



User Manual

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Login

The image shows a login page for MELON WEB ERP Edition 1.0. The page has a light green header with the text "MELON WEB ERP Edition 1.0". Below the header, there are three main sections: "User Name", "Password", and "Choose Language". The "User Name" section has a text input field containing "admin". The "Password" section has a password input field with three dots. The "Choose Language" section has a dropdown menu with "English" selected. Below these sections is a red "SIGN IN" button with a user icon. At the bottom left, it says "Powered by: Hetrotech IT Solutions, Jeddah, Saudi Arabia". At the bottom right is the "Melon Web ERP" logo, which features a watermelon slice. Red arrows point from text labels to the input fields and the sign-in button. A black arrow points from the "User Name" label to the "admin" text in the input field. A red arrow points from the "Enter Password" label to the password input field. A red arrow points from the "Select Lang" label to the "English" dropdown. A red arrow points from the "Click Sign IN" label to the "SIGN IN" button.

MELON WEB ERP Edition 1.0

User Name
admin

Password
...

Choose Language
English ▾

Enter User Name

Enter Password

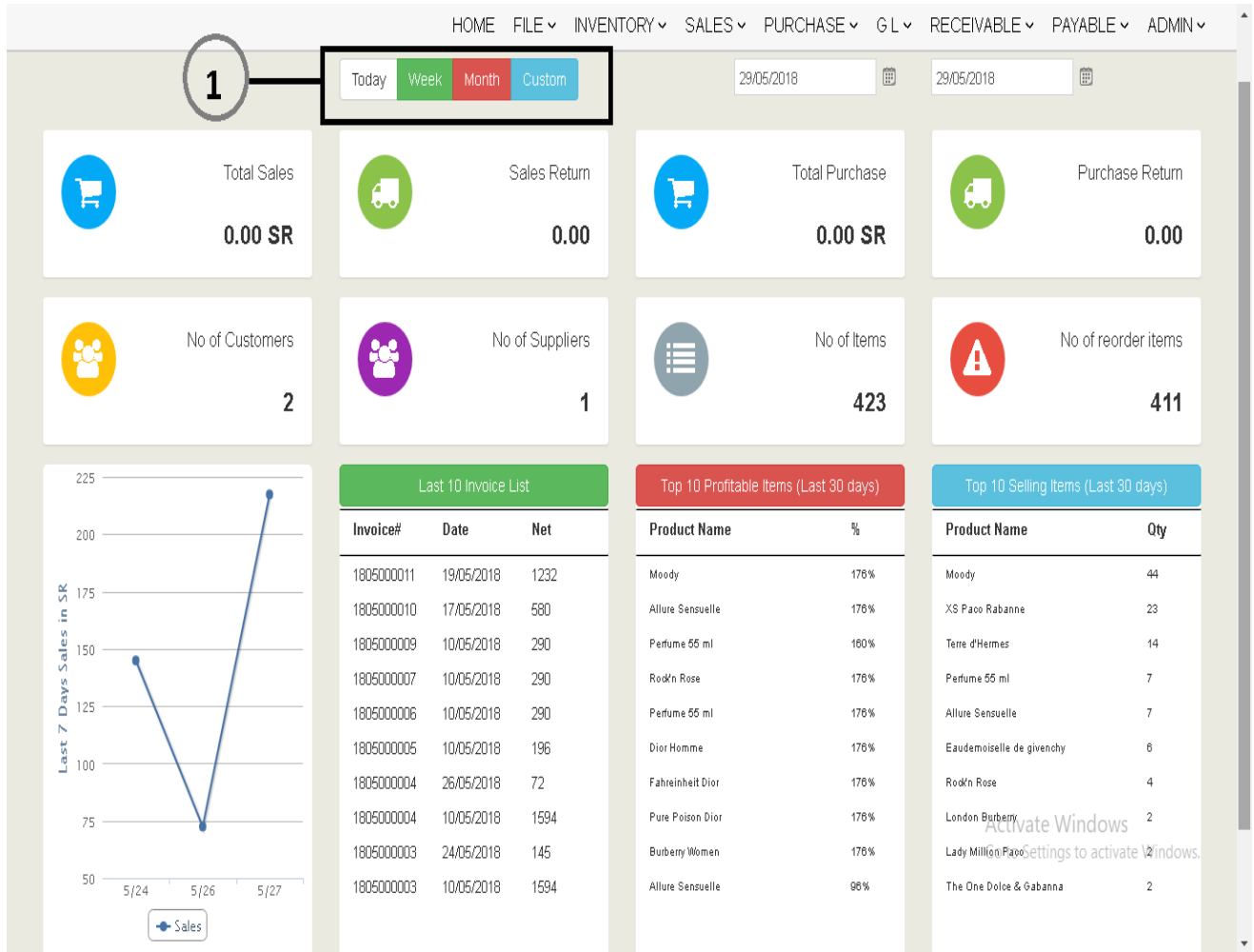
Select Lang

Click Sign IN

Powered by:
Hetrotech IT Solutions,
Jeddah, Saudi Arabia

Melon Web ERP

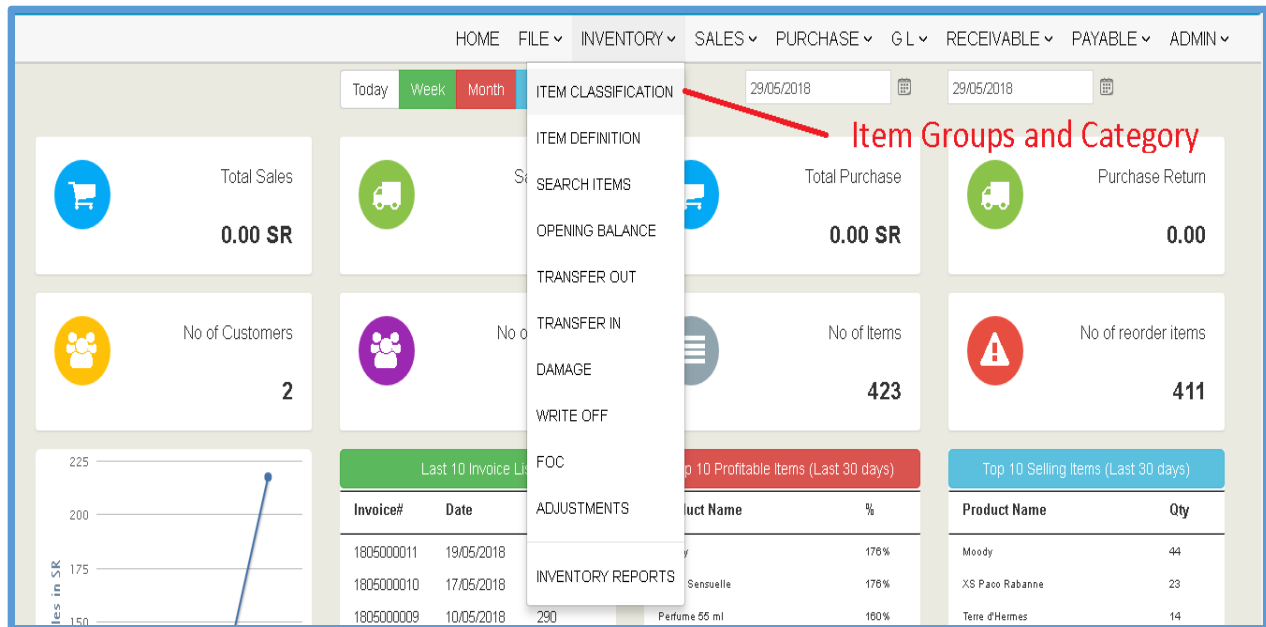
Dashboard



1-> By Default dashboard will display the Sales and Purchase data for Today and if you want to view summary weekly, monthly or custom (select your custom dates) click respective labels

INVENTORY MODULE

Item Class, Groups and Categories



The screenshot displays the Inventory Module interface. The top navigation bar includes: HOME, FILE, INVENTORY, SALES, PURCHASE, G.L., RECEIVABLE, PAYABLE, and ADMIN. Below the navigation bar, there are tabs for 'Today', 'Week', and 'Month'. A date selector shows '29/05/2018'. The main dashboard features several key performance indicators (KPIs) and reports:

- Total Sales: 0.00 SR
- Total Purchase: 0.00 SR
- No of Customers: 2
- No of Items: 423
- No of reorder items: 411

The 'ITEM CLASSIFICATION' menu is open, listing the following options:

- ITEM DEFINITION
- SEARCH ITEMS
- OPENING BALANCE
- TRANSFER OUT
- TRANSFER IN
- DAMAGE
- WRITE OFF
- FOC
- ADJUSTMENTS
- INVENTORY REPORTS

A red arrow points from the text 'Item Groups and Category' to the 'ITEM CLASSIFICATION' menu. Below the KPIs, there are three reports: 'Last 10 Invoice List', 'Top 10 Profitable Items (Last 30 days)', and 'Top 10 Selling Items (Last 30 days)'. The 'Last 10 Invoice List' report shows the following data:

Invoice#	Date
1805000011	19/05/2018
1805000010	17/05/2018
1805000009	10/05/2018

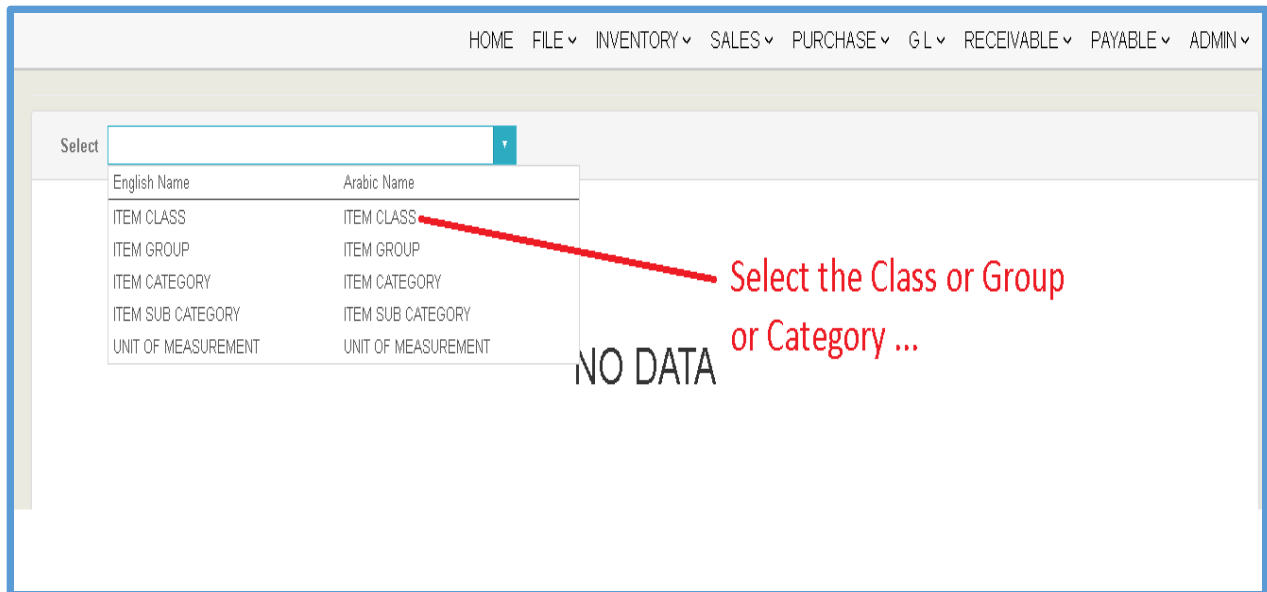
The 'Top 10 Profitable Items (Last 30 days)' and 'Top 10 Selling Items (Last 30 days)' reports show the following data:

Product Name	%
Sensuelle	176%
Perfume 55 ml	180%

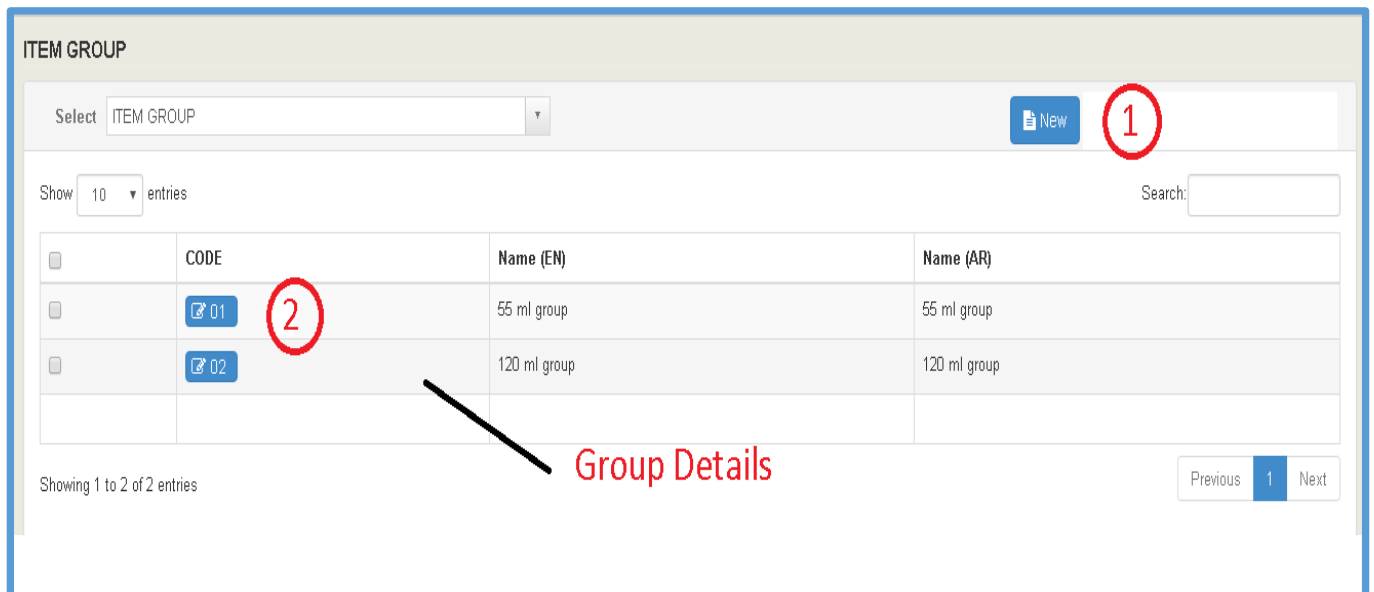
Product Name	Qty
Moody	44
XS Paco Rabanne	23
Terre d'Hermes	14

1) Click on ITEM Classification Menu

Selecting the Class or Group or Category



Steps to Define Class/Group/Category Etc....



Step 1 → Click on New Button to create new Group

Step 2 → Click the Blue button to Edit and Delete

ITEM GROUP

Print Save Delete Exit

Code: 02

Name: 120 ml group ml group 120

Item Class: [Dropdown]

Select the Class

CODE	NAME(ENG)	NAME(ARB)
001	INVENTORY GOODS	مخزون بضاعة
001	INVENTORY GOODS	مخزون بضاعة
002	INVENTORY PACKING SUPPLIES	مخزون مواد نظيف
003	INVENTORY OTHER SUPPLIES	مخزون مواد أخرى
004	NON INVENTORY	NON INVENTORY

Click Here to Save

Click Here to Delete Group

Search Items

ITEM DEFINITION v1

Search: 70 ml [Search Icon] 1

4 [New]

10 records per page Excel Print all Print selected Copy Column visibility

2 Search: CI

	CODE	Name (EN)	Name (AR)
	226	Clive Christian Black 70 ml	عطر 70 مل
	226	Clive Christian X Man 70 ml	عطر 70 مل
	227	Clive Christian 70 ml	عطر 70 مل

Showing 1 to 3 of 3 entries (filtered from 8 total entries)

Previous 1 Next

Step 1-> Select the Group or Type any text and click search icon

- The result will be displayed if there is matching records else no data will be displayed

Step 2-> To Filter the Result if the result records is more to fetch the exact Item

Step 3-> Click on the Blue button with Item Code to Edit the Item Details

Step 4-> Click on the new button to create New Item

Item Definition

ITEM DEFINITION

Last Item No.: 9000

Item Code: 1001 SKU: Date (Gre): Date (Hij):

Name: perfume 70 ml عطر 70 مل

General Alt Sales Units Alternate Supplier Notes Images

General

Item Class: INVENTORY GOODS

Group: 70 ml

Category: Choose a Category

Sub Category: Choose a SubCategory

Linked Item: Choose a Item

Supplier: Choose a Supplier

Purchase

UOM: PIECE Pack Qty: 1.00 Supplier Cost: 50.00

Sales

UOM: PIECE Pack Qty: 1.00 Sales Price: 120.00

Stock

UOM: PIECE Pack Qty: 1.00 Avg. Cost: VAT %: 5.00

Step 0-> Will display the Last Item Code in the system

Step 1-> Click on New Button to add new Item to the System

Step 2-> Enter the new Item Code and then enter the Tab Key

- IF The Item Code text becomes RED then it means ITEM CODE is new. Then Enter the Item Name in English and Arabic
- ELSE ITEM CODE is already available in the system and it will display the whole details of ITEM then you can change the details of Item or you can delete the Item

Step 3-> Select Class and Group which the Item belongs to.

Step 4-> Select UOM, Enter Pack Qty , Supplier Cost, Sales Price and the Avg cost will be calculated by the system automatically and then enter the % of VAT for the item.

Notes: Pack Qty

The Item can be sold in multiple units e.g. a supermarket can sell Water in piece as well as cartoon.

E.g...

