

About us

We are a group of student researchers who are undergoing our capstone research project.

This user manual will serve as a guide for all of our intended user types for our developed system. all of the instructions on how to use, what to expect, and what to know about our system are here in the user manual.

Contact Us

If you have any questions regarding the manual or the system, please refer to the contact details stated below.

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Sales and Inventory Management System for Karesma Trading

User Manual



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SYSTEM OVERVIEW

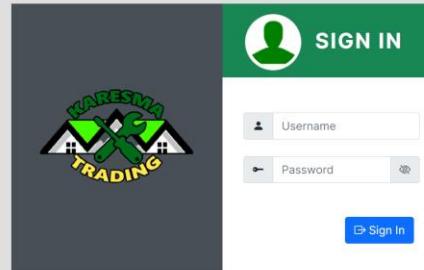
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The "Sales and Inventory Management System for Karesma Trading" system aims to help the hardware store manage and monitor their sales more efficiently, provide accurate inventory reports, and put-up delivery schedules for the customers.

The system has six modules namely:

1. **POS (Point of Sale) module** which allows the user to manage and display the customer's product, compute for the customer's bill, and generate printable receipts;
2. **Sales module** which allows the user to view the transaction logs and monitor the sales;
3. **Inventory module** which allows the user to manage products and monitor the movement of stocks;
4. **Delivery module** which allows the user to create and view delivery schedules;
5. **Configuration module** which allows the user to modify the store information; and
6. **Reports module** which allows the user to generate printable reports such as sales transactions, deliveries, stock, inventory, and sales.

- **Login.** There are two user types for the system, the **staff**, and the **admin**. Each user type has their username and password to put in the required fields and click the login button.



- When the **staff account** has been logged in, the user interface should look like this:

SYSTEM GUIDE

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- When the **admin account** has been logged in, the user interface should look like this:

KARESMA TRADING

LAWRENCE SEBELINA
ADMIN

Dashboard

- Total Products: 11
- Daily Sales: ₱0.00
- Critical Stocks: 3
- Scheduled Delivery: No delivery at this moment

PRODUCT ID DESCRIPTION BRAND UNIT UNIT PRICE QUANTITY SUB TOTAL ACTIONS

No data available in table

Product Description **Quantity Sold**

Cement	2056
Gravel	137
Sand	117
Sand	90

DISCOUNT (%): 0 DISCOUNTED AMOUNT (₱): 0

15:55:04 PM MONDAY, 15 NOVEMBER 2021

Navigation

- Dashboard
- Inventory
- Sales
- Deliveries
- Configuration
- Reports
- Sign Out

- After logging in to the system, the **POS module** will appear as the main screen for the staff. To start a transaction, click the button in the right corner of the module.

KARESMA TRADING

CASHIER: JUAN DELA CRUZ

TRANSACTION ID: TID-0000272

TRANSACTION DATE: MONDAY, 15 NOVEMBER 2021

Grand Total ₱ 0.00

Actions

- New Transaction
- Search Product (Ctrl + z)
- Settle Payment (Ctrl + x)
- Clear Cart (Ctrl + c)
- Add Discount (Ctrl + v)
- Add Schedule (Ctrl + b)
- View Schedule (Ctrl + m)
- Sign Out (Ctrl + i)

DISCOUNT (%): 0 DISCOUNTED AMOUNT (₱): 0

15:55:04 PM MONDAY, 15 NOVEMBER 2021

- To **search** for a specific product, click the button on the right side of the module or press ctrl + z and the search product module will appear. To search for a product, use the search bar located on the upper right corner of the module to find a specific product.

KARESMA TRADING

Products

Show 5 entries Search:

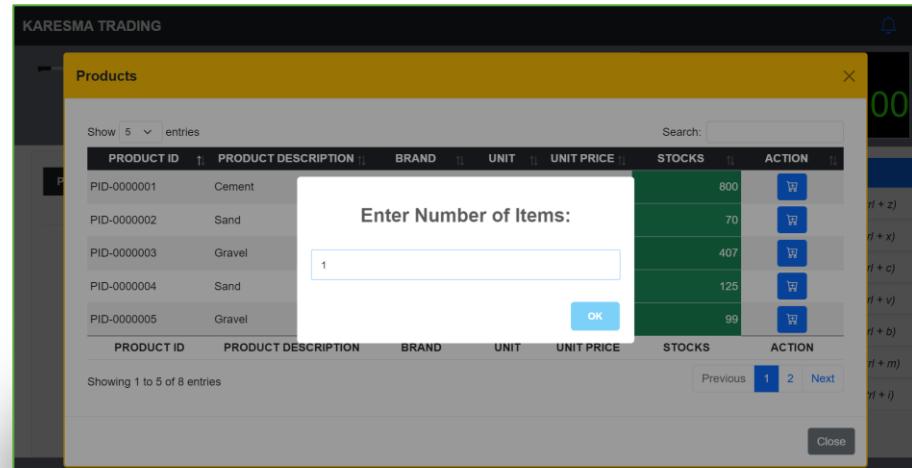
PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	UNIT PRICE	STOCKS	ACTION
PID-00000001	Cement	Holcim	Sack	₱20.00	800	
PID-00000002	Sand	N/A	Sack	₱30.00	70	
PID-00000003	Gravel	N/A	Sack	₱25.00	407	
PID-00000004	Sand	Holcim	Cubic Meter	₱200.00	125	
PID-00000005	Gravel	N/A	Cubic Meter	₱200.00	99	

Showing 1 to 5 of 8 entries Previous 1 2 Next

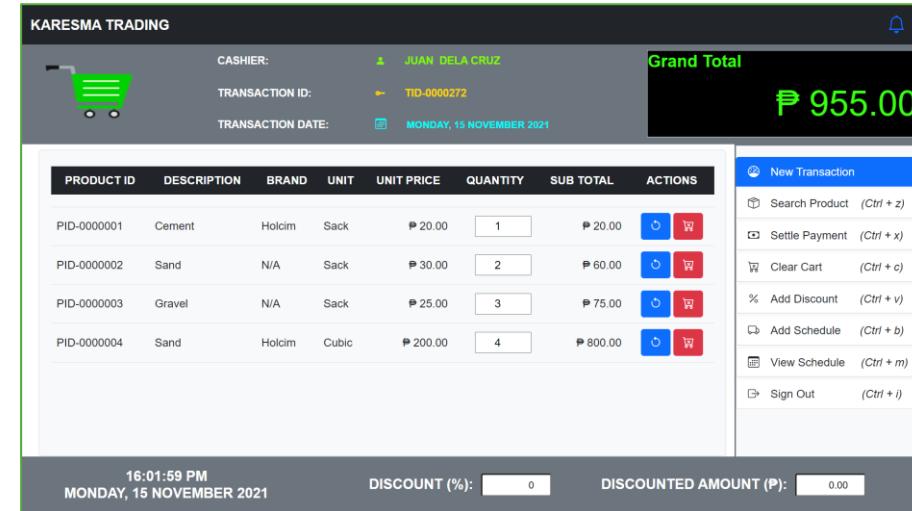
STAFF GUIDE

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- To specify the amount of quantity to be added to cart, press the  button on the search product module and enter the desired quantity of the products to be added.



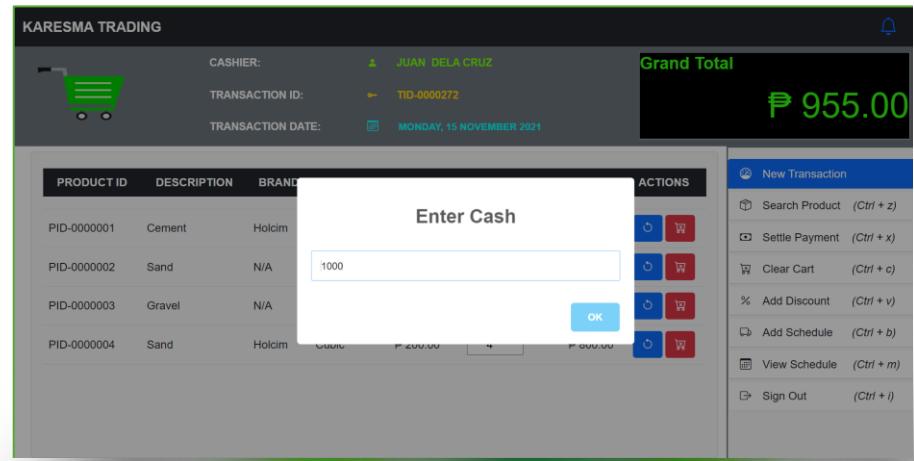
- After adding the products to the cart, click  button to exit the search product module and go back to the POS module and the added products should appear in the table.



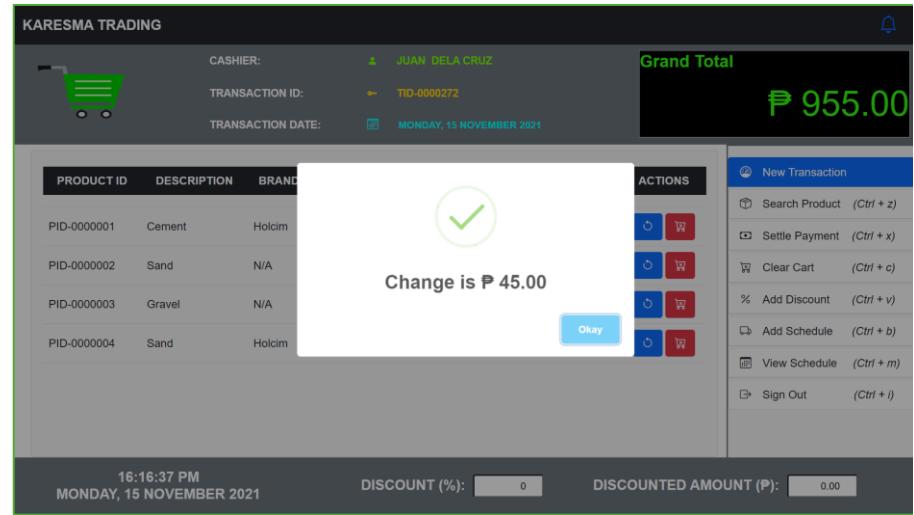
STAFF GUIDE

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- After the items have been selected, proceed with the payment by clicking the   button or press ctrl + x and enter the cash paid by the customer. After typing the amount, press  button to continue.



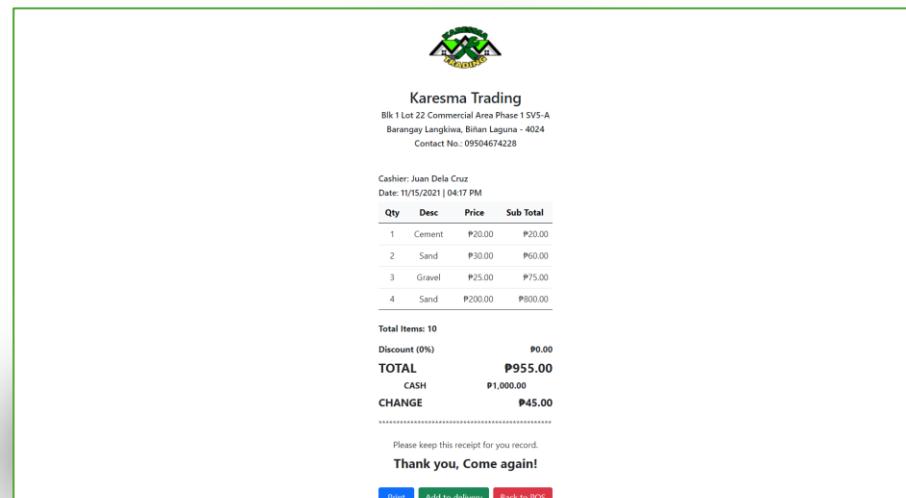
- After clicking  button, the total amount of change will appear and click  button to continue.



