YAMYCO.CO

ERP SYSTEM

YAMY TECHNO

By

SALES DEPARTMENT

To

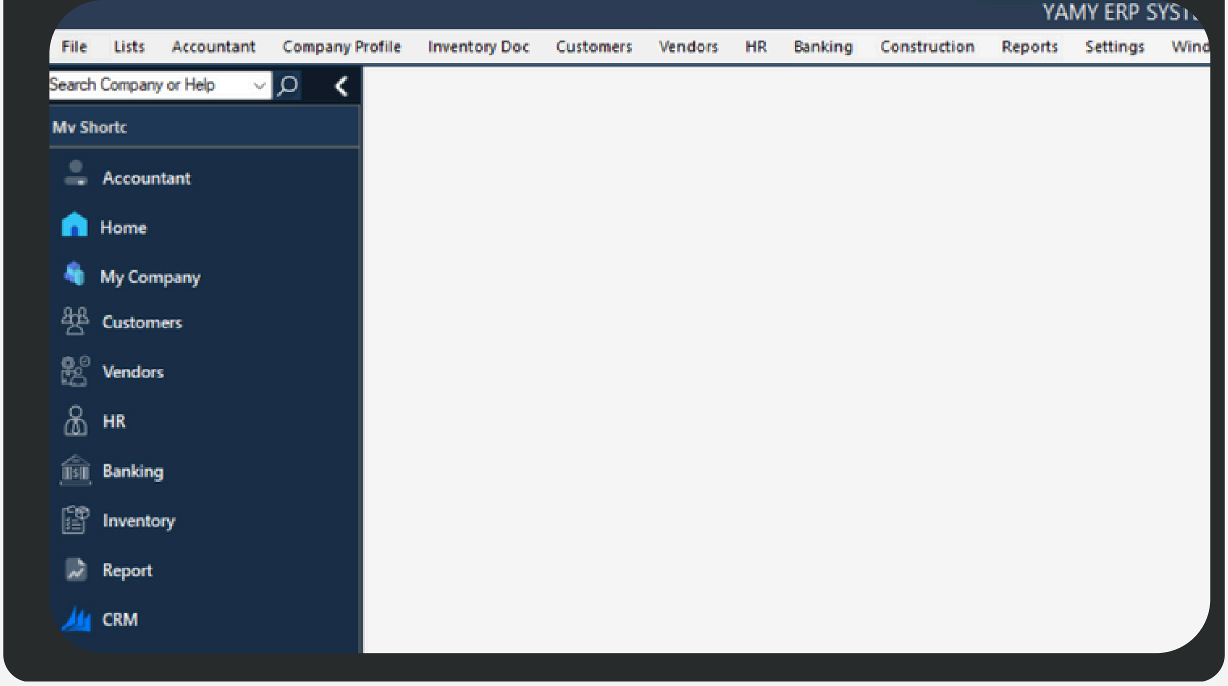
YAMY TECHNO

AL NASRIAH BUILDING BLOCK B 101

ABOUT US.

YAMY Technology is a dynamic tech company focused on delivering smart, customized IT solutions. From software development to digital transformation, we help businesses grow through innovation, efficiency, and cutting-edge technology. Our mission is simple: to light the way forward with solutions that make a real impact.

YAMY



MAIN FORM :

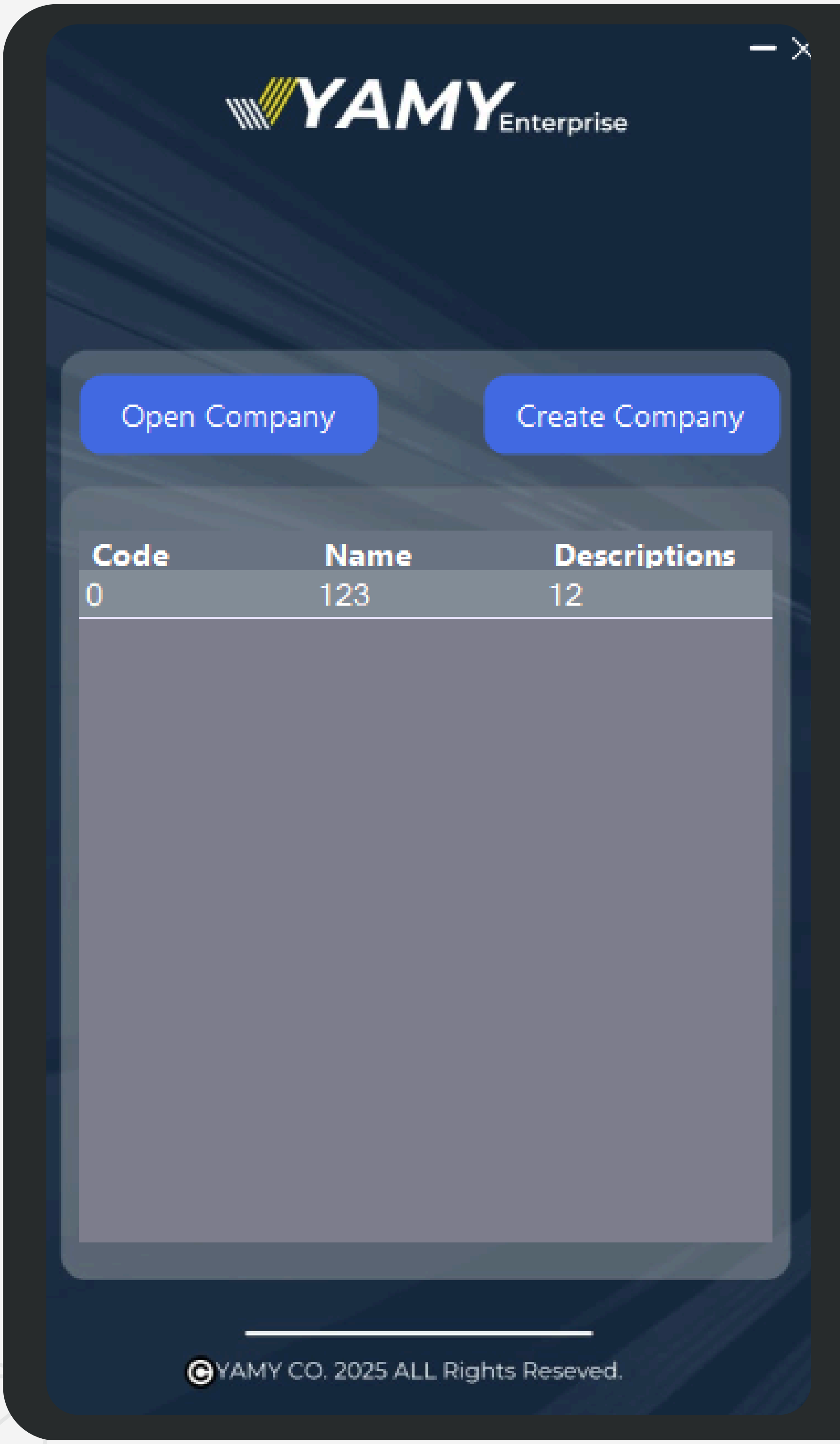
The main screen of the system is designed with a clean, user-friendly interface that enables quick and seamless access to all modules and functionalities. Elements and shortcuts are carefully arranged to provide a smooth user experience, allowing users to switch between screens with a single click—without repetitive back-and-forth or manual searching.

The main screen also supports functional categorization (e.g., Sales, Customers, Reports), helping users perform tasks more efficiently. It features clear icons, quick-access buttons, and a smart top bar displaying real-time notifications and user/system status.

Pages (3-7)

This screen acts as a central hub, boosting user productivity and minimizing wasted time during navigation, making the system more efficient and intuitive for daily use.

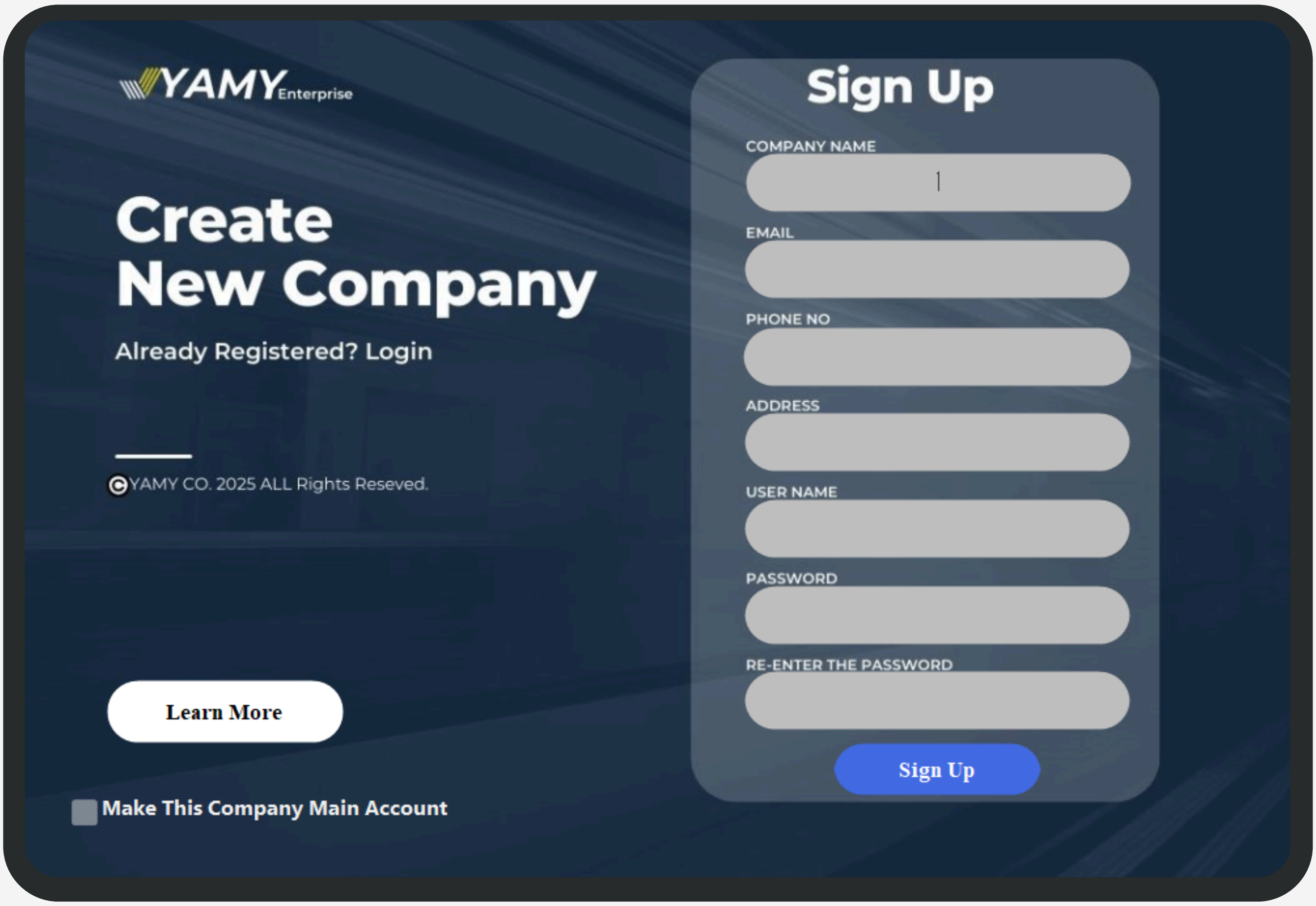
1. File • 1.1 - Company List



"Company List" for displays a list of companies, where each company is associated with its own database. We want to perform a comparison between them.

Open Company Button

The Open Company button will allow you to access the records of this company. From this form, you can open more than one company and access them as you wish.



Create Company Button

The system supports managing multiple companies, with each company operating on its own isolated database. This ensures data separation, security, and scalability.

- **Steps to Create a New Company:**

1- Open the "Company List" Form

- This form displays all registered companies in the system.

2- Click "Create New Company" : This form displays all registered companies in the system.

- Company Name
- Email
- Phone Number
- Address
- User Name
- Password
- Re-Enter Password

3- Database Generation : Upon saving:

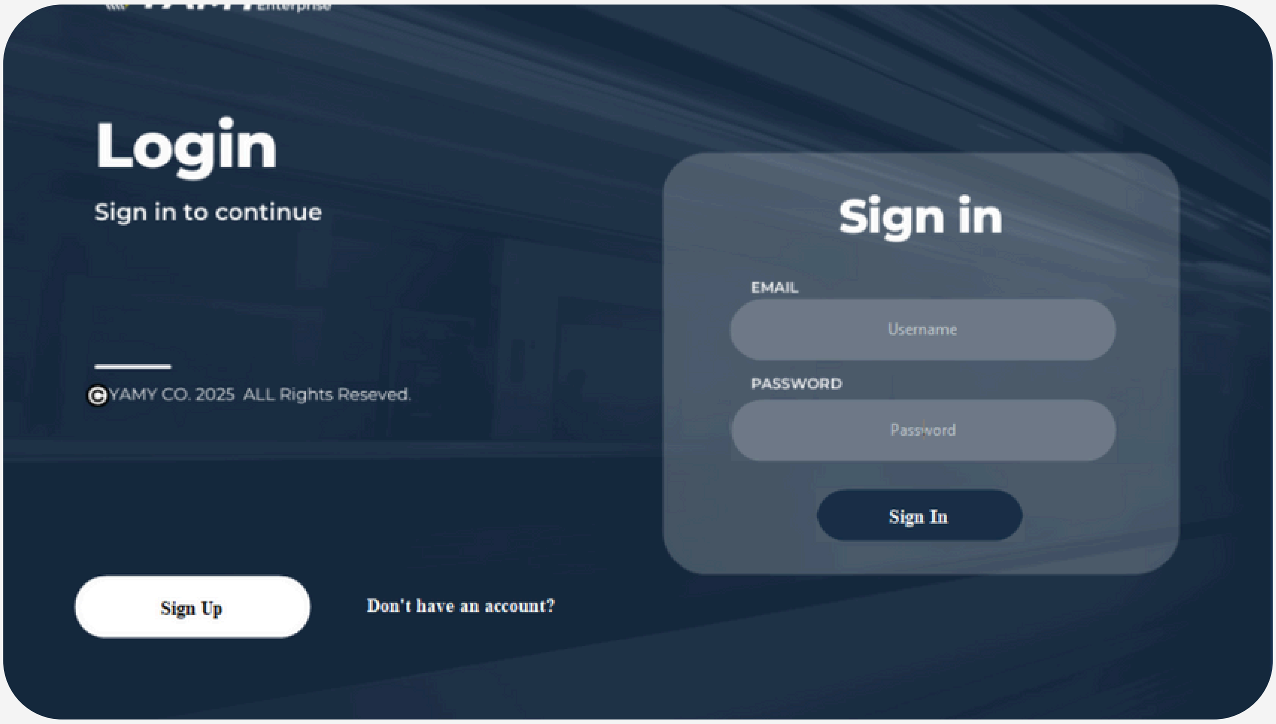
- The system automatically creates a new database for the company using a predefined template.
- All necessary tables, settings, and initial configurations are set up.

4- Registration :The new company is added to the Company List along with its connection information.

5- Login or Access :Users can now select the company from the list and work within its isolated environment.

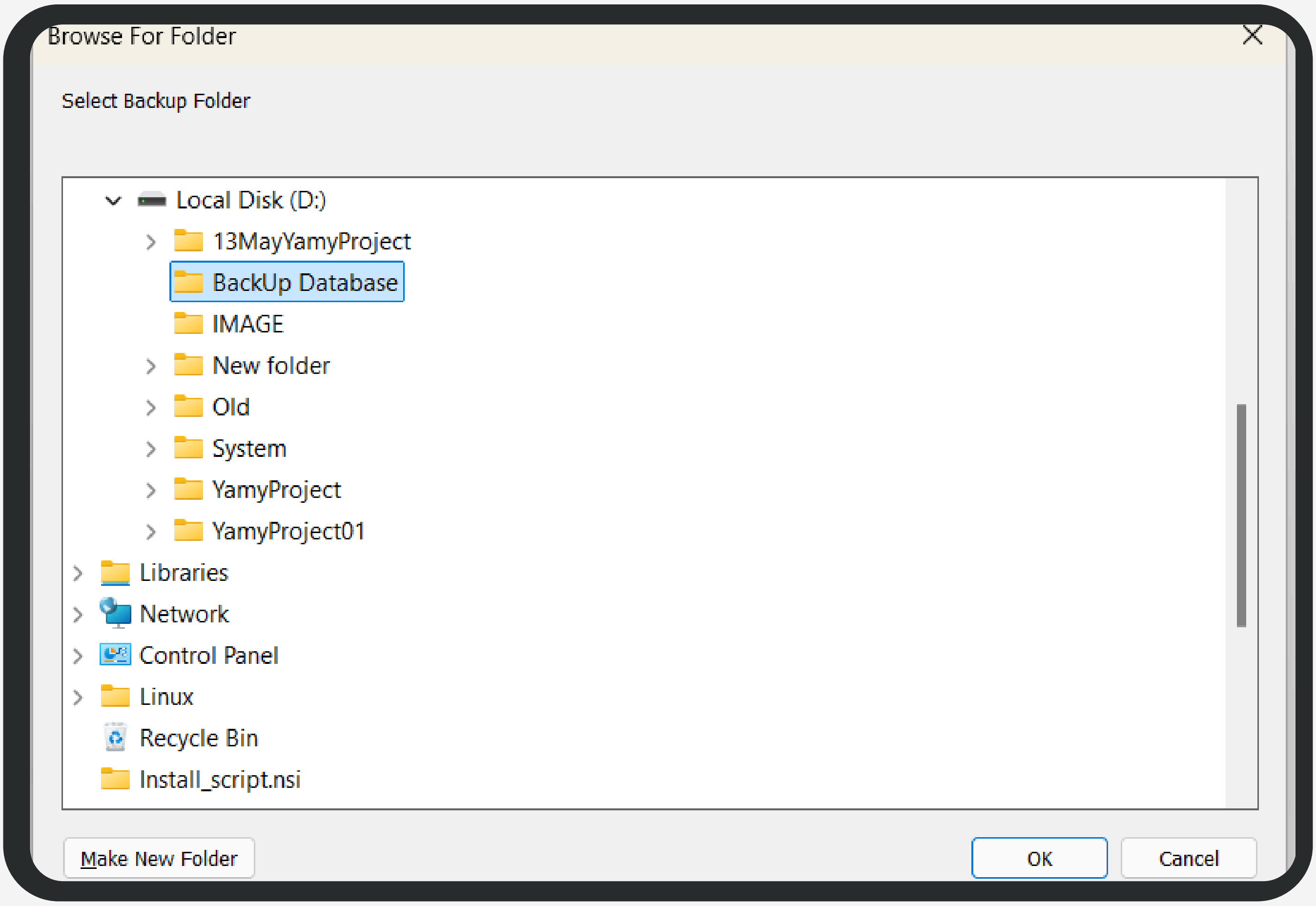
6-✅ Key Benefits :

- Each company's data is completely separated.
- Ensures better performance and security.
- Easy to back up, restore, or maintain individual company databases.



The login screen is designed with a high level of security to protect user data and prevent unauthorized access. Passwords are securely encrypted using strong hashing algorithms such as SHA256 before being stored in the database, ensuring that even in the event of a breach, the original passwords remain protected.
The system also includes an automatic account lockout mechanism after a predefined number of failed login attempts, which helps prevent brute-force attacks. All login attempts—whether successful or failed—are logged with timestamp and user details to facilitate auditing and monitoring.
Additionally, the form performs real-time input validation to ensure the integrity of the entered data. Passwords are masked during typing to maintain privacy, and a secure session mechanism is used to preserve the user's authenticated state across the application without requiring repeated logins.
These features combine to deliver a secure, user-friendly login experience that upholds both system integrity and data confidentiality.

1. File 1.2 - Back Up Company



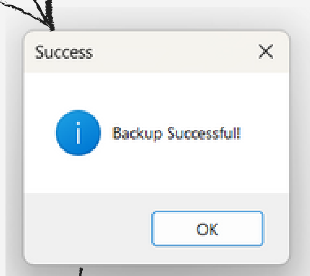
Back Up Company

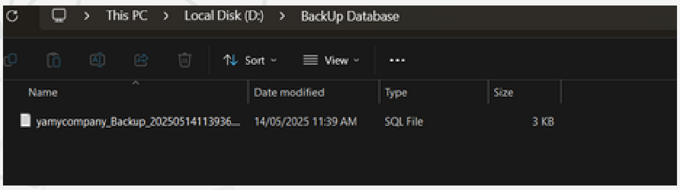
The system allows administrators to create secure backups of each company's database. This ensures that all financial data, configurations, and transactions can be safely restored in case of data loss, system failure, or accidental errors.

- **Steps to Perform a Company Backup:**

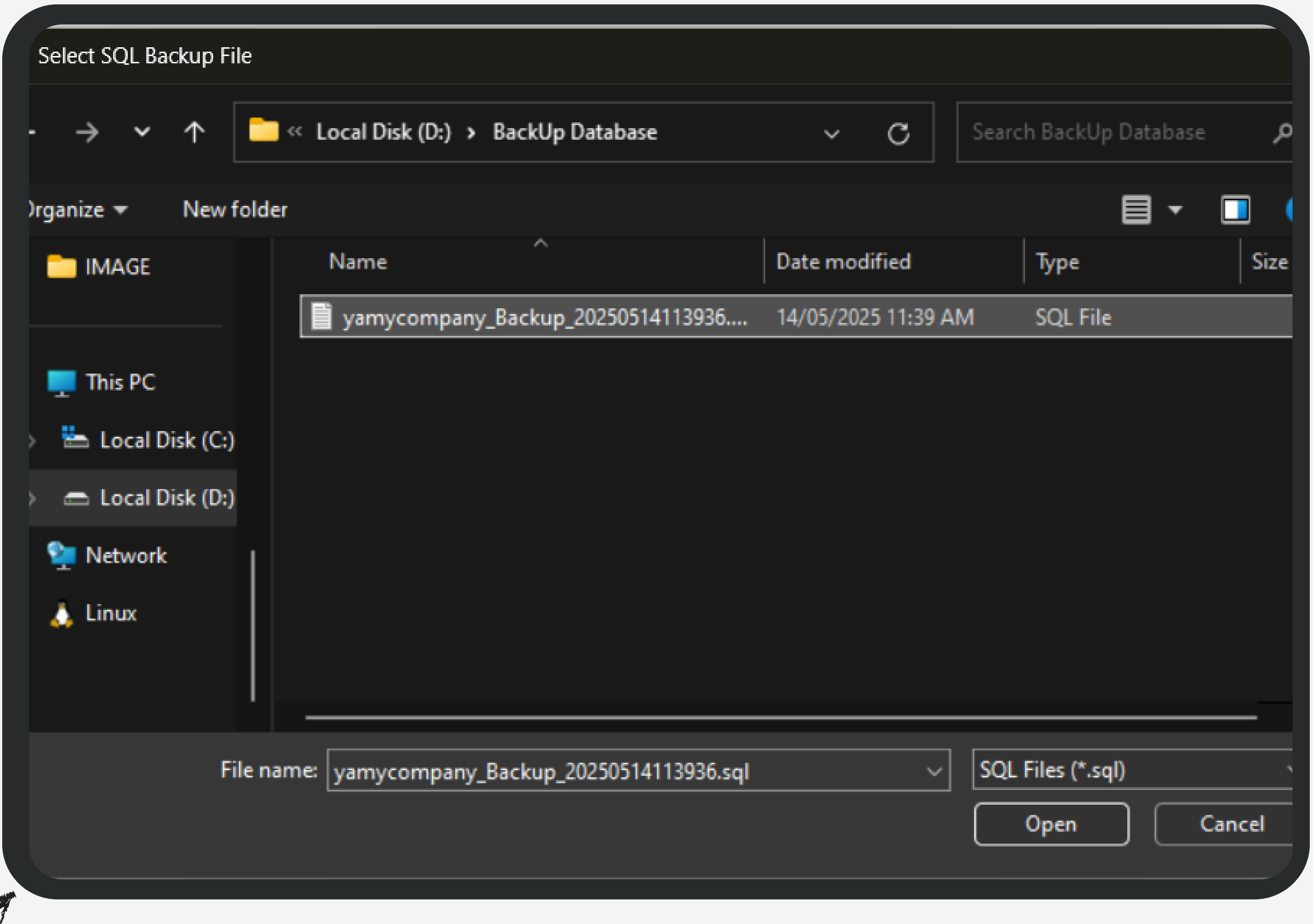
1- The system allows backing up a company's database to a selected folder using a guided file dialog. This ensures safe storage and easy access to backup files.

2 - After you Select the Folder this Message will show





"The database will be saved in a folder you choose, and it will be named after the company name."



Restore Company

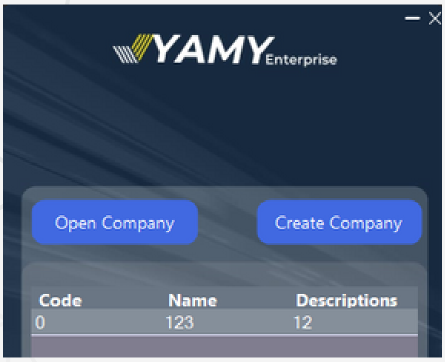
The system provides a restore function that allows administrators to recover a company's database from a previously created backup file. This is essential for data recovery in case of loss, corruption, or migration.

- **Steps to Restore a Company:**

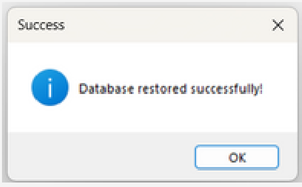
1- Click "Restore Company" :
Click the "Restore" button to begin the restoration process.

2 - Choose Backup File : Browse to the folder containing the backup file.

3 - The system restores the company's database using the selected file And It Show this Message



And It Show The Company Details here After Save



2. Lists 2.1 - Chart Of Account

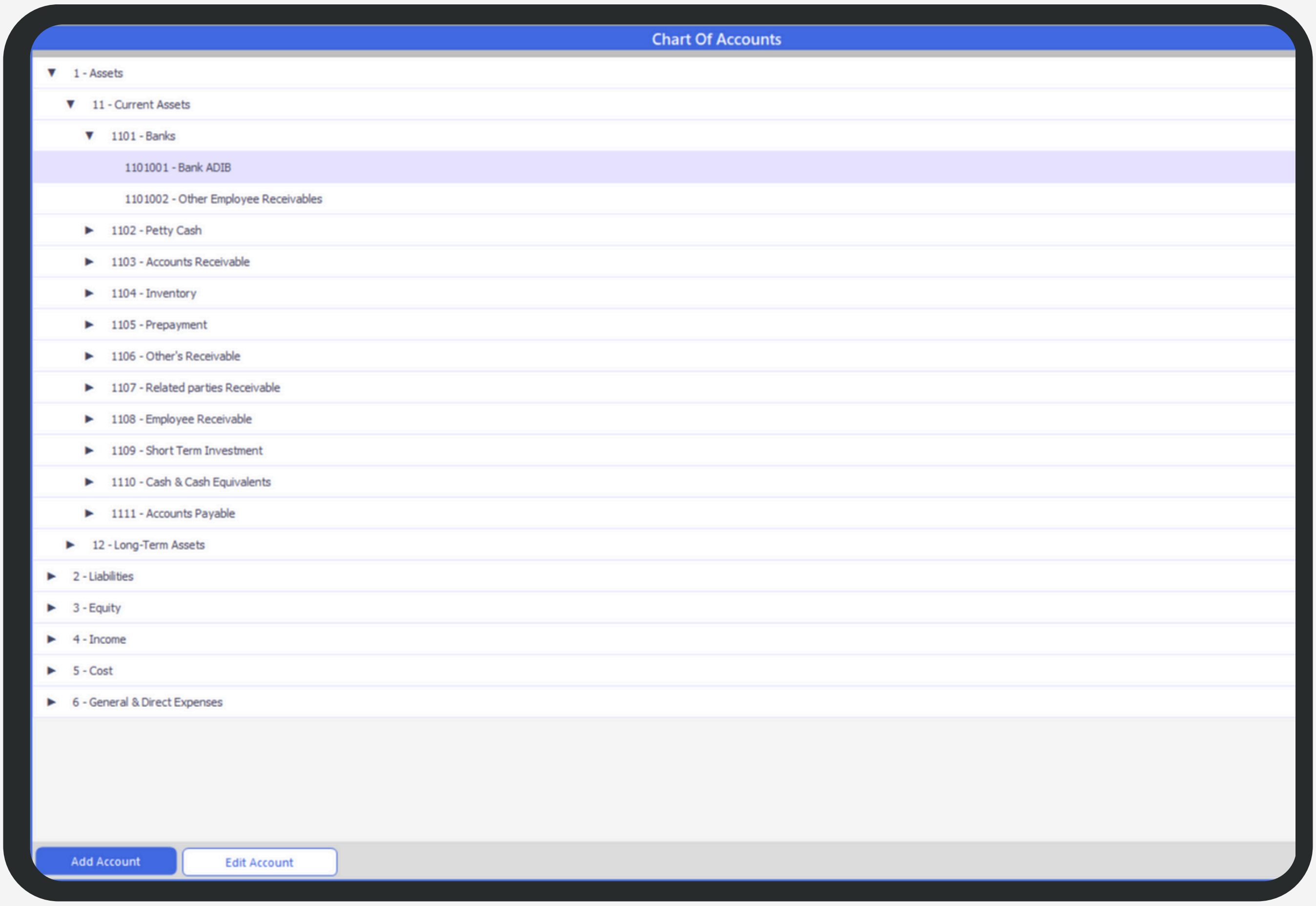


Chart Of Account

The Chart of Accounts (COA) is the foundation of the accounting system. It defines the structure for recording all financial transactions in an organized and standardized way.

◆ **COA Structure:**

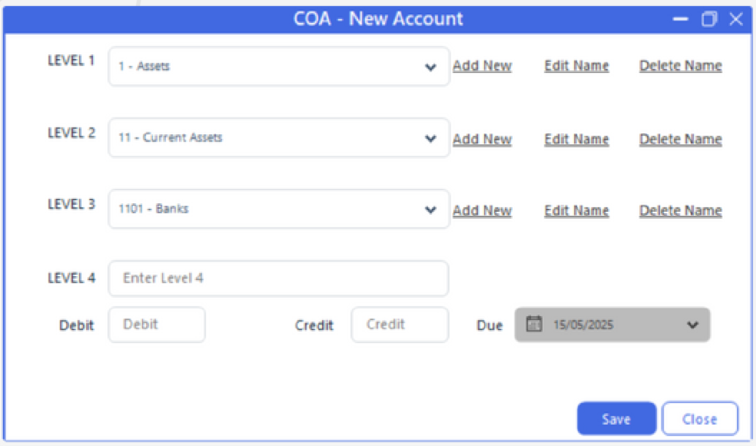
- The chart is divided into 4 levels (Level 1: Main Group → Level 2 : Subgroup →Level 3: Detailed Account →Level 4: Sub-account).
- Each level helps in organizing accounts in a logical and nested way.

◆ **Key Features:**

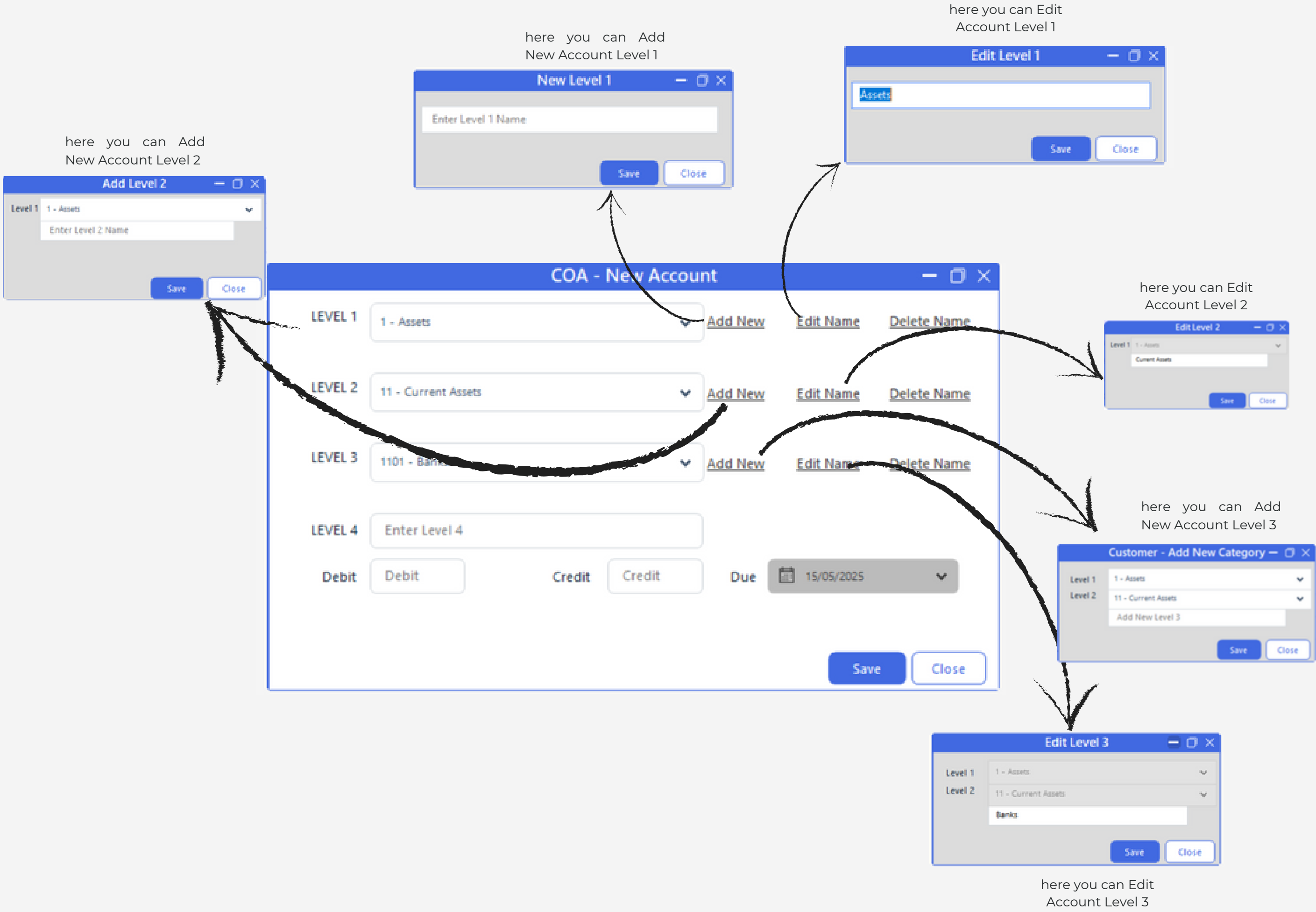
1- Multi-Level Design
2- Easily view, expand, and manage account tree.
3- System ensures that accounts are structured consistently across all levels.
4- Supports up to 4 levels of accounts.
5- You can modify any level (rename, change parent, etc.) as needed.

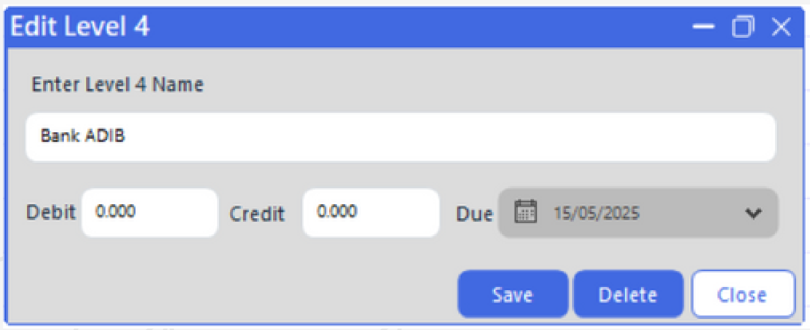
◆ **Add/Edit Accounts:**

- By clicking the "Add Account" button, a dedicated form opens.



- The form allows you to create a new account or edit an existing one.

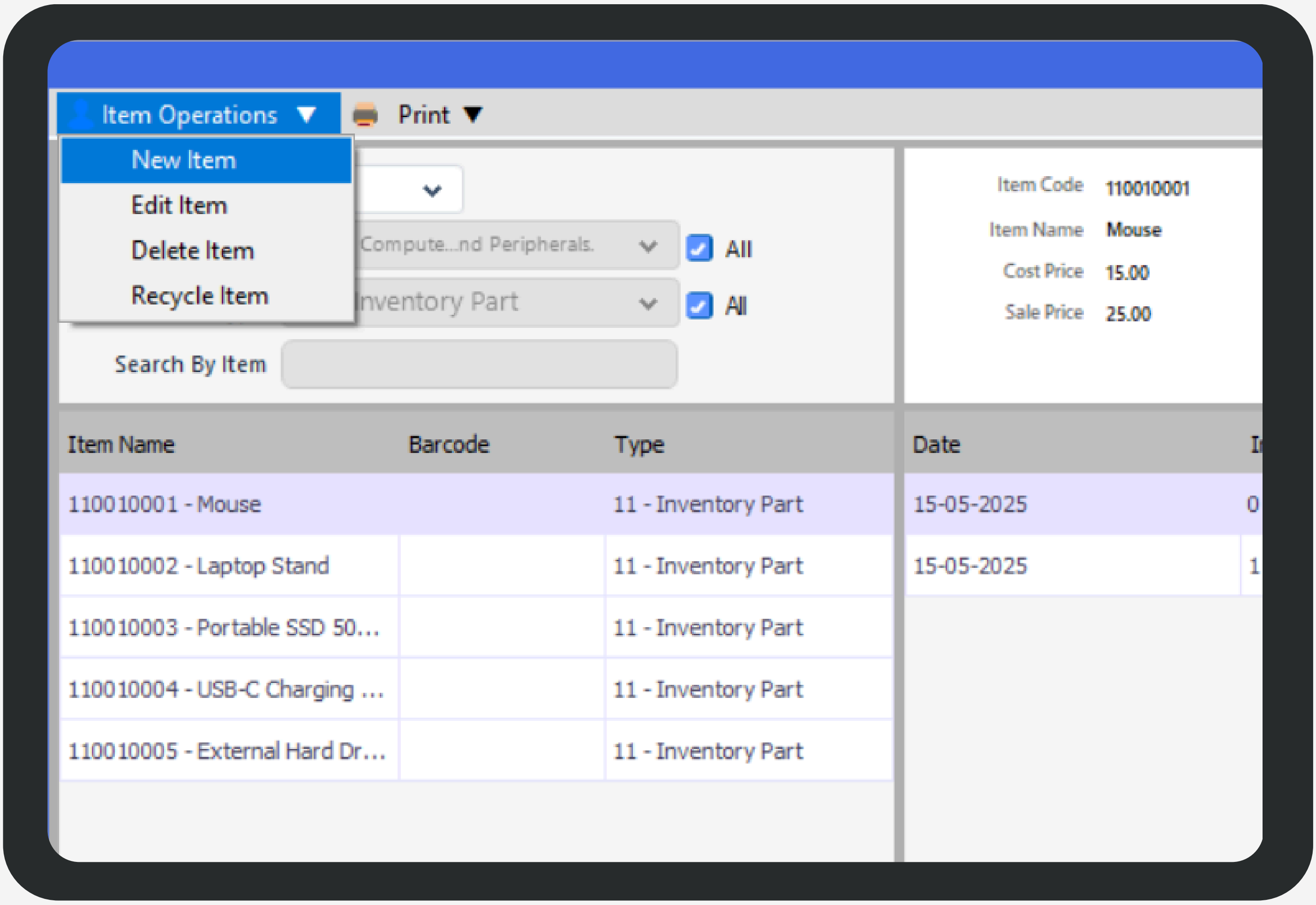




- In the Main Chart of Accounts (COA) Form, double-clicking on a Level 4 account Or Click Edit Account Button opens the account form in edit mode. The form is pre-filled with the account's existing details, allowing you to:
  1- Edit the account name, type, or parent
  2- Save changes directly.

2. Lists 2.2 - Item List

The Item List form displays all products, services, and assembly items registered in the system. It serves as the central place for managing inventory items used in sales, purchases, and stock control.



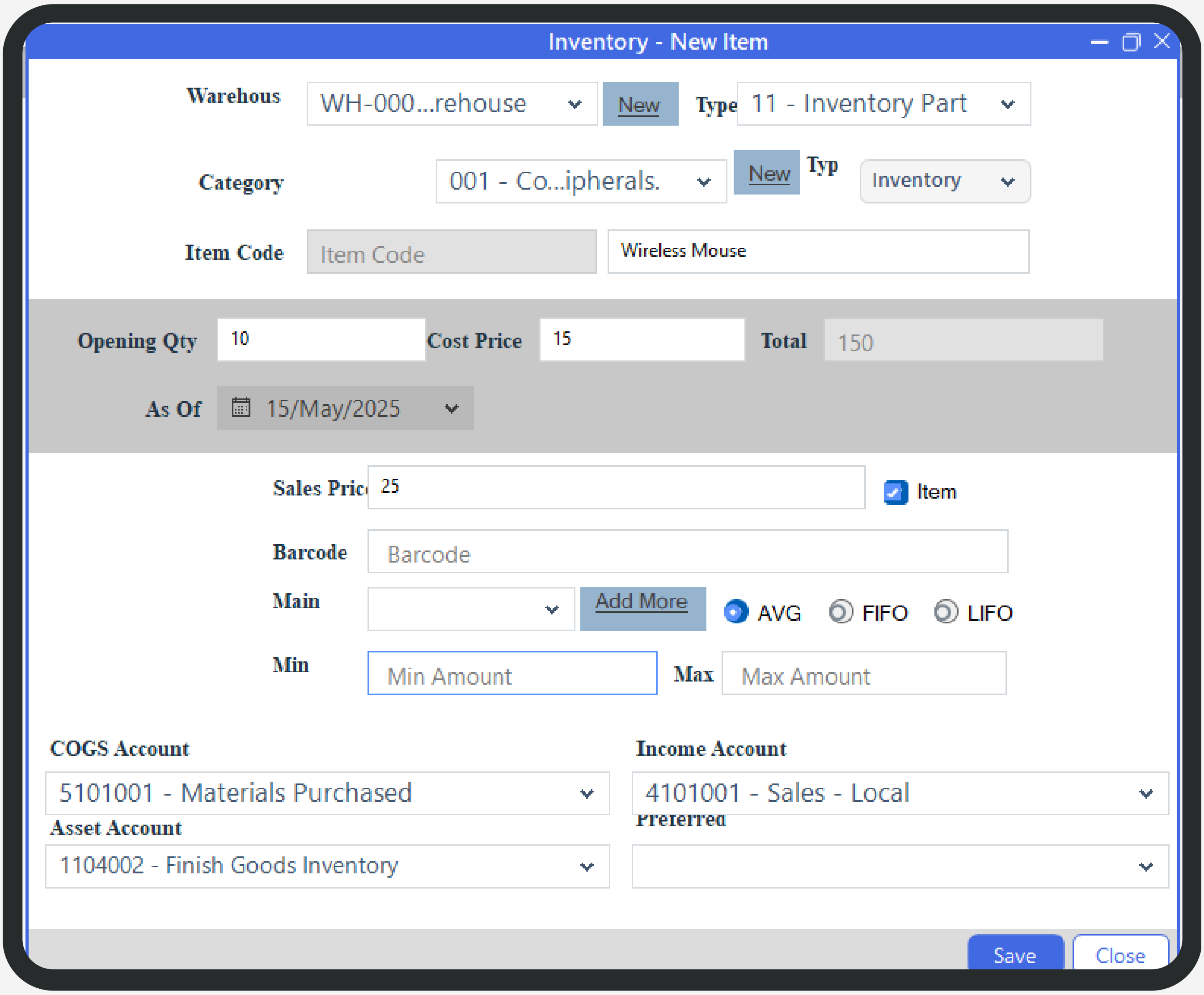
- **Item List Structure:**

  All item-related actions are available through the menu bar at the top of the Item List form. When you click the "Item Operations" button, a dropdown menu appears with the following options:

- **Available Operations:**
  - New Item – Opens the form to create a new product, service, or assembly item.
  - Edit Item – Opens the selected item in edit mode to update its details.
  - Delete Item – Marks the selected item for deletion (soft delete or remove from active list).
  - Recycle Item – Restores previously deleted items from the recycle bin back to the active list.

Button New Item

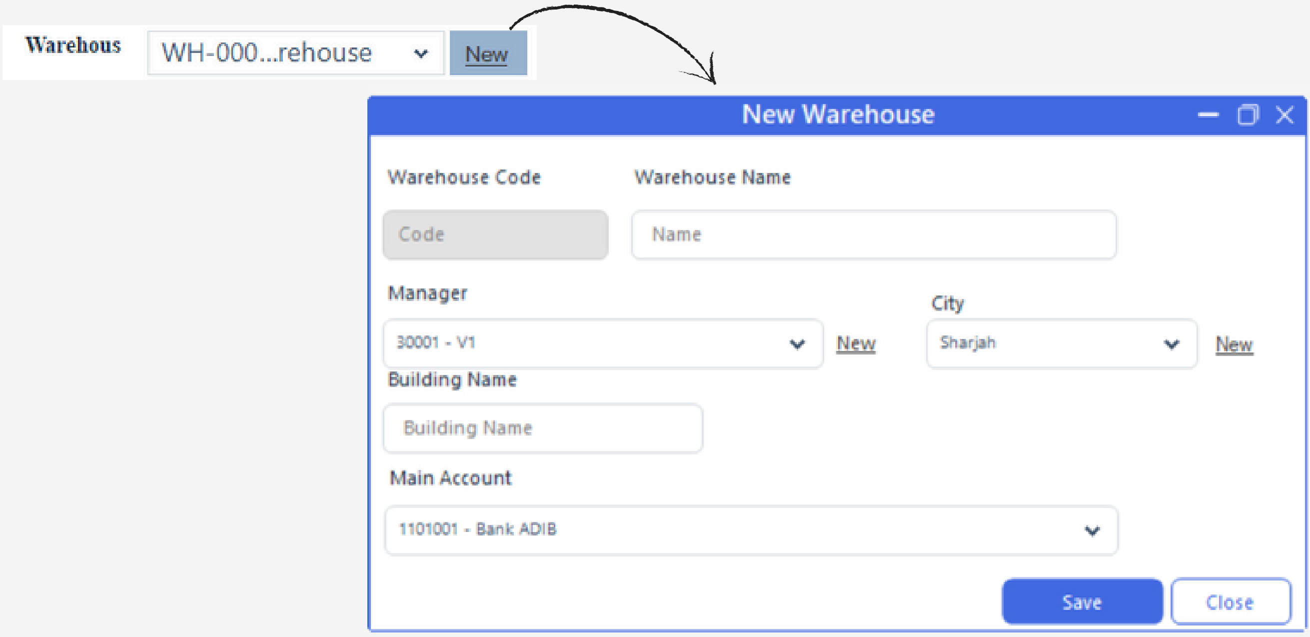
- Main Form → Item List → Item Operations → New Item



◆ Key Fields in the Form:

- Warehouse Type – Choose the default warehouse for the item.
- Type – Choose the item type: Product, Service, Assembly.
- Category – Choose the item's category.
- Item Code – Unique identifier for the item.
- Item Name – Descriptive name of the item.
- Opening Balance – Initial stock quantity and value (if available).
- Sales Price – Default selling price.
- Barcode – Barcode number for scanning.
- Main Unit – Choose the primary unit of measure (e.g., piece, box, kg).
- Min Amount – Minimum allowed quantity in stock.
- Max Amount – Maximum allowed quantity in stock.
- COGS Account – Choose the Cost of Goods Sold account.
- Income Account – Choose the sales revenue account.
- Asset Account – Choose the inventory asset account.
- Preferred Vendor – Choose the main supplier/vendor for this item.

2. Lists 2.2 - Item List Operation Buttons:



When adding a new item, clicking the "New" button next to the Warehouse selection opens the Warehouse Form. This form allows you to create a new warehouse quickly and efficiently during item setup.

When adding a new item, clicking the "New" button next to the Category selection opens the Category Form. This allows you to create a new item category on the spot without leaving the item entry process.

Button Edit Item

- Main Form → Item List → Item Operations → Edit Item
  - When you select an existing item and click "Edit Item" from the Item Operations menu, the system will open the same form used for adding a new item — but in edit mode.

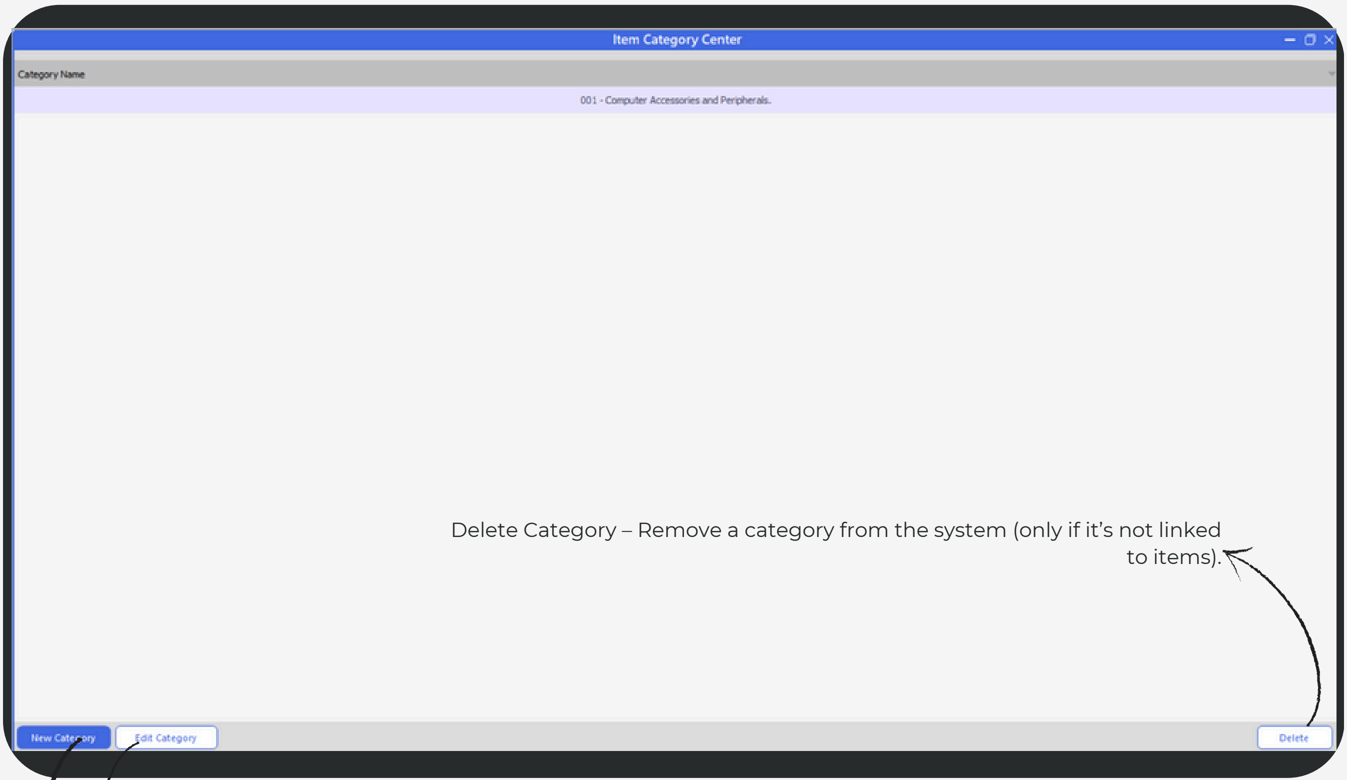
Button Delete Item

- Main Form → Item List → Item Operations → Delete Item
  - The Delete Item option is available under the Item Operations menu in the Item List form. It allows you to remove an item from active use in the system.

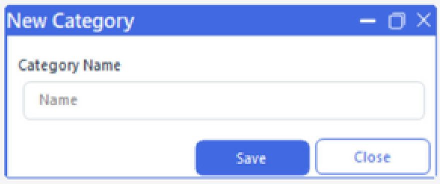
2. Lists 2.3 - Item Category List

- Main Form → List → Item Category List

The Item Category List form allows you to manage item categories used to classify inventory items.



Delete Category – Remove a category from the system (only if it's not linked to items).



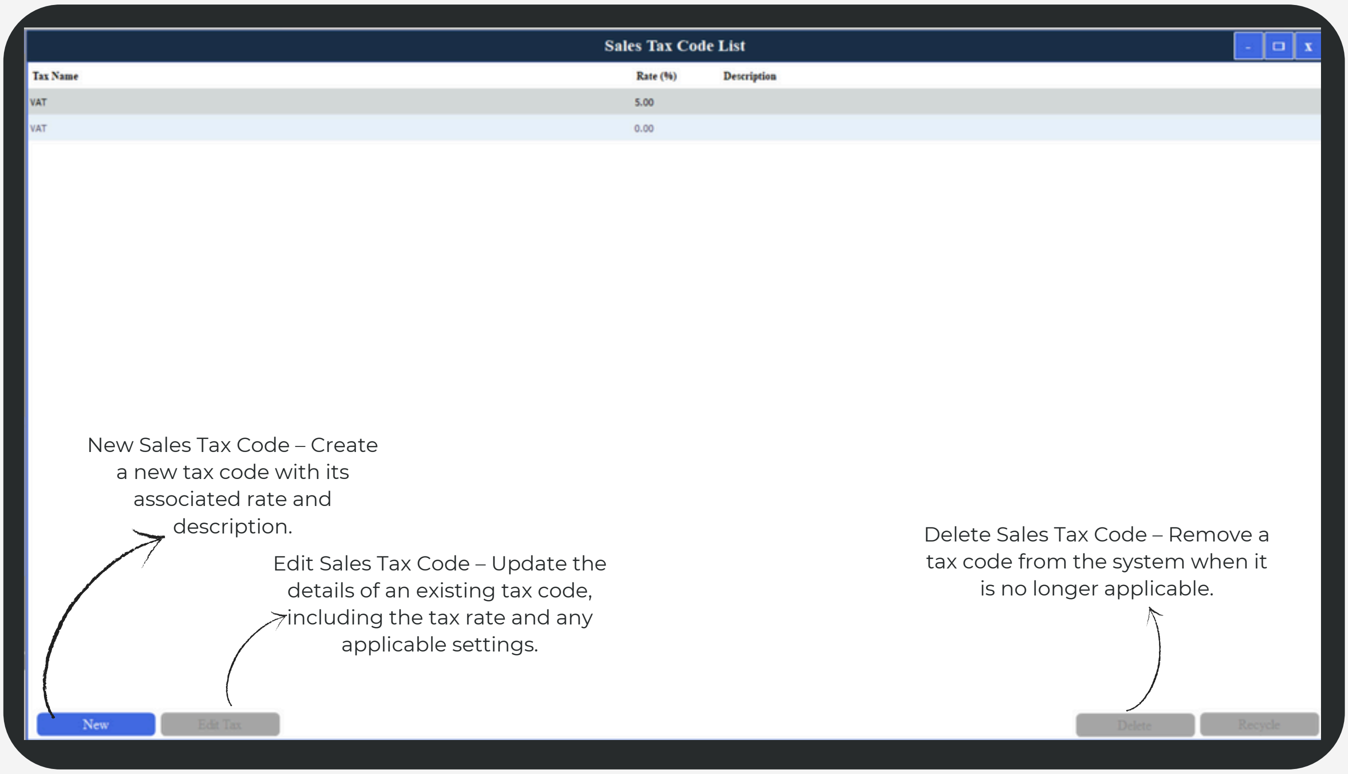
- New Category – Create a new category to group similar items.

- Edit Category – Update the name, code, description, or linked account of an existing category.

2. Lists 2.4 - Item Tax Code

- Main Form → List → Item Tax Code

The Sales Tax Code List form displays all available sales tax codes used within the system. This centralized list allows you to manage tax rates and codes applied to sales transactions.



🔹 Available Operations:

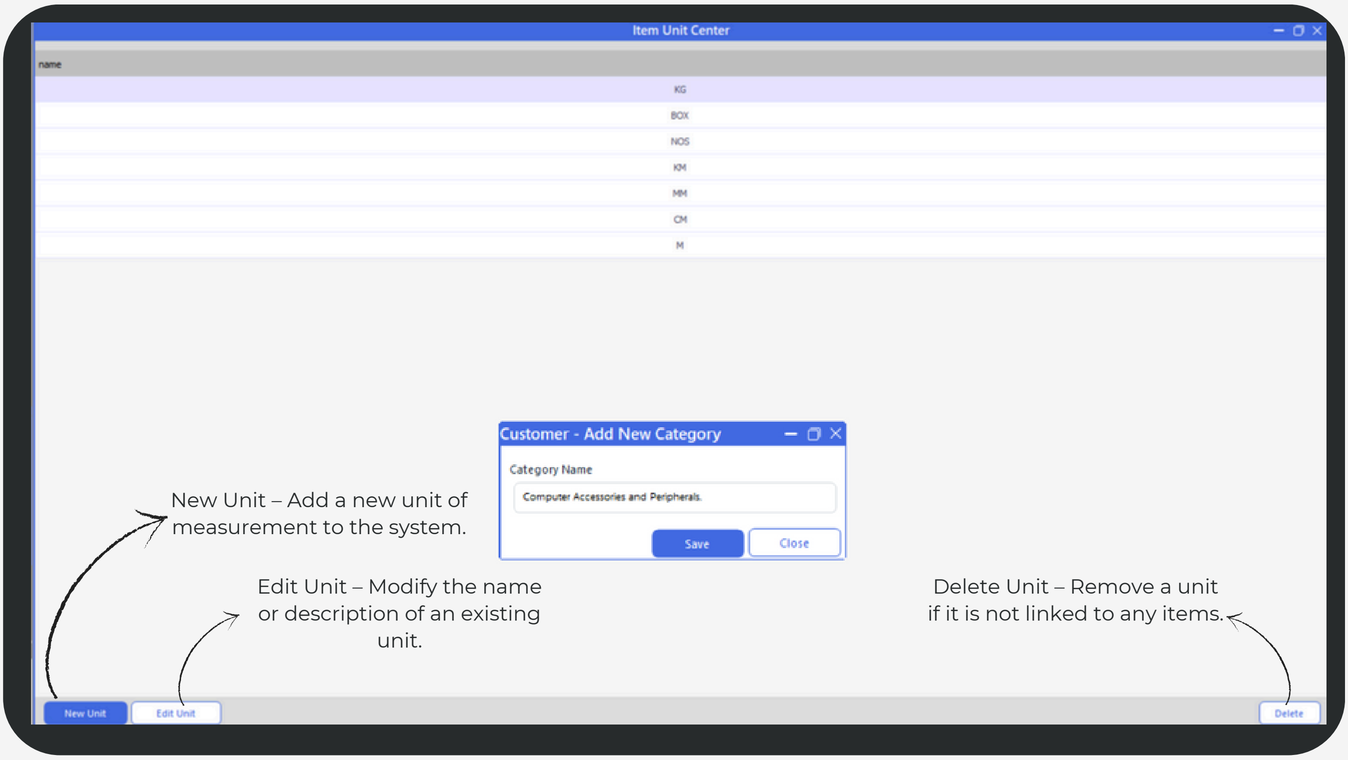
- New Sales Tax Code – Create a new tax code with its associated rate and description.
- Edit Sales Tax Code – Update the details of an existing tax code, including the tax rate and any applicable settings.
- Delete Sales Tax Code – Remove a tax code from the system when it is no longer applicable.

✅ Features:

- Ensures that sales transactions are taxed accurately according to the defined codes and rates.
- Provides a centralized management interface for maintaining up-to-date tax information.

- Main Form → List → Item Unit List

The Item Unit List form manages all units of measurement used for inventory items. Units define how quantities are tracked, purchased, and sold (e.g., Piece, Box, KG, Liter).



🔷 Available Operations:

- New Unit – Add a new unit of measurement to the system.
- Edit Unit – Modify the name or description of an existing unit.
- Delete Unit – Remove a unit if it is not linked to any items.

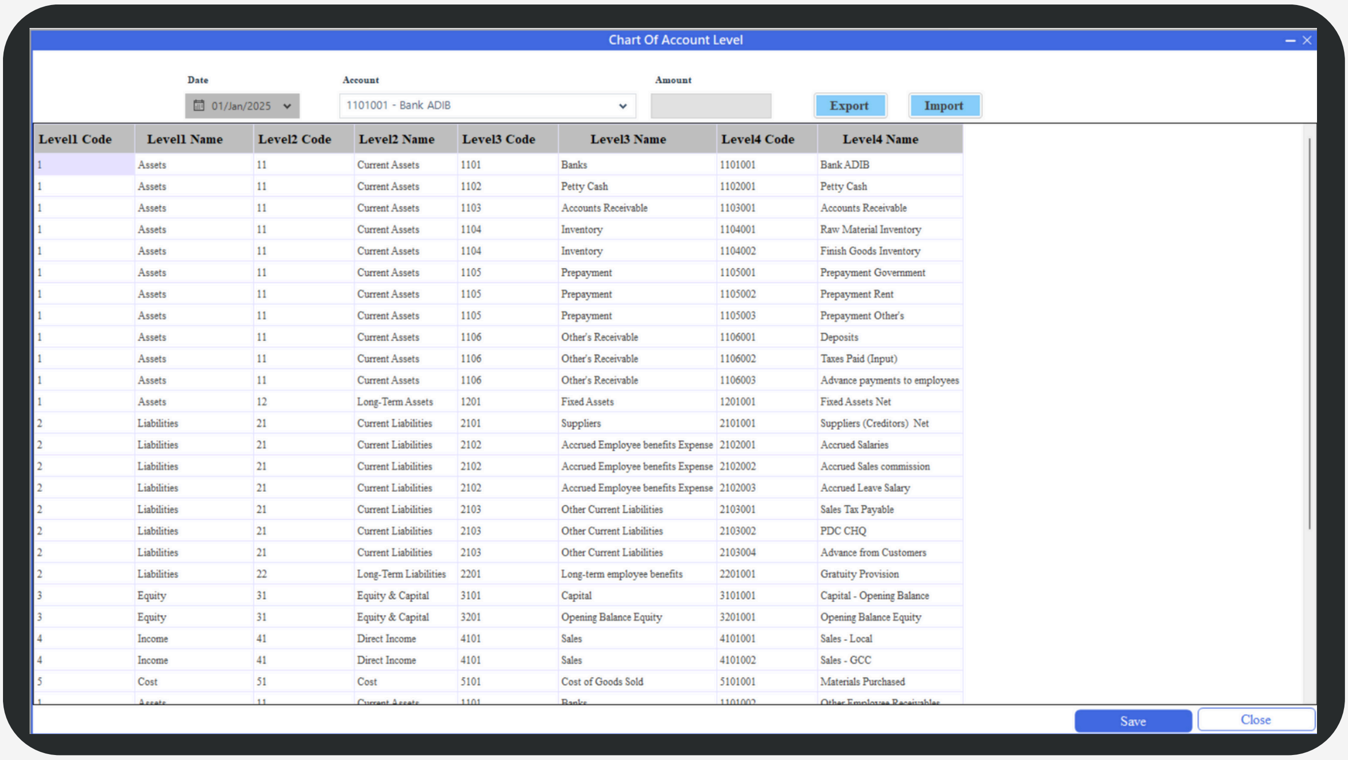
✅ Features:

- Ensures consistency in item quantity tracking.
- Supports accurate stock control and pricing based on defined units.
- Essential for inventory, sales, and purchasing modules.

3. Accountant 3.1 - Account Center

- Main Form → Accountant → Account Center → Export & Import

The Export & Import feature under the Account Center allows users to transfer accounting data in and out of the system using Excel or supported file formats.



