

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

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

### 1) Step 1:

Setups

a) Branch >

**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, 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 carries more accounting function: Upon creating a branch**

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

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

**Product/Service 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.*

**Selling Price** > this is where you setup the selling price for products/service you sell.

## 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 “*accounts receivable Officer*” whom should have access to all customer, cash and bank ledgers only. Input the user group name under the *custom name* column (ex. “*accounts receivable Officer*”), under *menu item*, check the modules this user group should have access to (ex. Customer account > Customer receipt...)

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

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

**Branch Accountant:** 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 2(a)*

## 3) Step 3:

**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.

**4) Step 4:**

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

Note:

**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.

**Items 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.***

- b) **View/Update sales** > this window gives user room to view all sales, reverse entries by clicking on product/service (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.

## 5) Step 5:

**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.**

6) Step 6:

[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.

7) Step 7:

[Financials:](#)

**a) 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.

- b) **Ledger Setup** > Here we setup sub accounts to be under the main account already setup in **STEP(7)(a)**
- c) **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.
- d) **Expense Category** > Here we setup Expense Accounts. Input the Expense Account name and a brief description.
- e) **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.
- f) **Journey Entry** > Window to credit and or debit all accounts in the system.
- g) **Log Expense** > Window where expense are posted.
- h) **Expense Statement** > A view report/ ledger for all posted expense.
- i) **Account Statement** > Window to open the Ledger for all accounts on the system.
- j) **Profit/Loss** > Generates business profit and loss statement.
- k) **Trail Balance** > Generates business trial balance.
- l) **Balance sheet** > Generates business statement of financial position.

8) Step 8:

**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.

9) Step 9:

Reports:

- a) **Revenue report:** Generates business revenue report.
- b) **General report:** Generates comprehensive sales report. Report can filtered per branch, date...
- c) **Customer report:** Generates comprehensive sales report tailored for customer. Report can filtered per branch, date...
- d) **Referrals report:** Generates comprehensive sales report tailored for referrals. Report can filtered per branch, date...
- e) **Bestseller report:** Generates comprehensive sales report tailored for referrals. Report can filtered per branch, date...

## Pointers: