User e-Manual

PEAS Billing Software 1.2v

S. No	Title	Page No.
	INTRODUCTION	
1	**LOGIN PAGE**	**3**
2	**AUTHENTICATED**	**3**
3	**DASHBOARD**	**4**
3.1	STANDARD BAR	4
3.2	MAIN PANEL	4
3.3	ADMINISTRATION PANEL	4
4	**SETTINGS**	**5**
4.1	GENERAL SETTINGS	6
4.1.1	COMPANY PROFILE	7
4.1.2	PRINTER & PAPERS SETTINGS	7
4.2	SCALES	8
4.3	LOCATIONS	9
4.4	USERS	9
4.4.1	CHANGING PASSWORD	10
4.5	ROLES & PERMISSIONS	10
4.6	PROFILE	11
4.7	SHORTCUT KEYS	12
4.8	IMAGES	13
4.9	LOGIN HISTORY	13
5	**STOCKS**	**14**
5.1	STOCK OPERATION	15
5.2	ITEMS CATEGORIES	17
5.3	TAXES	18
5.4	TAX CATEGORIES	18
5.5	CUSTOMER TAX	19
5.6	SUPPLIER	20
5.7	STOCK MAINTANENCE	22
5.8	SALES REPORT	22
5.9	CASH BY USER	23
5.10	SALES BY PRODUCT	23
5.11	TAXES	25
5.12	CURRENT STOCK	25
5.13	LABEL PRINT & BARCODE PRINT	26
6	**CUSTOMERS**	**28**
6.1	CREATE NEW CUSTOMER	28
6.2	UPDATE CUSTOMER	28
6.3	CUSTOMER REPORT	29
6.4	LEDGERS	30
6.5	DAYBOOK	31
6.6	LEDGER SUMMARY	32
6.7	BANK/CASH IN HAND	33
6.8	CLOSED CASH	33
7	**SALES BILL**	**34**
7.1	SELECTING THE ITEM	34
7.2	ENTERING THE BILL NUMBER	36
8	**SALES RETURN**	**37**
9	**PAYMENTS**	**38**
10	**CLOSE CASH**	**41**
	TERMS & CONDITIONS	**42**

INTRODUCTION

PEAS Technologies is a leading organization in software developing field and also business consulting organization with experience in building high end database driven applications for customers from small to medium enterprises and entrepreneurial community. We also have strong competencies in Open Source, Microsoft platform and Mobile Apps. Our cost effective Software Development provides high quality software solutions to partners globally. Our focus has made us one of the pioneers in strategic offshore outsourcing of software services for over 8 years in diverse platform across variety of technologies. PEAS Technologies has evolved through platforms like Microsoft, open Source and Sun technologies which are able to supported with value added services of QA and graphic designing.

Recently we extract an application to the comfort zone of various businesses like textiles, supermarkets, medical shops etc. We named our comfort application as PBS **(PEAS Billing Software)**, the main attributes of this software is to track purchase details, sales details, Product details and also helps to create true and fair accounts and ledger. Our application suits those persons who are doing more than one business; and supports mainly for billing purpose.

Some more unique features of our software is mentioned below

- Easy billing.
- Maintain sales details up to date.
- Using barcode and auto feed for billing.
- Storing stock maintenance report.
- Maintain account details with profit/loss.
- Printing barcode label for products.
- To calculate each product profit details automatically.
- Store user history and their sales details.
- Securely maintain the details.
- Maintains ledger.

On the whole it add benefits to the business concern in the field of textiles, super market, medical shops and many more areas who consider billing to be done in an easier way. Moreover our organization has planned and executed this peas billing software in an effective and efficient way so that we young generation can shift from hard work to smart work in cost effective manner.

Finally our application is easy to understand and work with as user friendly.

1. LOGIN PAGE

Figure 1- Login screen

The first **Login screen** that appears often when the users view our application. This screen contains list of *Users*. Based on *Role* and purpose (billing, Stock, Account etc...) The person who can select the user. It also shows working *Computer Name* and *Current Time*.

Finally, using **Close Button to** close the application after completion of the work.

2. AUTHENTICATED:

- Authenticated User can only allowed to entering into these application.
- User Name and Password is must to **Login**.

3. DASHBOARD

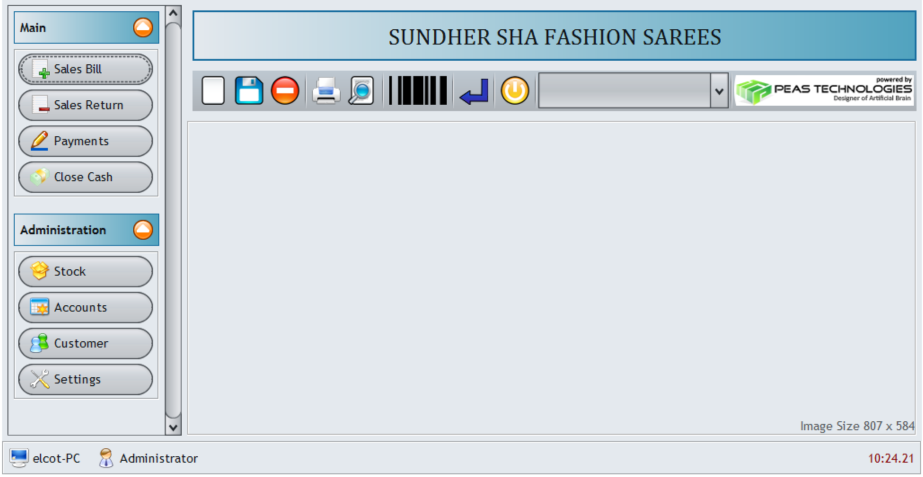


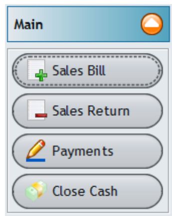
Figure 3 – Dashboard screen

- Dashboard has *Main Panel*, *Administration Panel* and *Standard Bar*.
- DashBoard templeate which it uses to view the main panel details and administration details in all screens.

3.1. Standard Bar

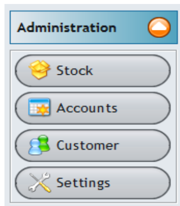
Figure 3.1 – Standard Buttons

- *Standard Bar* which contains *New*, *Save*, *Delete*, *Print*, *Print Preview*, *Barcode Mode*, *Auto Feed* and *Close* buttons
- Each and every screen which it's has the standard bar.
- Some form doesn't support the button feature which it means that button is in inactive state.
- Details are saved by using save button ,for delete option using delete button.
- Using print button , we can print the report.
- To read the barcode of the product, we can use button.
- To close this application at any point of time using button



3.2. Main panel

Main panel contains major part of the functions such as Sales *Bill, Sales Return, Payment* and *Close Cash*.



3.3. Administration Panel

Administration is most important role in every business. Administration panel which it contains the stock maintenances details, Account details, Auditing details, customer Account details and etc...

4. SETTINGS

- Administration Panel contains setup (setting Menu) functionality, which it use view the general functionality of our application. We can setup our Business Name, Address, Phone Number, etc,.
- If any installation process, to configure the setup file; for changing the old one the same process has followed.
- We can change the screen style, font style and billing style, etc, in settings.

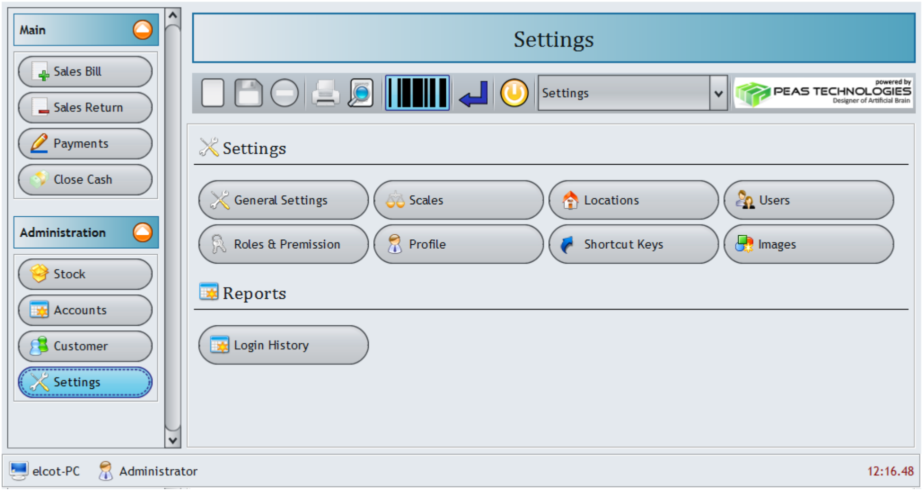


Figure 4. Settings Panel

Settings Dashboard has several command panels to control the applications there are

a. General Settings – Describes about Company, Printer, Screen Appearance Details etc,
b. Scales –which it use to measure Items (Example: gram, kilo gram, Litre, Meter, etc...)
c. Locations –which it describes the places for items, stocks, etc?
d. Users – Use to create and manage user accounts.
e. Roles & Permission – Use to create & alter the user rights and permission
f. Profile – Logged user profile
g. Shortcut Keys – Using these keys the user can activating, deactivating and changing for all commands.
h. Images – Logo and login images altering
i. Login History – History of all logged users in this application

4.1. GENERAL SETTINGS

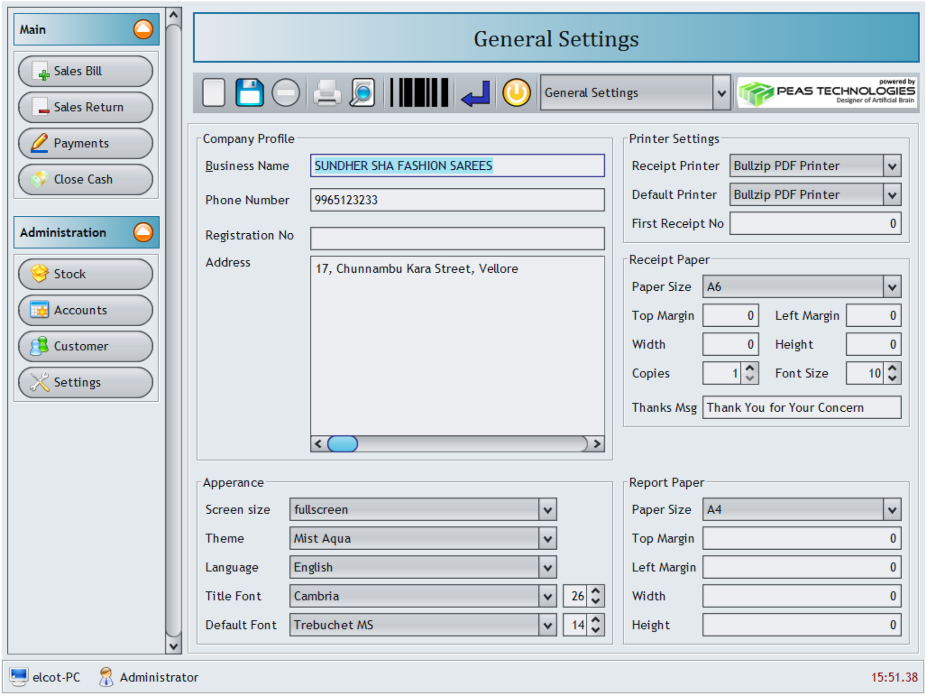
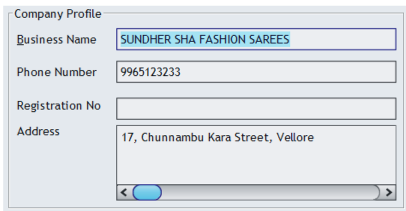


Figure 4.1-General Settings screen

General Settings Panel has *five* sub panels, *Company Profile, Printer* Settings, *Receipt Paper Settings, Report Paper Settings* and *Appearance Settings.*

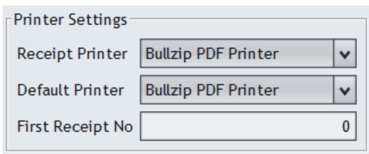
4.1.1. Company Profile



Company Profile which it contains, Business Name, Mobile or Phone Number, Registration Number and Address. Sales, Purchase, Accounts and reporting which it have the same profile functionality.

4.1.2. Printer Settings

Our application supports all kinds of printers. At any time you can select desired printer to print bills and report.

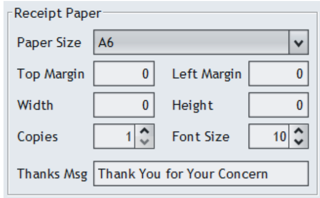


- Receipt Printer – which it for *Sales, Sales Return, Purchase, Purchase Return, Receipt, Payment and Close Cash*
- Default Printer – which it for printing Reports like *Sales Report, Stock Report, etc.*
- First Receipt No. – Once the receipt number can generate, it can't be altered.

4.1.3. Receipt Paper Settings Panel

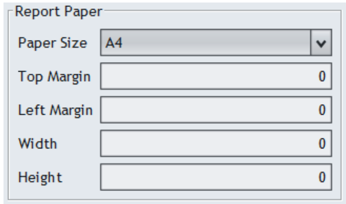
Each shop contains different style and size of paper, in order to support all size of paper the receipt paper settings can be used.

- Paper size, it's related to width and height of your billing paper. Measure the paper size height and width by inch wise with multiplication of 72. Example paper size is *4 inch x 3 inch* then height is 288 and width is 216.
- Top and Left Margins are used to provide gap in left and top.
- User may select the number of copies which they want.
- Font Size which it's for letter.
- Thanks message, which it is choice able, if its blank it doesn't matter, else it have any content message it will display in sales and bill dashboard.



4.1.4. Report Paper Settings

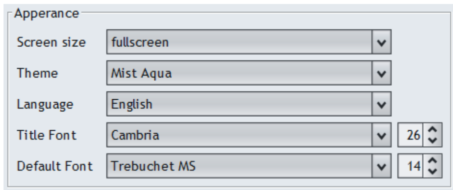
Report paper setting which it is used for Report Panel; it has same as Receipt paper settings.



4.1.5. Appearance Settings

Appearance Settings help us to change view of our application and language.

- *Screen Size* has option of full screen and window mode, full screen which it shows full resolution application of the monitor size and window mode which it contains the *title bar, minimize button, maximize button* and *close* button.



4.2. Scales

Scales - Scale is most important settings in application; Application has predefined scales, like *Meter, Kilogram* and *Litre's*. User can add their own Units/Scale by using *Scale Menu* in *Settings*.

- Scales support to create new, update or delete by standard buttons.
- List of scales and their symbols are listed in left side of scales panel
- To alter the existing scale, double click the scale list which its shows
  - Name – Name of Scaling (Example Gram, Kilogram, Milligram etc...)
  - Symbol – Symbol of Scale (Example Kg, L, Qty)
  - Parent – Parent of the current scale example, gram is parent of Kilogram and Milligram
  - Multiplayer – number of division by parents; example Kilogram is 1000 grams and Milligram is 1/1000 grams, so multiplayer for Kilogram is 1000 and for Milligram 0.001
- After creating new or alter click the button to save or update scale.