Level1 Code	Level1 Name	Level2 Code	Level2 Name	Level3 Code	Level3 Name	Level4 Code	Level4 Name
1	Assets	11	Current Assets	1101	Banks	1101001	Bank ADIB
1	Assets	11	Current Assets	1102	Petty Cash	1102001	Petty Cash
1	Assets	11	Current Assets	1103	Accounts Receivable	1103001	Accounts Receivable
1	Assets	11	Current Assets	1104	Inventory	1104001	Raw Material Inventory
1	Assets	11	Current Assets	1104	Inventory	1104002	Finish Goods Inventory
1	Assets	11	Current Assets	1105	Prepayment	1105001	Prepayment Government
1	Assets	11	Current Assets	1105	Prepayment	1105002	Prepayment Rent
1	Assets	11	Current Assets	1105	Prepayment	1105003	Prepayment Other's
1	Assets	11	Current Assets	1106	Other's Receivable	1106001	Deposits
1	Assets	11	Current Assets	1106	Other's Receivable	1106002	Taxes Paid (Input)
1	Assets	11	Current Assets	1106	Other's Receivable	1106003	Advance payments to employees
1	Assets	12	Long-Term Assets	1201	Fixed Assets	1201001	Fixed Assets Net
2	Liabilities	21	Current Liabilities	2101	Suppliers	2101001	Suppliers (Creditors) Net
2	Liabilities	21	Current Liabilities	2102	Accrued Employee benefits Expense	2102001	Accrued Salaries
2	Liabilities	21	Current Liabilities	2102	Accrued Employee benefits Expense	2102002	Accrued Sales commission
2	Liabilities	21	Current Liabilities	2102	Accrued Employee benefits Expense	2102003	Accrued Leave Salary
2	Liabilities	21	Current Liabilities	2103	Other Current Liabilities	2103001	Sales Tax Payable
2	Liabilities	21	Current Liabilities	2103	Other Current Liabilities	2103002	PDC CHQ
2	Liabilities	21	Current Liabilities	2103	Other Current Liabilities	2103004	Advance from Customers
2	Liabilities	22	Long-Term Liabilities	2201	Long-term employee benefits	2201001	Gratuity Provision
3	Equity	31	Equity & Capital	3101	Capital	3101001	Capital - Opening Balance
3	Equity	31	Equity & Capital	3201	Opening Balance Equity	3201001	Opening Balance Equity
4	Income	41	Direct Income	4101	Sales	4101001	Sales - Local
4	Income	41	Direct Income	4101	Sales	4101002	Sales - GCC
5	Cost	51	Cost	5101	Cost of Goods Sold	5101001	Materials Purchased
1	Assets	11	Current Assets	1101	Banks	1101002	Other Employee Receivables

🔹 Key Functions:

- Export Accounts – Download the Chart of Accounts (COA) to an Excel file for backup, review, or editing outside the system.
- Import Accounts – Upload an Excel file to add or update accounts in bulk.

✅ Features:

Supports structured Excel templates for easy import.

- Speeds up account setup, especially for large COA structures.
- Ensures data consistency by validating imported information.
- Helpful for migrating data from other systems or restoring backups.

Export Accounts Button 

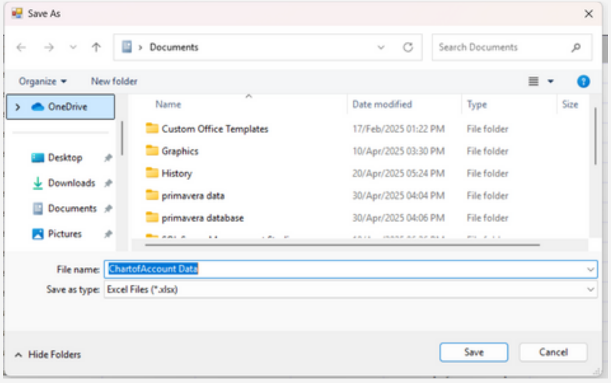
🔄 Export Accounts

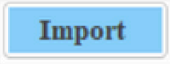
The Export Accounts feature allows you to download the Chart of Accounts (COA) to an Excel file.

✅ Features:

- Create a backup of your account structure
- Review or audit account details outside the system
- Edit or prepare accounts for re-import using Excel

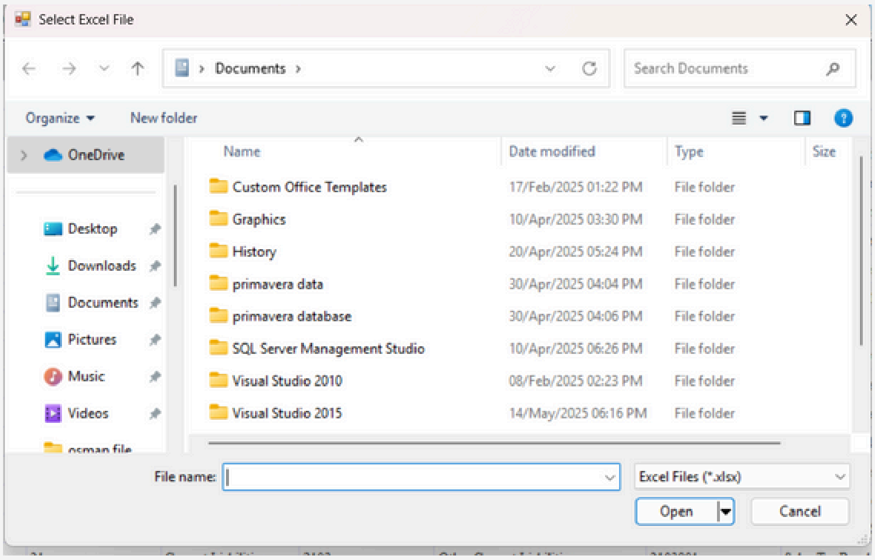
This feature is useful for accountants who prefer working with data in spreadsheet format or need to share account details with external teams.

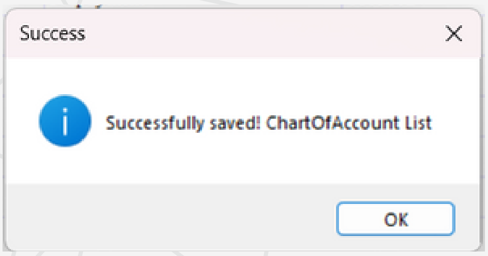


Export Accounts Button 

The Import Accounts feature allows you to upload an Excel file to quickly add or update accounts in bulk within the Chart of Accounts (COA).

- ✅ Features:
- Speed up the creation of multiple accounts
- Efficiently migrate data from other systems
- Easily apply bulk changes to account names, codes, or structures



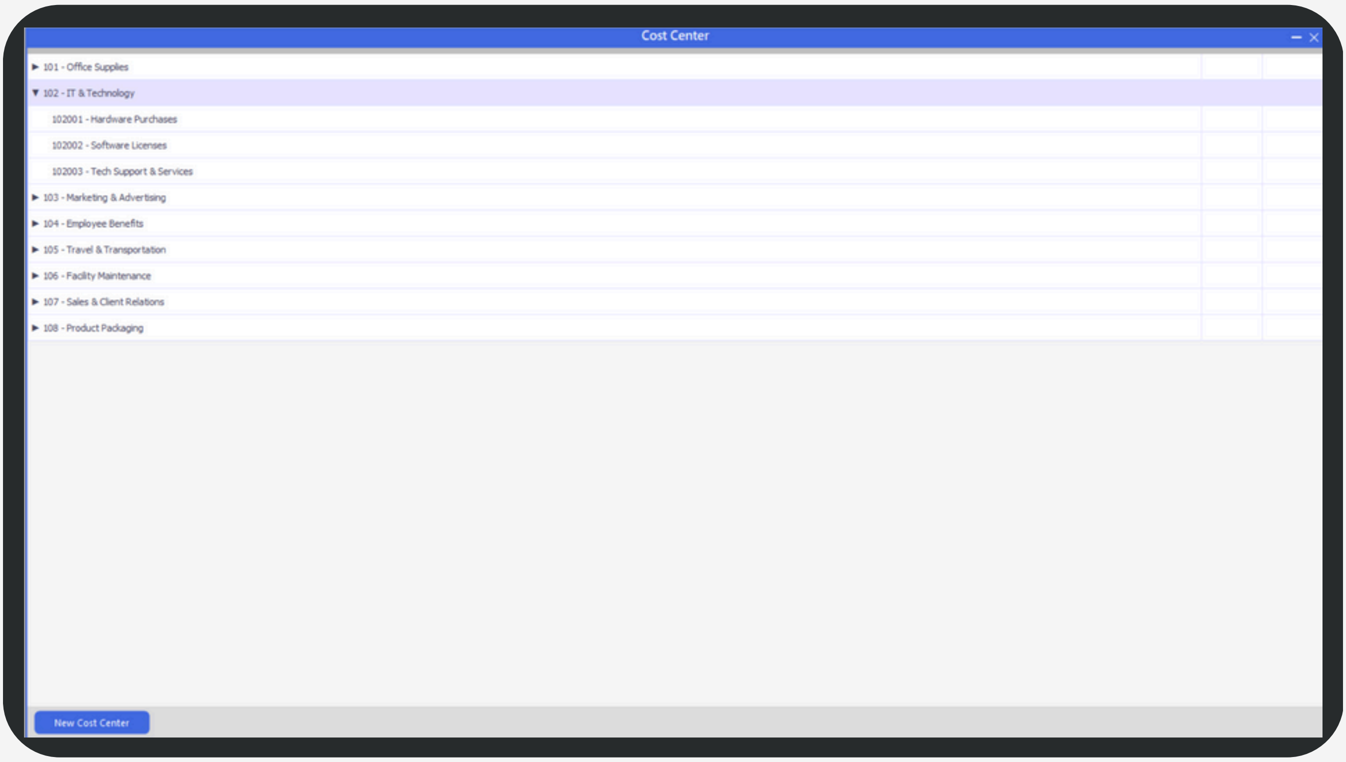


🔹 After Import:
Once you upload the Excel file and press the Save button:
The system will replace your existing Chart of Accounts with the new one.
A success message will appear to confirm that the data has been saved.
⚠ Be cautious: Saving will overwrite your old chart. Make sure to export a backup before importing.

3. Accountant 3.1 - Account Center

- Main Form → Accountant → Account Center → Cost Center

The Cost Center form is used to define and manage cost centers within your accounting system. A cost center helps track income and expenses by department, project, branch, or any specific business unit.



➕ New Cost Center

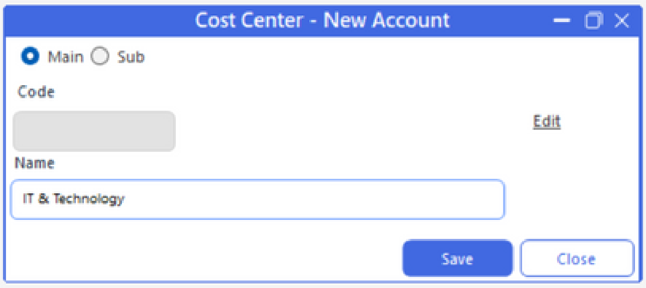
The New Cost Center feature allows you to create a new cost center, which can be defined as either a main or sub cost center.

🔹 Key Fields:

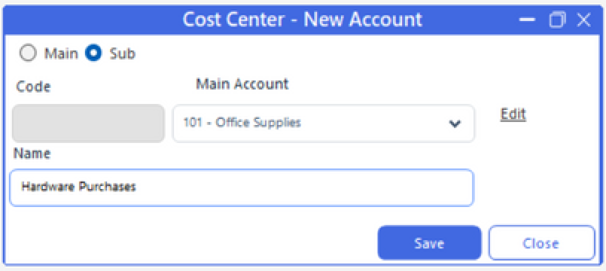
- Cost Center Name – The descriptive name of the department, project, or unit (e.g., "Marketing Department").
- Cost Center Code – A unique code to identify the cost center in reports and transactions.
- Main or Sub – Choose whether this is a Main Cost Center or assign it under an existing Parent Cost Center to create a sub-level.
- Status – Set as Active or Inactive.

✅ Features:

- Helps organize financial tracking by department or project.
- Supports multi-level cost center hierarchies for detailed reporting.
- Makes it easier to analyze profit and expense distribution.



Main Cost Center



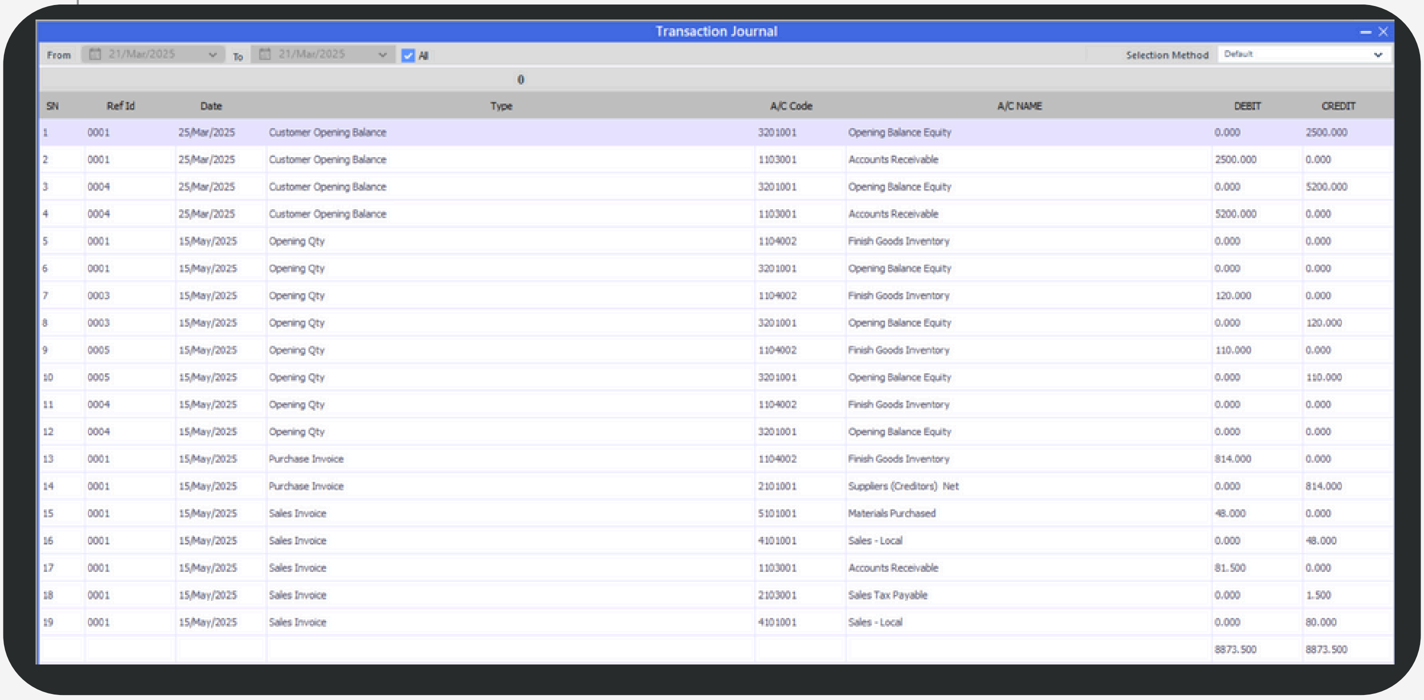
Sub Cost Center

When you need to create a Sub Cost Center, the system allows you to link it to a Main Cost Center for better structure and reporting.

3. Accountant 3.2 - Transaction Journal

- Main Form → Accountant → Transaction Journal

The Transaction Journal is the core form used to manually enter and manage accounting transactions in the system. It allows users to record debits and credits for various accounts based on double-entry accounting.



SN	Ref Id	Date	Type	A/C Code	A/C NAME	DEBIT	CREDIT
1	0001	25/Mar/2025	Customer Opening Balance	3201001	Opening Balance Equity	0.000	2500.000
2	0001	25/Mar/2025	Customer Opening Balance	1103001	Accounts Receivable	2500.000	0.000
3	0004	25/Mar/2025	Customer Opening Balance	3201001	Opening Balance Equity	0.000	5200.000
4	0004	25/Mar/2025	Customer Opening Balance	1103001	Accounts Receivable	5200.000	0.000
5	0001	15/May/2025	Opening Qty	1104002	Finish Goods Inventory	0.000	0.000
6	0001	15/May/2025	Opening Qty	3201001	Opening Balance Equity	0.000	0.000
7	0003	15/May/2025	Opening Qty	1104002	Finish Goods Inventory	120.000	0.000
8	0003	15/May/2025	Opening Qty	3201001	Opening Balance Equity	0.000	120.000
9	0005	15/May/2025	Opening Qty	1104002	Finish Goods Inventory	110.000	0.000
10	0005	15/May/2025	Opening Qty	3201001	Opening Balance Equity	0.000	110.000
11	0004	15/May/2025	Opening Qty	1104002	Finish Goods Inventory	0.000	0.000
12	0004	15/May/2025	Opening Qty	3201001	Opening Balance Equity	0.000	0.000
13	0001	15/May/2025	Purchase Invoice	1104002	Finish Goods Inventory	814.000	0.000
14	0001	15/May/2025	Purchase Invoice	2101001	Suppliers (Creditors) Net	0.000	814.000
15	0001	15/May/2025	Sales Invoice	5101001	Materials Purchased	48.000	0.000
16	0001	15/May/2025	Sales Invoice	4101001	Sales - Local	0.000	48.000
17	0001	15/May/2025	Sales Invoice	1103001	Accounts Receivable	81.500	0.000
18	0001	15/May/2025	Sales Invoice	2103001	Sales Tax Payable	0.000	1.500
19	0001	15/May/2025	Sales Invoice	4101001	Sales - Local	0.000	80.000
						8873.500	8873.500

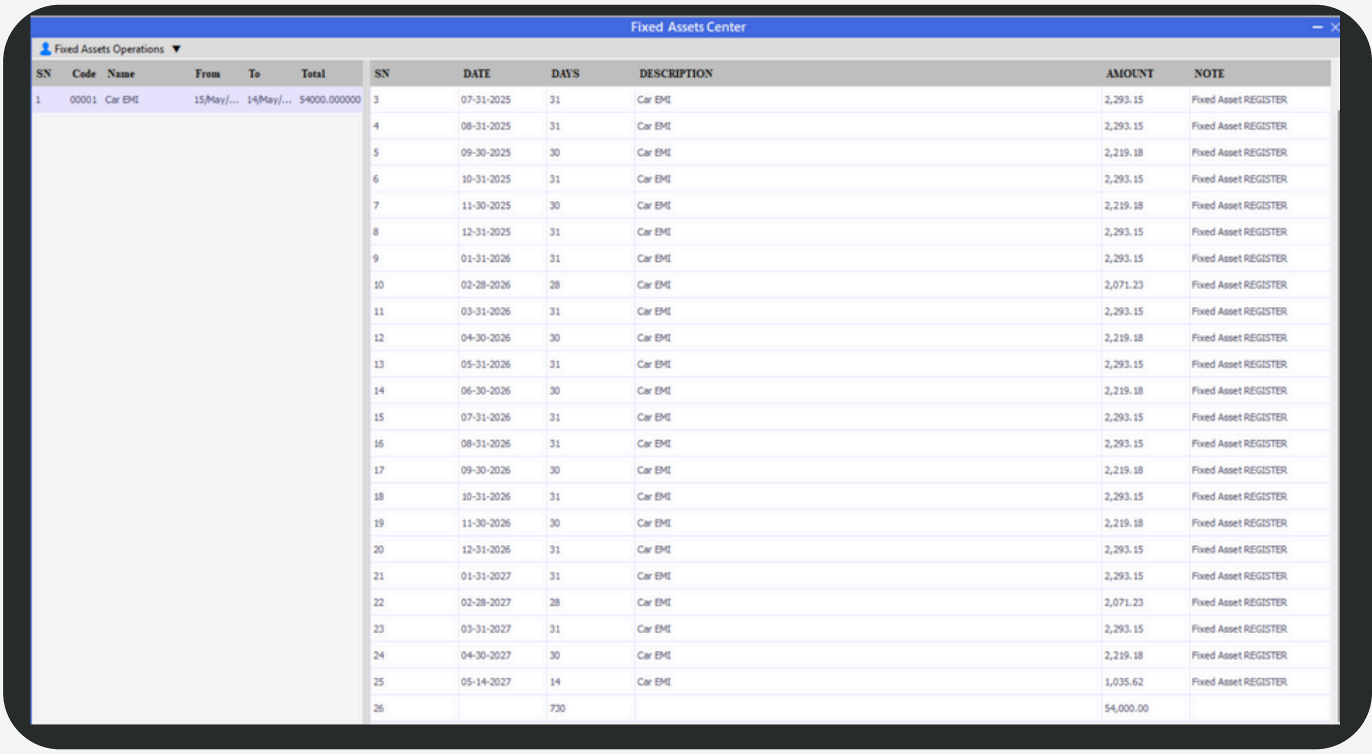
🔹 Features:

- Date Filters:
  - Set From Date and To Date to define the period of the report.
- Selection Method:
- Choose the source of transactions to filter the report, including:
  - Default
  - General Ledger
  - General Ledger Opening Balance
  - Customer Opening Balance
  - Vendor Opening Balance
  - Sales Invoice, Sales Return Invoice
  - Purchase Invoice, Purchase Return Invoice
  - Customer Receipt, Vendor Payment
  - Employee Salary, Leave Salary, End Of Service
  - Petty Cash Submission Approval, Employee Petty Cash Payment
  - Opening Qty, Prepaid Expense
  - Fixed Assets, Fixed Assets Depreciation
  - PDC Payable, PDC Receivable
  - Debit Note, Credit Note
  - Employee Salary Payment, Loan Request
  - Vendor Advance Payment, Customer Advance Payment
  - RMS Bill
- ✅ Features:
- Provides a centralized place to view journal entries generated from all modules.
- Helps in auditing, cross-checking, and reporting based on transaction sources.
- Ideal for accountants and auditors needing a breakdown of transaction origins.

3. Accountant 3.3 - Fixed Assets List

- Main Form → Accountant → Fixed Assets List →

The Fixed Assets List form displays all registered fixed assets in the system. It provides a centralized view of asset details including acquisition cost, location, depreciation info, and status.



SN	Code	Name	From	To	Total
1	00001	Car EMI	15/May/...	14/May/...	54000.000000

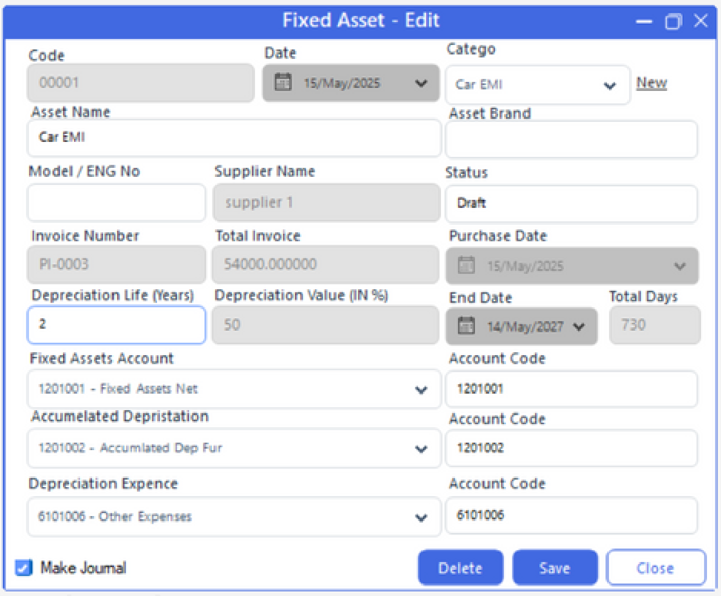
SN	DATE	DAYS	DESCRIPTION	AMOUNT	NOTE
3	07-31-2025	31	Car EMI	2,293.15	Fixed Asset REGISTER
4	08-31-2025	31	Car EMI	2,293.15	Fixed Asset REGISTER
5	09-30-2025	30	Car EMI	2,219.18	Fixed Asset REGISTER
6	10-31-2025	31	Car EMI	2,293.15	Fixed Asset REGISTER
7	11-30-2025	30	Car EMI	2,219.18	Fixed Asset REGISTER
8	12-31-2025	31	Car EMI	2,293.15	Fixed Asset REGISTER
9	01-31-2026	31	Car EMI	2,293.15	Fixed Asset REGISTER
10	02-28-2026	28	Car EMI	2,071.23	Fixed Asset REGISTER
11	03-31-2026	31	Car EMI	2,293.15	Fixed Asset REGISTER
12	04-30-2026	30	Car EMI	2,219.18	Fixed Asset REGISTER
13	05-31-2026	31	Car EMI	2,293.15	Fixed Asset REGISTER
14	06-30-2026	30	Car EMI	2,219.18	Fixed Asset REGISTER
15	07-31-2026	31	Car EMI	2,293.15	Fixed Asset REGISTER
16	08-31-2026	31	Car EMI	2,293.15	Fixed Asset REGISTER
17	09-30-2026	30	Car EMI	2,219.18	Fixed Asset REGISTER
18	10-31-2026	31	Car EMI	2,293.15	Fixed Asset REGISTER
19	11-30-2026	30	Car EMI	2,219.18	Fixed Asset REGISTER
20	12-31-2026	31	Car EMI	2,293.15	Fixed Asset REGISTER
21	01-31-2027	31	Car EMI	2,293.15	Fixed Asset REGISTER
22	02-28-2027	28	Car EMI	2,071.23	Fixed Asset REGISTER
23	03-31-2027	31	Car EMI	2,293.15	Fixed Asset REGISTER
24	04-30-2027	30	Car EMI	2,219.18	Fixed Asset REGISTER
25	05-14-2027	14	Car EMI	1,035.62	Fixed Asset REGISTER
26		730		54,000.00	

◆ Purpose:

- Maintain a complete record of company-owned assets
- Track asset value, usage, and location over time
- Monitor depreciation and disposal

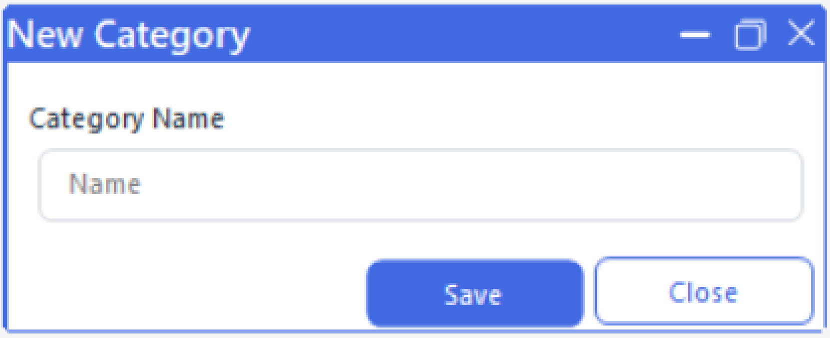
◆ **Available Operations:**

- Add New Fixed Asset – Opens the form to register a new fixed asset with all required details.
- Add New Fixed Asset Category – Opens the form to create a new category used to classify fixed assets (e.g., Vehicles, Equipment, Furniture).
- Edit Fixed Asset – Marks the selected fixed asset for deletion (only if not used in transactions).
- Delete Fixed Asset – Marks the selected fixed asset for deletion (only if not used in transactions).



- Add New Fixed Asset – Opens the form to register a new fixed asset with all required details.
- When you press Add New Fixed Asset, a form appears where you can input the asset information.
- 🔹 Key Fields in the Form:
- Asset Code
- Asset Name
- Asset Brand
- Model
- Category (Choose from list)
- Supplier Name
- Invoice Number
- Total Invoice Value
- Purchase Date
- Depreciation Life (in years or months)
- Depreciation Value
- End Date
- Total Days
- Fixed Asset Account (Choose account)
- Accumulated Depreciation Account
- Depreciation Expense Account

✅ Features:
You can edit any fixed asset details directly from this form.
- You can also delete a fixed asset from the same form if it is no longer needed.

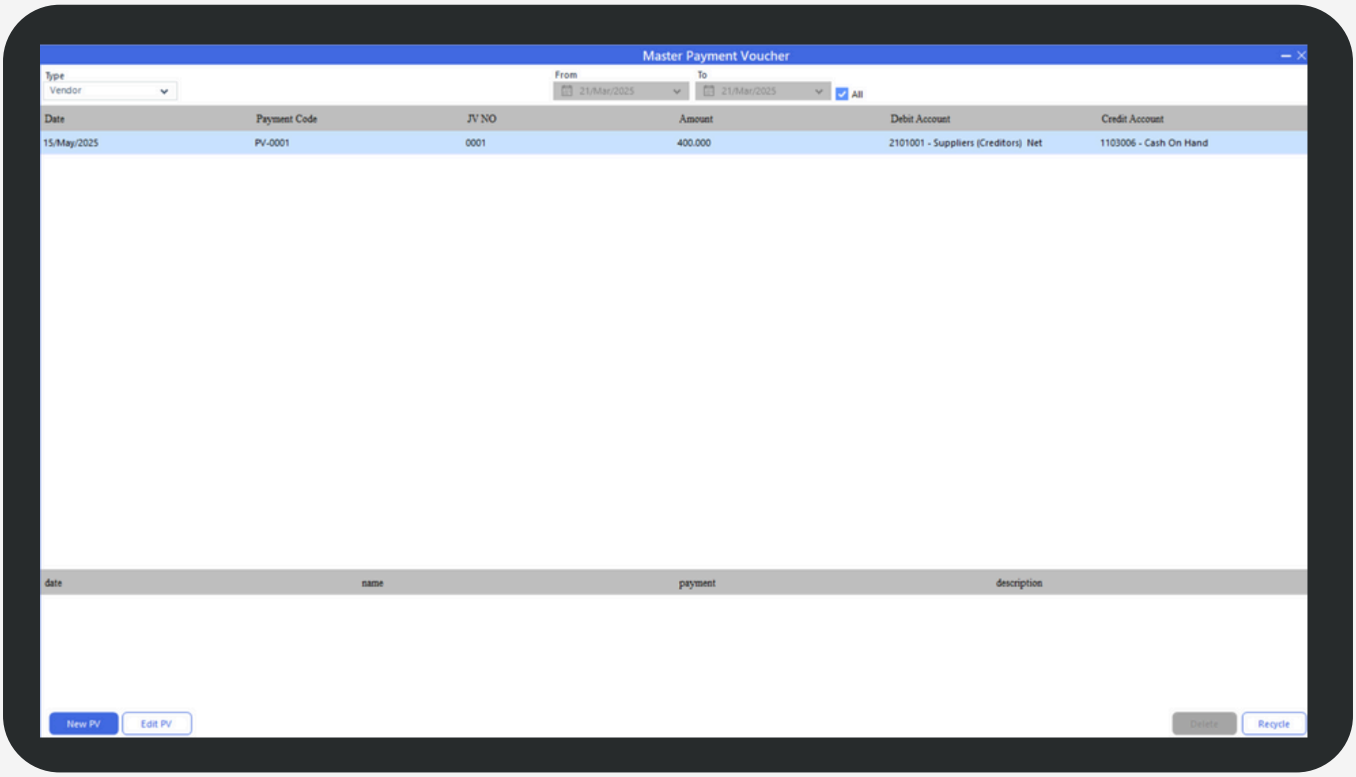


This form allows you to enter the category name
Categories help organize assets for better tracking and reporting.

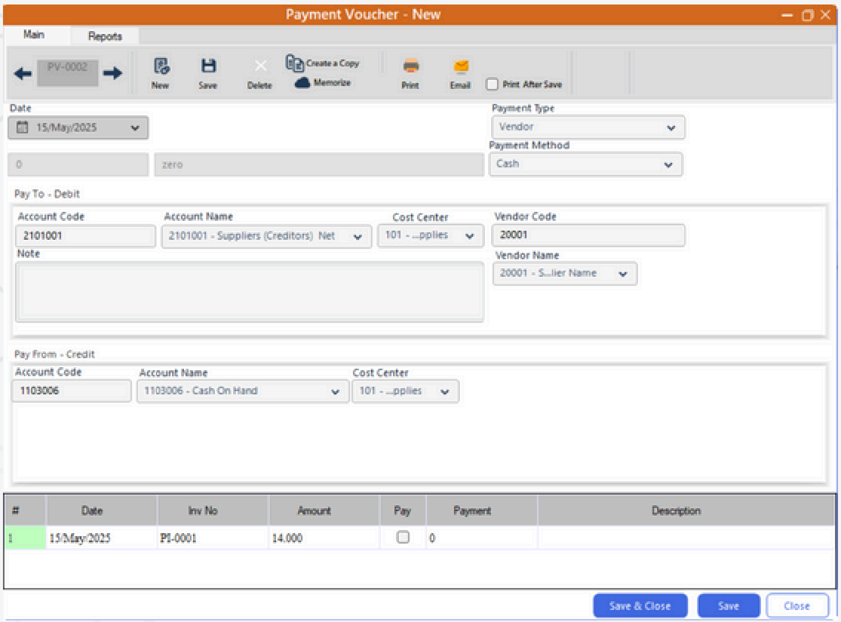
3. Accountant 3.4 - Voucher

- Main Form → Accountant → Voucher → Payment Voucher

The Payment Voucher form is used to record and manage payments made by the company. This includes payments to vendors, suppliers, or other parties.



- List of All Payment Vouchers – Displays voucher number, date, payee name, amount, and payment method.
- Search & Filter – Allows filtering by date, payee, voucher number, payment type, or status.
- View Details – Double-click any entry to view or edit the full voucher information.
- Status Tracking – Monitor whether vouchers are approved, pending, or canceled.
- Export Option – Export the log to Excel or PDF for reporting or auditing purposes.
- Print Voucher – Option to print individual payment vouchers from the log.
- ✅ Features:
- Centralized view of all outgoing payments
- Helps with financial audits and approvals
- Improves transparency and internal control
- Enables quick access to historical financial data



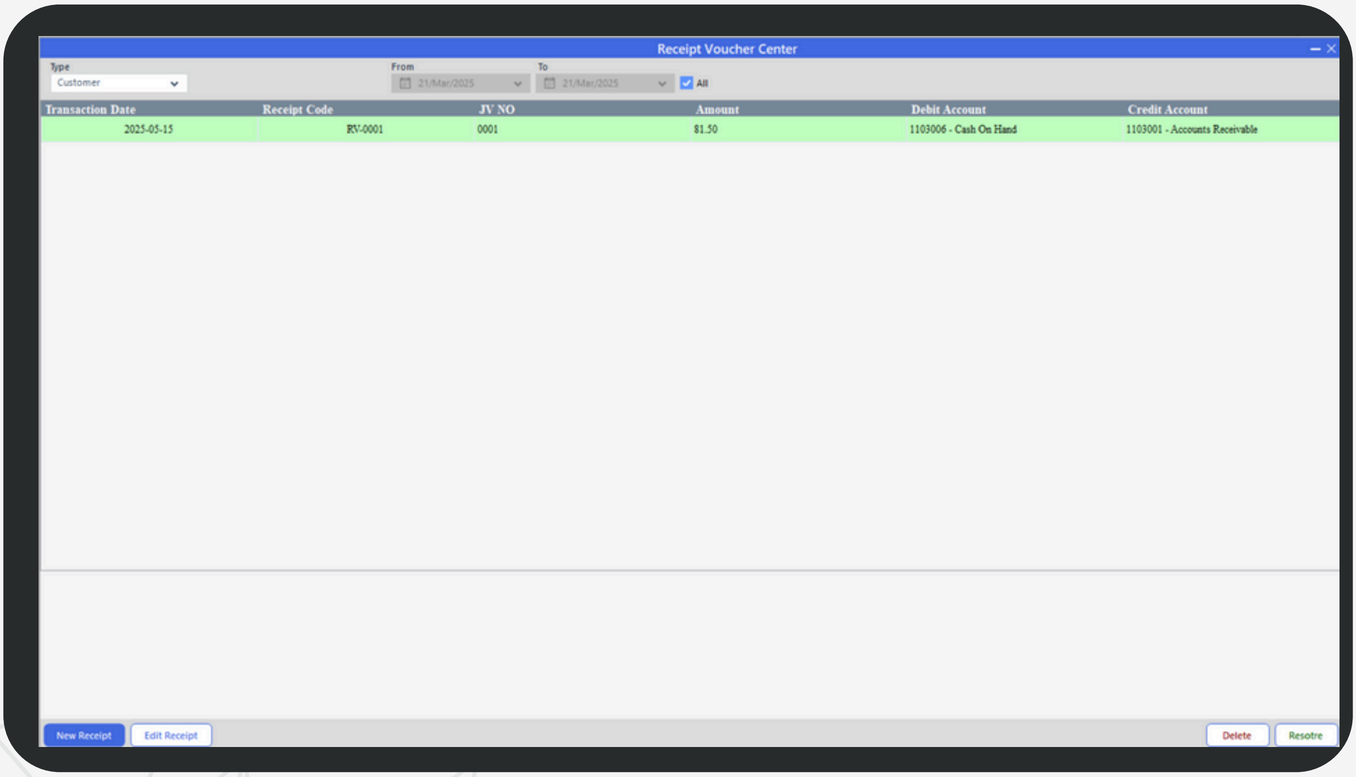
◆ Key Fields in the Form:

- Voucher Number – Automatically generated unique identifier for each payment.
- Date – The date the payment is made.
- Payment Type – Choose the recipient type: Vendor, Customer, or Employee.
- Payment Method – Choose how the payment is made: Cash, Check, Transfer, or Petty Cash.
- Payee Name – The name of the individual or entity receiving the payment.
- Amount – The total amount paid.
- Account (Credit) – The account from which the payment is issued (e.g., Bank or Cash account).
- Expense Account (Debit) – The account where the payment is recorded as an expense.
- Description / Remarks – Optional field to add notes or reasons for the payment.

3. Accountant 3.4 - Voucher

- Main Form → Accountant → Voucher → Recipt Voucher

The Receipt Voucher Log provides a complete history of all receipt vouchers entered into the system. It helps monitor incoming payments from customers, vendors (refunds), employees, or other sources.

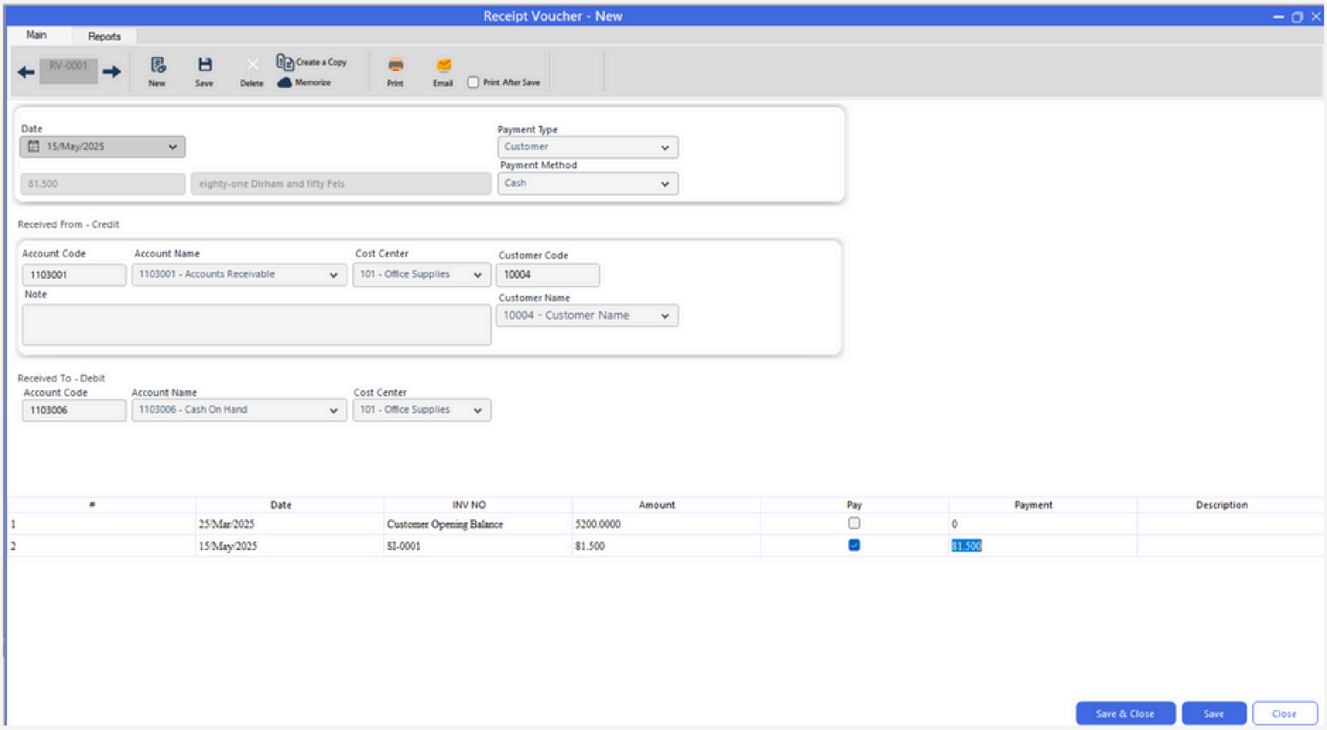


◆ Key Features:

- List of All Receipt Vouchers – Shows voucher number, date, payer name, amount, and receipt method.
- Search & Filter – Filter records by date range, payer name, voucher number, receipt type, or status.
- View or Edit Details – Double-click any entry to open and review full voucher details.
- Status Tracking – Displays current status (e.g., approved, pending, canceled).
- Export Options – Export data to Excel or PDF for reporting and financial tracking.
- Print Voucher – Print any receipt voucher directly from the log.

✅ Features:

- Full visibility into incoming payments
- Streamlines financial reconciliation and audits
- Helps verify payment records and approval history
- Improves transparency and financial control



🔹 Key Features:

- Create new receipt vouchers by entering the amount received, payer name, and date.
- Choose the account to credit (e.g. Cash, Bank) and the source account (e.g. Customer).
- Link receipts to invoices or references if applicable.
- Edit or delete existing receipt vouchers as needed.
- Track and review income transactions for reconciliation.

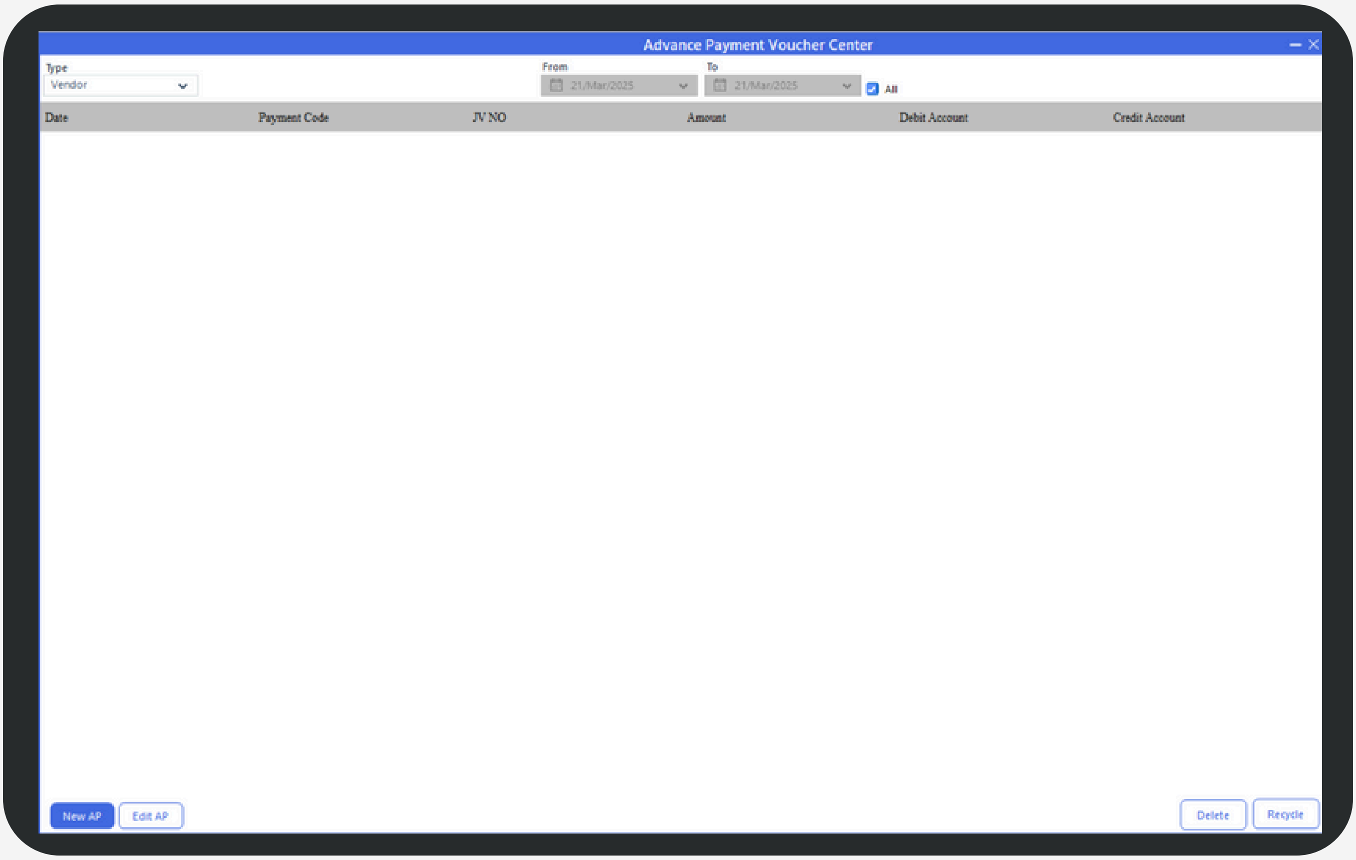
✅ Features:

- Ensures accurate recording of incoming funds.
- Maintains transparency and traceability of customer or external receipts.
- Updates related accounts in real time for financial accuracy.

3. Accountant 3.4 - Voucher

- Main Form → Accountant → Voucher → Advance Payment

The Advance Payment Form is used to record payments made in advance to employees, vendors, or customers. This type of transaction represents a prepayment that will later be settled against future expenses, purchases, or services.

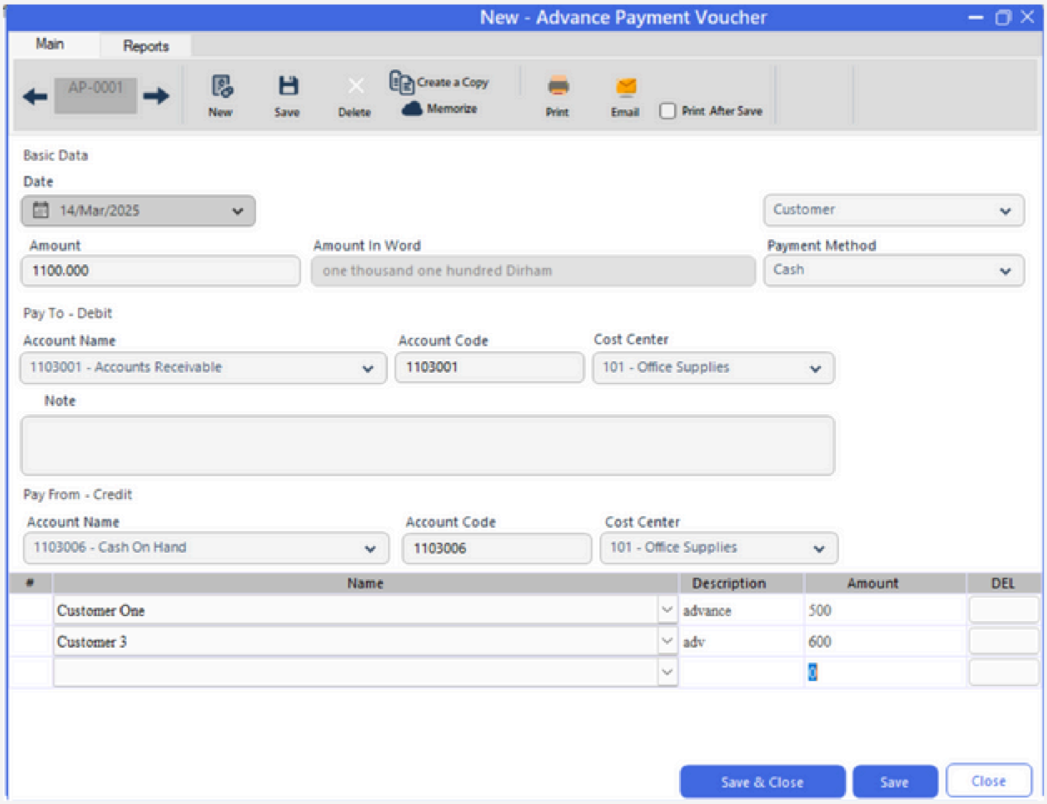


🔹 Key Features:

- List of All Advance Payments – Displays voucher number, date, payee name, type (employee, vendor, customer), amount, and payment method.
- Search & Filter – Easily filter by date range, payee type, name, or status.
- View & Edit Details – Double-click any entry to open and modify the voucher if needed.
- Status Tracking – Monitor settlement status (e.g., open, partially settled, fully settled).
- Export Options – Export the log to Excel or PDF for reporting or audit purposes.
- Print Voucher – Option to print any advance payment voucher directly from the log.

✅ Features:

- Full visibility of all outstanding and settled advances
- Helps ensure proper reconciliation with future transactions
- Enhances transparency and financial control
- Assists with audit preparation and approval workflows



🔹 Key Fields in the Form:

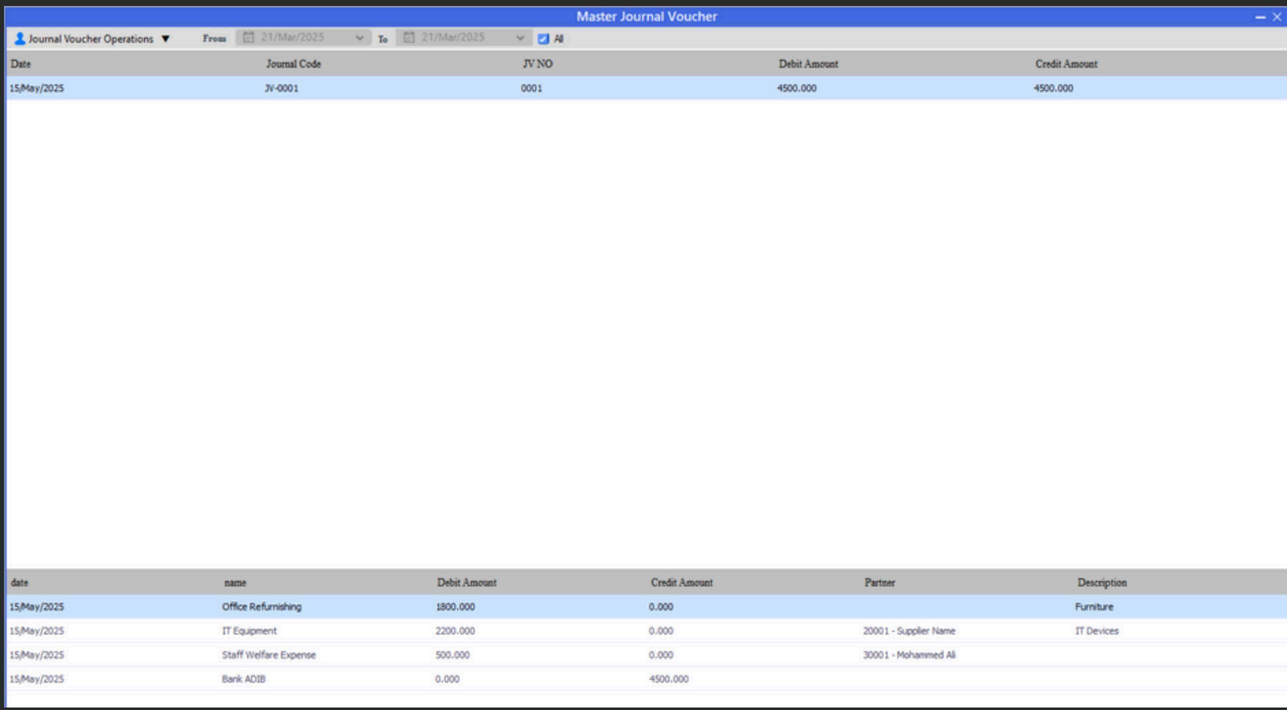
- Voucher Number – Auto-generated reference number for tracking.
- Date – The date the advance payment is issued.
- Advance Type – Select the recipient type: Employee, Vendor, or Customer.
- Payment Method – Choose how the payment is made: Cash, Check, Bank Transfer, etc.
- Payee Name – The person or entity receiving the advance.
- Amount – Total value of the advance payment.
- Account (Credit) – The account from which the advance is paid (e.g., Bank or Cash).
- Advance Account (Debit) – The prepayment or advance account where the transaction is recorded.
- Description / Remarks – Additional notes regarding the purpose of the advance.

✅ Features:

- Tracks prepayments separately from normal expenses
- Allows linking future expense or invoice settlements
- Improves cash flow management and accountability
- Ensures accurate accounting and audit trail

- Main Form → Accountant → Voucher → General Journal Voucher

The General Journal Voucher Log records and displays all journal entries posted in the accounting system. It serves as a comprehensive ledger for tracking adjustments, corrections, and other non-cash transactions that affect accounts.



🔹 Key Features:

- List of Journal Vouchers – Shows voucher number, date, description, debit and credit totals.
- Search & Filter – Filter entries by date, voucher number, account, or description keywords.
- View & Edit – Open any journal voucher to review or modify details if permitted.
- Status Tracking – Displays statuses such as posted, pending, or canceled.
- Export & Print – Export data to Excel/PDF and print individual journal vouchers.

✅ Features:

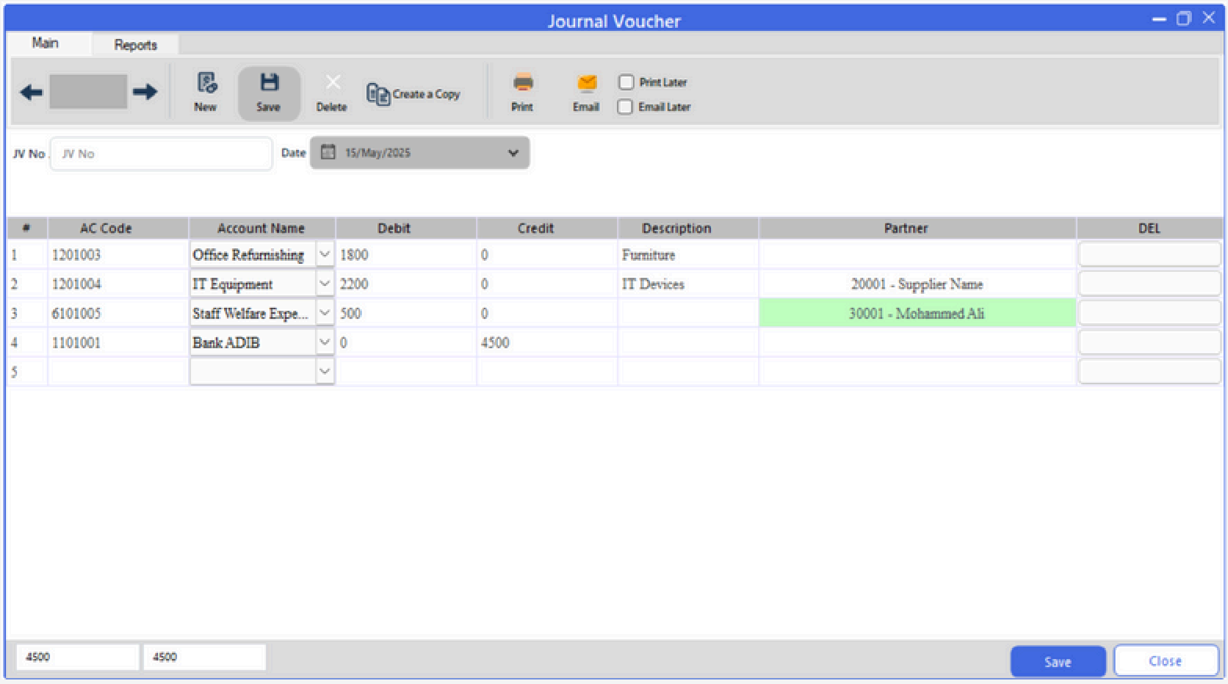
- Centralized tracking of all journal entries
- Supports audit and reconciliation processes
- Enables correction of accounting data through adjustments
- Enhances transparency and control over financial records

🔹 **Available Operations:**

- New Journal Voucher – Opens the form to create a new journal entry with debit and credit lines.
- Edit Journal Voucher – Opens the selected voucher in edit mode to update its details.
- Delete Journal Voucher – Removes the selected voucher (soft delete or removes from active list).
- Restore Journal Voucher – Restores previously deleted vouchers back to the active list.

New Journal Voucher Button

- Main Form →Accountant → Voucher → General Journal Voucher → General Journal Voucher Opration



Opens the form to create a new journal entry by specifying debit and credit accounts, amounts, date, and a description. This is used for recording non-cash transactions like adjustments, accruals, or corrections.

Edit Journal Voucher Button

Opens the selected journal voucher in edit mode, allowing you to update its details such as date, accounts, amounts, and descriptions—based on user permissions and voucher status.

Delete Journal Voucher Button

Removes the selected journal voucher from the active list. This action performs a soft delete, meaning the voucher is not permanently erased but hidden from the main view. It can still be restored later from the recycle or archive section, depending on system settings.

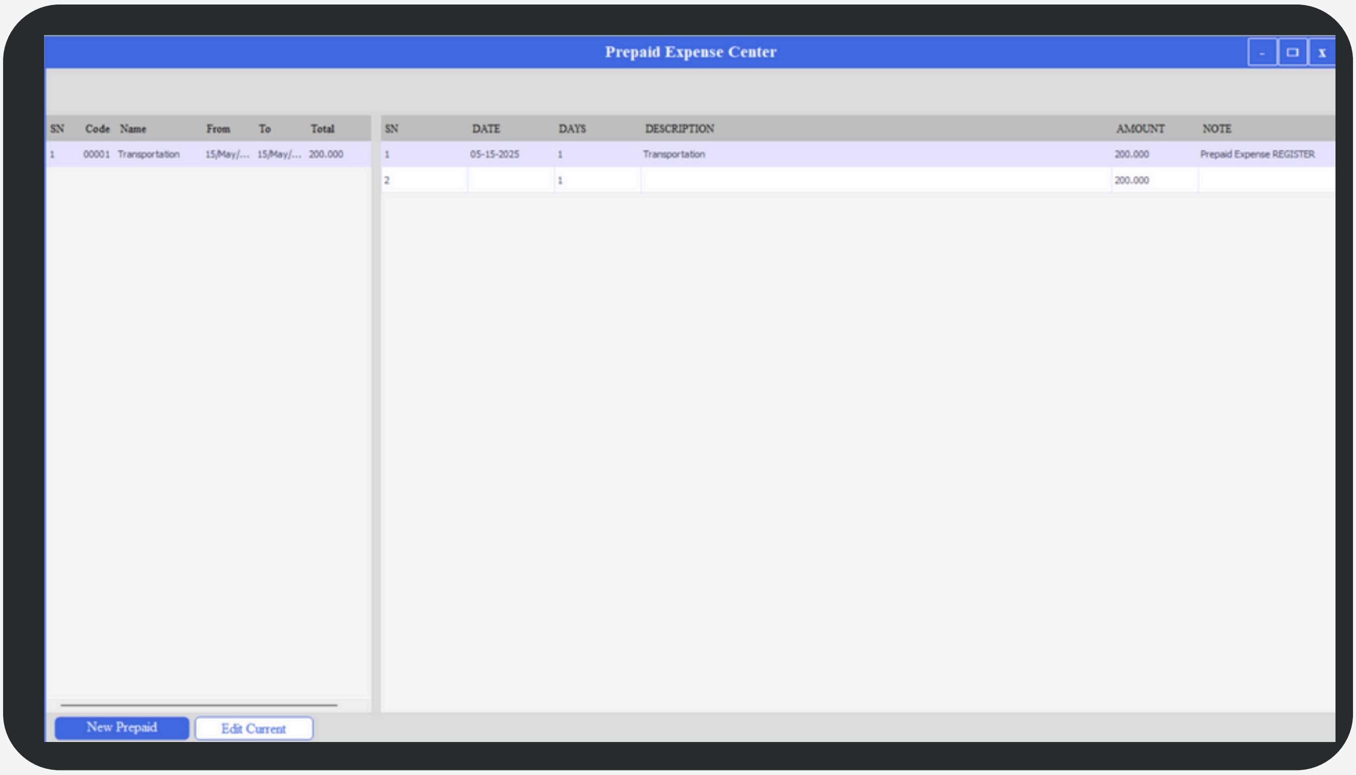
Restore Journal Voucher Button

Restores previously deleted journal vouchers back to the active list. This function retrieves vouchers that were soft-deleted, making them available again for viewing, editing, or posting.

3. Accountant 3.5 - Prepaid Expense Lsit

- Main Form → Accountant → Prepaid Expense Lsit → Prepaid Expense Center

The Prepaid Expense Center provides a centralized interface to manage and monitor all prepaid expenses. It allows users to track expenses paid in advance and allocate them over time.



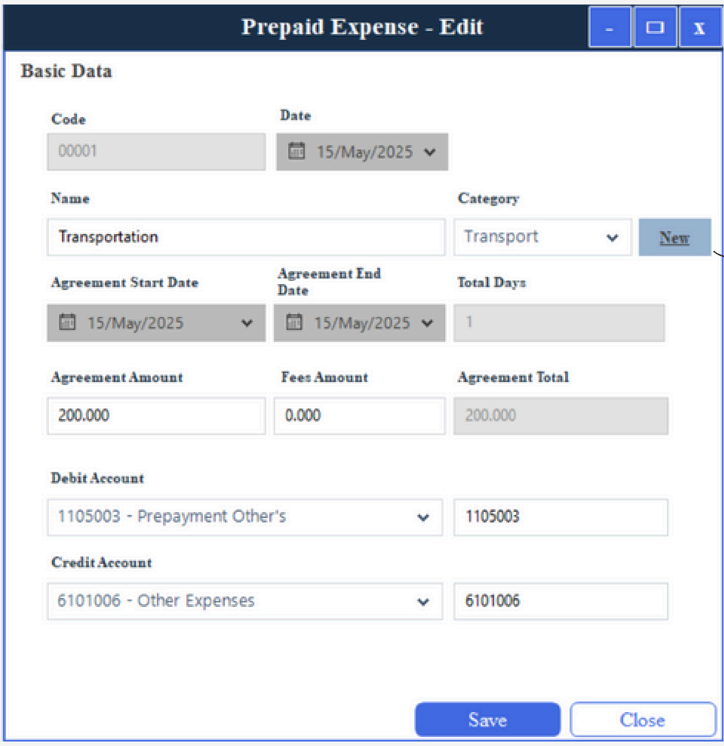
◆ Key Features:

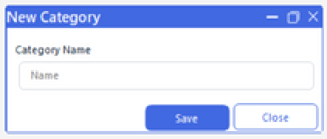
- View all prepaid expense entries with status and remaining balance
- Create and edit prepaid expense records
- Allocate prepaid amounts to the appropriate periods or accounts
- Filter by vendor, category, or date
- Export or print reports for financial tracking and audits

◆ **Available Operations:**

New Prepaid Expense Button

The Prepaid Expense Center provides a centralized interface to manage and monitor all prepaid expenses. It allows users to track expenses paid in advance and allocate them over time.





Opens a form to create a new category for prepaid expenses. Categories help classify and organize different types of prepaid expenses such as rent, insurance, maintenance, or subscriptions. Once created, the new category becomes available in the prepaid expense entry form.

