User Manual for IMS Web POS

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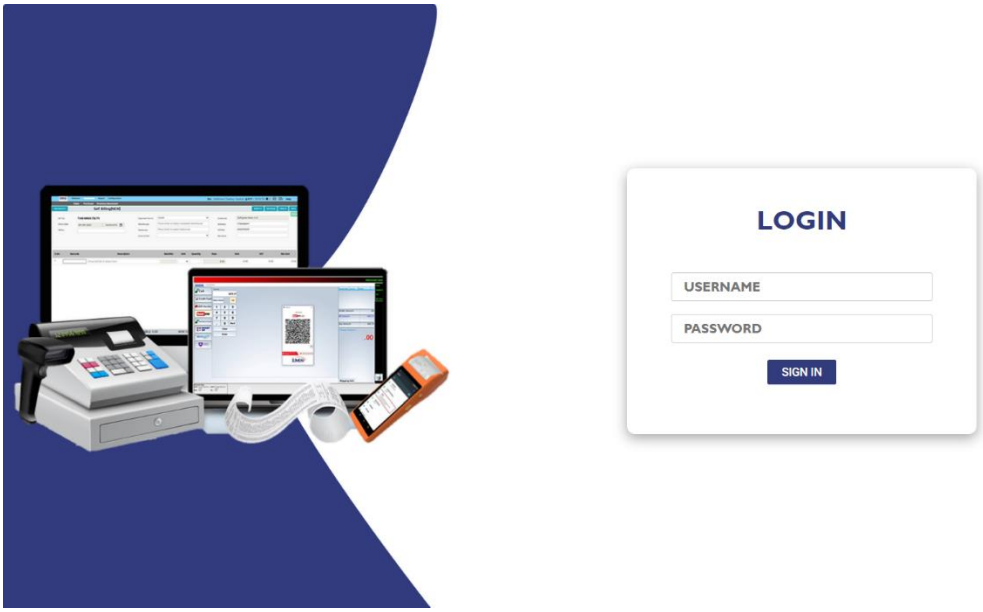
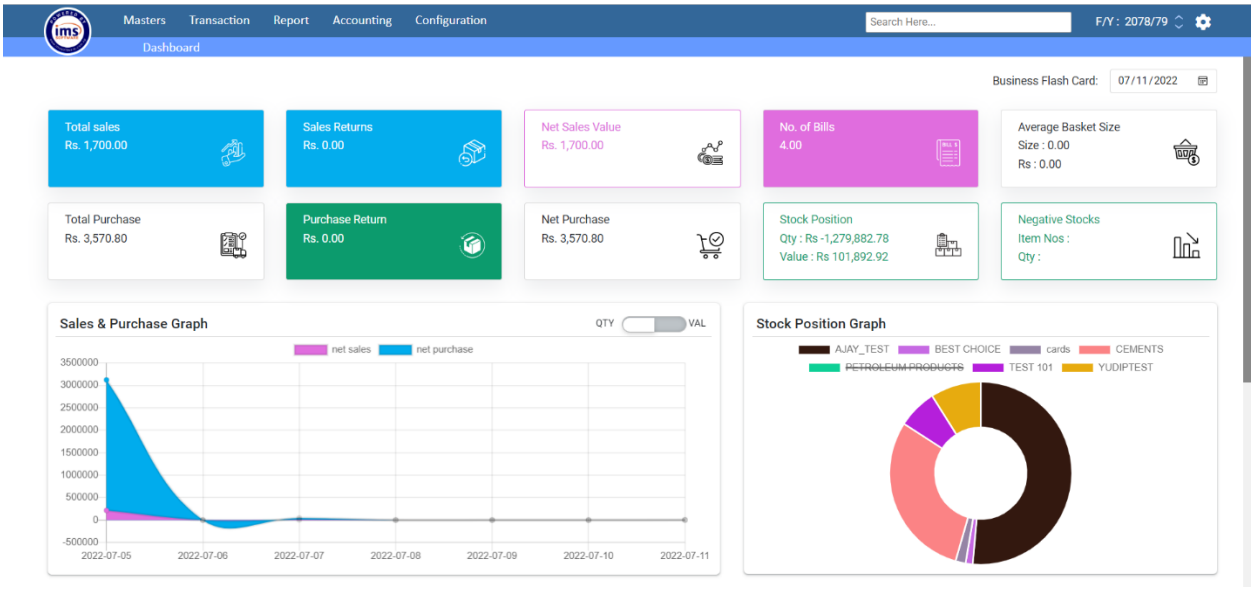
User Manual

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:

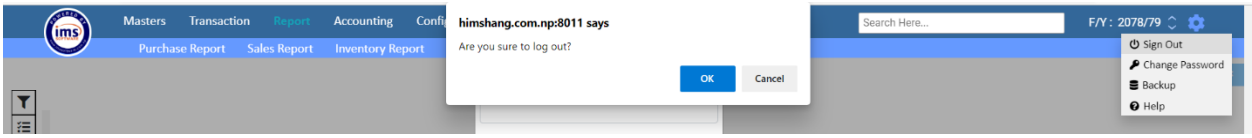


Once logged in using the right credentials, it directs the user to the dashboard.

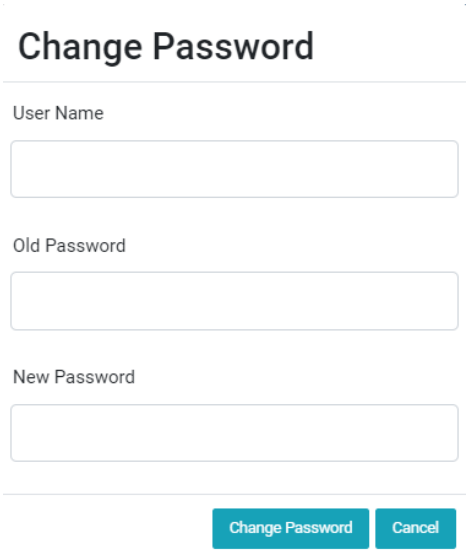


In the above right corner of the application there are options to Sign Out, Change Password, Backup and Help.

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.

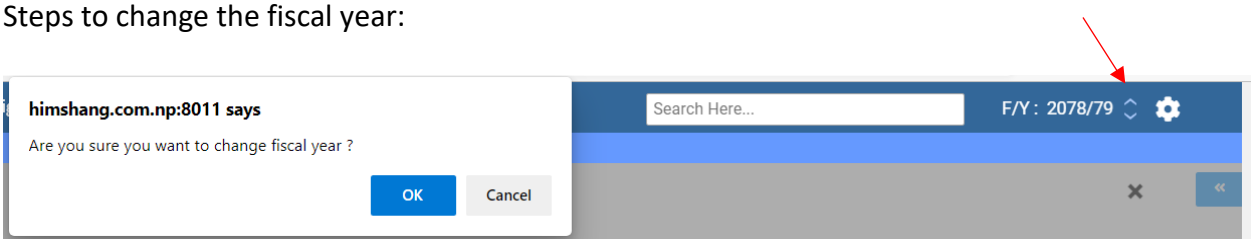


To change the password, click on the **Change Password** option. It gives you fields to fill in order to change the password. Type in your username, old password and new password, then click 'Change Password' button to complete the action.

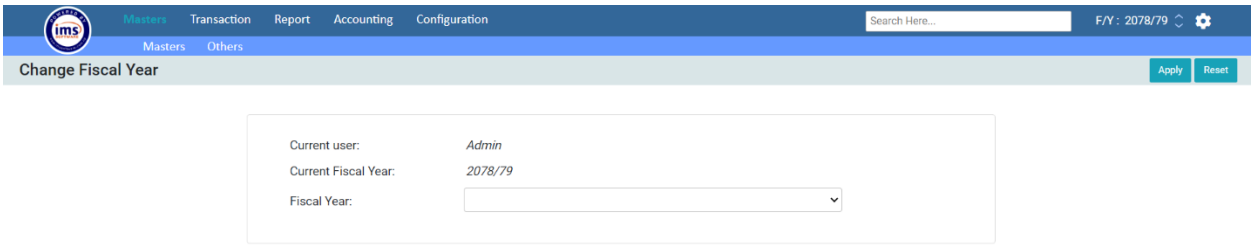


Help button leads to the user manual of the web pos application.

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.

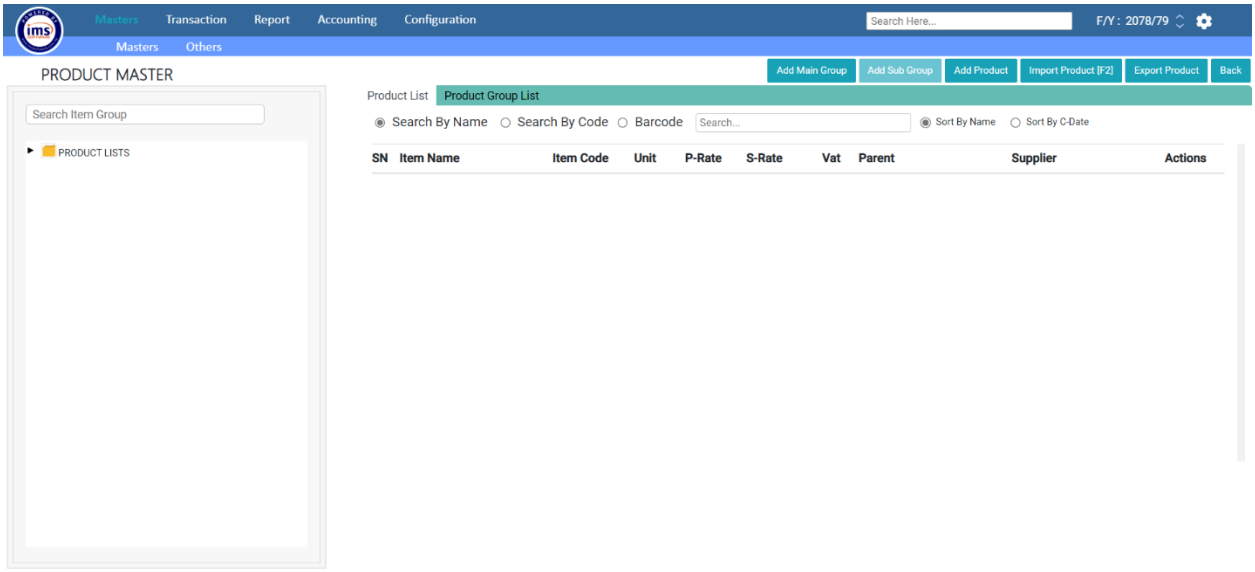
Masters

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.

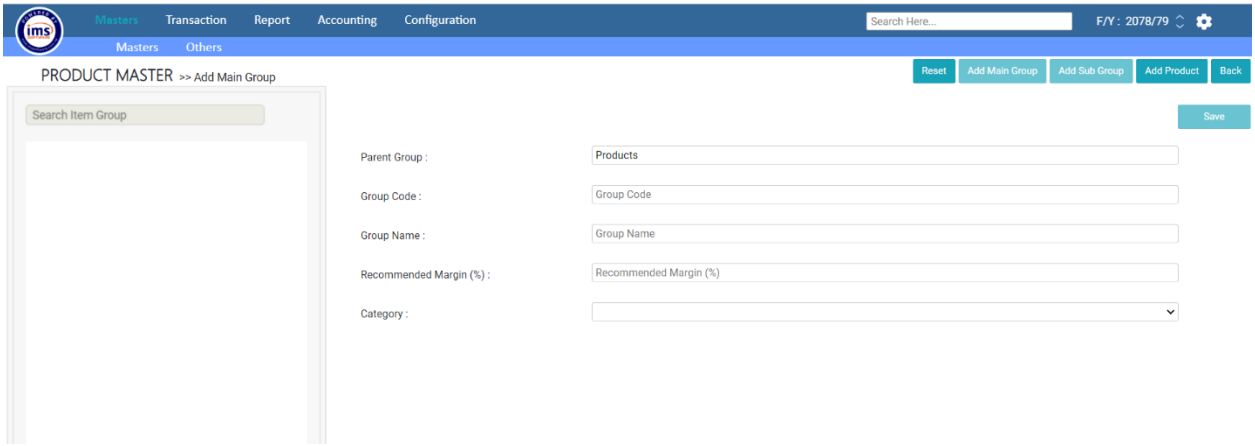


There are two options to view the info generated. They are: **Product List** and **Product Group List**. Here the user can view the data based on the product group or the product itself.

Steps to add Main Group:

a. Open the Web POS panel.
b. Go to **Masters** and then click on **Product Master**.
c. Choose to add main group.
d. Enter parent group, group code, group name, recommended margin, and choose the category from the dropdown option.
e. Click on **Save**.
f. 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)



Steps to add Product:

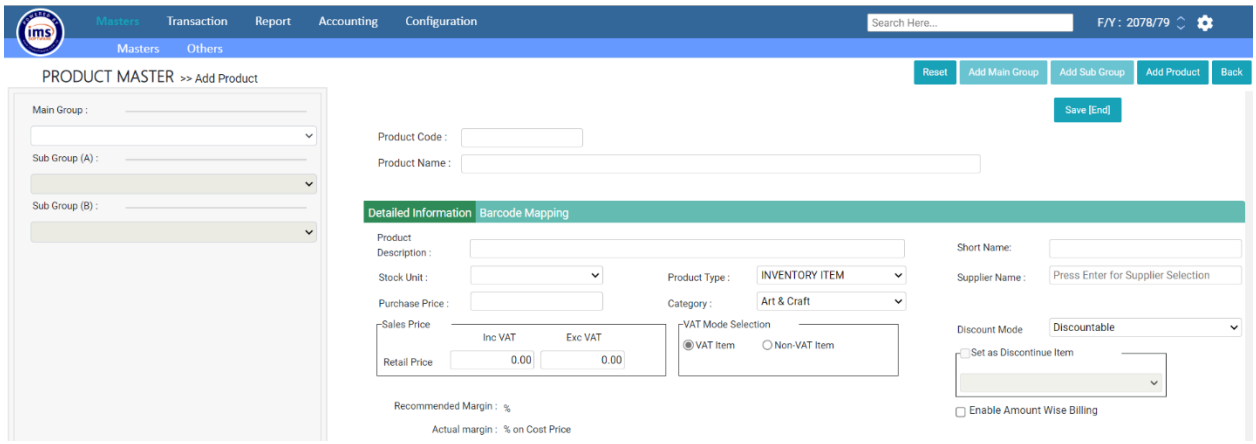
a. Open the Web POS panel.
b. Go to **Masters** and then click on **Product Master**.
c. Choose to add product.
d. Enter main group, product code, product name, product description, and purchase price.
e. Select the proper stock unit from the dropdown option.
f. Specify the sales price(retail price),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

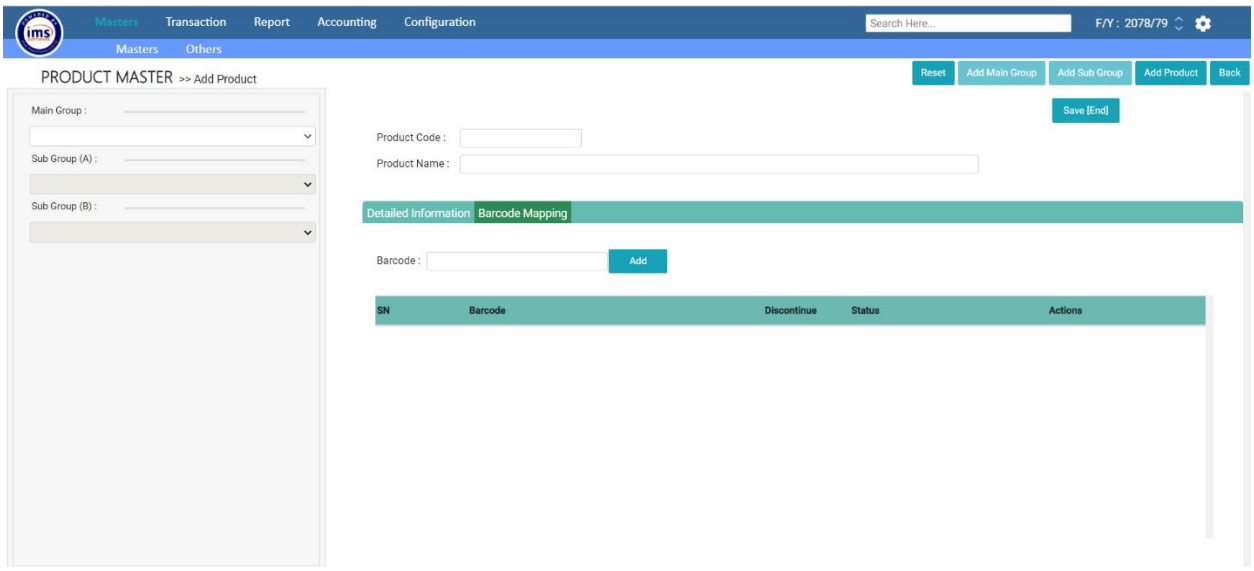
j. Tick the checkbox to enable **Amount Wise Billing**.

k. Click on **Save**.



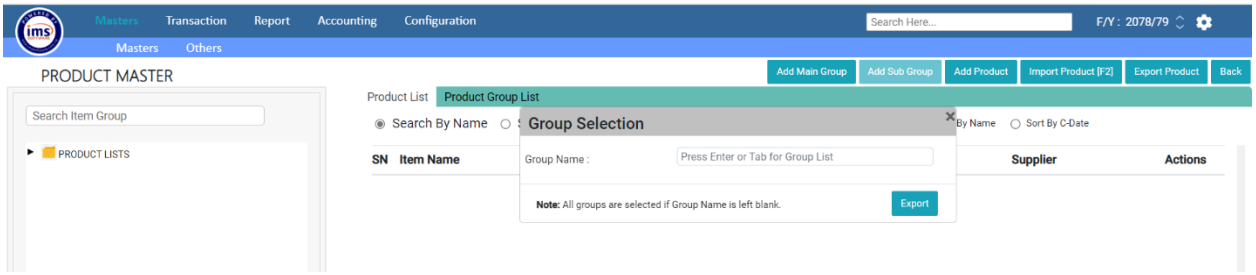
Barcode mapping:

- 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.



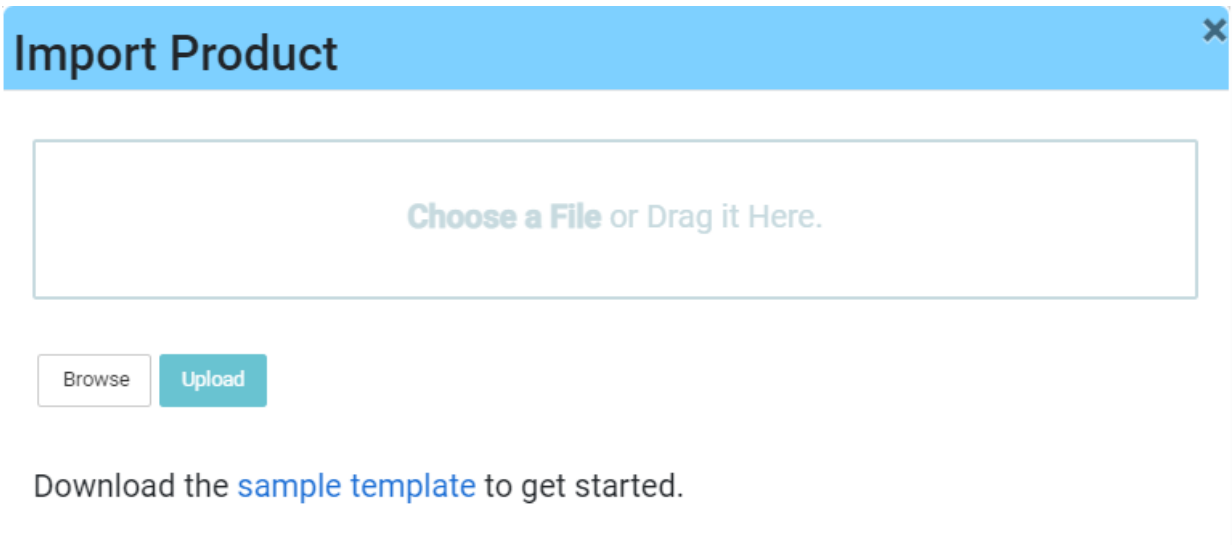
Steps to export product:

a. Open the Web POS panel.
b. Go to **Masters** and then click on **Product Master**.
c. Choose to **Export** product.
d. Enter group name.
e. Click on Export.



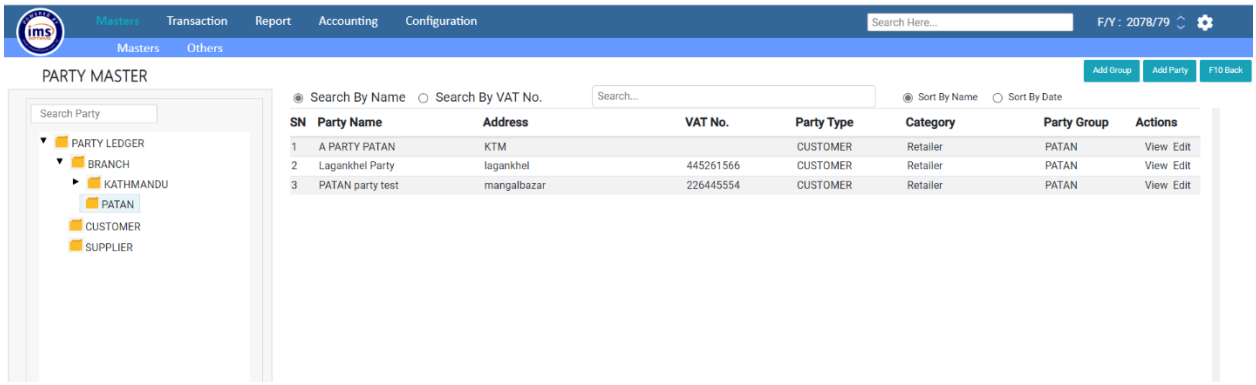
Steps to import product:

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



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.



