

VasyERP

User Manual



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Chapter 1: Overview

Every business is unique and faces different problems on a daily basis. Today a lot of businesses, small to large, face problems such as planning and managing their resources and have limited resources to deal with them. Businesses continue to struggle to keep things organized. They spend too much time on things which can be automated and streamlined. They have a lot of different software tools and processes that have been adopted and implemented for businesses over the years, but they are not connected to each other. As a consequence, they have to access different systems to understand customer's master data, sales, cash flows, or profitability. It becomes hard to combine the data to get useful insights or alerts. This leads to businesses being reactive instead of being proactive in their day-to-day operations. With such a constrained way of working, there's limited scope for growth.

The Enterprise Resource Planning (ERP) system will act as an aid for this problem. ERP is a tool that centralizes a company's database of information, automates routine tasks, and simplifies business processes. The end goal in using ERP is to optimize operations and free up employee time so they can work on more instinctual tasks. These objectives can lead to an increase in revenue margins and efficiencies while improving communication across the company. ERP helps businesses run smoothly by unifying and protecting your information, automating processes, and producing easy-to-understand reports.

1. What is VasyERP?

VasyERP software offers a full-featured ERP system that is configured according to customer's needs and allows them to integrate all the important information of their business in one place. It is cloud-based software, hence the information in the software is securely stored in Amazon Web Services (AWS) and it can be accessed from anywhere. It provides real-time information, i.e., the data that is entered into the cloud software is updated immediately.

Further, it is a hardware-independent software that runs on browsers and supports all kinds of devices. Moreover, some of the sub-features of VasyERP can be accessed through mobile applications also.

VasyERP scales well from SMEs to even large enterprises. It is designed for various industrial purposes such as Materials Requirement Planning, Tractability, Bin Management, Inventory Management, Supply Chain Management, Warehouse Management, Distribution Requirements Planning, Bill of Materials, Quality Management, and Project Life-Cycle Management. Through this software, the Goods and Sales Tax (GST) compliance and adoption will be uncomplicated and effortless.

VasyERP comprises effective features as following:

- Purchase and Sales
- Accounting
- Contacts
- Report Generation
- Orders Details
- POS (Point of Sales)
- Bank/Budget Details
- Employees details
- Branch Details
- Customizable Dashboard

In addition, VasyERP is an auto updation system, i.e, no up-gradation cost is required and business can be upgraded with ease. Also, it allows automatic data backup, which will eliminate the possibility of forgetting to do it and reduce human errors. Besides, this software is also available in multiple languages like English, Hindi, Gujarati, Marathi, and Tamil. This enables users to understand and access the software in comfort.

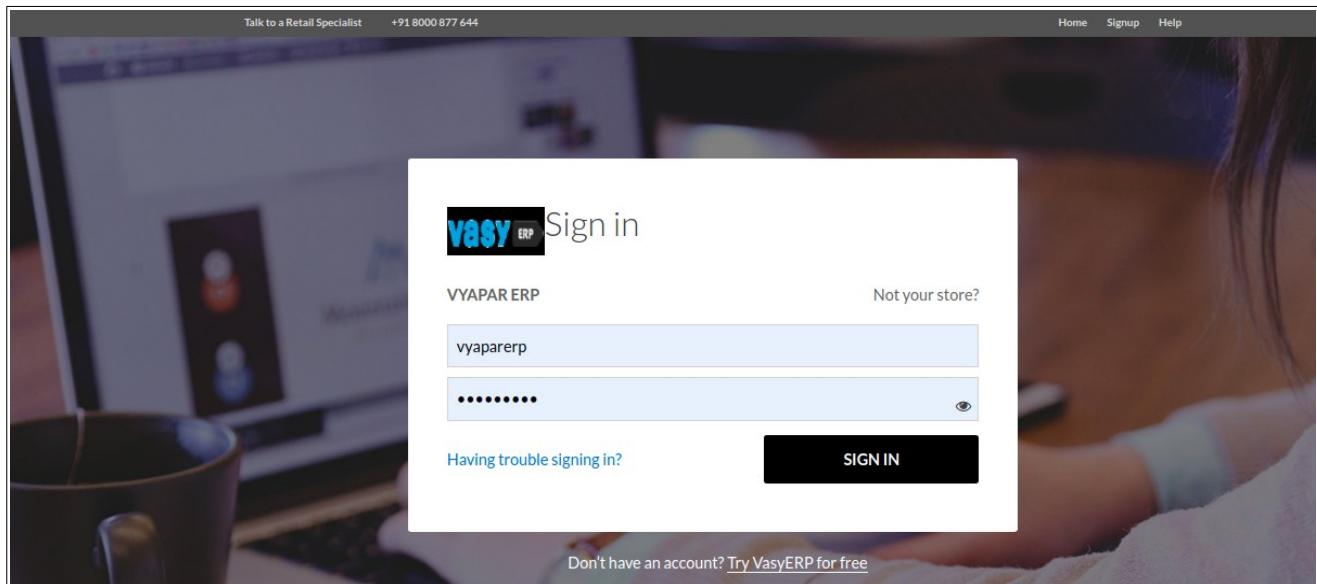
Chapter 2: Getting Started With VasyERP

To start with the VasyERP software, you need to:

- Startup your computer system
- Start your web browser
- Log in to VasyERP

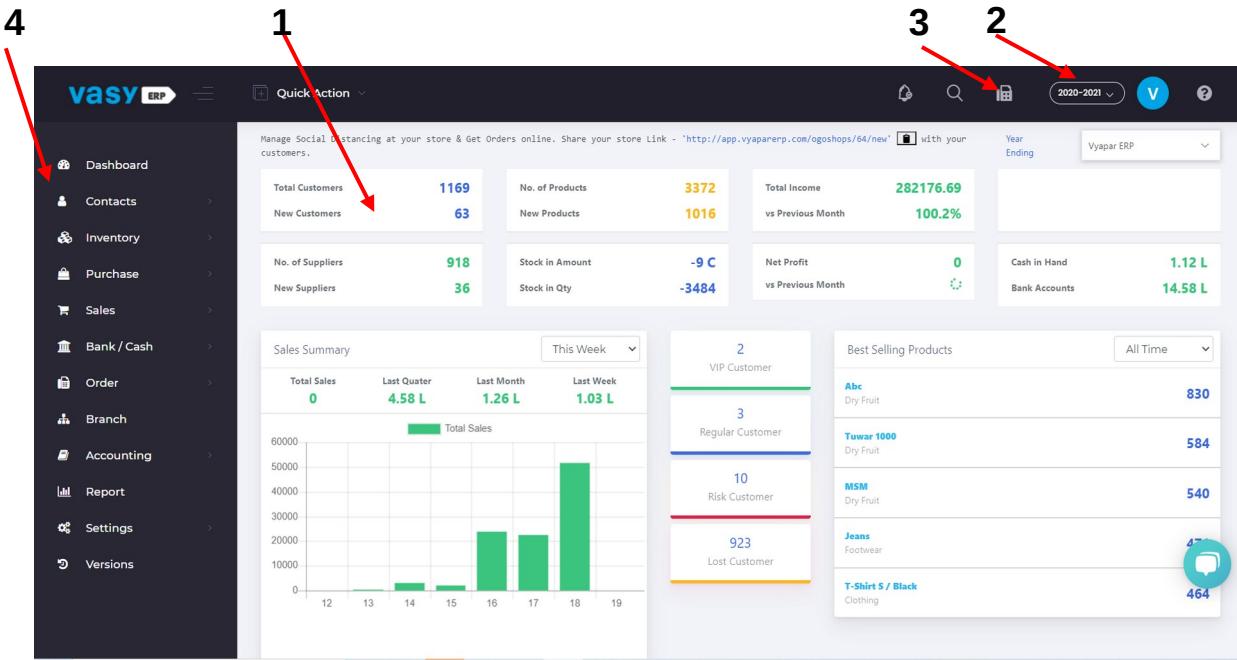
1. Starting and Logging on

The first step in starting with VasyERP is to open the URL: <https://croods.vasyerp.com/login?logout>. After that, the first window you will see is the Login window. You need to type in the username and password to log on to VasyERP software.



2. Home Page

The home page is what you see after you log in to VasyERP. This is the default or front page of the VasyERP website. To return to this page at any point, click on the VasyERP logo on the top left corner.



On the home page you can find the following features:

- 1. Dashboard:** After successfully logging in, you can find the dashboard page on the home page. It is a visual display of all of your data. It presents the summarized information in a way that is easy to read.

On the dashboard you will find:

- Number of customers, number of products, number of supplies, total income, stock, net profit, and cash in hand & in bank accounts.
- Sales summary, best selling products
- Income Statement
- Sales vs Purchase
- Customer Detailer

- 2. Financial Year:** Here you can set your business financial year.
- 3. POS:** By clicking on the POS icon you will be moved to the POS window where you can access the VasyPOS system
- 4. Modules:** You will find the modules on the left-hand side of the home page.

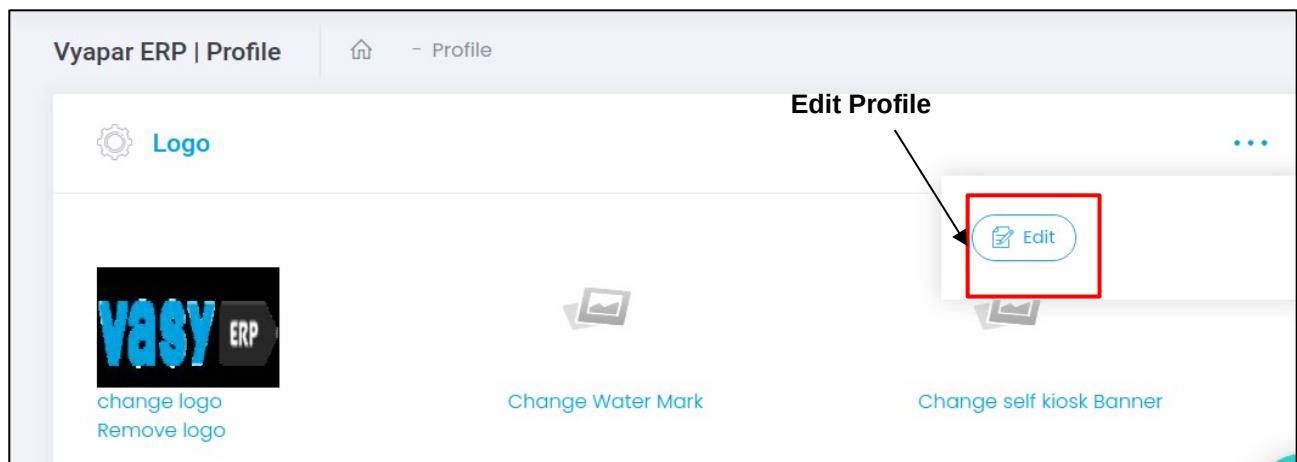
VasyERP offers the following modules:

- Purchase and Sales
- Accounting
- Contacts
- Reports Generation
- Order Details
- Bank/Budget details
- Employees Details

8. Branch Details

3. Profile Page

- At the top right corner of the home page, click on the “V” icon. Next, click on the “My Profile” option in the dropdown menu.
- After that, your profile page will open.
- On the profile page, you will find the details about your company, such as Name, Contact Details, Address Details, Bank Details, and Other Details like GSTIN, FSSAI Number, etc.
- You can edit your profile by clicking on the three dots icon on the right-hand side of the profile page.



Chapter 3: Inventory

Inventory is the accounting of items, parts, and raw materials a company uses in production or sells. As an accounting term, inventory refers to all stock in the various production stages and is a current asset. By keeping stock, both retailers and manufacturers can continue to sell or build items.

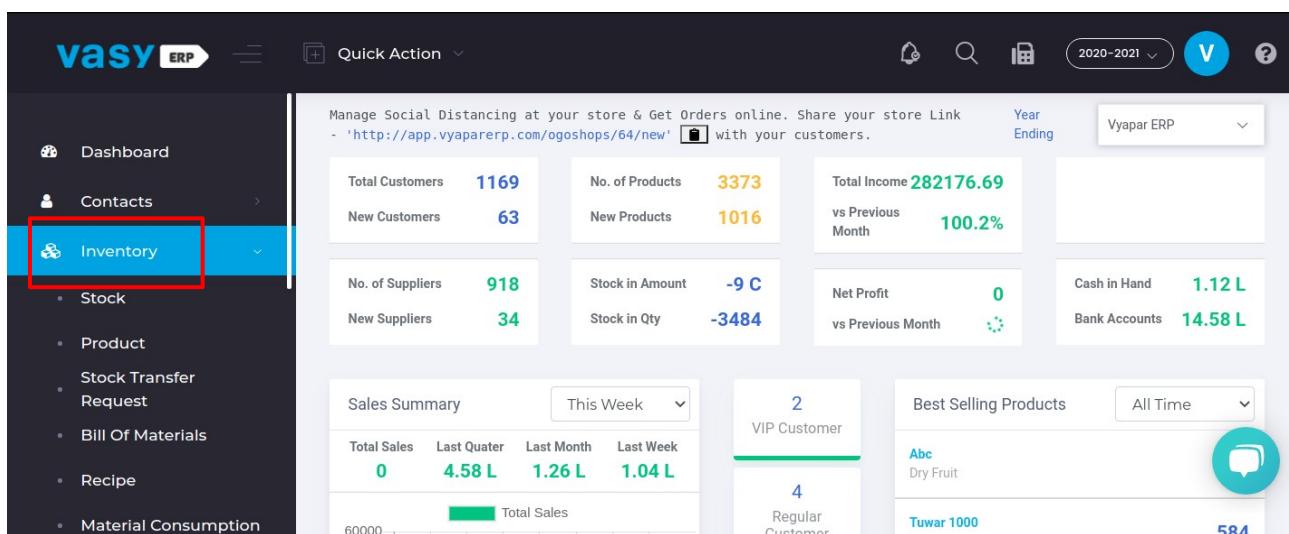
Inventory can be of various types like; Raw materials/Components, Work in Progress materials, Packing Materials, Finished Goods, etc.

The Inventory module in VasyERP helps you to:

- Maintain details of your products such as price, tax, variants, discount, etc.
- Maintain details of available stocks of products.
- Track records of stock transfer, receiving, and delivery of products.
- Maintain details of materials consumption/raw materials utilization.

The Inventory module is tightly integrated with Purchase, Sales, Orders and Accounting modules.

- You can find the ‘Inventory’ module in the modules section on the left side.



The screenshot shows the VasyERP dashboard. On the left, there is a sidebar with navigation links: Dashboard, Contacts, and Inventory (which is highlighted with a red box). The main area displays various performance metrics and charts. At the top, there is a message about managing social distancing and getting orders online. Below that, there are four main sections: Customer & Product stats (Total Customers: 1169, New Customers: 63, No. of Products: 3373, New Products: 1016), Income & Profit (Total Income: 282176.69, Net Profit: 0), Supplier & Stock stats (No. of Suppliers: 918, New Suppliers: 34, Stock in Amount: -9 C, Stock in Qty: -3484), and Sales & Customers (Sales Summary: Total Sales 0, Last Quarter 4.58 L, Last Month 1.26 L, Last Week 1.04 L, Sales Bar Chart, 2 VIP Customer, 4 Regular Customer, Best Selling Products: Abc Dry Fruit, Tuwar 1000, and a message bubble icon).

1. Products

A product is an item or a service offered by your company or enterprise. Product term can also apply to raw materials or materials consumption while in the production or manufacturing process.

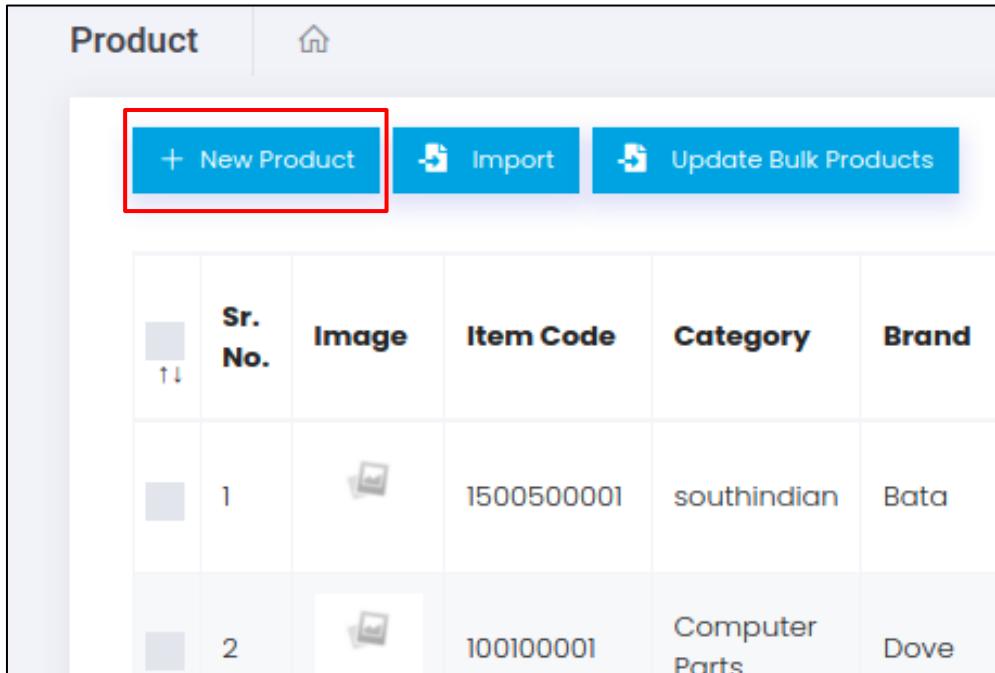
VasyERP is optimized for product management of your sales and purchase. If you are in services, you can create a product for each service that you offer.

To access the ‘Products’ feature, go to:

- Inventory->Products

1.1 New Product

- Go to the products page and click on the “New Product” option at the top of the page.
- Then the New Product page will open.



Product					
		Image	Item Code	Category	Brand
Sr. No.	Import	Update Bulk Products			
1		1500500001	southindian	Bata	
2		100100001	Computer Parts	Dove	

1.1.1 Prerequisites

Before creating and using an Item, it is advised that you create the following masters first:

1) Category/Brand

Depending on the type of product, you can categorize an item under its respective field. For example clothes, food, sports, etc.

You can also assign the corresponding brand name to the product.

To find the ‘Category/Brand’ master

- Go to Inventory->Category/Brand

I. Category

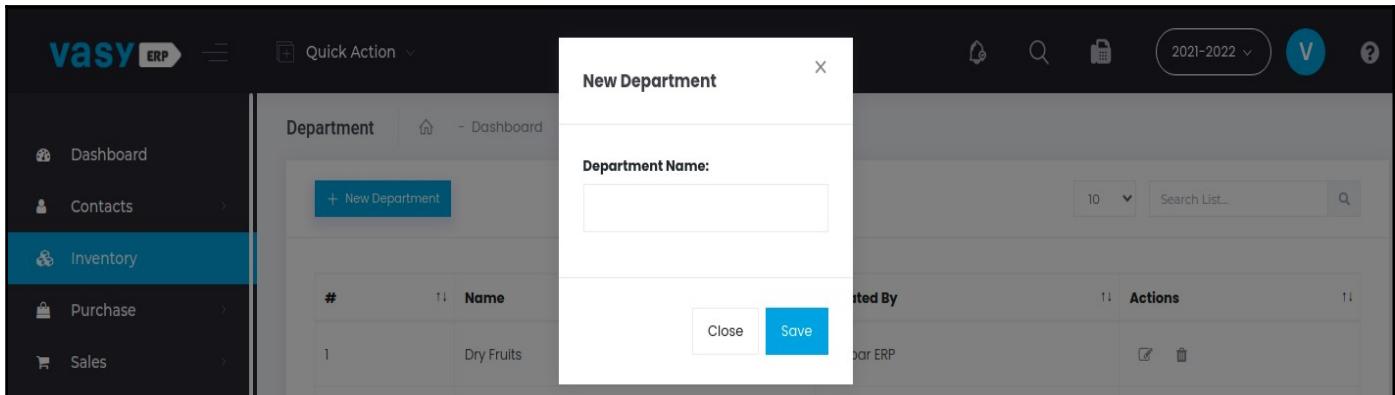
Before creating a new category master, first, you need to create a new department.

To find the ‘Department’ master

- Go to Inventory->Department

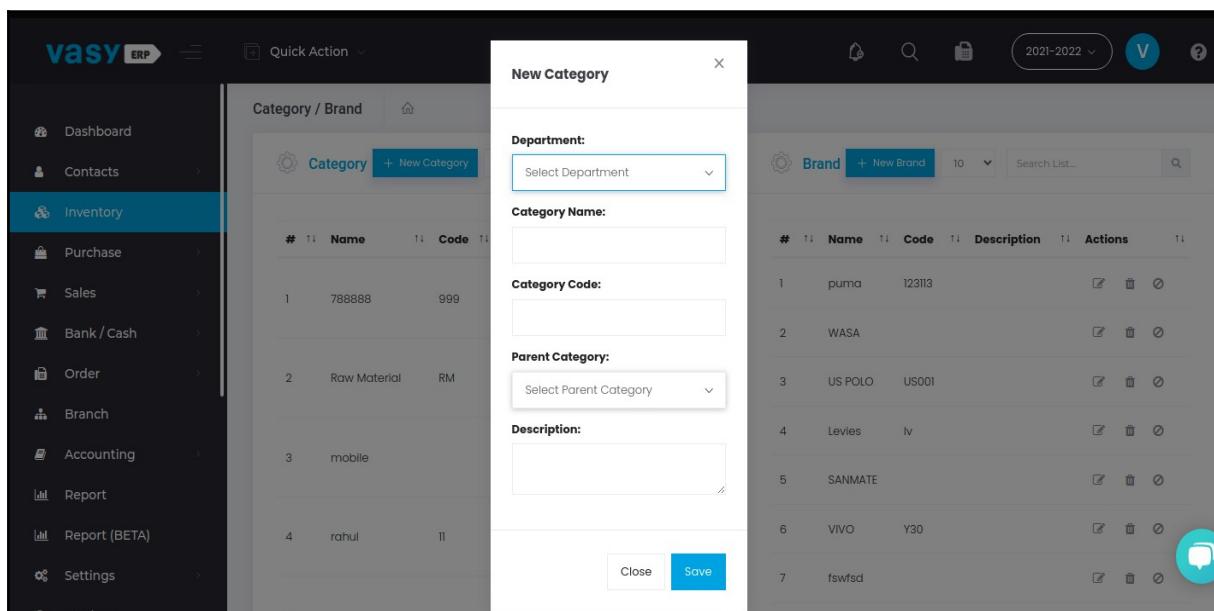
To create a new Department:

- Click on “New Department” on the top left side of the Department Page.
- After that fill in the Department name



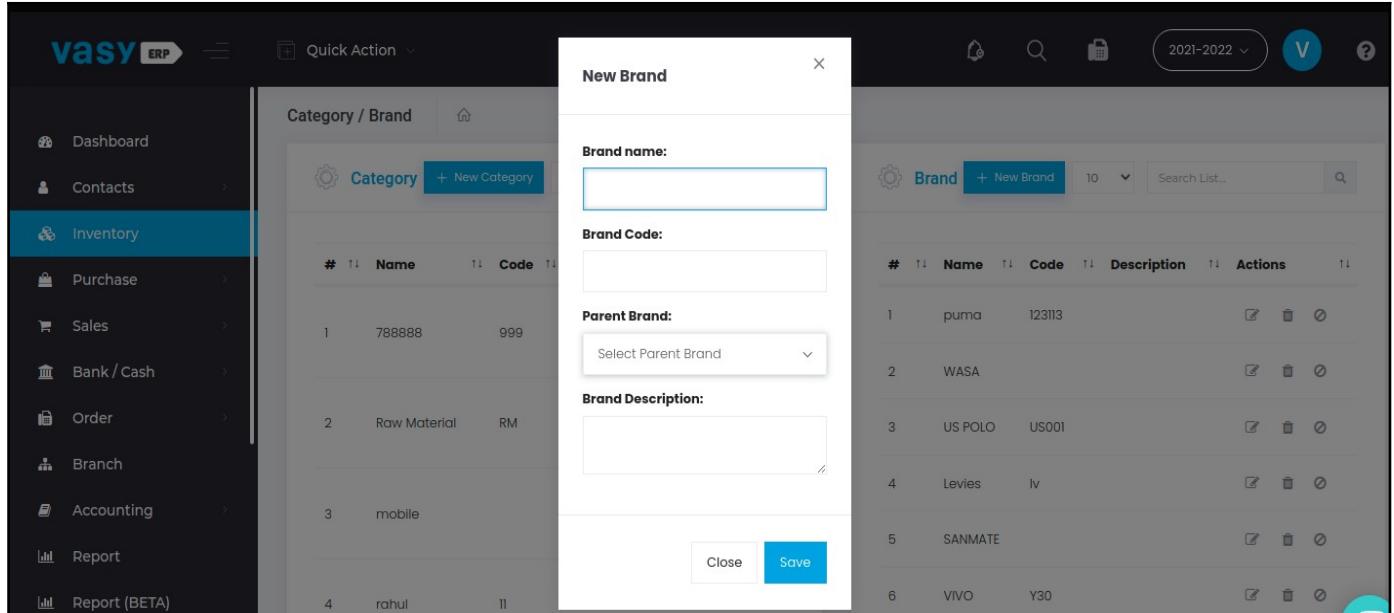
After creating a new department name, you can create a new category master from Category/Brand of Invoice module:

- To create a new category master click on “New Category” on the top left side of the Category/Brand Page.
- Fill in all the required details.



II. Brand

- To create a new brand master Click on “New Brand” on the top right side of the Category/Brand Page.
- Fill in all the required details.



2) Unit of Measurement

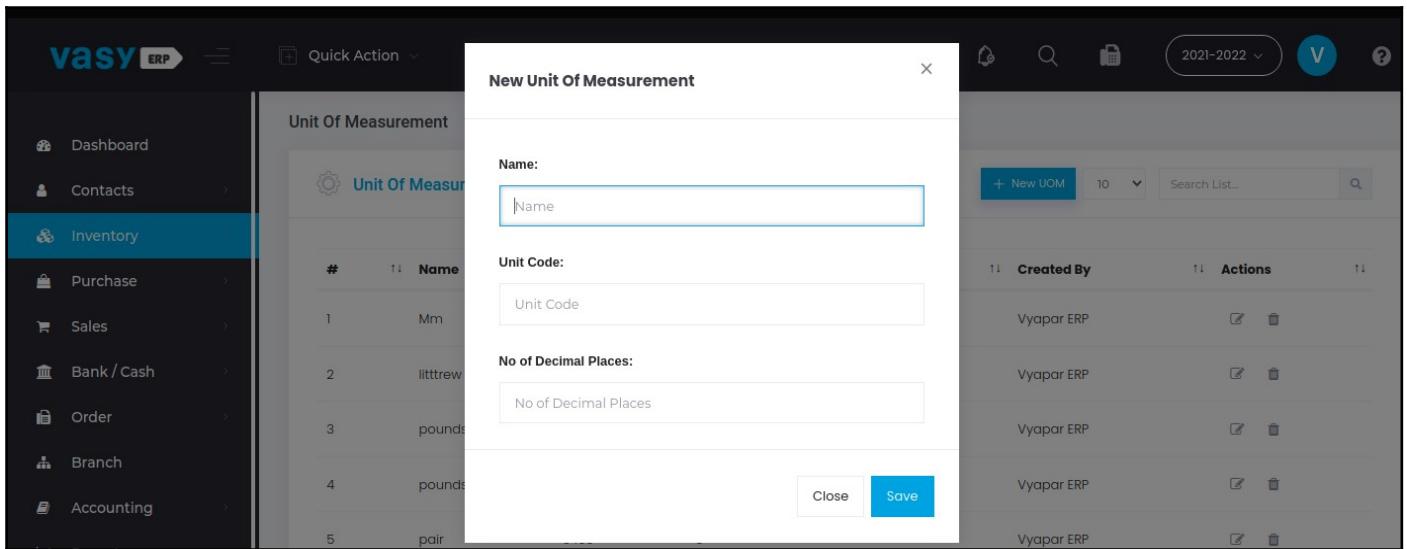
Every product is measured in a certain unit. Measurement units can be distance, weight, quantity, etc. For example groceries products can be measured concerning their weights, like kg, grams, pounds, and clothes can be measured by their quantity.

To find the ‘Unit of Measurement’ master:

- Go to Inventory->Unit of Measurement

To create a new unit of measurement master:

- Click on “New UOM” on the top right side of the Unit of Measurement Page.
- Fill in all the required details.



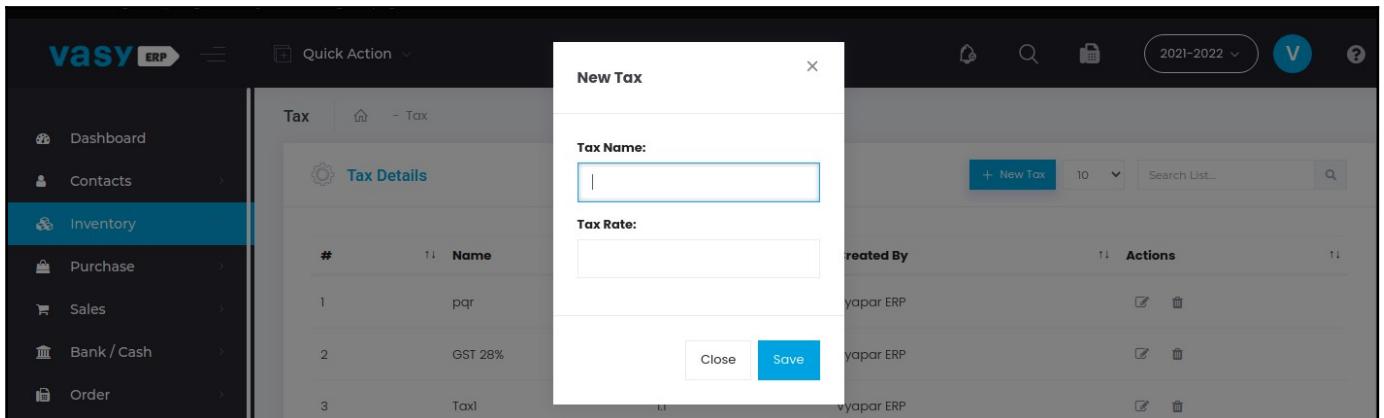
3) Tax

To find the ‘Tax’ master:

- Go to Inventory->Tax

To create a new tax master:

- Click on “New Tax” on the top right side of the Tax Page.
- Fill in all the required details.



1.1.2 Creation of new product

After completion of all prerequisite masters required for a product, you can create a new product now.

- On the New Product page fill in all the details required for a product.
- For the product, you need to fill in details such as; Product name, HSN code, Category, Brand, Tax details, Discount, Net weight, and Price details.

- Note: HSN code (Harmonised System of Nomenclature code) is the system that has been introduced for the systematic classification of goods all over the world. HSN code is a 6-digit uniform code that classifies 5000+ products and is accepted worldwide.

The screenshot shows the 'New Product' interface. Under the 'General Details' tab, there are several input fields and dropdown menus:

- Product Name:** Product Name
- Select Unit of Measurement:** Unit of Measurements
- Print Name:** Print Name
- HSN Code:** HSN Code
- Select Category:** Select Category
- Select Brand:** Select Brand
- Purchase Tax:** Select Tax
- Sales Tax:** Select Tax
- Description:** Enter Description
- Discount:** % Percentage
- Purchase Tax Including:** Purchase Tax Including (?)
- Sales Tax Including:** Sales Tax Including (?)
- Cess:** Cess (?)

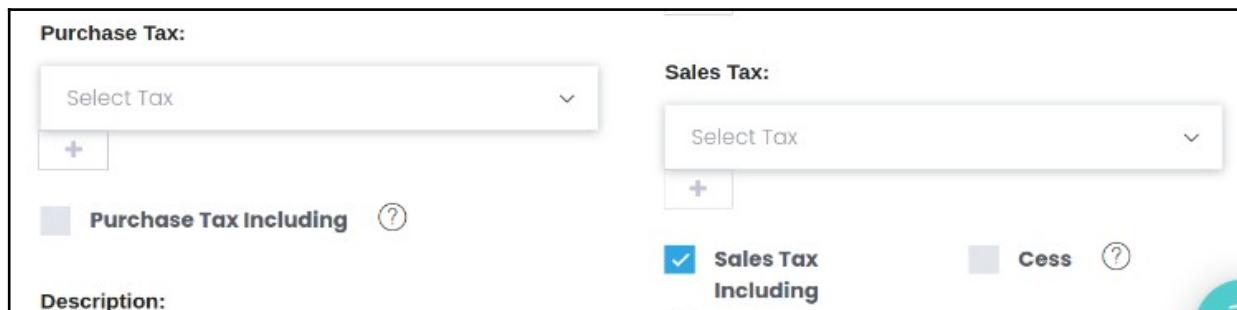
- **Note:** You can also create new masters (category, brand, tax, and unit of measurement) by clicking the + sign near the master option. For eg, if you want to create a new tax on the New Product page click on , then you can create a new tax right there.

The screenshot shows the 'Purchase Tax' section. It includes a dropdown menu labeled 'Select Tax' and a checkbox labeled 'Purchase Tax Including' with a question mark icon.

- **Purchase Tax/Sales Tax Including**

Purchase Tax is the tax that applies while purchasing products from suppliers. Sales Tax is the tax that applies while selling the product to the consumer.

- On the new products page, you can find options for purchase tax and sales tax. You can select any option as per your requirements.



- **Product Variant**

You can add variants to products that come in more than one option, such as size or color. Each combination of options for a product is a variant for that product.

For example, suppose that you sell T-shirts with two options: size and color. The size option has three values: small, medium, and large. The color option has two values: blue and green. One specific variant from these options is a small, blue T-shirt.

Without product variants, you would have to treat small, medium, and large versions of a t-shirt as three separate items.

To create a new variant:

- Click on “Add Variant” on the New Product page.
- Then fill up the details of the product variants.

Variants product comes in multiple versions, like different sizes or colors.

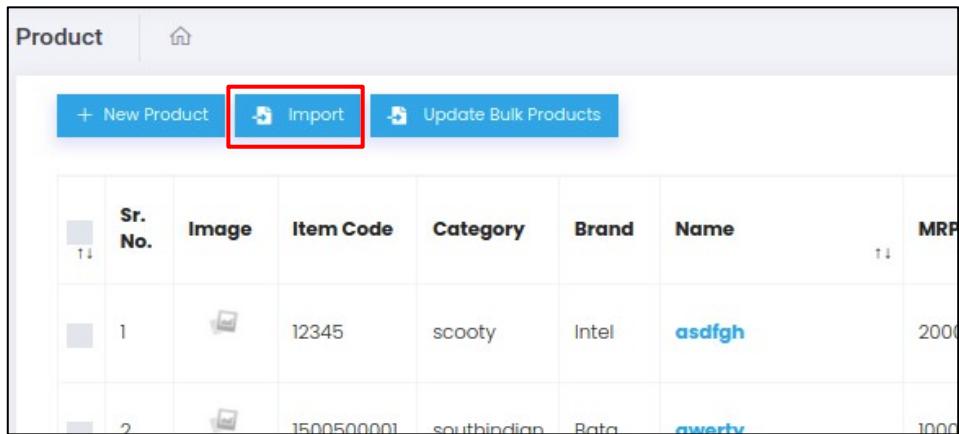
Option name	Option values
eg. Size, Color	
Add another option	

After filling in all details in the New Product Page, click on the “Save” option.

1.1.2 Import Products

With VasyERP you can also import the details of multiple products through the excel file. This will save your time from creating products one at a time

To import the details of the product through excel, click on “Import” at the top left side of the product page.



The screenshot shows a table with columns: Sr. No., Image, Item Code, Category, Brand, Name, and MRP. There are two rows of data. The first row has values: 1, 12345, scooty, Intel, asdfgh, 2000. The second row has values: 2, 1500500001, southindian, Bata, qwerty, 1000.

The import file should contain all the mandatory fields required to create a new product, otherwise, errors will occur.

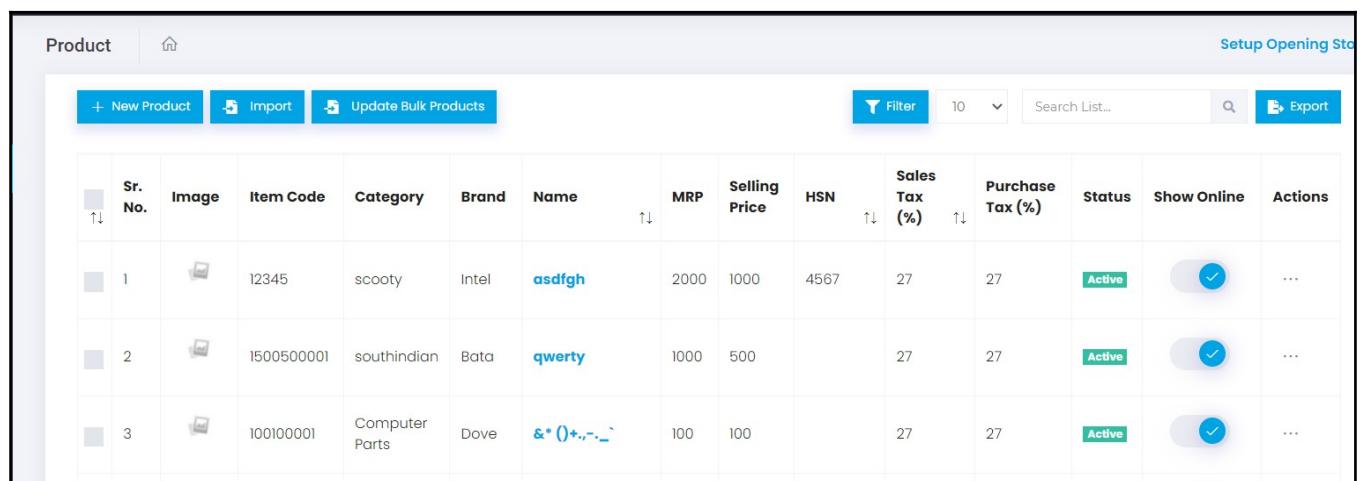
- ◆ **Note:** For product name only numeric, alphabets and special characters like; & () _ - * / . % are allowed.

