FinSuiteSA Enterprise

Professional User Training Manual

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Chapter 1 — Getting Started

1.1 Signing In to FinSuiteSA

When FinSuiteSA is opened, the user is presented with the **Welcome Back** sign-in screen.

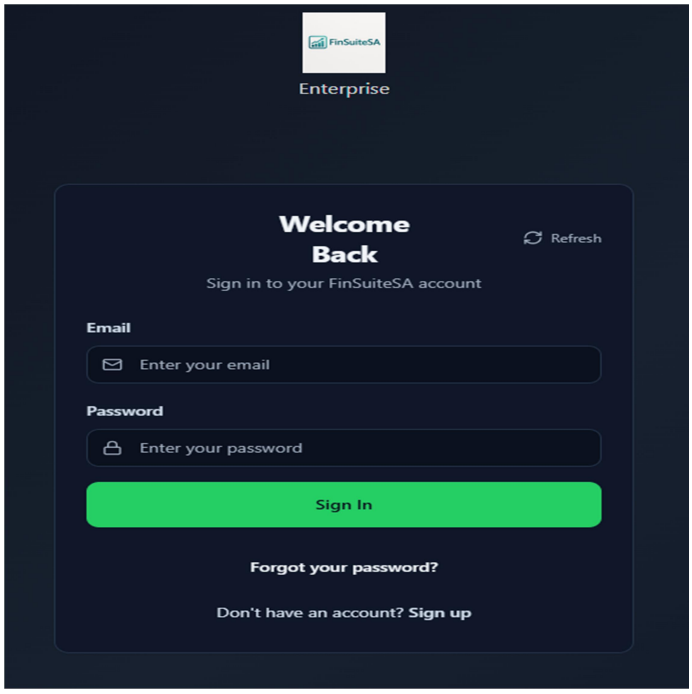
The sign-in screen requires the user to provide their registered **Email** address and **Password** before accessing the system. The screen also provides options for refreshing the page, recovering a forgotten password, and signing up for an account.

1.1.1 Sign-In Screen

The Sign-In screen contains the following options:

Field / Button	Purpose
Email	Enter the email address associated with the FinSuiteSA account.
Password	Enter the account password.
Sign In	Submits the login details and proceeds to the next stage of access.
Refresh	Refreshes the current sign-in screen.
Forgot your password?	Provides access to the password-recovery process.
Sign up	Provides an option for users who do not yet have an account.

Screenshot 1.1 — FinSuiteSA Sign-In Screen



Procedure: Signing In

Step 1: Open FinSuiteSA.

Step 2: Locate the **Email** field.

Step 3: Enter your registered email address.

Step 4: Locate the **Password** field.

Step 5: Enter your password.

Step 6: Select **Sign In**.

After successful authentication, FinSuiteSA proceeds to the **Select Company & Department** screen.

Important

Users should ensure that their login credentials are entered correctly. If the password has been forgotten, use the **Forgot your password?** option rather than repeatedly entering an incorrect password.

1.2 Selecting the Company and Department

After signing in, FinSuiteSA displays the **Select Company & Department** screen.

This screen allows the user to select the business environment in which they will work. The screen contains separate selections for **Company** and **Department**. It also provides options to create a company or department where applicable.

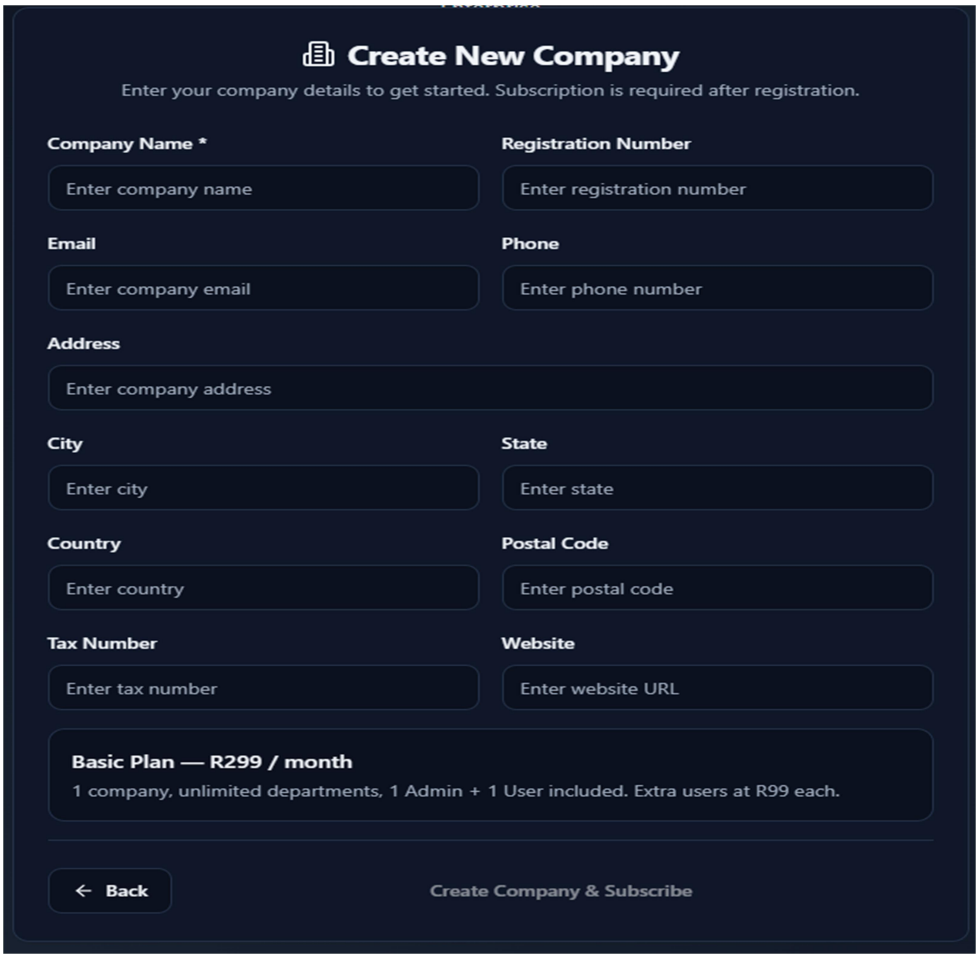
1.2.1 Select Company

The **Select Company** field is used to choose the company that the user wants to access.

The company is selected from the available company list.

1.2.2 Create Company

The **+ Create** option next to **Select Company** provides an option to create a company.



Note: The detailed company-creation procedure will be covered under the **Company Setup** section of this manual.

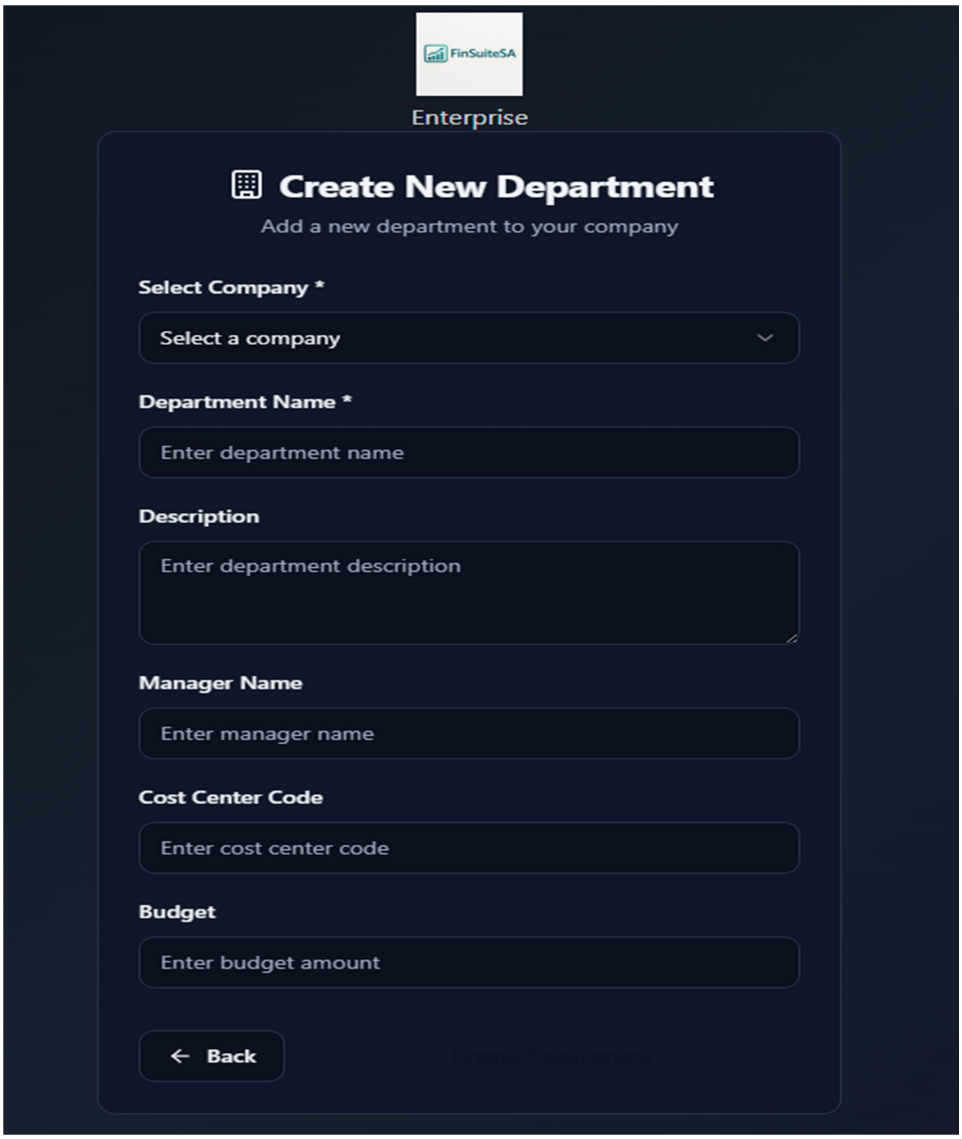
1.2.3 Select Department

After selecting the company, the user must select the appropriate **Department**.

The department determines the working area associated with the selected company.

1.2.4 Create Department

The **+ Create** option next to **Select Department** provides an option to create a department.



Note: The detailed department setup procedure will be documented under the relevant administration/setup section.

1.2.5 Continue

Once the correct company and department have been selected, click **Continue**.

The Continue button takes the user into the selected FinSuiteSA working environment.

Procedure

Step 1: Select the appropriate company from the **Select Company** dropdown.

Step 2: Select the appropriate department from the **Select Department** dropdown.

Step 3: Confirm that both selections are correct.

Step 4: Click **Continue**.

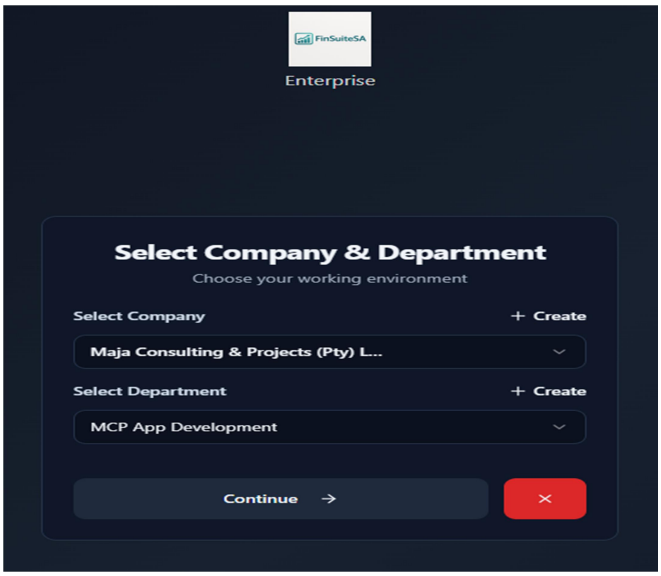
The user will then be taken to the FinSuiteSA Dashboard.

1.2.6 Exit / Cancel

The red button containing the **X** provides an option to exit or cancel the company and department selection process.

If the user does not want to continue into the selected working environment, the user can select this button.

Screenshot 1.2 — Select Company & Department



Key areas to identify:

① **Select Company**
Choose the company in which you will work.

② **+ Create**
Create a company where applicable.

③ **Select Department**
Choose the department associated with the selected company.

④ **+ Create**
Create a department where applicable.

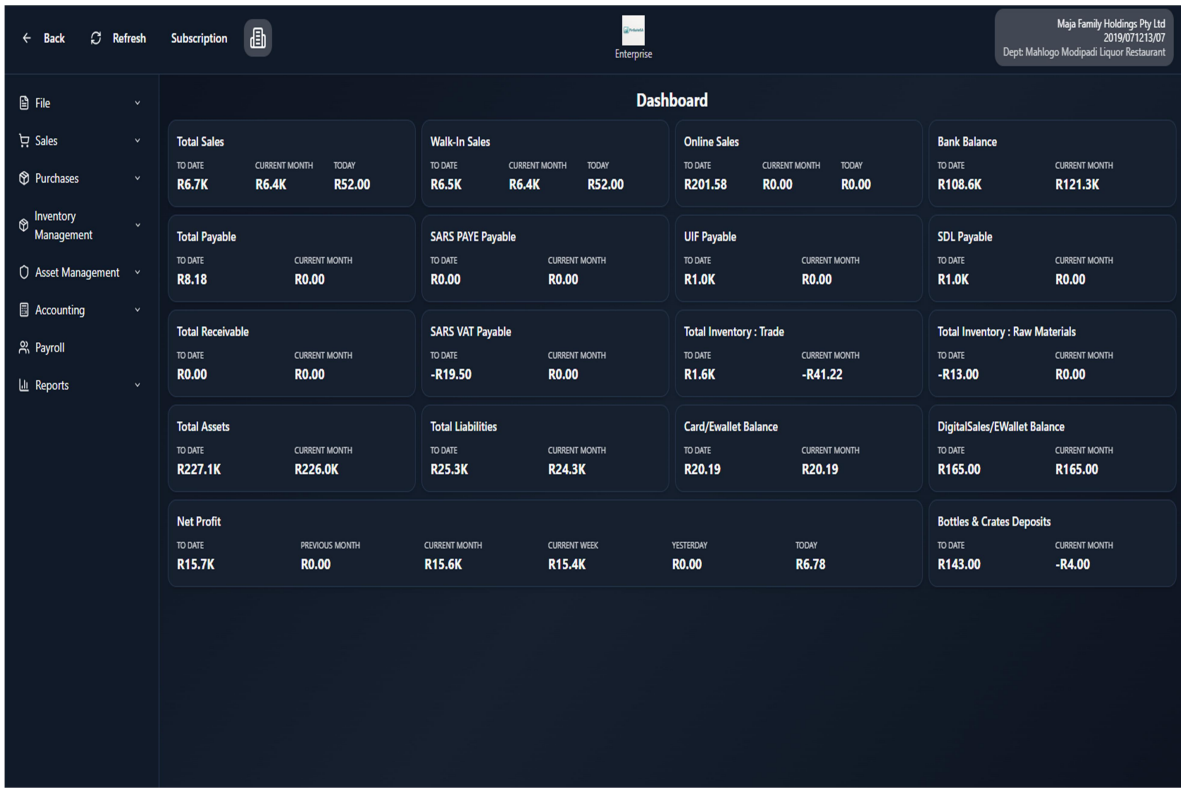
⑤ **Continue**
Enter the selected working environment.

⑥ **X**
Exit/cancel the selection process.

1.3 FinSuiteSA Dashboard

After the user successfully signs in and selects the company and department, FinSuiteSA displays the **Dashboard**.

The Dashboard provides a central overview of key business and financial information and provides access to the application's main menu.



The supplied Dashboard screenshot shows the selected company and department in the upper-right area of the application. It also displays summary information including sales, balances, payables, receivables, inventory, assets, liabilities, E-Wallet balances, net profit, and bottles and crates deposits.

1.3.1 Dashboard Navigation

The left-hand navigation area provides access to the main FinSuiteSA modules.

The menu displayed in the supplied screenshot includes:

- **File**
- **Sales**
- **Purchases**
- **Inventory Management**
- **Asset Management**
- **Accounting**
- **Payroll**
- **Reports**

Several of these menu headings can be expanded to display additional functions.

The detailed functions within each menu will be covered in their respective chapters.

1.4 Dashboard Summary Information

The Dashboard displays summary cards containing important business information.

The information visible in the supplied Dashboard includes:

Sales Information

- **Total Sales**
- **Walk-In Sales**
- **Online Sales**

Cash and Banking

- **Bank Balance**
- Card/E-Wallet Balance
- Digital Sales/E-Wallet Balance

Payables

- **Total Payable**
- **SARS PAYE Payable**
- **UIF Payable**
- **SDL Payable**

Receivables and Tax

- **Total Receivable**
- **SARS VAT Payable**

Inventory

- **Total Inventory: Trade**
- **Total Inventory: Raw Materials**

Assets and Liabilities

- **Total Assets**
- **Total Liabilities**

Profitability

- **Net Profit**

Other Balances

- **Bottles & Crates Deposits**

These Dashboard indicators provide users with a quick overview before entering the individual transaction and reporting modules.

1.5 Understanding the Working Environment

Before beginning any transaction, users should confirm that they are working in the correct:

Company → Department

The selected company and department are displayed within the application interface.

This is particularly important where a user has access to more than one company or department, because transactions should be processed within the appropriate working environment.

Recommended User Check

Before starting work, confirm:

- **Company:** Correct company selected
- **Department:** Correct department selected
- **User:** Correct account logged in
- **Dashboard:** Correct working environment displayed

1.6 Accessing the Main Menu

The Dashboard's navigation menu is the primary method for accessing the FinSuiteSA modules.

The main menu is organised into functional areas.

File

The File menu provides access to:

- Company Setup
- Users
- Drivers
- Settings
- Sign Out

Sales

The Sales menu provides access to:

- POS
- Create Invoice
- Debtor Payments
- Debtors
- Online Sales Dashboard
- Walk-In Sales Dashboard

Purchases

The Purchases menu provides access to:

- Trade Inventory Purchases
- Raw Material Purchases
- General Purchases
- Goods Return Notes
- Creditor Payments
- Creditors

The remaining menu sections are covered in later chapters of this manual.

1.7 Daily Start-Up Procedure

A user beginning their working day should follow this general sequence:

Step 1 — Open FinSuiteSA

Launch the FinSuiteSA application.

Step 2 — Sign In

Enter your email address and password and select **Sign In**.

Step 3 — Select Company

Choose the company in which you are going to work.

Step 4 — Select Department

Choose the appropriate department.

Step 5 — Continue

Select **Continue** to enter the working environment.

Step 6 — Review the Dashboard

Check the Dashboard to confirm that the correct company and department are active.

Step 7 — Select the Required Module

Use the navigation menu to open the function required for your work.

For example:

Sales → POS

to access the point-of-sale environment.

1.8 Quick Reference — Getting Started

Action	What to Do
Access FinSuiteSA	Open the application
Sign In	Enter Email and Password
Select Company	Choose the appropriate company
Select Department	Choose the appropriate department
Continue	Enter the working environment
Review Dashboard	Confirm the correct working environment
Open a Module	Select the required option from the main menu
Exit	Use the appropriate Sign Out option when finished

1.9 Chapter Summary

At the end of this chapter, the user should be able to:

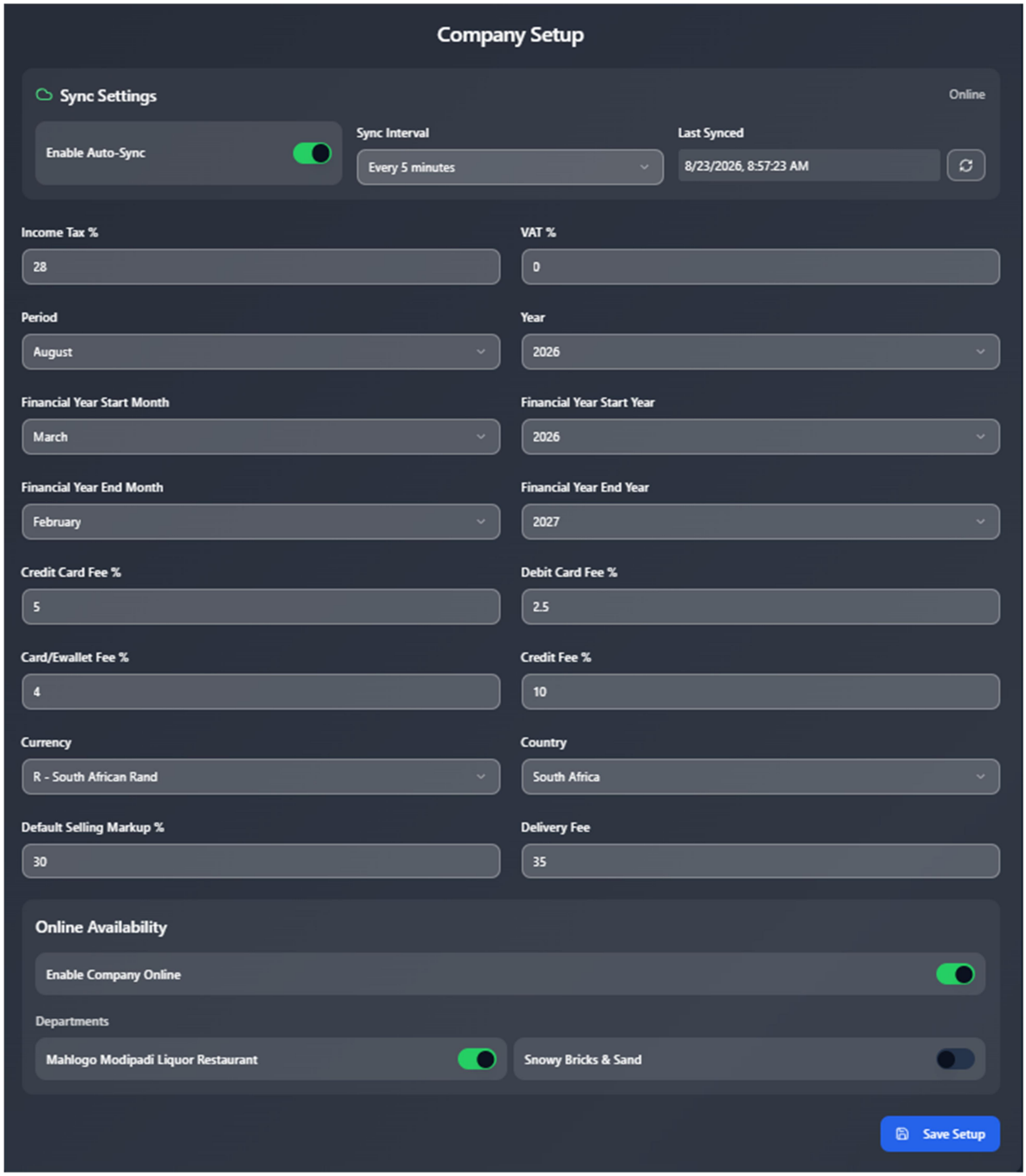
- Access the FinSuiteSA sign-in screen.
- Enter their email address and password.
- Sign in to FinSuiteSA.
- Select the appropriate company.
- Select the appropriate department.
- Continue into the selected working environment.
- Identify the main Dashboard areas.
- Navigate the main FinSuiteSA menu.
- Access the required business module.

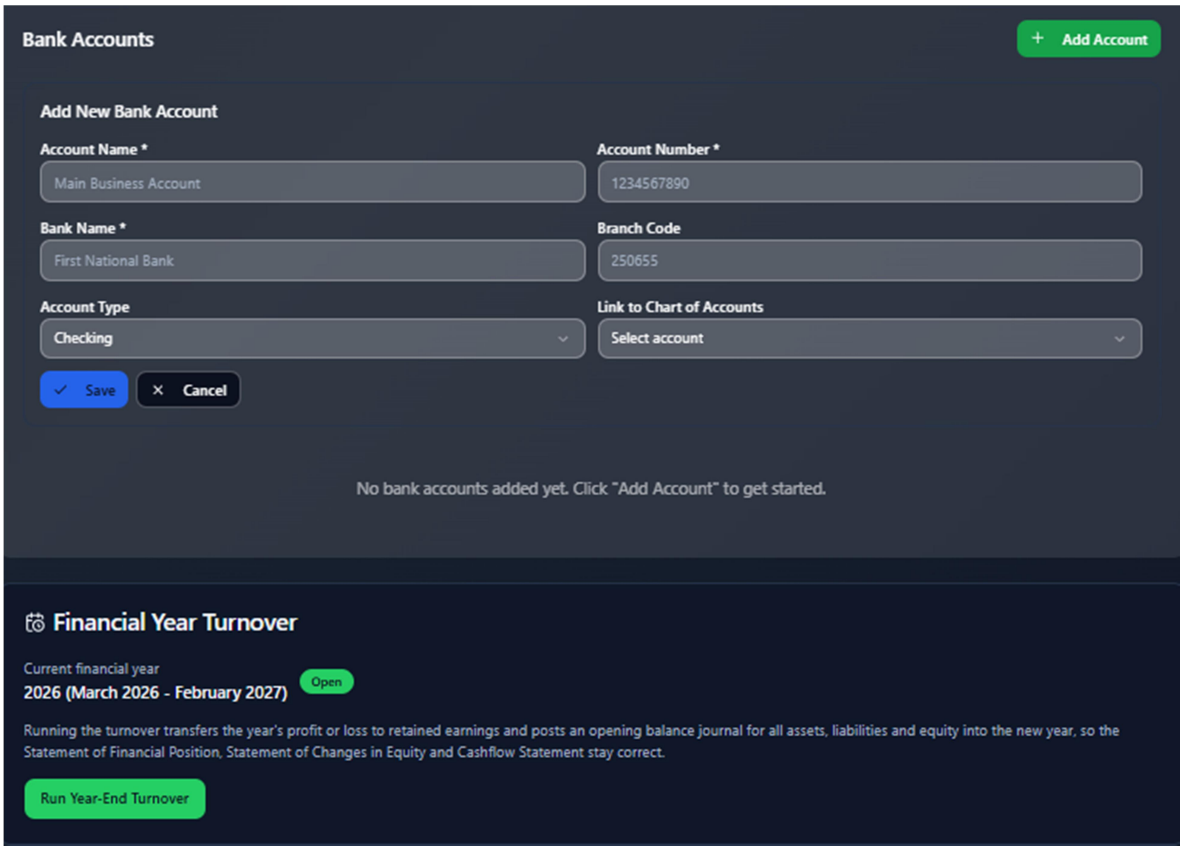
The next chapter will introduce the **File** menu and explain the functions available under **Company Setup, Users, Drivers, Settings, and Sign Out**.

Chapter 2 — File & Administration

2.1 COMPANY SETUP

Figure 2.1 — Company Setup





2.1.1 Purpose

The **Company Setup** screen is used to configure important company-level settings used by FinSuiteSA.

The supplied screen includes settings for:

- Synchronisation
- Tax
- Accounting period
- Financial year
- Payment/card fees
- Currency
- Country
- Default selling markup
- Delivery fee
- Online availability
- Departments
- Bank accounts
- Financial year turnover

The screen also provides a **Save Setup** function.

2.1.2 Accessing Company Setup

From the main navigation menu:

File → Company Setup

The Company Setup screen opens with a **Back to Dashboard** option at the top of the page.

2.1.3 Synchronisation Settings

The Company Setup screen contains a **Sync Settings** section.

The visible controls include:

Enable Auto-Sync

This setting allows automatic synchronisation to be enabled or disabled.

Sync Interval

The screen provides a field for selecting the synchronisation interval.

Last Synced

This displays the last recorded synchronisation status/time.

Recommended Procedure

Before changing synchronisation settings, confirm that the intended synchronisation behaviour is appropriate for the company's operating environment.

2.1.4 Tax Settings

The Company Setup screen contains fields for tax-related configuration.

The visible fields include:

- **Income Tax %**
- **VAT %**

These settings should be configured according to the company's applicable tax configuration.

Important

Tax settings can affect accounting and transaction calculations. Users should therefore ensure that these values are correctly configured before processing transactions.

2.1.5 Accounting Period

The Company Setup screen provides fields for the company's accounting period.

The visible fields include:

- **Period**
- **Year**

These settings identify the current accounting period used within the system.

2.1.6 Financial Year Settings

The screen contains settings for the company's financial year.

The visible fields include:

Financial Year Start Month

Specifies the month in which the company's financial year begins.

Financial Year Start Year

Specifies the year in which the financial year begins.

Financial Year End Month

Specifies the month in which the financial year ends.

Financial Year End Year

Specifies the year in which the financial year ends.

Important

Financial year settings should be reviewed carefully because they can affect financial reporting and year-end processing.

2.1.7 Payment and Transaction Fees

Company Setup also provides fields for configuring various transaction-related fees.

The supplied screen displays fields including:

- Credit Card Fee %
- Debit Card Fee %
- Credit Wallet Fee %
- Credit Fee %
- Card/E-Wallet Fee %
- Credit Fee %

These settings provide the system with information relating to applicable transaction/payment charges.

Users should confirm the intended fee structure before entering or changing these values.

2.1.8 Currency and Country

The Company Setup screen contains:

Currency

The currency used by the company.

Country

The country associated with the company.

The supplied example displays **South African Rand (R)** as the currency and **South Africa** as the country.

2.1.9 Default Selling Markup

The **Default Selling Markup %** field is available for configuring the company's default selling markup.

This setting should be reviewed before products are entered or pricing processes are performed, particularly where the company intends to use a default markup.

2.1.10 Delivery Fee

The Company Setup screen contains a **Delivery Fee** field.

The field can be used to configure the applicable default delivery fee.

2.1.11 Online Availability

The Company Setup screen contains an **Online Availability** section.

The visible option is:

Enable Company Online

This setting allows the company's online availability to be enabled or disabled.

The screen also displays a **Departments** control within this section.

2.1.12 Departments

The Departments area allows the company to identify the relevant department configuration associated with the company.

The supplied example shows a department selected within this section.

Department access is also separately managed within the User Management access-rights screen.

2.1.13 Saving Company Setup

After making changes to Company Setup, select:

Save Setup

Recommended Procedure

1. Review each changed setting.
2. Confirm the tax and financial-year settings.
3. Confirm payment and fee settings.
4. Confirm currency and country.
5. Confirm online and department settings.
6. Select **Save Setup**.

2.1.14 Bank Accounts

The Company Setup screen contains a separate **Bank Accounts** section.

The section provides an:

+ Add Account button.

The screen indicates that bank accounts can be added from this section.

Procedure

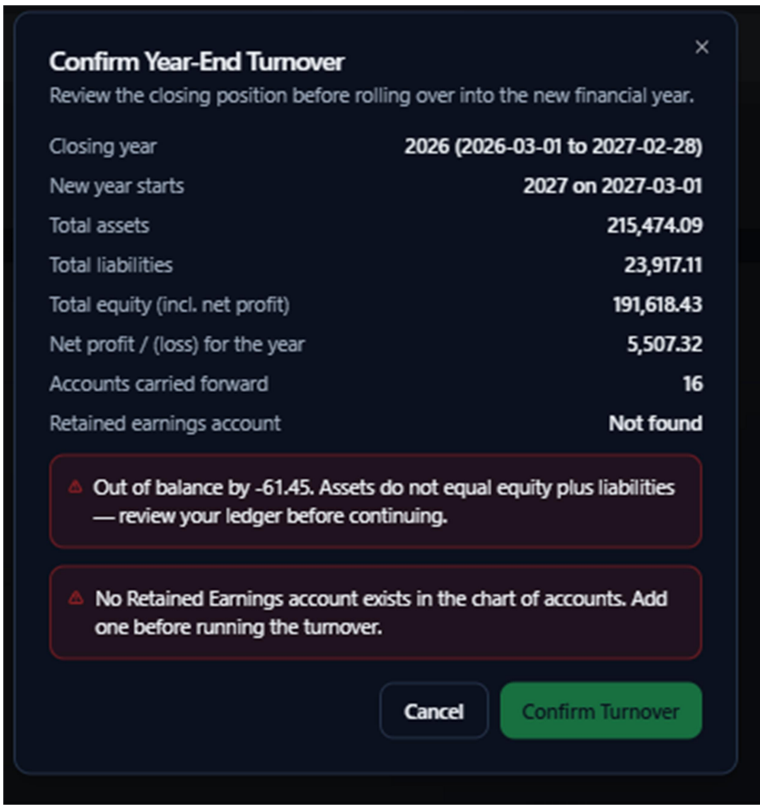
1. Open **Company Setup**.
2. Navigate to **Bank Accounts**.
3. Select **+ Add Account**.
4. Enter the required bank-account information.
5. Save the account according to the form presented.

Note

The supplied screenshot does not show the Add Account form itself. Therefore, the individual bank-account fields and their functions should be documented after a screenshot of that form is provided.

2.1.15 Financial Year Turnover

Figure 2.1.15 — Year-End Turnover Confirmation / Processing



The **Financial Year Turnover** section is used to manage the company's financial-year turnover information.

The Company Setup screen displays the current financial-year information and provides the **Run Year-End Turnover** button.

Run Year-End Turnover

The **Run Year-End Turnover** function initiates the year-end turnover process.

When the user selects **Run Year-End Turnover**, FinSuiteSA displays a **confirmation/processing screen** before the year-end process is completed.

Recommended Procedure

1. Open **File → Company Setup**.
2. Navigate to the **Financial Year Turnover** section.
3. Review the displayed financial-year information.
4. Select **Run Year-End Turnover**.
5. Review the confirmation/processing screen.
6. Confirm that the correct financial year is being processed.

7. Proceed with the year-end turnover process.
8. Wait for the process to complete before leaving the screen.

□

Important

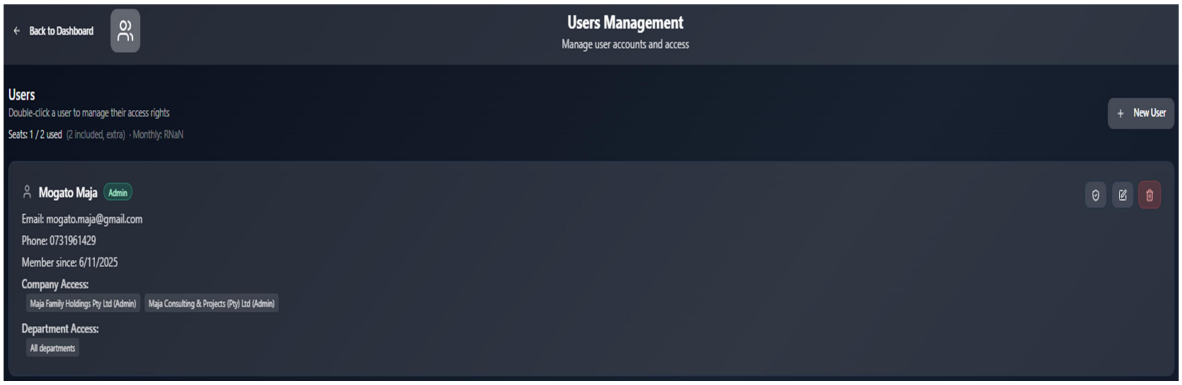
Run Year-End Turnover is a year-end processing function and should not be selected casually.

Before running the process, the administrator should ensure that:

- The correct company is selected.
- The correct financial year is being processed.
- The relevant transactions for the financial year have been captured.
- The financial information has been reviewed.
- Any necessary reconciliations have been completed.

2.2 USER MANAGEMENT

Figure 2.2 *— Users Management*



2.2.1 Purpose

The **Users Management** screen is used to manage user accounts and access.

The screen provides a list of users and indicates that users can be managed from the screen.

The supplied training screenshot specifically indicates:

"Double-click a user to manage their access rights."

2.2.2 Accessing User Management

From the main menu:

File → Users

The **Users Management** screen opens.

2.2.3 User List

The User Management screen displays user information.

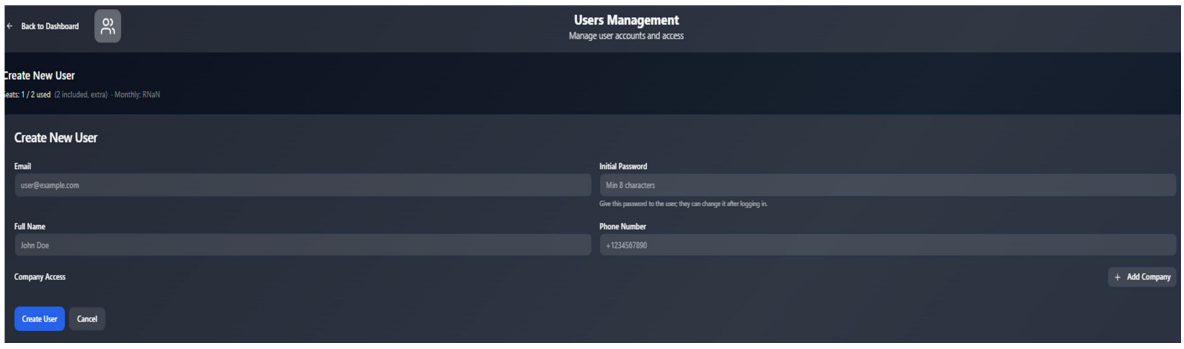
The supplied example includes information such as:

- User name
- User email
- Phone number
- Membership information
- Company access
- Department access
- User status

The screen also provides a **+ New User** button.

2.2.4 Creating a New User

Figure 2.3 — Add New User



The supplied screen provides:

+ New User

Procedure

1. Open **File → Users**.

2. Select **+ New User**.
3. Complete the user information requested by the system.
4. Save the new user.
5. Assign the appropriate company and department access.
6. Configure the user's access rights where required.

Note

The supplied screenshots do not show the New User form itself. The detailed fields should therefore be documented once that form is captured.

2.2.5 Managing an Existing User

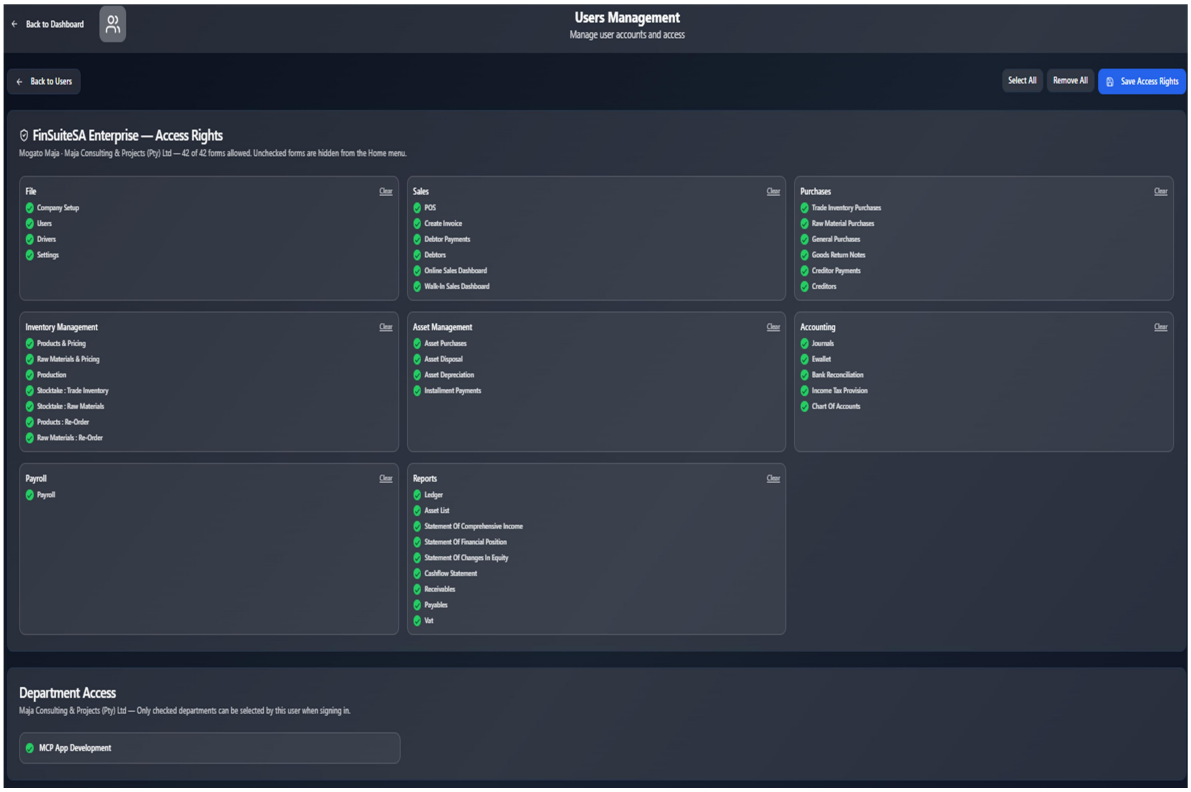
To manage an existing user:

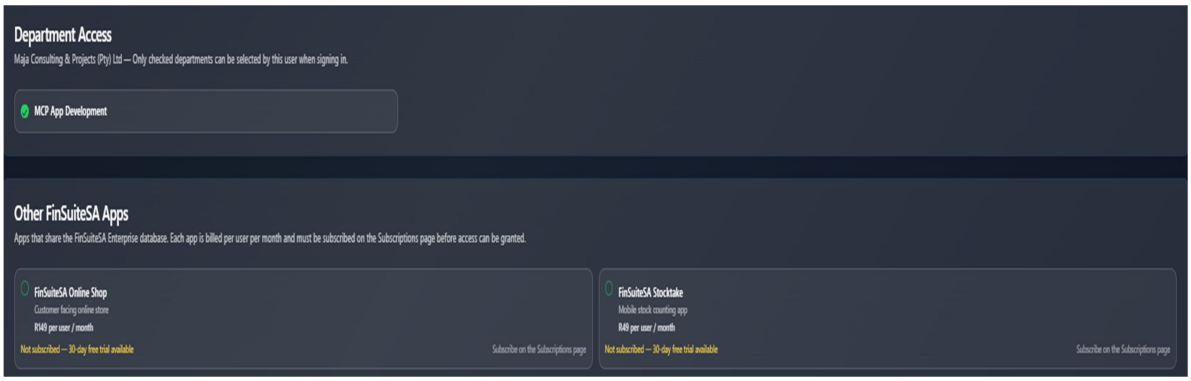
1. Open **File → Users**.
2. Locate the required user.
3. **Double-click the user.**

The system opens the user's **Access Rights** screen.

2.3 USER ACCESS RIGHTS

***Figure 2.4** — User Access Rights*





2.3.1 Purpose

The User Access Rights screen controls which FinSuiteSA functions are available to an individual user.

The supplied screen provides:

- **Select All**
- **Remove All**
- **Save Access Rights**
- **Back to Users**

It also displays access rights grouped according to the application's functional modules.

2.3.2 Access Rights by Module

The supplied Access Rights screen groups permissions into areas including:

File

Access to functions such as:

- Company Setup
- Users
- Drivers
- Settings

Sales

Access to functions such as:

- POS
- Create Invoice
- Debtor Payments
- Debtors
- Online Sales Dashboard
- Walk-In Sales Dashboard

Purchases

Access to functions such as:

- Trade Inventory Purchases
- Raw Material Purchases
- General Purchases
- Goods Return Notes
- Creditor Payments
- Creditors

Inventory Management

Access to functions including:

- Products & Pricing
- Raw Materials & Pricing
- Production
- Stocktake — Trade Inventory
- Stocktake — Raw Materials
- Products — Re-Order
- Raw Materials — Re-Order

Asset Management

Access to:

- Asset Purchases
- Asset Disposal
- Asset Depreciation
- Installment Payments

Accounting

Access to:

- Journals
- E-Wallet
- Bank Reconciliation
- Income Tax Provision
- Chart of Accounts

Payroll

Access to Payroll functionality.

Reports

Access to the available reporting functions.

The actual permissions available to a user should be assigned according to the user's job responsibilities.

2.3.3 Select All

The **Select All** button provides a quick method of selecting the available access rights.

Important

Selecting all permissions should be limited to users who genuinely require broad system access.

2.3.4 Remove All

The **Remove All** button provides a quick method of clearing the currently selected access rights.

This can be useful when configuring a new user's access from the beginning.

2.3.5 Save Access Rights

After selecting the appropriate permissions, select:

Save Access Rights

This saves the access configuration for the selected user.

Recommended Procedure

1. Open the user's Access Rights screen.
2. Review the available modules.
3. Select only the permissions required for the user's role.
4. Confirm the selected permissions.
5. Select **Save Access Rights**.

2.4 DEPARTMENT ACCESS

The User Access Rights screen also contains a **Department Access** section.

The supplied screen states that only departments selected in this section can be selected by the user when signing in.

Purpose

Department Access controls which departments a particular user can work in.

Procedure

1. Open the user's Access Rights.
2. Locate **Department Access**.
3. Select the appropriate department.
4. Save the user's access rights.

Important

A user may have access to certain application functions but still be restricted to particular departments.

Therefore, **application access and department access should both be reviewed** when setting up a user.

2.5 OTHER FINSUITESA APPLICATIONS

The User Access Rights screen also displays an **Other FinSuiteSA Apps** section.

The supplied screen shows additional FinSuiteSA applications that may be available to users through subscription.

The examples shown include:

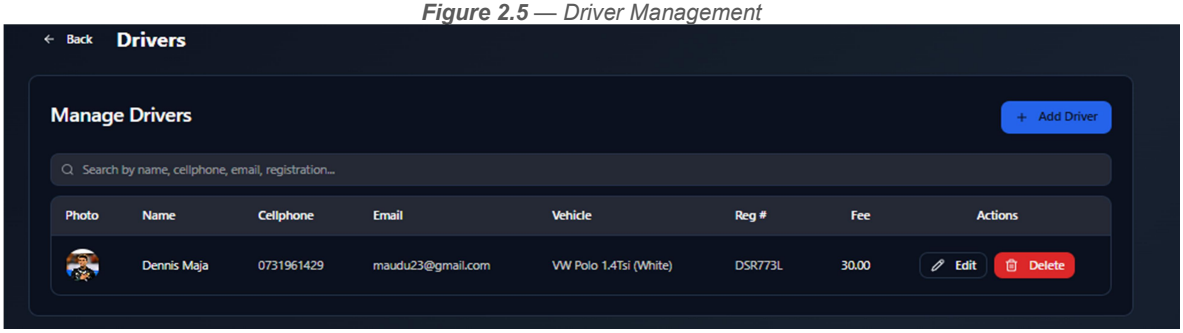
- FinSuiteSA Online Shop
- FinSuiteSA Stocktake

The screen indicates that access to these applications is associated with subscription arrangements.

Detailed subscription management is covered in Section 2.7.

2.6 DRIVER MANAGEMENT

Figure 2.5 — Driver Management



2.6.1 Purpose

The **Drivers** screen is used to maintain driver information.

The supplied screen is titled **Manage Drivers** and provides a search function, an **+ Add Driver** button, and a driver listing.

2.6.2 Driver List

The Driver Management screen displays information including:

- Photo
- Name
- Cellphone
- Email
- Vehicle
- Registration Number
- Fee
- Actions

The Actions area provides options to:

- Edit
- Delete

The screen also includes a search field for finding drivers by information such as name, cellphone, email or registration.

2.6.3 Searching for a Driver

Use the search field at the top of the Driver Management screen.

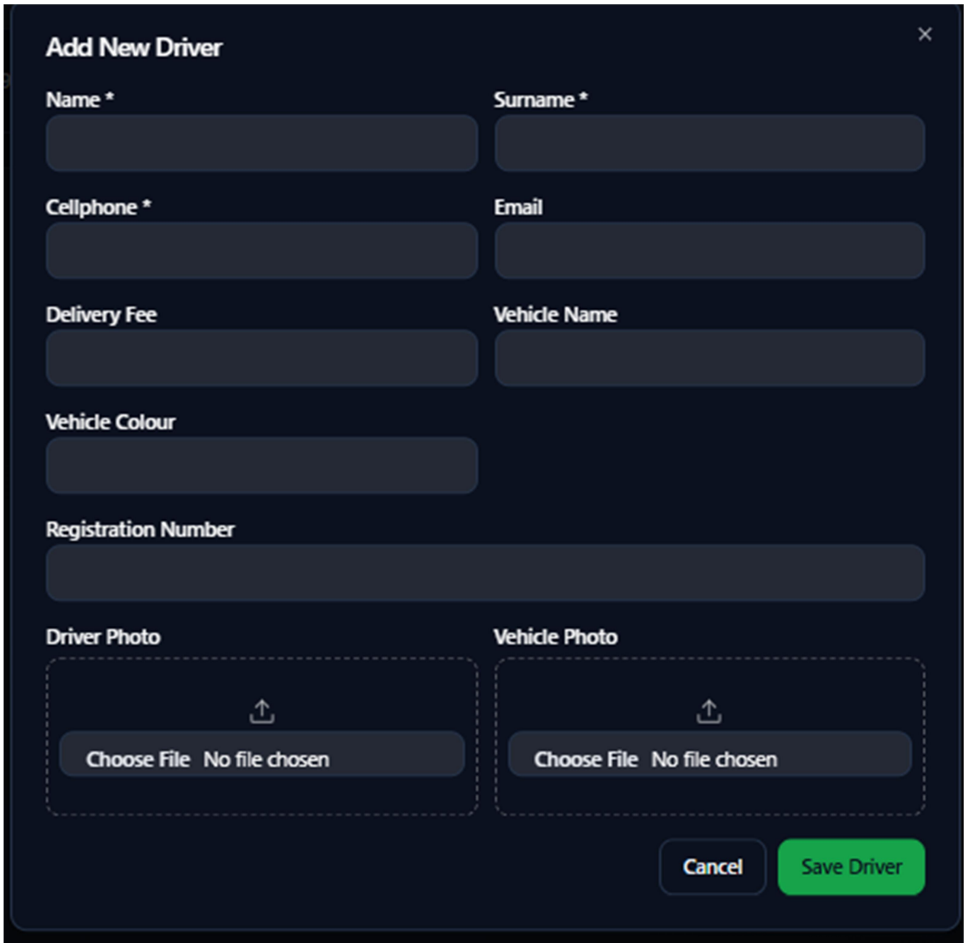
Procedure

1. Open **File → Drivers**.
2. Select the search field.
3. Enter identifying information for the driver.
4. Review the filtered driver list.

The supplied screen indicates that the search can be performed using driver information such as name, cellphone, email or registration.

2.6.4 Adding a New Driver

Figure 2.6 — Add New Driver



Select:

+ Add Driver

The system opens the **Add New Driver** form.

2.6.5 Add New Driver Form

The supplied form contains the following fields:

Driver Information

- **Name***

- **Surname***
- **Cellphone***
- **Email**

The asterisk indicates fields that are marked as required in the displayed form.

Delivery Information

- **Delivery Fee**

Vehicle Information

- **Vehicle Name**
- **Vehicle Colour**
- **Registration Number**

Driver Photo

The form provides a file-upload area for the driver's photograph.

Vehicle Photo

The form provides a file-upload area for the vehicle photograph.

Form Buttons

- **Cancel**
- **Save Driver**

The supplied screenshot confirms these fields and controls.

2.6.6 Procedure — Adding a Driver

Step 1: Open **Drivers**.

Step 2: Select **+ Add Driver**.

Step 3: Enter the driver's **Name**.

Step 4: Enter the driver's **Surname**.

Step 5: Enter the driver's **Cellphone** number.

Step 6: Enter the driver's **Email**, where applicable.

Step 7: Enter the **Delivery Fee**, where applicable.

Step 8: Enter the **Vehicle Name**.

Step 9: Enter the **Vehicle Colour**.

Step 10: Enter the **Registration Number**.

Step 11: Select **Choose File** under Driver Photo if a driver photograph is required.

Step 12: Select **Choose File** under Vehicle Photo if a vehicle photograph is required.

Step 13: Review the information.

Step 14: Select **Save Driver**.

2.6.7 Editing a Driver

From the Driver Management list:

1. Locate the required driver.
2. Select **Edit**.
3. Update the required information.
4. Save the changes using the controls provided by the form.

2.6.8 Deleting a Driver

The Driver Management screen provides a **Delete** button.

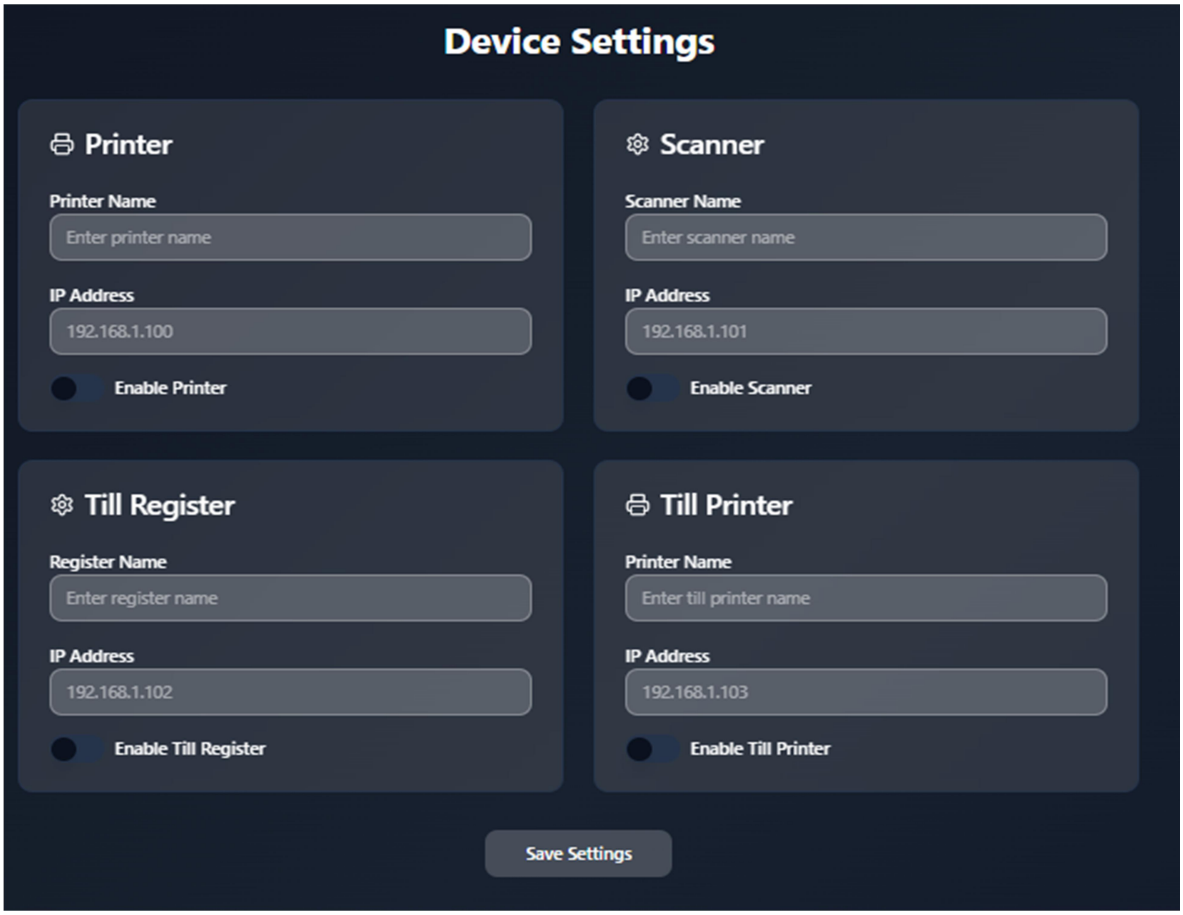
Before deleting a driver, users should confirm that the correct driver has been selected.

Important

Deletion should be performed carefully because the supplied screenshot does not show whether the system displays a confirmation message or how previously recorded transactions involving the driver are handled.

2.7 DEVICE SETTINGS

Figure 2.7 — Device Settings



2.7.1 Purpose

The **Device Settings** screen is used to configure devices that may be used with FinSuiteSA.

The supplied screen contains four device sections:

1. Printer
2. Scanner
3. Till Register
4. Till Printer

It also contains a **Save Settings** button.

2.7.2 Printer Settings

The Printer section contains:

- **Printer Name**
- **IP Address**
- **Enable Printer**

Procedure

1. Enter the printer name.
2. Enter the printer's IP address.
3. Enable the printer when it should be used by the system.
4. Save the settings.

2.7.3 Scanner Settings

The Scanner section contains:

- **Scanner Name**
- **IP Address**
- **Enable Scanner**

Procedure

1. Enter the scanner name.
2. Enter the scanner's IP address.
3. Enable the scanner where required.
4. Save the settings.

2.7.4 Till Register Settings

The Till Register section contains:

- **Register Name**
- **IP Address**
- **Enable Till Register**

Procedure

1. Enter the register name.
2. Enter the IP address.
3. Enable the Till Register where required.
4. Save the settings.

2.7.5 Till Printer Settings

The Till Printer section contains:

- **Printer Name**
- **IP Address**
- **Enable Till Printer**

Procedure

1. Enter the till printer name.
2. Enter the IP address.
3. Enable the till printer where required.
4. Save the settings.

2.7.6 Saving Device Settings

After configuring the required devices, select:

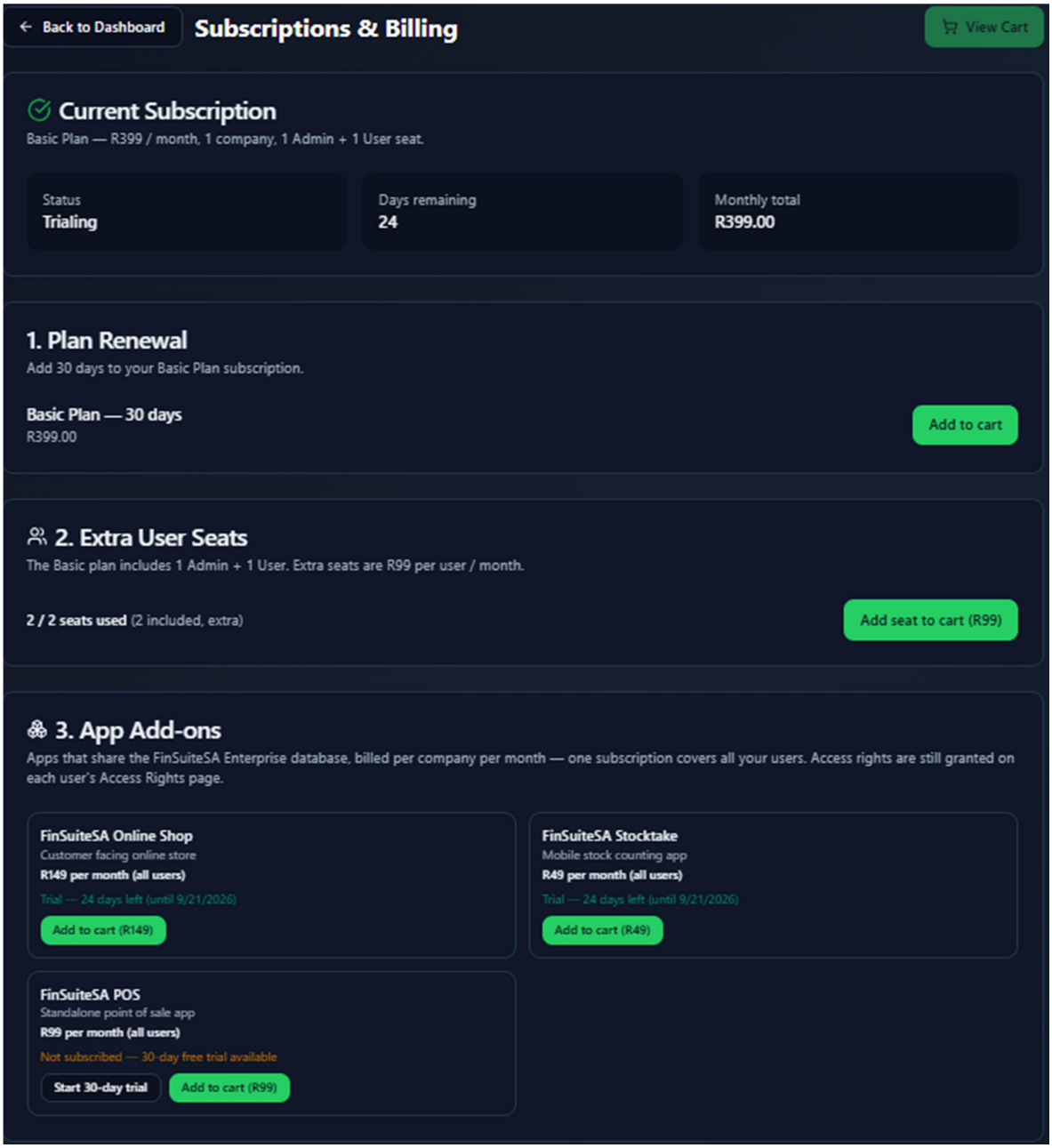
Save Settings

Important

Device names and IP addresses should be entered correctly. Incorrect network information may prevent the relevant equipment from communicating with the POS environment.

2.8 SUBSCRIPTION MANAGEMENT

Figure 2.8 — Subscription Management



2.8.1 Purpose

The supplied Subscription screen provides facilities for managing FinSuiteSA subscription-related items.

The screen displays subscription information and provides options relating to:

1. Plan Renewal
2. Extra User Seats

3. App Add-ons

The subscription screen also displays summary information including subscription status, days remaining and monthly total.

2.8.2 Subscription Status

At the top of the supplied screen, subscription summary information is displayed.

The visible information includes:

- **Status**
- **Days remaining**
- **Monthly total**

These provide a quick overview of the current subscription position.

2.8.3 Plan Renewal

The screen contains:

1. Plan Renewal

The supplied screen indicates that the plan renewal section provides an option to add days to the current subscription.

An **Add to cart** button is provided for the displayed renewal option.

Procedure

1. Review the current subscription status.
2. Review the available renewal option.
3. Select **Add to cart**.
4. Continue with the subscription process presented by the system.

2.8.4 Extra User Seats

The subscription screen contains:

2. Extra User Seats

This section provides information about the number of user seats currently used and the option to purchase additional seats.

An:

Add seat to cart

button is provided.

Purpose

Additional user seats can be added where the business requires more users than the number included in the existing subscription.

Procedure

1. Review the current user-seat usage.
2. Determine whether an additional seat is required.
3. Select **Add seat to cart**.
4. Continue with the subscription process presented by the system.

2.8.5 App Add-Ons

The screen contains:

3. App Add-Ons

The supplied screen shows additional FinSuiteSA applications that can be added to the subscription.

Examples displayed include:

- **FinSuiteSA Online Shop**
- **FinSuiteSA Stocktake**
- **FinSuiteSA POS**

The screen indicates that these applications are billed per month and that access rights are managed through the user's Access Rights page.

2.8.6 Adding an Application Add-On

Each available application is presented with an option to add it to the subscription.

Procedure

1. Review the available application add-ons.
2. Identify the application required.

3. Review the applicable subscription information.
4. Select **Add to cart** for the required application.
5. Continue with the subscription process presented by the system.

Important

Adding an application to a subscription does not, by itself, replace user access configuration. The supplied User Access Rights screen indicates that application access is managed through user access rights.

2.9 SIGN OUT

2.9.1 Purpose

The **Sign Out** function is used to exit the current FinSuiteSA session.

The Sign Out option appears under the **File** menu in the application's main navigation.

2.9.2 Procedure

To sign out:

1. Open the **File** menu.
2. Select **Sign Out**.
3. Follow any confirmation displayed by the application.

Users should sign out when finishing work, particularly when using a shared computer or POS device.