Steps to add Group:

a. Open the Web POS panel.

b. Go to **Masters** and then click on **Party Master**.

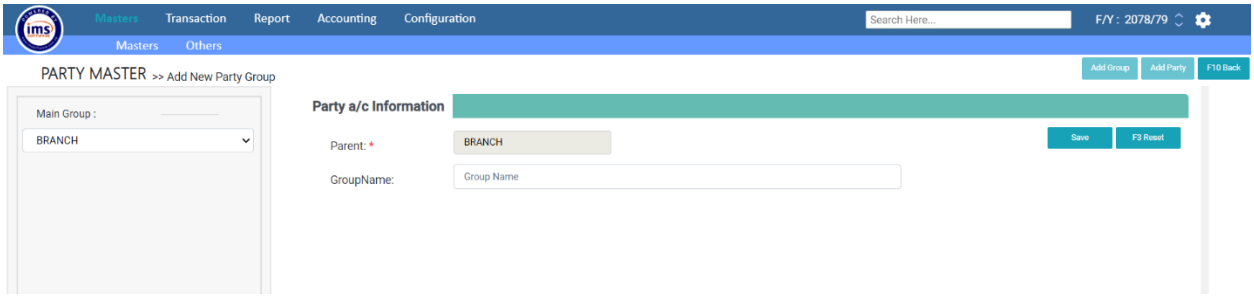
c. Click the **Add Group** button in the top right side.

d. On the left side, select the **Main Group**(branch, customer, supplier).

e. The **Parent** field is fixed on the basis of the main group.

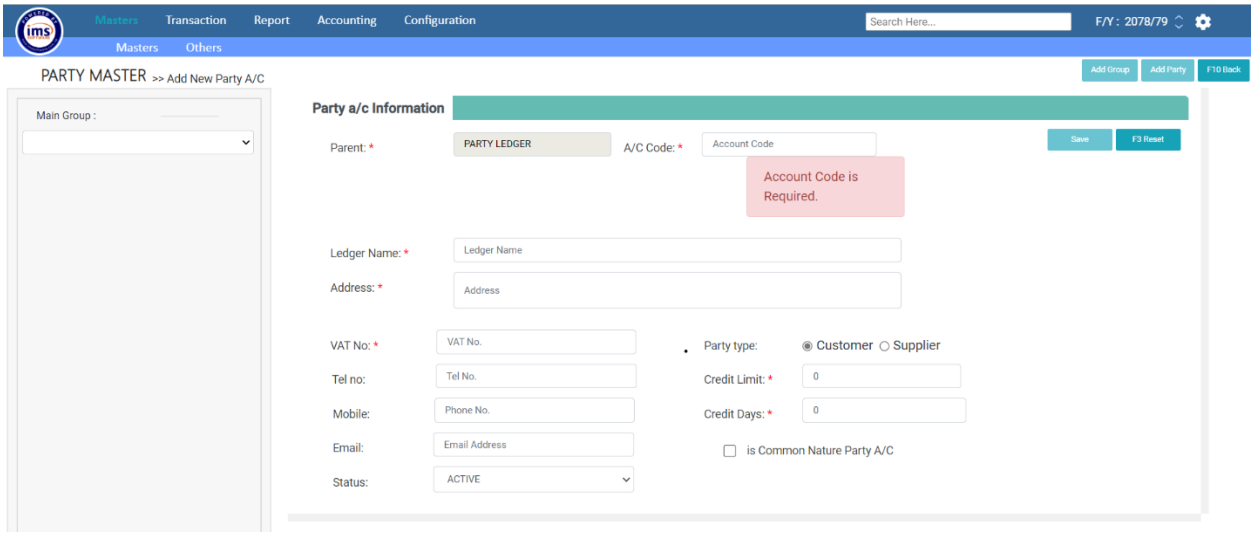
f. Enter the **Group name**.

g. Click on **Save** or **Reset** as per required.

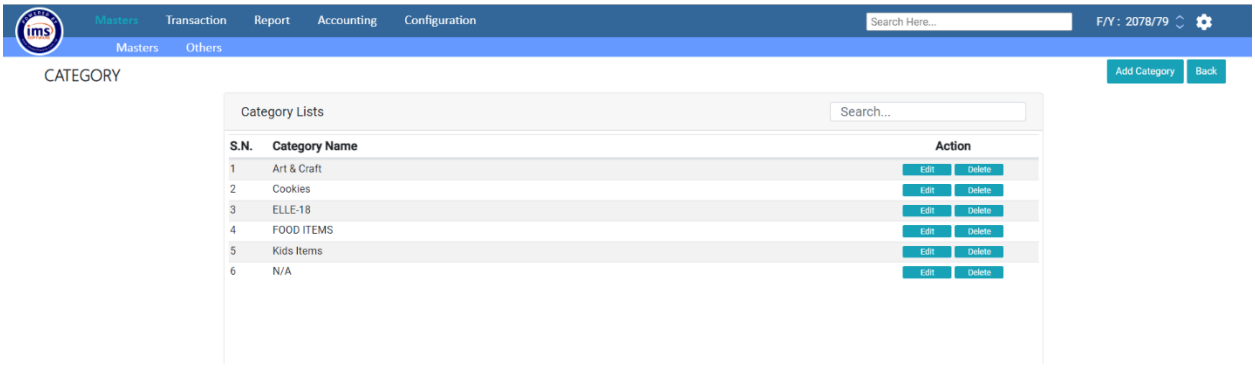


Steps to add new Party Group:

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



Category Master



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

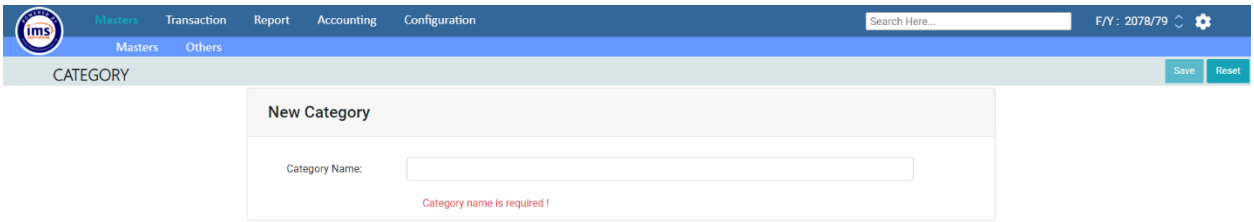
a. Open the Web POS panel.

b. Go to **Masters** and then click on **Category Master**.

c. Click the **Add Category** button in the top right side.

d. Enter the Category name.

e. Click on **Save** or **Reset** as per required.



Customer Profile

This is the customer profile section.

a. Open the Web POS panel.

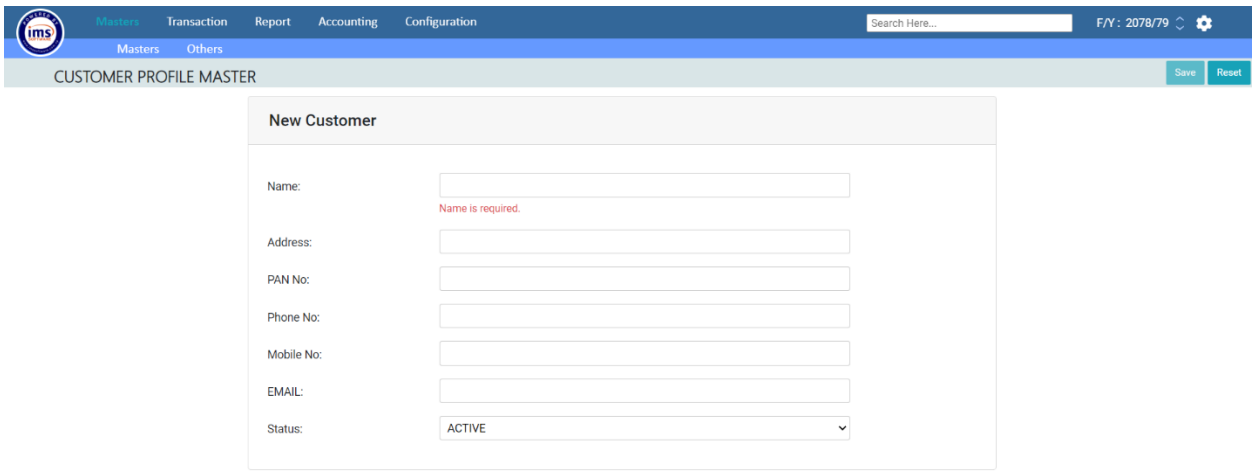
b. Go to **Masters** and then click on **Customer Profile**.

c. Choose to add customer.

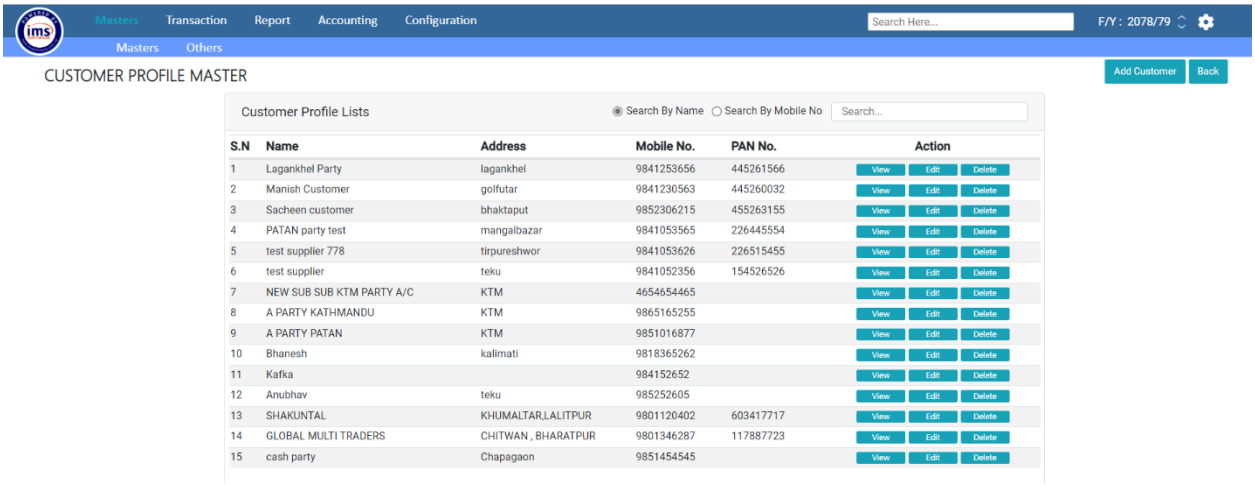
d. Enter name, address, PAN number, phone number, mobile number, and email.

e. Choose the status from the dropdown option.

f. Click on **Save** or **Reset** as per required.



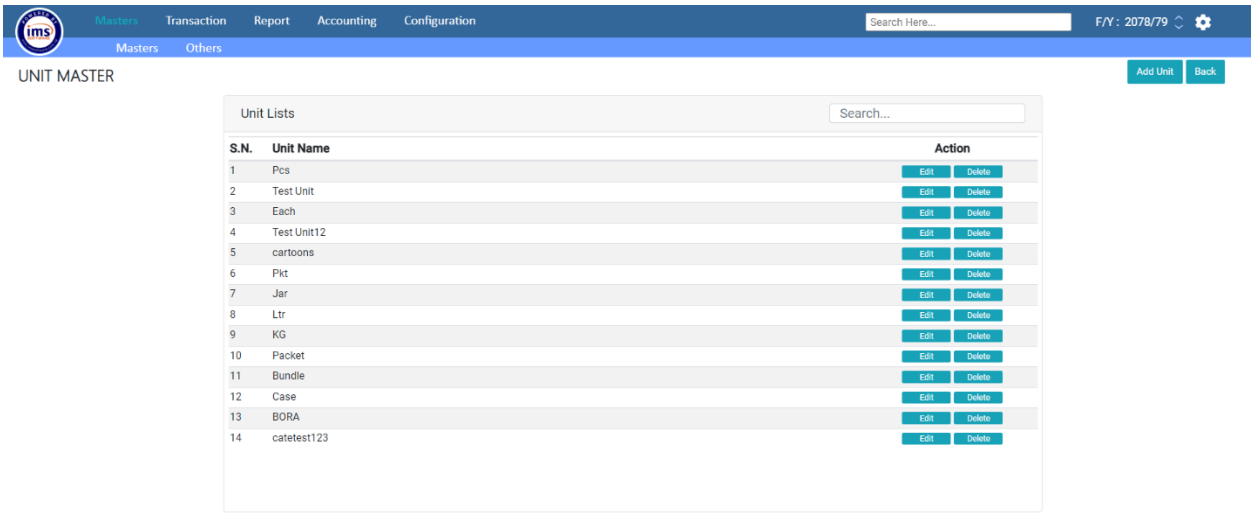
(The details can be seen in the customer profile master section. Admin can search by name and mobile number. The admin can also view, edit, and delete the customer details.)



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:



Steps to create and add a new Unit:

a. Enter the **Unit Name**.

b. Click the checkbox for Not Decimal as per requirement.

c. Enter **Save** or **Reset**.

Norms Setting

Barcode Mapping

Steps to create a new barcode mapping:

a. Enter the barcode in the **Barcode** field.

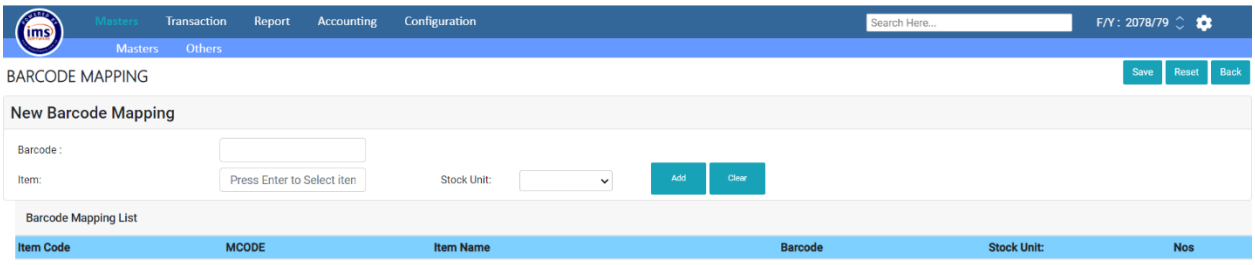
b. Press enter to select the item in the **Item** field.

c. Select a **Stock Unit** as per required from the dropdown option .

d. Click **Add** to save the entry or Clear to empty the fields.

e. The above steps shows all the necessary information in the **Barcode Mapping List**.

f. The other options include **Reset**, **Save** and **Back**.



Transaction

Sales

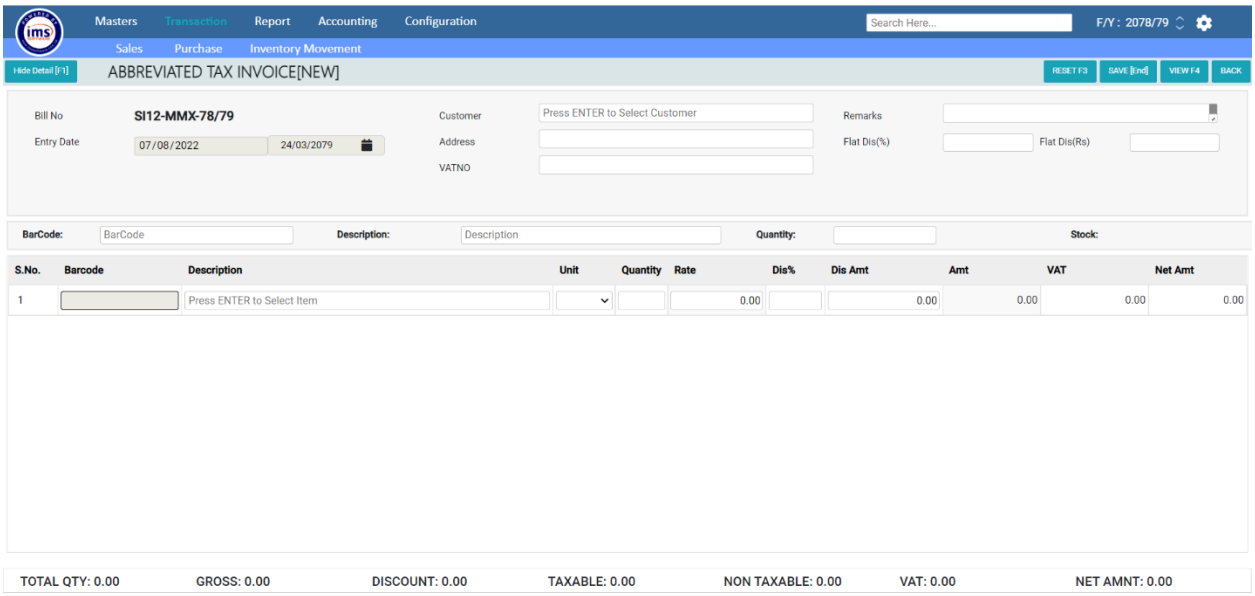
Abbreviated Tax Invoice

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**.



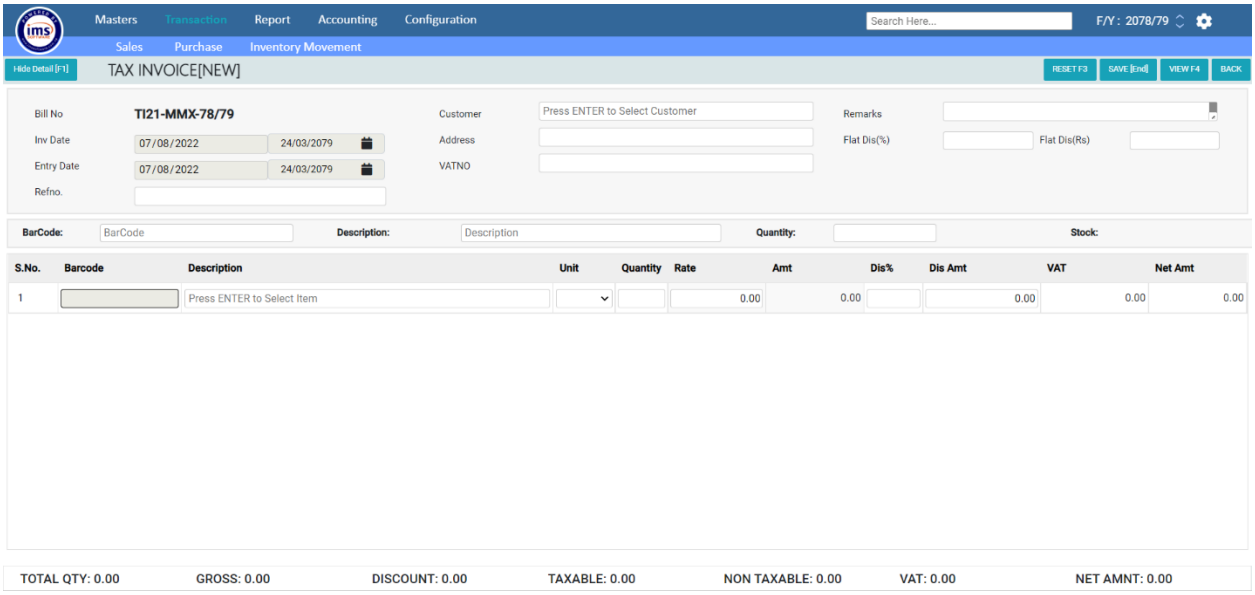
Tax Invoice

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**.

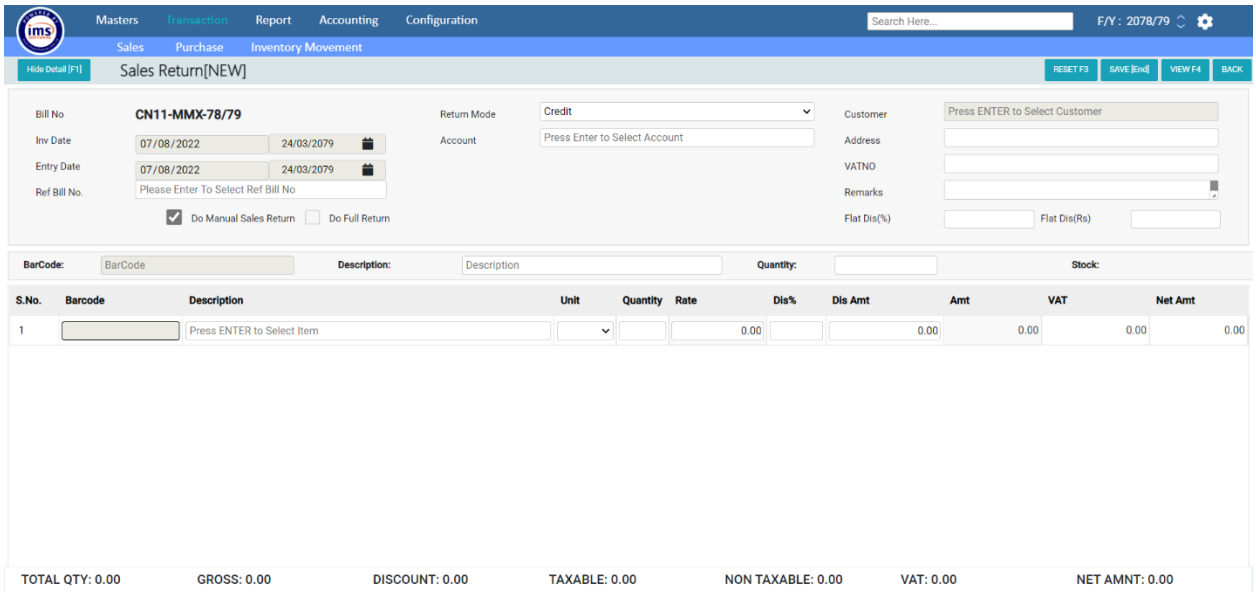


Credit Note

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.