After saving the product details, you can find the product on the Products page. On the products page, you can upload the image of the product by clicking on the image icon in the image column.

You can find the product details columns on the Product page.

The Status column states if the product is active or deactivate that means if you want to use the product or not.

You can change these options by clicking the three dots icon in the Actions column.



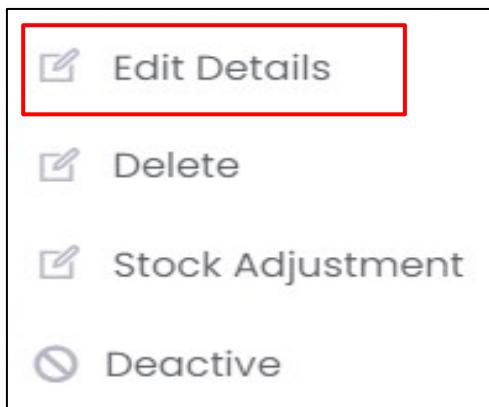
The screenshot shows a table with columns: Sr. No., Image, Item Code, Category, Brand, Name, MRP, Selling Price, HSN, Sales Tax (%), Purchase Tax (%), Status, Show Online, and Actions. There are three rows of data. The first row has values: 1, 12345, scooty, Intel, asdfgh, 2000, 1000, 4567, 27, 27, Active, checked, ... The second row has values: 2, 1500500001, southindian, Bata, qwerty, 1000, 500, 27, 27, Active, checked, ... The third row has values: 3, 100100001, Computer Parts, Dove, &* ()+-_.~, 100, 100, 27, 27, Active, checked, ... The 'Status' column contains 'Active' with a green background and a checked status switch. The 'Actions' column contains three dots (...).

1.2 Edit and Update Bulk Products

1.2.1 Edit

You can edit the product details by:

- Clicking the three dots icon in the Actions column.
- From the list, you need to select the “Edit Details” option.



1.2.1 Update Bulk Products

Instead of editing each product one by one, VasyERP has the feature of updating bulk products at once by uploading the updated details of products excel file.

- You need to click on on the Products page.
- ◆ **Note:** The excel file must contain the mandatory details for updating products, otherwise an error will occur.

2. Stocks

Stocks tell you about the available quantity of each product.

To add stock to the product:

- Click on the three dots in the Actions column on the Products page.
- In the list click on the “Stock Adjustment” option.
- In the Stock Adjustment form, you need to select the product variant and fill in details about the purchase price and MRP price.
- After that enter the number of quantities of the product.

After adding the stock, a batch of stock will be added to the product details.

You can check the batch details in the Variant Details section on the products details page of the product.

Variant Details								
Variant	Purchase Price	Retailer Price	Wholesaler Price	Shopify Price	Item Code/Barcode	MRP	Selling Price	Batch Price with Qty
Basmati	910.0	1010.0	1000.0	1000.0	11001100002	1010	909.0	<button>Batch</button>
Batch Details								
Batch No	Purchase Price	MRP	Quantity	#				
B5630361137.5	910.0	950.0	-5.0					
B5630361125	900.0	950.0	10.0					
B5630361000	1000.0	1100.0	20.0					

- ◆ **Note:** Different batches of the stock of the products will be updated if you enter different Purchase Prices and MRP prices in the Stock Adjustment.

You can also find the details about the stock and stock value of the product from **Inventory->Stock**.

On the Stock page, you can see Quantity and Stock Value columns for the products.

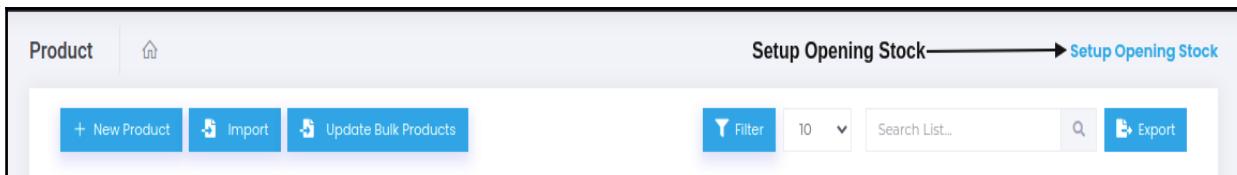
Sr. No.	Item Code	Name	Qty	Stock Value
1	12345	asdfgh	3.00	4500.00
2	1500500001	qwerty	0	0
3	100100001	& ()+,-._`	0	0
4	11001100002	Rice Product Basmati	25.00	23416.67
5	10001000011	Rice Product Jeerasar	27.00	22590.00
6	950950003	Rice Product Brown Rice	22.00	17306.67

2.1 Opening Stock

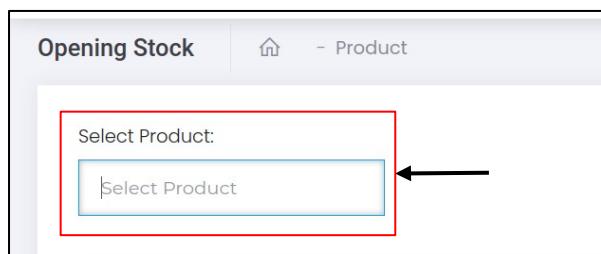
Opening Stock can be described as the initial quantity of any product/goods held by an organization during the start of any financial year or accounting period and is equal to the closing stock of the previous accounting period valued on the basis of suitable accounting norms depending on the nature of business.

To create an opening stock:

- Click on the “Setup Opening Stock” button at the top right corner of the products page.
- After that, you will be directed to the Opening Stock Page.



- Before setting up the opening stock, you need to set the financial year on the toolbar.
- To add the opening for a product, search for the product in the “Search Products” search bar in the Opening Stocks Page.



- After selecting the product name, a form will open.
- In that form, you need to fill up details about the quantity and price of the product that is required for the opening stock.

After that, the opening stock will be added.

You can find the opening stock product details on the Opening Stock page.

To check the details:

- Click on the product name on the opening stock page.
- Then you will be directed to the opening stock of the product detail page.
- The details page contains the product details such as product name, unit of measurement variant name, tax, etc, the quantity of product, and product batchdetails.

3. Recipe, Material Consumption and Bill of Materials

3.1 Recipe

A recipe is a document that will keep a record of raw products which have been used while producing a food product or any other product.

For example: For a packet of potato chips, raw products will be potatoes, oil, salt, preservatives, based on and plastic to make packets for chips. Then the end product will be Potato chips.

To find the Recipe:

- Go to Inventory->Recipe

To create a new Recipe:

- Click on the “New Recipe” Icon on the top left side of that page.
- After that, you will be directed to the New Recipe page.
- To make a recipe report, you need to fill in details like; Recipe name, details of raw products used, the number of raw products, the total price of raw products, final product details.

Recipe Name:	Recipe No:					
Recipe Name	RCP					
45						
Recipe Date:						
21/09/2021						
Raw Product Details						
#	Product	Purchase	Selling	Use Qty	Item Code/Barcode	
1	ABCD	215	215	Qty	HP0000010	
2	T-SHIRT 004	20	25	Qty	A00004	

3.2 Material Consumption

Material consumption refers to the amount of material that goes into a finished product or sub-item.

To find the Material consumption:

- Go to Inventory->Material Consumption

To create a new material consumption:

- Click on the “New Material Consumption” Icon on the top right side of that page.
- After that, you will be directed to the New Material consumption page.
- To make a material consumption report, you need to fill in details like; Consumption date, consumption type, products details.

The screenshot shows the 'New Material Consumption' form. At the top, there are fields for 'Consumption Date' (set to 21/09/2021) and 'Consumption No.' (set to Con 17). Below these are 'Select User' (Vyapar ERP) and 'Consumption Type' (Production). A 'Remark' field contains 'Enter Remark'. The main area is titled 'Product Details' and features a table with columns: #, Product, Qty, Price, Total, and Action. A search bar at the bottom of the table says 'Search product & barcode'. The table currently has one row with 'Total Qty:' and 'Total Consumption:'.

3.3 Bill of Materials

The Bill of Materials is the bill of the list of all materials (either bought or made) and operations that go into a finished product or sub-Item.

To find the Bill of Materials:

- Go to Inventory->Bill of Materials

To create a new bill of materials:

- Click on the “New Bill of Materials” Icon on the top left side of that page.
- After that, you will be directed to the New Bill of Materials page.
- To make a bill of materials, you need to fill in details like; Recipe, Parent products details, Product details.

4. Discount

Discount provides customers of a business with a reduced rate on one or more of the products or services being offered.

To find the Discount master:

- Go to Inventory->Discount

To create a new Discount:

- Click on the “New Discount” Icon on the top left side of that page.
- After that, you will be directed to the New Discount page.
- On the Discount page, you need to fill in details such as:
 1. Auto Discount Apply: It is the toggle button that has options as ‘No’ and ‘Yes’. By selecting ‘Yes’ the discount will automatically be applied to products.
 2. If the discount is applicable as product wise or entire bill.
 3. Discount Normal or Range Wise
 4. Discount Type: Percentage/Fixed Amount
 5. Applies to specific category/brand/product
 6. Minimum requirements: If the minimum purchase amount should be there/minimum
 7. Customer eligibility: Eligible only for new customer/old customer/all customers
 8. Usage limits
 9. Discount active dates

The screenshot shows the 'New Discount' configuration page. At the top, there's a header with 'New Discount' and a back arrow labeled '- Discount'. Below the header, the main section is titled 'Discount Details' with a gear icon. The form fields include:

- Discount Auto Applye:** A toggle switch set to 'NO'.
- Discount Applicable:** Radio buttons for 'Product wise' (selected) and 'Entire bill'.
- Discount:** Radio buttons for 'Normal' (selected) and 'Range Wise'.
- Discount Code:** A text input field labeled 'Discount Code'.
- Options:** A section containing 'Discount Type' and 'Discount Value'.
 - 'Discount Type' dropdown: 'Percentage'.
 - 'Discount Value' input field: '% 1'.
- Applies to:** A section with a dropdown menu showing 'Category'.

Chapter 4: Purchase

Purchasing is the act of buying the goods and services that a company needs to operate and/or manufacture products. It is responsible for the procurement process. This means it ensures the supply of goods, production materials, and equipment so that a smooth production and sales process can take place. For this, goods must be procured at the right time, in the right quantity, and of the right quality. If your business involves physical goods, the purchase is one of your core business activities.

Your suppliers are as important as your customers and they must be provided with accurate information. Suppliers have a hugely important role at every stage of the product life cycle. From sourcing raw materials to helping ramp up production, and to find better options for raw materials as the market starts becoming saturated, companies need to work closely with their suppliers to get the best out of their products.

Purchasing the right quantities in the right amounts can affect your cash flow and profitability positively. VasyERP contains a set of transactions that will make your purchasing process as efficient and seamless as possible.

- You will find the Purchase module in the modules section on the left side.

The screenshot shows the VasyERP dashboard. On the left, a sidebar menu lists modules: Dashboard, Contacts, Inventory, Purchase (which is highlighted with a red box), Purchase Order, Material Inward, Supplier Bill, Debit Note, Sales, Bank / Cash, and Order. The main area displays various performance metrics and charts. At the top right, there are quick action buttons, a date range (2021-2022), and a user profile icon. Below the date range is a message about managing social distancing and sharing a store link. The dashboard includes sections for customer and supplier counts, total income, net profit, and stock levels. A 'Sales Summary' chart shows total sales for the week, quarter, month, and year. To the right, there are sections for 'VIP Customer' (rank 5), 'Regular Customer' (rank 4), 'Risk Customer' (rank 10), and 'Best Selling Products' (listing 'Abc Dry Fruit', 'Tuar 1000 Dry Fruit', 'MSM Dry Fruit', and 'Jeans'). A 'Got any questions? I'll help.' button is also present.

1. Supplier Contact

A supplier is a person or business that provides a product or service to another entity. The role of a supplier in a business is to provide high-quality products from a manufacturer at a good price to a distributor or retailer for resale.

Before moving into the purchase module, first, you need to create a contact of suppliers from the Contacts module.

To find the suppliers page:

- Click on the Contacts module->click on Suppliers.
- Then the Suppliers page will be open.

To create a new supplier contact:

- Click on the “New Supplier” Icon on the top left side of that page.
- After that, you will be directed to the New Supplier page.
- To create a supplier contact, you need to fill in details like; supplier name, supplier’s company name, GSTIN, contact details, company details, payment/bank details. Fill in all the required details.

The screenshot shows a 'New Supplier' form with the following fields:

- Basic Details:**
 - Name :
First Name, Last Name
 - Company Name :
Company Name, code
 - Mobile No. :
Mobile No.
 - Telephone No. :
Telephone No.
 - WhatsApp No.:
WhatsApp No.
 - Email :
Email
 - Remark:
Remark
- Tax Details:**
 - GST Type :
UnRegistered
 - GSTIN :
GSTIN
 - Pan No. :
Pan No.
 - Credit Limit :
Add Min Credit Limit
 - Apply TDS

2. Purchase Order

A purchase order is a commercial source document that is issued by a business purchasing department when placing an order with its vendors or suppliers. The document indicates the details on the items that are to be purchased, such as the types of goods, quantity, and price. In simple terms, it is the contract drafted by the buyer when purchasing goods from the seller.

To find the purchase order page:

- Click on the Purchase module->click on Purchase Order.
- Then the Purchase Order page will be open.

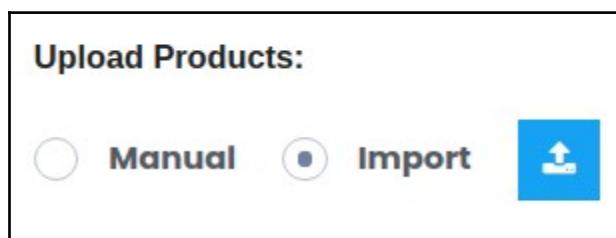
To create a new purchase order:

- Click on the “New Purchase Order” Icon on the right side of that page.
- After that, you will be directed to the New Purchase Order page.
- To create a purchase order, you need to fill in details like; select supplier, item code, product details, the quantity of product. After that, the Net Amount will be calculated.

The screenshot shows the 'New Purchase Order' page. At the top, there are fields for 'Select Supplier' (a dropdown menu), 'Purchase Order Date' (set to 21/09/2021), 'Purchase Order No.' (set to PO167), 'Billing Address' (not provided), 'GSTIN' (empty), 'Shipping Date' (set to 21/09/2021), 'Tax Type' (set to Default), and 'Shipping Note' (empty). Below these, there's a section for 'Upload Products' with options 'Manual' (radio button) and 'Import' (radio button, which is selected). A 'Product Details' section is shown below, featuring a table with columns: #, Item Code/Barcode, Product Name, Qty, and UOM. A blue '+ Add an Item' button is located at the bottom left of the table area.

Instead of selecting each product and filling up their details one by one, you can import multiple product details all at once through the excel sheet.

- Select the “import” option in the ‘Update Products’ section in the New Purchase Order Page.
- After that, upload the excel sheet of product details.
- Make sure that the excel file contains all the mandatory fields of products details that are required to create a Purchase Order.



- ◆ **Note:** You cannot finish the process without filling up mandatory fields.

You can find details of the purchase orders in the columns of the Purchase Order page.

On the Purchase Orders page, summary of all purchase orders are displayed on the top of the page.

The screenshot shows the Vasy ERP interface for Purchase Orders. At the top, there's a summary bar with counts for different order statuses: All Orders (54), In Progress (20), Delivered (12), Partially Delivered (3), Exceed (2), Completed (11), and Cancel (5). Below this is a table of recent purchase orders:

SR No.	Status	PO. No.	Vendor	PO. Date	Supply Date	PO. Amount	PO. Qty	Received Qty	Created By	Actions
1	In Progress	POI77	Vasyerp66214	23/09/2021	23/09/2021	90	10	0	Vyapar ERP	▼
2	Completed	POI76	trialcompany	23/09/2021	23/09/2021	10500	9	9	Vyapar ERP	▼
3	Delivered	POI75	trialcompany	23/09/2021	23/09/2021	7000	6	6	Vyapar ERP	▼

3. Material Inward

Material Inward is a process of taking in the stock for depot/warehouse according to your purchase order to a vendor.

3.1 Employee Contact

For creating a Material Inward report you need details of the employee who was in charge of taking in the arrived stock. For that, you need to first create employee contact details from the Contacts module.

To find the employee page:

- Click on the Contacts module->click on Employee.
- Then the Employee page will be open.
- To create a new employee contact click on the “New Employee” Icon on the right of that page.
- After that, you will be directed to the New Employee page.
- To create an employee contact, you need to fill in details like; name, contact details, address, bank details, and salary details.

The screenshot shows the 'New Employee' form interface. On the left, under 'General Details', there are fields for Name, Mobile No., Email, and Pan No. Each field has a placeholder text ('Name', 'Mobile No.', 'Email', 'Pan No.') and a blue border. At the bottom of this section is a button labeled '+ Add Authentication Details'. On the right, under 'Address Details', there are fields for Address Line, Select Country (set to India), Select State (set to Gujarat), and Select City (set to Ahmedabad). A small teal circular icon with a white speech bubble is positioned next to the city selection field.

You can also add employee authentication details while creating an employee contact. It is used by the admin to give the access of the system to the employee.

- Click on the ‘Add Authentication Details’, to add employee authentication details.
- After that Authentication details section will be extended
- Fill in all the required details.
- If you don’t want to add authentication details for employees, then click on ‘Cancel Authentication Details’.

The screenshot shows a modal window titled 'Add Authentication Details'. It contains three main input fields: 'User Name' with placeholder 'User name', 'Password.' with placeholder 'Password', and 'Select Role' with a dropdown menu currently showing 'Select Role'. At the bottom of the modal is a button labeled 'X Cancel Authentication Details'.

- ◆ **Note:** If the employee is the manager, then tick on ‘Manager’ option.

New Employee

General Details

Name:

Mobile No.:

Email:

Pan No.:

Manager

To find the material inward page:

- Click on the Purchase module->click on Material Inward.
- Then the Material Inward page will be open.
- To create a new material inward click on the “New Material Inward” Icon on the top left side of that page.
- After that, you will be directed to the New Material Inward page.
- To create a material inward, you need to fill in details like; select supplier, an employee who received the stock, item code, product details, quantity of product. After that, the Net Amount will be calculated.

New Material Inward

Select Supplier:

Search Supplier

Material Inward Date:

21/09/2021

Material Inward No :

MI18

Billing Address

Billing Address is not provided

GSTIN:

Select Purchase :

Select Purchase

Received By :

Select Employee

PO Date :

You can find details of material inward in the columns of the Material Inward page. On the Material Inward page, summary of all material inward are displayed on the top of the page.

