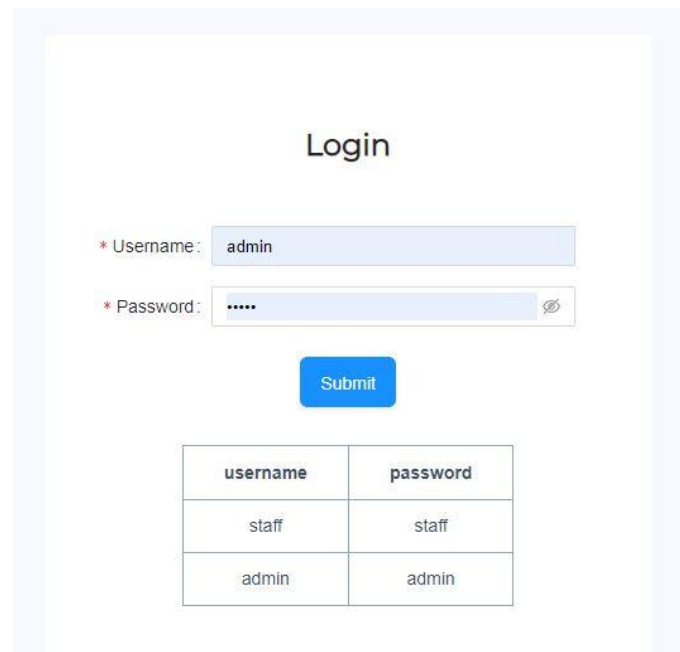# OS PRO Software - Quick Start Guide

Walkthrough of our software's features and How to use

_____

Module: Authentication

1. Admin Login with Username and Password.
2. Staff Login with Username and Password

Admin can login by using the default username and password. Username = admin and Password = admin

Module: Dashboard

1. Total Sales and Recent sale invoice list
2. Total Purchases and Recent purchase invoice list.
3. Total Profit summary.
4. Recent Transaction list.
5. VAT / TAX summary.
6. Customer Receivable and Supplier Payable (Pie Chart).
7. Most customers buy by sales and profit (Column Chart).

Screen 1

admin/ dashboard

2023-10-01 → 2023-10-31

1.5	Total Purchase
3705.890	Total Sale
381.460	Total Profit
9 Sale Invoices	**1** Purchase Invoices

Recent sales

View More

Invoice No	Customer	Total	Due	Paid
9	Doe	1222.1	0	1222.1
8	Doe	1234.82	0	1234.8
7	Doe	10.97	8.881784197001252e-16	5.97
6	Doe	3.18	0	3.18
5	Doe	1222.1	0	1222.1

Recent Purchase

View More

Total	Due	Paid	Date	Action
1.5	1.5	0	Oct 12, 2023	Payment

Sidebar

- Dashboard
- PRODUCT
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS
- REPORT
- HR
- POS
- SETTINGS

Screen 2

admin/ dashboard

Recent transaction

View More

Debit Account	Credit Account	Amount	Particulars
Cash	Sales	3.18	Cash receive on
Cost of Sales	Inventory	1.5	Cost of sales on
Cash	Tax Received	0	Vat Collected or
Accounts Receivable	Discount Earned	400	400
Bank	Discount Given	500	444

Vat/Tax info

Details

Total vat Balance

334.730

last updated recently

0 Total Vat Given	**334.730** Total Vat Received

Customer Receivable vs Supplier Payable

Most buying customer by sales and profit

- Profit
- Sales

Screen 3

admin/ dashboard

Customer Receivable vs Supplier Payable

50% | 50%

- sales
- purchases

Most buying customer by sales and profit

- Profit
- Sales

31.46000000000004

Doe

3705.89

0 1000 2000 3000 4000

Footer

Omega   About Us   Blog   License

Module: Inventory

1. Product:
   a. Bulk Import.
   b. Create & Update Product
   c. Delete Product
   d. List View
   e. Detail View
2. Barcode Printing.
3. Category:
   a. Create & Update Category.
   b. Create a Sub-Category under Category.
   c. Delete Category, List View
   d. Category-wise product list view.
4. Sub-Category:
   a. Create & Update Sub-Category.
   b. Delete Sub-Category, List View
   c. Sub Category-wise product list view.
5. Brand:
   a. Create & Update Brand.
   b. Delete Brand, List View
   c. Brand-wise product list view.
6. Product Color:
   a. Create Product Color.
   b. Update Product Color.
   c. Delete Product, List View

