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.

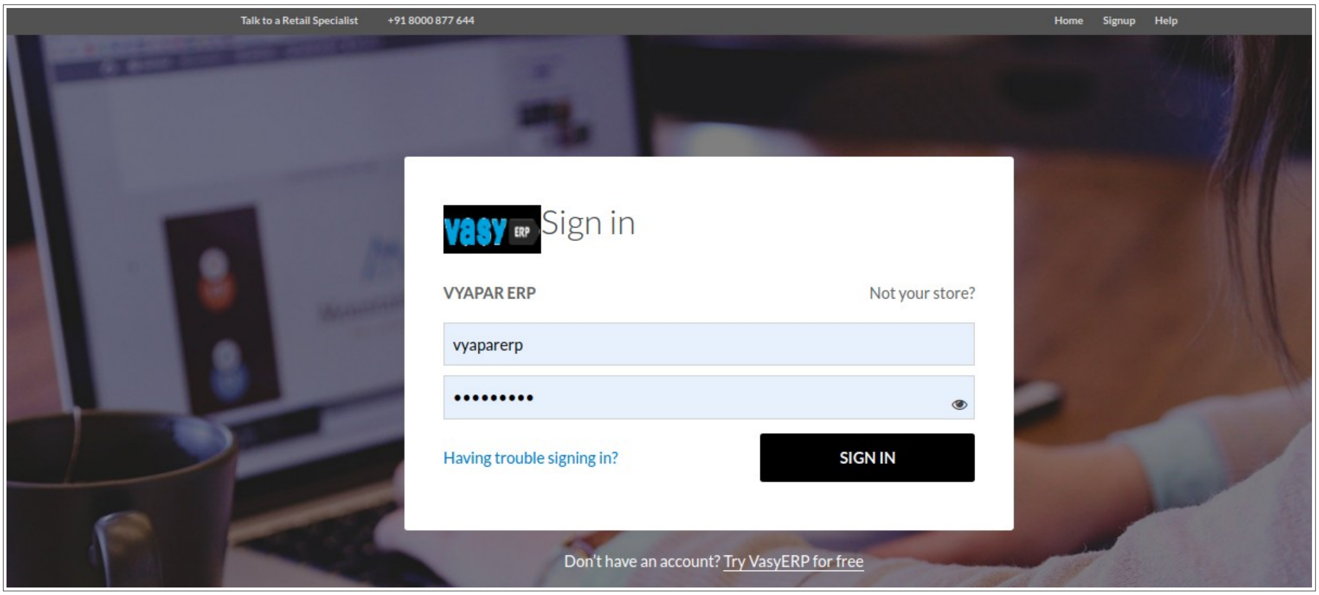
Chapter 2: Getting Started With VasyERP

To start with the VasyERP software, you need to:

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

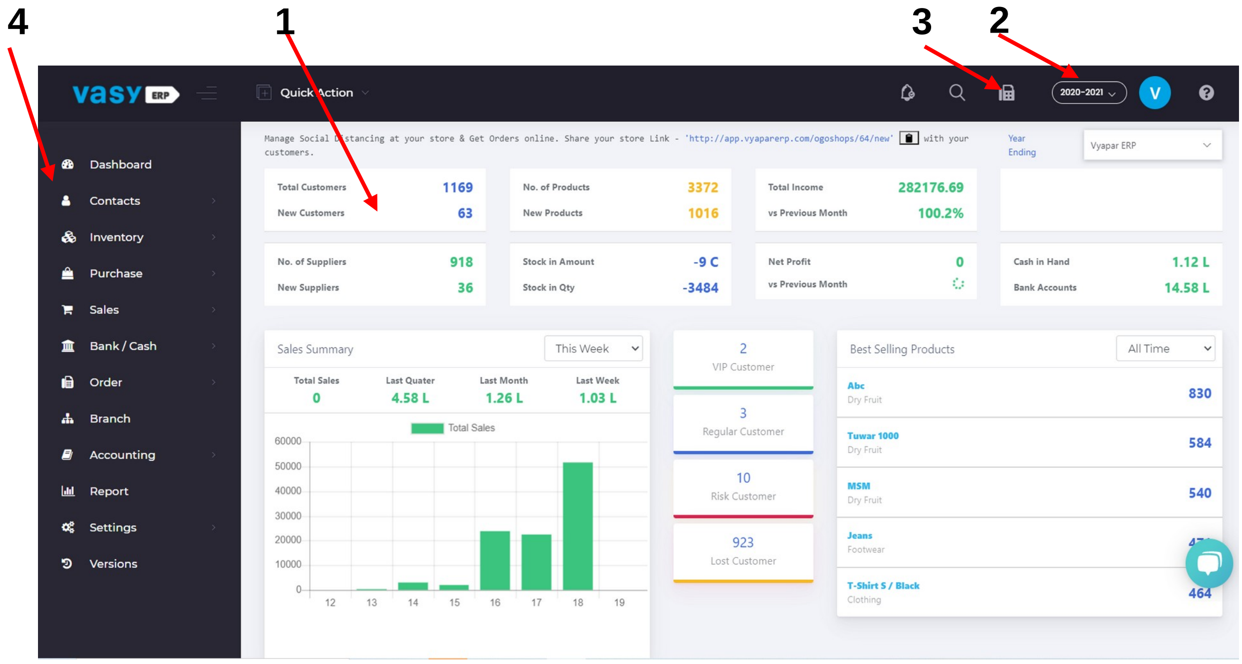
1. Starting and Logging on

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.

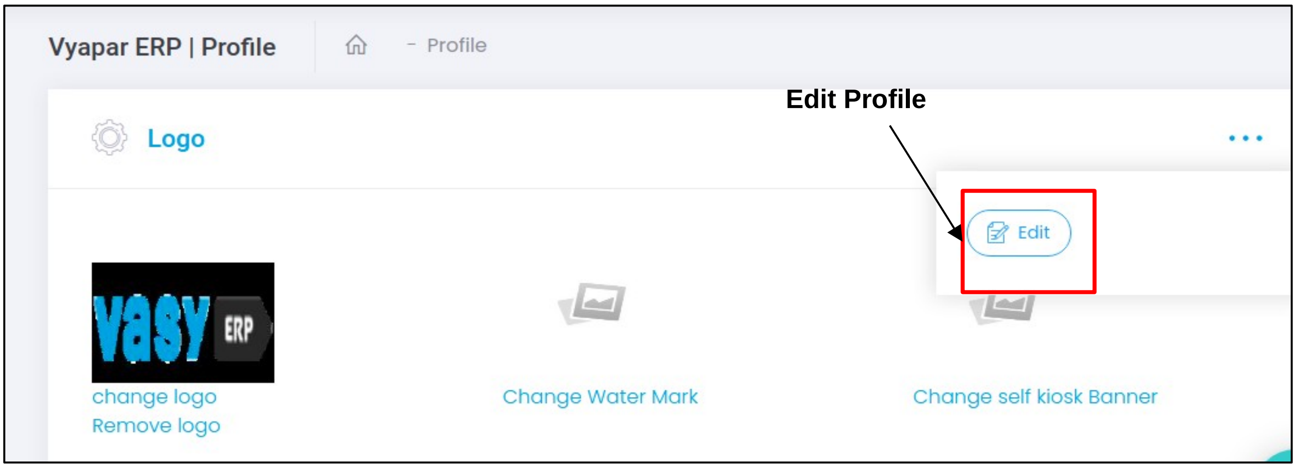
VasyERP offers the following modules:

1. Purchase and Sales
2. Accounting
3. Contacts
4. Reports Generation
5. Order Details
6. Bank/Budget details
7. 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.

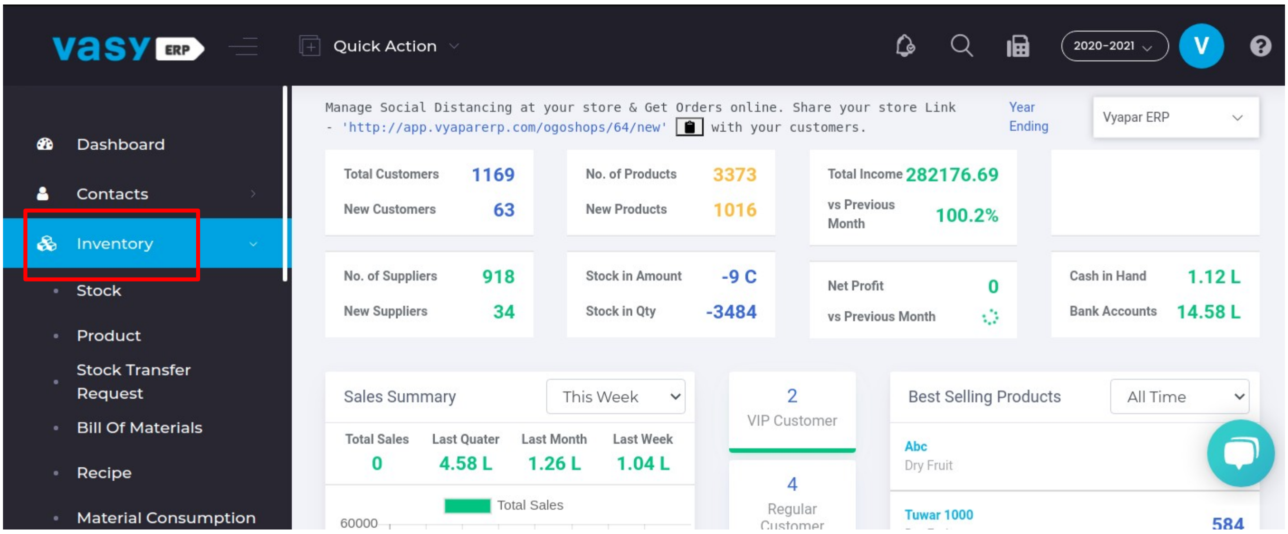
Inventory can be of various types like; Raw materials/Components, Work in Progress materials, Packing Materials, Finished Goods, etc.

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.



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.

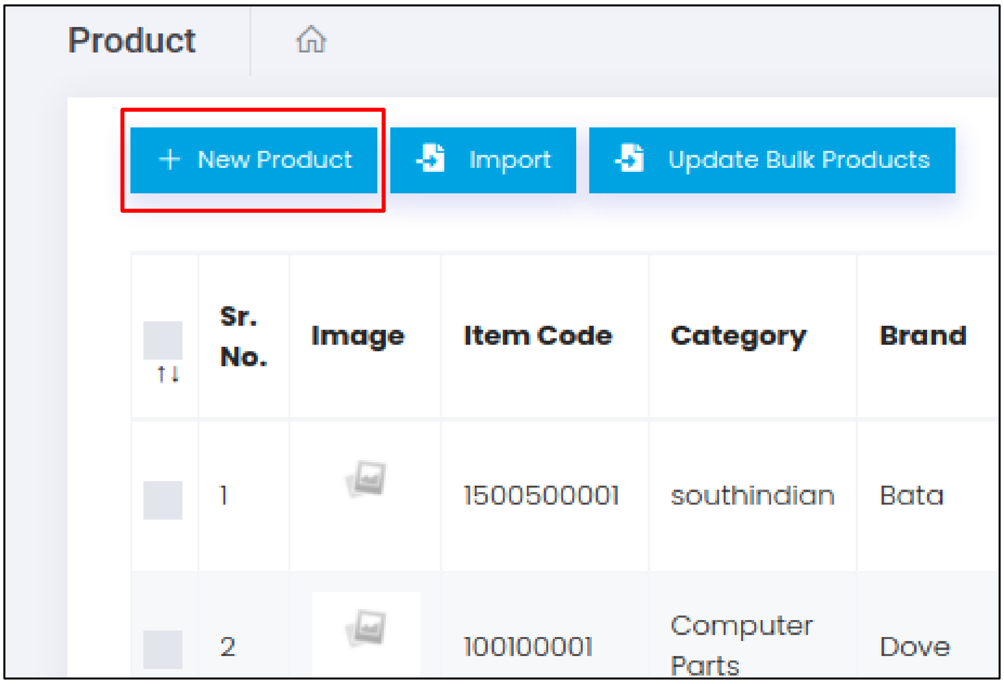
VasyERP is optimized for product management of your sales and purchase. If you are in services, you can create a product for each service that you offer.

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.



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

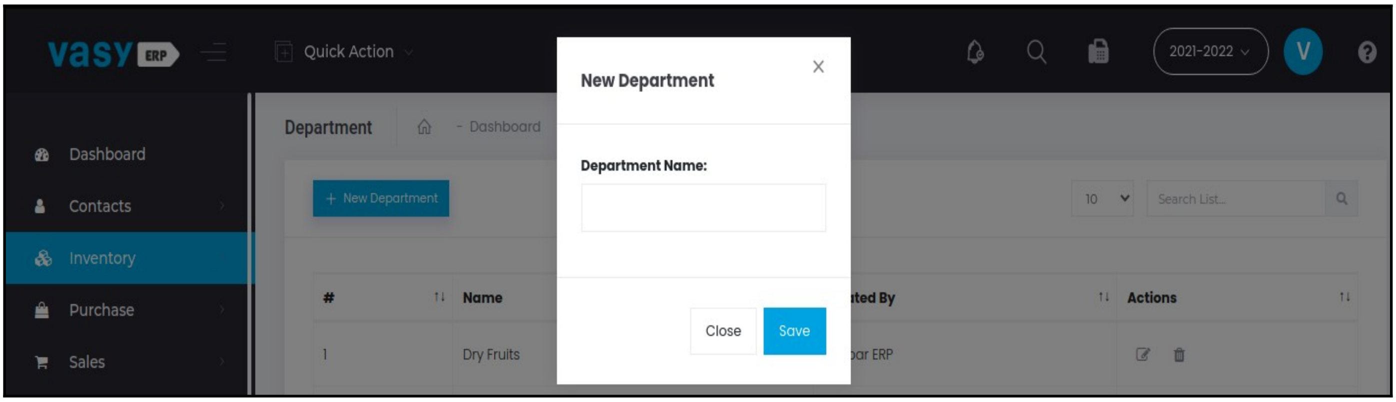
Before creating a new category master, first, you need to create a new department.

To find the 'Department' master

• Go to Inventory->Department

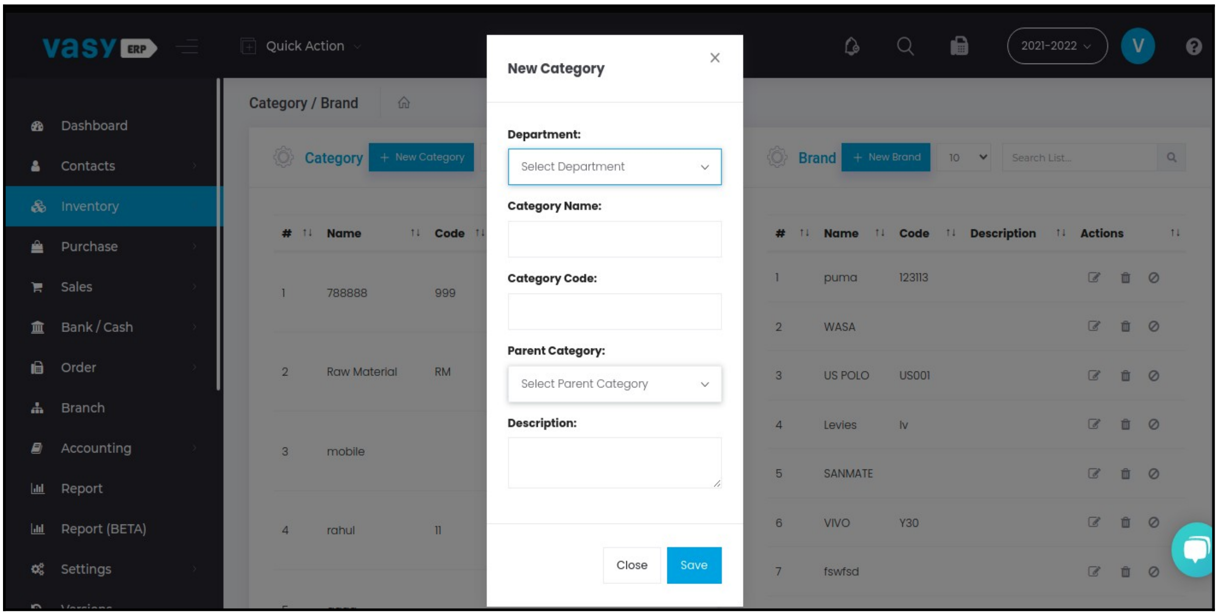
To create a new Department:

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



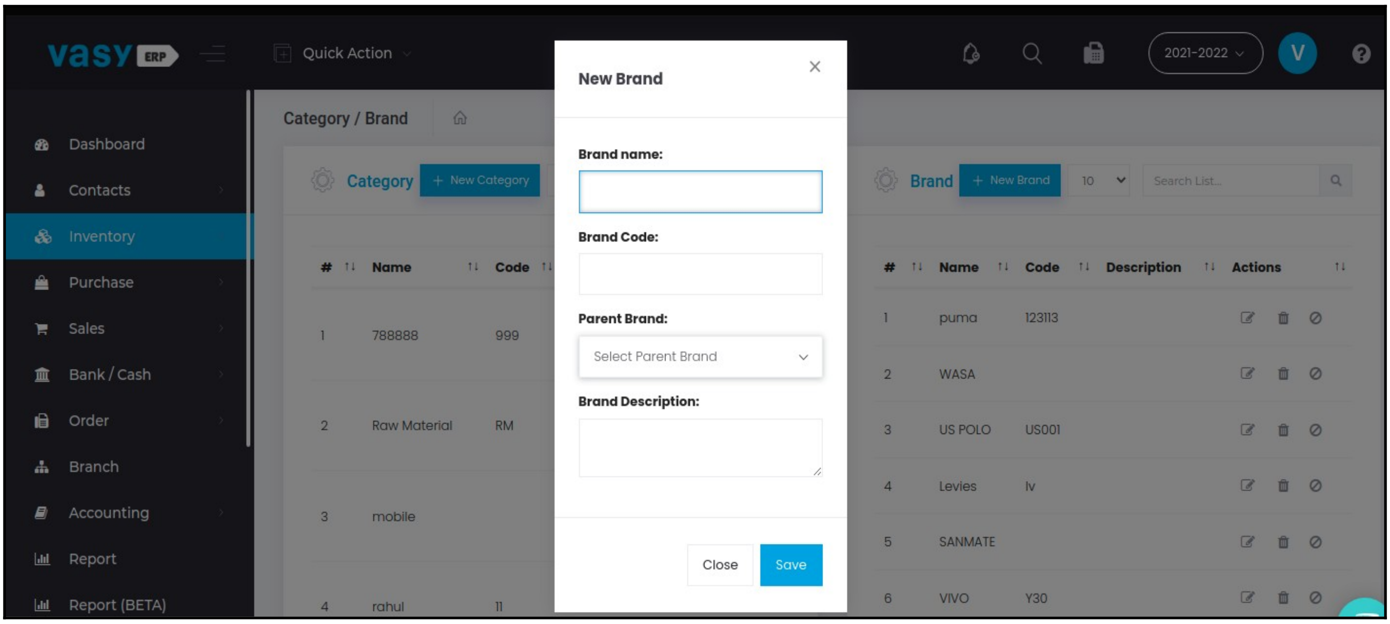
After creating a new department name, you can create a new category master from Category/Brand of Invoice module:

- 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

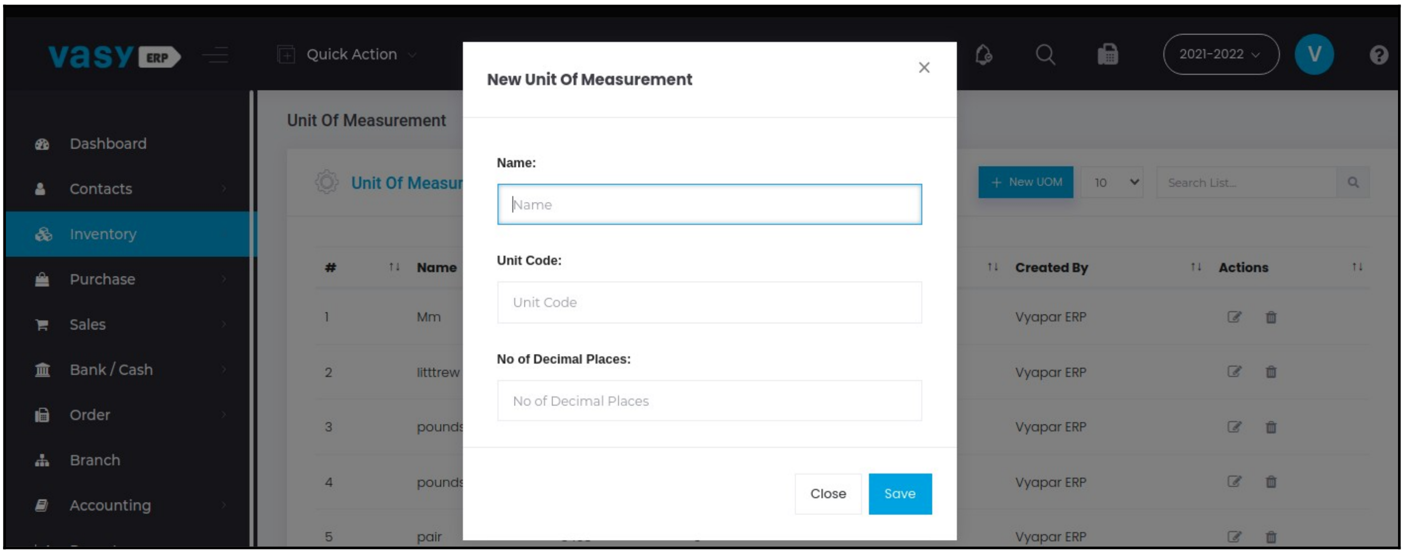
Every product is measured in a certain unit. Measurement units can be distance, weight, quantity, etc. For example groceries products can be measured concerning their weights, like kg, grams, pounds, and clothes can be measured by their quantity.

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.



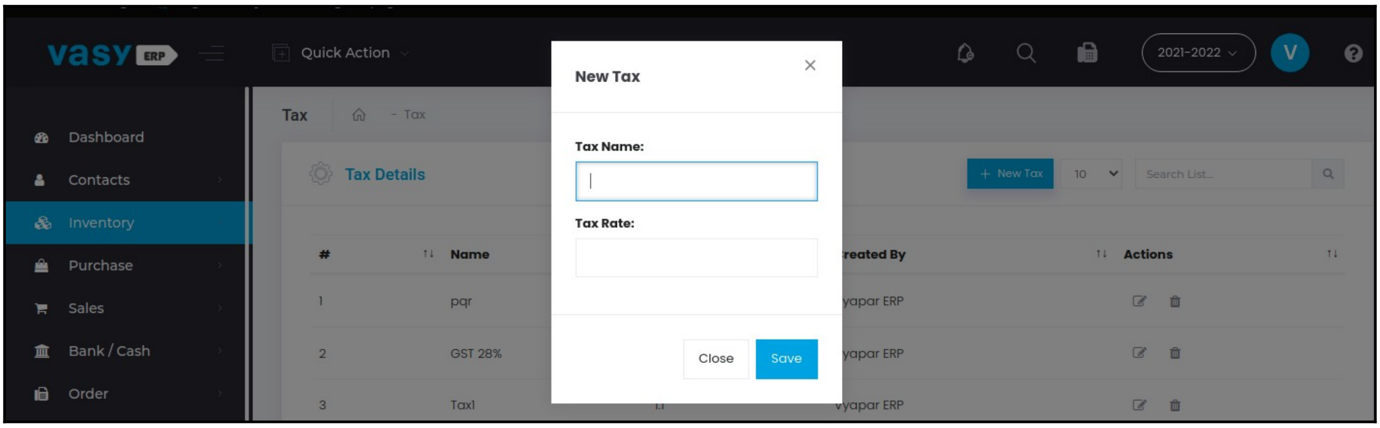
3) Tax

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.

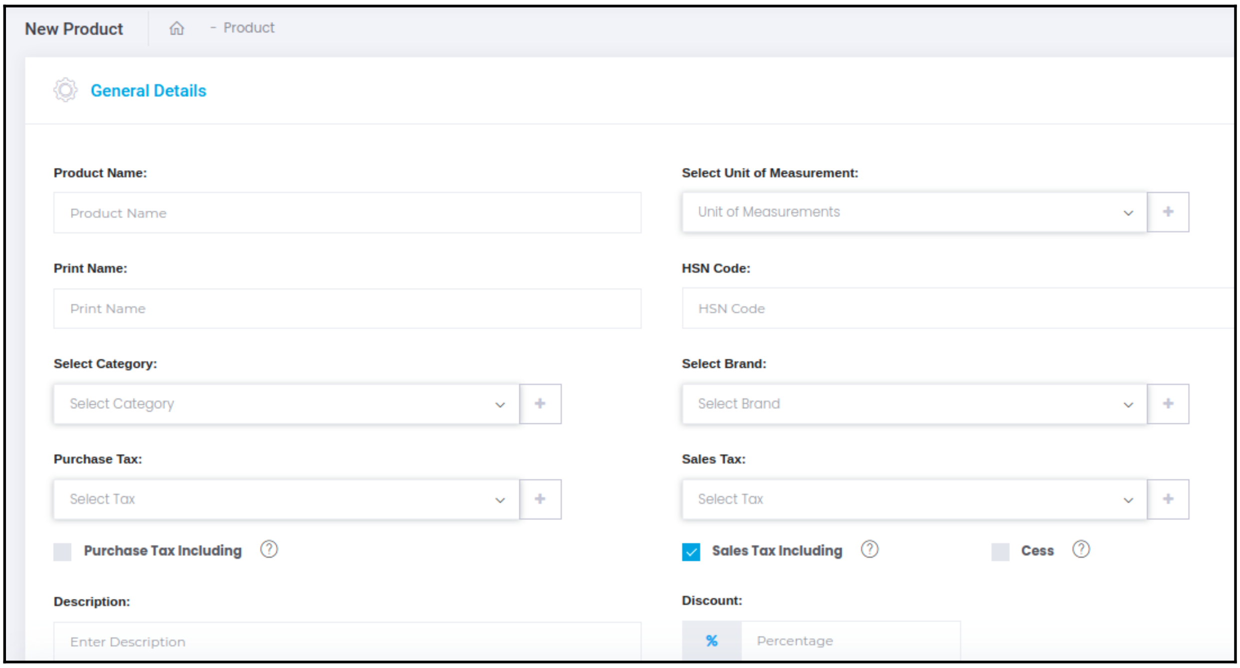


1.1.2 Creation of new product

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.

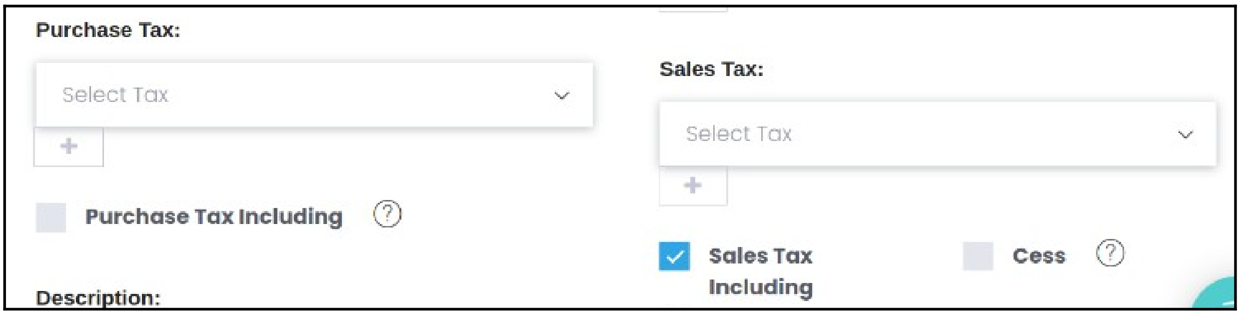


- **Note:** You can also create new masters (category, brand, tax, and unit of measurement) by clicking the sign near the master option. For eg, if you want to create a new tax on the New Product page click on , then you can create a new tax right there.

- **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**

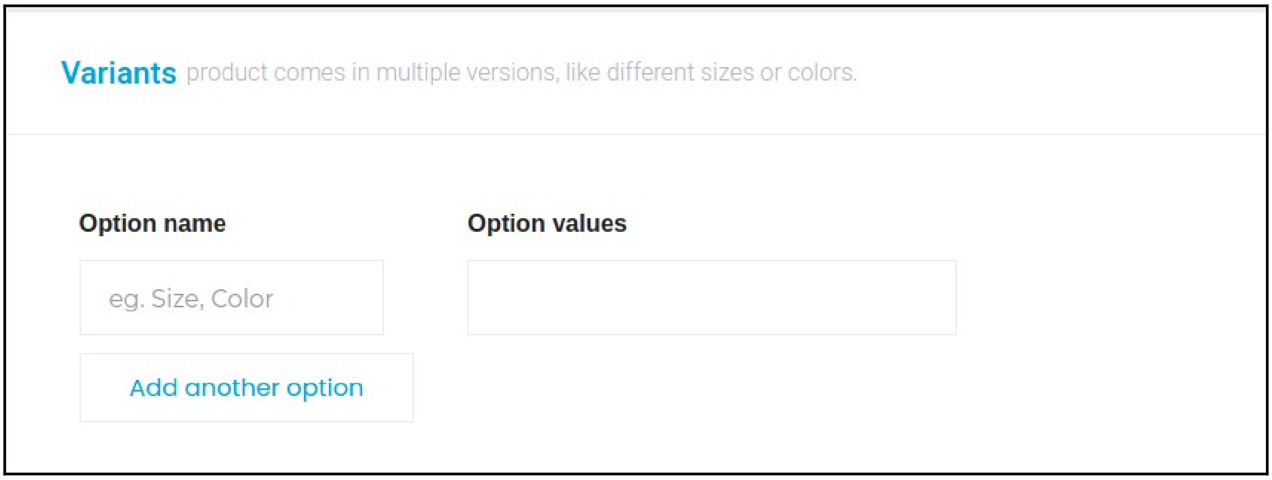
You can add variants to products that come in more than one option, such as size or color. Each combination of options for a product is a variant for that product.

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:

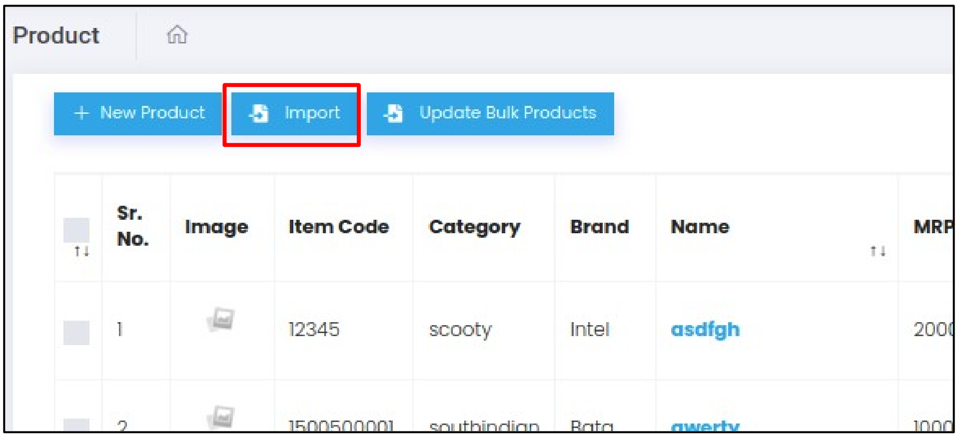
- Click on “Add Variant” on the New Product page.
- Then fill up the details of the product variants.



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

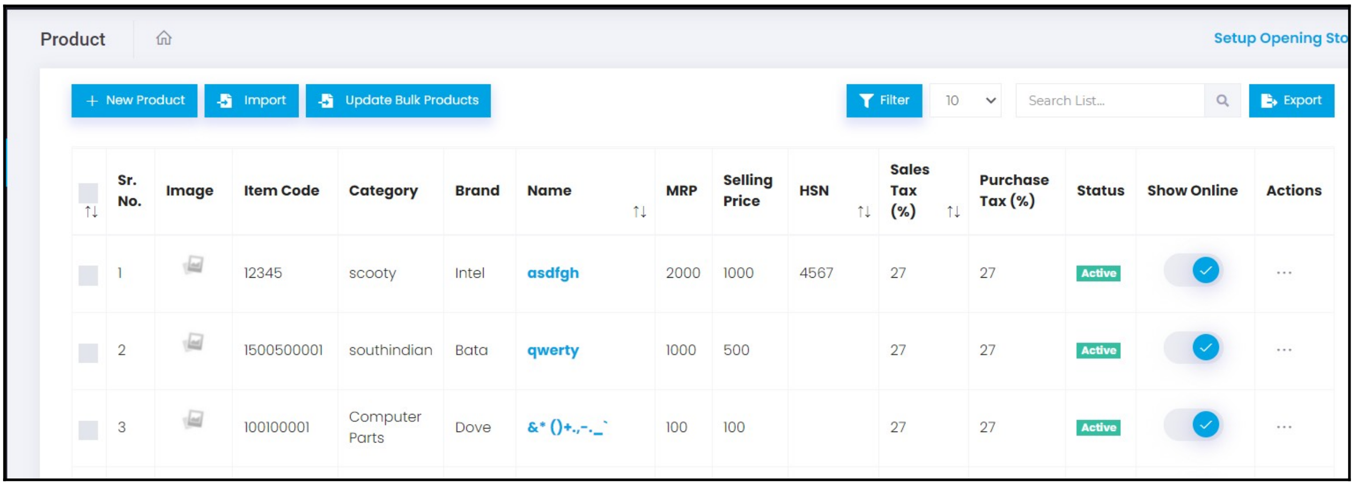
- **Note:** For product name only numeric, alphabets and special characters like; & () _ - * / . % are allowed.

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 deactive 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.

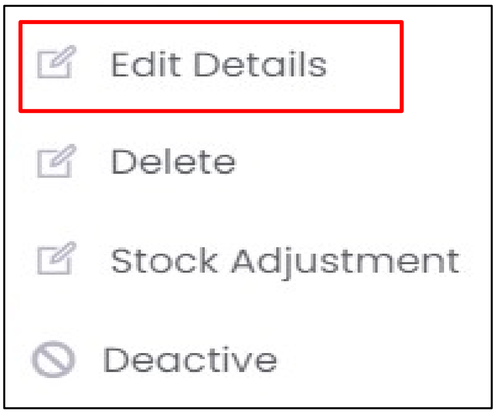


1.2 Edit and Update Bulk Products

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.

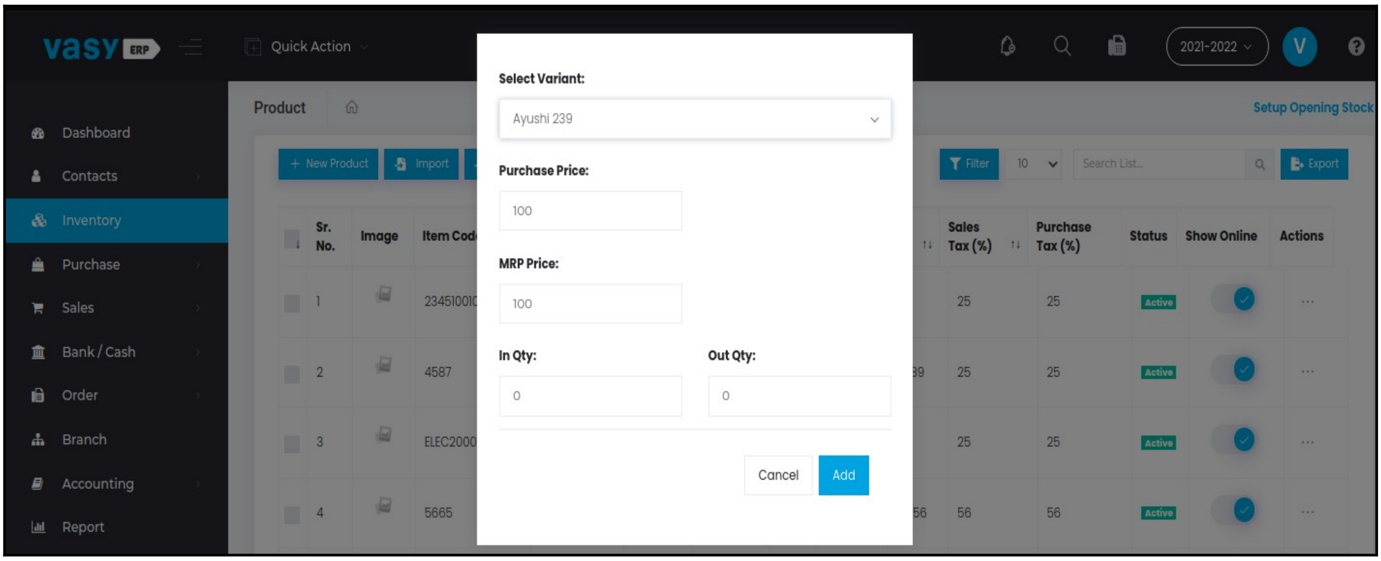
- You need to click on on the Products page.
- **Note:** The excel file must contain the mandatory details for updating products, otherwise an error will occur.

2. Stocks

Stocks tell you about the available quantity of each product.

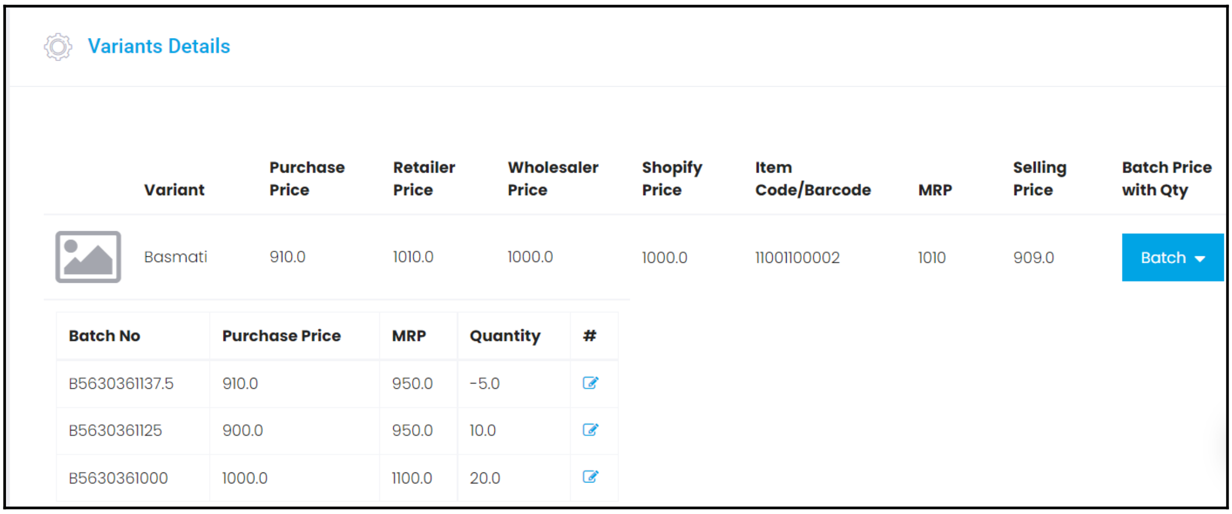
To add stock to the product:

- 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.

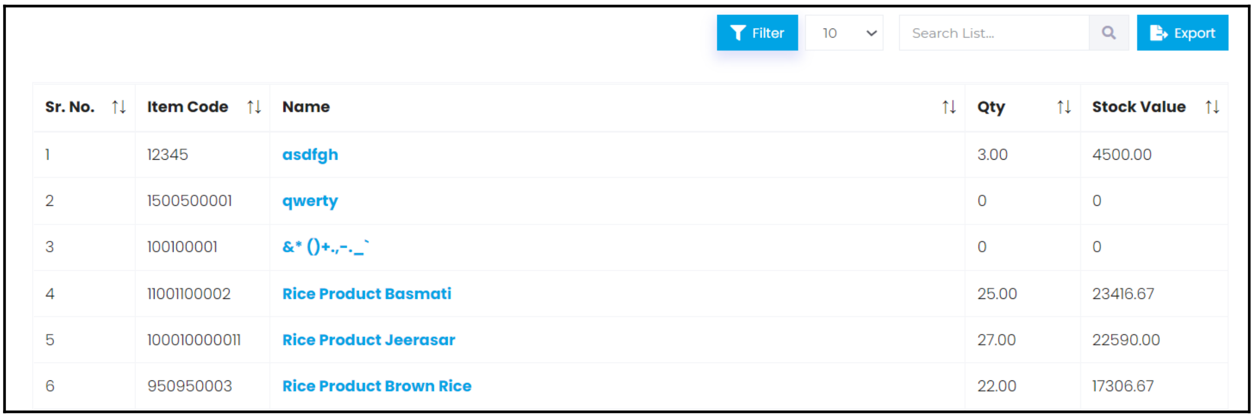
You can check the batch details in the Variant Details section on the products details page of the product.



- **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.



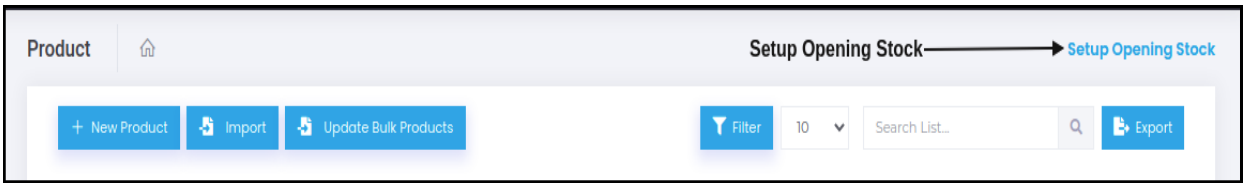
Sr. No.	Item Code	Name	Qty	Stock Value
1	12345	asdfgh	3.00	4500.00
2	1500500001	qwerty	0	0
3	100100001	&* ()+.,-._`	0	0
4	11001100002	Rice Product Basmati	25.00	23416.67
5	100010000011	Rice Product Jeerasar	27.00	22590.00
6	950950003	Rice Product Brown Rice	22.00	17306.67

2.1 Opening Stock

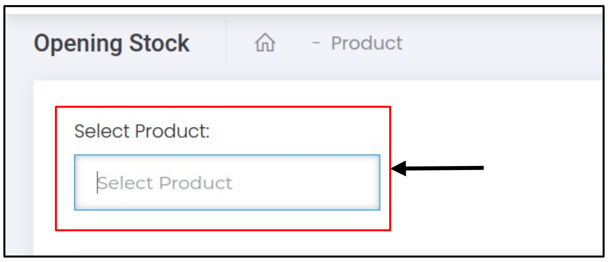
Opening Stock can be described as the initial quantity of any product/goods held by an organization during the start of any financial year or accounting period and is equal to the closing stock of the previous accounting period valued on the basis of suitable accounting norms depending on the nature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

To create an opening stock:

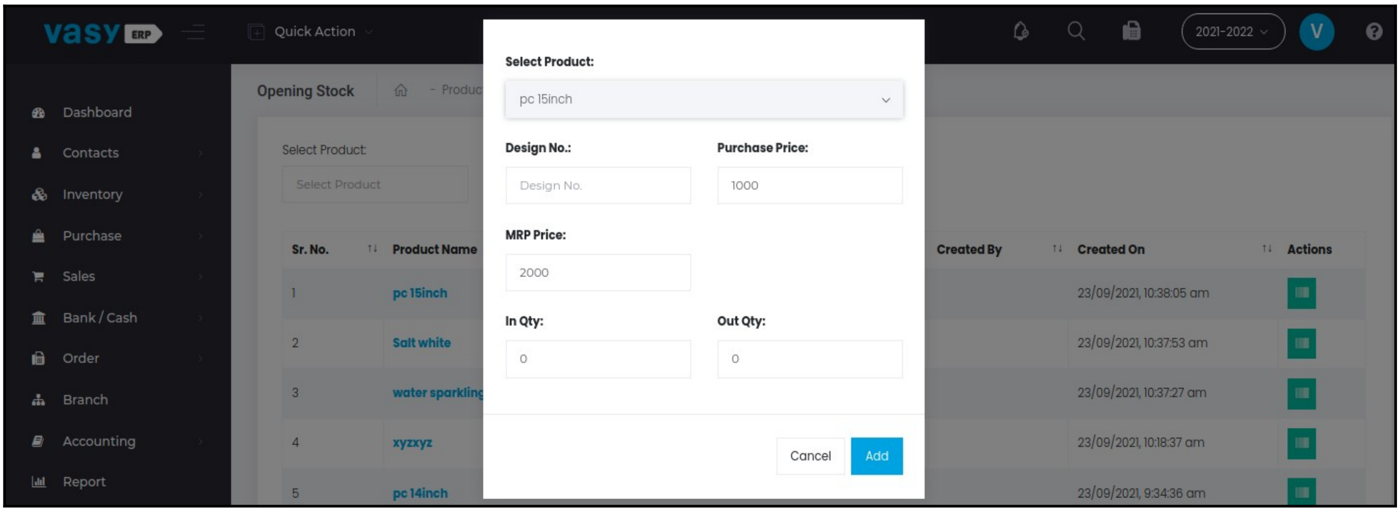
- Click on the "Setup Opening Stock" button at the top right corner of the products page.
- After that, you will be directed to the Opening Stock Page.



- 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.

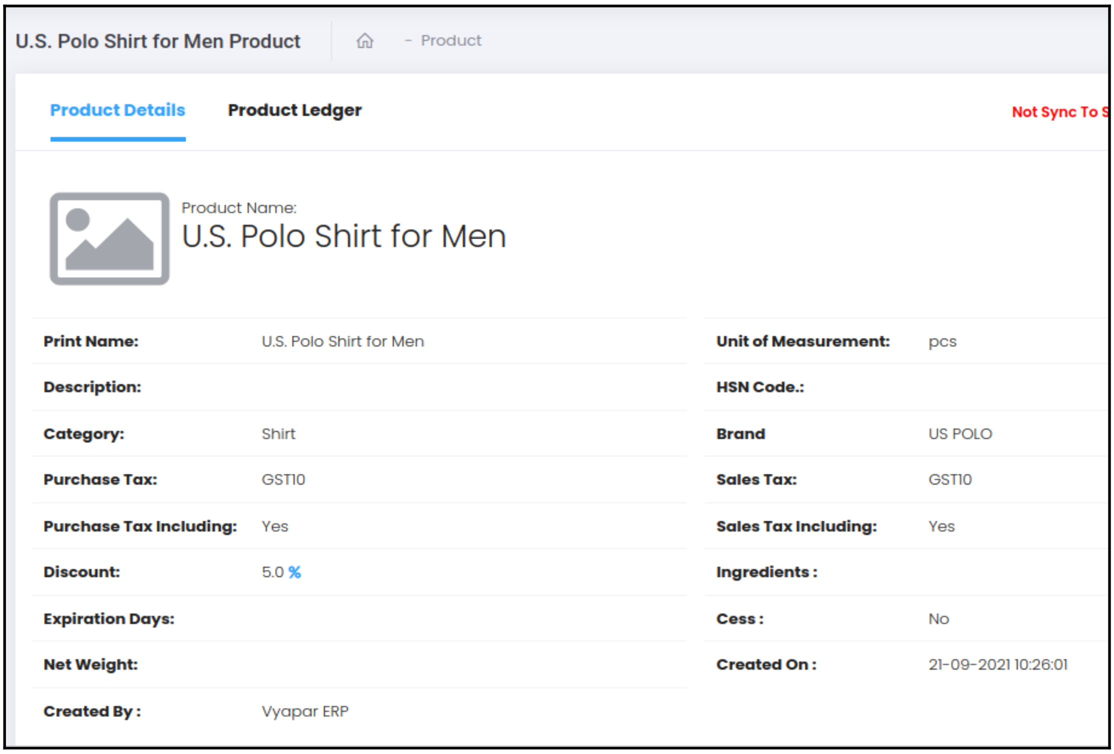


After that, the opening stock will be added.

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.

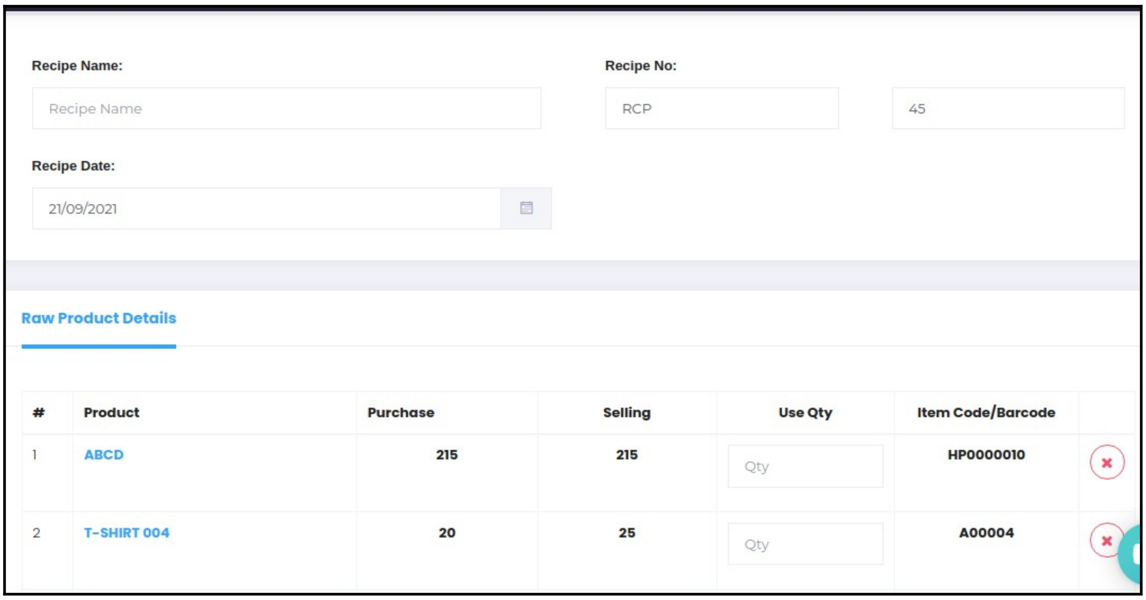
For example: For a packet of potato chips, raw products will be potatoes, oil, salt, preservatives, based on and plastic to make packets for chips. Then the end product will be Potato chips.

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.



3.2 Material Consumption

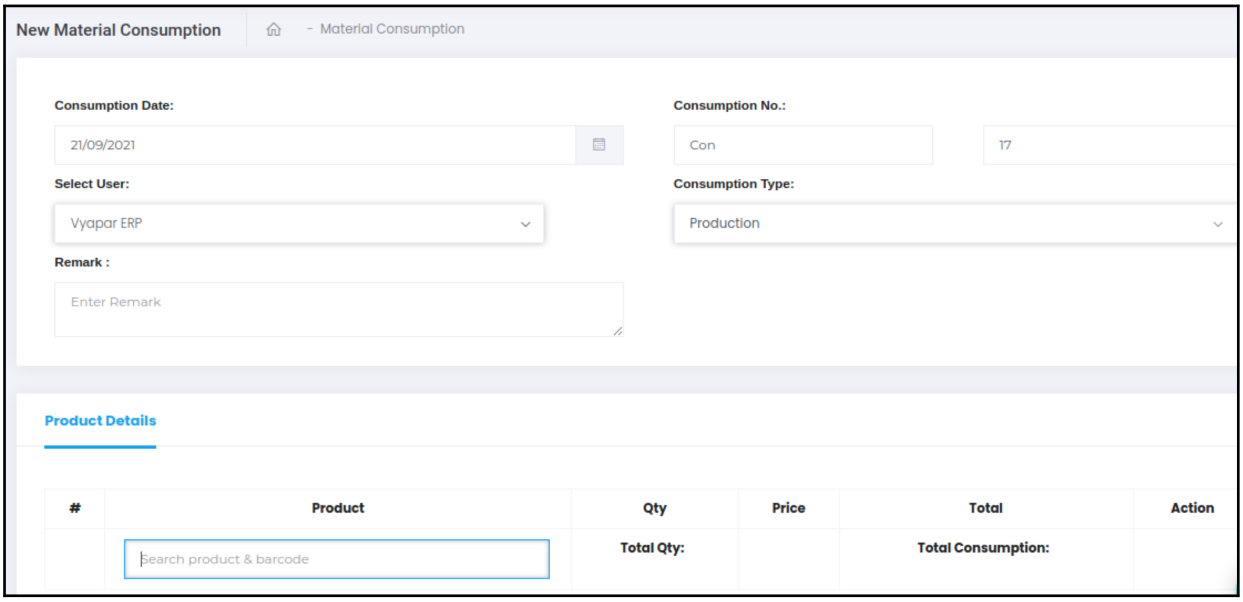
Material consumption refers to the amount of material that goes into a finished product or sub-item.

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.



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

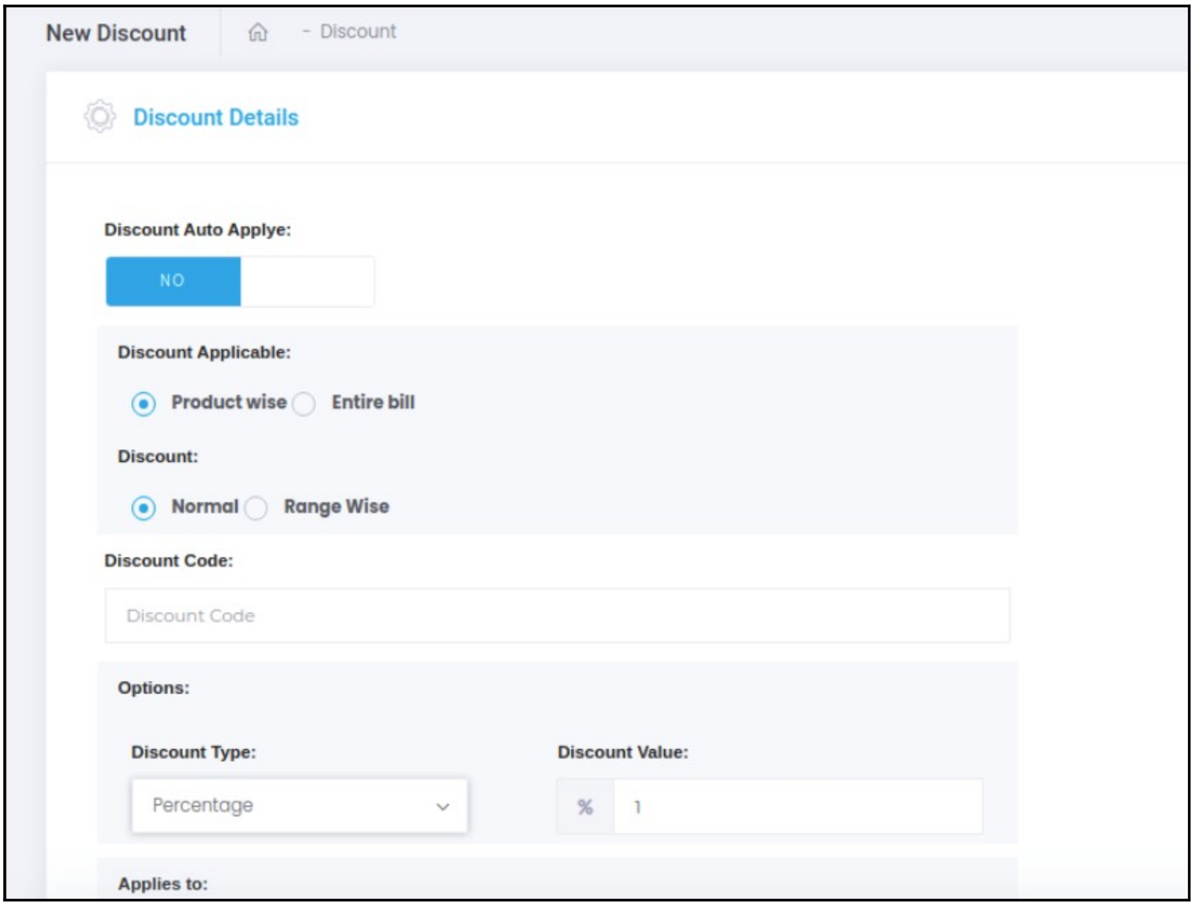
Discount provides customers of a business with a reduced rate on one or more of the products or services being offered.

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



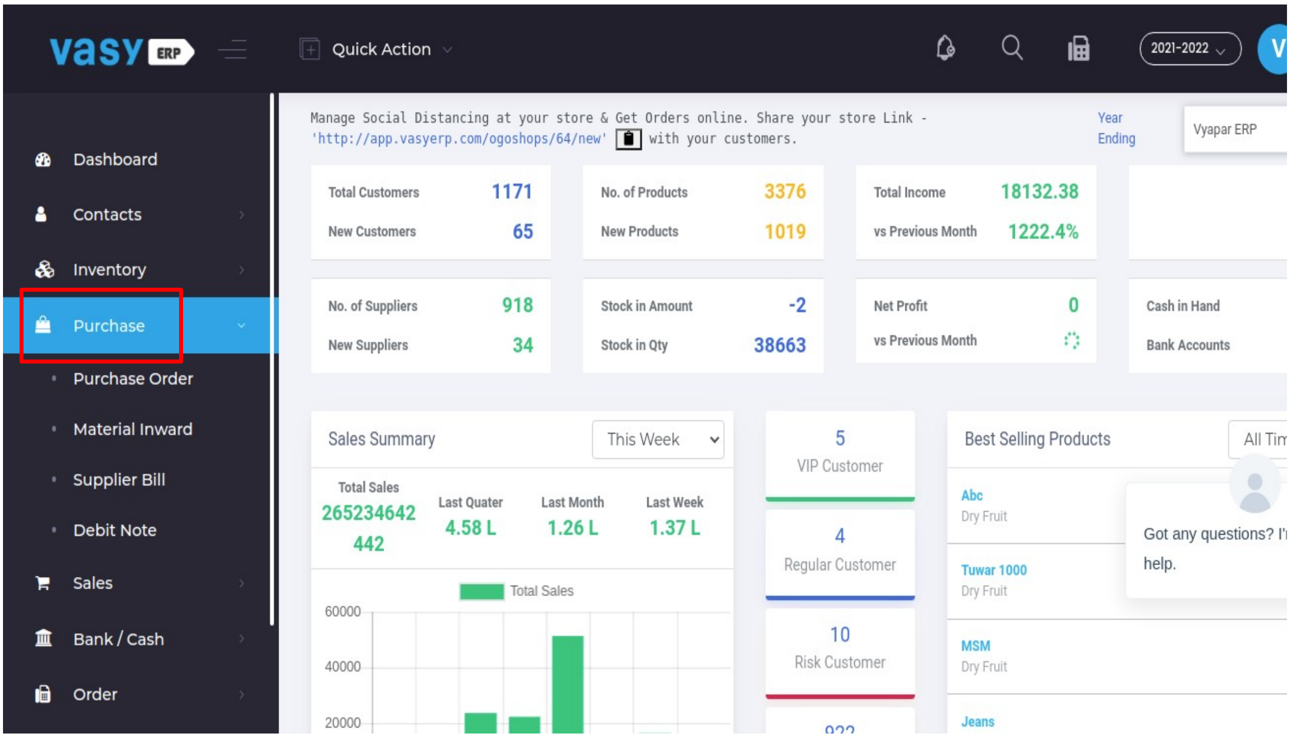
Chapter 4: Purchase

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 quantity. 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.



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.

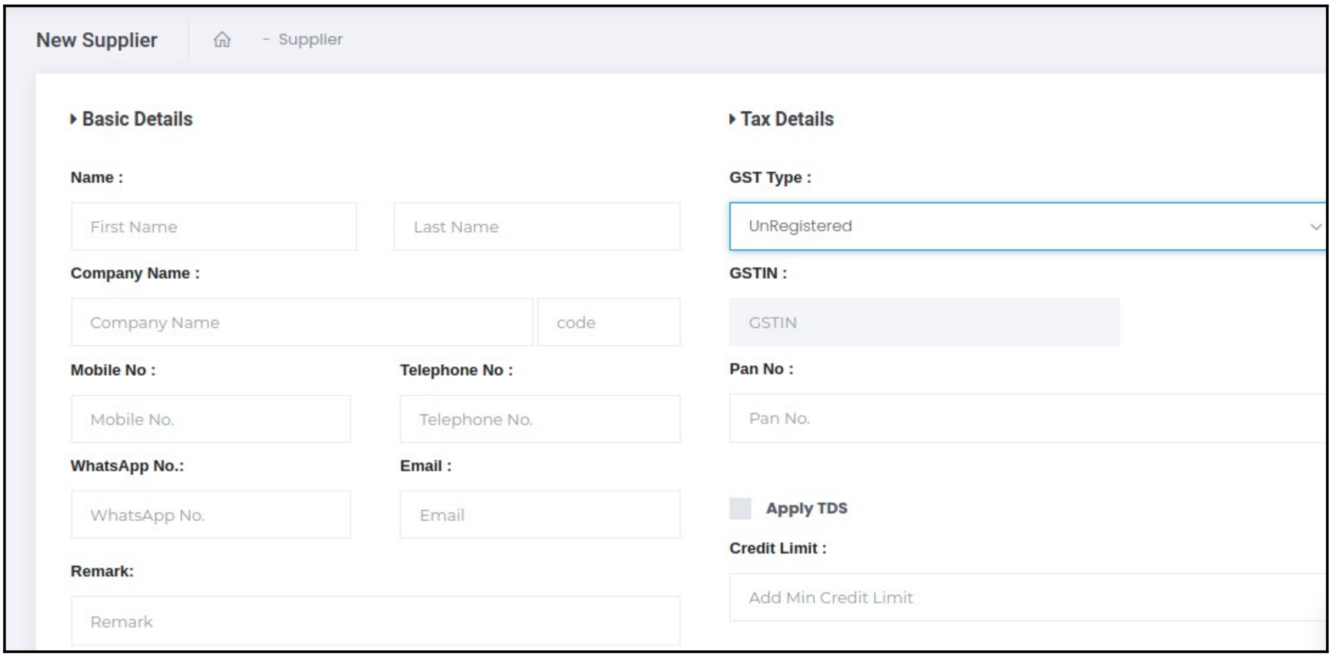
Before moving into the purchase module, first, you need to create a contact of suppliers from the Contacts module.

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.



