

# Supreme Finance ERP

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## User Manual — A Step-by-Step Guide

### Supreme Polymer Solutions

*Prepared for all system users · Version 1.0 · July 2026*

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# 1. Welcome & How to Use This Manual



Welcome to **Supreme Finance ERP** — the system that runs Supreme Polymer Solutions' accounting, sales, purchasing, inventory, production, and treasury in one place. Whether you record deliveries in the warehouse, encode invoices in accounting, or approve payments as a manager, this guide walks you through your daily tasks one step at a time.

## Who this manual is for

Everyone who uses the system. You don't need any accounting or computer background — each task is explained in plain language with numbered steps. You only need to read the sections for the work **you** do; the table of contents below tells you where to look.

## How the manual is organized


The manual follows the same groups you see in the system's left menu (the **sidebar**). Each section covers one area of work — Sales, Accounts Receivable, Inventory, and so on. Within a section, each screen is explained with:

- **When to use it** — a one-line description of the situation.
- **Steps** — numbered instructions naming the exact buttons and fields to click.
-  **Tips** — shortcuts and helpful advice.
-  **Important notes** — things that affect the official books or that cannot be undone. Read these carefully.

## A note on the two kinds of documents

Some documents are **official** (filed with the BIR) — like a Sales Invoice (CI) or Official Receipt (OR). Others are **unofficial internal documents** — like a Delivery Receipt (DR) — which we use to track goods and collections for our own records. The manual points out which is which so you always know what you're creating.

## The most important habit


Many actions **post to the General Ledger** (the official accounting record) and **cannot be simply deleted** afterward — they must be *voided* or *reversed*, which leaves a trail. Whenever a step affects the books, you'll see a  **Important** note. When in doubt, save as a draft first and ask your supervisor before posting.

## 2. Getting Started

### 2.1 Logging in

1. Open your web browser and go to the system address your administrator gave you.
2. Enter your **email** and **password**.
3. Click **Sign In**.

The first time you log in, please change your password if your administrator asks you to. Keep your password private — every action you take is recorded under your name.

 **Tip:** If you forget your password, ask your system administrator to reset it — there is no public "forgot password" link, for security.

#### Screenshot

*the login screen with email and password fields*


### 2.2 Where you land after login

- If you are a **manager or executive** with dashboard access, you land on the **Executive Dashboard** — your business overview (see Section 10).
- Everyone else lands on the **Accounts Receivable Dashboard** — a convenient starting point.

You can always go anywhere else using the sidebar.

### 2.3 Understanding the screen

Every page has three main areas:

- **The left sidebar** — your main menu, grouped by area of work (Sales, Accounts Receivable, Inventory, and so on). Click a group name to expand it, then click a menu item to open that screen. If a group is greyed out with a small lock, you don't have access to it — that's normal and depends on your role.
- **The top bar** — shows the page title, a **search box** in the middle, and on the right: the , a yellow **"Pending" chip** when items are waiting for your approval, a theme switcher (light/dark), and your name (click it to log out).
- **The main area** — the screen you're working on.

#### Screenshot

*the main screen with the sidebar, top bar, and a dashboard, labelling the three areas*

## 2.4 The notification bell

The bell in the top-right shows a **red number** when you have unread notifications — for example, a check voucher waiting for your approval. Click the bell to see them; click any notification to jump straight to the document. Click **Mark all read** to clear the count. Your notifications are private to you.

## 2.5 The "Pending" approvals chip

If you are an approver, a yellow "**N Pending**" chip appears in the top bar whenever documents are waiting for your decision. Click it to go straight to the approvals screen.

## 2.6 Finding things quickly

- Use the **search box** at the top to jump to a page.
- Most list screens (invoices, orders, etc.) have **filters** and a **search field** at the top — use them to narrow a long list.
- Dropdown pickers let you **type to filter** — start typing a customer or item name and the list shrinks to matches.

## 2.7 Light or dark screen

Click the **theme switcher** in the top bar to choose a light or dark appearance — whichever is easier on your eyes. Your choice is remembered.

## 2.8 Saving your work

- **Draft** means saved but not yet official — you can still edit it.
- **Post / Submit / Approve / Release** are the actions that make a document official and update the books. Look for a confirmation message after each.

### 3. Understanding Your Role

The system gives each person access to only the tasks their job needs. This keeps the books safe and the screens uncluttered. Your **role** was set by your administrator. Here's what the main roles can do:

Role	What you can do
<b>Administrator</b>	Everything, including creating users and managing access.
<b>Finance Head</b>	Approvals, financial reports, budgets, dashboards, sensitive settings.
<b>Supervisor</b>	Approvals and most operational work across modules.
<b>AP / Treasury</b>	Purchases, supplier payments, check vouchers, bank transactions, loans.
<b>AR Staff</b>	Sales orders, quotations, invoices, customer collections.
<b>Inventory</b>	Stock, deliveries, transfers, withdrawals, receiving.
<b>Production (Planner / Staff / Manager)</b>	Job orders, material requisitions, production output, wastage.
<b>Viewer</b>	Read-only — can look but not change.

**If a menu is missing or a button is greyed out**, it's because your role doesn't include that task — not a fault. Ask your supervisor if you believe you need access.

**Dashboards are granted person by person.** The Executive, Sales, and CFO dashboards are switched **off for regular staff** by default. If your job needs one, your administrator can turn it on for you (see Section 11, *Module Access*).



## 4. Sales — Quotations, Orders & Dashboard

This is where the sales team lives day to day: you send a customer a **quotation**, turn an accepted quote into a **sales order**, watch that order move through stock and credit checks until it's ready to deliver, and keep an eye on the **Sales Dashboard** to see how sales are tracking against target.

To get here, open the **Sales** group in the left **sidebar**, then pick the menu item you need (**Sales Dashboard**, **Quotations**, or **Sales Orders**).

### Sales Dashboard

Use this when you want the big picture — how much you've sold, your gross profit, who your top customers are, and how well quotes are turning into paid orders. Open the **Sales** group in the sidebar and click **Sales Dashboard**.

**⚠ Important:** The dashboard is only visible to authorized users (managers, Finance Head, and staff granted access). If you don't see it in your sidebar, that's expected — ask your administrator if you need it.

Everything on the dashboard is figured **net of VAT**, so the numbers match the books.

### Choosing the period

Along the top right are period buttons: **This Month**, **Last Month**, **This Quarter**, **Year to Date**, **Last 12 Months**, and **Custom**. Click one and every chart updates instantly.

1. To use your own dates, click **Custom**.
2. Pick a start date and an end date in the two date boxes.
3. Click **Apply**. (If you leave a date blank or put the dates in the wrong order, it will ask you to fix them.)
4. To pull the latest figures at any time, click **Refresh**.

#### Screenshot

*the Sales Dashboard header with the period buttons (This Month, Custom, etc.) and the summary cards below*


### The summary cards

Just under the title you'll see five quick-glance cards: **Net Sales** (sales net of VAT), **Gross Profit** (with the GP margin %), **COGS** (cost of what you sold), **Invoices** (how many posted sales invoices), and **Collections** (money actually received, including withholding tax).

### The eight charts, and how to read them


1. **Sales Trend** — a line showing sales over time. Use the **Daily**, **Weekly**, **Monthly**, and **Yearly** buttons above the chart to zoom in or out. Hover any point on the line to see the exact ₱ amount for that day, week, month, or year.


1. **Actual vs Target** — for each month, a solid bar (**Actual**) next to a striped bar (**Target**), with an attainment % underneath (green means you hit or beat target, orange is close, red is behind). This is where the Finance Head sets goals — see *Setting monthly targets* below.
1. **Sales by Customer** — your top 20 customers by net sales, longest bar at the top. Smaller accounts are grouped as *Others*.
1. **Sales by Product** — the same idea, but your top 20 products.
1. **Sales by Salesman** — net sales per salesman, with the number of invoices beside each. Sales with no salesman assigned show as *Unassigned*.
1. **Export vs Local** — a donut splitting your sales between local and export customers, with the ₱ amount, invoice count, and percentage for each.
1. **Gross Profit by Product** — a table of your top 20 products showing **Revenue, COGS, GP, and Margin %**. Rows that lost money are shaded pink. The bottom row totals everything.
1. **Quotation Conversion** — the funnel: **Quotation** → **Sales Order** → **Invoice** → **Collection**. Each stage shows the total ₱ amount and how many documents, plus the % that carried over from the stage before. This tells you at a glance how much of what you quote actually turns into cash.

 **Tip:** Hover over almost anything on the dashboard — bars, dots, donut slices — to see the full peso amount in a tooltip.

### Setting monthly targets (Finance Head)

Use this to enter the sales goal for each month so the **Actual vs Target** chart has something to measure against.


1. On the **Actual vs Target** chart, click  **Set targets** in the top right.
2. In the panel that opens, type the target amount (in ₱, net of VAT) into the box beside each month.
3. Click **Save targets**.

 **Important:** Only the **Finance Head** can save targets. If someone else tries, the system will say they don't have permission — the chart is unchanged.

### Quotations

A quotation is the price offer you send a customer before they commit. Open the **Sales** group in the sidebar and click **Quotations** to see the list.

At the top are colored count chips — **All, DRAFT, SENT, ACCEPTED, CONVERTED, LOST, CANCELLED** — click any one to filter the list to just those quotes. Each row shows the **QT #**, date, customer, salesman, validity, total, status, and the sales order it became (if any). Click a **QT #** to open that quotation.

 **Tip:** A quotation you sent whose **Valid Until** date has passed shows as **EXPIRED** — but it's not dead. You can still accept it, convert it, or mark it lost.


## Creating a quotation

Use this whenever a customer (or a prospect who isn't in your system yet) asks for a price.

1. On the **Quotations** page, click + **New Quotation**.
2. The **QT No.** fills in automatically. You can type your own number over it if you need to.
3. Pick the customer from the **Customer** dropdown. If they aren't a registered customer yet, leave the dropdown on "*— Not in master —*" and type the name into **Customer Name** instead (this is how you quote a brand-new prospect).
4. Choose who's handling it from the **Salesman** dropdown (or leave it as "*— No salesman —*").
5. Leave **Currency** on **PHP**, or switch to **USD**. If you choose USD, an **Exchange Rate to PHP** box appears — the latest rate is filled in for you, but check it and adjust if needed.
6. The **Quotation Date** defaults to today and **Valid Until** defaults to 30 days out. Change either if you like.
7. Add any notes — payment terms, delivery lead time — in the **Remarks** box.
8. In the **Quotation Lines** section, fill in each item:
  - Pick an item from the **Product (master)** dropdown — this fills in the description, UOM, tax, and reference price automatically. Or leave it on "*— Free text —*" and just type a **Description** for something not in your catalog.
  - Enter the **Qty** and **Unit Price** (the amount calculates itself).
  - Adjust the **UOM** and **Tax** (VAT / Zero / Exempt / Non-VAT) if needed.
  1. Click + **Add line** for each additional item, or the **x** on the right to remove a line.
  2. Check the running **Total** at the bottom, then click **Create Quotation**.

### Screenshot

*the New Quotation form showing the Customer dropdown, Salesman, dates, and one or two quotation lines with the running total*

 **Tip:** A quotation is just an offer — creating or saving one does **not** touch the books or reserve any stock. Feel free to draft freely.


## The quotation lifecycle

Open a quotation by clicking its **QT #**. The action buttons in the top right change depending on where the quote is in its life. Here's the normal path:

1. **Send to Customer** — while it's a **DRAFT**, click this once you've sent the quote out. It moves to **SENT**.
2. **Mark Accepted** — when the customer agrees, click this. It moves to **ACCEPTED**.
3. **Convert to Sales Order** — turns the quote into a real sales order (available from Draft, Sent, or Accepted). You'll be taken straight to the new order.

Other buttons you may see:

- **Edit** — change a Draft or Sent quotation.

- **Mark Lost** — if the customer goes elsewhere. A box appears asking **why** (price, competitor, cancelled requirement...). Type a reason and click **Confirm Lost** — the reason is required.
- **Cancel** — voids a Draft or Sent quote you no longer need.
-  **Print Quotation** — opens a clean, printable copy you can save as PDF or send to the customer.

**⚠ Important:** To **Convert to Sales Order**, the quotation must have a real registered customer *and* a salesman assigned. A free-text prospect can't be converted — add them as a proper customer first (and pick a salesman) so the order can flow through credit and delivery.

#### Screenshot

*a quotation detail page showing the status badge and the action buttons (Send to Customer, Mark Accepted, Convert to Sales Order, Mark Lost)*

## Sales Orders


A sales order (SO) is a confirmed customer order — it goes through checks for stock and credit before it can be delivered. Open the **Sales** group in the sidebar and click **Sales Orders**.

Like Quotations, the list has count chips at the top (**All, APPROVED, PARTIALLY FULFILLED, FULFILLED, CANCELLED**) that filter the list when clicked. Each row shows the **SO #**, customer, salesman, **Customer PO**, order date, total, how much has been delivered (e.g. "40 / 100"), and the status. Click an **SO #** to open it.

### Creating a sales order

Most orders come from converting an accepted quotation, but you can also start one from scratch.

1. On the **Sales Orders** page, click + **New Sales Order**.
2. The **SO No.** fills in automatically (you can override it).
3. Choose the customer from the **Customer** dropdown — this one **must** be a registered customer.
4. Assign a **Salesman** (required).
5. If the customer gave you a purchase-order number, type it into **Customer PO Ref**.
6. Leave **Currency** on **PHP** or switch to **USD**.
7. The **Order Date** defaults to today. Set the **Delivery Schedule (required date)** if there's a due date to hit.
8. In **Order Lines**, pick each item from the **Product** dropdown, then enter the **Qty** and **Unit Price**. Adjust **UOM** and **Tax** as needed. Use + **Add line** for more items and × to remove one.
9. Check the **Total**, then click **Create Sales Order**.

 **Tip:** If the **Salesman** dropdown is empty, no active employees are set up yet — someone needs to add them under **HR & Payroll** → **Employees** first.

#### Screenshot

*the New Sales Order form with Customer, Salesman, Customer PO Ref, and order lines*

## The staged approval (Order Status)

Once created, a sales order moves through several checkpoints before it can ship. The detail page shows a progress tracker across the top — **Draft** → **Stock Check** → **Credit Approval** → **Approved** → **Delivered** — that highlights where the order currently sits. Different departments handle different steps, so the button you see depends on your role.

1. **Submit for Stock Check** — the salesperson clicks this on a **DRAFT** order to send it into the workflow.
2. **Confirm Stock Check** — the warehouse/inventory team reviews the **Inventory Availability** panel (which shows required vs on-hand quantities for each item) and clicks this. If everything's in stock, the order moves to credit approval.
  - If stock is short for a manufactured item, the order goes to **Pending Production** instead. A production planner clicks + **Create Job Order** to schedule making it, and then inventory clicks **Re-run Stock Check** once it's built.
1. **Credit Approve** — the credit/AR team checks the **Credit Check** panel (credit limit, outstanding balance, this order's amount, and any overdue invoices). If it passes, they click **Credit Approve** and the order becomes **APPROVED**.
  - If the customer fails the credit check, only the **Finance Head** sees **Override Credit Hold**. Clicking it asks for a written reason before the order can proceed.
1. Once **APPROVED**, the + **Create Delivery Receipt** button appears so the warehouse can start shipping. As deliveries go out, the order moves to **PARTIALLY FULFILLED** and finally **FULFILLED**.

You can **Cancel** an order at any point before it's fully delivered (with the right permission).

The lower part of the page tracks fulfillment line by line — ordered vs delivered vs invoiced quantities, each with a progress bar — and lists every **Delivery Receipt (DR)** raised against the order.

**⚠ Important:** These stages exist to protect the business — never skip a step by working around it. Confirming stock and approving credit are what allow the order to ship and eventually post to the books. A credit override is a Finance Head decision and is recorded with its reason.


### Screenshot


*a Sales Order detail page showing the Draft → Stock Check → Credit Approval → Approved → Delivered tracker and the fulfillment table*

## Sales Reports

Use these when you need a printable list of orders and deliveries — for a meeting, a customer review, or month-end. On the **Sales Orders** page, click **Reports** in the top right.

1. Choose a report by clicking one of the tabs: **Open Sales Orders**, **Partially Fulfilled Orders**, **Back Orders (overdue)**, **Delivery Status**, **Customer Order Summary**, or **Salesman Sales Summary**.