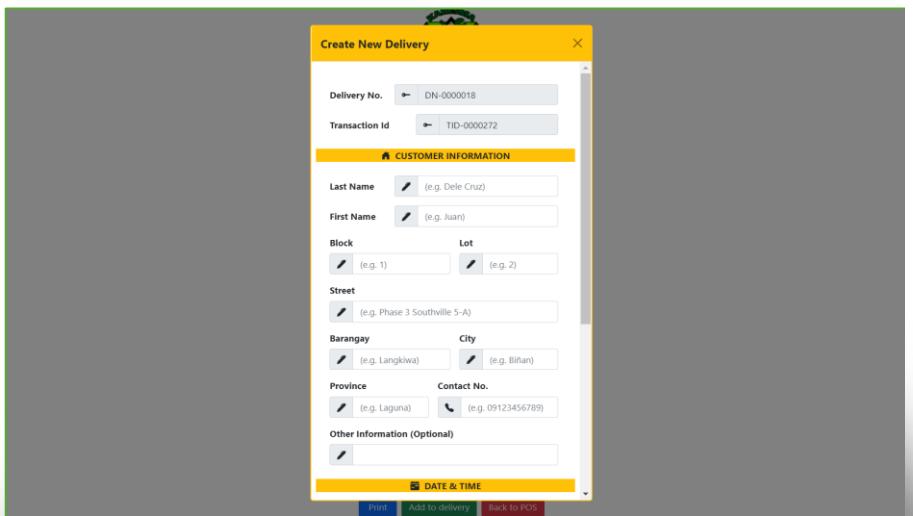
STAFF GUIDE

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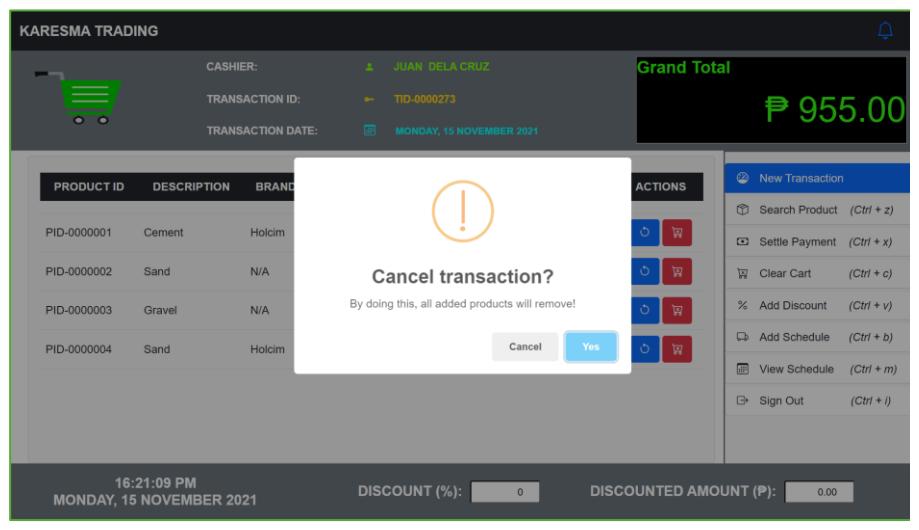
- After clicking **Okay** button, the printable receipt will be shown and will be given an option to print the receipt, add to deliveries, or go back to the POS module if the customer chooses not to have a receipt.



- If the customer wants his/her purchase to be delivered, click **Add to delivery** button on the receipt to add it on the delivery queue and fill out the **Create New Delivery** form with the required information.



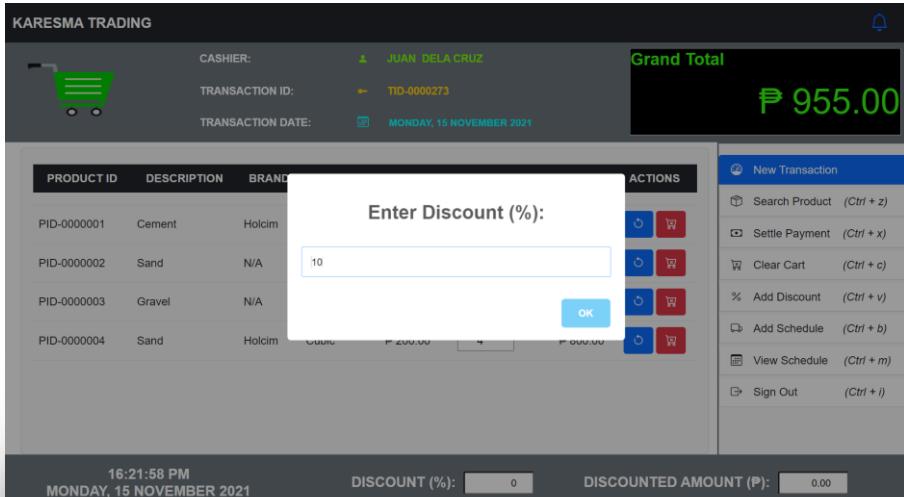
- If the customer wants his/her purchase to be cancelled, click **Clear Cart (Ctrl + c)** button or click **ctrl + c** to **cancel** the current transaction.



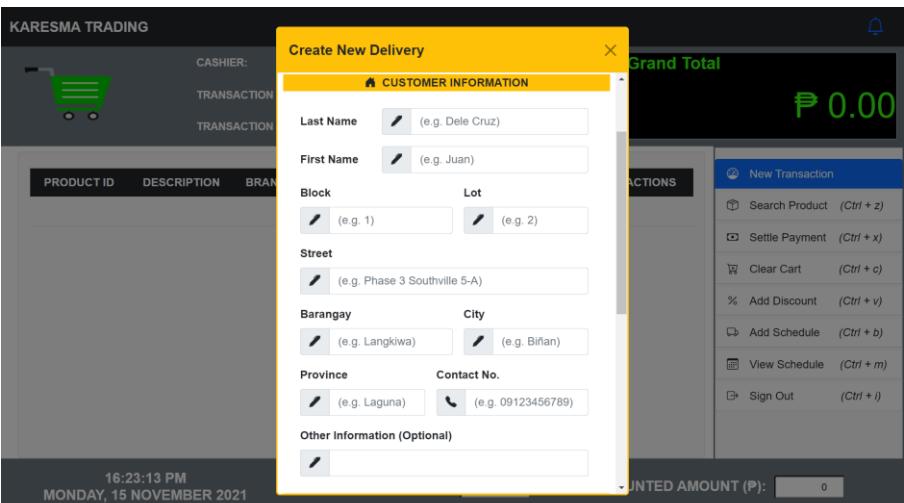
STAFF GUIDE

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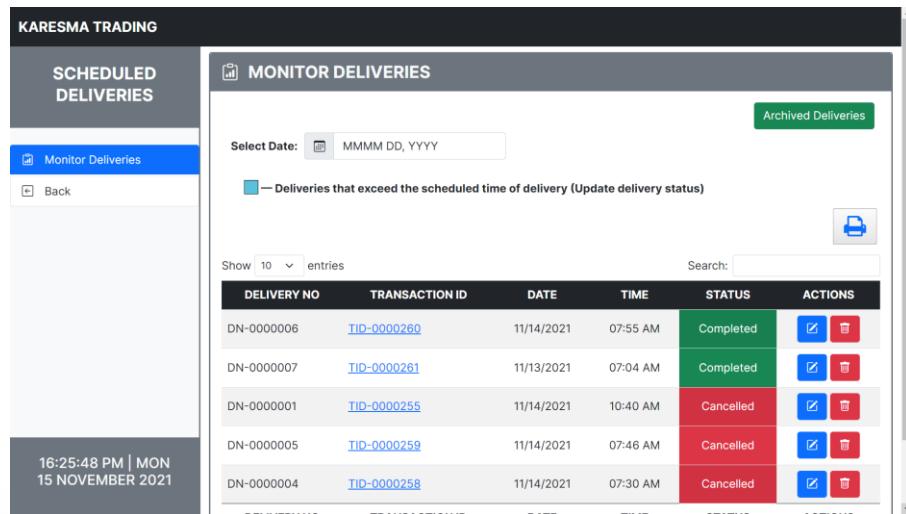
- Click **Add Discount (Ctrl + v)** button to add and enter amount of **discount** applicable to the customer.



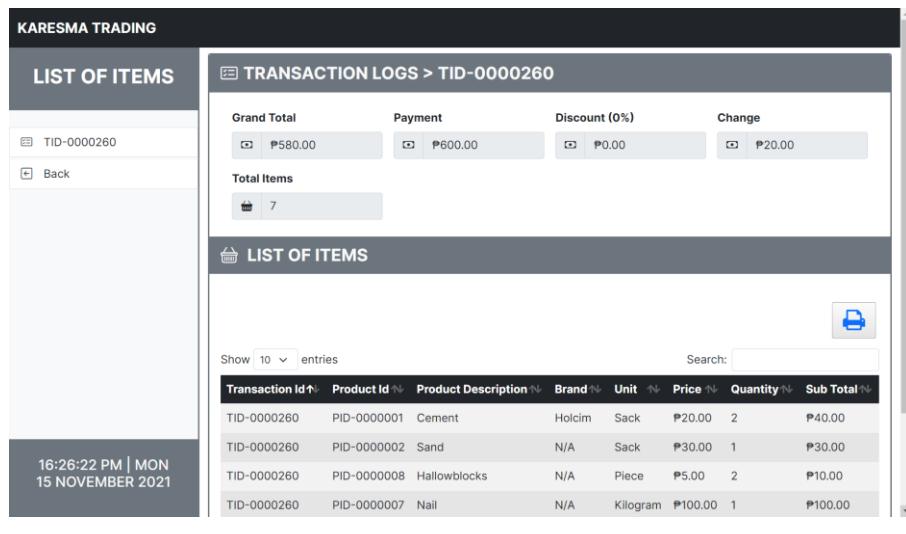
- Click **Add Schedule (Ctrl + b)** button or press **ctrl + b** to **add a new delivery schedule** and supply the required information in the form.



- Click **View Schedule (Ctrl + m)** button or press **ctrl + m** to **view existing delivery schedules**.



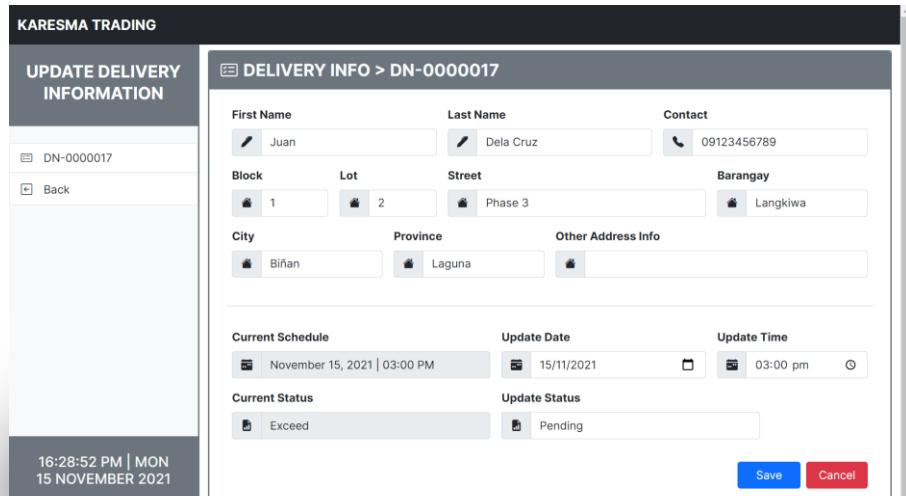
- Access transaction logs of a specific TID by clicking [TID-0000260](#) on the scheduled deliveries page to **view** the list and quantity of items bought, amount paid, discount, and total change.



STAFF GUIDE

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- Access update delivery information page by clicking  button on the scheduled deliveries page to **edit delivery information** such as full name, address, date, and time.



