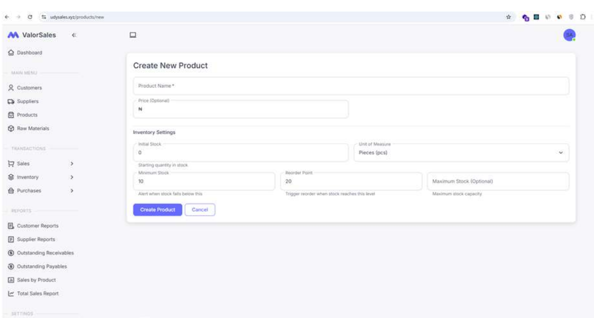
- Suppliers with existing purchases **cannot be deleted**.
- System prevents deletion to maintain data integrity.

7. Products & Raw Materials Management



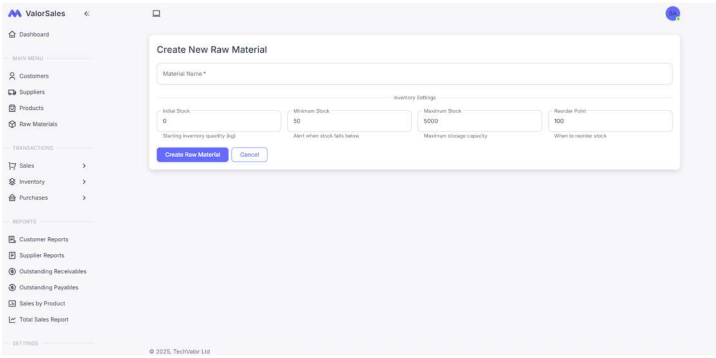


7.1 Products



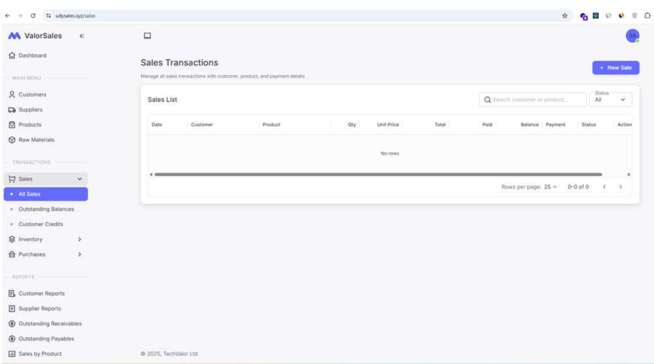
- Add products with a unique product code and name.
- Bulk import is available for faster setup.
- Product names can be edited; codes remain fixed.

7.2 Raw Materials / Ingredients



- 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.

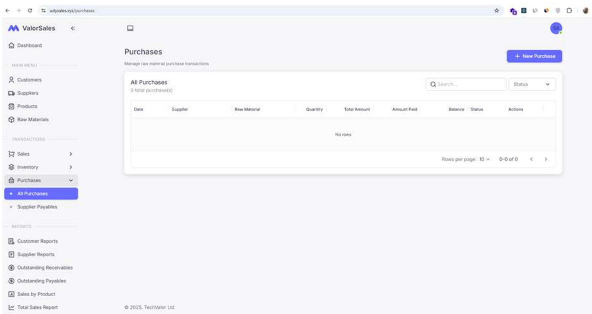
8.2 Sales Payments

- 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



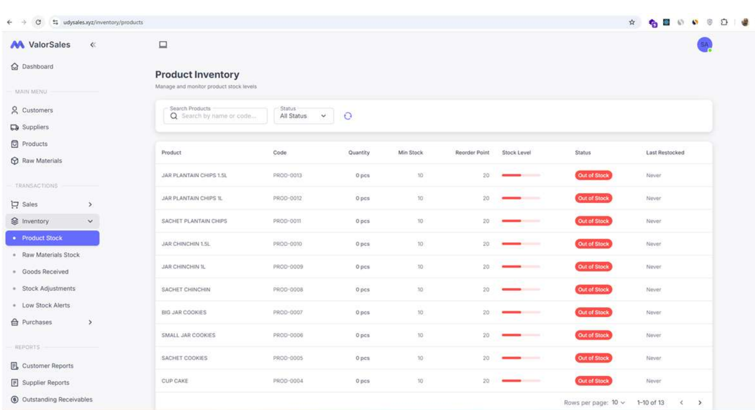
9.1 Record Purchase

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

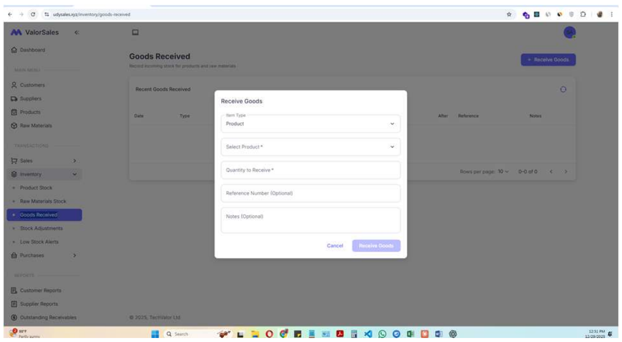
- Multiple payments can be recorded against one purchase.
- Outstanding balances are updated automatically.

10. Inventory Management



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.

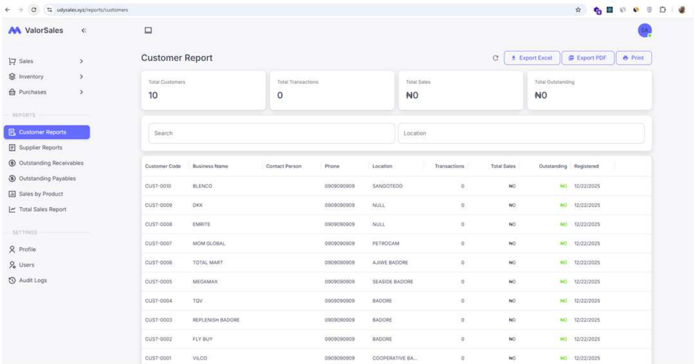
10.3 Low Stock Alerts

- System highlights items below minimum threshold.

10.4 Manual Adjustments

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

11. Reports & Exports



11.1 Available Reports

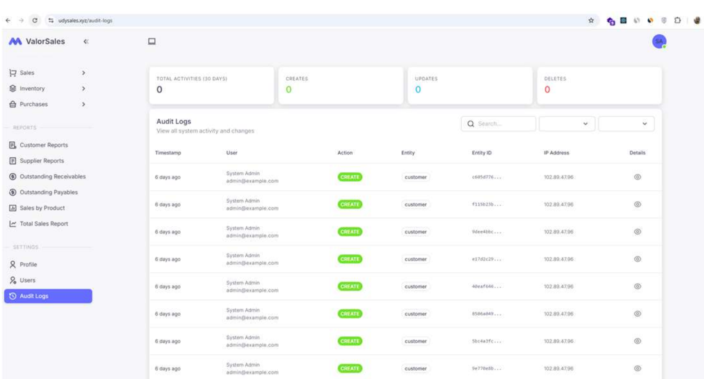
- Customer List
- Supplier List
- Outstanding Receivables
- Outstanding Payables
- Total Sales by Product
- General Sales Summary
- Inventory Reports

11.2 Export Options

- PDF
- Excel
- Print

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

12. Audit Logs & Security



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