2. For date-based reports, set a **Date range** using the two date boxes and click **Apply**. Click **Clear** to remove the filter.
3. Review the results in the table below (the row count and date range are shown above it).
4. Click  **Print** to print or save the report as a PDF — the printout is laid out cleanly for you.

 **Tip: Customer Order Summary** and **Salesman Sales Summary** are great for quick performance reviews — they total each customer's or salesperson's orders, value, and delivered/invoiced quantities in one view.

 **Screenshot**

*the Sales Reports page with the report tabs, date range, and a results table ready to print*

## 5. Accounts Receivable — Billing & Collections

Accounts Receivable (AR) is where you bill your customers and chase the money in. You raise sales invoices, record the payments that come in against them, keep an eye on who still owes you, and manage the customer checks sitting in your drawer.


To get here, open the **sidebar** on the left and click **Accounts Receivable** to expand the group. You will see these menu items:

- **Dashboard** — the big-picture view of what's owed and what's been collected
- **Invoices** — create and manage sales invoices (bills to customers)
- **Collections / OR** — record customer payments and print Official Receipts
- **Checks & PDC** — track customer checks and post-dated checks until you bank them
- **Customers** — your customer list, terms, and credit limits
- **Products** — the items you sell
- **Import Excel** — bulk-load a month of invoices or collections from a spreadsheet
- **Reports** — the AR Aging report and customer analysis

### The AR Dashboard

Use this first thing in the morning to see the state of your receivables at a glance.

1. In the **sidebar**, click **Accounts Receivable**, then **Dashboard**.
2. Read the blue **Monthly Summary** strip at the top: **Total Collected** this month, **Total Open AR**, **Total Overdue**, and **Total Collected (All Time)**.
3. Check **Open Receivables by Currency** to see your PHP and USD open balances side by side (USD also shows the peso equivalent).
4. Scan the **Due Date Buckets** (Due in 7 / 14 / 21 / 30 Days) to plan your follow-up calls.
5. Look at the **AR Aging** bars — green is current, and the colours warm up to red as invoices get more overdue.
6. If you see a **Delivered — Pending Sales Invoice** table, those are goods that already left the warehouse but haven't been billed yet. Click **Create Invoice** → on a row to bill it.
7. To jump straight into work, use + **New Invoice**, **View All**, or **Import Excel** in the top-right.

 **Tip:** The **Delivered — Pending Sales Invoice** list is your reminder that revenue isn't booked until you raise the invoice. Clear it regularly so your sales figures stay complete.


#### Screenshot


*the AR Dashboard showing the Monthly Summary strip, currency cards, due-date buckets, and the AR Aging bars*

## Creating a Sales Invoice

Use this when you're billing a customer for goods or services — this is the document that puts the amount into their account as money they owe you.

1. In the **sidebar**, go to **Accounts Receivable** → **Invoices**, then click **New Invoice** (top-right). You can also use + **New Invoice** from the Dashboard.
2. In the **Invoice Header**, fill in the **CI Number** (your official invoice/Charge Invoice number), and if you have them, the **PO Number** (customer's purchase order) and **DR Number** (delivery receipt).
3. Choose the buyer from the **Customer** dropdown. The **Customer Name** and **Payment Terms** fill in automatically; you can type over the name if needed.
4. Set the **Invoice Date**. Pick the **Payment Terms** (0, 7, 15, 30, 60, 90, or 120 days) — the **Due Date** is worked out for you and can't be edited by hand.
5. Leave **Currency** as **PHP**, or switch to **USD**. If you pick USD, an **Exchange Rate (PHP/USD)** box appears — enter the rate for this invoice.
6. Add an optional note in **Remarks**.
7. In **Product Lines**, pick the item from the **Product** dropdown — the description, unit, price, and tax type fill in from the item master. Enter the **Qty** and adjust the **Unit Price** and **Tax Type** if needed.
8. Click + **Add Line** for each additional item. Use the **x** at the end of a row to remove a line.
9. Check the running totals on the right: **Net Revenue**, **VAT (12%)**, and **Total Amount (PHP)**.
10. Click **Create Invoice**.

 **Tip:** Choosing the customer first pulls in their default payment terms and tax type, so most of the header fills itself in. Setting **Tax Type** to **VAT** on a line adds 12% VAT automatically.

 **Important:** Creating an invoice books revenue and receivable into the General Ledger. Double-check the amounts and the CI Number before you click **Create Invoice**.

### Screenshot

*the New Invoice form with the Invoice Header filled in and one product line*

## Official CI vs. Unofficial DR / ODR

Not every billing document is the same in the eyes of the BIR, and the system keeps this straight for you.

- A **CI (Charge Invoice)** is your **official**, BIR-registered sales document. It's what you file for tax.
- A **DR / ODR (Delivery Receipt / Order Delivery Receipt)** is **unofficial** — it is not filed to the BIR. It's used to track goods and collections internally, for example when goods have gone out but the official invoice hasn't been cut yet.

Both are tracked so nothing owed to you slips through the cracks. On invoice lists and reports, an entry shows its **CI Number** if it has one; otherwise it falls back to the **DR Number**. When you import a month's sales (see **Importing a Month of Invoices** below), the preview even splits the count into how many are **CI** (official) versus **DR** (unofficial).

**Tip:** If you only have a DR number for now, you can still record the invoice and collect against it. When the official CI is issued, note it so your books and BIR filings line up.

## Recording a Customer Payment (Collection / Official Receipt)

Use this the moment a customer pays — by cash, check, or bank transfer — so the invoice balance goes down and an Official Receipt (OR) is created.

1. Open the invoice being paid: go to **Accounts Receivable** → **Invoices**, click the **CI No.** to open it, then click **Record Collection**. (You can also reach any open invoice from **Collections / OR** using the green + **Record a Collection (via Invoice)** button.)
2. In **Collection Details**, the **OR No.** is suggested for you — keep it or type your own.
3. Enter the **Amount Collected (PHP)**. It defaults to the full remaining balance; change it for a partial payment. The **Remaining** amount is shown right below.
4. Set the **Collection Date**.
5. Choose the **Payment Method: Cash, Check, Bank Transfer, Online, or Other**.
6. If you chose **Check**, fill in the **Check Number** and **Check Date**. If the check date is in the future, the system flags it as post-dated and holds it (see **Checks & Post-Dated Checks** below).
7. Enter the **CR/AR Number** if the customer gave you one, and pick the **Bank Account** the money is going into.
8. If the customer deducted withholding tax, tick **Customer withheld tax (Creditable WHT — BIR 2307)** and enter the **WHT Amount (PHP)**. (See **Handling Withholding Tax** below.)
9. Add any **Notes**.
10. Review the summary — **Remaining after** will read **₱0.00 — FULLY COLLECTED** when the invoice is fully paid — and glance at the **Journal Entry** preview.
11. Click **Record Collection**.

**⚠ Important:** Saving a collection posts the accounting entry automatically (money in, receivable down). You don't encode any journal entry by hand — just record the payment correctly.


**Tip:** To print the Official Receipt afterwards, go to **Collections / OR** and click the  **OR** link on that receipt's row.

### Screenshot

*the Record Collection form with amount, payment method, bank account, and the Journal Entry preview*

## The Collections / OR Register

Use this to see every payment you've received and to reprint receipts.

1. In the **sidebar**, go to **Accounts Receivable** → **Collections / OR**.
2. The top cards show **Total Cash Collected**, **Total Creditable WHT**, and the number of **Receipts**.
3. Each row lists the **OR #**, date, customer, the invoice (**CI**), bank, cash and WHT amounts, and whether the entry is **POSTED**.
4. Click the invoice link to open the related invoice, or  **OR** to print the Official Receipt.

## Handling Withholding Tax (Creditable WHT / BIR 2307)

Use this when a customer pays you *less* than the invoice because they withheld tax and will hand you a BIR Form 2307.

1. While recording the collection, tick **Customer withheld tax (Creditable WHT — BIR 2307)**.
2. Enter the **WHT Amount (PHP)** the customer deducted.
3. Enter the actual cash you received in **Amount Collected (PHP)**.

The invoice is credited for the **cash + WHT** together, so it clears correctly even though less cash arrived. The withheld portion is tracked as a creditable asset you can use against your own taxes.

**Tip:** Ask the customer for the BIR 2307 certificate at payment time — you'll need it to claim the credit.

## Checks & Post-Dated Checks (PDC)

Use this to keep track of customer checks that are in your hands but not yet in the bank, and to deposit them when they're ready.

1. In the **sidebar**, go to **Accounts Receivable → Checks & PDC**.
2. The top table, **Held Checks — to deposit**, lists every check on hand with its status: **On Hand** (a dated check ready to bank), **Post-Dated** (not yet due), or **PDC — DUE** (a post-dated check whose date has now arrived).
3. When you're ready to bank a check, click **Deposit** on its row.
4. Choose the **bank account** and confirm the **date**, then click **Confirm**.
5. The check moves down to the **Deposited / Cleared** table, and the money is moved into the bank you chose.

**Important:** A check only becomes real bank money when you deposit it here. Don't deposit a post-dated check before its check date — wait until the row shows **PDC — DUE**.

**Tip:** The **Total held** figure at the top of the Held Checks table tells you how much money is still sitting in your drawer waiting to be banked.

### Screenshot

*the Checks & PDC page showing the Held Checks table with a Deposit button and status badges*

## Voiding an Invoice

Use this only when an invoice was raised in error — wrong amount, duplicate, or cancelled order.

1. Open the invoice from **Accounts Receivable → Invoices** by clicking its **CI No.**
2. Click **Void Invoice** (top-right).
3. Type a clear **Reason for voiding** (for example, "Wrong amount entered" or "Duplicate entry").
4. Click **Confirm Void**.

**⚠ Important:** Voiding reverses the invoice's accounting entries and cannot be undone. The reason and your action are saved to the audit trail. If a customer has already paid part of the invoice, sort out the collection first.

## Managing Customers

Use this to add a new customer or update their contact details, terms, and credit limit.

1. In the **sidebar**, go to **Accounts Receivable** → **Customers**.
2. To find someone, type in the search box (name, code, TIN, or email) and click **Search**, or filter by tax type.
3. To add a customer, click **+ New Customer**. To edit one, click **View** → on their row.
4. Fill in the **Customer Name** (required), and as needed the **TIN**, **Contact Person**, **Phone**, **Email**, and **Address**.
5. Set the **Default Payment Terms** and **Default Tax Type** — these will auto-fill on new invoices for this customer.
6. Set the **Credit Limit (₱)** — enter **0** for no limit.
7. Click **Add Customer** (or **Save Changes** when editing).

**💡 Tip:** The **Credit Limit** is used elsewhere in the system to warn when a customer's unpaid balance is getting too high, so it's worth setting for your larger accounts.

### Screenshot

*the New Customer form showing terms, tax type, and credit limit fields*

## Managing Products / Items

Use this to add an item you sell, or to change its price or tax type.

1. In the **sidebar**, go to **Accounts Receivable** → **Products**.
2. Search by code or name, or filter by type and status, then click **Search**.
3. Click **+ New Item** to add one, or **Edit** → to change an existing item.
4. Choose the **Item Type** (**Trading** or **Manufactured**), enter the **Product Name**, and set the **Default Tax Type**.
5. Enter the **Reference Price (PHP)** and, if you sell in dollars, the **Reference Price (USD)** — these fill in the unit price when you add the item to an invoice.
6. Set the units of measure if needed, then click **Add Item** (or **Save Changes**).

**💡 Tip:** Keep an item's **Reference Price** and **Default Tax Type** up to date and your invoices practically fill themselves in.

## Importing a Month of Invoices or Collections (Excel)

Use this at month-end (or during a data cutover) to load a whole batch of invoices or payments from a spreadsheet instead of typing them one by one. Every import shows a **Preview** first, so you can check the totals before anything is saved.

### To import a monthly Sales Book (invoices):

1. Go to **Accounts Receivable** → **Invoices** and click **Import Sales Book**.
2. At the top of the dialog, leave the tab on **Sales Book**.
3. Set the **Period end** date for the month you're importing.
4. Click the file box and choose your Sales Book Excel file.
5. Click **Preview**. Review the summary — invoices in the file (split into **CI** official and **DR** unofficial), the **A/R total**, net revenue and VAT, and whether it **Balances**.
6. If everything looks right, click **Post to ledger**.

### To import a month of Collections (payments):

1. From the same **Import Sales Book** dialog, click the **June Collections** tab at the top.
2. Set the **Collections month**, choose your AR monitoring workbook, and click **Preview**.
3. Review the totals — how much **Will post to banks**, any **PDC held**, and any **Exceptions (skipped)** — then click **Post collections**.

**⚠ Important:** Clicking **Post to ledger** / **Post collections** writes real entries to the General Ledger. Always run **Preview** first and confirm the totals match your source spreadsheet. If the preview flags unmapped items or an out-of-balance total, the Post button stays disabled until it's fixed — fix the workbook rather than forcing it through.

**💡 Tip:** These importers are safe to re-run — invoices and payments already loaded are recognised and skipped, so you won't create duplicates. The **Import Excel** page (in the AR menu) also keeps an **Import History** where a completed import can be undone with **↶ Undo Import** if you loaded the wrong file.

#### Screenshot

*the Import dialog with the Sales Book / June Collections tabs and a preview summary showing the A/R total*

## AR Aging & Reports

Use this to see who owes you, how overdue they are, and which customers pay on time.

1. In the **sidebar**, go to **Accounts Receivable** → **Reports**.
2. Use the **Invoice Date From** / **Invoice Date To** filter at the top to focus on a period, if needed.
3. The aging summary breaks open balances into **Overdue**, **Current**, **Due in 7 / 14 / 21 days**, and **Future**, with the grand **Total** owed to you.
4. Scroll to the customer analysis to see each customer's revenue share, invoice count, and a **paying-attitude grade** (A = pays on time, down to D = habitually late).
5. Use the export/print options to save or print the report for review meetings.

**💡 Tip:** For a quick daily pulse instead of the full report, the **AR Aging** bars on the **Dashboard** give you the same overdue picture in one glance, with a **Full AR Aging Report** → link straight to this page.

#### Screenshot

*the AR Reports page showing the aging summary buckets and the customer paying-attitude grades*




## 6. Procurement & Accounts Payable

This is the "buying" side of Supreme Finance — everything from asking to buy something, ordering it from a supplier, receiving the goods, right through to recording the supplier's bill and paying it. The work flows in a natural order:

**Purchase Requisition** → **Purchase Order** → **Receiving Report** → **AP Invoice** → **Payment**

In the left **sidebar** you'll find two groups for this work. Click **Procurement** to expand it (Dashboard, Purchase Requisitions, Purchase Orders, Receiving Reports), and click **Accounts Payable** for the billing and payment side (Dashboard, Invoices, Vendors, Payments, Check Vouchers, and more).

 **Tip:** Each document links to the next. When a PR is approved you can turn it into a PO with one click; from an approved PO you create the Receiving Report and the AP Invoice. You rarely have to re-type anything.

### 6.1 Procurement Dashboard

Use this as your starting point each morning to see what's waiting on you.

1. In the **sidebar**, click **Procurement**, then **Dashboard**.
2. If anything needs sign-off, a yellow "**documents awaiting approval**" banner appears at the top — click any **PR** or **PO** chip to jump straight to it.
3. The three cards (**Purchase Requisitions**, **Purchase Orders**, **Receiving Reports**) show counts by status — Draft, Pending, Approved, Partial. Click **View all** → on any card to open its full list.
4. Use the **New Requisition** or **New Purchase Order** buttons at the top to start a new document.

#### Screenshot

*the Procurement Dashboard with the three status cards and the workflow strip at the bottom*

### 6.2 Purchase Requisitions (PR)

A PR is an internal request to buy something — the first step before any money is committed. Use it when a department needs materials or supplies and wants approval.

#### Creating a requisition

1. Go to **Procurement** → **Purchase Requisitions** and click **+ New PR** (top right).
2. Fill in **Department** and **Requested By** (both required).
3. Choose a **Priority** (Low, Medium, High, or Urgent) and set the **Request Date** and, if known, the **Needed By Date**.
4. In the **Line Items** table, pick an item from the **Product** dropdown — this auto-fills the code, description, and UOM — or just type a **Description** for a one-off item.

