ASiM USER MANUAL

Olivine Technology

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ASiM PC USER MANUAL

TABLE OF CONTENTS

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1. **INTRODUCTION**

This document explains the usage and operations of Olivine Technology's Automated Sales and Inventory Management Software (ASIM).

2. **PRODUCT DESCRIPTION**

   ASIM is a supply chain management solution that enables organizations to automatically monitor and control stock and sales transactions occurring anywhere within their network of suppliers, outlets, field sales teams, and customers using ubiquitous mobile phone and internet technology.
   It provides management with customized and real-time reports at all levels of aggregation, including reports on a specific outlet's transactions and on the organization's consolidated transactions. ASIM can work either as an independent solution or it can be integrated with your existing information system.

3. **INSTALLING ASIM**

   a. Minimum Installation Requirements

i. Computer Requirements:
   1. Operating system: Windows XP with Service Pack 2 or higher, or Windows
   2. Vista, or Windows 7
   3. 1 GB RAM or more
   4. Processor: Pentium IV 1Ghz Processor or better
   5. Hard Disk Space: 40 GB or more
   6. Microsoft Office 2007 or higher.

ii. Continuous Power Supply Device (UPS) or Power Surge Protection

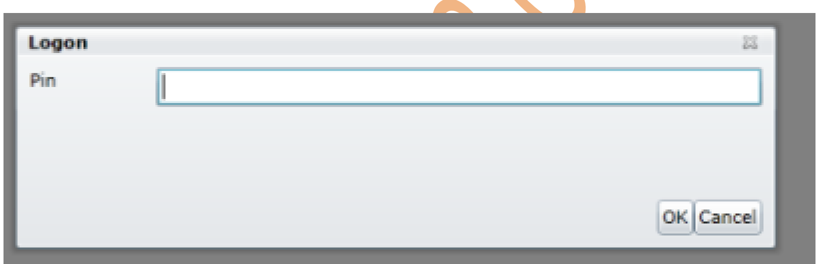
b. Performing the Installation
   i. Check details in www.support.olivinetech.com

4. RUNNING ASiM

In order to use ASIM, locate its shortcut icon on the desktop. Double click on the icon to load the User Interface program. The icon appears as shown:

ASiM icon on your desktop.

5. SIGNING INTO ASiM



a. Enter you access PIN. The PIN is normally sent to your email address when you being set up by the Administrator or when you are creating the company details.
   For information on how to set up your computer, visit www.support.olivinetech.com.

b. Click **OK** to login or **Cancel** to close the application.

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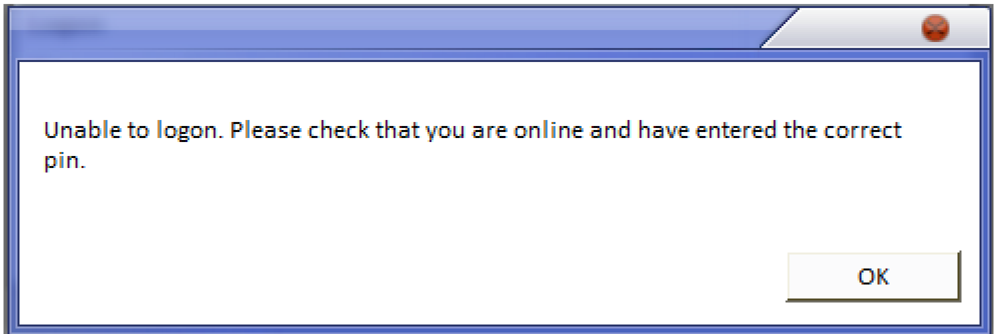
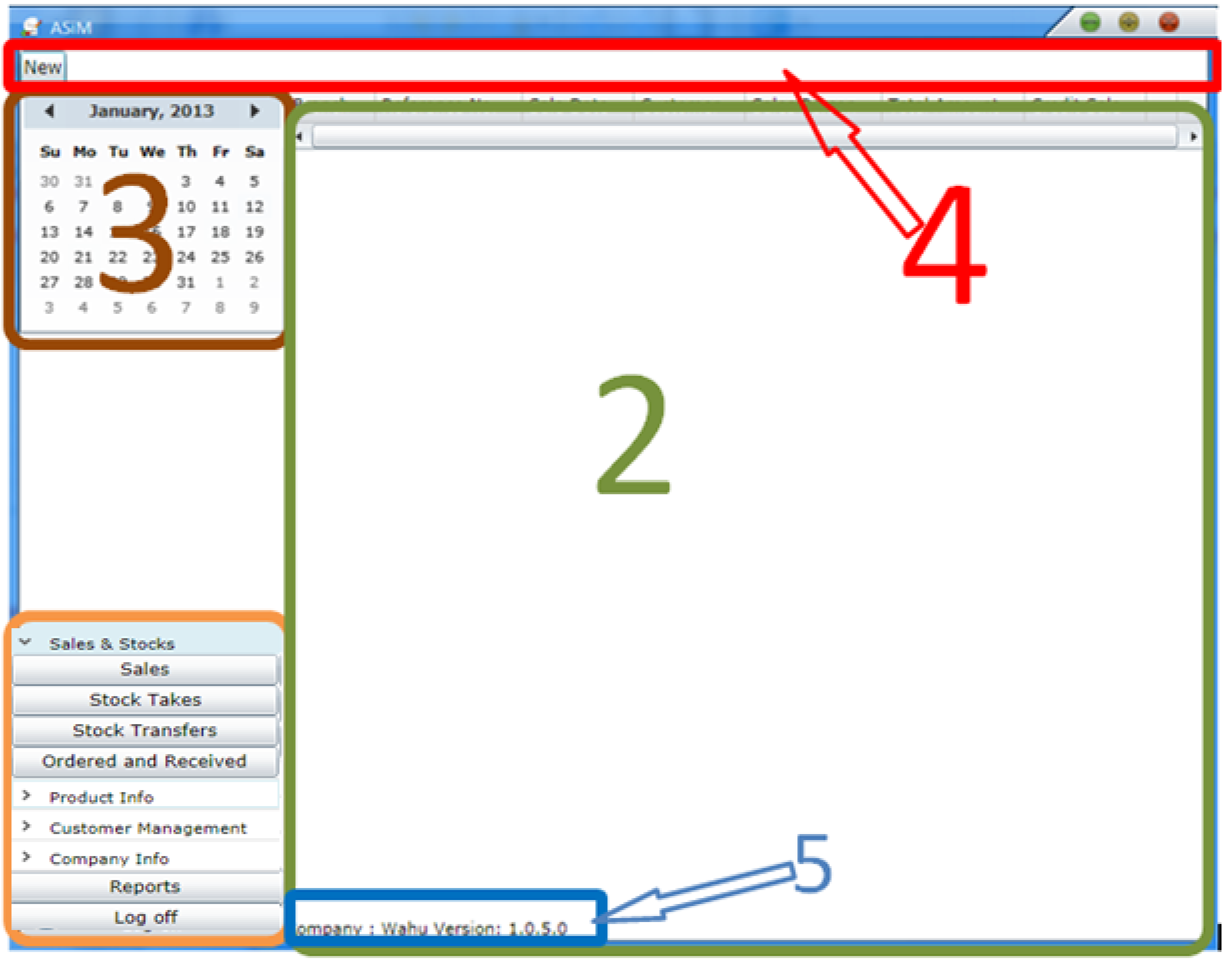
IMPORTANT

i. The PIN is case sensitive e.g. **DKJ89W** *is not the same as* **dkj89w**.
ii. Internet Connection is needed to log into ASiM for the first time after which you can use it while offline.
iii. The message below is displayed when you enter incorrect Pin.



Click **OK** to try again.

6. ASiM DASHBOARD



a. About the ASIM Dashboard

The ASIM dashboard is the primary interface of ASIM and is what is displayed after successful login into the software. The ASIM dashboard serves the following purposes.

- ✓ Allows you to switch between modules (activate modules)
- ✓ Displays a list summarizing data from the active module
- ✓ Facilitates the filtering of summarized data listed by use of a calendar
- ✓ Allows you to launch the data entry screen in the active module
- ✓ Lets you edit records from the activated module.

b. Sections of the Dashboard

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ASIM dashboard contains four sections as numbered and sectioned off by the color bands as shown in the above figure. They are described below:

Section '1' – Modules Selection Pane- This pane offers the list of the modules available in the program and provides easy activation of each upon the click of the desired module button.

Section '2'- Module Data Summary List- This pane lists the records corresponding to the activated module.

Section '3'- Calendar Filter- This allows the user to select a specific time period whose records are to be viewed in the Module Data Summary List. The selected time period may consist of one or more days.

Section '4'- Menu Bar- This section contains quick access commands that let you to speedily access frequently performed actions.

Section '5'- Company and Version Information- Indicates the name of your company as registered with ASiM and the current version of the software. Security updates may be broadcasted from time to time which will initiate a change in the version of the software.

New Version update comes with a message on your screen indicating that a new version has been installed and restarting the software is required to complete its installation.

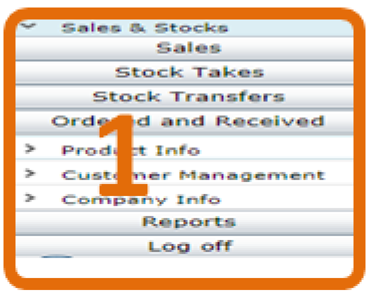
7. GENERAL USAGE

ASIM is a highly functional and feature-rich inventory solution. Operations in ASIM are categorized as follows:

a. Creating new records.
b. Viewing records already stored in the database.
c. Audit trail of historical data.
d. Editing or updating records previously stored in the database.
e. Generating and Viewing reports.

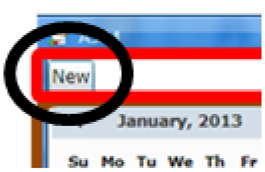
ASIM maintains consistency across all modules in the way that it lets you perform any of the operations listed above. Simply CLICK on the desired module's button to perform the required operations.

7.1 Creating New Records



Step 1:

Click on your desired module from the Module Selection Pane to activate it. If the desired module is already activated, you can skip this step.



Step 2:

Click on the **New** button in the Menu bar of the dashboard. This will open a Data Entry window.

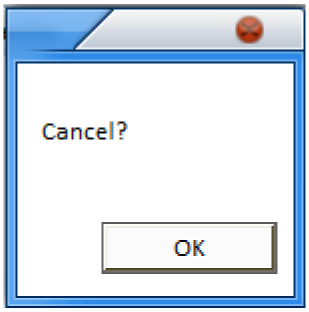
Key in the data as required.

Step 3:

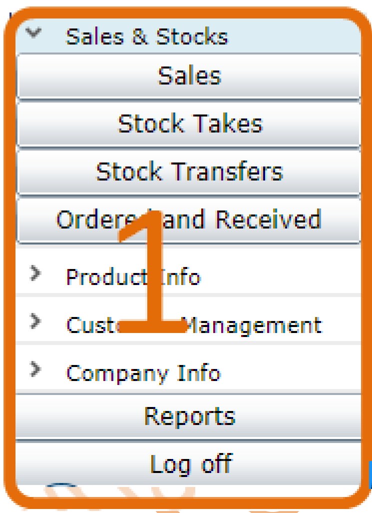
At the lower left of the data entry window, locate the **Save** and **Cancel** buttons.

Clicking on the **Save** button causes ASIM to check the data you entered for correctness; if any of the data entered is incorrect, ASIM will inform you of the error it encountered by means of a popup message, and request you to rectify the error

If the data you entered is correct, ASIM will store the newly created



7.2 Viewing records already stored in ASiM



Step 1:

Click on your desired module from the Module Selection Pane to activate it. If the desired module is already activated, you can skip this step.

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Step 2:

Use the Calendar Pane to select the date whose records you want displayed.

How to Use the Calendar Pane

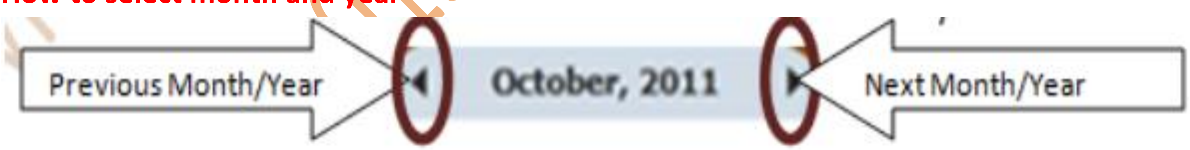
To select a single day from the calendar, simply click on the day you wish to select.

If you want to select more than one day:

- Click on the day that begins the time period you wish to select and hold down the mouse button.
- Drag the mouse to the last day of the time period you wish to select and release the mouse button.

If there are any records in ASIM that fall within the time period selected, ASIM will list those records in the Module Data Summary List section of the dashboard.

How to select month and year



a. Click on the Previous or Next Month/ Year icons indicated above on the Calendar Filter to select the desired month and year.