Piece = 1pc

Cartoon = 20 pcs

Based on UOM (Unit of Measurement) pack qty will varies

ITEM DEFINITION New Save Delete Close

Item Code: 286 SKU: Date (Gre): 09/05/2018 Date (Hij): 24/08/1439

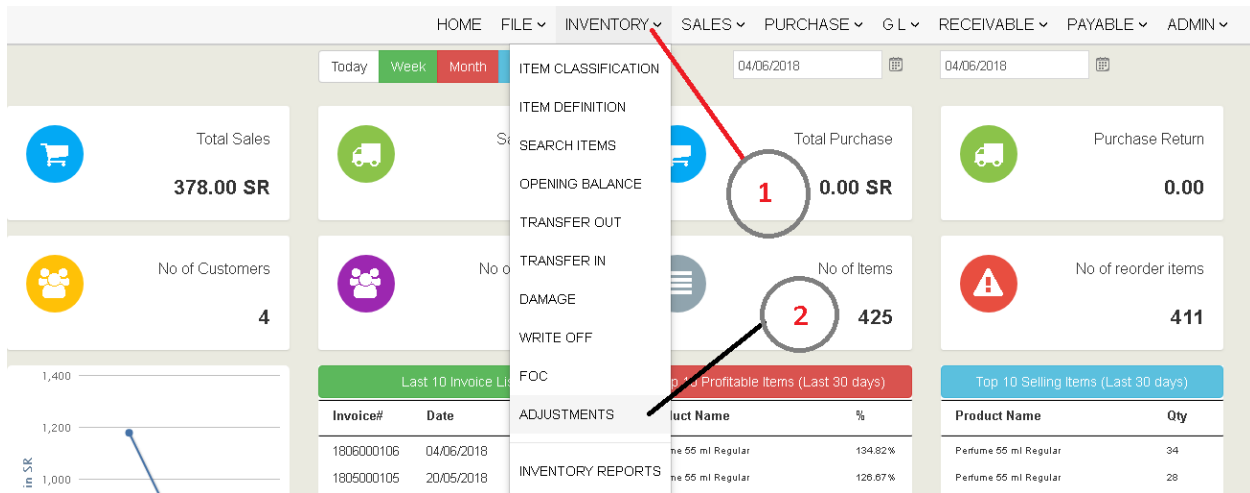
Name: Wondy Mystique by Estee 70 ml عطر 70 مل

General **Alt Sales Units** Alternate Supplier Notes Images

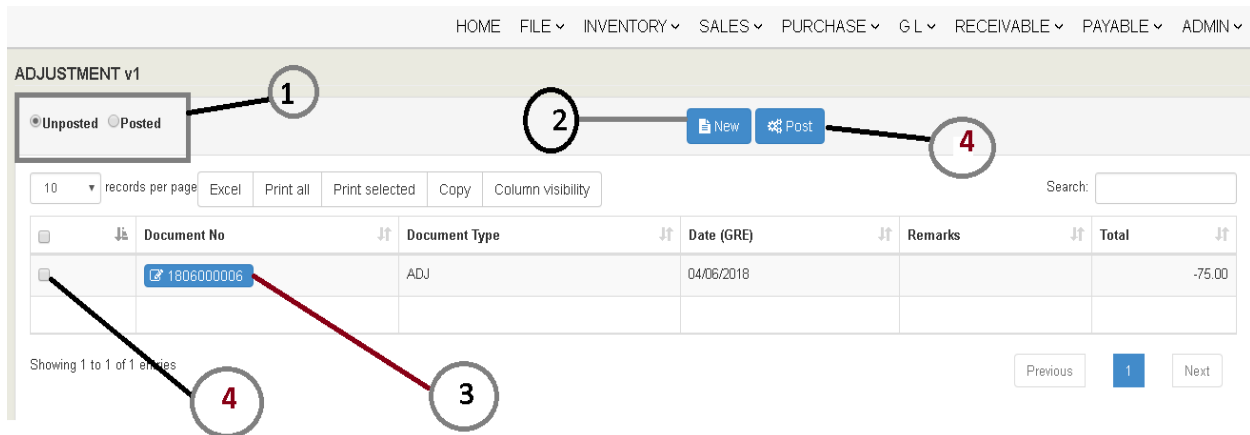
Srl	UOM	Pack Qty	Sales Price	BarCode
1	PIECE	1.00	120.00	286
2	REFILL	1.00	100.00	28666
3	BOX	5.00	400.00	67666767
4	<i>Search UOM</i>			

- 1 – The Item is sold in multiple units Piece, Refill, BOX
- 2- Pack Qty: Qty will be sold be under the Unit varies
- 3- Sales Price: Price also differs based on UOM
- 4- Bar Code: The Item with different UOM will have multiple barcodes.

Inventory Adjustment



- 1- > Click on the Inventory Menu
- 2- > Then Click on the Adjustments



1-> Unposted / Posted records will be displayed based on selected action

Unposted: The Adjustment transaction still not updated the original inventory and it can be edited or deleted at any time

Posted: The Adjustment transaction is updated the original inventory and this transaction can't be edited or deleted at any time

2-> New to create a new Adjustment Transaction

3-> Click on the Edit Icon / button to edit the Transaction

4-> once the adjustment data entered then post the transaction by ticking the check box and then click the Post button, now the original inventory will be updated

Sri	Item Code	Description	UOM	Qty	Price	Actual	Total
1	100	Perfume 55 ml Regular	PC	5.00	25.0000	3.00	-50.0000
2	101	Perfume 55 ml Regular	PC	3.00	25.0000	2.00	-25.0000
3	<i>Search Item</i>		<i>Search ...</i>				

Gross: -75.0000

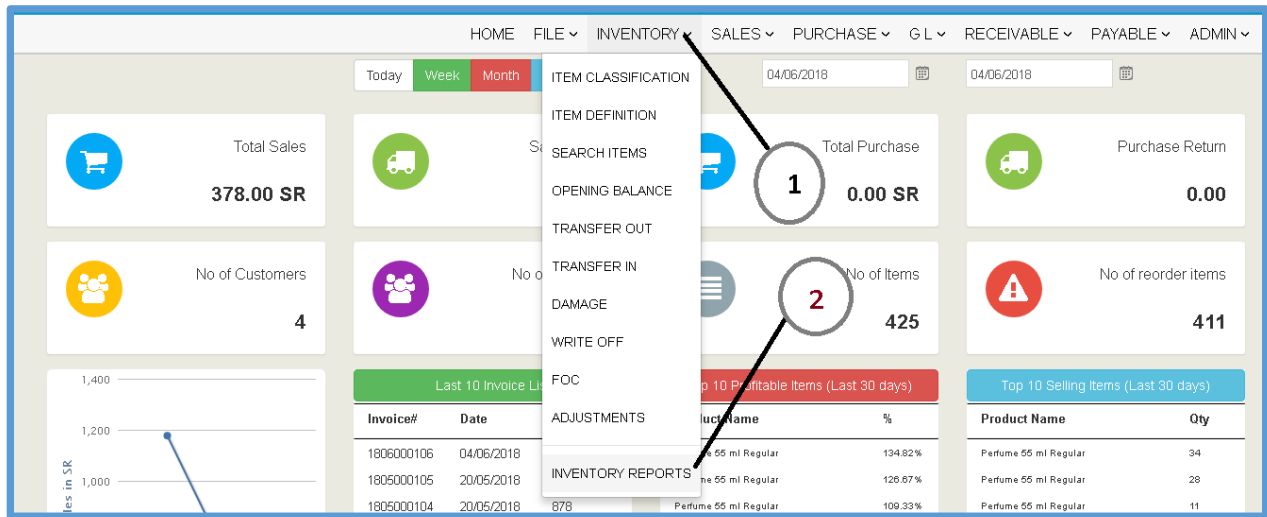
Remarks:

1-> Shows the Qty available in the System

2-> Enter Actual Qty which is currently available in Shop or Warehouse.

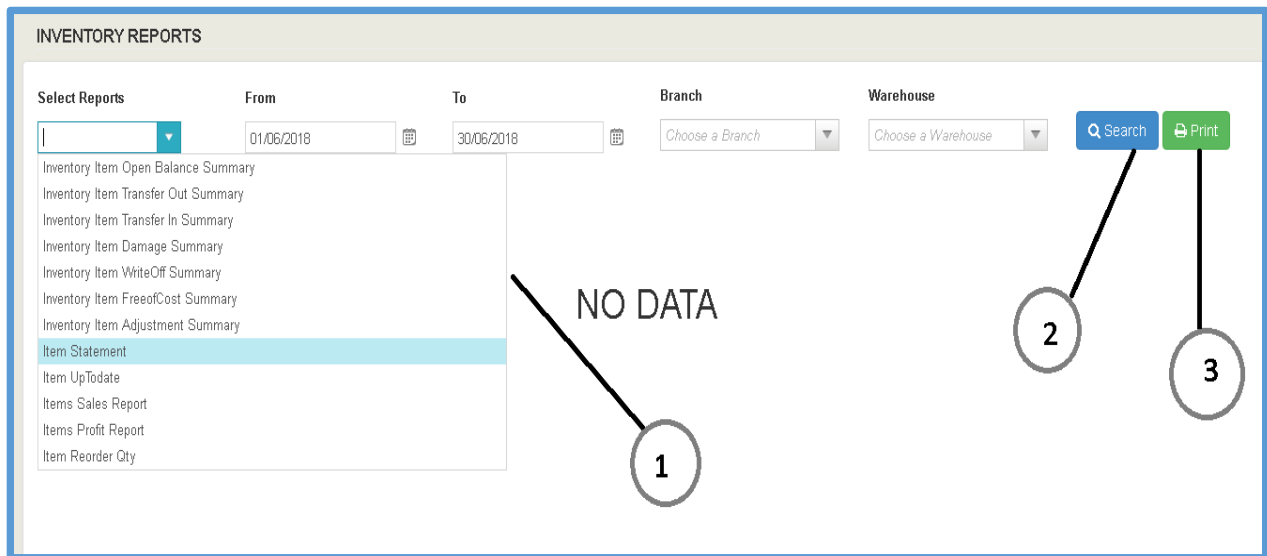
3-> Refresh this action will give the last update of the Item Qty which is available in the system (This case arises when Cashier is selling the Items in the mean time Inventory is adjusted by the Store Keeper)

