

FI-ES MAGNOLIA IMPLEMENTATION GUIDE

FI-ES MAGNOLIA IMPLEMENTATION GUIDE tells the user How to do the implementation. It will guide through the steps following which a user can successfully implement FI-ES MAGNOLIA.



© FI-ES SYSTEMS PVT LTD

*FI-ES MAGNOLIA V5
A Retail
Management System*

Objective

This document is designed to provide users with instructions on implementing Fi-es Magnolia. With step by step procedure to install magnolia, it will help like a route map for a user in Magnolia implementation process.

Magnolia Installation

Magnolia can be installed by running Magnolia setup provided with setup pack. Installation guide will lead you through entire installation process. After you've installed Fi-es Magnolia, an icon 'FIES Magnolia' will appear on the desktop screen.

Getting Started with Magnolia Implementation

Step 1

Double click 'Magnolia' icon on desktop. Login window is displayed. Login as Administrator. User name for Administrator is 'admin' without any password. *Fig 1(1).*

NOTE: Make sure that the date format is dd/MM/yyyy. Otherwise system will prompt a message while logging in to change the format.

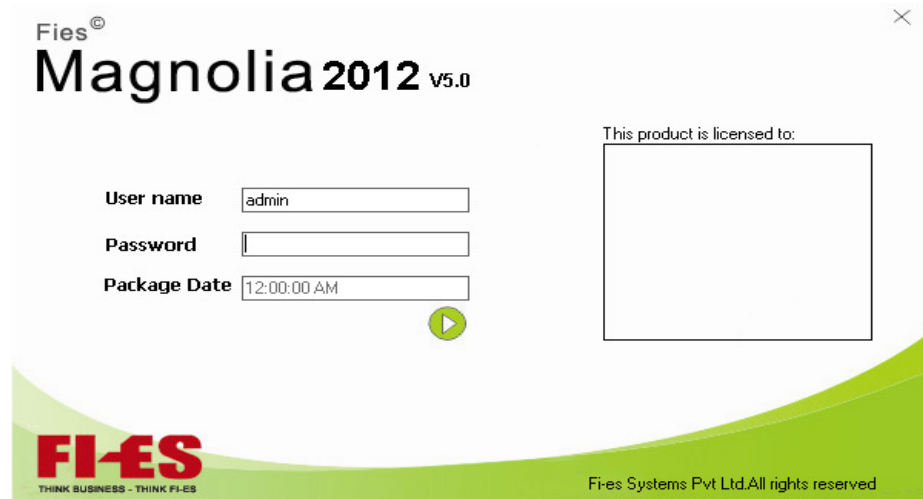


Fig 1(1)

You will get a message. *Fig 1(2).*

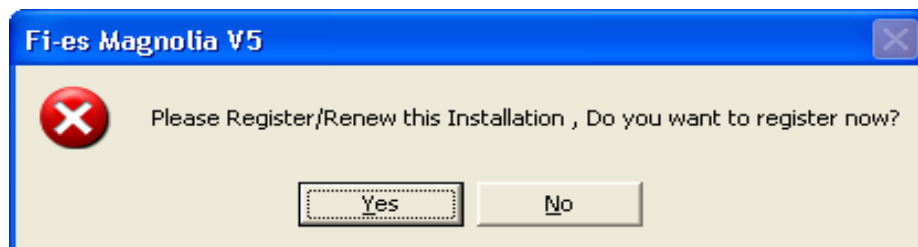


Fig 1(2)

Click "Yes" to register. Admin module is loaded with a message prompting to register the product. *Fig 1(3).*

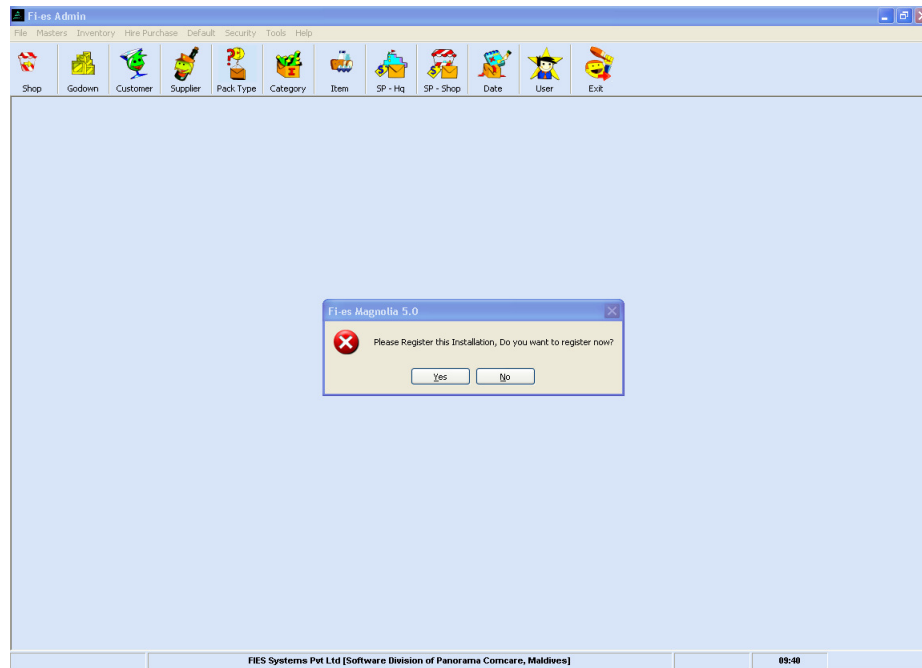


Fig 1(3)

Click “Yes” to continue with registration process. Company information window is displayed. *Fig 1(4).*

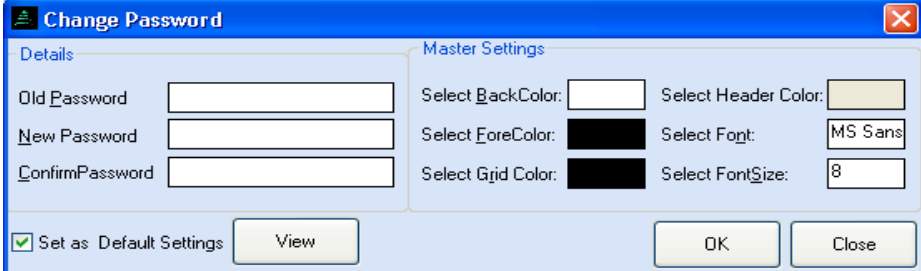
The screenshot shows the 'Company' registration window. The title bar reads 'Company'. The form contains the following fields: 'Name' (text box), 'Address1' (text box), 'Address2' (text box), 'Address3' (text box), 'Country' (dropdown menu with a '+' button), 'City' (dropdown menu with a '+' button), 'Telephone No.' (text box), 'Email ID' (text box), 'TIN' (text box), 'Product Key' (six separate text boxes), 'Currency' (dropdown menu with a '+' button), 'Currency Symbol' (text box), 'Fax No.' (text box), and 'Company Logo' (Browse button). On the right side, there is a 'Registration' section with a 'Register' checkbox and a 'Print' button. At the bottom right are 'OK' and 'Close' buttons.

Fig 1(4)

Fill out the necessary details like name, address and other information.. User can provide new country, Currency and City by clicking “+” button. Only attach **BMP** files as company logo if attaching any. *Without checking the “Register” checkbox, click “Ok”.* You will get a message as shown in [Fig 1\(3\)](#). Click “Yes” to register the product. Click “Print” Button to load Excel sheet and save it.

Procedure To Register The Product: Send excel to support@fi-es.com. Get product key from Fi-es. While registering, make sure that “**Register**” check box is checked. Provide Product key in the corresponding fields and click “**Ok**” to register the product.

Select “*Change Password*” from Security Menu. Change the password of admin to a secured one and click “**Ok**” to apply new password. *Fig 1(5)*.



The 'Change Password' dialog box has a blue title bar with a close button. It is divided into two panes: 'Details' and 'Master Settings'. The 'Details' pane contains three text input fields: 'Old Password', 'New Password', and 'Confirm Password'. The 'Master Settings' pane contains four color selection fields: 'Select BackColor', 'Select Header Color', 'Select ForeColor', and 'Select Grid Color'. It also has two font selection fields: 'Select Font' (set to 'MS Sans') and 'Select FontSize' (set to '8'). At the bottom left, there is a checked checkbox labeled 'Set as Default Settings' and a 'View' button. At the bottom right, there are 'OK' and 'Close' buttons.

Fig 1(5)

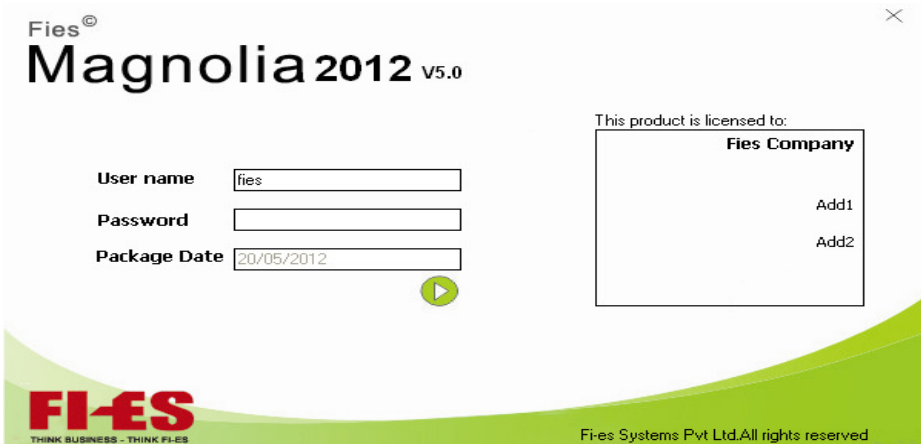
A confirmation message will get displayed. *Fig 1(6)*.



Fig 1(6)

Step 2

Login as user. User name is 'fies' without password. *Fig 2(1)*.



The login screen has a white background with a green wave at the bottom. The title 'Fies® Magnolia 2012 v5.0' is at the top left. Below it are three input fields: 'User name' (containing 'fies'), 'Password', and 'Package Date' (containing '20/05/2012'). A green play button is below the 'Package Date' field. On the right, a box titled 'This product is licensed to:' contains the text 'Fies Company', 'Add1', and 'Add2'. At the bottom left is the 'FI-ES' logo with the tagline 'THINK BUSINESS - THINK FI-ES'. At the bottom right, it says 'Fies Systems Pvt Ltd. All rights reserved'.

Fig 2(1)

Module selection window is displayed. *Fig 2(2)*.

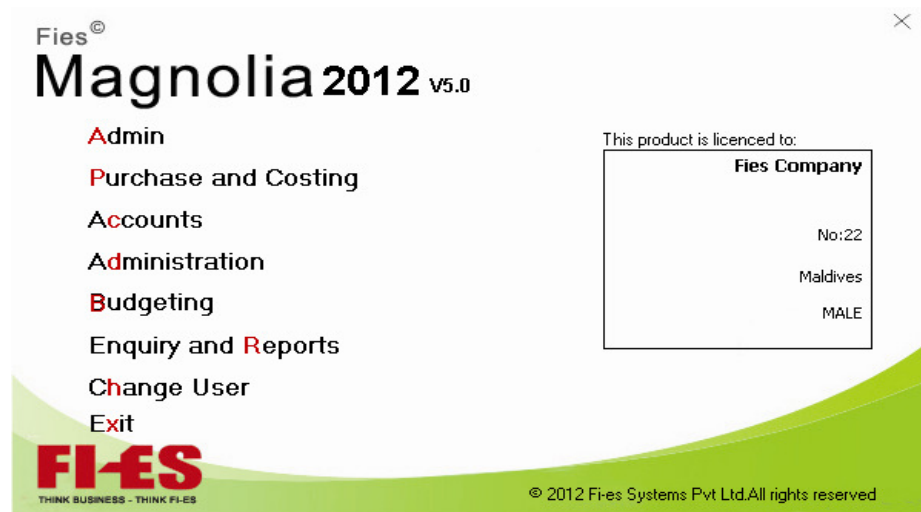


Fig 2(2)

Click *Admin* to load admin module. Admin module window is displayed *Fig 2(3)*.

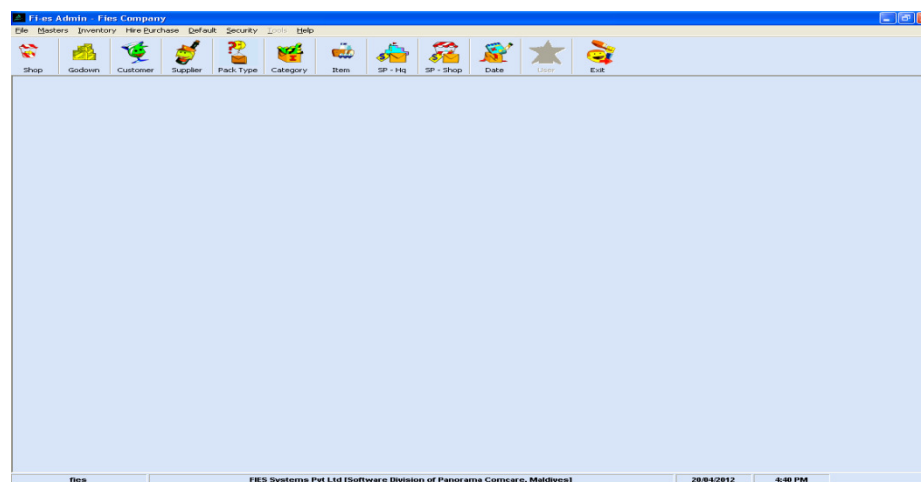


Fig 2(3)

Admin module is the place where master data is provided, which will be used in further transactions. Below steps will help you in creation of major master entries, needed to start using the system. User can change the password using the Change Password option facilitated here.

Step 3

Select *Country* from Masters Menu. Country master window is displayed. *Fig 3(1)* By default the country which is created in Company master is listed here.

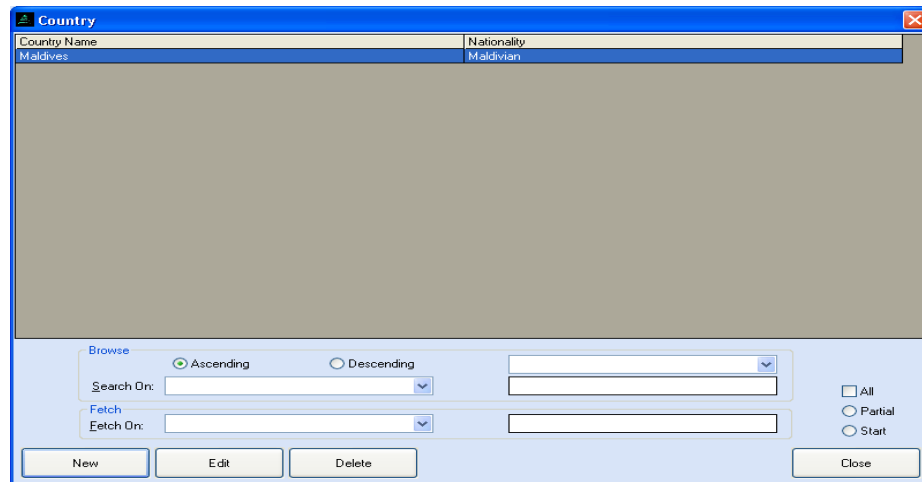


Fig 3(1)

Click “New” button. Country window is displayed. *Fig 3(2).*

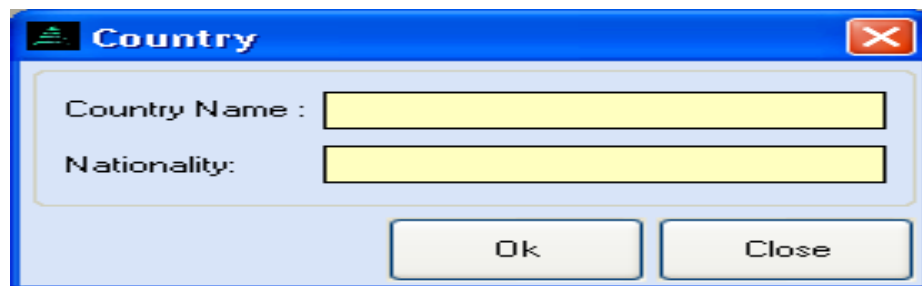


Fig 3(2)

Fill out details and click “Ok”.

Step 4

Select Currency from Masters menu. Currency Master Window is displayed. *Fig 4(1).* Currency which is created in company master is listed here by default.