												Tax Total		
												₹ 33,839	5169.91	
SR No.	Status	Inward No.	Vendor	Inward Date	PO Date	PO No	PO Amount	PO Qty	Inward Amount	Tax Amount	Inward Qty	Received By	Created By	Actions
1	In Progress	MI29	DMART	23/09/2021	17/09/2021	PO160	47	5	0	0.00	0	-	Vyapar ERP	View
2	Completed	MI28	trialcompany	23/09/2021	23/09/2021	PO176	10500	9	10500	2100.00	9	Raj	Vyapar ERP	View
3	Completed	MI27	Vasy ERP	23/09/2021	23/09/2021	PO177	1000	1	1000	200.00	1		Vyapar	View

4. Supplier Bill

Supplier bill is the bill issued by the supplier and received by the buying customer. A supplier bill itemizes a transaction between the buyer and seller. Through VasyERP, supplier bills are stored in the system for further references.

To find the supplier bill page:

- Click on the Purchase module->click on Supplier bill. Then the Supplier bill page will be open.

To create a new supplier bill click:

- On the “New Supplier bill” Icon on the right of that page.
- After that, you will be directed to the New Supplier bill page.
- To create a supplier bill, you need to fill in details like; select supplier, material inward number, payment details, tax details, product details, the quantity of product. After that, the Net Amount will be calculated.

Instead of selecting each product and filling up their details one by one, you can import multiple product details all at once through the excel sheet.

- Select the “import” option in the ‘Update Products’ section in the New Supplier Bill Page.
- After that, upload the excel sheet of product details.
- Make sure that the excel file contains all the mandatory fields of product details that are required to create a Supplier Bill.
- ◆ **Note:** You cannot finish the process without filling up mandatory fields.

You can find details of the supplier bills in the columns of the Supplier Bill page.

On the Supplier Bills page, summary of all supplier bills are displayed on the top of the page.

SR No.	Status	Bill No.	Vendor	Bill Date	PO No.	Bill Amount	Paid Amount	Due Amount	Tax Amount	Created By	Actions
	Due	BIL439	VASYERP SOLUTIONS PRIVATE LIMITED	23/09/2021	-	₹ 25,598		₹ 7,643	Tax Total 4386.69		
1	paid	BIL438	trialcompany	23/09/2021	MI28	10500	10500	0	2100.00	Vyapar ERP	
2											

5. Debit Note

A Debit Note is a document sent by a buyer to the Supplier notifying that a debit has been recorded against the goods returned to the Supplier. A Debit Note is issued for the value of the goods returned. A Debit is for your record of the debit against the Items your return.

To find the debit note page:

- Click on the Purchase module->click on Debit Note. Then the Debit Note page will be open.

To create a new debit note:

- Click on the “New Debit Note” Icon on the right of that page.
- After that, you will be directed to the New Debit Note page.
- To create a debit note, you need to fill in details like; select supplier, debit note number, select purchase, Reason, payment details, tax details, product details, the quantity of product. After that, the Net Amount will be calculated.

The screenshot shows the 'New Debit Note' form. It includes fields for selecting a supplier, setting debit note details, and specifying purchase and reason. The form is divided into sections: 'Select Supplier', 'Debit Note Date', 'Debit Note No.', 'Billing Address', 'Reference Bill No.', 'Payment Term', 'GSTIN', 'Due Date', 'Reverse Charge', 'Shipping Date', 'Select Purchase', and 'Reason'. Buttons for 'Display All Items', 'Export / SEZ', and a help icon are also present.

Select Supplier:	Debit Note Date:	Debit Note No :
Search Supplier	21/09/2021	BIL51
Billing Address	Reference Bill No:	Payment Term:
Billing Address is not provided	BIL51	Select Payment Term
GSTIN:	Due Date:	Reverse Charge:
-	21/09/2021	No
Shipping Date :	Select Purchase :	Reason:
21/09/2021	Select Purchase	Enter a reason
Display All Items		
Export / SEZ ?		

- ◆ **Note:** You cannot finish the process without filling up mandatory fields.

You can find details of the debit notes in the columns of the Debit Note page. On the Debit Notes page, summary of all debit notes are displayed on the top of the page.

Chapter 5: Sales

Sales refers to all activities involved in selling a product or service to a consumer or business. It is a type of transaction where money or value is exchanged for the ownership of a good or entitlement to a service. Basically, a sale is essentially a type of contract between the buyer and the seller of the particular good or service in question.

VasyERP helps you track communications related to sales by keeping all your documents in an organized and searchable manner.

- You will find the Sales module in the modules section on the left side.

The screenshot shows the VasyERP dashboard. On the left sidebar, under the 'Sales' module, the 'Sales' option is highlighted with a red box. The main dashboard area displays various performance metrics and a bar chart. The top right corner features a live chat window with a message: "Got any questions? I'm happy to help."

Total Customers	1193	No. of Products	3390	Total Income	20030.94
New Customers	87	New Products	1033	vs Previous Month	4782.4%
No. of Suppliers	928	Stock In Amount	-2	Net Profit	0
New Suppliers	44	Stock In Qty	38550	vs Previous Month	Cash in Hand 1.10 L
					Bank Accounts 14.27 L

Sales Summary:

Total Sales	Last Quarter	Last Month	Last Week
26523494658	4.58 L	1.26 L	4.36 L

Best Selling Products:

Product	Category	Count
Abc	Dry Fruit	830
Tuwar 1000	Dry Fruit	1
MSM	Dry Fruit	1
Jeans	Footwear	1
T-Shirt S / Black	Clothing	464

1. Customer Contact

Customers play a crucial part in sales. A customer is an individual or business that purchases goods or services. Customers are important because they drive revenues; without them, businesses cannot continue to exist.

- Before moving into the sales module, first, you need to create a contact of customers from the Contacts module.

To find the customers page:

- Click on the Contacts module->click on Customers.
- Then the Customers page will be open.

To create a new customers contact:

- Click on the “New Customers” Icon on the top left side of that page.

- After that, you will be directed to the New Customers page.
- To create a customer contact, you need to fill in details like; customer's name, customer's company name, GSTIN, Address, Bank Details, Customer type (Retailer, Wholesaler, Merchant and Others). Fill in all the required details.

New Customer - Customer

Basic Details

Name :

Company Name :

Mobile No. :

Telephone No. :

WhatsApp No.:

Email :

Remark:

MemberShip No.:

Tax Details

GST Type :

GSTIN :

Pan No. :

Apply TDS

Credit Limit :

2. Estimation

Estimation is used for estimating total cost/amount of products/services which are to be sold to customers. It is usually made by customer's request. It is generally used by suppliers or resellers to begin a business transaction. It gives customers an idea on the cost of products/services which are offered by the seller. It generally contains an itemized list of products and services defining the prices and terms of sale and payment.

To find the estimate page:

- Click on the Sales module->click on Estimate.
- Then the Estimate page will be open.

To create a new estimate order:

- Click on the “New Estimate” Icon on the right side of that page.
- After that, you will be directed to the New Estimate page.
- To create estimation, you need to fill in details like; Select customer, Payment term, products details.
- After that the net estimated amount will be calculated.

Select Customer: Select Customer

Estimate Date: 23/09/2021

Reverse Charge: No

GSTIN: -

Place of Supply: -

Billing Address: Billing Address is not provided

Shipping Address: Shipping Address is not provided

Payment Term: Select Payment Term

Due Date: 23/09/2021

Export / SEZ **GST Apply**

Default **Tax Inclusive**
Tax Exclusive

Payment Reminder

Product Details **Terms & Condition / Note**

You can find details of the estimation in the columns of the Estimate page.

On the Estimation page, summaries of all estimations are displayed on the top of the page.

Estimate

#	Estimate No.	Estimate Date	Customer Name	Total Amount	Tax Amount	Created By	Actions
1	EST52	23/09/2021	Rahul Vasy	200	9.52	Vyapar ERP	...
2	EST51	23/09/2021	raj	35000	7000.00	Vyapar ERP	...
3	EST50	21/09/2021	Rahul Vasy	288	28.98	Vyapar ERP	...

3. Sales Order

A Sales Order is a document generated by the seller specifying the details about the product or services ordered by the customer. Along with the product and service details, the sales order consists of price, quantity, terms, and conditions etc. It is usually a binding Contract with your Customer. Once your customer confirms the Estimation you can convert your Estimation into a Sales Order.

To find the Sales Order page:

- Click on the Sales module->click on Sales Order.

Then the sales order page will be open.

To create a new sales order:

- Click on the “New Sales Order” Icon on the right side of that page.
- After that, you will be directed to the New Sales Order page.
- To create a sales order, you need to fill in details like; Select customer, Payment term, products details.
- After that the Net amount will be calculated.

The screenshot shows the 'New Sales Order' page. It includes fields for 'Select Customer' (dropdown), 'Sales Order Date' (date input), 'Reverse Charge' (dropdown), 'GSTIN' (dropdown), 'Place of Supply' (dropdown), 'Sales Order No.' (input), 'Billing Address' (text), 'Shipping Address' (text), 'Payment Term' (dropdown), 'Due Date' (date input), and checkboxes for 'Export / SEZ', 'GST Apply', 'Default', 'Tax Inclusive', 'Tax Exclusive', and 'Payment Reminder'. At the bottom are tabs for 'Product Details' and 'Terms & Condition / Note'.

You can find details of the sales order in the columns of the Sales Order page.

On the sales order page, summary of all sales order are displayed on the top of the page.

The screenshot shows the 'Sales Order' page. At the top, there is a summary bar with four buttons: '14 All Orders' (highlighted with a red box), '5 In Progress', '8 Completed', and '0 Cancel'. Below this are filters for '10' items, a 'Filter' button, a search bar, and a 'Create New' button. The main area is a table with columns: #, Sales Order No., Sales Order Date, Customer Name, Total Amount, Status, Tax Amount, Created By, and Actions. The table contains five rows of order data.

#	Sales Order No.	Sales Order Date	Customer Name	Total Amount	Status	Tax Amount	Created By	Actions
1	PO166	23/09/2021	Rahul Vasy	200	In Progress	9.52	Vyapar ERP	...
2	PO165	23/09/2021	raj	35000	Invoice Created	7000.00	Vyapar ERP	...
3	PO164	23/09/2021	raj	7000	In Progress	1400.00	Vyapar ERP	...
4	PO163	22/09/2021	Rahul Vasy	630	Delivery Challan Created	0.00	Vyapar ERP	...
5	PO162	21/09/2021	Rahul Vasy	390	Invoice Created	38.50	Vyapar ERP	...

4. Delivery Challan

Delivery Challan is an important supporting document created to record the delivery of goods from one place to another, but it may or may not be involved in sales. This document is sent along with the delivered products. It contains the details of the products delivered, the quantity of those products, customer details who purchased those products and delivery address.

To find the Delivery Challan page:

- Click on the Sales module->click on Delivery Challan.
- Then the Delivery Challan page will be open.

To create a new delivery challan order:

- Click on the “New Delivery Challan” Icon on the right side of that page.
- After that, you will be directed to the New Delivery Challan page.
- To create a delivery challan, you need to fill in details like; Select customer, Payment term, products details.
- After that the Net amount will be calculated.

The screenshot shows the 'New Delivery Challan' page. The top navigation bar includes 'New Delivery Challan', a home icon, and 'Delivery Challan'. The main form area is divided into several sections:

- Select Customer:** A dropdown menu labeled 'Select Customer' with a '+' button.
- GSTIN:** A dropdown menu showing '-'.
- Place of Supply:** A dropdown menu showing '-'.
- Billing Address:** Shows 'Billing Address is not provided'.
- Shipping Address:** Shows 'Shipping Address is not provided'.
- Delivery Challan Date:** A date input field showing '23/09/2021' with a calendar icon.
- Reverse Charge:** A dropdown menu showing 'No'.
- Delivery Challan No.:** An input field showing 'DC'.
- Payment Term:** A dropdown menu labeled 'Select Payment Term' with a '+' button.
- Due Date:** A date input field showing '23/09/2021' with a calendar icon.
- Checkboxes:** Options include 'Export / SEZ', 'GST Apply', 'Default', 'Tax Inclusive', 'Tax Exclusive', and 'Payment Reminder'.
- Buttons:** 'Product Details' and 'Terms & Condition / Note'.

You can find details of the delivery challan in the columns of the Delivery Challan page.

On the sales order page, summary of all delivery challan are displayed on the top of the page.

The screenshot shows the Vasy ERP software interface. On the left, there's a sidebar with a dark background and light-colored icons for various modules: Dashboard, Contacts, Inventory, Purchase, Sales (which is highlighted in blue), Bank / Cash, Order, Branch, and Accounting. The main content area has a white background and a header bar with icons for Quick Action, Notifications, Search, and Help, along with a date range from 2021-2022. The title 'Delivery Challan' is displayed above a table. The table has a header row with columns: #, Delivery Challan No., Delivery Challan Date, Customer Name, Total Amount, Tax Amount, Created By, and Actions. Below the header, there are three data rows. The first row has a '#': 1, 'Delivery Challan No.': DC7, 'Customer Name': raj, 'Total Amount': 35000, 'Tax Amount': 7000.00, 'Created By': Vyapar ERP, and 'Actions' with three icons. The second row has a '#': 2, 'Delivery Challan No.': DC6, 'Customer Name': Rahul Vasy, 'Total Amount': 390, 'Tax Amount': 38.50, 'Created By': Vyapar ERP, and 'Actions' with three icons. The third row has a '#': 3, 'Delivery Challan No.': DC5, 'Customer Name': Rahul Vasy, 'Total Amount': 288, 'Tax Amount': 0.00, 'Created By': Vyapar ERP, and 'Actions' with three icons. At the bottom right of the table is a 'Create New' button.

#	Delivery Challan No.	Delivery Challan Date	Customer Name	Total Amount	Tax Amount	Created By	Actions
1	DC7	23/09/2021	raj	35000	7000.00	Vyapar ERP	
2	DC6	23/09/2021	Rahul Vasy	390	38.50	Vyapar ERP	
3	DC5	22/09/2021	Rahul Vasy	288	0.00	Vyapar ERP	

5. Invoice

5.1 Transport Contact

For creating a Invoice of sales you need details of the transporter who has transported the stock to the customer. For that, you need to first create transport contact details from the Contacts module.

To find the transporter page:

- Click on the Contacts module->click on Transport.
- Then the Transport page will be open.
- To create a new transport contact click on the “New Transport” Icon on the right of that page.
- After that, you will be directed to the New Transport page.
- To create a transport contact, you need to fill in details like; name, contact details, address and payment details.

New Transport - Transport

Basic Details

Name :

Company Name :

Mobile No :

Telephone No :

Email :

Remark:

Date Of Birth:

Anniversary Date:

Tax Details

GST Type :

GSTIN :

Pan No :

Apply TDS

Credit Limit :

To find the Sales Invoice page:

- Click on the Sales module->click on Invoice.

Then the Invoice page will be open.

To create a new invoice:

- Click on the “New Invoice” Icon on the right side of that page.
- After that, you will be directed to the New Invoice page.
- To create an invoice, you need to fill in details like; Select customer, Payment term, products details.
- After that the Net amount will be calculated.

New Invoice - Invoice

Select Customer:

GSTIN:

Billing Address: Billing Address is not provided

Shipping Address: Shipping Address is not provided

Place of Supply:

Invoice Date:

Invoice No.:

Payment Term:

Reverse Charge:

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Due Date:

Export / SEZ GST Apply Default
 Tax Inclusive Tax Exclusive

Payment Reminder

- ◆ **Note:** In the Invoice you can add the terms and details on it. In the Invoice page select the ‘Terms & Condition / Note’. After that select ‘New Term And Condition’. After that, fill in terms and conditions for the invoice. Next, select the transporter name and vehicle number through which the products are transported to the customer.

The screenshot shows the 'New Invoice' interface. It includes fields for 'Select Customer' (dropdown), 'Invoice Date' (date input set to 23/09/2021), 'Reverse Charge' (dropdown set to 'No'), 'GSTIN' (dropdown), 'Place of Supply' (dropdown), 'Invoice No.' (input set to 'AB'), 'Billing Address' (note: 'Billing Address is not provided'), 'Shipping Address' (note: 'Shipping Address is not provided'), 'Payment Term' (dropdown), 'Due Date' (date input set to 23/09/2021), and checkboxes for 'Export / SEZ', 'GST Apply' (checked), and 'Default'. There are also radio buttons for 'Tax Inclusive' and 'Tax Exclusive'.

6. Credit Note

Credit Notes play a crucial role in the sales process, although they're not frequently used. Credit notes are legal documents, just like invoices, that give you the important ability to cancel out an already issued invoice, either in full or in part. These documents are that a credit has been made against the goods returned by the customer. Issuing a credit note essentially allows you to delete the amount of the invoice from your financial records, without actually deleting the invoice itself.

To find the Credit Note page:

- Click on the Sales module->click on Credit Note.
- Then the Credit Note page will be open.

To create a new credit note:

- Click on the “New Credit Note” Icon on the right side of that page.
- After that, you will be directed to the New Credit Note page.
- To create a credit note, you need to fill in details like; Select customer, Payment term, reason, products details.
- After that the Net amount will be calculated.

New Credit Note

Credit Note

Select Customer:

Select Customer

GSTIN:

-

Billing Address

Billing Address is not provided

Place of Supply:

-

Shipping Address

Shipping Address is not provided

Credit Note Date:

23/09/2021

Reverse Charge:

No

Credit Note No.:

CRD

Select Sales:

Select Sales

Reason:

Enter a reason

Due Date:

23/09/2021

Export / SEZ ?

GST Apply ?

Payment Reminder ?

Chapter 6: Bank/Cash

Banks are a very important part of the economy because they provide vital services for both consumers and businesses. As financial services providers, they give you a safe place to store your cash.

VasyERP provides you to add your bank details and allows you to make transactions through bank to bank or through cash.

- You will find the Bank/Cash module in the modules section on the left side.

The screenshot shows the Vasy ERP dashboard. On the left sidebar, under the 'Modules' section, the 'Bank / Cash' option is highlighted with a red box. The main content area displays various performance metrics and a bar chart for sales summary. The top right corner shows the year ending as 2021-2022 and the user as Vyapar ERP.

Total Customers	1199	No. of Products	3507
New Customers	91	New Products	1066
No. of Suppliers	928	Stock In Amount	-2
New Suppliers	44	Stock In Qty	38597
Total Income vs Previous Month	20534.08	Net Profit vs Previous Month	5725.8%
Cash in Hand	1.10 L	Bank Accounts	14.27 L

Sales Summary:

Total Sales	Last Quarter	Last Month	Last Week
265235122672	4.58 L	1.26 L	4.46 L

Best Selling Products:

Product	Category	Count
Shirt	Beauty & Hygiene	22
Anarkali Kurta	Kurti	20
Jumpsuit Red / XI	Clothing	20
JEERASAR RICE 2 KG DEMO		19

1. Bank

From bank, you can add your company's bank accounts by filling bank details into them.

To find the 'Bank' page:

- Click on the Bank/Cash module->click on Bank.
- Then the Bank page will be open.

To create a new bank:

- Click on the "New Bank" Icon on the right side of that page.
- After that, you will be directed to the New Bank page.
- To create a bank, you need to fill in details like; Bank Name, IFSC Code, Branch Name, Account Holder Name, Opening Balance, Account Numbers, and bank address details.
- If UPI payment is available for this bank account, then tick on the 'IsUpiAvailable' option.

Bank Details

Bank Name:

IFSC Code:

Branch Name:

Swift Code:

Account Holder Name:

Opening Balance:

- Credit Balance:**
- Debit Balance:**

Account No.:

IsUpiAvailable

2. Bank Transaction

From the bank transaction, you can make your company's bank and cash transactions such as withdrawal, deposit, bank to bank transfer.

