Deltasoft

SCHOOL
MANAGEMENT SYSTMES

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

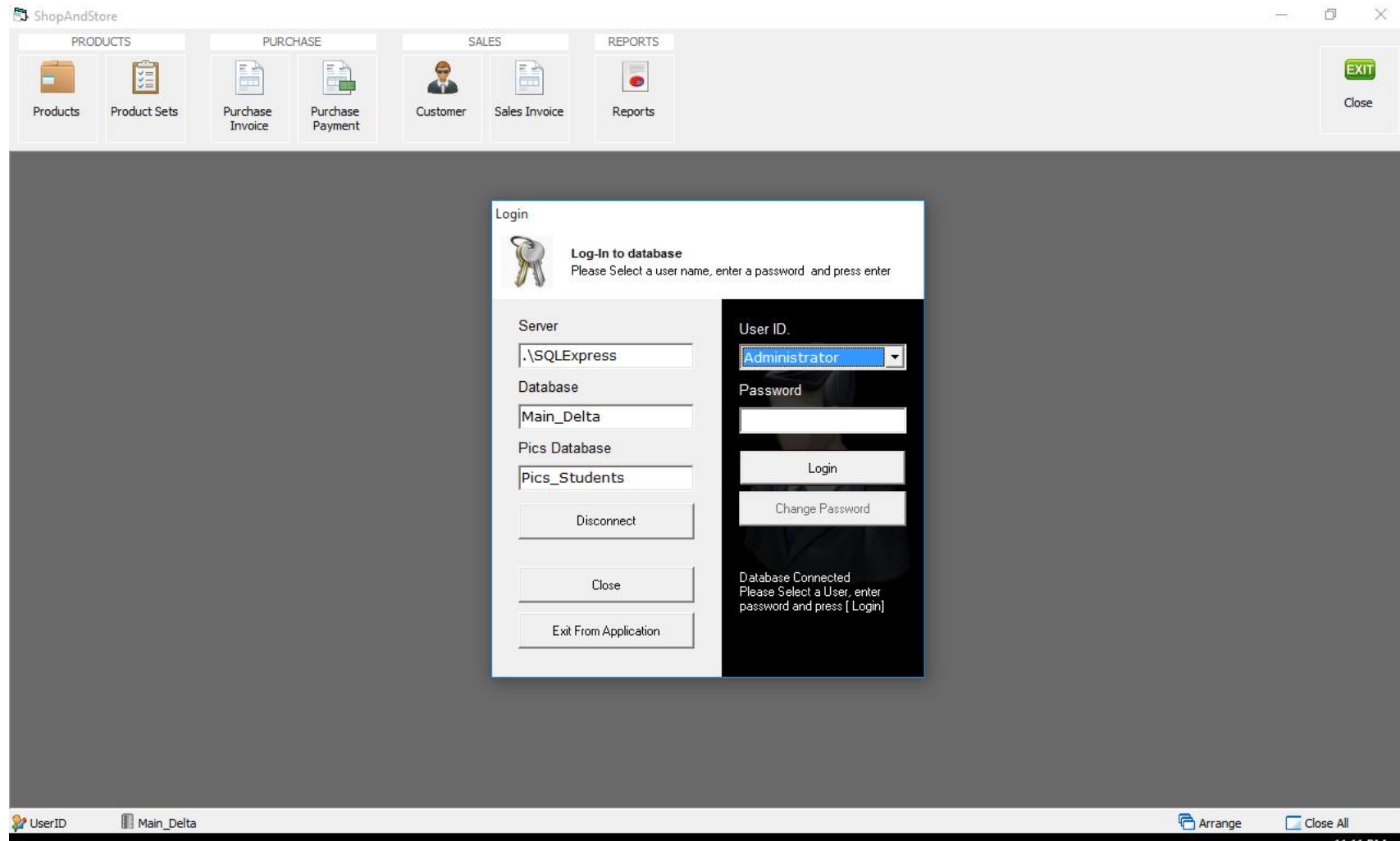   Enter Main and Pics database names.
    If Biometric device is installed for attendance then enter its database too.

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.