◆ Key Fields Typically Include:

- Code – Unique identifier for the prepaid expense record
- Date – The date the expense is recorded
- Name – Name or description of the prepaid item/service
- Category – Type of expense (e.g., Rent, Insurance, Subscription)
- Agreement Amount – Total contracted value of the expense
- Fees Amount – Any associated fees
- Agreement Total – Combined total of agreement and fees
- Debit Account – Account where the prepaid expense is recorded (asset)
- Credit Account – Account used to offset the transaction (e.g., bank or vendor account)

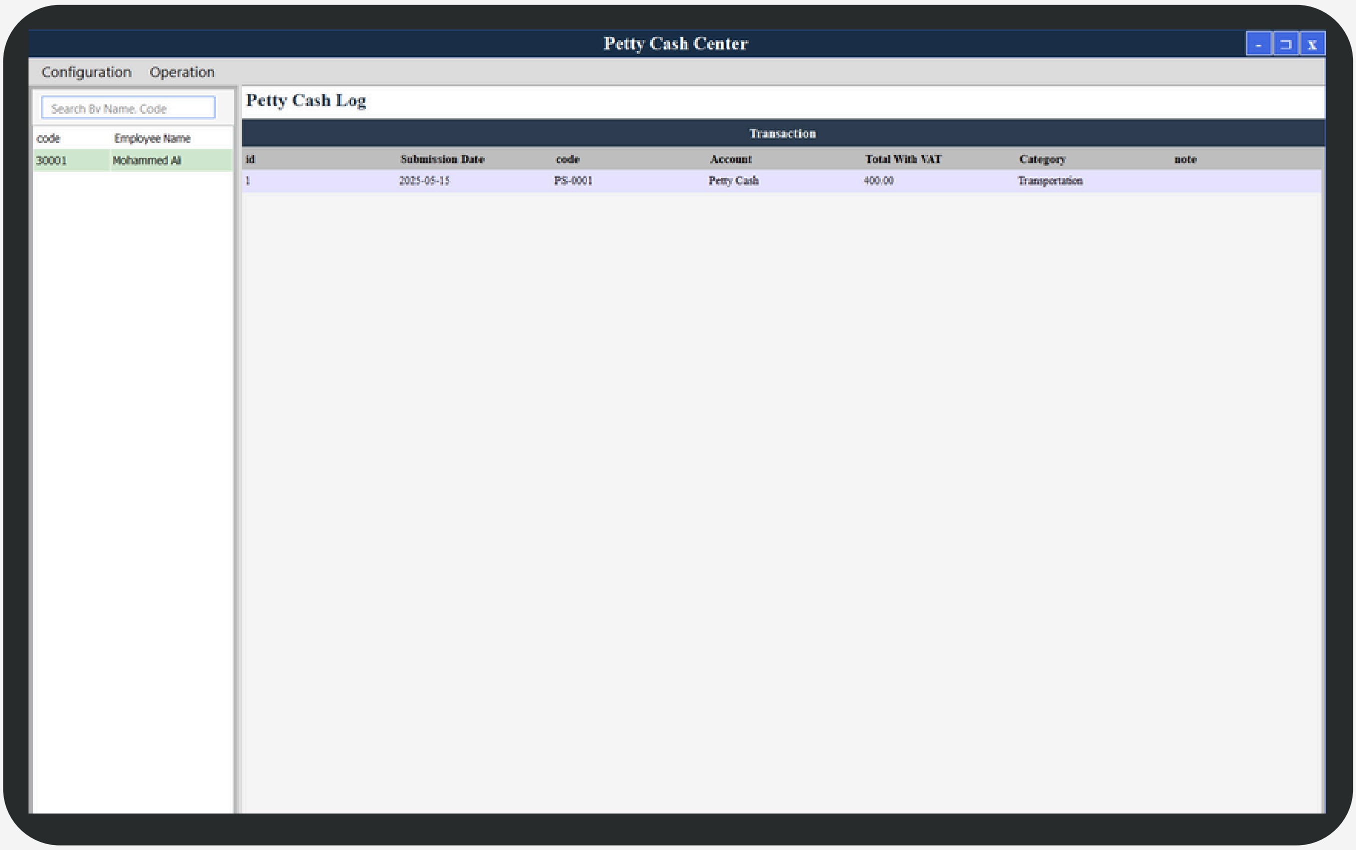
Edit Prepaid Expense Button

Opens the selected prepaid expense entry in edit mode, allowing users to update its details such as name, category, amounts, accounts, or allocation period. Editing may be limited based on user permissions or if the expense has already been partially allocated.

3. Accountant 3.6 - Petty Cash List

- Main Form → Accountant → Petty Cash List → Petty Cash Center

The Petty Cash Center is the main hub for managing all petty cash transactions within the accounting system. It enables tracking of small, day-to-day expenses paid from petty cash funds.



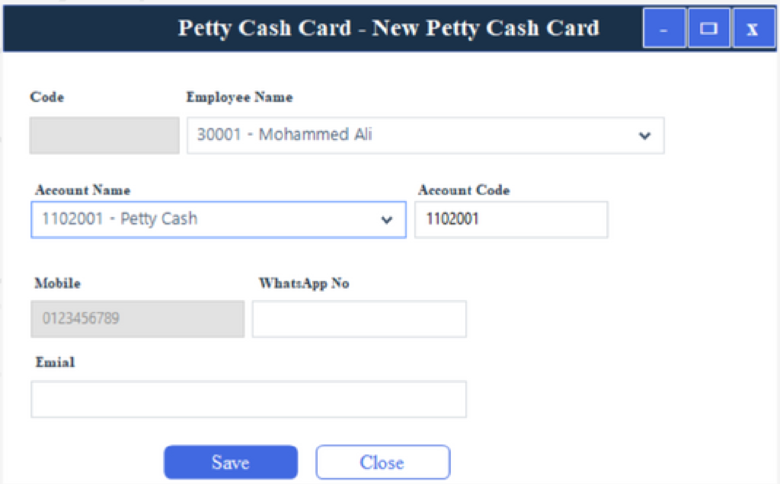
◆ Key Features:

- List of all petty cash transactions with date, amount, category, and payee
- Search and filter by date, employee, category, or amount
- View transaction details and status
- Export log data to Excel or PDF
- Print transaction receipts or summaries for records

◆ **Available Configration:**

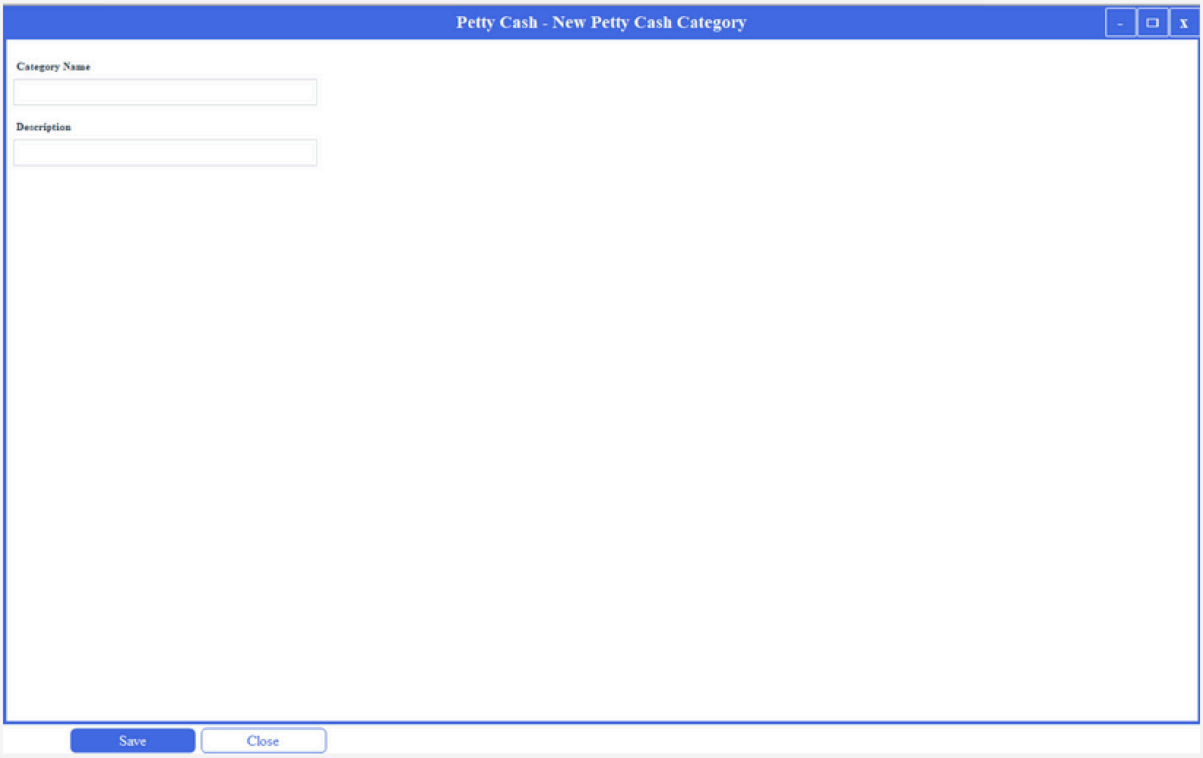
P.C AC

The Petty Cash Account is a dedicated ledger account used to manage and track the small cash funds kept on hand for minor business expenses. It records all petty cash inflows and outflows, ensuring proper control and reconciliation of these transactions.



P.C CATEGORYS

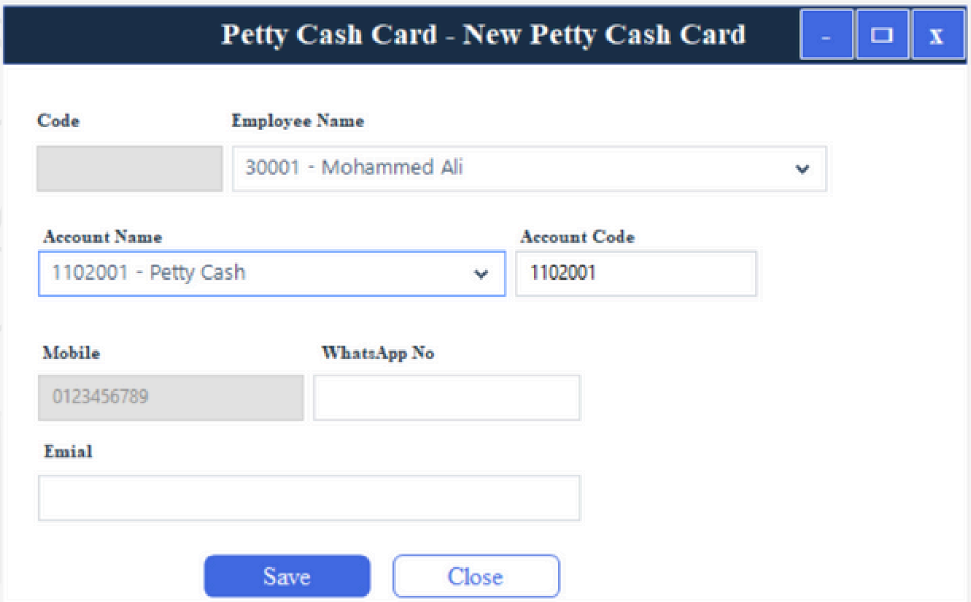
Petty Cash Categories are classifications used to organize and group petty cash expenses based on their nature or purpose. Categorizing petty cash transactions helps in better tracking, reporting, and controlling small cash expenditures.



- Common Petty Cash Categories:
  - Office Supplies
  - Travel Expenses
  - Meals and Entertainment
  - Repairs and Maintenance
  - Transportation
  - Miscellaneous Expenses

P.C REQUEST

The Petty Cash Request form is used by employees or departments to request a specific amount of petty cash for small, immediate expenses. This process ensures proper approval and documentation before disbursing petty cash funds.

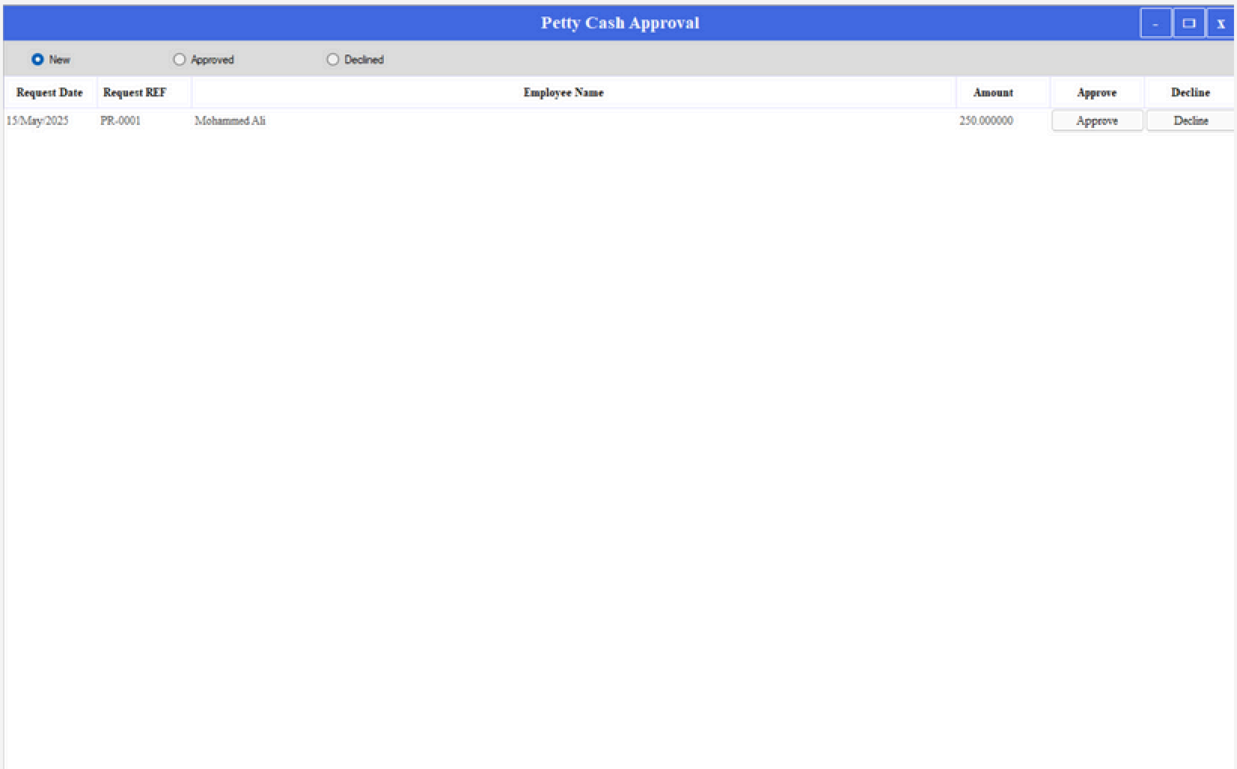


- Key Features:
- Submit a request specifying the amount needed and purpose
- Include details such as date, requester name, and expense category
- Approval workflow to authorize the disbursement
- Track status of the request (pending, approved, rejected)
- Once approved, funds can be disbursed and recorded in the petty cash account

- **Available Operations:**

Approval

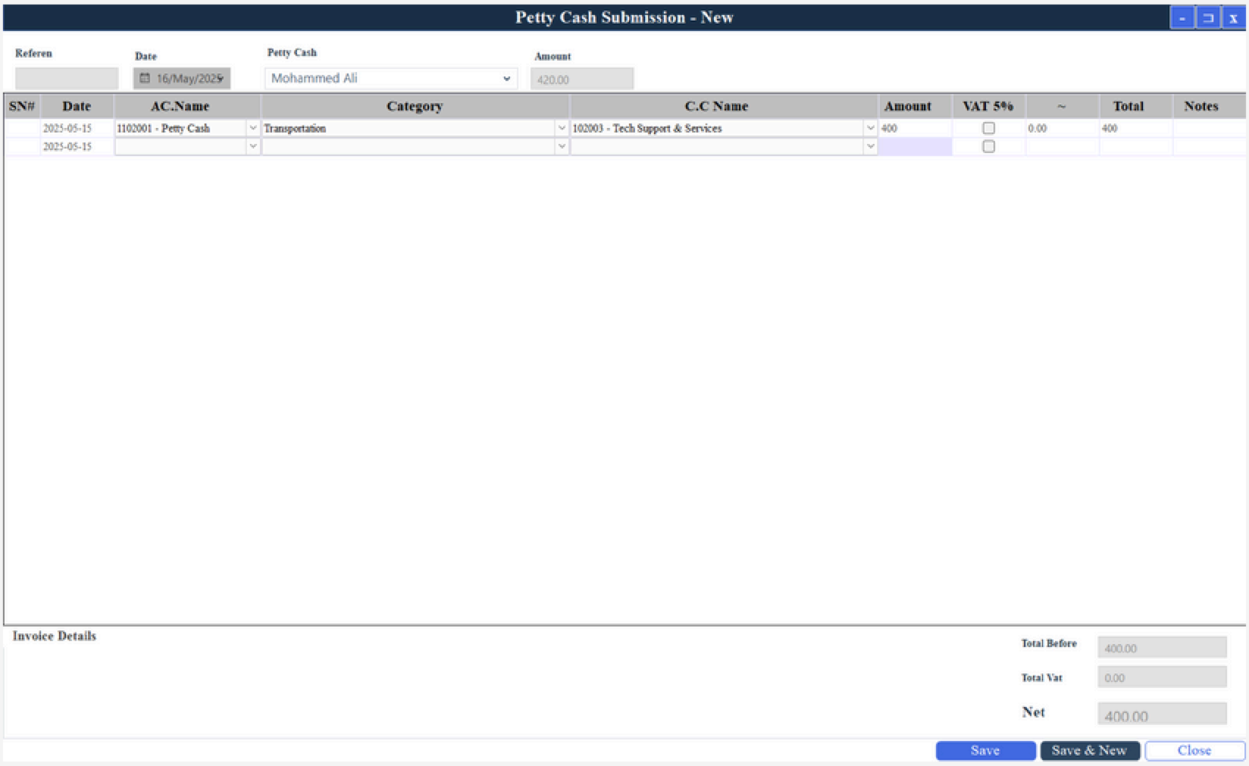
The Approval Request Petty Cash Form is used by authorized personnel to review and approve or reject petty cash requests submitted by employees or departments. This ensures proper control and accountability over petty cash disbursements.



- Key Features:
- Displays details of the petty cash request including amount, purpose, requester, and date
- Provides options to Approve, Reject, or Request More Information
- Records approval or rejection along with the approver's name and date
- Updates the status of the request accordingly
- Ensures only authorized users can perform approval actions

Submission

The Submission Petty Cash process involves submitting petty cash receipts and supporting documents to reconcile the amount spent against the petty cash disbursed. This ensures proper tracking and accountability of petty cash usage.

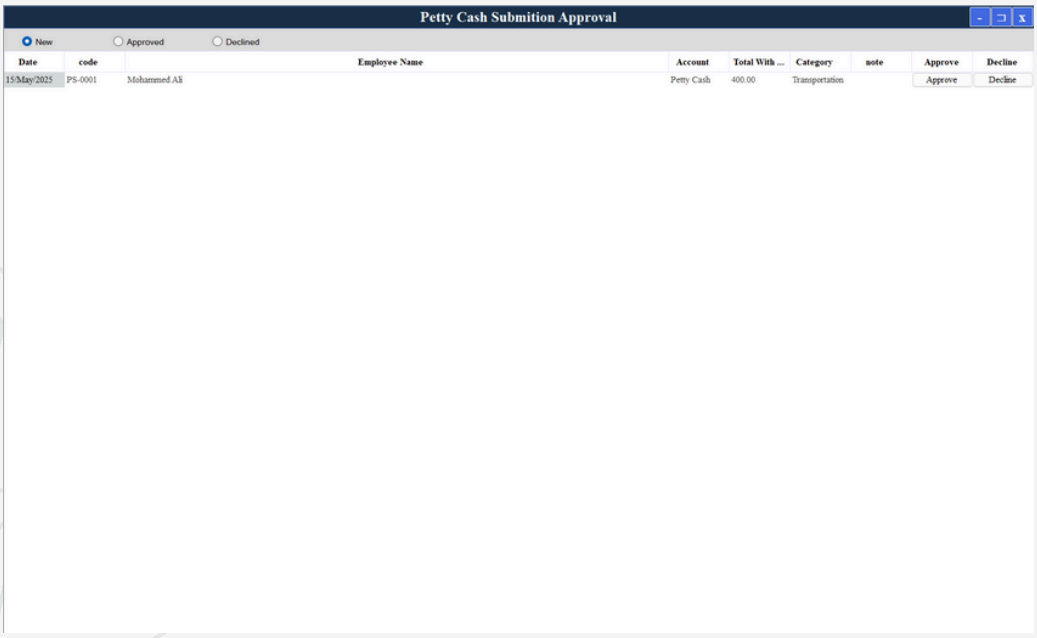


◆ Key Features:

- Submit receipts and details of expenses made using petty cash
- Attach supporting documents such as invoices or receipts
- Record date, amount, category, and purpose of each expense
- Helps in reconciling petty cash balances and preparing for replenishment
- Tracks submission status for review and approval

Submission

The Approval of Submission Petty Cash process allows authorized personnel to review and approve the submitted petty cash expense reports and receipts. This step ensures that petty cash has been spent appropriately and aligns with company policies.



◆ Key Features:

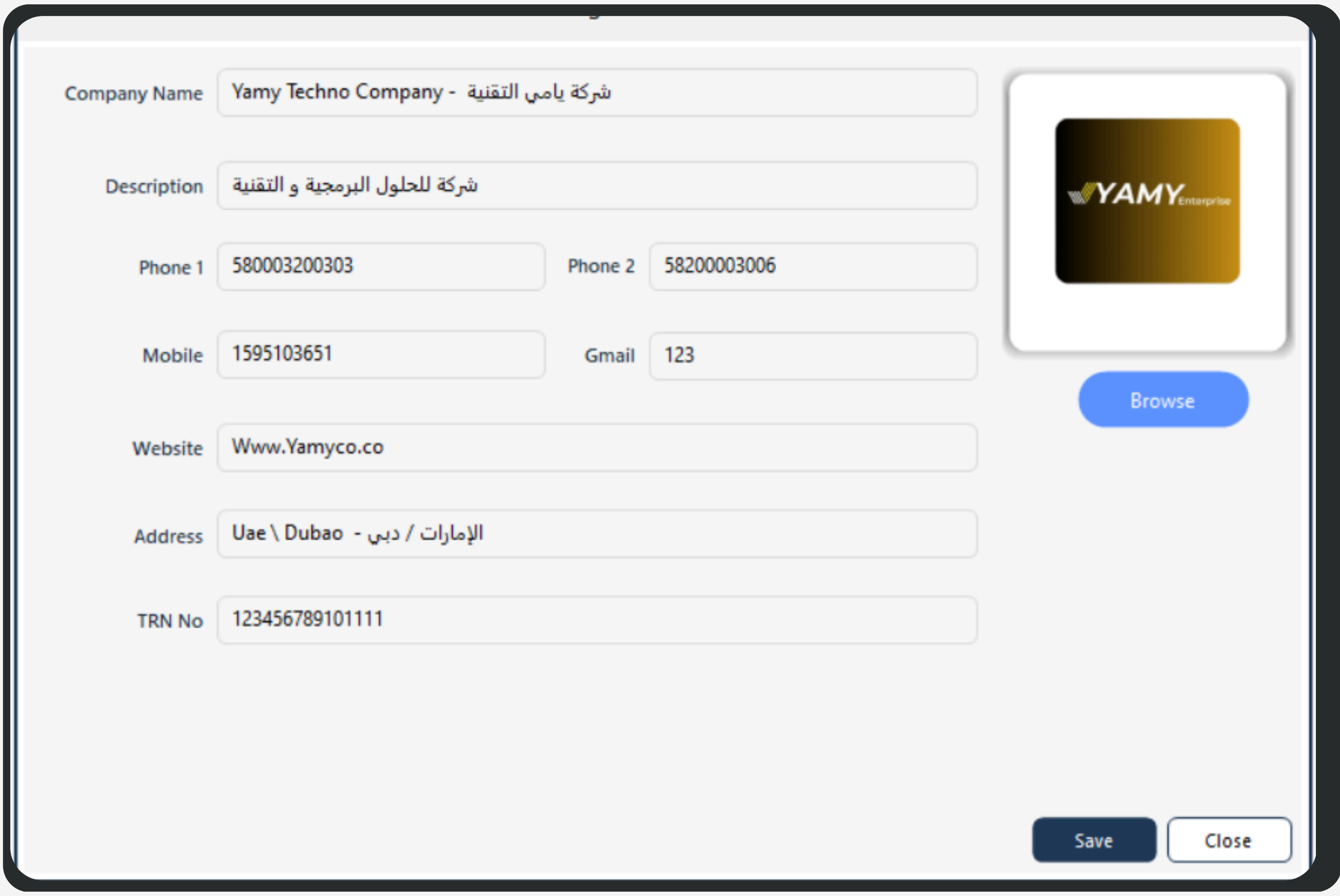
- Review submitted petty cash expenses and attached receipts
- Verify amounts, categories, and compliance with policies
- Approve or reject the submission with comments if needed
- Record approver's name, date, and decision for audit trail
- Update petty cash balance and prepare for replenishment if approved

4. Company Profile

4.1 - Company Cente

- Main Form → Company Profile → Company Center

The Company Center serves as the central hub for managing all essential information related to the company profile. It allows users to view, update, and maintain company details that are used across the accounting system.

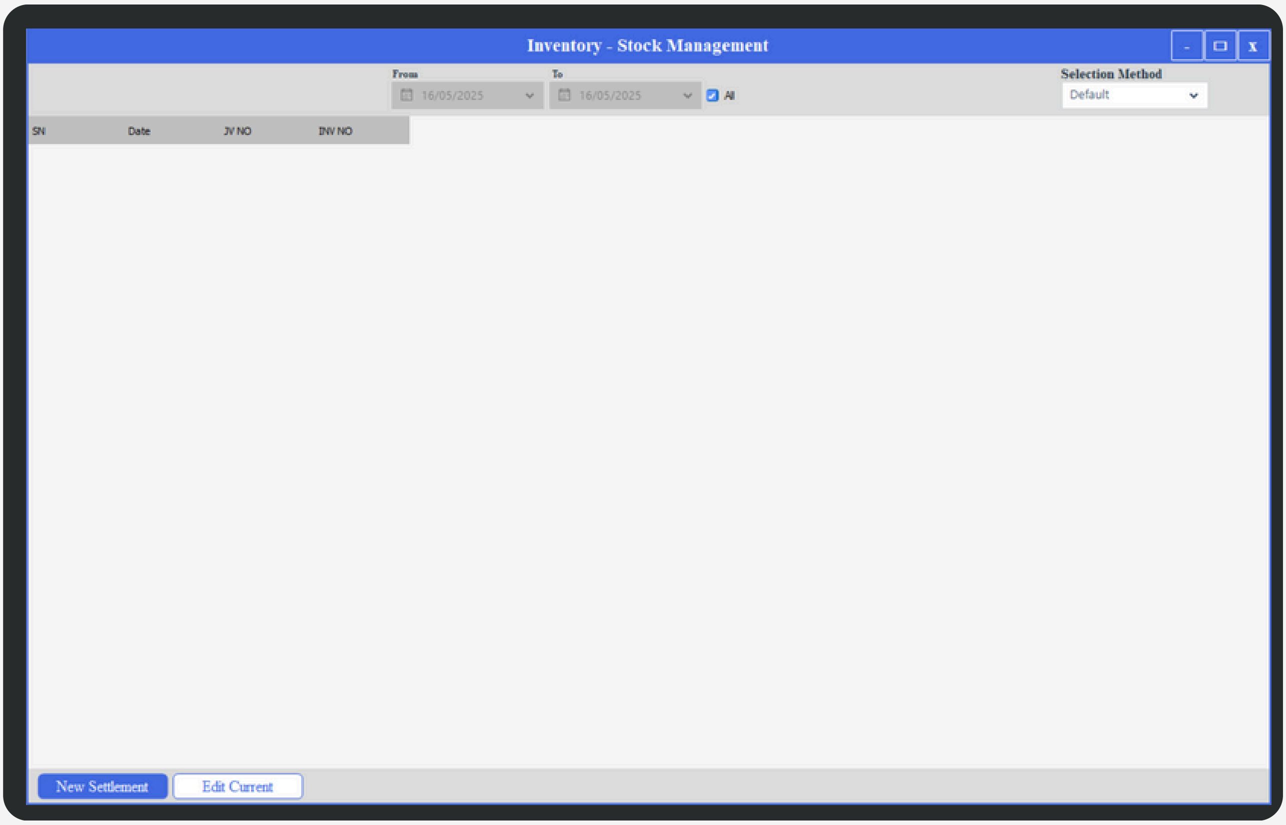


Access the Admin or Superuser Panel
Ensure you're logged in with appropriate permissions (usually admin-level).
2. Navigate to the Company Management Section
This might be under:

- Settings > Companies
- Or System > Organization > Companies

- Main Form → Inventory Doc → Stock Management

The Stock Management Center is the central hub for overseeing and controlling all inventory-related activities. It provides a comprehensive view of stock levels, movements, and transactions across warehouses, enabling efficient inventory control and decision-making.



◆ Key Features:

- Dashboard displaying current stock quantities and statuses
- Access to stock transactions like transfers, adjustments, and counts
- Tools for managing stock replenishment and alerts for low inventory
- Reporting and analytics for inventory performance
- User-friendly interface to quickly navigate inventory operations

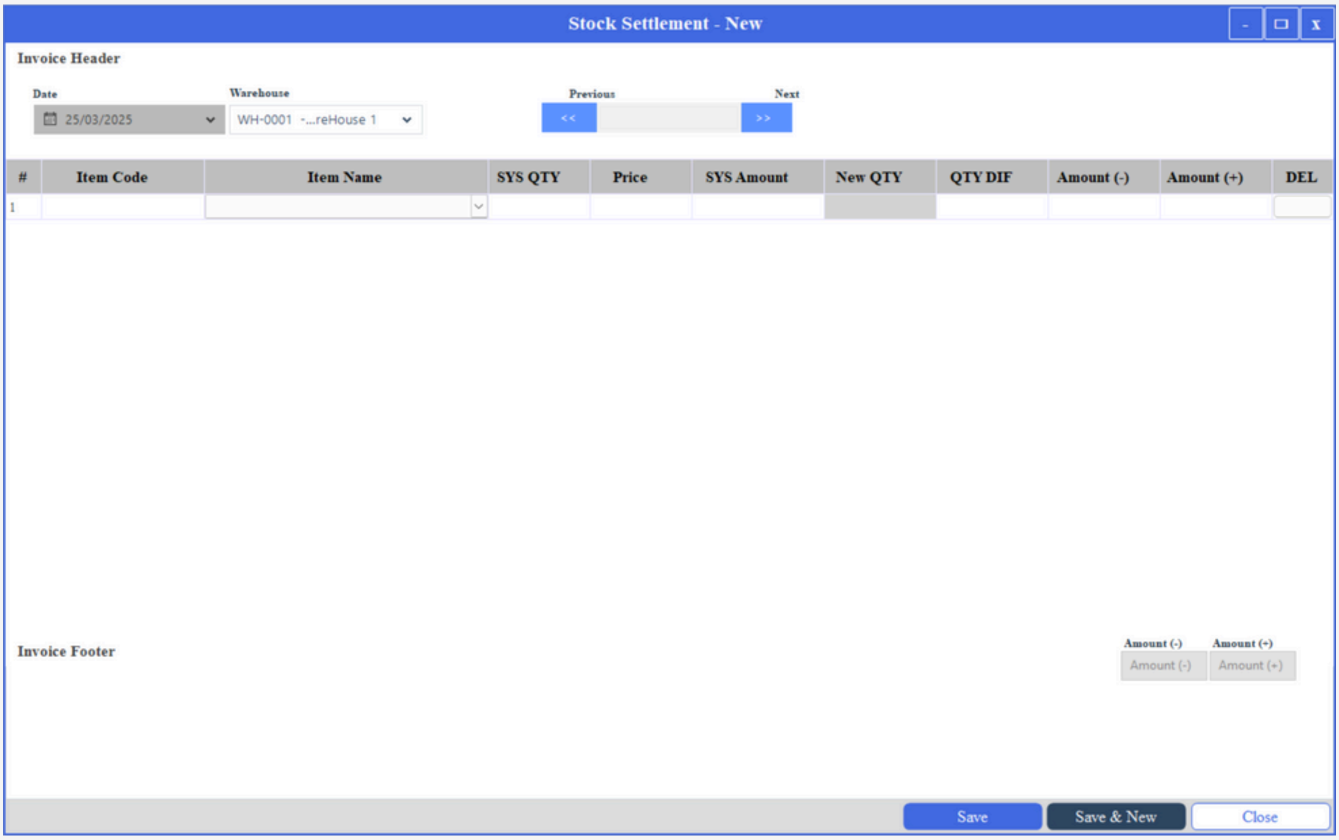
◆ **Available Operations:**

New Settlement

The New Settlement function in Stock Management is used to reconcile the system-recorded inventory with the actual physical stock. It helps correct discrepancies between book and real stock levels, ensuring accurate inventory records.

Edit Settlement

The Edit Settlement function allows authorized users to modify an existing stock settlement record. This is used to correct or update physical stock counts, item details, or adjustment reasons after initial entry but before final approval or posting.



◆ Key Features:

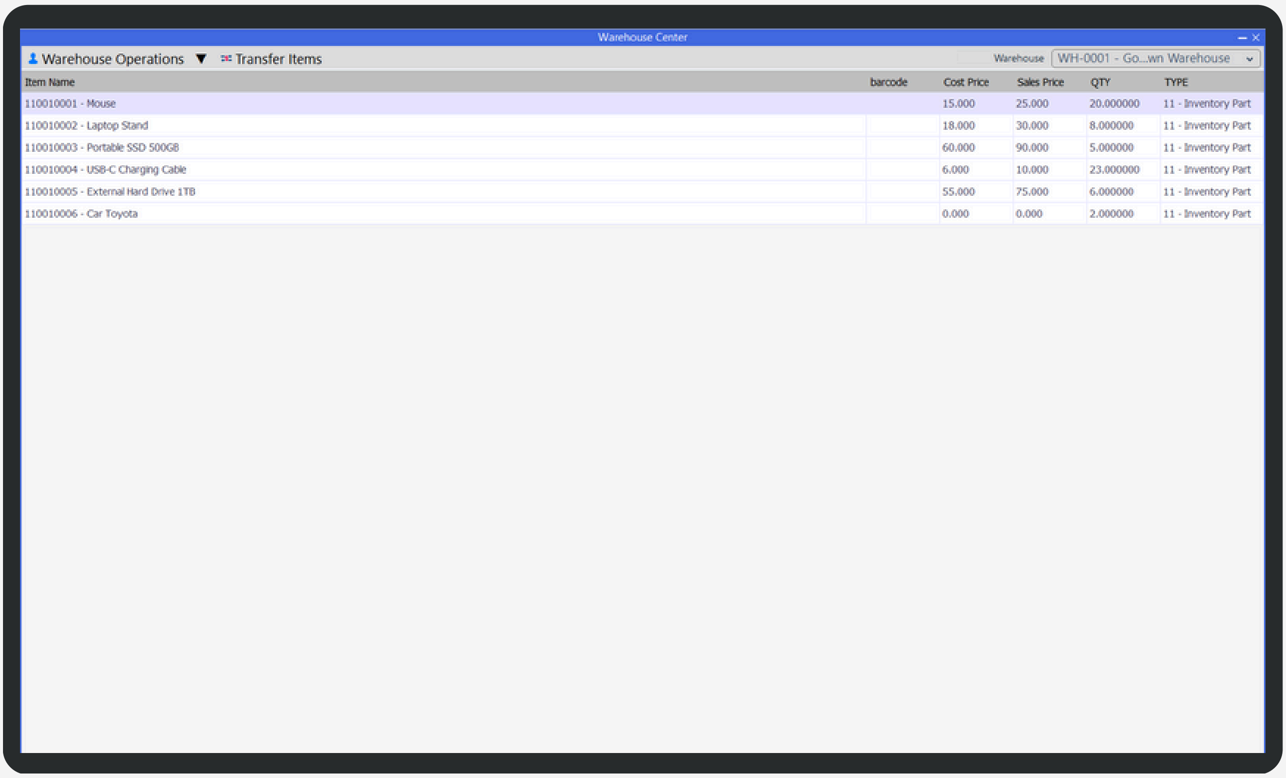
- Opens a form to enter the actual physical count of items
- Compares physical count with system quantity to detect differences
- Automatically adjusts stock levels based on variance (gain or loss)
- Records reason for adjustment (e.g., damage, theft, counting error)
- Requires approval from authorized users before final posting
- Updates inventory reports and audit logs after settlement

◆ **New Warehouse**

5. Inventory Doc 5.5 - Warehouse Center

- Main Form → Inventory Doc → Warehouse Center

The Warehouse Center is the main module for managing all warehouses in the system. It provides tools to define, edit, and monitor warehouse details and operations, ensuring organized and efficient inventory storage across locations.

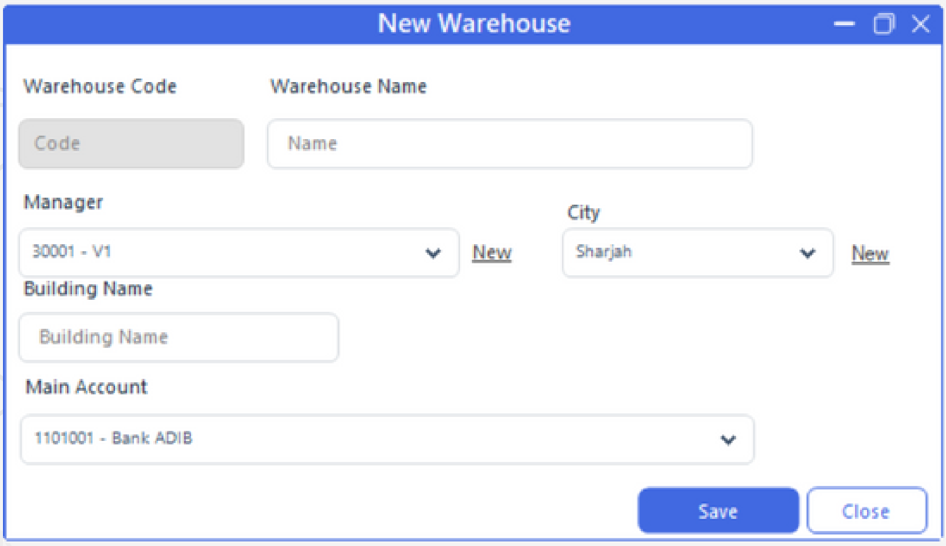


◆ Key Features:

- View a list of all active warehouses
- Add or edit warehouse information (name, code, location, manager, etc.)
- Assign items to specific warehouses
- Monitor stock levels per warehouse
- Link warehouses with accounts for financial tracking
- Centralized access to warehouse-related transactions and reports

◆ **Available Operations:**

New Warehouse



When adding a new item, clicking the "New" button next to the Warehouse selection opens the Warehouse Form. This form allows you to create a new warehouse quickly and efficiently during item setup.

Edit Warehouse

Allows users to update existing warehouse details. Useful for:

- Changing warehouse name or location
- Updating manager information
- Modifying linked account or other fields

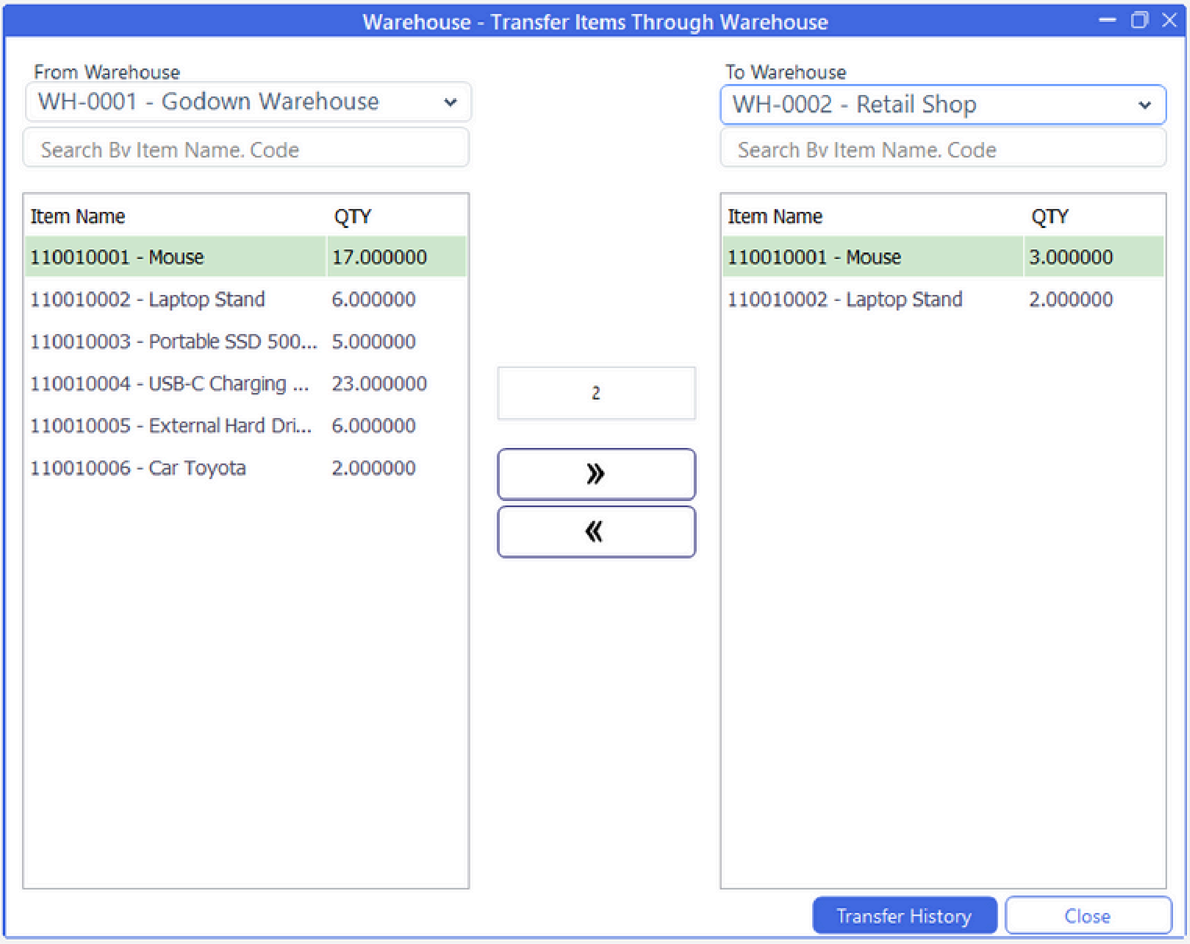
Delete Warehouse

Removes a warehouse from the active list (soft delete).

- Typically restricted to users with proper permissions
- Ensures no active stock is linked to the warehouse before deletion

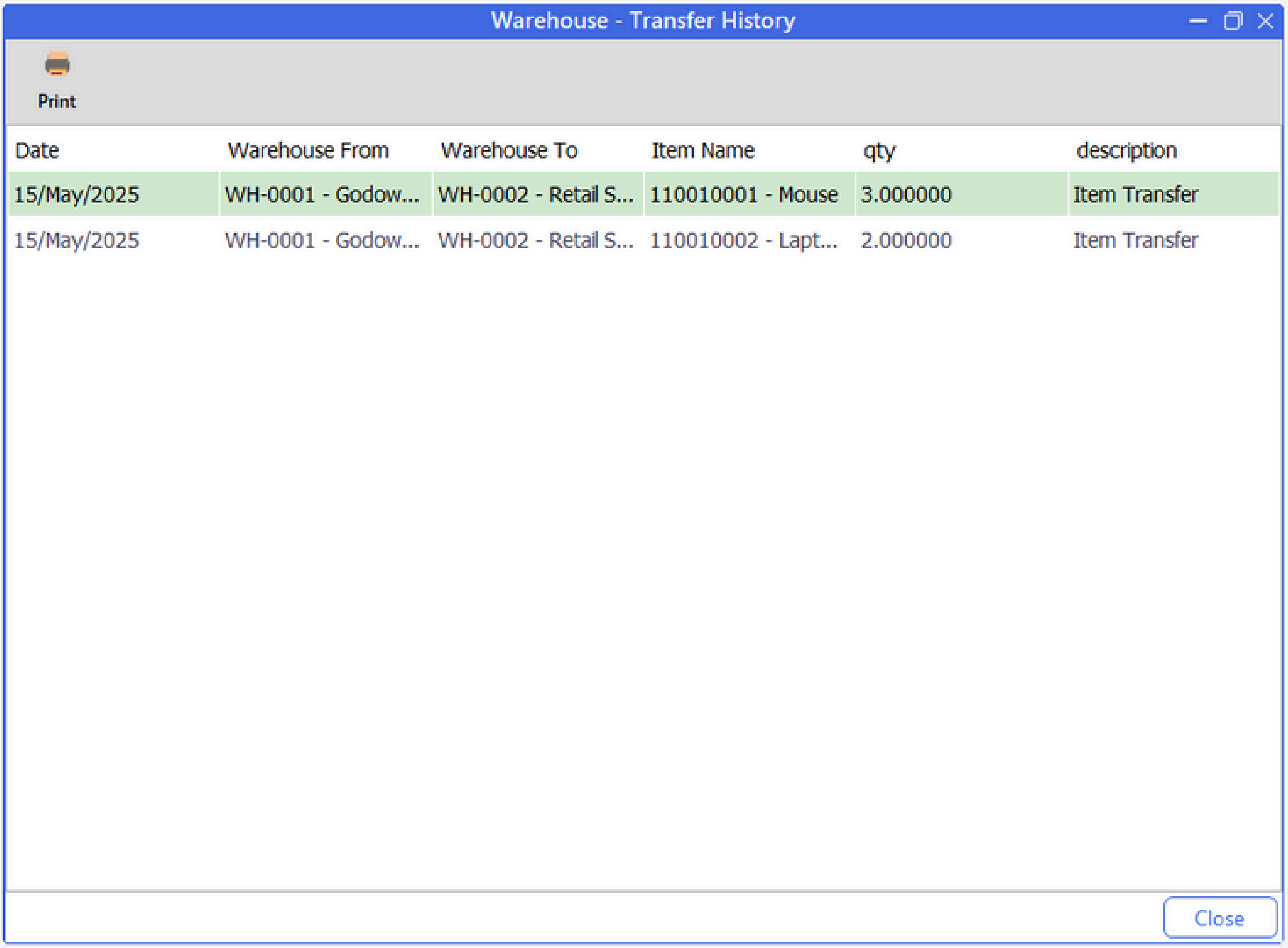
◆ Available Transfer item :

This feature allows users to transfer inventory items from one warehouse to another, ensuring proper stock distribution and availability across locations.



- ◆ Key Features:
- Select source warehouse and destination warehouse
- Choose items to transfer and specify quantities
- Automatically updates stock levels in both warehouses
- Tracks transfer date, user, and reference number
- Ensures proper validation (e.g., sufficient quantity in source warehouse)
- Generates a stock transfer document for record-keeping
- Logged in the Stock Management Log for auditing and reporting

This feature allows users to transfer inventory items from one warehouse to another, ensuring proper stock distribution and availability across locations.



◆ Key Features:

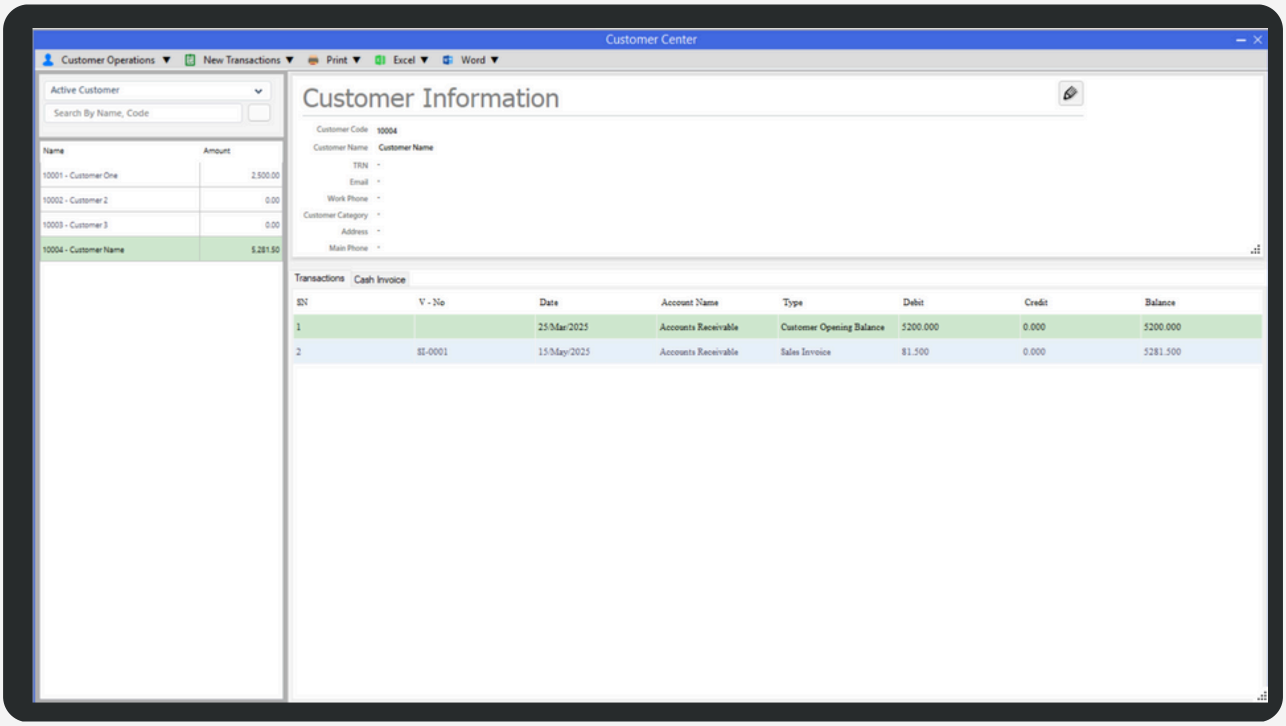
- Lists all historical warehouse-to-warehouse transfer transactions
- Displays details such as:
- Transfer Date
- Source Warehouse
- Destination Warehouse
- Item Names and Quantities
- User who performed the transfer
- Reference/Transfer Number
- Supports filtering by date, item, or warehouse
- Allows exporting history reports for analysis or compliance
- Ensures transparency and helps detect transfer-related discrepancies

6. Customers

6.1 - Customer Center

- Main Form → Customers → Customer Center

The Customer Center is the central module for managing all customer-related information and operations. It provides access to detailed customer records and tools for maintaining strong customer relationships.

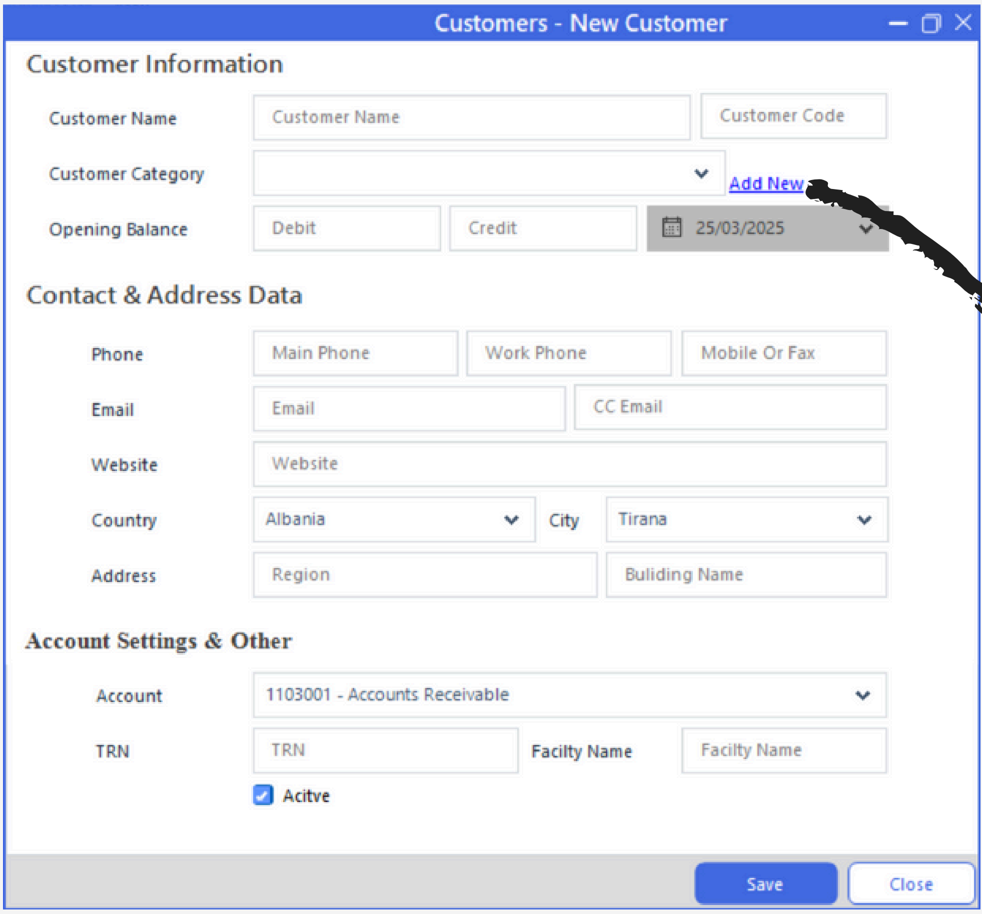


- Key Features:
- View and manage customer profiles (name, contact, address, etc.)
- Add new customers or edit existing ones
- Assign pricing levels, payment terms, and credit limits
- Track customer balances, transactions, and sales history
- Link customers to sales representatives or regions
- Access customer-related documents, invoices, and receipts

- **Available Cusomer Operations :**

New Customer

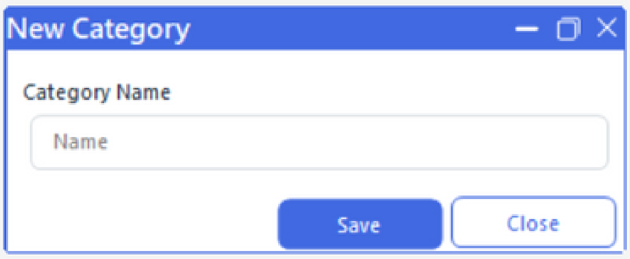
- Key Features:
- View and manage customer profiles (name, contact, address, etc.)
- Add new customers or edit existing ones
- Assign pricing levels, payment terms, and credit limits
- Track customer balances, transactions, and sales history
- Link customers to sales representatives or regions
- Access customer-related documents, invoices, and receipts



The New Customer Form is used to register a new customer in the system by capturing essential information for sales, communication, and financial tracking.

🔹 Key Fields:

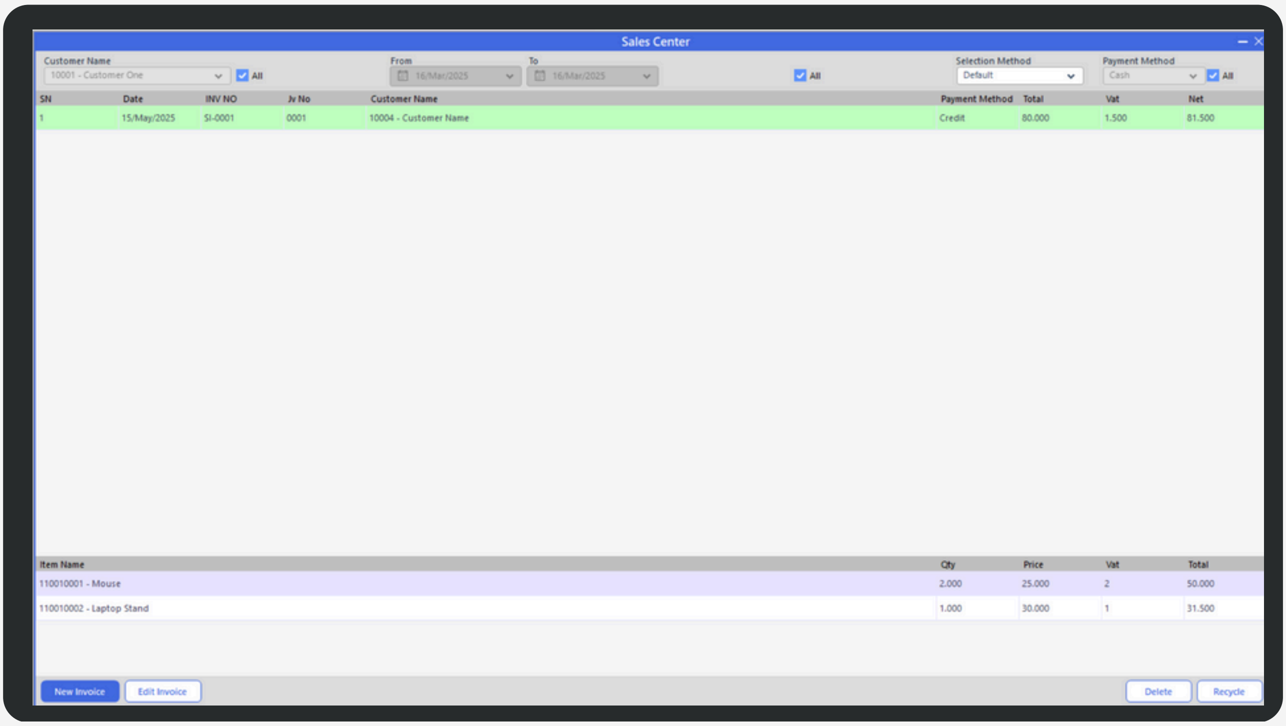
- Customer Name – Full name of the customer or company
- Customer Category – Select the type/category of customer
- Opening Balance – Initial balance at the time of customer creation
- Phone – Primary contact number
- Email – Customer email address
- Website – Company or personal website (optional)
- Country – Country of the customer
- Address – Full billing/shipping address
- Account – Linked general ledger account for financial posting
- TRN – Tax Registration Number (if applicable)
- Facility Name – Associated branch or facility name (if any)
- Active – Checkbox to mark the customer as active or inactive



The Customer Category field is used to classify customers into different groups based on their type, business relationship, or sales profile. This helps in organizing customers and applying specific rules or settings to each group.

- Main Form → Customers → Sales Center

The Sales Center is the primary interface for managing all sales-related activities involving customers. It streamlines the process of creating, viewing, and tracking sales orders, invoices, and payments.



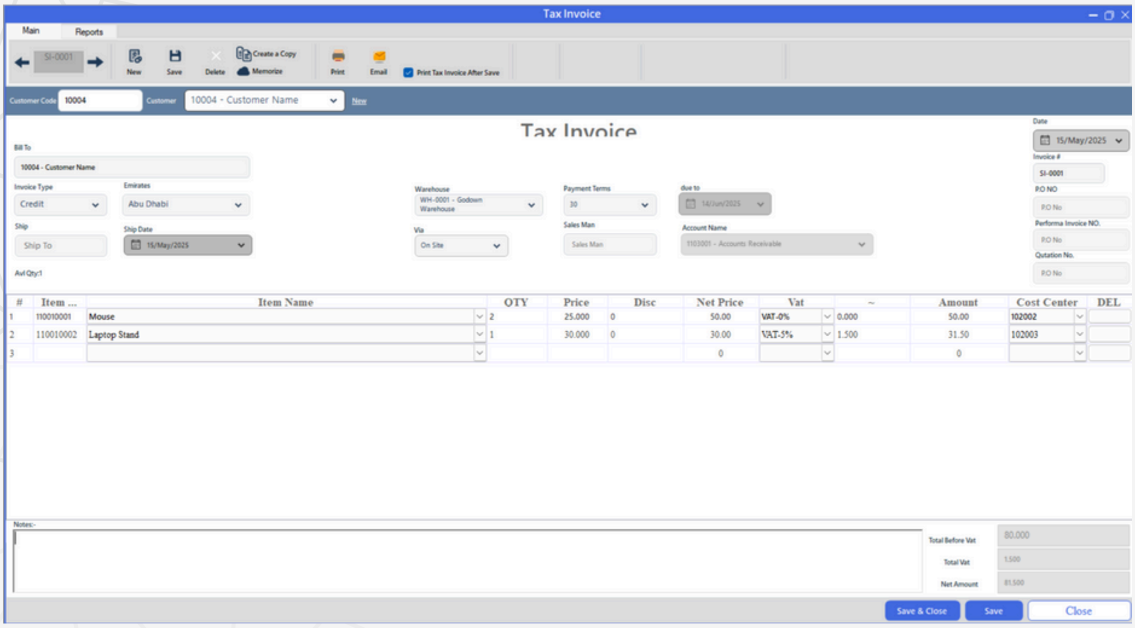
◆ Key Features:

- Create and manage sales orders linked to customers
- Generate invoices and delivery notes
- Track payment status and customer balances
- View sales history and customer purchasing trends
- Apply discounts, promotions, and pricing rules
- Access reports on sales performance and outstanding payments

◆ **Available Sales Operations :**

New Tax Invoice

The New Sales Invoice form is used to create a detailed billing document for goods or services sold to a customer. It captures all necessary information to process the sale and track payment.



◆ Key Fields – New Sales Invoice

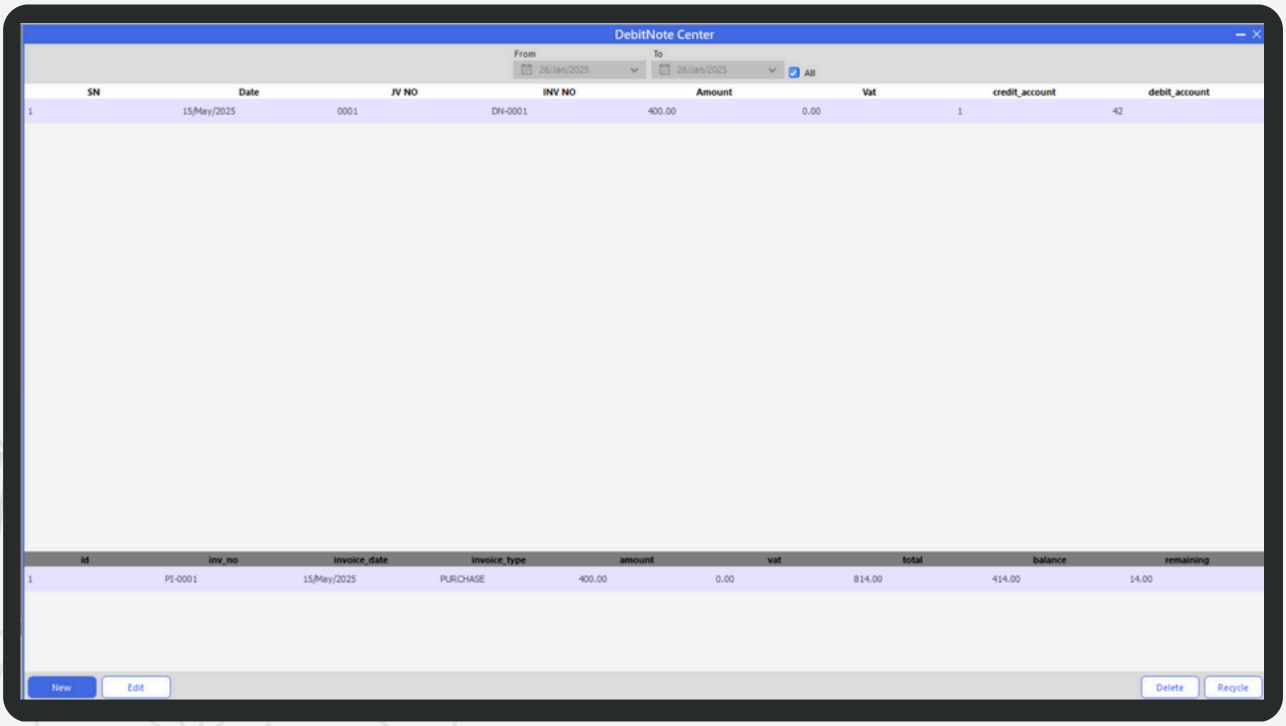
- Sales Invoice Number – Unique invoice identifier
- Customer Code – Code linked to the customer
- Customer Name – Name of the customer being billed
- Bill To – Billing address or contact information
- Invoice Type – Type/category of invoice (e.g., standard, proforma)
- Choose Emirates – Select the Emirates location related to the sale
- Ship / Ship Date – Shipping method and expected shipment date
- Warehouse – Warehouse supplying the items
- Payment Terms / Duration Date – Payment conditions and due date
- Via – Delivery or shipping method
- Salesman – Sales representative responsible for the sale
- Account Name for Cash Payment – Ledger account used if paid by cash
- Invoice Date – Date the invoice is issued
- Purchase Order – Reference to customer's purchase order (if any)
- Proforma Invoice No. – Link to any related proforma invoice
- Quotation – Reference to the sales quotation
- Sales Item Details – List of products or services sold, quantities, prices
- Description for Invoice – Additional notes or invoice details

6. Customers

6.5 - Credit Note

- Main Form → Customers → Credit Note

The Credit Note module allows users to issue credit adjustments to customers. It is used to record returns, refunds, or corrections on previously issued invoices, helping maintain accurate customer balances.