To find the 'Bank Transaction' page:

- Click on the Bank/Cash module->click on Bank Transaction.
- Then the Bank Transaction page will be open.

To create a new bank transaction:

- Click on the “New Bank Transaction” Icon on the right side of that page.
- After that, you will be directed to the New Bank Transaction page.
- On the new bank transaction page, you will find three transaction options on the top of the page: Withdrawal, Deposit, and Transfer. You need to select these options as per your requirement.
- To create a new withdrawal: you need to fill in details such as, from bank account, amount, date.

New Bank Transaction

Withdraw Cash **Deposit Cash** **Transfer**

From Account:

Date:

Amount:

Description:

Submit **Cancel**

- To create a new deposit: you need to fill in details such as, to bank account, amount, date.

New Bank Transaction

To Account:

Amount:

Date:

Description:

Submit Cancel

- To create a new deposit: you need to fill in details such as, to bank account, amount, date.

New Bank Transaction

From Amount:

To Amount:

Date:

Description:

Submit Cancel

3. Payment

From the payment, you can make payment against the supplier bill for your company's purchased products.

To find the 'Payment' page:

- Click on the Bank/Cash module->click on Payment.
- Then the Payment page will be open.

To create a new payment:

- Click on the "New Payment" Icon on the right side of that page.
- After that, you will be directed to the New Payment page.
- On the new payment page, first, select if the payment is through cash or bank. If it is through a bank, then you need to select the bank name and select if payment is through check or online.
- After that, you need to fill in details such as supplier name, if payment is on account, advance, or against the bill. Then amount and product details.

New Payment - Payment

Cash Bank Search Cash Type

Select Supplier: Payment Date: 29/09/2021

Closing : ₹ 0

On Account
Estimated 14-20 Day Shipping (Duties and taxes may be due upon delivery)

Advance Payment
Estimated 2-5 Day Shipping (Duties and taxes may be due upon delivery)

Against Bill
Estimated 2-5 Day Shipping (Duties and taxes may be due upon delivery)

Amount: ₹ 0 Description: Enter a description

4. Receipt

From receipt, the customer will make payment against the sales invoice provided by your company to the customer for the products purchased by the customer from your company.

To find the ‘Receipt’ page:

- Click on the Bank/Cash module->click on Receipt.
- Then the Receipt page will be open.

To create a new receipt:

- Click on the “New Receipt” Icon on the right side of that page.
- After that, you will be directed to the New Receipt page.
- On the new receipt page, first, select if the customer is making payment through cash or bank. If it is through a bank, then you need to select the bank name and select if the customer’s payment is through check or online.
- After that, you need to fill in details such as the customer’s name, if payment is on account, advance, or against the bill. Then amount and bill number.

New Receipt - Receipt

Select Customer:

Receipt Date: 29/09/2021

Cheque Date: 29/09/2021

Cheque No:

Closing : ₹ 0

On Account
Estimated 14-20 Day shipping (Duties and taxes may be due upon delivery)

Advance Payment
Estimated 2-5 Day Shipping (Duties and taxes may be due upon delivery)

Against Bill
Estimated 2-5 Day shipping (duties and taxes may be due upon delivery)

Amount: ₹ 0

Description: Enter a description

5. Expense

From expense, you can make payment to the vendor for your company's expenses.

5.1 Vendor Contact

For creating Expense, you need to first create vendor contact from the Contacts module.

To find the vendor page:

- Click on the Contacts module->click on Vendor.
- Then the Vendor page will be open.
- To create a new vendor contact click on the “New Vendor” Icon on the right of that page.
- After that, you will be directed to the New Vendor page.
- To create a vendor contact, you need to fill in details like; name, contact details, company name, address, payment details.

New Vendors

Basic Details

Name :
 First Name Last Name

Company Name :
 Company Name

Mobile No. : Telephone No. :

Email :
 Email

Remark:
 Remark

Tax Details

GST Type :
 UnRegistered

GSTIN :
 GSTIN

Pan No. :
 Pan No.

Apply TDS

Credit Limit :
 Add Min Credit Limit

Address Details

Address Line 1:

Other Details

Payment Mode:

To find the ‘Expense’ page:

- Click on the Bank/Cash module->click on Expense.
- Then the Expense page will be open.

To create a new expense:

- Click on the “New Expense” Icon on the right side of that page.
- After that, you will be directed to the New Expense page.
- On the new expense page, you need to fill in details such as vendor name, tax type, and product details.
- After that total net amount of products will be calculated automatically.

New Expense

Expense Date: 29/09/2021

Expense No.: EXP-2122/70

Select Vendor:

Reverse Charge: No

Applied Tax Type : CGST/SGST

Expense Details

#	Account	Service/Product	Description	Amount	Tax	Tax Value	Total
1	Select Account	Product	Description	Price	Select Tax	Rs. 0.00	0.00
Add New Expense							

Chapter 7: Point of Sale (POS)

A point of sale system, or POS, is the place where your customer makes a payment for products or services at your store. Simply put, every time a customer makes a purchase, they're completing a point of sale transaction. It can be in a physical store, where POS terminals and systems are used to process cash/card payments or through online mediums such as computers or mobile electronic devices.

POS software systems help in making retail transaction operations automatic and synchronized. It tracks important sales transaction data. Using integrated technology to track data helps retailers catch differences/mistakes in pricing or cash flow that could lead to profit loss or interrupt sales. POS systems track the inventory and purchasing processes. This will help retailers to avoid customer service issues, such as out of stock.

VasyPOS module comes integrated along with VasyERP system. It is accessible in both online and offline modes in computer systems to mobile electronic devices. It is synchronized with all the modules of VasyERP such as contacts, inventory, purchase, sales, bank/cash, order and accounting.

VasyPOS system can be used for the grocery as well as for the restaurant/cafe outlet modes. Supported businesses are Retailers, Restaurants, Bakery Shops, Cafe, Supermarket, Clothing Store and much more.

Features of VasyPOS:

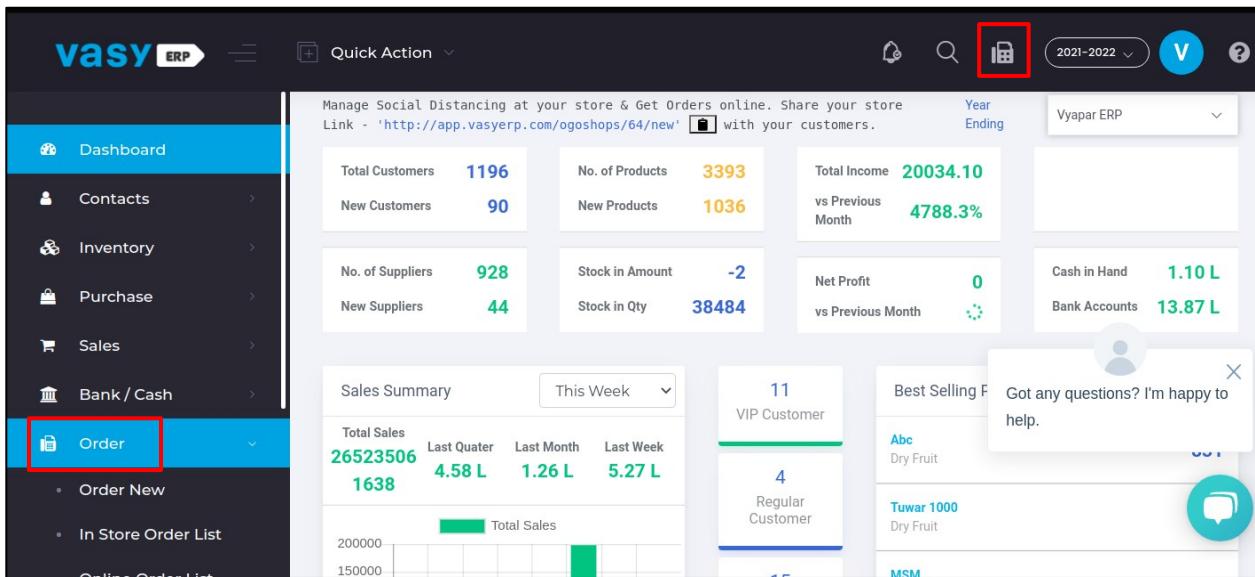
- Works in both online and offline modes.
- Enter initial cash in hand
- Different types of order types options: Walk in, Take Away, Delivery
- Products can be added through typing/barcode scan
- New products creation
- Enter customers. New customer creation
- Automatic net amount calculations including discounts and taxes.
- Different types of payments methods available
- Options such as holding the bill and pay later are available
- Coupons can be applied for customers.
- Cash return and sales returns are tracked through credit note
- Redeem of credits
- Different types of Barcodes and Bills generation options available.
- Records of orders are maintained.
- Customer's payment details will be recorded.
- Different types of payments can be done in VasyPOS, such as Sales, Purchase, Expense, Cash in Hand and Withdrawal.

- All the transactions and orders details in the VasyPOS works in sync with the VasyERP system.

1. Getting Started

VasyPOS is integrated in the VasyERP software. To access the VasyPOS system in VasyERP:

- Click on the telephone icon on the toolbar.
- VasyPOS can also be opened from the Orders module.
- In the Order module, click on Order New.



The screenshot shows the VasyERP dashboard. On the left, a sidebar menu has 'Order' selected, indicated by a red box. The main area displays various performance metrics and a sales summary chart. A floating message bubble in the bottom right corner says, 'Got any questions? I'm happy to help.'

Total Customers	1196	No. of Products	3393	Total Income	20034.10
New Customers	90	New Products	1036	vs Previous Month	4788.3%
No. of Suppliers	928	Stock in Amount	-2	Net Profit	0
New Suppliers	44	Stock in Qty	38484	vs Previous Month	
Sales Summary		This Week			
Total Sales	26523506	Last Quarter	4.58 L	Last Month	1.26 L
	1638			Last Week	5.27 L
					

Sales Summary

This Week

Total Sales

1638

4.58 L

1.26 L

5.27 L

VIP Customer

11

Regular Customer

4

Dry Fruit

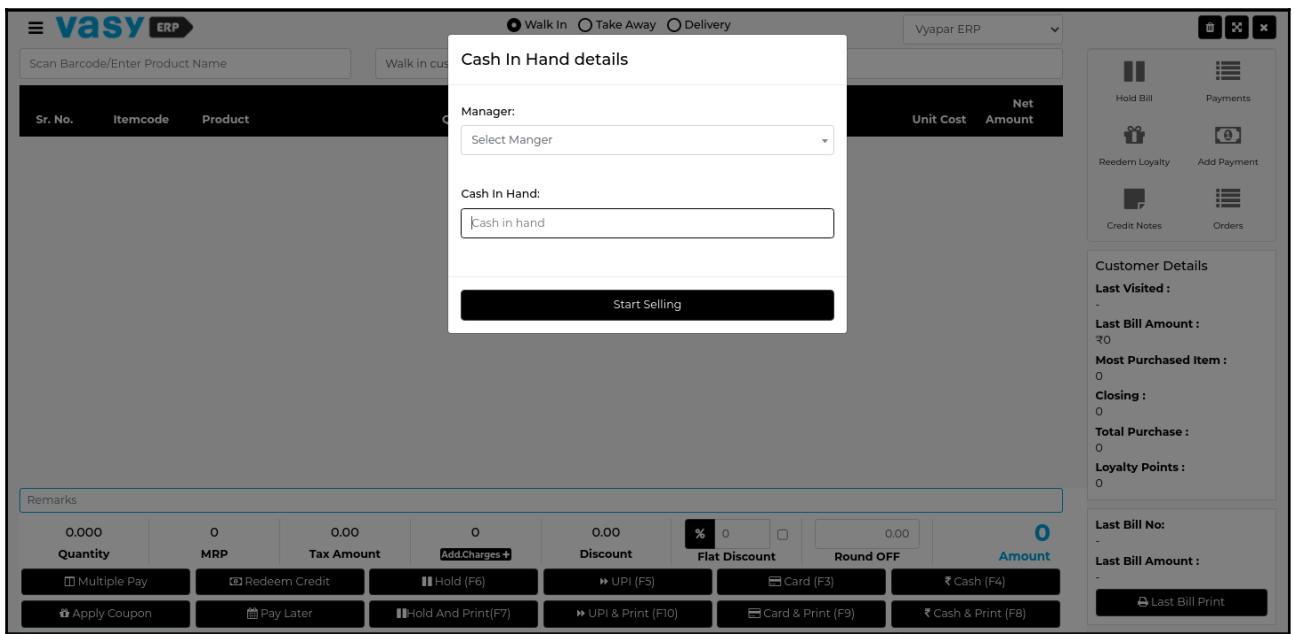
Tuwar 1000

Dry Fruit

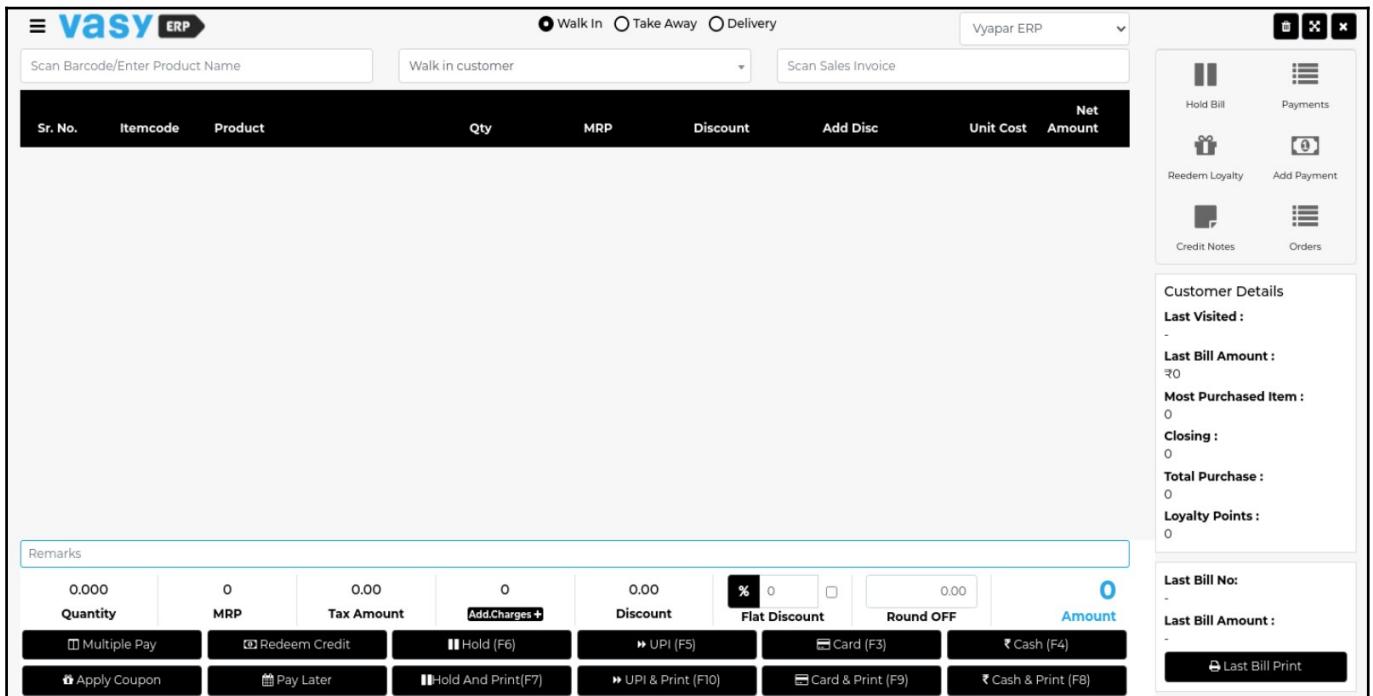
MSM

Then, you will be directed to the VasyPOS page.

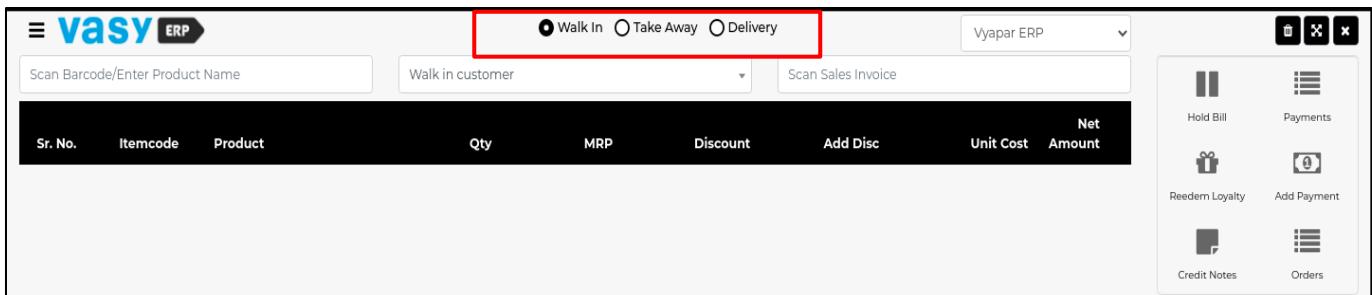
Soon after opening the VasyPOS system, the first thing you need to do is, select the manager name of your store/branch and cash in hand (the amount of money that your business has immediately available on the last day of the reporting period). Fill up the details then click on Start Selling.



- After that, you will be able to see the VasyPOS system. Click on icon to turn on fullscreen mode.

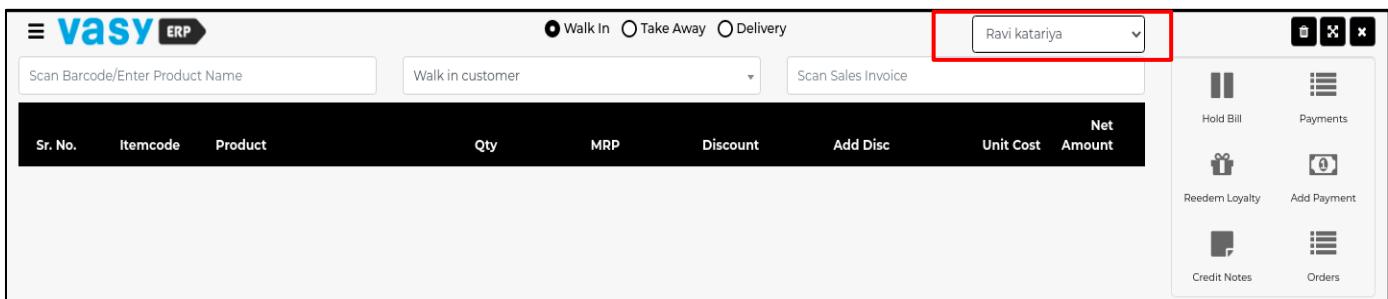


- You can select the order type (Walk in, Take Away and Delivery) by selecting the options located on the top of the page.

