

SHOP MANAGEMENT SYSTEM

INTRODUCTION	2
FEATURES OF SMS.....	2
MODULE DESCRIPTIONS.....	2
1. INVENTORY	2
1.1 MASTERS.....	2
1.2 PURCHASE SECTION	4
1.2.1 PURCHASE ORDER	4
1.2.2 PURCHASE.....	4
1.2.3 PURCHASE RETURN	4
1.3 SALES SECTION	5
1.3.1 SALES ESTIMATE.....	5
1.3.2 SALES ORDER	5
1.3.3 SALES.....	5
1.3.4 SALES RETURN	6
1.4 STOCK ADJUSTMENT.....	6
1.5 PRICE REVISION	6
2. ACCOUNTS.....	6
2.1 JOURNAL BOOK	7
2.2 CASH BOOK.....	7
2.3 LEDGER HEADS	7
2.4 DESIGNATION MASTER	7
2.5 STAFF DETAILS	8
2.6 STAFF ATTENDANCE	8
2.7 STAFF SALARY	8
2.8 WORKER WAGES.....	8
2.9 ADVANCE PAYMENT	9
3. SETUP MODULE	9
3.1 ACCOUNT CONFIG.....	9
3.2 COMPANY DETAILS	9
3.3 LOG USERS	9
3.4 CONFIGURATION	9

SHOP MANAGEMENT

INTRODUCTION

'SHOP MANAGEMENT' a software product of **EyeT** is a Complete Software Package for Shops. This Product handles all the departments in the shop. It can be customized for a variety of shops such as medium sized shops; SuperMarkets etc. This Product is handling all the functioning of the shop, from the point of purchase to the end result that is sales. The Purpose of this software is to make all the functioning of a shop in a systematic and organized manner

FEATURES OF SMS

- Simple to learn & Operate by non Computer background Users
- Help File is there to help the User who use this software
- Effective Search Facility to Search important data with Certain Search Criteria
- Purchase Module will give a detailed picture about purchases, purchase return
- Sales Module Details about Item sales details and Sales return details
- Detailed Report For every Forms

MODULE DESCRIPTIONS

1. INVENTORY

1.1 MASTERS

Master is for entering the basic details which are used repetitively in most of the Forms. For example item master is used to enter all the basic details about items used in the shop, then it can be used in a Purchase form to select item. Like this there are different master forms.

In Master Forms we have the Facilities

- Can save the details and can make updation at anytime
- Searching Facility is available with certain search
- Deletion of Unwanted data is possible with delete button.

Supplier Master

This is the master form for entering the details of the Suppliers .Here we can enter the Name, address, place and phone number of the Supplier.

Client Master

This is the form for entering the Client details. Here we can enter the client Name, address, Place and Phone Number of Each Client.

Manufacturer Master

This is the master form for entering the details of a Manufacturer. It includes Name, address, Phone and place of the Manufacturer. Reports of all Manufacturers are there

Tax Master

Tax Master is for entering all the tax details. Here we save tax name and Percentage of Tax. Tax details Reports are there

Department Master

Department Master is for saving all the departments in the shops. Here It includes department name .Report of all department is there

Unit Master

Unit Master is for entering the Unit's details. Here we can define each unit with reference To other units like 1 KG=1000 G

Item Master

Item Master is for entering the details of all items in the shop. Here for saving an item details user has to Enter Item Name, Rate, Maximum quantity, Minimum quantity and has to select Manufacturer, Supplier and category of that Item. There is an optional option for adding tax details of that item there . If Enter the Margin percentage for whole sale rate, retail rate there corresponding amount displayed there. Reports are there based on

- Category
- Department
- Supplier
- Manufacturer
- Item Wise
- Minimum Quantity Wise
- Maximum Quantity Wise

1.2 PURCHASE SECTION

1.2.1 PURCHASE ORDER

This Section can be used by Person who is responsible to issue Purchase order. Through this form the user who is responsible can make Purchase order. The user must pick the date of Order. Then the user can enter the Item details like item Name, quantity, rate and Unit .Report is there based on