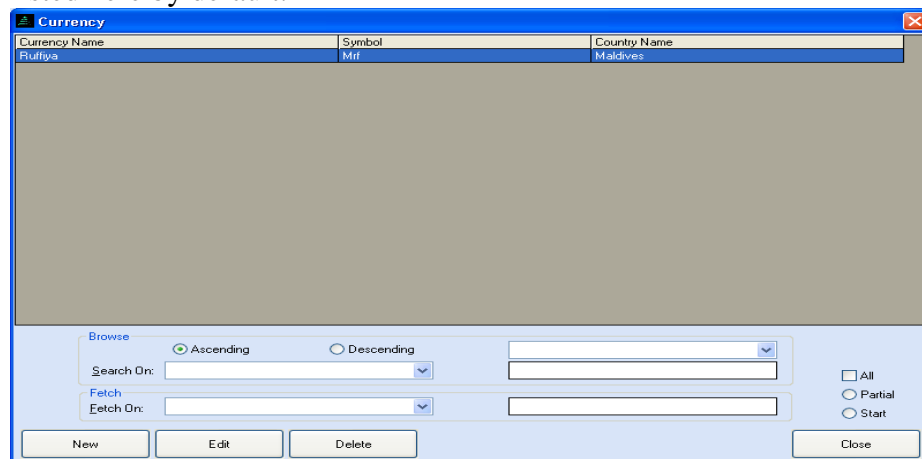
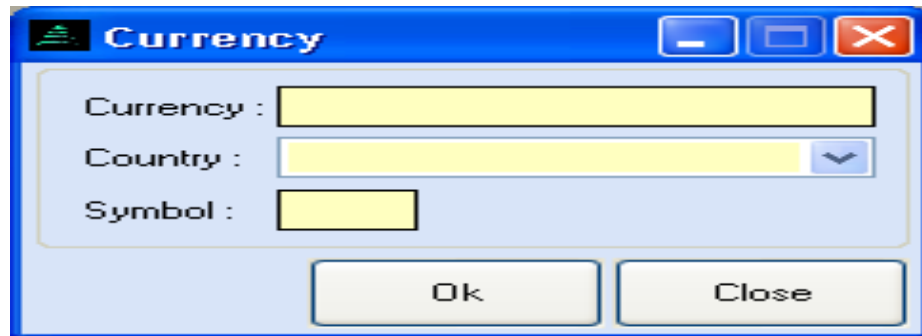


Fig 4(1)

Click “New” button. Currency window is displayed. *Fig 4(2).*



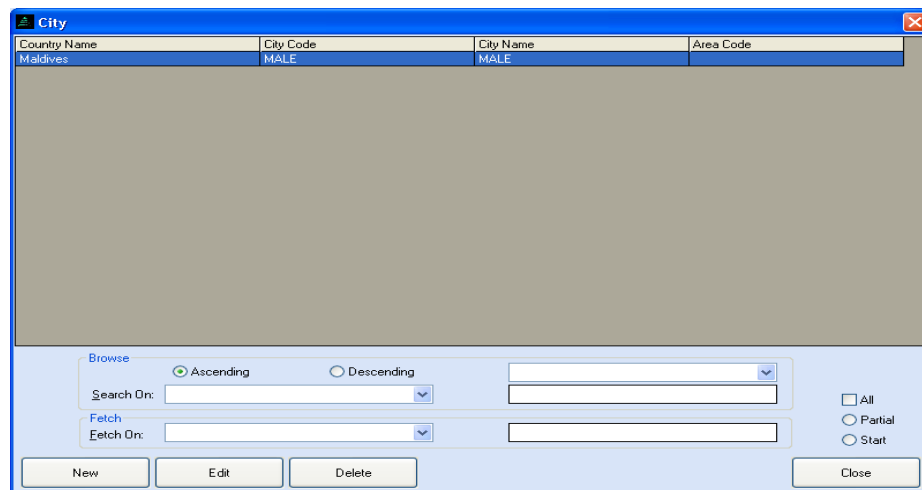
A dialog box titled "Currency" with a blue title bar and standard Windows window controls. It contains three input fields: "Currency" (a text box), "Country" (a dropdown menu), and "Symbol" (a text box). At the bottom, there are two buttons: "Ok" and "Close".

Fig 4(2)

Fill out details and click “Ok”.

Step 5

Select *City* from Masters menu. City Master Window is displayed. *Fig 5(1)*. City which is created in company master is listed here by default.



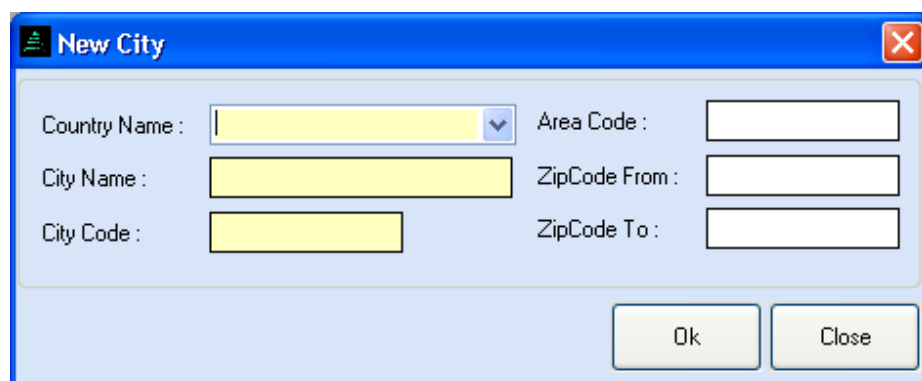
A window titled "City" with a blue title bar and standard Windows window controls. It displays a table with the following data:

Country Name	City Code	City Name	Area Code
Maldives	MALE	MALE	

Below the table, there are search and filter options. The "Browse" section has radio buttons for "Ascending" (selected) and "Descending". The "Search On:" section has a dropdown menu. The "Fetch" section has a dropdown menu. To the right, there are checkboxes for "All", "Partial", and "Start". At the bottom, there are buttons for "New", "Edit", "Delete", and "Close".

Fig 5(1)

Click “New” button. City window is displayed. *Fig 5(2)*.



A dialog box titled "New City" with a blue title bar and standard Windows window controls. It contains six input fields: "Country Name" (a dropdown menu), "City Name" (a text box), "City Code" (a text box), "Area Code" (a text box), "ZipCode From" (a text box), and "ZipCode To" (a text box). At the bottom, there are two buttons: "Ok" and "Close".

Fig 5(2)

Fill out necessary information and click “Ok”.

Step 6

Select *Tax Category Master* from Masters menu. Tax Category Master Window is displayed. *Fig 6(1)*.

Fig 6(1)

Click “New” button. New Tax Category window is displayed. *Fig 6(2)*.

Fig 6(2)

Fill out the necessary details and click “Ok”.

Step 7

Select “*Customer Group*” from Masters menu. Customer Group window is displayed. *Fig 7(1)*. This interface is for creating the categories of Customers if there exist classification among Customers. If there are no particular classification, then user can create a dummy Category with the name GENERAL.

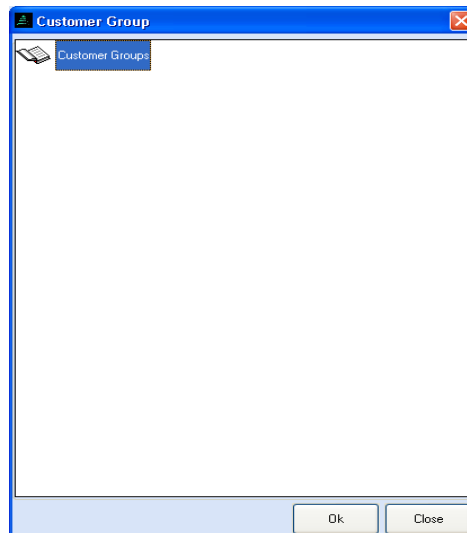


Fig 7(1)

Right click and select Add. Provide a customer group name and click “Ok”.

Step 8

Select “Customer” from Masters menu. Customer Master Window is displayed. *Fig 8(1)*.

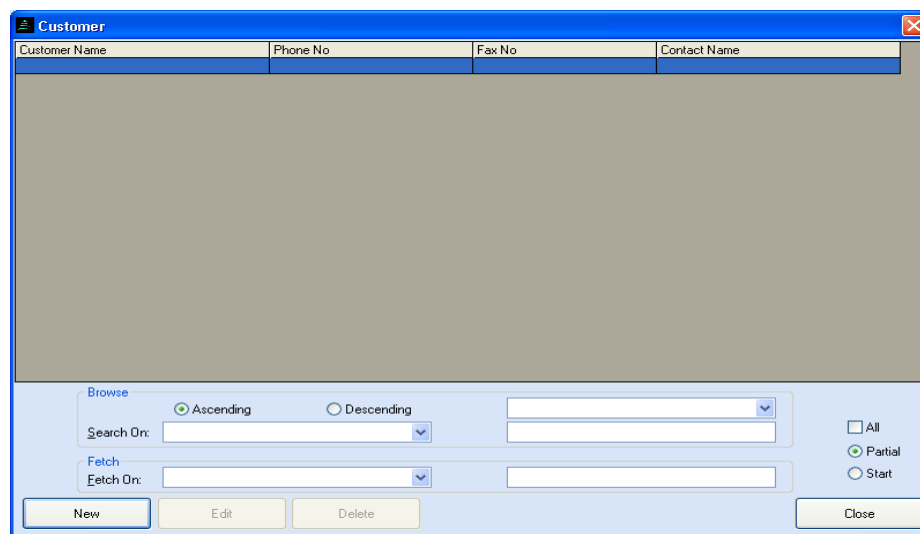


Fig 8(1)

Click “New” button. Customer Information window is displayed. *Fig 8(2)*.

Customer Information

Customer Details | Customer Shop Details

Code: Category: Group: ☐ Credit ☒ Debit

Name: Telephone No: Fax No:

Address 1: Email ID:

Address 2: Web Site:

Address 3: Debtor Acc.:

Currency: County:

City: Nationality: ☒ Active ☐ Permit Holder Due Period: Days

Cust Card No: Op Balance: DOB: Disc Perc:

Permit No: Credit Limit: Reg. Date: Sales Margin:

☒ Credit Allowed ☐ Monthly Credit Limit NIC No: TIN:

☐ Exclude GST

Contact Information

Name	Designation	Email	Phone	DOB

Notes:

Credit Allowed
Enables the Credit Allowed feature

Ok Close

Fig 8(2)

Fill out necessary details and click “Ok”.

Step 9

Select “*Supplier Group*” from Masters menu. Supplier Group window is displayed. *Fig 9(1)*. This interface is for creating the categories of suppliers if there exist classification among suppliers. If there are no classification, then user can create a dummy Category with the name GENERAL.

Supplier Group

Supplier Groups

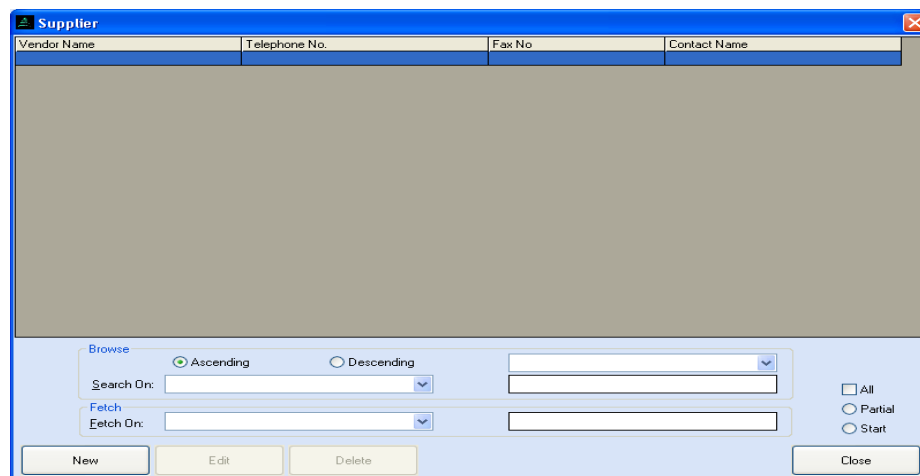
Ok Close

Fig 9(1)

Right click and select “Add”. Provide group name and click “Ok”.

Step 10

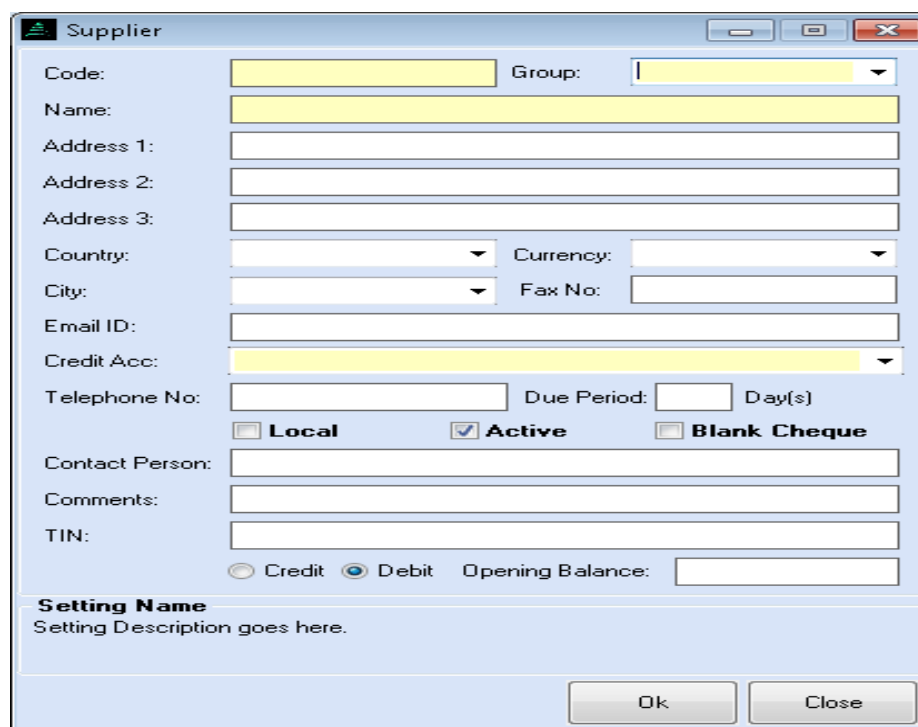
Select “*Supplier*” from Masters menu. Supplier Master Window is displayed. *Fig 10(1)*.



The image shows the 'Supplier' window in the FI-ES Magnolia Ver 5.0 software. The window has a title bar with a green icon and the text 'Supplier'. Below the title bar is a header section with four columns: 'Vendor Name', 'Telephone No.', 'Fax No.', and 'Contact Name'. The main area of the window is a large, empty, light gray rectangle. At the bottom of the window, there is a control panel. On the left, there are three buttons: 'New', 'Edit', and 'Delete'. On the right, there are two buttons: 'Close' and 'Fetch'. Between these buttons, there are several input fields and dropdown menus. There are two 'Browse' buttons, one for 'Search On:' and one for 'Fetch On:'. There are also two radio buttons for 'Ascending' and 'Descending' sorting. On the far right, there are three radio buttons for 'All', 'Partial', and 'Start'.

Fig 10(1)

Click “*New*” button. Supplier information window is displayed. *Fig 10(2)*.



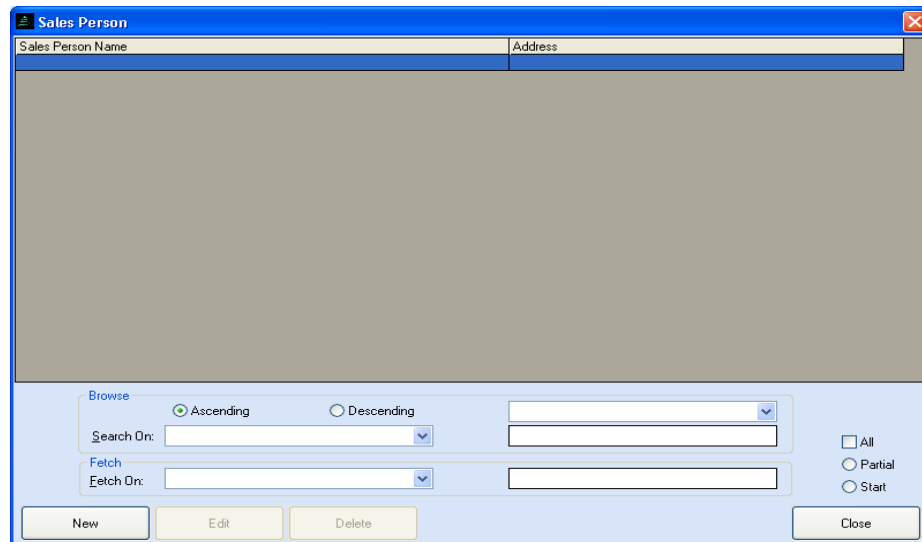
The image shows the 'Supplier' window in the FI-ES Magnolia Ver 5.0 software, displaying the 'New' form. The window has a title bar with a green icon and the text 'Supplier'. Below the title bar, there are several input fields and dropdown menus. The fields are: 'Code:', 'Name:', 'Address 1:', 'Address 2:', 'Address 3:', 'Country:', 'City:', 'Email ID:', 'Credit Acc:', 'Telephone No:', 'Due Period:', 'Day(s)', 'Contact Person:', 'Comments:', 'TIN:', and 'Opening Balance:'. There are also two radio buttons for 'Credit' and 'Debit'. There are three checkboxes: 'Local', 'Active', and 'Blank Cheque'. At the bottom of the window, there are two buttons: 'Ok' and 'Close'. The 'Setting Name' section at the bottom has the text 'Setting Description goes here.'

Fig 10(2)

Fill out necessary details and click “*Ok*” button.

Step 11

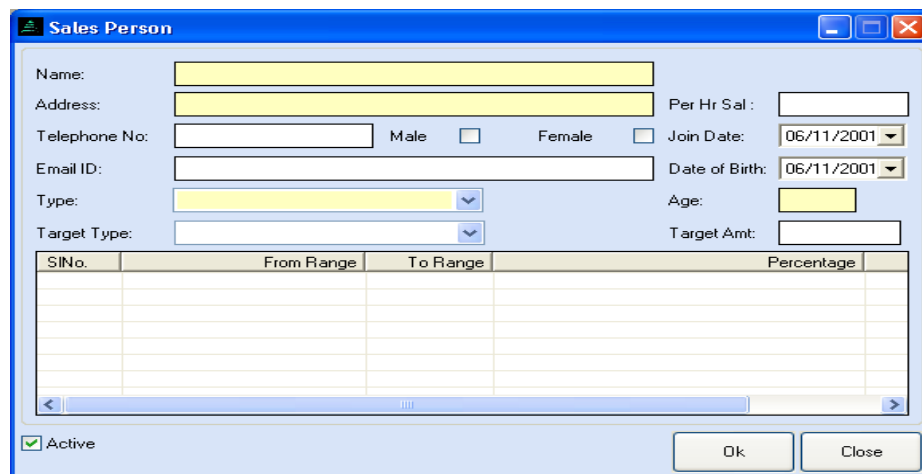
Select *Sales Person* from Masters menu. Sales Person window is displayed. *Fig 11(1)*.