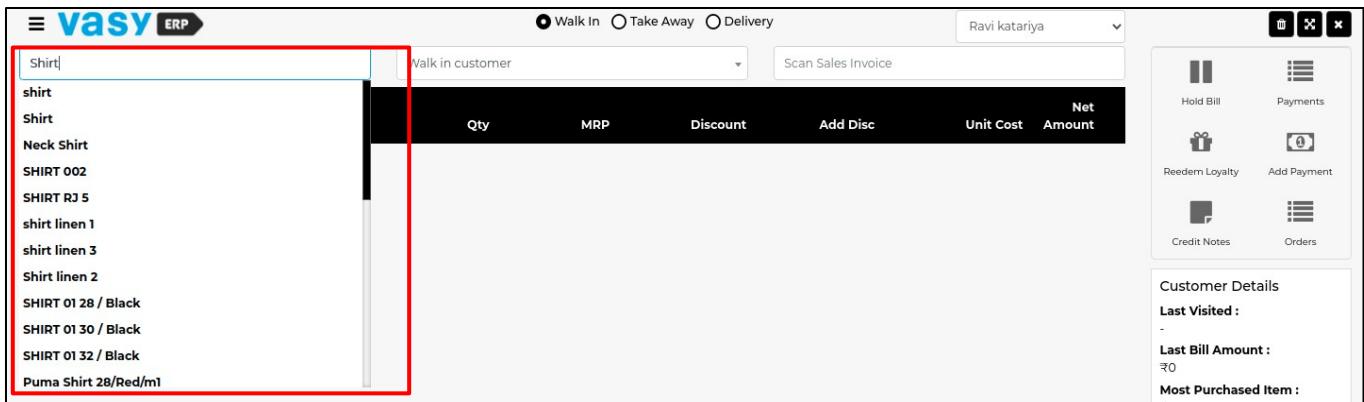


2. Adding Products

Before proceeding with adding products, the cashier needs to select his/her name from the drop down menu in the top right side of the page.

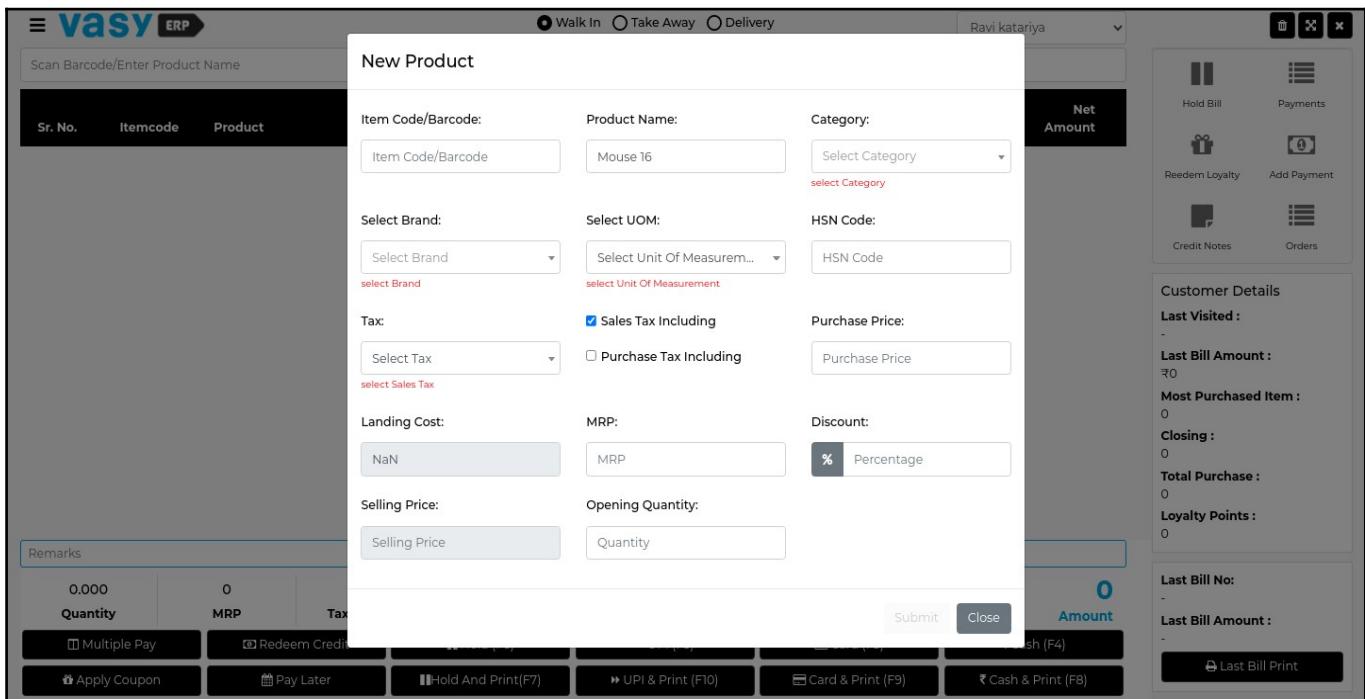


- Products can be added through a barcode scanner or by typing in the product name.
- Type in the product name in the 'Scan Barcode/Enter Product Name' search bar. You can then add the product by clicking on the product name.



- If the product name that has been entered or the product that has been scanned through the barcode scanner, is not added, then the New Product page will open automatically. You need to fill in the details of the new product, such as product name, item code, category, brand, unit of measurement, tax details, price details and opening quantity.
- In the New Product page, you can also create a New Category and New Brand for the new product.

→ Fill in all the mandatory details.



→ After adding all the products, the quantity, MRP and discount can be changed right there. The Unit Cost, Net Amount of each product and the Total amount of all the products is calculated automatically. Round off the Total Amount is calculated by itself.

Sr. No.	Itemcode	Product	Qty	MRP	Discount	Add Disc	Unit Cost	Net Amount
1	4000139	JEERASAR RICE 2 KG	- 1.00 +	200	₹ 0	% 0	200.00	200.00 ✘
2	10501050002	Jumpsuit Red / XL	- 1 +	1050.00	₹ 0	% 0	1050.00	1050.00 ✘
3	A122	Shirt	- 1 +	100.00	₹ 0	% 0	100.00	100.00 ✘

- You can also add additional charges on products, by clicking on ‘Add.Charges+’ button. Then the ‘Add Additional Charges’ page will open. Fill in all the required details.
- After that, click on ‘Add Charge’ to save the additional charge.

Additional Charge	Amount	Tax	Total
Bag	5	Zero	5.00

Add More Additional Charge

Add Charge

Scan Barcode/Enter Product Name

Ravi katariya

Walk In Take Away Delivery

Sr. No. Itemcode Product

1 4000139 JEERASAR RICE 2 KG

2 10501050002 Jumpsuit Red / XI

3 A122 Shirt

Remarks

3.000 Quantity	1350 MRP	446.35 Tax Amount	0 Add.Charges+	0.00 Discount	% 0 Flat Discount	0.00 Round OFF	1350 Amount
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- You can add a flat discount on total Amount from the ‘Flat Discount’ feature in VasyPOS. The flat discount will get calculated with the Amount automatically.

Sr. No.	Itemcode	Product	Qty	MRP	Discount	Add Disc	Unit Cost	Net Amount
1	4000139	JEERASAR RICE 2 KG	- 1.00 +	200.00	₹ 0	% 0	200.00	200.00 ✘
2	10501050002	Jumpsuit Red / XI	- 1 +	1050.00	₹ 0	% 0	1050.00	1050.00 ✘
3	A122	Shirt	- 1 +	100.00	₹ 0	% 0	100.00	100.00 ✘

Remarks

3.000 Quantity	1350 MRP	446.35 Tax Amount	0 Add.Charges+	135.00 Discount	% 10 Flat Discount	0.00 Round OFF	1215 Amount
-------------------	-------------	----------------------	-------------------	--------------------	-----------------------	-------------------	------------------------

- In VasyPOS, the round off the total amount will be calculated automatically.

Sr. No.	Itemcode	Product	Qty	MRP	Discount	Add Disc	Unit Cost	Net Amount
1	4000139	JEERASAR RICE 2 KG	- 1.00 +	200.02	₹ 0	% 0	200.03	200.03 ✘
2	10501050002	Jumpsuit Red / XI	- 1 +	1050.00	₹ 0	% 0	1050.00	1050.00 ✘
3	A122	Shirt	- 1 +	100.00	₹ 0	% 0	100.00	100.00 ✘

Remarks

3.000
Quantity

1350
MRP

446.35
Tax Amount

0
Add.Charges +

134.99
Discount

% 10
Flat Discount

-0.03
Round OFF

1215
Amount

3. Payment Details

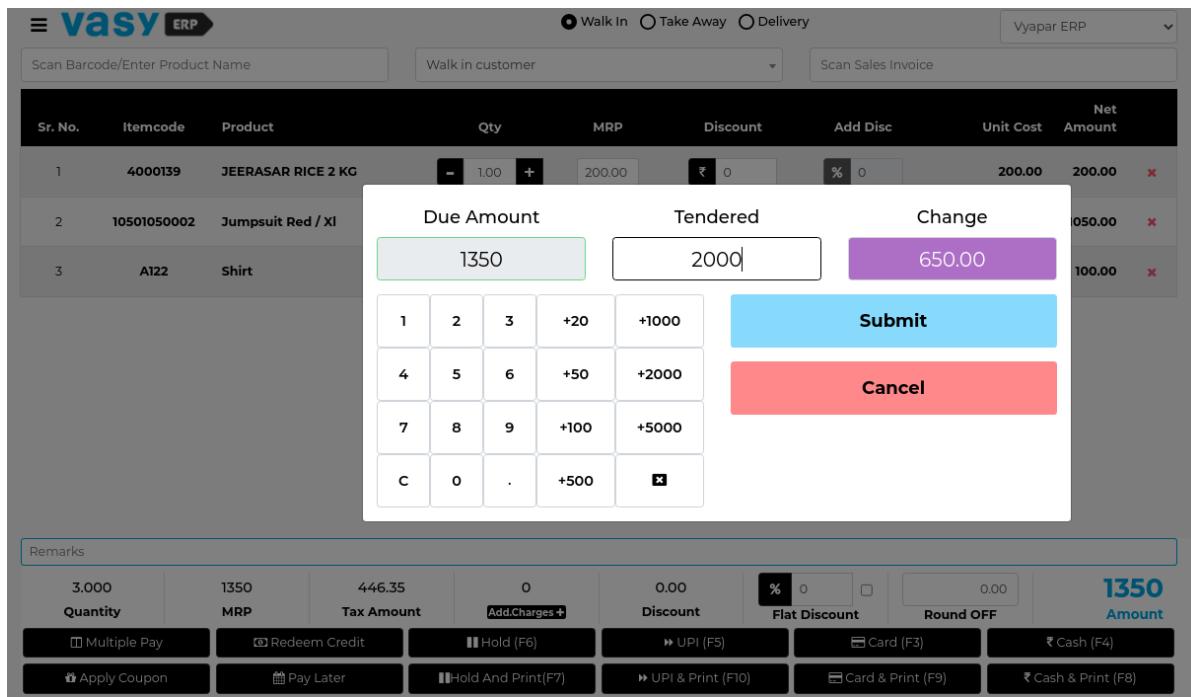
In VasyPOS, various payment options are provided to the user.

3.1 Cash

- If the customer wants to make payment through cash, then click on the ‘Cash’ button from the bottom section of VasyPOS or also by typing F4 on your keyboard.

Remarks						
3.000 Quantity	1350 MRP	446.35 Tax Amount	0 Add.Charges +	0.00 Discount	% 0 Flat Discount	0.00 Round OFF
₹ Multiple Pay	₹ Redeem Credit	₹ Hold (F6)	₹ UPI (F5)	₹ Card (F3)	₹ Cash (F4)	1350 Amount
₹ Apply Coupon	₹ Pay Later	₹ Hold And Print (F7)	₹ UPI & Print (F10)	₹ Card & Print (F9)	₹ Cash & Print (F8)	

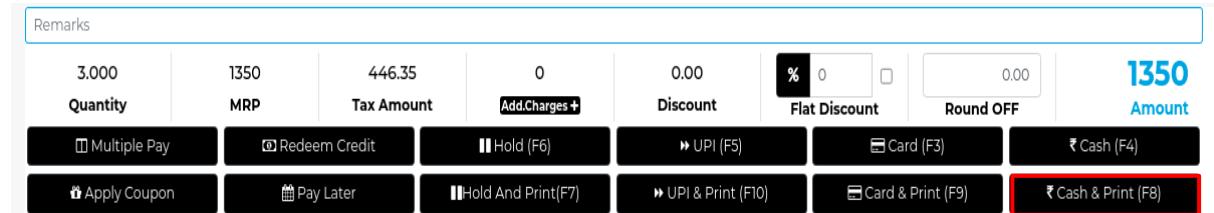
- Then, the cashier needs to type in the tendered amount paid by the customer. Then the total change which the cashier has to give back to the customer will get calculated automatically.



- After that click on the Submit option.
- Then the transaction will be successfully completed.

3.2 Cash & Print

- If the customer wants to make payment through cash and if you want to print the bill immediately then click on the ‘Cash & Print’ button from the bottom section of VasyPOS or also by typing F8 on your keyboard.



- Then the bill will be generated. Then you can print the bill right after the transaction.
- Then the transaction will be successfully completed.



Vyapar ERP

6.7.8, SHAMLAJI COMPLEX, PIPLA SHERI, PATAN
Ahmedabad, Gujarat, India
Gstin No.: 29AAEATZLZT
FSSAI NO.: 23533465766788
Customer Care : 07948948924

Name : Walk In	Date : 27/09/2021
Mobile : -	Time : 11:20
Invoice : C670	Cashier : Vyapar ERP

#	Item	Qty	MRP	Disc	Net
1	Shirt	1.000	100.0	0.00	100.00
2	Jumpsuit	1.000	1,050.0	0.00	1,050.00
3	JEERASAR RICE 2 KG	1.000	200.0	0.00	200.00

TOTAL	: 1,350.00
ADDITIONAL DISCOUNT	: 0.00
ROUND OFF	: 0.00
BY CASH	: 1,350.00

PIECES PURCHASED : 3	
DISCOUNT ITEMS : 0	
TENDERED : 1,350.00	
CHANGE : 0.00	

TAX SUMMARY			
HSN / SAC	TAX	SOST	CGST
1444	24.0%	9.68	9.68
555	56.0%	177.11	177.11
	5.0%	4.76	4.76
TOTAL	191.55	191.55	

T & C

7. The management decision on above terms and condition will be final.

6. **DISPUTE:** Incase of any dispute, the invoice will be subject to Ahmedabad jurisdiction.

2. **RETURN:** NO CASH refund

5. Credit note MAYBE issued with a validity of 1 month from the date of issuance. Credit notes can be fully utilised in a single transaction

Thank you for shopping at Vyapar ERP



Scan Below QR Code To Pay



Print 1 page

Destination

▼

Pages

All
▼

Pages per sheet

1
▼

Options

Print as image

Print using system dialogue... (Ctrl+Shift+P)

Cancel
Save

3.3 Card

- If the customer wants to make payment through card, then click on the ‘Card’ button from the bottom section of VasyPOS or also by typing F3 on your keyboard.

Remarks							1350	Amount
3.000	1350	446.35	0	0.00	%	0	0.00	Round OFF
Quantity	MRP	Tax Amount	AddCharges +	Discount	Flat Discount			
Multiple Pay	Redeem Credit	Hold (F6)	UPI (F5)	Card (F3)	Cash (F4)			
Apply Coupon	Pay Later	Hold And Print(F7)	UPI & Print (F10)	Card & Print (F9)	Cash & Print (F8)			

- After that, in ‘Card Transaction Details’, fill in the details of the customer such as the customer's bank details and the amount paid by the customer.
 - Then click on ‘Finalize Payment’.
 - Then the transaction will be successfully completed.

The screenshot shows the Vasy ERP POS interface. A modal window titled "Card Transaction Details" is open, prompting for payment account information (AXIS BANK Ahmedabad) and card holder details (Customer Bank Name: Axis Bank, Card Holder Name: RAJ, Card Transaction No: 159). The background shows a table of items with columns for Sr. No., Itemcode, Product, Qty, MRP, Discount, Add Disc, Net Unit Cost, and Net Amount. At the bottom, there's a row of buttons for various payment methods, with the "Card & Print (F9)" button highlighted.

3.4 Card & Print

- If the customer wants to make payment through card and if you want to print the bill immediately then click on the 'Card & Print' button from the bottom section of VasyPOS or also by typing F9 on your keyboard.

This screenshot shows the bottom part of the Vasy ERP POS interface, specifically the payment buttons. The "Card & Print (F9)" button is highlighted with a red box, indicating it is the selected action for generating and printing the bill.

- Then the bill will be generated. Then you can print the bill right after the transaction.
- Then the transaction will be successfully completed.

Vyapar ERP
6.7.8, SHAMLAJI COMPLEX, PIPPLA SHERI, PATAN
Ahmedabad, Gujarat, India
GSTIN: 29AAEAT9577T
FSSAI NO.: 23533465766788
Customer Care : 07948948924

Name	Walk In	Date	27/09/2021		
Mobile	-	Time	11:19		
Invoice	C669	Cashier	Vyapar ERP		
#	Item	Qty	MRP	Disc	Net
1	HSN 1444	1.000	1050.00	0.00	1050.00
2	Jumpsuit	1.000	1,050.00	0.00	1,050.00
3	HSN 555 gold	2.1000	200.00	0.00	200.00
	KG				
	HSN GST 5.0%	9.52			
	TOTAL		1,350.00		
	ADDITIONAL DISCOUNT		: 0.00		
	ROUND OFF		: 0.00		
	BY CARD		: 1,350.00		

Pieces Purchased : 3
Discount Items : 0

HSN / SAC	TAX	SGST	CGST
1444	24.0%	9.68	9.68
555	56.0%	177.11	177.11
	5.0%	4.76	4.76
TOTAL		191.55	191.55

T & C
7. The management decision on above terms and condition will be final.
6. DISPUTE: In case of any dispute, the invoice will be subject to Ahmedabad jurisdiction.
2. RETURN: NO CASH refund
5. Credit note MAYBE issued with a validity of 1 month from the date of issuance. Credit notes can be fully utilised in a single transaction

Thank you for shopping at Vyapar ERP

Scan Below QR Code To Pay

Printed On: 27/09/2021 11:19 AM E & O E.

3.5 UPI

- If the customer wants to make payment through UPI, then click on the ‘UPI’ button from the bottom section of VasyPOS or also by typing F5 on your keyboard.

Remarks						
3.000	1350	446.35	0	0.00	% 0	0.00
Quantity	MRP	Tax Amount	AddCharges+	Discount	Flat Discount	Round OFF
₹ Multiple Pay	₹ Redeem Credit	₹ Hold (F6)	₹ UPI (F5)	₹ Card (F3)	₹ Cash (F4)	₹ Cash & Print (F8)
₹ Apply Coupon	₹ Pay Later	₹ Hold And Print(F7)	₹ UPI & Print (F10)	₹ Card & Print (F9)	₹ Cash & Print (F8)	

- After that, in ‘UPI Transaction Details’, you need to select the customer’s payment account.
→ Then click on ‘Finalize Payment’.
→ Then the transaction will be successfully completed.

