Quick Ratio ERP Software User Manual

Welcome to Quick Ratio ERP Software! This user manual will guide you through the usage of all the modules available in the software. Follow these instructions to make the most out of Quick Ratio and manage your business efficiently.

Getting Started

1. Login:

- Open the Quick Ratio ERP login page.

- Enter your username and password.

- Click on the "Login" button to access the dashboard.

2. Dashboard:

- The dashboard provides an overview of your business activities, including sales, purchases, inventory levels, and more.

- Use the navigation menu to access different modules.

Modules

1. Product Management:

- Add Product:

  - Navigate to the "Products" module.

  - Click on "Add Product."

  - Fill in product details such as name, category, price, and stock levels.

  - Click "Save" to add the product.

- View/Edit Products:

  - View a list of all products.

  - Click on a product to edit its details.

2. Purchase Management:

- Create Purchase Order:

  - Navigate to the "Purchases" module.

  - Click on "Create Purchase Order."

  - Select a supplier and add products.

  - Specify quantities and prices.

  - Click "Save" to create the purchase order.

- View Purchase Orders:

  - View a list of all purchase orders.

  - Click on an order to view details.

3. Sales Management:

- Create Sales Order:

  - Navigate to the "Sales" module.

  - Click on "Create Sales Order."

  - Select a customer and add products.

  - Specify quantities and prices.

  - Click "Save" to create the sales order.

- View Sales Orders:

  - View a list of all sales orders.

  - Click on an order to view details.

4. Expenses Management:

- Add Expense:

  - Navigate to the "Expenses" module.

  - Click on "Add Expense."

  - Enter expense details such as category, amount, and date.

  - Click "Save" to record the expense.

- View Expenses:

- View a list of all expenses.

  - Click on an expense to view details.

5. Quotation Management:

- Create Quotation:

  - Navigate to the "Quotations" module.

  - Click on "Create Quotation."

  - Select a customer and add products.

  - Specify quantities and prices.

  - Click "Save" to create the quotation.

- View Quotations:

  - View a list of all quotations.

  - Click on a quotation to view details.

6. Return Management:

- Process Return:

  - Navigate to the "Returns" module.

  - Click on "Process Return."

  - Select the sales order and specify return details.

  - Click "Save" to process the return.

- View Returns:

  - View a list of all returns.

  - Click on a return to view details.

7. Accounting:

- Manage Transactions:

  - Navigate to the "Accounting" module.

  - Add, view, and edit financial transactions.

- Generate Reports:

- Generate financial reports such as balance sheets, income statements, etc.

8. HRM (Human Resource Management):

- Employee Management:

  - Navigate to the "HRM" module.

  - Add, view, and edit employee details.

- Payroll Management:

  - Manage employee payroll, including salary details and payment history.

9. Reports:

- Generate Reports:

  - Navigate to the "Reports" module.

  - Select the type of report (e.g., sales, inventory, financial).

  - Specify report parameters and generate the report.

- View Reports:

  - View generated reports and export them as needed.

10. User Management:

- Add User:

  - Navigate to the "User" module.

  - Click on "Add User."

  - Enter user details and assign roles.

  - Click "Save" to create the user.

- View/Edit Users:

  - View a list of all users.

  - Click on a user to edit their details.

Additional Features

Notifications:

- Receive alerts for important activities such as low stock levels, new orders, and pending approvals.

Settings:

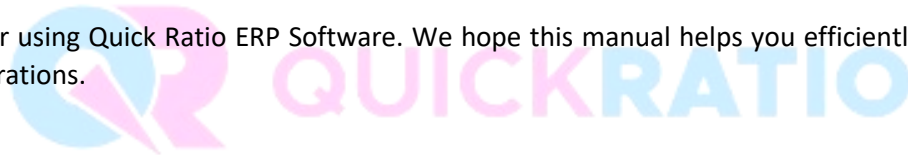- Customize system settings, including company details, tax rates, and user preferences.

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Support

For any assistance, please contact our support team via email at support@nelsisgroup.com or call us at +880-123-456789. You can also visit our help center on the Quick Ratio website for detailed guides and FAQs.

Thank you for using Quick Ratio ERP Software. We hope this manual helps you efficiently manage your business operations.