



USER'S MANUAL

*Marine Sales and Services
Management System*

March 2018

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1.0 GENERAL INFORMATION

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1.1 System Overview

The Marine Sales and Services Management System (MSSMS) is a web-based system that provides a dedicated database that will act as storage and backup instead of relying just with physical file vaults that consumes space in the office.

The system will provide paperless data input and record keeping but at the same time print output forms that the management will use for signing and confirming job and purchase orders. The proponents also aim to lessen the time consumed with the use of transaction forms within the system. It will also help the user in viewing the list of their current products and services.

1.2 Acronyms and Abbreviations

Mac OS – Macintosh Operating Systems that was developed and marketed by Apple Inc.

MySQL – This is a free SQL database used to store all information for each student.

2.0 SYSTEM SUMMARY

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2.1 System Configuration

The employees uses computer running Mac OS. Those computers will be used to run the MSSMS web-based application together with the MySQL database software. Although the system can run without internet, their computers will be connected to it for better performance



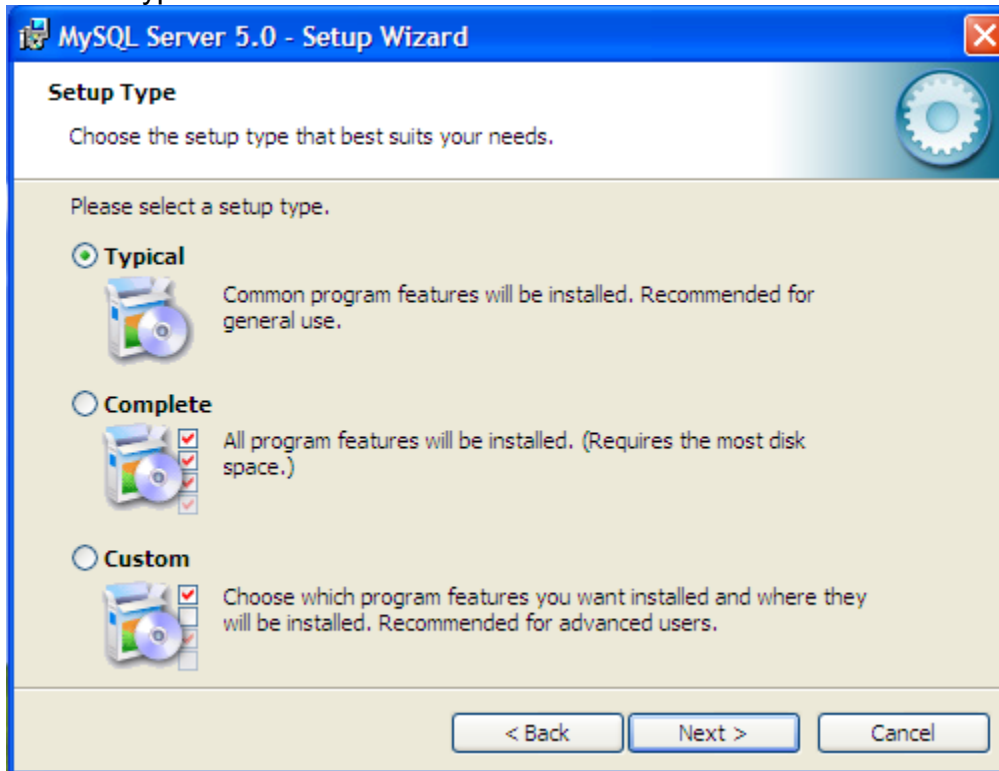
3.0 GETTING STARTED

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3.1 Setting up MySQL

We first start by running “MySQL-setup.exe”. This will begin the installation of MySQL.

-Select “Typical” installation then click the “Next >” button



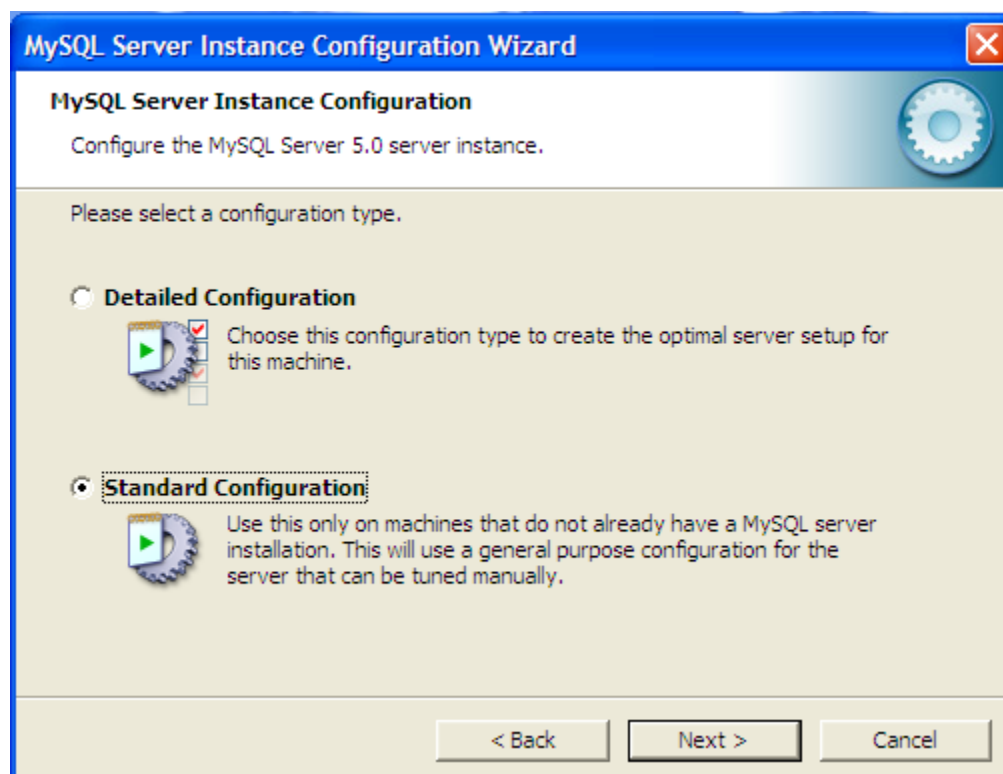
-Click the “Install” button to begin installation

-Once the installation completes click “Next >” twice

-Now insure “Configure the MySQL Server now” check box is selected and press “Finish”



- Click "Next >" on the Configuration Wizard to begin the configuration
- Select the radio button "Standard Configuration" and click "Next >"

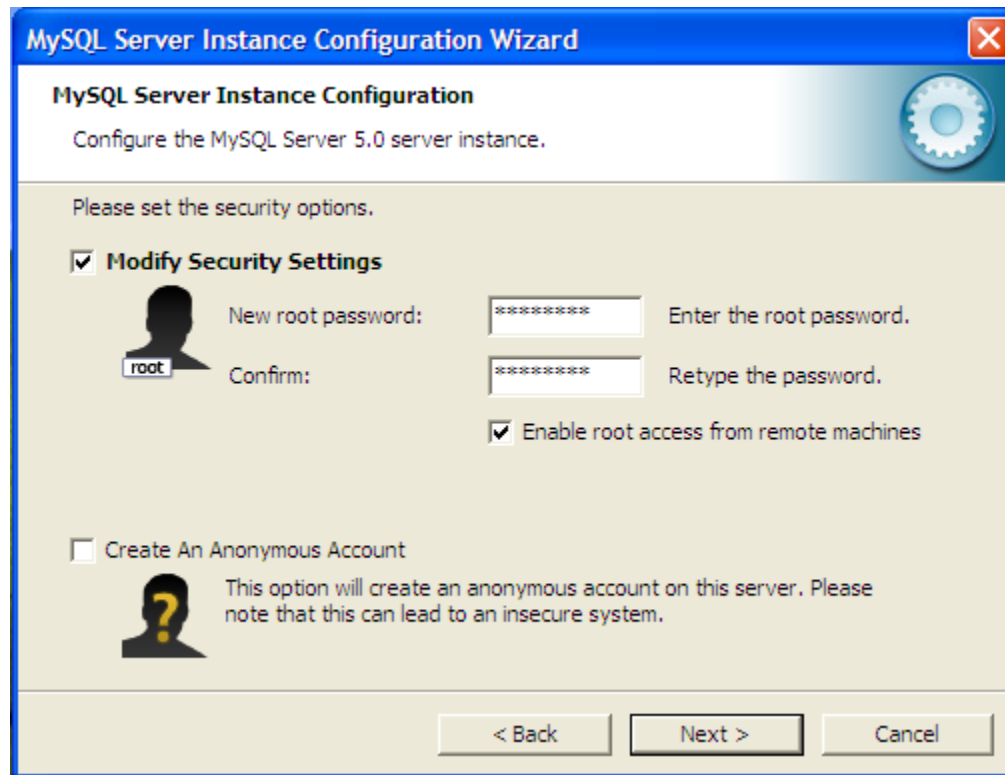


-Ensure "Install As Windows Service" checkbox is checked, the service name is "MySQL" and "Launch the MySQL Server automatically" is checked. Also make sure "Include Bin Directory in Windows PATH" checkbox is checked. Click "Next >" to continue



-Now make sure “Modify Security Settings” and “Enable root access from remote machines” is the only two check boxes selected. Input the desired password that only the administrator will know. This password will be used setting up the database tables. The username for the root account is “root”.

-Click “Next >” then “Execute” to setup the MySQL server with the specified settings.



