User Manual

For
Department Of Industrial
Development (NWP)

Submitted by
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1. System Login

1.1 Accessing the System

The Department of Industrial Development ERP System can be accessed through a web browser on any device that meets the system requirements.

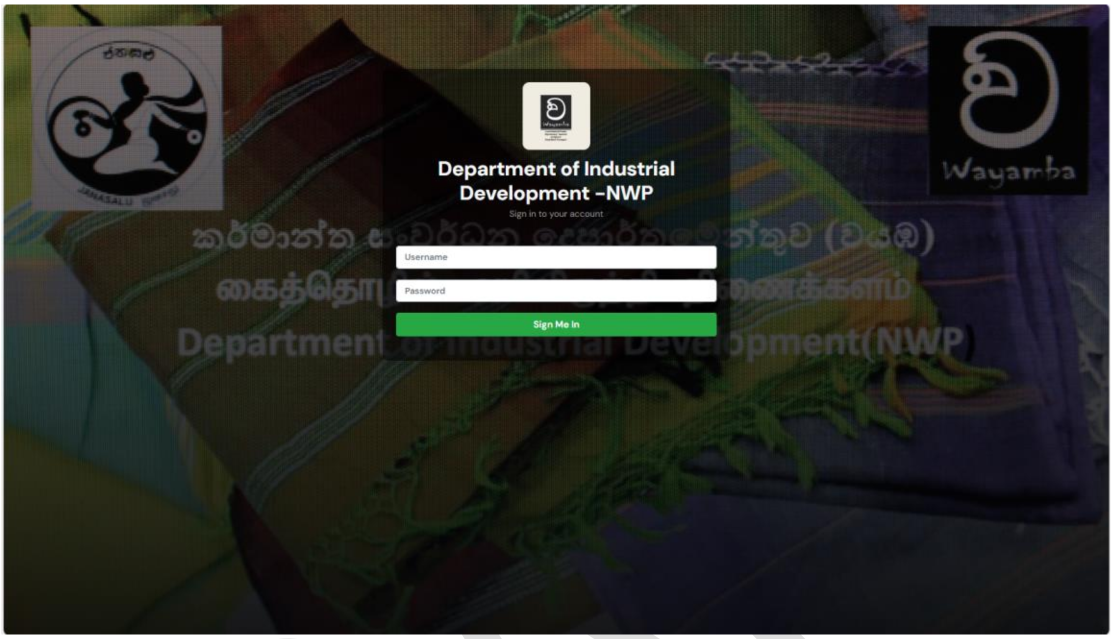


Figure 1: Login Page Overview

1.2 Login Steps

To access the system:

1. **Open your web browser** (Chrome, Firefox, or Edge recommended)
2. **Navigate to the system URL**: Enter the DID ERP system address provided by your IT administrator (e.g., http://13.232.30.46/did/)
3. **Enter your credentials**:
   - **Username**: Type your assigned username in the first field
   - **Password**: Enter your password in the second field (characters will be hidden for security)
4. **Click the "Sign Me In" button** (green button) to log in
5. **Wait for authentication**: The system will verify your credentials and redirect you to the dashboard

2 System Dashboard

After successful login, you will be directed to the main dashboard, which serves as the central hub for all system operations.

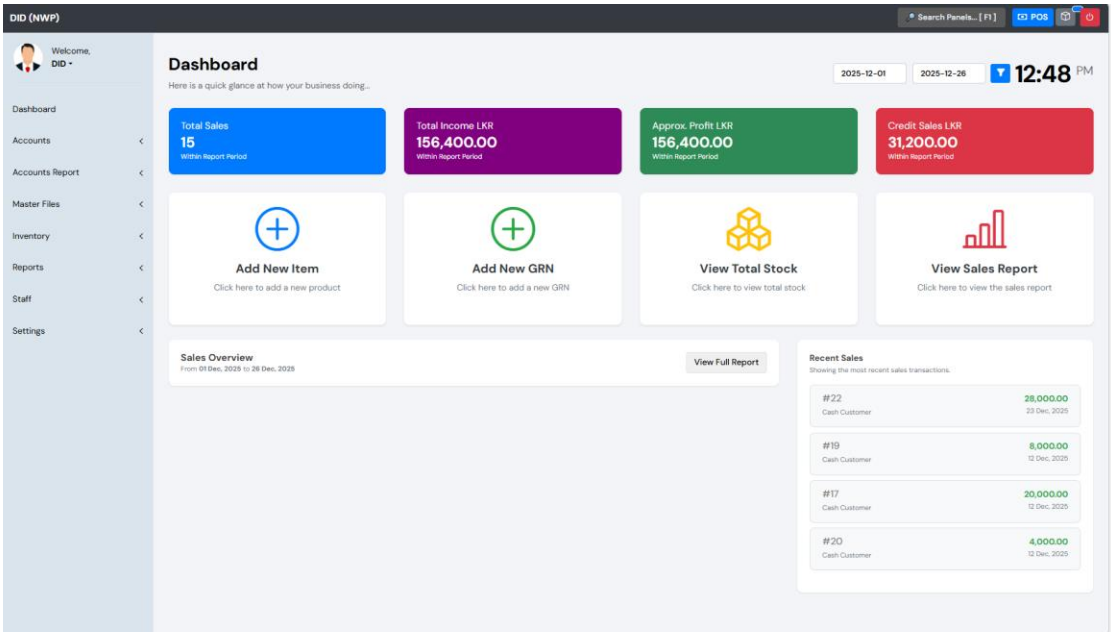


Figure 2: dashboard overview

2.1 Top Navigation Bar

Figure 3: navigation Bar overview

- **System Title**: "DID (NWP)" on the left side
- **Search Panels**: Magnifying glass icon with keyboard shortcut for quick navigation
- **POS**: Blue button for accessing Point of Sale module
- **Notifications**: Bell icon for system alerts
- **Power Button**: Red power icon for logging out

2.2 User Information Panel (Left Side)

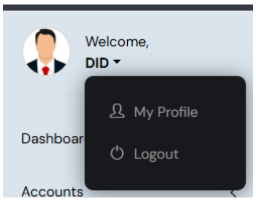


Figure 4: user profile overview

Accessing Your Profile

There are two ways to access your user profile:

2.2.1 User Dropdown Menu

1. Click on your **username** in the top left corner of the dashboard (shows "Welcome, DID")
2. A dropdown menu will appear with two options:
   - **My Profile**: Click to view your complete profile
   - **Logout**: Click to sign out of the system

2.2.2 My Profile

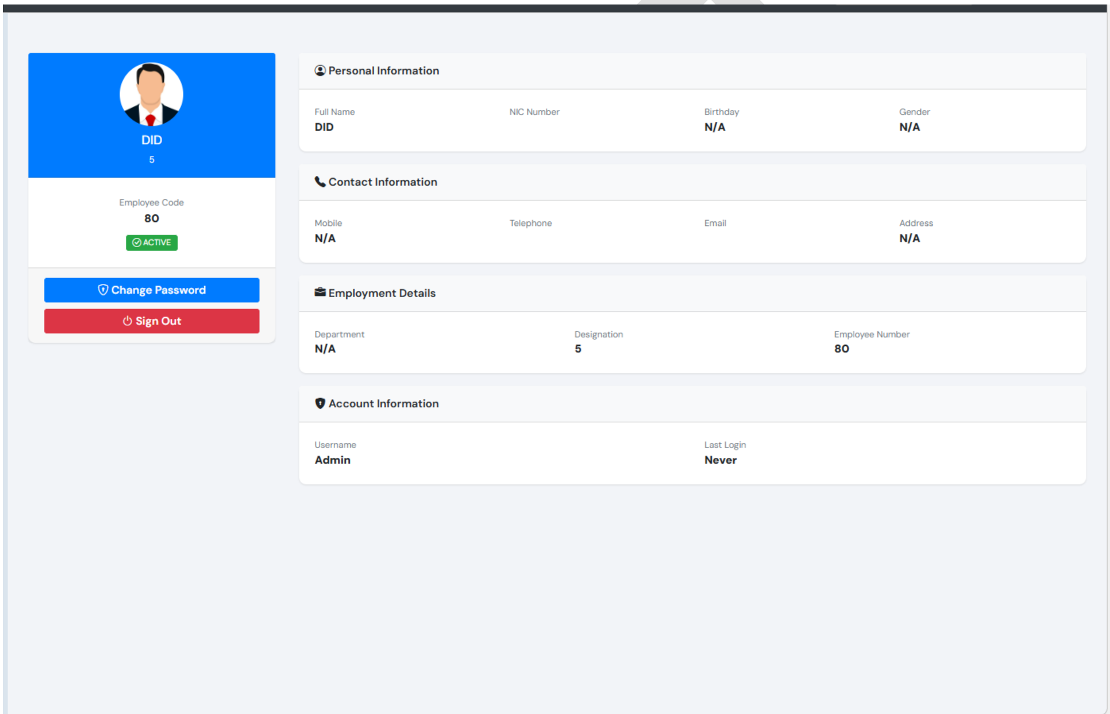


Figure 5: user profile Overview

The profile page is divided into two main sections:

2.2.3 Left Panel - Profile Summary

This blue panel displays quick reference information:

Profile Header:

- **Avatar**: User profile picture or default icon
- **Display Name**: (your username)
- **Employee Code**: (your unique employee identification number)
- **Status Badge**: Green "ACTIVE" badge indicating your account status

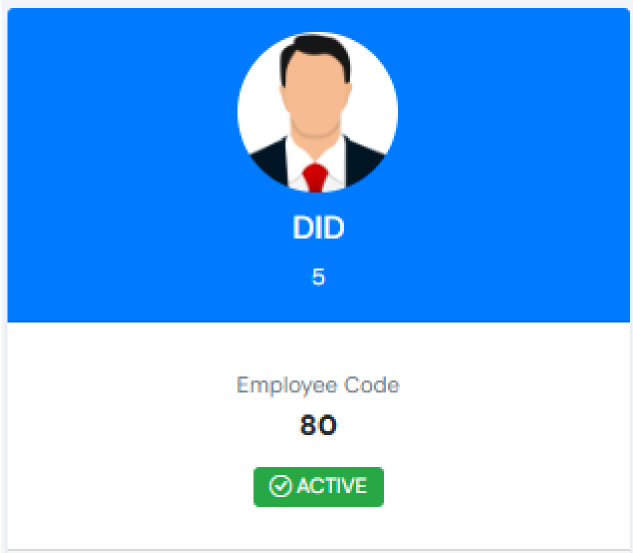


Figure 6: profile header

Action Buttons:

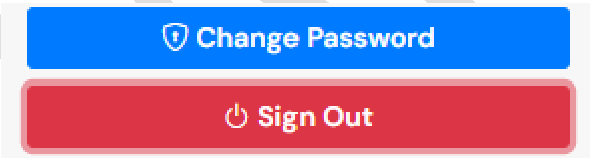


Figure 7: Action Button

Change Password Button (Blue)

- Icon: Shield with checkmark
- Purpose: Update your login password
- Click this button to access the password change form

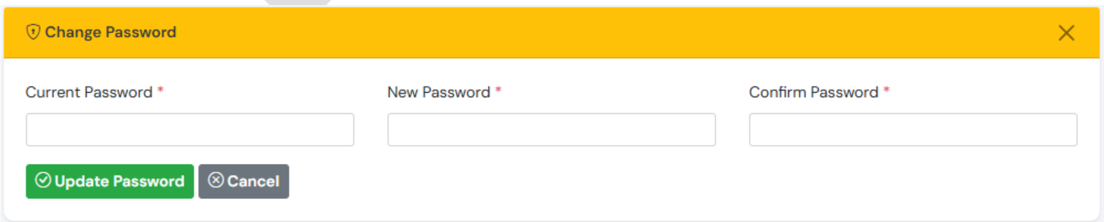


Figure 8: change password Overview

Sign Out Button (Red)

- Icon: Power/logout symbol
- Purpose: Log out of the system safely
- Click this button to end your session

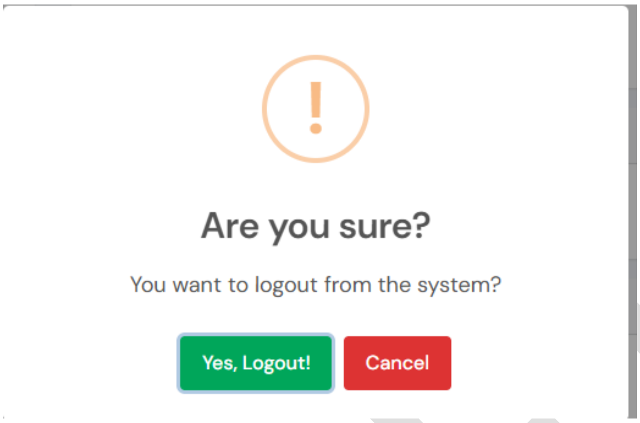


Figure 9:sign-out overview

2.2.4 Right Panel - Detailed Information

The right panel displays comprehensive profile information organized into four sections:

- Personal Information Section
- Contact Information Section
- Employment Details Section
- Account Information Section

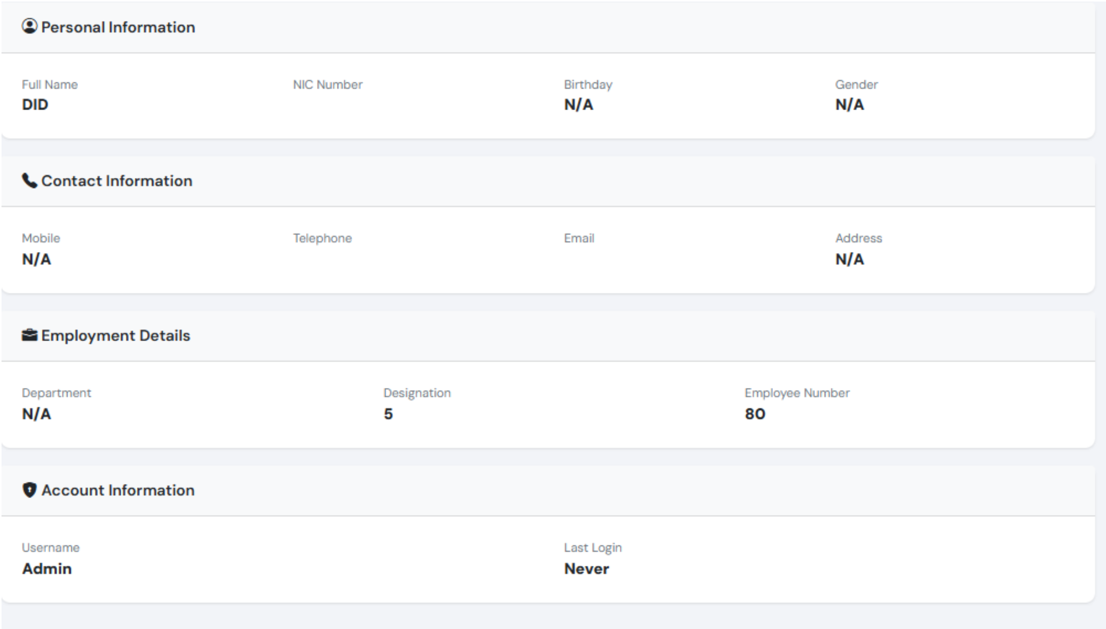


Figure 10: Detailed Information Overview

2.3 Date and Time Display

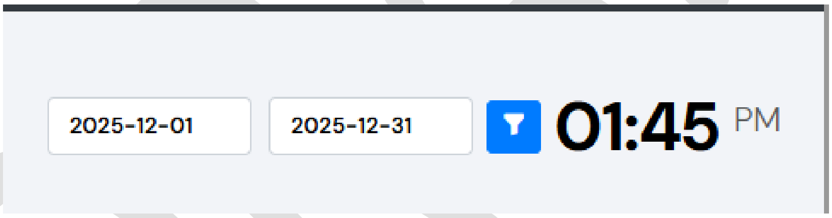


Figure 11: Date & Time Overview

- **Start Date**: First date field showing current report period start
- **End Date**: Second date field showing report period end
- **Current Time**: Large digital clock display showing real-time
- **Calendar Icon**: Blue icon for quick date selection

2.4 Main Navigation Menu

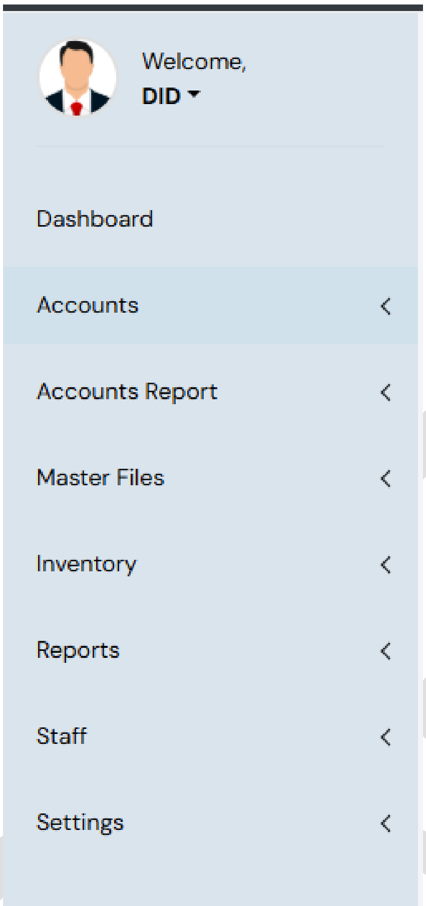


Figure 12: Slide bar Overview

The primary navigation menu includes:

1. **Dashboard**: Overview of system activities (currently selected)
2. **Accounts**: Manage financial accounts and transactions (expandable)
3. **Accounts Report**: View financial reports and statements (expandable)
4. **Master Files**: Access master data management modules (expandable)
5. **Inventory**: Manage stock and inventory operations (expandable)
6. **Reports**: Generate various system reports (expandable)
7. **Staff**: Manage employee and user records (expandable)
8. **Settings**: Configure system settings and preferences (expandable)

Navigation Tips:

- Menu items with arrow icons (>) can be expanded to show sub-menus
- Currently active page is highlighted in the menu
- Click any menu item to navigate to that module

2.5 Dashboard Widgets

Four prominent cards display critical business metrics:

1. Total Sales (Blue Card)

- **Value**:
- **Description**: Within Report Period
- Shows the total number of sales transactions completed

2. Total Income LKR (Purple Card)

- **Value**:
- **Description**: Within Report Period
- Displays total revenue generated in Sri Lankan Rupees

3. Approx. Profit LKR (Green Card)

- **Value**:
- **Description**: Within Report Period
- Shows estimated profit for the selected period

4. Credit Sales LKR (Red Card)

- **Value**:
- **Description**: Within Report Period
- Indicates total sales made on credit terms

Note: All KPI values are calculated based on the date range selected at the top right of the dashboard.

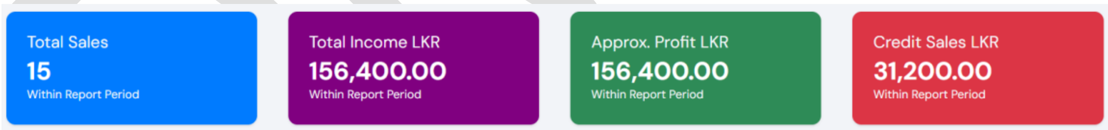


Figure 13: Dashboard Widgets overview

2.6 Quick Action Buttons

Four large action buttons provide quick access to common tasks:

1. Add New Item (Blue)

- **Icon**: Plus sign in blue circle
- **Action**: Click here to add a new product
- **Purpose**: Quickly register new handloom products, raw materials, or craft items to inventory

2. Add New GRN (Green)

- **Icon**: Plus sign in green circle
- **Action**: Click here to add a new GRN (Goods Received Note)
- **Purpose**: Record incoming stock from suppliers or production centers

3. View Total Stock (Yellow)

- **Icon**: Three stacked boxes
- **Action**: Click here to view total stock
- **Purpose**: Access comprehensive inventory levels across all stores and sales centers

4. View Sales Report (Red)

- **Icon**: Bar chart
- **Action**: Click here to view the sales report
- **Purpose**: Generate detailed sales analysis and performance reports

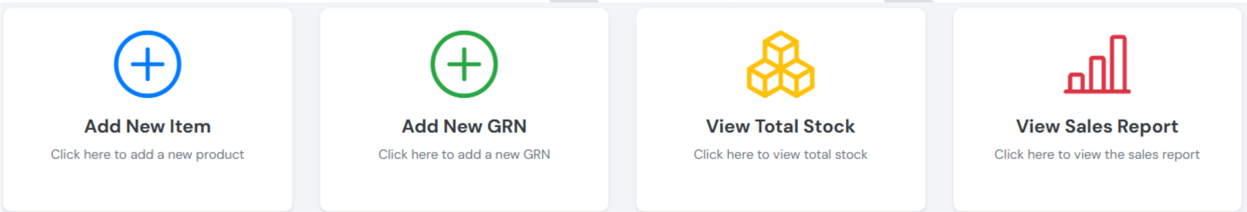


Figure 14: Quick Action Buttons

2.7 Sales Overview Section

Located in the lower portion of the dashboard:

2.7.1 Header Information:

- **Title**: "Sales Overview"
- **Date Range**:
- **View Full Report Button**: White button to access detailed sales analytics

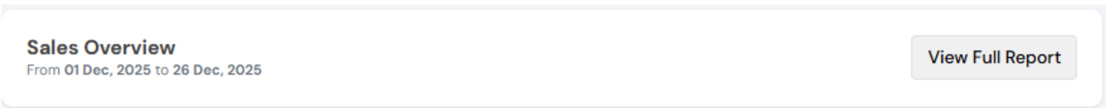


Figure 15: Sales Overview

2.7.2 Recent Sales Panel

Displays the most recent sales transactions with:

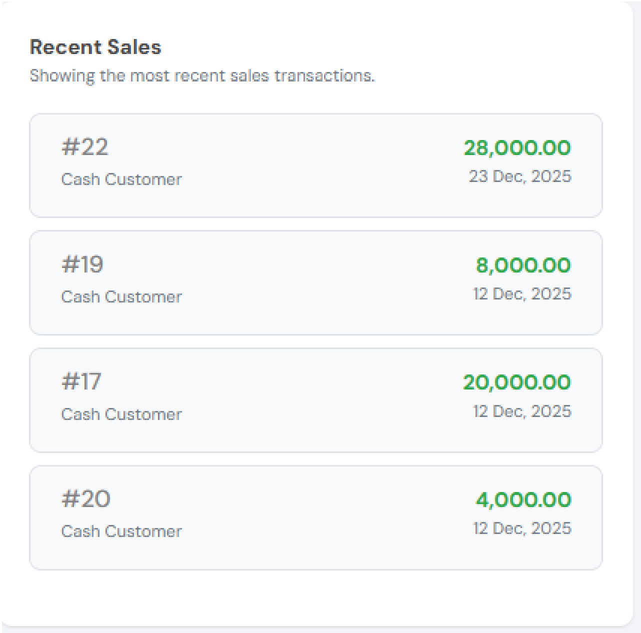


Figure 16: Recent Sales Panel

- **Real-time updates**: List refreshes automatically when new sales are made
- **Color coding**: Sale amounts shown in green for easy visibility
- **Quick reference**: Provides at-a-glance view of recent business activity

3 Master files

The Master Files Management System is a comprehensive business management application designed to help you maintain essential business data including stores, suppliers, customers, and vehicles. This manual will guide you through each module's features and functionality.

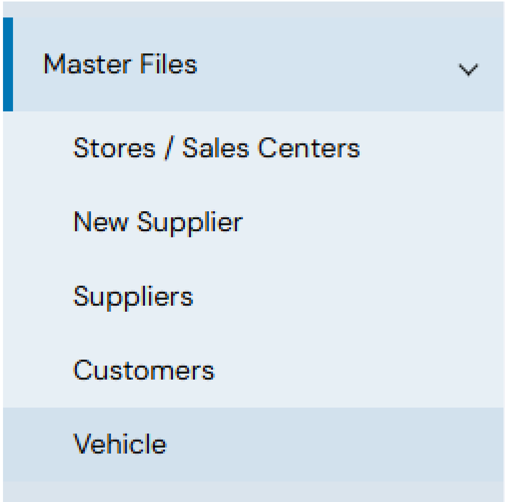


Figure 17: Master files Overview

Accessing the System

- Navigate through the main menu using the "Master Files" dropdown
- Select the appropriate module based on your task

3.1 Stores / Sales Centers Management

This module allows you to create and manage your store locations and sales centers across your business network.

3.1.1 How to Access

3.1.2 Creating a New Store/Sales Center

1. Navigate to **Master Files > Stores / Sales Centers**
2. On the left panel, fill in the required fields:
   - **Type*** (Required): Select either "Store" or "Sales Center" from the dropdown
   - **Name*** (Required): Enter the store or sales center name
   - **Center Code*** (Required): Enter a unique identification code (e.g., M1, SO1, SO2)
   - **Phone**: Enter the contact phone number
3. Click the **Create** button to save the entry

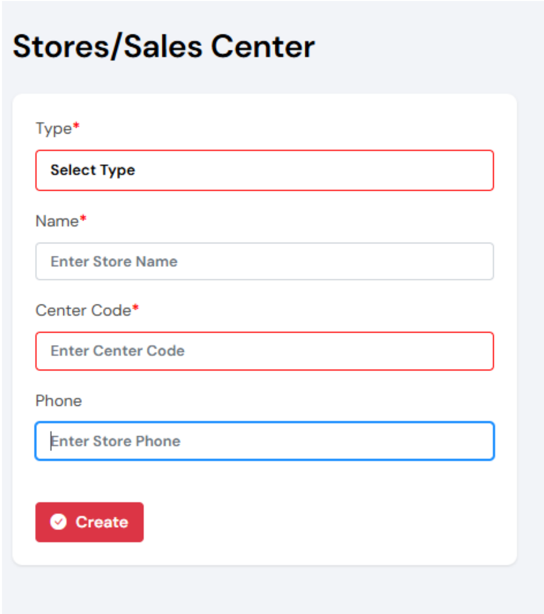


Figure 18: Store/Sale Center overview

3.1.3 Viewing Existing Stores/Sales Centers

The right panel displays all your stores and sales centers in a table format:

- **Search**: Use the search box in the top right to find specific entries
- **Show entries**: Adjust the dropdown to display 10, 25, 50, or 100 entries per page
- **Table Columns**:
  - Stores: Name of the store/sales center
  - Code: Unique identification code
  - Type: Store or Sales Center designation
  - Phone: Contact number
  - Action: Edit or delete options (three-dot menu)

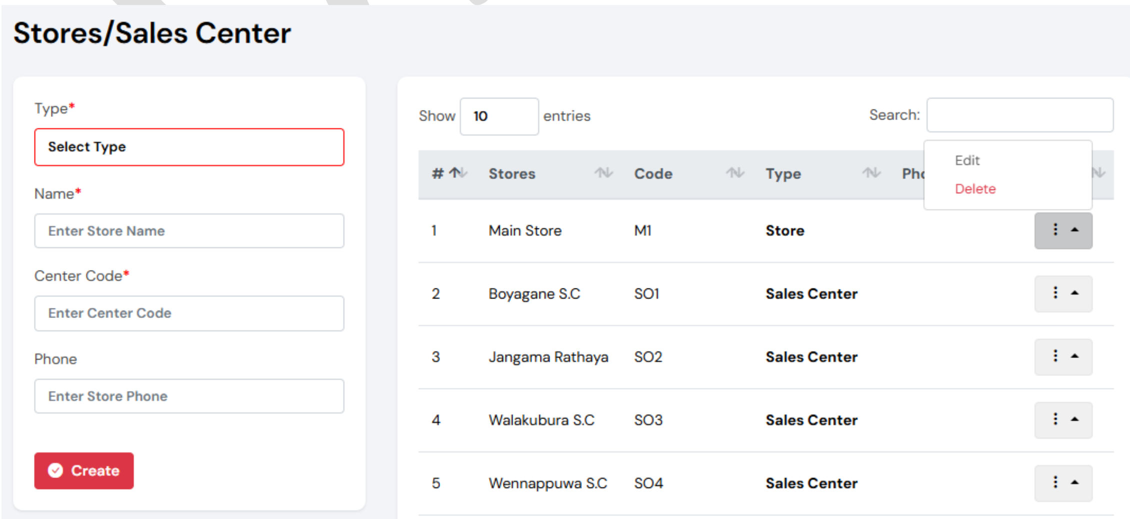


Figure 19:Existing Stores Overview

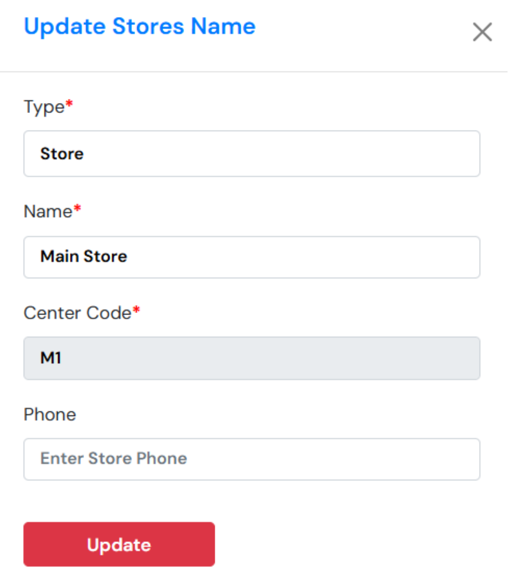


Figure 20:update Store

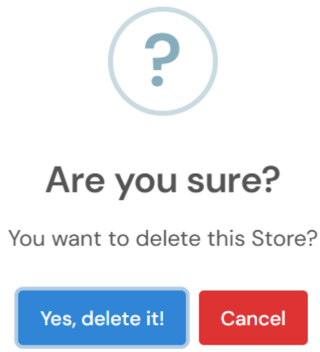


Figure 21:Delete Store

3.2 Supplier Management

The Supplier Management module maintains comprehensive records of all suppliers who provide raw materials, equipment, and services to support handloom production and traditional industries in the North Western Province.

3.2.1 How To Access

3.2.2 Adding a New Supplier

To register a new supplier in the system:

1. Navigate to **Master Data > New Suppliers**
2. Click the **All Supplier** button (top right, green button)
3. Complete the supplier registration form with the following sections:

3.2.3 Section 1: General Details

- **Supplier Name*** (Mandatory): Enter the full legal name of the supplier company or individual
- **Location*** (Mandatory): Enter the complete address of the supplier's business location
- **Code*** (Mandatory): Enter a unique supplier identification code (e.g., "SUP001", "SUP002"). This code is used for purchase orders and payment processing.

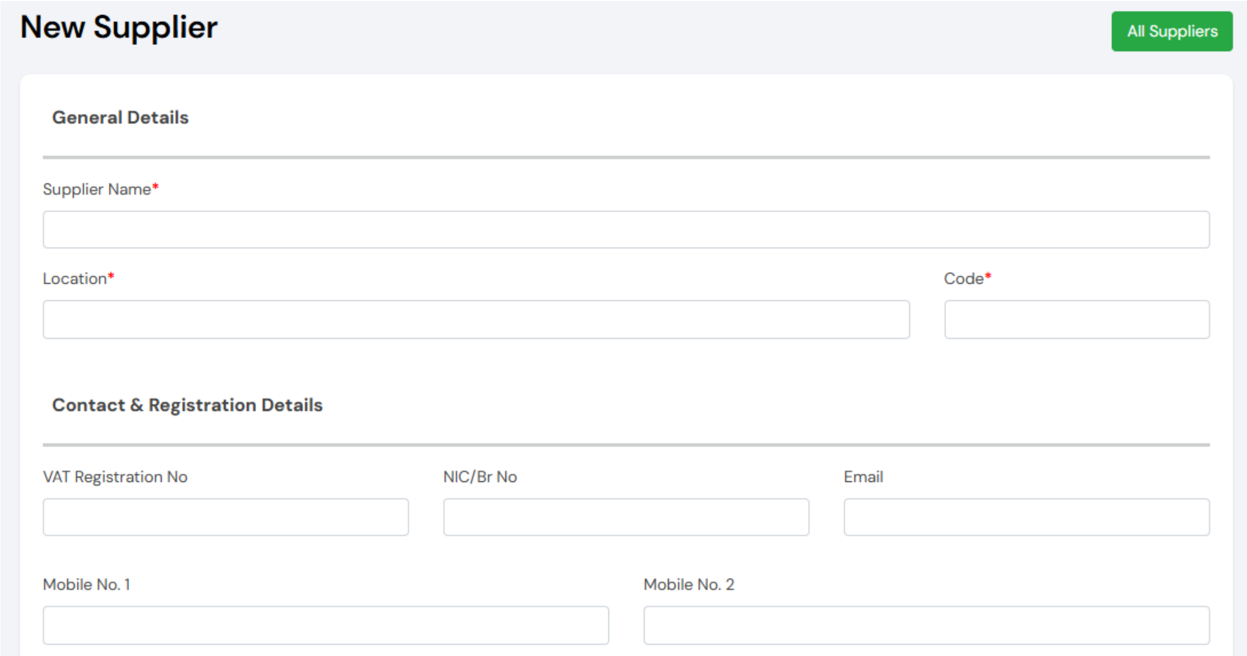


Figure 22:General Detail Overview

3.2.4 Section 2: Contact & Registration Details

- **VAT Registration No**: Enter the supplier's VAT registration number if applicable
- **NIC/Br No**: Enter the National Identity Card number (for individuals) or Business Registration number (for companies)
- **Email**: Enter the primary email address for communication and sending purchase orders
- **Mobile No. 1**: Enter the primary contact mobile number
- **Mobile No. 2**: Enter an alternate contact number (optional)

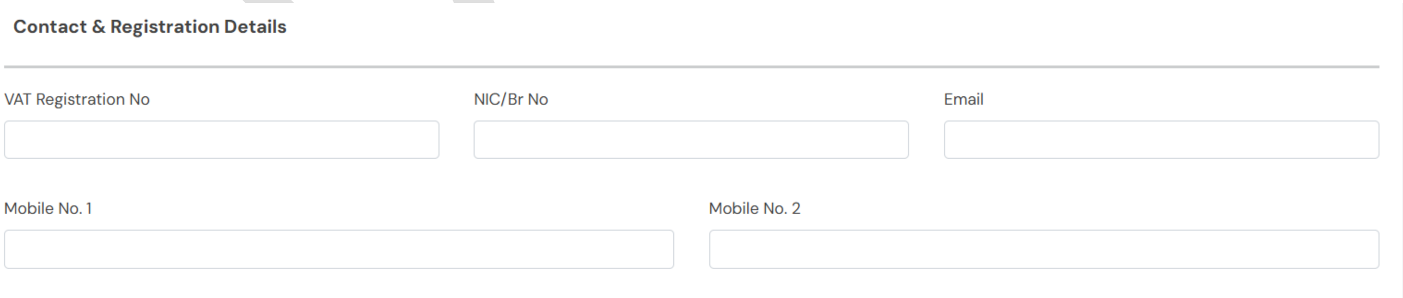


Figure 23:Contact Detail Overview

3.2.5 Section 3: Financial Details

- **Cheque in favour of**: Enter the exact name that should appear on payment cheques
- **Credit days**: Enter the number of days allowed for payment (e.g., 30, 60, 90 days). The system displays "Credit days in no of days" as a helper text.
- **Credit Limit**: Enter the maximum credit amount allowed for this supplier in Rupees. The system displays "Credit Limit in Rs." as a helper text. Default value is 0.00.

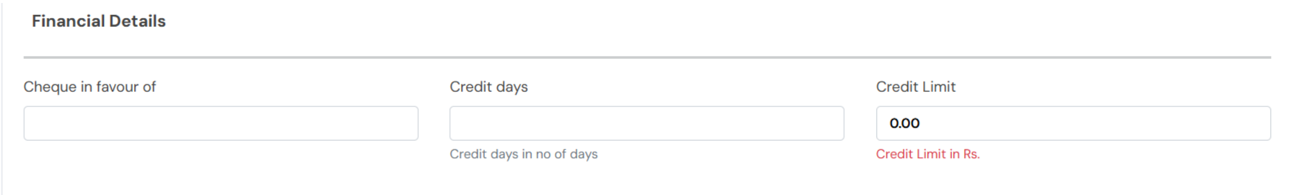


Figure 24:Financial Detail Overview

3.2.6 Section 4: Payment & Options

This section allows you to configure payment methods and additional options for the supplier:

Payment Method:

Select the accepted payment methods for this supplier by checking the appropriate boxes:

- **Cheque**: Check this box if the supplier accepts payment by cheque. This is the traditional payment method for most suppliers.
- **Cash**: Check this box if the supplier accepts cash payments. This option is typically used for small purchases or immediate settlements.

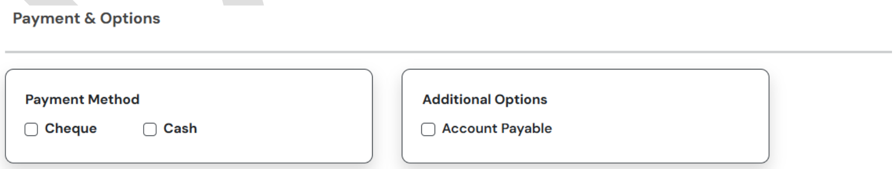


Figure 25:Payment Method Section

3.2.7 Section 5: Other Details

- **Remarks**: Enter any additional notes or special instructions about the supplier
- **Contact Person**: Enter the name of the primary contact person at the supplier's organization. This is helpful for direct communication regarding orders and payments.

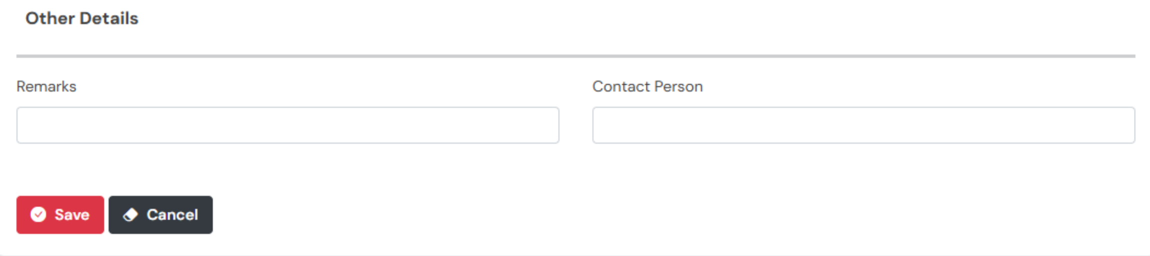


Figure 26:Other Detail Section

3.2.8 Saving the Supplier Record

After completing all necessary fields:

1. Click the **Save** button (red button, bottom left) to register the supplier in the system
2. Click **Cancel** (black button) to discard all changes and return to the suppliers list without saving

3.3 Viewing and Managing Suppliers

After saving, you will be redirected to the suppliers list page, which displays all registered suppliers in a comprehensive table format.

3.3.1 How To Acess

1. From the **Main Navigation Menu**, click **Master Files**.
2. Select **Suppliers**.
3. The **Suppliers List** screen will be displayed as shown above.

3.3.2 Page Header

- **Title**: "Suppliers" appears at the top left
- **New Supplier Button**: Green button (+) at the top right to add new suppliers

3.3.3 Table Controls

- **Show entries**: Dropdown at the top left to control how many records display per page (options: 10, 25, 50, 100 entries)
- **Search**: Text input box at the top right for real-time search across all supplier information

The supplier list displays the following information:

- **#**: Sequential record number
- **Code**: Unique supplier identification code
- **Name**: Supplier company or individual name
- **Location**: Business address or city of the supplier
- **Status**: Visual status indicator showing:
    - **ACTIVE** (green badge): Supplier is currently active and can be used for transactions
    - **INACTIVE** (gray badge): Supplier is disabled
- **Toggle Switch**: Blue toggle button to quickly activate/deactivate the supplier
- **Action**: Three-dot menu (⋮) for additional operations

3.3.4 Status Management

Each supplier has two status controls for flexible management:

1. **Status Badge**:
    - Visual indicator showing the current status (ACTIVE or INACTIVE)
    - Helps quickly identify which suppliers are available for use
2. **Toggle Switch**:
    - Blue slider button that can be clicked to change supplier status
    - Toggles between active and inactive states
    - Provides quick status changes without opening the edit form
    - Useful for temporarily suspending a supplier without deleting their record

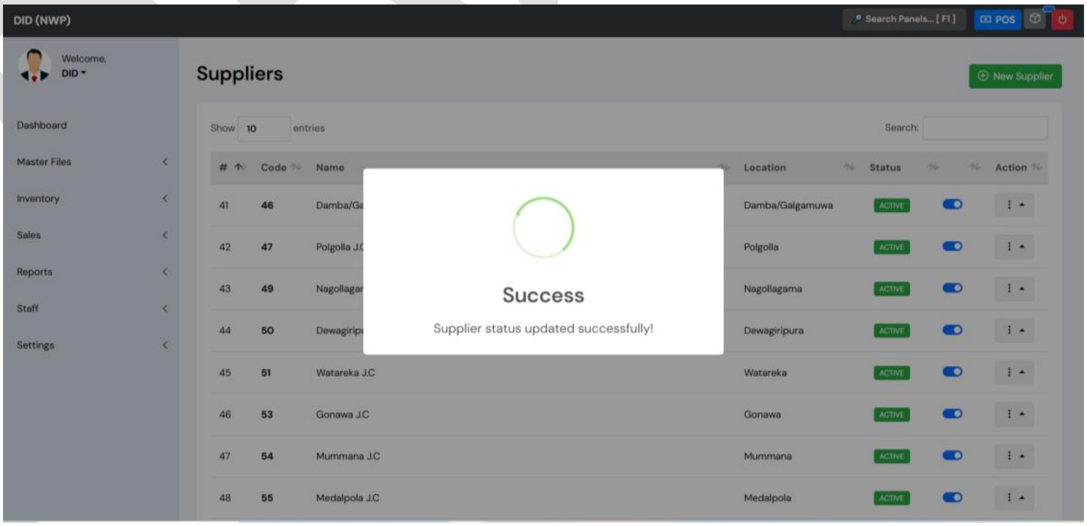


Figure 27:Status Badge

3.3.5 Action Options

Click the three-dot menu icon (⋮) next to any supplier to access these options:

- **Edit Supplier**: Opens the supplier details form to modify information such as contact details, payment terms, or credit limits

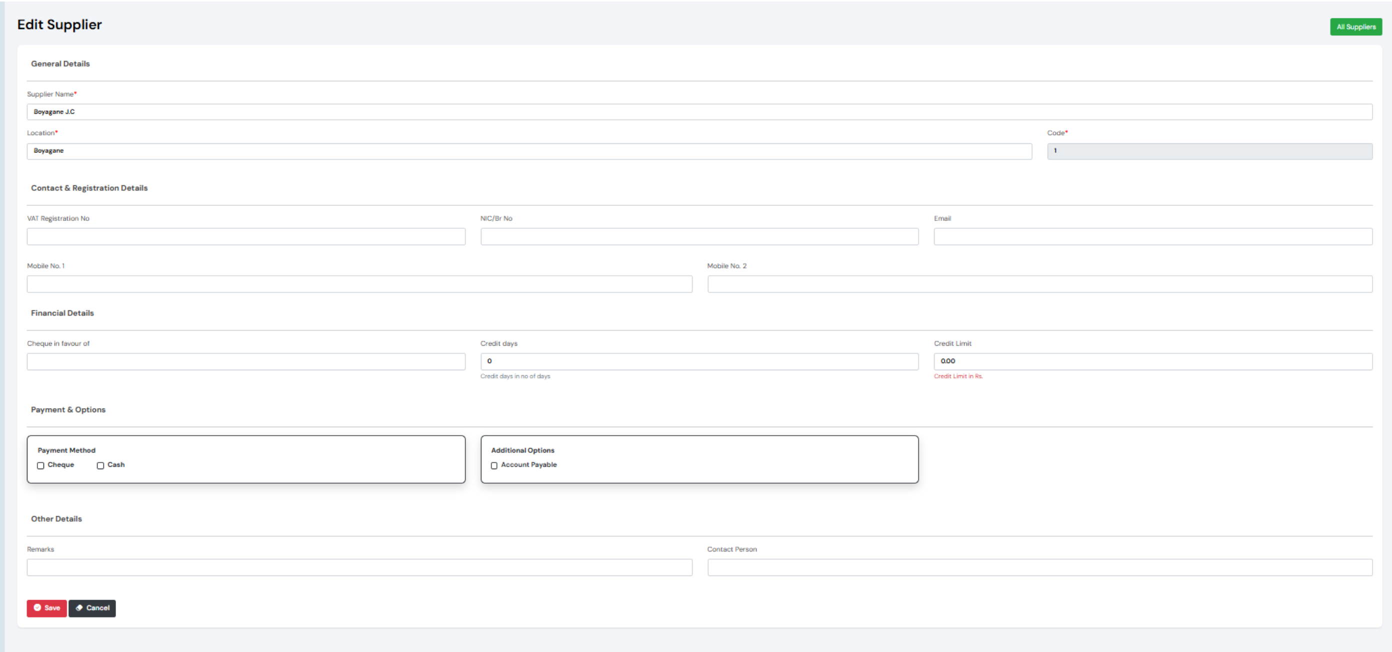


Figure 28: Edit Supplier

- **Delete**: Permanently remove the supplier from the system
- Suppliers with existing transactions cannot be deleted to maintain data integrity and transaction history. The system will prevent deletion of suppliers who have associated purchase orders, invoices, or payment records.

