

User Manual for IMS Web POS



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User Manual

When running a business, it is important to maintain an accurate inventory of the products, prices, and the stocks. It can be hard to keep up with the needs of real-time sales data without an online POS system. Along with that high-speed billing can lead to an efficient work. The POS management software tends to provide a fully bar code integrated prompt billing. This system comprises Billing, Inventory, Cash management and other finance modules. In addition to that there are many other features that helps enhance the software in real life.

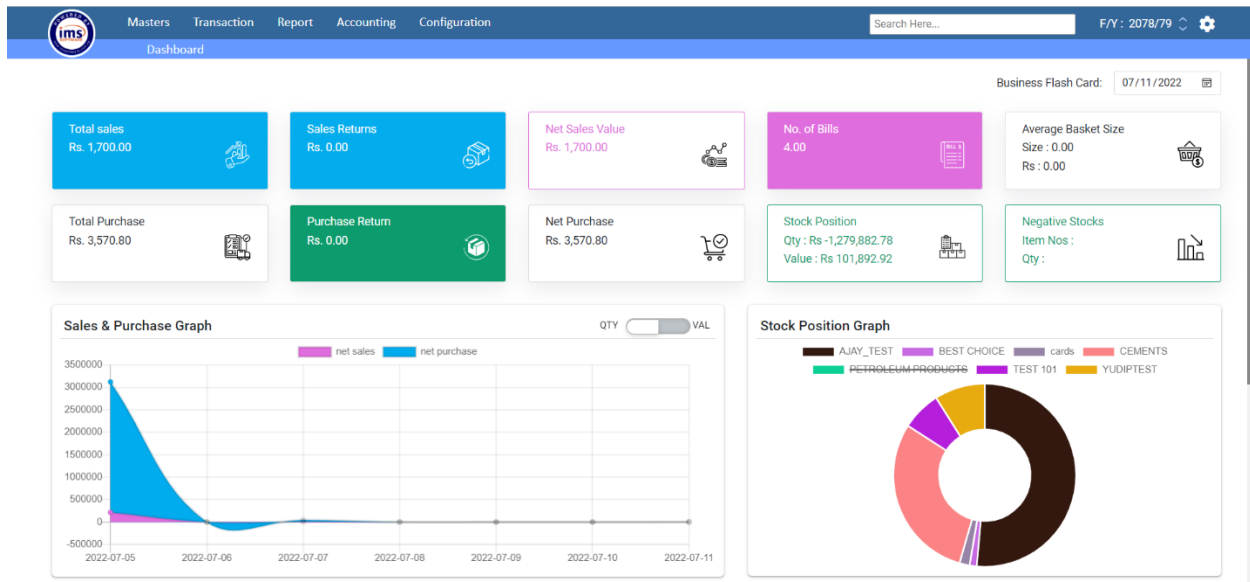
To start the IMS-ERP software, open any browser, then type www.ims.erp.com in the navigation bar. The first and foremost screen that appears once the application is opened is the login page. Below is the snippet of the page:



LOGIN

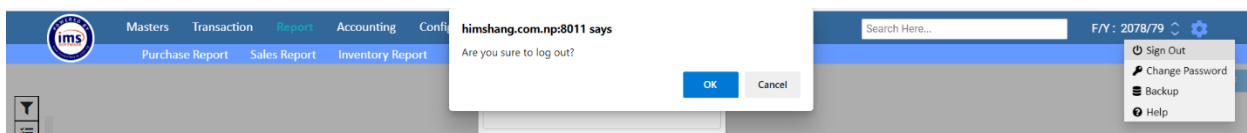
SIGN IN

Once logged in using the right credentials, it directs the user to the dashboard.



In the above right corner of the application there are options to Sign Out, Change Password, Backup and Help.

Once you click the **Sign Out** button, a pop-up message appears to assure that a user wants to sign out or not. Click **OK** to proceed and **Cancel** to stop the process.



To change the password, click on the **Change Password** option. It gives you fields to fill in order to change the password. Type in your username, old password and new password, then click 'Change Password' button to complete the action.

Change Password

User Name

Old Password

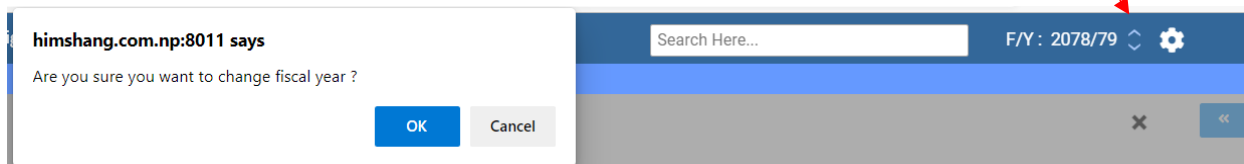
New Password

Change Password

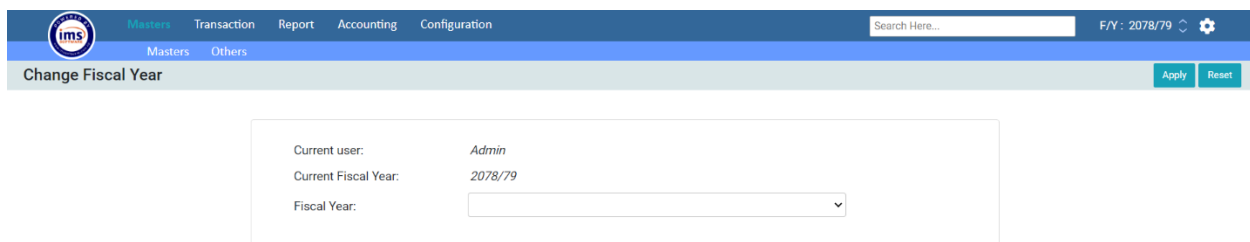
Cancel

Help button leads to the user manual of the web pos application.

Steps to change the fiscal year:



After clicking on the date that appears in the right-hand side of the navigation bar, a pop-up screen to confirm the decision appears.



Choose the respective year from the dropdown button to select the expected year.

Now talking about the features manually and stepwise.

Masters

The first section on the navigation bar is the Masters feature.

Masters

Product Master

This section contains the overall details of the products as well as steps to add/edit/delete products .

The main section:

Clicking the 'Product Lists' (or any sub list inside it) in the left-hand side, automatically shows all the data in the fields next to it.

The screenshot shows the 'PRODUCT MASTER' interface. On the left is a sidebar with a search bar 'Search Item Group' and a tree view containing 'PRODUCT LISTS'. The main area has a top navigation bar with 'Masters', 'Transaction', 'Report', 'Accounting', and 'Configuration'. Below this is a sub-navigation bar with 'Masters' and 'Others'. The main content area is titled 'PRODUCT MASTER' and includes a 'Product List' dropdown set to 'Product Group List'. There are buttons for 'Add Main Group', 'Add Sub Group', 'Add Product', 'Import Product [P2]', 'Export Product', and 'Back'. Below these are search and sort options: 'Search By Name' (selected), 'Search By Code', 'Barcode', 'Search...', 'Sort By Name' (selected), and 'Sort By C-Date'. At the bottom is a table with columns: SN, Item Name, Item Code, Unit, P-Rate, S-Rate, Vat, Parent, Supplier, and Actions.

SN	Item Name	Item Code	Unit	P-Rate	S-Rate	Vat	Parent	Supplier	Actions
----	-----------	-----------	------	--------	--------	-----	--------	----------	---------

There are two options to view the info generated. They are: **Product List** and **Product Group List**. Here the user can view the data based on the product group or the product itself.

Steps to add Main Group:

- Open the Web POS panel.
- Go to **Masters** and then click on **Product Master**.
- Choose to add main group.
- Enter parent group, group code, group name, recommended margin, and choose the category from the dropdown option.
- Click on **Save**.
- Click the **Undo** button to cancel the current operation.

(Admin can search the products based on name, code, and barcode. The data can be displayed by sorting it by name and C-Date)

The screenshot shows the 'PRODUCT MASTER >> Add Main Group' interface. The top navigation bar includes 'Masters', 'Transaction', 'Report', 'Accounting', and 'Configuration'. A search bar and 'F/Y : 2078/79' are on the right. Below the navigation bar, there are buttons for 'Reset', 'Add Main Group', 'Add Sub Group', 'Add Product', and 'Back'. The main form area has a 'Search Item Group' input field on the left. On the right, there are input fields for 'Parent Group' (with 'Products' selected), 'Group Code', 'Group Name', 'Recommended Margin (%)', and a 'Category' dropdown menu. A 'Save' button is located at the bottom right of the form area.

Steps to add Product:

- Open the Web POS panel.
- Go to **Masters** and then click on **Product Master**.
- Choose to add product.
- Enter main group, product code, product name, product description, and purchase price.
- Select the proper stock unit from the dropdown option.
- Specify the sales price(retail price), for inclusive and exclusive of **VAT**.
- Select the product type and category from the dropdown option.

- h. Tick the checkbox for **VAT mode selection**(VAT item or Non-VAT item).
- i. After that, enter short name, supplier name, and discount mode.
- j. Tick the checkbox to enable **Amount Wise Billing**.
- k. Click on **Save**.