Scan Barcode/Enter Product Name

Walk In Take Away Delivery

Vyapar ERP

Sr. No.	Itemcode	Product	Qty	MRP	Discount	Add Disc	Unit Cost	Net Amount
1	4000139	JEERASAR RICE 2 KG	- 1.00 +	200.00	₹ 0	% 0	200.00	200.00 ✘
2	10501050002	Jumpsuit Red / XL	- 1 +	1050.00	₹ 0	% 0	1050.00	1050.00 ✘
3	A122	Shirt	- 1				100.00	100.00 ✘

UPI Transaction Details

Payment Account:

ICICI bank Bodakdev

Finalize Payment

Remarks

3.000 Quantity	1350 MRP	446.35 Tax Amount	0 Add.Charges +	0.00 Discount	% 0 Flat Discount	0.00 Round OFF	1350 Amount
<input type="checkbox"/> Multiple Pay	<input type="checkbox"/> Redeem Credit	<input type="checkbox"/> Hold (F6)	<input type="checkbox"/> UPI (F5)	<input type="checkbox"/> Card (F3)	<input type="checkbox"/> ₹ Cash (F4)		
<input type="checkbox"/> Apply Coupon	<input type="checkbox"/> Pay Later	<input type="checkbox"/> Hold And Print(F7)	<input type="checkbox"/> UPI & Print (F10)	<input type="checkbox"/> Card & Print (F9)	<input type="checkbox"/> ₹ Cash & Print (F8)		

3.6 UPI & Print

- If the customer wants to make payment through UPI and if you want to print the bill immediately then click on the 'UPI & Print' button from the bottom section of VasyPOS or also by typing F10 on your keyboard.

Remarks

3.000 Quantity	1350 MRP	446.35 Tax Amount	0 Add.Charges +	0.00 Discount	% 0 Flat Discount	0.00 Round OFF	1350 Amount
<input type="checkbox"/> Multiple Pay	<input type="checkbox"/> Redeem Credit	<input type="checkbox"/> Hold (F6)	<input type="checkbox"/> UPI (F5)	<input type="checkbox"/> Card (F3)	<input type="checkbox"/> ₹ Cash (F4)		
<input type="checkbox"/> Apply Coupon	<input type="checkbox"/> Pay Later	<input type="checkbox"/> Hold And Print(F7)	UPI & Print (F10)	<input type="checkbox"/> Card & Print (F9)	<input type="checkbox"/> ₹ Cash & Print (F8)		

- Then the bill will be generated. Then you can print the bill right after the transaction.
- Then the transaction will be successfully completed.

Vyapar ERP
6,7,B, SHAMILI COMPLEX, PIPLA SHERI, PATTAN
Ahmedabad, Gujarat, India
GSTIN NO.: 25AA0CC811BG1ZT
Customer Care : 07948949824

Name : Walk Date : 27/09/2021
Mobile : C671 Time : 11:32
Invoice #: C671 Cashier : Vyapar ERP

#	Item	Qty	MRP	Disc	Net
1	Shirt	1.000	100.00	0.00	100.00
2	Jumpsuit	1.000	1050.00	0.00	1050.00
3	JEERSARAS RICE 2 KG	1.000	200.00	0.00	200.00
					HSN: 1444 GST 14.0% 18.25 HSN: 555 GST gold 5.0% 354.22
					TOTAL : 1,350.00
					ADDITIONAL DISCOUNT : 0.00
					ROUND OFF : 0.00
					BY UPI : 1,350.00
					Pieces Purchased : 3
					Discount Items : 0
					TAX SUMMARY
					HSN / SAC TAX SGST CGST
					1444 24.0% 9.68 9.68
					555 56.0% 177.11 177.11
					5.0% 4.76 4.76
					TOTAL : 191.55 191.55
T & C: 7. The management decision on above terms and condition will be final. 6. DISPUTE: In case of any dispute, the invoice will be subject to Ahmedabad jurisdiction. 2. RETURN: NO CASH refund 5. Credit note MAYBE issued with a validity of 1 month from the date of issuance. Credit notes can be fully utilised in a single transaction.					
Thank you for shopping at Vyapar ERP Scan Below QR Code To Pay 					
Printed On: 27/09/2021 11:32 AM E & O E.					

Print 1 page
Destination Save as PDF
Pages All
Pages per sheet 1
Options Print as image
Print using system dialogue... (Ctrl+Shift+P)

Cancel Save

3.7 Multiple Pay

VasyPOS provides a feature ‘Multiple Pay’, through which the customer can make payments through various modes, such as cash, card, UPI, etc, in a single transaction.

- Click on the ‘Multiple Pay’ button from the bottom section of VasyPOS.

Remarks						
3.000	1350	446.35	0	0.00	% 0 <input type="checkbox"/> 0.00	1350 Amount
Quantity	MRP	Tax Amount	Add.Charges +	Discount	Flat Discount	Round OFF
<input checked="" type="checkbox"/> Multiple Pay	<input type="checkbox"/> Redeem Credit	<input type="checkbox"/> Hold (F6)	<input type="checkbox"/> UPI (F5)	<input type="checkbox"/> Card (F3)	<input type="checkbox"/> ₹ Cash (F4)	
<input type="checkbox"/> Apply Coupon	<input type="checkbox"/> Pay Later	<input type="checkbox"/> Hold And Print(F7)	<input type="checkbox"/> UPI & Print (F10)	<input type="checkbox"/> Card & Print (F9)	<input type="checkbox"/> ₹ Cash & Print (F8)	

- After that, select payment modes the customer wants to pay in and the total amount the customer wants to pay in those payment modes.
- After that click on ‘Proceed to Pay’.
- Then the bill will be generated. Then you can print the bill right after the transaction.
- Then the transaction will be successfully completed.

[Back to Sale](#)

Sale Summary

Customer : Walk in Customer

#	Product	Qty
1	JEEGRASAR RICE 2 KG	1.00
2	Jumpsuit Red / XL	1
3	Shirt	1

Tax Amount 446.35
Total Amounts 1350.00
Roundoff 0.00
1350
Payable Amount

Pay ₹ 1350

Received Amount: 200 Payment Method: Cash X

Received Amount: 500 Payment Method: Card X
Payment Account: AXIS BANK Ahmedabad

Card Number: 7845966 Card holder name: Raj

Card Transaction No: 45896 Card Type: Master Month: 09 Year: 2021

Received Amount: 650 Payment Method: UPI X
Payment Account: AXIS BANK Ahmedabad

[Add More Payment](#)

Make Full Payment or It Will Be Consider as Paylater

[Proceed To Pay →](#)

4. Hold Bill

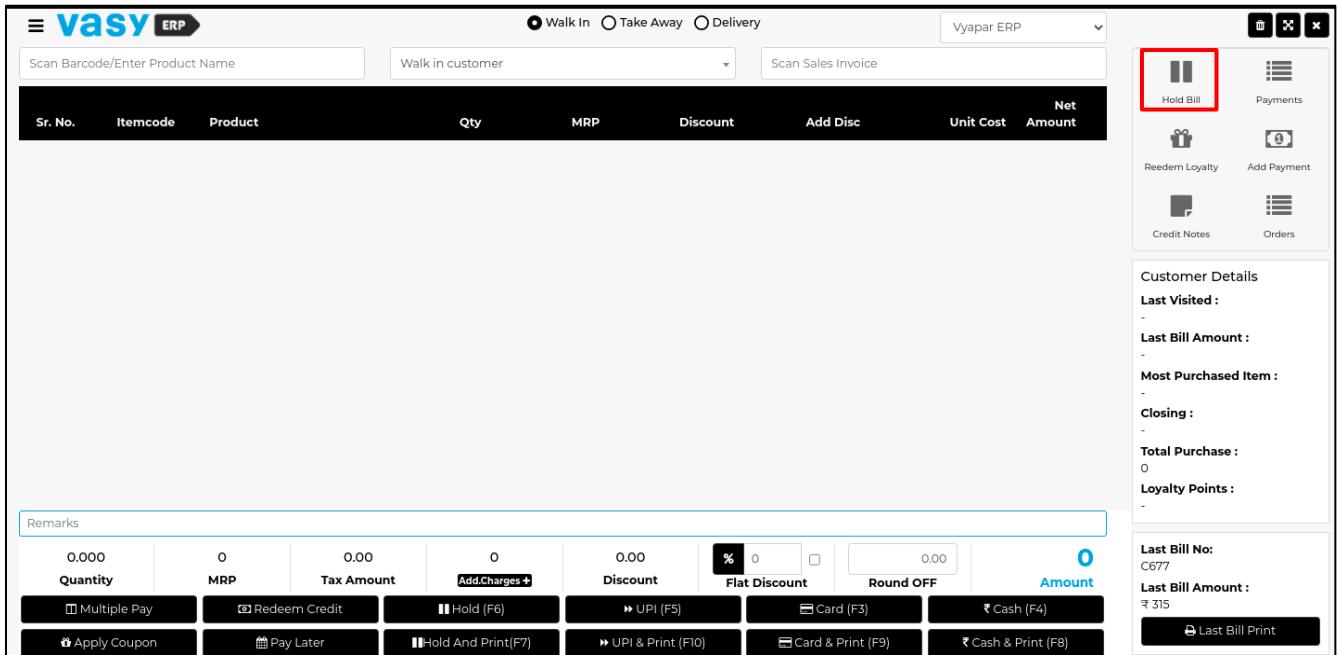
VasyPOS provides a feature for holding the current bill and paying later.

4.1 Hold

- If the customer wants to hold the current bill, then click on the ‘Hold’ button from the bottom section of VasyPOS or also by typing F6 on your keyboard.

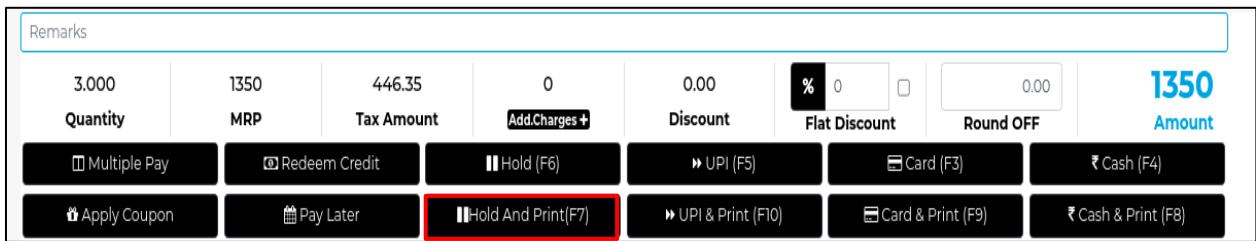
Remarks							1350 Amount
3.000	1350	446.35	0	0.00	% 0	Flat Discount	0.00
Quantity	MRP	Tax Amount	Add.Charges +	Discount		Round OFF	
<input type="checkbox"/> Multiple Pay	<input type="checkbox"/> Redeem Credit	<input type="checkbox"/> Hold (F6)		<input type="checkbox"/> UPI (F5)	<input type="checkbox"/> Card (F3)	<input type="checkbox"/> Cash (F4)	
<input type="checkbox"/> Apply Coupon	<input type="checkbox"/> Pay Later	<input type="checkbox"/> Hold And Print(F7)		<input type="checkbox"/> UPI & Print (F10)	<input type="checkbox"/> Card & Print (F9)	<input type="checkbox"/> Cash & Print (F8)	

- Then, you can move on with the next billing process.
- And if the customer who has put the bill on hold wants to pay the amount, then you can find the held bill in the ‘Hold Bill’ at the right hand side section of the VasyPOS.
- From the ‘Hold Bill’ select the held bill.
- Then select payment mode for it, and make payment.
- Then the transaction will be successfully completed.



4.2 Hold & Print

- If the customer wants to hold the current bill, and you want to print it right away, then click on the 'Hold & Print' button from the bottom section of VasyPOS or also by typing F7 on your keyboard.



- After that, you can print the details of the bill right away.
- Then, you can move on with the next billing process.
- And if the customer who has put the bill on hold wants to pay the amount, then you can find the held bill in the 'Hold Bill' at the right hand side section of the VasyPOS.
- From the 'Hold Bill' select the held bill.
- Then select payment mode for it, and make payment.
- Then the transaction will be successfully completed

❖ **Note:** After selecting the held bill, the cashier will not be able to remove any products from the existing bill

5. Pay Later

If the customer wants to pay the amount of the bill later, for that VasyPOS provides with feature called ‘Pay Later’, through which payment can be made later.

- First you need to select the customer name, otherwise you won't be able to access the ‘Pay Later’ feature.
- Click on the ‘Pay Later’ button from the bottom section of VasyPOS.

This screenshot shows the Vasy POS transaction screen. At the top, there's a 'Remarks' field. Below it is a summary table with columns: Quantity (3.000), MRP (1350), Tax Amount (446.35), Add.Charges+ (0), Discount (0.00), Flat Discount (% 0), Round OFF (0.00), and Amount (1350). Below the summary are several action buttons: Multiple Pay, Redeem Credit, Hold (F6), UPI (F5), Card (F3), Cash (F4), Apply Coupon, Pay Later (which is highlighted with a red box), Hold And Print(F7), UPI & Print (F10), Card & Print (F9), and Cash & Print (F8).

- You can find the amount pending bill in ‘Orders’ at the right hand side section of the VasyPOS.

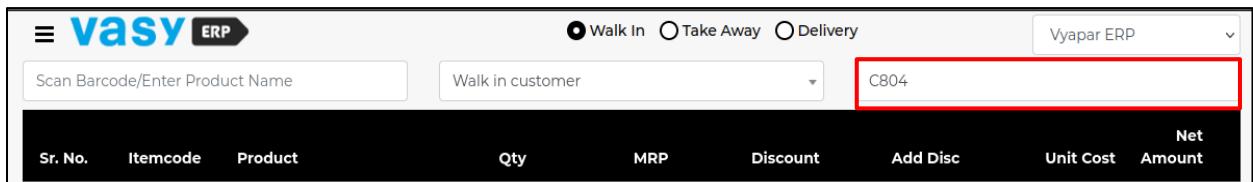
This screenshot shows the main Vasy POS interface. At the top, it has a logo, navigation links (Walk In, Take Away, Delivery), and a dropdown for Vyapar ERP. Below is a search bar for products and a dropdown for walk-in customers. The main area shows a table with columns: Sr. No., Itemcode, Product, Qty, MRP, Discount, Add Disc, Unit Cost, and Net Amount. To the right is a sidebar with icons for Hold Bill, Payments, Redeem Loyalty, Add Payment, Credit Notes, and Orders (which is highlighted with a red box). On the far right, there's a sidebar with customer details and transaction history.

- To get the bill for payment, click on in the ‘Action’ column. Then the bill gets added on the VasyPOS screen.
- Then select payment mode for it, and make payment.
- Then the transaction will be successfully completed.

6. Return

If the customer wants to return the purchased products, VasyPOS provides two types of return features; Cash Return and Sales Return.

- Scan the barcode of the invoice or type in the invoice number in the Scan Sales Invoice search bar.
- After that, you can remove the products which customers don't want to return from the invoice.



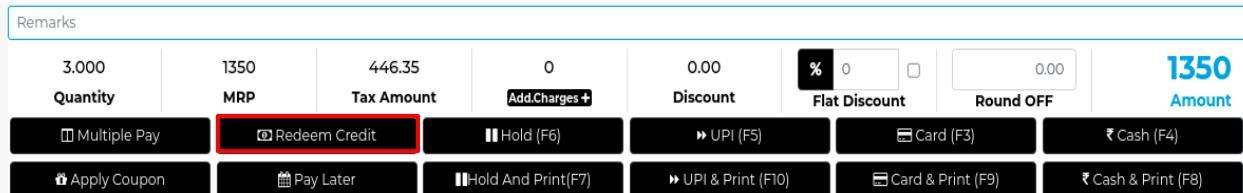
6.1 Cash Return

By 'Cash Return', the customer will receive the full amount for the products as cash. Click on the 'Cash Return' button. After that, the transaction will be successfully completed.

6.2 Sales Return

If the customer wants to add the return amount in the credit, then click on 'Sales Return' button. After that the amount will be added to the credit.

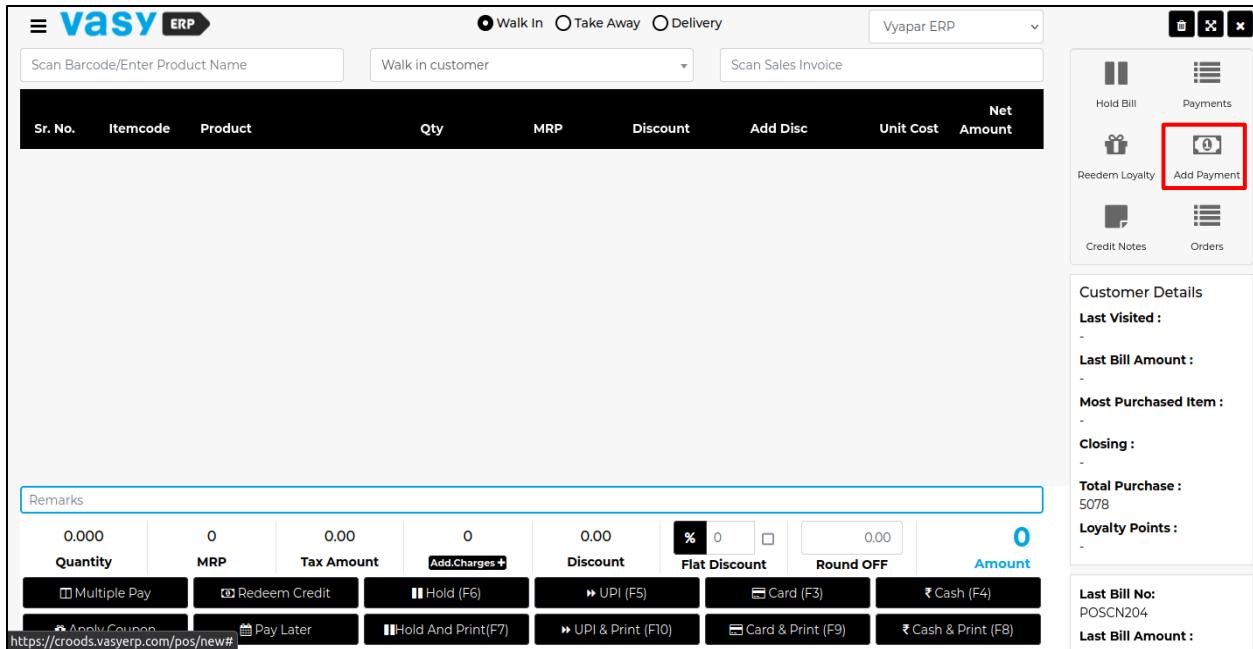
- Customers can redeem the credit while purchasing other products next time.
- Click on the 'Redeem Credit' button from the bottom section of VasyPOS for redeeming the credit.



