

## Quick Step By Step Guide on Using OX ERP (Hotel):

**\*\*Open your app as you go through this manual for easier understanding**

### 1) Step 1:

Create your factory, branch and warehouse names

a) Click on **Branch Setup** >

**Add Branch** > on the column labeled **branch name**, Key in the name you wish to name your branch e.g. HQ, Kano. Under the column **description**: key in Full address (As should appear on your invoice and other documents).

NB:

If organization has more than one branch/section/store, click **add more** button to display a new form row to input the data needed.

Use the **remove** button to remove added form row if not needed.

After filling the branch name and description, hit the submit button to save.

To edit/delete already saved data, check the box under the **action** column on the row you wish to make change(s) to, this activates the **update** and **delete** button, click on **update** if you wish to update the row with new information and **delete** if you wish to delete the data on the row entirely.

**IMPORTANT: A Branch is where finished goods are stored/sold.**

**\*\*A branch carries more accounting function: Upon creating a branch**

- **3 accounts are created automatically by default (Cost of sales, purchases/Inventory, sales/revenue accounts)**
- **Most accounting reports are generated on the branch level (Profit and loss, Stock level, sales ...)**
- **Sales/Invoicing/Expense/ledgers/Accounts are mapped to a branch.**

**As we go further you will understand it better**

### 2) Step 2:

## User Setup>

Setup User who should have access to the system.

- a) **Create Custom User** > Here we setup the different modules a user group should have. E.g. we want to have a user group named *Stock Officer* whom should have access to stock balances only across the factory, warehouse and branch. Input the user group name under the *custom name* column(ex. Stock Officer), under *menu item*, check the modules this user group should have access to( ex. Warehouse Menu > warehouse Stock level...Branch Stock Menu > Stock Level)

Submit when done. Repeat to add other user groups.  
Same concept of edit/delete applies.

- a) **Add user** > Here we create individual users that should have access to the system.  
Fill the form with details of user.

Under the user rights, system comes with some default users

**Admin:** Modified for system administrator; Gives user access to every module.

**CEO/Management:** Modified for Management; Gives user access to all business reports.

**Custom:** Here we map the user to the group created on *step 2(a)*

### 3) Step 3:

Setup Products you deal on.

#### b) **Product Name Setup**>

- I. **Product Category** > this is where you setup main categories of items you sell e.g.: if you sell electronics, you may wish to categorize into TVs, Sound System, and Kitchen Equipment's.

Fill the form using the similar principles as with **Branch/Warehouse/Factory** >

- II. **Add Product Name** > this is where you setup the full name/model of items you sell as it should appear on the invoice e.g. *Samsung 42 inch Smart TV, LG W37493 Sound Woofer*.

Fill the form using the similar principles as with **above**, If item has barcode and you wish to use barcode to identify item, place cursor on the barcode column, then use a barcode reader to scan item. Its barcode reading would appear on the box.

- III. **View/Edit** > this is where you edit/delete added product names. Similar principles of edit/Delete applies here.
- IV. **View Product List** > A page to view all products created and its category.  
Click on **download report** to spool the product list to Excel.  
Use the search box to filter/search for a particular product.  
Click on the column head to sort table in either ascending or descending order.

4) Step 4:

**Customer Account** > Here we create customers, post customer payment, customer ledger, debtors and debtors ageing report.

a) **Add customer** > input customer details and submit

b) **Log Payment** >

Here user can post customer payment by clicking the *deposit* button to post customer payment or by clicking on the *withdraw* button to reduce customer balance

Note: All Customer Names and balances can be generated on this page by clicking on **save/print** button

On clicking deposit/withdraw. The Transfer from is the account customer payment will be posted to.

Deposit action: credits the customer's account and debits the corresponding account selected. The reverse is the case for **Withdraw**

c) **Customer Receipt** > A report showing customer statement/ledger. Specify the customer to spool their individual statement. Click on the **transaction ID** to view the receipt (if it was a customer payment entry).

d) **Customer Statement** > A report showing customer statement/ledger. Specify the customer to spool their individual statement.

**Debtors** > A report showing all debtors. Specify the customer and date range to view their individual debtors ageing report.

5) Step 5:

Room management

**Add room**> Create all rooms in hotel, input price per night

**View/Edit room**> view/edit add rooms

**Book room**> choose customer booking room, input promo code if any (there is a separate menu to setup promo, customers with such code get a certain percentage discount on booking).

Fill in other details as required.

If customer paid any amount on point of sale, select the account such payment should be posted to.

Upon submission, ***systems automatically credits the branch revenue account and debits customer accounts.***

**View Booked**> Report showing currently occupied room.

**Edit Booked room**> Window to edit an already booked entry. Click on the room name to launch window to adjust entry made.