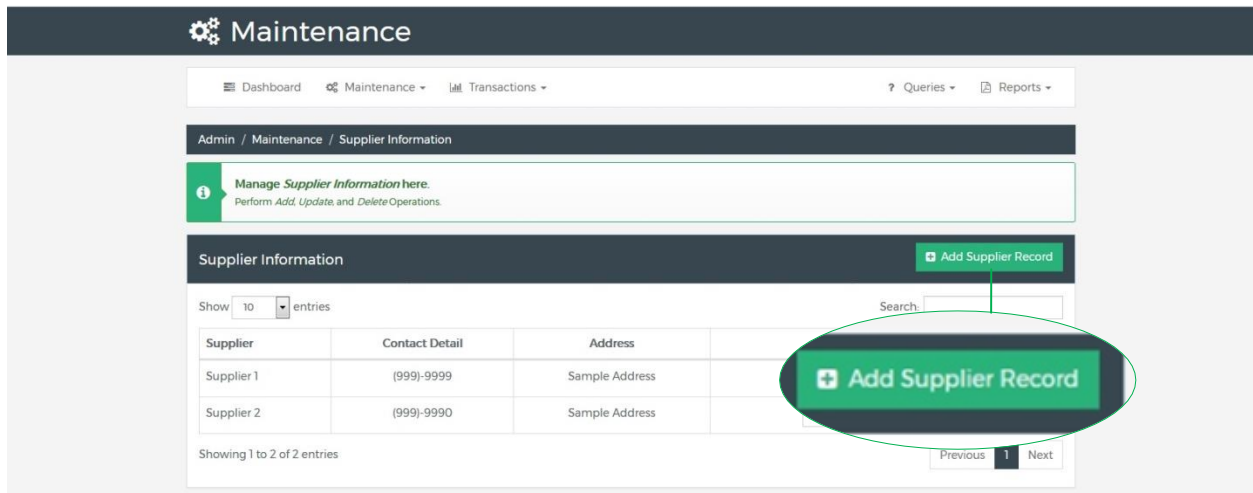
-Click “Finish” once the processing is complete.

4.0 USING THE WEB APPLICATION

4.0 USING THE WEB APPLICATION

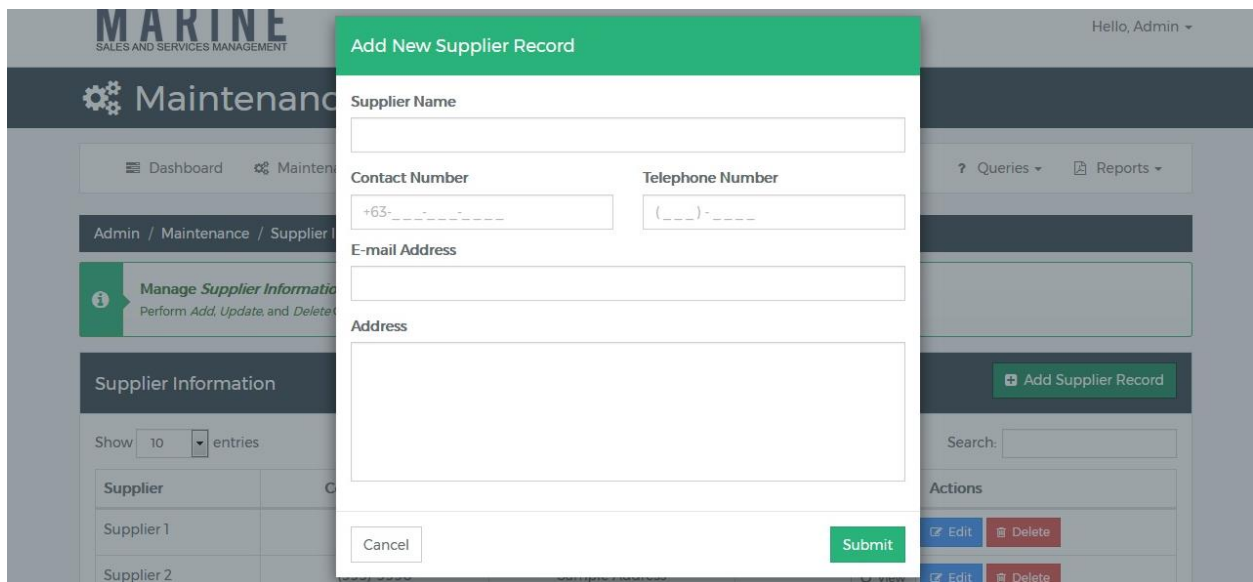
4.1 Maintenance

4.1.1 Adding Supplier Record



-Click the “Supplier Information” link from the maintenance menu, and the page shown above will be displayed

-Click the “Add Supplier Record”

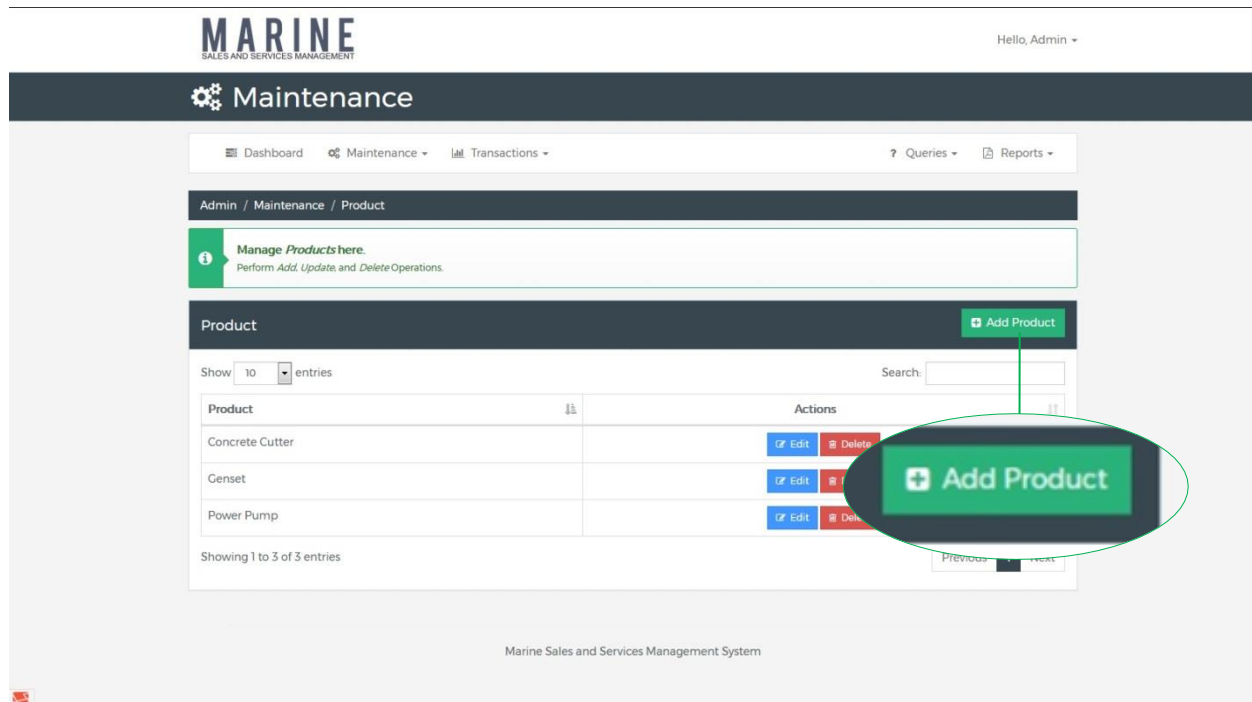


-Input Supplier Name, Contact Number, Telephone Number, E-mail Address and Address.

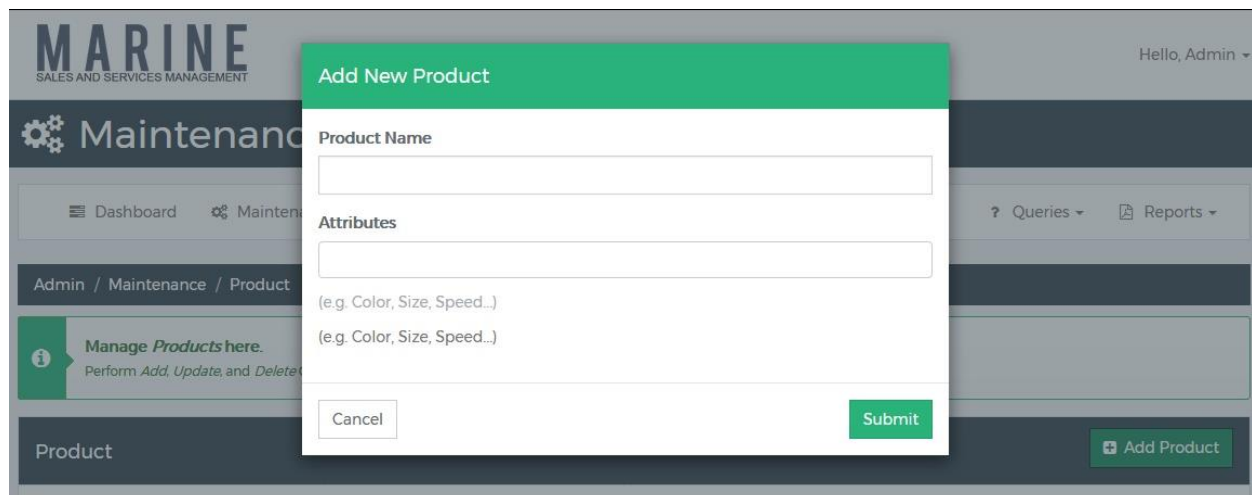
-Click Submit to save the information

-Upon clicking the submit button, the new record will be displayed in the Supplier Information Table and can be edited or deleted.