Inventory Reports



1-> Click on the Inventory menu

2-> Then Click on Inventory Reports



1 -> Select the Report from the List which you want to search or print

2 -> Click Search Button to view the Records

3-> Click Print button to print the report

Item Statement Report

Item Statement
1

Select Reports

Item Statement ▼

From

01/05/2018

To

30/06/2018

Branch

Choose a Branch ▼

Warehouse

Choose a Warehouse ▼

Item Class

Choose Item ▼

Item Group

01 ▼

From Item

1 ▼

To Item

1 ▼

Group By

CHOOSE ▼

10 records per page

CODE	Name (EN)	Document No	Document Type	Date (GRE)	Date (HIJ)	Item Code	Description	Stock In	Stock Out	Item Amount
1	Perfume 55 ml Regular	1806000005	ADJ	04/06/2018	21/09/1439	1		12.00	0.00	300
1	Perfume 55 ml Regular	1805000001	INV.OPEN	09/05/2018	24/08/1439	1		20.00	0.00	500
1	Perfume 55 ml Regular	1805000043	POS.CASH	14/05/2018	29/08/1439	1		0.00	6.00	-150
1	Perfume 55 ml Regular	1805000093	POS.CASH	19/05/2018	05/09/1439	1		0.00	1.00	-25
1	Perfume 55 ml Regular	1805000001	SAL.CREDIT	21/05/2018	07/09/1439	1		0.00	20.00	-500
1	Perfume 55 ml Regular					1	CLOSING BALANCE	5.00	0.00	125

Showing 1 to 6 of 6 entries

2

1

1-> Select the Parameters which you want to filter the search data e.g. by Item Class, Item Group, From Item & to Item and Group the result by warehouse/branch/none

2 -> Item Statement Result which shows the different types of transaction done with the Item in some transaction stock will be increased and it will mentioned in STOCK IN and in some transaction stock will be reduced and it will be mentioned in STOCK OUT and the final stock status will be displayed in CLOSING BALANCE

Sample Printable Item Statement Report

رمز الصنف Item Code	اسم الصنف Item Name	الفرع ومستودع Branch & Warehouse	رقم المستند و التاريخ Document No & Date	وصف Description	المخزن في Stock In	المخزن نفاذ Stock Out	الصنف المنتج Item Total
1	Perfume 55 ml Regular عطر 55 مل	000	1806000005 04/06/2018 04/06/2018	ADJ	12.00	0.00	300.00
1	Perfume 55 ml Regular عطر 55 مل	000	1805000001 09/05/2018 09/05/2018	INV.OPEN	20.00	0.00	500.00
1	Perfume 55 ml Regular عطر 55 مل	000	1805000043 14/05/2018 14/05/2018	POS.CASH	0.00	6.00	-150.00
1	Perfume 55 ml Regular عطر 55 مل	000	1805000093 19/05/2018 19/05/2018	POS.CASH	0.00	1.00	-25.00
1	Perfume 55 ml Regular عطر 55 مل	000	1805000001 21/05/2018 21/05/2018	SAL.CREDIT	0.00	20.00	-500.00
1	Perfume 55 ml Regular عطر 55 مل			CLOSING BALANCE	5.00	0.00	125.00


Item Up-to-date Report

CODE	Name (EN)	Stock In	Stock Out	Item Amount
225	Clive Christian Black 70 ml	2.00	0.00	100.00
226	Clive Christian X Man 70 ml	1.00	0.00	50.00
227	Clive Christian 70 ml	14.00	0.00	700.00
228	Perfume 70 ml	1.00	0.00	50.00
229	Perfume 70 ml	4.00	0.00	200.00
258	Black Afgano 70 ml	19.00	0.00	950.00
262	Chic Shaik 70 ml	18.00	0.00	900.00
286	Wondy Mystique by Estee 70 ml	2.00	0.00	100.00
		61.00	0.00	3,050.00

1-> Displays the Current stock available and the Cost price of the Item

2-> Displays the Total Stock Available and the Cost price of all items

Sample Printable Item Up-to-date Report

Branch - Corniche Commercial Center فرع - مركز الكورنيش التجاري		GLOBAL PERFUME عطور العالمية			
04/06/2018 4:25 pm		البند أويثوديت / Item UpTodate Report			
From Date: 01/05/2018 To Date:30/06/02018					
رمز الصنف Item Code	اسم الصنف Item Name	الفرع ومستودع Branch & Warehouse	المخزن في Stock In	المخزن نفذ Stock Out	الصنف المنتج Total Amount
225	Clive Christian Black 70 ml عطر 70 مل		2.00	0.00	100.00
226	Clive Christian X Man 70 ml عطر 70 مل		1.00	0.00	50.00
227	Clive Christian 70 ml عطر 70 مل		14.00	0.00	700.00
228	Perfume 70 ml عطر 70 مل		1.00	0.00	50.00
229	Perfume 70 ml عطر 70 مل		4.00	0.00	200.00
258	Black Afgano 70 ml عطر 70 مل		19.00	0.00	950.00
262	Chic Shaik 70 ml عطر 70 مل		18.00	0.00	900.00
286	Wondy Mystique by Estee 70 ml عطر 70 مل		2.00	0.00	100.00
Total / المجموع			61.00	0.00	3,050.00

END OF INVENTORTY MODULE

SALES MODULE

Sales Invoice Menu

The screenshot shows the 'SALES INVOICE' menu in a software application. The top navigation bar includes 'HOME', 'FILE', 'INVENTORY', 'SALES', 'PURCHASE', 'GL', 'RECEIVABLE', 'PAYABLE', and 'ADMIN'. The 'SALES' menu is open, showing options: 'SALESMAN', 'QUOTATION', 'SALES INVOICE', 'SALES RETURN', 'POINT OF SALES', 'SALES VOUCHERS - NO INVENTORY', and 'SALES RETURN VOUCHERS'. The 'SALES INVOICE' option is highlighted. On the right side of the interface, there are buttons for 'New', 'Post', and 'Print'. A search bar is present with the text 'Search:'. Below the search bar, there is a table with columns 'Customer Name' and 'Net Amount'. The table contains one entry: 'CASH CUSTOMER' with a net amount of '1,177.05'. At the bottom right, there are 'Previous', '1', and 'Next' buttons. Two callouts are present: '1' points to the 'SALES INVOICE' menu item, and '2' points to the 'SALES INVOICE' option in the dropdown menu.

Document No	Document Type
1805000001	SAL CASH

Customer Name	Net Amount
CASH CUSTOMER	1,177.05

1-> Click on the Sales Menu

2-> Click on the Sales Invoice

Sales Invoice List with Unposted & Posted Action

SALES INVOICE

Unposted Posted

No of Copies Duplicate

New Post Print

Show 10 entries Search:

Document No	Document Type	Date (GRE)	Customer Name	Net Amount
<input checked="" type="checkbox"/> 1805000001	SAL CASH	30/05/2018	CASH CUSTOMER	1,177.05

Showing 1 to 1 of 1 entries

Previous 1 Next

SALES INVOICE

Unposted Posted

Period 01/04/2018 05/06/2018

New Post Print

Show 10 entries Search:

Document No	Document Type	Date (GRE)	Customer Name	Net Amount
<input checked="" type="checkbox"/> 1805000001	SAL CREDIT	21/05/2018	Hisam	1,239.00
<input checked="" type="checkbox"/> 1805000002	SAL CREDIT	21/05/2018	wertyuj	2,044.35

Showing 1 to 2 of 2 entries

Previous 1 Next

- 1-> Unposted → The Grid will displayed list of Unposted Invoices
- 2-> New → to create new invoice
- 3-> to edit the existing invoice which is Unposted
- 4-> to clone or to create a new invoice with the same contents of old invoice

5-> Post the Invoice which will update finance and inventory data.

6-> Shows the Posted invoice list

7-> To Search the Posted Invoice List based on dates

8-> The post is disabled to avoid reposting of posted invoice

Sales Invoice

SALES INVOICE

Order No: Choose Sales Order | Voucher Type: SAL.CASH | Branch: HEAD OFFICE | Warehouse: Shop | Salesman: Ahmed

Document No: Leave blank for Aut | Date (Gre): 30/05/2018 | Date (Hij): 16/09/1439 | Customer: Hisam

Srl	Item Code	Description	UOM	Qty	Price	Disc %	Total
1	1	Perfume 55 ml Regular	PC	1	59.00		59.00
2	101	Perfume 55 ml Regular	PC	1	59.00		59.00
3	Search Item		Sear...				
4	Search Item		Sear...				
5	Search Item		Sear...				
6	Search Item		Sear...				

Summary:

- Gross: 118.00
- Discount: 0.00
- Sub Total: 118.00
- VAT: 5.00
- Net: 123.90
- Payment: CASH
- Tendered: 0.00
- Balance: -123.90

Remarks:

Go to Settings to activate Windows.