5. Enter the **Qty Requested**, and optionally an **Est. Unit Cost**. The **Total Estimated Amount** adds up at the bottom.
6. Click + **Add Item** for more lines. Click **Save PR**.


The PR number is generated automatically when you save — you don't need to type one.

#### Screenshot

*the New Purchase Requisition form with the details card and one line item filled in*

### Submitting and approving

1. Open the PR. If it's a **Draft**, click **Submit for Approval** in the Actions card — its status becomes **SUBMITTED**.
2. An approver opens the submitted PR and clicks **Approve** or **Reject**. Both ask for **Your Name**; a rejection also needs a **Rejection Reason**.
3. Once **APPROVED**, an Actions button appears: **Create PO from this PR** — this opens a new Purchase Order already pre-filled with the requisition's items.

 **Tip:** You can  **Edit** a PR only while it's still a Draft. Use **X Void PR** to cancel one you no longer need (it becomes CANCELLED).

## 6.3 Purchase Orders (PO)

A PO is the official order you send to a supplier. Use it once a purchase is approved and you're committing to buy.

### Creating a purchase order

1. Go to **Procurement** → **Purchase Orders** and click **New Purchase Order** (or start it from an approved PR — see above).
2. Choose the supplier from the **Vendor** dropdown. The vendor's **Payment Terms** and **Currency** fill in automatically, but you can change them.
3. Set the **Order Date** and, if known, the **Delivery Date**.
4. Check the **Currency**. If it's not PHP (for example USD for an imported item), enter the **Exchange Rate to PHP** — the system shows the **PHP Equivalent** at the bottom.
5. Set the **Tax Type** — choose **VAT (12%)** if the purchase is VATable, otherwise NON-VAT.
6. In **Line Items**, pick a **Product** (auto-fills code/description/UOM) or type your own description, then enter **Qty** and **Unit Price**. The line total, Subtotal, VAT, and Total calculate as you type.
7. Click **Create Purchase Order**.


#### Screenshot

*the New Purchase Order form showing vendor, currency, tax type, and the line-item table with totals*

### Marking a PO as an importation

If the goods are being imported and paid for in advance (before they arrive), tick the checkbox "**Importation (paid in advance, before arrival)**" at the bottom of the header before saving. This tags the PO as an import so it shows up on the import dashboards and unlocks the advance-payment tools.

### Submitting, approving, and next steps

1. Open the PO. If it's a **Draft**, click **Submit**, then an approver clicks **Approve** (or **Reject**).
2. Once **APPROVED**, buttons appear to move forward:
  - **Create Receiving Report** — record the goods when they arrive.
  - **Create AP Invoice** — record the supplier's bill.
1. Use  **Print** any time to produce a copy for the supplier, and **X Void PO** to cancel one that isn't yet received.

**Shipment / BL Terms (imports).** On an approved import PO, scroll to **Shipment / BL Terms** and enter the **BL Date** (the Bill of Lading / shipment date) and the **Term (days from BL)** — for example 60 or 120. Click **Save**. The system then shows the **Payable Due Date** and how many days remain. Import credit terms run from the shipment date, not the invoice date.

**Recording an import advance.** On an import PO, use the **Record Import Advance** panel to log a prepayment to the supplier:

1. Choose the **Bank Account** the money comes from. If it's a foreign-currency account, enter the **Exchange Rate** — the **PHP Equivalent** is shown.
2. Enter the **Amount**, the **Payment Date**, and optionally a **Check / Ref No.**
3. Click **Record Advance**.

**⚠ Important:** Recording an advance posts to the books (Advances to Suppliers, and a credit to Cash). It's offset against the payable later when the supplier's invoice is matched; any exchange-rate difference goes to Forex Gain/Loss. Make sure the bank, amount, and rate are right before saving.

## 6.4 Receiving Reports (RR)

An RR records the goods you actually received against a PO. Use it the moment a delivery arrives at the warehouse. Posting it brings the stock into inventory.

1. Open the approved PO and click **Create Receiving Report** (or go to **Procurement** → **Receiving Reports** and start a new one — it needs a PO to receive against).
2. Set the **Received Date**.
3. Choose **Receive Into Warehouse**. Leave it on **Product default** to use each item's usual warehouse, or pick a specific warehouse (for example a MAA or LASANG store) from the list.
4. For each line, type the quantity in **Receive Now**. It defaults to the outstanding quantity; lower it if the supplier delivered only part of the order. The **Line Total** and **Total Received Value** update as you type.
5. Add **Remarks** if needed, then click **Save Receiving Report**.

 **Screenshot**

*the New Receiving Report form with the warehouse dropdown and the Receive Now column*

**⚠ Important:** Saving (posting) a Receiving Report increases inventory and records the value in the GR/IR clearing account. It affects the books, so only receive quantities you've physically confirmed. If the PO is only partly delivered, the PO status becomes **PARTIAL\_RECEIVED** and you can receive the rest on a later RR.

**💡 Tip:** After receiving, the goods sit in GR/IR clearing until you enter the supplier's invoice. The AP Dashboard flags these under "**Goods Received — Pending Supplier Invoice.**"

## 6.5 Accounts Payable Dashboard

This is your command centre for what the company owes and what's coming due. Open **Accounts Payable → Dashboard.**

- The **Monthly Summary** strip shows Total Paid This Month, Total Open AP, Total Overdue, and Total Paid (All Time).
- **Open Payables by Currency** separates your PHP and USD balances.
- The **Due in 7 / 14 / 21 / 30 Days** cards and the **AP Aging** bars help you plan cash.
- Watch-lists further down:
- **Open Purchase Orders — pending receipt / invoice** (with a **Create Invoice** → shortcut each).
- **Goods Received — Pending Supplier Invoice (GR/IR)** — click **Create Invoice** → to bill a receipt.
- **Open AP Invoices — Outstanding Payables** — approved invoices show a green **Pay** → button; others say "Awaiting approval."
- Top-right buttons: + **New Invoice**, **View All**, and **Import Excel**.
- If payment vouchers are waiting, a yellow banner offers **Review Now**.

 **Screenshot**

*the AP Dashboard with the monthly summary strip and the AP Aging bars*

## 6.6 AP Invoices (the supplier's bill & 3-way match)

The AP Invoice records what a supplier is billing you. This is where the company recognises what it owes (Accounts Payable). When the invoice is tied to a PO, the system does a **3-way match** — it lines up the order, the goods received, and the bill — and routes the amount through GR/IR clearing automatically.


### Creating an invoice

1. The easiest start is from the AP Dashboard or the PO: click **Create AP Invoice / Create Invoice** →. This pre-fills the vendor, the **PO Number**, and the line items for you. Or go to **Accounts Payable → Invoices** and click + **New Invoice**.

2. Confirm the **Vendor** and **Supplier Name**. If a **PO Number** is present, you'll see the note that goods post to **GR/IR Clearing** automatically — you won't need to pick expense accounts.
3. Enter the **Supplier Invoice No.** (the vendor's own number) — the **Control No.** is generated for you.
4. Set the **Invoice Date**. Pick the **Payment Terms (days)** — 15, 30, 45, 60, or 90 — and the **Due Date** fills in automatically.
5. Choose the **Currency**. For USD, the **Exchange Rate to PHP** is fetched automatically from the Exchange Rates table; adjust it if needed.
6. Check the **Line Items** (quantities, unit prices, and **Tax Type**). Use **+ Add Line** for extra rows. Net, VAT, and Total add up on the right.
7. For imports, enter the **BL Date** and **Term (days from BL)** so the due date follows the shipment date. For import VAT paid to Customs, switch the **Input VAT to** account to **1280 Input VAT - BOC**.
8. Click **Create Invoice**.

#### Screenshot

*the New AP Invoice form showing a PO-matched invoice with the "Auto → GR/IR Clearing" note and line items*

 **Tip:** If there's no PO number, this is a direct bill (e.g. utilities). In that case an **Expense Account** picker appears so you can tell the system which account the cost belongs to.

### Approving an invoice

1. Open the invoice. A new one shows **Pending Approval** at the top.
2. An authorised approver clicks the approve button in the header. Once approved, the badge turns to **✓ Approved** and the **+ Record Payment** button becomes available.

**⚠ Important:** An invoice can only be paid after it's **Approved**. Creating the invoice posts the payable to the general ledger, so double-check the amount, currency, and rate before saving. To reverse a mistake, use **Void** — don't delete.

## 6.7 Vendors (Supplier Master)

Keep your supplier list here so their terms and currency auto-fill on POs and invoices.

1. Go to **Accounts Payable** → **Vendors** to see the **Supplier / Vendor Master**. Search by name, code, or TIN, and filter by **Currency** or **Tax Type**.
2. Click **+ New Vendor**, then fill in **Vendor Name** (required), plus optional **Contact Person, Email, Phone, TIN, Currency, Tax Type**, and **Payment Terms**. The **Vendor Code** is generated automatically.
3. Click to save; the new supplier is immediately available in the dropdowns on POs and invoices.
4. Click **View** → on any vendor to see their details and invoice history.

## 6.8 Paying suppliers

Supreme Finance has **two** ways to pay, depending on how the money goes out:

- **Check Voucher (CV)** — the primary, controlled method for issuing a physical check. It goes through approve-then-release, and the books are only updated when the check is actually **released**.
- **Record Payment** — a quick way to settle an invoice by **bank transfer**, cash, or online, recorded directly on the invoice.

⚠ **Important** — "Pay via Transfer" (the old Payment Voucher / PV) is retired. Do **not** use it for new payments. Always use **Record Payment** (for transfers) or a **Check Voucher** (for checks). Older PVs remain visible in the Payments register for history only.

### 6.8a Record Payment (bank transfer)

Use this to settle an approved invoice by transfer, cash, or online.

1. Open the approved invoice and click + **Record Payment**.
2. Enter the **Amount Paid** (it defaults to the full remaining balance; the maximum is shown). For USD invoices, set the **Payment Exchange Rate** — any difference from the booked rate posts to Forex Gain/Loss.
3. Set the **Payment Date** and choose the **Payment Method** (**BANK\_TRANSFER**, CASH, ONLINE, etc.).
4. Pick the **Bank Account** the money leaves from.
5. If you're withholding tax, choose a **Withholding (EWT)** rate — the **EWT Amount** is suggested automatically (editable), and the **Net Cash to Pay** (what the supplier actually receives) updates. Fill in the **Check No.** or **Reference / Confirmation No.** as appropriate.
6. Review the summary box, then click **Record Payment**.

#### Screenshot

*the Record Payment form with amount, method, bank, EWT, and the settlement summary box*

⚠ **Important:** Recording a payment settles the invoice and updates the books immediately (reducing Accounts Payable and Cash; any EWT credits WHT Payable, owed to the BIR). It cannot be casually undone — enter it carefully.

### 6.8b Check Vouchers (CV) — approve then release

Use a Check Voucher to pay a supplier by physical check. The key rule: **the books are only posted when the check is released**, so an approved-but-unreleased check hasn't hit your cash yet.

#### Creating a check to pay invoices

1. From an invoice, use the **Pay by Check** path, or go to **Accounts Payable** → **Check Vouchers** and click **New CV**, then pick the invoice to pay.
2. Under **Invoices Covered by This Check**, tick every open invoice for that supplier this one check should settle. Set an **EWT rate** per invoice if you're withholding — the **Check total** (net of EWT) is calculated at the top.
3. In **Check Details**, confirm the **Payee**, enter the **Check Number** and **Check Date**, and confirm the **Currency**. The **Check Amount** is summed automatically from the selected invoices.
4. Choose the **Bank Account (check drawn from)**.

5. Add **Remarks** if needed and click **Create Check Voucher**.

#### Screenshot

*the Check Voucher form with the multi-invoice selection table and the check details card*

 **Tip:** One check can pay several of the same supplier's invoices at once — just tick them all in the list.

### Moving the check through its stages

Open the CV and use the **Workflow Actions** panel at the bottom. The buttons you see depend on the check's stage and your role:

1. **Submit for Approval** — sends a draft CV for review (status → PENDING APPROVAL).
2. **Approve CV** — an approver signs off (status → APPROVED). *Nothing has posted to the books yet.*
3. **Release Check (ADMIN ONLY)** — issued when the physical check actually goes out. **This is the moment the payment posts** — Accounts Payable is cleared, Cash is credited, and any EWT goes to WHT Payable.
4. **Mark as Cleared** — once the bank encashes the check.

**⚠ Important: Releasing** a check is what settles it in the general ledger — treat it as the point of no easy return. Approving alone does not move any money. Use **Void CV** to cancel a voucher that shouldn't proceed.

### 6.8c Check Monitoring

Track physical checks through the bank. Go to **Accounts Payable** → **Check Monitoring**.

1. Use the **month** picker (or ← **Prev** / **Next** →) to choose a period, then **Go**.
2. The four cards show checks **Issued** and **Cleared** in that month, plus **Outstanding — not yet cleared** (released but still floating) and **In process** (prepared, awaiting release).
3. The lower tables list the checks issued that month and every outstanding check across all periods. Click any **CV No.** to open the voucher.

### 6.8d Payments register


To see every payment in one place, open **Accounts Payable** → **Payments**. It lists all Check Vouchers (and any historical transfers) with date, document number, supplier, method, bank, amount, and status. Use the search box and the date filter, then click a **Doc #** to open it.

## 6.9 In-Transit Payables (imports)

Use this to watch import shipments whose payment clock is ticking but which you haven't billed yet. Open **Accounts Payable** → **In-Transit Payables**.

- The table lists import POs that have a **BL Date** but no AP invoice yet, with each shipment's **Due Date** and **Days to Due**.
- Rows are colour-coded: red = overdue, amber = due soon, green = comfortably ahead.

- The **Status** column shows **In Transit** or **Received — pending invoice**, and totals by currency appear top-right.

 **Tip:** This is the early-warning list for import payments. If a due date is close and there's still no invoice, chase the supplier's paperwork so you can bill and pay on time.

---

## 6.10 Approvals


A shared inbox for change requests that need a second signature (for example editing or voiding an invoice).

1. Go to **Accounts Payable** → **Approvals** to see all **Pending Approval Requests**.
  2. Each card shows the request type, who asked, the reason, and a side-by-side **Current Values** vs **Proposed Changes** comparison.
  3. Use the action buttons on each request to approve or reject it.
- 

## 6.11 Chart of Accounts & Bank Accounts

These are the master lists behind every posting.

**Chart of Accounts.** Open **Accounts Payable** → **Chart of Accounts** to review the account codes the system posts to (Accounts Payable, Input VAT, WHT Payable, Advances to Suppliers, and so on).

 **Important:** These accounts drive how everything hits the books. Only make changes if you're sure — a wrong code can send figures to the wrong place.

**Bank Accounts.** Open **Accounts Payable** → **Bank Accounts** to see each bank account with its currency and running balance.

1. Click + **Add Account** to register a new bank account (name, bank, currency, and its GL account).
  2. These accounts are what you choose when recording payments, check vouchers, and import advances, so keep them current.
- 

## 6.12 Exchange Rates

Keeps the peso conversion right for USD and other foreign-currency bills.

1. Go to **Accounts Payable** → **Exchange Rates**.
2. In **Add / Update Rate**, choose the currency, enter the **Rate to PHP**, set the **Date**, and save. Historical rates are kept, so past invoices stay converted at their original rate.
3. The **Exchange Rate History** table lists the most recent rates.

 **Tip:** Keep today's USD rate current here — new USD invoices and payments pick it up automatically, saving you from typing it each time.

---

## 6.13 Import Excel (opening balances & purchase book)

Use this to load data in bulk — typically when first setting up, or bringing in a period's purchase book. Open **Accounts Payable** → **Import Excel**.

- **Smart Import — All Sheets** reads a whole workbook (AP invoices, vendors, journal entries, chart of accounts, exchange rates, and more) in one go. This is the usual choice for opening AP balances and the supplier purchase book.
- A **Legacy AP importer** and a **Generic Excel Import (manual column mapping)** are available for special files.
- **Recent Imports** at the bottom shows each import's results (new, updated, skipped, errors). A completed import offers a **Rollback** button if you need to undo it.

⚠ **Important:** Imports post real entries to the books. Only import a file once, check the results row before moving on, and use **Rollback** rather than trying to delete individual records if something went wrong.

---


## 6.14 Voided Invoices

Anything you void doesn't disappear — it's kept for the audit trail. Open **Accounts Payable** → **Voided Invoices** to review invoices that were cancelled, so you always have a record of what was reversed and why.

## 7. Inventory

The **Inventory** group is where the warehouse lives day to day: seeing what's on hand, issuing raw materials to production, sending finished goods out the door, moving stock between plants, and keeping the count honest. Open it from the left **sidebar** — click **Inventory** to expand the group, then pick a menu item.

**A quick word on how stock is valued (weighted average).** Every product is valued at its *moving average cost* — often shown as **WAC** (weighted-average cost). Each time you receive stock at a new price, the system blends it with what you already had to get one average unit cost. When you issue, deliver, or withdraw, the system uses that current average. You never have to pick which batch left — the system always uses the running average. That's why you'll see a single **Unit Cost** or **WAC** figure per item rather than a stack of purchase prices.

 **Tip:** Money figures (unit cost, total value) are only visible to managerial users. Warehouse staff see quantities and volumes, which is exactly what they need to do the job.

### Inventory Dashboard

Your morning starting point — it shows what the warehouse needs to act on today.

1. In the **sidebar**, open **Inventory** and click **Dashboard**.
2. Read the four cards across the top: **Awaiting Stock Check, For Processing (JO), Ready to Deliver,** and **Draft Delivery Receipts**.
3. In the **Sales Orders Awaiting Stock Check** list, click **Check stock** → on any row to open that order and confirm you can fulfill it.
4. Use the quick links at the bottom — **Stock Levels, Delivery Receipts, Beginning Balance, Reconciliation** — to jump straight to a task.


#### Screenshot

*the Inventory Dashboard with the four KPI cards and the "Sales Orders Awaiting Stock Check" queue*

### Stock Levels (Inventory by Plant)

Use this any time someone asks "do we have it, and how much?" It lists on-hand stock grouped by plant warehouse (MAA and Lasang).

1. In the **sidebar**, open **Inventory** and click **Stock Levels**.
2. Each plant has its own summary card and table. Read the **Qty on Hand** column for each product. If you're a managerial user, you'll also see **Unit Cost** and **Total Value**.
3. To find one item, type into the **Search product...** box.
4. Narrow the list with the **All Items, Trading,** and **Manufactured** buttons.
5. A quantity shown in **red** means that item has dropped to zero or below — worth investigating.

 **Tip:** Stock is split by **Stage** — Trading, Raw Material, WIP (work-in-progress), and Finished Goods — each with its own colored tag, so you can tell raw materials apart from finished product at a glance.

 **Screenshot**

*the Inventory by Plant screen showing the MAA and Lasang cards and the per-plant item table*

## Material Issuance (MRIS)

Use this when the warehouse hands raw materials to the factory for a job. It always works against an **approved MRS** (Material Requisition Slip) that production submitted.

1. In the **sidebar**, open **Inventory** and click **Material Issuance**.
2. Approved requisitions appear at the top under **Approved MRS awaiting issuance**. Click **Issue** → on the one you're fulfilling — or click + **New Issuance** and pick the requisition from the **Approved MRS** dropdown.
3. The materials on that requisition load into a table showing **Requested, Already Issued, and Outstanding**. In the **Issue Now** column, enter the quantity you're actually handing over (it defaults to the outstanding amount).
4. You can issue less than requested — that's a **partial** issuance, and you can issue the rest later.
5. Add a note in **Remarks** if useful.
6. Click **Create Issuance**.

**⚠ Important:** Issuing materials moves them out of raw-material stock and into the job. Enter the real quantity that left the shelf.

 **Screenshot**

*the New Material Issuance form with the MRS selected and the material lines showing Outstanding and Issue Now*

## Deliveries (Delivery Receipts)

This is how finished goods and trading stock leave the building. There are two ways to create a delivery: **from an approved Sales Order**, or **direct (no Sales Order)** for quick trading sales. Both end the same way — you **post** the delivery (which relieves stock and books the cost of goods sold), then **invoice** the customer.

### Delivering against a Sales Order

Use this for the normal flow, where sales already booked an order.


1. In the **sidebar**, open **Inventory** and click **Delivery Receipts**.
2. Click + **New Delivery**. A list of approved sales orders appears — click **Deliver** → on the right order.

3. The customer, SO number, and PO number fill in automatically. Set the **Delivery Date** (the **Due Date** is calculated from the customer's terms — adjust it if needed).
4. Leave **Ship From Warehouse** on **Auto** to ship from wherever the stock sits, or pick a specific warehouse.
5. Fill in dispatch details as needed: **Dispatch Order #**, **Truck Details**, **Container Details**, **BL Reference**.
6. In **Items to Deliver**, enter the **Qty** for each line. You can't exceed the **Remaining** quantity shown.
7. Click **Create Delivery Receipt**.

### Direct delivery (no Sales Order)

Use this for trading or walk-in sales where there's no sales order to deliver against.

1. On the **Deliveries** screen, click + **Direct Delivery (no SO)**.
2. The **DR Number** is generated for you. Leave it as-is, or type your own number to override it (it must be one that hasn't been used).
3. Choose the buyer from the **Customer** dropdown. If they aren't listed, pick **— not listed (type below)** — and type the name.
4. Optionally fill **Customer PO #**, **Ship From Warehouse** (leave on **Auto** to ship from wherever the stock is), **Delivery Date**, **Due Date**, **Dispatch Order #**, **Truck Details**, and **Remarks**.
5. Under **Items to Deliver**, choose a product from the dropdown (it shows the available quantity) and enter the **Qty**. Click + **Add line** for more items. If you type more than is available, the quantity turns red — reduce it.
6. Click **Create Delivery Receipt**.


 **Tip:** On a direct delivery you don't enter a selling price here — you'll enter it later when you invoice. This screen only handles what physically ships and its cost.

#### Screenshot

*the Direct Delivery form showing the DR Number, Customer dropdown, and the Items to Deliver lines with available quantities*

### Posting and invoicing a delivery

After you create a delivery receipt, open it to finish the job.

1. On the **Deliveries** list, click the **DR #** to open the receipt.
2. Click **Post / Dispatch (reduce FG + COGS)**. This is the moment stock actually leaves the books and the cost of goods sold is recorded.
3. Once posted, click **Generate AR Invoice** to bill the customer. Enter the selling price on the invoice screen.
4. When every line has been billed, the receipt shows **Fully invoiced ✓**.
5. To hand a printed copy to the driver, click  **Print Delivery Receipt** at the top.

**⚠ Important: Post / Dispatch** relieves inventory and books the cost of goods sold to the general ledger — only post once the goods have genuinely gone out. Post first, then invoice; you can't invoice a delivery that hasn't been posted.

 **Screenshot**

*an open Delivery Receipt showing the "Post / Dispatch" and "Generate AR Invoice" buttons and the delivered-items table*

## Beginning Balance

Use this once when first loading the system (or when adding a product that already had stock before go-live) to record what you're holding and what it cost.

1. In the **sidebar**, open **Inventory** and click **Beginning Balance**.
2. Set the **As of Date** — the date these opening quantities are true.
3. Leave **Offset Account** on the system default unless accounting tells you otherwise.
4. For each item, choose the **Product**, the **Stage** (Trading, Raw Materials, Work-In-Progress, or Finished Goods), the **Warehouse**, and enter the **Qty** and **Unit Cost**. Add a **Note** if helpful.
5. Click + **Add Item** for more lines. Watch the **Total Value** update at the bottom.
6. Click **Post Beginning Balances**.

**⚠ Important:** Posting beginning balances creates a journal entry and **overwrites** any existing balance for the same product, stage, and warehouse (it does not add to it). Double-check quantities and costs before posting.

 **Screenshot**

*the Beginning Inventory Balance form with the As-of Date, one product line, and the Total Value*

## Reconciliation (Physical Count)

Use this after a physical count to line the system up with what's actually on the shelf. Any difference is posted as an adjustment.

1. In the **sidebar**, open **Inventory** and click **Reconciliation**.
2. Set the **Count Date** and choose the **Warehouse** (you count one warehouse at a time).
3. Leave **Adjustment Account** on the system default unless told otherwise.
4. Each item shows its **System Qty**. In the **Physical Count** box, type the number you actually counted. Rows with a difference highlight green (surplus) or red (shortage), and the **Variance** column shows the gap. Add a note in **Notes** if needed.
5. Use the **Search...** box to jump to a product. The badge shows how many rows currently have a variance.
6. Click **Post Reconciliation**. A summary of every adjustment appears.

**⚠ Important:** Posting a reconciliation writes adjustment journal entries — a surplus increases inventory, a shortage decreases it. Only post once you're confident in the physical count.

#### Screenshot

*the Inventory Reconciliation grid with a highlighted variance row and the Post Reconciliation button*


## Stock Transfers

Use this to move stock between warehouses — for example, from MAA to Lasang. A transfer is a two-step handshake: the sending side **issues** it (goods go "in transit"), and the receiving side **receives** it.

### Creating a transfer

1. In the **sidebar**, open **Inventory** and click **Stock Transfers**.
2. Click + **New Transfer**.
3. Choose the **From Warehouse** and **To Warehouse** (they must be different).
4. Set the **Transfer Date** and add **Notes** if useful.
5. For each line, pick the **Product** and **Stage**, enter the **Qty**, and check **Available @ From** to be sure there's enough. Click + **Add Item** for more.
6. Click **Save Draft**.

### Issuing and receiving

1. Open the transfer slip (click its **STS #** from the list).
2. At the sending warehouse, click **Issue (→ In Transit)**. The stock leaves the source and its cost is captured at the source warehouse's weighted-average cost.
3. When the goods arrive, click **Receive** to add them into the destination warehouse.
4. To stop a transfer, click **Cancel** — if it was already issued, the stock returns to the source with a reversing entry.
5. Use  **Print** for a copy to travel with the goods.

**💡 Tip:** A transfer only affects **where** stock sits, not its total value — the cost travels with the goods.

#### Screenshot

*an open Stock Transfer slip showing the From → To route and the "Issue (→ In Transit)" and "Receive" buttons*


## Withdrawals

Use this when stock leaves for something other than a sale — a **sample** given to a customer, an **exhibit** you'll bring back, **internal use**, or a **donation**. The cost is charged to an expense account instead of cost of goods sold.

1. In the **sidebar**, open **Inventory** and click **Withdrawals**.

2. Click + **New Withdrawal**.
3. Pick the **Purpose**: *Sample (given away)*, *Exhibit (expected back)*, *Internal use*, or *Donation*. Samples and exhibits default to the Marketing & Advertising account; for internal use and donations, choose the account.
4. In **Issued to**, name the department, person, or event (for example, "SALES DEPARTMENT — AgriExpo booth").
5. Confirm or change the **Expense account**, set the **Withdrawal date**, and add **Remarks** if needed.
6. Under **Items**, choose each product-and-warehouse line (it shows availability and current WAC) and enter the **Qty**. The estimated cost updates as you go.
7. Click **Save as Draft**.

### Posting a withdrawal

1. Open the draft withdrawal slip.
2. If the **Expense account** isn't set yet, choose it and click **Save account**.
3. Click **Post (issue stock + GL)**. The stock is issued at its current weighted-average cost and charged to the expense account.
4. Use  **Print Slip** for the printable withdrawal slip.

### Recording an exhibit return

When exhibit items come back, put them back into stock.

1. Open the posted withdrawal and click **Record return...**
2. For each item, enter the **Return qty** (you can't exceed what's still out).
3. Click **Post return**. The goods are restocked at their original cost and the expense is reversed.

**⚠ Important:** Posting a withdrawal charges its cost to an expense account and removes the stock — set the right expense account before posting. Returns only apply to items that were expected back (exhibits).

#### Screenshot

*the New Withdrawal form with the Purpose dropdown, Issued-to field, and item lines showing WAC and estimated cost*

## Warehouses

Use this to manage your storage locations — the warehouses that stock lives in and moves between.

1. In the **sidebar**, open **Inventory** and click **Warehouses**.
2. To add one, fill in **Code** (e.g. MAA), **Name**, and optionally the **Plant** (MAA, LASANG, or TOLLING). Tick **Active** and, if it's your main location, **Default**. Click + **Add**.
3. To change a warehouse, click **Edit** on its row, adjust the fields, and click **Save Changes**. (The **Code** can't be changed once created.)

4. Untick **Active** to retire a warehouse you no longer use — it stays on record but stops appearing in the picklists.


#### Screenshot


*the Warehouses screen with the add/edit form on top and the list of warehouses below*

## Inventory Reports

Use this to review stock movement over a period and to spot slow or dead items. There are two views:

**Period Summary** and **Movement Analysis**.

1. In the **sidebar**, open **Inventory** and click **Reports**.
2. Choose a **Period** — *This Month, Last Month, Last Quarter, This Year, Previous Year, or Custom* (pick your own **From** and **To** dates).
3. Optionally narrow the results: click **Items** to tick specific products, pick a **Stage**, or choose a **Warehouse**.
4. Click **Run** to refresh.
5. Switch between the two views with the toggle:
  - **Period Summary** shows each product's **Beginning, In, Out,** and **Ending** quantities and values, with totals at the bottom.
  - **Movement Analysis** shows on-hand value, WAC unit cost, last-issue date, **Days Idle**, days-on-hand, turnover per year, and a **Classification** tag — *Fast, Normal, Slow, Dead, or No stock*.
1. Click  **Print** for a printable copy of the current view.

 **Tip:** Use **Movement Analysis** to find capital tied up in **Slow** or **Dead** stock — items flagged "never issued" have been sitting untouched.

#### Screenshot


*the Inventory Report in Movement Analysis view showing the classification tags (Fast, Slow, Dead) and the period filter bar*

## 8. Production & Machines

This chapter walks you through the factory floor: turning a customer order (or a plan) into a finished product, requesting and receiving the raw materials, recording every shift's output, logging waste, checking quality, and moving finished goods into the warehouse. It also covers keeping your machines healthy — logging downtime, scheduling maintenance, and reviewing performance.

Everything here lives under two sidebar groups. Click **Production Planning** (for creating Job Orders) or **Production** (for the day-to-day floor work), then pick the menu item you need. Machine work lives under the **Machines** group.

**The big picture — how a job flows:** A **Job Order** says what to make and how much. You request materials with a **Material Requisition (MRS)**, the warehouse issues them, and you **acknowledge** the receipt. As each shift runs, you record output on the **Shift Production Report** — naming the stage (extrusion, crosswinding, balling, and so on) and the machine. Scrap and rejects go on **Wastage Records**. Once done, the job goes through **Quality Control**, and finally the good units are moved into finished-goods inventory with an **FG Transfer Slip**.

 **Tip:** A Job Order has a life-cycle: **Pending** → **Released** → **In Process** → **For QC** → **Completed**. The buttons you see change depending on which stage the job is in — that's normal.

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### Create a Job Order

Use this when you need to manufacture something — either to fill a specific customer sales order, or to build stock. A Job Order is the starting point for the whole production run.

1. In the sidebar, open **Production Planning**, then click **Job Orders**.
2. Click + **New Job Order**.
3. The **Job Order No.** fills in automatically — you don't type it.
4. Choose what to make from the **Product** dropdown. Manufactured items are marked "(Finished)".
5. Choose the **Plant** — **MAA Manufacturing Plant**, **Lasang Manufacturing Plant**, or **Tolling**.
6. If you picked a normal plant, the **Source Warehouse** fills in automatically to match (MAA or Lasang) — you can leave it. If you picked **Tolling**, type the **Assigned Toller** name and choose the **Source Warehouse** to pull materials from.
7. Enter the **Planned Qty** (in rolls or your order unit) and confirm the **Unit**. Optionally enter the **Kg Equivalent**.
8. Set the **Start Date** and **End Date**, and enter the **Supervisor** if known.
9. Under **Sales Order Reference**, tick the sales order(s) this job will produce. One Job Order can cover several orders of the same formulation.
10. Under **Bill of Materials**, choose each raw **Material**, its **UOM**, and the **Qty**. Click + **Add material** for more rows. This becomes the material list your MRS will pull from later.
11. Add any **Remarks**, then click **Create Job Order**.

### Screenshot

*the New Job Order form showing Product, Plant, Source Warehouse, planned quantity, the Sales Order Reference checklist, and the Bill of Materials rows*

**Tip:** The plant you choose decides which warehouse your materials are pulled from — MAA plant uses the MAA warehouse, Lasang plant uses the Lasang warehouse. Only Tolling lets you choose freely.

**Moving the job along:** Open a Job Order to see its status and a single action button that advances it:

1. Click **Release** to release a **Pending** job to the floor.
2. Click **Start Production** to move a **Released** job to **In Process**.
3. Click **Send to QC** when production is finished.
4. Click **Complete** after quality control passes.

The detail page also has **Quick Actions** — + **Create MRS**, + **Record Output**, + **Record QC**, and + **Receive FG** — that jump straight to those forms with this job already selected. Tabs along the bottom let you review this job's requisitions, outputs, QC records, FG receiving, and wastage in one place.

**Important:** You can only **Edit** a Job Order while it's still **Pending** or **Released**. Once production starts, edit is locked to protect the records tied to it.

## Request raw materials (Material Requisition / MRS)

Use this once a Job Order is **Released** and the floor needs its raw materials from the warehouse. The MRS is your formal request.

1. In the sidebar, open **Production**, then click **Material Requisitions**.
2. Click + **New MRS**.
3. The **MRS Number** fills in automatically when you save.
4. Choose the **Job Order** from the dropdown. The material rows fill in automatically from that job's Bill of Materials.
5. Confirm the **Date** and enter **Requested By** (your name).
6. Review the **Materials** table. The **On Hand** column shows current stock at the job's warehouse — a red number with a  $\Delta$  means you're asking for more than is on hand.
7. Adjust any **Qty Requested**, or click + **Add Row** to request an extra material. Remove a row with the  $\times$  button.
8. Add **Remarks** if needed, then click **Save MRS**.


### Screenshot

*the New Material Requisition form with the Job Order selected and the auto-filled materials table showing the On Hand column*

**Getting it approved and issued:** Open the saved MRS to move it forward:

1. Click **Submit for Approval** (this sends it to the Production Manager).

2. The Production Manager clicks **Approve (Production Manager)** — or **Reject**.
3. Once approved, click **Create Issuance (Warehouse)** to hand it to the warehouse, who issue the actual stock.

 **Tip:** You can print any MRS with the **Print MRS** button at the top of its detail page — handy for a paper trail on the floor.

## Receive issued materials (Material Receipts)


Use this when the warehouse has issued materials for your job and you need to confirm you received them on the floor. Acknowledging closes the loop between the warehouse and production.

1. In the sidebar, open **Production**, then click **Material Receipts**.
2. The top box, **Awaiting your acknowledgment**, lists every issuance waiting for you. A **PARTIAL** tag means only part of the request was issued.
3. Check the **MRIS #**, **MRS**, **JO**, and **Customer** to confirm it's the right delivery. Click the **MRIS #** link to see the exact items and quantities.
4. Click **Acknowledge Receipt** on that row.

The item moves down to the **Acknowledged** list, and the materials are now officially in the hands of production.

### Screenshot

*the Material Receipts page showing the green "Awaiting your acknowledgment" list with an Acknowledge Receipt button*

 **Tip:** Only acknowledge what actually arrived on the floor. This step is the record that materials changed hands.

## Record shift output (Shift Production Report)

Use this at the end of each shift to log what a machine produced. This is the heart of daily production tracking — one entry per machine, per stage, per shift.

1. In the sidebar, open **Production**, then click **Shift Production Report**.
2. Click + **Record Output**.
3. Choose the **Job Order** (only jobs that are **In Process** appear). The **Product Code** and **Product Name** fill in automatically.
4. Confirm the **Production Date** and choose the **Shift** — **DAY**, **NIGHT**, or **MIDSHIFT**.
5. Choose the **Operation (stage)** for this run:
  - For twine: **Extrusion**, then **Crosswinding**, then **Balling**.
  - For film: **Extrusion**, then **Printing** (only for printed orders), then **Cutting–Sealing** or **Converting**.
1. Choose the **Machine** that ran. Picking a machine automatically logs this run to the machine's dashboard (its utilization and OEE).

2. Enter **Run Hours (machine)** and any **Downtime Hours (machine)** for the run, and the **Operator** name.
3. Enter **Qty Produced**, plus **Qty Rejected** and **Qty Reworked** if any. **Qty Good Output** calculates itself (produced minus rejected minus reworked).
4. Check the **Input Quantity (from MRS)** — it pre-fills from the job. The **Yield %** shows automatically so you can see how efficient the run was.
5. Add **Remarks** if needed, then click **Save Output Record**.

#### Screenshot

*the Record Production Output form showing Job Order, Shift, Operation stage dropdown, Machine, the quantity fields, and the calculated Yield %*

**⚠ Important:** The **final stage** is what becomes finished goods — **Balling** for twine, **Cutting–Sealing** or **Converting** for film. Only that final-stage good output flows into FG Receiving. Earlier stages (extrusion, crosswinding, printing) are recorded to track the run, but they are not the finished quantity.

**💡 Tip:** If you record a later stage before its earlier stage, you may see a soft yellow warning that your input is more than the earlier stage's output so far. It never blocks you — it's just a nudge to double-check your numbers or record the earlier stage first.

## Record wastage (Wastage Records)

Use this whenever a run produces scrap, rejects, or losses. How you record it matters, because the **disposition** you choose decides how the cost is treated in the books.

1. In the sidebar, open **Production**, then click **Wastage Records**.
2. Click + **Record Wastage**.
3. Choose the **Job Order** (in-process jobs). The **Product Code** fills in automatically.
4. Confirm the **Date** and choose the **Waste Type** — **Scrap**, **Reject**, **Production Loss**, or **Machine Waste**.
5. Choose the **Disposition** — this is the important choice:
  - **Regrind — reuse as raw material:** the waste is recovered back into an RCPP (twine) or RCM (MAA) regrind item so it can be re-used. A small recovery value is credited (2% by default).
  - **Write-off — abnormal loss:** the full cost leaves the job and is expensed. Use for ruined, contaminated, or unusable waste, and keep your documentation.
  - **Monitor only — normal waste:** no accounting entry; the cost simply stays absorbed in the job. Use for expected, everyday process waste within your normal allowance.
1. If you chose **Regrind**, pick the **Regrind Item** (RCPP for twine, RCM for MAA — one per color) that will receive the recovered material. Leave the **Recovery %** at the default, or override it, or enter a fixed ₱ amount. Tick **Abnormal loss — also expense the unrecovered balance** only if this was an abnormal loss.
2. Choose the **Operation (stage)** where the waste happened and the **Machine**, and enter the **Operator**.

3. Enter the **Quantity**, **Unit**, and **Unit Cost (₱)**. The **Total Cost** calculates automatically.
4. Enter the **Reason**, then click **Save Wastage Record**.

#### Screenshot

*the Record Wastage form with the Disposition box expanded showing Regrind, Recovery %, and the regrind item picker*

**⚠ Important:** The disposition affects the books. **Write-off** expenses the cost as an abnormal loss; **Regrind** recovers value into a regrind item; **Monitor only** posts nothing. When unsure which applies, check with accounting before saving — this is not something to guess at.

**💡 Tip:** If the Regrind Item dropdown is empty, the RCPP/RCM regrind items haven't been set up yet in the product master (one per color). Ask your administrator to create them.

## Quality Control (QC)

Use this to inspect a completed job before its goods are received into inventory. A job must pass (or partially pass) QC before you receive finished goods.

1. In the sidebar, open **Production**, then click **Quality Control**.
2. Click + **New QC**.
3. Choose the **Job Order** (only jobs marked **For QC** appear). The **Product Code** and **Product Name** fill in automatically.
4. Confirm the **Date** and enter the **Inspector** name.
5. Enter **Qty Inspected** and **Qty Passed**. **Qty Failed** calculates itself, and the **Status** (PASSED, FAILED, or CONDITIONAL) is suggested automatically — you can adjust it.
6. Add **Remarks** describing any issues, then click **Save QC Record**.

#### Screenshot

*the New Quality Control form showing Qty Inspected, Qty Passed, the auto-filled Qty Failed, and the Status*

**💡 Tip:** The **Qty Passed** you enter here is what pre-fills the quantity on the next step, FG Receiving — so inspect carefully.

## Receive finished goods (FG Transfer Slip)

Use this final step to move the good, quality-passed units into finished-goods inventory so they can be sold and delivered. This is what turns a production run into sellable stock.

1. In the sidebar, open **Production**, then click **FG Transfer Slip**.
2. Click + **New Transfer Slip**.
3. Choose the **Job Order**. The **Product Code**, **Product Name**, **Quantity** (from the QC passed quantity), and **Unit Cost** (worked out from the job's cost) all fill in automatically.

4. Confirm or adjust the **Quantity** and **Unit**. The **Total Cost** calculates automatically.
5. Leave the **FG Account Code** and **WIP Account Code** blank to use the system defaults, unless accounting has told you otherwise.
6. Enter **Received By** (your name) and any **Remarks**, then click **Save FG Receiving**.

#### Screenshot

*the New Finished Goods Receiving form with the auto-filled quantity and unit cost*

**⚠ Important:** Saving an FG Transfer Slip adds stock to inventory and records its value in the books. Enter the correct quantity — this is what accounting and sales will rely on, so only receive the good units that actually passed quality control.

**💡 Tip:** Remember, only **final-stage** output (balling for twine; cutting–sealing or converting for film) becomes finished goods here. That's the quantity that should reach this slip.

## Machines — the Machine List

Use this to keep a register of every machine, its specifications, and its rated capacity. The machine list feeds the machine pickers you see on the production forms and powers the performance reports.

1. In the sidebar, open **Machines**, then click **Machine List**.
2. Click + **New Machine**.
3. Under **Machine Identity**, the **Machine Code** is generated for you. Enter the **Machine Name**, choose the **Machine Type** (Extruder, Twister, Film Line, and so on), the **Department**, and set the **Status** (usually **Active**).
4. Under **Technical Specifications**, enter the **Manufacturer**, **Model**, **Serial Number**, **Purchase Date**, and **Commission Date** if you have them.
5. Under **Capacity Settings**, choose the **Unit of Measure** and enter the **Capacity / Hour**. Adjust **Hours / Shift** and **Shifts / Day** if needed — the per-shift, per-day, and per-month capacities are computed for you.
6. Add any **Notes**, then click **Register Machine**.

#### Screenshot

*the Register New Machine form showing Machine Identity, Technical Specifications, and the auto-computed Capacity Settings*

**💡 Tip:** Set the **Capacity / Hour** as accurately as you can — the utilization, efficiency, and OEE reports all measure actual output against this rated capacity.


## Downtime Log

Use this to record every time a machine stops running — a breakdown, a changeover, waiting for materials, and so on. Downtime feeds the machine's availability and OEE scores.

1. In the sidebar, open **Machines**, then click **Downtime Log**.
2. Click + **New Downtime**.
3. Choose the **Machine** and confirm the **Date**.
4. Enter the **Start Time** and **End Time** — the **Total Hours** is calculated for you (you can override it).
5. Choose the **Reason** (Mechanical Breakdown, Electrical Problem, Lack of Materials, Changeover, Maintenance, Operator Absence, Quality Issue, or Other).
6. Add **Remarks / Notes**, then click **Record Downtime**.

 **Screenshot**

*the Record Machine Downtime form with Machine, Start/End time, auto-computed Total Hours, and Reason*

 **Tip:** You can also log downtime straight from a machine's own page — open the machine from the Machine List and click + **New** in its Downtime section, and the machine is pre-selected for you.


## Maintenance

Use this to schedule upcoming maintenance or record work that's been done. It keeps a service history for each machine and tracks maintenance cost.

1. In the sidebar, open **Machines**, then click **Maintenance**.
2. Click + **New Maintenance**.
3. Choose the **Machine** and the **Maintenance Type** — **Preventive**, **Corrective**, or **Breakdown**.
4. Confirm the **Date** and enter the **Technician**.
5. Enter the **Downtime Hours** the machine was out of service and the **Cost (₱)** of the work.
6. Set the **Status** — **Scheduled**, **Ongoing**, or **Completed**.
7. Fill in **Description / Work Done** and any **Notes**, then click **Save Maintenance Record**.

 **Screenshot**

*the Schedule / Record Maintenance form showing Maintenance Type, Technician, Cost, and Status*


 **Tip:** Use **Scheduled** for planned upcoming work and **Completed** for work that's finished — this keeps your maintenance calendar and history accurate.

## Production Log

Use this to see, machine by machine, what each one has produced. It's the running record of production tied to your machines — no data entry here, just review.

1. In the sidebar, open **Machines**, then click **Production Log**.
2. Browse the runs by machine to review output history.

The Production Log fills in on its own from the **Shift Production Report** entries — every time you pick a machine while recording output, that run appears here.

 **Tip:** To add to the Production Log, record output on the **Shift Production Report** and choose the machine. There's nothing to enter directly in the log itself.

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## Machine Reports

Use this to review how your machines are performing — utilization, efficiency, downtime, quality, and maintenance cost — all for the current month.

1. In the sidebar, open **Machines**, then click **Reports**.
2. Pick a report from the list on the left. Available reports include:
  - **Fleet Summary** — a one-line KPI summary for every machine.
  - **Machine Utilization** — running hours against available hours.
  - **Capacity Planning** — actual output against rated capacity.
  - **OEE** — Overall Equipment Effectiveness (availability × performance × quality).
  - **Downtime Analysis** — downtime hours by machine and reason.
  - **Maintenance Cost** — spend by machine and type.
  - **Production Output, Quality / Rejection, Machine Efficiency, and Maintenance History.**
1. Read the results in the panel on the right. Green figures are healthy; amber is watch-it; red needs attention.

 **Screenshot**

*the Machine Reports page with the report list on the left and the Fleet Summary table on the right*

 **Tip:** Colours are your quick guide — for downtime a low number is good (green), while for utilization and OEE a high number is good. If a report is empty, register your machines first and make sure output is being recorded with a machine selected.

## 9. Treasury & Accounting


This part of the manual covers three groups in the left **sidebar**: **Treasury** (your bank accounts and cash movements), **Cashflow** (a forward-looking view of money coming in and going out), and **Accounting** (budgets, loans, journal entries, the general ledger, and your official financial reports). Click a group in the sidebar to expand it, then choose a menu item.

Most screens here read directly from the books, so the numbers you see are the same numbers your accountants and auditors rely on. A few actions post to the general ledger (the official record) or cannot be undone — those are flagged clearly below.

### Treasury Dashboard

Your home base for cash. Open it whenever you want a quick look at how much money is in each bank and what is still clearing.

1. In the **sidebar**, click **Treasury**, then **Dashboard**.
2. At the top, read the **Total Book Balance by Currency** panel. Peso accounts and dollar accounts are shown side by side and never mixed; each foreign balance also shows its peso equivalent at the latest rate, plus a **Grand Total (PHP Equiv.)**.
3. Below that, each bank account appears as its own card showing the bank name, account, and current balance. Click a card to open that account's full history.
4. Use the three quick-action tiles — **Deposit / Collection**, **Withdrawal / Payment**, and **Fund Transfer** — to jump straight into recording a new transaction of that type.
5. Review the two watch-lists: **Outstanding Checks** (checks you've released that the bank hasn't cashed yet) and **Deposits in Transit** (collections you've recorded that haven't landed in the bank yet).

 **Tip:** The **PHP Reconciliation** line on the total panel shows your adjusted peso balance — book balance, less outstanding checks, plus deposits in transit — so you can eyeball whether your cash ties out before doing a full reconciliation.

#### Screenshot


*the Treasury Dashboard showing the currency balance panel, bank cards, and the Outstanding Checks / Deposits in Transit lists*


### Transactions — deposits, withdrawals & bank transfers

Use this whenever money moves through a bank account outside of the normal AP/AR flow — a cash deposit, a bank withdrawal, moving funds between your own accounts, a bank charge, or interest earned.

1. In the **sidebar**, open **Treasury**, then click **Transactions** to see the full list. Click **+ New** (or **+ New Transaction** from the Dashboard).

2. At the top, choose the **Transaction Type** by clicking one of the tiles: **Deposit, Withdrawal, Fund Transfer, AR Collection, AP Payment, Bank Charge, Interest Income, or Adjustment**. Green tiles add money; red tiles take money out.
3. Choose the **Bank Account**. For a **Fund Transfer**, this becomes the **From Bank Account** and a second **To Bank Account** field appears — pick the destination.
4. Set the **Transaction Date**. Fill in **Value Date** and **Reference No.** if you have them (for example, a deposit slip or wire reference). For withdrawals and AP payments, a **Check No.** field appears.
5. If the money is not in pesos, change the **Currency** and enter the **Exchange Rate to PHP** and the **Original Amount** — the peso amount fills in automatically.
6. Enter the **Amount (PHP)**. The running bank balance preview updates as you type so you can see the resulting balance.
7. Type a clear **Description / Particulars** (this is required).
8. Click **Create Transaction**.