SALE FLOW

- Dashboard
- PRODUCT
  - Product
  - Import Product
  - Product Category
  - Product Subcateg...
  - Product Brand
  - Product Color
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS

Products Details

Code Product	74933
Product	Apple 2
Category	Camera
Brand	Hitachi
Cost	$ 1100
Price	$ 1111
Unit	pc

58393kf

SALE FLOW

- Dashboard
- PRODUCT
  - Product
  - Import Product
  - Product Category
  - Product Subcateg...
  - Product Brand
  - Product Color
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS

Download Sample CSV

Import Product From CSV

Please select a CSV file for uploading

Choose File   No file chosen

Import From CSV

SALE FLOW

- Dashboard
- PRODUCT
  - Product
  - Import Product
  - Product Category
  - Product Subcateg...
  - Product Brand
  - Product Color
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS

Product Category

Active   Inactive   + Create Product Category

Download CSV   Column Selected ▾

1-8 of 8 items   ‹ 1 ›

ID	Name	Created At	Action
4	Furniture	2023-10-11	👁
5	Stationary	2023-10-11	👁
6	Sports	2023-10-11	👁
7	Books	2023-10-11	👁
15	Mobile	2023-10-11	👁
16	category 11	2023-10-11	👁
17	category 21	2023-10-11	👁

SALE FLOW

- Dashboard
- PRODUCT
  - Product
  - Import Product
  - Product Category
  - Product Subcateg...
  - Product Brand
  - Product Color
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS

Product Sub Category

[Active] [Inactive] [+ Create Product SubCategory]

[Download CSV] [Column Selected ⌄]   1-10 of 30 items < [1] [2] [3] > [10 / page ⌄]

ID	Name	Created At	Action
1	Mobile	2023-10-11	👁
2	Laptop	2023-10-11	👁
3	Television	2023-10-11	👁
4	Camera	2023-10-11	👁
5	Headphone	2023-10-11	👁
6	Shirt	2023-10-11	👁
7	Pant	2023-10-11	👁

Footer   Omega   About Us   Blog   License

SALE FLOW

- Dashboard
- PRODUCT
  - Product
  - Import Product
  - Product Category
  - Product Subcateg...
  - Product Brand
  - Product Color
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS

Product Brand

[Active] [Inactive] [+ Create Product Brand]

[Download CSV] [Column Selected ⌄]   1-10 of 14 items < [1] [2] > [10 / page ⌄]

ID	Name	Created At	Action
5	Oppo	2023-10-11	👁
6	Dell	2023-10-11	👁
7	HP	2023-10-11	👁
8	Lenovo	2023-10-11	👁
10	Sony	2023-10-11	👁
12	Panasonic	2023-10-11	👁
13	Philips	2023-10-11	👁

Footer   Omega   About Us   Blog   License

SALE FLOW

- Dashboard
- PRODUCT
  - Product
  - Import Product
  - Product Category
  - Product Subcateg...
  - Product Brand
  - Product Color
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS

Product Color

[Download CSV] [Column Selected ⌄]

ID	Name	Color code
5	black	#f9f9f9
6	White	#FFFFFF
7	Orange	#FFA500
8	Purple	#800080
9	Pink	#FFC0CB
10	Brown	#A52A2A
11	Grey	#808080

Footer   Omega

✕ Add Color

Add Product Color

* Name

[   ]

* Color Code

[#1677FF]

HEX ⌄   1677FF   100

⌄ Recommended

Module: Purchase

1. Create Purchase Invoice
   a. Invoice under Supplier.
   b. Multiple Product Add.
   c. Discount Amount.
   d. Paid and Due amount.
   e. Supplier Memo No.
   f. Purchase Note
2. Purchase Invoice List: (Date Wise)
   a. Total purchase amount summary.
   b. Total due amount summary.
   c. Total paid amount summary.
   d. One Click Payment button.
   e. Partial Payment.
3. Print Purchase Invoice.
4. Return Product.

SALE🚀FLOW

- Dashboard
- PRODUCT
- PURCHASE
  - Purchase
  - Suppliers
- SALE
- VAT/TAX
- ACCOUNTS
- REPORT
- HR
- POS
- SETTINGS

ID : 2 |

[Payment] [Return Product] [Print]

Purchase Invoice Information   UNPAID

Initial Invoice Info

Total Amount : **2000**
Due Amount : **1400**
Paid Amount : **500**
Discount : **100**
Purchase Date : **2023-10-12**
Supplier Memo No : **XASO-123**
Note : **new purchase**

Update Invoice Info

Total Paid Amount : **500**
Total Return Amount: **0**
Due Amount : **1400**

Supplier Information

Supplier Name : **Xiaomi**
Phone : **0188162516**
Address : **Dhaka**

Purchase Product Information

Purchase Product Information

ID	Name	Product Quantity	Product Unit Price	Total Price	Action
5	product m	1	1000	1000	👁
6	product t6t	1	1000	1000	👁

‹ 1 ›

Return Purchase Information

Column Selected ▾

View Details	ID	Date	Total Amount	Note

No data

Purchase Invoice Payment

Due Amount : 1400

* Date: [2023-10-12 📅]

* Discount: [   ]

* Amount: [   ]

Purchase Invoice No: [2   ]

[Pay Now]

Module: Supplier

1. Create Supplier & Edit Supplier.
2. Delete Supplier & List View.
3. Bulk Import.
4. Supplier Detail View
   a. All Purchase Invoice list under supplier.
   b. All Return Products under supplier.
   c. All Transactions under supplier.

ID : 3 | Xiaomi

Phone Number : 0188162516
Address : Dhaka
Due Amount : 1400

Download CSV

Supplier Invoice Information

Invoice	Date	Total Amount	Discount	Paid Amount	Due Amount	Action
2	Oct 12, 2023	2000	100	500	1400	👁 Payment

< 1 >

All Return Information

ID	Date	Total Amount	Note	Purchase Invoice No

All Return Information

ID	Date	Total Amount	Note	Purchase Invoice No

No data

All Transaction Information

ID	Date	Debit	Credit	Amount	Type	Particulars	Action
34	12/10/2023	Inventory	Cash	500	purchase	Cash paid on Purchase Invoice #2	👁
35	12/10/2023	Inventory	Accounts Payable	1400	purchase	Due on Purchase Invoice #2	👁

< 1 >

Edit Supplier Form

* Name: Xiaomi

* Phone: 0188162516

* Address: Dhaka

Update Now

Module: Sale

5. Create Sale Invoice
   a. Invoice under Customer.
   b. Multiple Product Add.
   c. Discount Amount.
   d. Paid and Due amount.
   e. Dynamic VAT/TAX calculation.
   f. Customer Shipping address
   g. Sale Note
6. Sale Invoice List: (Date Wise)
   a. Total sale amount summary.
   b. Total due amount summary.
   c. Total paid amount summary
   d. One-click payment button.
   e. Partial Payment.
7. Print Options:
   a. Print PDF invoice.
   b. Print POS format.
   c. Print Packing Slip
8. Return Product and Update delivery status.