KARESMA TRADING

UPDATE DELIVERY INFORMATION

DN-0000017

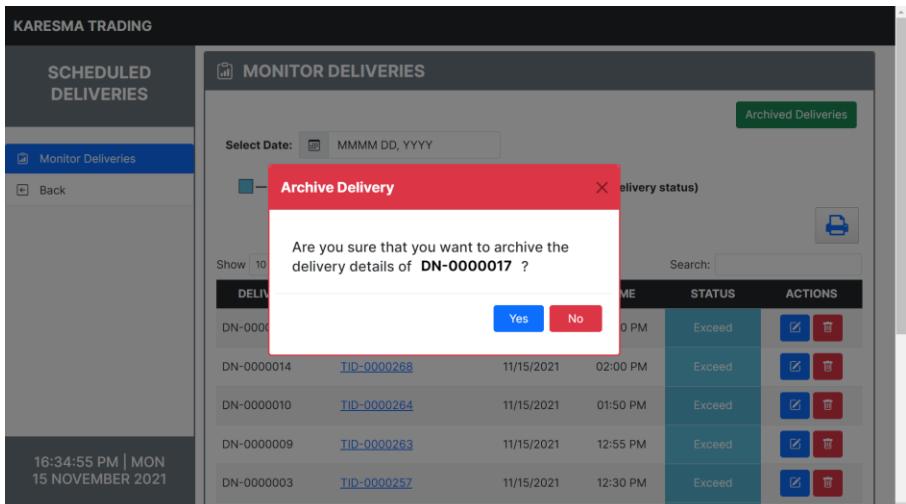
Back

16:28:52 PM | MON 15 NOVEMBER 2021

DELIVERY INFO > DN-0000017

First Name	Last Name	Contact	
Juan	Dela Cruz	09123456789	
Block	Lot	Street	Barangay
1	2	Phase 3	Langkiwa
City	Province	Other Address Info	
Biliran	Laguna		
Current Schedule		Update Date	Update Time
November 15, 2021 03:00 PM		15/11/2021	03:00 pm
Current Status		Update Status	
Exceed		Pending	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

- Access archive delivery schedule page by clicking  button on the scheduled deliveries to **archive an existing delivery schedule**.



KARESMA TRADING

SCHEDULED DELIVERIES

Monitor Deliveries

Back

16:34:55 PM | MON 15 NOVEMBER 2021

MONITOR DELIVERIES

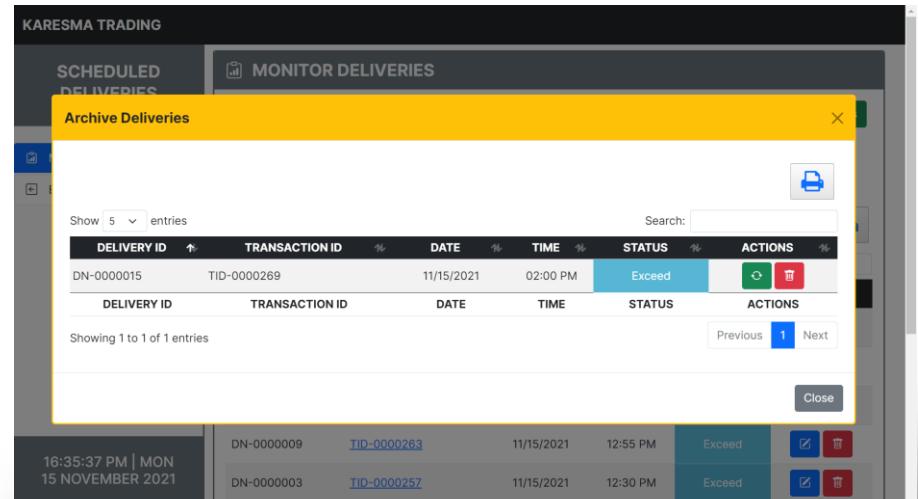
Select Date: MMMM DD, YYYY

Archive Delivery

Are you sure that you want to archive the delivery details of **DN-0000017** ?

DELIVERY ID	TRANSACTION ID	DATE	TIME	STATUS	ACTIONS
DN-0000014	TID-0000268	11/15/2021	02:00 PM	Exceed	
DN-0000010	TID-0000264	11/15/2021	01:50 PM	Exceed	
DN-0000009	TID-0000263	11/15/2021	12:55 PM	Exceed	
DN-0000003	TID-0000257	11/15/2021	12:30 PM	Exceed	

- Access the list of archived deliveries by clicking  button on the scheduled deliveries to view the list of archived delivery schedules.



KARESMA TRADING

SCHEDULED DELIVERIES

MONITOR DELIVERIES

Archive Deliveries

Show 5 entries

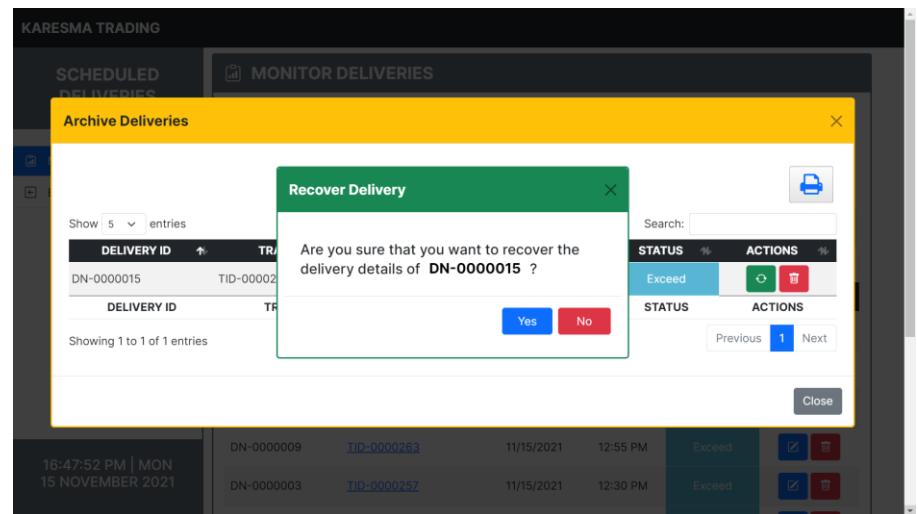
Search:

DELIVERY ID	TRANSACTION ID	DATE	TIME	STATUS	ACTIONS
DN-0000015	TID-0000269	11/15/2021	02:00 PM	Exceed	

Showing 1 to 1 of 1 entries

16:35:37 PM | MON 15 NOVEMBER 2021

- Recover an archived delivery schedule in the archived deliveries page by clicking  button on the page.



KARESMA TRADING

SCHEDULED DELIVERIES

MONITOR DELIVERIES

Archive Deliveries

Show 5 entries

Search:

DELIVERY ID	TRANSACTION ID
DN-0000015	TID-0000269

Recover Delivery

Are you sure that you want to recover the delivery details of **DN-0000015** ?

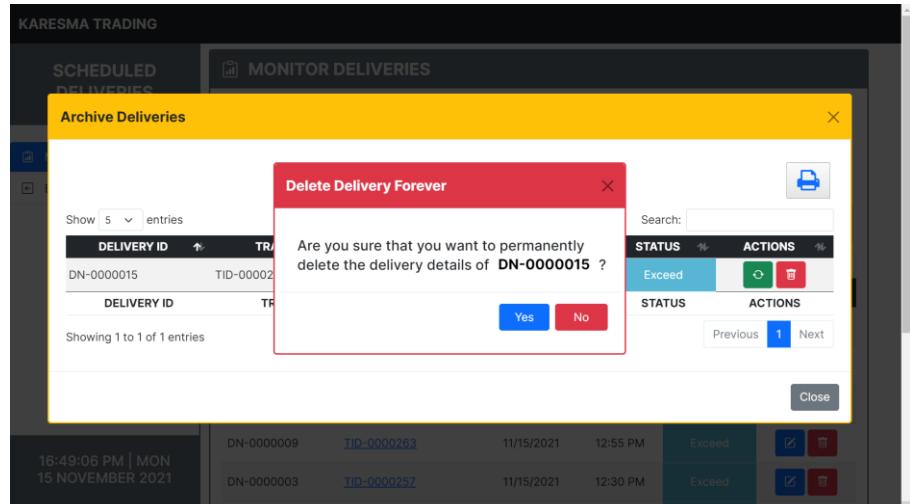
Showing 1 to 1 of 1 entries

16:47:52 PM | MON 15 NOVEMBER 2021

STAFF GUIDE

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- Delete an archived delivery schedule permanently by clicking the  button on the archived deliveries page.



KARESMA TRADING

SCHEDULED DELIVERIES MONITOR DELIVERIES

Archive Deliveries

Show 5 entries

DELIVERY ID	TR
DN-0000015	TID-00002
DN-0000009	TID-0000263
DN-0000003	TID-0000257

16:49:06 PM | MON 15 NOVEMBER 2021

16:49:06 PM | MON 15 NOVEMBER 2021 11/15/2021 12:55 PM Exceed

16:49:06 PM | MON 15 NOVEMBER 2021 11/15/2021 12:30 PM Exceed

Search: STATUS ACTIONS

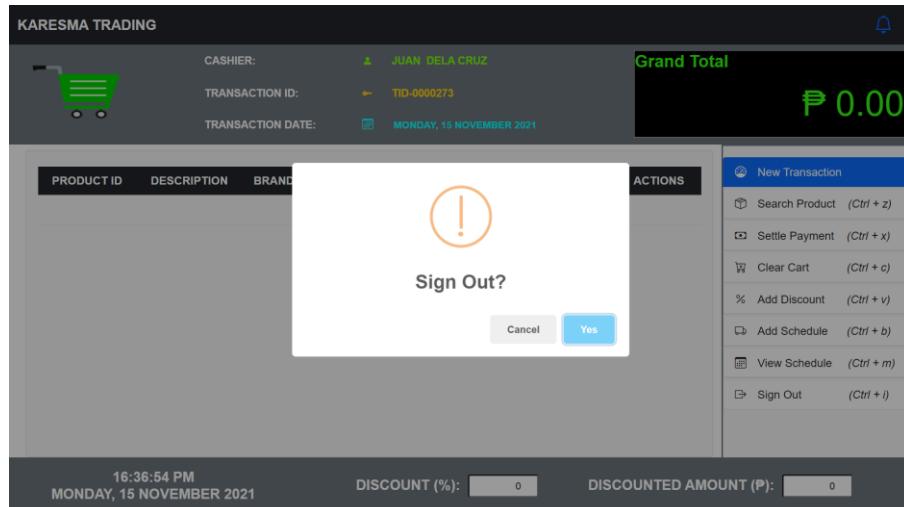
Exceed  

STATUS ACTIONS

Previous 1 Next

 Close

- Sign out in the system by clicking  button or pressing ctrl + i to exit the current user logged into the system.



KARESMA TRADING

CASHIER: JUAN DELA CRUZ

TRANSACTION ID: TID-0000273

TRANSACTION DATE: MONDAY, 15 NOVEMBER 2021

Grand Total  ₱ 0.00

PRODUCT ID	DESCRIPTION	BRAND

 Sign Out?