 **Tip:** For an **AP Payment**, you can pick a released **Check Voucher** from the **Link to Released Check Voucher** dropdown; for an **AR Collection**, pick the invoice from **Link to AR Invoice**. The system fills in the payee/customer, description, and amount for you.

 **Important:** A **Fund Transfer** posts to the general ledger automatically — it moves the money out of the source bank and into the destination bank on the books. Double-check both accounts before saving.

#### Screenshot

*the New Treasury Transaction form with the type tiles, bank/date section, and the peso amount field*

## Bank Reconciliation

Do this once a month, per bank account, when the bank statement arrives. Reconciliation ticks off which recorded transactions have cleared the bank and confirms your books agree with the statement.

### Start a new reconciliation

1. In the **sidebar**, open **Treasury**, then click **Bank Reconciliation**.
2. Find the card for the bank account you're reconciling. If a draft is already in progress, click **Continue draft**; otherwise click **Start reconciliation** →.
3. In the pop-up, choose the statement **Month** and **Year** (it defaults to last month).
4. Type the **Statement ending balance** exactly as printed on the bank statement. For a dollar account, enter the peso equivalent — the books are kept in pesos.
5. Click **Create draft** to open the worksheet.

### Work the worksheet

1. The worksheet shows two sides: the **Bank Statement Side** (statement balance, plus deposits in transit, less outstanding checks) and the **Book (GL) Side** (your ledger balance).

2. In the **Book transactions up to month-end** list, tick the **Cleared** box for every transaction that appears on the bank statement. Anything you leave unticked stays as an outstanding check (money out) or a deposit in transit (money in) — that's normal.
3. If the statement shows items your books don't have yet — a **Bank charge, Interest earned**, or a correction — click + **Add adjustment**, choose the type, and enter a description and amount.
4. Watch the banner in the middle. It turns green and says ✓ **Reconciled** when the adjusted bank balance matches the adjusted book balance (within ₱0.01). Until then it shows the remaining **Difference**.
5. Click **Save draft** anytime to save your progress and come back later.
6. When the banner is green, click **Complete reconciliation ✓** to lock it.

⚠ **Important:** Completing a reconciliation locks it (marks it APPROVED) and it can no longer be edited. You can only complete when the two sides match to the centavo.

⚠ **Important:** The adjustments you add here are worksheet notes only — they do **not** post to the ledger. If the statement showed a real bank charge or interest, record a separate journal entry (or a **Bank Charge / Interest Income** treasury transaction) so the books actually catch up.

#### Screenshot

*the reconciliation worksheet with the two-column summary, the tick-off transaction list, and the green "Reconciled" banner*

## Cashflow Monitor

Use this to see whether you'll have enough cash in the coming days and weeks. It combines your current bank balances with expected collections (receivables) and expected payments (payables).

1. In the **sidebar**, click **Cashflow**, then **Cashflow Monitor**.
2. Read the four summary cards at the top: **Cash on Hand, Expected Inflows, Expected Outflows**, and **Net Position (90d)**.
3. Use the tabs to change the view:
  - **30-Day Timeline** — a bar chart of your projected running cash balance day by day, plus a breakdown by time bucket (Overdue, Today, Next 7 days, and so on).
  - **Inflows** — every pending receivable, grouped by how soon it's due.
  - **Outflows** — every pending payable and approved voucher, grouped the same way.
  - **Banks** — each account's balance and its share of total cash.

💡 **Tip:** Anything in the red **Overdue** bucket needs attention first — an overdue receivable means a customer to chase, an overdue payable means a supplier waiting to be paid.

#### Screenshot

*the Cashflow Monitor summary cards and the 30-Day Timeline chart*

## Budget Monitor

Use this to set each department's yearly plan, then track how actual spending compares against it.

### Create a budget

1. In the **sidebar**, click **Accounting**, then **Budget Monitor**.
2. Click + **New Budget**.
3. Enter a **Budget Name** (for example, "FY2026 Operations Budget"), the **Fiscal Year**, and optionally a **Department**.
4. Click **Create Budget**. This opens the budget, which is empty until you add lines.

### Add the budget lines

1. On the budget page, click **Edit Lines**.
2. To build the budget line by line: click + **Add Row**, pick a revenue or expense account from the **Account** dropdown, and type the amount for each month (**Jan** through **Dec**). Row and column totals update as you go.
3. To load a whole budget at once from a spreadsheet, click **Import Excel** and choose your file (columns are Account Code, then Jan through Dec). A preview appears listing valid rows and any rejected ones; click **Apply ... rows to grid** to bring them in.
4. Click **Save Lines** when you're done.

### Approve and reuse

1. Back on the budget page, click **Approve Budget** to lock it in as the official plan for the year. (Approved budgets can no longer have their lines edited.)
2. Once approved, a **Copy to FY+1** button appears — click it to start next year's draft from this year's lines.

### See how you're tracking

1. On the budget page, click **Budget vs Actual** (also available as **Budget vs Actual** in the header).
2. Choose the **month** and toggle between **Month** and **YTD** (year-to-date). Each account shows Budget, Actual, Variance, and Variance %. Red figures are unfavorable (an expense overrun or a revenue shortfall).
3. Click **Print** to produce a paper or PDF copy.

**⚠ Important:** Approving a budget locks it — you can't edit the lines afterward. Make sure the lines are final before you approve.

**💡 Tip:** The "Actual" figures come straight from posted journal entries, so the variance report is always live and matches the general ledger.

#### Screenshot

*the Budget Edit Lines grid with the monthly columns and the Import Excel button*

## Loans

Use this to record a bank or lender loan, keep its repayment (amortization) schedule, and book each monthly payment.

### Record a new loan

1. In the **sidebar**, click **Accounting**, then **Loans**.
2. Click **+ New Loan**.
3. Fill in the **Lender** (for example, "BDO Unibank") and an optional **Purpose**.
4. Set the **Currency** (and **Rate to PHP** if it's a dollar loan), the **Principal**, the **Annual Rate %**, and the **Term (months)**.
5. Choose the **Method: Amortized** (same total payment every month) or **Straight** (same principal every month, interest declines).
6. Set the **Start Date** and the **First Payment Date**. As soon as these are complete, the **Schedule Preview** on the right shows every installment.
7. Confirm the **Liability Account** (Loans Payable) and the **Interest Expense Account** — these are pre-filled with the usual accounts.
8. Pick the **Bank Account** that received (or will pay) the money.
9. If this is a brand-new loan whose proceeds just hit your bank, tick **Post disbursement to bank (new loan)** — this adds the cash to the bank balance and books the loan on the ledger. Leave it **unticked** for a loan that's already on the books.
10. Click **Create Loan**.

### Record each monthly payment

1. Open the loan from the **Loans** list. The full schedule appears, with each installment's principal, interest, total, and remaining balance.
2. On the next installment due, click **Record Payment**.
3. Confirm the **Payment Date** and the **Bank Account** the money came from.
4. Click **Confirm ₱...** The payment posts automatically — principal reduces the loan, interest goes to interest expense, and the total comes out of the bank.

**⚠ Important:** Ticking **Post disbursement** and recording a payment both post to the general ledger and cannot be undone from these screens. A loan can only be cancelled while nothing has been paid and no disbursement was posted.

#### Screenshot

*the New Loan form on the left with the live amortization Schedule Preview on the right*

## Journal Entries

Use this for manual accounting entries that don't come from a normal transaction — opening balances, adjustments, closing entries, and auditor corrections. Everyday transactions (sales, payments, collections) post their own entries automatically, so you rarely need this.

1. In the **sidebar**, click **Accounting**, then **Journal Entries** to see the list. You can filter by **status** (Draft, Posted, Reversed, Void) and by date.
2. Click + **New Entry**.
3. Set the **Entry Date** and a clear **Description**.
4. Choose the **JE Type**: **Opening Balance**, **Manual Adjusting Entry**, **Closing Entry**, **Year-end Entry**, or **Auditor Adjustment**.
5. For each line, pick the **Account**, set **DR/CR** (debit or credit), and enter the **Amount (PHP)**. Add an optional line description.
6. Click + **Add Line** for more lines. The header shows a running total and marks the entry ✓ **Balanced** when debits equal credits.
7. When it's balanced, click **Save as Draft**.

⚠ **Important:** Debits must equal credits before you can save. A saved entry starts as a draft; posting it (from the entry's page) commits it to the ledger.

💡 **Tip:** Only the classifications listed under **JE Type** are allowed here — this keeps manual entries from interfering with the automatic bookkeeping the system does for you.

#### Screenshot

*the New Journal Entry form showing the header fields and the balanced debit/credit lines*

## General Ledger

Use this to trace every posting to a single account, or to browse all activity for a period. This is the detailed running record behind every balance.

1. In the **sidebar**, click **Accounting**, then **General Ledger**.
2. Choose a **Period** using the quick buttons, or set a custom **From** and **To** date.
3. In the **Account** dropdown, pick a specific account to see its **Opening Balance**, every entry with a **Running Balance**, and its **Closing Balance** — or leave it on — **All Accounts** — to see the full transaction journal for the period.
4. The **Module** tag on each row tells you where the entry came from (AR, AP, Bank/Treasury, or Manual).


💡 **Tip:** If a report ever looks like it's missing transactions, use **Check GL Gaps** at the top; if it finds any, **Fix Now** backfills them. **Recompute Balances** re-sorts the running balances. These are safe housekeeping tools.


#### Screenshot

*the General Ledger with the period buttons, account picker, and the running-balance ledger table*

## Trial Balance

Use this at month-end or anytime you need to confirm the books are in balance. It lists every account's debits, credits, and closing balance, grouped by type.

1. In the **sidebar**, click **Accounting**, then **Trial Balance**.
2. Pick a **Period** or enter custom **From/To** dates — it loads automatically.
3. Check the banner: it shows **Total Debits**, **Total Credits**, and a green ✓ **Balanced** when they match. If it shows ⚠ **Out of Balance**, a **Difference** amount appears.
4. Accounts are grouped as Assets, Liabilities, Equity, Revenue, and Expenses, each with a subtotal.
5. Click  **Print** for a paper copy.


 **Tip:** You can filter to a single **Account** to inspect it, but the "Balanced" check and grand totals always reflect all accounts — that's by design, since one account on its own won't balance.


### Screenshot

*the Trial Balance grouped by account type with the balanced banner at the top*

## Financial Reports (P&L, Balance Sheet, Cash Flow)

Use this for your official statements. Everything is built straight from the posted general ledger, so it always ties to the books.

1. In the **sidebar**, click **Accounting**, then **Financial Reports**.
2. Choose the **Report Period** with the quick buttons, or pick **Custom Date Range**, set **From** and **To**, and click **Generate**.
3. Switch between the **Balance Sheet** tab (assets, liabilities, equity as of the end date) and the **Income Statement** tab (revenue, expenses, and net income for the period).
4. Click  **Print / Export** to produce a clean copy.

 **Tip:** If the Balance Sheet shows a warning that it doesn't balance, it usually means some transactions haven't reached the ledger. Go to **General Ledger** and run **Check GL Gaps** → **Fix Now**, then reload the report.

### Screenshot

*the Financial Reports screen with the Balance Sheet / Income Statement tabs and the period picker*

## Tax Reports

Use this to prepare your VAT and withholding-tax figures for BIR filing. It pulls output VAT from sales, input VAT from purchases, and withholding tax from vouchers.

1. In the **sidebar**, click **Accounting**, then **Tax Reports**.

2. Choose the **Period** (for example, **This Month** or **Previous Month**), or pick **Custom Date Range** and click **Apply**.
  3. Read the summary cards: **Output VAT**, **Input VAT**, **VAT Payable**, **Withholding Tax**, and gross sales. The banner shows the VAT Payable calculation (Output VAT – Input VAT).
  4. Use the tabs for detail:
    - **Sales by Tax Type** — sales split into 12% VAT, Non-VAT, VAT Exempt, and Zero-Rated, plus your AP purchases (the source of input VAT).
    - **VAT Detail** — every vatatable sales invoice with its net, VAT, and total.
    - **Withholding Tax** — each voucher's EWT type, rate, and amount, with a summary by type.
- 💡 **Tip:** A negative **VAT Payable** means you have excess input VAT to carry forward as a credit rather than tax due.

#### Screenshot

*the Tax Reports summary cards and the VAT Payable banner with the Sales by Tax Type tab*

## Exchange Rates

Use this to record the peso value of foreign currencies. These rates feed the treasury, cashflow, and dashboard conversions, so keep them current.

1. In the **sidebar**, click **Accounting**, then **Exchange Rates**.
2. In the **Add / Update Rate** form, choose the **Currency** (for example, USD).
3. Enter the **Rate to PHP** (for example, 57.250000) and the **Date** the rate applies to.
4. Optionally note the **Source** (such as BSP or Manual) and any **Remarks**.
5. Click **Save Rate**. The new rate appears in the **Exchange Rate History** list below.

💡 **Tip:** Rates are stored per date, so past transactions keep the rate that was correct at the time. Adding a new rate for today never changes yesterday's figures.

#### Screenshot

*the Exchange Rates screen with the Add / Update Rate form and the rate history table*

## Container Deposits

Use this to track the refundable deposits you pay on imported shipping containers, and to record the refund when a container is returned.

1. In the **sidebar**, click **Accounting**, then **Container Deposits**.
2. Use the tabs — **Open**, **Recovered**, or **All** — to filter the list. Each row shows the supplier, linked cost sheet, amount, how much has been recovered, what's still outstanding, and how many days it's been outstanding.

3. When a deposit is refunded, find its row and click **Receive Refund**.
4. In the pop-up, set the **Recovery Date**, choose the **Bank (PHP)** that received the refund, and enter the **Amount Received**. Add the **Check Number** if there is one.
5. If the refund is short (some was withheld for damage), tick **Forfeit remainder** to write off the difference and close the deposit.
6. Click **Record Refund**.

**⚠ Important:** Recording a refund posts to the general ledger and adds the money to your bank — it isn't reversible from this screen, so confirm the amount and bank first.

**💡 Tip:** Container deposits are created on the import Cost Sheet (below), not here. This screen is where you track and recover them.

#### Screenshot

*the Container Deposits list with the status tabs and the Receive Refund modal*

## Cost Sheets (Landed Cost for Imports)

Use this for imported purchases to spread freight, duties, broker fees, and other charges across the goods received — so your inventory reflects the true landed cost, not just the supplier price.

### Create the cost sheet

1. In the **sidebar**, click **Accounting**, then **Import Cost Sheets**.
2. Click + **New Cost Sheet**.
3. Choose the posted **Receiving Report** for the shipment (searchable by RR or PO number).
4. Set the **Apportionment Basis: By value** (charges split in proportion to each item's cost) or **By quantity**.
5. Add any **Notes**, then click **Create Cost Sheet**.

### Add the charges


1. On the cost sheet, use the charge form at the bottom. Choose a **Charge Type** (freight, duty, broker fee, arrastre, trucking, VAT, container deposit, and so on), a **Description**, and the **Amount**.
2. Set the **Settlement: Paid (Bank)** — and pick the bank it was paid from — or **Payable (AP)** — and pick the broker **Vendor** it's owed to.
3. Set the **Treatment: Capitalize to inventory** (most charges), **Input VAT (recoverable)**, or **Container deposit (recoverable)**.
4. Click **Add**. Repeat for every charge on the shipment.

### Post it

1. When all charges are entered, click the **Post** button to finalize. This adds the landed cost to inventory, books any input VAT and container deposits separately, and creates the journal entry.

**⚠ Important:** Posting a cost sheet updates inventory values and posts to the general ledger. If you need to fix something afterward, use **Void** — it reverses the entry and the landed cost and returns the

sheet to draft so you can edit and re-post it.

 **Tip:** Duties and VAT are usually **Paid** (to Customs, from a bank), while broker fees, arrastre, and trucking are typically **Payable** to the broker. Mark VAT lines as **Input VAT** so they don't inflate inventory, and use the **Container deposit** treatment for refundable deposits — those are tracked separately for refund and aren't part of the per-unit cost.

 **Screenshot**

*a Cost Sheet showing the charges table and the Add Charge form with Type, Settlement, and Treatment*

## 10. Executive Dashboard, CFO Dashboard & HR/Payroll

This section covers the two "big picture" screens that management uses to see the whole company at a glance — the **Executive Dashboard** and the **CFO Cash Dashboard** — followed by the **HR & Payroll** group where you manage people, attendance, pay runs, cash advances, loans, and agency (manpower) staff.

### The Executive Dashboard — your command center

Use this when you want the whole company on one screen: cash, sales, receivables, payables, inventory, production, and any problems that need attention today. If you have executive access, this is the page the system opens for you right after you log in.


The dashboard is laid out top to bottom like this:

1. A **header** with the company name (Supreme Polymer, Plants MAA & LASANG) and the "as of" time.
2. An **Alerts strip** — the things that need your eyes first.
3. Fifteen **KPI cards** — the key numbers with up/down arrows.
4. A row of **Quick Actions** — shortcut buttons to start common work.
5. Eleven expandable **sections** you can open one at a time (Insights, Financial, AR, AP, Treasury, Inventory, Manufacturing, Procurement, Logistics, Accounting, Activity).

On a wide screen you'll also see a small **On this page** menu on the right — click any name (Financial, AR, Treasury...) to jump straight to that section.

#### Screenshot

*the full Executive Dashboard showing the header, alerts strip, the grid of KPI cards, and the quick-action buttons*

 **Tip:** Every number on this page is a doorway. Click a KPI card, an alert, or a figure inside a section and the system takes you to the exact screen behind it — the invoice list, the bank register, the trial balance — so you can see where it came from.

### Reading the KPI cards

Each card shows a headline number, a coloured arrow, and how it compares to before. The fifteen cards are:

- **Cash & Banks, Accounts Receivable, Accounts Payable, Inventory Value, and Working Capital** — these are balances straight from the general ledger, compared to 30 days ago.
- **Sales Today, Sales MTD, Gross Profit MTD, Net Profit MTD, and Cash Flow MTD** — these compare the current period to the same stretch of the previous month.
- **Production Today** (in kilograms), **Open Sales Orders, Open Purchase Orders, Open Job Orders, and Overdue AR.**

A green ▲ means the number moved in a good direction; a red ▼ means it moved the wrong way; a grey — means little or no change. Hover your mouse over a card to see a short plain-English note explaining exactly what it measures.

💡 **Tip:** Some cards, like Open Sales Orders, show "no prior basis" instead of an arrow. That just means there's no historical figure to compare against — it isn't an error.

### The Alerts strip

Right under the header, the system lists anything that needs attention, colour-coded **CRITICAL** (red), **WARNING** (amber), or **INFO** (blue). Click any alert to go straight to the items it's about. If there's nothing to worry about, you'll see a green ✓ **All clear — no active alerts**. When there are many alerts, only the top three show — click **Show all** to see the rest, and **Show less** to collapse them again.

### Quick Actions

The row of + buttons lets you start the most common tasks without hunting through menus: **New Quotation, New Sales Order, New Delivery, New PO, New Check Voucher, Record Collection, and New Journal Entry**.

### The expandable sections

Below the quick actions are eleven sections. To save time, each one loads only when you scroll near it or open it, so the page stays fast. Click a section's title bar to collapse or expand it — the system remembers which ones you left open for next time.

- **Insights** — plain-language observations the system spots for you (e.g. "cash is tight this week"), each with a suggested action.
- **Financial** — the deepest section (covered next).
- **Accounts Receivable** — who owes you and how overdue they are.
- **Accounts Payable** — who you owe and when it's due.
- **Treasury** — bank balances and cash movement.
- **Inventory** — stock value and levels.
- **Manufacturing** — production output and job orders.
- **Procurement** — purchase orders and supplier activity.
- **Logistics** — deliveries and dispatch.
- **Accounting** — journal and ledger activity.
- **Activity** — a running log of recent actions across the system.

#### Screenshot

*the Financial section expanded, showing the cash-position table and the 13-week cash forecast chart*

### Inside the Financial section

This is the one to open when you want to understand cash health, not just today's balance:

- **Cash Position** — your total cash and a breakdown by each bank account, with original currency and the peso ₱ equivalent side by side (USD accounts show both).
- **13-Week Cash Forecast** — a chart projecting your cash 13 weeks ahead. The bars are each week's net movement; the line is your projected ending cash. If any week is projected to run out of money, that week is flagged in red with a **⚠** and a warning banner above the chart.
- **Expected Collections vs Expected Payments** — money coming in versus going out over the next 7 days, next 30 days, and what's already overdue.
- **Working-capital ratios** — six quick cards: **DSO** (days to collect), **DPO** (days to pay suppliers), **DIO** (days inventory sits), **CCC** (cash conversion cycle), **Current**, and **Quick** ratio. Hover any card to read what it means.
- **Operating Expenses MTD, FX Exposure** (your USD position), **Budget vs Actual**, and **Corporate Loans**.

**💡 Tip:** A red **⚠** on the forecast line is your early-warning signal that cash could go negative in that week — act on collections or push out payments before you get there.

### Refresh and auto-refresh

The dashboard shows an **As of** time and an **Updated** time so you always know how fresh the numbers are.

1. Click **Refresh** (top right) at any time to pull the latest figures — no need to reload the page.
2. To keep numbers current on their own, click the **Auto 60s** toggle so it reads **Auto 60s on**. The dashboard will then re-fetch everything every minute.
3. Click it again to turn auto-refresh **off**.

## CFO Cash Dashboard

Use this when someone needs to decide **who to pay and whether there's enough cash to do it** — it's the day-to-day cash-and-payments planning screen for the Finance Head. Open it from the **sidebar** under the admin area (route **/admin/cfo**).

**⚠ Important:** This screen is for Admin / Finance Head only. It shows the live cash position and drives payment decisions — treat its numbers as authoritative.

At the top, six always-visible cards show **Total Cash (All Banks)**, **Critical Obligations**, **Expected Collections (7d)**, **Open AP**, **Open AR**, and a **Status** card that reads either **✓ Sufficient** or a red **⚠** with the shortfall amount. Below them, three ledger-based cards show this month's **Revenue**, **COGS**, and **Gross Profit** with the prior month for comparison.

You switch views using the four tabs at the top right: **Overview**, **Payment Plan**, **Cash Analysis**, and **What-If**.

#### Screenshot

*the CFO Cash Dashboard Overview tab with the cash cards, bank table, and Management Insights panel*

## Overview tab

- **Cash by Bank Account** — every active bank account with its balance and currency, totalled at the bottom.
- **Minimum Cash Reserve** — the safety cushion you never want to dip below. To change it: type the amount in the ₱ box and click **Set Reserve**. The line underneath instantly tells you your discretionary cash after all critical payments and the reserve.
- **Management Insights** — automatic notes about your cash situation.
- **Collectible AR** — receivables you can expect to bring in (overdue, next 7 / 14 / 30 days).

⚠ **Important:** Setting the Minimum Cash Reserve changes how the whole dashboard judges whether you "Can Pay." Set it to a figure the company is genuinely comfortable holding.

## Payment Plan tab

This is your supplier payment worklist. Use the pills at the top to choose a window: **This Week (Critical + 7d)**, **Next Week (8-14d)**, or **This Month (≤30d)**. The table lists each invoice by **Priority** (CRITICAL / HIGH / MEDIUM / LOW), supplier, invoice number, due date, days overdue, currency, amount, and peso ₱ equivalent, with the total at the bottom.

Each row has an action link: **Pay Now** for critical items or **Schedule** for the rest. Clicking it takes you to the AP invoices screen to action the actual payment.

⚠ **Important:** This tab only *plans and prioritises* payments — it does not move any money or touch the books by itself. The actual payment (which posts to the ledger) is done from the AP screen it links you to.

## Cash Analysis tab

A **Cash Sufficiency Waterfall** shows, step by step, how your available cash is reduced by critical obligations, high-priority items, and the minimum reserve — ending in your discretionary cash, with a clear ✓ **CAN PAY** or ⚠ **SHORTFALL** verdict. Alongside it, **Obligations by Priority** shows each priority band as a share of your cash, and **Check Vouchers — Pending Release** lists approved cheques still waiting to go out.

## What-If tab

Use this to test decisions before you make them. Toggle scenarios on and off — for example "Pay [supplier]" or "Collection delayed 7 days" — and the **Projected Cash Position** panel updates live to show your cash after those what-ifs, and whether you'd still be above your reserve.

💡 **Tip:** What-If is a scratchpad. Nothing you toggle here is saved or affects real balances — flip switches freely to explore options.

## HR & Payroll

Open the **HR & Payroll** group from the **sidebar**. The HR dashboard greets you with headline numbers (organic employee count, agency personnel, monthly payroll, outstanding cash advances and loans,

pending commissions and billings) and a grid of module tiles you can click to jump anywhere in HR.


### Screenshot

*the HR & Payroll Dashboard with its KPI cards, the HR Modules tile grid, and the department payroll table*

## Employees

Use this to add and manage your own (organic) staff and their pay rates and government IDs. Open **Employees** from the HR group.

1. On the **Employee Master** list, use the search box, the **Status**, **Department**, and **Active / Inactive** dropdowns, then click **Search** to find people. Click **Clear** to reset.
2. Click **+ New Employee** to add someone.
3. Fill in the **Personal Information** — the **Employee No.** is generated for you, then enter **Last Name** and **First Name** (required), plus middle name, email, phone, and address.
4. Under **Employment Details**, choose the **Department** and **Employment Status**, type the **Position / Job Title**, and pick the **Date Hired**.
5. Under **Compensation**, enter the **Basic Salary (Monthly)**. The **Daily Rate** and **Monthly Rate** fill in automatically (daily rate assumes 26 working days) — adjust them if needed.
6. Under **Government IDs & Tax**, set the **Tax Status** and enter the **SSS**, **PhilHealth**, **Pag-IBIG**, and **TIN** numbers.
7. Add **Bank Name** and **Bank Account Number** if you pay by transfer.
8. Click **Create Employee**.

 **Tip:** On the Employee Master list you can export everyone to Excel using the export button next to **+ New Employee** — handy for government reports.

## Attendance

Use this to record who worked, how many hours, overtime, and lateness — the data that feeds payroll. Open **Attendance** from the HR group.

1. In the **Encode Attendance** form, choose the **Employee** and the **Date**.
2. Pick the **Type** (Regular, OT, Holiday, Rest Day, Leave, Absent, Half Day, etc.).
3. Enter **Hours**, **OT Hrs**, **Late (min)**, and **UT (min)** as needed.
4. Click **Save**. The entry appears in the list below.
5. To review records, use the **All Employees**, **from**, and **to** filters and click **Search**.

## Payroll — running a pay batch

Use this to compute and process a payroll run for a group of employees. Open **Payroll** from the HR group.

### Create the batch:

1. On the **Payroll** list, click **+ New Payroll Batch**.

2. Under **Payroll Period**, enter **Period From**, **Period To**, and **Payroll Date**, plus an optional **Description** (e.g. "June 2026 Semi-Monthly").
3. In **Select Employees**, tick the people to include, or use **Select All**.
4. Click **Next: Compute Payroll** →.
5. The system calculates each person's pay — basic pay from days worked, plus SSS, PhilHealth, and Pag-IBIG deductions. Review the table and edit any cell (days, allowances, taxes, cash-advance or loan deductions) directly; totals update as you type.
6. Click **Save Payroll Batch**. (Use ← **Back** first if you need to change the period or the employee list.)

#### Screenshot

*the New Payroll Batch step 2 computation grid with per-employee pay, deductions, and the totals row*

### Move the batch through approvals:

Open the saved batch to see its summary, the **Approval Workflow** trail, and every employee line. A batch travels through a fixed chain of approvals, and a single button (top right) advances it to the next stage:

1. **Draft** → click **Submit for HR Review**.
2. **HR Review** → **Submit for Accounting Review**.
3. **Accounting Review** → **Submit for Finance Approval**.
4. **Finance Approval** → **Submit for GM Approval**.
5. **GM Approval** → **Approve Payroll**.
6. **Approved** → **Release / Pay**.

Each completed stage lights up green with its date in the **Approval Workflow** strip.

**⚠ Important: Release / Pay** is the final, real-money step and is the point where payroll hits the books — only release a batch once every earlier approval is in place and the figures are confirmed.

### Cash Advances

Use this to record a cash advance given to an employee, to be recovered from future payroll. Open **Cash Advances** from the HR group.

1. Click + **New Cash Advance**.
2. Choose the **Employee** and the **Date Released**.
3. Enter the **Amount** and the **Installment Deduction / Payroll** (how much to recover each pay run).
4. Choose the **Deduction Method** — Fixed Amount per Payroll, Full Deduction (one-time), or Installment.
5. Add a **Purpose** and any **Remarks**, then click **Create Cash Advance**.


The list shows each advance with its outstanding balance and status (Pending, Active, Fully Paid, Written Off), and a running total of what's still outstanding.

## Employee Loans

Use this for larger, multi-installment loans to staff. Open **Employee Loans** from the HR group.

1. Click + **New Loan**.
2. Choose the **Employee** and the **Loan Type** (Company, Emergency, Educational, Housing, or Calamity).
3. Enter the **Date Released** and **Loan Amount**.
4. Enter the **No. of Installments** — the **Installment / Payroll** amount is worked out for you (adjust if needed).
5. Add a **Purpose / Remarks** and click **Create Loan**.

The list tracks each loan's instalment, outstanding balance, and status.

 **Tip:** Cash advances and loans you record here can be pulled into a payroll run as deductions on the computation grid — so recovery happens automatically as you pay staff.

## Agency (Manpower) & Agency Billing

Use these two screens to manage outsourced manpower and the invoices those agencies send you.


**Register an agency:** Open **Agency Staff** (Manpower Agencies) from the HR group.

1. Click + **Add Agency**.
2. Enter the **Agency Code** and **Agency Name** (required), plus **Contact Person**, **Contact Email**, and **Contact Phone**.
3. Choose the **Billing Terms** (Monthly, Semi-Monthly, or Weekly).
4. Enter the **Address** and the **Daily Contract Rate (₱ per person/day)**.
5. Click **Create Agency**.

From the agency list you can click **Bill** on any row to start a billing for that agency directly.

**Record an agency billing:** Open **Agency Billing** from the HR group.

1. Click + **New Billing** (or use the **Bill** shortcut from the agency list).
2. Enter the agency, the billing period, number of personnel, and days worked so the system can total the amount billed.
3. Save the billing. It appears in the list with a status (Draft, Submitted, Verified, Approved, Paid, or Disputed).

 **Tip:** Keep the **Daily Contract Rate** on each agency up to date — it's what agency billings are calculated from.

## 11. Importing Data & Administration

This chapter is for the people who set the system up and keep it running: bringing opening balances and monthly books in from Excel, and managing who can log in and what each person can see. Take your time with the import screens — they post to the books, so it's worth reading the golden rules below before you upload your first file.

### The golden rules of importing

Before any import, keep these four habits and you'll never make a mess:

1. **One period at a time.** Import June before July, and finish June completely before you start July. Don't jump around.
2. **Always Preview first, and check the total against your Excel.** Every importer shows you a **Preview** with a grand total. Compare that number to the total at the bottom of your spreadsheet. If they don't match, stop — do not post.
3. **Imports never double-post.** Each importer remembers what it has already brought in (by invoice number, voucher number, or date). If you upload the same file twice, the already-imported rows are skipped, not duplicated. It is safe to re-run an import to catch rows you fixed.
4. **Green means good, amber means "read me."** A green result means everything posted cleanly. An amber result means it posted but some rows were held or skipped — always read the amber note so you know what was left out.


**⚠ Important:** Importing opening balances and monthly books creates real journal entries in the General Ledger. Only run these when you are ready for the numbers to hit the books.

### How every GL importer works (Preview → Confirm → Post)

The main financial importers all use the same friendly pop-up window, so once you learn one you know them all. Here is the shared flow.

1. Open the importer (each one's location is listed in the sections below).
2. If the window offers a choice of importers at the top (for example **AP Opening Balance** vs **Purchase Book**), click the one you want.
3. Set the **date** or **month** at the top — for example **Opening as of** or **Book month**. This tells the system which period the file belongs to.
4. Click the dashed **Choose an Excel / CSV file** box and pick your file. The box turns green with the file name once it's loaded.
5. Click **Preview**. Nothing is saved yet — this only reads the file and shows you what it found.
6. Read the **Preview** panel carefully. Check the bold grand total against your Excel, and look at any amber or red rows (see below for what they mean).
7. If everything looks right, click the green post button at the bottom (its label changes per importer — for example **Post opening balance**, **Post to ledger**, or **Post collections**).