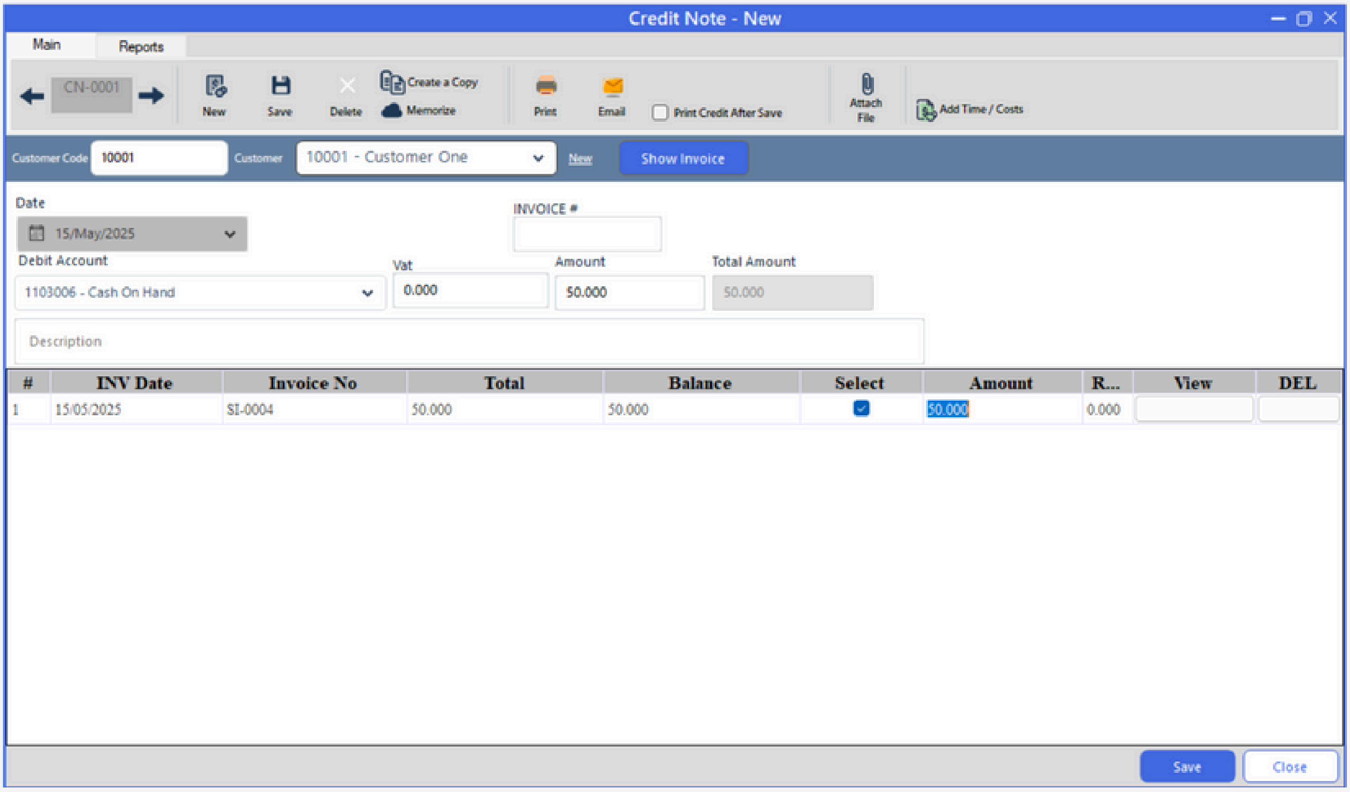
◆ Key Features:

- Create new credit notes linked to original invoices
- Specify reasons for the credit (e.g., returned goods, discount, error)
- Adjust customer balances and accounts receivable accordingly
- Track credit note status (issued, approved, applied)
- Print or export credit notes for documentation
- Maintain audit trail for all credit transactions

Available Credit Note Operations :

New Credit Note

The New Credit Note form is used to issue a credit adjustment to a customer's account. This is typically done for returns, refunds, or correcting invoice errors.



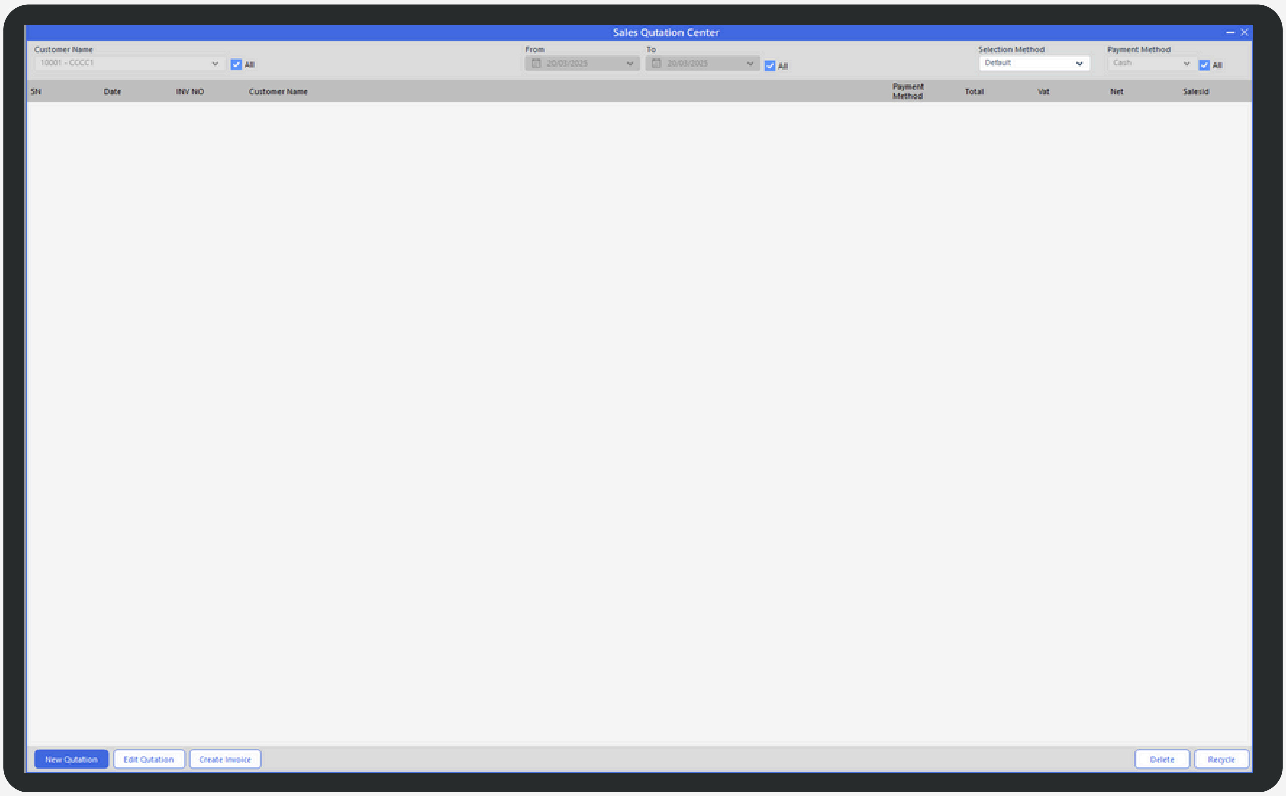
- Key Fields:
- Credit Note Number – Automatically generated unique identifier
- Date – Date the credit note is issued
- Customer Name – Select the customer receiving the credit
- Reference Invoice Number – Link to the original invoice being adjusted
- Reason for Credit – Explanation for issuing the credit note
- Items/Services – List of products or services being credited, with quantities and amounts
- Total Credit Amount – Total value of the credit issued
- Account to Credit – Ledger account affected by the credit
- Remarks/Notes – Additional information related to the credit note

6. Customers

6.6 - Quotation

- Main Form → Customers → Quotation

The Quotation Center serves as the central hub for managing all customer quotations. It provides an overview and easy access to create, view, edit, and track quotations throughout their lifecycle.

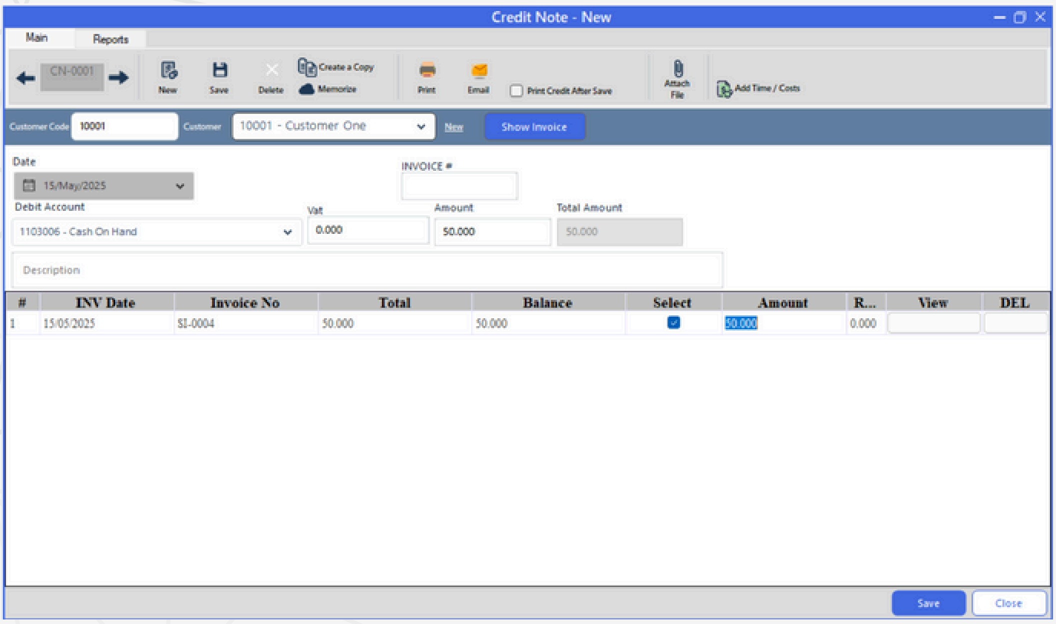


◆ Key Features:

- View a list of all quotations with key details (customer, date, status, total amount)
- Filter and search quotations by customer, date range, status, or sales representative
- Create new quotations directly from the center
- Edit or delete existing quotations
- Monitor quotation statuses (draft, sent, approved, rejected)
- Convert quotations into sales orders or invoices with a click
- Export or print quotation reports

◆ **Available Quotation Operations :**

New Quotation Invoice



Key Fields – New Quotation Invoice

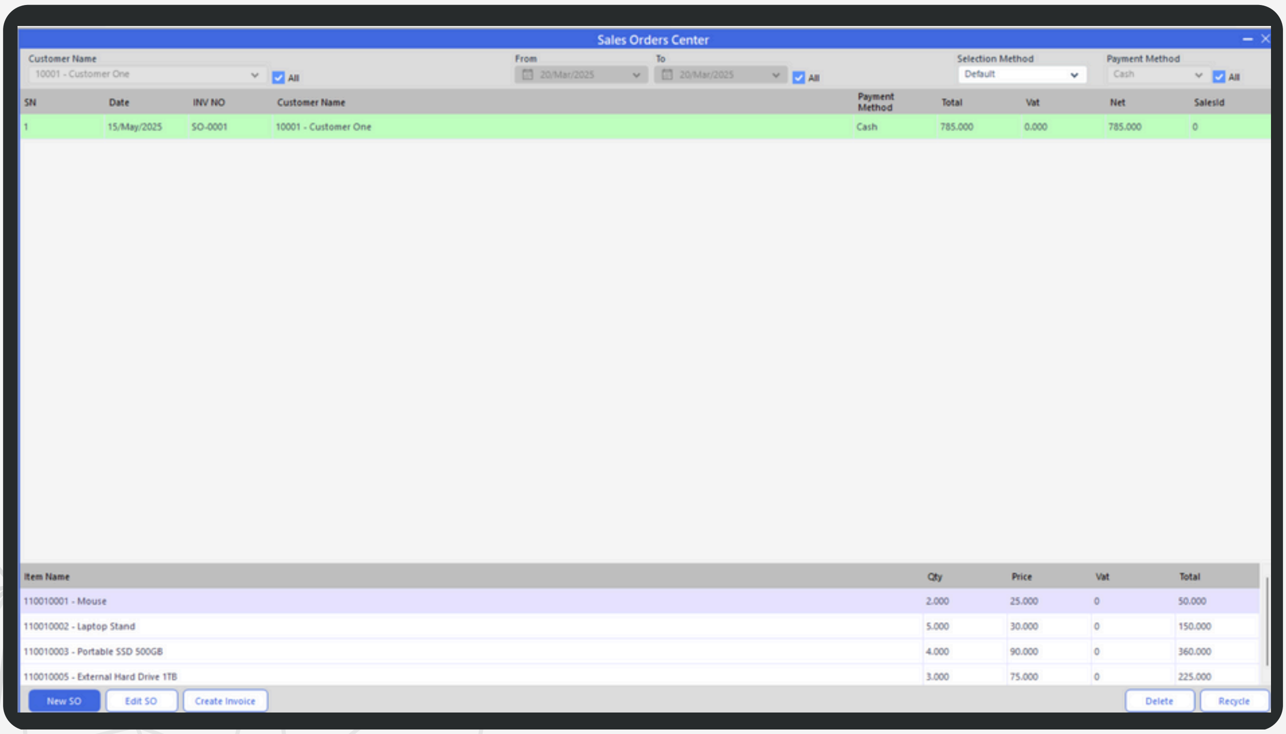
- Quotation Number – Unique quotation identifier
- Customer Code – Code linked to the customer
- Customer Name – Name of the customer receiving the quotation
- Bill To – Billing address or contact information
- Quotation Type – Type/category of quotation (e.g., standard, proforma)
- Choose Emirates – Select the Emirates location related to the quotation
- Ship / Ship Date – Proposed shipping method and expected shipment date
- Warehouse – Warehouse proposed to supply the items
- Payment Terms / Duration Date – Proposed payment conditions and due date
- Via – Proposed delivery or shipping method
- Salesman – Sales representative responsible for the quotation
- Account Name for Cash Payment – Ledger account used if payment is by cash (optional)
- Quotation Date – Date the quotation is issued
- Purchase Order – Reference to customer's purchase order (if any)
- Proforma Invoice No. – Link to any related proforma invoice (if applicable)
- Sales Item Details – List of products or services quoted, quantities, prices
- Description for Quotation – Additional notes or special terms related to the quotation

6. Customers

6.7 - Sales Order

- Main Form → Customers → Sales Order

The Sales Order module manages customer orders before invoicing and delivery. It tracks products or services requested by customers and helps coordinate fulfillment and billing.

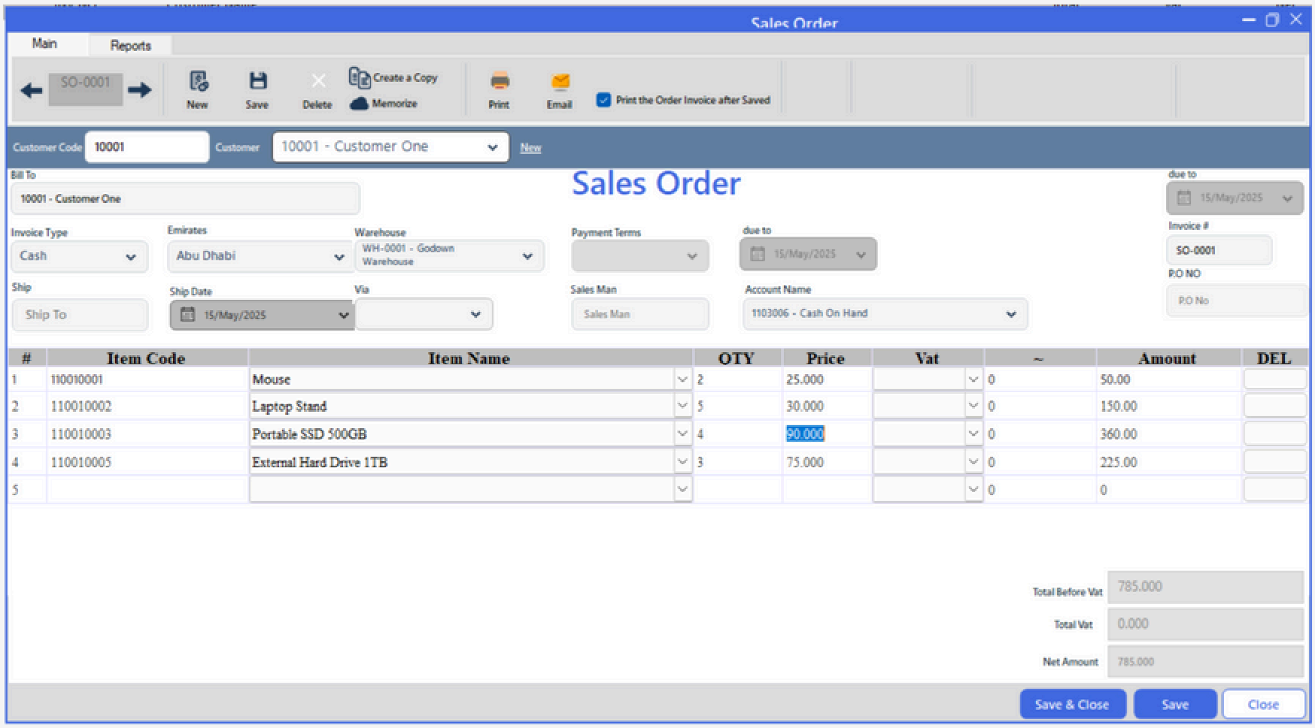


Key Features:

- Create new sales orders linked to customers
- Specify ordered items, quantities, and prices
- Set delivery schedules and warehouse sources
- Track order status (pending, confirmed, shipped)
- Convert sales orders into invoices once confirmed
- Manage discounts, taxes, and payment terms
- Generate order reports for sales and inventory planning

- Available Sales Order Operations :

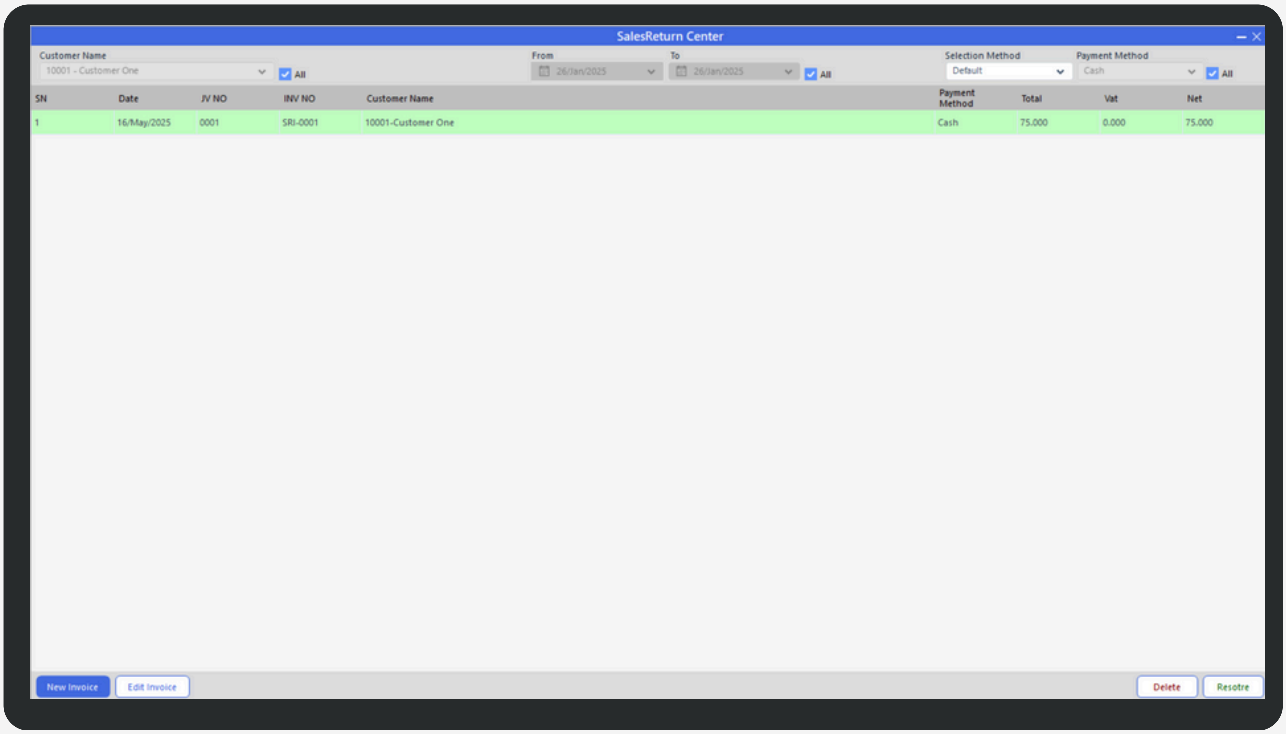
New Sales Order Invoice



- Key Fields – Sales Order
- Sales Order Number – Unique identifier for the order
- Customer Code – Code linked to the customer
- Customer Name – Name of the customer placing the order
- Bill To – Billing address or contact information
- Order Type – Type/category of sales order (e.g., standard, urgent)
- Choose Emirates – Select the Emirates location related to the order
- Ship / Ship Date – Shipping method and expected shipment date
- Warehouse – Warehouse supplying the items
- Payment Terms / Duration Date – Payment conditions and due date
- Via – Delivery or shipping method
- Salesman – Sales representative responsible for the order
- Account Name for Cash Payment – Ledger account used if payment is by cash (optional)
- Order Date – Date the sales order is created
- Purchase Order – Reference to customer's purchase order (if any)
- Proforma Invoice No. – Link to any related proforma invoice (if applicable)
- Quotation Reference – Reference to related quotation (if any)
- Sales Item Details – List of products or services ordered, quantities, prices
- Description for Order – Additional notes or special terms related to the sales order

- Main Form → Customers → Sales Return

The Sales Return module manages the process of returning sold goods from customers. It helps track returned items, update inventory, and adjust customer accounts accordingly.

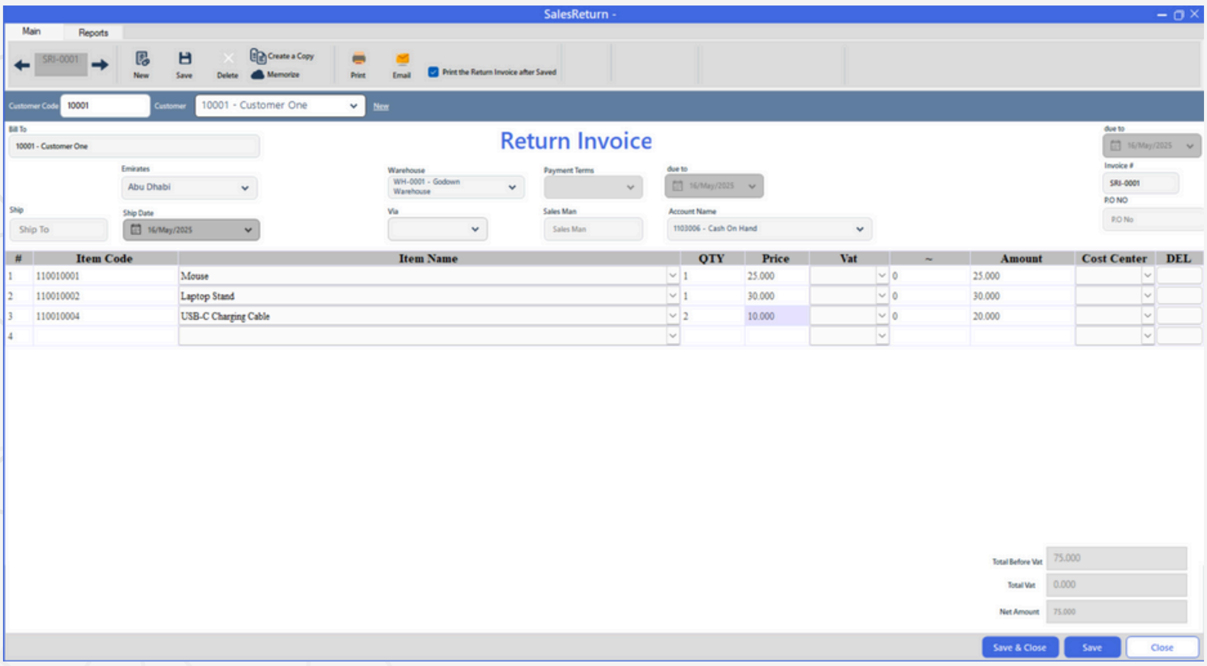


◆ Key Features:

- Create new sales return records linked to original sales invoices
- Specify items being returned, quantities, and reasons for return
- Adjust inventory stock levels automatically upon return
- Update customer balances and issue credit notes if applicable
- Track return status and approval workflow
- Print or export sales return documents for record keeping

◆ **Available Sales Return Operations :**

New Sales Return Invoice



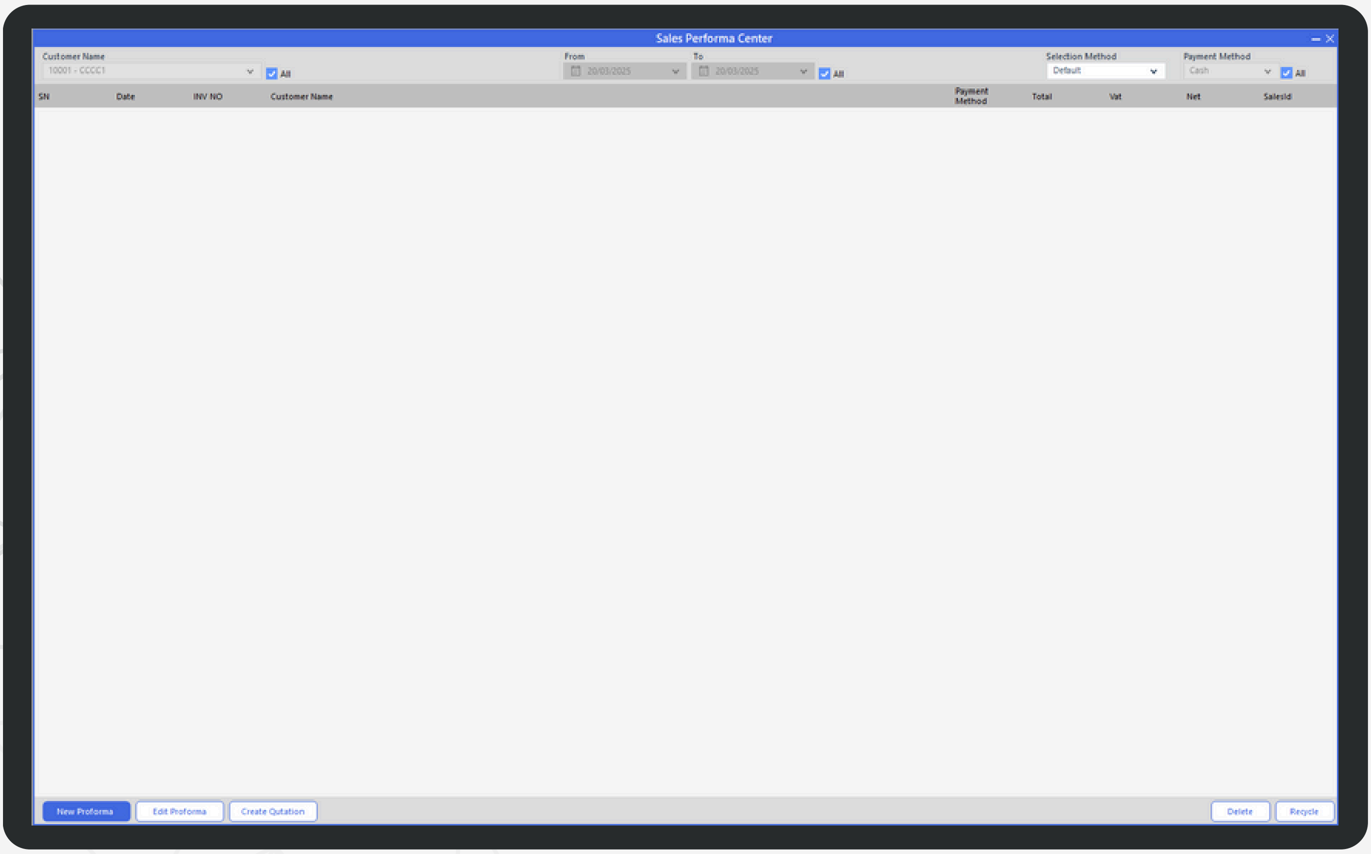
◆ Key Fields – Sales Return

- Sales Return Number – Unique identifier for the return transaction
- Customer Code – Code linked to the customer
- Customer Name – Name of the customer making the return
- Bill To – Billing address or contact information
- Return Type – Type/category of return (e.g., damaged goods, over-supply)
- Choose Emirates – Select the Emirates location related to the return
- Ship / Ship Date – Return shipping method and date
- Warehouse – Warehouse where returned items are received
- Payment Terms / Duration Date – Payment conditions linked to the return
- Via – Delivery or transport method used for return
- Salesman – Sales representative responsible for the original sale
- Account Name for Cash Return – Ledger account used if refund is by cash
- Return Date – Date the return is recorded
- Sales Invoice Number – Reference to the original sales invoice being returned
- Proforma Invoice No. – Link to any related proforma invoice (optional)
- Quotation Reference – If return is linked to an original quotation (optional)
- Sales Item Details – List of returned items, quantities, and prices
- Description for Return – Additional notes or reasons for the return

6. Customers 6.9 - Sales Proforma

- Main Form → Customers → Sales Proforma

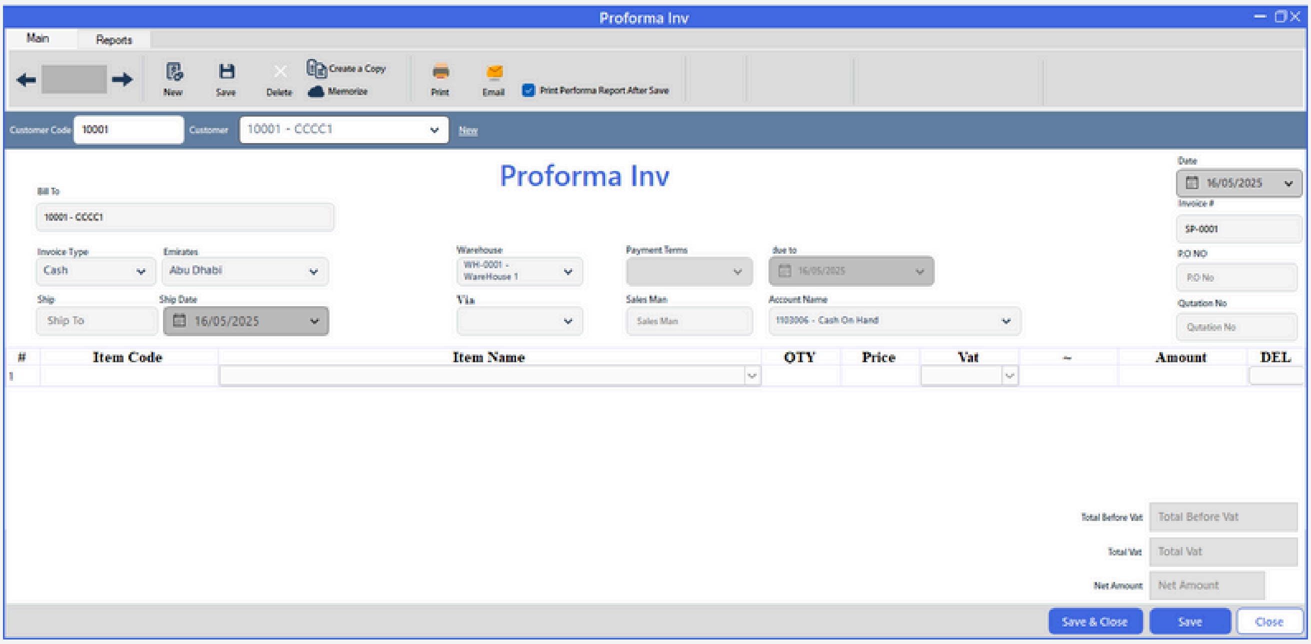
The Sales Proforma module manages the process of issuing preliminary invoices to customers before actual sales. It serves as a quotation or commercial offer, helping customers review and approve pricing and terms before confirming a sale.



- Key Features:
- Create detailed proforma invoices linked to potential customer sales
- Specify items, quantities, prices, and terms without affecting inventory
- Help customers review offers before issuing official sales invoices
- Track proforma status and convert into sales orders or invoices
- Print or email proforma invoices directly from the system
- Supports tax, discounts, payment terms, and multiple currencies

- **Available Sales Proforma Operations :**

New Sales Proforma Invoice



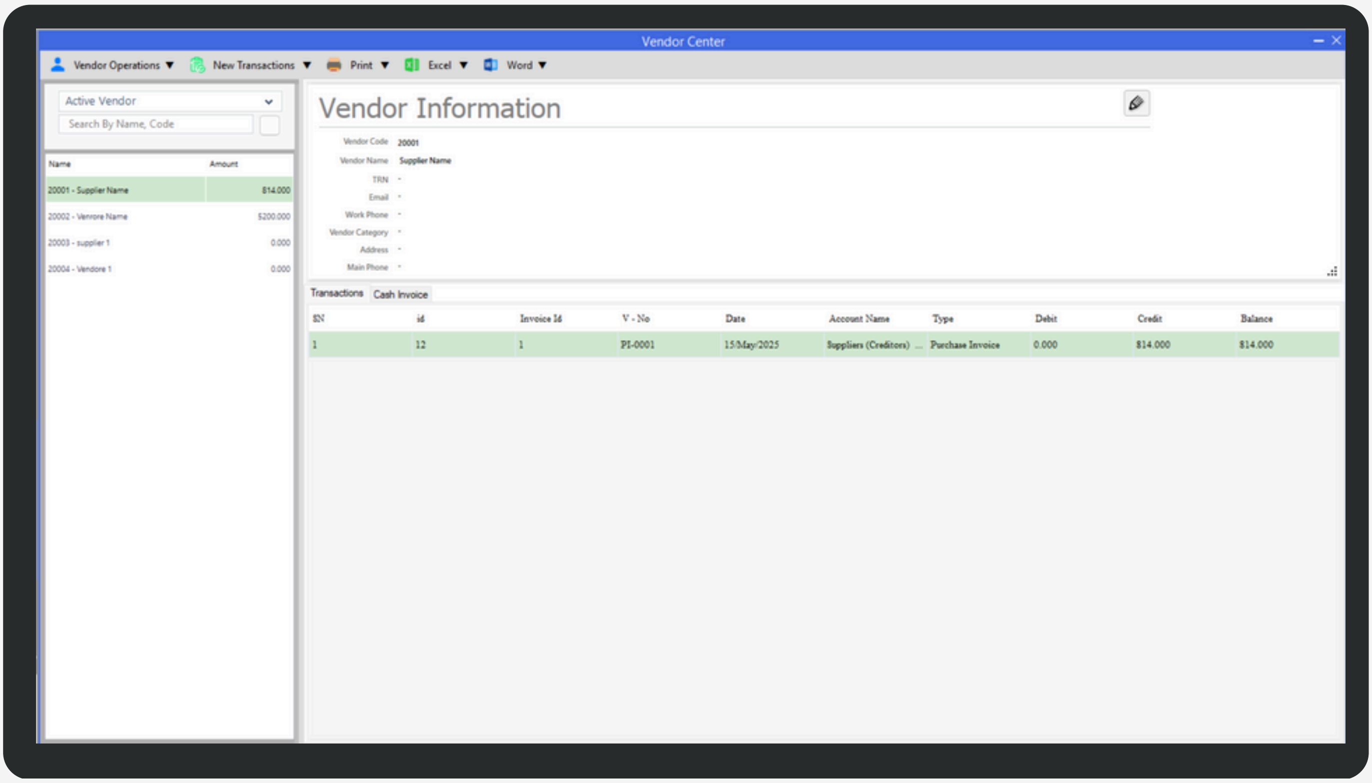
- Key Fields – Sales Proforma
- Proforma Invoice Number – Unique identifier for the proforma invoice.
- Customer Code – Code linked to the customer.
- Customer Name – Name of the customer receiving the proforma invoice.
- Bill To – Billing address or contact information.
- Proforma Type – Type or category of the proforma (e.g., estimate, draft).
- Choose Emirates – Select the Emirates location relevant to the transaction.
- Ship / Ship Date – Proposed shipping method and expected shipment date.
- Warehouse – The warehouse expected to supply the listed items.
- Payment Terms / Duration Date – Proposed payment conditions and due date.
- Via – Delivery or shipping method.
- Salesman – Sales representative preparing the proforma.
- Account Name for Cash Payment – Ledger account used if the customer pays by cash (optional).
- Proforma Date – Date the proforma invoice is created or issued.
- Purchase Order – Reference to the customer’s purchase order, if applicable.
- Quotation Reference – Link to any related quotation.
- Sales Item Details – List of products or services, including quantities and prices.
- Description for Proforma Invoice – Any additional notes or contextual information for the offer.

7. Vendors

7.1 - Vendor Center

- Main Form → Vendors → Vendor Center

The Vendor Center module manages all vendor-related information and serves as the central hub for adding, editing, and viewing vendor profiles. It enables effective tracking of supplier transactions, balances, and contact details.



◆ Key Features:

- View a complete list of registered vendors
- Add new vendors with full contact and financial details
- Edit or deactivate existing vendor records
- Monitor opening balances, purchase history, and due payments
- Filter vendors by category, country, or status
- Quick access to vendor-specific reports and transactions

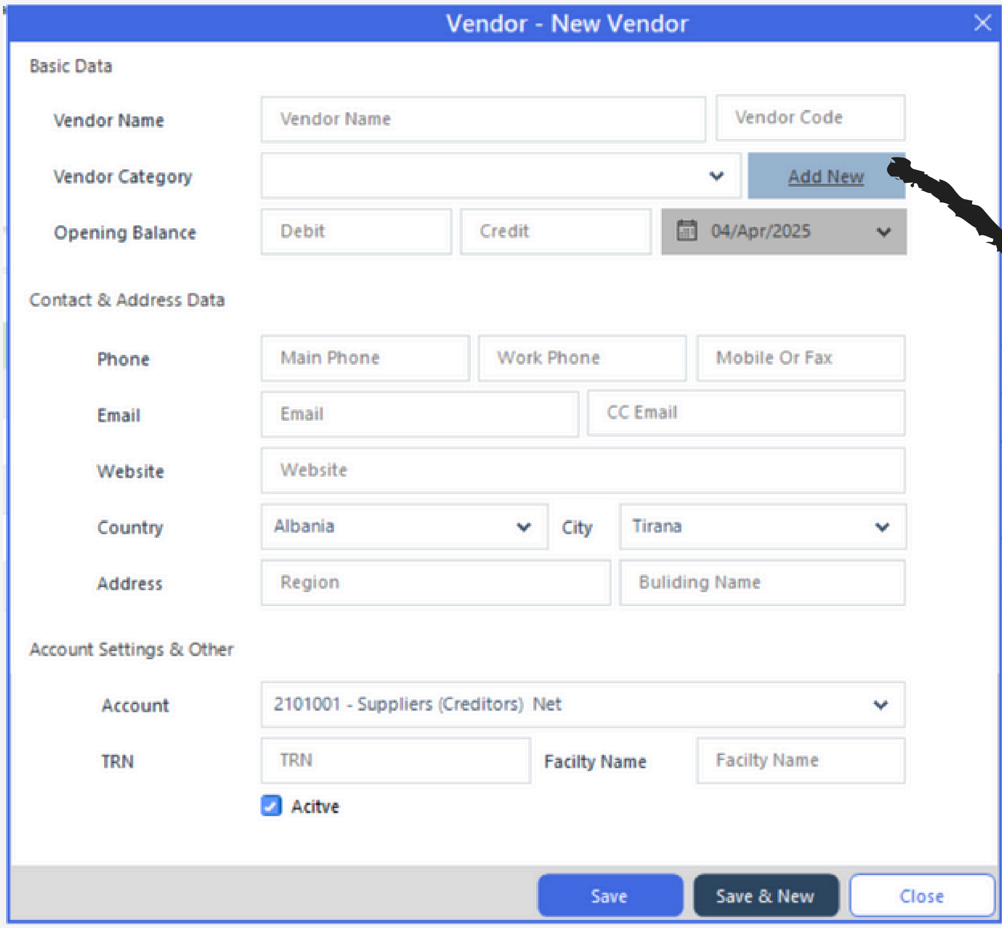
◆ **Available Vendor Operations :**

New Vendor

:

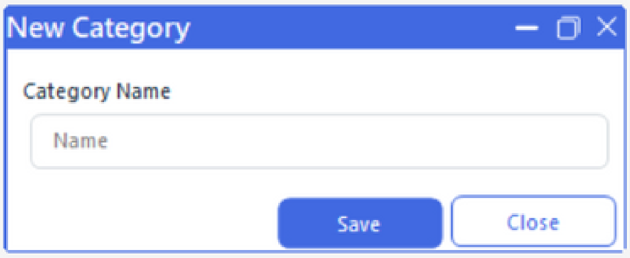
◆ Key Features – Vendor Center:

- View and manage vendor profiles (name, contact info, address, etc.)
- Add new vendors or edit existing records
- Assign categories, payment terms, and credit limits
- Track vendor balances, purchases, and payment history
- Link vendors to specific purchase reps or regions
- Access vendor-related documents, purchase invoices, and payment vouchers



🔹 Key Fields – Vendor Form:

- Vendor Name – Full name of the vendor or supplier company
- Vendor Category – Select the type/category of vendor
- Opening Balance – Initial balance at the time of vendor creation
- Phone – Primary contact number for the vendor
- Email – Vendor's email address
- Website – Vendor's website (optional)
- Country – Country where the vendor is located
- Address – Full billing/shipping address
- Account – Linked general ledger account for financial posting
- TRN – Tax Registration Number (if applicable)
- Facility Name – Associated branch, location, or department name (if any)
- Active – Checkbox to indicate if the vendor is active or inactive



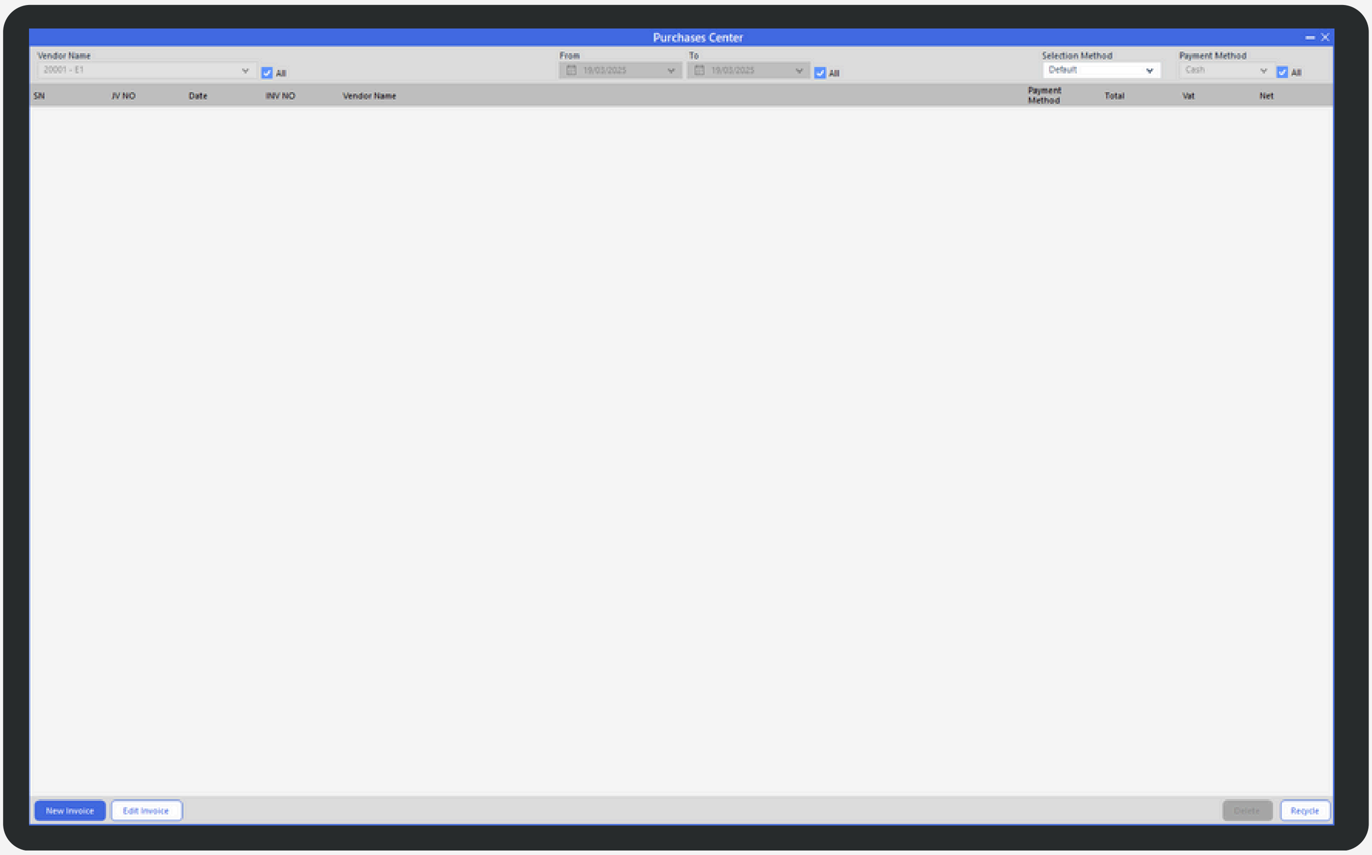
The Vendor Category field is used to classify vendors into different groups based on their type, business relationship, or purchasing profile. This helps in organizing vendors and applying specific rules, terms, or settings to each category for better management and reporting.

7. Vendors

7.2 - Purchases Center

- Main Form → Vendors → Purchases Center

The Purchases Center module is the central hub for managing all vendor purchase activities. It allows users to create, view, and manage purchase-related documents such as purchase orders, invoices, and returns. This module helps streamline the procurement process and maintain accurate vendor transaction records.



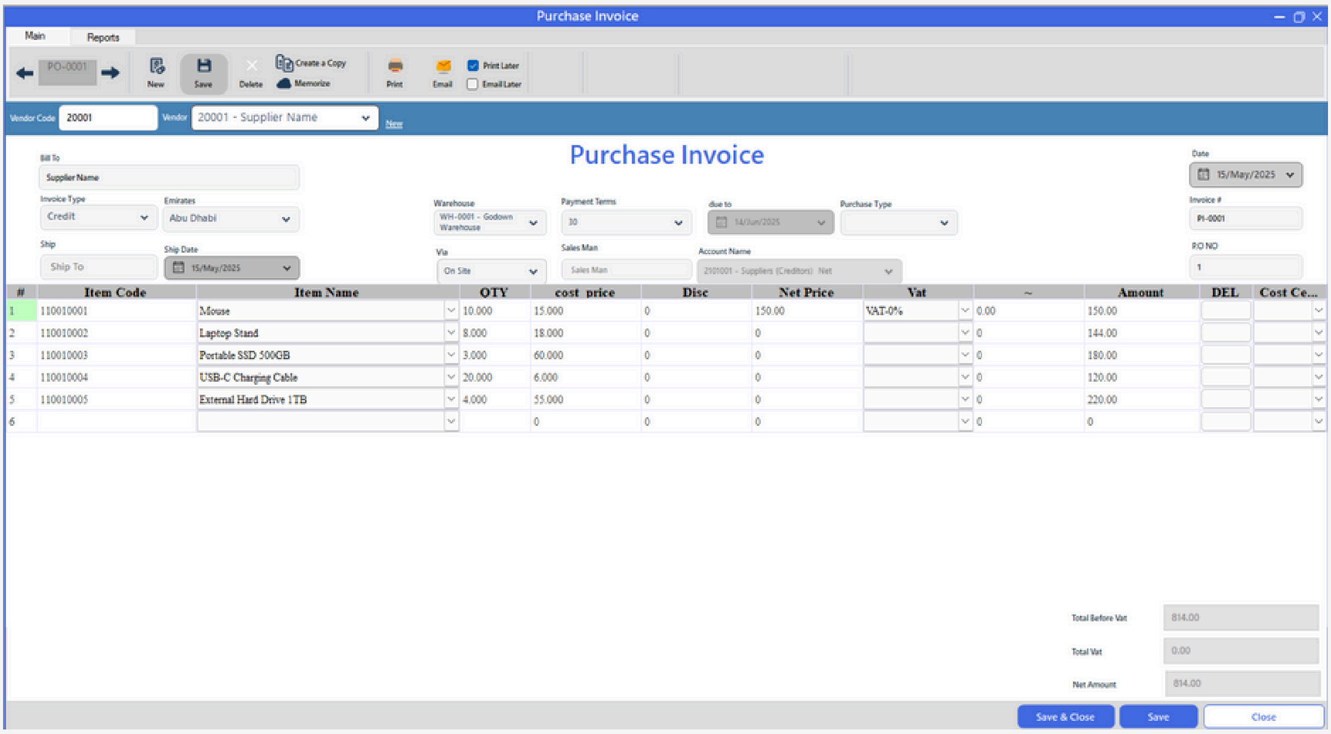
◆ Key Features:

- View a complete list of registered vendors
- Add new vendors with full contact and financial details
- Edit or deactivate existing vendor records
- Monitor opening balances, purchase history, and due payments
- Filter vendors by category, country, or status
- Quick access to vendor-specific reports and transactions

◆ **Available Purchases Center Operations :**

New Purchases Center Invoice

The New Purchases Invoice form is used to record and manage purchases made from vendors. It captures all relevant information related to the purchase, including vendor details, item data, and financial accounts. This form helps update inventory levels and create corresponding accounting entries.

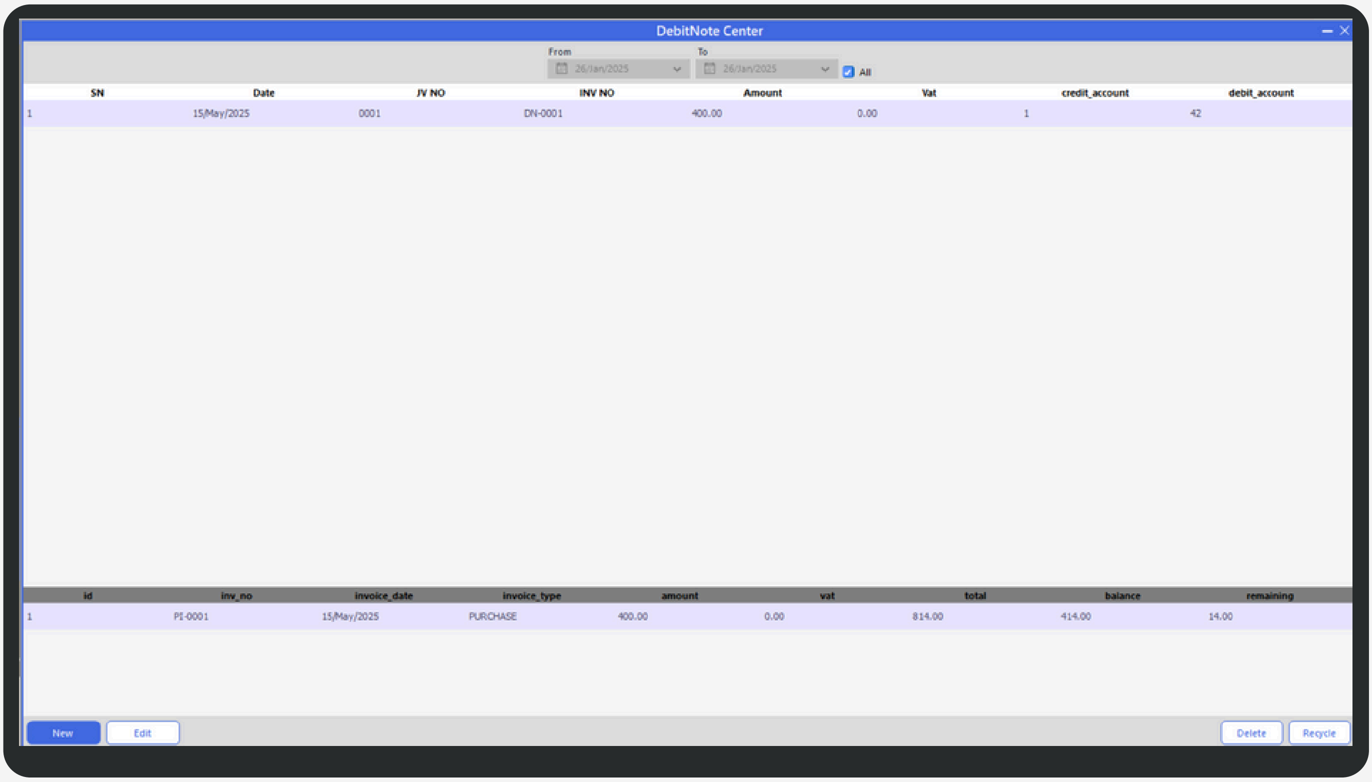


◆ Key Fields – Purchases Invoice:

- Invoice Number – Unique identifier for the purchase invoice
- Vendor Code – Code linked to the vendor
- Vendor Name – Name of the vendor from whom items are purchased
- Bill To – Billing address or branch for the invoice
- Invoice Type – Category/type of purchase (e.g., local, import)
- Warehouse – Warehouse where the purchased goods will be received
- Purchase Date – Date the invoice is issued
- Payment Terms / Duration – Payment agreement and due date
- Via – Shipping or delivery method
- Purchase Order Ref – Link to the related purchase order (if any)
- Quotation Ref – Reference to any related vendor quotation
- Items Details – List of items or services purchased with quantity, rate, and amount
- Account for Cash Payment – GL account used for cash purchases (if applicable)
- Description / Notes – Additional remarks or invoice explanation

- Main Form → Vendors → Debit Note

The Debit Note module is used to record and manage debit notes issued to vendors, typically for returns, adjustments, or corrections to previous purchase invoices. It helps keep vendor accounts accurate by reflecting decreases in amounts owed.



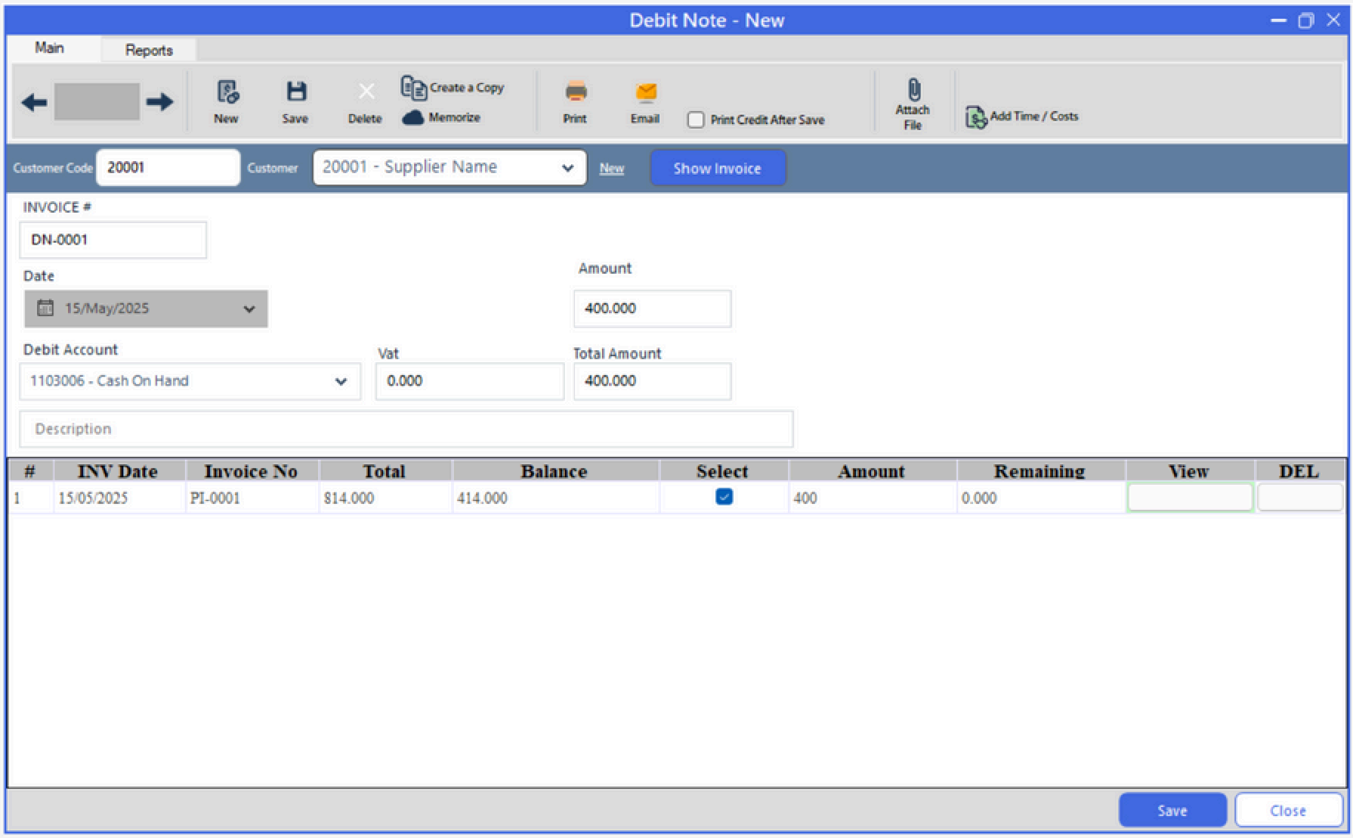
◆ Key Features:

- Create new debit notes linked to purchase invoices
- Record returned items or billing adjustments
- Adjust vendor balances and accounting entries accordingly
- Track debit note status and history
- View and search debit notes by vendor, date, or reference number

◆ **Available Debit Note Operations :**

New Purchases Debit Note

The New Purchases Debit Note form allows you to create a debit note to vendors, typically used for returns, billing corrections, or adjustments to previously recorded purchase invoices. It updates vendor accounts and financial records accordingly.

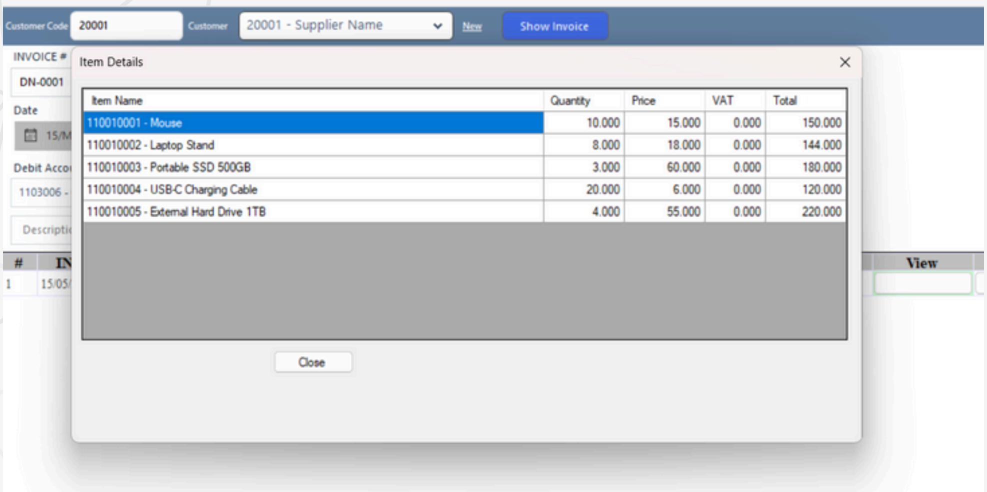


- Key Fields – Purchases Debit Note:
  - Debit Note Number – Unique identifier for the debit note
  - Vendor Code – Code linked to the vendor
  - Vendor Name – Name of the vendor
  - Related Purchase Invoice – Reference to the original purchase invoice
  - Date – Date the debit note is issued
  - Warehouse – Warehouse related to the returned or adjusted items
  - Items Details – List of items being returned or adjusted, including quantities and amounts
  - Reason/Description – Explanation for the debit note
  - Account Adjustments – Linked accounts for inventory, expense, or payable corrections
  - Total Amount – Total value of the debit note

- **Available Debit Note Invoice Operations :**

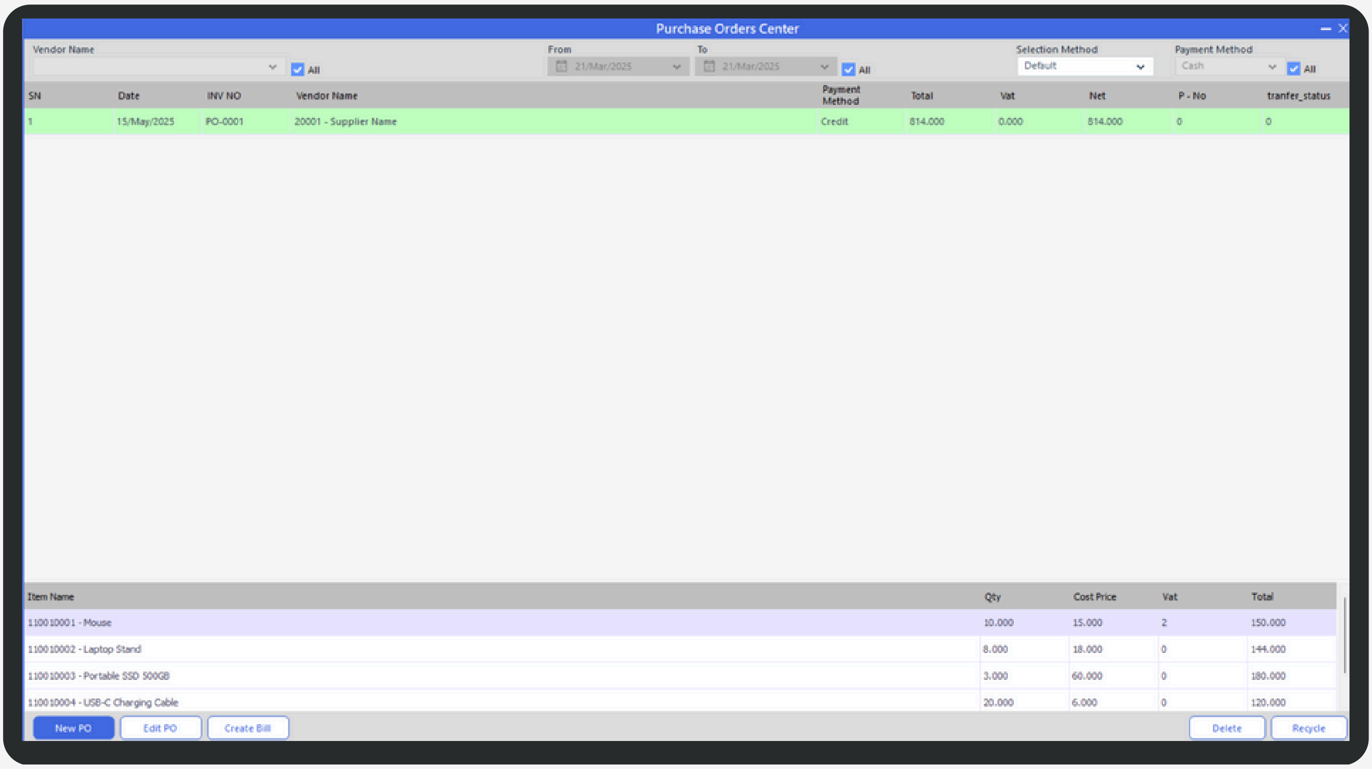
Show Invoice Debit Note

This function displays the details of a specific debit note linked to a purchase invoice. It allows users to review returned items, adjustments, and financial impacts related to vendor transactions.



- Main Form → Vendors → Purchase Order

The Purchase Order module manages the creation and tracking of purchase orders sent to vendors. It streamlines the procurement process by recording orders for goods or services, specifying quantities, prices, and delivery details.

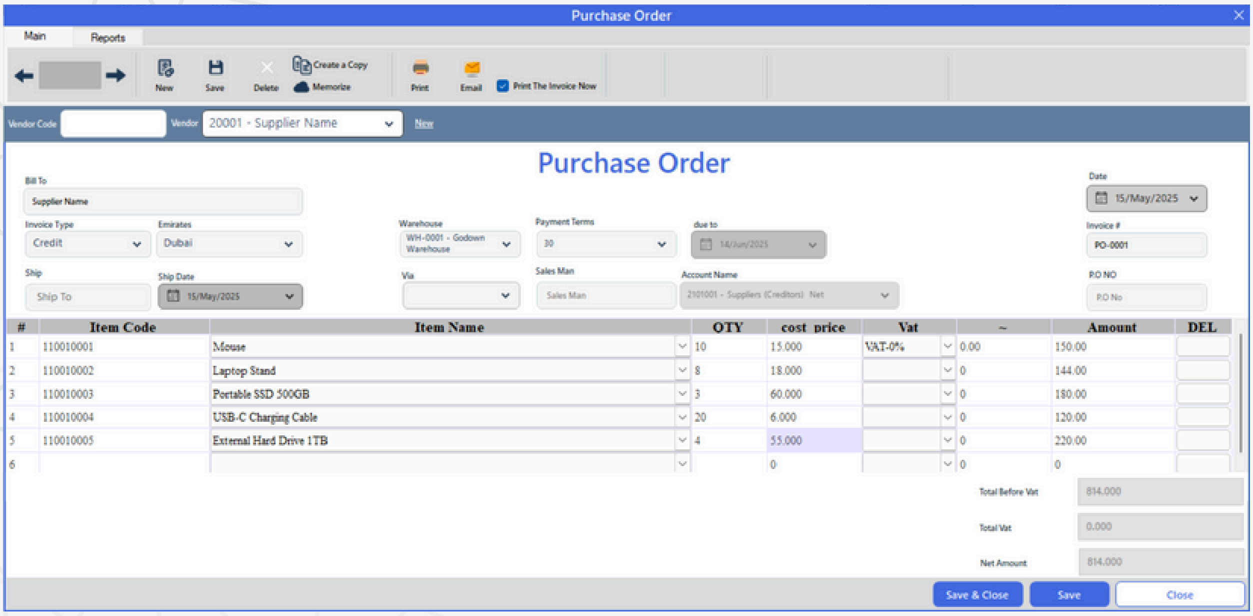


- Key Features:
- Create new purchase orders with vendor details and item lists
- Specify quantities, prices, and delivery dates
- Track order status (pending, approved, received)
- Link purchase orders to related invoices and receipts
- Manage multiple vendors and warehouses
- Generate reports on purchase order history and status

- **Available Purchase Order Operations :**

New Purchase Order

The New Purchase Order Invoice form is used to create and manage purchase orders issued to vendors. It captures detailed information about the items or services ordered, quantities, prices, and delivery schedules to ensure accurate procurement and inventory planning.



◆ Key Fields – New Purchase Order Invoice:

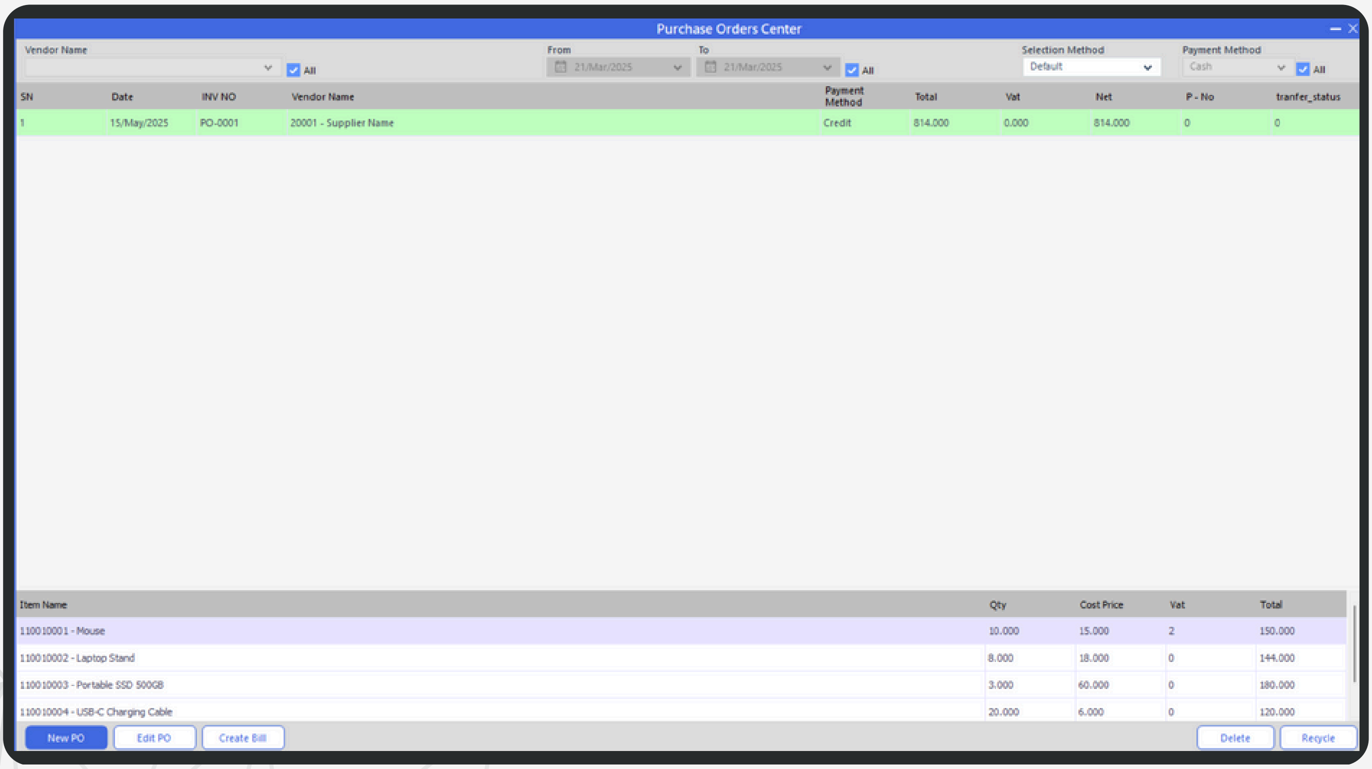
- Purchase Order Number – Unique identifier for the purchase order
- Vendor Code – Code linked to the vendor
- Vendor Name – Name of the vendor receiving the order
- Order Date – Date when the purchase order is created
- Expected Delivery Date – Scheduled date for receiving goods or services
- Warehouse – Warehouse where the ordered items will be received
- Payment Terms – Conditions agreed with the vendor regarding payment
- Items Details – List of items/services ordered, including quantity, unit price, and total amount
- Shipping Method – Mode of delivery for the order
- Reference Purchase Request/Quotation – Link to any related purchase requests or vendor quotations
- Notes/Comments – Additional information or special instructions regarding the order

7. Vendors

7.7 - Purchase Return

- Main Form → Vendors → Purchase Return

The Purchase Return module manages the process of returning goods or services previously purchased from vendors. It helps track returned items, update inventory, and adjust vendor accounts accordingly.



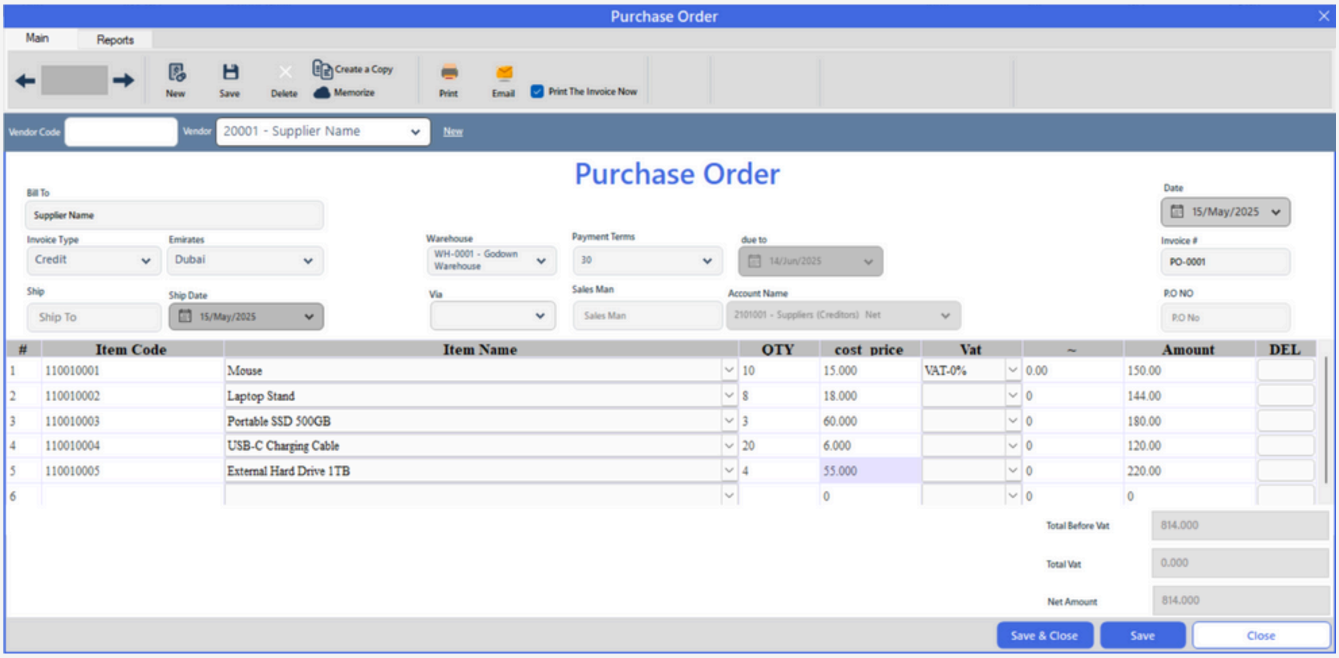
◆ Key Features:

- Create and manage purchase return documents
- Link returns to original purchase invoices
- Record returned item quantities and reasons
- Adjust inventory levels based on returns
- Update vendor balances and accounting entries
- Track return status and history for audit purposes

◆ **Available Purchase Return Operations :**

New Purchase Return

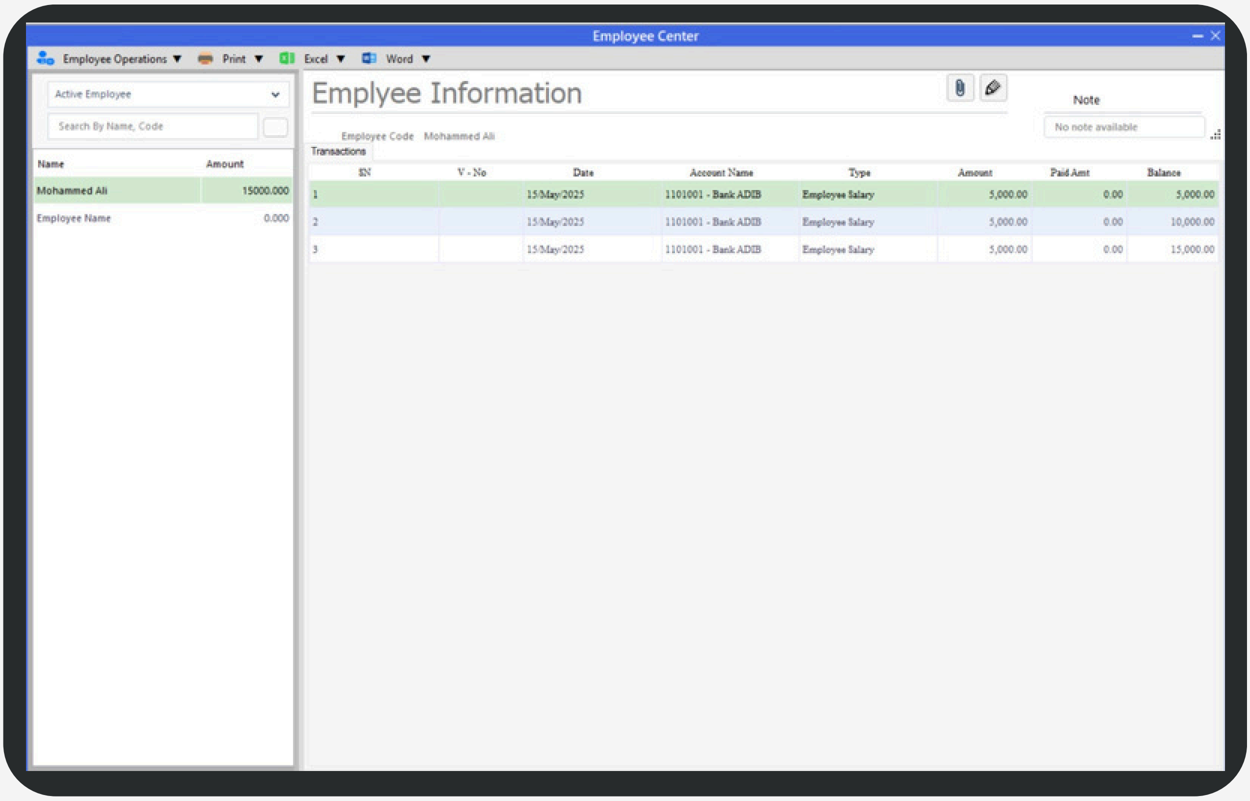
The New Purchase Return form is used to record the return of goods or services to a vendor. It captures details about the returned items, reasons for return, and updates inventory and vendor accounts accordingly.



◆ Key Fields – New Purchase Return:

- Return Number – Unique identifier for the purchase return
- Vendor Code – Code linked to the vendor
- Vendor Name – Name of the vendor
- Related Purchase Invoice – Reference to the original purchase invoice
- Return Date – Date the return is processed
- Warehouse – Warehouse from which the items are returned
- Items Details – List of returned items with quantities and reasons
- Return Reason – Explanation for the return
- Total Return Amount – Value of the returned goods
- Notes/Comments – Additional remarks regarding the return

- Main Form → HR → Human Resource Center

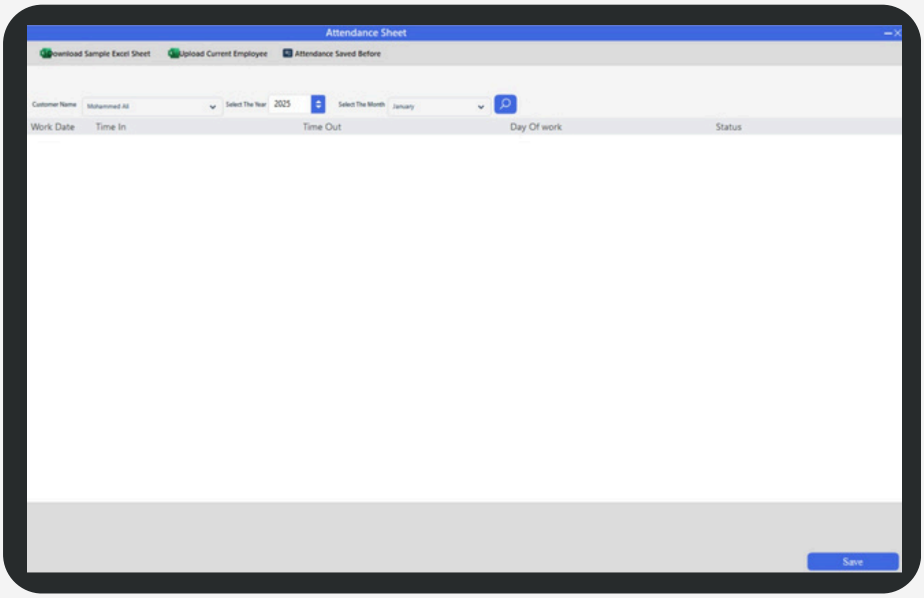


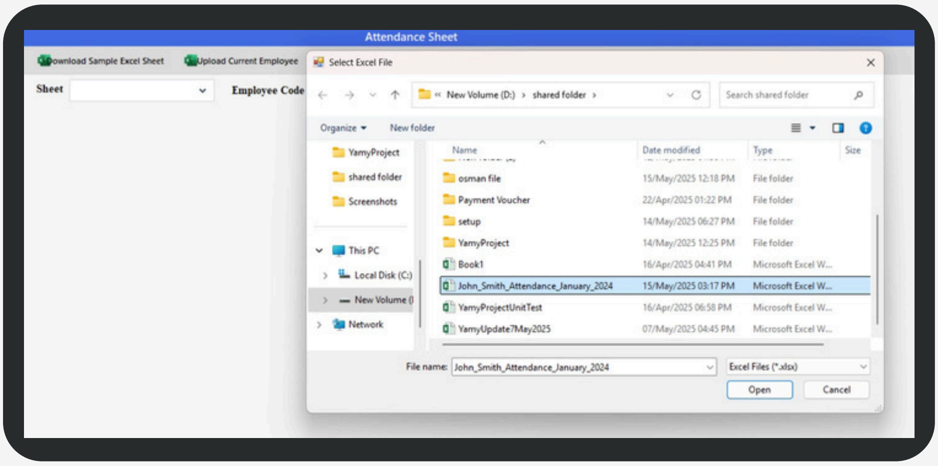
Human Resource Center

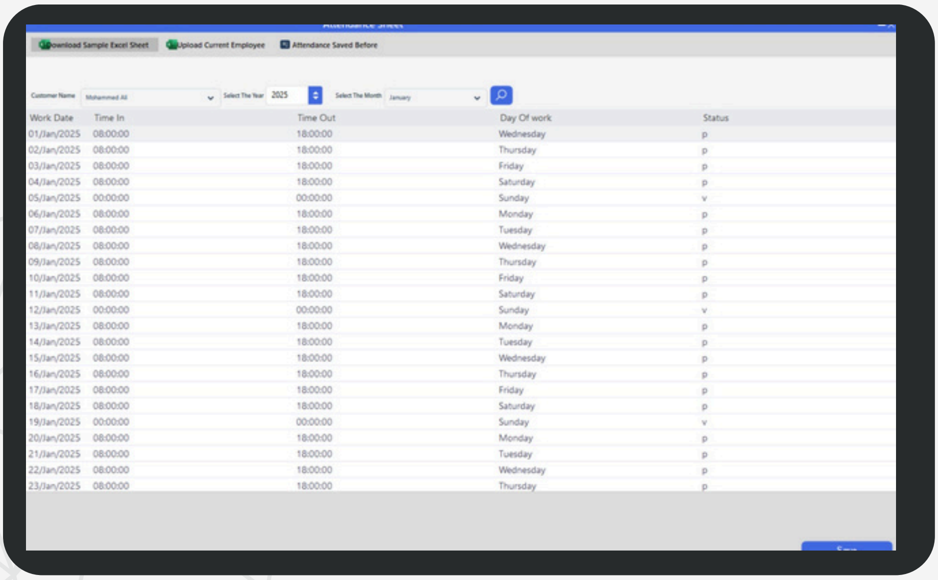
- Manages recruitment, onboarding, and employee records
- Handles payroll, benefits, and compliance with labor laws
- Oversees performance reviews and staff development
- Supports communication between employees and management
- Aligns HR strategies with organizational goals

8.2 - Attendance Sheet

- Main Form → HR → Attendance Sheet



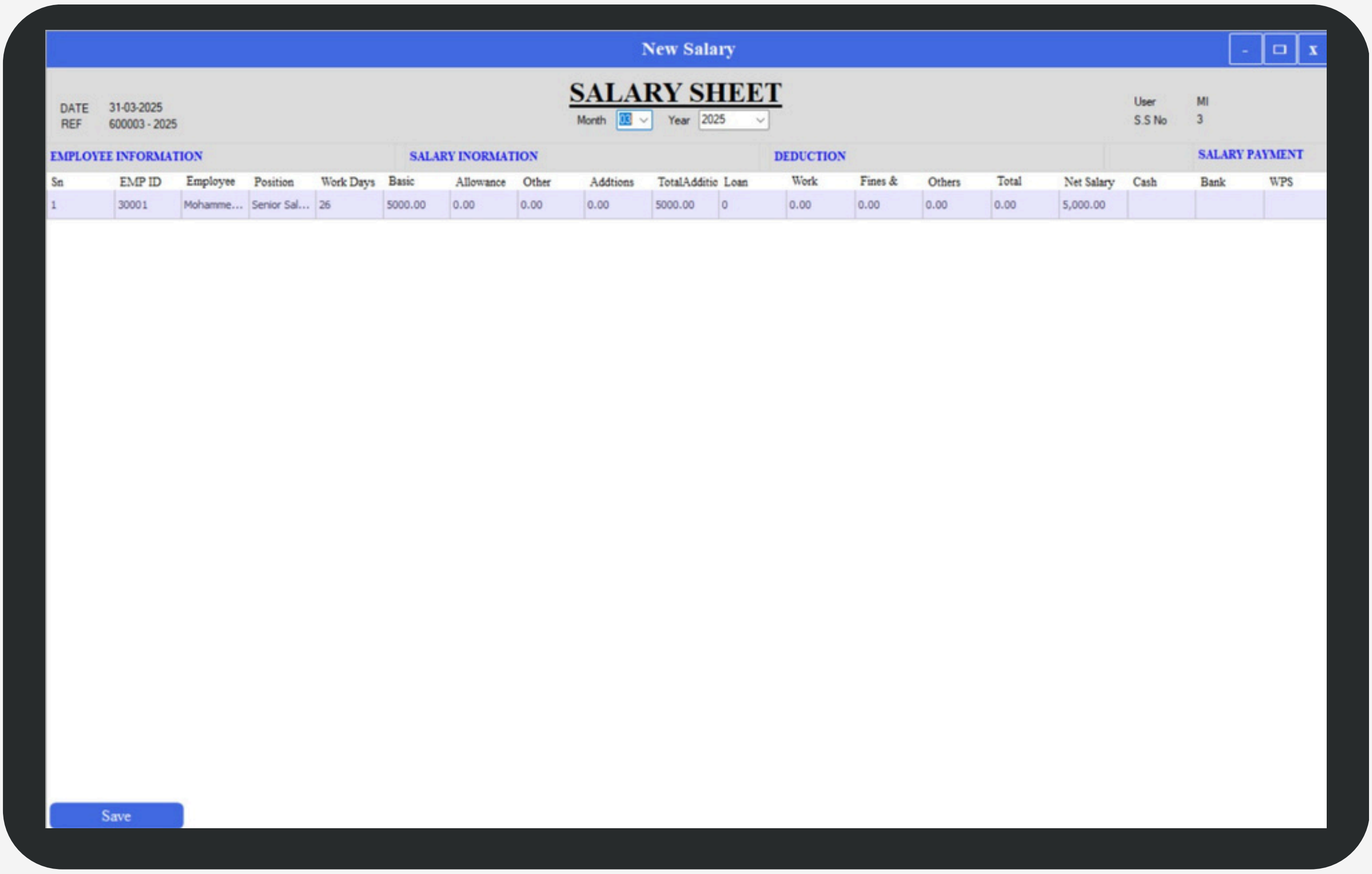




An attendance sheet is a tool used to record the presence, absence, or lateness of individuals—typically employees or students—on a daily basis. It helps in tracking working hours, managing leave, calculating payroll, and ensuring accountability and discipline.

- Tracks daily attendance, absences, and late arrivals
- Useful for payroll, performance evaluation, and compliance
- Can be manual (paper-based) or digital (software or spreadsheets)
- Often includes date, name, in/out time, and remarks

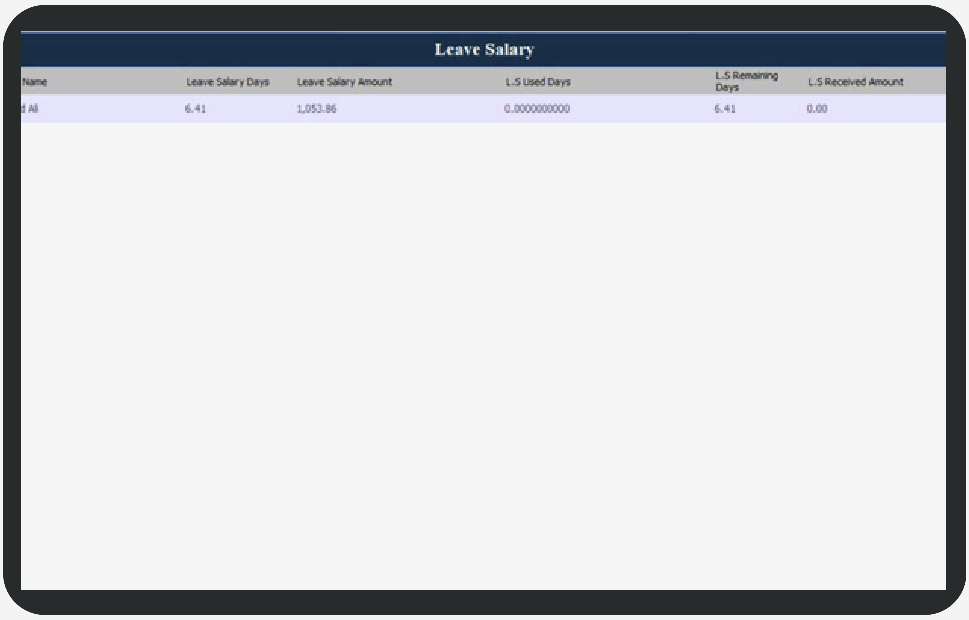
- Main Form → HR → Salary Sheet



A Salary Sheet is a structured document used by organizations to calculate and record employee salary details for a specific period, typically monthly. It ensures transparency, accuracy, and proper payroll management.

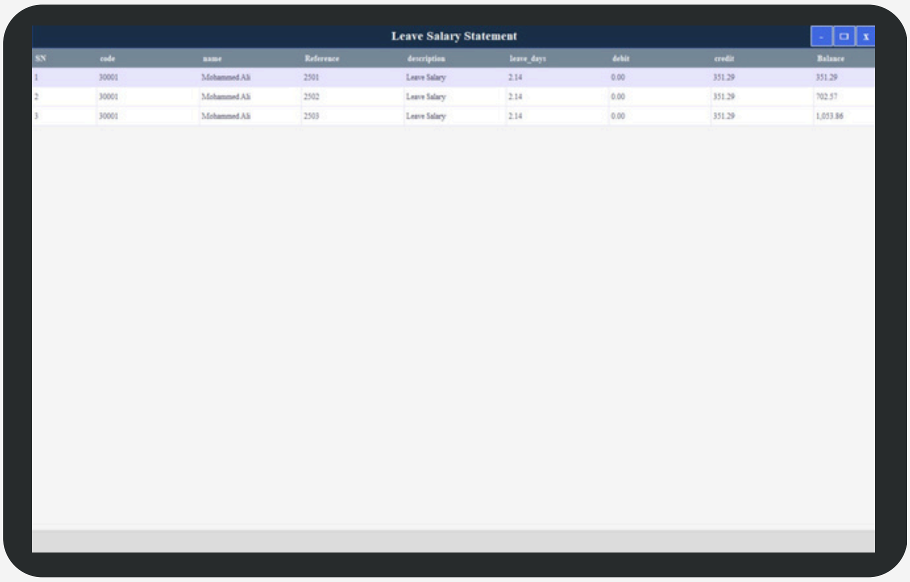
- Employee Details: Includes name, ID, designation, and department.
- Earnings: Shows basic salary, allowances (HRA, DA, etc.), bonuses, and overtime.
- Deductions: Lists taxes, provident fund (PF), loan repayments, and other deductions.
- Net Salary: Final payable amount after deductions (Net Pay = Gross Salary - Deductions).
- Pay Period: Covers a defined period, usually monthly.
- Compliance: Helps with legal and tax reporting requirements.

- Main Form → HR → Leave Salary



Leave Salary

Name	Leave Salary Days	Leave Salary Amount	L.S Used Days	L.S Remaining Days	L.S Received Amount
d Ali	6.41	1,053.86	0.0000000000	6.41	0.00



Leave Salary Statement

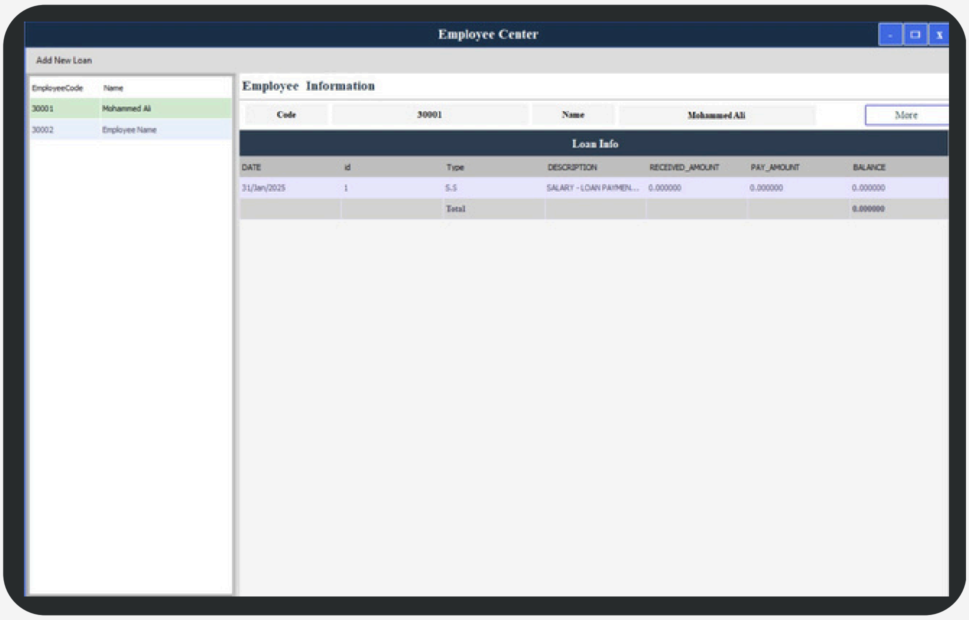
SN	code	name	Reference	description	leave_days	debit	credit	Balance
1	30001	Mohammed Ali	2501	Leave Salary	2.14	0.00	351.29	351.29
2	30001	Mohammed Ali	2502	Leave Salary	2.14	0.00	351.29	702.57
3	30001	Mohammed Ali	2503	Leave Salary	2.14	0.00	351.29	1,053.86

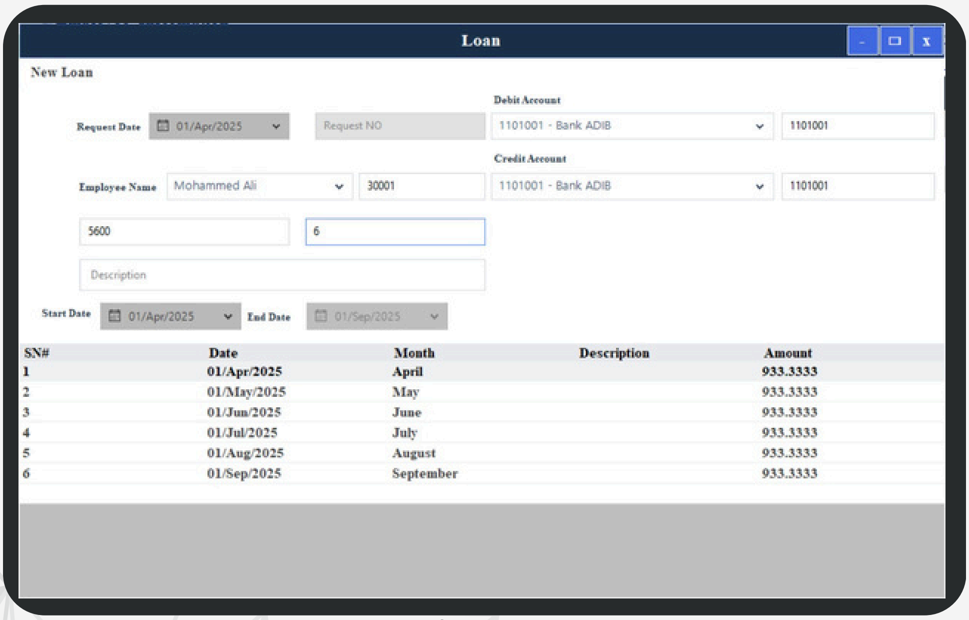
Leave Salary refers to the payment made to an employee for the leave days they are entitled to—either during the leave period or in lieu of unused leave at the end of service.

-
- During Leave: Paid when an employee takes paid leave (e.g., annual leave, sick leave).
- Encashment: Given as a lump sum for unused leave when the employee resigns, retires, or as per company policy.
- Calculation: Based on basic salary (and sometimes allowances), depending on company or labor laws.
- Eligibility: Applies only to employees who have accrued paid leave.
- Taxable: May be taxable depending on the amount and local tax regulations.

8.5 - Loans

- Main Form → HR → Loans





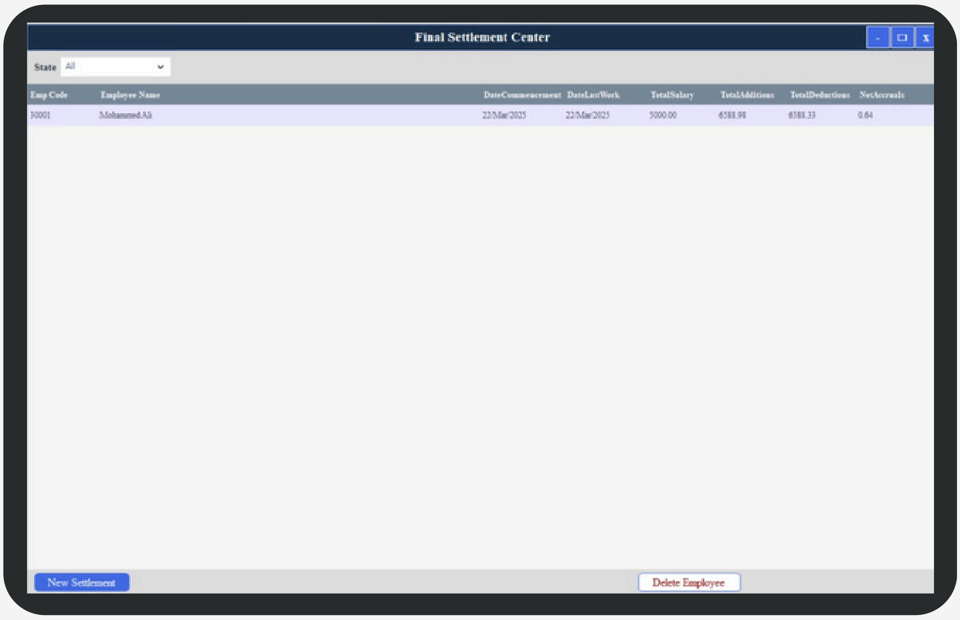
Loans

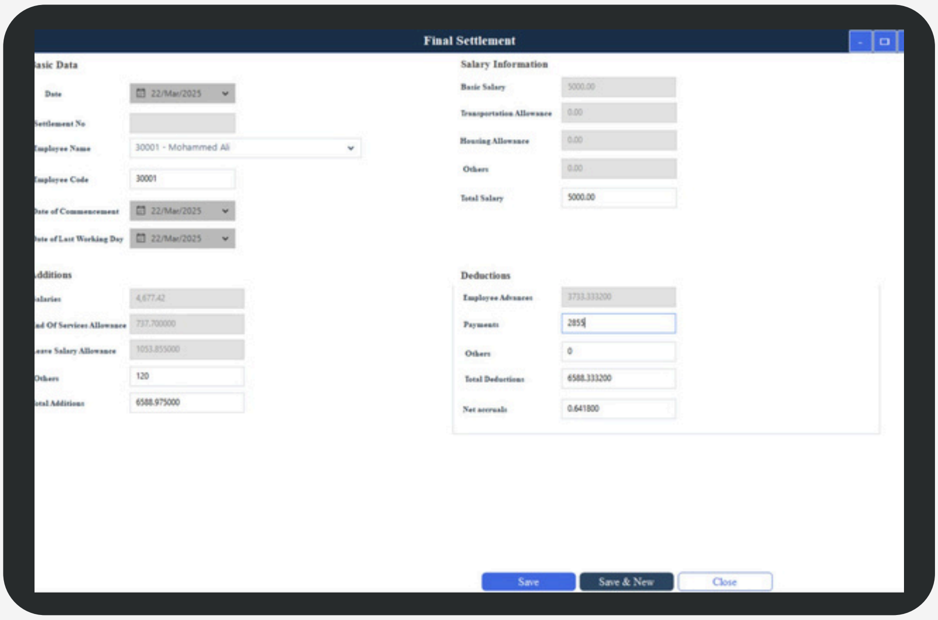
Loans in HR or payroll refer to the financial assistance provided by an organization to its employees, which is repaid over time through deductions from their salaries.

- Types: Can include personal loans, emergency loans, or salary advances.
- Approval: Requires management approval and may depend on employee eligibility.
- Repayment: Deducted monthly from the employee's salary in fixed installments.
- Interest: May be interest-free or carry a nominal interest rate, depending on company policy.
- Record Keeping: Tracked in the payroll system to manage balances and repayment schedules.

8.HR (Human Resource) 8.6 - Final Settlement

- Main Form → HR → Final Settlement



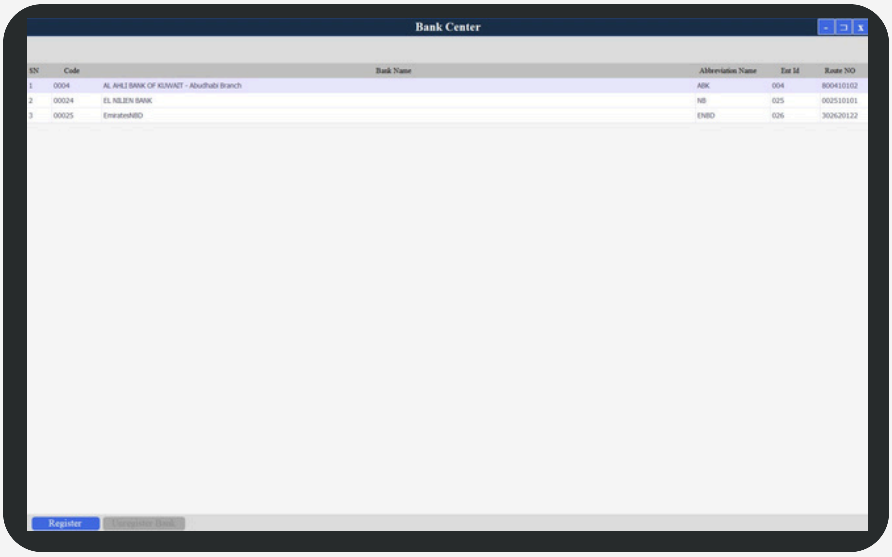


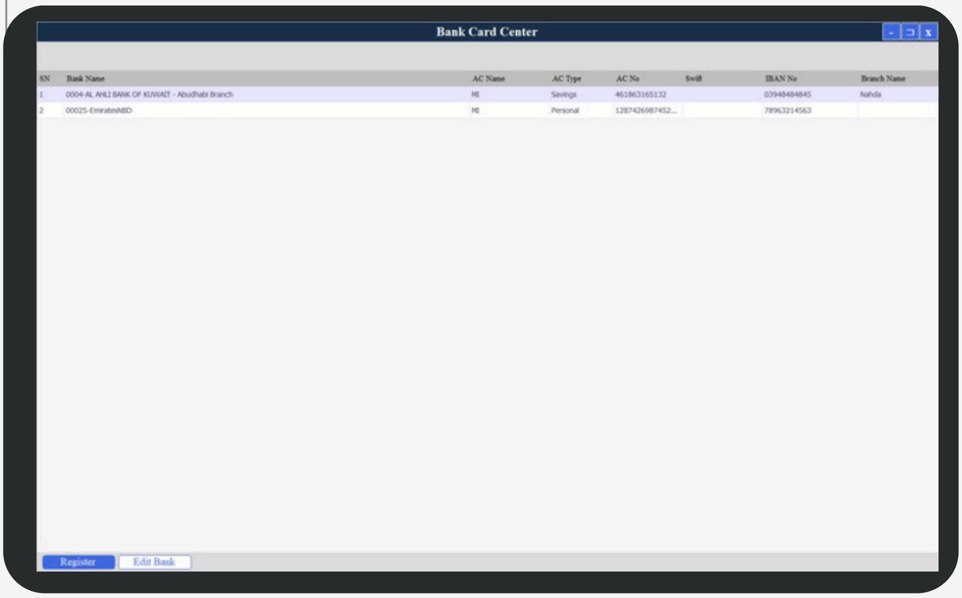
Final Settlement is the process of clearing all dues between an employer and an employee when the employee leaves the organization—whether through resignation, termination, or retirement.

- Includes: Unpaid salary, leave encashment, bonuses, gratuity, incentives, and deductions (e.g., loans, taxes).
- Timeline: Usually processed within a set period after the last working day (e.g., 7–30 days).
- Clearance: Requires approvals from HR, finance, and department heads.
- Document: A final settlement statement is issued for employee acknowledgment.
- Compliance: Must follow labor laws and company policy to avoid legal issues.

9. Banking 9.1 - Bank Center

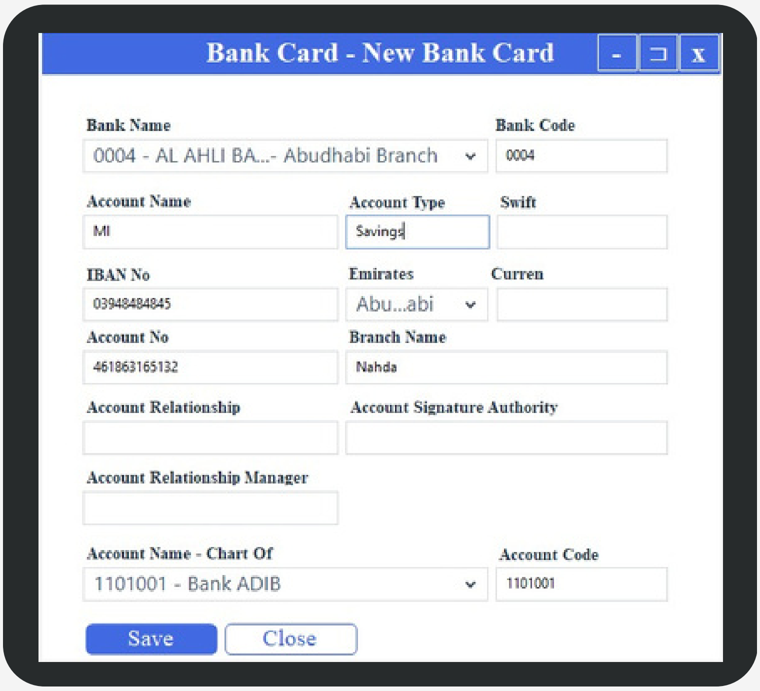
- Main Form → Banking → Bank Center

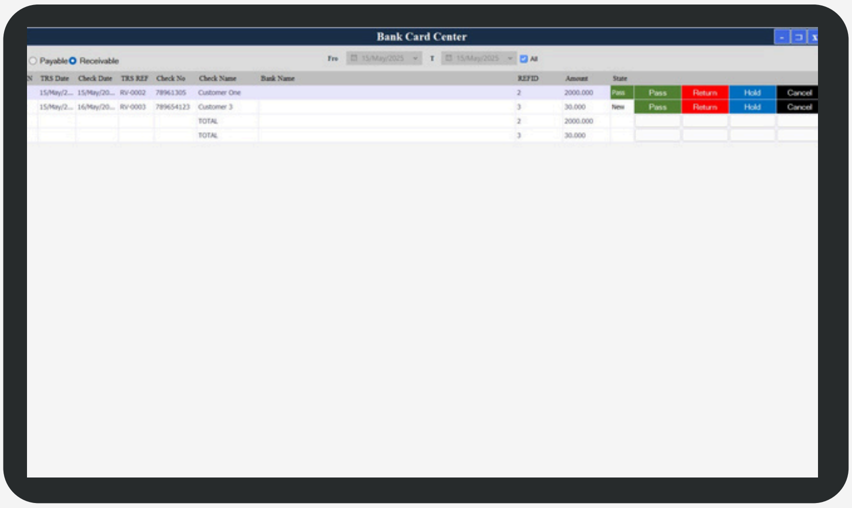




A Bank Center refers to the designated banking details or system within an organization used to manage financial transactions, especially employee salary disbursements.

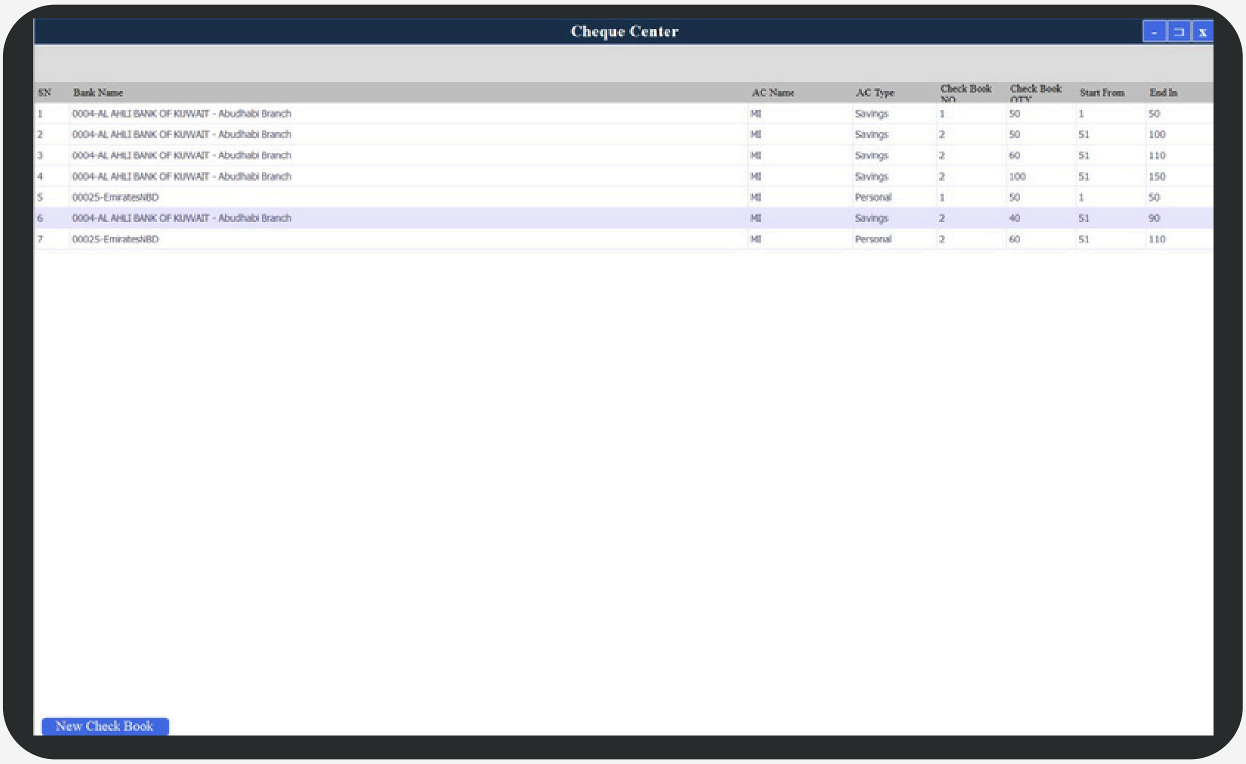
- Salary Payments: Used to transfer employee salaries directly to their bank accounts.
- Bank Details: Stores account numbers, IFSC codes, and bank names for each employee.
- Multiple Banks: May support different banks for different employees or branches.
- Integration: Often linked with payroll software for automated salary processing.
- Security: Ensures confidential and secure handling of banking information.

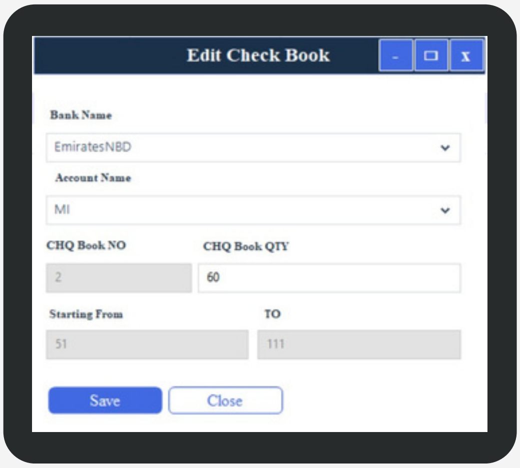


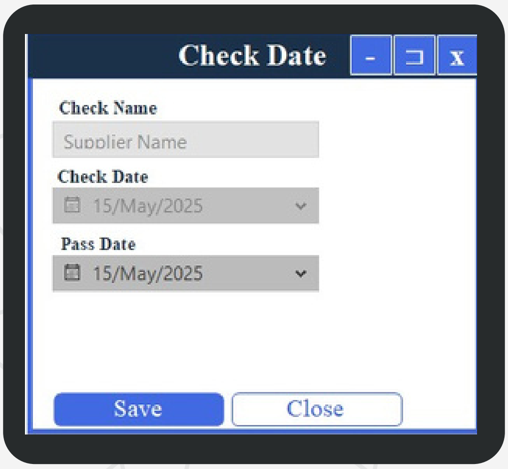


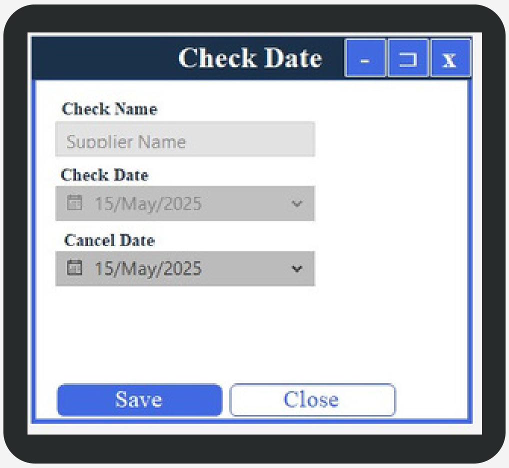
An Open Bank Card typically refers to a debit or payroll card issued to an employee through a bank, often in collaboration with the employer. It allows employees to receive salary payments and access banking services without needing a traditional bank account setup.

- Salary Access: Employees receive their salary directly on the card.
- Bank Partnership: Issued through banks partnered with the employer.
- Convenience: Useful for employees without existing bank accounts.
- Usage: Can be used for withdrawals, purchases, and online payments like a regular debit card.
- No/Low Fees: Often includes minimal fees or special benefits negotiated by the employer.


Cheque Center
SN Bank Name AC Name AC Type Check Book NO Check Book QTY Start From End In
1 0004-AL AHLI BANK OF KUWAIT - Abudhabi Branch MI Savings 1 50 1 50
2 0004-AL AHLI BANK OF KUWAIT - Abudhabi Branch MI Savings 2 50 51 100
3 0004-AL AHLI BANK OF KUWAIT - Abudhabi Branch MI Savings 2 60 51 110
4 0004-AL AHLI BANK OF KUWAIT - Abudhabi Branch MI Savings 2 100 51 150
5 00025-EmiratesNBD MI Personal 1 50 1 50
6 0004-AL AHLI BANK OF KUWAIT - Abudhabi Branch MI Savings 2 40 51 90
7 00025-EmiratesNBD MI Personal 2 60 51 110
New Check Book


Edit Check Book
Bank Name
EmiratesNBD
Account Name
MI
CHQ Book NO
CHQ Book QTY
2
60
Starting From
TO
51
111
Save
Close


Check Date
Check Name
Supplier Name
Check Date
15/May/2025
Pass Date
15/May/2025
Save
Close



A Post-Dated Cheque (PDC) is a cheque issued with a future date, meaning it cannot be cashed or deposited until that date.

- Used For: Loan repayments, rent, vendor payments, or salary commitments.
- Security: Acts as a payment assurance tool.
- Tracking: Must be recorded and monitored until the due date.

PDC Status Actions

- Pass:

 The cheque is processed successfully on or after the date written.
Payment is cleared and recorded.

- Hold:

 The cheque is temporarily paused from processing.
May be due to pending approval, fund issues, or administrative checks.

- Cancel:

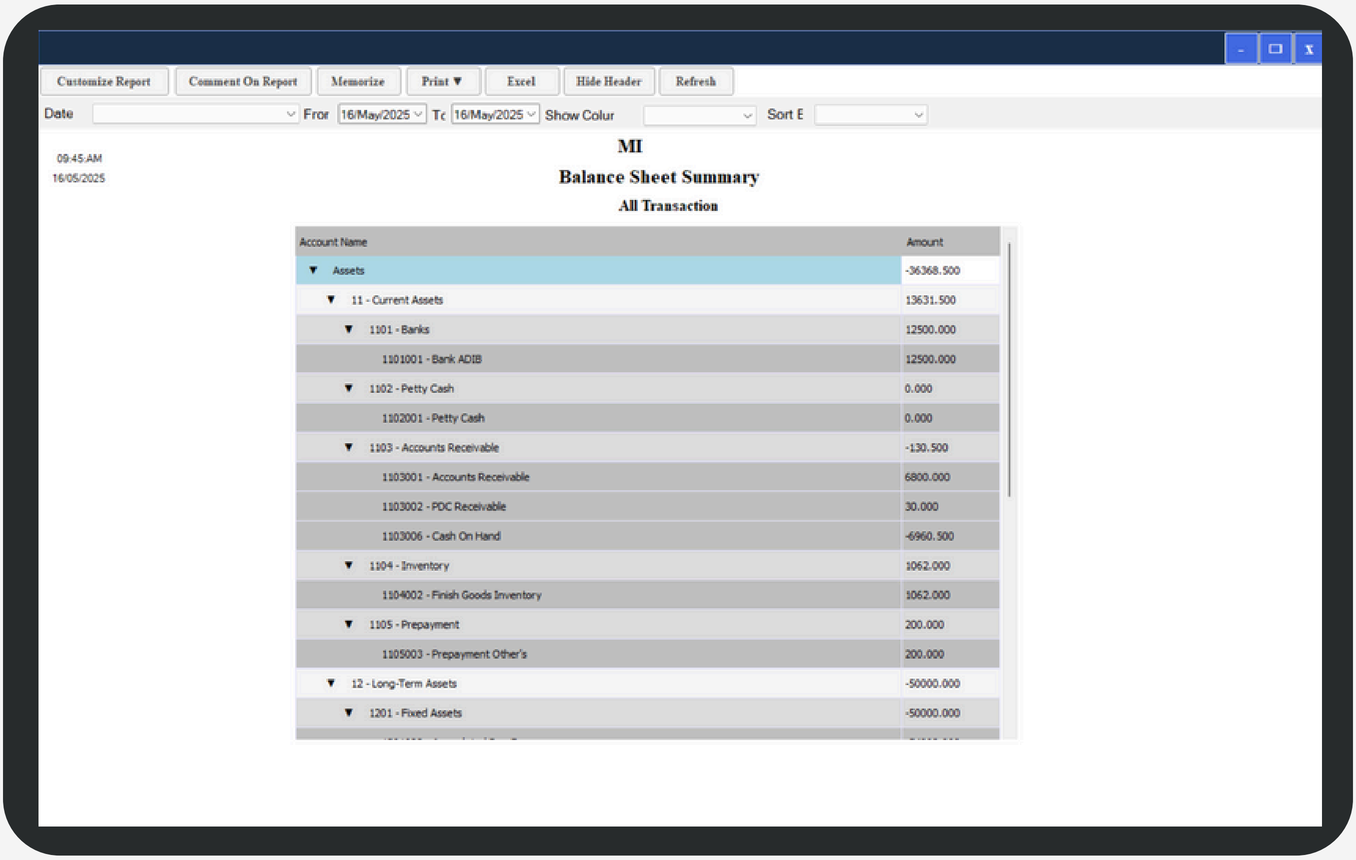
 The cheque is voided and will not be processed.
Reasons could include errors, payment cancellation, or lost cheque.

10. Reports

10.1 - Company

- Main Form → Reports → Company → Balance Sheet Standard

Standard balance sheet report, which shows a snapshot of a company's financial position as of a specific date.



🔷 Key Features:

- Comprehensive Financial Snapshot – Displays a detailed breakdown of the company's assets, liabilities, and equity, with categories such as current assets, fixed assets, current liabilities, and long-term liabilities.
- Search & Filter – Filter by specific date range, categories (e.g., Current Assets, Liabilities), and account types (e.g., bank accounts, loans, receivables, payables).
- View & Edit Details – Click any value to drill down into the details of each asset, liability, or equity item. Modify records or add notes where needed.
- Real-Time Status Tracking – Keep track of how assets and liabilities change over time, including updated balances, accumulated depreciation, or unsettled liabilities.
- Export Options – Export the balance sheet to Excel or PDF for reporting, audit preparation, or archiving purposes.
- Print Balance Sheet – Option to print the entire balance sheet or specific sections directly for meetings, presentations, or external reporting.

✅ Features:

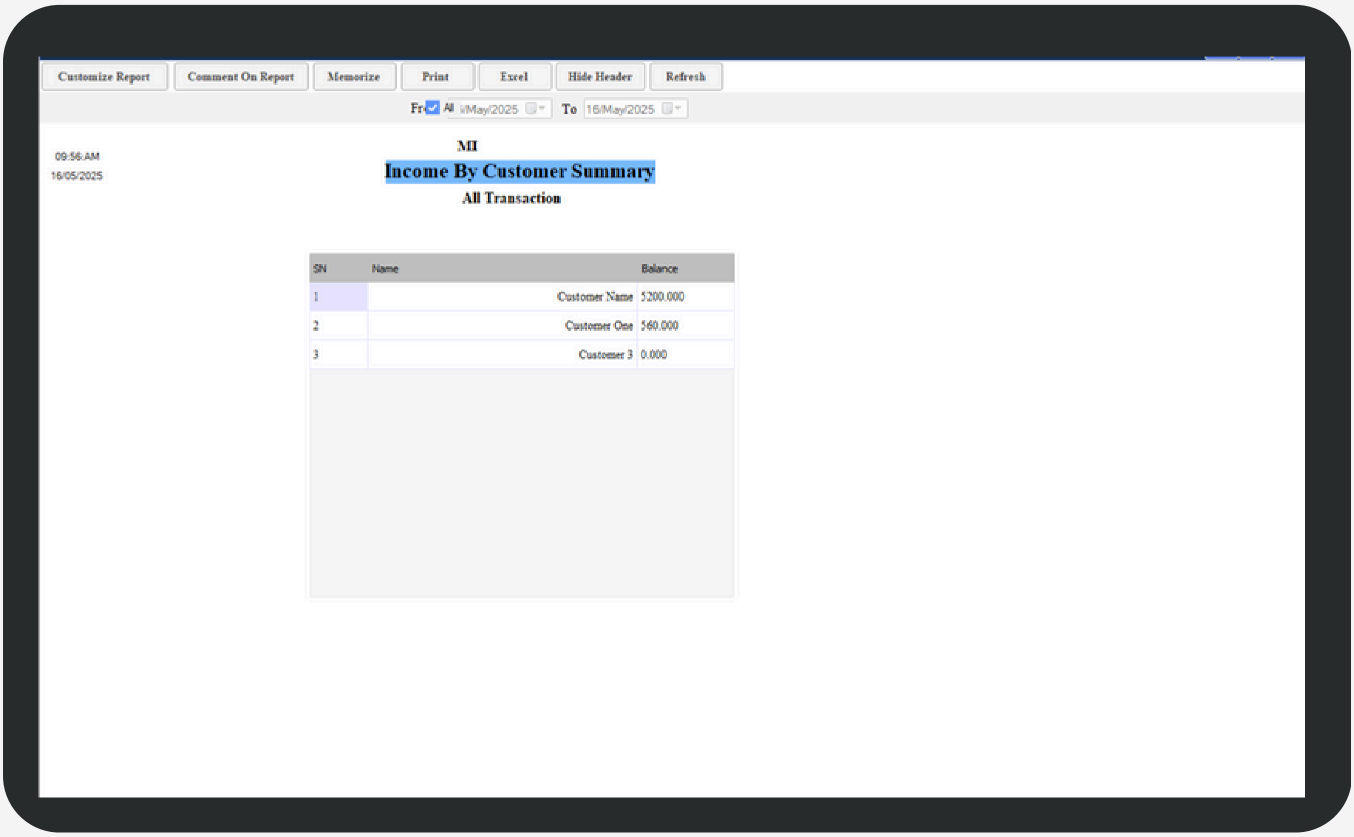
- Full Visibility of Financial Position – Gives a clear view of the company's financial health by showing both assets (what the company owns) and liabilities (what the company owes).
- Helps Ensure Proper Reconciliation – Facilitates accurate and timely reconciliation of accounts and ensures that everything balances properly between assets, liabilities, and equity.
- Enhances Transparency and Financial Control – Improves the transparency of financial reporting, allowing stakeholders to have a real-time understanding of the financial standing.
- Assists with Audit Preparation – Helps in preparing for internal and external audits by providing a clear and comprehensive financial overview, making the audit process smooth.
- Easy Integration with Financial Records – Directly integrates with the company's financial records, ensuring that the balance sheet always reflects the latest data from accounts.

10. Reports

10.1 - Company

- Main Form → Reports → Company → Income By Customer Summery

The Income By Customer Summary Report provides a comprehensive overview of the income generated by each customer within a specified time frame. This report is invaluable for businesses aiming to track and analyze customer-specific financial data, offering insights into total income, payment status, and outstanding balances.



🔹 Key Features:

- Income Breakdown by Customer – Displays the total income generated per customer over a selected time period.
- Search & Filter – Allows users to filter by specific date range, customer type (e.g., individual, corporate), or income category (e.g., service, product, recurring).
- Detailed Transaction View – Drill down into specific transactions that contributed to the income per customer (e.g., invoices, payments, credits).
- Customer-wise Income Summary – Summarizes each customer's total income, including outstanding amounts, payments made, and pending invoices.
- Export Options – Export the income summary report to Excel or PDF for further analysis, financial review, or record-keeping.
- Print Option – Provides an option to print the full report or specific customer summaries for meetings or discussions.

✅ Features:

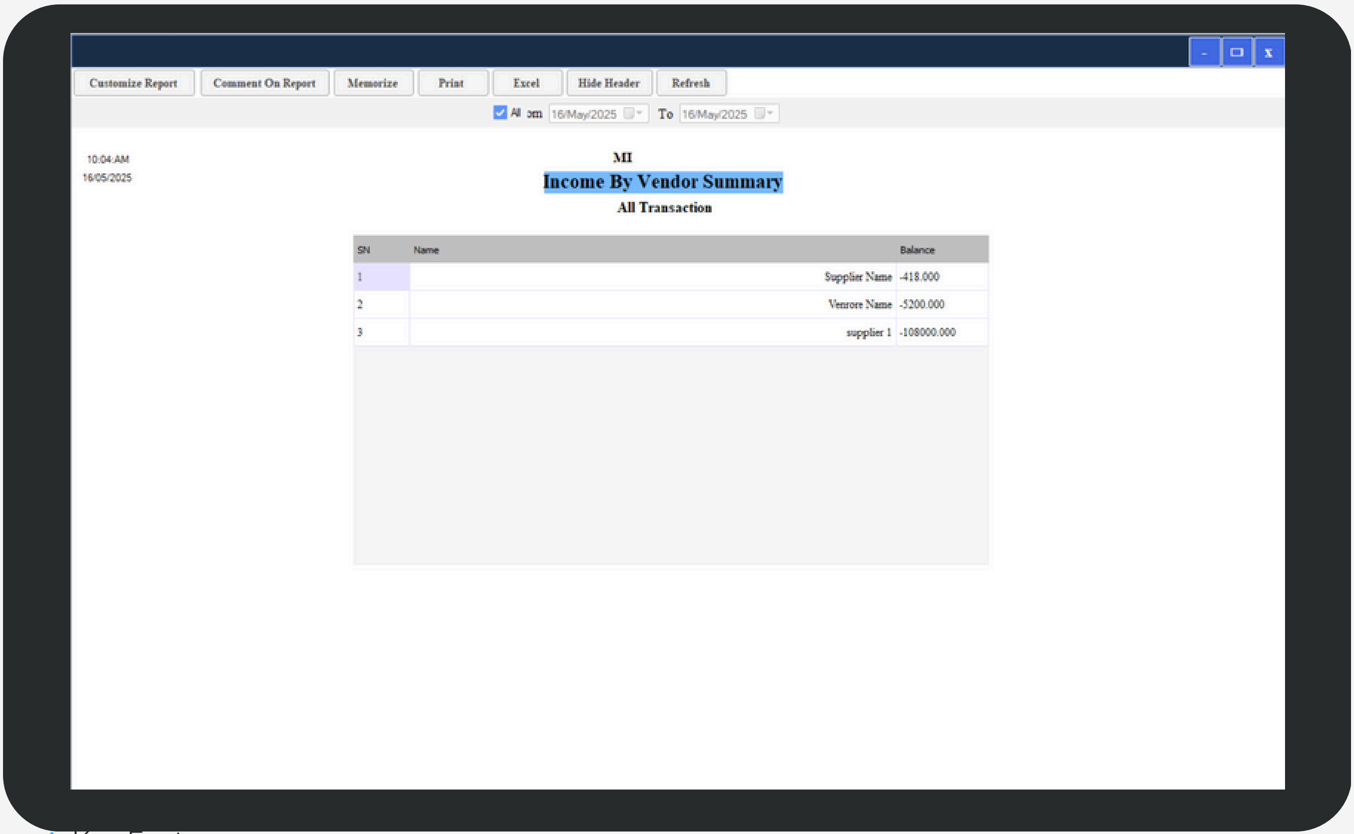
- Clear Overview of Income by Customer – Helps businesses identify high-revenue customers, monitor regular income, and track the financial contribution of each customer.
- Improves Customer Relationship Management – By analyzing customer-specific income, businesses can make informed decisions about improving customer relationships, upselling, or offering tailored services.
- Quick Access to Payment and Outstanding Data – Displays clear indicators of whether payments have been received or if there are pending balances, helping improve cash flow management.
- Helps with Budgeting and Forecasting – Income reports per customer can be used to forecast future income based on past performance and trends.
- Efficient Audit and Review – With organized data, businesses can efficiently perform audits or reviews related to customer income.