4.1.2 Adding Product Details

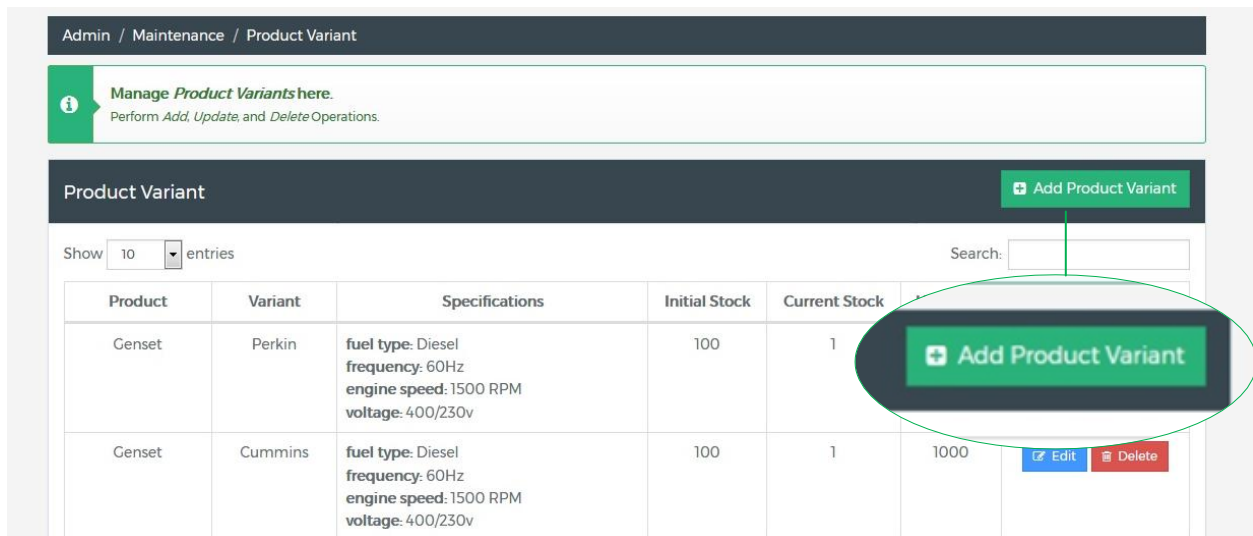


- Click the “Product” link from the maintenance menu, and the page shown above will be displayed
- Click the “Add Product”

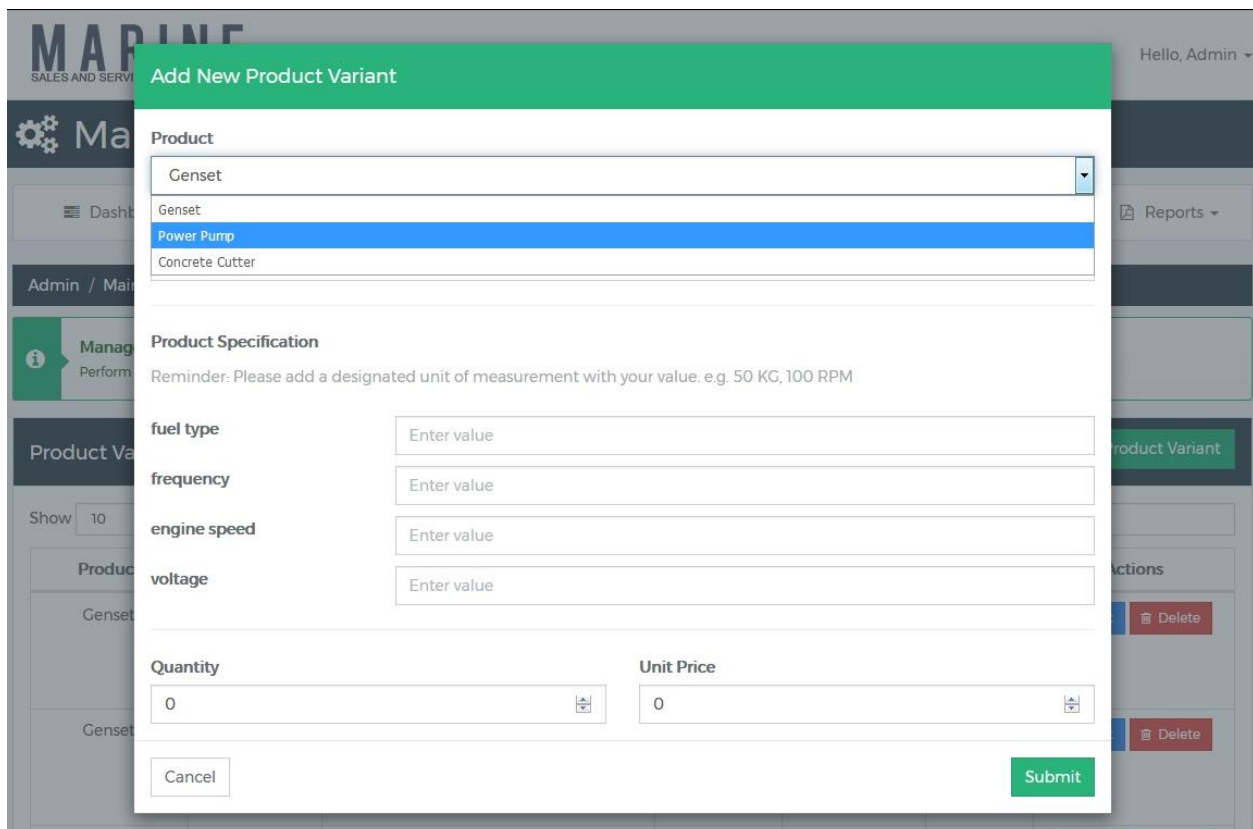


- Input Product Name and its Attributes. Attributes can have multiple entries
- Click Submit to save the information
- Upon clicking the submit button, the product can be viewed in the Product Table and can be edited or deleted.

4.1.3 Adding Product Variants

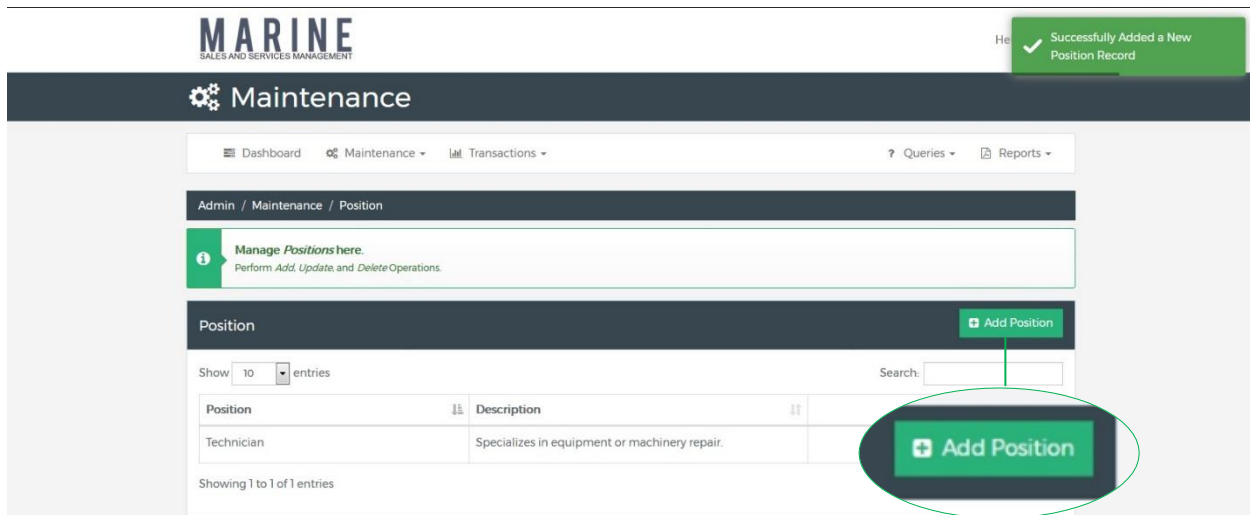


- Click the “Product Variant” link from the maintenance menu, and the page shown above will be displayed
- Click the “Add Product Variant”

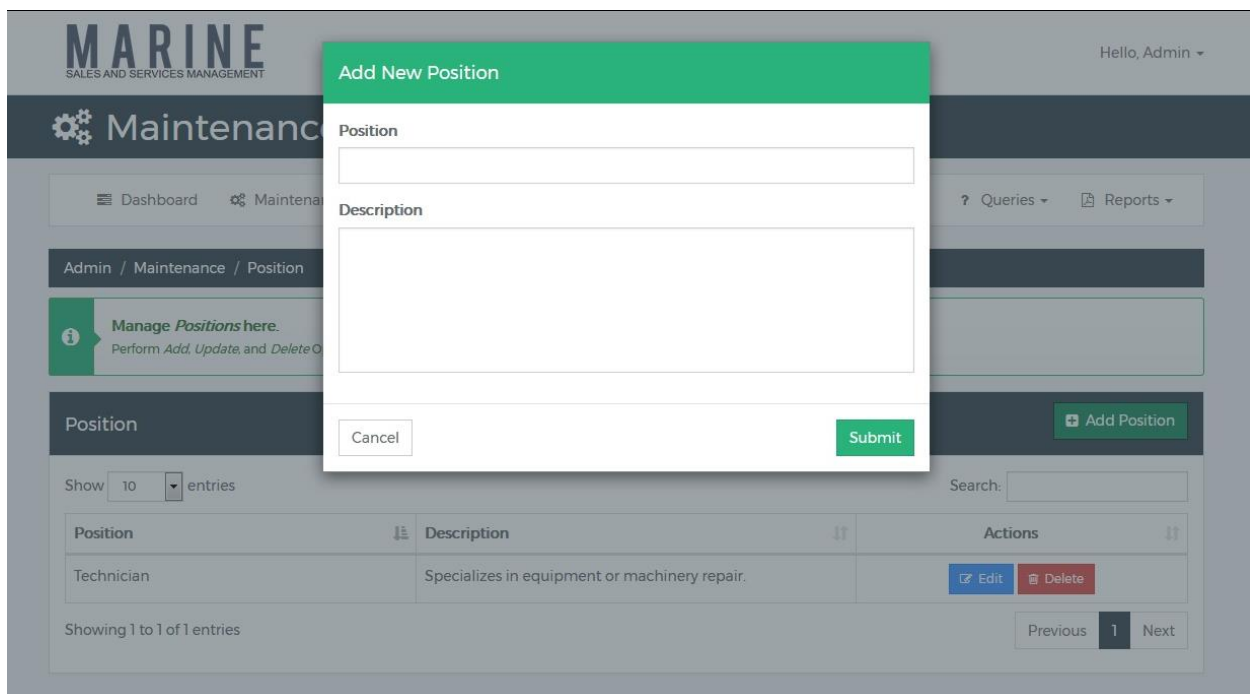


- Select Product
- Input Product Specifications, Quantity and Unit Price
- Upon clicking the submit button, the data will be saved and can be viewed in the Product Variant Table where it can be edited or deleted.

4.1.5 Adding Position

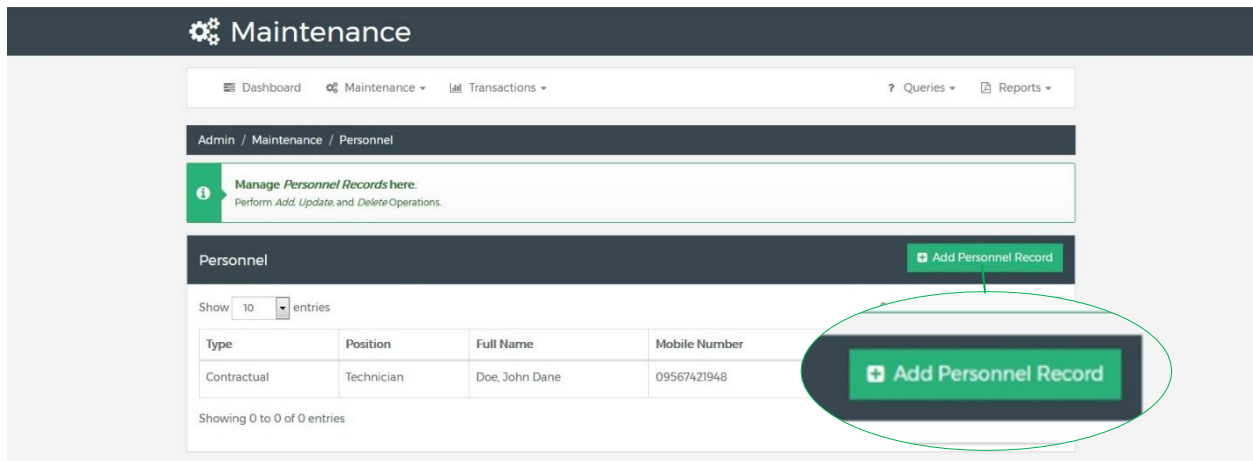


- Click the “Position” link from the maintenance menu, and the page shown above will be displayed
- Click “Add Position”



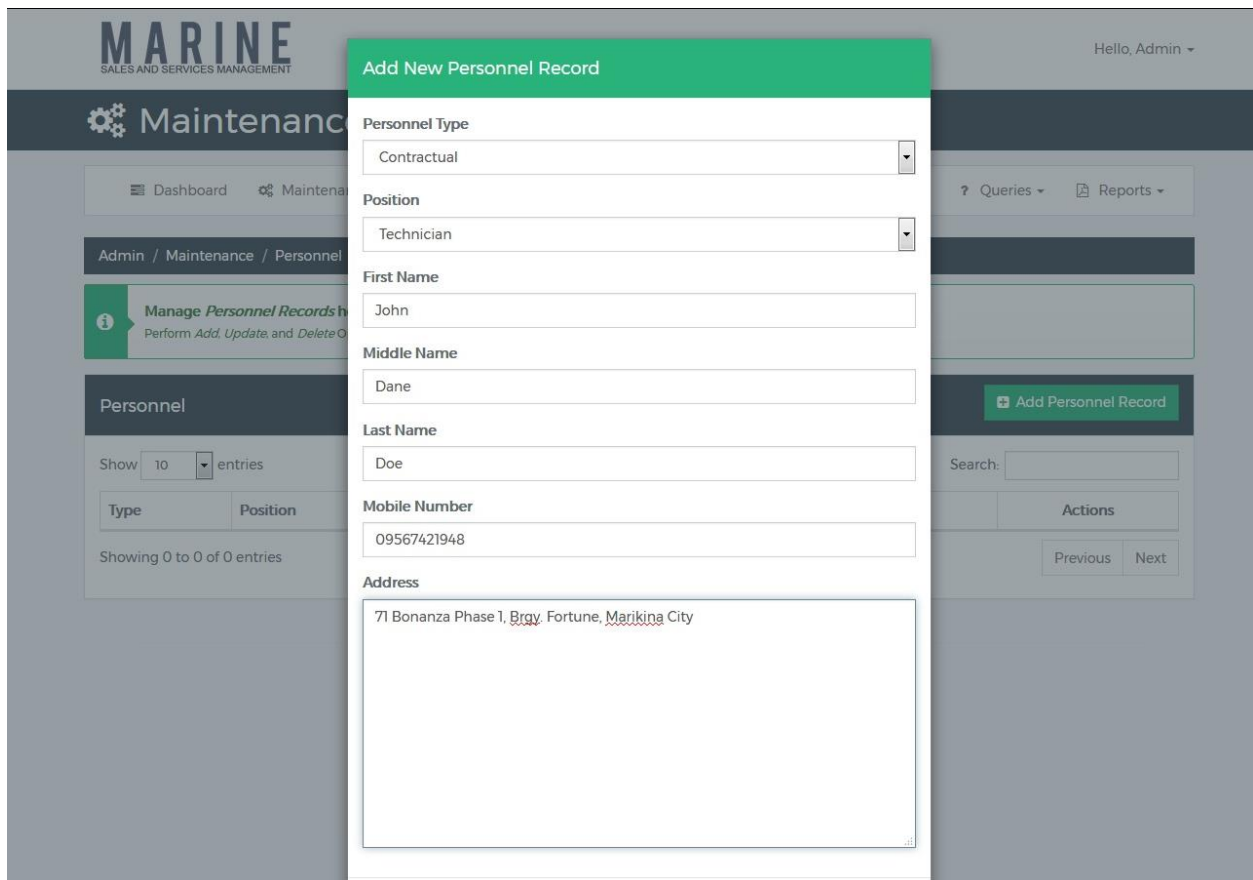
- Input Position and Description
- Upon clicking the submit button, the data will be saved and can be viewed in the Position Table where it can be edited or deleted.

4.1.6 Adding Personnel Record



-Click the “Personnel” link from the maintenance menu, and the page shown above will be displayed

-Click “Add Personnel Record”



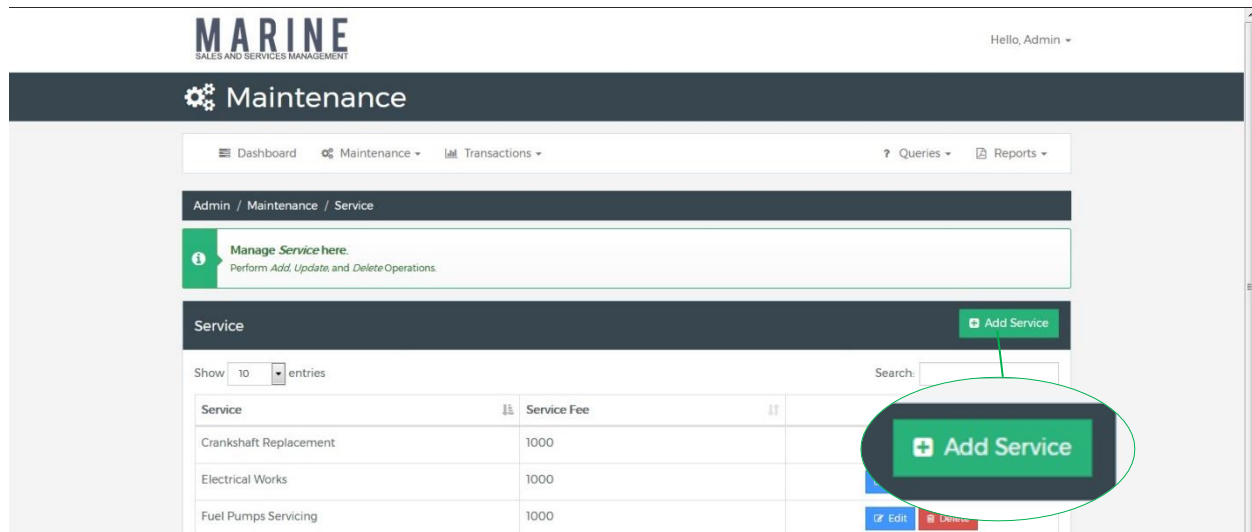
-Select Personnel type and Position

-Input First Name, Middle Name, Last Name, Mobile Number and Address

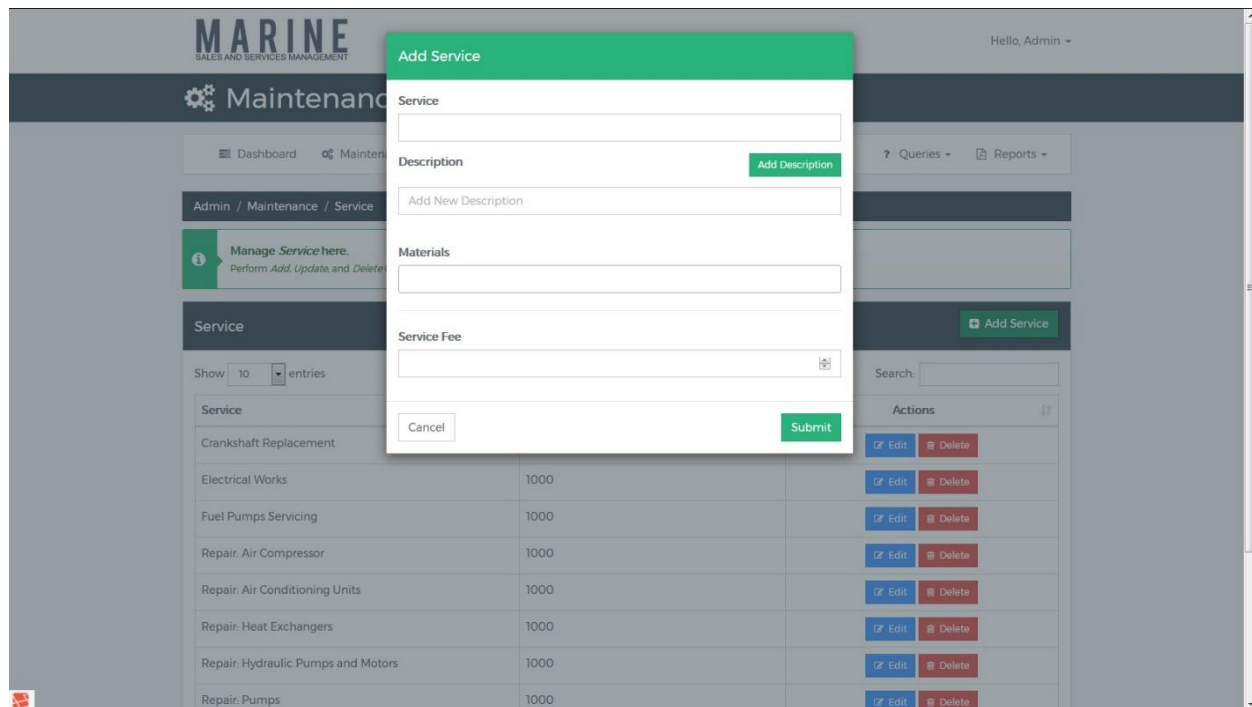
-Click Submit to save

-Upon clicking the submit button, the new personnel record will be displayed in the Personnel Table and can be edited or deleted.

4.1.7 Adding Service

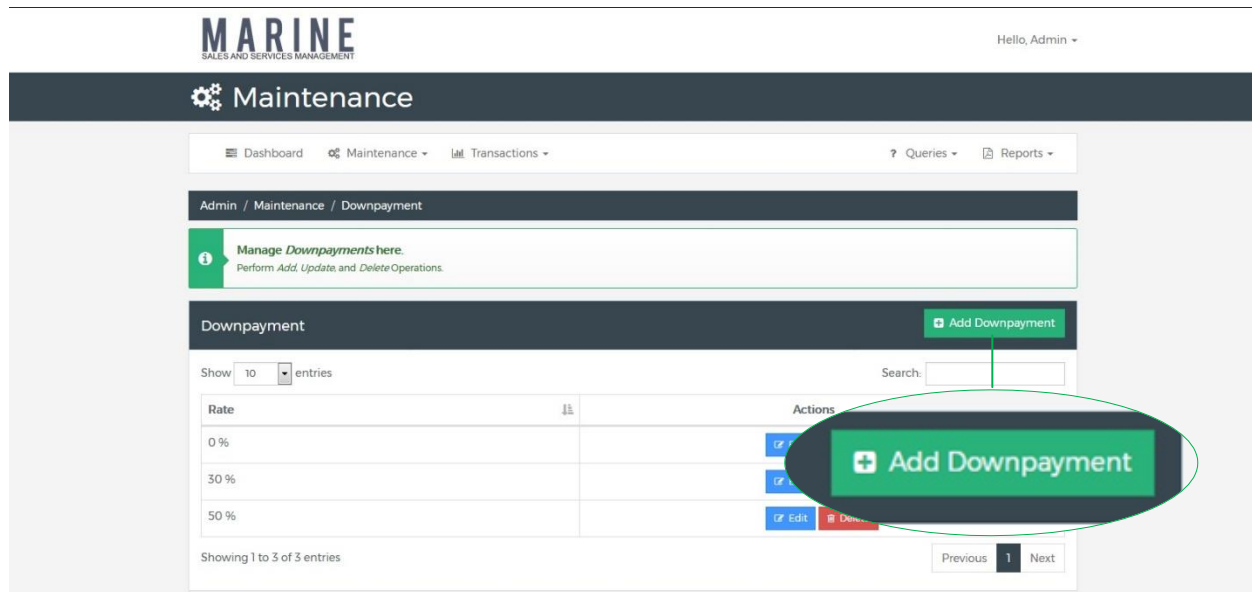


- Click the “Service” link from the maintenance menu, and the page shown above will be displayed
- Click “Add Service”

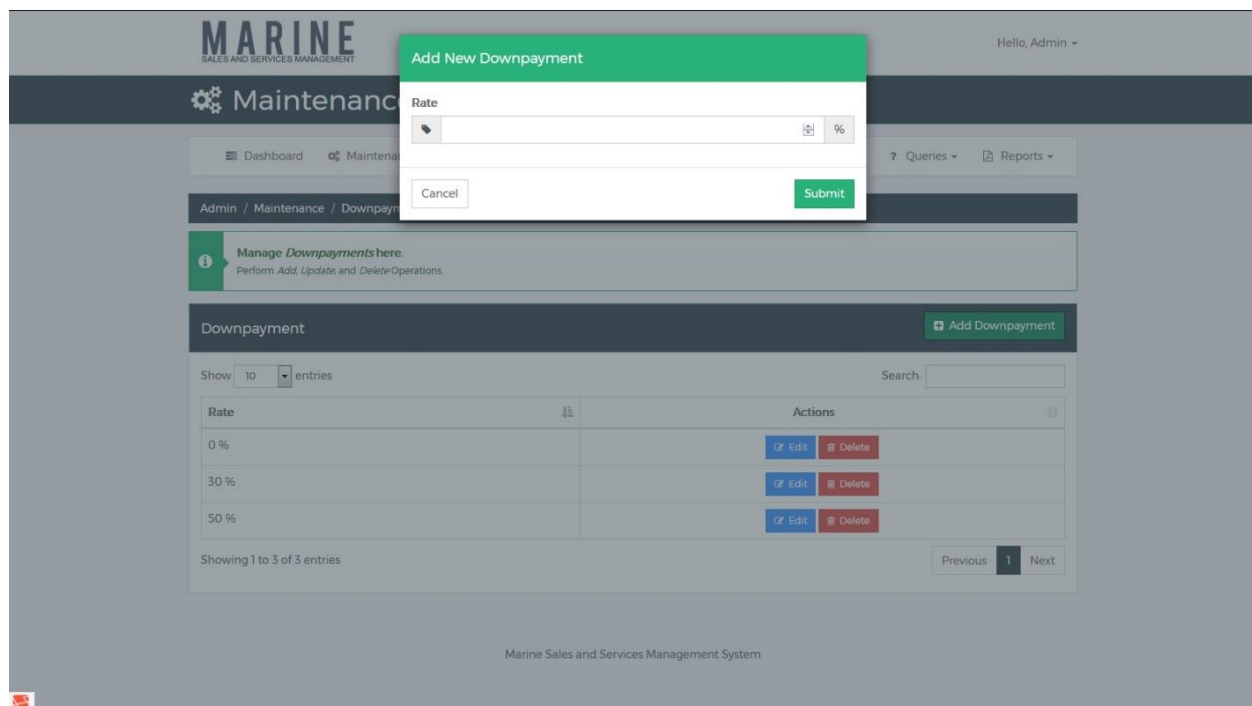


- Input Service Name
- Add description by typing it and clicking the “Add description button”
- Input Materials needed in the service and the fee
- Click Submit to save
- Upon clicking the submit button, the new service will be displayed in the Service Table and can be edited or deleted.

4.1.8 Adding Downpayment



- Click the “Downpayment” link from the maintenance menu, and the page shown above will be displayed
- Click “Add Downpayment”



- Input Rate and click submit
- Upon clicking the submit button, the data will be displayed in the Downpayment Table and can be edited or deleted.

4.1.9 Adding Discount

The screenshot shows the 'Add New Discount' modal form. The form has a green header 'Add New Discount'. It contains two input fields: 'Discount Name' and 'Rate'. The 'Rate' field has a percentage symbol. Below the form are 'Cancel' and 'Submit' buttons. The background shows the 'Maintenance' menu and a sidebar with 'Admin / Maintenance / Discount'. Below the modal, there is a table titled 'Discount' with columns 'Discount Name', 'Value', and 'Actions'. The table contains two rows: '10% Discount' and '15% Discount'.

Discount Name	Value	Actions
10% Discount	10 %	Edit Delete
15% Discount	15 %	Edit Delete

- Click the “Discount” link from the maintenance menu, and the page shown above will be displayed
- Click “Add Discount”
- Input Discount Name and Rate then click submit
- Upon clicking the submit button, the data will be displayed in the Discount Table and can be edited or deleted.