8. When it finishes you'll see a coloured result box. Click **Done** to close.

 **Tip:** If the green post button is greyed out and you can't click it, hover over it — the system will tell you exactly why it's blocked (for example "Does not reconcile to the report total"). Fix that issue in your Excel and Preview again.


#### Screenshot

*the import pop-up showing the file drop-box, the date field at top, and the Preview panel with its grand total and Post button*

## What the Preview panel is telling you

The Preview lists a handful of rows so you can sanity-check the file before it posts. The colours are your guide:

- **Bold black total** — the grand amount that will hit the books. This is the number to match against your Excel.
- **Green rows** — good news: totals that balance, files that reconcile, a "yes ✓" tick.
- **Amber rows** — things that were set aside on purpose: rows **already imported**, rows **held** (like post-dated cheques held in the PDC account until they clear), **excluded** negatives or non-trade lines, and **exceptions** the system won't guess at.
- **Red rows** — a real problem that blocks posting: the file doesn't balance, doesn't reconcile to its own total, or has lines that can't be matched to an account. When you see red, the post button stays locked.

 **Tip:** "Exceptions" and "held" rows are not errors — they're the system being careful and refusing to guess. Note them down, sort them out in Excel, then re-import (remember, already-posted rows won't double up).

## Importing AR Sales Book & June Collections

Use this to bring a month of sales invoices and customer collections into Accounts Receivable.

1. In the left **sidebar**, click **Accounts Receivable**, then click **Invoices**.
2. On the invoices page, click the **Import Sales Book** button near the top.
3. At the top of the pop-up, choose which one you're doing: **Sales Book** or **June Collections**.

**For the Sales Book** (the month's sales invoices):

1. Set the **Period end** date (for example the last day of the month).
2. Choose your monthly Sales Book file and click **Preview**.
3. Check the **A/R total** and confirm **Balances (A/R = net + VAT)** shows **yes ✓**. If any line items are unmapped they'll show in red — those descriptions couldn't be matched to a revenue account.
4. Click **Post to ledger**.

**For June Collections** (customer payments received):

1. Switch the choice at the top to **June Collections** and set the **Collections month**.
2. Choose the AR weekly-monitoring workbook and click **Preview**.
3. Check the **File total (PHP)** against your sheet, and confirm **Ties to file total** shows **yes ✓**. Note any **PDC held** amount (post-dated cheques parked until deposited) and any **Exceptions** — these are skipped on purpose.
4. Click **Post collections**.

**⚠ Important:** Post-dated cheques are held and do **not** touch the bank until they are actually deposited — that's why they show separately in the preview. Unmatched or over-applied rows are listed as exceptions and skipped; the system never guesses which invoice a payment belongs to.

#### Screenshot

*the AR import pop-up with the "Sales Book / June Collections" toggle and a filled-in preview showing the A/R total and "Ties to file total: yes"*

## Importing AP Opening Balance & Purchase Book

Use this to load your opening supplier balances at go-live, and to bring in each month's purchase book afterwards.

1. In the left **sidebar**, click **Accounts Payable**, then click **Invoices**.
2. On the invoices page, click the **Import AP Data** button near the top.
3. At the top of the pop-up, choose **AP Opening Balance** or **Purchase Book (monthly)**.


**For the AP Opening Balance** (one-time, at go-live):

1. Set the **Opening as of** date (for example the first day of your first live month).
2. Choose your A/P Ageing report file and click **Preview**.
3. Check **Opening to post** against your report, and confirm **Reconciles to report** shows **yes ✓**. Trade suppliers with a positive balance are included; negative and non-trade lines are excluded and shown in amber.
4. Click **Post opening balance**.

**For the monthly Purchase Book:**

1. Set the **Book month**.
2. Choose your AP bookkeeping workbook and click **Preview**.
3. Check the **Net payable** total and confirm **Reconciles to file** shows **yes ✓**. Watch for red rows: **Unmapped account titles** or **Mixed-payee VPs** will block posting until you fix the workbook.
4. Leave **Post payments too** unticked for now if collections haven't been imported yet — the cheques will simply be previewed and staged.
5. Click **Post purchase book**.

**⚠ Important:** The opening balance can only be posted once per date, and only if account 2000 (Accounts Payable — Trade) is clean. If it already holds a balance, the system blocks the import so you don't double-count — reverse the pre-existing AP first.

 **Tip:** Ticking **Post payments too** turns the month's staged cheques into Check Vouchers. Only do this once you're ready to post payments; otherwise leave it off and they'll wait for you.

 **Screenshot**

*the AP import pop-up with the "AP Opening Balance / Purchase Book" toggle and a preview showing "Reconciles to report: yes"*

## Importing Inventory Opening Balance

Use this to set your starting stock quantities and costs at go-live.

1. In the left **sidebar**, click **Inventory**, then click **Stock Levels**.
2. Click the **Import Opening** button near the top.
3. Set the **Opening as of** date.
4. Choose your stock-list file (Product, Stage, Warehouse, Qty, Unit Cost) and click **Preview**.
5. Check the **Total cost** and the **By stage** breakdown against your file. Any **Unrecognized stage** lines show in red and must be fixed first.
6. Click **Post opening balance**.

There is also a **manual** way to set opening stock, item by item, when you only have a few lines:

1. In the left **sidebar**, click **Inventory**, then click **Beginning Balance**.
2. Set the **As of Date**.
3. Leave **Offset Account** on "Use system configured Opening Balance Equity" unless your accountant tells you otherwise.
4. For each item, choose the **Product**, pick the **Stage** (Trading, Raw Materials, Work-In-Progress, or Finished Goods), pick the **Warehouse**, and type the **Qty** and **Unit Cost**. Click **+ Add Item** for more rows.
5. Check the running **Total Value** at the bottom.
6. Click **Post Beginning Balances**.

**⚠ Important:** Beginning balances **overwrite** any existing balance for the same product and stage — they are not added on top. Posting inventory opening balances twice for the same date is blocked to protect your books.

 **Screenshot**

*the Beginning Inventory Balance form with a couple of item rows filled in and the Total Value showing at the bottom*

## Import History (and undoing an import)

Use this to see what has been imported and, if needed, roll a bad import back.

1. Each import page keeps an **Import History** table at the bottom, showing the file name, date, row counts, and a **Status** (Completed, Failed, or Rolled Back).
2. To review all past import sessions in one place, open the **Import** group in the left **sidebar** and click **Import History**.
3. If an import needs to be undone, find its row in the history table and use the **Rollback** button on that row.

**⚠ Important:** Rolling back an import reverses everything that import created. Only do this if you're certain, and ideally with your accountant's blessing — it affects the books.

## Import Master Lists (customers, suppliers, products)

Use this to bulk-add or bulk-update reference lists — for example loading hundreds of products or customers at once. This importer does **not** touch the ledger; it only manages your master records.

1. In the left **sidebar**, click **Import**, then click **Import Master Lists**.
2. At the top, pick the tab for what you're loading: **Product List**, **Supplier List**, or **Customer List**.
3. If you don't already have a file, click ↓ **Download ... Template** on the right to get a ready-made Excel with the correct columns and sample rows.
4. Fill in your data in the template (Row 1 must stay as the header row).
5. Drag your file onto the drop zone, or click it to browse and select your file.
6. Review the **Preview** of the first few rows.
7. Click the **Import ...** button.
8. Read the result: it shows how many records were **Processed** and how many **Skipped**, and lists any row errors to fix.

**💡 Tip:** A record with the same code is **updated**; a brand-new code is **created**. So you can re-run a corrected file safely — you won't get duplicates. Up to 5,000 rows per file.

### Screenshot

*the Import Master Lists page with the Product / Supplier / Customer tabs, the drop zone, and the column reference panel*

## Administration

The **Administration** group in the left **sidebar** is where you manage people and system-wide settings. These screens are for administrators and finance heads.


### User Management — creating people and giving them a role

Use this to add a new staff member so they can log in.

1. In the left **sidebar**, click **Administration**, then click **User Management**.
2. Click + **Add User**.

3. Enter the person's **Full Name**.
4. Enter their **Email Address** (used for login; it can't be changed later).
5. Optionally give them a **Username** — if set, they can log in with either username or email. No spaces allowed.
6. Choose a **Role** from the dropdown (each role's description explains what it can do — for example **AP Treasury, AR / Sales Staff, Inventory / Warehouse, Viewer**).
7. Enter a **Password** (at least 6 characters) and confirm it.
8. Click **Create User**.

To change someone later, use the **Edit** button on their row. To give someone a new password, use **Reset PW**. To switch an account off (or back on), use **Deactivate / Reactivate**.

 **Tip:** The colored cards at the top of the page are a legend explaining what each role can do — a handy reference when you're deciding which role to give someone.

#### Screenshot

*the Add New User dialog with Full Name, Email, Username, Role dropdown, and Password fields*


## Module Access — controlling what each person sees

Use this to fine-tune which sidebar modules a person can open, and to grant access to the special dashboards.

1. In the left **sidebar**, click **Administration**, then click **Module Access**.
2. You'll see a grid: one row per user, one column per module, with a green/grey toggle in each cell.
3. Click any toggle to grant (green) or revoke (grey) that module for that person. A revoked module is hidden and greyed-out in that user's sidebar.
4. To grant or revoke everything at once for a person, use the **All On** or **All Off** buttons in the **Quick Set** column on the right.

**Granting dashboards:** The three special dashboards — **Executive Dashboard, Sales Dashboard, and CFO Cash Dashboard** — appear as their own columns (shown in purple) on the right of the grid. These are **OFF by default for regular staff**. To give a specific person one of these dashboards, simply tick its toggle on their row.

**⚠ Important:** The **All On** button deliberately does **not** turn on the dashboards — you must grant those one person at a time. It also never grants the Administration module, so admin access is always deliberate.

 **Tip:** Admin users always have full access to everything and cannot be restricted here — that's why they don't appear in this grid.

#### Screenshot

*the Module Access grid showing user rows, green/grey module toggles, the purple dashboard columns, and the All On / All Off buttons*

## Permissions

Use this to see, at a glance, exactly which roles are allowed to perform sensitive actions (like approving payments, overriding credit limits, or writing off balances).


1. In the left **sidebar**, click **Administration**, then click **Permissions**.
2. Read the matrix — actions down the side, roles across the top — to confirm who's allowed to do what.

This screen documents the built-in rules so you and your auditors can verify controls are in place.

## Master Data Hub

Use this as your one-stop launchpad for all reference data.

1. In the left **sidebar**, click **Master Data**, then click **Master Data Hub**.
2. Each card — **Customer Master**, **Supplier / Vendor Master**, **Item / Product Master**, **Machine Master**, **Employee Master** — shows how many records you have and lists the fields it covers.
3. Click **View All** → on a card to open that list, or + **New** to add one record straight away.


 **Tip:** Master data changes take effect immediately across every module, so double-check before saving. Deleted records are only "soft-deleted" and an administrator can restore them.

### Screenshot

*the Master Data Hub with the five master cards showing record counts and the View All / + New buttons*

## The top bar: notifications and pending approvals

Two helpers live in the top bar, on the right, on every screen.

**The Notification Bell**  — tells you when something needs your attention.

1. A red number on the bell shows how many unread notifications you have.
2. Click the **bell** to open the list.
3. Click any notification to open the related page; it's marked read automatically.
4. Click **Mark all read** to clear the red badge.

The bell refreshes itself every half-minute, so new alerts appear on their own — no need to reload the page.

**The Pending-approvals chip** — a yellow "... **Pending**" badge appears in the top bar whenever payments are waiting for approval.

1. When you see the yellow chip, click it.
2. It takes you straight to the **Pending Approvals** screen so you can review and act on what's waiting.

The chip only shows up when there's something to approve, so if you don't see it, your queue is clear.

 **Screenshot**

*the top bar highlighting the yellow "Pending" chip and the notification bell with its red unread badge*



## 12. Everyday Tips & Good Habits

A short list of habits that keep your work smooth and the books clean:

- **Preview before you post.** Every import and most postings show you a summary first. Compare the total on screen to your source document *before* you confirm.
- **One period at a time.** When importing a month of data, do that month, check it, then move to the next.
- **Drafts are your friend.** If you're unsure, save as a draft and ask before posting. Drafts don't touch the books.
- **Read the  $\Delta$  notes.** Anything marked Important affects the official ledger or can't be simply undone.
- **Use the right payment tool.** Pay suppliers with **Record Payment** (bank transfer) or a **Check Voucher** — both update the books correctly.
- **Let the system number your documents.** Document numbers (invoice, DR, PO, etc.) are generated automatically. Only override when you have a specific reason.
- **Check the dashboard alerts.** The Executive Dashboard's alert strip flags overdue collections, payments due, and low stock — a quick daily glance keeps surprises away.
- **Your name is on everything.** Every action is recorded under your login. Never share your password.

## 13. Glossary — Plain-Language Definitions

Term	What it means
<b>AP (Accounts Payable)</b>	Money the company <b>owes</b> to suppliers.
<b>AR (Accounts Receivable)</b>	Money <b>owed to the company</b> by customers.
<b>Post / Posting</b>	Making a document official so it updates the accounting records (the General Ledger).
<b>General Ledger (GL)</b>	The master accounting record where every peso is tracked.
<b>Journal Entry (JE)</b>	A single balanced accounting record (debits equal credits) that the system creates when you post a document.
<b>Void / Reverse</b>	The proper way to cancel a posted document — it leaves a trail instead of deleting.
<b>CI (Sales Invoice)</b>	An <b>official</b> sales bill filed with the BIR.
<b>DR / ODR (Delivery Receipt)</b>	An <b>unofficial</b> internal document for goods delivered; tracked for collection but not filed to BIR.
<b>OR (Official Receipt)</b>	The <b>official</b> receipt issued when a customer pays.
<b>PO (Purchase Order)</b>	Your order to a supplier for goods.
<b>RR (Receiving Report)</b>	Confirms goods were received into a warehouse.
<b>Check Voucher (CV)</b>	The approve-then-release document for paying a supplier by check.
<b>PDC (Post-Dated Check)</b>	A check dated in the future; it doesn't affect cash until it matures.
<b>GR-IR</b>	A holding account for "goods received but not yet invoiced." It clears when the supplier invoice is booked.
<b>WHT / EWT (Withholding Tax)</b>	Tax withheld on certain payments and remitted to the BIR.
<b>VAT</b>	Value-Added Tax; <b>Output VAT</b> on sales, <b>Input VAT</b> on purchases.
<b>WAC (Weighted Average Cost)</b>	How inventory value is calculated — a moving average of what you paid.
<b>COGS (Cost of Goods Sold)</b>	The cost of the items you sold, recorded when goods leave.
<b>Job Order (JO)</b>	An instruction to produce a batch of finished goods.
<b>MRS / MRIS</b>	Requesting (MRS) and issuing (MRIS) raw materials to a job order.
<b>FG (Finished Goods)</b>	Completed products ready to sell.
<b>Trial Balance</b>	A report proving total debits equal total credits — the books are in balance.

Term	What it means
<b>Budget vs Actual</b>	A comparison of what you planned to spend/earn against what really happened.
<b>Reconciliation</b>	Matching your records against the bank statement (or physical stock count).

## 14. Getting Help

- **Something looks wrong on a report?** Click the figure — most numbers on dashboards and reports link to the transactions behind them, so you can see exactly where a total came from.
- **A menu or button is missing?** It's almost always a role/access matter. Ask your supervisor or administrator.
- **You made a mistake on a posted document?** Don't try to delete it. Use the **Void** or **Reverse** option on that document, or ask your supervisor — this keeps the books correct and traceable.
- **The books don't look balanced?** Finance can run **Accounting** → **Recompute GL**, which rebuilds the ledger totals.
- **Technical problems** (can't log in, page won't load) → contact your system administrator.

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*This manual describes Supreme Finance ERP as of July 2026. Screens may be refined over time; the steps and principles remain the same. Keep this guide handy at your desk — and remember, when a step affects the books and you're unsure, save a draft and ask first.*

— End of Manual —