Instances where customer made extra deposit, changed room or user posted wrongly.

NB: Editing a booked room reverses all entries initial posted.

In any case where customer wants to change room after spending a night or more in the initially booked room, user should book as a fresh reservation on **Book room** menu and not this window.

**Occupied Room**> Report showing currently occupied room.

**Checkout Booked Room**> Window to checkout a booked room. Click on the room name to launch window to checkout.

System checks if room has any outstanding bill. If customer made any extra payment on point of checkout, user should click yes and input the amount paid and the account such payment should be posted.

NB, outstanding bill could be from orders sent to room or balance on room booked.

If customer has an outstanding bill but didn't make any extra payment, click no. Customers account would reflect as a debtor/receivable on the books.

**Room reservation**> same operation as **Book room** but modified for future reservations.

**View reserved room**> Report showing currently reserved room.

**Edit reserved room**> Window to edit an already reserved room. Click on the room name to launch window to adjust entry made. Same concept as **Edit Booked room**

**NB, *system makes sure reservation doesn't clash and would promptly notify user if there is clash in reservation/booking room dates***

6) Step 6:

Hall management > same concept as Room management.

7) Step 7:

**Branch Stock Menu** > Here we add stock directly to a branch, Approve added stock for sales, generate stock level report, set/view selling prices per branch, view about to expire goods.

a) **Add Goods to Branch** > Here we add stock directly to a branch.

Note: sales/invoices are done at the branch level, all added goods MUST be approved by the receiving branch. Approval makes it available for sales.

**No accounting entry is made here, only stock levels are increased.**

To make a proper accounting entry, user should use the *journal entry* window under the *financials* tab, **debit the branch purchases/inventory account and debit the cash/bank account** as the case maybe

b) **View/Edit added goods** > This window gives user room to view all added goods, approve entries, decline added entry by hitting the *decline* button and editing the entry by clicking on the batch name.

Note: All added entries must be approved to become available for sales.

The view can be filtered by date and branch. Choose the parameters required and click view. Click *save/print* to save/print the report.

c) **Set/View Selling Price** > Here we set the default selling price per unit for goods in a branch. Choose the branch and click go, input selling price and submit.

d) **Stock/Price** > A quick report window showing Cost Analysis of goods per Batch.

e) **Set Limit** > Tell system the lowest unit a stock should be to trigger a notification to restock. Select the branch such Limit should be applied to and click go, input the unit and submit.

f) **Branch Stock Level** > Window to view stock level. Choose branch, click the go button to spool the report. Report can be saved/printed by clicking the save/print button or downloaded to excel by clicking the download report. Similar sorting principles applies as in **step (2)(iv)**

8) Step 8:

**Sales Log:** Here we log sales/create invoice, cancel sales, register referrals/Marketers, view invoice, create/view quotes.

- a) **Log sale** > Choose customer invoice should be raised for. System automatically populates the **name on invoice, phone no** and **other info** fields with information maintained upon registering the customer.

**Referred by:** System gives you the ability to choose who brought about the sale. If any, select from the dropdown menu. There is a report generated for such sales initiated by a referrer/marketer.

**Invoice:** Input the invoice no if any, if none, system generates a unique invoice no upon submission.

**Amount Paid/Account:** Input the amount customer paid. Upon submitting invoice, system **debits the account selected and credits the customer account** automatically. If no payment was made, leave empty. **If customer is on a booked room and wishes bill be added to outstanding room bill, select bill room (outstanding) under the account tab.**

**Note customer payment has a separate window refer to customer account menu**

**Items Bought**

Select **product sold**, input the quantity on the **No of unit's** field, amount it sells for on **amount sold**. By default system computes the amount sold by the selling price (if setup), user has the flexibility to manually input the agreed selling price.

**Selling Price/PCS:** Input the selling price/unit to compute the **amount sold**

Check VAT box, if vat should be applied to the invoice been raised.

Note: There is a separate setup for VAT. Refer to **financial > VAT setup**

Hit Submit button when done. System:

**Generates invoice.**

**Credits the branch revenue account.**

**Debits the customer's account.**

**Credits branch purchases/inventory account**

**Debits branch cost of sale account.**

**Deducts inventory automatically.**

- b) **View/Update sales** > this window gives user room to view all sales, reverse entries by clicking on product (A window opens, click the reverse button to reverse the line item or edit and submit).

Note: items are reversed per product and not on the entire invoice.

The view can be filtered by date and branch. Choose the parameters required and click view. Click *save/print* to save/print the sales report.

