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**iSOLUTIONS**

**ENTERPRISE**

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**USER MANUAL**

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**LOGGING IN  
TO  
iSOLUTIONS ENTERPRISE**

## INTRODUCTION TO ISOLUTIONS

1. Double click iSolutions icon in desktop screen.
2. Type username, password and click login.

# CATEGORIES

## FILE MAINTENANCE

### CATEGORIES

#### *Creating a new Category*

1. To create new category, click **File Maintenance, Categories** then Add button.
2. Fill in Category Code and Description
3. Add as many categories as needed.
4. Then click the **Save** button.
5. Once saved, the system will notify user and save the Category to the database.

#### *Editing Category*

1. To edit category, click the “**edit**” button.
2. Double click the item you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the Category to the database.

#### *Deleting Category*

1. To delete category, click the category to be deleted.
2. Click on the Delete button.
3. Once deleted, the system will notify the user and delete the Category from Categories.

Note: Deletion cannot be performed once transaction was observed.



# LOCATION

## LOCATION

### *Creating a new Location*

1. To create new category, click **File Maintenance, Item Unit** then Add button.
2. Fill in Unit.
3. Add as many unit as needed.
4. Then click the **Save** button.
5. Once saved, the system will notify user and save the item unit to the database.

### *Editing Item Unit*

1. To edit location, click the “**edit**” button.
2. Double click the item you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the location to the database.

### *Deleting Location*

1. To delete location, click the location to be deleted.
2. Click on the Delete button.
3. Once deleted, the system will notify the user and delete the Location from Locations.

Note: Deletion cannot be performed once transaction was observed.

To view Existing Records, simply click “Existing Records”.

# ITEM UNITS

## ITEM UNITS

### *Creating Item Unit*

1. To create new item unit, click **File Maintenance, Location** then Add button.
2. Fill in Branch Code and Name.
3. Add as many locations as needed.
4. Then click the **Save** button.
5. Once saved, the system will notify user and save the location to the database.

### *Editing Item Units*

1. To edit item unit, click the “**edit**” button.
2. Double click the item you chose to edit then press ENTER or TAB.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the item unit to the database.

### *Deleting Item Unit*

1. To delete item unit, click the item unit to be deleted.
2. Click on the Delete button.
3. Once deleted, the system will notify the user and delete the item unit from Item Units.

Note: Deletion cannot be performed once transaction was observed.

# ITEM MASTERFILE

## ITEM MASTER FILE

### *Creating new Item*

1. To create a new Item, click **File Maintenance, Item Master file** then Add button.
2. Fill in all information for customer. Quantity will be filled in automatically once delivery transaction was observed.

#### 2.1 Stock Item- Items that you keep in an inventory

Coke in Can,  
Cup noodles

Any items or product you count per piece, per kilo and so on.

#### 2.2 BOM/With Ingredients/Materials- Item composition / Food ingredients/ Materials used in serving a product.

##### **Spaghetti**

200g Pasta  
50g Tomato Sauce  
Pepper  
And more ingredients

##### **Computer**

1 Mother board  
1 RAM  
1 Hard Disk  
1 Monitor  
1 Keyboard and mouse

##### **Cabinet**

Plywood  
Nails  
Sand paper  
Paint

#### 2.3 Services- Services you offer.

Computer Repair  
Software installation  
Service fee

#### 2.4 Non-Stock- not tangible items similar to services.

Such as downloadable software  
Information products such as e-books

3. Then click the Save button.

4. Once saved, the system will notify user and save the item to the database.

### ***Editing Item***

1. To edit item, click the “**edit**” button.
2. Double click the item you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the item information to the database.

### ***Deleting Item***

1. Click on Existing Reports.
2. Click the item to be deleted.
3. Click on the Delete button.
4. Once deleted, the system will notify the user and delete the item from Item Master File.

Note: Deletion cannot be performed once transaction was observed.

### ***Existing Records***

1. To view Item Information, simply click “**Existing Records**”.
2. Double click or type in search field your chosen item.

### ***Reports***

Click on Reports if you want to view Inventory of items.

### ***Create New Group Items/ Ingredients***

*To define the ingredients of one item. Example Spaghetti, how many kilo of pasta, etc.*

1. Click on Select Item button.
2. A pop up box will be shown. Click the ingredients that compose the item.
3. Click **OK** button.
4. Fill in necessary information.
5. Once saved, the system will notify user and save Group Items/ Ingredients to the database.

***Edit Group Items/ Ingredients***

1. Click **Existing Records**.
2. Click the item you chose to edit.
3. Click the “edit” button.
4. Affect the necessary changes/updates.
5. Then click the **Save** button.
6. Once saved, the system will notify user and update the New Group Items/ Ingredients information to the database.



# CUSTOMERS

## CUSTOMERS

### *Creating a new Customer*

1. To create a new customer, click **File Maintenance, Location** then Add button.
2. Fill in all information for customer.
3. Then click the Save button.
4. Once saved, the system will notify user and save the customer to the database.

### *Editing Customer*

1. To edit customer, click the “**edit**” button.
2. Double click the item you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the customer information to the database.

### *Deleting Customer*

1. Click on Existing Reports.
2. To delete customer, click the customer to be deleted.
3. Click on the Delete button.
4. Once deleted, the system will notify the user and delete the customer from Customers.

Note: Deletion cannot be performed once transaction was observed.

### *Existing Records*

1. To view Customer Record Information, simply click “Existing Records”.
2. Double click or type in search field your chosen customer.

### *Reports*

Click on Reports if you want to view Customers with Outstanding Accounts Receivable.

# SUPPLIERS

## SUPPLIERS

### *Creating a new Supplier*

1. To create a new Supplier, click **File Maintenance, Supplier** then Add button.
2. Fill in all information for supplier.
3. Then click the Save button.
4. Once saved, the system will notify user and save the supplier to the database.

### *Editing Supplier*

1. To edit supplier, click the “**edit**” button.
2. Double click the supplier you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the supplier information to the database.

### *Deleting Supplier*

1. Click on Existing Reports.
2. To delete supplier, click the item unit to be deleted.
3. Click on the Delete button.
4. Once deleted, the system will notify the user and delete the supplier from Suppliers.

Note: Deletion cannot be performed once transaction was observed.

### *Existing Records*

1. To view Supplier Record Information, simply click “Existing Records”.
2. Double click or type in search field your chosen supplier.

### *Reports*

Click on Reports if you want to view suppliers with Outstanding Accounts Receivable.

# TERMS OF PAYMENT

## TERMS OF PAYMENT

### *Creating a new Payment Term*

1. To create a new payment term, click **File Maintenance, Terms of Payment** then Add button.
2. Fill in Code, Description and # of days.
3. Then click the Save button.
4. Once saved, the system will notify user and save the payment term to the database.

### *Editing Terms of Payment*

1. To edit terms of payment, click the “**edit**” button.
2. Double click the payment term you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the terms of payment information to the database.

### *Deleting Terms of Payment*

1. Click on Existing Reports.
2. To payment term, click the payment term to be deleted.
3. Click on the Delete button.
4. Once deleted, the system will notify the user and delete payment term from Terms of Payment.

Note: Deletion cannot be performed once transaction was observed.

# EMPLOYEES

## EMPLOYEES

### *Creating a new Employee*

1. To create a new Employee, click **File Maintenance, Employee** then Add button.
2. Fill in Code and Name.
3. Then click the Save button.
4. Once saved, the system will notify user and save the employee to the database.

### *Editing Employee*

1. To edit employee, click the “**edit**” button.
2. Double click the employee you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the employee information to the database.

### *Deleting Employee*

1. Click on Existing Reports.
2. To delete employee, click the employee to be deleted.
3. Click on the Delete button.
4. Once deleted, the system will notify the user and delete the employee from Employees.

Note: Deletion cannot be performed once transaction was observed.

### *Existing Records*

1. To view Supplier Record Information, simply click “Existing Records”.
2. Double click or type in search field your chosen employee.



# USERS

## USERS

### *Creating a new User*

1. To create a new User, click **File Maintenance, User** then Add button.
2. Fill in Username, User password and User level.
3. Then click the Save button.
4. Once saved, the system will notify user and save the user to the database.

### *Editing User*

1. Click on Existing Records
2. Double click the user you chose to edit then press **ENTER** or **TAB**.
3. To edit user, click the “**edit**” button.
4. Affect the necessary changes/updates.
5. Then click the **Save** button.
6. Once saved, the system will notify user and update the employee information to the database.