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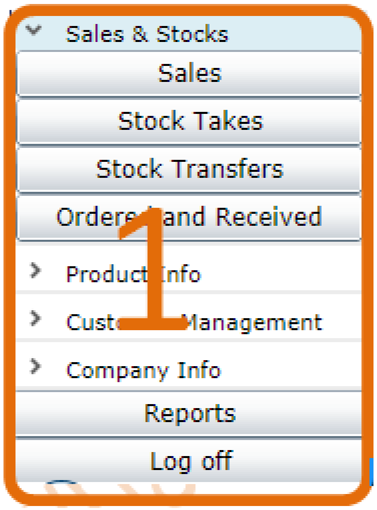
7.3 Editing or updating records previously stored in ASiM.

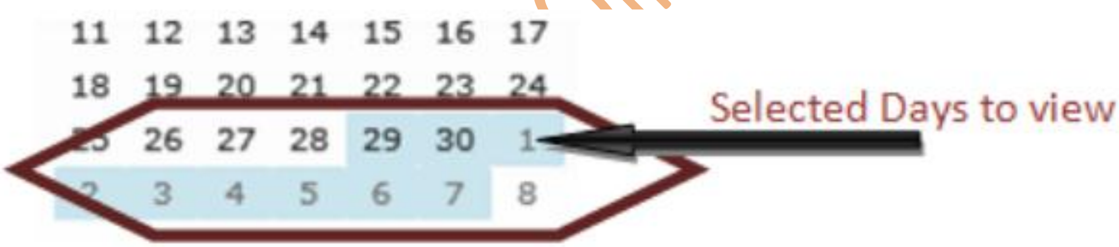


Step 1:

Click on your desired module from the Module Selection Pane to activate it. If the desired module is already activated, you can skip this step.

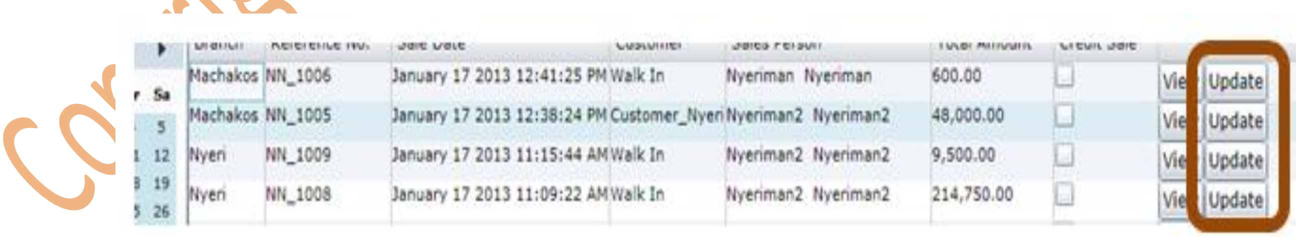
Step 2:

Perform the actions described in **section 7.2** of this document to filter the time period within which the record you want to edit falls.



The record you want to edit will be listed in the Module Data Summary List as shown below:

Step 3:



Click the **Update** button (encircled in the above figure) to the **right of the row of the record you want to edit**, the data entry window of the activated module will pop-up with the data of the record to be edited loaded.

Step 4:

Make the desired changes to the record.

Step 5:

At the lower left hand side of the data entry screen, locate the Save and Cancel buttons.

Click on the **Save** button to confirm the changes (if any of the data entered is incorrect, a pop-up message will display the error encountered and the changes will not be saved).

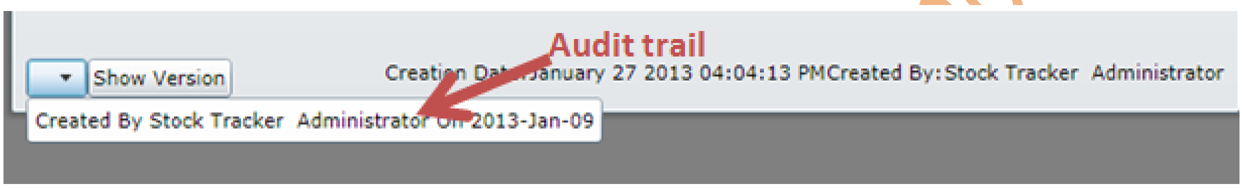
If the data you entered is correct, ASIM will store the record with the changes you made in the database and the data entry screen closes.

Clicking on the **Cancel** button tells ASIM that you don't wish to save the changes you made to the record and it discards any data you may have entered in the data entry screen and closes the screen.

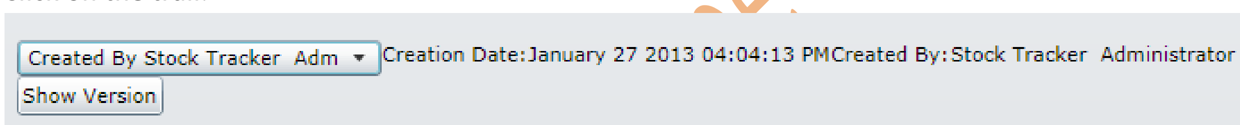
7.4 Audit Trail of Historical Data

Notice the bottom of the **View** window as having a **Show Version button**. When a record is changed, this button is used to display the historical information and the user who made the changes.

For Example, if we changed the name of a branch from **KAQ 234D** to **KAD 543K**-
Clicking on the Arrow adjacent to it shows the audit trail:



Click on the trail.



Click on the Show Version button now. Notice the displayed value.

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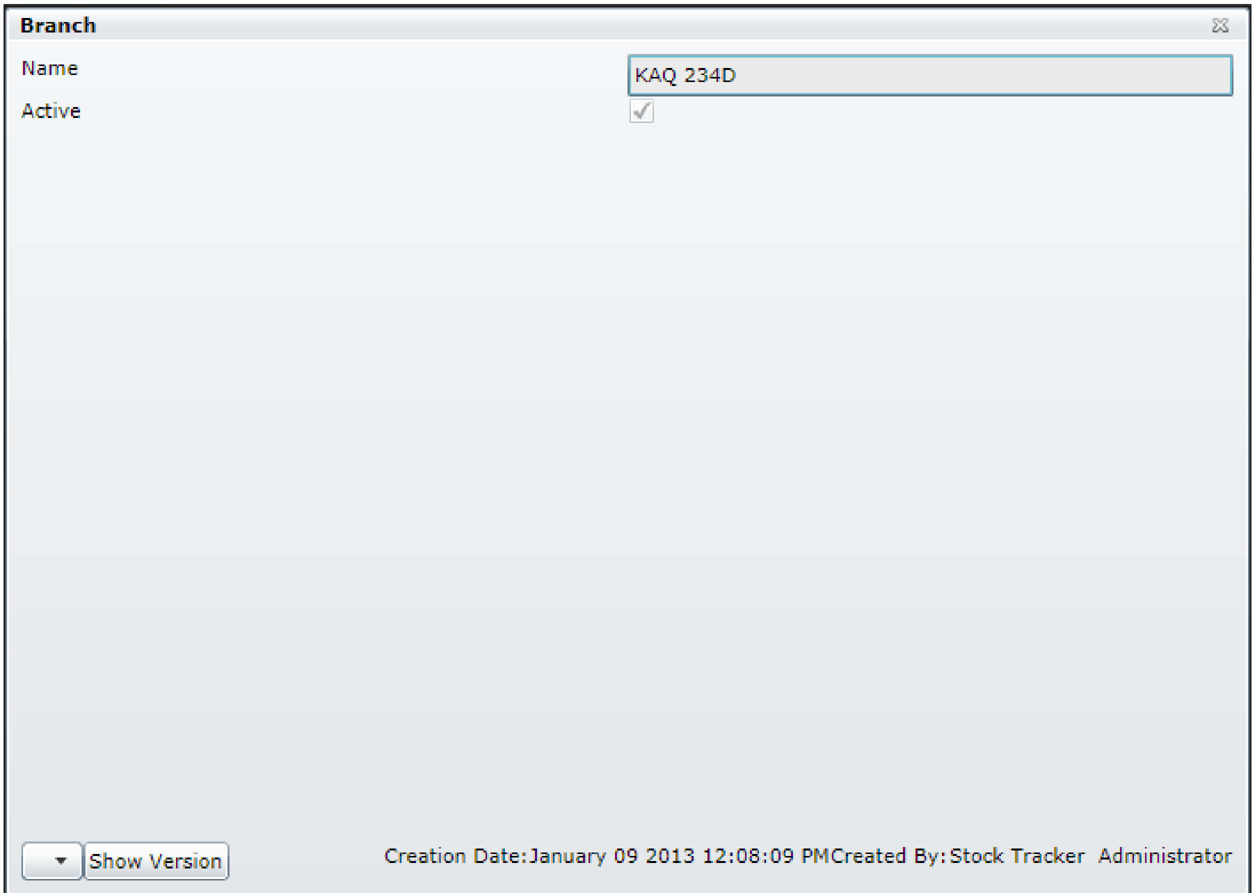
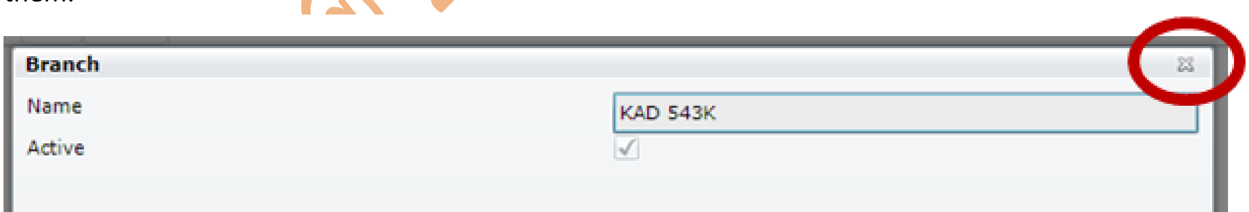


To exit these windows, click on the **Close** button (**X**) located on the furthest top right of each of them.



7.5 REPORTS

Generating and Viewing Reports

7.5.1 Viewing Reports

There are two types of reports in ASiM:

a. Item Report

This is a report which displays the items involved in a specific transaction e.g. a specific sales transaction.

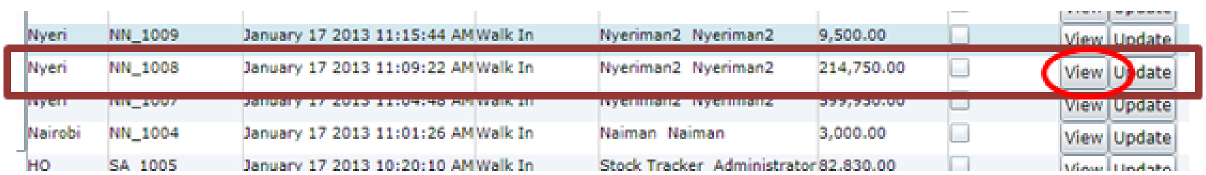
To display this report:

Step 1:

Access the desired module e.g. Sales.

Step 2:

Click on the View button of the particular record/ row whose details in whose details you have interested.



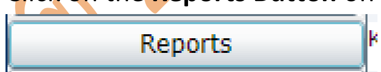
b. Full Report

This type of report is more detailed. It contains the complete records of all the inventory and transactions in a branch, store or whole company.

To access this report:

Step 1:

Click on the **Reports Button** on the **Module Selection Pane**.

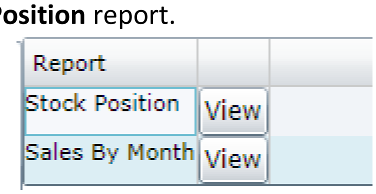


Step 2:

Select the appropriate date/s (including day, month and year).

Step 3:

Click on the View button of the desired report- **SalesByMonth** or **StockPosition** report.



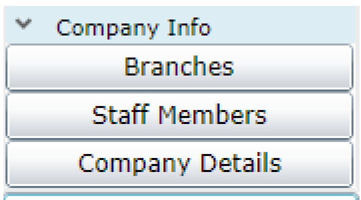
This will load the report in an Excel Spreadsheet.

8. MODULES

The different functions of ASIM are broken down into distinct modules. This section discusses the purpose and use of each of these modules.

8.1 Company Info

This module is further sub-divided into two: -Branches and Staff Members.

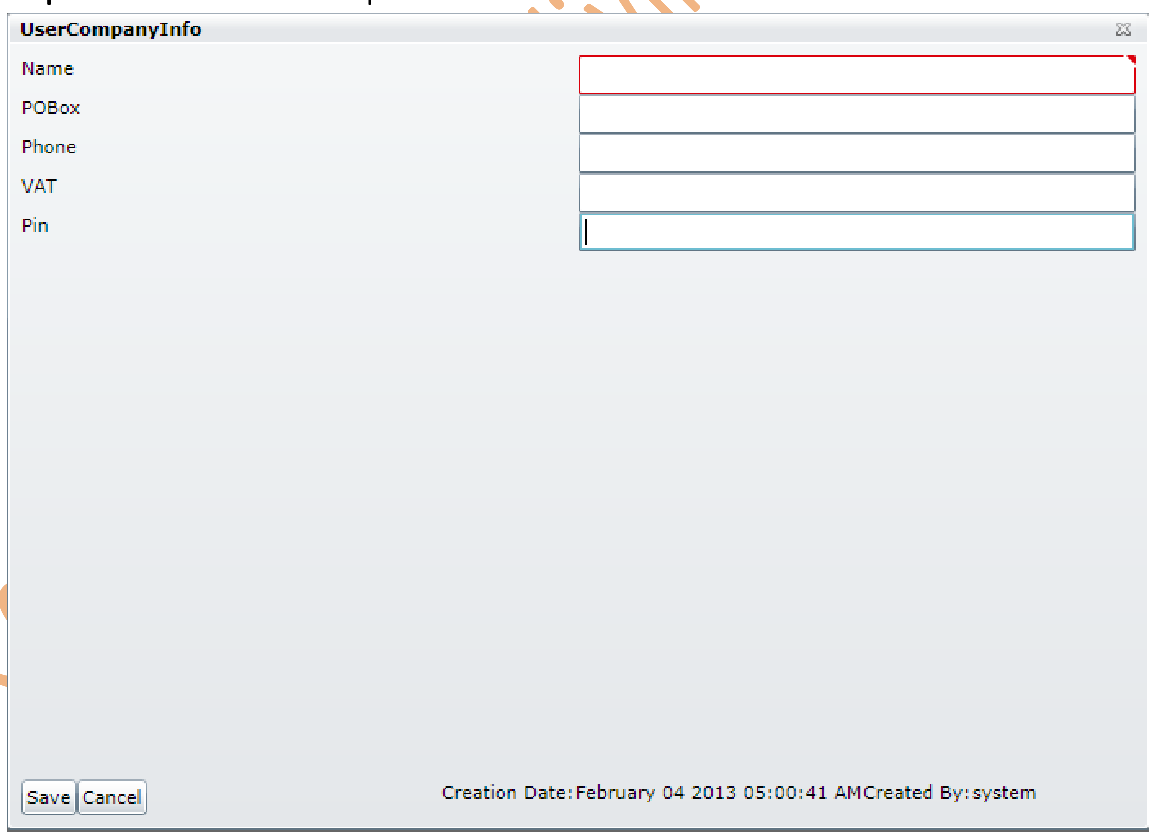


8.1.1 Entering the details of the Company

The Company details module allows for the user setting up the company to record the details of the company which will be displayed in the receipts and invoices printed out to customers.

Step 1: Click on Company Details button under Company Info module.

Step 2: Enter the details as required.



Step 3: Save or discard the details entered in **Step 2** above through the **Save** or **Cancel** button.

8.1.2 Branches

To access the Branches module, click the **Branches** button on the Modules Selection Pane under **Company Info**.

Once the Branches (*see Appendix*) module is activated, the Module Data Summary List is refreshed to list the branches that you currently have in the software as shown below.

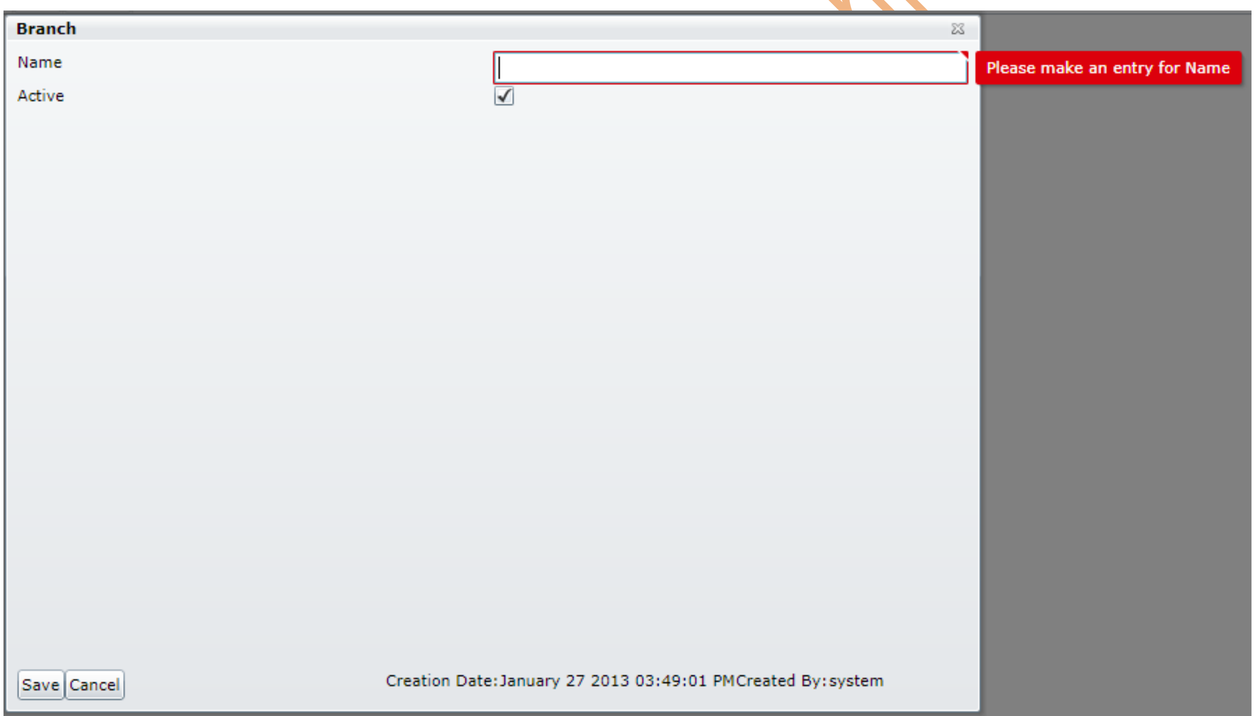
The dashboard remains empty until a branch is added.

8.1.2.1 Adding a New Branch

Assumption: The Branches Module is activated.

Step 1:

Click on the **New** button in the menu bar. This opens a window for entering details of a new branch as shown below.



The window features the following items:

Name- is the name of the Branch to be created.

Active- is a flag indicating whether or not the branch is performing business f or the company.

Step 2:

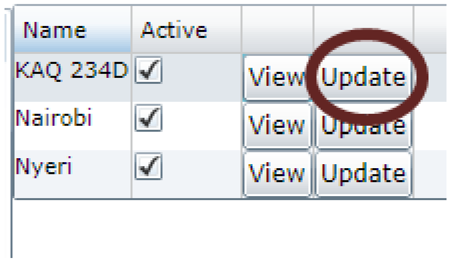
Enter the name of the new branch in the field labeled Name.

Step 3:

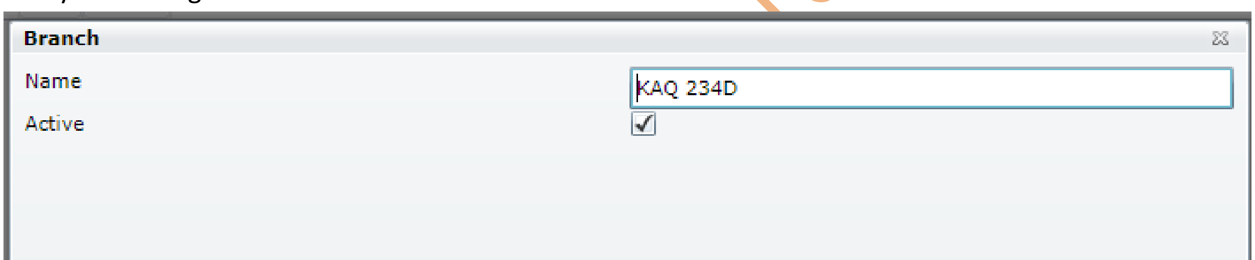
Add the branch to the system by clicking the **Save** button. To exit the transaction without adding the branch, click on the **Cancel** button.

8.1.2.3 Changing details of an existing branch

Assumption: The Branches module is already activated. To activate it, click on the **Branches** button. The Module Data Summary list is refreshed with a list of existing branches.

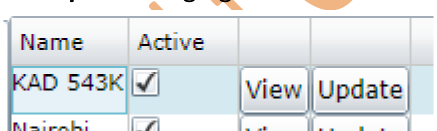


Step 1:
Click on the **Update** button. A window with the details of the corresponding record is displayed ready for editing.



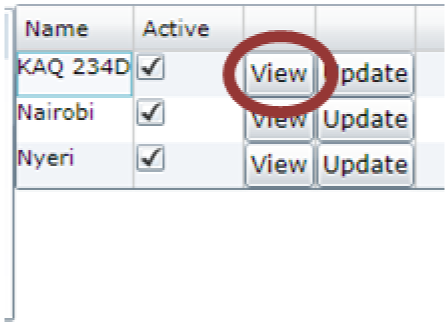
The cursor is automatically positioned in the Name textbox.

Step 2: Make any necessary changes on the name and status.
Step 3: Save the changes by clicking the **Save** button or discard any editing by clicking the **Cancel** button.
Example: Changing the name of the Branch from **KAQ 234D** to **KAD 543K**.

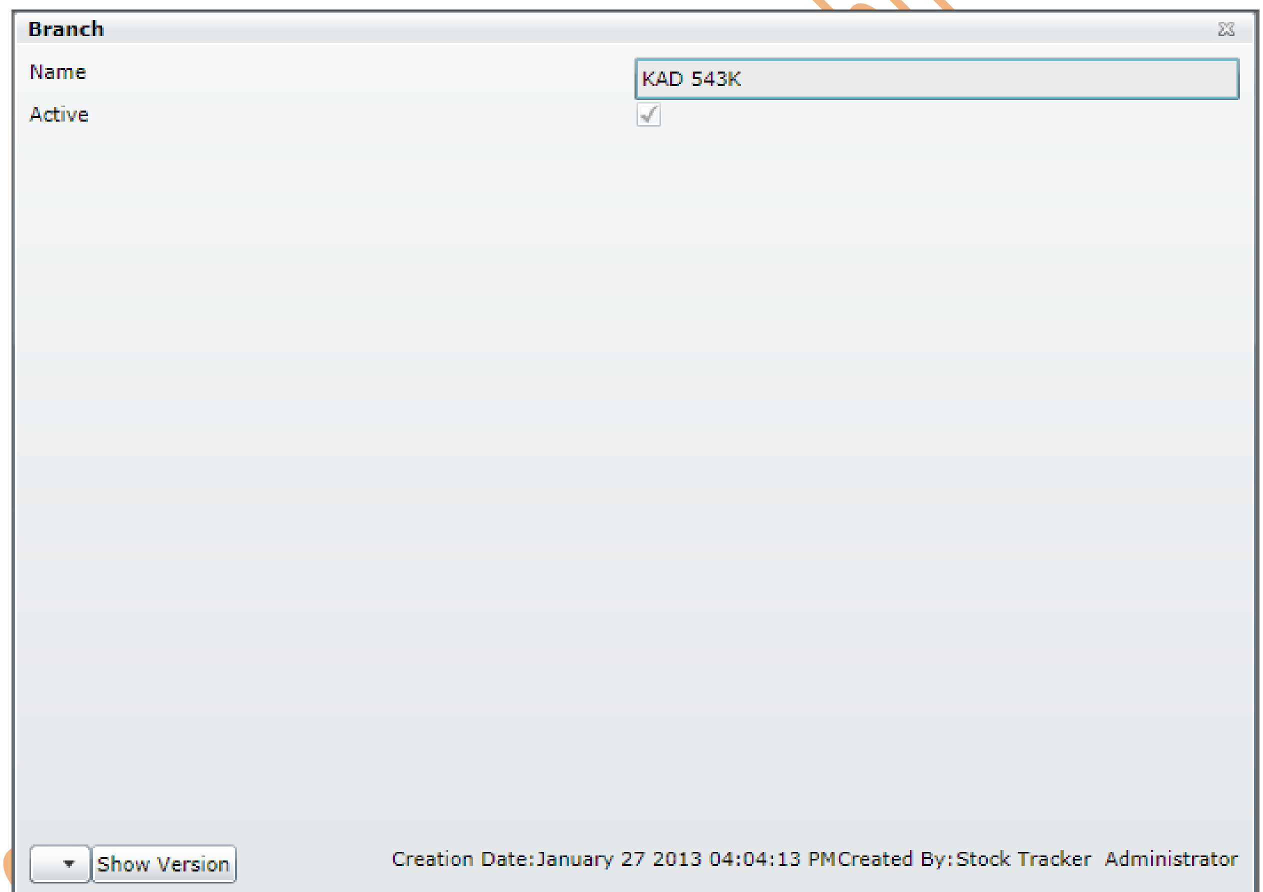


8.1.2.2 Viewing Details of Existing Branch (es)

Step 1:
Activate the Branches module by clicking on the **Branches** button. The Module Data Summary List will be refreshed with a list of existing branches in the system.
Step 2:



Step 2: Click on the **View** button of the corresponding branch whose record details you are interested in.



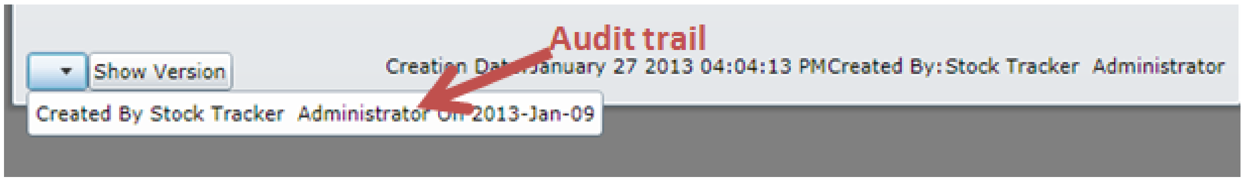
To monitor audit trail:

Use the **Show Version button**.