Products Information

ID	Name	Product Quantity	Product Unit Price	Total Price	Action
5	product m	1	3.18	3.18	👁
6	product t6t	1	3.18	3.18	👁
7	product y5t	1	1000	1000	👁

< **1** >

Return Sale Information

Column Selected ▾

View Details	ID	Date	Total Amount	Note

Add Sale

SL	Product	U.M.	Quantity	Sale Price	Vat	Total	Delete
1	product y5t	0	1	1000	5%	1050.00	🗑

+ Add Product

* Customer

Doe ▾   + customer

* Date   * Sales Person

2023-10-12   admin

Shipping Address

New York Town

Total: 1050.00

Discount: 50

After Discount: 1000.00

Vat/Tax: standard@15% ×

Total Payable: 1157.50

Paid Amount: 500

Due Amount: 657.50

ID : 10 |

Payment | Return Product | Print PDF | Packing Slip Print | POS Print | Update Status

Sale Invoice Information   UNPAID pending

Initial Invoice Info

Total Amount : 1214.810
Due Amount : 664.810
Paid Amount : 500.000
Discount : 50.000
Profit : -995.140
Sale Date : 2023-10-12

Update Invoice Info

Total Paid Amount : 500.000
Total Vat Amount : 208.450
Total Return Amount: 0
Due Amount : 664.810

Customer Information

Customer Name : **Doe**
Phone : 1234567890
Address : **123 Main St**

Print

		1 page
Destination		Save as PDF
Pages		All
Layout		Portrait

More settings

Save   Cancel

Address
2345678
company@gmail.com
Website
BILL NO: 10
BILL DATE: 2023-10-12

Particulars	Rate	Qty	Amount
product m	3.18	1	3.18
product r6t	3.18	1	3.18
product y5t	1000	1	1000
	Total	3	1006.3599999999999
	Vat/Tax		208.45
	Sub Total		1214.81
	Discount(-)		50
	Grand Total		1164.81

Footer
© ERPOS | Omega Solution

SALE FLOW

- Dashboard
- PRODUCT
- PURCHASE
- SALE
  - Sale
  - Customers
- VAT/TAX
- ACCOUNTS
- REPORT
- HR
- POS
- SETTINGS

---

admin/ sale/ 10

ID : 10 |

Update Order Status

Order ID : 10

Update Order Status

Select Order Status

Pending
Received

Cancel   OK

S Print   Update Status

Sale Invoice Infor...

Total Amount : 121...
Due Amount : 664...
Paid Amount : 500...
Discount : 50.000
Profit : -995.140
Sale Date : 2023-10-12

Update Invoice Info

Total Paid Amount : 500.000
Total Vat Amount : 208.450
Total Return Amount: 0
Due Amount : 664.810

---

admin/ sale/ 10

Transaction Information

Column Selected

ID	Date	Debit	Credit	Amount	Type	Particulars	Action
36	12/10/2023	Cash	Sales	500	sale	Cash receive on Sale Invoice #10	👁
37	12/10/2023	Accounts Receivable	Sales	664.81	sale	Due on Sale Invoice #10	👁
38	12/10/2023	Cost of Sales	Inventory	2001.5	sale	Cost of sales on Sale Invoice #10	👁
39	12/10/2023	Cash	Tax Received	208.45	vat	Vat Collected on Sale Invoice #10	👁

‹ 1 ›

Footer   Omega About Us Blog License

Module: VAT / TAX

1. Create Dynamic VAT and TAX.
2. Update and delete VAT type.
3. See total VAT received.
4. See total VAT given.
5. See VAT balance

Module: Accounts

1. Create an Account.
2. Update and Delete account.
3. Account List View.
4. Account Details:
   a. Debit account with particulars.
   b. Credit account with particulars.
   c. See account balance.
5. Transaction:
   a. Create manual transactions.
   b. Transaction List view

SALE FLOW

- Dashboard
- PRODUCT
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS
  - Account
  - Transaction
- REPORT
- HR
- POS
- SETTINGS

Account Details: Cash

Update Account

DEBIT	CREDIT	PARTICULARS	DATE
3.18		Cash receive on Sale Invoice #1	2023-10-11
0		Vat Collected on Sale Invoice #1	2023-10-11
3.18		Cash receive on Sale Invoice #2	2023-10-11
0		Vat Collected on Sale Invoice #2	2023-10-11
3.18		Cash receive on Sale Invoice #3	2023-10-11
0		Vat Collected on Sale Invoice #3	2023-10-11
3.18		Cash receive on Sale Invoice #4	2023-10-11
0		Vat Collected on Sale Invoice #4	2023-10-11
1222.1		Cash receive on Sale Invoice #5	2023-10-11