- 1) Select the Voucher Type -> Cash Sales or Credit Sales
- 2) Select the Branch/Warehouse and Sales Man
- 3) The Document no will be generated automatically by system or you can enter your own Document no
- 4) Select the Customer from the dropdown to add new customer click on the Customer Label
- 5) Add the Line items to the invoice the Items will display the unit price for 1 qty then you can change the qty


- 6) Displays the Total Invoice Amount along with VAT
- 7) Then Click Save and the Print the Document

Sales Invoice after Save

The screenshot shows a 'SALES INVOICE' form. At the top, a red box highlights the text 'Last Invoice #: 1806000002 / Amount : 133.56'. To the right are buttons for 'Print [F4]', 'New [F6]', and 'Exit [F8]'. The form contains several input fields: 'Order No' (Choose Sales Order), 'Voucher Type' (SAL CASH), 'Branch' (HEAD OFFICE), 'Warehouse' (Shop), 'Salesman' (Ahmed), 'Document No' (Leave blank for Aut), 'Date (Gre)' (06/06/2018), 'Date (Hij)' (13/09/1439), and 'Customer' (CASH CUSTOMER). Below these is a table with columns: Srl, Item Code, Description, UOM, Qty, Price, Disc %, and Total. The table has 6 rows, each with a 'Search Item' button in the Item Code column. To the right of the table is a summary section with fields for Gross, Discount, Sub Total, VAT (5.00), Net (blacked out), Payment (CASH), Tended (yellow), and Balance (blacked out). At the bottom is a 'Remarks:' field. Four annotations are present: '1' points to the 'Qty' column header, '2' points to the 'Price' column header, '3' points to the 'Total' column header, and '4' points to the 'Exit [F8]' button.

- 1 -> Displays the Last Invoice No with the Invoice Amount
- 2-> Print the Invoice
- 3 -> To Add New Invoice
- 4-> Exit the Invoice screen

Sample Printed Invoice

GLOBAL PERFUME				عطور العالمية							
Branch - Corniche Commercial Center				مركز الكورنيش التجاري - دور الارضي - كشك 11							
فرع - مركز الكورنيش التجاري				البلد - جدة							
VAT No. 300098797400003 الرقم الضريبي		SALES INVOICE		فاتورة المبيعات							
No	1806000002 رقم الفاتورة	Cash Sales	البيع نقدا	Printed: 18/06/2018 1:29 pm							
Date	06/06/2018 23/09/1439 تاريخ الاصدار	Sales Man	Ahmed	موظف المبيعات							
Customer	CASH CUSTOMER		زبون								
Customer VAT	الرقم الضريبي										
Serial رقم	Item Code رمز الصنف	Description الوصف	Unit وحدة	Qty عدد	Price السعر	Disc خصم	Gross القيمة	VAT % قيمة	VAT Amt. قيمة الضريب	Total صافي الإجمالي	
1	1	Perfume 55 ml Regular عطر 55 مل	PC	1.00	100.00	10.00	90.00	5.00	5.00	95.00	
2	2	Perfume 55 ml Regular عطر 55 مل	PC	1.00	59.00	20.00	47.20	5.00	2.95	50.15	
Remarks / ملاحظات							Gross Total		137.20	المجموع الكلي	
Terms / طريقة الدفع CASH							Discount		0.00	10.00	خصم
فقط مائة و ثلاثة و ثلاثون ريالاً سعودياً و ست و خمسون هللة لا غير ty Three Saudi Riyals and Fifty Six Halalas only.							Sub Total		127.20	المجموع الفرعي	
							VAT		6.36	الضريبي	
Received by							Approved by		Prepared by		
الاستلام							أفق عليه		أعدت بواسطة		

Sales Return Menu

HOME FILE INVENTORY SALES PURCHASE G L RECEIVABLE PAYABLE ADMIN							
SALES INVOICE							
<input checked="" type="radio"/> Unposted <input type="radio"/> Posted No of Copies <input type="text"/>	SALES MAN QUOTATION SALES INVOICE SALES RETURN POINT OF SALES SALES VOUCHERS - NO INVENTORY SALES RETURN VOUCHERS						
Show 10 entries <table border="1"> <thead> <tr> <th>Document No</th> <th>Document Type</th> </tr> </thead> <tbody> <tr> <td>1805000001</td> <td>SAL.CASH</td> </tr> <tr> <td>1806000002</td> <td>SAL.CASH</td> </tr> </tbody> </table>	Document No	Document Type	1805000001	SAL.CASH	1806000002	SAL.CASH	Customer Name CASH CUSTOMER CASH CUSTOMER Net Amount 1,177.05 133.66
Document No	Document Type						
1805000001	SAL.CASH						
1806000002	SAL.CASH						
Showing 1 to 2 of 2 entries	Previous 1 Next						

- 1) Click on Sale Menu
- 2) Then Click on Sales Return

Sales Return

SALES RETURN
Save Voucher [F2] New [F5] Exit [F6]

Invoice No 1

Voucher Type

Branch

Warehouse

Salesman

Document No

Date (Gre)

Date (Hij)

Customer

Invoice Items 2

Add
Add All
3

Srl	Item Code	Description	UOM	Qty	Price	Disc %	Total
1	<input type="text" value="1"/>	Perfume 55 ml Regular	<input type="text" value="PC"/>	1	100.00	10.00	90.00
2	<input type="text" value="2"/>	Perfume 55 ml Regular	<input type="text" value="PC"/>	1	59.00	20.00	47.20
3	<input type="text" value="Search Item"/>		<input type="text" value="Sear..."/>				
4	<input type="text" value="Search Item"/>		<input type="text" value="Sear..."/>				
5	<input type="text" value="Search Item"/>		<input type="text" value="Sear..."/>				
6	<input type="text" value="Search Item"/>		<input type="text" value="Sear..."/>				

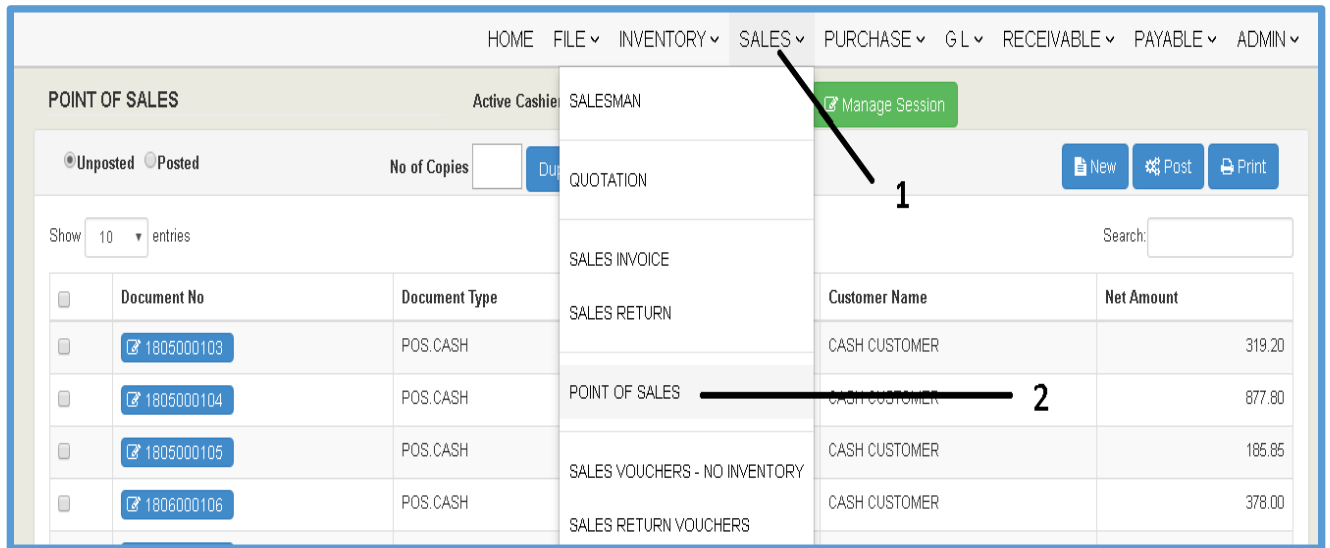
Remarks:

Gross	137.20
Discount	0.00
Sub Total	137.20
V A T	5.00
Net	144.06
Payment	<input type="text" value="CASH"/>
Tendered	
Balance	-144.06