The 'Sales Person' window displays a list of sales persons. At the top, there are two tabs: 'Sales Person Name' and 'Address'. Below the list area, there are search and filter options. The 'Browse' section includes radio buttons for 'Ascending' (selected) and 'Descending', and a dropdown menu. The 'Search On:' and 'Fetch On:' sections each have a dropdown menu and a text input field. On the right, there are radio buttons for 'All', 'Partial', and 'Start'. At the bottom, there are buttons for 'New', 'Edit', 'Delete', and 'Close'.

Fig 11(1)

Click *New* button. Sales Person information window is displayed. *Fig 11(2)*.



The 'Sales Person' window for adding a new sales person contains the following fields: Name, Address, Telephone No., Email ID, Type, Target Type, Per Hr Sal, Join Date, Date of Birth, Age, and Target Amt. There are also checkboxes for 'Male' and 'Female'. Below these fields is a table with columns: SNo., From Range, To Range, and Percentage. At the bottom, there is a checkbox for 'Active' and buttons for 'Ok' and 'Close'.

SNo.	From Range	To Range	Percentage

Fig 11(2)

Fill out necessary details and click “Ok”.

Step 12

Select *Department* from Masters menu. Department Group window is loaded. *Fig 12(1)*.

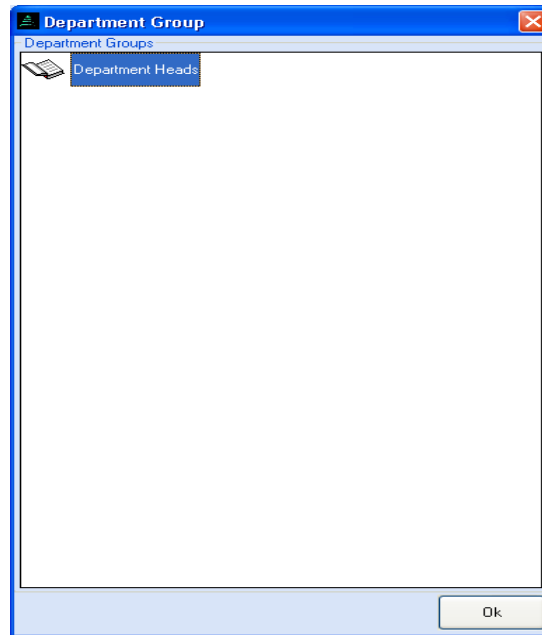


Fig 12(1)

Right click Department Head and select “Add”. Department Group Entry window is displayed. *Fig 12(2).*

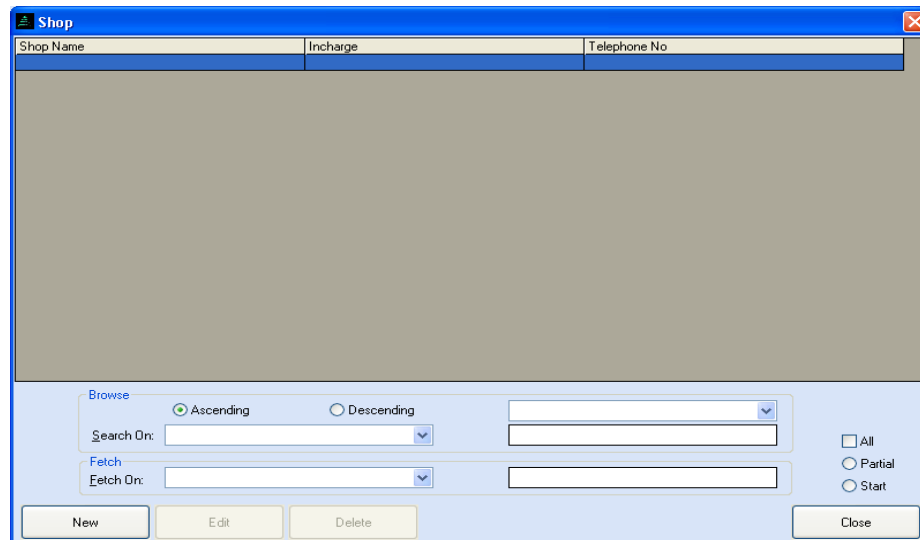
 A screenshot of a software window titled "Department Group Entry". The window contains several input fields: "Parent Group:" with a dropdown menu showing "Department Heads"; "Department:" with a text box; "Address1:" with a text box; "Address2:" with a text box; "Currency:" with a dropdown menu; "InCharge:" with a text box; and "E-Mail:" with a text box. To the right of these fields is a "Logo:" field with a button showing three dots "...". At the bottom right, there are "Ok" and "Close" buttons.

Fig 12(2)

Fill out necessary details and click “Ok”.

Step 13

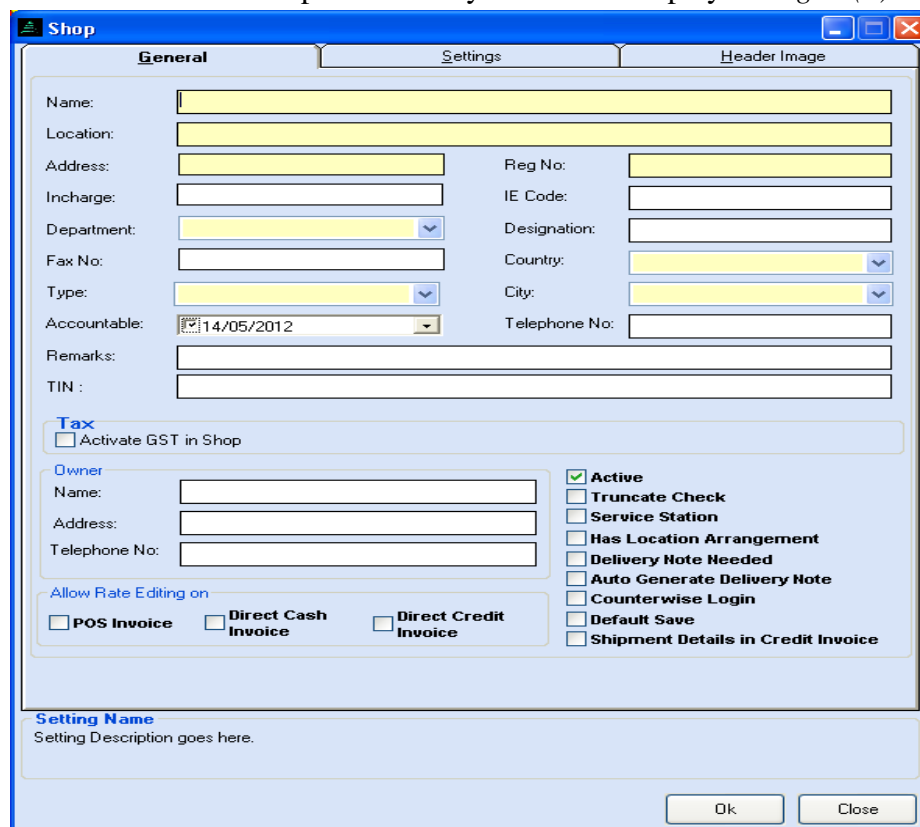
Select Shop from Masters menu. Shop Master Window is displayed. *Fig 13(1).*



The 'Shop' window displays a table with the following columns: Shop Name, Incharge, and Telephone No. Below the table, there are search and filter options. The 'Browse' section includes radio buttons for 'Ascending' (selected) and 'Descending', and a dropdown menu. The 'Search On:' field has a dropdown menu. The 'Fetch' section includes a dropdown menu and a text input field. At the bottom, there are buttons for 'New', 'Edit', 'Delete', and 'Close'. On the right side, there are radio buttons for 'All', 'Partial', and 'Start'.

Fig 13(1)

Click *New* button. Shop details entry window is displayed. *Fig 13(2)*.



The 'Shop' window shows the 'General' tab. It contains the following fields and sections:

- Name:** Text input field.
- Location:** Text input field.
- Address:** Text input field.
- Incharge:** Text input field.
- Department:** Dropdown menu.
- Fax No:** Text input field.
- Type:** Dropdown menu.
- Accountable:** Text input field with a date picker showing 14/05/2012.
- Remarks:** Text input field.
- TIN :** Text input field.
- Tax:** Section with a checkbox 'Activate GST in Shop'.
- Owner:** Section with fields for Name, Address, and Telephone No.
- Allow Rate Editing on:** Section with checkboxes for 'POS Invoice', 'Direct Cash Invoice', and 'Direct Credit Invoice'.
- Settings:** Section with checkboxes for 'Active', 'Truncate Check', 'Service Station', 'Has Location Arrangement', 'Delivery Note Needed', 'Auto Generate Delivery Note', 'Counterwise Login', 'Default Save', and 'Shipment Details in Credit Invoice'.
- Setting Name:** Section with a text input field and a description 'Setting Description goes here.'.

At the bottom right, there are 'Ok' and 'Close' buttons.

Fig 13(2)

Fill out necessary information and click “Ok”.

Step 14

Select Godown from Masters menu. Godown Master Window is loaded.
Fig 14(1).

Fig 14(1)

Click *New* button. Godown Details entry window is displayed. *Fig 14(2).*

Fig 14(2)

Fill out necessary information and click “Ok”.

Step 15

Select *Unit* from Inventory menu. Unit Master Window is displayed. *Fig 15(1)*.

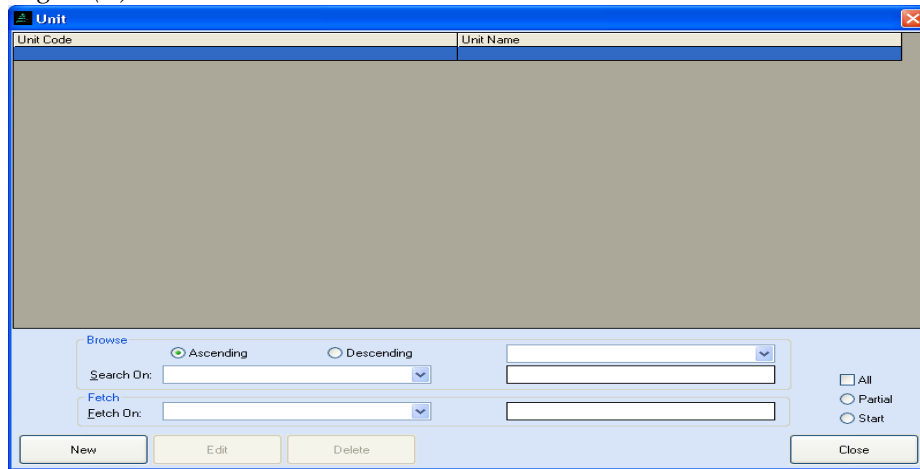


Fig 15(1)

Click “New” button. Unit window is displayed. *Fig 15(2)*. Fill out details and click “Ok”.

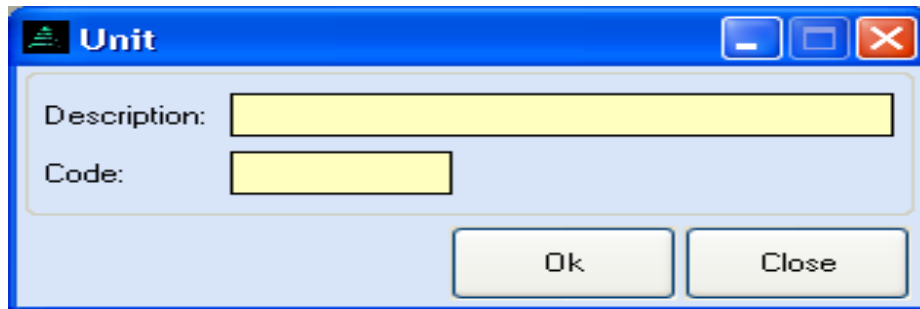


Fig 15(2)

Step 16

Select *Customs* from Inventory menu. Customs master window is displayed. *Fig 16(1)*.

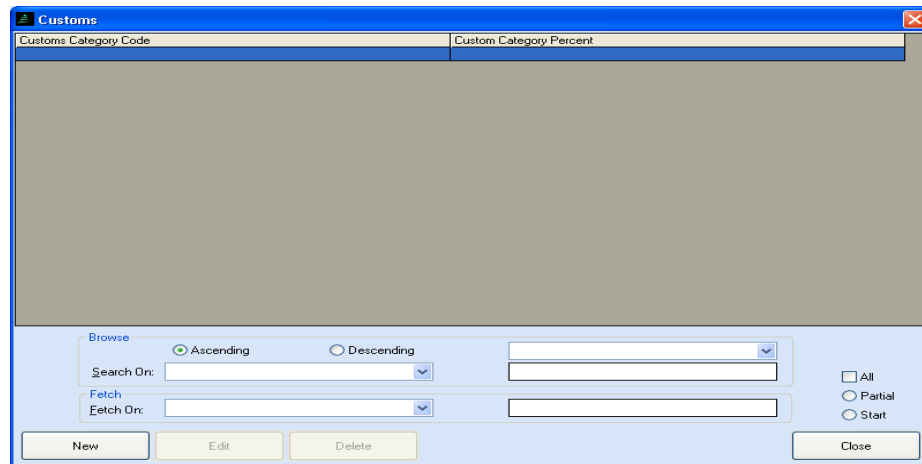


Fig 16(1)

Click *New* button. Customs window is loaded. *Fig 16(2)*.

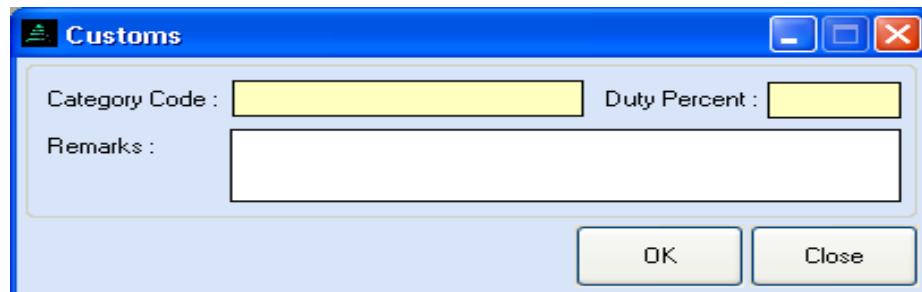


Fig 16(2)

Fill out necessary details and click "Ok".

Step 17

Select Packing Type from Inventory menu. Packing Type master window is loaded. *Fig 17(1)*.

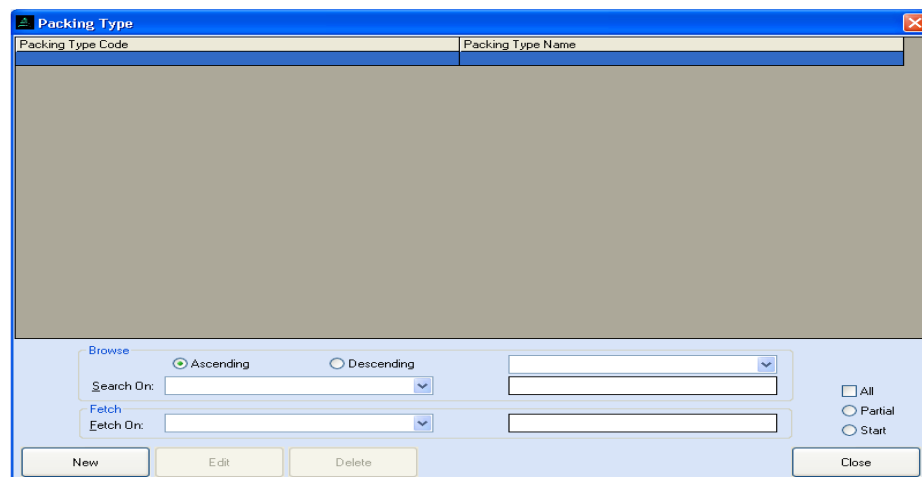
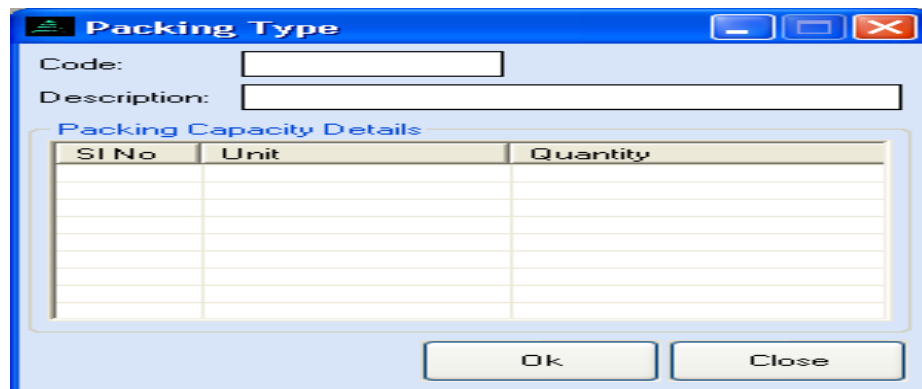


Fig 17(1)

Click New button. Packing type details window is displayed. *Fig 17(2)*.

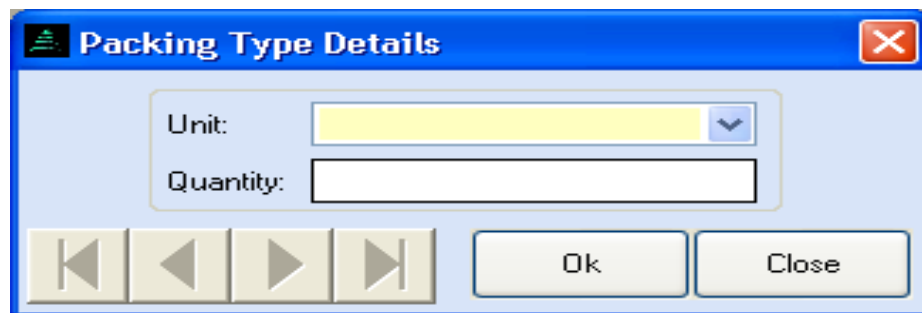


The 'Packing Type' window has a title bar with a tree icon, a minus button, a maximize button, and a close button. It contains two text input fields: 'Code:' and 'Description:'. Below these is a section titled 'Packing Capacity Details' which contains a table with three columns: 'Sl No', 'Unit', and 'Quantity'. The table has five empty rows. At the bottom of the window are 'Ok' and 'Close' buttons.