10. Reports

10.1 - Company

- Main Form → Reports → Company → Expense From Vendor Summery

The Expense From Vendor Summary Report provides businesses with a detailed and organized view of all expenses incurred from vendors within a specific time period. It highlights the total expenses per vendor, the amount paid, and outstanding amounts. This report plays a critical role in managing vendor relationships, controlling costs, and improving budgeting accuracy.



🔹 Key Features:

- Expense Breakdown by Vendor – Displays the total expenses from each vendor over a selected time period.
- Search & Filter – Allows users to filter by date range, vendor type (e.g., regular, one-time), or expense category (e.g., materials, services, shipping).
- Detailed Transaction View – Drill down into specific transactions or invoices from vendors that contributed to the expense totals.
- Vendor-wise Expense Summary – Summarizes each vendor's total expenses, including paid amounts, pending invoices, and discounts or credits received.
- Export Options – Export the expense summary report to Excel or PDF for further analysis, auditing, or record-keeping.
- Print Option – Provides the ability to print the full report or individual vendor summaries for meetings, reviews, or discussions.

✅ Features:

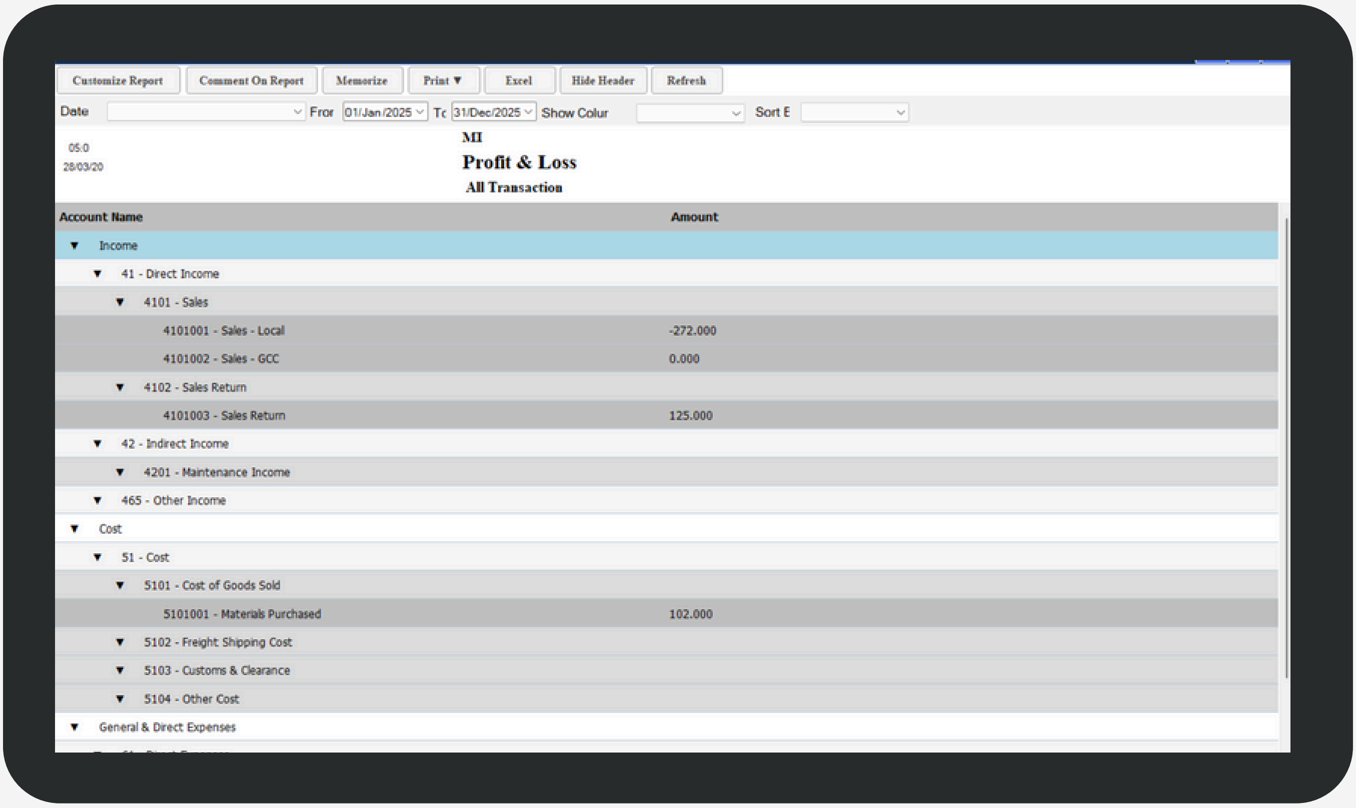
- Complete Overview of Vendor Expenses – Helps businesses track and understand the total spending with each vendor, enabling better budgeting and cost control.
- Improved Vendor Management – By tracking expenses, businesses can identify top vendors, assess pricing, and manage supplier relationships more effectively.
- Payment and Outstanding Tracking – The report includes both paid and outstanding amounts to monitor due payments and improve cash flow management.
- Helps with Budgeting and Forecasting – Vendor-specific expense data is valuable for projecting future spending, managing budgets, and evaluating cost-saving opportunities.
- Audit & Review Ready – The report organizes vendor-related expenses, making it easier to prepare for audits, financial reviews, or tax reporting.

10. Reports

10.1 - Company

- Main Form → Reports → Company → Profit & Loss

The Profit and Loss (P&L) Report is a vital tool for businesses to evaluate their financial performance. It summarizes revenue, expenses, and profits or losses over a specified period, providing key insights into the company's profitability. This report helps businesses monitor their financial health, make informed decisions, and plan for future growth.



🔹 Key Features:

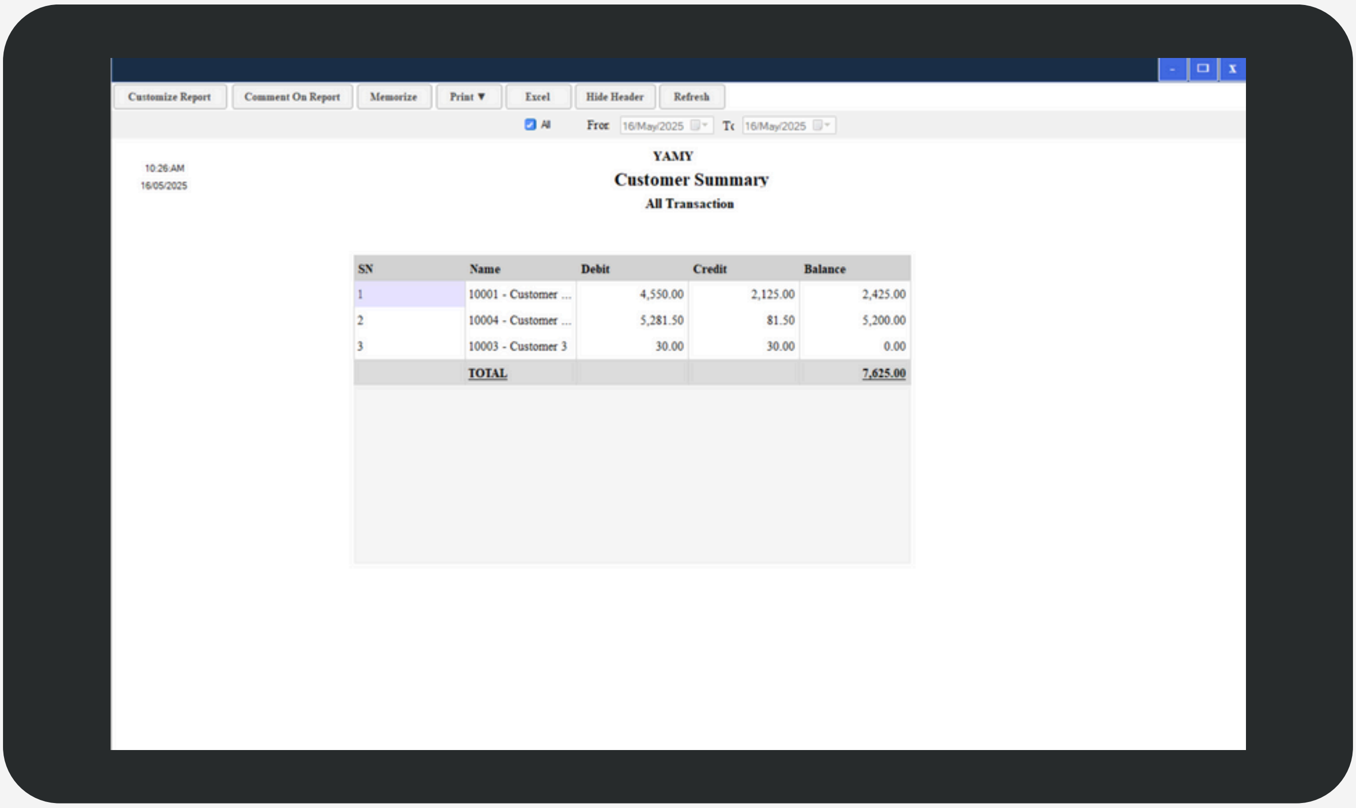
- Revenue Breakdown – Displays total revenue (sales, income) for the period, breaking down by categories like product sales, service income, and other revenue streams.
- Expense Breakdown – Summarizes all expenses incurred during the period, including cost of goods sold (COGS), operating expenses, overhead, and other expenses.
- Gross Profit Calculation – Shows the gross profit (Revenue - COGS), a key indicator of the company's profitability from its core business activities.
- Net Profit Calculation – Provides the net profit (after all expenses) to show the actual profit or loss for the period.
- Search & Filter – Allows filtering by specific date ranges (e.g., monthly, quarterly, yearly), specific accounts (e.g., product sales, salaries), or business segments.
- Comparative Reporting – Compare current period profit and loss with previous periods, highlighting trends, growth, or decline in key areas.
- Export Options – Export the P&L report to Excel or PDF for financial analysis, review, or sharing with stakeholders.
- Print Option – Ability to print the entire report or specific sections for meetings, presentations, or financial review purposes.

✅ Features:

- Comprehensive View of Profitability – The P&L report offers a clear view of the company's ability to generate profit by increasing revenue and reducing expenses.
- Helps with Business Planning – By examining the breakdown of income and expenses, businesses can adjust their strategies to improve profitability, reduce costs, or increase revenue.
- Cost Control – Shows how much the company is spending in various expense categories, helping to identify areas where cost-cutting measures can be implemented.
- Tax Preparation – Essential for tax reporting and preparation, as it gives a clear view of the company's earnings and expenses over a specific period.
- Decision-Making Support – Provides key data that supports business decisions, including pricing strategies, cost-saving measures, and investment opportunities.

- Main Form → Reports → Customer & Receivable → Customer Summary

The Customer Summary Report is an essential financial tool that gives businesses a consolidated view of their customer interactions, sales, and receivables. By consolidating customer data in one place, it helps with customer relationship management (CRM), payment tracking, and financial planning.



🔹 Key Features:

- Customer Overview – Displays a list of all customers, along with key data points such as total sales, outstanding balances, credit limits, and payment terms.
- Payment & Outstanding Summary – Shows a breakdown of amounts owed by each customer, including outstanding balance, amount paid, and current due.
- Sales History – Tracks the total sales made to each customer over a specific period (monthly, quarterly, yearly), showing sales growth or decline.
- Aging Report – Provides an aging breakdown (e.g., 0-30 days, 31-60 days) of outstanding amounts, helping to prioritize collection efforts.
- Customer Segmentation – Option to segment customers by various criteria like region, sales volume, payment behavior, or customer type (e.g., regular, VIP, or one-time customers).
- Search & Filter – Allows filtering by customer, sales date range, payment status, and other customizable parameters.
- Export Options – Export the customer summary report to Excel or PDF for further analysis, reporting, or sharing with stakeholders.
- Print Option – Provides the ability to print the entire report or specific customer summaries for meetings, reviews, or financial discussions.

✅ Features:

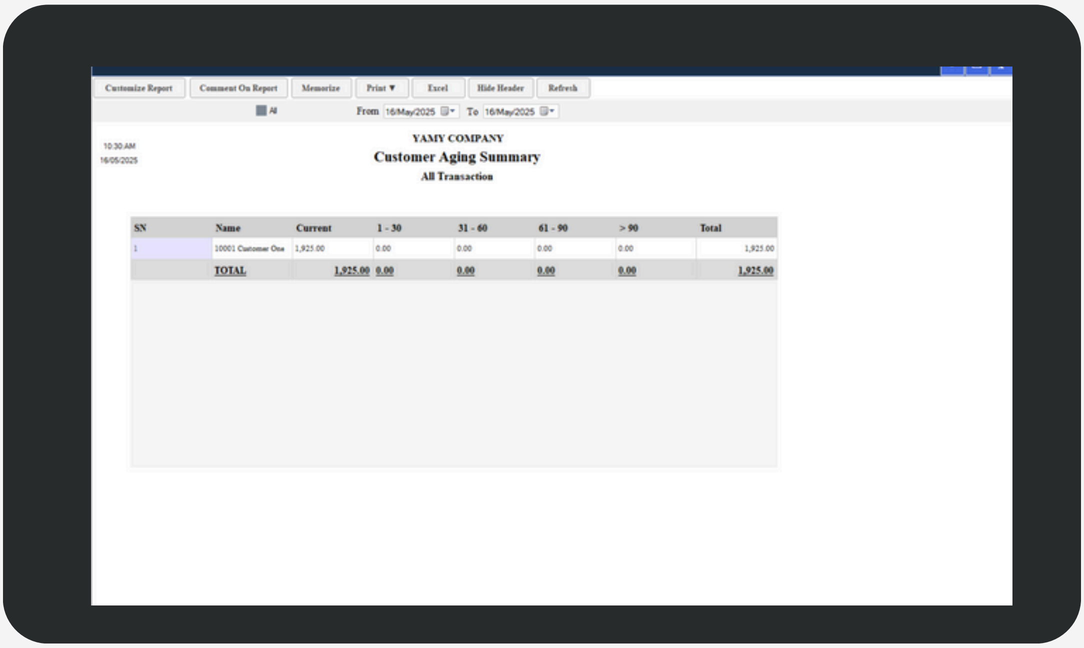
- Comprehensive Customer Overview – Gives businesses a detailed look at each customer's sales history, payments, and outstanding balances, helping them manage relationships effectively.
- Helps with Payment Collection – By identifying overdue payments and aging balances, businesses can prioritize collection efforts and reduce the risk of bad debt.
- Financial Monitoring – This report is vital for monitoring the financial health of the company by tracking customer sales and outstanding receivables.
- Customer Insights – Provides insights into customer spending patterns, allowing businesses to identify high-value customers or those with declining purchases.
- Strategic Decision Support – Helps with decisions regarding credit limits, payment terms, pricing strategies, and customer relationship management.

10. Reports

10.1 - Company

- Main Form → Reports → Company → Customer Aging Summary

The Customer Aging Summary Report is a powerful tool for tracking outstanding customer balances and ensuring timely payment collection. By categorizing overdue invoices based on aging periods, businesses can prioritize which customers to contact first and manage their cash flow more effectively.



🔹 Key Features:

- Aging Breakdown – Categorizes outstanding invoices by how long they've been overdue. Common categories include:
  - 0-30 Days – Invoices due within the past 30 days.
  - 31-60 Days – Invoices due between 31 and 60 days.
  - 61-90 Days – Invoices due between 61 and 90 days.
  - 90+ Days – Invoices that are more than 90 days overdue.
- Customer-wise Aging – Displays a list of customers, along with their respective outstanding balances, categorized by aging periods.
- Total Outstanding Balance – The total amount owed by the customer, including balances across all aging categories.
- Invoice Details – Option to view individual invoices within each aging category, with details like invoice number, date, amount due, and payment status.
- Payment Status – Shows whether payments have been received or are pending for each customer.
- Search & Filter – Filters by customer, aging categories, payment status, or specific date ranges, allowing for customized reporting.
- Export Options – Export the aging summary report to Excel or PDF for further analysis, review, or sharing with team members.
- Print Option – Option to print the entire report or a selected customer aging summary for meetings or financial discussions.

✅ Features:

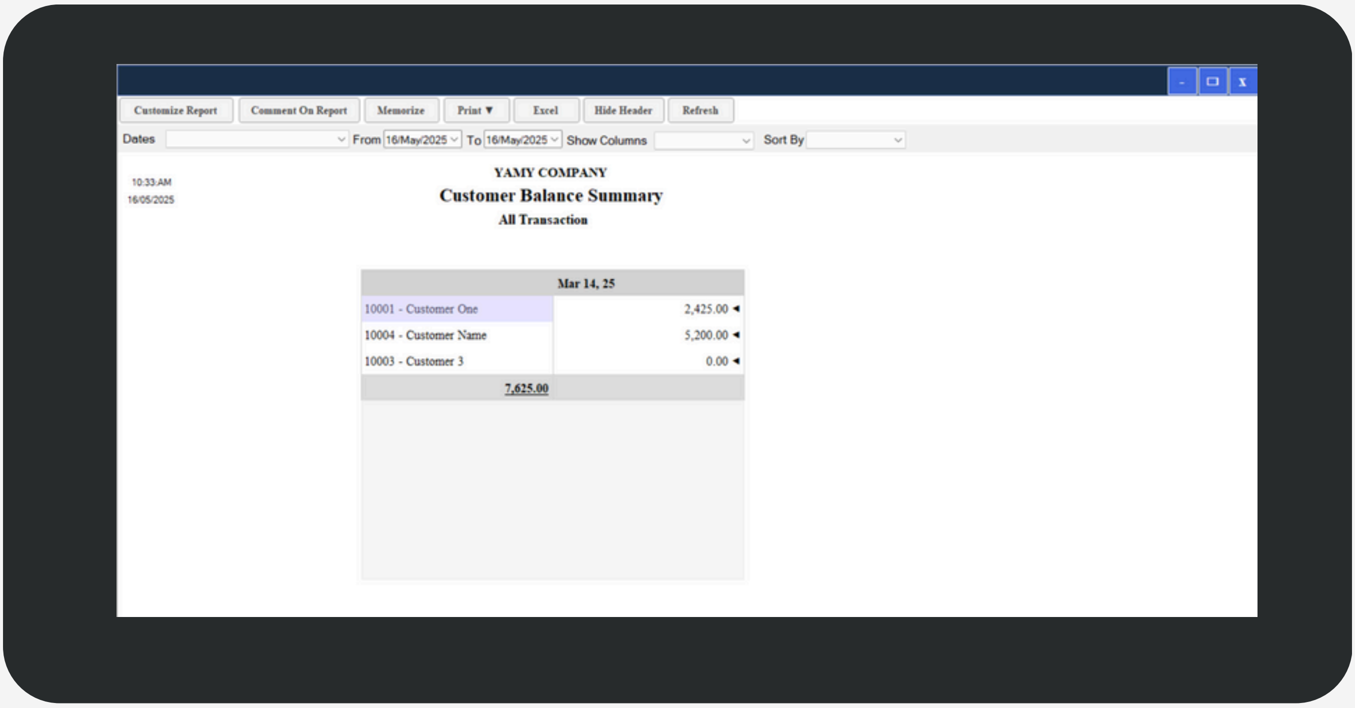
- Helps with Prioritizing Collections – The aging breakdown categorizes overdue invoices, allowing businesses to focus collection efforts on the most overdue accounts.
- Improves Cash Flow Management – By tracking outstanding balances and their aging, businesses can better plan for future cash flow and financial needs.
- Reduces Risk of Bad Debt – Helps identify overdue accounts that require immediate attention, reducing the risk of bad debt and improving financial health.
- Customer Segmentation – Allows for identifying high-risk customers or accounts with persistent overdue payments.
- Strategic Decision Making – Assists management in setting more accurate payment terms and identifying customers who may need credit limit adjustments.

10. Reports

10.1 - Company

- Main Form → Reports → Company → Customer Balance Summary

The Customer Balance Summary Report is an essential financial tool for businesses to monitor and manage outstanding customer balances, payment behaviors, and credit risks. By providing an overview of total customer balances, aging balances, and payment history, this report helps businesses manage collections, improve cash flow, and reduce the risk of bad debts.



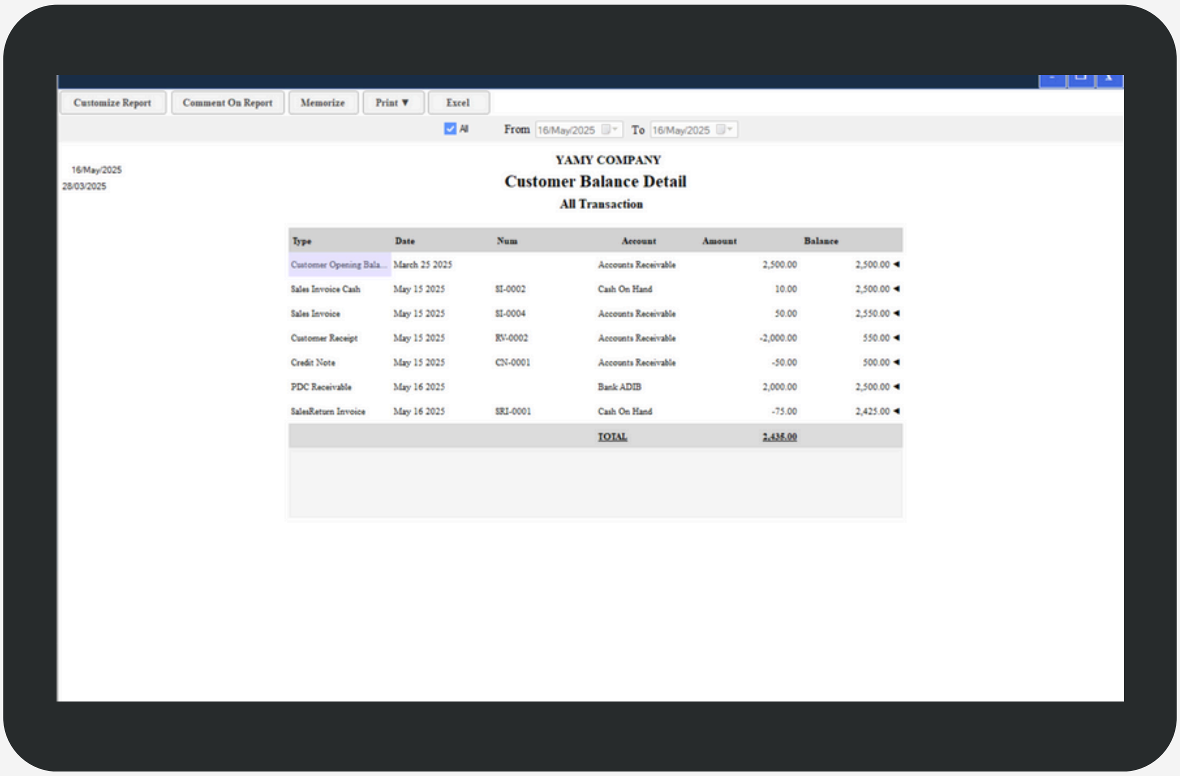
🔹 Key Features:

- Total Balance – Displays the total balance for each customer, including unpaid invoices, credits, and adjustments. It helps businesses quickly assess the outstanding amounts.
- Invoice Details – Lists individual invoices, credit notes, or adjustments that contribute to the total balance.
- Outstanding Amount – Breaks down the customer balance into different categories: Outstanding (amount owed), Paid (amount settled), and Credit (amount refunded or credited).
- Payment History – Shows payments made by customers, allowing businesses to track any recent payments or reductions in outstanding balances.
- Customer Information – Includes key customer data like name, contact details, account number, payment terms, and due dates.
- Aging Overview – Provides a snapshot of the aging of each customer's balance (e.g., 0-30 days, 31-60 days, etc.), helping businesses understand which accounts are overdue.
- Search & Filter – Customizable filters by customer, aging period, payment status, or invoice details to narrow down specific balances or overdue accounts.
- Export Options – Export the summary to Excel or PDF for analysis, reporting, or sharing with teams or stakeholders.
- Print Option – Option to print the entire report or a selected customer balance summary for internal or external review.

✅ Features:

- Easy Account Monitoring – Enables businesses to track each customer's total balance, helping them prioritize collections and manage cash flow.
- Helps with Payment Follow-ups – Quickly identify customers with outstanding balances and initiate follow-ups for overdue payments.
- Improves Cash Flow Management – By understanding customer balances, businesses can forecast cash flow and plan accordingly.
- Flexible Segmentation – Option to segment customers by various criteria such as payment history, credit limits, overdue amounts, or region.
- Customizable Reporting – Tailor the report to show the most relevant details, such as excluding credit notes or showing detailed invoice breakdowns.

"When you double-click an item in the table, a detailed view of that item will appear."



🔹 Key Features:

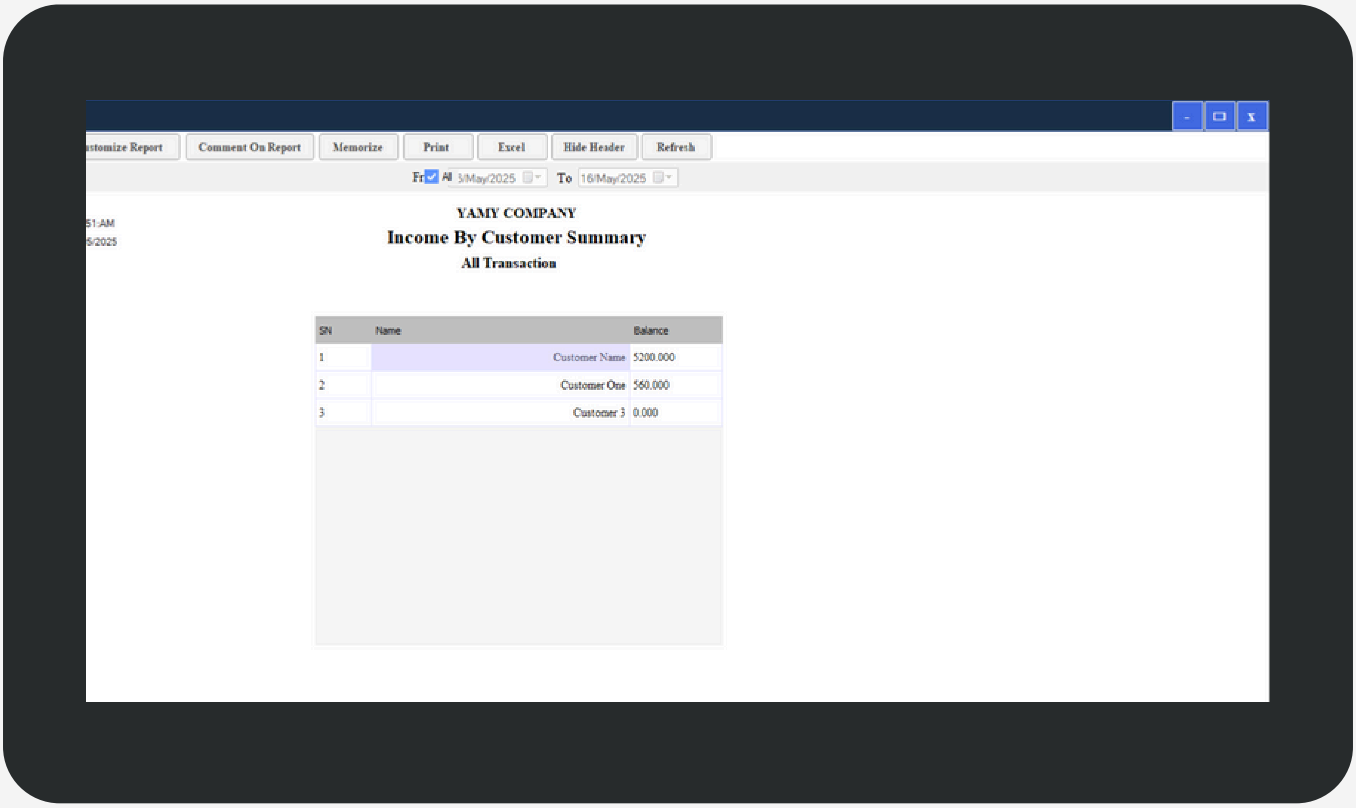
- Detailed Transaction History – Lists every financial transaction for each customer including:
  - Invoices
  - Payments received
  - Credit notes
  - Adjustments
  - Refunds
- Running Balance – Shows how each transaction affects the customer's running balance over time.
- Invoice Details – For each invoice: displays invoice number, date, due date, amount, and status (paid/partially paid/unpaid).
- Payment Matching – Matches payments against specific invoices, indicating how much was applied and any remaining balance.
- Credit Utilization – Displays credits applied to invoices and any remaining credit balance.
- Aging Column – Includes an aging snapshot per transaction or subtotal, showing overdue status by days.
- Search & Filter – Filter by customer, invoice date, payment status, transaction type, or date range.
- Export Options – Export to Excel, PDF, or other formats for sharing or review.
- Print Option – Print individual customer statements or the full report for recordkeeping or communication.

10. Reports

10.1 - Company

- Main Form → Reports → Company → Customer Income Summary

The Customer Income Summary Report provides a high-level view of income generated by each customer, helping management understand revenue patterns, prioritize top clients, and make informed business decisions. It is particularly useful for financial reviews, sales performance tracking, and strategic planning.



🔹 Key Features:

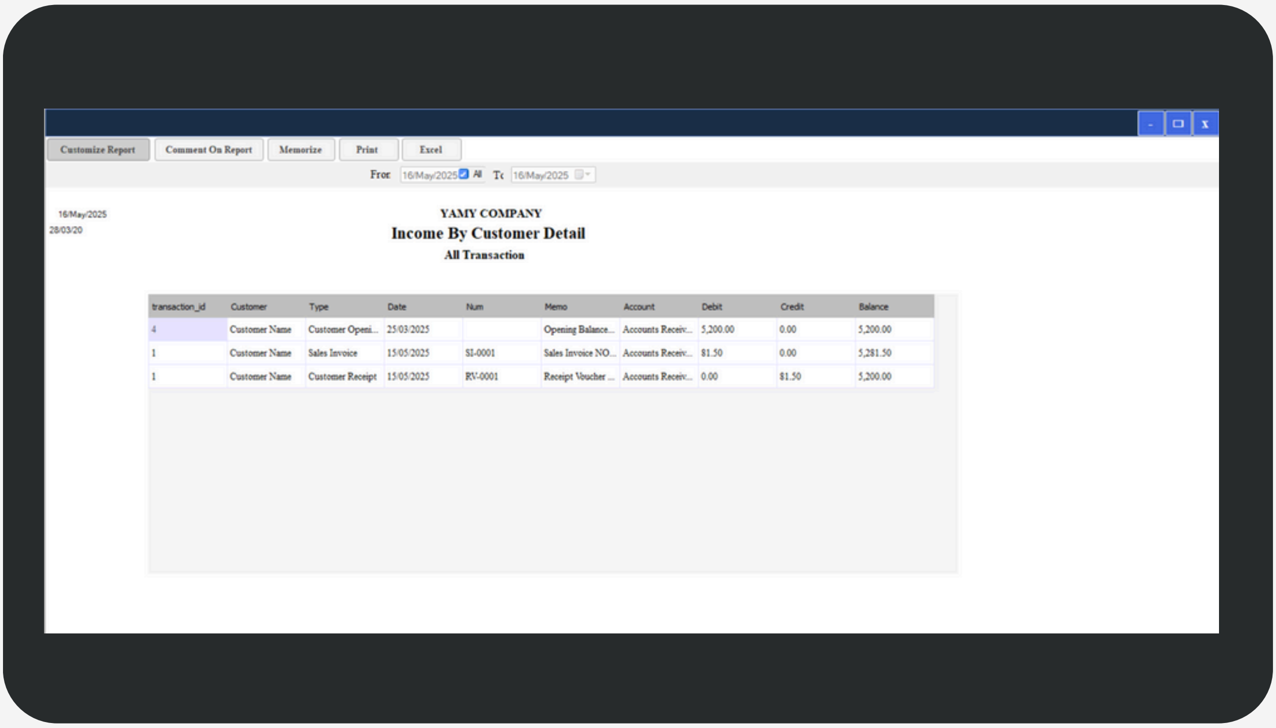
- Total Income by Customer – Summarizes total invoiced sales for each customer over the selected period.
- Transaction Count – Displays the number of sales transactions (invoices) per customer.
- Sales Period Filter – Filter data by date range (monthly, quarterly, yearly, or custom).
- Top Customer Insights – Highlights top revenue-generating customers.
- Comparative Periods – Option to compare income across periods (e.g., this quarter vs. last quarter).
- Customer Type/Region Grouping – Option to group income by customer type (e.g., regular, dealer, distributor) or region.
- Export to Excel/PDF – Download and share for meetings or performance reviews.
- Print Report – Easily print summaries for accounting or sales teams.

✅ Features & Benefits:

- Revenue Tracking – See how much income is coming from each customer.
- Customer Value Analysis – Identify high-value clients contributing most to your business.
- Sales Team Insights – Helps evaluate which customers drive the most sales and may require dedicated account management.
- Marketing & Discount Planning – Use the report to plan loyalty programs, special offers, or tiered discounts for your best customers.
- Financial Forecasting – Supports forecasting by identifying customer trends and recurring revenue streams.

SN	Name	Balance
1	Customer Name	5200.000

"When you double-click an item in the table, a detailed view of that item will appear."



transaction_id	Customer	Type	Date	Num	Memo	Account	Debit	Credit	Balance
4	Customer Name	Customer Openi...	25/03/2025		Opening Balance...	Accounts Receiv...	5,200.00	0.00	5,200.00
1	Customer Name	Sales Invoice	15/05/2025	SI-0001	Sales Invoice NO...	Accounts Receiv...	81.50	0.00	5,281.50
1	Customer Name	Customer Receipt	15/05/2025	RV-0001	Receipt Voucher ...	Accounts Receiv...	0.00	81.50	5,200.00

◆ Key Features:

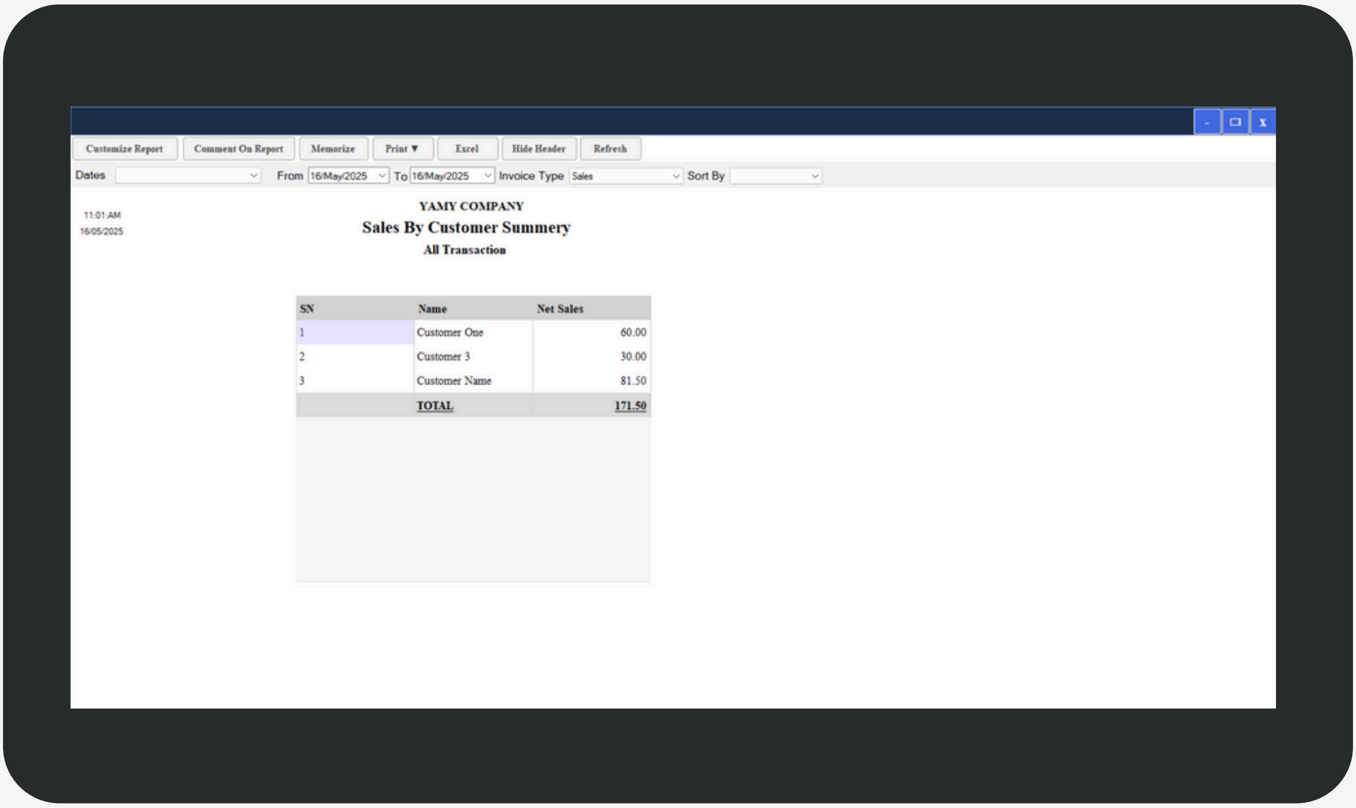
- Total Sales by Customer – Displays the total sales revenue generated from each customer.
- Invoice Count – Shows the number of invoices issued to each customer.
- Date Filtering – Allows filtering by custom date ranges: daily, monthly, quarterly, or yearly.
- Comparative Analysis – Optional view to compare sales against previous periods.
- Customer Grouping – Filter or group by region, customer type, or category.
- Export Options – Export the report to Excel, PDF, or print format.
- Drill-down Option – Click on a customer to view invoice-level details (optional).

10. Reports

0.3 - Sales

- Main Form → Reports → Sales → Sales By Customer Summary

The Sales By Customer Summary report provides a comprehensive overview of sales performance across all customers within a specific time period. This report helps businesses understand which customers are driving sales, and is valuable for performance analysis, sales strategy, and future planning.



🔹 Key Features:

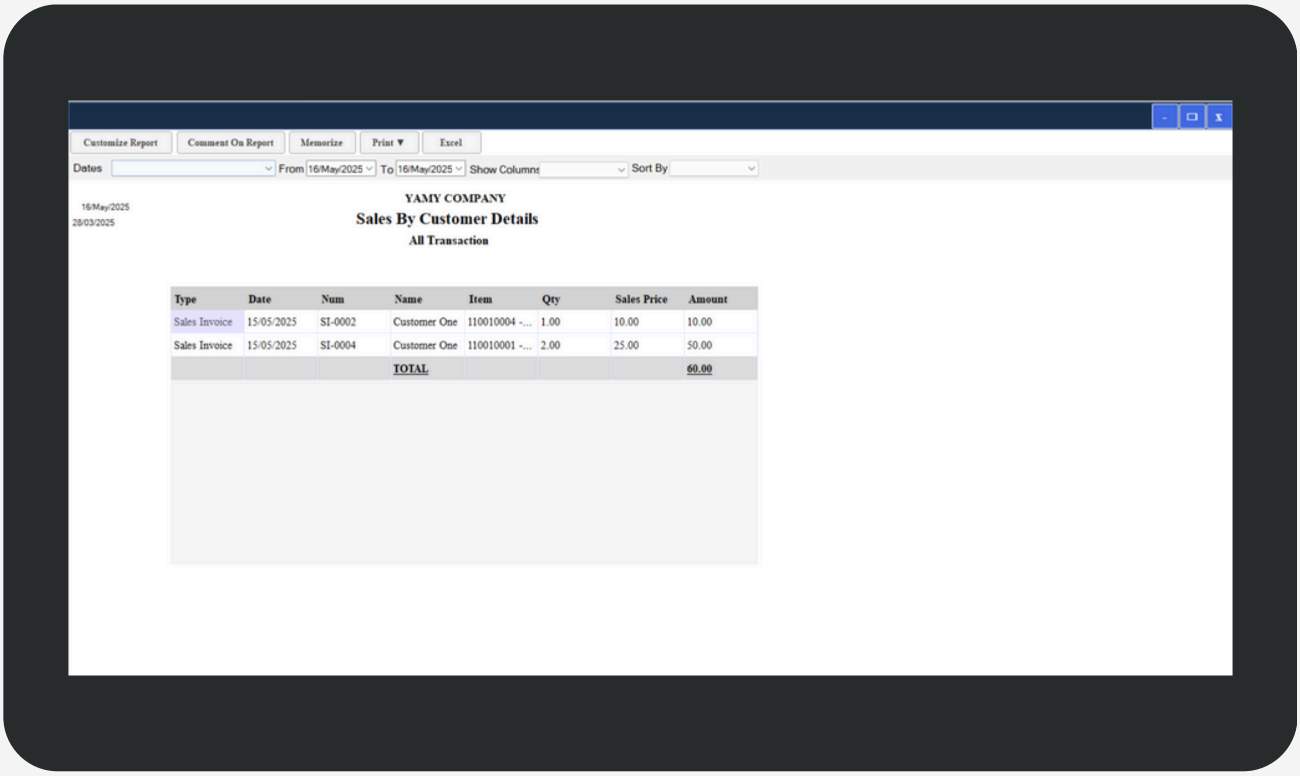
- Total Sales by Customer – Summarizes the total sales revenue generated from each customer.
- Number of Transactions – Displays the number of sales transactions (invoices) for each customer.
- Sales Period Filtering – Filter the data by date range: daily, monthly, quarterly, or yearly.
- Customer Segmentation – Option to group or filter customers by type, region, or other categories.
- Sales Comparison – Compare current period sales with previous periods (monthly, quarterly, etc.).
- Top Customer Insights – Identify the highest revenue-generating customers.
- Export Options – Export the report to Excel, PDF, or print for easy sharing or further analysis.
- Drill-Down Details – Click on a customer to see detailed sales transactions and individual invoices.

✅ Features & Benefits:

- Comprehensive Sales Overview – See total sales per customer at a glance.
- Top Performer Identification – Easily spot your best-performing customers.
- Performance Analysis – Measure sales growth or decline per customer over time.
- Actionable Insights – Use data to prioritize high-revenue customers and improve customer relationships.
- Sales Strategy Optimization – Align sales strategies based on customer performance.

SN	Name	Net Sales
1	Customer One	60.00

"When you double-click an item in the table, a detailed view of that item will appear."



Type	Date	Num	Name	Item	Qty	Sales Price	Amount
Sales Invoice	15/05/2025	SI-0002	Customer One	110010004 -...	1.00	10.00	10.00
Sales Invoice	15/05/2025	SI-0004	Customer One	110010001 -...	2.00	25.00	50.00
			TOTAL				60.00

🔹 Key Features:

- Detailed Transaction Breakdown – Lists every sales transaction (invoice) for each customer.
- Invoice Information – Shows detailed information for each invoice, including:
  - Invoice Number
  - Invoice Date
  - Product/Service Details
  - Quantity Sold
  - Price
  - Total Amount
  - Status (Paid, Unpaid, Partially Paid)
- Customer Information – Displays each customer's name, contact details, and type.
- Sales Period Filtering – Filter the data by custom date ranges: daily, monthly, quarterly, or yearly.
- Product Sales Analysis – Option to filter and view sales by product, service, or product category.
- Payments and Credit Notes – Show payments made by the customer and any credit notes issued.
- Outstanding Balances – Displays remaining balances for unpaid invoices.
- Drill-Down Details – Ability to click on a customer's name to view individual transactions in more detail.
- Export Options – Export the report to Excel, PDF, or print for easy sharing or further review.

✅ Features & Benefits:

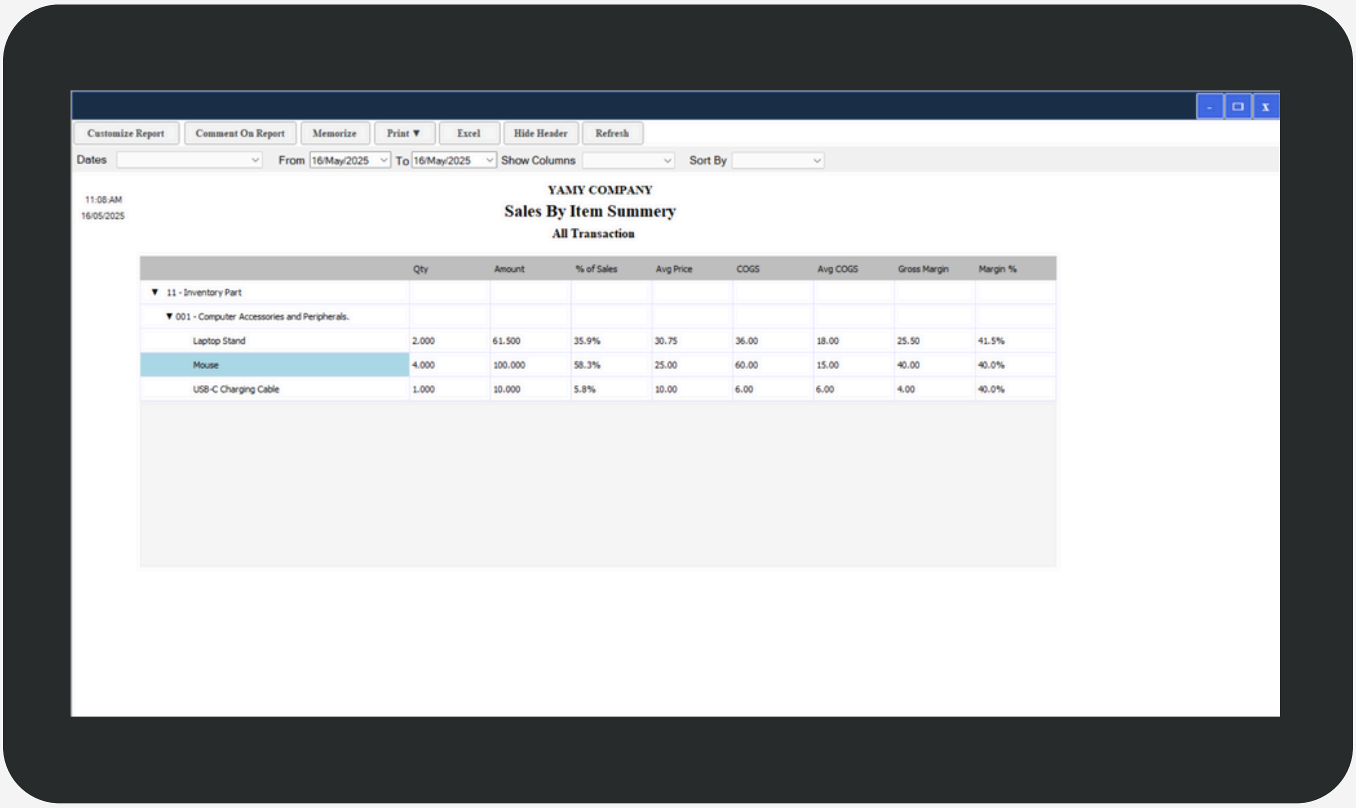
- Full Transaction Visibility – Understand each sale and payment made by a customer.
- Invoice Status Tracking – Monitor the current status of invoices (paid, overdue, partially paid).
- Detailed Sales Performance – Identify individual products or services that drive revenue for each customer.
- Payment Tracking – Track payments and credit notes to see how much is paid, outstanding, or refunded.
- Customer Management – Helps manage customer relationships and provide detailed statements upon request.
- Transparency – Offers a transparent, clear record of sales history with each customer.
-

10. Reports

0.3 - Sales

- Main Form → Reports → Sales → Sales By Item Summary

The Sales By Item Summary report provides a clear overview of sales performance for each item or product sold over a specified time period. It helps businesses track the quantity sold, total revenue generated, and profitability of individual items. This report is crucial for inventory management, product performance analysis, and sales forecasting.

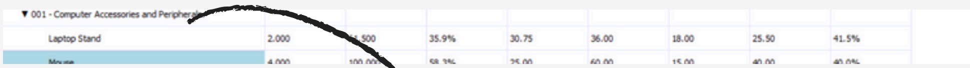


◆ Key Features:

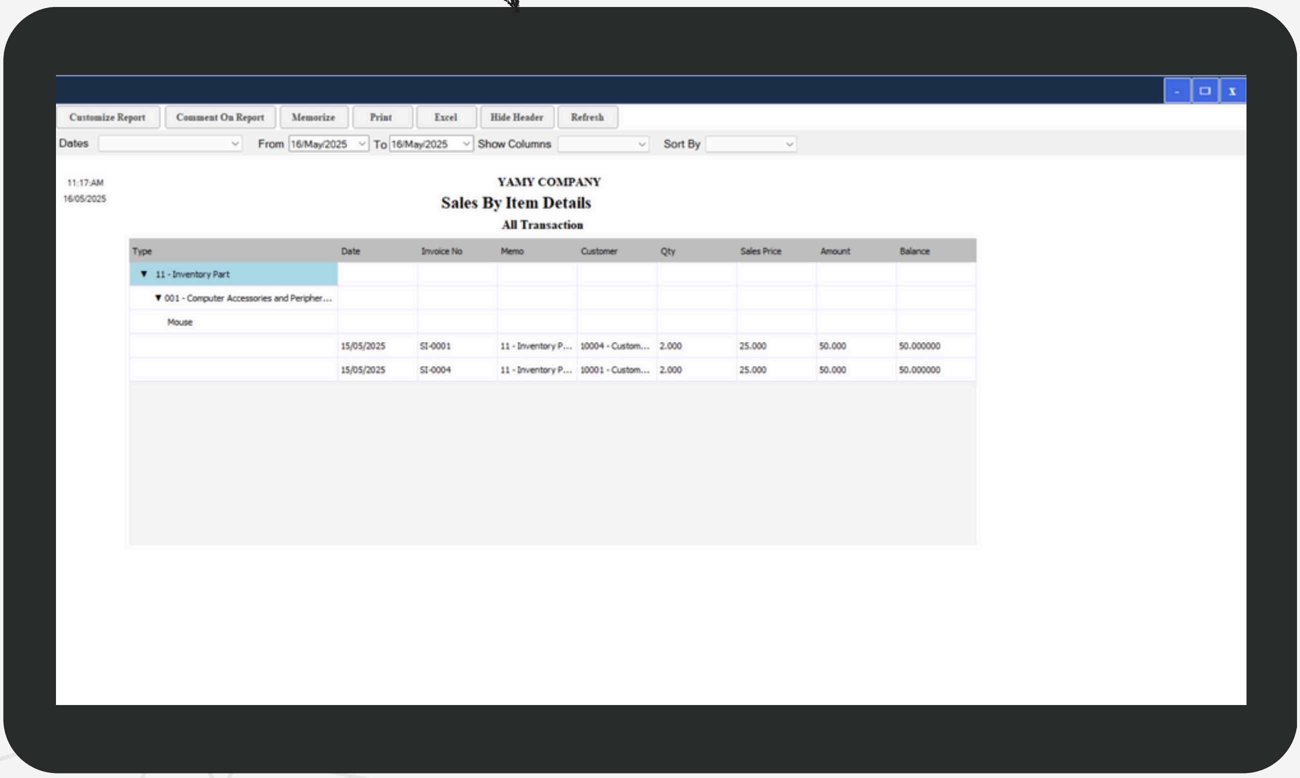
- Total Sales by Item – Displays the total revenue generated from each product/item sold.
- Quantity Sold – Shows how many units of each item were sold.
- Item-wise Breakdown – Provides detailed information for each product, including:
  - Item Name
  - Product Code
  - Quantity Sold
  - Unit Price
  - Total Sales Amount
  - Profit (if applicable)
- Sales Period Filtering – Filter data by custom date ranges: daily, monthly, quarterly, or yearly.
- Product Category Grouping – Option to view sales performance by product category or brand.
- Comparative Analysis – Compare item sales across different periods (e.g., this month vs. last month).
- Top-Performing Items – Quickly identify high-performing products based on total revenue and quantity sold.
- Export Options – Export the report to Excel, PDF, or print for further review or sharing.
- Inventory Replenishment – Help inventory management teams plan for restocking based on item sales.

✅ Features & Benefits:

- Track Item Sales – Understand which products contribute the most to revenue and identify slow-moving items.
- Performance Analysis – Compare item sales over time to detect trends, seasonality, and shifts in demand.
- Profitability Insights – If profit data is included, assess the profitability of each item.
- Stock Planning – Help inventory and purchasing departments anticipate demand for top-selling products.
- Sales Strategy Optimization – Use data to adjust sales strategies, promotions, and marketing efforts based on item performance.
- Actionable Reporting – Clear and concise data to guide business decisions related to sales, inventory, and product development.
-



"When you double-click an item in the table, a detailed view of that item will appear."



🔹 Key Features:

- Detailed Transaction Breakdown – Lists every sale of each item, showing each individual transaction (invoice).
- Item-Level Breakdown – For each item sold, includes:
  - Item Name
  - Product Code
  - Quantity Sold
  - Unit Price
  - Total Sale Value
  - Customer Name
  - Invoice Number
  - Invoice Date
  - Sales Representative (if applicable)
  - Payment Status (Paid, Unpaid, Partially Paid)
- Sales Period Filtering – Allows filtering of sales data by specific date ranges: daily, monthly, quarterly, or yearly.

- Product Category Grouping – Option to group sales by product category or other attributes.
- Customer Insights – View which customers are buying which products and how frequently they make purchases.
- Comparative Analysis – Compare sales of the same product across different periods (e.g., this month vs. last month).
- Invoice-level Details – Option to drill down into each sale for more detailed transaction information.
- Export Options – Export the report to Excel, PDF, or print for sharing or further analysis.
- Profit Margin Tracking – If cost data is available, include profit margins for each sale (Total Sale Value - Cost of Goods Sold).

✅ Features & Benefits:

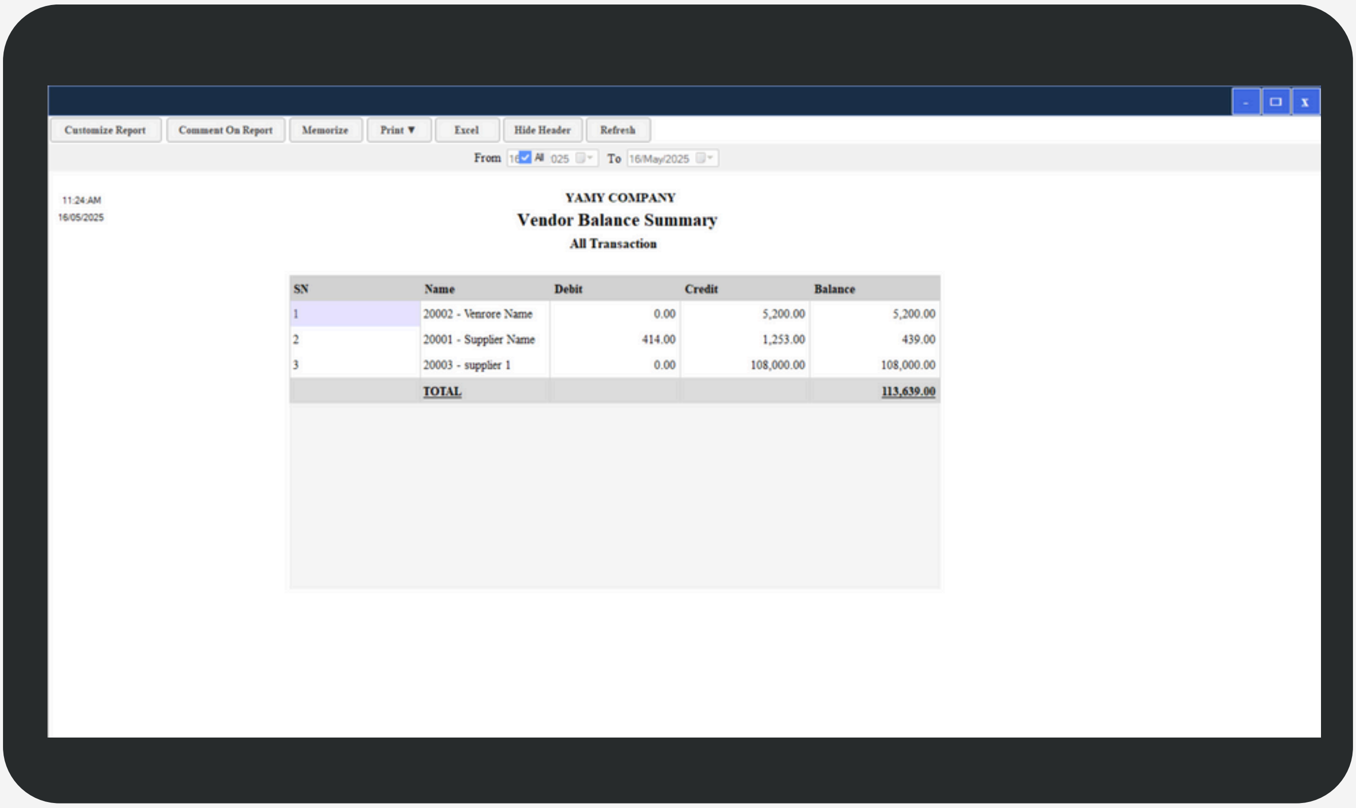
- Granular Transaction Data – Understand each sale, including customer, date, and transaction specifics.
- Product Performance Analysis – Track which items are selling most frequently and which customers are purchasing them.
- Detailed Revenue Tracking – Analyze revenue for each item down to the individual transaction level.
- Customer Behavior Insights – Identify repeat customers, sales frequency, and purchasing patterns for each item.
- Comprehensive Inventory Planning – Helps plan inventory based on item sales data, making sure top-selling products are always in stock.
- Transparent Record Keeping – Provides a detailed and transparent view of all sales transactions for auditing, reconciliation, and customer queries.

10. Reports

10.4 - Vendor & Payable

- Main Form → Reports → Vendor & Payable → Vendor Summary

The Vendor Summary Report provides a detailed overview of all vendor transactions, including total purchases, outstanding balances, payments, and invoice details. By using this report, businesses can track their financial obligations, monitor their spending patterns, and maintain strong relationships with suppliers. It's an essential tool for budgeting, audit preparation, and financial reconciliation.



◆ Key Features:

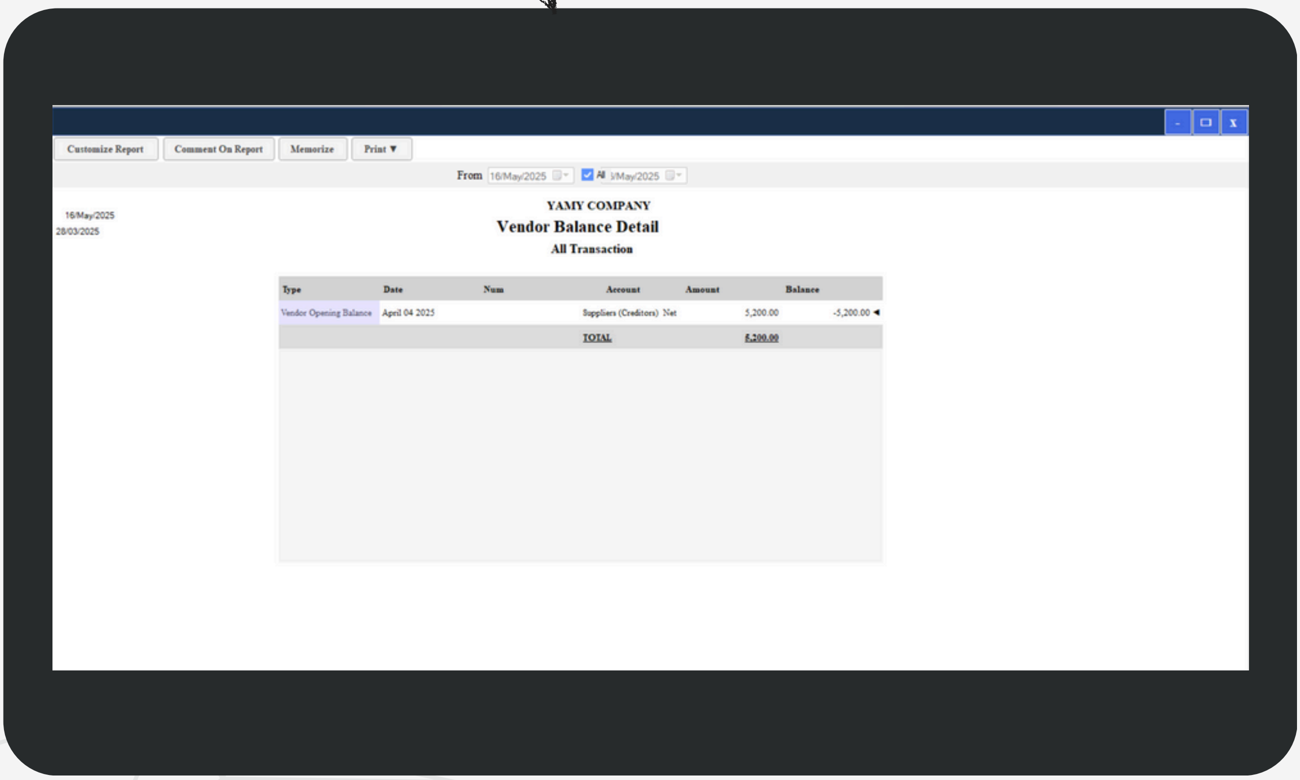
- Total Purchases by Vendor – Displays the total amount spent on purchases from each vendor over a specified period.
- Outstanding Balances – Shows any remaining balances due to each vendor (i.e., unpaid invoices).
- Invoice Information – Includes details of each vendor's invoice, such as:
  - Invoice Number
  - Invoice Date
  - Amount Due
  - Payment Status (Paid, Unpaid, Partially Paid)
  - Due Date
- Vendor Contact Information – Displays key contact details for each vendor, including name, email, phone number, and address.
- Payment History – Shows the payment history for each vendor, including amounts paid, payment dates, and method of payment.
- Purchase Category Breakdown – Option to view purchases grouped by product category or service type.
- Vendor Performance Metrics – Analyze how often a vendor is used and the overall cost/benefit to the business.
- Sorting and Filtering – Filter by vendor name, invoice date, purchase date, status, or payment type.
- Export Options – Export the report to Excel, PDF, or print for easy sharing, auditing, or further analysis.

Vendor Ranking – Optional ranking of vendors based on total purchases, outstanding balances, or other performance metrics.

✅ Features & Benefits:

- Complete Vendor Overview – Provides a comprehensive view of each vendor's purchase history, payment status, and outstanding balances.
- Track Vendor Performance – Easily assess which vendors are providing the most value, and manage relationships accordingly.
- Manage Payments and Balances – Keep track of all outstanding payments, upcoming due dates, and reconcile payments to ensure timely vendor settlements.
- Transparency and Audit Trail – Offers a transparent and detailed record of transactions with vendors, helpful for audits, accounting, and financial analysis.
- Improve Supplier Relationships – Quickly identify overdue payments or issues and engage vendors proactively to maintain strong supplier relationships.
- Budgeting and Financial Planning – Use the report to forecast future spending based on historical purchase trends and vendor relationships.

"When you double-click an item in the table, a detailed view of that item will appear."



🔹 Purpose:

The Vendor Summary Details Report provides an in-depth analysis of each individual transaction with vendors, detailing every purchase made from each vendor, payment history, and outstanding balances. Unlike the summary version, this report focuses on each invoice and transaction in detail, allowing businesses to assess spending patterns, outstanding balances, payment statuses, and more for each vendor.