SALE FLOW

- Dashboard
- PRODUCT
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS
  - Account
  - Transaction
- REPORT
- HR
- POS
- SETTINGS

Transaction List

+ New Transaction
2023-10-(→ 2023-10-

Download CSV | Column Selected

1-10 of 39 items | 1 2 3 4 > | 10 / page

ID	Date	Debit Account	Credit Account	Amount	Particulars
1	Oct 11, 2023	Cash	Sales	3.18	Cash receive on Sale Invoice #1
2	Oct 11, 2023	Cost of Sales	Inventory	1.5	Cost of sales on Sale Invoice #1
3	Oct 11, 2023	Cash	Tax Received	0	Vat Collected on Sale Invoice #1
4	Oct 11, 2023	Accounts Receivable	Discount Earned	400	400
5	Oct 11, 2023	Bank	Discount Given	500	444
6	Oct 11, 2023	Cash	Sales	3.18	Cash receive on Sale Invoice #2

Footer | Omega About Us Blog License

SALE FLOW

- Dashboard
- PRODUCT
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS
  - Account
  - Transaction
- REPORT
- HR
- POS
- SETTINGS

Transaction List

Download CSV | Column Selected

1-10 o

ID	Date	Debit Account	Credit Account
1	Oct 11, 2023	Cash	Sales
2	Oct 11, 2023	Cost of Sales	Inventory
3	Oct 11, 2023	Cash	Tax Received
4	Oct 11, 2023	Accounts Receivable	Discount Earne
5	Oct 11, 2023	Bank	Discount Given
6	Oct 11, 2023	Cash	Sales

Footer | Omega

✕ New Transaction

Transaction

* Date

2023-10-12

* Debit Account

Select Debit ID | + Debit account

* Credit Account

Select Credit ID | + Credit account

* Amount

* Particulars

Pay Now

Module: Report

1. See Trial Balance.
2. See Balance Sheet.
3. See Income Statement.

admin/ account/ trial-balance

Trail Balance

ACCOUNT	DEBIT	CREDIT
Cash	4244.069999999999	
Bank	500	
Accounts Receivable	1064.81	
Cost of Sales	5319.5	
Inventory		-3418
Accounts Payable		-1401.5
Sales		-4865.699999999999
Discount Earned		-400
Discount Given		-500

admin/ account/ balance-sheet

Balance Sheet

ACCOUNT	AMOUNT
Assets	
Cash	4244.069999999999
Bank	500
Inventory	-3418
Accounts Receivable	1064.81
TOTAL	**2390.8799999999987**
Liabilities	
Accounts Payable	1401.5
TOTAL	**1401.5**

admin/ account/ income

Income Statement

ACCOUNT	AMOUNT
Revenue	
Sales	4865.699999999999
Discount Earned	400
TOTAL	**5265.699999999999**
Expense	
Cost of Sales	-5319.5
Discount Given	500
TOTAL	**-4819.5**
Profit	
Total	446.199999999989

Module: HR or Human Resource:

1. Staff:
    a. Create and update Staff.
    b. Delete Staff.
    c. List View.
    d. Detail View.
2. Role and Permission:
    a. Create Role, Update Role
    b. Delete Role.
    c. Give Dynamic Permission to the roles
        i. List view permission.
        ii. Single view permission.
        iii. Create permission
        iv. Update permission
        v. Delete permission
    d. Revoke permission from the role.
3. Designation:
    a. Create and Update Designation.
    b. Delete Designation
    c. List View.
    d. Detail View.
        i. List view staff under that designation.