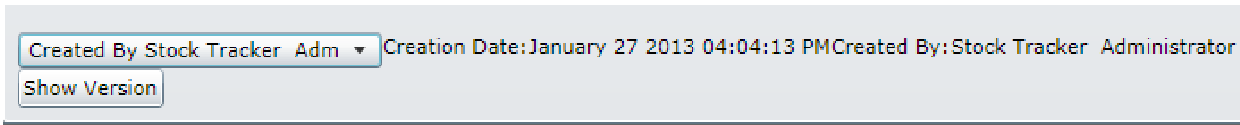
When a record is changed, this button is used to display the historical information and the user who made the changes.

We had previously changed the name of the branch from **KAQ 234D** to **KAD 543K**.

Clicking on the Arrow adjacent to it shows the audit trail:

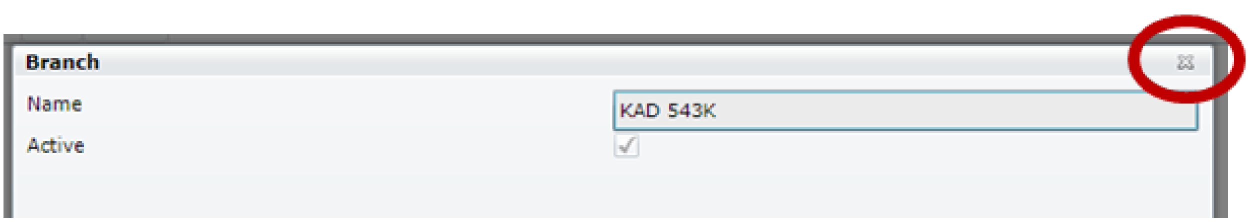


Click on the trail.



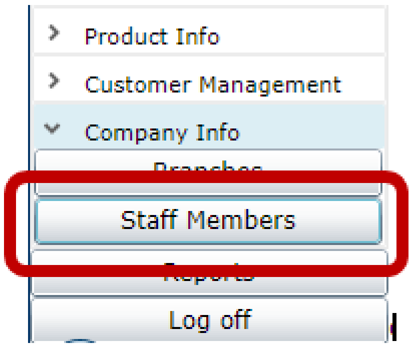
Click on the Show Version button now. Notice the displayed value.

To exit these windows, click on the **Close** button (**X**) located on the furthest top right of each of them.



8.1.3 Staff Members (*see Appendix*)

This module allows the administrator to monitor the employees or sales agents who are allowed to use the system for their sales and inventory activities.



This module allows the Human Resource manager to keep details of staff members of the company.

The module features the following items:

Branch- this is the branch to which the staff member is assigned.

Designation- is the staff member role or position in the organization.

First Name- the first name of the staff member

Middle Name- the middle name of the staff member

Last Name- the last name of the staff member

Is POS User- is a flag that sets a staff member as a sales agent instead of administrator. A sales agent has lower privileges in the system as compared to the Administrator who has full access to the system functionalities.

Active- indicates whether one is an employee of the organization

Email- includes the email address of the staff member which can be used to set them up to use the system as sales agent or administrator.

To access this module, click on the **Staff Members** button found under the Company Info module.

A list of existing staff members (if any) is automatically displayed in the module Data Summary List section of the ASIM dashboard.

First Name	Last Name	Branch	Designation	Active			
James	Kamau	KAQ 234D	Administrator	✓	View	Update	Setup as user
Naiman	Naiman	Nairobi	Administrator	✓	View	Update	Setup as user
Nyeriman	Nyeriman	Nyeri	Administrator	✓	View	Update	Setup as user
Nyeriman2	Nyeriman2	Nyeri	Administrator	✓	View	Update	Setup as user
Stock Tracker	Administrator	HQ	Administrator	✓	View	Update	Setup as user

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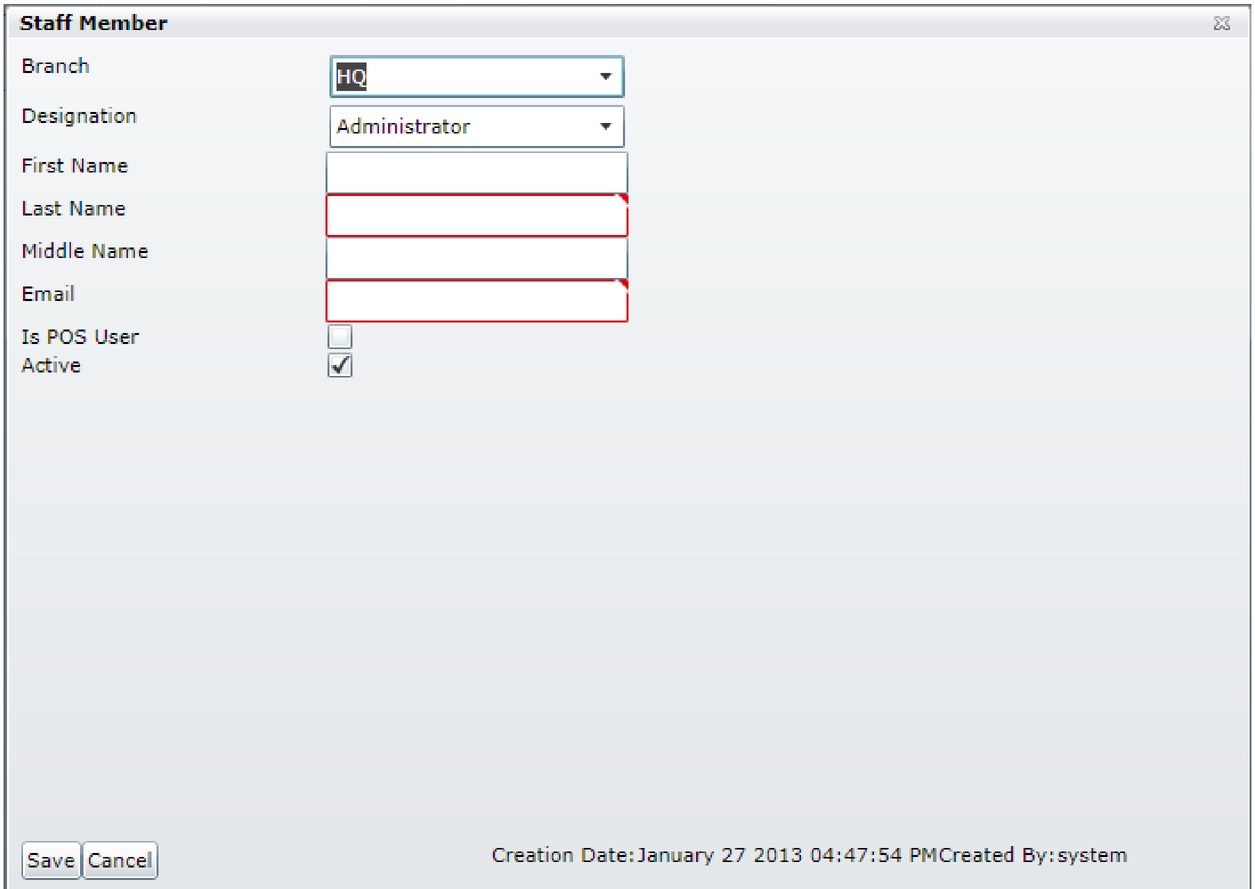
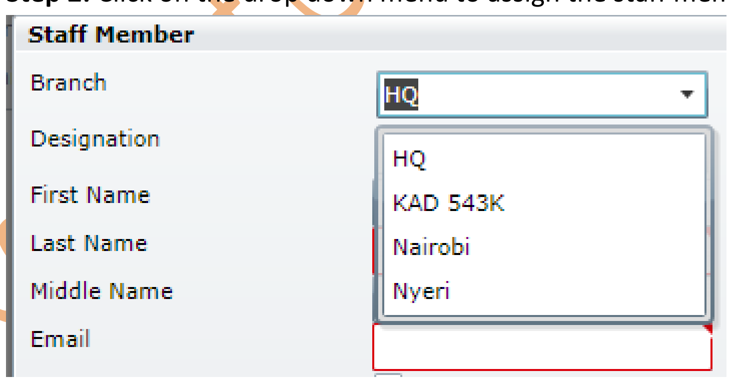
8.1.3.1 Adding a New Staff Member

Assumption: the Staff Members module is activated for use.

Step 1: Click on the **New** button in the menu bar to open the Staff Member data entry window into the screen.



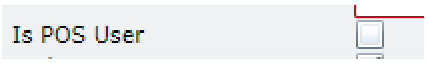
Step 2: Click on the drop down menu to assign the staff member to a branch.



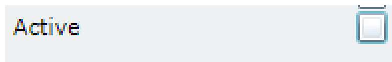
Select the branch by clicking on the appropriate one.

Step 3: Fill in the remaining details of the staff member including names and email address.

Step 4: Tick the Is POS user flag if the new staff member being created is going to be a sales agent. Otherwise leave it unchecked making that staff member one of the administrators when they will be set up to use ASiM.



Step 5: Activate by clicking on the Active box. This means that the staff member can perform company transactions with the system. By default, a new staff member is active.

When unchecked 

, the staff member will be in the system upon saving but cannot perform any business transactions for the company with the system.

Step 6: Save the new staff member into the system by clicking on the **Save** button. If you want to discard this exercise, click the **Cancel** button.

8.1.3.2 Viewing details of a Staff Member

Assumption: the Staff Member module is activated.

This displays on the Module Data Summary List Pane the list of the existing staff members.

First Name	Last Name	Branch	Designation	Active			
James	Kamau	KAQ 234D	Administrator	✓	View	Update	Setup as user
Naiman	Naiman	Nairobi	Administrator	✓	View	Update	Setup as user
Nyeriman	Nyeriman	Nyeri	Administrator	✓	View	Update	Setup as user
Nyeriman2	Nyeriman2	Nyeri	Administrator	✓	View	Update	Setup as user
Stock Tracker	Administrator	HQ	Administrator	✓	View	Update	Setup as user

Step 1: Click on the **View** button to open the details of the Staff Member window which appears as shown below:

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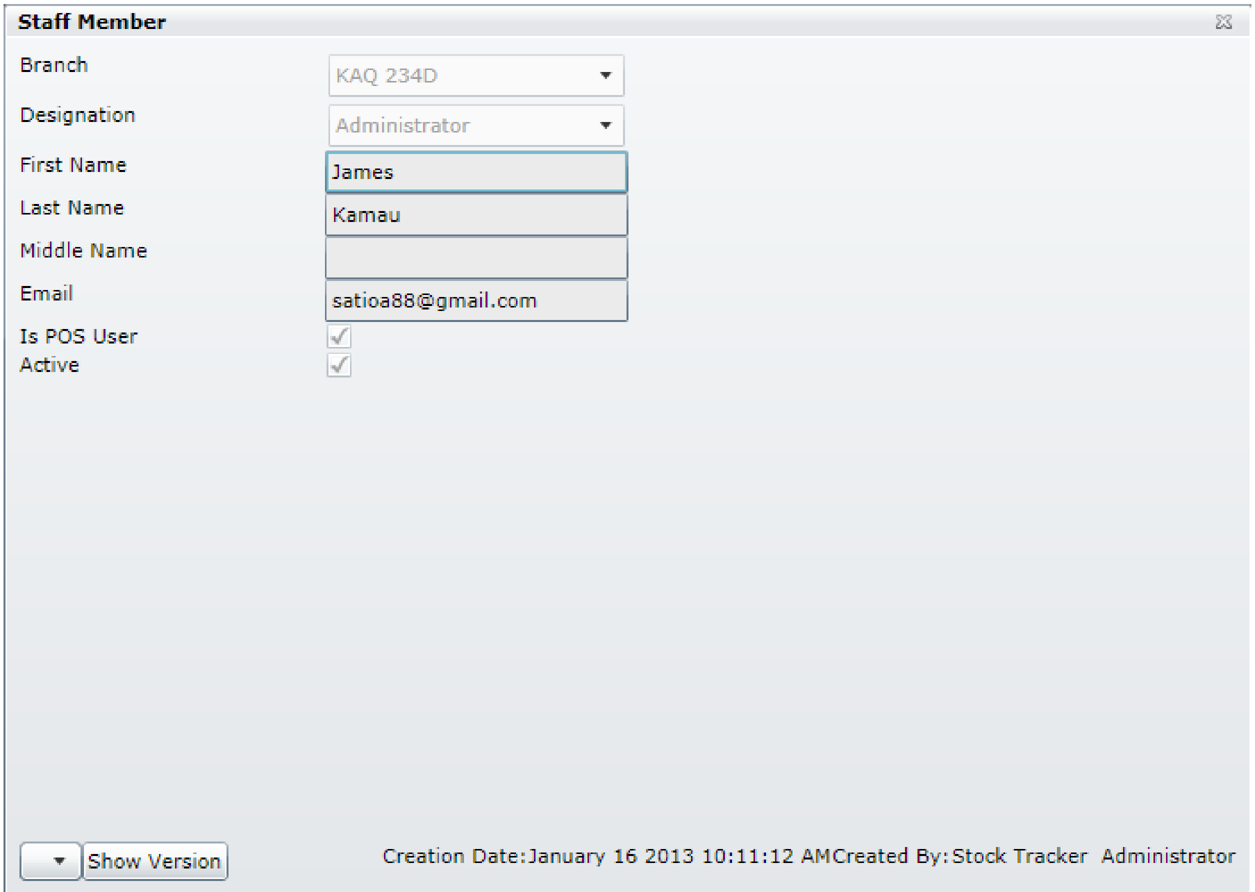
Telephone: 020 2667603
P.O. Box 14149-00800 Nairobi, Kenya.