2.10 ADMINISTRATIVE BEST PRACTICES

The following practices are recommended when working with the administrative functions covered in this chapter.

Company Setup

- Verify tax settings before processing transactions.
- Verify the financial year.
- Verify the accounting period.
- Verify currency and country.
- Review payment/card fee settings.
- Confirm company online availability where applicable.

Users

- Give users only the access required for their duties.
- Review department access.
- Review access rights when a user's responsibilities change.
- Remove or amend access when no longer required.

Drivers

- Keep driver contact information current.
- Keep vehicle information accurate.
- Verify registration numbers.
- Update delivery fees where applicable.

Device Settings

- Verify device names.
- Verify IP addresses.
- Enable only the devices required.
- Test the relevant equipment after configuration.

Subscriptions

- Monitor subscription status and days remaining.
- Review user-seat requirements.
- Review required application add-ons.
- Ensure that purchased applications are assigned appropriate user access.

2.11 CHAPTER 2 QUICK REFERENCE

Function	Main Purpose
Company Setup	Configure company-level settings
Users	Manage user accounts
Access Rights	Control user access to system functions
Department Access	Control departments available to a user
Drivers	Manage drivers and vehicle information
Device Settings	Configure printers, scanners and till equipment
Subscriptions	Manage plan renewal, user seats and application add-ons
Sign Out	End the current FinSuiteSA session

2.12 CHAPTER SUMMARY

By the end of this chapter, an administrator should understand how to:

- Configure company settings.
- Review tax and financial-year settings.
- Configure synchronisation.
- Configure payment-related fees.
- Configure online availability.
- Add bank-account information.
- Review financial-year turnover settings.
- Manage FinSuiteSA users.
- Configure individual user access rights.
- Control department access.
- Add and maintain drivers.
- Configure POS-related devices.
- Review subscription status.
- Renew a subscription.
- Add additional user seats.
- Add FinSuiteSA application add-ons.
- Sign out of FinSuiteSA.

Chapter 3 — Sales & Point of Sale (POS)

Point of Sale (POS)

3.1 Introduction

The **Point of Sale (POS)** module is the main sales-processing area of the software. It allows authorised users to sell products and services, receive different forms of payment, process customer credit sales, sell and redeem vouchers, park transactions, process refunds, manage online orders, and complete end-of-shift cash-up procedures.

The POS is designed so that a transaction moves through a controlled process:

Select Products → Build Cart → Confirm Quantities → Receive Payment → Finalize Sale → Print/Review Sale

The system automatically performs the relevant calculations and accounting entries in the background, including VAT, payment fees, stock movements, cost of sales, debtor balances and ledger entries.

USER TRAINING NOTE: Users do not normally need to understand the accounting entries being generated by the POS. However, understanding what the system is doing helps users identify errors and understand why certain information is required.

3.2 Opening the POS

The POS is accessed from the **Sales / POS** section of the system.

When the POS opens, the user will normally see:

- The POS header/menu.
- Product categories/departments.
- Available products.
- The current shopping cart.
- Quantities and selling prices.
- Discounts, where applicable.
- Subtotal and VAT information.
- Amount due.
- Payment/finalization controls.
- Options such as parking a sale or accessing related POS functions.

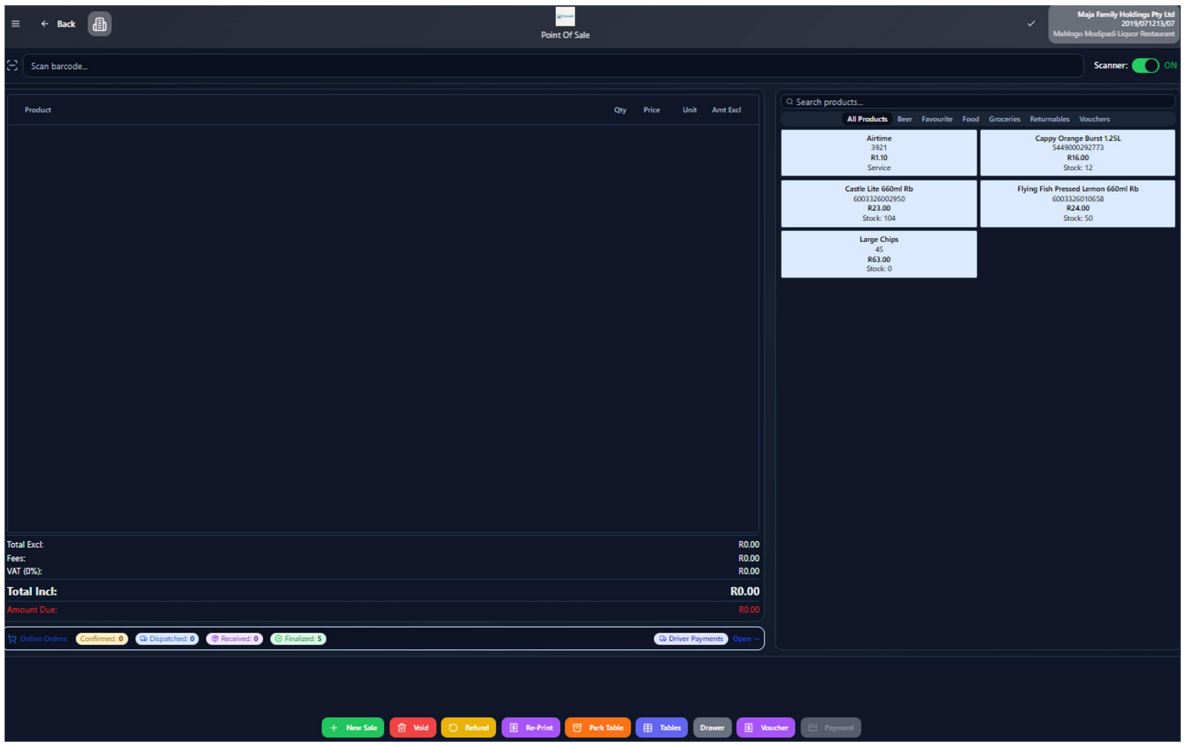


Figure 3.1 — Main Point of Sale screen

3.3 Understanding the POS Screen

The POS can generally be understood as having several functional areas.

A. POS Header

The header provides access to other sales-related functions.

The header menu is the main navigation hub for:

- Sales History
- Cash In/Out
- Purchases
- Credit Payments
- Sign Out

The header also provides access to the **Online Orders** area.

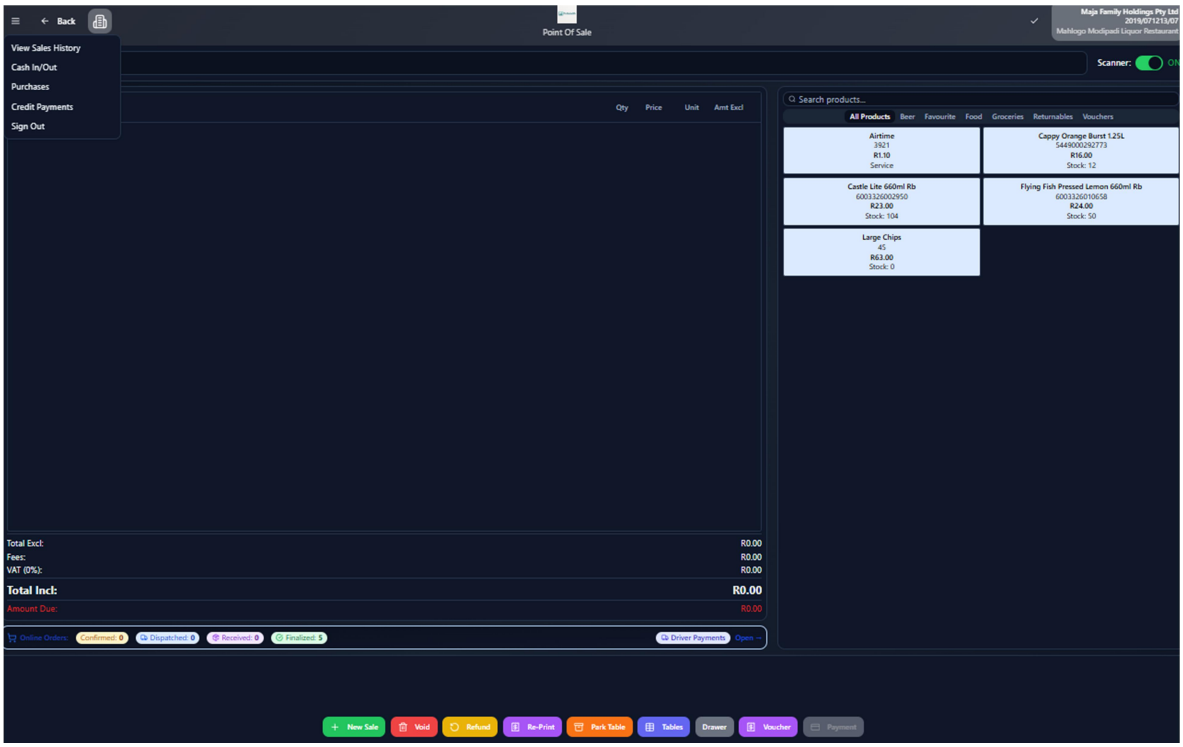


Figure 3.2 — POS header and related sales functions

B. Product Selection Area

Products can be added to the sale in two main ways:

1. Scanning the product barcode/SKU.
2. Selecting a product from the product tabs.

The product tabs allow users to navigate through available **categories/departments** and select products directly.



Figure 3.3 — Selecting products from the POS product area

3.4 Adding Products to a Sale

There are two primary methods for adding a product.

Method 1 — Barcode/SKU Scanning

The cashier can scan the barcode of a product.

The system searches for the product using its SKU and the relevant company.

If the product is found, it is added to the current cart.

The system also checks whether sufficient stock is available.

Method 2 — Selecting a Product on Screen

The cashier can select the appropriate department/category and then tap the required product.

Once selected, the product is added to the cart.

This is particularly useful where:

- The product does not have a barcode.
- The barcode scanner is unavailable.
- The cashier knows where the product is located in the POS.
- The business sells services or digital products.

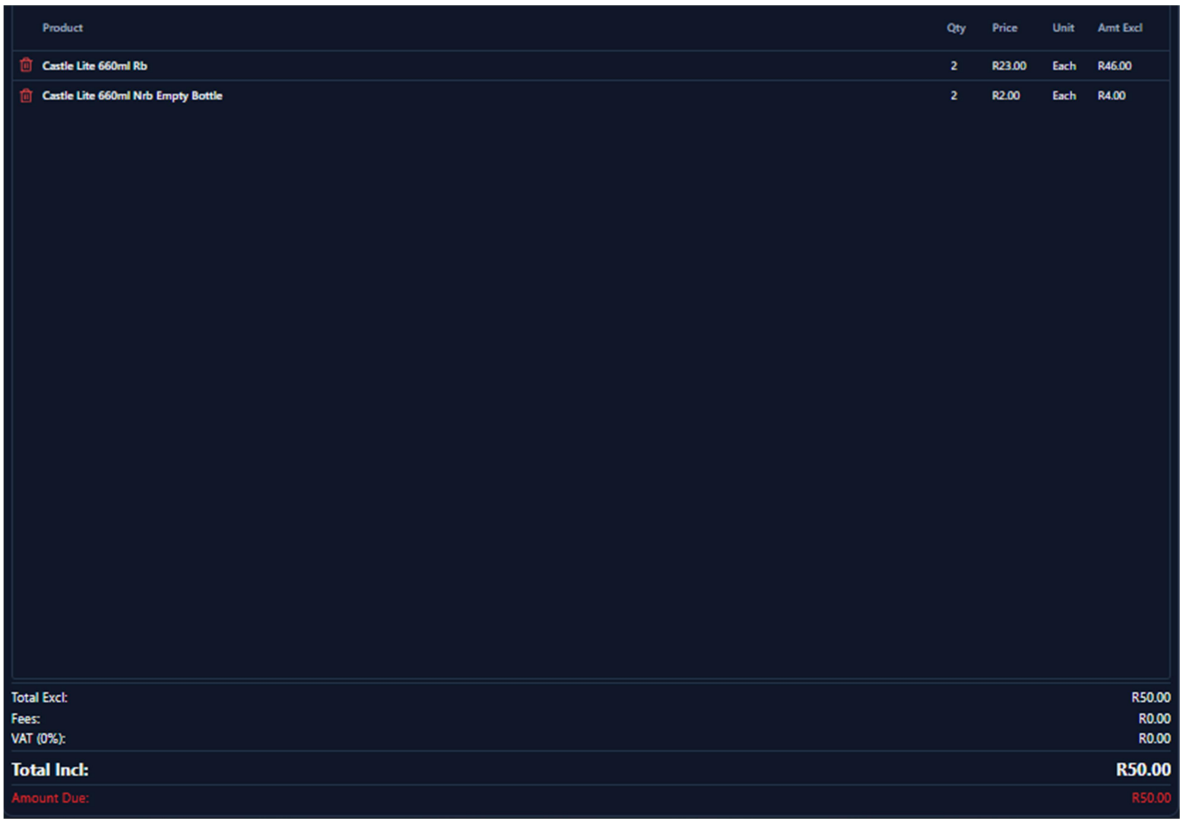


Figure 3.4 — Products added to the POS cart

3.5 Stock Checking

For normal physical inventory products, the POS checks available stock before allowing the sale.

The system determines available stock from the remaining quantities of the relevant purchase items.

This prevents the cashier from selling more stock than the system believes is available.

However, certain products do not require a stock check.

Digital and Service Products

Products identified as digital or service products can bypass the normal physical stock check.

Examples may include:

- Services
- Digital products
- Certain electronic/value products

These products can therefore be sold without the POS requiring physical inventory quantities.

3.6 Maximum Quantity

A product can have a **maximum quantity** configured.

Where a maximum quantity has been configured, the cashier cannot sell more than the permitted quantity in a transaction.

For example:

If Product A has a maximum quantity of 10, the cashier cannot increase the quantity to 11.

This provides an additional control against accidental or unauthorised large quantities.

3.7 Changing Product Quantities

Once a product has been added to the cart, its quantity can be changed.

The POS uses the **Quantity Dialog** to allow the cashier to enter the required quantity.

The system supports quantities to **three decimal places**.

Examples include:

- 1
- 1.5
- 2.25
- 3.125

This is useful where products are sold by weight, length, volume or another fractional unit.

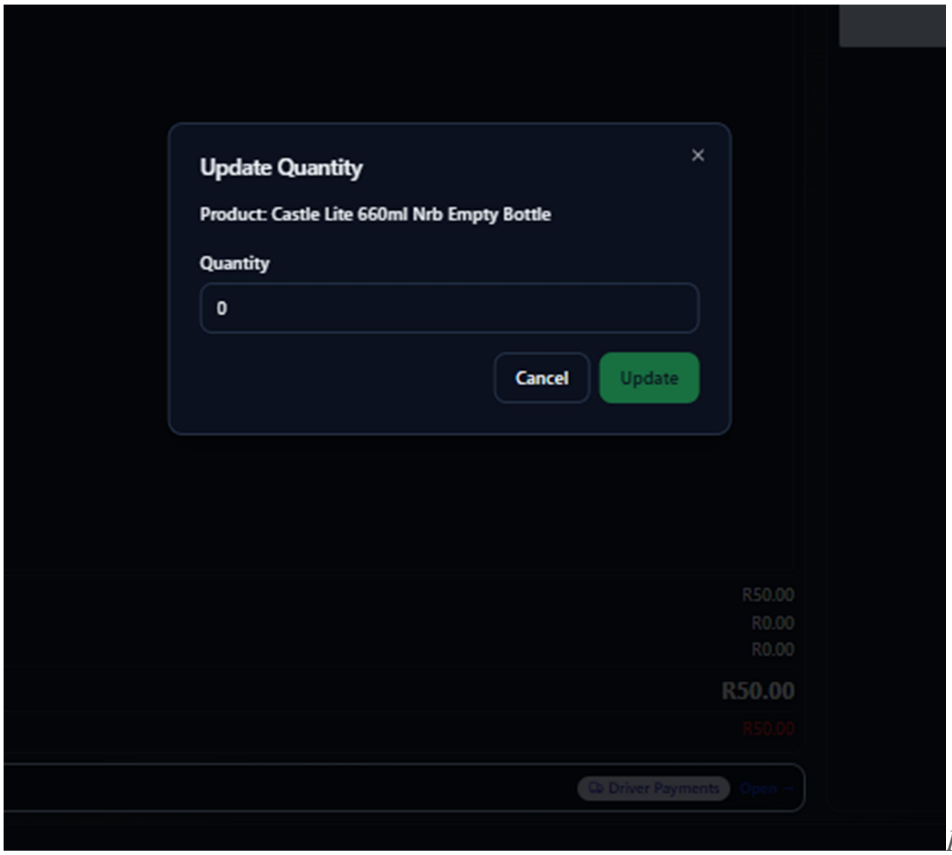


Figure 3.5 — Changing the quantity of a product

3.8 Cart and Sale Totals

The cart temporarily holds all products being sold during the current transaction.

The cart contains information such as:

- Product
- Quantity
- Selling price
- Discount
- Amount excluding VAT

The totals are recalculated whenever the contents of the cart change.

The POS calculates:

Total Excluding VAT

plus

Payment/Service Fees

plus

VAT

to determine:

Total Including VAT

The amount already paid through payment lines is then deducted to determine:

Amount Due

In simplified form:

VAT = (Total Excl + Card/Payment Fees) × VAT %

Total Incl = Total Excl + Fees + VAT

Amount Due = Total Incl − Payments

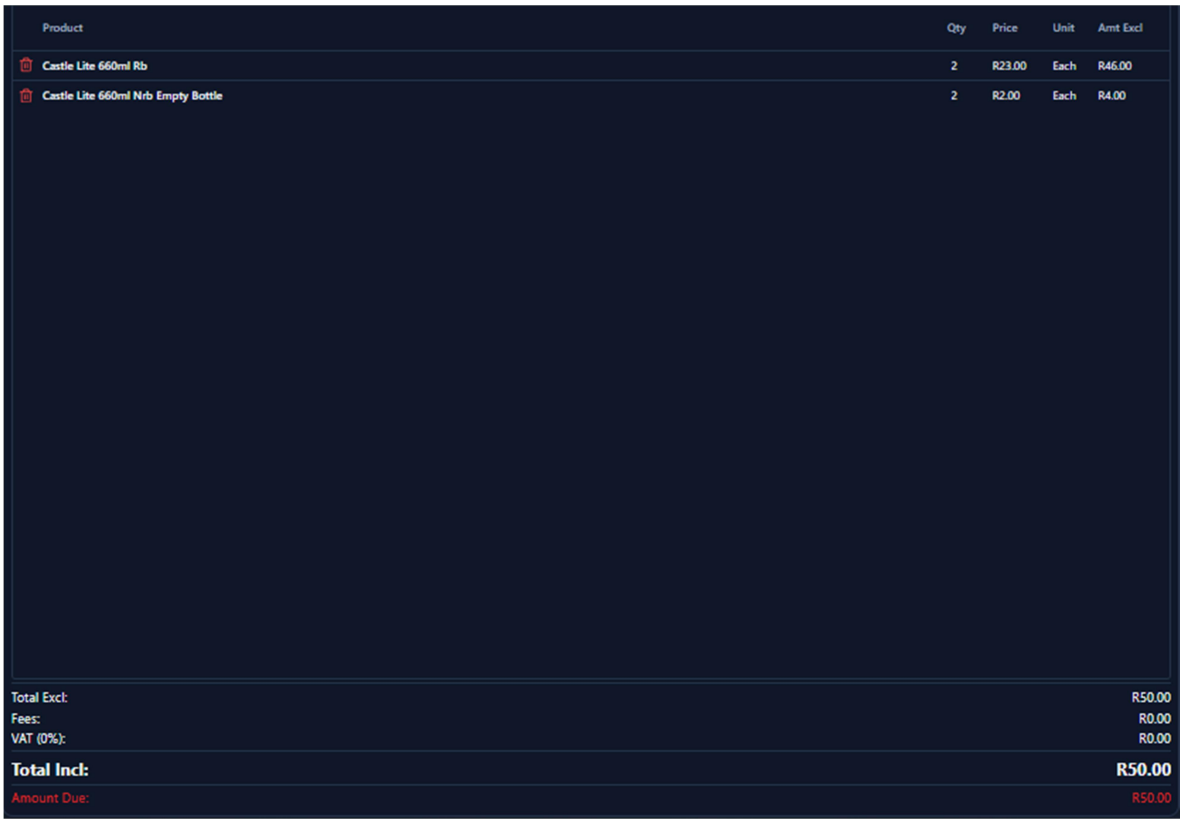


Figure 3.6 — POS transaction totals

3.9 Parking a Sale

Sometimes a cashier starts a sale but cannot complete it immediately.

For example:

- The customer needs to fetch another item.
- The customer has forgotten their wallet.
- The customer wants to confirm something before paying.
- The cashier needs to serve another customer.

Instead of cancelling the transaction, the sale can be **parked**.

The POS saves the products and quantities as a parked transaction.

The system creates a reference based on:

Table + Timestamp

The parked transaction can later be retrieved.

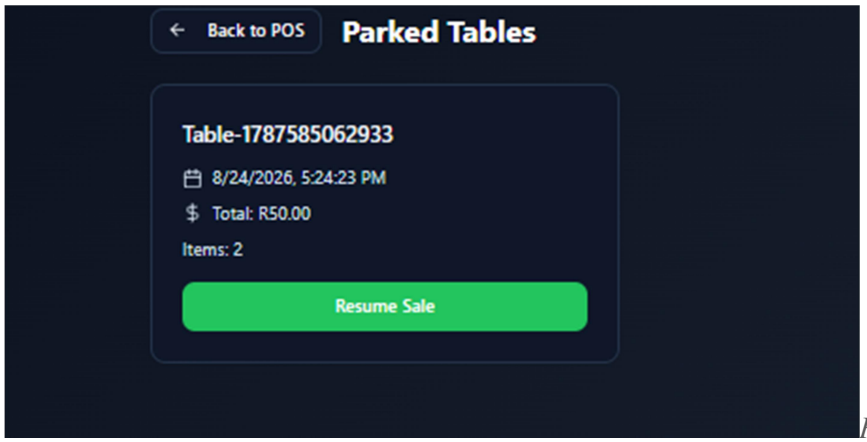


Figure 3.7 — Parking a POS transaction

3.10 Retrieving a Parked Sale

Parked transactions are available from the **Parked Tables** area.

The cashier selects the required parked transaction.

The system loads the saved products back into the POS cart.

Once the parked transaction has been selected, the parked record is removed and the transaction becomes the active POS transaction again.

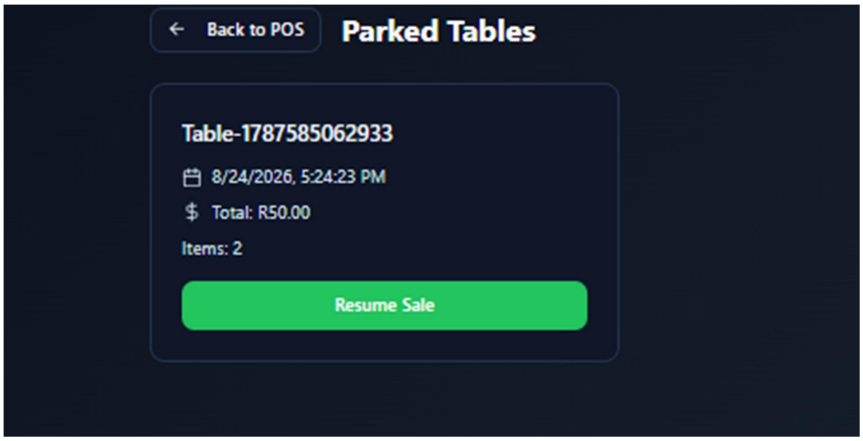


Figure 3.8 — Retrieving a parked transaction

3.11 Processing Payments

After all products have been added and the cashier is ready to complete the transaction, the cashier proceeds to payment.

The POS supports multiple payment methods, including:

- Cash
- Debit Card
- Credit Card
- Credit / Debtor

- EFT
- Card/eWallet
- Voucher

More than one payment method can be used for the same transaction.

For example, a customer may pay:

Cash: R200
Card: R150
Total payment: R350

This allows the POS to handle split payments.

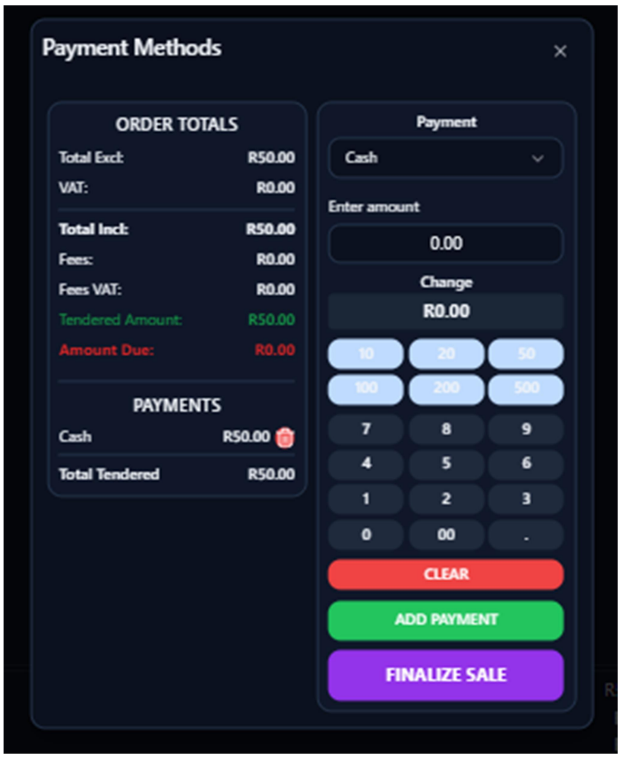


Figure 3.9 — Selecting a payment method

3.12 Payment Fees

Some payment methods may have a configured transaction fee.

The fee percentage is obtained from the company's POS setup.

The cashier enters the **gross amount tendered**.

The system automatically calculates the underlying amount, fee and VAT associated with the fee.

The fee calculation is performed in the background and does not require the cashier to manually calculate the fee.

Important User Rule

The cashier should enter the actual amount tendered by the customer.

The system handles the payment fee calculation automatically.

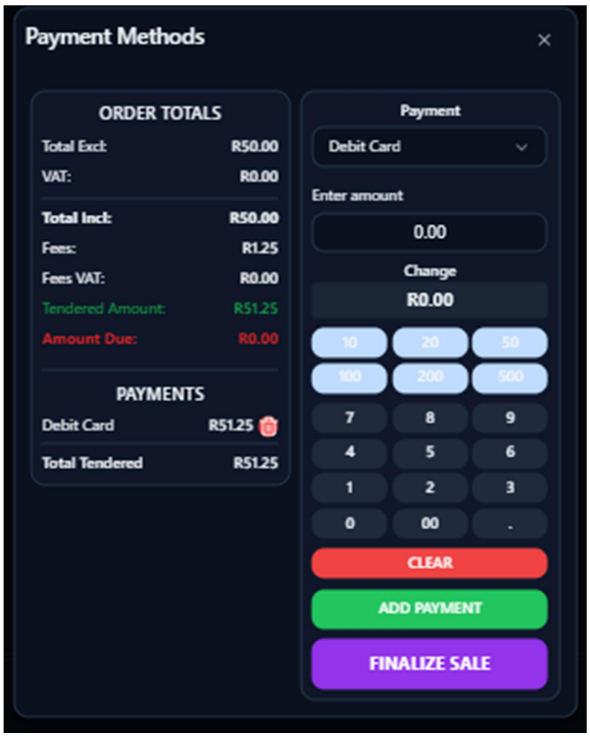


Figure 3.10 — Entering the amount received from the customer

3.13 Multiple Payment Methods

A single sale can contain multiple payment lines.

For example:

Sale Total: R1,000

The customer may pay:

- Cash — R300
- Debit Card — R500
- EFT — R200

The POS records each payment separately.

This is important because the system uses the individual payment methods when preparing the accounting and transaction records.

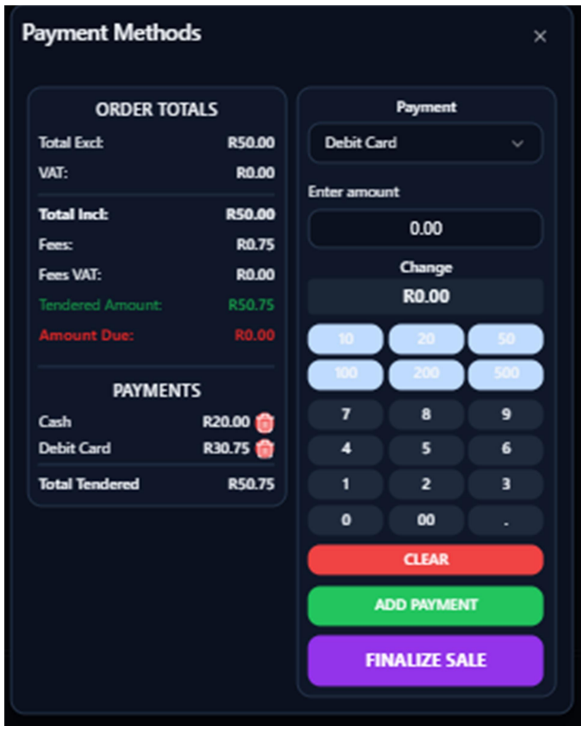


Figure 3.11 — Processing a split payment

3.14 Credit / Debtor Sales

When **Credit** is selected as the payment method, the POS opens the debtor selection/search function.

The cashier selects the customer/debtor.

Before accepting the credit sale, the system checks the customer's available credit limit.

The system considers:

Current Balance + New Credit

If this amount exceeds the customer's credit limit, the transaction is blocked.

This prevents the cashier from granting credit above the customer's authorised limit.

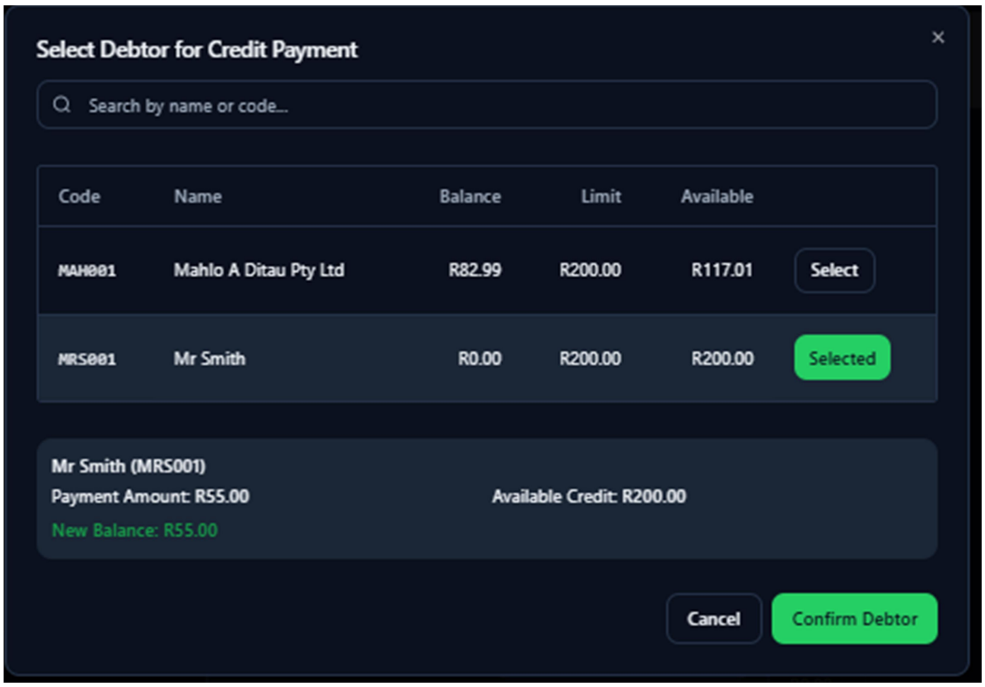


Figure 3.12 — Selecting a debtor for a credit sale

3.15 Voucher Payments

Vouchers can be used as a payment method during a normal sale.

The cashier selects **Voucher**.

The system opens the voucher redemption screen.

The voucher code is checked to confirm that:

- The voucher exists.
- The voucher is valid.
- The voucher has a remaining balance.
- The voucher has not already been fully used.

The voucher balance is then applied to the sale.

A voucher can be:

- Fully redeemed; or
- Partially redeemed.

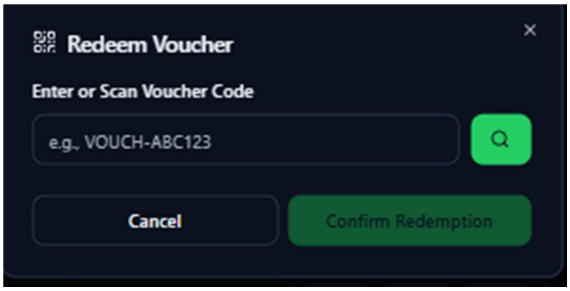


Figure 3.13 — Redeeming a voucher during a sale

3.16 Finalizing a Sale

Once the required payment has been entered, the cashier finalizes the transaction.

The POS sends the transaction to the system's central sale-validation process.

The system performs important checks before the sale is committed.

These include:

- Confirming that the user is authorised.
- Confirming company access.
- Recalculating the sale totals.
- Recalculating payment fees.
- Recalculating VAT.
- Checking for calculation differences.
- Confirming that sufficient payment has been received.
- Checking digital sales wallet balances where applicable.
- Processing the stock movement.
- Recording the accounting entries.

This means that the final sale validation is performed by the system rather than relying solely on information displayed on the cashier's screen.

3.17 What Happens When a Sale Is Finalized?

Once successfully finalized, the system records the sale in several areas.

Sales Record

A sales header is created containing information such as:

- Invoice number
- Date
- Batch reference
- Payment amounts
- Sale totals

The invoice number is automatically generated.

For normal POS sales, the invoice numbering uses the POS/date/counter structure.

Sales Lines

Each product sold is recorded as an individual sales line.

Payment Fees

Where applicable, payment fee records are created.

Accounting Ledger

The system automatically creates the relevant double-entry accounting records.

For a normal sale, the system records the relevant:

- Payment method
- Sales income
- VAT output
- Payment fees
- Cost of sales
- Inventory movement

Stock

Physical stock is reduced using the system's FIFO stock consumption process.

Debtors

For credit sales, the customer's outstanding balance is increased.

3.18 FIFO Stock Consumption

When a physical product is sold, the system consumes available stock using **FIFO — First In, First Out**.

This means the system uses the oldest available stock first.

For example:

Purchase	Quantity Remaining	Cost
Purchase 1	10	R50
Purchase 2	20	R55

If 12 units are sold, the system will consume:

- 10 units from Purchase 1
- 2 units from Purchase 2

This allows the system to calculate cost of sales based on the actual inventory layers.

3.19 Sale Confirmation and Printing

After the sale has been successfully committed, the **Sales Print Preview** can be displayed.

It is important to understand that the print preview does **not** perform the sale.

The transaction has already been committed before the print preview is shown.

Therefore:

Printing the receipt is a presentation/printing function, not the transaction-posting function.

The Finalize process clears the completed cart after the transaction has been successfully processed.

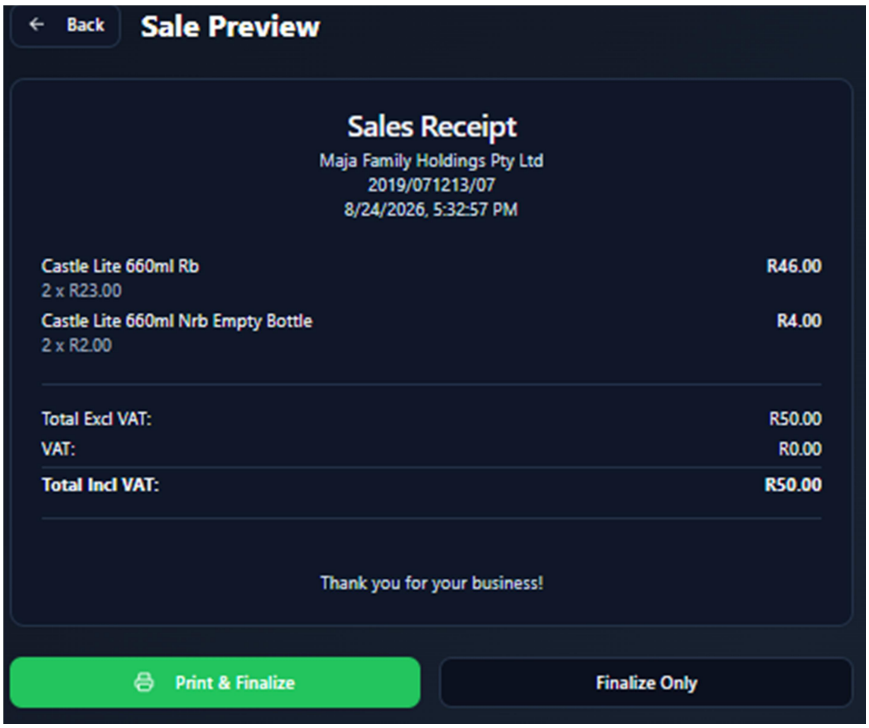


Figure 3.14 — Sales receipt/print preview

3.20 Selling Vouchers

The POS also allows the business to sell vouchers.

Voucher selling is a separate process from redeeming a voucher.

The process is:

Sell Voucher → Enter Voucher Amount → Select Payment → Finalize Voucher → Print Voucher

The voucher receives a unique voucher code.

The voucher record contains information including:

- Voucher code
- Original amount
- Remaining amount
- Status

A newly issued voucher is normally given an **Active** status.

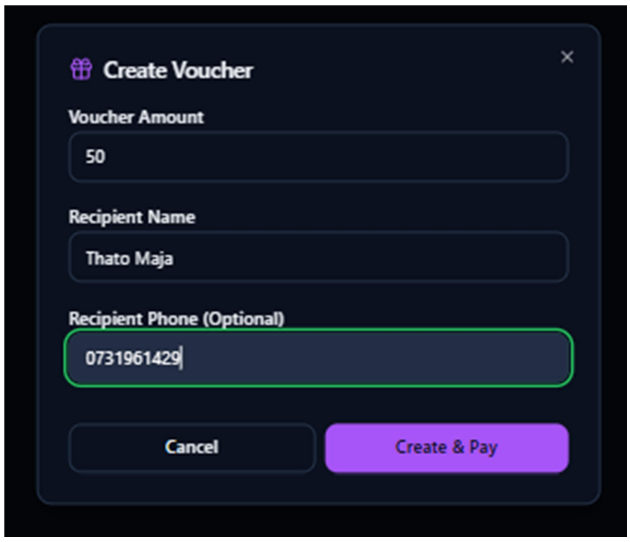


Figure 3.15 — Selling a new voucher

3.21 Voucher Payment

Voucher sales can be paid using:

- Cash
- Card
- EFT

The system generates a voucher-specific invoice number using the voucher-sale numbering convention.

The voucher receipt includes a QR code so that the voucher can be identified and redeemed later.

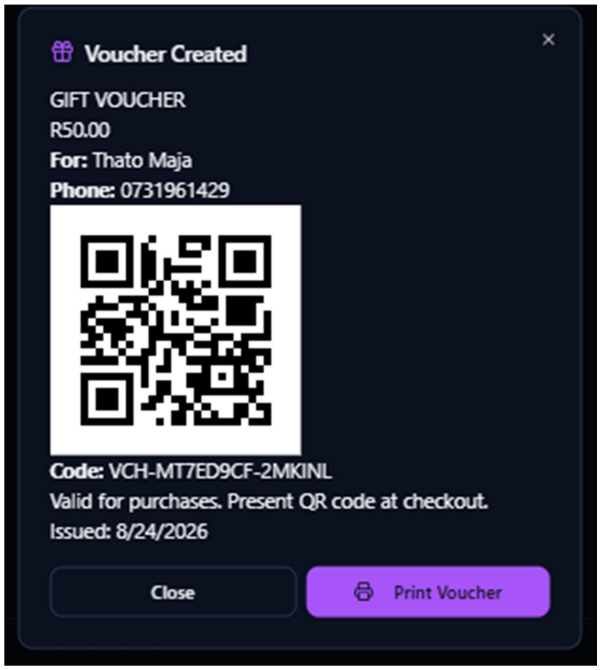


Figure 3.16 — Voucher receipt with QR code

3.22 Processing Refunds

Refunds are processed using the **Refund** function.

The cashier selects the original sale and the products that are being returned.

The system checks how many units of each item are still eligible for return.

For example:

Original quantity sold = 5
Quantity already returned = 2
Maximum quantity available for refund = 3

This prevents the same item from being refunded more than originally sold.

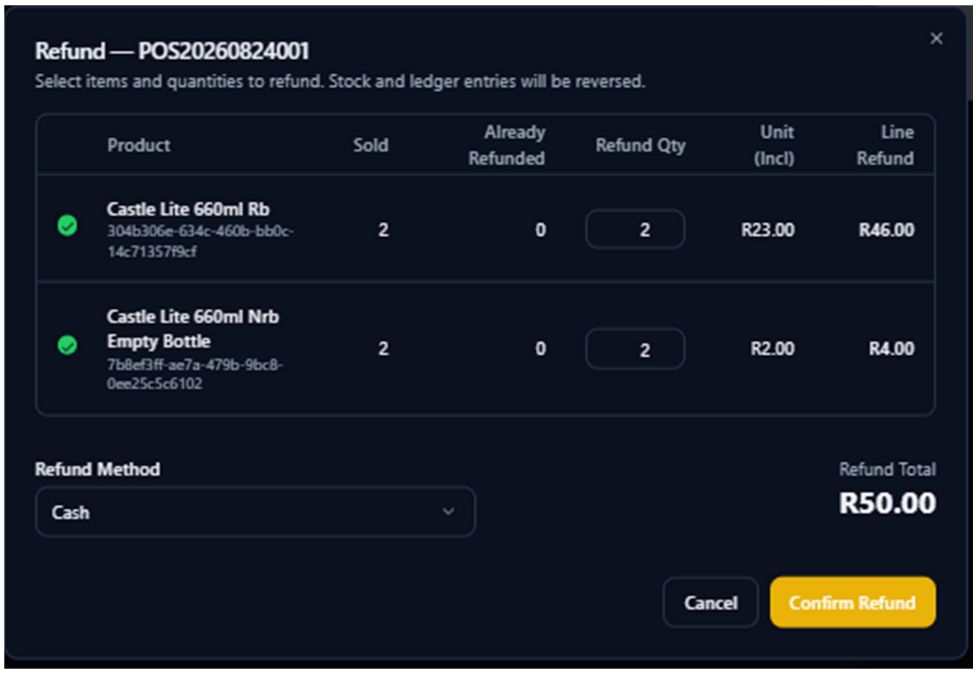


Figure 3.17 — Selecting items for a refund

3.23 Refund Processing

Once a refund is confirmed, the system processes it as a reversal of the original transaction.

The refund:

- Receives an **RT**-prefixed invoice number.
- Creates negative sales records.
- Creates negative sales-item records.
- Updates the quantity returned.
- Restocks returned inventory.
- Reverses the relevant debtor balance where applicable.
- Reverses applicable payment fees proportionally.
- Creates the corresponding accounting reversal entries.

Returned stock is restocked using the system's **LIFO — Last In, First Out** approach for the return process.

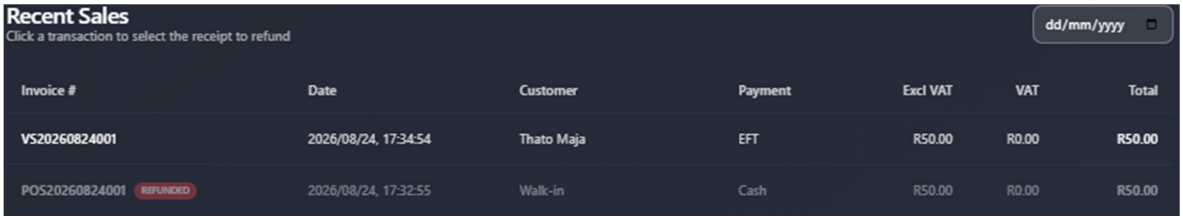


Figure 3.18 — Completed refund transaction

3.24 Sales History

The **Sales History** function allows authorised users to review previous transactions.

Sales history is useful when the user needs to:

- Find an invoice.
- Review a previous sale.
- Identify a transaction for refund.
- Confirm transaction details.
- Investigate a customer transaction.

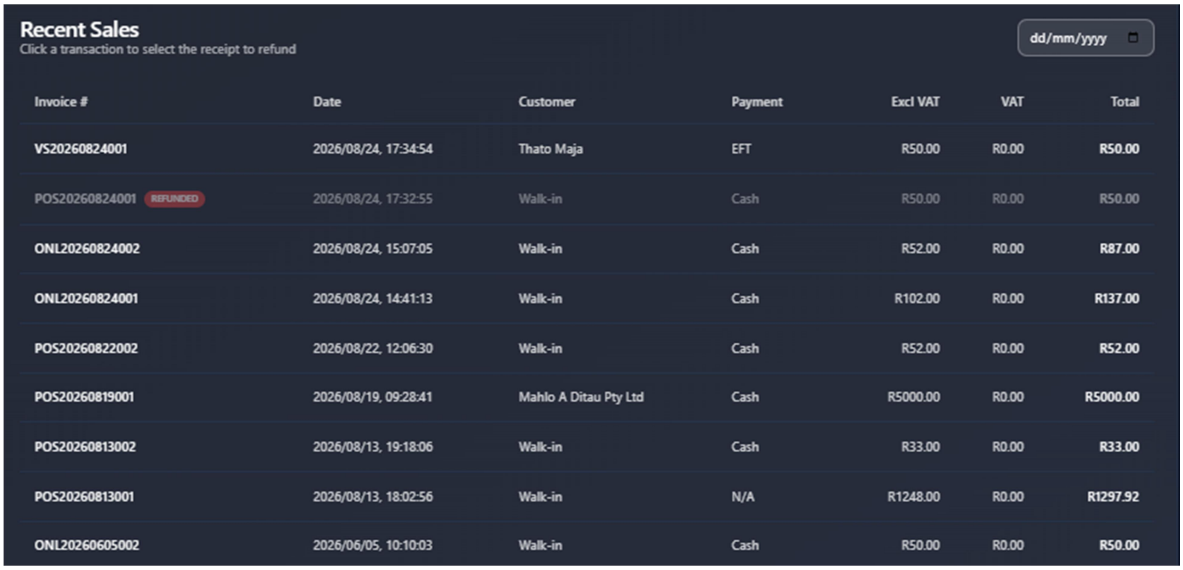


Figure 3.19 — Sales History

3.25 Online Orders

The POS platform also manages sales originating from online orders.

Online orders are accessed through the **Online Orders** area.

Orders are grouped according to their status.

Typical activities include:

1. Reviewing the order.

2. Editing the order where necessary.
3. Assigning a driver.
4. Dispatching the order.
5. Finalizing the order.

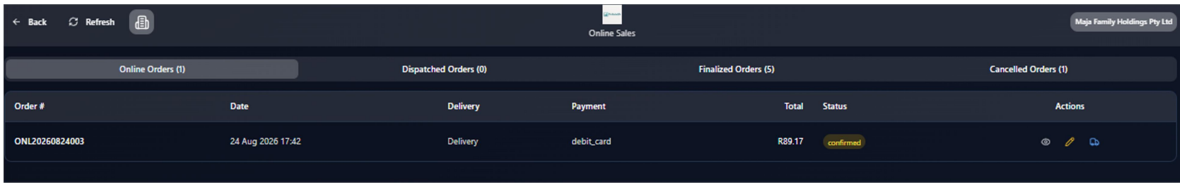


Figure 3.20 — Online Orders management

3.26 Dispatching an Online Order

When an order is ready for dispatch, the user selects a driver.

The **Driver Selection Dialog** allows the user to:

- Select an existing driver.
- Create a new driver.
- Capture/upload driver information where required.

When the order is dispatched, the system generates a **6-digit dispatch code**.

For cash orders, the system also displays information such as:

- Cash tendered
- Change due

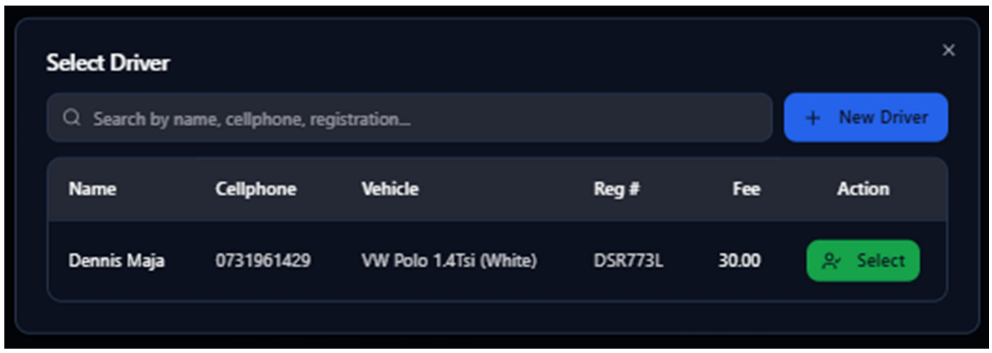


Figure 3.21 — Assigning a driver to an online order

3.27 Editing Online Orders

Before an online order is finalized, authorised users can adjust the order.

This may include:

- Adding items.
- Removing items.
- Changing quantities.
- Recalculating the order total.

The system recalculates the order after changes are made.

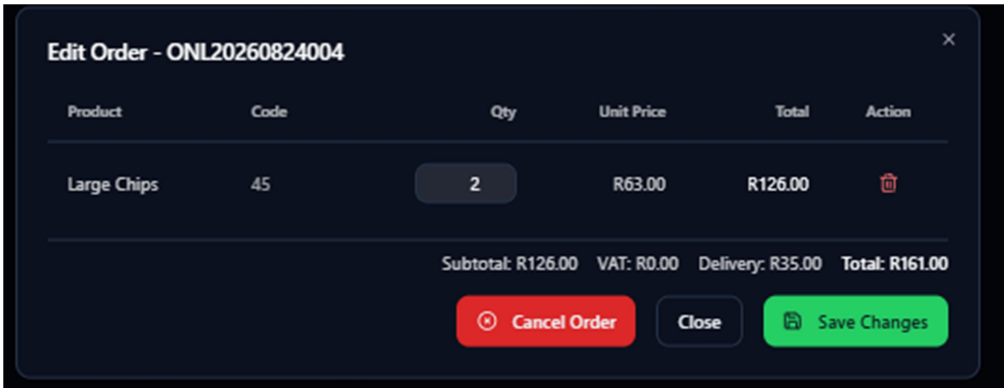


Figure 3.22 — Editing an online order

3.28 Finalizing an Online Order

When an online order is finalized, the system converts the order into a POS-style sale.

The system creates:

- Sales records.
- Sales-item records.
- Payment-fee records.
- Accounting entries.
- Cost-of-sales entries.
- Inventory movements.

Delivery fees are treated separately according to the business's configured accounting mapping.

Where recipes are used, the system can also consume the required raw materials associated with the products sold.

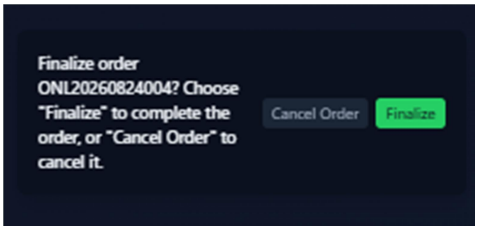


Figure 3.23 — Finalizing an online order

3.29 Driver Payments

The **Driver Payments** function is used to pay drivers for completed deliveries.

The user first selects the driver.

The system then displays qualifying deliveries that have not already been included in a previous driver payment.

The driver's earnings are based on the configured fixed delivery fee.

The user selects the deliveries to be paid and then chooses the payment method.

Available payment methods include:

- Cash
- EFT

The payment lines must equal the total driver payout.

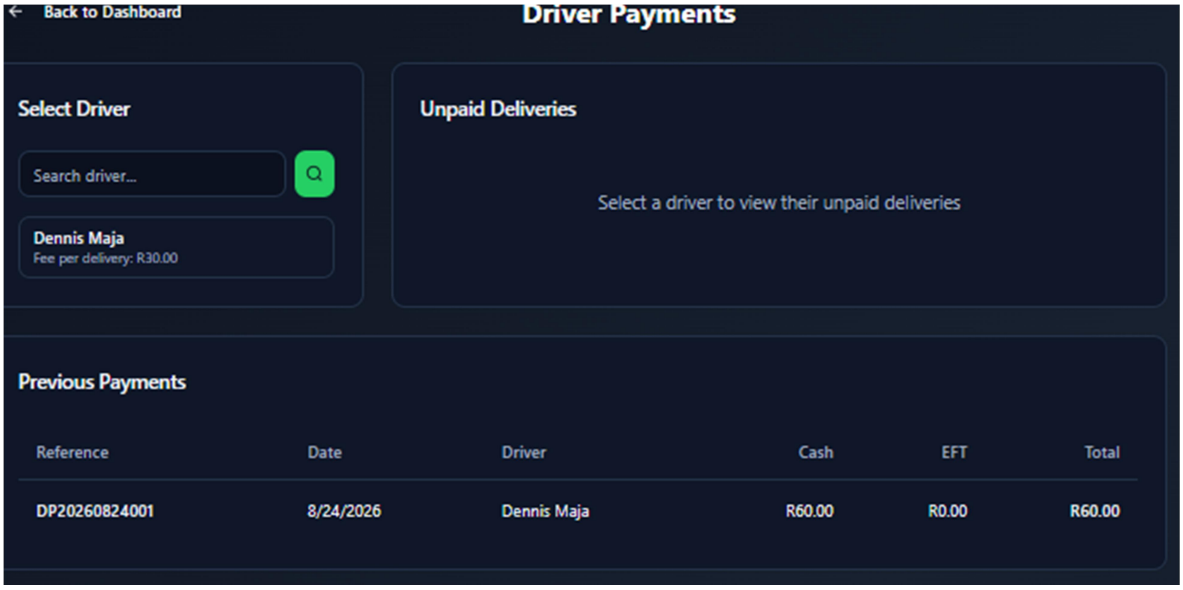


Figure 3.24 — Selecting deliveries for driver payment

3.30 Completing a Driver Payment

After the deliveries have been selected, the user enters the payment details.

The system generates a driver payment reference.

A payment record is then created containing:

- Driver
- Selected deliveries
- Payment amount
- Payment method
- Reference

A **Previous Payments** section allows users to review recent payments made to the selected driver.

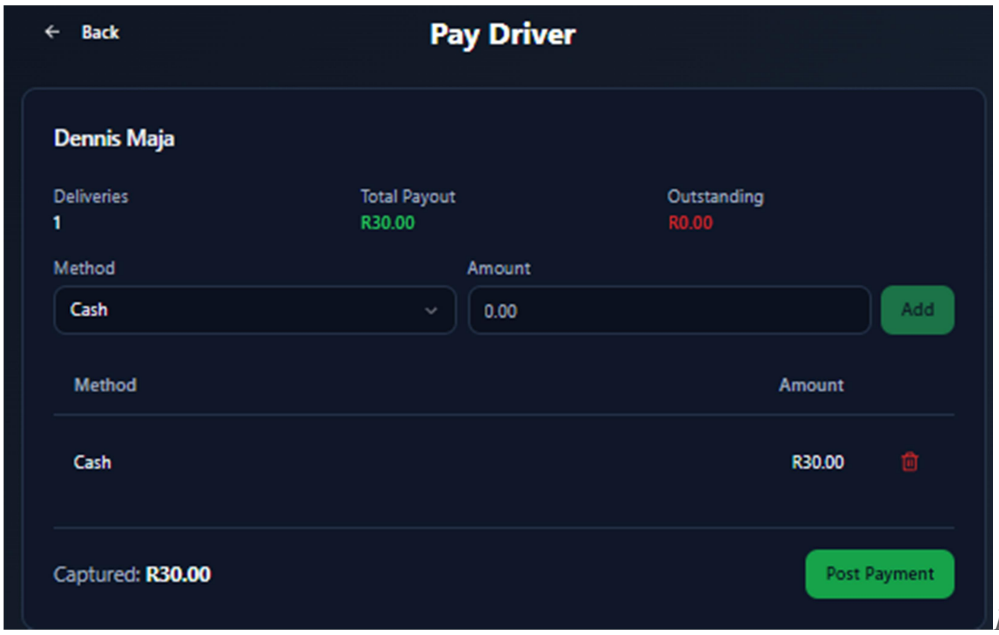


Figure 3.25 — Completing a driver payment

3.31 Cash In/Out and End Shift

The **Cash In/Out** function is used to complete the cashier's shift.

When the cashier selects **End Shift**, the system calculates the expected amounts for the different payment methods.

The system considers relevant POS sales and qualifying cash purchases since the previous shift ended.

The cashier then physically counts the money and enters the actual amounts.

The system calculates the variance automatically.

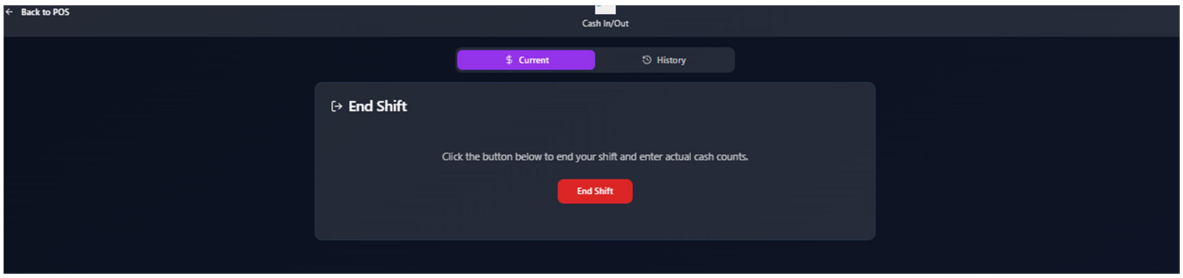


Figure 3.26 — End Shift cash-up screen

3.32 Understanding Cash Variances

The system compares:

System Amount

against

Actual Counted Amount

to calculate:

Variance

For example:

System Cash = R5,000
Actual Cash = R4,950
Variance = R50 Short

The system records the variance for the relevant payment method.

Important Rule

For shortages, the system posts the applicable shortage accounting entry.

Users should therefore ensure that the physical cash count is accurate before submitting the shift.

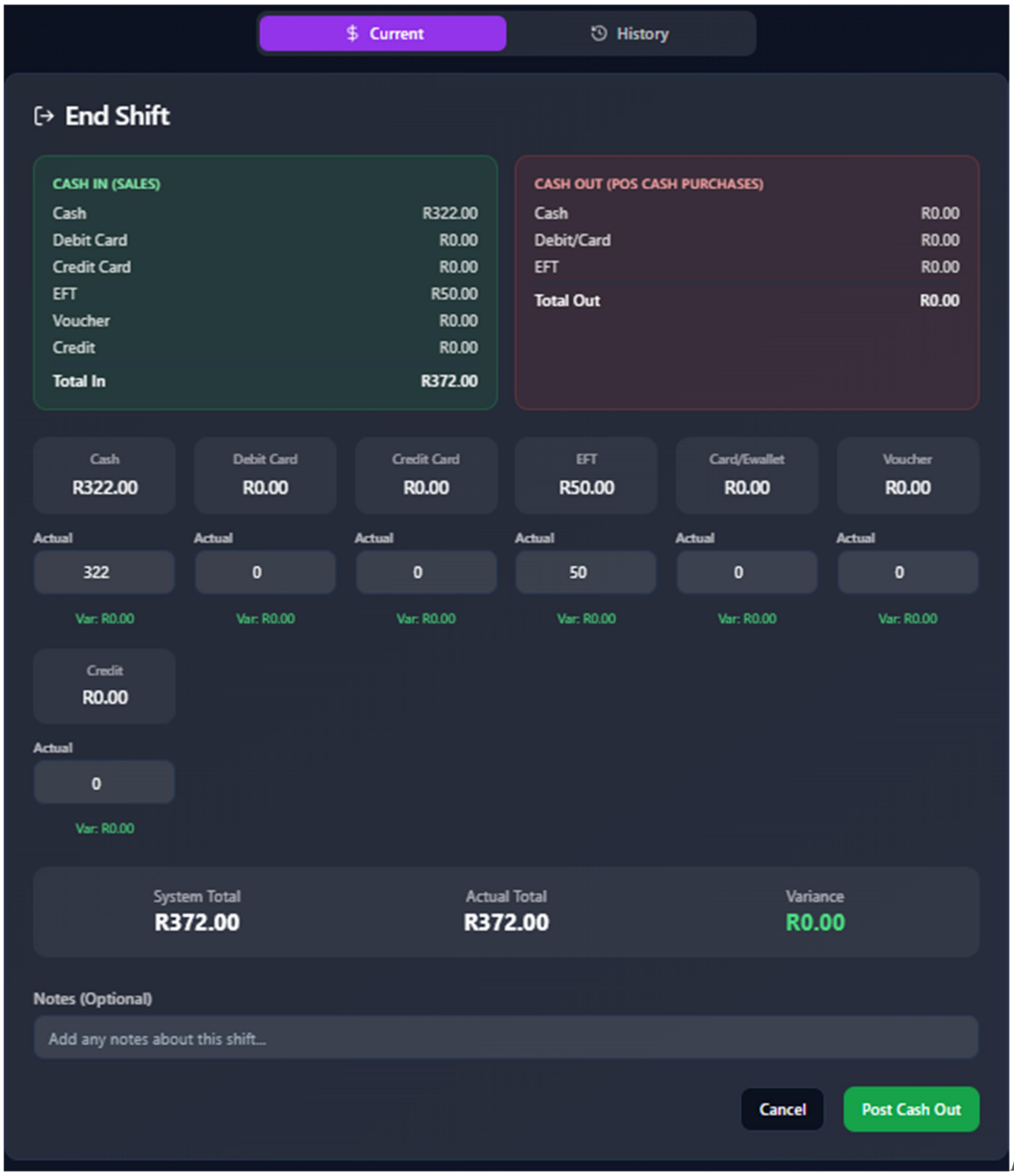


Figure 3.27 — Cash-up variance calculation

3.33 Editing an End-Shift Record

Where permitted by the system's rules, a completed cash-up can be edited using the **Cash Out Edit Dialog**.

The system records that the cash-up has been edited.

An edited cash-up does not automatically repost the original ledger transaction.

Figure 3.28 — Editing a cash-up record

3.34 Cash Purchases

The POS platform also provides a **Cash Purchases** function. This function is strictly for small daily purchases such as returnable empties, bread, cleaning materials, etc using till cash.

Cash purchases can be staged according to the type of item being purchased.

Examples include:

- Inventory
- Raw materials
- Expenses
- Returnable deposits

The user enters the required purchase lines and finalizes the cash purchase.

The system then:

- Creates the purchase record.
- Creates purchase-item records.
- Updates available stock where applicable.
- Records the relevant accounting entries.
- Credits Cash.