2. Purchase Order

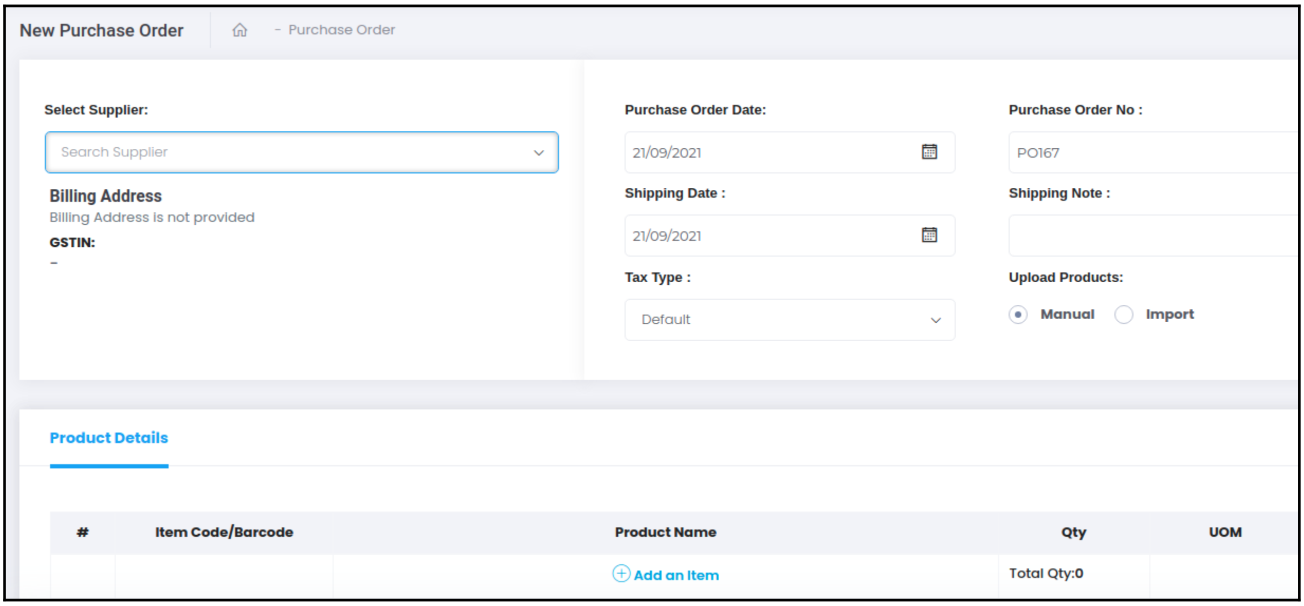
A purchase order is a commercial source document that is issued by a business purchasing department when placing an order with its vendors or suppliers. The document indicates the details on the items that are to be purchased, such as the types of goods, quantity, and price. In simple terms, it is the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



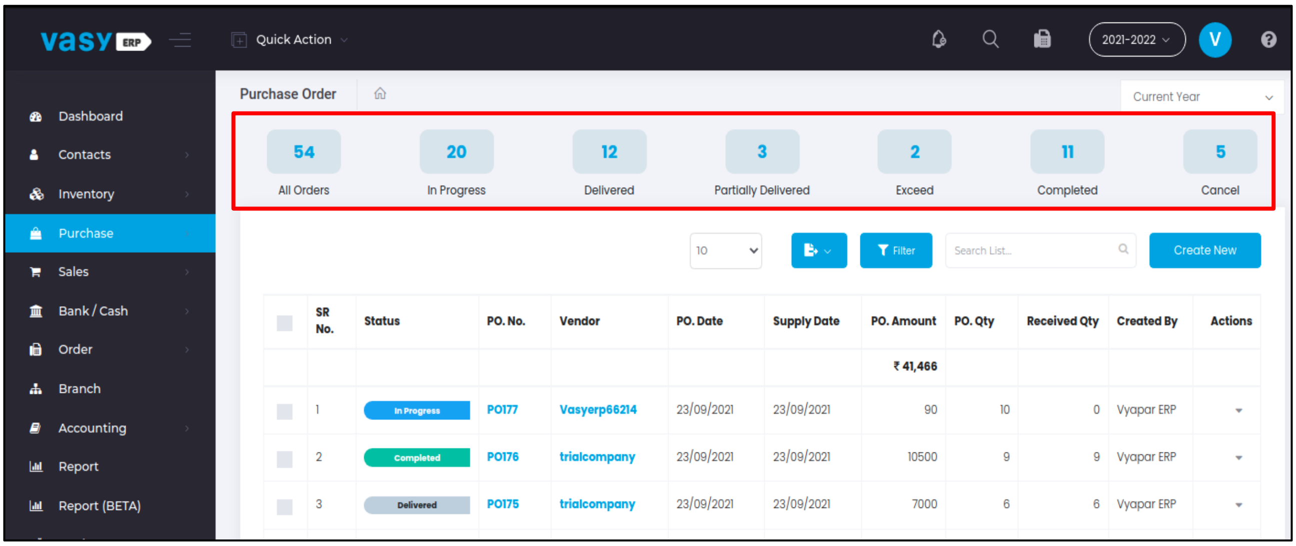
Instead of selecting each product and filling up their details one by one, you can import multiple product details all at once through the excel sheet.

- 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.



3. Material Inward

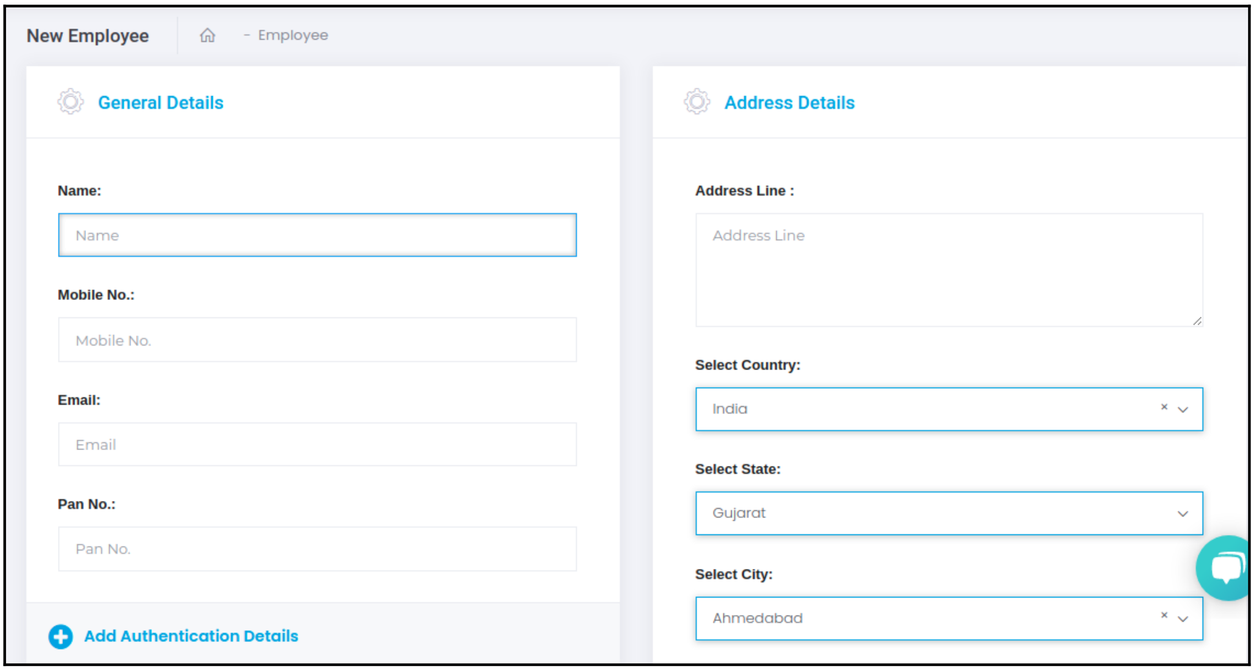
Material Inward is a process of taking in the stock for depot/warehouse according to your purchase order to a vendor.

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.

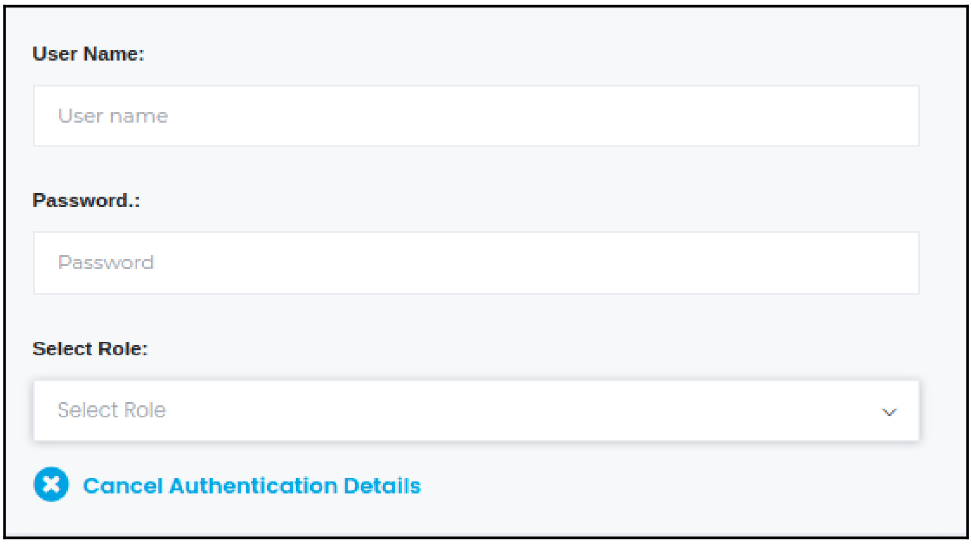
To find the employee page:

- 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.

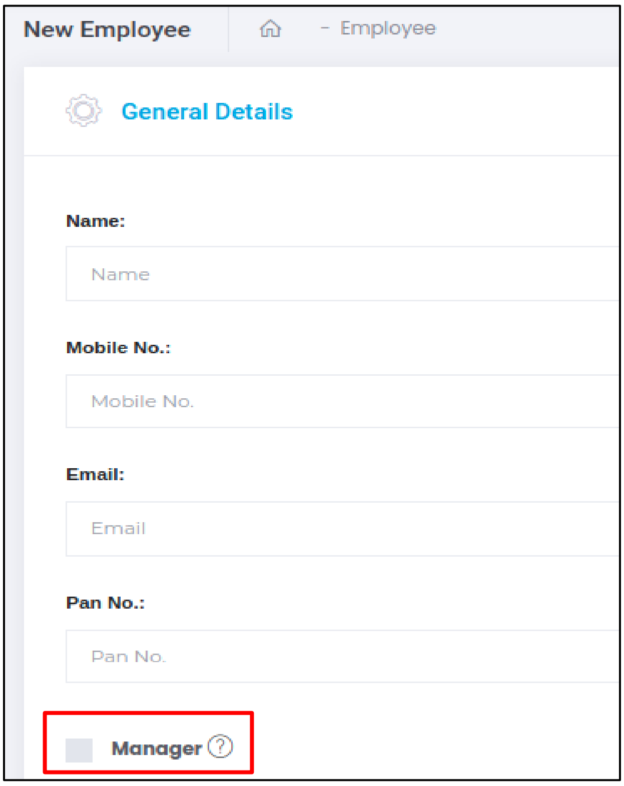


You can also add employee authentication details while creating an employee contact. It is used by the admin to give the access of the system to the employee.

- Click on the ‘Add Authentication Details’, to add employee authentication details.
- After that Authentications 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’.

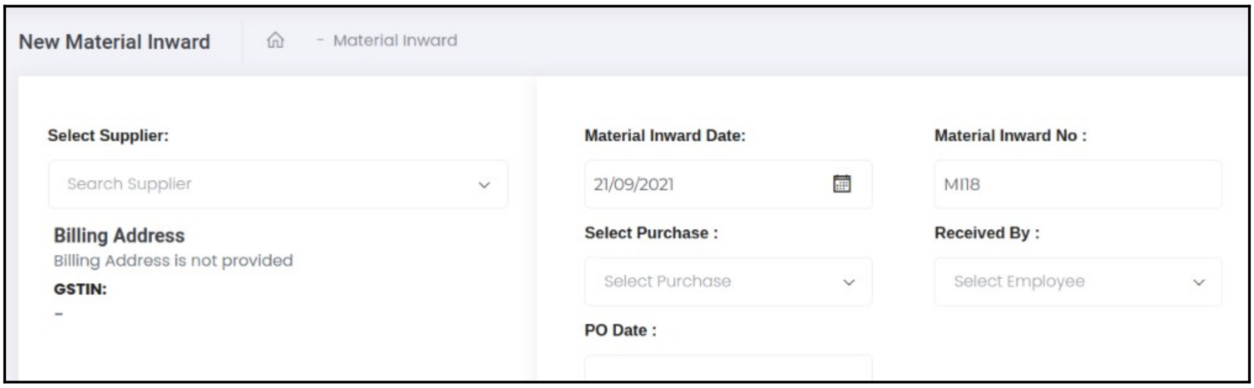


- **Note:** If the employee is the manager, then tick on ‘Manager’ option.

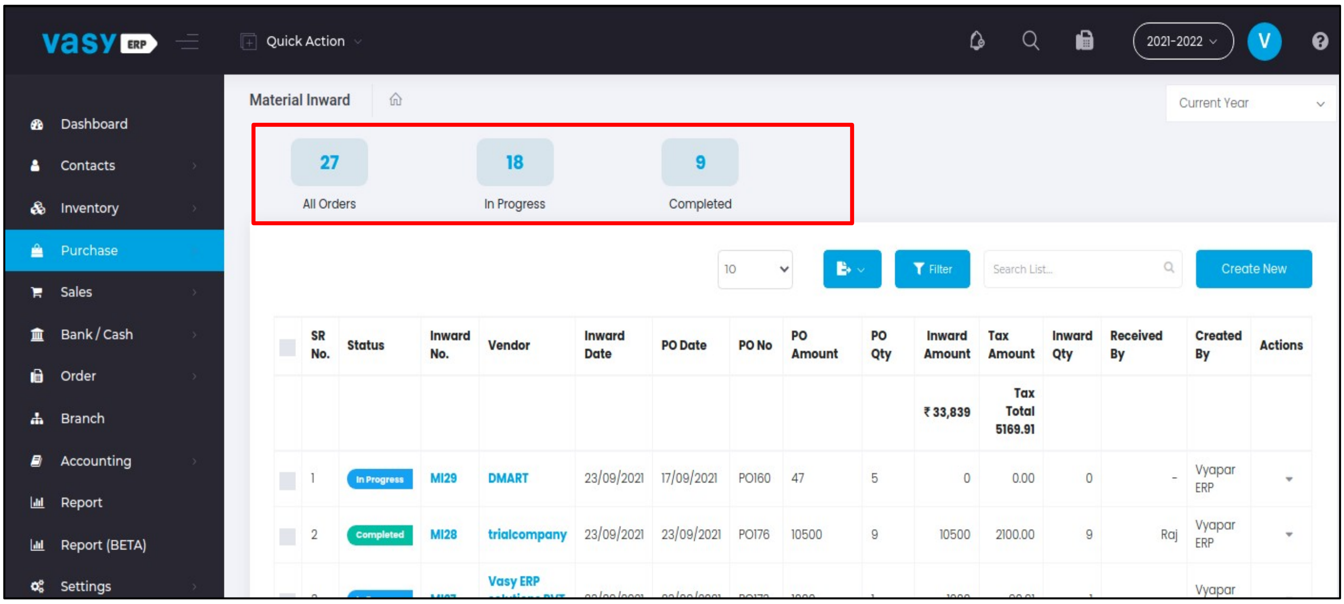


To find the material inward page:

- 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.



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.



4. Supplier Bill

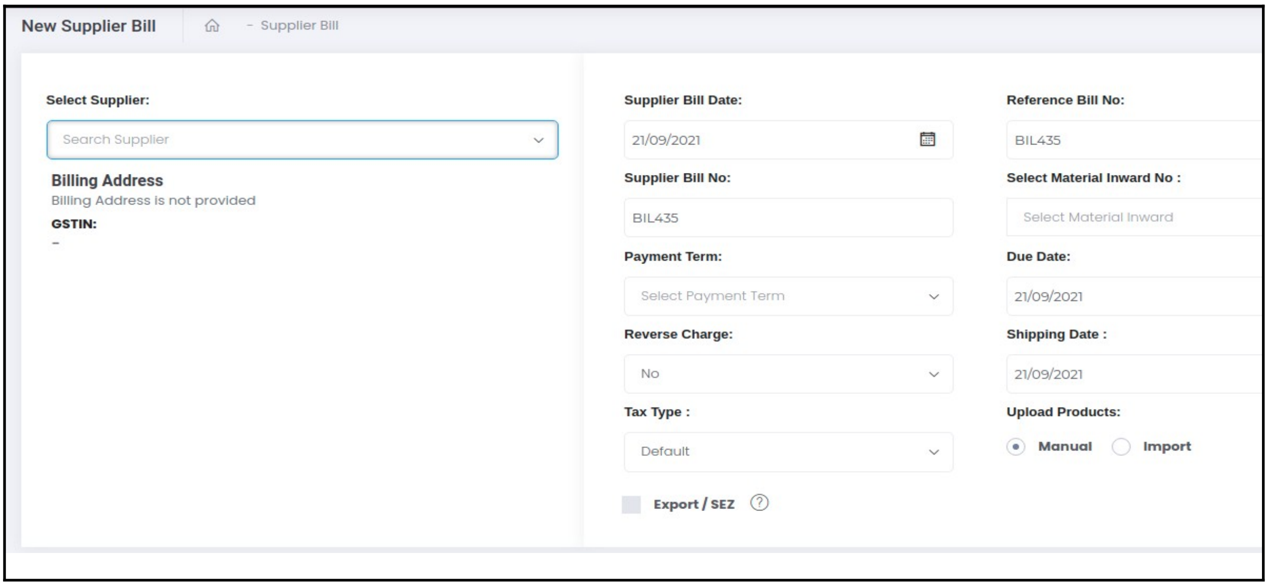
Supplier bill is the bill issued by the supplier and received by the buying customer. A supplier bill itemizes a transaction between the buyer and seller. Through VasyERP, supplier bills are stored in the system for further references.

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:

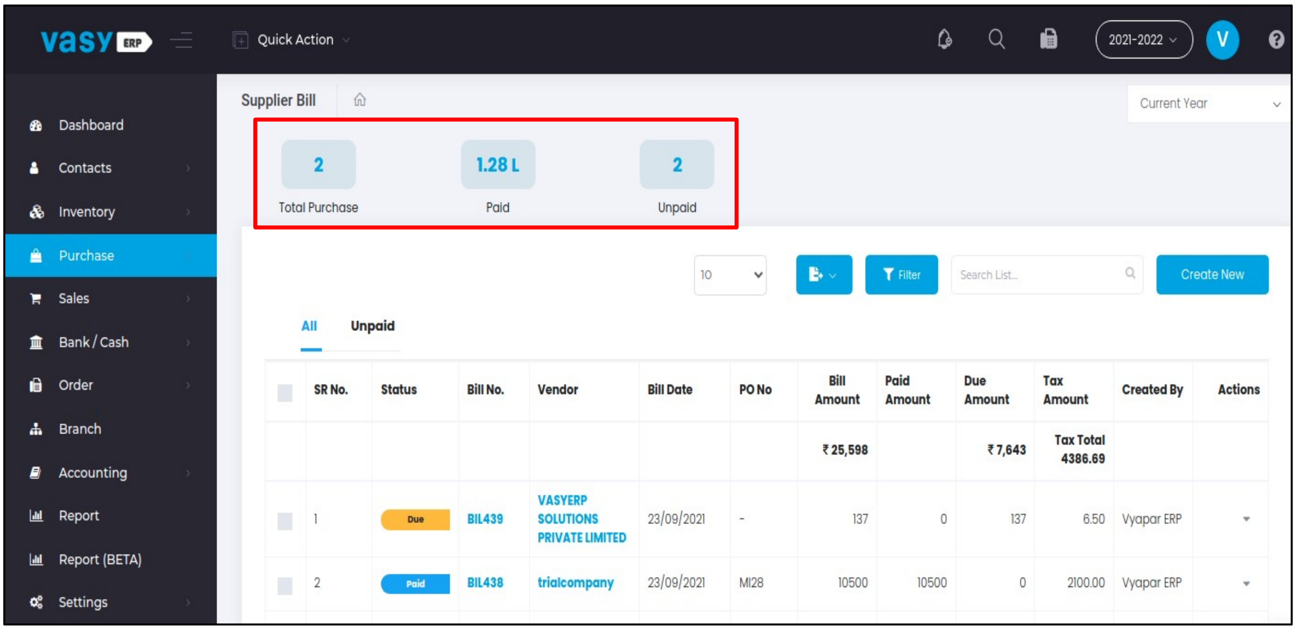
- On the “New Supplier bill” Icon on the right of that page.
- After that, you will be directed to the New Supplier bill page.
- To create a supplier bill, you need to fill in details like; select supplier, material inward number, payment details, tax details, product details, the quantity of product.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



5. Debit Note

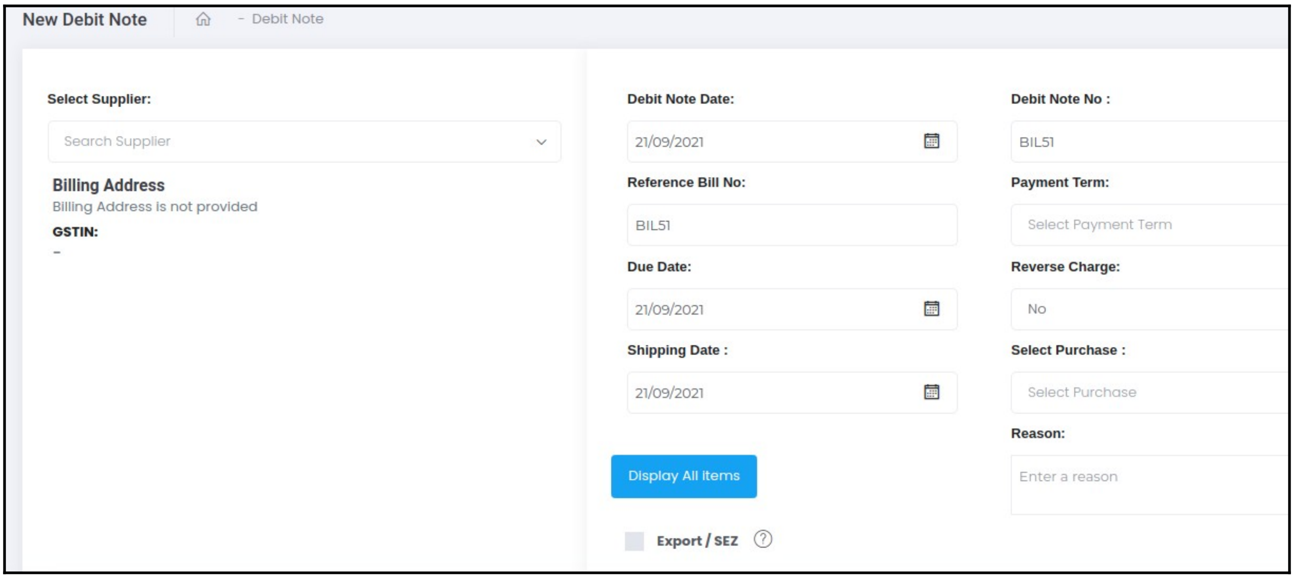
A Debit Note is a document sent by a buyer to the Supplier notifying that a debit has been recorded against the goods returned to the Supplier. A Debit Note is issued for the value of the goods returned. A Debit is for your record of the debit against the Items your return.

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.



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

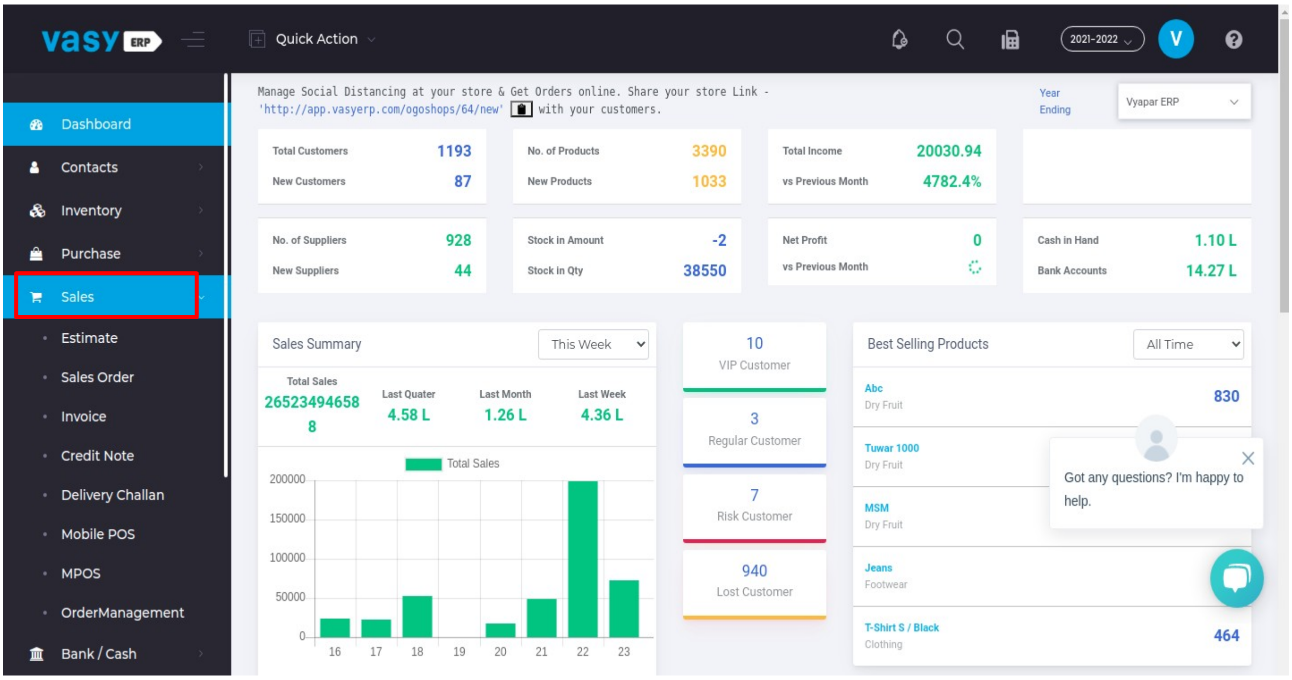
You can find details of the debit notes in the columns of the Debit Note page.
On the Debit Notes page, summary of all debit notes are displayed on the top of the page.

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.



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.

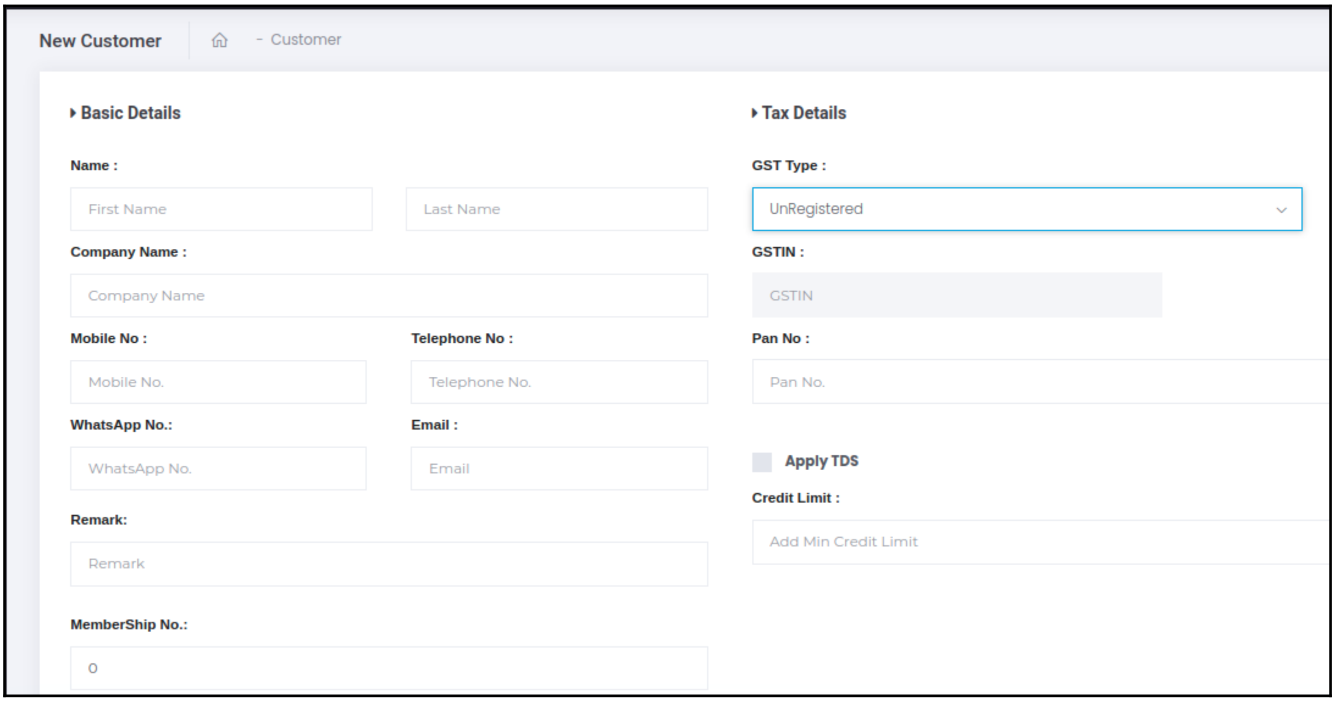
To find the customers page:

- 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.



2. Estimation

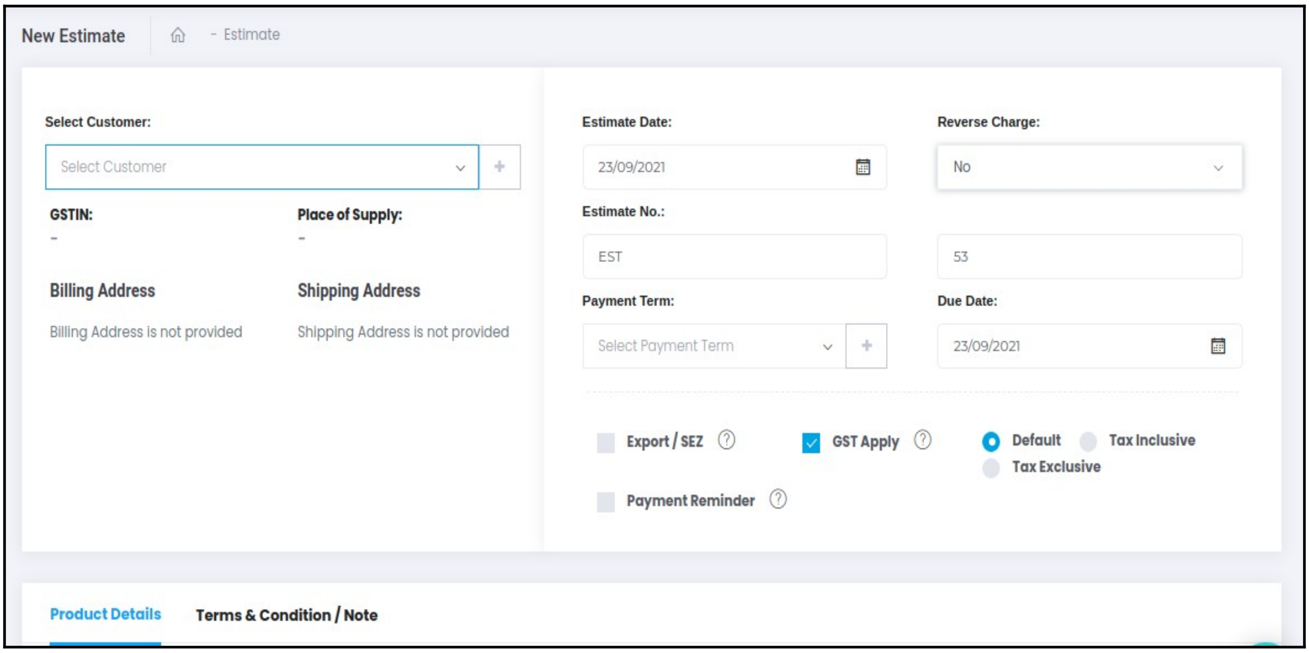
Estimation is used for estimating total cost/amount of products/services which are to be sold to customers. It is usually made by customer's request. It is generally used by suppliers or resellers to begin a business transaction. It gives customers an idea on the cost of products/services which are offered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

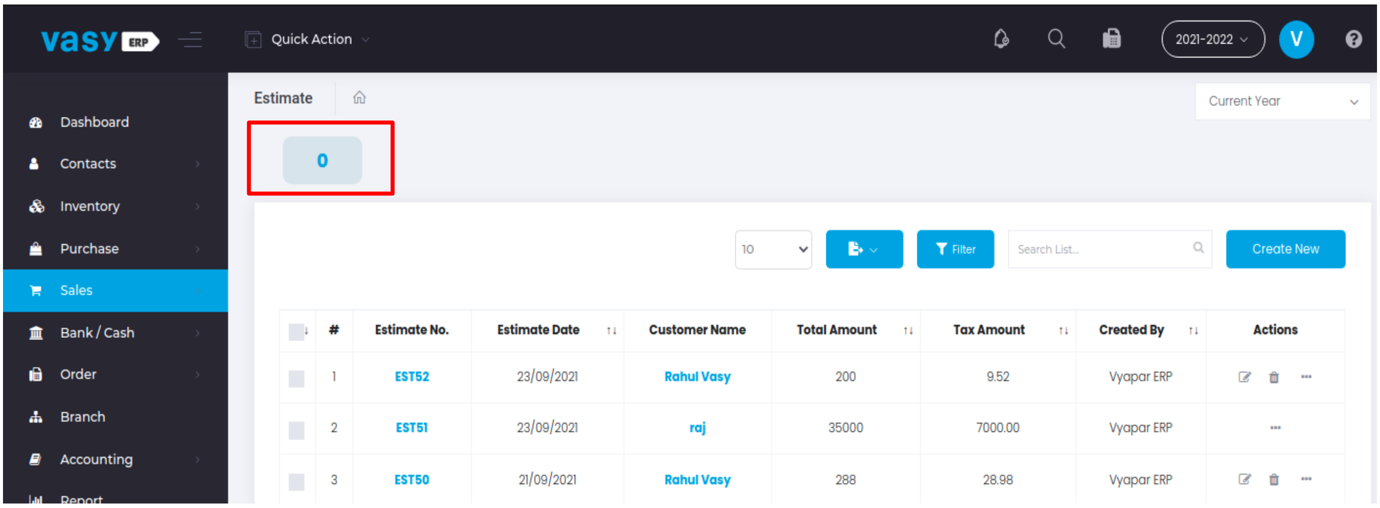
To create a new estimate order:

- 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.



