

User Manual for ERP (GSA-Analytics)

Dashboard:

The dashboard, is strategically crafted to offer authenticated users a comprehensive snapshot of the GSA-system. Positioned as a central focal point, it allows users to swiftly gain insights into the GSA-system's performance. Featuring a sophisticated and user-friendly interface, our dashboard grants users' instant access to essential data like Revenue, Sale Return, Purchase Return, and Profit for today, the last 7 days, the current month, and the current year—all accessible with a single click.

Effortless navigation to various modules and sections is facilitated through the left-side menu, ensuring convenient access to the specific functionalities you require.

Dashboard Metrics and Graphs:

Detailed information about each statistic and chart is available below.

1. **Overview:** Set as the default display, the summary widget on your dashboard delivers a daily snapshot of essential financial metrics. This includes purchase, purchase returns, sales, sales returns, client payments, supplier payments, expenses, and balance transfers.
2. **Top-Selling Products:** For personalized viewing options, utilize the filter controls located on the right-hand side of the widget. These filters allow you to effortlessly switch between various time intervals, providing access to weekly, monthly, and yearly summaries tailored to your specific preferences and analytical needs.
3. **Recent Activities:** The "Recent Activities" widget is designed to offer a snapshot of the most recent activities within the GSA-system. It provides a quick overview of the six most recent invoices, purchases, expenses, and transactions. To access the complete list of activities, simply navigate to the respective pages using the left sidebar menu. This allows for a comprehensive review of all details and transactions.
4. **Payment Sent vs. Payment Received:** The "Payment Sent vs. Payment Received" Line chart offers a monthly comparison between payments sent and received for the current year. This comparison includes "Payment Received," encompassing client payments, and "Payment Sent," covering supplier payments. The chart visually represents the balance between payments sent and received each month, enabling you to track and analyze financial trends throughout the year.

5. **Top 5 Clients Leaderboard:** The "Top 5 Clients Leaderboard" showcases the top 5 customers based on their maximum purchasing amounts. It displays customer names, total purchase amounts, and the total number of invoices generated for the current year. This leaderboard provides valuable insights into significant customer relationships and their contributions to your business during the ongoing year.
6. **Stock Alert:** The "Stock Alert" table offers information on up to six products with available stock, listed in ascending order based on their stock quantities. This feature helps quickly identify products running low in stock, allowing effective inventory management to prevent potential shortages.
7. **Sales vs. Purchases:** The "Sales vs. Purchases" Bar chart presents a monthly comparison between total sales and purchases, with amounts calculated after deducting sale returns and purchase returns. This chart visually represents net sales revenue and net purchase expenses each month, aiding in the analysis of your business's financial performance over time.

Products:

Products constitute the most pivotal elements within the GSA-system. It is essential to first establish both a category and a sub-category. Additionally, in order to add stock to your inventory, you must initiate a purchase for the respective product, with the purchase price automatically calculated based on the purchase history.

Required Fields for Product Creation:

1. **Item Name:** The name of the item, where you can enter any desired name.
2. **Item Code:** The code assigned to the item for barcode purposes. While the code is generated automatically, you also have the option to input your own code.
3. **Barcode Symbology:** The symbology associated with the product barcode. Choose a symbology from the provided list.
4. **Unit:** The unit of measurement for the product. Select a unit from the available list.
5. **Product Tax:** The tax applicable to the product. If no tax is intended, create a VAT rate with a 0% rate and then select the rate accordingly.
6. **Tax Type:** Choose a tax type. If 'inclusive' is selected, the selling price will match the regular price, with the tax already included. On the other hand, if 'exclusive' is chosen, the tax will be added to the regular price, resulting in an increased selling price.
7. **Regular Price:** The designated price of the product. The selling price will be calculated based on this regular price.

Clients:

The Clients module facilitates the management of your clientele. Here, you have the capability to create, edit, and delete clients, while also gaining access to detailed information such as client invoices, returns, payments, and non-invoice transactions directly from the client view page.

Required Fields for Client Creation:

1. Name: The client's name, where you can input any preferred name.
2. Contact Number: The contact number associated with the client.

Suppliers:

The Suppliers module facilitates the management of your suppliers, offering functionalities to create, edit, and delete supplier records. Additionally, you can view detailed information such as supplier purchases, returns, payments, and non-invoice transactions directly from the supplier view page.

Required Fields for Supplier Creation:

1. Name: The name of the supplier, allowing you to enter any desired name.
2. Contact Number: The contact number associated with the supplier.