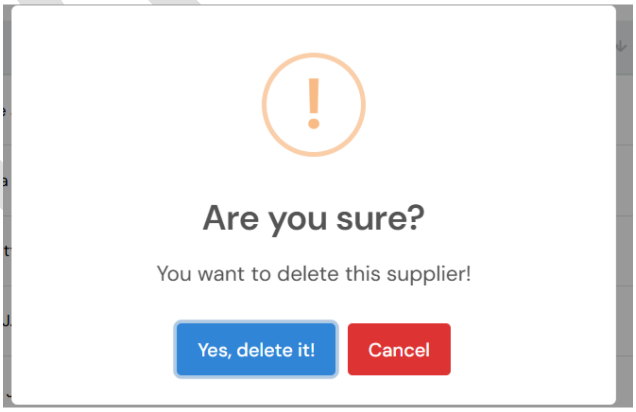


Figure 29: Delete Supplier

3.3.6 Searching and Filtering Suppliers:

To quickly find specific suppliers:

1. **Use the search box**: Type any part of the supplier's name, code, or location

3.4 Customer Management System

The Customer Management System allows you to maintain a comprehensive database of your customers, including their contact details, location information, and credit limits. This manual will guide you through all the features and functionalities of the system.

3.4.1 How To Access

- From the Main Navigation Menu, click Master Files.
- Select Customers → New Customer.
- The New Customer Registration screen will be displayed as shown above.

3.4.2 Adding a New Customer

Steps to Add a customer

- Click the green "All Customer" button located in the top right corner of the Customers page.
- The "New Customer" form will open with the following sections:

General Details

- Customer Name* (Required): Enter the full name of the customer
- Location / Address: Enter the customer's physical address
- NIC/Br No: Enter National Identity Card or Business Registration Number

Contact Details

- Email: Enter the customer's email address
- Mobile No. 1: Enter primary mobile number
- Mobile No. 2: Enter secondary mobile number (optional)

Other Details

- VAT Registration No: Enter VAT registration number if applicable
- Credit Limit: Enter the credit limit amount (displayed in Rs.)

- Default value: 0.00
- Note: "Credit Limit in Rs." appears below the field

Additional Options

Enable Limit: Check this box to activate the credit limit for this customer
Click the red "Save" button to create the customer record.
Click "Cancel" to discard changes and return to the customer list.

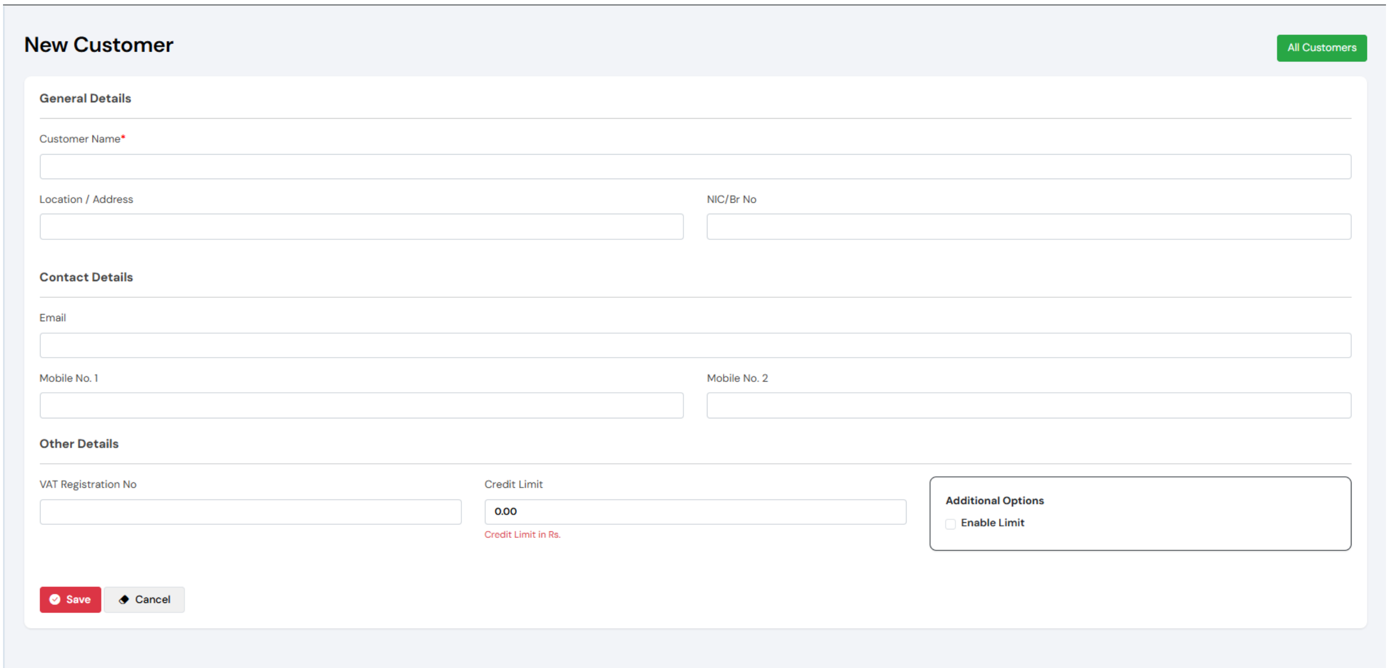


Figure 30:New Customer Registration

3.4.3 Viewing Customer List

The "All Customers" button in the top right corner provides quick navigation back to the customer list

- #: Serial number
- Name: Customer name
- Address: Customer location/address
- Contact No: Primary contact number
- Registered By: User who registered the customer
- Status: Current status (Active/Inactive)
- Toggle Switch: Quick status change option
- Action Menu: Additional options (⁝)

Available Actions on List Page

- CSV: Export customer data to CSV format
- PDF: Export customer data to PDF format
- Print: Print the customer list
- Visibility: Customize which columns to display
- Search: Search for specific customers using the search box in the top right corner

Pagination

Navigate through multiple pages of customer records using the "Previous", numbered page buttons, and "Next" controls at the bottom of the list.

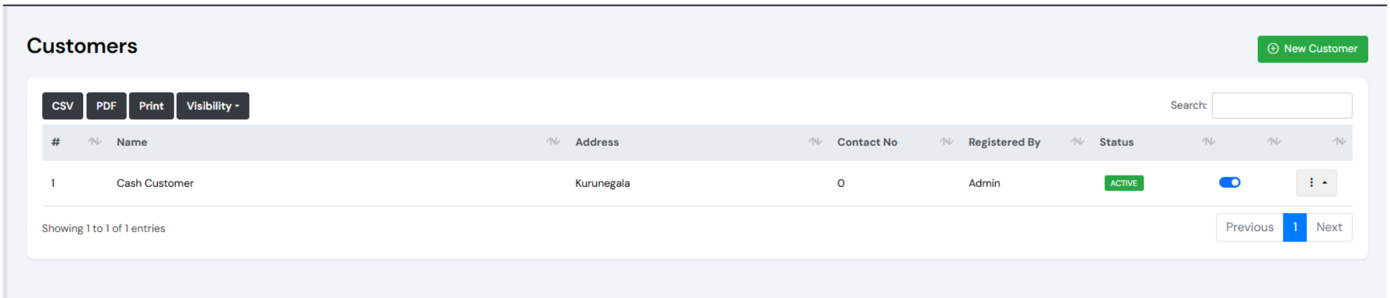


Figure 31:All Customers list

3.4.4 Managing Customer Status

Changing Customer Status

- Locate the customer in the customer list
- Find the toggle switch in the "Status" column
- Click the toggle to switch between Active (green, switch on) and Inactive (switch off)
- A success message will appear: "Customer status updated successfully"

Status Indicators:

ACTIVE: Displayed in green badge - customer account is active
INACTIVE: Displayed in red badge - customer account is inactive

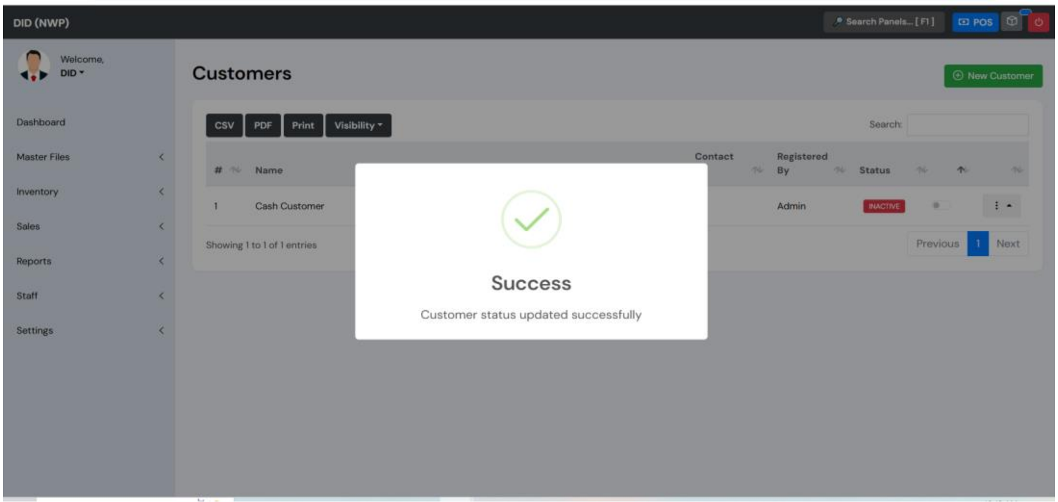


Figure 32:Customer Status

3.4.5 Editing Customer Information

Steps to Edit a customer:

From the customer list, click on the action menu (⁝) next to the customer you want to edit.
Select "Edit" from the dropdown menu.
The "Edit Customer" form will open with all current customer information pre-filled.
Make the necessary changes to any field:

- General Details (Name, Address, NIC/Br No)
- Contact Details (Email, Mobile numbers)
- Other Details (VAT Registration No, Credit Limit)
- Additional Options (Enable Limit checkbox)

Click the red "Save" button to update the customer information.
Click "Cancel" to discard changes and return to the customer list.

Notes:

All fields that were filled during customer creation can be modified
The "New Customers" button in the top right corner provides quick navigation back to the Register New Customer

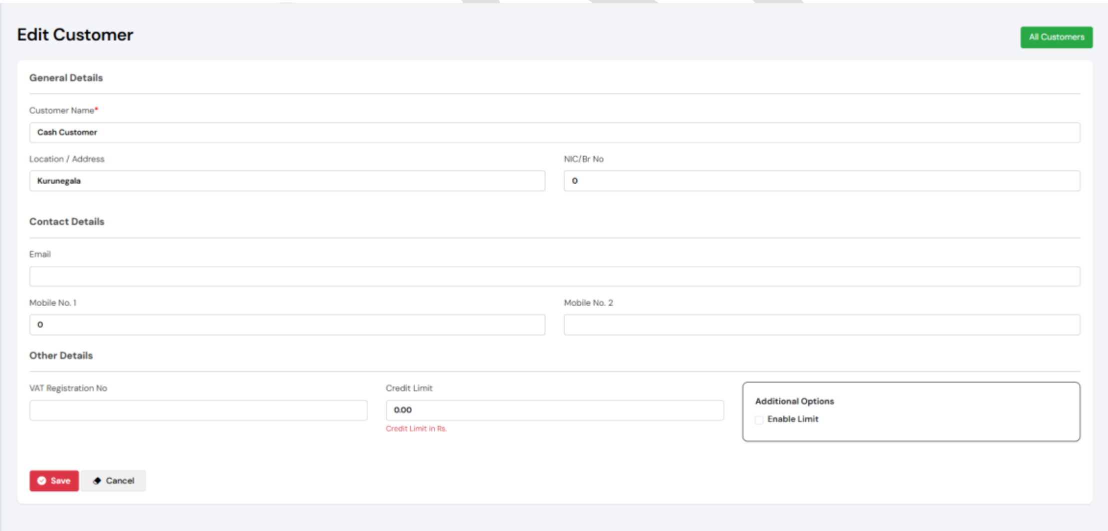


Figure 33: Edit Customer

3.4.6 Deleting a customer

Steps to delete a customer

- From the customer list, click the action menu (⁝) next to the customer you want to delete.
- Select "Delete" from the dropdown menu.
- A confirmation dialog will appear with:

- Customer with existing transactions cannot be deleted to maintain data integrity and transaction history. The system will prevent deletion of Customer who have associated purchase orders, invoices, or payment records.

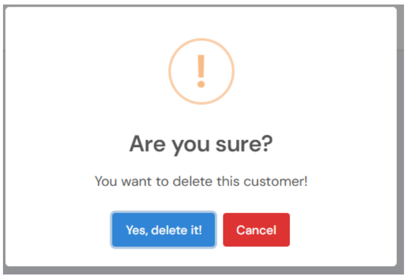


Figure 34:Delete Customer

3.5 Vehicle Management Module

The Vehicle Management Module allows you to maintain a comprehensive database of vehicles used in your organization. This module enables you to add, edit, view, and delete vehicle records efficiently.

3.5.1 How to Access

1. From the main menu, locate the **"Master Files"** section in the sidebar
2. Click on **"Master Files"** to expand the menu
3. Select **"Vehicle"** from the dropdown options

The Vehicles page consists of two main sections:

3.5.2 Left Panel: Add New Vehicle Form

Steps to Add a Vehicle:

1. **Locate the Form**: On the left side of the Vehicles page, find the "Category Name" form.
2. **Enter Vehicle Name**:
   - Click in the text field labeled "Enter Vehicle Name"
   - Type the name or identifier for the vehicle
   - Note: This field is required (marked with *)
3. **Save the Vehicle**:
   - Click the red **"Save"** button to create the vehicle record
   - The system will validate the input and add the vehicle to the database
   - The new vehicle will appear in the table on the right
4. **Cancel Option**:
   - Click **"Cancel"** to clear the form without saving

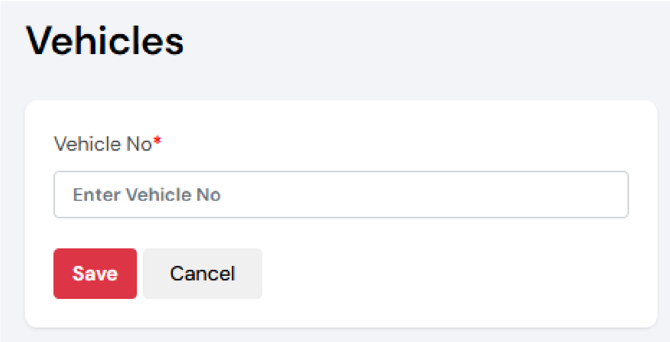


Figure 35: Add New Vehicle

3.5.3 Right Panel: Vehicle Data Table

Table Controls:

- **Show [10] entries**: Dropdown to select number of records displayed per page (10, 25, 50, 100, etc.)
- **Search**: Search box in the top right corner to filter vehicles

Table Columns:

- **#**: Serial number
- **Vehicle Name**: Name/identifier of the vehicle
- **Action**: Action buttons (Edit/Delete options)

Table Footer:

- Status message: "Showing 0 to 0 of 0 entries" (displays current pagination info)
- **Previous**: Navigate to previous page
- **Next**: Navigate to next page

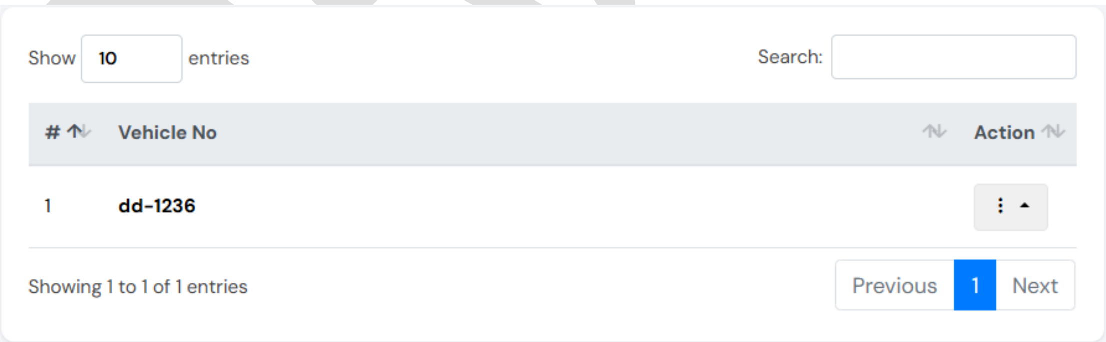


Figure 36: Vehicle Data Section

3.5.4 Updating Vehicle Information

Steps to Update a Vehicle Name

1. **Access Edit Function**: From the vehicle list table, click the **Edit** icon (pencil/edit button) in the "Action" column for the vehicle you want to modify.
2. **Update Vehicle Name Dialog**: A modal window titled "Update Vehicle Name" will appear with:

   - Informational text: "You can update Vehicle Name here." (displayed in blue)
   - **Vehicle Name*** field (required)
   - Current vehicle name displayed in the text field
   - **Update** button (red)
   - Close button (×) in the top right corner
3. **Edit the Name**:
   - Click in the "Vehicle Name" text field
   - Modify the existing name or enter a new name
4. **Save Changes**:
   - Click the red **"Update"** button to save your changes
   - The dialog will close and the vehicle list will refresh with the updated name

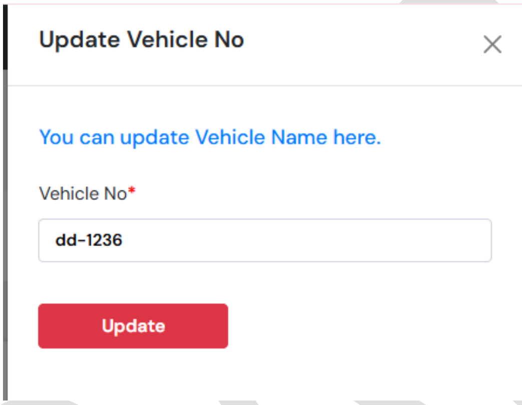


Figure 37: Update Vehicle name

3.5.5 Deleting a Vehicle

Steps to Delete a Vehicle:

1. **Initiate Deletion**: From the vehicle list table, click the **Delete** icon (trash/delete button) in the "Action" column for the vehicle you want to remove.
2. **Confirmation Dialog**: A confirmation modal will appear with:
   - Question mark icon (?)
   - Title: **"Are you sure?"**
   - Message: "You want to delete this Vehicle?"
   - Two action buttons:
     - **"Yes, delete it!"** (Blue button)
     - **"Cancel"** (Red button)
3. **Confirm Deletion**:
   - Click **"Yes, delete it!"** to permanently remove the vehicle
   - The vehicle record will be deleted from the database
   - The vehicle list will refresh automatically
4. **Cancel Deletion**:
   - Click **"Cancel"** to abort the deletion process
   - The dialog will close and no changes will be made
   - The vehicle record remains in the system

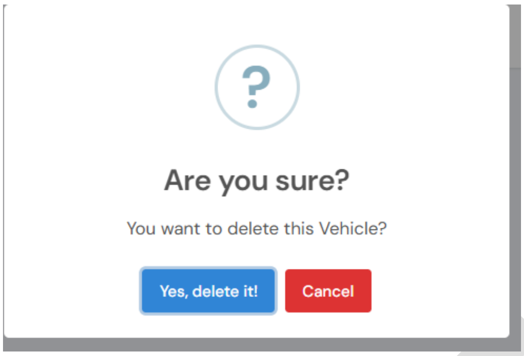


Figure 38: Delete a Vehicle

4 Inventory

The Inventory Management System is a comprehensive solution designed to help businesses efficiently manage their stock, track goods movement, and maintain accurate inventory records. This system provides complete control over your inventory from receiving goods to issuing them, with a robust three-tier categorization structure and comprehensive tracking capabilities.

Accessing the Inventory Module

Navigate through the main menu using the **"Inventory"** dropdown in the sidebar:

1. Locate the **"Inventory"** option in the left sidebar navigation menu
2. Click on **"Inventory"** to expand the submenu

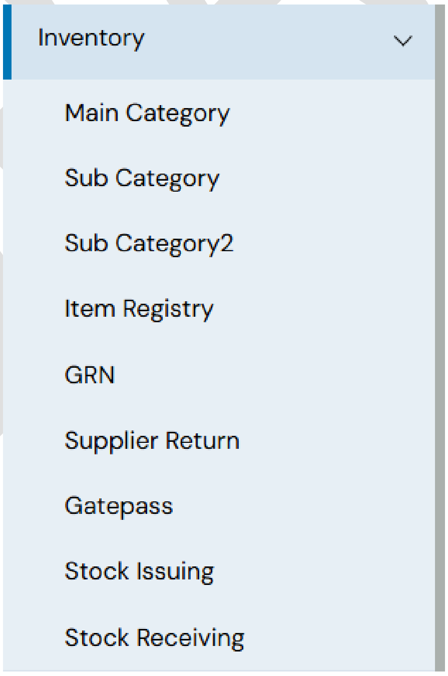


Figure 39:Inventory Module Overview

4.1 Main Category Management

This module allows you to create and manage the primary classification level for your inventory items. Main categories represent the broadest grouping of products and serve as the foundation for your entire inventory organization structure.

4.1.1 How to Access

1. Navigate to **Inventory > Main Category** from the sidebar menu
2. The Main Categories page will display with two panels:
   - **Left Panel**: Form for creating new main categories
   - **Right Panel**: Table displaying all existing main categories

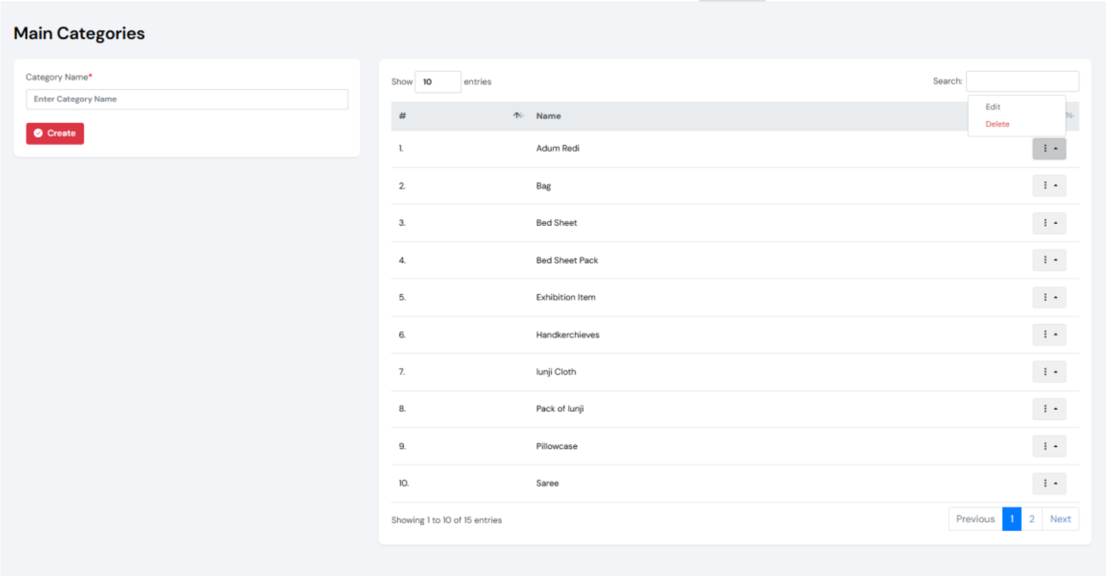


Figure 40:Main Category Interface Overview

4.1.2 Creating a New Main Category

Step-by-Step Process:

1. Navigate to **Inventory > Main Category**
2. On the **left panel**, locate the category creation form
3. Fill in the required field:
   - **Category Name*** (Required): Enter a clear, descriptive name for the main category
4. Click the red **"Create"** button to save the entry
5. The new category will immediately appear in the table on the right panel

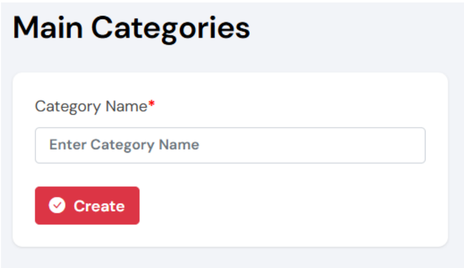


Figure 41:create main Category

4.1.3 Viewing Existing Main Categories

The **right panel** displays all your main categories in a table format with the following features:

Table Controls (Top Section):

Show Entries Dropdown:

- Located at top left of the table
- Adjust to display 10, 25, 50, or 100 entries per page
- Default setting: 10 entries

Search Box:

- Located at top right of the table
- Use to find specific categories quickly
- Real-time filtering as you type
- Searches category names
- Case-insensitive search

Pagination Controls (Bottom Section):

- **Status Display**: "Showing X to Y of Z entries" (e.g., "Showing 1 to 10 of 10 entries")
- **Previous Button**: Navigate to previous page (grayed out on first page)
- **Page Numbers**: Current page highlighted in blue, click to jump to specific page
- **Next Button**: Navigate to next page (grayed out on last page)

Figure 42: Existing Main Categories Display

4.1.4 Editing a Main Category

Step-by-Step Process:

1. Locate the category you want to edit in the main categories table
2. Click the **Action menu** (⋮) button in the rightmost column of that category's row

3. Select **"Edit"** from the dropdown menu
4. The **"Edit Main Category"** dialog box will appear with:
    - Title: "Edit Main Category"
    - Informational text: "You can update main category name here." (displayed in blue)
    - **Main Category Name*** field pre-filled with current name
    - Red **"Update"** button
    - Close button (×) in top right corner

5. **Modify the category name**:
    - Click in the text field
    - Edit the existing name or enter a new name
6. Click the red **"Update"** button to save changes
7. The dialog will close and the updated name will appear in the table

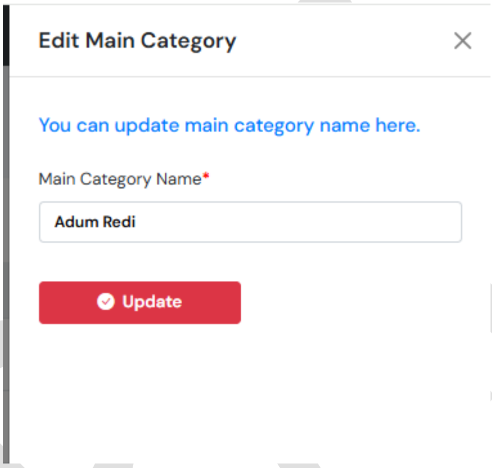


Figure 43:Edit Main Category

4.1.5 Deleting a Main Category

Step-by-Step Process:

1. Locate the category you want to delete in the main categories table
2. Click the **Action menu** (⋮) button in the rightmost column
3. Select **"Delete"** from the dropdown menu
4. If the main category is associated with any items in the item registry, the system will not allow the category to be deleted

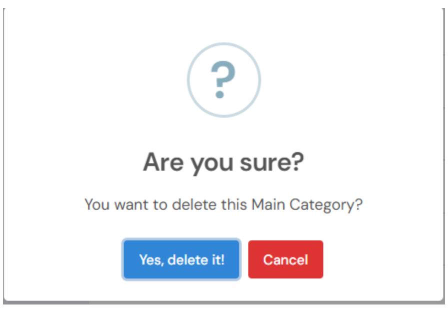


Figure 44:Delete main Category

4.2 Sub Category Management

This module allows you to create and manage the second level of classification for your inventory items. Sub categories refine main categories into more specific product groups, providing better organization and easier item tracking.

4.2.1 How to Access

1. Navigate to **Inventory > Sub Category** from the sidebar menu
2. The Sub Categories page will display with two panels:
   - **Left Panel**: Form for creating new sub categories
   - **Right Panel**: Table displaying all existing sub categories

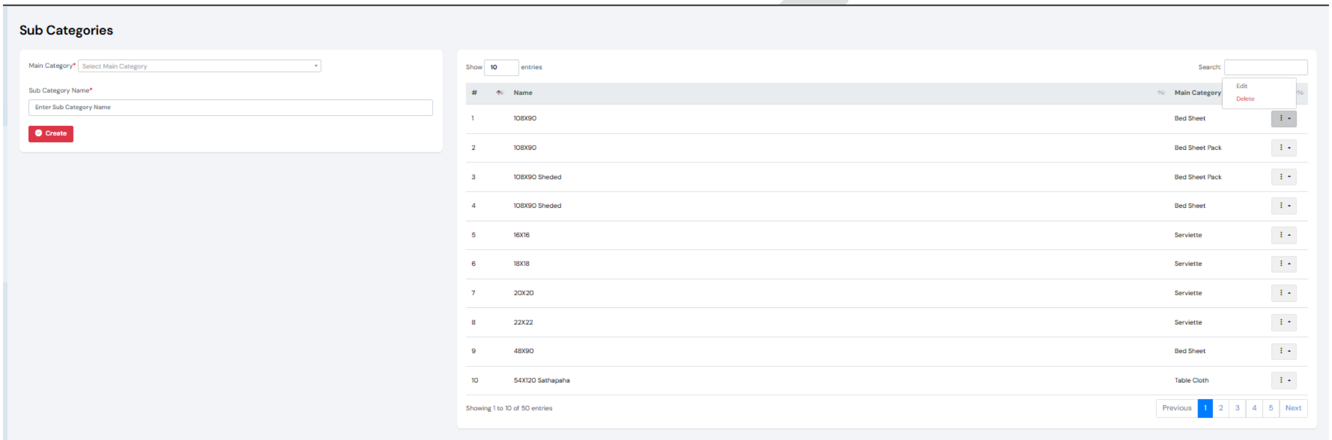


Figure 45:Sub Category Interface

4.2.2 Creating a New Sub Category

Step-by-Step Process:

1. Navigate to **Inventory > Sub Category**
2. On the **left panel**, locate the sub category creation form
3. Fill in the required fields: **Main Category*** (Required):
   - Click the dropdown menu labeled "Select Main Category"
   - Select the parent main category from the list
   - This links your sub category to a main category

Sub Category Name* (Required):

   - Enter a clear, descriptive name for the sub category
   - Be specific to differentiate from other sub categories

4. Click the red **"Create"** button to save the entry
5. The new sub category will immediately appear in the table on the right panel

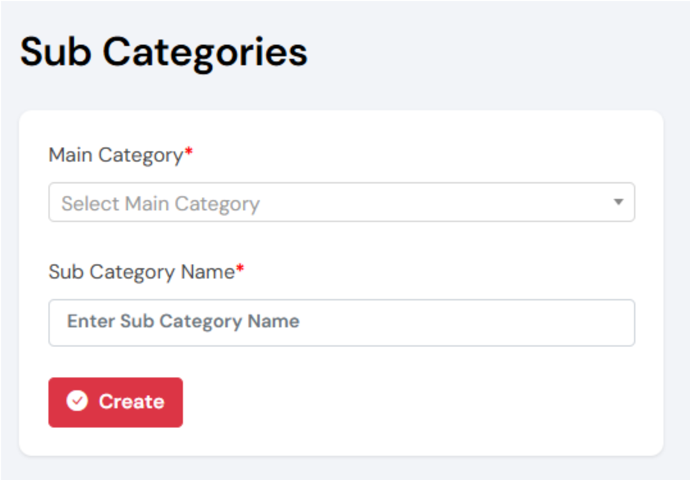


Figure 46:Create New Sub Category

4.2.3 Viewing Existing Sub Categories

The **right panel** displays all your sub categories in a table format with the following features:

Table Controls (Top Section):

Show Entries Dropdown:

- Located at top left of the table
- Adjust to display 10, 25, 50, or 100 entries per page
- Default setting: 10 entries
- Use higher counts to view more sub categories at once

Search Box:

- Located at top right of the table
- Use to find specific sub categories quickly
- Real-time filtering as you type
- Searches both sub category names and main category names
- Case-insensitive search

Table Columns:

Column	Description
#	Serial number (1, 2, 3, etc.)
Name	Sub category name
Main Category	Parent main category name
Action	Edit and delete options (⁝ menu) with additional dropdown)

Pagination Controls (Bottom Section):

- **Status Display**: "Showing X to Y of Z entries" (e.g., "Showing 1 to 10 of 50 entries")
- **Previous Button**: Navigate to previous page
- **Page Numbers**: Current page highlighted in blue (1, 2, 3, 4, 5), click to jump to specific page
- **Next Button**: Navigate to next page

Show 10 entries

Search:

#	Name	Main Category	Action
1	108X90	Bed Sheet	
2	108X90	Bed Sheet Pack	
3	108X90 Sheded	Bed Sheet Pack	
4	108X90 Sheded	Bed Sheet	
5	16X16	Serviette	
6	18X18	Serviette	
7	20X20	Serviette	
8	22X22	Serviette	
9	48X90	Bed Sheet	
10	54X120 Sathapaha	Table Cloth	

Showing 1 to 10 of 50 entries

Previous 1 2 3 4 5 Next

Figure 47: Existing Sub Category

4.2.4 Editing a Sub Category

Step-by-Step Process:

1. Locate the sub category you want to edit in the table
2. Click the **Action menu** (⁝ ▼) button in the rightmost column of that sub category's row
3. Select **"Edit"** from the dropdown menu
4. The **"Update Sub Category Name"** dialog box will appear with:
   - Title: "Update Sub Category Name"
   - Informational text: "You can update sub category name here." (displayed in blue)
   - **Main Category*** dropdown field showing current main category
   - **Sub Category Name*** text field pre-filled with current name
   - Red **"Update"** button
   - Close button (×) in top right corner
5. **Modify the sub category**: **Change Main Category** (if needed):
   - Click the **Main Category** dropdown
   - Select a different main category from the list

Change Sub Category Name:

   - Click in the **Sub Category Name** text field
   - Edit the existing name or enter a new name
6. Click the red **"Update"** button to save changes
7. The dialog will close and the updated information will appear in the table

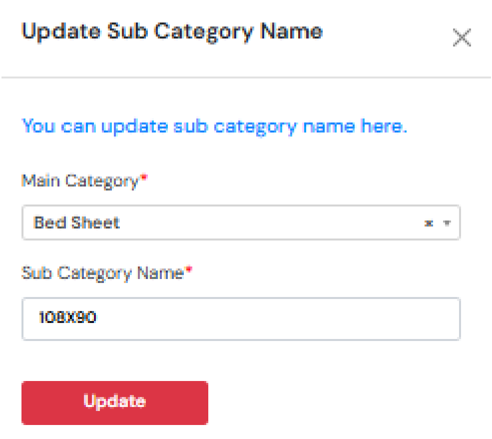


Figure 48:Update Sub Category

4.2.5 Deleting a Sub Category

Step-by-Step Process:

1. Locate the sub category you want to delete in the table
2. Click the **Action menu** (⋮ ▼) button in the rightmost column
3. Select **"Delete"** from the dropdown menu
4. If the sub category is associated with any main category or items in the item registry, the system will not allow the sub category to be deleted

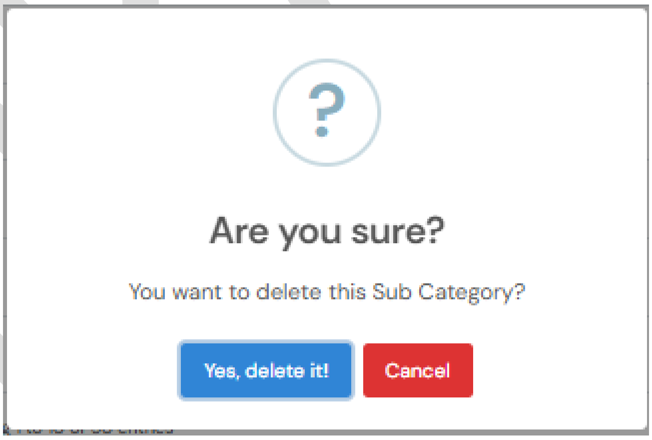


Figure 49:Sub Category Delete Confirmation

4.3 Sub Category2 Management

This module allows you to create and manage the third and most detailed level of classification for your inventory items. Sub Category2 provides the finest level of product differentiation, enabling precise organization based on specific attributes like color, material type, or other distinguishing characteristics.

4.3.1 How to Access

1. Navigate to **Inventory** > **Sub Category2** from the sidebar menu
2. The Sub Categories 2 page will display with two panels:
   - **Left Panel**: Form for creating new sub category2 entries
   - **Right Panel**: Table displaying all existing sub category2 entries

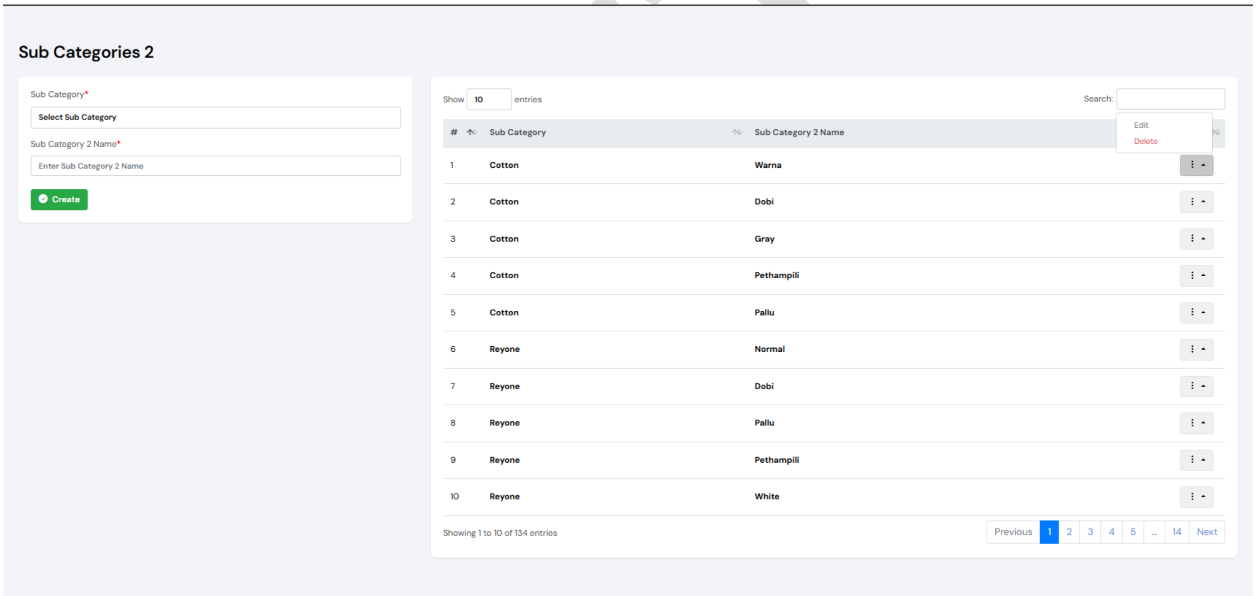


Figure 50:Sub Category2 Interface

4.3.2 Creating a New Sub Category2

Step-by-Step Process:

1. Navigate to **Inventory** > **Sub Category2**
2. On the **left panel**, locate the sub category2 creation form
3. Fill in the required fields: **Sub Category*** (Required):
   - Click the dropdown menu labeled "Select Sub Category"
   - Select the parent sub category from the list
   - This links your sub category2 to an existing sub category
   - Example: "Cotton", "Reyone"

Sub Category 2 Name* (Required):
   - Enter a clear, descriptive name for the sub category2
   - Be specific about the distinguishing characteristic
4. Click the green **"Create"** button to save the entry
5. The new sub category2 will immediately appear in the table on the right panel

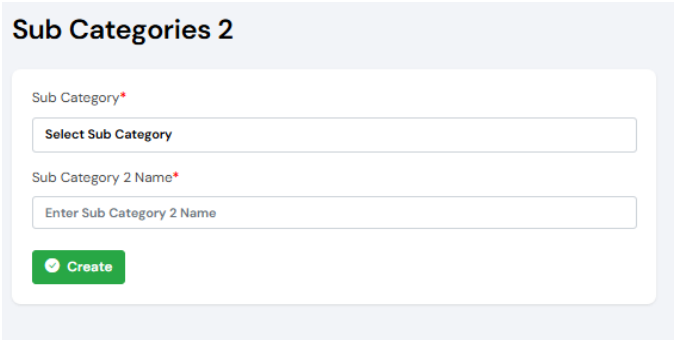


Figure 51:Creating a New Sub Category2 Entry

4.3.3 Viewing Existing Sub Category2 Entries

The **right panel** displays all your sub category2 entries in a table format with the following features:

Show Entries Dropdown:

- Located at top left of the table
- Adjust to display 10, 25, 50, or 100 entries per page
- Default setting: 10 entries
- Helpful when managing large numbers of detailed classifications

Search Box:

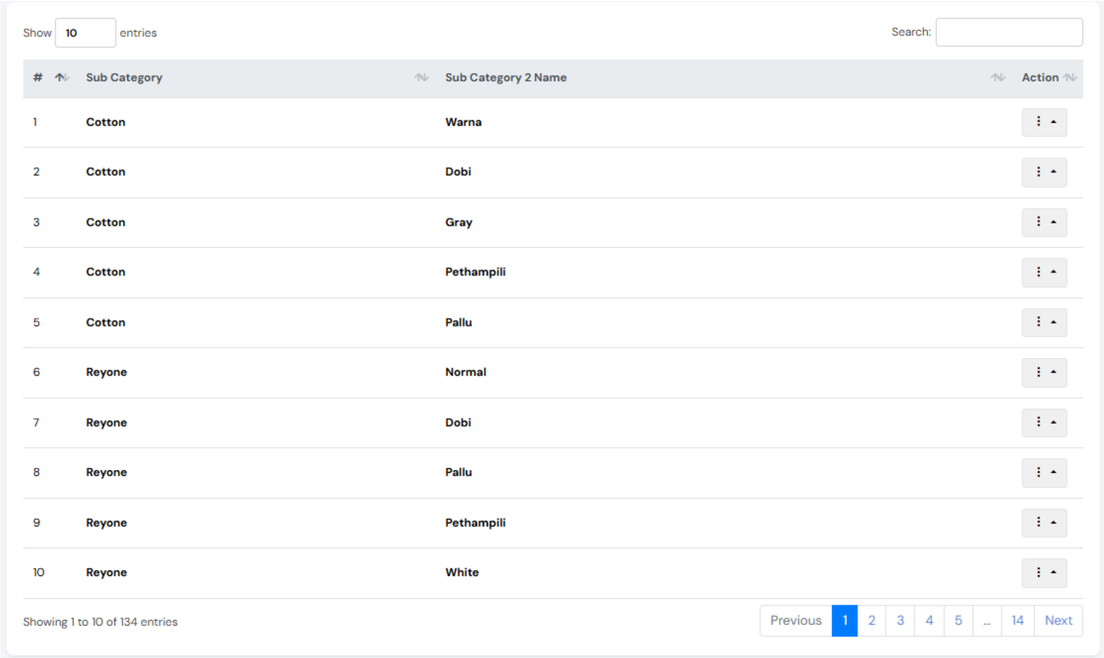
- Located at top right of the table
- Use to find specific sub category2 entries quickly
- Real-time filtering as you type
- Searches both sub category names and sub category2 names
- Case-insensitive search

Table Columns:

Column	**Description**
#	Serial number (1, 2, 3, etc.)
Sub Category	Parent sub category name
Sub Category 2 Name	Specific sub category2 name
Action	Edit and delete options (⁝)

Pagination Controls (Bottom Section):

- **Status Display**: "Showing X to Y of Z entries
- **Previous Button**: Navigate to previous page
- **Page Numbers**: Current page highlighted in blue (1, 2, 3, 4, 5, ..., 14), click to jump to specific page
- **Next Button**: Navigate to next page



Show 10 entries Search:

#	Sub Category	Sub Category 2 Name	Action
1	Cotton	Warna	⋮
2	Cotton	Dobi	⋮
3	Cotton	Gray	⋮
4	Cotton	Pethampili	⋮
5	Cotton	Pallu	⋮
6	Reyone	Normal	⋮
7	Reyone	Dobi	⋮
8	Reyone	Pallu	⋮
9	Reyone	Pethampili	⋮
10	Reyone	White	⋮

Showing 1 to 10 of 134 entries Previous 1 2 3 4 5 … 14 Next

Figure 52:Existing Sub Category2 Entries Display

4.3.4 Editing a Sub Category2 Entry

Step-by-Step Process:

1. Locate the sub category2 entry you want to edit in the table
2. Click the **Action menu** (⋮) button in the rightmost column of that entry's row
3. Select **"Edit"** from the dropdown menu options (Edit/Delete)
4. The **"Update Sub Category 2 Name"** dialog box will appear with:
    - Title: "Update Sub Category 2 Name"
    - **Sub Category*** dropdown field showing current parent sub category
    - **Sub Category 2 Name*** text field pre-filled with current name
    - Green **"Update"** button
    - Close button (×) in top right corner
5. **Modify the sub category2 entry**: **Change Sub Category** (if needed):
    - Click the **Sub Category** dropdown
    - Select a different parent sub category from the list
    - Example shown: "Cotton" selected

Change Sub Category 2 Name:

- Click in the **Sub Category 2 Name** text field
- Edit the existing name or enter a new name
- Example shown: "Warna"

6. Click the green **"Update"** button to save changes

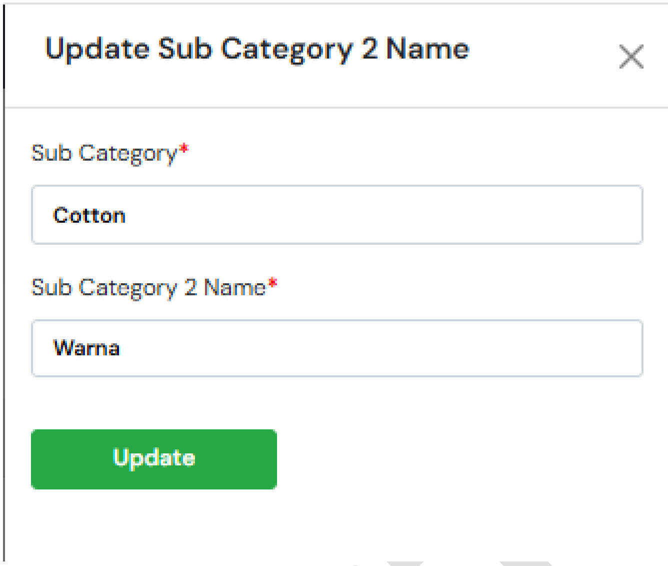


Figure 53:Edit Sub Category2 Interface

4.3.5 Deleting a Sub Category2 Entry

Step-by-Step Process:

1. Locate the sub category2 entry you want to delete in the table
2. Click the **Action menu** (⋮) button in the rightmost column
3. Select **"Delete"** from the dropdown menu
4. If the sub category2 is associated with any sub categories, main categories, or items in the item registry, the system will not allow the sub category2 to be deleted

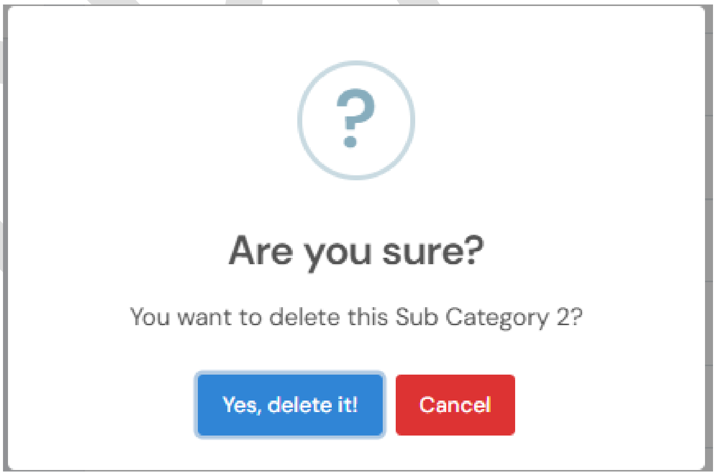


Figure 54:Sub Category2 Delete Confirmation

4.4 Item Registry

This module serves as the central database for all inventory items in your system. The Item Registry combines the three-tier categorization structure (Main Category → Sub Category → Sub Category2) with detailed product information, pricing, and unique identification codes to create comprehensive item records.

4.4.1 How to Access

1. Navigate to **Inventory** > **Item Registry** from the sidebar menu
2. The Items page will display with:
   - **Top Section**: Filter panel for searching and filtering items
   - **Main Section**: Table displaying all registered items
   - **Top Right**: Action buttons for adding new items and importing data

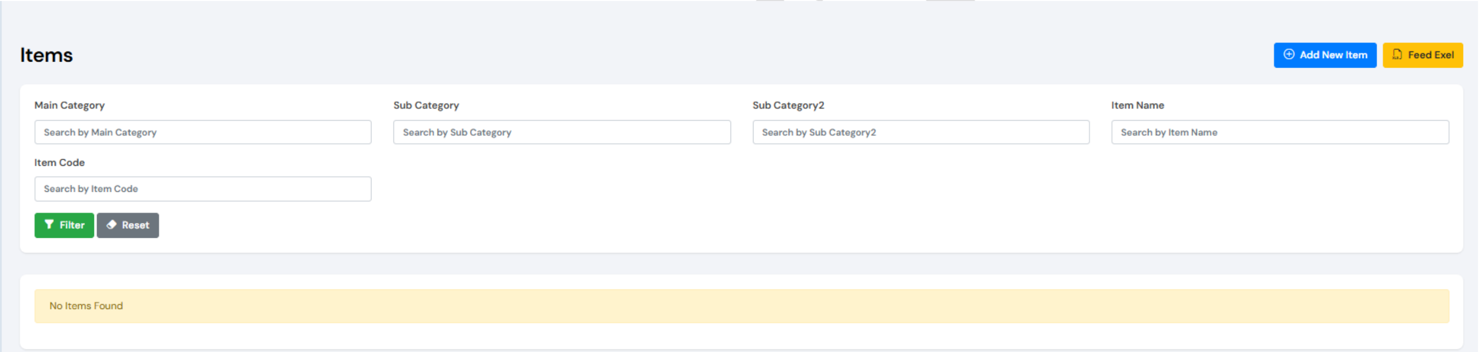


Figure 55: ItemRegistry Interface

4.4.2 Item Registry Interface

Page Header:
Title: "Items" (displayed on the left)
Action Buttons (Top Right):

- **"Add New Item"** (Blue button): Opens dialog to create new inventory items
- **"Feed Excel"** (Yellow button): Import items from Excel spreadsheet

Filter Panel:
The filter panel allows you to search for specific items using multiple criteria:
Available Filter Fields:

1. **Main Category**:
   - Dropdown field showing current selection
   - Filter items by their main category
2. **Sub Category**:
   - Search box: "Search by Sub Category"
   - Filter items by their sub category
3. **Sub Category2**:
   - Search box: "Search by Sub Category2"
   - Filter items by their sub category2
4. **Item Name**:
   - Search box: "Search by Item Name"
   - Search for items by their description/name

5. **Item Code**:
    - Search box: "Search by Item Code"
    - Search for items by their unique code

Filter Buttons:

- **" Filter"** (Green button): Apply the selected filters
- **"Reset"** (Gray button): Clear all filters

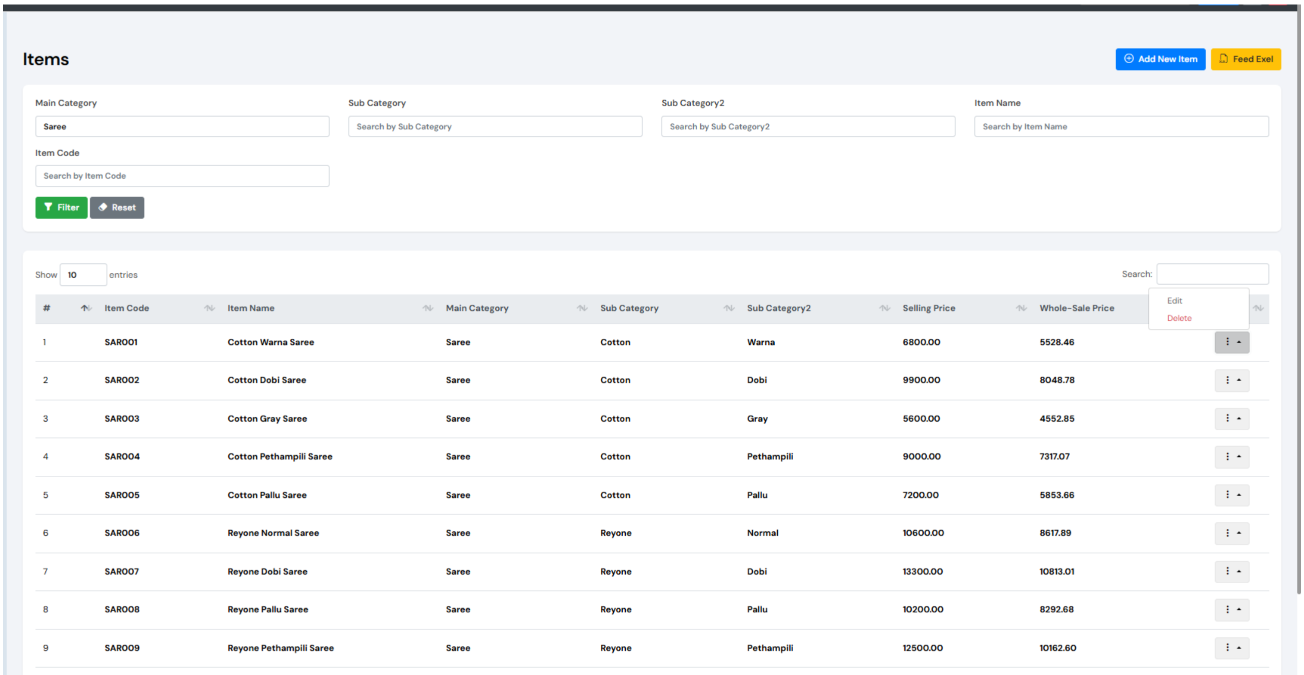


Figure 56:Item Search and Filter Options

4.4.3 Viewing Existing Items

The main table displays all inventory items with comprehensive information:

Table Controls (Top Section)
Show Entries Dropdown

- Located at top left of the table
- Default: "Show 10 entries"
- Options: 10, 25, 50, or 100 entries per page
- Adjust based on viewing needs

Search Box

- Located at top right of the table
- Real-time search across all visible columns
- Searches: Item Code, Item Name, Categories, Prices
- Case-insensitive search

Table Columns

Column	Description
#	Serial number
Item Code	Unique identifier
Item Name	Full description of the item
Main Category	Highest level classification
Sub Category	Mid-level classification
Sub Category2	Detailed classification
Selling Price	Retail/selling price
Whole-Sale Price	Wholesale price
Action	Edit and Delete options with dropdown(⁝)

Action Menu Options

Click the **Action menu** (⁝) to access:

- **Edit**: Modify item details
- **Delete**: Remove item from registry

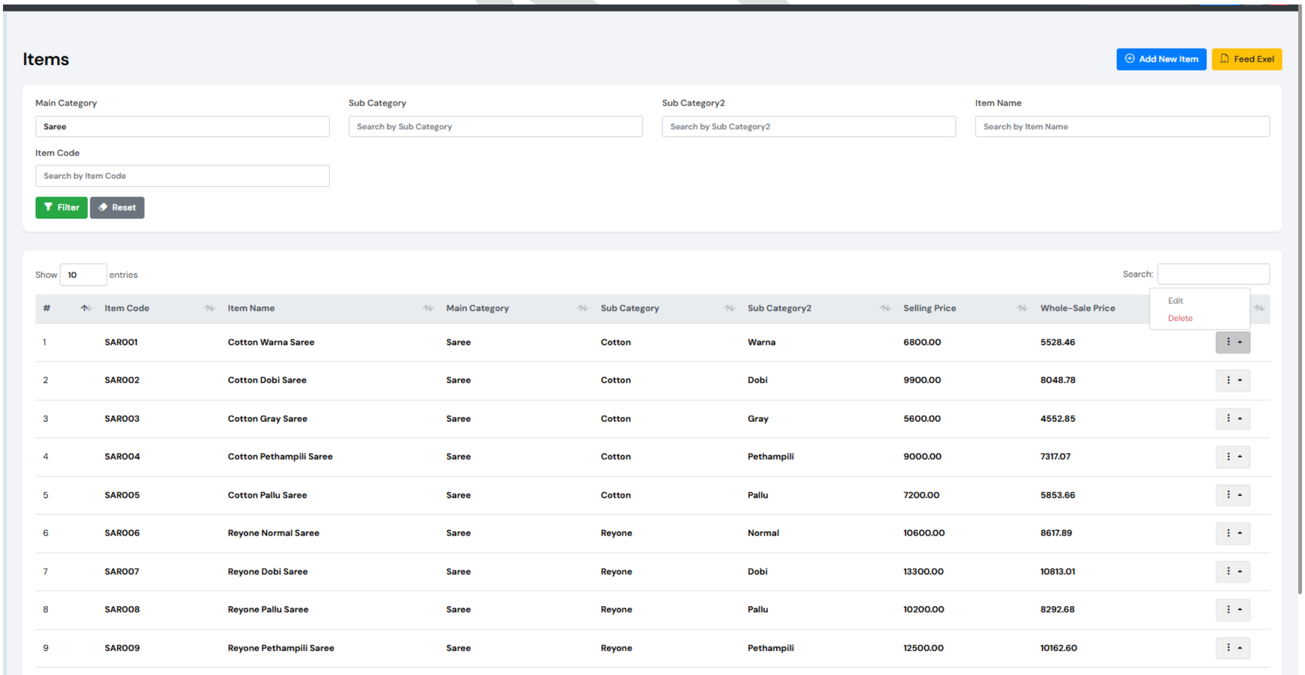


Figure 57:Viewing Existing Items

4.4.4 Adding a New Item

Step-by-Step Process:

1. Click the blue **" Add New Item"** button in the top right corner
2. The **"Add Item"** dialog will open with two main sections:

Section 1: General Details
Main Category* (Required):
- Dropdown field: "Select Main Category"
- Choose the highest level classification

Sub Category* (Required):
- Dropdown field: "Select Sub Category"
- Choose the mid-level classification
- Dropdown populates based on selected Main Category

Sub Category 2:
- Dropdown field: "Select Sub Category 2"
- Choose the detailed classification (Optional)
- Dropdown populates based on selected Sub Category

Description* (Required):
- Auto Genareted With Prefix

Code* (Required):
- Auto generate With Prefix

Damage Item:
- Checkbox option
- Check if this is a damaged/defective item record
- Used for tracking damaged inventory separately

Section 2: Pricing
Selling Price* (Required):
- Numeric input field
- Enter the retail/selling price

Whole-Sale Price* (Required):
- Numeric input field
- Enter the wholesale price

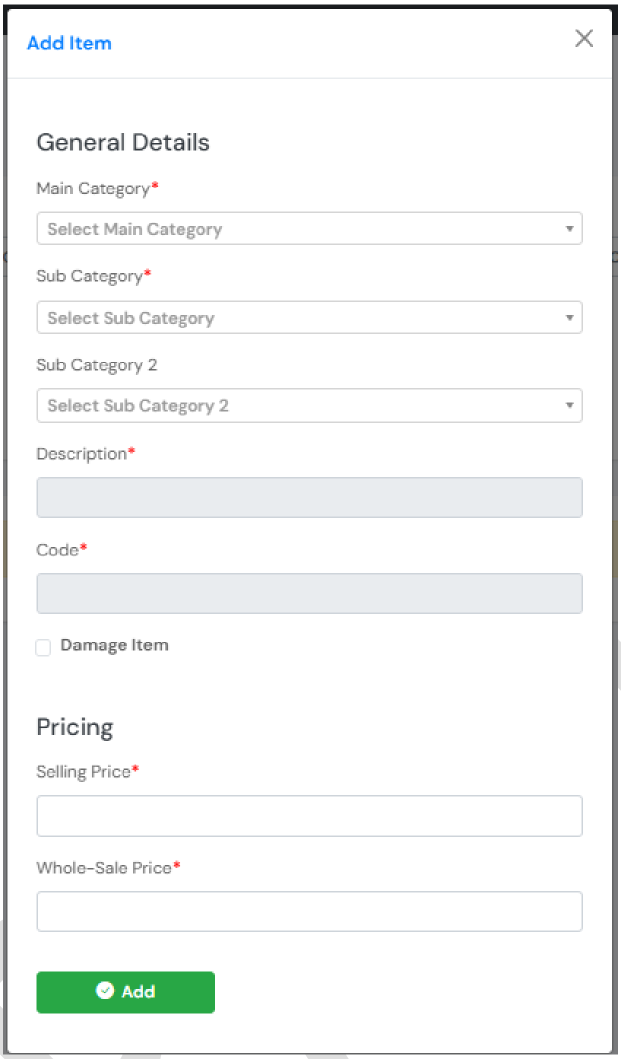


Figure 58:Add New Item Interface

4.4.5 Editing an Item

Step-by-Step Process:

1. Locate the item you want to edit in the items table
2. Click the **Action menu** (⁝) button in the rightmost column
3. Select **"Edit"** from the dropdown menu
4. The **"Edit Item"** dialog will open with all current information pre-filled:

Pricing Section:
Selling Price* (Required):

- Current selling price
- Update as needed

Whole-Sale Price* (Required):

- Current wholesale price
- Update as needed

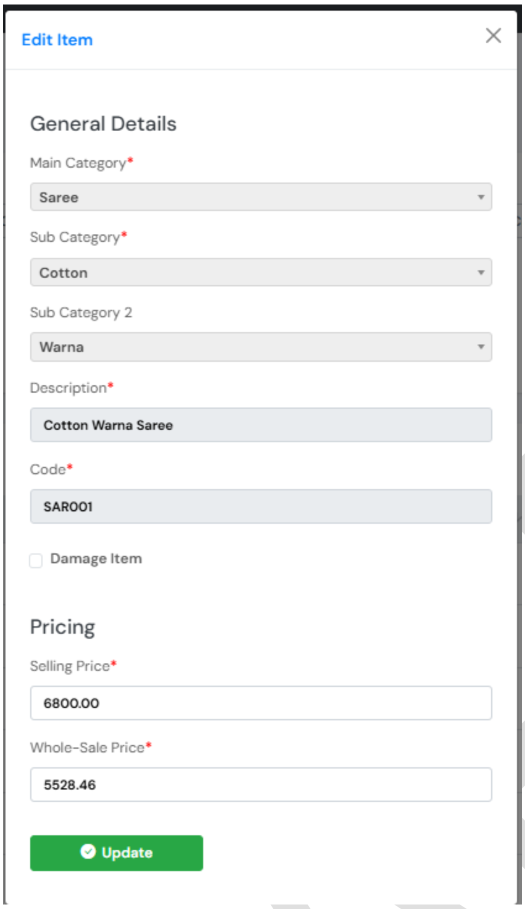


Figure 59:Edit Item

4.4.6 Deleting an Item

Step-by-Step Process:

1. Locate the item you want to delete in the items table
2. Click the **Action menu** (⁝) button in the rightmost column

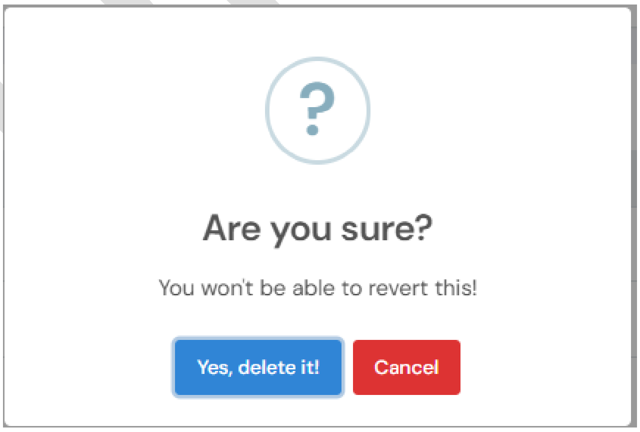


Figure 60: Item Delete Confirmation

4.5 GRN Invoice

4.5.1 How to Access

1. From the Main Navigation Menu, click Inventory.
2. Select GRN (Goods Received Note).
3. The GRN Invoice screen will be displayed as shown above.

The GRN Invoice screen is used to record goods received from suppliers into the inventory system.

This is a mandatory process to update stock balances after receiving items.

4.5.2 Creating a New GRN Invoice

Accessing GRN Creation

1. Navigate to the GRN Invoice section from the inventory menu
2. The GRN Invoice creation form will appear

GRN Invoice Form Fields

Required Information

Select Supplier* (Required)

- Dropdown menu to choose the supplier
- Shows "Select" placeholder text
- Must be selected before proceeding

Store/Showroom* (Required)

- Text field to specify the receiving location
- Enter the store or showroom name where goods will be stored

DN No* (Delivery Note Number - Required)

- Text field for entering the supplier's delivery note number
- Important for cross-referencing with supplier documentation

Invoice Date* (Required)

- Date picker field
- Format: YYYY-MM-DD (e.g., 2025-12-29)
- Defaults to current date

4.5.3 Action Buttons

- **Create button** (cyan/teal): Submit the form and proceed to add items

- **Reset button** (white with black text): Clear all form fields and start over
- **Add Supplier button** (yellow, top right): Quickly add a new supplier without leaving the form

4.5.4 Step-by-Step Process

1. Click on **"← GRN Invoice"** to access the creation form
2. Select the supplier from the dropdown menu
3. Enter the store/showroom location
4. Input the delivery note number from the supplier
5. Select or confirm the invoice date
6. Click **"Create"** to proceed to the item addition screen
7. If needed, click **"Add Supplier"** to register a new supplier first

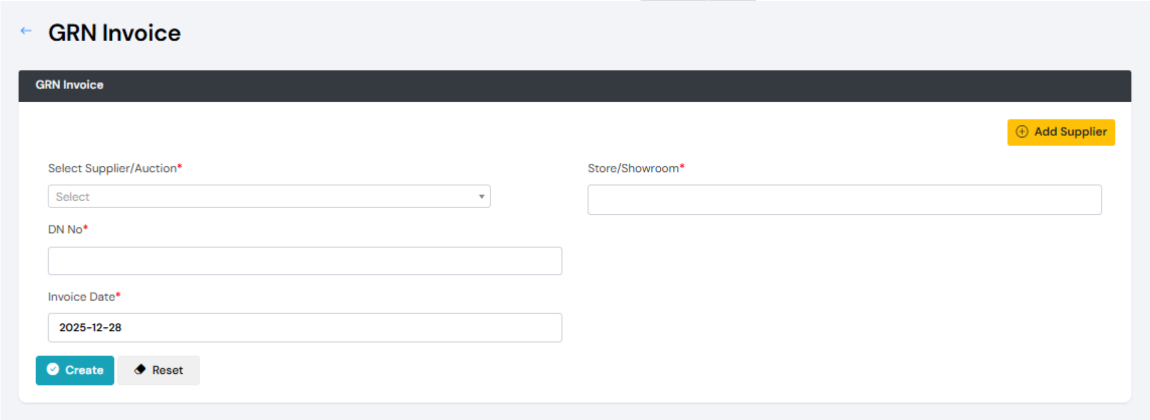


Figure 61:GRN Invoice

Initial GRN Panel View

After creating the GRN invoice, you'll be redirected to the GRN Panel where you can add items.

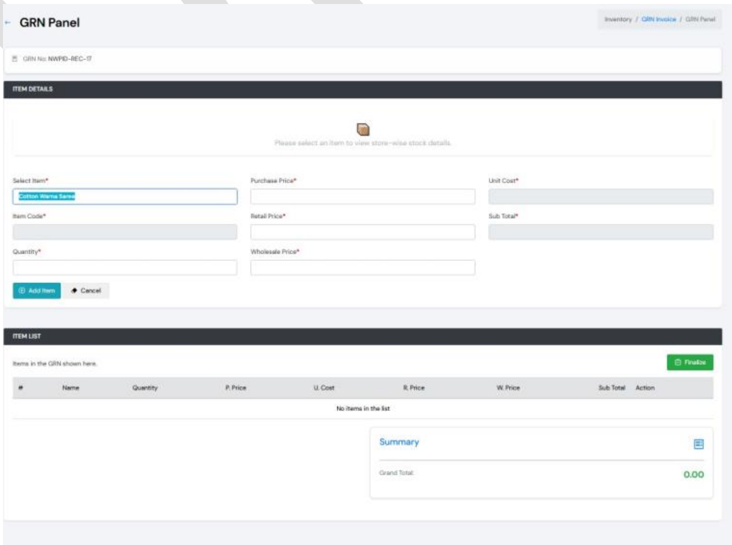


Figure 62: GRN Panel

Panel Header

- **GRN No:** NWPID-REC-17

4.5.5 Item Details Section

Store-Wise Stock Display

- Message: "Please select an item to view store-wise stock details."
- Box icon indicating no item selected yet

4.5.6 Item Addition Form

4.5.6.1 Form Fields (Empty State)

Field	Description	Required
Select Item*	Dropdown/search field to choose product	Yes
Item Code*	Auto-populated when item is selected	Yes
Quantity*	Number of units received	Yes
Purchase Price*	Cost per unit from supplier	Yes
Retail Price*	Selling price per unit	Yes
Wholesale Price*	Bulk selling price per unit	Yes
Unit Cost*	Calculated cost per unit	Yes
Sub Total*	Automatically calculated (Quantity × Purchase Price)	Yes

4.5.6.2 Action Buttons

- **Add Item** (cyan button): Add the item to the GRN
- **Cancel** (white button): Clear the form

4.5.7 Selecting and Adding Items

4.5.7.1 Item Selection Process

1. Click on the **"Select Item"** field
2. Begin typing the item name
3. The field shows highlighted selection in cyan/teal
4. Item is auto-selected from the dropdown

4.5.7.2 Store-Wise Stock Display

Once an item is selected, a light blue panel displays current stock levels across all store locations:

Item Information Header

- **Item Name:** Cotton Warna Saree
- **Item Code:** SAR210 (displayed in blue badge)

Stock by Location The system shows stock levels for each store/showroom:

Navigation: Use left/right arrows to scroll through additional locations if needed.

4.5.7.3 Auto-Populated Fields

When an item is selected, the following fields are automatically filled:

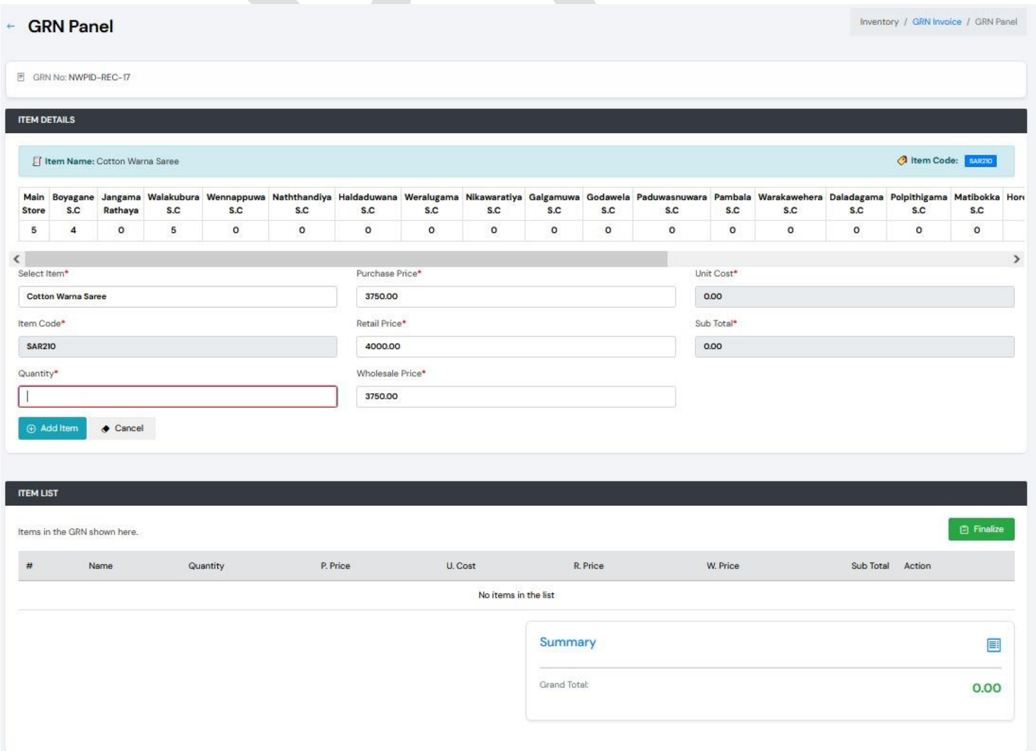
- **Select Item:** Cotton Warna Saree
- **Item Code:** SAR210
- **Purchase Price:** 3750.00
- **Retail Price:** 4000.00
- **Wholesale Price:** 3750.00
- **Unit Cost:** 0.00 (to be updated)
- **Sub Total:** 0.00 (calculated after entering quantity)

4.5.7.4 Manual Entry Required

- **Quantity:** Enter the number of units received (must be entered manually)

4.5.8 Completing Item Addition

1. Verify all auto-populated prices are correct
2. Enter the quantity received in the **Quantity** field
3. Review the calculated Sub Total
4. Click **"Add Item"** to add the item to the GRN
5. The item will appear in the Item List section below



4.5.9 Item List Table

After adding items, they appear in the Item List section with the following columns:

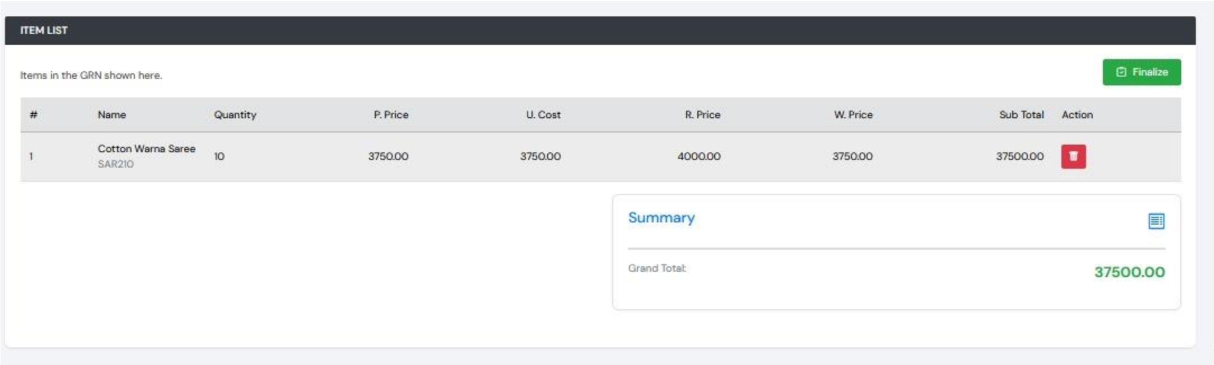


Figure 63:Item List Table

4.5.10 Summary Panel

Located on the right side below the item list:

Summary Box (Light Blue Border)

- **Grand Total:** 37500.00 (displayed in green)
- Calculator icon for visual reference

4.5.11 Finalization

- **Finalize button** (green, top right): Complete the GRN and update inventory
- Click when all items have been added and verified

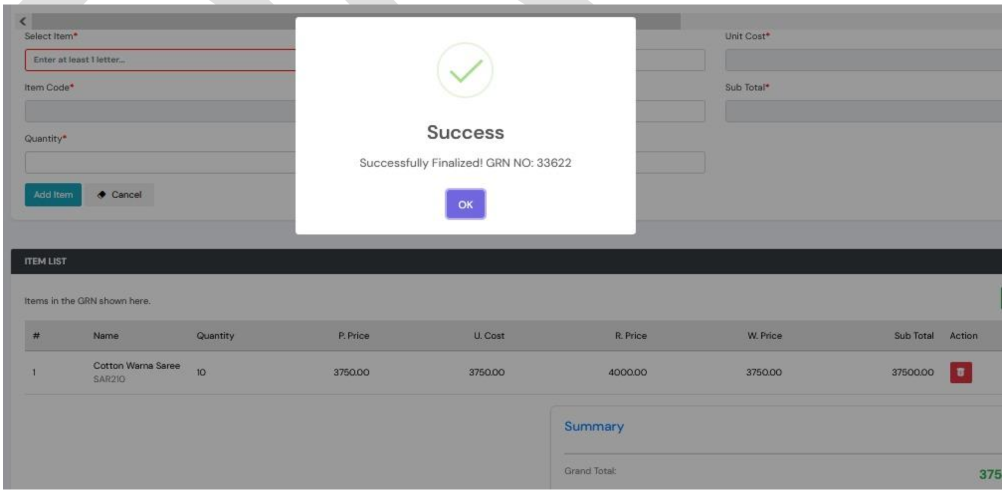


Figure 64: Finalized Grn

4.5.12 GRN Summary Document

After finalizing the GRN, the system generates an official receipt document in both Sinhala and English.

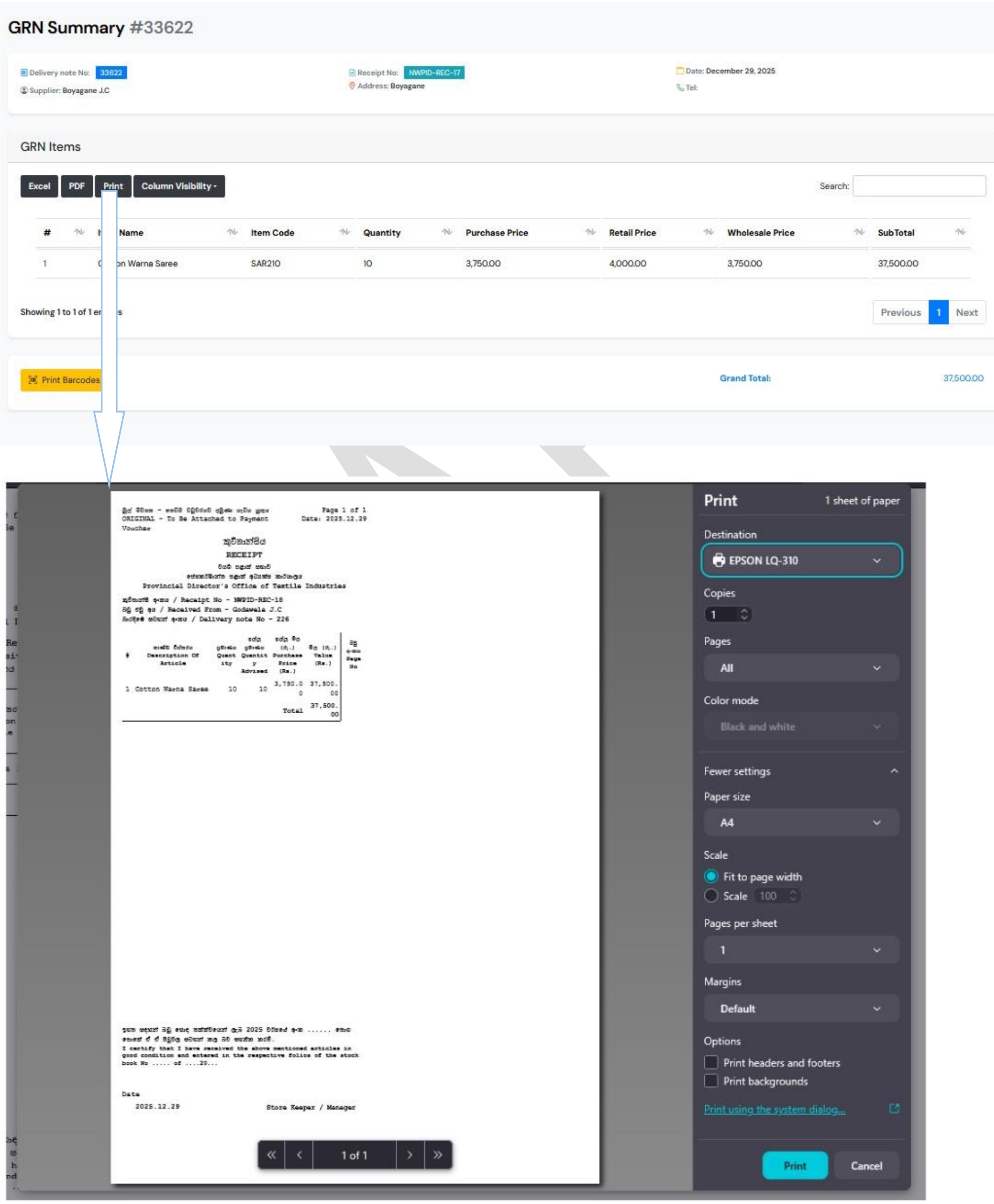


Figure 65:Print Grn Report

4.5.13 Print Labels Button

From the GRN Summary page, click the **"Print Barcodes"** button (yellow) to generate barcode labels for all items in the GRN.

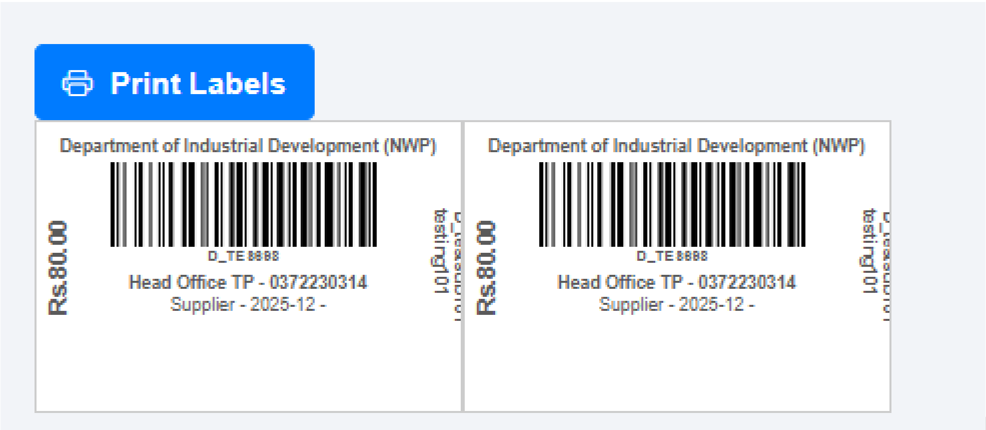


Figure 66:Print Barcord

4.5.14 Pending Invoice Form

- Select GRN Number (Required)
- Pending Invoice
- **DN No** (Document Number)
- Invoice Date
- Action Buttons
- **Create** (Blue button): Saves the invoice and creates a new record
- **Reset** (White button): Clears all fields and starts fresh

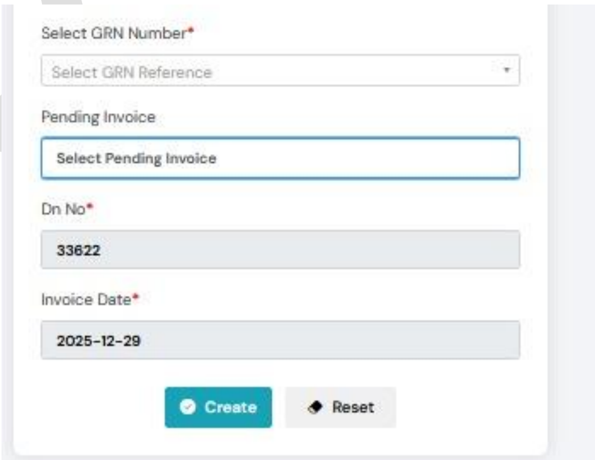


Figure 67:Pending Invoice Form

4.6 Supplier Return

4.6.1 How to Access

1. From the Main Navigation Menu, click Inventory.
2. Select Supplier Return.
3. The Supplier Return Invoice screen will be displayed as shown above.

The Supplier Return Invoice screen is used to record items returned to a supplier due to reasons such as damage, defects, or excess delivery.
This process ensures accurate stock reduction and proper supplier transaction tracking.

4.6.2 Supplier Return Invoice Entry Section

This section captures basic return invoice details before selecting items.

Field Descriptions

- **Select Supplier / Auction***
  Select the supplier or auction from whom the goods were originally received

- **Select GRN Number***
  Select the relevant GRN reference number related to the received goods.
  This links the return to the original GRN.

- **DN No* (Delivery Note Number)**
  Displays or enters the delivery note number related to the return.

- **Invoice Date***
  Select the date on which the goods are returned.
  By default, the current date is displayed.

Note: Fields marked with (*) are mandatory.

Action Buttons

- **Create**
  Click Create to generate the Supplier Return Invoice and proceed to item selection.
- **Reset**
  Click Reset to clear all entered details and restart the process.

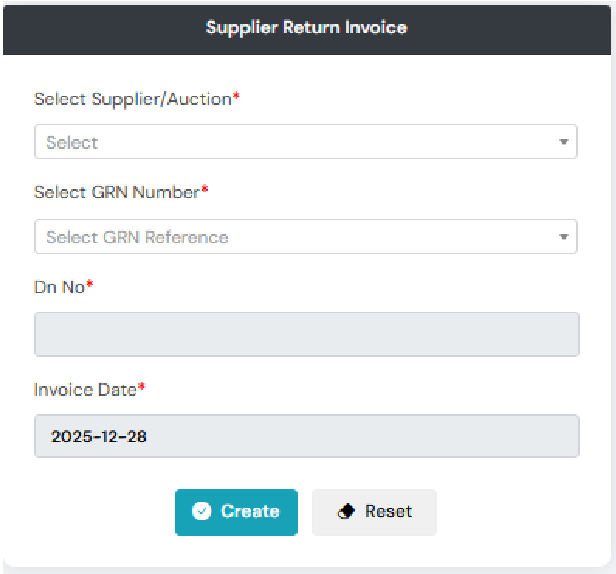


Figure 68:Supplier Return Invoice

4.6.3 Item Selection Screen

After clicking **Create**, the system redirects to the **Supplier Return** page to select items for return.