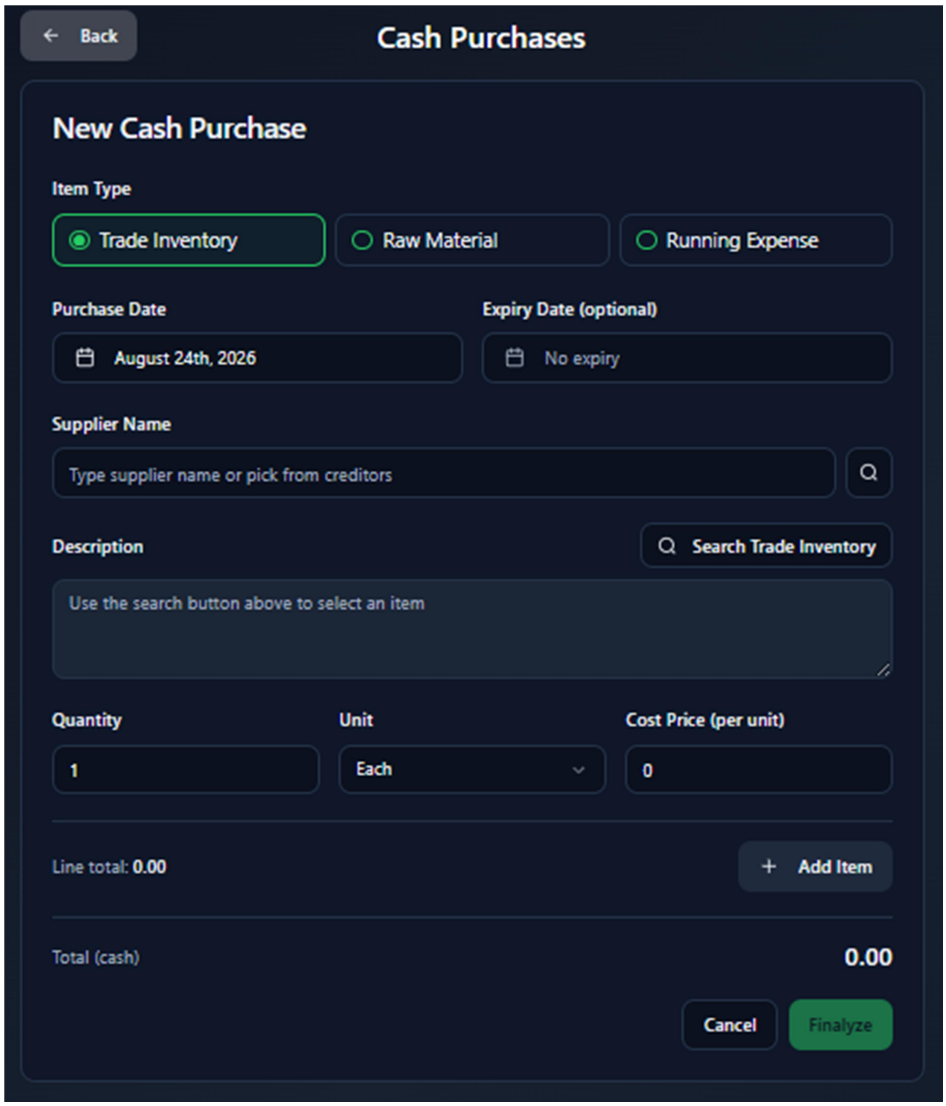


Figure 3.29 — Recording a cash purchase

3.35 Credit / Debtor Payments

The **Debtor Payments** function is used when customers with outstanding credit balances make payments.

The user selects the debtor.

The system displays outstanding sales/invoices that still have credit amounts owing.

The user allocates the payment against the relevant invoice or invoices.

Payments can be allocated across multiple outstanding invoices.

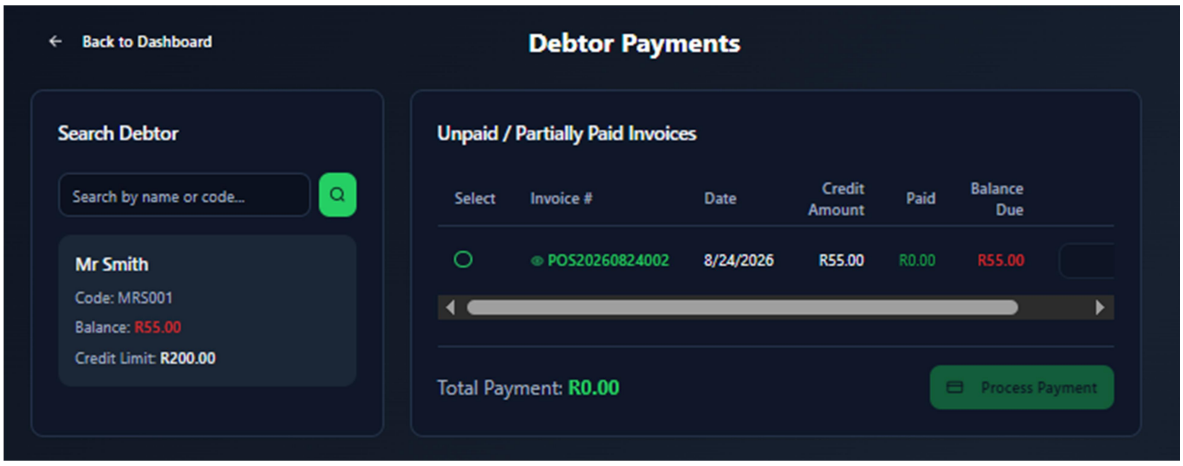


Figure 3.30 — Selecting outstanding debtor invoices

3.36 Completing a Debtor Payment

The user selects the payment method and enters the amount being received.

Where a payment method has a transaction fee, the system calculates the fee separately so that the debtor's outstanding balance is reduced by the appropriate fee-excluded amount.

The system records the payment against the selected invoice or invoices and updates the customer's outstanding balance.

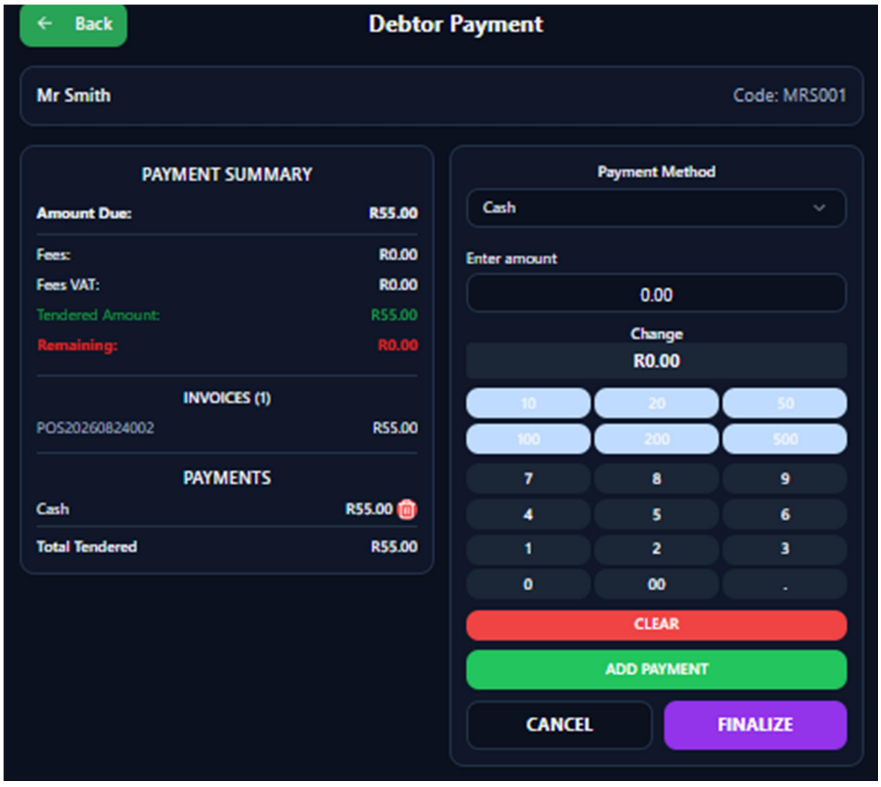


Figure 3.31 — Selecting a payment method for a debtor payment

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3.37 Important POS User Rules

Users should follow these rules when operating the POS.

Rule 1 — Always select the correct product

Before finalizing a sale, confirm that the correct product and quantity have been added.

Rule 2 — Check the quantity

Particularly for products sold by weight, length, volume or other fractional quantities.

Rule 3 — Enter the actual amount received

For payment methods with fees, enter the gross amount actually received/tendered. The system performs the fee calculation.

Rule 4 — Check the payment method

Select the correct payment method because the system records each payment method separately.

Rule 5 — Confirm credit customers

When processing a credit sale, make sure the correct debtor has been selected.

Rule 6 — Do not unnecessarily cancel a sale

If a customer temporarily cannot complete a transaction, use **Park Sale** where appropriate.

Rule 7 — Verify refunds

Before processing a refund, confirm the original invoice and the quantity being returned.

Rule 8 — Count cash carefully

The End Shift process depends on an accurate physical count.

Rule 9 — Do not assume the print preview means the sale is still pending

The sale has already been committed before the print preview appears.

Rule 10 — Report system errors

If the POS prevents a transaction from being finalized, do not repeatedly attempt the same transaction without checking the error. Report the issue to the appropriate administrator.

3.38 POS Transaction Flow — Quick Reference

The normal POS process can be summarized as follows:

1. Open POS

↓

2. Select or scan products

↓

3. Check quantities

↓

4. Review cart

↓

5. Confirm total

↓

6. Select payment method

↓

7. Enter amount received

↓

8. Add additional payment methods if required

↓

9. Confirm payment

↓

10. Finalize sale

↓

11. System validates and records transaction

↓

12. Stock and accounting records are updated

↓

13. Receipt/Print Preview is displayed

3.39 POS Functions at a Glance

Function	Purpose
POS	Process normal product/service sales
Sales History	Review previous sales
Park Sale	Temporarily save an unfinished sale
Parked Tables	Retrieve parked transactions
Vouchers	Sell and redeem vouchers
Refunds	Reverse eligible sales/items
Online Orders	Manage online customer orders
Driver Payments	Pay drivers for completed deliveries
Cash In/Out	Perform cashier cash-up/end shift
Cash Purchases	Record purchases paid directly from cash
Debtor Payments	Record payments received from credit customers
Sign Out	Exit the POS/user session

3.40 Chapter Summary

The POS is more than a screen for entering sales. It is the central transaction-processing point that connects **sales, payments, inventory, customers, vouchers, accounting and cashier control**.

When a sale is finalized, the system automatically processes the appropriate records behind the scenes.

The cashier's primary responsibilities are therefore to:

1. Select the correct products.
2. Enter the correct quantities.
3. Confirm the sale total.
4. Record the correct payment method.
5. Enter the actual amount received.
6. Verify credit customers where applicable.
7. Finalize the transaction only after checking the information.
8. Complete the required end-of-shift cash-up.
9. Follow the company's procedures for refunds, vouchers, online orders and debtor payments.

Understanding these basic principles will allow users to operate the POS confidently while ensuring that the underlying sales, inventory and financial records remain accurate.

3.41 Create Invoice

The **Create Invoice** function is used to create a formal sales invoice for a customer.

Unlike the normal POS process, where the cashier generally selects products directly from the POS screen, the Create Invoice function provides a dedicated invoice workflow.

The process consists of four main stages:

Enter Invoice → Preview Invoice → Receive Payment → Final Invoice

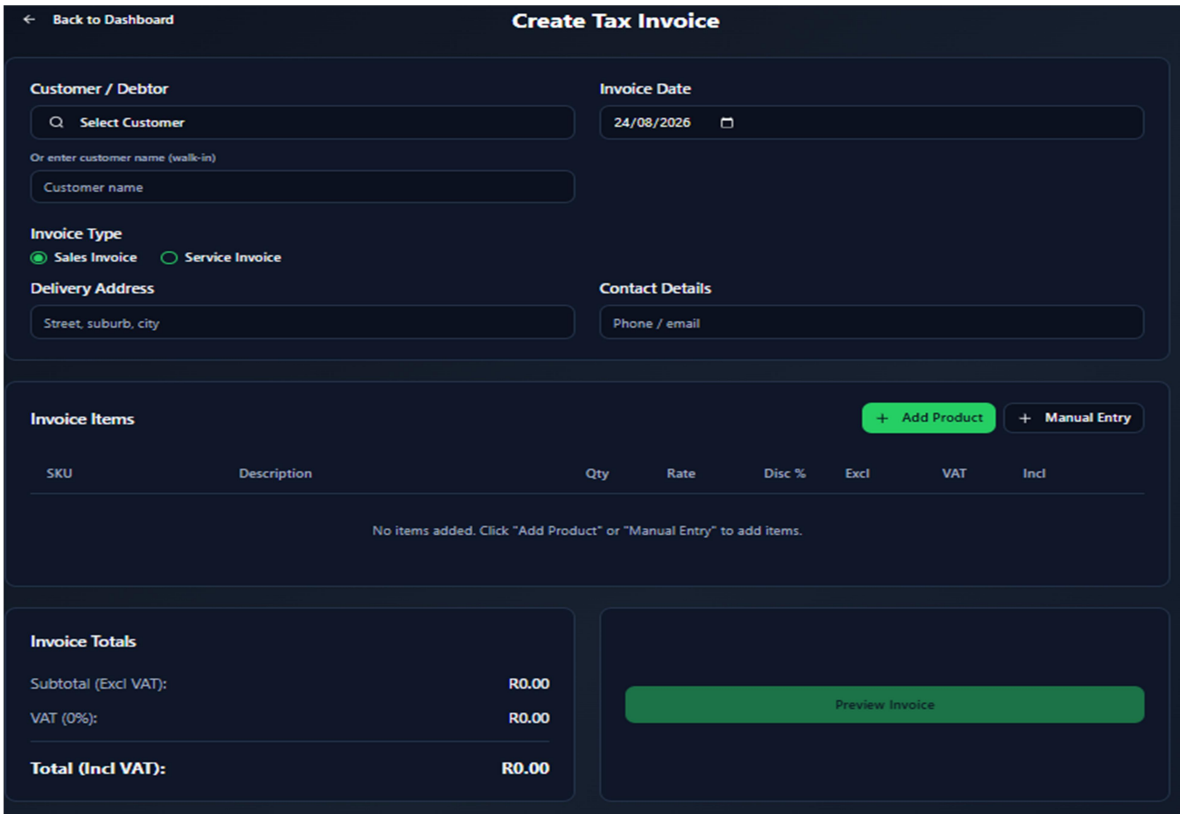


Figure 3.32 — Create Invoice form

3.41.1 Invoice Setup

When the Create Invoice form is opened, the system automatically loads the company's relevant settings.

These include:

- VAT percentage.
- Currency.
- Company name and contact details.
- Company header information.
- Department information, where applicable.
- A system-generated invoice number.

The user therefore does not normally need to manually enter the invoice number.

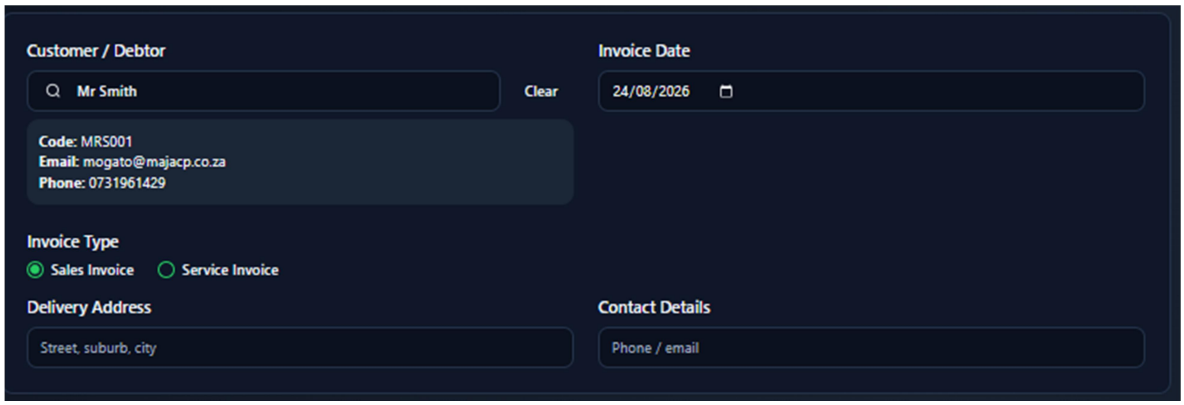


Figure 3.33 — Invoice header and invoice number

3.41.2 Selecting the Customer

The invoice can be issued to either:

- An existing debtor/customer; or
- A walk-in customer.

For an existing customer, the user selects the customer through the **Debtor Search Dialog**.

The system searches active debtors belonging to the current company.

For a walk-in customer, the user's name can be entered directly.



Figure 3.34 — Selecting a customer for the invoice

3.41.3 Adding Invoice Products

Products can be added using the **Invoice Product Dialog**.

Products displayed to the user are filtered according to the company and, where applicable, the department associated with the user's session.

The user can select the required product and add it to the invoice.

Invoice lines can also be entered manually where required.



Figure 3.35 — Selecting products for an invoice

3.41.4 Entering Quantity, Rate and Discount

Each invoice line contains information such as:

- Product/description.
- Quantity.
- Rate/selling price.
- Discount.
- Amount excluding VAT.
- VAT.
- Amount including VAT.

The invoice is fully reactive, meaning that changing one value automatically recalculates the related amounts.

The basic calculation is:

Amount Excluding VAT = Quantity × Rate × (1 − Discount %)

Then:

VAT = Amount Excluding VAT × VAT %

And:

Amount Including VAT = Amount Excluding VAT + VAT

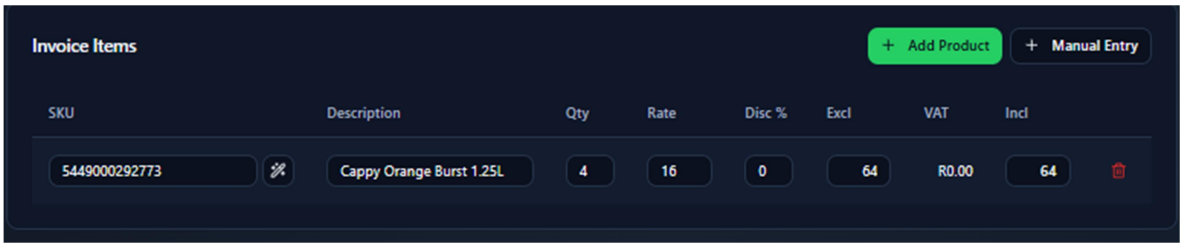


Figure 3.36 — Entering invoice quantities, rates and discounts

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3.41.5 Editing Invoice Totals

The invoice also supports direct editing of the relevant amounts.

Where the user edits the **Excluding VAT** or **Including VAT** amount directly, the system reverse-calculates the other values.

This allows the user to work with the amount required by the customer while the system maintains the VAT calculation.

USER TIP: Always check the final invoice total before proceeding to the preview stage.

3.41.6 Invoice Preview

Before the invoice is saved, the user can preview the invoice.

The system requires:

- A customer/walk-in customer; and
- At least one invoice line.

The preview allows the user to check the invoice before payment is processed.

Important

At this stage, the invoice has **not yet been permanently saved**.

The preview is therefore an opportunity to identify and correct mistakes.



Figure 3.37 — Invoice preview before finalization

3.41.7 Receiving Payment for an Invoice

After reviewing the invoice, the user proceeds to the payment stage.

The Create Invoice payment screen supports multiple payment methods:

- Cash
- Debit Card
- Credit Card
- EFT
- Card/E-Wallet
- Voucher
- Credit

Multiple payment methods can be used on the same invoice.

For example:

Invoice total: R2,000
Cash: R500
Card: R1,000
EFT: R500

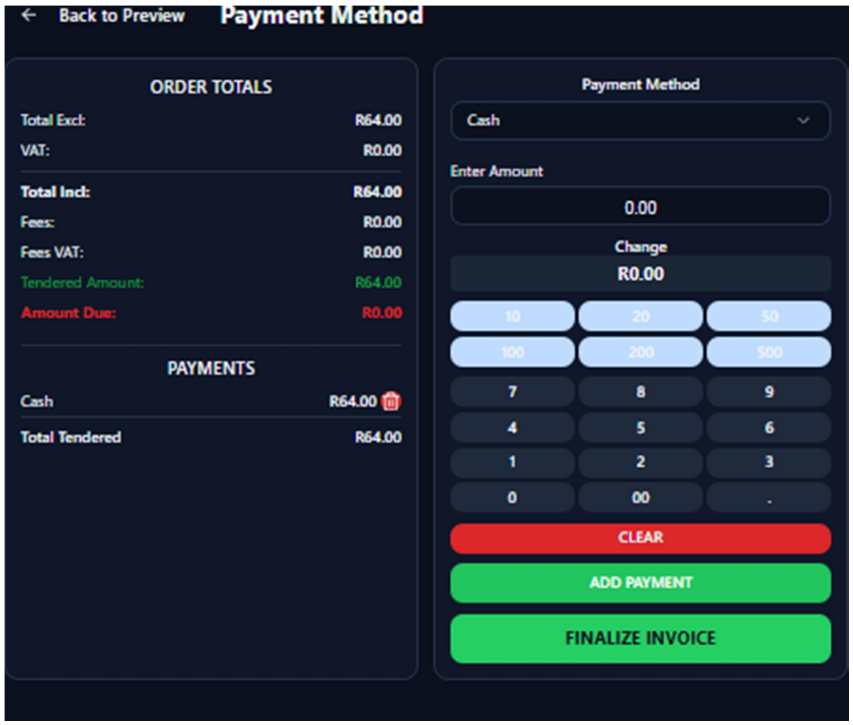


Figure 3.38 — Receiving payment for an invoice

3.41.8 Payment Fees

Certain payment methods may have transaction fees configured in the company settings.

The user does not need to manually calculate these fees.

The system calculates the fee based on the amount tendered and incorporates the applicable fee and VAT into the transaction.

The cashier/user should therefore enter the **actual gross amount tendered**.

3.41.9 Credit Invoice

If **Credit** is selected, the system checks the customer's available credit.

A credit transaction cannot exceed the debtor's available credit limit.

This protects the business from creating credit sales above the customer's authorised limit.

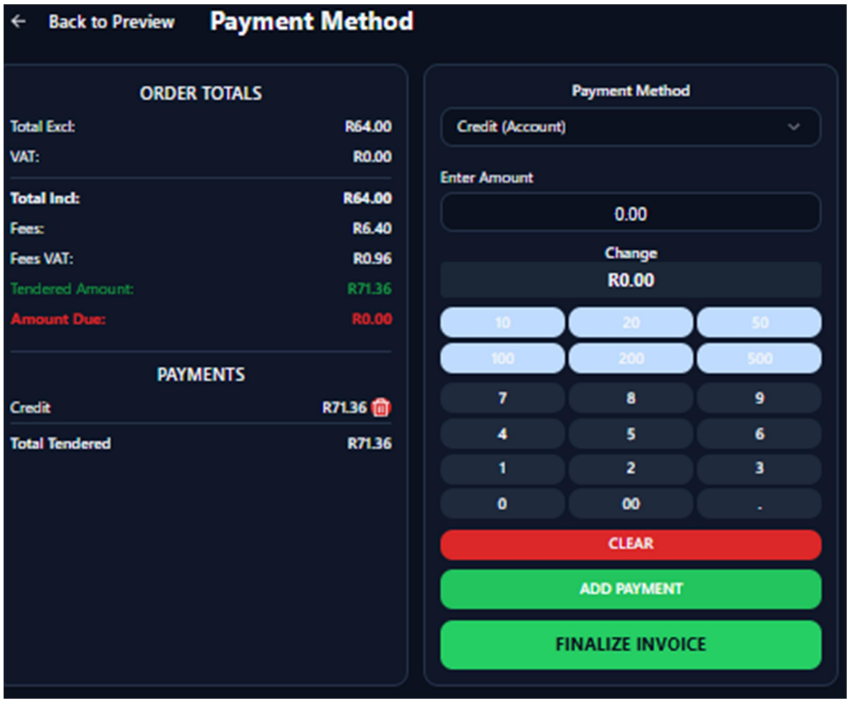


Figure 3.39 — Processing an invoice on credit

3.41.10 Finalizing the Invoice

The invoice cannot be finalized while an amount remains outstanding.

The payment process must cover the invoice total.

Once finalized, the system:

1. Saves the sales invoice.
2. Saves the invoice line items.
3. Updates the debtor balance where credit was used.
4. Updates inventory using FIFO.
5. Calculates cost of sales.
6. Records the applicable accounting entries.
7. Records payment fees where applicable.

Figure 3.40 — Finalizing a sales invoice

3.41.11 Final Invoice

Once successfully completed, the system displays the final printed invoice.

The invoice contains the customer's details, invoice number, transaction lines, VAT and payment information.

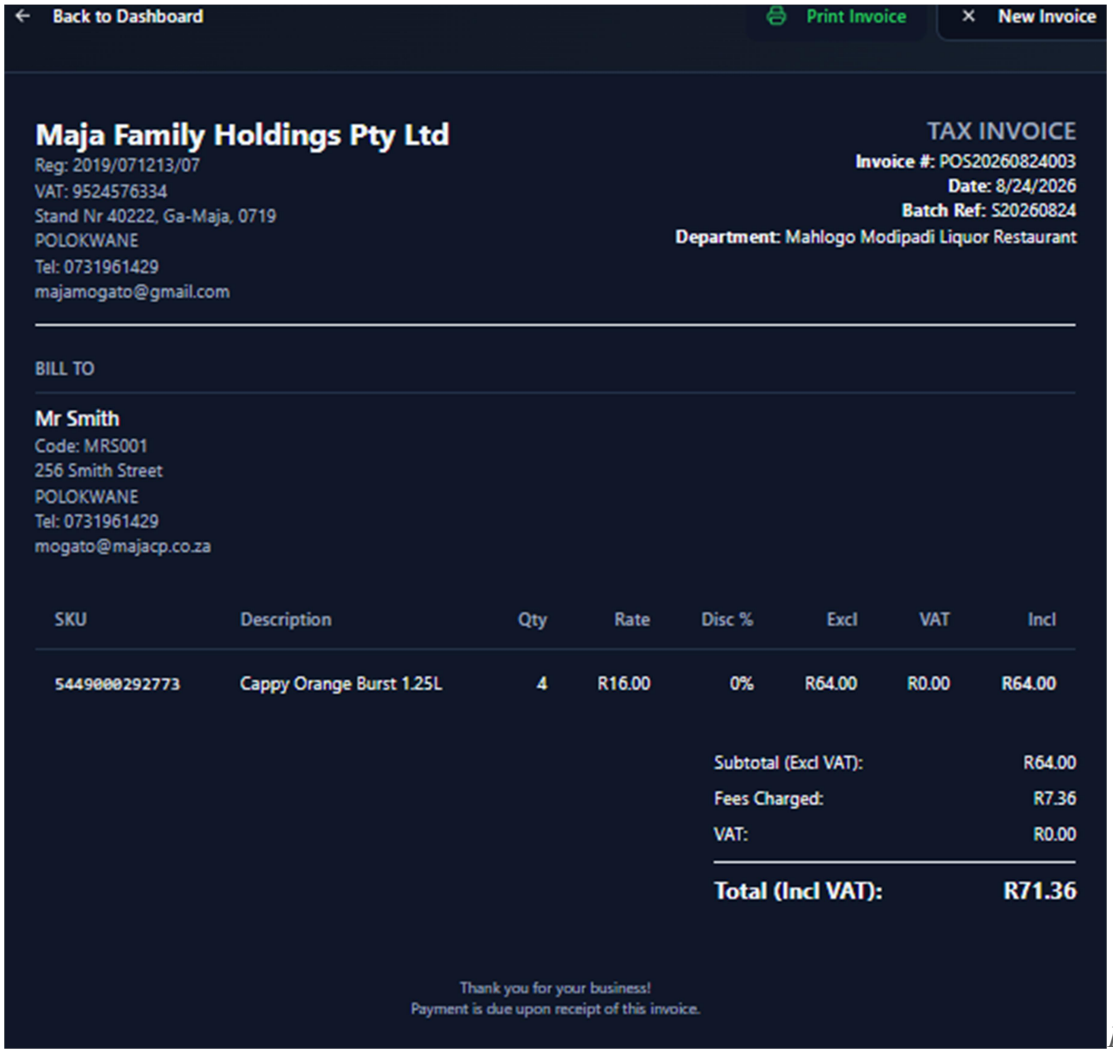


Figure 3.41 — Final sales invoice

3.42 Debtor Payments

The **Debtor Payments** function is used to receive money from customers who have outstanding credit invoices.

The process is:

Select Debtor → Select Outstanding Invoice(s) → Enter Payment → Select Payment Method → Finalize

---

3.42.1 Selecting a Debtor

The user searches for and selects an active debtor.

After the debtor has been selected, the system retrieves the customer's outstanding credit invoices.

Only invoices with an amount still owing are displayed.

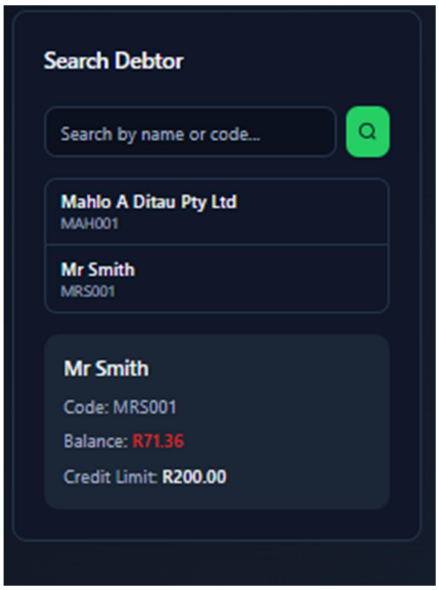


Figure 3.42 — Selecting a debtor for payment

3.42.2 Viewing Outstanding Invoices

The system displays the customer's outstanding invoices.

For each invoice, the system determines the amount still owing by considering:

- Original credit amount.
- Payments already made against the invoice.

Only invoices with a remaining balance are displayed.

The invoice number can be selected to open the complete invoice preview.



Figure 3.43 — Outstanding debtor invoices

3.42.3 Selecting Invoices for Payment

The user ticks the invoice or invoices that the customer wants to pay.

When an invoice is selected, the system automatically pre-fills the payment with the outstanding balance.

The amount can be changed where the customer is making a partial payment.

However, the amount cannot exceed the balance due on that invoice.

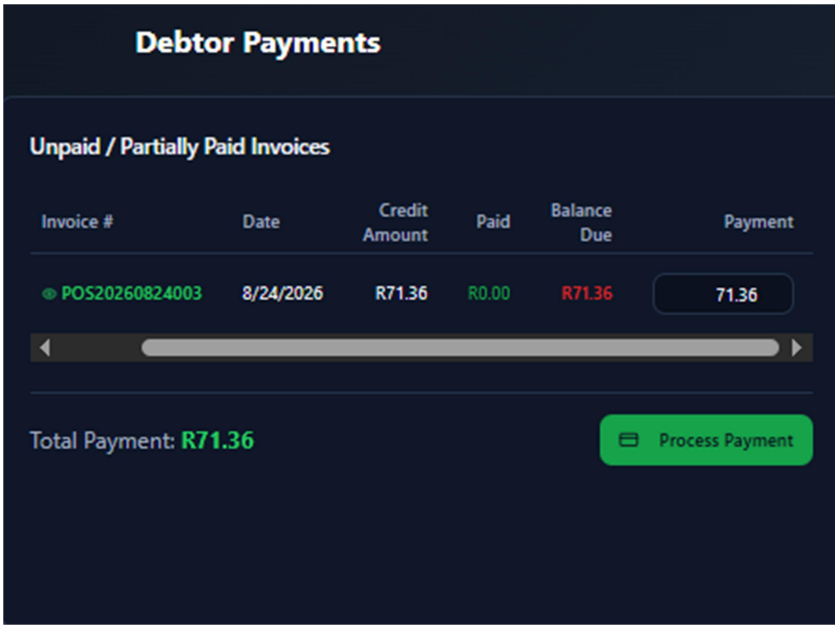


Figure 3.44 — Allocating a debtor payment

3.42.4 Paying Multiple Invoices

A customer can pay more than one invoice in a single transaction.

For example:

Invoice	Balance
INV001	R500
INV002	R750
INV003	R250
Total	**R1,500**

The user can select all three invoices and process one payment of R1,500.

Where the payment is less than the combined balance, the system allocates the payment proportionally across the selected invoices.

3.42.5 Selecting the Debtor Payment Method

The payment screen supports:

- Cash
- EFT
- Debit Card
- Credit Card
- Card/E-Wallet

Cheque payments are not supported in this payment screen.

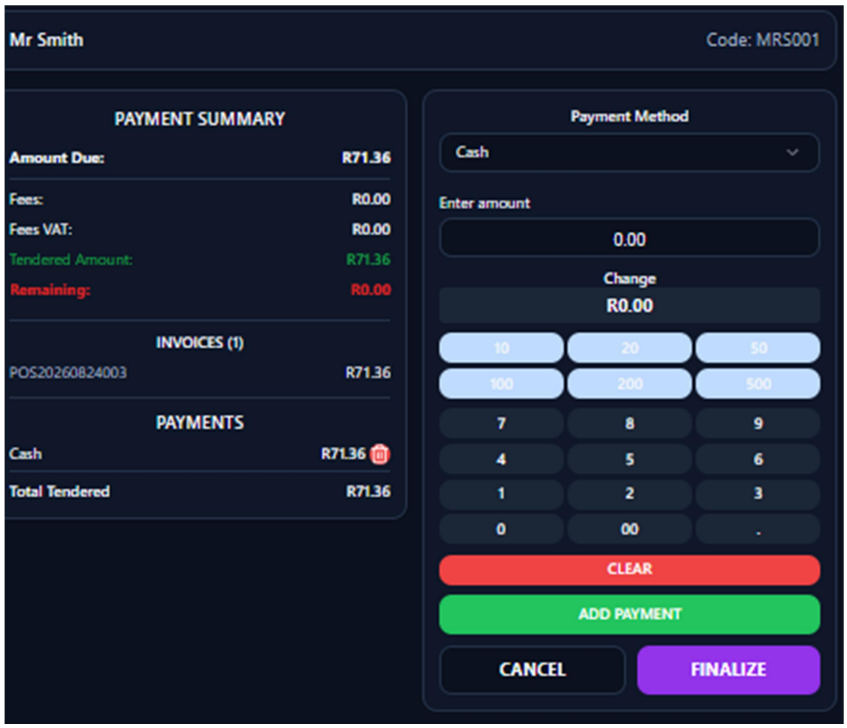


Figure 3.45 — Selecting a debtor payment method

3.42.6 Payment Fees on Debtor Payments

Where a payment method has a fee, the system calculates the fee automatically.

The fee does not reduce the amount applied to the customer's outstanding invoice.

For example, if the customer owes R1,000 and the applicable payment method fee causes the customer to tender more than R1,000, the customer's account is still reduced by the appropriate R1,000 balance.

The payment fee is recorded separately.

3.42.7 Finalizing a Debtor Payment

Before finalization, the system checks that the tendered amount covers the payment being made.

Once finalized:

- A debtor payment reference is generated.
- Payments are allocated to the selected invoices.
- The debtor's outstanding balance is reduced.
- The payment is posted to the appropriate accounting records.
- Payment fee records are created where applicable.

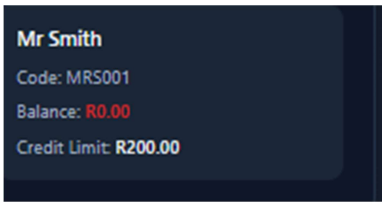


Figure 3.46 — Completed debtor payment

3.43 Debtors

The **Debtors** function is used to create and manage customers who are allowed to purchase on credit.

The Debtors form contains two main areas:

1. Add Debtor
2. Debtors List

3.43.1 Adding a Debtor

To create a debtor, select **Add Debtor**.

The customer's name is the only mandatory field.

Additional information can be entered where available.

The system automatically generates a unique debtor code.

A newly created debtor is:

- Active.
- Assigned a current balance of zero.
- Available for use in credit transactions.

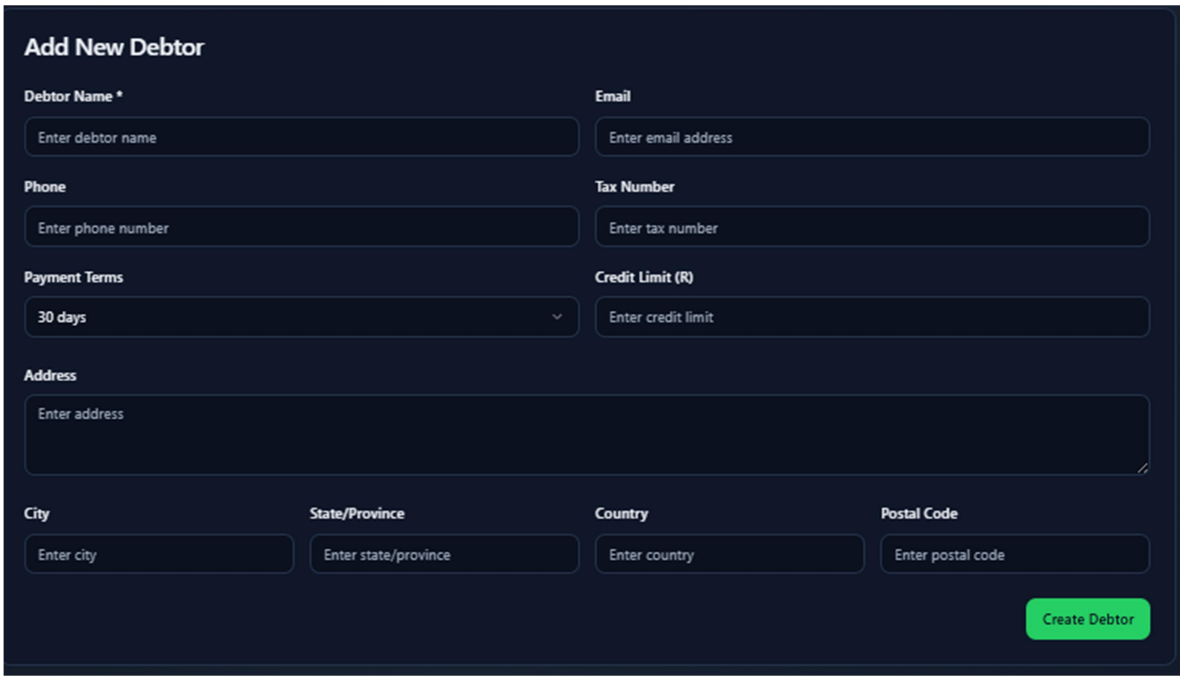


Figure 3.47 — Adding a new debtor

3.43.2 Debtor Code

The debtor code is automatically generated by the system.

Users should not need to manually create or change the debtor code.

This provides a consistent identification reference for the customer throughout the sales and payment processes.

3.43.3 Debtors List

The **Debtors List** displays the company's debtors.

The list can include both:

- Active debtors.
- Inactive debtors.

Users can search the list by information such as:

- Name.
- Debtor code.
- Email address.

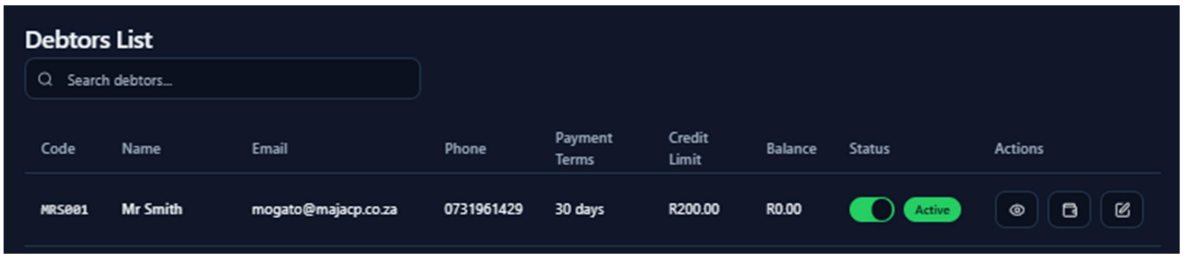


Figure 3.48 — Debtors List

3.43.4 Activating or Deactivating a Debtor

The active toggle allows authorised users to control whether a debtor is active.

An inactive debtor can remain in the system for historical and reporting purposes without being treated as an active customer.

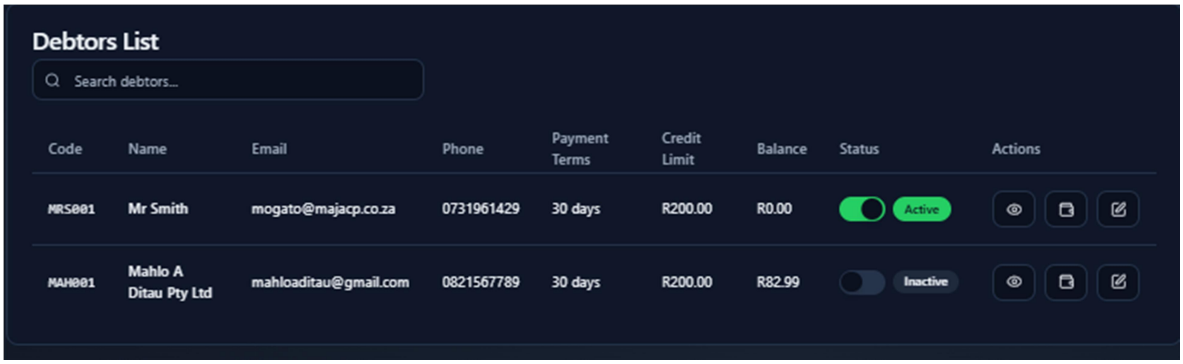


Figure 3.49 — Activating or deactivating a debtor

3.43.5 Editing a Debtor

The Edit function allows the user's debtor information to be updated.

Customer information can be changed, but system-controlled information such as the debtor code and balance is protected.

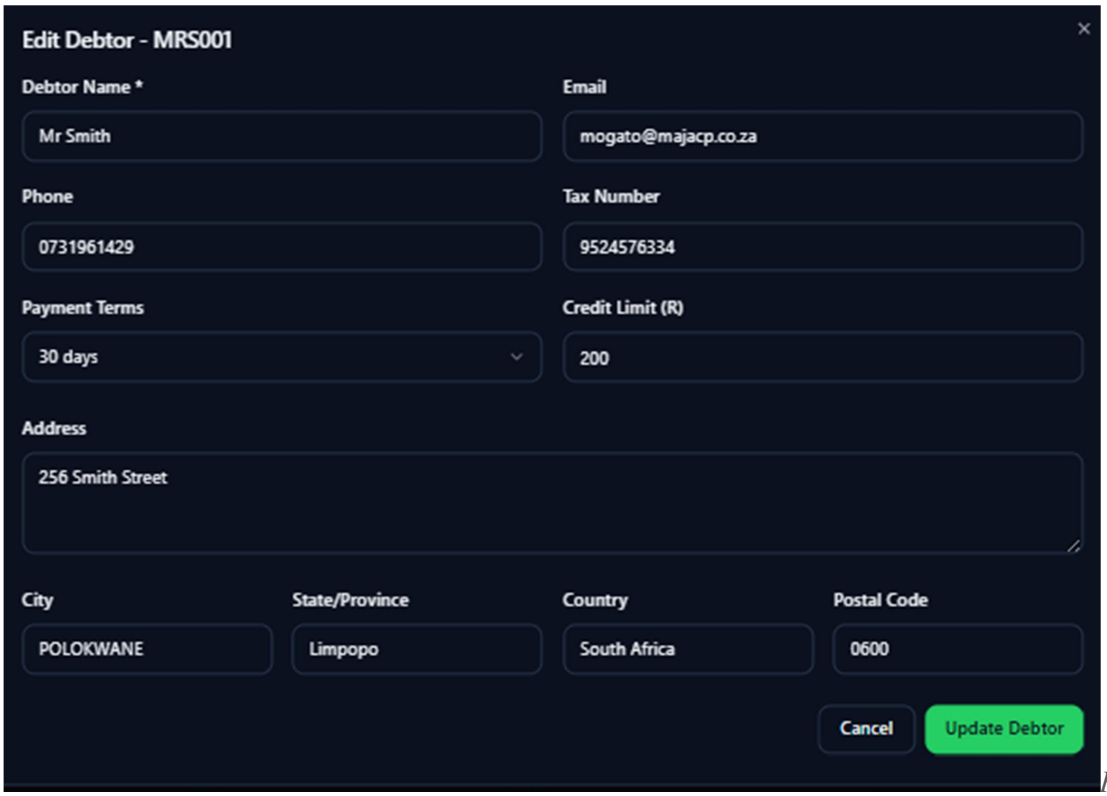


Figure 3.50 — Editing debtor information

3.43.6 Debtor Transactions

The Debtor Transactions function provides a customer statement.

The statement combines:

- Credit sales/invoices.
- Payments received.

The transactions are displayed chronologically and include running balances.

This allows the user to see how the customer's outstanding balance was created and reduced.

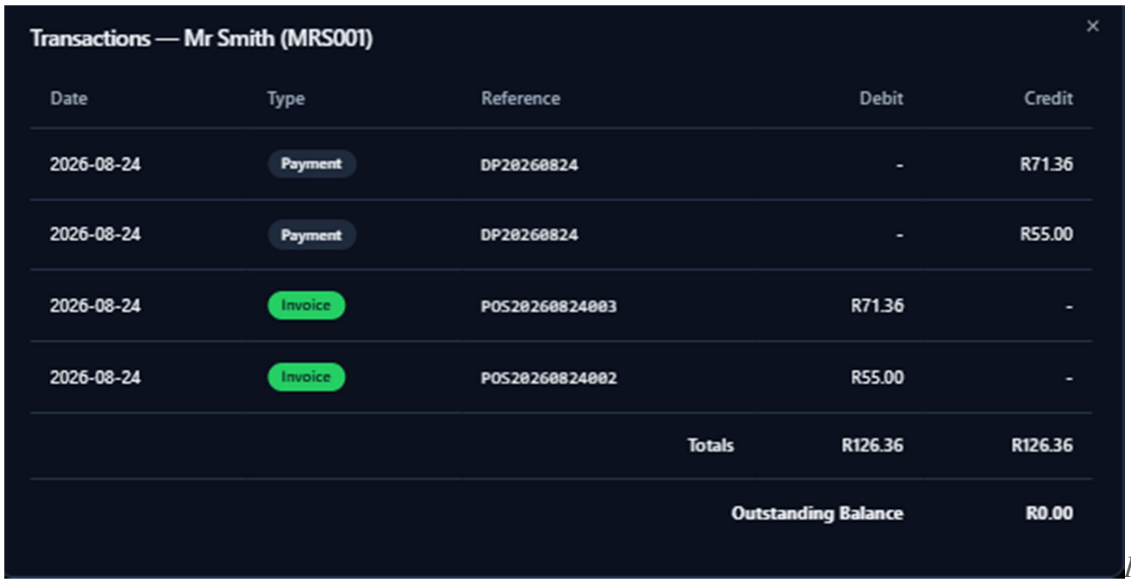


Figure 3.51 — Debtor transaction statement

3.43.7 Understanding a Debtor Statement

A typical debtor statement can be understood as:

Credit Invoice → Amount Owing Increases

Customer Payment → Amount Owing Decreases

For example:

Date	Transaction	Debit	Credit	Balance
01 Aug	Invoice	R1,000	—	R1,000
05 Aug	Payment	—	R500	R500
10 Aug	Invoice	R750	—	R1,250
15 Aug	Payment	—	R750	R500

The customer therefore has R500 still outstanding.

3.43.8 Debtor Payments Shortcut

The Debtors form provides a shortcut to the **Debtor Payments** function.

This allows a user to move directly from a customer's account to the payment screen when a customer wants to settle an outstanding balance.

Figure 3.52 — Opening debtor payments from the Debtors form

3.44 Online Sales Dashboard

The **Online Sales Dashboard** provides management information about sales originating from the online sales channel.

It is a reporting/dashboard function rather than a transaction-entry form.

The dashboard allows users to select a reporting period.

Available date options include:

- Today.
- Yesterday.
- This week.
- Last week.
- This month.
- Last month.
- Custom date range.

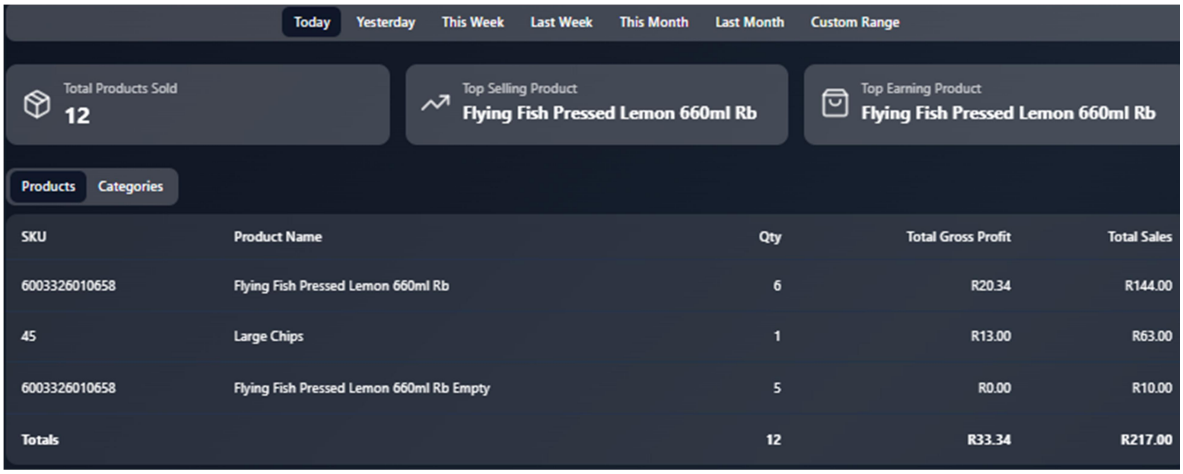


Figure 3.53 — Online Sales Dashboard

3.44.1 Online Sales Revenue

The dashboard calculates and displays revenue generated from online sales during the selected period.

Online sales are identified using the relevant **ONL** invoice numbering.

The dashboard can therefore be used to analyse the performance of the online sales channel separately from normal walk-in POS sales.

3.44.2 Units Sold

The dashboard also reports the number of units sold through online orders.

This helps management identify:

- High-volume products.
- Low-volume products.
- Product demand.
- Changes in sales activity.

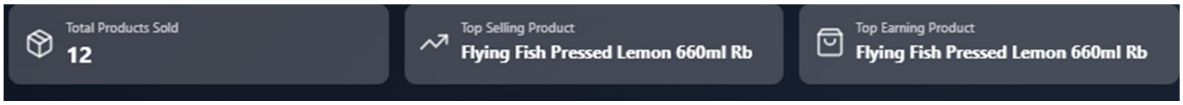


Figure 3.54 — Online sales performance summary

3.44.3 Gross Profit

The dashboard provides a gross profit calculation.

The displayed gross profit is calculated using:

(Selling Rate − Product Cost Price) × Quantity

The dashboard can provide gross profit information by:

- Product.
- Category.
- Top-selling products.
- Product categories.

SKU	Product Name	Qty	Total Gross Profit	Total Sales
6003326010658	Flying Fish Pressed Lemon 660ml Rb	6	R20.34	R144.00
45	Large Chips	1	R13.00	R63.00
6003326010658	Flying Fish Pressed Lemon 660ml Rb Empty	5	R0.00	R10.00
Totals		**12**	**R33.34**	**R217.00**

Figure 3.55 — Online sales gross profit analysis

MANAGEMENT NOTE: The dashboard's displayed gross profit is intended as a management analysis. It uses the product's current cost price and may therefore differ from the actual FIFO cost used in the accounting ledger at the time of the sale.

3.45 Online Sales / Order Fulfilment

The **Online Sales** screen accessed from the POS Online Orders section is different from the Online Sales Dashboard.

The dashboard is used for **reporting**.

The Online Sales screen is used for **order fulfilment**.

The fulfilment process follows:

Confirmed → Dispatched → Finalized

An order may also be cancelled where permitted.

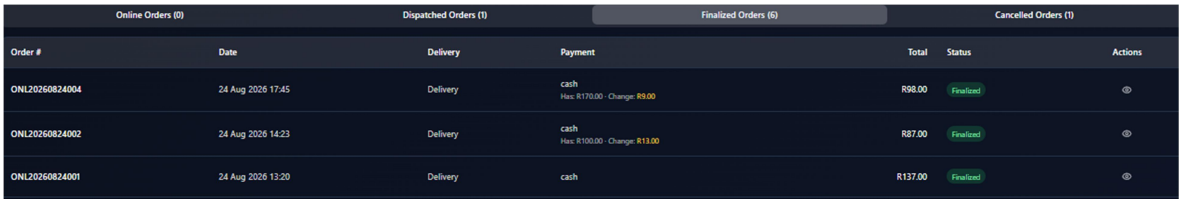


Figure 3.56 — Online order fulfilment screen

3.45.1 Confirmed Orders

Confirmed orders are orders that have been received and are ready for processing.

The user reviews the order before dispatch.

This is the stage where order details can be checked and, where permitted, edited.

3.45.2 Dispatching an Online Order

When the order is ready to leave the business, it is dispatched.

The user:

1. Selects the driver.
2. Confirms the order.
3. Dispatches the order.

The system generates a **6-digit dispatch code**.

This code provides a reference for the dispatched order.

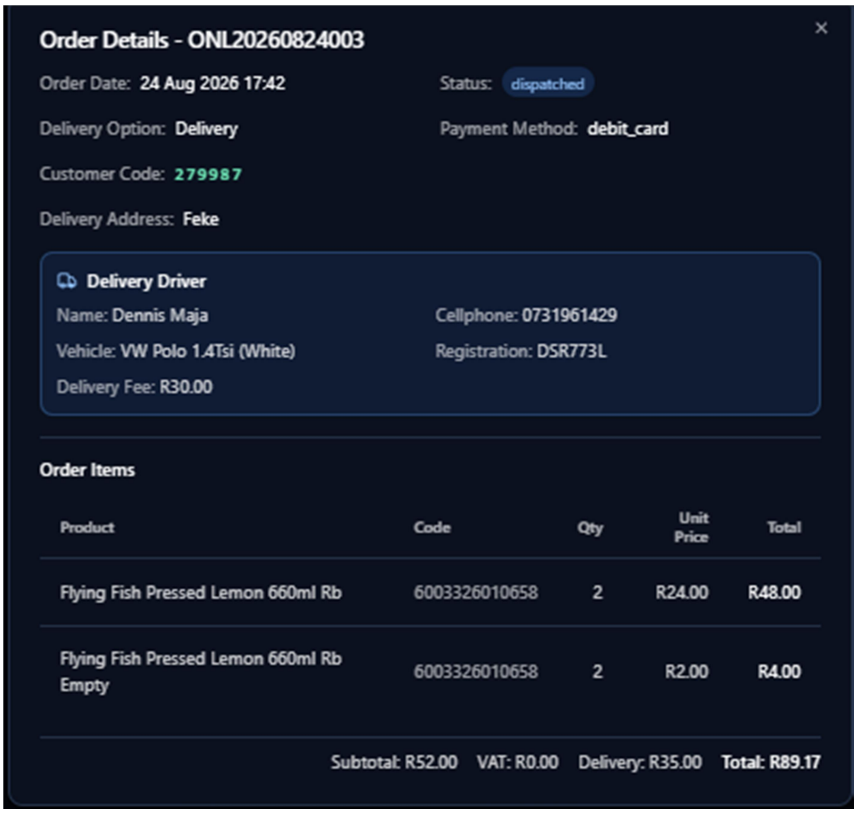


Figure 3.57 — Online order dispatch and dispatch code

3.45.3 Finalizing an Online Order

After the order has been completed, it can be finalized.

The system converts the online order into the appropriate sales records and accounting entries.

The delivery fee is treated as **Services revenue** according to the configured business accounting mapping.

Where the products are recipe-based, the system can also process the associated raw-material consumption.

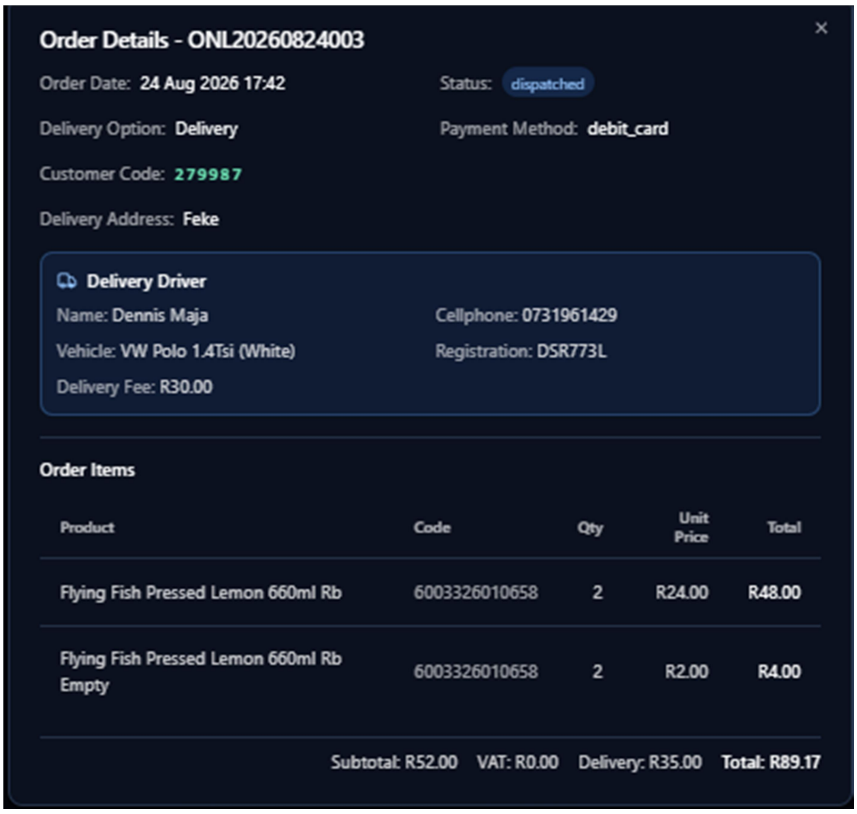


Figure 3.58 — Finalizing an online order

3.46 Walk-In Sales Dashboard

The **Walk-In Sales Dashboard** provides management information about sales processed through the normal POS.

It uses the same dashboard structure as the Online Sales Dashboard.

The main difference is the sales source.

Walk-in sales are identified using the **POS** invoice numbering.

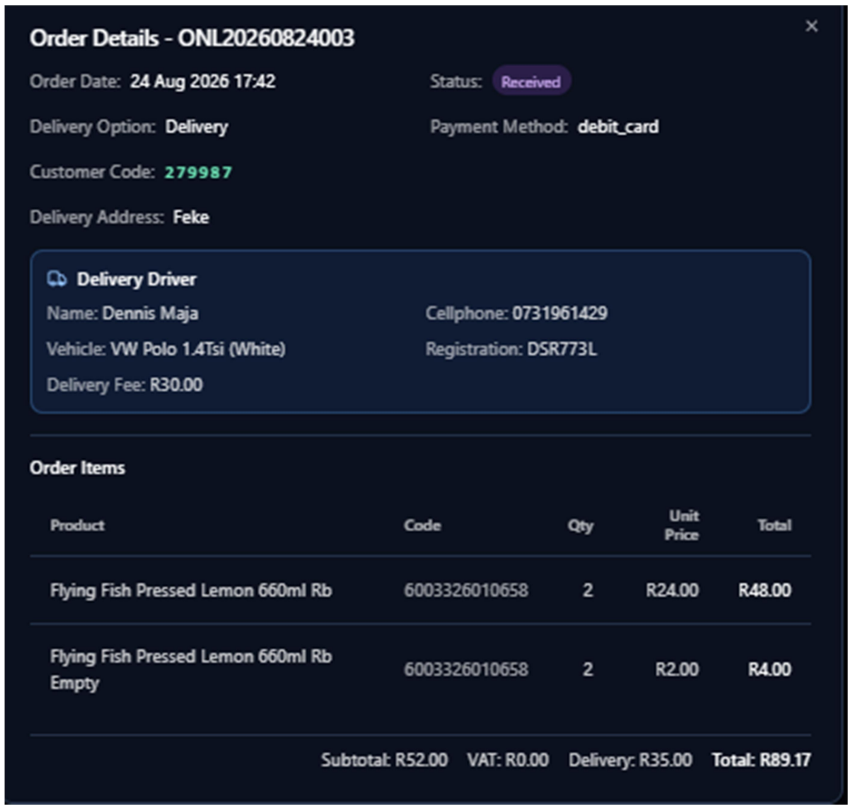


Figure 3.59 — Walk-In Sales Dashboard

3.46.1 Walk-In Sales Analysis

The dashboard can provide information such as:

- Sales revenue.
- Units sold.
- Gross profit.
- Top-selling products.
- Product categories.
- Selected-period performance.

The reporting period can be changed using the available date filters.

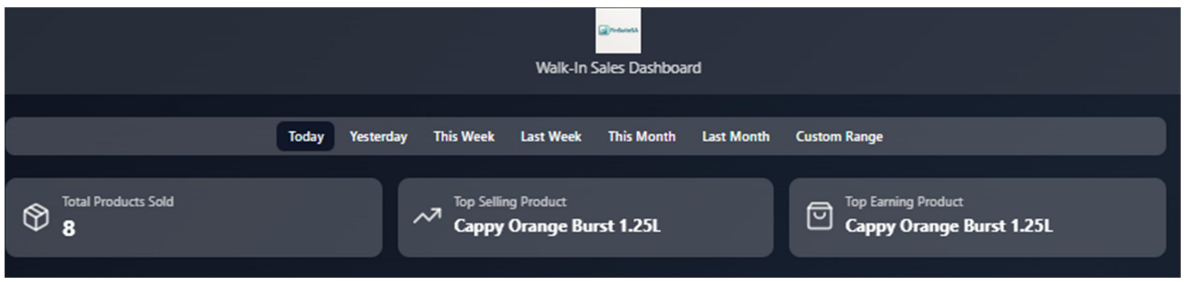


Figure 3.60 — Walk-In Sales performance summary

3.46.2 Online Sales vs Walk-In Sales

The two dashboards should not be confused.

Dashboard	Sales Source	Invoice Prefix
Online Sales Dashboard	Online orders	**ONL**
Walk-In Sales Dashboard	POS sales	**POS**

The dashboards provide management with a way to analyse the different sales channels separately.

3.47 Sales History

The **Sales History** function is different from the Online Sales and Walk-In Sales dashboards.

The dashboards are primarily designed for **analysis and performance reporting**.

Sales History is primarily a **transaction history and lookup function**.

It provides a consolidated view of sales transactions from different sources.

These include:

- POS sales — **POS**
- Voucher sales — **VS**
- Online sales — **ONL**
- Refunds — **RT**



Figure 3.61 — Sales History

3.47.1 Searching Sales History

Sales History can be used when a user needs to locate a previous transaction.

Typical reasons include:

- Finding an invoice.
- Checking a customer transaction.
- Reviewing a previous sale.
- Starting a refund.
- Investigating a transaction.



Figure 3.62 — Searching Sales History

3.47.2 Opening a Previous Sale

A previous sale can be opened to view its details.

This is particularly important when processing refunds because the original sale needs to be identified.

The Sales History function can hand the selected transaction back to the POS refund process.