Sl No	Unit	Quantity

Fig 17(2)

Fill out code and description. Right click to add packing capacity details. Packing Type Details window is displayed. *Fig 17(3)*. Provide details and click “Ok”.



The 'Packing Type Details' window has a title bar with a tree icon and a close button. It contains a 'Unit:' dropdown menu with a yellow background and a 'Quantity:' text input field. Below these are four navigation buttons (back, left, right, forward) and 'Ok' and 'Close' buttons.

Fig 17(3)

To know more about Unit and Packing type please check Magnolia User Manual.

Step 18

Select *Parent Item Category* from Inventory menu. Parent Item Category Master window is displayed. *Fig 18(1)*.

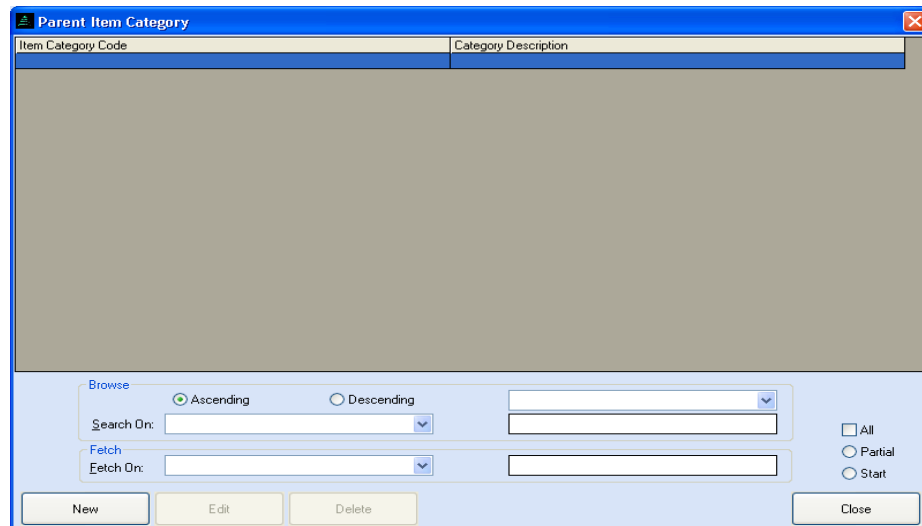


Fig 18(1)

Click *New* button. Parent Item Category window is displayed. *Fig 18(2)*.

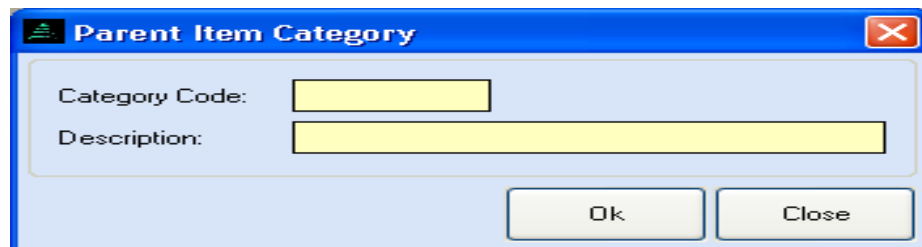


Fig 18(2)

Fill out necessary details and click "Ok".

Step 19

Select *Item Category* from Inventory menu. Item Category window is displayed. *Fig 19(1)*.

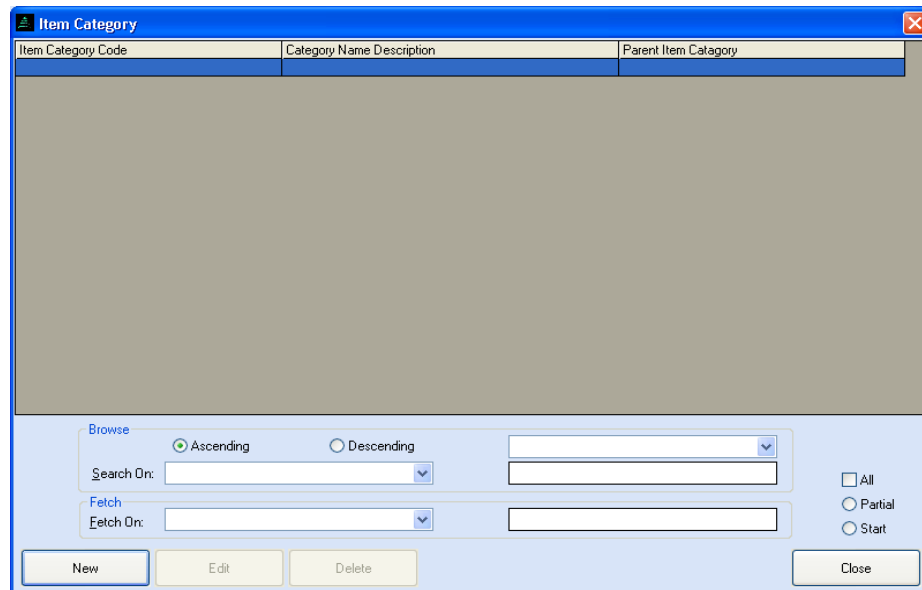


Fig 19(1)

Click **New** button. Item Category Details window is displayed. *Fig 19(2).*

Fig 19(2)

Provide details and select the shops and godowns to which the particular category needs to be available. Items are created under an item category. An item created under the category becomes available in shops and godowns only if the shop and godowns are checked here.

Step 20

Select *Item* from Inventory menu. Item Details Master window is displayed. *Fig 20(1)*.

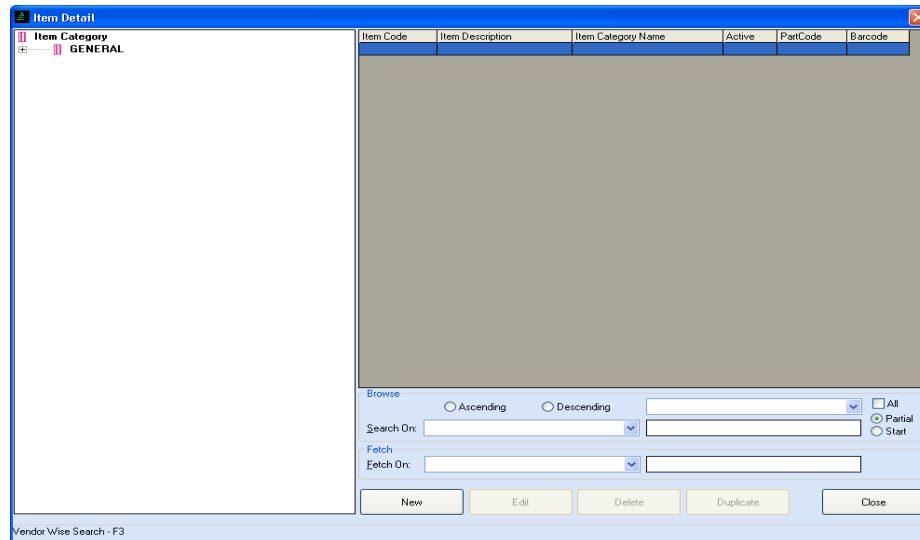


Fig 20(1)

Click “New” button. Item Details entry window is displayed. *Fig 20(2)*.

Fig 20(2)

Fill out necessary information and click “Ok”.

In addition to the above steps, other master information can be fed to the system in Admin module, which will be used when the system is used in its full potential. Based on the shop types used by the company, master data needs to be filled up will vary. (For example if FandB shop

is created, then user has to feed data in the masters like Menu Group, Menu Sub Group, Menu Entry, etc. Likewise if it's Service Shop, then user has to fill up master data in Service related menus for the proper functioning of Service shop)

Step 21

Log in as administrator. *Fig 21(1).*

Fig 21(1)

Module selection window is displayed. *Fig 21(2).*

Fig 21(2)

Select Admin module. Admin module is displayed. *Fig 21(3).*

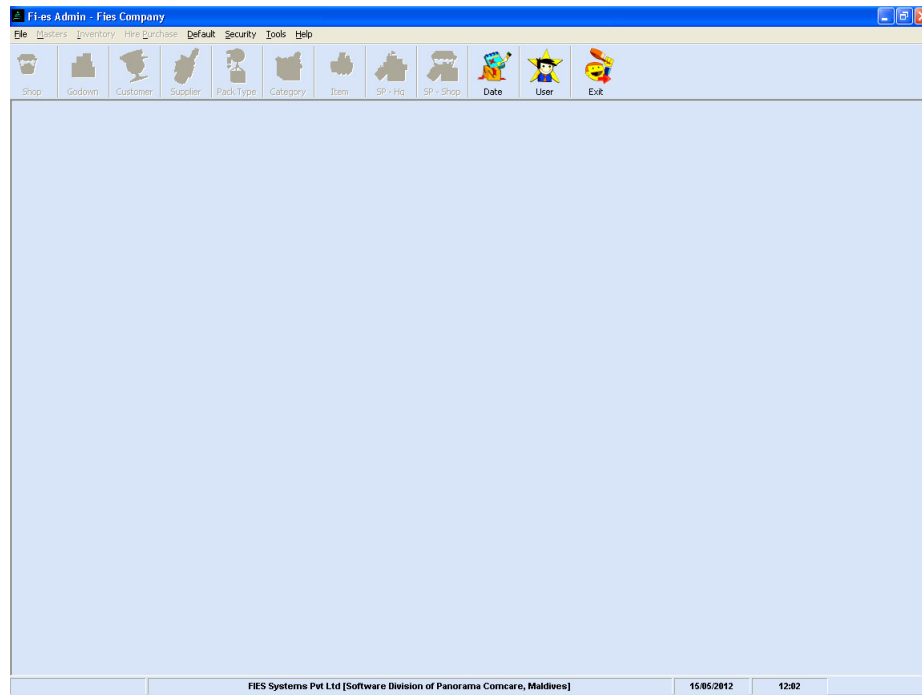


Fig 21(3)

Select *Prefix* from Defaults menu. Prefix window is displayed. *Fig 21(4)*.

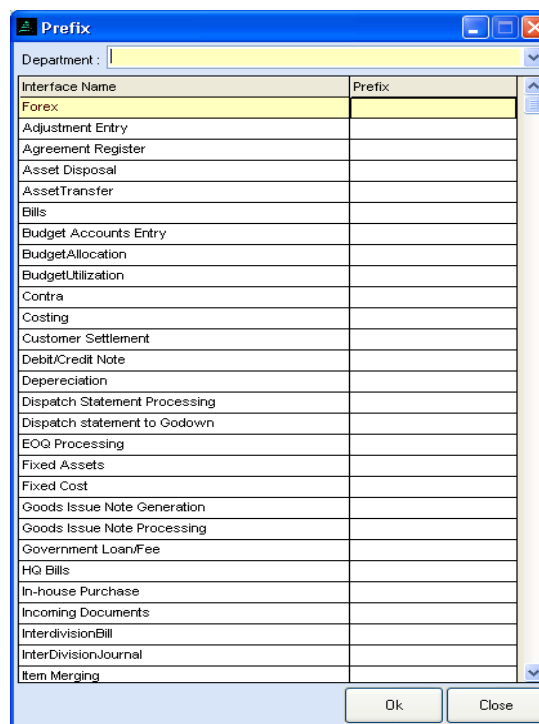


Fig 21(4)

Fill out prefix for **all departments** and click “Ok”. All Prefixes should end with a ‘/’.

Step 22

Select *Package Settings* from Defaults menu. Package Settings window is loaded. *Fig 22(1)*.

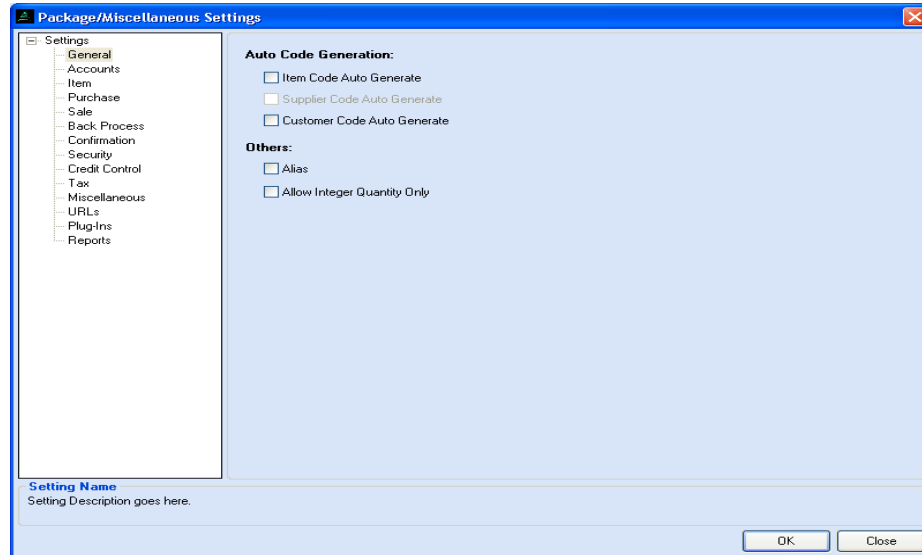
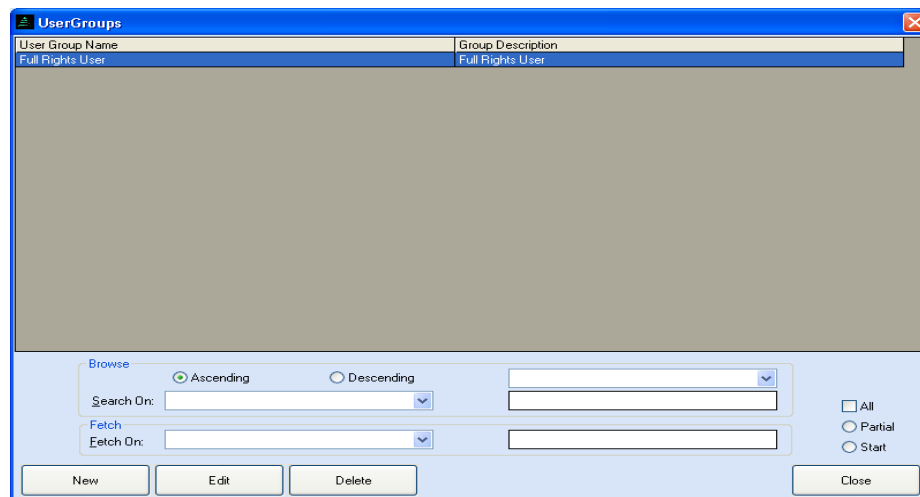


Fig 22(1)

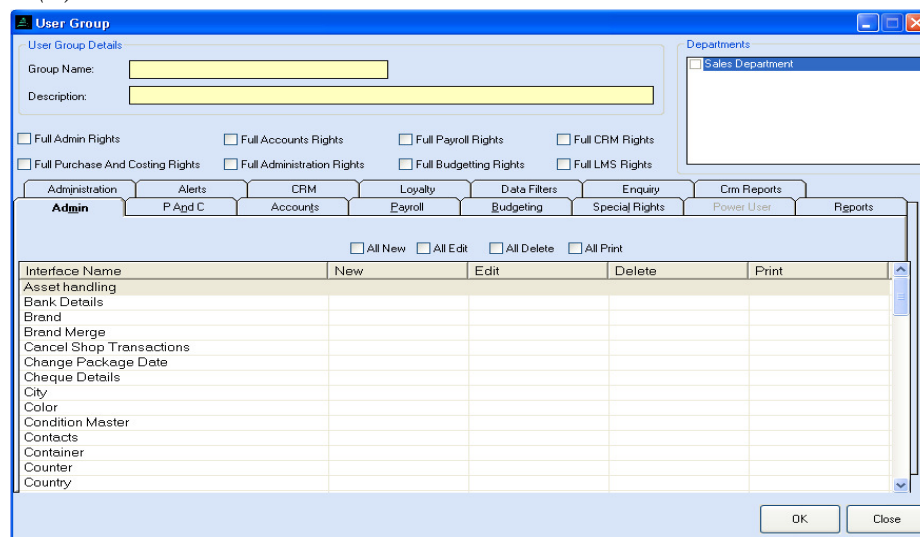
Fill out necessary details of each node and Click “Ok”. On mouse-over against a setting, a brief note is shown at the bottom regarding the selected setting.

Step 23

Select *User Group* from Security menu. User Groups master window is displayed. *Fig 23(1)*. By default one user group will be created by the installation setup. Administrator can create more user groups according to the company needs.

**Fig 23(1)**

Click *New* button. User Group details entering window is displayed. *Fig 23(2)*.

**Fig 23(2)**

Create a user group, assign corresponding rights. Click “Ok”. User needs to select *departments* against which the user group is created.

Step 24

Select *User* interface from Security menu. User Master Window is displayed. *Fig 24(1)*. One management user “fies” will be created by default with the installation setup under the default user group.