- c) **Reg/View Referrals** >

Here sales rep/marketers/referrals are setup. These referrals can be mapped to sale.

A report is generated to track the individual sales volume.

Fill the form and submit.

- d) **Sales Returns (inwards)** > A quick report showing all reversed/returned sales.

- e) **View Invoice** > input invoice no and click go to call up an existing invoice.

- f) **Raise Quote** > Raise quote/Performa Invoice. Ex. It is advised that customer orders are first posted as a quote, to give room for modifications before finally being posted as sales.

- g) **View Quote** > View/Edit/Delete raised quote, convert to sales invoice.

9) Step 8:

Goods Transfer: Here we move inventory from one location to the other.

- a) **Branch - Branch** > Pick Branch to pick inventory from. Click go.

Similar concept of adding goods to branch applies.

Hit Submit button when done. System generates GDN (goods Delivery Note) document.

Similar concept applies for *branch-warehouse*.

- b) **Product - Expense** >

Here inventory is posted to expense. Could be due to internal consumption, theft, expiration ...

Pick inventory location and fill the form.

Note: *The purchase/Inventory account will be credited and the expense account debited.*

c) **Transfer Inventory** > A report showing all transfer entries.

10) Step 10:

Special discount/ promo: Here we create promo codes for room booking only. Customers with such code get a discount when booking a room that qualifies for it.

d) **Add specials** > Input the discount percentage to be applied eg 2 for 2% discount, select room such discount would be applied to, choose the duration of the discount, input the number of times discount will be used before it gets invalid, click generate to generate promo code. Csend to customers whom it was intended for.

e) **Edit special - Expense** > Window to edit added promo

f) **Viewspecial Inventory** > A report showing all promo entries.

11) Step 9:

Reports: Different kinds of report

- a) **Revenue report**: Generates business revenue report.
- b) **Profitability report**: Generates product profitability report. Report can filtered per branch, date and referrer.
- c) **General report**: Generates comprehensive sales report. Report can filtered per branch, date...
- d) **Product report**: Generates comprehensive sales report tailored for product category. Report can filtered per branch, date...
- e) **View Debtors report**: Generates comprehensive sales report tailored for sales yet to be completely paid for. Report can filtered per branch, date...
- f) **View completed trades report**: Generates comprehensive sales report tailored for sales completely paid for. Report can filtered per branch, date...
- g) **View today's report**: Generates comprehensive sales report tailored for the day's sales. Report can filtered per branch, date...
- h) **Customer report**: Generates comprehensive sales report tailored for customer. Report can filtered per branch, date...

- i) **Referrals report**: Generates comprehensive sales report tailored for referrals. Report can filtered per branch, date...

## 12) Step 10:

**Supplier Account**: Here we create suppliers, log purchases, post supplier payment, supplier ledger and view purchases.

- a) **Supplier Setup** > input supplier details and submit

- b) **Log Item purchase** >

Purchases are captured here. Select the supplier, input the item purchased and amount, check the Apply VAT box if VAT was applied in the purchase.

This action credits the suppliers account and debits the purchases account.  
If VAT box is checked, output VAT will be applied accordingly.

All purchases can be viewed/edited/reversed using the **view/edit item purchase**

- c) **Pay Supplier** >

**Pay To?** : debits the suppliers account and credits the corresponding account selected.  
The reverse is the case for **deduct from?**

Note: All supplier Names and balances can be generated on this page by clicking on **save/print** button and or spooled to excel by clicking the **download report** button.

- d) **View purchases** > report showing all purchases.

- e) **Account Statement** > A report showing supplier statement/ledger. Specify the supplier to spool their individual statement.

**\*\*\* Same concepts applies for the other creditors. Note that other creditors doesn't hit the purchases account.**

## 13) Step 11:

**Asset** >

Here we setup everything relating to fixed assets.

Create asset categories (Accounts), add assets, view/generate asset register, post to assets account using journal.

14) Step 12:

**Financials:**

- a) **Stock ledger** > A ledger showing stock movement.
- b) **Stock position** > A report showing stock position as at
- c) **GL Setup** > Here we setup Main accounts as it should reflect on the statement of financial position (balance sheet). By default system has created Inventory, Accounts Receivable and Payables. User should create others. E.g. Banks, Cash, Short term liabilities...  
  