- This report is ideal for businesses that need granular insights into their purchasing relationships and transaction histories to manage cash flow, maintain accurate records, and optimize vendor performance.

✤ Key Features:

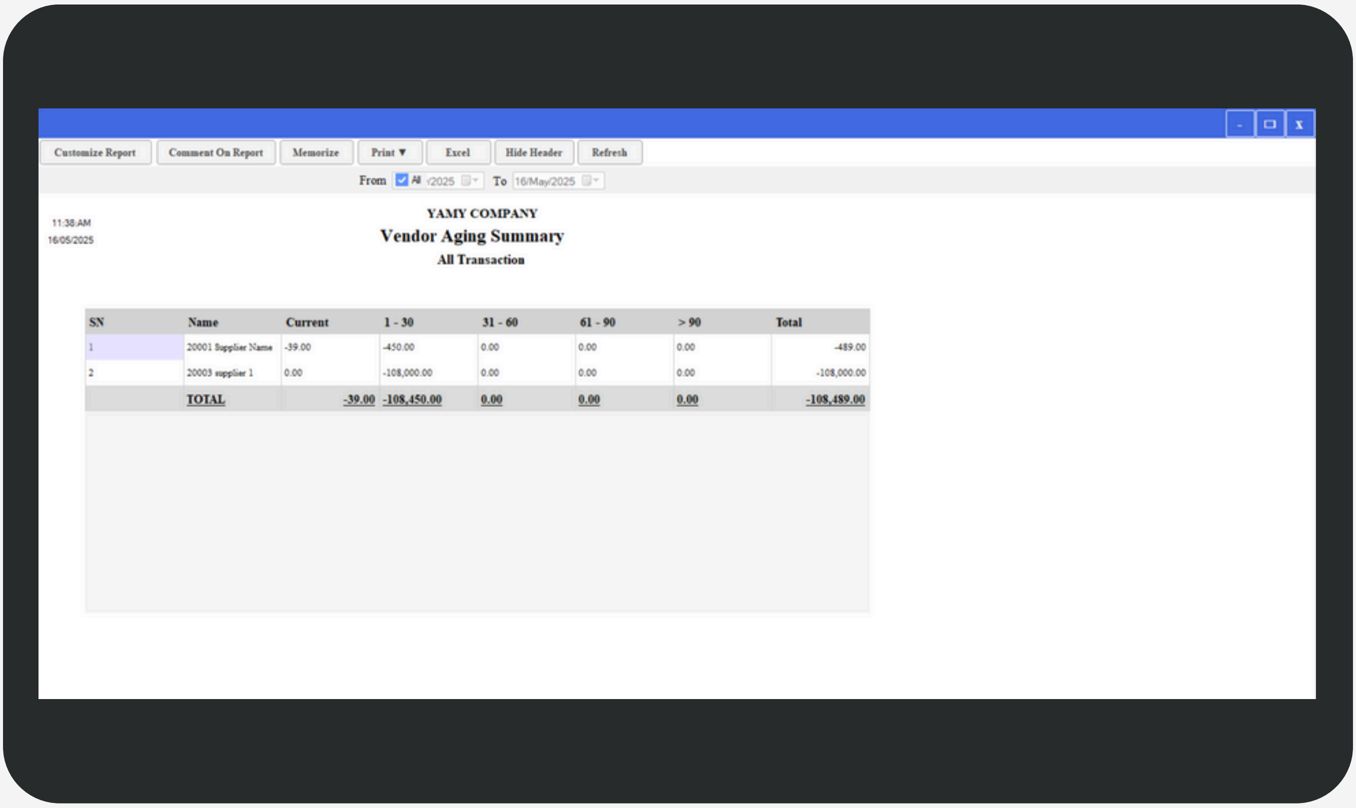
- Detailed Purchase Breakdown – Lists all purchases made from each vendor, including:
  - Vendor Name
  - Invoice Number
  - Invoice Date
  - Amount Due
  - Quantity Purchased
  - Item/Service Description
  - Payment Status (Paid, Unpaid, Partially Paid)
  - Due Date
  - Payment Date (if paid)
- Outstanding Balances – Shows any remaining balances due to each vendor, helping businesses track unpaid invoices.
- Total Purchases by Vendor – Displays the cumulative purchase amount from each vendor.
- Vendor Contact Information – Includes vendor details like name, email, phone number, and address for reference.
- Payment History – Detailed list of all payments made to the vendor, including payment dates, amounts, and payment methods.
- Invoice-wise Filtering – Filter purchases by invoice date, vendor, or payment status (e.g., unpaid, partially paid).
- Sorting Options – Sort data by vendor name, invoice number, purchase date, or payment status.
- Export Options – Export the detailed report to Excel, PDF, or print for easier sharing and analysis.
- Product/Service Breakdown – Option to group purchases by product category or type of service purchased from each vendor.
- Vendor Performance Metrics – Track and analyze vendor performance based on factors such as timely payments, frequency of orders, or outstanding balances.

✅ Features & Benefits:

- Granular Transaction Details – View detailed purchase history, including invoice-level details for each vendor, which aids in deeper analysis.
- Manage Outstanding Payments – Helps businesses track unpaid invoices and manage payment deadlines more effectively.
- Accurate Financial Records – Keep accurate records of purchases, payments, and balances for accounting and auditing purposes.
- Improved Cash Flow Management – Track payment statuses to ensure timely payments and avoid overdue charges or penalties.
- Vendor Relationship Management – Maintain clear and transparent records of transactions with vendors, strengthening relationships and trust.
- Financial Forecasting – Use detailed historical data to forecast future spending with each vendor and improve budgeting.

- Main Form → Reports → Vendor & Payable → Vendor Aging Summary

The Vendor Aging Summary Report is a crucial tool for managing accounts payable and tracking outstanding balances. It categorizes unpaid invoices by aging periods to help businesses identify overdue payments, plan for upcoming financial obligations, and prioritize vendor settlements. With the ability to filter, sort, and export, this report helps maintain transparency, improve cash flow, and ensure timely vendor payments.

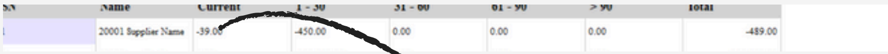


◆ Key Features:

- Aging Periods – Displays outstanding amounts by aging categories, such as:
  - 0-30 Days
  - 31-60 Days
  - 61-90 Days
  - 91+ Days
- Total Outstanding Balances – Summarizes the total amount owed to each vendor.
- Vendor-wise Breakdown – Lists all vendors along with their outstanding balances categorized by the aging periods.
- Invoice Details – For each vendor, includes:
  - Invoice Number
  - Invoice Date
  - Amount Due
  - Due Date
  - Payment Status (Paid, Unpaid, Partially Paid)
- Vendor Contact Info – Vendor name, email, and phone number for easy reference.
- Days Overdue Calculation – Automatically calculates how many days past due an invoice is.
- Outstanding Amounts – Breakdown of total unpaid amounts across each aging period for each vendor.
- Sorting and Filtering – Filter by vendor, invoice date, aging period, or payment status to narrow down the report.
- Export Options – Export the report to Excel, PDF, or print for sharing, auditing, or financial planning.
- Payment Reminder Alerts – Include an optional alert for invoices approaching their due date or overdue, which helps businesses stay on top of their liabilities.

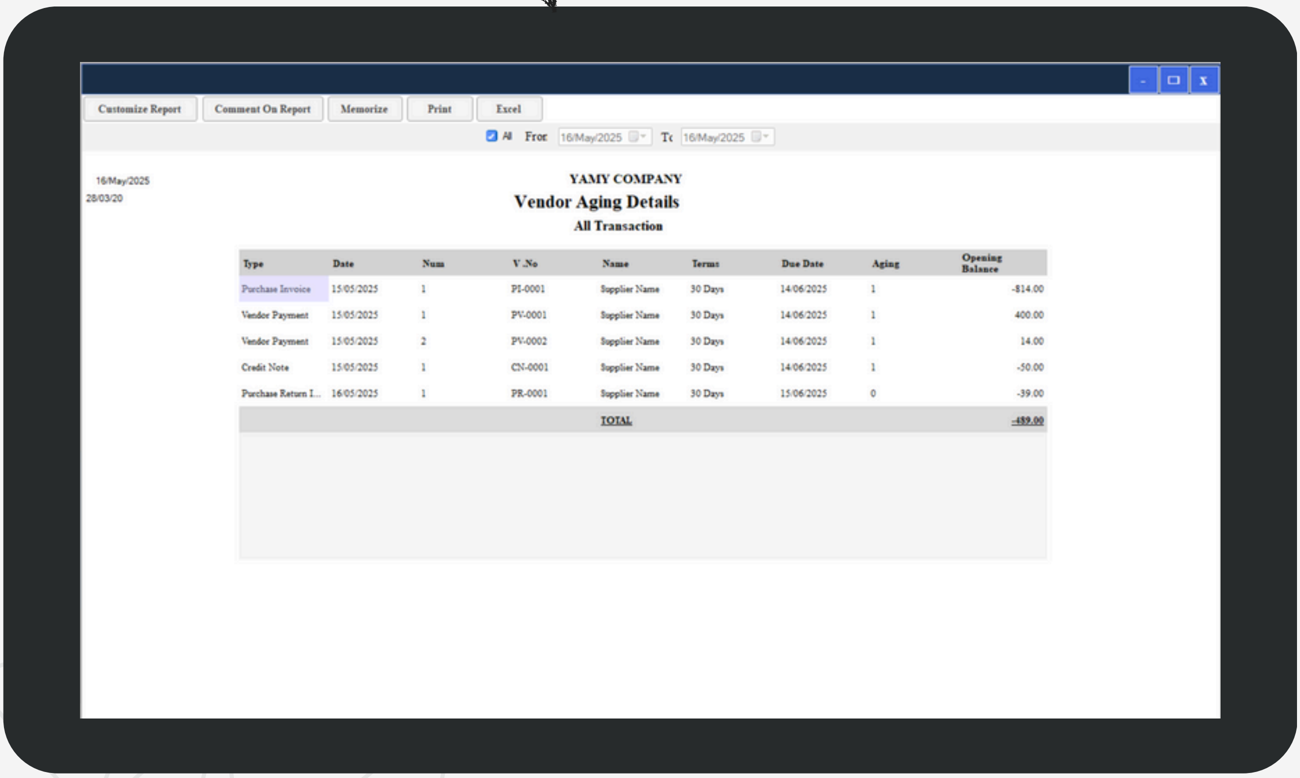
✅ Features & Benefits:

- Aging Period Breakdown – Easily see which vendors have overdue invoices and by how many days, helping businesses prioritize payments.
- Cash Flow Management – Helps ensure businesses have enough liquidity to cover upcoming payments, and avoid late payment penalties.
- Financial Planning – Use the aging report to forecast upcoming liabilities and make informed decisions about cash flow.
- Improved Vendor Relationships – By paying on time or proactively managing overdue payments, businesses can strengthen relationships with their vendors.
- Transparency in Accounts Payable – Offers a clear view of the business's outstanding obligations, assisting with audit preparation and financial review.
- Accurate Payment Tracking – Track which invoices are fully paid, partially paid, or unpaid, allowing businesses to manage payment schedules effectively.



S.N	Name	Current	1 - 30	31 - 60	61 - 90	> 90	Total
1	20001 Supplier Name	-39.00	-450.00	0.00	0.00	0.00	-489.00

"When you double-click an item in the table, a detailed view of that item will appear."



Customize Report | Comment On Report | Memorize | Print | Excel

All From 16/May/2025 To 16/May/2025

16/May/2025

28/03/20

YAMY COMPANY

Vendor Aging Details

All Transaction

Type	Date	Num	V .No	Name	Terms	Due Date	Aging	Opening Balance
Purchase Invoice	15/05/2025	1	PI-0001	Supplier Name	30 Days	14/06/2025	1	-814.00
Vendor Payment	15/05/2025	1	PV-0001	Supplier Name	30 Days	14/06/2025	1	400.00
Vendor Payment	15/05/2025	2	PV-0002	Supplier Name	30 Days	14/06/2025	1	14.00
Credit Note	15/05/2025	1	CN-0001	Supplier Name	30 Days	14/06/2025	1	-50.00
Purchase Return I...	16/05/2025	1	PR-0001	Supplier Name	30 Days	15/06/2025	0	-39.00
				TOTAL				-489.00

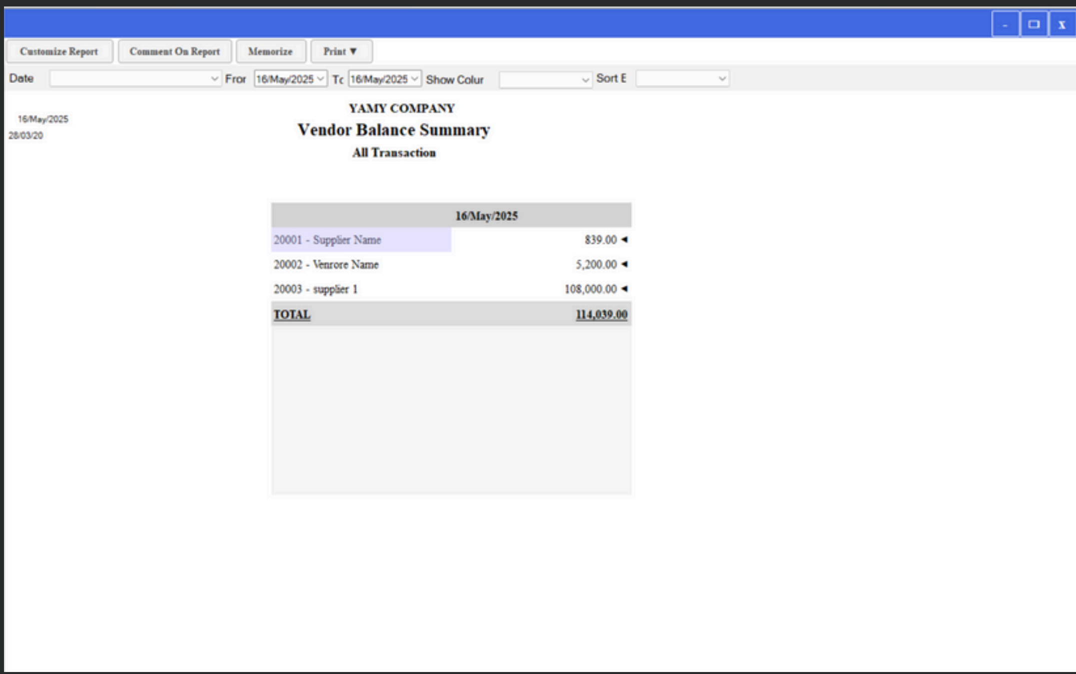
🔹 Purpose:

The Vendor Aging Details Report offers a line-by-line view of each unpaid or partially paid vendor invoice, categorized by aging periods. This report helps accounts payable teams monitor due payments, manage cash flow, and keep a close eye on individual invoices, due dates, and payment statuses.

It's ideal for businesses that need a clear audit trail and granular control over vendor liabilities.

- Main Form → Reports → Vendor & Payable → Vendor Balance Summary

The Vendor Balance Summary Report helps organizations maintain a clear overview of how much they owe to each vendor, supporting better decision-making, vendor negotiation, and payment scheduling. It's a critical tool for managing accounts payable and ensuring financial discipline.

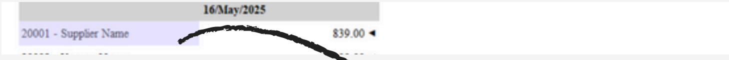


🔹 Key Features:

- Vendor-wise Summary – Lists each vendor with:
  - Total Purchases
  - Total Payments Made
  - Balance Payable (Remaining amount due)
- Opening and Closing Balances – Optionally show balances at the beginning and end of the selected period.
- Date Filtering – Filter report by a specific date range to view balances as of a certain period (e.g., month-end or year-end).
- Outstanding Amounts – Clearly identifies vendors with outstanding dues.
- Status Indicator – Flag vendors as:
  - Fully Paid
  - Partially Paid
  - Unpaid
- Vendor Contact Info – Basic contact info like name, email, and phone.
- Sorting and Filtering – Sort by balance amount, vendor name, or vendor category for analysis.
- Export Options – Export to Excel, PDF, or print for review and distribution.

✅ Benefits:

- Quick Snapshot of Payables – Instantly know how much is owed and to whom.
- Better Cash Flow Management – Use current balances to plan payments.
- Vendor Relationship Management – Maintain healthy vendor relations by staying aware of outstanding balances.
- Audit & Compliance Ready – Offers a summarized view of payables for financial review or audits.
- Prioritize Payments – Identify which vendors require urgent attention based on outstanding balances.



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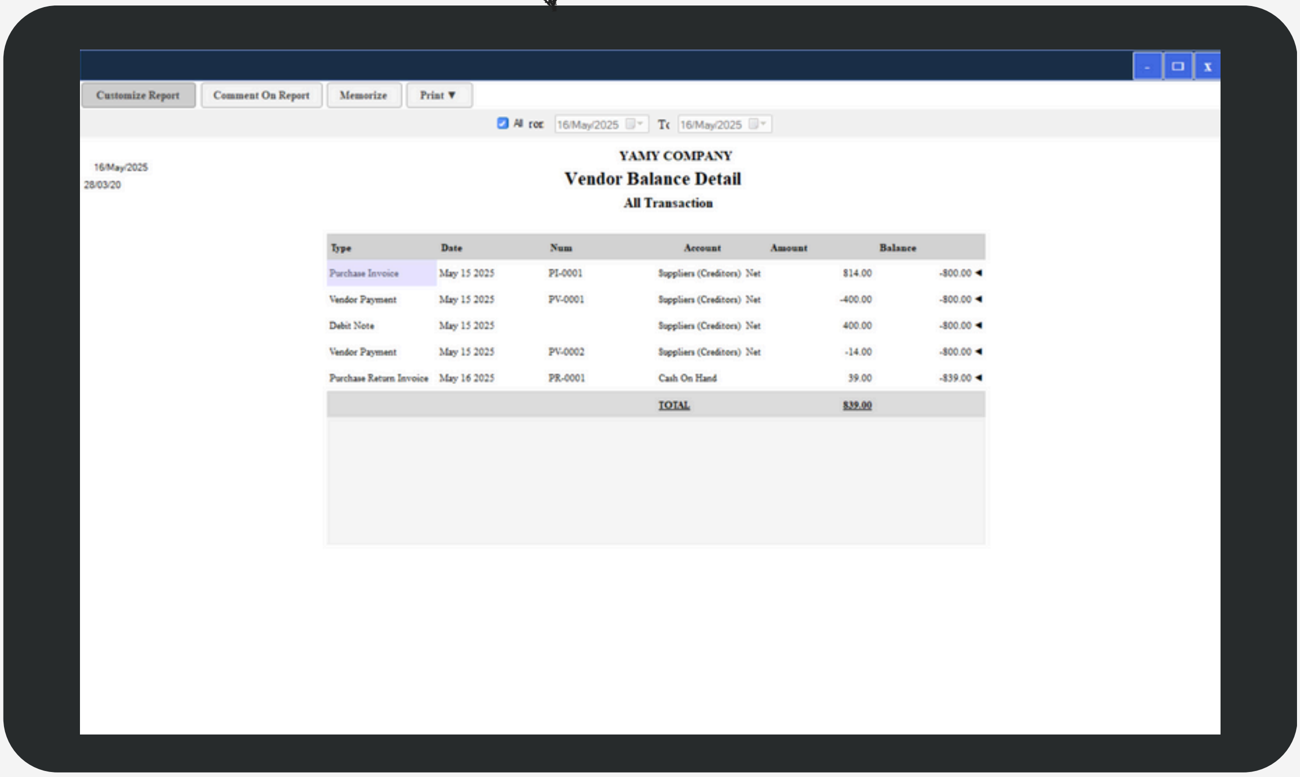


YAMY COMPANY
Vendor Balance Detail
All Transaction

Type	Date	Num	Account	Amount	Balance
Purchase Invoice	May 15 2025	PI-0001	Suppliers (Creditors) Net	814.00	-800.00
Vendor Payment	May 15 2025	PV-0001	Suppliers (Creditors) Net	-400.00	-800.00
Debit Note	May 15 2025		Suppliers (Creditors) Net	400.00	-800.00
Vendor Payment	May 15 2025	PV-0002	Suppliers (Creditors) Net	-14.00	-800.00
Purchase Return Invoice	May 16 2025	PR-0001	Cash On Hand	39.00	-839.00
			TOTAL	839.00	

🔹 Purpose:

The Vendor Balance Details Report provides a comprehensive, transaction-level view of all financial activities with each vendor, including purchases, payments, adjustments, and current outstanding balances. It allows accounting and finance teams to trace every invoice and payment, ensuring accurate reconciliation and financial control.

This report is essential for businesses that need detailed visibility into each vendor's open and settled transactions.

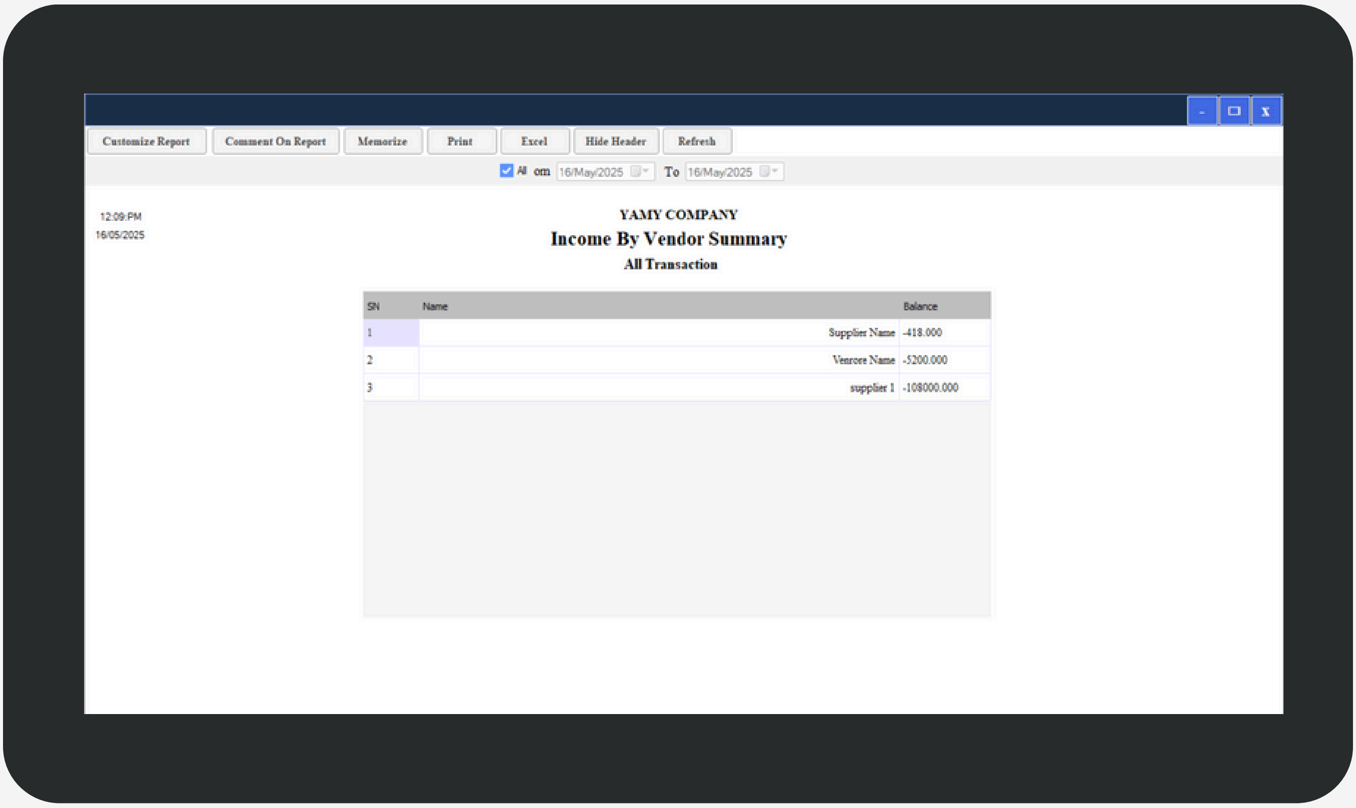
✅ Benefits:

- Complete Financial Record – Gives full visibility into every transaction with each vendor.
- Accurate Reconciliation – Makes it easy to match payments to invoices and detect discrepancies.
- Audit & Compliance Friendly – Helps meet audit requirements with complete transactional transparency.
- Improved Payables Management – Monitor balances to avoid missed or duplicate payments.
- Better Vendor Communication – Share transaction summaries with vendors for dispute resolution or verification.

10.4 - Vendor & Payable

- Main Form → Reports → Vendor & Payable → Vendor Income Summary

The Vendor Income Summary Report provides a clear overview of all income earned from vendors, outside of purchase transactions. Whether it's rebates, discounts, commissions, or refunds, this report ensures that vendor-related earnings are tracked, accounted for, and reconciled with supporting documents. It helps companies maximize income opportunities, ensure contract compliance, and improve reporting accuracy.

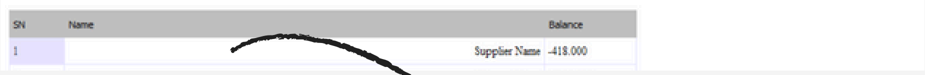


🧩 Key Features:

- Vendor-Wise Income Summary – Shows total income received from each vendor over a selected period.
- Income Type Categorization – Classifies income by type:
  - Rebate
  - Refund
  - Discount
  - Commission
  - Incentive
- Date Range Filtering – Filter by custom date ranges (e.g., monthly, quarterly, annually).
- Document References – Displays associated invoice/credit note numbers or agreement references.
- Income Received Date – Track the actual date the income was recorded.
- Currency Support – Handles multiple currencies with conversion options.
- Sorting & Grouping – Sort by vendor name, income amount, or income type.
- Export Options – Export to Excel, PDF, or print for audits and reporting.

✅ Benefits:

- Tracks Passive Income – Monitor rebates and income earned from vendor partnerships.
- Supports Accurate Financial Reporting – Ensure vendor-related income is accounted for correctly.
- Improves Visibility into Profitability – Understand how much income is being recovered from vendors.
- Aids Audit Preparation – Maintain clean records of vendor income sources with reference documentation.
- Contract Compliance – Ensure vendors are meeting incentive or rebate agreement terms.



SN	Name	Balance
1	Supplier Name	-418.000

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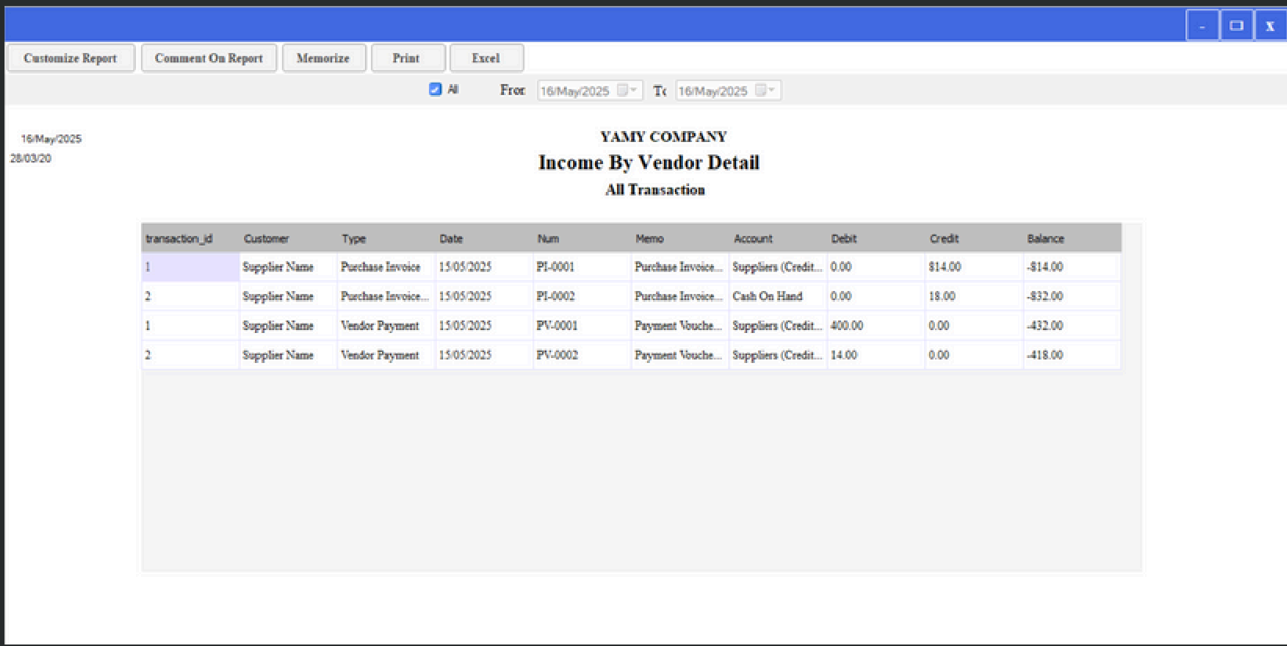


transaction_id	Customer	Type	Date	Num	Memo	Account	Debit	Credit	Balance
1	Supplier Name	Purchase Invoice	15/05/2025	PI-0001	Purchase Invoice...	Suppliers (Credit...	0.00	814.00	-814.00
2	Supplier Name	Purchase Invoice...	15/05/2025	PI-0002	Purchase Invoice...	Cash On Hand	0.00	18.00	-832.00
1	Supplier Name	Vendor Payment	15/05/2025	PV-0001	Payment Vouche...	Suppliers (Credit...	400.00	0.00	-432.00
2	Supplier Name	Vendor Payment	15/05/2025	PV-0002	Payment Vouche...	Suppliers (Credit...	14.00	0.00	-418.00

The Vendor Income Details Report serves as a comprehensive ledger of all income received from vendors. By capturing detailed information per transaction, this report provides complete transparency, supports financial reporting accuracy, and ensures that all income sources are recorded, justified, and traceable. It's a key tool for maximizing vendor income opportunities and maintaining strong financial governance.

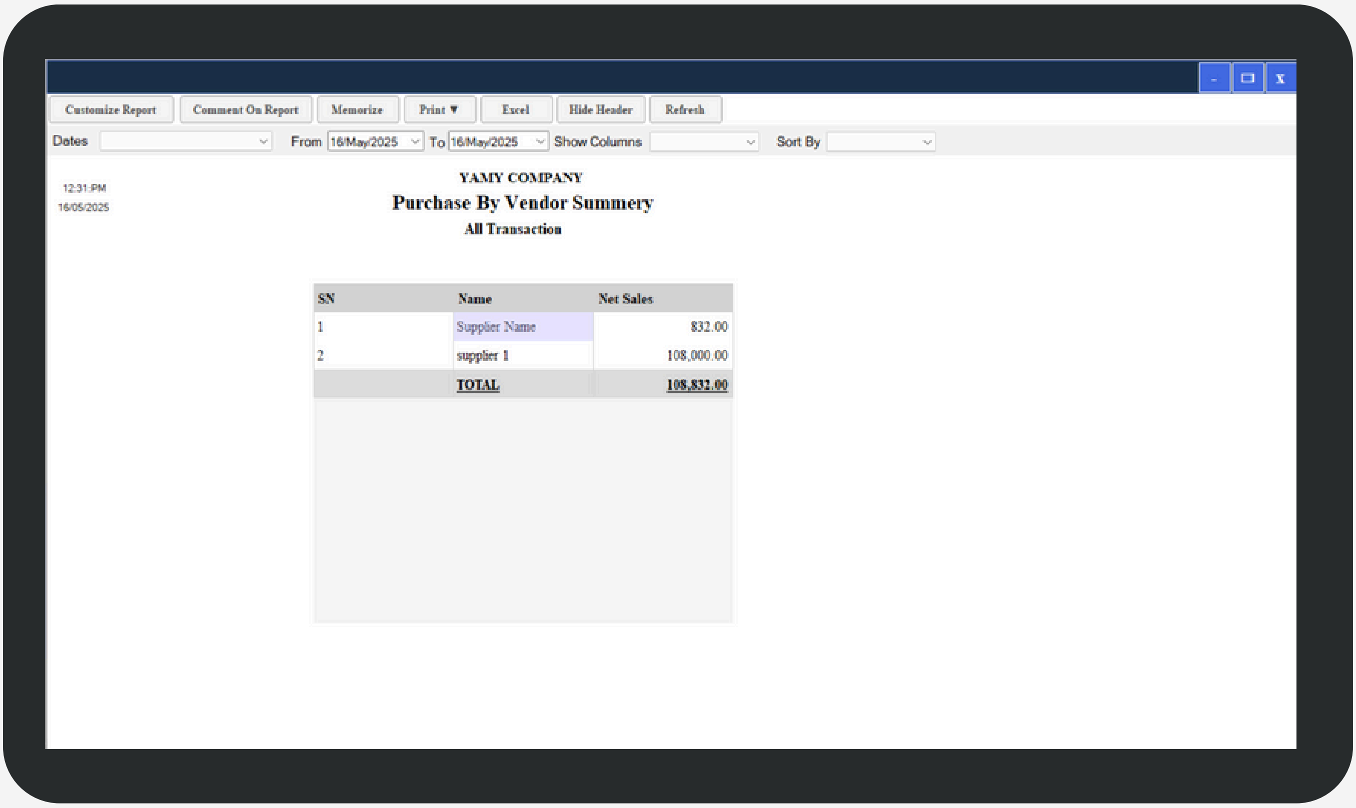
🔹 Purpose:

The Vendor Income Details Report provides a transaction-level view of all income received from vendors, including rebates, refunds, discounts, commissions, and other incentives. This report allows businesses to track, audit, and reconcile vendor-sourced income accurately, ensuring transparency and contract compliance.

It's ideal for finance teams that need detailed records for financial reporting, vendor agreement enforcement, and audit readiness.

- Main Form → Reports → Purchases → Purchase By Vendor Summary

The Purchase by Vendor Summary Report gives decision-makers a clear, concise view of procurement spending by vendor. It highlights who your key suppliers are, how much is spent, and how frequently orders are placed. This insight supports cost control, vendor negotiation, and efficient sourcing strategies.



🧩 Key Features:

- Vendor-Wise Purchase Totals – Shows:
    - Total Purchase Amount
    - Number of Purchase Orders/Invoices
    - Average Order Value (optional)
- Date Filtering – View purchases within a custom range (monthly, quarterly, annually).
- Purchase Categories (Optional) – Break down by material, service, or expense type if applicable.
- Top Vendor Highlight – Option to sort or highlight top N vendors by total spend.
- Vendor Information – Displays vendor name, code, contact info, and category.
- Export Options – Export to Excel, PDF, or print for reporting or presentation use.
- Drill-Down Enabled – Optionally click on a vendor to view detailed transactions.

✅ Benefits:

- Spend Visibility – Understand where your money goes and who your key suppliers are.
- Vendor Evaluation – Identify high-spending vendors for renegotiation or performance review.
- Budgeting & Forecasting – Support cost planning and financial projections.
- Sourcing Strategy – Helps diversify vendors or consolidate for better pricing.
- Audit Readiness – Summarized procurement data for compliance and financial audits.

SN	Name	Net Sales
1	Supplier Name	832.00

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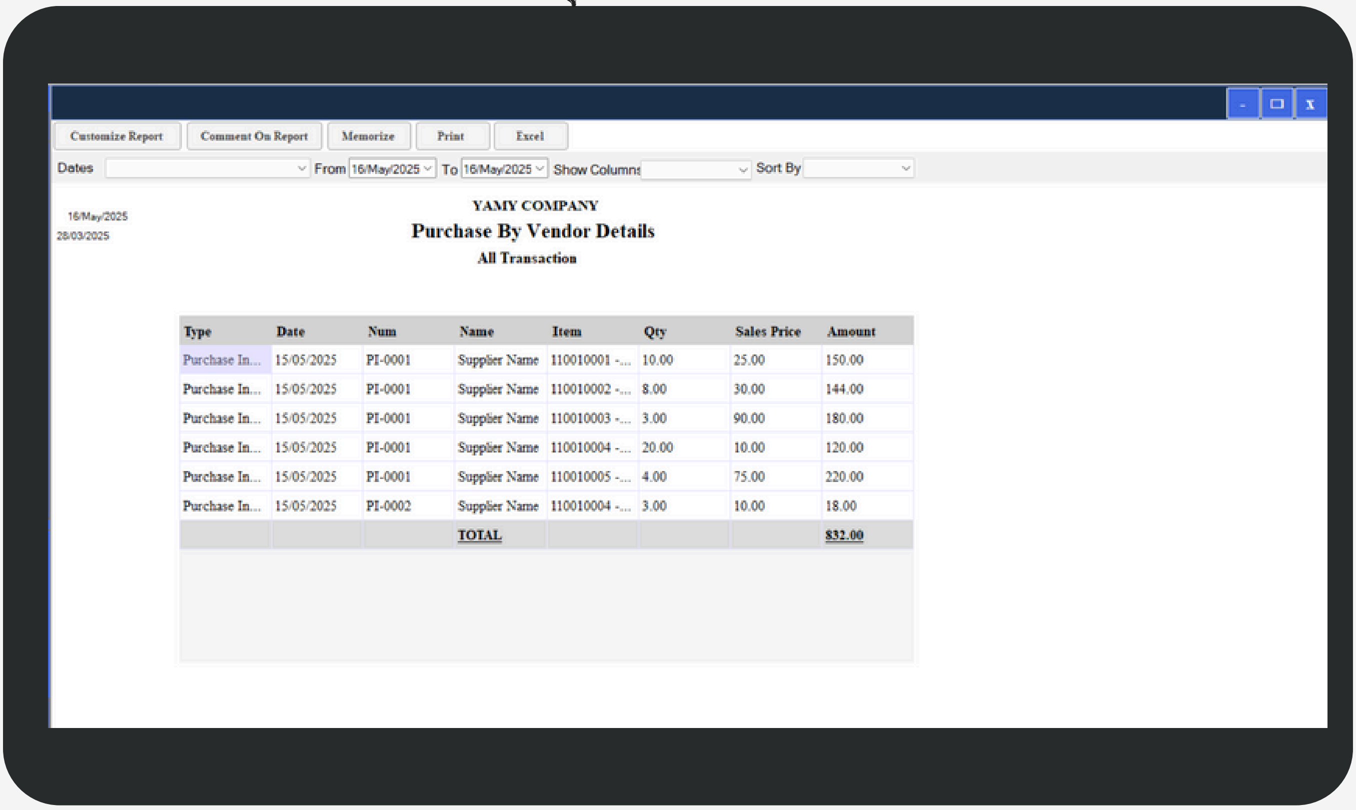


YAMY COMPANY

Purchase By Vendor Details

All Transaction

Type	Date	Num	Name	Item	Qty	Sales Price	Amount
Purchase In...	15/05/2025	PI-0001	Supplier Name	110010001 -...	10.00	25.00	150.00
Purchase In...	15/05/2025	PI-0001	Supplier Name	110010002 -...	8.00	30.00	144.00
Purchase In...	15/05/2025	PI-0001	Supplier Name	110010003 -...	3.00	90.00	180.00
Purchase In...	15/05/2025	PI-0001	Supplier Name	110010004 -...	20.00	10.00	120.00
Purchase In...	15/05/2025	PI-0001	Supplier Name	110010005 -...	4.00	75.00	220.00
Purchase In...	15/05/2025	PI-0002	Supplier Name	110010004 -...	3.00	10.00	18.00
			TOTAL				832.00

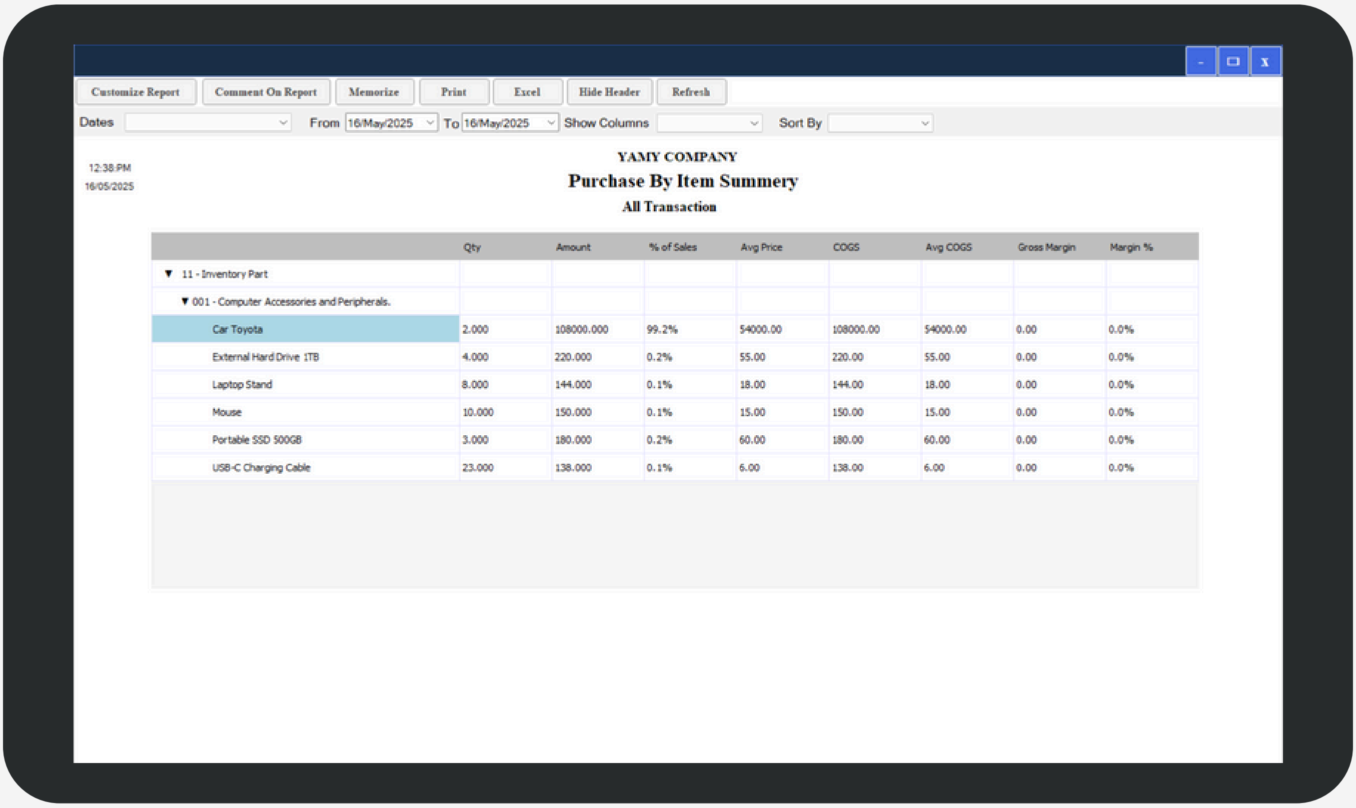
The Purchase by Vendor Details Report gives users a complete, detailed view of all purchase transactions across vendors. This transactional insight is essential for accurate accounting, vendor reconciliation, expense tracking, and procurement control. It also supports internal audits and vendor communication by offering full purchase transparency.

🧩 Key Features:

- Transaction-Level Data – Lists every purchase transaction per vendor:
  - Vendor Name & Code
  - Invoice or Purchase Order Number
  - Invoice Date
  - Item/Service Description (if available)
  - Purchase Amount
  - Tax/Total
  - Payment Status (Paid / Unpaid / Partial)
- Date Range Filter – View transactions for any specific timeframe (e.g., monthly, quarterly, fiscal year).
- Purchase Method – Show whether the transaction was via PO, direct invoice, or contract.
- Payment Method (Optional) – Bank, Cash, Cheque, etc.
- Invoice Status – Track whether the invoice has been posted, paid, or disputed.
- Export/Print Options – Export to Excel, PDF, or print for reporting or verification.

- Main Form → Reports → Purchases → Purchase By Item Summary

The Purchase by Item Summary Report provides a clear, consolidated view of item-level purchasing activity, helping businesses make informed decisions on inventory control, reordering, and vendor negotiations. It improves cost management, ensures efficient procurement, and supports strategic planning.



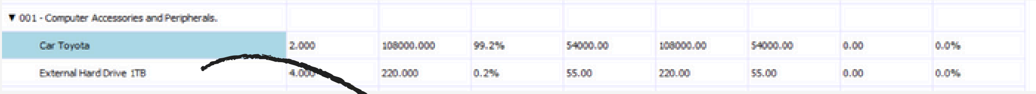
	Qty	Amount	% of Sales	Avg Price	COGS	Avg COGS	Gross Margin	Margin %
▼ 11 - Inventory Part								
▼ 001 - Computer Accessories and Peripherals.								
Car Toyota	2.000	108000.000	99.2%	54000.00	108000.00	54000.00	0.00	0.0%
External Hard Drive 1TB	4.000	220.000	0.2%	55.00	220.00	55.00	0.00	0.0%
Laptop Stand	8.000	144.000	0.1%	18.00	144.00	18.00	0.00	0.0%
Mouse	10.000	150.000	0.1%	15.00	150.00	15.00	0.00	0.0%
Portable SSD 500GB	3.000	180.000	0.2%	60.00	180.00	60.00	0.00	0.0%
USB-C Charging Cable	23.000	138.000	0.1%	6.00	138.00	6.00	0.00	0.0%

🧩 Key Features:

- Item-Wise Summary – Displays:
  - Item Name / SKU / Code
  - Total Quantity Purchased
  - Unit of Measure
  - Total Purchase Amount
  - Average Unit Price (optional)
- Vendor Info (Optional) – Show top vendors per item or consolidate across all vendors.
- Date Filtering – Filter purchases by specific periods (monthly, quarterly, annually).
- Category Grouping – Group by item category (e.g., Raw Materials, Office Supplies).
- Sorting – Sort by quantity, total value, or item name.
- Export Options – Export to Excel, PDF, or print for reporting or presentation use.

✅ Benefits:

- Inventory Planning – Identify high-demand or frequently purchased items.
- Cost Control – Monitor average purchase prices to manage cost fluctuations.
- Vendor Consolidation – See if multiple vendors are supplying the same item.
- Budgeting & Forecasting – Use historical item-level data to project future purchasing needs.
- Audit & Reporting – Supports expense justification and procurement review.



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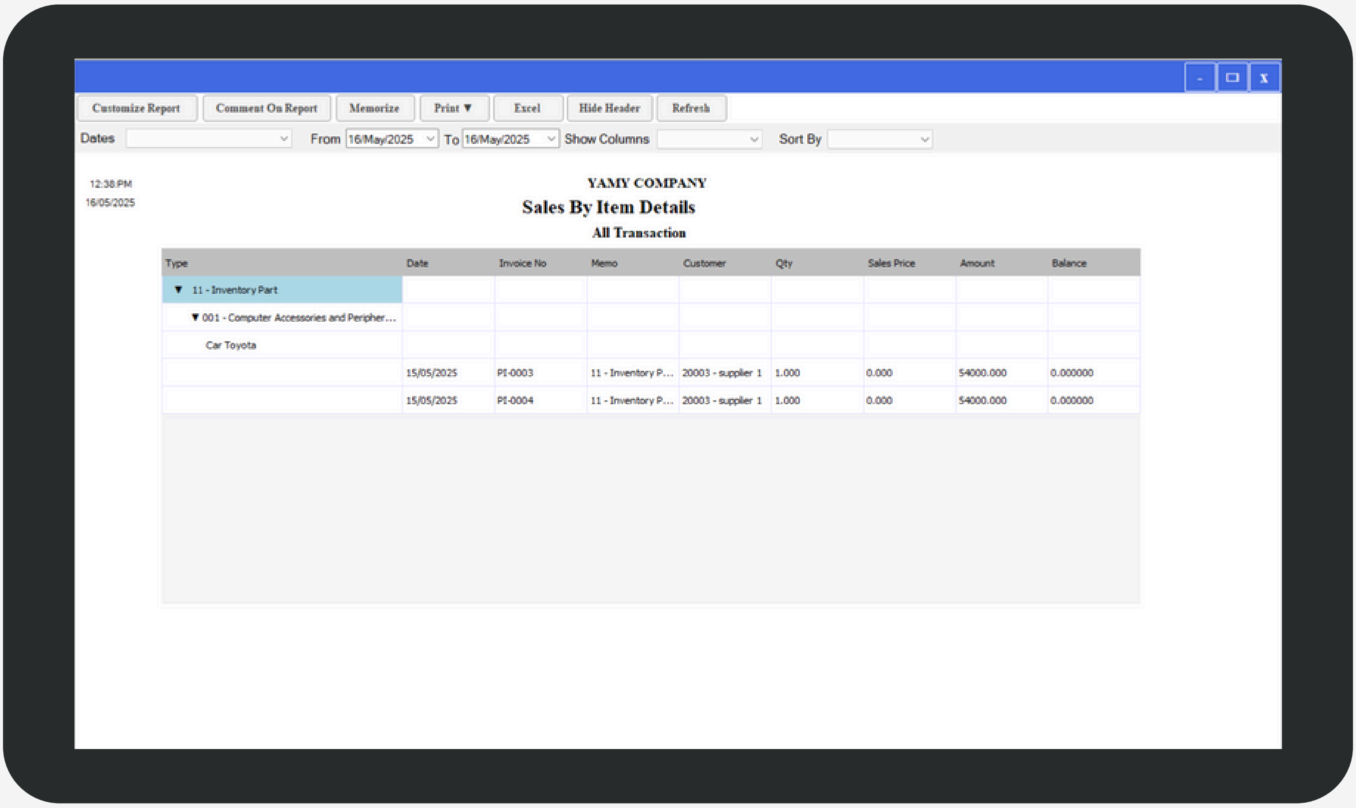


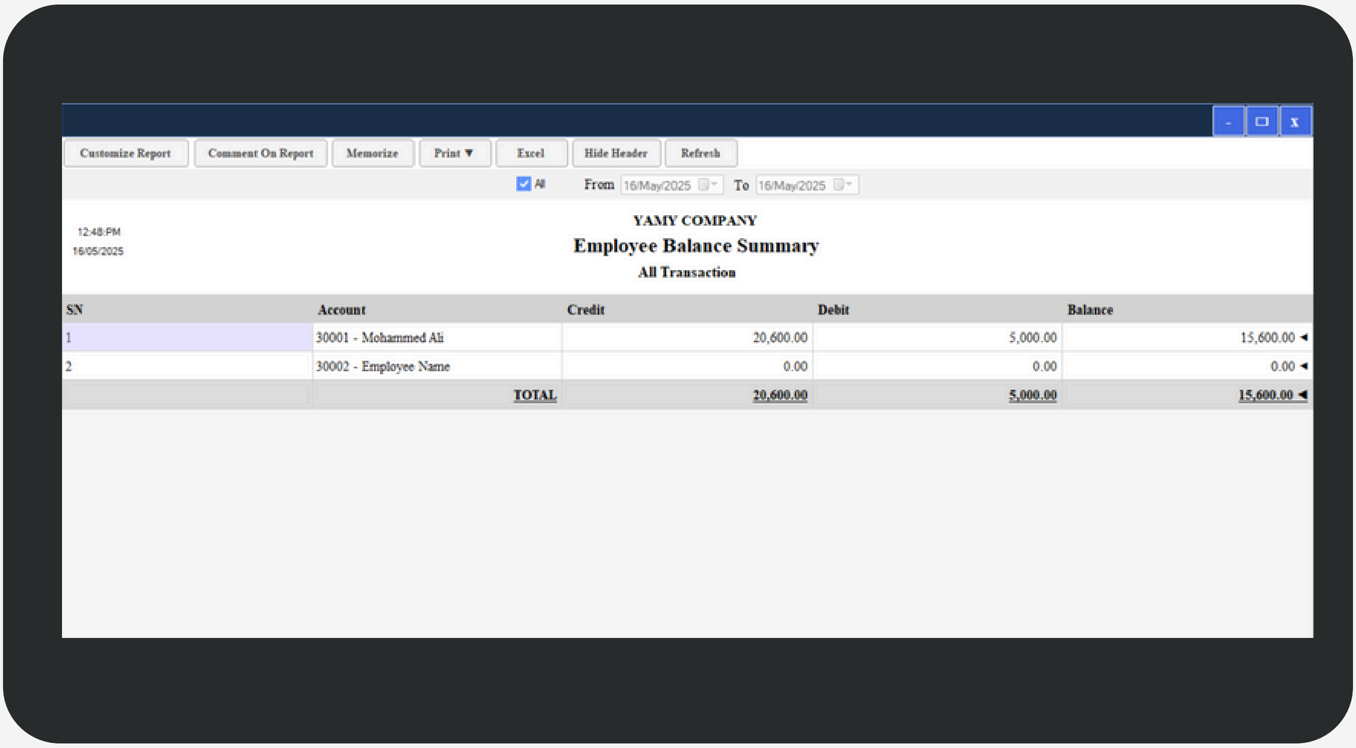
The Purchase by Item Details Report provides a comprehensive audit trail of every item purchased, including quantity, vendor, price, and reference. It supports better inventory valuation, cost control, and purchasing decisions by showing exactly how each item enters the supply chain and at what cost.

🧩 Key Features:

- Transaction-Level Item Details – Includes:
  - Item Code / Name
  - Purchase Date
  - Quantity Purchased
  - Unit Price
  - Total Cost
  - Vendor Name
  - Invoice / Purchase Order Number
- Date Filtering – Filter purchases within specific ranges (e.g., fiscal quarter, year-to-date).
- Item Category Grouping – Option to group items by category or type (e.g., Raw Materials, Office Supplies).
- Sorting Options – Sort by item name, vendor, date, quantity, or amount.
- Multi-Vendor Support – View item purchases across all vendors or filter by vendor.
- Export & Print – Exportable to Excel, PDF, or printable for audits and operational reviews.

- Main Form → Reports → Employees → Employee Balance Summary

The Employee Balance Summary Report provides a clear and concise overview of all financial obligations between employees and the organization. It is an essential tool for ensuring financial accuracy, internal accountability, and timely settlement of employee-related transactions. This report supports both payroll operations and expense management workflows.



🧩 Key Features:

- Employee-Wise Summary – Shows:
  - Employee Name & Code
  - Department/Designation
  - Total Advances Issued
  - Total Expenses Settled
  - Remaining Balance (Receivable or Payable)
- Outstanding Balance Type – Clearly indicates:
  - Balance Due from Employee (e.g., unclaimed advance)
  - Balance Due to Employee (e.g., pending reimbursement)
- Date Filtering – Filter balances by a specific period or as of a cut-off date.
- Status Indicators – Mark fully settled, partially settled, or overdue balances.
- Export Options – Export to Excel, PDF, or print format for reports or audits.

✅ Benefits:

- Cash Flow Tracking – Monitor advance payments and pending reimbursements.
- Settlement Visibility – Identify employees with pending balance settlements.
- Supports Payroll Adjustments – Ensure accurate payroll deductions or credits.
- Audit & Compliance – Maintains a traceable record of employee financial transactions.
- Improved Accountability – Encourages timely expense claims and settlements.

SN	Account	Credit	Debit	Balance
1	30001 - Mohammed Ali	20,600.00	5,000.00	15,600.00

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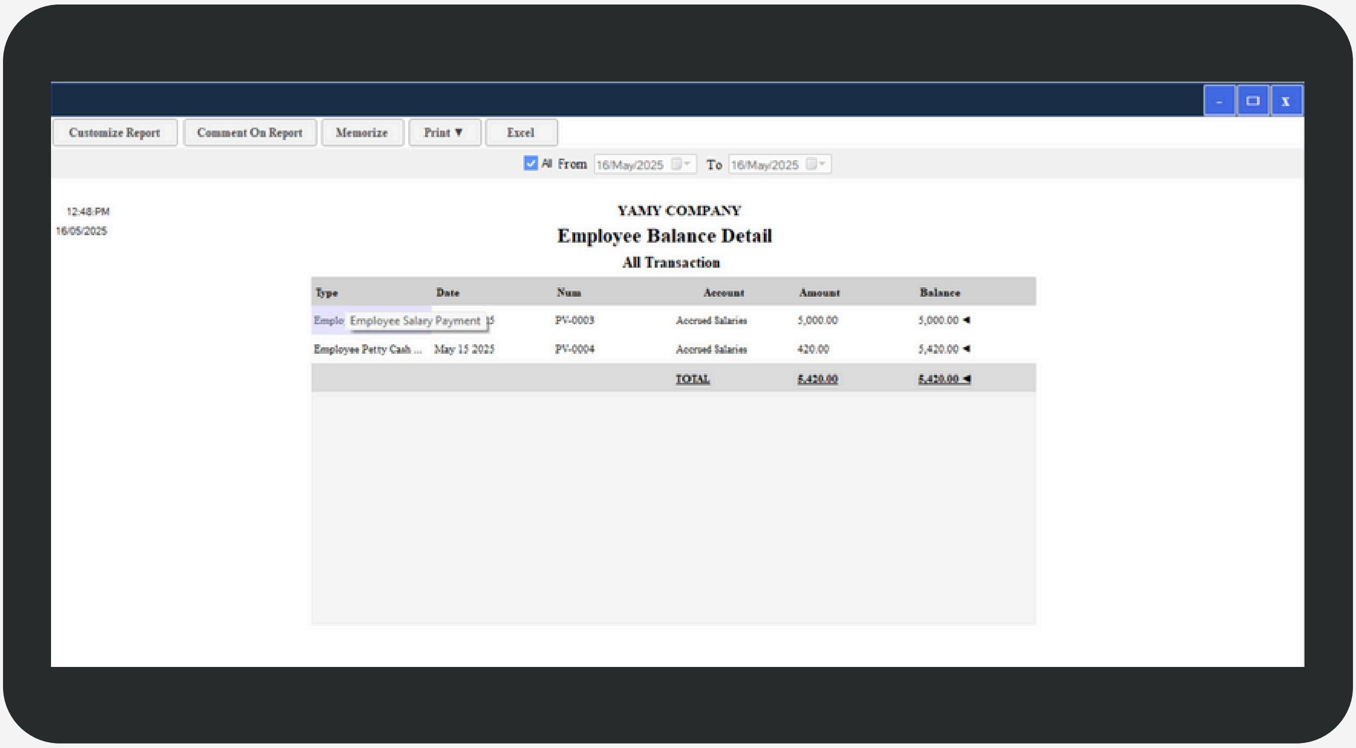


The Employee Balance Details Report offers a complete and transparent view of all financial interactions between employees and the organization. It supports compliance, financial accuracy, and internal controls, and helps ensure that advances and reimbursements are properly tracked and closed.

🧩 Key Features:

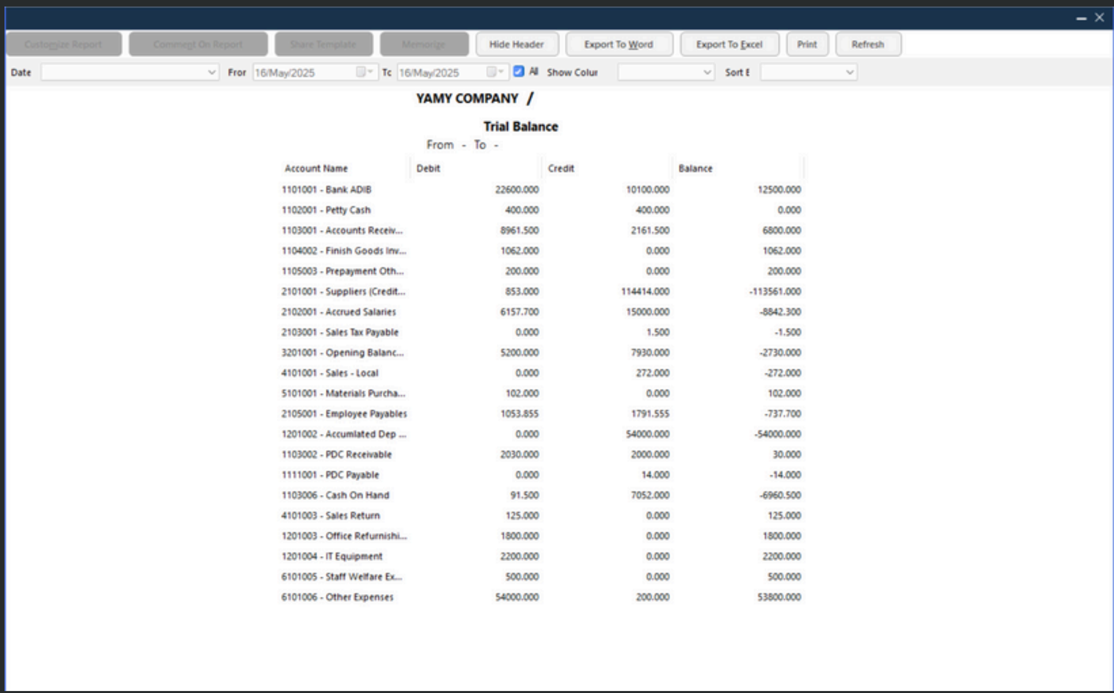
- Transaction-Level Detail – Each row captures:
  - Employee Name & ID
  - Transaction Date
  - Transaction Type (Advance, Expense Claim, Reimbursement, Settlement)
  - Reference Number (Voucher No. or Document No.)
  - Amount
  - Status (Paid, Settled, Pending)
  - Running Balance
- Filter by Employee – View transactions for a single employee or across all employees.
- Date Range Filtering – Analyze transactions within custom date periods.
- Remarks/Notes Field – Add internal notes for each transaction.
- Export Options – Export to Excel, PDF, or print for audits or records.

✅ Benefits:

- Clear Financial Trail – Full visibility of each financial transaction involving employees.
- Supports Reconciliation – Match advances to expenses and settlements.
- Audit-Ready – Provides detailed, traceable records for internal or external audits.
- Improves Accuracy – Reduces errors in payroll adjustments or financial entries.
- Encourages Timely Settlement – Helps HR/Finance monitor overdue employee balances.

- Main Form → Reports → Accountant → Trial Balance

The Trial Balance Report is an essential accounting control tool that provides a summary of all ledger accounts and their balances. It ensures that the books are balanced before generating final financial statements and helps catch any posting or classification errors early in the reporting cycle.