4.1.10 Adding Payment Term

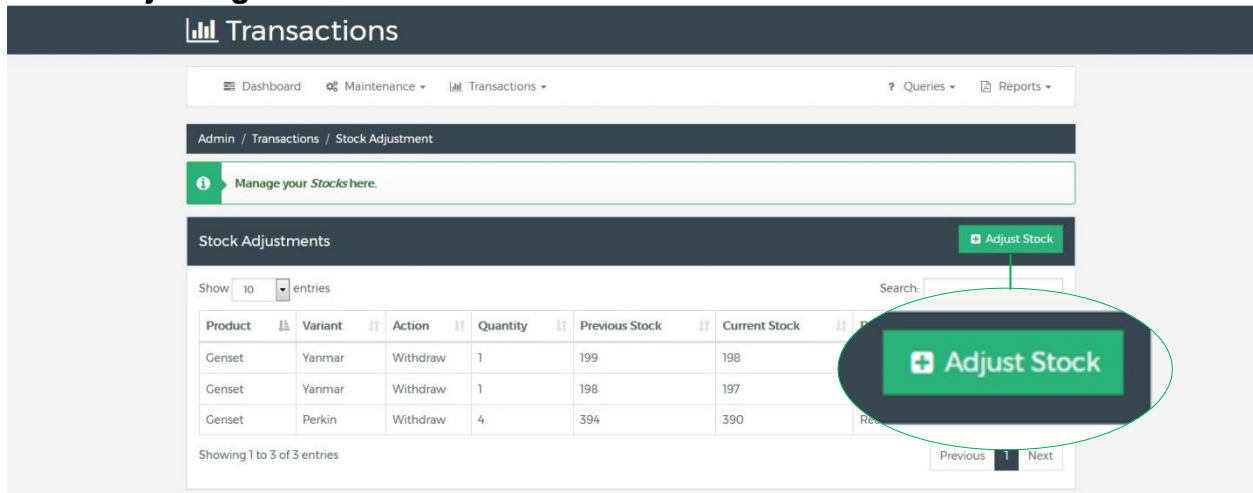
The screenshot shows the 'Add New Payment Term' modal form. The form has a green header 'Add New Payment Term'. It contains three input fields: 'Payment Term Name', 'Rate', and 'Days'. Below the form are 'Cancel' and 'Submit' buttons. The background shows the 'Maintenance' menu and a sidebar with 'Admin / Maintenance / Payment'. Below the modal, there is a table titled 'Payment Term' with columns 'Payment Term Name', 'Percentage', 'Days', and 'Actions'. The table contains one row: 'EOM (End of the Month)'.

Payment Term Name	Percentage	Days	Actions
EOM (End of the Month)	100 %	30	Edit Delete

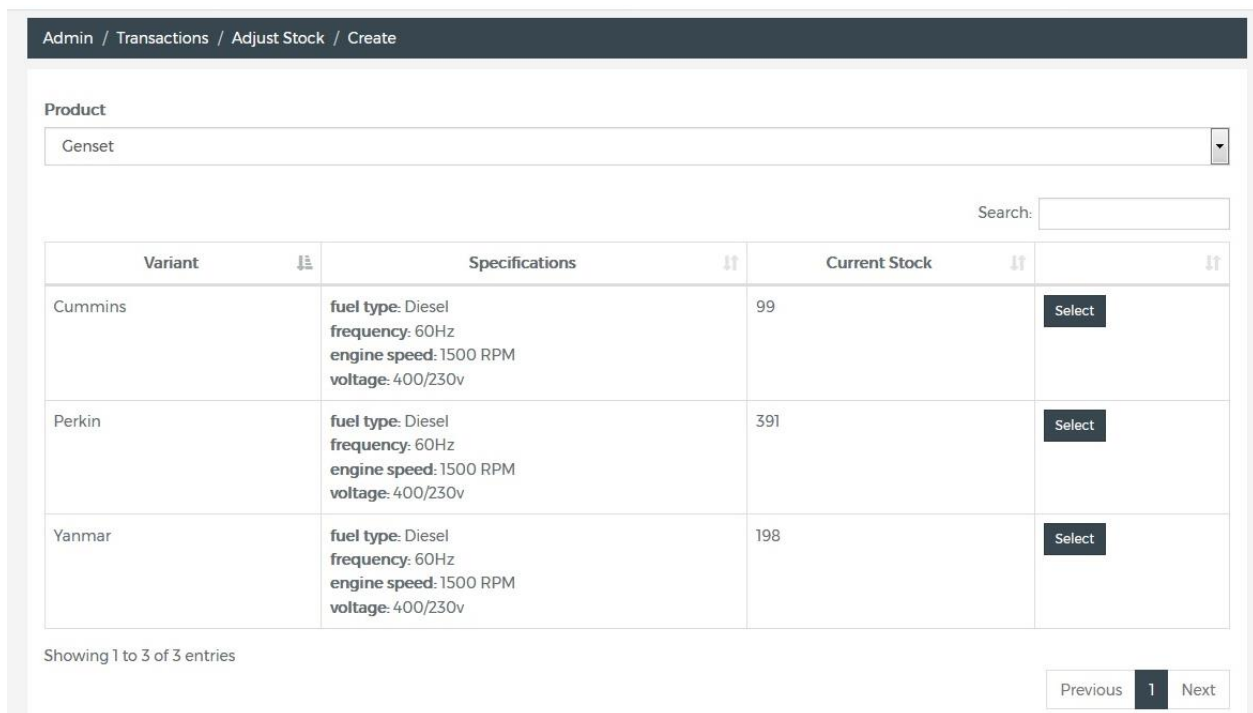
- Click the “Payment Term” link from the menu, and the page shown above will be displayed
- Click “Add Payment Term”
- Input Payment Term Name, Rate and Days then click submit
- Upon clicking the submit button, the data can be viewed in the Payment Term Table and can be edited or deleted.

4.2 Transactions

4.2.1 Adjusting Stock



- Click the “Stock Adjustment” link from the transactions menu, and the page shown above will be displayed
- Click “Adjust Stock”



- Select product. The selected product will serve as a filter to the list of products below it
- After selecting a product, list of products with its specifications and current stock will be shown

Admin / Transactions / Replenish Stock / Create

Supplier

Supplier 1 ▾

Product

Genset ▾

Genset

Power Pump

Concrete Cutter

Variant	Specifications	Current Stock	Current Price	
Cummins	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	99	1000	Select
Perkin	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	391	1000	Select
Yanmar	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	198	1000	Select

Showing 1 to 3 of 3 entries

Previous 1 Next

- Select supplier and product. Your selection will serve as a filter to the list of products below it
- After selecting, list of products with its specifications, current stock and price will be shown

Perkin	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	391	1000	Remove
Yanmar	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	198	1000	Remove

Showing 1 to 3 of 3 entries

Previous 1 Next

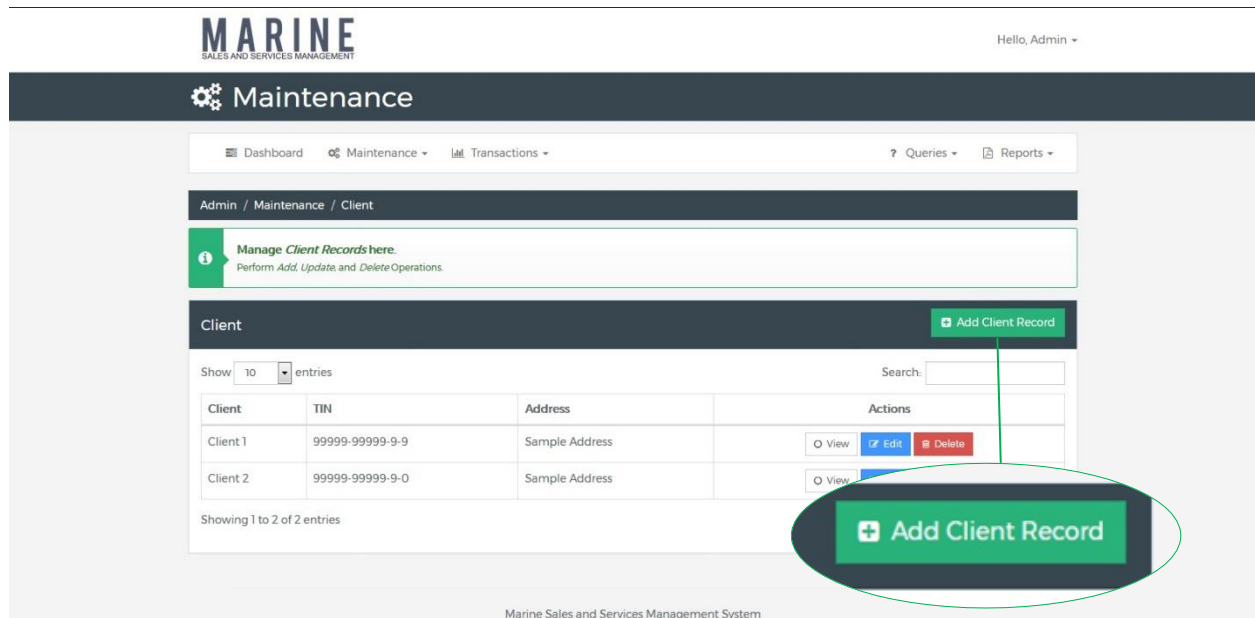
Selected Items

Product	Variant	Current Stock	Quantity	Unit Price	
Genset	Perkin	391	1	1	Remove
Genset	Yanmar	198	1	1	Remove