 Yes

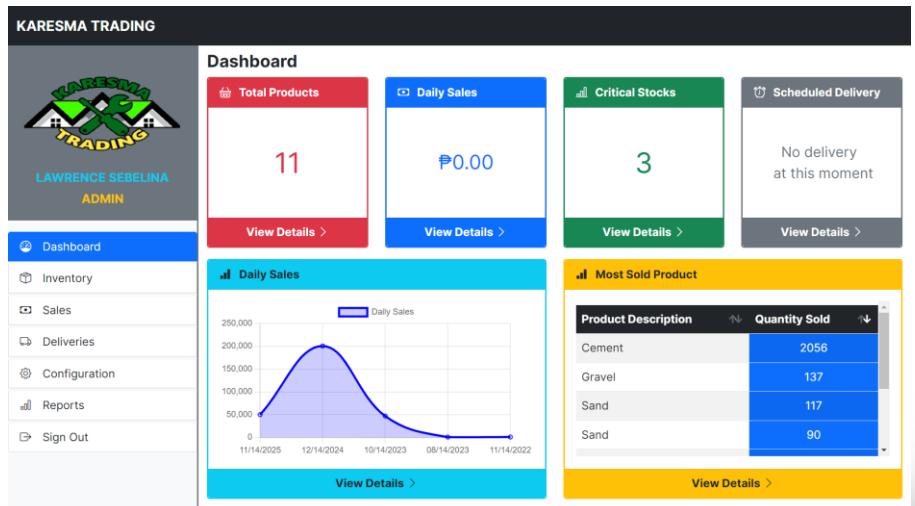
16:36:54 PM MONDAY, 15 NOVEMBER 2021

DISCOUNT (%): 0 DISCOUNTED AMOUNT (₱): 0

ADMIN GUIDE

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- When the **admin** account is logged in, the admin dashboard will be its main module and should look like this:



KARESMA TRADING

Dashboard

Total Products: 11 

Daily Sales: ₱0.00 

Critical Stocks: 3 

Scheduled Delivery: No delivery at this moment 

Dashboard

Inventory

Sales

Deliveries

Configuration

Reports

Sign Out

Daily Sales

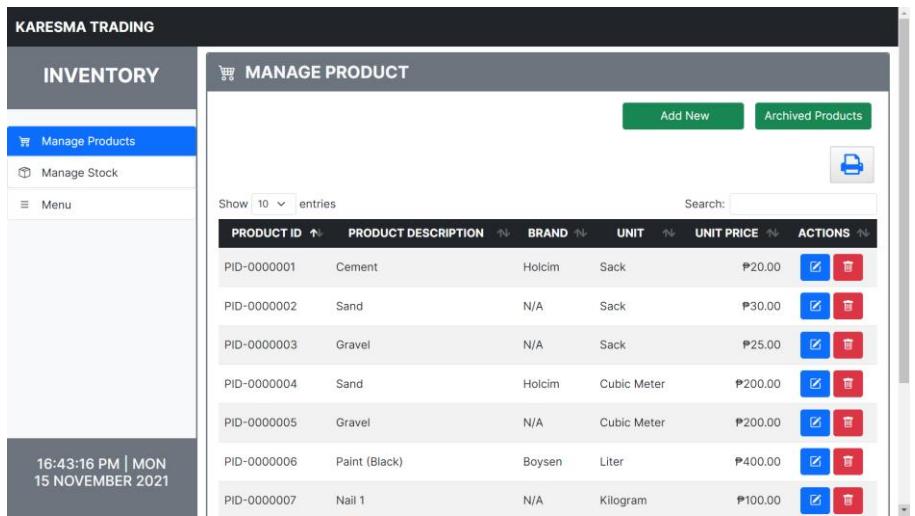
View Details >

Most Sold Product

Product Description	Quantity Sold
Cement	2056
Gravel	137
Sand	117
Sand	90

View Details >

- Access the inventory module by clicking the  on the admin dashboard.



KARESMA TRADING

INVENTORY

Manage Products

Manage Stock

Menu

16:43:16 PM | MON 15 NOVEMBER 2021

MANAGE PRODUCT

Add New Archived Products

PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	UNIT PRICE	ACTIONS
PID-0000001	Cement	Holcim	Sack	₱20.00	 
PID-0000002	Sand	N/A	Sack	₱30.00	 
PID-0000003	Gravel	N/A	Sack	₱25.00	 
PID-0000004	Sand	Holcim	Cubic Meter	₱200.00	 
PID-0000005	Gravel	N/A	Cubic Meter	₱200.00	 
PID-0000006	Paint (Black)	Boysen	Liter	₱400.00	 
PID-0000007	Nail 1	N/A	Kilogram	₱100.00	 

ADMIN GUIDE

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- Add new products to the system by clicking **Add New** button on the manage products page in the inventory module.

KARESMA TRADING

INVENTORY

Manage Products

10:29:42 AM | SAT 20 NOVEMBER 2021

MANAGE PRODUCT

New Product

Product Id: PID-0000012

Product Description: (e.g. Cement)

Brand: (e.g. Holcim)

Unit: Sack

Unit Price: (e.g. 100)

Reset Save Cancel

PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	UNIT PRICE	ACTIONS
PID-000			Meter	₱50.00	<input type="checkbox"/> <input type="button"/>
PID-000			Meter	₱30.00	<input type="checkbox"/> <input type="button"/>
PID-000			Meter	₱25.00	<input type="checkbox"/> <input type="button"/>
PID-000			Meter	₱200.00	<input type="checkbox"/> <input type="button"/>
PID-000			Meter	₱200.00	<input type="checkbox"/> <input type="button"/>
PID-0000006	Paint (Black)	Boysen	Liter	₱400.00	<input type="checkbox"/> <input type="button"/>
PID-0000007	Nail 1	N/A	Kilogram	₱100.00	<input type="checkbox"/> <input type="button"/>

- Update product information such as name, brand, unit, and price by clicking the **EDIT** button on the manage products page of the inventory module.

KARESMA TRADING

INVENTORY

Manage Products

16:45:41 PM | MON 15 NOVEMBER 2021

MANAGE PRODUCT

Update Product

Product Id: PID-0000001

Product Description: Cement

Brand: Holcim

Unit: Sack

Unit Price: 20

Save Cancel

PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	UNIT PRICE	ACTIONS
PID-000			Meter	₱20.00	<input type="checkbox"/> <input type="button"/>
PID-000			Meter	₱30.00	<input type="checkbox"/> <input type="button"/>
PID-000			Meter	₱25.00	<input type="checkbox"/> <input type="button"/>
PID-000			Meter	₱200.00	<input type="checkbox"/> <input type="button"/>
PID-000			Meter	₱200.00	<input type="checkbox"/> <input type="button"/>
PID-0000006	Paint (Black)	Boysen	Liter	₱400.00	<input type="checkbox"/> <input type="button"/>
PID-0000007	Nail 1	N/A	Kilogram	₱100.00	<input type="checkbox"/> <input type="button"/>

- Archive a product by clicking the **DELETE** button on the manage products page in the inventory module.

KARESMA TRADING

INVENTORY

MANAGE PRODUCT

Show: 10

PROD

PID-000

PID-000

PID-000

PID-0000004 Sand Holcim Cubic Meter ₱200.00

PID-0000005 Gravel N/A Cubic Meter ₱200.00

PID-0000006 Paint (Black) Boysen Liter ₱400.00

PID-0000007 Nail 1 N/A Kilogram ₱100.00

16:47:00 PM | MON 15 NOVEMBER 2021

Archive Product

Are you sure that you want to archive the product details of PID-0000001?

Yes No

- Access the archived products by clicking the **Archived Products** button on the manage inventory page in the inventory module.

KARESMA TRADING

INVENTORY

MANAGE PRODUCT

Archived Products

Show: 5 entries

PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	UNIT PRICE	DATE ARCHIVED	ACTIONS
PID-0000009	Cement	Mayon	Sack	₱250.00	11/15/2021 4:44 PM	<input type="button"/> <input type="button"/>

Showing 1 to 1 of 1 entries

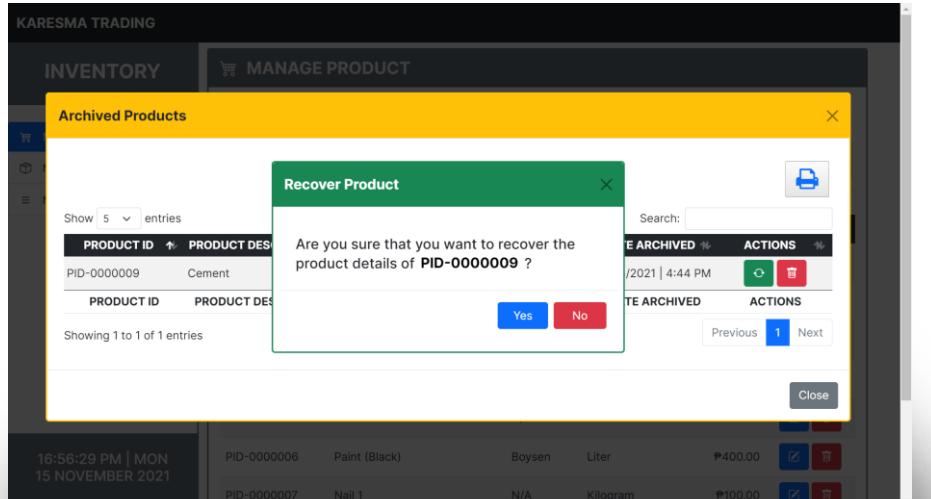
16:44:57 PM | MON 15 NOVEMBER 2021

PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	UNIT PRICE	DATE ARCHIVED	ACTIONS
PID-0000006	Paint (Black)	Boysen	Liter	₱400.00		<input type="checkbox"/> <input type="button"/>
PID-0000007	Nail 1	N/A	Kilogram	₱100.00		<input type="checkbox"/> <input type="button"/>

ADMIN GUIDE

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- Recover an archived product by clicking the  button on the archived products page in the inventory module.



KARESMA TRADING

INVENTORY

MANAGE PRODUCT

Archived Products

PRODUCT ID PRODUCT DESCRIPTION

PID-0000009 Cement

PRODUCT ID PRODUCT DESCRIPTION

PID-0000006 Paint (Black) Boysen Liter ₱400.00

PID-0000007 Nail 1 N/A Kilogram ₱100.00

Show 5 entries

SEARCH:

DATE ARCHIVED	ACTIONS	
2021 4:44 PM		

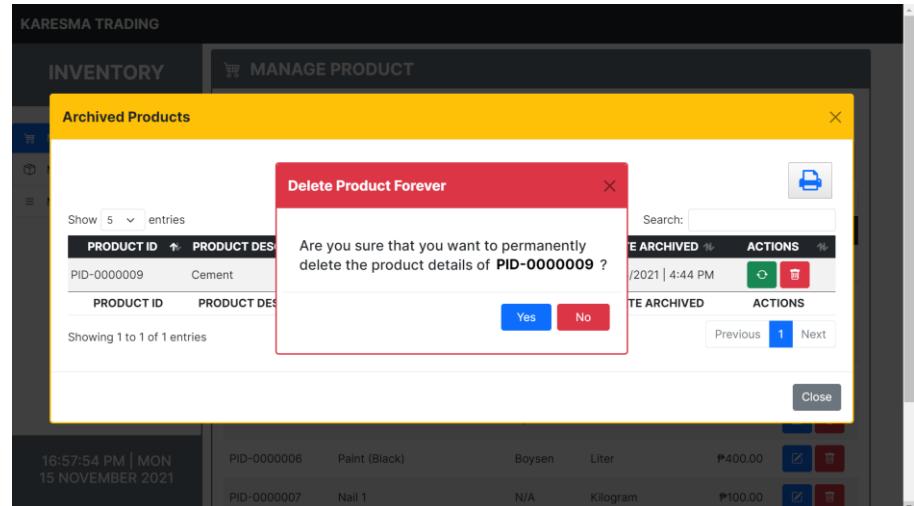
RETRIEVED ARCHIVED ACTIONS

Previous 1 Next

Close

16:56:29 PM | MON 15 NOVEMBER 2021

- Permanently delete an archived product by clicking the  button on the archived products page in the inventory module.



KARESMA TRADING

INVENTORY

MANAGE PRODUCT

Archived Products

PRODUCT ID PRODUCT DESCRIPTION

PID-0000009 Cement

PRODUCT ID PRODUCT DESCRIPTION

PID-0000006 Paint (Black) Boysen Liter ₱400.00

PID-0000007 Nail 1 N/A Kilogram ₱100.00

Show 5 entries

SEARCH:

DATE ARCHIVED	ACTIONS	
2021 4:44 PM		

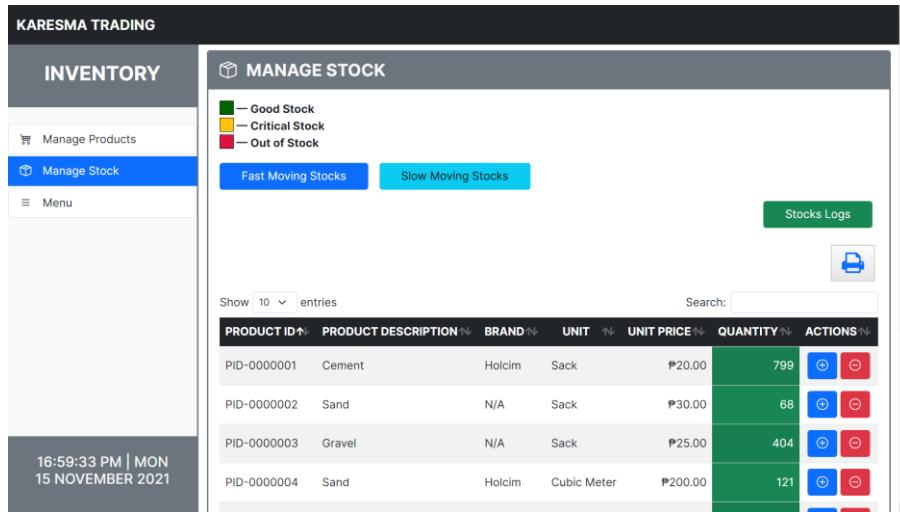
RETRIEVED ARCHIVED ACTIONS

Previous 1 Next

Close

16:57:54 PM | MON 15 NOVEMBER 2021

- Access the manage stock page by clicking the  button in the inventory module.