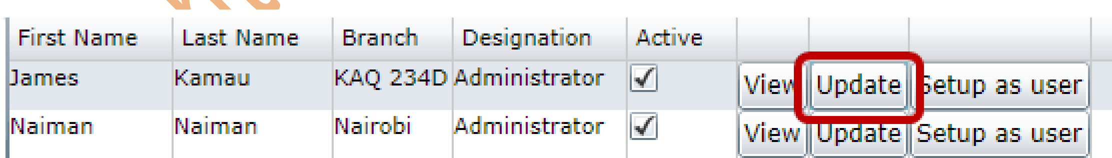


8.1.3.3 Editing details of a Staff Member

Assumption: the Staff Member module is activated.

This displays on the Module Data Summary List Pane the list of the existing staff member.

Step 1: Click on the **Update** button corresponding to the Staff member whose details are to be edited.

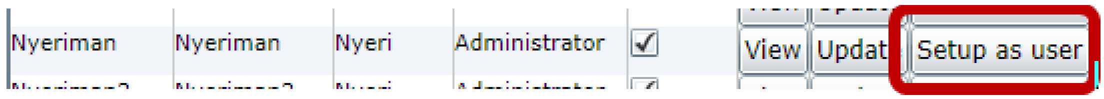


This will load a window with the staff member details.

Step 2: Make the necessary changes as desired and save through the **Save button** or discard by clicking the **Cancel** button.

8.1.3.4 Setting Up a Staff Member to use ASiM

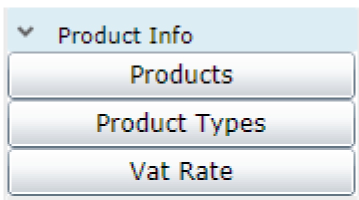
This is the process of inviting a staff member to use the system by sending them an Access PIN to his/ her email address saved in his/ her details.



An email will be sent to them with a link to setup their ASiM and log in with the sent Access PIN.

8.2 Product Info

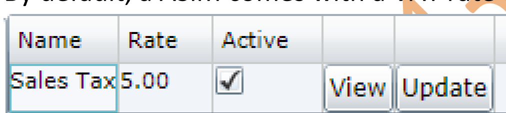
This module contains details of the stock items.



8.2.1 Vat Rates

This sub module allows for the creation of different tax rates for use on different products during the sales process.

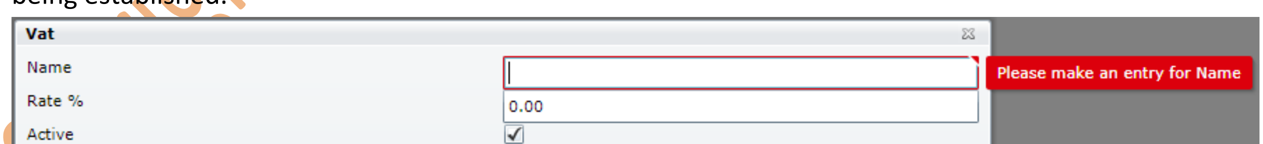
By default, a ASiM comes with a VAT rate called **Sales Tax** with a zero (0) percentage tax rate.



8.2.1.1 Creating a New Vat Rate

Step 1: Click on the **VAT rate** button under the Product Info module.

Step 2: Click on the **New** button. This will open a window for entering the details of the new rate being established.

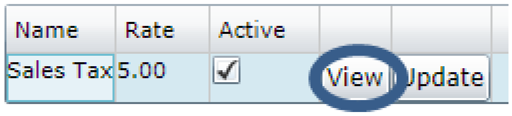


Step 3: Enter the details including the name of the rate, percentage of tax on the item and then effect it by checking the Active flag.

Step 4: Save or discard the entry by clicking the **Save** or **Cancel button**.

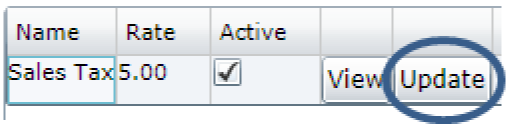
8.2.1.2 Viewing details of an existing VAT rate

To display the detail of an existing VAT rate, simply click on the **View** button associated with it.



8.2.1.3 Editing details of an existing VAT rate

To make changes to an existing VAT rate, click on the **update** associated with it.
Make any necessary changes and then save or discard by clicking the **Save button** or the **Cancel button**.

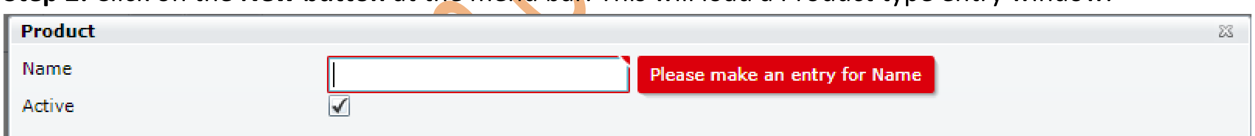


8.2.2 Product Types

The Product Types module is used to group products that have the same use into the same class. This allows for easy identification and search through the system.

8.2.2.1 Creating a new product type

Step 1: Click on the **Product Types** button.
Step 2: Click on the **New button** at the menu bar. This will load a Product type entry window.

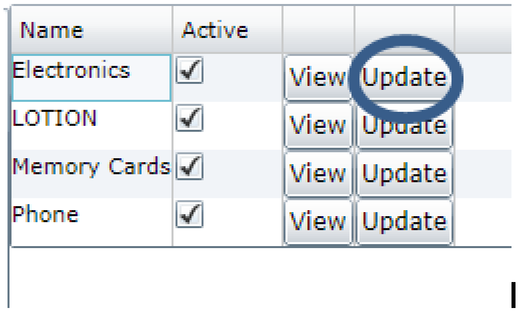


The window features two items:
Name- indicates the name of the product category to be created.
Active- is a flag used to indicate whether users will be able to purchase products of that type.

Step 3: Enter the category identity in the textbox labeled Name.
Step 4: Activate for use during the sales process by clicking on the checkbox labeled Active. To disable, simply click on the checkbox again. This renders it unusable.
Step 5: Save or **Cancel** the creation of a new product type.

8.2.2.2 Updating the details of an existing Product type

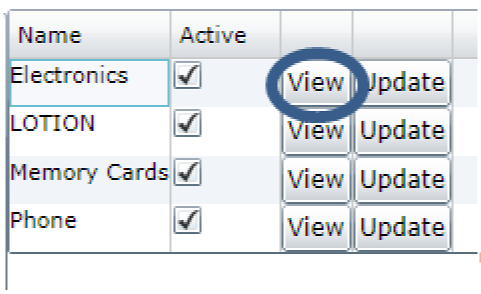
Step 1: Click on the **Product Types** button.
Step 2: Click on the **Update** button of the product type to be edited. This opens the Product Type data entry window with details of the selected category of product for editing.



Step 3: Make any necessary changes to the details of the Product Type including **name** and **active** status.
Step 4: Save or discard the changes by clicking the **Save** or **Cancel** button respectively.

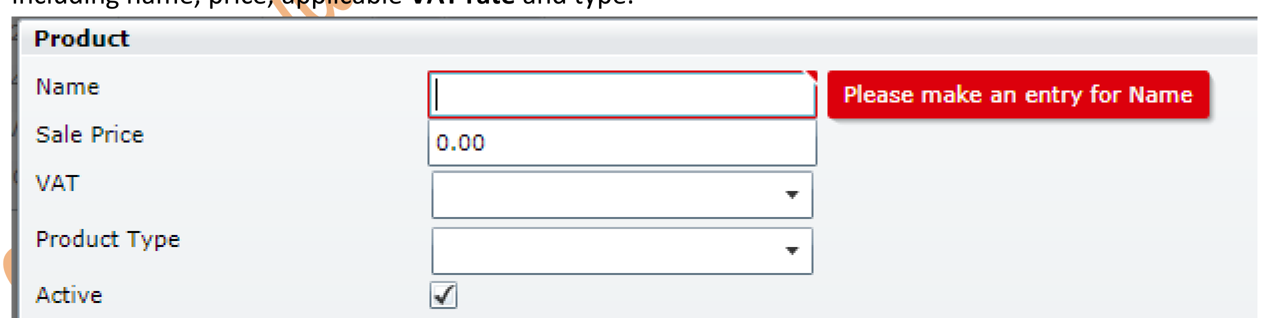
8.2.2.3 Viewing the details of an existing Product type

Step 1: Click on the **Product Types** button.
Step 2: Click on the **View** button at the right hand side of the record to be viewed.



8.2.3 Products

The Products sub module allows for the addition, viewing and editing of the product details including name, price, applicable **VAT rate** and type.



The following features are available for a Product:
Name: this is the name of the new Product
Sale Price- is the cost of the product when selling.
VAT- this is the applicable VAT rate for the product.
Product Type- the category under which the Product falls.
Active- a flag indicating whether the product is available or not in stock for sale.

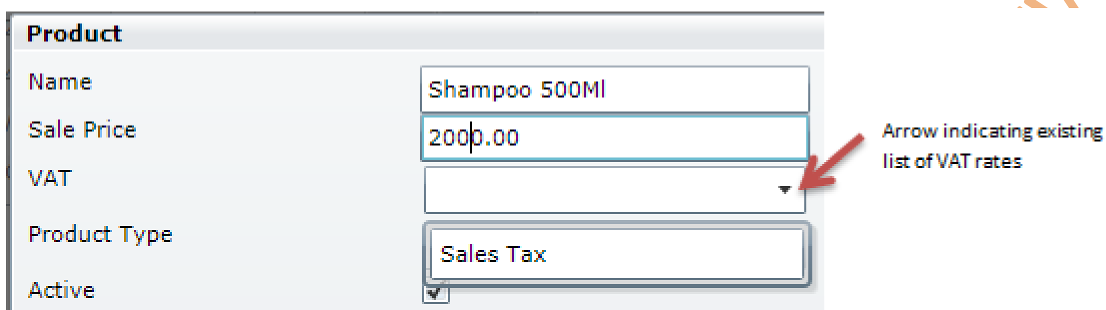
8.2.3.1 Adding a New Product

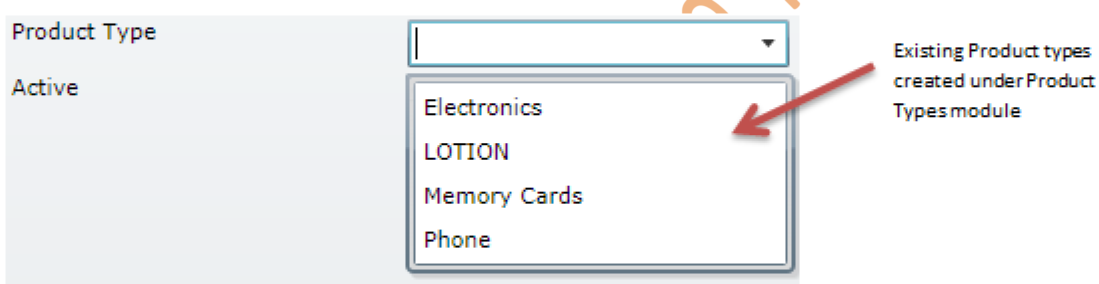
Step 1: Click on the **Product** button.

Step 2: Click on the **New** button which will open the window displayed above.

Step 3: Enter the **name** and **sale price** of the new product.

Step 4: Select from the drop down menu an applicable VAT rate and the category under which the product falls.



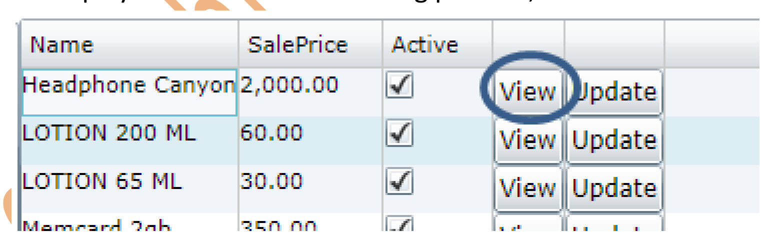


Step 5: Leave as checked or uncheck the active flag.

Step 6: Save or discard these details by clicking the **Save** button or the **Cancel** button.

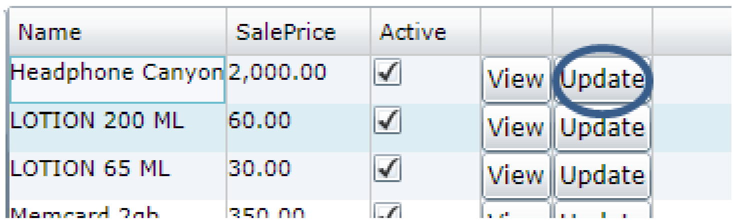
8.2.3.2 Viewing the details of an existing product

To display the details of an existing product, click on the **View** button associated with it.



