

Deltasoft



SCHOOL
MANAGEMENT SYSTEMS

Shop and Store

User Manual

Aug 2017

Introduction

It covers the

- Purchasing of stock (Books, Copies, Uniform & Stationary etc.)
- Item wise Sale, Set wise Sale
- Cash / Bank Challans Payments
- Issued / Pending items
- Purchase Ledgers (Supplier wise)
- Sales Ledgers (Customer wise)
- Sales Reports
- Purchase Reports
- Stock Reports (Stock In , Stock Out , Balance)

Database Connectivity

Server Name

If SQL Server is installed on same PC then you can enter [.\SQLEXPRESS]

If SQL Server is installed on a different PC then enter PC Network name in place of Dot. For example if Server PC Name is SERVER then[Server\SQLServer]

Databases

Enter Main and Pics database names.

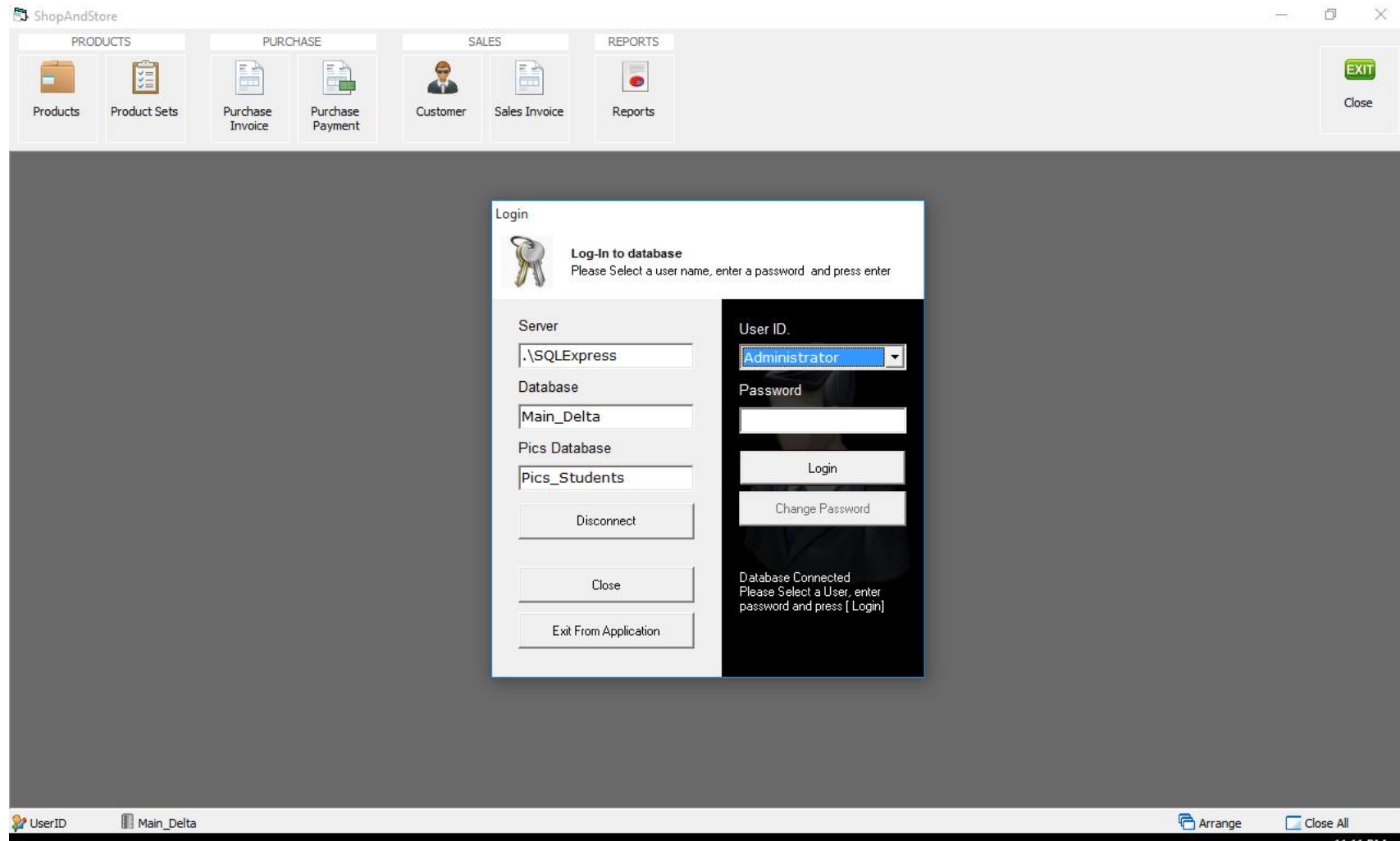
If Biometric device is installed for attendance then enter its database too.

User login

User base login system is implemented. On every record saving or modification time user information is also stored with each record. The default password for Administrator is 123. But after login it could be changed by him.

A screenshot of a 'Login' dialog box. It contains fields for 'Server' (set to .\SQLEXPRESS), 'Database' (Main_TheEducatorBk), and 'Pics Database' (Pics_Students). There are buttons for 'Disconnect', 'Close', and 'Exit From Application'. On the right, there's a 'User ID' dropdown (set to Administrator), a 'Password' field (masked with asterisks), and buttons for 'Login' and 'Change Password'. A message at the bottom right says 'Database Connected Please Select a User, enter password and press [Login]'.

Main Interface



Products

1. Create Product Group
2. Create Products in a group
3. Create Product types

Example :

Books

↳ Ahmed Sindhi

- Class III
- Class IV
- Class V

Note : Defined retail price will be automatically appeared on Sales form

Products

Close

Product Groups	Products	Products Packings / Types
Books	A Beautiful Day	Class Iii 1 Pi... Piece 65
Copy	Aao Urdu Seekhain	Class Iv 1 Pi... Piece 65
Misc	Aao Urdu Seekhain ...	Class V 1 Pi... Piece 65
Stationary	ABC (MA Traders)	Class Vi 1 Pi... Piece 65
Uniform	Ahmed Sindhi	Class Vii 1 Pi... Piece 65
	Aik Tha Podna Aik T...	Class Viii 1 Pi... Piece 65
	Art Club 3 Book	
	Art Club 5	
	Art Club1 Book	
	Art Club2	
	Art Club4	

Product Group: Books Product: Ahmed Sindhi Basic Unit: Piece Packing / Type: Piece Qty: Trade Unit: Piece Def. Rate: 65