Input the name under the class name, select normally and input a brief description.
- d) **Ledger Setup** > Here we setup sub accounts to be under the main account already setup above **STEP(11)(c)**
- e) **VAT Setup** > Here we setup VAT. Input the VAT % e.g. 3% will be 0.03, the account to be credited, and the branch the VAT will be applied on.
- f) **Expense Category** > Here we setup Expense Accounts. Input the Expense Account name and a brief description.
- g) **Funds Transfer** > Here we transfer values between two accounts. Click **Transfer Into** button on the account to receive value. Check the Main Account checkbox and select the account value will be moved from, Input value and other details and submit.  
This is a credit/debit entry.
- h) **Journey Entry** > Window to credit and or debit all accounts in the system.
- i) **Log Expense** > Window where expense are posted.
- j) **Expense Statement** > A view report for all posted expense.
- k) **Account Statement** > Window to open the Ledger for all accounts on the system.
- l) **Profit/Loss** > Generates business profit and loss statement.
- m) **Trail Balance** > Generates business trial balance.
- n) **Balance sheet** > Generates business statement of financial position.

15) Step 13:

**Payroll Menu:** Here we setup everything relating to payroll.

- a) **Setups** >

- i) **Income:** Input income name, income type: income can be fixed or variable, choose if income is taxable (PAYE), select expense account upon which income should be posted to.
- ii) **Relief:** Input relief name, relief type: relief can be fixed or variable, input relief percentage and choose income relief will be applicable to.

**Max value:** Input the higher value to consider when computing reliefs. Whichever is higher shall be used. If none, input 0.

- iii) **Deductions:** input deduction name, deduction type: deduction can be fixed or variable, input deduction percentage, select the debit and credit legs of the deduction and choose income deductions will be applicable to.  
NB: PAYE has a separate window for setup. As such shouldn't be created here.
- iv) **PAYE:** input account to credit/debit for PAYE. As PAYE is progressive, input in progressive order. Under the description, input the PAYE step name, rate in % to be deducted and the value. Click add more to add as many PAYE steps as required.
- v) **Employer contribution:** Input contribution name, contribution type: contribution can be fixed or variable, input contribution percentage, select deduction category that contribution matches and choose income contribution will be applicable to.
- vi) **Employee Account Name:** Here we setup all possible account name employees can have as it relates to payroll (deduction/contribution/income). E.g. All Bank names, Pension fund administrator names, tax bodies, mortgage bank names, Insurance company names...
- vii) **Staff category:** Here we setup different grade levels/steps/cadre of staff. Input the grade level name and a brief description.
- viii) **Staff category pay details:** Here we setup payroll components for each staff category.
- ix) **Employees:** here we add/edit all employees.

b) **Employee Pay menu** >

- i) **Edit Employee pay:** employee's payroll can be called up and edited here. E.g. change in grade, income or deduction.
- ii) **Employee Debt/Loan:** Here we issue further deductions to employee. Deduction could be attributed to penalty or debt servicing. OR we issue loans to employees to be paid from their wage.

Choose the employee. The column debit: is where we specify which deduction category the value will be charged on. The **Value:** is where we specify the figure to be deducted. Re-payment spread: Tell system how many times this deduction should be spread. E.g. If an employee takes a loan to be paid in 3 tranches, the repayment spread will be 3. (As such when payroll is processed, employee gets an extra deduction of figure/3 till it offsets the figure) or if an employee is being penalized in which penalty is 1,000 deduction. Since the deduction is one off, the repayment spread will be 1 (As such when

payroll is processed, employee gets an extra deduction of 1,000) **Account:** we specify which account to be credited. E.g. "salary advance or staff penalty"

NB:

- Upon submission, the account e.g. "Salary advance or staff penalty" will be credited and employee account debited.
- When payroll is processed for such employee here, the account setup upon issuance e.g. "salary advance or staff penalty" will be debited and employee account credited.

iii) **Employee Statement:** An employee ledger.

c) **Process Salary** >

- i) **Pay employee:** Here we process payroll per employee
  - ii) **Pay all employee:** Here we process payroll for all registered employees
  - iii) **Processed salary batch:** A report for processed salary per batch.
  - iv) **Processed salary/Employee:** A report for processed salary per batch/employee.
- NB: When salary is processed, system automatically debits the set debit accounts and the corresponding credit account saved in the income, deductions and PAYE setup

d) **Reports**>

All reports pertaining to the processed payroll.

- i) **Accounts report:** this is where user generates payables report for each credit account attached to a payroll components upon setup. Report shows employee details, value to be paid, institution payable to (Bank name, Tax body name, Pension Admin name...), account no. E.g., if we setup all net pay income to be credited to say "net salaries payable" account, we select the "net salaries payable" and batch we want to generates the report, system will generate a comprehensive report of payables due each employee. Report can be spooled to excel or saved as PDF.

16) Step 14:

**My tools** >

- a) **Upload logo** > upload business logo.

**Pointers:**