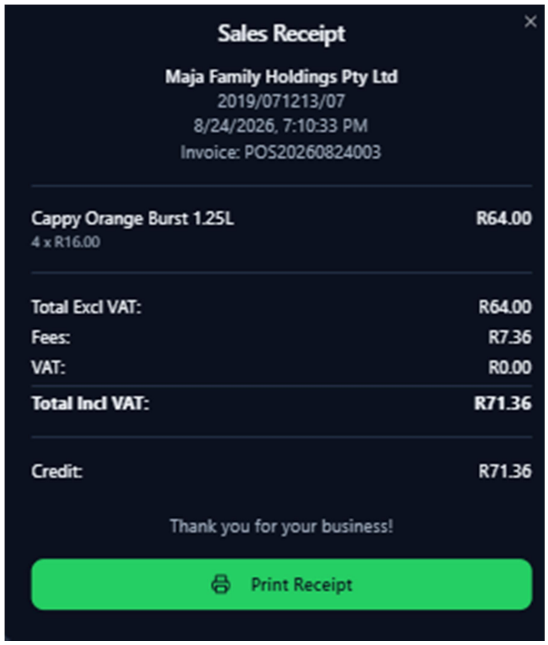


Figure 3.63 — Viewing a previous sales transaction

3.47.3 Refund from Sales History

Where a customer needs to return goods, the user can locate the original transaction in Sales History and initiate the refund process.

The selected sale is then passed to the POS refund function.

The refund process described earlier in this chapter is then followed.

Sales History → Select Sale → Refund → POS Refund Process

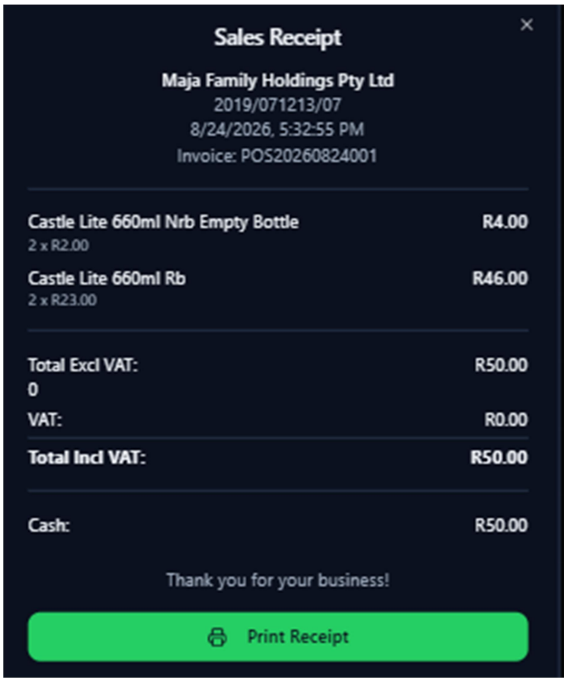


Figure 3.64 — Initiating a refund from Sales History

3.47.4 Sales Summary

Sales History also provides a summary view for management.

The summary can provide totals for:

- Today.
- Current week.
- Current month.
- Year to date (YTD).

This provides a quick overview of sales activity without requiring the user to manually calculate the totals.

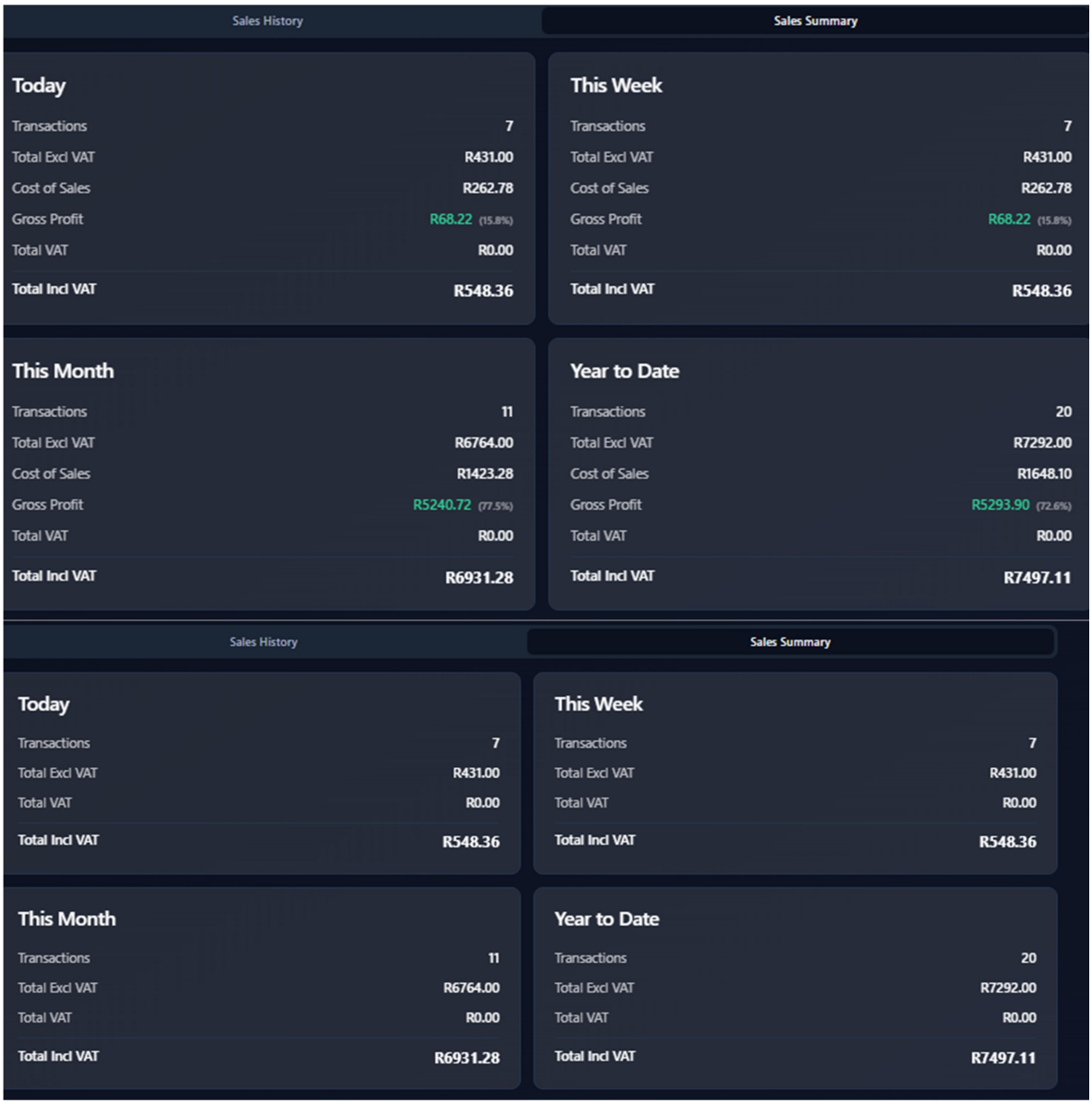


Figure 3.65 — Sales summary by reporting period

3.48 How the Sales Forms Work Together

The different Sales forms are connected and should be viewed as parts of one sales management process.

A simplified structure is:

POS

→ Walk-In Sale

→ Payment

→ Sales History

→ Refund, where required

Create Invoice

→ Customer Invoice

→ Payment

→ Sales History

Credit Sale

→ Debtor Account

→ Outstanding Invoice

→ Debtor Payment

→ Debtor Balance Reduced

Online Order

→ Confirmed

→ Dispatched

→ Driver

→ Finalized Sale

→ Online Sales Dashboard

Voucher

→ Voucher Sold

→ Voucher Active

→ Voucher Redeemed

→ Normal Sale

3.49 Choosing the Correct Sales Function

Users should use the appropriate function depending on the transaction.

Situation	Function to Use
Customer is buying at the shop counter	**POS**
Customer requires a formal invoice	**Create Invoice**
Customer wants to buy on credit	**POS Credit / Create Invoice Credit**
Customer is paying an outstanding credit invoice	**Debtor Payments**
Creating a new credit customer	**Debtors**
Reviewing customer balances	**Debtors**
Analysing online sales	**Online Sales Dashboard**
Processing online customer orders	**Online Sales**
Analysing normal POS sales	**Walk-In Sales Dashboard**
Finding a previous transaction	**Sales History**
Processing a return/refund	**Sales History / POS Refund**
Selling a voucher	**Voucher Sale**
Redeeming a voucher	**POS Voucher Payment**

3.50 Important User Controls

When working with the Sales module, users should remember the following:

1. Confirm the customer

Before creating an invoice or credit transaction, make sure the correct customer/debtor has been selected.

2. Check invoice lines

Always verify:

- Product.
- Quantity.
- Rate.
- Discount.
- VAT.
- Total.

3. Check payment

Make sure the correct payment method and amount have been entered.

4. Check credit availability

Do not attempt to bypass a credit-limit warning.

5. Review invoices before finalizing

The preview stage provides an opportunity to identify mistakes.

6. Do not duplicate payments

When processing debtor payments, ensure that the payment is submitted only once.

7. Use Sales History for previous transactions

Do not create a new invoice simply because you need to find an old transaction.

8. Use the correct dashboard

Use the **Online Sales Dashboard** for online sales analysis and the **Walk-In Sales Dashboard** for POS sales analysis.

9. Verify refunds

Always verify the original invoice before processing a refund.

10. Keep debtor information accurate

Customer details should be updated whenever there is a legitimate change.

3.51 Chapter 3 Sales Module — Quick Reference

The Sales module provides the following major functions:

Function	Main Purpose
POS	Process immediate shop/counter sales
Create Invoice	Create and process formal sales invoices
Debtors	Create and manage credit customers
Debtor Payments	Receive payments from credit customers
Vouchers	Sell and redeem vouchers

Function	Main Purpose
Online Sales	Process and fulfil online orders
Online Sales Dashboard	Analyse online sales performance
Walk-In Sales Dashboard	Analyse POS sales performance
Sales History	Search, review and refund historical transactions

---

3.52 Sales Module End-to-End Flow

The complete Sales module can be visualised as follows:

CUSTOMER

↓

SALE

↓

POS / CREATE INVOICE / ONLINE ORDER

↓

PAYMENT

↓

CASH / CARD / EFT / CREDIT / VOUCHER

↓

FINALIZE

↓

SALES RECORD

↓

INVENTORY

↓

ACCOUNTING

↓

CUSTOMER BALANCE — where applicable

↓

SALES HISTORY

↓

REPORTING / DASHBOARDS

This structure ensures that sales entered through the different sales channels ultimately feed into the company's sales, inventory and financial records.

3.53 End of Chapter

After completing this chapter, users should understand the difference between the main Sales functions and know which form to use for each type of transaction.

The most important distinction is:

POS = Immediate counter sales

Create Invoice = Formal customer invoice

Debtors = Customer credit accounts

Debtor Payments = Collection of outstanding credit

Online Sales = Online order fulfilment

Sales Dashboards = Sales analysis

Sales History = Transaction lookup and review

By using the correct function for each transaction, users can ensure that sales are recorded correctly and that customers, inventory, payments and financial information remain properly connected.

Chapter 4 — Purchases & Suppliers

4.1 Introduction

The **Purchases** module is used to record goods, raw materials and other purchases made by the business.

It also manages:

- Supplier/creditor information.

- Trade inventory purchases.
- Raw material purchases.
- General business purchases.
- Goods returned to suppliers.
- Supplier payments.
- Supplier credit balances.
- Credit notes received from suppliers.

The Purchases module connects purchasing activity with:

Suppliers → Purchases → Inventory/Raw Materials → Payments → Creditors → Accounting

There are several different purchase functions because not all purchases affect the business in the same way.

4.2 Types of Purchases

The system provides three main purchase categories:

Trade Inventory Purchases

Used when the business purchases products that will normally be resold to customers.

Examples:

- Groceries.
- Beverages.
- Clothing.
- Electronic products.
- Other merchandise held for resale.

Raw Material Purchases

Used when the business purchases materials that are used to manufacture or prepare products.

Examples may include:

- Manufacturing materials.
- Ingredients.
- Packaging materials.
- Production inputs.

General Purchases

Used for purchases that are not treated as trade inventory or raw materials.

Examples may include:

- Office expenses.

- Repairs.
- General operating expenses.
- Other business costs.

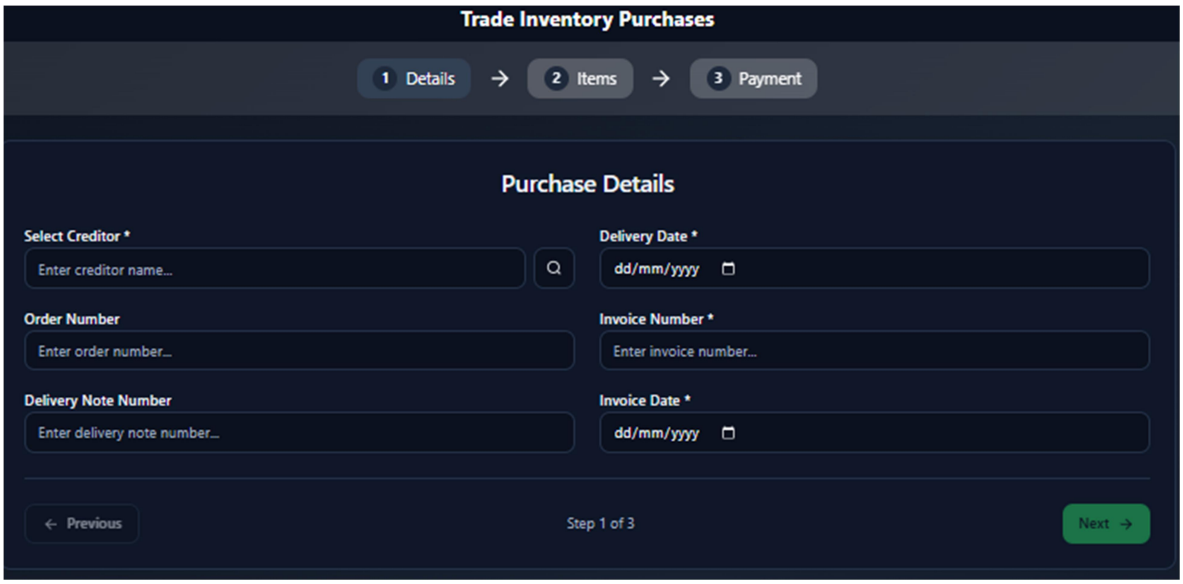
The correct purchase form should therefore be selected according to the nature of the purchase.

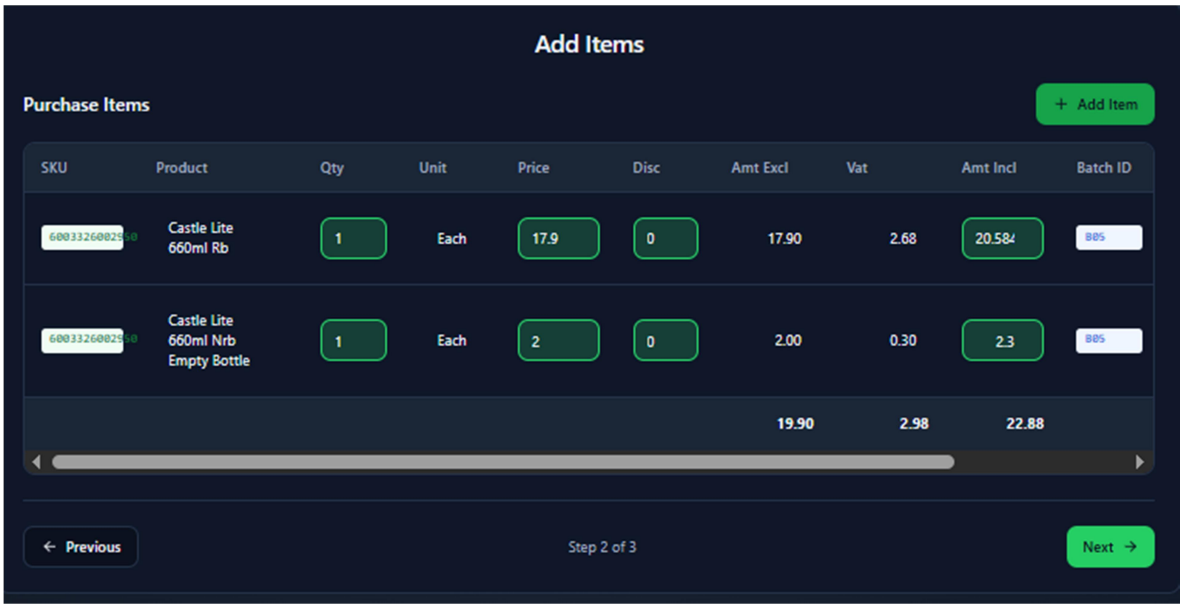
4.3 Trade Inventory Purchases

The **Trade Inventory Purchases** form is used to record products purchased for resale.

The process consists of three stages:

Details → Items → Payment → Finish





Caption:
Figure 4.1 — Trade Inventory Purchases form

4.4 Step 1 — Purchase Details

The first stage captures information about the supplier and the purchase document.

Information may include:

- Creditor/Supplier.
- Order number.
- Delivery note number.
- Delivery date.
- Supplier invoice number.
- Supplier invoice date.

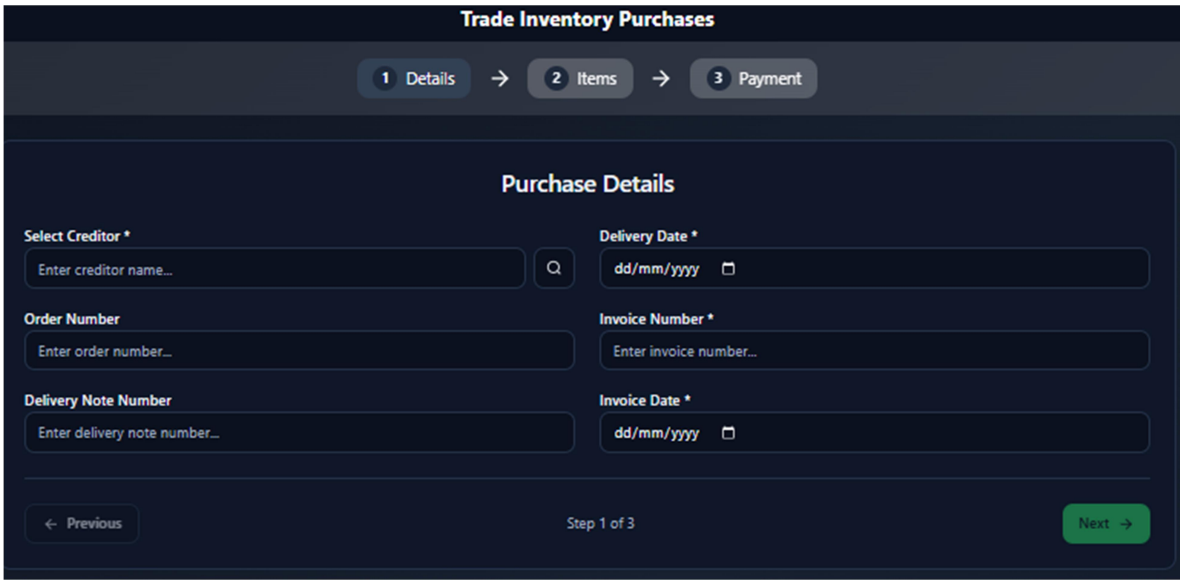


Figure 4.2 — Entering trade inventory purchase details

4.5 Selecting the Creditor

The supplier is selected using the **Creditor Search Dialog**.

The system displays suppliers belonging to the current company.

When a creditor is selected, the system checks the supplier's VAT status.

VAT is charged on the purchase only when:

1. The creditor is marked as VAT registered; **and**
2. The creditor's VAT registration has been verified.

If both conditions are not satisfied, the purchase is processed at **0% VAT**.

Important User Rule

Do not manually assume that a supplier's purchase should include VAT.

The system determines whether VAT applies based on the creditor's VAT registration and verification status.

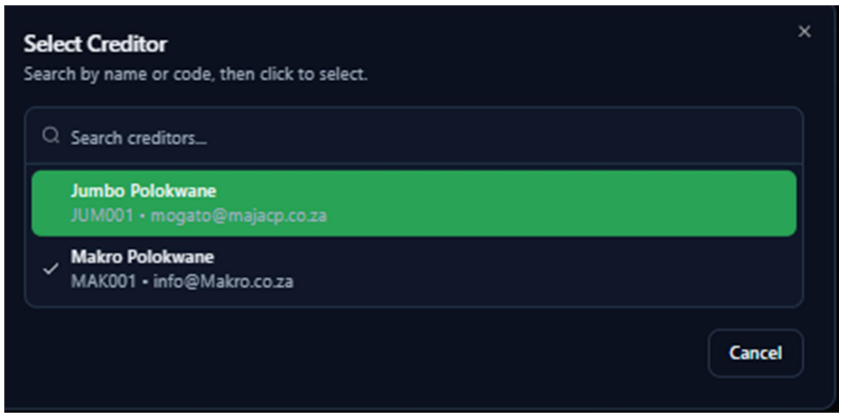


Figure 4.3 — Selecting a supplier/creditor

4.6 Purchase VAT

Where the supplier is both:

VAT Registered = Yes

and

VAT Verified = Yes

the company's configured VAT percentage is applied to the purchase.

If either condition is false:

Purchase VAT = 0%

This provides a control to prevent VAT from being claimed automatically where the supplier's VAT status has not been appropriately verified.

4.7 Step 2 — Purchase Items

The second stage is used to capture the products purchased.

Products are selected from the company's product list.

Each purchase line includes information such as:

- Product.
- Quantity.
- Purchase rate.
- Discount.
- Amount excluding VAT.

- VAT.
- Amount including VAT.

The basic calculation is:

Amount Excluding VAT = Quantity × Rate − Discount

Then:

VAT = Amount Excluding VAT × VAT %

And:

Amount Including VAT = Amount Excluding VAT + VAT

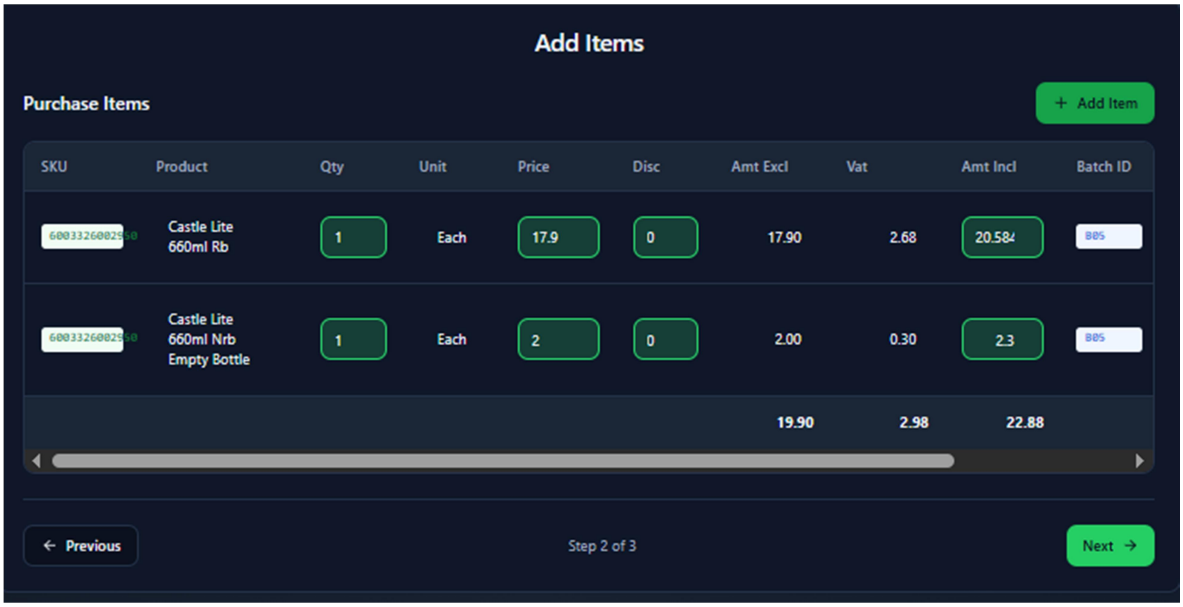


Figure 4.4 — Entering trade inventory purchase items

4.8 Capturing Batch and Expiry Information

Where applicable, the user can capture:

- Batch ID.
- Expiry date.

This information is important for inventory control and products where stock must be tracked by batch.

The expiry information is entered through the expiry dialog.

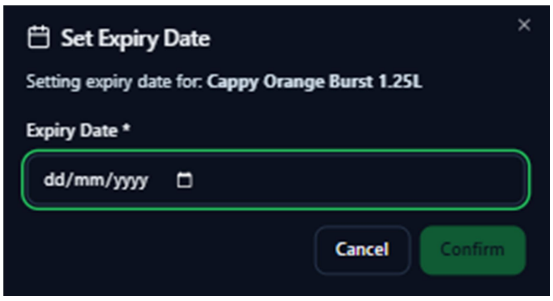


Figure 4.5 — Capturing batch and expiry information

4.9 Purchase Cost and Selling Price

Before proceeding to payment, the system performs a price check.

The system can calculate the recommended selling price based on:

Selling Price = Cost × (1 + Markup % / 100)

The calculated price is rounded according to the system's pricing rules.

If the calculated selling price differs from the current product selling price, the system can prompt the user to update the product's selling price.



Figure 4.6 — Updating the product selling price after a purchase

---

4.10 Step 3 — Purchase Payment

The final stage is payment.

Trade inventory purchases support the following payment methods:

- Cash.
- EFT/Card.
- Card/E-Wallet.
- Credit.
- Credit Note.

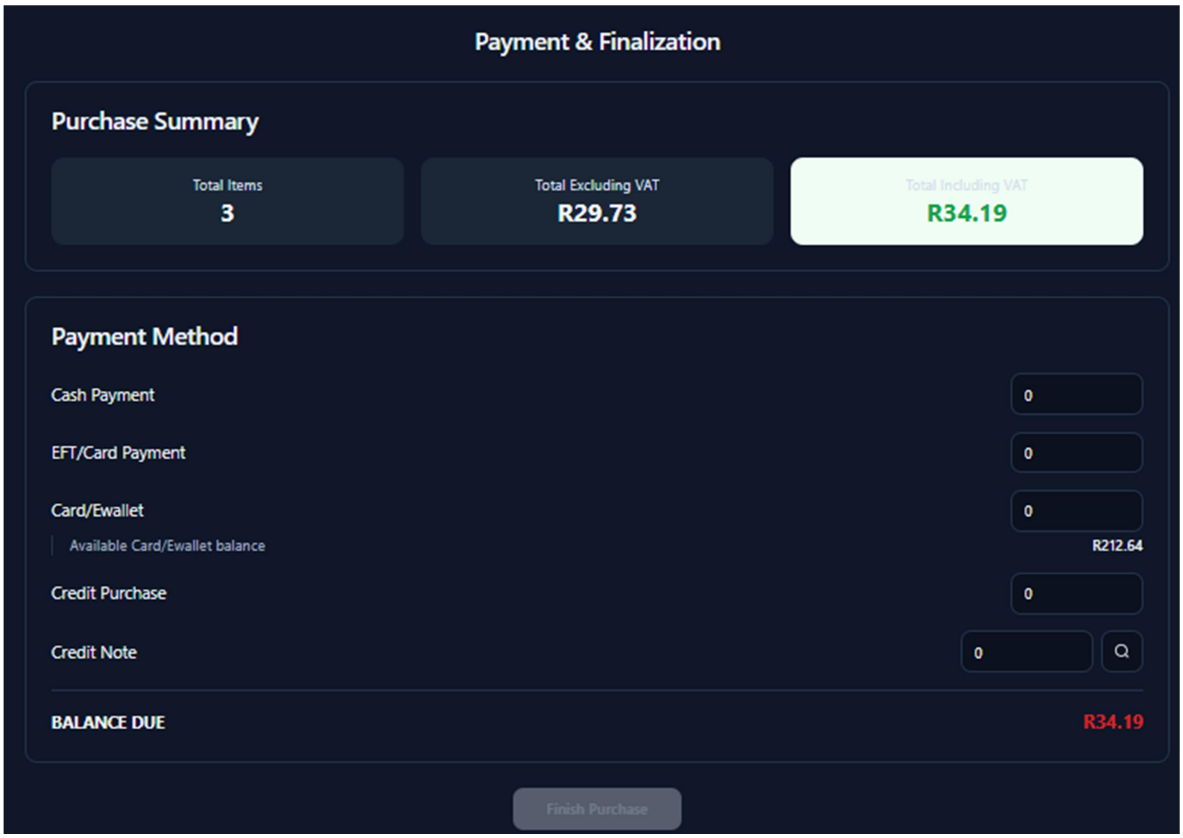


Figure 4.7 — Selecting the payment method for a purchase

4.11 Card/E-Wallet Purchases

Where Card/E-Wallet is selected, the system retrieves the available balance from the relevant Card/E-Wallet account.

This allows the user to confirm that sufficient funds are available before completing the transaction.

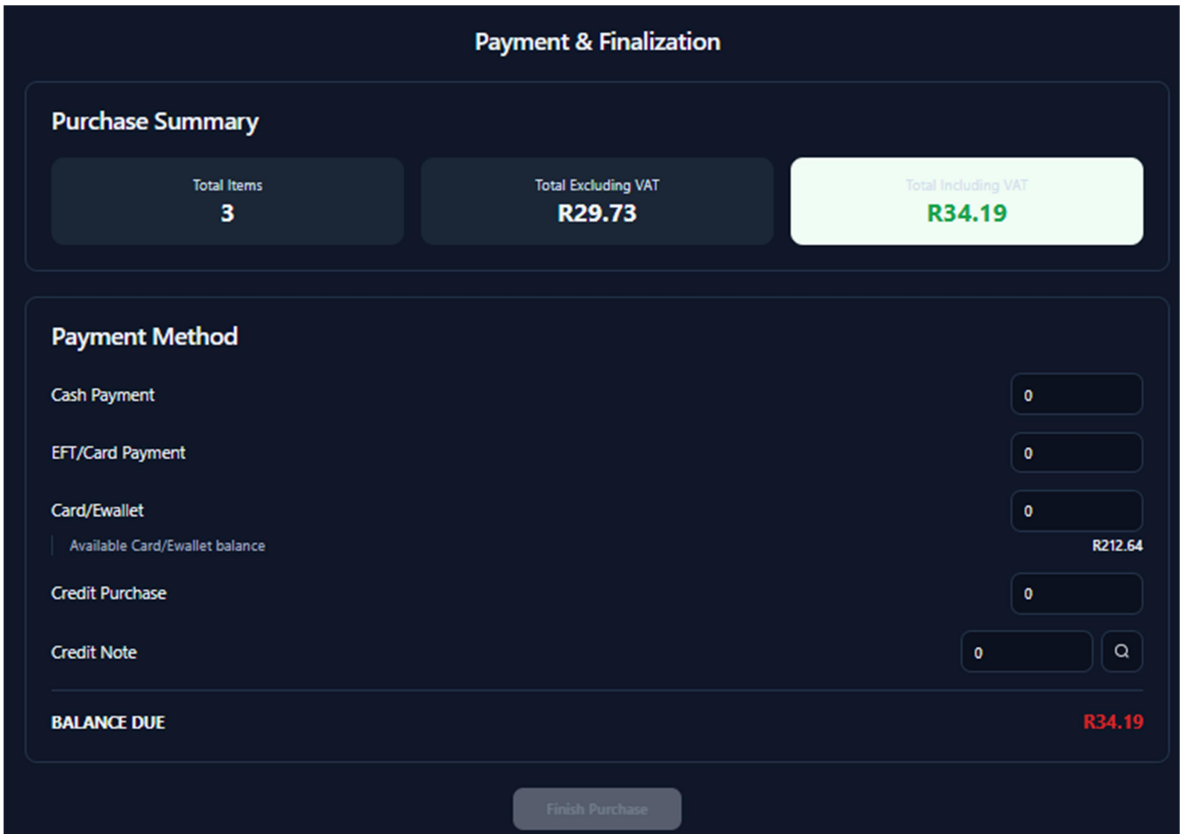


Figure 4.8 — Using Card/Ewallet to pay for a purchase

4.12 Credit Purchases

A purchase can be recorded on credit when the supplier allows the business to purchase now and pay later.

When Credit is selected:

- The purchase becomes an amount owed to the supplier.
- The creditor's balance increases.
- The purchase remains available for later settlement through Creditor Payments.

This is the purchasing equivalent of a customer credit sale.

4.13 Credit Notes on Purchases

A supplier credit note can also be applied to a purchase.

The user selects an available Goods Return/Credit Note through the **Return Credit Note Search Dialog**.

Only appropriate unused credit notes are available for selection.



Figure 4.9 — Applying a supplier credit note to a purchase

4.14 Completing a Trade Inventory Purchase

When the purchase is finalized, the system creates the purchase header and purchase lines.

The purchase receives a batch reference beginning with:

TIP

followed by the relevant date.

For example:

TIP20260824

The purchase is recorded with a completed status.

The individual purchase items are then stored as inventory layers.

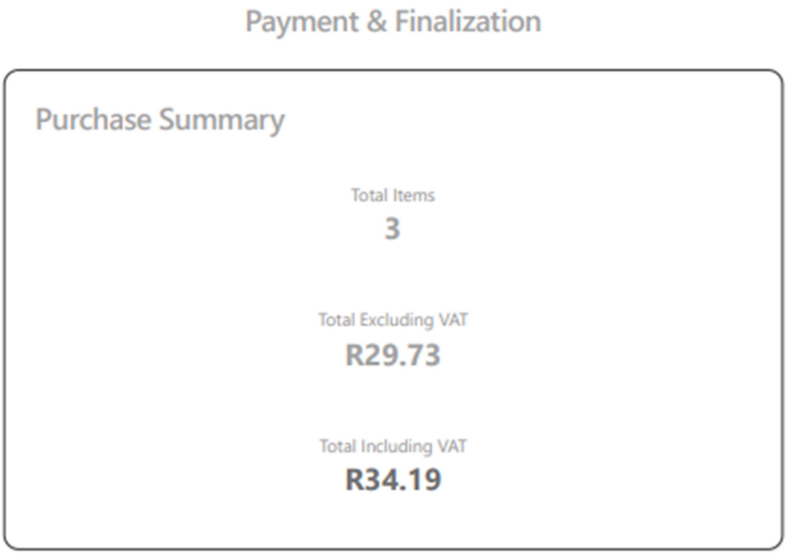


Figure 4.10 — Completed trade inventory purchase

4.15 Inventory Update

When the purchase is finalized, the quantity purchased is added to the product's stock.

For example:

Existing stock = 50
Purchase = 20
New stock = 70

The purchase item also becomes an available FIFO inventory layer.

The system records:

- Quantity purchased.
- Quantity remaining.
- Quantity sold.
- Status.

Initially, the quantity remaining equals the quantity purchased and the quantity sold is zero.

4.16 Trade Inventory Accounting

The accounting entries for a trade inventory purchase depend on the payment method and the type of product.

Generally, the purchase records:

Debit: Trade Inventory

and, where applicable:

Debit: VAT

The corresponding credit is posted to the appropriate payment or liability account:

- Cash.
- Bank/EFT.
- Card/E-Wallet.
- Creditors.
- Credit Note.

Returnable products can be treated separately through the **Bottle Deposit** account.

Figure 4.11 — Trade Inventory purchase accounting mapping

4.17 Returnable Products

Some purchased products may include a returnable bottle/container component.

The system distinguishes between:

Returnable Items → Bottle Deposit

and

Non-Returnable Items → Trade Inventory

This allows the business to keep the inventory and returnable deposit components separate for accounting purposes.

4.18 Raw Material Purchases

The **Raw Material Purchases** form is used for materials that are used in production or manufacturing rather than products purchased for direct resale.

The workflow is similar to Trade Inventory Purchases:

Details → Items → Payment → Finish

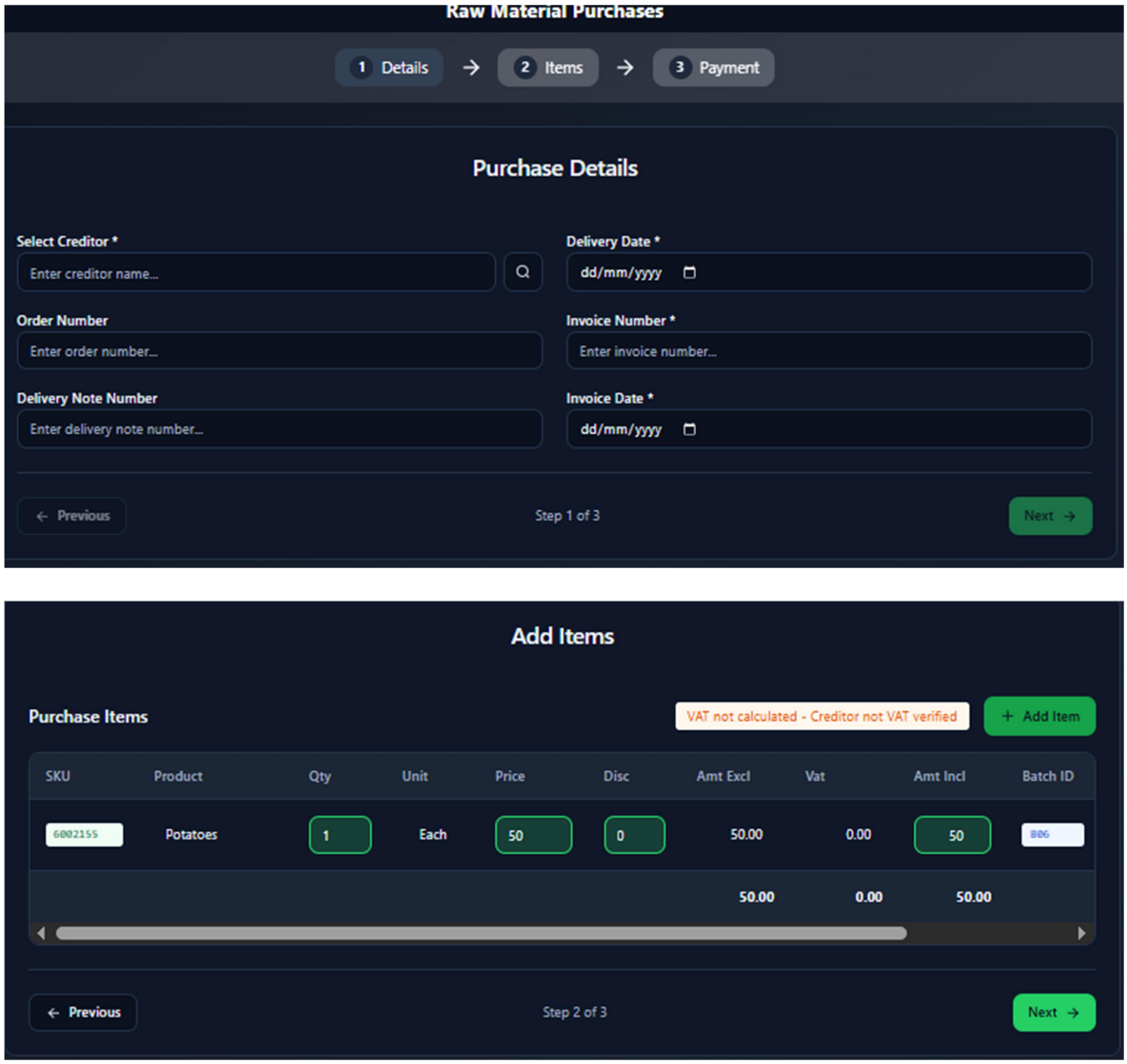


Figure 4.12 — Raw Material Purchases form

4.19 Selecting Raw Materials

Raw materials are selected using the **Raw Material Selection Dialog**.

The system uses the raw-material records maintained by the business.

Each line records information such as:

- Raw material.
- Product code/SKU.
- Quantity.
- Purchase rate.
- Discount.
- VAT.
- Total amount.

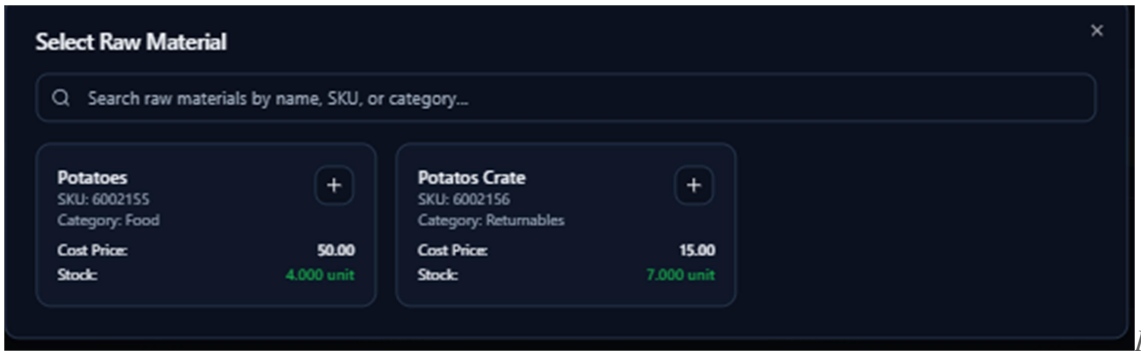


Figure 4.13 — Selecting raw materials for purchase

4.20 Raw Material Stock

When a raw material purchase is finalized, the system updates the stock quantity in the Raw Materials records.

Raw material stock is stored to **three decimal places**.

For example:

125.500 kg
50.250 litres
10.125 units

The purchase rate becomes the latest cost price for that raw material.

Important Difference

Unlike Trade Inventory purchases, Raw Material Purchases do not provide a selling-price/markup update prompt because raw materials are not normally sold directly to customers.

4.21 Raw Material Accounting

Raw material purchases are posted to the **Raw Materials** account rather than the Trade Inventory account.

The payment side is posted according to the selected payment method.

In simplified form:

Debit — Raw Materials

Debit — VAT, where applicable

Credit — Cash/Bank/Creditors/etc.

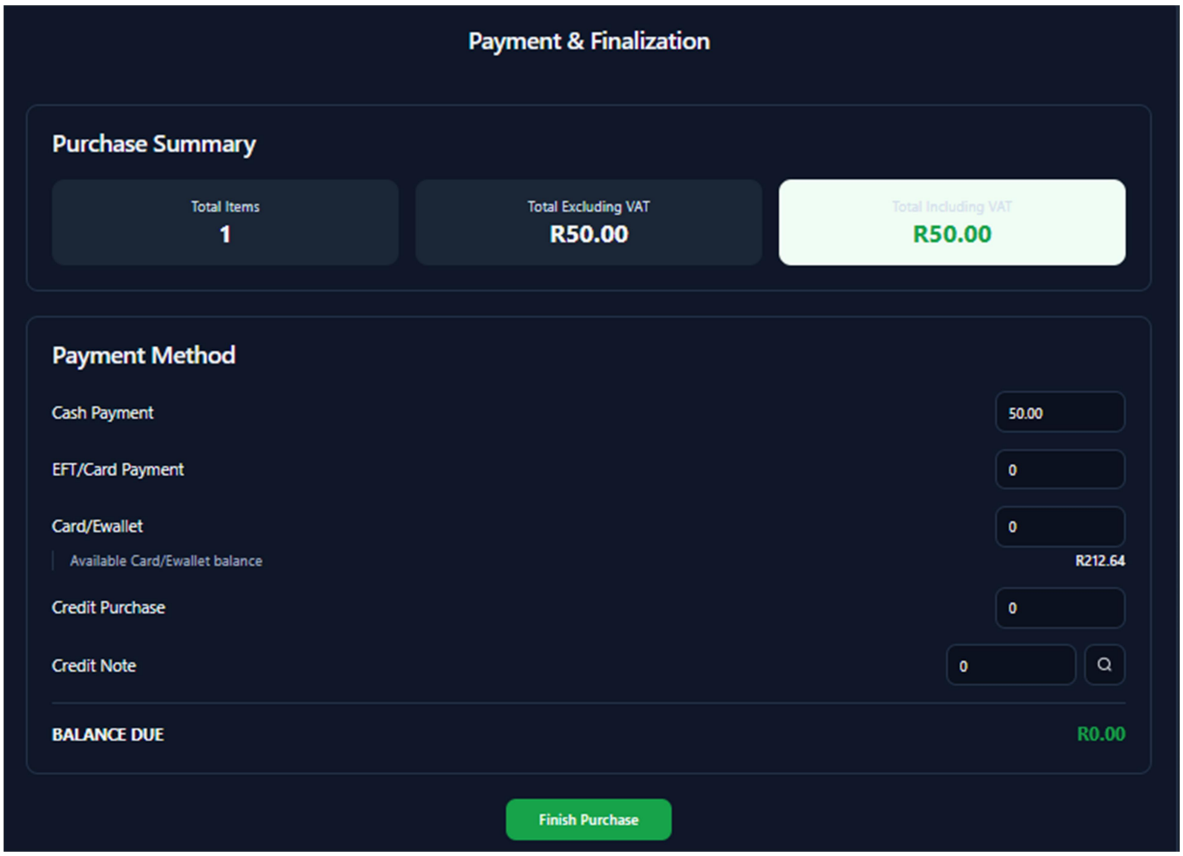


Figure 4.14 — Completing a raw material purchase

4.22 General Purchases

The **General Purchases** form is used for purchases that should not be recorded as trade inventory or raw materials.

Examples may include:

- Operating expenses.
- Office purchases.
- Repairs.
- Other general business expenditure.

The form follows a similar three-stage structure:

Details → Items → Payment

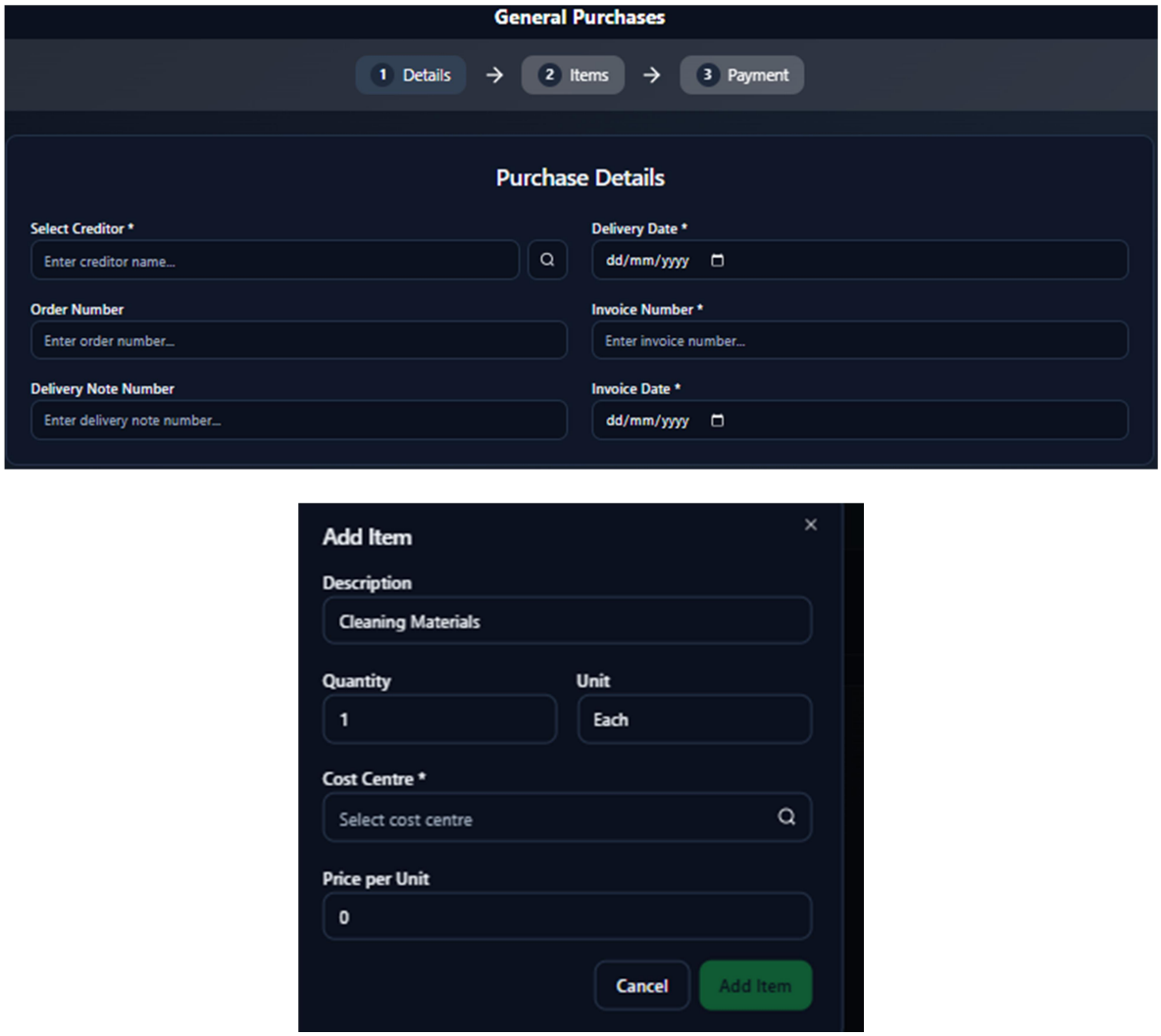


Figure 4.15 — General Purchases form

4.23 Cost Centre

General Purchases includes a **Cost Centre** selection.

The cost centre is selected from the available chart-of-accounts information.

This allows general expenditure to be associated with the appropriate expense/accounting area.

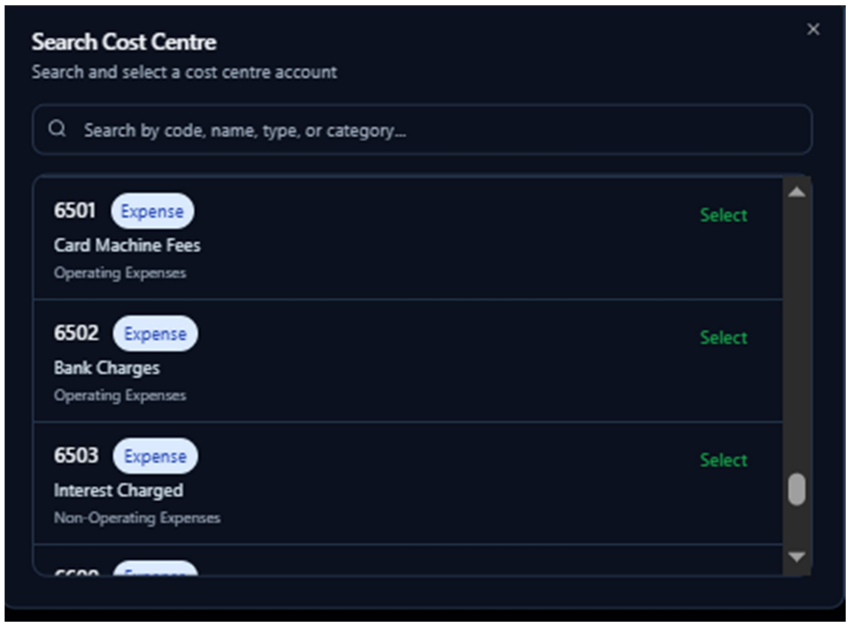


Figure 4.16 — Selecting a cost centre for a general purchase

4.24 General Purchase Items

The user enters the items or expenses being purchased.

Unlike Trade Inventory and Raw Material purchases, General Purchases do **not** increase physical stock.

The purchase is therefore used primarily to record the business expense and the associated payment/liability.

4.25 General Purchase Accounting

General Purchases use a separate accounting mapping structure.

The system uses the configured purchase mapping to determine the accounts affected by:

- Purchase excluding VAT.
- VAT.
- Cash.
- Card.
- Credit.
- Credit Note.

The relevant debit and credit accounts are determined by the configured mapping.

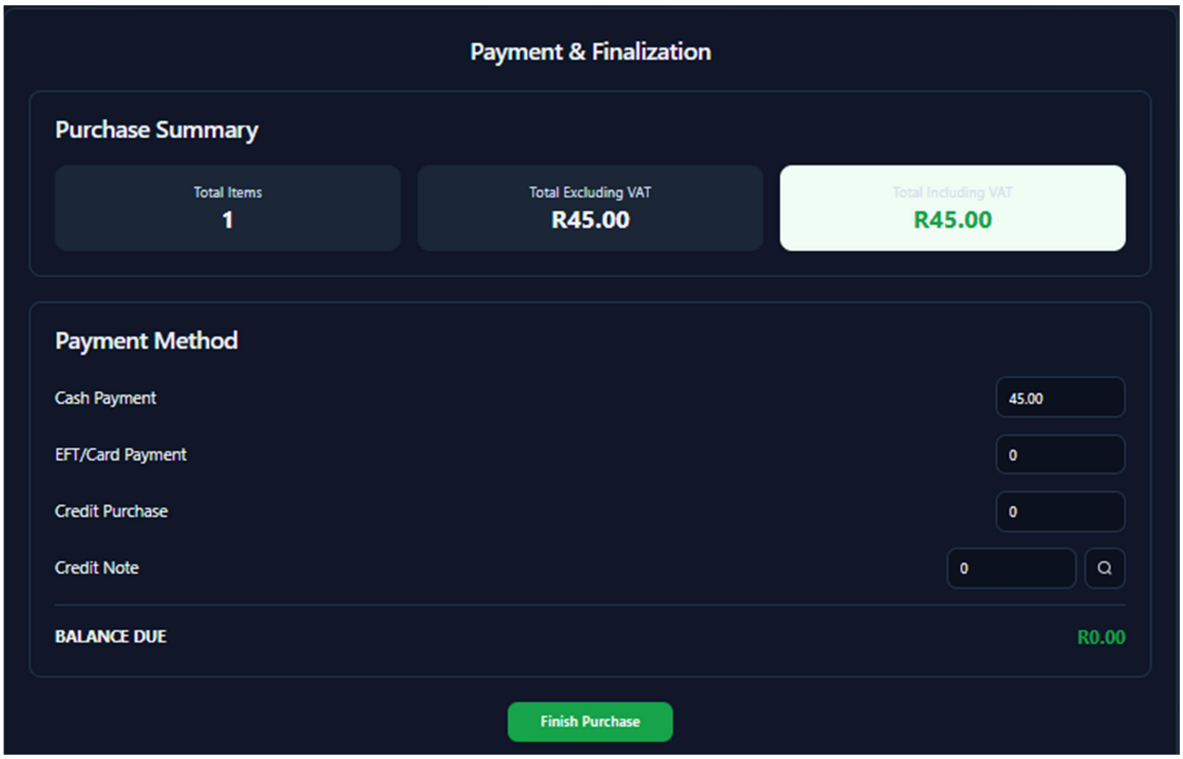


Figure 4.17 — Completing a general purchase

4.26 Important Difference — General Purchases and Inventory

Users must understand the difference between General Purchases and inventory purchases.

Purchase Type	Updates Stock?	Main Purpose
Trade Inventory	**Yes**	Products for resale
Raw Material	**Yes**	Materials used in production
General Purchase	**No**	General business expenses

Selecting the wrong purchase type can therefore result in incorrect inventory or financial records.

4.27 Goods Return Notes

The **Goods Return Notes** function is used when goods purchased from a supplier need to be returned.

Examples include:

- Damaged goods.

- Incorrect goods.
- Expired goods.
- Excess goods.
- Goods supplied in error.
- Other approved supplier returns.

The form contains two main tabs:

1. **Goods Returned**
2. **Return Goods**

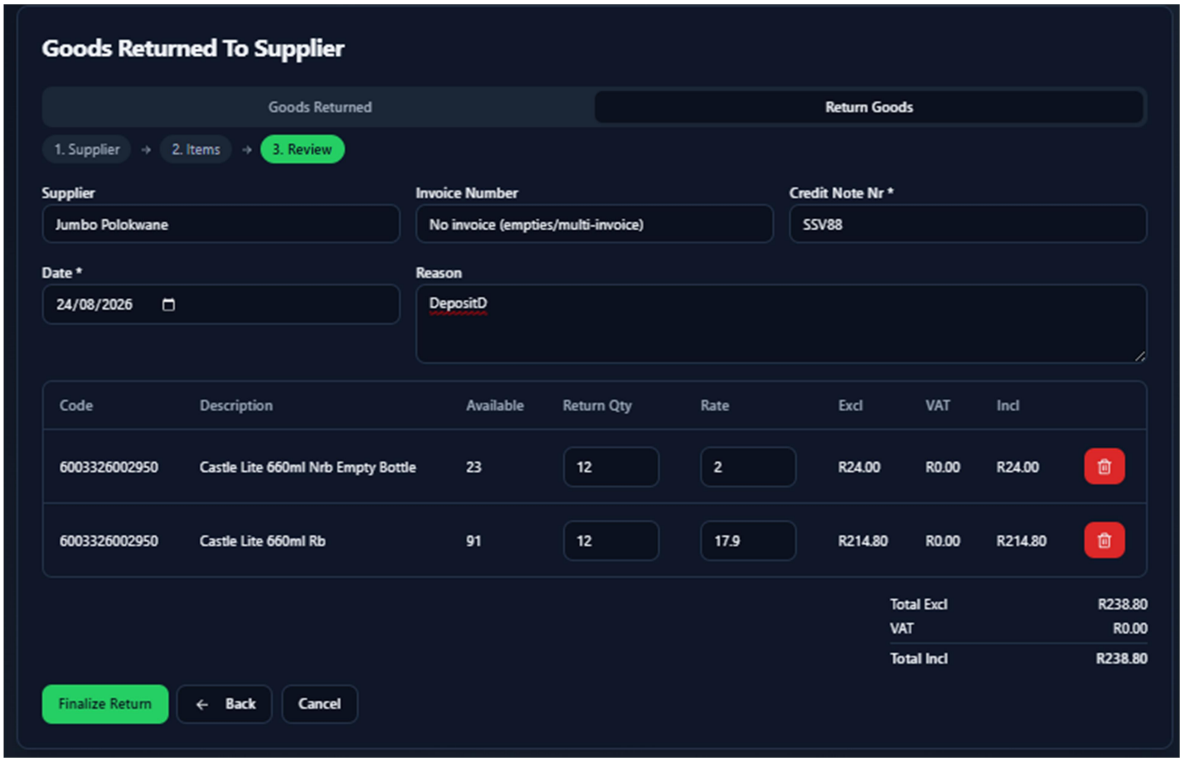


Figure 4.18 — Goods Return Notes form

4.28 Selecting the Original Supplier Invoice

When returning goods, the user selects the original supplier purchase/invoice.

The system uses the original purchase to identify the products that were purchased.

This provides an audit trail between:

Original Purchase → Goods Return

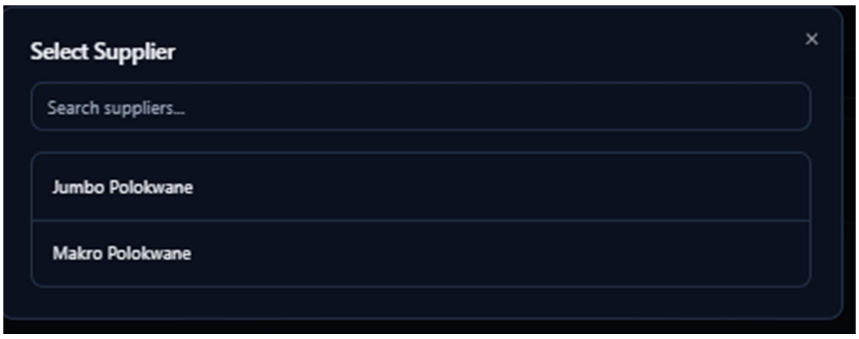


Figure 4.19 — Selecting the original purchase for a goods return

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4.29 Selecting Goods to Return

After the original purchase has been selected, the user chooses the items and quantities being returned.

The quantity available for return is controlled by the quantities previously purchased and returned.

This prevents users from returning more stock than is eligible for return.

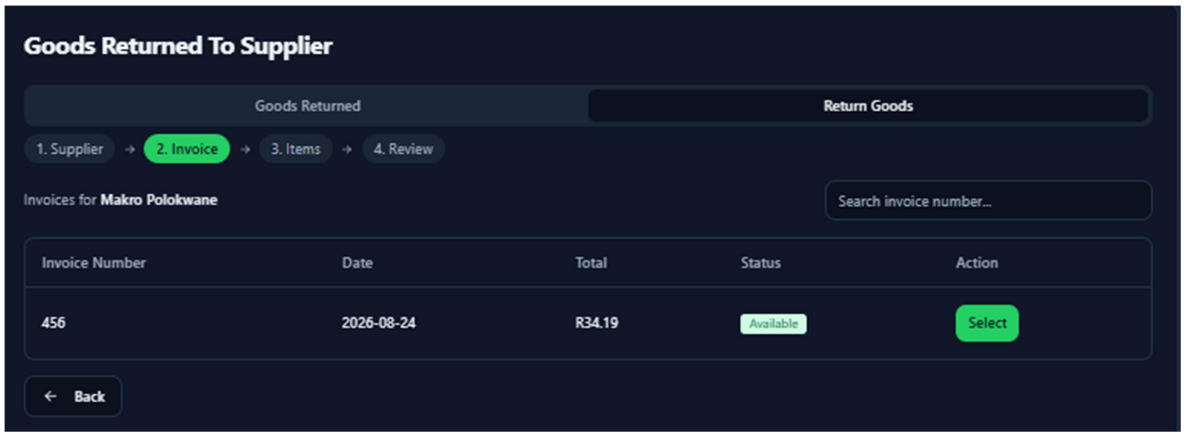


Figure 4.20 — Selecting goods to return

4.30 Capturing the Goods Return

The user captures information such as:

- Return amount.
- Reason for return.
- Supplier credit note number, where available.
- Return type.

The system generates a goods-return batch reference beginning with:

GRS

followed by the relevant date.

For example:

GRS20260824

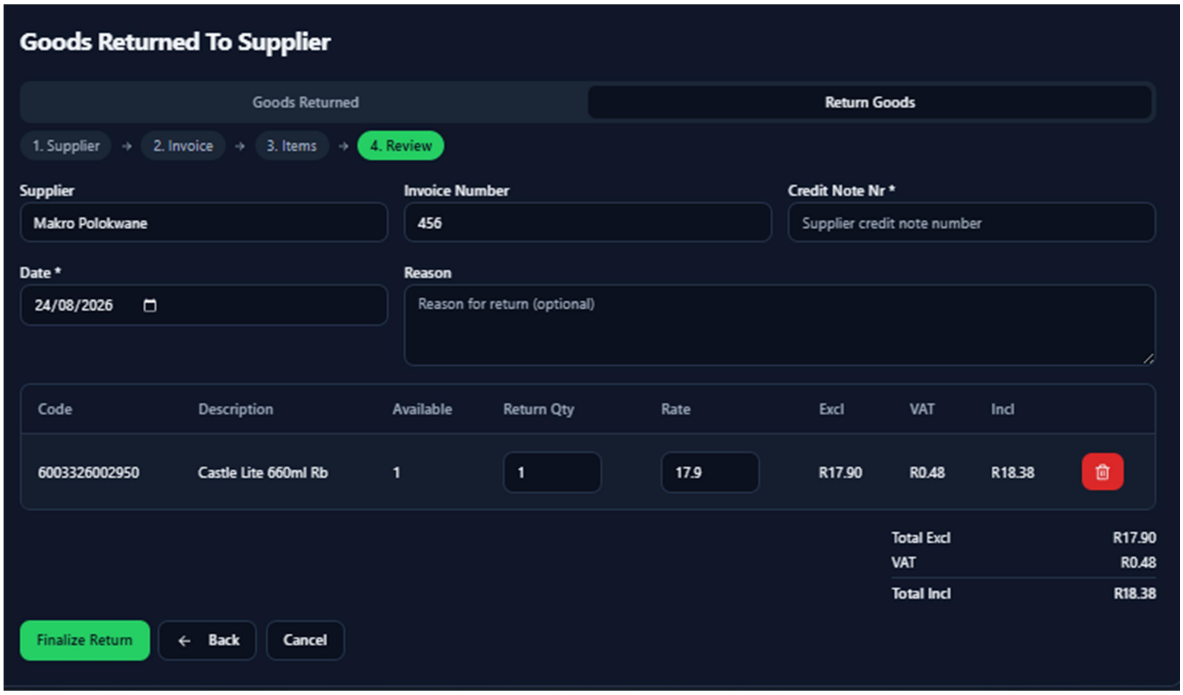


Figure 4.21 — Capturing goods return details

4.31 Stock Reduction on Goods Returns

When goods are returned to the supplier, the system reduces the relevant stock.