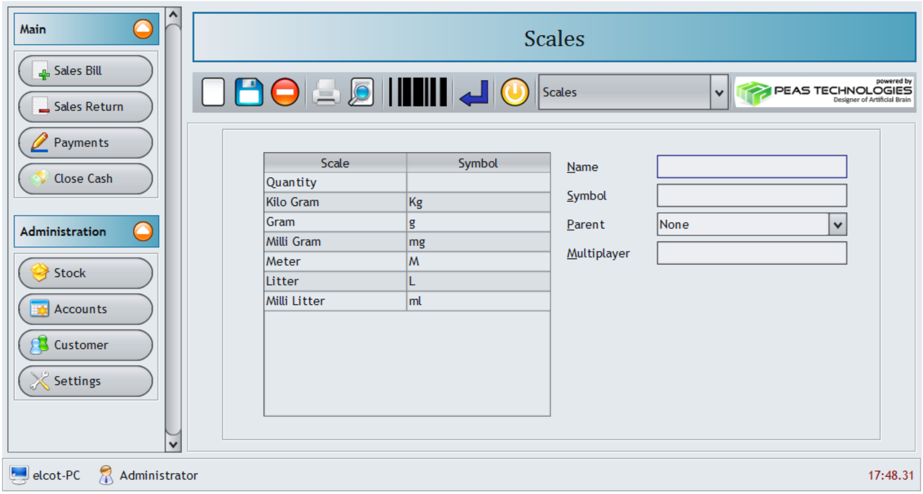


Figure 4.2 Scales Screen

4.3. LOCATIONS

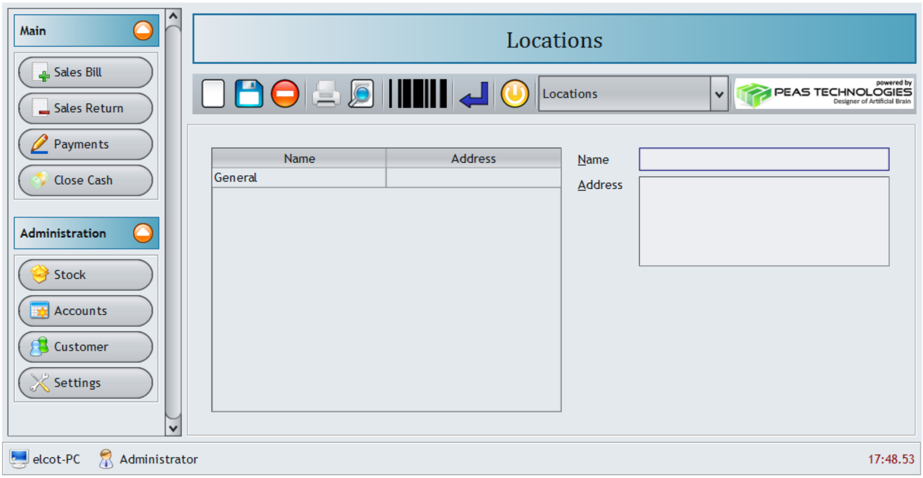


Figure 4.3 Location Screen

Each shop has many stock maintenance location, in order to keep the stock in many places our application has design to support all locations. Stock has transfer from one place to another, which can transfer to create the location details has Location *Name* and *Address*. Location to create new, alter and delete optional ties. Delete option is possible only if there is no stock in that location.

4.4. USERS

In our application which has default users, Administrator, Manager, Employee and Guest. Other than administrator all users doesn't have any rights. To set the permission for Roles in roles and Permission settings.

- Application support any number of user can able to create
- Press ☐ to create new user or select anyone user to update their information
  - Username – Unique name of user (it can't be altered)
  - Display Name – Name to display in *Login Panel*
  - Group – Which group that user belongs
  - Password & Repeat Password – Secret code (Optional)
  - Active – If ticked then only users can able to get login
  - Image – Image to display in *Login Panel*
- Final press to save new user or altered user.

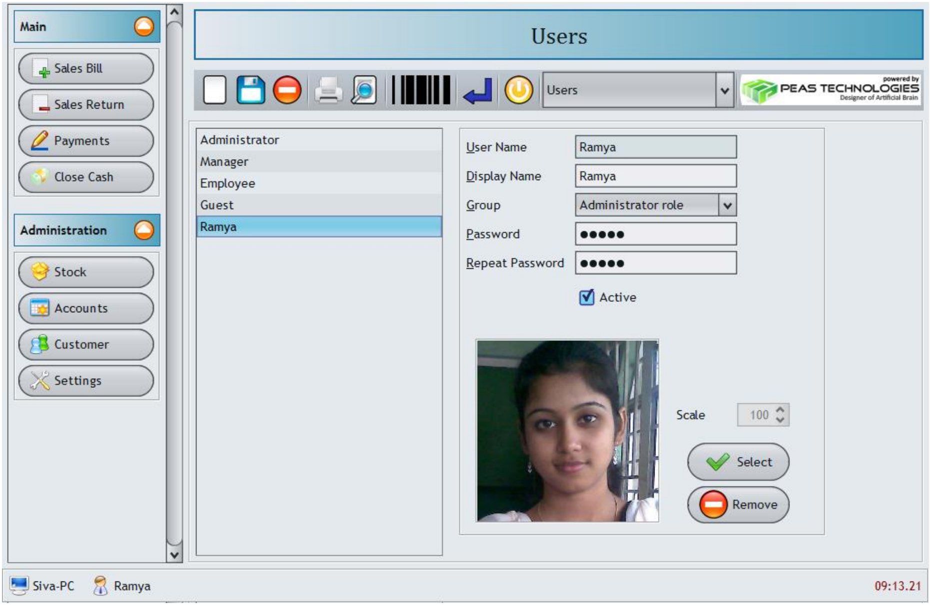


Figure 4.4 Users Detail Screen

After updating/creating new user, user listed below shown panels (*User Panel, Login Panel* and *Users Panel*)

4.4.1. CHANGING PASSWORD

Administrator or Authenticate user can change others password without their knowledge, it has done by same above mentioned steps. And we can block any user at any time without deleting his history or information by *Removing Tick* in *Active* option.

4.5. ROLES AND PERMISSIONS

Roles, which it have the all application features of the users. Permission mean grand them to do action whether they can *Read, Create, Alter, Delete* or *Print*. We can create any number of *User Group*; Every User must be under some user group, that user has all features assigned in that *User Group*.

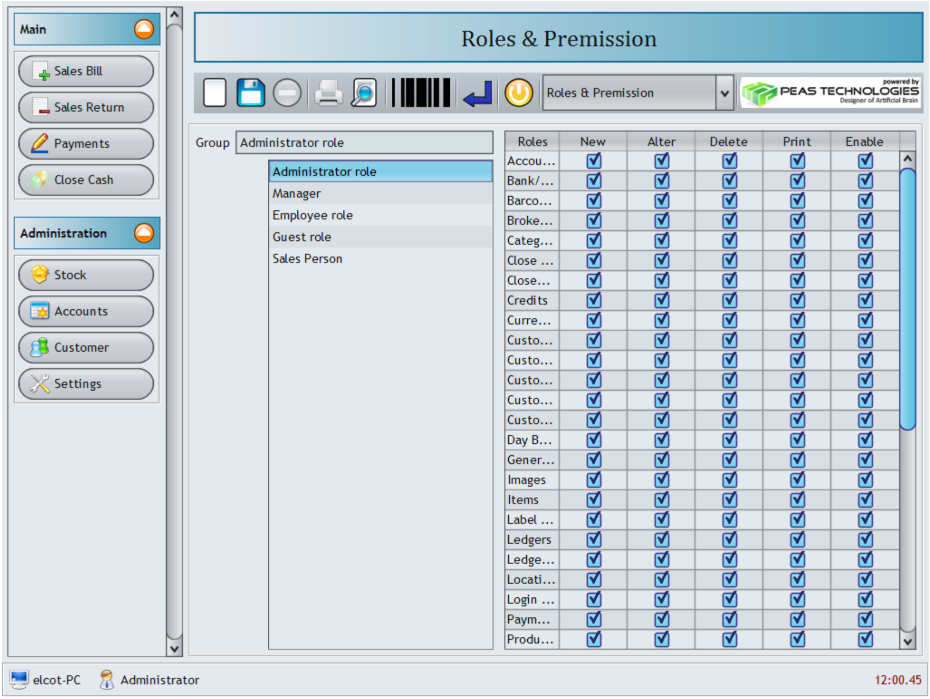


Figure 4.5 Roles and Permission Screen

- Other then *Administrator Role*, we can alter or delete the roles.
- To create new role press *New Button* in standard bar, and provide role name and select permissions.
- By default Administrator User has all right to access all points of application.
- Assign Sales in user group, select the role check in the actions such as *new, alter, delete* and *print* and check the *enable* action to give the permission for specific user, otherwise they can't able to do any actions in our application.

4.6. PROFILE

Individual user can change their display name, photo and password by *Profile Menu*

- To change the *Display Name* or *Photo* there is no need to give password.
- Need required password to change or *Remove Password*.
    - Type *New Password Twice*. If you want to *Remove Password* keep it *Blank*
- Save to all these steps.

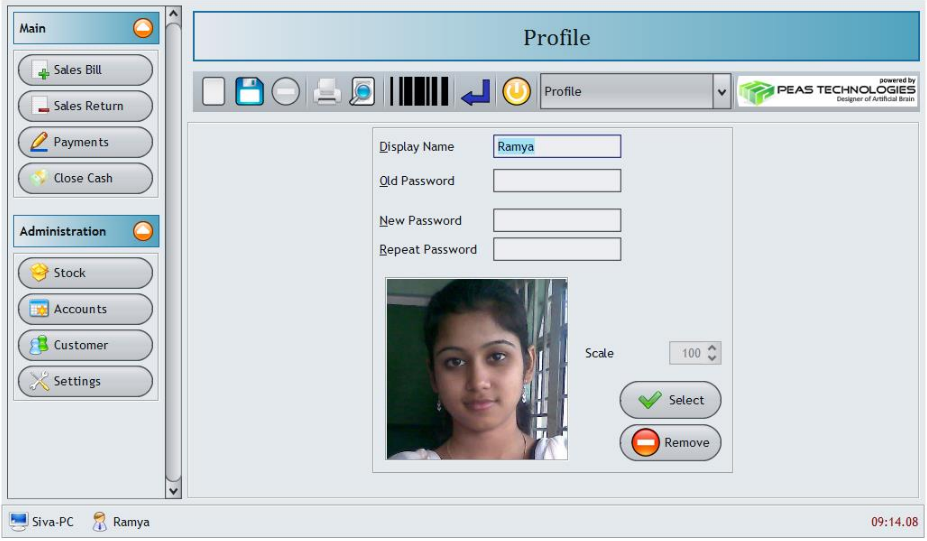


Figure 4.6 – Profile screen

4.7. SHORTCUT KEYS

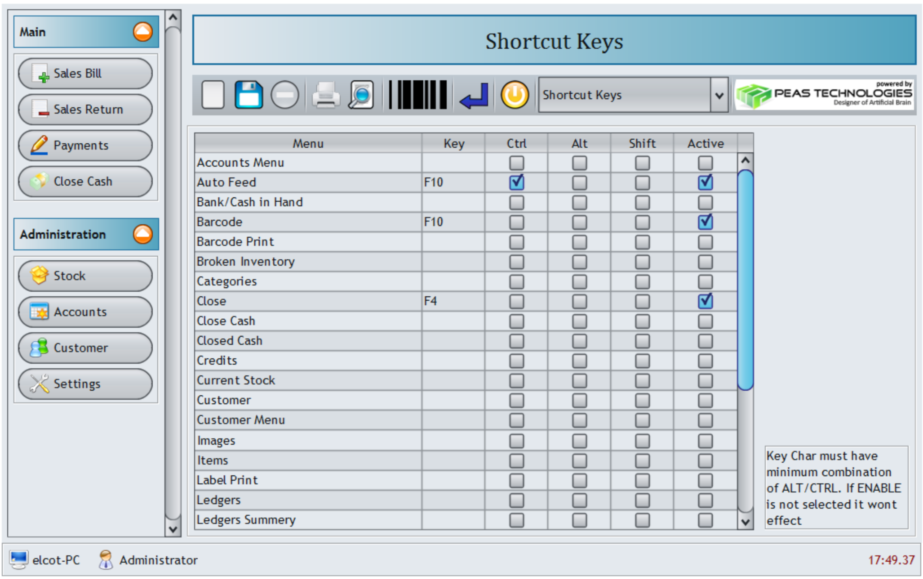


Figure 4.5– Shortcut key screen

Shortcut keys are used to work with keyboard, its use to reduce the manual work. Pointing device like mouse, pen its taking more time to work, in order to avoid the lacking of work our application has designed with shortcut keys. In our application designed by all kinds of operating system commands like windows, DOS/FoxPro, UNIX, Linux which is accept all kinds of shortcut keys.

Other then special key F1 to F12, all keys are must any one combination of Ctrl or Alt key.

- We can also choose the shortcut key ourselves, for example we want to change or give new shortcut key for the menu, have to give the key letter in the key field then select the Ctrl/Alt/Shift key and then choose active. Finally save it.
- The key fields are redirect to action automatically.

4.8. IMAGES

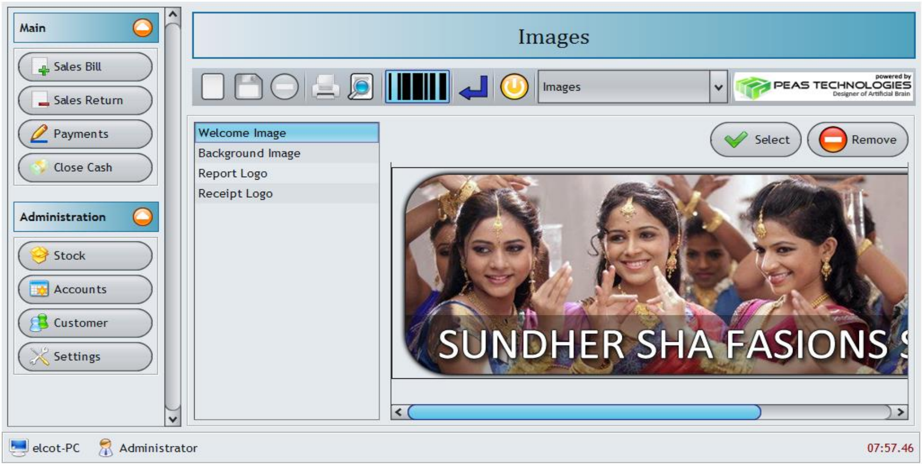


Figure 4.6– Image screen

- In our application we are using *Four Images*, these are
  - Welcome Image – Its showed in *User List Panel* refer figure 1
  - Background Image – Its showed in Dashboard Background Image
  - Report Logo – Its used to print Logo in various reports
  - Receipt Logo – Its used to print Logo in Receipts (sales, purchase etc)
- Select *Image* in *List Box,* which one you want to change.
- To change or choose new one, have to browse from system to select using Select button.
- To remove the image select Remove button in list.

4.9. LOGIN HISTORY

Login history shows the login details of all users' details like *User Name, System Name, In Time, Out Time* and *Status*.

Report can be generated with different options,

- By Specified User or all Users
- By Specified System or All System
- By Specified Date(Today, Yesterday, Current Month, Last Month etc) or from beginning

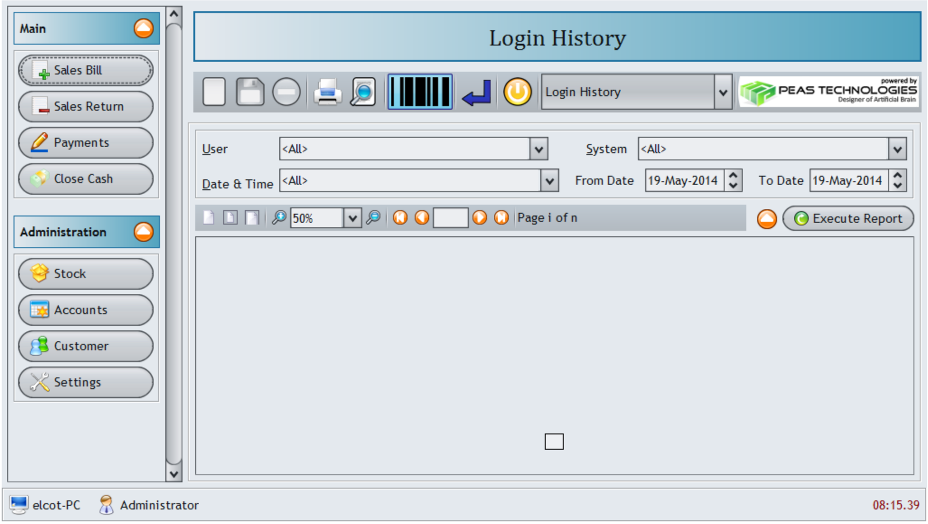
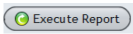


Figure 4.7.1 Login History Screen

After selecting these options, to generate report press  button.

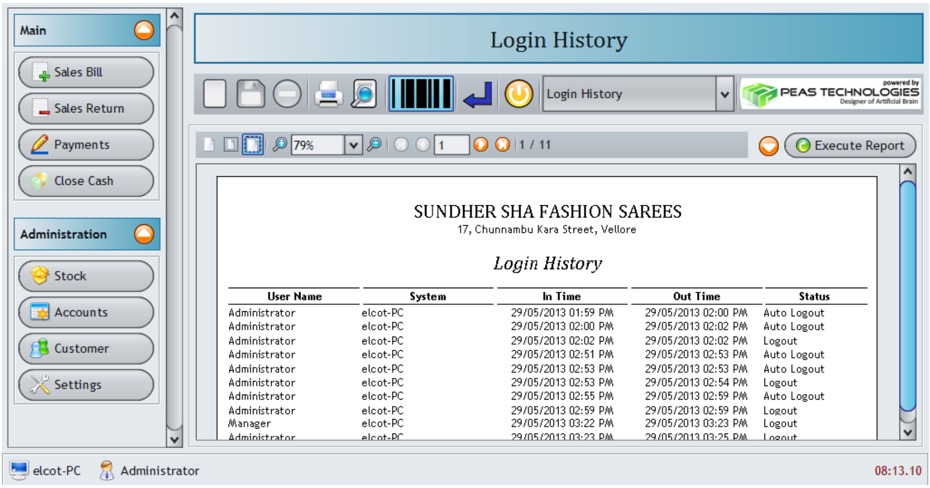


Figure 4.7.2 Login History Report

5. STOCK

Stock Menu has several submenus related to Item, stock, maintenance, taxing and etc..,

i. Stock Operations
   a. Items – Maintain Items (Products)
   b. Item Categories – Maintain Items Group
   c. Taxes – Maintain Taxing
   d. Tax Categories – Maintain Taxing Categories
   e. Customer Tax – Maintain General and Retailer Tax Categories
   f. Supplier – Maintain Suppliers

g. Stock Maintenance – Its has Purchase, Purchase Return, Breakage and Crossing

ii. Reports

a. Sales Report – General Sales report
b. Cash by User – Sales report by user views
c. Sales by Product – Individual product wise sales report
d. Taxes – collected taxes by daily, weekly, monthly & yearly
e. Current Stock – available current stock (including negative stock)
f. Label Print – price sticker printing using labels (generic)
g. Barcode Print – price sticker printing using barcode printer

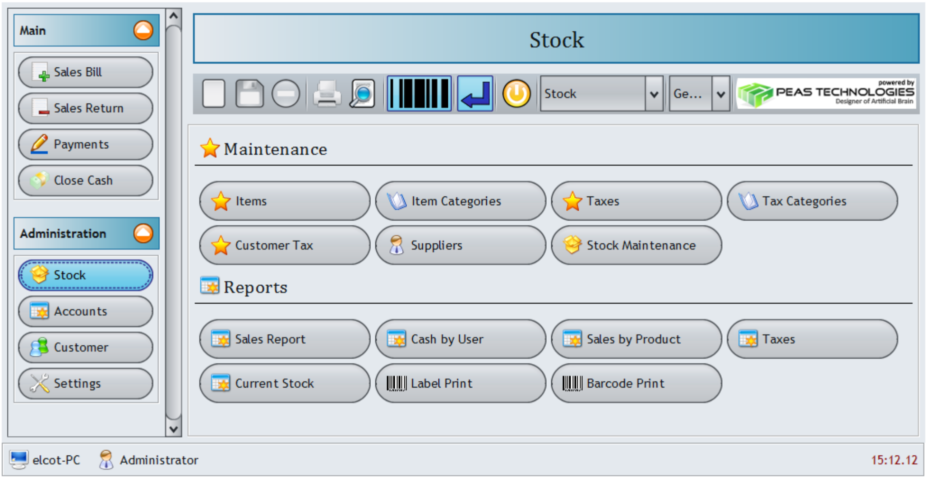
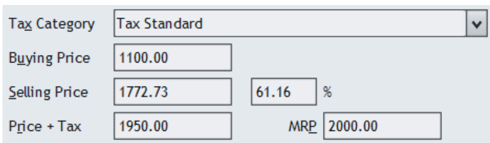


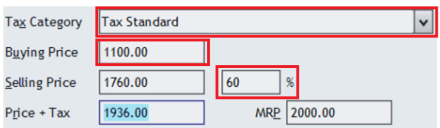
Figure 5. Stock Dashboard

5.1. STOCK OPERATION

5.1.1. ITEMS

5.1.2. Price Fixing





Our application provides better way to fix price, for example someone wants to purchase *Cotton Silk* Rs 1100.00, and they wish to sell it minimum profit has 60%, applicable Standard Tax has 10%; select tax, fill Buying Price, and Percentage, then the product selling price Rs.1760.00 and Price + Tax Rs.1936.00, adjust amount nearest rounded value example Price + Tax is Actual product selling price fixed has Rs.1950, now my selling price is Rs.1772.73 and Profit Percentage is 61.16%. This powerful tool reduces the calculation time.

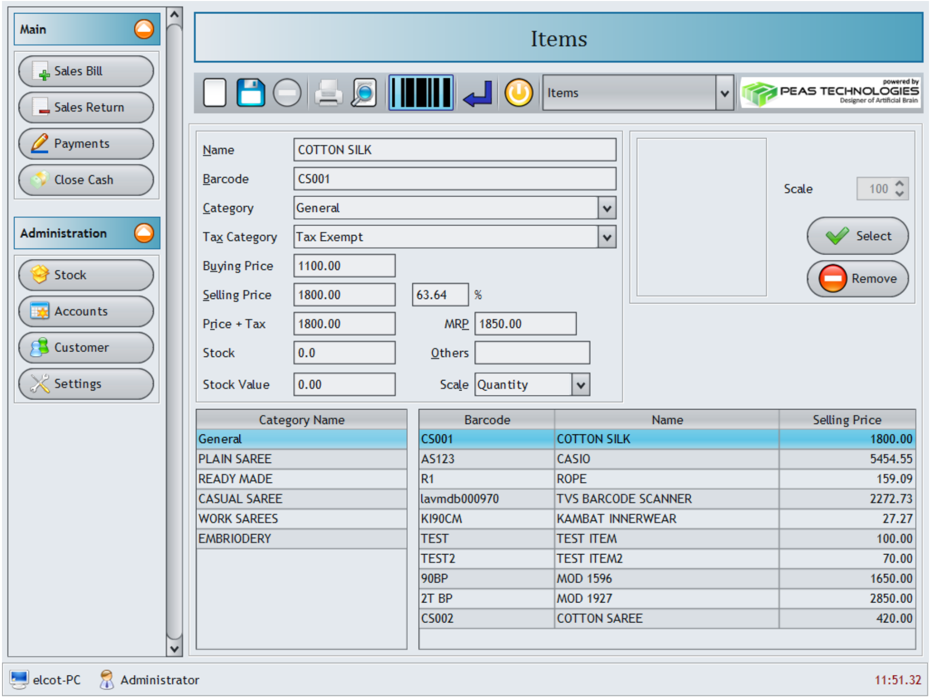


Figure 5.1 Stock Items Screen

5.1.3. Creating New Item & Updating Item

To create new item, the item name, barcode/product code, Item Category, Taxing Category, Buying Price, Selling Price or Profit Percentage has must. The list doesn't have item category which we have to create the item category in list, these are the same step for *Tax Category.*

To create new item press ☐, for editing existing item select category and double click item, then provide all following details and press ☐ button to update information.

a. Barcode – Unique (Each product have each unique code) Product code
b. Name – Product name or product description
c. Category – type of product
d. Tax Category – Tax category example standard tax, VAT etc.,
e. Buying Price – as per purchase order (wrong values affect balance sheet)
f. Selling Price – Buying price + Tax + Profit
g. Scale – Units

5.1.4. Changing Category/Tax Category

In Some cases user may want to change the product/item from one category to another category because of wrong entered data or dividing many categories.

a. Select Category it may general or any other created by user.
b. Double click product.
c. We can change the values of product.

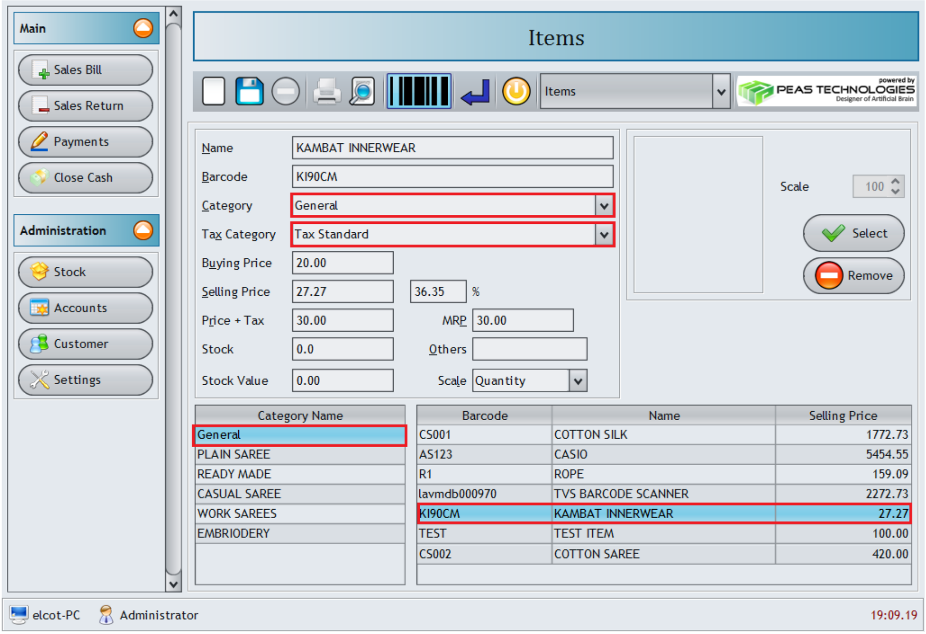


Figure 5.1.4 Changing Category/Tax Category Screen

5.2. ITEMS CATEGORIES

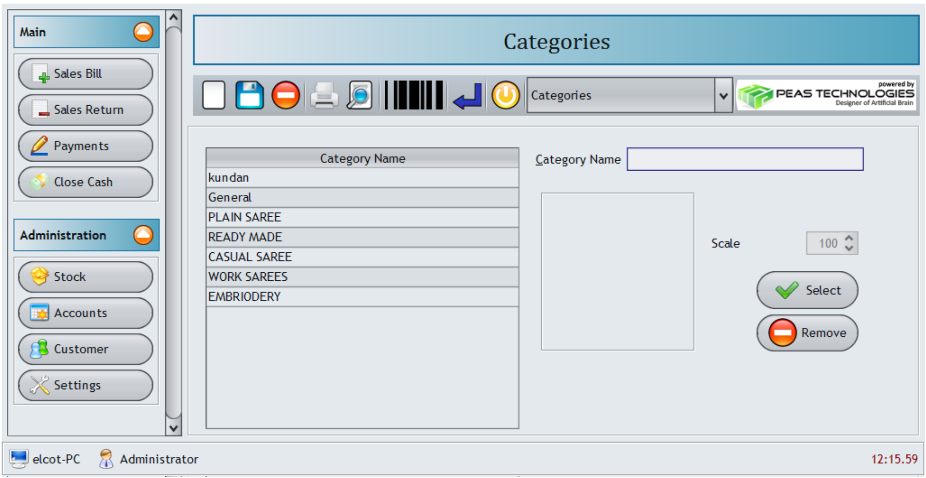


Figure 5.2 Items Categories Screen

Item category is critical and essential part of sales order and sales process. Grouping all items with common called Category. It generally controls the behavior of item in a sales order.

To create new *Category*, for update double click the item in category list. And type Category Name, if the user want image for category set image. Finally press to save it. If the user wants to delete the category you may select particular category and press .

5.3. TAXES

Before creating taxes we must know *Customer Tax Category* that is to whom it's applicable. And we have to know *Tax Category, Parent Tax*, and *Rate*. Parent tax is not an important field, it's optional.

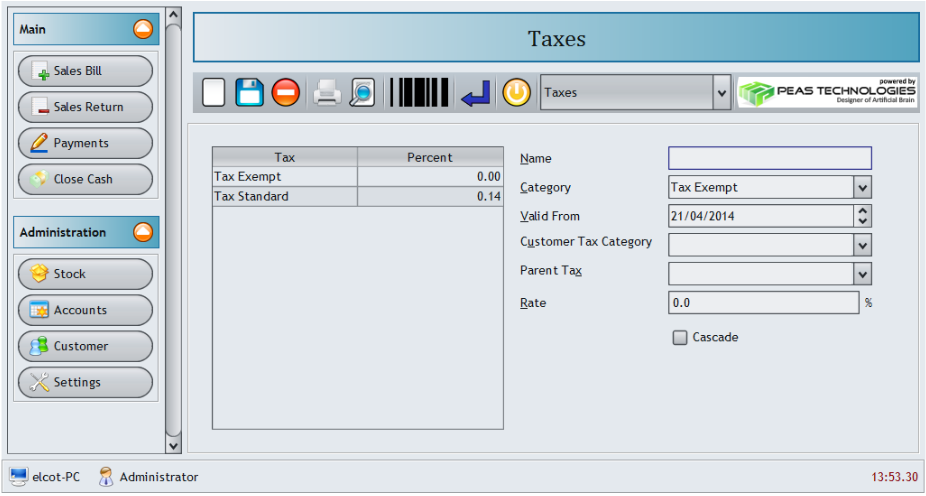


Figure 5.3 Taxes screen

In below screen, To create and update tax, as like category press to create new tax or to update select tax in left side tax list, and fill all required field, press for save and press for delete tax.

5.4. TAX CATEGORIES

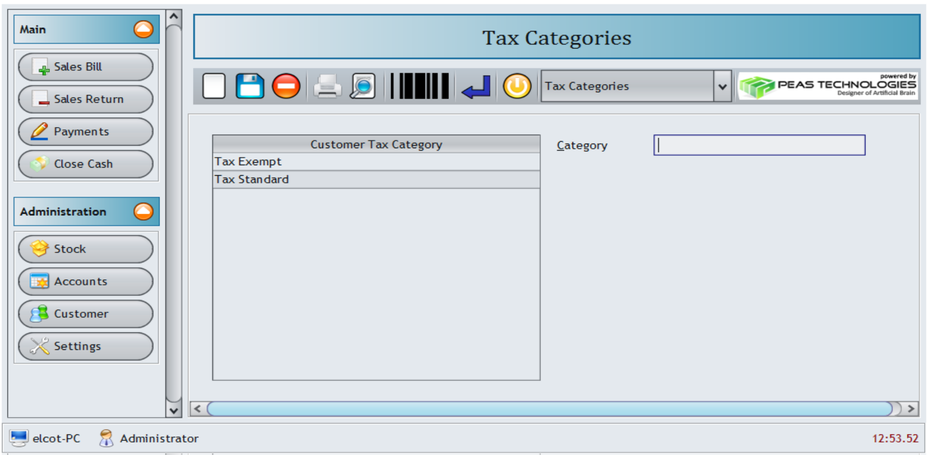


Figure 5.4 Tax Categories Screen

Tax category is grouping all taxes with common name called *Tax Category*. To create new *Tax Category press* or for update double click the *Tax Category* in List. And type Tax Category Name. Finally press for save and press for delete.

5.5. CUSTOMER TAX

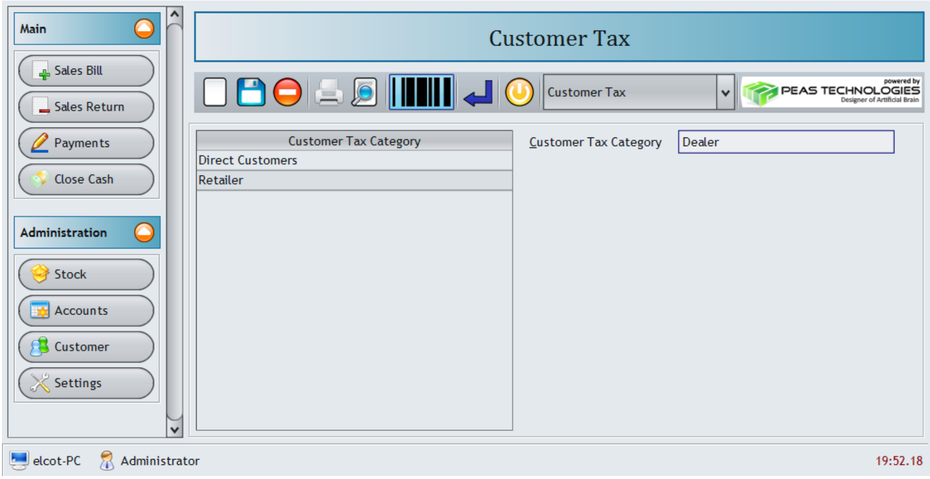


Figure 5.5 Customer Tax Screen

Customer Tax Category, it's used for grouping or dividing the customer, as dealer, retailer, direct customer, to apply taxes to them, because each and every one having different tax percentage.

5.6. SUPPLIER

A supplier is a business people or individual people they can help to supply all products or services which are used in your business.

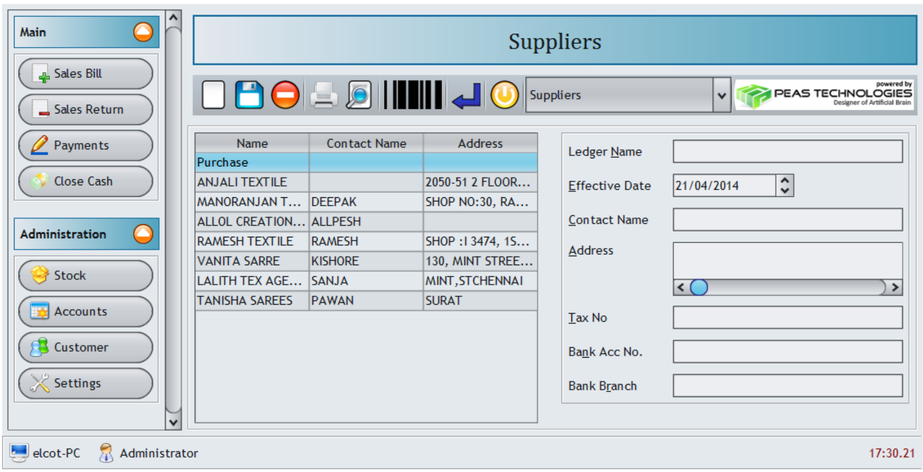


Figure 5.6 Supplier Screen

For example, consider someone have a bakery. It has many kinds of products such as flour, wheat, sugar, baking powder, etc, And those who supply these products, can be called as suppliers.

Whenever we create or alter supplier details, it's also affect supplier ledger. That means if we create supplier, new ledger will be created and all transaction are done under that ledger.

- To *Create* or *Alter Supplier* you must to know,
  - Supplier Name/Ledger Name – organization name or his/her name(which has head of the organization)
  - Effective Date – Date of operation started with supplier
  - Contact Person Name – contact person name or supplier name
  - Address – Supplier Office/Firm Address or Communication address (Optional)
  - Tax No – TIN/CST Number (Optional)
  - Bank Account Number – Bank Account Number (Optional)
  - Bank Branch – Bank Name and Branch Name (Optional)
- To Create New *Supplier* click Button.
- For update double click the *Supplier* in the list and fill all the required fields.
- Finally press Button to save it. If you want delete particular Supplier press Button to delete.

5.7. STOCK MAINTENANCE

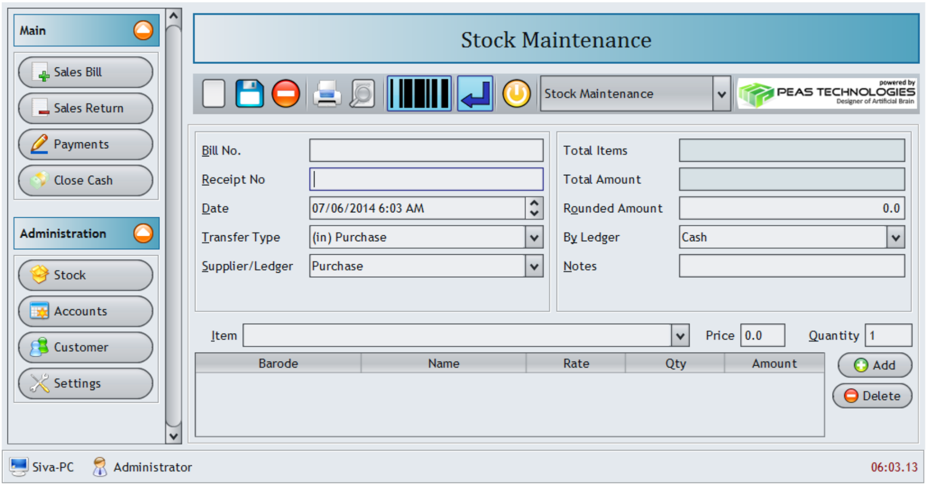


Figure 5.7 Stock Maintenance Screen

- Stock Maintenance, it maintains stock details of the product. Using the transfer type and supplier field we can maintain the stock easily.
- There are two kinds of process in stock maintenance they are *Stock In* and *Stock Out.*

a. Stock In:

It has the process of purchasing and crossing the products for our business.

  a. Purchase – buy a products from the suppliers
  b. Crossing – exchanging the stocks between the shops

b. Stock Out

  a. Purchase Return –Products are return to the supplier which has been damaged or broken.

b. Break/Waste – on returnable waste or defect items.
c. Crossing – exchanging the stocks between the shops.

- **TO *CREATE* THE NEW STOCK DETAILS,**
  - Selects the transfer type, ledger and select items which have given in the item field and mention the quantity of the item (ex. 10 or 5 specify in number) then press Add Button, to adding the item.
  - There is no need to give the bill number and receipt number to create new stock. Once the item has been added the total amount will be displayed in text field.
  - Then have to choose by ledger either the payment is in cash or card or DD (Bank). Finally have to press Button, to save.
- To *alter* the old stock have to give the bill number and to press the Enter key, it will display all details related to the bill number. There after you can edit your details of the item and press Button to update it.

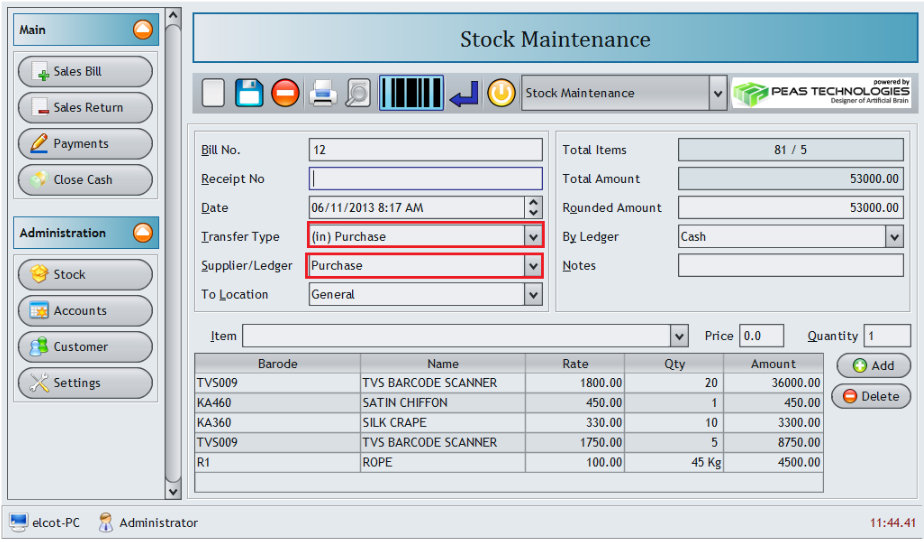


Figure 5.7.1 Create New Stock Details Screen

- Transfer field explains the stock in and stock out details.
  Purchase return is a transfer type. It shows the stock out detail.
  - Crossing also one of the transfer types which it has exchanges the stocks between the shops. Examples consider someone have boutique, they can buy/sell the materials from the person who keeps boutique has same. They can maintain these stock category details in crossing transfer type field.
  - There are two kinds of crossing transfer field they are crossing in and crossing out. Crossing in is the process to buy the product from which has same shop. Crossing out is the process to selling the product.
  - If the products are damaged, it maintains the stock in the breaks/waste transfer type category.

- User can return the mismatch product to the supplier. (Example: Someone's order is cotton dhotis but which you have received silk dhotis), we can maintain the stock in purchase return (stock out) transfer type.

- Supplier/Ledger field which it contains the details of the particular stock and supplier details of that product. For example: someone have purchase any product in our application, those product details are stored in Supplier/Ledger field.
- Stock Maintenance also maintains the amount details.

5.8. SALES REPORT

The details of all users with *Receipt number*, *Date, User Name, Location* and *Amount* in Sales Report.

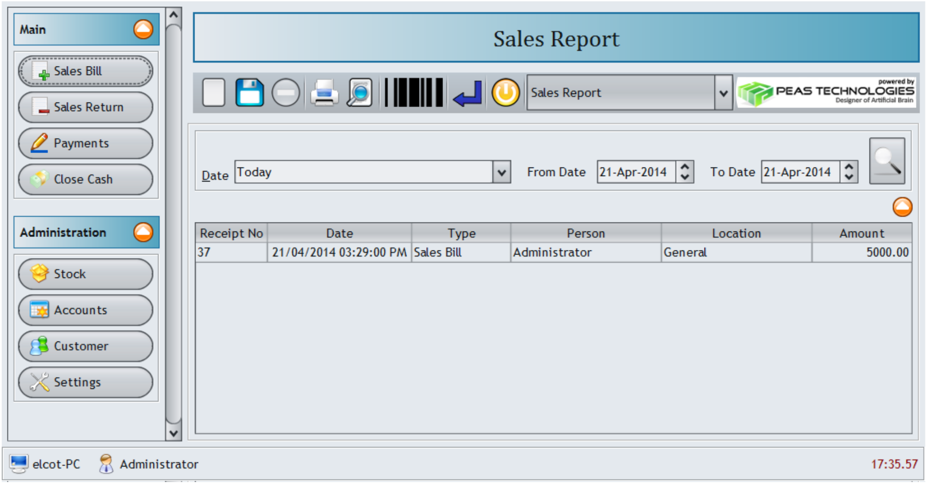


Figure 5.9 Sales Report Screen

5.9. CASH BY USER

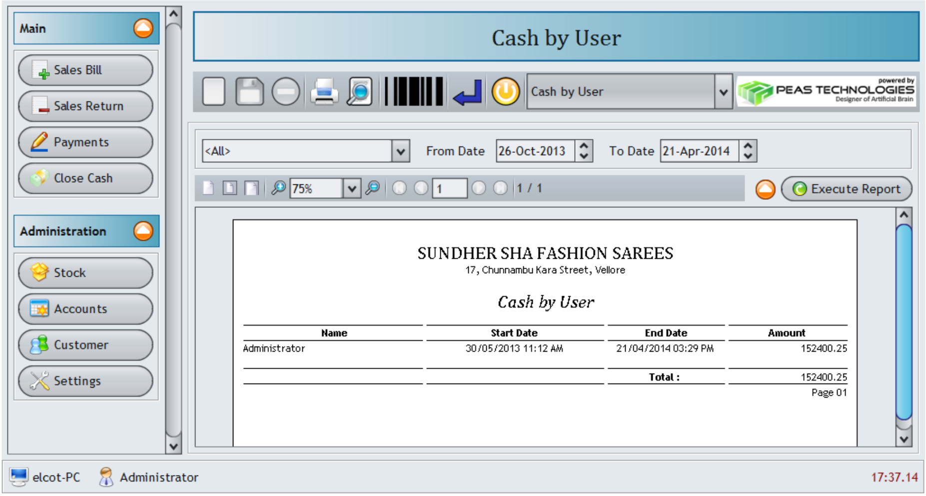


Figure 5.9 Cash by User Screen

Report can be generated by specified user and date. If someone needs his/her specified report they can select the user and press to execute the 

Button.

5.10. SALES BY PRODUCT

The particular sales product details are shown in Sales by Product. The Barcode and product name which can help to get the sales details of the particular product.

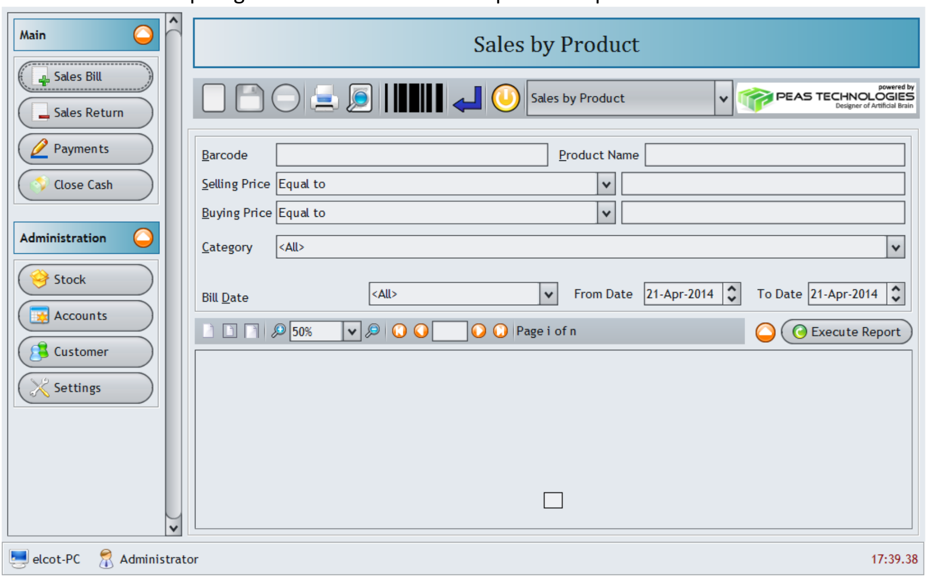


Figure 5.10 Sales by Product Screen

Fields are

- Barcode - barcode of the product (Which you given in the item section)

- Product name - name of the product
- Selling price - selling price of the product (optional)
    - Equal to (which is exact price of the product)
    - Not equal to (which is not exact price of the product)
    - Greater than (which is more than the price of the product)
    - Lesser than (which is less than the price of the product)
    - Greater or equal to (which is more than or equal the price of the product)
    - Lesser or equal to (which is more than or equal the price of the product)
- Buying price – buying price of the product (optional)
    - Equal to (which is exact price of the product)
    - Not equal to (which is not exact price of the product)
    - Greater than (which is more than the price of the product)
    - Lesser than (which is less than the price of the product)
    - Greater or equal to (which is more than or equal the price of the product)
    - Lesser or equal to (which is more than or equal the price of the product)
- Category – product category (optional)
- Bill Date – filtering date (optional)

Using the barcode, product name and press 

button to view the sales report of the particular product. We can see the report clearly using Zoom option.