Display Elements:

- **Return Number:** Auto-generated (e.g., NWPID-RET-009) shown in red badge
- **Item List:** Table showing available items from selected GRN

Selected Items Section:

- Table displays: Item Code, Item Name, SN, QTY, Return Amount, Delete
- Shows "No items found" when empty
- **Total Return Amount:** Displays 0.00 initially

Action Button:

- **Finalize:** Click to complete the return process

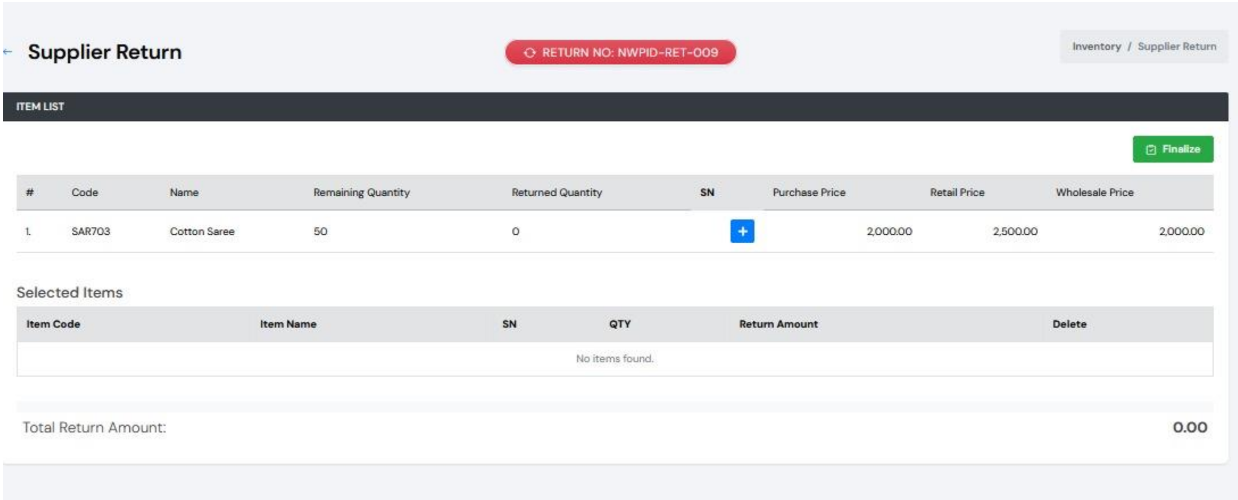


Figure 69:Item Selection

4.6.4 Enter Quantity Modal

When clicking the **+ button**, a modal appears:

Fields:

- **Quantity (Available: 50):** Enter return quantity (e.g., 1)

Buttons:

- **Cancel:** Close modal without adding
- **Add Item:** Confirm and add item to Selected Items list

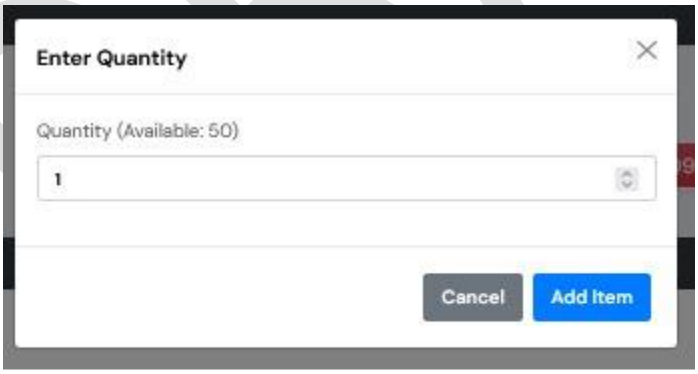


Figure 70:Enter Quantity Modal

4.6.5 Selected Items Display

After adding item:

- Item appears in Selected Items table
- Shows: SAR703, Cotton Saree, N/A, 1, 2000.00
- **Remove button:** Red button to delete item
- **Total Return Amount:** Updates to 2000.00

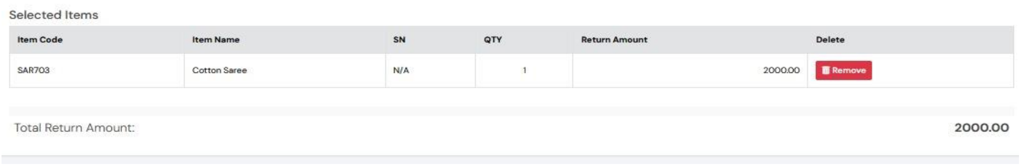


Figure 71:Selected Items Display

4.6.6 Finalize Confirmation

Click **Finalize** button → Confirmation modal appears:

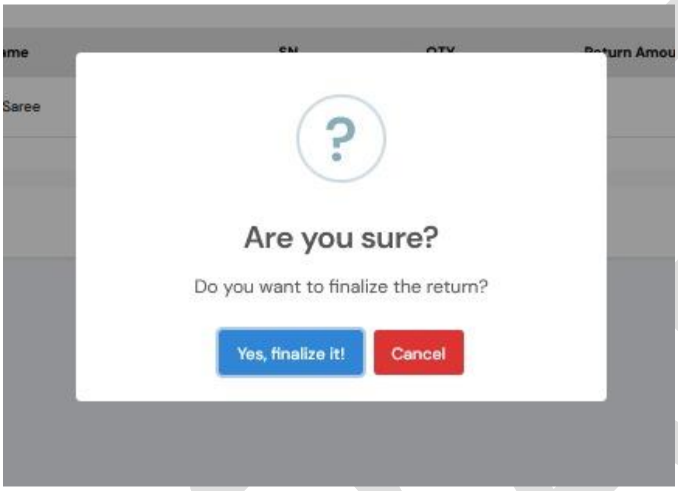


Figure 72:Finalize Confirmation

4.6.7 Success Confirmation

After clicking **Yes, finalize it!**:

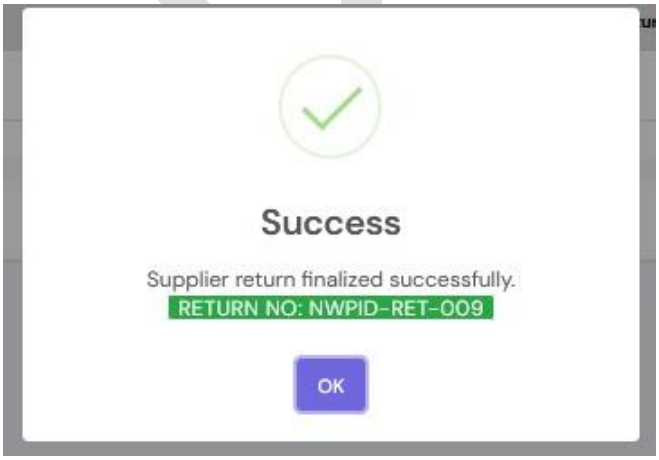
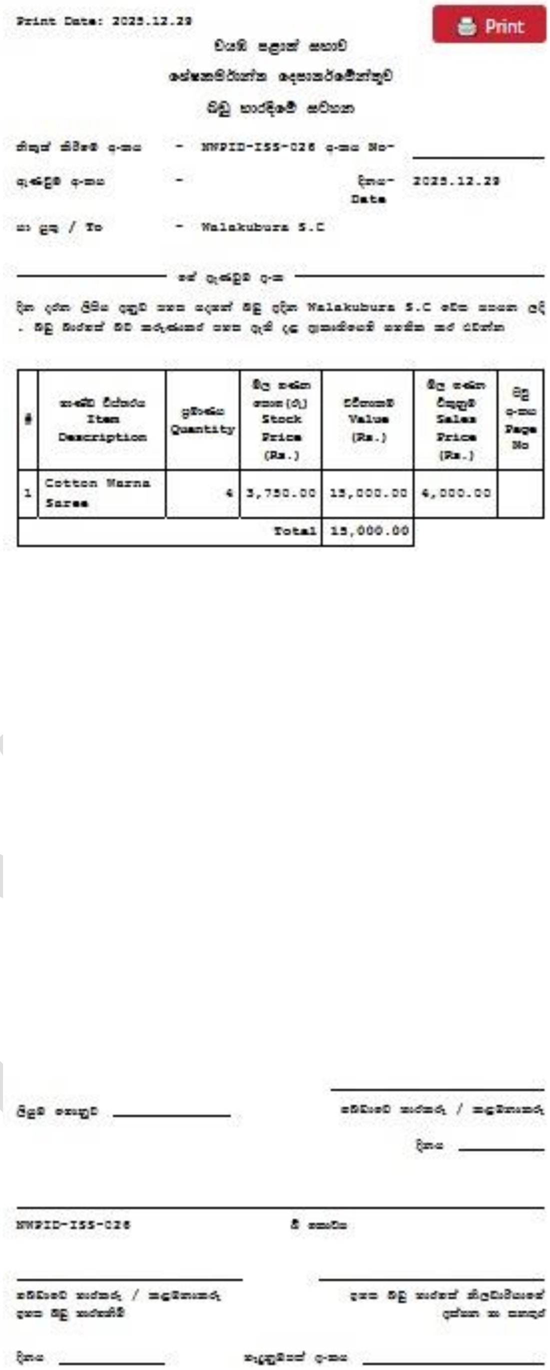


Figure 73:Success Confirmation

4.6.8 Print Preview

System generates printable return document showing



Print Date: 2025.12.29

Print

- NWPID-ISS-026 No-

Date 2025.12.29

/ To - Walakubura S.C

Walakubura S.C

#	Item Description	Quantity	Stock Price (Rs.)	Value (Rs.)	Sales Price (Rs.)	Page No
1	Cotton Marna Saree	4	3,750.00	15,000.00	4,000.00	
			Total	15,000.00		

NWPID-ISS-026

Figure 74:Print Preview

4.7 Gatepass

4.7.1 How to Access

1. From the Main Navigation Menu, click Inventory.
2. Select Gate Pass.
3. The Gate Pass screen will be displayed as shown above.

The Gate Pass screen is used to record and control the movement of items leaving a store or warehouse.
It ensures that all issued or transferred items are authorized, traceable, and properly documented.

The screen consists of three main sections.

1. Item Details Section (Left Panel)

This section is used to select and add items to the gate pass.

Field Descriptions

- **Loading Store**
  Displays the store from which items are being issued
- **Item***
  Search and select the item to be issued.
- **Item Code***
  Automatically displays the selected item's code.
- **Available Quantity**
  Shows the current available stock quantity for the selected item.
- **Quantity***
  Enter the quantity to be issued or transferred.

Action Buttons

- **Add**
  Adds the selected item and quantity to the Item List.
- **Clear**
  Clears the entered item details.

Note: Quantity issued cannot exceed the available quantity.

2. Item List Section (Right Panel)

This section displays all items added to the gate pass.

Additional Features

- **Show Entries –** Control how many items are displayed
- **Search Box –** Quickly search added items
- **Pagination –** Navigate through multiple items

If no items are added, the message "No items added yet" will be displayed.

3. Gate Pass Details & Finalization (Bottom Section)

This section captures transport and authorization details before final submission.

Field Descriptions

- **Remarks**
  Enter any additional notes related to the gate pass.
- **Select Vehicle**
  Choose the vehicle used to transport the items.

- **Select Driver**
  Select the driver responsible for delivery.
- **Transfer ID**
  Enter a reference or transfer identification number.
- **Gatepass Date**
  Select the date of item movement.

Finalize Button

- **Finalize**
  Click Finalize to complete the gate pass process.

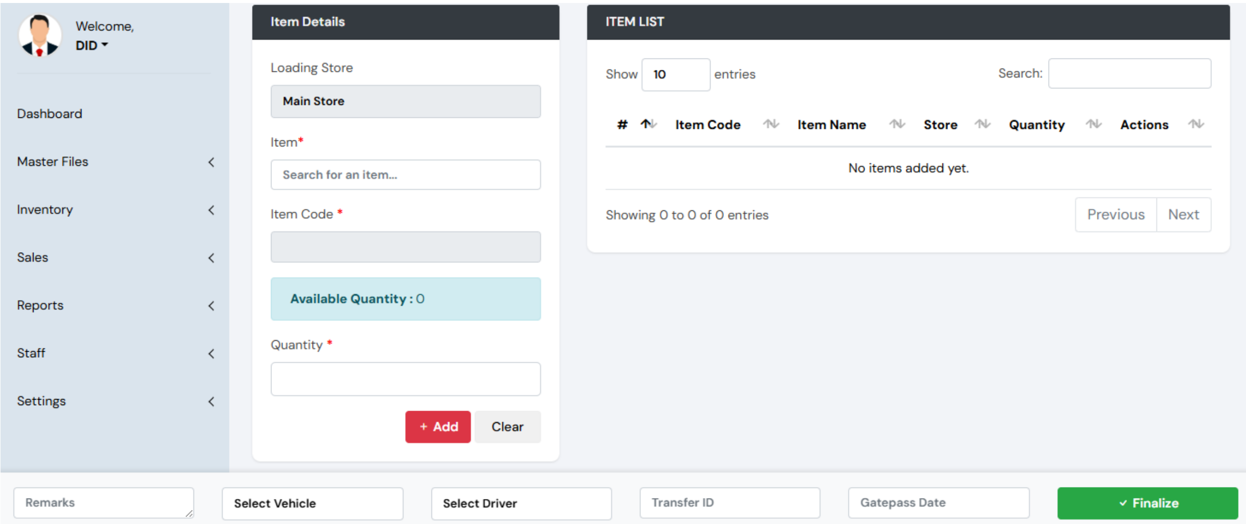


Figure 75:Gate pass Interface

4.8 Stock Issuing

4.8.1 How to Access

1. From the Main Navigation Menu, click Inventory.
2. Select Stock Issuing.
3. The Stock Issuing screen will be displayed as shown above.

The Stock Issuing screen is used to transfer inventory items from one store to another store or department.
It ensures proper documentation and automatic stock updates for both issuing and receiving locations.

The screen is divided into four main sections.

1. Stock Issuing Header Section
This section displays reference and store information.

Details Displayed

- **Stock Issuing Invoice No**
- **Date**
  Displays the issuing date
- **Loading Store***

- **Unloading Store***
  Select the store that will receive the issued items.

Note: Fields marked with (*) are mandatory.

2. Item Details Section (Left Panel)
This section is used to select and add items for issuing.

Field Descriptions

- **Select Item***
  Search and select the item to be issued

- **Item Code***
  Automatically displays the selected item's code.

- **Available Quantity**
  Shows current stock available in the loading store.
- **Quantity***
  Enter the quantity to be issued.

Action Buttons

- **Add**
  Adds the item and quantity to the Item List.
- **Clear**
  Clears the entered item details.

Note: Issued quantity cannot exceed available stock.

3. Item List Section (Right Panel)
This section displays all items added to the stock issuing invoice.
If no items are added, the message "No items added yet" will be shown.

4. Remarks & Finalization Section (Bottom)
This section is used to add remarks and finalize the stock issuing process.

Field Descriptions

- **Remarks**
  Enter any notes or instructions related to the stock transfer.

Finalize Button

- **Finalize**
  Click Finalize to complete the stock issuing process.

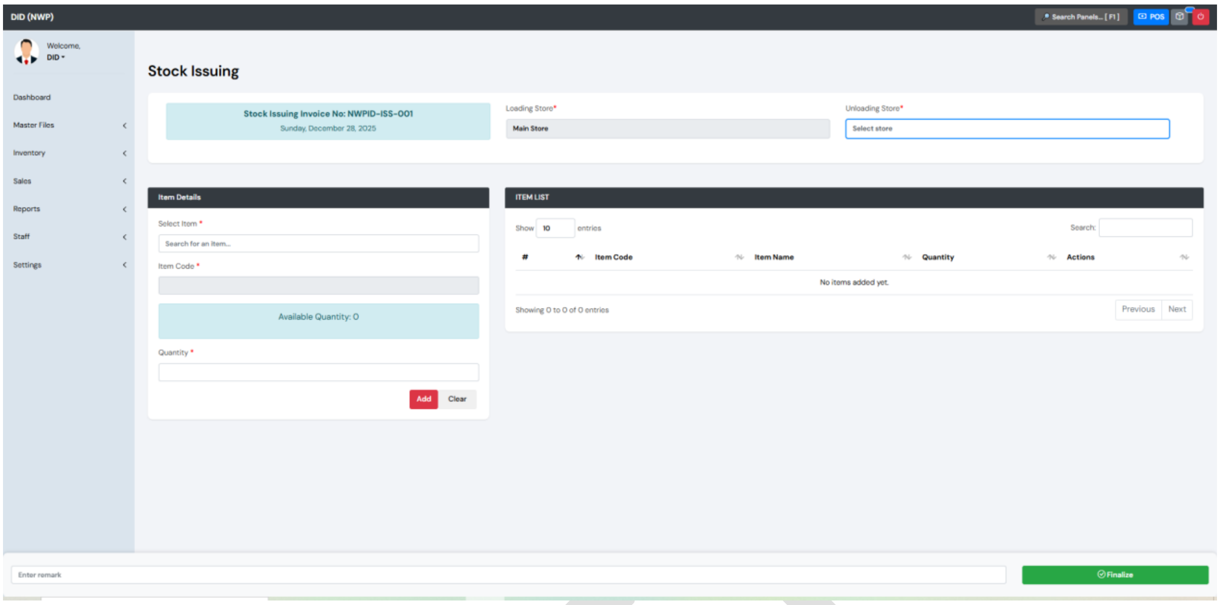


Figure 76:Stock Issuing

4.9 Stock Receving

4.9.1 How to Access

1. From the Main Navigation Menu, click Inventory.
2. Select Stock Receiving.
3. The Stock Receiving screen will be displayed as shown above.

The Stock Receiving screen is used to receive stock transferred from another store using a Gate Pass or Stock Issuing reference.
It confirms the arrival of items and updates stock balances in the receiving store.

Stock Receiving List Section

This screen displays a list of pending or completed stock transfers.

Action Button

- **Items**
  Click the Items button to view the list of items included in the selected gate pass and confirm receiving quantities.

Additional Features

- **Show Entries**
  Control how many records are displayed per page.
- **Search Box**
  Search transfers by Gate pass ID, store name, or date.
- **Pagination Controls**
  Navigate between pages of records.

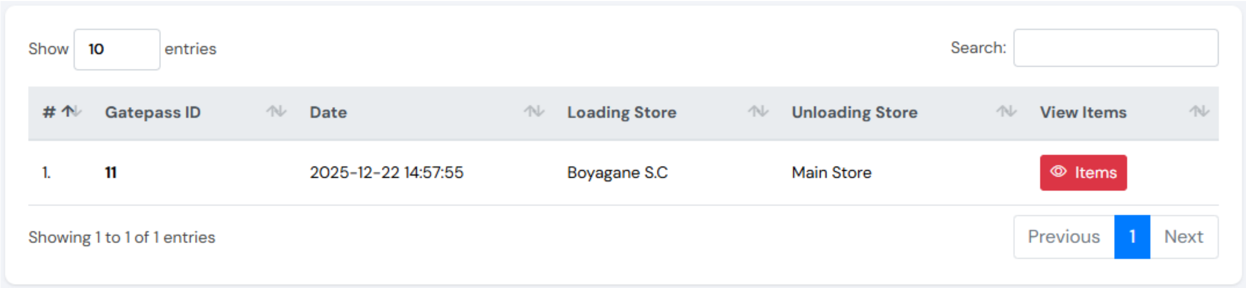


Figure 77:Stock Receiving Interface

5 Sales

The Sales Management System is a comprehensive solution designed to help businesses efficiently process customer orders, manage transactions, and track sales performance. This system provides complete control over your sales operations from order creation to payment processing, with integrated inventory management and comprehensive reporting capabilities.

Accessing the Sales Module

Navigate through the main menu using the **"Sales"** dropdown in the sidebar:

1. **Locate Sales Option**: Find the **"Sales"** section in the left sidebar navigation menu
2. **Expand Sales Menu**: Click on **"Sales"** to expand the submenu
3. **Sales Submenu Structure**: Once expanded, you'll see the following sub-modules:
    - **Debtor Payments**: Manage customer payments and receivables
    - **Promotion Prices/ Seasonal Discount**: Set up and manage promotional pricing
    - **Shift End Bank Deposits**: Process end-of-shift banking and reconciliation

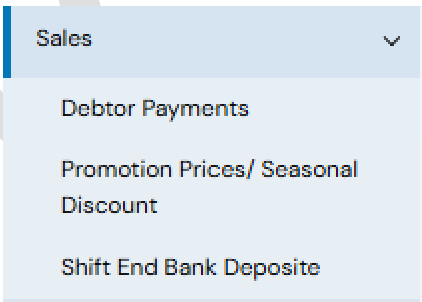


Figure 78:Sales Module

5.1 Debtor Payment

5.1.1 How to Access

1. From the Main Navigation Menu, click Sales.
2. Select Debtor Payments.
3. The Customer Selection screen will be displayed as shown above.

The Debtor Payments screen is used to record payments received from customers who have outstanding balances (debtors). This screen allows the user to select a customer and generate a debtor payment entry.

5.1.2 Customer Selection Section

Field Description

- **Customer***
  Select the customer from the dropdown list.

- Cash Customer – Used for immediate cash settlements.
- Registered Customers – Used for credit customers with outstanding balances.

Note: This is a mandatory field.

Action Buttons

- **Generate**
  Click Generate to proceed to the Debtor Payment Invoice / Payment Entry screen for the selected customer.
- **Cancel**
  Click Cancel to exit the screen without making any changes.

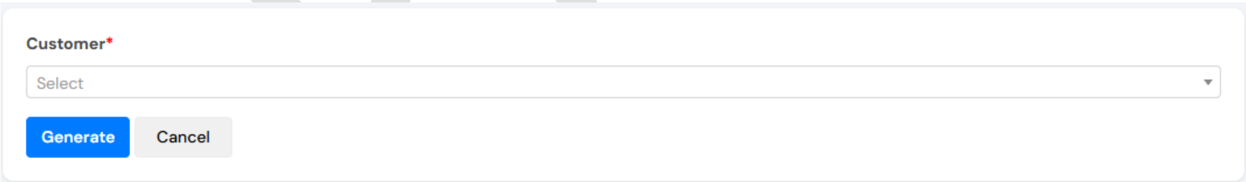


Figure 79: *Debtor* Payment

5.2 Promotional Prices / Seasonal Discount

This module allows you to create and manage special pricing campaigns, promotional offers, and seasonal discounts for your inventory items. You can apply discounts to individual items or entire categories for specific time periods.

5.2.1 How to Access

Navigate to **Sales** > **Promotion Prices/ Seasonal Discount** from the sidebar menu

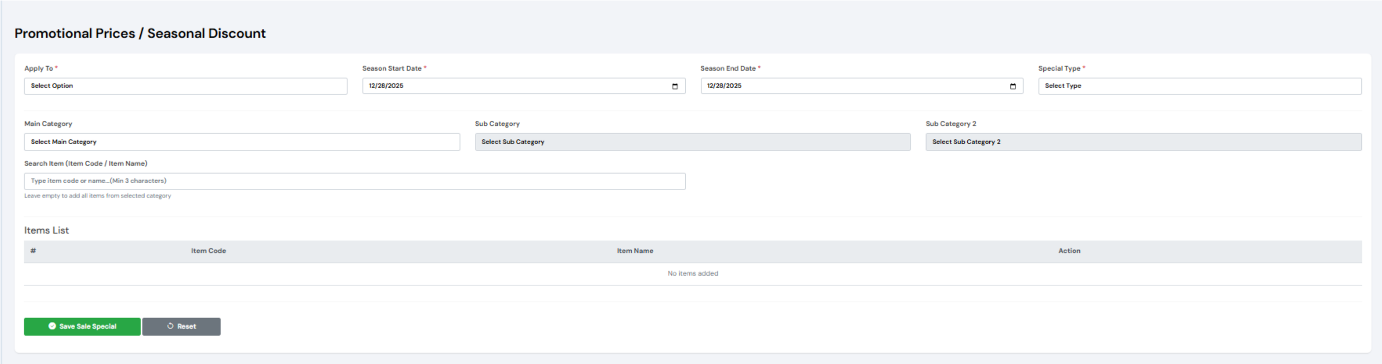


Figure 80:Promotional Prices / Seasonal Discount Interface

5.2.2 Creating a Promotional Campaign

Step 1: Set Campaign Parameters
Required Fields (marked with red asterisk *):

1. **Apply To*** (Required):
   - Dropdown field: "Select Option"
   - Choose where the promotion applies:
     - All Stores (entire business)
     - Specific store/location
2. **Season Start Date*** (Required):
   - Date picker field
   - Select the date when promotion begins
   - Format: MM/DD/YYYY
   - Click field to open calendar
3. **Season End Date*** (Required):
   - Date picker field
   - Select the date when promotion ends
   - Must be after start date
   - Format: MM/DD/YYYY
4. **Special Type*** (Required):
   - Dropdown field: "Select Type"
   - Choose promotion type:
     - Promotional Prices
     - Seasonal Discount
     - Other special types

Step 2: Select Items for Promotion
Option A: Filter by Category

1. **Main Category**:
   - Dropdown: "Select Main Category"
   - Filter items by main category
2. **Sub Category**:
   - Dropdown: "Select Sub Category"
   - Further refine item selection
   - Populates based on main category
3. **Sub Category 2**:

        - Dropdown: "Select Sub Category 2"
        - Most specific category filter
        - Optional refinement
4. **Add All Items from Category**:
    - Click green **"≡ Add All Items from Category"** button
    - Automatically adds all items matching category filters
    - Useful for bulk category promotions

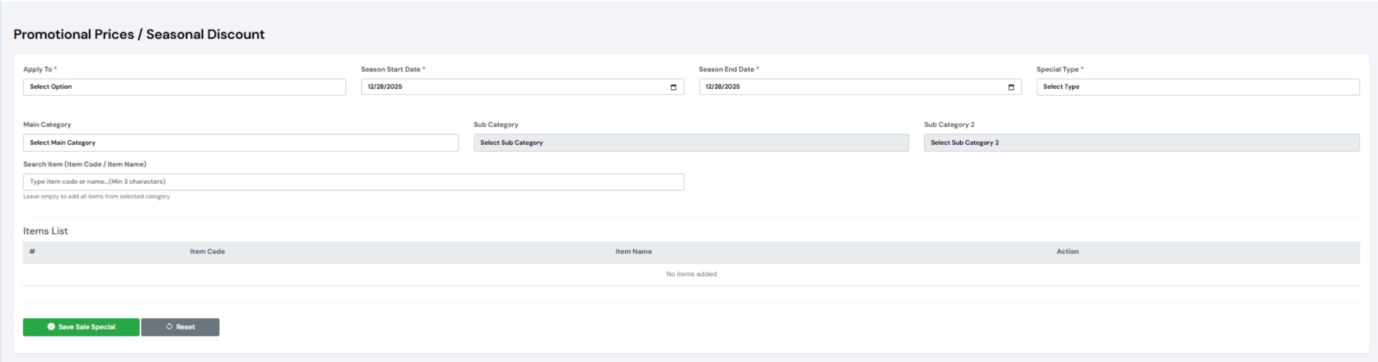


Figure 81:Filter by Category

Option B: Search Individual Items

1. **Search Item (Item Code / Item Name)**:
    - Text input: "Type item code or name... (Min 3 characters)"
    - Search by item code or description
    - Minimum 3 characters required
    - Real-time search results
2. **Retail Price** and **Wholesale Price** fields appear when item selected:
    - Enter new promotional retail price
    - Enter new promotional wholesale price
    - Format: numeric (e.g., 0.00)
3. **Add to Grid**:
    - Click blue **"Add to Grid"** button
    - Adds individual item to promotion list

Note: "Leave empty to add all items from selected category"

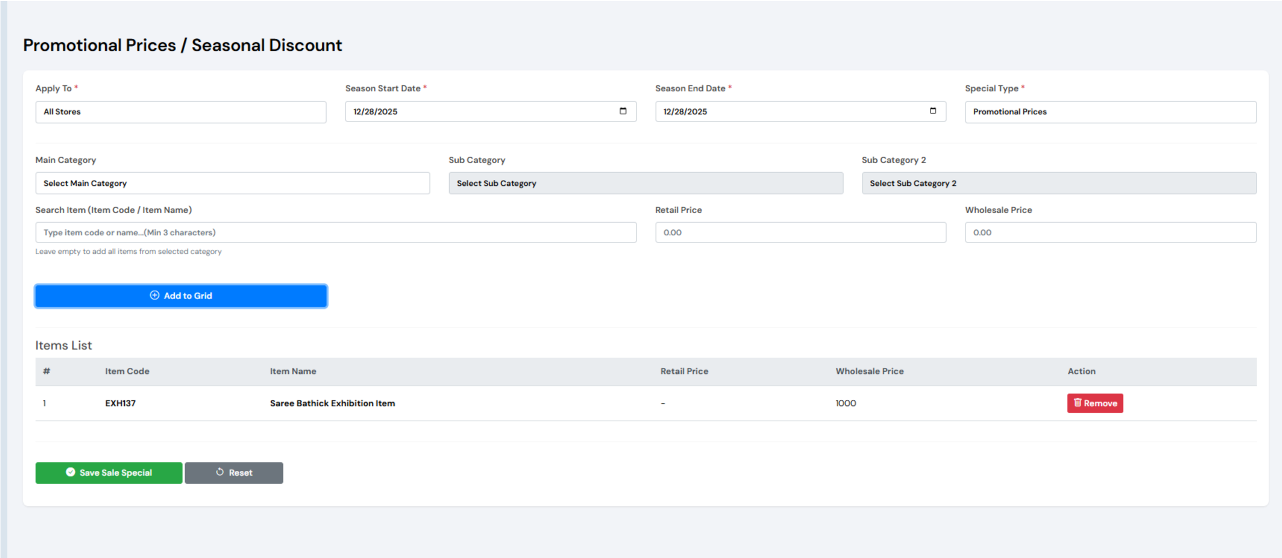


Figure 82:Search Individual Items

Step 3: Review Items List

The **Items List** section displays all items added to the promotion:
Table Columns:

- #: Serial number
- **Item Code**: Unique item identifier
- **Item Name**: Full item description
- **Retail Price**: Promotional retail price
- **Wholesale Price**: Promotional wholesale price
- **Action**: Remove button **Sample Items**:

Step 4: Save or Reset

Save Sale Special (Green button):

- Click to save the promotional campaign
- All items will have promotional prices during specified period
- System validates all required fields

Reset (Gray button):

- Clears all entered information
- Removes all items from list
- Returns form to blank state
- Use to start over

5.3 Shift End Bank Deposit

This module is used to record end-of-shift cash reconciliation and bank deposit transactions. It helps cashiers and managers document cash collected during their shift and prepare bank deposits, ensuring accurate financial tracking and accountability.

5.3.1 How to Access

Navigate to **Sales** > **Shift End Bank Deposits** from the sidebar menu.

Page Overview

The page is divided into two main sections:

Left Panel: **New Bank Deposit** (Blue header)
Form to create new shift-end deposit records

Right Panel: **Bank Deposit History** (Dark gray header)
Table displaying all previous bank deposits with filtering options

5.3.2 Creating a New Bank Deposit

Required Fields (marked with red asterisk *):

1. **Shift Date*** (Required):
   - Date picker field
   - Format: mm/dd/yyyy
   - Select the date of the shift being closed
   - Click field to open calendar picker
2. **Cash in Hand*** (Required):
   - Numeric input field
   - Enter the total cash amount collected during the shift
   - Should match physical cash count
   - Include all cash sales and payments
3. **Deposit Amount*** (Required):
   - Numeric input field
   - Enter the amount being deposited to the bank
   - May differ from Cash in Hand if keeping change fund
   - Typically: Deposit Amount = Cash in Hand - Change Fund
4. **Deposit Date*** (Required):
   - Date picker field
   - Format: MM/DD/YYYY
   - Select the date of actual bank deposit
   - May be different from shift date
   - Click field to open calendar

Action Button:

Save Deposit (Green button):

- Click to save the bank deposit record
- System validates all required fields
- Creates permanent deposit record
- Updates deposit history

5.3.3 Viewing Bank Deposit History

The **Bank Deposit History** section displays all previously recorded deposits.

Filter Options:

User:

- Dropdown field: "All users"
- Filter deposits by specific user/cashier
- Shows deposits for selected user only

From (Date):

- Date picker field
- Start date for date range filter

To (Date):

- Date picker field
- End date for date range filter

Filter Buttons:

- **Filter** (Blue button): Apply selected filters
- **Reset** (Gray button): Clear all filters
- **Print** (Gray button): Print deposit history report

History Table Columns:

Column	**Description**
#	Serial number
User	Cashier/user who created deposit
Shift Date	Date of the shift
Cash in Hand	Total cash collected during shift
Deposit Amount	Amount deposited to bank
Deposit Date	Date of bank deposit
Bank	Bank name where deposited
Created	Timestamp of record creation

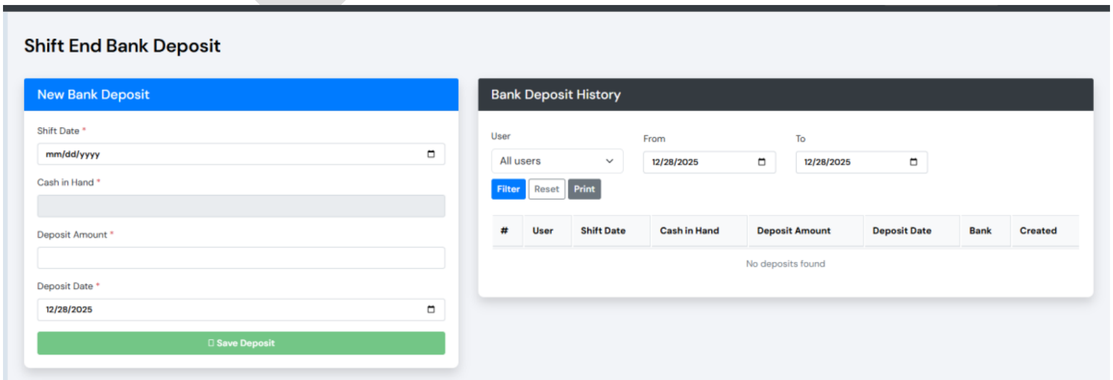


Figure 83:Shift End Bank Deposit

6 Reports

The Reports module provides comprehensive analytics and reporting capabilities across all business operations. This system generates detailed reports for sales, inventory, transfers, and financial data, enabling informed decision-making and business insights.

Accessing the Reports Module

Navigate through the main menu using the **"Reports"** dropdown in the sidebar:

1. **Locate Reports Option**: Find the **"Reports"** section in the left sidebar navigation menu
2. **Expand Reports Menu**: Click on **"Reports"** to expand the submenu (indicated by ▼ icon)
3. **Reports Module Structure**: The Reports section is organized into four main categories:
    - **Sales Reports ➤**
    - **Stock Reports ➤**
    - **Transfer Reports ➤**
    - **Finance Reports ➤**
4. **Access Report Categories**: Click on any category to view available reports within that section

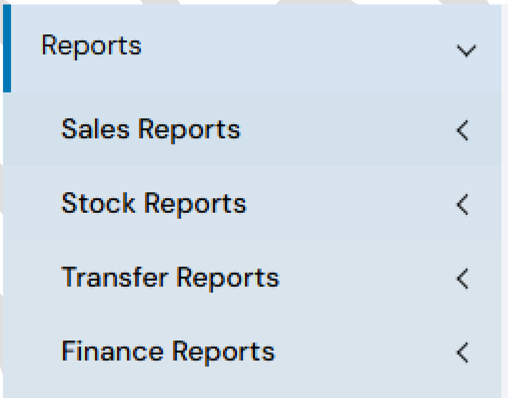


Figure 84:Reports Module Menu Structure

6.1 Sales Reports

The Sales Reports category provides comprehensive sales analysis and customer transaction reports.

How to Access:

Click **Reports > Sales Reports** to expand the sales reports submenu.

6.1.1 Sales Return Report

Reports → Sales Reports → Sales Return Report

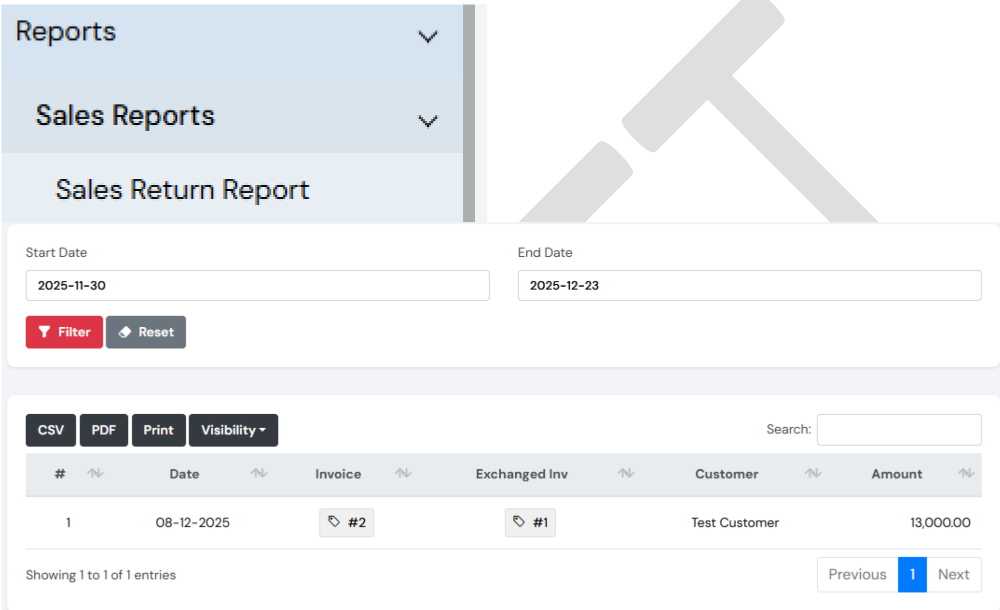


Figure 85:Sales Return Report

6.1.2 How to Access

1. From the Main Navigation Menu, click Reports.
2. Move the cursor to Sales Reports.
3. Click Sales Return Report.
4. The Sales Return Report screen will be displayed as shown above.

The Sales Return Report provides a detailed summary of all sales return transactions within a selected date range.

This report is used for sales analysis, customer returns tracking, and financial reconciliation.

1. **Date Filter Section (Top Panel)**

This section is used to filter sales return records by date.

Field Descriptions

- **Start Date**
  Select the starting date of the reporting period.
- **End Date**
  Select the ending date of the reporting period.

  Action Buttons
- **Filter**
  Click Filter to display sales return records within the selected date range.
- **Reset**
  Click Reset to clear the selected dates and reload default data.

2. Report Export & Control Options
Located above the report table, these options allow data export and display control.

- **CSV** – Export the report in CSV format
- **PDF** – Export the report as a PDF document
- **Print** – Print the report
- **Visibility** – Show or hide table columns

3. Sales Return Report Table
This table displays detailed information about sales return transactions.

4. Search & Navigation

- **Search Box**
  Search sales return records by invoice number or customer name.

Pagination Controls
Navigate through multiple pages of report entries.

6.1.3 Store Wise Invoice Report

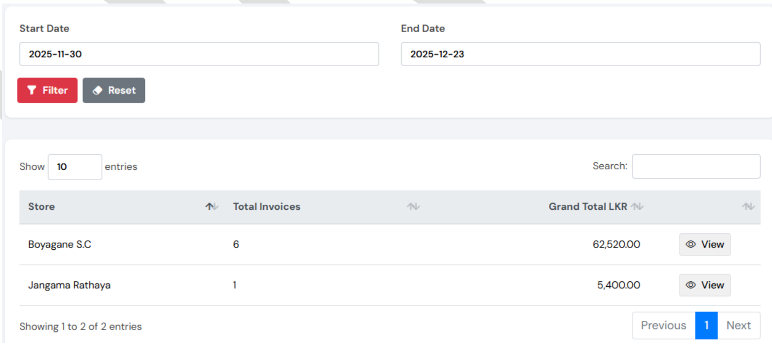


Figure 86:Store Wise Invoice Report

Reports → Sales Reports → Store Wise Invoice Report

6.1.4 How to Access

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Sales Reports**.

3. Select **Store Wise Invoice Report**.
4. The **Store Wise Invoice Report** screen will be displayed as shown above.

The **Store Wise Invoice Report** provides a **summary of sales invoices grouped by store or sales center** within a selected date range.
This report helps management **compare sales performance across different stores**.

1. Date Filter Section (Top Panel)
This section allows users to **filter invoice data by date range**.

Field Descriptions

- **Start Date**
  Select the beginning date of the reporting period.
- **End Date**
  Select the ending date of the reporting period.

Action Buttons

- **Filter**
  Click **Filter** to display records within the selected date range.
- **Reset**
  Click **Reset** to clear the date selection.

2. Store Wise Invoice Summary Table
This table displays **store-level sales performance data**.

3. Additional Features

- **Show Entries**
  Control how many store records are displayed per page

- **Search Box**
  Search by store name.
- **Pagination Controls**
  Navigate between pages if multiple records exist.

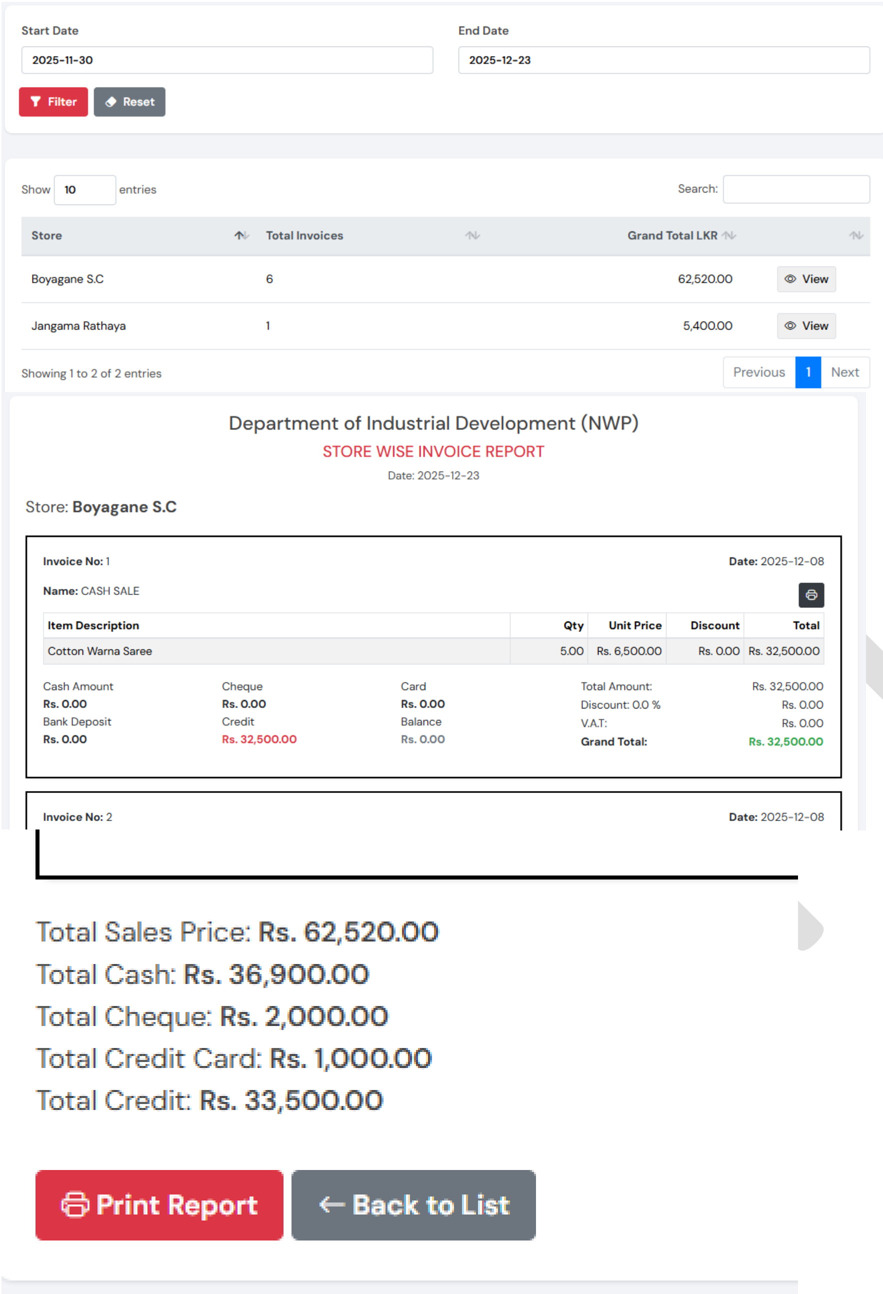


Figure 87:Store Wise Invoice Details

After clicking the **View** button from the **Store Wise Invoice Report**, the system displays the **detailed invoice breakdown for the selected store** along with a **print option**.