Main Iterface

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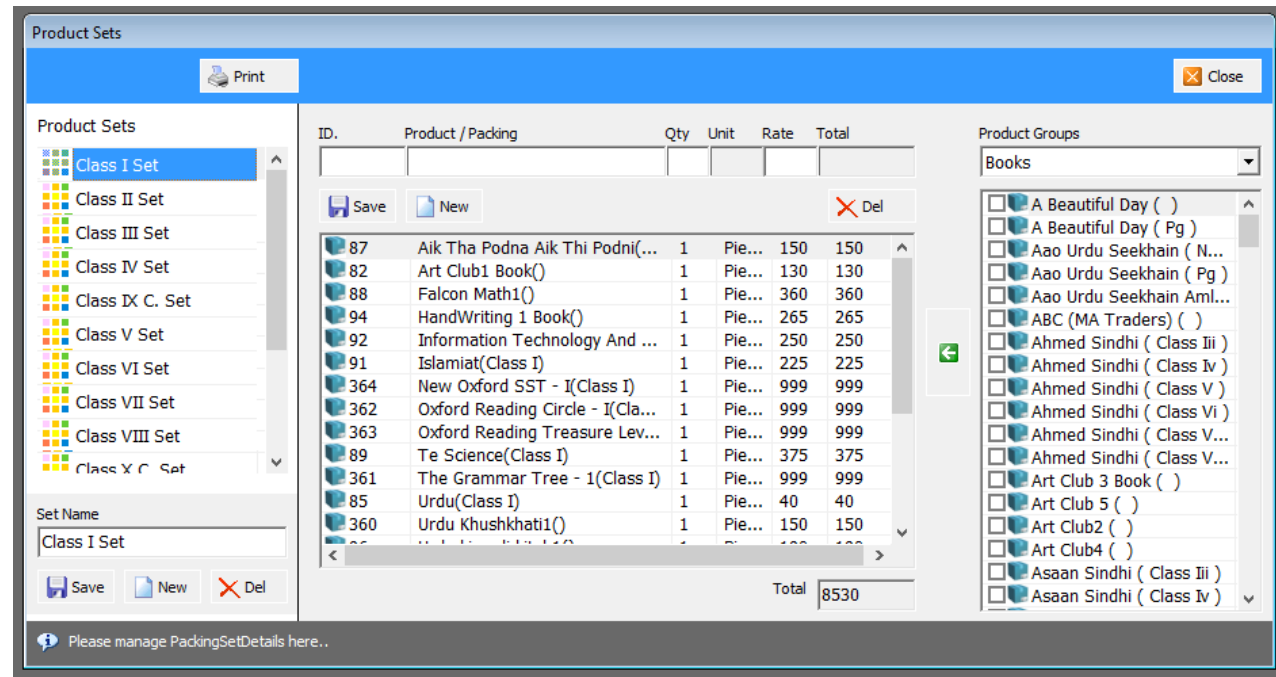
Note : Defined retail price will be automatically appeared on Sales form

Product Sets

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

<u>Note</u>

Retail price of products may be different in sets.

Print of Set

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]

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 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	1,960.0Piece	35		68,600.00	0.0	68,600.0
		Urdu Narrowline Green	1,240.0Piece	35		43,400.00	0.0	112,000.0
		Urdu Broadline Green I-v	1,280.0Piece	35		44,800.00	0.0	156,800.0
		Eng Broadline Green I -	2,200.0Piece	35		77,000.00	0.0	233,800.0
		Eng Broadline Il Green	2,000.0Piece	35		70,000.00	0.0	303,800.0
		Eng Broadline Red Nur	960.0Piece	26		24,960.00	0.0	328,760.0
		Eng Broadline Il Nur Kg [	960.0Piece	26		24,960.00	0.0	353,720.0
		Urdu Broadline-nur +kg [	1,760.0Piece	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	Contact Person
Premier Trading	Name: Mr. Raheel
Address	Mobile
Shahrae-faisal	
Area	Contacts (for SMS)	Phone
Shahra-e-Faisal	
Openig Balance (if any)	Credit Limit	Fax
0	0	
On Date		email
02-Apr-16		

Saved By (eRl^#^_nD1n>D) at 02-Apr-16 (04:25 pm)   Record Found

8

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]

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]

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

Bank Copy

THE EDUCATORS DEFENCE CAMPUS
Bank Al-Habib 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 Amli 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-FirstSentenc	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

School Copy

THE EDUCATORS DEFENCE CAMPUS
Bank Al-Habib 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 Amli 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 Pacl	1	210	210
Books			3,090
Copy			2,390
Stationary			3,550

Remarks	Total		9,030
	Concessoin		-
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Customer Copy

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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-FirstSenter	1	600	600
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Books			3,090
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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, 16th Commercial Street, Near Masjid-e-Ayaz, Phase II Ext., Defence, Karachi.
Customer Invoice   Page 1 of 2

G.R.No.	2,170	Type	Student	Date	30-Mar-2016
Name	Fatima Nargis	Contact		Bill ID	8
Address				Doc. Ref	

S.No.	Product	Qty	Unit	Rate	Total	Status
Books						
1	Aao Urdu Seekhain (Nur)	1	Piece	265	265	-
2	Aao Urdu Seekhain Amli 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 Interleaf 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	50	50	-
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