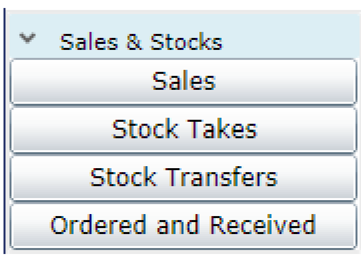
8.2.3.3 Editing the details of an existing product

To make changes to an existing product, click the Update button associated with the record of interest. Make any necessary changes and then save or cancel the operation through the **Save** or **Cancel** button.

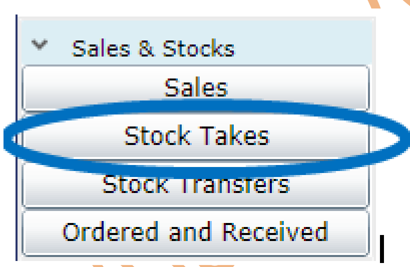


8.3 Sales and Stocks

This module allows you to do closing stock (stock take), transfer stock to other branches (Stock Transfer) and perform sales.



8.3.1 Stock Takes

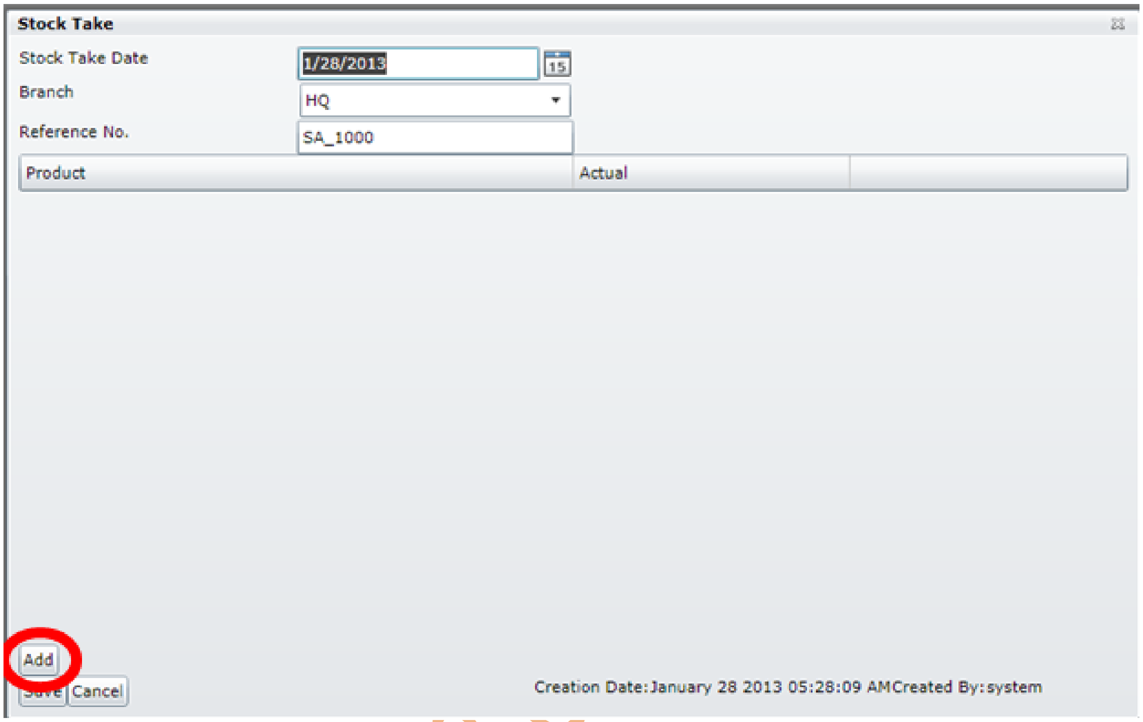


NB: it is very important to perform an initial stock take with ASiM to let the system know exactly what is available currently in stock- the actual stock level of each product. The Stock Take module should be used only once on a daily basis for a particular branch/ store. In case of new stock on the same day, you should use the Ordered and Received Module.

Ojijo Plaza, 2nd Floor, Plums Lane, off Ojijo Road, Parklands.
Website: www.olivinetech.com
Email: info@Olivinetech.com
Telephone: 020 2667603
P.O. Box 14149-00800 Nairobi, Kenya.

8.3.1.1 Performing a Stock Take

Step 1: Click on the Stock Take button followed by the New button to open a stock take window.



The window allows you to perform a partial stock take of only the products in stock.

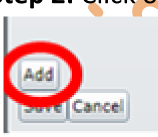
The following features are provided:

Stock Take Date: this is the day in which the stock take was done. By default, the current system date is selected.

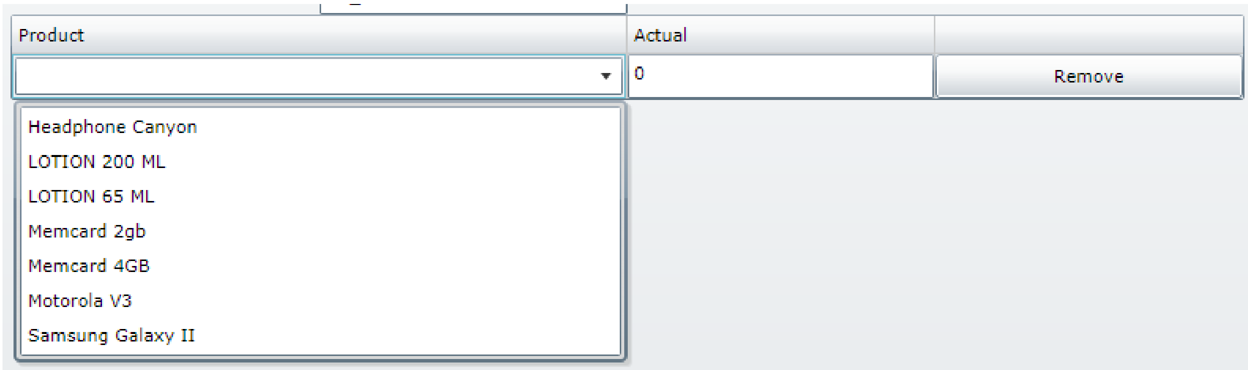
Branch: this is the store for which the stock detail was recorded.

Reference Number: This is a tracking number for the specific operation of stock taking.

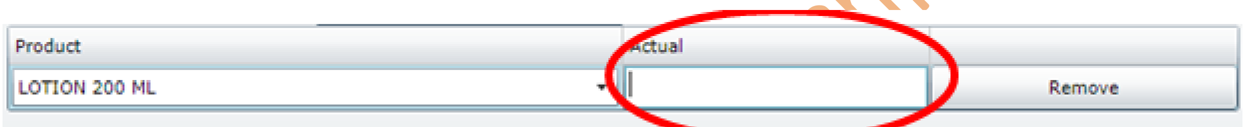
Step 2: Click on the **Add** button at the bottom left.



Step 3: Select a product from the existing list.

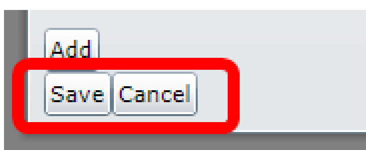


Step 4: Enter the value of the stock level for the selected product in **step 3** under the **Actual** column.



Step 5: Repeat step 2 up to step 4 until all the products in stock have been added and their stock level values captured.

Step 6: Save or discard the stock take process by clicking the **Save** button or the **Cancel** button.



8.3.1.1 Viewing the details of an existing stock take.

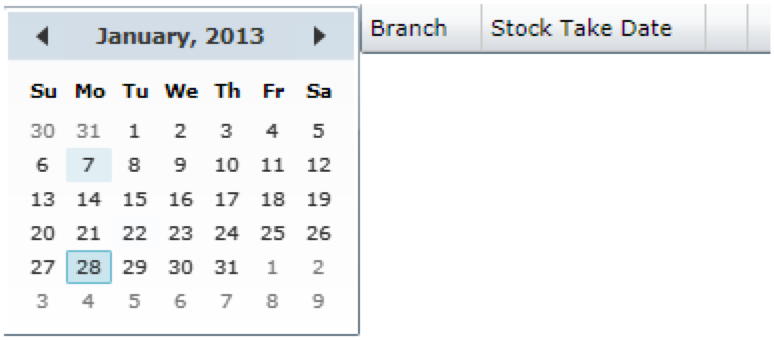
To display the details of a done stock take:

Step 1: Click on the **Stock Takes** module.

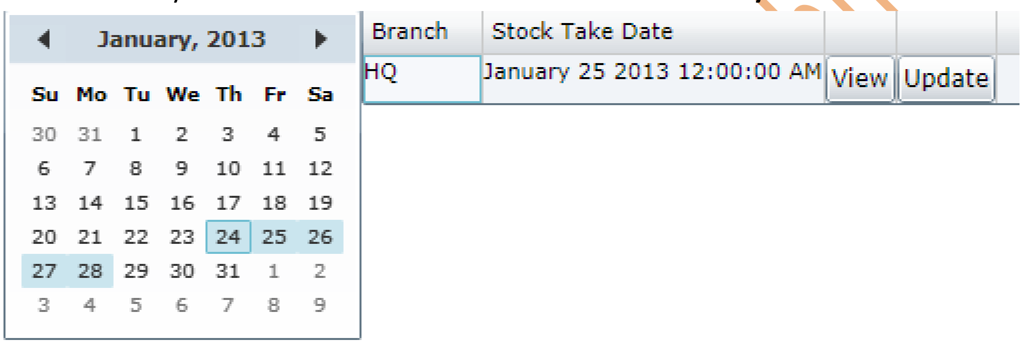
Step 2: Select the date from the Calendar filter pane of the stock you are interested in. If there was a stock take on that day(s) selected, it (they) will be displayed in the Module Data Summary List pane of the dashboard. Otherwise, it will remain empty.

For Example:

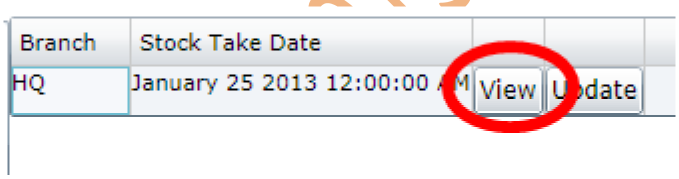
a. This indicates that there was no stock take on **28/Jan/2013**



b. There was only one stock take between **24th and 28th of January 2013.** That was on 25th.



Step 3: Click on the **View button** of the specific stock take record of interest.

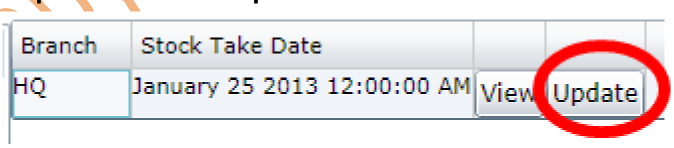


8.3.1.2 Editing an existing Stock Take.

Step 1: Click on the **Stock Takes** button.

Step 2: Select the date in which the stock level must have been taken.

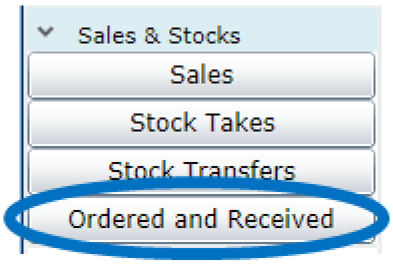
Step 3: Click on the **Update** button of the desired Stock Take.



Step 4: Make any necessary changes to the levels of each of the products.

Step 5: Save or discard by changes by clicking on the **Save** button or the **Cancel** button.