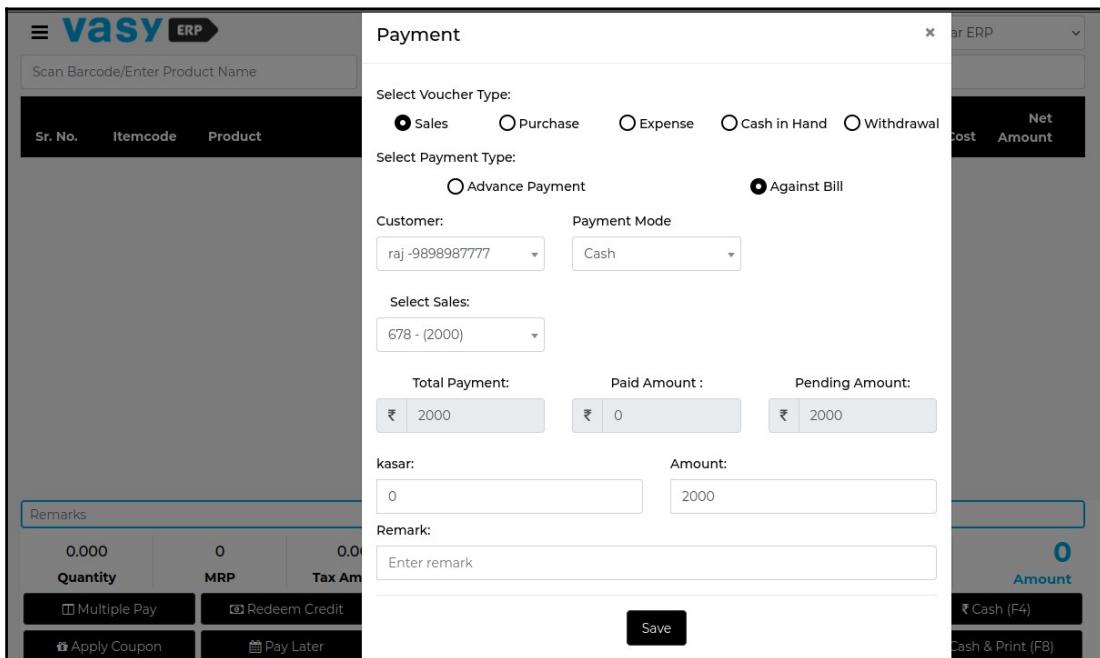
- After that, scan the barcode of the credit note or type in the number of the credit note in the 'Scan Barcode/Type Number:' search bar.
- Next, type in the amount the customer wants to redeem.
- Click on 'Apply Credit'.
- Then select payment mode for it, and make payment.
- Then the transaction will be successfully completed.

7. Add Payment

Through VasyPOS, the user is provided with various types of payment methods which can be done in the POS itself. Such as, Sales, Purchase, Expense, Cash in Hand, Withdrawal. To access this feature of VasyPOS, click on ‘Add Payment’ at the right hand side.



- Sales:** The user can do the selling process for the customer’s sales order in the POS itself. In the ‘Select Voucher Type:’ section, select the ‘Sales’ option. After that fill in all the required details.



- 2 Purchase:** The user can do the purchasing process from the supplier in the POS itself. In the ‘Select Voucher Type:’ section, select the ‘Purchase’ option. After that fill in all the required details.

- 3 Expense:** The user can make the payment to the vendor for expenses of the company in the POS itself. In the ‘Select Voucher Type:’ section, select the ‘Expense’ option. After that fill in all the required details.

- 4 Cash in Hand:** The user can take the cash in hand amount for the cash counter from the Manager's account. In the 'Select Voucher Type:' section, select the 'Cash in Hand' option. After that fill in all the required details.

The screenshot shows the VASY ERP interface with a 'Payment' dialog box overlaid. The dialog box has a title 'Payment' with a close button 'x'. It contains a section 'Select Voucher Type:' with five radio buttons: Sales, Purchase, Expense, **Cash in Hand**, and Withdrawal. Below this is a 'Manager:' dropdown menu containing 'Rahul patel'. An 'Amount:' input field contains '500'. A 'Save' button is at the bottom right of the dialog. The background shows a table header with columns: Sr. No., Itemcode, Product, Qty, MRP, Discount, Add Disc, Unit Cost, and Net Amount.

- 5 Withdrawal:** The user can withdraw the amount in the cash counter through cash or add the amount in the bank. In the 'Select Voucher Type:' section, select the 'Withdrawal' option. After that fill in all the required details

The screenshot shows the VASY ERP interface with a 'Payment' dialog box overlaid. The dialog box has a title 'Payment' with a close button 'x'. It contains a section 'Select Voucher Type:' with five radio buttons: Sales, Purchase, Expense, **Cash in Hand**, and **Withdrawal**. Below this is a 'Cash' radio button and a 'Bank' radio button. An 'Amount:' input field contains '1000'. An 'Account:' dropdown menu contains 'Rahul patel'. A 'Save' button is at the bottom right of the dialog. The background shows a table header with columns: Sr. No., Itemcode, Product, Qty, MRP, Discount, Add Disc, Unit Cost, and Net Amount.

8. Additional Information

- 1. Apply Coupon:** The cashier can apply a coupon with a certain discount on the total amount of products for the customer. Click on the ‘Apply Coupon’ button from the bottom section of VasyPOS.

1.000 Quantity	1050 MRP	417.47 Tax Amount	0 Add.Charges+	0.00 Discount	% 0 Flat Discount	0.00 Round OFF	1050 Amount
Multiple Pay		Redeem Credit		Hold (F6)		UPI (F5)	Card (F3) ₹ Cash (F4)
Apply Coupon		Pay Later		Hold And Print(F7)		UPI & Print (F10)	Card & Print (F9) ₹ Cash & Print (F8)

- 2. Last Bill Details:** The details of the last transaction is shown in the bottom right corner of the VasyPOS. You can print the last bill by clicking on the ‘Last Bill Print’ button.

The screenshot shows the Vasy ERP POS interface. At the top, there are buttons for Walk In, Take Away, and Delivery, and a dropdown for Vyapar ERP. Below the header, there's a search bar for 'Scan Barcode/Enter Product Name' and a dropdown for 'Scan Sales Invoice'. The main area displays a sales receipt with the following details:

Sr. No.	Itemcode	Product	Qty	MRP	Discount	Add Disc	Unit Cost	Net Amount
1	10501050002	Jumpsuit Red / XI	- + 1	1050.00	₹ 0	% 0	1050.00	1050.00

Below the receipt, there's a 'Remarks' section with the same payment options as the top bar. On the right side of the screen, there's a sidebar titled 'Customer Details' which lists the last bill amount, most purchased item, closing balance, total purchase, and loyalty points. A red box highlights the 'Last Bill Print' button in the sidebar.

- 3. Customer Details:** After typing in the customer name in the ‘Walk in customer’ search bar, you can see the details of the customer in the ‘Customer Details’ section in the right hand side of the VasyPOS.

VASY ERP

Walk In Take Away Delivery Vyapar ERP

Scan Barcode/Enter Product Name: raj -9898987777 Scan Sales Invoice

Sr. No.	Itemcode	Product	Qty	MRP	Discount	Add Disc	Unit Cost	Net Amount
1	10501050002	Jumpsuit Red / XL	- 1 +	1050.00	₹ 0	% 0	1050.00	1050.00 X

Customer Details

- Last Bill Amount : ₹ 150.0
- Most Purchased Item : Saltpink
- Closing : -6602.000000000015
- Total Purchase : 79660.019999999999
- Loyalty Points : Loyalty point : 90

Remarks

1.000	1050	417.47	0	0.00	Flat Discount	0.00	1050
Quantity	MRP	Tax Amount	Add.Charges +	Discount		Round OFF	Amount

Buttons: Multiple Pay, Redeem Credit, Hold (F6), UPI (F5), Card (F3), Cash (F4), Apply Coupon, Pay Later, Hold And Print(F7), UPI & Print (F10), Card & Print (F9), Cash & Print (F8)

Last Bill No: POSCN205
Last Bill Amount: ₹ 252
Last Bill Print

4. Orders: The details of orders will be stored in ‘Orders’.

VASY ERP

Walk In Take Away Delivery Vyapar ERP

Scan Barcode/Enter Product Name: raj -9898987777 Scan Sales Invoice

Sr. No.	Itemcode	Product	Qty	MRP	Discount	Add Disc	Unit Cost	Net Amount
1	10501050002	Jumpsuit Red / XL	- 1 +	1050.00	₹ 0	% 0	1050.00	1050.00 X

Customer Details

- Last Bill Amount : ₹ 150.0
- Most Purchased Item : Saltpink
- Closing : -6602.000000000015
- Total Purchase : 79660.019999999999
- Loyalty Points : Loyalty point : 90

Remarks

1.000	1050	417.47	0	0.00	Flat Discount	0.00	1050
Quantity	MRP	Tax Amount	Add.Charges +	Discount		Round OFF	Amount

Buttons: Multiple Pay, Redeem Credit, Hold (F6), UPI (F5), Card (F3), Cash (F4), Apply Coupon, Pay Later, Hold And Print(F7), UPI & Print (F10), Card & Print (F9), Cash & Print (F8)

Last Bill No: POSCN205
Last Bill Amount: ₹ 252
Last Bill Print

5. Credit Notes: The details of products returned by customers will be stored in ‘Credit Notes’.

The screenshot shows the VASY ERP software interface. At the top, there are three radio buttons for Walk In, Take Away, and Delivery, followed by a dropdown for Vyapar ERP. Below this is a search bar for 'Scan Barcode/Enter Product Name' and another for 'Scan Sales Invoice'. The main area displays a sales invoice for item code 10501050002, a jumpsuit Red / XL, quantity 1, MRP 1050.00, Net Amount 1050.00. To the right of the invoice is a sidebar with icons for Hold Bill, Payments, Add Payment, Credit Notes (which is highlighted with a red box), and Orders. Below the sidebar is a 'Customer Details' section showing last bill amount, most purchased item, closing balance, total purchase, loyalty points, and last bill number.

6. Redeem Loyalty: For the current customer you can add the loyalty points by clicking on ‘Redeem Loyalty’. Then you can add the coupons for that customer

This screenshot is identical to the one above, showing the VASY ERP software interface with a sales invoice for a jumpsuit. The 'Redeem Loyalty' button in the sidebar is highlighted with a red box. The rest of the interface, including the customer details and payment options, remains the same.

7. Payments: The details of orders will be stored in ‘Payments’.

VASY ERP

Scan Barcode/Enter Product Name: raj -9898987777

Walk In Take Away Delivery

Vyapar ERP

Sr. No.	Itemcode	Product	Qty	MRP	Discount	Add Disc	Unit Cost	Net Amount
1	10501050002	Jumpsuit Red / XL	- 1 +	1050.00	₹ 0	% 0	1050.00	1050.00

Customer Details

- Last Bill Amount: ₹ 150.0
- Most Purchased Item: Saltpink
- Closing: -6602.000000000005
- Total Purchase: 79660.019999999999
- Loyalty Points: Loyalty point : 90

Last Bill No: POSCN205
Last Bill Amount: ₹ 252
Last Bill Print

Remarks

1.000	1050	417.47	0	0.00	0	Flat Discount	0.00	1050
Quantity	MRP	Tax Amount	Add.Charges +	Discount	%	Round OFF	Amount	
<input type="checkbox"/> Multiple Pay	<input type="checkbox"/> Redeem Credit	<input type="checkbox"/> Hold (F6)	<input type="checkbox"/> UPI (F5)	<input type="checkbox"/> Card (F3)	<input type="checkbox"/> Cash (F4)			
<input type="checkbox"/> Apply Coupon	<input type="checkbox"/> Pay Later	<input type="checkbox"/> Hold And Print(F7)	<input type="checkbox"/> UPI & Print (F10)	<input type="checkbox"/> Card & Print (F9)	<input type="checkbox"/> Cash & Print (F8)			

- 8. Closing Register:** To close the register in the end of the day or in the end of transactions on that day, click on button at the top right corner of the VasyPOS. After that, the summary of transactions of the day will appear. After referring to the summary of the transaction, click on 'Close Register'.

VASY ERP

Scan Barcode/Enter Product Name

Current Register (27 Sep 2021 9:31 am - 27 Sep 2021 4:54 pm)

	Currency	Nos	Amount	Bank Account :
Opening Cash :	10000	1	0	Select Bank
Cash Payment :	27272.02	2	0	
Cheque Payment :	0	5	0	
Card Payment :	38850	10	0	
Bank Transfer :	0	20	0	
UPI payment :	3050	50	0	
Wallet Payment :	0	100	0	
Sales Return :	11423	200	0	
Cash Return :	4012	500	0	
Credit Applied :	2262	2000	0	
Pay Later :	8925		Total	
Expense :	0			
Purchase Payment :	0			
Withdrawal Payment :	0			
Total Sales :	45359.02			

Bank Transfer : 0
Manager : Select Manager
Manager Transfer : 0
Total Cash Left In Drawer : 33260.020000000004
Physical Drawer : 0
Closing Note : Closing Note

Remarks

1.000	1050							
Quantity	MRP	<input type="checkbox"/> Multiple Pay	<input type="checkbox"/> Redeem Credit	<input type="checkbox"/> Hold (F6)	<input type="checkbox"/> UPI (F5)	<input type="checkbox"/> Card (F3)	<input type="checkbox"/> Cash (F4)	
<input type="checkbox"/> Apply Coupon	<input type="checkbox"/> Pay Later	<input type="checkbox"/> Hold And Print(F7)	<input type="checkbox"/> UPI & Print (F10)	<input type="checkbox"/> Card & Print (F9)	<input type="checkbox"/> Cash & Print (F8)			

Close **Close Register**

Chapter 8: Accounting

Accounting is the process of recording financial transactions pertaining to a business. The accounting process includes summarizing, analyzing, and reporting these transactions to oversight agencies, regulators, and tax collection entities.

VasyERP provides you to create accounts for the accounting process of your company. Through VasyERP you can keep record of your company's credit notes, debit notes and create journal vouchers (JV) for keeping track of the accounting procedures.

→ You will find the **Accounting** module in the modules section on the left side.

The screenshot shows the VasyERP dashboard. On the left, there is a sidebar with various modules: Dashboard, Contacts, Inventory, Purchase, Sales, Bank / Cash, Order, Branch, Accounting (which is highlighted with a red box), Report, Report (BETA), Settings, and Versions. The main area displays several key performance indicators (KPIs) and a bar chart. The KPIs include Total Customers (1199), New Customers (91), No. of Products (3507), New Products (1064), Total Income (20534.58), Net Profit (0.0%), Stock in Amount (-2), Stock in Qty (38590), Cash in Hand (1.10 L), and Bank Accounts (14.22 L). Below the KPIs is a Sales Summary table with data for Total Sales, Last Quarter, Last Month, and Last Week. To the right of the KPIs is a bar chart titled 'Total Sales' showing sales for days 24 through 30. Further right is a section titled 'Best Selling Products' listing items like Shirt, Sneakers Grey, Jumpsuit Red / XI, Anarkali Kurta, and JEERASAR RICE 2 KG, along with their counts (22, 21, 20, 20, 20 respectively).

1. Account (Chart of Accounts)

The chart of accounts is a listing of all accounts used in the general ledger of an organization. The chart is used by the accounting software to aggregate information into an entity's financial statements.

To find the ‘Chart of Accounts’ page:

- Click on the Accounting module->click on Account.
- Then the Account page will be open.

To create a new account:

- Click on the “New Account” Icon on the right side of that page.
- After that, you will be directed to the New Account page.

- To create an account, you need to fill in details like; Account name, Select Account Group, Opening Balance.

1.1 Setup Opening Balance

The debit or credit balance of a ledger account brought forward from the old accounting period to the new accounting period is called opening balance. This will be the first entry in a ledger account at the beginning of an accounting period.

- To set up opening balance for your company's new accounting period, click on 'Setup Opening Balance' at the top right corner of the 'Chart of Accounts Page'.

#	Account Name	Group name	Actions
1	Chairs	Fixed Assets	<input type="checkbox"/> <input type="checkbox"/>
2	Urvich Salary	Indirect Expenses	<input type="checkbox"/> <input type="checkbox"/>
3	Mithun Shah	Sundry Creditors	<input type="checkbox"/> <input type="checkbox"/>
4	G	Sales Account	<input type="checkbox"/> <input type="checkbox"/>

- After that, you will be directed to the 'Setup Opening Balance' page.
- In the 'Setup Opening Balance' page, you need to select the fiscal year and account group name.
- After that you can fill in the credit or debit balance for the corresponding account custom and account group

#	Account/Customer	Account Group	Credit	Debit
1	Bank Charges	Current Liabilities	0	0
2	Bank Commission	Indirect Expenses	0	0
3	Bank Loan	Loans & Liabilities	0	0
4	Coffee/Tea Expenses	Indirect Expenses	0	0

2. Debit Note

An increase in the value of assets is a debit to the account. On the flip side, an decrease in liabilities or shareholders' equity is a debit to the account, notated as "DR". Debit Note is the process of creating records of debit in the accounting procedure.

To find the 'Debit Note' page:

- Click on the Accounting module->click on Debit Note.
- Then the Debit Note page will be open.

To create a new debit note:

- Click on the “New Debit Note” Icon on the left side of that page.
- After that, you will be directed to the New Debit Note page.
- To create a debit note, you need to fill in details like; date, from account name, to account name and amount.

The screenshot shows the 'New Debit Note' page. At the top, there is a header with 'New Debit Note' and a back arrow labeled '- Debit Note'. Below the header, the title 'Debit Note' is displayed next to a gear icon. The form consists of several input fields: 'Date:' with a value of '01/10/2021' and a calendar icon; 'Select From Account:' with a dropdown menu showing 'From'; 'Select To Account:' with a dropdown menu showing 'To Account'; 'Amount:' with a value of '0.0'; and 'Description:' with a text area containing 'Description'. The entire form is contained within a light gray box.

3. Credit Note

Compared to debit, credit to the account is a decrease in the value of assets. On the flip side, an increase in liabilities or shareholders' equity is a credit to the account, notated as "CR". Credit Note is the process of creating records of credit in the accounting procedure.

To find the ‘Credit Note’ page:

- Click on the Accounting module->click on Credit Note.
- Then the Credit Note page will be open.

To create a new credit note:

- Click on the “New Credit Note” Icon on the left side of that page.
- After that, you will be directed to the New Credit Note page.
- To create a Credit note, you need to fill in details like; date, from account name, to account name and amount.

4. Journal Voucher

Every transaction requires some sort of physical backup, which forms a base for it. The physical backup is nothing but the documentary evidence known as a journal voucher. A journal voucher is a document of every financial transaction, having the necessary information such as the identification number of the voucher, date, description of the business transaction, amount of transaction, applicable taxes, a reference to other evidence, the signature of the maker and signature of the authorized person, used recording the transaction in the books of the organization.

Journal vouchers (also known as JVs) are used for transactions that do not relate to any transaction of material, cash, bank, and other day to day business transactions. It means JVs are used for a transaction such as depreciation, transfer entries, adjusting entries, provisions, accrual entries, purchase & sale of fixed assets on credit, write off balances no more required, etc. These vouchers are easily traceable in any accounting system. Since these transactions are out of routine transactions, auditors vouch over these at priority.

To find the ‘Journal Voucher’ page:

- Click on the Accounting module->click on Journal Voucher.
- Then the Journal Voucher page will be open.

To create a new journal voucher:

- Click on the “New Journal Voucher” Icon on the left side of that page.
- After that, you will be directed to the New Journal Voucher page.
- To create a journal voucher, you need to fill in details like; date, select account name, credit amount, debit amount.
- If you want to add a credit/debit amount for another account, then click on ‘Add More’ button and fill in details.

#	From Account	Description	Debit	Credit
1	From Account		0.00	0.00 X
		Total	0.00	0.00