6.1.5 Promotional Prices / Seasonal Discount Report

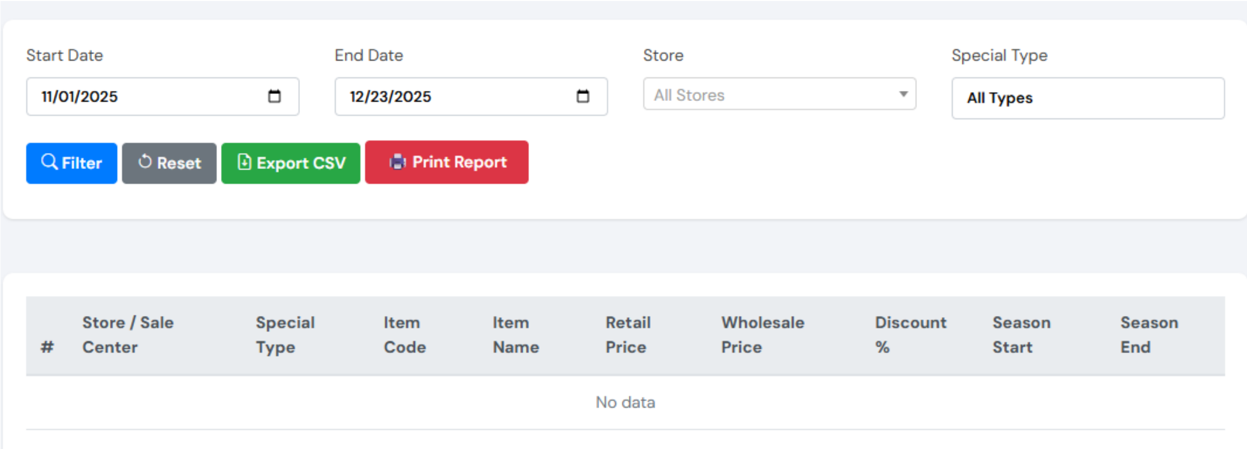


Figure 88:Promotional Prices / Seasonal Discount Report

How to Access

1. From the **Main Navigation Menu**, click **Reports**,
2. Select **Sales Report** and After you Can select **Promotion Discount Sale**.
3. The **Promotional Prices And Seasonal Discount Report** screen will be displayed as shown above.

This screen is used to **create seasonal or promotional pricing rules** for selected items.
It allows the Department of Industrial Development to apply **special discounts or prices** during a defined period.

1. Promotion Setup Section (Top Section)
This section defines **where, when, and how** the promotion applies.

Field Descriptions

- **Apply To***
  Select where the promotion will be applied
- **Season Start Date***
  Select the starting date of the promotional period.
- **Season End Date***
  Select the ending date of the promotional period.
- **Special Type***
  Select the type of promotion

Note: All fields marked with (*) are mandatory.

2. Item Search Section
This section is used to **search and select items** to be included in the promotion.

- **Search Item (Item Code / Item Name)**
  Enter the item code or item name (minimum 3 characters required).
  Matching items will be displayed for selection.

3. Items List Section
This table displays **all items added to the promotional list**.
If no items are added, the message **"No items added"** is shown.

4. Action Buttons

- **Save Sale Special**
  Saves and activates the promotional pricing for the selected items.
- **Reset**
  Clears all entered details and removes selected items.

6.1.6 Invoice Report

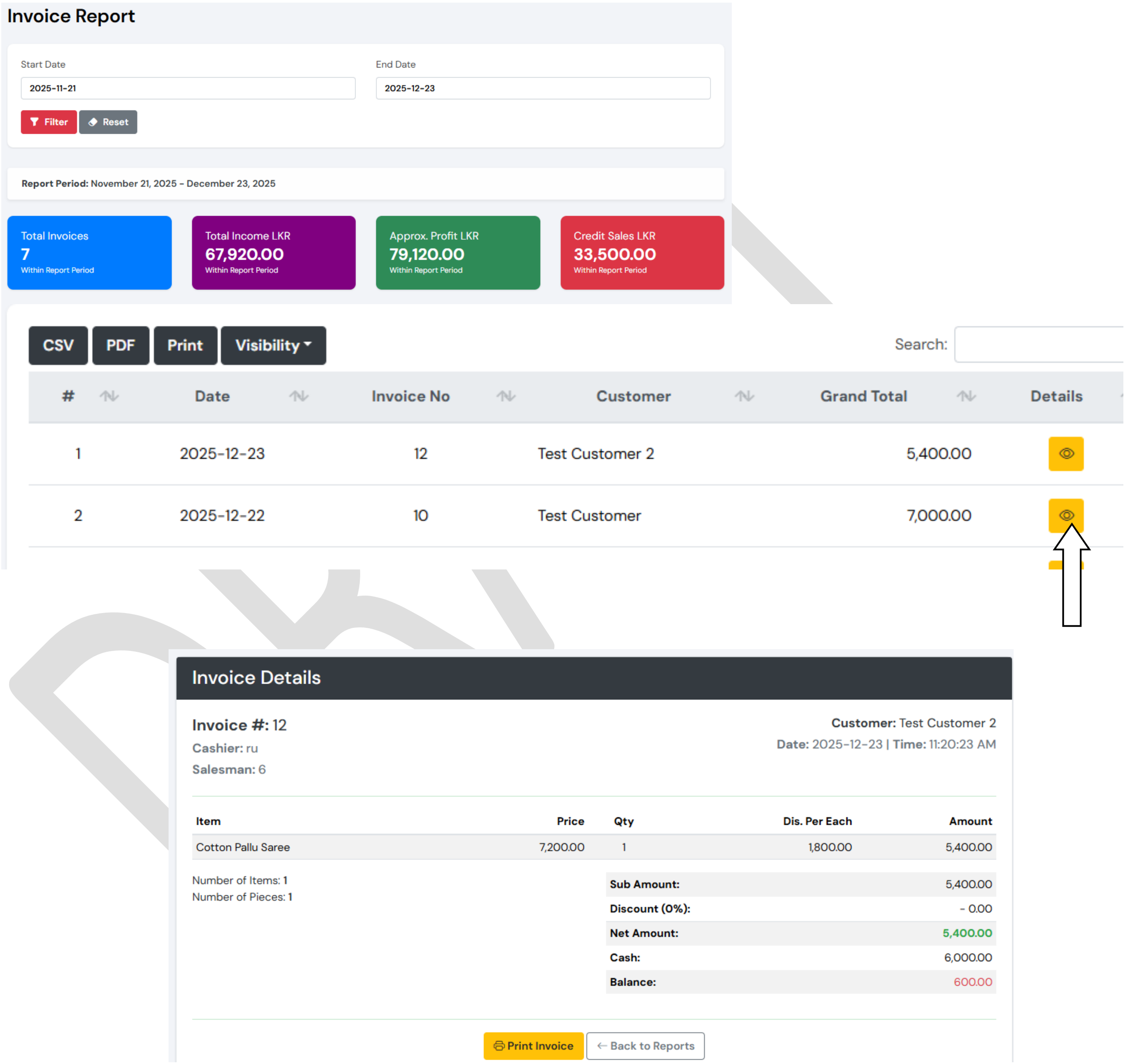


Figure 89:Invoice Report

6.1.7 How To Access

Reports → Sales Reports → Invoice Report & Invoice Details

explanation of **all three related screens** shown in this images:

1. Invoice Report (summary)
2. Invoice List
3. Invoice Details (View & Print)

1. Invoice Report (Summary Dashboard)

This screen provides a **high-level overview of sales performance** for a selected period.

Date Filter Section

- **Start Date / End Date**
  Select the reporting period.
- **Filter** – Loads invoice data for the selected dates.
- **Reset** – Clears the date filter.

Report Period

- Displays the selected reporting range

Key Performance Indicators (KPIs)

- **Total Invoices**
  Number of invoices issued during the period.
- **Total Income (LKR)**
  Total sales value for the period.
- **Approx. Profit (LKR)**
  Estimated profit calculated by the system.
- **Credit Sales (LKR)**
  Total value of sales made on credit.

Purpose:
Gives management a **quick financial snapshot** of sales activity.

2. Invoice List (Detailed Invoice Table)

This screen lists **all invoices within the selected date range**.

Additional Features

- **CSV / PDF / Print** – Export or print invoice data
- **Visibility** – Show or hide table columns
- **Search** – Search by invoice number or customer name

Purpose:
Allows users to **review, search, export, and drill down** into invoices.

3. Invoice Details (View Invoice)

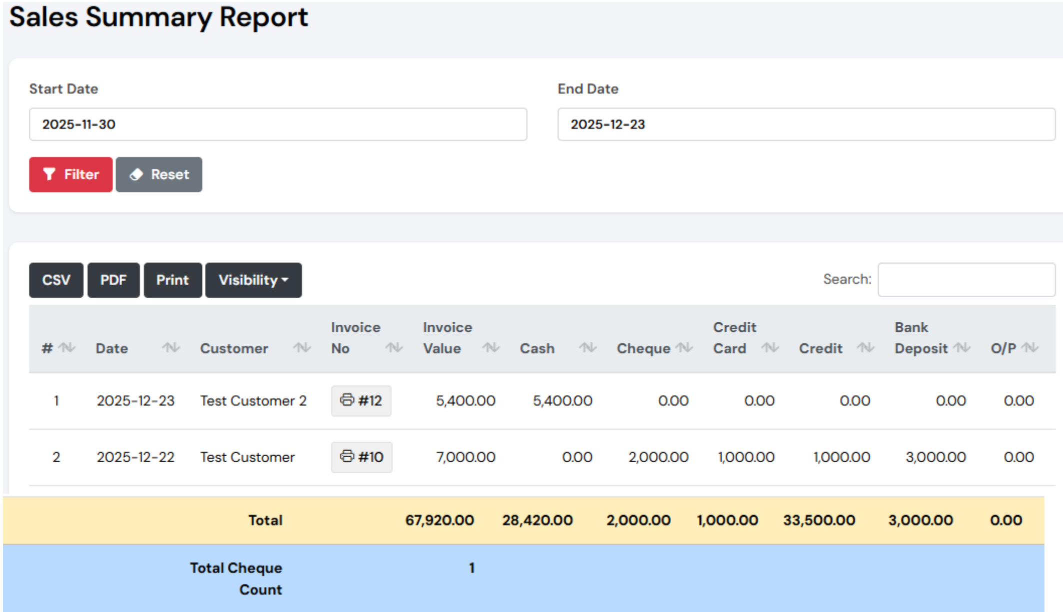
This screen opens after clicking the **Details (eye icon)** for an invoice.

Action Buttons

- **Print Invoice** – Prints the official sales invoice

- **Back to Reports** – Returns to the invoice list
- **Purpose:**
  Provides a **complete, auditable invoice view** including payment status.

6.1.8 Sales Summary Report



Sales Summary Report

Start Date: 2025-11-30 | End Date: 2025-12-23

Filter | Reset

CSV | PDF | Print | Visibility | Search:

#	Date	Customer	Invoice No	Invoice Value	Cash	Cheque	Credit Card	Credit	Bank Deposit	O/P
1	2025-12-23	Test Customer 2	#12	5,400.00	5,400.00	0.00	0.00	0.00	0.00	0.00
2	2025-12-22	Test Customer	#10	7,000.00	0.00	2,000.00	1,000.00	1,000.00	3,000.00	0.00
		Total		67,920.00	28,420.00	2,000.00	1,000.00	33,500.00	3,000.00	0.00
		Total Cheque Count		1						

Figure 90:Sale Summary Report

6.1.9 How To Access

Reports → Sales Reports → Sales Summary Report

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Sales Reports**.
3. Select **Sales Summary Report**.
4. The **Sales Summary Report** screen will be displayed as shown above.

1. Date Filter Section (Top Panel)

This section is used to **select the reporting period**.

Field Descriptions

- **Start Date** – Beginning of the report period
- **End Date** – End of the report period

Action Buttons

- **Filter** – Display records for the selected date range
- **Reset** – Clear date filters

2. Report Export & Display Controls

- **CSV** – Export report data to CSV
- **PDF** – Export report as PDF
- **Print** – Print the report
- **Visibility** – Show or hide table column
- **Search** – Search records by customer or invoice number

3. Sales Summary Table
This table shows **invoice-level sales and payment details**.

Total Cheque Count

- Displays the **number of cheque transactions** within the report period.
- Useful for banking and reconciliation purposes.

6.1.10 Salesman Wise Invoice Report

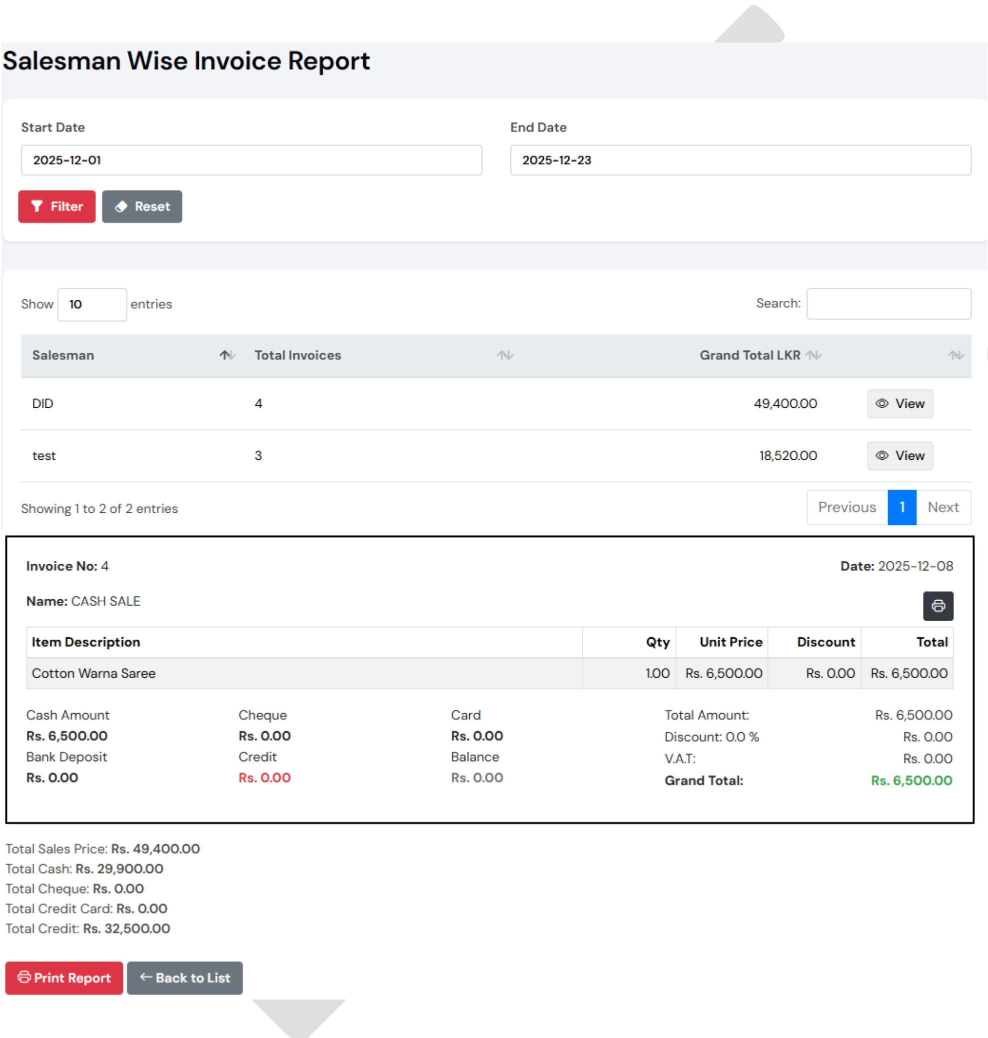


Figure 91:Salesmen Wise Invoice Report

6.1.11 How to Access

Reports → Sales Reports → Salesman Wise Invoice Report

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Sales Reports**.
3. Select **Salesman Wise Invoice Report**.

4. The **Salesman Wise Invoice Report** screen will be displayed.

The **Salesman Wise Invoice Report** is used to **analyze sales performance based on individual salesmen** within a selected date range. It helps management monitor productivity, revenue contribution, and payment behavior handled by each salesman. This report works in **two levels**:

1. Salesman-wise summary
2. Detailed invoice view per salesman

1. Date Filter Section

This section allows users to define the **reporting period**.

Fields

- **Start Date** – Beginning date of the report period
- **End Date** – Ending date of the report period

Buttons

- **Filter** – Loads report data for the selected date range
- **Reset** – Clears the date selection

6.1.12 Salesman Invoice Detail View (After Clicking View)

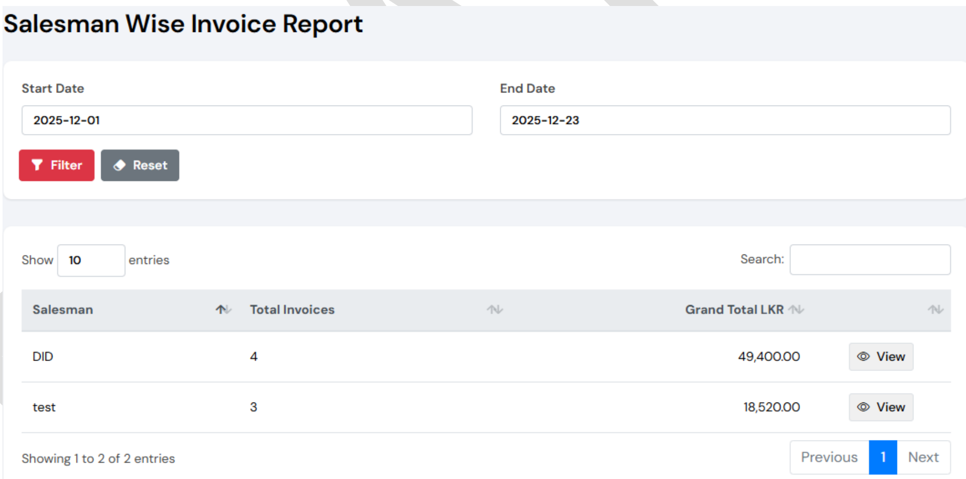


Figure 92:Salesman Invoice Detail View (After Clicking View)

When the **View** button is clicked, the system displays **all invoices handled by that salesman**, one by one.

Invoice Information

- **Invoice No**
- **Invoice Date**
- **Customer Name** (Cash Sale or registered customer)

This section ensures **payment method transparency** and accuracy.

Action Buttons

- **Print Report**
  Generates a printable version of the **Salesman Wise Invoice Report** for records, audits, or performance reviews.
- **Back to List**
  Returns to the **Salesman summary table**.

6.1.13 Customer Wise Invoice Report

This report shows **sales performance grouped by customer**, with the ability to **drill down into detailed invoices** and **print reports**.

6.1.14 How to Access

Reports → Sales Reports → Customer Wise Invoice Report

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Sales Reports**.
3. Select **Customer Wise Invoice Report**.
4. The **Customer Wise Invoice Report** screen will be displayed.

1. Date Filter Section

This section allows you to define the **reporting period**.

Fields

- **Start Date** – Beginning date of the report period
- **End Date** – Ending date of the report period

Buttons

- **Filter** – Displays customer-wise invoice data for the selected dates
- **Reset** – Clears the date filters and reloads default data

6.1.15 Customer Invoice Detail View (After Clicking View)

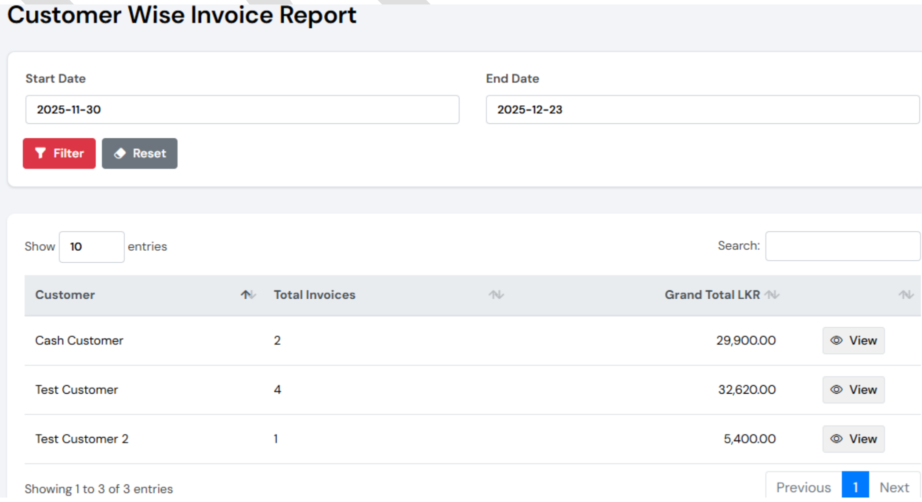
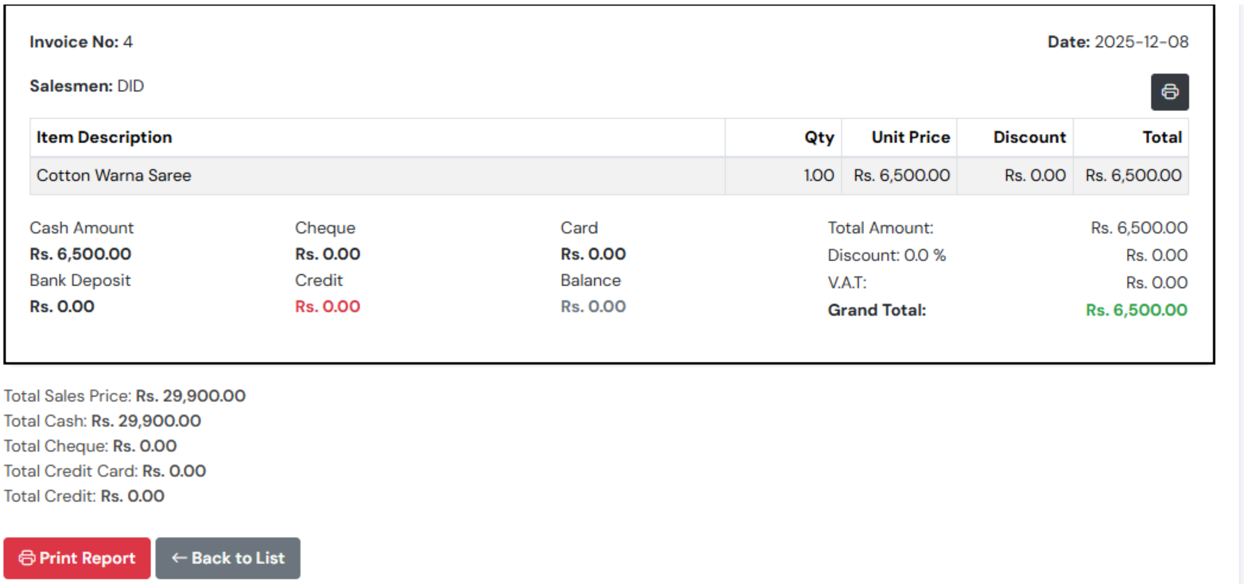


Figure 93:Customer Invoice Detail View

When **View** is clicked, the system opens a **detailed invoice breakdown** for the selected customer.



Invoice No: 4

Date: 2025-12-08

Salesmen: DID

Item Description	Qty	Unit Price	Discount	Total
Cotton Warna Saree	1.00	Rs. 6,500.00	Rs. 0.00	Rs. 6,500.00

Cash Amount
Rs. 6,500.00
Bank Deposit
Rs. 0.00
Cheque
Rs. 0.00
Credit
Rs. 0.00
Card
Rs. 0.00
Balance
Rs. 0.00

Total Amount:	Rs. 6,500.00
Discount: 0.0 %	Rs. 0.00
V.A.T:	Rs. 0.00
Grand Total:	**Rs. 6,500.00**

Total Sales Price: **Rs. 29,900.00**
Total Cash: **Rs. 29,900.00**
Total Cheque: **Rs. 0.00**
Total Credit Card: **Rs. 0.00**
Total Credit: **Rs. 0.00**

Print Report
← Back to List

Action Buttons

- **Print Report**
  Prints the **Customer Wise Invoice Report** for official records, audits, or management review.
- **Back to List**
  Returns to the **Customer Wise Summary Table**.

6.1.16 Payment Method Wise Invoice Report

How to Access

Reports → Sales Reports → Payment Method Wise Invoice Report
This report analyzes **sales invoices grouped by payment method** (Cash, Cheque, Card, Credit, etc.) and allows users to **view detailed invoices and print reports**.

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Sales Reports**.
3. Select **Payment Method Wise Invoice Report**
4. The report screen will be displayed.

1. Date Filter Section
This section is used to define the **reporting period**.

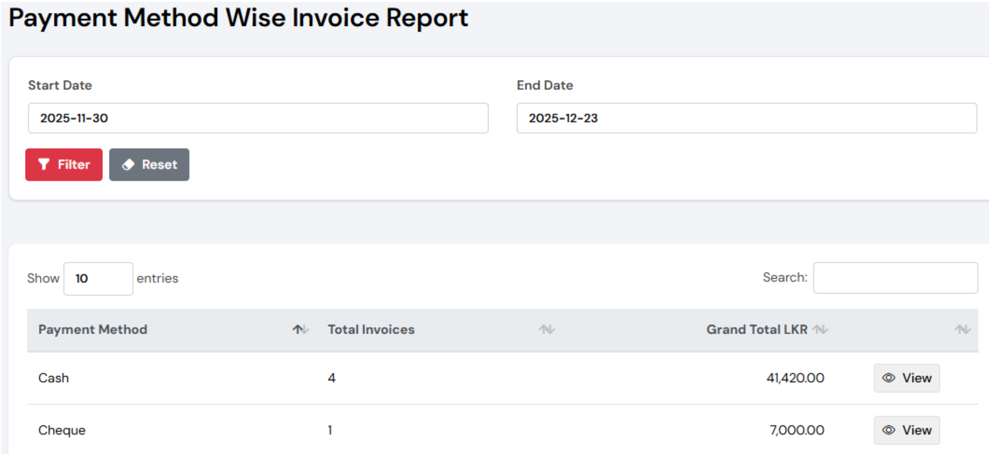
Fields

- **Start Date** – Beginning date of the report period
- **End Date** – Ending date of the report period

Buttons

- **Filter** – Loads payment-method-wise invoice data for the selected dates
- **Reset** – Clears the date selection

3. Payment Method Invoice Detail View (After Clicking View)



When **View** is clicked, the system displays **individual invoices** paid using the selected payment method.

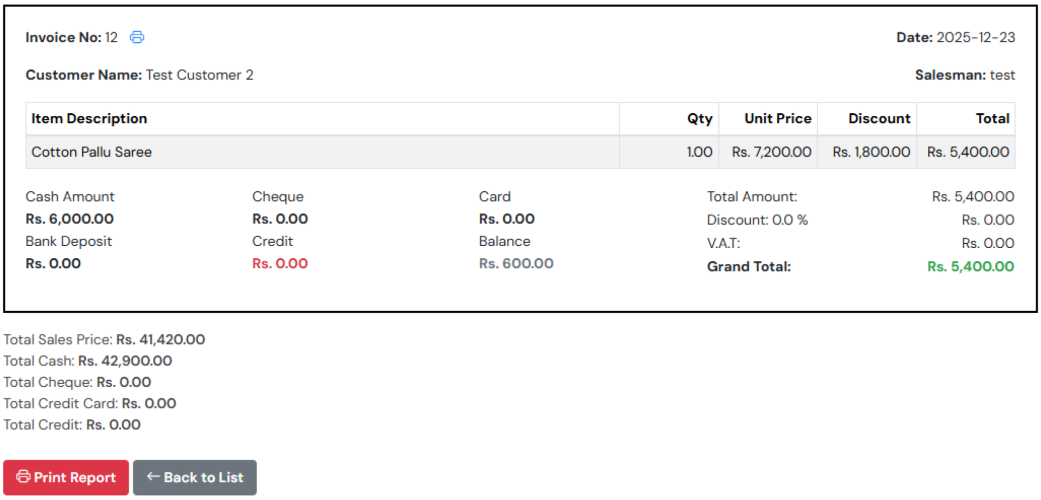


Figure 94:Payment Method Invoice Detail

Action Buttons

- **Print Report**
  Prints the **Payment Method Wise Invoice Report** for audits or records.
- **Back to List**
  Returns to the **Payment Method summary table**.

6.2 Stock Reports

The Stock Reports category provides detailed inventory analysis, stock movement tracking, and valuation reports. These reports are essential for inventory management, purchasing decisions, and stock control.

How to Access

Click **Reports > Stock Reports** to expand the stock reports submenu.

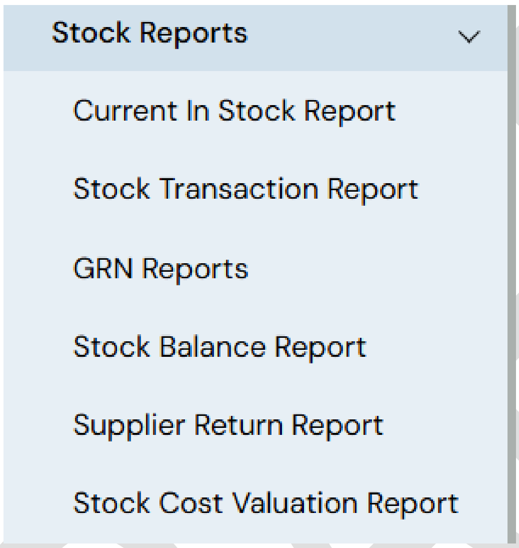


Figure 95:Stock Report Overview

6.2.1 Current in Stock Report

How to Access

Reports → Stock Reports → Current In-Stock Report

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Stock Reports**.
3. Select **Current In-Stock Report**.
4. The **Current In-Stock Report** screen will be displayed as shown above.

The **Current In-Stock Report** provides a **real-time view of available inventory** for selected items across all stores or sales centers.
It is mainly used for **stock monitoring, valuation, and decision-making**.

Item Filter Section (Top Panel)
This section allows users to **filter the stock report by item**.

Field Description

- **Select Item**
  Choose the item for which current stock details are required

Action Buttons

- **Filter**
  Click **Filter** to load stock details for the selected item
- **Reset**
  Clears the selection and resets the report.

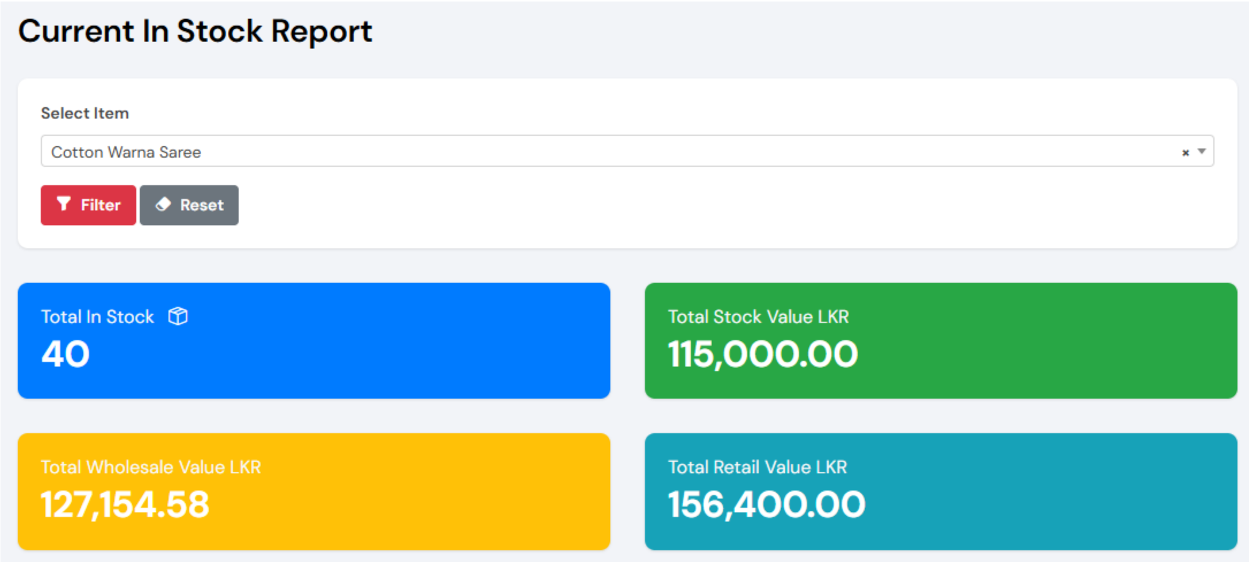


Figure 96:Stock Summary Cards

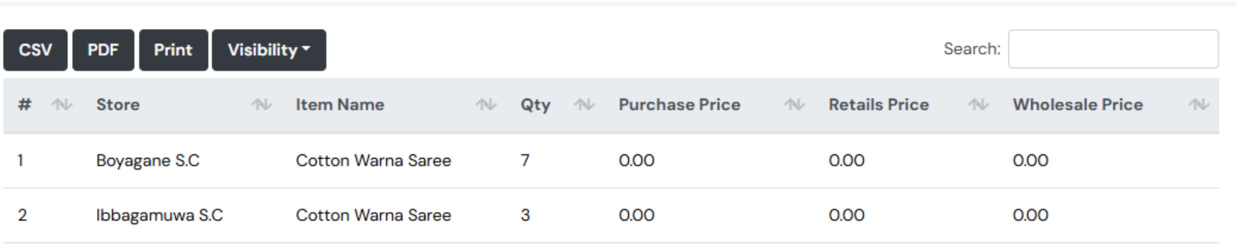
These cards provide a **quick stock and value overview** for the selected item.

- **Total In Stock**
  Displays the total available quantity across all stores.
- **Total Stock Value (LKR)**
  Total value of current stock based on purchase price.
- **Total Wholesale Value (LKR)**
  Estimated total value of stock based on wholesale price.
- **Total Retail Value (LKR)**
  Estimated total value of stock based on retail selling price.

These summaries help management understand **quantity, investment value, and potential revenue** at a glance.

Export & Display Options

- **CSV / PDF / Print**
  Export or print the stock report.
- **Visibility**
  Show or hide table columns.
- **Search**
  Search stock records by store name.



#	Store	Item Name	Qty	Purchase Price	Retails Price	Wholesale Price
1	Boyagane S.C	Cotton Warna Saree	7	0.00	0.00	0.00
2	Ibbagamuwa S.C	Cotton Warna Saree	3	0.00	0.00	0.00

Figure 97:store-wise breakdown of current stock

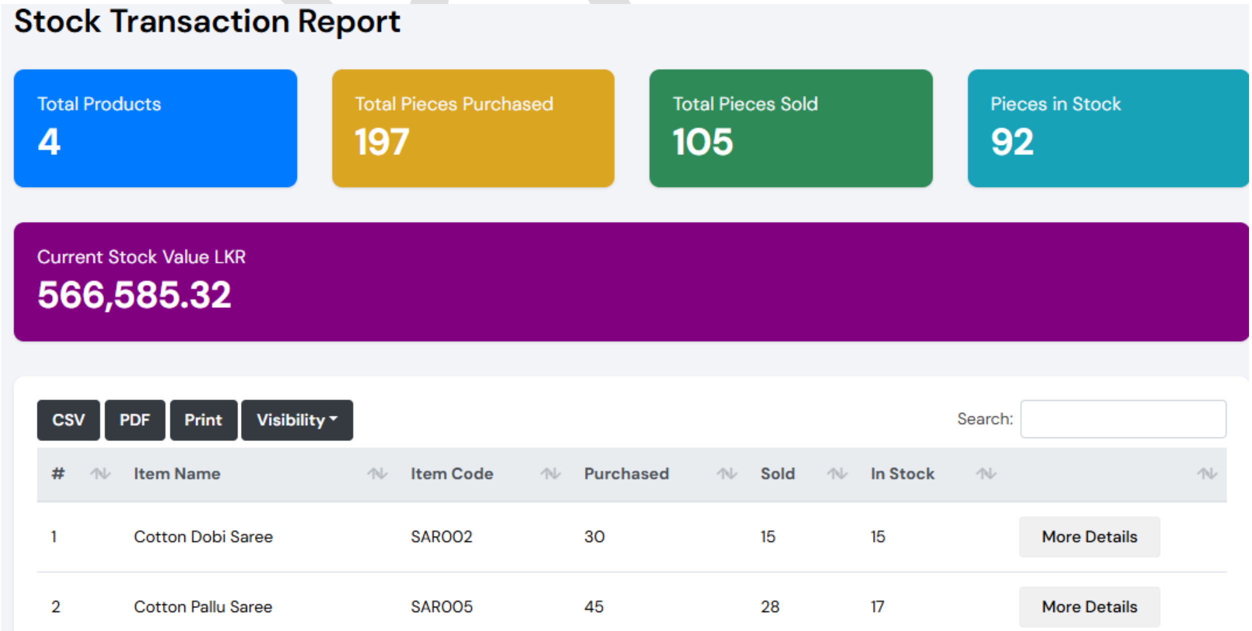
6.2.2 Stock Transaction Report

How to Access
Reports → Stock Reports → Stock Transaction Report

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Stock Reports**.
3. Select **Stock Transaction Report**.
4. The **Stock Transaction Report** screen will be displayed.

The **Stock Transaction Report** provides a **complete movement history of inventory items**, showing how stock is **purchased, sold, transferred, and balanced** over a selected period.

This report is critical for **inventory control, auditing, and financial analysis**.



#	Item Name	Item Code	Purchased	Sold	In Stock	
1	Cotton Dobi Saree	SAR002	30	15	15	More Details
2	Cotton Pallu Saree	SAR005	45	28	17	More Details

Figure 98:Stock Overview Dashboard (Top Summary Cards)

These summary cards give a **quick overview of overall stock status**:

- **Total Products**
  Number of different products tracked in the report.
- **Total Pieces Purchased**
  Total quantity received into stock (via GRN).
- **Total Pieces Sold**
  Total quantity sold during the period.
- **Pieces in Stock**
  Current available stock quantity.
- **Current Stock Value (LKR)**
  Total monetary value of current stock based on cost.

2. Item-Wise Stock Summary Table
This table shows **stock movement at item level**.
This helps identify **fast-moving, slow-moving, and overstocked items**.

3. Item Transaction Summary (After Clicking "More Details")

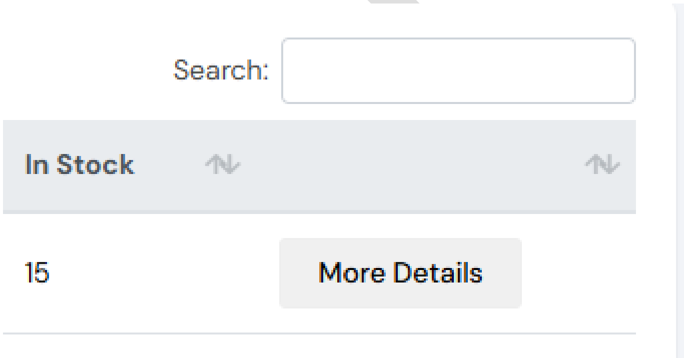


Figure 99:item detailed summary

When **More Details** is clicked for an item, a detailed summary is shown.
Item Header

- Item name and item code
- Button to **View in Stock Report**

4. Date Filter (Item-Level)
Allows filtering stock transactions for the selected item by date range.

- **Start Date / End Date**
- **Filter / Reset**

5. Item Transaction KPIs

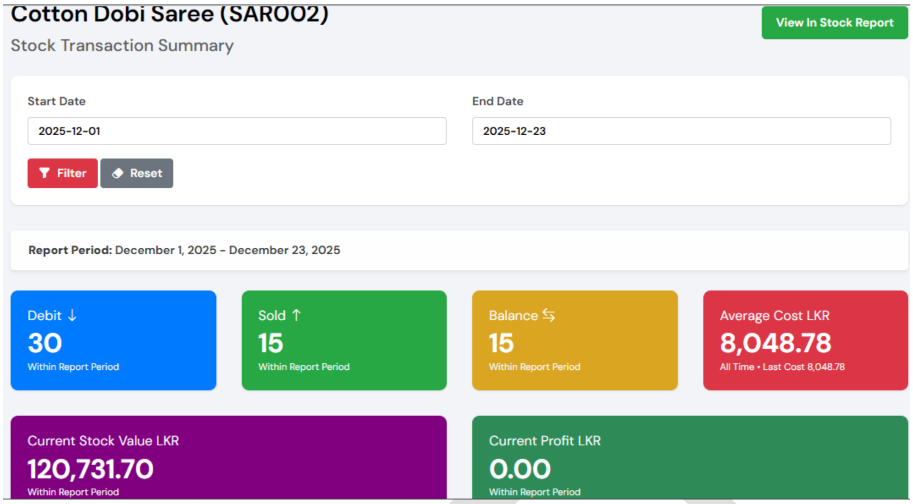
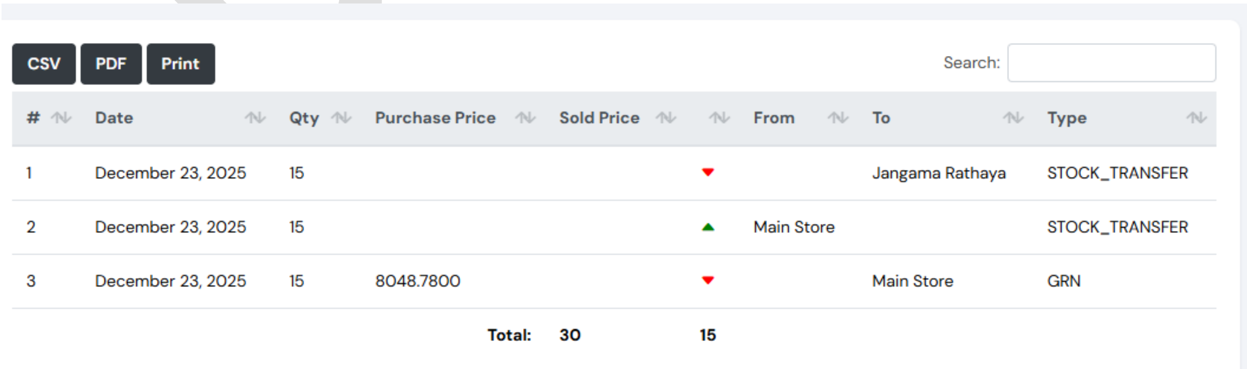


Figure 100:item Transaction Summary

These cards summarize item-level stock movement:

- **Debit**
  Quantity added to stock (GRN or transfer in)
- **Sold**
  Quantity sold during the period
- **Balance**
  Remaining stock after sales
- **Average Cost (LKR)**
  Average purchase cost of the item
- **Current Stock Value (LKR)**
  Value of remaining stock
- **Current Profit (LKR)**
  Profit generated from sales (if applicable)

6. Detailed Transaction Table


CSV PDF Print Search:

#	Date	Qty	Purchase Price	Sold Price		From	To	Type
1	December 23, 2025	15			▼		Jangama Rathaya	STOCK_TRANSFER
2	December 23, 2025	15			▲	Main Store		STOCK_TRANSFER
3	December 23, 2025	15	8048.7800		▼		Main Store	GRN
			Total:	30	15			

Figure 101:individual stock transaction.

Totals Row

- Displays total **quantity in** and **quantity out** for the period.

Export & Print Options

- **CSV / PDF / Print**
  Export or print transaction details for audits or records.

6.2.3 GRN Report

How to Access

Reports → Stock Reports → GRN Report
The **GRN (Goods Received Note) Report** provides a complete record of **goods received from suppliers**, including item quantities, costs, pricing, and return status.
It is essential for **inventory verification, supplier reconciliation, and audit purposes**.