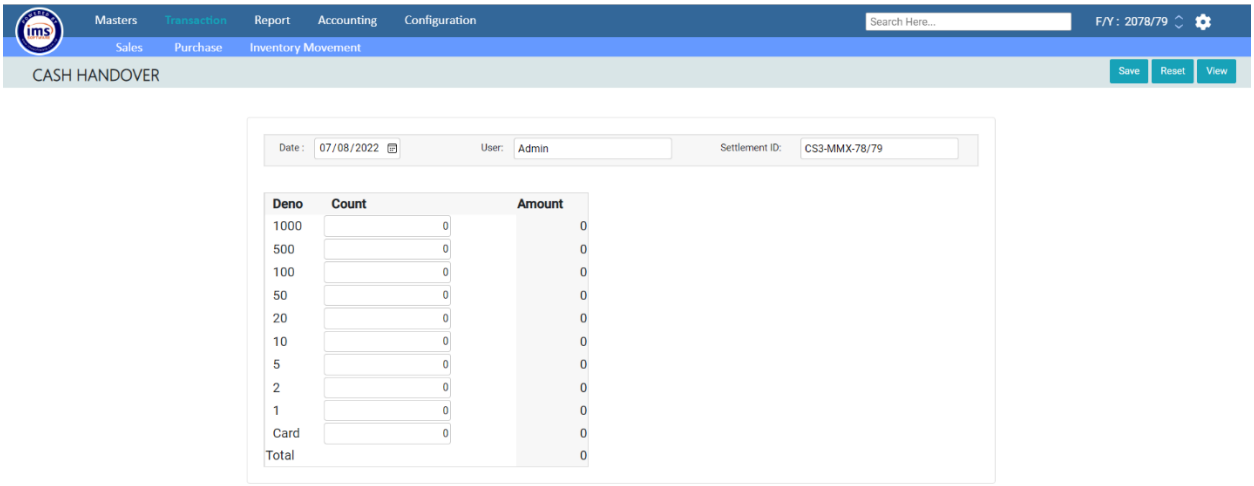


Cash Handover

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.**



Purchase

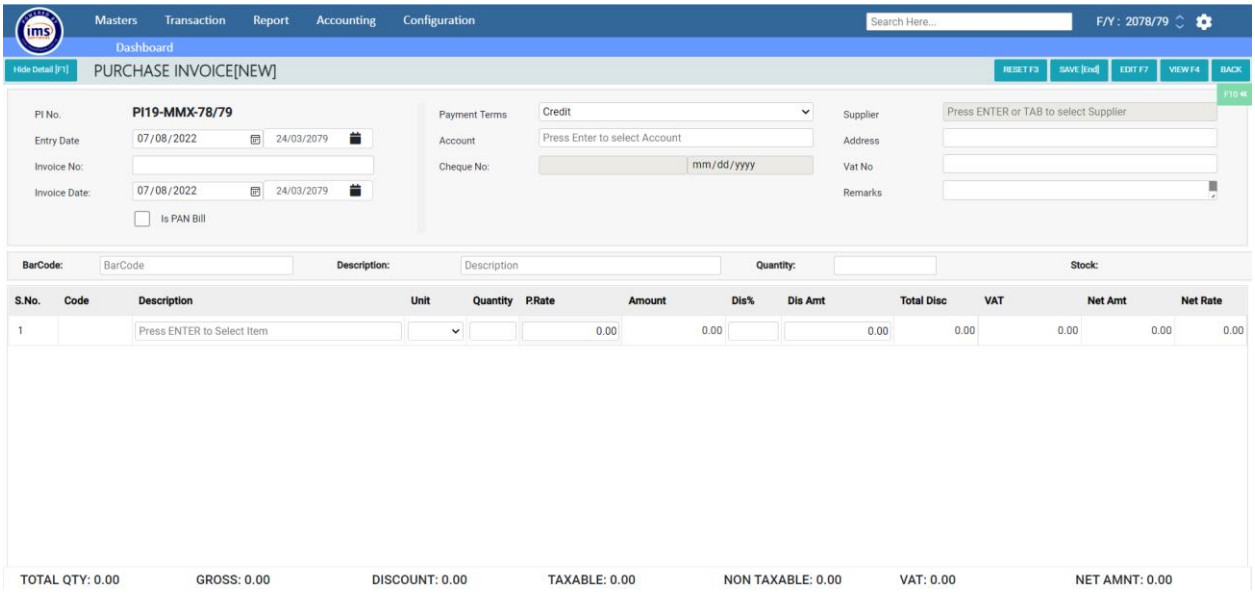
Purchase Invoice

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**.



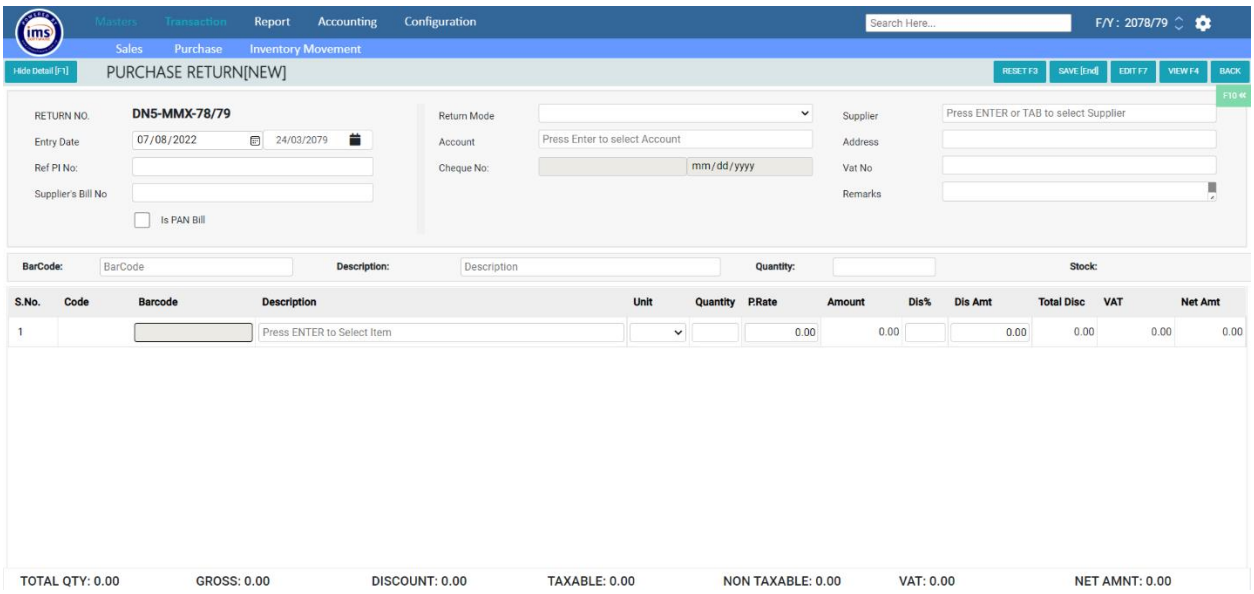
Purchase Return

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**.



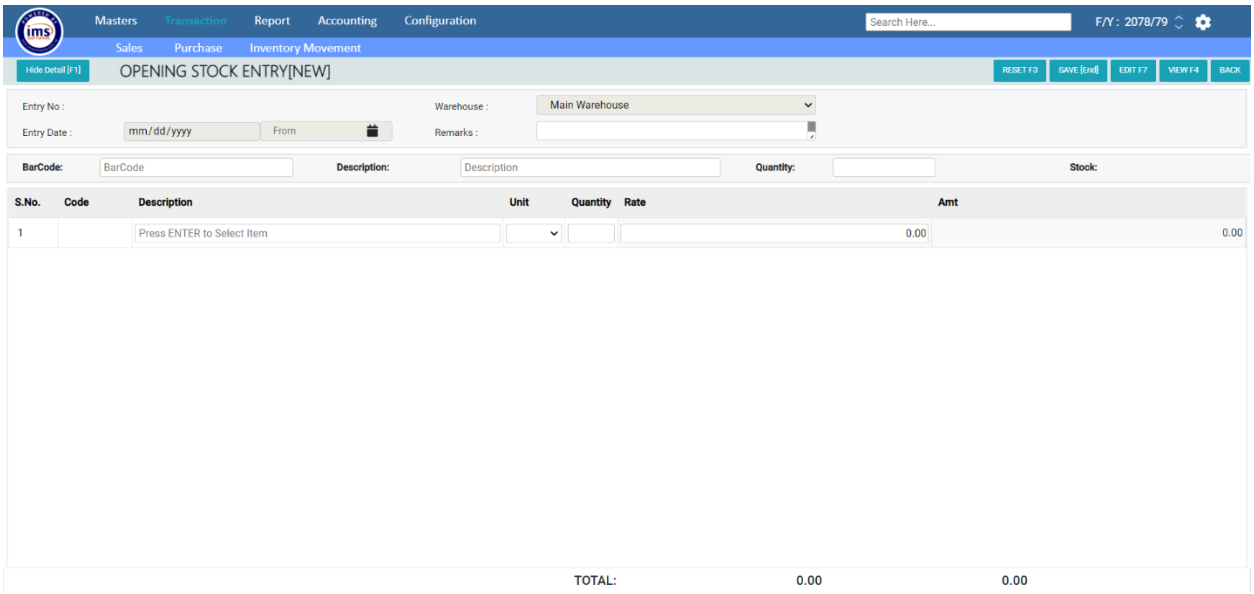
Inventory Movement

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.

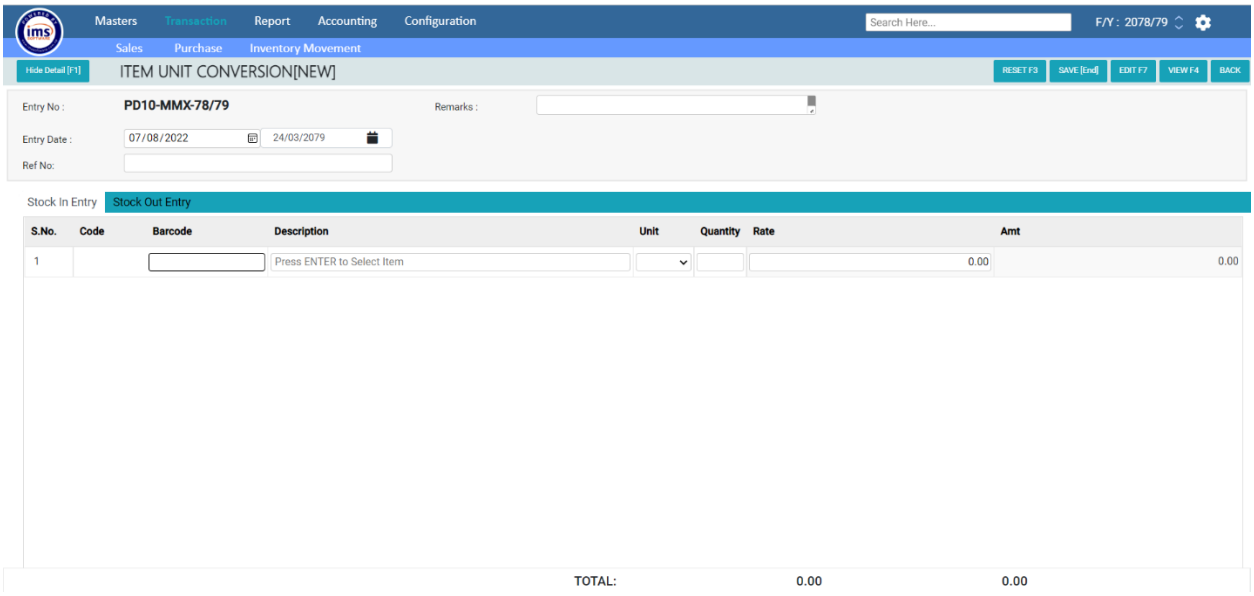
There are other options such as **Reset, View, Hide Detail** and **Back.**



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



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

Report

Purchase Report

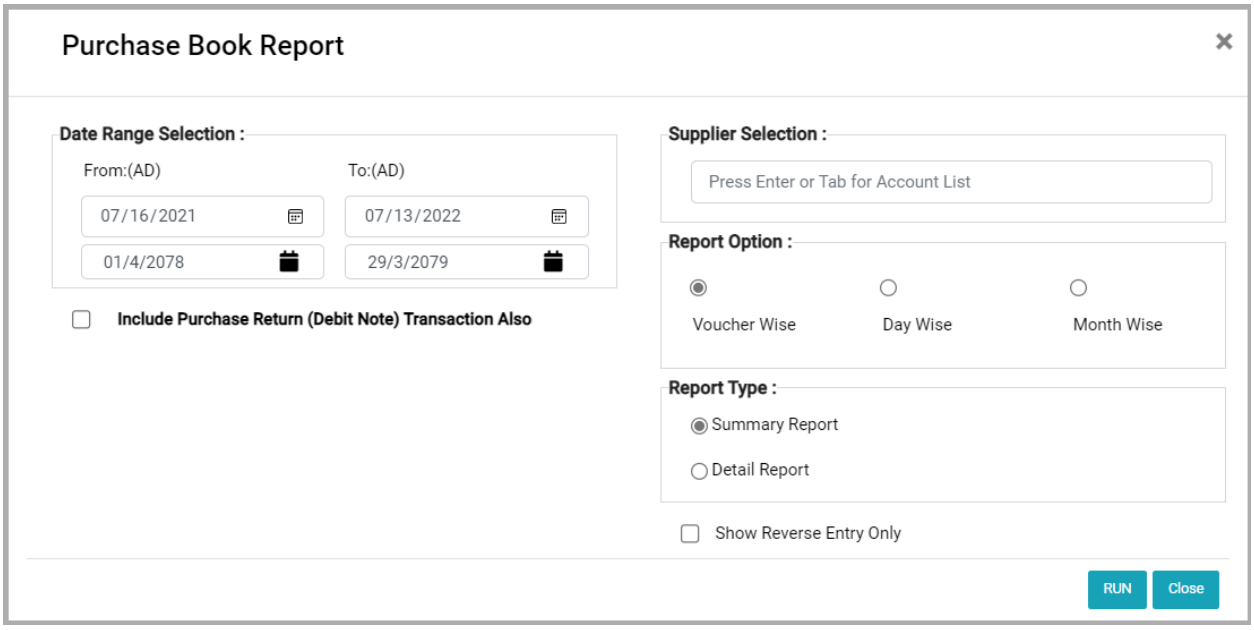
A purchase report provides an insight into the purchase made for various items in the inventory focusing mainly on quantity and total cost gained to buy that quantity for a preferred date range.

Purchase Book Report

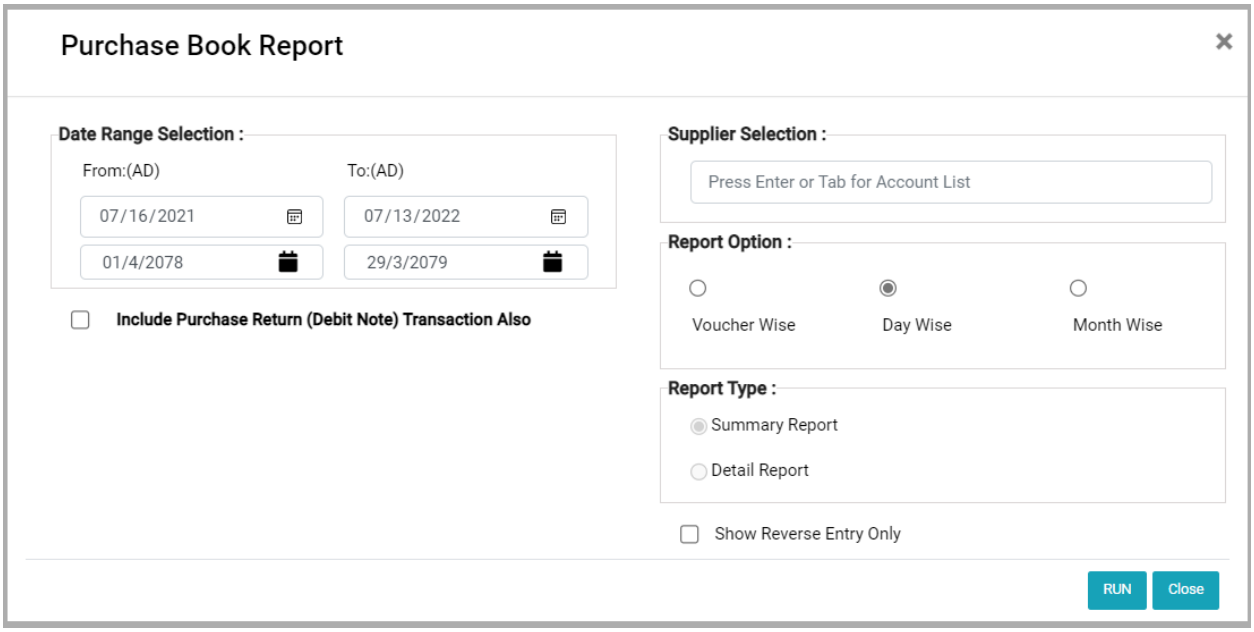
This report is to keep record of only debit sale of goods. The steps to follow:

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.

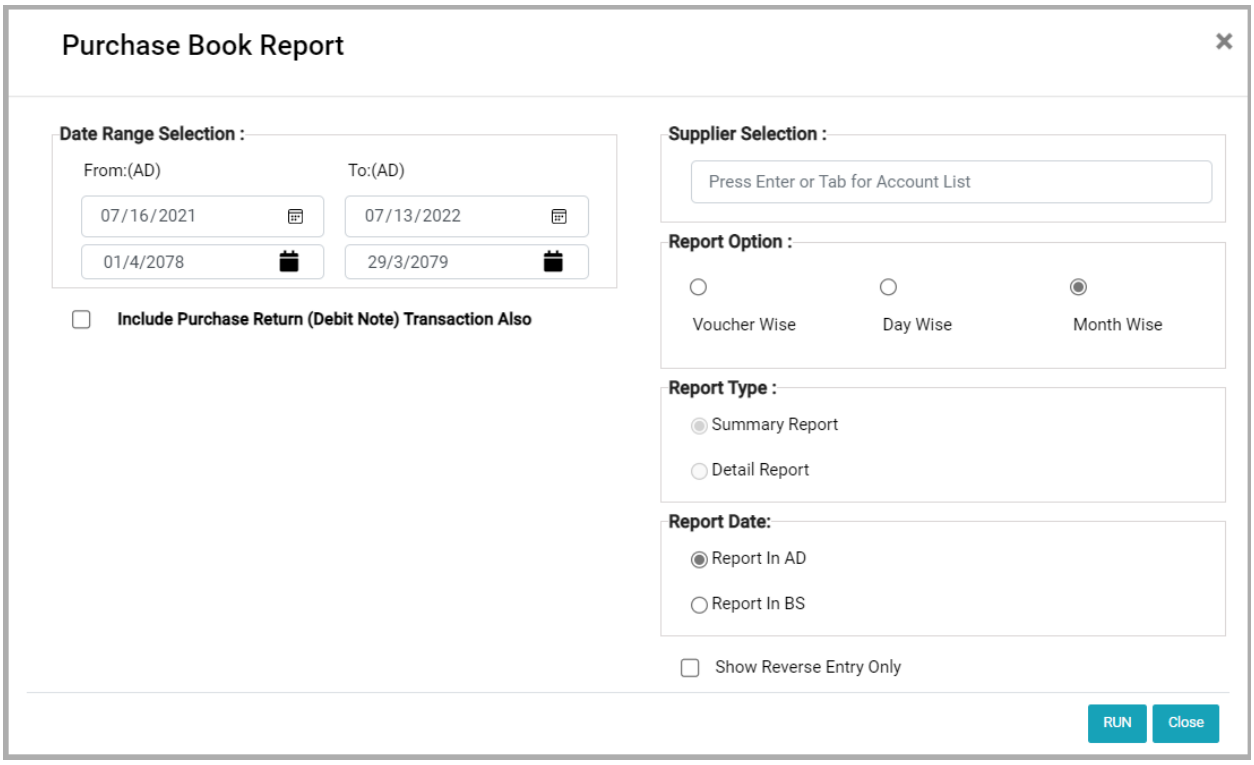
Voucher Wise:



Day Wise:



Month Wise:



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:

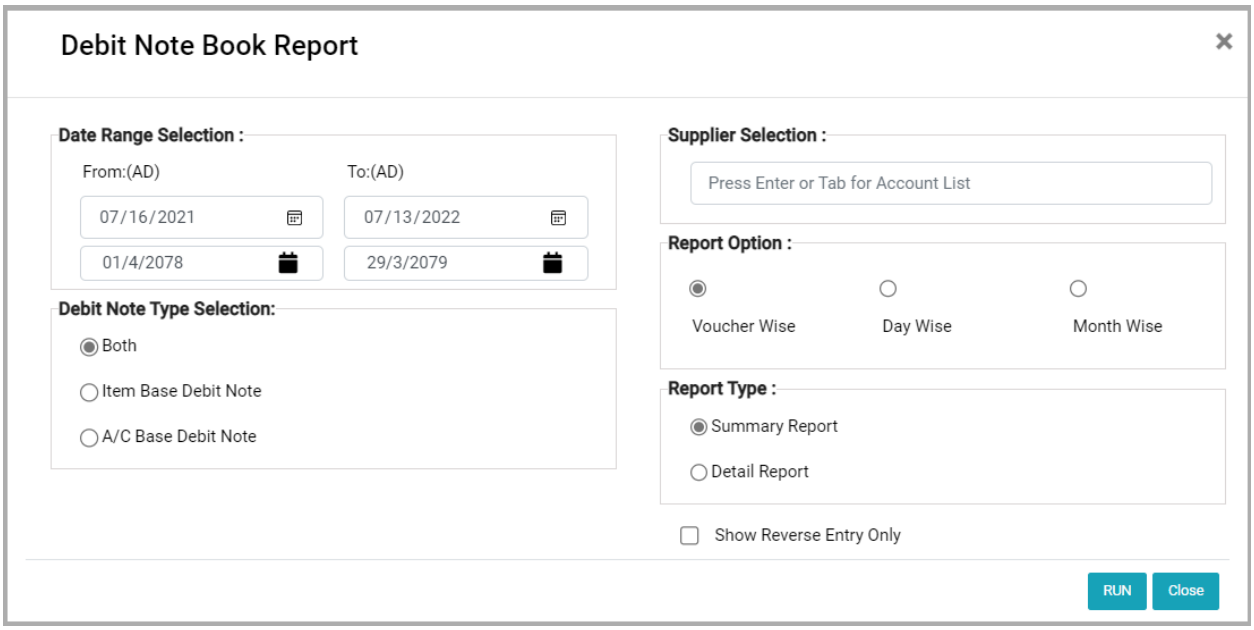
a. Open the Web POS panel.
b. Go to **Reports**, inside **Purchase Report** click on **Debit Note Book report**.
c. Fill in the **Date Range Selection**.
d. Select the desired checkbox for the Debit Note Type Selection:
    i. Both
    ii. Item Base Debit Note
    iii. A/C Base Debit Note
e. Press enter 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.**

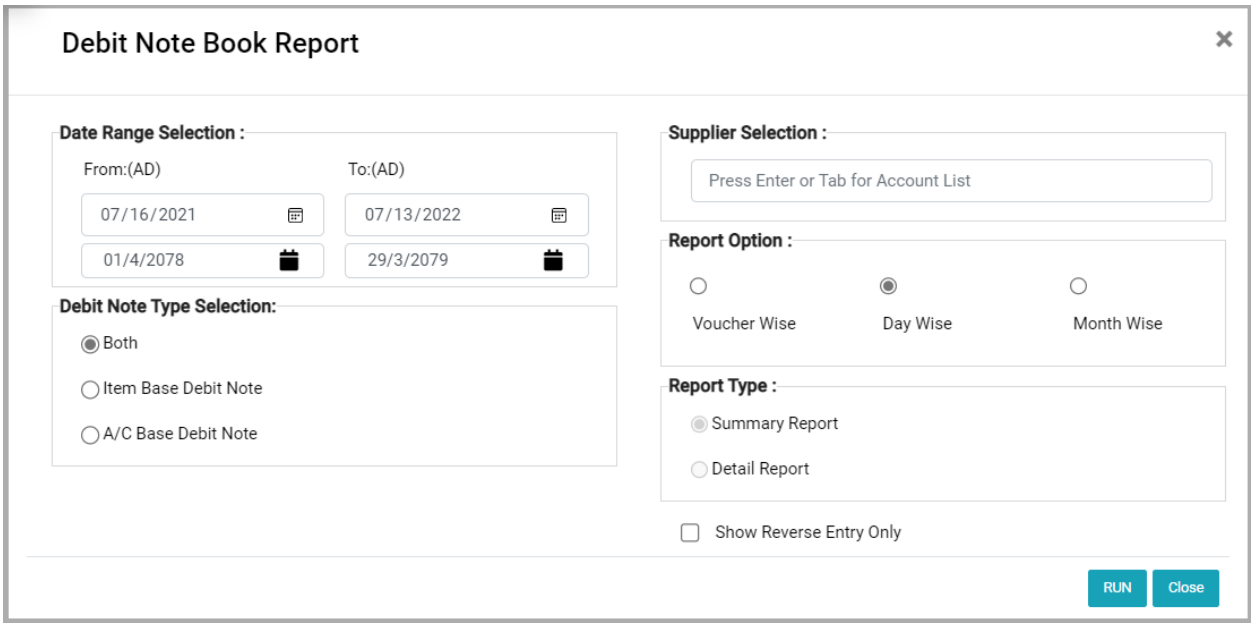
g. Tick the checkbox for **Show Reverse Entry Only**.

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

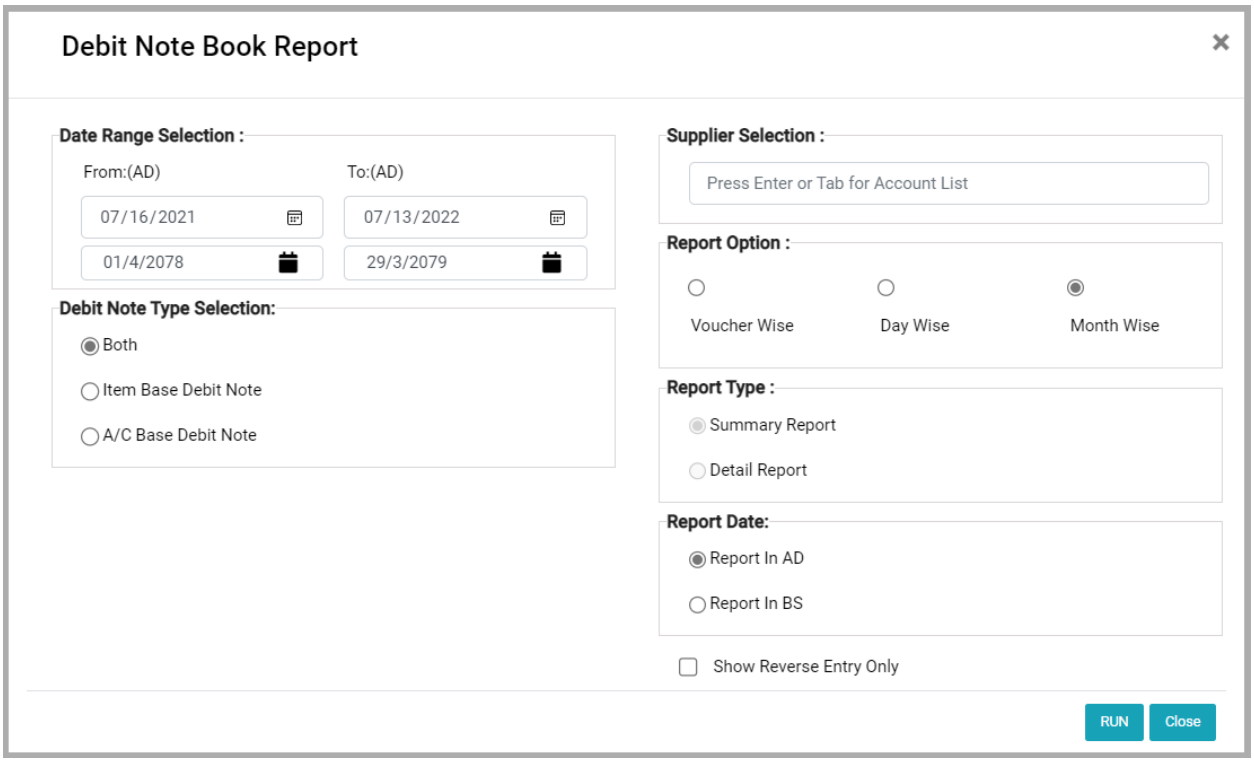
Voucher Wise:



Day Wise:



Month Wise:



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.

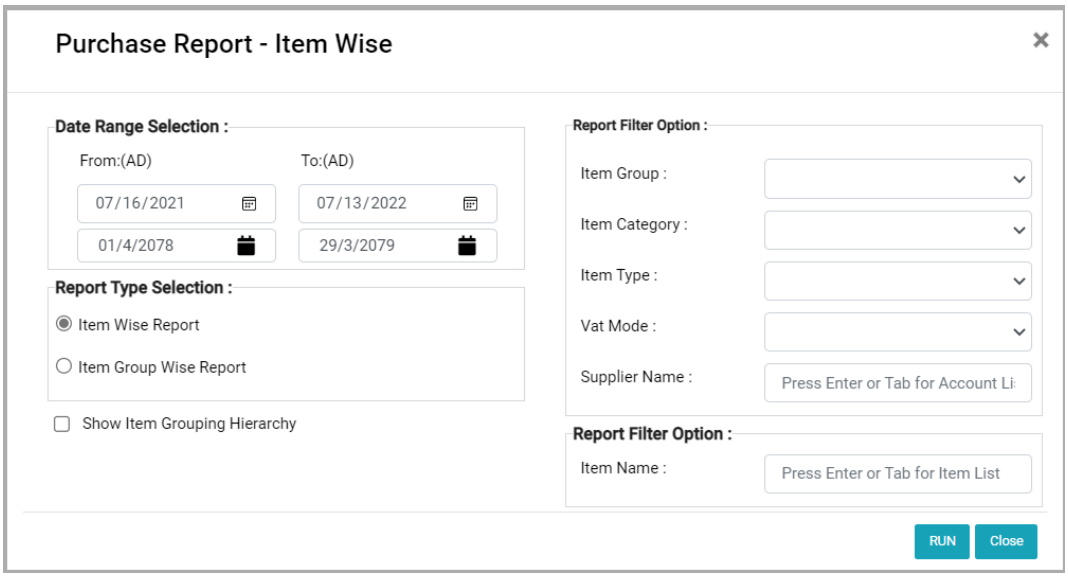
f. In the **Report Filter Option** section, choose the following as per required from their corresponding dropdowns:

- **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 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**.

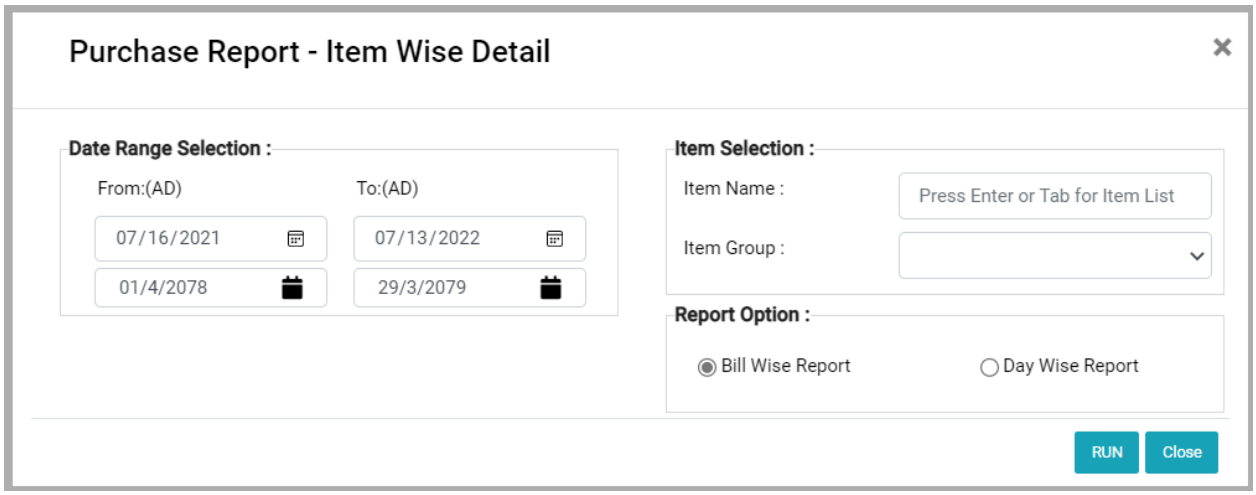
d. In the Item Selection section:

- 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.



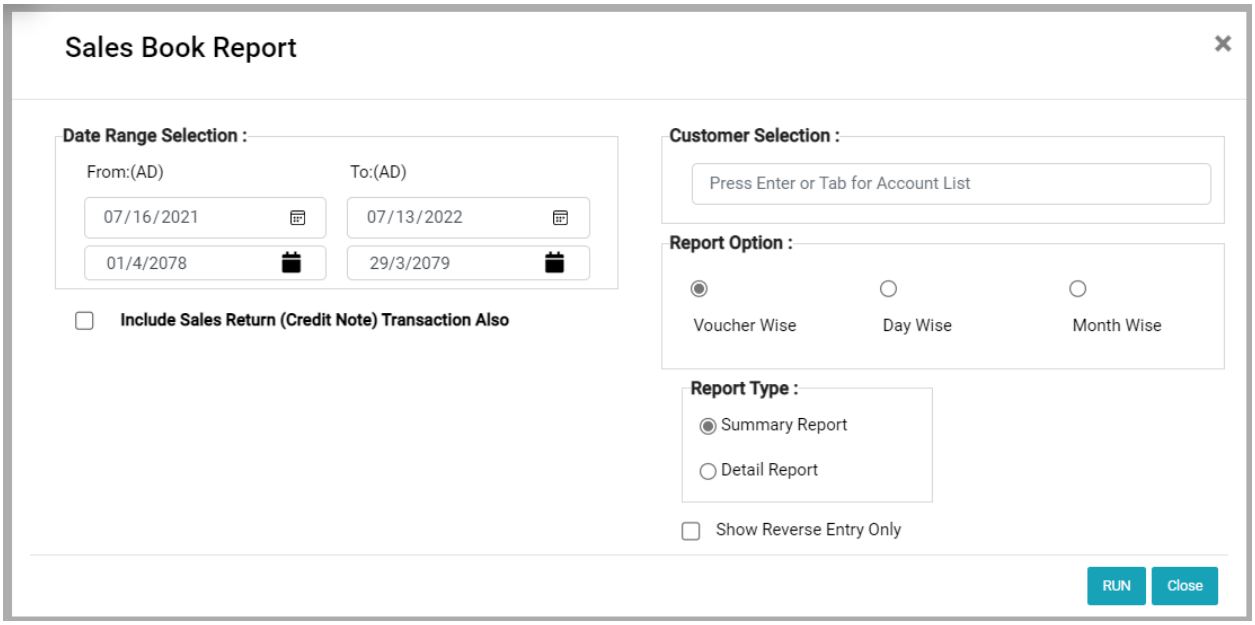
Sales Report

Sales Book Report

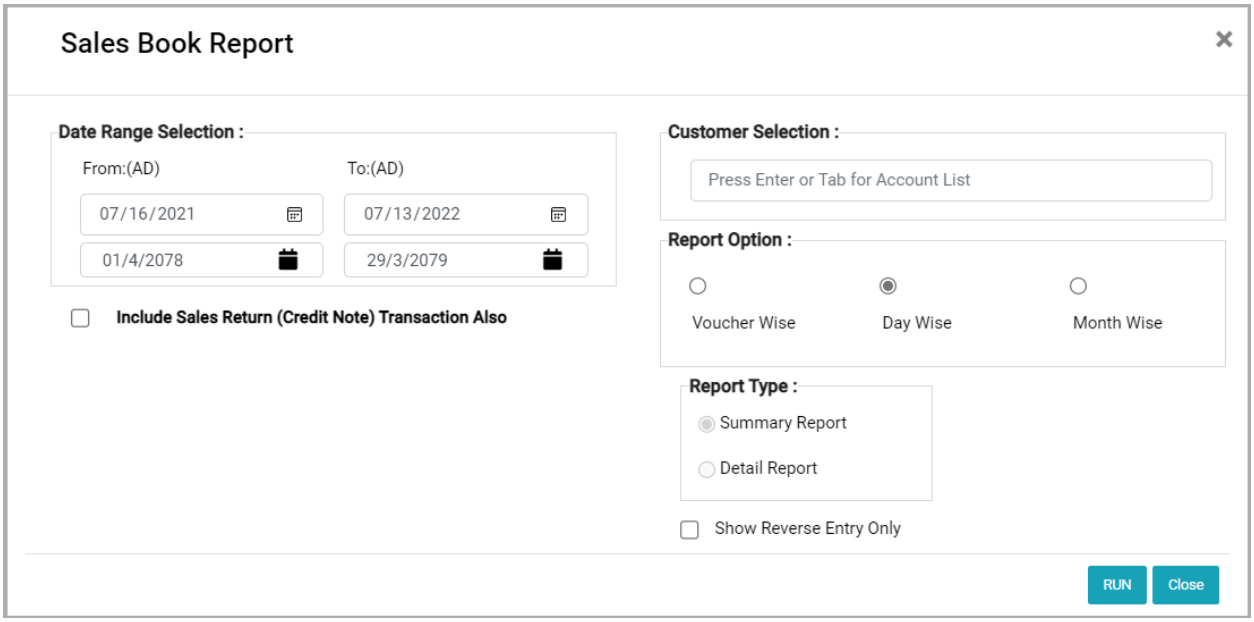
This report is to keep record of only credit sale of goods. The steps to follow:

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.

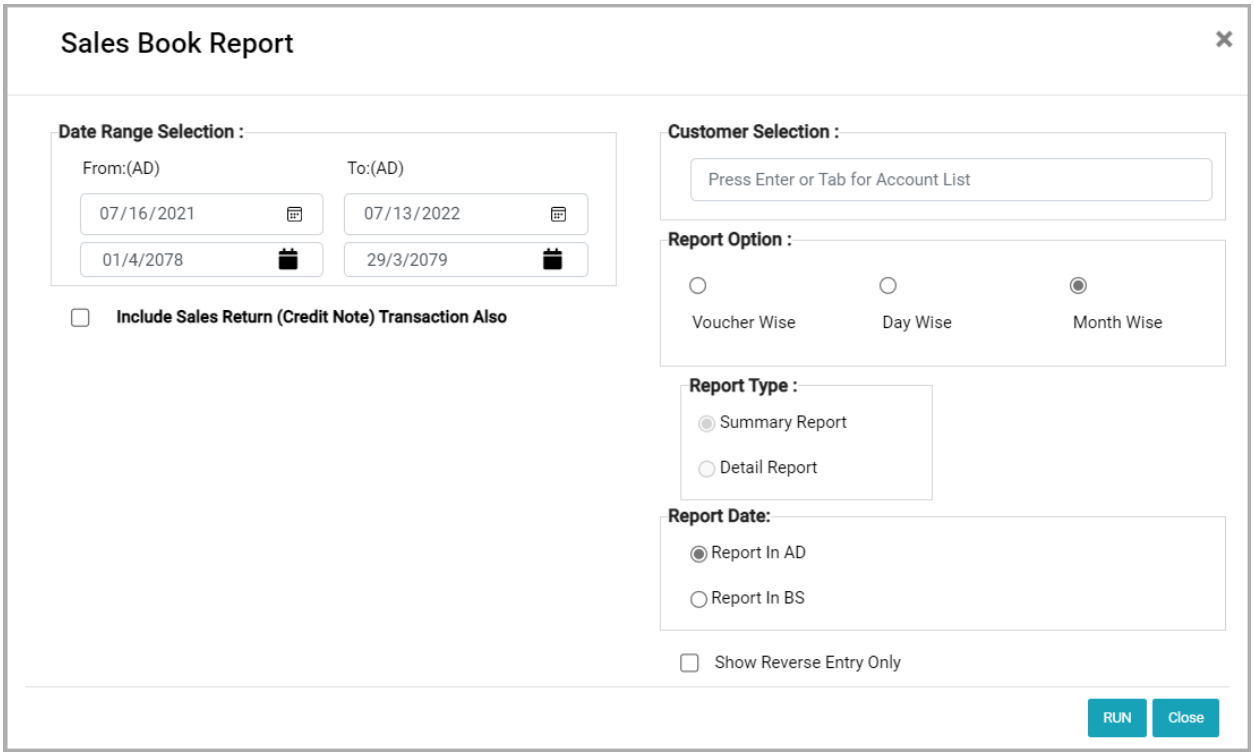
Voucher Wise:



Day Wise:



Month Wise:



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:

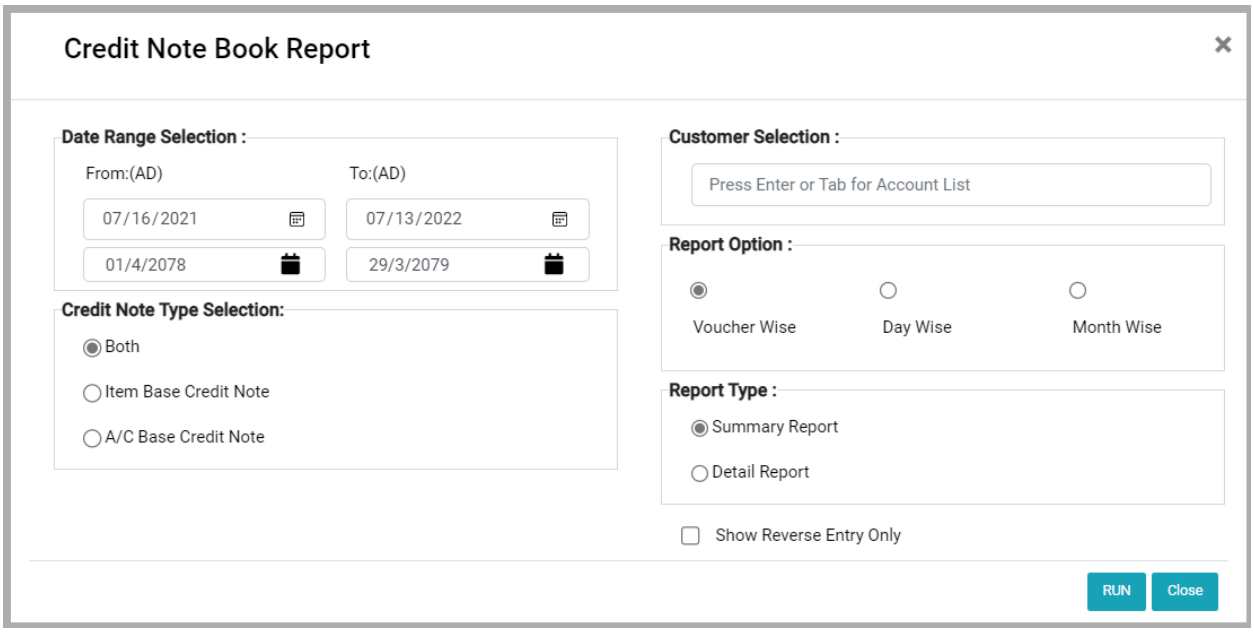
a. Open the Web POS panel.
b. Go to **Reports**, inside **Sales Report** click on **Credit note book report**.
c. Fill in the **Date Range Selection**.
d. Select the desired checkbox for the Credit Note Type Selection:
    i. Both
    ii. Item Base Credit Note
    iii. A/C Base Credit Note
e. Press enter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