8.3.2 Ordered and Received



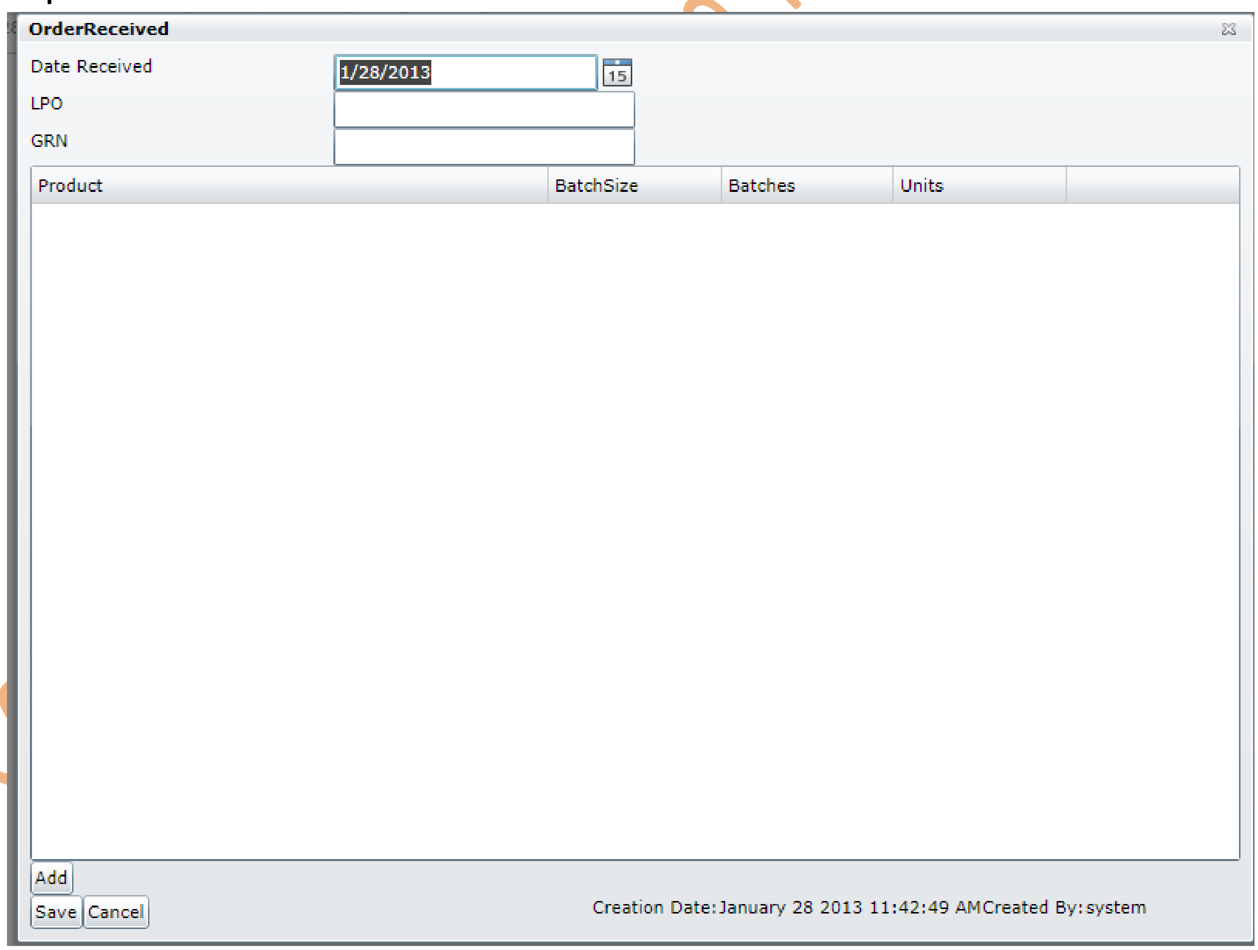
This module is used to receive the new stock that has been added to the stores from suppliers- an order that has been delivered to you by your suppliers.

To access this module, click on the **Ordered and Received** button.

8.3.2.1 Receiving an order using ASiM

Assumption: Ordered and Received module is active.

Step 1: Click on the **New** button.



The following features are available:

Date Received: this is the day in which the order was received.

LPO: Local Purchase Order- is the order number used to request for the items.

GRN: Goods Received Note- is the number used to accept the delivery of the items ordered in the LPO.

Batch Size: this is the total number items contained in a single batch.

Batches: the number of batches received of the same item.

Both the Batch size and the batches will be used to determine the total number of units of an item received.

Step 2: Enter the details appropriately in the right fields- the LPO number in the field labeled LPO and the GRN under GRN field.

Step 3: Click on the **Add** button.

Step 4: Select an item from the drop down menu under the column labeled Product.

Step 5: Enter the size of a single batch of the item

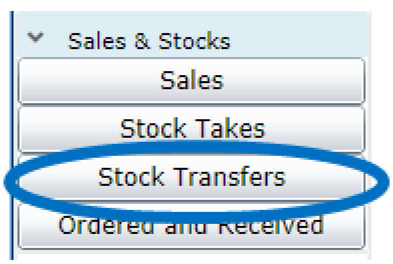
Step 6: Enter the number of batches received.

Step 7: If there are more items received under the LPO, **repeat step 3 up to step 6**.

Step 8: Save or discard the process by clicking the **Save** button or the **Cancel** button.

To display the details, click on the **View button** while to make changes, click on the **Update button**.

8.3.3 Stock Transfers

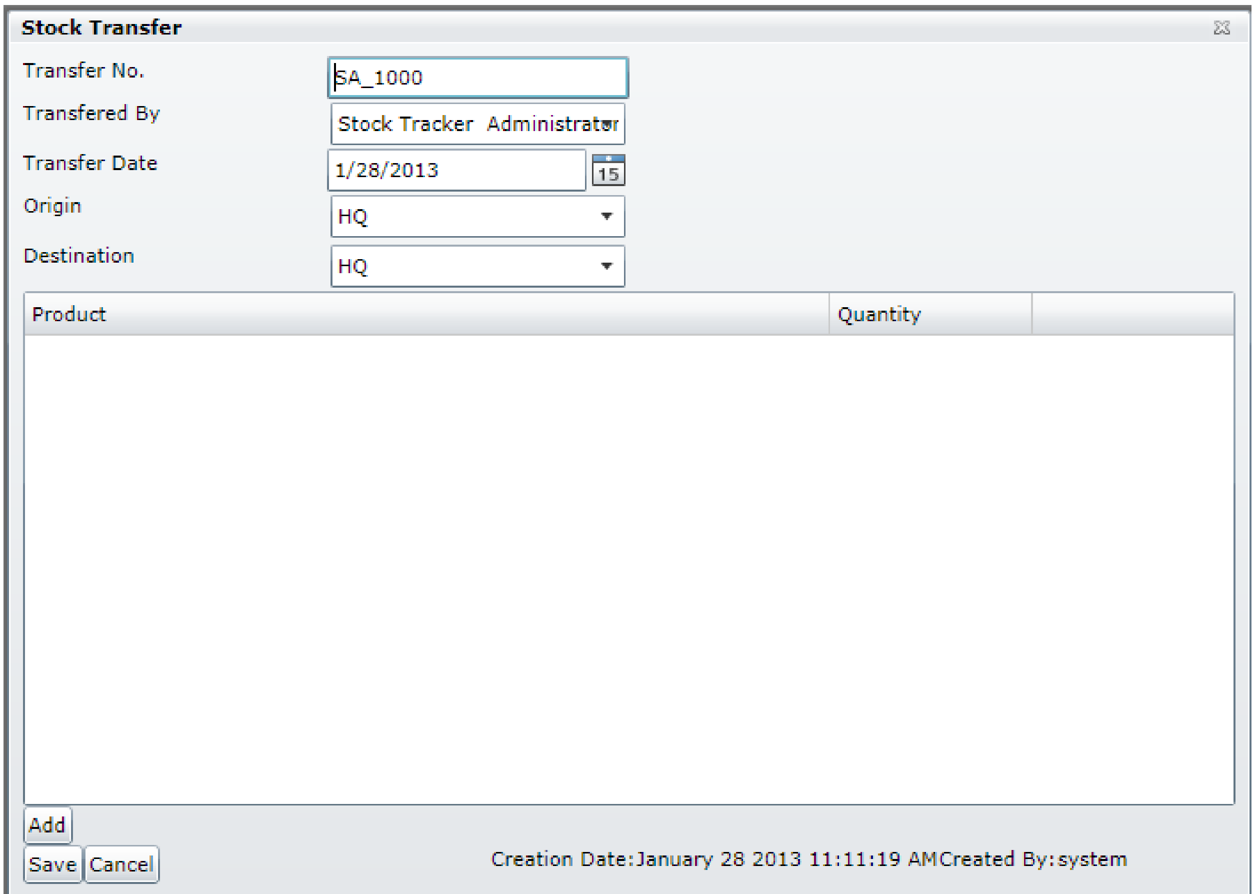


This module allows you to issue stock/ transfer stock to another branch/ store.

8.3.3.1 Issuing Stock to branches

Step 1: Click on the **Stock Transfer** button.

Step 2: Click on the **New** button on the menu bar. This will open the Stock transfer window shown below.



The following features are provided:

Transfer No.: Automatically generated by ASiM. This number is used to track the stock transfer receipt.

Transferred By: - This is the user who did the stock transfer through ASiM. By default, the logged in user is selected.

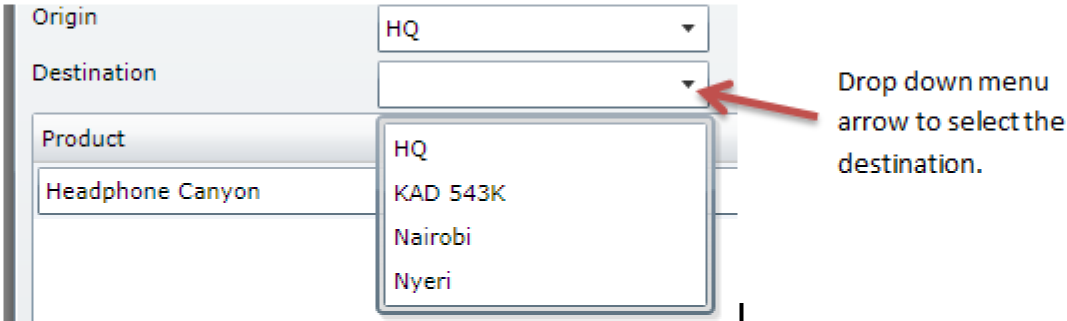
Transfer Date: the day the stock was transferred out.

Origin: the source of the stock.

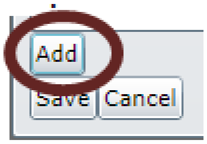
Destination: where the stock is being transferred to by the Origin.

Ojijo Plaza, 2nd Floor, Plums Lane, off Ojijo Road, Parklands.
Website: www.olivinetech.com
Email: info@Olivinetech.com
Telephone: 020 2667603
P.O. Box 14149-00800 Nairobi, Kenya.

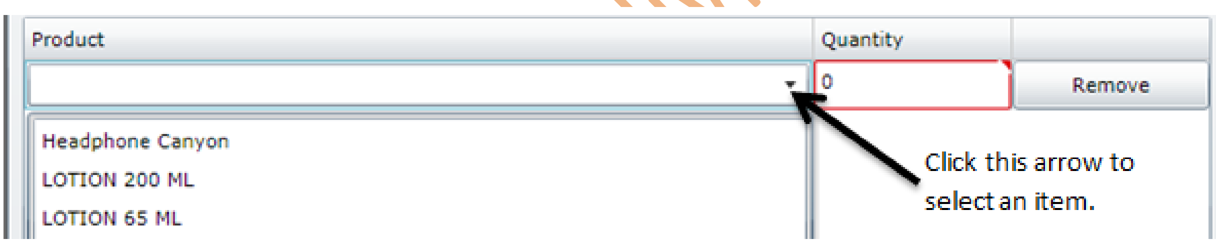
Step 3: Fill in all the details as required by selecting the destination and any other changes you would like to make.



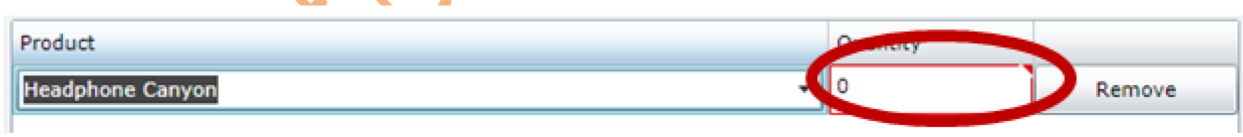
Step 4: Click on the Add button located at the bottom left of the Stock Transfer window.



Step 5: Click on the drop down menu under the column marked Product to select a single stock item.

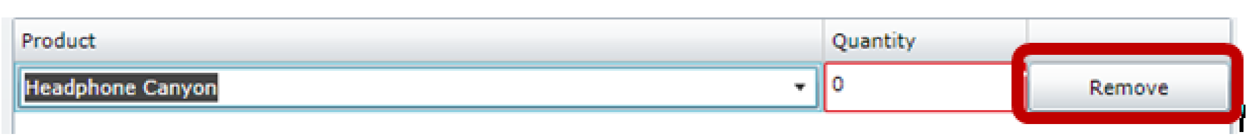


Step 6: Enter the quantity of the stock item selected in Step 5 under the field column Quantity.



Step 7: Repeat step 4 up to step 6 until all the stock that was being transferred has been reflected in the receipt.

NB: If an item was selected by mistake, the Remove button can be used to erase it from the receipt. Click on the Remove button associated with the wrong item. This will remove it completely from the receipt.



Step 8: Click on the **Save** button to complete the stock transfer process or click on the **Cancel** button to discard the process.

8.3.3.2 Viewing the details of stock transferred.

To display the details of a stock transferred:

Step 1: Click on the **Stock Transfers** button.

Step 2: Select the **date** for which you want to see the stock transfer transaction(s).

Step 3: Click on the **View button** associated with such record.

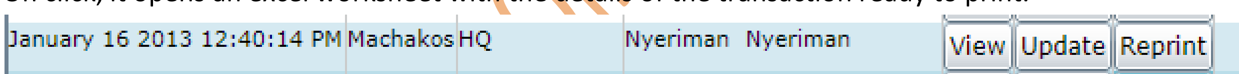
8.3.3.3 Editing the details of the stock transferred

To make changes to the details of a stock transfer record, click on the Update button associated with that record.