Save New Del Save New Del Save New Del

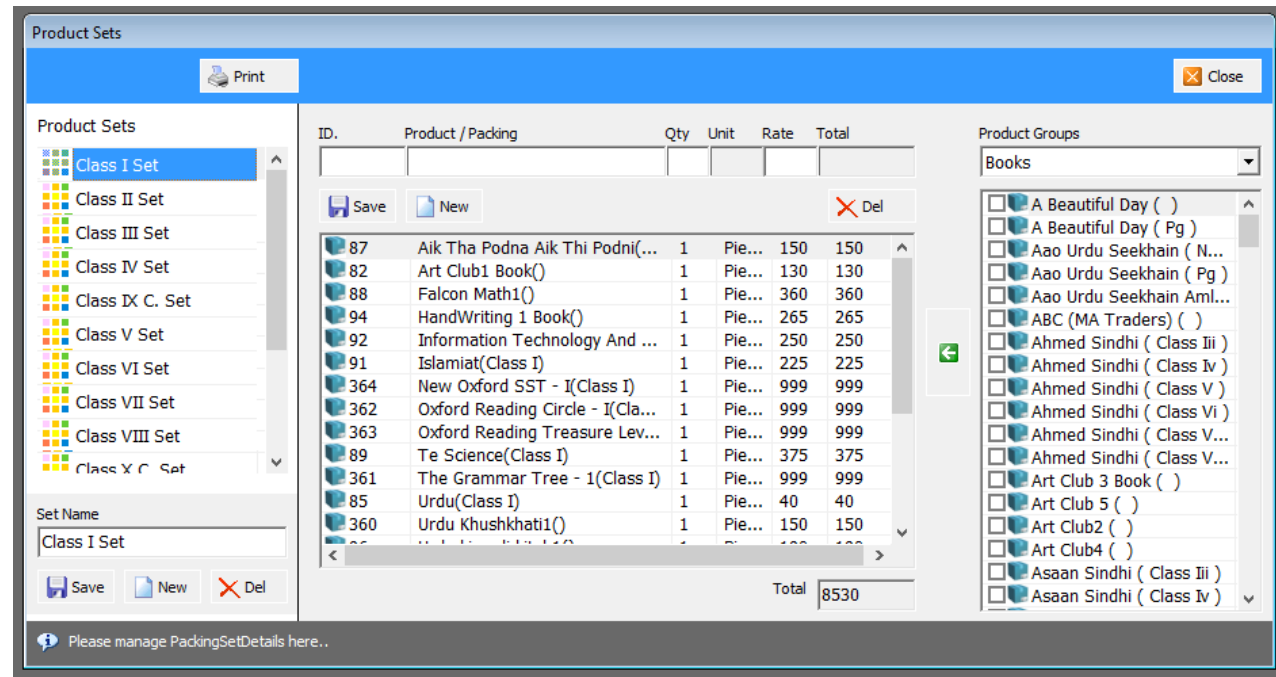
Please manage products here..

Product Sets

A set of products helps the user to select and sale whole set instead of adding products one by one.

Note

Retail price of products may be different in sets.



Print of Set

Class I Set				
Group	Product	Qty	Rate	Total
Books	Art Club1 Book ()	1	Piece	130
	Urdu (Class I)	1	Piece	40
	Aik Tha Podna Aik Thi Podni (Class I)	1	Piece	150
	Falcon Math1 ()	1	Piece	360
	Te Science (Class I)	1	Piece	375
	Islamiat (Class I)	1	Piece	225
	Information Technology And Computer	1	Piece	250
	HandWriting 1 Book ()	1	Piece	265
	Urdu ki amli intab1 ()	1	Piece	190
	Urdu Khushkhat1 ()	1	Piece	150
	The Grammar Tree - 1 (Class I)	1	Piece	999
	Oxford Reading Circle - 1 (Class I)	1	Piece	999
	Oxford Reading Treasure Level - 1 (Class I)	1	Piece	999
	New Oxford SST - 1 (Class I)	1	Piece	999
				6,131
Copy	Eng Broadline Green I - Iv (Others)	4	Piece	80
	Eng Broadline II Green Iv (Others)	4	Piece	80
	Math Green Iv (Others)	2	Piece	80
	Urdu Broadline Green Iv (Others)	4	Piece	80
	Scrap Book (Others)	1	Piece	150
	Home Work Diary (Others)	1	Piece	80
	WorkSheet Pack Class - I (Class - 1)	1	Piece	999
				2,349
Stationary	Files Green I-x (Others)	1	Piece	50
				50
				8,530

Purchase Invoice

- 1- Press [New]
- 2- Enter / Select supplier
- 3- To add new supplier press [New] beside supplier name
- 4- Enter Purchase Date
- 5- Add Item one by one
 - Enter some initial letters of a packing ; matching product list will be appeared, select target product
 - Enter Qty
 - Rate will be appeared automatically (changeable)
 - Enter any additional service charges (eg: binding, coating etc.)
 - Press [Save] beneath details
- 6- Add whole Set
 - Select a set
 - Enter number of sets
 - Press [Insert]
- 7- Enter concession (if any)
- 8- Enter remarks (if any)
- 9- Press [Save] on main toolbar
- 10- To print press [Print]

Supplier Invoice

Invoices History

Date	ID
10-Dec-2016	3
04-Feb-2017	8
04-Feb-2017	9

☐ Freeze Supplier

ID: 9 Ref.No (if any): ID. Sup: 3 Name: Stock On Date: 04-Feb-17

☐ Per Pack

Order Details

ID	Packing Name	Qty	Unit	Rate	+/-	Total
6...	Eng Narrowline II Green V (Others)	803	Piece	80	0	64240
6...	Urdu Narrowline Green Vi-vii (Others)	3976	Piece	80	0	318...