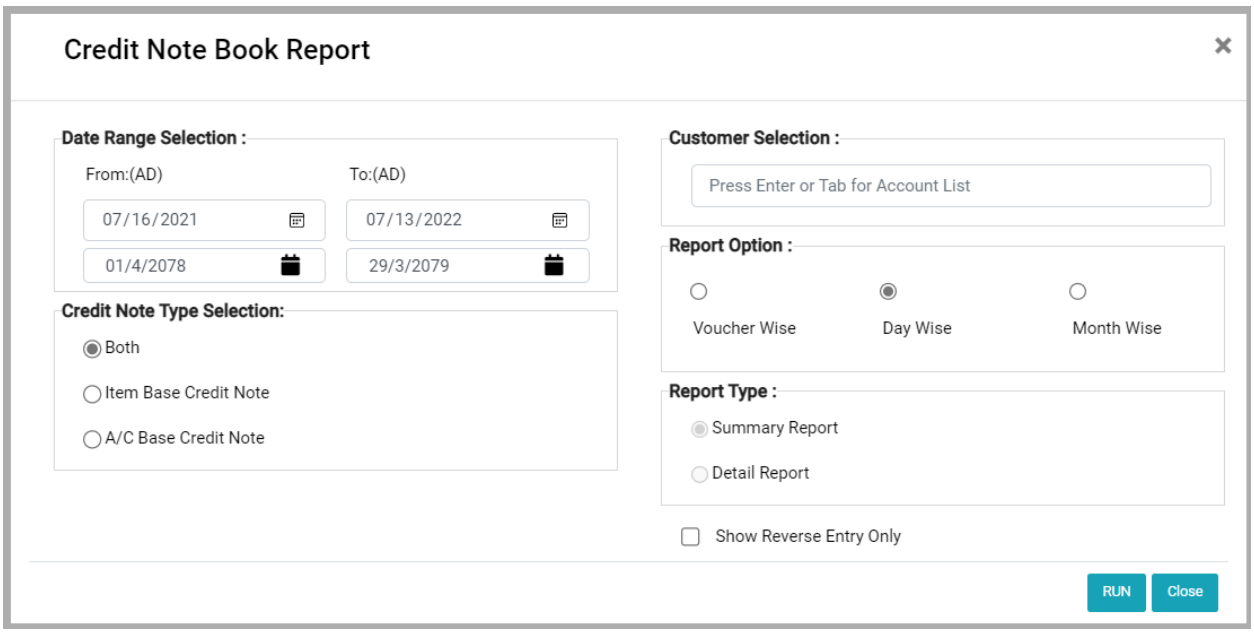
g. Tick the checkbox for **Show Reverse Entry Only**.

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

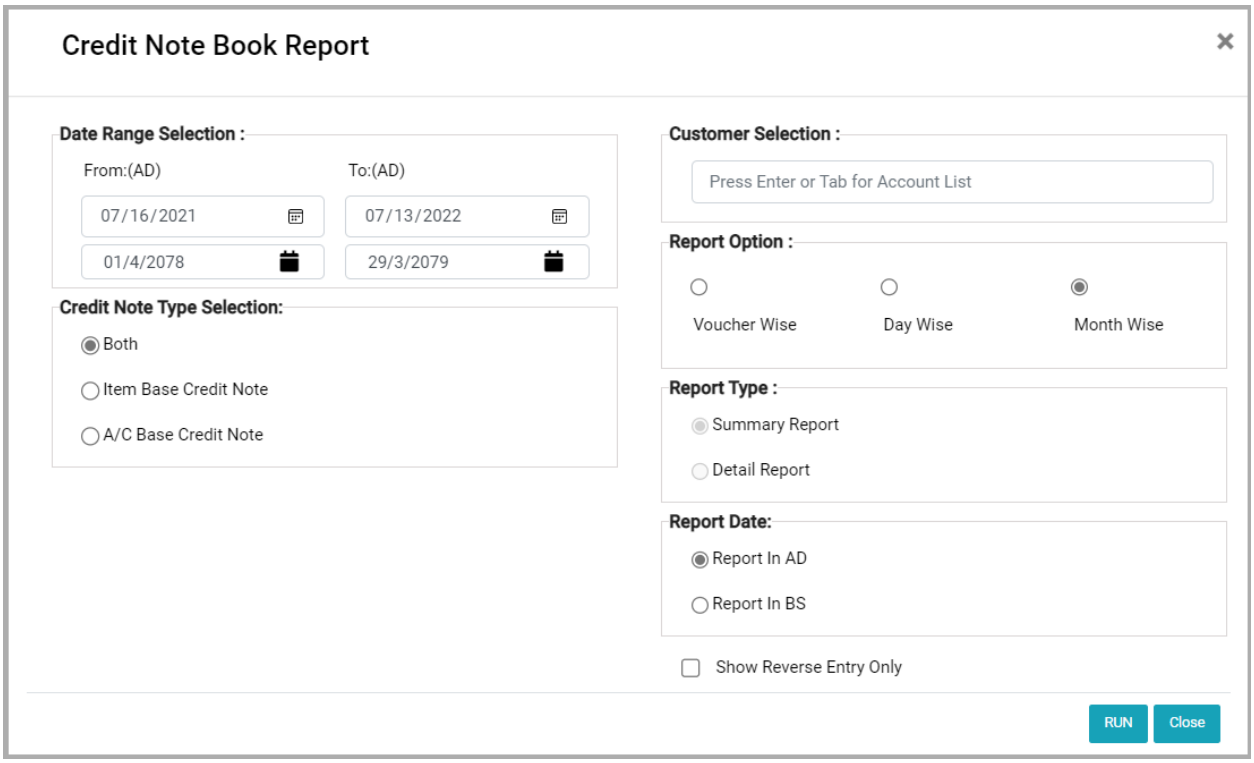
Voucher Wise:



Day Wise:



Month Wise:



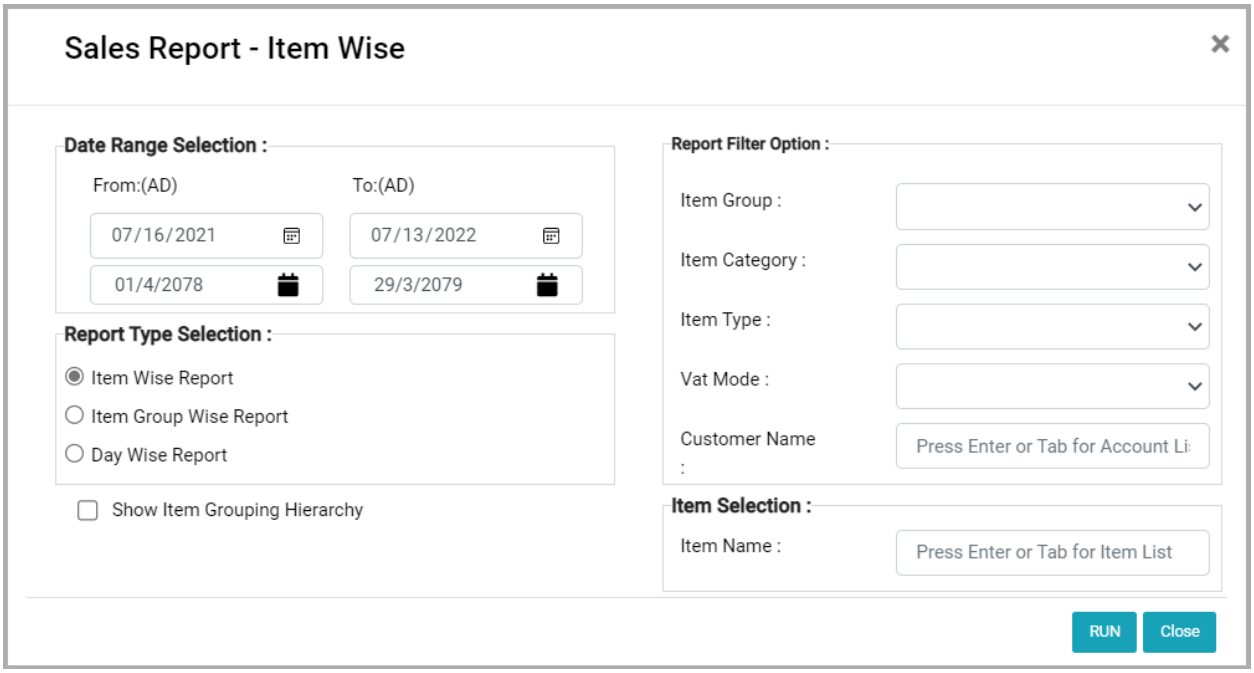
Sales Report- Item Wise

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

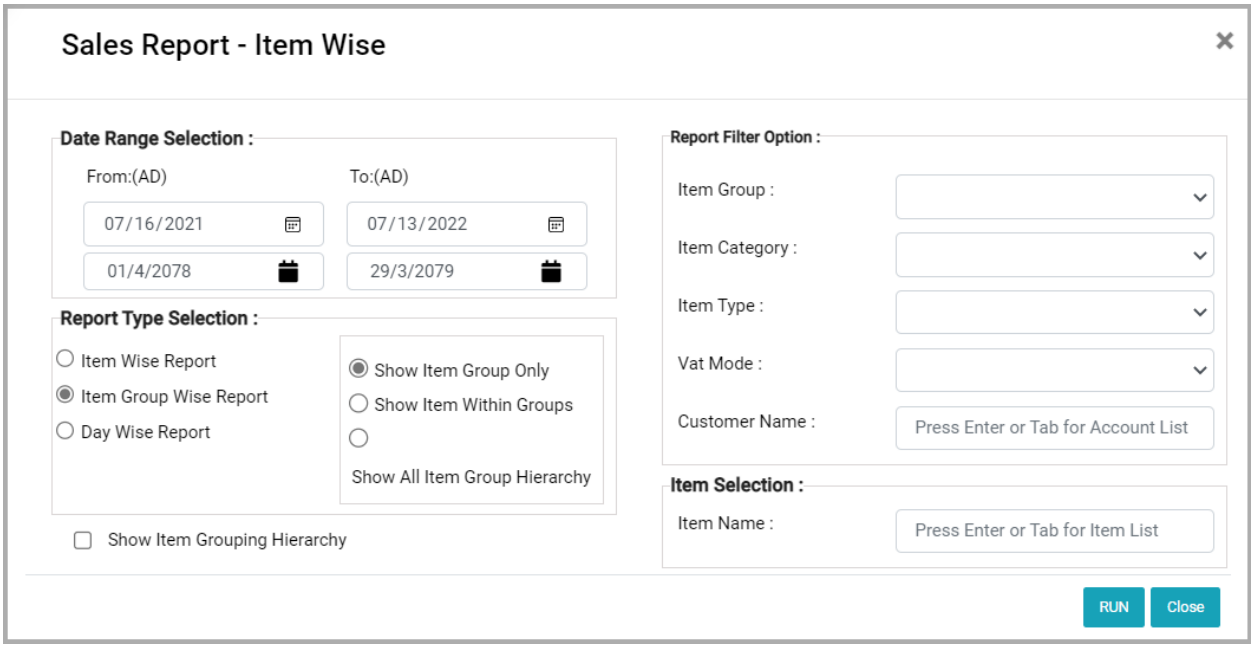
a. Open the Web POS panel.
b. Go to **Reports**, inside **Sales Report** select **Sales Report-Item Wise**.
c. Fill in the **Date Range Selection**.
d. For the **Report Type Selection**, the options are:
    - **Item Wise Report**
    - **Day Wise Report**
    - **Cost Center Wise Report**
    - **Item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

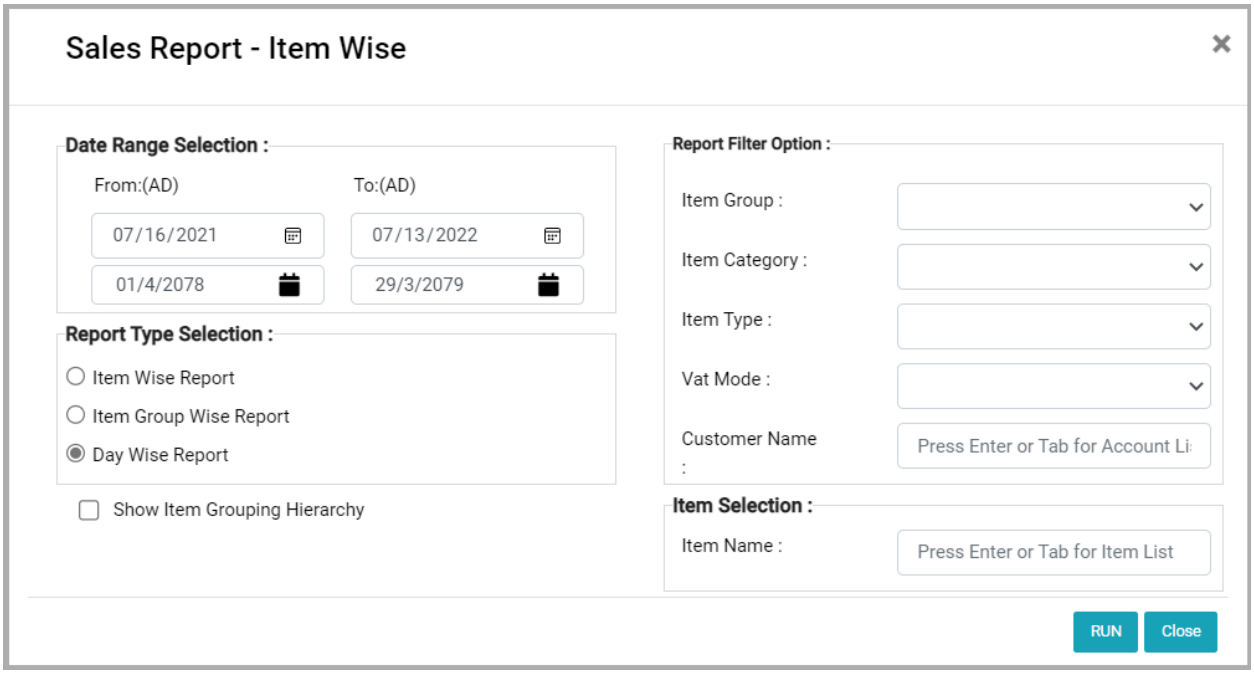
Item Wise Report:



Item Group Wise Report:



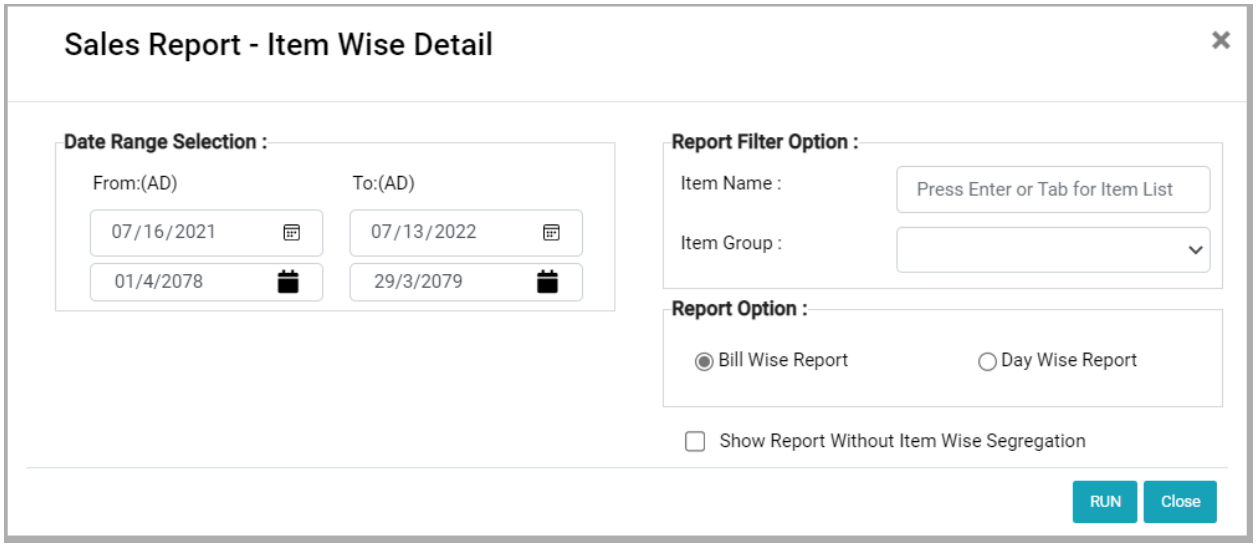
Day Wise Report:



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.

a. Open the Web POS panel.
b. Go to **Reports**, inside **Sales Report** select **Sales Report-Item Wise Detail**.
c. Fill in the **Date Range Selection**.
d. 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.
e. There are two options for the **Report Option** Section:
    - **Bill Wise Report**
    - **Day Wise Report**
f. Tick the checkbox for **Show Report Without Item Wise Segregation** to view the report without the item wise separation.
g. Click on **Run** to save the entry and **Close** to stop the entry.



Sales Profitability Analysis Report

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

a. Open the Web POS panel.

b. Go to **Reports**, inside **Sales Report** select **Sales Profitability Analysis Report**.

c. Fill in the **Date Range Selection**.

d. 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**

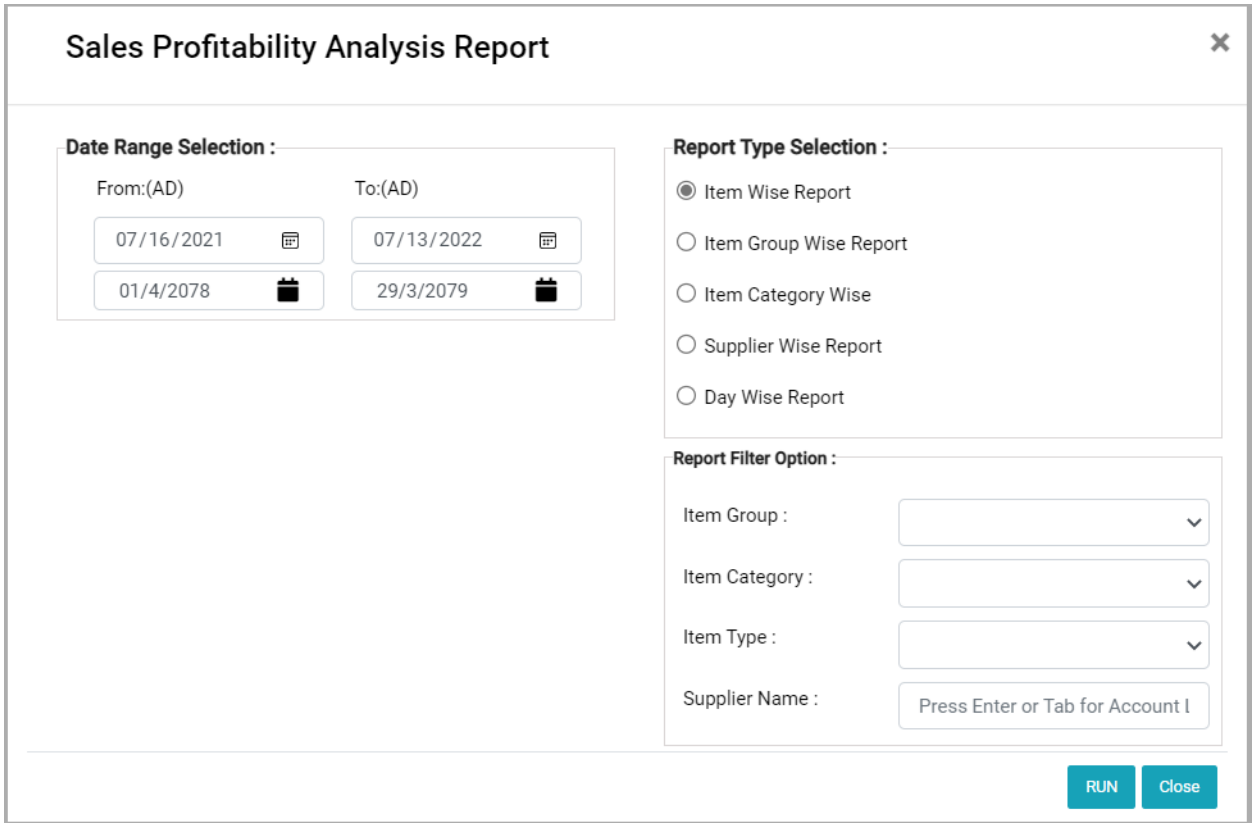
  The above three reports give the user the following checkboxes to choose from:

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

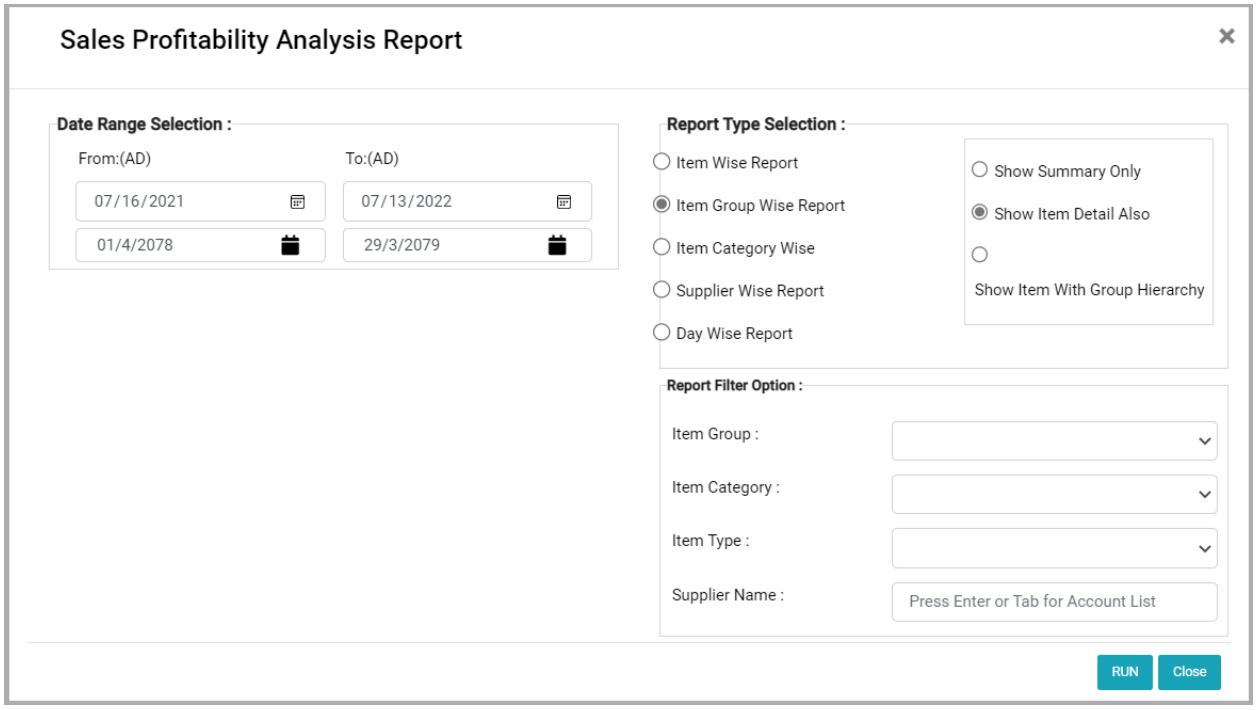
e. In the **Report Filter** Option:

- 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.