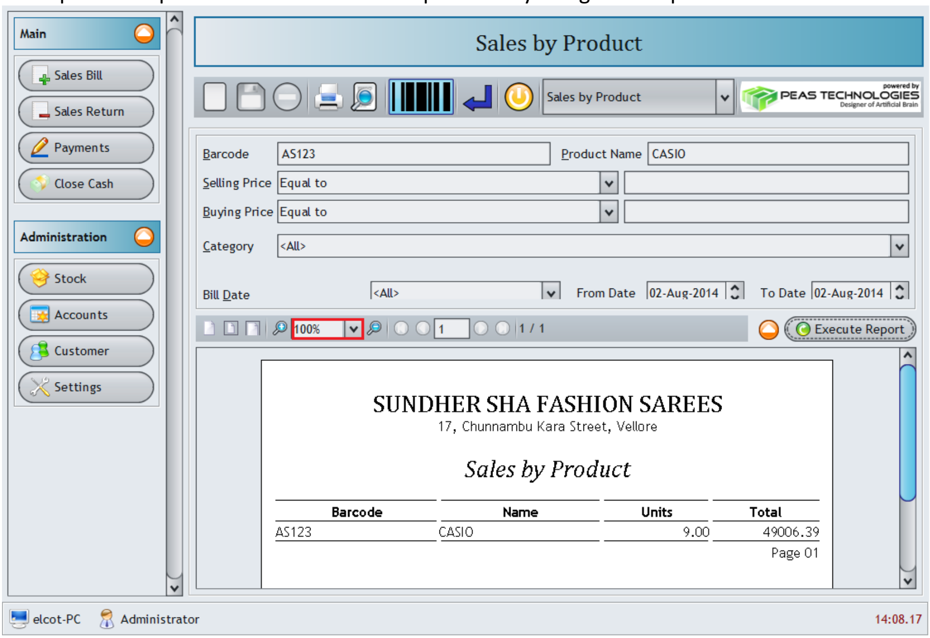


Figure 5.10 Sales by Product Fields Screen

5.11. TAXES

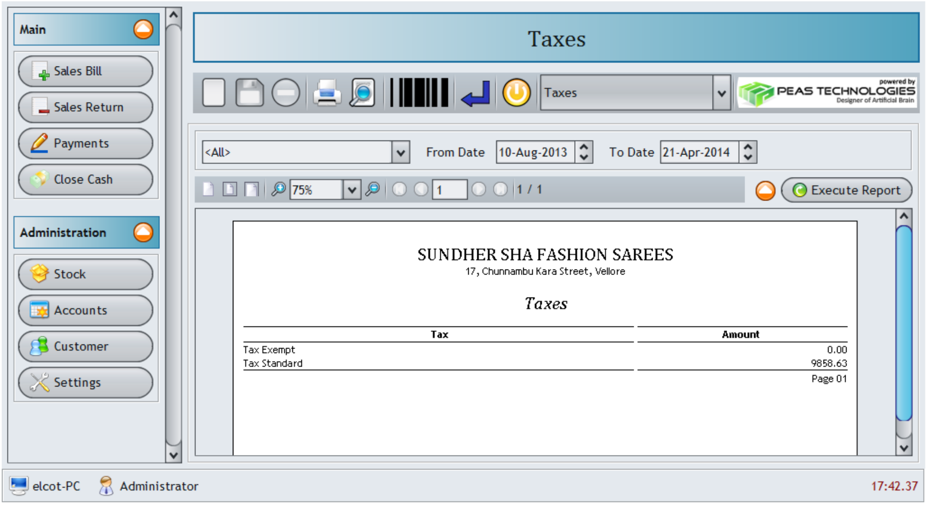


Figure 5.11 Taxes Screen

We can adjust the date entries and press 

button, to view the tax amount on between dates.

5.12. CURRENT STOCK

Current stock section shows the current stock of all items with the details of quantity, location, and category.

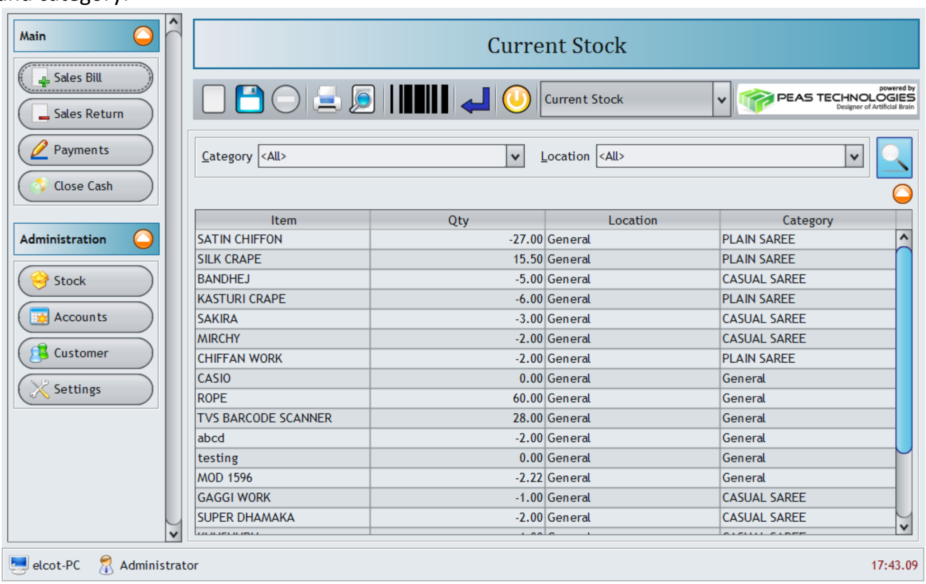


Figure 5.12 Current Stock Screen

To generate the specific report by category and location, which we have select the category and location and press button, to view the current stock report.

5.13. LABEL PRINT

Our application provides to print the label of the product. For example, Consider someone have a supermarket. They wants to paste the label for all their products which it contains the price of the product. For that purpose they can use the label print section. To print the label who have to fill the category, item and count (Specifies how much label you want to print).

Fields are

- Printer –Choose the printer name which is connected to the system
- Paper –Choose the paper size which have to print the detail
  Measure in scale and enter the width and height of you paper
  - Width –enter the width of your paper(optional)
  - Height –enter the height of your paper(optional)
  - Margin –Enter the margin size for top, bottom, left and right
- Label
  - Width –enter the width of your label(optional)
  - Height –enter the height of your label(optional)
  - Gap-enter the gap size(in horizontal and vertical)(optional)
- Category-choose the category
- Item- choose the item
- Count- enter the number of label you want to print

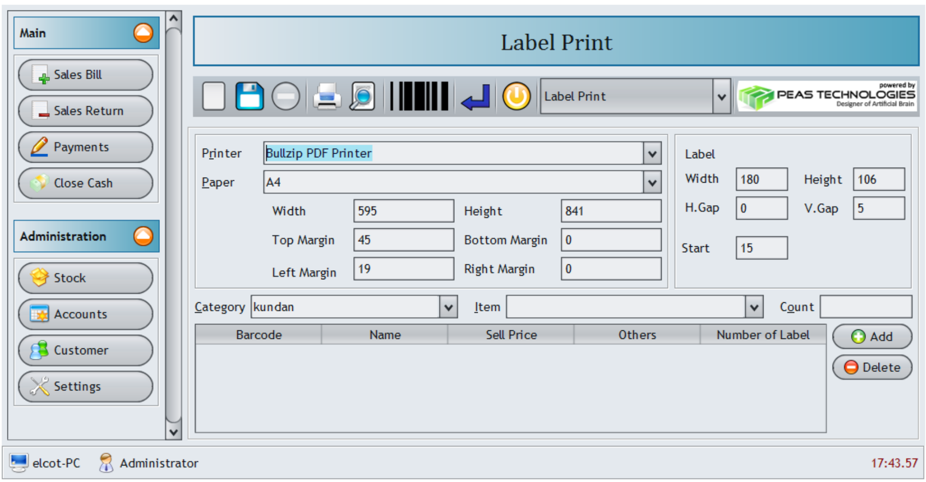


Figure 5.13 Label Print Screen

Press Add Button to add which we given in label prints fields and press button to print label. If they want to delete items in the added list then select the item list which was added then press Delete button to delete the item.

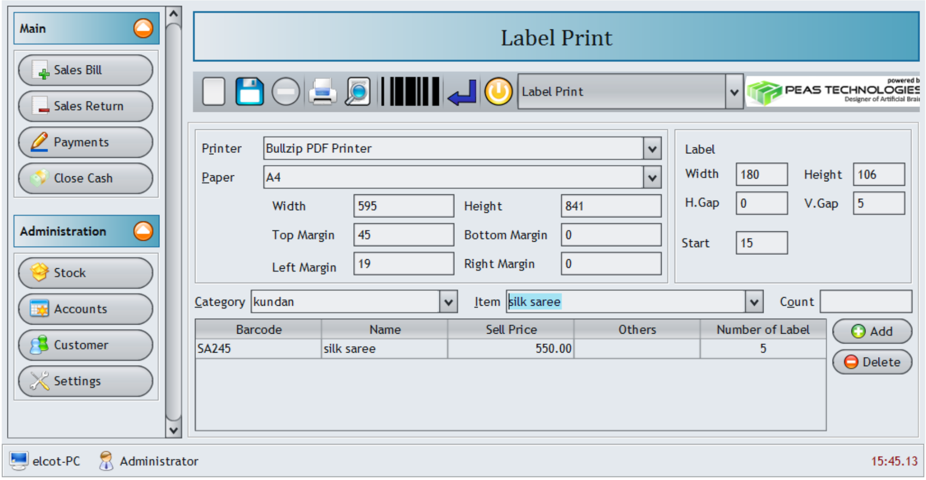


Figure 5.13.1 Label Print Screen with Product Details

5.14. BARCODE PRINT

Barcode print section used to print the barcode of the product. It will be very useful to enter the product bill. Bar code machine will read the name and price of the product.

Fields are

- Printer –Choose the printer name which is connected to the system
- Fix the barcode size for the product
  - Width –enter the width of the barcode (optional)
  - Height –enter the height of the barcode (optional)
  - Gap-enter the gap size (in horizontal and vertical) (optional)
- Category-choose the category
- Item- choose the item
- Count- enter the number of label for barcode which they want to print

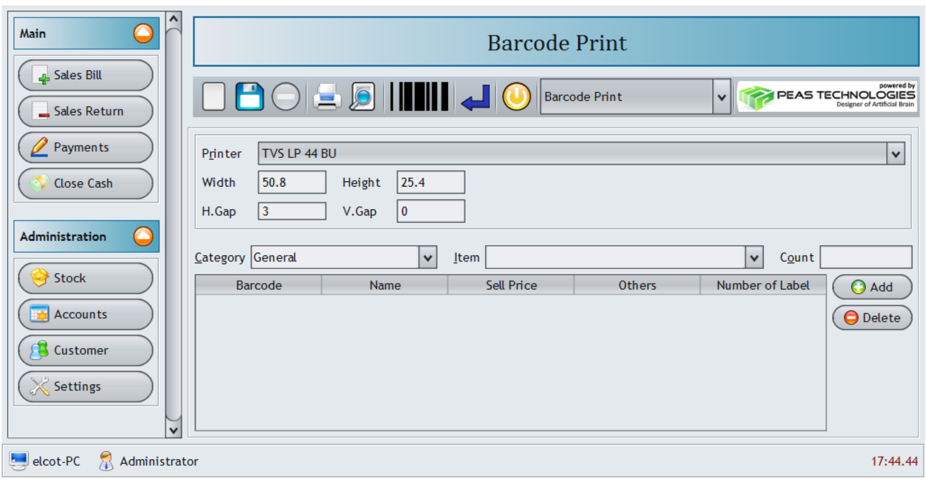


Figure 5.14 Barcode Print Screen

6. CUSTOMERS

Customer Dashboard has features of adding new Customer, List of Customers, Credits Report and Customer Purchase History.

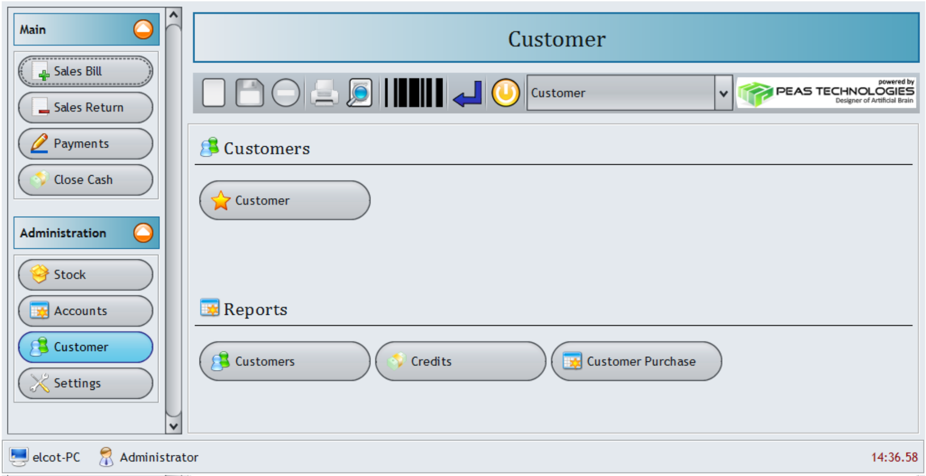
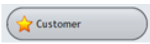


Figure 6 – Customer Dashboard

6.1. CREATE NEW CUSTOMER

Create new customer select  and Fill all requested fields.

- Name-Customer Full Name
- Father Name – Customer Father's Name (optional)
- Address –Customer Residential/Permenant Address
- City –City(optional) & Country –Country (optional)
- PIN –Postal code of the customer (optional)
- E-Mail – Customer Valid e-mail id(optional)
- Phone Number –Mobile/Landline number (optional)
- Notes – Enter any detail which one you feel important for the customer (optional)
- Tax No – Enter Tax no (optional)
- Tax Category – Choose the tax category of the customer(optional)
- Maximum Debit – Enter Maximum debit amount given by customer(optional)
- And Image – select the image of the customer (optional)

6.2. To Create New Customer or Update

- In customer screen, the user should fill the details of the customer.
- After fill all the required details press button to save it.
- Once the customer account has saved/created,the card number will generate automatically.
- Datas will be saved in customers list.

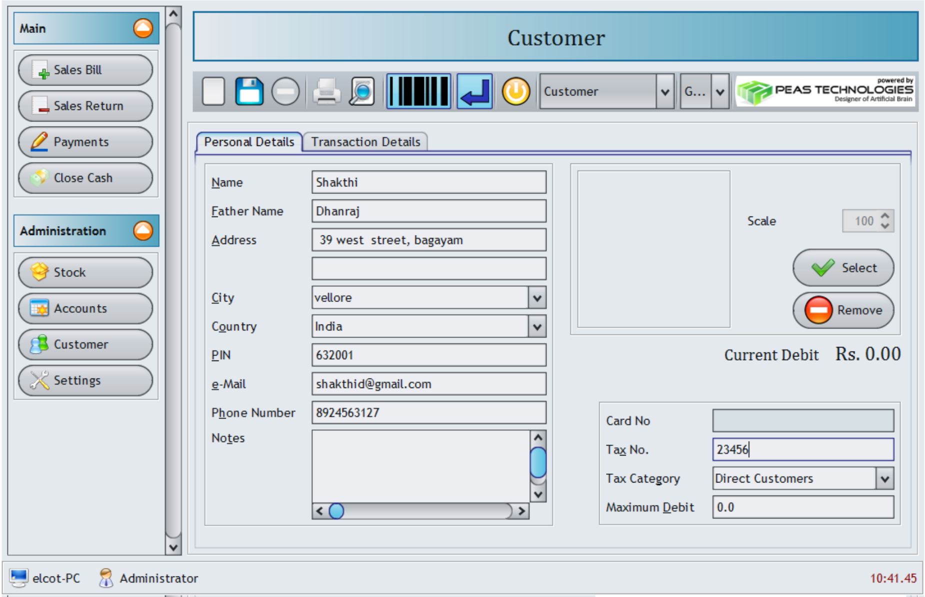


Figure 6.1 – Create New Customer screen

6.3. CUSTOMER REPORT

Customer Report which it contains the details of the customer such as card number, name, address, phone number, current debit, maximum debit and tax number.

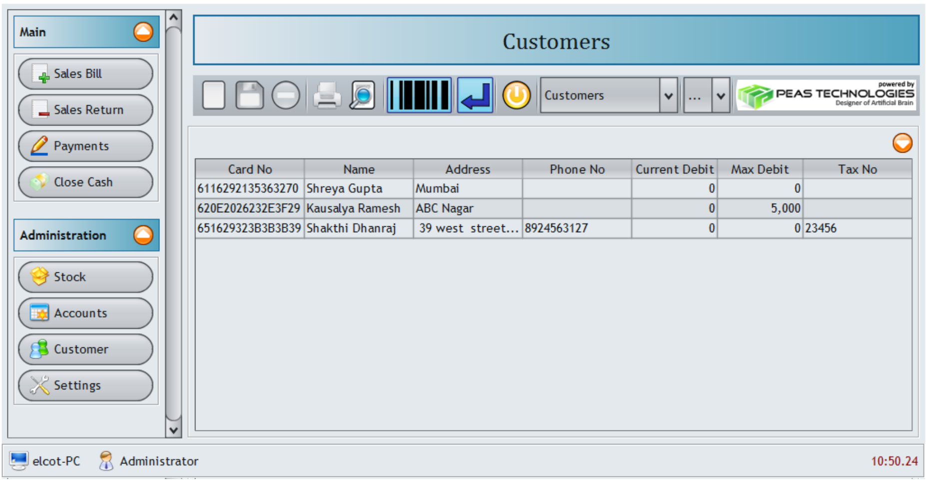


Figure 6.3 Customer Report Screen

ACCOUNTS

Account Menu has several submenus related to ledger, Daybook, Closed cash and etc..,

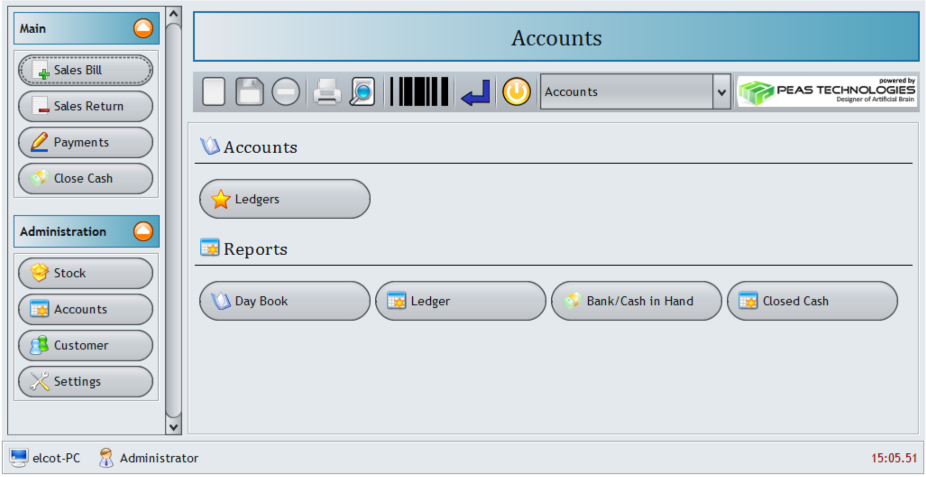


Figure 7. Account Dashboard

6.4. LEDGERS

Ledger which it means the details of the customer. Ledger section is used to create the ledgers. Ledger table present in the ledger section which contains the ledger list.

Fields are,

- Ledger name –Enter the Ledger name
- Ledger Group – choose the ledger group in which group you want to add this ledger (optional)

  Some ledger groups are
  - Repairs and maintenance – details of repair items and maintenances charge of that item
  - Rent - rent amount details in this group
  - Wages and salaries - details of the worker salaries
  - Effective Date – Date on which you created ledger (optional)
- Contact name- enter contact name (optional)
- Address- enter address (optional)
- Tax no – Enter tax no (optional)
- Bank a/c no – Enter account number (optional)
- Bank branch – Enter branch name (optional)

If we want to create new ledger then press and fill the Ledger name, group and all other details related to ledger. Ledger name is must and all other are optional. After fill the details press to save, it will be saved in table. If it’s having any modification double click the ledger name it will display related text field which is present in the left side of the ledger screen and press button to update it.

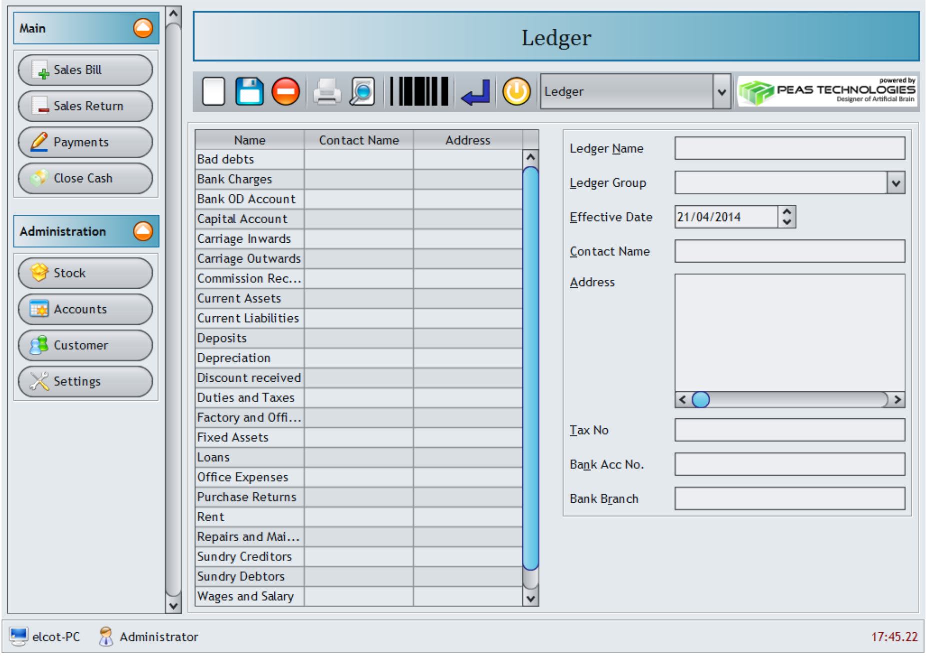


Figure 7.1 Ledger Screen

6.5. DAYBOOK

Day book section is used to view as per day business account details. It shows the daily basis cash details whether the amount is credit or debit. Credit amount shows the sales value. Debit amount shows the purchase value.

After filter the Date field and press , to execute the account details on date wise.

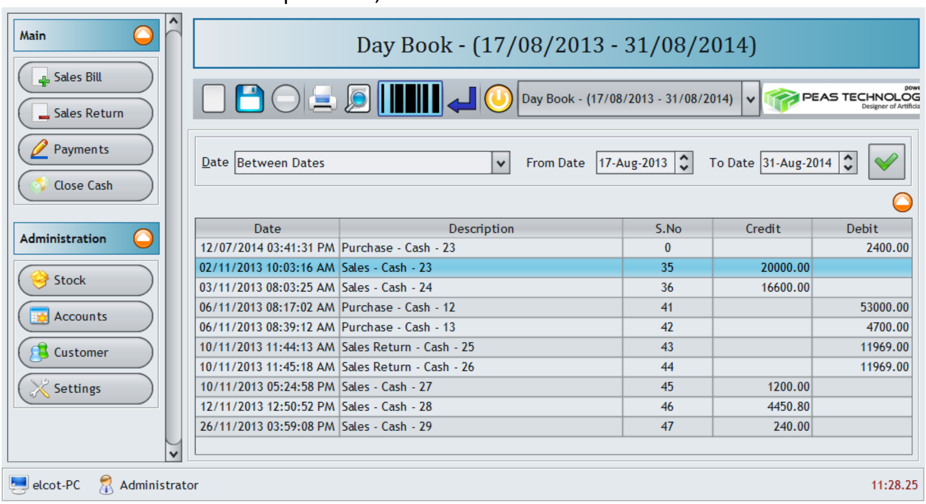


Figure 7.2 Daybook screen

For example: Someone wants to check their day book details, his/her have to double click the particular row which they want to check. That page will redirect to the details screen.

6.6. LEDGER

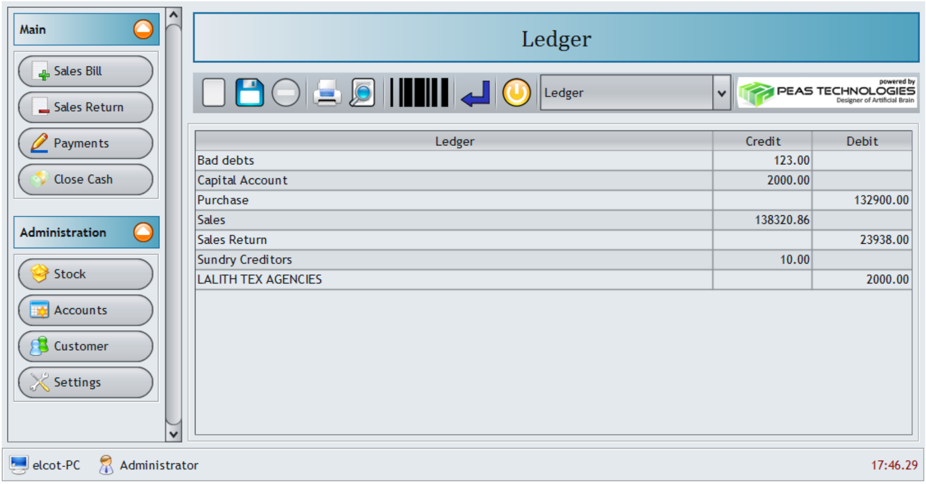


Figure 7.3 Account Ledger

Ledger which it contains the ledger name, credit and debit amount of each ledger. To view the particular ledger report which is in list, double click the ledger name which we want to view the details of the ledger it will automatically redirect to the ledger's details page.

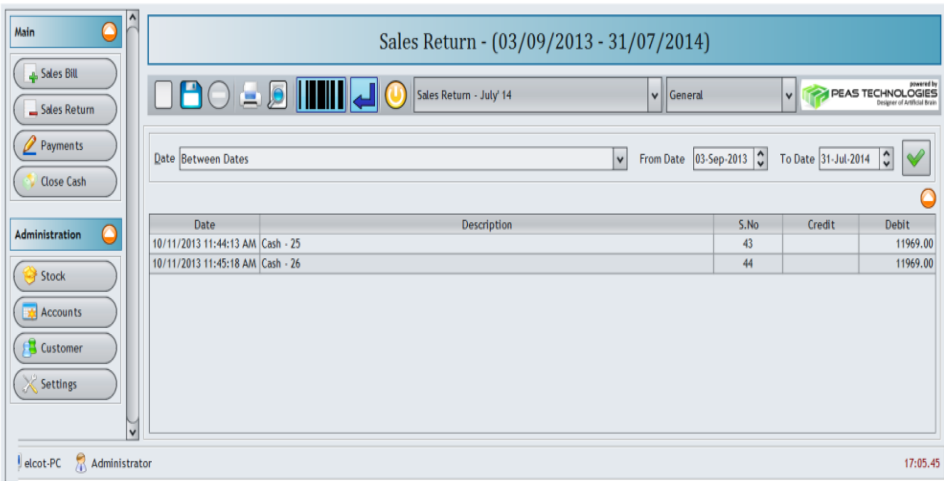


Figure 7.3.1 Particular Ledger Detail

To view the particular report details, we can adjust the date press button, to view the sales return ledger.

6.7. BANK/CASH IN HAND

Bank/cash in hand section shows the details of the amount (credit or debit) of the business.

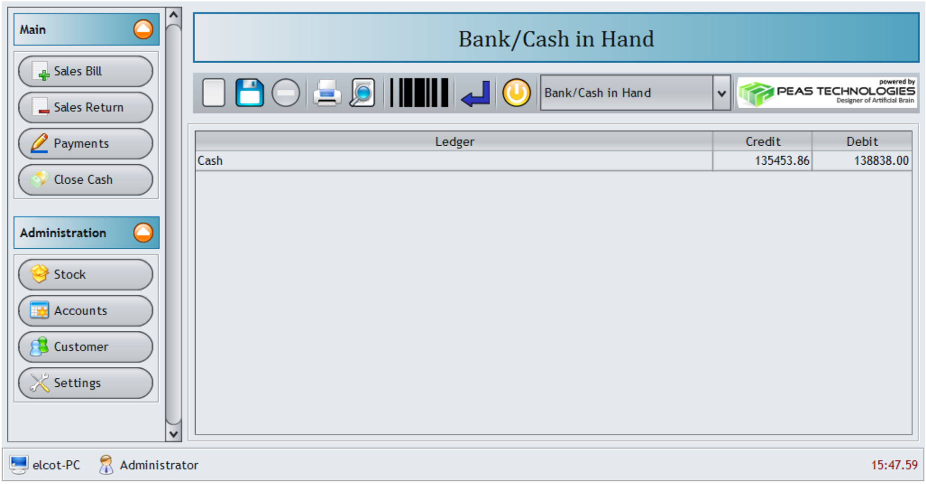


Figure 7.4 Bank/Cash in Hand Dashboard

6.8. CLOSED CASH

Closed cash section which it contains the details of the user's such as location, amount and date. It will generate the report on date basis. We can know the details of closed amount which it has how much amount has been closed on particular date and who closed the cash at user prefer location.

Using the date combo box press button, to view the particular closed cash report.