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.



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.

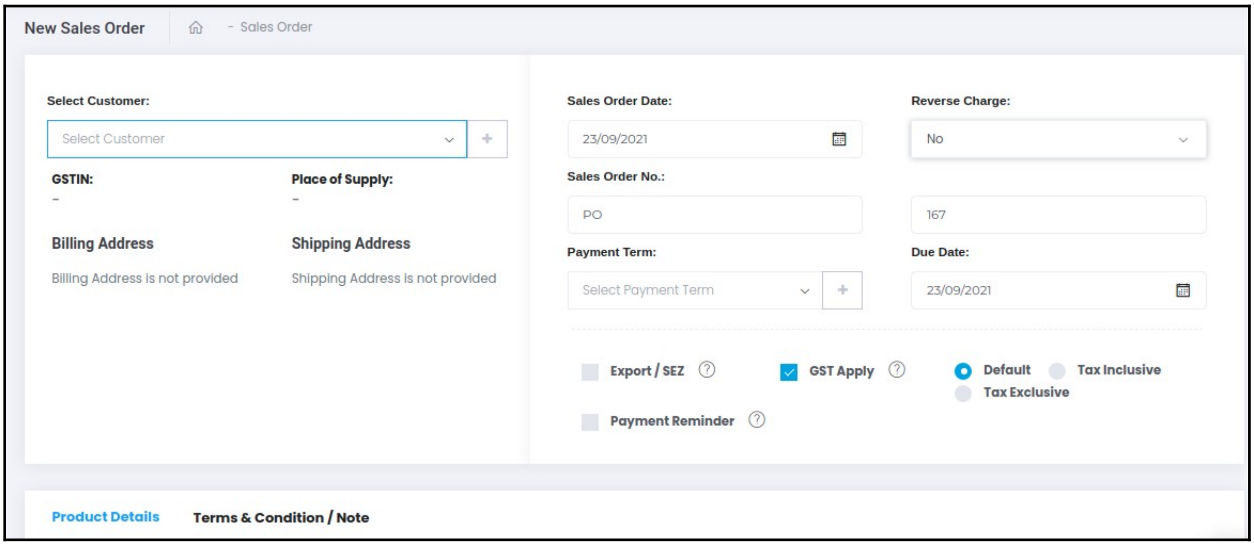
To find the Sales Order page:

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

Then the sales order page will be open.

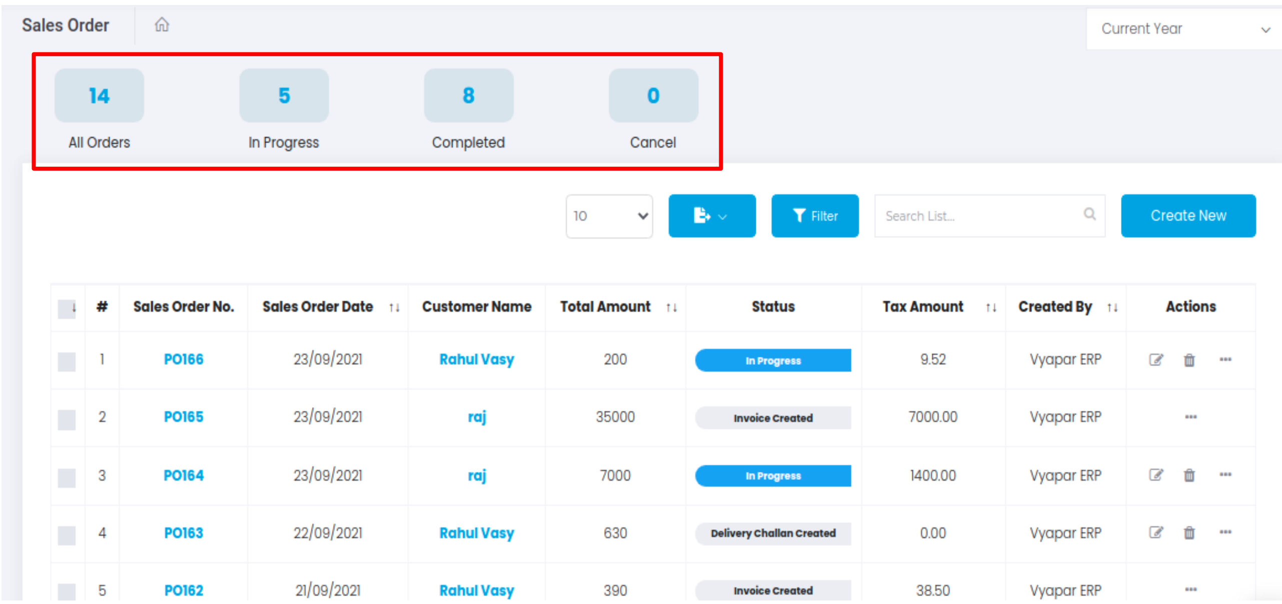
To create a new sales order:

- 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.



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.



4. Delivery Challan

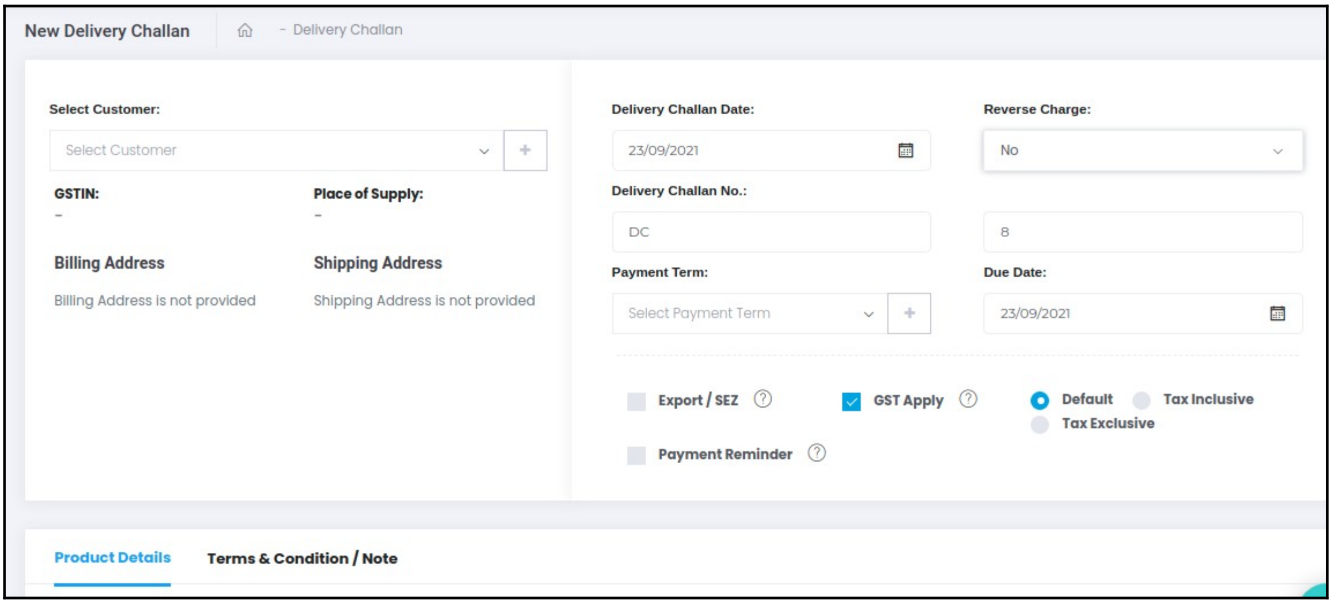
Delivery Challan is an important supporting document created to record the delivery of goods from one place to another, but it may or may not be involved in sales. This document is sent along with the delivered products. It contains the details of the products delivered, the quantity of those products,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

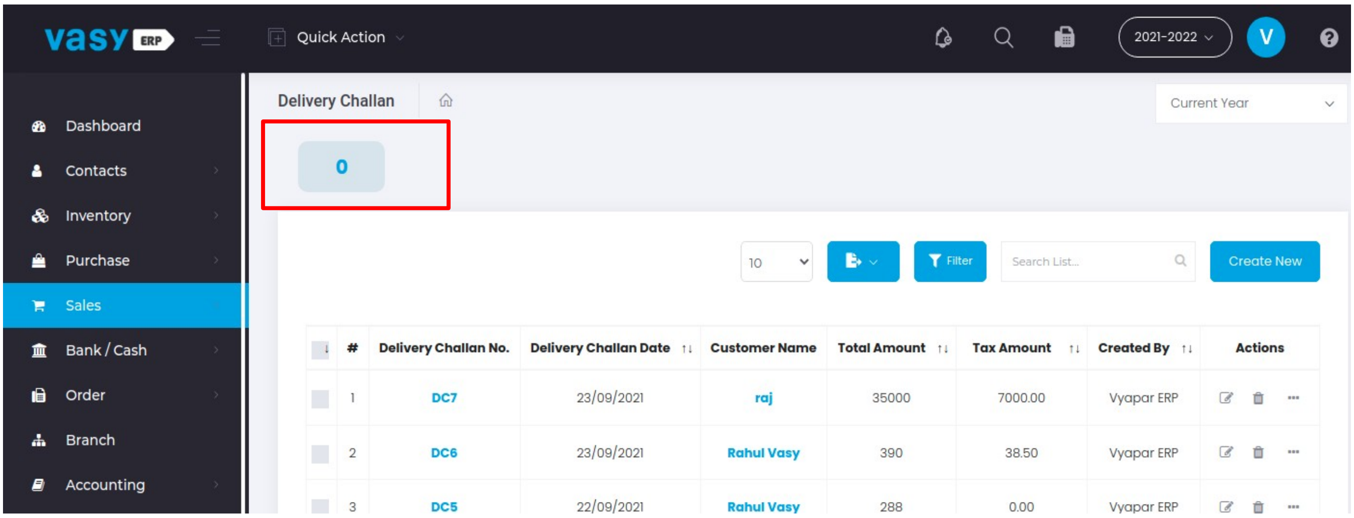
To create a new delivery challan order:

- 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.



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.



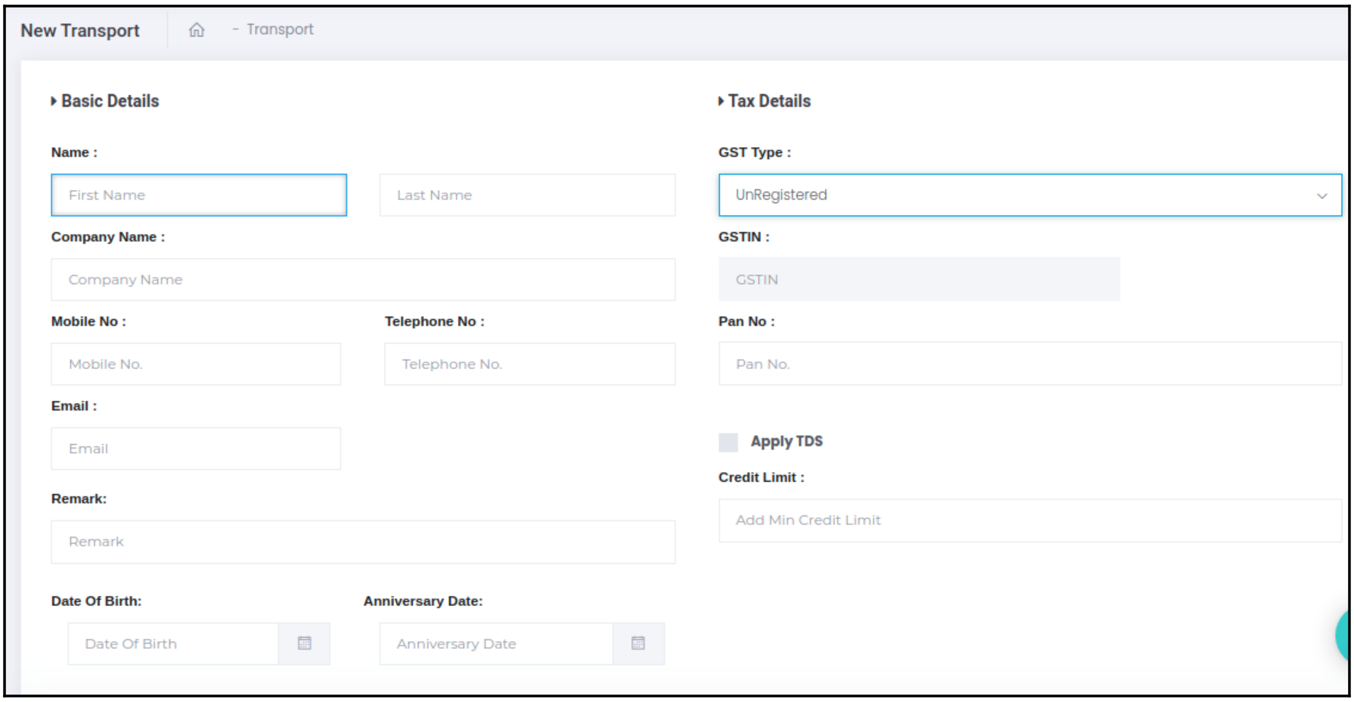
5. Invoice

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.



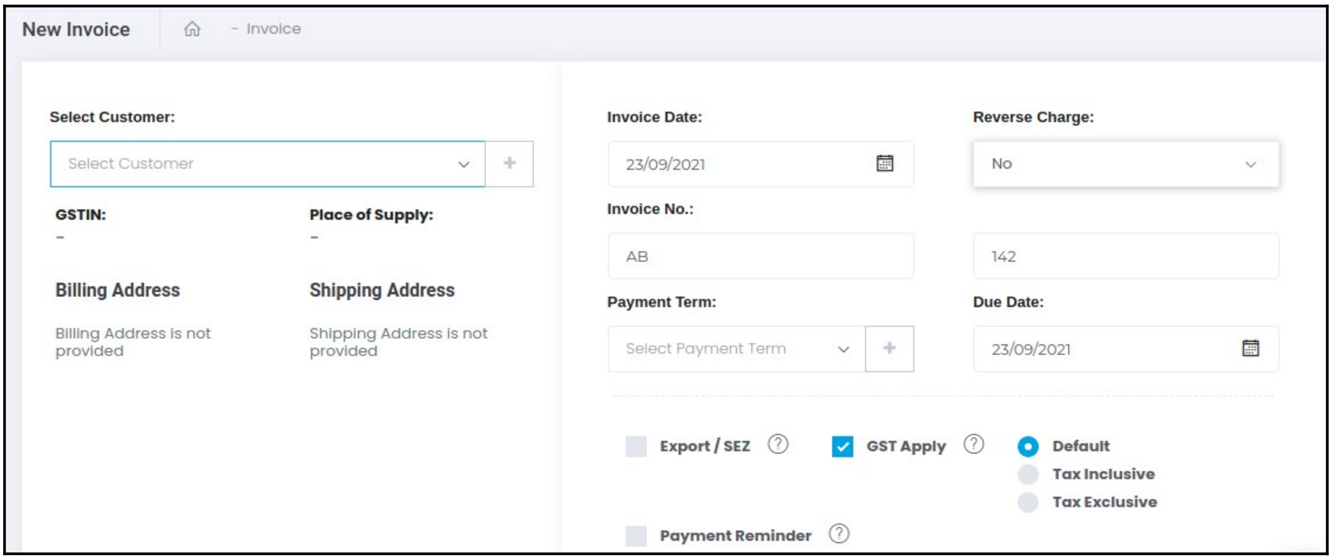
To find the Sales Invoice page:

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

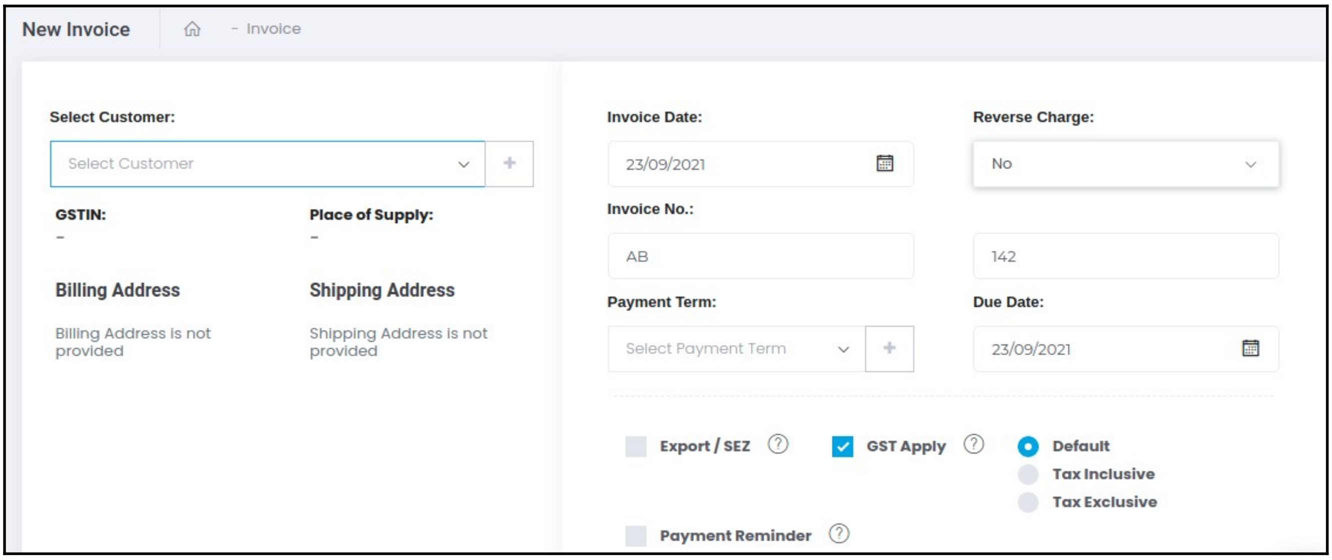
Then the Invoice page will be open.

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.



- **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.



6. Credit Note

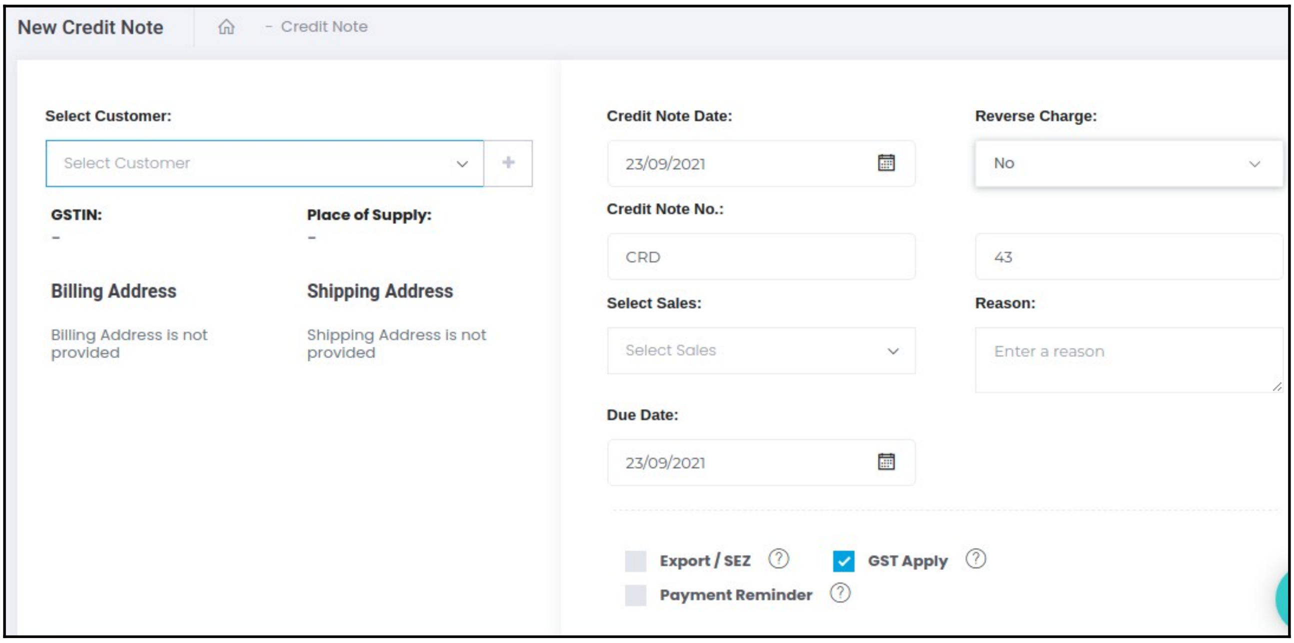
Credit Notes play a crucial role in the sales process, although they're not frequently used. Credit notes are legal documents, just like invoices, that give you the important ability to cancel out an already issued invoice, either in full or in part. These documents are that a credit has been made against 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.

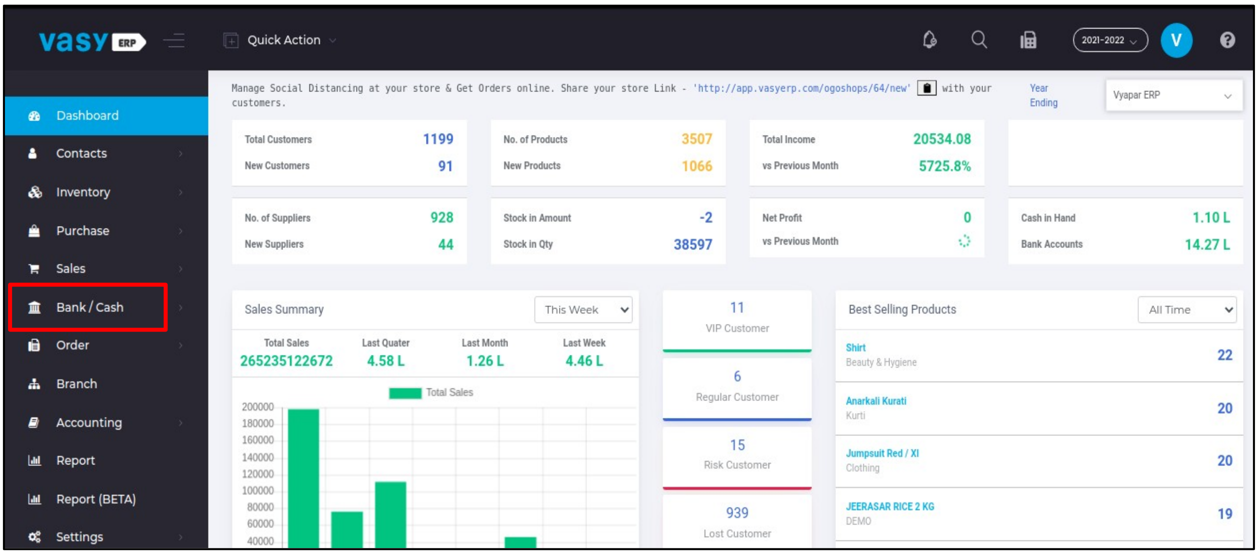

New Credit Note
- Credit Note
Select Customer:
Select Customer
GSTIN:
-
Place of Supply:
-
Billing Address
Billing Address is not provided
Shipping Address
Shipping Address is not provided
Credit Note Date:
23/09/2021
Reverse Charge:
No
Credit Note No.:
CRD
43
Select Sales:
Select Sales
Reason:
Enter 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.



1. Bank

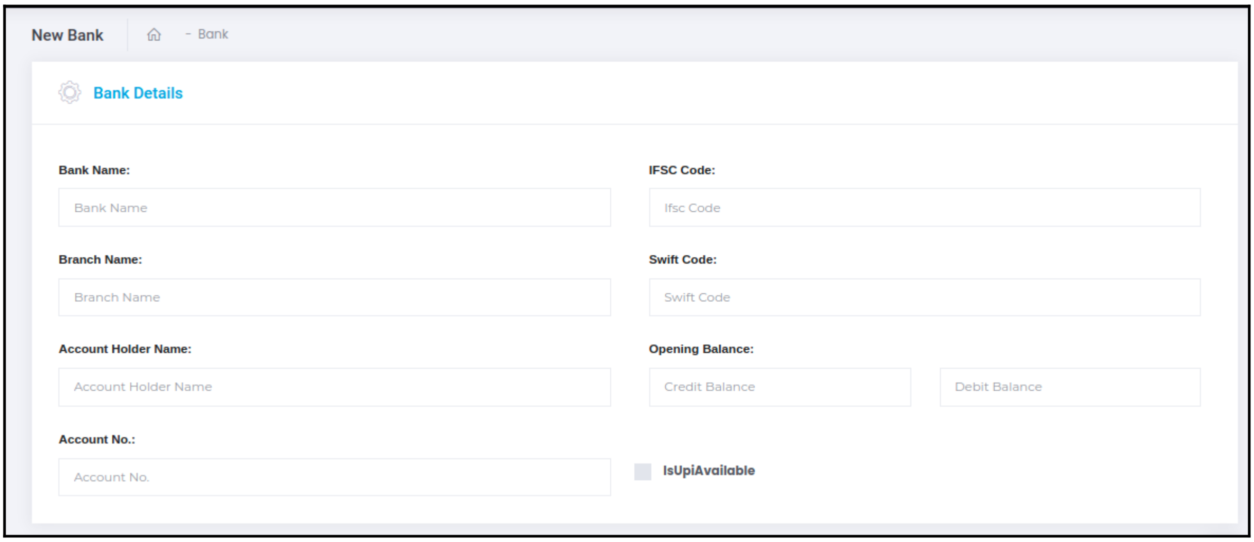
From bank, you can add your company’s bank accounts by filling bank details into them.

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.



2. Bank Transaction

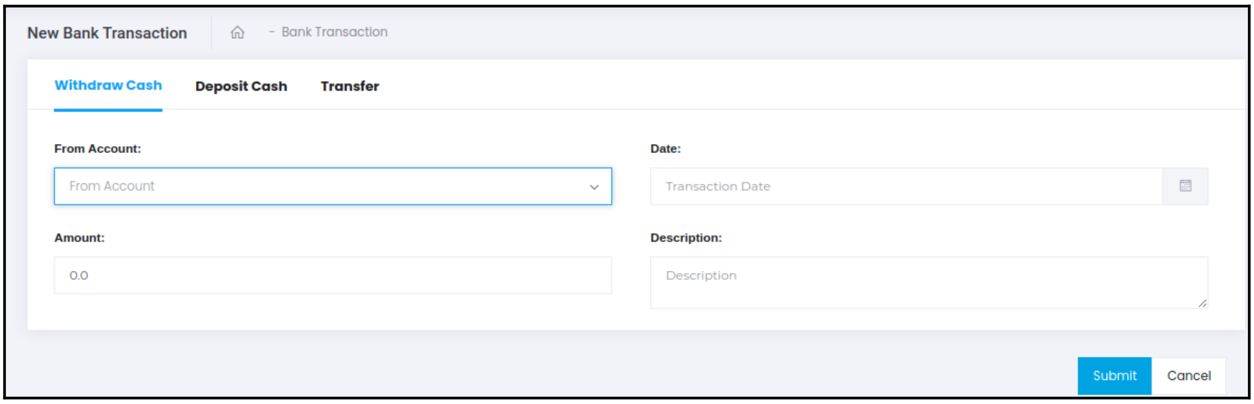
From the bank transaction, you can make your company's bank and cash transactions such as withdrawal, deposit, bank to bank transfer.

To find the 'Bank Transaction' page:

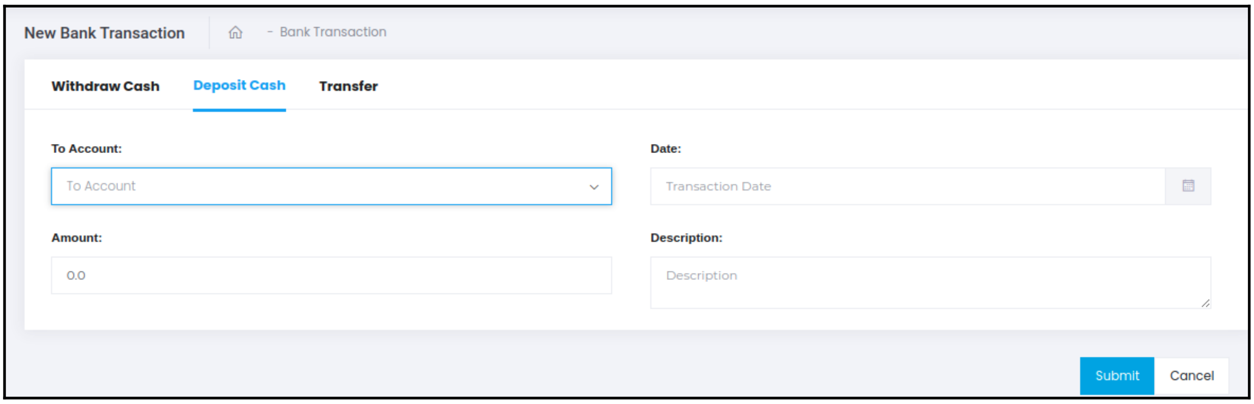
- Click on the Bank/Cash module->click on Bank Transaction.
- Then the Bank Transaction page will be open.

To create a new bank transaction:

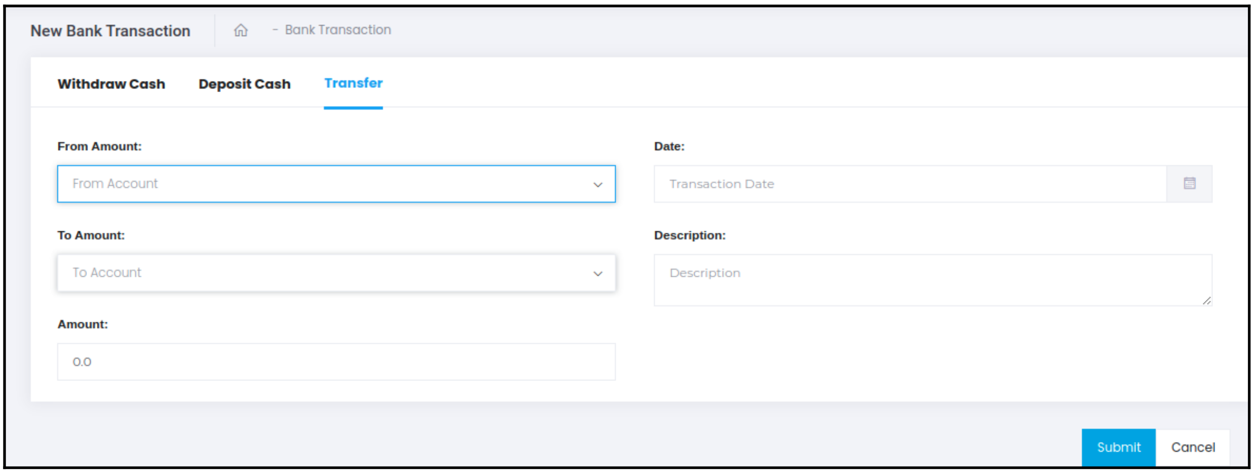
- Click on the "New Bank Transaction" Icon on the right side of that page.
- After that, you will be directed to the New Bank Transaction page.
- On the new bank transaction page, you will find three transaction options on the top of the page: Withdrawal, Deposit, and Transfer. You need to select these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



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



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



3. Payment

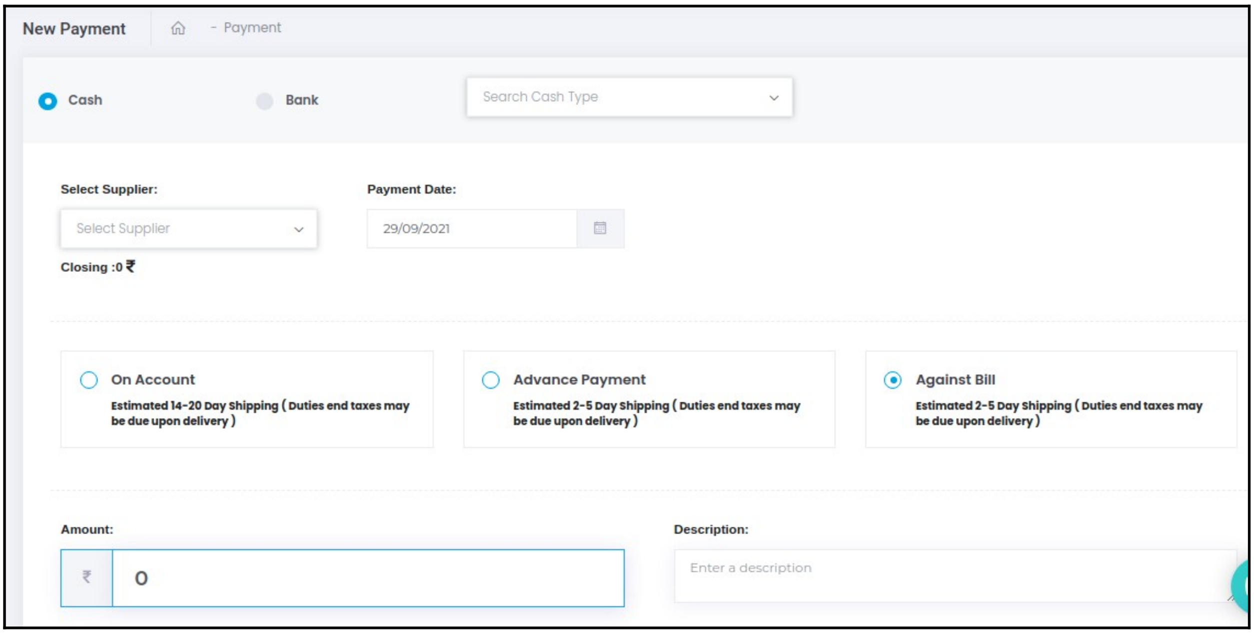
From the payment, you can make payment against the supplier bill for your company's purchased products.