PRODUCT MASTER >> Add Product

Main Group :

Sub Group (A) :

Sub Group (B) :

Product Code :

Product Name :

Detailed Information **Barcode Mapping**

Product Description :

Stock Unit :

Purchase Price :

Sales Price :

Inc VAT : 0.00

Exc VAT : 0.00

Product Type : INVENTORY ITEM

Category : Art & Craft

VAT Mode Selection

☒ VAT Item ☐ Non-VAT Item

Short Name :

Supplier Name : Press Enter for Supplier Selection

Discount Mode : Discountable

☐ Set as Discontinue Item

☒ Enable Amount Wise Billing

Recommended Margin : 10%

Actual margin : 10% on Cost Price

Barcode mapping:

- Fill in the product code and product name.
- Input new barcode in the **Barcode** field for the item.
- Select unit from **Unit** list.
- Click the **Add** button to save the entry.

PRODUCT MASTER >> Add Product

Main Group :

Sub Group (A) :

Sub Group (B) :

Product Code :

Product Name :

Detailed Information **Barcode Mapping**

Barcode :

SN	Barcode	Discontinue	Status	Actions
----	---------	-------------	--------	---------

Steps to export product:

- Open the Web POS panel.
- Go to **Masters** and then click on **Product Master**.
- Choose to **Export** product.
- Enter group name.
- Click on Export.

The screenshot shows the 'PRODUCT MASTER' interface. On the left, there is a sidebar with 'PRODUCT LISTS'. The main area has a 'Product List' tab and a 'Product Group List' tab. The 'Product Group List' tab is active, showing a 'Group Selection' dialog box. The dialog box has a 'Group Name' field with a placeholder 'Press Enter or Tab for Group List' and an 'Export' button. Below the field, a note states: 'Note: All groups are selected if Group Name is left blank.' The top navigation bar includes 'Masters', 'Transaction', 'Report', 'Accounting', and 'Configuration'. The top right corner shows 'FY: 2078/79' and a settings icon.

Steps to import product:

- Open the Web POS panel.
- Go to **Masters** and then click on **Product Master**.
- Choose to **Import** product.
- Browse a file or drag the necessary file to the box.
- Click on Upload.

The screenshot shows the 'Import Product' dialog box. It has a blue header with the title 'Import Product' and a close button (X). The main area is a large white box with the text 'Choose a File or Drag it Here.' Below this box, there are two buttons: 'Browse' and 'Upload'. At the bottom, there is a link that says 'Download the [sample template](#) to get started.'

Party Master

Clicking the 'Party Ledger' (or any sub list inside it) in the left-hand side, automatically shows all the data in the fields next to it. Admin can search the party based on name and VAT number. The data can be displayed by sorting it by name and Date.

The screenshot shows the 'PARTY MASTER' interface. On the left, there is a search bar and a tree view with categories: PARTY LEDGER, BRANCH, KATHMANDU, PATAN, CUSTOMER, and SUPPLIER. The main area displays a table of parties with columns: SN, Party Name, Address, VAT No., Party Type, Category, Party Group, and Actions. The table contains three entries. Above the table, there are search options (Search By Name, Search By VAT No.) and sort options (Sort By Name, Sort By Date). Buttons for 'Add Group', 'Add Party', and 'F10 Back' are visible in the top right.

SN	Party Name	Address	VAT No.	Party Type	Category	Party Group	Actions
1	A PARTY PATAN	KTM		CUSTOMER	Retailer	PATAN	View Edit
2	Lagankhel Party	lagankhel	445261566	CUSTOMER	Retailer	PATAN	View Edit
3	PATAN party test	mangalbazar	226445554	CUSTOMER	Retailer	PATAN	View Edit

Steps to add Group:

- Open the Web POS panel.
- Go to **Masters** and then click on **Party Master**.
- Click the **Add Group** button in the top right side.
- On the left side, select the **Main Group**(branch, customer, supplier).
- The **Parent** field is fixed on the basis of the main group.
- Enter the **Group name**.
- Click on **Save** or **Reset** as per required.

The screenshot shows the 'PARTY MASTER >> Add New Party Group' interface. On the left, there is a 'Main Group' dropdown menu with 'BRANCH' selected. The main area is titled 'Party a/c Information' and contains a 'Parent' field with a red asterisk and 'BRANCH' selected, and a 'GroupName' field with a placeholder 'Group Name'. Buttons for 'Save' and 'F10 Reset' are visible in the top right.

Steps to add new Party Group:

- Open the Web POS panel.
- Go to **Masters** and then click on **Party Master**.
- Click the **Add Party** button in the top right side.
- On the left side, select the **Main Group**(branch, customer, supplier).
- The **Parent** field is fixed on the basis of the main group.
- Enter the **Account Code**.
- Specify the mandatory fields: Ledger name, address, VAT number, credit limit and credit days.
- Enter the Tel number, mobile number, and email, if needed.
- Select the **status** from the dropdown option(active/inactive).
- Select the checkbox accordingly for **Party type**(customer/supplier).
- Tick the checkbox to enable/disable '**is Common Nature Party A/C**'.
- Click on **Save** or **Reset** as per required.

The screenshot displays the 'PARTY MASTER' web application interface. The top navigation bar includes links for Masters, Transaction, Report, Accounting, and Configuration. The main header shows 'PARTY MASTER >> Add New Party A/C'. On the left, there is a 'Main Group' dropdown menu. The main form area is titled 'Party a/c Information' and contains the following fields and controls:

- Parent:** A dropdown menu with 'PARTY LEDGER' selected.
- A/C Code:** A text input field with a red error message 'Account Code is Required.' displayed next to it.
- Ledger Name:** A text input field.
- Address:** A text input field.
- VAT No.:** A text input field.
- Tel no.:** A text input field.
- Mobile:** A text input field.
- Email:** A text input field.
- Status:** A dropdown menu with 'ACTIVE' selected.
- Party type:** Radio buttons for 'Customer' (selected) and 'Supplier'.
- Credit Limit:** A text input field with '0' entered.
- Credit Days:** A text input field with '0' entered.
- is Common Nature Party A/C:** A checkbox that is currently unchecked.

At the bottom right of the form, there are 'Save' and 'F3 Reset' buttons.

Category Master

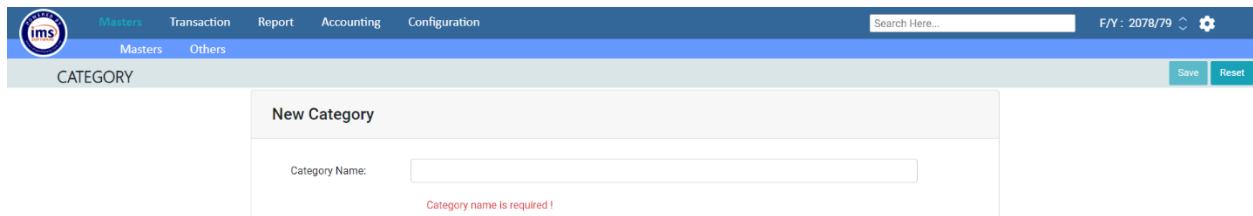


The screenshot shows the 'Category Master' interface. At the top, there is a navigation bar with tabs: Masters, Transaction, Report, Accounting, and Configuration. Below this, a sub-navigation bar shows 'Masters' and 'Others'. The main header area includes a search bar, the date 'F/Y : 2078/79', and a settings icon. The 'CATEGORY' section is active, displaying a table of category lists. The table has columns for 'S.N.', 'Category Name', and 'Action'. The 'Action' column contains 'Edit' and 'Delete' buttons for each row. The categories listed are: 1. Art & Craft, 2. Cookies, 3. ELLE-18, 4. FOOD ITEMS, 5. Kids Items, and 6. N/A. There are also 'Add Category' and 'Back' buttons in the top right corner.

S.N.	Category Name	Action
1	Art & Craft	Edit Delete
2	Cookies	Edit Delete
3	ELLE-18	Edit Delete
4	FOOD ITEMS	Edit Delete
5	Kids Items	Edit Delete
6	N/A	Edit Delete

(Once the category name is saved, it is displayed here in the main section.)

- Open the Web POS panel.
- Go to **Masters** and then click on **Category Master**.
- Click the **Add Category** button in the top right side.
- Enter the Category name.
- Click on **Save** or **Reset** as per required.



The screenshot shows the 'New Category' form. It has a title 'New Category' and a text input field for 'Category Name:'. Below the input field, there is a red error message: 'Category name is required !'. At the bottom right, there are 'Save' and 'Reset' buttons. The navigation bar and sub-navigation bar are the same as in the previous screenshot.

Customer Profile

This is the customer profile section.

- Open the Web POS panel.
- Go to **Masters** and then click on **Customer Profile**.
- Choose to add customer.
- Enter name, address, PAN number, phone number, mobile number, and email.
- Choose the status from the dropdown option.
- Click on **Save** or **Reset** as per required.

New Customer

Name: Name is required.