☐ Edit Mode ON

Alert (Credit Limit Crossed!)

Credit Limit
 Credit till date 8,025,484

Total Amount 382320
 Concession 0
 Net Amount 382320

Product Set

Class I Set

1 Sets

☒ Aik Tha Podna Aik Thi...
☒ Art Club 1 Book()
☒ Falcon Math 1()
☒ HandWriting 1 Book()
☒ Information Technolo...

Remarks (If any)

Saved By (eRI^#^_nDIn>D) at 04-Feb-17 (05:14 pm)

Record Found ?

Supplier Bill Page 1 of 1

Sup. ID 3 Date 4-Feb-2017
 Name Stock Contacts Bill ID 9
 Address D.H.A , Doc. Ref

S.No.	Product	Qty	Unit	Rate	Total
Copy					
1	Eng Narrowline II Green V (Others)	803	Piece	80	64,240
2	Urdu Narrowline Green Vi-vii (Others)	3,976	Piece	80	318,080
					382,320
Remarks (if any)				Total	382,320
				Concession	0
				Net.Bill	382,320

Enter Supplier Payment

- 1- Press [New]
- 2- Select a supplier
- 3- Enter Date, Amount
- 4- Enter Paid From Account (Chart of Accounts > Current Assets)
- 5- Enter Cheque Details (if any)
- 6- Press [Save]

Supplier Payment

New Save Find Del Close

☐ Freeze Supplier

Supplier Payments

Date	Amount
09-Nov-2...	100000

ID: 1 Find

ID_Sup: 1 Name: Gohar Copy House Area: Ghareebabad

On Date: 09-Nov-17 Amount: 100000 Paid From: Bank Al-habib

Additional Remarks (If any)

(Bank Transaction Details) ID : 1

Doc. Type: Cheque Number: 11111111

Doc. Date: 09-Nov-17 Bank: Bank Al Habib ☐ Cleared

User Info Saved ?

Supplier Ledger

Supplier transactions will be displayed in ledger

Use Reports > Supplier Ledger

Supplier Ledger (From 1-Jan-16 to 31-Dec-17)								
ID	1	Contacts						
Name	Gohar Copy House	Address Ghareebabad , Ghareebabad Karachi						
Date	Type	Description	Qty	Rate	+ / -	Credit	Debit	Balance
								0
8-Jan-16	Dlv (1)	Math Green I-v [Others	1,960.0	Piece	35	68,600.00	0.0	68,600.0
		Urdu Narrowline Green	1,240.0	Piece	35	43,400.00	0.0	112,000.0
		Urdu Broadline Green I-v	1,280.0	Piece	35	44,800.00	0.0	156,800.0
		Eng Broadline Green I -	2,200.0	Piece	35	77,000.00	0.0	233,800.0
		Eng Broadline II Green	2,000.0	Piece	35	70,000.00	0.0	303,800.0
		Eng Broadline Red Nur	960.0	Piece	26	24,960.00	0.0	328,760.0
		Eng Broadline II Nur Kg [960.0	Piece	26	24,960.00	0.0	353,720.0
		Urdu Broadline-nur +kg [1,760.0	Piece	26	45,760.00	0.0	399,480.0
9-Nov-17	Payment (1)					0.00	100,000.0	299,480.0

Report summary

Prev. Credit	0
New. Credit	399,480.00
Net. Credit	399,480.0
Payments	100,000.0
Balance	299,480.0