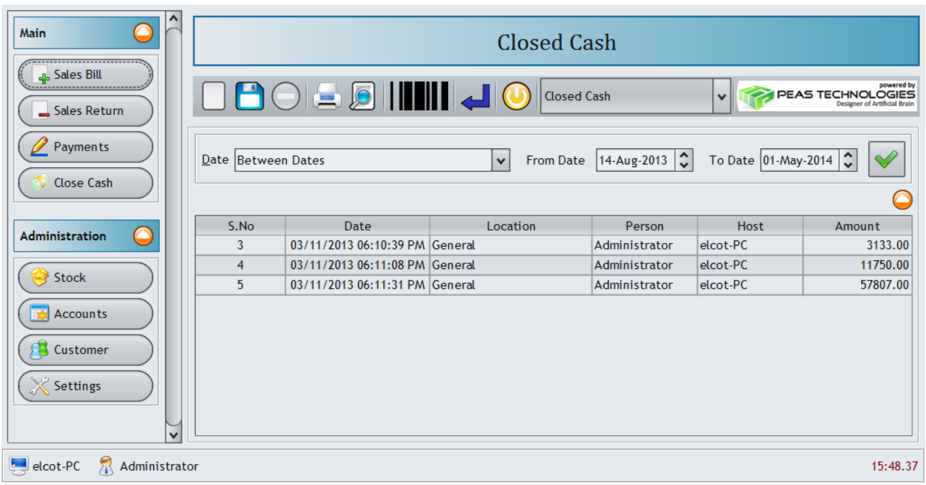


Figure 7.5 Closed Cash Screen

7. SALES BILL

Sales Bill section is used to print the bill for the purchased item of the customer.

Two ways to print the bill

- Selecting the Item
- Entering the bill no

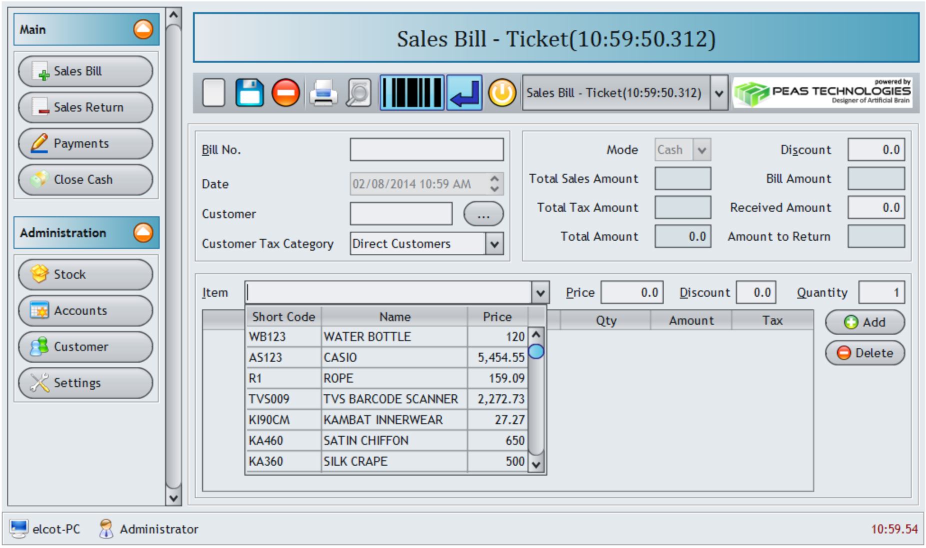


Figure 8 Sales Bill Dashboard

7.1. SELECTING THE ITEM:

Fields are

- Bill Number – No need to Enter Bill number when you select the item.
- Date- date field will not able to edit it is default.
- Customer – choose the customer using button which is present next to the customer text field
- Customer Tax category – choose customer tax category.
- Item- choose the items in the list
- Price- After select the item related item price will be display automatically.
- Discount – if any discount is there for that particular item then enter the % value in the discount field.
- Quantity – Enter the quantity (how many items).
- Total sales amount – It will be calculated
- Total Tax amount – It will be calculated automatically after you added the items.
- Total amount – It added both sales and tax amount automatically.
- Discount – Enter the discount amount for whole purchase (optional)
- Bill amount- It calculates the total amount and discount price automatically.
- Received amount- Enter received amount (given by customer)
- Amount to return – It subtracts the bill amount and received amount automatically, after you enter the received amount.

Select the customer and Items in the sales bill screen and have to give the quantity of the item, if any discount is there we can give by discount and press Add button, to add the item for the bill.

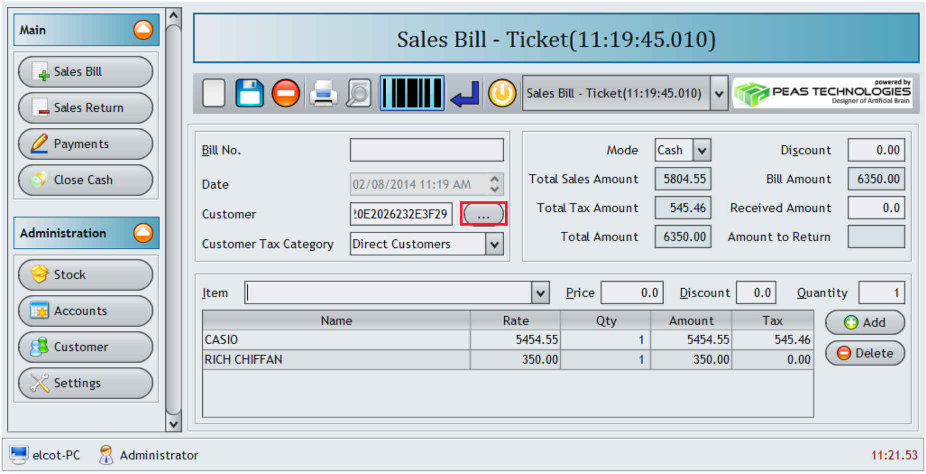


Figure 8.1 Item Selection Screen

Press next to the customer text field button customer popup screen will appear in the sales bill window. Press button, to select the customer. After select the customer, detail will appear in the customer text field. If the customer is new then create the customer details in the customer menu which is present in the administration panel.

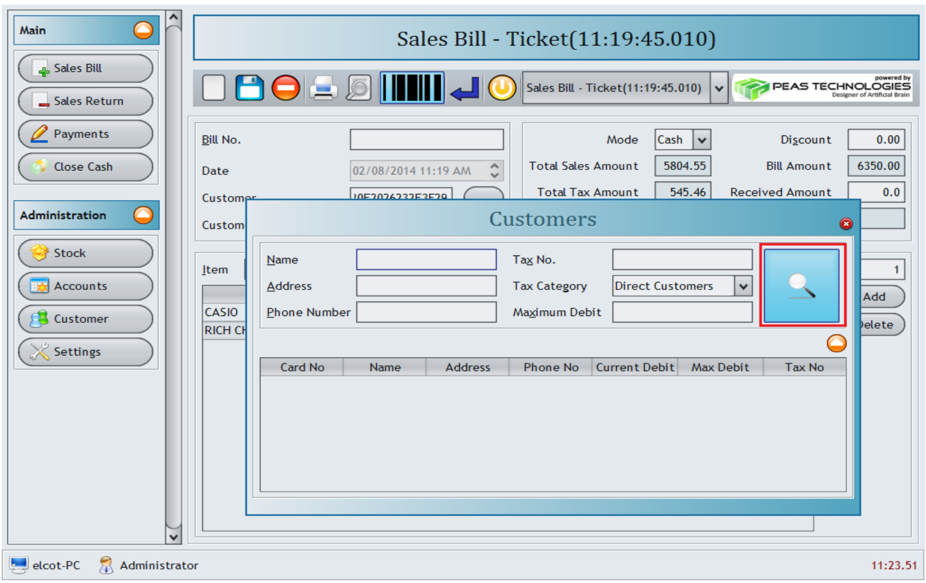


Figure 8.1.1 Customer Searching Screen

Once the item has been added the amount will be shown in bill amount field. After receiving the amount by customer press enter to get the return amount, all details are in sales bill screen and press button, to print the bill, before print the bill using button, to save the bill.

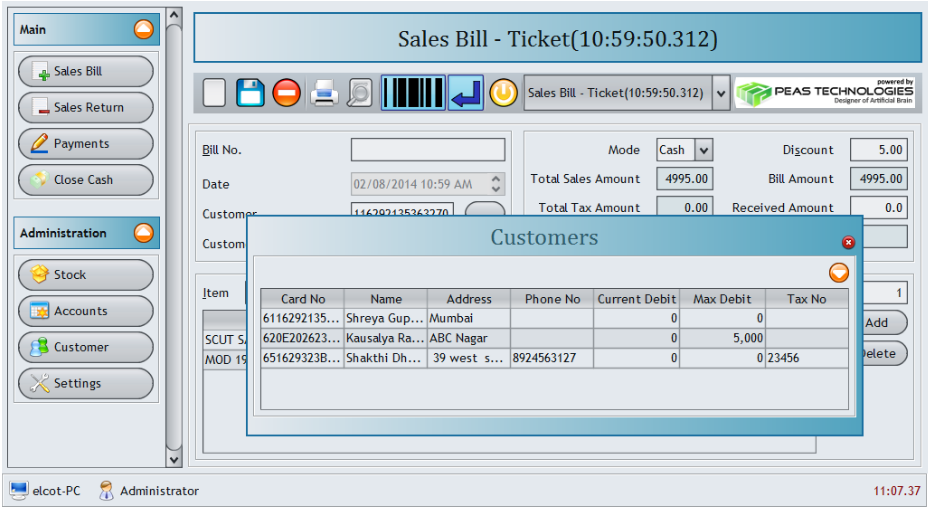


Figure 8.1.2 Customer Details Screen

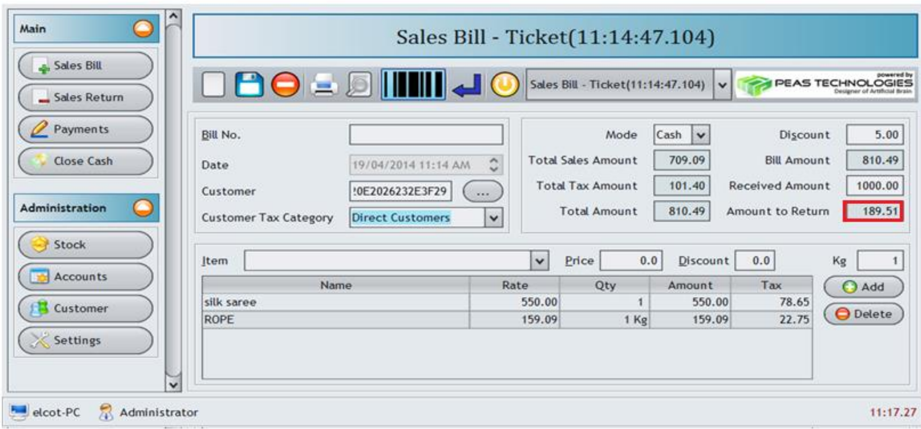


Figure 8.1.2 Return Amount details Screen

7.2. ENTERING THE BILL NUMBER:

Entering bill number is used to alter the saved bill or received cash bill. If we enter the appropriate bill number, the bill details will automatically appear in screen. Press button, to print the bill.

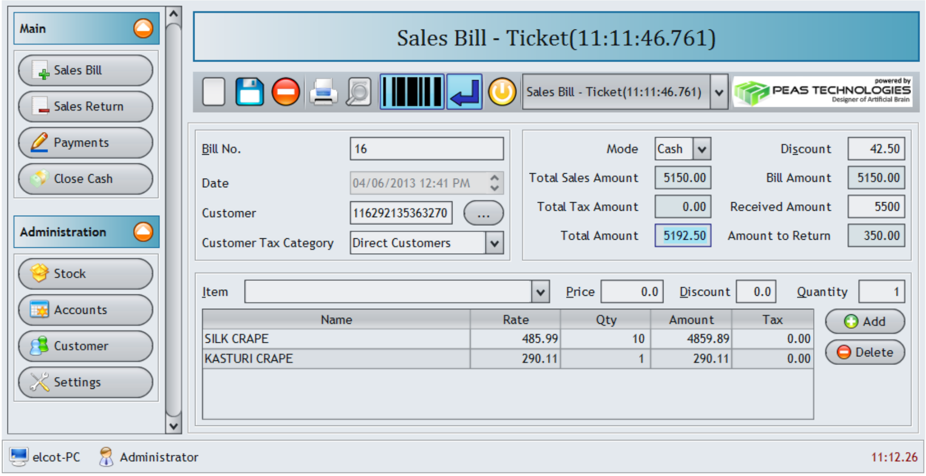


Figure 8.2 Sales Bill Number Details Screen

8. SALES RETURN

Sales return which contains the user details such as *User Name, Location, Sales Type, Date and amount.* Report can be generated by Specified Date (Today, Yesterday, Current Month, Last Month etc)

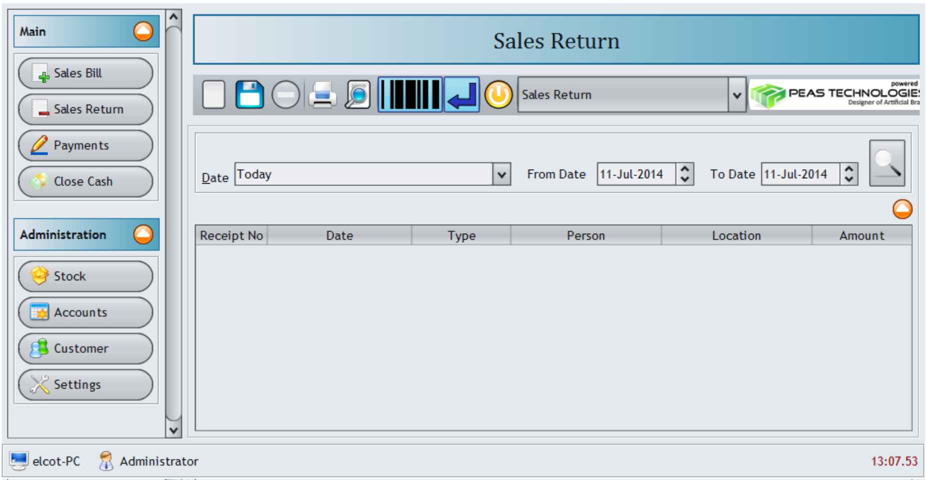


Figure 9 Sales Return Dashboard

Using date combo box, the date has been chosen and press button, to get the details of the sales. It shows the sales receipt number, sales types (sales bill or sales return), person, location and amount. Sales types which it contains the sales bill details and amount return details.

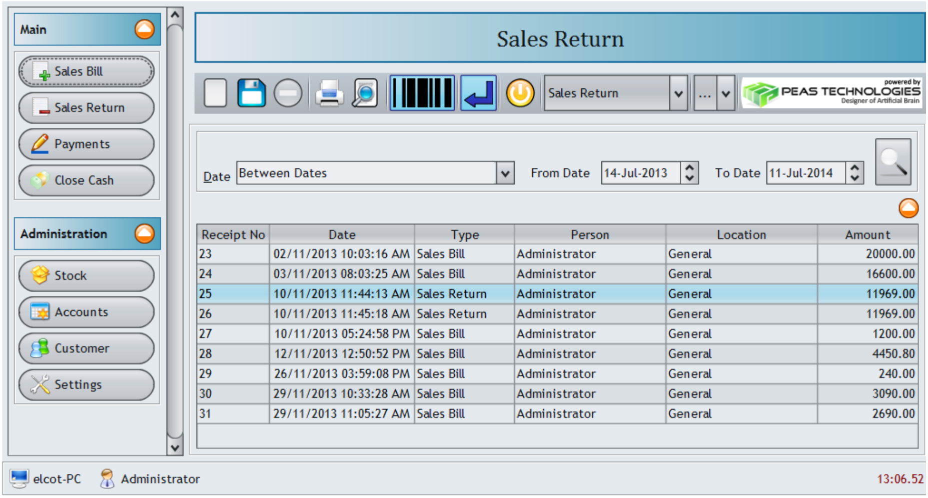


Figure 9.1 Sales Bill Return Details Screen

If we want to know the particular receipt number details, double click the receipt number that page will redirect to receipt detail page. For example, Double click the receipt number 25 row. It automatically redirects to sales return screen with the receipt number 25 details.