Address:

PAN No:

Phone No:

Mobile No:

EMAIL:

Status:

(The details can be seen in the customer profile master section. Admin can search by name and mobile number. The admin can also view, edit, and delete the customer details.)

CUSTOMER PROFILE MASTER

Customer Profile Lists

Search By Name Search By Mobile No Search...

S.N	Name	Address	Mobile No.	PAN No.	Action
1	Lagankhel Party	lagankhel	9841253656	445261566	View Edit Delete
2	Manish Customer	golfutar	9841230563	445260032	View Edit Delete
3	Sacheen customer	bhaktaput	9852306215	455263155	View Edit Delete
4	PATAN party test	mangalbazar	9841053565	226445554	View Edit Delete
5	test supplier 778	tirpureshwor	9841053626	226515455	View Edit Delete
6	test supplier	teku	9841052356	154526526	View Edit Delete
7	NEW SUB SUB KTM PARTY A/C	KTM	4654654465		View Edit Delete
8	A PARTY KATHMANDU	KTM	9865165255		View Edit Delete
9	A PARTY PATAN	KTM	9851016877		View Edit Delete
10	Bhadesh	kalimati	9818365262		View Edit Delete
11	Kafka		984152652		View Edit Delete
12	Anubhav	teku	985252605		View Edit Delete
13	SHAKUNTAL	KHUMALTAR,LALITPUR	9801120402	603417717	View Edit Delete
14	GLOBAL MULTI TRADERS	CHITWAN , BHARATPUR	9801346287	117887723	View Edit Delete
15	cash party	Chapagaon	9851454545		View Edit Delete

Others

Unit Master

This section includes all the units that are used to measure the products listed in the system. The main section looks like the one below:

Unit Lists

S.N.	Unit Name	Action
1	Pcs	Edit Delete
2	Test Unit	Edit Delete
3	Each	Edit Delete
4	Test Unit12	Edit Delete
5	cartoons	Edit Delete
6	Pkt	Edit Delete
7	Jar	Edit Delete
8	Ltr	Edit Delete
9	KG	Edit Delete
10	Packet	Edit Delete
11	Bundle	Edit Delete
12	Case	Edit Delete
13	BORA	Edit Delete
14	catestest123	Edit Delete

Steps to create and add a new Unit:

- Enter the **Unit Name**.
- Click the checkbox for Not Decimal as per requirement.
- Enter **Save** or **Reset**.

Norms Setting

NORMS SETTING [NEW]

S.No.	Choice Item	Code	Description	Unit	Qty	Item Type	No. of Choice Item
1	<input type="checkbox"/>		Press Enter to Select Item				

Barcode Mapping

Steps to create a new barcode mapping:

- Enter the barcode in the **Barcode** field.
- Press enter to select the item in the **Item** field.
- Select a **Stock Unit** as per required from the dropdown option .
- Click **Add** to save the entry or Clear to empty the fields.
- The above steps shows all the necessary information in the **Barcode Mapping List**.
- The other options include **Reset, Save** and **Back**.

The screenshot shows the 'Barcode Mapping' section of the IMS software. At the top, there's a navigation bar with tabs for Masters, Transaction, Report, Accounting, and Configuration. Below this, a search bar and the fiscal year 'F.Y : 2078/79' are visible. The main heading is 'BARCODE MAPPING', with 'Save', 'Reset', and 'Back' buttons on the right. Under 'New Barcode Mapping', there are input fields for 'Barcode:', 'Item:' (with a 'Press Enter to Select item' prompt), and 'Stock Unit:' (a dropdown menu). 'Add' and 'Clear' buttons are next to the 'Item' field. Below this is the 'Barcode Mapping List' table with columns: Item Code, MCODE, Item Name, Barcode, Stock Unit, and Nos.

Transaction

Sales

Abbreviated Tax Invoice

Steps to add Abbreviated Tax Invoice:

- In the Web POS panel, go to **Transaction**, inside **Sales module**, select **Abbreviated Tax Invoice**.
- The **Bill number** is generated automatically as a new entry for Tax Invoice is opened.
- Press enter in the **Customer** field to select a customer from the customer list that pops up on the right.
- Enter the address, **VAT** number and remarks(if needed).
- Insert required **Flat Discount %** or Amount if required.
- Type in the barcode of the item in the **Barcode** field which will then display its details in its respective field.

- Enter the description and specify the quantity.
- Below that, press enter to select an item. This auto fills all the other required fields beside it.
- Click on Save to add the entry.

There are other options such as **Reset**, **View**, **Hide Detail** and **Back**.

The screenshot displays the 'ABBREVIATED TAX INVOICE[NEW]' form in the IMS system. The top navigation bar includes 'Masters', 'Transaction', 'Report', 'Accounting', and 'Configuration'. The 'Transaction' tab is active, showing 'Sales', 'Purchase', and 'Inventory Movement' sub-tabs. The form contains several input fields: 'Bill No' (SI12-MMX-78/79), 'Entry Date' (07/08/2022), 'Customer' (Press ENTER to Select Customer), 'Address', 'VATNO', 'Remarks', 'Flat Dis(%)', and 'Flat Dis(Rs)'. Below these is a table for item entry with columns: S.No., Barcode, Description, Unit, Quantity, Rate, Dis%, Dis Amt, Amt, VAT, and Net Amt. The table has one row with S.No. 1 and a description 'Press ENTER to Select Item'. At the bottom, a summary bar shows: TOTAL QTY: 0.00, GROSS: 0.00, DISCOUNT: 0.00, TAXABLE: 0.00, NON TAXABLE: 0.00, VAT: 0.00, and NET AMNT: 0.00.

Tax Invoice

Steps to add Tax Invoice:

- In the Web POS panel, go to **Transaction**, inside **Sales module**, select **Tax Invoice**.
- The **Bill number** is generated automatically as a new entry for Tax Invoice is opened.
- Enter the **Reference number**.
- Press enter in the **Customer** field to select a customer from the customer list that pops up on the right.
- Enter the address, **VAT** number and remarks(if needed).
- Insert required **Flat Discount %** or Amount if required.
- Type in the barcode of the item in the **Barcode** field which will then display its details in its respective field.
- Enter the description and specify the quantity.

- Below that, press enter to select an item. This auto fills all the other required fields beside it.
- Click on Save to add the entry.

There are other options such as **Reset**, **View**, **Hide Detail** and **Back**.

The screenshot displays the 'TAX INVOICE[NEW]' form in the IMS Web POS system. The form is organized into several sections. At the top, there are navigation tabs: Masters, Transaction, Report, Accounting, and Configuration. Below these are sub-tabs: Sales, Purchase, and Inventory Movement. The main form area contains fields for Bill No (T121-MMX-78/79), Inv Date (07/08/2022), Entry Date (07/08/2022), Customer (Press ENTER to Select Customer), Address, VATNO, Remarks, Flat Dis(%), and Flat Dis(Rs). Below these fields is a table with columns: S.No., Barcode, Description, Unit, Quantity, Rate, Amt, Dis%, Dis Amt, VAT, and Net Amt. The table has one row with S.No. 1 and a description 'Press ENTER to Select Item'. At the bottom, there is a summary bar with fields for TOTAL QTY, GROSS, DISCOUNT, TAXABLE, NON TAXABLE, VAT, and NET AMT, all showing 0.00.

Credit Note

Steps to add a new sales return entry:

- In the Web POS panel, go to **Transaction**, inside **Sales module**, select **Credit Note**.
- The **Bill number** is generated automatically as a new entry for Tax Invoice is opened.
- Press enter in the **Reference Bill no.** field to select a reference bill from the customer list that pops up on the right.
- While clicking the checkbox for 'Do Full Return', the fields below does not need to be filled.
- But while clicking the checkbox for 'Do Manual Sales Return'.
 - Below that, press enter to select an item. This auto fills all the other required fields beside it.

- Select a **return** mode- Cash, Cheque Deposit, Credit, and Credit Card.
- Press enter in the **Account** field to select an account from the account list that pops up on the right.
- Enter the address, **VAT** number and remarks(if needed).
- Insert required **Flat Discount %** or Amount if required.
- Enter the description and specify the quantity.
- Click on Save to add the entry.

IMS Logo | Masters | Transaction | Report | Accounting | Configuration | Search Here... | F/Y : 2078/79 | Settings

Sales | Purchase | Inventory Movement

Hide Detail (F1) | Sales Return[NEW] | RESET F3 | SAVE (F4) | VIEW F4 | BACK

Bill No: CN11-MMX-78/79 | Return Mode: Credit | Customer: Press ENTER to Select Customer

Inv Date: 07/08/2022 | 24/03/2079 | Account: Press Enter to Select Account | Address: | VATNO: | Remarks: | Flat Dis(%): | Flat Dis(Rs):

Entry Date: 07/08/2022 | 24/03/2079 | Ref Bill No: Please Enter To Select Ref Bill No

☒ Do Manual Sales Return ☐ Do Full Return

BarCode: | Description: | Quantity: | Stock:

S.No.	Barcode	Description	Unit	Quantity	Rate	Dis%	Dis Amt	Amt	VAT	Net Amt
1		Press ENTER to Select Item				0.00		0.00	0.00	0.00

TOTAL QTY: 0.00 | GROSS: 0.00 | DISCOUNT: 0.00 | TAXABLE: 0.00 | NON TAXABLE: 0.00 | VAT: 0.00 | NET AMNT: 0.00

Cash Handover

Steps to carry out Cash Handover:

- Provide the Date.
- The user is set to Admin by default.
- The Settlement ID is generated automatically as a new entry is opened.
- Enter the amount as per your need. It generates the total amount at the end.
- Click on Save to add the information.

There are other options such as **Reset** and **View**.

Date : 07/08/2022
User: Admin
Settlement ID: CS3-MMX-78/79

Deno	Count	Amount
1000	0	0
500	0	0
100	0	0
50	0	0
20	0	0
10	0	0
5	0	0
2	0	0
1	0	0
Card	0	0
Total		0

Purchase

Purchase Invoice

Steps to add a new entry for Purchase Invoice:

- In Web POS panel, go to **Transaction**, inside **Purchase** module, select **Purchase Invoice**.
- The PI (Proforma Invoice) number is generated automatically as a new entry is opened.
- Provide the **Entry** date.
- Fill in the **Invoice** number.
- Provide the **Invoice** date.
- Tick the checkbox for **is PAN Bill** if it is a PAN bill.
- Select a **payment** mode- Cash, Cheque, Credit.
- Press enter in the **Account** field to select an account from the account list that pops up on the right.
- Enter the address, **VAT** number and remarks(if needed).
- Type in the barcode of the item in the **Barcode** field which will then display its details in its respective field.
- Enter the description and specify the quantity.

- Below that, press enter to select an item. This auto fills all the other required fields beside it.
- Enter the **Quantity**, **Discount %** and **Discount Amount** as per needed.
- Click on **Save** to add the entry.

There are other options such as **Rest**, **Save**, **Edit**, **View** and **Back**.

IMS Dashboard

Hide Detail [F1] PURCHASE INVOICE[NEW] RESET F3 SAVE [End] EDIT F7 VIEW F4 BACK F10-46

PI No: **PI19-MMX-78/79**

Entry Date: 07/08/2022 24/03/2079

Invoice No:

Invoice Date: 07/08/2022 24/03/2079

☐ Is PAN Bill

Payment Terms: Credit

Account: Press Enter to select Account

Cheque No: mm/dd/yyyy

Supplier: Press ENTER or TAB to select Supplier

Address:

Vat No:

Remarks:

BarCode: BarCode Description: Description Quantity: Stock:

S.No.	Code	Description	Unit	Quantity	PRate	Amount	Dis%	Dis Amt	Total Disc	VAT	Net Amt	Net Rate
1		Press ENTER to Select Item			0.00	0.00		0.00	0.00	0.00	0.00	0.00

TOTAL QTY: 0.00 GROSS: 0.00 DISCOUNT: 0.00 TAXABLE: 0.00 NON TAXABLE: 0.00 VAT: 0.00 NET AMNT: 0.00

Purchase Return

Steps to add a new entry for Purchase Return:

- In Web POS panel, go to **Transaction**, inside **Purchase** module, select **Purchase Return**.
- The Return number is generated automatically as a new entry is opened.
- Provide the **Entry** date.
- Fill in the **Reference PI** number.
- Enter the Supplier's Bill number.
- Tick the checkbox for **is PAN Bill** if it is a PAN bill.
- Select a **return** mode- Cash, Cheque, Credit.

- Press enter in the **Account** field to select an account from the account list that pops up on the right.
- Press enter in the **Account** field to select an account from the account list that pops up on the right.
- Enter the address, **VAT** number and remarks(if needed).
- Type in the barcode of the item in the **Barcode** field which will then display its details in its respective field.
- Enter the description and specify the quantity.
- Below that, press enter to select an item. This auto fills all the other required fields beside it.
- Enter the **Quantity**, **Discount %** and **Discount Amount** as per needed.
- Click on **Save** to add the entry.

There are other options such as **Rest**, **Save**, **Edit**, **View** and **Back**.

The screenshot shows the IMS software interface for a 'PURCHASE RETURN[NEW]' entry. The top navigation bar includes 'Markets', 'Transaction', 'Report', 'Accounting', and 'Configuration'. The 'Transaction' tab is active, showing 'Sales', 'Purchase', and 'Inventory Movement' sub-tabs. The 'Purchase' sub-tab is selected. The main form contains fields for 'RETURN NO.' (DN5-MMX-78/79), 'Entry Date' (07/08/2022), 'Ref PI No.', 'Supplier's Bill No.', 'Return Mode', 'Account', 'Cheque No.', 'Supplier', 'Address', 'Vat No.', and 'Remarks'. Below these fields is a table for item details with columns: S.No., Code, Barcode, Description, Unit, Quantity, PRate, Amount, Dis%, Dis Amt, Total Disc, VAT, and Net Amt. The table has one row with S.No. 1 and a description 'Press ENTER to Select Item'. At the bottom, there is a summary section with fields for 'TOTAL QTY: 0.00', 'GROSS: 0.00', 'DISCOUNT: 0.00', 'TAXABLE: 0.00', 'NON TAXABLE: 0.00', 'VAT: 0.00', and 'NET AMNT: 0.00'.

S.No.	Code	Barcode	Description	Unit	Quantity	PRate	Amount	Dis%	Dis Amt	Total Disc	VAT	Net Amt
1			Press ENTER to Select Item			0.00	0.00		0.00	0.00	0.00	0.00

TOTAL QTY: 0.00 GROSS: 0.00 DISCOUNT: 0.00 TAXABLE: 0.00 NON TAXABLE: 0.00 VAT: 0.00 NET AMNT: 0.00

Inventory Movement

Opening Stock Entry

This interface is used for the stock entry process.

- In the Web POS panel, go to **Transaction**, inside **Inventory Movement**, select **Opening Stock Entry**.
- Enter the **Entry date**.
- Select the **Warehouse**.
- Type in the **Remarks** if necessary.
- Type in the barcode of the item in the **Barcode** field which will then display its details in its respective field.
- Enter the description and specify the quantity.
- Below that, press enter to select an item. This auto fills all the other required fields beside it.
- Click on Save to add the entry.

There are other options such as **Reset**, **View**, **Hide Detail** and **Back**.

The screenshot shows the 'OPENING STOCK ENTRY[NEW]' form in the IMS system. The interface includes a top navigation bar with tabs for Masters, Transaction, Report, Accounting, and Configuration. The 'Transaction' tab is active, and the 'Inventory Movement' sub-tab is selected. The form contains several input fields: 'Entry No.', 'Entry Date' (with a date picker), 'Warehouse' (a dropdown menu set to 'Main Warehouse'), 'Remarks', 'Barcode', 'Description', 'Quantity', and 'Stock'. Below these fields is a table with columns: S.No., Code, Description, Unit, Quantity, Rate, and Amt. The table has one row with the text 'Press ENTER to Select Item' in the Description column. At the bottom of the form, there is a 'TOTAL' row showing a total quantity of 0.00 and a total amount of 0.00. On the right side of the form, there are buttons for 'RESET F3', 'SAVE [F4]', 'EDIT F7', 'VIEW F4', and 'BACK'.

S.No.	Code	Description	Unit	Quantity	Rate	Amt
1		Press ENTER to Select Item			0.00	0.00
TOTAL:				0.00	0.00	

Item Unit Conversion

- In the Web POS panel, go to **Transaction**, inside **Inventory Movement**, select **Item Unit Conversion**.
- The Entry number is generated automatically as a new entry is opened.
- Type in the **Remarks** if necessary.
- Type in the barcode of the item in the **Barcode** field which will then display its details in its respective field.
- Enter the description and specify the quantity.
- Below that, press enter to select an item. This auto fills all the other required fields beside it.
- Click on Save to add the entry.

There are other options such as **Reset**, **View**, **Hide Detail** and **Back**. The process for 'Stock Out

IMS Masters Transaction Report Accounting Configuration Search Here... F/Y : 2078/79

Sales Purchase Inventory Movement

Hide Detail [P-1] ITEM UNIT CONVERSION[NEW] RESET F3 SAVE [Ctrl+S] EDIT F7 VIEW F4 BACK

Entry No : PD10-MMX-78/79 Remarks :

Entry Date : 07/08/2022 24/03/2079

Ref No:

Stock In Entry **Stock Out Entry**

S.No.	Code	Barcode	Description	Unit	Quantity	Rate	Amt
1		<input type="text"/>	<input type="text" value="Press ENTER to Select Item"/>	<input type="text" value="v"/>	<input type="text"/>	0.00	0.00
TOTAL:						0.00	0.00

(Entry for 'Stock Out Entry' will be the same as the one for 'Stock In entry')

Report

Purchase Report

A purchase report provides an insight into the purchase made for various items in the inventory focusing mainly on quantity and total cost gained to buy that quantity for a preferred date range.

Purchase Book Report

This report is to keep record of only debit sale of goods. The steps to follow:

- a. Open the Web POS panel.
- b. Go to **Reports**, inside **Purchase Report** click on **Purchase book report**.
- c. Fill in the **Date Range Selection**.
- d. Tick on the **Include Sales Return Transaction Also** to include the credit note transaction in the report.
- e. Press enter to select a customer in the **Supplier Selection** field.
- f. There are three **Report Option** to choose from:
 - **Voucher Wise**
 - i. Here, there are two **Report type** options to choose from: **Summary Report** and **Detail Report**.
 - **Day Wise**
 - **Month Wise**
 - ii. The **Report Date** option for this kind of report are: **Report in AD** and **Report in BS**.
- g. Select the **Report type**: Summary Report or Detail Report.
- h. Click on the checkbox for showing **Reverse entry only**.
- i. Click on **Run** to save the entry and **Close** to stop the entry.

Voucher Wise:

Purchase Book Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/13/2022

01/4/2078

29/3/2079

☐ Include Purchase Return (Debit Note) Transaction Also

Supplier Selection :

Press Enter or Tab for Account List

Report Option :

☒ Voucher Wise

☐ Day Wise

☐ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

☐ Show Reverse Entry Only

RUN

Close

Day Wise:

Purchase Book Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/13/2022

01/4/2078

29/3/2079

☐ Include Purchase Return (Debit Note) Transaction Also

Supplier Selection :

Press Enter or Tab for Account List

Report Option :

☐ Voucher Wise

☒ Day Wise

☐ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

☐ Show Reverse Entry Only

RUN

Close

Month Wise:

Purchase Book Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

☐ Include Purchase Return (Debit Note) Transaction Also

Supplier Selection :

Press Enter or Tab for Account List

Report Option :

☐ Voucher Wise

☐ Day Wise

☒ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

Report Date:

☒ Report In AD

☐ Report In BS

☐ Show Reverse Entry Only

RUN

Close

Debit Note Book Report

A debit note is a document issued by a seller to a buyer to notify them of current debt obligations. Debit note book report provides a detailed view of all the debit notes stored in the system.

The steps to follow:

- Open the Web POS panel.
- Go to **Reports**, inside **Purchase Report** click on **Debit Note Book report**.
- Fill in the **Date Range Selection**.
- Select the desired checkbox for the Debit Note Type Selection:
 - Both
 - Item Base Debit Note
 - A/C Base Debit Note
- Press enter to select a customer in the **Supplier Selection** field.
- There are three **Report Option** to choose from:

- **Voucher Wise**
 - i. Here, there are two **Report type** options to choose from: **Summary Report** and **Detail Report**.
- **Day Wise**
- **Month Wise**
 - ii. The **Report Date** option for this kind of report are: **Report in AD** and **Report in BS**.
- g. Tick the checkbox for **Show Reverse Entry Only**.
- h. Click on **Run** to save the entry and **Close** to stop the entry.

Voucher Wise:

Debit Note Book Report

✕

Date Range Selection :

From:(AD)	To:(AD)
07/16/2021	07/13/2022
01/4/2078	29/3/2079

Debit Note Type Selection:

☒ Both

☐ Item Base Debit Note

☐ A/C Base Debit Note

Supplier Selection :

Press Enter or Tab for Account List

Report Option :

☒ Voucher Wise
☐ Day Wise
☐ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

☐ Show Reverse Entry Only

RUN
Close

Day Wise:

Debit Note Book Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Debit Note Type Selection:

☒ Both

☐ Item Base Debit Note

☐ A/C Base Debit Note

Supplier Selection :

Press Enter or Tab for Account List

Report Option :

☐ Voucher Wise

☒ Day Wise

☐ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

☐ Show Reverse Entry Only

RUN

Close

Month Wise:

Debit Note Book Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Debit Note Type Selection:

☒ Both

☐ Item Base Debit Note

☐ A/C Base Debit Note

Supplier Selection :

Press Enter or Tab for Account List

Report Option :

☐ Voucher Wise

☐ Day Wise

☒ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

Report Date:

☒ Report In AD

☐ Report In BS

☐ Show Reverse Entry Only

RUN

Close

Purchase Report- Item Wise

This report allows the user to see the reports on the basis of the items. The steps to follow:

- a. Open the Web POS panel.
- b. Go to **Reports**, inside **Purchase Report** click **Purchase Report- Item Wise**.
- c. Fill in the **Date Range Selection**.
- d. Select the desired checkbox for the **Report Type Selection**:
 - **Item Wise Report** (shows the report on the basis of items)
 - **Item Group Wise Report** (shows the report on the basis of the groups of the item)
- e. Tick the **Show Item Grouping Hierarchy** button for easy browsing of the item groups.
- f. In the **Report Filter Option** section, choose the following as per required from their corresponding dropdowns:
 - **Item Group**
 - **Item Category**
 - **Item Type**
 - **VAT Mode**
- g. Press enter or tab to select a supplier from the Account List to fill in the **Supplier Name** field .
- h. Press enter or tab to select a supplier from the Item List to fill in the **Item Name** field .
- i. Click on **Run** to save the entry and **Close** to stop the entry.

Purchase Report - Item Wise

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☒ Item Wise Report

☐ Item Group Wise Report

☐ Show Item Grouping Hierarchy

Report Filter Option :

Item Group :

Item Category :

Item Type :

Vat Mode :

Supplier Name :
Press Enter or Tab for Account Li

Report Filter Option :

Item Name :
Press Enter or Tab for Item List

RUN

Close

Purchase Report- Item Wise Detail

This report allows the user to see the reports on the basis of the items. The steps to follow:

- a. Open the Web POS panel.
- b. Go to **Reports**, inside **Purchase Report** click **Purchase Report- Item Wise Detail**.
- c. Fill in the **Date Range Selection**.
- d. In the Item Selection section:
 - Press Enter or Tab to fill in the Item Name from the Item List.
 - Select an Item Group from the dropdown option.
- e. For the Report Option there are two options:
 - Bill Wise Report (creates the report according to the bill generated)
 - Day Wise Report (creates the report on a day basis)
- f. Click on **Run** to save the entry and **Close** to stop the entry.

Purchase Report - Item Wise Detail

Date Range Selection :

From:(AD)

07/16/2021

01/4/2078

To:(AD)

07/13/2022

29/3/2079

Item Selection :

Item Name :

Press Enter or Tab for Item List

Item Group :

Report Option :

☒ Bill Wise Report

☐ Day Wise Report

RUN

Close

30

Sales Report

Sales Book Report

This report is to keep record of only credit sale of goods. The steps to follow:

- a. Open the Web POS panel.
- b. Go to **Reports**, inside **Sales Report** click on **Sales book report**.
- c. Fill in the **Date Range Selection**.
- d. Tick on the **Include Sales Return Transaction Also** to include the credit note transaction in the report.
- e. Press enter to select a customer in the **Customer Selection** field.
 - i. There are three **Report Option** to choose from:
 - **Voucher Wise**
 - i. Here, there are two **Report type** options to choose from: **Summary Report** and **Detail Report**.
 - **Day Wise**
 - **Month Wise**
 - ii. The **Report Date** option for this kind of report are: **Report in AD** and **Report in BS**.
- f. Click on the checkbox for showing **Reverse entry only**.
- g. Click on **Run** to save the entry and **Close** to stop the entry.

Voucher Wise:

Sales Book Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

☐ Include Sales Return (Credit Note) Transaction Also

Customer Selection :

Press Enter or Tab for Account List

Report Option :

☒ Voucher Wise

☐ Day Wise

☐ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

☐ Show Reverse Entry Only

RUN

Close

Day Wise:

Sales Book Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

☐ Include Sales Return (Credit Note) Transaction Also

Customer Selection :

Press Enter or Tab for Account List

Report Option :

☐ Voucher Wise

☒ Day Wise

☐ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

☐ Show Reverse Entry Only

RUN

Close

Month Wise:

Sales Book Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

☐

Include Sales Return (Credit Note) Transaction Also

Customer Selection :

Press Enter or Tab for Account List

Report Option :

☐ Voucher Wise

☐ Day Wise

☒ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

Report Date:

☒ Report In AD

☐ Report In BS

☐ Show Reverse Entry Only

RUN

Close

Credit Note Book Report

This report provides a detailed view of all the credit notes stored in the system. The steps to generate a credit note book report are:

- a. Open the Web POS panel.
- b. Go to **Reports**, inside **Sales Report** click on **Credit note book report**.
- c. Fill in the **Date Range Selection**.
- d. Select the desired checkbox for the Credit Note Type Selection:
 - i. Both
 - ii. Item Base Credit Note
 - iii. A/C Base Credit Note
- e. Press enter to select a customer in the **Supplier Selection** field.
- f. There are three **Report Option** to choose from:

- **Voucher Wise**
 - i. Here, there are two **Report type** options to choose from: **Summary Report** and **Detail Report**.
- **Day Wise**
- **Month Wise**
 - ii. The **Report Date** option for this kind of report are: **Report in AD** and **Report in BS**.
- g. Tick the checkbox for **Show Reverse Entry Only**.
- h. Click on **Run** to save the entry and **Close** to stop the entry.