To Add New Supplier

1. Press [New]
2. Enter data
3. Press [Save]
4. Credit limit will be displayed on purchase form as alert

Supplier

Supplier

New Save Print

Del Close

ID

2 Find

Supplier Name

Premier Trading

Address

Shahrae-faisal

Area

Shahra-e-Faisal

Contacts (for SMS)

Opening Balance (if any)

0

Credit Limit

0

On Date

02-Apr-16

Contact Person

Name

Mr. Raheel

Mobile

Phone

Fax

email

Saved By (eRI*#^_nD1n>D) at 02-Apr-16 (04:25 pm)

Record Found

Customers

There are three types of customers:

- Students
- Staff Members
- Others

To Add Other Customer

- 1- Press [New]
- 2- Enter Data (Code , Name, Contact etc.)
- 3- Press [Save]

ID_Customer	CCode	Name	Details	Contacts	Address
1	1185	Aaryan	Grade-I (A)	03082...	_Pending House ...
156	1861	Abdul Rafay Qureshi	Grade-I (A)	03338...	D.H.A House No ...
2	1842	Abdullah Nasir	Grade-I (A)	03343...	D.H.A 8-C, bukh...
273	1951	Abeer Fatima	Grade-I (A)	03332...	Delhi Colony Flat...
274	2096	Adriel Shanaya	Grade-I (A)	03002...	Saddar Flat #11 ...
275	1999	Aleena Agha	Grade-I (A)	03003...	_Pending C-29d ...
6	1748	Areeba Jawed	Grade-I (A)	03218...	_Pending 53-1-1...
276	1317	Ayaan Umar	Grade-I (A)	03212...	_Pending 14-c, F...
7	1327	Bisma Asim Qadir	Grade-I (A)	03008...	_Pending 65/- 1...
9	1165	Emaan Imran	Grade-I (A)	03212...	_Pending West P...
10	1747	Eman Fatima	Grade-I (A)	03008...	_Pending 355/a,...
11	1736	Faraz Khalid	Grade-I (A)	03009...	_Pending N/a

To Add Student / Staff as Customer

Students and Teachers personal information is already in database so to make them customer :

- 1- Select Type
- 2- Press [Read Students / Staff Data]
- 3- A new form will be appeared
- 4- Select a Class
- 5- Check students / staff
- 6- Press [Save as Customer]

Name	Tot	Code	Name	Details	Contact1	Address
P.G. (Blue)	18	2063	Aabian Zaman Khan	P.G. (Blue)	03332297664	D.H.A Building 1-C, Flat No:...
P.G. (Orange)	19	2338	Abdul Rafay Jabbar	P.G. (Blue)	03002112114	D.H.A Building No 3C, 3rd F...
P.G. (Red)	21	2240	Abu Sufyan	P.G. (Blue)	03052382379	D.H.A 20-c, 13 Th Commer Str...
P.G. (Yellow)	18	2316	Ayush Raja	P.G. (Blue)	03222614336	D.H.A Flat # 5, 3rd Floor, P...
Nursery (Blue)	19	2272	Eshal Faisal	P.G. (Blue)	03222614336	D.H.A 14-C, 19th Commercl...
Nursery (Orange)	18	2258	Ibrahim	P.G. (Blue)	03412714779	D.H.A House no 5-4, Tariq ...
Nursery (Red)	16	2282	Jiya	P.G. (Blue)	03008211136 ;	_Pending B Area Quyamabad
Nursery (Yellow)	18	2267	Moeen Khan	P.G. (Blue)	03341230330	azam basti Phase 2, Plot No...
K.G. (Blue)	12	1836	Muhammad Amir Langue	P.G. (Blue)	03062609119	D.H.A Flat no 2, 1st floor, ...
K.G. (Orange)	14	2290	Muhammad Bilal	P.G. (Blue)	03222731981	D.H.A Flat No: A-2, Plot # ...
K.G. (Red)	15	2248	Muhammad Fahad	P.G. (Blue)	03454981999	D.H.A 25-B, Khayaban-e-B...
K.G. (Yellow)	15	2273	Muhammad Hamza Kaleem	P.G. (Blue)	03362080490	D.H.A House # 38 , A/1, La...
Grade-I (A)	19	2299	Muhammad Hasnain	P.G. (Blue)	03433020221	Akhter Colony House no 46...