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Stock Reports**.
3. Select **GRN Report**.
4. The **GRN Report** screen will be displayed.

1. Date Filter Section
This section allows filtering GRN records by **date range**.

Fields

- **Start Date** – Beginning date of GRN records
- **End Date** – Ending date of GRN records

Buttons

- **Filter** – Displays GRNs within the selected period
- **Reset** – Clears the selected dates

2. GRN List (Summary Table)
This table shows **all GRNs created within the selected date range**.

Export Options

- **CSV / PDF / Print** – Export or print the GRN list
- **Visibility** – Show or hide columns

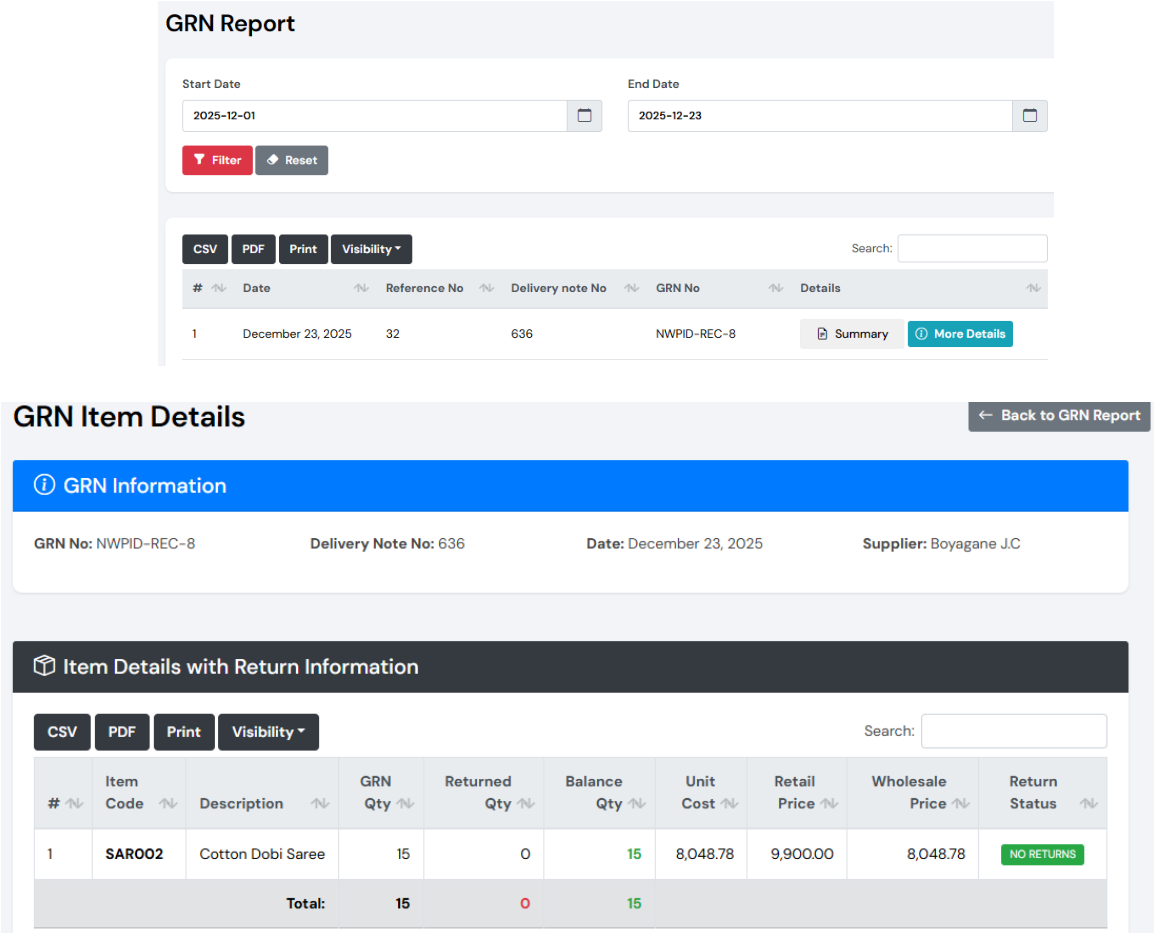


Figure 102:. GRN Item Details (After Clicking "More Details")

This view provides **complete item-level details for a selected GRN**.
GRN Information Panel Displays:

- **GRN Number**
- **Delivery Note Number**
- **GRN Date**
- **Supplier Name**

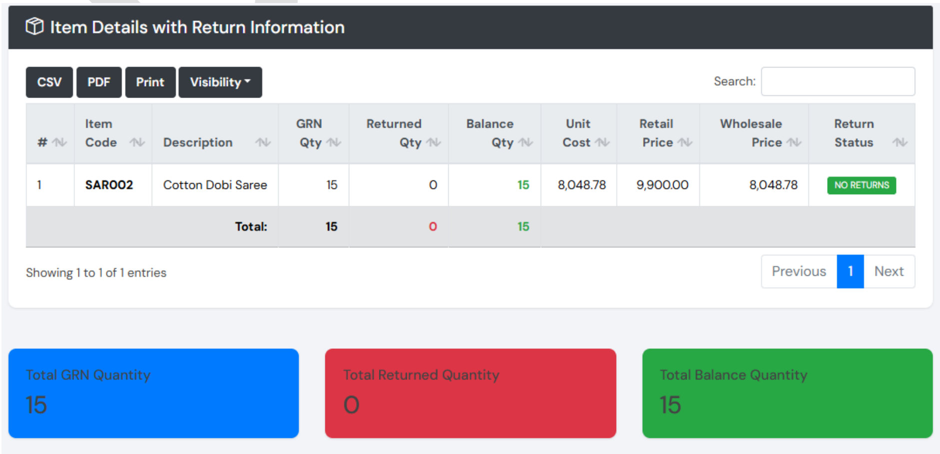


Figure 103:Item Details with Return Information

This table shows detailed item data within the GRN.

Quantity Summary Cards (Bottom Section)
These cards provide a quick quantitative summary:

- **Total GRN Quantity**
  Total quantity received under the GRN
- **Total Returned Quantity**
  Total quantity returned to the supplier
- **Total Balance Quantity**
  Remaining stock after returns

6.2.4 Stock Balance Report

How to Access

Reports → Stock Reports → Stock Balance Report
The **Stock Balance Report** provides a **category-wise and store-wise view of available stock quantities**.
It is mainly used to **check current balances, analyze stock distribution, and support inventory audits**.

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Stock Reports**.
3. Select **Stock Balance Report**.
4. The **Stock Balance Report** screen will be displayed.

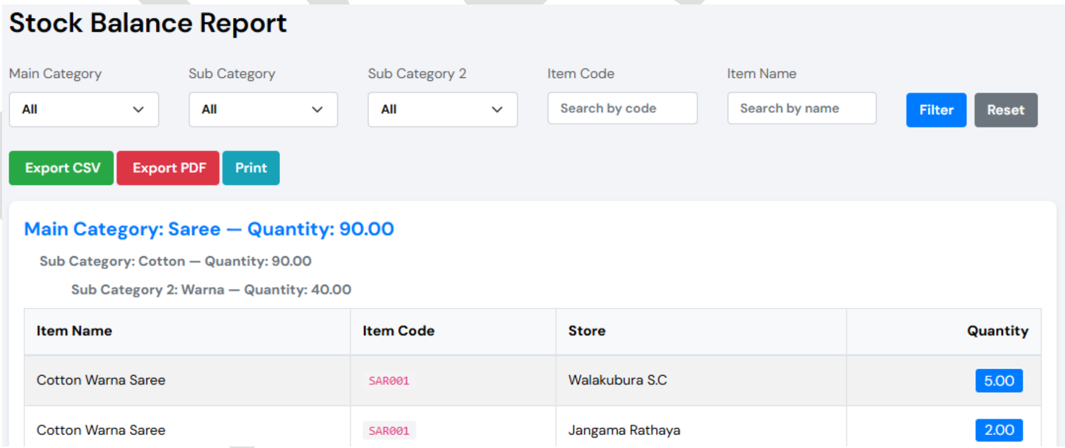


Figure 104:Stock Balance Report

1. Filter Section (Top Panel)
This section allows filtering stock data based on **item classification and identifiers**.

Filter Options

- **Main Category**
  Filter stock by main category
- **Sub Category** Filter by sub category

- **Sub Category 2**
  Further refine by sub category level 2
- **Item Code**
  Search stock using item code.
- **Item Name**
  Search stock using item name.

Action Buttons

- **Filter** – Apply selected filters
- **Reset** – Clear all filters

2. Export & Print Options

- **Export CSV** – Download the report in CSV format
- **Export PDF** – Download the report as a PDF
- **Print** – Print the stock balance report

3. Category-Wise Stock Summary

The report first displays **hierarchical stock totals**:

- **Main Category** – Total quantity under the category
- **Sub Category** – Total quantity under the sub category
- **Sub Category 2** – Total quantity under the sub category level 2

This gives a **quick overview of stock distribution by category**.

4. Store-Wise Item Balance Table

This table shows **where the stock is physically available**.

Table Columns

- **Item Name**
- **Item Code**
- **Store** – Store or sales center holding the stock
- **Quantity** – Current available stock at that location
  Each row represents **stock availability of an item at a specific store**.

6.2.5 Supplier Return Reports

This dedicated report provides comprehensive tracking of all items returned to suppliers, helping monitor return patterns and supplier quality.

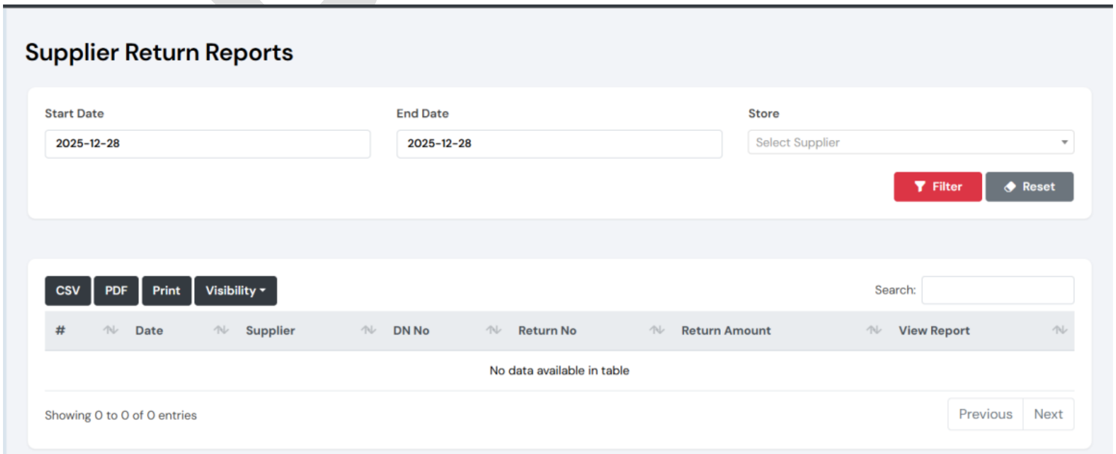


Figure 105: Supplier Return Report

Filter Options:

1. **Start Date**:
    - Date input field
    - Format: YYYY-MM-DD (e.g., "2025-12-28")
    - Defines beginning of report period
2. **End Date**:
    - Date input field
    - Format: YYYY-MM-DD (e.g., "2025-12-28")
    - Defines end of report period
3. **Store**:
    - Dropdown field: "Select Supplier"
    - Filter returns by specific supplier
    - Leave blank for all suppliers
    -

Action Buttons:

- **Filter** (Red button): Apply selected filters and generate report
- **Reset** (Gray button): Clear all filters and return to default view

Export Options:

- **CSV**: Export data to CSV spreadsheet format
- **PDF**: Generate PDF document
- **Print**: Print report directly
- **Visibility**: Toggle column visibility

Report Table Columns:

Column	Description
#	Serial number
Date	Return transaction date
Supplier	Supplier name
DN No	Delivery Note number reference
Return No	Unique return reference number
Return Amount	Total value of returned items
View Report	Link to detailed return report

6.2.6 Stock Valuation Report

This report calculates the total value of inventory using various costing methods for financial reporting.

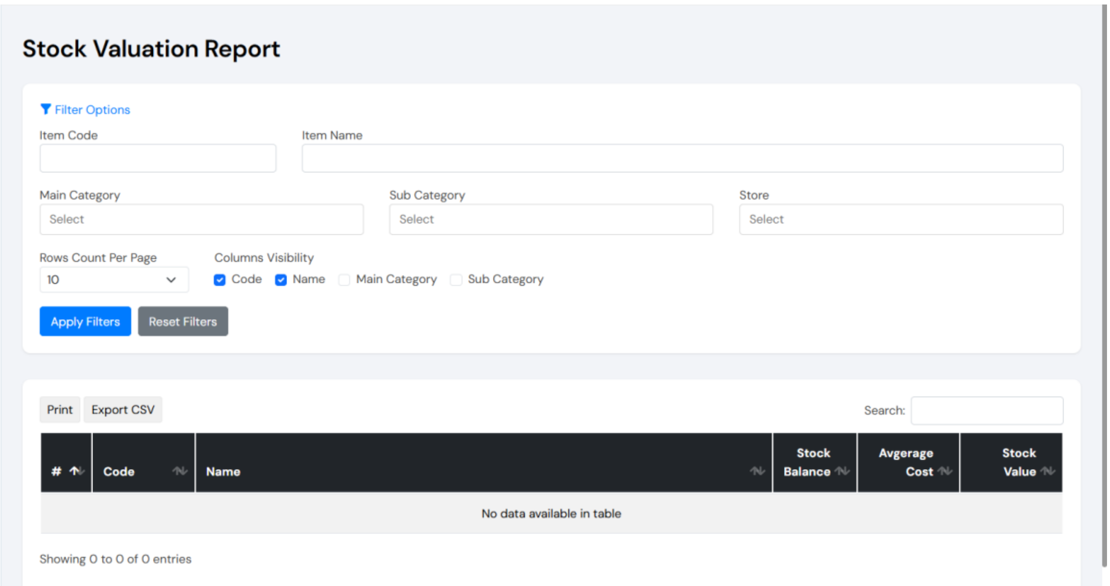


Figure 106:Store Valuation Report

Filter Options Section:

1. **Item Code**:
   - Text input field
   - Search by specific item code
   - Optional filter
2. **Item Name**:
   - Text input field
   - Search by item description
   - Optional filter
3. **Main Category**:
   - Dropdown: "Select"
   - Filter by main category
   - Narrows results to category
4. **Sub Category**:
   - Dropdown: "Select"
   - Filter by sub category
   - Further refinement
5. **Store**:
   - Dropdown selection
   - Filter by store/location
   - Optional
6. **Rows Count Per Page**:
   - Dropdown selection
   - Control number of rows displayed
   - Options typically: 10, 25, 50, 100

7. **Columns Visibility**:
    - Checkboxes:
        - **Code**: Show/hide item code column
        - **Name**: Show/hide item name column
    - Additional column options
    - Customize report view

Action Buttons:

- **Apply Filters** (Blue button): Generate report with selected criteria
- **Reset Filters** (Gray button): Clear all selections

6.3 Transfer Report

The Transfer Reports category provides comprehensive tracking and analysis of all stock transfer activities, movement authorizations, and inter-location transactions. These reports are essential for multi-location businesses to monitor stock movements and ensure proper inventory distribution.

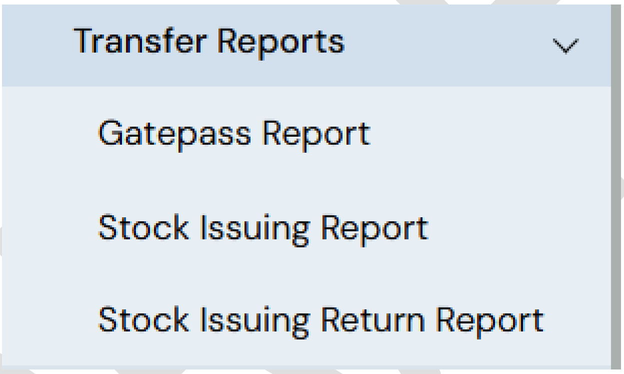


Figure 107:Transfer Report

How to Access
Click **Reports > Transfer Reports** to expand the transfer reports submenu.

6.3.1 Gate Pass Report

How to Access

Reports → Transfer Reports → Gatepass Report

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Transfer Reports**.
3. Select **Gatepass Report**.
4. The **Gatepass Report** screen will be displayed.

The **Gatepass Report** is used to **view and track all stock transfer movements** that were executed using gate passes between stores or sales centers.
It is essential for **logistics control, stock movement verification, and audits**.

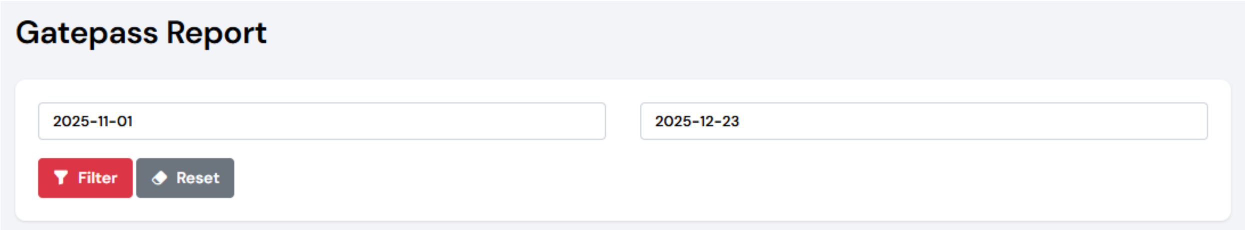


Figure 108:GatePass Report

1. Date Filter Section (Top Panel)
This section allows filtering gatepass records by **date range**.

Fields

- **Start Date** – Beginning date of the gatepass period
- **End Date** – Ending date of the gatepass period

Action Buttons

- **Filter** – Displays gatepass records within the selected date range
- **Reset** – Clears the selected dates and reloads default data

6.3.2 Stock Issuing Report

How to Access

Reports → Transfer Reports → Stock Issuing Report
The **Stock Issuing Report** provides a complete record of **stock issued from one store to another**.
It supports **inter-store transfers, accountability, and audit verification**, including a printable issuing document.

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Transfer Reports**.
3. Select **Stock Issuing Report**.
4. The **Stock Issuing Report** screen will be displayed.

1. Filter Section (Top Panel)
This section allows filtering stock issuing records.

Fields

- **Start Date** – Beginning date of stock issuing
- **End Date** – Ending date of stock issuing
- **Store** – Filter by issuing or receiving store

Buttons

- **Filter** – Displays records based on selected criteri
- **Reset** – Clears the filter selection

2. Stock Issuing List (Summary Table)

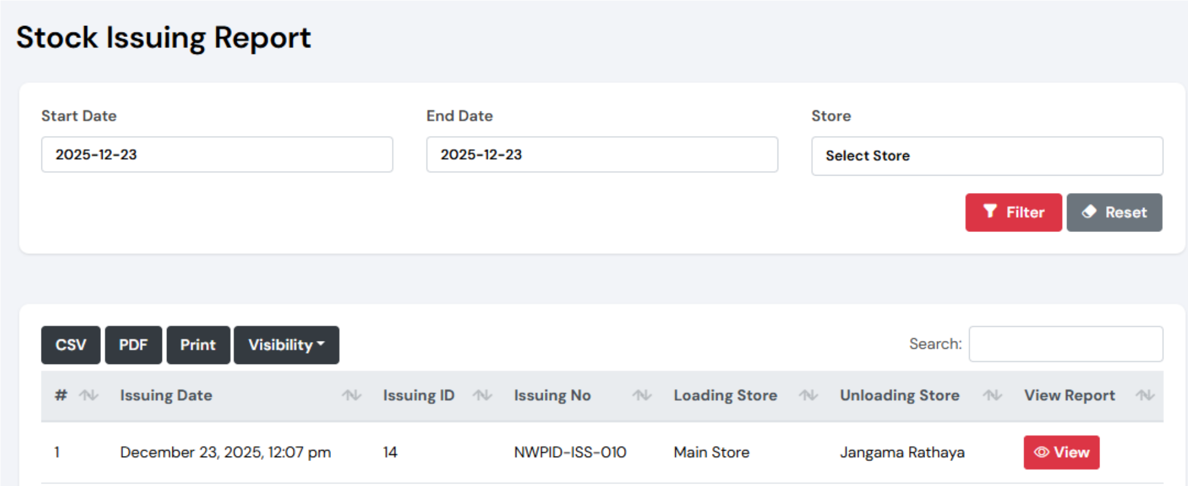


Figure 109:all stock issuing transactions

4. Stock Issuing Detail View (After Clicking "View")

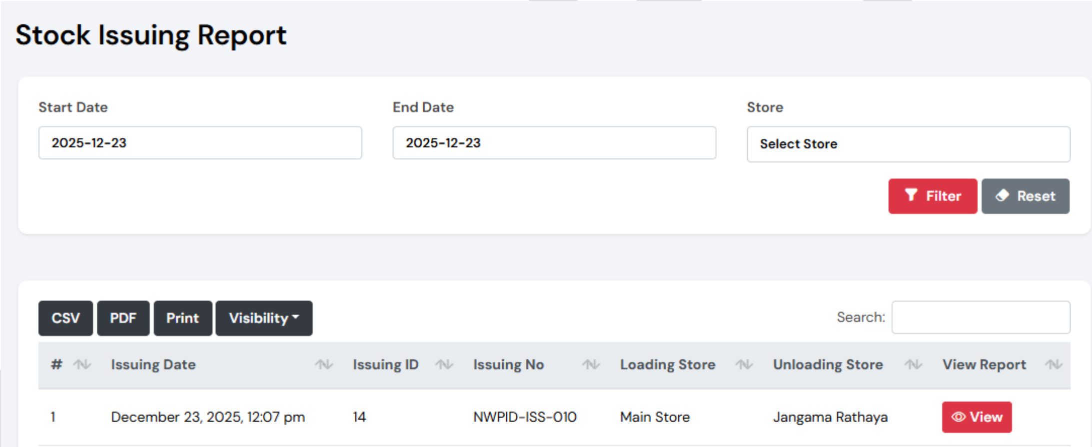
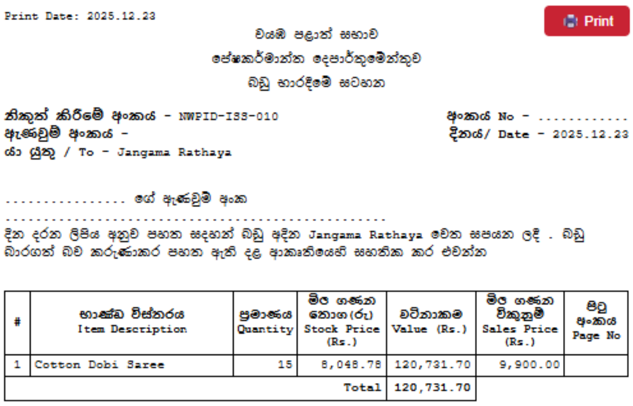


Figure 110:Stock Issuing Detail View (After Clicking "View")

When **View** is clicked, a **printable stock issuing document** is displayed.



Print Date: 2025.12.23

Print

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#	භාණ්ඩ විස්තරය Item Description	ප්‍රමාණය Quantity	මිල ගණන තොග (රු) Stock Price (Rs.)	වටිනාකම Value (Rs.)	මිල ගණන විකුණුම් Sales Price (Rs.)	පිටු අංකය Page No
1	Cotton Dobi Saree	15	8,048.78	120,731.70	9,900.00	
			Total	120,731.70		

Figure 111:printable stock issuing document

4. Print Option

- **Print Button**

  Allows printing the **official stock issuing document**, commonly used for:
  - Transport verification
  - Receiving confirmation
  - Audit and record keeping

6.3.3 Stock Issuing Return Report

How to Access

Reports → Transfer Reports → Stock Issuing Return Report
The **Stock Issuing Return Report** records **stock that was returned after being issued** between stores.
It is used when items issued from one store are **sent back to the original store** due to excess stock, damage, or correction of transfer errors.

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Transfer Reports**.
3. Select **Stock Issuing Return Report**.
4. The **Stock Issuing Return Report** screen will be displayed.

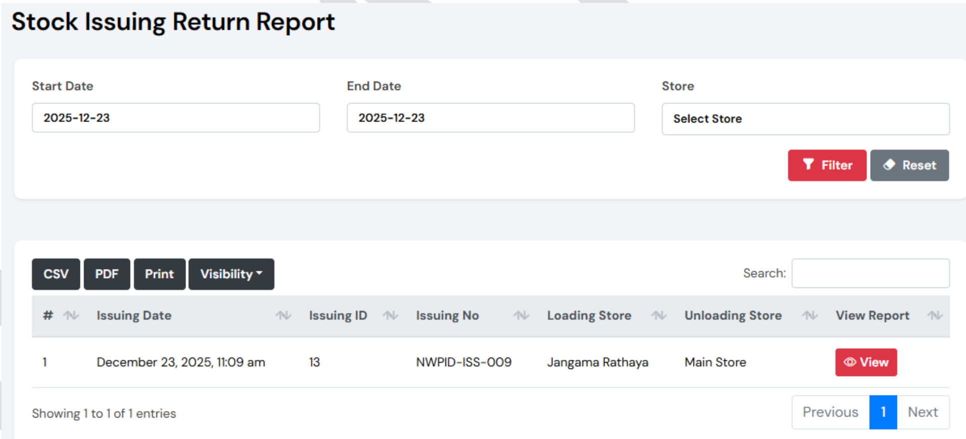


Figure 112:Stock Issuing Return Report

1. Filter Section (Top Panel)
This section allows filtering issuing return records.

Fields

- **Start Date** – Beginning date of issuing returns
- **End Date** – Ending date of issuing returns
- **Store** – Filter by loading or unloading store

Buttons

- **Filter** – Display records based on selected criteria
- **Reset** – Clear all filters

2. Stock Issuing Return List

This table lists **all stock issuing return transactions**.

Export Options

- **CSV / PDF / Print** – Export or print report list
- **Visibility** – Show or hide table columns

3. Stock Issuing Return Detail View (After Clicking “View”)

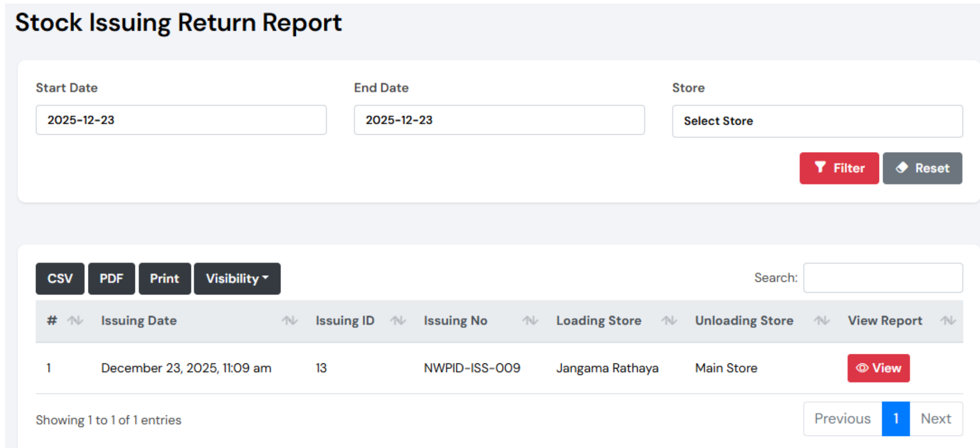


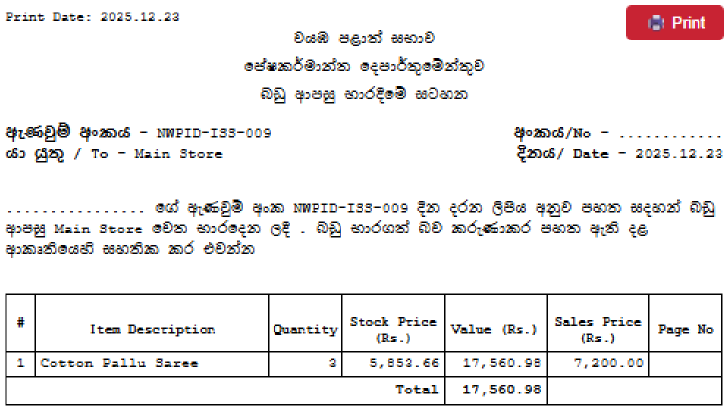
Figure 113:Stock Issuing Return Detail View (After Clicking “View”)

When **View** is clicked, a **printable stock issuing return document** is displayed.

Document Header

- **Issuing Return Number**
- **Issuing Date**
- **From Store** (Returning store)
- **To Store** (Receiving store)

4. Print Option



Print Date: 2025.12.23

Print

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#	Item Description	Quantity	Stock Price (Rs.)	Value (Rs.)	Sales Price (Rs.)	Page No
1	Cotton Pallu Saree	3	5,853.66	17,560.98	7,200.00	
			Total	17,560.98		

Figure 114:printable stock issuing return document

- **Print Button**
  Allows printing the **official stock issuing return document**, used for:
    - Store acknowledgment
    - Stock reconciliation
    - Audit documentation

6.4 Finance Report

The Finance Reports category provides comprehensive financial analysis, accounts tracking, and payment monitoring. These reports are essential for financial management, accounting, cash flow monitoring, and credit control.

How to Access
Click **Reports > Finance Reports** to expand the finance reports submenu.

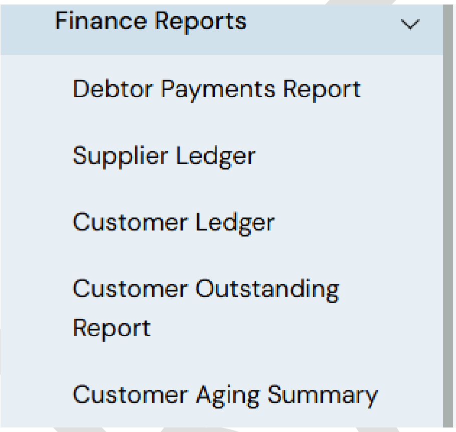

Figure 115:Finance Report Overview

6.4.1 Debtor Payment Report

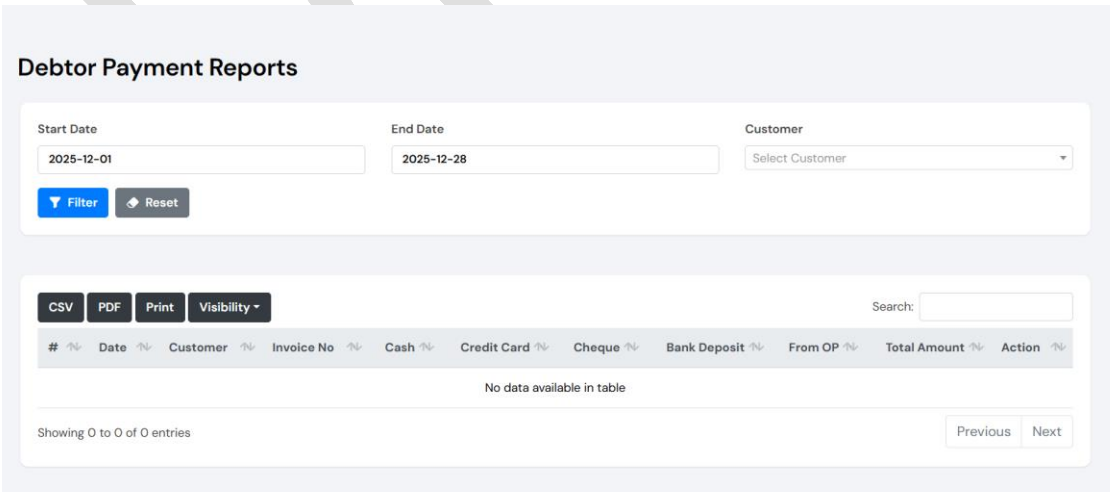

Figure 116:Debtor Payment Reports - Detailed Interface

Filter Section:

1. **Start Date**:
   - Date input field
   - Format: YYYY-MM-DD
   - Defines beginning of report period
2. **End Date**:
   - Date input field
   - Format: YYYY-MM-DD
   - Defines end of report period
3. **Customer**:
   - Dropdown field: "Select Customer"
   - Filter by specific customer
   - Leave blank for all customers
   - Searchable dropdown

Action Buttons:

- **Filter** (Blue button): Apply selected filters and generate report
- **Reset** (Gray button): Clear all filters and return to default view

Export Options (Below filters):

- **CSV**: Export data to CSV spreadsheet format
- **PDF**: Generate PDF document
- **Print**: Print report directly
- **Visibility**: Toggle column visibility dropdown

6.4.2 Supplier Ledger

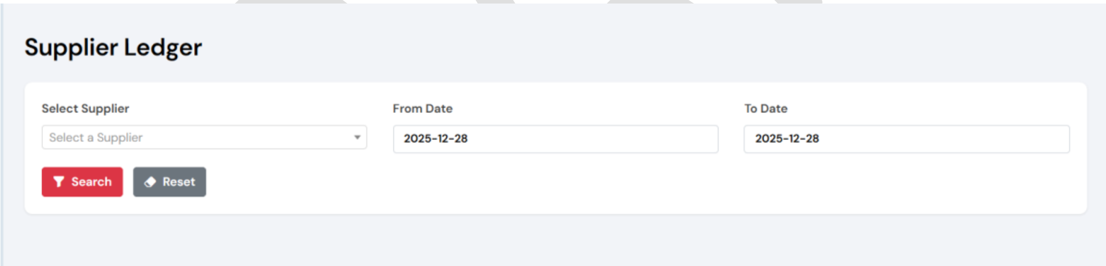

Figure 117:Supplier Ledger Interface

Filter Section:

1. **Select Supplier**:
   - Dropdown field: "Select a Supplier"
   - Choose specific supplier
   - Required field to generate ledger
   - Searchable dropdown with all registered suppliers
2. **From Date**:
   - Date input field
   - Format: YYYY-MM-DD
   - Start date for transaction history
3. **To Date**:
   - Date input field
   - Format: YYYY-MM-DD
   - End date for transaction history

Action Buttons:

- **Search** (Red button): Generate supplier ledger with selected criteria
- **Reset** (Gray button): Clear all selections

How to Generate Supplier Ledger:
Step 1: Select Supplier

- Click "Select a Supplier" dropdown
- Search or scroll to find supplier
- Click to select

Step 2: Set Date Range

- Enter From Date (or use date picker)
- Enter To Date (or use date picker)
- Ensure To Date is after From Date

Step 3: Generate Report

- Click red "Search" button
- System retrieves all transactions for selected supplier
- Ledger displays with opening balance and all transactions

6.4.3 Customer Ledger

How to Access
Reports → Finance Reports → Customer Ledger

1. From the **Main Navigation Menu**, click **Reports**.
2. Move the cursor to **Finance Reports**.
3. Select **Customer Ledger**.
4. The **Customer Ledger** screen will be displayed as shown above.

The **Customer Ledger** report provides a **detailed financial statement for an individual customer** over a selected period.
It is mainly used to **track sales, payments, credits, and outstanding balances** for each customer.

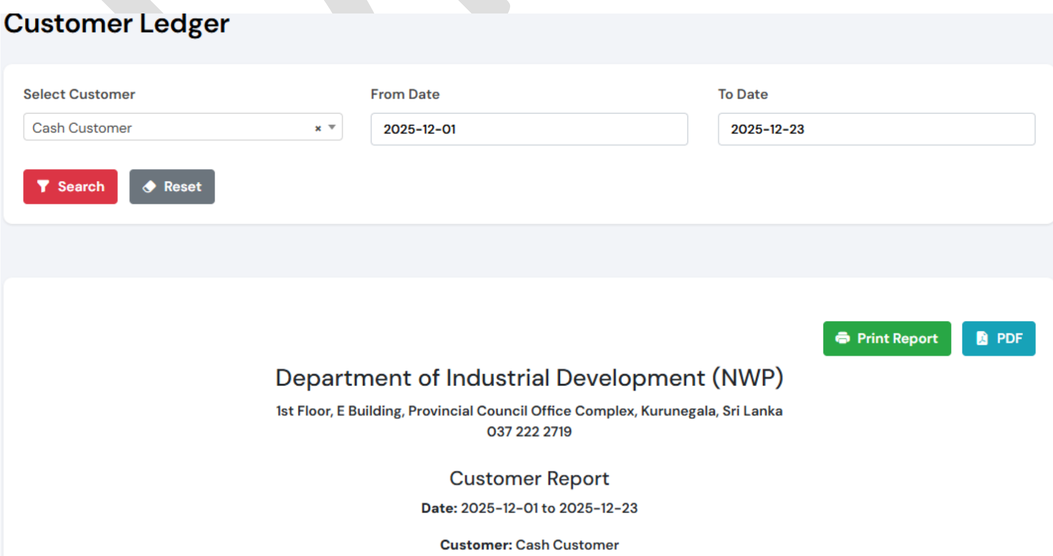

Figure 118:Customer Ledger

1. Customer & Date Selection (Top Panel)

This section is used to define **which customer and period** the ledger should cover.

Fields

- **Select Customer**
  Choose the customer whose ledger is required
- **From Date**
  Select the starting date of the ledger period.
- **To Date**
  Select the ending date of the ledger period.

Action Buttons

- **Search**
  Loads the customer ledger for the selected customer and date range.
- **Reset**
  Clears all selections and resets the screen.

Export & Print Options

- **Print Report**
  Prints the customer ledger for record keeping or customer reference.
- **PDF**
  Downloads the ledger in PDF format.

6.4.4 Customer Outstanding Report

How To Access

Reports → Finance Reports → Customer Outstanding Report

The **Customer Outstanding Report** provides a **summary of all customers who have unpaid (outstanding) balances**.
It is a key finance report used to **monitor receivables, manage debtors, and support collection activities**.

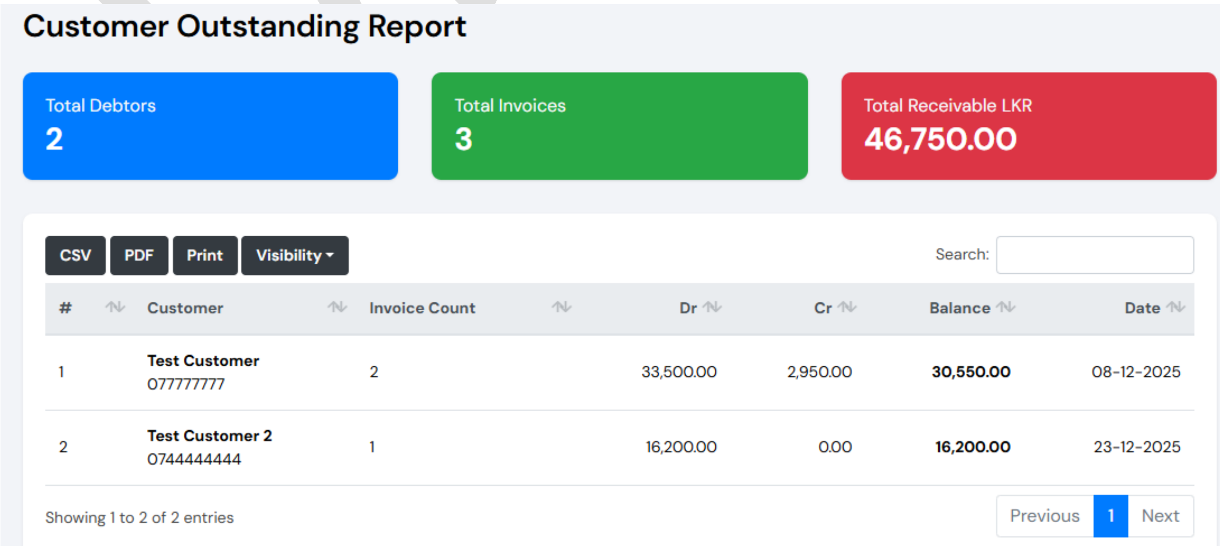

Figure 119:Customer Outstanding Report

1. Outstanding Summary Cards (Top Section)
These cards give a **quick financial overview** of customer dues:

2. Export & Display Options

- **CSV** – Export the outstanding list in CSV format
- **PDF** – Download the report as a PDF
- **Print** – Print the customer outstanding report
- **Visibility** – Show or hide table columns
- **Search** – Search by customer name or contact number

6.4.5 Customer Aging Summary

How To Access

Reports → Finance Reports → Customer Aging Summary

The **Customer Aging Summary** shows how long a customer's **outstanding balances have been unpaid**, grouped by time periods.
It is mainly used to **analyze overdue receivables and manage credit risk**.

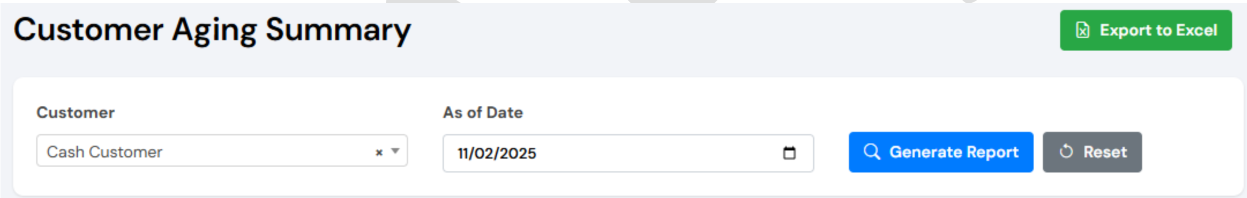

Figure 120:Customer Aging Summary

1. Customer Selection

- **Customer**
  Select the customer whose aging summary you want to view.
  Example shown: **Cash Customer**.
- **As of Date**
  The cutoff date used to calculate aging.
  All unpaid balances are aged **up to this selected date** (e.g., 11/02/2025).

Action Buttons

- **Generate Report**
  Generates the aging summary for the selected customer and date.
- **Reset**
  Clears selected fields and resets the form.

Export to Excel
Downloads the aging summary report in Excel format for analysis or sharing.

7 Staff

The **Staff** module is a comprehensive section for managing all staff-related functions within the system. It consists of three main components:

Figure 121:Staff Module Overview

7.1 Staff Designation

Manages the hierarchical structure of job positions and titles within the organization. This includes:

- Creating and organizing designation levels (e.g., CEO, Manager, Officer)
- Establishing reporting relationships between different positions
- Maintaining the organizational hierarchy

How To Access: Click **Staff** → **Staff Designation**

7.1.1 Viewing Designations

- The main page displays all existing designations in a table format
- Each entry shows the **Upper Level** (parent designation) and **Designation** name
- Use the **Search** box to find specific designations
- Adjust entries per page using the "Show entries" dropdown

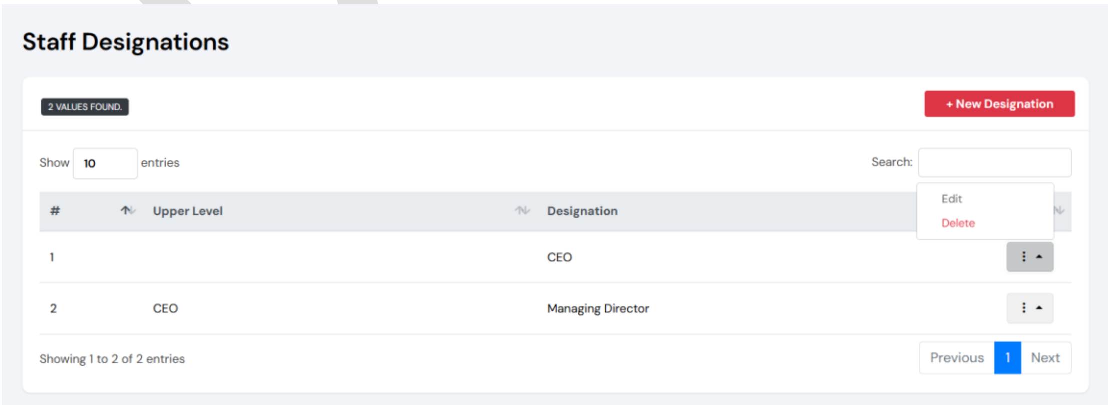

Figure 122:View Designations

7.1.2 Creating a New Designation

1. Click the **+ New Designation** button (top right)
2. In the "Create Designation" dialog:
   - Select an **Upper Level** from the dropdown (required)
   - Enter the **Designation Name** (required)
3. Click **Create** to save

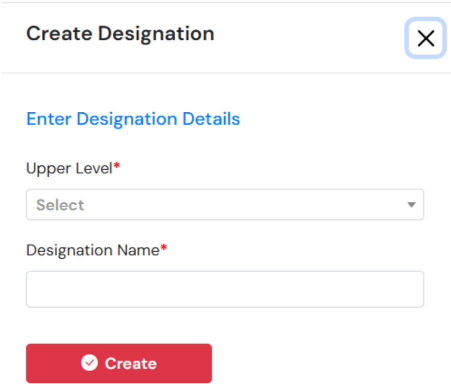

Figure 123:Creating a New Designation

7.1.3 Editing a Designation

1. Click the **three-dot menu** (⋮) next to the designation
2. Select **Edit**
3. In the "Update Category Details" dialog:
   - Modify the **Designation Name**
   - Change the **Upper Level** if needed
4. Click **Update** to save changes

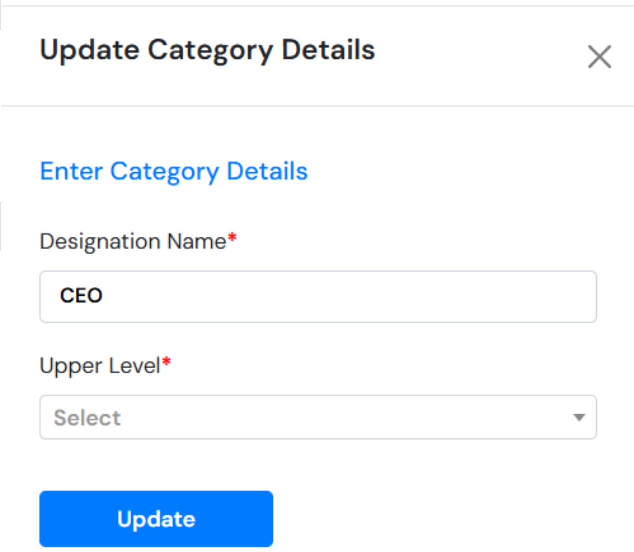

Figure 124:Editing a Designation

7.1.4 Deleting a Designation

1. Click the **three-dot menu** (⋮) next to the designation
2. Select **Delete**
3. A confirmation dialog will appear with a warning:
    - *"If you proceed, Employees under this designation will also be deleted!"*
    - *"This action cannot be undone"*
4. Click **Yes, delete it!** to confirm or **Cancel** to ab

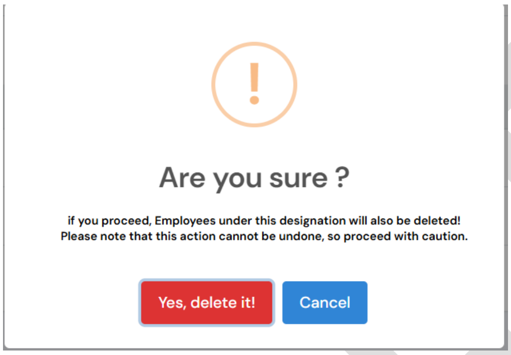

Figure 125:Deleting a Designation

7.2 Staff Registration

The Staff Registration module allows you to add new employees to the system with their personal and professional information.

Accessing Staff Registration

1. Click on **Staff** in the main navigation menu
2. Select **Staff Registration** from the dropdown

Registering a New Staff Member

Required Fields (marked with red asterisk *)

1. Designation*

- Click the dropdown to select the employee's job position
- Choose from pre-configured designations (e.g., CEO, Manager, Officer)
- Note: Designations must be created first in the Staff Designation module

2. First Name*

- Enter the employee's first name in the text field
- Example: "John"

3. Surname*

- Enter the employee's surname/last name
- Example: "Smith"

4. Full Name*

- Enter the employee's complete name
- This field auto-populates or can be manually entered
- Example: "John Smith"

5. NIC (National Identity Card)*

- Enter the employee's National Identity Card number
- Format examples accepted:
  - Old format: xxxxxxxxxV (9 digits followed by V)
  - New format: xxxxxxxxxxxx (12 digits)

Optional Fields

6. Contact No

- Enter the employee's phone number
- Format: Standard phone number format

7. Email

- Enter the employee's email address
- Format: example@domain.com

Saving the Registration

Once all required information is entered:

1. **Save Button** (Red button with checkmark icon)
   - Click to register the new staff member
   - System will validate all required fields before saving
   - A confirmation message will appear upon successful registration
2. **Cancel Button** (Gray button with X icon)
   - Click to discard the registration and clear all fields
   - Returns to the previous state without saving

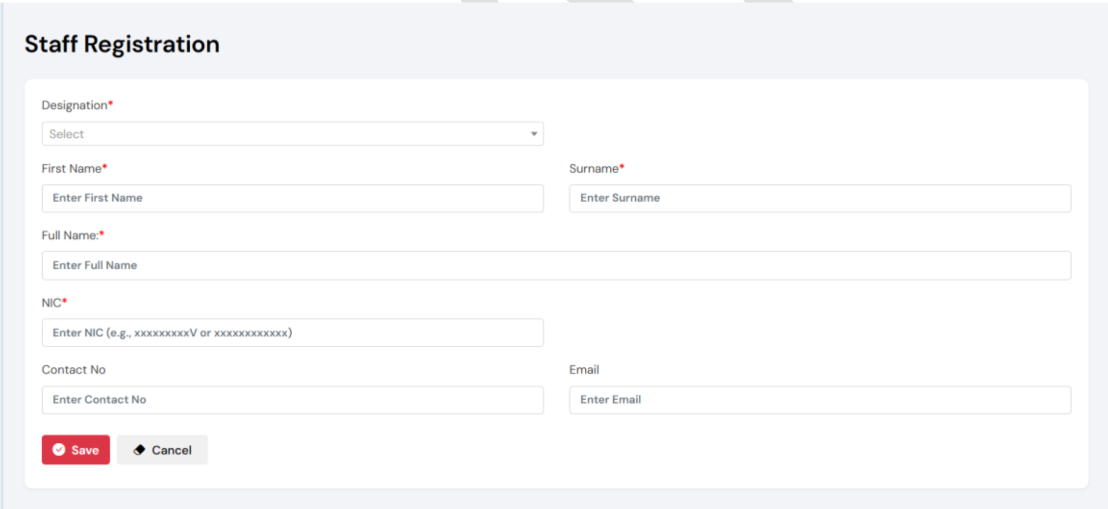

Figure 126:Staff Registration

7.3 Staff Directory

The Staff Directory provides a comprehensive view of all registered employees in the system, allowing you to search, view, and manage staff records efficiently.

Accessing Staff Directory

1. Click on **Staff** in the main navigation menu
2. Select **Staff Directory** from the dropdown

Show Entries Dropdown

- Located at the top left
- Default: 10 entries per page
- Adjust to view more or fewer employees per page

Search Box

- Located at the top right
- Enter any keyword to search across all employee fields
- Search by: name, employee number, contact number, or email

Employee Information Columns

The directory displays the following information in a table format:

1. **# (Row Number)** - Sequential numbering of entries
2. **Employee** - Shows:
   - Employee name (e.g., "SYSTEM ADMIN")
   - Employee number in pink/magenta (e.g., "33740")
3. **Contact No** - Employee's phone number
4. **Email** - Employee's email address (e.g., "admin@ajmobile.com")
5. **Status** - Shows employee's current status:
   - Green "ACTIVE" badge indicates the employee is active
   - Toggle switch (blue when active) for quick status changes
6. **Action** - Contains the **Edit** button for modifying employee details

7.3.1 Viewing Employee Details

- All basic employee information is visible directly in the table
- Use the search function to quickly locate specific employees
- Sort columns by clicking on column headers with sort icons (⇅)

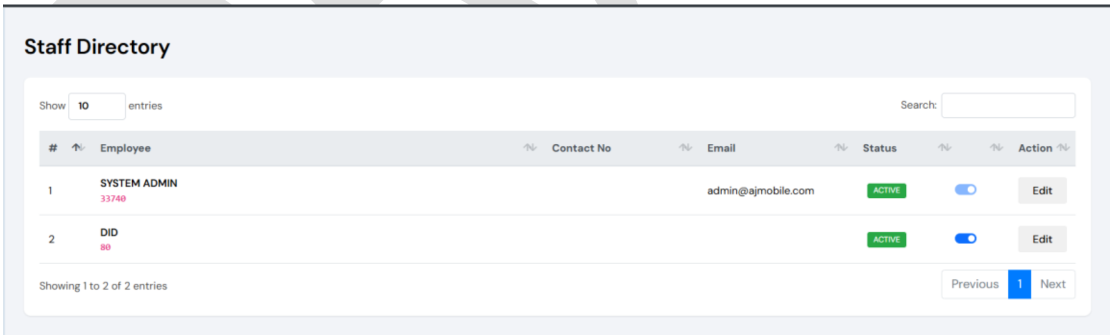

Figure 127:directly details

7.3.2 Editing Employee Information

1. Locate the employee in the directory
2. Click the **Edit** button in the Action column
3. The Staff Registration form will open with pre-filled data:
   - **Designation** - Current job position
   - **First Name** - Employee's first name
   - **Surname** - Employee's last name

- **Full Name** - Complete name
- **NIC** - National Identity Card number
- **Employee No** - System-generated employee number (read-only/grayed out)
- **Contact No** - Phone number
- **Email** - Email address

4. Make necessary changes to any editable field
5. Click **Save** to update the record
6. Click **Cancel** to discard changes

Note: The Employee Number field appears grayed out as it is auto-generated and cannot be modified.

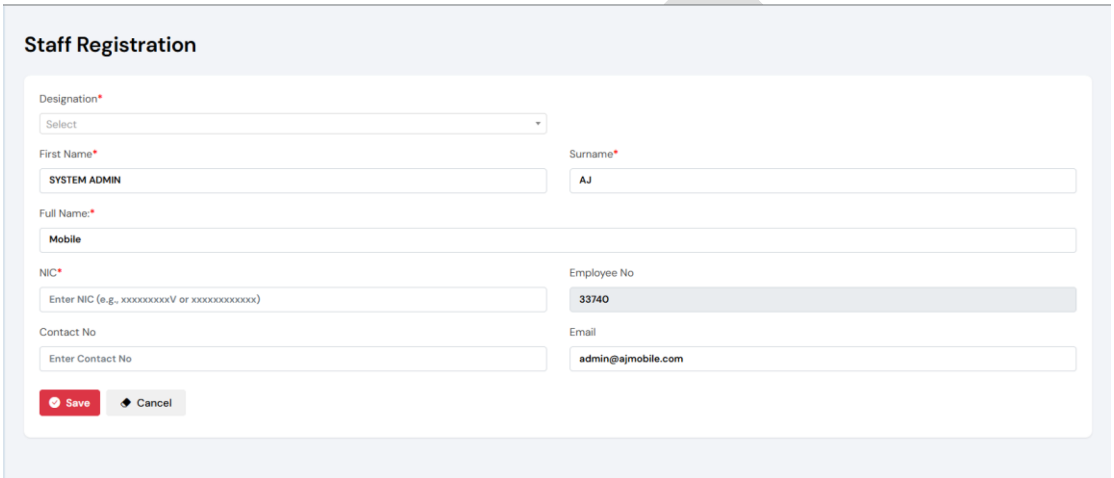

Figure 128:Edit Staff Registration

7.3.3 Changing Employee Status

Use the toggle switch in the Status column to:

- **Activate** an employee (switch turns blue, status shows "ACTIVE")
- **Deactivate** an employee (switch turns gray, status changes accordingly)

This allows quick status updates without entering the edit form.

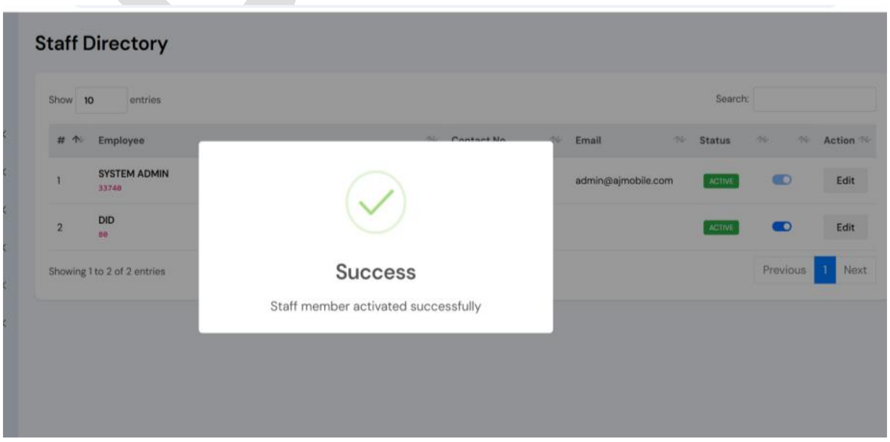

Figure 129:Changing Employee Status

Pagination
At the bottom of the directory:

- **Entry Counter** - Shows current range (e.g., "Showing 1 to 2 of 2 entries")
- **Previous** button - Navigate to previous page
- **Page Number** - Current page (highlighted in blue)
- **Next** button - Navigate to next page

8 Settings Module

The Settings module provides administrative controls for configuring the system's menu structure, user access, and database management. This section is typically accessible only to system administrators.

Accessing the Settings Module

1. Locate **Settings** in the main navigation menu
2. Click on **Settings** to expand the dropdown (indicated by ▼)
3. Seven sub-menu options will appear

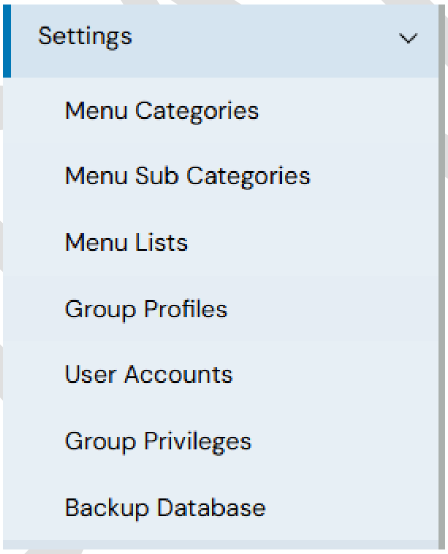

Figure 130:Setting Module Overview

8.1 Menu Categories

Menu Categories defines the primary navigation structure of your system. These are the top-level menu items that users see in the main navigation.

Accessing Menu Categories
Settings → Menu Categories

8.1.1 Viewing Menu Categories

- **Item Counter**: Shows total categories found
- **+ New Menu Category** button (top right in red)
- **Show entries** dropdown: Control number of categories displayed per page
- **Search box**: Search for specific categories

Category Table Columns:

- **#** - Row number
- **Category Name** - Name of the menu category (e.g., Master Files, Inventory, Sales, Reports, Staff, Settings)
- **Action menu** (⁝) - Access Edit and Delete options

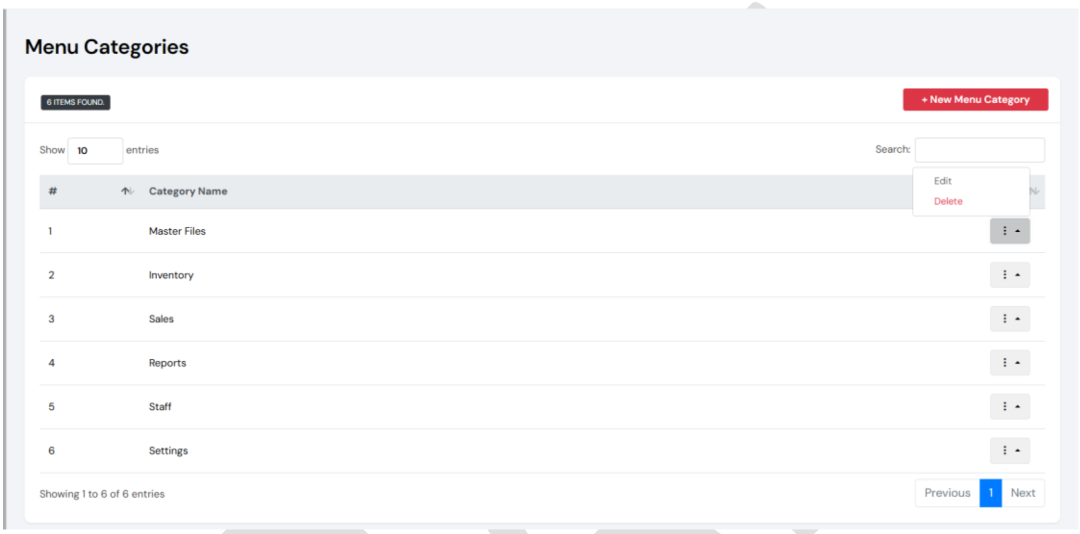

Figure 131:Viewing Menu Categories

8.1.2 Creating a New Menu Category

1. Click **+ New Menu Category** button
2. In the "Create Category Details" dialog:
   - **Category Name*** (required) - Enter the name for the new category
   - **Order*** (required) - Enter a numeric value to set display order
3. Click **Create** to save
4. Click the **X** or Cancel to close without saving

Note: Lower order numbers appear first in the navigation menu.

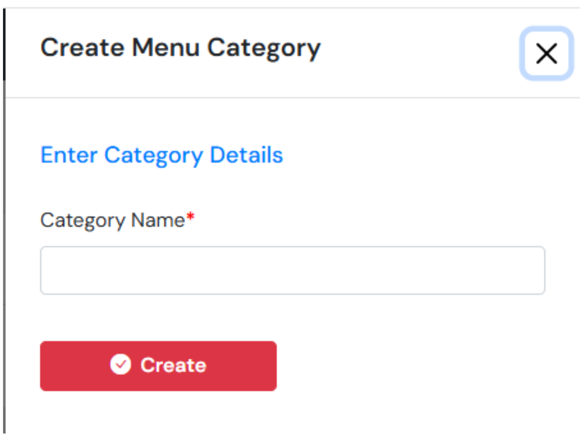

Figure 132: Creating a New Menu Category

8.1.3 Editing a Menu Category

1. Click the **three-dot menu** (⋮) next to the category
2. Select **Edit** from the dropdown
3. In the "Update Category Details" dialog:
   - Modify the **Category Name**
   - Change the **Order** number to reposition the category
4. Click **Update** to save changes

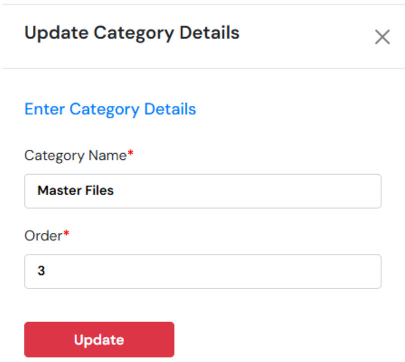

Figure 133:Update Manu Category

8.1.4 Deleting a Menu Category

1. Click the **three-dot menu** (⋮) next to the category
2. Select **Delete** (shown in red)
3. A confirmation dialog appears with warning:
   - **"Are you sure?"**
   - "If you proceed, Sub menu items under this menu category will also be deleted!"
   - "Please note that this action cannot be undone, so proceed with caution."
4. Click **Yes, delete it!** (red button) to confirm deletion
5. Click **Cancel** (blue button) to abort

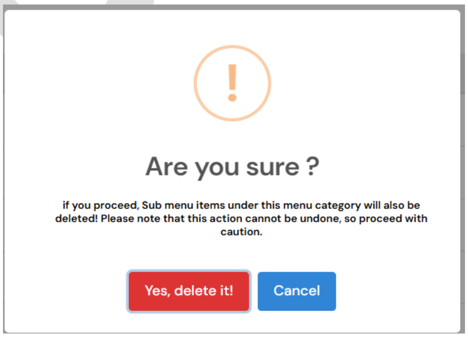

Figure 134:Delete Menu Category

8.2 Menu Sub Categories

Menu Sub Categories allows you to create and manage sub-menu items that appear under main menu categories. This creates a hierarchical navigation structure where users can expand main categories to access specific sub-sections.

Accessing Menu Sub Categories

Settings → Menu Sub Categories

Viewing Menu Sub Categories

The main page displays:

- **Item Counter**: Shows total sub-categories found
- **+ New Menu Category** button (top right in red)
- **Show entries** dropdown: Control number of items displayed per page
- **Search box**: Search for specific sub-categories

Sub Category Table Columns

1. **#** - Row number
2. **Main Category** - The parent menu category
3. **Sub Category** - The sub-menu name
4. **Action menu** (⋮) - Access Edit and Delete options

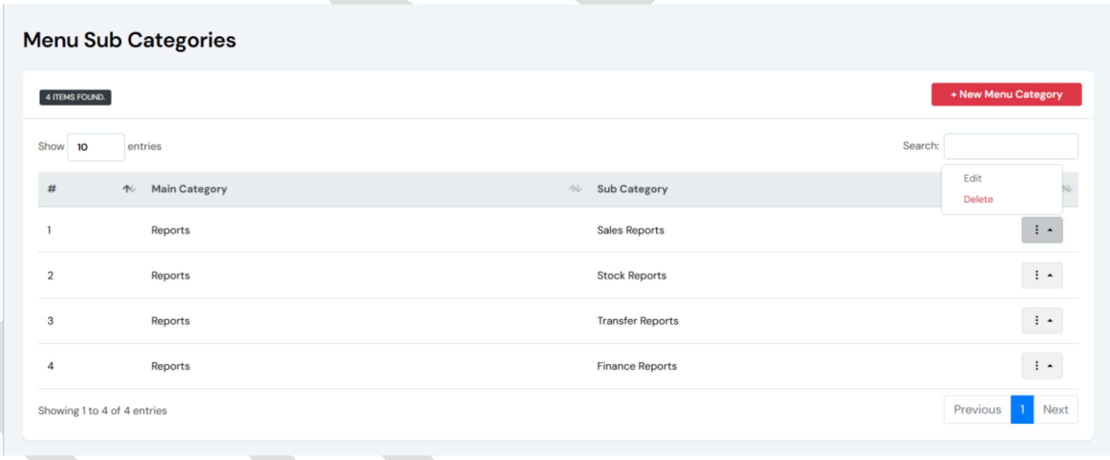

Figure 135:Menu Sub category

8.2.1 Creating a New Menu Sub Category

1. Click the **+ New Menu Category** button (top right)
2. In the "Create Menu Category" dialog, fill in the required fields:

Required Fields

Parent Category*

- Click the dropdown to select the main category
- Choose from existing menu categories (e.g., Master Files, Inventory, Sales, Reports, Staff, Settings)
- This determines where the sub-category will appear in the navigation

Category Name*

- Enter the name for the new sub-category
- Use clear, descriptive names (e.g., "Sales Reports", "Purchase Orders")

3. Click **Create** (red button with checkmark) to save
4. Click the **X** to close without saving

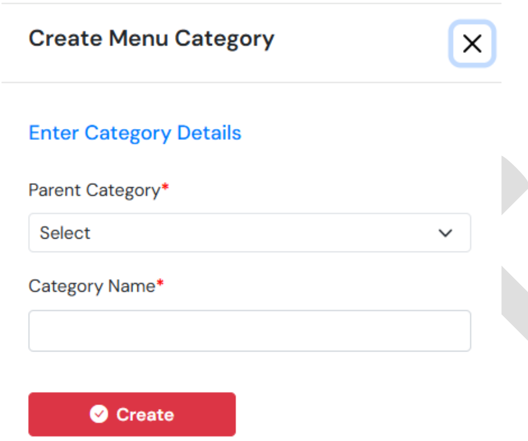

Figure 136:Create Menu Category

8.2.2 Editing a Menu Sub Category

1. Locate the sub-category in the table
2. Click the **three-dot menu** (⁝) in the Action column
3. Select **Edit** from the dropdown
4. In the "Update Category Details" dialog, you can modify:

Editable Fields

Parent Category*

- Change which main category this sub-menu belongs to
- Select from the dropdown (e.g., "Reports")

Category Name*

- Modify the sub-category name
- Example: "Sales Reports"

Order*

- Enter a numeric value to control the display order
- Lower numbers appear first in the sub-menu list
- Example: "0" (appears first)

5. Click **Update** (red button) to save changes
6. Click the **X** to close without saving

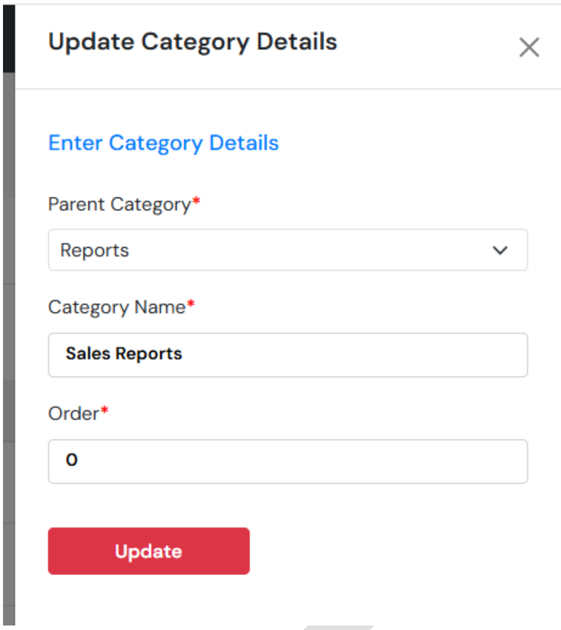

Figure 137:Update Category Detail

8.2.3 Deleting a Menu Sub Category

1. Click the **three-dot menu** (⋮) next to the sub-category
2. Select **Delete** (shown in red text)
3. A confirmation dialog will appear (similar to other delete operations)
4. Click **Yes, delete it!** to confirm deletion
5. Click **Cancel** to abort

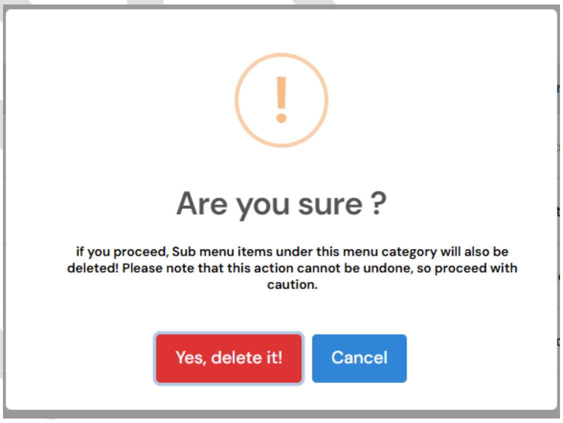

Figure 138:Deleting a Menu Sub Category

8.3 Menu Lists

Menu Lists (also called Menu Items) represents the third and final level of the navigation hierarchy. These are the individual pages or functions that users can access from the menu system. Menu Lists link specific system pages to the menu structure.

Accessing Menu Lists
Settings → Menu Lists

8.3.1 Viewing Menu Lists

The main page displays:

- **Item Counter**: Shows total menu items found (e.g., "53 ITEMS FOUND")
- **+ New Menu Item** button (top right in red)
- **Show entries** dropdown: Control number of items displayed per page
- **Search box**: Search for specific menu items

Menu List Table Columns

1. **#** - Row number
2. **Category** - The main category the item belongs to (e.g., "Settings", "Master Files")
3. **Sub Category** - The sub-category or "N/A" if directly under main category
4. **Name** - The menu item name (e.g., "Group Profiles", "Menu Sub Categories", "Vehicle")
5. **Action menu** (⋮) - Access Edit and Delete options

Example Menu Items Shown

Under **Settings** category (with N/A sub-category):

1. Group Profiles
2. Menu Sub Categories
3. Backup Database
4. User Accounts
5. Group Privileges
6. Menu Categories
7. Menu Lists

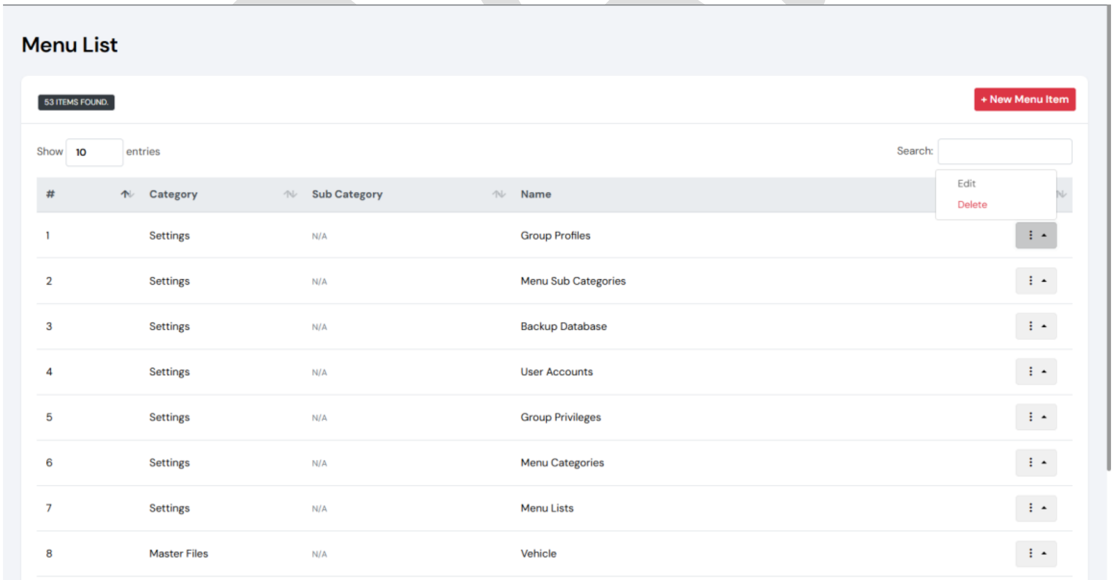

Figure 139:View Menu List

8.3.2 Creating a New Menu Item

1. Click the **+ New Menu Item** button (top right)
2. In the "Create Menu Item" dialog, fill in the required fields:

Required Fields

Menu Category*

- Click the dropdown "Select a Category..."
- Choose the main category where this item will appear
- Examples: Settings, Master Files, Inventory, Sales, Reports, Staff
- The selected category has an "×" button to clear selection

Sub Category (Optional)

- Click the "Select" dropdown
- Choose a sub-category if the item should appear in a sub-menu
- Leave as "Select" if the item appears directly under the main category
- Availability depends on the selected Menu Category

Item Name*

- Enter the display name for the menu item
- This is what users will see in the navigation
- Use clear, descriptive names (e.g., "Group Profiles", "User Accounts")

Page URL*

- Enter the system path/route for this page
- Format: typically lowercase with underscores or slashes
- Examples:
  - settings/group_profile
  - master_files/vehicle
  - reports/sales_report
- This links the menu item to the actual page in the system

3. Click **Create** (red button with checkmark) to save
4. Click the **X** to close without saving

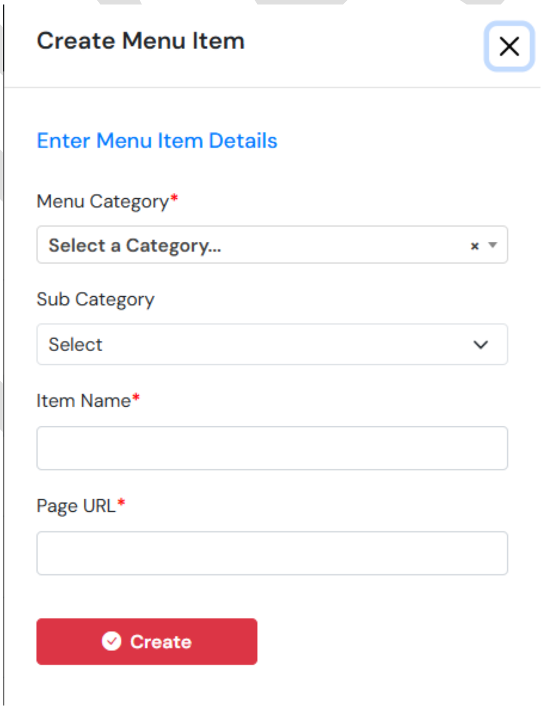

Figure 140:Create Menu Item

8.3.3 Editing a Menu Item

1. Locate the menu item in the table
2. Click the **three-dot menu** (⋮) in the Action column
3. Select **Edit** from the dropdown
4. In the "Update Menu Item Details" dialog, you can modify:

Editable Fields

Menu Category*

- Change which main category this item belongs to
- Select from dropdown (shows "×" to clear)

Sub Category (Optional)

- Change or assign a sub-category
- Shows "No Sub Categories Found" if none exist for the selected category

Item Name*

- Modify the menu item display name

Page URL*

- Update the system path/route
- Must match the actual page location in the system

Order*

- Enter a numeric value to control the display sequence
- Lower numbers appear first in the menu

5. Click **Update** (red button) to save changes
6. Click the **X** to close without saving

9 Example Update:

- Menu Category: Settings
- Sub Category: No Sub Categories Found
- Item Name: Group Profiles
- Page URL: settings/group_profile

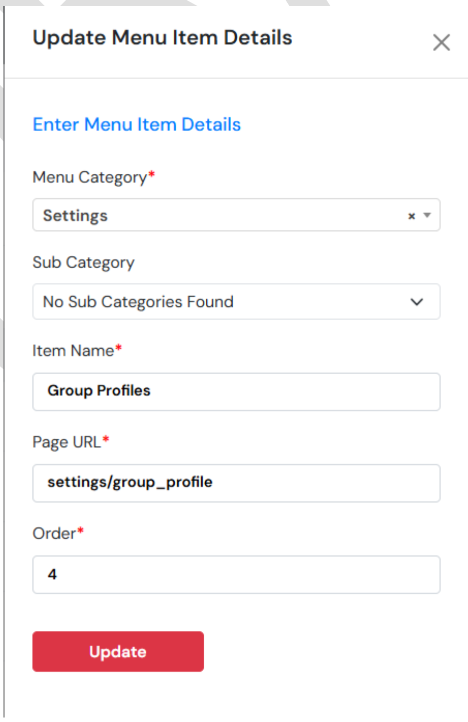

Figure 141:Update Menu Item

9.1.1 Deleting a Menu Item

1. Click the **three-dot menu** (⋮) next to the menu item
2. Select **Delete** (shown in red text)
3. A confirmation dialog appears with the message:
   - **"Please Confirm"**
   - "Are you sure you want to delete this menu item? Please note that this action cannot be undone, so proceed with caution."
4. Click **Yes, delete it!** (red button) to confirm deletion
5. Click **Cancel** (blue button) to abort

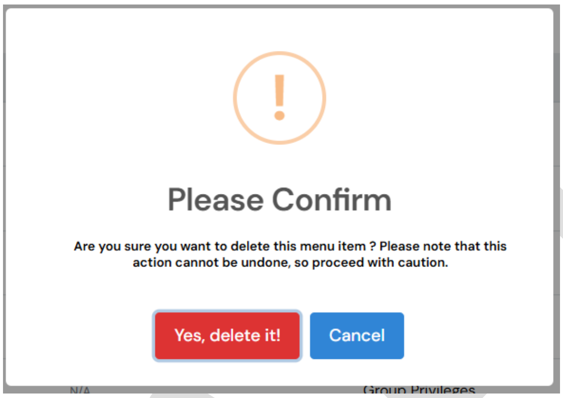

Figure 142:Deleting a Menu Item

9.2 Group Profiles

Settings → Group Profiles

This screen is used to **manage user groups (roles)** in the system. Each group profile defines **what menus and actions users in that group are allowed to access**.

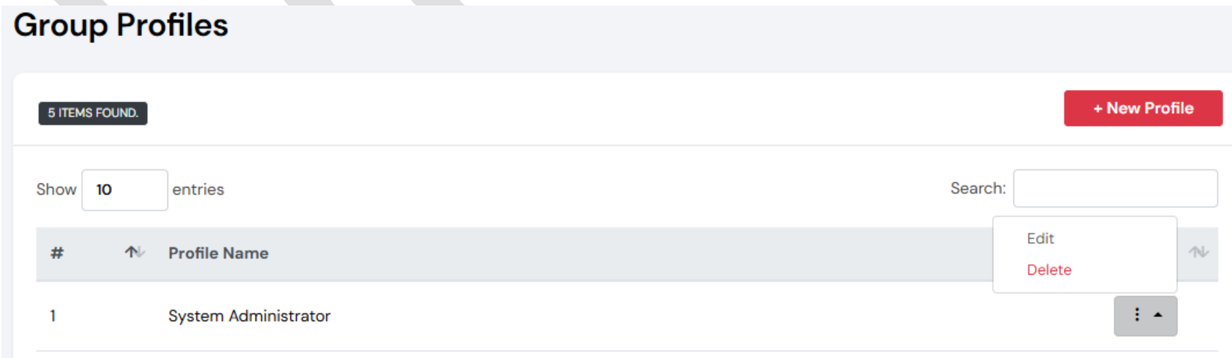

Figure 143:Group Profiles interface

Items Counter
Shows the total number of group profiles currently created in the system.

Search Box

- Allows you to **quickly search** group profiles by name.

9.2.1 New Profile Button

+ New Profile (top right)

Used to **create a new user role**, such as Cashier, Store Manager, Accountant, etc.

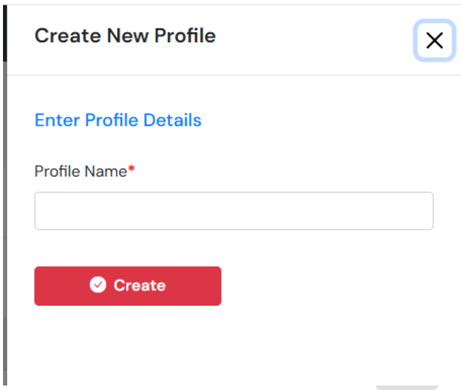

Figure 144:Create New Profile

Action Menu (Three Dots ⋮)

For each group profile, you can:

9.2.2 Edit – Modify the group name or update its menu permissions

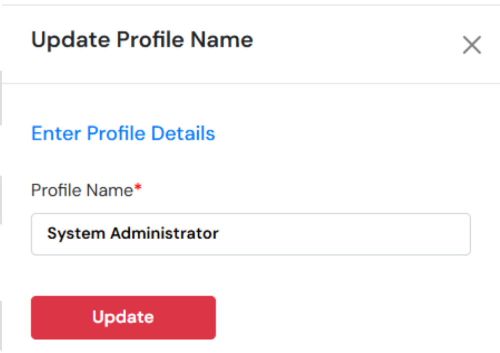

Figure 145:Update Profile

9.2.3 Delete – Remove the group profile

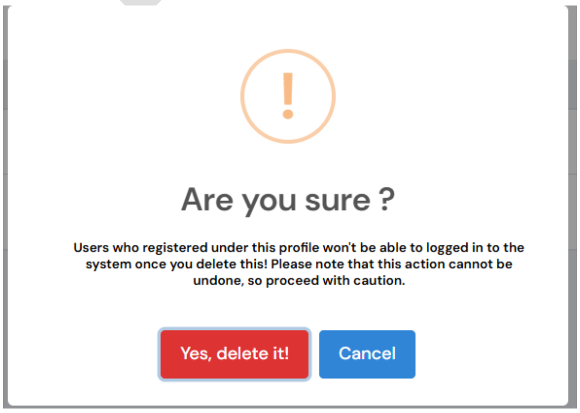

Figure 146:Delete Profile

9.3 User Accounts

Settings (User Management) → User Accounts

This screen is used to **create, view, and manage login accounts** for employees in the system.

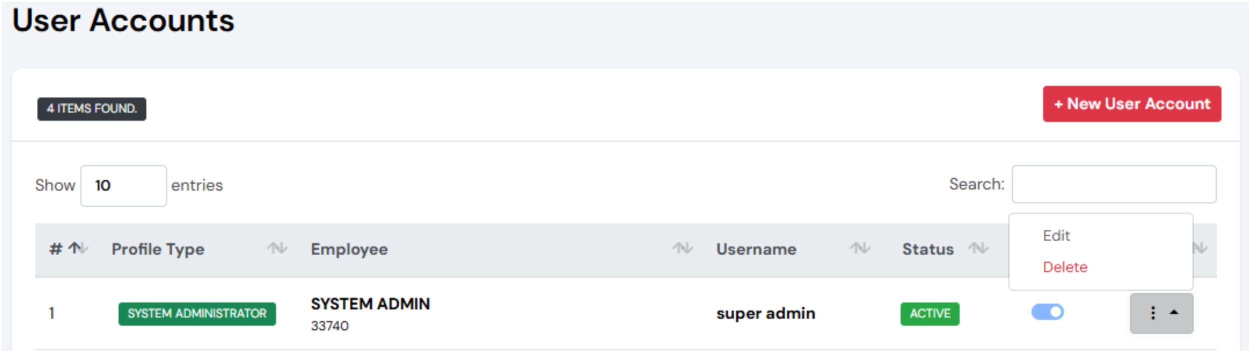

Figure 147:User Accounts

Items Counter
Shows the total number of user accounts currently created.

Search Box

- Allows you to **search user accounts** by username, employee name, or profile type.

9.3.1 New User Account Button

+ New User Account (top right)
Used to **create a new system login** and assign it to an employee and group profile.

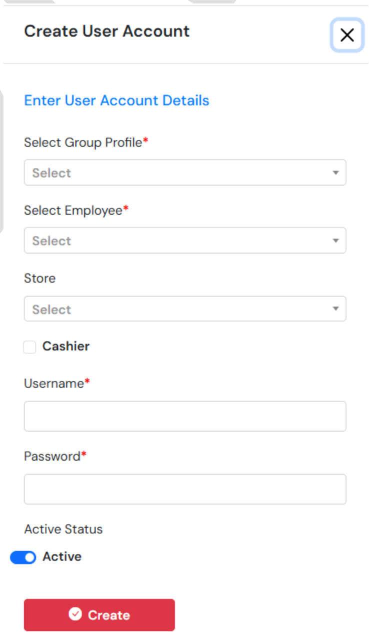

Figure 148:Create new User Account

Action Menu (Three Dots ⋮)
For each user account, you can:

9.3.2 Edit – Update username, profile type, or linked employee

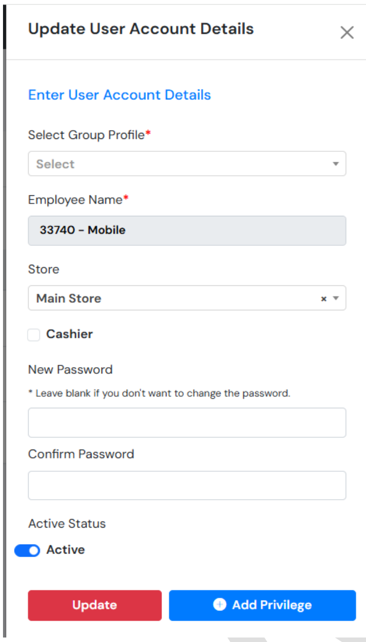

Figure 149:Update User Account Detail

9.3.3 Delete – Remove the user account permanently

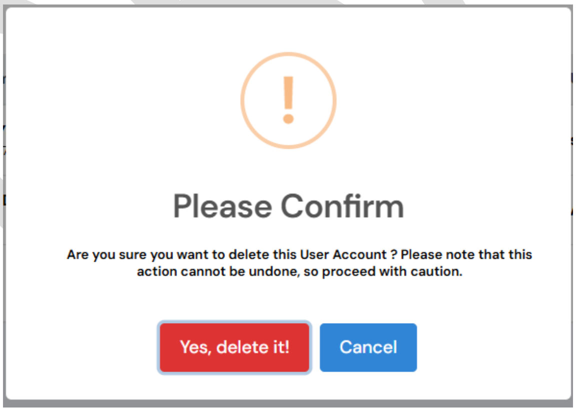

Figure 150:Delete User Account Detail

9.4 Group Privileges

Settings → Group Privileges

This screen is used to **view and manage system privileges assigned to user group profiles**. It controls **what features and menus each user role can access**.