Voucher Wise:

Credit Note Book Report
✕

Date Range Selection :

From:(AD)	To:(AD)
07/16/2021	07/13/2022
01/4/2078	29/3/2079

Credit Note Type Selection:

☒ Both

☐ Item Base Credit Note

☐ A/C Base Credit Note

Customer Selection :

Press Enter or Tab for Account List

Report Option :

☒ Voucher Wise ☐ Day Wise ☐ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

☐ Show Reverse Entry Only

RUN
Close

Day Wise:

Credit Note Book Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/13/2022

01/4/2078

29/3/2079

Credit Note Type Selection:

☒ Both

☐ Item Base Credit Note

☐ A/C Base Credit Note

Customer Selection :

Press Enter or Tab for Account List

Report Option :

☐ Voucher Wise

☒ Day Wise

☐ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

☐ Show Reverse Entry Only

RUN

Close

Month Wise:

Credit Note Book Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/13/2022

01/4/2078

29/3/2079

Credit Note Type Selection:

☒ Both

☐ Item Base Credit Note

☐ A/C Base Credit Note

Customer Selection :

Press Enter or Tab for Account List

Report Option :

☐ Voucher Wise

☐ Day Wise

☒ Month Wise

Report Type :

☒ Summary Report

☐ Detail Report

Report Date:

☒ Report In AD

☐ Report In BS

☐ Show Reverse Entry Only

RUN

Close

Sales Report- Item Wise

This report will provide the daily insight of cash received and how much profit is generated by each item.

- a. Open the Web POS panel.
- b. Go to **Reports**, inside **Sales Report** select **Sales Report-Item Wise**.
- c. Fill in the **Date Range Selection**.
- d. For the **Report Type Selection**, the options are:

- **Item Wise Report**
- **Day Wise Report**
- **Cost Center Wise Report**
- **Item Group Wise Report**

Choosing this checkbox, leads to the following options:

- **Show Item Group Only**
- **Show Item Within Groups**
- **Show All Item Group Hierarchy**

- e. Tick the checkbox for the **Show Item Grouping Hierarchy**.

- a. In the **Report Filter** Option:

- Choose the **Item Group**.
- Choose the **Item Category**.
- Choose the **Item Type**.
- Choose the **VAT Mode**.
- Choose the **Sales Type**.
- Press Enter or Tab to select a name from the account List to fill in the **Customer Name** field.

- b. For **Item Selection** enter the **Item Name** by pressing Enter or Tab from item list.
- c. Click on **Run** to save the entry and **Close** to stop the entry.

Item Wise Report:

Sales Report - Item Wise

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☒ Item Wise Report

☐ Item Group Wise Report

☐ Day Wise Report

☐ Show Item Grouping Hierarchy

Report Filter Option :

Item Group :

Item Category :

Item Type :

Vat Mode :

Customer Name :
Press Enter or Tab for Account Li:

Item Selection :

Item Name :

Press Enter or Tab for Item List

RUN

Close

Item Group Wise Report:

Sales Report - Item Wise

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☐ Item Wise Report

☒ Item Group Wise Report

☐ Day Wise Report

☒ Show Item Group Only

☐ Show Item Within Groups

☐ Show All Item Group Hierarchy

☐ Show Item Grouping Hierarchy

Report Filter Option :

Item Group :

Item Category :

Item Type :

Vat Mode :

Customer Name :
Press Enter or Tab for Account List

Item Selection :

Item Name :

Press Enter or Tab for Item List

RUN

Close

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Day Wise Report:

Sales Report - Item Wise

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☐ Item Wise Report

☐ Item Group Wise Report

☒ Day Wise Report

☐ Show Item Grouping Hierarchy

Report Filter Option :

Item Group :

Item Category :

Item Type :

Vat Mode :

Customer Name :

Item Selection :

Item Name :

RUN

Close

Sales Report- Item Wise Detail

This report will provide the daily understanding of cash received and how much profit is generated by each item in detail.

- Open the Web POS panel.
- Go to **Reports**, inside **Sales Report** select **Sales Report-Item Wise Detail**.
- Fill in the **Date Range Selection**.
- In the **Report Filter** Option:
 - Press Enter or Tab to select an **item name** from the item list.
 - Select an **item group** from the dropdown option.
- There are two options for the **Report Option** Section:
 - Bill Wise Report**
 - Day Wise Report**
- Tick the checkbox for **Show Report Without Item Wise Segregation** to view the report without the item wise separation.
- Click on **Run** to save the entry and **Close** to stop the entry.

Sales Report - Item Wise Detail

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Report Filter Option :

Item Name :

Press Enter or Tab for Item List

Item Group :

Report Option :

☒ Bill Wise Report

☐ Day Wise Report

☐ Show Report Without Item Wise Segregation

RUN

Close

Sales Profitability Analysis Report

This profitability report shows the timely profitability in percentage with amount and return rate.

- Open the Web POS panel.
- Go to **Reports**, inside **Sales Report** select **Sales Profitability Analysis Report**.
- Fill in the **Date Range Selection**.
- For the **Report Type Selection** there are 5 options.
 - Item Wise Report**
 - Item Group Wise Report**

Choosing this checkbox, leads to other options of checkboxes:

- **Show Summary Only**
- **Show Item Detail Also**
- **Show Item with Group Hierarchy**
- **Item Category Wise Report**
- **Supplier Wise Report**
- **Day Wise Report**

The above three reports give the user the following checkboxes to choose from:

- **Show Summary Only**
- **Show Item Detail Also**

e. In the **Report Filter** Option:

- Choose the **Item Group**.
- Choose the **Item Category**.
- Choose the **Item Type**.
- Press Enter or Tab to select a name from the account List to fill in the **Supplier Name** field.

f. Click on **Run** to save the entry and **Close** to stop the entry.

Sales Profitability Analysis Report

×

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☒ Item Wise Report
 ☐ Item Group Wise Report
 ☐ Item Category Wise
 ☐ Supplier Wise Report
 ☐ Day Wise Report

Report Filter Option :

Item Group :

Item Category :

Item Type :

Supplier Name :

Press Enter or Tab for Account I

RUN

Close

Item Group Wise Report:

Sales Profitability Analysis Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☐ Item Wise Report

☒ Item Group Wise Report

☐ Item Category Wise

☐ Supplier Wise Report

☐ Day Wise Report

☐ Show Summary Only

☒ Show Item Detail Also

☐ Show Item With Group Hierarchy

Report Filter Option :

Item Group :

Item Category :

Item Type :

Supplier Name :

Press Enter or Tab for Account List

RUN

Close

Item Category Wise Report

Sales Profitability Analysis Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☐ Item Wise Report

☐ Item Group Wise Report

☒ Item Category Wise

☐ Supplier Wise Report

☐ Day Wise Report

☐ Show Summary Only

☒ Show Item Detail Also

Report Filter Option :

Item Group :

Item Category :

Item Type :

Supplier Name :

Press Enter or Tab for Account List

RUN

Close

Day Wise Report:

Sales Profitability Analysis Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☐ Item Wise Report

☐ Item Group Wise Report

☐ Item Category Wise

☐ Supplier Wise Report

☒ Day Wise Report

☐ Show Summary Only

☒ Show Item Detail Also

Report Filter Option :

Item Group :

Item Category :

Item Type :

Supplier Name :
Press Enter or Tab for Account List

RUN

Close

Supplier Wise Report:

Sales Profitability Analysis Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/13/2022

01/4/2078

29/3/2079

Report Type Selection :

☐ Item Wise Report

☐ Item Group Wise Report

☐ Item Category Wise

☒ Supplier Wise Report

☐ Day Wise Report

☐ Show Summary Only

☒ Show Item Detail Also

Report Filter Option :

Item Group :

Item Category :

Item Type :

Supplier Name :
Press Enter or Tab for Account List

RUN

Close

This report provides the detailed data of all collected transactions received within a specific date range.

- As for the filter option, the fields to complete appears according to the chosen report option.