Employees:

The Employees module serves as a comprehensive tool for managing your workforce. It enables the creation, editing, and deletion of employee records, providing access to payroll and increment history directly from the employee view page. Salary increments for employees can also be initiated through this module. To create an employee, it is imperative to establish a department first. During the employee creation process, you have the flexibility to permit or restrict employee login and assign specific roles.

Required Fields for Employee Creation:

1. Employee Name: The name of the employee, allowing for the entry of any desired name.
2. Department: The department to which the employee belongs. Select a department from the available list.
3. Designation: The job title or designation of the employee, allowing for the entry of any designation.
4. Contact Number: The contact number associated with the employee.
5. Salary: The current salary of the employee.
6. Gender: Select the gender of the employee from the provided list.

7. Email (If you want to allow login): The email used for system login, if login access is granted. Please enter a unique email.
8. Password (If you want to allow login): The password used for system login, if login access is granted. Please enter a strong password.
9. Role (If you want to allow login): Select a role for the employee. The assigned role determines the modules and permissions accessible to the employee.

Accounts:

The Accounts module plays a crucial role in linking all your transactions within the GSA system. To operate the GSA System effectively, it is essential to create at least one account, as all payments are required to be conducted under an account. Following the creation of an account, you have the option to add non-invoice balance through the "Add Balance" module. This action contributes balance to your account, enabling you to utilize the account balance for expenses, payments, and more.

All transactions are linked to the accounts. Therefore, if you choose to delete any account, the associated transactions for that account will be automatically deleted. We strongly advise exercising caution when using the delete option.

Required Fields for Account Creation:

1. Bank Name: The name of your bank, entered as plain text.
2. Account Number: Your bank account number, entered as plain text.

Balance Transfers:

The Balance Transfers module facilitates the transfer of balance from one account to another. To initiate a balance transfer, it is necessary to select two distinct accounts. A purchase can be associated with only one damage purchase, establishing a one-to-one relationship between Purchases and Damage Purchases.

Required Fields for Creating a Balance Transfer:

1. Transfer Reason: The reason for the transfer, entered as plain text.
2. From Account: The paying account from which the balance is being transferred.
3. To Account: The receiving account for the balance transfer.

Expenses:

The Expense Management module enables you to effectively handle your company's expenses. All expenses are linked to accounts. To create any expense, it is essential to first establish Expense Categories, Expense Sub-Categories, and an Account.

Required Fields for Creating an Expense:

1. Expense Reason: The reason for your expense, entered as plain text.
2. Category Name: The sub-category for this expense. Select a sub-category from the list.
3. Account: The account designated for this expense. Choose an account from the list, ensuring that the available balance is greater than the expense amount.

Purchases:

The Purchase Management module enables you to oversee purchases for your products. Creating purchases increases the stock quantity of products, while deleting purchases decreases the stock quantity. When initiating a purchase, you have the option to send a payment directly from the creation page or defer it to a later time using the Payments module. To create a purchase, it is necessary to first establish Suppliers, Products, VAT Rates, and an Account.

This is a relational module. Deleting any purchase will automatically lead to the deletion of associated purchase returns and purchase payments. The removal of a purchase will result in a decrease in stock quantity, potentially impacting the sales modules. We strongly advise exercising caution when using the delete option.

Required Fields for Creating a Purchase:

1. Supplier: The supplier from whom you are making the purchase. Select a supplier from the list.
2. Select Products: Choose the products you wish to purchase. You can select single or multiple products from the list.
3. Purchase Tax: The tax to be applied to this purchase. Select a tax rate from the list.
4. Account (If you wish to add payment): The account designated for the purchase payment. Select an account from the list, ensuring that the available balance is greater than the payment amount.

Purchase Returns:

The Purchase Return module enables you to manage product returns for any purchase. Creating purchase returns decreases the stock quantity of products, while deleting purchases increases the stock quantity. You can create a maximum of one return for any specific purchase. The cost of the return products will be automatically adjusted with the purchase due. If the cost of the return products exceeds the due amount, the due will be adjusted, and the remaining amount will be added to the account as Account Receivable.

Note: A purchase can have only one purchase invoice return, establishing a one-to-one relationship between Purchases and Purchase Returns.

Required Fields for Creating a Purchase Return:

1. **Supplier:** The supplier to whom you are returning the products. Select a supplier from the list.
2. **Select Products (Optional):** Choose the products you want to return. This option filters your purchases and displays specific purchases containing the selected products, aiding in case of forgotten purchase numbers.
3. **Purchases:** A list of purchases for the selected supplier. Choose any purchase from the list, and it will display all the products associated with the selected purchase.
4. **Account (If cost of return product is greater than due):** The account designated to receive the Account Receivable in case the cost of return products exceeds the due amount. Select an account from the list.