### *Deleting User*

1. Click on Existing Records
2. Double click the user you chose to delete then press ENTER or TAB.
3. Then click the delete button.
4. Once deleted, the system will notify the user and delete the user from Users.

Note: Deletion cannot be performed once transaction was observed.

### *Existing Records*

1. To view user Record Information, simply click “Existing Records”.
2. Double click or type in search field your chosen user.

# COMPANY DETAILS

## COMPANY DETAILS

### *Creating Company Details*

1. To fill in Company Details, click **File Maintenance, Company Details** then Add button.
2. Fill in all necessary information.
3. Then click the **Save** button.
4. Once saved, the system will notify user and save the company details to the database.

### *Editing User*

1. Click on the “**edit**” button.
2. Double click the information you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update company details information to the database.

### *Defaults*

1. To fill in Defaults, click **File Maintenance, Company Details** then Defaults button.
2. Fill in all necessary information. Information given will be used as default values in Front End (Cashier).

# PURCHASING

## COMPLETING TRANSACTIONS

### PURCHASE ORDER

#### *Create New Purchase Order*

1. To create new Purchase Order (PO), click **Purchasing** from **Main Menu** and click **on Purchase Order**. OR Click Purchase Order button in Shortcut Buttons.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in PO printout; serves only as Notes.
8. Then click the Save button.
9. Once saved, the system will notify user and save the PO transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) PO.

#### *Editing Purchase Order*

1. Click on Existing.
2. Double click the PO you chose to edit.
3. To edit PO, click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the Save button.
6. Once saved, the system will notify user and update the PO information transaction to database.

#### *Purchase Order Reports*

1. Click on **Reports**.
2. Choose Start and End Date. Click your chosen report.

3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) PO.

***Voiding Purchase Order***

1. Click on Existing.
2. Chose the PO you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.

# DELIVERIES



## DELIVERIES

### *Receive Deliveries*

#### **C. Non-PO**

1. To create new Deliveries , click **Purchasing** from Main Menu and click on **Deliveries**. OR Click Deliveries button in Shortcut Buttons.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in Delivery printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the delivery transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) delivery.

#### **D. With PO**

1. To create new Deliveries , click **Purchasing** from Main Menu and click on **Deliveries**. OR Click Deliveries button in Shortcut Buttons.
2. Click Create New button.
3. Click Open PO and double click your chosen PO.
4. Fill in and choose all necessary information; e.g. received quantity, etc.
5. Click on New Line button to add item line.
6. Click on Insert Remarks button to add remarks.
7. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
8. Click on Other Information button and fill in necessary information. Other information are not seen in Delivery printout; serves only as Notes.
9. Then click the **Save** button.
10. Once saved, the system will notify user and save the delivery transaction to database.

11. Click Print button should you wish to Preview, Print or Save As (export) delivery.

### ***Editing Deliveries***

1. Click on **Existing**.
2. Double click the delivery you chose to edit.
3. To edit delivery, click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the **Save** button.
6. Once saved, the system will notify user and update the delivery information to the database.

### ***Delivery Reports***

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.
3. Click Print button should you wish to Preview, Print or **Save As** (export to MS Excel, etc.,) delivery.

### ***Voiding Deliveries***

1. Click on Existing.
2. Chose the delivery you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.

**RETURN TO  
SUPPLIER**

## RETURN TO SUPPLIER

### *Create New Return to Supplier*

1. To create new Return to Supplier, click **Purchasing** from **Main Menu** and click on **Return to Supplier**.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in Return to Supplier printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the Return to Supplier transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) Return to Supplier.

### *Editing Return to Supplier*

1. Click on Existing.
2. Double click the Return to Supplier transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the **Save** button.
6. Once saved, the system will notify user and update the Return to Supplier transaction information to database.

***Return to Supplier Reports***

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.
3. Click Print button should you wish to Preview, Print or **Save As** (export to MS Excel, etc.,) Return to Supplier.

***Voiding Return to Supplier***

1. Click on Existing.
2. Chose the Return to Supplier transaction you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.

# PAYMENTS

## PAYMENTS

1. Click **Purchasing** from Main Menu and click on **Payments**.
2. Click Find Payable button.
3. A pop up box will be shown. Double click applicable supplier.
4. List of invoices to be paid are shown.
5. Double click invoices you wish to settle.
6. Fill in necessary information.
7. Press **ENTER** after amount.
8. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
9. Click Apply Payment button to save transaction.