Sales Collection Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/14/2022

01/4/2078

30/3/2079

Report Type :

☒ Summary Report

☐ Detail Report

Report Option :

☒ User Wise

☐ Counter Wise

☐ Day Wise

Filter Option :

User Name :

Press Enter for User List

☐ All User

Counter Name :

Press Enter for Counter List

☐ All Counter

RUN

Close

Summary Report for Counter Wise:

Sales Collection Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/14/2022

01/4/2078

30/3/2079

Report Type :

☒ Summary Report☐ Detail Report

Report Option :

☐ User Wise☒ Counter Wise☐ Day Wise

Filter Option :

User Name :

Press Enter for User List☐ All User

Counter Name :

Press Enter for Counter List☐ All Counter

RUN

Close

Summary Report for Day Wise:

Sales Collection Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/14/2022

01/4/2078

30/3/2079

Report Type :

☒ Summary Report☐ Detail Report

Report Option :

☐ User Wise☐ Counter Wise☒ Day Wise

Filter Option :

User Name :

Press Enter for User List☐ All User

Counter Name :

Press Enter for Counter List☐ All Counter

RUN

Close

Detail Report for User Wise:

Sales Collection Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/14/2022

01/4/2078

30/3/2079

Report Type :

☐ Summary Report☒ Detail Report

Report Option :

☒ User Wise☐ Counter Wise☐ Day Wise

Filter Option :

User Name :

Press Enter for User List☐ All User

Counter Name :

Press Enter for Counter List☐ All Counter

RUN

Close

Detail Report for Counter Wise:

Sales Collection Report

Date Range Selection :

From:(AD)

07/16/2021

To:(AD)

07/14/2022

01/4/2078

30/3/2079

Report Type :

☐ Summary Report☒ Detail Report

Report Option :

☐ User Wise☒ Counter Wise☐ Day Wise

Filter Option :

User Name :

Press Enter for User List☐ All User

Counter Name :

Press Enter for Counter List☐ All Counter

RUN

Close

Inventory Report

Stock Summary Report

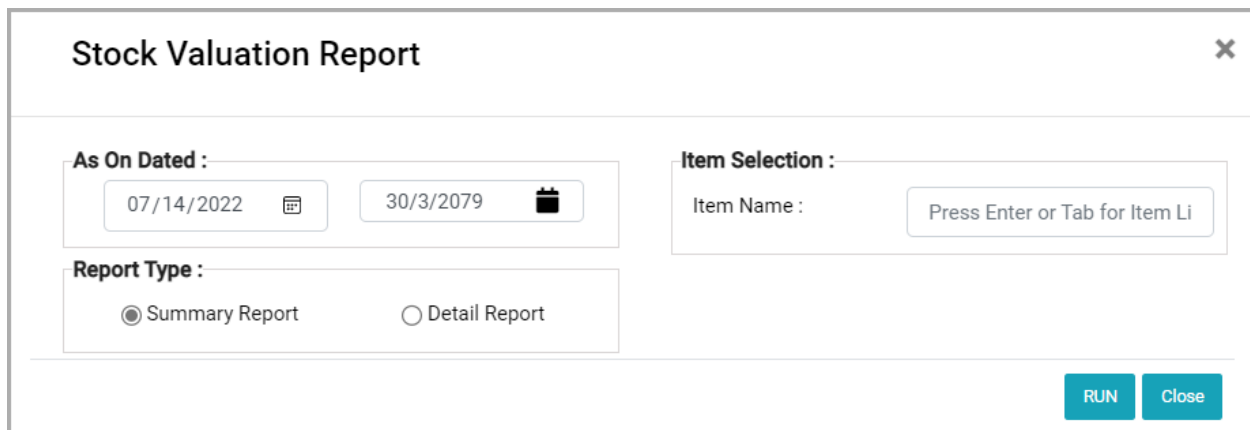
Stock Summary report displays the stock details of each item which includes opening stock, receipt quantity, issued quantity, balance quantity, brand etc. of a particular item. The steps to go by:

- a. Open the Web POS panel.
- b. Go to **Reports**, inside the **Inventory Report**, select **Stock Summary Report**.
- c. Fill in the **Date Range Selection**.
- d. For the **Report Type Selection**, tick the checkbox for any one of the below, as per requirement:
 - **Item Wise Stock Report** (to see stock individually for the items)
 - **Item Group Wise Stock Report** (to see stock according to the group of the item)
 - **Item Category Wise Stock Report** (to see stock according to the category of the item)
- e. For the **Report Option**, the checkbox options are:
 - **Show All Item Stock Report**
 - **Show Stock Report Excluding Zero B/L**
 - **Show Negative Stock B/L Item Only**
 - **Show Zero Stock B/L Item Only**
- f. In the **Report Filter Option** section, select the following from the dropdown choice:
 - **Item Group**
 - **Item Category**
 - **Item Type**
 - Press Enter or Tab to select a **supplier name** from the **Account List**.
- g. Press Enter or Tab to select an item name from the **Item List** to fill in the **Item Selection**.
- h. Click on the '**Show Item Grouping Hierarchy**' checkbox if required.
- i. Click on **Run** to save the entry and **Close** to stop the entry.

Stock Valuation Report

This section is the report to note down the current worth of a stock at a given time period. The steps to do so:

- a. Open the Web POS panel.
- b. Go to **Reports**, inside the **Inventory Report**, select **Stock Valuation Report**.
- c. Fill in the **As On Dated** accordingly.
- d. Choose the **Report Type** (**Summary Report** or **Detail Report**).
- e. Press enter or tab to select an item from the item list to fill in the **Item Selection** field.
- f. Click on **Run** to save the entry and **Close** to stop the entry.



The screenshot shows a web application window titled "Stock Valuation Report" with a close button (X) in the top right corner. The form contains the following fields and controls:

- As On Dated :** Two date input fields. The first field contains "07/14/2022" and has a calendar icon. The second field contains "30/3/2079" and has a calendar icon.
- Item Selection :** A text input field labeled "Item Name :" with a placeholder text "Press Enter or Tab for Item Li".
- Report Type :** Two radio button options: "Summary Report" (which is selected) and "Detail Report".
- At the bottom right, there are two buttons: "RUN" and "Close".

Stock Movement Analysis Report

This report gives an insight into the flow characteristics of the stock. It also helps in finding out the slow-moving items which cause blockages in the flow of the working of the organization. The steps:

- a. Open the Web POS panel.
- b. Go to Reports, inside the Inventory Report, select Stock Movement Analysis Report.
- c. Fill in the Date Range Selection.
- d. For the **Report Type Selection**, tick the checkbox for any one of the below, as per requirement:

- **Item Wise Stock Report** (to see stock individually for the items)
 - **Item Group Wise Stock Report** (to see stock according to the group of the item)
 - **Item Category Wise Stock Report** (to see stock according to the category of the item)
- e. In the **Report Filter Option** section, select the following from the dropdown choice:
- **Item Group**
 - **Item Category**
 - **Item Type**
 - Press Enter or Tab to select a **supplier name** from the **Account List**.
- f. Press Enter or Tab to select an item name from the **Item List** to fill in the **Item Selection**.
- g. Click on **Run** to save the entry and **Close** to stop the entry.

Stock Movement Analysis Report

×

Date Range Selection :

From:(AD)	To:(AD)
07/16/2021	07/14/2022
01/4/2078	30/3/2079

Report Type Selection :

☒ Item Wise Stock Report

☐ Item Group Wise Stock Report

☐ Item Category Wise Stock Report

Report Filter Option :

Item Group : ▼

Item Category : ▼

Item Type : ▼

Supplier Name : Press Enter or Tab for Account Li

Item Selection :

Item Name : Press Enter or Tab for Item List

RUN
Close

Opening Stock Report

This report takes care of the amount and value of products or materials that a company has available for sale/use at the beginning of an accounting period. The steps to generate the report:

- a. Open the Web POS panel.
- b. Go to Reports, inside VAT Report, click on Opening Stock Report.
- c. For the **Report Type Selection**, tick the checkbox for any one of the below, as per requirement:
 - **Item Wise Stock Report** (to see stock individually for the items)
 - **Item Group Wise Stock Report** (to see stock according to the group of the item)
 - **Item Category Wise Stock Report** (to see stock according to the category of the item)
- d. For the **Report Option**, the checkbox options are:
 - **Show All Item Stock Report**
 - **Show Negative Stock B/L Item Only**
- e. In the **Report Filter Option** section, select the following from the dropdown choice:
 - **Item Group**
 - **Item Category**
 - **Item Type**
 - Press Enter or Tab to select a **supplier name** from the **Account List**.
- f. Press Enter or Tab to select an item name from the **Item List** to fill in the **Item Selection**.
- g. Click on the '**Show Item Grouping Hierarchy**' checkbox if required.
- h. Click on **Run** to save the entry and **Close** to stop the entry.

Opening Stock Report

×

Report Type Selection :

☒ Item Wise Stock Report
 ☐ Item Group Wise Stock Report
 ☐ Item Category Wise Stock Report

Report Option :

☒ Show All Item Stock Report
 ☐ Show Negative Stock B/L Item Only

Report Filter Option :

Item Group :

▼

Item Category :

▼

Item Type :

▼

Supplier Name :

Press Enter or Tab for /

Item Selection :

Item Name :

Press Enter or Tab for I

☐ Show Item Grouping Hierarchy

RUN

Close

VAT Report

VAT Sales Register Report

This is the report section for VAT sales register. This report is used for vat filing purposes. It shows taxable, nontaxable and vat amount that must be submitted in ird. Steps to create VAT Sales register report are as follows:

- f. Open the Web POS panel.
- g. Go to **Reports** and inside VAT Report, click on **VAT Sales register** report.
- h. Fill in the **date range** and press enter to fill in the **customer selection** field.
- i. Click the checkbox for the necessary features.
- j. Choose the **Abbreviated Sales Invoice Report Mode** as per needed, the options are:
 - **Summary Report**

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- **Detail Report**

- k. Click the checkbox for '**Show Sub Total In Report**' and '**Show Bill Wise Summary Report**', as per required.
- l. Click on **Run** to add the entry, **Close** to stop the process.