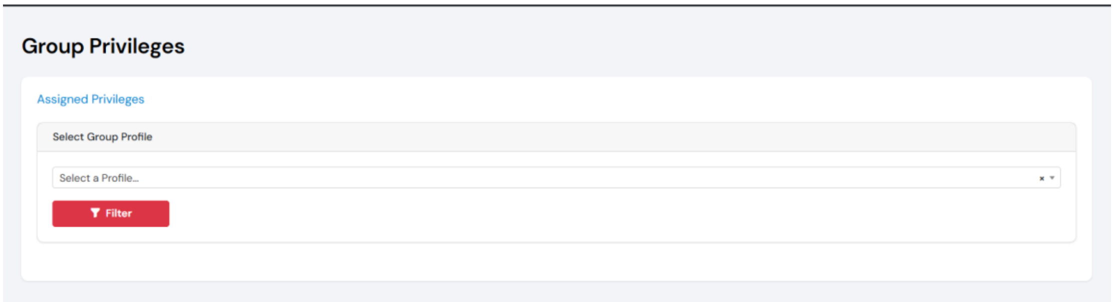

Figure 151:Group Privileges

1. Select Group Profile

- **Dropdown: "Select a Profile…"**
- Lists all available **Group Profiles** (e.g., System Administrator, Cashier, Store Manager)
- You must select a profile to view its privileges.

2. Filter Button

- Click **Filter** after selecting a profile
- The system will load and display:
    - Allowed menu categories
    - Sub menus
    - Specific system functions the profile can access

9.5 Backup Database

Settings (User Management) → Backup Database

This screen is used to **create and manage backups of the system database** to ensure data safety and recovery.

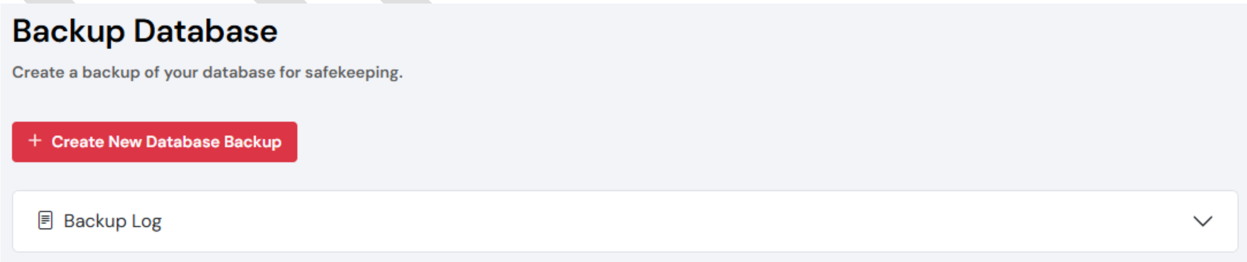

Figure 152:Backup database

Purpose of the Backup Database Page

- Protects system data against **data loss, system failure, or corruption**
- Allows administrators to **manually create database backup**
- Maintains a **record of previous backups** for auditing and recovery

9.5.1 Create New Database Backup Button

- **Button:** + Create New Database Backup
  When clicked:
  The system generates a **full backup of the current database**

The backup is securely stored (location depends on system configuration)
This action should typically be performed by **system administrators**.

2. Backup Log Section

- Displays a list of **previous database backup**
- Each log entry may include:
  - Backup date and time
  - Backup status (success/failure)
  - File name or reference
- Helps administrators:
  - Verify that backups are being created successfully
  - Track backup history for recovery planning

The section can be expanded or collapsed using the arrow icon.

10 Department of Industrial Development NWP (Sale Terminal)

The DID Sales Terminal is a Point of Sale (POS) system for the Department of Industrial Development NWP, designed for retail sales processing, inventory management, and customer billing.

10.1 System Login

Accessing the Terminal

1. Navigate to the sales terminal URL (http://13.232.30.46:3000/)
2. The login screen will display with the title "Department of Industrial Development NWP"
3. The subtitle reads "Sign in to access the terminal"

Login Process

1. **Username Field**
   - Enter your assigned username in the field marked "Enter your username"
2. **Password Field**
   - Enter your password in the field marked "Enter your password"
   - Password is masked for security
3. **Sign In**
   - Click the **Sign In** button (purple/blue button)
   - System will verify credentials and grant access

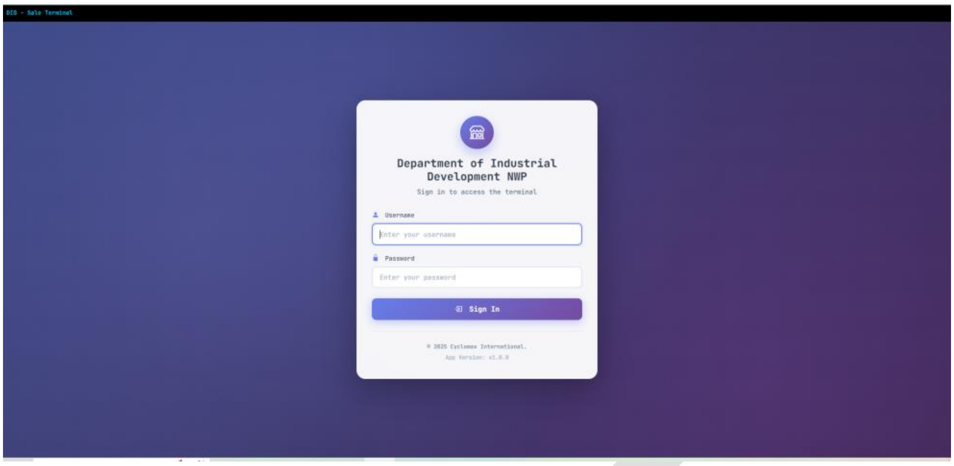

Figure 153:Sale Terminal Login Page

10.2 Sales Terminal Interface

Main Dashboard

After successful login, you'll see the sales terminal dashboard with several sections:

Top Navigation Bar:

- **Customer Section**: Shows selected customer and their information
- **Item Search**: Search bar for finding products
- **Action Buttons**:
    - **Print Bills** (green button)
    - **On Hold** (blue button)
    - **Hold Bill** (red button)

Left Side Panel:

- Item entry area
- Customer information display
- Invoice details

Right Side Panel:

- Bill summary
- Total calculations
- Payment processing area

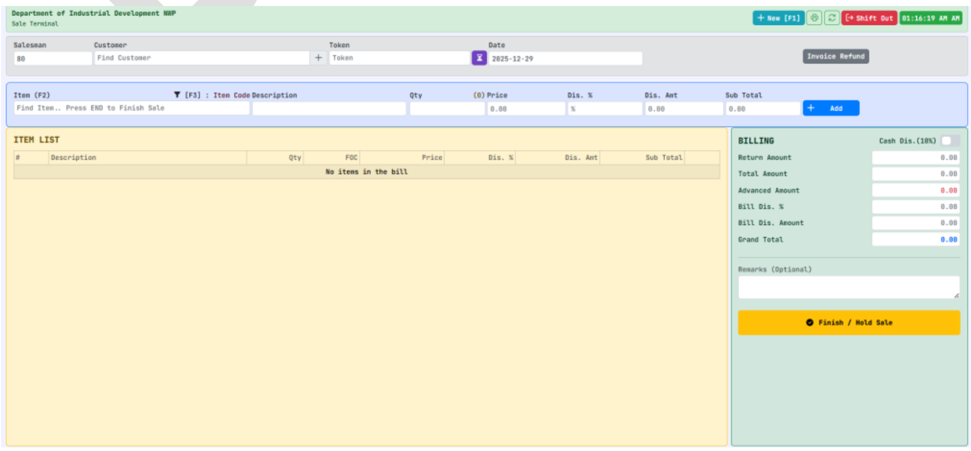

Figure 154:Sales Terminal Interface

10.3 Processing a Sale

10.3.1 Step 1: Select or Create Customer

Customer Information Displayed:

- Customer name
- Token number (e.g., "Token: 102")
- Outstanding balances (if any)

Customer Due Warning System

If a customer has outstanding dues, a **warning popup** will appear:

Warning Display:

- Yellow warning icon with exclamation mark
- Message: "Warning: Customer has due outstandings."
- Lists overdue invoices with amounts:
    - Example: "Invoice(s): 12 (Bal: 16000.00), 14 (Bal: 5000.00), 15 (Bal: 4000.00)"
- **Add** button (blue) to proceed with the sale
- **Close** (×) to cancel

Action Required:

- Review the customer's outstanding balance
- Decide whether to proceed with the sale
- Click **Add** to continue despite dues, or close to select another customer

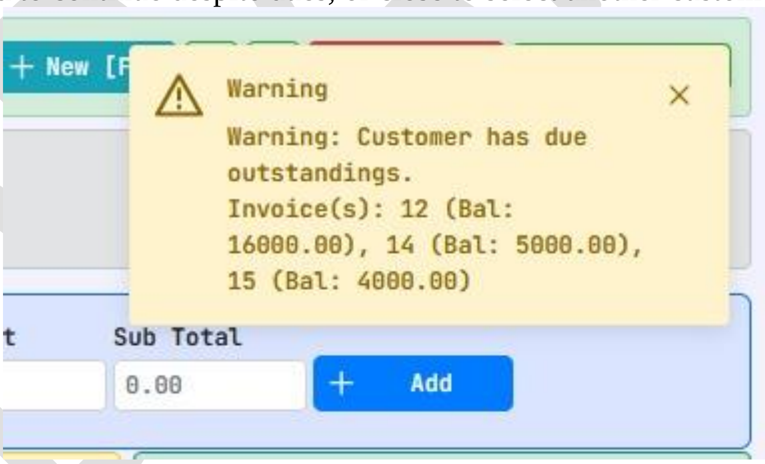

Figure 155:Warning: Customer has due outstandings

10.3.2 Step 2: Add Items to Sale

Item Entry Fields

The item entry section includes:

Item Code (F2)

- Enter or scan the item code
- Press F2 for item search
- Example: "SAR210"

Item Description (F3)

- Auto-fills when item code is entered
- Shows full product name
- Example: "COTTON WARNA SAREE"
- Press F3 for description search

Quantity (Qty)

- Enter the number of units to sell
- Default: 1
- Adjustable using the input field

Selling Price ($)

- Displays the unit price
- Example: "4000.00"
- May be editable depending on user permissions

Discount Percentage (Dis. %)

- Enter discount percentage if applicable
- Default: "0.00"
- Example: 10% discount

Discount Amount (Dis. Amt)

- Auto-calculates based on discount percentage
- Shows the discount value
- Example: "0.00" (no discount applied)

Sub Total

- Displays the line total (Qty × Price - Discount)
- Example: "4000.00"

Add Button

- Blue button with "+" symbol and "Add" text
- Click to add the item to the invoice

Figure 156:Item Entry Section

10.3.3 Step 3: Review Item List

After adding items, they appear in the **ITEM LIST** section:

Item List Columns:

- #: Row number (1, 2, 3...)
- **Description**: Product name and item code
    - Example: "COTTON WARNA SAREE" / "SAR210"
- **Qty**: Quantity ordered
- **FOC**: Free of Charge indicator (printer icon if FOC)
- **Price**: Unit selling price
- **Dis. %**: Applied discount percentage
- **Dis. Amt**: Discount amount
- **Sub Total**: Line total

Item Actions:

- **Delete Icon** (trash can) on the right to remove item

- Items can be edited before finalizing

ITEM LIST

#	Description	Qty	FOC	Price	Dis. %	Dis. Amt	Sub Total	
1	COTTON WARNA SAREE SAR210	1		4000.00	0.00	0.00	4000.00	

Figure 157:Item List Display

10.3.4 Step 4: Calculate Billing

The **BILLING** section (light green background) shows

Billing Controls
Cash Discount Toggle

- Switch to enable/disable cash discount
- Shows percentage (e.g., "Cash Dis.(10%)")
- Toggle on (blue) or off (gray)

Amount Breakdown
Return Amount

- Amount returned from previous transactions
- Default: "0.00"

Total Amount

- Gross total before discounts
- Example: "4000.00"

Advanced Amount

- Advance payment received
- Default: "0.00"

Bill Discount %

- Overall bill discount percentage
- Adjustable field
- Example: "10" (10% discount)

Bill Discount Amount

- Auto-calculated discount value
- Example: "400.00" (10% of 4000.00)

Grand Total

- Final payable amount after all discounts
- Example: "3600.00"
- **Displayed in blue for emphasis**

Remarks (Optional)

- Text area for notes or special instructions
- Free-form text entry

Action Button
Finish / Hold Sale

- Large yellow/gold button at bottom
- Click to proceed to payment
- Icon shows completion symbol

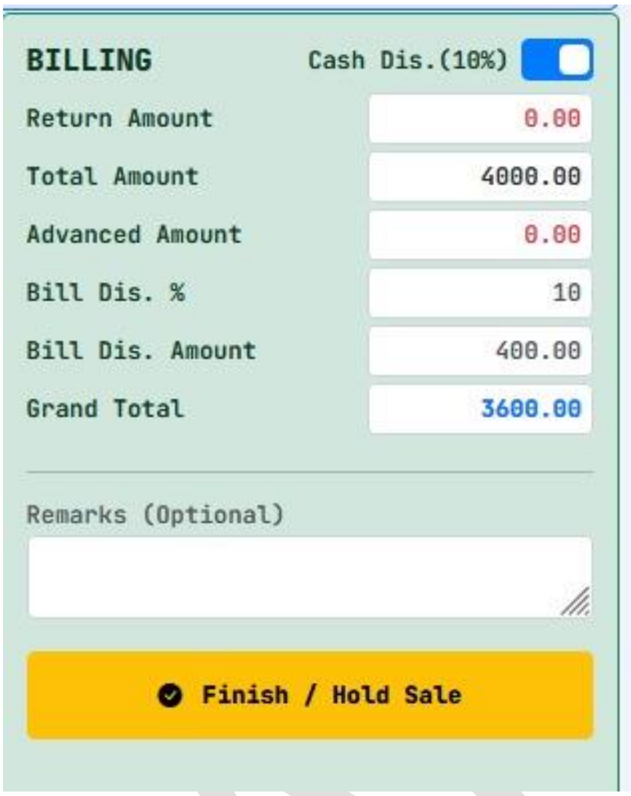

Figure 158:Biling Section

10.3.5 Payment Processing

Payment Window Overview
When you click "Finish / Hold Sale", the **Payment** dialog opens:

Header Information:
- Customer name: "Cash Customer" (or specific customer)
- Token number: "102"

Payment Summary Bar (Color-coded)
Total Amount (Light Blue)
- Original invoice total
- Example: "4000.00"

Exchange Amount (Light Pink)
- For exchange transactions
- Example: "-0.00" (not applicable)

Advanced Amount (Light Blue)
- Previously paid advance
- Example: "0.00"

Discount (Light Yellow)
- Total discount given
- Shows amount and percentage

- Example: "400.00" / "10.00 %"

Grand Total (Light Green)
- Final amount to pay
- Example: "3600.00"

Balance (Gray/White)
- Remaining balance after payment
- Example: "3600.00" (unpaid)
- Shows "4000.00" (due) or "-1000.00" (refund)

Payment Methods
Select payment method using tabs at the top:
Available Payment Methods:
1. **Cash** (Blue tab - selected by default)
2. **Card** (Gray tab)
3. **Cheque** (Gray tab)
4. **Bank Deposit** (Gray tab)

Cash Payment Process
Entering Cash Payment
Cash Payment Field:
- Label: "Enter Cash Payment Amount"
- Input field to type the amount received
- Example: "5000" (customer gives 5000)

Payment Validation: When entering an amount, the system calculates:
- If payment equals balance: Transaction completes
- If payment exceeds balance: System shows refund options
- If payment is less: System shows remaining balance

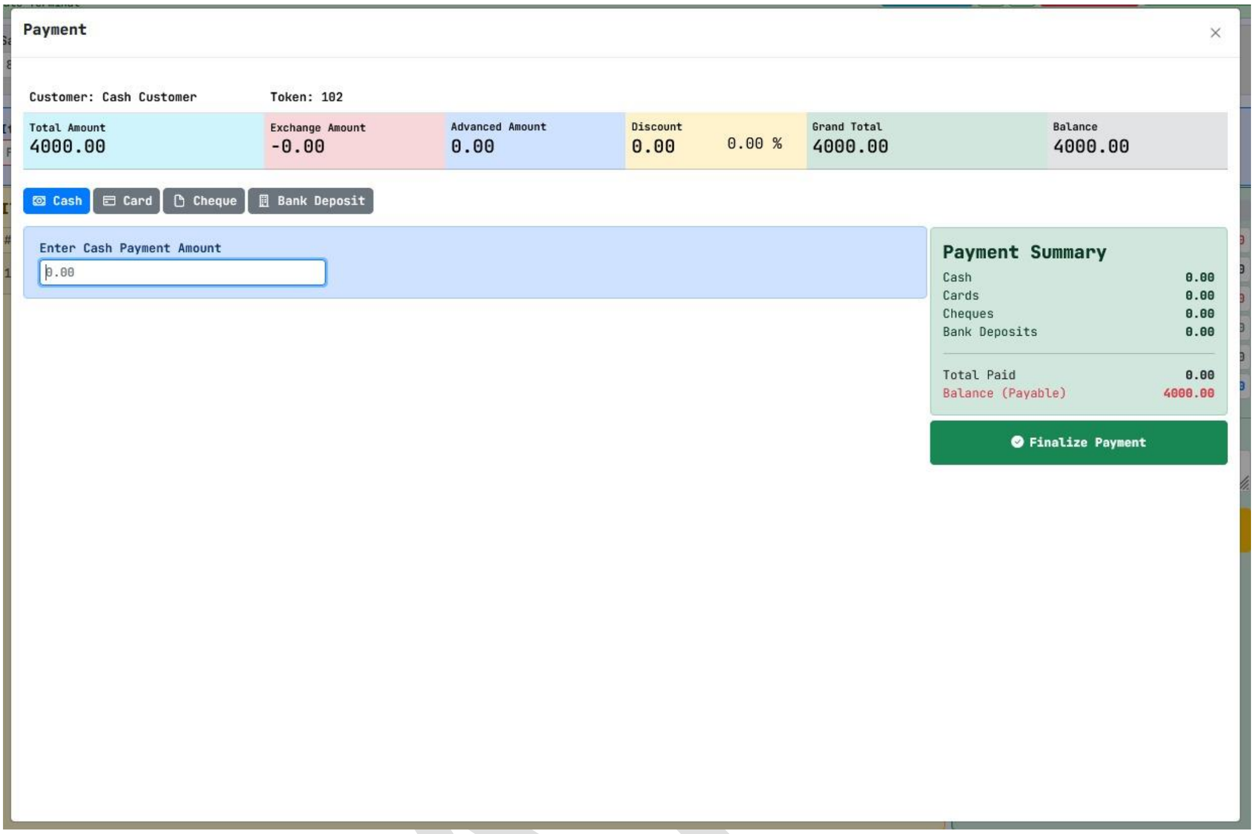

Figure 159:Payment Processing Window

10.3.6 Overpayment Scenario

If customer pays more than the Grand Total:

Example:

- Grand Total: 4000.00
- Cash Received: 5000.00
- Balance (Refund): -1000.00

Refund Options: The system displays a pink notification:

- Message: "You have a balance of 1000.00. Make this amount a,"
- Two radio button options:
  - **Cash Refund** (give change to customer)
  - **Over Payment** (keep as credit)

Select the appropriate option before finalizing.

Partial Payment Scenario

If customer pays less than the Grand Total:

Example:

- Grand Total: 4000.00
- Cash Received: 3000.00
- Balance (Payable): 1000.00

The system will:

- Show remaining balance in red
- Allow you to:
  - Accept partial payment and create credit invoice

- Add another payment method for the balance
- Cancel and request full payment

Payment Summary Panel
Payment Summary (Right side, light green background)
Displays breakdown of all payment methods used:

- **Cash**: 5000.00
- **Cards**: 0.00
- **Cheques**: 0.00
- **Bank Deposits**: 0.00

Totals:

- **Total Paid**: 5000.00
- **Balance (Refund)**: -1000.00 (in red, indicating refund due) OR
- **Balance (Payable)**: 3600.00 (in red, indicating amount still due)

Completing the Payment
Finalize Payment Button

- Large green button at bottom right
- Shows checkmark icon and text "✓ Finalize Payment"
- Click to complete the transaction

Actions on Finalization:

1. System processes the payment
2. Generates invoice
3. Prints receipt (if printer connected)
4. Updates inventory
5. Records transaction in system
6. Returns to main sales screen

Figure 160:Overpayment Handling

10.3.7 Payment with Discount Example

Scenario: 10% Bill Discount Applied
Transaction Details:

- Total Amount: 4000.00
- Bill Discount: 10% (400.00)
- Grand Total: 3600.00

- Cash Received: (to be entered)

Payment Summary Shows:

- Discount: 400.00 (10.00%)
- Grand Total: 3600.00
- Balance: 3600.00 (before payment)

Once payment is entered and finalized, the transaction completes with the discounted amount.

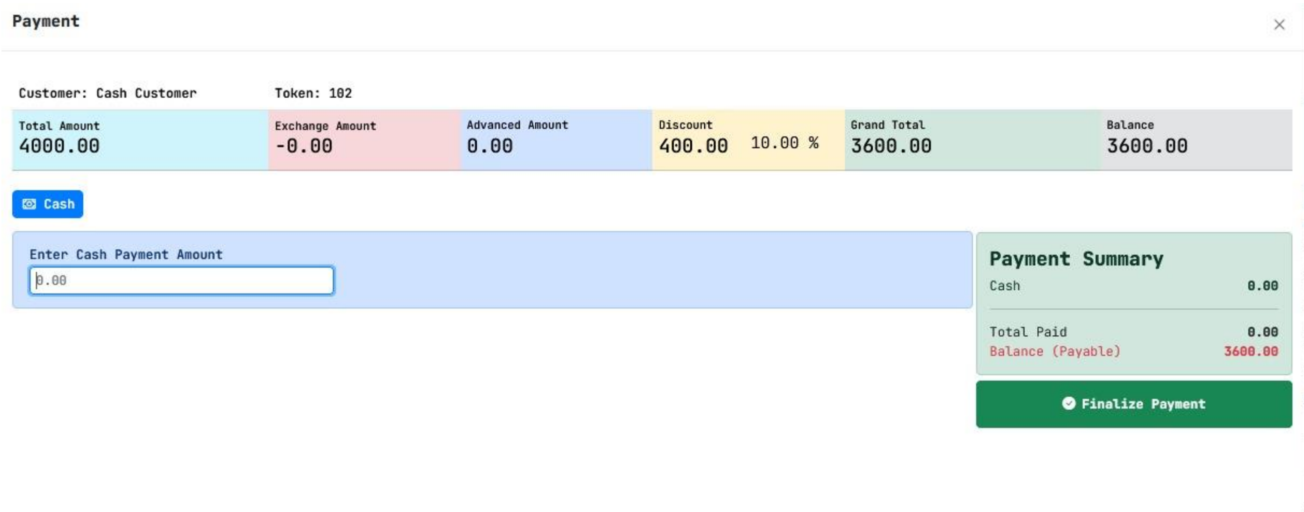

Figure 161: Payment with 10% Bill Discount Applied

10.3.8 Customer Management

Adding a New Customer

The system allows you to register new customers with their essential information for transaction tracking and record-keeping purposes.

Accessing the New Customer Form

1. Navigate to the customer management section
2. Click on the **"New Customer"** button or option
3. The "New Customer" dialog box will appear

Customer Information Fields

Name

- Enter the customer's full name in this field
- This is a required field for customer identification

Address

- Input the customer's complete address
- Use this field for delivery or contact purposes

NIC (National Identity Card)

- Enter the customer's NIC number
- **Validation Rule:** Must be either 9 digits + V or 12 digits
- Examples:
  - Old format: 123456789V
  - New format: 123456789012
- Error message will appear if format is incorrect: *"Must be 9 digits + V or 12 digits"*

Mobile Number

- Enter the customer's contact number
- **Validation Rule:** Must be exactly 10 digits
- Error message will appear if incorrect: *"Mobile number must be exactly 10 digits"*
- Ensure there are no spaces or special characters

Saving the Customer

1. Fill in all required fields with valid information
2. Verify that all validation rules are met (correct NIC and mobile number formats)
3. Click the **"+ Add Customer"** button (green button at bottom left)
4. The system will validate the information and save the customer record
5. Upon successful addition, the dialog will close and the customer will be available for selection in transactions

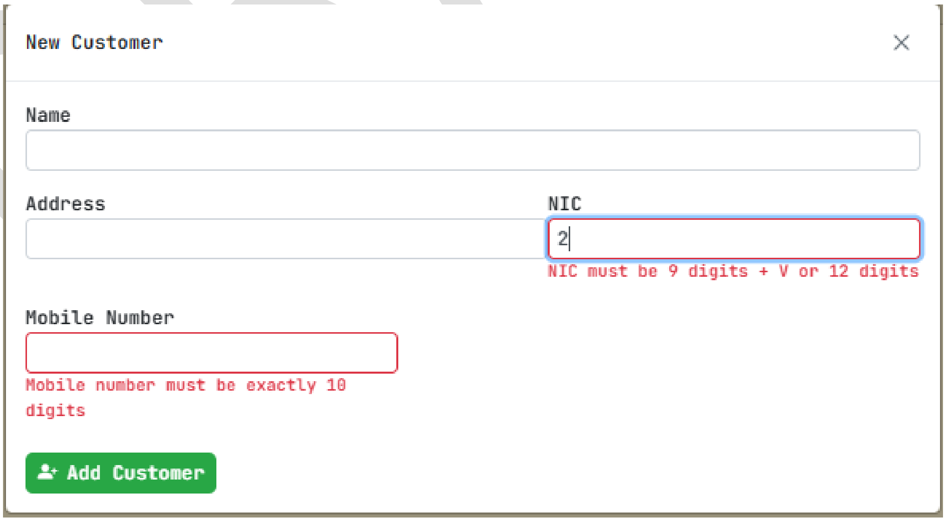

Figure 162: Customer Information

10.3.9 Pending Invoices Management

The system maintains a record of all pending invoices, allowing you to track and manage outstanding payments efficiently.

Viewing Pending Invoices

The pending invoices interface displays a modal window titled **"Pending Invoice"** with the following columns:

Invoice Table Columns

- **# (Number):** Sequential invoice number for reference
- **Name:** Customer name associated with the invoice
- **Date:** Date when the invoice was created
- **Description:** Brief description of the transaction or items
- **Items:** Number or list of items included in the invoice
- **Total:** Total amount of the invoice

Empty Pending Invoices State

When there are no pending invoices in the system:

- The message *"No pending Invoice"* is displayed in the center of the table
- This indicates all invoices have been settled or no pending transactions exist

Managing Pending Invoices

1. **Access the list** - Open the Pending Invoice modal from the main interface
2. **Review invoices** - Browse through the list of outstanding invoices
3. **Select an invoice** - Click on a specific invoice row to view details or process payment
4. **Process payment** - Select the invoice you wish to settle and proceed to the payment interface

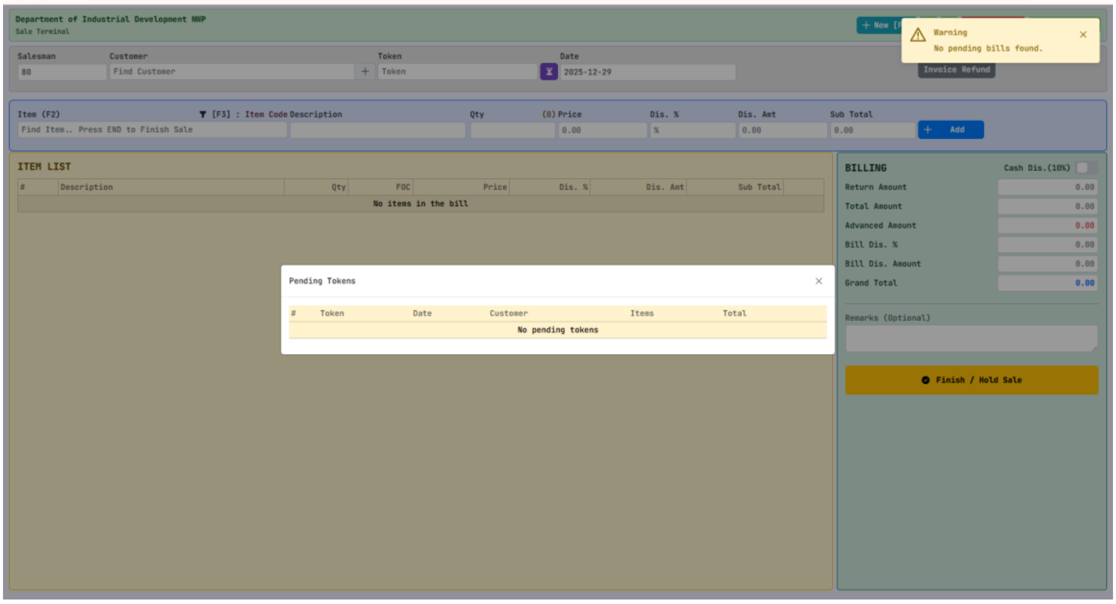

Figure 163: Pending Invoices Management

Pending Tokens

#	Token	Date	Customer	Items	Total	
1	2	2025-12-02	Cash Customer	1	2000.00	
2	37	2025-12-10	Nirmala	1	20000.00	
3	60	2025-12-11	Customer1	1	4000.00	
4	65	2025-12-11	Nirmala	1	8000.00	
5	67	2025-12-12	Customer1	1	20000.00	
6	102	2025-12-26	Cash Customer	1	3600.00	
7	106	2025-12-29	Cash Customer	1	-8000.00	

Figure 164: Pending Tokens

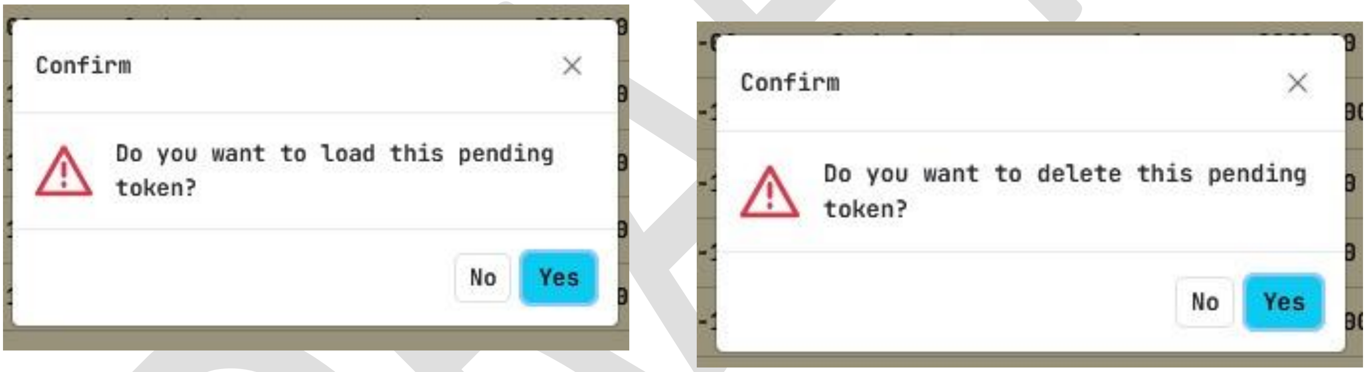

Figure 165: Confirm Pending Tokens

10.3.10 Invoice-Wise Item Return

The Invoice-Wise Item Return feature allows you to process returns for previously sold items by retrieving the original invoice and selecting items for return. This ensures accurate inventory management and customer refunds.

Figure 166: Accessing Invoice Returns

Opening the Return Interface

1. Navigate to the returns section of the system
2. Click on **"Invoice-Wise Item Return"** option
3. The Invoice-Wise Item Return dialog will appear

Invoice Number Field

- Enter the invoice number you wish to process returns for
- Example: Invoice number "17"
- The system accepts numerical invoice identifiers

Get Invoice Button

1. After entering the invoice number, click the **"Get Invoice"** button (green button with search icon)
2. The system will search for the specified invoice in the database
3. If found, invoice details will be displayed

Invoice Information Display

Once an invoice is retrieved, the system displays comprehensive information in a blue information panel:

Invoice Summary

- **Items Found:** Number of items in the invoice (e.g., "1 Item(s) found for invoice number 17")
- **Date:** Transaction date and time (e.g., "2025-12-12 15:38:50")
- **Grand Total:** Original invoice total amount (e.g., "20000.00")
- **Customer:** Customer name or type (e.g., "Cash Customer")

Return Full Invoice Option

- Click the **"← Return Full Invoice"** button (red button) to return all items from the invoice at once
- This option is useful when the customer wants to return the entire order

The system displays all items from the invoice that are eligible for return in a table format:

Returnable Items Table Columns

Column	Description
#	Item sequence number
Item	Product name/description
Price	Unit price of the item
Discount	Discount applied per unit
Qty	Quantity originally purchased
Sub Total	Price × Quantity for this item
Total	Final amount after discount
Action	Delete button (red) to select item for return

Example Entry

- **Item 1:** Cotton Warna Saree
- **Price:** 4000.00
- **Discount:** 0.00
- **Qty:** 5
- **Sub Total:** 4000.00
- **Total:** 20000.00

Already Returned Items

The system maintains a record of items that have already been returned from this invoice:

Returned Items Section

- Displays a table with the same column structure as returnable items
- Shows message: **"No returned items found."** when no returns have been processed yet
- Includes **"Returned At"** column showing the date/time of the return

- Prevents duplicate returns of the same items

Figure 167: Processing Individual Item Returns

Selecting Items for Return

1. **Identify the item** - Locate the item you want to return in the "Returnable Invoice Items" table
2. **Click the delete button** - Click the red delete/trash icon in the rightmost column
3. **Confirmation dialog** - A confirmation dialog appears with a warning icon

Confirmation Dialog

The system displays a confirmation message:

- **Warning Icon:** Red triangle with exclamation mark
- **Message:** "Do you want to add this item as a return item?"
- **Options:**
  - **No** - Cancel the return action (gray button)
  - **Yes** - Confirm the return (cyan/teal button)

Confirming the Return

1. Click **"Yes"** to confirm adding the item to the return bill
2. The system processes the return and shows a success notification

All Items Added

When all returnable items are successfully added:

- **Success message:** "All items added to the bill as returns."
- **Visual indicator:** Green checkmark icon with progress bar
- **Close option:** X button to dismiss the notification

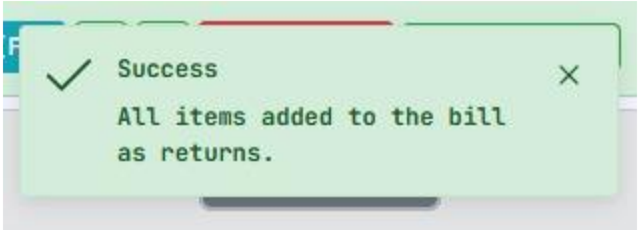

Figure 168:All Item Added

Single Item Added

When an individual item is successfully added for return:

- **Success message:** "Item added to the bill"
- **Visual indicator:** Green checkmark icon
- **Button displayed:** "Invoice Refund" button appears
- **Close option:** X button to dismiss the notification

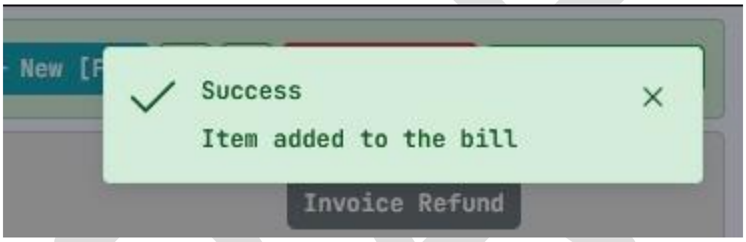

Figure 169:Single Item Added

After confirming items for return, the system creates a return bill showing:

Item List Section

The left panel displays returned items:

Billing Section

Displays the return transaction summary:

Payment Discount Type

- Shows: "Cash Dis.(10%)" indicating customer-specific or payment method discount

Return Amount

- Displays the total amount to be refunded (e.g., **8000.00**)
- Shown in red text for emphasis

Transaction Details

- **Total Amount:** 0.00 (no new purchases)
- **Advanced Amount:** 0.00
- **Bill Dis. %:** 0.00
- **Bill Dis. Amount:** 0.00
- **Grand Total:** Shows negative value (e.g., **-8000.00**) indicating a refund

Remarks (Optional)

- Text area for adding notes about the return
- Useful for documenting return reasons or conditions

Action Button

- **"Finish / Hold Sale"** button (yellow/orange) to complete the return process

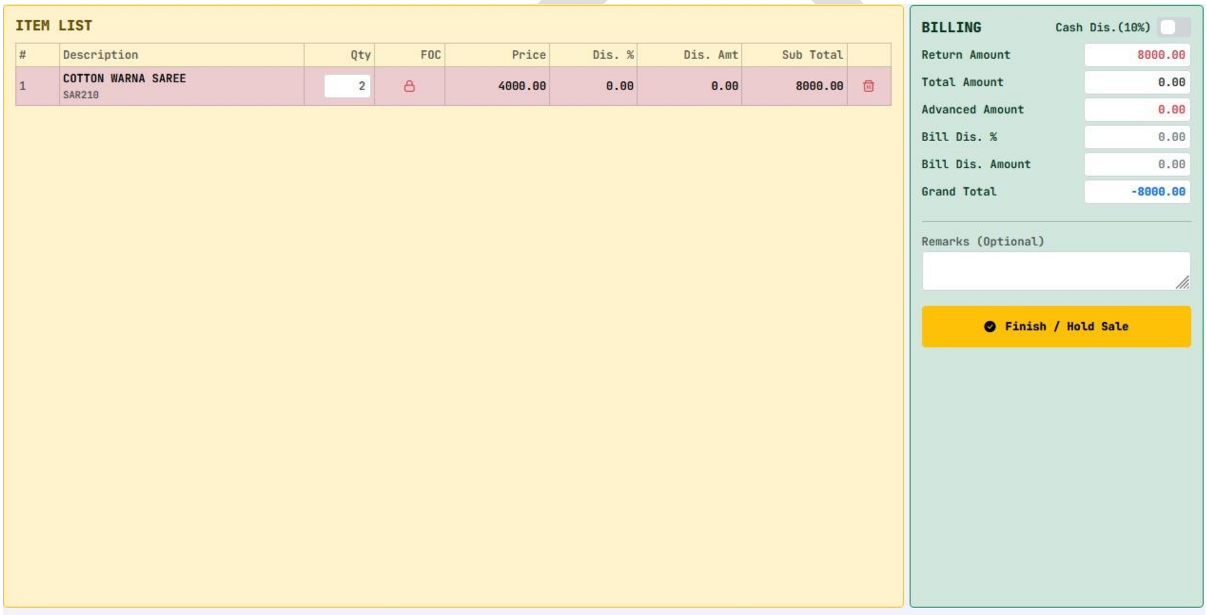

Figure 170: Return Bill Generation

After generating the return bill, click **"Finish / Hold Sale"** to proceed to the payment screen

The payment modal displays return-specific information:

Transaction Header

- **Customer:** Cash Customer (or registered customer name)
- **Token:** Transaction reference number (e.g., 106)

Payment Method Selection

Choose the refund method using the available tabs:

- **Cash** (Blue - default selected)
- **Card** (Gray)
- **Cheque** (Gray)
- **Bank Deposit** (Gray)

Cash Payment Processing

Enter Cash Payment Amount

- Input field displays: "0.00"
- Label: "Enter Cash Payment Amount"
- Leave as 0.00 since this is a refund transaction

Refund Option Selection

The system displays a notice in a pink panel:

- **Message:** "You have a balance of 8000.00. Make this amount a,"
- **Radio Button Options:**
  - **Cash Refund** (selected by default)
  - **Over Payment**

Select "Cash Refund" to process immediate cash return to the customer.

Payment Summary

Shows the breakdown of the refund:

Payment Methods (All showing 0.00)

- Cash: 0.00
- Cards: 0.00
- Cheques: 0.00
- Bank Deposits: 0.00

Transaction Totals

- **Total Paid:** 0.00
- **Balance (Refund):** -8000.00 (displayed in red)

Finalizing the Refund

1. Verify all amounts are correct
2. Ensure "Cash Refund" option is selected
3. Click the **"Finalize Payment"** button (green button at bottom right)
4. The system will:
   - Process the refund
   - Update inventory (return items to stock)
   - Generate a refund receipt
   - Close the transaction

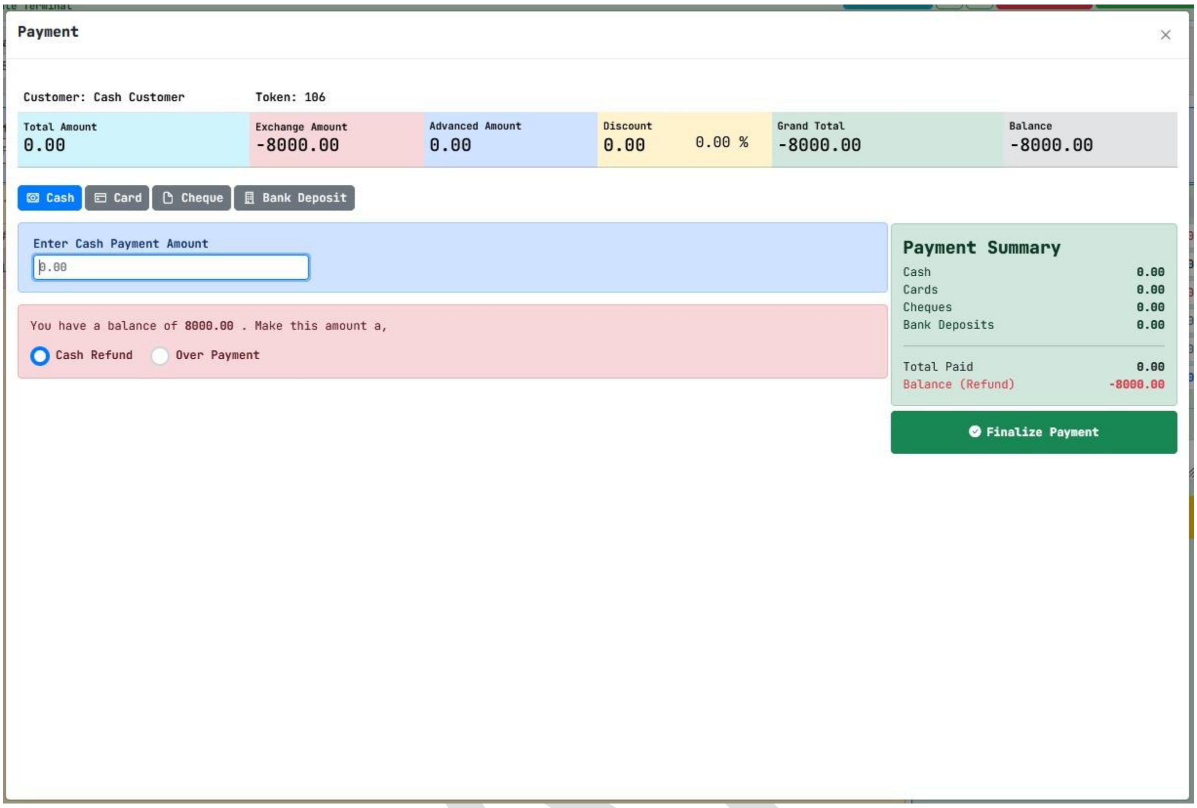

Figure 171: Payment Interface for Returns