# WITHDRAWALS / TRANSFERS



## **INVENTORY TRANSACTIONS**

### **WITHDRAWALS/ TRANSFERS**

#### ***Create New Withdrawal***

1. To create new Withdrawal, click **Inventory Transactions** from Main Menu and click on **Withdrawals** OR click **Withdrawals/Transfers** button from Short cut buttons.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in Withdrawal/Transfer printout; serves only as Notes.
8. Then click the Save button.
9. Once saved, the system will notify user and save the Withdrawal/Transfer transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) Withdrawal/Transfer.

#### ***Editing Withdrawal/Transfer***

1. Click on Existing.
2. Double click the Return to Supplier transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the **Save** button.
6. Once saved, the system will notify user and update the Return to Supplier transaction information to database.

#### ***Withdrawal/Transfer Reports***

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.

3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) Withdrawal/Transfer.

***Voiding Withdrawal/Transfer***

1. Click on Existing.
2. Chose the Withdrawal/Transfer transaction you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.

**STOCKS  
QUANTITY  
ADJUSTMENT**

## STOCKS QUANTITY ADJUSTMENT

### *Create New Stocks Quantity Adjustment*

1. To create new Stocks Quantity Adjustment, click **Inventory Transactions** from Main Menu and click on **Stocks Quantity Adjustment**.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in stocks quantity adjustment printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the stocks quantity adjustment transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) stocks quantity adjustment

### *Editing Stocks Quantity Adjustment*

1. Click on Existing.
2. Double click the stocks quantity adjustment transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the **Save** button.
6. Once saved, the system will notify user and update the stocks quantity adjustment transaction information to database.

### *Stocks Quantity Adjustment Reports*

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.
3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) stocks quantity adjustment.

### ***Voiding Stock Quantity Adjustment***

1. Click on Existing.
2. Chose the stocks quantity adjustment transaction you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.



**OFFICE USED**

## OFFICE USED

### *Create New Office Used*

1. To create new Office Used, click **Inventory Transactions** from Main Menu and **click on Office Used**.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in office used printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the office used transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) office used.

### *Editing Office Used*

1. Click on Existing.
2. Double click the office used transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the **Save** button.
6. Once saved, the system will notify user and update the office used transaction information to database.

### ***Office Used Reports***

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.
3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) office used.

### ***Voiding Office Used***

1. Click on Existing.
2. Chose the office used transaction you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.



# SPOILAGE ENTRY

## SPOILAGE ENTRY

### *Create New Spoilage Entry*

1. To create new Spoilage Entry, click **Inventory Transactions** from Main Menu and click on **Spoilage Entry**.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in spoilage entry printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the spoilage entry transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) spoilage entry.

### *Editing Spoilage Entry*

1. Click on Existing.
2. Double click the spoilage entry transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the Save button.
6. Once saved, the system will notify user and update the spoilage entry transaction information to database.

### *Spoilage Entry Reports*

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.

3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) spoilage entry.

***Voiding Spoilage Entry***

1. Click on Existing.
2. Chose the spoilage entry transaction you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.



# PRODUCTION

## PRODUCTION

### *Create New Production Entry*

1. To create new Production Entry, click **Inventory Transactions** from Main Menu and click on **Production**.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in production printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the production transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) production.

### *Editing Production*

1. Click on Existing.
2. Double click the production transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the Save button.
6. Once saved, the system will notify user and update the production transaction information to database.

### ***Production Reports***

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.
3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) production.

### ***Voiding Production Entry***

1. Click on Existing.
2. Chose the production transaction you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.



**SALES AND  
INVOICING**

## SALES AND INVOICING

### *Create New Invoice Entry*

1. To create new Sales/ Invoice, click **Sales** from Main Menu and click on **Sales and Invoicing** OR click on Sales button on Shortcut buttons.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in invoice printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the invoice transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) invoice.

### *Editing Invoice*

1. Click on Existing.
2. Double click the invoice transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the Save button.
6. Once saved, the system will notify user and update the invoice transaction information to database.



### ***Invoicing Reports***

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.
3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) invoice.