Quotations:

Quotation management is designed to enhance your sales process. You can create a quotation and send it to your client. If the quotation receives approval, you can subsequently create a sale directly from the quotation. Notably, a quotation does not have any impact on the inventory. To create a quotation, it is necessary to first establish Clients, Products, Purchases, and VAT Rates.

A purchase can have only one damage purchase, establishing a one-to-one relationship between Purchases and Damage Purchases.

Required Fields for Creating a Quotation:

1. **Client:** The client to whom you are sending the quotation. Select a client from the list.
2. **Select Products:** Choose the products you wish to include in the quotation. You can select single or multiple products from the list. After selecting a product, add the quantity and the price.
3. **Quotation Tax:** The tax to be applied to this quotation. Select a tax rate from the list.

Invoices:

The Invoices module, also referred to as sales, enables you to manage the sales of your products. Creating invoices reduces the stock quantity of products, and deleting invoices increases the stock quantity. When generating an invoice, you have the option to add a payment directly from the creation page or defer it to a later time using the Payments module. To create an invoice, it is necessary to first establish Clients, Products, VAT Rates, and Accounts.

Note: This is a relational module. Deleting any invoice will automatically result in the deletion of associated invoice returns and invoice payments. Deleting an invoice not only increases the stock quantity but also deletes the invoice payments, impacting the accounts used to receive those payments. Therefore, we strongly recommend exercising caution when using the delete option.

Required Fields for Creating an Invoice:

1. **Client:** The client to whom you are selling. Select a client from the list.
2. **Select Products:** Choose the products you wish to sell. You can select single or multiple products from the list. After selecting a product, add the quantity and the price.
3. **Invoice Tax:** The tax to be applied to this invoice. Select a tax rate from the list.
4. **Account (If you wish to add payment):** The account designated for the invoice payment. Select an account from the list.

Invoice Return:

The Invoice Return module enables you to manage product returns for any invoice. Creating invoice returns increases the stock quantity of products, while deleting purchases decreases the stock quantity. You can create a maximum of one return for any specific invoice. The cost of return products will be automatically adjusted with the invoice due. If the cost of return products exceeds the due amount, the due will be adjusted, and the remaining amount will be deducted from the account as Account Payable.

Note: An invoice can have only one invoice return, establishing a one-to-one relationship between Invoices and Invoice Returns.

Required Fields for Creating an Invoice Return:

1. **Supplier:** The supplier to whom you are returning the products. Select a supplier from the list.
2. **Select Products (Optional):** Choose the products you want to return. This option filters your purchases and displays specific purchases containing the selected products, helpful in case of forgotten purchase numbers.
3. **Purchases:** A list of purchases for the selected supplier. Choose any purchase from the list, and it will display all the products associated with the selected purchase.
4. **Account (If cost of return product is greater than due):** The account designated to send the Account Payable in case the cost of return products exceeds the due amount. Select an account from the list.

Invoice Payments:

The Invoice Payments module allows you to manage payments for invoices. Using this module, you can create payments for invoices, selecting single or multiple invoices and adding payments for the chosen ones. To create invoice payments, it is essential to first create invoices.

Note: Deleting any invoice payment will automatically adjust the invoice due. This action deducts the amount from the account balance. Therefore, we strongly recommend exercising caution when using the delete option.

Required Fields for Creating an Invoice Payment:

1. **Client:** The client from whom you want to receive invoice payment. Select a client from the list.
2. **Select Invoice:** Invoices for which you want to receive payments. After selecting a client, you will see the due invoices of the selected client. Choose at least one invoice from the list.
3. **Account:** The receiving account. The total amount will be added to the selected account. Select an account from the list.

Non-Invoice Payments:

The Non-Invoice Payments module aids in managing non-invoice dues and payments for your clients. Using this module, you can import your client dues and payments. To utilize this module, you must first create a non-invoice due.

Note: To delete any non-invoice client due, you must delete the associated non-invoice payments first. Deleting any non-invoice payment will deduct the amount from the account balance. Therefore, we strongly recommend exercising caution when using the delete option.

Required Fields for Creating a Non-Invoice Payment:

1. **Client:** The client from whom you want to add dues or receive invoice payment. Select a client from the list.
2. **Type:** If you want to add a non-invoice due, select "due"; otherwise, select "add payment" to receive payment.
3. **Amount:** The due amount or the receiving amount.
4. **Account (If you select add payment):** The receiving account. The amount will be added to the selected account. Select an account from the list.