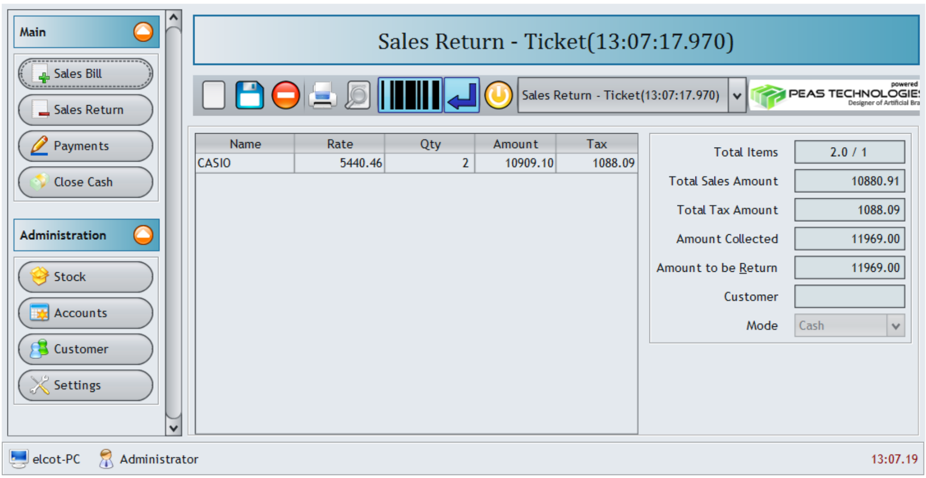


Figure 9.2 Particular Sales Return Detail Screen

9. PAYMENTS

Payment section which it contains the payment details with transaction type. It can be used to see the details of close cash report which is present in the main menu. In payment section window name will be changing depend on the transaction type. There are three transaction types are

- Receipt
- Payment & Contra

9.1. RECEIPT

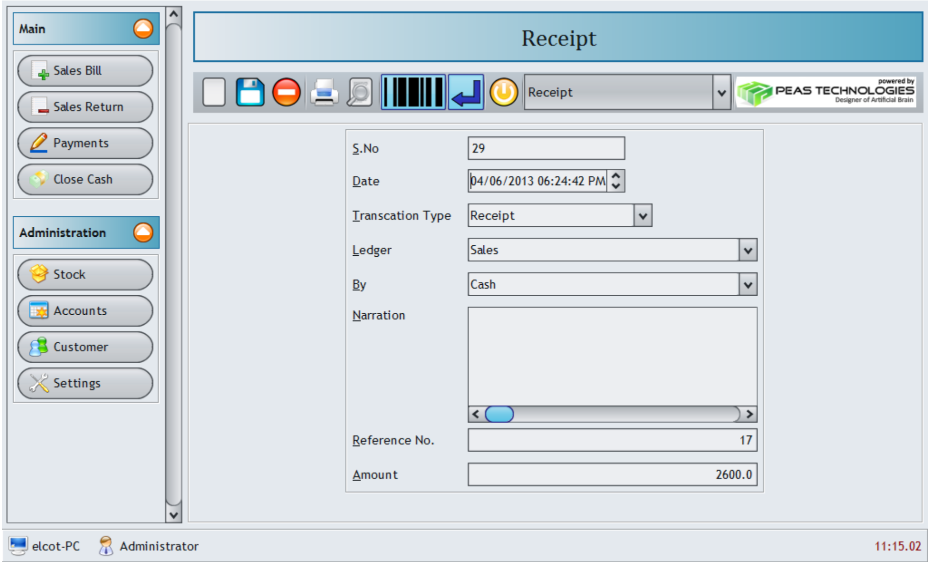


Figure 10.1 Receipt Dashboard

Receipt window shows the receipt details.

Fields are

- S. No- Enter the serial number of the transaction.
- Date – the date of transaction
- Transaction Type –transaction type of the given serial number (receipt).
- Ledger –the ledger name of the transaction type.
- By –payment type (cash or bank).
- Narration –notes of the given serial number, if they specify.
- Reference number –reference number.
- Amount – displaying amount of the transaction of the given serial number.

In payment section we can know the transaction type, ledger name and amount using sales serial number. For example, the serial number 29 which is present in the sales report, and press enter; the warning message will show to save information continue with yes/no/cancel button. We have to choose NO option.

9.2. PAYMENT

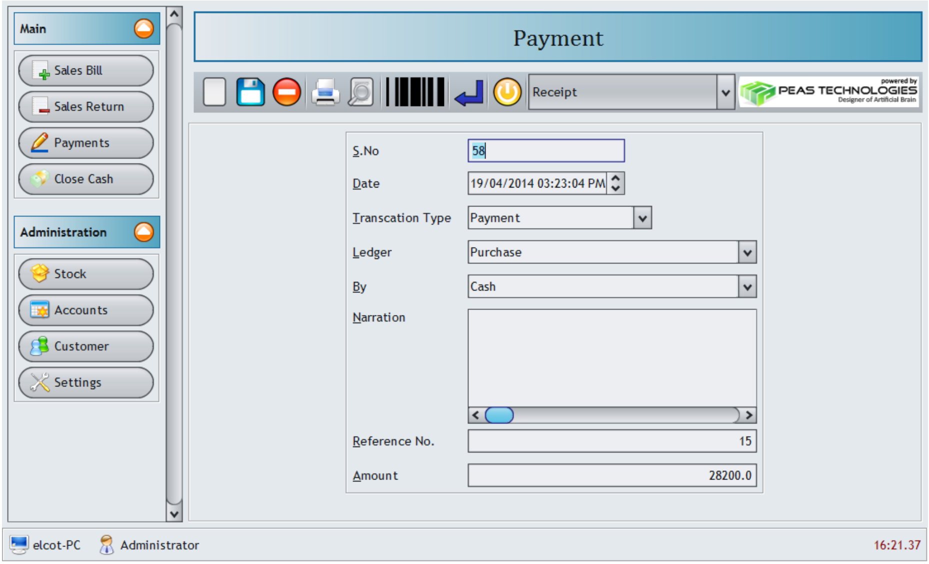


Figure 10.2 Payment Dashboard

Fields are

- S. No- Enter the serial number of the transaction.
- Date – the date of transaction
- Transaction Type –transaction type of the given serial number (Payment).
- Ledger –the ledger name of the transaction type.
- By –payment type (cash or bank).
- Narration –notes of the given serial number, if they specify.
- Reference no – showing reference number.
- Amount – displaying amount of the transaction of the given serial number.

10. CLOSE CASH

In close cash section we can get the details of the collected cash. Close cash which it contains the description of the collected cash such as purchase collection, sales collection and sales return collection. It also shows the total bill numbers and total amount (credit and debit).

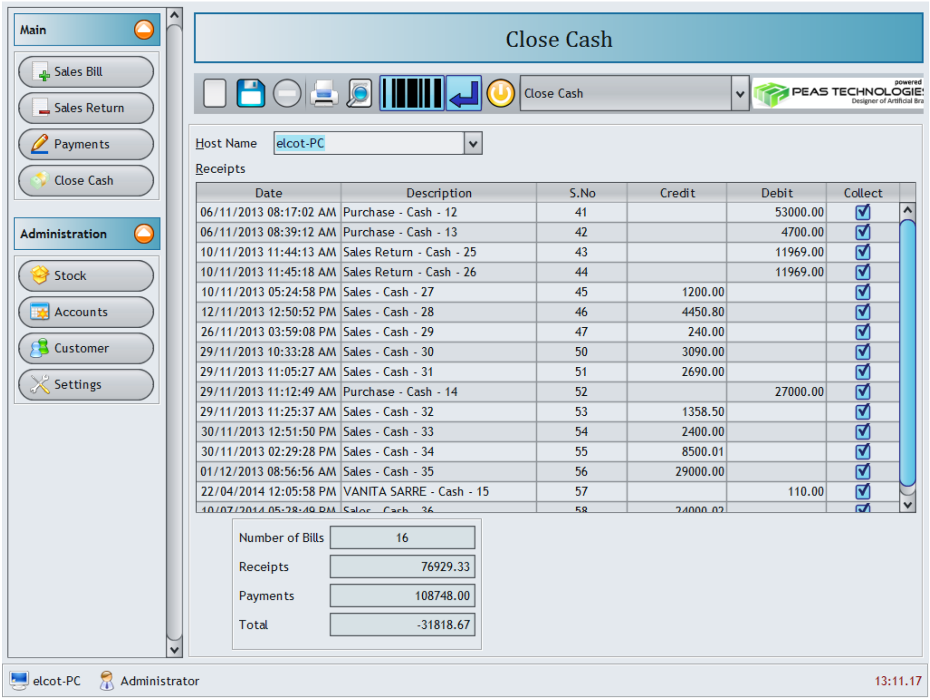


Figure 11 Close Cash Dashboard

TERMS AND CONDITIONS for the AGREEMENT

READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE INSTALLING THE SOFTWARE. DOWNLOADING, INSTALLING OR USING SOFTWARE INDICATES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS.

1. **License**.
   In this license agreement the Purchaser of the license rights granted by this Agreement, are referred to as "Licensee" or "You". In according to the terms and conditions of this License Agreement, PEAS Technologies ("Licensor" or "us" or "we") grants Licensee the non-exclusive license to use the accompanying software ("Software") and documentation ("Documentation"). In this License Agreement, the Software and Documentation and any copies or modifications are referred to as the "Licensed Product." All rights to and in the Licensed Product, all copies and derivative works, including, but not limited to, copyrights and trade secret rights, belong to Licensor and Licensor holds title to each copy of the Software. The Software shall only be used in conjunction with one machine. Licensee is required to purchase additional licenses of the Licensed Product for each additional machine. Use of the Software on more than one machine without proper licensing will result in termination of all of Licensee's rights to use the Licensed Product. Licensee shall not transfer or distribute the Licensed Product to others, and this Agreement shall automatically terminate in the event of such a transfer or distribution. Licensee shall not copy, modify or create derivative works the Licensed Product, except as provided for herein and to make one copy the Software for the sole purpose of backup as long as all copyright and other notices are reproduced and included on the backup copy.

2. **Term and Termination**.
   This License Agreement is effective until terminated. Licensor may terminate this License Agreement if Licensee breaches any of the terms and conditions contained herein. Upon termination of this License Agreement for any reason, Licensee shall permanently destroy all copies of the Licensed Product. All provisions of this Agreement relating to disclaimers of warranties, limitation of liability, remedies, or damages, and Licensor's proprietary rights shall survive termination.

3. **Restrictions on Transfer and Use**.
   Licensee may not transfer, in whole or in part, the Licensed Product to any third party, including a transfer contemporaneously with the sale of the machine, assets or stock of Licensee. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations hereunder is void.

4. **Warranty**.
   Licensor does not warrant that the functions contained in the Licensed Product will meet Licensee's requirements or that the operation of the Software will be uninterrupted or error-free.
   THE LICENSED PRODUCT IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, ICLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. LICENSOR DOES NOT WARRANT THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE WILL MEET YOU'RE REQUIREMENTS OR THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR FREE. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE LICENSED PRODUCT IS WITH LICENSEE.
   Some states do not allow the exclusion of implied warranties, so the above exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

5. **Limitation of Liability**.
   LICENSOR'S SOLE OBLIGATION OR LIABILITY UNDER THIS AGREEMENT IS THE REPLACEMENT OF DEFECTIVE MEDIA. IN NO EVENT WILL LICENSOR BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, PUNITIVE, DIRECT OR INDIRECT DAMAGES, INCLUDING, WITHOUT LIMITATION, ANY LOSS OF DATA, OR LOSS OF PROFITS OR LOST SAVINGS OR LOSS OF USE, ARISING OUT OF USE OF OR INABILITY TO USE THE SOFTWARE OR DOCUMENTATION OR FOR ANY INSTALLATION SERVICES, EVEN IF LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY THIRD PARTY. IF LICENSOR IS FOUND LIABLE FOR DAMAGES BY A COURT OF LAW, THEN THE MAXIMUM, IN THE AGGREGATE, OF DAMAGES SHALL BE THE AMOUNT THE PAID BY THE LICENSEE TO LICENSOR HEREUNDER

6. **Technical Support**.
   Once you have licensed the Software, priority technical support is available via a support ticket system for one year (1) from the date of purchase. Additional priority technical support can be purchased in one (1) month intervals at the then current rates. Purchase of additional licenses does not include additional priority technical support. Technical Support can be accessed through our Owners Lounge.
   Standard support is available free of charge for the lifetime of your license through our owners lounge help forums. Our standard support service has a minimum 48 hour response time. If you have an urgent issue that you need a response to, we recommend using our priority support service which can be purchased for a small fee if your three (3) months of included priority support have expired.

Technical support may be discontinued for older versions of our products at any time. If you are using a version for which support has been discontinued, you will need to upgrade to a newer version in order to receive further support.
In order to receive technical support, you must have an unedited copy of the Software running on your server. The only sections of code that you may edit are those that are mentioned in the documentation for the Software. Any other editing of the Software will result in the loss of technical support. We do not provide technical support for modified Software.

For priority technical support requests, please allow 24 hours for a response. We do not have a 24-hour staff to handle the requests we get, so please be patient when requesting assistance. For standard support requests, please allow a minimum of 48 hours for a response. We are a small company with limited resources, and are not able to offer that service. To date, we have been able to successfully resolve ALL tech support issues through e-mail and telephone on free cost.

The tech support staff will be able to assist you with problems you encounter with the Software itself (software generated error messages). It is assumed that your system meets the requirements of the software. The tech support staff cannot offer system services to run the software. The tech support staff members are not developers, and cannot provide you with any customization services. If you do need to have an additional feature, we may be able to offer that service for an additional charge TATA will applicable.

If you alter or modify the Software which results in the Software ceasing to function or not to function properly, there will be an additional fee if you require us to correct the error.
For free Licenser we will charge T.A, D.A for every support and Visit.

7. **Refund Policy**.
We do not refundable for return of the Licensed Product. **ALL SALES ARE FINAL**. The operating system and other requirements are clearly stated, so make sure that your system meets those requirements before you purchase the Licensed Product. Prior to your purchase you have the opportunity to view the demo and ask us questions to make sure that the Software suits your needs - no refunds will be given on the basis that the Licensed Product does not meet your requirements. Any refunds or charge- backs processed without the consent of PEAS Technologies. It will result in legal action against you for breach of the software license.

8. **Installation Policy**.
The installation fee covers the initial installation of a single instance of the software you have purchased the service for. Any upgrades or additional installations will require an additional fee. The fee varies based on the product. Current pricing can be found on our website or by contacting the sales staff.
Installation services are only available for the servers that they meet any software requirements. We do not offer installation services for servers that do not meet the software requirements.

9. **Confidentiality and Linking**.
Your personal information will be kept confidential and will not be shared to any third party unless we are presented with the court order while they order to us