KARESMA TRADING

INVENTORY

MANAGE STOCK

Manage Products

Manage Stock

Menu

Stocks Logs

Fast Moving Stocks Slow Moving Stocks

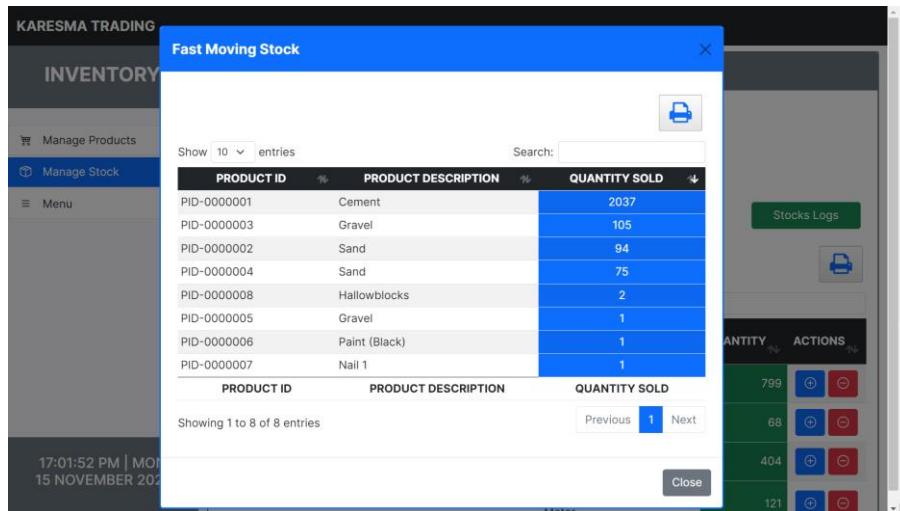
Show 10 entries

SEARCH:

PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	UNIT PRICE	QUANTITY	ACTIONS	
PID-0000001	Cement	Holcim	Sack	₱20.00	799		
PID-0000002	Sand	N/A	Sack	₱30.00	68		
PID-0000003	Gravel	N/A	Sack	₱25.00	404		
PID-0000004	Sand	Holcim	Cubic Meter	₱200.00	121		

16:59:33 PM | MON 15 NOVEMBER 2021

- Access the fast-moving stock page by clicking the  button to check on best seller products.



KARESMA TRADING

INVENTORY

Fast Moving Stock

Manage Products

Manage Stock

Menu

Stocks Logs

Fast Moving Stocks

Show 10 entries

SEARCH:

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY SOLD
PID-0000001	Cement	2037
PID-0000003	Gravel	105
PID-0000002	Sand	94
PID-0000004	Sand	75
PID-0000008	Hallowblocks	2
PID-0000005	Gravel	1
PID-0000006	Paint (Black)	1
PID-0000007	Nail 1	1

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY SOLD
PID-0000001	Cement	2037
PID-0000003	Gravel	105
PID-0000002	Sand	94
PID-0000004	Sand	75
PID-0000008	Hallowblocks	2
PID-0000005	Gravel	1
PID-0000006	Paint (Black)	1
PID-0000007	Nail 1	1

17:01:52 PM | MON 15 NOVEMBER 2021

ADMIN GUIDE

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- Access the slow-moving stock page by clicking the **Slow Moving Stocks** button to check on slow-moving products.

KARESMA TRADING

INVENTORY

Slow Moving Stock

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY SOLD
PID-0000001	Cement	799
PID-0000003	Gravel	404
PID-0000006	Paint (Black)	199
PID-0000008	Hollowblocks	198
PID-0000004	Sand	121
PID-0000005	Gravel	99
PID-0000002	Sand	68
PID-0000007	Nail 1	49

Showing 1 to 8 of 8 entries

17:02:17 PM | MON 15 NOVEMBER 2021

- Access the stock logs page to check the history of stock adjustments by clicking the **Stocks Logs** button on the Inventory module.

KARESMA TRADING

Stock Logs

PRODUCT ID	ADJUSTED BY	PRODUCT DESC	QUANTITY	ACTION	REASON	DATE
PID-0000001	Juan Dela Cruz	Cement	1	Product stock decreased	Product sold	11/15/2021 4:16 PM
PID-0000001	Lawrence Sebelina	Cement	32	Deducted	New Stock	11/15/2021 12:59 PM
PID-0000001	Lawrence Sebelina	Cement	100	Added	New Stock	11/15/2021 12:58 PM
PID-0000001	Juan Dela Cruz	Cement	10	Product stock decreased	Product sold	11/15/2021 11:28 AM
PID-0000001	Juan Dela Cruz	Cement	2	Product stock decreased	Product sold	11/15/2021 11:10 AM
PID-0000001	Juan Dela Cruz	Cement	2	Product stock decreased	Product sold	11/15/2021 10:47 AM

11/15/2021 | 11:56:23 PM

PID-0000004 Sand Holcim Cubic Meter ₱200.00 121 + -

- Add stocks in a product by clicking the **+** button in the manage stock page.

KARESMA TRADING

INVENTORY

MANAGE STOCK

Add Product Stock

UNIT PRICE	QUANTITY	ACTIONS
₱20.00	799	+ -
₱30.00	68	+ -
₱25.00	404	+ -
₱200.00	121	+ -

17:03:10 PM | MON 15 NOVEMBER 2021

- Remove stocks in a product by clicking the **-** button in the manage stock page.

KARESMA TRADING

INVENTORY

MANAGE STOCK

Remove Product Stock

UNIT PRICE	QUANTITY	ACTIONS
₱20.00	799	+ -
₱30.00	68	+ -
₱25.00	404	+ -
₱200.00	121	+ -

17:03:37 PM | MON 15 NOVEMBER 2021

ADMIN GUIDE

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- Access the sales module by clicking the  button on the admin dashboard.

KARESMA TRADING

SALES

-  Transaction Logs
-  Monitor Sales
-  Menu

17:04:01 PM | MON 15 NOVEMBER 2021

TRANSACTION LOGS

Date From: MMMM DD, YYYY Date To: MMMM DD, YYYY

Show 10 entries Search:

TRANSACTION ID	CASHIER NAME	GRAND TOTAL	DISCOUNT	PAYMENT	CHANGE	TOTAL ITEMS	DATE
TID-0000272	Juan Dela Cruz	₱955.00	0%	₱1,000.00	₱45.00	10	11/15/2021
TID-0000271	Juan Dela Cruz	₱1,260.00	10%	₱2,000.00	₱740.00	20	11/15/2021
TID-0000270	Juan Dela Cruz	₱207.00	10%	₱250.00	₱43.00	11	11/15/2021
TID-0000269	Juan Dela Cruz	₱95.00	5%	₱100.00	₱5.00	4	11/15/2021
TID-0000268	Juan Dela Cruz	₱63.00	10%	₱100.00	₱37.00	3	11/15/2021

- Access a transaction id in the transaction logs by clicking [TID-0000272](#) to check the information like items bought, and subtotal in that transaction.

KARESMA TRADING

SALES

-  TID-0000272
-  Back

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TRANSACTION LOGS > TID-0000272

Show 10 entries Search:

TRANSACTION ID	PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	PRICE	QUANTITY	SUB TOTAL
TID-0000272	PID-0000001	Cement	Holcim	Sack	₱20.00	1	₱20.00
TID-0000272	PID-0000002	Sand	N/A	Sack	₱30.00	2	₱60.00
TID-0000272	PID-0000003	Gravel	N/A	Sack	₱25.00	3	₱75.00
TID-0000272	PID-0000004	Sand	Holcim	Cubic	₱200.00	4	₱800.00

TRANSACTION ID PRODUCT ID PRODUCT DESCRIPTION BRAND UNIT PRICE QUANTITY SUB TOTAL

Showing 1 to 4 of 4 entries Previous **1** Next

- Access the monitor sales page by clicking the  on the sales module.

KARESMA TRADING

SALES

-  Transaction Logs
-  **Monitor Sales**
-  Menu

17:05:53 PM | MON 15 NOVEMBER 2021

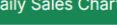
MONITOR SALES (DAILY)

Sales Type: Daily Sales Chart

Show 10 entries Search:

DATE	TOTAL SALES
November 12, 2021	₱3,120.00
November 11, 2021	₱36,475.00
November 10, 2021	₱941.60
November 09, 2021	₱5,830.00
November 08, 2021	₱13,910.00
November 07, 2021	₱3,850.00
November 06, 2021	₱2,000.00
November 05, 2021	₱270.00

localhost/Karesma/SalesAndInventory2:sales/monitor_sales_daily.php

- View the daily sales chart by clicking the  button on the monitor stock page.

KARESMA TRADING

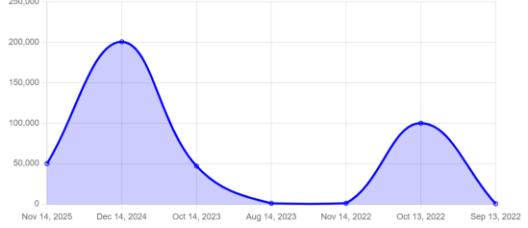
SALES

-  Transaction Logs
-  **Monitor Sales**
-  Menu

17:06:54 PM | MON 15 NOVEMBER 2021

Daily Sales

Daily Sales



Sales

Nov 14, 2025 Nov 07, 2021 ₱3,650.00
Nov 06, 2021 ₱2,000.00
Nov 05, 2021 ₱270.00

Daily Sales Chart

ADMIN GUIDE

23

- View the monthly sales by clicking the dropdown and select monthly.

KARESMA TRADING

SALES

- Transaction Logs
- Monitor Sales**
- Menu

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MONITOR SALES (MONTHLY)

Sales Type:

Show 10 entries Search:

MONTH	TOTAL SALES
November 2025	₱50,120.00
December 2024	₱200,570.00
October 2023	₱47,005.00
August 2023	₱1,005.00
November 2022	₱1,083.00
October 2022	₱100,012.00
September 2022	₱535.00

- View the daily sales chart by clicking the button on the monitor stock page.

KARESMA TRADING

SALES

- Transaction Logs
- Monitor Sales**
- Menu

17:09:22 PM | MON 15 NOVEMBER 2021

DAILY SALES

Monthly Sales

Monthly Sales

SALES

100,012.00 ₱535.00 ₱76,782.60

- View the yearly sales by clicking the dropdown and select yearly.

KARESMA TRADING

SALES

- Transaction Logs
- Monitor Sales**
- Menu

11:59:17 AM | SAT 20 NOVEMBER 2021

MONITOR SALES (YEARLY)

Sales Type:

Show 10 entries Search:

YEAR	TOTAL SALES
2025	₱50,120.00
2024	₱200,570.00
2023	₱48,010.00
2022	₱101,630.00
2021	₱241,728.85

Showing 1 to 5 of 5 entries

- View the yearly sales by clicking the dropdown and select yearly.

