

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

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

1) Step 1:

Setups

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.

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.

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

2) Step 2:

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

c) **Customer Statement** > 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).

3) Step 4:

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 **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.

4) Step 4:

Financials:

- a) **Expense Category** > Here we setup Expense Accounts. Input the Expense Account name and a brief description.
- b) **Log Expense** > Window where expense are posted.
- c) **Expense Statement** > A view report/ ledger for all posted expense.
- d) **Profit/Loss** > Generates business profit and loss statement.

5) Step 5:

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: