

Quick Step By Step Guide on Using OX ERP (Manufacturing):

****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 **Basic Setup** >

Factory Setup > Here we create a preferable name for factory. A factory is a place where raw materials are stored and used to produce finished goods.

On the column labeled **Factory name**, Key in the name you wish to name your factory e.g. **Lagos Factory**. Under the column **description**: key in a brief description for the factory e.g. Full address.

NB:

If organization has more than one factory location, 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 factory 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.

***Same process applies for Branch Name Setup and warehouse name Setup**

IMPORTANT: A warehouse is where finished/produced goods are stored before being sent to the branch for sales.

****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

Supplier Setup > Here we create supplier/Vendors account for all suppliers/Vendors in your organization.

Fill in the name the supplier/vendor should be identified with and other details.
For opening balance, please note if vendor/supplier owes E.g. \$1,000, input -1,000 as the opening balance. **The negative sign – represents debt/receivable.**

Hit the **submit** button to save

**The same process of edit/delete applies

GL Setup > Here we setup Main General Ledger Accounts as it should reflect on the statement of financial position (balance sheet), Trial Balance. 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.

Ledger Setup > Here we setup sub accounts to be under the main GL account already setup above

Expense Category > Here we setup Expense Accounts. Input the Expense Account name and a brief description. As should reflect on profit and loss statement and trial balance.

Signature Prefix > Here we setup name(s) to be appended under the signature space in all documents generated on the system. EG, Signed By, Received By.

Upload logo > upload the picture of organizations logo (ranging from 120 to 200 in dimension). All documents generated on the system will have this logo.

2) Step 2:

Setup Products you deal on.

a) **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.

3) Step 3:

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 access to. 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.
Factory Management > Raw Material Stock Level
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.

- b) **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

Sales: Modified for sales person; Gives user access to sales module on a particular branch only

Warehouse Manager: Modified for warehouse personnel; Gives user access to warehouse module on a particular warehouse only

Branch Accountant/Stock Officer: Modified for Branch Accountant/Stock Officer; Gives user access to Branch module on a particular branch only

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

Custom: Here we map the user to the group created on *step 3(a)*

4) Step 4:

Factory Management > : Here we setup raw materials names, receive raw materials, add raw materials and check raw material stock level.

b) **Raw material name** > Here we setup the different types of raw material used in producing finished goods. Input the name of the raw material and its unit of measurement/usage

Submit when done.

c) **Add Raw Material** > Here we add raw material/inventory.

i) **Factory:** Choose factory where raw material will be stocked in.

ii) **Other info:** Brief details pertaining to the batch of stock being added.

iii) **Supplier:**

Choose the supplier raw material was purchased from.

System automatically credits the suppliers account and debits the branch purchases/inventory account upon submission.

iv) **Add Raw Materials Purchased in this Batch:**

Choose raw material being added, input the no of units purchased, input its total purchase cost.

Step 4(c) (iii).

*****click add more to add as many rows as needed.**

*****System automatically credits the suppliers account and debits the purchases/inventory account upon submission and generates a GRN (Goods Received Note) document**

d) **Raise GRN** > same process as Add **Raw Material** > Designed for user with limited information and or user in store who receives the raw materials. Upon submission, no accounting entry will be made until approved by user with access to view and approve raised GRN

e) **View Raised GRN** > All unapproved GRNs appear here. User whom posted the GRN has the right to delete such entry by clicking the **delete** button. Click on the **view** button to generate the GRN document. Click on the *batch name* to view details of GRN, input purchase cost and approve. Upon approval, system makes the necessary accounting entry.

f) **View Added Raw Materials** > All added/Approved Raw materials batch appear here. Admin user has the right to edit/reverse such entries by clicking the batch name/delete button. When the **delete** button is clicked or the **submit** button is clicked on the edit window automatically **debits the suppliers account and credits the purchases/inventory account**. Such entries are logged the **change tracker**

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

g) **Raw Material Unit Cost** > A quick report window showing Cost Analysis of Raw Material per Batch

h) **Raw Material Stock Level** > Window to view raw material stock level. Choose factory, 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)**

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

j) **Change Tracker**: All delete and edit actions are logged for audit purposes.

5) Step 5:

Warehouse Menu >: Here we produce finished goods using available raw materials, add finished goods and check warehouse stock levels.

a) **Add Produced goods** > Here we produce finished goods using raw materials in stock.

Batch name: Input the production batch name. This name will be used to identify the goods produced in this session. E.g. If business produced 20 units of Product ABC on Aug 20, it may decide to give it batch name AUG20_001, if produced in Aug 21, batch name would be AUG21_001 in that order.

Other info: Brief description of the produced batch.

Warehouse: pick warehouse produced goods will be kept, same applies with date

Add Goods/Products Manufactured in Batch:

Select the item(s) produced and the number of units produced.

Cost allocation (%): This is how system determines how to allocate cost to each item produced. E.g. if the business produced 2 items – Product ABC and product XYZ on a particular batch with total raw materials cost of 2,000. System needs to know how to allocate the cost to each of the item produced. If user wants the two items to have the same cost, input 50 on each line. This would make Product ABC cost = 1,000 and Product XYZ cost = 1,000. If perhaps product ABC took 60% of the raw materials, we would allocate 60% to it, thereby leaving 40% to product XYZ. Product ABC = 1,200, Product XYZ = 800.

Note: By default system allocates the cost evenly.

Add All Direct Cost Associated with this Batch: Here we added other direct cost of production

Cr Account > Choose the account to be credited for the added cost of production

Purchase/Inventory Dr > Choose the branch purchase/inventory account to be debited for the added cost of production

Input name to be given the cost, input the amount and other brief details.

Click **add more** to add as many of such direct cost as required.

Note: This direct cost will be evenly distributed amongst the individual produced goods thereby increasing the value of the goods produced.

Add All Raw Materials Used to Manufacture Product(s) in this Batch:

Select factory raw materials used in this production batch is domiciled and click go.

Choose the individual raw materials used and the respective units used.

Hit submit after inputting all entries accurately. A production Batch sheet document is generated subsequently.

This action adds finished goods to the warehouse and reduces the raw materials stock.

- b) **View/Edit added produced goods >** This window gives user room to view all produced batches, reverse added entry by hitting the **reverse** button and edit the entry by clicking on the batch name.

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

Note: Reversal sets all stocks/accounting entry back to default. Such entries are logged in the change tracker

c) Add Finished Goods >

Here finished goods are added directly to the warehouse. Fill the form with the needed information and submit (A receipt note document will be generated).

d) View/Edit added finished goods > This window gives user room to view all finished goods added in batches, reverse added entry by hitting the reverse button and edit the entry by clicking on the batch name.

Note: Reversal sets all stocks/Accounting entries back to default. Such entries are logged in the change tracker

e) Warehouse Stock Level > Window to view stock level. Choose warehouse, click the go button to pool 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)**

f) Change Tracker: All delete and edit actions are logged for audit purposes.

6) Step 6:

Branch Stock Menu > Here we send goods in warehouse to branch, set selling price, set Limit and check stock levels.

a) Add Goods to Branch > Here we send goods to branch. Select warehouse to pick goods from and click go.
Fill the form as required.

Hit Submit button when done. System generates goods delivery note/waybill document.

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.

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)**

7) Step 7:

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

- a) **Log sale** > Choose customer invoice should be raised for. System automatically populates the other input fields.

Referred by: System gives you the ability to choose the marketer who brought about the sale/customer. 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.

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

Items Bought

Select product sold, input the quantity and input the selling price.

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

Note: There is a separate setup for VAT. Refer to *STEP (8) (iii)*.

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.

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

- 8) 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. Refer to *STEP (6) (a)*.

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

Similar concept applies for *warehouse - factory, RM store - RM store (Factory to Factory)*,

- 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.

9) Step 9:

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.

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

10) 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 not captured in the **add raw material** window is posted 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 entries 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.**

11) Step 11:

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 in **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 Account Setup** > 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 on 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.

12) Step 12:

Reports:

- a) **Revenue report**: Generates business revenue report.
- b) **Production report**: Generates production report. Report details batch name and raw materials used, goods produced, batch gross cost and date.
- c) **Profitability report**: Generates product profitability report. Report can filtered per branch, date and referrer.
- d) **General report**: Generates comprehensive sales report. Report can filtered per branch, date...

- e) **Product report:** Generates comprehensive sales report tailored for product category. Report can filtered per branch, date...
- f) **View Debtors report:** Generates comprehensive sales report tailored for sales yet to be completely paid for. Report can filtered per branch, date...
- g) **View completed trades report:** Generates comprehensive sales report tailored for sales completely paid for. Report can filtered per branch, date...
- h) **View todays report:** Generates comprehensive sales report tailored for the day's sales. Report can filtered per branch, date...
- i) **Customer report:** Generates comprehensive sales report tailored for customer. Report can filtered per branch, date...
- j) **Referrals report:** Generates comprehensive sales report tailored for referrals. Report can filtered per branch, date...

13) 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 generate the report, system will generate a comprehensive report of payables due each employee. Report can be spooled to excel or saved as PDF.

14) Step 14:

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.

15) Step 15:

User tools >

- a) **Signature Prefix** > Here we setup sentence to appear when a signature is needed to be appended on any document generated on the system.
- b) **Upload logo** > upload business logo.
- c) **Project tracker** > A simple tool that is used to keep track of timelines in a project. Timeline can be generated on project by project basis and or period.
- d) **Apply VAT** > A window where users tells system to deduct VAT on a specific invoice(s). E.g., if invoice # 001 has a gross total of 1,000 and user wants to apply VAT of say 5% to it, system will re-compute the net sale as 950 and VAT at 50. (The revenue account will be debited with 50 and VAT account be credited accordingly). This action doesn't affect the customer's account/Ledger.

Pointers