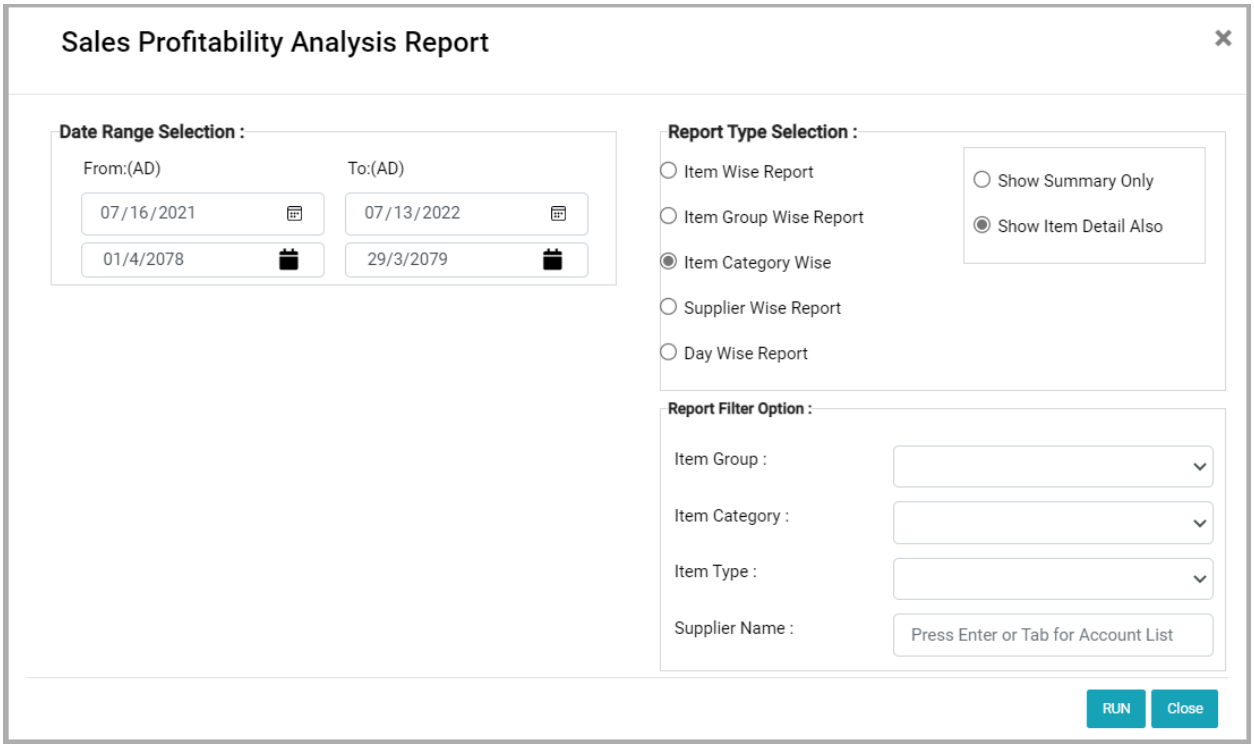
f. Click on **Run** to save the entry and **Close** to stop the entry.



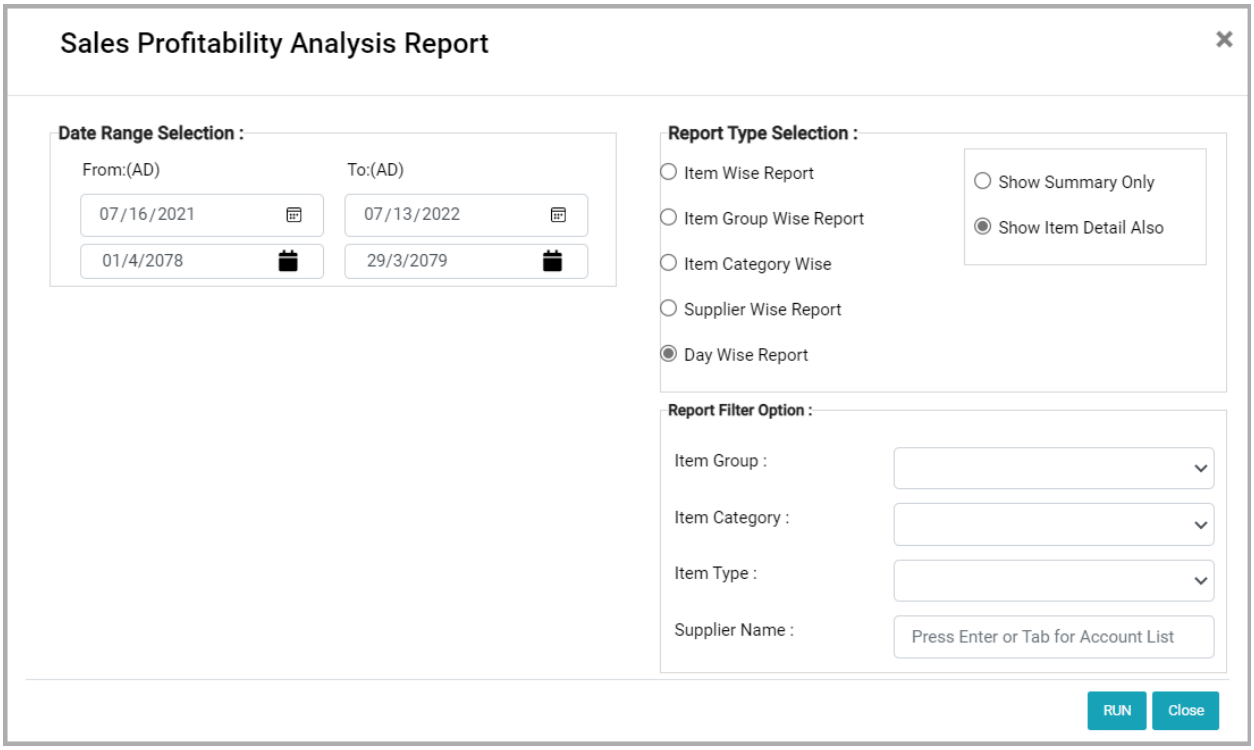
Item Group Wise Report:



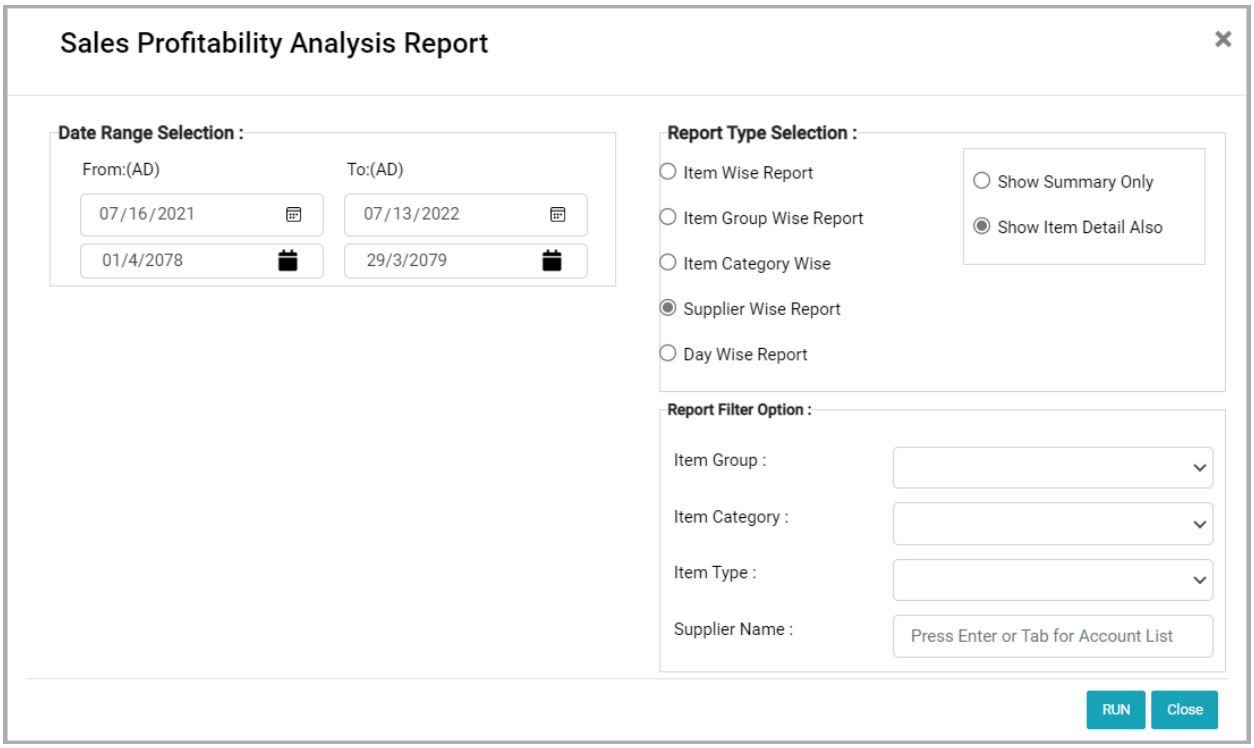
Item Category Wise Report



Day Wise Report:



Supplier Wise Report:



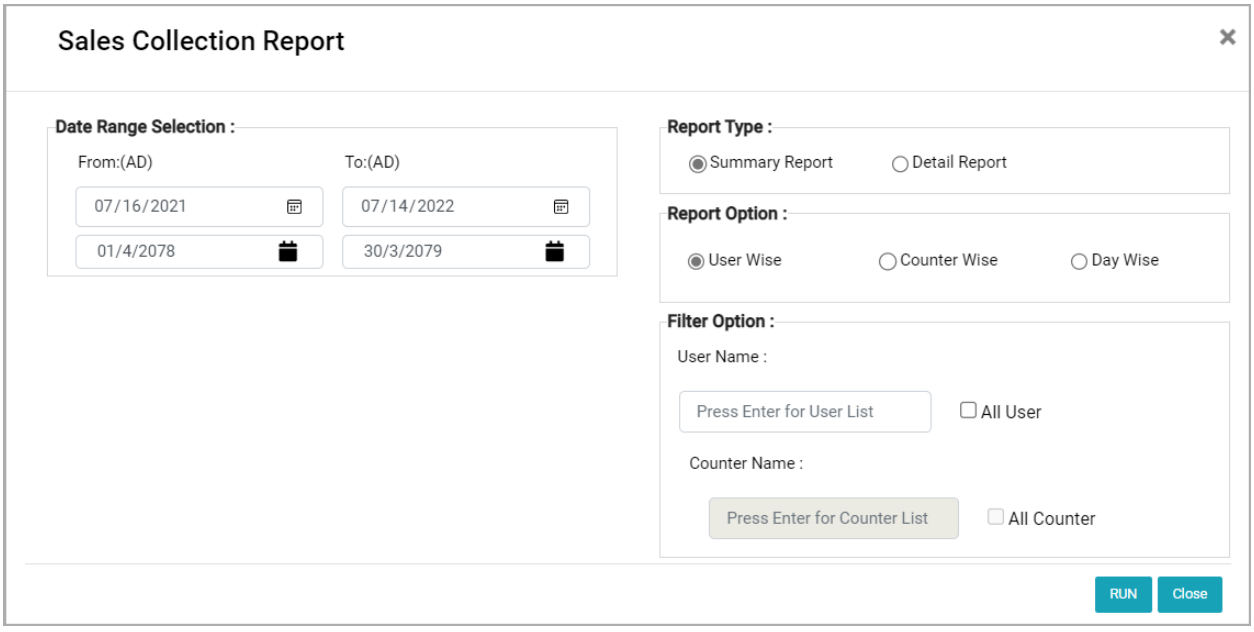
Sales Collection Report

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

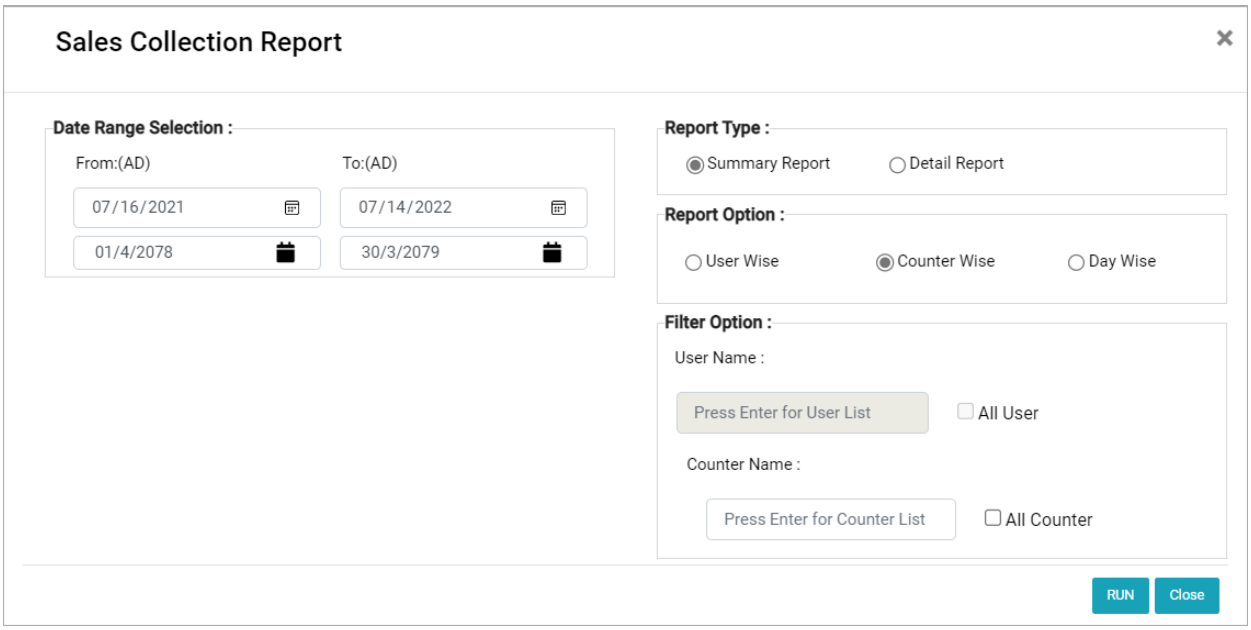
a. Open the Web POS panel.
b. Go to **Reports**, inside **Sales Report**, click on **Sales Collection** report.
c. Fill in the **Date Range Selection**.
d. When choosing the report type '**Summary Report**', the following options appear:
    - **User Wise**
    - **Counter Wise**
    - **Day Wise**
e. When the report type is '**Detail Report'**, the options are:
    - **User Wise**
    - **Counter Wise**

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

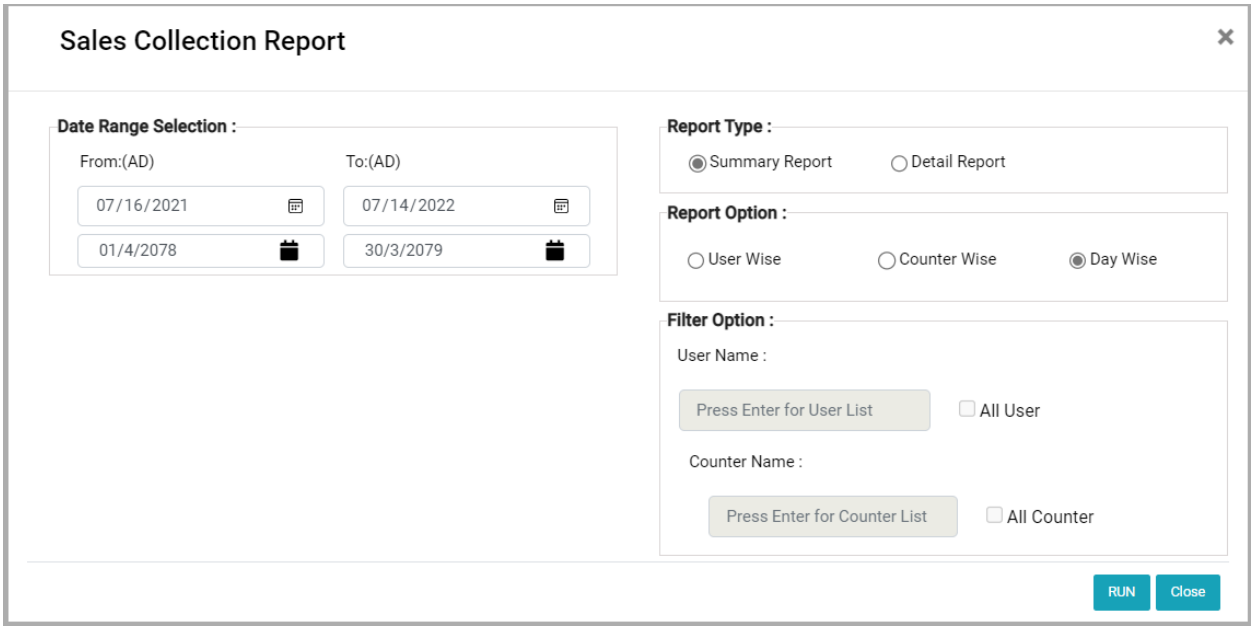
Summary Report for User Wise:



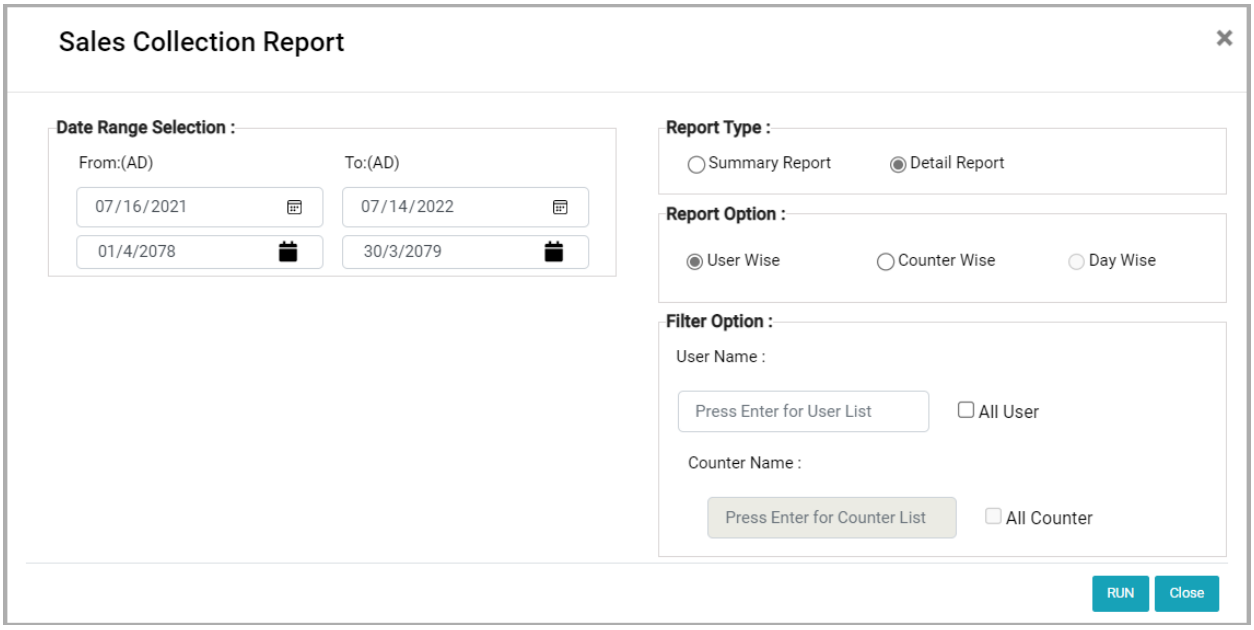
Summary Report for Counter Wise:



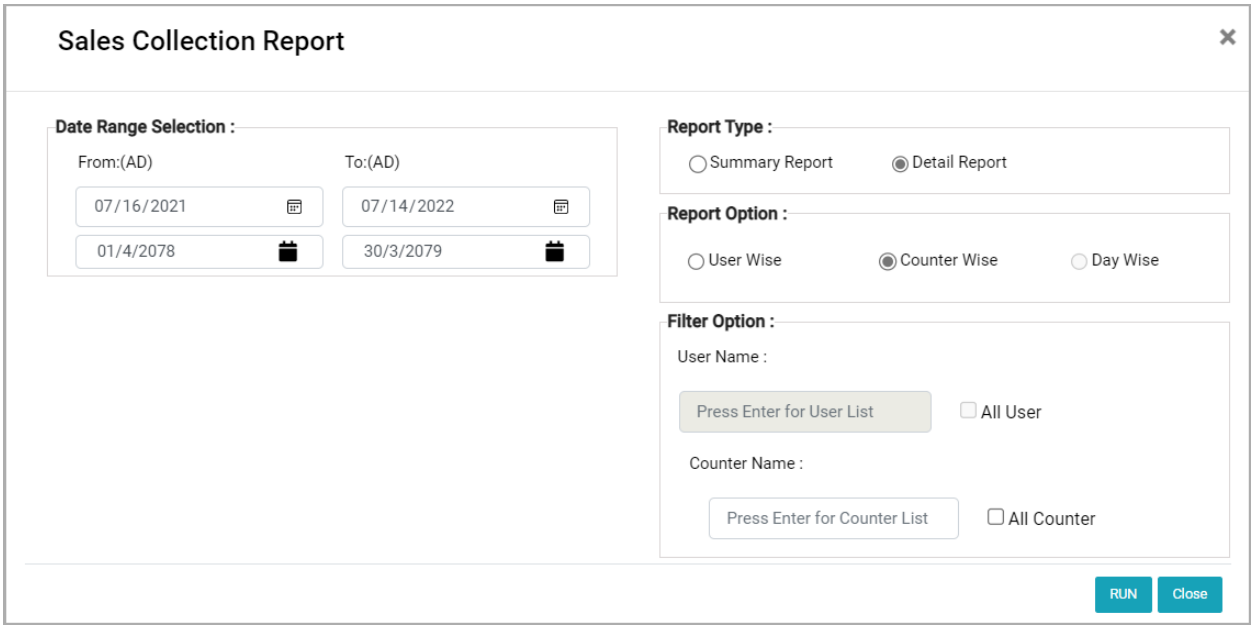
Summary Report for Day Wise:



Detail Report for User Wise:



Detail Report for Counter Wise:

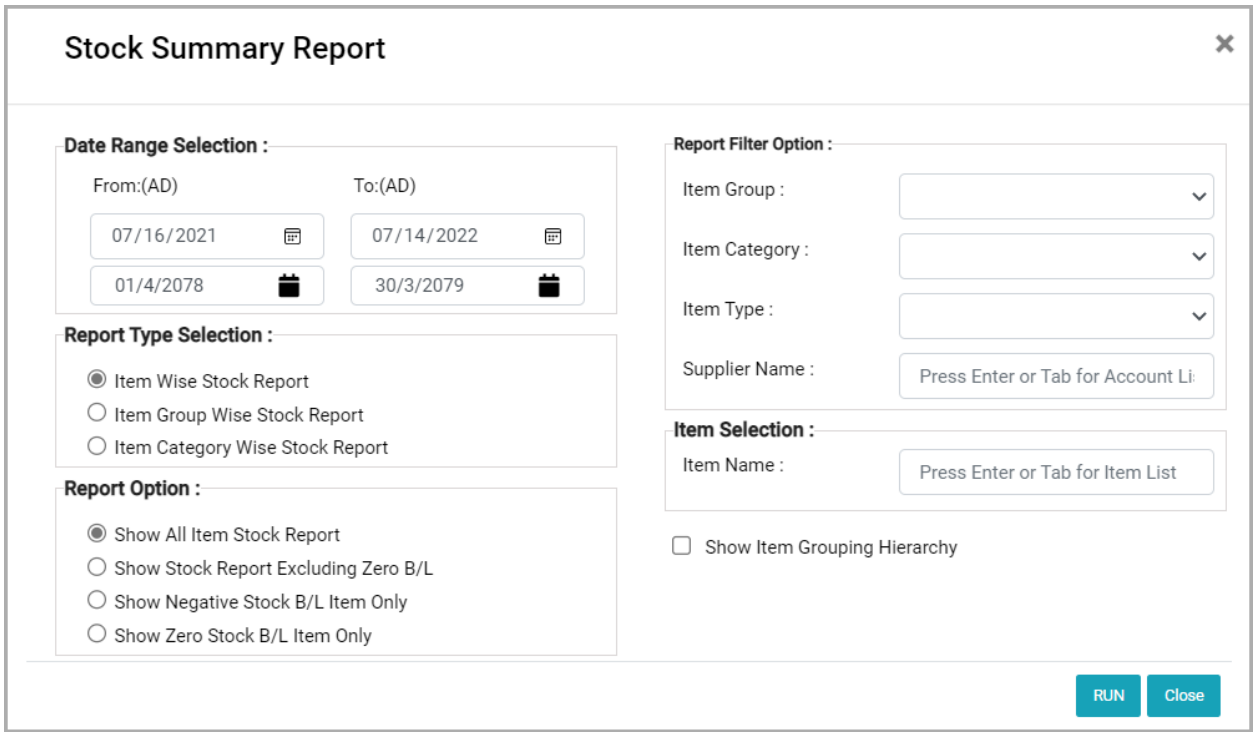


Inventory Report

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 Ledger Report

This interface keeps track of stock movements. Stock Ledger report displays the source document (GRN/Material Issue/Stock Transfer) with the document date, receipt quantity, issued quantity and balance quantity of a particular item. The steps are as follows:

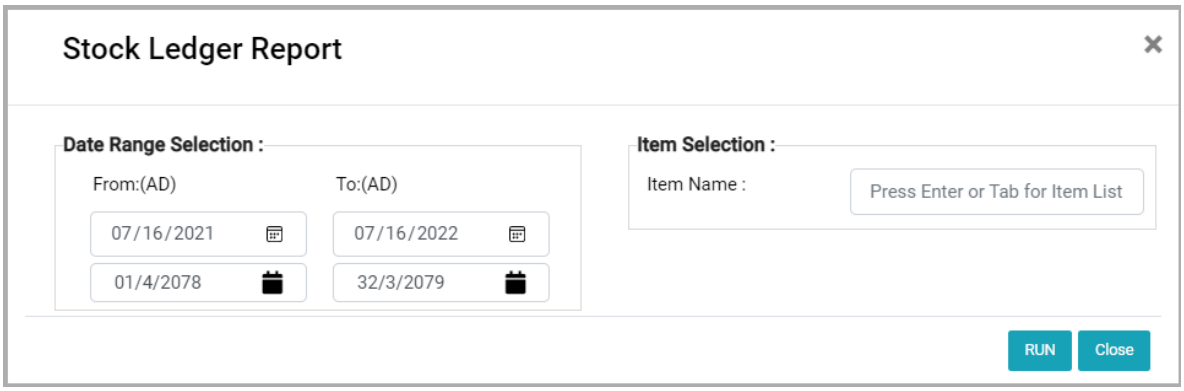
a. Open the Web POS panel.

b. Go to **Reports**, inside the **Inventory Report** , select **Stock Ledger Report**.

c. Fill in the **Date Range Selection**.

d. Press enter or tab to select an item from the item list to fill in the **Item Selection** field.

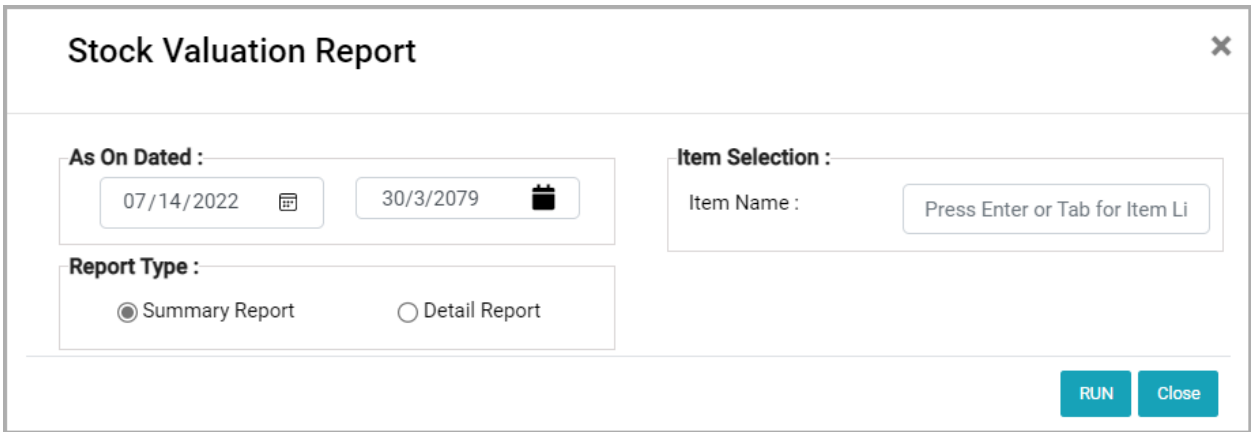
e. Click on **Run** to save the entry and **Close** to stop the entry.



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.



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:

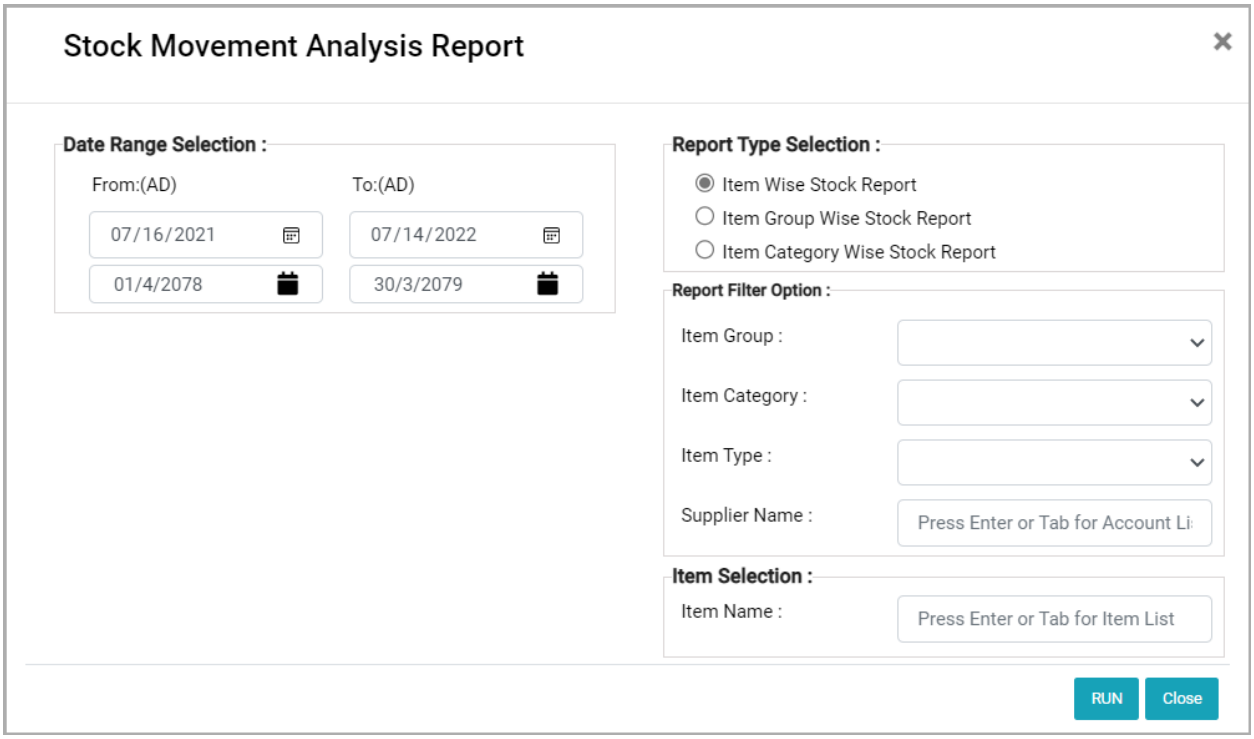
a. Open the Web POS panel.
b. Go to Reports, inside the Inventory Report, select Stock Movement Analysis Report.
c. Fill in the Date Range Selection.
d. For the **Report Type Selection**, tick the checkbox for any one of the below, as per requirement:

- **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**.

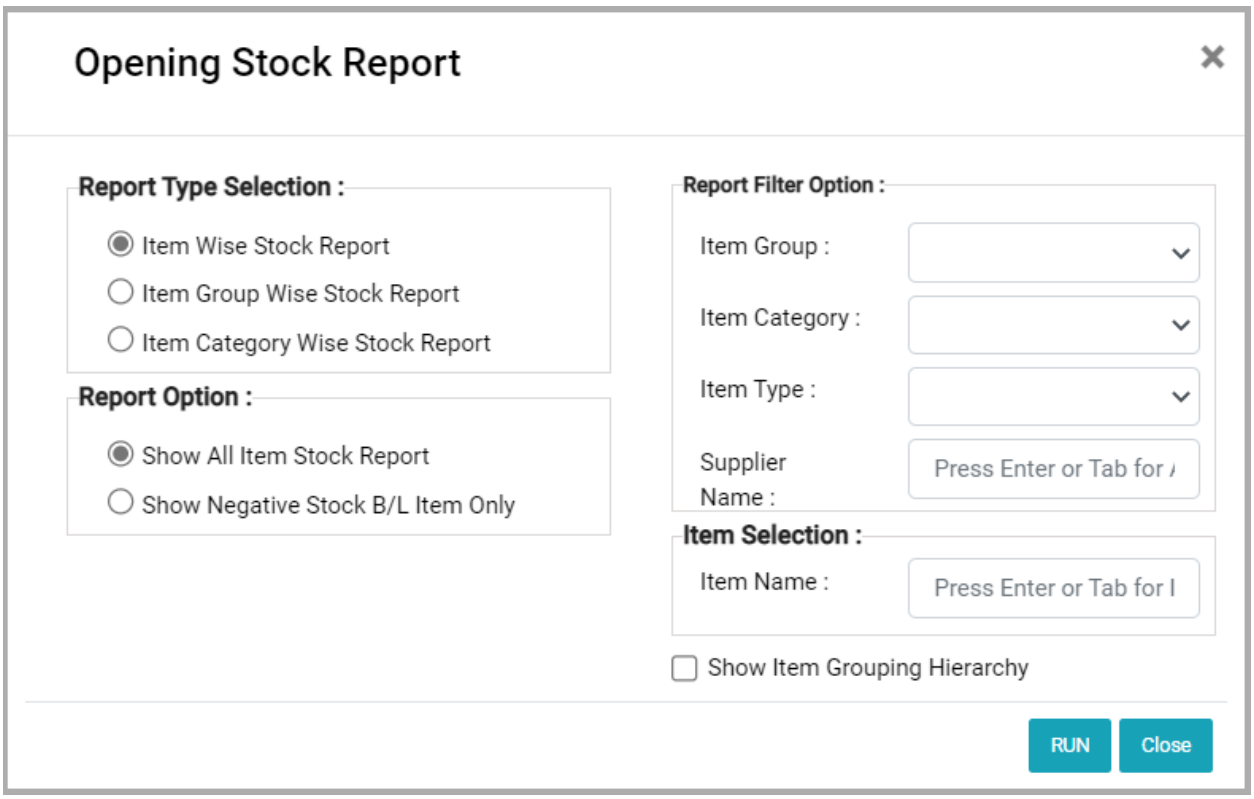
g. Click on **Run** to save the entry and **Close** to stop the entry.



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.



VAT Report

VAT Sales Register Report

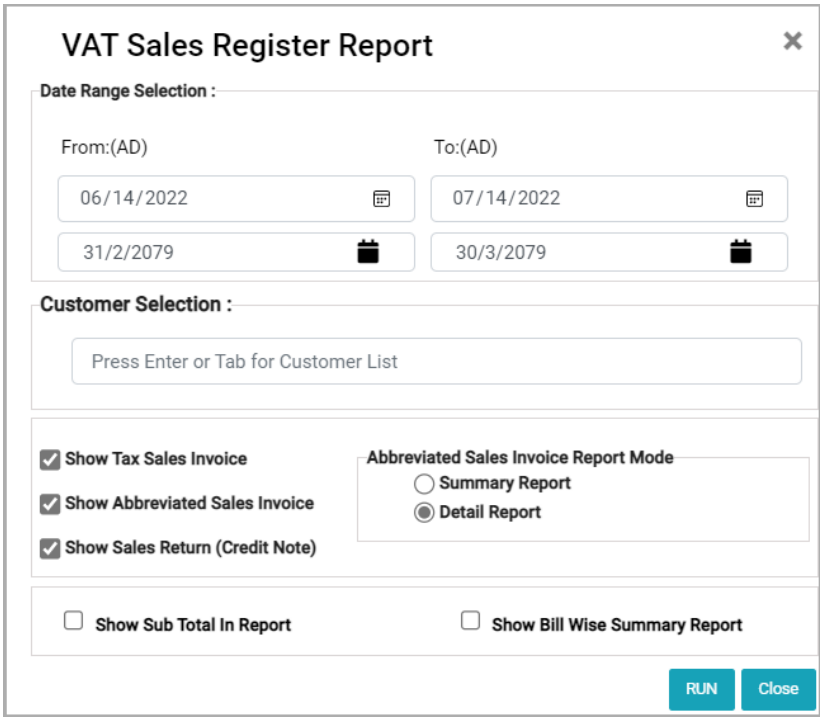
This is the report section for VAT sales register. This report is used for vat filing purposes. It shows taxable, nontaxable and vat amount that must be submitted in ird. Steps to create VAT Sales register report are as follows:

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**

- **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.



VAT Purchase Register Report

This is for the VAT Purchase register report.

a. Open the Web POS panel.

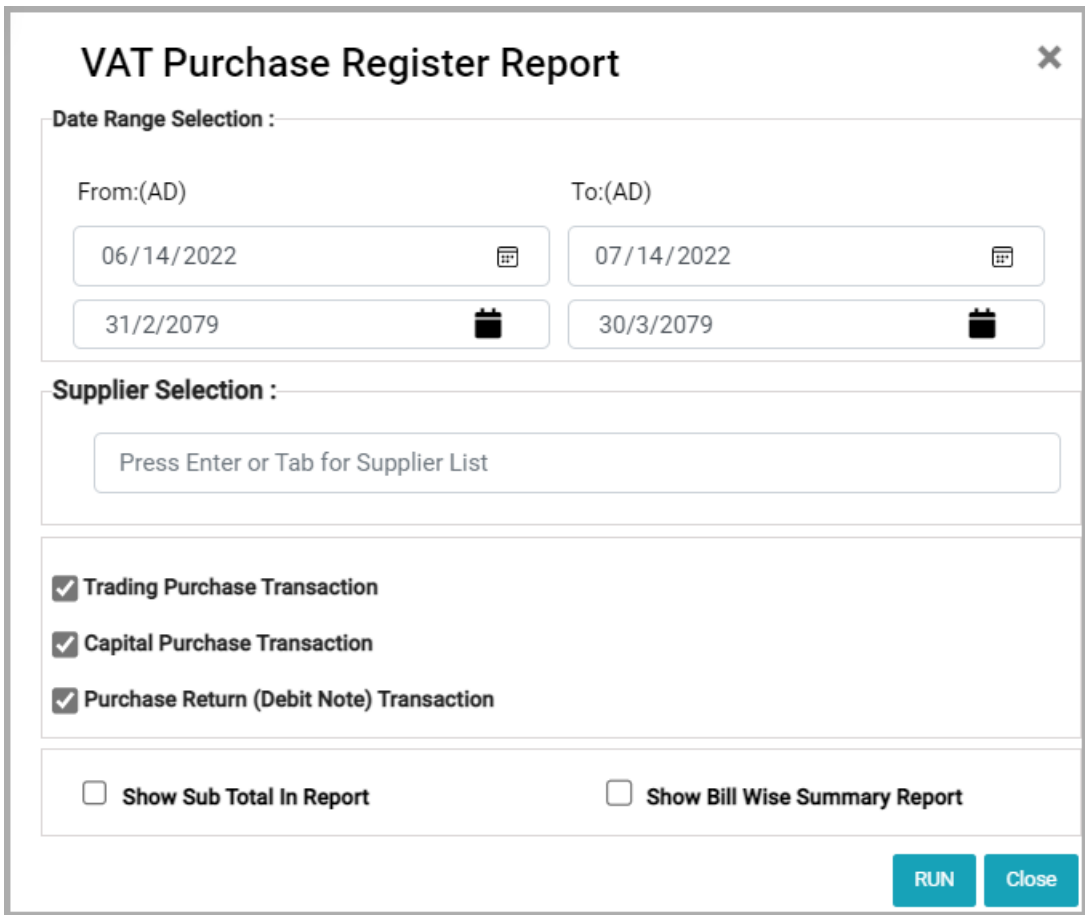
b. Go to **Reports** and inside VAT Report, click on **VAT Sales register** report.