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.



4. Receipt

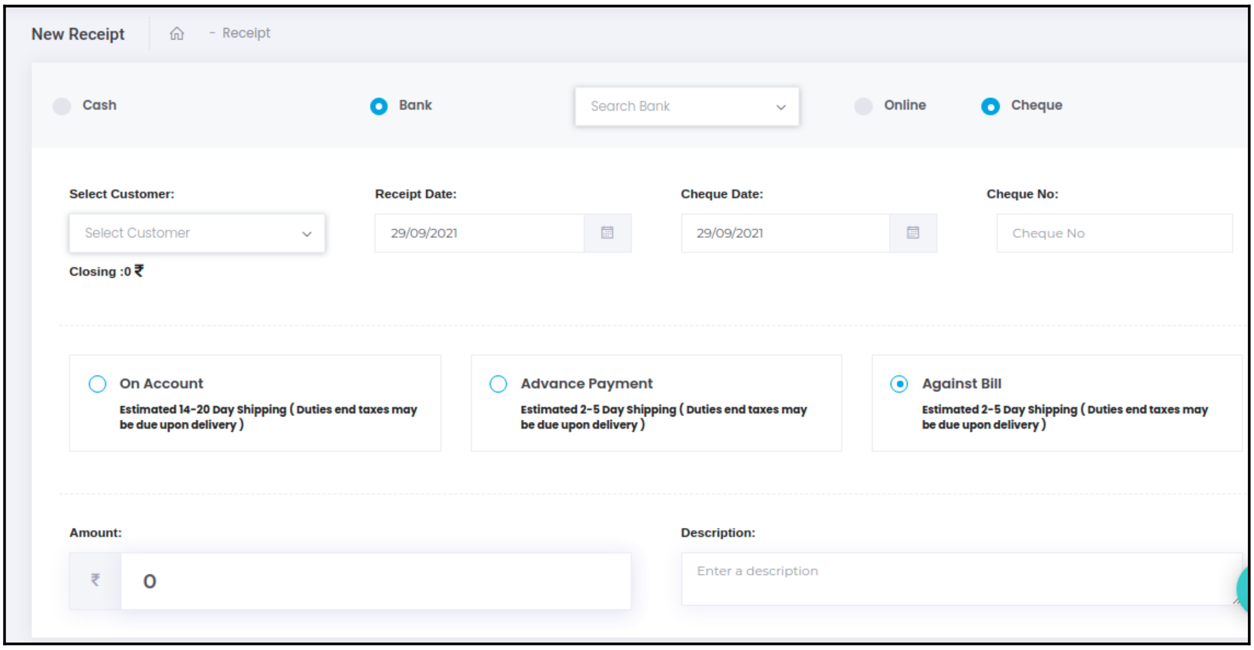
From receipt, the customer will make payment against the sales invoice provided by your company to the customer for the products purchased by the customer from your company.

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.



5. Expense

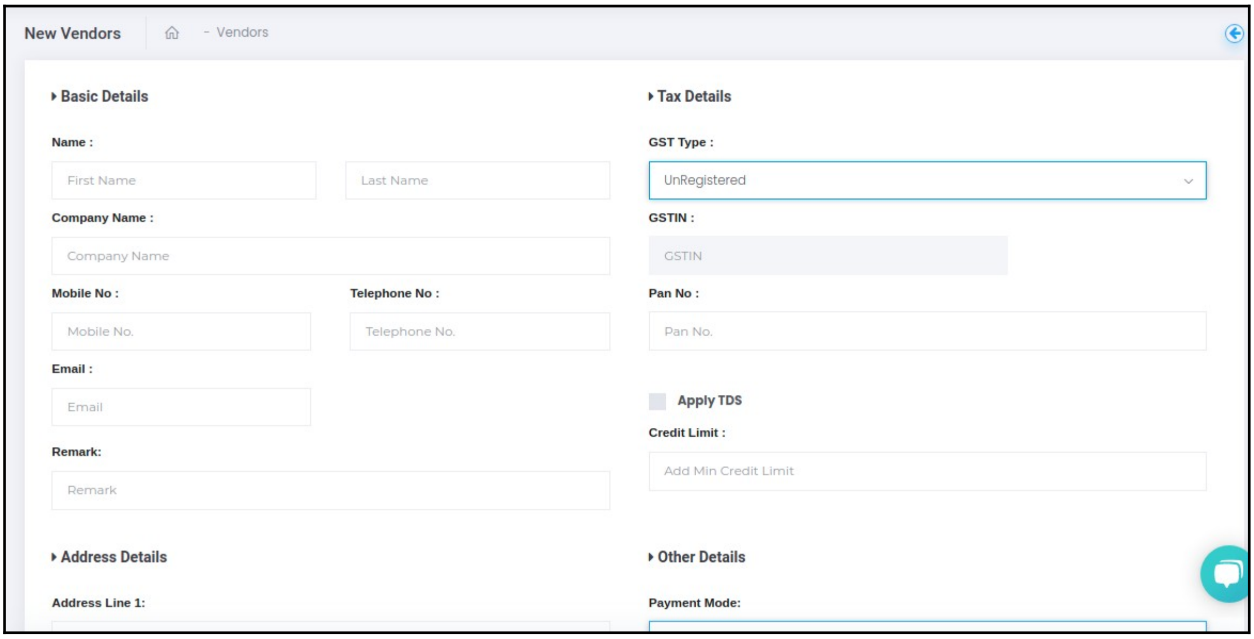
From expense, you can make payment to the vendor for your company's expenses.

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.

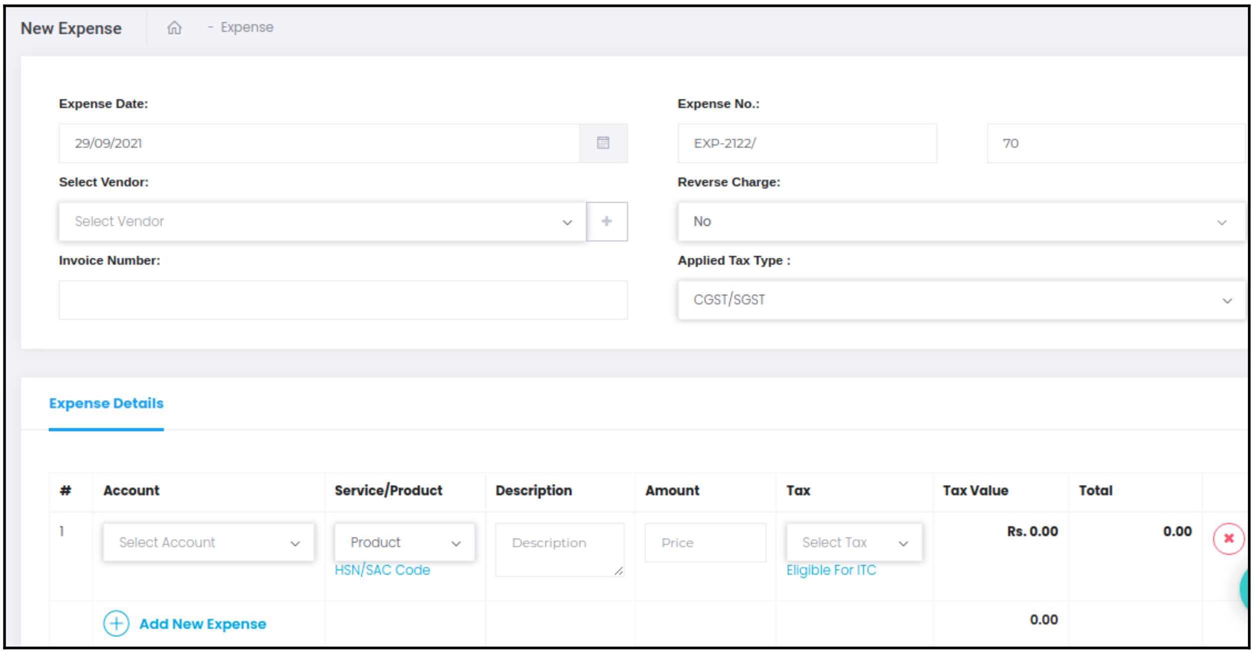


To find the ‘Expense’ page:

- 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.



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:

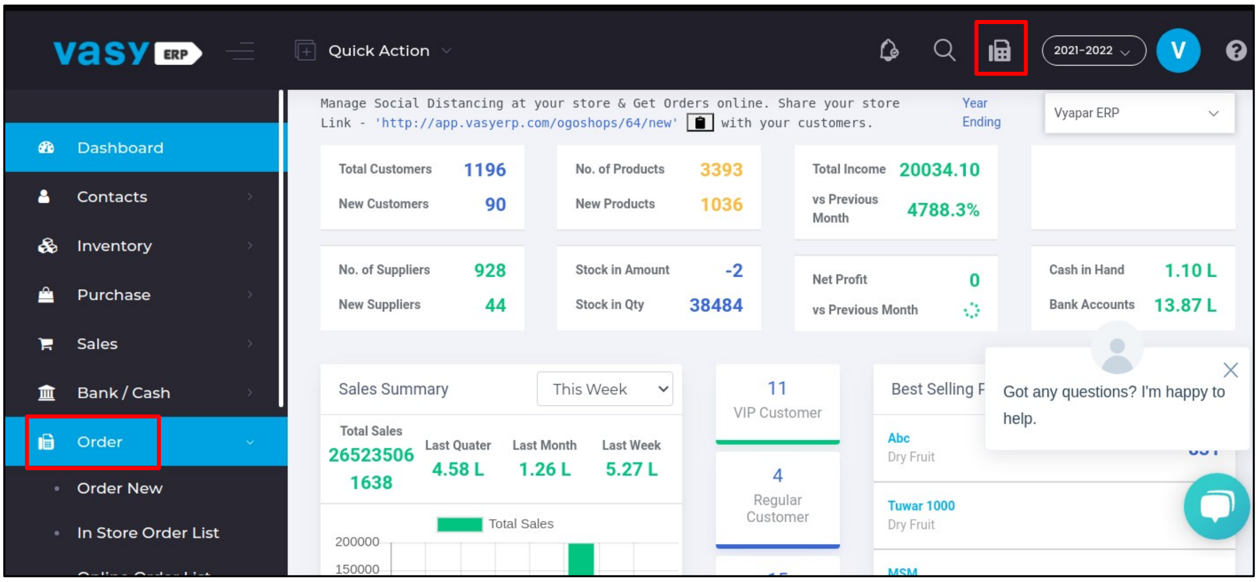
- Works in both online and offline modes.
- Enter initial cash in hand
- Different types of order types options: Walk in, Take Away, Delivery
- Products can be added through typing/barcode scan
- New products creation
- Enter customers. New customer creation
- Automatic net amount calculations including 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

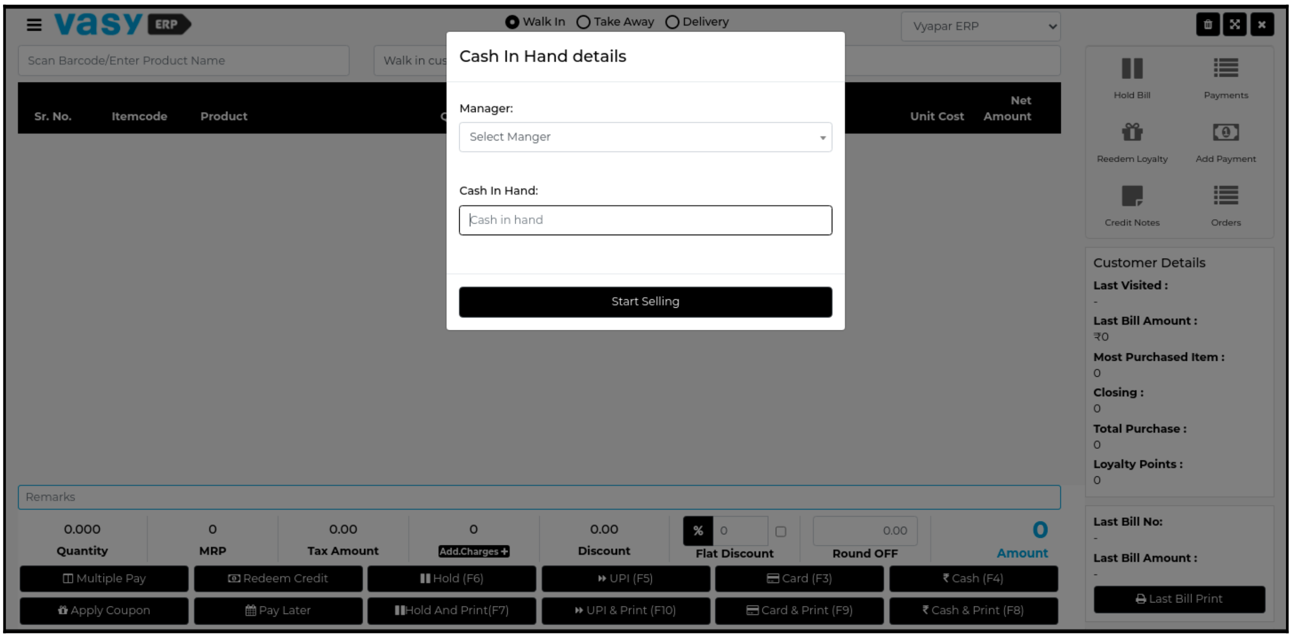
VasyPOS is integrated in the VasyERP software. To access the VasyPOS system in VasyERP:

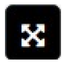
- Click on the telephone icon on the toolbar.
- VasyPOS can also be opened from the Orders module.
- In the Order module, click on Order New.

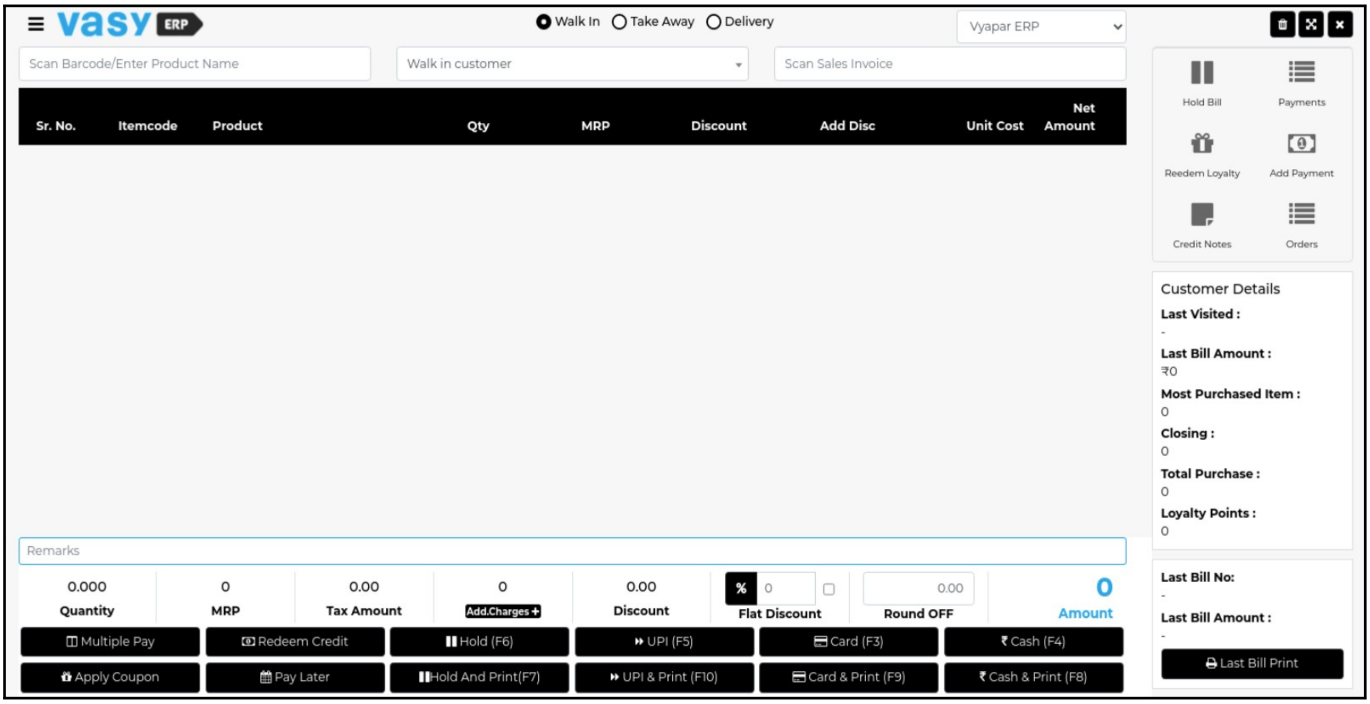


Then, you will be directed to the VasyPOS page.

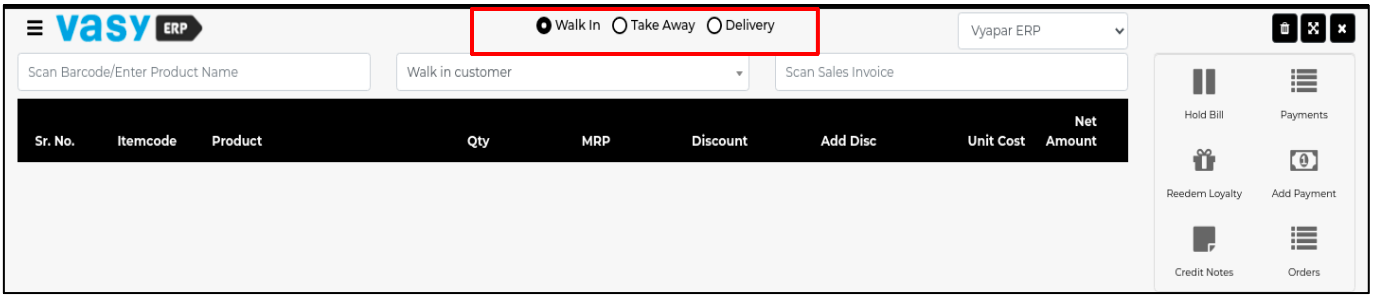
Soon after opening the VasyPOS system, the first thing you need to do is, select the manager name of your store/branch and cash in hand (the amount of money that your business has immediately available on the last day of the reporting period). Fill up the details then click on Start Selling.



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

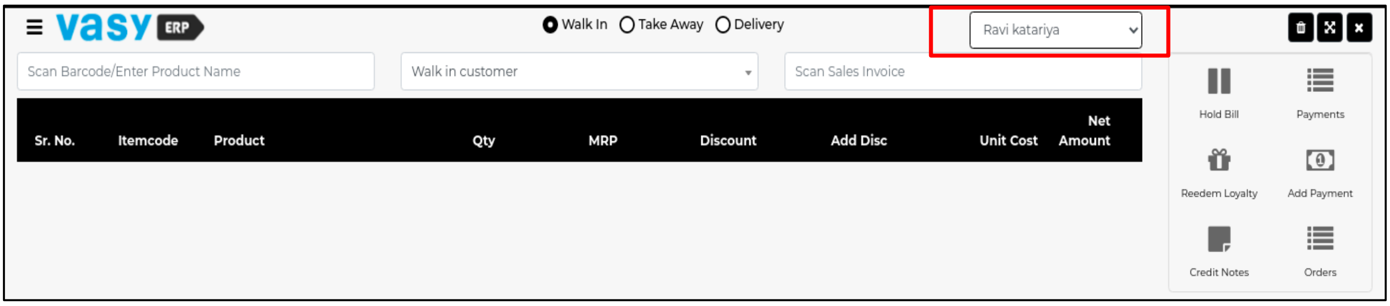


- You can select the order type (Walk in, Take Away and Delivery) by selecting the options located on the top of the page.

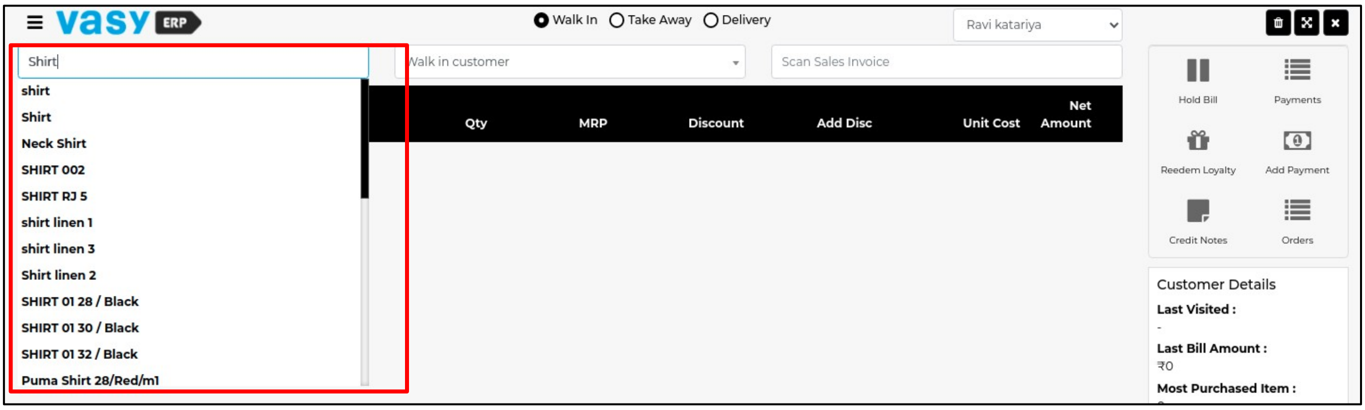


2. Adding Products

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.

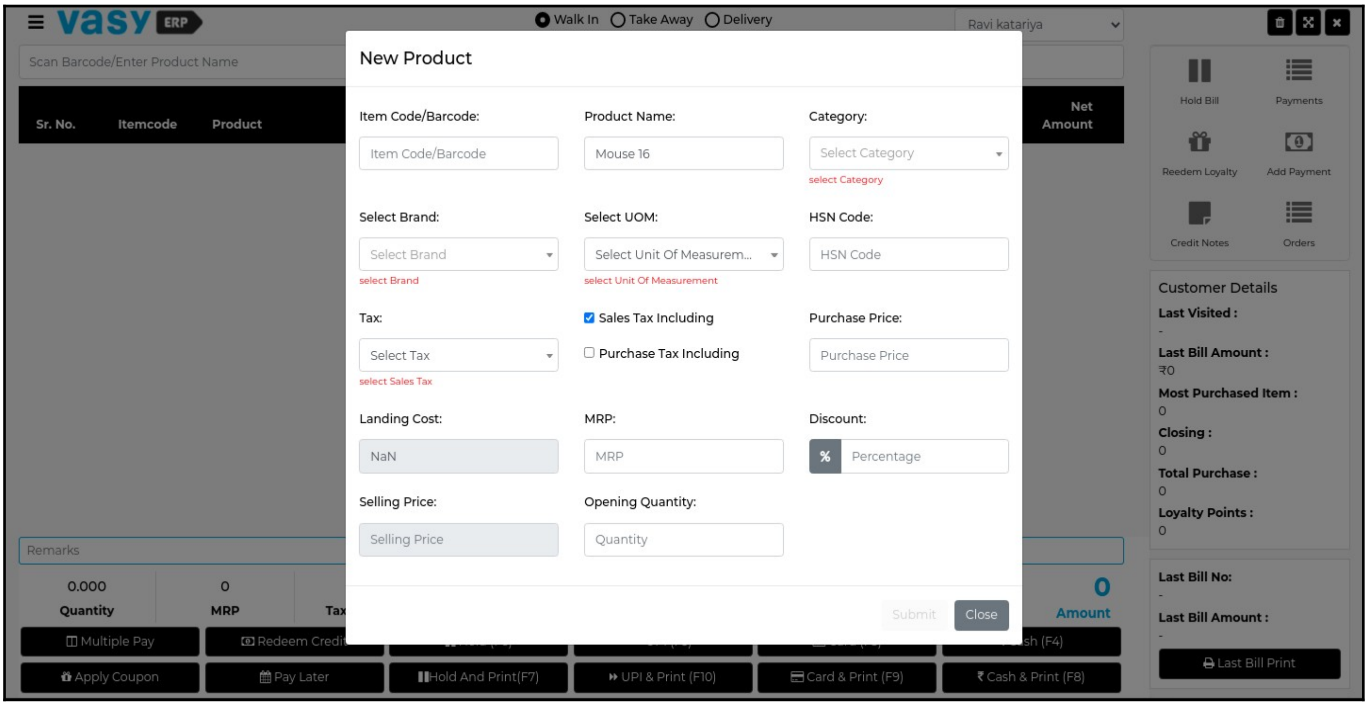


- ➔ Products can be added through a barcode scanner or by typing in the product name.
- ➔ Type in the product name in the ‘Scan Barcode/Enter Product Name’ search bar. You can then add the product by clicking on the product name.

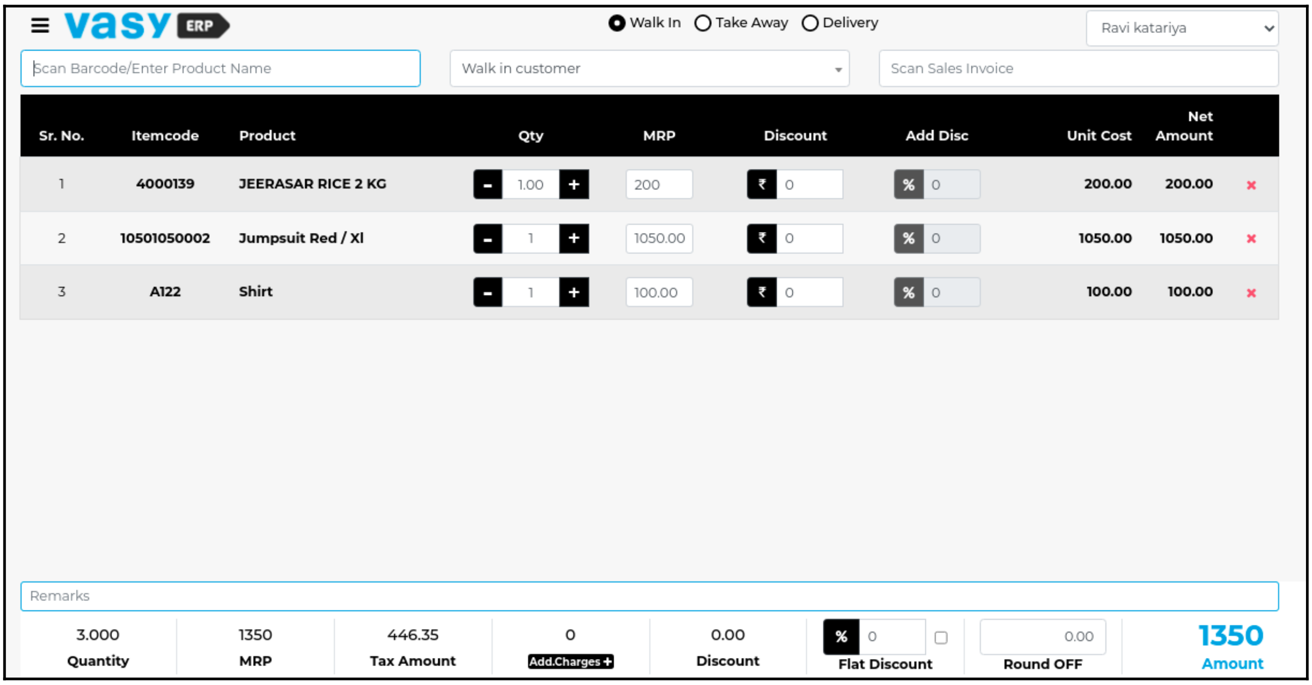


- ➔ If the product name that has been entered or the product that has been scanned through the barcode scanner, is not added, then the New Product page will open automatically. You need to fill in the details of the new product, such as product name, item code, category, brand, unit of measurement, tax 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.

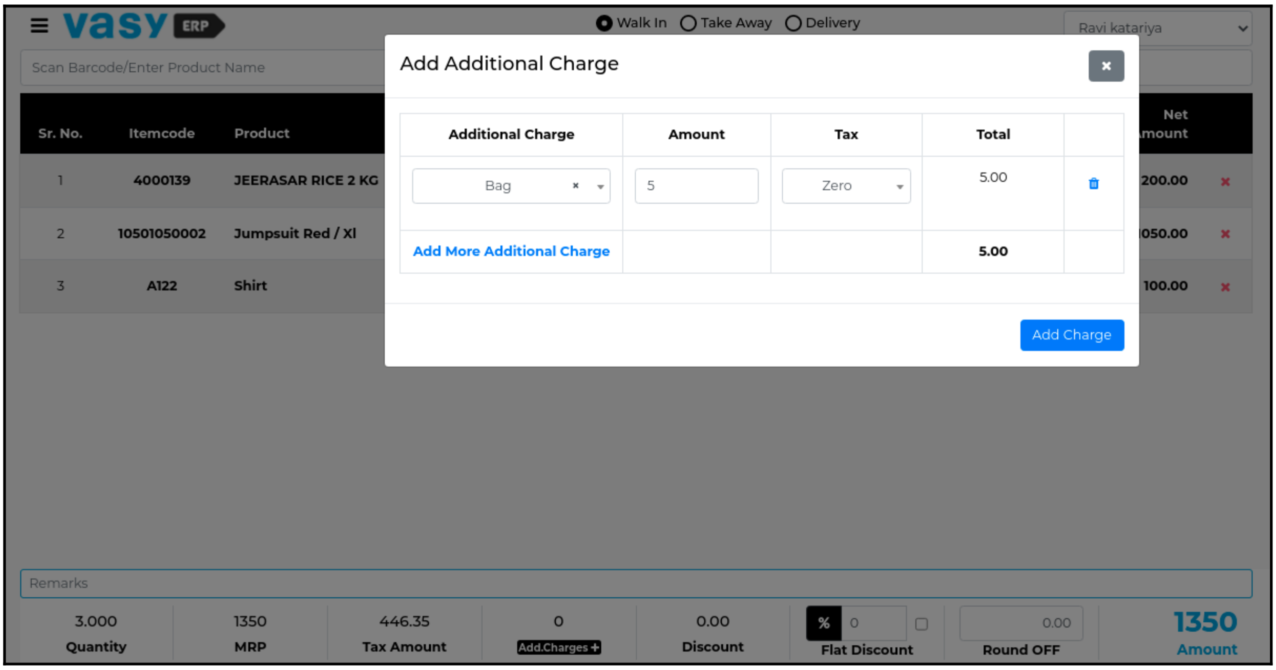


➔ After adding all the products, the quantity, MRP and discount can be changed right there. The Unit Cost, Net Amount of each product and the Total amount of all the products is calculated automatically. Round off the Total Amount is calculated by itself.