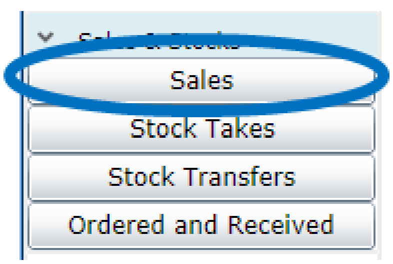
8.3.3.4 Reprinting the receipt of the transaction of stock transfer

The "**Reprint button**" allows users of ASiM to print out the same copy of the stock transfer record.

On click, it opens an excel worksheet with the details of the transaction ready to print.



8.3.4 Sales

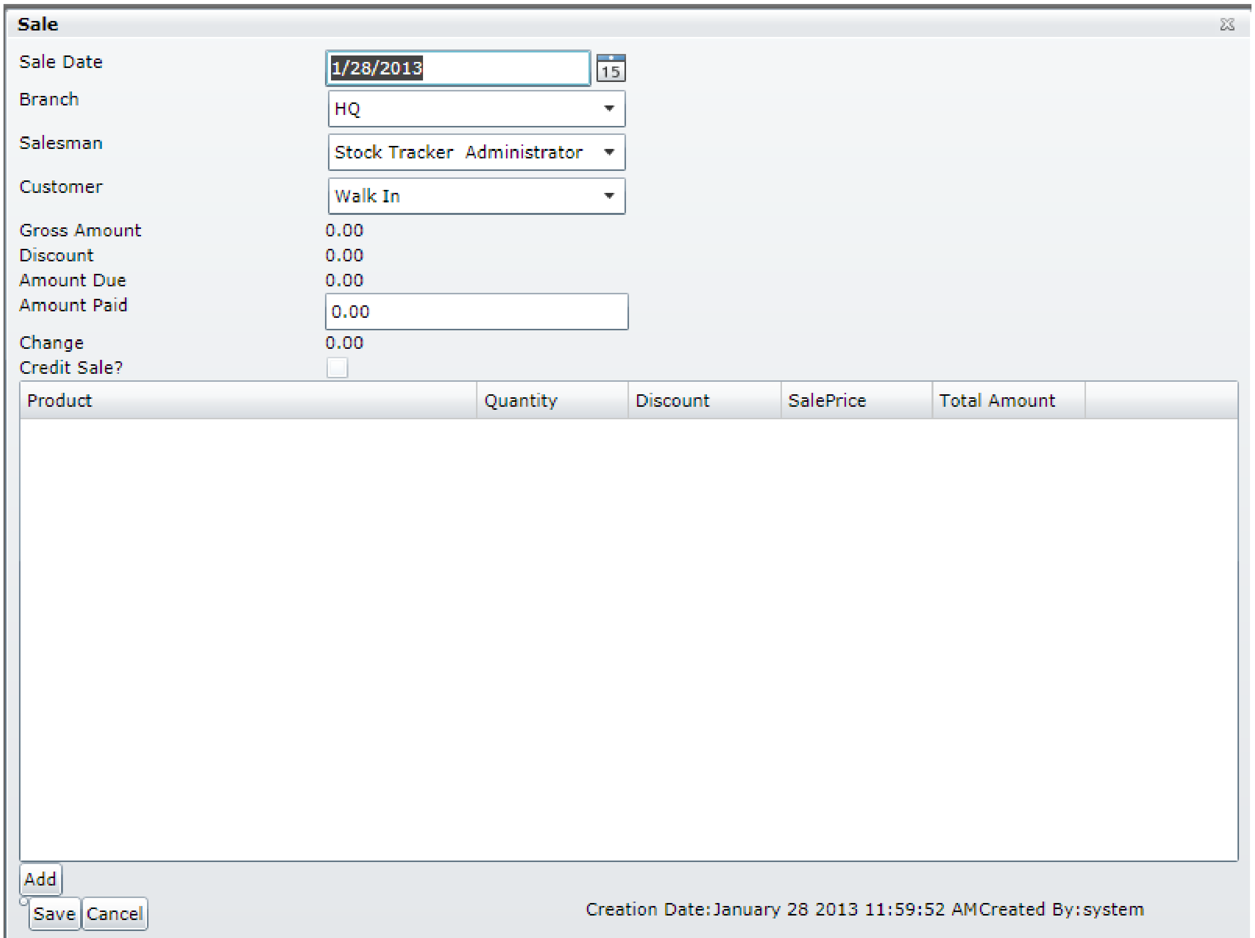


This module allows ASiM users to perform their sales activities. To access this module, click on the **Sales** button under the Sales and Stocks module.

8.3.4.1 Performing Sales

Assumption: the Sales module is active.

Step 1: Click on the New button. This will open the window shown below.



The following features are provided for:

Sale Date: this is the date of the sales transaction.

Branch: this represents the branch (*see Appendix*) of the sales agent. By default, ASiM selects the branch of the logged in user.

Salesman: is the sales agent doing the transaction. By default, the logged in user is selected.

Customer: this is the name of the customer to whom the sale is made.

Gross Amount: this is a derived value based on the total number of items sold and their prices.

Discount: is the total amount of discount offered during the sales process.

Amount Due: is the total amount owed to the branch by the customer for the sale transaction.

Amount Paid: is the total cash handed to the sales agent by the customer.

Change: is the extra amount owed to the customer.

Credit Sale? : is a flag that indicates whether or not the sales transaction was a credit sale.

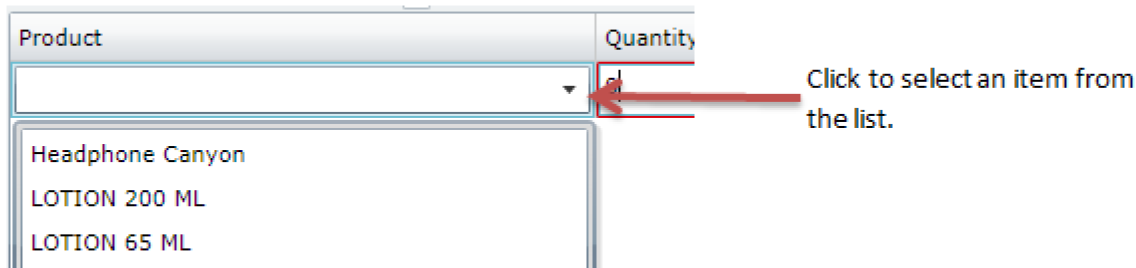
The sales will be treated as credit until all the cash has been entered under the Amount Paid.

Step 2: Select the correct sales date, branch, salesman and customer.

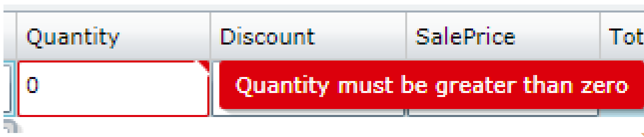
For customers that are not in ASiM, read this manual under **Customer Management** (below) to learn how to add them.

Step 3: Click on the **Add** button located on the bottom left of then sales widow.

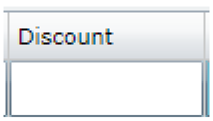
Step 4: Select an item from the drop down menu.



Step 5: Enter the right quantity or units of the item sold.



Step 6: If there is any discount for the sale of the item, enter it under the Discount column.



NB: The discount value is not for a single item but the whole quantity of the item sold.

If there is a discount in the price of a single item, then change the value of the SalePrice column to the new price. Otherwise leave the discount as 0 (zero)

Step 7: If there are any more items to be sold to the same customer at that instance, repeat step 3 up to step 6.

Step 8: Save the transaction to print out receipt for the customer by clicking the **Save button** or discard the changes by clicking the **Cancel button**.

8.3.4.2 Viewing sales records

To view the details of existing sales transaction:

Step 1: Click on **Sales** button.

Step 2: Select the **desired date(s)** in whose sales transactions you are interested.

Step 3: Click the **View button** associated with that particular sales record.

Ojijo Plaza, 2nd Floor, Plums Lane, off Ojijo Road, Parklands.
Website: www.olivinetech.com
Email: info@Olivinetech.com
Telephone: 020 2667603
P.O. Box 14149-00800 Nairobi, Kenya.

8.3.4.2 Changing Sales details

To edit the details of a sales transaction:

Step 1: Click on the **Sales** button.

Step 2: Select the **date**(s) in whose sales records you are interested.

Step 3: Click on the **Update** button of the desired sales record.

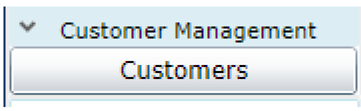
Step 4: Make any necessary changes.

Step 6: Save the changes by clicking on the **Save button** or discard them by clicking the **Cancel button.**

8.4 Customer Management

This module is used to manage the details of the customers.

8.4.1 Customers

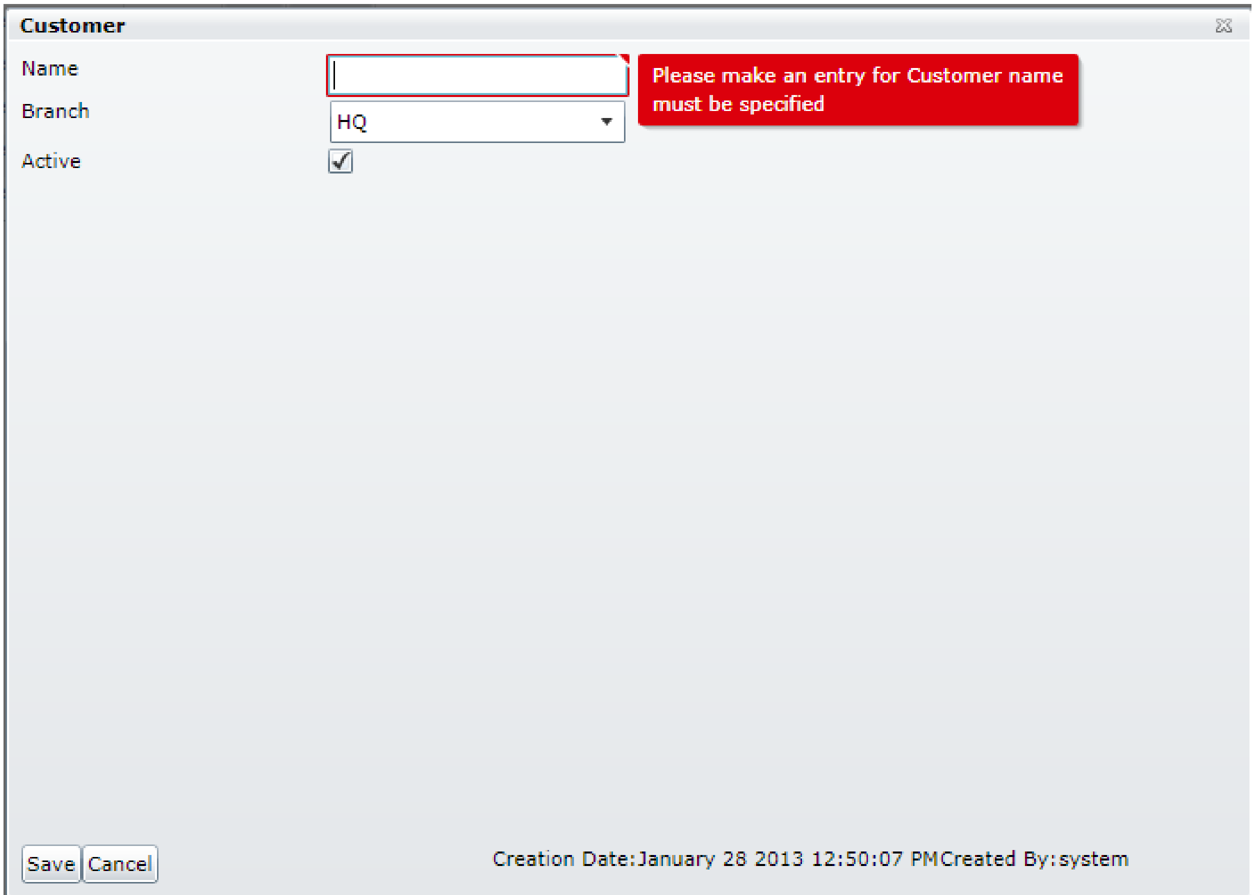


To access the Customers module, click on the Customers button under Customer Management.

8.4.1.1 Adding a new customer into ASiM

Assumption: The customer module is active.

Step 1: Click on the New button. The following window is displayed.



The following features are captured:

Name: denotes the full name of the customer.

Branch: the customer has to be associated with a specific branch of the business.

Active: a flag indicating whether that customer can be used in the daily operations of the business.

Step 2: Enter the name of the customer under the field labeled Name.

Step 3: Select the branch with which that customer will be associated.

Step 4: leave as checked the Active flag so that the customer can be used in the sales. If unchecked, the customer's details will be in the system but is not involved anywhere in the operations or transactions of the business.

8.4.1.2 Viewing the details of an existing customer.

To view the details of an existing customer, click on the View button of that specific customer record.

8.4.1.3 Editing the details of an existing customer.

To make changes to the details of a customer, click on the **Update** button of that specific customer record.

9. **LOGOFF**

   Once done with your transactions, click on the logoff button for security purposes.

10. APPENDIX

Branches- A term used in ASiM to denote branches, stores, vans, warehouses or shops under your company.

Staff Members- these are sales agents, administrators or any other employees of the organization who can be set up to use the system at one point.