

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

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

### 1) Step 1:

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.

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.

- 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.

### 2) Step 2:

Create your branch names

a) **Branch Name 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.

3) Step 3:

**User Setup**>

Setup User who should have access to the system.

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.

**Stock Officer:** Modified for stock operations; Gives user access to stock position and stock ledger.

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

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).

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

5) Step 5:

**Branch Stock Menu** > Here we add goods to branch, set selling price, set Limit and check stock levels.

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

**Batch name:** Input the batch name. This name will be used to identify the goods added in this session. E.g. If business bought 20 units of Product ABC on Aug 20, it may decide to give it batch name AUG20\_001, if in Aug 21, batch name could be AUG21\_001 in that order.

**Other info:** Brief description of the batch.

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) **View goods in Branch** > 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)**

6) Step 6:

**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.

**Amount Paid:** Input the amount customer paid. Upon submitting invoice, system **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 on the **No of units** 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.

**Pcs/Unit:** this serves as quick calculator to help user arrive at what the **amount sold** should be (if user knows the selling price/unit). Input the no of units customer purchased.

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

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.

## 7) Step 7:

Reports:

- 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...

8) Step 8:

**Expenses/Stock card**:

- a) **Stock ledger** > A ledger showing stock movement.
- b) **Stock position** > A report showing stock position as at
- c) **Expense Category** > Here we setup Expense Accounts. Input the Expense Account name and a brief description.
- d) **Log Expense** > Window where expense are posted.
- e) **Expense Statement** > A view report/ ledger for all posted expense.
- f) **Account Statement** > Window to open the Ledger for all accounts on the system.
- g) **Profit/Loss** > Generates business profit and loss statement.

9) Step 9:

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.
- b) **Product - Expense** >  
Here inventory is posted to expense. Could be due to internal consumption, theft, expiration ...  
Pick inventory location and fill the form.
- c) **Transfer Inventory** > A report showing all transfer entries.

10) Step 10:

**My tools** >

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

**Pointers:**