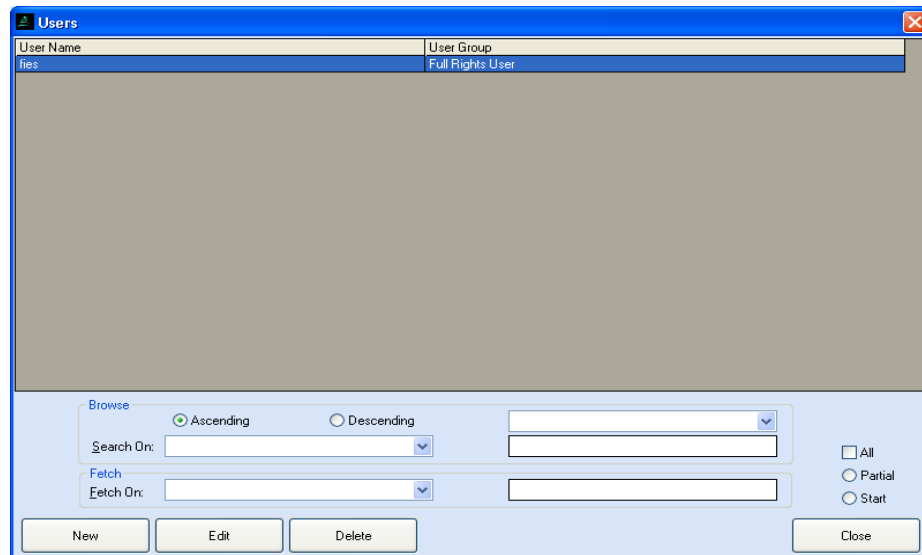


Fig 24(1)

Click *New* button. User details entry window is displayed. *Fig 24(2)*.

Fig 24(2)

Fill out details and click “Ok”. Log out.

Step 25

Log in to system. Log in window is displayed. *Fig 25(1)*.

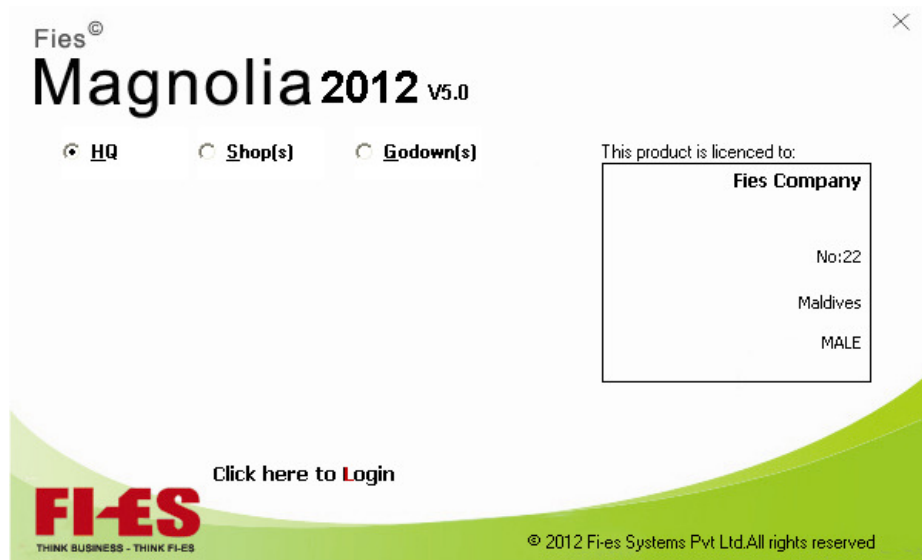


Fig 25(1)

Select “Click here to Login”.

Login as user. User name is ‘fies’ without password. *Fig 25(2).*

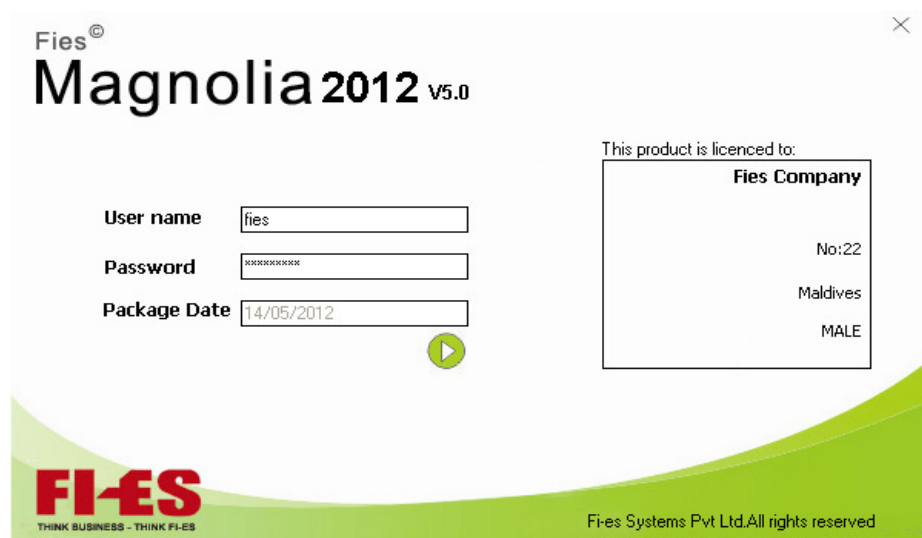


Fig 25(2)

Module selection window is displayed. *Fig 25(3).*

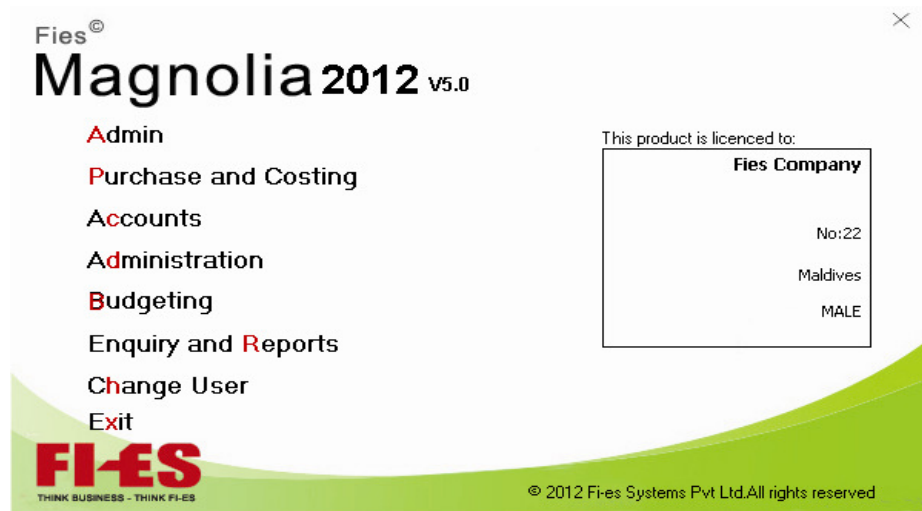


Fig 25(3)

Select *Accounts* module. A message is displayed. *Fig 25(4)*.

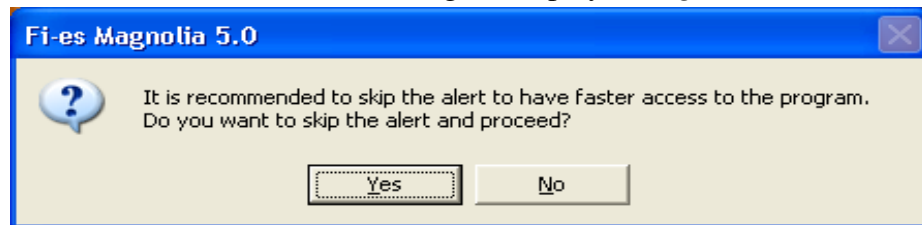


Fig 25(4)

Click "Yes" to enter accounts Module Company wise. Accounts module is displayed. *Fig 25(5)*.

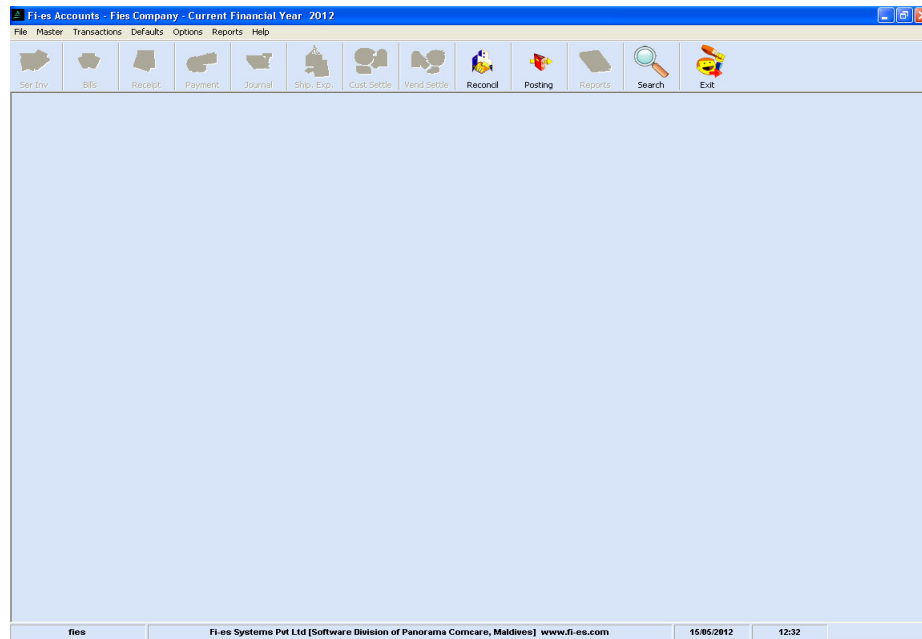


Fig 25(5)

In Accounts, we need to assign accounts to the newly created [departments](#). Some accounts which are used generally is provided by default, in addition to that user can create needed ones.

Select *Accounts* from Master menu. Accounts Master window is displayed. *Fig 25(6)*.

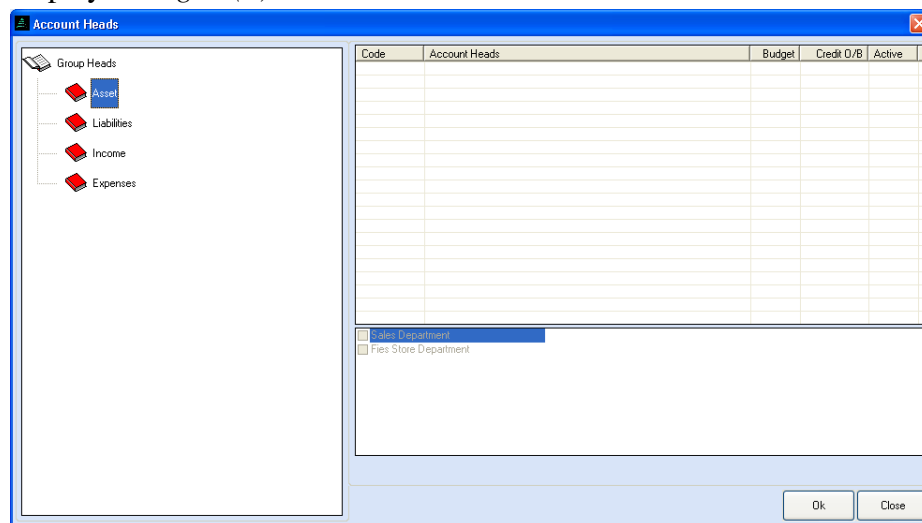


Fig 25(6)

Select each accounts created under each group head. Right click on the account and select Edit. *Fig 25(7)*.

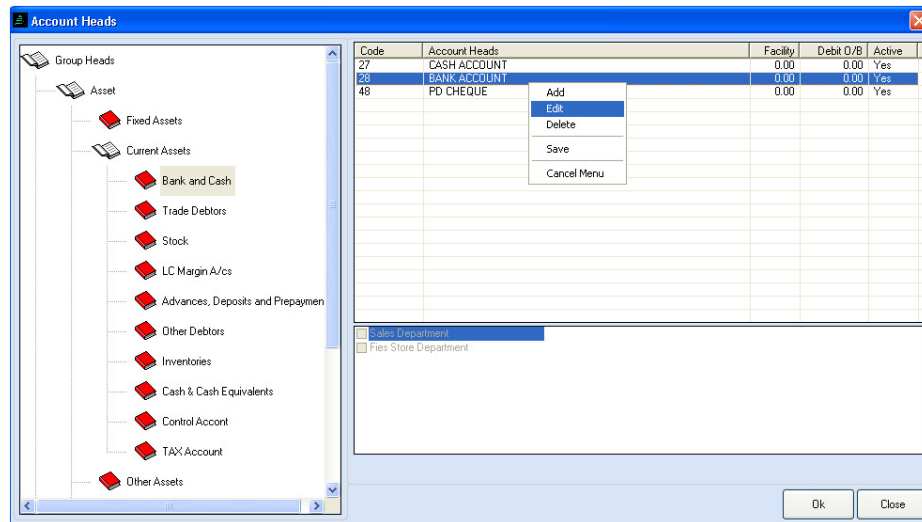


Fig 25(7)

Assign accounts to corresponding departments by selecting the needed department names and Click “Ok”. Fig 25(8).

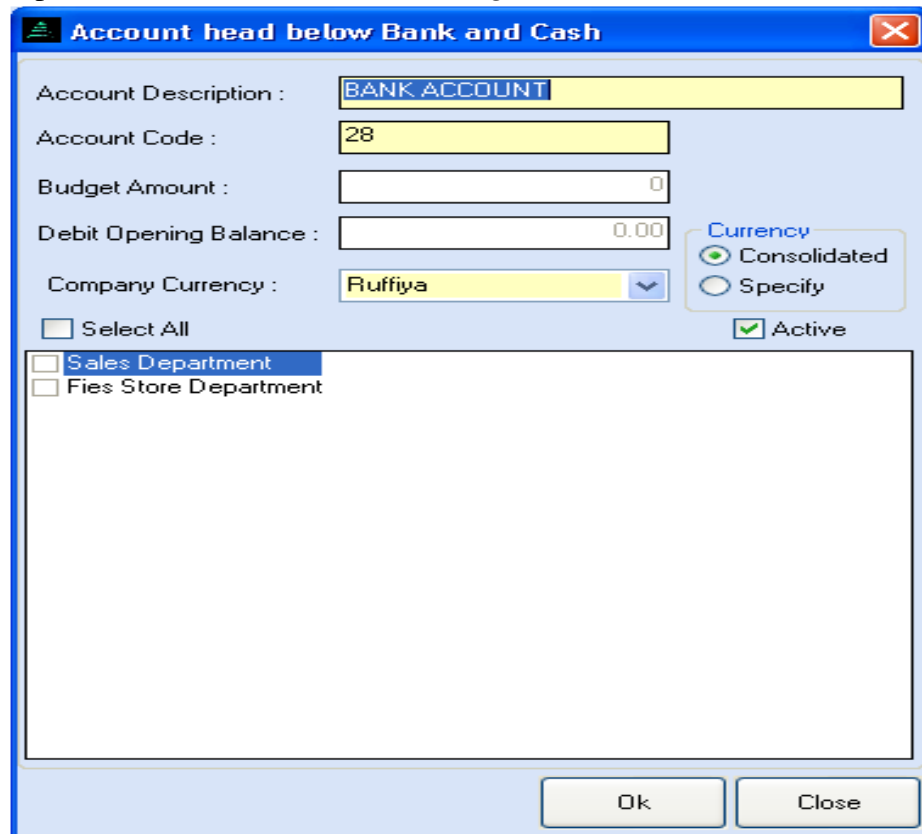


Fig 25(8)

Step 26

Select *Exchange Rate* from Master menu. Exchange Rate window is displayed. All currencies provided in Currency Master are listed here except the one set as base currency in the [Account Settings](#). *Fig 26(1)*.

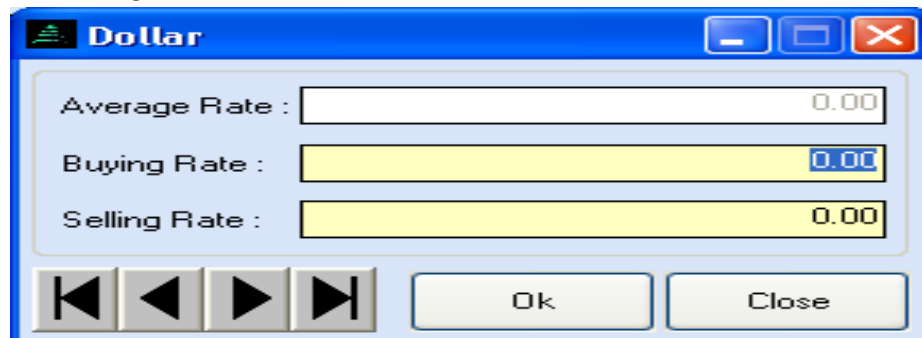


The screenshot shows a window titled "Exchange rate against Ruffiya". It has a date field set to "15/05/2012". Below the date is a table with four columns: "Currency Name", "Buying Rate", "Selling Rate", and "Average Rate". The first row is highlighted in blue and contains the text "Dollar", "0.00", "0.00", and "0.00". There are five empty rows below it. At the bottom right of the window are "Ok" and "Close" buttons.

Currency Name	Buying Rate	Selling Rate	Average Rate
Dollar	0.00	0.00	0.00

Fig 26(1)

Double click on a currency detail and provide exchange rate, and click "Ok". *Fig 26(2)*.



The screenshot shows a window titled "Dollar". It has three input fields: "Average Rate" with a value of "0.00", "Buying Rate" with a value of "0.00", and "Selling Rate" with a value of "0.00". The "Buying Rate" and "Selling Rate" fields have a yellow background. At the bottom left are four navigation buttons (back, forward, etc.). At the bottom right are "Ok" and "Close" buttons.

*Fig 26(2)***Step 27**

Select *Settings* from Defaults menu. Settings window is displayed. *Fig 27(1)*.