- Id

1.2.2 PURCHASE

This Section can be used by Purchase division of Shop to Purchase items with respect to corresponding Purchase order .Automated Calculation of tax and Discount and overall Total. The user must select the Supplier from the list and click on refresh button . Then he should select the Purchase Order he wished to make purchase by clicking it .The same will display details of Purchase Order in the next list from which we can select Item and Quantity required. Then we can enter the purchased rate, Discount amount, Discount Type (Qty Wise or Total discount for Item), Tax, and can be added to the Purchase List. Various expenses like freight charges and round off amount can be entered. Paid amount can be entered and balance amount is updated to journal. Purchase should be confirm and only after that Purchased quantity is updated to Stock . Reports are there based on

- Purchase Id
- Purchase Date Wise

1.2.3 PURCHASE RETURN

This Section can be used to return Purchased items to Suppliers due to Defects. Through this form, we can return the Purchased Item back to the Supplier in case of damaged items or other circumstances .The user must select a supplier to which the item to be returned. The user then must select a purchase from which item has to be returned and the list of purchased item details for that supplier is displayed in another list. From this List we can select items and their returned qty and thus make a return list .Amount to be paid is calculated and balance amount updated in journal .Purchase Return Reports are there based on

- Id

1.3 SALES SECTION

It Includes

- Sales Estimate
- Sales Order
- Sales
- Sales Return

1.3.1 SALES ESTIMATE

This Section is for storing the details of estimated sales bill. It mainly done based on client requirement. Here now after this estimate stock get updated(i.e.that much quantity get deduct from stock) . The details of this estimated bill didn't consider at the time of auditing and this estimated sales bill can't consider at the time of sales

1.3.2 SALES ORDER

This Section can be used by sales department. Through this form User Can enter the details of Sales there. Here at First User has to select the client name, then Can enter the Item details like item Name, quantity, rate Unit ,discount ,type of discount(total discount/quantity wise)and tax details .In account info field it displayed the selected client's balance details .There is an additional option for selecting the type of rate like wholesale or retail there .

1.3.3 SALES

This form is used for entering the sold item details. Here Either Sales can be carried out according to sales order or Direct Sale .In Sales form when we enter the order number corresponding sales order displayed there. Item rate is displayed from item master; we can select the rate type there as wholesale/retail rate .We can edit quantity, discount amount, discount type, rate, tax details etc. At the time of entering quantity we must check the quantity in stock with this entered quantity. If this quantity is greater than quantity in stock then sale will not be permitted. Various expenses and round off amount can be entered. Paid amount can be entered and balance amount is updated to journal. Stock gets updated after confirming the data .Here we can enter Sales details without any Sales Order. Reports are there based on

- Sales Id
- Sales date Wise

- Tax Wise

1.3.4 SALES RETURN

This Section can be used to return Sold items to Shops due to Defects. Through this form, we can return the Sold Item back to the Shop in case of damaged items or other circumstances .The user must enter the billno. Of Sales to which the item to be returned. the list of sold item details is displayed in another list. From this List we can select items and their returned qty and thus make a return list .Amount to be paid is calculated and amount updated in journal .Stock get Updated there after confirming the data. Sales Return Reports are there based on

- Id

1.4 STOCK ADJUSTMENT

This Section is used to add items directly to stock. Through this form we can directly Add Items to the current stock. Here user has to select item name and enter quantity to be adjusted and rate. We can also enter remarks for a particular stock adjustment. Total amount displayed there and updated in journal .Stock get updated after confirming the stock adjustment. Reports are there based on

- Stock Adjustment Id

1.5 PRICE REVISION

Price revision is for entering the changed price details of items .For entering the new Price for Items user has to select the item name from list the old price of that item displayed there and user must enter the new price for that item there. New Price get Updated in Item Master after confirming the data.