### ***Voiding Invoice***

1. Click on Existing.
2. Chose the invoice transaction you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.



# COLLECTIONS

## COLLECTIONS

1. Click Sales from Main Menu and click on **Collections**.
2. Click Select Receivable button.
3. A pop up box will be shown. Double click applicable Customer.
4. List of invoices to be settled are shown.
5. Double click invoices you wish to settle.
6. Fill in necessary information.
7. Press ENTER after amount.
8. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
9. Click Save Collection button to save transaction.



**SALES  
RETURNS**

## SALES RETURNS

### *Create New Sales Returns*

1. To create new Sales Returns, click **Sales** from Main Menu and click on **Sales Returns**.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in sales returns printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the sales returns transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) sales returns.

### *Editing Sales Returns*

1. Click on Existing.
2. Double click the sales returns transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the Save button.
6. Once saved, the system will notify user and update the sales returns transaction information to database.

### *Sales Return Reports*

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.
3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) sales returns.

***Voiding Sales Returns***

1. Click on Existing.
2. Chose the sales returns transaction you want to void.
3. Click Void Transaction button.
4. The system will notify the user once chosen transaction is voided.



**EXPENSES  
FILE**

## EXPENSES FILE

### *Creating a new Expense*

1. To create new Expense, click **Expenses** from Main Menu then Add button.
2. Fill in expense Code and Description
3. Add as many expenses as needed.
4. Then click the **Save** button.
5. Once saved, the system will notify user and save the expenses to the database.

### *Editing Expense*


1. To edit expense, click the “**edit**” button.
2. Double click the expense you chose to edit then press **ENTER** or **TAB**.
3. Affect the necessary changes/updates.
4. Then click the **Save** button.
5. Once saved, the system will notify user and update the expense to the database.

### *Deleting Expense*

1. To delete expense, click the expense to be deleted.
2. Click on the Delete button.
3. Once deleted, the system will notify the user and delete the expense from Expenses.

Note: Deletion cannot be performed once transaction was observed.





**EXPENSES  
ENTRY**

## EXPENSES ENTRY

### *Create New Expense Entry*

1. To create new Sales Entry, click **Expenses** from Main Menu and click on **Expenses Entry**.
2. Click Create New button.
3. Fill in and choose all necessary information.
4. Click on New Line button to add item line.
5. Click on Insert Remarks button to add remarks.
6. Should you wish to delete row, highlight row and click on Delete Line button to remove row.
7. Click on Other Information button and fill in necessary information. Other information are not seen in expenses entry printout; serves only as Notes.
8. Then click the **Save** button.
9. Once saved, the system will notify user and save the expenses entry transaction to database.
10. Click Print button should you wish to Preview, Print or Save As (export) expenses entry.

### *Editing Expense Entry*

1. Click on Existing.
2. Double click the expenses entry transaction you chose to edit.
3. Click the New/Modify button.
4. Affect the necessary changes/updates.
5. Then click the Save button.
6. Once saved, the system will notify user and update the expenses entry transaction information to database.

### *Expense Reports*

1. Click on Reports.
2. Choose Start and End Date. Click your chosen report.

3. Click Print button should you wish to Preview, Print or Save As (export to MS Excel, etc.,) expenses entry.

***Voiding Expense Entry***

1. Click on Existing.
2. Chose the expenses entry transaction you want to void.
3. Click Delete Transaction button.
4. The system will notify the user once chosen transaction is voided.

# FREQUENTLY ASKED QUESTIONS

## FREQUENTLY ASKED QUESTIONS

### HOW TO DO BACK UP?

To back up the database, simply follow instruction below:

1. Run or double click the DBBackupRestore.exe
2. In the first text box, type the sever name.
3. Click Connect button.
4. Select the GRDB from the drop down box.
5. Click Backup button and save the file to the desired folder name.

Though the system has its own automatic backup, it would also be wise to back up the system using USB or external hard disk.

### HOW TO RESTORE DATABASE?

To restore the database simply follow the instructions:

1. Run or double click the [DBBackupRestore.exe](#).
2. In the first text box, type the server name.
3. Click Connect button.
4. Select the GRDB from the drop down box.
5. Click Restore button and select the file to restore.

### ACCIDENTAL VOIDING?

Create again the transaction using all data from the voided transaction.

### WHY CAN'T I ACCESS ALL FEATURES?

Check your User restriction options. All Users are given per level access to system features.