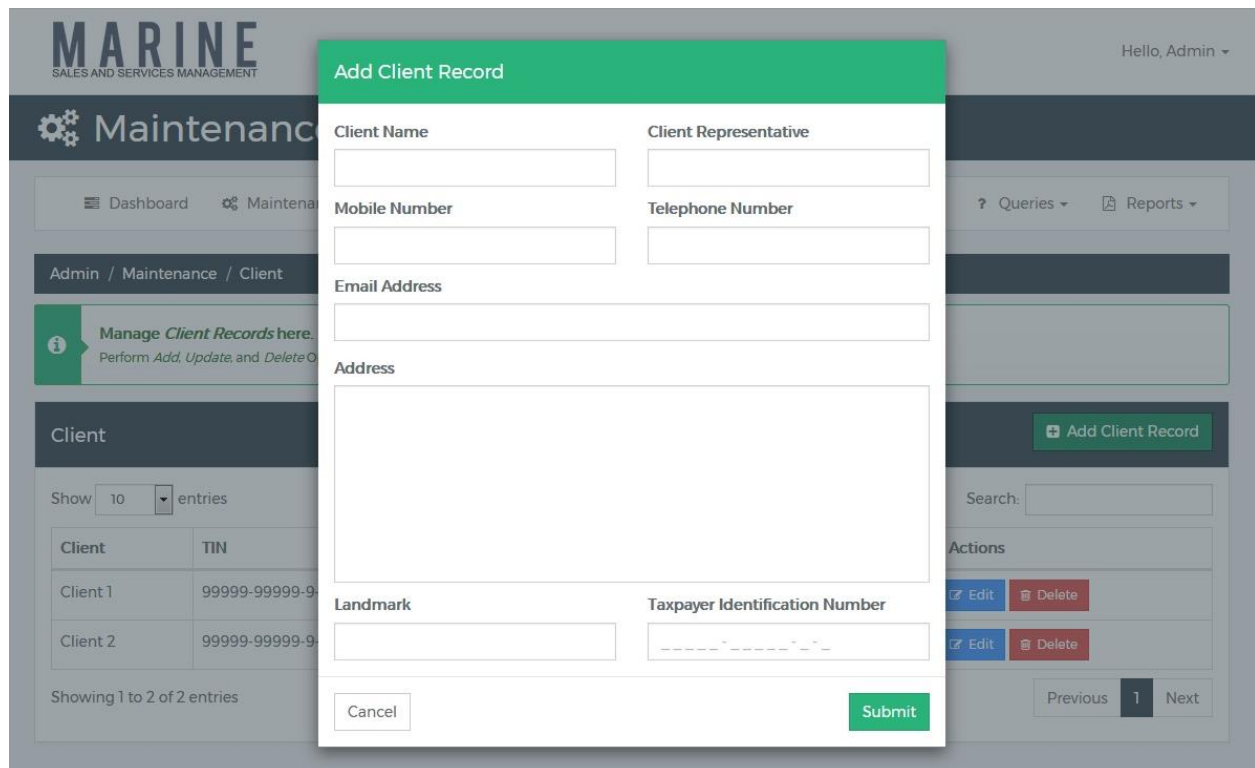
Cancel Submit

- Click "Select" to select items. You can deselect it by clicking the "Remove" button
- Selected Items can be seen at the lower part of the page
- Under selected items. Input quantity and Unit Price
- Click submit to replenish the stock of the selected items

4.2.3 Adding Client Record



- Click the "Client" link from the transactions menu, and the page shown above will be displayed
- Click "Add Client Record"



- Input Client Details then click submit
- Upon clicking the submit button, the data can be viewed in the Client Table and can be viewed, edited or deleted.

4.2.4 Processing Order

The screenshot shows the 'Order Processing' page in the MARINE Sales and Services Management System. The page has a dark header with the MARINE logo and 'Hello, Admin'. Below is a 'Transactions' section with a 'Process Order' button highlighted by a green circle. The main area shows a table of orders with columns: Order Reference, Date Created, Client, Type, and Status. The table contains 4 entries. A 'Process Order' button is also visible in the top right of the table area.

Order Reference	Date Created	Client	Type	Status
O-0001-PDT	March 09, 2018	Client 1	Item Order	✓ Paid
O-0001-PDT	March 09, 2018	Client 1	Item Order	✗ Cancelled
O-0003-PDT	March 09, 2018	Client 2	Item Order	✓ Paid
O-0004-PDT	March 14, 2018	Client 1	Item Order	✗ On process

- Click the “Order Processing” link from the transactions menu, and the page shown above will be displayed
- Click “Process Order”

The screenshot shows the 'Create' page in the MARINE Sales and Services Management System. The page has a dark header with the MARINE logo and 'Hello, Admin'. Below is a 'Transactions' section with a 'Process Order' button highlighted by a green circle. The main area shows a table of orders with columns: Order Reference, Date Created, Client, Type, and Status. The table contains 4 entries. A 'Process Order' button is also visible in the top right of the table area.

Admin / Transactions / Order Processing / Create

Client Information | Order Details | Product Order | Terms & Conditions | Summary

Client *

☒ Existing Client ☐ New Client

Billing Address *

Contact No. *

Contact Person *

Previous Next Finish Cancel

- If the client record is already in the system, choose “Existing Client”; if not you can input new client record by choosing “New Client”
- Click “Next” to proceed to Order Details

Admin / Transactions / Order Processing / Create

Client Information Order Details Product Order Terms & Conditions Summary

Purchase Order Number

O-0005-PDT

Order Type *

Product Service

Delivery Type *

Delivery Pick-up

Delivery Location *

Landmark

Previous Next Finish Cancel

- Select order type and delivery type then input location and landmark
- Click next to proceed to Product Order

MARINE
SALES AND SERVICES MANAGEMENT

Hello, Admin

Admin / Transactions / Order Processing / Create

Client Information Order Details Product Order Terms & Conditions Summary

Product

Genset

Search:

Variant	Specifications	Current Stock	Price	
Cummins	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	99	₱ 1,000.00	Select
Perkin	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	391	₱ 1,000.00	Select
Yanmar	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	198	₱ 1,000.00	Select

Showing 1 to 3 of 3 entries

Previous 1 Next

- Select product. Your selection will serve as a filter to the list of products below it
- After selecting, list of products with its specifications, current stock and price will be shown

		engine speed: 1500 RPM voltage: 400/230v			
Perkin	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	391	₱ 1,000.00	Remove	
Yanmar	fuel type: Diesel frequency: 60Hz engine speed: 1500 RPM voltage: 400/230v	198	₱ 1,000.00	Remove	

Showing 1 to 3 of 3 entries

Previous 1 Next

Selected Items

Product	Variant	Current Stock	Price	Quantity	Cost	Remarks	
Genset	Yanmar	198	₱ 1,000.00	1 <input type="text"/>	₱ 1,000.00	Remarks	Remove
Genset	Perkin	391	₱ 1,000.00	1 <input type="text"/>	₱ 1,000.00	Remarks	Remove

Previous Next Finish Cancel

- Click "Select" to select items. You can deselect it by clicking the "Remove" button
- Selected Items can be seen at the lower part of the page
- Under selected items. Input quantity and remarks
- Click next to proceed to Terms & Conditions

Hello, Admin ▾

Transactions

Dashboard Maintenance Transactions
Queries ▾ Reports ▾

Admin / Transactions / Order Processing / Create

Client Information Order Details Product Order Terms & Conditions Summary

Mode

Cash ▾

Discount ₱ 2,000.00 * 0% = ₱ 0.00

No Discount (0%) ▾

Downpayment (₱ 2,000.00 - ₱ 0.00) * 0% = ₱ 0.00

0% ▾

Term ₱ 2,000.00 within 0 days

Upon Receipt (0 days - 100%) ▾

Previous Next Finish Cancel

- Under Terms and Conditions, select discount, downpayment and terms of payment
- Click Next to view summary

Transactions

Dashboard Maintenance Transactions
Queries Reports

Admin / Transactions / Order Processing / Create

Client Information Order Details Product Order Terms & Conditions Summary

Purchase Order Number
O-0005-PDT
Client
Delivery Type
Delivery

Payment Term
Upon Receipt
Mode of Payment
Cash
Downpayment (0%)
₱ 0.00
Discount: No Discount (0%)
₱ 0.00

Products

Product	Variant	Price	Quantity	Cost
Genset	Yanmar	₱ 1,000.00	1	₱ 1,000.00
Genset	Perkin	₱ 1,000.00	1	₱ 1,000.00
Total				₱ 2,000.00

-You can check the order with the summary, click “Previous” if you want to edit some information

-Click “Finish” to save the order

4.2.5 Generating Invoice

Transactions

Dashboard Maintenance Transactions
Queries Reports

Admin / Transactions / Generate Invoice / Create

Order #

Select

O-0001-PDT
O-0003-PDT
O-0004-PDT

Generate Invoice

-Select the invoice, then click “Select” button

-After selecting an invoice, a preview of the document will be displayed

Admin / Transactions / Generate Invoice / Create

Order #
O-0003-PDT

Cancel Print Invoice

MARINE SALES AND SERVICES MANAGEMENT SYSTEM

SALES INVOICE

SOLD TO: Client 2 Date: 03-09-18
 ADDRESS: Sample Address
 TIN: 99999-99999-9-0 PO# O-0003-PDT Terms: 0 days - 100%

QTY	UNIT	DESCRIPTION	U.PRICE	AMOUNT
1	pc	Genset-Yanmar	₱ 1,000.00	₱ 1,000.00
1	pc	Genset-Perkin	₱ 1,000.00	₱ 1,000.00
		Vatable Sales	Total Sales	
		VAT-Exempt Sales	Less: VAT	
		Zero Rated Sales	Amount: Net of VAT	
		VAT Amount	Add: VAT	
			SUBTOTAL	₱ 2,000.00
			LESS:DISCOUNT (No Discount: 0%)	₱ 0.00
			TOTAL AMOUNT DUE	₱ 2,000.00

THIS IS FOR BILLING PURPOSES ONLY

el Print Invoice

-Click "Print Invoice" to print

4.2.6 Processing Payment

MARINE
SALES AND SERVICES MANAGEMENT

Hello, Admin

Transactions

Dashboard Maintenance Transactions Queries Reports

Admin / Transactions / Process Payment

Manage your Order Payments here.
View or Receive an Order Payment

Orders [Process Payment](#)

Show 10 entries

Order Reference	Client	Total Amount Due	Amount Paid	Balance Due	Latest Payment	
O-0001-PDT	Client 1	₱ 102,000.00	₱ 160,000.00	₱ -58,000.00	March 14, 2018	
O-0001-PDT	Client 1	₱ 101,000.00	₱ 0.00	₱ 101,000.00	N/A	
O-0003-PDT	Client 2	₱ 2,000.00	₱ 2,000.00	₱ 0.00	March 09, 2018	Paid Details
O-0004-PDT	Client 1	₱ 1,000.00	₱ 50.00	₱ 950.00	March 14, 2018	Send Details

Showing 1 to 4 of 4 entries

Previous 1 Next

Marine Sales and Services Management System

[Process Payment](#)

-Click the "Process Payment" link from the transactions menu, and the page shown above will be displayed

-Click "Process Payment"

Transactions

Dashboard Maintenance Transactions ▾

Queries ▾ Reports ▾

Admin / Transactions / Process Payment / Create

Order #

O-0004-PDT

▼ Select

Amount Received

0.00

Date Received

01/04/2018

Account

Client: Client 1

Order: O-0004-PDT

Total Amount Due: ₱ 1,000.00

Amount Paid: ₱ 50.00

Balance Due: ₱ 950.00

Cancel

Submit

- Select Order then input the amount and the date it was received
- Click “Submit” and summary of payments will be displayed. Each can be viewed by clicking the “View Receipt” button

Transactions

Dashboard Maintenance Transactions ▾

Queries ▾ Reports ▾

Admin / Transactions / Process Payment / O-0004-PDT

Payments | O-0004-PDT

Process Payment

Purchase Order #: O-0004-PDT

Client: Client 1

Total Amount Due: ₱ 1,000.00

Amount Paid: ₱ 950.00

Balance Due: ₱ 50.00

Show 10 entries

Search:

Date	Amount Paid	Action
April 01, 2018	₱ 900.00	View Receipt
March 14, 2018	₱ 50.00	View Receipt

Showing 1 to 2 of 2 entries

Previous 1 Next

- Click “Next” to Finish

MARINE SALES AND SERVICES MANAGEMENT SYSTEM

PAYMENT RECEIPT
(Client's Copy)

Date: April 01, 2018 Receipt #: PR-5

Payment received from **Client 1** with the amount of **₱ 900.00** for **O-0004-PDT**

Total Amount Due: ₱ 1,000.00

Amount Paid: ₱ 950.00

Balance Due: ₱ 50.00

(X)Cash

Received by: _____

MARINE SALES AND SERVICES MANAGEMENT SYSTEM

PAYMENT RECEIPT
(Seller's Copy)

Date: April 01, 2018 Receipt #: PR-5

Payment received from **Client 1** with the amount of **₱ 900.00** for **O-0004-PDT**

Total Amount Due: ₱ 1,000.00

Amount Paid: ₱ 950.00

Balance Due: ₱ 50.00

(X)Cash

-The picture above is a sample of a Payment Receipt

4.2.7 Processing Refund

MARINE
SALES AND SERVICES MANAGEMENT

Hello, Admin ▾

Transactions

Dashboard Maintenance ▾ Transactions ▾ ? Queries ▾ Reports ▾

Admin / Transactions / Process Refund / Create

Invoice # O-0001-PDT

Variant	Quantity	Price	Amount
Cummins	0 <small>⬇</small> <small>⬆</small>	₱1000	₱0
Perkin	0 <small>⬇</small> <small>⬆</small>	₱1000	₱0
Total			₱ 0

Processed by: *

Cancel
Submit

Marine Sales and Services Management System

-Click the “Process Refund” link from the transactions menu, and the page shown above will be displayed. Then click “Process Refund”

-Select Invoice. Then, input quantity and the name of the person who processed it

-Click “Submit”

4.2.8 Setting Delivery Schedule

Marine Sales and Services Management System

- Click the “Delivery” link from the transactions menu, and the page shown above will be displayed
- Click “Set Delivery Details”

Set Delivery Details

- Input date and select personnel in charge then click set
- The schedule of the delivery can be viewed on the “Delivery Schedule” column

4.2.9 Processing Deployment

The screenshot displays the MARINE SALES AND SERVICES MANAGEMENT application. A modal window titled "Set Delivery Schedule" is open, featuring a green header. The form contains the following fields:

- Order #**: A dropdown menu.
- Service Order**: A dropdown menu.
- Mobilization**: A text input field with a date format placeholder "dd/mm/yyyy".
- De-Mobilization**: A text input field with a date format placeholder "dd/mm/yyyy".

At the bottom of the modal are "Cancel" and "Submit" buttons. The background interface includes a sidebar with "Transactions" and "Process Deployment" links, a top navigation bar with "Dashboard" and "Maintenance" icons, and a user profile "Hello, Admin" in the top right corner.

- Click the "Process Deployment" link from the transactions menu, and the page shown above will be displayed
- Click "Set Delivery Schedule"
- Select Order Number and Service Order
- Input date for Mobilization and De-mobilization
- Click submit to save schedule

4.3 Queries

4.3.1 Clients

Queries

Dashboard Maintenance Transactions ? Queries Reports

Admin / Queries / Clients

Search for Client Records here.
Search by Client Data.

? Queries

Queries - Clients

Client Name
e.g. Taiyo Marine Incorporated

Tax Identification Number
e.g. 265-683-857-000

Client Representative Name
e.g. Juan Dela Cruz

Nearby Landmark
e.g. Robinsons Galleria, POEA

Filter

- Click the “Clients” link under the “Queries”, and the page shown above will be displayed
- The query can be filtered by Client Name, Client Representative Name, Tax Identification Number and Nearby Landmark. Fill up the fields you want to use as filter.
- Click “Filter”

Filter

Show 10 entries

CSV Excel PDF Print

Client	Representative	TIN	Landmark	Mobile #	Telephone #	Email
Client 1	Client Representative 1	99999-99999-9-9	Sample Landmark	9076608069	625-5485	client@email.com

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

CSV Excel PDF Print

Marine Sales and Services Management System

- After clicking filter, the system will display a list in accordance to the values the user has entered.
- This can be saved as CSV, Excel, and PDF and can be printed

4.3.2 Orders

Queries

Dashboard Maintenance Transactions ? Queries Reports

Admin / Queries / Orders

Search for Order Records here.
Search by Order Data.

Queries - Orders

Client: All Clients

Order Number: e.g Juan Dela Cruz

Client Representative Name: e.g. Juan Dela Cruz

Nearby Landmark: e.g. Robinsons Galleria, POEA

Filter

- Click the “Orders” link under “Queries”, and the page shown above will be displayed
- The query can be filtered by Client, Client Representative Name, Order Number and Nearby Landmark. Fill up the fields you want to use as filter.
- Click “Filter”

Filter

Show 10 entries

CSV Excel PDF Print

Purchase Order #	Client	Representative	Contact	Nearby Landmark	Delivery Address	Billing Address	Date Processed
O-0003-PDT	Client 2	Client Representative 2	9076708064	Sample Landmark	Sample Address	Sample Address	03/09/2018 09:03 PM

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

CSV Excel PDF Print 1 Next

- After clicking filter, the system will display a list in accordance to the values the user has entered.
- This can be saved as CSV, Excel, and PDF and can be printed

4.4 Reports

4.4.1 Generating Stocks Report

Dashboard Maintenance Transactions ? Queries Reports

Admin / Reports / Stock Report

Generate your *Stock Report* here.
Select a *date range*.

Stock Report 01/01/2018 - 12/31/2018

Show 10 entries

01/01/2018 - 12/31/2018

CSV Excel PDF Print

Variant	Product	Starting Balance	In	Out	Ending Balance
Cummins	Genset	0	202	103	99
Diesel	Concrete Cutter	0	100	0	
Perkin	Genset	0	395	4	391
Petrol	Concrete Cutter	0	100	0	100
PP-12V-17AH	Power Pump	0	100	0	100
PP-12V-22AH	Power Pump	0	100	0	100
PP-12V-30AH	Power Pump	0	100	0	100
PP-12V-36AH	Power Pump	0	100	0	100
Yanmar	Genset	0	200	2	198

CSV Excel PDF Print

- Reports can be found on the upper right corner of the menu bar
- Under reports, click “Stock Report”
- Select date or range of date
- This can be saved as CSV, Excel, and PDF and can be printed. Click any and a box will appear

Dashboard Maintenance Transactions ? Queries Reports

Admin / Reports / Stock Report

Generate your *Stock Report* here.
Select a *date range*.

Stock Report

Show 10 entries

Variant Product

Cummins	Genset	0	100	0	99
Diesel	Concrete Cutter	0	100	0	100

CSV Excel PDF Print

Opening Stock Report2018-04-01T0104000800.pdf

You have chosen to open:

☐ Stock Report2018-04-01T0104000800.pdf
which is: Chrome HTML Document (29.1 KB)
from: blob:

What should Firefox do with this file?

☐ Open with Google Chrome (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

- The user can open it or save it.
- To open, select “Open with” then choose an application
- To save, select “Save File” then click “OK”

4.4.2 Generating Sales Report

Dashboard Maintenance Transactions ? Queries Reports

Admin / Reports / Sales Report

Generate your *Sales Report* here.
Select a *date range*.

Sales Report 01/01/2018 - 12/31/2018

Show 10 entries

01/01/2018 - 12/31/2018

CSV Excel PDF Print

Date	Product	Services	Line Total
2018-03-09	104,000.00	0.00	
TOTAL	104,000.00	0.00	

Showing 1 to 1 of 1 entries

Previous 1 Next

- Reports can be found on the upper right corner of the menu bar
- Under reports, click “Sales Report”
- Select date or range of date
- This can be saved as CSV, Excel, and PDF and can be printed. Click any and a box will appear

Dashboard Maintenance Transactions ? Queries Reports

Admin / Reports / Sales Report

Generate your *Sales Report* here.
Select a *date range*.

Sales Report

Show 10 entries

2018-03-09

TOTAL

104,000.00

0.00

104,000.00

Showing 1 to 1 of 1 entries

Previous 1 Next

Opening Sales Report2018-04-01T0104410800.pdf

You have chosen to open:

☐ Sales Report2018-04-01T0104410800.pdf
which is: Chrome HTML Document (17.8 KB)
from: blob:

What should Firefox do with this file?

☐ Open with Google Chrome (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

- The user can open it or save it.
- To open, select “Open with” then choose an application
- To save, select “Save File” then click “OK”