Screen 1: Create Staff

Dashboard
- PRODUCT
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS
- REPORT
- HR
  - Staffs
  - Role & Permissions
  - Designation
- POS
- SETTINGS
  - Invoice Settings

admin/ hr/ staffs

Staff List

Download CSV | Column Selected

ID	Name	Role
3	e-commerce	3
2	staff	2
1	admin	1

Footer

✕ Create Staff

Add New Staff

* User Name

* Password

* Email

* Joining Date
Select date

Leave Date
Select date

Role
Please select | + Role

* Id No
OE-012

Screen 2: Role

Dashboard
- PRODUCT
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS
- REPORT
- HR
  - Staffs
  - Role & Permissions
  - Designation
- POS
- SETTINGS
  - Invoice Settings

admin/ role

Role　　　　Active | Inactive | + Create Role

Download CSV | Column Selected　　　1-3 of 3 items | 1 | >

ID	Name	Created at	Action
1	admin	2023-10-11	👁
2	staff	2023-10-11	👁
3	e-commerce	2023-10-11	👁

Footer　　　Omega　About Us　Blog　License

Screen 3: Add Permission

Dashboard
- PRODUCT
- PURCHASE
- SALE
- VAT/TAX
- ACCOUNTS
- REPORT
- HR
  - Staffs
  - Role & Permissions
  - Designation
- POS
- SETTINGS
  - Invoice Settings

admin/ role/ permit/ 2

Add Permission : staff

☑ create-paymentPurchaseInvoice	☑ readAll-paymentPurchaseInvoice	☐ readSingle-paymentPurchaseInvoice	☐ update-paymentPurchaseInvoice	☐ delete-paymentPurchaseInvoice
☐ create-paymentSaleInvoice	☑ readAll-paymentSaleInvoice	☑ readSingle-paymentSaleInvoice	☐ update-paymentSaleInvoice	☐ delete-paymentSaleInvoice
☐ create-returnSaleInvoice	☐ readAll-returnSaleInvoice	☑ readSingle-returnSaleInvoice	☐ update-returnSaleInvoice	☐ delete-returnSaleInvoice
☐ create-purchaseInvoice	☐ readAll-purchaseInvoice	☑ readSingle-purchaseInvoice	☐ update-purchaseInvoice	☐ delete-purchaseInvoice
☐ create-returnPurchaseInvoice	☐ readAll-returnPurchaseInvoice	☐ readSingle-returnPurchaseInvoice	☐ update-returnPurchaseInvoice	☐ delete-returnPurchaseInvoice
☐ create-rolePermission	☐ readAll-rolePermission	☐ readSingle-rolePermission	☐ update-rolePermission	☐ delete-rolePermission

ID : 2 | staff

New Permission

Permissions

Column Selected

	ID	Name	Created At	Updated At
	166	create-paymentPurchaseInvoice	12/10/2023	12/10/2023
	167	readAll-paymentPurchaseInvoice	12/10/2023	12/10/2023
	168	readAll-paymentSaleInvoice	12/10/2023	12/10/2023
	169	readSingle-paymentSaleInvoice	12/10/2023	12/10/2023
	170	readSingle-returnSaleInvoice	12/10/2023	12/10/2023
	171	readSingle-purchaseInvoice	12/10/2023	12/10/2023

< 1 >

Designation List

Active Inactive + Create Designation

Download CSV   Column Selected

1-7 of 7 items < 1 >

ID	Name	Action
1	Manager	👁
2	employee	👁
3	Salesman	👁
4	Accountant	👁
5	Storekeeper	👁
6	Driver	👁
7	Cleaner	👁

ID : 1 | Manager

Staffs Information

ID	User Name	Role	email	phone	salary

No data

Module: Settings:

1. Invoice Settings
   a. Company name, Tagline,
   b. Address, Phone number,
   c. Email Address, Website.
   d. Footer.
2. Logo Settings:
   a. Upload Logo (170x70)px

_____

Please email us if you need any help with using the application. We will assist you as soon as possible and in most cases within 1-2 working days. Customer satisfaction is the most important thing that we care about.

CONTACT INFORMATION:
Website: Omega Solution
Email: support@omega.ac
Customer Support: https://support.omega.ac