Settings

General | Debtor_Creditor Accounts

Number of previous days : 30 (to display in master screen)

Invoice due period : 30 Day(s)

☐ Separate Proforma Invoice

☐ Budget Check

☐ Target Check

Group Head of Fixed Asset : Fixed Assets

Group Head of Cash/Bank : Bank and Cash

Account Head of Trade Debtor : TRADE DEBITORS

Account Head of Trade Creditor : TRADE CREDITORS

Sales Group Head : Sales Income

Purchase Group Head : Purchase Account

Account Head of Exchange Diff: EXCHANGE GAIN OR LOSS

Retained Earnings Account: RETAINED PROFIT

Currency : Ruffiya

Ex Rate Base Currency : Ruffiya

Disposal Sales Account : DISPOSAL SALES ACCOUNT

Asset Disposal : ASSET DISPOSAL

Asset Transfer Control Account : ASSET TRANSFER CONTROL

Current Asset Account : Current Assets

Current Liability Account : Current Liabilities

Current Share Capital Account : Short Term Liabilities

Asset Opening Date : 06/04/2010

Target Check
The Target check is used to inform The Power User that the Target has been achieved. The Target is set for the revenue Accounts.

Ok Close

Fig 27(1)

Provide all necessary settings and click “Ok”.

Step 28

Select *Cash Account Settings* from Defaults menu. Settings window is displayed. Fig 28(1)

Debit / credit card settings

Account : [Dropdown]

☐ Cash A/C

☐ Debit Card

☐ Credit Card

☐ Bank A/C

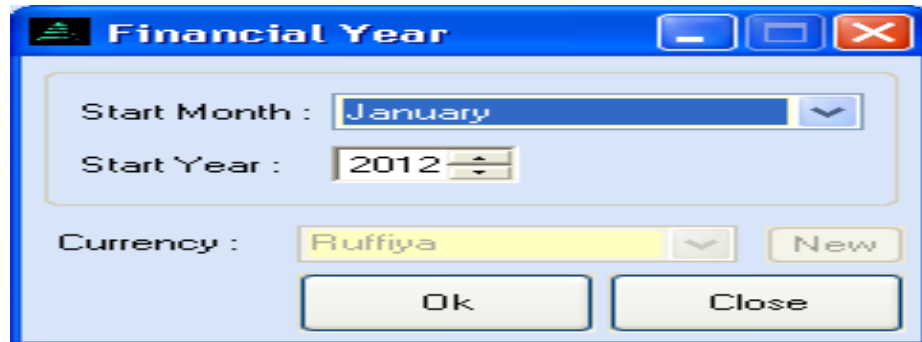
Ok Close

Fig 28(1)

The cash/debit/credit/bank accounts in use can be mentioned here. Select the account and choose the option under which it is falling and click “Ok”.

Step 29

Select *Financial Year* from Defaults menu. Financial Year window is displayed. *Fig 29(1)*.



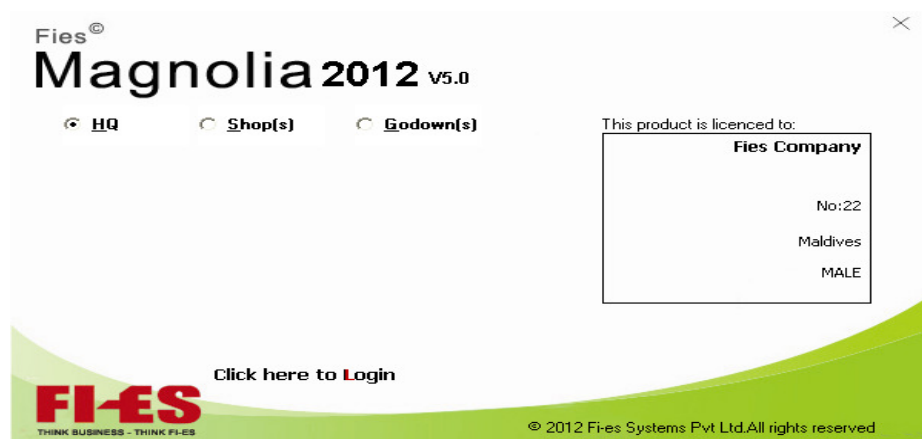
The screenshot shows a window titled "Financial Year" with a blue border. Inside, there are two input fields: "Start Month" with a dropdown menu showing "January" and "Start Year" with a text box showing "2012" and a small increment/decrement button. Below these is a "Currency" field showing "Ruffiya" and a "New" button. At the bottom are "Ok" and "Close" buttons.

Fig 29(1)

Provide *financial year* before starting with transactions. Logout from accounts module.

Step 30

Login to the system. Login window is displayed. *Fig 30(1)*.



The screenshot shows the login screen for "Fies Magnolia 2012 V5.0". At the top, there are radio buttons for "HQ", "Shop(s)", and "Godown(s)". Below them is a "Click here to Login" link. On the right, there is a box titled "This product is licenced to:" containing the text "Fies Company", "No:22", "Maldives", and "MALE". At the bottom left is the "FI-ES" logo with the tagline "THINK BUSINESS - THINK FIES". At the bottom right is the copyright notice "© 2012 Fies Systems Pvt Ltd. All rights reserved".

Fig 30(1)

Select “*Click here to Login*”.

Login as the management user. User name is ‘fies’ without password. *Fig 30(2)*.



Fig 30(2)

Module selection window is displayed. *Fig 30(3)*.



Fig 30(3)

Select *Accounts* module. A message is displayed. *Fig 30(4)*.

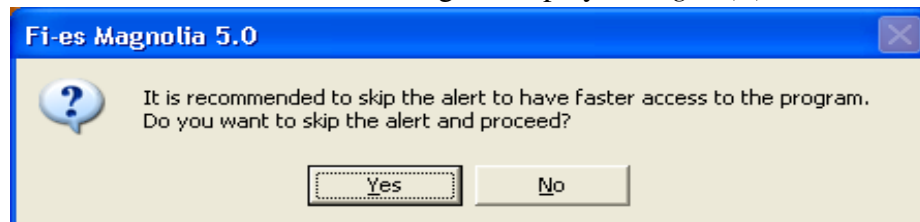


Fig 30(4)

Click “Yes” to proceed. All departments created is listed here. *Fig 30(5)*.

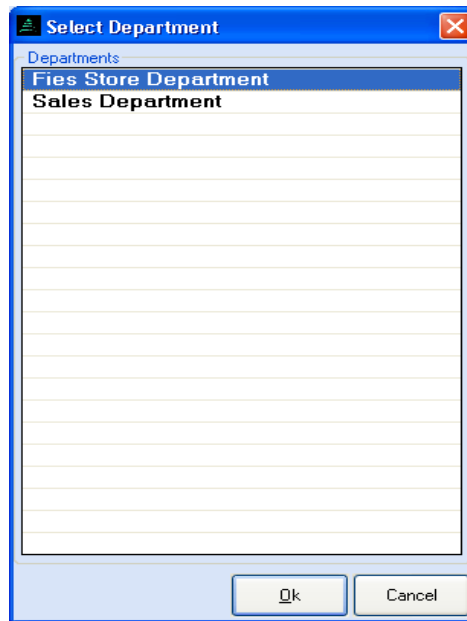


Fig 30(5)

Select a department and click “Ok” to enter accounts module of selected department. *Fig 30(6).*

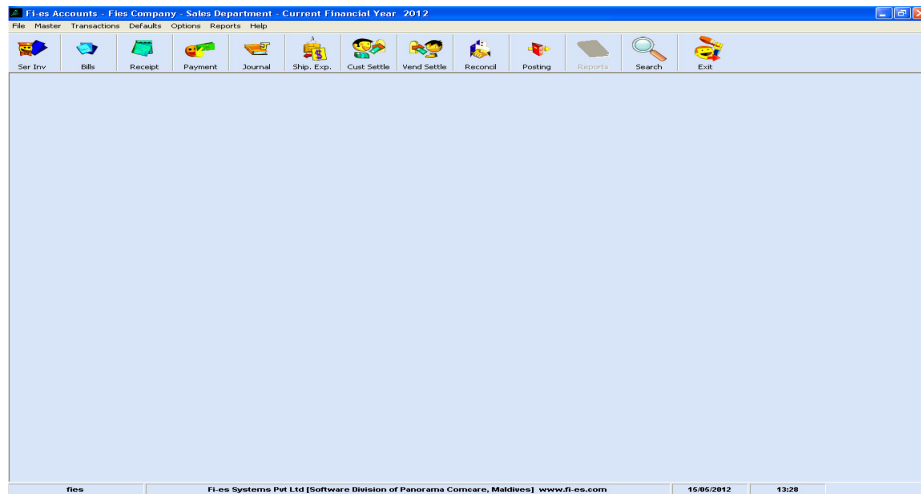
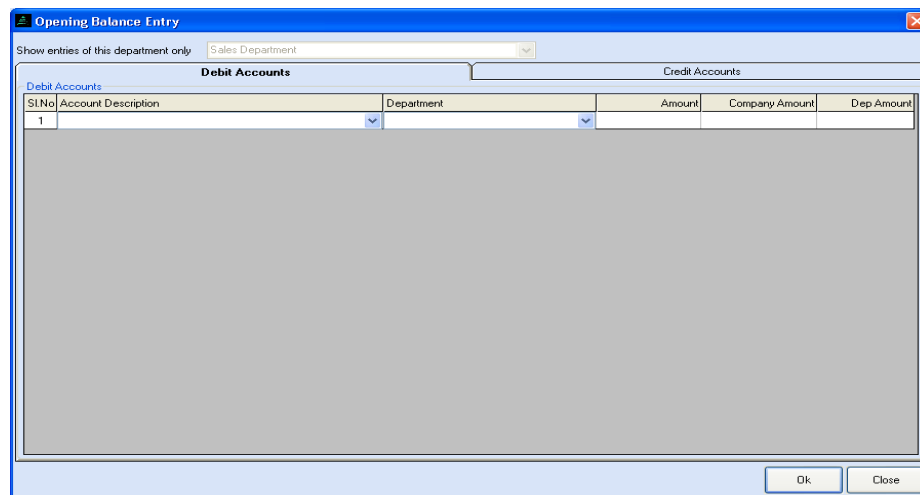


Fig 30(6)

Select “Opening Balance Entry” from Defaults menu. Opening Balance Entry Window is displayed. *Fig 30(7).*



The screenshot shows the 'Opening Balance Entry' window. At the top, there's a dropdown menu for 'Show entries of this department only' set to 'Sales Department'. Below this, there are two tabs: 'Debit Accounts' and 'Credit Accounts'. The 'Debit Accounts' tab is active, showing a table with columns: 'SLNo', 'Account Description', 'Department', 'Amount', 'Company Amount', and 'Dep Amount'. The first row has '1' in the 'SLNo' column. The rest of the table is empty. At the bottom right, there are 'Ok' and 'Close' buttons.

Fig 30(7)

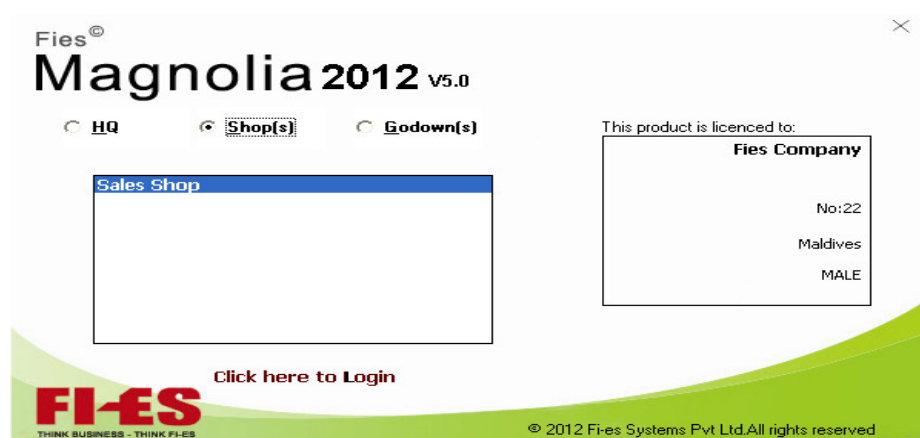
Debit account and credit accounts are listed separately. Select an account and enter opening balance amount before start using the account. Logout from accounts module.

Opening details can also be made against invoices, receipts, bills and payments. It can be done through Opening Invoices, Opening Receipts, Opening Bills and Opening Payments respectively which are available under defaults menu.

Before start with shop transactions, administrator needs to assign rights and do some basic settings in the Shop admin module. Steps are explained below.

Step 31

Login to the system. Login window is displayed. Select newly created shop. Fig 31(1).



The screenshot shows the 'Fies Magnolia 2012 V5.0' login window. At the top, there's a logo 'Fies®' and the title 'Magnolia 2012 V5.0'. Below the title, there are three radio buttons: 'HQ', 'Shop(s)', and 'Godown(s)'. The 'Shop(s)' button is selected. Below these buttons, there's a list box containing 'Sales Shop'. To the right of the list box, there's a text box with the text 'This product is licenced to: Fies Company'. Below this, there's a text box with the text 'No:22', 'Maldives', and 'MALE'. At the bottom, there's a green banner with the 'FI-ES' logo and the text 'THINK BUSINESS - THINK FI-ES'. To the right of the logo, there's a button that says 'Click here to Login'. At the bottom right, there's a copyright notice: '© 2012 Fies Systems Pvt Ltd. All rights reserved'.

Fig 31(1)

Log in as administrator. User name is “admin” without any password.
Fig 31(2).

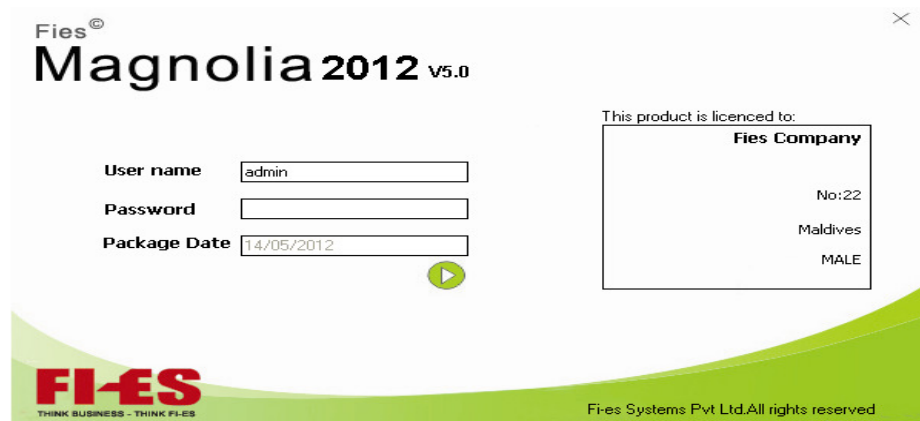


Fig 31(2)

Module selection window is displayed. *Fig 31(3).*

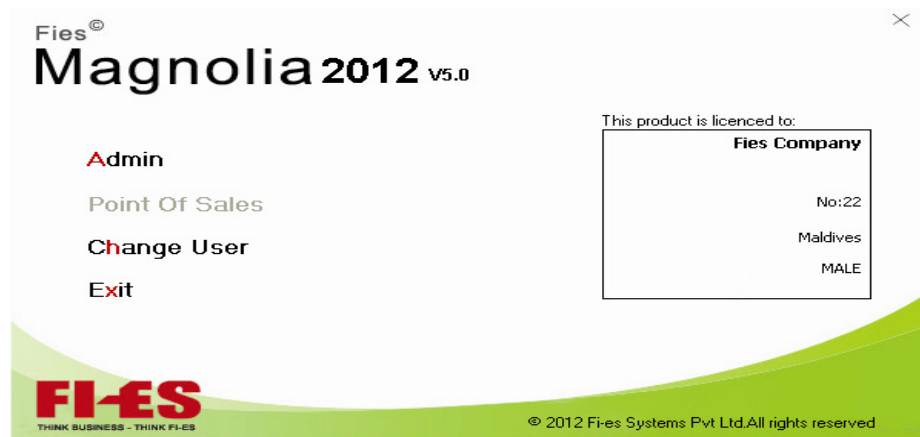


Fig 31(3)

Select Admin module. Admin module window is displayed. *Fig 31(4).*

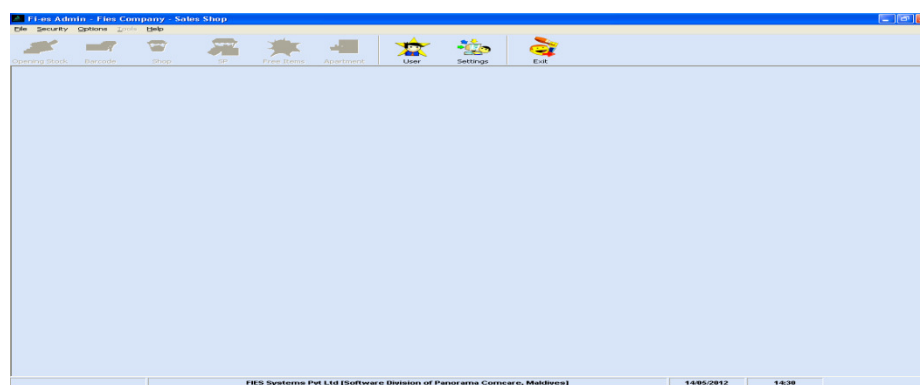


Fig 31(4)

From the admin module its possible to change the password of the Admin user using *Change Password* option under Security menu.

Now select “*User Group*” from Security menu. User Group Master window is displayed. *Fig 31(5)*.

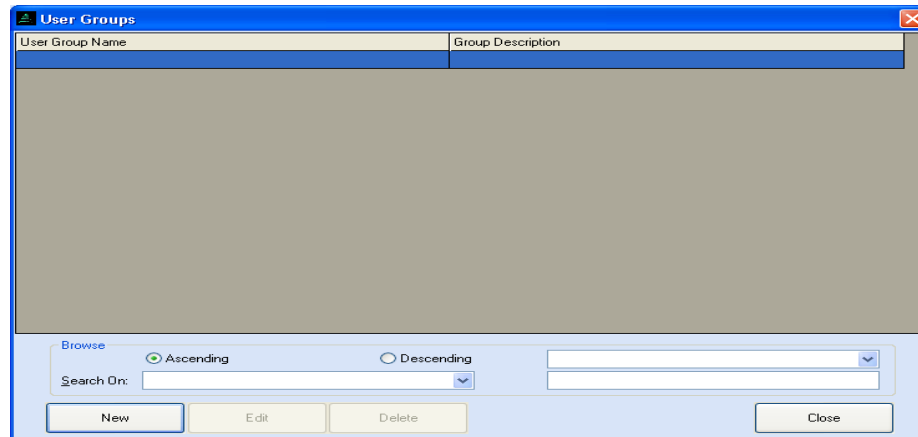


Fig 31(5)

Click “New” to create new user group. User Group interface is loaded. *Fig 31(6)*.

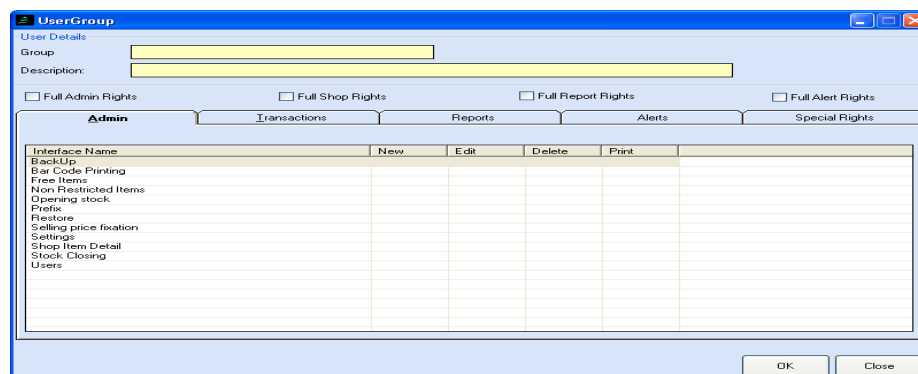


Fig 31(6)

Create a group with necessary rights in all tabs and click “Ok”.

Step 32

Select “*User*” from Security menu. Users Master window is displayed. *Fig 32(1)*.

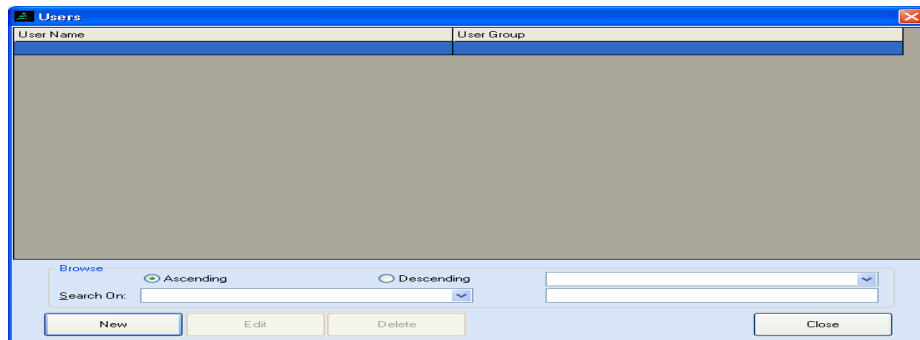


Fig 32(1)

Click “New” button. Users information window is displayed. *Fig 32(2).*

The screenshot shows the 'Users' window with the 'New' button clicked. The window is divided into two main sections: 'User Details' and 'Master Settings'. The 'User Details' section includes fields for 'UserName', 'Full Name', 'Email ID', 'Password', 'Confirm Password', and 'User Group'. The 'Master Settings' section includes fields for 'Select BackColor', 'Select ForeColor', 'Select Grid Color', 'Select Header Color', 'Select Font', 'Select FontSize', and a checkbox for 'Set as Default Settings'. There are 'OK' and 'Close' buttons at the bottom right.

Fig 32(2)

Provide necessary details and click “Ok” to create a new user.

Step 33

Select “Prefix” from Options menu. Prefix menu window is displayed. *Fig 33(1).*

The screenshot shows a window titled 'Prefix'. It contains a table with two columns: 'Interface Name' and 'Prefix'. The table lists various interface names, and the 'Prefix' column is currently empty. At the bottom, there are 'Ok' and 'Close' buttons.

Interface Name	Prefix
Miscellaneous Bill	
Petty cash Payments	
Point of Sales	
POS Cash Denomination	
Proforma Invoice	
Purchase Order	
Purchase Request	
Purchase Return	
Purchases In	
Quotation	
Rebate Approval	
Rebate Request	
Receipt	
Return After Despatch	
Return Before Despatch	
Sales Out	
Service Invoice	
Shop Total Stock Verification	
ShopSerialNOVerification	
Special Invoice - Cash	
Special Invoice - Credit	
Special Invoice Quotation	
Stock Verification	
Stock Writeoff	
Tools Allocation	
Transfer In	
Transfer Out	
WarrantyClaim	

Fig 33(1)

Provide prefix for all transactions. Prefix providing here should end with '/'. Click “Ok”.

Step 34

Select “Settings” from Options menu. Shop Settings window is displayed. *Fig 34(1)*.

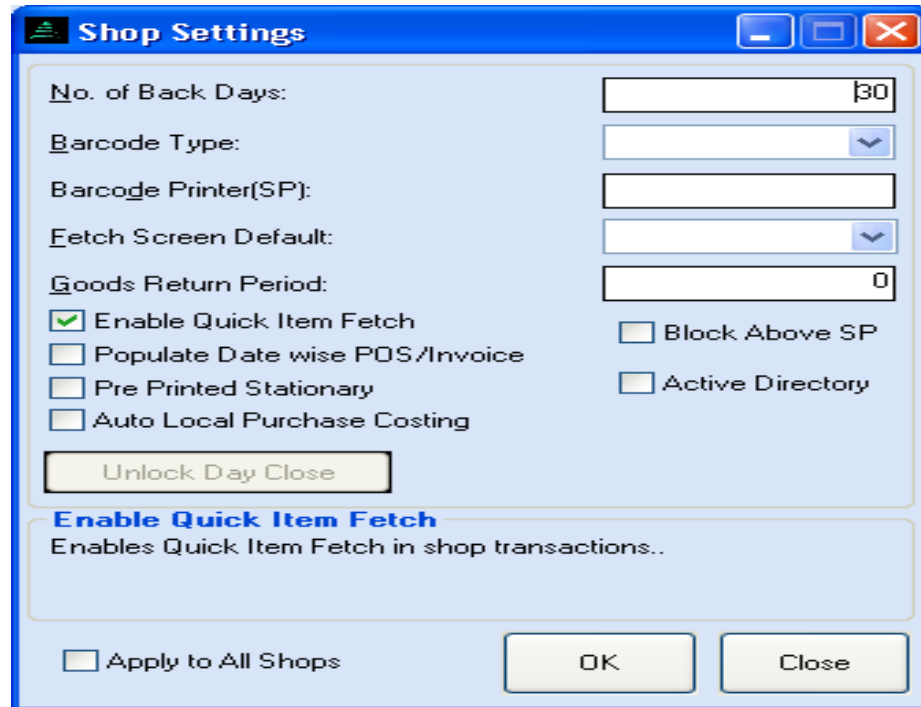


Fig 34(1)

Provide necessary settings and click “Ok”. Logout from admin module.

Step 35

Log in to system. Login window is displayed. Select newly created shop. *Fig 35(1)*.

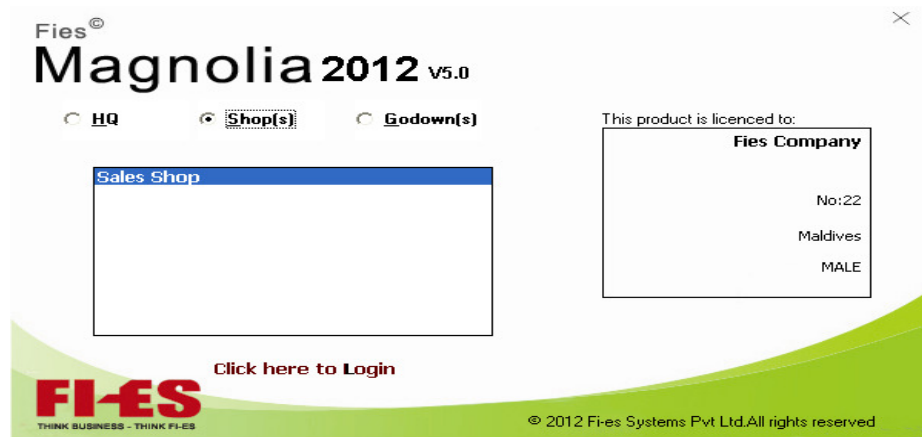


Fig 35(1)

Log in to shop as newly created user. *Fig 35(2).*

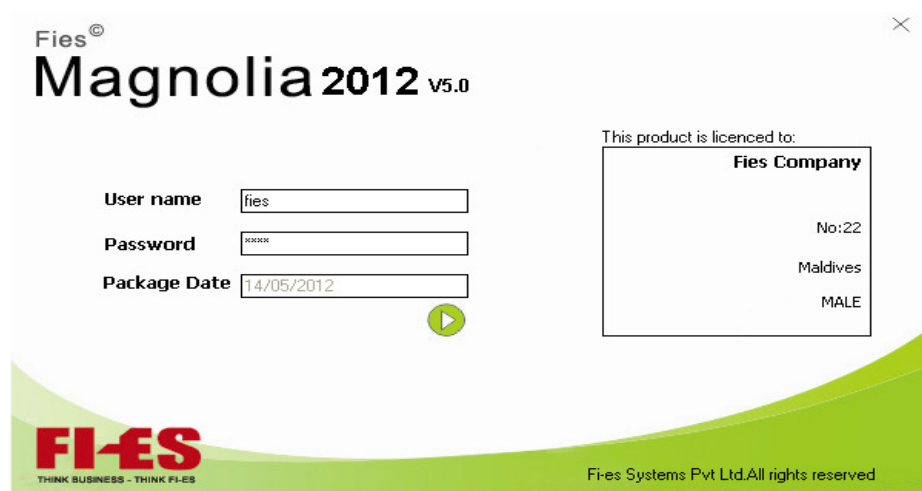


Fig 35(2)

Module selection window is displayed. *Fig 35(3).*

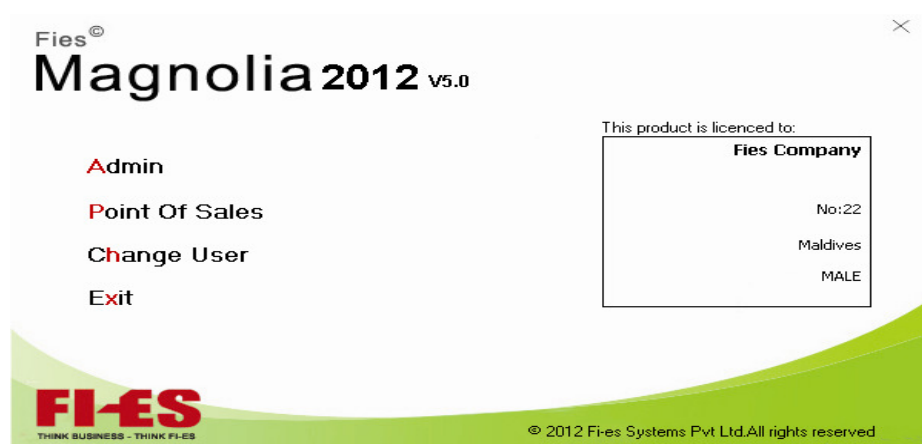


Fig 35(3)

Select Admin module. Admin module window is displayed. *Fig 35(4).*

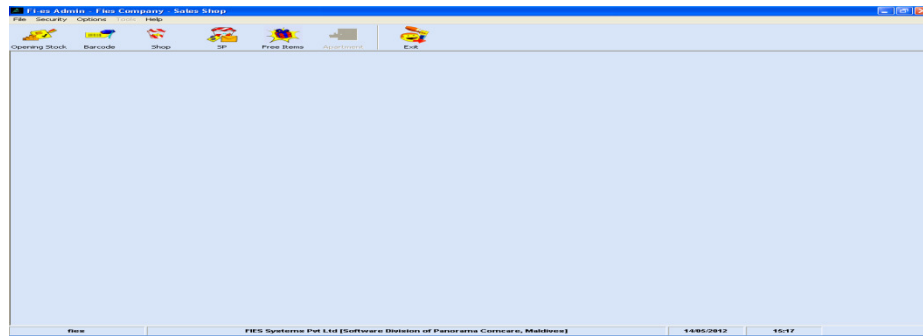


Fig 35(4)

Opening stock Updation of items can be done in Opening Stock Entry interface.

Select “Opening Stock Entry” from Options menu. Opening Stock Entry window is displayed. Fig 35(5).

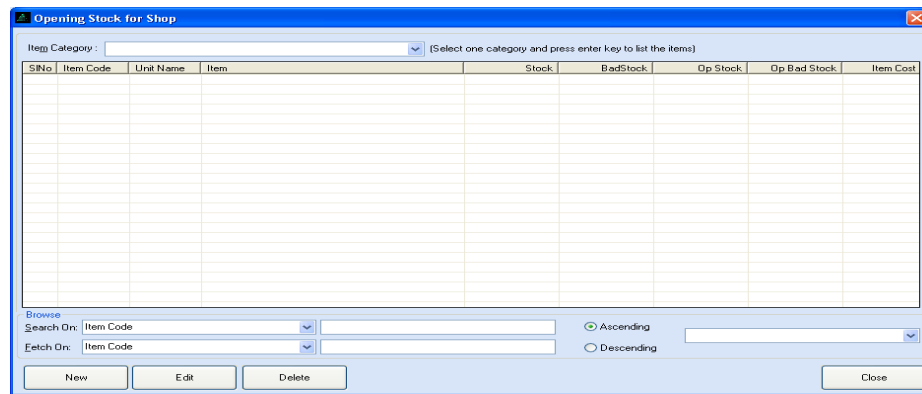


Fig 35(5)

Select an item category and click “New”. Opening Shop Stock window is displayed. Fig 35(6).

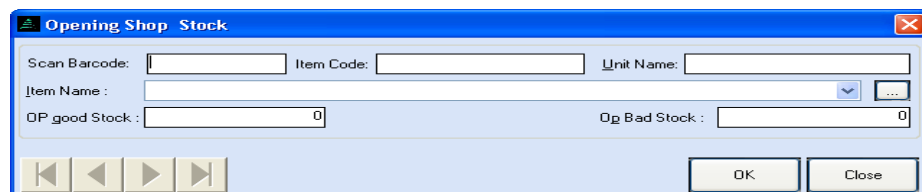
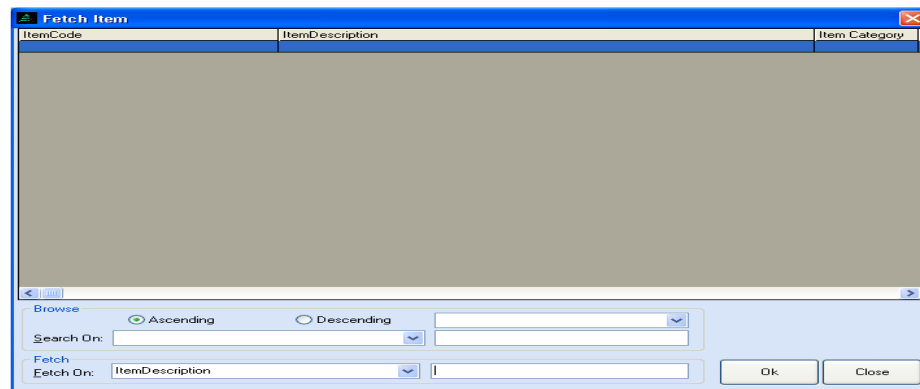


Fig 35(6)

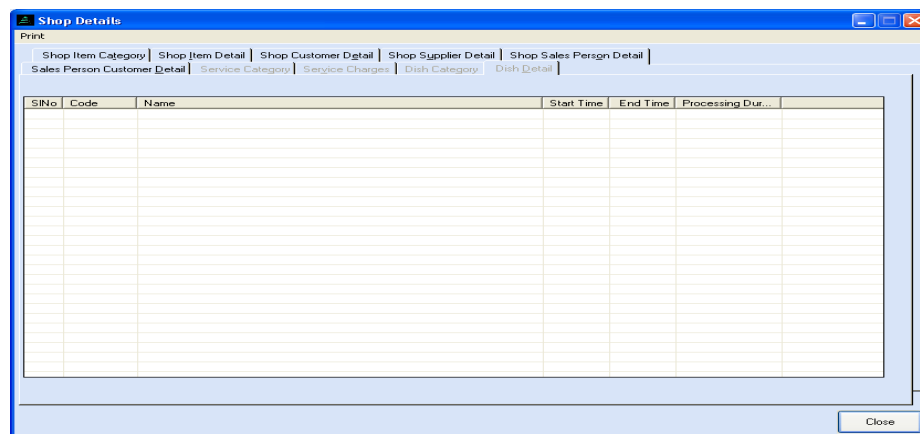
Click Fetch button. Item Fetch window is loaded. Fig 35(7).

**Fig 35(7)**

Press enter from the *fetch on* field to list all items. Select an item and click “Ok”. Provide Opening stock and click “Ok”.

Step 36

Select Shop from Options menu. Shop details window is displayed. *Fig 36(1).*

**Fig 36(1)**

Add customer, supplier and sales person to the shop.

(If it is a service center type shop other tabs like Service charge and service category becomes enabled. In case of FandB shop Dish Category and Dish Details become enabled and user can add the needed details to this shop).

NOTE: Please be noted that only those information which are provided in this Shop Details interface will be available for doing transactions in this particular shop.

Now user can start with shop transactions.

Step 37

Log in to system. Login window is displayed. Select newly created godown. *Fig 37(1)*.