Depending on the type of return, stock is reduced from:

- Trade Products; or
- Raw Materials.

Where multiple return lines refer to the same product, the system groups them so that the stock reduction is not duplicated.

4.32 Goods Return Accounting

The accounting treatment of a goods return reverses the appropriate portion of the original purchase.

The system identifies the original purchase accounting and reverses the relevant purchase components proportionally.

These can include:

- Inventory.
- VAT.
- Bottle deposits.

The debit side represents how the supplier return is settled, such as:

- Cash.
- Bank.
- Creditors.
- Debit Note/Credit Note.



Figure 4.22 — Completed goods return transaction

4.33 Supplier Credit Notes

A goods return can result in an unused supplier credit note.

An available credit note can subsequently be selected during a purchase.

The system only makes appropriate unused credit notes available for application.

Once a credit note is applied to a purchase, the system records that it has been used.

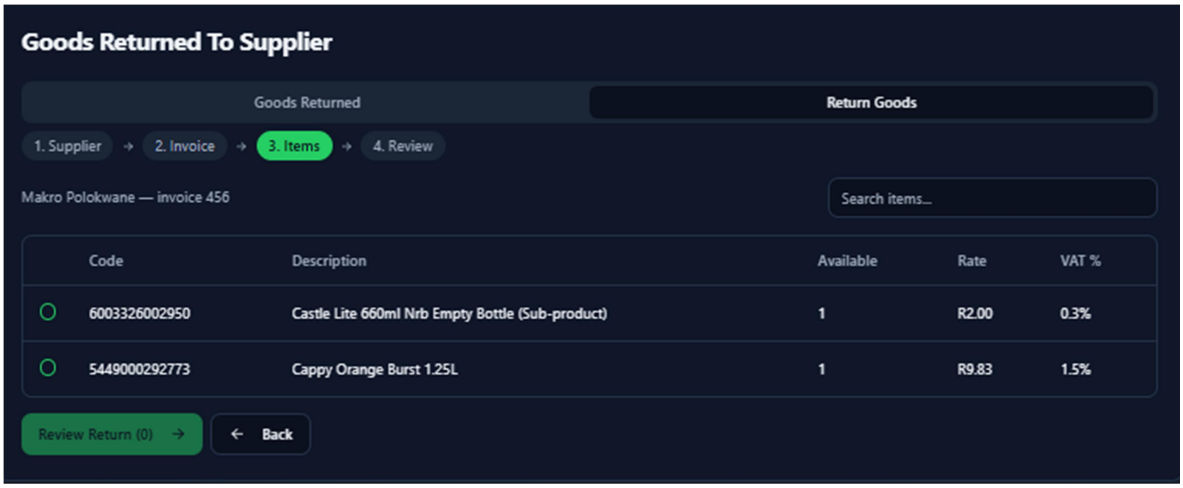


Figure 4.23 — Selecting an available supplier credit note

4.34 Creditor Payments

The **Creditor Payments** function is used to pay suppliers for purchases made on credit.

The process is:

Select Creditor → Select Outstanding Invoices → Enter Payment → Select Payment Method → Process Payment

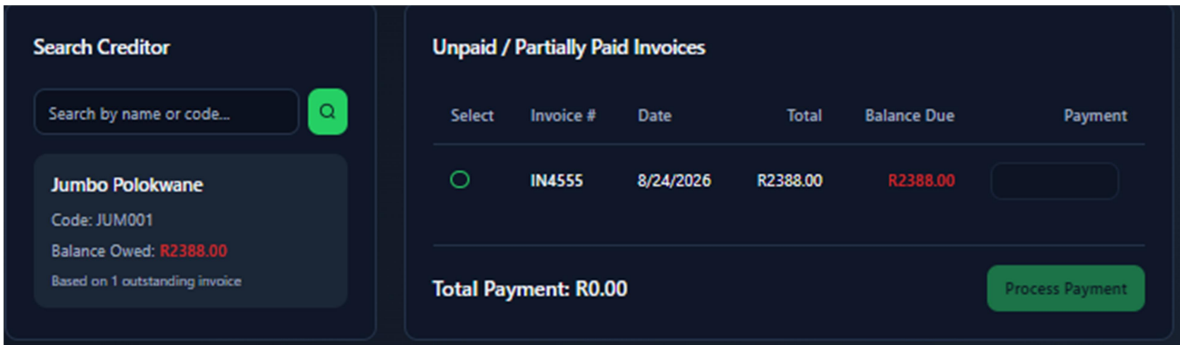


Figure 4.24 — Creditor Payments form

4.35 Selecting a Creditor

The user searches for and selects an active supplier.

Only creditors belonging to the current company are available.

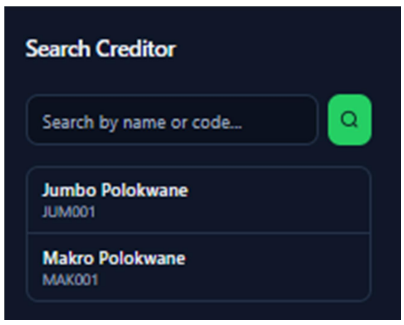


Figure 4.25 — Selecting a creditor for payment

4.36 Outstanding Supplier Invoices

After selecting the creditor, the system displays unpaid supplier invoices.

The outstanding amount is based on the remaining credit amount on each purchase.

The user selects the invoices that are being paid.

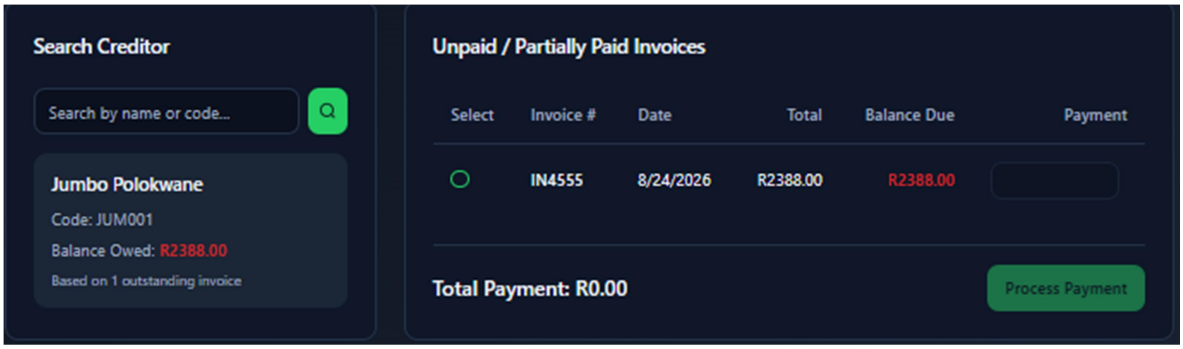


Figure 4.26 — Outstanding supplier invoices

4.37 Allocating a Creditor Payment

When an invoice is selected, the payment amount can be entered.

The amount cannot exceed the outstanding credit amount of that invoice.

Multiple invoices can be selected for one payment.

For example:

Supplier Invoice	Amount Outstanding
PUR001	R2,000
PUR002	R1,500
PUR003	R500
Total	**R4,000**

The business can settle all three invoices with one payment of R4,000.

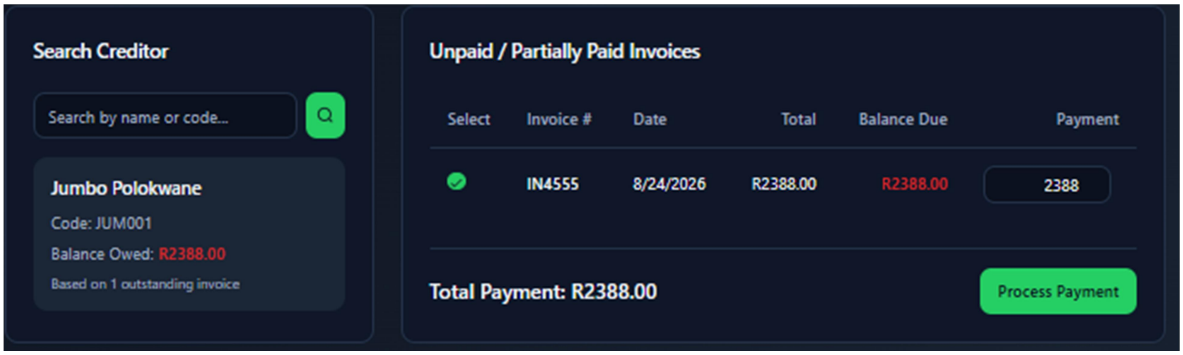


Figure 4.27 — Allocating payment to supplier invoices

4.38 Creditor Payment Methods

The payment screen supports multiple payment lines.

Available methods include:

- Cash.
- Debit Card.
- Credit Card.
- EFT.
- Card/E-Wallet.

The user can split one supplier payment across multiple payment methods where required.

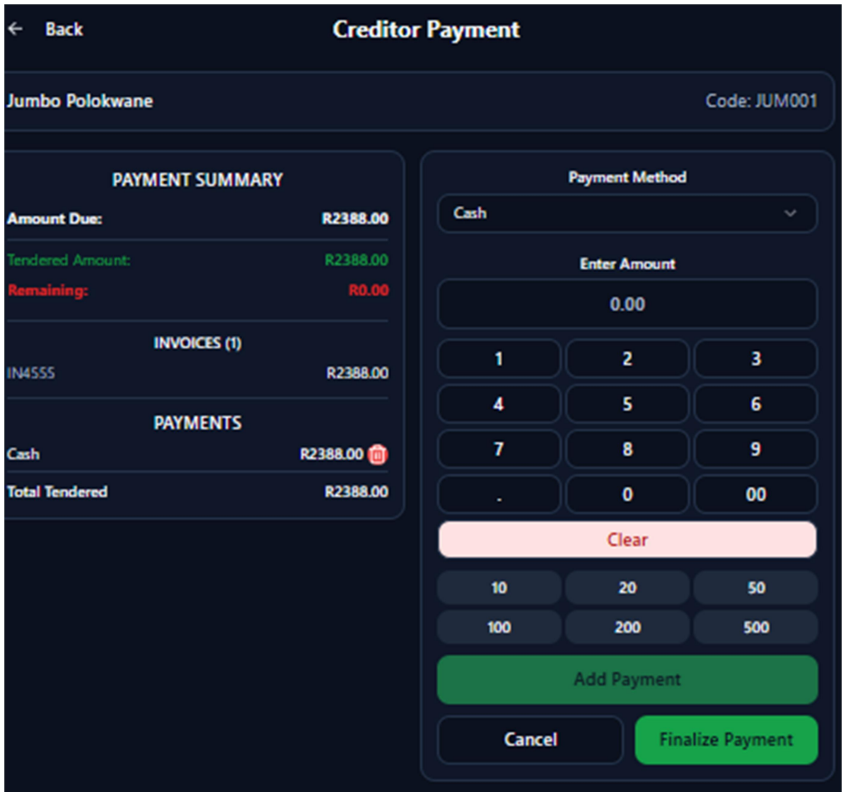


Figure 4.28 — Selecting supplier payment methods

4.39 Completing a Creditor Payment

When the payment is finalized, the system:

1. Generates a creditor payment reference.
2. Creates the creditor payment records.
3. Allocates the payment across the selected supplier invoices.
4. Reduces the outstanding credit amount of the purchases.
5. Reduces the creditor's current balance.

The payment reference follows the format:

CPYYYYMMDDNNN

For example:

CP20260824001

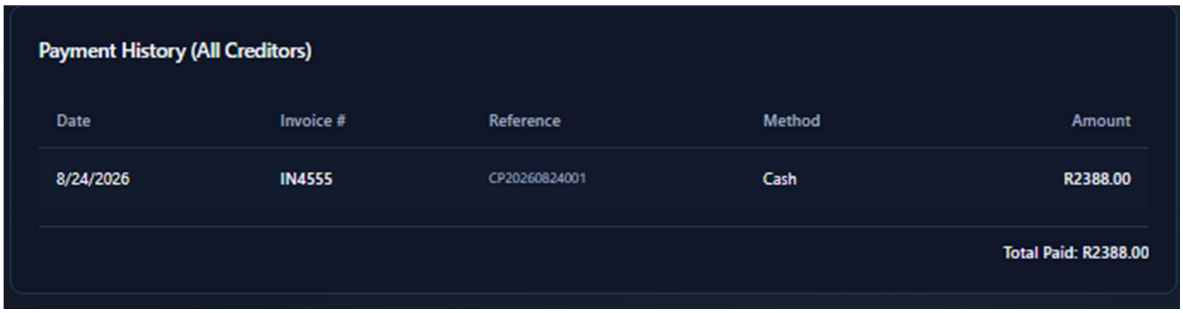


Figure 4.29 — Completed creditor payment

4.40 Creditors

The **Creditors** form is used to create and manage the business's suppliers.

The form contains two main tabs:

1. **Add Creditor**
2. **Creditors List**

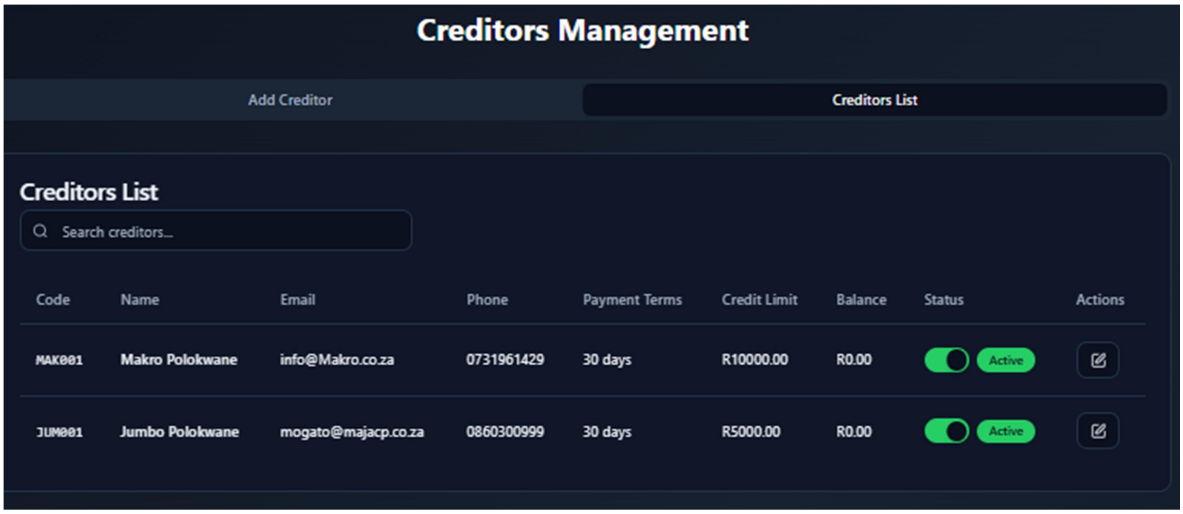


Figure 4.30 — Creditors management form

4.41 Adding a Creditor

When adding a supplier, the user can capture information such as:

- Supplier name.
- Contact details.
- Address.
- Payment terms.
- Credit limit.
- VAT registration information.

The system automatically generates the creditor code.

The code is based on the supplier name and a unique sequence.



Figure 4.31 — Adding a new creditor

4.42 Creditor VAT Information

The creditor form contains VAT-related information.

This includes:

- VAT registered.
- VAT number.
- VAT verified.

The VAT number and verification information are stored when VAT registration is enabled.

These settings are particularly important because they directly affect whether VAT is charged when purchasing from the supplier.

Important User Rule

Before processing a VAT-bearing supplier purchase, ensure that the supplier's VAT information is correctly recorded and verified.



Figure 4.32 — Creditor VAT information

4.43 Creditor Credit Terms

A creditor can have configured:

- Payment terms.
- Credit limit.
- Current balance.

These settings help the business monitor supplier obligations and manage purchases made on credit.

4.44 Creditors List

The Creditors List displays the company's suppliers.

The list allows users to:

- Search suppliers.
- View active/inactive status.
- View current balance.
- Edit creditor information.

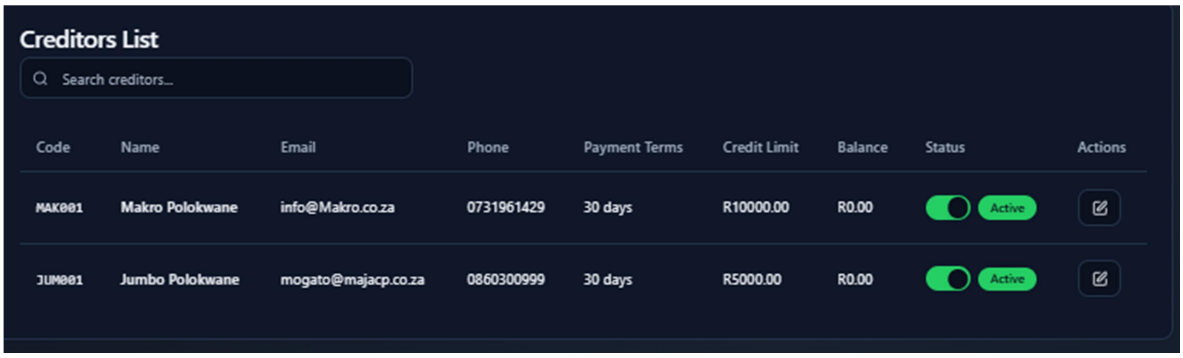


Figure 4.33 — Creditors List

4.45 Activating and Deactivating Creditors

The active toggle allows the business to control whether a supplier remains active.

An inactive supplier can remain in the system for historical records without being treated as an active supplier.

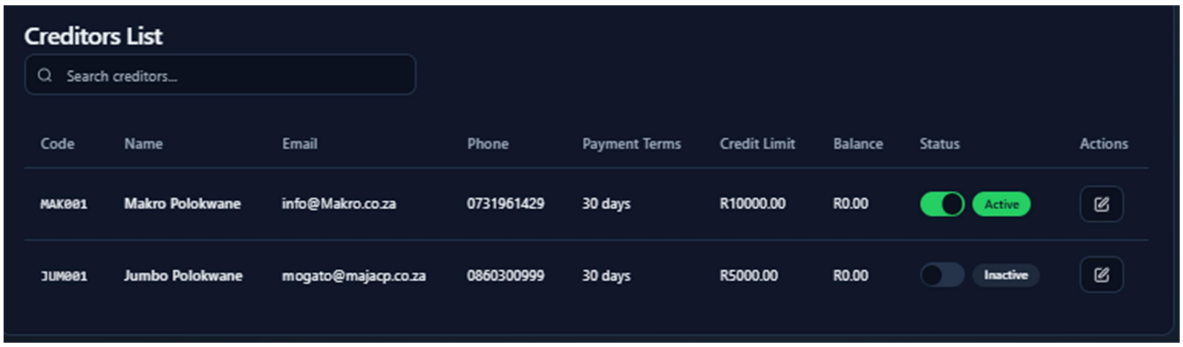


Figure 4.34 — Creditor active/inactive status

4.46 Editing Creditor Information

The Edit Creditor function allows authorised users to update supplier information.

Information such as contact details, address, payment terms and credit settings can be maintained.

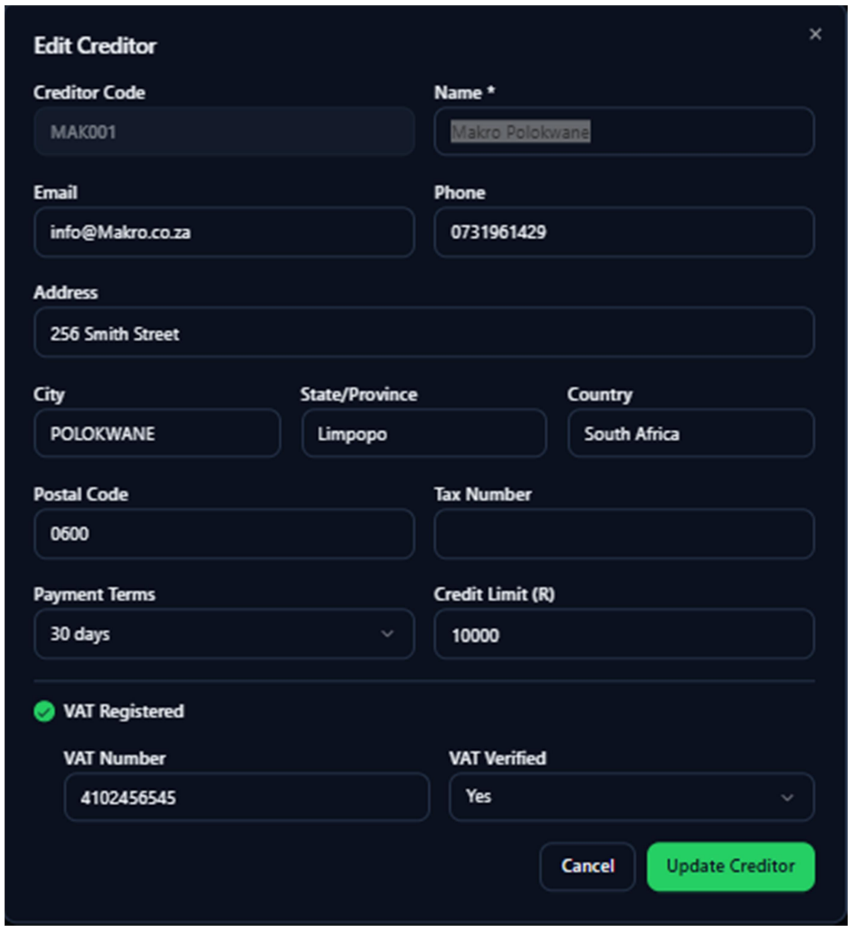


Figure 4.35 — Editing creditor information

4.47 Choosing the Correct Purchase Function

Users should select the purchase function according to what the business is buying.

What is being purchased?	Function
Products for resale	**Trade Inventory Purchases**
Materials used in production	**Raw Material Purchases**
General business expenditure	**General Purchases**
Returning purchased goods	**Goods Return Notes**
Paying an outstanding supplier invoice	**Creditor Payments**
Creating/managing a supplier	**Creditors**

4.48 Purchase Transaction Flow

A normal inventory purchase can be represented as:

SUPPLIER

↓

PURCHASE

↓

TRADE INVENTORY / RAW MATERIAL / GENERAL PURCHASE

↓

ITEMS CAPTURED

↓

PAYMENT

↓

CASH / BANK / CREDIT / CARD/EWALLET / CREDIT NOTE

↓

FINALIZE

↓

PURCHASE RECORD

↓

INVENTORY / RAW MATERIAL STOCK

↓

CREDITOR BALANCE — IF PURCHASED ON CREDIT

↓

ACCOUNTING RECORD

4.49 Supplier Return Flow

A supplier return follows a different process:

ORIGINAL PURCHASE

↓

SELECT GOODS TO RETURN

↓

CAPTURE REASON

↓

GOODS RETURN NOTE

↓

REDUCE STOCK

↓

REDUCE PURCHASE/LIABILITY

↓

SUPPLIER CREDIT NOTE

↓

APPLY CREDIT NOTE TO FUTURE PURCHASE OR SETTLE AS AGREED

4.50 Purchase vs Sales — Understanding the Difference

The Sales and Purchases modules work in opposite directions.

Sales	Purchases
Business sells goods	Business buys goods
Customer/debtor	Supplier/creditor
Sales invoice	Supplier invoice
Customer owes business	Business owes supplier

Sales	Purchases
Debtor Payment	Creditor Payment
Customer return/refund	Goods Return to Supplier
Sales History	Purchase records
Stock decreases	Stock increases

Understanding this relationship helps users understand why the system maintains separate **Debtors** and **Creditors** records.

4.51 Important Purchase User Rules

Rule 1 — Select the correct supplier

Always verify that the correct creditor has been selected before saving a purchase.

Rule 2 — Verify supplier VAT information

VAT should only be applied where the supplier's VAT registration and verification requirements have been satisfied.

Rule 3 — Check quantities

Ensure that the quantities entered agree with the supplier's delivery note and invoice.

Rule 4 — Check purchase rates

Incorrect purchase rates can affect inventory valuation and future selling prices.

Rule 5 — Capture batch and expiry information

Where applicable, ensure that batch and expiry details are captured accurately.

Rule 6 — Select the correct purchase type

Do not record trade inventory as a general expense or raw material.

Rule 7 — Verify credit notes

When applying a supplier credit note, ensure that it relates to the correct supplier and previous return.

Rule 8 — Check supplier payment allocations

Before processing a creditor payment, verify the invoices and amounts being settled.

Rule 9 — Verify goods returns

Always select the correct original purchase and confirm the quantities being returned.

Rule 10 — Do not duplicate supplier payments

Ensure that a payment is only submitted once.

4.52 Chapter 4 — Purchase Module Quick Reference

Function	Purpose
Trade Inventory Purchases	Buy products for resale
Raw Material Purchases	Buy materials used in production
General Purchases	Record general business expenditure
Goods Return Notes	Return goods to suppliers
Creditor Payments	Pay outstanding supplier invoices
Creditors	Create and manage suppliers

4.53 Important System Controls

Several system controls are built into the Purchases module.

Purchase VAT Control

Supplier VAT registration and verification determine whether VAT is charged.

Inventory Control

Trade inventory purchases increase product stock.

Raw Material Control

Raw material purchases increase raw-material stock and update the latest purchase cost.

FIFO Control

Trade inventory purchases create inventory layers that can later be consumed through FIFO when products are sold.

Credit Control

Credit purchases increase the amount owed to suppliers.

Credit Note Control

Supplier return credit notes can be tracked and subsequently applied to purchases.

Payment Control

Creditor payments are allocated against specific outstanding supplier invoices.

4.54 Chapter Summary

The Purchases module provides the complete process for managing goods and services purchased by the business.

The key processes are:

Purchase → Receive Stock → Record Liability/Payment → Manage Supplier Balance

For inventory purchases, the system additionally maintains stock layers that are later used when calculating cost of sales.

For raw materials, the system maintains separate raw-material quantities and costs.

For general purchases, the transaction is recorded as expenditure without increasing inventory.

When goods are returned, the system reverses the appropriate purchase and stock information and can create a supplier credit note.

Finally, the **Creditor Payments** function allows the business to settle outstanding supplier invoices, while the **Creditors** form maintains the supplier master records.

A user who understands these relationships will be able to select the correct purchase function, record purchases accurately, process supplier returns and maintain accurate creditor information.

Chapter 5 — Inventory Management

5.1 Introduction

The **Products & Stock Management** module is used to create and maintain the items that the business sells, produces, purchases and holds in stock.

The module covers:

- Products and selling prices.
- Product categories.
- Raw materials.
- Product recipes.
- Production.
- Trade inventory stocktakes.

- Raw material stocktakes.
- Product reorder levels.
- Raw material reorder levels.
- Opening stock.

The main relationship is:

Products → Purchasing → Stock → Production → Sales → Stocktake → Reorder

---

5.2 Products & Pricing

The **Products & Pricing** form contains two tabs:

1. **Products**
2. **Categories**

The Products tab is used to create and maintain products, while Categories is used to organise products into logical groups.

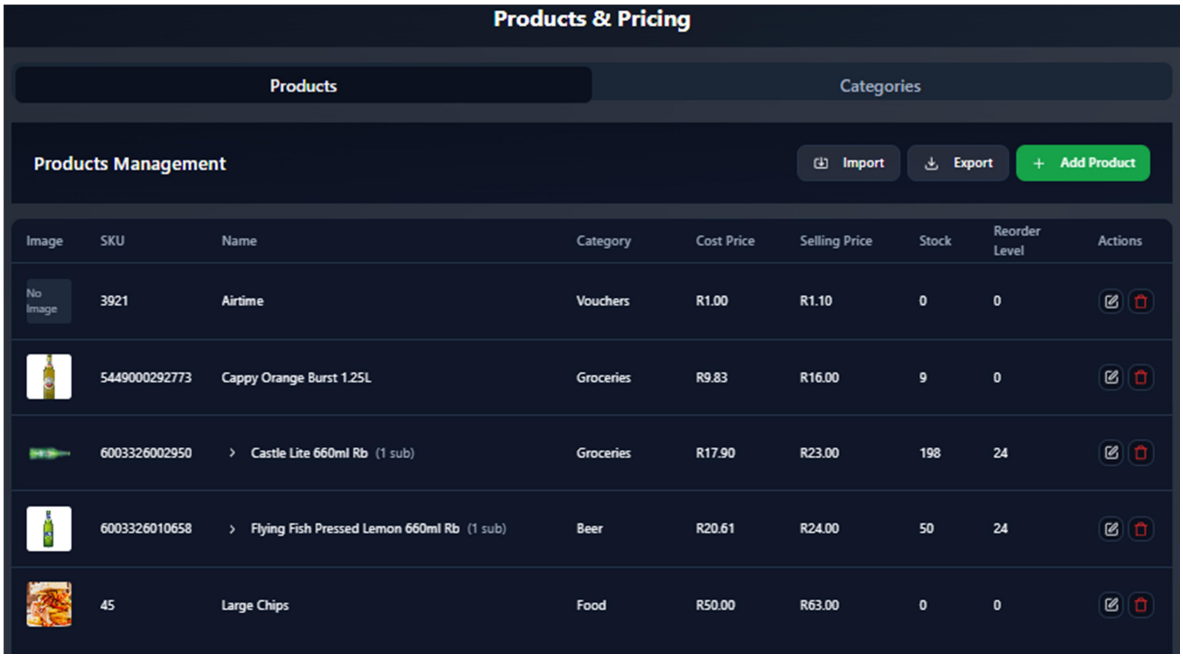


Figure 5.1 — Products & Pricing — Products tab

5.3 Product List

The Products tab displays products available to the current company and, where applicable, the user's department.

The list generally displays information such as:

- Product name.

- SKU.
- Category.
- Department.
- Cost price.
- Selling price.
- Stock.
- Product type.

Products are displayed alphabetically by product name and then SKU.

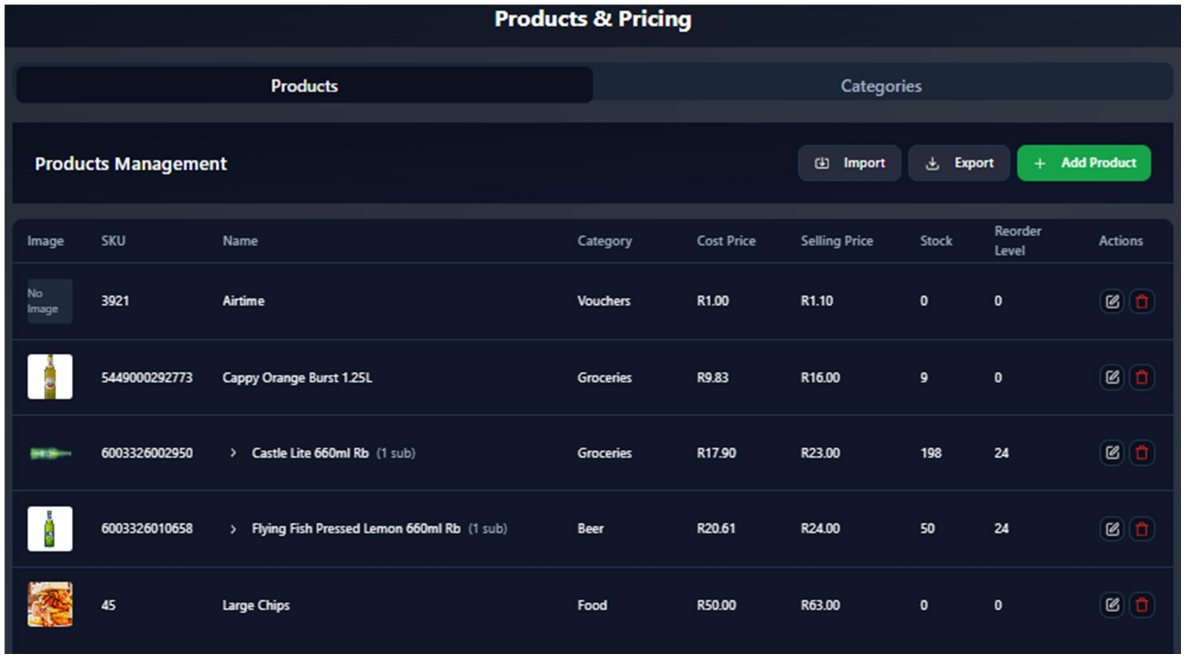


Figure 5.2 — Product list

5.4 Adding a Product

To create a new product, select the option to add a product.

The Product Dialog is used to capture the product's information.

Typical information includes:

- Product name.
- SKU.
- Category.
- Product type.
- Cost price.
- Markup.
- Selling price.
- Stock information.
- Reorder level.
- Case quantity.

- Maximum quantity.
- Online availability.
- Returnable status.
- Recipe information.

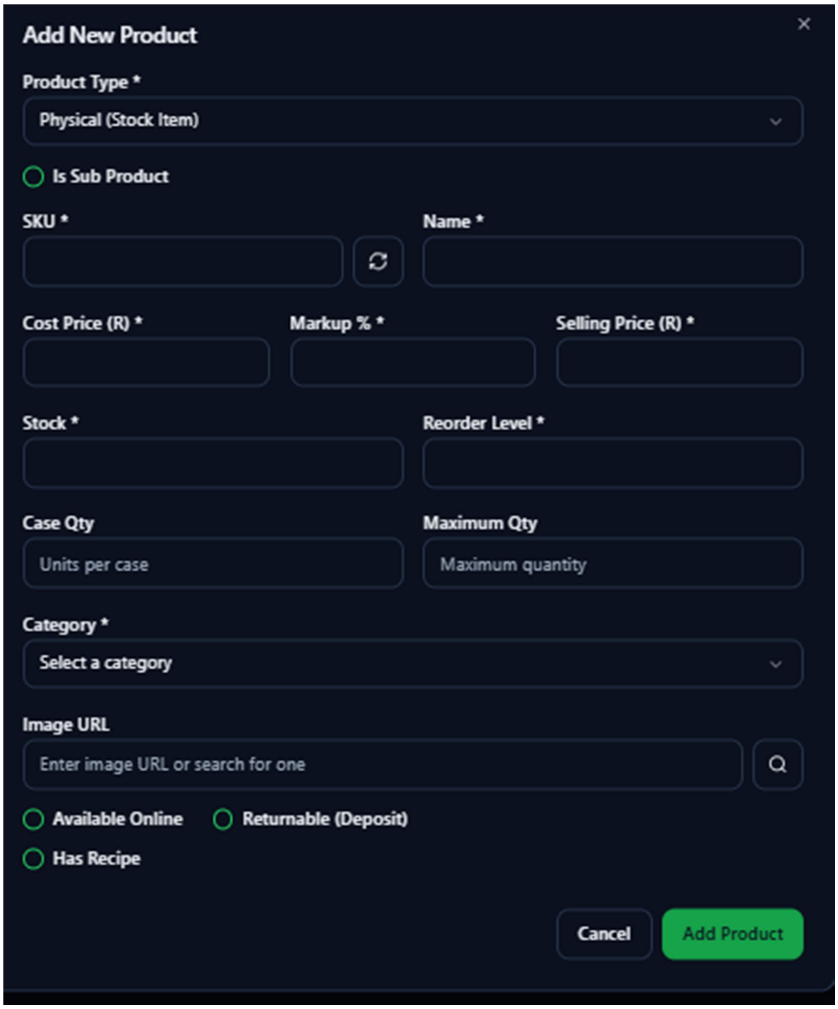


Figure 5.3 — Adding a new product

5.5 Product Type

Every product can be classified as either:

- **Physical**
- **Service**

Physical Product

A physical product represents something that is held in inventory.

Examples:

- Drinks.
- Food.
- Clothing.

- Electronics.
- Other merchandise.

Physical products can have:

- Stock.
- Reorder levels.
- Case quantities.
- Maximum quantities.
- Images.
- Online availability.
- Returnable status.
- Recipes.

Service Product

A service does not represent physical inventory.

Examples could include:

- Delivery services.
- Labour.
- Other services sold to customers.

For a service product, stock-related fields are automatically disabled or removed because the service is not physically stocked.



Figure 5.4 — Selecting the product type

5.6 SKU

Each product has a SKU used to identify the product within the system.

When creating a new product, the system can generate a four-digit SKU automatically.

The generated number is between:

1000 and 9999

Users should ensure that the SKU remains unique and correctly identifies the product.

Important

The SKU is especially important because it can be used during:

- Barcode scanning.
- POS sales.
- Purchasing.
- Stock management.
- Product searches.

5.7 Product Pricing

The product pricing section contains:

- Cost Price.
- Markup.
- Selling Price.

The system automatically recalculates the selling price when the cost price or markup is changed.

The general calculation is:

Selling Price = Cost Price × (1 + Markup ÷ 100)

For example:

Cost Price = R100
Markup = 30%
Selling Price = R130



Figure 5.5 — Product pricing

5.8 Cost Price and Recipe Cost

For products that have a recipe, the cost of the raw materials used to produce the product can be calculated automatically.

The Recipe Builder calculates the required raw-material cost and sends the calculated cost back to the product's **Cost Price**.

This means that recipe information can directly influence product costing.

5.9 Product Stock

When a product is being created for the first time, the user can enter an opening stock quantity.

The opening stock is used to establish the initial inventory quantity.

Important Stock Rule

Once a product has been created, the **Stock** field cannot normally be edited directly from the Product Dialog.

Stock changes should instead come from controlled inventory transactions such as:

- Purchases.
- Production.

- POS sales.
- Stocktakes.

This helps maintain an audit trail of inventory movements.



Figure 5.6 — Entering opening stock

5.10 Opening Stock Confirmation

If opening stock greater than zero is entered when creating a product, the system asks the user to confirm the opening quantity.

This provides an additional control against accidentally creating stock.



Figure 5.7 — Confirming opening stock

5.11 How Opening Stock Works

When opening stock is confirmed, the system creates an internal purchase record for the opening quantity.

This creates an inventory batch that can subsequently participate in FIFO stock consumption.

The opening stock is identified using an **OPEN** reference based on the product SKU and timestamp.

From a user perspective, this means that opening stock is treated as an initial inventory layer rather than simply being a number typed into the database.

5.12 Categories

The **Categories** tab is used to organise products.

Categories make it easier to:

- Find products.
- Organise the product catalogue.
- Display products in POS.
- Group products for reporting.

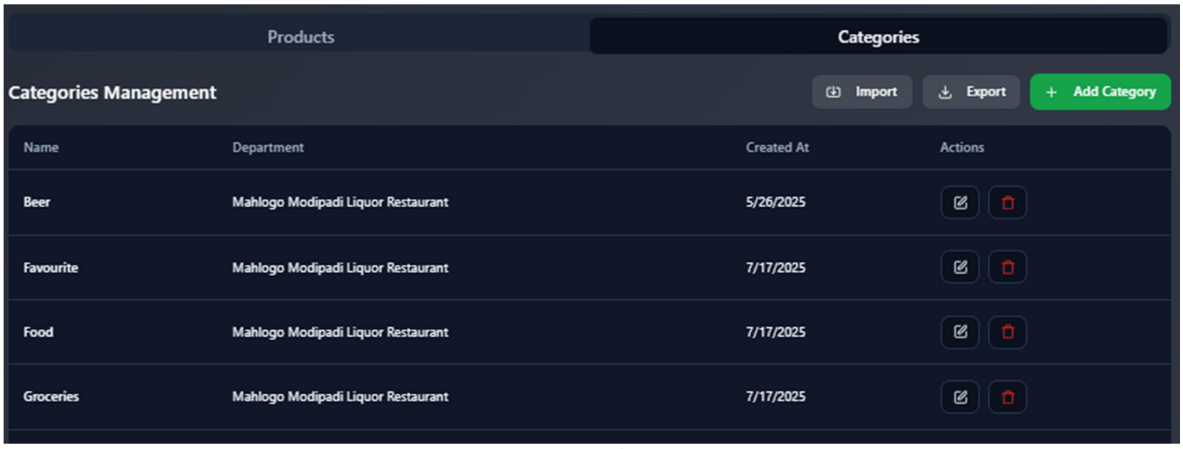


Figure 5.8 — Product categories

5.13 Creating and Managing Categories

Users can maintain the categories used by the business.

Examples might include:

- Beverages.
- Groceries.
- Snacks.
- Household.
- Electronics.
- Services.

A well-organised category structure makes product selection at the POS much easier.

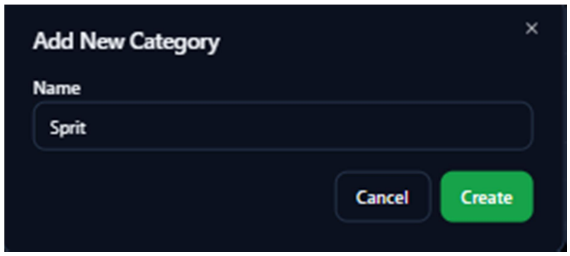


Figure 5.9 — Managing product categories

5.14 Product Recipes

Some products are manufactured or prepared using raw materials.

For these products, the **Has Recipe** option can be enabled.

When enabled, the **Recipe Builder** becomes available.

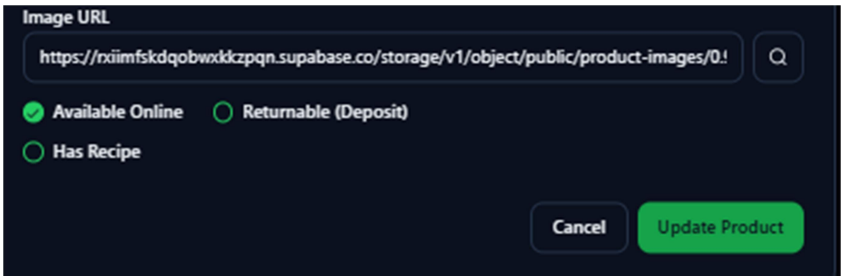


Figure 5.10 — Enabling a product recipe

5.15 Recipe Builder

The Recipe Builder allows the user to specify the raw materials required to produce one unit of the finished product.

Each recipe line can include:

- Raw material.
- Quantity required.
- Unit of measure.
- Raw-material cost.

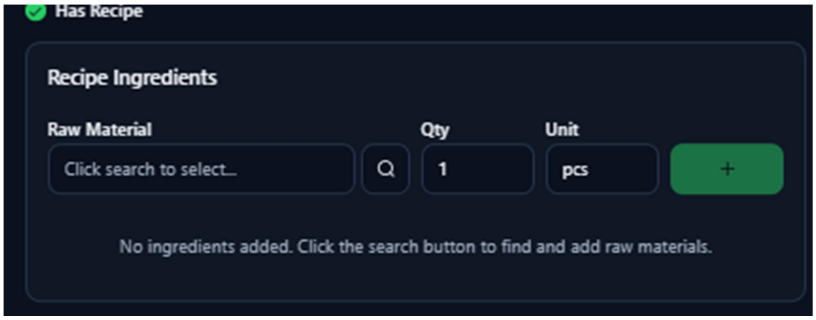


Figure 5.11 — Building a product recipe

5.16 Recipe Costing

The system calculates the cost of the raw materials required by the recipe.

For example:

Raw Material	Quantity	Cost	Total
Material A	2	R10.00	R20.00
Material B	1	R15.00	R15.00
Material C	0.5	R8.00	R4.00
Total Cost			**R39.00**

The calculated recipe cost can become the product's cost price.

This is particularly useful for manufactured products.

5.17 Editing a Product

Existing products can be edited using the Product Dialog.

Users can update information such as:

- Product name.
- Category.
- Cost price.
- Markup.
- Selling price.
- Reorder level.
- Maximum quantity.
- Case quantity.
- Product settings.

However, stock should not be manually changed through the Product Dialog after creation.

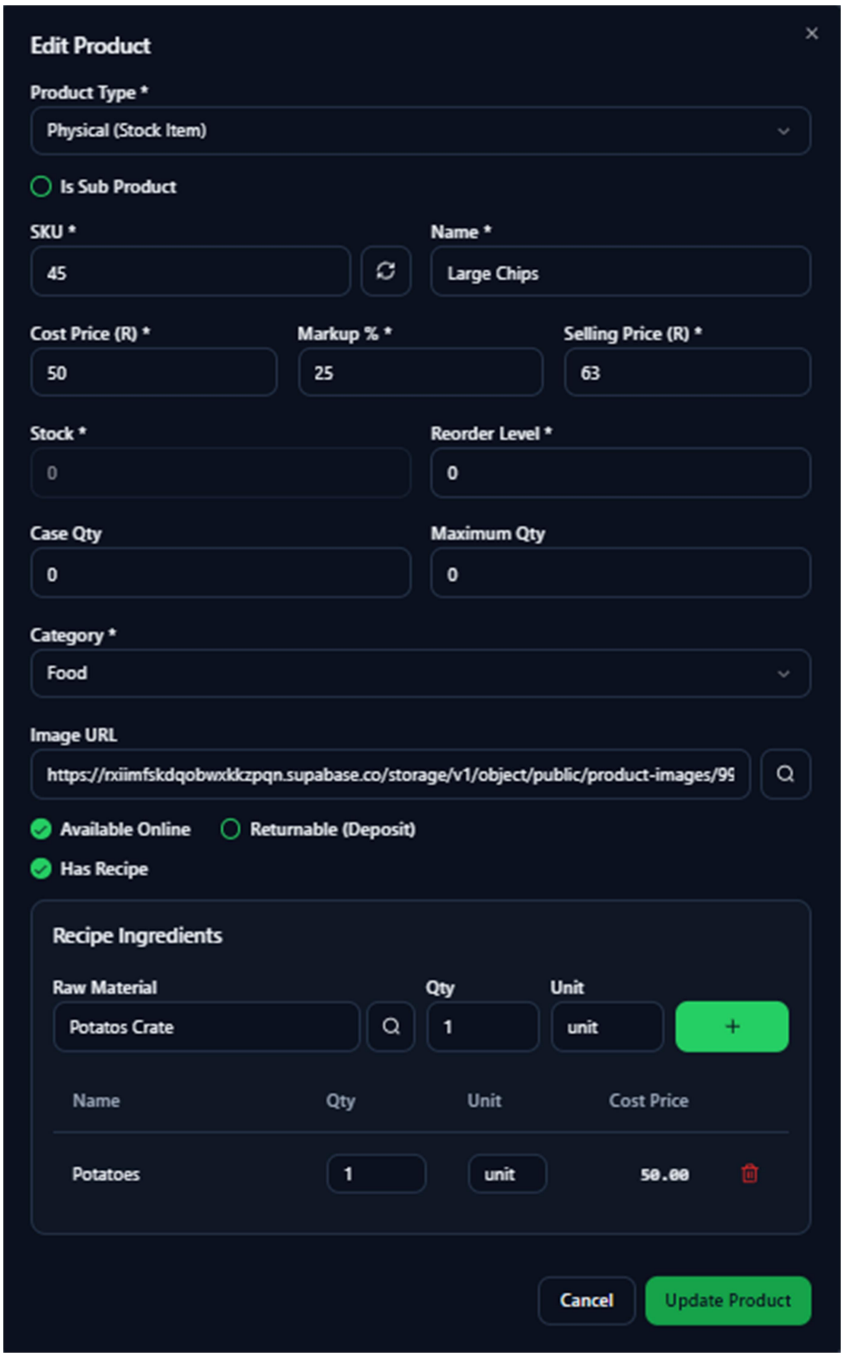


Figure 5.12 — Editing an existing product

5.18 Deleting Products

Products can be deleted using the product management functions.

The system asks for confirmation before deleting a product.

Users should exercise caution when deleting products because historical transactions may depend on product records.

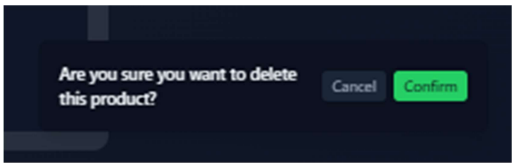


Figure 5.13 — Confirming product deletion

5.19 Product Import and Export

The system provides tools for importing and exporting product information.

Export

The visible product information can be exported to CSV.

This can be useful for:

- Backups.
- Editing product information externally.
- Reviewing product data.
- Preparing product information for another process.

Import

Products can also be imported from CSV.



Figure 5.14 — Product import and export

5.20 Raw Materials & Pricing

The **Raw Materials & Pricing** function is similar to Products & Pricing but is specifically designed for materials used in production.

Raw materials are maintained separately from finished products.

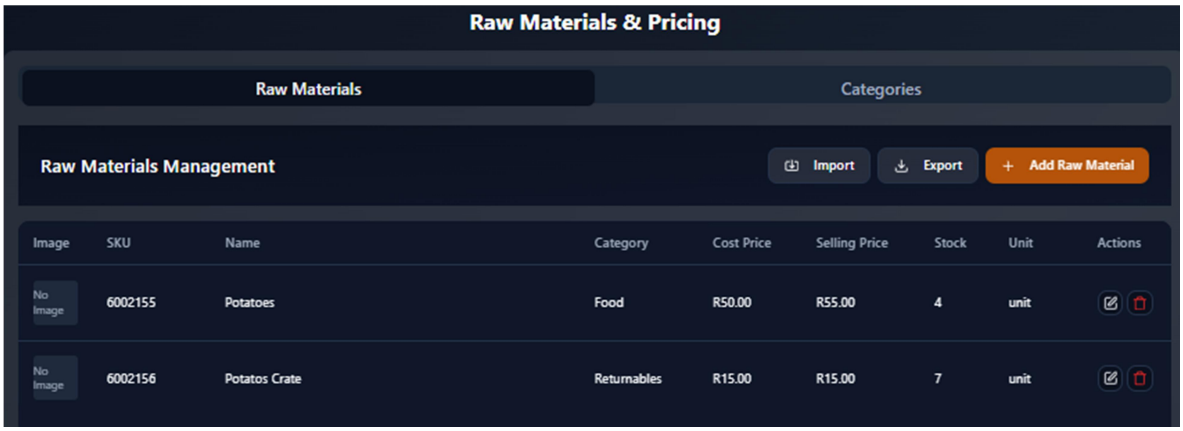


Figure 5.15 — Raw Materials & Pricing

5.21 Raw Material Information

A raw material can contain information such as:

- Name.
- SKU/product code.
- Unit of measure.
- Cost price.
- Stock.
- Reorder level.
- Case quantity.
- Maximum quantity.
- Returnable status.
- Online availability.

Raw materials do not contain recipes themselves.

They are the basic inputs used by product recipes.

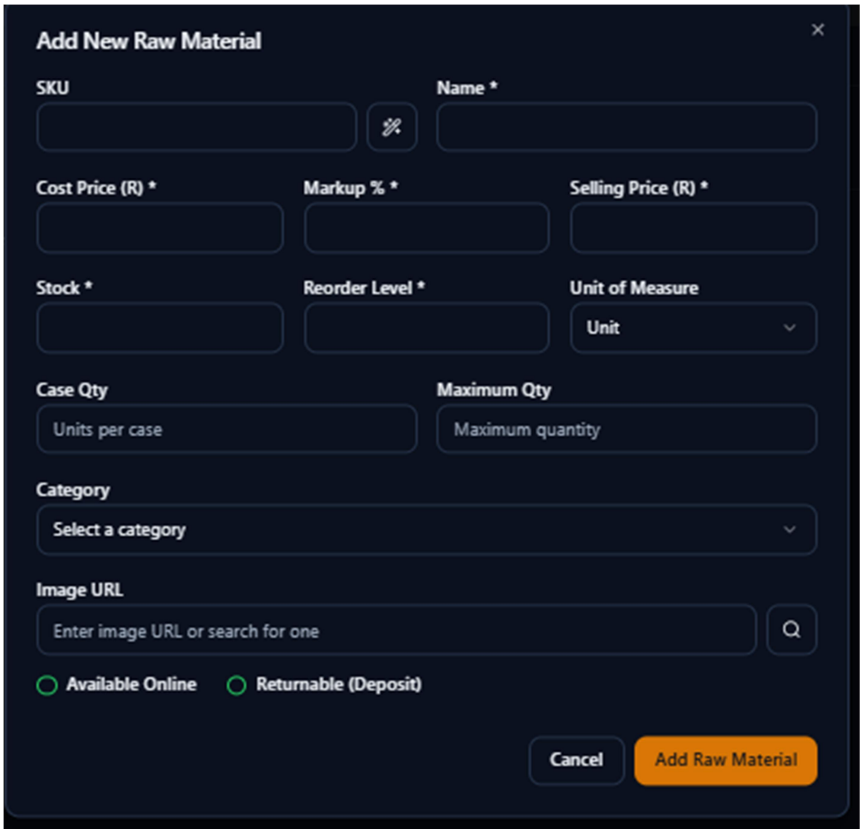


Figure 5.16 — Adding or editing a raw material

5.22 Raw Material Units

Raw material quantities support **three decimal places**.

This is useful for materials that are measured in:

- Kilograms.
- Litres.
- Metres.
- Other fractional units.

For example:

12.500 kg

or

4.250 litres

Amounts such as costs and prices are maintained to two decimal places.

5.23 Raw Material Opening Stock

Opening stock can also be entered when creating a raw material.

The system creates an opening inventory layer so that the opening quantity can participate in stock management.

The opening batch uses an **OPEN-RM** reference.

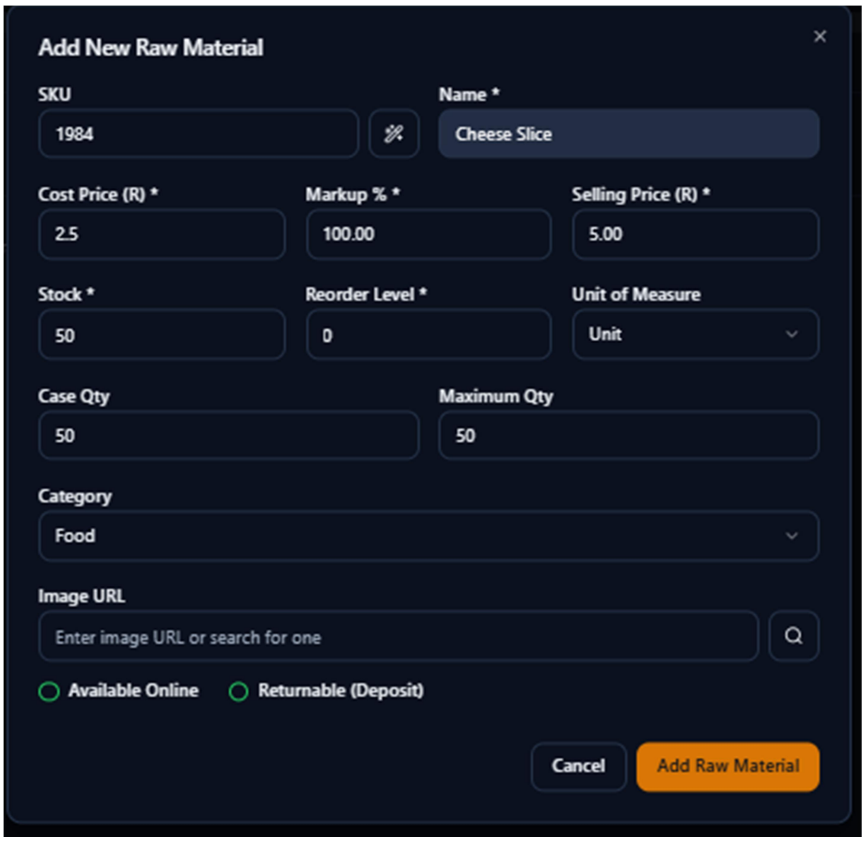


Figure 5.17 — Entering raw-material opening stock

5.24 Production

The **Production** function is used to record the manufacture or preparation of finished products from raw materials.

Only products that have a recipe can be produced through this function.

The basic process is:

Select Product → Enter Quantity → Save Production → Increase Finished Stock → Consume Raw Materials

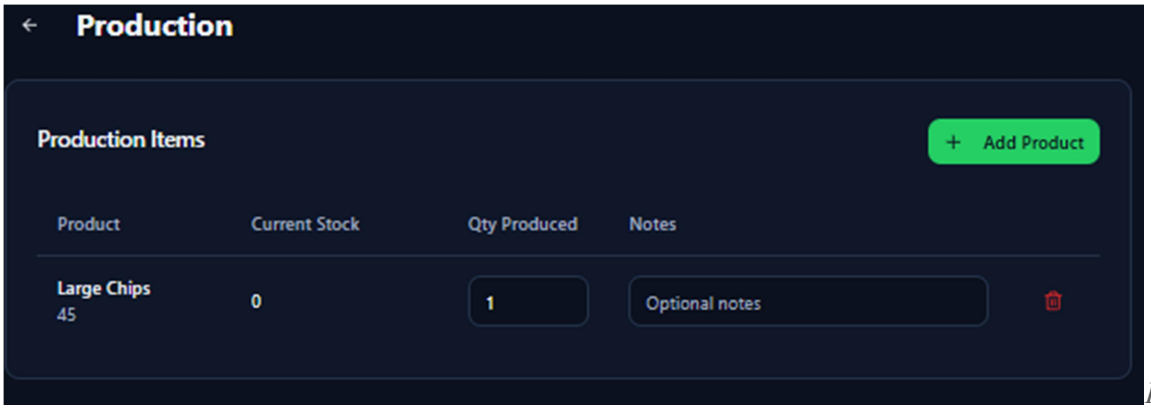


Figure 5.18 — Production form

5.25 Selecting Products for Production

The user searches for and selects the product to be produced.

Only products with recipes available to the current company are presented.

The user then enters:

- Quantity Produced.
- Optional notes.

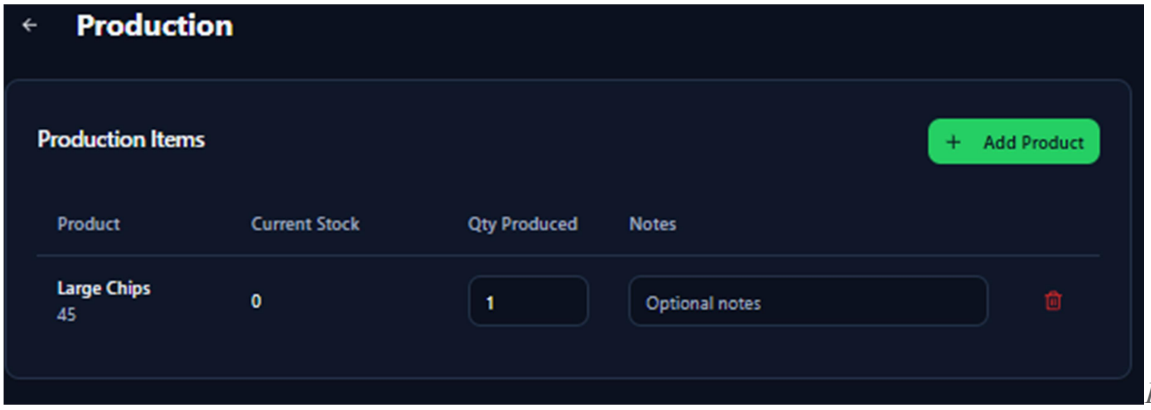


Figure 5.19 — Entering production quantities

5.26 Completing Production

When production is saved, the system:

1. Records the production transaction.
2. Increases finished-product stock.
3. Creates a production inventory batch.
4. Calculates the raw materials required.
5. Reduces raw-material stock.
6. Records the relevant accounting entries where the required mappings exist.

The produced quantity therefore becomes available for future sales.

5.27 Raw Material Consumption

The recipe determines how much raw material is required.

For example, if one finished product requires:

2 kg of Raw Material A

and the user produces:

10 units

the system calculates:

10 × 2 kg = 20 kg

The raw-material stock is reduced by 20 kg.

Figure 5.20 — Completed production transaction

5.28 Production Inventory Batch

Produced products are added to inventory through an internal production purchase/batch.

This allows produced units to enter the same general FIFO inventory structure used for purchased products.

The production cost is based on the product's cost price.

5.29 Production Accounting

Production transfers value between raw materials and finished inventory.

Conceptually:

Debit — Finished Inventory

Credit — Raw Materials

for the value of raw materials consumed.

The system obtains the relevant accounting codes from the Production mapping.

Important
If the required accounting mapping is missing, production can still be saved, but the user receives a ledger-mapping warning.

5.30 Stocktake — Trade Inventory

The **Trade Inventory Stocktake** function is used to compare the physical stock counted by staff against the stock quantity recorded by the system.

It contains three tabs:

1. **Create**
2. **Saved**
3. **View Previous**

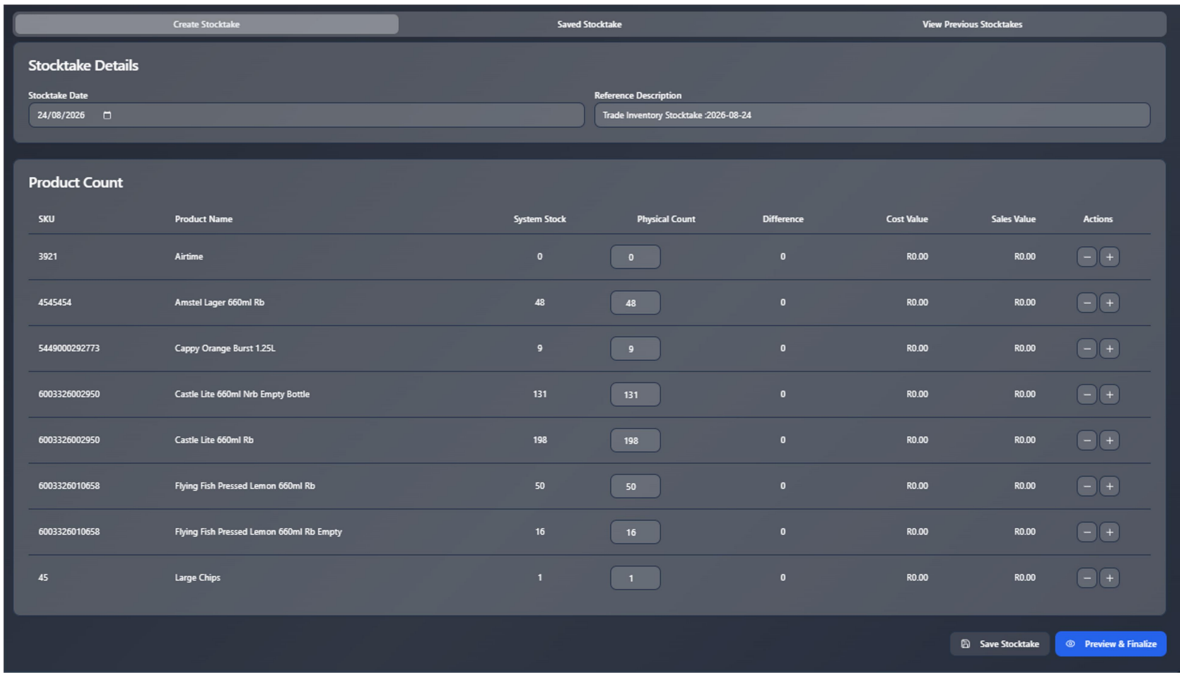


Figure 5.21 — Trade Inventory Stocktake

5.31 Creating a Stocktake

When creating a stocktake, the system loads the products applicable to the user's department.