Notes: Sales can be returned with or without Sales Invoice

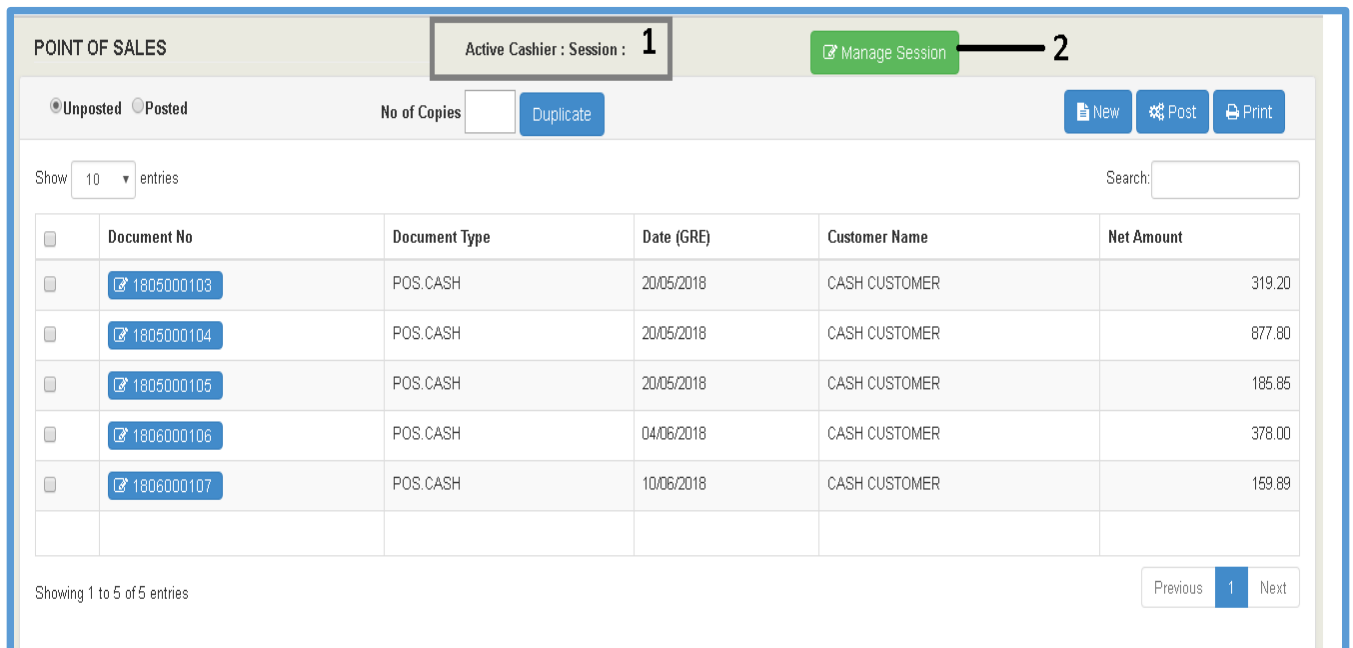
- 1) Select the Sales Invoice
- 2) Will list the Items in Sales Invoice
- 3) Add will be used to return a specific items from Sales Invoice –
Add All will be used to return all the items from the Sales Invoice

Point of Sales Menu



- 1) Click on Sales Menu
- 2) Then click on Point of Sales

Point of Sales Header Without Active Session



- 1) Shows whether the Shift is Opened or Not if the cashier code and the session is empty means the Shift not yet opened

2) Click on Manage Session to Create a New Shift or to Open the Existing Shift

Manage Shift:

MANAGE SHIFT
6 Return to POS

Show 10 entries
Search:

SESSION	CASHIER	Name (EN)	OPENED	CLOSED	OPEN_BAL
91	1	Ahmed	18/06/2018 14:37:00	18/06/2018 14:39:00	100.00
89	1	Ahmed	20/05/2018 19:03:00	18/06/2018 14:20:00	0.00
88	1	Ahmed	20/05/2018 14:17:00	20/05/2018 19:02:00	0.00
77	1	Ahmed	12/05/2018 14:42:00	12/05/2018 23:02:00	58.00
76	1	Ahmed	11/05/2018 17:21:00	11/05/2018 23:09:00	0.00
74	1	Ahmed	10/05/2018 21:25:00	11/05/2018 17:19:00	0.00
73	1	Ahmed	10/05/2018 19:39:00	10/05/2018 21:19:00	0.00

Showing 1 to 7 of 7 entries
5
Previous **1** Next

Session

Opened

Closed

Code

Name

Password

Opening Balance

Opening Balance

4

Steps to Open New Shift

- 1) Enter the Cashier Code and Press TAB KEY
- 2) Enter the Cashier Password
- 3) Enter the Opening Balance for the new shift → if no balance then enter 0
- 4) Click on Open Shift Button -> It will open new shift for the cashier
- 5) Section 5 displays the list of Sessions opened by the Cashier with the opening and closing date & time
- 6) Click on Return to POS to create invoice

Reopening & Closing the Shift:

MANAGE SHIFT
Return to POS

Show 10 entries
Search:

SESSION	CASHIER	Name (EN)	Name (AR)	OPENED	CLOSED	OPEN_BAL
<input type="checkbox"/> 92	1	Ahmed	Ahmed	18/06/2018 14:59:00		300.00
<input type="checkbox"/> 91	1	Ahmed	Ahmed	18/06/2018 14:37:00	18/06/2018 14:39:00	100.00
<input type="checkbox"/> 89	1	Ahmed	Ahmed	20/05/2018 19:03:00	18/06/2018 14:20:00	0.00
<input type="checkbox"/> 88	1	Ahmed	Ahmed	20/05/2018 14:17:00	20/05/2018 19:02:00	0.00
<input type="checkbox"/> 77	1	Ahmed	Ahmed	12/05/2018 14:42:00	12/05/2018 23:02:00	58.00
<input type="checkbox"/> 75	1	Ahmed	Ahmed	11/05/2018 17:21:00	11/05/2018 23:09:00	0.00
<input type="checkbox"/> 74	1	Ahmed	Ahmed	10/05/2018 21:25:00	11/05/2018 17:19:00	0.00
<input type="checkbox"/> 73	1	Ahmed	Ahmed	10/05/2018 19:39:00	10/05/2018 21:19:00	0.00

Showing 1 to 8 of 8 entries
Previous **1** Next

Session

Opened

Closed

Code

Name

Password

Opening

Balance

3

Steps to Reopen and Close Shift

- 1) Select the Session from the Grid
- 2) Displays the Session Status if the CLOSED is empty means the Session is not closed
- 3) Click on Open Shift Button -> It will reopen open the shift for the cashier
- 4) Close Shift will close the Current Shift
- 5) Print is used to print the Cashier closing Z Report for the Shift

Sample Print of Cashing Shift Closing Z Report

CLOSING Z REPORT
GLOBAL PERFUME
 عطور العالمية
 Branch - Corniche Commercial Center
Session ID: 84
Opened Time: 17/05/2018 15:02:00
Closed Time: 18/05/2018 15:21:00
Cashier: 3 Jubair
Opening Balance: 0.00
Total Sales: 534.45
Closing Balance: 534.45

Inv No	Type	Date	Amount
1805000075	POS.CASH	17/05/2018	105.00
1805000076	POS.CASH	17/05/2018	61.95
1805000077	POS.CASH	17/05/2018	52.50
1805000078	POS.CASH	17/05/2018	105.00
1805000079	POS.CASH	18/05/2018	157.50
1805000080	POS.CASH	18/05/2018	52.50
-----CASH			534.45

Printed Date : Monday 18-06-2018 15:47:11

Thank you. Please visit again.

Point of Sales with Cashier Shift

POINT OF SALES Active Cashier : 1 Session : 92 **1** Manage Session

Unposted Posted No of Copies Duplicate New Post Print

Show entries Search:

<input type="checkbox"/>	Document No	Document Type	Date (GRE)	Customer Name	Net Amount
<input type="checkbox"/>	1805000103	POS.CASH	20/05/2018	CASH CUSTOMER	319.20
<input type="checkbox"/>	1805000104	POS.CASH	20/05/2018	CASH CUSTOMER	877.80
<input type="checkbox"/>	1805000105	POS.CASH	20/05/2018	CASH CUSTOMER	185.85
<input type="checkbox"/>	1806000106	POS.CASH	04/06/2018	CASH CUSTOMER	378.00
<input type="checkbox"/>	1806000107	POS.CASH	10/06/2018	CASH CUSTOMER	159.89

Showing 1 to 5 of 5 entries Previous 1 Next

1 -> Show the Active Cashier Code along with Shift Session No


2 -> Click on New Button to create new invoice

Point of Sales Invoice

POINT OF SALES 3

Voucher Type: POS.CASH Branch: HEAD OFFICE Warehouse: Shop Salesman: Ahmed

Document No: Leave blank for Aut Date (Gre): Date (Hij): Customer: CASH CUSTOMER

Scan here  1 Quantity: 1 Reverse: Reverse Clear


Srl	Item Code	Description	UOM	Qty	Price	Disc %	Total
1	1	Perfume 55 ml Regular	PC	1.00	59.00		59.00
2	2	Perfume 55 ml Regular	PC	1.00	59.00		59.00
3	3	Perfume 55 ml Regular	PC	1.00	59.00		59.00
4	<input type="text" value="Search Item"/>		<input type="text" value="Sear..."/>				
5	<input type="text" value="Search Item"/>		<input type="text" value="Sear..."/>				
6	<input type="text" value="Search Item"/>		<input type="text" value="Sear..."/>				

Remarks:

Gross	177.00
Discount	0.00
Sub Total	177.00
V A T	5.00 8.85
Net	185.85
Payment	CASH
Tendered	
Balance	-185.85

- 1) Scan the Bar Code of the Item to change the QTY press [F9] the cursor will move the last Scanned Item and again press [F9] to move the cursor back to scan here for new Item
- 2) UOM can be changed (e.g. from the PCS to Cartoon if the item definition has multi units)
- 3) Click Save the new invoice will be generated
- 4) To delete the Line Item → Press ALT + DEL function on the specific item

Sample Receipt



GLOBAL PERFUME
عطور العالمية

Branch - Corniche Commercial Center
فرع - مركز الكورنيش التجاري

VAT NO رقم ضريبة القيمة الم : 300098797400003

تاريخ الطباعة : 16:24.24 Mon 18-06-2018
رقم الفاتورة 1806000108 POS.CASH

Item الصفحة	Qty الكمية	Price السعر	Total المجموع
1 Perfume 55 ml Regular عطر 55	1.00 PC	59.00	59.00
2 Perfume 55 ml Regular عطر 55	1.00 PC	59.00	59.00