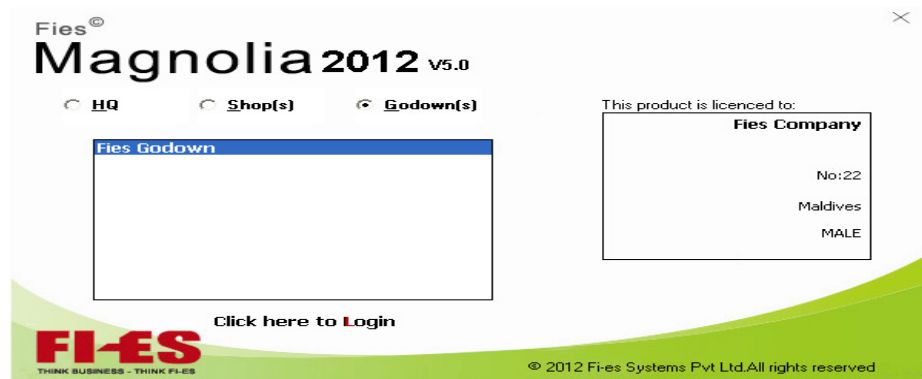


Fig 37(1)

Login as administrator. User name is 'admin', without any password. *Fig 37(2)*.



Fig 37(2)

Module selection window is displayed. *Fig 37(3)*.

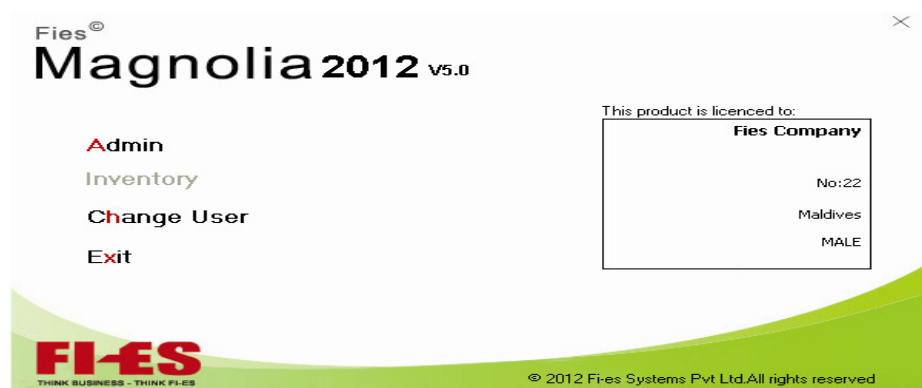


Fig 37(3)

Select Admin module. Admin module window is displayed. *Fig 37(4).*



Fig 37(4)

From the admin module it's possible to change the password of the Admin user using *Change Password* option under Security menu.

Now select "User Group" from Security menu. User Group window is displayed. *Fig 37(5).*

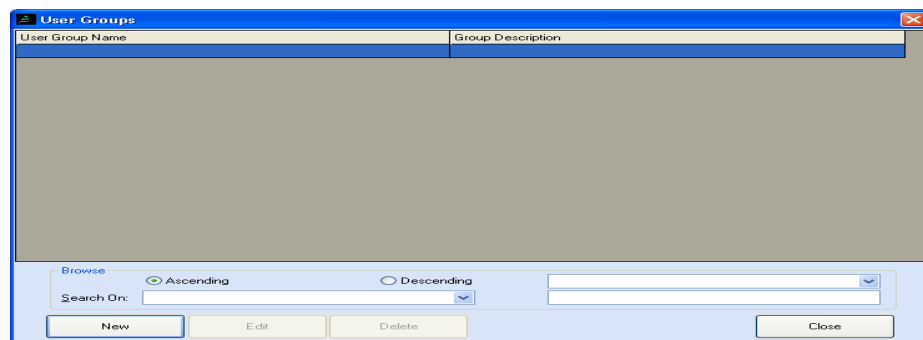


Fig 37(5)

User Group window is displayed. *Fig 37(6).*

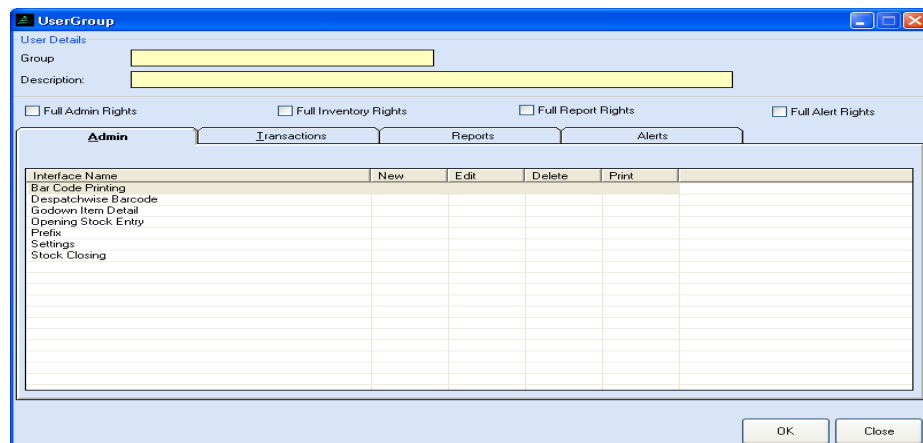


Fig 37(6)

Provide necessary details and rights in all tabs and click "Ok".

Select “User” from Security menu. Users window is displayed. *Fig 37(7).*

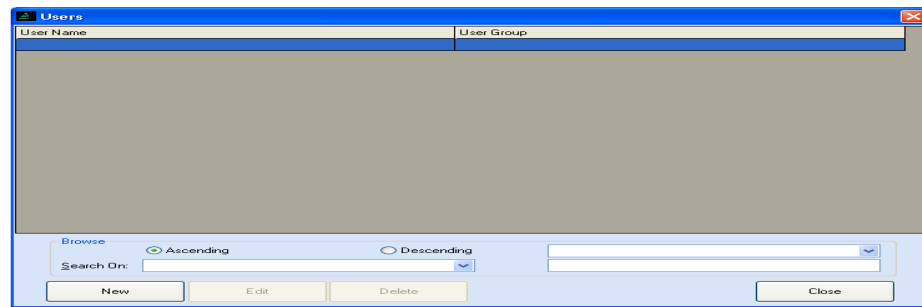


Fig 37(7)

Click “New”. User information window is displayed. *Fig 37(8).*

The screenshot shows the "Users" window with the "New User" form. The form is divided into two sections: "User Details" and "Master Settings".

User Details:

- UserName: [Text Field]
- Full Name: [Text Field]
- Email ID: [Text Field]
- Password: [Text Field]
- Confirm Password: [Text Field]
- User Group: [Dropdown Menu]

Master Settings:

- Select BackColor: [Color Picker]
- Select ForeColor: [Color Picker]
- Select Grid Color: [Color Picker]
- Select Header Color: [Color Picker]
- Select Font: [MS Sans Serif]
- Select FontSize: [8]
- ☒ Set as Default Settings
- [View Button]

Buttons at the bottom: [OK], [Close].

Fig 37(8)

Provide necessary details and click “Ok” to create new user.

Step 38

Select “Prefix” from Options menu. Prefix window is displayed. *Fig 38(1).*

The screenshot shows a window titled "Prefix" with a table containing two columns: "Interface Name" and "Prefix". The table is currently empty. Below the table, there are "Ok" and "Close" buttons.

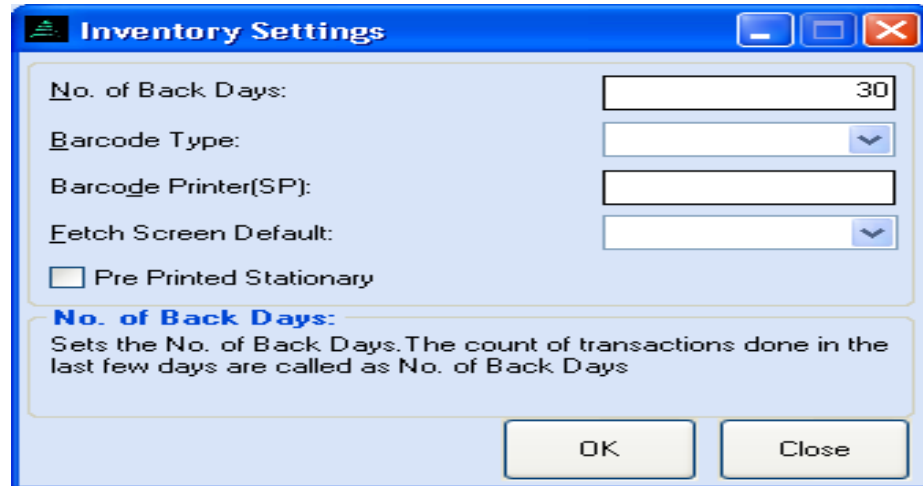
Interface Name	Prefix
asset Conversion	
Damage Clearing	
Despatch To Godown	
Despatch To Shop	
Expiry Verification	
Godown Stock Verification	
Godown Stock Writeoff	
GodownSerialNoVerification	
Goods Arrival	
Goods Request From Godown	
Item Merging	
Item splitting	
Location Verification	
Purchase Return	
Special Despatch	

Fig 38(1)

Enter prefix for all transactions. All prefixes entered here should end with ‘/’.

Step 39

Select Settings from Options menu. Inventory Settings window is displayed. *Fig 39(1)*.



The **Inventory Settings** window contains the following fields and controls:

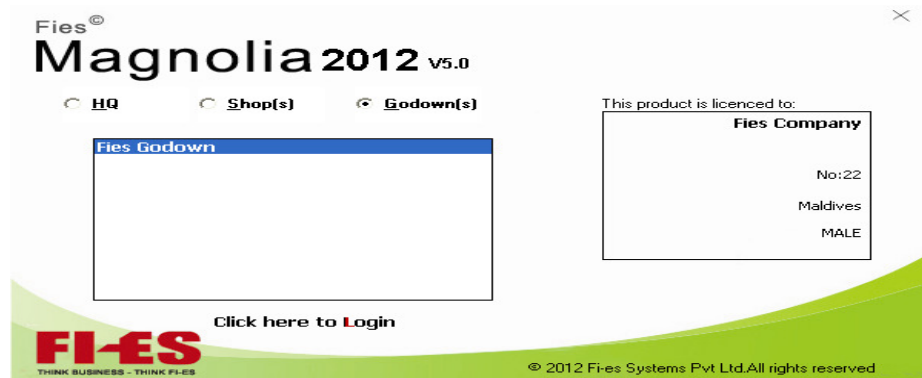
- No. of Back Days:** A text box with the value **30**.
- Barcode Type:** A dropdown menu.
- Barcode Printer(SP):** A text box.
- Fetch Screen Default:** A dropdown menu.
- ☐ **Pre Printed Stationary**
- No. of Back Days:** A section header followed by a description: "Sets the No. of Back Days. The count of transactions done in the last few days are called as No. of Back Days".
- OK** and **Close** buttons at the bottom right.

Fig 39(1)

Fill out details and click “Ok”. Log out from admin module.

Step 40

Log in to system. Login window is displayed. Select newly created godown. *Fig 40(1)*.



The **Magnolia 2012 v5.0** login screen features the following elements:

- Navigation tabs: **HQ**, **Shop(s)**, and **Godown(s)** (selected).
- Fies Godown** list box (currently empty).
- Click here to Login** link.
- License Information** box: "This product is licenced to: **Fies Company**, No:22, Maldives, MALE".
- FI-ES** logo with tagline "THINK BUSINESS - THINK FIES".
- Copyright notice: "© 2012 Fies Systems Pvt Ltd. All rights reserved".

Fig 40(1)

Log in as user (newly created one). *Fig 40(2)*.



Fig 40(2)

Module selection window is displayed. *Fig 40(3).*

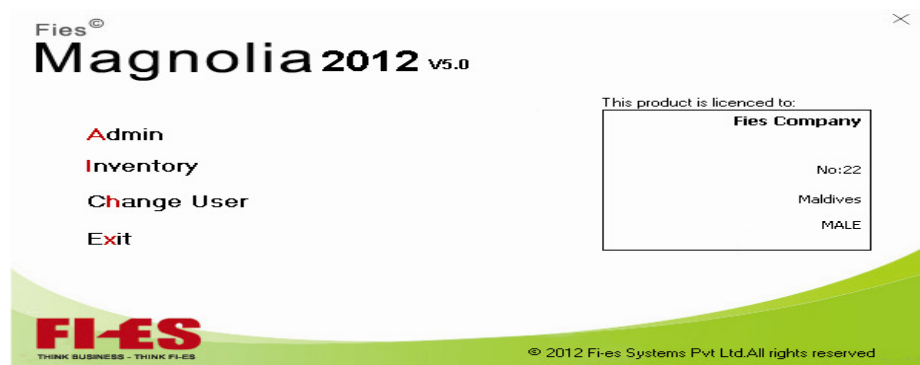


Fig 40(3)

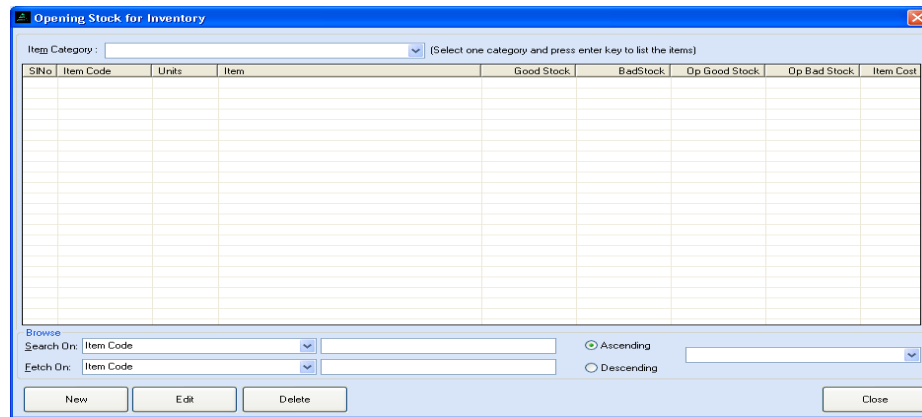
Select Admin module. Admin module window is displayed. *Fig 40(4).*



Fig 40(4)

Opening stock Updation can be made with Opening Stock Entry interface.

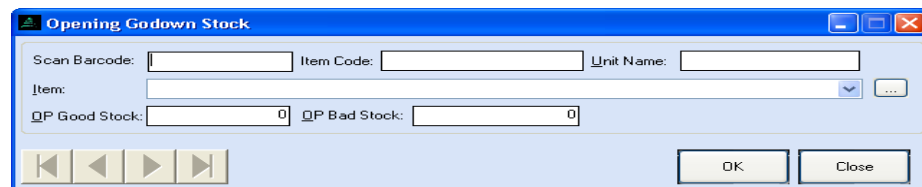
Select “Opening Stock Entry” from Options menu. Opening Stock Entry window is displayed. *Fig 40(5).*



The 'Opening Stock for Inventory' window features a table with columns: S/No, Item Code, Units, Item, Good Stock, Bad Stock, Op Good Stock, Op Bad Stock, and Item Cost. Below the table are search and fetch options, including 'Browse', 'Search On', 'Fetch On', and sorting options (Ascending/Descending). Buttons for 'New', 'Edit', 'Delete', and 'Close' are at the bottom.

Fig 40(5)

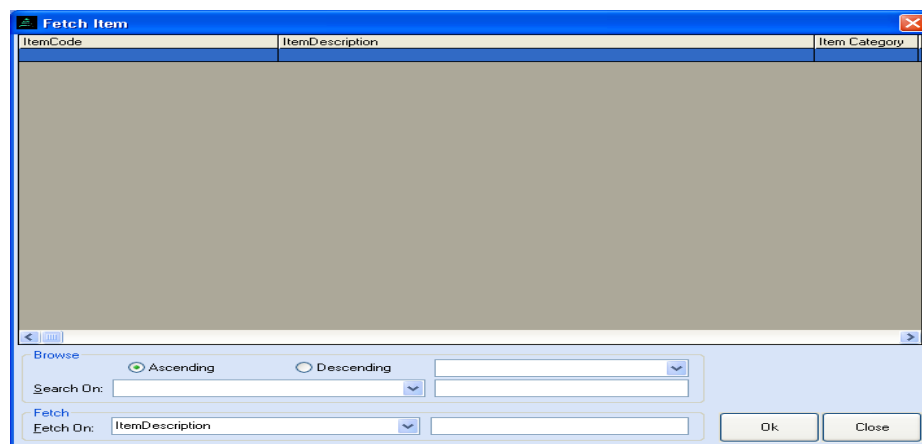
Select an item category and click “New”. Opening Godown Stock window is displayed. *Fig 40(6)*.



The 'Opening Godown Stock' window includes input fields for 'Scan Barcode', 'Item Code', and 'Unit Name'. It also has 'Item' dropdown, 'QP Good Stock', and 'QP Bad Stock' fields. Navigation arrows and 'OK'/'Close' buttons are at the bottom.

Fig 40(6)

Click on “Fetch” button. Item Fetch window is displayed. *Fig 40(7)*.



The 'Fetch Item' window displays a list of items with columns 'Item Code', 'Item Description', and 'Item Category'. It includes search and fetch options, sorting controls, and 'Ok'/'Close' buttons.

Fig 40(7)

Press enter key from the *Fetch On* text box. All items will get listed, select the item and click “Ok”. Provide Opening Stock and click “Ok”.

Now the system is ready to go live

On finishing STEP 40, user will be in a stage to proceed with normal Magnolia transactions. User can do Cash Sales, Credit Sales, Invoicing, Billing, Receipting, Payments, Purchase Orders, Costing, Purchase Billings, Goods Transfers, etc using the fed informations.

Please refer the Magnolia User Manual and Magnolia process flow for getting detailed explanations about the transactions. You can find both documents from any of the Magnolia modules under the HELP menu.

Feel free to contact support@fi-es.com for any doubt and clarification.