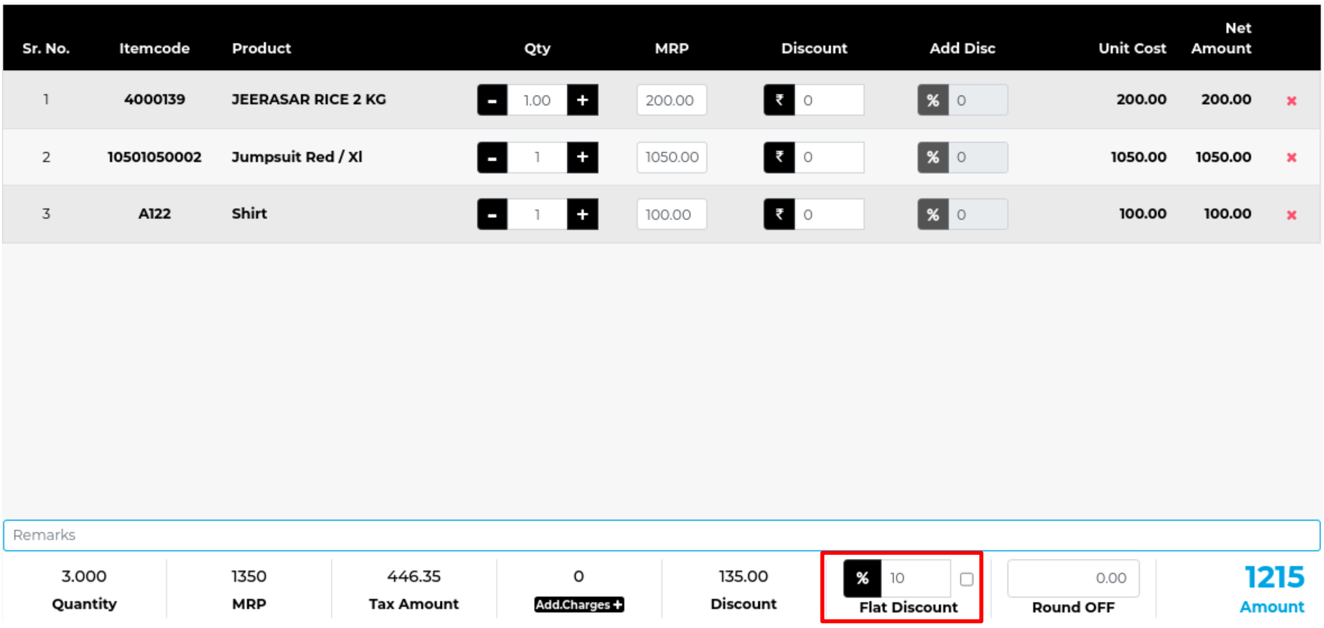


→ You can also add additional charges on products, by clicking on ‘Add.Charges+’ button. Then the ‘Add Additional Charges’ page will open. Fill in all the required details.

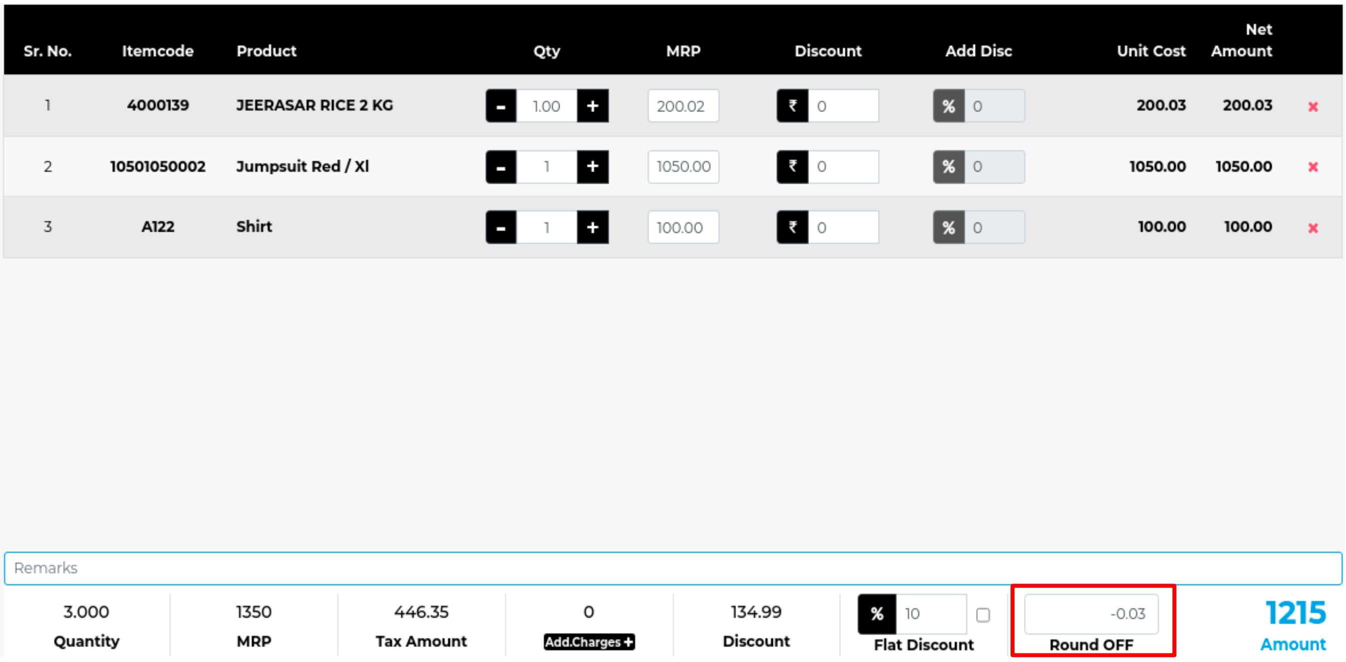
→ After that, click on ‘Add Charge’ to save the additional charge.



→ 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.



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

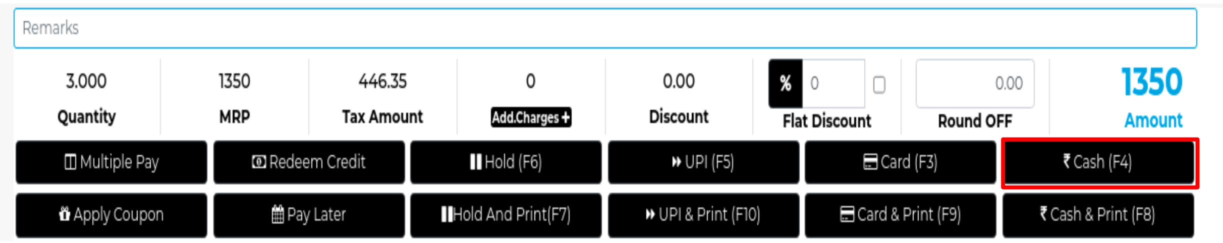


3. Payment Details

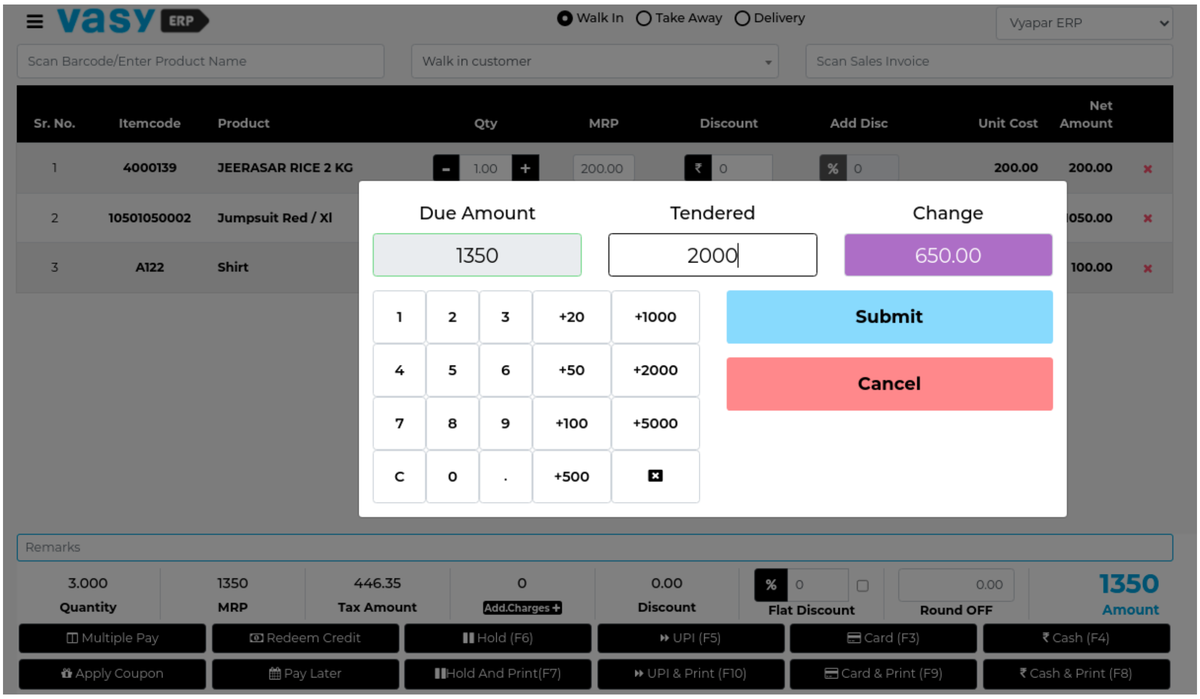
In VasyPOS, various payment options are provided to the user.

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.



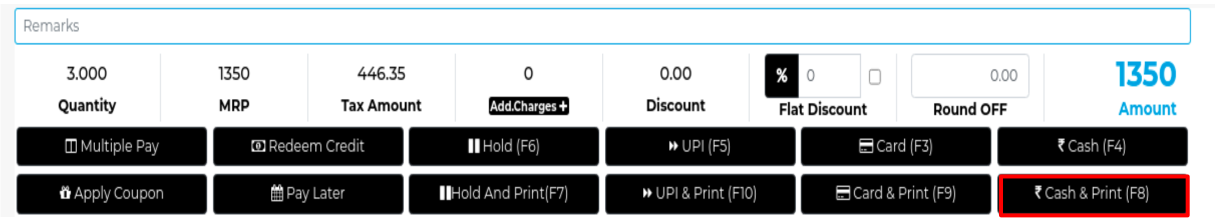
➔ Then, the cashier needs to type in the tendered amount paid by the customer. Then the total change which the cashier has to give back to the customer will get calculated automatically.



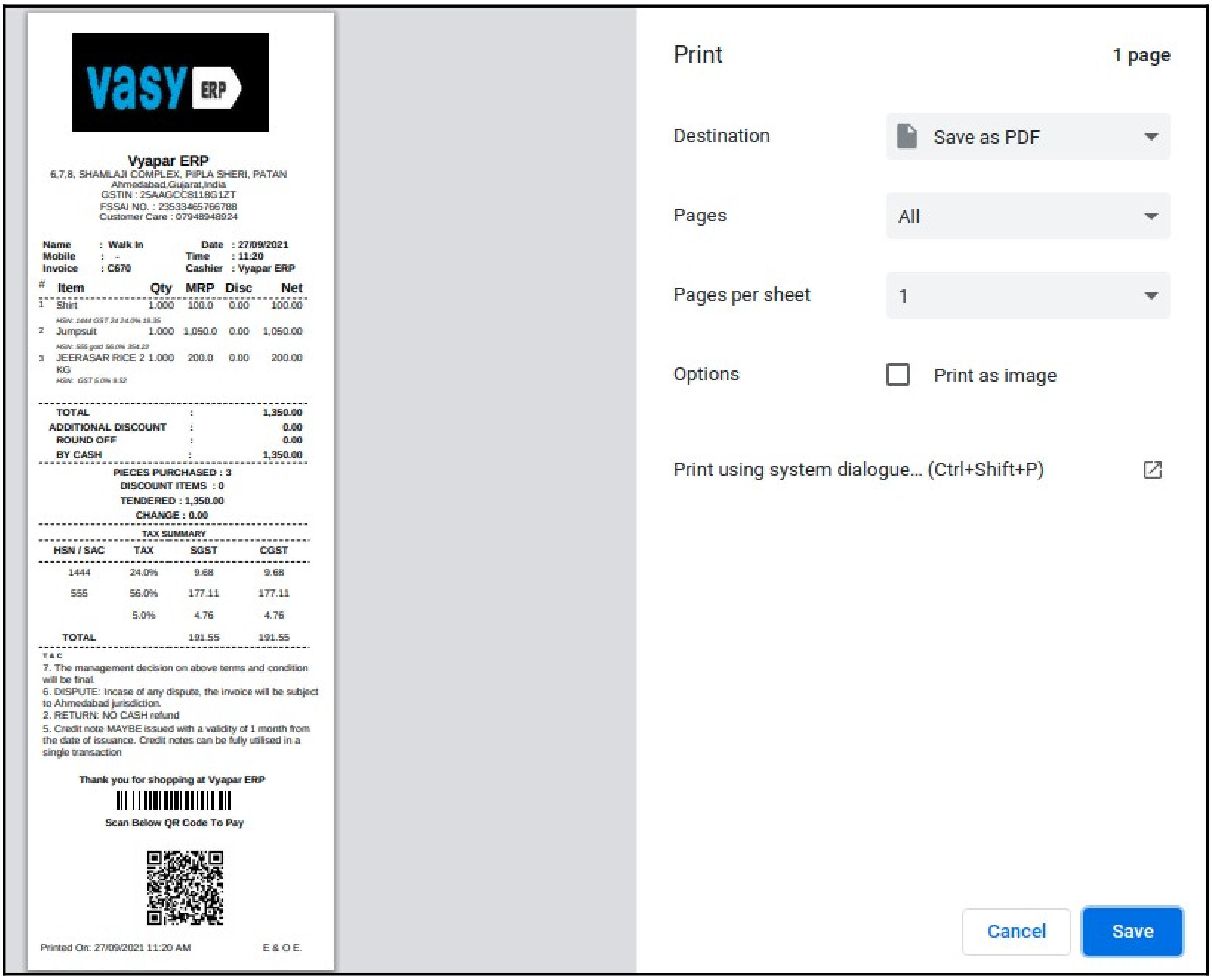
→ After that click on the Submit option.
→ Then the transaction will be successfully completed.

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.

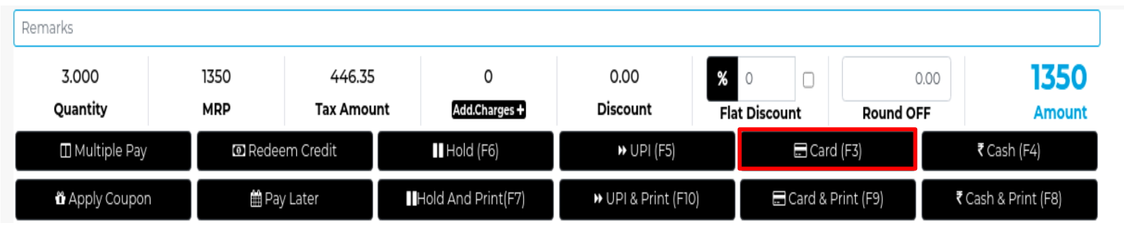


→ Then the bill will be generated. Then you can print the bill right after the transaction.
→ Then the transaction will be successfully completed.



3.3 Card

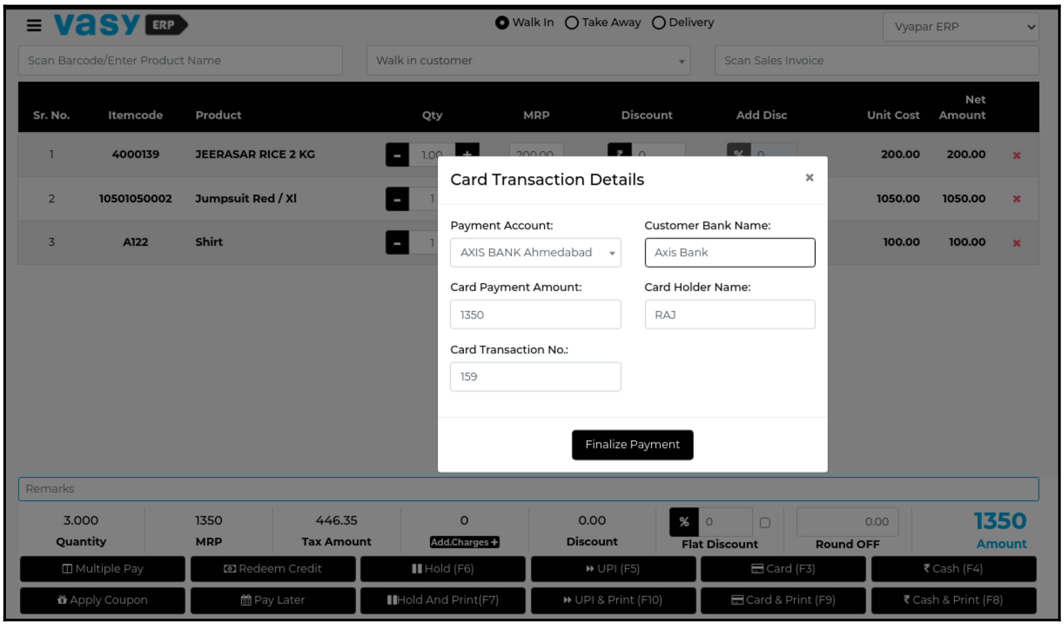
➔ If the customer wants to make payment through card, then click on the ‘Card’ button from the bottom section of VasyPOS or also by typing F3 on your keyboard.



➔ 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.

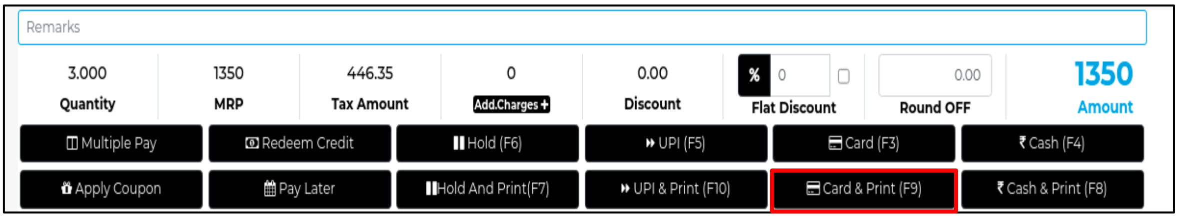
➔ Then click on ‘Finalize Payment’.

➔ Then the transaction will be successfully completed.



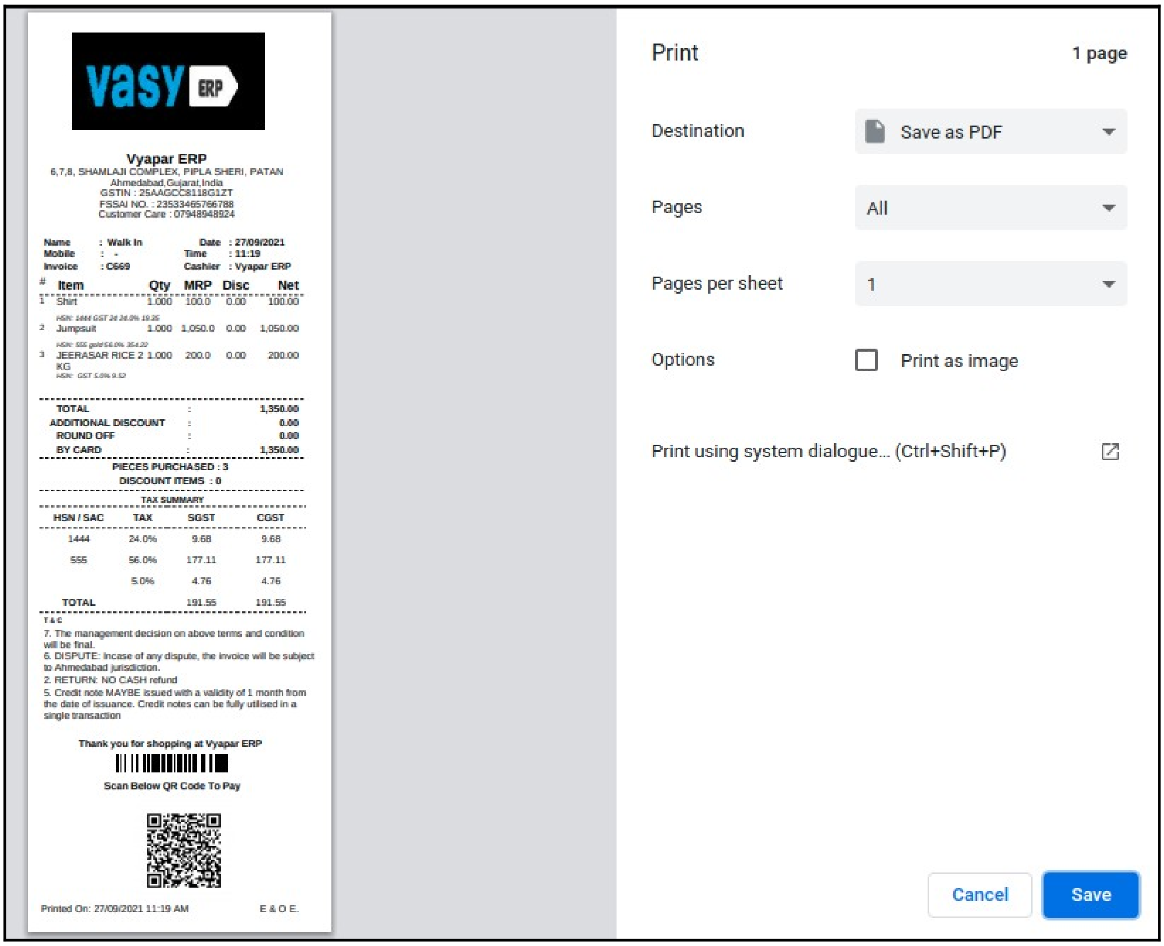
3.4 Card & Print

➔ 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.



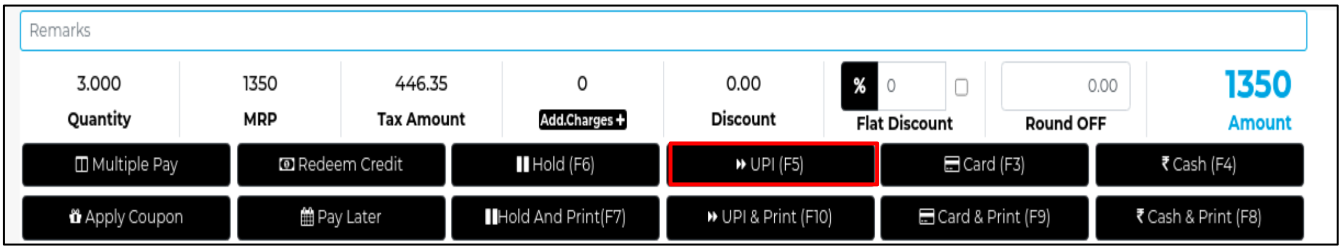
➔ Then the bill will be generated. Then you can print the bill right after the transaction.

➔ Then the transaction will be successfully completed.

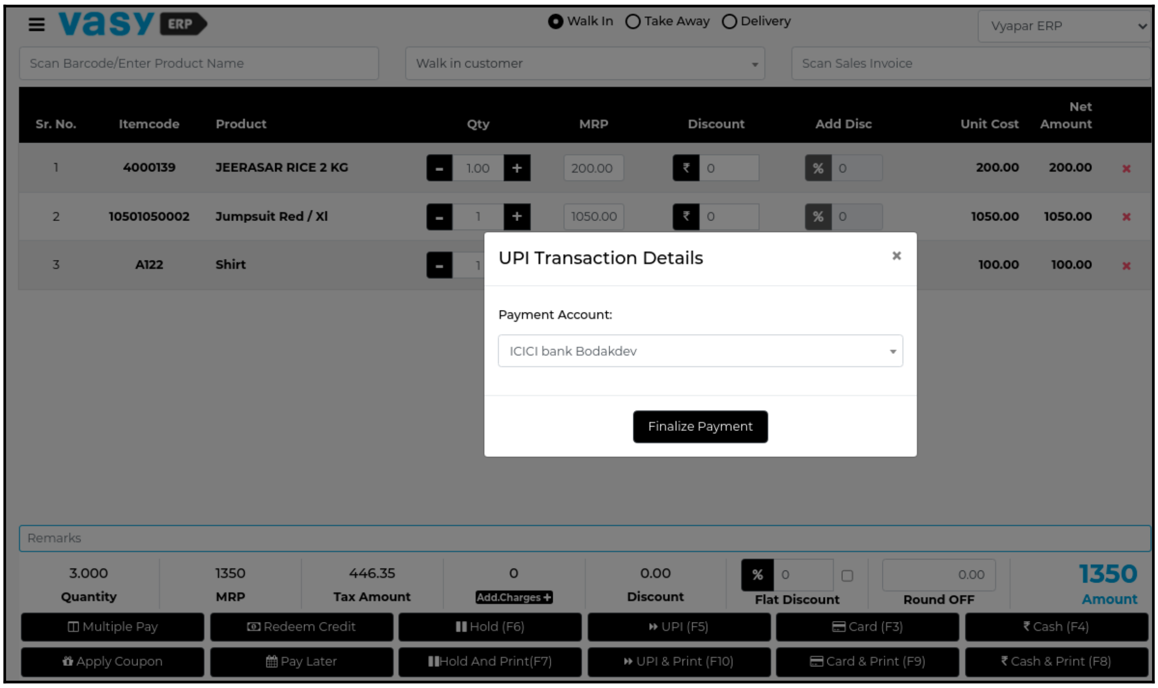


3.5 UPI

➔ 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.

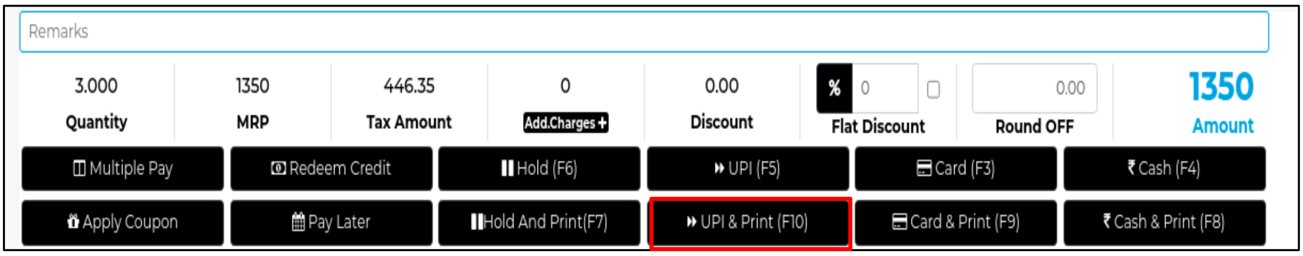


➔ After that, in 'UPI Transaction Details', you need to select the customer's payment account.
➔ Then click on 'Finalize Payment'.
➔ Then the transaction will be successfully completed.



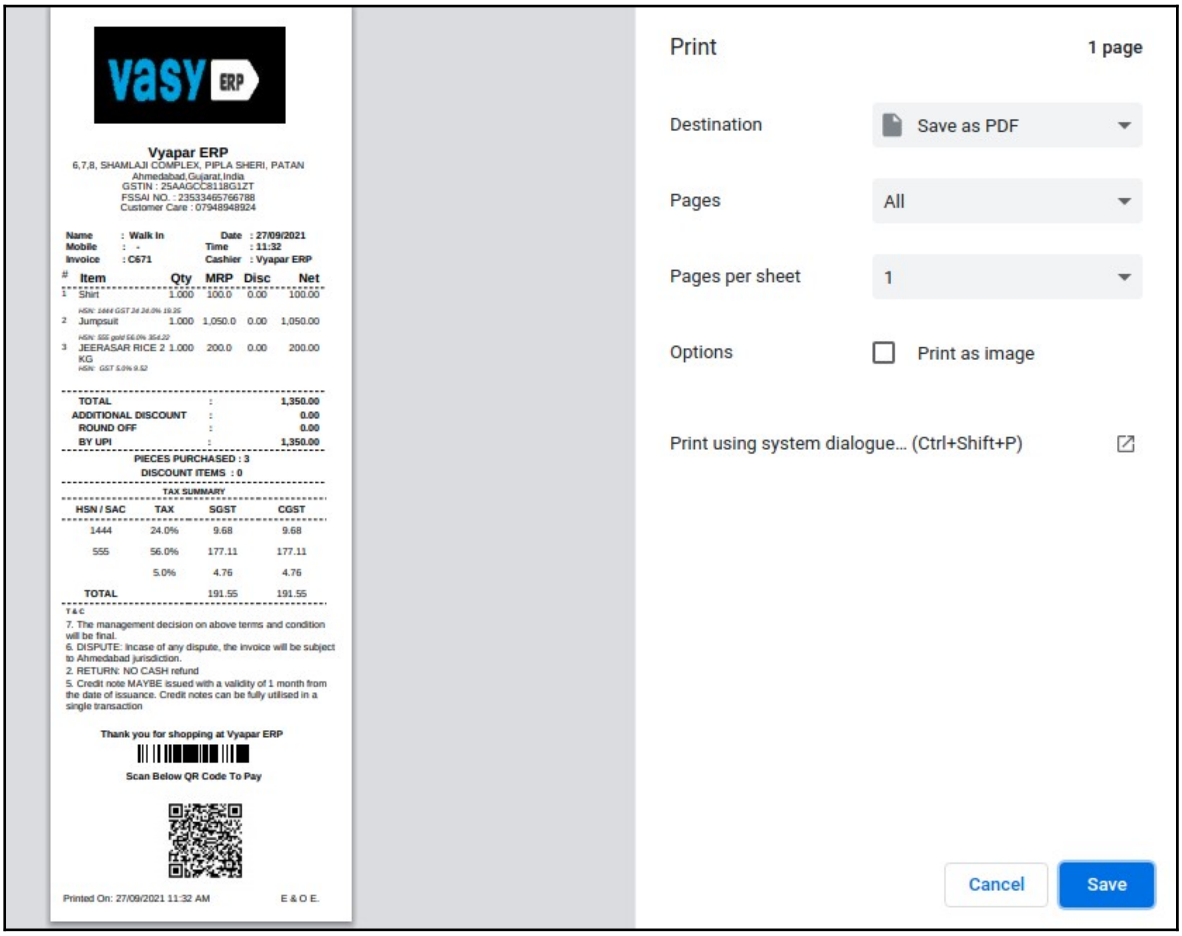
3.6 UPI & Print

➔ If the customer wants to make payment through UPIand 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.



➔ Then the bill will be generated. Then you can print the bill right after the transaction.

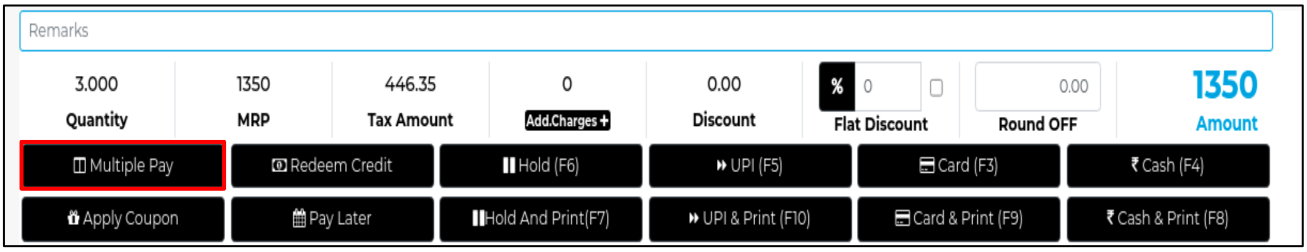
➔ Then the transaction will be successfully completed.