2. ACCOUNTS

It contains

- Journal Book
- Cash Book
- Ledger Heads
- And HR details like
 - ✓ Designation
 - ✓ Staff Details
 - ✓ Staff Attendance
 - ✓ Staff Salary

- ✓ Worker Wages
- ✓ Advance

2.1 JOURNAL BOOK

To Debit/Credit any Account Using Journal Entries. In this software all the Account entries will display under the master Journal. The user has the option to Debit/Credit any Ledger groups by the help of Journal. Narration about each entry is compulsory for a journal entry. All accounts in the shop is posted to journal through ledger

2.2 CASH BOOK

It details about day by day debit/credit details arising in the shop

2.3 LEDGER HEADS

The Ledger head is the Subgroup of Ledger Group. There is an option for entering the details of opening stock for each Ledger heads

Account Reports are there based on

- Reports Of all Ledger Groups
- Reports Of all Ledger Heads
- Reports of Opening Balance
- Reports of Ledgers
- Trial Balance
- Trading Account
- Profit and Loss Account
- Balance Sheet
- Reports Of Journal .Journal Reports are there based on
 - Voucher Number Wise
 - Date Wise

2.4 DESIGNATION MASTER

This is the master form for entering the designation details. For this User has to enter designation name, Salary Type and any remarks of each designation if needed. Here Salary can be of 2types, Daily and monthly type. For daily salary user has to enter full wage, half wage for one day, Overtime payment type (fixed/hourly), OT Amount, TA and DA .For monthly Salary User has to enter salary, TA, DA and minimum working days in a month

2.5 STAFF DETAILS

This Form is for entering the staff details of the Shop. Here First the User has to select the designation for each employee, and then has to enter employee name, joining date, address, and phone .If there is any balance payment with that particular employee,that details displayed in pay balance field

2.6 STAFF ATTENDANCE

Here the user can enter the attendance details of staffs(employees who is having salary type as 'monthly) and workers(employees having daily wages).For Marking the attendance for any employee first user has to select the staff /worker then date and designation of that employee ,when click on list button all employees with that designation displayed there. for staffs we can enter the attendance like half day/full day.

For workers user has to enter attendance + details of overtime .Reports are there based on

- All
- Worker/Staff wise
- Date Wise

2.7 STAFF SALARY

This is for saving the salary details of all staffs in the shop. When we select the staff name it displayed that staff's total working days and salary details. Here oneday's salary calculated as (basic salary/ minimum working days). If there is any advance amount made by that staff, then the details of that also displayed there, user can also enter the details of additional allowances and deductions there.. We can settle the payment with that settle button. Reports are there based on

- All payment
- Staff Wise(Select designation First and then staff Name)

2.8 WORKER WAGES

Here it includes the details of Worker Wages .Here user can view the wages either by worker or 'total wages' .For Viewing the wage first user has to select the date interval For Viewing the wage first user has to select the date interval then the name of worker. It displayed that worker total wage within that date interval. For salary Payment check the 'pay now', then it displayed the payment details. Details of advance payment made by that worker displayed

there and user can add other deductions/bonus details there and Can settle the payment.

Reports are there based on

- All payment
- Worker Wise

2.9 ADVANCE PAYMENT

Advance Payment form details about the advance payment made by the staffs and workers in the shop. For that User has to select the date of payment and staff name

And enter the paid amount also. That details get updated in journal and staff details

Separate Reports are there based on

- All Payment
- Worker / Staff Wise

3. SETUP MODULE

3.1 ACCOUNT CONFIG

This is for configuring the accounts. Here we have some pre-defined ledger groups, this form is used to set ledger heads to this pre defined ledger groups

3.2 COMPANY DETAILS

This form is for entering the details of shop like name, address, Register Number, Income tax Number, Sale tax Number and Financial year beginning details.

3.3 LOG USERS

This is for User Management. Here For each User who use this software will assign a userid and Password .Here with this form the admin can set permission for each User .So For that Particular User entry restricted based on the permission

3.4 CONFIGURATION

Here with this form we can set the back ground color of the form, server name and details of database.