KARESMA TRADING

SALES

- Transaction Logs
- Monitor Sales**
- Menu

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DAILY SALES

Daily Sales

Yearly Sales

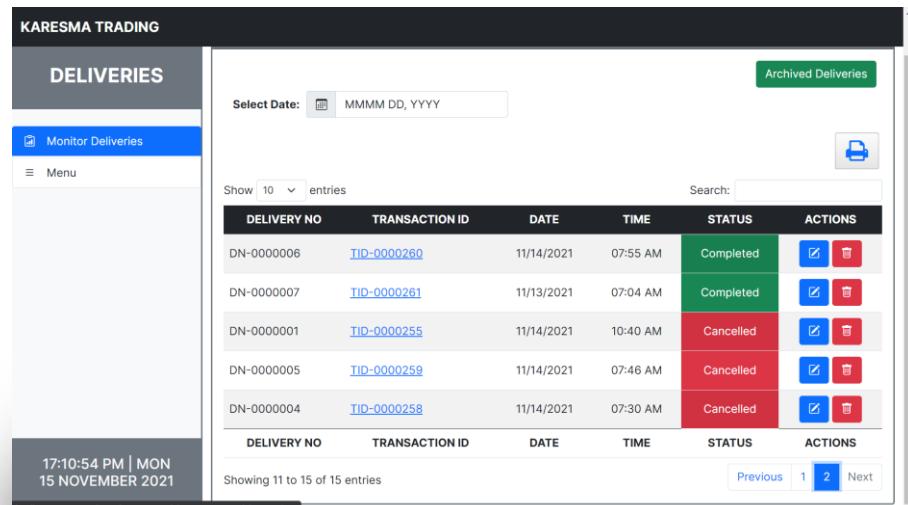
YEAR

Showing 1 to 5 of 5 entries

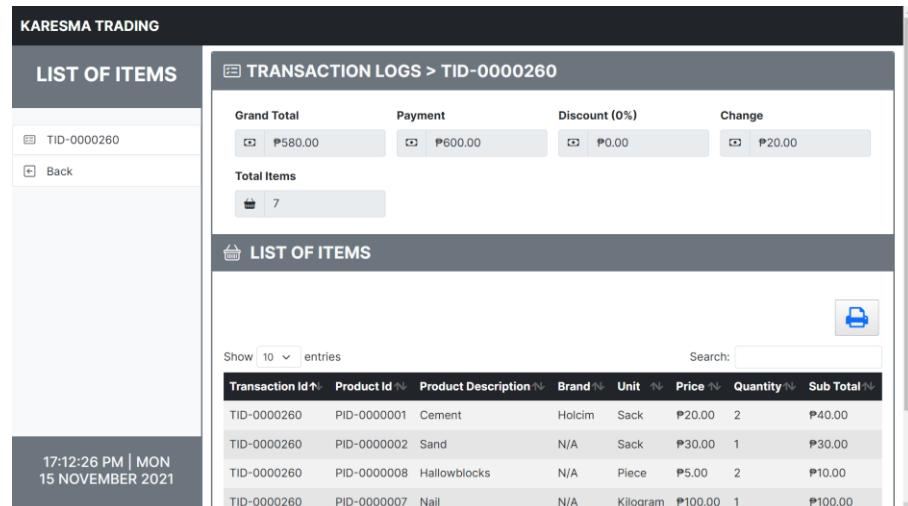
ADMIN GUIDE

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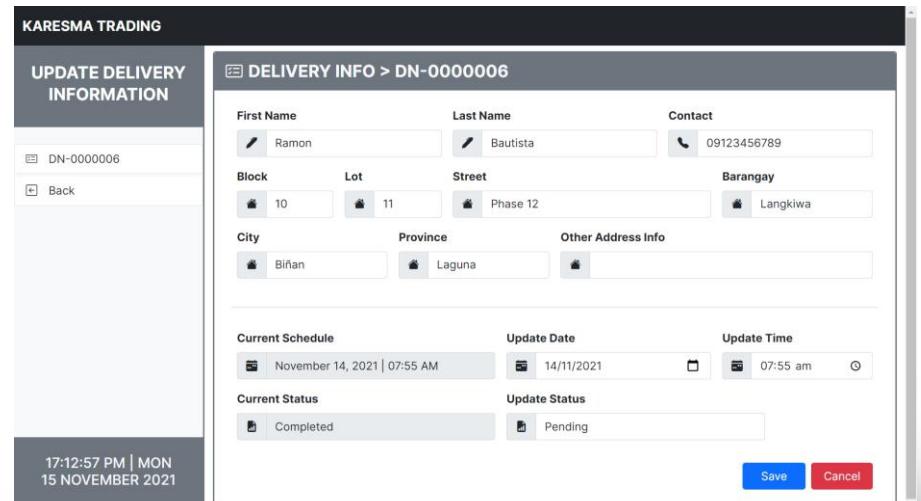
- Access the deliveries module by clicking the  Deliveries button on the admin dashboard.



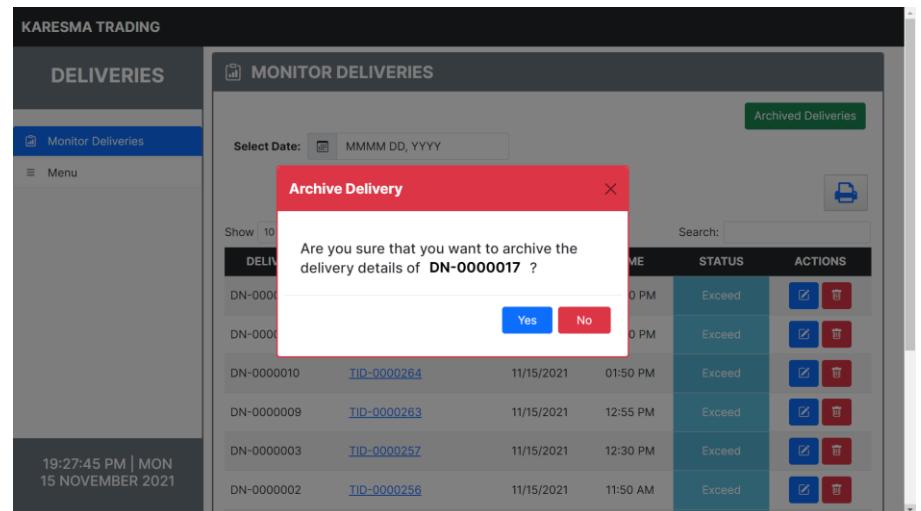
- Access a transaction id by clicking the [TID-0000260](#) to check the details of a recently completed transaction on delivery.



- Edit a delivery schedule by clicking the  button on the deliveries module and supply the required information.



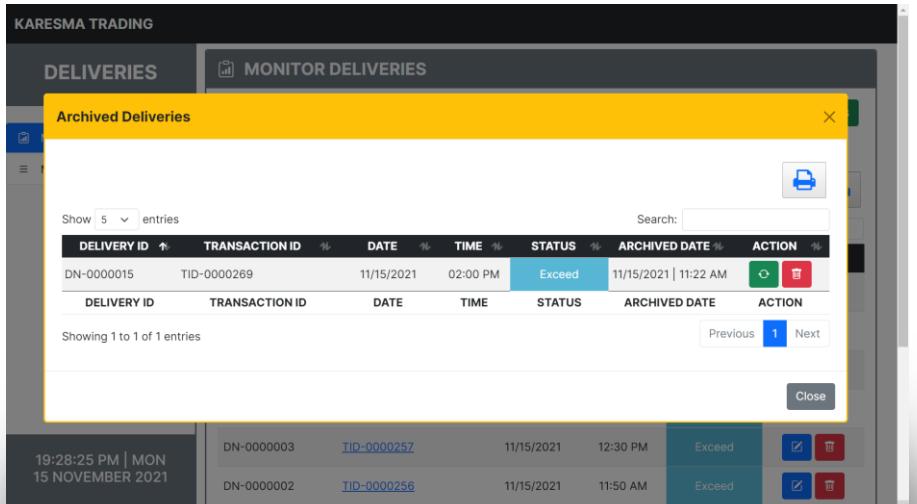
- Archive an existing delivery schedule by clicking the  button on the deliveries module.



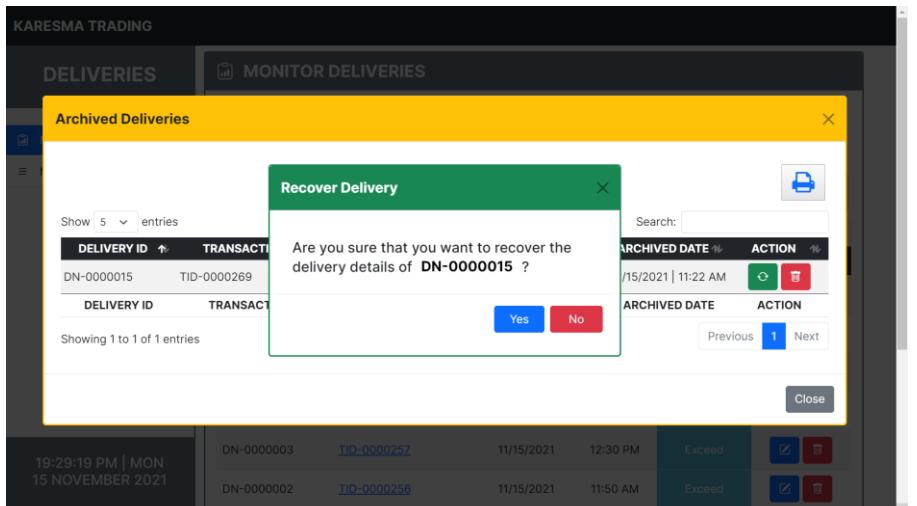
ADMIN GUIDE

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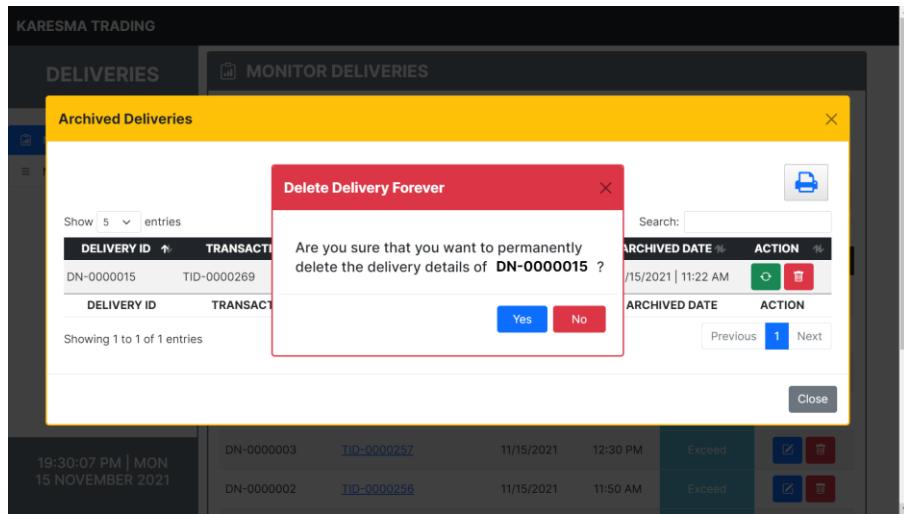
- Access the archived delivery schedule by clicking the  button on the deliveries module.



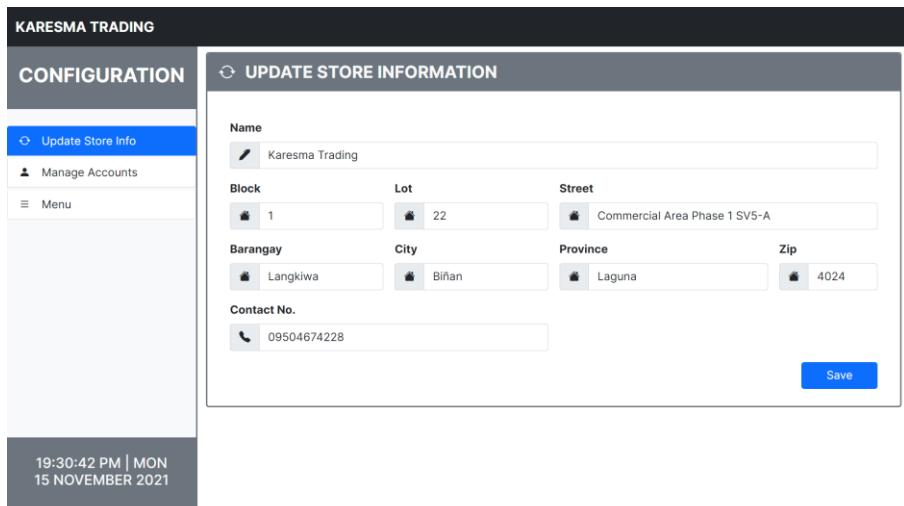
- Recover an archived delivery schedule in the archived deliveries page by clicking the  button.



- Delete permanently an archived delivery schedule by clicking the  button on the archived deliveries page.



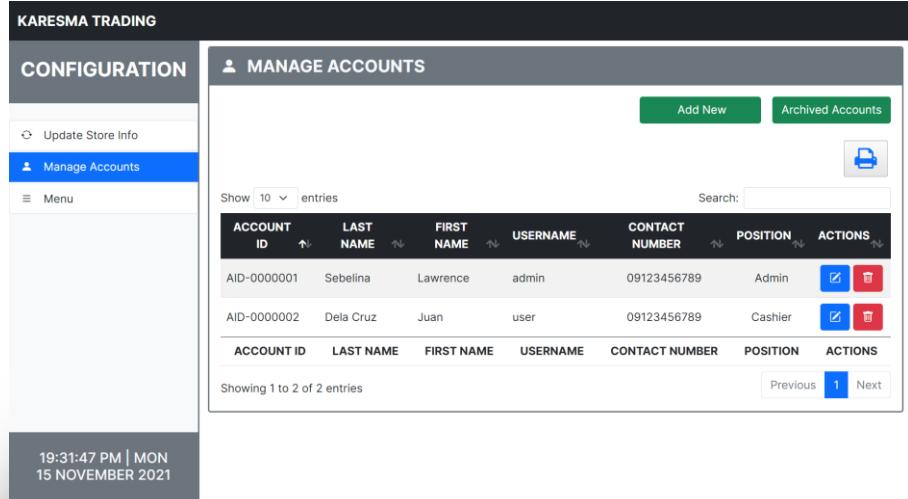
- Access the configuration module by clicking the  button on the admin dashboard.



ADMIN GUIDE

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- Access the manage accounts page by clicking  on the configuration module.



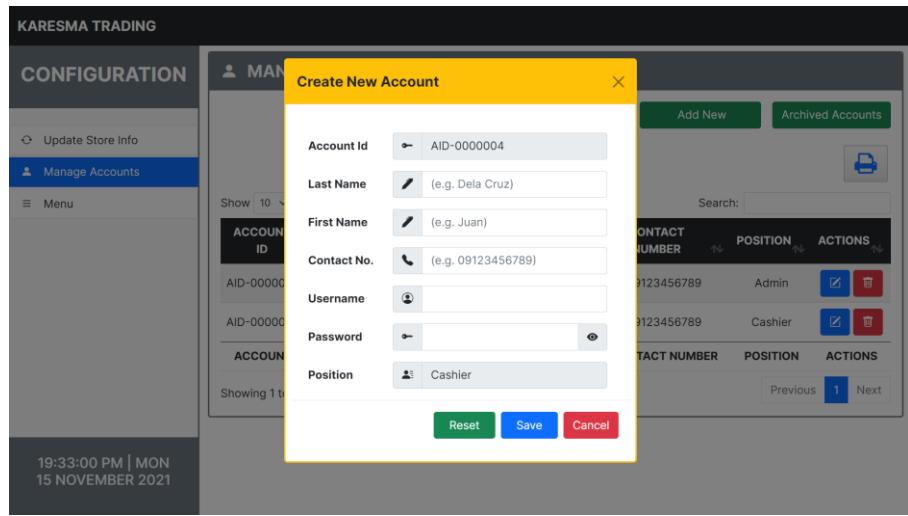
KARESMA TRADING

CONFIGURATION

 Manage Accounts

19:31:47 PM | MON 15 NOVEMBER 2021

- Add new account by clicking the  button on the manage accounts page in the configuration module and supply the required information.



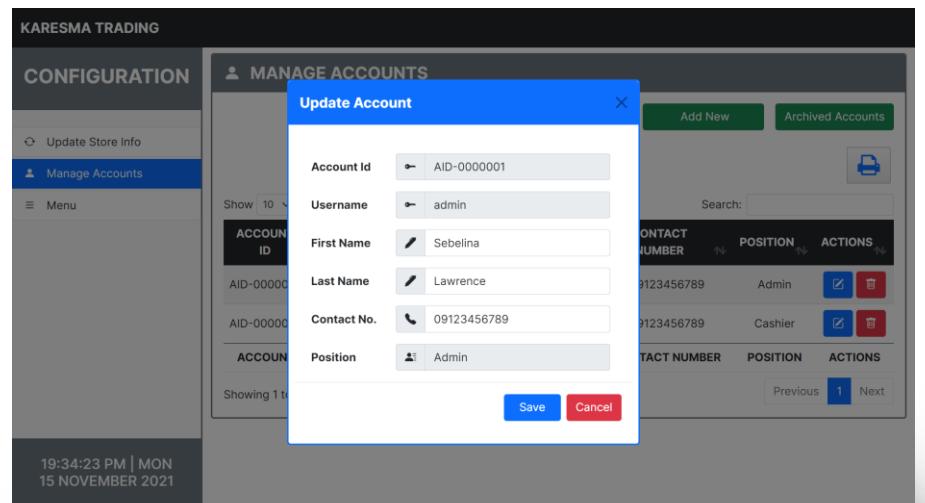
KARESMA TRADING

CONFIGURATION

 Manage Accounts

19:33:00 PM | MON 15 NOVEMBER 2021

- Update existing account details by clicking the  button on the manage accounts page.



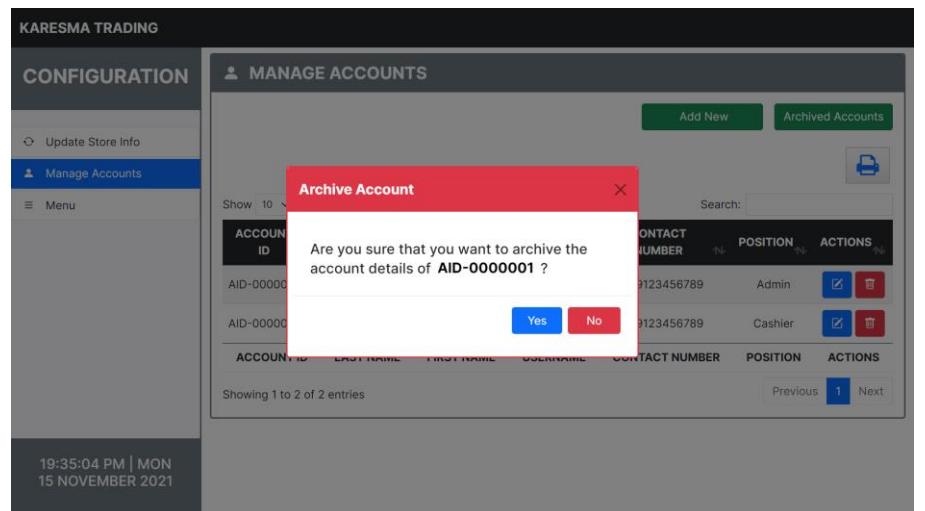
KARESMA TRADING

CONFIGURATION

 Manage Accounts

19:34:23 PM | MON 15 NOVEMBER 2021

- Archive an existing account by clicking the  button on the manage accounts page.



KARESMA TRADING

CONFIGURATION

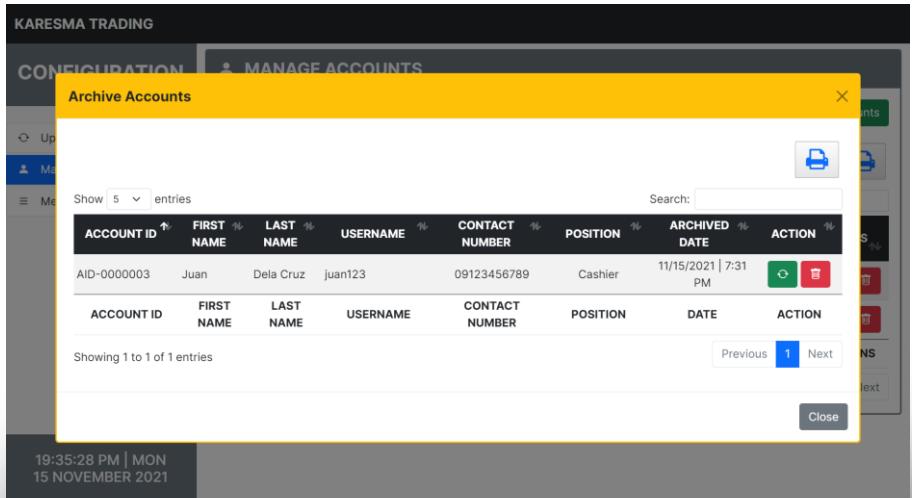
 Manage Accounts

19:35:04 PM | MON 15 NOVEMBER 2021

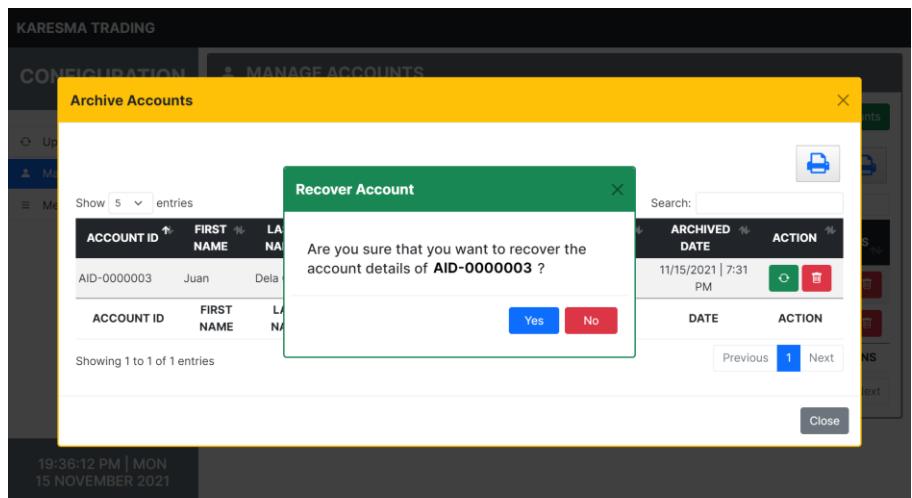
ADMIN GUIDE

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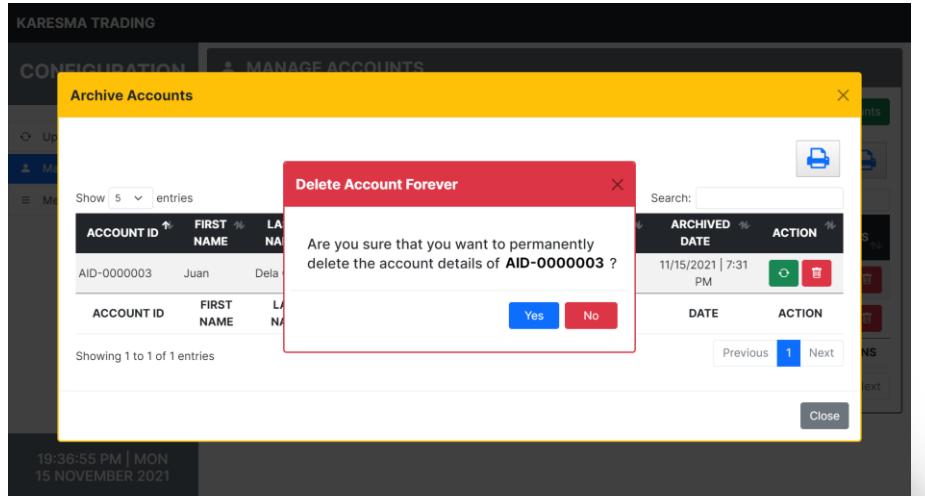
- Access the archived accounts in the system by clicking the **Archived Accounts** button in the manage accounts page.



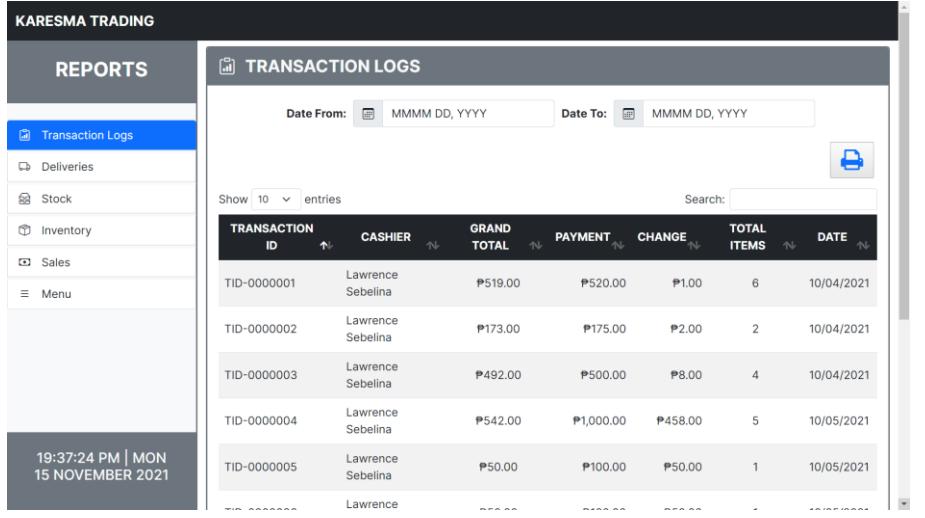
- Recover an archived account by clicking the **Unarchive** button on the manage accounts page.



- Permanently delete an archived account by clicking the **Delete** button on the manage accounts page.



- Access the reports module by clicking the **Reports** button on the admin dashboard. It will be directed to the transaction logs page where the admin can see the history of transactions in the store and generate a printable copy of it.



ADMIN GUIDE

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- Access the delivery records by clicking the  button on the reports module.

KARESMA TRADING

REPORTS

- Transaction Logs
- Deliveries**
- Stock
- Inventory
- Sales
- Menu

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DELIVERY RECORDS

Date From: MMMM DD, YYYY Date To: MMMM DD, YYYY

Show 10 entries Search:

DELIVERY NO	TRANSACTION ID	CUSTOMER NAME	DATE	TIME	STATUS
DN-0000001	TID-0000255	Lawrence Sebelina	11/14/2021	12:11:00 am	Cancelled
DN-0000002	TID-0000256	Pedro Santos	11/15/2021	12:11:00 am	Exceed
DN-0000003	TID-0000257	Maria Delos Reyes	11/15/2021	12:11:00 am	Exceed
DN-0000004	TID-0000258	Mario Garcia	11/14/2021	12:11:00 am	Cancelled
DN-0000005	TID-0000259	James Asuncion	11/14/2021	12:11:00 am	Cancelled
DN-0000006	TID-0000260	Ramon Bautista	11/14/2021	12:11:00 am	Completed
DN-0000007	TID-0000261	Mark Panopio	11/13/2021	12:11:00 am	Completed
DN-0000008	TID-0000262	Juan Santos	11/15/2021	12:11:00 am	Exceed
DN-0000009	TID-0000263	Jonathan Singson	11/15/2021	12:11:00 am	Exceed

- Access the stock records by clicking the  button on the reports module. Filter which types of stock view by clicking the drop-down and the date below it.

KARESMA TRADING

REPORTS

- Transaction Logs
- Deliveries
- Stock**
- Inventory
- Sales
- Menu

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STOCK ON HAND

Stock Type: Stock on hand

Date From: MMMM DD, YYYY Date To: MMMM DD, YYYY

Show 10 entries Search:

PRODUCT ID	PRODUCT DESCRIPTION	BRAND	UNIT	UNIT PRICE	DATE	QUANTITY
PID-0000001	Cement	Holcim	Sack	₱20.00	11/15/2021	799
PID-0000002	Sand	N/A	Sack	₱30.00	11/13/2021	68
PID-0000003	Gravel	N/A	Sack	₱25.00	11/09/2021	404
PID-0000004	Sand	Holcim	Cubic Meter	₱200.00	11/09/2021	121
PID-0000005	Gravel	N/A	Cubic Meter	₱200.00	11/15/2021	99
PID-0000006	Paint (Black)	Boysen	Liter	₱400.00	11/15/2021	199
PID-0000007	Nail 1	N/A	Kilogram	₱100.00	11/15/2021	49

- Access the inventory records by clicking the  button on the reports module.

KARESMA TRADING

REPORTS

- Transaction Logs
- Deliveries
- Stock
- Inventory**
- Sales
- Menu

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PRODUCT INVENTORY

Date From: MMMM DD, YYYY Date To: MMMM DD, YYYY

Show 10 entries Search:

TRANSACTION ID	CASHIER	GRAND TOTAL	PAYMENT	CHANGE	DATE
PID-0000001	Cement	Holcim	Sack	₱20.00	11/08/2021
PID-0000002	Sand	N/A	Sack	₱30.00	11/08/2021
PID-0000003	Gravel	N/A	Sack	₱25.00	11/08/2021
PID-0000004	Sand	Holcim	Cubic Meter	₱200.00	11/09/2021
PID-0000005	Gravel	N/A	Cubic Meter	₱200.00	11/09/2021
PID-0000006	Paint (Black)	Boysen	Liter	₱400.00	11/09/2021
PID-0000007	Nail 1	N/A	Kilogram	₱100.00	11/15/2021
PID-0000008	Hallowblocks	N/A	Piece	₱5.00	11/15/2021
PID-0000009	Cement	Mayon	Sack	₱250.00	11/15/2021

- Access the sales records by clicking the  button on the reports module. Set it to daily, monthly, or yearly by clicking the to filter out the options.

KARESMA TRADING

REPORTS

- Transaction Logs
- Deliveries
- Stock
- Inventory
- Sales**
- Menu

22:09:14 PM | SAT 20 NOVEMBER 2021

DAILY SALES

Sales Type: Daily

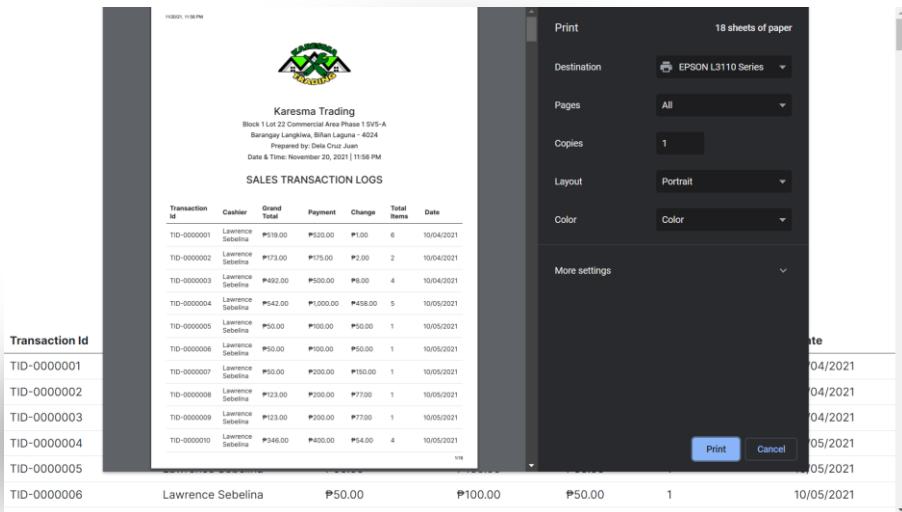
Show 10 entries Search:

DATE	TOTAL SALES
November 14, 2025	₱50,120.00
December 14, 2024	₱200,570.00
October 14, 2023	₱47,005.00
August 14, 2023	₱1,005.00
November 14, 2022	₱1,083.00
October 13, 2022	₱100,012.00
September 13, 2022	₱535.00
November 18, 2021	₱1,446.00
November 17, 2021	₱1,475.00

ADMIN GUIDE

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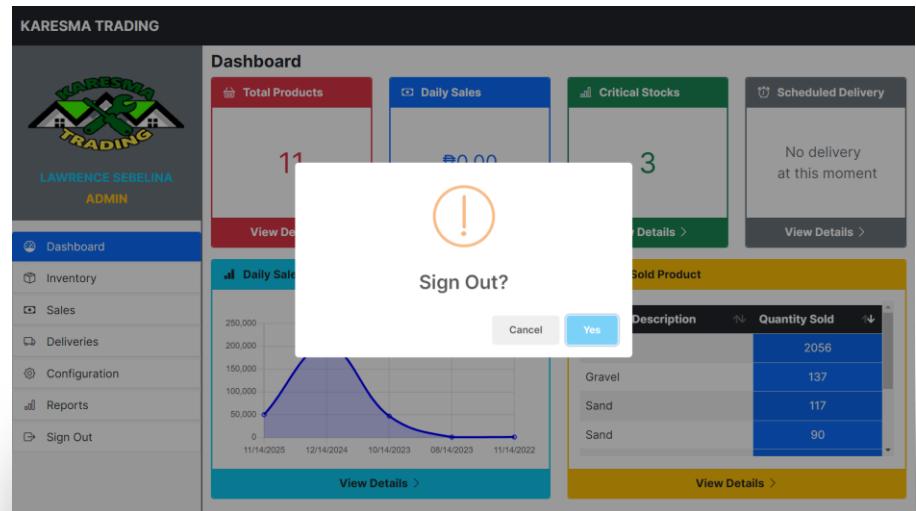
- Generate a printable copy of the transaction logs by clicking the  button on the reports module. It can also be done on other modules that has a  button and can be printed in the same way.



The screenshot shows a sales transaction log for Karesma Trading. The log details 10 transactions from November 20, 2021, to May 2021. Transaction ID TID-000001 is highlighted. A print dialog box is overlaid on the screen, showing settings for 18 sheets of paper, destination EPSON L3110 Series, all pages, 1 copy, portrait layout, and color printing. The main interface includes a logo, company address, and a navigation menu with links like Dashboard, Inventory, Sales, Deliveries, Configuration, Reports, and Sign Out.

Transaction Id	Cashier	Grand Total	Payment	Change	Total Items	Date
TID-000001	Lawrence Sebelina	₱50.00	₱100.00	₱50.00	6	10/04/2021
TID-000002	Lawrence Sebelina	₱173.00	₱175.00	₱2.00	2	10/04/2021
TID-000003	Lawrence Sebelina	₱492.00	₱500.00	₱8.00	4	10/04/2021
TID-000004	Lawrence Sebelina	₱542.00	₱1,000.00	₱458.00	5	10/05/2021
TID-000005	Lawrence Sebelina	₱50.00	₱100.00	₱50.00	1	10/05/2021
TID-000006	Lawrence Sebelina	₱50.00	₱100.00	₱50.00	1	10/05/2021
TID-000007	Lawrence Sebelina	₱50.00	₱200.00	₱150.00	1	10/05/2021
TID-000008	Lawrence Sebelina	₱123.00	₱200.00	₱776.00	1	10/05/2021
TID-000009	Lawrence Sebelina	₱123.00	₱200.00	₱776.00	1	10/05/2021
TID-000010	Lawrence Sebelina	₱146.00	₱400.00	₱54.00	4	10/05/2021

- Sign out of the system by clicking the  button on the admin dashboard.



The screenshot shows the Karesma Trading dashboard with a sign out confirmation dialog box in the center. The dialog box contains the text "Sign Out?" with a yellow exclamation mark icon. There are "Cancel" and "Yes" buttons. The dashboard background shows various metrics and a line graph for daily sales.