The initial physical count is populated with the current system stock.

For example:

System Stock = 100
Physical Count = 100
Difference = 0

The user then performs a physical count and changes the physical count to the quantity actually found.

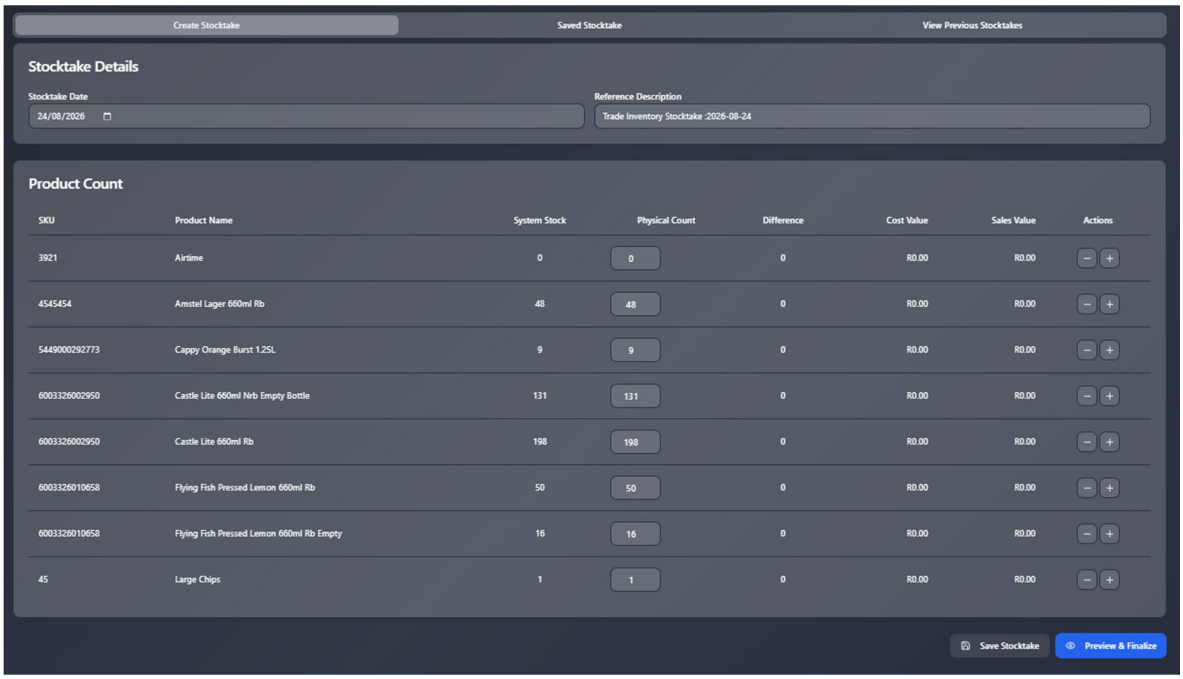


Figure 5.22 — Entering physical stock counts

5.32 Stocktake Difference

The system calculates:

Difference = Physical Count − System Stock

For example:

System Stock	Physical Count	Difference
100	95	**-5**
100	105	**+5**

A negative difference represents a stock shortage.

A positive difference represents a stock surplus.

5.33 Stocktake Values

The system also calculates the financial impact of the stock difference.

Cost Value

Cost Value = Difference × Cost Price

Sales Value

Sales Value = Difference × Selling Price

This allows the user to see both the inventory-cost impact and the potential sales-value impact.

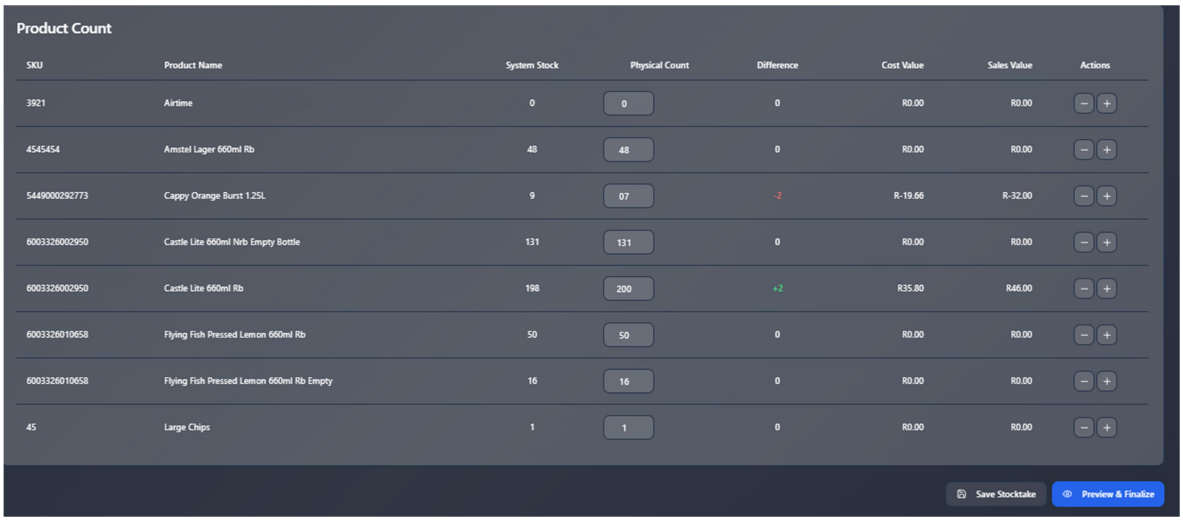


Figure 5.23 — Stocktake variance values

5.34 Saving a Stocktake as a Draft

A stocktake can be saved as a **Draft**.

A draft allows the stocktake to be:

- Reopened.
- Corrected.
- Updated.
- Reviewed.

No stock or accounting movement takes place merely because a stocktake is saved as a draft.

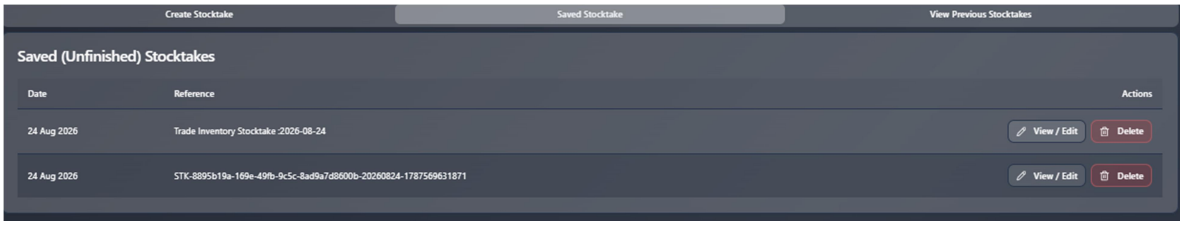


Figure 5.24 — Saving a stocktake as a draft

5.35 Previewing and Finalizing a Stocktake

Before finalization, the stocktake can be previewed.

The user should carefully review:

- Product.
- System stock.
- Physical count.
- Difference.
- Cost value.

- Sales value.

Once finalized, the stocktake becomes a live inventory adjustment.

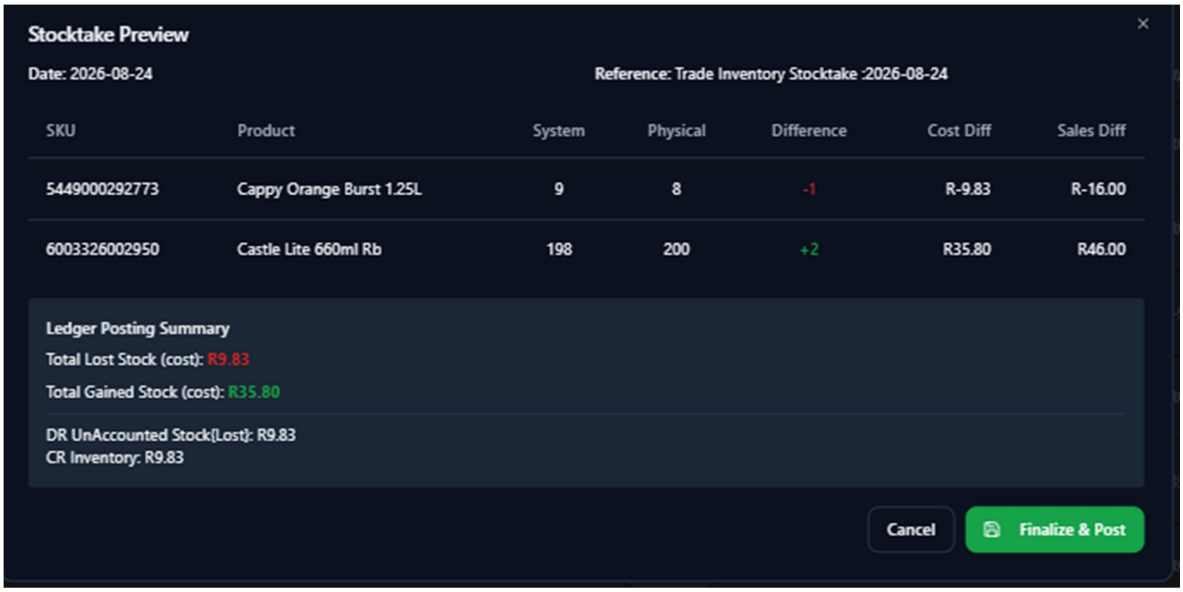


Figure 5.25 — Reviewing a stocktake before finalization

5.36 Stocktake Shortages

A shortage occurs when:

Physical Count < System Stock

For example:

System stock = 100
Physical stock = 95
Shortage = 5

The system reduces inventory accordingly.

The accounting treatment is:

Debit — Unaccounted Stock

Credit — Inventory

at cost.

This records the stock shortage as an unaccounted stock loss.

5.37 Stocktake Surpluses

A surplus occurs when:

Physical Count > System Stock

For example:

System stock = 100
Physical stock = 105
Surplus = 5

The system increases inventory.

The accounting treatment is:

Debit — Inventory

Credit — Unaccounted Stock

at cost.

5.38 Saved Stocktakes

The Saved tab displays stocktakes that are still in draft status.

Users can:

- Open a draft.
- Change counts.
- Save changes.
- Delete a draft.
- Preview and finalize.

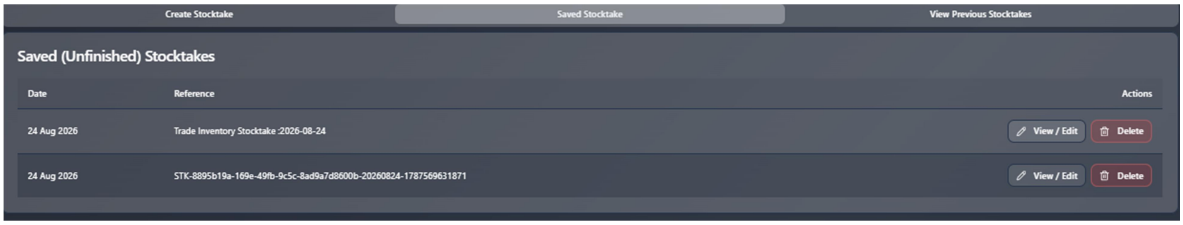


Figure 5.26 — Saved stocktake drafts

5.39 Previous Stocktakes

The View Previous tab provides historical stocktake information.

Users can review:

- Previous stocktakes.
- Stocktake details.
- Summary information.
- Filters.
- Printed reports.
- Exported information.

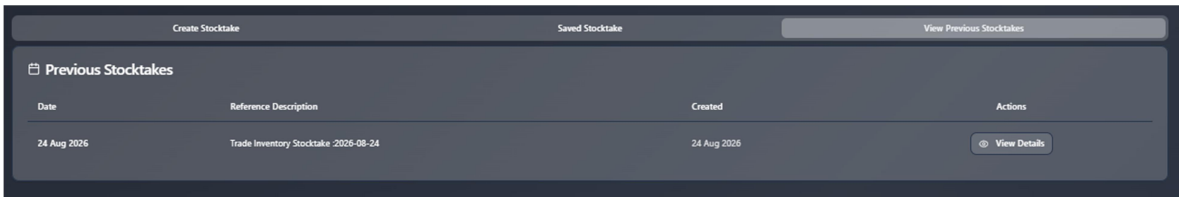


Figure 5.27 — Previous stocktake history

5.40 Stocktake — Raw Materials

Raw materials have their own stocktake function.

The workflow is similar to Trade Inventory Stocktake:

Create → Saved → View Previous

However, raw-material quantities support three decimal places.

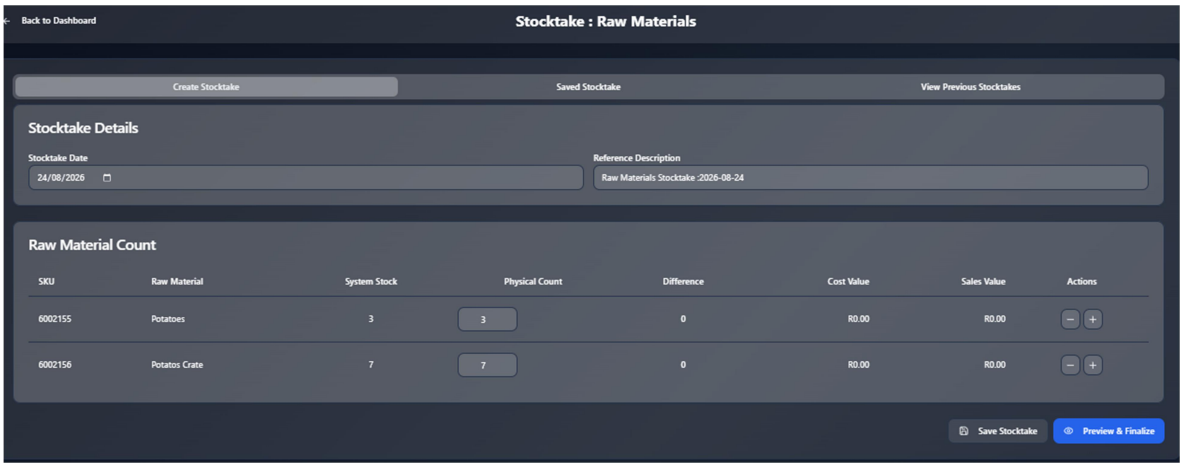


Figure 5.28 — Raw Materials Stocktake

5.41 Raw Material Stocktake

The user counts the physical quantity of raw materials and enters the actual quantity.

For example:

System stock = 125.500 kg
Physical stock = 124.250 kg
Difference = -1.250 kg

The system records the stocktake using the raw-material stocktake tables.

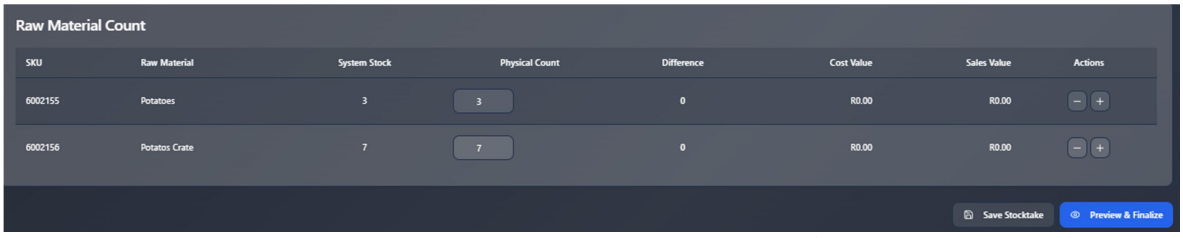


Figure 5.29 — Counting raw materials

5.42 Raw Material Stocktake Finalization

Unlike trade inventory stocktakes, raw-material stocktakes do not adjust FIFO purchase batches.

Instead, when finalized, the raw-material stock is set to the physical count.

The accounting treatment mirrors the trade inventory stocktake:

Shortage:

Debit Unaccounted Stock
Credit Raw Materials

Surplus:

Debit Raw Materials
Credit Unaccounted Stock

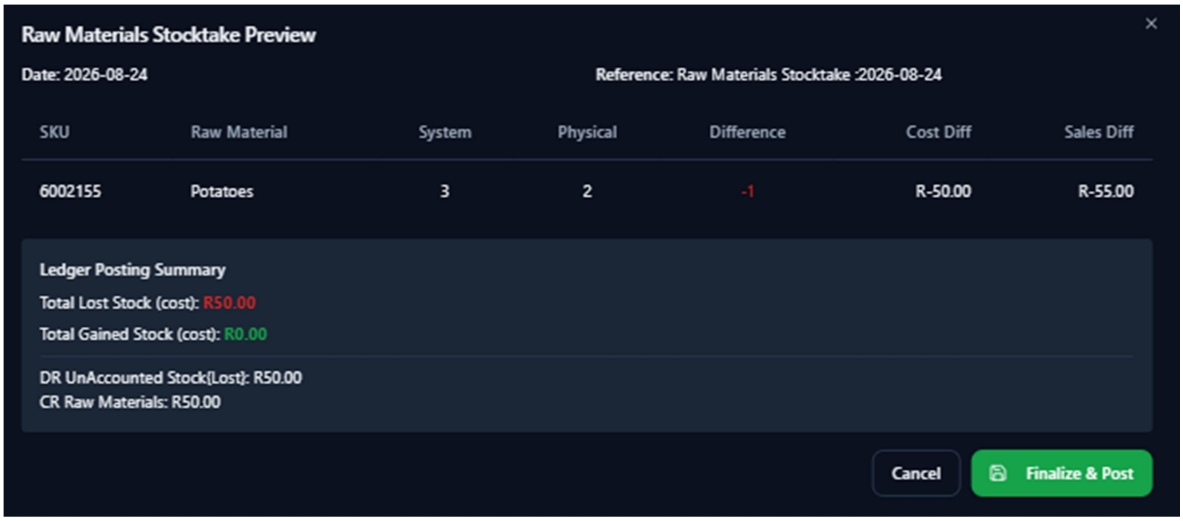


Figure 5.30 — Finalizing a raw-material stocktake

5.43 Products — Re-Order

The **Products Re-Order** function helps users identify products that may need to be purchased.

It is important to understand that this is a **purchase suggestion tool**.

It does not create a purchase order and does not post anything to the accounting ledger.



Figure 5.31 — Products Re-Order form

5.44 Reorder Level

The reorder level determines when a product should be considered for replenishment.

Products with a reorder level greater than zero are included in the reorder list.

The user can adjust the reorder level.

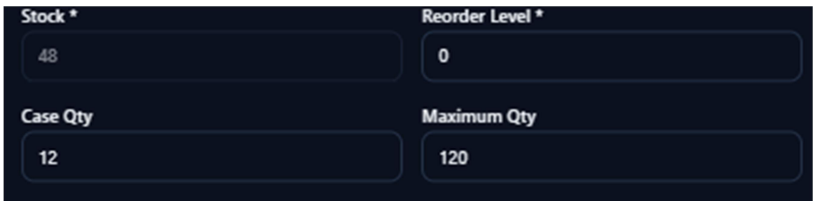


Figure 5.32 — Product reorder settings

5.45 Calculating Order Quantity

The system calculates the suggested order quantity using:

Order Qty = Round((Maximum Qty − Current Stock) ÷ Case Qty)

For example:

Maximum Stock = 100
Current Stock = 40
Case Quantity = 10

Therefore:

(100 − 40) ÷ 10 = 6 cases

Suggested order:

6 cases

If the case quantity is zero, or the calculated quantity is zero or negative, the suggested order quantity is zero.

5.46 Selecting Products for Reorder

The user can select products using the checkboxes.

The selected products can then be included in the printed reorder document.

The system also displays the latest available purchase rate to help estimate the expected purchase amount.

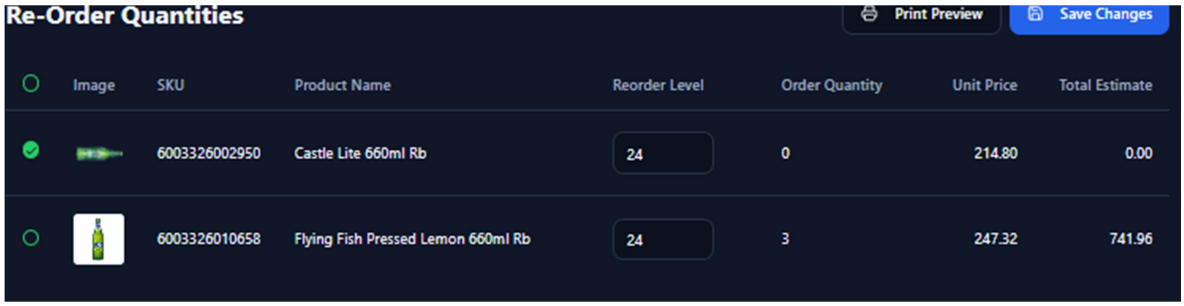


Figure 5.33 — Selecting products for reorder

5.47 Printing a Reorder List

The selected products can be displayed in a print preview.

The estimated amount is based on:

Order Quantity × Latest Purchase Rate

The printed document can then be used as a purchasing reference.

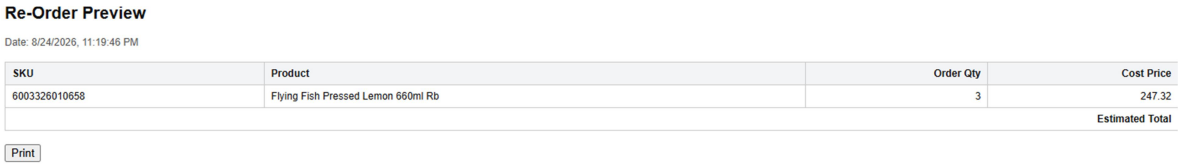


Figure 5.34 — Product reorder print preview

5.48 Raw Materials — Re-Order

Raw materials have their own reorder function.

The process is similar to product reordering.

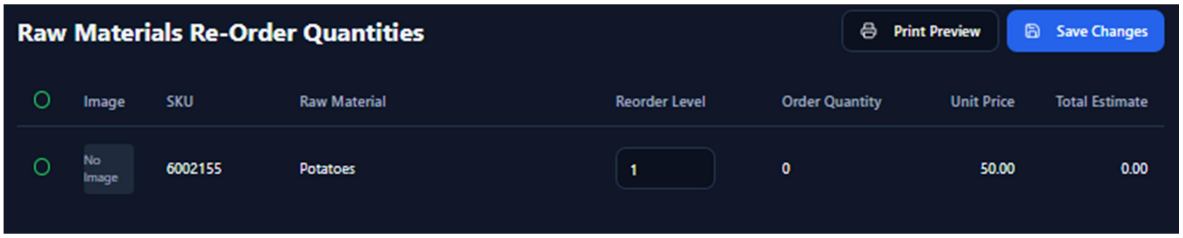


Figure 5.35 — Raw Materials Re-Order form

5.49 Raw Material Reorder Levels

The reorder level can contain decimal quantities because raw materials can be measured in fractional units.

For example:

Reorder Level = 25.500 kg

This is different from finished-product reorder quantities, which are generally handled as whole units/cases.

5.50 Product vs Raw Material Stock

It is important for users to understand the distinction between finished products and raw materials.

Product	Raw Material
Can be sold through POS	Normally used in production
Can be physical or service	Physical input
Can have a recipe	Does not have a recipe
Stock tracked in products	Stock tracked separately
Selling price	Cost price
Can be produced	Consumed during production
Can use FIFO for sales	Used by production recipes

5.51 Complete Inventory Flow

The inventory module can be understood through the following cycle:

OPENING STOCK

↓

PURCHASE

↓

INVENTORY

↓

PRODUCTION
(where applicable)

↓

SALES

↓

STOCKTAKE

↓

REORDER

This provides the business with a complete process for controlling stock from the time it enters the business until it is sold or consumed.

5.52 Manufacturing Flow

For businesses that manufacture products, the process is:

RAW MATERIAL PURCHASE

↓

RAW MATERIAL STOCK

↓

PRODUCT RECIPE

↓

PRODUCTION

↓

RAW MATERIAL CONSUMPTION

↓

FINISHED PRODUCT STOCK

↓

POS / ONLINE SALE

↓

COST OF SALES

This means the Recipe Builder is an important connection between raw materials and finished products.

5.53 Example — Producing a Product

Assume a product called **Product A** requires:

- 2 kg Raw Material A.
- 1 litre Raw Material B.

The business produces 50 units.

The system calculates:

Raw Material A:

50 × 2 kg = **100 kg**

Raw Material B:

50 × 1 litre = **50 litres**

The finished-product stock increases by:

50 units

while raw-material stock is reduced by:

- 100 kg of Raw Material A.
- 50 litres of Raw Material B.

5.54 Example — Stocktake

Assume the system says:

Product A stock = 250 units

The physical stocktake finds:

Product A = 243 units

The difference is:

243 − 250 = -7 units

Therefore, the system records a shortage of seven units.

The cost value is:

7 × Product Cost Price

The inventory is reduced by seven units and the corresponding stock variance is recorded.

5.55 Important Stock Management Rules

Rule 1 — Do not manually change product stock

After product creation, stock should be changed through the appropriate inventory transaction.

Use:

- Purchases.
- Production.
- POS.
- Stocktake.

Rule 2 — Maintain accurate recipes

Incorrect recipes will result in incorrect raw-material consumption during production.

Rule 3 — Check cost prices

Cost prices affect inventory valuation and cost-of-sales calculations.

Rule 4 — Use the correct product type

Use **Service** for non-stock services and **Physical** for inventory items.

Rule 5 — Use appropriate units

Raw materials support decimal quantities, so use the correct unit of measure.

Rule 6 — Review stocktake differences

Large shortages or surpluses should be investigated before finalizing a stocktake.

Rule 7 — Reorder is only a suggestion

The Re-Order function does not create a purchase order.

A user must still process the actual purchase through the appropriate Purchase function.

Rule 8 — Check opening stock carefully

Opening stock establishes the initial inventory quantity and should therefore be verified before confirmation.

5.56 Products & Stock Quick Reference

Function	Purpose
Products & Pricing	Create/manage products and prices
Categories	Organise products
Raw Materials & Pricing	Manage production materials
Recipe Builder	Define materials required for products
Production	Manufacture finished products
Trade Inventory Stocktake	Count and adjust finished-product stock
Raw Material Stocktake	Count and adjust raw-material stock
Products Re-Order	Suggest products requiring replenishment
Raw Materials Re-Order	Suggest raw materials requiring replenishment

5.57 Chapter Summary

The **Products & Pricing** module is the foundation of the inventory and sales system.

Every product sold through the POS should first be correctly configured with:

- Product name.
- SKU.
- Category.
- Product type.
- Cost price.
- Selling price.
- Stock settings.

Where products are manufactured, the Recipe Builder connects the finished product to the raw materials required to produce it.

The **Production** function then increases finished-product stock and consumes the required raw materials.

The **Stocktake** functions allow the business to compare physical stock against system stock and record legitimate shortages or surpluses.

Finally, the **Re-Order** functions help identify products and raw materials that may need replenishment.

The overall principle is:

Products define what the business sells, Recipes define what is required to make products, Purchases bring stock into the business, Production converts raw materials into finished

products, Sales take products out of stock, Stocktakes correct physical differences, and Re-Order helps prepare for future purchases.

5.58 Administrator/Developer Notes — Not for Ordinary Users

Chapter 6 — Fixed Assets

6.1 Introduction

The **Fixed Assets** module is used to record, manage and account for assets owned by the business.

The module covers the complete asset lifecycle:

Asset Purchase → Depreciation → Installment Payments → Disposal

It also supports the migration of assets that already existed before the software was implemented through the **Opening Balance** function.

The main functions covered in this chapter are:

1. **Asset Purchases**
2. **Asset Depreciation**
3. **Asset Disposal**
4. **Asset Installment Payments**

6.2 Asset Purchase

The **Asset Purchases** form is used when the business acquires a new fixed asset.

Examples of fixed assets could include:

- Motor vehicles.
- Machinery.
- Computer equipment.
- Furniture and fittings.
- Office equipment.
- Other long-term business assets.

The form does two important things:

1. Creates the asset record.
2. Records the accounting entry for the asset acquisition.

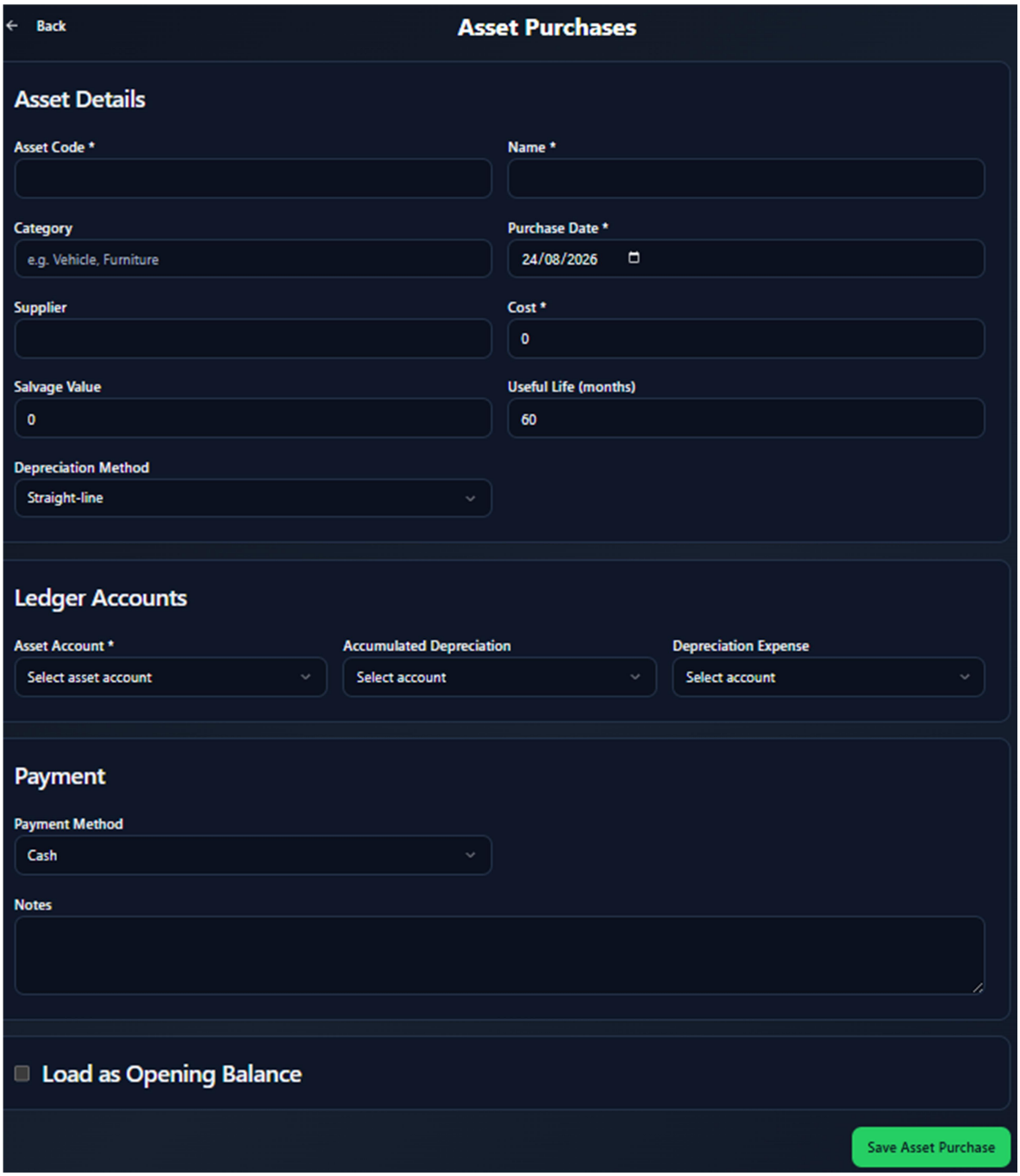


Figure 6.1 — Asset Purchases form

6.3 Asset Details

When purchasing an asset, the user captures the basic asset information.

This includes:

- Asset Code.
- Asset Name.
- Asset Category.
- Purchase Date.
- Supplier.
- Cost.
- Salvage Value.
- Useful Life.
- Depreciation Method.
- Depreciation Rate where applicable.

The user must also select the accounts that will be associated with the asset.

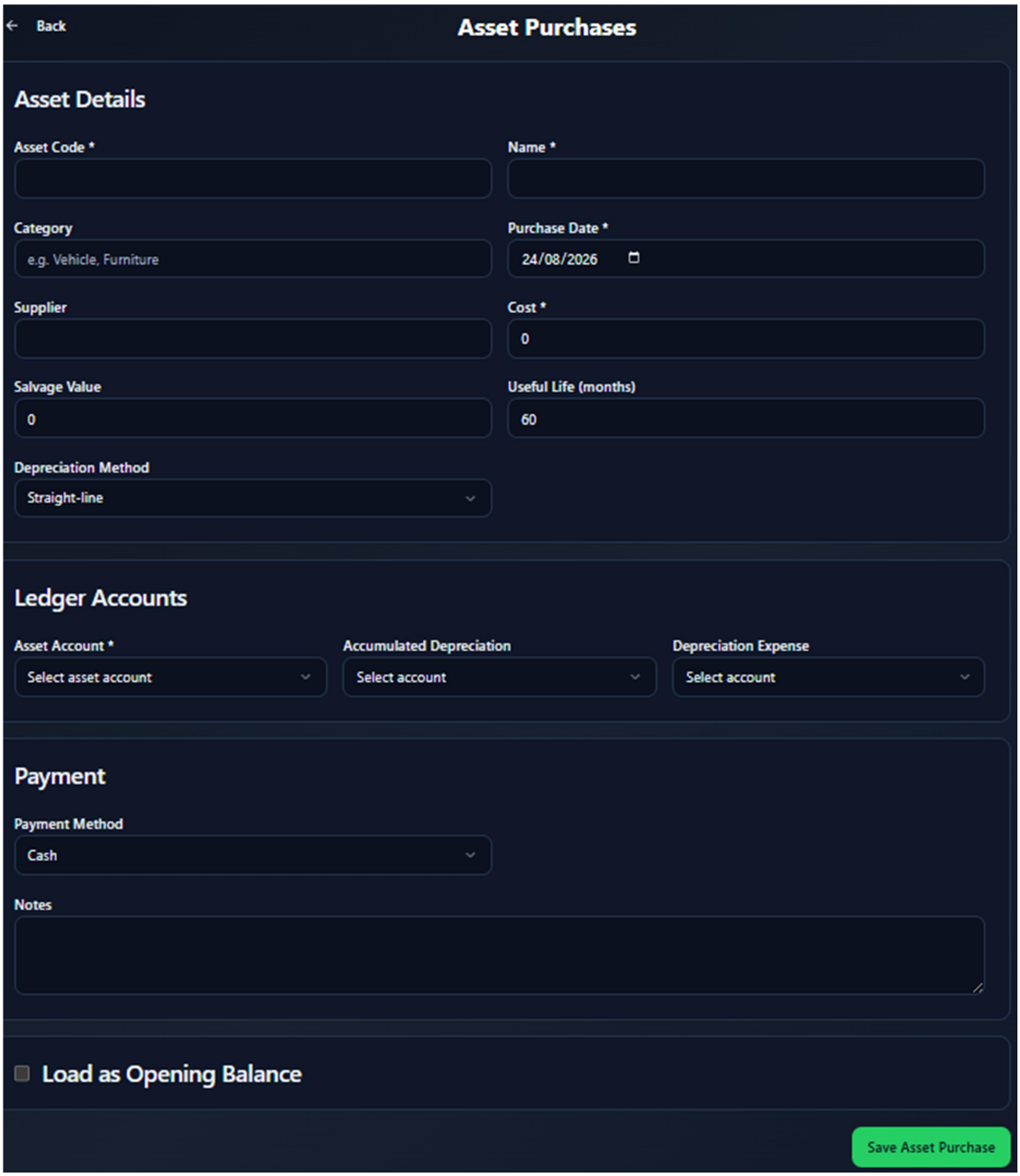


Figure 6.2 — Entering asset details

6.4 Asset Code

Every asset should have a unique and meaningful **Asset Code**.

For example:

- VEH-001 — Company vehicle.
- COMP-001 — Computer.
- MACH-001 — Production machine.
- FURN-001 — Furniture.

The asset code is subsequently used to identify the asset in depreciation, installment payments and disposal transactions.

6.5 Asset Cost

The **Cost** represents the amount at which the asset is initially recorded.

For the current Asset Purchases form, the cost is treated as a **single VAT-inclusive amount**.

There is no separate VAT calculation or VAT split on this form.

Example

If a machine is purchased for:

R150,000

the asset is initially recorded at:

R150,000

and the accounting entry is based on that amount.

6.6 Salvage Value

The **Salvage Value** represents the estimated value of the asset at the end of its useful life.

For example:

Asset Cost = R100,000
Salvage Value = R10,000

The asset is therefore depreciated down to a minimum carrying value of approximately **R10,000**, rather than being depreciated below its expected residual value.



Figure 6.3 — Asset cost, salvage value and useful life

6.7 Useful Life

Useful life is entered in **months**.

For example:

Useful Life = 60 months

This represents a five-year useful life.

The useful life is important because it determines how depreciation is calculated under the straight-line method.

6.8 Depreciation Method

The system supports two depreciation methods:

Straight-Line

Under straight-line depreciation, the depreciable amount is spread evenly over the useful life.

The basic calculation is:

Monthly Depreciation = (Cost − Salvage Value) ÷ Useful Life

Reducing Balance

Under reducing balance, depreciation is calculated using the asset's current net book value.

The basic monthly calculation is:

Monthly Depreciation = Net Book Value × Annual Rate ÷ 12



Figure 6.4 — Selecting the depreciation method

6.9 Asset Accounts

Each asset requires three important accounting accounts:

1. **Asset Account**
2. **Accumulated Depreciation Account**
3. **Depreciation Expense Account**

Asset Account

This represents the asset itself.

For example:

Motor Vehicles

Accumulated Depreciation Account

This accumulates depreciation charged against the asset.

Depreciation Expense Account

This records the depreciation expense recognised in the income statement.



Figure 6.5 — Assigning asset accounting accounts

6.10 Payment Method

The asset can be purchased using different payment methods:

- Cash.

- EFT/Debit Card.
- EFT/Credit Card.
- Short-Term Credit.
- Long-Term Credit.

The selected payment method determines the account credited when the asset is purchased.

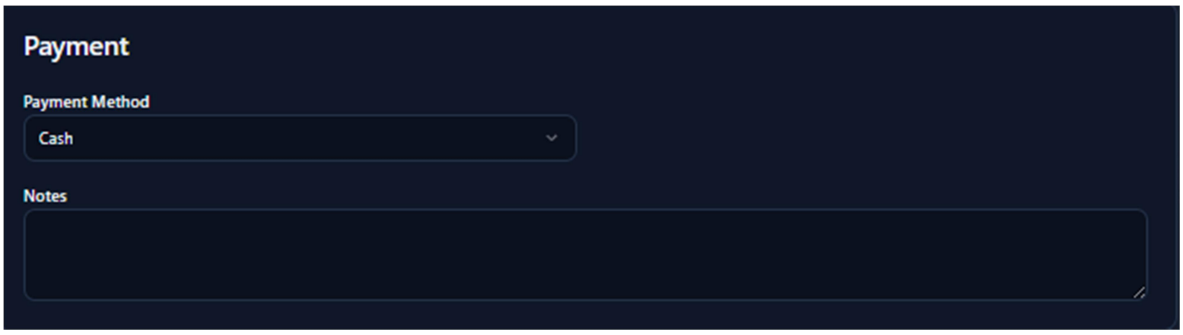


Figure 6.6 — Selecting the asset payment method

6.11 Cash or Bank-Financed Asset Purchase

For an asset purchased for cash or through a bank/payment account, the basic accounting entry is:

Debit — Asset Account

Credit — Cash/Bank

For example:

Vehicle purchased for R300,000 through EFT.

The accounting entry is:

Account	Debit	Credit
Motor Vehicles	R300,000	
Bank		R300,000

This records both the asset and the payment.

6.12 Asset Purchased on Credit

An asset can also be acquired using:

- Short-term finance.
- Long-term finance.

When credit is selected, additional finance information becomes available.

This information can include:

- Finance provider.
- Finance account number.
- Contract reference.
- Interest rate.
- Interest type.
- Monthly installment.
- Number of installments.
- First installment date.
- Last installment date.
- Deposit.
- Residual amount.
- Balloon payment.
- Initiation fee.
- Monthly service fee.
- Insurance premium.



Figure 6.7 — Capturing asset finance information

6.13 Why Finance Information Is Captured

Finance information allows the system to retain the details of the agreement associated with the asset.

It also allows future installment payments to be linked to the correct asset and finance liability.

For example:

Asset Purchase

↓

Finance Liability Created

↓

Monthly Installment

↓

Capital Reduces Liability

↓

Interest and Fees Become Expenses

6.14 Asset Purchase Accounting

When a normal asset purchase is finalized, the system posts:

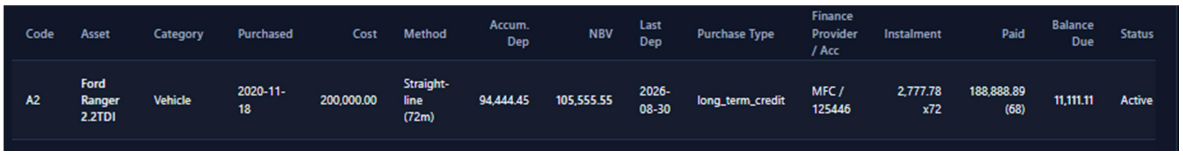
Debit — Asset Account

Credit — Payment/Finance Account

For example, if a vehicle costing R500,000 is purchased through a long-term loan:

Debit Motor Vehicles R500,000
Credit Long-Term Loan R500,000

The asset therefore enters the accounting records at its acquisition cost.



Code	Asset	Category	Purchased	Cost	Method	Accum. Dep	NBV	Last Dep	Purchase Type	Finance Provider / Acc	Instalment	Paid	Balance Due	Status
A2	Ford Ranger 2.2TDI	Vehicle	2020-11-18	200,000.00	Straight-line (72m)	94,444.45	105,555.55	2026-08-30	long_term_credit	MFC / 125446	2,777.78 x72	188,888.89 (68)	11,111.11	Active

Figure 6.8 — Completing an asset purchase

6.15 Opening Balance Assets

The system also supports assets that were acquired **before the business started using the software**.

Instead of recording such an asset as a new purchase, the user can capture it as an **Opening Balance**.

This is particularly useful when migrating an existing accounting system to the new software.

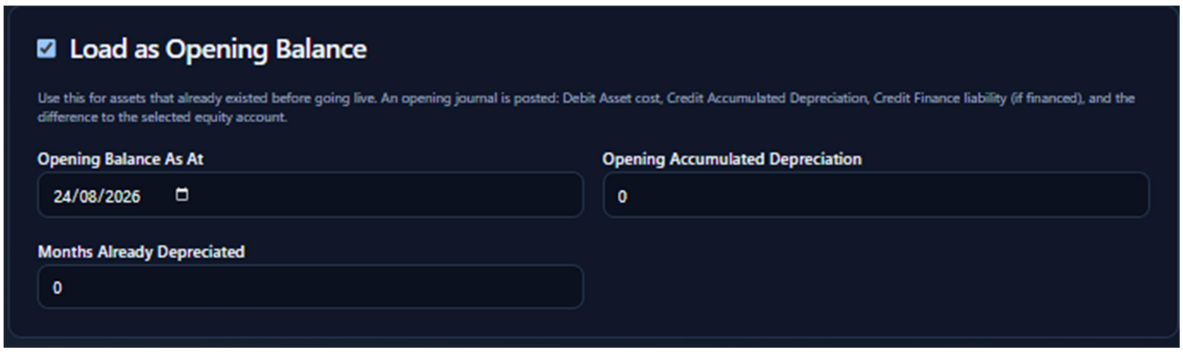


Figure 6.9 — Capturing an existing asset as an opening balance

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6.16 Opening Asset Information

The Opening Balance section captures information such as:

- As-at Date.
- Opening Accumulated Depreciation.
- Months Already Depreciated.
- Installments Already Paid.
- Amount of Installments Already Paid.
- Opening Finance Balance.
- Equity Contra Account.

This allows an existing asset to be brought into the system with its historical position.

6.17 Opening Balance Accounting

Suppose an existing vehicle has:

Original Cost = R500,000
Accumulated Depreciation = R150,000
Finance Balance = R250,000

The remaining net asset position is:

R500,000 − R150,000 − R250,000 = R100,000

The system uses the equity contra account to balance the opening position.

The basic structure is:

Debit — Asset

Credit — Accumulated Depreciation

Credit — Finance Liability

Balancing Debit/Credit — Equity

Important

The system also creates historical records for:

- Opening accumulated depreciation.
- Installments already paid.

This allows the asset history to reflect its position when it was brought into the system.

6.18 Asset Depreciation

The **Asset Depreciation** function is used to calculate and post monthly depreciation.

Instead of manually calculating depreciation for every asset, the system calculates the depreciation for all active assets for the selected period.



Figure 6.10 — Asset Depreciation form

6.19 Selecting the Depreciation Period

The depreciation period defaults to the current calendar month.

The system uses a period start and period end.

For example:

Period Start: 1 August 2026
Period End: 31 August 2026

The system then checks whether depreciation has already been processed for that exact period.

6.20 Duplicate Depreciation Protection

The system checks the depreciation history before calculating a new batch.

If an asset already has a depreciation entry for the selected period, that asset is excluded from the new calculation.

This helps prevent the same asset from being depreciated twice for the same month.

6.21 Depreciation Calculation

The system calculates:

- Net Book Value Before Depreciation.
- Depreciation.
- Net Book Value After Depreciation.

Net Book Value Before

NBV = Cost − Accumulated Depreciation



Figure 6.11 — Calculated monthly depreciation

6.22 Straight-Line Depreciation

For straight-line depreciation:

Monthly Depreciation = (Cost − Salvage Value) ÷ Useful Life in Months

Example

Cost:

R120,000

Salvage:

R20,000

Useful life:

60 months

Depreciable amount:

R120,000 − R20,000 = R100,000

Monthly depreciation:

R100,000 ÷ 60 = R1,666.67

The asset therefore receives approximately R1,666.67 depreciation per month.

6.23 Reducing Balance Depreciation

For reducing balance depreciation, the calculation uses the asset's current NBV.

For example:

NBV = R100,000
Annual depreciation rate = 20%

Monthly depreciation:

R100,000 × 20% ÷ 12

= **R1,666.67**

As the NBV decreases, the depreciation amount also decreases.

6.24 Salvage Value Protection

The system prevents depreciation from reducing an asset below its salvage value.

The depreciation amount is limited to the remaining depreciable amount.

Therefore:

NBV cannot be depreciated below the salvage value.

6.25 Posting Depreciation

After reviewing the calculated depreciation, the user can post the depreciation batch.

Only assets with depreciation amounts greater than zero are included.



Figure 6.12 — Posting monthly depreciation

6.26 Depreciation Accounting

The accounting entry for depreciation is:

Debit — Depreciation Expense

Credit — Accumulated Depreciation

For example:

Monthly depreciation = R5,000

Account	Debit	Credit
Depreciation Expense	R5,000	
Accumulated Depreciation		R5,000

The asset's accumulated depreciation is then increased by the depreciation amount.

6.27 Depreciation History

Each posted depreciation amount is recorded in the asset depreciation history.

The history includes information such as:

- Asset.
- Period.
- Amount.
- NBV before.
- NBV after.
- Reference.
- User who posted it.

This creates an audit trail of depreciation movements.

6.28 Asset Disposal

The **Asset Disposal** function is used when an asset is sold, scrapped or otherwise removed from the accounting records.

The system calculates the asset's:

- Original cost.
- Accumulated depreciation.
- Net book value.
- Disposal proceeds.
- Gain or loss.

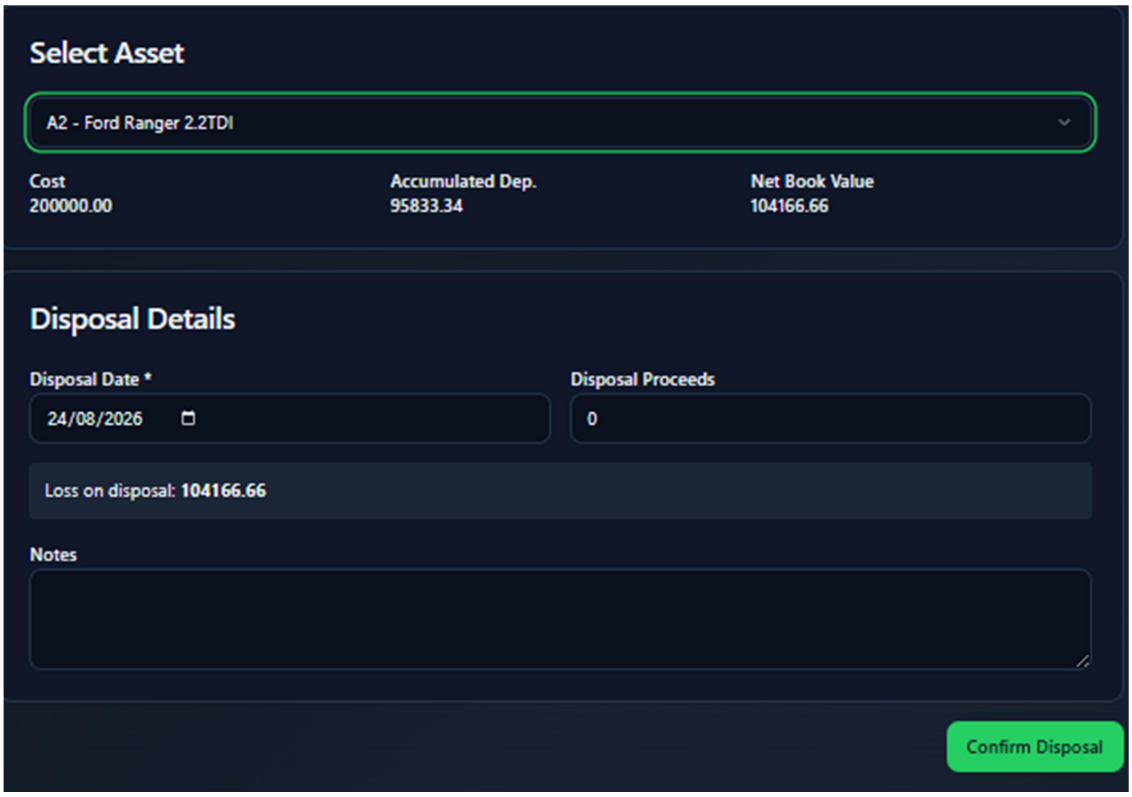


Figure 6.13 — Asset Disposal form

6.29 Net Book Value on Disposal

The net book value is calculated as:

NBV = Asset Cost − Accumulated Depreciation

For example:

Cost = R200,000
Accumulated Depreciation = R120,000

Therefore:

NBV = R80,000

6.30 Gain or Loss on Disposal

The gain or loss is calculated as:

Gain/Loss = Disposal Proceeds − Net Book Value

Example — Gain

Asset NBV:

R80,000

Selling price:

R100,000

Gain:

R20,000

Example — Loss

Asset NBV:

R80,000

Selling price:

R60,000

Loss:

R20,000

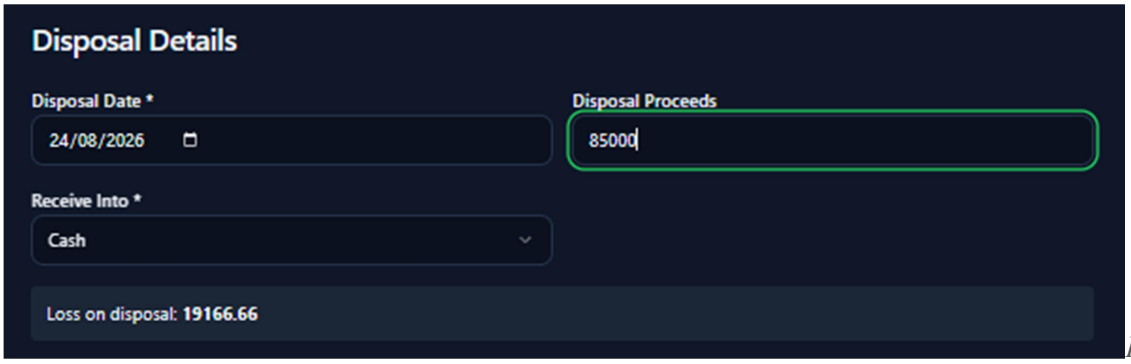


Figure 6.14 — Asset disposal gain/loss calculation

6.31 Disposal Proceeds

If the asset is sold for an amount greater than zero, the user must specify where the proceeds will be received.

Available options include:

- Credit.
- Cash.
- EFT.

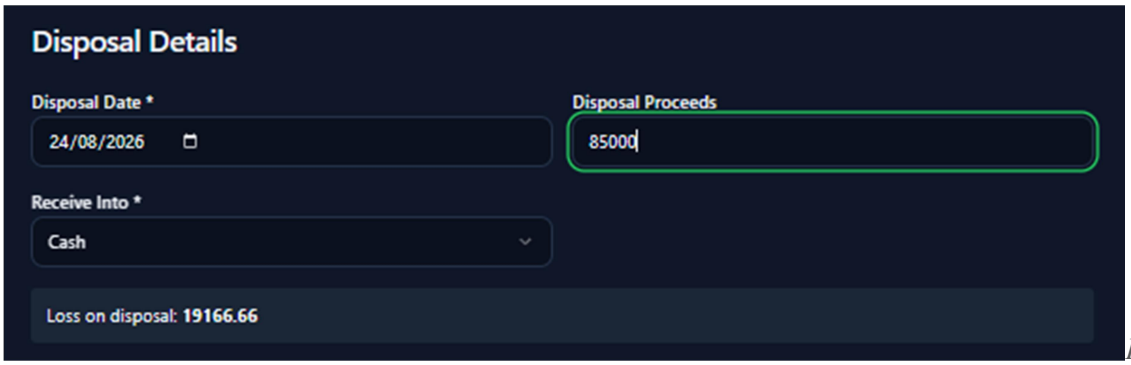


Figure 6.15 — Selecting where disposal proceeds are received

6.32 Accounting for Asset Disposal

When an asset is disposed of, the system removes:

1. The original asset cost.
2. The accumulated depreciation.

It records:

3. Disposal proceeds.
4. Gain or loss.

For example, assume:

Asset Cost = R200,000
Accumulated Depreciation = R120,000
Proceeds = R100,000

NBV:

R80,000

Gain:

R20,000

The accounting structure is:

Debit — Cash/Bank R100,000

Debit — Accumulated Depreciation R120,000

Credit — Asset R200,000

Credit — Gain on Disposal R20,000

6.33 Disposal Result

After a successful disposal, the asset is marked as:

Disposed

The disposal date and proceeds are recorded.

The accumulated depreciation on the active asset record is reset to zero because the asset is no longer on the books as an active asset.

A reversal entry is also added to the depreciation history so that the historical depreciation movements net back to zero for the disposed asset.



Figure 6.16 — Completed asset disposal

6.34 Asset Installment Payments

The **Asset Installment Payments** function is used for assets purchased using finance.

It records the monthly repayments made against the asset's finance agreement.

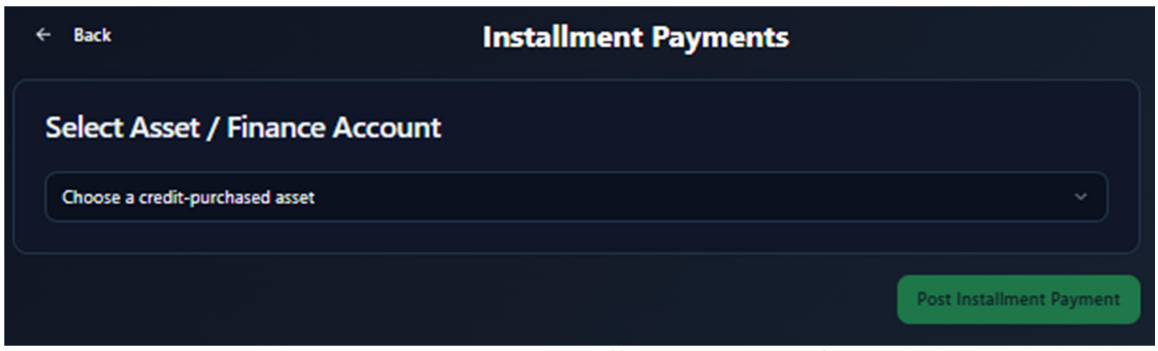


Figure 6.17 — Asset Installment Payments form

6.35 Selecting a Financed Asset

The asset list displays active assets that were purchased using a credit/finance payment method.

When an asset is selected, the system displays information such as:

- Finance Provider.
- Finance Account Number.
- Loan Type.
- Monthly installment.
- Number of installments.
- Installments already paid.
- Remaining installments.

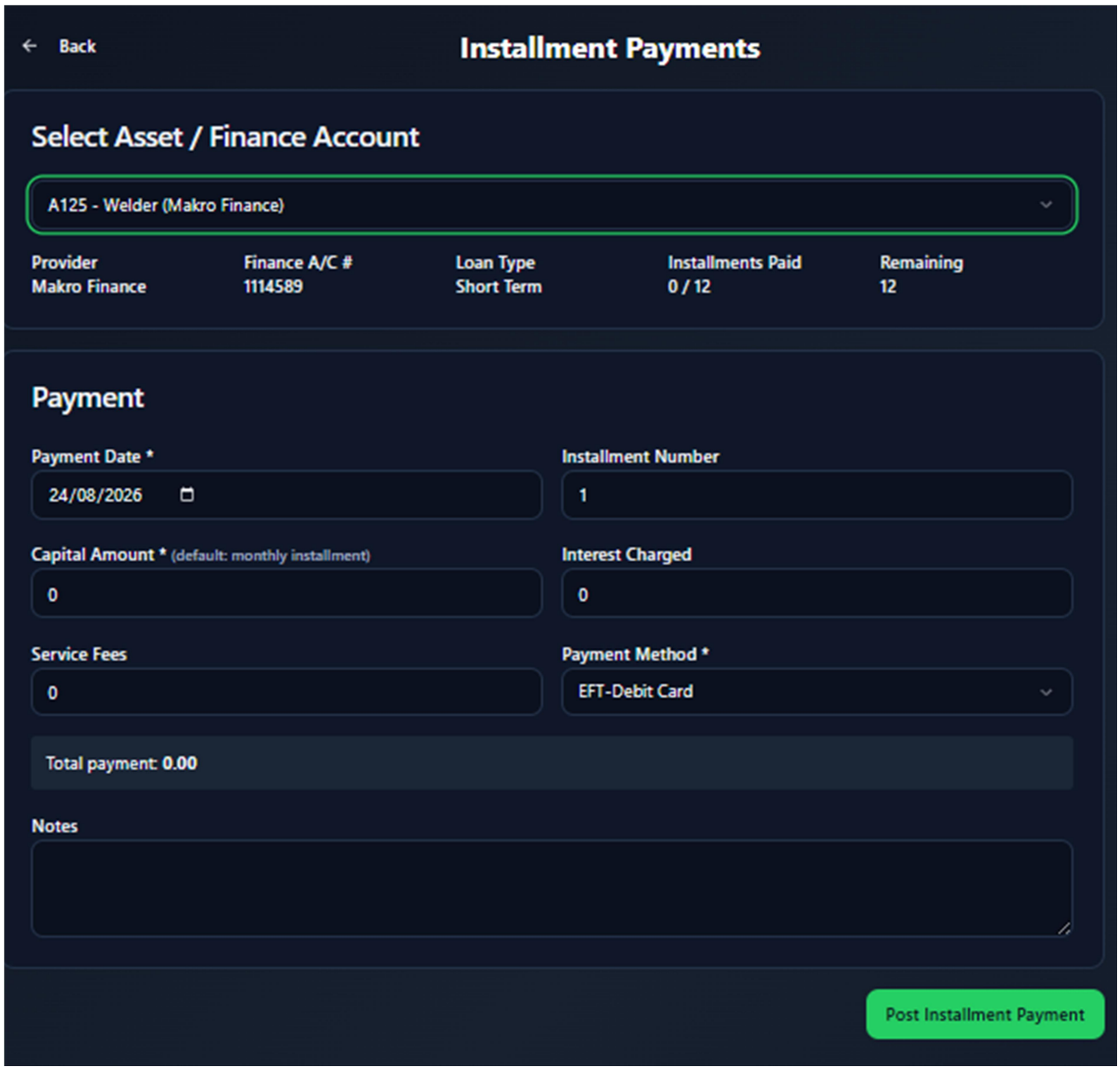


Figure 6.18 — Selecting a financed asset

6.36 Short-Term vs Long-Term Finance

The system determines the loan type from the asset's payment method.

If the payment method indicates **Long-Term Credit**, the long-term loan account is used.

Otherwise, the system treats the finance as short-term credit.

This determines the liability account used when processing the installment.

6.37 Installment Components

An installment can consist of three components:

1. **Capital**
2. **Interest**
3. **Service Fees**

The total payment is:

Total Payment = Capital + Interest + Service Fees

Example

Component	Amount
Capital	R8,000
Interest	R1,500
Service Fee	R250
Total Payment	**R9,750**

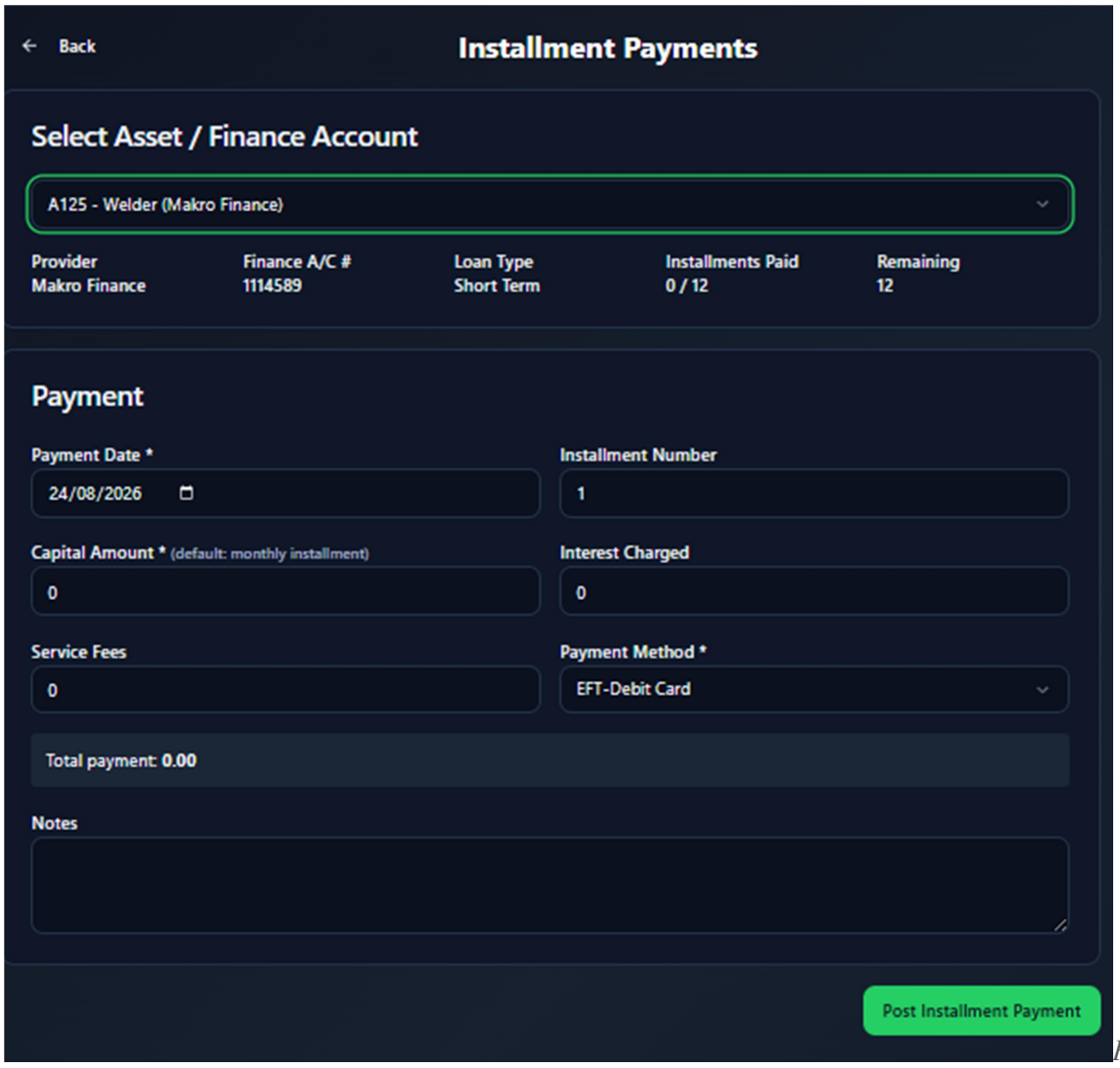


Figure 6.19 — Capturing an asset installment payment

6.38 Payment Method

Installments can be paid using:

- EFT/Debit Card.
- EFT/Credit Card.
- Cash.

The selected payment method determines the account credited for the payment.

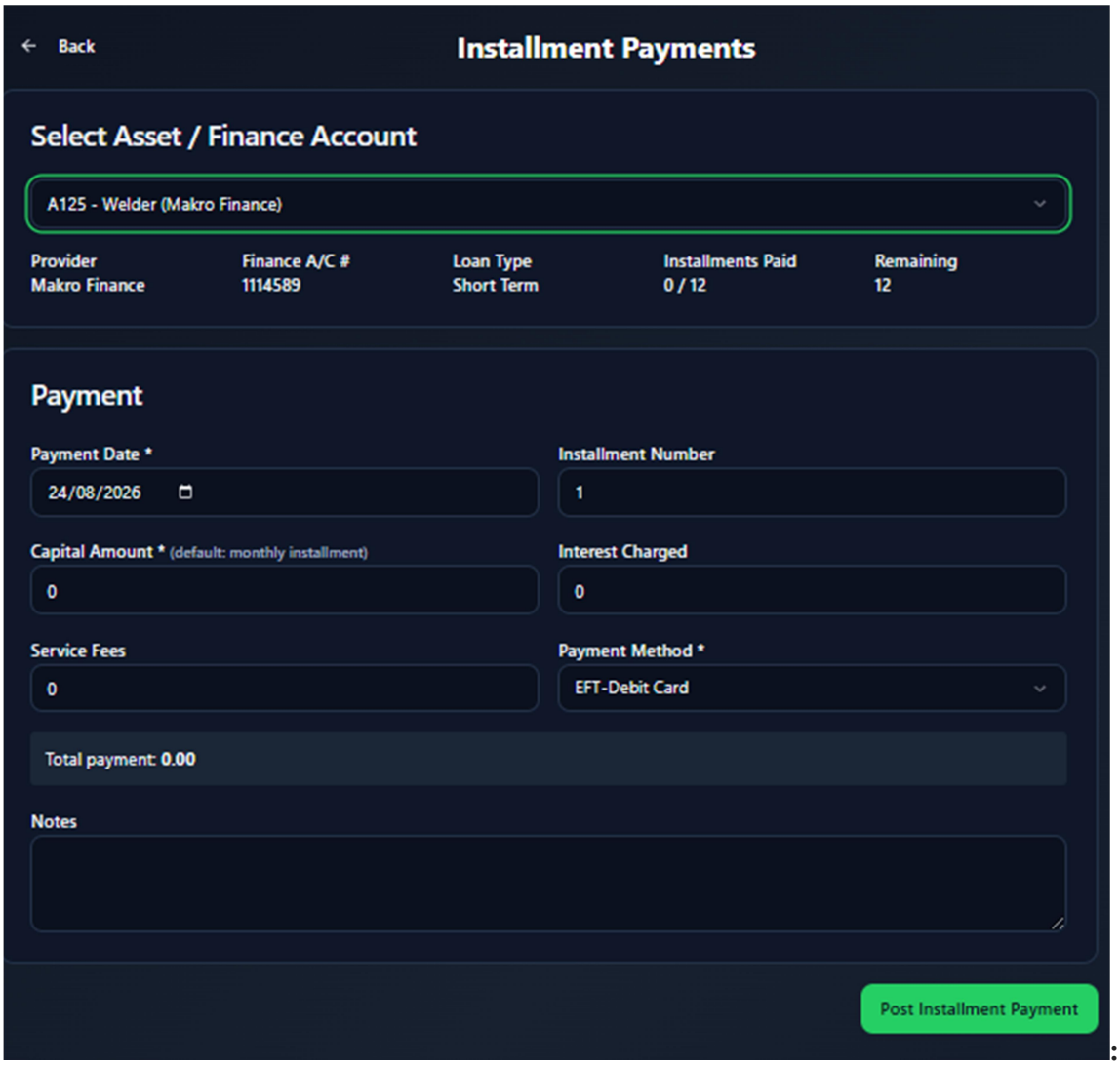


Figure 6.20 — Selecting the installment payment method

6.39 Capital Portion

The capital portion reduces the outstanding finance liability.

For example:

Finance liability = R100,000
Capital repayment = R8,000

After the capital repayment:

Remaining liability = R92,000

Interest and service fees do **not** reduce the finance liability.

6.40 Interest and Service Fees

Interest is recorded as an expense.

Service fees are also recorded separately as an expense.

For example:

Debit — Loan Liability R8,000

Debit — Interest Expense R1,500

Debit — Service Fees R250

Credit — Bank/Cash R9,750

This reflects the actual components of the finance payment.

Code	Asset	Category	Purchased	Cost	Method	Accum. Dep	NBV	Last Dep	Purchase Type	Provider / Acc	Instalment	Paid	Balance Due	Status
A125	Welder	Equipment	2026-08-24	45,000.00	Straight-line (60m)	0.00	45,000.00	-	short_term_credit	Makro Finance / 1114589	-	3,750.00 (1)	41,250.00	Active

Figure 6.21 — Completed installment payment

6.41 Installment History

Each installment is recorded against the asset.

The system keeps track of:

- Installment number.
- Payment date.
- Capital amount.
- Payment method.
- Ledger accounts.
- Finance information.

This allows the user to see how many installments have been paid and how many remain.

6.42 Complete Fixed Asset Lifecycle

The complete asset process can be visualised as:

1. PURCHASE ASSET

↓

2. CREATE ASSET RECORD

↓

3. RECORD FINANCE LIABILITY
(if purchased on credit)

↓

4. MONTHLY DEPRECIATION

↓

5. MONTHLY FINANCE INSTALLMENT
(if applicable)

↓

6. ASSET DISPOSAL

↓

7. RECORD GAIN OR LOSS

6.43 Example — Asset Purchased for Cash

Assume a business purchases a machine:

Cost = R120,000
Salvage Value = R20,000
Useful Life = 60 months
Payment = EFT

Purchase

Debit Machine — R120,000

Credit Bank — R120,000

Monthly Depreciation

Depreciable amount:

R120,000 − R20,000 = R100,000

Monthly depreciation:

R100,000 ÷ 60 = R1,666.67

Entry:

Debit Depreciation Expense — R1,666.67

Credit Accumulated Depreciation — R1,666.67

6.44 Example — Asset Purchased on Finance

Assume a vehicle is purchased for:

R600,000

using long-term finance.

The purchase records:

Debit Motor Vehicle — R600,000

Credit Long-Term Loan — R600,000

The following month, the business pays:

Capital = R10,000
Interest = R2,000
Service Fee = R500

Total payment:

R12,500

The accounting entry is:

Debit Long-Term Loan — R10,000

Debit Interest Expense — R2,000

Debit Service Fees — R500

Credit Bank — R12,500

The loan balance is reduced only by the **R10,000 capital portion**.

6.45 Example — Asset Disposal

Assume the vehicle originally cost:

R600,000

Accumulated depreciation at disposal:

R400,000

Therefore:

NBV = R200,000

The vehicle is sold for:

R230,000

Therefore:

Gain = R230,000 − R200,000 = R30,000

The system removes the asset and accumulated depreciation and records the R30,000 gain.

6.46 User Procedure — Purchasing an Asset

Step 1

Open **Asset Purchases**.

Step 2

Enter the asset details.

Step 3

Enter the cost and salvage value.

Step 4

Enter the useful life.

Step 5

Select the depreciation method.

Step 6

Select the Asset, Accumulated Depreciation and Depreciation Expense accounts.

Step 7

Select the payment method.

Step 8

If financed, complete the Finance Agreement section.

Step 9

If the asset existed before the system was implemented, use the Opening Balance section.

Step 10

Save the asset.

6.47 User Procedure — Posting Monthly Depreciation

Step 1

Open **Asset Depreciation**.

Step 2

Confirm the depreciation period.

Step 3

Select **Calculate/Compute**.

Step 4

Review the assets and depreciation amounts.

Step 5

Check the total depreciation.

Step 6

Select **Post Depreciation**.

Step 7

Confirm that the posting was successful.

Important: Check that every asset has its Depreciation Expense and Accumulated Depreciation accounts configured before running the depreciation process.

6.48 User Procedure — Disposing of an Asset

Step 1

Open **Asset Disposal**.

Step 2

Select the asset.

Step 3

Confirm the displayed NBV.

Step 4

Enter the disposal date.

Step 5

Enter the proceeds, if any.

Step 6

Select where the proceeds will be received.

Step 7

Review the calculated gain or loss.

Step 8

Enter any relevant notes.

Step 9

Confirm the disposal.

6.49 User Procedure — Recording an Installment

Step 1

Open **Asset Installment Payments**.

Step 2

Select the financed asset.

Step 3

Confirm the installment number.

Step 4

Enter the capital amount.

Step 5

Enter interest, if applicable.

Step 6

Enter service fees, if applicable.

Step 7

Select the payment method.

Step 8

Confirm the total payment.

Step 9

Post the installment.

6.50 Important Asset Management Rules

Rule 1 — Capture the correct asset cost

The acquisition cost becomes the basis for depreciation and the asset's accounting value.

Rule 2 — Select the correct depreciation method

The depreciation method determines the monthly depreciation charge.

Rule 3 — Enter a realistic salvage value

The system prevents depreciation from reducing the asset below the salvage value.

Rule 4 — Assign the correct accounts

The Asset, Accumulated Depreciation and Depreciation Expense accounts are essential for correct accounting.

Rule 5 — Finance capital and interest are different

The **capital** portion reduces the finance liability.

Interest is an expense.

Service fees are also expenses.

Rule 6 — Do not dispose of an asset before verifying its NBV

Always review the asset's accumulated depreciation and NBV before confirming disposal.

Rule 7 — Opening balances are for existing assets

Use Opening Balance when migrating assets that already existed before implementation.

Rule 8 — Do not post depreciation twice

The system has a period-based duplicate check, but users should still verify the depreciation period before posting.

6.51 Fixed Asset Quick Reference

Function	Purpose
Asset Purchases	Create and record asset acquisitions
Opening Balance	Bring existing assets into the system
Asset Depreciation	Calculate and post monthly depreciation
Asset Disposal	Remove assets and calculate gain/loss
Installment Payments	Record finance repayments
Finance Agreement	Store asset finance information

6.52 Chapter Summary

The Fixed Assets module manages the complete accounting lifecycle of a business asset.

A typical asset lifecycle is:

Purchase → Record Asset → Depreciate → Finance Payments → Dispose

For financed assets, the system separates:

- Capital repayment.
- Interest.
- Service fees.

This ensures that the finance liability is reduced by the capital component while interest and fees are recognised separately.

For depreciation, the system supports both:

- **Straight-Line**
- **Reducing Balance**

The system also prevents depreciation from reducing an asset below its salvage value.

When an asset is disposed of, the system calculates its net book value and determines whether the business has made a **gain or loss on disposal**.

For assets that existed before the system was implemented, the **Opening Balance** function allows their historical financial position to be brought into the system.

The overall principle is:

Record the asset when acquired, depreciate it over its useful life, record finance repayments where applicable, and remove it from the books when disposed of.

Chapter 7 — Accounting

7.1 Introduction

The **Accounting** module provides the tools required to manage the financial records of the business.

It covers:

1. **Journals**
2. E-Wallet Transfers
3. **Bank Reconciliation**
4. **Income Tax Provision**
5. **Chart of Accounts**
6. **Ledger Mapping**

These functions work together with the Sales, Purchases, Assets and Payroll modules to maintain the business's accounting records.

The basic accounting principle throughout the system is **double-entry bookkeeping**:

Every transaction must have a Debit and a Credit.

7.2 Journals

The **Journals** form is used to capture accounting transactions that are not automatically generated by another module.

Examples include:

- Accounting adjustments.
- Accruals.
- Corrections.
- Reclassifications.
- Year-end adjustments.
- Transfers between accounts.

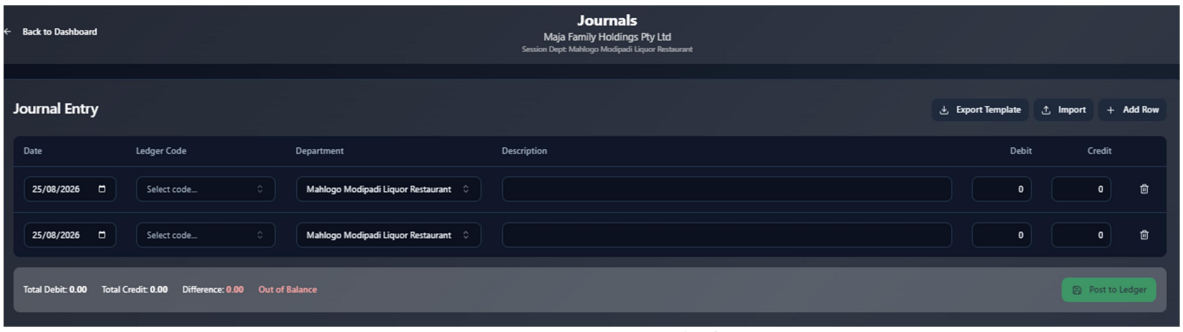


Figure 7.1 — Journals form

7.3 Creating a Journal

A journal consists of one or more lines.

Each line contains:

- Date.

- Ledger Code.
- Description.
- Debit.
- Credit.
- Department.

The system allows multiple departments to be included in the same journal.

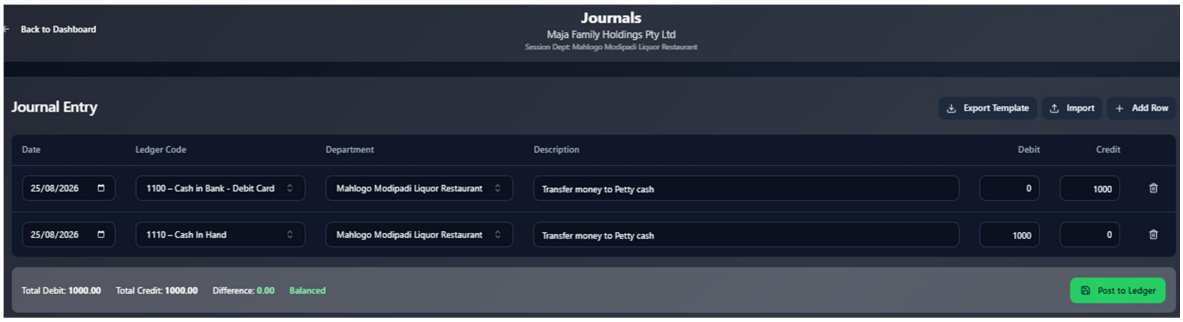


Figure 7.2 — Entering journal lines

7.4 Debit and Credit Rules

A journal must balance before it can be posted.

For example:

Account	Debit	Credit
Office Expenses	R5,000	
Bank		R5,000
Total	**R5,000**	**R5,000**

The system checks that:

Total Debits = Total Credits

The amounts are balanced to the cent.

7.5 Journal Validation

Before posting, the system checks that:

- There are no empty rows.

- Amounts are not negative.
- A line cannot contain both a Debit and Credit.
- The journal balances.
- Required information has been entered.

If the journal does not balance, it cannot be posted.

7.6 Departmental Journals

One of the important features of the Journals form is that **each journal line can have its own department**.

For example:

Account	Debit	Credit	Department
Advertising	R2,000		Retail
Advertising	R3,000		Restaurant
Bank		R5,000	Head Office

Where a journal involves more than one department, the system can automatically create an **Inter-Company/department balancing leg** using the configured Inter_Company mapping.

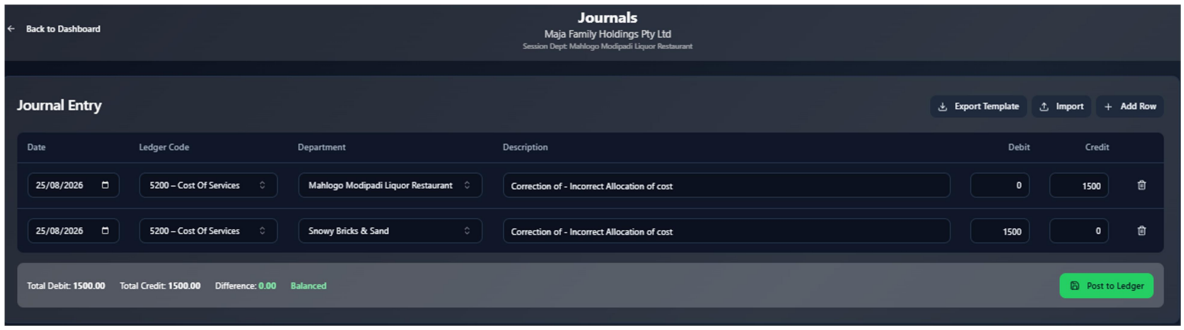


Figure 7.3 — Allocating journal entries to departments

7.7 CSV Import and Export

The Journals form supports CSV import and export.

This allows users to prepare journal information externally and import it into the system.



Figure 7.4 — Journal CSV import and export

Training Note: When preparing CSV files, descriptions containing commas should be handled carefully.

7.8 E-Wallet Transfers

The E-Wallet form is used to account for transfers involving electronic wallets and bank accounts.

The form contains three sections:

1. Wallet/Bank Transfers.
2. Transfer Fees.
3. E-Wallet Commission.

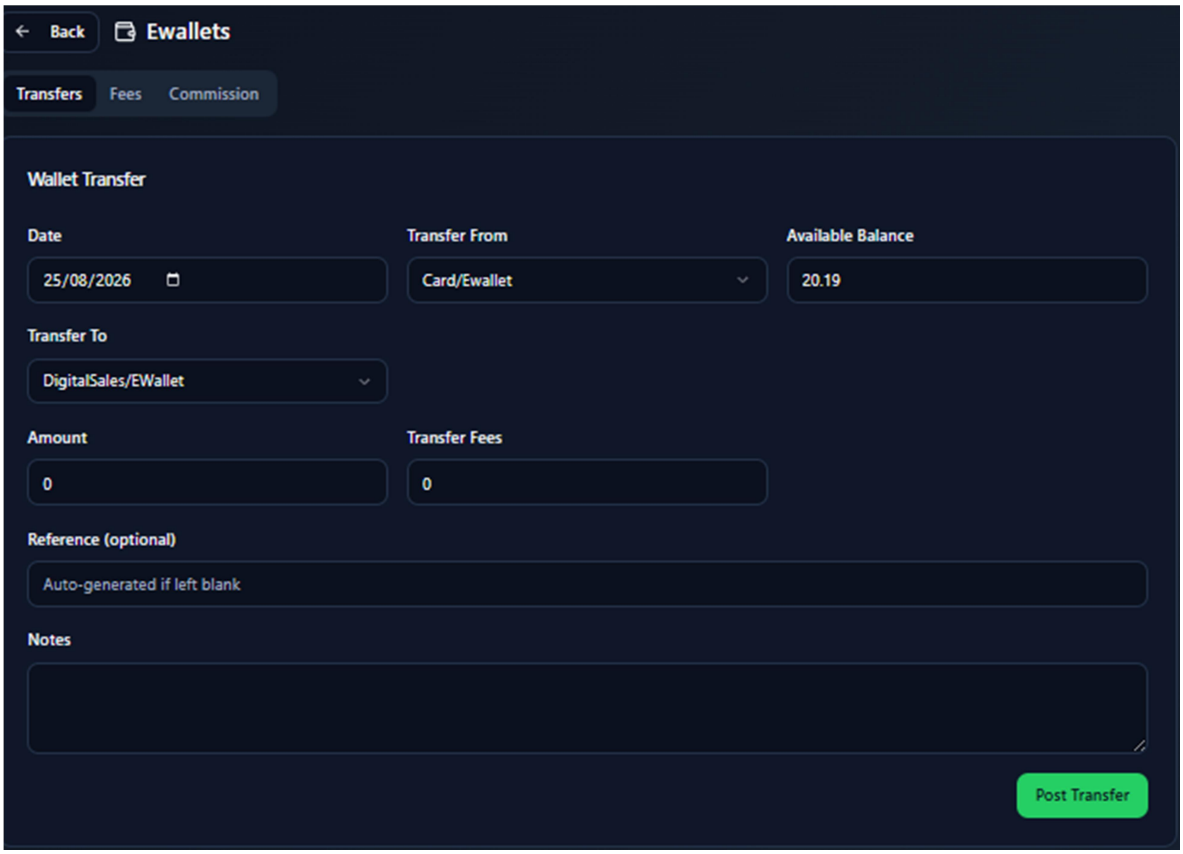


Figure 7.5 — Ewallet transactions

7.9 Wallet and Bank Transfers

The user selects the source and destination accounts and enters the transfer amount.

The system calculates the available balance of the selected source account.

The transaction is then posted as a balanced accounting entry.

For example:

Transfer R10,000 from Bank to E-Wallet.

Account	Debit	Credit
Ewallet	R10,000	
Bank		R10,000

7.10 E-Wallet Transfer Fees

Where a transfer incurs a fee, the system records the fee separately.

For example:

Transfer = R10,000
Fee = R100

The accounting entry can include:

Debit — E-Wallet R10,000

Debit — Transfer Fees R100

Credit — Bank R10,100

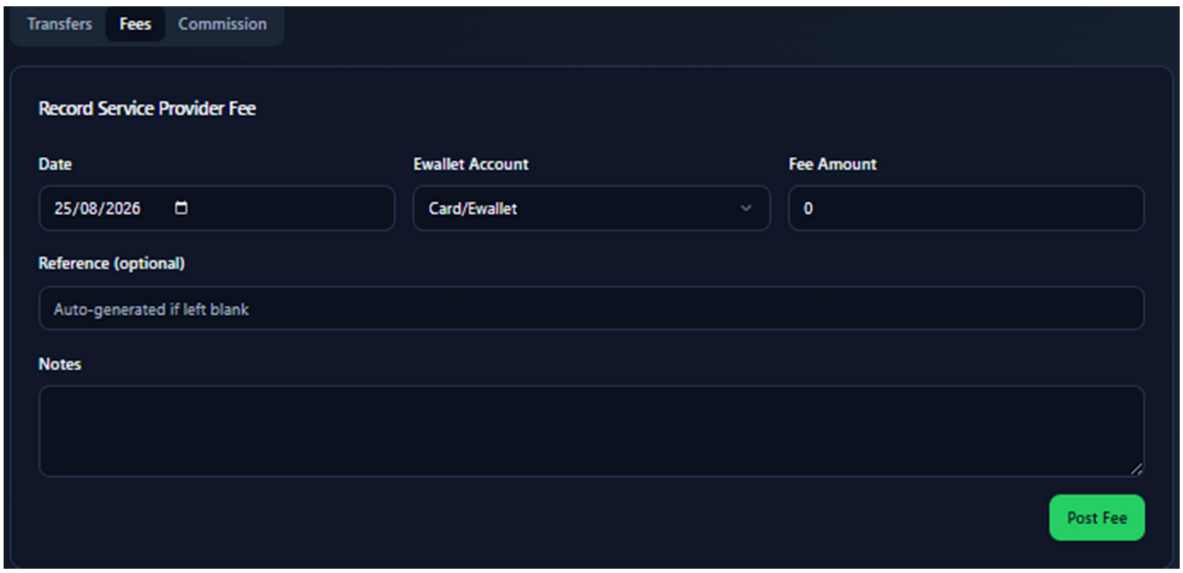


Figure 7.6 — Recording Ewallet transfer fees

7.11 E-Wallet Commission

The E-Wallet section can also be used to record commissions earned from E-Wallet-related transactions.

The system posts the relevant debit and credit entries according to the configured ledger mapping.

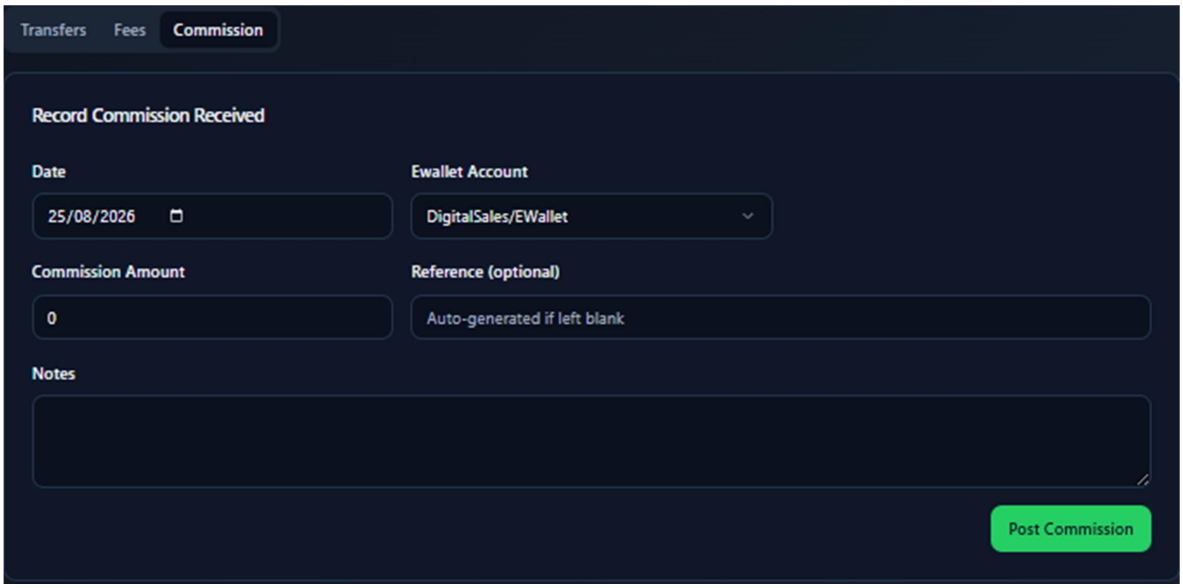


Figure 7.7 — Recording Ewallet commission

7.12 Bank Reconciliation

The Bank Reconciliation form is used to compare the transactions recorded in the accounting system against the actual bank or E-Wallet statement.

The purpose is to identify differences between:

Accounting Records

and

Bank Statement

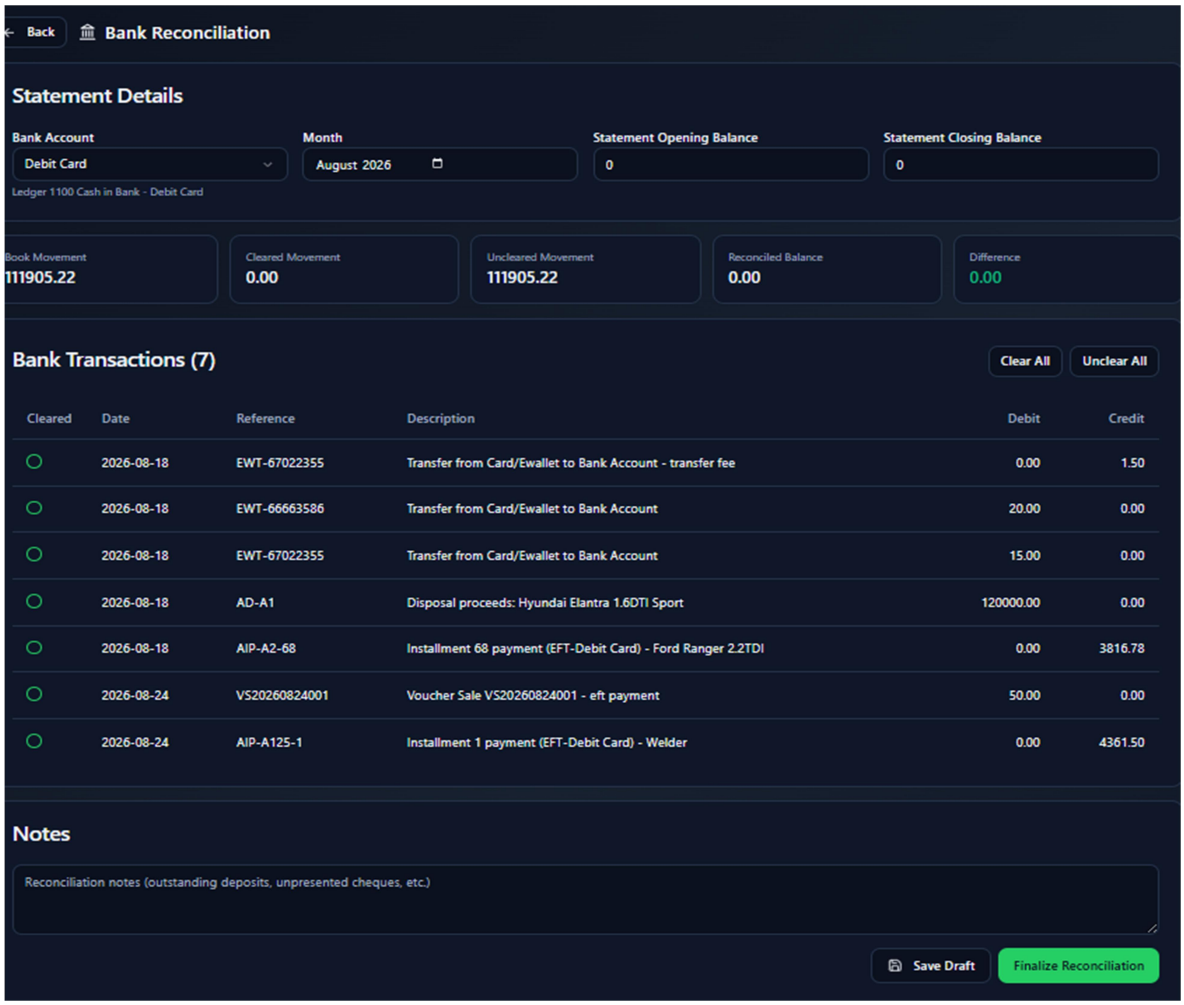


Figure 7.8 — Bank Reconciliation form

7.13 Selecting an Account and Month

The user selects:

- Bank/E-Wallet account.
- Statement month.

The system then displays the relevant accounting transactions.

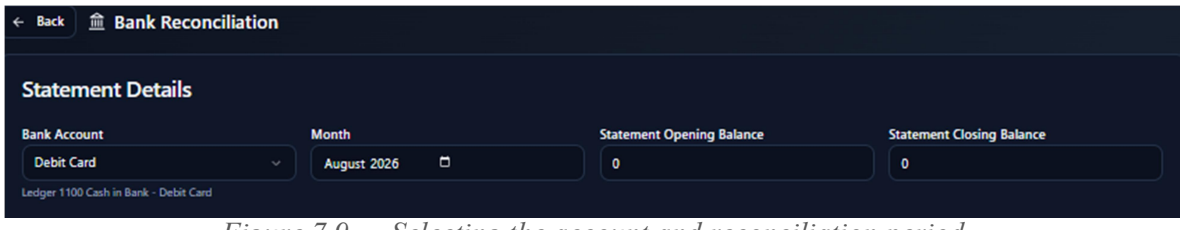


Figure 7.9 — Selecting the account and reconciliation period

7.14 Clearing Transactions

The user reviews the transactions and ticks the transactions that appear on the bank statement.

This allows the user to identify which accounting transactions have cleared the bank.

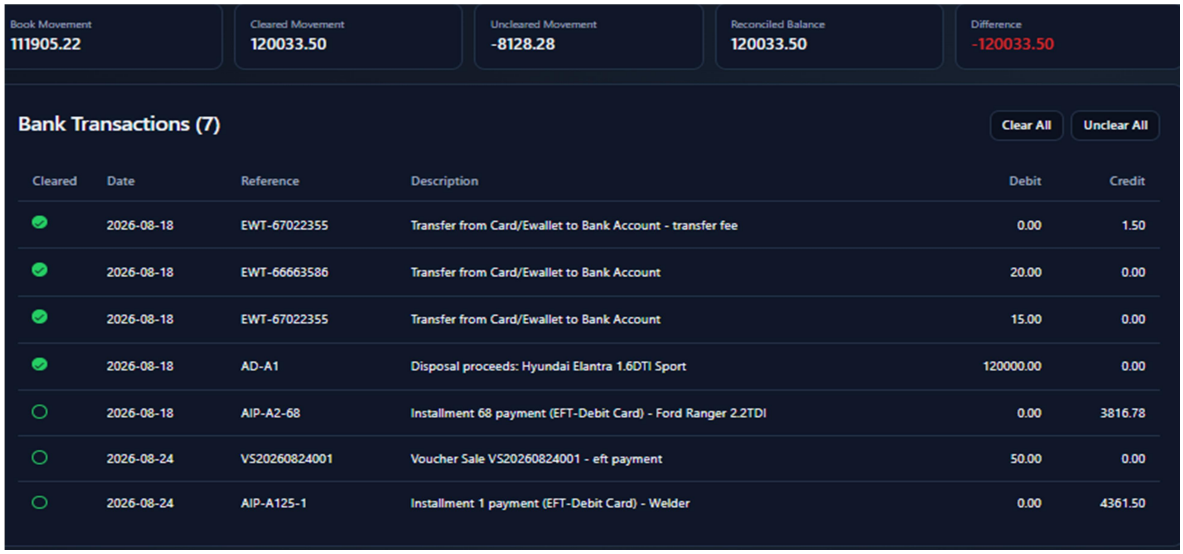


Figure 7.10 — Matching accounting transactions to the bank statement

---

7.15 Reconciliation Difference

The system calculates:

- Ledger movement.
- Cleared movement.
- Reconciled balance.
- Difference.

The reconciliation can only be finalized when the difference is effectively zero.

In other words:

Statement Balance = Reconciled Accounting Balance



Figure 7.11 — Bank reconciliation summary

7.16 Saving a Bank Reconciliation

The system stores:

- Reconciliation header.
- Bank/ledger account.
- Statement month.
- Reconciliation items.

Bank reconciliation itself does **not** create new accounting journal entries.

Its purpose is to confirm and document the reconciliation of existing transactions.

7.17 Income Tax Provision

The **Income Tax Provision** function is used to calculate and post the accounting provision for income tax.

The function works with the company's year-to-date profit and loss information.

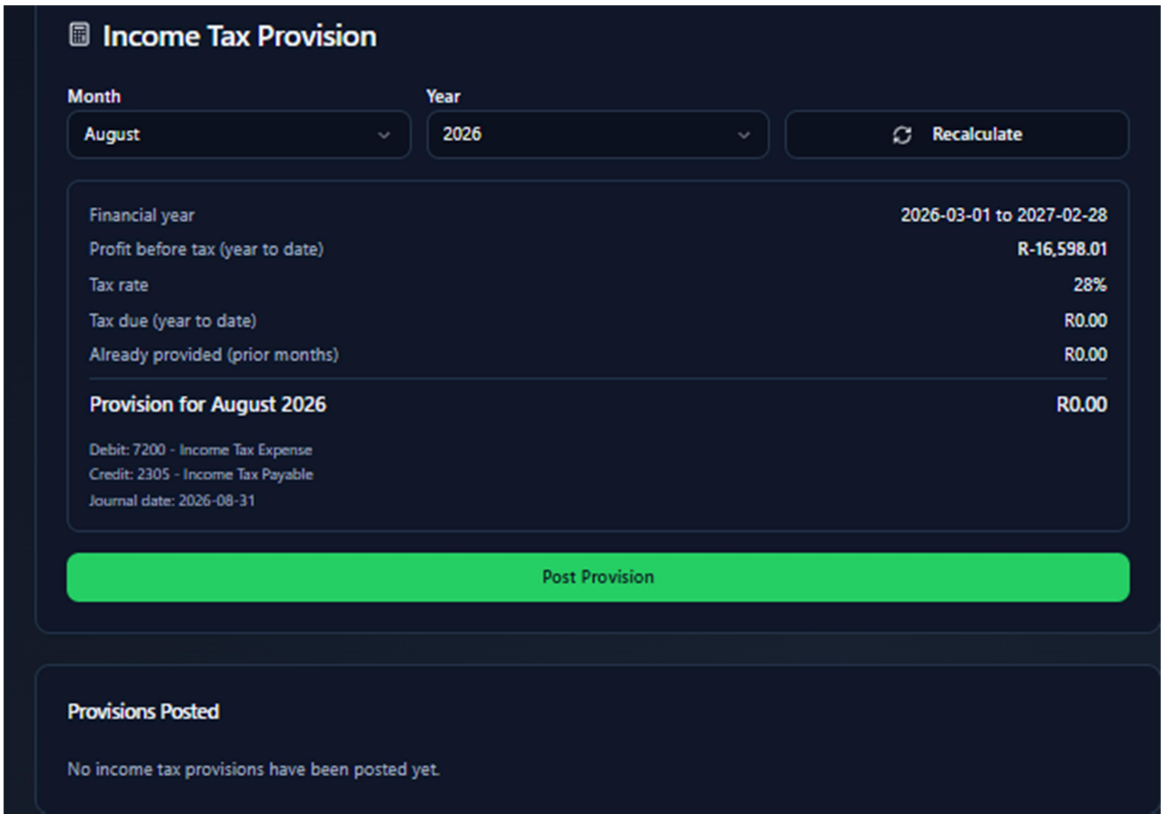


Figure 7.12 — Income Tax Provision form

7.18 Income Tax Provision Process

The system:

1. Determines the financial period.
2. Reviews year-to-date Profit and Loss accounts.
3. Calculates the income tax provision.
4. Displays the result for preview.
5. Posts the provision when confirmed.

The standard accounting structure is:

Debit — Income Tax Expense

Credit — Income Tax Payable

For example:

Income tax provision = R50,000

Account	Debit	Credit
Income Tax Expense	R50,000	
Income Tax Payable		R50,000

7.19 Re-running an Income Tax Provision

The system uses a batch reference for the tax provision.

When the same provision is run again, the existing batch is replaced rather than simply creating another duplicate batch.

This helps prevent duplicate tax provisions for the same calculation.

7.20 Chart of Accounts

The **Chart of Accounts** is the foundation of the accounting system.

It contains the accounts used to record the company's financial transactions.

The Chart of Accounts section contains three major areas:

1. **Map Forms**
2. **Chart of Accounts**
3. **Ledger Mapping**

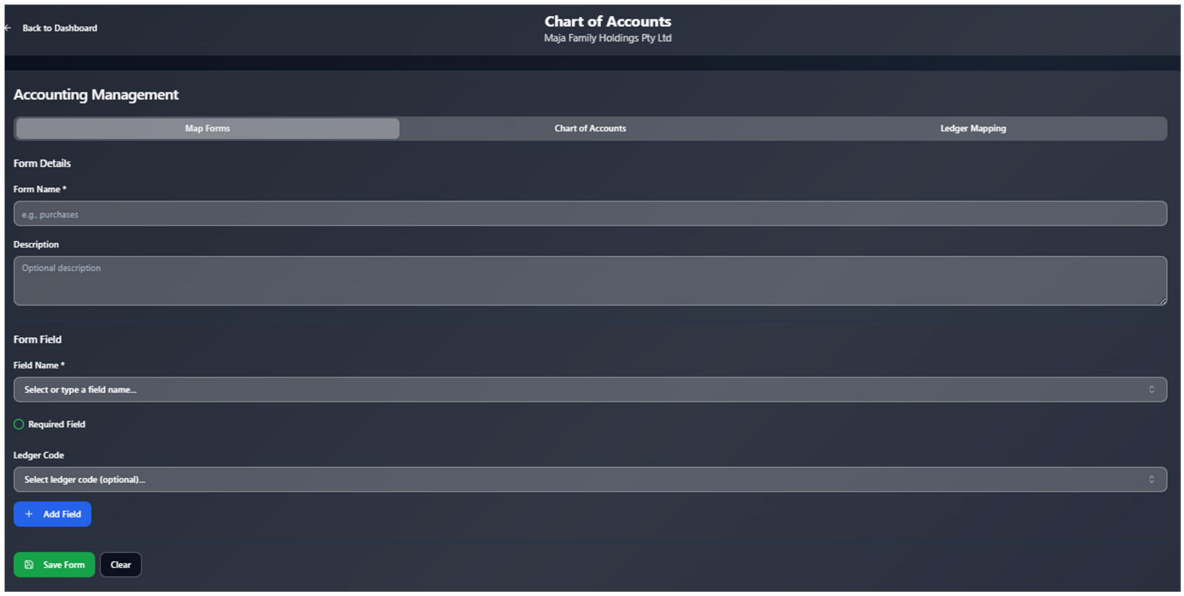


Figure 7.13 — Chart of Accounts module

7.21 Chart of Accounts Tab

The Chart of Accounts tab allows the user to manage the company's accounts.

Accounts can be created, edited and viewed.

Accounts can be classified into categories such as:

- Assets.
- Expenses.
- Liabilities.
- Equity.
- Income.

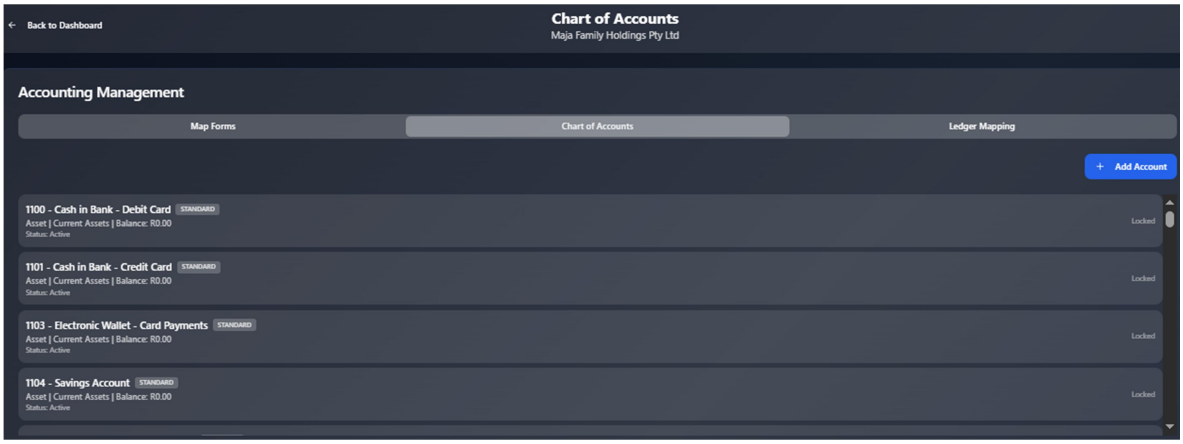


Figure 7.14 — Company Chart of Accounts

7.22 Adding an Account

When adding an account, the user should provide an appropriate:

- Account Code.
- Account Name.
- Account Type.
- Other required account information.

The account code is subsequently used by transactions throughout the system.

Example

1100 — Bank

1110 — Cash

4000 — Sales

5200 — Cost of Services

6100 — Depreciation Expense

7.23 System Accounts

Some accounts are system accounts and are protected within the user interface.

These accounts are used by the software for specific accounting functions.

Users should avoid changing system accounts unless they understand the effect on the associated accounting processes.

7.24 Map Forms

The **Map Forms** tab is used to configure the accounts used by individual software forms.

For example, a form may need to know:

Which account represents Cash?

Which account represents Sales?

Which account represents VAT?

Which account represents Inventory?

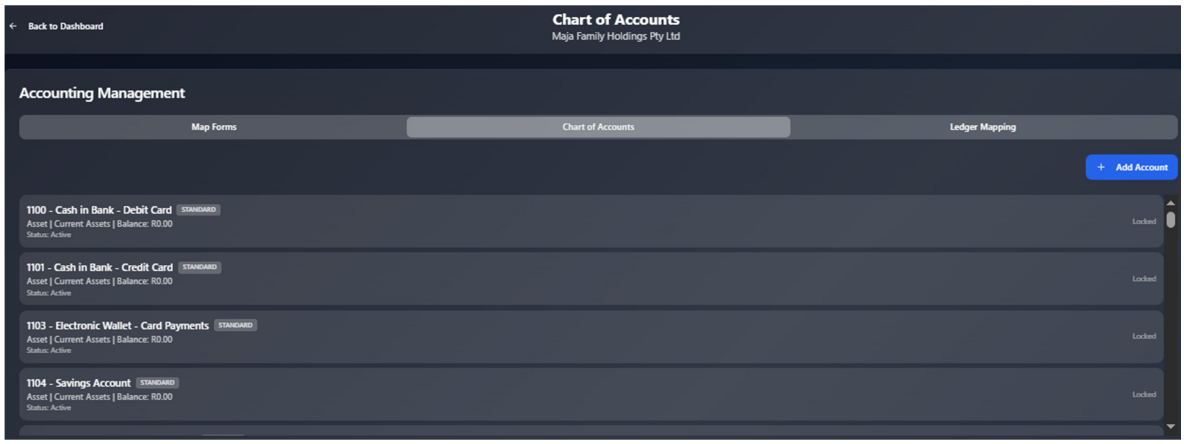


Figure 7.15 — Mapping accounting accounts to system forms

7.25 Why Ledger Mapping Is Important

Many modules automatically create accounting entries.

For example:

POS Sale

may require:

- Payment account.
- Sales account.
- VAT account.
- Cost of Sales account.
- Inventory account.

The system uses the configured ledger mappings to determine where these transactions should be posted.

Therefore:

Correct ledger mapping is essential for accurate accounting.

7.26 Ledger Mapping

The **Ledger Mapping** tab allows the user to view and maintain the accounting mappings used by the system.

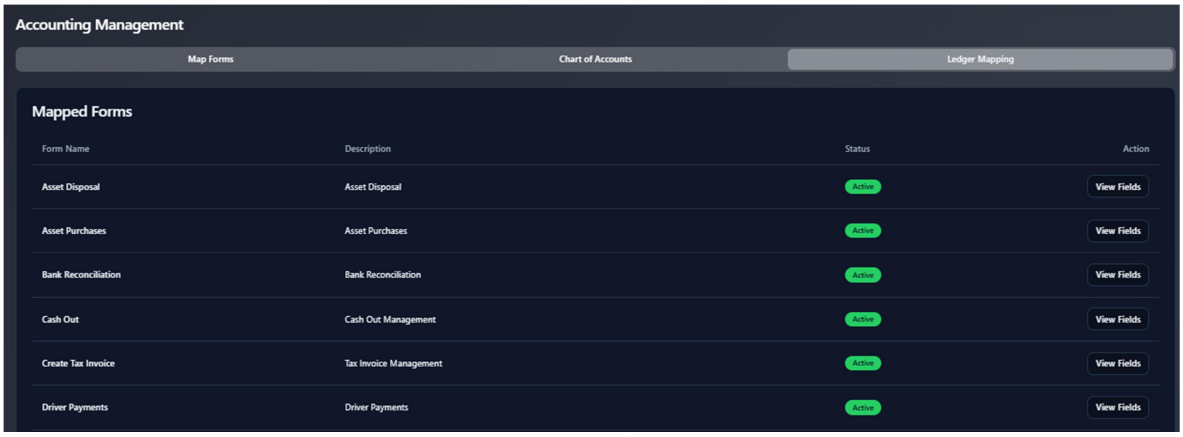


Figure 7.16 — Ledger Mapping

7.27 Recommended Accounting Setup

Before users begin processing transactions, the administrator should ensure that the following are configured:

1. Chart of Accounts.
2. Sales accounts.
3. Inventory accounts.
4. VAT accounts.
5. Cost of Sales accounts.
6. Cash and Bank accounts.
7. Expense accounts.

8. Creditor/Debtor accounts.
9. Asset accounts.
10. Payroll accounts.
11. Tax accounts.
12. E-Wallet accounts.
13. Form-specific ledger mappings.

This prevents transactions from being saved without their corresponding accounting entries.

7.28 Chapter 7 Summary

The Accounting module provides the tools needed to manage manual and automated accounting transactions.

The main accounting workflow is:

Chart of Accounts

↓

Ledger Mapping

↓

Transactions

↓

General Ledger

↓

Bank Reconciliation / Reporting

The **Chart of Accounts** defines the accounts, while **Ledger Mapping** tells the various software modules which accounts to use.

The Journals form provides manual accounting control, while E-Wallet manages electronic wallet transactions. Bank Reconciliation verifies that recorded transactions agree with external statements, and Income Tax Provision records the estimated income tax liability.

Chapter 8 — Payroll

8.1 Introduction

The **Payroll** module is used to manage employees, calculate payroll deductions and contributions, process payroll runs and produce payslips and payroll reports.

The payroll module consists of:

1. **Employees**
2. **Tax Codes**
3. **Tax Tables**
4. **Payroll Runs**
5. **Employee Payments**
6. **Payslips and Reports**



Figure 8.1 — Payroll module

8.2 Employees

The **Employees** tab is used to maintain employee information.

The employee records are company-specific.

Information includes remuneration-related details such as:

- Hourly rate.
- Daily rate.
- Overtime multiplier.
- Other employee information required by the payroll process.

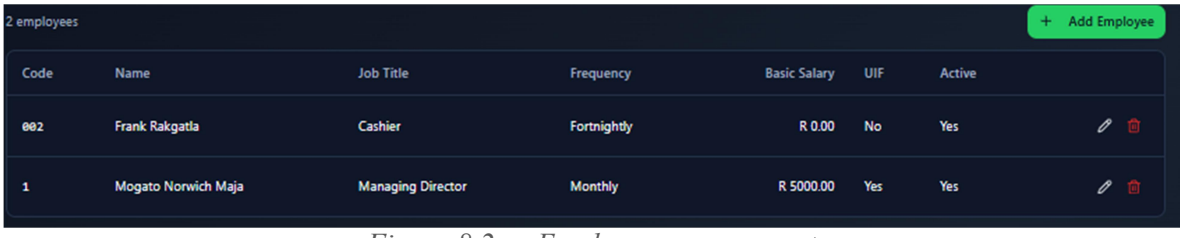


Figure 8.2 — Employee management

8.3 Adding an Employee

To add an employee, the user captures the required employee information.

The employee's remuneration structure is particularly important because it is used when calculating payroll.

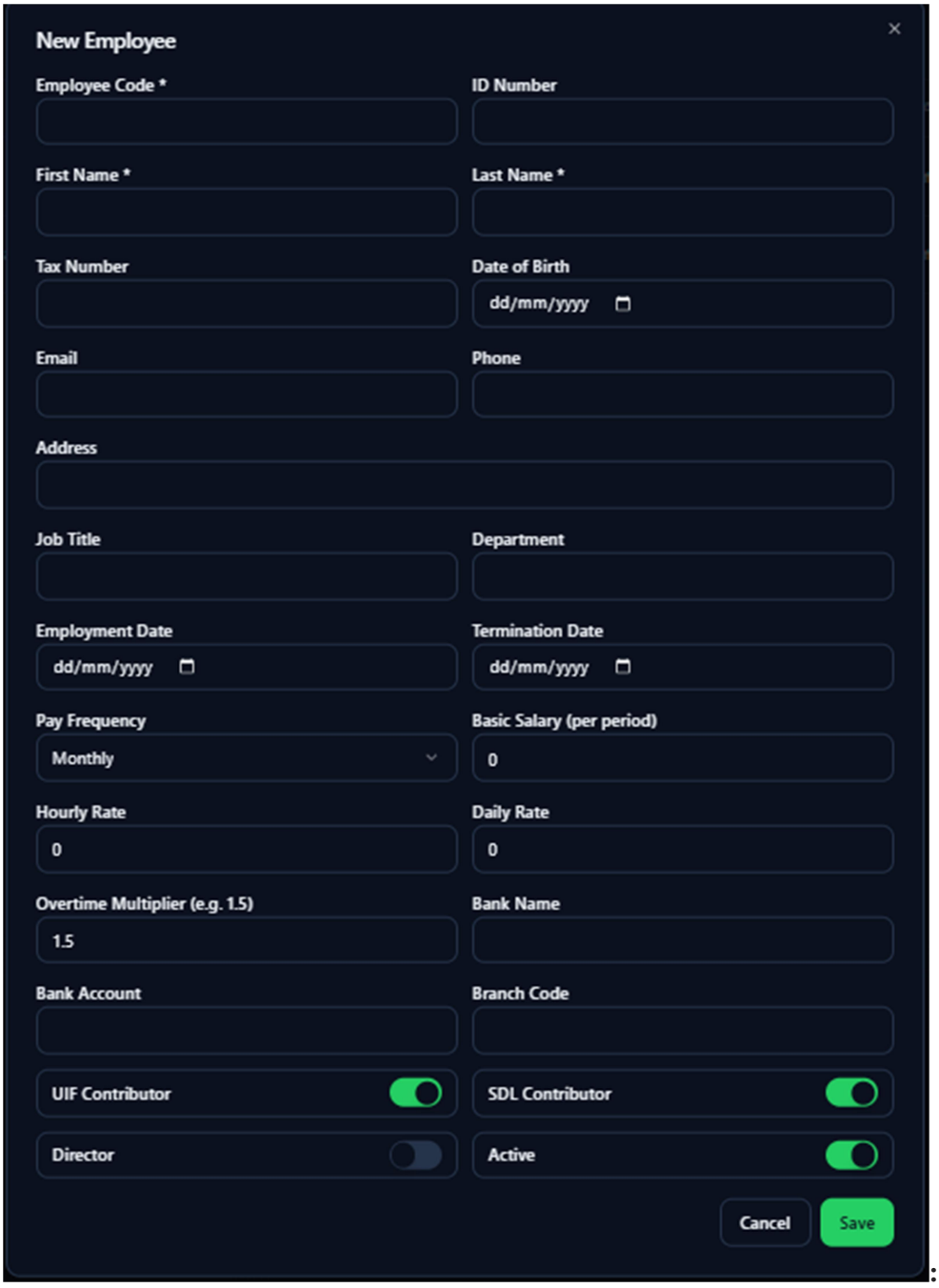


Figure 8.3 — Adding an employee

8.4 Tax Codes

The **Tax Codes** section contains the tax-related classifications used by payroll.

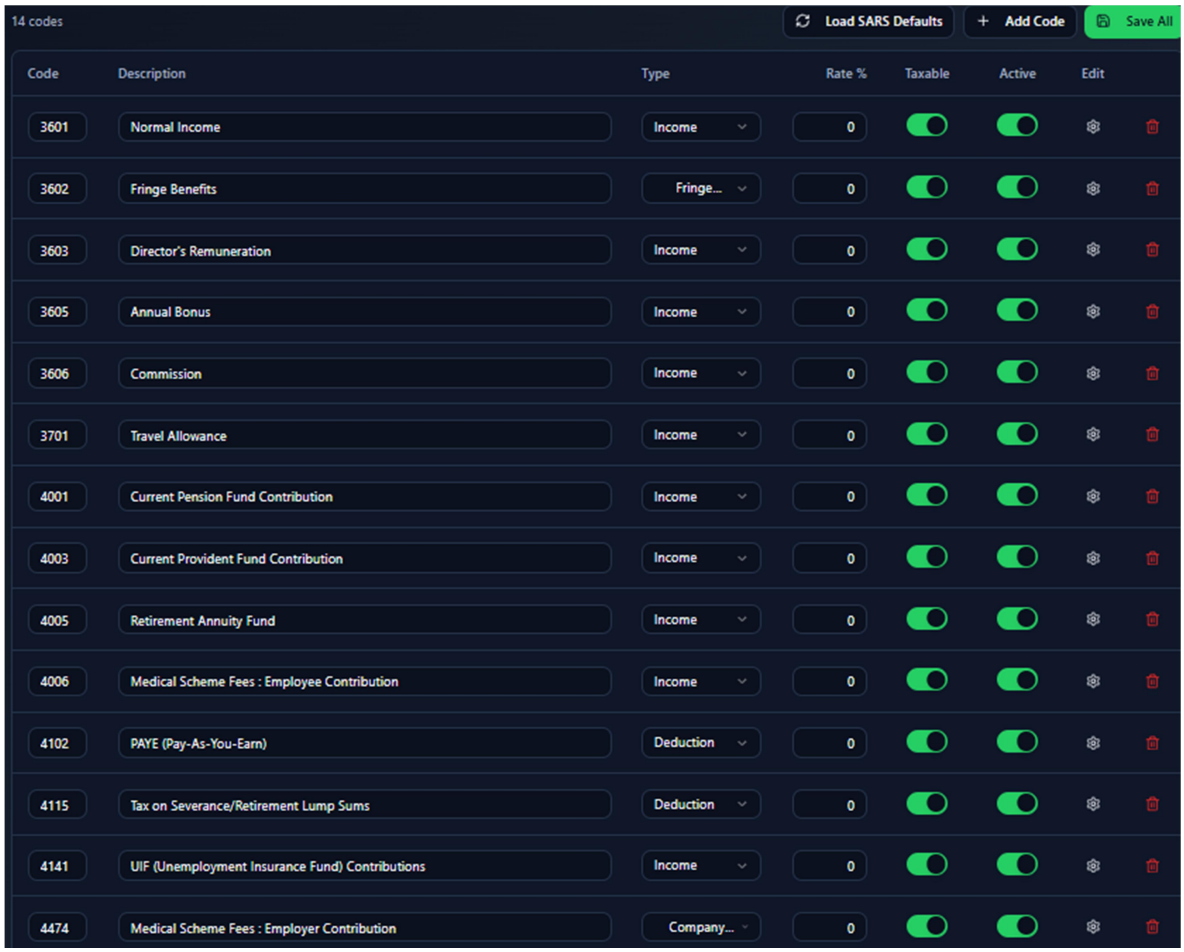


Figure 8.4 — Payroll tax codes

8.5 Tax Tables

The **Tax Tables** contain the information required for the payroll tax calculation.

These include:

- Tax brackets.
- Tax constants.
- Rebates.
- Other tax calculation parameters.

The system uses the selected tax year when loading the applicable tax information.

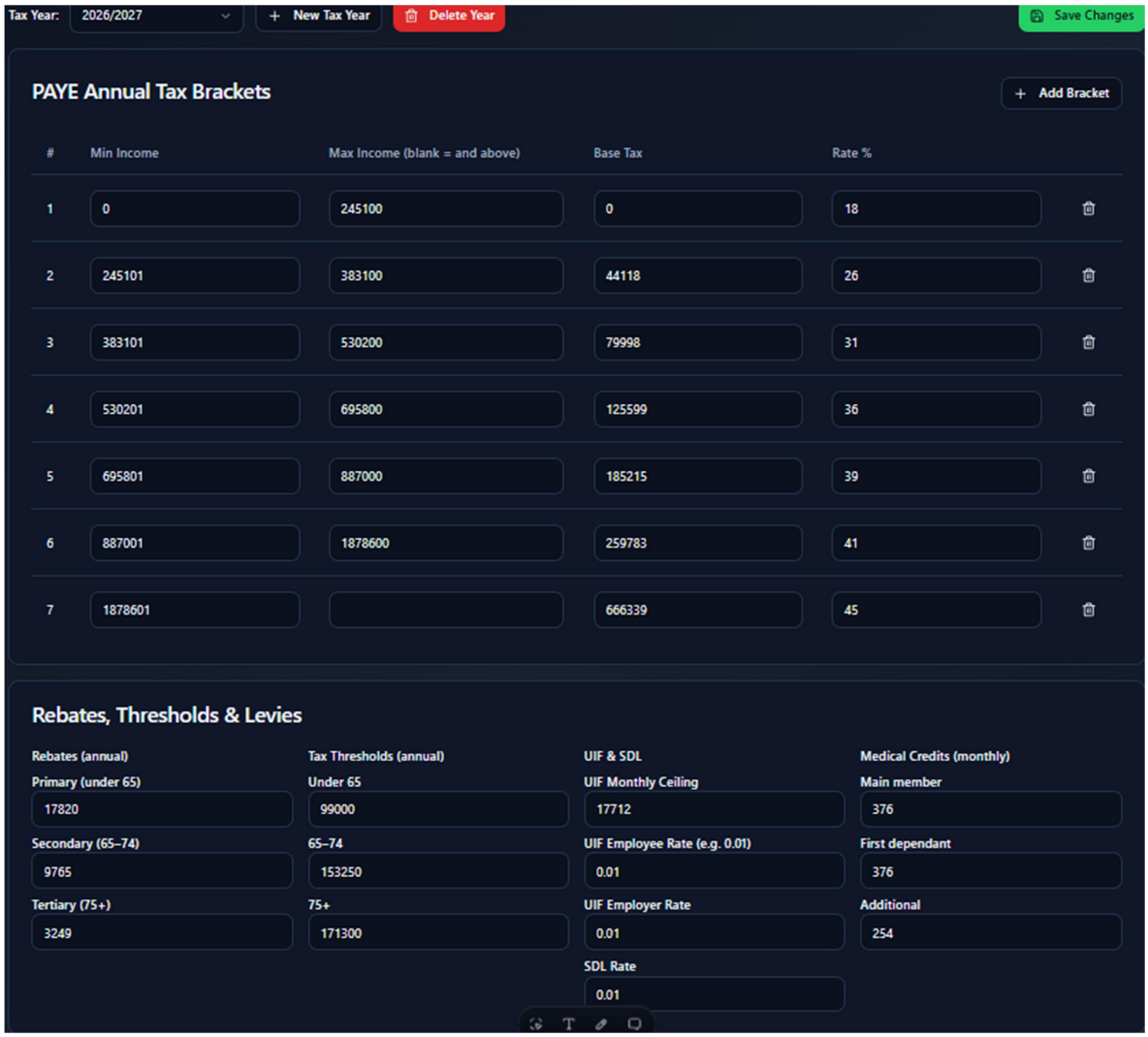


Figure 8.5 — Payroll tax tables

8.6 South African PAYE Calculation

The payroll engine calculates **South African PAYE** using an annualisation approach.