Sales Invoice

- 1- Press [New]
- 2- Enter / select a customer
- 3- To add new Customer press [New] beside Customer name
- 4- Add Item one by one
 - Enter some initial letters of a packing ; matching product list will be appeared, select target product
 - Enter Qty
 - Rate will be appeared automatically (changeable)
 - Enter any additional service charges (eg: binding, coating etc.)
 - Press [Save] beneath details
- 5- Add whole Set
 - Select a set
 - Enter number of sets
 - Press [Insert]
- 6- Enter concession (if any)
- 7- Enter remarks (if any)
- 8- Press [Save] on main toolbar
- 9- To print press [Print]

Given or Pending boxes

By default all items are pending and showed by gray boxes. If all items are available in stock given to customer then click on Check All icon.

If some items are short and will be given later then mark them as pending using uncheck box.

Payment

- 1- Press [New]
- 2- Enter Payment Date
- 3- Account
- 4- Amount
- 5- Press [Save]

Print

- 1- To print bank challan press [Challan]
- 2- To print invoice press [Print]

Bank Challan & Invoice

THE EDUCATORS DEFENCE CAMPUS Bank Al-Mahab Limited Collection AC # 0080-900210-01			
Slip. ID	8	Bank Copy	
G.R.No.	2,170	Type	Student
Name	Fatima Nargis		
Details	Nursery (Blue)		
Product	Qty	Rate	Total
Aao Urdu Seekhain (Nur)	1	265	265
Aao Urdu Seekhain Aml Kitab	1	240	240
Lets Learn English (Nur)	1	235	235
Lets Learn English Activity Pack	1	240	240
Lets Learn Numaracy (Nur)	1	245	245
Lets Learn Numaracy Activity	1	245	245
Oxf-Reading-Stage1 First Words	1	600	600
Oxf-Reading-Stage1-FirstSenten	1	600	600
World Around Me (Nur)	1	210	210
World Around Me Activity Pack	1	210	210
Books			3,090
Copy			2,390
Stationary			3,550
Remarks	Total	9,030	
	Concessoin	-	
	Net Total	9,030	
	Paid	9,030	
Issue Date	30-Mar-16	Net Payable	-
RUPEES NINE THOUSAND THIRTY ONLY			
Cashier	Officer		

THE EDUCATORS DEFENCE CAMPUS Bank Al-Mahab Limited Collection AC # 0080-900210-01			
Slip. ID :	8	School Copy	
G.R.No.	2,170	Type	Student
Name	Fatima Nargis		
Details	Nursery (Blue)		
Product	Qty	Rate	Total
Aao Urdu Seekhain (Nur)	1	265	265
Aao Urdu Seekhain Aml Kitab	1	240	240
Lets Learn English (Nur)	1	235	235
Lets Learn English Activity Pack	1	240	240
Lets Learn Numaracy (Nur)	1	245	245
Lets Learn Numaracy Activity	1	245	245
Oxf-Reading-Stage1 First Word	1	600	600
Oxf-Reading-Stage1-FirstSenten	1	600	600
World Around Me (Nur)	1	210	210
World Around Me Activity Paci	1	210	210
Books			3,090
Copy			2,390
Stationary			3,550
Remarks	Total	9,030	
	Concessoin	-	
	Net Total	9,030	
	Paid	9,030	
Issue Date	30-Mar-16	Net Payable	-
RUPEES NINE THOUSAND THIRTY ONLY			
Cashier	Officer		