The screenshot shows a web form titled "VAT Sales Register Report" with a close button (X) in the top right corner. The form is divided into several sections:

- Date Range Selection :** This section contains two columns of date pickers. The first column is labeled "From:(AD)" and has two input fields: "06/14/2022" and "31/2/2079". The second column is labeled "To:(AD)" and has two input fields: "07/14/2022" and "30/3/2079". Each input field has a calendar icon to its right.
- Customer Selection :** This section contains a single text input field with the placeholder text "Press Enter or Tab for Customer List".
- Report Options:** This section contains three checked checkboxes on the left: "Show Tax Sales Invoice", "Show Abbreviated Sales Invoice", and "Show Sales Return (Credit Note)". To the right of these is a section titled "Abbreviated Sales Invoice Report Mode" with two radio buttons: "Summary Report" (unselected) and "Detail Report" (selected).
- Summary Options:** This section contains two unchecked checkboxes: "Show Sub Total In Report" and "Show Bill Wise Summary Report".
- Buttons:** At the bottom right of the form are two buttons: "RUN" and "Close".

VAT Purchase Register Report

This is for the VAT Purchase register report.

- a. Open the Web POS panel.
- b. Go to **Reports** and inside VAT Report, click on **VAT Sales register** report.
- c. Fill in the date range and press enter to fill in the supplier selection field.
- d. Click the checkbox for the necessary features.
- e. Click the checkbox for '**Show Sub Total In Report**' and '**Show Bill Wise Summary Report**', as per required.
- f. Click on **Run** to add the entry, **Close** to stop the process

VAT Purchase Register Report

×

Date Range Selection :

From:(AD)

To:(AD)

06/14/2022

07/14/2022

31/2/2079

30/3/2079

Supplier Selection :

Press Enter or Tab for Supplier List

☒ Trading Purchase Transaction

☒ Capital Purchase Transaction

☒ Purchase Return (Debit Note) Transaction

☐ Show Sub Total In Report

☐ Show Bill Wise Summary Report

RUN

Close

Annex 13 Report

It is a balance sheet for above 1 lakh. The steps to follow:

- Open the Web POS panel.
- Go to **Reports** and inside VAT Report, click on **Annex 13** report.
- Fill in the **Date Range Selection**.
- Tick the necessary checkboxes in the **Report Option** section.
- Click on **Run** to add the entry, **Close** to stop the process.

Annexure 13 Report

Date Range Selection :

From:(AD)

To:(AD)

07/16/2021

07/14/2022

01/4/2078

30/3/2079

Report Option :

☐ Show All

☐ Show Sales Transaction Only

☐ Show Purchase Transaction - Others Only

☒ Show Purchase Transaction - Capital Ony

RUN

Close

VAT Other Adjustment Report

- Open the Web POS panel.
- Go to **Reports** and inside VAT Report, click on **Transaction Activity Log** report.
- Fill in the **Date Range Selection** (both AD and BS).
- Press enter or tab to fill in both the **Customer** and **Supplier** field from the Customer and Supplier List.
- Tick the checkbox for '**Show Bill Wise Summary Report**' if needed.
- Click on **Run** to save the entry and **Close** to stop the entry.

VAT Other Adjustment Report

Date Range Selection :

From:(AD)

To:(AD)

06/14/2022

07/14/2022

31/2/2079

30/3/2079

Party Selection:

Customer:

Press Enter or Tab for Customer List

Supplier:

Press Enter or Tab for Supplier List

☐ Show Bill Wise Summary Report

RUN

Close

Annex 5 Report

This report is to show the income and expense. Steps:

- Open the Web POS panel.
- Go to **Reports** and inside **VAT Report**, click on **Annex 5** report.
- Fill in the **Date Range Selection** (both AD and BS).
- Click on **Run** to save the entry and **Close** to stop the entry.

Annex 5 Report

Date Range Selection :

From:(AD)

To:(AD)

07/14/2022

07/14/2022

30/3/2079

30/3/2079

RUN

Close

Transaction activity log

This report shows us all the activity that is done in software.

- Open the Web POS panel.
- Go to **Reports** and inside VAT Report, click on **Transaction Activity Log** report.
- Fill in the **Date Range Selection** (both AD and BS).
- Tick the required checkboxes in the **Report Mode** option.
- Select the proper **User**, **Entry Form**, **Computer Name** and **Action** from the dropdown menu.
- Click on **Run** to save the entry and **Close** to stop the entry.

Transaction Activity Log Report

Date Range Selection :

From:(AD)

To:(AD)

07/14/2022

07/14/2022

30/3/2079

30/3/2079

Report Mode:

☐ Summary
(User Wise)

☐ Summary

☐ Detail

User

Entry Form

Computer Name

Action

RUN

Close

Configuration

User Manager

In this section, details of the user is set. Steps to view and add a user are as follows:

- a. Open the Web POS panel.
- b. Go to **Configuration** and inside there, click on **User Manager**.
- c. Choose **User list**.
- d. Click on add user.
- e. Enter username, password, and email.
- f. Select role and status.
- g. Click on **Save**.
- h. Click the **Undo** button to cancel the current operation.

The screenshot shows the 'ADD USER' form in the 'User Manager' section of the 'Configuration' menu. The 'User Rights' tab is selected. The form contains the following fields:

User Name:	<input type="text"/>
Password:	<input type="password"/>
Email:	<input type="text"/>
Role:	<input type="text"/>
Status:	<input type="text" value="Active"/>

- Click on **User Rights** and tick the necessary checkbox to provide the user rights.

The screenshot shows the 'ADD USER' form in the 'User Manager' section of the 'Configuration' menu. The 'User Rights' tab is selected. The form contains the following checkboxes:

Allow Zero Rate in PI	<input type="checkbox"/>
Allow Sales below Purchase Rate	<input type="checkbox"/>
Allow Reverse Entry	<input type="checkbox"/>
Allow Quantity Approval	<input type="checkbox"/>
Allow Rate Change in Barcode Printing	<input type="checkbox"/>

- i. Click on **Role List** to view the roles and edit per the admins choice.

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User Manager

ROLE MASTER

User List Add Role

Role Lists Search...

S.N	Role Name	Role	Action
1	a	A	Edit
2	assa	A	Edit
3	AS	A	Edit
4	A2Z	A	Edit
5	SORole	A	Edit
6	Customer Approval Role	A	Edit
7	SOAdmin	A	Edit
8	CompanyLoginRole	A	Edit
9	Admin Role	A	Edit
10	Katti role	A	Edit
11	New test role	A	Edit
12	LatePost Role	1	Edit
13	trrole	1	Edit
14	ABH ROLE	A	Edit
15	bhatbhateniTest	3	Edit
16	JAN 27 TEST ROLE	A	Edit
17	rtt	2	Edit
18	JAN 28 DIVE	A	Edit

« Previous 1 2 Next »

- j. Click on **Add Role**, where you enter the Role name and tick the checkbox to provide rights to the new user or even to an existing one.

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User Manager

ADD ROLE Save Cancel

Role Name

Menu Rights Role Rights Account Menu Rights

Menu Rights

Select All ☐ View ☐ Add ☐ Edit ☐ Delete ☐ Print

IMSPoS	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Dashboard	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Terminal Setup	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Backup & Restore	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Masters	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Masters	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Product Master	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Party Master	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Category Master	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Customer Profile Master	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Others	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print

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Masters
Transaction
Report
Accounting
Configuration

Search Here...

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User Manager

ADD ROLE

Save

Cancel

Role Name

Menu Rights

Role Rights

Account Menu Rights

DIS	DISCOUNT RIGHTS	<input type="checkbox"/>
DISLIMIT	DISCOUNT LIMIT	<input type="text" value="0"/>
REVERSEENTRY	REVERSEENTRY	<input type="checkbox"/>
Dis	DISCOUNT RIGHTS	<input type="checkbox"/>
DISLIMIT	DISCOUNT LIMIT	<input type="text" value="0"/>
REVERSEENTRY	REVERSEENTRY	<input type="checkbox"/>

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Masters
Transaction
Report
Accounting
Configuration

Search Here...

F/Y : 2078/79

User Manager

ADD ROLE

Save

Cancel

Role Name

Menu Rights

Role Rights

Account Menu Rights

Account Menu Rights

Select All	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
IMS-ERP	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Dashboard	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Accounting Entries	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Accounting Vouchers	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Journal Voucher	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Expense Voucher	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Income Voucher	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Debit Note - AC Base	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Credit Note - AC Base	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Capitalize Purchase Voucher	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print
Opening Entry	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print

The main user list page looks like the one shown below:

ims

Masters
Transaction
Report
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Configuration

Search Here...

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User Manager

USER PROFILE MASTER

Role List

Add User

User Profile Lists

Search...

S.N	User Name	Role	Role Type	Action
1	Admin	A	Admin Role	<div>EditDelete</div>
2	anubhav	A	Admin Role	<div>EditDelete</div>
3	anish	A	Admin Role	<div>EditDelete</div>
4	yudip	A	Admin Role	<div>EditDelete</div>