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.

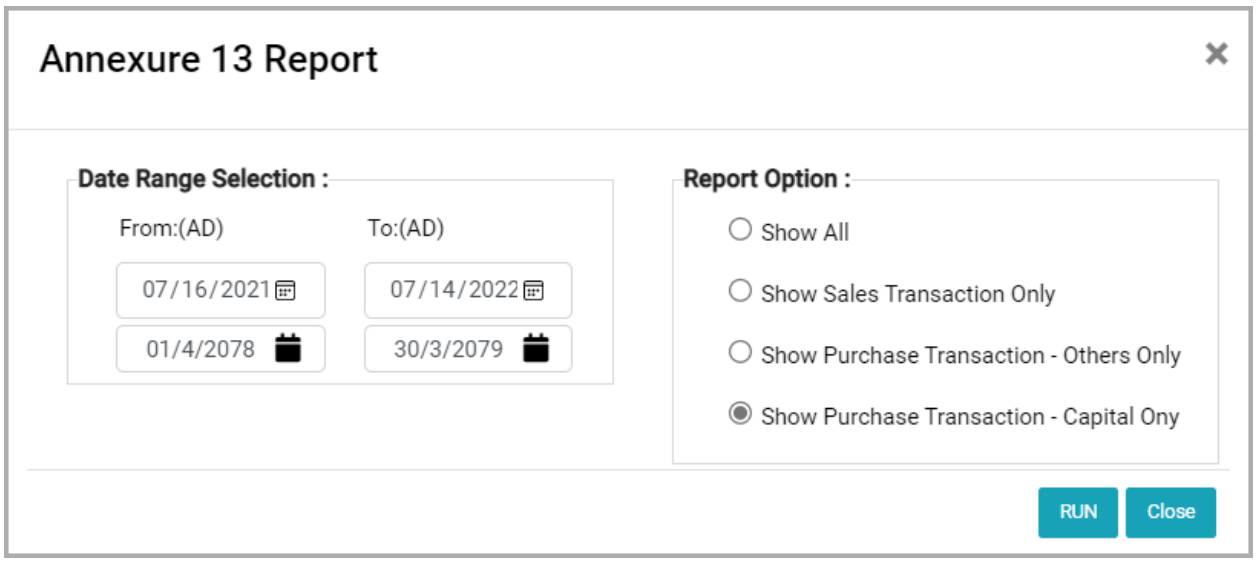
f. Click on **Run** to add the entry, **Close** to stop the process



Annex 13 Report

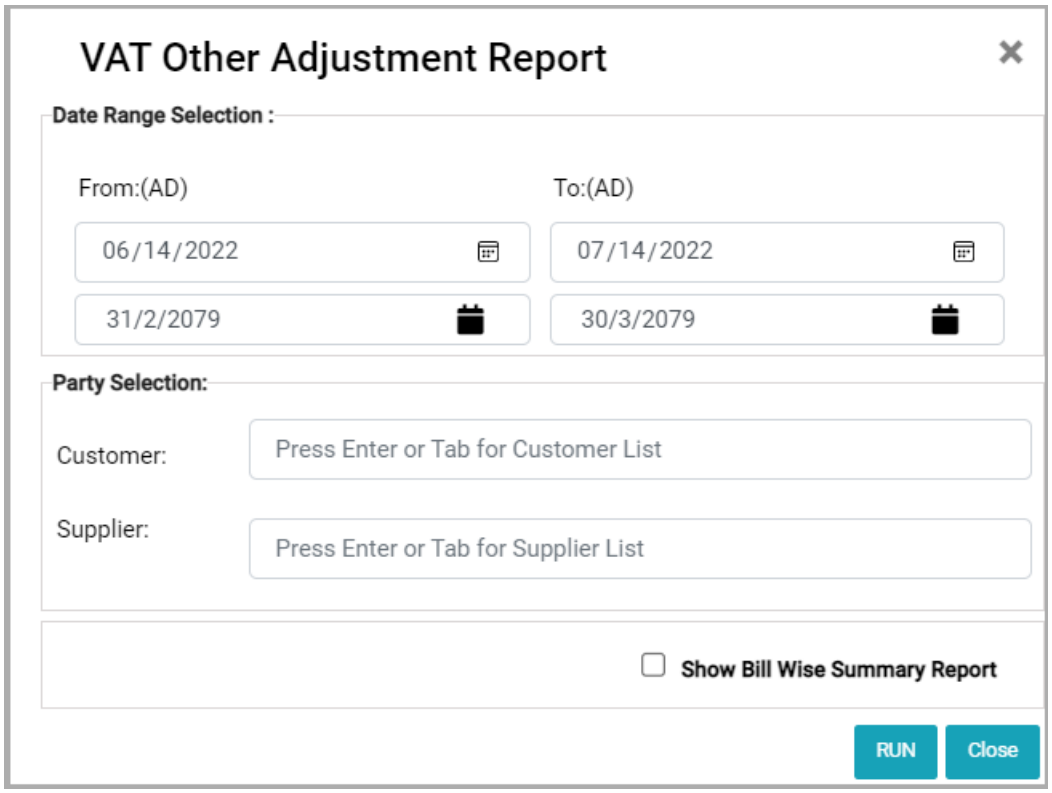
It is a balance sheet for above 1 lakh. The steps to follow:

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



VAT Other Adjustment Report

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



Annex 5 Report

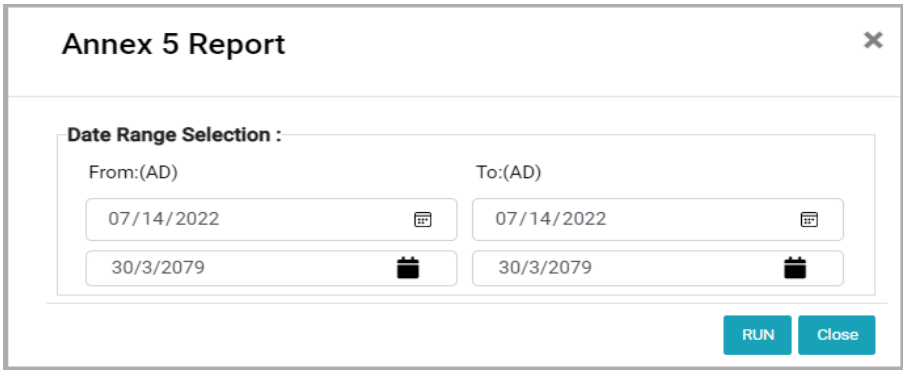
This report is to show the income and expense. Steps:

a. Open the Web POS panel.

b. Go to **Reports** and inside **VAT Report**, click on **Annex 5** report.

c. Fill in the **Date Range Selection** (both AD and BS).

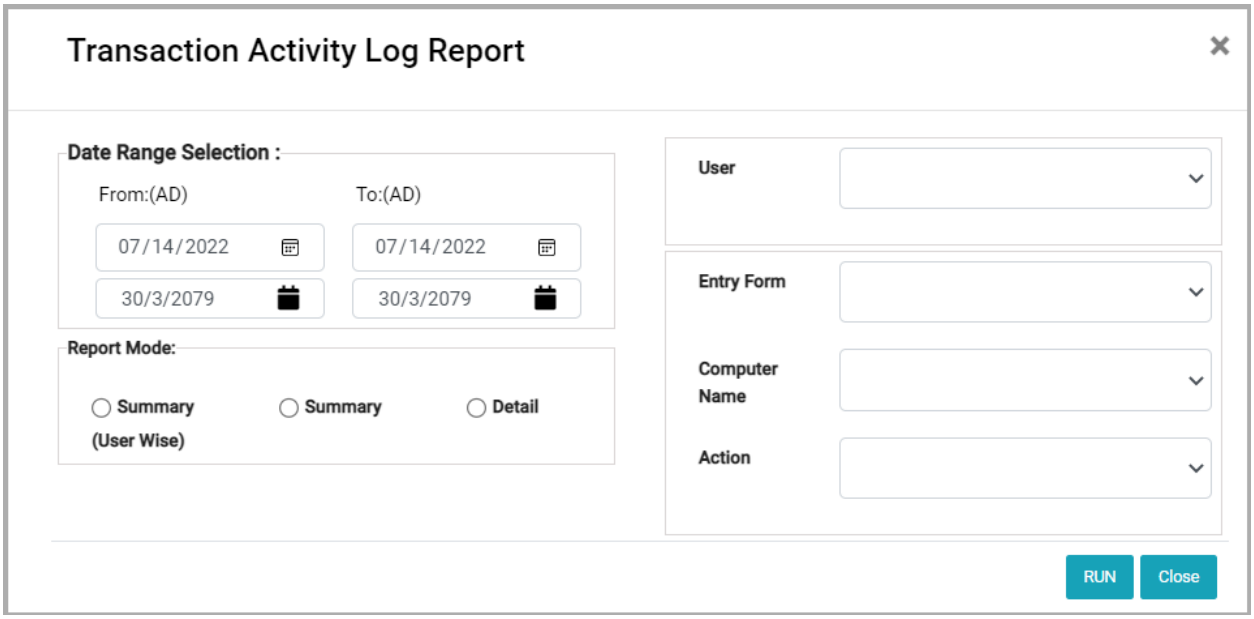
d. Click on **Run** to save the entry and **Close** to stop the entry.



Transaction activity log

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

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



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**.

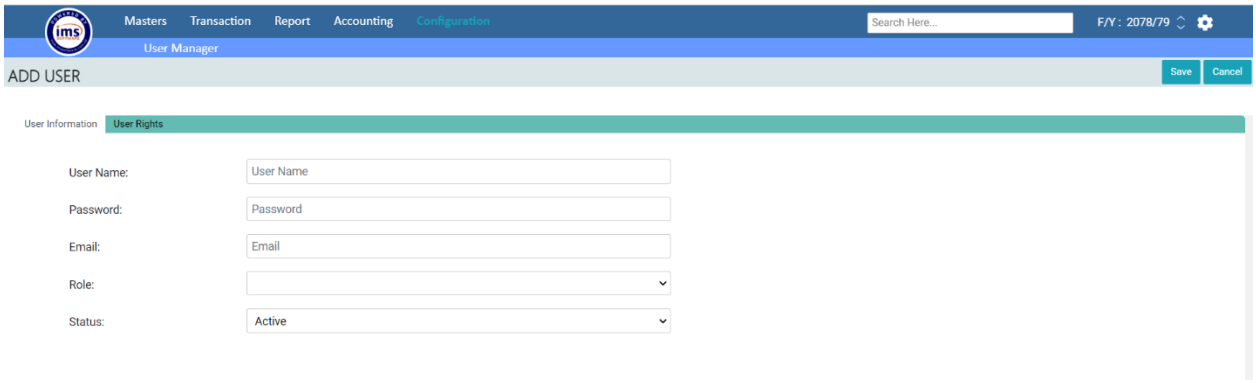
d. Click on add user.

e. Enter username, password, and email.

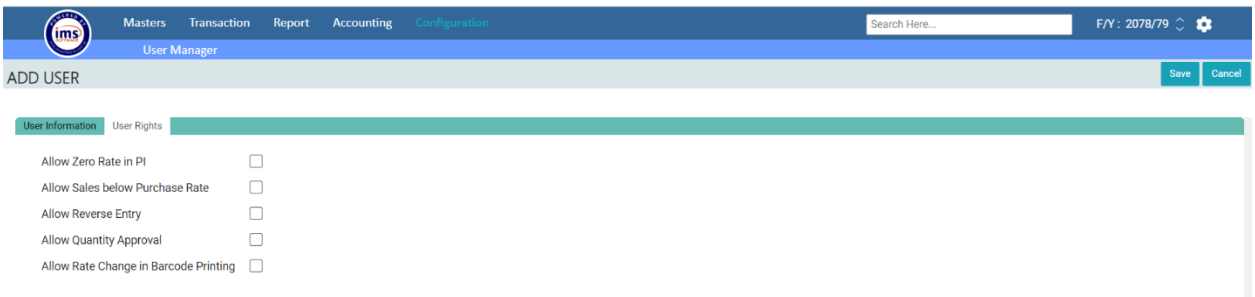
f. Select role and status.

g. Click on **Save**.

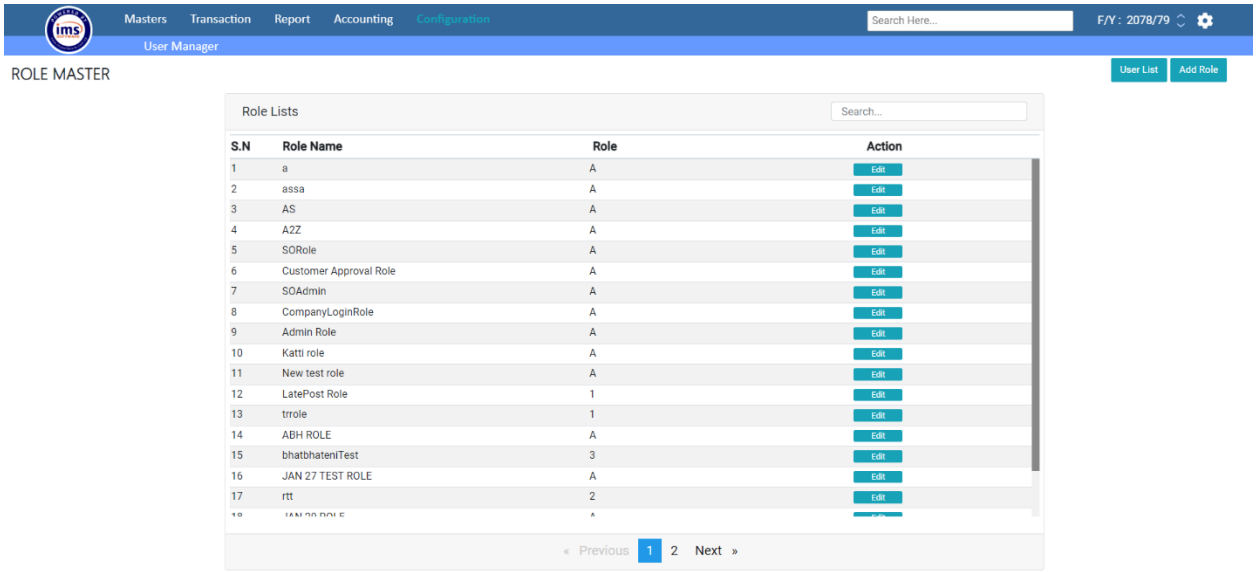
h. Click the **Undo** button to cancel the current operation.



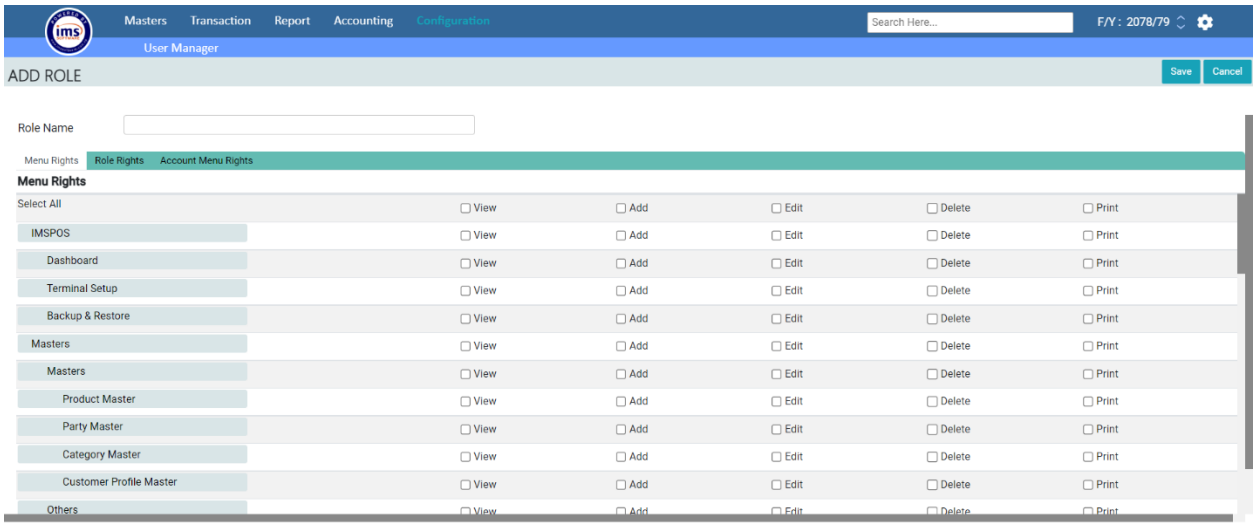
- Click on **User Rights** and tick the necessary checkbox to provide the user rights.

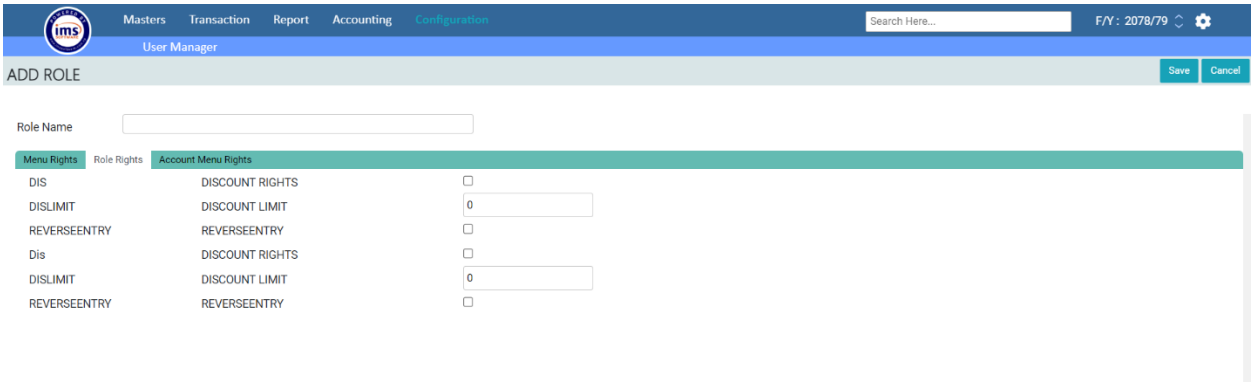


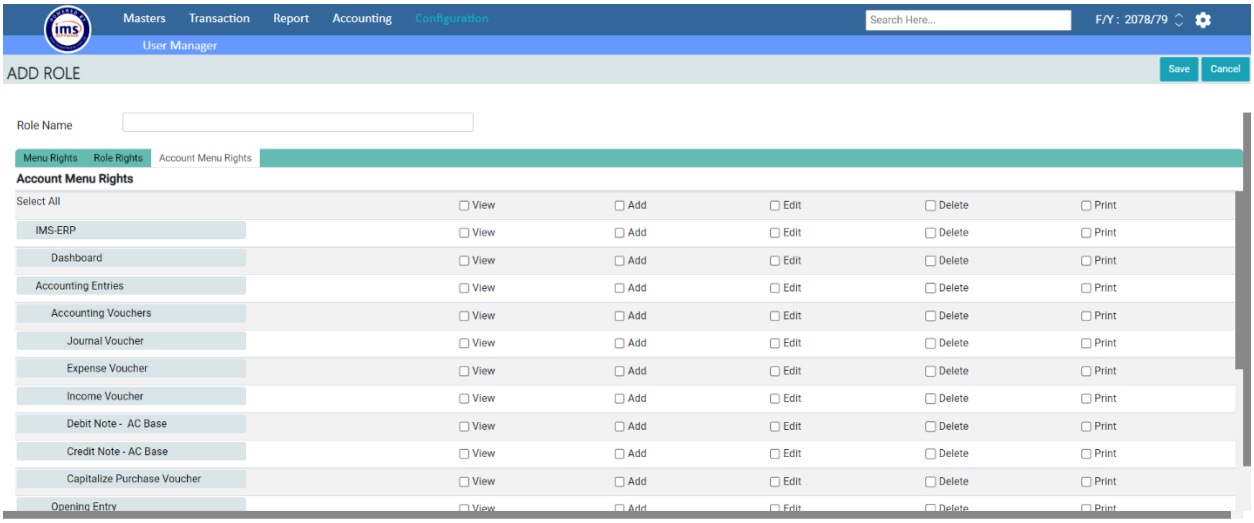
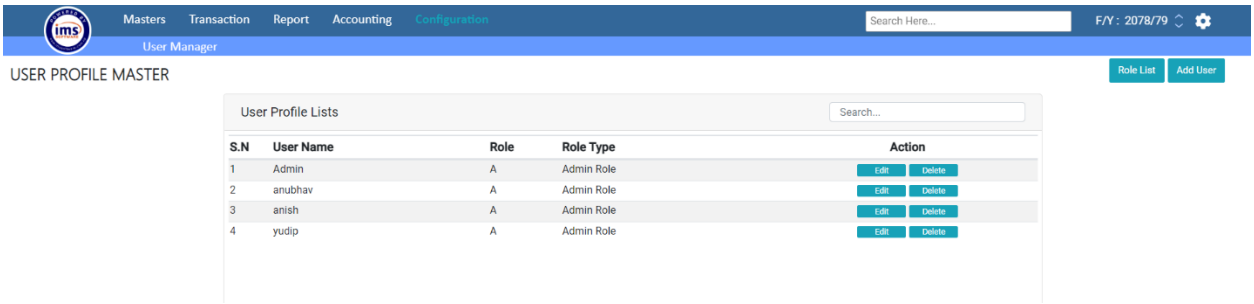
i. Click on **Role List** to view the roles and edit per the admins choice.



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.







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