THE EDUCATORS DEFENCE CAMPUS Bank Al-Mahab Limited Collection AC # 0080-900210-01			
Slip. ID :	8	Customer Copy	
G.R.No.	2,170	Type	Student
Name	Fatima Nargis		
Details	Nursery (Blue)		
Product	Qty	Rate	Total
Aao Urdu Seekhain (Nur)	1	265	265
Aao Urdu Seekhain Aml Kitab	1	240	240
Lets Learn English (Nur)	1	235	235
Lets Learn English Activity Pack	1	240	240
Lets Learn Numaracy (Nur)	1	245	245
Lets Learn Numaracy Activity	1	245	245
Oxf-Reading-Stage1 First Word	1	600	600
Oxf-Reading-Stage1-FirstSenten	1	600	600
World Around Me (Nur)	1	210	210
World Around Me Activity Paci	1	210	210
Books			3,090
Copy			2,390
Stationary			3,550
Remarks	Total	9,030	
	Concessoin	-	
	Net Total	9,030	
	Paid	9,030	
Issue Date	30-Mar-16	Net Payable	-
RUPEES NINE THOUSAND THIRTY ONLY			
Cashier	Officer		

The Educators 7 & 9-C, 15th Commercial Street, Near Masjid-e-Aziz, Phase II Est., Defence, Karachi. Customer Invoice Page 1 of 2					
G.R.No.	2,170	Type	Student	Date	30-Mar-2016
Name	Fatima Nargis	Contact	0333471100	Bill ID	8
Address	Defence, Phase II, 15th Commercial Street, 7 & 9-C			Doc. Ref	
S.No.	Product	Qty	Unit	Rate	Total
Books:					
1	Aao Urdu Seekhain (Nur)	1	Piece	265	265
2	Aao Urdu Seekhain Aml Kitab (Nur)	1	Piece	240	240
3	Lets Learn English (Nur)	1	Piece	235	235
4	Lets Learn English Activity Pack (Nur)	1	Piece	240	240
5	Lets Learn Numaracy (Nur)	1	Piece	245	245
6	Lets Learn Numaracy Activity Pack (Nur)	1	Piece	245	245
7	World Around Me (Nur)	1	Piece	210	210
8	World Around Me Activity Pack (Nur)	1	Piece	210	210
9	Oxf-Reading-Stage1 First Words ()	1	Piece	600	600
10	Oxf-Reading-Stage1-FirstSentences ()	1	Piece	600	600
					3,090
Copy					
11	Eng Broadline II Nur Kg (Others)	4	Piece	80	320
12	Home Work Diary (Others)	1	Piece	80	80
13	Math Interest Red Nur (Others)	4	Piece	80	320
14	Nur Eng Activity Pack (Others)	1	Piece	400	400
15	Nur Math Activity Pack (Others)	1	Piece	400	400
16	Nur Urdu Activity Pack (Others)	1	Piece	400	400
17	Scrap Book (Others)	1	Piece	150	150
18	Urdu Broadline II Nur Kg (Others)	4	Piece	80	320
					2,390
Stationary					
19	File Red (Others)	1	Piece	80	80
20	Pre-School Stationary (PG-NUR-KG)	1	Piece	3,500	3,500
					3,550

Reports

- 1- Supplier Reports
- 2- Customer Reports
- 3- Purchase Reports
- 4- Sales Reports
- 5- Stock Reports

Period

Current Year

From

01-Jan-17

To

31-Dec-17

Close

Supplier / Vendor Reports

ID_Sup

Supplier

Period Statement

Ledger

Suppliers Credits

Paid Payment

Customer Reports

ID_Cus

Name

Statement

Ledger

M. Ledger

Customer Credits

Collected Payments

Purchase Reports

Day wise

Day wise Summary

Product wise

Product wise Summary

Sales Reports

Day wise

Day Wise Summary

Product wise

Product wise Summary

Stock Reports

Price List

All Set Price List

Stock In/Out

Stock In/Out Summary

Product Groups

Books

Copy

Misc

Stationary

Products

Math Interleaf Red Nur

Math Red Kg

Nur Eng Activity Pack

Nur Math Activity Pack

Nur Urdu Activity Pack

Sub Products / Packings

View / Print Reports