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Trial Balance

From - To -

Account Name	Debit	Credit	Balance
1101001 - Bank ADIB	22600.000	10100.000	12500.000
1102001 - Petty Cash	400.000	400.000	0.000
1103001 - Accounts Receiv...	8961.500	2161.500	6800.000
1104002 - Finish Goods Inv...	1062.000	0.000	1062.000
1105003 - Prepayment Oth...	200.000	0.000	200.000
2101001 - Suppliers (Credit...	853.000	114414.000	-113561.000
2102001 - Accrued Salaries	6157.700	15000.000	-8842.300
2103001 - Sales Tax Payable	0.000	1.500	-1.500
3201001 - Opening Balanc...	5200.000	7930.000	-2730.000
4101001 - Sales - Local	0.000	272.000	-272.000
5101001 - Materials Purcha...	102.000	0.000	102.000
2105001 - Employee Payables	1053.855	1791.555	-737.700
1201002 - Accumlated Dep ...	0.000	54000.000	-54000.000
1103002 - PDC Receivable	2030.000	2000.000	30.000
1111001 - PDC Payable	0.000	14.000	-14.000
1103006 - Cash On Hand	91.500	7052.000	-6960.500
4101003 - Sales Return	125.000	0.000	125.000
1201003 - Office Refurnishi...	1800.000	0.000	1800.000
1201004 - IT Equipment	2200.000	0.000	2200.000
6101005 - Staff Welfare Ex...	500.000	0.000	500.000
6101006 - Other Expenses	54000.000	200.000	53800.000

🧩 Key Features:

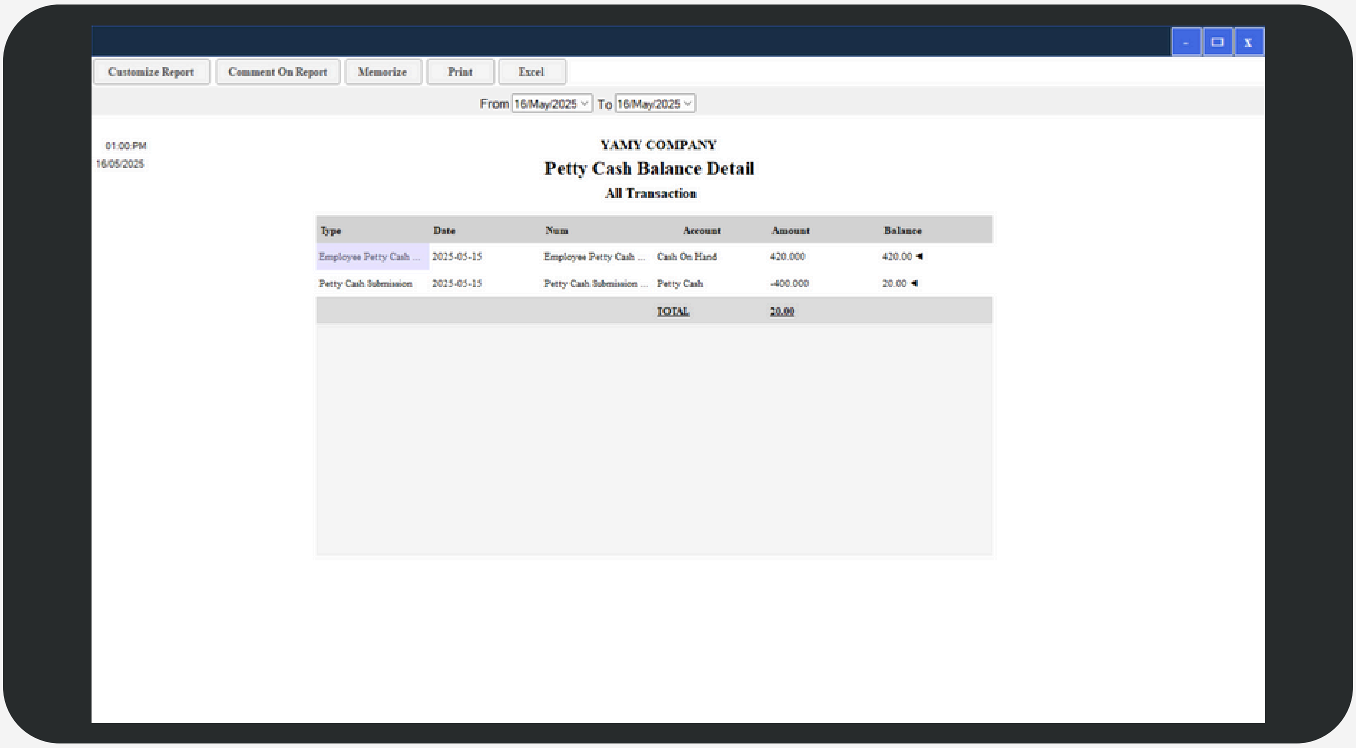
- Account-Wise Balances – Displays:
  - Account Code
  - Account Name
  - Debit Amount
  - Credit Amount
- Date Filtering – Generate trial balance as of a specific date or for a period.
- Opening/Closing Balance Option – Option to include opening balances and calculate closing balances.
- Group by Account Type – Categorize accounts (e.g., Assets, Liabilities, Revenue, Expenses).
- Export & Print – Available in Excel, PDF, or printer-friendly formats.
- Zero Balance Filter – Optionally hide accounts with zero balances.

✅ Benefits:

- Financial Accuracy – Confirms that debits equal credits.
- Error Detection – Identifies unbalanced journal entries.
- Pre-Financial Statement Review – Ensures accuracy before generating Balance Sheet and P&L.
- Audit & Compliance Support – Provides a structured summary of all ledger balances.
- Internal Control – Helps in periodic reviews and closing processes.

- Main Form → Reports → Accountant → Petty Cash Report

The Petty Cash Report ensures complete visibility and accountability over minor cash transactions, which are often overlooked but essential to daily business operations. This report aids in budget tracking, expense validation, and audit preparedness by offering a clear, itemized view of petty cash usage.



🧩 Key Features:

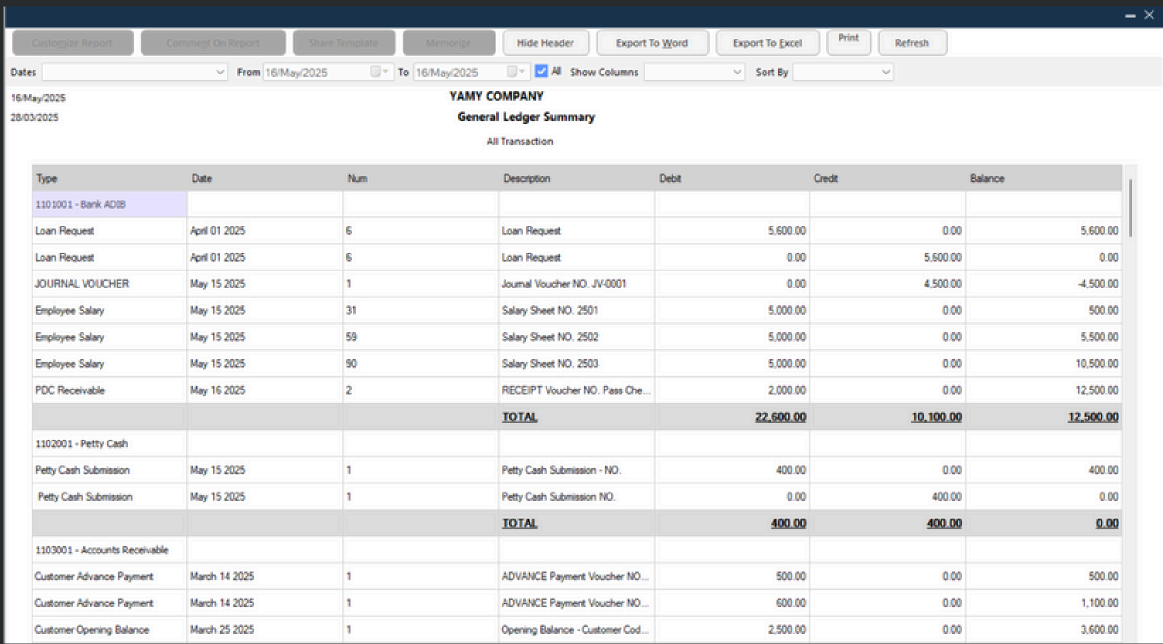
- Transaction-Level Detail – Shows each petty cash expense with:
  - Date
  - Voucher/Reference No.
  - Paid To / Description
  - Expense Category
  - Amount
  - Remarks
- Opening & Closing Balance – Displays cash on hand at the start and end of the selected period.
- Filter by Date/Employee/Department – Analyze petty cash activity by specific periods or responsible staff.
- Category Summary – Option to group totals by expense category (e.g., stationery, travel, meals).
- Export & Print – Available in Excel, PDF, or printable formats for audits and reviews.

✅ Benefits:

- Cash Control – Ensures petty cash is used for approved small expenses.
- Reimbursement Tracking – Easily identify amounts to be reimbursed to the petty cashier.
- Audit Support – Maintains a full record of petty cash usage for financial transparency.
- Policy Compliance – Helps verify if expenses adhere to company petty cash policies.
- Accountability – Ties each transaction to the responsible staff or department.

- Main Form → Reports → Accountant → General Ledger

The General Ledger Report is essential for monitoring and verifying the financial transactions within your business. It ensures all debits and credits are properly recorded, forming the backbone for accurate financial statements and ensuring accounting accuracy. Regular review of the general ledger ensures that discrepancies are caught early and that financial reports are accurate.



Type	Date	Num	Description	Debit	Credit	Balance
1101001 - Bank ADIB						
Loan Request	April 01 2025	6	Loan Request	5,600.00	0.00	5,600.00
Loan Request	April 01 2025	6	Loan Request	0.00	5,600.00	0.00
JOURNAL VOUCHER	May 15 2025	1	Journal Voucher NO. JV-0001	0.00	4,500.00	-4,500.00
Employee Salary	May 15 2025	31	Salary Sheet NO. 2501	5,000.00	0.00	500.00
Employee Salary	May 15 2025	59	Salary Sheet NO. 2502	5,000.00	0.00	5,500.00
Employee Salary	May 15 2025	90	Salary Sheet NO. 2503	5,000.00	0.00	10,500.00
PDC Receivable	May 16 2025	2	RECEIPT Voucher NO. Pass Che...	2,000.00	0.00	12,500.00
			TOTAL	22,600.00	10,100.00	12,500.00
1102001 - Petty Cash						
Petty Cash Submission	May 15 2025	1	Petty Cash Submission - NO.	400.00	0.00	400.00
Petty Cash Submission	May 15 2025	1	Petty Cash Submission NO.	0.00	400.00	0.00
			TOTAL	400.00	400.00	0.00
1103001 - Accounts Receivable						
Customer Advance Payment	March 14 2025	1	ADVANCE Payment Voucher NO...	500.00	0.00	500.00
Customer Advance Payment	March 14 2025	1	ADVANCE Payment Voucher NO...	600.00	0.00	1,100.00
Customer Opening Balance	March 25 2025	1	Opening Balance - Customer Cod...	2,500.00	0.00	3,600.00

🧩 Key Features:

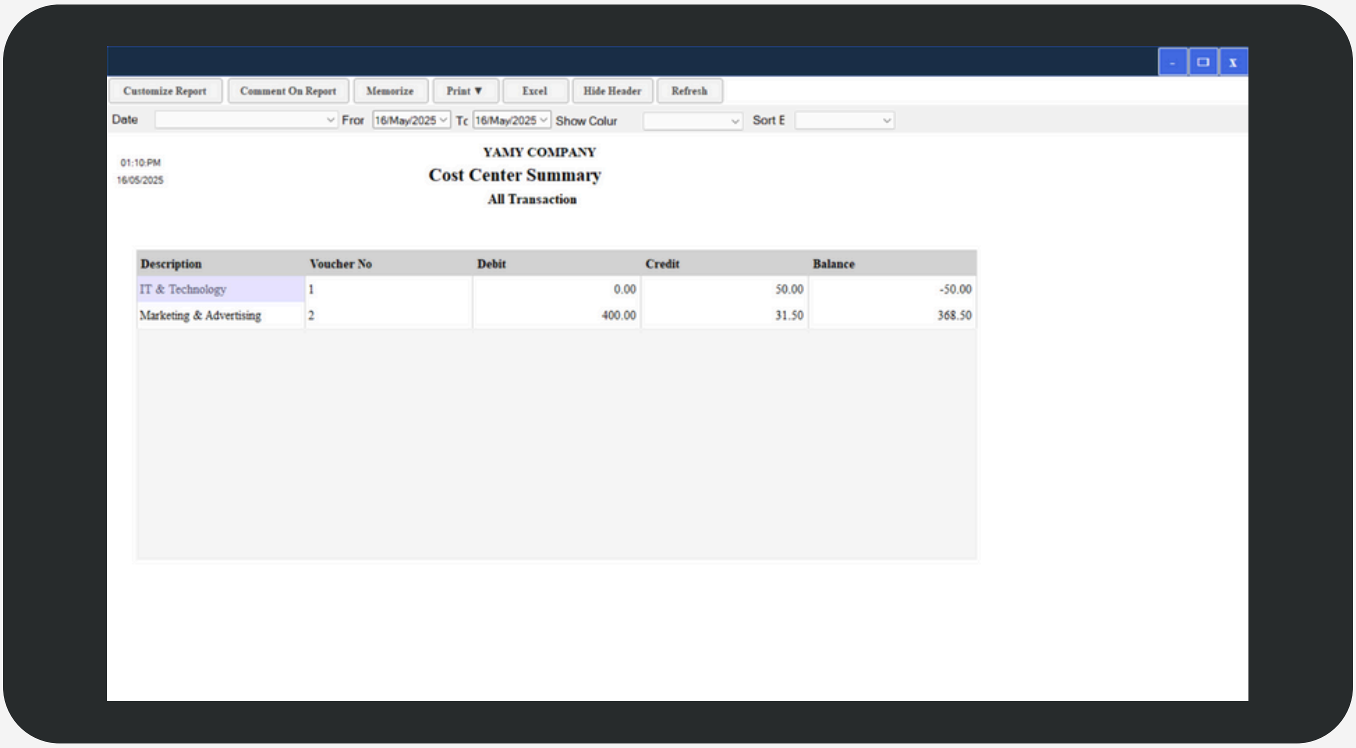
- Account-Level Detail – Displays the following information:
  - Account Code
  - Account Name
  - Transaction Date
  - Transaction Description
  - Debit Amount
  - Credit Amount
  - Balance (Running total)
  - Transaction Reference (Invoice, journal entry, etc.)
- Date Range Filtering – Filter general ledger entries for a specific date period (daily, monthly, quarterly, etc.).
- Grouping by Account Type – Categorize entries by Assets, Liabilities, Equity, Revenue, and Expenses.
- Transaction Type – Indicates whether the transaction is a journal entry, bank transaction, invoice, or payment.
- Account Summary – Option to display totals for each account, showing the total debits, credits, and balance for the period.
- Export & Print – Export the report to Excel, PDF, or print format for sharing and record-keeping.

✅ Benefits:

- Complete Financial Overview – Provides a detailed breakdown of all transactions recorded in the ledger.
- Error Detection – Helps identify discrepancies, such as missing or unbalanced journal entries.
- Audit Support – Supports audits by offering a complete record of financial transactions.
- Financial Transparency – Enhances visibility into company finances for internal stakeholders.
- Reconciliation – Essential for reconciling accounts and ensuring the trial balance is accurate.

- Main Form → Reports → Accountant → Cost Center

The Cost Center Report is vital for analyzing financial performance at a granular level, helping to allocate costs and track departmental or project expenses efficiently. It ensures that each department or project is within budget, provides performance insights, and improves financial oversight across the organization.

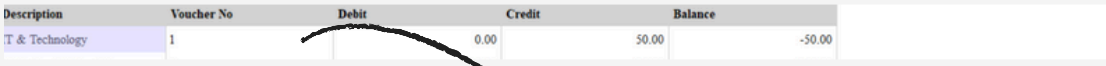


✱ Key Features:

- Detailed Expense & Revenue Breakdown – Displays:
  - Cost Center Code and Name
  - Account Type (e.g., Revenue, Expense)
  - Transaction Date
  - Amount (Debit or Credit)
  - Description/Remarks
  - Account Code
- Grouping by Cost Center – Totals transactions by department, project, or business unit.
- Filter by Date Range – Select specific periods (daily, monthly, quarterly, yearly) for report analysis.
- Budget Comparison – Option to compare actual expenses or revenues against budgeted figures for each cost center.
- Export & Print – Available in Excel, PDF, or printer-friendly formats for analysis and presentation.
- Cost Allocation Summary – Provides an overall total for each cost center, including both expenses and revenues.

✅ Benefits:

- Clear Cost Tracking – Helps monitor how expenses and revenues are distributed across various departments or projects.
- Budget Control – Allows management to track if cost centers are operating within budget.
- Improves Financial Planning – Provides a basis for setting future budgets and forecasts based on actual historical performance.
- Performance Evaluation – Enables departments or project managers to assess their cost efficiency and profitability.
- Supports Decision-Making – Helps identify areas where cost-cutting measures or resource reallocations may be needed.



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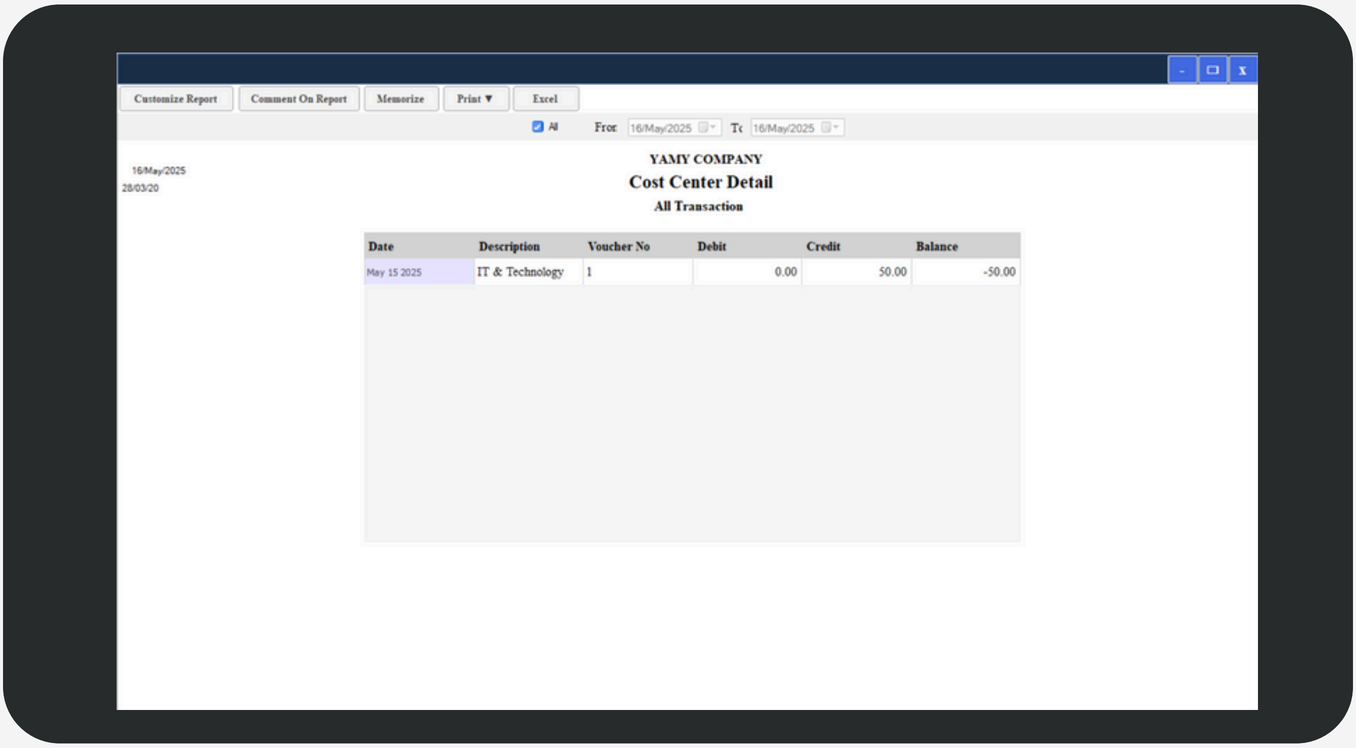


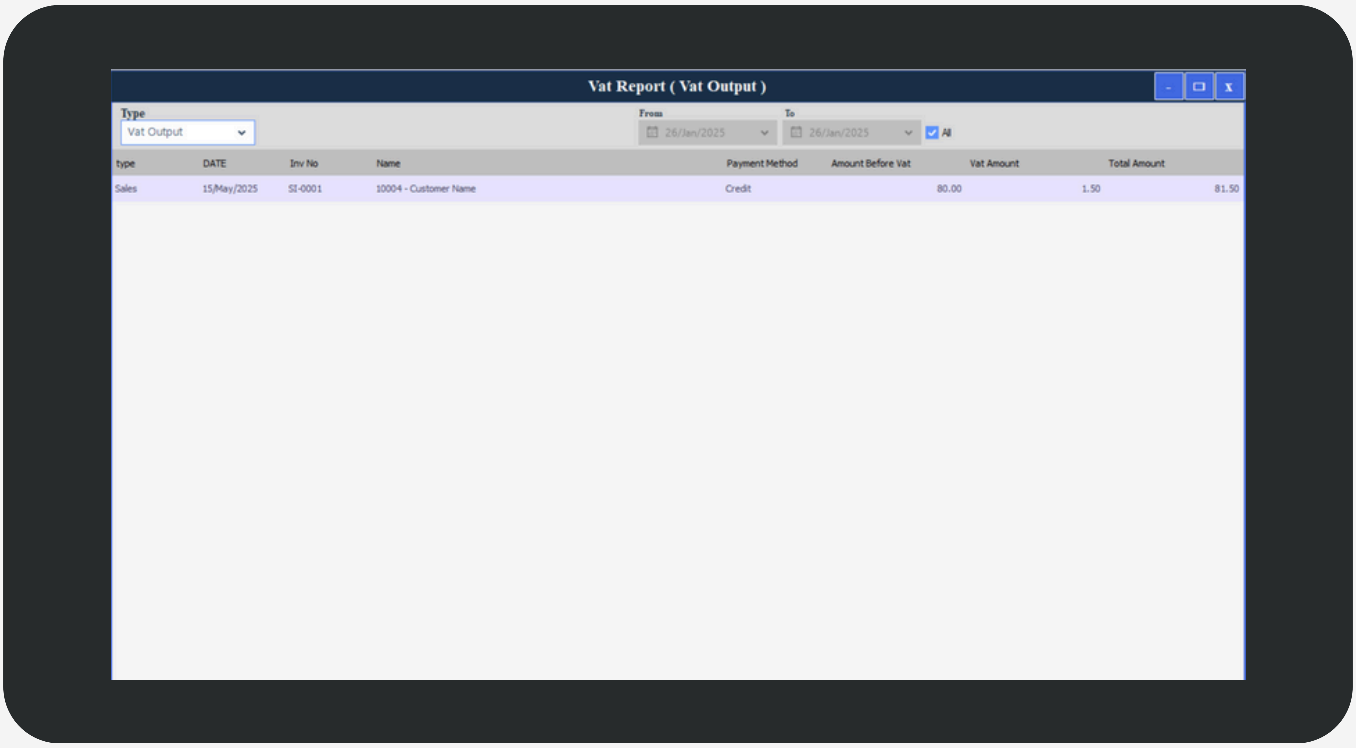
The Cost Center Report is a critical tool for organizations seeking to manage costs at the departmental level. It provides transparency into where money is being spent, ensures that departments stay within budget, and highlights areas where financial adjustments may be necessary. The report is indispensable for internal reviews, audits, and strategic planning.
By using this report, managers and financial teams can monitor departmental efficiency, track the performance of cost centers, and make informed decisions based on real-time financial data.

✅ Benefits:

- Budget Monitoring: Helps ensure that each cost center operates within its allocated budget.
- Cost Allocation Transparency: Tracks how costs are being distributed and spent across departments or projects.
- Departmental Performance Tracking: Provides a detailed analysis of how each department or project is performing financially.
- Improves Decision-Making: By analyzing cost center expenses and revenues, management can make informed decisions on resource allocation, cost cutting, and investment priorities.
- Audit Support: Offers detailed records that are crucial for financial audits.

- Main Form → Reports → Accountant → VAT Report

The VAT Input and Output Report is an essential tool for businesses to monitor their VAT-related transactions, ensuring that they comply with tax regulations and file accurate VAT returns. By providing a detailed breakdown of VAT paid on purchases and collected on sales, this report simplifies the process of tax reconciliation and helps avoid VAT-related errors. With this report, businesses can efficiently track their VAT obligations and optimize their cash flow management.



🧩 Key Features:

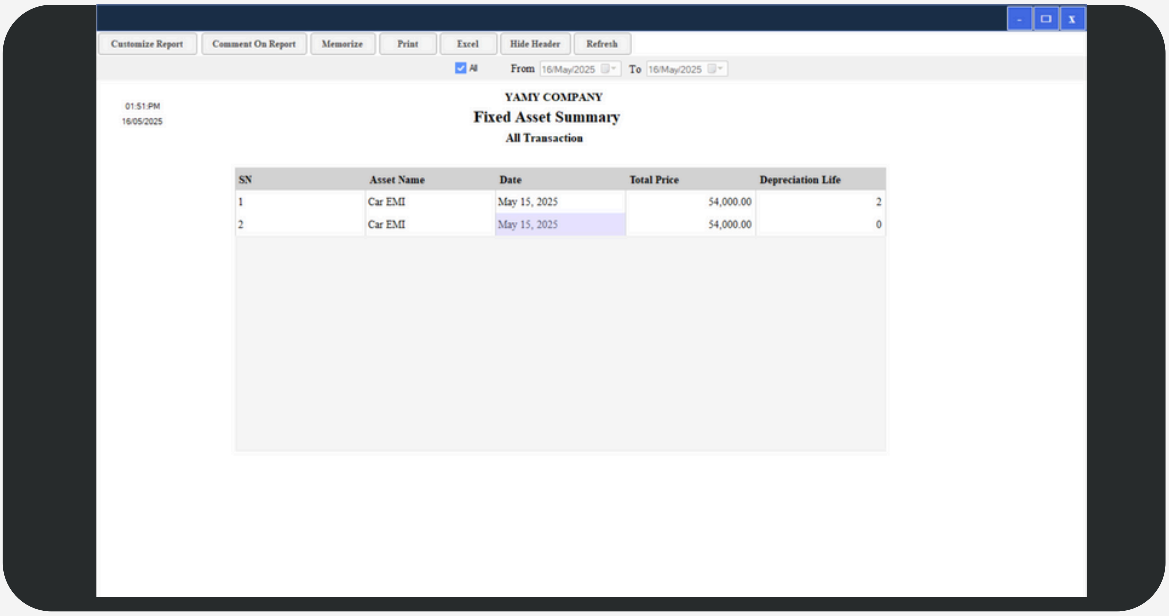
- VAT Input (Purchase) – Displays all VAT incurred on purchases (input tax) that the company has paid to suppliers on goods and services.
- VAT Output (Sales) – Shows VAT collected on sales (output tax) from customers.
- Transaction-Level Details – Lists individual transactions that include VAT, including:
  - Invoice Number
  - Supplier/Customer Name
  - Transaction Date
  - Total Amount (Excluding VAT)
  - VAT Amount
  - VAT Rate
- VAT Summary by Period – Provides totals for VAT input and output for a specific period (daily, monthly, quarterly, or annually).
- Reconciliation of VAT – Ensures that the difference between output VAT and input VAT (net VAT) is correct and matches with the VAT payable to the tax authorities.
- Export & Print – Available in Excel, PDF, or print formats for filing, reporting, and record-keeping.
- VAT Rate Filter – Displays VAT breakdown by rate (e.g., standard, reduced, zero-rated).

✅ Benefits:

- Tax Compliance – Ensures that your VAT records are accurate and up-to-date, reducing the risk of errors in VAT returns.
- Audit Readiness – Helps maintain accurate VAT records for audit purposes, ensuring that the business is prepared for tax audits.
- Simplified VAT Returns – Makes VAT return preparation easier by consolidating input and output VAT into one report.
- Financial Clarity – Gives a clear overview of how much VAT is being paid on purchases and collected on sales.
- Cash Flow Management – Assists in managing cash flow by tracking the VAT payable or refundable for each period.

- Main Form → Reports → Accountant → Fixed Asset

The Fixed Asset Report is crucial for managing a company's physical assets over time. It tracks the purchase cost, accumulated depreciation, and net book value of each asset, ensuring the organization maintains accurate records for financial reporting, tax purposes, and asset management. This report also helps businesses stay compliant with tax laws by ensuring that depreciation is calculated and reported correctly, while also allowing for strategic decision-making related to asset replacement or disposal.



🧩 Key Features:

- Asset Overview – Displays all fixed assets, including:
  - Asset ID/Code
  - Asset Name/Description
  - Purchase Date
  - Purchase Cost
  - Depreciation Method (e.g., straight-line, declining balance)
  - Accumulated Depreciation
  - Net Book Value
  - Asset Location
  - Asset Category (e.g., office equipment, vehicles)
- Depreciation Calculation – Provides details of depreciation for each asset, either calculated manually or based on the system's predefined rules.
- Asset Age – Shows how long the asset has been in use and estimates the remaining useful life.
- Asset Disposal – Option to include any assets that have been disposed of or written off during the reporting period.
- Grouping by Asset Type or Category – Allows grouping assets by type (e.g., vehicles, machinery, IT equipment).
- Export & Print – Available in Excel, PDF, or print formats for easy record-keeping or presentation to auditors.
- Detailed Reports – View asset details for any specific period, helping with financial reporting and tax compliance.

✅ Benefits:

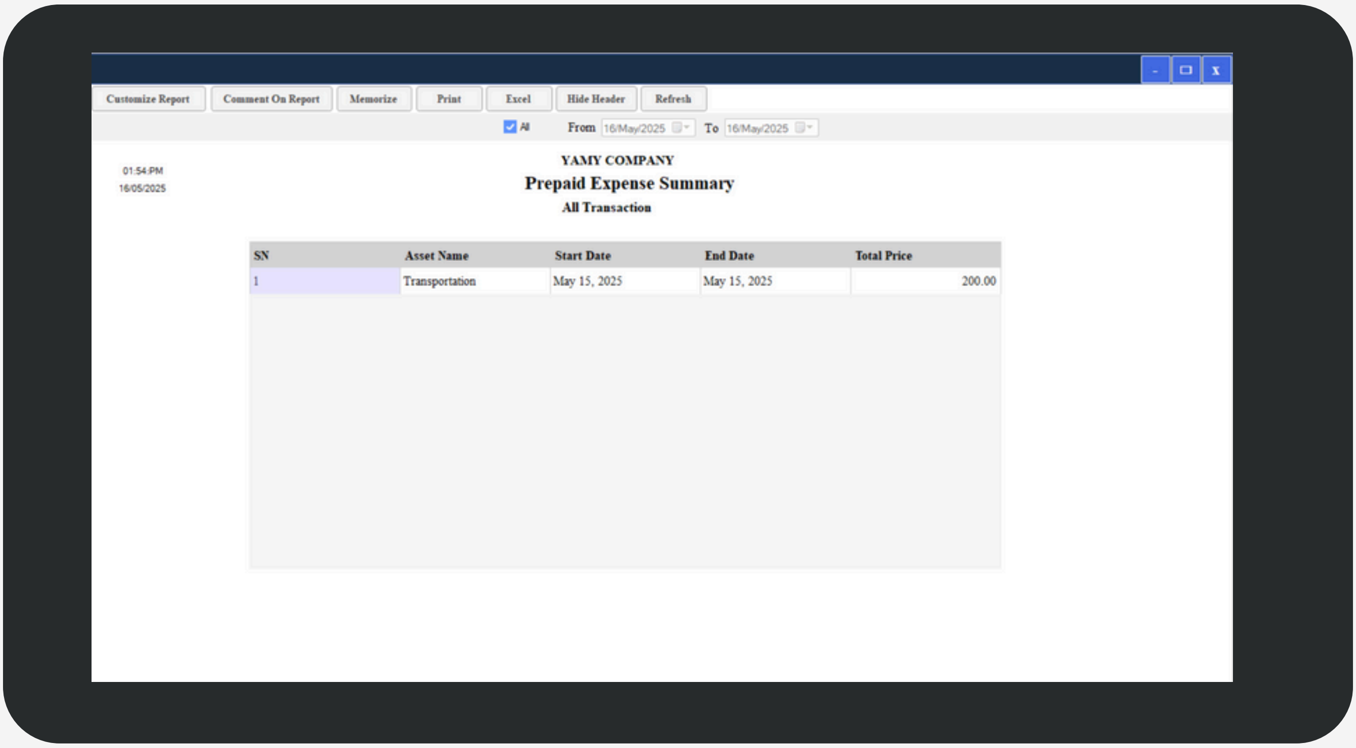
- Asset Tracking – Helps businesses monitor their fixed assets, ensuring proper management and usage.
- Accurate Depreciation Reporting – Ensures the depreciation of assets is properly calculated, affecting balance sheets and tax returns.
- Financial Planning – Provides insights into the remaining useful life and value of assets, helping businesses plan for future capital expenditures.
- Audit Support – Provides detailed records of asset purchases, depreciation, and disposals, which is essential for audits and compliance checks.

10. Reports

10.7 - Accountant

- Main Form → Reports → Accountant → Prepaid Expense

The Prepaid Expense Report ensures that prepayments are tracked properly and amortized accurately over their benefit periods. It provides transparency into remaining prepaid balances and helps align financial statements with accrual accounting principles. This report is crucial for compliance, budgeting, and maintaining the accuracy of your balance sheet and income statement.



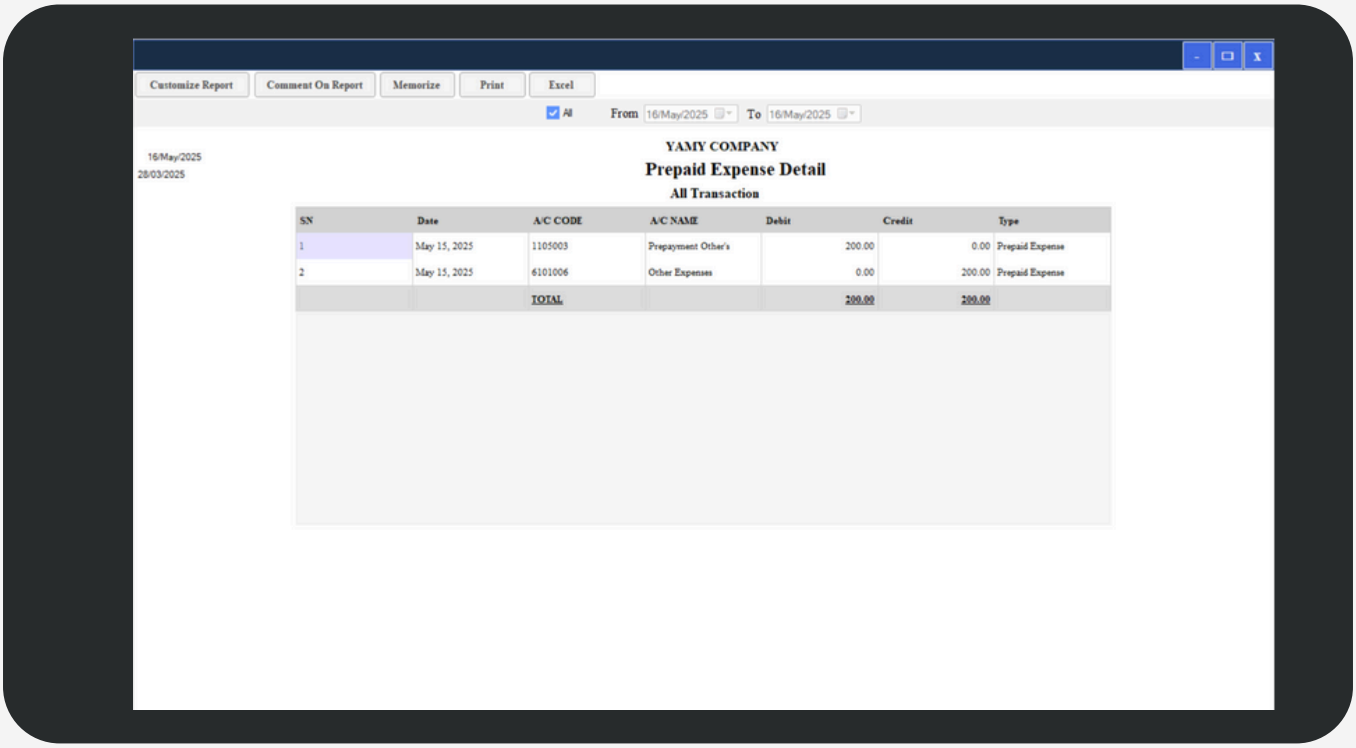
🧩 Key Features:

- Detailed Expense Allocation – Tracks:
  - Prepaid Expense Name / Description
  - Vendor / Payee
  - Total Prepaid Amount
  - Start and End Dates of Expense Period
  - Amortization Schedule (Monthly/Quarterly)
  - Expense Already Recognized
  - Remaining Balance
- Automatic Amortization Tracking – Shows how much of the prepaid amount has been expensed as of today and the schedule for future expense recognition.
- GL Integration – Connects with journal entries to ensure accurate expense recognition in the general ledger.
- Date Range Filtering – View current period, year-to-date, or custom range balances.
- Export & Print Options – Generate PDF or Excel versions for auditors, finance team, or tax purposes.

✅ Benefits:

- Accurate Financial Reporting – Ensures expenses are matched to the correct accounting periods.
- Asset Management – Prevents overstatement of expenses and maintains accurate current asset balances.
- Audit Compliance – Keeps clear records of prepaid items for financial audits.
- Forecasting – Helps with cash flow and future budget planning by understanding upcoming expense recognition.

"When you double-click an item in the table, a detailed view of that item will appear."



🔹 Purpose:

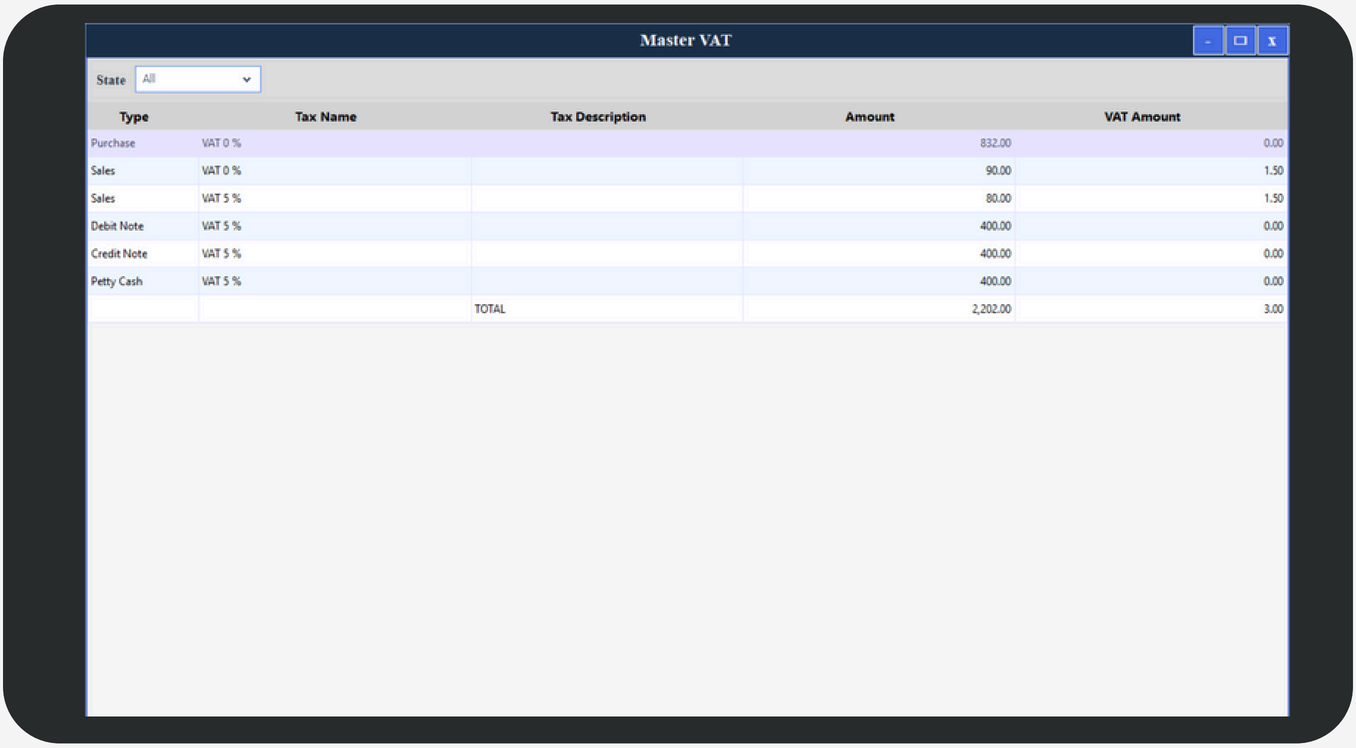
The Prepaid Expense Details Report provides a granular view of all individual transactions related to prepaid expenses. It breaks down how each prepaid item is amortized (expensed) over time, showing a complete timeline of recognition for each prepaid account.

🧩 Key Features:

- Detailed Amortization Schedule – Shows every monthly (or custom frequency) entry per prepaid expense, including:
  - Expense Period
  - Recognized Amount
  - Remaining Balance
  - GL Posting Reference
- Prepaid Transaction Drill-Down – Lists:
  - Invoice Date
  - Vendor
  - Payment Reference
  - Total Prepaid Amount
  - Start & End Period
  - Recognition Frequency (Monthly, Quarterly, etc.)
- GL Integration – Ties each amortized entry to corresponding journal entries for audit and traceability.
- Multiple Prepaid Accounts – Supports filtering by prepaid accounts (e.g., Insurance, Rent, Maintenance).
- Date Range Filter – Focus on current month, quarter, fiscal year, or custom ranges.

- Main Form → Reports → Accountant → Vat Category Report

The VAT Category Report is an essential tax tool that ensures transactions are properly categorized and taxed based on applicable VAT rules. By classifying and summarizing all VAT-related transactions, it simplifies tax return preparation, improves audit readiness, and supports regulatory compliance.



🧩 Key Features:

- VAT Category Breakdown – Displays transactions grouped by:
  - Standard VAT (e.g., 10%, 15%)
  - Zero-Rated VAT
  - Exempt Sales
  - Reduced Rates (if applicable)
- Transaction-Level Detail – For each VAT category:
  - Invoice Number
  - Date
  - Customer/Vendor
  - Net Amount (Excl. VAT)
  - VAT Rate
  - VAT Amount
  - Gross Amount (Incl. VAT)
- Filter by Module – Choose to show:
  - Sales VAT
  - Purchase VAT
  - Or Both
- Total per Category – Summarizes net amount, VAT amount, and gross total per VAT rate/category.
- Period Filtering – View results by custom date range (monthly, quarterly, yearly).
- Export Options – Export to Excel, PDF, or directly print.

✅ Benefits:

- Tax Filing Accuracy – Ensures all VAT categories are properly reported for government returns.
- Audit Support – Gives full transparency into VAT treatment per transaction type and category.
- VAT Reconciliation – Easily cross-check with your VAT return summaries to ensure matching totals.
- Insights into Taxable Activity – Understand what portion of your sales and purchases falls under each VAT class.
- Improves Compliance – Reduces the risk of under- or over-reporting specific VAT amounts.

- Main Form → Reports → Inventory → Item Moving Report

The Inventory Item Moving Report is a powerful tool for monitoring inventory flow across the supply chain. It gives real-time insight into how items are moving in and out of your warehouses, ensuring accurate stock levels, reducing losses, and supporting operational decisions like stock reordering, cost control, and sales planning. It's also an essential report for audits, inventory valuation, and reconciliation.

SN	code	name	barcode	CostPrice	SalesPrice	OpeningQty	Purchase	Sales	PurchaseReturn	SalesReturn	Damage	BalanceQty
1	110010001	Mouse		15.00	25.00	0.00	10.00	4.00	1.00	1.00	0.00	6.00
2	110010002	Laptop Stand		18.00	30.00	0.00	8.00	2.00	1.00	1.00	0.00	6.00
3	110010003	Portable SSD 500GB		60.00	90.00	2.00	3.00	0.00	0.00	0.00	0.00	5.00
4	110010004	USB-C Charging Cable		6.00	10.00	0.00	23.00	1.00	1.00	2.00	0.00	23.00
5	110010005	External Hard Drive 1TB		55.00	75.00	2.00	4.00	0.00	0.00	0.00	0.00	6.00
6	110010006	Car Toyota		0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00

🧩 Key Features:

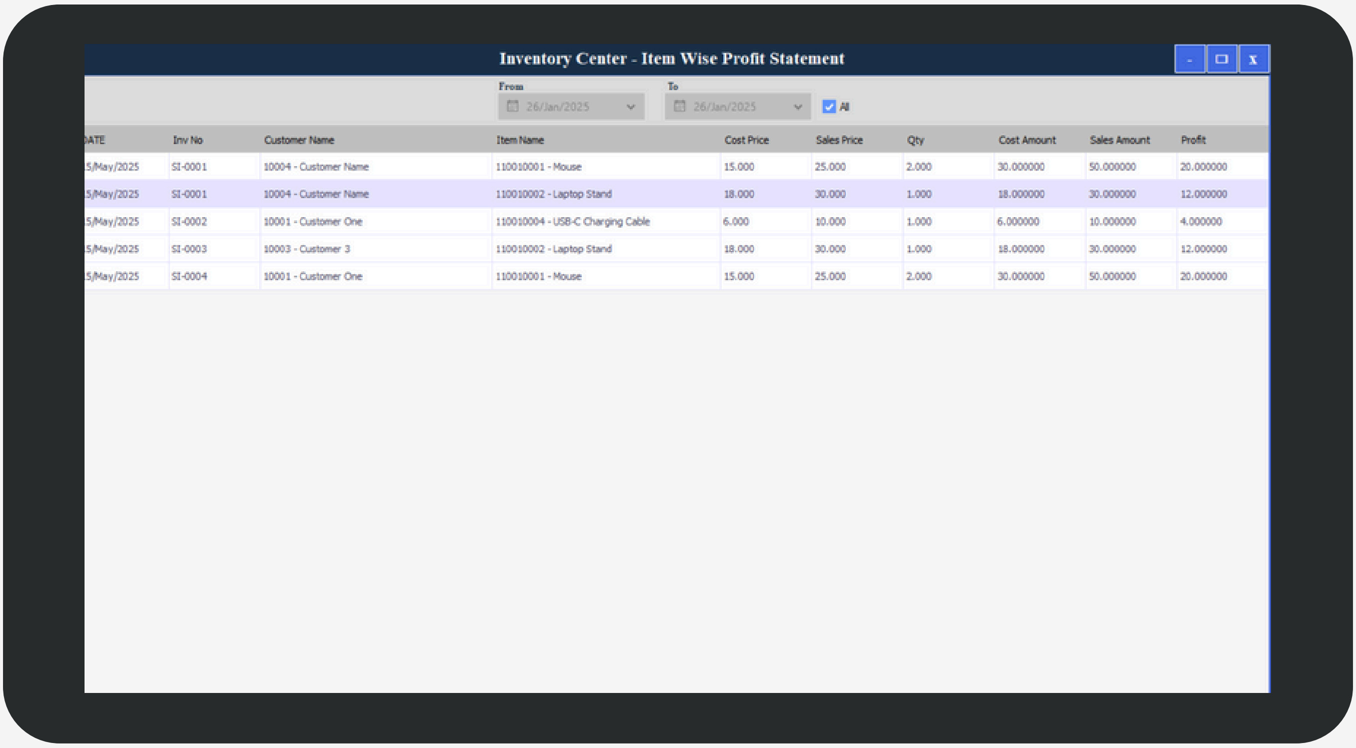
- Item Movement Breakdown – Includes:
  - Opening Stock
  - Purchases / Goods Received
  - Sales / Deliveries
  - Returns (Sales or Purchase)
  - Adjustments (Loss, Damage, etc.)
  - Transfers Between Warehouses
  - Closing Stock
- Transaction-Level Detail – Each line includes:
  - Transaction Type (e.g., Purchase, Sale, Adjustment)
  - Transaction No. / Reference
  - Date
  - Warehouse/Location
  - Quantity In
  - Quantity Out
  - Running Balance
- Date Range Filtering – View movement over daily, weekly, monthly, quarterly, or custom date ranges.
- Item Filtering – Generate report by item, category, SKU, or barcode.
- Warehouse Filter – Option to filter/report per warehouse or storage location.
- Export & Print – Available in Excel, PDF, or direct print formats.

✅ Benefits:

- Improved Stock Visibility – Easily identify fast-moving, slow-moving, or non-moving items.
- Inventory Control – Monitor real-time stock flow and make informed replenishment decisions.
- Loss Prevention – Detect discrepancies or unusual movement patterns that may indicate shrinkage or errors.
- Audit-Ready – Maintain a clean trail of inventory movement for accounting and regulatory compliance.
- Costing Accuracy – Supports FIFO/LIFO/Weighted Average Cost tracking (if integrated).

- Main Form → Reports → Inventory → Item Profit

The Item Profit Statement is a vital financial report that helps track profitability at the item level. By comparing revenue to cost, businesses can make data-driven decisions on pricing, stock levels, and marketing. This report uncovers hidden losses, supports strategic planning, and boosts overall financial performance.



🧩 Key Features:

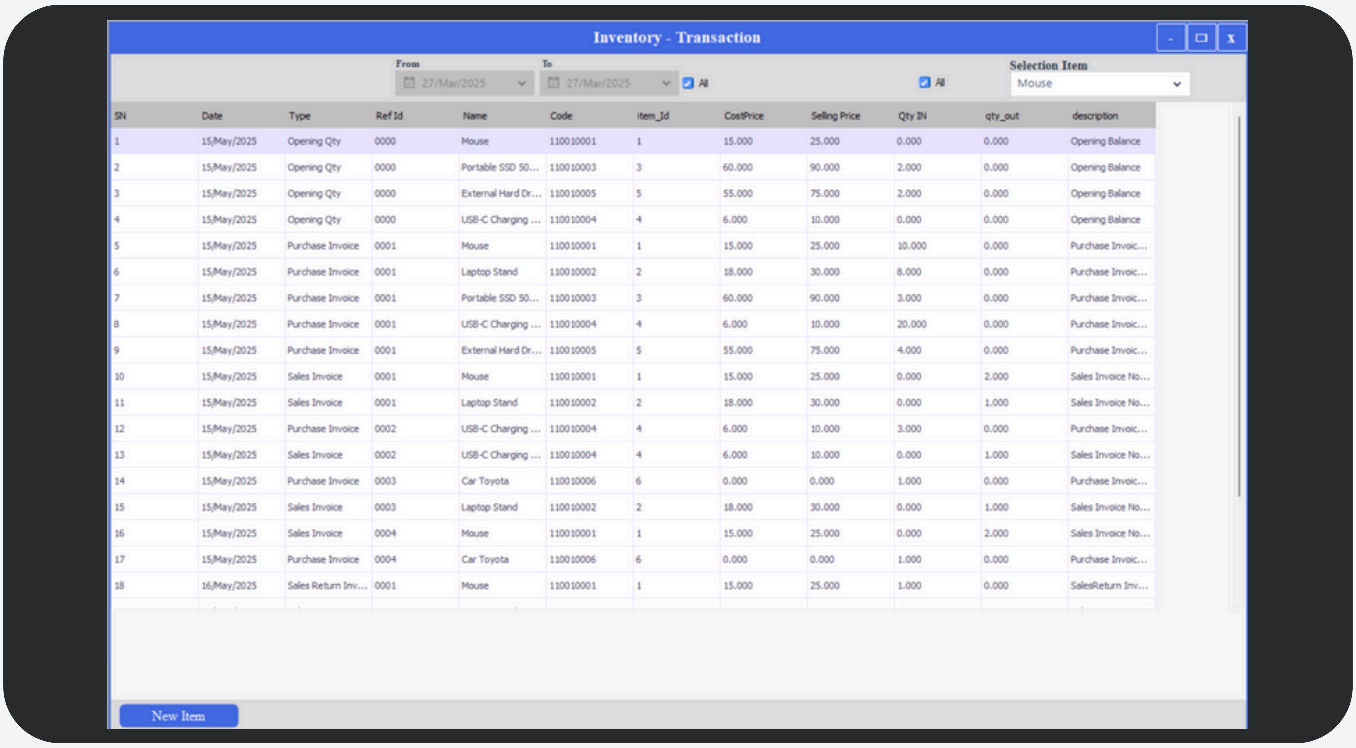
- Per-Item Profit Analysis – Calculates:
  - Total Quantity Sold
  - Total Sales Revenue
  - Cost of Goods Sold
  - Gross Profit (Revenue - COGS)
  - Profit Margin (%)
- Transaction-Level or Summary View – Option to view item profit per invoice or as a total per item.
- Date Range Filter – Analyze profits over any custom period (daily, monthly, quarterly, annually).
- Grouping Options – Group by:
  - Item
  - Category
  - Brand
  - Salesperson
  - Customer (optional)
- Filter Options – Show only:
  - High-margin items
  - Low-margin items
  - Negative-margin (loss) items
- Export Options – Available in Excel, PDF, or direct Print.

✅ Benefits:

- Profit Visibility – See exactly how much each product contributes to your bottom line.
- Inventory Optimization – Identify items that move well but yield low profit—or vice versa.
- Pricing Review – Helps evaluate if pricing needs to be adjusted to improve profitability.
- Strategic Stocking – Focus more on high-margin items in promotions and procurement.
- Sales Performance Analysis – Understand which items or categories drive most of your profits.
-

- Main Form → Reports → Inventory → Item Transaction

The Item Transaction Report is a foundational inventory report that provides end-to-end visibility over an item's movements. It's critical for inventory control, financial reporting, cost tracking, and audit readiness. By detailing every transaction, it ensures inventory balances are traceable, justifiable, and manageable.



SN	Date	Type	Ref Id	Name	Code	item_Id	CostPrice	Selling Price	Qty IN	qty_out	description
1	15/May/2025	Opening Qty	0000	Mouse	110010001	1	15.000	25.000	0.000	0.000	Opening Balance
2	15/May/2025	Opening Qty	0000	Portable SSD 50...	110010003	3	60.000	90.000	2.000	0.000	Opening Balance
3	15/May/2025	Opening Qty	0000	External Hard Dr...	110010005	5	55.000	75.000	2.000	0.000	Opening Balance
4	15/May/2025	Opening Qty	0000	USB-C Charging ...	110010004	4	6.000	10.000	0.000	0.000	Opening Balance
5	15/May/2025	Purchase Invoice	0001	Mouse	110010001	1	15.000	25.000	10.000	0.000	Purchase Invoic...
6	15/May/2025	Purchase Invoice	0001	Laptop Stand	110010002	2	18.000	30.000	8.000	0.000	Purchase Invoic...
7	15/May/2025	Purchase Invoice	0001	Portable SSD 50...	110010003	3	60.000	90.000	3.000	0.000	Purchase Invoic...
8	15/May/2025	Purchase Invoice	0001	USB-C Charging ...	110010004	4	6.000	10.000	20.000	0.000	Purchase Invoic...
9	15/May/2025	Purchase Invoice	0001	External Hard Dr...	110010005	5	55.000	75.000	4.000	0.000	Purchase Invoic...
10	15/May/2025	Sales Invoice	0001	Mouse	110010001	1	15.000	25.000	0.000	2.000	Sales Invoice No...
11	15/May/2025	Sales Invoice	0001	Laptop Stand	110010002	2	18.000	30.000	0.000	1.000	Sales Invoice No...
12	15/May/2025	Purchase Invoice	0002	USB-C Charging ...	110010004	4	6.000	10.000	3.000	0.000	Purchase Invoic...
13	15/May/2025	Sales Invoice	0002	USB-C Charging ...	110010004	4	6.000	10.000	0.000	1.000	Sales Invoice No...
14	15/May/2025	Purchase Invoice	0003	Car Toyota	110010006	6	0.000	0.000	1.000	0.000	Purchase Invoic...
15	15/May/2025	Sales Invoice	0003	Laptop Stand	110010002	2	18.000	30.000	0.000	1.000	Sales Invoice No...
16	15/May/2025	Sales Invoice	0004	Mouse	110010001	1	15.000	25.000	0.000	2.000	Sales Invoice No...
17	15/May/2025	Purchase Invoice	0004	Car Toyota	110010006	6	0.000	0.000	1.000	0.000	Purchase Invoic...
18	16/May/2025	Sales Return Inv...	0001	Mouse	110010001	1	15.000	25.000	1.000	0.000	SalesReturn Inv...

🧩 Key Features:

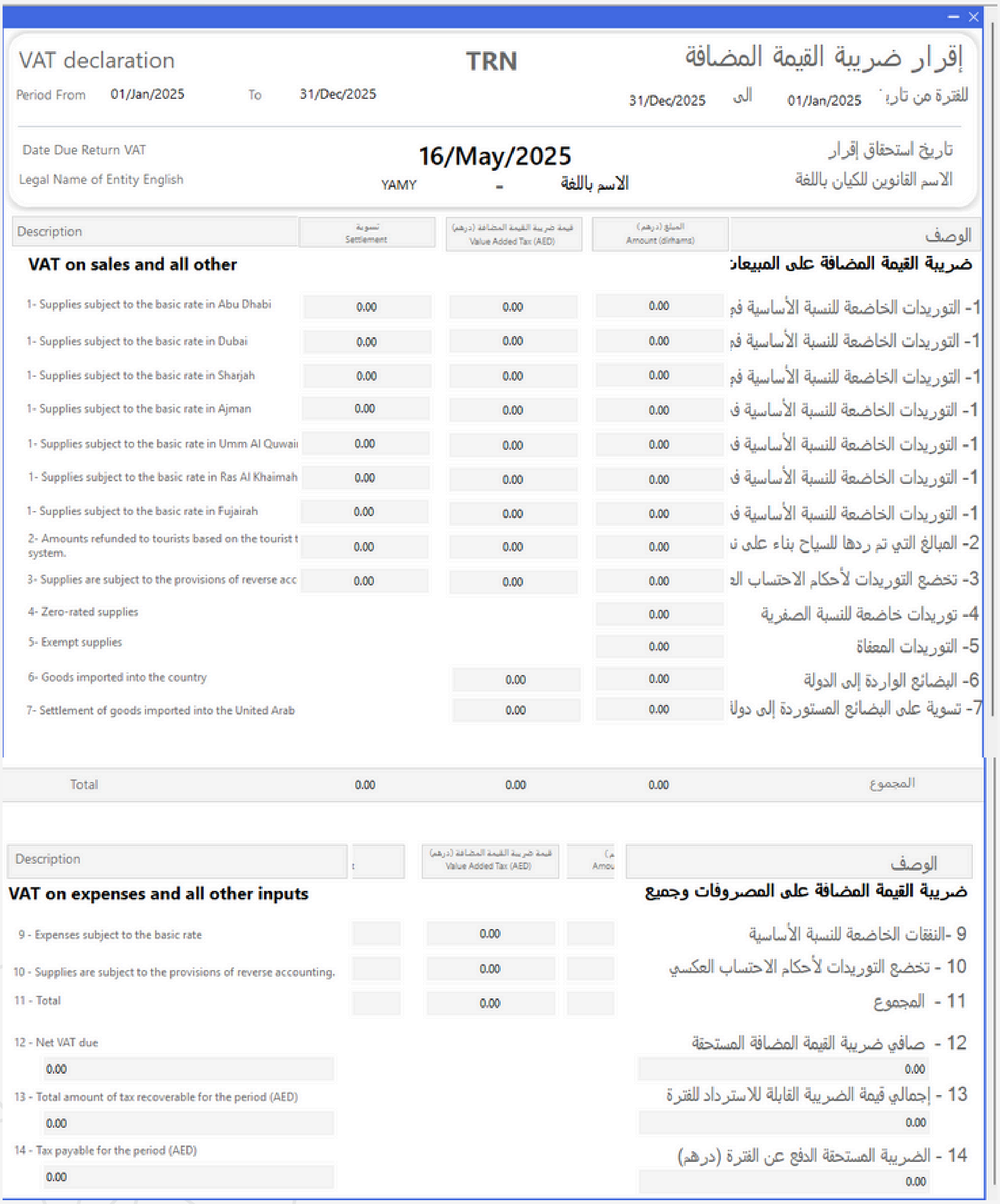
- Full Transaction History – Displays all item movements including:
  - Purchases (Goods Received)
  - Sales (Invoices)
  - Purchase Returns
  - Sales Returns
  - Stock Adjustments (Loss/Damage)
  - Stock Transfers (In/Out)
  - Opening and Closing Balances
- Transaction-Level Detail – Each entry includes:
  - Date
  - Transaction Type
  - Reference No.
  - Warehouse / Location
  - Quantity In
  - Quantity Out
  - Running Balance
  - Remarks / Notes
- Multi-Item Support – Run the report for one item, multiple selected items, or an entire category.
- Warehouse Filter – Option to filter movements by warehouse or storage location.
- Date Range Filter – Customize by day, week, month, quarter, or fiscal year.
- Export Options – Available in Excel, PDF, or printable formats.

✅ Benefits:

- Complete Audit Trail – Know exactly when and why each inventory movement occurred.
- Discrepancy Detection – Helps identify missing stock or errors in entry.
- Inventory Reconciliation – Supports physical stock count comparison and adjustment.
- Stock Flow Monitoring – Analyze how fast or slow items move, and across which locations.
- Decision Support – Useful for purchasing, sales analysis, and warehouse management.

- Main Form → Reports → Corporate Tax

The Corporate Tax Report ensures a complete and accurate presentation of a company's taxable income and liabilities. It aligns accounting profits with tax rules through necessary adjustments and disclosures, aiding in smooth tax return submission and readiness for audits. It also serves as a strategic tool for tax planning and financial forecasting.



VAT declaration TRN إقرار ضريبة القيمة المضافة

Period From 01/Jan/2025 To 31/Dec/2025 31/Dec/2025 الى 01/Jan/2025 للفترة من تاريخ

Date Due Return VAT 16/May/2025 تاريخ استحقاق إقرار

Legal Name of Entity English YAMY - الاسم باللغة الاسم القانوني للكيان باللغة

Description	تسوية Settlement	قيمة ضريبة القيمة المضافة (درهم) Value Added Tax (AED)	المبلغ (درهم) Amount (dirhams)	الوصف
VAT on sales and all other				**ضريبة القيمة المضافة على المبيعات**
1- Supplies subject to the basic rate in Abu Dhabi	0.00	0.00	0.00	1- التوريدات الخاضعة للنسبة الأساسية في
1- Supplies subject to the basic rate in Dubai	0.00	0.00	0.00	1- التوريدات الخاضعة للنسبة الأساسية في
1- Supplies subject to the basic rate in Sharjah	0.00	0.00	0.00	1- التوريدات الخاضعة للنسبة الأساسية في
1- Supplies subject to the basic rate in Ajman	0.00	0.00	0.00	1- التوريدات الخاضعة للنسبة الأساسية ف
1- Supplies subject to the basic rate in Umm Al Quwain	0.00	0.00	0.00	1- التوريدات الخاضعة للنسبة الأساسية ف
1- Supplies subject to the basic rate in Ras Al Khaimah	0.00	0.00	0.00	1- التوريدات الخاضعة للنسبة الأساسية ف
1- Supplies subject to the basic rate in Fujairah	0.00	0.00	0.00	1- التوريدات الخاضعة للنسبة الأساسية ف
2- Amounts refunded to tourists based on the tourist t system.	0.00	0.00	0.00	2- المبالغ التي تم ردها للسياح بناء على ن
3- Supplies are subject to the provisions of reverse acc	0.00	0.00	0.00	3- تخضع التوريدات لأحكام الاحتساب ال
4- Zero-rated supplies			0.00	4- توريدات خاضعة للنسبة الصفرية
5- Exempt supplies			0.00	5- التوريدات المعفاة
6- Goods imported into the country		0.00	0.00	6- البضائع الواردة إلى الدولة
7- Settlement of goods imported into the United Arab		0.00	0.00	7- تسوية على البضائع المستوردة إلى دولا
Total	0.00	0.00	0.00	المجموع

Description		قيمة ضريبة القيمة المضافة (درهم) Value Added Tax (AED)	Amou	الوصف
VAT on expenses and all other inputs				**ضريبة القيمة المضافة على المصروفات وجميع**
9 - Expenses subject to the basic rate		0.00		9 -النفقات الخاضعة للنسبة الأساسية
10 - Supplies are subject to the provisions of reverse accounting.		0.00		10 - تخضع التوريدات لأحكام الاحتساب العكسي
11 - Total		0.00		11 - المجموع

12 - Net VAT due 0.00 — 12 - صافي ضريبة القيمة المضافة المستحقة 0.00

13 - Total amount of tax recoverable for the period (AED) 0.00 — 13 - إجمالي قيمة الضريبة القابلة للاسترداد للفترة 0.00

14 - Tax payable for the period (AED) 0.00 — 14 - الضريبة المستحقة الدفع عن الفترة (درهم) 0.00

🧩 Key Features:

- Taxable Income Calculation:
  - Total Revenue (Sales, Services)
  - Less: Allowable Expenses (COGS, Operating Costs)
  - Add: Non-Allowable / Disallowed Deductions
  - Less: Exempt Income
- Corporate Tax Payable:
  - Taxable Profit × Applicable Corporate Tax Rate
  - Shows prior-year loss carryforward or tax credits if applicable
- Breakdown by Income Type:
  - Domestic vs. Foreign Income
  - Capital Gains
  - Dividend Income (Taxable or Exempt)
- Expense Classification:
  - Deductible vs. Non-Deductible expenses (based on tax rules)
- Adjustments:
  - Temporary & Permanent Differences (e.g., depreciation, provisions)
- Summary Section:
  - Net Profit Before Tax
  - Adjusted Profit for Tax Purposes
  - Total Corporate Tax Payable

✅ Benefits:

- Accurate Filing – Supports annual corporate tax filing with confidence.
- Audit Readiness – Provides documentation and breakdowns often requested by tax auditors.
- Compliance – Ensures adherence to corporate tax regulations (e.g., UAE CT law, OECD BEPS standards).
- Forecasting – Helps management estimate tax liabilities throughout the year.
- Reconciliation – Easily compare accounting profit vs. tax-adjusted profit.

End of User Guide

THANK YOU

This User Guide has been designed to help you navigate and make the most of the accounting system's features and modules. We recommend users regularly refer to this guide for clarity and best practices while working with the system.
For any advanced support, please contact your system administrator or technical support team.
Thank you for using our system.
We wish you success and accuracy in your financial operations!

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