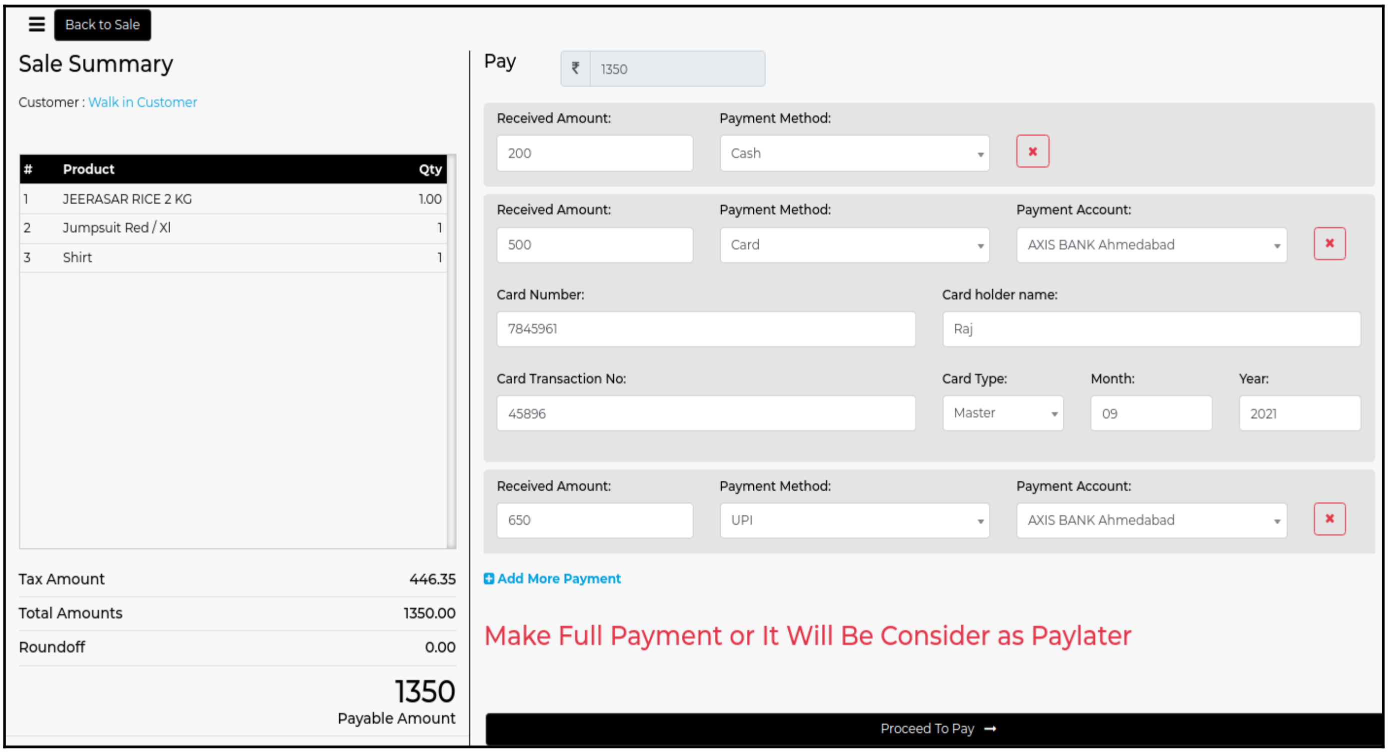
3.7 Multiple Pay

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.



➔ 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.

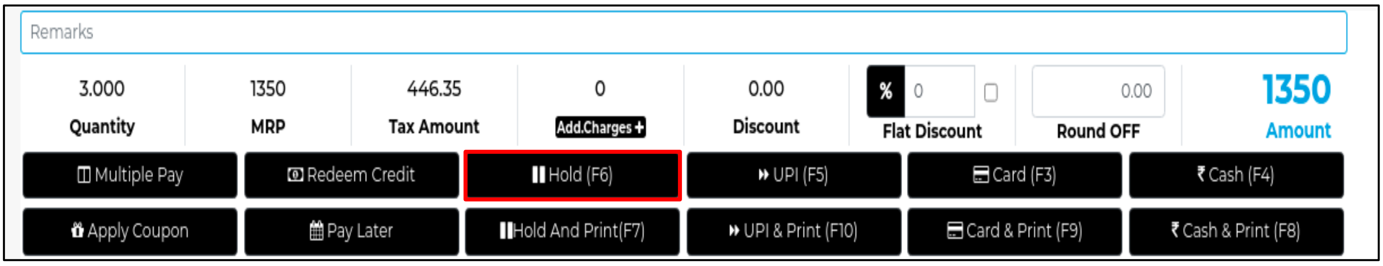


4. Hold Bill

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.



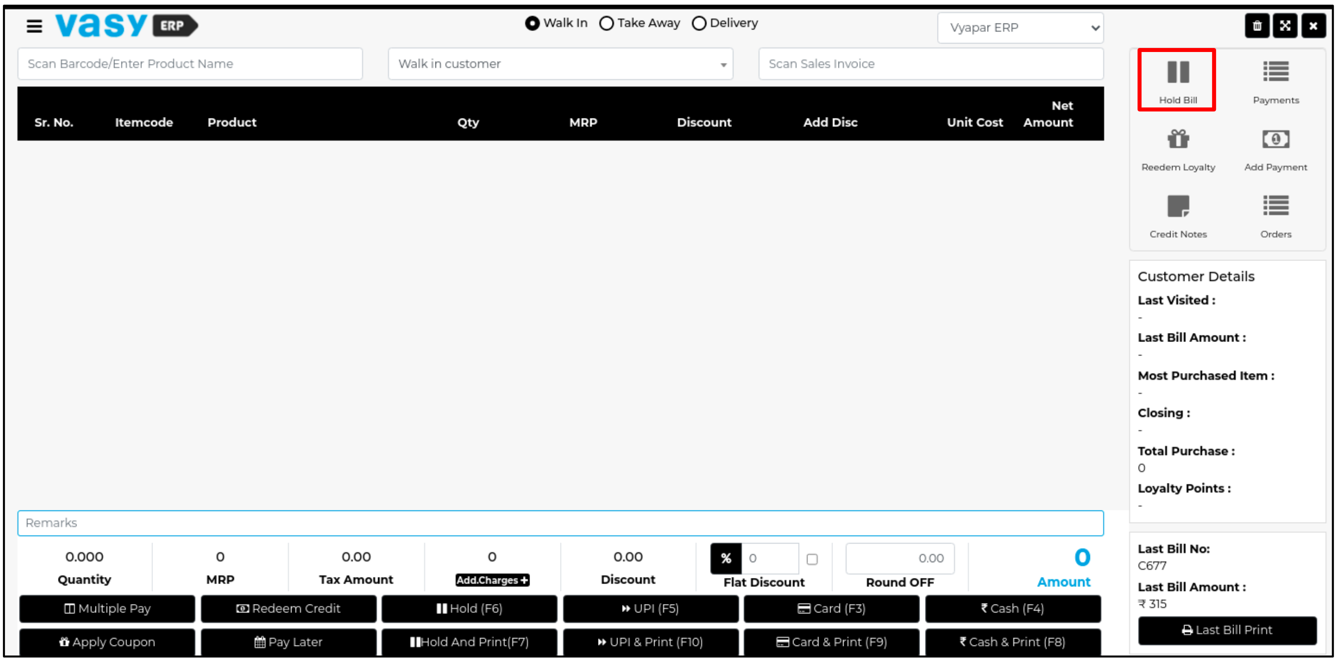
➔ Then, you can move on with the next billing process.

➔ And if the customer who has put the bill on hold wants to pay the amount, then you can find the holded bill in the 'Hold Bill' at the right hand side section of the VasyPOS.

➔ From the 'Hold Bill' select the holded bill.

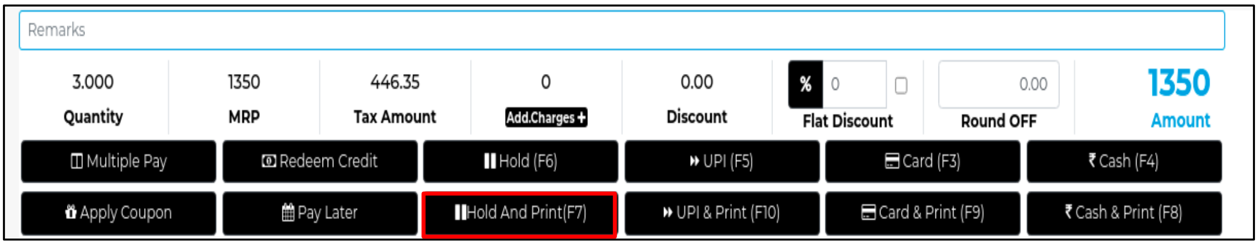
➔ Then select payment mode for it, and make payment.

➔ 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 holded bill in the 'Hold Bill' at the right hand side section of the VasyPOS.
- ➔ From the 'Hold Bill' select the holded bill.
- ➔ Then select payment mode for it, and make payment.
- ➔ Then the transaction will be successfully completed

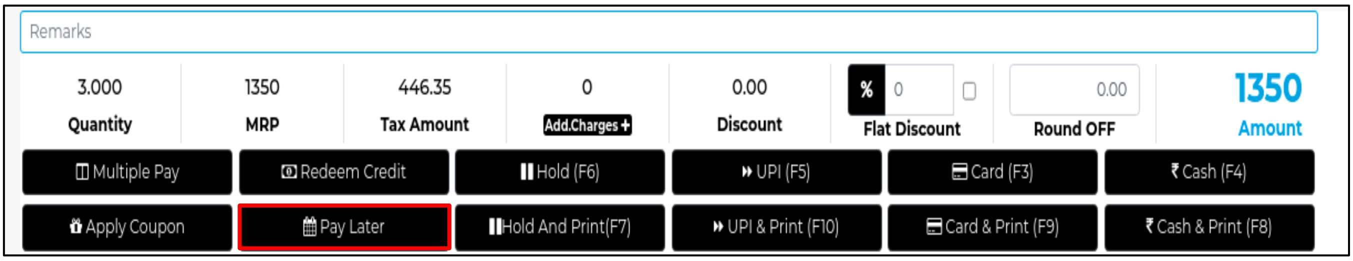
❖ **Note**: After selecting the holded bill, the cashier will not be able to remove any products from the existing bill

5. Pay Later

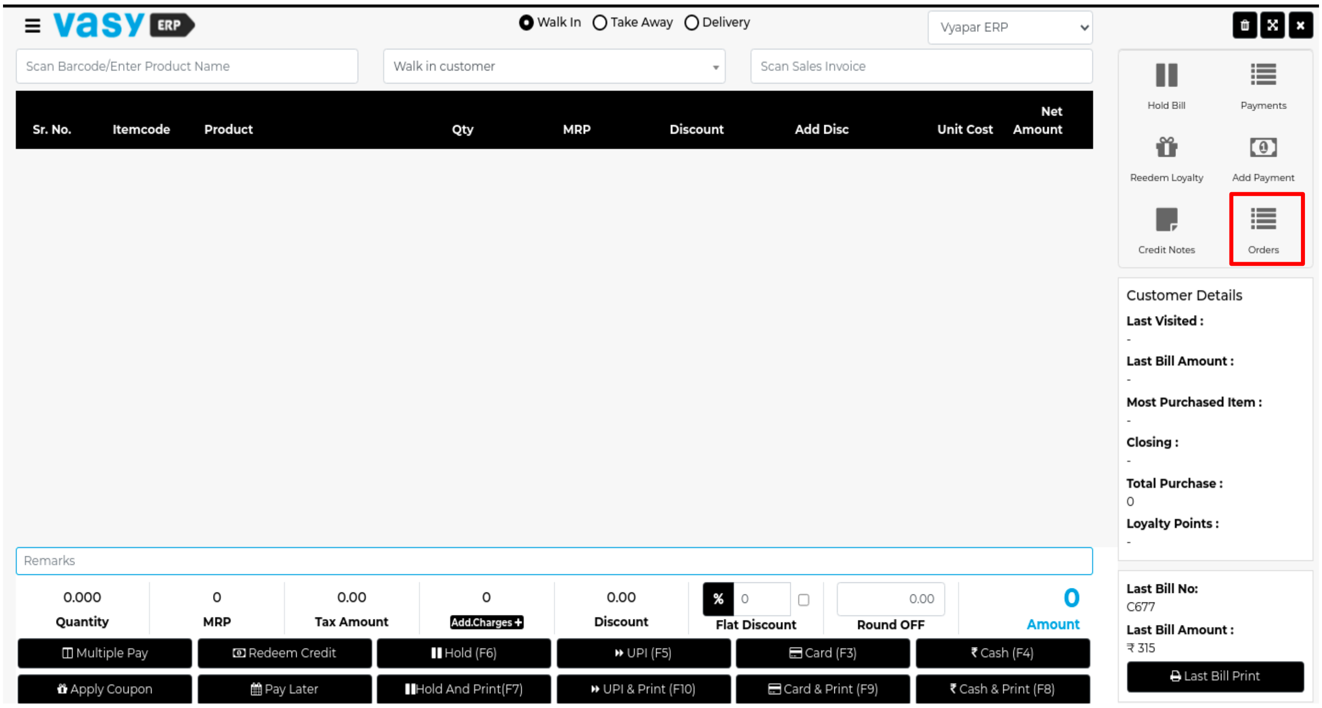
If the customer wants to pay the amount of the bill later, for that VasyPOS provides with feature called ‘Pay Later’, through which payment can be made later.

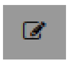
➔ First you need to select the customer name, otherwise you won't be able to access the ‘Pay Later’ feature.

➔ Click on the ‘Pay Later’ button from the bottom section of VasyPOS.



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



➔ To get the bill for payment, click on  in the ‘Action’ column. Then the bill gets added on the VasyPOS screen.

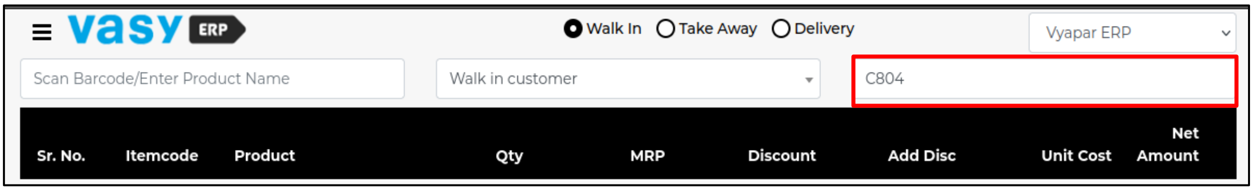
➔ Then select payment mode for it, and make payment.

➔ 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

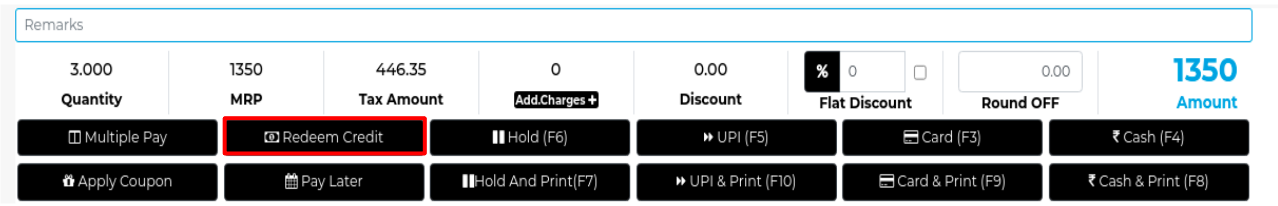
By 'Cash Return', the customer will receive the full amount for the products as cash. Click on the 'Cash Return' button. After that, the transaction will be successfully completed.

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.

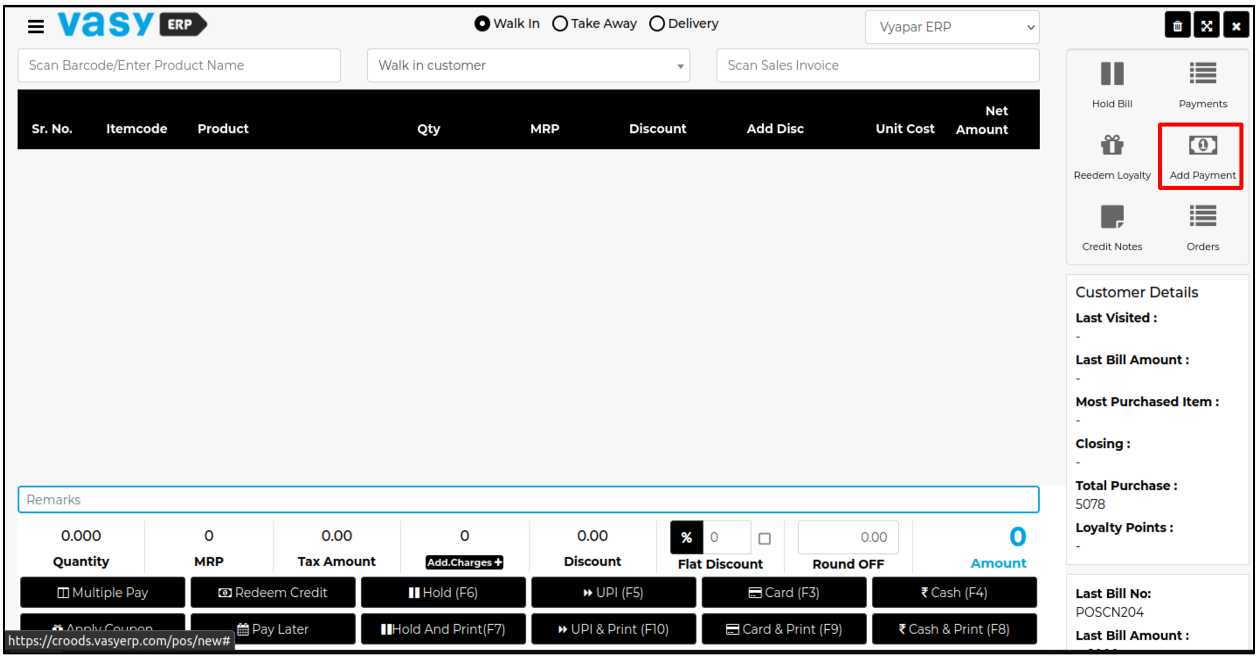
➔ Click on 'Apply Credit'.

➔ Then select payment mode for it, and make payment.

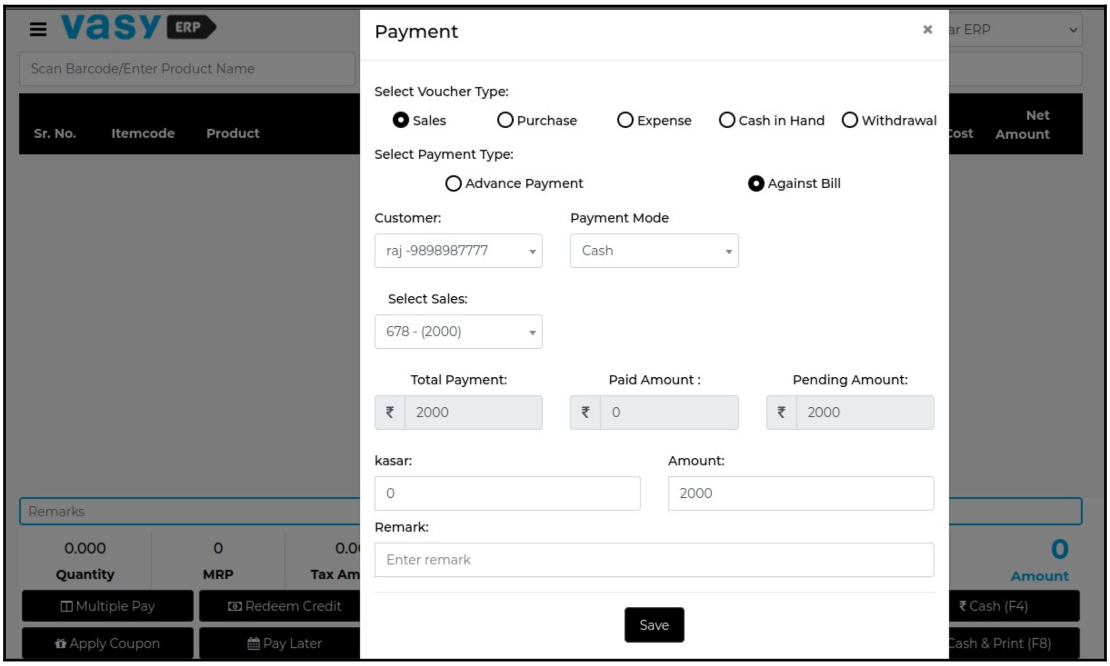
➔ Then the transaction will be successfully completed.

7. Add Payment

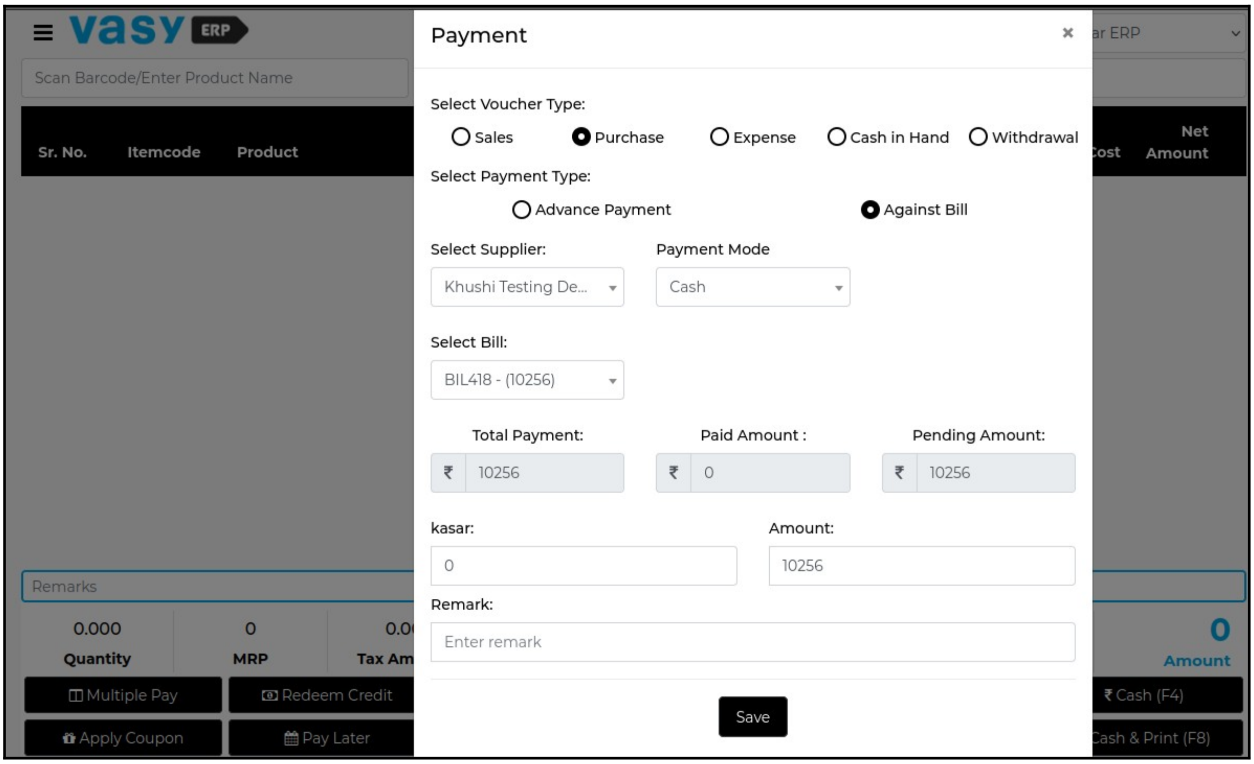
Through VasyPOS, the user is provided with various types of payment methods which can be done in the POS itself. Such as, Sales, Purchase, Expense, Cash in Hand, Withdrawal. To access this feature of VasyPOS, click on ‘Add Payment’ at the right hand side.



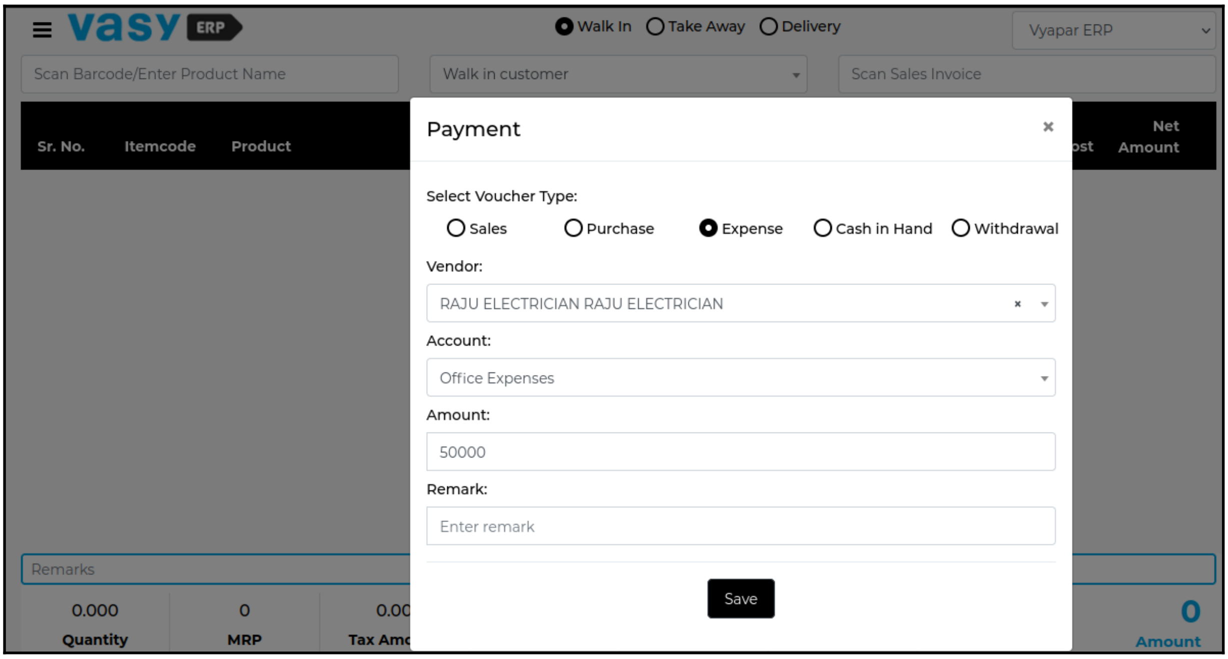
1 **Sales:** The user can do the selling process for the customer’s sales order in the POS itself. In the ‘Select Voucher Type:’ section, select the ‘Sales’ option. After that fill in all the required details.



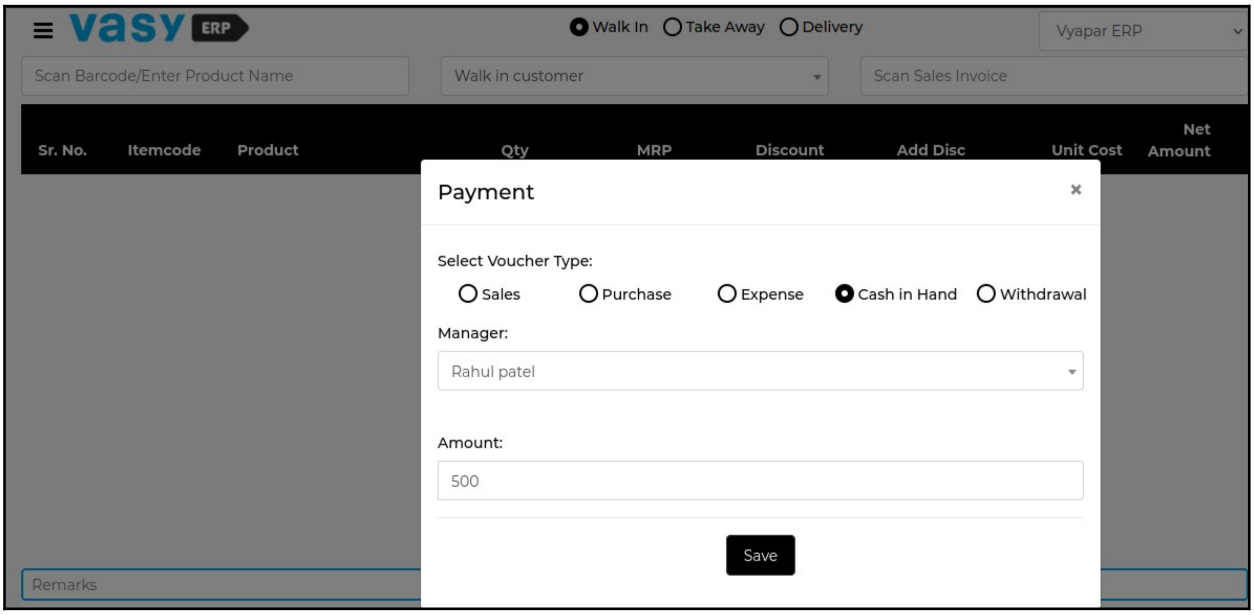
2 **Purchase:** The user can do the purchasing process from the supplier in the POS itself. In the 'Select Voucher Type:' section, select the 'Purchase' option. After that fill in all the required details.



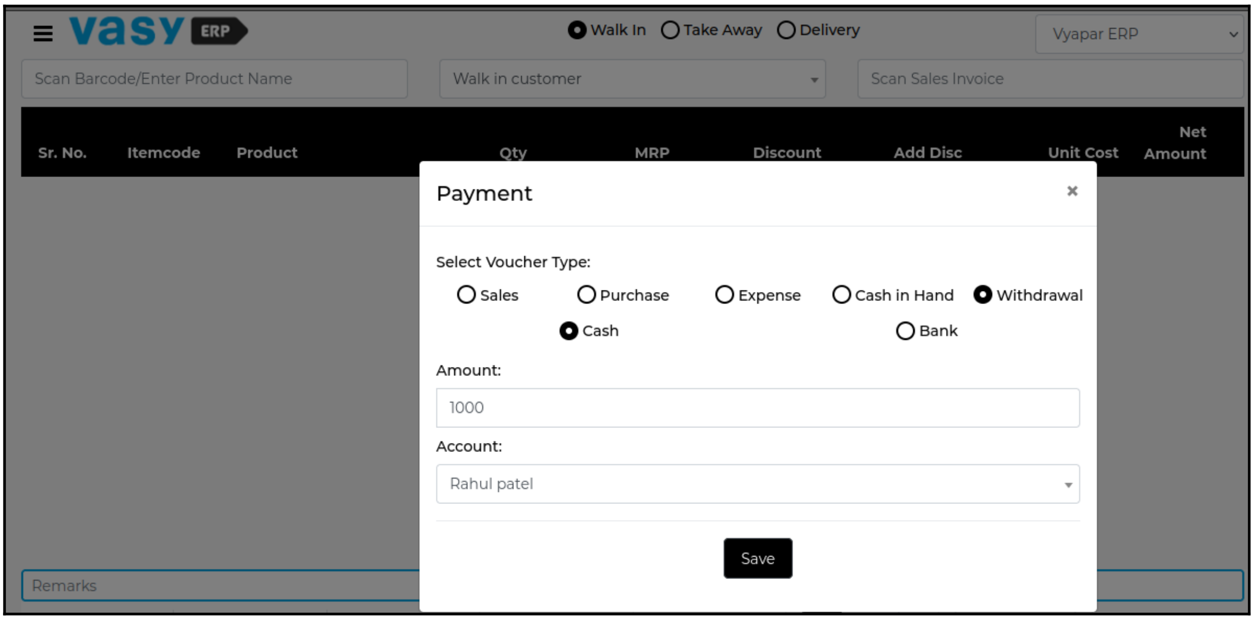
3 **Expense**: The user can make the payment to the vendor for expenses of the company in the POS itself. In the 'Select Voucher Type:' section, select the 'Expense' option. After that fill in all the required details.



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.

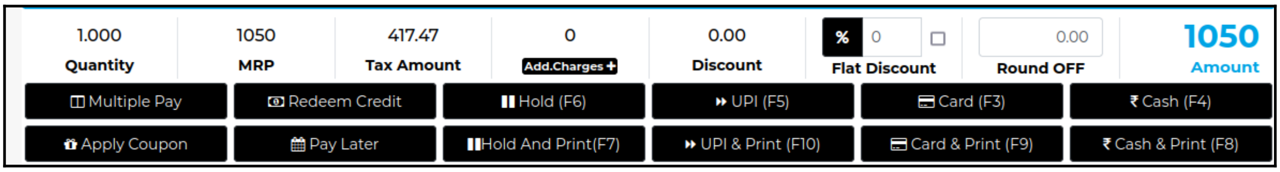


5 **Withdrawal**: The user can withdraw the amount in the cash counter through cash or add the amount in the bank. In the 'Select Voucher Type:' section, select the 'Withdrawal' option. After that fill in all the required details

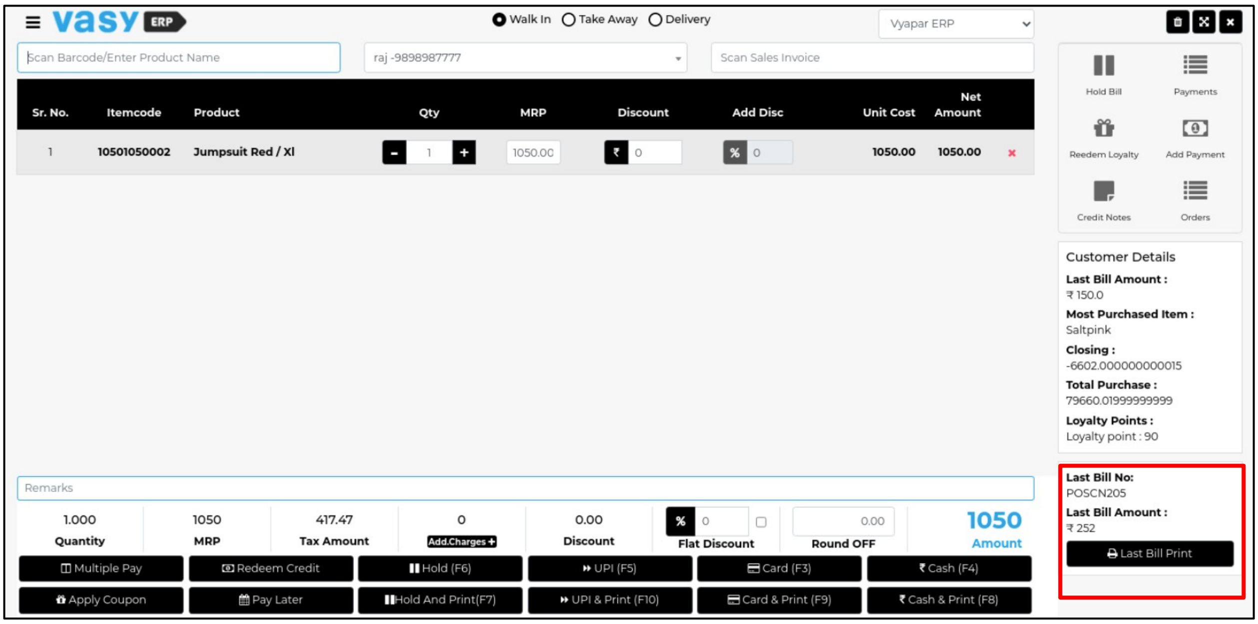


8. Additional Information

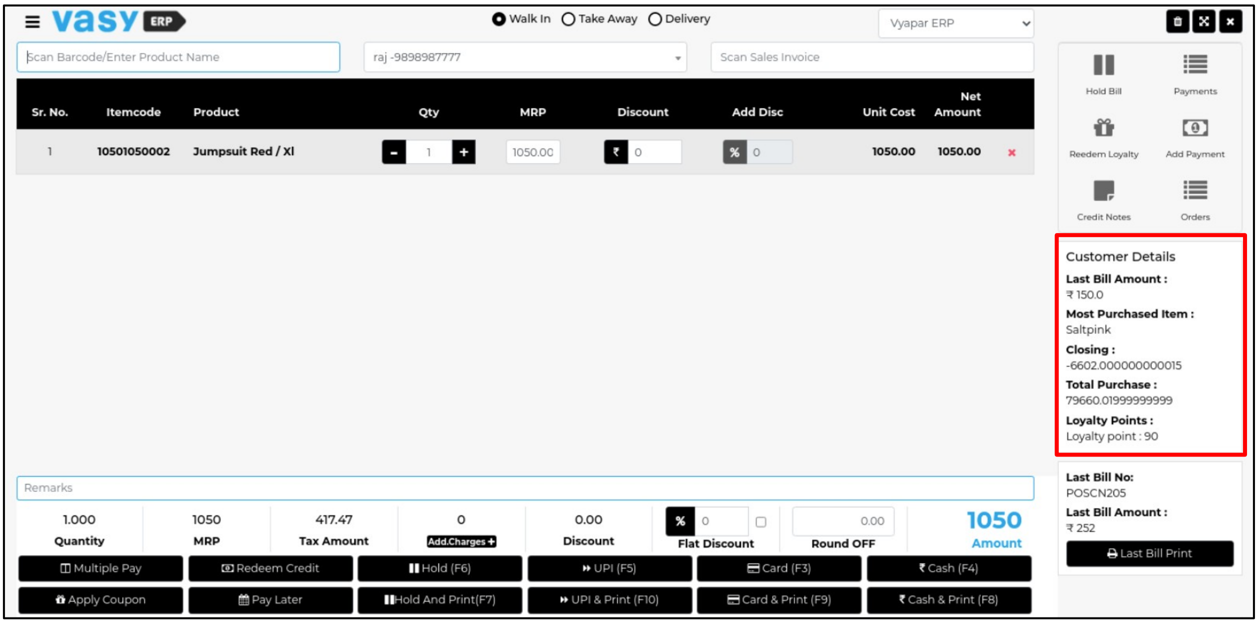
1. **Apply Coupon**: The cashier can apply a coupon with a certain discount on the total amount of products for the customer. Click on the 'Apply Coupon' button from the bottom section of VasyPOS.



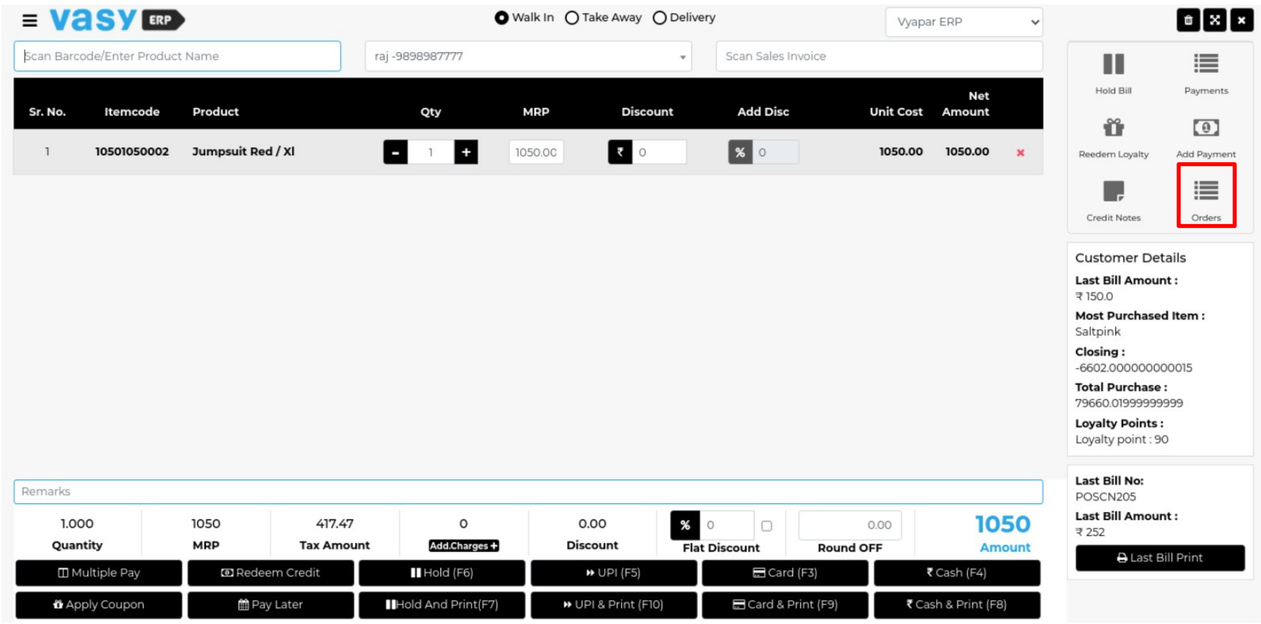
2. **Last Bill Details:** The details of the last transaction is shown in the bottom right corner of the VasyPOS. You can print the last bill by clicking on the 'Last Bill Print' button.



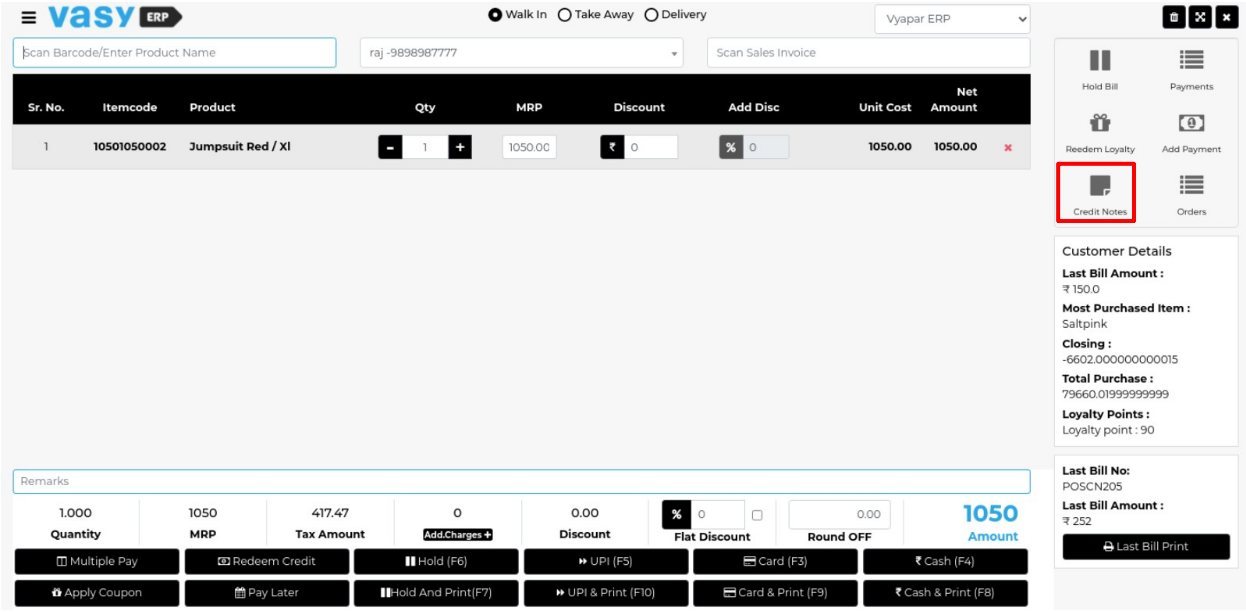
3. **Customer Details:** After typing in the customer name in the 'Walk in customer' search bar, you can see the details of the customer in the 'Customer Details' section in the right hand side of the VasyPOS.



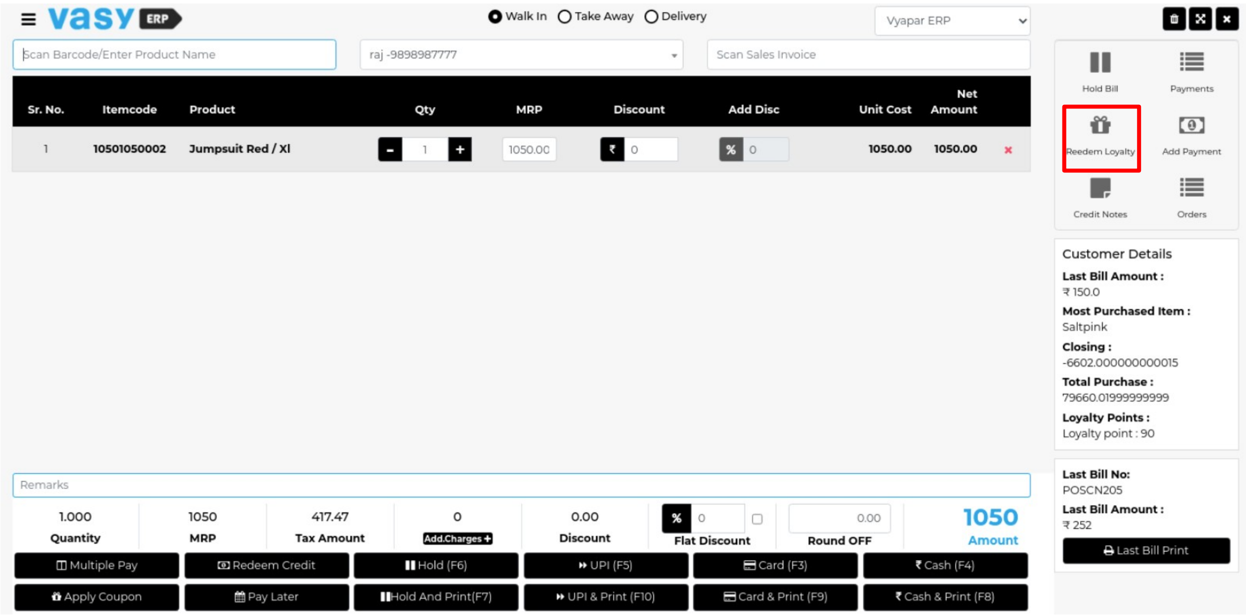
4. **Orders:** The details of orders will be stored in ‘Orders’.



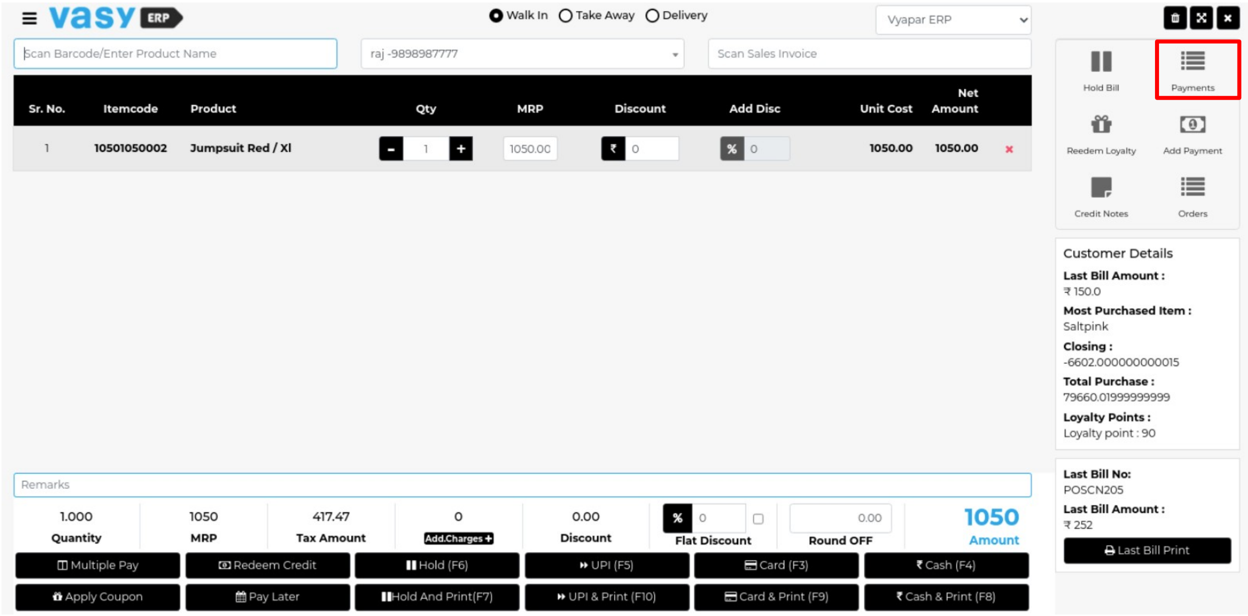
5. **Credit Notes:** The details of products returned by customers will be stored in ‘Credit Notes’.



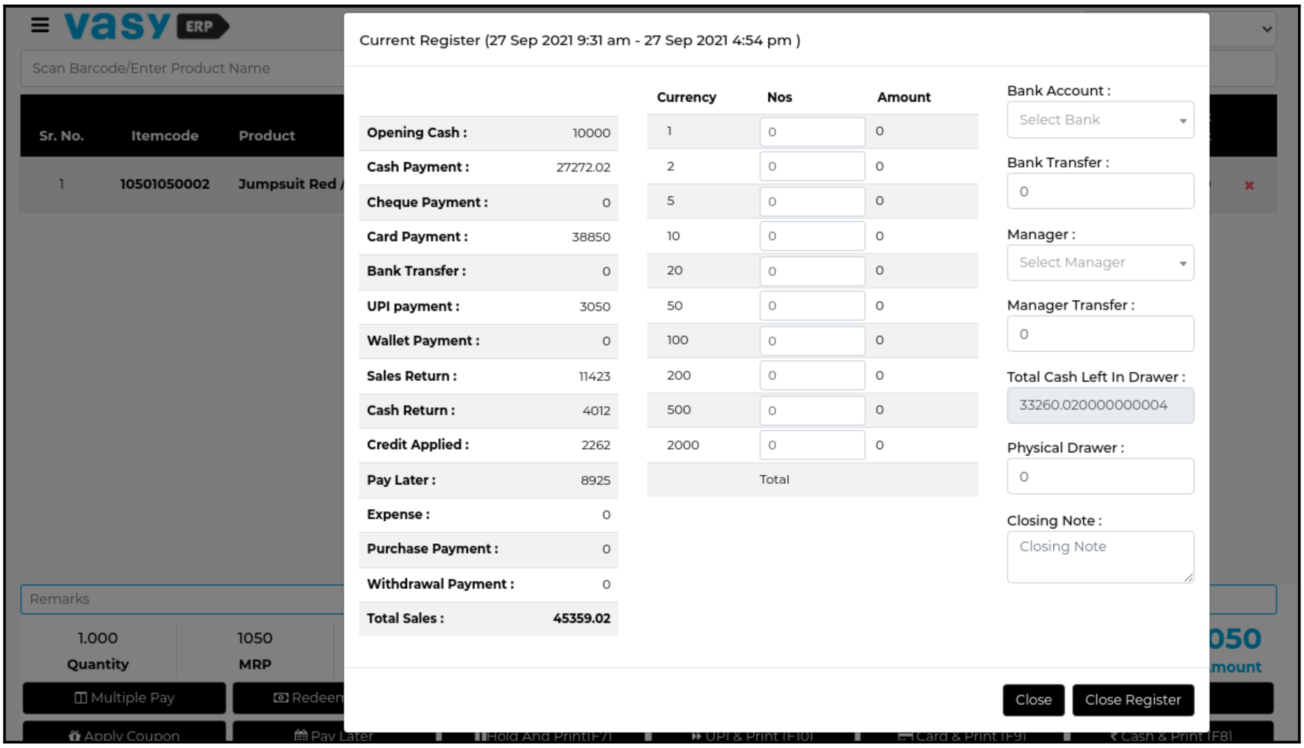
6. **Redeem Loyalty**: For the current customer you can add the loyalty points by clicking on ‘Redeem Loyalty’. Then you can add the coupons for that customer



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



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'.

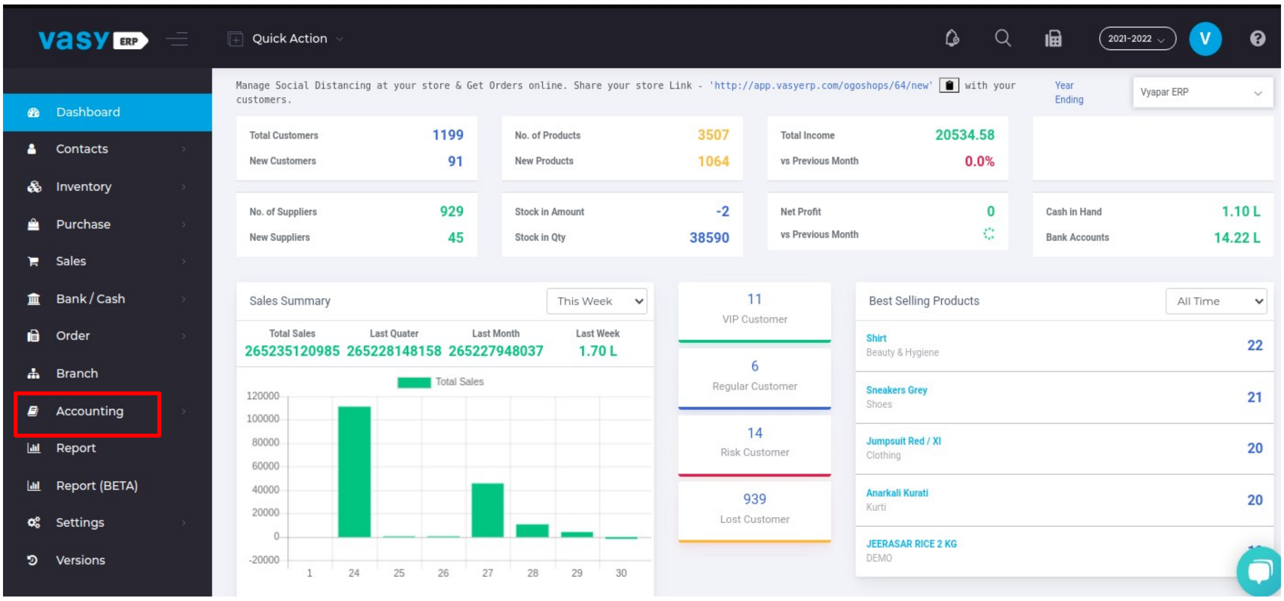


Chapter 8: Accounting

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.



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:

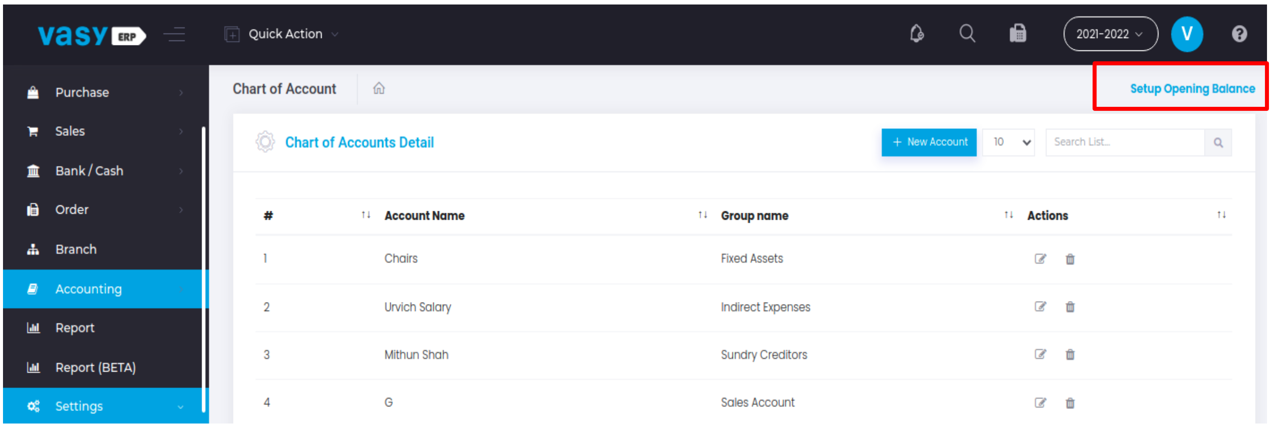
- Click on the "New Account" Icon on the right side of that page.
- After that, you will be directed to the New Account page.

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

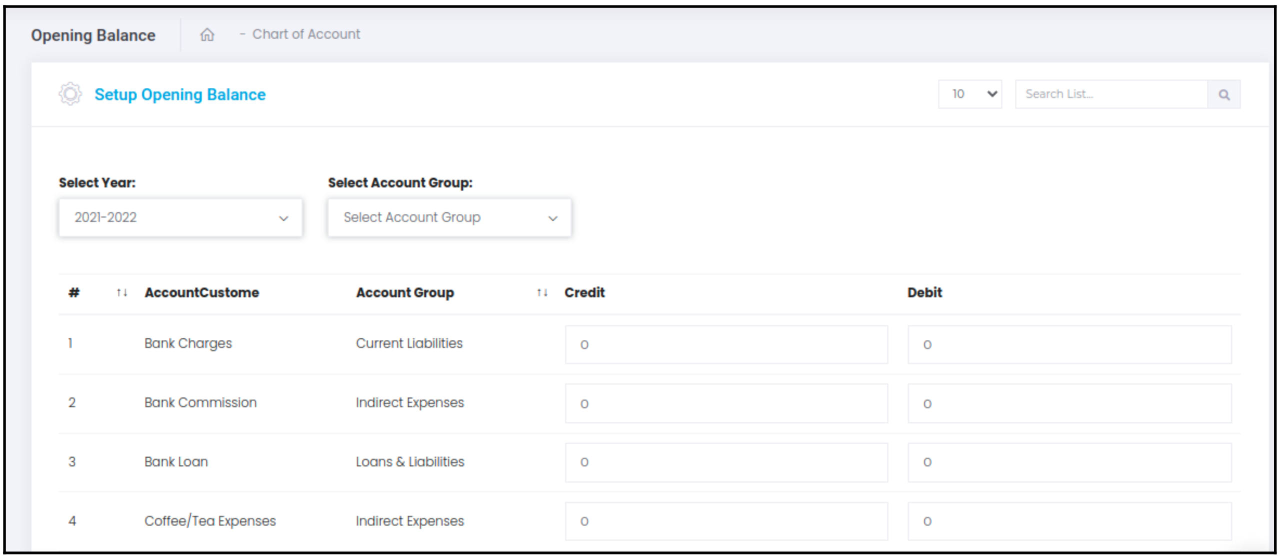
1.1 Setup Opening Balance

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'.



➔ 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



2. Debit Note

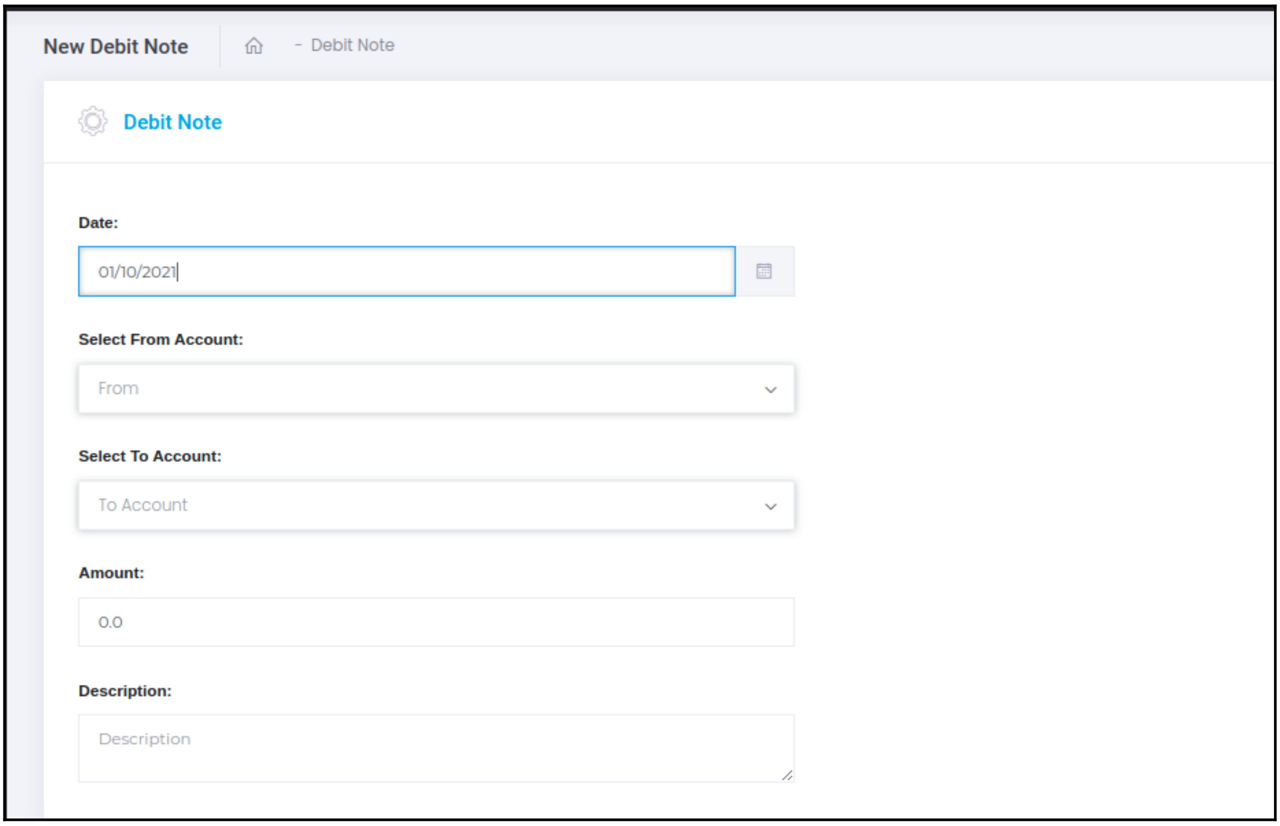
An increase in the value of assets is a debit to the account. On the flip side, an decrease in liabilities or shareholders' equity is a debit to the account, notated as "DR". Debit Note is the process of creating records of debit in the accounting procedure.

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.



3. Credit Note

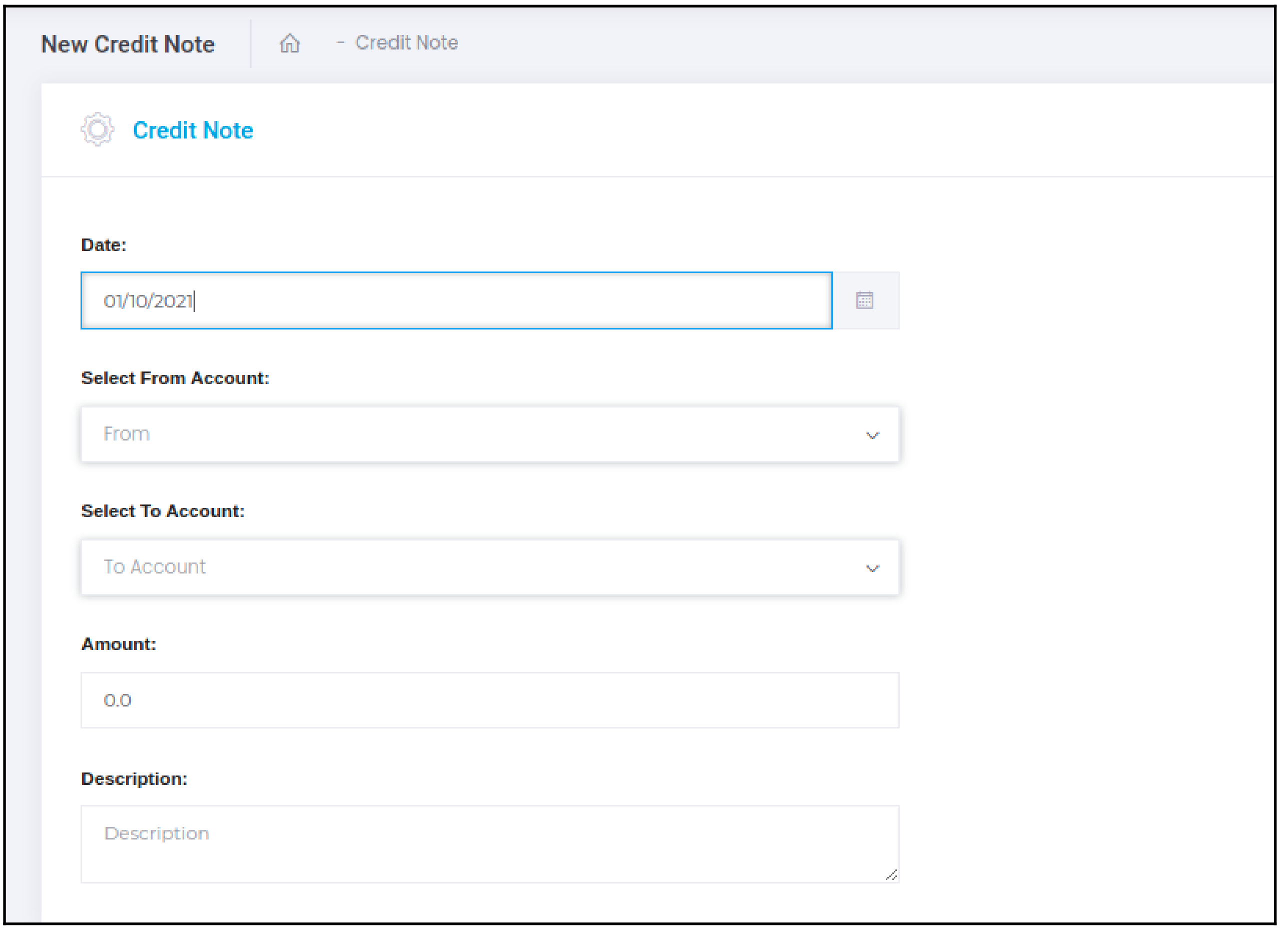
Compared to debit, credit to the account is a decrease in the value of assets. On the flip side, an increase in liabilities or shareholders' equity is a credit to the account, notated as "CR". Credit Note is the process of creating records of credit in the accounting procedure.

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.