Gross	118.00	مجموع الفاتورة
VAT 5 %	5.90	ضريبة 5 %
Discount	0.00	الخصم
Net Total	123.90	صافي
Tendered	0.00	المبلغ المدفوع
Balance	-123.90	الباقى

Payment Mode CASH : طريقة الدفع :
Cashier Ahmed امين الصندوق

Return should be made within 7 days from the date of purchase. Return goods should be in its good condition with the original purchase invoice
شكرا لك Thank you

Customer Price List Menu

HOME
FILE
INVENTORY
SALES
PURCHASE
G L
RECEIVABLE
PAYABLE
ADMIN

POINT OF SALES Active Cashier SALESMAN

Unposted Posted No of Copies Duplicate

Show entries

<input type="checkbox"/>	Document No	Document Type
<input type="checkbox"/>	1805000103	POS.CASH
<input type="checkbox"/>	1805000104	POS.CASH
<input type="checkbox"/>	1805000105	POS.CASH
<input type="checkbox"/>	1806000106	POS.CASH
<input type="checkbox"/>	1806000107	POS.CASH
<input type="checkbox"/>	1806000108	POS.CASH

Showing 1 to 6 of 6 entries

Manage Session

QUOTATION

Customer Name	Net Amount
CASH CUSTOMER	319.20
CASH CUSTOMER	877.80
CASH CUSTOMER	185.85
CASH CUSTOMER	378.00
CASH CUSTOMER	159.89
CASH CUSTOMER	123.90

Previous
1
Next

SALESMAN
 QUOTATION
 SALES INVOICE
 SALES RETURN
 POINT OF SALES
 SALES VOUCHERS - NO INVENTORY
 SALES RETURN VOUCHERS
 SALES REPORTS
 CUSTOMER ITEM PRICE LIST

- 1) Click Sales Menu
- 2) The Click Customer Item Price List

Customer Price List

Used to view the price list for specific customers

Customer Item Price List v1

Search Hisam 1

10 records per page Excel Print all Print selected Copy Column visibility Search:

CODE	Name (EN)	UOM	PRICE	Document Type
1	Perfume 55 ml Regular	PC	59.00	SAL CREDIT

2

Showing 1 to 1 of 1 entries Previous 1 Next

- 1) Select the Client and then press Search Icon
- 2) List of Items purchased by the specific client

END OF SALES MODULE

PURCHASE MODULE

Purchase Invoice

PURCHASE INVOICE
7 — Save Voucher [F2] New [F5] Exit [F6]

Order No

Voucher Type **1**

Branch

Warehouse

Supplier **2**

Document No
 Date (Gre)
 Date (Hij)

Currency **3**

Rate

Srl	Item Code	Description	UOM	Qty	Price	Disc %	Total
1	10	Perfume 55 ml Regular	PC	1	25.00		25.00
2	1	Perfume 55 ml Regular	PC	1	25.00		25.00
3	<input type="text" value="Search Item"/>	4	<input style="width: 50px;" type="text" value="Sear..."/>				
4	<input type="text" value="Search Item"/>		<input style="width: 50px;" type="text" value="Sear..."/>				
5	<input type="text" value="Search Item"/>		<input style="width: 50px;" type="text" value="Sear..."/>				
6	<input type="text" value="Search Item"/>		<input style="width: 50px;" type="text" value="Sear..."/>				

Gross	50.00
Discount	0.00
Sub Total	50.00
V A T	5.00 2.50
Net	52.50


Landed Cost **6**

Payment

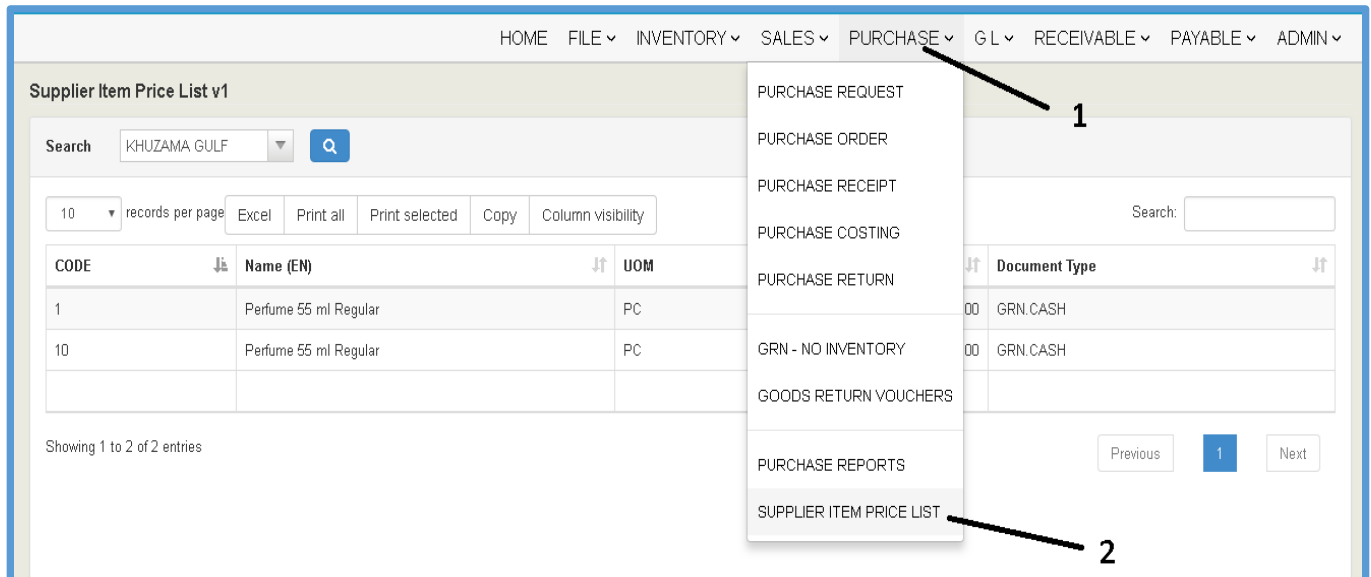
Remarks:

- 1) Select the Voucher Type Cash / Credit
- 2) Select the Supplier it is optional if it is cash to create new supplier click on the supplier link it will new supplier screen where you can enter supplier information
- 3) Select the Currency in which you purchase the Items
- 4) Enter the Line Items which you purchase
- 5) Gross and Net amount along with VAT which is adjustable
- 6) Landed cost will be added if there is extra on the item which we purchase will be distributed on Item Cost Price
- 7) Click Save then New Purchase Invoice will be generated

Sample Purchase Invoice Report

Branch - Corniche Commercial Center فرع - مركز الكورنيش التجاري		GLOBAL PERFUME عطور العالمية			
18/06/2018 5:14 pm		Purchase Invoice / فاتورة الشراء			
Document No / رقم المستند		1806000004	Invoice Date / تاريخ الفاتورة	18/06/2018	05/10/1439
Branch / فرع		HEAD OFFICE	Warehouse / مستودع	Shop	
Supplier / المورد		CASH SUPPLIER			
Supplier VAT / الضريبة					
Payment Mode / طريقة الدفع		CASH	Currency / عملة	SAR	1.00
رقم Serial	رمز الصنف Item Code	الوصف	الكمية Qty	المسعر Price	المجموع Total
1	10	Perfume 55 ml Regular عطر 55 مل	1.00	25.00	25.00
2	1	Perfume 55 ml Regular عطر 55 مل	1.00	25.00	25.00
Remarks / الملاحظات		Freight / شحن		Gross / إجمالي	
		Insurance / تأمين		Discount / خصم	
		SASO		SubTotal / حاصل الجمع	
		Custom / رسوم جمركية		VAT / ضريبة	
		Clearance / رسوم جمركية		Receipt Value / قيمة الاستلام	
		Transport / المواصلات		Total Costing / إجمالي التكاليف	
		Other / آخر		Net / كمية الشحنة	
Total Qty / الكمية		2.00			50.00
Discount Percent / نسبة الخصم		0.00			0.00
Tax Percent / النسبة الضريبية		5.00			2.50
				52.50	
				52.50	

Supplier Item Price List Menu



HOME FILE INVENTORY SALES PURCHASE GL RECEIVABLE PAYABLE ADMIN

Supplier Item Price List v1

Search: KHUZAMA GULF

10 records per page Excel Print all Print selected Copy Column visibility

CODE	Name (EN)	UOM
1	Perfume 55 ml Regular	PC
10	Perfume 55 ml Regular	PC

Showing 1 to 2 of 2 entries

PURCHASE REQUEST
PURCHASE ORDER
PURCHASE RECEIPT
PURCHASE COSTING
PURCHASE RETURN
GRN - NO INVENTORY
GOODS RETURN VOUCHERS
PURCHASE REPORTS
SUPPLIER ITEM PRICE LIST

Document Type

Document Type
00 GRN.CASH
00 GRN.CASH

Previous 1 Next

- 1) Click on Purchase Menu
- 2) Click on Supplier Item Price List

Supplier Item Price List

Supplier Item Price List v1

Search KHUZAMA GULF 1

10 records per page Excel Print all Print selected Copy Column visibility Search:

CODE	Name (EN)	UOM	PRICE	Document Type
1	Perfume 55 ml Regular	PC	25.00	GRN.CASH
10	Perfume 55 ml Regular	PC	25.00	GRN.CASH

Showing 1 to 2 of 2 entries

Previous Next

- 1) Select the Supplier from the Drop down and then click on the search button
- 2) The Grid list the Items Purchased from the Supplier along with the price which will help the Shop/Owner to negotiate the price

END OF PURCHASE MODULE

RECEIVABLE MODULE

Receivable Menu

HOME FILE INVENTORY SALES PURCHASE G L RECEIVABLE PAYABLE ADMIN

CUSTOMER

10 records per page Excel Print all Print selected Copy Column visibility

CODE	Name (EN)	Name (AR)	Mobile	VAT_NO	Membership	Membership Date	No c	Last Visited Date
1	Hisam	Hisam	0546003933		Yes	11/05/2018 00:00:00	10	21/05/2018 00:00:00
4	wertyuj	6666	44545454		No	01/01/1900 00:00:00	10	21/05/2018 00:00:00
9	Receipt Voucher		232323		No	01/01/1900 00:00:00	10	01/01/1900 00:00:00
10	40 Riyal Dress		0509369426		No	01/01/1900 00:00:00	10	01/01/1900 00:00:00

SEARCH CUSTOMER

RECEIPT

DEBIT NOTE

CREDIT NOTE

CUSTOMER TRIAL BALANCE

CUSTOMER STATEMENT

CUSTOMER AGING

1

2

- 1) Click on the Receivables
- 2) Then Click the required sub menus

Customer

CUSTOMER

1

Last No.: 10

3

Save Delete Clear ← Exit * Close

Code 2

Membership NO YES

Mobile

Name

Address

VAT NO

P.O.Box :

ZIP:

Tele 1 Tele 2

Fax

eMail:

Web

Snap

Signature

Choose File No file chosen

Choose File No file chosen

Credit Limit:

Credit Period:

Contact Person:

- 1) Displays the Last Customer Code
- 2) Enter the Unique Customer Code, Mobile, Name, Vat No etc...
- 3) Click Save

Search Customer

CUSTOMER

10 records per page Excel Print all Print selected Copy Column visibility Search:

CODE	Name (EN)	Name (AR)	Mobile	VAT_NO	Membership	Membership Date	No of Visits	Total Sales	Last Visited Date
1	Hisam	Hisam	0546003933		Yes	11/05/2018 00:00:00	102	16,888.49	21/05/2018 00:00:00
4	wertyuj	6666	44545454		No	01/01/1900 00:00:00	102	17,693.84	21/05/2018 00:00:00

Showing 1 to 2 of 2 entries

Previous **1** Next

- 1) Click on the link to edit the specific customer
- 2) Shows the details of No of Visits, Total sales, and last visited date

Receipt Voucher List

RECEIPT VOUCHER

Show Posed Vouchers **1**

3 [New](#) [Post](#) **4**

Show 10 entries Search: **5**

	Document No	Document Type	Date (GRE)	Remarks	Customer	Debit	Credit	Branch Code
<input type="checkbox"/>	1806000003	REC.RECEIPT	15/06/2018		1	0.00	3,000.00	000

Showing 1 to 1 of 1 entries

Previous **1** Next

- 1) By Selecting the Grid will display the posted receipt voucher else it will display the Unposted receipt vouchers
- 2) Click on the document no to edit the receipt voucher
- 3) Click New to create new receipt voucher
- 4) To Post the receipt voucher

5) Is used to filter the List of Receipt vouchers

Receipt Voucher

RECEIPT VOUCHER

5
Save Voucher
Delete
Print
+
Exit

Voucher Type

Branch

Customer

Document No

Date (Gre)

Date (Hij)

Salesman

Ref. No.

Date (Gre)

Date (Hij)

Remarks:

Currency	Rate	Payment Terms	Cheque #	Date	Bank	Amount
<input type="text" value="SAR"/>	<input type="text" value="1.0000"/>	<input type="text" value="CASH"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3,000.00"/>

Mode	CC	GL Code
Debit	<input type="text" value="000 - Ultra"/>	<input type="text" value="1201000001 - CASH ON HAND"/>
Credit	<input type="text" value="000 - Ultra"/>	<input type="text" value="1203000000 - ACCOUNTS RECEIVABLE-CONTROL ACCOUNT"/>

- 1) Select the Branch and Customer
- 2) Enter the details of the receipt voucher
- 3) Select the Payment Terms or Mode based on GL Account codes will be selected
- 4) Select the Debit and Credit accounts along with Cost Center
- 5) Save / Delete (Only Unposted documents) /Print the document

37 | [Back to Contents](#)

Sample Receipt Voucher Report

عطور العالمية
GLOBAL PERFUME



Receipt Voucher / سند القبض

Date 15/06/2018 Printing Date : 19/06/2018 Printing Time : 14:40:53

Document No / رقم المستند	1806000003	Document Type / قسمة نوع	RECEIPTS - RECEIVABLE RECEIPTS - RECEIVABLE
Customer Code / رمز العميل	1	Customer Name / الزبون	Hisam Hisam
Paid Amount / مبلغ	3,000.00	THREE THOUSAND AND XX / 100	
Ref Doc No / رقم المرجع	12121	Ref Doc Date / تاريخ	19/06/2018
Cheque No / رقم الشيك		Cheque Date / تاريخ الشيك	
Bank Name / اسم البنك		Currency / عملة	SAR Rate 1.00
Remarks / الملاحظات			
Debit Cost Center	000 - Ultra	Debit Account Name	1201000001 - CASH ON HAND
مركز التكلفة المدین	بی کونسبت - 000	رمز الحساب المدین	نقدية بالصندوق - 1201000001
Credit Cost Center	000 - Ultra	Credit Account Name	1203000000 - ACCOUNTS RECEIVABLE-CONTROL ACCOUNT 1203000000 - حسابات منیة
مركز التكلفة الدانن	بی کونسبت - 000	رمز الحساب الدانن	

Received by :

Approved by :

Customer Trial Balance with Movement

CUSTOMER TRIAL BALANCE

Customer: Choose a Customer

Movement 01/05/2018 19/06/2018

OK Print

10 records per page Excel Print all Print selected Copy Column visibility Search:

CODE	Name (EN)	Name (AR)	Opening Debit	Opening Credit	Movement Debit	Movement Credit	Closing Debit	Closing Credit
1	Hisam	Hisam	0.00	0.00	239.00	0.00	239.00	0.00
4	wertyuj	6666	0.00	0.00	1,544.35	0.00	1,544.35	0.00
			0.00	0.00	1,783.35	0.00	1,783.35	0.00

Showing 1 to 2 of 2 entries

Previous 1 Next

- 1) Select to date
- 2) Click OK or Print
- 3) Grid displays the result and the trial balance with movement

Customer Trial Balance without Movement

CUSTOMER TRIAL BALANCE

Customer: Movement: to

10 records per page Search:

CODE	Name (EN)	Name (AR)	Closing Debit	Closing Credit
1	Hisam	Hisam	239.00	0.00
4	wertyuj	6666	1,544.35	0.00
			1,783.35	0.00

Showing 1 to 2 of 2 entries

Customer Statement

CUSTOMER ACCOUNT STATEMENT


Customer: Movement: to

10 records per page Search:

CODE	Name (EN)	Name (AR)	Document No	Document Type	Date (GRE)	Remarks	Debit	Credit
1	Hisam	Hisam	1805000001	SAL CREDIT	21/05/2018 00:00:00		1,239.00	0.00
1	Hisam	Hisam	1805000001	REC.RECEIPT	21/05/2018 00:00:00	advance	0.00	1,000.00
1						CLOSING BALANCE	239.00	0.00

Showing 1 to 3 of 3 entries

Sample Customer Statement Report

عطور العالمية GLOBAL PERFUME					
19/06/2018 15:50:21		Customer Account Statement كشف حساب العملاء			
تاريخ/Date: 01/05/2018 - 30/06/2018					
Customer Code	كود العميل	Customer Name	اسم العميل		
1		Hisam	Hisam		
Document No	Document Type	Date (GRE)	Narration	Debit	Credit
رقم المستند	نوع الوثيقة	تاريخ الميلادى	المسرد	مدين	دائن
1805000001	SAL.CREDIT	21/05/2018		1,239.00	0.00
1805000001	REC.RECEIPT	21/05/2018	advance	0.00	1,000.00
CLOSING BALANCE				239.00	0.00

Customer Aging Analysis

CUSTOMER AGING ANALYSIS																
Customer: Choose a Customer		Movement		01/06/2018		30/06/2018		OK		Print						
10 records per page		Excel		Print all		Print selected		Copy		Column visibility		Search:				
CODE	Name (EN)	Name (AR)	Balance	30 DAYS	60 DAYS	90 DAYS	120 DAYS	150 DAYS	180 DAYS	210 DAYS	240 DAYS	270 DAYS	300 DAYS	330 DAYS	360 DAYS	ABOVE 360
1	Hisam	Hisam	239.00	0.00	239.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	wertyuj	6666	1,544.35	0.00	1,544.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			1,783.35	0.00	1,783.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Showing 1 to 2 of 2 entries

Previous 1 Next

This data shows customer outstanding balance by number of days

END OF RECEIVABLE MODULE