The system considers the employee's taxable remuneration and applicable deductions before applying the relevant tax brackets.

The calculation also considers:

- Age-based rebates.
- Medical tax credits.
- Qualifying pre-tax contributions.
- Annual tax thresholds/brackets.
- PAYE for the relevant pay period.

The annual result is then converted back to the applicable payroll period.

8.7 UIF

The system calculates **UIF** for both:

- Employee contribution.
- Employer contribution.

The calculation is subject to the applicable monthly UIF ceiling.

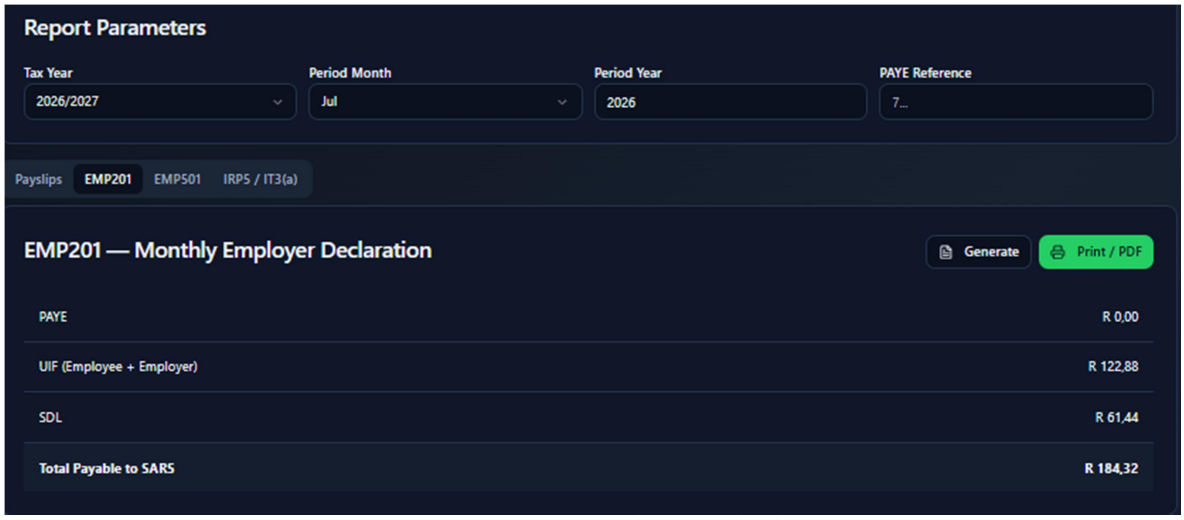


Figure 8.6 — PAYE and UIF calculation

8.8 SDL

The system also calculates the **Skills Development Levy (SDL)** based on leviable remuneration.

The employer contribution is included in the payroll accounting entries.

8.9 Payroll Run

The **Runs** tab is used to create and process payroll runs.

The user selects the relevant tax year and payroll run.

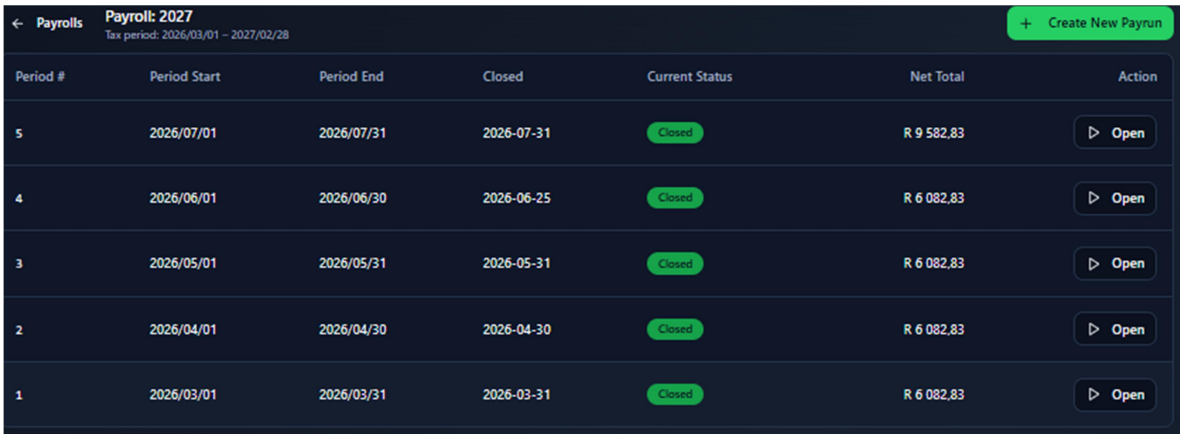


Figure 8.7 — Payroll runs

8.10 Payroll Calculation

During the payroll process, the system calculates the employee's payroll amounts.

The payroll calculation can include:

- Gross remuneration.
- Taxable remuneration.
- Fringe benefits.
- Pre-tax deductions/contributions.
- PAYE.
- UIF.
- SDL.
- Other payroll items.
- Net pay.

The resulting payslip contains the employee's payroll details.

8.11 Payslip Detail

Users can open an employee's payslip to review the calculation.

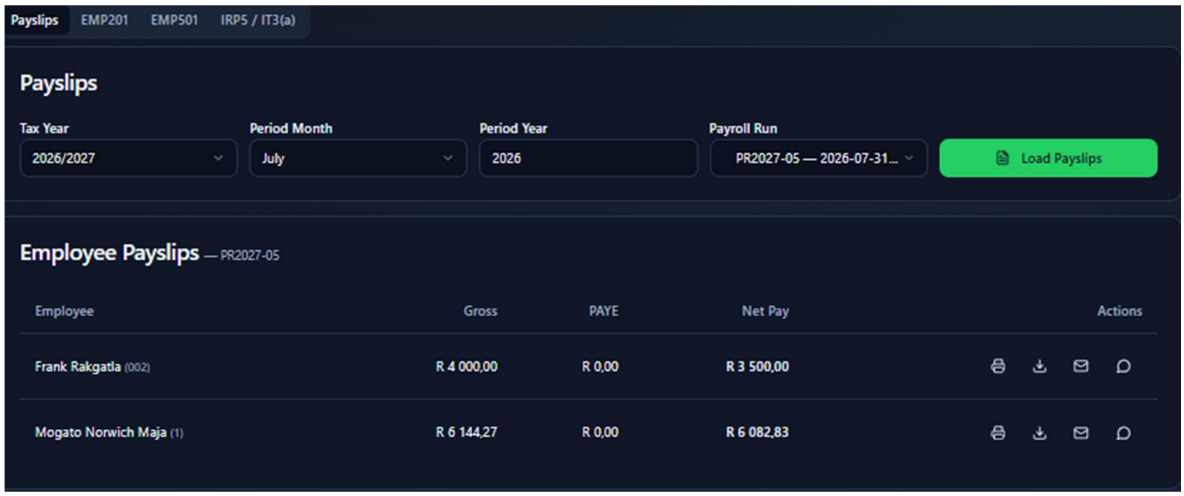


Figure 8.8 — Payroll payslip detail

8.12 Payroll Finalisation

Once the payroll has been reviewed, the run can be finalized.

Finalisation creates the accounting entries required for the payroll.

The accounting structure generally includes:

Debit

- Wages/Salaries.
- Employer contributions.

Credit

- PAYE.
- UIF.
- SDL.
- Net Pay.
- Other applicable liabilities.

For example:

Account	Debit	Credit
Salaries & Wages	R100,000	
Employer UIF/SDL	R2,000	
PAYE		R20,000
UIF		R1,000
SDL		R1,000

Account	Debit	Credit
Net Salaries Payable		R80,000

The actual accounts used are determined by the Payroll ledger mapping.

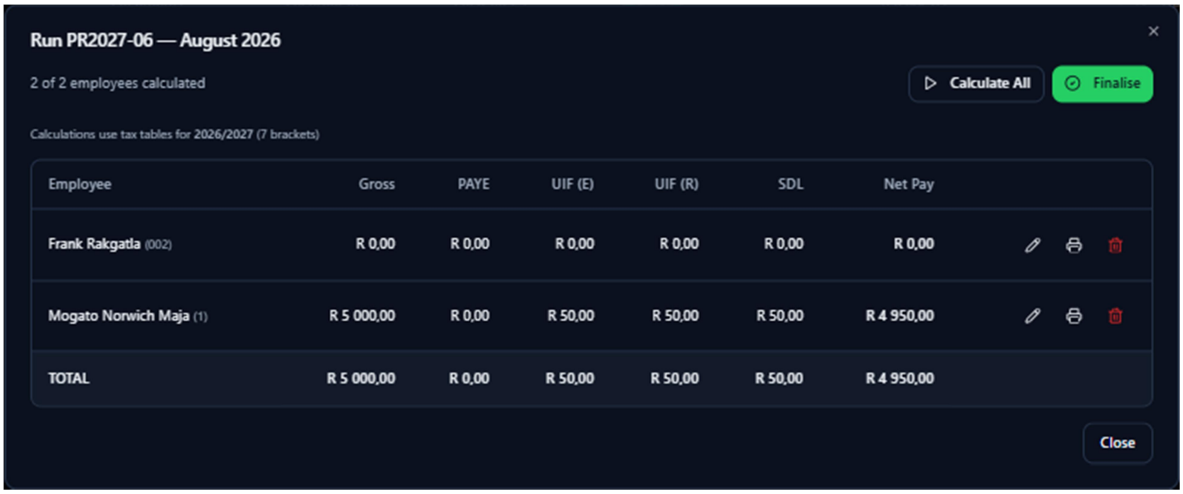


Figure 8.9 — Finalising a payroll run

8.13 Employee Payments

The **Employee Payments** tab is used to record payment of employee net salaries.

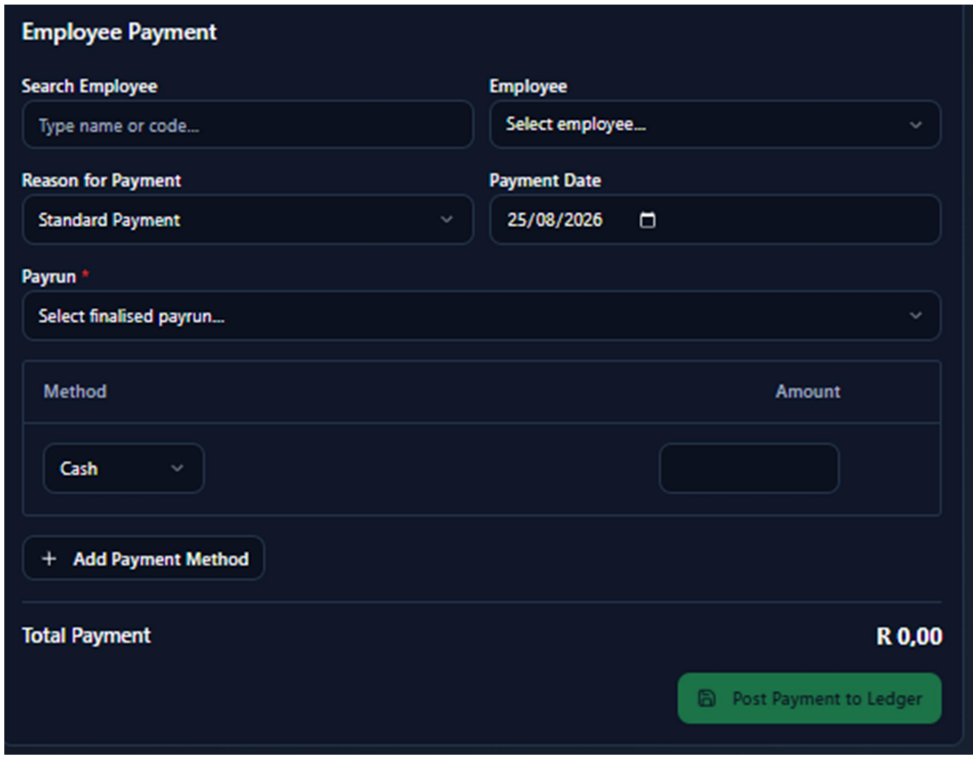


Figure 8.10 — Employee payments

The system uses the payroll run and employee information to determine which employees are due for payment.

8.14 Paying Employees

The payment process links the employee payment to the relevant payroll run.

The system checks whether the employee has already been paid.

Once payment is processed, the relevant accounting entries are posted according to the configured payroll mapping.

8.15 Payroll Accounting Flow

The payroll accounting process can be viewed as:

Calculate Payroll

↓

Review Payslips

↓

Finalise Payroll

↓

Create Payroll Liabilities

↓

Pay Employees

↓

Reduce Net Salary Liability

This separates the recognition of payroll costs from the actual payment of employees.

8.16 Payroll Advances

The payroll system can identify employee advances.

An advance can be detected from payroll lines containing:

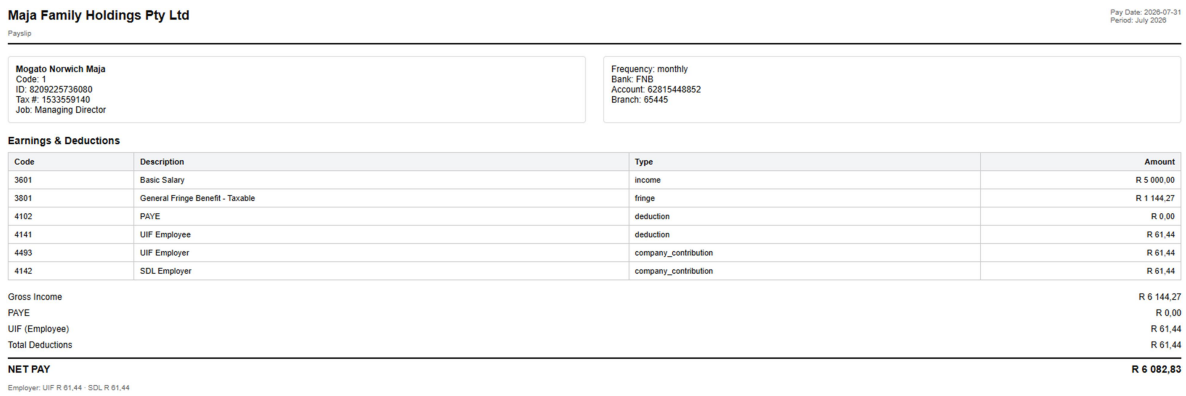
- Code **ADV**, or
- A description containing **"advance"**.

This allows the payroll process to distinguish advance-related amounts from normal payroll items.

8.17 Payslips

The **Payslips/Reports** section provides read-only access to finalized payroll information.

Users can access individual employee payslips and payroll information.



Maja Family Holdings Pty Ltd

Payslip

Pay Date: 2026-07-31
Period: July 2026

Mogato Norwich Maja
Code: 1
ID: 8209225736080
Tax #: 1533559140
Job: Managing Director

Frequency: monthly
Bank: FNB
Account: 62815448852
Branch: 65445

Earnings & Deductions

Code	Description	Type	Amount
3601	Basic Salary	income	R 5 000,00
3801	General Fringe Benefit - Taxable	fringe	R 1 144,27
4102	PAYE	deduction	R 0,00
4141	UIF Employee	deduction	R 61,44
4493	UIF Employer	company_contribution	R 61,44
4142	SDL Employer	company_contribution	R 61,44

Gross Income	R 6 144,27
PAYE	R 0,00
UIF (Employee)	R 61,44
Total Deductions	R 61,44
NET PAY	**R 6 082,83**

Employer: UIF R 61,44 · SDL R 61,44

Figure 8.11 — Employee payslip

8.18 Printing Payslips

Users can print payslips for individual employees.

A printed payslip provides the employee with a record of:

- Earnings.
- Deductions.
- PAYE.
- UIF.
- Other payroll items.
- Net pay.

8.19 Downloading Payslips

Payslips can also be downloaded for electronic recordkeeping.

This is useful for:

- Employee records.
- Payroll administration.
- Audit files.
- Management records.

8.20 Sending Payslips

The system also provides options to send payslips to employees through available communication channels, including:

- Email.
- WhatsApp.

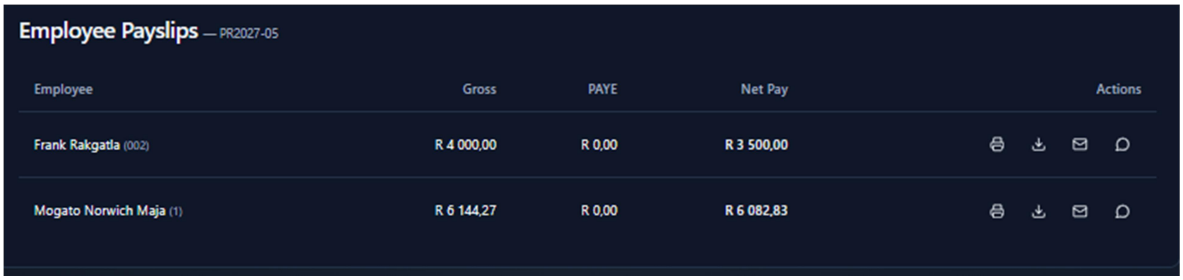


Figure 8.12 — Payslip distribution options

8.21 Payroll Reports

Payroll reports provide management with a summary of payroll information.

Because finalized payroll information is stored with the payroll run, the reports read the stored payroll totals rather than recalculating the payroll every time the report is opened.

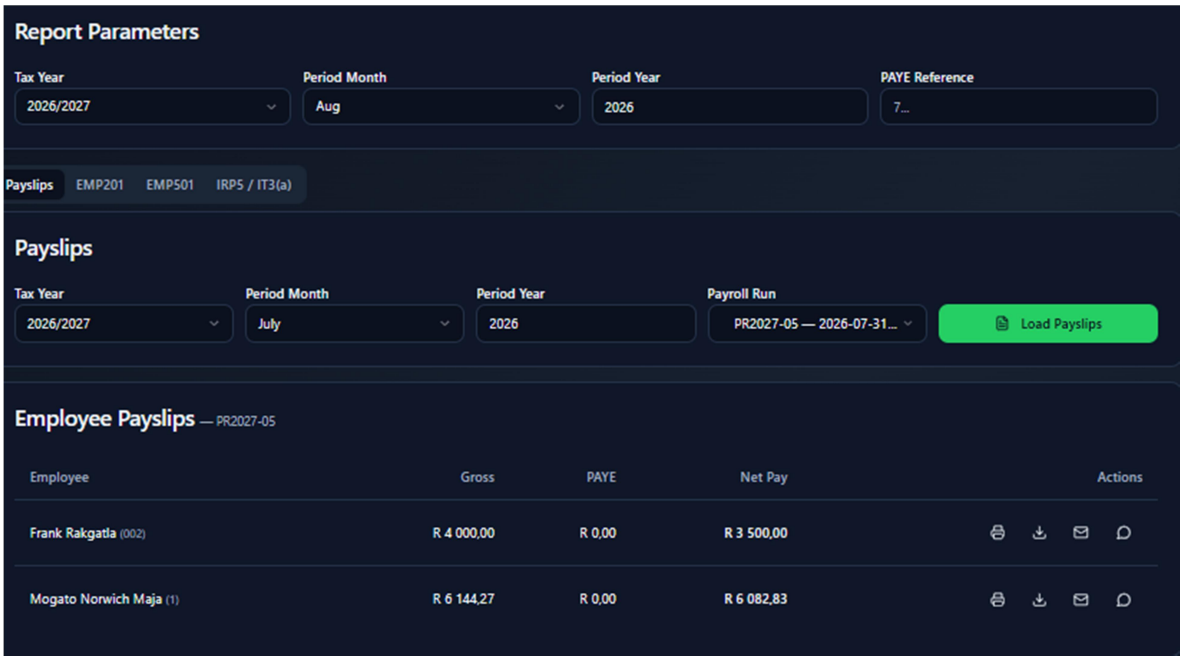


Figure 8.13 — Payroll reporting

8.22 Recommended Payroll Workflow

A normal payroll cycle should follow this sequence:

Step 1

Maintain employee information.

Step 2

Confirm the applicable tax year and tax tables.

Step 3

Create/select the payroll run.

Step 4

Review employee calculations.

Step 5

Review payslips.

Step 6

Correct any errors before finalization.

Step 7

Finalize the payroll.

Step 8

Process employee payments.

Step 9

Print, download or distribute payslips.

Step 10

Review payroll reports.

8.23 Important Payroll Rules

Rule 1 — Maintain employee information

Employee remuneration information directly affects payroll calculations.

Rule 2 — Confirm the tax year

The applicable tax tables and tax parameters must correspond to the payroll tax year.

Rule 3 — Review payslips before finalizing

Once payroll is finalized, accounting entries are created.

Rule 4 — Keep payroll mapping correctly configured

Payroll depends on the correct mapping of:

- Wages.
- PAYE.
- UIF.
- SDL.
- Net Pay.
- Employer contributions.

Rule 5 — Separate payroll finalisation from employee payment

Finalising payroll recognizes the payroll costs and liabilities.

Paying employees subsequently settles the net salary liability.

8.24 Accounting and Payroll — How They Work Together

The Accounting and Payroll modules are closely connected.

For example:

Payroll

calculates:

Gross Salary → PAYE → UIF → SDL → Net Salary

Then **Accounting** records:

Debit Payroll Expense
Credit Payroll Liabilities

When employees are paid:

Debit Net Salary Liability
Credit Bank/Cash

This creates a complete audit trail from payroll calculation to the actual payment.

8.25 Chapter 8 Summary

The Payroll module provides a complete payroll workflow covering:

- Employee management.
- Tax configuration.
- PAYE calculation.
- UIF.
- SDL.
- Payroll runs.
- Payroll finalisation.
- Employee payments.
- Payslips.
- Payroll reports.

The recommended workflow is:

Employees → Tax Setup → Payroll Run → Review → Finalise → Pay Employees → Payslips/Reports

Together, the **Accounting and Payroll** modules provide the financial infrastructure required to maintain the company's general ledger and process employee remuneration.

Chapter 9 — Reports

9.1 Introduction

The **Reports** section provides management and accounting reports used to analyse the financial and operational performance of the business.

The reports are generated from information recorded throughout the system, including:

- General Ledger transactions
- Sales and customer transactions
- Purchases and supplier transactions
- Asset records
- Payroll transactions
- Stock and inventory information
- VAT transactions
- Cash and bank transactions

Most reports allow the user to select a **date range**, **department**, or other relevant filters before viewing the information.

Important: Reports are primarily designed for viewing and printing. The current report module does not provide direct CSV or PDF export. Reports are printed using the computer's print function.

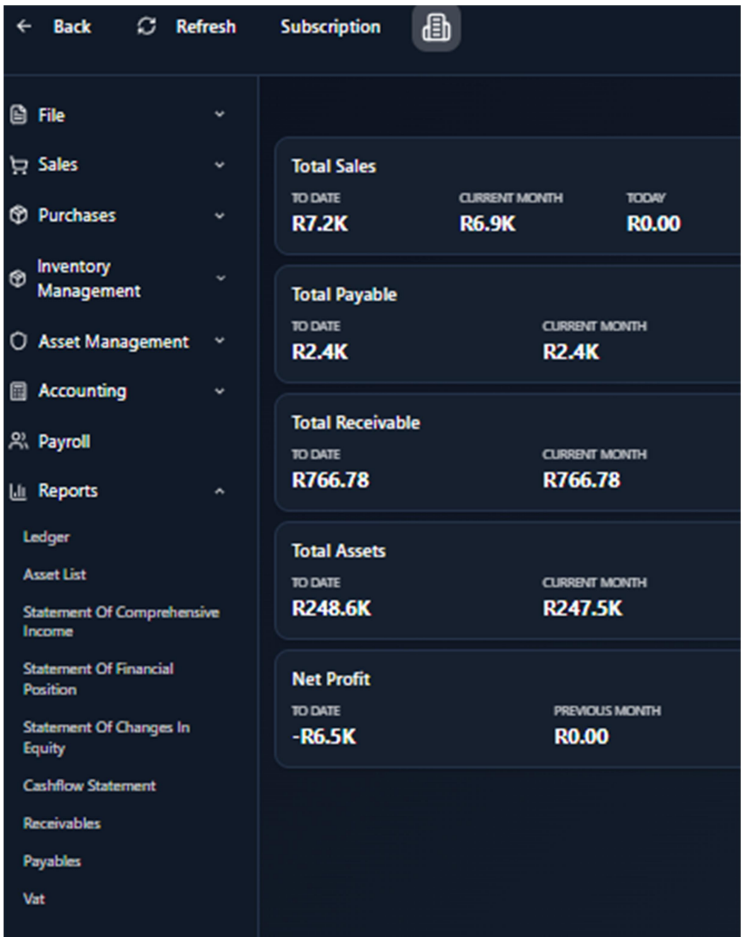


Figure 9.1 — Reports Main Menu / Reports Dashboard

9.2 Ledger Report

The **Ledger Report** provides a detailed view of accounting transactions posted to the General Ledger.

Transactions are grouped first by **account** and then by **account type**. The report also provides a financial summary showing:

- Gross Profit
- Net Profit/Loss Before Tax
- Net Profit/Loss After Tax

The report can be used to investigate individual ledger accounts and understand how transactions contributed to the financial results.

How the Ledger Report Works

When the report is opened, the system identifies the company associated with the user's active session. The company cannot be changed from the report.

The user can select:

- From Date
- To Date
- Department
- Ledger Account
- Other available filters

The department filter defaults to **All Departments**. This is intentional because some transactions in the system do not have a department assigned.



Figure 9.2 — Ledger Report Filters

After the report is generated, transactions are grouped by account.



Figure 9.3 — Ledger Report

Account Sign Presentation

The report adjusts the way balances are displayed according to the account type.

For example:

- Revenue/Income accounts are presented using their credit nature.
- Liability accounts are presented using their credit nature.
- Equity accounts are presented using their credit nature.
- Expense and other debit-nature accounts are presented using their debit nature.

This makes the report easier to read from a financial-statement perspective.

Important Note

The Ledger Report does **not** include the provisional income-tax calculation that appears in the Income Statement. Consequently, the Net Profit After Tax shown on the Ledger Report may differ from the Net Profit After Tax shown on the Statement of Comprehensive Income.

9.3 Asset List Report

The **Asset List** provides a register of the company's assets.

It combines information from:

- Asset records
- Depreciation history
- Asset installment records

The report can be used to review the company's current asset position.

Information Displayed

The report provides information such as:

- Asset code
- Asset name
- Category
- Purchase cost
- Accumulated depreciation
- Net Book Value
- Finance information
- Asset status

Net Book Value is calculated as:

Net Book Value = Asset Cost − Accumulated Depreciation

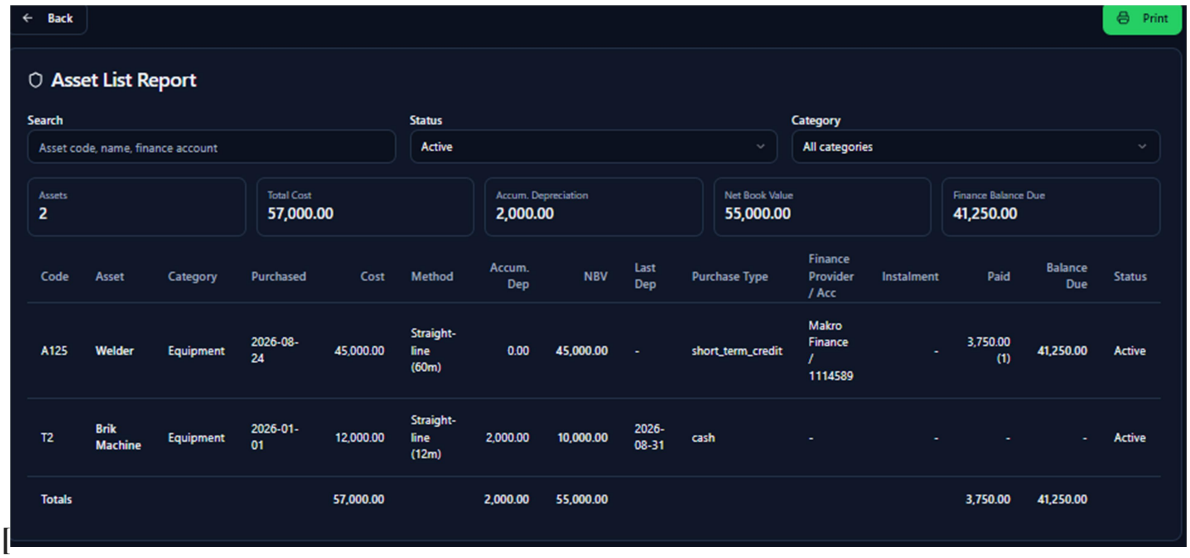


Figure 9.4 — Asset List Report

Asset Filters

The user can filter the displayed assets by:

- Asset name/code
- Status
- Category

These filters are applied to the displayed information.

Important Limitation

The Asset List is a **current asset register**. It does not provide a historical "as at" date.

For example, selecting a previous financial year does not recreate the asset register as it existed at that historical date.

9.4 Statement of Comprehensive Income

The **Statement of Comprehensive Income** shows the financial performance of the business for a selected period.

It includes:

- Income
- Cost of Sales
- Expenses
- Tax
- Net Profit/Loss

The report uses General Ledger transactions to calculate the results.



Figure 9.5 — Statement of Comprehensive Income Filters



Figure 9.6 — Statement of Comprehensive Income

Department Selection

Unlike the Ledger Report, the Statement of Comprehensive Income defaults the department to the **department associated with the user's session**.

The report calculates:

Gross Profit = Income − Cost of Sales

and then:

Net Profit Before Tax = Gross Profit − Expenses

The tax calculation is then applied to determine:

Net Profit After Tax

Provisional Income Tax

The report also calculates provisional income tax for the year-to-date period.

The provisional tax is displayed as a separate amount and is clearly identified as **not yet posted** to the General Ledger.

This means the report can show an estimated tax liability even before the Income Tax Provision is formally posted through the Accounting module.

Important: The provisional tax calculation is based on the financial year-to-date position rather than only the exact report period selected.

9.5 Statement of Financial Position

The **Statement of Financial Position**, also known as the Balance Sheet, provides a snapshot of the company's financial position.

It presents:

Assets

What the business owns or controls.

Liabilities

What the business owes.

Equity

The owners' interest in the business.

The report also incorporates provisional income tax into the current liabilities and adjusts retained profits accordingly.



Figure 9.7 — Statement of Financial Position Filters



INSERT IMAGE 9.8— Statement of Financial Position

Main Sections

The report is divided into:

1. Assets
2. Equity
3. Liabilities

The fundamental accounting relationship is:

Assets = Equity + Liabilities

Important Reporting Consideration

The Statement of Financial Position currently obtains transactions using both the **From Date and To Date**.

This differs from the normal accounting treatment of balance-sheet accounts, which require cumulative balances from inception through the reporting date.

Therefore, if a company has transactions or opening balances from previous years, selecting a From Date that excludes those transactions can result in understated:

- Assets
- Liabilities
- Equity

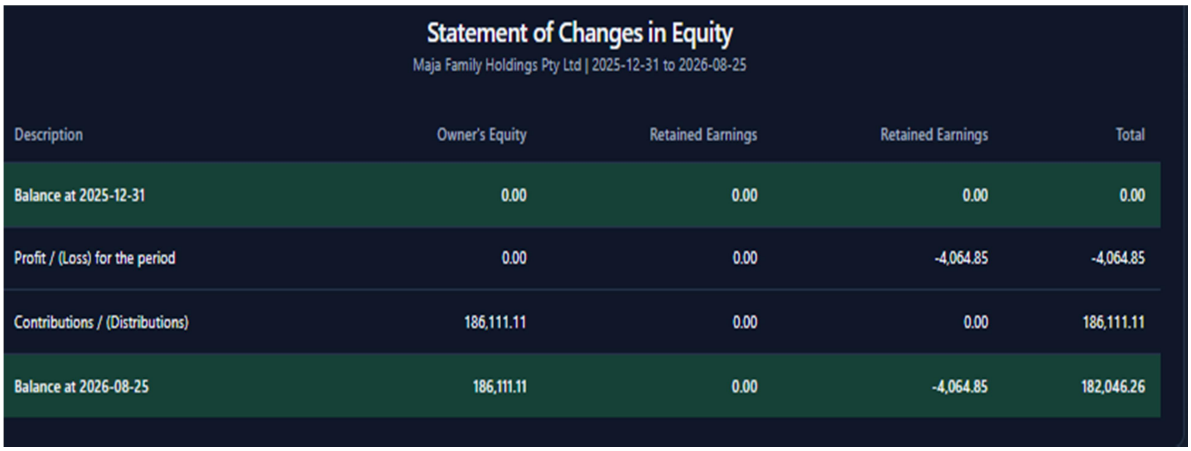
Training Note: Users should be aware of this limitation when using the report for formal financial reporting.

9.6 Statement of Changes in Equity

The **Statement of Changes in Equity** explains how the company's equity changed during the reporting period.

The report separates transactions into:

- Opening/prior-period balances
- Current-period movements
- Closing balances



Statement of Changes in Equity

Maja Family Holdings Pty Ltd | 2025-12-31 to 2026-08-25

Description	Owner's Equity	Retained Earnings	Retained Earnings	Total
Balance at 2025-12-31	0.00	0.00	0.00	0.00
Profit / (Loss) for the period	0.00	0.00	-4,064.85	-4,064.85
Contributions / (Distributions)	186,111.11	0.00	0.00	186,111.11
Balance at 2026-08-25	186,111.11	0.00	-4,064.85	182,046.26

IMAGE 9.9 - Statement of Changes in Equity

How It Works

The system first calculates the accumulated equity position before the selected reporting period.

It then calculates the movements during the selected period.

Profit for the period is derived from:

Profit = Income − Cost of Sales − Expenses − Tax

The resulting movement is added to opening equity to determine closing equity.

Example

If:

- Opening Equity = R500,000

- Current-Year Profit = R100,000
- Additional Owner Contribution = R50,000

Then:

Closing Equity = R650,000

This report is particularly useful when reconciling the movement in retained earnings and owner's equity.

9.7 Cash Flow Statement

The **Cash Flow Statement** explains how cash moved during the reporting period.

It uses an indirect-style analysis and categorises cash movements into:

- **Operating Activities**
- **Investing Activities**
- **Financing Activities**



Cashflow Statement

Maja Family Holdings Pty Ltd | 2026-07-31 to 2026-08-25

Opening Cash	Net Movement	Closing Cash
-12,731.04	202,517.96	189,786.92

Description	Amount
Operating Activities	
1200 - Accounts Receivable	134.98
1300 - Inventory : Trade	-513.20
1301 - Inventory : Raw Materials	19.46
1400 - Bottles & Crates Deposits	-56.52
2100 - Accounts Payable	-16.49
2101 - Vouchers	50.00
2201 - Vat	-0.03
2501 - Short-term Debt	-3,750.00
4100 - Sales Revenue	5,607.94
4200 - Service Revenue	72.24
4300 - Gain From Sale Of Asset	5,739.13
5100 - Cost of Goods Sold	496.82
5200 - Cost Of Services	-90.00
6501 - Card Machine Fees	-8.95
6502 - Bank Charges	-199.00
6503 - Interest Charged	-1,451.50

Figure 9.10 - Cash Flow Statement

Operating Activities

These generally relate to the normal operations of the business, such as:

- Sales
- Operating expenses

- Supplier-related transactions
- Other operating movements

Investing Activities

These generally relate to investments in or disposal of long-term assets.

Examples include:

- Purchase of assets
- Disposal of assets

Financing Activities

These generally relate to financing the business.

Examples include:

- Loans
- Owner financing
- Loan repayments

Cash Accounts

The report identifies cash and bank accounts using account information and keywords while excluding debtor/receivable accounts.

The cash movement is calculated from the debit and credit movements affecting the relevant cash accounts.

Provisional Tax

Provisional income tax is shown as a **non-cash item** and therefore does not increase or decrease the cash-flow total.

9.8 Receivables Report

The **Receivables Report** provides an ageing analysis of amounts owed by customers.

It uses customer credit sales and customer payments to determine the outstanding amount.



Figure 9.11 — Receivables Report Filters

Users can filter the report by:

- As-at Date
- Department
- Debtor
- Outstanding Only / All



IMAGE 9.12 — Receivables Age Analysis

Ageing Categories

Outstanding customer balances are grouped into:

Age	Category
0–30 days	Current
31–60 days	31–60
61–90 days	61–90
91–120 days	91–120
120+ days	120+

The report calculates the outstanding balance by taking credit sales and deducting payments received.

Example

If a customer has:

- Credit Sales: R10,000
- Payments: R4,000

Then:

Outstanding Balance = R6,000

The R6,000 is then allocated to the appropriate ageing category according to the age of the outstanding invoice.

Important: The Receivables Report uses the debtor sub-ledger rather than the General Ledger control account. Therefore, it should be reconciled to the relevant control account periodically.

9.9 Payables Report

The **Payables Report** provides an ageing analysis of amounts owed to suppliers.

It works similarly to the Receivables Report but uses supplier transactions.



Figure 9.13 — Payables Report Filters

The report allows filtering by:

- As-at Date
- Department
- Creditor

- Outstanding Only / All

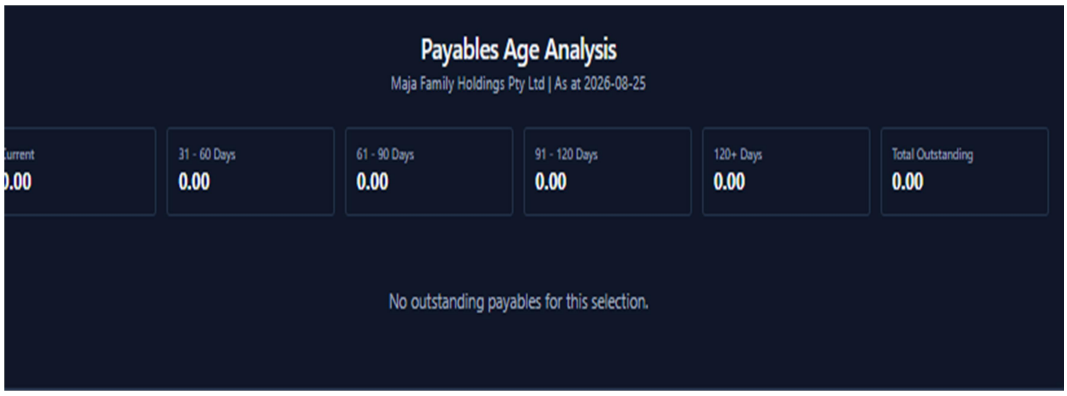


IMAGE 9.14 — Payables Age Analysis

Ageing Categories

Supplier balances are divided into:

- Current
- 31–60 days
- 61–90 days
- 91–120 days
- 120+

The outstanding balance is determined from supplier purchases less payments made to suppliers.

Example

If:

- Supplier Purchases on Credit = R25,000
- Payments to Supplier = R10,000

Then:

Outstanding Supplier Balance = R15,000

The R15,000 is then placed into the appropriate ageing categories.

9.10 VAT Report

The **VAT Report** provides a summary of VAT charged on sales and VAT incurred on purchases.

The report calculates:

- Output VAT
- Input VAT
- Net VAT Payable / Refundable



Figure 9.15 — VAT Report Filters



Figure 9.16 HERE — VAT Report Results

Output VAT

Output VAT generally represents VAT charged to customers on taxable sales.

The report calculates Output VAT based on the credit and debit movements of the relevant VAT account.

Input VAT

Input VAT generally represents VAT incurred on qualifying purchases.

The report calculates Input VAT based on the debit and credit movements of the relevant VAT account.

Net VAT Position

The report calculates the difference between Output VAT and Input VAT.

For example:

Output VAT = R50,000

Input VAT = R32,000

Therefore:

VAT Payable = R18,000

If Input VAT exceeds Output VAT, the resulting amount represents a potential VAT refund position.

9.11 Trial Balance

The **Trial Balance** provides a summary of the debit and credit balances of the company's General Ledger accounts for a selected reporting period.

It is used to verify that the accounting records are mathematically balanced and provides an important starting point for reviewing the company's financial information before preparing financial statements.

The Trial Balance allows the user to select between:

1. **Unadjusted Trial Balance**
2. **Adjusted Trial Balance**

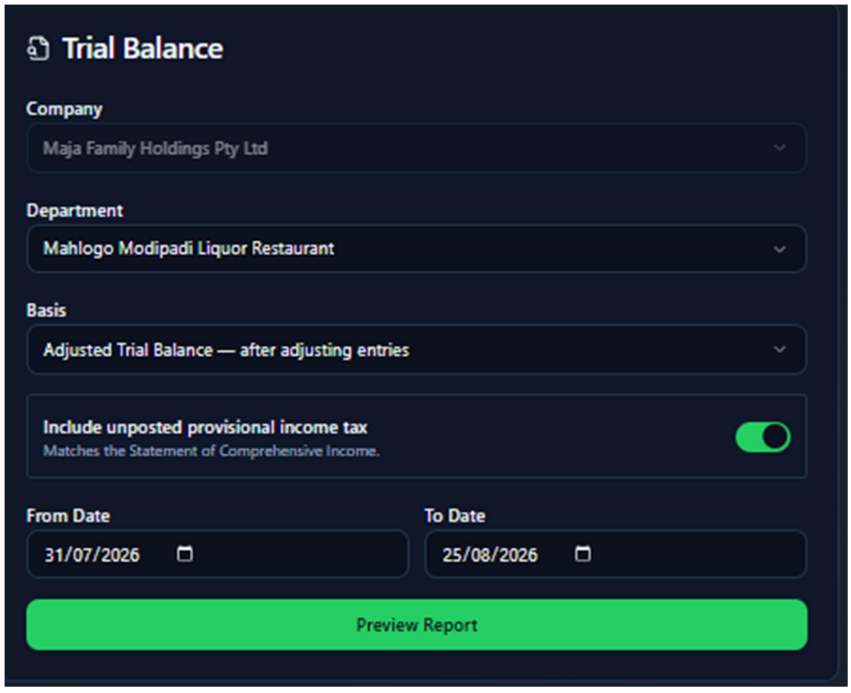


Figure 9.17 — Trial Balance Parameters.

9.11.1 Trial Balance Parameters

Before generating the report, the user selects the required reporting parameters.

Typical parameters include:

- **From Date**
- **To Date**
- **Department**
- **Trial Balance Type**
  - Unadjusted
  - Adjusted

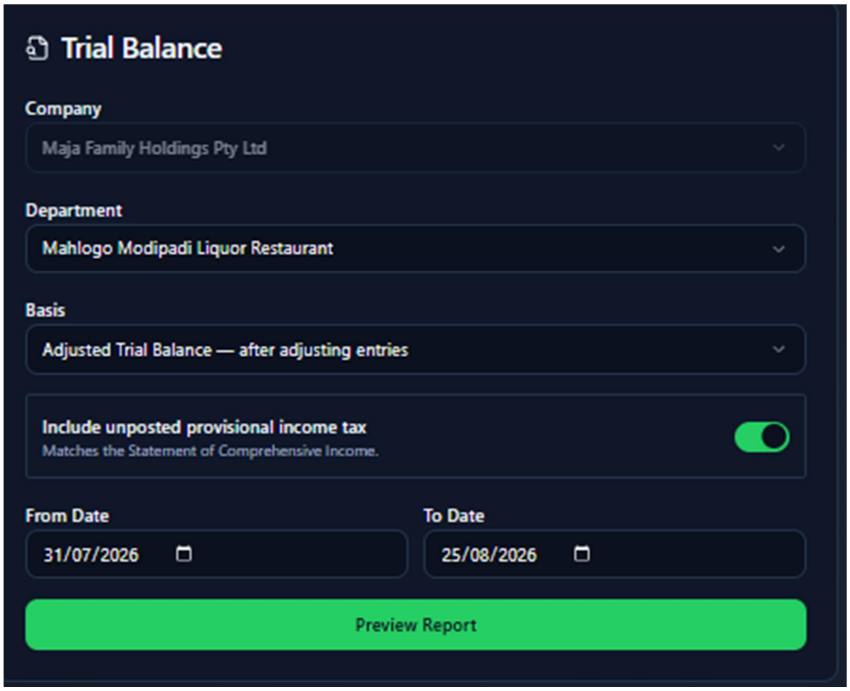


Figure 9.18 — Trial Balance Type Selection

9.11.2 Unadjusted Trial Balance

The **Unadjusted Trial Balance** shows the account balances **before adjusting entries** have been taken into account.

These are the balances resulting from the normal accounting transactions recorded during the period.

Examples of transactions that may already be included include:

- Sales

- Purchases
- Customer payments
- Supplier payments
- Cash transactions
- Bank transactions
- Asset purchases
- Payroll
- Other General Ledger transactions

The report displays the relevant accounts and their debit or credit balances.



Unadjusted Trial Balance

Maja Family Holdings Pty Ltd | 2026-07-31 to 2026-08-25 | Mahlogo Modipadi Liquor Restaurant

Excludes adjusting entries (depreciation, accruals, provisions, journals).

Code	Account	Type	Debit	Credit
1100	Cash in Bank - Debit Card	Asset		8,012.45
1103	Electronic Wallet - Card Payments	Asset	212.64	
1105	Electronic Wallet - Digital Sales	Asset		30.00
1110	Cash In Hand	Asset		7,500.98
1200	Accounts Receivable	Asset	766.78	
1300	Inventory : Trade	Asset	2,034.78	
1301	Inventory : Raw Materials	Asset		178.00
1400	Bottles & Crates Deposits	Asset	348.83	
1500	Equipment	Asset	57,000.00	
2100	Accounts Payable	Liability		2,404.84
2101	Vouchers	Asset		50.00
2201	Vat	Liability	23.96	
2500	Long-term Debt	Liability	2,777.78	
2501	Short-term Debt	Liability		41,250.00
4100	Sales Revenue	Revenue		6,761.28
4200	Service Revenue	Revenue		70.00

Figure 9.19 — Unadjusted Trial Balance

Purpose of the Unadjusted Trial Balance

The Unadjusted Trial Balance is useful for reviewing the accounting records **before month-end or year-end adjustments** are processed.

For example, if depreciation for the month has not yet been posted, the Unadjusted Trial Balance will not contain that depreciation adjustment.

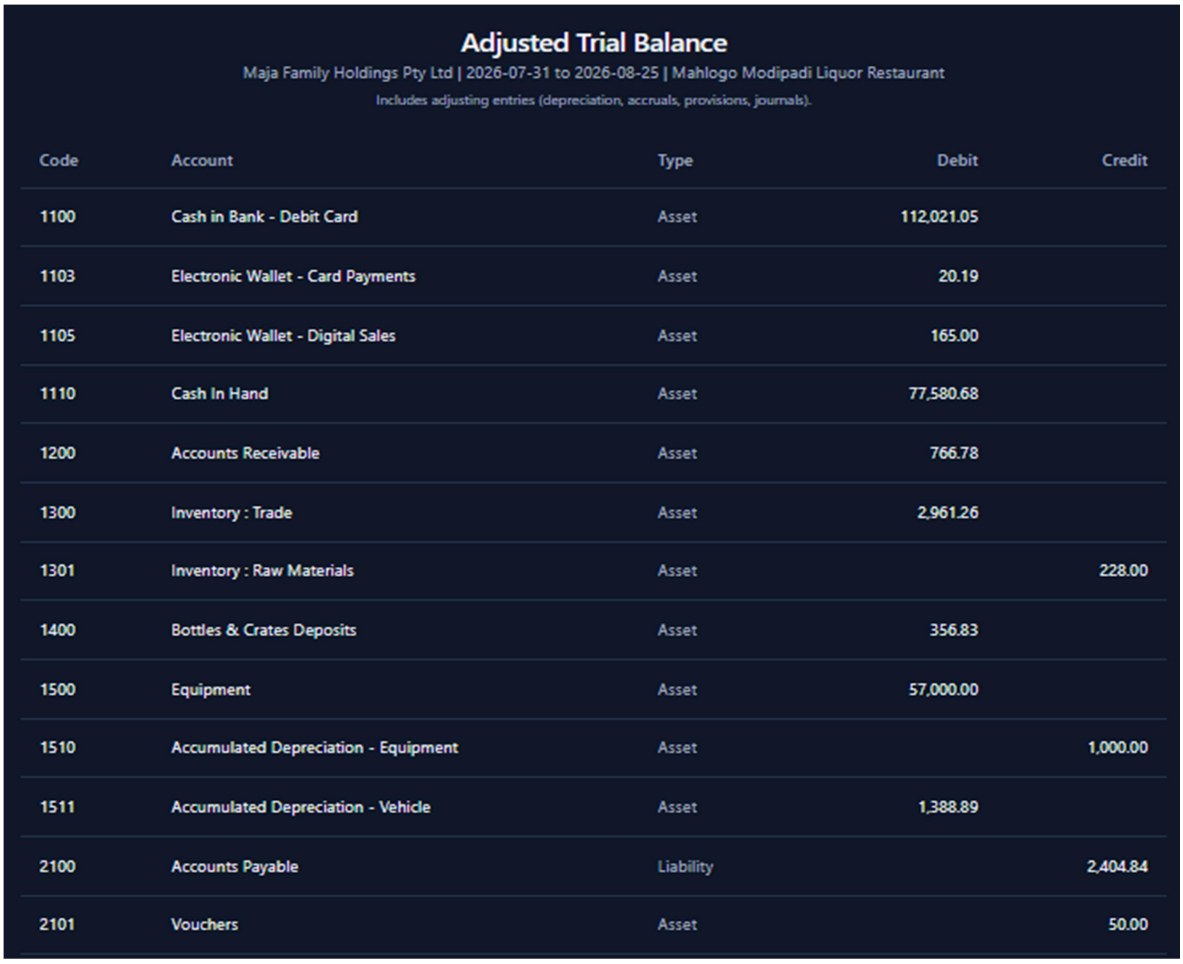
9.11.3 Adjusted Trial Balance

The **Adjusted Trial Balance** shows the General Ledger balances **after adjusting entries have been taken into account**.

Adjusting entries may include:

- Depreciation
- Accrued expenses
- Accrued income
- Provisions
- Prepayments
- Income tax provisions
- Other period-end adjustments

The purpose is to provide the account balances that are ready for use in preparing the financial statements.



Adjusted Trial Balance

Maja Family Holdings Pty Ltd | 2026-07-31 to 2026-08-25 | Mahlogo Modipadi Liquor Restaurant

Includes adjusting entries (depreciation, accruals, provisions, journals).

Code	Account	Type	Debit	Credit
1100	Cash in Bank - Debit Card	Asset	112,021.05	
1103	Electronic Wallet - Card Payments	Asset	20.19	
1105	Electronic Wallet - Digital Sales	Asset	165.00	
1110	Cash In Hand	Asset	77,580.68	
1200	Accounts Receivable	Asset	766.78	
1300	Inventory : Trade	Asset	2,961.26	
1301	Inventory : Raw Materials	Asset		228.00
1400	Bottles & Crates Deposits	Asset	356.83	
1500	Equipment	Asset	57,000.00	
1510	Accumulated Depreciation - Equipment	Asset		1,000.00
1511	Accumulated Depreciation - Vehicle	Asset	1,388.89	
2100	Accounts Payable	Liability		2,404.84
2101	Vouchers	Asset		50.00

Figure 9.20 — Adjusted Trial Balance

Example

Suppose the Unadjusted Trial Balance contains:

Account	Debit	Credit
Depreciation Expense	—	—
Accumulated Depreciation	—	—
Equipment	R100,000	—

After a depreciation adjustment of R2,000 is posted, the Adjusted Trial Balance would include:

Account	Debit	Credit
Depreciation Expense	R2,000	—
Accumulated Depreciation	—	R2,000
Equipment	R100,000	—

The adjustment therefore changes the balances presented in the Adjusted Trial Balance.

9.11.4 Debit and Credit Totals

The Trial Balance displays the total **Debit** and **Credit** balances.

Under the double-entry accounting principle:

Total Debits must equal Total Credits.

For example:

Trial Balance	Debit	Credit
Total	R1,250,000	R1,250,000

When the totals agree, the Trial Balance is mathematically balanced.



Figure 9.21 — Trial Balance Totals

Important

A balanced Trial Balance does **not necessarily mean that every accounting transaction is correct**.

For example, an incorrect transaction can still have equal debit and credit entries.

Therefore, the Trial Balance should be used together with:

- General Ledger
- Bank Reconciliation
- Receivables
- Payables
- VAT Report
- Asset Register
- Financial Statements

9.11.5 Unadjusted vs Adjusted Trial Balance

The two options can be understood as follows:

	Unadjusted Trial Balance	Adjusted Trial Balance
Purpose	Shows balances before adjustments	Shows balances after adjustments
Depreciation adjustments	Excluded if not yet posted	Included once posted
Accruals	Excluded if not yet posted	Included once posted
Provisions	Excluded if not yet posted	Included once posted
Period-end adjustments	Before adjustments	After adjustments
Financial statements	Preliminary basis	Final/preparation basis

Recommended Use

Unadjusted Trial Balance:
Use this when reviewing the accounting records before completing month-end or year-end adjustments.

Adjusted Trial Balance:
Use this after all required adjusting journals have been processed and when preparing or reviewing the financial statements.

9.11.6 Trial Balance as an Accounting Control

The Trial Balance is an important control within the accounting module.

A recommended month-end process is:

Transactions → Unadjusted Trial Balance → Adjusting Entries → Adjusted Trial Balance → Financial Statements

This allows the user to identify differences before proceeding to the final financial statements.

9.12 Recommended Report Review Process

For normal month-end or management reporting, the following sequence is recommended:

Step 1 — Review the Ledger

Run the **Ledger Report** to identify unusual transactions, incorrect postings or unexpected account balances.

Step 2 — Review Receivables

Run the **Receivables Report** and follow up outstanding customer balances.

Step 3 — Review Payables

Run the **Payables Report** to confirm amounts owed to suppliers.

Step 4 — Review Assets

Run the **Asset List** to confirm that assets, accumulated depreciation and finance information are correctly recorded.

Step 5 — Review VAT

Run the **VAT Report** to review Output VAT, Input VAT and the resulting VAT position.

Step 6 — Review Income

Run the **Statement of Comprehensive Income** to assess:

- Revenue
- Cost of Sales
- Gross Profit
- Expenses
- Tax
- Net Profit

Step 7 — Review Financial Position

Run the **Statement of Financial Position** to review:

- Assets

- Liabilities
- Equity

Step 8 — Review Equity

Use the **Statement of Changes in Equity** to understand movements in owners' equity and retained earnings.

Step 9 — Review Cash Flow

Finally, use the **Cash Flow Statement** to understand how the business generated and used cash during the period.

9.13 Important Reporting Controls

Users should remember that reports are only as accurate as the underlying transactions and ledger mappings.

Particular attention should be given to:

- Correct Chart of Accounts mapping
- Correct VAT account mapping
- Correct department allocation
- Correct customer and supplier payments
- Correct asset depreciation
- Correct stock and purchase transactions
- Unposted or failed ledger transactions
- Provisional tax amounts

The **Receivables and Payables reports** are based on subsidiary transactions, while many accounting reports are based on **tledger**. Differences between subsidiary ledgers and the General Ledger should therefore be investigated rather than ignored.

Likewise, a report that appears balanced does not necessarily mean that all underlying transactions have been correctly posted.

Best Practice: Before using reports for formal financial statements, management should review the underlying ledger, reconcile subsidiary accounts, confirm VAT and tax calculations, and investigate any unexplained differences.

Chapter 10 — POS Quick Menu

The POS Quick Menu provides shortcuts to functions that are commonly required while operating the Point of Sale. These functions are already explained in detail in Chapter 3; this chapter serves as a concise operational reference.

10.1 View Sales History

Use Sales History to locate previous transactions, search sales and review sale details. Use it when a customer, supervisor or administrator needs to confirm a completed sale.

10.2 Cash In / Out

Use Cash In / Out to record authorised cash movements and to support the cashier end-of-shift process. Cash movements should be captured accurately and supported by the appropriate business reason or documentation.

10.3 Purchases

The POS provides access to purchase functions for situations where a cashier or authorised user needs to record a purchase without leaving the POS environment. Detailed purchase procedures are covered in Chapter 4.

10.4 Credit Payments

Use Credit Payments when a customer settles an outstanding credit balance. Select the customer, review the outstanding invoices, allocate the payment and confirm the payment method.

10.5 Sign Out

Use Sign Out when finishing a POS session, particularly on a shared till or workstation. Confirm that any required end-of-shift procedures have been completed before signing out.

Chapter 11 — Daily Operations

This chapter provides a practical daily workflow. It brings together functions already described in Chapters 1–9 and is intended as a checklist rather than a second full explanation of each function.

11.1 Starting the Working Day

Sign in to FinSuiteSA.

Select the correct company and department.

Review the Dashboard for important balances or alerts.

Open the POS or other module required for the day.

11.2 Processing Customer Sales

Select or scan the correct products.

Check quantities, prices and discounts.

Select the correct payment method or customer credit account.

Confirm and finalise the sale.

Provide the receipt or transaction confirmation where applicable.

11.3 Processing Purchases

Select the correct purchase type.

Verify the supplier and invoice information.

Check quantities, rates, VAT and supporting documents.

Finalise the purchase and confirm the resulting stock or expense record.

11.4 Managing Cash

Record authorised Cash In and Cash Out movements.

Keep physical cash secure and reconcile it to the system.

Complete the end-of-shift cash-up process where applicable.

11.5 Managing Stock

Review product and raw-material stock where relevant.

Perform stocktakes according to the business schedule.

Investigate significant stock differences.

Use Re-Order information to plan required purchases.

11.6 End-of-Day Review

Review sales and payment totals.

Review cash movements and cash balances.

Check online sales where applicable.

Review important stock movements.

Follow up material receivable or payable issues.

Chapter 12 — Financial Management

Financial Management brings together the accounting activities that support the business records. Detailed processing instructions remain in the relevant modules; this chapter provides the overall workflow.

12.1 Accounting Transactions

Use Journals for authorised manual accounting entries, E-Wallet functions for electronic wallet transactions, Bank Reconciliation for matching accounting records to bank activity, and Income Tax Provision for the applicable tax provision process.

12.2 Customer Receivables

Monitor debtor balances, record customer payments and use the Receivables Report to review outstanding amounts.

12.3 Supplier Payables

Maintain creditor records, record supplier payments and use the Payables Report to monitor outstanding supplier balances.

12.4 Tax

Review and process VAT, PAYE, UIF, SDL and income-tax-related information using the applicable FinSuiteSA functions and configured accounts.

12.5 Financial Statements

Use the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity and Cash Flow Statement to review the financial position and performance of the business.

Chapter 13 — Administration

Administration functions control the company setup, users and system configuration. Access to these functions should be limited to authorised users.

13.1 Company Management

Maintain company information and company-level settings, including the financial year, accounting period and other configured business settings.

13.2 User Management

Create and maintain users, assign appropriate access rights and review department access. Give users only the access required for their duties.

13.3 System Configuration

Review system settings and device configuration where applicable. Configuration changes should be tested before being used in live operations.

13.4 Driver Management

Maintain driver and vehicle information used for deliveries, including contact, vehicle and registration information.

Chapter 14 — Quick Reference Guide

Use this chapter as a quick reminder of where common activities are performed. Refer to the detailed chapter when a complete procedure is required.

Function	Purpose

Function	Purpose
Sales / POS	Process sales, payments, refunds, parked sales, online orders and end-of-shift activities.
Purchases	Record trade inventory, raw-material and general purchases; process supplier returns and payments.
Inventory	Maintain products and pricing, raw materials, production, stocktakes and re-order information.
Fixed Assets	Record asset purchases, depreciation, installment payments and disposals.
Accounting	Process journals, E-Wallet transactions, bank reconciliation, income-tax provision and account setup.
Payroll	Process payroll, employee payments and payslips.
Reports	Review ledger, assets, income, financial position, equity, cash flow, receivables, payables, VAT and trial balance.
Administration	Manage company settings, users, access rights, devices, drivers and subscriptions.

14.1 Daily Quick Checklist

- Sign in and select the correct company and department.
- Review important Dashboard information.
- Process sales and purchases using the correct functions.
- Keep cash and stock records accurate.
- Review exceptions and outstanding balances.
- Complete required end-of-day or end-of-shift procedures.

Chapter 15 — Troubleshooting & Support

Use the following first-level checks before escalating an issue. Where the system displays an error or unexpected result, record the transaction details and provide them to the authorised administrator or support team.

15.1 Sign-In Problems

Check the email address and password.

Use the password-recovery option if the password has been forgotten.

If the problem continues, contact the authorised administrator or support team.

15.2 Company / Department Selection Problems

Confirm that the correct company is available to the user.

Confirm that the user has access to the required department.

Ask an administrator to review user access if necessary.

15.3 POS Transaction Problems

Check the selected product and quantity.

Check stock availability where applicable.

Review the payment method and amount.

Do not repeatedly submit a failed transaction without first checking the error.

15.4 Payment Problems

Confirm the payment method.

Confirm the amount entered.

Check whether a transaction fee applies.

Verify the resulting customer or cash balance.

15.5 Inventory Problems

Check the product or raw material record.

Review recent purchases, sales, production and stocktakes.

Investigate unexplained differences before making corrective changes.

15.6 Accounting Problems

Review the source transaction.

Check the relevant account mapping.

Review the General Ledger and related subsidiary record.

Escalate material or unexplained differences.

15.7 Report Problems

Confirm the reporting dates and other parameters.

Confirm company and department selections.

Check whether the underlying transactions have been posted.

Compare the report to the relevant ledger or subsidiary records.

15.8 Contacting System Support

Provide the user name and company/department involved.

Describe the function being used.

Provide the date, transaction reference and error message where available.

Attach a screenshot when appropriate and permitted.

Appendix A — Administrator / System Controls

This appendix contains implementation and system-control observations removed from the ordinary user-training sections. It is intended for administrators, system owners and developers and should not be used as ordinary cashier or user training material.

A.1 System-Control Observations

There are several implementation matters in the current system that should ideally be addressed separately from the user-training instructions:

Opening-stock accounting: the synthetic opening-stock purchase creates a FIFO layer but currently does not create the corresponding Inventory/Equity double entry.

Product CSV import: imported products may not receive the correct company/department assignment and are currently assigned to the first category.

Opening product quantities: product opening stock uses integer parsing, so decimal quantities can be truncated.

Raw-material stock editing: unlike products, raw-material stock can be directly edited. This can cause the stock balance to differ from the remaining purchase batches.

Raw-material imports: decimal stock quantities can be lost during import because stock is parsed as an integer.

Production: raw-material consumption directly reduces raw-material stock rather than consuming FIFO purchase batches. There is also no sufficient-stock check before production.

Production transaction safety: production is not fully transactional, meaning a failure partway through processing can leave some stock movements completed and others incomplete.

Trade Inventory Stocktake: the stocktake product loading should ideally be reviewed because it is currently department-scoped without the same company filter used elsewhere.

Raw Material Stocktake: finalization changes raw-material stock directly rather than adjusting its underlying purchase batches.

Reorder pricing for raw materials: the latest-rate lookup appears to use product_id while raw-material purchase lines store the raw material in rawmaterial_id; consequently, the reorder screen may fall back to the raw material's cost price.

These are system-control observations, rather than instructions users need to know. For the training manual, I recommend keeping them in a separate Administrator/System Controls Appendix so ordinary users are not confused by implementation details.