Purchase Payments:

The Purchase Payments module enables you to manage payments for purchases. Using this module, you can create payments for purchases, selecting single or multiple purchases and sending payments for the chosen ones. To create purchase payments, it is essential to first create purchases.

Deleting any purchase payment will automatically adjust the purchase due. This action deducts the amount from the account balance. Therefore, we strongly recommend exercising caution when using the delete option.

Required Fields for Creating a Purchase Payment:

1. **Supplier:** The supplier to whom you want to send the purchase payment. Select a supplier from the list.
2. **Select Purchase:** Purchases for which you want to send payments. After selecting a supplier, you will see the due purchases of the selected supplier. Choose at least one purchase from the list.
3. **Account:** The paying account. The total amount will be sent from the selected account. Select an account from the list. The available balance must be greater than the Total Payment.

Non-Purchase Payments:

The Non-Purchase Payments module assists in managing non-purchase dues and payments for your suppliers. This module allows you to import your supplier dues and payments. To utilize this module, you must first create a non-purchase due.

To delete any non-purchase supplier due, you must first delete the associated non-purchase payments. Deleting any non-purchase payment will add the amount to the account balance. Therefore, we strongly recommend exercising caution when using the delete option.

Required Fields for Creating a Non-Purchase Payment:

1. **Supplier:** The supplier to whom you want to add dues or send purchase payment. Select a supplier from the list.
2. **Type:** If you want to add a non-purchase due, select "due"; otherwise, select "add payment" to send payment.
3. **Amount:** The due amount or the paying amount.
4. **Account (If you select add payment):** The paying account. The amount will be deducted from the selected account. Select an account from the list. The available balance must be greater than the paying amount.

Payroll:

The payroll module assists in managing employee salaries and other payments. Using the payroll module, you can generate monthly salaries for your employees.

Required Fields for Creating a Payroll:

1. **Employee:** The employee for whom you want to create payroll. Select an employee from the list.
2. **Salary Month:** The salary month. Select a month from the list.
3. **Account:** The paying account. The total amount will be sent from the selected account. Select an account from the list. The available balance must be greater than the total amount.

Inventory:

The Inventory module aids in keeping track of your product stocks. In this module, you can view the average purchase price, selling price, current stock, and inventory value. Additionally, you can access your inventory history, including stock-ins and stock-outs.

Inventory Adjustments:

The Inventory Adjustments module enables you to make adjustments to your product stock. You can increase or decrease your current stock using this module. When creating an adjustment, selecting "increment" will increase the product stock, while selecting "decrement" will decrease it.

Required Fields for Creating an Inventory Adjustment:

1. **Employee:** The employee for whom you want to create the adjustment. Select an employee from the list.
2. **Adjustment Type:** Choose the adjustment type. If you select "increment," the product stock will increase; if you select "decrement," the product stock will decrease.

Profile:

On the profile page, you can update your information such as your name, email, and password. When updating your profile, leave the password fields empty if you don't want to update your password.

Required Fields to Update Profile:

1. Name: Your name. Enter your name.
2. Email: Your email. The email will be used for login, so please use a valid and unique email.

Balance Sheet:

The Balance Sheet report provides a current summary of your business. In the Incomes section (on the left side), you will see the value of your total inventory, client dues, and available account balances. In the Liabilities column, you will see supplier dues and the bank loan amount. The Balance Sheet updates automatically based on your activities and transactions.

Summary Report:

The Summary Report provides an overview of the current activities of your business for a selected month and year. You can choose the month and year to view a specific monthly summary report. The summary report includes information about Opening Balance, Sales, Accounts Collection, Expenses, Transfer, and Closing Balance.

Profit/Loss Report:

The Profit/Loss Report displays gross and net Profit or Loss information for a selected date range. The gross profit/loss reveals the profit or loss for each product, while the net profit/loss provides the total profit or loss for the chosen date range. To view the Net profit/loss, select "Net Profit/Loss" from the dropdown option.

Expense Report:

The Expense Report displays expenses for a selected date range. You can view specific category and sub-category expenses by selecting the category and sub-category.

Item Report:

The Item Report provides stock in and stock out information for a selected product and date range. You can choose any product and date range to view the report.

Inventory Report:

The Inventory Report provides Stock in and Stock Out information for a selected date range. You can view the specific category and sub-category product inventory report by selecting the category and sub-category. To access the inventory report, please ensure that you select the category, sub-category, product, and date range accurately.